



**Town of Whitchurch-Stouffville
Council Agenda
Tuesday June 19, 2018
Closed Meeting 1:30 PM
Regular Meeting 3:00 PM**

Council Chambers
111 Sandiford Drive

Please ensure cell phones are turned off or set to be silent. Council Meetings will be audio-recorded and made available online.

Speakers may only register to speak to Staff Reports listed on the agenda.

Chair: Mayor Altmann

Page

- 1. Call to Order**
- 2. Roll Call**
- 3. Resolution to hold a Closed Meeting, if required**

1. To recess into a Closed Meeting at 1:30 p.m.

That Council recess to permit the holding of a Closed Meeting in the Whitchurch Room to consider matters with the following exceptions:

- Litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board (Municipal Act, Sec. 239(2)(e))
- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Municipal Act, Sec. 239(2)(f))

- 4. Call to Order**
- 5. Roll Call**
- 6. Introduction of Addendum Items**

1. **Item 17 - Report No. FS-015-18 - 2017 Investment Report (F12)**
2. **Item 18 - Report No. LCS-030-18 - Mattel Community Playground Project (F11)**

- 13 - 18 3. **Memorandum from Director, Development Services, re:
Addendum to By-law Numbers 2018-103-RD and 2018-107-ZO**
7. **Confirmation of Agenda**
- That Council confirm the agenda, as circulated.
8. **Declarations of Pecuniary Interest**
9. **Adoption of Minutes**
- 19 - 30 1. To adopt the minutes
- That Council adopt the minutes from the regular meeting of Council
on June 5, 2018, as circulated.
10. **Recognitions**
11. **Delegations/Petitions**
12. **Outside Presentations/Information from Town Advisory Committees**
Speakers may not register to speak to Outside Presentations.
- 31 - 36 1. **Memorandum from Heritage Advisory Committee re: HAC
Recommendations**
13. **Consent Agenda**
*Speakers may speak for up to 5 minutes of uninterrupted time and only
on the matter pertaining to the report.*
- As per the Town Procedural By-law, when addressing Council, the
speaker shall be respectful of all persons and refrain from entering into
cross debate with members of Council, Town Staff and members of the
audience.*
- Following the address, Council members may ask questions to obtain
additional information or seek clarification from the speaker but shall not
make statements to or enter into debate with the speaker.*
- Once all speakers have been heard, Council members will deliberate the
report at hand without interruption. Speakers will not be allowed to
interrupt the Council decision making process.*
- 37 - 39 1. **Report No. LCS-010-18 - Community Mail Box Agreement
Update (L04) (R05)**
- 1) That Council receive Report No. LCS-010-18 for information.

- 40 - 44 2. **Report No. LCS-012-18 - Decorative 404 Municipal Entrance Sign (D02) (R05)**
- 1) That Council receive Report No. LCS-012-18 for information.
- 45 - 51 3. **Report No. LCS-023-18 - Barrier Free, Fully Accessible Mobile Washroom (A22) (V00)**
- 1) That Council direct staff to include the following four municipal/business logos on the Accessible Trailer in recognition of their \$5,000 financial contribution towards the purchase of the mobile washroom:
- Town of Aurora, Town of Georgina, Regional Municipality of York, Magna International; and
- 2) That Council direct staff to report back on increasing the rental rates for 2019 and beyond to better reflect and be in-line with rates for similar equipment rentals in other municipalities. Future fees and charges should consider a kilometer charge or be based on a radius for out-of-town rentals.
- 52 - 57 4. **Report No. PW-023-18 - Contract Award for WS-RFT-18-77, Roadway Paving and Resurfacing (F18)**
- 1) That Council authorize the award of Tender WS-RFT-18-77 to IPAC Paving Limited for Roadway Paving and Resurfacing, for an amount of \$1,206,925.35 excluding all applicable taxes; and
- 2) That Council authorize the award of the second option year of WS-RFP-16-40 for Contract Administration, Site Inspection and Materials Testing services to Chisholm, Fleming and Associates for an amount of \$91,890.00 excluding all applicable taxes, in support of project delivery; and
- 3) That Council authorize a project contingency amount up to \$241,385.07 excluding all applicable taxes (representing 20% of the construction value) to address unforeseen circumstances that may arise resulting in additional work; and
- 4) That Council authorize the Mayor and Clerk to sign all required documents to enter into these contracts.
- 58 - 61 5. **Report No. CAO-006-18 - Performance Indicators (H05)**
- 1) That Council receive Report No. CAO-006-18 for information.

62 - 76

6. Report No. CS-010-18 - Water Tower Branding (E08)

1) That Council authorize staff to pursue Option B, having the Region of York paint the words “Whitchurch-Stouffville” on the Region water tower located at 12519 10th Line; and

2) That Council authorize the funds for this project, in the amount of \$13,500 excluding all applicable taxes, to come from an appropriate water account.

77 - 94

7. Report No. DS-032-18 - Proposed Zoning By-law Amendment – Gottardo, 188 Sandiford Drive (File Nos. ZBA17.013, ZBA17.014 and SPA17.045) (D12 & D14)

1) That Council confirm that notwithstanding that the proposed Zoning By-law Amendment is different from that proposed at the November 28, 2017 Statutory Public Meeting, the revisions are minor in nature and that no further Statutory Public Meeting is required in accordance with Section 34(17) of the *Planning Act*; and

2) That Council enact By-law No. 2018-099-ZO being a By-law to amend Comprehensive Zoning By-law 2010-001-ZO by removing the Holding Symbol (h) from the subject property and by applying a site-specific zone and provisions to the subject property and direct staff to issue a Notice of Passing.

95 - 116

8. Report No. DS-033-18 - Proposed Official Plan Amendment and Proposed Zoning By-Law Amendment – Mon Sheong Foundation, 162 & 176 Sandiford Drive (File Nos. OPA17.001, ZBA17.005, ZBA17.006 and SPA17.022) (D09, D12 & D14)

1) That Council confirm that notwithstanding that the proposed Zoning By-Law Amendment is different from that proposed at the September 26, 2017 Statutory Public Meeting, the revisions are minor in nature and that no further Statutory Public Meeting is required in accordance with Section 34(17) of the *Planning Act*; and

2) That Council enact By-Law No. 2018-097-OP to adopt Official Plan Amendment 146 and direct staff to issue a Notice of Adoption; and

3) That Council enact By-Law No. 2018-098-ZO being a By-Law to amend Comprehensive Zoning By-Law 2010-001-ZO by removing the Holding Symbol (h) from the subject property and by applying a site-specific zone and provisions to the subject property and direct staff to issue a Notice of Passing; and

4) That Council approve the Applicant's request for the Class 4 Area Noise Classification for the subject property, in accordance with the Ministry of Environment and Climate Change (MOECC) NPC-300 Guidelines.

117 - 145

9. **Report No. DS-034-18 - Pre-servicing (Earthworks), Servicing (amendment to the Pre-servicing), Subdivision, Condominium and Site Plan Agreements –Ballymore Developments (Ballantrae) Corp. Part of Lots 21 & 22, Concession 8 - 15381, 15437, 15457 & 15473 Highway 48 - Community of Ballantrae (D12)**

1) That Council approve the Pre-servicing (Earthworks), Servicing (amendment to the Pre-servicing), Subdivision, Condominium and Site Plan Agreements as elected by the Developer between Ballymore Developments (Ballantrae) Corp. and the Town of Whitchurch-Stouffville subject to minor revisions by the Town solicitor and Director of Development Services; and

2) That Council enact By-law 2018-102-RE to amend the Delegation of Authority By-law 2016-046-RE to allow the Director of Development Services or his/her designate be delegated the authority to approve all Pre-servicing (Earthworks), Servicing (amendment to the Pre-servicing), Subdivision, Condominium and Site Plan Agreements for execution by the Mayor and Clerk along with authority to accept applications and approve all associated plans for the same; and

3) That Council authorize the Mayor and Clerk to sign a Pre-servicing (Earthworks), Servicing (amendment to the Pre-servicing), Subdivision, Condominium and Site Plan Agreements between Ballymore Developments (Ballantrae) Corp. and the Town of Whitchurch-Stouffville; and

4) That Council enact By-law No. 2018-103-RD, being a By-law to name the public street and private roads and lane within the Ballymore Development File No. 19T (W)-16.001.

146 - 161

10. **Report No. DS-035-18 - Lincolnville GO Station Area Land Use Study Terms of Reference (D08)**

1) That Council approve Lincolnville GO Station Area Land Use Study Terms of Reference and direct staff to plan for a Major Transit Station Area generally within a 500-meter radius of the new GO Station; and

2) That Council approve an additional budget of \$50,000 for external consulting services for the preparation of Urban Design Guidelines; and

3) That Council direct staff to extend the existing retainer with GM BluePlan for additional water and wastewater capacity assessments for an upset limit of \$24,000 plus HST; and

4) That Council direct staff to extend the existing retainers with HDR for additional transportation capacity assessments for an upset limit of \$20,000 plus HST; and,

5) That Council direct staff to fund all additional budgets for this project from the Corporate development charges account.

162 - 182

11. Report No. DS-037-18 - Proposed Draft Plan of Subdivision and Zoning By-Law Amendment – Main Street Holdings Inc. (Tercot Communities) – Part Lot 35, Concession 10 – 6853 & 6871 Main Street (D12 & D14)

1) That Council approve Subdivision File No. 19T(W)-17.004, subject to the conditions as set out in Attachment 4 to this Report, and direct staff to issue a Notice of Decision; and

2) That Council enact By-Law No. 2018-107-ZO, being a By-Law to implement the development of Subdivision File No. 19T(W)-17.004, and direct staff to issue a Notice of Passing; and

3) That Council confirms that notwithstanding that the proposed Zoning By-Law Amendment is different from that proposed at the November 28, 2017 Statutory Public Meeting, the revisions are minor in nature and that no further Statutory Public Meeting is required; and

4) That Council allocate the equivalent of 130 persons of water and sanitary sewer capacity for 52 dwelling units [52 townhouse units] from the Town's 2018 Boundary reserve.

183 - 187

12. Report No. DS-038-18 Removal of the Holding Symbol (H-39) at 15381, 15437, 15457 & 15473 Highway 48, Part of Lots 21 & 22, Concession 8, Community of Ballantrae, File Nos. 19T(W)16.001, OPA16.002, ZBA16.002 and CDM16.001 (D07, D09, D12 & D14)

1) That Council enact By-law No. 2018-101-ZO, being a By-law to amend Comprehensive Zoning By-law 2010-001-ZO by removing

the Holding Symbol (h-39) from 15381, 15437, 15457 & 15473 Highway 48 (Part of Lots 21 & 22, Concession 8, Community of Ballantrae).

188 - 250

13. **Report No. DS-039-18 - Proposed Plan of Subdivision and Zoning By-Law Amendment – Fieldgate Developments/Malone Given Parsons, Part of Lot 32, Concession 10, 11731 Tenth Line, Community of Stouffville, File No. 19T(W)17.001 & ZBA17.001 (D14& D12)**

1) That Council direct staff to issue a Notice of Decision to approve Subdivision File No. 19T(W)17.001, subject to the conditions as set out in Attachment 3 to this report, in accordance with Section 51(31) of the *Planning Act*; and

2) That Council enact By-Law No. 2018-108-ZO, being a By-Law to implement the development of Subdivision File No. 19T(W)- 17.001; and

3) That Council confirms that notwithstanding that the proposed Zoning By-Law Amendment is different from that proposed at the June 20, 2017 Statutory Public Meeting, the revisions are minor in nature and that no further Statutory Public Meeting is required; and

4) That Council enact By-Law No. 2018-100-RD, being a By-Law to name the public streets within File No. 19T(W)17.001; and

5) That Council allocate the equivalent of 1393 persons of water and sanitary sewer capacity for 506 dwelling units [317 single detached dwellings and 14 live/work townhouse units, 24 through townhouses, 151 residential townhouses] from the Town's 2017 Greenfield reserve.

251 - 282

14. **Report No. DS-040-18 - Applications for Proposed Draft Plan of Subdivision, Plan of Condominium and Zoning By-Law Amendment – Corebridge Developments Inc., 5827 Main Street, Community of Stouffville File Nos. 19T(W)17.003, CDM17.002 & ZBA16.013 (D12, D07, D14)**

1) That Council direct staff to issue a Notice of Decision to approve Draft Plan of Subdivision File 19T(W)17.003 (Corebridge Developments Inc.) to facilitate the creation of two blocks under a single registered M-Plan, in the manner shown on Attachment #3, be approved, subject to the Conditions of Approval set out in Attachment #4 to this report; and

2) That Council direct staff to issue a Notice of Decision to approve Draft Plan of Condominium (Common Elements) File No. CDM17.002 (Corebridge Developments Inc.), to permit 75 freehold townhouses and condominium tenure for the privately owned and maintained common elements including, internal roads, walkways, 19 visitor parking spaces, a private play area and landscaped areas, in the manner shown on Attachment #5, subject to the Conditions of Approval set out in Attachment #6; and

3) That Council enact By-Law 2018-110-RD, being a By-Law to name the private streets within the COREBRIDGE DEVELOPMENTS INC, File No. 19T(W)17.003 & CDM17.002; and

4) That Council confirm that notwithstanding that the proposed Zoning By-law Amendment is different from that proposed at the July 4, 2017 Statutory Public Meeting, the revisions are minor in nature and that no further Statutory Public Meeting is required in accordance with Section 34(17) of the Planning Act; and

5) That Council enact By-Law No. 2018-109-ZO, being a By-Law to implement the development of Draft Plan of Subdivision File No. 19T(W)17.003, Draft Plan of Condominium (Common Elements) File No. CDM17.002, and ZBA16.013 and direct staff to issue a Notice of Passing; and

6) That Council allocate 75 street townhouse dwelling units of water and sanitary sewer capacity the equivalent of 174 persons from the Town's Community of Stouffville (Built Area Boundary) reserve.

283 - 286

15. **Report No. FR-007-18 - Whitchurch-Stouffville and East Gwillimbury Automatic Aid Agreement (P16) (L04)**

1) That Council approve entering into an agreement with the Town of East Gwillimbury for a joint service agreement; and

2) That Council direct staff to finalize the agreement to the satisfaction of the CAO and Town Solicitor; and

3) That Council authorize the Mayor and Clerk to sign all necessary documents between the Town of Whitchurch-Stouffville and East Gwillimbury.

287 - 293

17. **Report No. FS-015-18 - 2017 Investment Report (F12)**

1) That Council receive Report No. FS-015-18 for information.

294 - 296

18. Report No. LCS-030-18 - Mattel Community Playground Project (F11)

1) That Council direct staff to submit a notice of intent for the Mattel Community Playground Project.

14. Action Items Requiring Separate Discussion

297 - 405

**16. Report No. FS-014-18 - 2017 Audited Financial Statements (F10)
*Presentation by Austin Mitchell, BDO and Brian Parrott,
Director of Finance/Treasurer***

1) That Council receive the Auditor's Year-end and Audit Report presentation for information purposes, presented as attachments 1 and 2; and

2) That Council approve the 2017 Consolidated Financial Statements of the Corporation of the Town of Whitchurch-Stouffville, presented as attachment 3; and

3) That Council approve the 2017 Financial Statements of the Town of Whitchurch-Stouffville Trust Funds, presented as attachment 4; and

4) That Council receive the 2017 Statement of Reserves and Reserve Funds, presented as appendix A; and

5) That Council receive the 2017 Treasurer's Statement of Development Charges, presented as appendix B.

15. Notices of Motion/Motions for Which Notice Has Been Given
Speakers may not register to speak to Motions.

16. Resolutions from Council

17. By-laws

406 - 413

1. 2018-097-OP being a By-law to adopt Official Plan Amendment No. 146 to the Official Plan for the Town of Whitchurch-Stouffville Planning Area which, on the 1st day of January, 1971 comprised all the lands within the municipal boundary of the area municipality of The Corporation of the Town of Whitchurch-Stouffville (162 and 176 Sandiford Drive) (Report No. DS-033-18)

- 414 - 416 2. 2018-098-ZO being a By-law to amend By-law 2010-001-ZO of the Town of Whitchurch-Stouffville (Comprehensive Zoning By-law) for the lands located at 162 and 176 Sandiford Drive (DS-033-18)
- 417 - 419 3. 2018-099-ZO being a By-law to amend By-law 2010-001-ZO of the Town of Whitchurch-Stouffville (Comprehensive Zoning By-law) for the lands located at 188 Sandiford Drive (Report No. DS-032-18)
- 420 - 421 4. 2018-100-RD being a By-law to provide for the naming of the streets in the 11731 Tenth Line Developments Limited Subdivision Plan 19T(W)-17.001 Part of Lot 32 (South near Markham), Concession 10, Community of Stouffville (McKean Drive, Yakefarm Boulevard, Sunnyside Avenue, Wesmina Avenue, Fallharvest Way, Markview Road, and Boundary Boulevard) (Report No. DS-039-18)
- 422 - 423 5. 2018-101-ZO being a By-law to amend By-law 2010-001-ZO of the Town of Whitchurch-Stouffville by removing the Holding Symbol (h-39) from Part of Lots 21 & 22, Concession 8, Community of Ballantrae - 15381, 15437, 15457 and 15473 Highway 48 (Report No. DS-038-18)
- 424 - 427 6. 2018-102-RE being a By-law to amend Delegation By-law 2016-046-RE (Schedule C) and repeal By-laws 2017-030-RE and 2018-093-RE (Report No. DS-034-18)
- 428 - 429 7. 2018-103-RD being a By-law to provide for the naming of the streets in the Ballymore Subdivision Plan 19T(W)-16.001 Part of Lots 21 & 22, Concession 8, Community of Ballantrae (Ballanview Court, Joiner Circle, Carver Court, Carlinds Crescent, Heartwood Gate and Hinge Lane) (Report No. DS-034-18)
- 430 - 431 8. 2018-104-AP being a By-law to appoint individuals to the 19 On the Park Advisory Committee and repeal By-law 2018-031-AP
- 432 9. 2018-105-AP being a By-law to appoint individuals to the Whitchurch-Stouffville Accessibility Advisory Committee and to repeal By-law 2017-065-AP
- 433 10. 2018-106-FI being a By-law to amend fees or charges for services or activities provided by the Town of Whitchurch-Stouffville, By-law 2018-001-FI (General Fees and Charges – Schedule “I”)
- 434 - 436 11. 2018-107-ZO being a By-law to amend By-law 2010-001-ZO of the Town of Whitchurch-Stouffville (Comprehensive Zoning By-law) for the lands located at 6853 and 6871 Main Street (Report No. DS-037-18)

- 437 - 441 12. 2018-108-ZO being a By-law to amend By-Law 2010-001-ZO of the Town of Whitchurch-Stouffville (Comprehensive Zoning By-Law), as amended for the lands located at 11731 Tenth Line (Report No. DS-039-18)
- 442 - 444 13. 2018-109-ZO being a By-law to amend By-law 2010-001-ZO of the Town of Whitchurch-Stouffville (Comprehensive Zoning By-law) for the lands located at 5827 Main Street (Report No. DS-040-18)
- 445 - 446 14. 2018-110-RD being a By-law to provide for the naming of the streets in the Corebridge Development Corporation Subdivision Plan 19T(W)-17.003 and CDM17.002 at 5827 Main Street, Part of Lot 35, Concession 8, Community of Stouffville (Jim Barry Lane, Maybank Lane and Clippers Crescent)
- 447 15. 2018-111-PR being a By-law for temporary parking restrictions to accommodate the Strawberry Festival and Canada Day events for the Town of Whitchurch-Stouffville

18. Regional Business**19. Resolution to hold a Closed Meeting, if required****20. Items Arising from a Closed Meeting****21. Confirmatory By-law**

That Council read Confirmatory By-law 2018-_____-MS a first, second and third time and passed.

22. Adjournment

That there being no further business, Council adjourn the meeting at ____ p.m.

23. Comments from Members of Council



TOWN OF
WHITCHURCH-STOUFFVILLE

Approved as Addendum Item for

JUNE 19 Council Meeting

[Signature]
CAO

June 15/18
Date

Town of Whitchurch-Stouffville Council Memorandum

To: Mayor Altmann and Members of Council

From: Haiqing Xu, Director, Development Services

Copy: Roman Martiuk, CAO
Gillian Angus-Traill, Clerk

Date: June 19, 2018

Subject: **Addendum to BY-LAW NUMBERS 2018-103-RD and 2018-107-ZO**

Administrative amendments have been made to the attached By-Laws:

- 1) The missing Schedule A to By-law 2018-103-RD has been attached; and
- 2) An additional property erroneously included in Schedule 1 to Bylaw 2018-107-ZO has been removed.

The correct versions of both By-laws are attached to this memo.

Sincerely,

Haiqing Xu
Director, Development Services

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2018-103-RD

BEING A BY-LAW to provide for the naming of the streets in the Ballymore Subdivision Plan 19T(W)-16.001 Part of Lots 21 & 22, Concession 8, Community of Ballantrae. (Ballanview Court, Joiner Circle, Carver Court, Carlinds Crescent, Heartwood Gate and Hinge Lane)

WHEREAS Section 11(3) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, permits the council of local municipalities to pass by-laws for the naming of streets;

AND WHEREAS the Street and Watercourse Naming Committee approved certain names for the streets in the Ballymore Subdivision during the October 30th, 2017 and May 28th, 2018 meetings;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:

1. THAT streets in the Ballymore Subdivision (Plan 19T(W)-16.001 Part of Lots 21 and 22, Concession 8, Community of Ballantrae) as shown on Schedule A hereto to be named as follows:

COLUMN 1 LABEL	COLUMN 2 STREET NAME	COLUMN 3 INFORMATION
Street "A" Private Road	Ballanview Court	- In recognition of the Ballantrae Community
Street "B" Private Road	Joiner Circle	- In recognition of the former use of the property as a carpentry site - theme
Street "C" Private Road	Carver Court	- In recognition of the former use of the property as a carpentry site - theme
Street "D" Private Road	Carlinds Crescent	- Developer requested pre-approved name from the Town's street name inventory
Street "E" Public Street	Heartwood Gate	- In recognition of the former use of the property as a carpentry site - theme
Street "F" Private Lane	Hinge Lane	- In recognition of the former use of the property as a carpentry site - theme

READ a first and second time this 19th day of June 2018.

READ a third time and passed this 19th day of June 2018.

Justin Altmann, Mayor

Gillian Angus-Traill, Clerk

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2018-107-ZO

BEING A BY-LAW to amend By-law 2010-001-ZO of the Town of Whitchurch-Stouffville (Comprehensive Zoning By-law) for the lands located at 6853 and 6871 Main Street.

WHEREAS Section 34 of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, permits the councils of local municipalities to pass zoning by-laws for prohibiting the use of land or the erecting, locating or using of buildings or structures for or except for such purposes as may be set out in the by-law.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:

1. That Comprehensive Zoning By-law No. 2010-001-ZO is hereby amended as follows:
 - (a) By amending Schedule 57 to rezone the lands from Institutional/New Residential Five (I/RN5) to New Residential Four (RN4) subject to Exception 14 - RN4(14) as shown on Schedule 1 to this By-law.
 - (b) By amending Section 5A.3.4 "Exceptions to the RN4 Zone" to add Section 5A.3.4.14 as set out in Schedule 2 to this By-law; and
2. That this By-law shall come into force in accordance with Section 34 of the *Planning Act*, as amended.

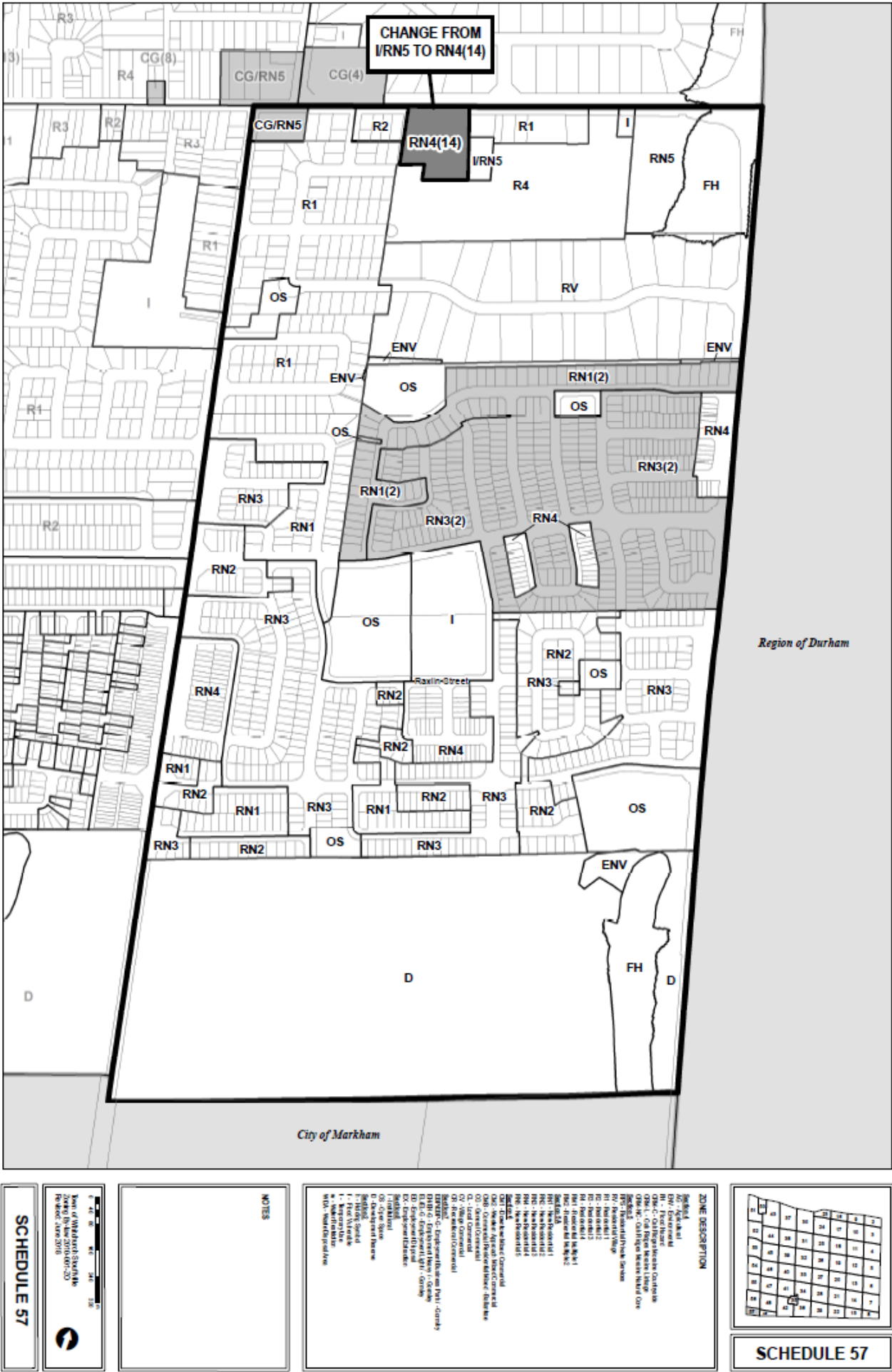
READ a first and second time this 19th day of June, 2018.

READ a third time and passed this 19th day of June, 2018.

Justin Altmann, Mayor

Gillian Angus-Traill, Clerk

SCHEDULE 1 TO BY-LAW 2018-107-ZO



SCHEDULE 2 TO BY-LAW 2018-107-ZO

5A.3.4.14

RN4(14) East of Tenth Line, South of Main Street Draft Plan of Subdivision 19T(W)17.004, Schedule 57.

1. Permitted Uses

- i) Street Townhouse Dwelling

2. Qualifying Notes to Permitted Uses

For the purpose of this zone, the property will be considered as a single lot and the front lot line will be Main Street.

3. Regulations

- i) Maximum Number of Dwelling Units 52
- ii) Minimum Lot Area per Dwelling Unit 110 m2
- iii) Minimum Width of Dwelling Unit 5.49 m
- iv) Minimum Front Yard Setback 1.9 m
- v) Minimum Exterior Side Yard Setback 0.7 m
- vi) Minimum Interior Side Yard Setback 1.5 m
- vii) Minimum Rear Yard Setback 6.0 m
- viii) Minimum Distance between Buildings (where no common wall exists) 2.4 m
- ix) Maximum Height 13 m
- x) Minimum Width of Laneway Right-of-Way 6.4 m
- xi) Minimum Width of Paved Laneway (travelled surface) 6.0 m
- xii) Minimum Parking Requirements 2 spaces per unit exclusive of visitor parking
- xiii) Required Visitor's Parking 0.25 spaces per unit
- xiv) Maximum Projection of Stairs into the Front and Exterior Side Yard 0.3 m from property line
- xv) Maximum Projection of Balconies into the Front, Rear, and Exterior Side Yard 2.5 m into the required yard
- xvi) Maximum Projection of Porches and Balconies into the Front, Exterior Side, and Interior Side Yard 0.4m from the property line
- xvii) Section 3.24.6.2 Maximum Driveway Width of By-law 2010-001-ZO shall not apply



**TOWN OF WHITCHURCH - STOUFFVILLE
COUNCIL MINUTES
Tuesday, June 5, 2018
Closed Meeting 5:00 pm
Regular Meeting 7:00 pm**

**Council Chambers
111 Sandiford Drive**

Chair: Deputy Mayor Lovatt

The regular meeting of Council was held at the municipal offices, on the above date and time.

Staff Present: Roman Martiuk, Gillian Angus-Traill, and Isabel Leung.

1. Call to Order

2. Roll Call

All members of Council were present, with the exception of Mayor Altmann.

3. Resolution to hold a Closed Meeting, if required

Moved by Councillor Smith
Seconded by Councillor Upton

That Council recess to permit the holding of a Closed Meeting in the Whitchurch Room to consider matters with the following exceptions:

- Litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board (Municipal Act, Sec. 239(2)(e))

Carried

Council reconvened into open session at 7 p.m.

Chair: Mayor Altmann and Deputy Mayor Lovatt

Staff Present: Trevor Wawryk, Marilou Murray, Rob Raycroft, Brian Kavanagh, Haiqing Xu, Brian Parrott, Roman Martiuk, Gillian Angus-Traill, Isabel Leung, and Paul Mercer.

4. Call to Order

5. Roll Call

All members of Council were present.

6. Introduction of Addendum Items

None

7. Confirmation of Agenda

Moved by Councillor Smith

Seconded by Councillor Ferdinands

That Council confirm the agenda, as circulated.

Carried

8. Declarations of Pecuniary Interest

Councillor Lovatt declared a bias with regard to Report No. FS-012-18 - By-law to Establish Rates and Levy Taxes for 2018 for the Downtown Stouffville Community Improvement Area (F22).

9. Adoption of Minutes

Moved by Councillor Lovatt

Seconded by Councillor Upton

That Council adopt the minutes from the regular meeting of Council on May 15, 2018, as circulated.

Carried

10. Recognitions

None

11. Delegations/Petitions

1. Lloyd Street Road Closure - Stephen Ecclestone and Elaine Sanders

To discuss making the temporary road closure of Lloyd Street permanent.

Moved by Councillor Hargrave
Seconded by Councillor Lovatt

1) That Council refer the delegation by Stephen Ecclestone and Elaine Sanders regarding Lloyd Street Road Closure to staff and report back in September.

Carried

2. Request to Raise Pride Flag - Beki Tafani, SDSS Gay Straight Alliance

To request Council to raise the Pride flag.

Moved by Councillor Hargrave
Seconded by Councillor Lovatt

1) That Council authorize staff to raise the Pride Flag for the month of June starting June 11, 2018; and

2) That Council refer the Town's flag policy to staff and report back in one month.

Carried

3. Request for Stop Signs and Road Closures on Burkholder Street - Lloyd Somerville

To request Council to increase road safety measures on Burkholder Street by adding stop signs on Burkholder Street and Market Street, limiting access near Memorial Park from Burkholder Street, closing access to the library from Burkholder Street and posting speed limit signs of 25 km on Burkholder Street in Memorial Park.

Moved by Councillor Hargrave
Seconded by Councillor Kroon

1) That Council direct staff to temporarily close the gate on Burkholder Street to limit vehicular access and refer the requests to staff to report back.

Carried

12. Outside Presentations/Information from Town Advisory Committees

1. Integrity Commissioner Report and Presentation

Moved by Councillor Hargrave
Seconded by Councillor Lovatt

Whereas the Town of Whitchurch-Stouffville expects the Mayor to demonstrate exemplary behavior; and

Whereas the Integrity Commissioner has outlined actions and behaviors that are far below the expected standard; and

Whereas the actions of the Mayor have breached multiple provisions of the Code of Conduct; and

Whereas the actions of the Mayor bring disrepute to the Office of Mayor; and

Whereas the Mayor has improperly and falsely impugned the efforts of the Town's staff; and

Whereas the Mayor's actions have demonstrated and reinforced the need to restrict access and contact with staff in order to prevent further incidents of harassment; and

Whereas the Council of the Town of Whitchurch-Stouffville fully supports the actions of the CAO in enforcing the Town's zero tolerance harassment policy by bringing forward these complaints.

Therefore be it resolved as recommended by the Integrity Commissioner:

1) That Council receive the June 5th, 2018 report of the Integrity Commissioner for information; and

2) That the Integrity Commissioner's report be posted on the Town of Whitchurch-Stouffville web site for public access; and

3) Since having been found to have breached the Code of Conduct, that Mayor Justin Altmann be and is hereby formally reprimanded.

A recorded vote was requested. The Clerk called the question and asked each member of Council in turn:

	For	Against
Mayor Altmann		X
Councillor Ferdinands	X	
Councillor Hargrave		X
Councillor Kroon	X	
Councillor Lovatt	X	
Councillor Smith	X	
Councillor Upton	X	
	5	2

Carried

***Council recessed at 8:50 p.m. and reconvened at 9:05 p.m.
Mayor Altmann relinquished the Chair to Deputy Mayor Lovatt.***

13. Consent Agenda

Report Nos. FS-011-18, FS-012-18, FS-013-18, LCS-020-18, LCS-022-18, PW-022-18, DS-027-18, and DS-030-18 were not pulled for separate discussion.

Moved by Councillor Kroon
Seconded by Councillor Smith

That Council approve the following staff reports on the consent agenda and adopt the recommendations contained therein:

Report No. FS-011-18 - By-law to Establish Rates & Levy Taxes for 2018 (F22)

1) That Council enact By-law 2018-094-TX, being a By-law to establish rates and levy taxes for the Town of Whitchurch-Stouffville for the year 2018.

Report No. FS-012-18 - By-law to Establish Rates and Levy Taxes for 2018 for the Downtown Stouffville Community Improvement Area (F22)

1) That Council enact By-law 2018-095-TX, being a by-law under Section 326 of the Municipal Act to levy this special tax levy upon the properties within the Downtown Stouffville Community.

Report No. FS-013-18 - 2019 Budget Timetable (F05)

- 1) That Council approve the budget timetable as submitted; and
- 2) That Council recommend the same timetable for the Town's local boards and agencies; and
- 3) That Council direct the Clerk set the date or dates for Council to consider the draft 2019 Operating and Capital Budgets.

Report No. LCS-020-18 - Community, Physical Plant and Human Resources Policies- Whitchurch-Stouffville Museum and Community Centre (A09)

- 1) That Council adopt the Community Policy, as approved by the Whitchurch-Stouffville Museum and Community Centre Advisory Committee; and
- 2) That Council adopt the Physical Plant Policy, as approved by the Whitchurch-Stouffville Museum and Community Centre Advisory Committee; and
- 3) That Council adopt the Human Resources Policy, as approved by the Whitchurch-Stouffville Museum and Community Centre Advisory Committee.

Report No. LCS-022-18 - Exhibition of Artifacts from the Jean Baptiste Lainé Site (R03)

- 1) That Council authorize staff to pursue the development of a year-long exhibit at the Whitchurch-Stouffville Museum & Community Centre, featuring artifacts from the Jean Baptiste Lainé Site, with satellite displays at the Town Hall and Leisure Centre.

Report No. PW-022-18 - Three (3) Way Stop Control at the intersection of Joseph Todd Road and Gar Lehman Avenue (T07)

- 1) That Council endorse the implementation of three (3) way stop control at the intersection of Joseph Todd Road and Gar Lehman Avenue; and
- 2) That Council enact By-Law 2018-092-TR being a by-law to amend By-law 2008-147-TR that regulates traffic in the Town of Whitchurch-Stouffville.

Report No. DS-027-18 - Request for the Extension of Existing Contract for Peer Review Services (F18)

- 1) That Council approve the extension of the development engineering and transportation peer review contract with R.J. Burnside and Associates Limited for an additional three and half year (3.5 year) period to December 31, 2021; and
- 2) That Council approve the extension of the environmental peer review services contract with R.J. Burnside and Associates Limited for an additional three and half year (3.5 year) period to December 31, 2021; and
- 3) That Council approve the extension of the landscape architecture peer review contract with Cosburn Giberson Landscape Architects Incorporated for an additional three and half (3.5 years) period to December 31, 2021; and
- 4) That Council authorize the Mayor and Clerk to sign all necessary documents to execute the contract extensions for peer review services.

Report No. DS-030-18 - Proposed Extension of Temporary Use Zoning By-law Amendment and Lifting of a Holding Symbol (h-1), Part of Lot 5, Concession 3 – 2005 Bethesda Road, File No. ZBA15.010 (D14)

- 1) That Council approve the application submitted by the Owner to extend the temporary Employment Light Exception Five Temporary Holding One zone on the property at 2005 Bethesda Road, to permit the storage, assembly and cleaning of scaffolding associated with a manufacturing company for a period of up to 3 years – December 1, 2021; and
- 2) That Council enact By-law 2018-091-ZO being a By-law to amend By-law 2015-176-ZO; and
- 3) That Council enact By-law 2018-090-ZO being a By-law to amend By-law 2010-001-ZO by removing the Holding Symbol (h-1) from Part Lot 5, Concession 3 – 2005 Bethesda Road.

Carried

11. Action Items Requiring Separate Discussion

Report No. LCS-021-18 - Canada 150 Mural Mosaic and the Leaf Project Mobile (R05)

Moved by Councillor Kroon
Seconded by Councillor Ferdinands

- 1) That Council receive Report No. LCS-021-18 for information.

Carried

Report No. DS-028-18 - Temporary Property Sales Centre Agreement – Ballymore Developments (Ballantrae) Corp. Part of Lots 21 & 22, Concession 8 - 15381, 15437, 15457 & 15473 Highway 48 - Community of Ballantrae (D12)

Moved by Councillor Smith
Seconded by Councillor Hargrave

- 1) That Council approve the Site Design and Temporary Property Sales Centre Agreement between Ballymore Developments (Ballantrae) Corp. and the Town of Whitchurch-Stouffville subject to minor revisions by the Town solicitor and Director of Development Services; and
- 2) That Council enact By-law 2018-093-RE to amend the Delegation of Authority By-law 2016-046-RE to allow the Director of Development Services or his/her designate be delegated the authority to approve all Sales Centre Applications and Agreements; and
- 3) That Council authorize the Mayor and Clerk to sign a Temporary Property Sales Centre Agreement between Ballymore Developments (Ballantrae) Corp. and the Town of Whitchurch-Stouffville.

Carried

Report No. DS-029-18 - Site Alteration Permit – 13501 Highway 48 (P11)

Moved by Councillor Upton
Seconded by Councillor Kroon

- 1) That Council provide a conditional approval to this application subject to a finalized grading plan to the satisfaction of the Director of Development Services and finalization of comments from all agencies; and

2) That Council direct staff to return with this application for final approval by Council at the 3:00 p.m. Council Meeting on July 17th, 2018.

Carried

**Report No. DS-031-18 - Request for Removal from the Town of
Whitchurch-Stouffville Built Heritage Inventory: 14634 Woodbine
Avenue (R01)**

Moved by Councillor Ferdinands
Seconded by Councillor Smith

1) That Council direct staff to remove the building at 14634 Woodbine Avenue from the Town's Built Heritage Inventory; and

2) That Council request the owner to salvage heritage materials and install an interpretive historical plaque to commemorate the site.

Carried

12. Notices of Motion/Motions for Which Notice Has Been Given

**1. Motion from Councillor Lovatt re: Community Safety Zones in
Whitchurch-Stouffville**

Moved by Councillor Smith
Seconded by Councillor Upton

Whereas the safety of students and pedestrians around all schools in Whitchurch-Stouffville is a priority for the Town, and

Whereas Community Safety Zones have been found useful to calm traffic and mitigate risk to students and pedestrians alike.

Therefore be it resolved that Council direct staff to work together with Community Groups, local school boards, and York Regional Police in the development of a community safety zone program near all current and future schools in Whitchurch-Stouffville and report back to Council with recommendations by August 28 Council Meeting.

Carried

13. Resolutions from Council

None

14. By-laws

Moved by Councillor Kroon
Seconded by Councillor Ferdinands

That Council read the following by-laws a first, second, third time and passed:

2018-087-RD being a By-law to provide for the numbering of buildings along highways and for affixing numbers to the buildings and repeal By-Law 2018-063-RD (65M-4582)

2018-088-MS being a By-law to amend Delegation By-law 2016-046-RE (Schedule "A")

2018-089-MS being a By-law to amend the expiry date of Part Lot Control By-law 2016-067-MS (Blocks 3 and 5, Plan 65M-4117)

2018-090-ZO being a By-law to amend By-law 2010-001-ZO of the Town of Whitchurch-Stouffville by removing the Holding Symbol (h-1) from Part of Lot 5, Concession 3 – 2005 Bethesda Road

2018-091-ZO being a By-law to amend By-law 2015-176-ZO for lands located at Part of Lot 5, Concession 3 – 2005 Bethesda Road

2018-092-TR being a By-law to amend By-law 2008-147-TR Schedule XI - Stop Signs, to govern and to regulate traffic in the Town of Whitchurch-Stouffville at Joseph Todd Road and Gar Lehman Avenue

2018-093-RE being a By-law to amend Delegation By-law 2016-046-RE (Schedule "C")

2018-094-TX being a By-law to establish rates and levy taxes for the Town of Whitchurch-Stouffville for the year 2018 and to provide for the collection thereof

2018-095-TX being a By-law to establish rates and levy taxes for 2018 for the Downtown Stouffville Community Improvement Area

Carried

15. Regional Business

None

16. Resolution to hold a Closed Meeting, if required

Moved by Councillor Smith
Seconded by Councillor Kroon

That Council recess at 9:21 p.m. to permit the holding of a Closed Meeting in the Whitchurch Room to consider matters with the following exceptions:

- Personal matters about an identifiable individual, including municipal or local board employees (Municipal Act, Sec. 239(2)(b)).

Carried

Council reconvened into open session at 9:38 p.m.

17. Items Arising from a Closed Meeting

1. Appointment to Advisory Committees

Moved by Councillor Kroon
Seconded by Councillor Upton

1) That Council defer the appointment of the Parking Working Group to the next term of Council; and

2) That Council direct staff to prepare the necessary by-laws for inclusion in the June 19, 2018 regular Council meeting agenda to appoint:

- Coreen Doucett and Jocelyn McDowell to the 19 on the Park Advisory Committee; and
- Sharon McFadden to the Accessibility Advisory Committee.

Carried

18. Confirmatory By-law

Moved by Councillor Ferdinands
Seconded by Councillor Upton

That Council read Confirmatory By-law 2018-096-MS a first, second and third time and passed.

Carried

19. Adjournment

Moved by Councillor Smith
Seconded by Councillor Hargrave

That there being no further business, Council adjourn the meeting at 9:40 p.m.

Carried

20. Comments from Members of Council

APPROVED at the Town of Whitchurch-Stouffville this 19th day of June, 2018.

Gillian Angus-Traill, Clerk

Mayor Justin Altmann

Town of Whitchurch-Stouffville Council Memorandum

To: Mayor Altmann and Members of Council

From: Roman Martiuk, CAO

Copy: Gillian Angus-Traill, Clerk

Date: June 19, 2018

Subject: Heritage Advisory Committee Recommendations

Recommendation:

That the staffing recommendations of the Heritage Advisory Committee be referred to the Director of Development Services for consideration in the 2019 budget.

The purpose of this report is to raise a number of process concerns relating to the recommendations of the committee.

- 1) Advisory committees do not have operating responsibility. Heritage Advisory Committee's role is to advise Council on heritage issues (under the *Ontario Heritage Act*).
- 2) The request by-passes the budget process. Within the budget process the Town is able to evaluate and prioritize the various needs of the municipality. Council is able to, in the context of the full budget, make a determination. Only in extreme cases should that process be by-passed.
- 3) The Development Services Department is operating in "all hands-on deck" mode to process the backlog of development applications. Currently our Development and Long-range planning efforts are falling behind and require significant attention. As the Heritage Advisory Committee's proposed initiative will require management attention, I do not support reducing our focus on Development and Long-range planning.

- 4) Staff recognize the challenges being faced by the Heritage Advisory Committee. While I am of the opinion that the Heritage Advisory Committee requires additional support, the inventory of salvaged materials would not be my first priority. The Director of Development Services and I have agreed that the current Built Heritage Inventory of Buildings and our practices around the designation of building are a much higher priority. I continue to receive complaints from time to time in this area. On a preliminary basis a full time Heritage Planner, with training in assessing historical buildings together with a visioning exercise involving the Heritage Advisory Committee and Council to create a common understanding of Councils viewpoints is seen to be required.
- 5) Given that it is late June, it is unlikely that a meaningful summer placement could be affected.
- 6) Council is not required to follow normal process and can take action if it desires. If Council is wishing to act, then I would recommend prebudget approval of a permanent Heritage Planner, to be recruited in the fall and commencing employment toward year end. I am optimistic the department would be in a position to accommodate at that time.

Town of Whitchurch-Stouffville Council Memorandum

To: Mayor Altmann and Members of Council

From: Rachael Cogar, Committee Coordinator

Copy: Roman Martiuk, CAO
Gillian Angus-Traill, Clerk

Date: June 19, 2018

Subject: Recommendations of the Heritage Advisory Committee to Council

The following resolutions from the Heritage Advisory Committee are submitted to Council for consideration. It is recommended that Council provide direction through separate motions to deal with each of the committee's recommendations:

Re: Insurance Coverage

MOVED by Dean Horner
SECONDED by Gleyenn Beatty

THAT the Heritage Advisory Committee recommend to Council to purchase additional coverage for Volunteer Accident Coverage.

Re: Heritage Asset Inventory

MOVED by Michael Rankin
SECONDED by Theresa den Boef

WHEREAS it has been the practice to request owner to salvage heritage materials upon removal of buildings from the Town's Built Heritage Inventory;

THAT Council direct Staff to implement a Heritage Asset Inventory to catalogue existing and future salvaged materials as a result of removal of buildings from the Town's Built Heritage Inventory, in line with the draft Terms of Reference reviewed and confirmed by the Heritage Advisory Committee.

CARRIED

MOVED by Iain Lovatt

SECONDED by Shawna Kelterborn

THAT Council authorize a summer student to be assigned to the asset recovery program.

CARRIED

MOVED by Teresa den Boef

SECONDED by Iain Lovatt

THAT the Heritage Advisory Committee confirmed the draft Terms of Reference for the Heritage Asset Inventory Task.

CARRIED



TOWN OF WHITCHURCH-STOUFFVILLE **Heritage Asset Inventory Program**

TERMS OF REFERENCE

Objective:

Document salvaged heritage assets which may include building materials (brick, stone, wood/trim), flooring, windows, doors, and other building components.

Current Full-Time Post-Secondary Student returning to studies Fall 2018. Preferred areas of study include: Urban Planning, Architecture, Heritage Conservation, History, or related field.

Scope of Work:

- Review all existing heritage assets at various storage locations
- Photograph and document heritage assets, including type, approximate age, material, origin, location, and tag assets for future reference
- Research additional resources as needed, which may include but not limited to consulting with the staff, Heritage Advisory Committee, local Historian, Museum, Library, or Archives.
- Organize documentation into electronic database (Excel / Access)

Stakeholders:

- Heritage Advisory Committee
- W-S Museum Advisory Committee

Funding:

- Federal Student Work Experience Program (FSWEP)

Schedule:

- May – August 2018



Student, Heritage Asset Inventory

(Job # 2018-XXX-XX)

Department: Planning & Development
Status: Full-Time, Temporary
Date Posted: June XX, 2018
Date Closing: June XX, 2018, 4:30pm
Number of Positions: 1
Scheduled Hours/Shifts: 37.5 hours per week, 8:30 a.m. to 4:30 p.m.
Monday to Friday
Salary: \$XXX

Position Purpose: Reporting to the Manager, Development Services the Student, Heritage Asset Inventory will document all salvaged heritage assets which may include but not limited to building materials (brick, stone, wood/trim), flooring, windows, doors, and other building components. This position will work with Staff and the Heritage Advisory Committee collaboratively throughout the summer to ensure archival needs are being met.

Duties and responsibilities will include but are not limited to:

- Review all existing heritage assets at various storage locations
- Photograph and document heritage assets, including type, approximate age, material, origin, location, and tag assets for future reference
- Research additional resources as needed, which may include but not limited to consulting with the staff, Heritage Advisory Committee, local historian, Museum, Library, or Archives.
- Organize documentation into electronic database (Excel).

Qualifications and Requirements:

- Full-Time Post-Secondary Student. Preferred areas of study include: Urban Planning, Architecture, Heritage Conservation, History, or related field.
- Knowledge of architectural building materials, terminology, and heritage attributes.
- Experience with electronic databases and word processing (MS Word / Excel).
- Availability to attend evening meetings, Heritage Advisory Committee.
- Class G Driver's License and access to a vehicle (mileage to be reimbursed).

How to apply:

Please forward your resume in confidence by June XX, 2018 at 4:30 pm identifying Job # 2018-XXX-XX - Last Name, First Name in the subject line to hr@townofws.ca. Please ensure your application is saved in one single document.

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. As we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation. **We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**

Town of Whitchurch-Stouffville Council Report**Item 1**

Subject: Community Mail Box Agreement Update (L04) (R05)

Staff Report No. LCS-010-18

Department: Leisure and Community Services

Date: June 19, 2018

Recommendation:

- 1) That Council receive Report No. LCS-010-18 for information.

1. Purpose:

The purpose of this report is to advise Council on the status of the temporary one (1) year Community Mail Box (CMB) Installation License Agreement between the Town of Whitchurch-Stouffville and Canada Post Corporation at the Lemonville Community Centre parking lot entrance located at 13453 McCowan Road.

2. Background:

In October of 2017, Canada Post was provided notice that the dormant gravel pit located at 13536 McCowan Road was going live and could become active soon. Canada Post staff determined that the CMB located at the 13536 McCowan Road entranceway would become a risk to both the Canada Post Delivery Agent and the customers retrieving mail at this location due to the anticipated truck traffic in and out of the pit.

Canada Post contacted Town staff and requested permission to install the CMB on the Lemonville Community Centre property located at 13453 McCowan Road just south of the 13536 McCowan Road site. Staff approached members of the Lemonville Community Centre Advisory Board about this request and they had no concerns with respect to using the Lemonville Community Centre parking lot for this purpose. It was also the position of staff that this request be granted given the circumstances facing Canada Post and the fact that the community residents need to continue with uninterrupted mail service once the pit re-opened.

At the meeting of November 7, 2018, Council authorized staff to enter into a temporary one (1) year agreement with Canada Post which started in February (2018). The new location of the CMB at the Lemonville Community Center property is shown as Attachment 1.

3. Analysis and Options:

Canada Post issued a notice to all effected residents on February 1, 2018, shown as attachment 1, notifying them that their CMB would be relocated to the Lemonville Community Centre and customers using the service were encouraged to contact the local postal office if they had any questions or concerns. To date, Canada post confirmed with the Town that no concerns had been received from any customers as a result of the new mailbox location.

Canada Post normally signs a CMB Installation License Agreement for a term of fifteen (15) years. For all new subdivisions, this CMB agreement process is normally requested through a Municipal Public Works Roads or Planning Department process for staff approval in discussion with the developer and Canada Post. With time restrictions on this request and the need to relocate the current CMB to a safe location quickly, Town staff entered into a one (1) year agreement at the Lemonville Community Centre site to allow for more time to consult with area residents and to ensure that any issues or operational matters be resolved in the short term. Should no issues or concerns be raised, a further report will be brought forward in January 2019 proposing that the Town enter into a fifteen (15) year agreement.

4. Financial Implications:

There are no financial implications.

5. Attachments:

1. Canada Post Notice to Residents

6. Related Reports:

November 7, 2017 – TEMPORARY LOCATION FOR COMMUNITY MAILBOX (D16) (R05)

Author: Scott Rose, Manager, Facilities and Parks

Department Head: Marilou Murray, Director, Leisure and Community Services

For further information on this report, please contact: Scott Rose, Manager, Facilities and Parks at 905-640-1910 or 1-855-642-8697 ext. 2289 or via email at scott.rose@townofws.ca



CANADA POST
1860 MIDLAND AVE
SCARBOROUGH ON M1P 5A1

POSTES CANADA
1860 AV MIDLAND
SCARBOROUGH ON M1P 5A1

February 1, 2018

Important Notice about Your Community Mailbox

Dear Customer,

Please be advised that within the next 2 weeks your Community Mailbox currently located at the entrance to the gravel pit at 13536 McCowan Rd will be relocated to the Lemonville Community Centre parking lot at 13453 McCowan Rd.

This move is necessitated by the fact that the gravel pit will be operational in the very near future and there is a safety concern for our customers and the delivery agent due to increased truck traffic.

Please be assured that there will be no disruption to your mail service. Your module and compartment numbers will not change. No key or lock changes are required. This is an intact move of the existing equipment.

Please feel free to contact the local postal office should you have any questions or concerns.

Sincerely,

Susan Cluff
Delivery Services Officer | Canada Post
Tel: (416) 751-0160 ext. 2021 | Email: susan.cluff@canadapost.ca

Town of Whitchurch-Stouffville Council Report**Item 2**

Subject: Decorative 404 Municipal Entrance Sign (D02) (R05)

Staff Report No. LCS-012-18

Department: Leisure and Community Services

Date: June 19, 2018

Recommendation:

- 1) That Council receive Report No. LCS-012-18 for information.

1. Purpose:

The purpose of this report is to advise Council on the status of the decorative Highway 404 Municipal entrance signage at the Stouffville Road 404 Northbound exit ramp.

2. Background:

At its meeting of April 21, 2015, Council passed a resolution to support the installation of a Decorative Municipal Display sign at the interchange between the 404 Northbound exit ramp and Stouffville Road (Regional Road 14). Subsequent to that meeting, in the spring of 2015, the Town was approached by Mike Rice of the Rice Group about the opportunity to partner with the Town in the construction and installation costs of the new Decorative Municipal Entrance Sign. Staff felt that the project was a beneficial partnership opportunity provided by the Rice Group, and equally important was the prominence the entrance sign would provide along the 404 corridor. After several discussions and a thorough review and due consideration it was the position of staff that the need for an entrance sign along the 404 corridor in partnership with the Rice Group be approved.

On April 5, 2016, council directed staff to move forward with the construction of the new Decorative municipal Display sign in partnership with the Rice Group.

3. Analysis and Options:

As the location for this sign was along the Provincial 404 Ministry of Transportation corridor, the Town of Whitchurch-Stouffville was required to apply for approval to Central Region Closure and Right-of-Way Usage Notification Protocol prior to any work being undertaken at the proposed site. The province was completing bridge upgrades at this location in 2015 and the formal approval process at this site was delayed until after the work was completed in 2017.

Final approval for the Decorative Entrance Sign was granted in 2017 with Encroachment Permit EC-2017-20T-226 and staff then began the process for awarding the work, under the Town of Whitchurch-Stouffville procurement process under WS-IRFQ-18-23 for the design and production of the sign. The project was awarded to Sign Depot in November 2017.

As part of this project, the sign was designed to be installed into a solid brick base with proper frost protection and planned electrical services provided to ensure the sign would be fully illuminated and visible at night. Due to the distance and costs associated with providing electrical connections for lighting the sign, it will now be illuminated using solar power lighting technology.

The Rice Group proposal included covering costs to install the solid brick base for the Town of Whitchurch-Stouffville sign. The sign is currently under production and will be completed later this spring and then delivered to the Rice Group to complete the installation and ensure the brick base will be designed, constructed and have all the required hardware to accept the new sign for final installation.

This portion of the project is expected to be completed by November 2018.

4. Financial Implications:

Due to the generous sponsorship by the Rice Group the cost of this project has been substantially reduced. The Town's cost for design and production of the sign is \$14,887.75. The 2017 budget was approved for \$65,000 to undertake this work.

5. Attachments:

1. Description of Subject Property.
2. Conceptual drawing for Gateway Sign design and base.

6. Related Reports:

April 21, 2015 – Resolution from Council

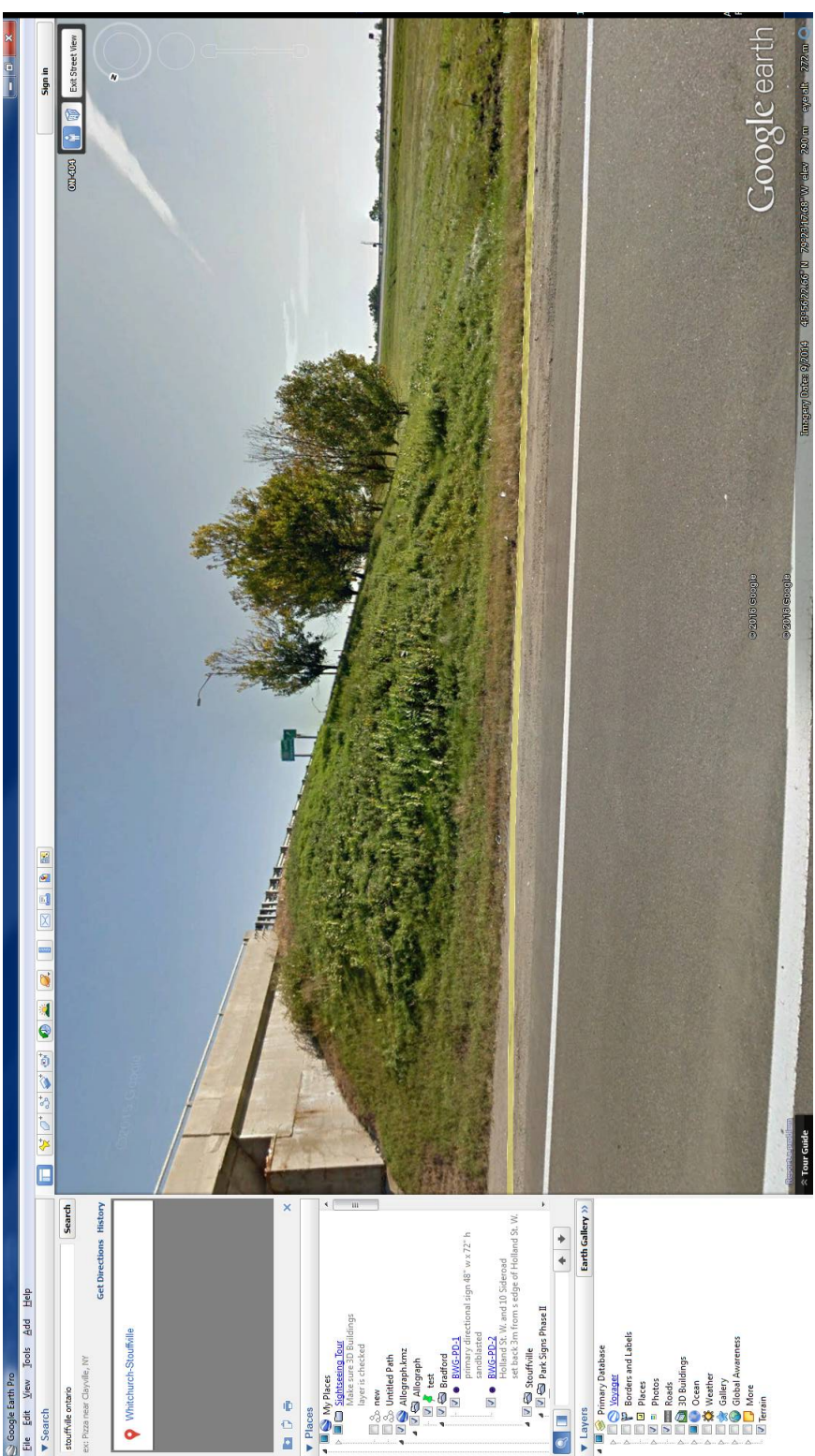
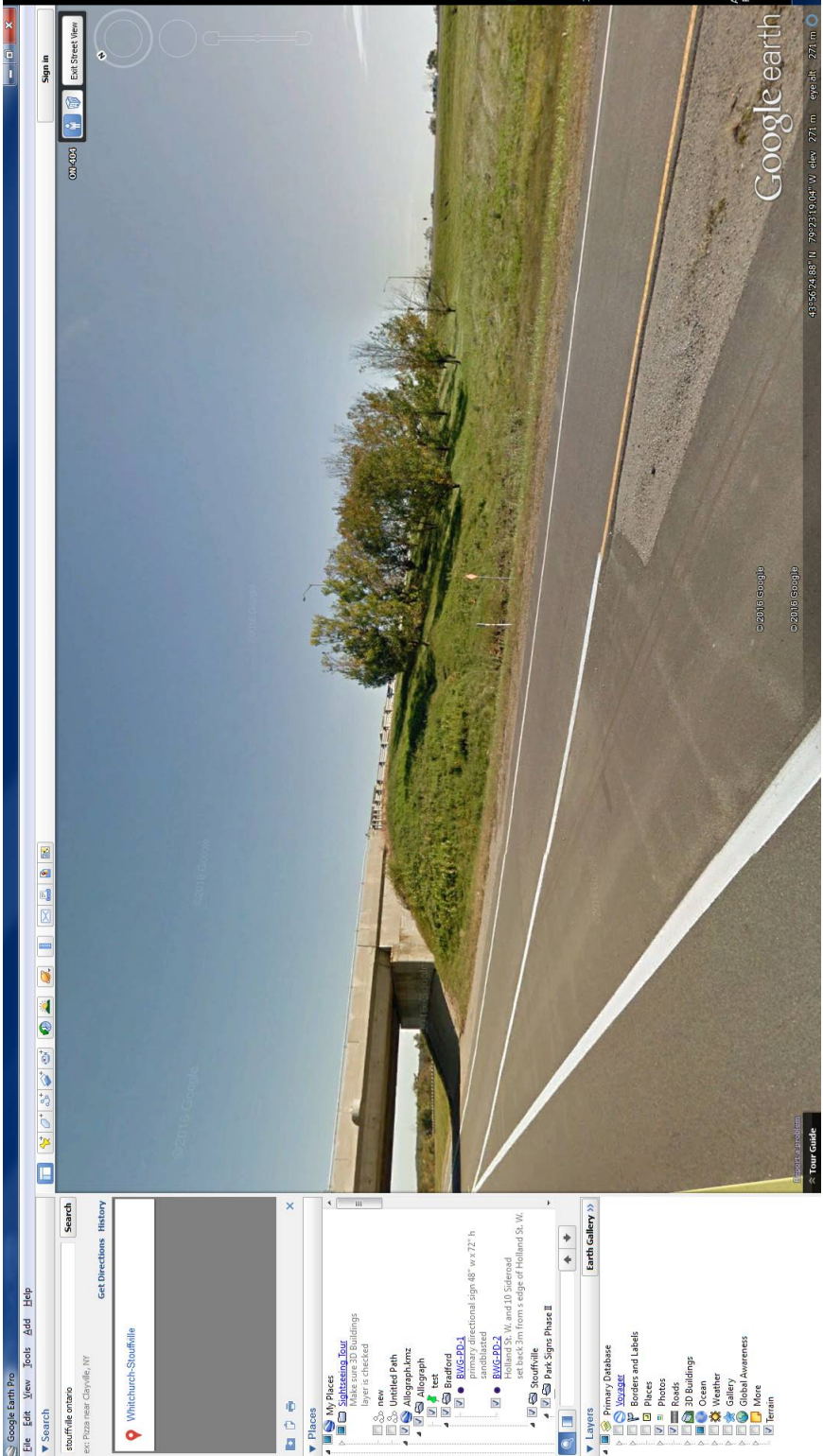
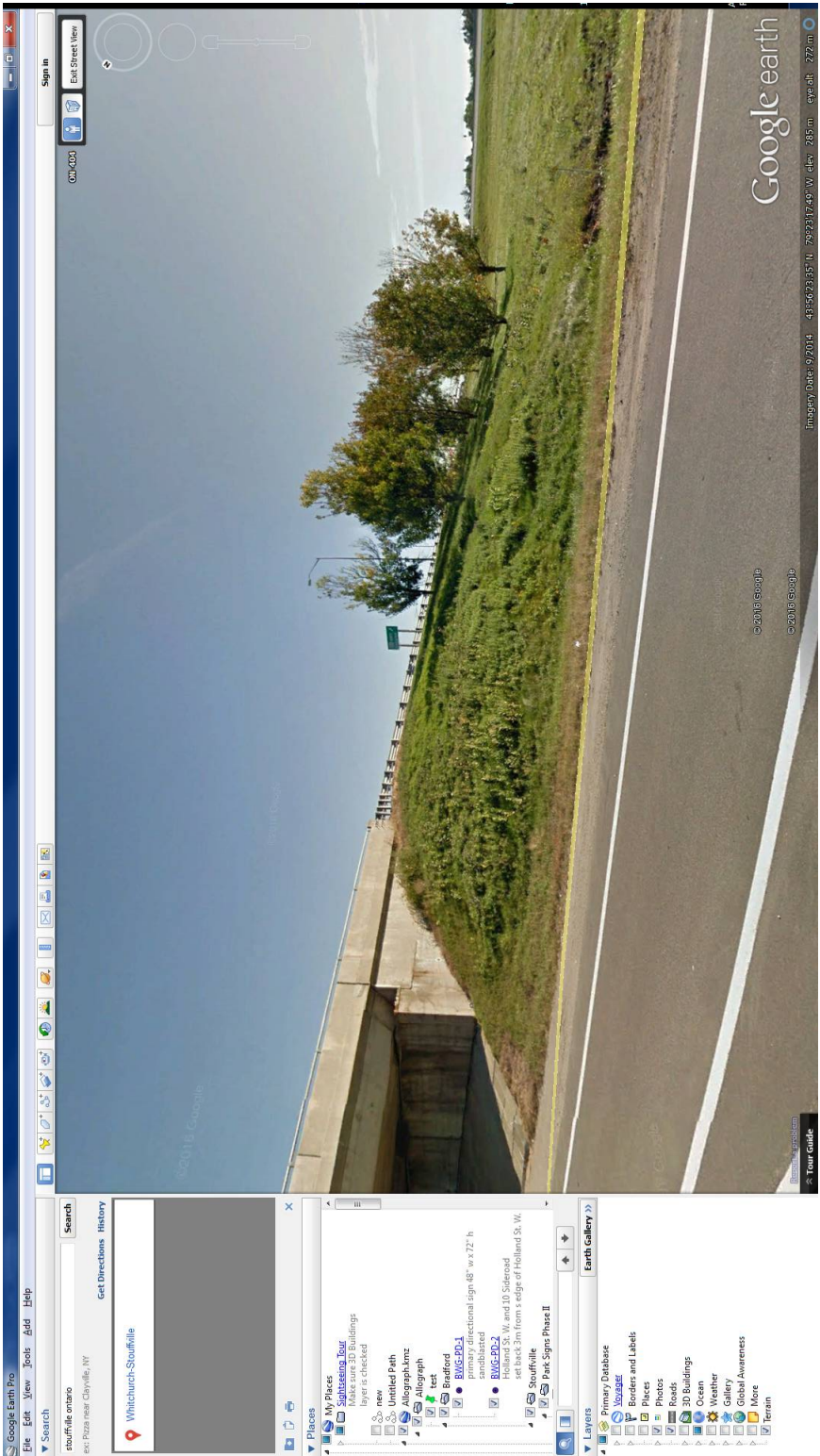
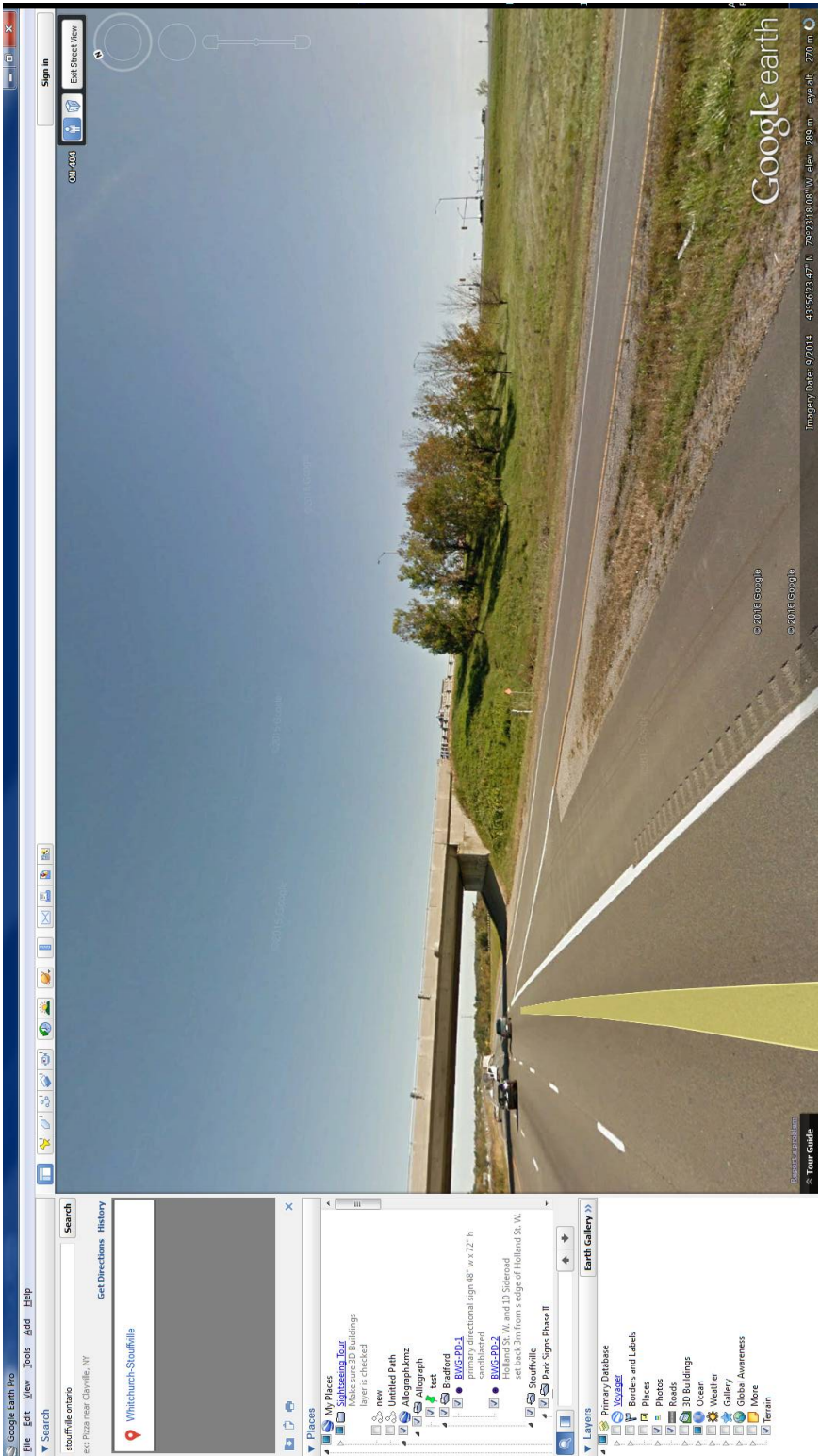
July 28, 2015 – Decorative Municipal Display Sign (D02)

April 5, 2016 - Decorative Municipal Display Sign (D02)

Author: Scott Rose, Manager, Facilities and Parks

Department Head: Marilou Murray, Director, Leisure and Community Services

For further information on this report, please contact: Scott Rose, Manager, Facilities and Parks at 905-640-1910 or 1-855-642-8697 ext. 2289 or via email at scott.rose@townofws.ca



TOWN OF WHITCHURCH-STOUFFVILLE
404 GATEWAY SIGN
Site Images / Approach
April 27, 2016



8705 Hwy#9, Caledon Ontario, L7E 0E9
tel: (905) 880-5383 fax: (905) 880-3996
www.allograph.com

File Name: sv-TWS-Gateway
Date: April 27, 2016
Drawn By: A. Gane
This original drawing is the property of Allograph Inc. and is not to be reproduced, distributed or manufactured in whole or in part without the written permission of Allograph Inc. Copyright 2015



Scale: 1" = 32"



TOWN OF WHITCHURCH-STOUFFVILLE
404 GATEWAY SIGN
Design 1 - Revision 1
May 4, 2016

- 1 deep crown moulding finished to appear like Indiana limestone
- 2 Sandblasted sign panel with recessed textured background finished Stouffville Blue
- 3 dimensional crest and ornaments finished to look like carved Indiana limestone
- 4 prismatic "V" carved dimensional letters applied to raised letter surfaces and finished with bright gold metallic

- 5 masonry columns and wall with stone veneer and Indiana limestone cap and coping
- 6 LCCBLEDuacount lighting
- 7 ALF 12 LED knuckle mount flood light



8765 Hwy 48, Caledon Ontario, L7E 0E9
Tel: (905) 880-3886 Fax: (905) 880-3886
www.whitchurch-stouffville.ca

File Name: dd-TWS-Gateway-d1
Date: May 4, 2016
Drawn By: A. Gane

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Copyright 2015



ALF 12 LED Flood Light



LCCBLED 6" LED cylinder wall mount
120V - 277V | 1000-3000 lumens

Town of Whitchurch-Stouffville Council Report**Item 3**

Subject:	Barrier Free, Fully Accessible Mobile Washroom (A22) (V00)
Staff Report No.	LCS-023-18
Department:	Leisure and Community Services
Date:	June 19, 2018

Recommendation:

- 1) That Council direct staff to include the following four municipal/business logos on the Accessible Trailer in recognition of their \$5,000 financial contribution towards the purchase of the mobile washroom:
 - Town of Aurora, Town of Georgina, Regional Municipality of York, Magna International; and
- 2) That Council direct staff to report back on increasing the rental rates for 2019 and beyond to better reflect and be in-line with rates for similar equipment rentals in other municipalities. Future fees and charges should consider a kilometer charge or be based on a radius for out-of-town rentals.

1. Purpose:

The purpose of this report is to seek a recommendation from Council on sponsorship signage for the Accessible Mobile Washroom and to provide further details with respect to the operational costs, including rental rates of the mobile trailer for 2019 and beyond.

At its meeting of May 1, 2018, Council received a delegation that requested the application of four (4) sponsors names be included on the Mobile Trailer. Council requested staff report back on sponsorship signage, as well as rental costs and other operational matters. A motion was made at Council to include the names of all sponsorship donors.

2. Executive Summary:

In 2016, community volunteers approached Council to champion the purchase and operation of a barrier-free fully accessible washroom trailer for the community. An aggressive fund-raising campaign took place in order to raise the necessary funds to proceed with the procurement of the trailer. The Town of Whitchurch-Stouffville was successful in securing a Government of Canada grant from the "Enabling Accessibility Fund" Grant Program in the amount of \$50,000. Staff have been working since that time to set operating procedures, determine applicable fees and charges and rental information, train staff on the operation of the trailer and get it ready for use.

Community volunteers are requesting that donors contributing \$5,000 or greater have their logos placed on the trailer to acknowledge and promote their financial contribution.

3. Background:

At its meeting of June 7, 2016, Council received a delegation seeking endorsement for the establishment of a bank account to accept fundraising money for the purchase of a fully accessible mobile washroom, and further, that the Town house the trailer and make it available for rent to other fairs and festival organizers. Council endorsed the motion as presented.

Community volunteers had established an aggressive fundraising campaign in order to raise the necessary funds to purchase the accessible washroom. To assist in these efforts, Town staff submitted an application to the Government of Canada's "Enabling Accessibility Fund" Grant Program in order to secure additional financial support. A grant of \$50,000 was received in 2017. These funds in combination with \$90,000 of Cash/In Kind contributions raised were sufficient to cover the cost of the \$125,000 accessible washroom trailer.

Council received a further staff report on March 7, 2017, recommending a sole source purchase of a specially designed fully accessible outdoor washroom from Innovative Trailer Design Industries Inc.; and further

That Council approve the user fee of \$550.00 plus applicable taxes for the Accessible Washroom, in principle, and direct staff to prepare the necessary bylaw to amend the current Fees and Charges By-law at the next Council Meeting.

The Fees and Charges By-law was subsequently approved by Council on January 16, 2018.

Staff have met with the community volunteers on a number of occasions to discuss operating procedures, rental details and costs, and sponsorship signage on the trailer.

At its meeting of May 1, 2018, Council received a delegation by Diane Ward (community volunteer) requesting Council move quickly on the application of signage on the trailer for those donors who contributed \$5,000, of which there are a total of six. However, the request only asked that the Town include four of six logos suggesting that Greenpark does not wish for their name to be included and for non-partisan reason that the Mayor's Community Fund also be up to Council decision. As per the Government of Canada Grant agreement, the federal logo has been applied to the trailer on two sides, the Town of Whitchurch Stouffville's logo has been applied to all four sides of the trailer.

4. Analysis and Options:

4.1 Sponsorship Signage

Community volunteers made a commitment when seeking sponsorship that those contributing \$5,000 or greater would have their name/logo on the trailer in recognition of their sponsorship. A total of six (6) corporations/municipalities provided funding at this value which includes the Town of Georgina, Town of Aurora, Regional Municipality of York, Magna International, Greenpark and the Mayors Community Fund. According to community volunteers Greenpark has indicated that they do not wish to have their logo included on the trailer. As the Mayors Community Fund is a non-sanctioned group and directly associated with the current serving Mayor, for non-partisan reasons, staff are suggesting that the Mayor's Community Fund name/logo not be included on the trailer. Costs to install an 8" x 30" logo is \$25.00 per logo plus installation of \$150.00. Therefore, the cost to install the four (4) logos on two (2) sides of the trailer, consistent with the Government of Canada logo, will cost a total of \$500.00 plus applicable taxes.

During the delegation to Council on May 2, 2018, the Mayor asked staff to include all sponsors names on the trailer regardless of the value of their monetary contribution. This includes a total of 289 sponsorships. There are a number of challenges with this consideration. Firstly, when the funds were being collected community volunteers did not seek written consent to apply their name on the trailer and as a result, each contributor will need to be contacted to seek permission. This will be a very lengthy and potentially difficult process for community volunteers to seek permission after the fact and may not be possible given the time that has past since they have made the contribution. Secondly, the ability to fit a total of 289 names on the trailer will only allow for one application and names may need to be applied to all four sides of the trailer. Names on the front face of the trailer will get far more exposure then those names on the back where visibility is non-existent when the trailer is set up at an event. Finally, the cost of putting 289 sponsors name on the trailer will total approximately \$3,080 plus applicable taxes.

4.2 User Fees

Staff have conducted a best practice review of municipalities that rent out portable stages. There are no accessible washrooms/portable washrooms of this type to directly compare to. The chart below provides a summary of those fee's.

Corporation Name	Rental Description	Cost	Additional Comment
Town of Ajax	Showmobile (portable stage)	\$1200/day	No longer rent out due to limited staff/fiscal resources to supply/deliver/maintain equipment
Town of Richmond Hill	Portable Stage	\$877.83 Pick-up/Delivery Fee plus \$120/hr fee	Only rent for in-town events due to limited staff resources
Town of East Gwillimbury	Portable Stage	\$439/day in-Town Non-Profit; \$960/day out-of-town Non-profit; \$1426/day Private/Profit event	
City of Windsor	Showmobile	\$854.50/Within City Limits \$1,138/Outside City Limits	
Town of Oakville	Portable Washrooms Portable Hand Wash Stations	\$244.87 each	The Town of WS Accessible Trailer would be equivalent to 4 of these units.
City of Vaughan	Handicap Washroom	\$240.31 /day Vaughan Community Sport Organization \$295.73 /day Resident \$401.24 /day Commercial-Vaughan \$482.26/day Non-Resident	The Town of WS Accessible Trailer would be equivalent to 2 of these units
Room To Go Private company in Hamilton that rents the same style accessible trailer washroom bays	Classic Coach has two separate fully accessible washrooms	\$1295/day within Hamilton \$2199/day - delivered from Hamilton to WS – cost would be higher if picking up/delivering on weekend day	

Johnson Rental	Dynasty Trailer – 2 washroom unit	\$950/weekend plus \$250 delivery/set up within a 100 km radius	
Town of Whitchurch-Stouffville	Fully Accessible Washroom Trailer	\$550 /day within and outside Town limits	

As the washroom trailer has not been used for any out-of-town rental events, staff conducted a mock exercise to the Town of Georgina to better understand the operational and logistical challenges, including travel and set up requirements, electrical and water hook up options and time requirements. From start to finish the total time required to prepare the trailer for departure (45min), deliver/transport the trailer (35min), place the trailer on site, hook up water/electrical, set up ramps (60min), conduct an orientation with event organizers (15min), at the conclusion of the event pack the trailer up (40 min), deliver it back to the Town (40min), do a thorough cleaning and restock of supplies (60min), plus 2 additional trips to and from site (70min), totals 6 hours. Additional cost includes gas at a cost of \$80 (4 trips). The total cost of this mock rental was \$452.00. These costs don't include supplies, insurance and regular vehicular maintenance.

For future fee's and charge's considerations, it may be more appropriate for the Town to consider basing the rental fee on a per kilometer delivery bases or fees based on a radius.

4.3 Operational Matters

Specialized Drivers Licence

Due to the truck size/weight in combination with the weight of the trailer the unit requires a specialized Restricted A Drivers Licence to transport it. Currently the Town only has one staff member qualified to drive the trailer which will cause a challenge should a booking occur when/if this staff member is unavailable. Additional staff will be required to upgrade their licence qualifications in order to increase the staff compliment capable to deliver/operate the trailer. The time and cost of this training which involves both a knowledge test, and a road test is \$120.00/person plus adequate time to study (6 hr. x \$31/hr). Total cost per employee is approximately \$306. The Town will have two (2) additional full time staff trained in June 2018.

Staff Resources

Parks staff continue to be challenged with the ongoing tasks associated with parks operations as the Town continues to grow and more parks and parkland is assumed each year. Aside from a number of large Town events where the trailer will be required, there are a total three out-of-town events booked for the 2018 season. As the exposure of the

washroom trailer increases more bookings are likely to occur. Staff are very concerned with the staff time required to supply/deliver the unit for the ongoing benefit of other communities. Each time staff are required to deliver the trailer it consumes two (2) staff away for a significant amount of time which leaves a void in our ability to support and resolve a number of our own priorities and issues.

Ribbon Cutting Ceremony

Staff in collaboration with community volunteers are excited to showcase the trailer at this year's Strawberry Festival. The official Ribbon Cutting Ceremony will be held on Friday, June 29th at 6:00 pm in Memorial Park. Promotion of this event will be done through the Town's website, media release and other various promotion/social media outlets.

5. Financial Implications:

The cost to install four (4) municipal/corporate logo's will total \$500.00 plus applicable taxes. If expressed by Council, the cost to include 289 names/logos will total \$3,080.00 plus applicable taxes. There are sufficient funds in the account in the amount of \$19,152 to support this request.

6. Attachments:

1. Photo of the Accessible Trailer

7. Related Reports:

March 7, 2017 – LCS-003-17 Barrier Free, Fully Accessible Outdoor Washroom

June 7, 2016 – Delegation – Proposal for Barrier Free Fully Accessible Mobile Washroom Trailer – Diane Ward and Derek Bunn

Author: Marilou Murray, Director of Leisure and Community Services

Department Head: Marilou Murray, Director of Leisure and Community Services

For further information on this report, please contact: Marilou Murray, Director of Leisure and Community Services at 905-640-1910 or 1-855-642-8697 ext. 2436 or via email at marilou.murray@townofws.ca



Town of Whitchurch-Stouffville Council Report**Item 4**

Subject:	Contract Award for WS-RFT-18-77, Roadway Paving and Resurfacing (F18)
Staff Report No.	PW-023-18
Department:	Public Works
Date:	June 19, 2018

Recommendation:

- 1) That Council authorize the award of Tender WS-RFT-18-77 to IPAC Paving Limited for Roadway Paving and Resurfacing, for an amount of \$1,206,925.35 excluding all applicable taxes; and
- 2) That Council authorize the award of the second option year of WS-RFP-16-40 for Contract Administration, Site Inspection and Materials Testing services to Chisholm, Fleming and Associates for an amount of \$91,890.00 excluding all applicable taxes, in support of project delivery; and
- 3) That Council authorize a project contingency amount up to \$241,385.07 excluding all applicable taxes (representing 20% of the construction value) to address unforeseen circumstances that may arise resulting in additional work; and
- 4) That Council authorize the Mayor and Clerk to sign all required documents to enter into these contracts.

1. Purpose:

The purpose of this report is to seek Council authorization to award WS-RFT-18-77, Roadway Paving and Resurfacing tender to IPAC Paving Limited, to award Site Inspection and Materials Testing Services to Chisholm, Fleming and Associates, and to identify to Council potential contingency amounts required to complete the project.

2. Executive Summary:

The Public Works - Capital Projects department undertakes an annual project of roadway paving and resurfacing aimed at renewing and extending the life of the Town's road infrastructure. Candidate roadways are identified through various condition assessments, maintenance histories, resident complaints, and future development considerations. The 2018 program incorporates approximately 7km of roadway repaving and resurfacing.

This report recommends that Council authorize a construction tender award to IPAC Paving Ltd. in the amount at \$1,206,925.35 excluding all taxes to perform the 2018 work. This report further recommends that Council authorize the award of a second optional year of Construction Administration and Site Inspection services to Chisholm, Fleming, and Associates in the amount of \$91,890.00 excluding all taxes. IPAC Paving Ltd. and Chisholm, Fleming, and Associates completed the 2017 roadway paving and resurfacing project

This report further identifies potential contingency amounts and demonstrates sufficient funding available in the 2018 approved budget to complete this work.

3. Background:

The 2018 Public Works Capital Budget for Roadway Paving and Resurfacing is \$1,125,000.00 inclusive of 1.76% non-refundable HST. Additional budgets of \$325,000.00 and \$300,000.00 have been incorporated into this tender for rehabilitation of Slaters Road and St John's Sideroad respectively. The combination of these individual projects into one construction tender takes advantage of economies of scale and allows for more efficient use of construction oversight resources. The final work plan that formed the scope of work for Tender WS-RFT-18-77 is summarized as follows:

2018 Road Repair and Rehabilitation Work Plan		
Road Segment	From	To
Bethesda Road	Highway 48	McCowan Rd
Felcher Boulevard	Iroquois Drive	Aurora Road
William Andrew Avenue	McCowan Road	East Limit
Maple View Lane	McCowan Road	East Limit
Ivy Crescent	Hemlock Drive	Hemlock Drive
St John's Sideroad	Woodbine Avenue	Warden Avenue
Blake Street	Main Street	Burkholder Street
Slater's Road	Forest Trail	Warden Avenue
Church Street (PROVISIONAL)	Manitoba Street	North Limit

4. Analysis and Options:

4.1 Summary of Bids Received for WS-RFT-18-77

In accordance with the Town's Purchasing and Procurement Policy, Tender WS-RFT-18-77 was advertised publicly on May 16, 2018 on www.biddingo.com and MERX. The bids were received on June 1, 2018 at 3:00 p.m. and opened publicly on the same day.

A total of five (5) bids were received. The responding contractors and their respective Tender Prices are as follows:

Contractor	Tender Price (excluding HST)	Tender Price (including 13% HST)
IPAC Paving Limited	\$1,206,925.35	\$1,363,825.65
Forest Contractors	\$1,213,185.60	\$1,370,899.73
D. Crupi & Sons	\$1,295,168.66	\$1,463,540.59
Coco Paving Inc.	\$1,564,553.51	\$1,767,945.47
Brennan Paving & Construction	\$1,587,407.15	\$1,793,770.08

Submissions were reviewed by the Procurement Coordinator to ensure compliance with the Town's Procurement By-law. Bid items and unit prices were reviewed by Public Works staff and determined to be reasonable and balanced.

The bid submitted by IPAC Paving Limited satisfied all mandatory bid requirements and offered the lowest price. The total price bid by IPAC Paving Limited for this construction contract is \$1,206,925.35 excluding all applicable taxes.

Staff completed reference checks for IPAC Paving Limited prior to award of contract WS-17-109 Asphalt Roadway Paving and Resurfacing. The quality of work, reliability of the contractor, timeliness and pricing were all rated highly by the references at that time. The references indicated an interest in working with IPAC again on future projects. Work completed by IPAC for the Town in 2017 is considered adequate and achieved minimum industry standards.

4.2 Contingency

A project contingency is recommended to address unforeseen field conditions, extensions to consultant assignments, contractor claims and changes, owner-requested changes and any other additions to the original contract amounts. Contingency funds may also be used for minor adjustments to final quantities as verified by the Contract Administrator. A construction contingency amount of approximately 20% of the construction contract value is typical for construction projects of this scale. Accordingly, it is recommended that Council approve a contingency amount of \$241,385.07, excluding all applicable taxes.

As per Section 8.4 of the Town's Procurement By-Law 2017-084-FI, disbursement of contingency funds will be authorized by a department head, Treasurer and CAO, and Council where required. Change orders issued by the Contract Administrator must be approved in accordance with section 8.5 prior to being issued to the contractor or consultant.

4.3 Provisional Work

The 2018 tender included a provisional item to resurface a portion of Church Street, from Manitoba Street to the northern limits of the road. Based on pricing received, there is sufficient budget available to complete this provisional work.

4.4 Associated Works

4.4.1 Contract Administration, Construction Inspection, and Materials Testing Services

Fulltime construction inspection, contract administration and materials testing services are required to manage quality of workmanship and materials, ensure conformance to contract specifications and process progress certificates.

Tender quantities are pre-determined and only minor field variances are expected, but to ensure accuracy, the Contract Administrator is responsible for verifying all quantities prior to payment.

At the July 18, 2017 Council Meeting, Council approved the first optional year of Request for Proposal WS-RFT-16-40 Contract Administration, Contract Inspection and Materials Testing Services for the 2017 Roadway Paving and Resurfacing Program to Chisholm, Fleming and Associates in the amount of \$90,000.00 excluding all applicable taxes.

Award of the second and final optional year of WS-RFT-16-40 to Chisholm, Fleming, and Associates is recommended in the amount of \$91,890.00 excluding all applicable taxes to support the delivery of the 2018 Roadway Paving and Resurfacing Program. This amount includes an all items consumer price index increase of 2.1% in accordance with the terms of contract WS-RFT-16-40.

4.4.2 Geotechnical Investigation Services

Geotechnical Investigation Services includes sampling, investigation and analysis of the existing soil and asphalt conditions within the project areas. The results of this process determine the type and quantity of designated (hazardous) materials contained within the existing asphalt pavement and soil, including (but not limited to) asbestos, chlorides and lead. This assessment informs the selection of repair and rehabilitation methods for each site, construction methods for the contractor, and determines the management and disposal requirements of existing materials exported from the project area.

A geotechnical investigation was carried out by WSP Canada Inc. in April of 2018.

5. Financial Implications:

The total combined project budget is \$1,750,000 inclusive of 1.76% non-refundable HST. This total budget incorporates three separate budget lines from the approved 2018 budget as follows:

Item	Budget (Inc. 1.76% HST)
Roadway Paving and Resurfacing	\$1,125,000.00
Slaters Road Rehabilitation	\$325,000.00
St John's Sideroad Rehabilitation	\$300,000.00
Total	\$1,750,000.00

The 2018 approved budget is planned to be allocated as follows:

Description	Pre-Tender Estimate/Budget Allocation		
	Excluding Tax	Budget Impact (Inc. 1.76% HST)	Inc. 13% HST
Award of construction tender	\$1,206,925.35	\$1,228,167.24	\$1,363,825.65
Major subsurface repair allowance	\$78,616.35	\$80,000.00	\$88,836.48
Geotechnical and Environmental Investigation (complete)	\$27,750.00	\$28,238.40	\$31,357.50
Contract Administration, Site Inspection and Materials Testing (Chisholm, Fleming & Associates)	\$91,890.00	\$93,507.26	\$103,835.70
Small Asphalt Repairs (Tendered Separately)	\$50,000.00	\$50,880.00	\$56,500.00
Construction contingency	\$241,385.07	\$245,633.45	\$272,765.13
Total Budget to be Allocated:	\$1,696,566.78	\$1,726,426.35	\$1,917,120.46
Total Budget Available:		\$1,750,000.00	

6. Attachments:

None

7. Related Reports:

None

Author: Patrick Heron, Senior Project Manager – Capital Projects

Department Head: Brian Kavanagh, Director of Public Works

For further information on this report, please contact: Brian Kavanagh, Director of Public Works at 905-640-1910 or 1-855-642-8697 ext. 2464 or via email at brian.kavanagh@townofws.ca

Town of Whitchurch-Stouffville Council Report**Item 5**

Subject: Performance Indicators (H05)**Staff Report No. CAO-006-18****Department: CAO****Date: June 19, 2018**

Recommendation:

- 1) That Council receive Report No. CAO-006-18 for information.

1. Purpose:

To report statistics for the use of Council.

2. Background:

Council expressed an interest in receiving updated information on a quarterly basis. The purpose of this report is to provide data and outline other statistics of interest.

3. Analysis:

As a matter of good business practice the adage “what gets measured gets done” reinforces the need to identify and track key performance data. In future, staff will refine and add other key measures for Council’s use

Development Services

As Council is aware the backlog in the development services department has been a major concern. As a result, the new director and staff have made it a priority to get this workload under control. This included mobilising staff from within and outside the department, expediting filling of vacancies, use of consultants and the addition of university placement while at the same time resolving complex OMB/LPAT appeals to

outstanding Official Plan amendments. We are delighted to report these efforts have been a resounding success.

Number of files	March 2018	June 2018	Sept 2018	Dec 2018
Official Plan Amendment Applications	7	3		
Zoning Bylaw Amendment Applications	37	22		
Plans of Subdivision Applications	17	5		
Plans of Condominium Applications	4	3		
Site Plan Approval Applications	65	46		
Pre-submission Consultations	4	13		
Total Active files	134	92		
Files added – Last 3 months	17	18		
Files closed – Last 3 months	8	60		

Amongst the 92 active files, 18 new submissions and 63 pre-existing files are currently being reviewed by staff, and the remaining 29 files are on hold pending further submissions from the applicants based on earlier staff comments.

The results have been dramatic. However, with the focus on development applications, many long-range planning projects have not progressed. Now that development planning is in better shape, activity will need to shift to long range planning.

Action Tracking

The Senior Management Team regularly reviews outstanding Council reports. The Town Clerk records, tracks and reports motions of Council that direct staff to take action. These actions reflect our promise to report back, undertake a further review or other such action.

Department -Number	March 2018	June 2018	Sept 2018	Dec 2018
CAO	1	1		
Corporate Services	4	5		
Development Services	14	18		
Financial Services	4	4		
Leisure Services	9	4		
Public Works	15	13		
Total	47	45		

The outstanding reports list is reasonable for this size municipality. While some actions can be dealt with quickly others, for example report back after undertaking a master plan, require substantive actions that can take more than a year to complete.

Staff Turnover

A reasonable target for Whitchurch-Stouffville would be in the 5% to 7% range.

Exits Summary (2013-2018)

	2013	2014	2015	2016	2017	May 31 2018
Total Full-time Staff	110	120	134	156	177	183
Departures:						
Retirements						
Full-time	1	6	1	4	3	0
Resignations						
Full-time	3	4	19	6	8	6
Terminations						
Full-time	0	0	1	3	4	1
Other						
Full-time						2
Total Departures	4	10	21	13	15	9
Turnover Percent	4%	8%	16%	8%	8%	5%
Turnover Percent (excluding retirement)	3%	3%	15%	6%	7%	5%

The Town experienced a significant problem in 2015 reaching close to 16%. 2016 and 2017 while higher than desired are much closer to the normal range. Continued efforts in creating an engaged workplace will help to reduce the statistic in future.

4. Financial Implications: N/A

5. Attachments: N/A

6. Related Reports: None

Author: Roman Martiuk, CAO

Department Head: Roman Martiuk, CAO

For further information on this report, please contact: Roman Martiuk, CAO at 905-640-1910 or 1-855-642-8697 ext. 2245 or via email at roman.martiuk@townofws.ca

Town of Whitchurch-Stouffville Council Report**Item 6**

Subject: Water Tower Branding (E08)

Staff Report No. CS-010-18

Department: Corporate Services, Public Works

Date: June 19, 2018

Recommendation:

- 1) That Council authorize staff to pursue Option B, having the Region of York paint the words “Whitchurch-Stouffville” on the Region water tower located at 12519 10th Line; and
- 2) That Council authorize the funds for this project, in the amount of \$13,500 excluding all applicable taxes, to come from an appropriate water account.

1. Purpose:

The purpose of this report is to ask Council to endorse the painting of the words “Whitchurch-Stouffville” on the York Region water tower, Stouffville Zone II ET, located at 12519 10th Line.

2. Background:

Staff were approached by Capital Planning and Delivery at the Regional Municipality of York Region earlier this year notifying us that they plan on painting the Region water tower located at 12519 10th Line (Attachment #1) in the Community of Stouffville later this year. The tower had not been painted in some years and needed a fresh look.

York Region had undertaken similar projects in Newmarket, Georgina, and various other locations throughout the Region over the past few years.

The Region stated that they would paint two standard York Region logos on the tower: one on the north face and one on the south face. The other two sides (the east and the west) would be available to the Town.

The Region mentioned that the Town may paint its official logo on the east and west face or we may elect to have "Whitchurch-Stouffville" painted below the York Region logo in a plain, generic font face. The Region supplied examples of a painted Town logo on a tower from the Town of Newmarket (Attachment #2), and a generic Town name from Nobleton and Kleinberg (Attachment #3).

The Region identified the cost to be incurred by the Town of Whitchurch-Stouffville for applying our logo would be \$15,000 and the cost to apply generic wording would be \$13,500. The logo/wording would appear on the tower for the next 20-25 years.

3. Analysis and Options:

Corporate Communications considered the options available to us and recognized that if the Town elected to take the Region up on their offer, the primary decision would be to decide whether the Town should paint its logo on the tower or just the words "Whitchurch-Stouffville." The four following options were identified.

Option A: Painting the Town's Logo on the tower

The Town's logo, as defined in Administrative Policy #72 - Corporate Identity Guidelines (Attachment #4), is a "stylized "WS," always shown together with the words "Town of Whitchurch-Stouffville" or "Whitchurch-Stouffville"" (Attachment #5). According to the same policy, the Town's Coat of Arms (or Town "crest"), should not be used in this situation.

Through correspondence with York Region, it was identified that the Town's logo could be too big for this exercise. Region Staff mentioned that they were "...concerned that the logo and text will be too long for the tank, we may end up with a logo so small it would look unbalanced and difficult to see."

Identifying this concern, staff could alter the logo's orientation, as dictated by AP#72, to produce a likeness that would appear more visually appealing.

Staff also recognize that there is a potential of a re-branding exercise to occur for the Town in the coming years. Applying our current logo (or variation) to the tower this year could mean it would be 'out of date' after a new logo is chosen.

If the Town's current logo is painted on the tower, we could request the Region re-paint the tower in coming years, however it would incur more costs and the request may be denied.

The cost of painting the Town's logo (or variation) on the tower, would be \$15,000 excluding taxes.

Option B: Painting the words "Whitchurch-Stouffville" on the tower (Recommended Option)

Painting the words "Whitchurch-Stouffville" on the tower in lieu of the Town's logo, would alleviate the issues raised above.

Provided the name of the municipality does not change in the next 20-25 years, staff does not see any issue with the painting of the Town's name on the tower, other than the fact it would be the least visually-appealing solution.

The cost of this option would be \$13,500 excluding taxes.

Option C: Painting a logo on the Tower other than the Town's official logo

The possibility exists that a logo other than the Town's official logo, as defined by AP#72, could be painted on the tower. This logo or symbol could represent a facet of life that the Town may be known for. Examples of this type of logo could be a strawberry to reflect the popularity of the local Strawberry Festival, a horse to reflect our strong equestrian roots, or a historical symbol to reflect our heritage.

Staff anticipate a potentially long debate over which symbol should be painted on the tower if this option was considered. This debate could then jeopardize timelines required by the Region to complete the project. On top of choosing a symbol, a graphic designer would need to produce the image which would also add to the timeline.

Although the use of the Town's Coat of Arms (or Town "crest") goes against AP#72, it is an option Council may wish to consider.

The cost of this option would be \$15,000 excluding taxes, plus the cost of the graphic designer (if any). The Town currently lacks the resources in-house to design and produce this image.

Option D: Painting nothing on the tower

The Town also has the option to paint nothing on the tower. In staff's view this would not be a favourable option, as we welcome any and all promotion and publicity the Town could use.

By not painting anything on the tower, the Town may appear to stakeholders of not taking advantage of a situation handed to us to help promote the municipality as many other water towers throughout the province have the town's name on theirs. Public perception may be negative, echoing the adage that people may not notice something when it's there, but they certainly will notice if it's not.

Staff also recognize that this opportunity to paint the Town's name on the tower, may not exist for another 20-25 years.

4. Financial Implications:

Implementing Option B would cost the Town \$13,500 excluding taxes, which would be funded from an appropriate water account.

5. Attachments:

1. Photo of Stouffville water tower – Stouffville Zone II ET
2. Photo of an example of water tower with a Town logo
3. Photo of an example of a water tower with community name without logo
4. Administrative Policy 72 – Corporate Identity Guidelines
5. Town of Whitchurch-Stouffville corporate logo

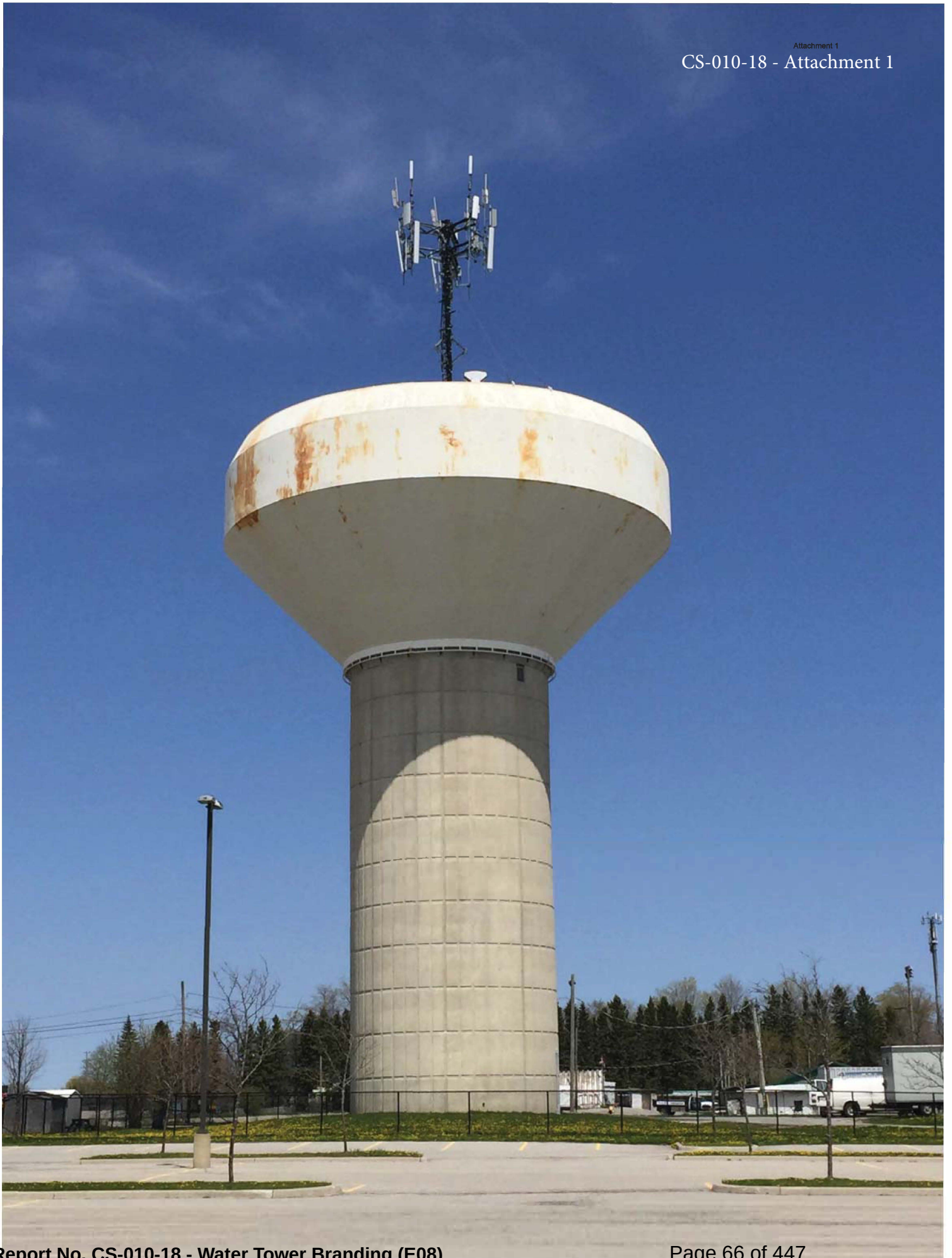
6. Related Reports:

None

Author: Glenn Jackson, Corporate Communications Specialist

Department Head: Rob Raycroft, Deputy CAO/Corporate Services

For further information on this report, please contact: Brian Kavanagh, Director of Public Works at 905-640-1910 or 1-855-642-8697 ext. 2464 or via email at brian.kavanagh@townofws.ca









SUBJECT: **Corporate Identity Guidelines**

DEPARTMENT: **Communications / Corporate Services**

EFFECTIVE: REVISED: **September 11, 2017**

AUTHORITY: **Council**

1. Purpose

A corporate identity is intended to create immediate recognition of an organization, product or service. The guidelines outlined below are intended to ensure consistent and professional application of the Town's corporate identities and to protect the integrity of the Town's image in the community. The guidelines should be reviewed prior to use of its corporate identities.

It is recognized that the guidelines were developed after the introduction of the primary corporate identity. Therefore, examples of acceptable variances from the guidelines will naturally exist. These include, among others:

- Circumstances where it would be financially or logistically impractical to adhere to the guidelines; and
- Adherence to the guidelines would create undue confusion or safety concerns.

Recognizing these limitations, best efforts should be made to adhere to the guidelines.

2. Definitions

Elected Official: a member of Town of Whitchurch-Stouffville Council including the Mayor and Ward Councillors.

Images: means all images owned by the Town other than the Town Crest and the Town Logo, including but not limited to digital photos, artwork, slogans, audio clips and video clips.

Person: an individual, corporation, partnership or any other legal entity.

Stakeholder: a resident, business, municipal neighbour, elected official, staff, upper tier level of government, board, committee, authority, agency, association and anyone with an interest in municipal affairs.

Partners: an organization, group, committee, individual or business that has official ties to the government of the Town of Whitchurch-Stouffville either financially or through a formal recognized partnership. These include, but are not limited to advisory committees, steering committees, working groups, user groups or other levels of government.

3. Types of Corporate Identities

3.1 Primary Corporate Identities:

The Town of Whitchurch-Stouffville has two main insignias as part of their primary corporate identity. The main insignia (the “Logo”) is a stylized “WS,” always shown together with the words “Town of Whitchurch-Stouffville” or “Whitchurch-Stouffville”.

The slogan “Country Close to the City” may also accompany or be in proximity to the Logo. The slogan is intended to complement the Logo and is used for promotional or special purposes. The slogan is not a corporate identity on its own and should only be used with the primary corporate identity.

The Town also has a coat of arms (the “Coat of Arms”), also known as the “Town Crest,” as a primary corporate identity. The Coat of Arms symbolizes the early history of the community and is only used internally.

As the Coat of Arms once served as the Town’s primary corporate identity, the current primary corporate identity and the Coat of Arms should not be used together, to avoid brand confusion.

3.2 Secondary Corporate Identities:

Secondary corporate identities are approved corporate identities for use by a department, service or program on a short term or longer-term basis.

Secondary corporate identities include the logos of the Whitchurch-Stouffville Fire and Emergency Services, the Whitchurch-Stouffville Public Library and the Lebovic Centre for the Performing Arts (Nineteen on the Park). Programs and events using a secondary corporate identity include WS Walks, Doors Open Whitchurch-Stouffville and Stouffville Country Ribfest.

Primary and secondary corporate identities are the property of the Town of Whitchurch-Stouffville. Staff should seek permission from Corporate Communications to use the Town’s primary and secondary corporate identities.

When displayed together, the primary corporate identity and any secondary corporate identities should be displayed with equal prominence.

4. Procedures & Use of Corporate Identities

4.1 Use of the Town's Primary Corporate Identities:

The Town's Coat of Arms can only be used internally for the Town's official purposes and Town business. This includes, but is not limited to ceremonial purposes, plaques, awards, certificates, mementoes, and the like, approved by the Clerk.

Use by elected officials, other than business cards and official stationary, is prohibited. The use of the Town's Coat of Arms by external organizations, individuals, or by staff is prohibited.

The Town's Logo is encouraged to be used for a variety of internal applications, including but not limited to stationery (including letterhead, business cards, internal memos, publications and fax coversheets), council documents (including agendas, reports, minutes and the like), corporate documents (including policies, procedures and guidelines), the Town's websites, signage, landscape design features, clothing, vehicles, and corporate merchandise.

External use of the Town's Logo is limited to, at the Town's sole discretion, the Town's formal partners and other levels of government and government agencies. Permission for external use of the Town's corporate identities shall be required from Corporate Communications and the Deputy CAO/Corporate Services and the Chief Administrative Officer shall be informed.

In some circumstances, an agreement with terms of use may be required. In addition, where the Town has made a financial or in-kind contribution to an organization, group or other entity, the Town may request that a corporate identity be used in conjunction with the contribution in some fashion.

Permission to use the Town's Logo on a website not owned by the Town or one of its formal partners, is not needed if the Logo is used solely as a link to the Town's website. In such cases, the corporate identity must not convey to the public that the Town is an official sponsor, donor or other partner with the entity making the link.

Use of the Town's logo is governed by the policies set out in the "Town of Whitchurch-Stouffville Logo Usage and Style Guide."

4.2 Use of the Town's Secondary Corporate Identities:

The use of the Town's secondary corporate identities is restricted to the Department, Division, program, service or event the identity represents.

External use of the Town's secondary Logos is limited to, at the Town's sole discretion, the Town's formal partners and other levels of government and government agencies. Permission for external use of the Town's corporate identities shall be required from

Corporate Communications and the Deputy CAO/Corporate Services and the Chief Administrative Officer shall be informed.

Permission to use the Town's secondary Logos for marketing and promotional use is not needed. In such cases, the secondary Logo must not convey to the public that the Town is an official sponsor, donor or other partner with the entity making the promotion.

4.3 Conditions for Use of the Town Logo

Upon approval, Corporate Communications will grant permission to display or otherwise use the Town Logo subject to the provisions of this Policy, including the following seven conditions:

- Reproduction of the Town Logo shall adhere to the Corporate Identity Standards Manual wherein the technical specifications of the Logo are prescribed;
- Permission to use the Town Logo may not be transferred or extended to any other person;
- Unless otherwise authorized by the Town in writing, the Town Logo does not imply endorsement or sponsorship by the Town of any kind and an external user shall not use the Logo to imply such endorsement or sponsorship;
- Users acknowledge and agree that the Town assumes no liability with respect to the use of the Logo and shall release, defend and indemnify the Town and hold it harmless from any demands, claims, damage losses or liabilities which directly or indirectly arise from:
 - the use of the Logo
 - the user's failure to comply with any provision of this Policy
- Users shall, at their own expense, provide to the Town a sample of each product and any material upon or in which the Logo is used;
- Permission constitutes a license to use the Logo and the Town reserves the right, in its sole discretion, to terminate or modify permission to use the Logo at any time and without prior notice – upon termination, all use of the Logo must cease immediately; and
- Users shall not threaten or commence any claim against a third party regarding the Logo, and shall notify promptly Corporate Communications of any use or suspected use of the Logo by a third party.

4.4 Unacceptable Use of the Town Logo

A user shall not use the Logo in any manner that the Town at any time considers unacceptable including the following ten situations for uses that:

- are inconsistent with:
 - the request for permission to use the Logo

- any provision contained in the grant of permission by Corporate Communications, or
 - any provision contained in this Policy;
- advocate or promote the use of tobacco, alcohol, controlled substances, firearms or weapons;
- are within a partnership agreement or in the context of a relationship with retail, food or pharmaceutical establishments that may sell, in part, tobacco, alcohol, or controlled substances;
- promote unlawful conduct, pornography, obscenity, indecency, or which offends prevailing community standards;
- promote religious messages or beliefs;
- promote, or support or in opposition to any political candidate or party;
- promote or support political messages not endorsed by Council;
- for commercial purposes;
- criticize or damage the reputation of the Town of Whitchurch-Stouffville, or its operations, or its officers, agents or employees; and
- impair or diminish the Town's interest and rights in the Logo.

4.5 Use By Elected Officials

Elected Officials may use the Town's Logo in circumstances in which they are officially representing the Town and their position as Mayor or of Ward councillor. All other uses are prohibited.

Elected Officials must make a request to use the Town's Logo or any other Image to Corporate Communications. This will ensure consistency and equity is applied to all requests by Elected Officials wanting to use the Town's Logo or other Image and most importantly, it will ensure the brand of the Town is maintained and upheld.

Expenses incurred by Elected Officials related to the unauthorized use of the Logo or other Images will not be allocated to Elected Officials corporate accounts.

4.6 Usage Guidelines

- The primary corporate identity should take precedence over secondary corporate identities. When the primary and secondary corporate identities are used together, the primary corporate identity should appear equal in size and quality of resolution to the secondary corporate identities;
- When the primary corporate identity is used together with related corporate identities, the primary corporate identity should appear equal in size and quality of resolution to the related corporate identities;
- Normally, a fair and consistent approach should be used when displayed together with corporate identities of other Canadian municipalities;
- Accepted rules of protocol should be followed for the display with other Canadian orders of government and government agencies;

- The most appropriate digital format based on the nature of its application should be used to ensure consistency, colour correctness, printing/viewing quality and the highest resolution;
- Digital formats should be used almost without exception;
- While reduction is permitted, no alteration should be made which results in a distorted resolution or unclear design;
- Reduction below 1" (2.5 cm) should be avoided;
- The primary corporate identity and Coat of Arms should not be used together;
- The primary corporate identity should be surrounded by ¼ " (6.3 mm) of white space, wherever possible;
- The primary corporate identity shall not separate the "WS" from the words "Town of Whitchurch-Stouffville" or "Whitchurch-Stouffville";
- A high quality original for each copy should be used when printed large volumes; and
- Colour and black and white versions may be used, but the printed medium should be considered (for example, when printing black ink on light coloured paper, use the black and white or greyscale file not the colour file).

Usage guidelines may be applied to secondary corporate identities.

Refer to the "Town of Whitchurch-Stouffville Logo Usage and Style Guide" for guidelines on the appropriate digital use of the primary corporate identity. Please note that the digital file type and format will vary depending on the nature of application (i.e., standard printed format, high resolution printing, colour versus black and white applications).

5. Responsibilities

5.1 By All Employees and Stakeholders

- Obtain permission/written authorization from Corporate Communications to use the Town Logo or any other Image for any reason or purpose to display, copy, redistribute, reproduce, republish, modify or otherwise use the Logo or other Image.

5.2 By Corporate Communications

- Approving the use of the Coat of Arms to ensure the use of the Coat of Arms is accurate and consistent;
- Applying the Corporate Identity Standards Manual for any use of the Logo by Town employees, Elected Officials or any stakeholder;
- Reviewing, approving or denying requests for the use of the Town Logo or other Image(s) in accordance with the Corporate Identity Standards Manual;

- Revoking permission to use the Logo or other Image(s) upon determining that the Logo and/or other Image(s) has been used in an unacceptable manner;
- Responding to unauthorized or unacceptable use of the Town Logo or other Image by pursuing legal action and/or all other available remedies against the responsible Person(s);
- Approving requests for use of the Town Logo or other Image that at minimum, meet the following four criteria (while reserving the right to review other factors):
 - use is for genuine Town of Whitchurch-Stouffville business activity
 - use is consistent with the Town's brand
 - appropriate and acceptable material on which the Logo or other Town Image will appear
 - placement in material (brochures, posters, business cards etc.), on websites, social media sites, or otherwise, shall not be used to promote election candidates, even if that candidate has been previously elected as a member of Council, or in other items that could be perceived to imply support for one candidate over another.

6. References

- a. Corporate Identity Standards Manual: "Town of Whitchurch-Stouffville Logo Usage and Style Guide"



TOWN OF
WHITCHURCH-STOUFFVILLE

Town of Whitchurch-Stouffville Council Report**Item 7**

Subject: Proposed Zoning By-law Amendment – Gottardo, 188 Sandiford Drive (File Nos. ZBA17.013, ZBA17.014 and SPA17.045) (D12 & D14)

Staff Report No. DS-032-18

Department: Development Services

Date: June 19, 2018

Recommendation:

- 1) That Council confirm that notwithstanding that the proposed Zoning By-law Amendment is different from that proposed at the November 28, 2017 Statutory Public Meeting, the revisions are minor in nature and that no further Statutory Public Meeting is required in accordance with Section 34(17) of the *Planning Act*; and
- 2) That Council enact By-law No. 2018-099-ZO being a By-law to amend Comprehensive Zoning By-law 2010-001-ZO by removing the Holding Symbol (h) from the subject property and by applying a site-specific zone and provisions to the subject property and direct staff to issue a Notice of Passing.

1. Purpose:

An application has been submitted by **Gottardo** for a Zoning By-law Amendment to support Seniors Care Facility with a total of 181 units (121 independent supported living units, 30 memory care units and 30 assisted living units).

This report will:

- Provide an overview of the subject property and its location in relation to existing development and other adjacent land uses (**Sections 3.1 and 3.2**);
- Provide an overview of the development proposal and the proposed Zoning By-law Amendment (**Section 3.3-3.5**);

- Identify and discuss the Provincial, Regional and Town Official Plan policies that apply to the subject property **(Section 4.0)**;
- Identify and discuss how the planning issues identified in the November 28th, 2017 public meeting report have been addressed **(Section 5.0)**; and,
- Provide a recommendation to Council on the proposed Zoning By-law Amendment **(Section 6.0)**.

This report concludes that the passage of a Zoning By-law Amendment in accordance with the recommendations made in this report represent good planning.

2. Executive Summary:

An application has been submitted by Gottardo for a Zoning By-law Amendment to support Seniors Care Facility with a total of 181 units.

The proposed development applies to a total land area of 1.38 hectares. There is one access point being proposed into the site from Sandiford Drive. The proposed development includes 181 units, of which there are 30 memory care units, 30 assisted living units and 121 independent supported living units. The key difference between the three types of proposed units is the level of care provided.

The Zoning By-law Amendment application has been submitted to permit the institutional use being proposed for the subject property and to apply site-specific zoning regulations. The Applicant has also applied to lift the Holding provision that currently applies to the subject property in the Town's Zoning By-law.

The proposed development is also subject to Site Plan Control and that process is ongoing. A Site Plan Agreement between the Town and the Applicant will be required before building permits can be issued.

3. Background:

3.1 Location

The subject property is legally described as Blocks 9 of Registered Plan 65M-4142 also known as the Sheriff Industrial Subdivision. This Subdivision was registered on September 3, 2009. The subject property contains the civic address of 188 Sandiford Drive in the Town of Whitchurch-Stouffville. **Attachment No. 1** to this Report identifies the subject property on a map.

The subject property has a land area of 1.38 hectares (3.41 acres) and a frontage of about 215 metres on Sandiford Drive and 93 metres of frontage on Hoover Park Drive. The subject property is currently vacant and undeveloped.

3.2 Surrounding Land Uses

Below is a description of the adjacent land uses.

North – Fronting on Innovator Drive is an Employment Business Park with commercial and industrial uses. The Whitchurch-Stouffville Town Hall and the Canadian Mar Thoma Church (recently opened) are also located to the northeast of the subject property.

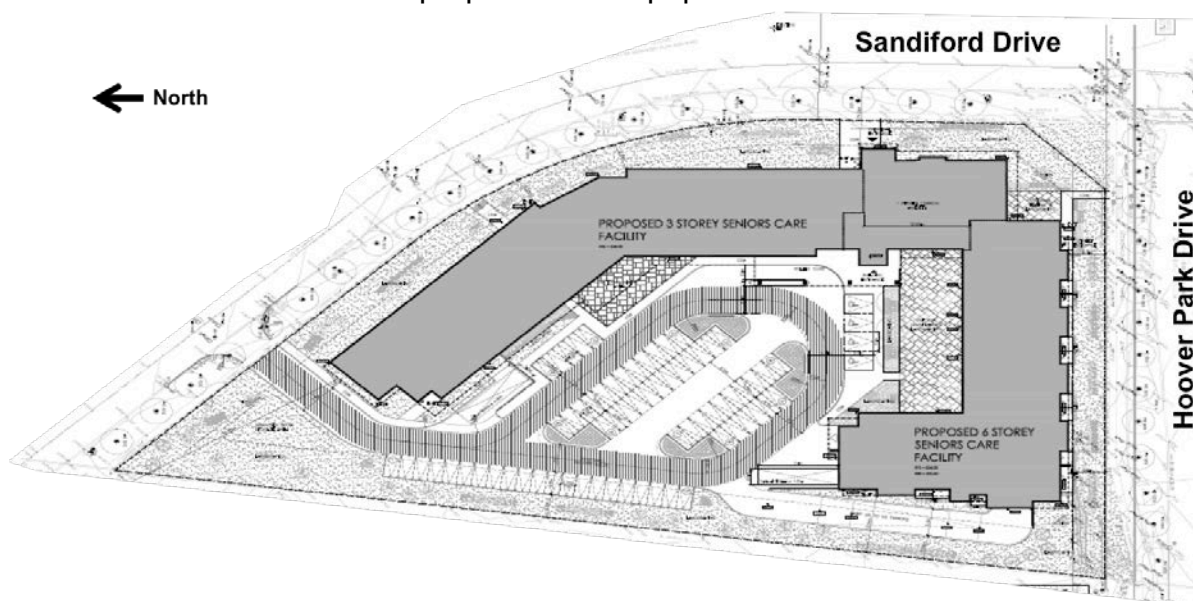
East –The Soccer City indoor soccer facility, Pentecostal Church (under construction) and a business park with industrial and commercial uses on the east side of Sandiford Drive.

South – Residential dwellings are located directly south of the subject property. An existing stormwater management pond is located to the southwest and the Oscar Peterson School is located to the southeast beside Whelers Mill Park.

West – Immediately adjacent to the subject property are two vacant properties that are the subject of a development application for a Long-Term Care Home and Seniors Care Facility that includes 1,036 units. Beyond this vacant property to the west is an existing stormwater pond.

3.3 Development Proposal

The applicant intends to develop the subject property with a 17,162 sq.m (184,730 s.f.) Seniors Care Facility, which is considered to be an institutional use. The proposed concept plan shows 1 three-storey building and 1 six-storey building that are connected by a single-storey ground floor amenity area. The proposed development will provide a total of 181 units. Below is the proposed concept plan.



Below is a graphic of the proposed elevation.



The proposed development includes three types of units: memory care units, assisted living units and independent supported living units. The level of care to be provided to the residents is what distinguishes the three types of units. The Applicant's Planning Justification Report describes the types of units as follows:

Memory Care Units: Units designed for seniors with mild dementia in a supportive, safe and secure environment by providing social, recreation and fitness activities. The facility is equipped with expertise to support seniors with varying levels of dementia.

Assisted Living Units: Units designed for seniors who need assistance with daily living activities but do not require skilled nursing care. These services may include assistance with dressing, bathing, grooming and medication.

Independent Supported Living Units: Units designed for seniors who require minimal assistance with daily activities but have the option of additional care and services available on an as-needed basis.

The units include bathrooms, but do not include cooking facilities or laundry facilities in the individual units. The facility includes a common kitchen and dining room facilities as well as common laundry facilities.

There are a total of 60 units being proposed in the three-storey building. In this building, there are no units being proposed on the Ground Floor. The memory care units are proposed on the 2nd floor and the assisted living units are proposed on the 3rd floor. Each unit includes one bed. Below is a breakdown of the number and type of units on each floor in the proposed three-storey building.

	Ground Floor	2 nd Floor	3 rd Floor
Memory Care Units			
Studio	0	28	0
1 Bedroom	0	2	0
Assisted Living Units			
Studio	0	0	28
1 Bedroom	0	0	2
Total Units	0	30 units	30 units
Total Beds	0	30 beds	30 beds

There are a total of 121 units being proposed in the six-storey building. In this building, there are 11 units being proposed on the ground floor and there are 22 units proposed on each of the other five floors. Of the 121 units in the six-storey building, there are 105 units that will have 1 bed per unit and there are 16 units that will have 2 beds per unit. Below is a breakdown of the number and type of units on each floor in the proposed six-storey building.

	Ground Floor	2 nd to 6 th Floor
Independent Supported Living Units		
Studio	0	10 (2 x 5 floors)
1 Bedroom	10	85 (17 x 5 floors)
2 Bedroom	1	15 (3 x 5 floors)
Total Units	121 units	
Total Beds	137 beds	

The proposed site plan also identifies 96 parking spaces (including 6 barrier free parking spaces). There are 70 parking spaces (including 4 barrier free parking spaces) being proposed as surface parking and another 26 parking spaces (including 2 barrier free parking spaces) being proposed as underground parking spaces. The underground parking will be accessed via an entrance under the six-storey building.

Access into the proposed development is through a single entrance from Sandiford Drive.

The proposed internal street network runs along the west property boundary and loops back around to reconnect at the entrance/exit to the site. The looped street is located around the area being proposed for parking and connects to a drop-off point at the building entrance.

Both of the proposed buildings are located along the street frontage. A landscape buffer that is 6.0 metres (and greater in some areas) has been proposed along the entire edge of the property along the street frontages of Sandiford Drive and Hoover Park Drive. Along the western boundary of the subject property there is a minimum 5.0 metre landscape buffer being proposed.

There are two pedestrian access points being proposed – one from Sandiford Drive and the other from Hoover Park Drive.

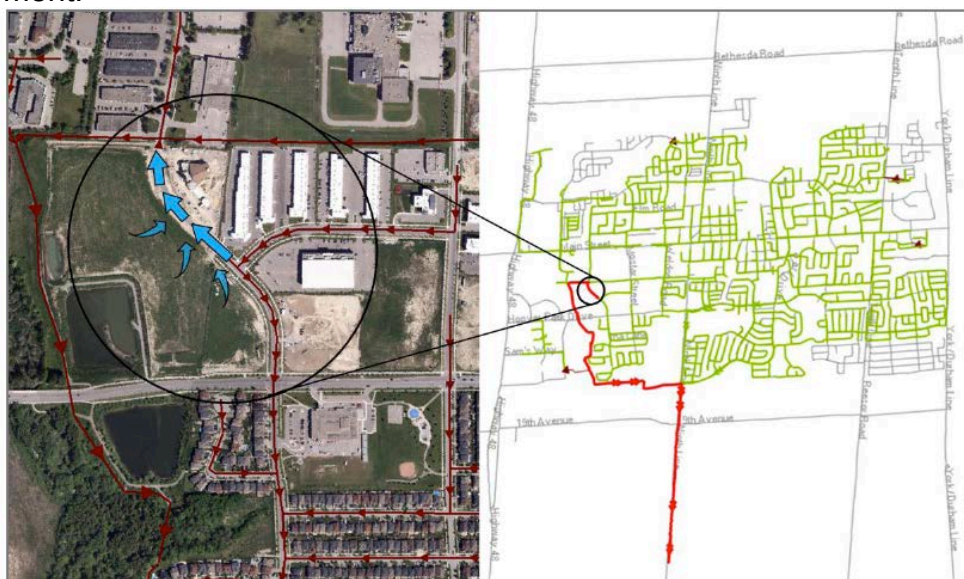
There are existing sidewalks along the frontage of the subject property. The existing sidewalk along the west side of Sandiford Drive currently terminates just north of the subject property, while the sidewalk that runs along the north side of Hoover Park Drive exists from Highway 48 to the west and York Durham Line to the east.

The graphic to the right shows the existing sidewalks along the frontages of the subject property.

The proposed development is within walking distance to a YRT Bus Stop (YRT Route 9) that is located on Hoover Park Drive, west of Sandiford Drive.



With respect to water and wastewater servicing, the flows from the proposed development will be conveyed to the north through a new 200 mm sewer on Sandiford Drive and connect to an existing 525 mm Subtrunk 7 sewer. Below is a figure that illustrates the servicing solution required to support the proposed development.



After a review of the local system to the south along Sandiford Drive, it was determined that the existing sewer system is not a viable servicing alternative. The southerly system along Sandiford Drive does not have sufficient surplus capacity to accommodate the proposed development. This is because the original servicing plan for the area around the proposed development originally contemplated development at much lower densities than is being proposed on the subject property. Since the proposed development requires a servicing solution that includes new infrastructure to the north to connect to an existing

Subtrunk 7 sewer, the applicant will be responsible to pay for the detailed design and installation of the service, to the satisfaction of the Town.

With respect to stormwater management, it is proposed to utilize the existing Town-owned stormwater pond (Pond #59) to the west of the subject property. It is proposed that the all stormwater flows from the subject property would be captured and attenuated on site and released into the municipal storm sewer system.

As part of their site plan application, a Land Use Compatibility Report and Noise Study were prepared to support the propose development. The Land Use Compatibility Report reviewed the MOECC D-Series Guidelines and assessed a hypothetical 'worst case' scenario for the area at distances of 300 metres and 1,000 metres. On this basis, while the proposed development is not anticipated to impact immediate or future viability of nearby employment uses, the applicant is proposing to include mitigation measures in their building design.

In addition to the above, the Noise Study reviewed the MOECC Noise Guidelines for Sensitive Uses (NPC-300 Guideline). The Noise Study identifies the proposed development as a Class 1 area. R.J. Burnside and Town Staff agree with the classification of the subject property under the NPC-300 Guideline.

The Noise Study assessed both transportation noise sources and stationary noise sources. To mitigate against potential transportation noise, the Noise Study recommends the following mitigation measures: acoustic screening at the outdoor dining and courtyard areas, forced air heating and central air conditioning as well as warning clauses to be registered on title. To mitigate against potential stationary source, the Noise Study recommends standard control mitigation measures for stationary sources that include: enclosed mechanical equipment, standard noise control measures for the emergency generator, rooftop ventilation equipment and parking garage fans and an acoustic enclosure and silencers for the generator and parking garage fans. The recommendations from the Noise Study will be included in the Site Plan Agreement as well as warning clauses, which will be registered on title.

3.4 Proposed Zoning By-law Amendment

With respect to the proposed Zoning By-law Amendment application, the applicant is proposing to rezone the lands in the Employment Business Park zone, with a site-specific exception.

The figure to the right shows a map that the applicant has prepared to support their zoning applications.

Currently, the Town's Comprehensive Zoning By-law does not permit Institutional



Uses in the EBP zone. In this regard, the first part of the applicant's re-zoning application for site-specific provisions is to add the institutional use to the EBP zone.

The second part of the applicant's re-zoning application is to alter the standards that currently apply to the subject property. The subject property currently has zoning that includes site-specific provisions and a holding provision [EBP(6)(h-17)]. Below is a table of the current EBP standards and the standards being proposed in the Zoning By-law Amendment.

Standards	Current Standard	Proposed Standard
Minimum Front Yard	10.0 metres	5.0 metres
Minimum Interior Side Yard	6.0 metres (with 4.5 metres landscaped)	6.0 metres (with 4.5 metres landscaped)
Minimum Exterior Side Yard	10.0 metres (with 4.5 metres landscaped)	5.0 metres (with 4.5 metres landscaped)
Maximum Floor Space Index	1.0	1.3
Minimum Loading Spaces	5 large loading spaces	2 large loading spaces

Town Staff is supportive of the changes being proposed in the Zoning By-law Amendment.

The holding provision that currently applies to the subject property was first applied at the time that the Sheriff Industrial Subdivision was approved. On March 10, 2010, the Town approved its current Comprehensive Zoning By-law that updated the exception number, but the text of the holding provision remained the same.

Section 2.8.5.17 of the Town's current Zoning By-law requires the following conditions to be met to remove the Holding symbol that currently applies to the subject property:

- i. *Authorization to Execute a Subdivision Agreement with the Town*
- ii. *Authorization to Execute a Site Plan Control Agreement with the Town for the affected Lot or Block*

The Holding Symbol (h) does not preclude the installation of infrastructure such as services/utilities if there is an executed subdivision agreement or pre-servicing agreement with the Town.

On the basis of the above, the applicant has also submitted an application to remove the Holding symbol from the subject property. There are two criteria (above) that must be satisfied prior to the removal of the holding provision. These are discussed below.

On September 3, 2009, the Sheriff Industrial Subdivision Agreement was registered (65M-4142). In this regard, criteria i) above has been satisfied.

On March 21, 2017, the Town Council delegated the approval for all site plan applications to the Director of Development Services (Delegated Approval Authority By-law 2016-046-RE). This means that site plan applications no longer require Council Authorization to

execute a Site Plan Agreement. It is Town Staff's interpretation that criteria ii) above has been satisfied. It is noted that the Site Plan process for the subject property is on going but is also near completion.

With respect to the reference of services in the holding provision above, the Town has confirmed the availability of water and wastewater services to support the proposed development. In this regard, Town Staff is satisfied with the servicing solution for the proposed development.

On the basis of the above, Town Staff recommends that the holding provision be lifted from the subject property at this time.

4. Applicable Provincial, Region and Town Policies

4.1 Provincial Policy Statement (2014)

The Provincial Policy Statement (PPS) (2014) establishes policies that set out how municipalities should manage and direct land uses to achieve efficient development and land use patterns. Section 1.1.1(b) of the PPS speaks to accommodating an appropriate range and mix of residential, institutional, recreation, park and open space and other uses to meet long-term needs. The PPS also reiterates that communities should avoid development and land use patterns that may cause environmental, or public health safety concerns (Section 1.1.1(c)).

Section 1.1.3 of the PPS establishes policies for settlement areas. Section 1.1.3.1 states that settlement areas shall by the focus of growth and development, and their vitality and regeneration shall be promoted. The subject property is within the Stouffville settlement area.

Section 1.2.6.1 of the PPS establishes policies for land use compatibility for sensitive land uses that are in proximity to other land uses. The proposed development is considered to be an institutional use and institutional uses are considered to be a sensitive use. Section 1.2.6.1 of the PPS indicates that major facilities and sensitive land uses need to be planned to mitigate adverse effects for the present and long-term. As part of the review process for the proposed development, the applicant prepared both a Noise Study and Land Use Compatibility Report that assessed existing sources of noise generators and has provided mitigation measures in their building design to mitigate potential adverse effects of surrounding and potential future facilities.

Section 1.3 of the PPS directs planning authorities to promote economic development and competitiveness by providing for an appropriate mix and range of employment and institutional uses to meet long-term needs, maintaining a range of suitable sites for employment uses, and to ensure that the necessary infrastructure is provided to support current and projected needs.

The proposed development is considered to be an institutional use in an existing employment Business Park Area, as designated in the Town's Official Plan. The proposed development does not include kitchens or laundry facilities in individual unit.

With respect to meeting long term growth needs, the 2015 York Region Seniors Strategy Update indicated that the Region is anticipated significant growth in seniors between 2011 and 2031. By 2031, approximately 1 in 5 residents in York Region will be 65 years of age or older.

Stouffville is located within the Central Local Health Integration Network (LHIN). According to the Central LHIN, there are two licensed Long-Term Care Homes that currently operate in Stouffville and these include Bloomington Cove Care located at 13621 Ninth Line and Parkview Home located at 123 Weldon Road.

Below is a summary table of the wait times for a bed at the two Long-Term Care Homes in Stouffville as of April 30, 2018 (Central LHIN, 2018).

Long-Term Care Home	# of Licensed Beds	Basic	Semi-Private	Private	Average # of Beds that Become Available Each Month
		# on Waitlist	# on Waitlist	# on Waitlist	
Bloomington Cove Care	112	131	n/a	105	3
Parkview Home	128	286	n/a	247	3

On the basis of the above, the number of individuals on waitlists for the two existing Long-Term Care Homes in the Town of Stouffville clearly identifies that there is a need for the proposed type of use. It is noted that the proposed development is not considered to be a Long-Term Care Home as the Applicant is not seeking a licence from the Ministry of Health. However, the proposed development is considered to be a Seniors Care Facility, which is virtually the same use as a Long-Term Care Home except that a Seniors Care Facility does not require a licence from the Ministry of Health.

In addition to the above, Parkview Village is an existing Retirement Home that operates in Stouffville and is located at 12184 Ninth Line, however it is not licensed under the Ministry of Health as a Long-Term Care Home. It has been included in this report to demonstrate the number of facilities that exist to accommodate an aging population.

With respect to the generation of jobs, the proposed development will employ approximately 100 persons and will provide for a density of approximately 72 jobs per hectare.

Section 1.3.2 of the PPS provides policies on employment areas. Section 1.3.2.1 of the PPS states that *planning authorities shall plan for, protect and preserve employment areas for current and future uses and ensure that the necessary infrastructure is provided to support current and projected needs*. As indicated in this Report, the subject property

is within the Business Park Area, which is a designation that has been applied in the Community of Stouffville Secondary Plan to protect for employment uses.

The proposed development is not considered to be a non-employment use and is not seeking a conversion for non-employment uses.

On the basis of the above, Town Staff are of the opinion that the proposed development is an institutional use and that the proposed development is consistent with the PPS.

4.2 Growth Plan (2017)

The Growth Plan (2017) (Growth Plan) regulates land use and establishes principles and an approach to the development of complete communities.

Section 2 of the Growth Plan directs municipalities on where and how to grow. Section 2.2.1 of the Growth Plan directs municipalities to plan for the majority of growth in settlement areas where there is planned water and wastewater systems and where development can support the achievement of complete communities. The subject property is within the Community of Stouffville settlement area.

In the Growth Plan, urban settlement areas are divided into Delineated Built-up Areas and Designated Greenfield Areas (DGA). DGA's are *lands within settlement areas but outside of delineated built-up areas that have been designated in an official plan for development and are required to accommodate forecasted growth*. The subject property is identified as being within a DGA and this means that the proposed development is subject to the policies of Section 2.2.7 in the Growth Plan.

Section 2.2.7.1 of the Growth Plan requires new development in DGAs to be planned, designated, zoned and designed in a manner *that supports complete communities, active transportation and encourages the integration and sustained viability of transit services*.

In addition to the above, the subject property is also subject to the policies in Section 2.2.5 of the Growth Plan, which establishes policies for employment. Section 2.2.5.1 of the Growth Plan states that

2.2.5.1 Economic development and competitiveness in the GGH will be promoted by

- a) making more efficient use of existing employment areas and vacant and underutilized employment lands and increasing employment densities;*
- b) ensuring the availability of sufficient land, in appropriate locations, for a variety of employment to accommodate forecasted employment growth to the horizon of this Plan;*
- c) planning to better connect areas with high employment densities and transit; and*
- d) integrating and aligning land use planning and economic goals and strategies to retain and attract investment and employment.*

Town Staff are of the opinion that the proposed development conforms to the Growth Plan.

4.3 York Region Official Plan (2010)

Section 4.3.3 of the York Region Official Plan states that employment lands are strategic and vital to the Regional economy and are major drivers of economic activity.

Section 4.3.8 of the York Region Official Plan states that:

4.3.8 That the conversion of employment lands to non-employment land uses is not permitted. For the purposes of this policy:

- a. employment lands are lands that are designated for employment uses including land designated as industrial and business park in local official plans; and,*
- b. uses not permitted on employment lands include residential, major retail and other retail and commercial non-ancillary uses.*

On the basis of the above, the proposed development is not proposing to convert the lands for non-employment uses. The subject property is designated for employment uses as a Business Park Area in the Community of Stouffville Secondary Plan and is considered as an institutional use, which is permitted in this designation.

The subject property is designated for employment uses as a Business Park Area in the Community of Stouffville Secondary Plan and the proposed uses is an institutional use, which is permitted in this designation.

Section 4.3.16 of the Region's Official Plan also indicates that development on employment lands will be compact and achieve a region-wide average minimum density of 40 jobs per hectare. The proposed development plans to create approximately 72 jobs per hectare, which is above the required Regional minimum density for jobs.

Town Staff are of the opinion that the proposed development is conforms to the policies of the York Region Official Plan.

4.4 Town of Whitchurch-Stouffville Official Plan

The subject property is within the Community of Stouffville Secondary Plan area in the Town of Whitchurch-Stouffville Official Plan. Schedule F designates the subject property as Business Park Area.

Section 12.7.12 of the Community of Stouffville Secondary Plan establishes policies that apply to lands designated as Business Park Area. Section 12.7.12.2 establishes the permitted uses in this designation. Section 12.7.12.2 vi) permits institutional uses such as the one being proposed on the subject property.

Section 12.7.12.4 of the Community of Stouffville Secondary Plan sets out criteria for new development in Business Park Areas. In this regard, Section 12.7.12.4 states that:

12.7.12.4 Development within areas designated 'Business Park Area' shall be subject to site plan control and shall conform with the following criteria:

- i) no open storage;*
- ii) no parking between the main building or structure and the street;*
- iii) parking areas to have a minimum 4 metre landscaped strip around the perimeter which may include a low fence or wall and joint access where feasible;*
- iv) main building should be designed and located to assist in the creation of an attractive street edge;*
- v) maximum height of 20 metres; and,*
- vi) development shall be designed to maximize the use of the site.*

There is also a Section 12.7.12.4 vii), however this section only applies to Places of Worship and is not applicable to the proposed development.

With respect to the policies in Section 12.7.12.4, the proposed development complies with all of the relevant policies in that section of the Community of Stouffville Secondary Plan.

4.5 Sensitive Institutional Uses in Business Park Areas

On August 23, 2016, Town Staff presented Council with a report titled '*Sensitive Institutional Uses in Business Park Areas*' (Report #11). The report provides background on provincial policy direction for the types of uses that can be considered in employment areas, explained the increased development interest in the Town for locating institutional uses in the Business Park Areas and described the Town's approach to distinguishing between residential developments targeting seniors and institutional facilities for seniors long-term care and assisted living. In this regard, the report noted that the Town considered institutional uses to have the following characteristics:

- Generate sustainable jobs;
- Do not include full kitchens in residential units – no 220 volt services may be provided for cooking purposes; and,
- Food preparation and dining is to take place in communal facilities.

In addition to the above, the report also reviewed the Ministry of Environment and Climate Change (MOECC) D-Series guidelines for land use compatibility and recommended that the Town use the guidelines to address future potential land use compatibility conflicts that may arise when considering applications for sensitive institutional uses in Business Park Areas.

On the basis of the above, Council directed staff to begin accepting zoning by-law amendments for potential sensitive uses in Business Park Areas, subject to evaluation of the merits of criteria such as job generation, noise mitigation and others. Council also directed staff to require a covenant on title warning future purchasers of the possibility of noise, vibration and odours that could emanate from nearby uses. No recommendations were made in the report to update definitions or regulations for sensitive uses such as long-term care facilities in the Business Park Areas.

4.6 Town of Whitchurch-Stouffville Zoning By-law

On the basis of Section 4.5 above, Council directed staff to begin accepting zoning by-law amendments for potential sensitive uses (such as institutional uses) in Business Park Areas, however these uses are not permitted as-of-right. This is why applications for zoning by-law amendments, such as the one that is the subject of this report, are required to apply to add an institutional use as a permitted use.

The Town's Zoning By-law currently includes two definitions that could be applied to permit a place that provides care for seniors. These include Long Term Care Facility and a Senior Citizens' Home. Below are the current definitions of each.

***Long Term Care Facility:** a facility providing residential care for persons who qualify under a government assistance program. The facility includes a common kitchen and dining room, or more than one common kitchen and dining room, plus bedrooms, which may include bathrooms and kitchens.*

***Senior Citizens' Home:** a facility providing residential care for elderly persons. The facility may include a common kitchen and dining room, or more than one common kitchen and dining room, plus bedrooms, which may include bathrooms and kitchens.*

Both of the above definitions allow for kitchens to potentially be located within individual units that could be considered as a residential use. As described in previous sections of this report, Provincial, Regional and Local policies do not permit residential uses in Business Park Areas.

As part of the review process for the proposed development, Town Planning Staff consulted with the Town's Building Staff to determine what factors contribute to a building being considered as a residential use with a means of independent living.

It was determined that both cooking and laundry facilities in an individual unit are the factors that define whether a space has the potential for a means of independent living and would otherwise be considered as a residential use in the Town's Zoning By-law.

As a result of the above, Town Staff identified the existing definitions of a Long Term Care Facility and a Senior Citizens' Home in the Town's Zoning By-law to be problematic for recognizing the proposed use in a Business Park Area.

On the basis of the above, Town staff are proposing site-specific definitions in the Zoning By-law Amendment for the proposed uses. The new definitions create a clear and coordinated approach to recognizing two different places that would offer seniors care that satisfy Town Staff (from a policy perspective) and Building Staff (from a Building Code perspective). Below are the proposed definitions.

Long-Term Care Home

Town Staff are proposing to apply a new definition for a Long-Term Care Home to the subject property in the site-specific zoning by-law amendment that originates from the *Long-Term Care Homes Act (2007)*. **This type of use is considered to be an institutional use and could be considered in Business Park Areas and on the subject property under the applicable legislative regime.** The proposed definition is as follows:

Long-Term Care Home: Means a place that is licensed under the *Long-Term Care Homes Act*, and includes a municipal home, joint home or First Nations Home approved under Part VIII of the *Act*.

The proposed definition is consistent with Provincial legislation and achieves nearly the same function as the existing definition for a Long Term Care Facility, however under the Building Code Requirements for this type of use kitchens would not be permitted in individual units.

Seniors Care Facility

Town Staff are proposing to apply a new Seniors Care Facility definition to the subject property in the site-specific zoning by-law amendment to recognize seniors care facilities that are institutional uses but do not require a licence under the *Long-Term Care Homes Act (2007)* from the Ministry. It is noted, however, that under the Building Code this type of use would be required to be designed under the same classification as a *Long-Term Care Homes Act (2007)*. **This type of use is considered to be an institutional use and could be considered in Business Park Areas and on the subject property under the applicable legislative regime.** The proposed definition is as follows:

Seniors Care Facility: Means a place where a range of special care services is provided to its residents either directly through its staff or indirectly through another provider, but does not include a Long Term Care Home under the *Long-Term Care Homes Act* or a Retirement Home under the *Retirement Homes Act*. The place includes one or more common kitchen(s) and dining room(s), but does not permit laundry or cooking facilities in an individual unit.

On the basis of the above, Town Staff are of the opinion that the inclusion of the above definitions in the site-specific Zoning By-law Amendment would provide for clear direction on the type of seniors-related development, for the subject lands, that can be supported from a policy perspective. Town Staff recommend that Council support the proposed Zoning By-law Amendment to implement the above changes.

5. Key Planning Issues Raised at the Public Meeting

The following key planning issues were identified in the November 28th, 2017 public meeting report. Below are the issues raised with responses in **bold**.

1. *The applicant has proposed to utilize the existing sanitary servicing to service the proposed development, however the existing sanitary servicing does not have the capacity to support the proposed development. The original Sheriff Industrial Subdivision servicing plan anticipated employment uses that generally require less capacity than what is required for the proposed development. The Town is currently completing a Water and Wastewater Master Plan that will confirm the capacity of the existing sanitary servicing. Draft results of this work are anticipated for February of 2018 at which time the Town would be able to reassess the potential to accommodate the proposed institutional uses that will rely upon the existing sanitary system in the area. **The proposed development will utilize a connection to an existing sanitary system to the north that will connect to the Town's Subtrunk 7. A study by GM BluePlan confirmed the capacity in the existing sanitary system to the north and Town Staff are supportive of this servicing solution for the proposed development.***
2. *The potential impacts of the proposed development on existing and future employment uses in the area (including the vacant lands zoned EBP on the west side of the watercourse). **The vacant lands to the north of the subject property currently have an active application in for a similar development. The vacant lands to the north of the adjacent subject property have also been through the preconsultation process for an institutional use. The vacant lands to the west of the watercourse were considered in the Noise Study (e.g. scenarios considered included if they were developed with manufacturing/industrial uses) as well as in the Land Use Compatibility Study.***
3. *The applicant has not provided the Town with a proposed Noise Designation for the proposed development. The Town is the approval authority for determining which classification should be applied to the proposed development. **Under the NPC-300 Guideline, the applicant has indicated that the proposed development is considered to be a Class 1 area. The Town is only the approval authority for proposed developments that are seeking a Class 4 area noise designation under the NPC-300 Guideline. Town Staff and R.J. Burnside agree with this classification for the proposed development.***

There were no delegations or requests for further notice at the November 28th, 2017 meeting or from any landowner throughout the review process.

6. Recommendations

Town Staff is satisfied that the proposed development is consistent with the Provincial Policy Statement, conforms to the Growth Plan as well as the York Region Official Plan and the Town's Official Plan.

Town Staff also recommends that Council pass the site-specific Zoning By-law Amendment that will have the effect of lifting the existing holding provision on the property will apply site-specific zoning to the subject property. It is noted that the Site Plan review process is still underway and that the Site Plan Agreement will need to be signed and executed before a building permit can be issued.

7. Financial Implications:

The passing of By-law No. 2018-099-ZO will not affect the 2018 Operating or Capital Budgets.

The Developer is responsible for all infrastructure work associated with the development of the land. The appropriate financial securities and insurance, etc. will be secured by the Municipality through the execution of the future Site Plan Agreement.

8. Attachments:

1. Location Map

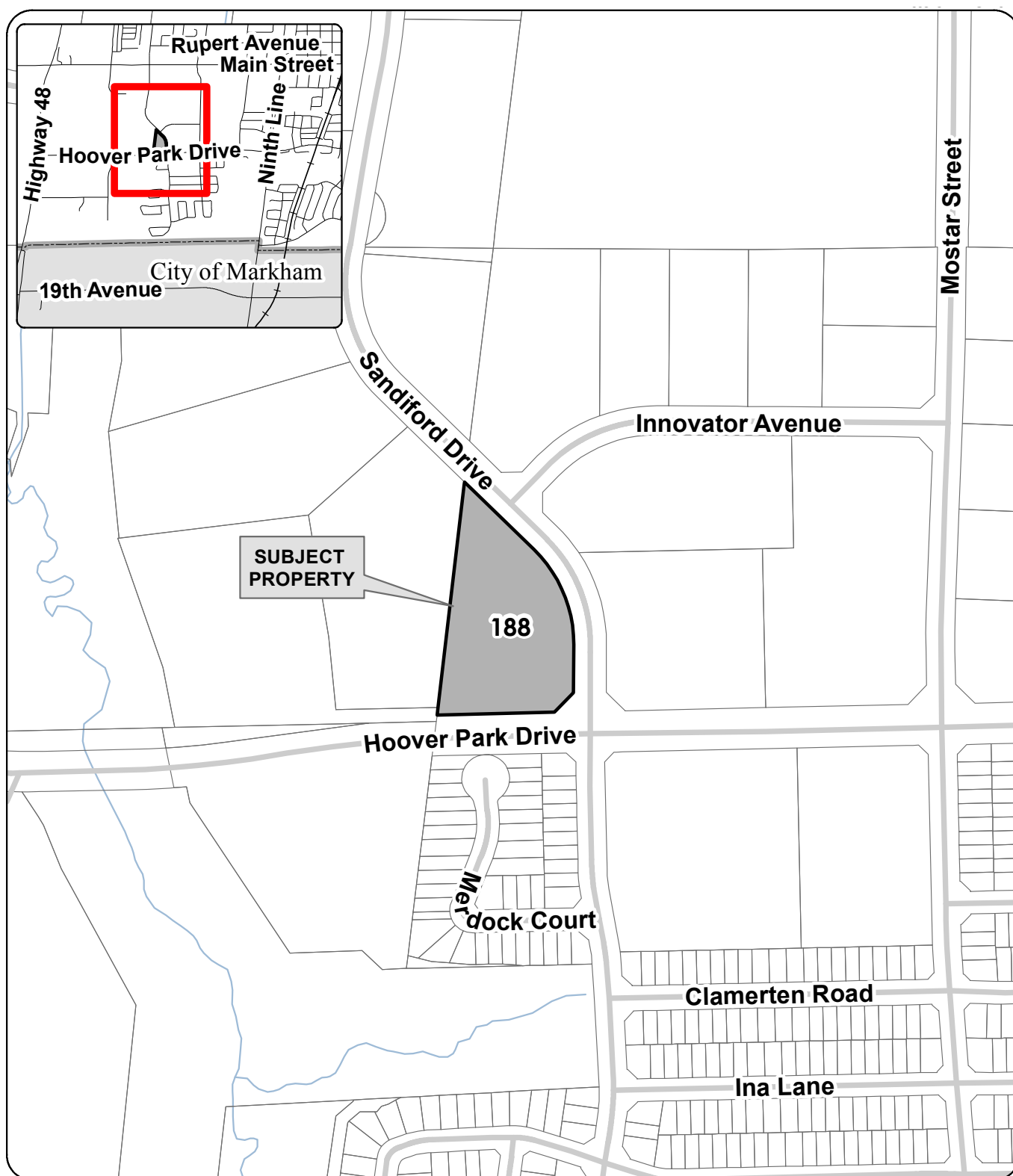
9. Related Reports:

November 28, 2017 – DS-045-17 – Public Meeting Report – Application for a Zoning By-law Amendment and Site Plan Control – 188 Sandiford Drive (File Nos. ZBA17.013 and SPA17.045).

Author: Jessica Tijanic, Planner, Development Services

Department Head: Haiqing Xu, Director, Development Services

For further information on this report, please contact: Haiqing Xu, Director, Development Services at 905-640-1910 or 1-855-642-8697 ext. 2431 or via email at haiqing.xu@townofws.ca



Town of Whitchurch-Stouffville

Notice of Public Meeting

188 Sandiford Drive
Block 9, Plan 65M-4142
Zoning By-law Amendment - ZBA17.013

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Town of Whitchurch-Stouffville Council Report**Item 8**

Subject: Proposed Official Plan Amendment and Proposed Zoning By-Law Amendment – Mon Sheong Foundation, 162 & 176 Sandiford Drive (File Nos. OPA17.001, ZBA17.005, ZBA17.006 and SPA17.022) (D09, D12 & D14)

Staff Report No. DS-033-18

Department: Development Services

Date: June 19, 2018

Recommendation:

- 1) That Council confirm that notwithstanding that the proposed Zoning By-Law Amendment is different from that proposed at the September 26, 2017 Statutory Public Meeting, the revisions are minor in nature and that no further Statutory Public Meeting is required in accordance with Section 34(17) of the *Planning Act*; and
- 2) That Council enact By-Law No. 2018-097-OP to adopt Official Plan Amendment 146 and direct staff to issue a Notice of Adoption; and
- 3) That Council enact By-Law No. 2018-098-ZO being a By-Law to amend Comprehensive Zoning By-Law 2010-001-ZO by removing the Holding Symbol (h) from the subject property and by applying a site-specific zone and provisions to the subject property and direct staff to issue a Notice of Passing; and,
- 4) That Council approve the Applicant's request for the Class 4 Area Noise Classification for the subject property, in accordance with the Ministry of Environment and Climate Change (MOECC) NPC-300 Guidelines.

1. Purpose:

Applications for a proposed Official Plan Amendment and proposed Zoning By-Law amendment have been submitted by the **Mon Sheong Foundation** to support the

proposed development of a Long-Term Care Home and Seniors Care Facility with a total of 1,036 units.

This report will:

- Provide an overview of the subject property and its location in relation to existing development and other adjacent land uses **(Sections 3.1 and 3.2)**;
- Provide an overview of the development proposal, the proposed Official Plan Amendment and the proposed Zoning By-Law Amendment **(Section 3.3-3.5)**;
- Identify and discuss the Provincial, Regional and Town Official Plan policies that apply to the subject property **(Section 4.0)**;
- Identify and discuss how the planning issues identified in the September 26th, 2017 public meeting report have been addressed **(Section 5.0)**; and,
- Provide a recommendation to Council on the proposed Official Plan Amendment and proposed Zoning By-Law Amendment **(Section 6.0)**.

This report concludes that the adoption of the Official Plan Amendment and the passage of a Zoning By-Law Amendment in accordance with the recommendations made in this report represent good planning.

2. Executive Summary:

An application has been submitted by Mon Sheong for an Official Plan Amendment and Zoning By-Law Amendment to support Long-Term Care Home and Seniors Care Facility with a total of 1,036 long-term care and selective continuing care units.

The proposed development applies to a total land area of 4.09 hectares. There are three access points being proposed into the site, with the north and south accesses being utilized for emergency and delivery purposes and the central access for all other purposes. The proposed development includes 1,036 units, of which there are 680 long-term care units (to be licensed from the Ministry of Health) and 356 selective continuing care units (not licensed from the Ministry of Health). The key difference between the two types of units is the level of care provided.

The Official Plan Amendment application has been submitted to amend the current Community of Stouffville Secondary Plan and seek relief of two development criteria (maximum height and the location of parking) that currently apply to the Business Park Area designation in the Secondary Plan. Given that the proposed use is already a permitted use in the Business Park Area designation, the Official Plan Amendment intends to maintain the current designation with additional site-specific provisions.

An associated Zoning By-Law Amendment application has been submitted to permit the institutional use being proposed for the subject property and to apply site-specific regulations. The Applicant has also applied to lift the Holding provision that currently applies to the property in the Town's Zoning By-Law.

The proposed development is also subject to Site Plan Control and that process is ongoing. A Site Plan Agreement between the Town and the Applicant will be required before building permits can be issued.

3. Background:

3.1 Location

The subject property is legally described as Blocks 3 and 4 of Registered Plan 65M-4444. This Subdivision was registered on March 10, 2015. The subject property contains the civic addresses of 162 and 176 Sandiford Drive in the Town of Whitchurch-Stouffville. **Attachment No. 1** to this Report identifies the subject property on a map.

The subject property has a land area of 4.09 hectares (10.11 acres) and a frontage of about 130 metres on Sandiford Drive. The subject property is currently vacant and undeveloped.

3.2 Surrounding Land Uses

Below is a description of the adjacent land uses.

North – A business park with industrial and commercial uses on the west side of Sandiford Drive and on the east side of Sandiford Drive and the Whitchurch-Stouffville Town Hall.

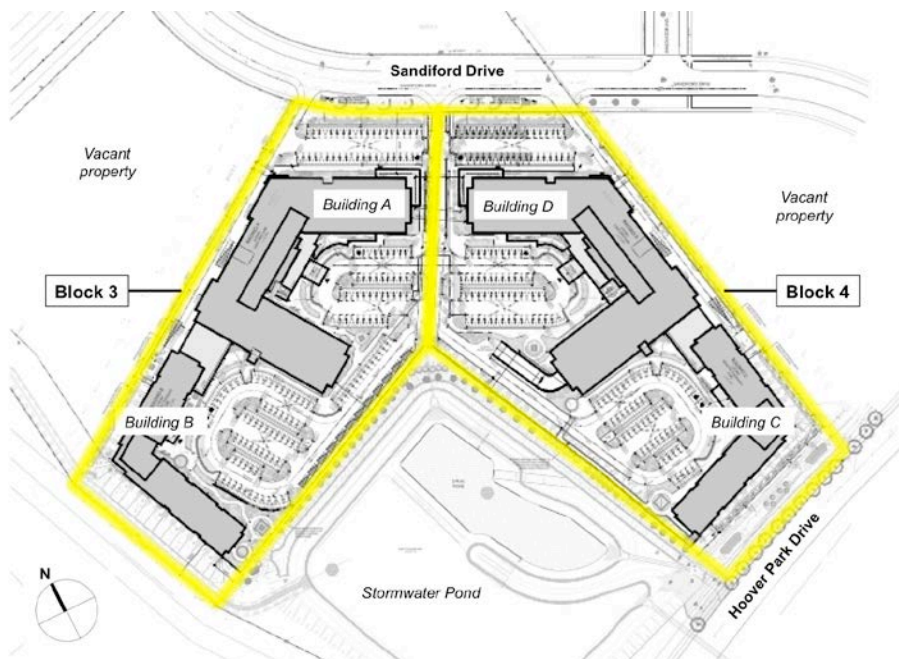
East – A place of worship that is under construction (Canadian Mar Thomas Church), the Soccer City indoor soccer facility and a business park with industrial and commercial uses on the east side of Sandiford Drive.

South – Hoover Park Drive, residential dwellings and the Oscar Peterson Public Elementary School (southeast).

West – An existing stormwater management pond is located directly to the west and the Rouge River is located to the west of the stormwater pond.

3.3 Development Proposal

The applicant intends to develop the subject property with a 77,630 sq.m (835,602 s.f.) Long-Term Care Home and Seniors Care Facility, which is considered to be an institutional use. The proposed concept plan includes 4 six-storey buildings that will provide a total of 1,036 units. It is noted that the two proposed buildings on Block 3 will be connected on the ground floor and the same is being proposed on Block 4. Below is the proposed concept plan.



Below is an example of the elevation of Building A (from Sandford Drive looking southwest).



The proposed concept plan proposes two types of units: long-term care units and selective continuing care units. The level of care to be provided to the residents is what distinguishes the two types of units. Many of the accommodations and services proposed in both types of units overlap, with the main difference being the mandatory nature of each service and the availability of fee-based services.

Below is a table of the available services by the proposed development (Source: Corebridge Development Corporation).

Accommodations	
• Beds in Communal, Semi-Private (Long-Term Care only), Private Suites; and limited couple's suites (Selective Continuing Care only)	• Use of recreational and common areas (as determined by condition and/or mobility of seniors)
• Personalization of living space and privacy	• Design provisions for safety and physical incapacity
• No Kitchen	• Nursing Station
• Monitoring technology (bells by bed and toilet)	• On-site medical office & pharmacy
Continuing Care Services	
• Mandatory provisions for meals and snacks	• Drug/prescription administration
• Interior and exterior maintenance	• Housekeeping & laundry
• General and recreational programs	• Critical social programs
• Security – 24/7 and security systems	• Health and vitals monitoring
• On-site professional services available 24/7	• Physician services
• Specialized care (Selective Continuing Care only) – Convalescent Care, Dementia, Alzheimer of various degrees. Tailored care is difficult to provide for Long-Term Care patients.	• Provisions of intermittent health professionals' services – may include therapies (nutrition, recreation, occupational health, physio, psycho, speech language pathology and respiratory), social work and pharmacy.
• Service/Case management – facility based (for Long-Term care); personal and/or next of kin directed (for Selective Continuing Care)	• On-site personal care (assistance with activities of daily living including eating, personal hygiene, dressing, ambulating and toileting)
• Availability of continuous professional health delivery supervision	• Transportation services (WheelTrans & Shuttle Bus)

It is noted that only the long-term care units require a Licence from the Ministry of Health.

There are a total of 680 long-term care units being proposed (340 units in Building A and 340 units in Building D). The table below summarizes the three types of layouts for the long-term care units being proposed in Building A. The same breakdown will apply to Building D.

Building A	Private Room (1 bed, private washroom)	Semi-Private Room (1 bed, shared washroom)	Standard Room (2 bed, shared washroom)	Total Units	Total Beds
Ground Floor	14	6	0	20	20
2 nd to 6 th Floor	190 (38 x 5 floors)	120 (24 x 5 floors)	10 (2 x 5 floors)	320	330
Total	204	126	10	340	350

The second type of unit being proposed are selective continuing care units. There are a total of 356 selective continuing care units being proposed (178 units in Building B and 178 units in Building C). The table below summarizes the three types of Selective

Continuing Care units being proposed in Building B. The same breakdown will apply to Building C.

Building B	Bachelor	1 Bedroom	2 Bedroom	Total Units	Total Beds
Ground Floor	6	10	2	18	20
2 nd to 6 th Floor	65 (13 x 5 floors)	70 (14 x 5 floors)	25 (5 x 5 floors)	160	185
Total	71	80	27	178	205

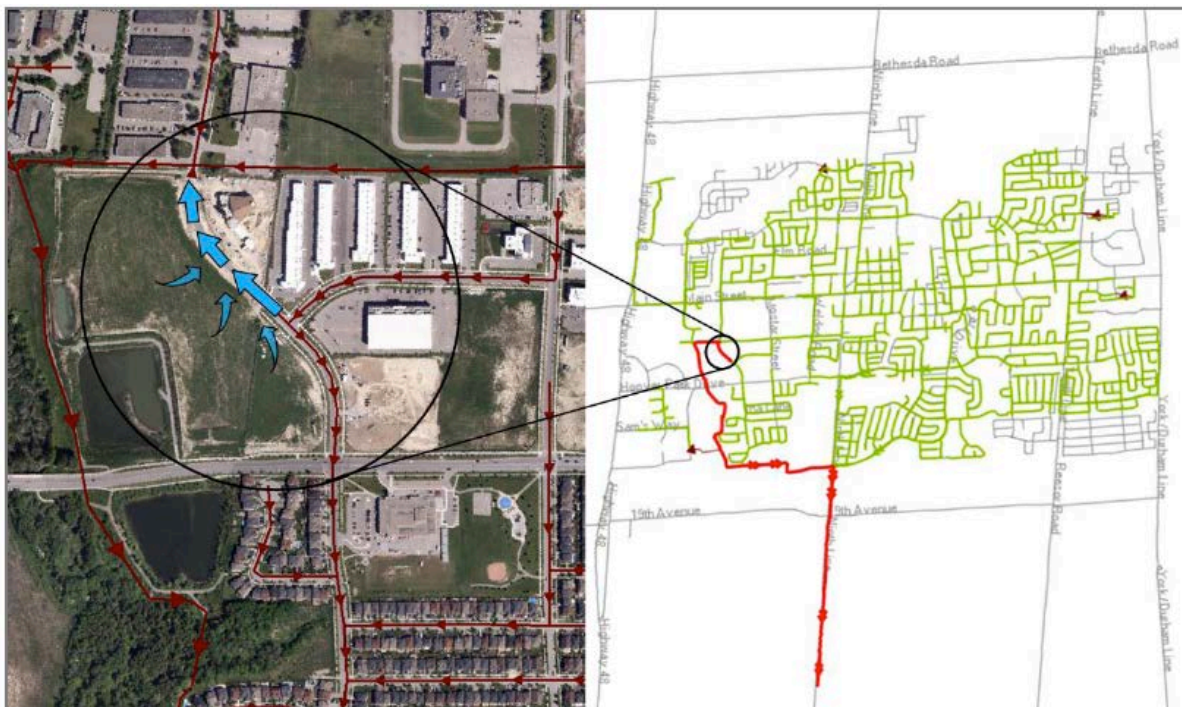
The proposed site plan also identifies 334 surface parking spaces (includes 9 barrier free parking spaces). In order to access the proposed development, there are 3 access points from Sandiford Drive. The north and south access points are proposed for emergency and delivery access, while the central access would be for all other traffic.

The proposed internal street network runs along the north and south borders of the subject property, as well as down the centre of the property. The proposed street network also connects several separated parking areas for each of the four proposed buildings. A separate parking area is being proposed along Sandiford Drive and is accessible through the three proposed access points from Sandiford Drive.

The proposed Buildings A and D are closest to the Sandiford Drive frontage. These buildings are separated from the street frontage by landscaping that is proposed directly on the street frontage and two aisles of at-grade parking beyond that. A 6 metre – 8.5 metre landscape buffer with berms and plantings is proposed along Sandiford Drive to improve the edge condition of the parking areas. Additional landscape buffers (ranging in width from 2.4 metres to 4.9 metres) are also being proposed in the internal areas of the subject property by the parking areas as well as adjacent to the existing stormwater pond located to the west of the subject property.

With respect to active transportation, the sidewalk that is currently constructed along the west side of Sandiford Drive terminates at the proposed southern access point into the subject property. The proposed development is also within walking distance to a YRT Bus Stop (YRT Route 9) that is located on Hoover Park Drive, west of Sandiford Drive.

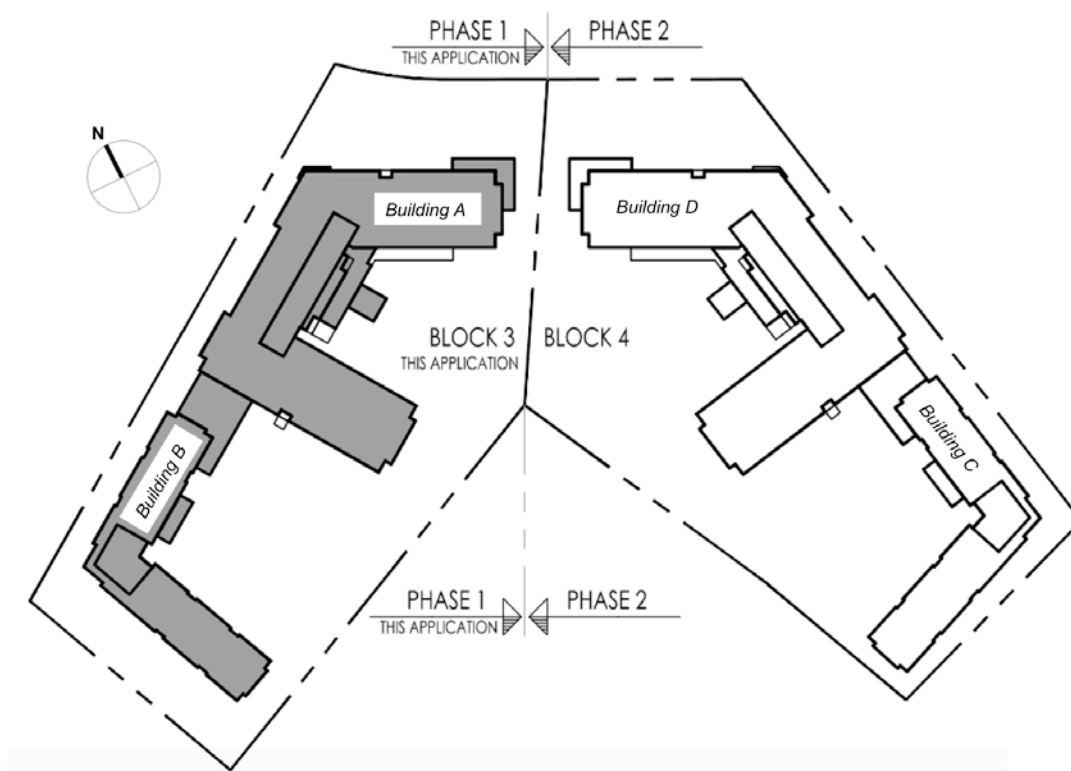
With respect to water and wastewater servicing, the flows from the proposed development will be conveyed to the north through a new 200 mm sewer on Sandiford Drive and connect to an existing 525 mm Subtrunk 7 sewer. Below is a figure that illustrates the servicing solution required to support the proposed development.



After a review of the local system to the south along Sandiford Drive, it was determined that the existing sewer system is not a viable servicing alternative. The southerly system along Sandiford Drive does not have sufficient surplus capacity to accommodate the proposed development. This is because the original servicing plan for the area around the proposed development contemplated development at much lower densities than is being proposed on the subject property. Since the proposed development requires a servicing solution that includes new infrastructure to the north to connect to an existing Subtrunk 7 sewer, the applicant will be responsible to pay for the detailed design and installation of the service, to the satisfaction of the Town.

With respect to stormwater management, it is proposed to utilize the existing Town-owned stormwater pond (Pond #59) to the west of the subject property. It is anticipated that the all stormwater flows from the subject property would be captured and attenuated on site and released into the municipal storm sewer system. The servicing plan also proposes a bioswale feature to divert runoff to the pond and to promote infiltration to the subsurface.

The applicant intends to construct the proposed development in two phases. Below is a figure that shows the intended phasing.



It is noted that all studies that have been submitted to support the proposed development have assessed both Phase 1 (Block 3) and Phase 2 (Block 4) of the subject property. Only the Site Plan Application and Landscape Plan have been prepared for Phase 1 (Block 3). While the Site Plan review process is ongoing, this means that the Applicant will need to complete a Site Plan Amendment in the future for Phase 2 (Block 4).

In the applicant's Land Use Compatibility Report dated September 20, 2017 (version 3), it is indicated that the Ministry of Environment and Climate Change (MOECC) Publication NPC-300 has created a new classification (Class 4) that is intended to allow for development near industrial/commercial sources, while protecting sensitive uses from undue noise.

The NPC-300 guideline states that inoperable (sealed) windows can be used as an acceptable noise control for noise sensitive institutional uses. However, the applicant has noted that this is not a viable option for the proposed development. The proposed development requires a licence from the Ministry of Health to operate a Long-Term Care Home and operable windows are required in Long-Term Care Homes.

NPC-300 indicates that it is up to the land use planning authority (which in this case is the Town) to make this determination. The applicant has requested through its application that a Class 4 classification be approved.

In the early stages of the review of the Noise Study, the Applicant was asked to provide further justification for the Class 4 request. Since that time, Town Staff have met with the Applicant to discuss the Noise Study and requirements of Long Term Care Homes and are satisfied with the justification provided. It has been clarified that the Class 4 classification is intended to provide additional notification to future residents and is not in lieu of the implementation of actual mitigation.

In this regard, Town Staff recommend that Council approve the Applicant's request for the Class 4 Area Noise Classification. In accordance with the requirements of the NPC-300, this means that the existing stationary noise sources will be formally notified that the subject property is considered as a Class 4 Area Noise Classification (since they may be the recipient of future complaints) and a noise warning clause will be included in the Site Plan Agreement that will be registered on title.

3.4 Proposed Official Plan Amendment

The subject property is designated Business Park Area in the Community of Stouffville Secondary Plan. Institutional uses, such as the proposed development, are identified as a permitted use in the Business Park Area designation.

With respect to the proposed Official Plan Amendment application, the applicant is proposing seek relief from Section 12.7.12.4 ii) and Section 12.7.12.4 vi) of the Community of Stouffville Secondary Plan.

Section 12.7.12.4 of the Community of Stouffville Secondary Plan sets out policies for the Business Park Area. The proposed development does not comply with Section 12.7.12.4 ii) and v). These policies include:

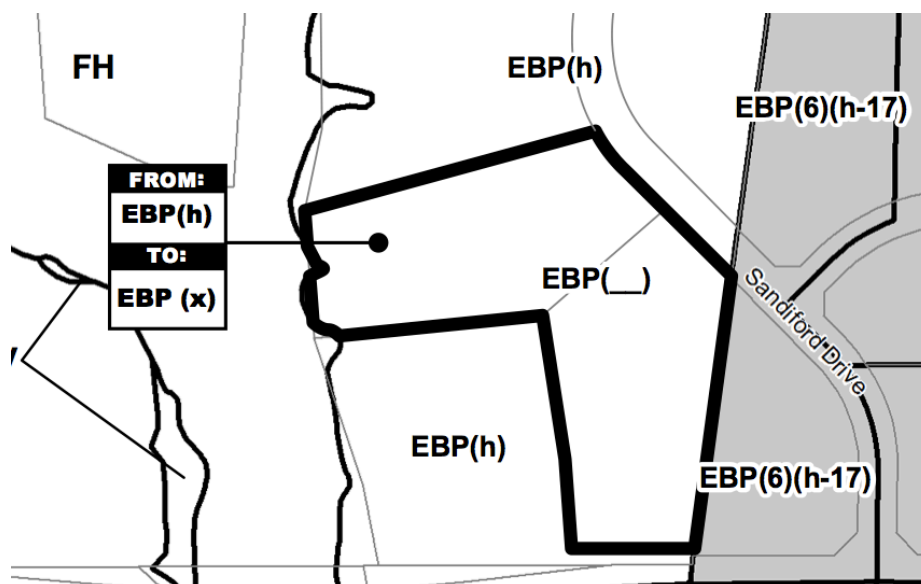
12.7.12.4 Development within areas designated "Business Park Area" shall be subject to site plan control and shall confirm with the following criteria:

- ii) No parking between the main building or structure and the street;*
- v) Maximum height of 20 metres.*

On the basis of the above, the proposed Official Plan Amendment is seeking relief from the above-mentioned policies.

3.5 Proposed Zoning By-Law Amendment

With respect to the proposed Zoning By-Law Amendment application, the applicant is proposing to rezone the lands in the Employment Business Park zone, with exceptions. Below is the map that the applicant has prepared to support their zoning applications.



Currently, the Town's Comprehensive Zoning By-Law does not permit Institutional Uses in the EBP zone. In this regard, the first part of the applicant's re-zoning application for site-specific provisions is to add the institutional use to the EBP zone.

The second part of the applicant's re-zoning application is to alter the standards that apply to the EBP zone with site-specific provisions. Below is a table of the current EBP standards and the standards being proposed in the Zoning By-Law Amendment.

Standards	Current Standard	Proposed Standard
Maximum Number of Units	n/a	1,036 units
Minimum Interior Side Yard	6.0 metres	5.0 metres
Minimum Rear Yard	10.0 metres (with 4.5 metres landscaped)	5.0 metres (with 2.0 metres landscaped)
Front Yard Landscaped Area	50% of the Front Yard Area	27% of the Front Yard Area
Minimum Yard Requiring Landscaping	4.5 metres	2.0 metres
Maximum Floor Space Index	1.0	2.1
Maximum Building Height	20 metres	24 metres
Minimum Loading Spaces	5 large loading spaces	4 large loading spaces

In addition to the above, the proposed Zoning By-Law Amendment is requesting a parking reduction. In accordance with the current Zoning By-Law provisions, a total of 364 parking spaces are required. Of this total, the proposed development also requires 9 barrier free parking spaces. The proposed Site Plan includes a total of 334 parking spaces, which includes 9 barrier free parking spaces.

Town Staff is supportive of the changes being proposed in the Zoning By-Law Amendment.

The subject property is currently zoned Employment Business Park (EBP) with a Holding provision (EBP(h)). The holding provision was applied on March 10, 2010 when the

Town's Comprehensive Zoning By-Law 2010-001-ZO came into effect. On March 10, 2015, the Subdivision was registered and the current zoning was left in place.

Section 2.8.4 of the Town's current Zoning By-Law requires the following conditions to be met to remove the Holding symbol:

- i. Authorization to Execute a Site Plan Control Agreement with the Town
- ii. Authorization to Execute a Subdivision Agreement with the Town
- iii. Satisfactory arrangements for the provisions of services

On the basis of the above, the applicant has also submitted an application to remove the Holding symbol from the subject property. With respect to removing the holding provision, there are three criteria (above). These are discussed below.

On March 21, 2017, the Town Council delegated the approval for all site plan applications to the Director of Development Services (Delegated Approval Authority By-Law 2016-046-RE). This means that site plan applications no longer require Council Authorization to execute a Site Plan Agreement. It is Town Staff's interpretation that criteria i) above has been satisfied. It is noted that the Site Plan process for the subject property is near completion.

On March 10, 2015, the Zhawd/Corebridge Subdivision Agreement was registered (65M-4444). In this regard, criteria ii) above has been satisfied.

With respect to criteria iii) above, the Town has confirmed the provision of water and wastewater services to support the proposed development. In this regard, criteria iii) has been satisfied.

It is noted that the application for Site Plan Control applies only to Phase 1, while the proposed Official Plan Amendment and proposed Zoning By-Law Amendment apply to the subject property (both Phase 1 and Phase 2).

On the basis of the above, Town Staff recommend that the holding provision be lifted from the subject property at this time.

4. Applicable Provincial, Region and Town Policies

4.1 Provincial Policy Statement (2014)

The Provincial Policy Statement (PPS) (2014) establishes policies that set out how municipalities should manage and direct land uses to achieve efficient development and land use patterns. Section 1.1.1(b) of the PPS speaks to accommodating an appropriate range and mix of residential, institutional, recreation, park and open space and other uses to meet long-term needs. The PPS also reiterates that communities should avoid

development and land use patterns that may cause environmental, or public health safety concerns (Section 1.1.1(c)).

Section 1.1.3 of the PPS establishes policies for settlement areas. Section 1.1.3.1 states that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. The subject property is within the Stouffville settlement area.

Section 1.2.6.1 of the PPS establishes policies for land use compatibility for sensitive land uses that are in proximity to other land uses. The proposed development is considered to be an institutional use and institutional uses are considered to be a sensitive use. Section 1.2.6.1 of the PPS indicates that major facilities and sensitive land uses need to be planned to mitigate adverse effects for the present and long-term. As part of the review process for the proposed development, the applicant prepared a Noise Study and Land Use Compatibility Report that assessed existing sources of noise generators and has provided mitigation measures in their building design to mitigate potential adverse effects of surrounding and potential future facilities.

Section 1.3 of the PPS directs planning authorities to promote economic development and competitiveness by providing for an appropriate mix and range of employment and institutional uses to meet long-term needs, maintaining a range of suitable sites for employment uses and to ensure that the necessary infrastructure is provided to support current and projected needs.

The proposed development is considered to be an institutional use in an existing employment Business Park Area, as designated in the Town's Official Plan. The proposed development does not include kitchens or laundry facilities in individual unit.

With respect to meeting long term growth needs, the 2015 York Region Seniors Strategy Update indicated that the Region is anticipated significant growth in seniors between 2011 and 2031. By 2031, approximately 1 in 5 residents in York Region will be 65 years of age or older.

Stouffville is located within the Central Local Health Integration Network (LHIN). According to the Central LHIN, there are two licensed Long-Term Care Homes that currently operate in Stouffville and these include Bloomington Cove Care located at 13621 Ninth Line and Parkview Home located at 123 Weldon Road.

Below is a summary table of the wait times for a bed at the two Long-Term Care Homes in Stouffville as of April 30, 2018 (Central LHIN, 2018).

Long-Term Care Home	# of Licensed Beds	Basic	Semi-Private	Private	Average # of Beds that Become Available Each Month
		# on Waitlist	# on Waitlist	# on Waitlist	
Bloomington Cove Care	112	131	n/a	105	3

Parkview Home	128	286	n/a	247	3
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On the basis of the above, the number of individuals on waitlists for the two existing Long-Term Care Homes in the Town of Stouffville clearly identifies that there is a need for the proposed type of use.

In addition to the above, Parkview Village is an existing Retirement Home that operates in Stouffville and is located at 12184 Ninth Line, however it is not licensed under the Ministry of Health as a Long-Term Care Home. It has been included in this report to demonstrate the number of facilities that exist to accommodate an aging population.

With respect to the generation of jobs, the proposed development (both phases) will create approximately 450 jobs and will provide for a density of approximately 110 jobs per hectare.

Section 1.3.2 of the PPS provides policies on employment areas. Section 1.3.2.1 of the PPS states that *planning authorities shall plan for, protect and preserve employment areas for current and future uses and ensure that the necessary infrastructure is provided to support current and projected needs*. As indicated in this Report, the subject property is within the Business Park Area, which is a designation that has been applied in the Community of Stouffville Secondary Plan to protect for employment uses.

The proposed development is not considered to be a non-employment use and is not seeking a conversion for non-employment uses.

On the basis of the above, Town Staff are of the opinion that the proposed development is an institutional use and that the proposed development is consistent with the PPS.

4.2 Growth Plan (2017)

The Growth Plan (2017) (Growth Plan) regulates land use and establishes principles and an approach to the development of complete communities.

Section 2 of the Growth Plan directs municipalities on where and how to grow. Section 2.2.1 of the Growth Plan directs municipalities to plan for the majority of growth in settlement areas where there is planned water and wastewater systems and where development can support the achievement of complete communities. The subject property is within the Community of Stouffville settlement area.

In the Growth Plan, urban settlement areas are divided into Delineated Built-up Areas and Designated Greenfield Areas (DGA). DGA's are *lands within settlement areas but outside of delineated built-up areas that have been designated in an official plan for development and are required to accommodate forecasted growth*. The subject property is identified as being within a DGA and this means that the proposed development is subject to the policies of Section 2.2.7 in the Growth Plan.

Section 2.2.7.1 of the Growth Plan requires new development in DGAs to be planned, designated, zoned and designed in a manner *that supports complete communities, active transportation and encourages the integration and sustained viability of transit services.*

In addition to the above, the subject property is also subject to the policies in Section 2.2.5 of the Growth Plan, which establishes policies for employment. Section 2.2.5.1 of the Growth Plan states that

2.2.5.1 Economic development and competitiveness in the GGH will be promoted by

- a) making more efficient use of existing employment areas and vacant and underutilized employment lands and increasing employment densities;*
- b) ensuring the availability of sufficient land, in appropriate locations, for a variety of employment to accommodate forecasted employment growth to the horizon of this Plan;*
- c) planning to better connect areas with high employment densities and transit; and*
- d) integrating and aligning land use planning and economic goals and strategies to retain and attract investment and employment.*

Town Staff are of the opinion that the proposed development conforms to the Growth Plan policies.

4.3 York Region Official Plan (2010)

Section 4.3.3 of the York Region Official Plan states that employment lands are strategic and vital to the Regional economy and are major drivers of economic activity.

Section 4.3.8 of the York Region Official Plan states that:

4.3.8 That the conversion of employment lands to non-employment land uses is not permitted. For the purposes of this policy:

- a. employment lands are lands that are designated for employment uses including land designated as industrial and business park in local official plans; and,*
- b. uses not permitted on employment lands include residential, major retail and other retail and commercial non-ancillary uses.*

The subject property is designated for employment uses as a Business Park Area in the Community of Stouffville Secondary Plan and the proposed uses is an institutional use, which is permitted in this designation.

Section 4.3.16 of the Region's Official Plan also indicates that development on employment lands will be compact and achieve a region-wide average minimum density of 40 jobs per hectare. The proposed development plans to create approximately 110 jobs per hectare, which is above the required Regional minimum density for jobs.

Town Staff are of the opinion that the proposed development conforms to the policies of the York Region Official Plan.

In addition to the above, Section 8.3.8 of the York Region Official Plan indicates that amendments to local Official Plans can be exempt from Regional approval where they are of local significance and no Regional interest is adversely affected. On this basis, the applicant submitted a letter to the Region on March 30, 2017 requesting exemption from Regional approvals for their Official Plan Amendment application and the Region exempted their approval from the Official Plan Amendment application.

On the basis of the above, if adopted by Town Council, the proposed Official Plan Amendment will not require Regional Approval and that the Town will be required to issue notice.

4.4 Town of Whitchurch-Stouffville Official Plan

The subject property is within the Community of Stouffville Secondary Plan area in the Town of Whitchurch-Stouffville Official Plan. Schedule F designates the subject property as Business Park Area.

Section 12.7.12 of the Community of Stouffville Secondary Plan establishes policies that apply to lands designated as Business Park Area. Section 12.7.12.2 establishes the permitted uses in this designation. Section 12.7.12.2 vi) permits institutional uses such as the one being proposed on the subject property.

Section 12.7.12.4 of the Community of Stouffville Secondary Plan sets out criteria for new development in Business Park Areas. In this regard, Section 12.7.12.4 states that:

12.7.12.4 Development within areas designated 'Business Park Area' shall be subject to site plan control and shall conform with the following criteria:

- i) no open storage;*
- ii) no parking between the main building or structure and the street;*
- iii) parking areas to have a minimum 4 metre landscaped strip around the perimeter which may include a low fence or wall and joint access where feasible;*
- iv) main building should be designed and located to assist in the creation of an attractive street edge;*
- v) maximum height of 20 metres; and,*
- vi) development shall be designed to maximize the use of the site.*

There is also a Section 12.7.12.4 vii), however this section only applies to Places of Worship and is not applicable to the proposed development.

With respect to the policies in Section 12.7.12.4, the proposed development complies with policies i), iii), iv) and vi), however the proposed development does not comply with the policies set out in ii) or v). In this regard, a proposed Official Plan Amendment has

been submitted to seek relief from these policies by applying a site-specific provision to the subject property.

Section 12.7.12.4 ii) of the Community of Stouffville Secondary Plan is intended to ensure an attractive street frontage and that new development was designed with to a high standard of urban design. As part of the review process for the proposed development, urban design upgrades were requested by Town Staff and implemented to enhance the design along the street frontage. Some examples of this include: a variety of vegetation, an entry feature wall with street address, a number of shorter free-standing decorative walls with pillars, benches, rock features and a walkway between landscaping and parking spaces. On the basis of the above-mentioned upgrades, Town Staff are satisfied with the Applicant's request to seek relief from Section 12.7.12.4 ii) of the Community of Stouffville Secondary Plan.

In addition to the above, Section 12.7.12.4 v) establishes a maximum building height of 20 metres. The proposed Official Plan Amendment seeks relief from this requirement to permit a maximum building height of 24 metres. In the review process of the proposed development, it was confirmed that the Ministry of Health, as part of the licensing requirements, require that a higher amount of fresh air to be pumped into every unit, which requires larger ductwork. This means that the standard height of a floor is higher than may be typical in comparison to other buildings. On the basis of the above, Town Staff are comfortable with supporting the Applicant's request to seek relief from Section 12.7.12.4 v) of the Community of Stouffville Secondary Plan.

For the reasons set out above, Town Staff are supportive of the proposed Official Plan Amendment.

4.5 Sensitive Institutional Uses in Business Park Areas

On August 23, 2016, Town Staff presented Council with a report titled '*Sensitive Institutional Uses in Business Park Areas*' (Report #11). The report provides background on provincial policy direction for the types of uses that can be considered in employment areas, explained the increased development interest in the Town for locating institutional uses in the Business Park Areas and described the Town's approach to distinguishing between residential developments targeting seniors and institutional facilities for seniors long-term care and assisted living. In this regard, the report noted that the Town considered institutional uses to have the following characteristics:

- Generate sustainable jobs;
- Do not include full kitchens in residential units – no 220 volt services may be provided for cooking purposes; and,
- Food preparation and dining is to take place in communal facilities.

In addition to the above, the report also reviewed the Ministry of Environment and Climate Change (MOECC) D-Series guidelines for land use compatibility and recommended that the Town use the guidelines to address future potential land use compatibility conflicts

that may arise when considering applications for sensitive institutional uses in Business Park Areas.

On the basis of the above, Council directed staff to begin accepting Zoning By-Law amendments for potential sensitive uses in Business Park Areas, subject to evaluation of the merits of criteria such as job generation, noise mitigation and others. Council also directed staff to require a covenant on title warning future purchasers of the possibility of noise, vibration and odours that could emanate from nearby uses. No recommendations were made in the report to update definitions or regulations for sensitive uses such as long-term care homes in the Business Park Areas.

4.6 Town of Whitchurch-Stouffville Zoning By-Law

On the basis of Section 4.5 above, Council directed staff to begin accepting Zoning By-Law amendments for potential sensitive uses (such as institutional uses) in Business Park Areas, however these uses are not permitted as-of-right. This is why applications for Zoning By-Law amendments, such as the one that is the subject of this report, are required to apply to add an institutional use as a permitted use.

The Town's Zoning By-Law currently includes two definitions that could be applied to permit a place that provides care for seniors. These include Long Term Care Facility and a Senior Citizens' Home. Below are the current definitions of each.

***Long Term Care Facility:** a facility providing residential care for persons who qualify under a government assistance program. The facility includes a common kitchen and dining room, or more than one common kitchen and dining room, plus bedrooms, which may include bathrooms and kitchens.*

***Senior Citizens' Home:** a facility providing residential care for elderly persons. The facility may include a common kitchen and dining room, or more than one common kitchen and dining room, plus bedrooms, which may include bathrooms and kitchens.*

Both of the above definitions allow for kitchens to potentially be located within individual units that could be considered as a residential use. As described in previous sections of this report, Provincial, Regional and Local policies do not permit residential uses in Business Park Areas.

As part of the review process for the proposed development, Town Planning Staff consulted with the Town's Building Staff to determine what factors contribute to a building being considered as a residential use with a means of independent living.

It was determined that both cooking and laundry facilities in an individual unit are the factors that define whether a space has the potential for a means of independent living and would otherwise be considered as a residential use in the Town's Zoning By-Law.

As a result of the above, Town Staff identified the existing definitions of a Long Term Care Facility and a Senior Citizens' Home in the Town's Zoning By-Law to be problematic for recognizing the proposed uses in a Business Park Area.

On the basis of the above, Town staff are proposing site-specific definitions in the Zoning By-Law amendment for the proposed uses. The new definitions create a clear and coordinated approach to recognizing two different places that would offer seniors care that satisfy Town Staff (from a policy perspective) and Building Staff (from a Building Code perspective). Below are the proposed definitions.

Long-Term Care Home

Town Staff are proposing to apply a new definition for a Long-Term Care Home to the subject property in the site-specific zoning By-Law amendment that originates from the *Long-Term Care Homes Act (2007)*. **This type of use is considered to be an institutional use and could be considered in Business Park Areas and on the subject property under the applicable legislative regime.** The proposed definition is as follows:

Long-Term Care Home: Means a place that is licensed under the *Long-Term Care Homes Act*, and includes a municipal home, joint home or First Nations Home approved under Part VIII of the *Act*.

The proposed definition is consistent with Provincial legislation and achieves nearly the same function as the existing definition for a Long Term Care Facility, however under the Building Code Requirements for this type of use kitchens would not be permitted in individual units.

Seniors Care Facility

Town Staff are proposing to apply a new Seniors Care Facility definition to the subject property in the site-specific zoning By-Law amendment to recognize seniors care facilities that are institutional uses but do not require a licence under the *Long-Term Care Homes Act (2007)* from the Ministry. It is noted, however, that under the Building Code this type of use would be required to be designed under the same classification as a *Long-Term Care Homes Act (2007)*. **This type of use is considered to be an institutional use and could be considered in Business Park Areas and on the subject property under the applicable legislative regime.** The proposed definition is as follows:

Seniors Care Facility: Means a place where a range of special care services is provided to its residents either directly through its staff or indirectly through another provider. The place includes one or more common kitchen(s) and dining room(s), but does not permit laundry or cooking facilities in an individual unit and does not include any dwelling units.

On the basis of the above, Town Staff are of the opinion that the inclusion of the above definitions in the site-specific Zoning By-Law Amendment would provide for clear direction on the type of seniors-related development, for the subject lands, that can be supported

from a policy perspective. Town Staff recommend that Council support the proposed Zoning By-Law Amendment to implement the above changes.

5. Key Planning Issues Raised at the Public Meeting

The following key planning issues were identified in the September 26, 2017 public meeting report. Below are the issues raised with responses in **bold**.

1. *The potential impacts of the proposed development on existing and future employment uses in the area.* **As part of the review process, the Applicant has provided and updated its Noise Study and Land Use Compatibility Report to include mitigation measures of potential adverse effects on the subject property. Town Staff and the Town's Peer Reviewer (R.J. Burnside) are satisfied with these reports.**
2. *The potential impacts of the proposed development on the lands that are located immediately adjacent to the subject property (vacant lands zoned EBP on the west side of the watercourse as well).* **The vacant lands to the south of the subject property currently have an active application in for a similar development. The vacant lands to the north of the subject property have also been through the preconsultation process for an institutional use. The vacant lands to the west of the watercourse were considered in the Noise Study (e.g. scenarios considered included if they were developed with manufacturing/industrial uses) as well as in the Land Use Compatibility Study.**
3. *The potential implications of a Class 4 Area Classification noise designation and the viability of future uses on the vacant lands that are adjacent to the subject property and in the EBP zone.* **As part of the Site Plan review process, Town Staff met with and provided comments to Novus Environmental on additional considerations that were required to justify the Class 4 Area Classification Noise Classification. In response, the Land Use Compatibility Report has justified the types of upgrades to the mechanical system such as ventilation upgrades in each unit as well as the requirement from the Ministry for each unit to have operable windows. The Land Use Compatibility Report has also demonstrated consideration of potential impacts to the future development of the vacant lands adjacent to the subject property and to the west. In this regard, Town Staff are satisfied with recommending the approval of the Class 4 Area Noise Classification.**
4. *The potential impact to available downstream sanitary capacity on future development(s).* **Early in the review process of the proposed development, it was identified by Town Staff that existing sewers along Sandiford Drive do not have sufficient surplus capacity to accommodate the proposed development. In this regard, the proposed development will utilize a connection to an existing sanitary system to the north that will connect to the Town's Subtrunk 7. A study by GM BluePlan confirmed the capacity in the existing sanitary**

system to the north and Town Staff are supportive of this servicing solution for the proposed development.

There were no delegations or requests for further notice at the September 26, 2017 meeting or from any landowner throughout the review process.

6. Recommendations

Town Staff is satisfied that the proposed development is consistent with the Provincial Policy Statement, conforms to the Growth Plan as well as the York Region Official Plan. Town Staff is also satisfied that the proposed Official Plan Amendment represents good planning and recommends that Council adopt the Official Plan Amendment for the subject property.

Town Staff also recommends that Council pass the site-specific Zoning By-Law Amendment that will have the effect of lifting the existing holding provision on the property and will apply site-specific zoning to the subject property. It is noted that the Site Plan review process is still underway and that the Site Plan Agreement will need to be signed and executed before a building permit can be issued.

Lastly, Town Staff recommends that Council approve the Applicant's request for the Class 4 Noise Area Classification in accordance with the MOECC's NPC-300 Guidelines.

7. Financial Implications:

The adoption of the Official Plan Amendment 146 and the passing of By-Law No. 2018-098-ZO will not affect the 2018 Operating or Capital Budgets.

The Developer is responsible for all infrastructure work associated with the development of the land. The appropriate financial securities and insurance, etc. will be secured by the Municipality through the execution of the future Site Plan Agreement.

8. Attachments:

1. Location Map

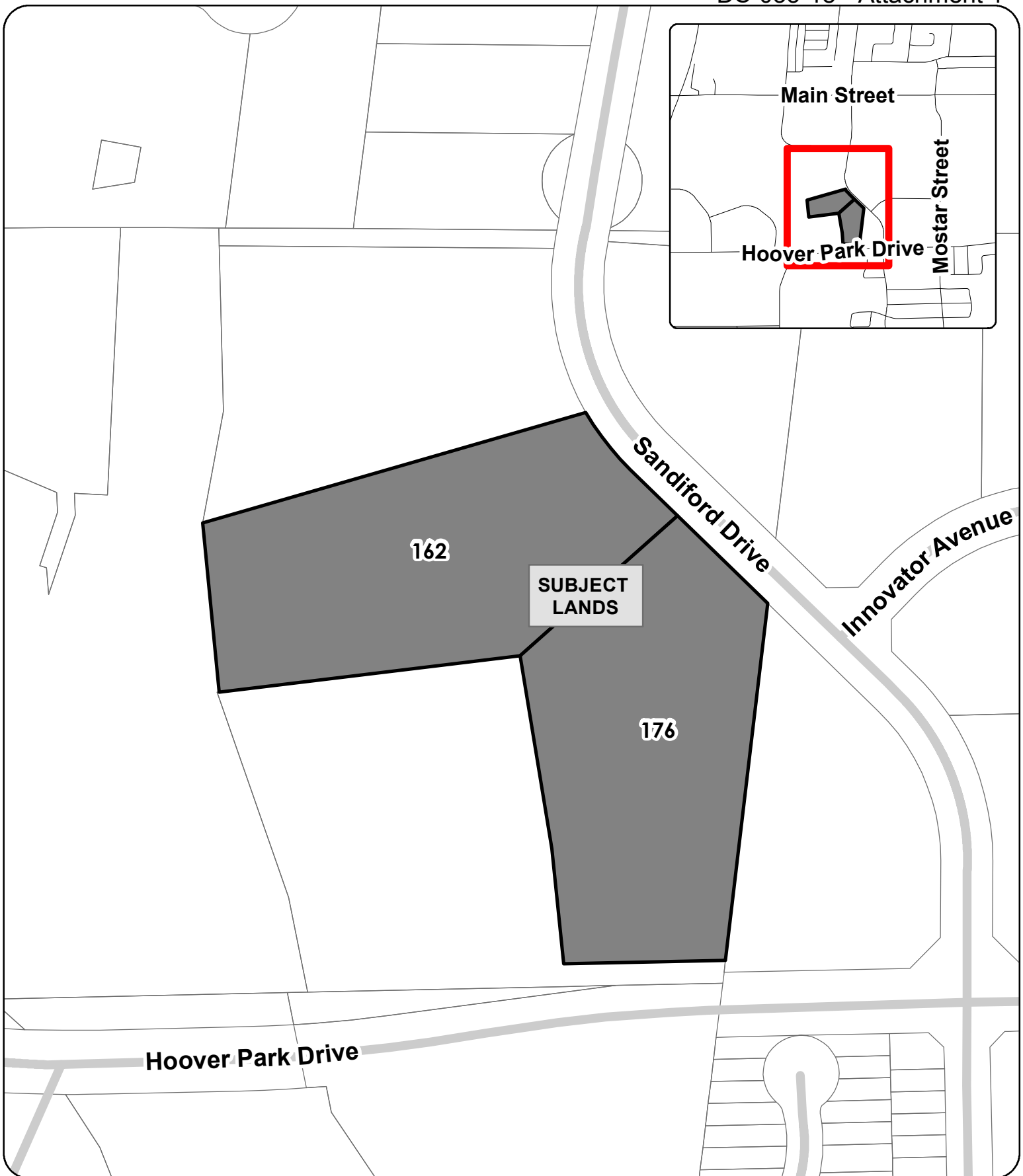
9. Related Reports:

1. September 26, 2017 – DS-032-17 – Public Meeting Report – Applications for an Official Plan Amendment, Re-Zoning and Site Plan Control – 162 & 176 Sandiford Drive (File Nos. OPA17.001, ZBA15.005, ZBA17.006 and SPA17.022).

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Town of Whitchurch-Stouffville

Official Plan Amendment & Zoning By-law Amendment

162 & 176 Sandiford Drive
 Plan 65M-4444 Blocks 3 & 4
 File No. OPA17.001, ZBA17.005



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Subject: Pre-servicing (Earthworks), Servicing (amendment to the Pre-servicing), Subdivision, Condominium and Site Plan Agreements –Ballymore Developments (Ballantrae) Corp. Part of Lots 21 & 22, Concession 8 - 15381, 15437, 15457 & 15473 Highway 48 - Community of Ballantrae (D12)

Staff Report No. DS-034-18

Department: Development Services

Date: June 19th, 2018

Recommendation:

- 1) That Council approve the Pre-servicing (Earthworks), Servicing (amendment to the Pre-servicing), Subdivision, Condominium and Site Plan Agreements as elected by the Developer between Ballymore Developments (Ballantrae) Corp. and the Town of Whitchurch-Stouffville subject to minor revisions by the Town solicitor and Director of Development Services; and
- 2) That Council enact By-law 2018-102-RE to amend the Delegation of Authority By-law 2016-046-RE to allow the Director of Development Services or his/her designate be delegated the authority to approve all Pre-servicing (Earthworks), Servicing (amendment to the Pre-servicing), Subdivision, Condominium and Site Plan Agreements for execution by the Mayor and Clerk along with authority to accept applications and approve all associated plans for the same; and
- 3) That Council authorize the Mayor and Clerk to sign a Pre-servicing (Earthworks), Servicing (amendment to the Pre-servicing), Subdivision, Condominium and Site Plan Agreements between Ballymore Developments (Ballantrae) Corp. and the Town of Whitchurch-Stouffville; and
- 4) That Council enact By-law No. 2018-103-RD, being a By-law to name the public street and private roads and lane within the Ballymore Development File No. 19T (W)-16.001.

1. Purpose:

This report is seeking Council's approval enact By-laws 2018-102-RE and 2018-103-RD and to authorize the Mayor and Clerk to execute a Pre-servicing (Earthworks), Servicing (amendment to the Pre-servicing), Subdivision, Condominium and Site Plan Agreements between Ballymore Developments (Ballantrae) Corp. (Developer) and the Town to allow the site alteration, construction of services and private and public infrastructure within the Ballymore Development 19T(W)-16.001 plan of subdivision and exterior as required to complete the works.

2. Executive Summary:

2.1 Pre-servicing (Earthworks) Agreement

Further to the Council's Draft Plan approval of March 6th, 2018, the Developer wishes to initiate the clearing and grubbing, top soil stripping and rough grading of the roads and blocks/lots prior to execution of the subdivision agreement while the engineering details are being finalized. No installation of underground infrastructure will be permitted under the terms of the pre-servicing agreement.

Staff have no objections to the development proceeding with the clearing and grubbing, top soil stripping, rough grading of the roads and lots within this plan. Measures to reduce erosion and sedimentation and their effects on adjacent properties, protection of natural features and minimization of the impacts of construction activity on existing residents will be implemented consistent with Town standards and applicable agency requirements during each stage of construction.

Staff recommend that the Mayor and Clerk be authorized to execute the pre-servicing agreement on the Town's behalf.

2.2 Servicing Agreement

A provision of the future servicing agreement will be that Ballymore Developments (Ballantrae) Corp. In accordance with draft plan condition 13.7 enter into the (first) reciprocal agreement with the existing Ballantrae Golf and Country Club Condominium(s) community. The Town will request that a copy of the reciprocal agreement be provided to the Town for record keeping purposes. Furthermore, once the Engineering Designs are finalized the Developer will be able to execute a servicing agreement (pre-servicing agreement amendment) to allow the underground servicing of the subdivision including watermain, sewers, utilities and final grading of the road network sub-base.

When the engineering designs are finalized and approved for construction staff will be in a position to implement related works and recommend that the Mayor and Clerk execute the Servicing Agreement on the Town's behalf.

2.3 Subdivision Agreement

Prior to the registration of the Plan of Subdivision at the Land Registry Office # 65 the Developer will be required to execute a subdivision agreement with the Town. The agreement details the requirements of Draft Approval including conditions typical to development and requirements from all commenting agencies. The subdivision agreement indicates land dedication, transfers and holds in favour of the Town, MTO, Conservation Authority and the Developer. In addition, the agreement specifies construction stages including completion of the works within subdivision and assumption of the public works as applicable.

2.4 Condominium Agreement

The majority of the Ballymore Subdivision lands will be serviced by private road networks and infrastructure (known as the common elements) to be maintained and operated by the future Condominium Corporation. The Condominium Corporation will be required to maintain and operate localized future conveyances by the developer to the Town a segment of Heartwood Gate which connects Highway 48 to and services the lands owned and operated by the respective Condominium Corporation. The condominium agreement will provide provision for the required maintenance of Town infrastructure, applicable inspections and liability transfers to the Condominium Corporation from the Town.

2.5 Site Plan Control Agreement

While the lands are being developed under the subdivision agreement, which typically is limited to public infrastructure works within a plan of subdivision and because most of the Ballymore Subdivision will have private services within private land holdings, certain applications of Site Plan Control will be added to the subdivision agreement to fulfill the requirements stipulated in the Town's Standards Guidelines and Drawings for private lands.

3. Background:

On April 11th, 2018 staff received a request to initiate the process for the preparation of the pre-servicing (earthworks) agreement were the Developer is preparing to perform site alterations within the Ballymore Subdivision. The subdivision lands are municipally described as 15381, 15437, 15457 and 15473 Highway 48, the grading works will take place in draft approved plan 19T(W)16.001. The subject property is located in the northeast quadrant of the Community of Ballantrae, within Parts of Lots 21 and 22, Concession 8. Generally, the lands can be described as being situated on east side of Highway 48, north of Aurora Road. Attachment No. 1 to this Report shows the location of

the subject property. At the March 6th, 2018 Council meeting draft plan approval was endorsed for the development of a condominium subdivision with 94 Units (76 single detached dwellings and 18 street townhouse dwellings).

3.1 Delegated Authority

Staff are requesting Council to provide the Director of Development Services delegated authority to approve these types of applications and associated plans for the same, because these types of applications follow Draft Plan endorsement by Council as related to Subdivisions and Condominiums. The approval related to the respective agreement is considered to be routine in nature and may be delegated to Staff by Council for appropriate future execution by the Mayor and Clerk once the prerequisites for each stage of development are met by the developer.

4. Analysis and Options:

The Developer wishes to initiate the clearing and grubbing, top soil stripping, rough grading of the roads and lots prior to execution of the subdivision agreement while the engineering details are being finalized. No installation of underground infrastructure will be permitted under the terms of the pre-servicing agreement. Furthermore, servicing of the lands will be possible in the near future once the engineering designs are finalized and agreements with Third-parties for private sanitary sewers are executed by the Developer. Expedient servicing of the subdivision will also complete the required connection of the sanitary sewer system and permit construction of future dwellings. As a prerequisite of servicing, the Developer will need to enter into a Servicing Agreement to initiate this later stage of construction. As a requisite of registration, the Developer will be required to enter into a subdivision and site plan agreement and finally as a prerequisite of completion of the Subdivision works the future Condominium Corporation will be required to execute the condominium agreement.

The Developer is required to obtain clearance from the Ministry of Transportation (MTO), Lake Simcoe Region Conservation Authority (LSRCA) and the Ministry of Tourism, Culture & Sport (MTCS). Execution of the agreement(s) and initiation of work on site will not be considered until written confirmation has been received from these Agencies confirming that they have no concerns or objections.

Prior to any soil disturbing activities occurring on this site, Archaeological Assessment Report(s) must be reviewed and entered into the Ontario Public Register by the MTCS. This will confirm that the Ministries Standards and Guidelines for Consultant Archaeologists are followed. Furthermore, the erosion and sediment control (ESC) measures must be established as approved by the Town and the LSRCA.

The following condition will be included in the agreement to minimize traffic concerns and disturbance to existing residents:

“The Developer acknowledges and covenants that all commercial vehicle deliveries (net vehicle weight in excess of 1 tonne) associated with construction activity within the Plan shall enter and exit the subject lands exclusively via Highway 48. In no event shall any commercial vehicle traffic to or from the subject lands be permitted to travel along local subdivision right of ways within the Communities of Ballantrae and Musselman’s Lake. This vehicle access restriction shall not apply to commercial delivery vehicles that provide services/materials originating within the respective communities.”

A draft of the pre-servicing agreement is included as Attachment No. 2 to this Report.

4.1 Draft Plan Conditions

The following draft plan condition will also be included in the agreement(s) to ensure adequate provisions are enforced:

Prior to the issuance of the first building permit, the sanitary sewerage conveyance system between the Subdivision and the private communal Waste Water Treatment Facility (WWTF) owned and operated by Schickedanz Bros. Limited has been constructed in accordance with the approved drawings and is certified by the Professional Engineer that said works are substantially complete / functional.

The site is required to have one (1) distinct roadway access for the public and residences, one (1) distinct/emergency access for the EMS services and maintenance and/or residences and public as required at the time of emergency or maintenance and two (2) watermain connections for each phase of construction to the satisfaction of the Town prior to the commencement of construction of any dwelling. Said water supply connections are to be completed to watermains that are fully operational.

All lots or blocks to be left vacant for longer than 6 months shall be graded, seeded, and maintained to the satisfaction of the Town.

The Developer shall design, construct, and/or pay for the construction of public/private highways, bicycle lanes, emergency access roads, curbs, gutters, sidewalks, underground and above ground services, streetlights, storm water management facilities/modifications to the storm water management facilities, street and directional signs, 911/building numbering signs, traffic calming controls, off-street trails & paths, etc. to the satisfaction of the Town and in accordance with Town and AODA standards. The Developer shall be responsible including all financial burdens associated with the ongoing maintenance of the above-mentioned infrastructure.

A Phase One Environmental Site Assessment completed in full accordance with O. Reg. 153/04, as amended, for the purpose of filing a Record of Site Condition for all the Lands within the subdivision indicating that no further environmental assessment is required in order to file a Record of Site Condition for the applicable land use (If the land use is unknown, Table 2 Residential/Parkland/Institutional Property Use shall be used). Once completed, the Developer also agrees and covenants in the Subdivision Agreement

provide a Letter of Acknowledgement of the filing and approval of a Record of Site Condition from the Ministry of Environment and Climate Change to the Town for the land parcel for the applicable land use prior to registration of the plan.

Any vegetation that is removed due to the construction of external works will be replaced with vegetation of equivalent calliper size (or approved replacement equivalent), in accordance with the Tree Analysis Report prepared by Beacon Environmental Report, dated May 24, 2017.

All other road allowances included within this Draft Plan of Subdivision shall be private roadways owned by the condominium corporation save and except the west leg of Heartwood Gate. All public and private right of ways, streets, roadways and lanes will be the responsibility of the Developer and or future Condominium Corporation regarding insurance, maintenance and financial costs.

The Developer (and/or the condominium corporation) agrees and covenants in the Subdivision Agreement and/or other Town Agreements to enter into an Agreement with the Town prior to Registration of the plan of subdivision to design, construct, operate, maintain, rehabilitate and replace as necessary in perpetuity all aboveground and underground infrastructure, services and landscaping on the public right way. Operation and maintenance will include:

- a) Yearly inspections of infrastructure by a Civil Engineer licenced to practice in the province of Ontario and yearly inspections of street trees and vegetation by a Landscape Architect or Arbourist licenced to practice in the province of Ontario;
- b) Regular maintenance and/or replacement as identified in the yearly inspections;
- c) Continuous snow removal, sanding and salting of the road and sidewalks on Heartwood Gate within eight hours after a snow event and/or after 24 hours after the beginning of the snow event, whichever event occurs first; and,
- d) Other requirements as may be deemed necessary by the Town, the Region of York or the Ministry of Transportation.

The Developer (and/or the condominium corporation) agrees and covenants in the Subdivision Agreement and/or other Town agreements to design, construct, operate and maintain the stormwater management facility (SWMF) in Block 82 and the oil/grit separator (OGS) (on Carlinds Crescent) in perpetuity. Operation and maintenance shall include but is not limited to:

- a) Weekly inspections of the SWMF for grass cutting, maintenance and replacement (if required) of planting, and trash removal;
- b) Yearly inspections of the hard infrastructure within the SWMF by a qualified person to the satisfaction of the Town;
- c) Regular maintenance and/or replacement of the SWMF infrastructure as identified in the yearly inspections; and
- d) Annual inspections of the of the OGS by a qualified person to the satisfaction of the Town;
- e) Regular maintenance and/or replacement of the OGS (as identified in the annual inspections).

The Developer (and/or the condominium corporation) agrees and covenants in the Subdivision Agreement and/or other Town Agreements to design, construct, operate and maintain the external by-pass storm sewer (and all associated appurtenances including the infiltration trenches and perforated pipe infiltration system) along Highway 48, Heartwood Gate, Carlinds Crescent and within the SWMF (Block 82) in perpetuity.

The Developer (and/or the condominium corporation) agrees and covenants in the Subdivision Agreement and/or other Town Agreements to design, obtain all approvals, provide securities to the Town and construct an external minor system storm sewer from Block 82 and in the Pettet Road and Tranmer Road allowances to an existing drainage easement between 11/15 Tranmer Road. The Developer further agrees to enter into a maintenance agreement with the Town for a minimum period of two years before the Town will assume ownership and maintenance responsibility for the storm sewer. Operation and maintenance of all infrastructure shall be to the satisfaction of the Town during the two (2) year maintenance period.

The Developer shall incorporate the requirements and criteria of the Town approved architectural control manual for this subdivision prepared by MBTW/wai, dated September 11, 2017 into all site plan and building permit applications within the Draft Plan, and where relevant, municipal works and landscaping is constructed.

The Developer agrees and covenants that hydro electric, telephone, high speed broadband width telecommunication services, gas and television cable services, fiber optic conduit and/or cable shall be constructed at no cost to the Town, as underground facilities within the public highway allowances or within other appropriate easements, as approved on the Composite Utility Plan, to the satisfaction of the Town and affected authorities/service providers.

All switchgear distribution infrastructure shall not be located on Municipally owned Lands including but not limited to Right of Ways, Ponds and Park Blocks.

The Developer will consult with Canada Post Corporation and the Town to determine suitable locations for the placement of community mailboxes, and, will indicate on the appropriate servicing plans:

- a) The location of community mail boxes;
- b) An appropriately sized section of concrete pad as per municipal standards to place the community mailbox on;
- c) Any required walkways across the boulevard, as per Town requirements; and,
- d) Any required curb depressions for wheelchair access to the satisfaction of the Town and Canada Post.

The Developer shall agree in the Subdivision Agreement, in wording satisfactory to York Region, to include in the Declaration, as a duty of the condominium corporation, the obligation of the condominium corporation to enter into a Reciprocal Agreement within 30 days following registration of the condominium, in a form satisfactory to the Region,

among parties potentially including the operator of the Ballantrae Golf & Country Club Wastewater Treatment Plant, the condominium corporation to be created for the subject lands, and the existing registered residential condominium corporations dependent upon the Plant for sanitary servicing, which Reciprocal Agreement shall include, without limitation, provisions governing:

- a) Any event of continuing default by the Plant operator, including the rights and obligations of the condominium corporations jointly and severally to operate the Plant until the default is rectified and to recover the costs of same from the operator;
- b) Conveyance of such easements among the parties as are necessary to ensure continued operation of the Plant in any event;
- c) Confirmation of the covenant of the operator to provide sanitary services at the Plant for each of the condominium corporations, including in accordance with any agreements directly between the operator and each condominium corporation; and
- d) Dispute resolution mechanisms including mediation and/or arbitration.

Developer shall obtain:

- a) An amendment to the existing Environmental Compliance Approval (ECA) for the private wastewater treatment system; and/or
- b) A new ECA required for works related to the wastewater collection and conveyance to the private wastewater treatment system.

Drawings, Reports and Studies required in support of the Plan will be submitted to the Town for record keeping, review and/or approvals as appropriate

Option A (Recommended)

Staff recommend that the general approval for the Ballymore Subdivision be endorsed by Council allowing for future approval of plans and execution of agreements as required to continue the development process. The Subdivision with site plan control and Condominium Agreements are mandatory while all other agreements are elective to the developer as may be required by their construction program. Furthermore, the extended Council to Staff delegation authority will allow future plans to continue in a timely and orderly manner going forward following Council's endorsement of each draft plan.

Option B (Not recommended)

Council may instruct Staff to follow-up as required with additional Council reports related to the various development stages for each project and site. This will require significant Staff time to draft and review future reports and as well as Council agendas to deal with routine development approvals following the initial Draft Plan Approval by Council. If Council follow up is required an additional option may include annual Council updates for all development projects that occurred in the various communities in our Town. This option is not recommended as there will be a rather large gap in council availability prior to the October Municipal Election. This gap may result in development delays if authorization is not available for a particular stage of development.

5. Financial Implications:

Following the future assumption of works related to public infrastructure constructed within the existing right of ways exterior to the Subdivision Lands the Town will be responsible financially and operationally for the minor system storm sewer within Pettet Road and Tranmer Road.

After assumption of the public infrastructure related to the subdivision, save and except, (i) the minor system storm sewer, (ii) construction and future maintenance of the park there will be no cost to the Town in connection with the work identified in this report. The developer is required to provide a fee payment as per the Town's Fees and Charges By-Law for Town overhead and administration related to the Developments, the preparation of the Pre-servicing (Earthworks), Servicing, Subdivision, Condominium, Capital Project Development Charge and Site Plan Agreements and for any amendments as may be required. While the Developer is proceeding with the work under the Agreements at its own risk and expense, the Town will require and retain securities for each agreement and general integrity of the works. Letters of Credit are typically used to ensure compliance with the agreements along with funds to cover the works proposed. Additionally, the developer will be required to maintain a sufficient deposit with the Town for the duration of construction securing for Town peer review consultants and staff time related to these developments.

All Development Charges reimbursements associated with Capital Projects delivered by the development community are accounted for in the Development Charge Background Studies and associated By-Laws, funds (Development Charges) are collected through development and building permit applications and payments for such works will be applied from the Development Charge Reserves in accordance with the Subdivision and Site Plan Agreements. The Ballymore Subdivision does not have any Development Charge eligible capital projects, as such payments or credit will not be required.

6. Attachments:

1. Location Plan
2. Draft Pre-Servicing Agreement

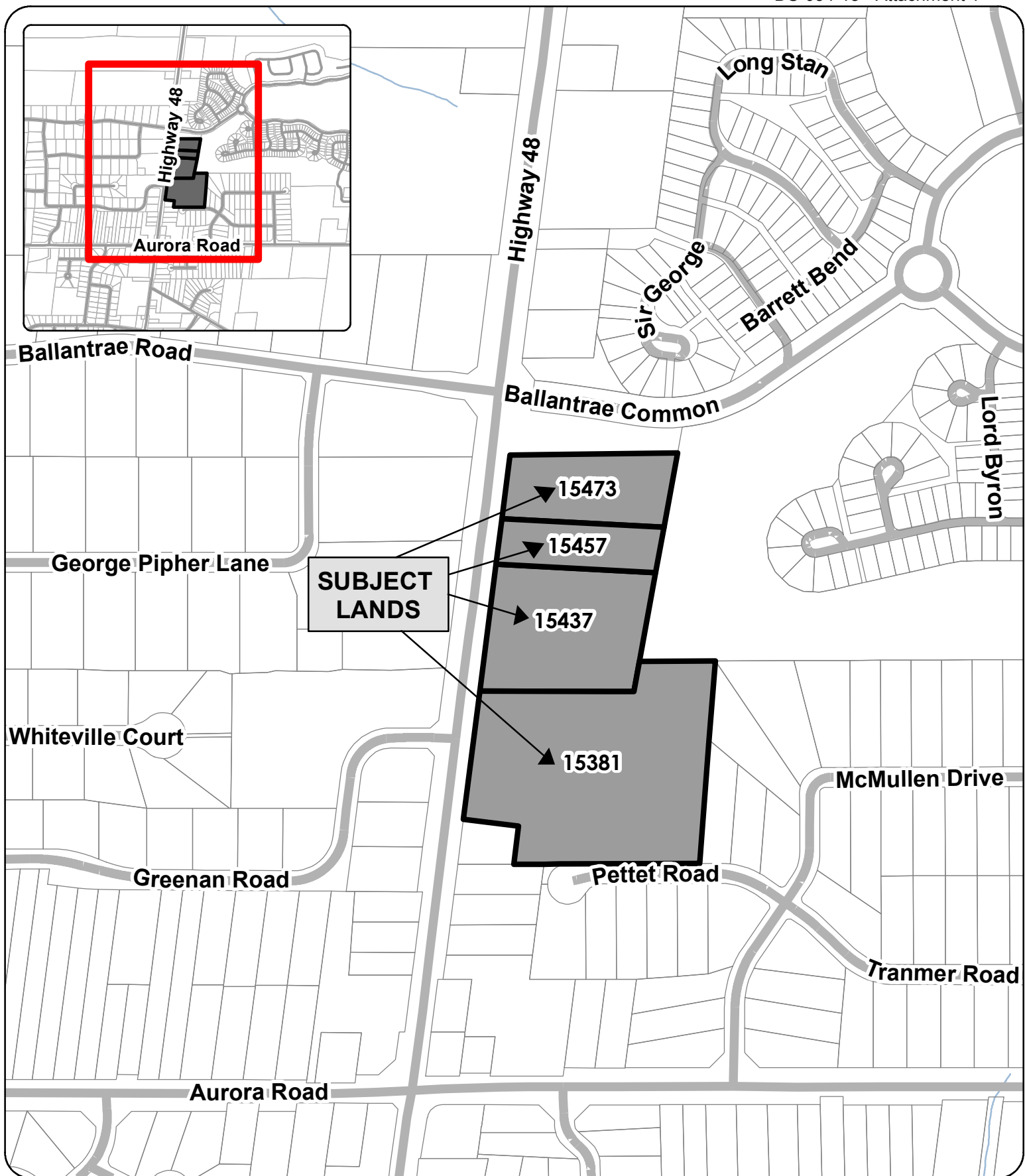
7. Related Reports:

March 6th, 2018 – DS-006-18 Proposed Draft Plan of Subdivision,
June 5th, 2018 – DS-028-18 Temporary Sales Office Agreement – Ballymore Developments (Ballantrae) Corp.
June 19th, 2018 – DS-034-18 Pre-servicing (Earthworks), amendment to the Pre-serving (Servicing), Subdivision, Condominium and Site Plan Agreements – Ballymore Developments (Ballantrae) Corp.

Author: Kamil Burdyna, Senior Development Engineer

Department Head: Haiqing Xu, Director of Development Services

For further information on this report, please contact: Dave Kenth, Manager of Engineering Services at 905-640-1910 or 1-855-642-8697 ext. 2404 or via email at dave.kenth@townofws.ca



Town of Whitchurch-Stouffville

Applications for Subdivision, Official Plan Amendment, Zoning By-law
Amendment and Exemption from Draft Plan of Condominium

15381, 15437, 15457 & 15473 Highway 48
Part of Lots 21 & 22, Concession 8

Community of Ballantrae

File Nos. 19T(2)-16.001, OPA16.002, ZBA16.002 & CDM16.001

Report No. DS-034-18 - Pre-servicing (Earthworks), Servicing (amendment ..Page 127 of 447

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THIS PRE-SERVICING (EARTHWORKS) AGREEMENT made in duplicate, this day
of , 2018.

BETWEEN:

BALLYMORE DEVELOPMENT (BALLANTRAE) CORP., a
company duly incorporated under the laws of the Province of
Ontario

hereinafter called the "Owner"

OF THE FIRST PART

and

**THE CORPORATION OF THE TOWN OF WHITCHURCH-
STOUFFVILLE**, in the Regional Municipality of York,

hereinafter called the "Town"

OF THE SECOND PART:

WHEREAS the Owner represents that it is the Owner of certain lands, hereinafter called the "Subject Lands", as more particularly described in Schedule "A" to this Agreement, and proposes to subdivide the Subject Lands by means of a registered plan of subdivision for the purpose of selling, conveying or leasing the Lots or Blocks thereon;

AND WHEREAS the Owner has made application for and the Town has granted conditional approval in respect of the draft plan of subdivision attached hereto as Schedule "B";

AND WHEREAS the Owner shall be required to enter into a subdivision agreement with the Town prior to final approval of the draft plan;

AND WHEREAS the Owner has not yet satisfied the conditions of approval and the plan of subdivision has not yet been registered;

AND WHEREAS the Owner proposes to proceed with the clearing and grubbing, topsoil stripping and rough grading of the roads and lots, hereinafter referred to as the "Pre-Servicing Works", prior to registration of the plan of subdivision;

AND WHEREAS the Town agrees to permit said Pre-Servicing Works provided the Owner enters into this Agreement which sets out the terms and conditions of the Town's approval;

AND WHEREAS Section 51(26) of the *Planning Act*, R.S.O. 1990, c. P.13 permits registration of this Agreement on title to the Subject Lands;

NOW THEREFORE this Agreement witnesseth that in consideration of the Town permitting the Owner to proceed with the Pre-Servicing Works prior to registration of the plan of subdivision, the covenants hereinafter expressed and other good and valuable consideration, the parties hereto covenant and agree, one with the other as follows:

PART I SCOPE OF THE AGREEMENT

- 1.1 The parties hereto confirm the foregoing recitals are true and correct and form a part of this Agreement.
- 1.2 It is understood and agreed that the following Schedules are attached hereto and form part of this Agreement:

- (a) Schedule "A" – Description of the Subject Lands;
 - (b) Schedule "B" – Draft Plan of Subdivision;
 - (c) Schedule "C" – List of Engineering and other Servicing Drawings and/or Reports;
 - (d) Schedule "D" – Specifications and Additional Requirements;
 - (e) Schedule "E" – Summary of Payments and Securities; and
 - (f) Schedule "F" – Form of Irrevocable Letter of Credit acceptable to the Town.
- 1.3 For the purposes of this Agreement, "Works" means the provisions for access to the Subject Lands and the Erosion and Sediment Control initiatives including silt/filter fences, filter socks, straw bales, temporary sediment facilities, temporary swales and channels, and is understood and agreed to include "Pre-Servicing Works".
- 1.4 For the purposes of this Agreement, "Pre-Servicing Works" means the clearing and grubbing, topsoil stripping and rough grading of the roads and lots within the subdivision prior to registration of the plan of subdivision (19T(W)-16.001) and entering into a Subdivision Agreement. No installation of underground services or infrastructure will be permitted under this Agreement.
- 1.5 Works shall be undertaken in Two Stages as follows:
- (a) Stage One will commence first and is anticipated to commence in April of 2018. The area of Stage One is limited to the (non-regulated) tablelands east of the tributary and buffer area as indicated on Drawing ESC-1 in Schedule "C".
 - (b) Stage Two will not commence until all applicable approvals are obtained from the Toronto and Region Conservation Authority ("TRCA") and the Ministry of Natural Resources and Forestry ("MNR"), for the purposes of crossing the tributary(ies) and performing Works within the buffer area. Copies of such approvals shall be provided to the Town forthwith and in advance of commencing any Stage Two Works. The area of Stage Two is agreed to be the remaining lands including tablelands, pond blocks, limited tributary and buffer areas within the Plan as identified on Drawing ESC-2 in Schedule "C".
- 1.6 The Owner agrees to retain a Qualified Person ("QP_{ESA}") skilled and experienced in management of excess soil. Excess fill import/export works to be carried out under this Agreement will be performed under the supervision of the Owner's QP_{ESA}. The QP_{ESA} is required to supply the Town with a Fill Management Plan. The sourcing, assessment, transportation and placement of fill shall be conducted in accordance with the agreed upon Fill Management Plan as indicated in Schedule "C" as may be amended to the satisfaction of the Town:
- 1.7 This Agreement does not relieve the Owner from entering into a Subdivision Agreement with the Town prior to registration of the plan of subdivision.
- 1.8 This Agreement shall define the obligations and duties of the Owner with respect to undertaking the Works on the Subject Lands and without limiting the generality of the foregoing, shall include the nature and specifications thereof and payments required to be made to the Town and such other matters as are more specifically set out herein.

PART II CONSULTING ENGINEER

- 2.1 The Owner agrees to retain a Consulting Engineer who is a competent Professional Engineer skilled and experienced in the municipal engineering field, who shall carry out all the necessary engineering to design, supervise, layout, inspect and maintain the Works and services herein referred to and to remedy any defects as required. Such Consulting Engineer or a successor thereto approved by the Town Engineer shall continue to be retained until the work provided for in this Agreement is completed and formally accepted by the Town.

PART III CONSTRUCTION OF PUBLIC WORKS

3.1 Design and Specifications

The Owner covenants and agrees to construct the Works in accordance with the plans and specifications prepared by the Consulting Engineer and reviewed by the Town Engineer, which review shall be signified by his signature on such plans and specifications, such plans and specifications attached hereto as Schedule "C", which documents will be updated from time to time to the satisfaction of the Town Engineer. The plans and specifications, unless otherwise approved in writing by the Town Engineer, shall adhere to the Town's Additional Requirements and the Town's Engineering and Public Works standards, such standards attached hereto as Schedule "D".

- 3.1.1 Review of the design and specifications by the Town Engineer and his signature thereon shall not be deemed to be an "approval" or "warranty" of said design and specifications and shall not relieve the Owner and/or the Owner's Consulting Engineer from bearing total responsibility and liability with respect to the said design and specifications. The Town Engineer shall not be held responsible for any claims, actions, damages or costs arising from incomplete, faulty, and substandard design or specification and the Owner shall and does hereby save harmless and indemnify the Town and the Town Engineer with respect to the same.
- 3.1.2 In the event that during the construction of any of the Works required by the terms of this Agreement there is any dispute relating to the interpretation of any clause herein or of any design drawing or specification, the decision of the Town Engineer shall govern such interpretation.
- 3.1.3 The Owner further covenants and agrees not to enter into any contract for the performance of any of the Works unless and until the form and provisions of the contract, the contractor's guarantees and the contractor have been first approved by the Town Engineer, which approval shall not be unreasonably withheld. The contract or contracts shall provide that the Town Engineer may inspect the construction of all work under the contracts and shall have the authority to instruct the contractor or contractors to stop work should any construction be undertaken contrary to the provisions of this Agreement.

3.2 Access to the Subdivision

The Owner acknowledges and agrees that all commercial vehicle deliveries (net vehicle weight in excess of 1 tonne) associated with construction activity within the draft plan and Plan shall enter and exit the Subject Lands exclusively via Highway 48. In no event shall any commercial vehicle traffic to or from the subject lands be permitted to travel along local subdivision right of ways within the Communities of Ballantrae and Musselman's Lake. This vehicle access restriction shall not apply to commercial delivery vehicles that provide services/materials originating within the respective communities."

The Owner acknowledges and agrees that traffic control measures, including the use of temporary traffic lights/signals, Traffic Control Person, pay duty Commissionaires and Police, will be utilized as directed by the Town and sediment control measures will be implemented as outlined in the reports and drawings indicated in Schedule "C". The export of topsoil/cut material and import of excess fill will be limited to the construction access, which is located near the centre of the site along Highway 48 (as permitted with load restrictions). No Trucks are permitted on local roads .

At the Town's sole discretion, Traffic Control Person(s), pay duty Commissionaires/Police and/or traffic lights/signals will be required to stop road traffic temporarily and in accordance with the Traffic Management Plan indicated in Schedule "C". Traffic Control Person(s) will be used to direct construction traffic to and from the site and when construction equipment/vehicles cross Highway 48. Notification signage will be deployed to inform commuters of the proposed activities and to minimize interactions and delays along Highway 48. The cost of such flagman, pay duty Commissionaires/Police and/or traffic lights/signals, and notification signage shall be borne exclusively by the Owner.

The Owner covenants and agrees that recommendations from the project Geotechnical Consultant and the Town Engineer will be implemented forthwith upon receipt in order to mitigate maintenance to Highway 48 due to Construction traffic, to the sole satisfaction of the Town. The surface condition of Highway 48 will be monitored on a daily basis by qualified personnel from the Geotechnical Engineer or Engineering Consultant. The condition of the road surface will be maintained in satisfactory condition throughout the duration of the project (each day, night and over weekends). In addition, repairs to the road surface will be undertaken in a timely manner as directed by the Town, at its sole discretion. The Owner shall ensure that all materials are stockpiled as required, to be available for immediate use in the repair and restoration of Highway 48 in a designated location on the Subject Lands.

No temporary, short term and/or long term storage of material will be permitted along Public right of ways. The Owner shall ensure that sufficient lands are made available for Trucks to be stationed/parked on the Subject Lands as they await in queue to load/dump excess topsoil and materials to and from the site.

Public highway load restrictions are to be followed, or arrangements made as permitted by each Municipality's exemption agreements. Exceptions to load restrictions must be applied for and obtained as required prior to exporting/importing of excess fill to and from the Subject Lands. Other load restrictions are applicable, and the Owner is required to be familiar with all restrictions for the intended haul routes.

3.3 Commencement of Construction

- 3.3.1 The Owner agrees not to commence any Works prior to clearance in writing from the Town Engineer for each Stage of work.
- 3.3.2 The Owner covenants and agrees to give to the Town seven (7) days' prior notice in writing of the date upon which construction of the Works shall commence in each Stage.
- 3.3.3 The Owner agrees and covenants that it shall not commence any of the Works in Stage Two, until such time as the permit for the works, has been obtained from the Conservation Authority pursuant to Ontario Regulation 166/06 and a copy provided to the Town.
- 3.3.4 The Owner agrees not to commence construction prior to the issuance of a letter from the Ministry of Tourism, Culture and Sport to the Town indicating that all

matters relating to heritage resources have been addressed. The Owner and Owner's forces onsite shall respect and enforce the recommendation of the Archaeological report. A copy of the report shall be deposited with the Town in digital format within 10 days of the execution of this agreement.

- 3.3.5 As applicable, the Owner agrees not to commence construction until confirmation has been provided by the MNRF that the development complies with the regulations of ESA, 2007 pertaining to the protection of butternut trees/saplings and their habitats.
- 3.4 Inspections by the Town Engineer
 - 3.4.1 The Owner covenants and agrees that the Town Engineer may inspect the construction of the Works under any contract, but such inspection shall in no way relieve the Owner from its responsibility to inspect the said Works itself. If, at any time, the construction of the Works is not, in the opinion of the Town Engineer, being carried out in accordance with good engineering practice and the highest prevailing industry standards, including the Specifications and Additional Requirements identified in Schedule "D" and the provisions of the Town Engineering and Public Works Standards, the Town Engineer may issue instructions to the Owner and/or to the Consulting Engineer to take such steps as the Town Engineer deems necessary to procure compliance with the provisions of this Agreement. Such instructions may be written, or may be verbal, in which case the Town Engineer shall confirm them in writing within forty-eight (48) hours. In the event that neither the Owner nor the Consulting Engineer is present at the Subject Lands to receive such verbal instruction, the Town Engineer may require the contractor or contractors or workmen to cease work forthwith and is hereby authorized to order such work to cease. In the event that the Town Engineer's order to cease work is not complied with immediately, the Town shall have the right to draw down on the Owner's Irrevocable Letter of Credit, as per Sub-Clause 6.3 of this Agreement.
 - 3.4.2 The Owner covenants and agrees that the Town Engineer at its sole discretion, may issue a cease works order to stop onsite Works or other activity including but not limited to tree clearing, grubbing, top soil stripping, fill export and import and grading at any time during the construction of the Works. The Owner shall be responsible for the health and safety of the public and workers on site, the environment and erosion and sediment control measures and shall not permit defaults in any of the Works that may negatively affect the environment, health and safety. If specified defects in the Works are discovered the Owner shall rectify such defects immediately.
 - 3.4.3 The Owner covenants and agrees that a fine of Ten Thousand Dollars per Day (\$10,000.00/day) shall be levied and continue to accrue, for each day that Works continue onsite despite an applicable cease works order issued by the Town Engineer. This fine shall be paid by the Owner forthwith upon demand by the Town for payment. If not paid upon demand, the Town may draw upon the Irrevocable Letter of Credit posted pursuant to this Agreement to pay such fine(s). In all events, this fine shall be fully paid to the satisfaction of the Town prior to the Town executing the Subdivision Agreement or permitting registration of the Plan.
- 3.5 Faulty Work
 - 3.5.1 In the event that the Town Engineer deems that the work being carried out is not in accordance with the reviewed plans and specifications or is not proceeding expeditiously, he may order the contractor to stop further work and the Town may draw upon the security provided in accordance with Section 6 and complete the Works or restore the Subject Lands with proceeds received from such security provided the Town Engineer gives seven (7) days' notice in writing requiring the Owner to comply with the reviewed plans and specifications or to proceed with completion of the Works. The Owner will be responsible for any and all costs for

enforcement of this Agreement for rectification of deficient work. Any entry onto the Subject Lands by the Town to enforce its rights or to rectify deficient work will be as agent for the Owner only and shall not be construed as acceptance or assumption of any of the Works by the Town.

- 3.5.2 In the event the Town Engineer deems Emergency Works are required to protect the environment, health and/or safety internal or adjacent to the site, related to the activities performed under this Agreement, the Owner, at its own expense, shall perform remedial actions expeditiously and forthwith as deemed by the Town to be of high priority requiring immediate remedy to deficiencies associated with all Works. If the Owner fails to do so, the Town may cause such remedial work to be performed, and pay for the cost of same out of any security provided pursuant to this Agreement.

3.6 Indemnification

The Owner covenants and agrees to fully indemnify and save harmless and defend the Town, its employees, elected officials, contractors, agents, assigns and any other persons for whom the Town may be responsible at law from all actions, causes of actions, suits, claims and demands whatsoever which may arise directly or indirectly from the construction of any or all of the Works or by reason of the maintenance or lack of maintenance of such Works by the Owner. In the event that the Owner fails to pay any costs or expenses within fourteen (14) days of notice from the Town, then the Town shall be entitled to draw upon the securities provided in accordance with Section 6, in addition to any other rights and remedies the Town may have.

3.7 Approval to Pre-service

The Owner acknowledges and agrees that the Town's approval to pre-service the Subject Lands is granted for the benefit of and to accommodate and assist the Owner. Approval to pre-service shall not be construed as final approval of the plan of subdivision and the Owner assumes all risks of pre-servicing without final approval of the plan of subdivision.

PART IV CONSTRUCTION LIEN ACT

- 4.1 Should the Town receive notice of a construction lien, or should a construction lien be registered against any of the Subject Lands, or should the Owner be in breach of its obligation to pay a contractor constructing the Works on its behalf, the Owner shall be deemed to be in default under this Agreement. Upon discovering such default, the Town may forthwith give the Owner notice in writing of the said lien or breach, and the Owner shall be allowed to cure or remedy such default by discharging or vacating the said lien or making the required payment to the satisfaction of the Town within ten (10) days of such notice.
- 4.2 If such default is not remedied or cured as above, the Town may, notwithstanding and in addition to any other remedies it may have, draw upon any security it holds pursuant to this Agreement, and may pay into Court pursuant to the *Construction Lien Act* such amount on account of holdback and costs as may be necessary to discharge or vacate the said lien, or may pay to the Owner's contractor such amount as may be necessary to remedy the Owner's said breach. In either case, the Owner shall, within fourteen (14) days of demand being made by the Town, provide further security in accordance with Section 6 of this Agreement in the amount drawn by the Town pursuant to this Part IV.

PART V LIABILITY INSURANCE

- 5.1 Prior to execution of this Agreement by the Town and the commencement of any Works, the Owner shall supply the Town with a liability insurance policy in the amount of Five Million Dollars (\$5,000,000.00) in a form satisfactory to the Town, indemnifying the Town, its employees and its agents from any loss arising in connection with the work done by or on behalf of the Owner. The Owner covenants and agrees that such liability insurance shall remain in effect throughout the term of this Agreement. In the event any renewal premium is not paid, the Town, in order to prevent the lapse of such liability insurance policy, may pay the renewal premium or premiums and the Owner agrees to pay the cost of such renewal or renewals within fourteen (14) days of being invoiced therefor by the Town, failing which the town may draw on the security provided in accordance with Section 6.

PART VI FINANCIAL ARRANGEMENTS

- 6.1 The Owner agrees to provide an Irrevocable Letter of Credit as per the Town's Fees and Charges By-law 2018-001-FI, as may be amended or replaced from time to time, to ensure compliance with the terms and conditions of this Agreement. If the Owner, having completed the Works, does not proceed with the development of the subdivision within three (3) years of signing the Subdivision Agreement, the Town may use whatever portion of the security it deems appropriate to restore the Subject Lands to their original condition. Upon the Owner entering into the Subdivision Agreement, the Letter of Credit will either be transferred to form part of the security required by the Subdivision Agreement or returned to the Owner, at the discretion of the Town.
- 6.2 The Owner shall pay to the Town by cash or certified cheque the Pre-servicing (Earthworks) Agreement Preparation fee as per Fees and Charges By-law 2018-001-FI, as may be amended or replaced from time to time, in addition to the costs of registering this Agreement on title to the Subject Lands. Such payment shall be delivered to the Town prior to execution of this Agreement by the Town.
- 6.3 The Owner shall, upon execution of this Agreement, furnish the Town with an Irrevocable Letter of Credit in the form appearing in Schedule "F" from a Chartered Bank, expressed to be pursuant to this Agreement, and payable to the Town in the amount set out in Schedule "E" hereto annexed, which consists of the following provisions:
- (a) security for fire fighting protection;
 - (b) security for erosion and sediment control;
 - (c) security for potential site remediation & stabilization if the development does not proceed within 18 months;
 - (d) security for compliance with any cease work orders issued by the Town's Engineer; and
 - (e) security for construction Works.
- 6.4 The Owner shall, prior to execution of this Agreement, provide to the Town, in cash or by certified cheque, a deposit in the amount of Forty-five Thousand Dollars (\$45,000.00) to cover the Town's costs in connection with the Services referred to in Schedule "E" hereto, which costs shall be paid by the Town out of the said deposit.
- 6.5 The Owner shall, prior to execution of this Agreement, provide to the Town, in cash or by certified cheque, a deposit in the amount of Ten Thousand Dollars (\$10,000.00) for an allowance in connection with the Road Maintenance referred

to in Schedule "E" hereto, which costs shall be paid by the Town out of the said deposit.

- 6.6 The Town will invoice the Owner on a monthly basis from the deposit for the Services referred to in Sub-Clause 6.4 and Schedule "E" through the Town Account GP # 400-06-17-50-x established for this development. If the sum deposited with the Town is at any time not sufficient to pay for the Services, or if in the sole opinion of Town Staff additional Services are required, upon receipt of Notice, the Owner shall be required to provide additional funds by cash or certified cheque in an amount determined by the Town and as indicated in such Notice. In addition, upon request being made therefor by the Town, the Owner shall be required to submit sufficient funds as estimated by the Town in its sole discretion to satisfy the anticipated cost of the Services until final acceptance of the Works and Plan. If the Owner does not pay for same or provide such funds within fourteen (14) days of such request, then the Town may, at its option, make such payment out of any Securities or funds it holds to the credit of the Owner, under this or any Section of any Agreement with the Owner. Any unused portion of the deposit after final acceptance of the subdivision by the Town, less any administration fees permitted in the Town's current Fees and Charges by-law, as may be amended or replaced from time to time, shall be returned to the Owner.

PART VII FOULING OF ROADWAYS

- 7.1 The Owner shall comply with Town By-law 2012-136-RE, as may be amended or replaced from time to time, in connection with the fouling of any highways outside the limits of the Subject Lands, and further agrees to provide the necessary labourers and equipment to be available at all times or within four (4) hours of being notified by the Town to keep public roads clean. If, in the opinion of the Town Engineer, this part VII has not been complied with, the Town may draw upon the security provided in accordance with Section 6 and carry out the necessary work at the Owner's expense.
- 7.2 The Owner shall maintain and keep in a good state of repair and operation all works and equipment, including but not limited to site access routes and adjacent public highways, all lands graded by the Owner and construction equipment.
- 7.3 The Owner shall, be responsible for dust control and removal of refuse, rubbish, mud, debris or other objects from, the streets in the Subdivision and the access streets to the Subdivision. The roads must at all times remain in a condition to allow access by large fire vehicles. If, in the opinion of the Fire Chief or the Town Engineer acting reasonably, such responsibility is not being adequately discharged, then the Fire Chief, the Town Engineer, or appointed designate shall so notify the Owner. The Owner shall have four (4) hours from its receipt of such notice in which to carry out the required work, failing which the Town may do so, and may calculate the amount payable therefor and require payment in the manner provided for in Clause 6; failing receipt of such payment, it may draw on the cash deposit referred to in Clause 6.6 to the extent necessary to pay any amount outstanding under this Clause 7.3.

PART VIII GENERAL PROVISIONS

- 8.1 The Town by its officers, servants and agents may enter on to the Subject Lands and any building(s) erected thereon to ensure the proper completion of any Works required to be constructed by the Owner.
- 8.2 The Town Engineer may require, at his discretion, qualitative or quantitative tests made of any materials which have been or are proposed to be used in the construction of any Works required by this Agreement, and the costs of such

tests shall be paid by the Owner within fourteen (14) days of the account being rendered by the Town, failing which the Town may draw on the security provided in accordance with Section 6.

- 8.3 The Owner agrees that no work shall be commenced without the prior written approval of the Town Engineer, or without the required approvals of all other applicable agencies. It is understood that any approvals given prior to the registration of the plan of subdivision shall not be binding upon the Town or on the Town Engineer and any Works undertaken by the Owner prior to the registration of the plan shall be at the sole risk of the Owner.
- 8.4 The Owner acknowledges that the Town will not approve the release of the Subject Lands for the registration of a plan of subdivision, or for any phase thereof, until such time as the Owner has entered into a Subdivision Agreement.
- 8.5 Immediately upon completion of the grading operations, any land that will not have construction activity within six (6) months or during the dry period of June, July and August and/or as per LSRCA recommendations will be topsoiled and revegetated/seeded to prevent erosion by wind, rain or stormwater. The Owner will ensure, through appropriate maintenance of the seeded area, that adequate germination occurs within three (3) weeks of planting to establish a stable vegetative cover. If in the opinion of the Town Engineer adequate germination of the seeded area has not occurred, additional seeding will be required until acceptable ground cover is established. Additionally, at the end of each construction season the Owner shall topsoil and revegetate/seed barren lands to prevent erosion within the site as directed by the Town, at its sole discretion.
- 8.6 Any approvals given by the Town shall be subject to any and all approvals required by any other governmental authority.

PART IX TOWN ENGINEER

- 9.1 It is understood and agreed that wherever the term "Town Engineer" is referred to in this Agreement or the schedules attached hereto, it shall mean any Town employee as expressly identified by Town Council or designate.

PART X ADDRESS OF OWNER & CONSULTING ENGINEER

- 10.1 If any notice is required to be given by the Town to the Owner and/or its Consulting Engineer with respect to this Agreement, such notice shall be mailed or delivered to:

Owner: Ballymore Development (Ballantrae) Corp.
12840 Yonge Street, Suite 200
Richmond Hill, Ontario L4E 4H1

Consulting Engineer: SCS Consulting Group Ltd.
30 Centurian Drive, Suite 100
Markham, Ontario L3R 8B8

or such other address of which the Owner and/or Consulting Engineer has notified the Town Engineer in writing, and any such notice mailed or delivered shall be deemed good and sufficient notice under the terms of this Agreement. Any such notice, if mailed, shall be deemed to have been delivered on the 3rd day following the date of such mailing.

PART XI ADMINISTRATION

- 11.1 The Owner hereby covenants and agrees that this Agreement may be registered by the Town upon the title of the Subject Lands at the Town's sole discretion, and the Owner shall bear the cost of such registration.
- 11.2 This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns.
- 11.3 The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision and any invalid provision shall be severable.
- 11.4 Any matter or thing to be done by the Owner pursuant to this Agreement shall, in the event of default of performance, be done by the Town at the Owner's expense, and the Town may recover any expense incurred by it in doing such matter or thing with interest in like manner as municipal taxes or otherwise enforce performance pursuant to the provisions of Section 446 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provided, however, that such remedy of the Town shall be in addition to any other remedy, and shall not be an alternative substitute therefor. Any securities held under this Agreement may be used for the purposes of fulfilling any of the Owner's obligations under this Agreement if required by the Town Engineer, in his sole discretion.
- 11.5 This Agreement shall be governed by the laws of the Province of Ontario.

[Rest of page left intentionally blank]

IT IS HEREBY DECLARED that this Agreement and the covenants, provisos, conditions, and schedules herein contained shall be binding upon and enure to the benefit of the parties hereto, their successors and assigns.

WHENEVER the singular and masculine are used throughout this Agreement, the same shall be construed as meaning the plural or feminine or neuter where the context of the parties hereto require.

WITNESS the corporate seals of each of the parties hereto, attested to by the hands of their proper signing officers duly authorized in that behalf as of the day first above written.

**BALLYMORE DEVELOPMENT
(BALLANTRAE) CORP.**

I have authority to bind the corporation.

**THE CORPORATION OF THE TOWN OF
WHITCHURCH-STOUFFVILLE**

Justin Altmann, Mayor

Gillian Angus-Traill, Clerk

We have authority to bind the corporation.

(Executed by the Town)

SCHEDULE "A"

BEING THE DESCRIPTION OF THE SUBJECT LANDS

Part of Lot 21, Concession 8 (Whitchurch), being Part 4 on Plan 65R-35339; Town of Whitchurch-Stouffville

Being all of PIN 03686-0518 (LT)

Part of Lots 21 and 22, Concession 8 (Whitchurch), being Part 3 on Plan 65R-35339; Town of Whitchurch-Stouffville

Being all of PIN 03686-0517 (LT)

Part of Lot 22, Concession 8 (Whitchurch), being Part 2 on Plan 65R-35339; Town of Whitchurch-Stouffville

Being all of PIN 03686-0516 (LT)

-and-

Part of Lot 22, Concession 8 (Whitchurch), being Part 1 on Plan 65R-35339; Town of Whitchurch-Stouffville

Being all of PIN 03686-0515 (LT)

DRAFT

SCHEDULE "B"

BEING THE "DRAFT" PLAN OF SUBDIVISION OF THE SUBJECT LANDS

DRAFT

SCHEDULE "C"**DRAWINGS PREPARED BY • – PROJECT NO. • REVISION •**

Drawing Name	Drawing #	Signed	Town ID #
CIVIL PLANS			
TITLE PAGE		Signature Date to be provided in writing prior to work commencement	
SITE GRADING PLAN		"	
SITE ALTERATION & FILL MANAGEMENT PLAN, SITE PRE-GRADING			
SITE ALTERATION & FILL MANAGEMENT PLAN, STAGE 1 EROSION & SEDIMENT CONTROL		"	
SITE ALTERATION & FILL MANAGEMENT PLAN, STAGE 2 EROSION & SEDIMENT CONTROL		"	

REPORTS PREPARED BY • – PROJECT NO. •

Report Name	Report/Letter Dated	Signed	Revision # (as applicable)
REPORTS OR LETTERS			
TRAFFIC MANAGEMENT PLAN –			
FILL MANAGEMENT PLAN (FMP)			

SCHEDULE "D"

SPECIFICATIONS AND ADDITIONAL REQUIREMENTS

1. The Owner and the Owner's Consulting Engineers and Contractors shall adhere the Town of Whitchurch-Stouffville Engineering and Public Works Standard Guidelines and Drawings as may be updated from time to time and available on the Town's Website under the following Link:

<https://whitchurch.civicweb.net/filepro/documents/74348>

2. The Owner agrees that if, during any construction within the Subdivision, contaminated lands are discovered, the Owner shall carry out, at its expense, the necessary measures to identify and deal with the contaminate, in accordance with Ministry of the Environment and Climate Change guidelines, the Town's current Grade Alteration By-Law 2017-017-RE as may be amended or replaced from time to time and or other guidelines as appropriate, to the satisfaction of the Town.
3. Prior to the commencement of Works permitted under this Agreement the Owner shall provide to the Town:
 - (a) A geotechnical report prepared by a qualified geotechnical engineer that addresses the suitability of the Lands for residential development and the construction of municipal roads and infrastructure. The Owner shall carry out, or cause to carry out, the recommendations of the report including pavement design, pipe bedding, cathodic protection, etc., for ideal and non-ideal conditions to the satisfaction of the Town.
4. The Owner must ensure that all imported fill materials and topsoil are assessed in a manner consistent with the requirements of O. Reg. 153/04, as amended and documented in a report provided by a Qualified Person that all imported fill materials and topsoil meet the requirements of O. Reg. 153/04, as amended for the applicable land use.
5. Prior to execution of the Subdivision Agreement at the completion of Works the Owner shall provide to the Town:
 - (b) A Letter of Acknowledgement of the Filing of a Record of Site Condition from the Ministry of Environment and Climate Change for the land parcel for the applicable land use (If the land use is unknown, Table 2 Residential/Parkland/Institutional Property Use shall be used); or with the specific approval of the Town;
 - (c) A Phase One Environmental Site Assessment completed in full accordance with O. Reg. 153/04, as amended, for the purpose of filing a Record of Site Condition indicating that no further environmental assessment is required in order to file a Record of Site Condition for the applicable land use. (If the land use is unknown, Table 2 Residential/Parkland/Institutional Property Use shall be used).

SCHEDULE "E"SUMMARY OF PAYMENTS AND SECURITIES

Prior to execution of this Agreement by the Town, the Owner shall provide:

1. An Irrevocable Letter of Credit in the amount of \$100,000.00 as security for its obligations under this Agreement, in a form satisfactory to the Town as shown in Schedule "F".
2. A subdivision deposit in cash or certified cheque in the amount of \$45,000.00 for the Services required for facilitating this development including the Town's ongoing office administration and overhead, legal services, site inspection, meetings, technical reviews, peer review consultant costs and Town staff time. This deposit will be drawn on as per Sub-Clause 6.5.
3. Allowance for road maintenance including utility locates, clean up and emergency works in cash or certified cheque in the amount of \$10,000.00.
4. A road damage deposit in the amount of \$20,000.00 to be provided in the form of a cheque or cash. Alternatively, this amount can be provided in a Letter of Credit in addition to the amount noted in item 1 for a Letter of Credit in the total amount of \$120,000.00.
5. Cash or a certified cheque in the amount of \$2,866.81 (inclusive of H.S.T.) for the Town's legal costs incurred in preparing this Agreement.
6. At the Town's discretion this Agreement may be registered on Title to the Subject Lands. The costs associated with the registration including research performed by the Town's Legal Service and the amount of \$104.11 for the cost of registration will be charged to the subdivision deposit as indicated in Item 2 of this Schedule "E".

Notwithstanding any partial or total sum of any itemized amount herein, any amount or portion thereof of the total collective Securities or Deposit may be used to satisfy any obligation under this Agreement.

SCHEDULE "F"

FORM OF IRREVOCABLE LETTER OF CREDIT ACCEPTABLE TO THE TOWN

TO: THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE
111 Sandiford Drive
Stouffville, ON L4A 0Z8

WE HEREBY AUTHORIZE YOU TO DRAW ON (Name of Bank) (1a)

FOR ACCOUNT OF (Name of Owner) (1) UP TO
AN AGGREGATE AMOUNT OF \$(2) AVAILABLE BY DRAFTS ON DEMAND
FOR 100% OF INVOICE VALUE AS FOLLOWS:

Pursuant to the request of our customer (Name of Customer) (3), we (Name of Bank), hereby establish an Irrevocable Letter of Credit in your favour in the total amount of \$_____ which may be drawn on by you at any time and from time to time upon written demand for payment made upon us by you which demand we shall honour without enquiring whether you have a right as between yourself and our said customers to make such demand and without recognizing any claim of our said customer.

This Irrevocable Letter of Credit will remain in force until the (4) day of _____, 20____, and will expire at the end of that day and you may call for payment of the full amount outstanding under this Irrevocable Letter of Credit at any time up to the end of the (5) day of _____, 20____, and you may draw on the full amount then outstanding. We agree to advise you in writing, by registered mail, at least 30 days before the date of expiry as to whether or not this Irrevocable Letter of Credit will be renewed by us and if not so advised then this Irrevocable Letter of Credit will not expire as aforesaid but is automatically renewed for one further period of one year, from present or future expiry dates on the same terms.

Partial drawings are permitted.

DATED this _____ day of _____, 20____.

NAME OF BANK

Per:

Per: (seal)

NOTE: Any reference to the following: "STANDBY LETTER OF CREDIT"; "STANDBY SECURITIES"; "LETTER OF GUARANTEE" or "EXCEPT SO FAR AS OTHERWISE....CREDIT IS SUBJECT TO THE UNIFORM CUSTOMS AND PRACTICE....INTERNATIONAL CHAMBER OF COMMERCE PUBLICATION....." is **NOT ACCEPTABLE** to the Town.

- (1) The names of all of the owners are to be filled in this blank, whether or not all of these persons are the ones providing this particular Irrevocable Letter of Credit. The reason for this is that this Irrevocable Letter of Credit is to satisfy the obligations of all of the owners regardless of their individual obligations among themselves.
- (1a) The Town will only accept Irrevocable Letters of Credit from Canadian Chartered (AA/A+) Banks. All other financial institutions shall not be accepted.
- (2) This blank establishes the amount of this Irrevocable Letter of Credit. It is immaterial to the Town how many Irrevocable Letters of Credit are received as long as the aggregate total of all of the Irrevocable Letters of Credit meet the arrangements with the Town.
- (3) This space is for bank convenience to indicate upon whose account the bank has established the Irrevocable Letter of Credit. It is immaterial to the Town as it is of no concern to the Town as to who establishes the arrangements with the bank.
- (4) This date is generally one year after the date of the Irrevocable Letter of Credit but may be for a longer period.
- (5) The same date as (4).

SCHEDULE "G"COMPOSITION OF ALL DRAWINGS AND REPORTS LISTED IN SCHEDULE "C"

DRAFT

Town of Whitchurch-Stouffville Council Report**Item 10**

Subject:	Lincolnvile GO Station Area Land Use Study Terms of Reference (D08)
Staff Report No.	DS-035-18
Department:	Development Services
Date:	June 19, 2018

Recommendation:

- 1) That Council approve Lincolnvile GO Station Area Land Use Study Terms of Reference and direct staff to plan for a Major Transit Station Area generally within a 500-meter radius of the new GO Station; and**
- 2) That Council approve an additional budget of \$50,000 for external consulting services for the preparation of Urban Design Guidelines; and**
- 3) That Council direct staff to extend the existing retainer with GM BluePlan for additional water and wastewater capacity assessments for an upset limit of \$24,000 plus HST; and**
- 4) That Council direct staff to extend the existing retainers with HDR for additional transportation capacity assessments for an upset limit of \$20,000 plus HST; and,**
- 5) That Council direct staff to fund all additional budgets for this project from the Corporate development charges account.**

1. Purpose:

The purpose of this report is to update Council recent discussions with York Region staff to initiate a study for a Major Transit Station Area (MTSA) around the new Lincolnvile GO station and seek Council approval of the study's Terms of Reference.

2. Executive Summary:

- Metrolinx is relocating the Lincolnville GO station to the triangular area south of Bethesda Road between the rail line and Tenth Line. The area is designated for residential and urban medium density residential uses by the Town's Official Plan Amendment #137 (OPA 137).
- Council approved a study in 2018 capital budget to re-allocate the growth originally assigned to the new GO station area by OPA 137.
- Discussions between Town and Regional staff are leaning toward supporting the area to become a Major Transit Station Area (MTSA).
- The Growth Plan requires such a MTSA to achieve a minimum density target of 150 residents and jobs combined per hectare within a 500-meter radius, or roughly 78.5 hectares of lands.
- About a third of the area within the 500-meter radius is outside the settlement area boundary and won't be considered for MTSA at this point.
- If approved, the MTSA will add approximately 5,000 residents and 750 population-serving jobs to the Town's 2031-2041 growth forecasts.
- If approved, the MTSA will help support a possible future extension of the all-day GO rail service from Unionville to Lincolnville GO station.

3. Background:

OPA 137 to the Town of Whitchurch-Stouffville Official Plan was approved and adopted by Town Council on April 15, 2014. A major component of OPA 137 is to bring the lands north of the Community of Stouffville, also known as the Phase 3 lands, into the settlement area. Majority of OPA 137 has been approved by York Region, the Ontario Municipal Board, and Local Planning Appeal Tribunal.

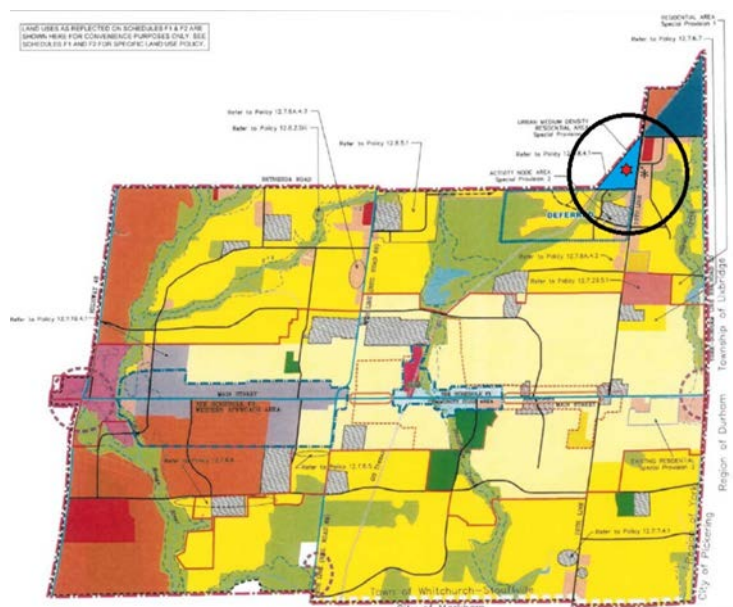
In the meantime, Metrolinx initiated its Regional Express Rail (RER) program. For GO train service on the Stouffville rail corridor, it will include two-way all-day GO rail services between Union Station and Unionville and improved peak hour services between Union Station and Lincolnville GO station by 2025. In addition, the entire Stouffville rail corridor will be electrified. As a result, improvements at the existing Lincolnville Layover and GO station Facility are needed, which include the relocation of the Lincolnville GO station to south of Bethesda Road at 12958 and 12902 Tenth Line. Metrolinx started the process in 2017 and has already acquired the land. It is currently working with the Town to prepare the final site plan for the new GO station.

The site identified for the new Lincolnville GO station is designated for residential and urban medium density residential uses by OPA 137. As such, Council directed staff through the 2018 capital budget to initiate a study to reallocate the growth to the nearby Phase 3 lands. Some discussions took place between Town and Regional staff through York Region's Municipal Comprehensive Review (MCR) process. Both Town and Regional staff believed that the area surrounding the new Lincolnville GO station is well suited for a Major Transit Station Area (MTSA).

According to the new Growth Plan for the Greater Golden Horseshoe (Growth Plan) (2017), a MTSA is defined as,

“The area including and around any existing or planned higher order transit station or stop within a settlement area; or the area including and around a major bus depot in an urban core. Major transit station areas generally are defined as the area within an approximate 500 metre radius of a transit station, representing about a 10-minute walk.”

The following figure shows the lands that are generally affected by the 500-meter radius of the new Lincolnville GO station.



The Growth Plan requires the boundaries of all MTSAs to be delineated in the Region's Official Plan. They will be planned for a minimum density target of:

- 200 residents and jobs combined per hectare for those that are served by subways;*
- 160 residents and jobs combined per hectare for those that are served by light rail transit or bus rapid transit; or*
- 150 residents and jobs combined per hectare for those that are served by the GO Transit rail network.*

A MTSA at the new Lincolnville GO station would fall under category c) and is thus required to achieve a minimum density target of 150 residents and jobs combined per hectare. As required by the Growth Plan, a MTSA will be planned and designed to be transit-supportive and to achieve multimodal access to stations and connections to nearby major trip generators by providing:

- connections to local and regional transit services to support transit service integration;*
- infrastructure to support active transportation, including sidewalks, bicycle lanes, and secure bicycle parking; and*

c) commuter pick-up/drop-off areas.

Within a MTSA, development will be supported, where appropriate, by:

- a) planning for a diverse mix of uses, including second units and affordable housing, to support existing and planned transit service levels;*
- b) fostering collaboration between public and private sectors, such as joint development projects;*
- c) providing alternative development standards, such as reduced parking standards; and*
- d) prohibiting land uses and built form that would adversely affect the achievement of transit-supportive densities.*

4. Analysis and Options:

This Study Terms of Reference (Attachment 1) focuses on all lands affected by the 500-meter radius of the Lincolnville GO station. It will identify a clear MTSA boundary within which policies developed to support the development of a MTSA will apply. The following issues were considered in defining the scope of the Study.

4.1 No further settlement area boundary expansion at this point

Approximately 30% of the land within the 500-meter radius is outside the new settlement area boundary as defined by OPA 137. It cannot be brought into settlement area unless supported by York Region's MCR. The land is also inside the "Countryside" designation of Oak Ridges Moraine Conservation Plan (ORMCP) (2017), which serves as an agricultural and rural transition and buffer between the "Natural Core" / "Linkage" areas and "Settlement" areas, with typical rural and agricultural uses permitted. It would be difficult for the Region's MCR to consider them for development while there are areas outside the ORMCP and Greenbelt Plan (2017) available for development in other municipalities.

As such, staff does not recommend a settlement area boundary expansion at this point. Instead, only the lands within Phase 3 area will be considered for the planning of a MTSA. Nevertheless, the Study may be able to provide some high-level recommendations for a possible future expansion of the Community of Stouffville settlement area boundary, especially with the 500-meter radius of the new Lincolnville GO station.

4.2 Liaising with York Region

In order to achieve a higher density target for the MTSA than originally provided by OPA 137, additional growth will have to be assigned by York Region's MCR in its 2041 growth forecasts, and the new Lincolnville GO station area must be identified as a MTSA in York Region's Official Plan.

In November 2015, York Region worked out a preferred growth scenario by 2041. Included in the scenario, the Town of Whitchurch-Stouffville was forecasted to grow to a population of 64,500 and 23,000 jobs by 2041, an increase of only 2,500 people and

1,900 jobs between 2031 and 2041, whereas the Town's population is projected to increase rapidly from 38,800 to 53,000 between 2011 and 2021, and from 53,000 to 62,000 between 2021 and 2031.

With the new Growth Plan coming into effect on July 1, 2017, York Region initiated the MCR process. Part of the effort is to update the growth forecasts and land needs assessment; and identify and delineate all MTSA's in the Region's Official Plan. On April 23, York Region's Chief Planner wrote to Town staff (Attachment 2) indicating that,

"The Lincolnville GO station is located at the terminus of the Stouffville GO transit rail line and is a candidate for consideration as a major transit station area and regional staff support the Town of Whitchurch-Stouffville undertaking a study to consider this."

If approved, the Lincolnville MTSA will add approximately 5,000 residents and 750 population-serving jobs to the Town's 2031-41 growth forecasts, which will need to be supported in the Region's MCR.

4.3 Liaising with York Region Transit and Metrolinx

The Growth Plan sets the 500-meter radius for a MTSA based on a 10-minute walking distance to encourage walking to transit services and reduce the use of vehicles.

The Study is required to liaise closely with York Region Transit to bring local transit services to the Lincolnville GO station area. It will benefit all residents along the new transit route(s). The Study will also need to liaise with Metrolinx for the possible extension of the two-way all-day GO rail service from Unionville to Lincolnville in future as development takes place.

4.4 Liaising with landowners

This Study will address two sets of growth forecasts. A portion of growth within the 500-meter radius has already been approved through OPA 137 for the 2031 planning horizon, and the landowners are keen to move forward with detailed planning works. To minimize the impact, the Study will need to take an iterative approach working closely with the affected landowners, and ensure their site-specific planning works, e.g. plans of subdivisions and site plans, can proceed and will be consistent with the final OPA.

The need to work closely with the landowners to expedite the site-specific planning process was a commitment made by the Town through the settlement discussion with the appellants, as approved by Council at its meeting (in-camera) on May 15, 2018.

The other portion of growth is to achieve or exceed the minimum density target for the MTSA. This portion of growth requires Regional approval and will need to be incorporated into the Region's MCR process. The Study will need to consider phasing to address this unapproved portion of growth.

4.5 Undertaking additional assessment for higher density development

Due to the requirement for higher density for MTSA's, additional servicing capacity assessments for road, water and wastewater will be needed. Since the Town has retained the service of HDR for the preparation of the Transportation Master Plan and is currently working with GM BluePlan on the Water and Wastewater Master Plan, there would be major savings in both time and resource if the requirement assessment can be undertaken utilizing the existing models.

Staff has approached both HDR and GM BluePlan for the additional works, as well as some high-level assessments that will need to be completed without delay for the Town Development Charges Study. Staff is convinced that these assessments can be done in a timely and cost-effective manner. Their quotes are \$20,000 and \$24,000 respectively (excluding HST) to complete the additional assessments. Staff recommends their existing retainers with the Town be extended.

A new Urban Design Guidelines will need to be developed for the proposed MTSA due to its higher density target than other areas in the Community of Stouffville. Staff has spoken with consultants working in this field with regard to the level of details needed and the likely cost to complete the guidelines. Based on the feedbacks, it would incur approximately \$50,000 (excluding HST) to develop the Urban Design Guidelines.

Council has originally approved a budget of \$75,000 for this Study, which will be used to retain the service of a principal consultant who will synthesize all the analyses as mentioned above as well as all the supporting studies completed for OPA 137 to generate detailed land use scenarios for the MTSA and identify a preferred scenario for Council's consideration and approval. The principal consultant will also be responsible for the development of a draft OPA, administering the consultation process, and delivering the OPA for Council adoption and Regional approval.

The Study will let the principal consultant retain and manage a sub-consultant for the development of the Urban Design Guidelines due to the iterative nature between urban design and determining site-specific density targets.

Based on all the above, Council will have the following options:

Option A (Recommended)

Approve the Lincolnville GO station Area Land Use Study Terms of Reference and direct staff to plan for a MTSA generally within a 500-meter radius of the new GO station.

If this option is chosen, Council will also approve a budget of \$94,000 (excluding HST) in addition to the original budget of \$75,000 in the 2018 capital budget, to undertake additional transportation, water, and wastewater capacity assessments, and prepare for the Urban Design Guidelines. The Study will be completed in March 2019, and the OPA will be delivered for Council adoption in July 2019.

Option B

Not approve the Lincolnville GO station Area Land Use Study Terms of Reference and direct staff to continue the Study as originally intended to only reallocate the amount of growth from the new GO station area to the nearby Phase 3 lands.

If this option is chosen, Council does not need to approve any additional budget, and the Study will rely on the originally approved budget of \$75,000 in the 2018 capital budget.

5. Financial Implications:

A budget of \$94,000, excluding HST, in addition to the original budget of \$75,000 in the 2018 capital budget, is required for the undertaking of additional transportation, water, and wastewater capacity assessments, and preparation of the Urban Design Guidelines.

A principal consultant will be retained to oversee the project, synthesize all assessment and study findings, and develop a draft OPA for public review, Council adoption and Regional approval. The principal consultant will also retain and oversee a sub-consultant for the development of the Urban Design Guidelines. There will be a competitive process to retain the principal planner for this project.

The Town will extend the retainers with GM BluePlan and HDR for additional water and wastewater capacity assessments and transportation capacity assessment for the Town's on-going Development Charges Study and this Study.

The Study cost is considered Development Charges recoverable and will be funded from the Corporate Development Charges account. It will be included in the next Development Charges Bylaw.

6. Attachments:

1. Lincolnville GO station Area Land Use Study Terms of Reference
2. Letter from York Region's Chief Planner

7. Related Reports:

None.

Author: Haiqing Xu, Director, Development Services

Department Head: Haiqing Xu, Director, Development Services

For further information on this report, please contact: Haiqing Xu, Director, Development Services at 905-640-1910 or 1-855-642-8697 ext. 2431 or via email at haiqing.xu@townofws.ca

Terms of Reference

Lincolnville GO Station Area Land Use Study

1. Goal

The Terms of Reference are for Development Services Department of the Town of Whitchurch-Stouffville to seek external consulting services for Lincolnville GO Station Area Land Use Study.

The Lincolnville GO Station Area Land Use Study will identify a preferred development scenario and develop the corresponding Official Plan policies to guide future development in this area. It will identify a Major Transit Station Area (MTSA) and plan to achieve a minimum density target of 150 people and jobs per hectare within 500 meters of the new GO station.

2. Objectives

The Objectives of the Lincolnville GO Station Area Land Use Study are as follow:

- Re-allocate the residential growth that was originally assigned by OPA 137 to the new GO station area. This portion of growth has been approved by York Region in its 2031 land budget.
- Assign additional growth to meet/exceed the minimum density target of 150 residents and jobs combined per hectare for the MTSA. This portion of growth requires Regional approval in its 2041 land budget.
- Respect the existing settlement area boundary as set by OPA 137.
- Utilize the existing studies completed for OPA 137, where possible, for policy development.
- Prepare an Official Plan Amendment (OPA) for Council adoption and Regional approval.
- Liaise with York Region staff to ensure conformity with the Region's Official Plan.
- Liaise with Metrolinx and York Region Transit to promote transit-supportive development.
- Develop Urban Design Guidelines for the MTSA.
- Undertake additional servicing assessments to ensure sufficient water, wastewater and transportation capacities will be available to support the proposed MTSA.
- Work with landowners in site-specific planning concurrently and iteratively.
- Host an Open House to seek input from members of the public for both the OPA and the Urban Design Guidelines.

3. Overview

The Town's Growth Management Strategy was initiated in June 2012, which led to Council adoption of OPA 137 in April 2014. Majority of OPA 137 has been approved by York Region, the Ontario Municipal Board, and the Local Planning Appeal Tribunal. Part of OPA 137 is to designate the area north of the Community of Stouffville, also known as the Phase 3 lands, for development.

In early 2017, Metrolinx identified the triangular area south of Bethesda Road between Tenth Line and the rail line for the new Lincolnville GO station whereas the existing Lincolnville GO station will be

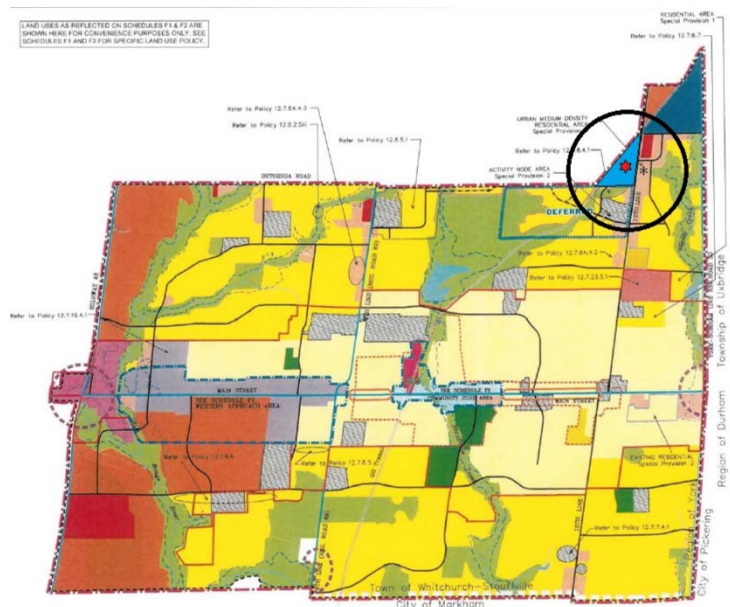
serving as a layover facility as a result of increased GO rail services between Toronto Union Station and Unionville in Markham. Metrolinx has since acquired the land and is working on the site plan for the new GO station. The area identified is part of the Phase 3 lands within OPA 137 area.

Through the 2018 capital budget, Council approved a Study to reallocate the amount of growth assigned to the area by OPA 137. However, recent discussions with York Region staff are leaning toward supporting the development of a MTSA within 500-meter radius of the new GO rail station.

Growth plan for the Greater Golden Horseshoe (Growth Plan) (2017) defines a MTSA as

“The area including and around any existing or planned higher order transit station or stop within a settlement area; or the area including and around a major bus depot in an urban core. Major transit station areas generally are defined as the area within an approximate 500 metre radius of a transit station, representing about a 10-minute walk.”

The following figure shows the lands that are generally affected by the 500-meter radius.



The Growth Plan requires the boundaries of all MTSAs to be delineated in the Region’s Official Plan to encourage transit supportive and active transportation. MTSAs will be planned for a minimum density target of:

- 200 residents and jobs combined per hectare for those that are served by subways;
- 160 residents and jobs combined per hectare for those that are served by light rail transit or bus rapid transit; or
- 150 residents and jobs combined per hectare for those that are served by the GO Transit rail network.

The proposed Lincolnville GO station area MTSA falls under category c) and thus is required to achieve a minimum density target of 150 residents and jobs combined per hectare.

The Growth Plan requires MTSAs to be transit-supportive and to achieve multimodal access to stations and connections to nearby major trip generators by providing,

- connections to local and regional transit services to support transit service integration;

- b) *infrastructure to support active transportation, including sidewalks, bicycle lanes, and secure bicycle parking; and*
- c) *commuter pick-up/drop-off areas.*

Within a MTSA, development will be supported, where appropriate, by:

- a) *planning for a diverse mix of uses, including second units and affordable housing, to support existing and planned transit service levels;*
- b) *fostering collaboration between public and private sectors, such as joint development projects;*
- c) *providing alternative development standards, such as reduced parking standards; and*
- d) *prohibiting land uses and built form that would adversely affect the achievement of transit-supportive densities.*

4. Study Process

The Study will be divided into two phases: a study phase and a planning phase.

The study phase will undertake a comprehensive analysis taking into consideration all relevant environmental, social and economic factors to determine the optimal capacity for development, including identifying all “take-out” lands. It may exceed the minimum density target as set by the Growth Plan. It will also develop a draft Urban Design Guidelines concurrently and make it available for public review during the planning phase.

The planning phase will follow the process as stipulated in sections 16 and 17 of the *Planning Act* with regard to notification, consultation, and approvals. With a draft OPA prepared, there will be an Open House to seek input from stakeholders, agencies, Council and all members of the public. There will also be a statutory Public meeting for Council to hear from the public any issues and concerns they may have before Council adopts the OPA.

The OPA will require approval of York Region. A close liaising with York Region staff throughout the Study will be necessary.

5. Scope of Work

This study will be looking at all lands affected by the 500-meter radius and develop policies to meet or exceed the minimum requirements of a MTSA as required by the Growth Plan. It will recommend a clear MTSA boundary within which the MTSA policies will apply.

Approximately 30% of the land within the 500-meter radius is outside the settlement area boundary as defined by OPA 137. Due to the environmental complexity and sensitivity involved in the Region-wide Municipal Comprehensive Review (MCR), the Study and the subsequent OPA will not see further settlement area boundary expansion this time. Only the lands that have already be brought inside the settlement area will be considered. However, the Study shall provide some high-level guidance for possible future expansions of the Community of Stouffville settlement area boundary, especially with the 500-meter radius of the new Lincolnville GO station.

Given that a MTSA will have a significantly higher density target within the 500-meter radius of the new Lincolnville GO station, the Study will be undertaken in consultation with York Region to ensure the proposed policies will be in full conformity with the Region’s MCR, and with the landowners to ensure

their site-specific planning works can proceed iteratively with the Study and will be consistent with the proposed OPA.

The Study will consider the following:

- 1) Further assessment of water and wastewater capacity, in addition to the Town's ongoing Water and Wastewater Master Plan, due to the significant increase in density. This will be done in two steps: a high-level analysis in summer 2018 to feed into the Town's current Development Charges study; and a detailed analysis later to support the selection of a preferred alternative and identify specific improvement needs.
- 2) Further assessment of transportation capacity, in addition to the Transportation Master Plan approved by Council on May 22, 2018, due to the significant increase in density. This will be done in two steps: a high-level analysis in summer 2018 to feed into the Town's current Development Charges study; and a detailed analysis later to support the selection of a preferred alternative and identify specific improvement needs.
- 3) Making the best use of existing background studies for OPA 137, together with other assessments, to determine the total growth to the 2041 planning horizon and beyond within the MTSA, including both population and population serving employment, in addition to the portions that have already been approved by OPA 137.
- 4) Developing a clear phasing strategy for both the growth that have already been approved and the additional growth that will require Regional approval.
- 5) Developing an Urban Design Guidelines to guide the future development of the MTSA with a significant increase in density.

The planning work will ensure conformity with York Region's ongoing MCR and the resulting Regional OPA, which requires close collaboration with York Region staff.

6. Consultant's Services

The consultant shall work closely with the staff project manager and hold regular meetings with the Town's Project Steering Committee comprised of Town and York Region staff. The consultant is also expected to have meetings with other identified stakeholders, such as Toronto and Region Conservation Authority and York Region Catholic School Board, to discuss the progress of the Study and address their concerns.

Subject to Council approval, the Town will be utilizing the existing services of GM BluePlan for the additional assessment on water and wastewater capacity. Likewise, the Town will be utilizing the existing services of HDR for the additional assessment on transportation capacity. The consultant is required to work with both GM BluePlan and HDR consultants, as well as review other existing or undertake new studies as may be needed, to develop growth scenarios for the MTSA.

In addition, the consultant shall, upon instruction from the Town, provide the following services in the execution of the project:

- Conduct the Lincolnville GO Station Area Land Use Study, develop MTSA development scenarios, and prepare the Study report for public review and Council approval.
- Prepare the OPA for public review, Council adoption and York Region approval meeting all requirements of the *Planning Act*.
- Retain a sub-consultant to prepare Urban Design Guidelines for the MTSA for Council approval.

- Liaise with York Region staff to ensure the Study and OPA conforms to York Region’s Official Plan and its policies for the 2041 planning horizon.
- Work closely with Town staff and the affected landowners to allow site specific planning works to proceed iteratively with the Study and ensure they will be consistent with the final OPA.
- Liaise with Metrolinx and York Region Transit to develop policies for transit-supportive development.
- Complete the Study Report with the recommended MTSA scenario for Council approval, barring unforeseen circumstances, by **March 15, 2019**.
- Complete the Planning Phase and deliver the OPA for Council adoption in **June 2019**.

The consultant will act as the technical and policy advisor for the Study. It will be the responsibility of the consultant to provide policy/technical information and direction, and ensure that the timeframes for the study are being met. The consultant will be responsible for the preparation of interim drafts and the associated presentations and the minutes of all technical working meetings, and the Open House. It will also be the responsibility of the consultant to make presentations at all meetings convened during this Study. The consultant, in consultation with Town staff, will also be responsible for the involvement of any identified sub-consultants, their work, and, the payment for services rendered.

7. Proposal Requirements

The proposal shall be a maximum of ten pages in length and include, but not limited to the following:

- A description of the undertaking of the assignment by the consultant;
- A description of the proposed approach and work plan to be undertaken by the consultant to achieve the project objectives. The activities, deliverables and required input from others should be identified, where applicable, for each task;
- A project schedule (Gantt Chart) of the proposed work plan from the date of the Town awarding the work, expected end of July or early August 2018, to the anticipated completion of the project;
- Key personnel to be assigned the project, i.e. project manager, planner and engineer, including their respective Curriculum Vitae and hourly rate;
- A project fees spreadsheet showing the estimated time in hours to be spent by each staff member on each task, the respective hourly rate, sub-total for each task, reimbursement expenses and disbursements and the total estimated fees excluding HST. The tasks must be the same as those presented in the project schedule; and
- Names of any sub-consultants or services to be retained to complete the assignment.

In addition to the proposal, a list of recent projects undertaken by the consultants that are most relevant to the work should also be provided.

8. Information to be Provided by the Town

The Consultant in the Proposal shall advise as to the extent and nature of work that they believe will be necessary to be completed by Town Staff beyond the role of organizing meetings and typical project management functions. In preparing their proposals, the prospective consultants should consider that the Town of Whitchurch-Stouffville will provide the following information:

- Town of Whitchurch-Stouffville Official Plan, including OPA 137 as partially approved by York Region, OMB and LPAT.

- Existing Community of Stouffville Urban Design Guidelines.
- The Transportation Master Plan, as approved by Council in May 2018.
- The Water and Wastewater Master Plan (expected completion September 2018).
- The latest draft Site Plan of the new Lincolnville GO station.
- GIS mapping, including Official Plan schedules, Teranet property fabric, and orthophotography of the study area.
- All available background studies for OPA 137.
- Relevant staff reports and Council resolutions.

9. Project Budget and Payment

The consultant is required to include in his/her proposal a Gantt chart showing the start and finish of various items of work included in this project. In addition, the consultant is to submit a schedule of costs, including billing rates for his/her staff, all in sufficient detail to provide an adequate basis for the preparation and checking of his/her progress billings and evaluating the proposal. The fees shall be calculated on a time basis - all expenses and disbursements will be paid at cost.

The cost estimate in the proposal shall include the total cost of the work associated with each phase of the project and shall show the labour and out-of-pocket disbursements separately. The consultant will be responsible for payment to all sub-consultants, geotechnical firms, testing firms, legal surveyors, etc. whose services are required to complete the assignment. The cost in this regard must be shown as disbursements. All sub-consultants, testing and geotechnical firms, legal surveyors, etc., must be approved by the Town prior to their being engaged by the consultant.

The Town will extend its existing retainers with GM BluePlan and HDR for additional water and wastewater capacity assessments and transportation assessment with an upset limit to be approved by Council. Both GM BluePlan and HDR will not be considered sub-consultants in this project.

An upset limit shall be provided by the consultant for the completion of the Lincolnville GO Station Area Land Use Study and the subsequent OPA. The upset limit shall not be exceeded without prior authorization in writing from the Director of Development Services.

Monthly payment will be made on invoice amounts based on the actual hours of work by each personnel on a task plus expenses and disbursements and updated monthly on the project fees spreadsheet. Monthly, submit together with the invoice for the preceding month, a report on the project progress, an updated project fees spreadsheet and an updated tracking Gantt Chart, addressing the following:

- Activities for the month and project status in terms of meeting the scheduled milestones of the work plan.
- Anticipated delays to the project schedule, the reasons and any measures necessary to remedy the situation.

The proposal must confirm that the consultant will not undertake any work that they believe is beyond the terms of reference for the project and their written proposal, without written authorization from the Town. The proposal shall indicate that consultant staff identified in the proposal and their respective role shall not be altered unless written authorization is obtained from the Town.

10. Insurance

The successful consultant shall maintain and pay for Comprehensive General Liability Insurance with an insurer acceptable to the Town of Whitchurch-Stouffville. The coverage shall include premises and all operations liability to be performed by the consultant, his/her employees, and/or agents. This insurance coverage shall be subject to limits of not less than five million dollars (\$5,000,000) inclusive of per occurrence for bodily injury, death and damage to property including loss of use thereof for any one occurrence.

The policy shall include The Corporation of the Town of Whitchurch-Stouffville as an additional insured in respect of all operations performed by or on behalf of the consultant. The consultant will be entirely responsible for the cost of any deductible that is maintained in any insurance document.

Where applicable the successful consultant shall carry Standard Automobile and Non-Owned Automobile Liability Insurance and shall protect themselves against all liability arising out of the use of owned or leased vehicles, used by the consultant, his/her employees or agents. The limit of the liability for both owned and non-owned vehicles shall not be less than two million dollars (\$2,000,000) per occurrence.

In addition, the successful consultant shall carry Professional Liability Insurance in the amount of not less than two million dollars (\$2,000,000) per occurrence.

The insurance policy shall not be altered, cancelled, or allowed to expire or lapse, without thirty (30) days prior written notice to the Town. Consultants shall clearly identify in their proposal the insurance requirements as outlined above and shall include the cost of such insurance therein.

11. Conflict of Interests

Each consultant must declare in their proposal, any situation that may be a conflict of interest or that may appear as potentially a conflict of interest in submitting a proposal for this undertaking. If such conflict of interest does exist, the Town may, at its discretion, refuse to consider the proposal.

12. Deliverables

The following deliverables will be required:

- Two (2) copies of the final Study Report in addition to the copies that are distributed through the public and agency review process; and
- One (1) digital copy of the final Study Report including all figures, exhibits, maps and plans in Adobe PDF format.

The Consultant will be responsible for the production of all necessary display and presentation materials required for the Open House, statutory public meeting, and Council meetings. All material prepared for this project shall be submitted to the Town and become Town property upon completion of the Study. The Consultant will be required to provide updates to the Town's web page pertaining to the Study.

13. Consultant Selection Process

The principal evaluation criteria and weighting system used in the consultant selection process are as follows:

- 30%: understanding of the assignment, familiarity with local conditions and project approach
- 30%: proposed workplan and project management
- 20%: qualification of firm and experience of staff assigned to the project
- 20%: proposed fee structure and total fees

14. Submission of the Proposal

Should technical questions arise, please contact,

Haiqing Xu, RPP MCIP
Director of Development Services
Phone: (905) 640 1910 extension 2431
Email: haiqing.xu@townofws.ca.



Corporate Services
Planning and Economic Development

April 23, 2018

Haiqing Xu
Town of Whitchurch-Stouffville
111 Sandiford Drive
Stouffville, ON L4A 0Z8

Re: Study to consider the impact of relocating the existing Lincolnville GO Station

Dear Mr Xu:

York Region staff understand that the Town of Whitchurch-Stouffville is commencing a study to consider the impact of relocating the existing Lincolnville GO Station to south of Bethesda Road and west of Tenth Line. The relocation of the GO Station has a direct impact on planned residential growth and provides an opportunity to consider development potential within the GO station area.

The recently updated 2017 Provincial *Growth Plan* prioritizes intensification with a focus on strategic growth areas and major transit station areas. York Region is undertaking a Regional Municipal Comprehensive Review (MCR) to update the Regional Official Plan and conform to the *Growth Plan*. The Region will be working closely with all nine local municipalities in delineating each major transit station area and determining appropriate population and employment targets.

The Lincolnville GO station is located at the terminus of the Stouffville GO transit rail line and is a candidate for consideration as a major transit station area and regional staff support the Town of Whitchurch–Stouffville undertaking a study to consider this.

If you have any questions, please feel free to contact me directly at 905-830-444, Ext. 71534 or paul.freeman@york.ca

Sincerely,

Paul Freeman, M.C.I.P., R.P.P.
Chief Planner

Town of Whitchurch-Stouffville Council Report**Item 11**

Subject: Proposed Draft Plan of Subdivision and Zoning By-Law Amendment – Main Street Holdings Inc. (Tercot Communities) – Part Lot 35, Concession 10 – 6853 & 6871 Main Street (D12 & D14)

Staff Report No. DS-037-18

Department: Development Services

Date: June 19, 2018

Recommendation:

- 1) That Council approve Subdivision File No. 19T(W)-17.004, subject to the conditions as set out in Attachment 4 to this Report, and direct staff to issue a Notice of Decision; and
- 2) That Council enact By-Law No. 2018-107-ZO, being a By-Law to implement the development of Subdivision File No. 19T(W)-17.004, and direct staff to issue a Notice of Passing; and
- 3) That Council confirms that notwithstanding that the proposed Zoning By-Law Amendment is different from that proposed at the November 28, 2017 Statutory Public Meeting, the revisions are minor in nature and that no further Statutory Public Meeting is required; and
- 4) That Council allocate the equivalent of 130 persons of water and sanitary sewer capacity for 52 dwelling units [52 townhouse units] from the Town's 2018 Boundary reserve.

1. Purpose:

The purpose of this report is to recommend the **approval** of the Draft Plan of Subdivision and application for Zoning By-law Amendment that was submitted by Main Street Holdings Inc. at 6853 Main Street to create 52 street townhouse dwelling units.

This report will:

- Provide an overview of the subject property and its location in relation to existing development and other adjacent land uses **(Sections 3.1 and 3.2)**;
- Provide an overview of the proposed Draft Plan of Subdivision and Zoning By-Law Amendment **(Section 3.3)**;
- Identify the relevant Provincial, Regional and Town Official Plan policies that apply to the subject property **(Section 4.0)**;
- Review the comments and recommended conditions of Draft Plan of Subdivision approval that have been identified by the agencies and Town departments **(Section 5.0)**; and,
- Review the key issues initially identified in the November 28, 2017 public meeting report and how they have been addressed **(Section 6.0)**.

This report concludes that the granting of Draft Plan Approval subject to conditions (Attachment 4) and the passage of a Zoning By-Law amendment in accordance with the recommendations made in this report represent good planning.

2. Executive Summary:

Draft Plan of Subdivision File No. 19T(W)-17.004, and Zoning By-Law Amendment File No. ZBA17.011 have been submitted to enable the development of 52 street townhouse dwellings at 6853 and 6871 Main Street. The Draft Plan of Subdivision creates two blocks, one being Eastern Gate Crescent, and the other being the property where the townhouses will be constructed. The subdivision application will enable the development block to be further divided through Part-lot Control.

The Zoning amendment is to change the zoning to a New Residential Four (RN4) zone, that allows for the construction of the townhouse dwelling units. Presently the zoning only allows for apartment buildings to be constructed. The RN4 zone will impose site specific regulations to implement the development.

The application is also the subject of an ongoing Site Plan Control application, which is a process that allows for a much more detailed engineering and design review of the application.

The proponent intends to submit a Part-lot Control Application and Draft Plan of Condominium in the near future to create the individual townhouse lots and the private roads and amenity spaces within the planned development.

The subject lands are located in a Official Plan land use designation that permits medium density residential, which is the proposed form of development in this application. The lands are in close proximity to existing retail and commercial land uses, as well as park space, and the property is currently served by York Region Transit.

The proposed development complies with municipal, Regional, and Provincial legislation, and the approval of the subject applications represents good planning.

3. Background:

On July 27, 2017, Main Street Holdings Inc. submitted an application for a Draft Plan of Subdivision, a Zoning By-Law Amendment application, and a Site Plan Control Application. The development was introduced to Town Council and the Public during a Statutory Public Meeting on November 28, 2017.

3.1 Location

The subject property has a land area of 1.08 hectares (2.67 acres) with frontage on Main Street. Main Street is identified as a Region of York Arterial Road with planned street width of up to 36 metres. The subject property includes a portion of Eastern Gate Crescent, which the owner applied to sever through consent. Eastern Gate Crescent is a condominium road with a right of way of 7.6 metres.

The subject property is currently occupied by the Stouffville Pentecostal Church building on the west, and a single detached dwelling plus accessory structure to the northeast. Adjacent to the institutional building on the southern portion of the property, there is an existing parking lot.

The subject property is located at 6853 Main Street in the Community of Stouffville as shown on Attachment 1 to this Report.

3.2 Surrounding Land Uses

The subject property is surrounded by existing residential uses to the north, east, south, and west. South and east of the subject property is a retirement community consisting of senior residential townhouses. The balance of the surrounding residential uses are single detached units.

The proposed development is less than 100 metres from the East End Corners plaza, which provides for a range of retail and commercial uses, and is anchored by Shoppers Drug Mart.

3.3 Development Proposal

It is proposed to develop 52 street townhouse units on the subject property as per the table below.

Type of Dwelling	Number of Units	Percentage of Total Units	Parking
Rear Loaded Townhouses	40	77%	2 spaces per unit=80 spaces
Front Loaded Townhouses	12	23%	2 spaces per unit=24 spaces
Total	52	100%	117 (including 13 visitor spaces)

The application proposes 9 blocks of units. Blocks 1-7 are the rear loaded townhouses, while blocks 8 and 9 are front loaded townhouses. The blocks range in size from 4 units, to 8 units in size.

The rear loaded townhouses allow for vehicular access to the dwelling unit to come via a rear lane. There is no garage or parking pad along the traditional “front” of the dwelling. The rear loaded townhouses are characterized by an elevated deck that provides amenity space to the residents. An example of approved rear loaded townhouses can be found in the Minto Subdivision, north of Main Street and east of Baker Hill Boulevard.

The front loaded townhouses are of a more traditional form, with a driveway occupying the majority of the front yard, and a landscaped rear yard providing private amenity space.

The townhouses will be based on freehold tenure, located on a proposed common element condominium road with proposed access to Eastern Gate Crescent, also a condominium road, which provides access to Main Street.

Pedestrian connections are proposed throughout the site in the form of 1.2 metre and 1.5 metre wide walkways, to provide access to Eastern Gate Crescent as well as directly to Main Street. The applicant is proposing to construct a walkway to municipal standards, along the Town owned portion of the Main Street frontage.

With respect to parkland, the site plan proposes 52 units overall and therefore 0.17 ha (0.42 acres) would be required for conveyance. However, payment in lieu of the conveyance is proposed and will be identified in the site plan control agreement.

The density proposed by the development is 51 units per hectare. An analysis of the proposed density will be outlined below when evaluating conformity to the Community of Stouffville Secondary Plan.

3.3.1 Zoning By-Law Amendment

The subject property is currently zoned Institutional (I)/Residential New Five (RN5) and Eastern Gate Crescent as Residential 1 (R1) and Residential 2 (R2).

The Zoning By-Law Amendment seeks to amend the zoning on the property by replacing the I/RN5 zone with a Residential New Four (RN4) zone. The amendment is primarily to implement a zone category that permits the form of development being proposed by the applicant, specifically, Street Townhouse Units which are not a permitted use in the RN5 zone. The amendment also establishes site specific zone standards to implement the Draft Plan of Subdivision and Site Plan Control Application. The zone standards contained within By-Law 2018-107-ZO are as follows:

	Standard RN4 Regulations	Proposed Site Specific RN4 Regulations
Minimum Lot Area	153m ²	110m ²
Minimum Lot Frontage	6m	5.49m
Front Yard	Minimum 3m / Maximum 7.5m	1.9m
Exterior Side yard	Minimum 3m / Maximum 7.5m	0.7m
Minimum Interior Side yard	1.2m / 0m along common walls	1.5m
Maximum Building Height	10m	13m*
Rear Yard	7m	6m
* the units range in height from 11.5 – 12.5 metres depending on the grading. The 13m is requested to allow for flexibility during the grading and construction of the development.		

The applications does not require any relief from town parking standards, with the minimum number of resident parking spots, visitor parking spots, and accessible parking spots being provided.

The Zoning By-Law Amendment proposes to consider the entire exception zone as one parcel, with Main Street established as the front lot line. The By-Law will establish development standards to the perimeter (where townhouses can be accessed or viewed from a public road) and will allow for the Site Plan application and future condominium agreement to govern the development standards for the interior townhouses. This is a common approach to zoning for townhouse development where certain units have frontage on a private condominium road. The benefit to this approach is that it allows both the applicant and the Town the flexibility to make design revisions to the interior townhouses without requiring a Minor Variance application, while still establishing a development envelope to the townhouses on the perimeter. It should be noted that there

are certain regulations, such as unit width, and minimum separation between blocks which will continue to apply to individual townhouse blocks through this approach.

3.3.2 Draft Plan of Subdivision

The Draft Plan of Subdivision proposes to establish two blocks for this development. A Draft Plan of Subdivision is included as Attachment 2 to this report. Block 1 is the 1.02 hectare piece of land where the townhouse development will be constructed, and Block 2 is a 0.06 hectare piece of land that is the developer owned portion of Eastern Gate Crescent. The establishment of Block 1 will allow the applicant to submit a Part-Lot Control Application to create the individual townhouse lots. This process will result in 52 Parcels of Tied Land (POTLs).

3.3.3 Future Application(s)

In addition to the Part-Lot Control Application, the applicant is also to submit a Draft Plan of Condominium application for the creation of the private roadway and common element amenity spaces (walkways, landscaped areas, etc.). Both of these applications are expected to be submitted upon the completion of the Site Plan Control review process. To this end, Town staff are expecting to be able to execute a Site Plan Control agreement in the coming months. A Draft Site Plan is included as Attachment 3 to this report.

3.3.4 Previous Consent Applications

In conjunction with the Eastern Gate Village community, the applicant has undertaken two consent applications since early 2017. The first consent application (File No. CA-17-11) was to convey a portion of Eastern Gate Crescent to the developer, and establish an easement over the roadway to allow its continued use by the Eastern Gate Village community. The applicant has satisfied all of the conditions associated with this consent application.

In early 2018, a second consent application (File No. CA-18-01) was submitted to convey a 9.41 m² portion of land from Eastern Gate Village, to the developer. The applicant has satisfied all of the conditions associated with this consent application.

4. Analysis and Options:

The proposed development is within the Community of Stouffville Secondary Plan boundary area, and is within an established Settlement Area as recognized by Provincial legislation. The following subsections will analyze the proposed development within the land use planning legislative framework, having regard to Provincial, Regional, and Municipal policy.

4.1 Provincial Legislation

Provincial Policy Statement 2014

The Provincial Policy Statement (PPS) (2014) establishes policies that set out how municipalities should manage and direct land uses to achieve efficient development and land use patterns. The PPS provides direction for establishing strong urban settlement areas through the promotion of a mix of land uses with sufficient densities to allow for an efficient use of infrastructure and services. Section 1.1.1.b of the PPS speaks to accommodating an appropriate range and mix of residential, institutional, recreation, park and open space and other uses to meet long-term needs. The PPS encourages effective use of infrastructure such as transit and therefore within settlement areas, land use patterns shall be based on densities and a mix of land uses which are transit-supportive, where transit is planned, exists or may be developed (Section 1.1.3.2.a.5).

The proposed development is serviced by York Region Transit Route #9. The nearest stop is less than 200 metres away from the proposed development. Additionally, there is a Route #9 Community Bus that also makes stops within the Eastern Gate community, which provides for service immediately adjacent to the proposed development. The development is also serviced by the Route 70/71 GO Bus, which stops at Tenth Line and Main Street.

The proposed development is within an established settlement area, and proposes to increase the residential density along a transit served arterial roadway, and make use of existing municipal infrastructure. The proposed development is consistent with the policy directives of the PPS 2014.

Growth Plan for the Greater Golden Horseshoe 2017

The Growth Plan for the Greater Golden Horseshoe is a framework document for managing growth in the region. Guiding principles of the Growth Plan include the development of compact, complete communities, the optimization of infrastructure to support efficient growth and the protection, conservation and enhancement of natural resources. The Growth Plan provides growth and intensification targets and establishes the built boundary for settlement areas within the Greater Golden Horseshoe. Section 2.2.1.4.a of the Growth Plan speaks to policies that encourages complete communities with a diverse mix of land uses, a range of residential and employment uses, public service facilities and easy access to local stores and services.

The proposed development conforms with the policies of the Growth Plan by providing for an increase in density, the provision of medium density residential unit types, and directing growth to a transit serviced arterial roadway within an established settlement area.

4.2 Regional Municipality of York

Regional Municipality of York Official Plan 2014

The subject lands are designated 'Towns and Villages', as shown on Map 1 of the York Region Official Plan – 2010 (YROP-2010). Towns and Villages in York Region have a

unique sense of place and identity, with main streets and places to work, live and play. Section 5.6.22 of the York Region Official Plan states that new development areas within Towns and Villages, be subject to comprehensive secondary plans based on the following:

- a. water and wastewater services are available;
- b. the plan considers the entire Town or Village and integrates the development into the existing community;
- c. best efforts to achieve a minimum density requirement of 50 residents and jobs combined per hectare in the developable area;
- d. best efforts are made to incorporate policies 5.6.4 through 5.6.16 for building complete, vibrant communities; and,
- e. best efforts to encourage development within the built-up area of the Towns and Villages that is consistent with the appropriate policies in Section 5.3 for intensification.

The proposed development achieves the residential density requirements of the York Region Official plan by proposing 51 units per hectare.

4.3 Community of Stouffville Secondary Plan

The subject property is designated as “Urban Medium Density Residential Area” on Schedule F – Land Use and Transportation Plan of the Community of Stouffville Secondary Plan. In reference to Schedule F, the proposed development is located approximately 100 metres away from the Activity Node designation at Main Street and Tenth Line.

Section 12.7.6A of the Plan stipulates the land use policies of the designation:

12.7.6A.2 Permitted Uses

The permitted uses, and related buildings and structures, are:

- i) townhouse dwelling units, inclusive of on-street townhouses, cluster townhouse units, and, stacked townhouse units;*
- ii) apartment and residential condominium buildings; and,*
- iii) quadruplexes and similarly constructed residential buildings.*

The proposed development conforms with the permitted uses by proposing street townhouse dwellings.

The land use policies affecting this designation are identified in section 12.7.6A.3.

Section 12.7.6A.3 (i) identifies the acceptable range of density of units per hectare within this designation as between 30 and 65. The applicant has proposed a density of 51 units per hectare, which is well within the established range, and is consistent with the desired built form of this designation.

Section 12.7.6A.3 (ii) and (iii) directs development within this designation to collector or arterial streets, in order to not overburden the local road network of established residential neighbourhoods. The proposed development conforms to this policy by being constructed directly on Main Street, and allowing for vehicular access directly to Main Street through a private road. Loretta Crescent is not proposed to be opened up as part of this development. The proposed development will not result in adverse traffic effects in the local area.

Furthermore, the proposed development is located less than 400 metres away from the Loretta Crescent Parkette, providing for local park amenity areas within the prescribed 5 minute walk in this policy.

Section 12.7.6A.3 (iv) identifies strong pedestrian connectivity, and sympathetic built form with the existing area. The applicant has proposed a variety of pedestrian walkways within their development to allow for connectivity to the north to Main Street, and to the west to Eastern Gate Crescent and Loretta Crescent. The applicant is also proposing a new sidewalk along the Main Street frontage of the property to enhance the urban character identified within this policy.

The townhouse built form of the development is permissible from a zoning perspective in the RN4 zone being requested, and the detailed elevations and architectural controls will continue to be established through the Site Plan Control process. Staff are supportive of the townhouse development proposed through the zoning amendment as it is a more acceptable form of development that would have come in an apartment building in the RN5 zone currently on the property.

Sections 12.7.6A.3 (v) to (vii) establish the parameters to be reviewed and considered when evaluation development applications within this designation. The applicant was required to provide detailed design work as it relates to water, waste water, and storm water servicing, in addition to providing the Town with traffic studies, and urban design and architectural design materials. In recommending approval for the Zoning By-Law Amendment, and Draft Plan of Subdivision, Staff are supportive that the evaluation criteria stipulated within these policies has been upheld, and any minor outstanding items can be resolved through the Site Plan Control process.

The review of these materials has concluded that there is both adequate capacity within municipal servicing infrastructure to accommodate the demands of the development, as well as satisfaction with the design of internal site servicing (connections, inverts, grades, etc.). This review also determined that there are no identifiable issues with respect to traffic generation. Eastern Gate Crescent will continue to be a private roadway, and Loretta Crescent is to stay closed to vehicular access from Eastern Gate Crescent.

As identified above, the proposed development for Draft Plan of Subdivision, and Zoning By-Law Amendment conform to the policies of the Urban Medium Density Residential Area designation. The proposed Zoning By-Law Amendment allows the development form to be constructed in a manner that is more in keeping with the Secondary Plan

policies that would have resulted if development had occurred in accordance with the RN5 zone regulations (the result of which would have been an apartment building).

4.4 Conclusions

The proposed development directs residential intensification to a medium density land use designation within an established settlement area. The proposed development is along an arterial roadway, and is in close proximity to existing retail, commercial, and park area land uses. The form of development is more in keeping with the surrounding land uses than is currently permitted, while also maintaining the desired density envisioned for this property. Town Staff are satisfied that the proposed development conforms with the relevant Provincial, Regional, and local level land use planning policies, and that the approval of the development represents good planning.

5. Agency and Departmental Comments

In support of the proposed development, the applicant submitted a variety of studies, plans, and reports. The full scope of the items is identified below:

Property Survey
Draft Plan of Subdivision
Site Plan
Floor Plans
Block Elevations
Landscape Plan Package
Arborist Report
Civil Engineering Package (FSR and Associated Plans)
Street Lighting and Photometric Plan
Geotechnical Report
Hydrogeological Assessment
Noise Impact Study
Environmental Noise Assessment
Stormwater Management Report
Traffic Impact Study
Draft of Zoning By-Law Amendment
Planning Justification Report
Phase I & II Environmental Site Assessment
Fire Route Application

In response to the circulation of these materials, the applicant has received responses from several agencies, and has worked to satisfy all of the comments received.

The Regional Municipality of York provided comments pertaining to the approval of the Draft Plan of Subdivision, the Zoning By-Law Amendment, and the Site Plan Control Application in two separate memos dated January 3, 2018, and March 9, 2018

respectively. The contents of the January 3, 2018 memo pertaining to the approval of the Draft Plan of Subdivision have been incorporated into the draft conditions in Attachment 4. The Region has stated no objection to the approval of the Zoning By-Law Amendment.

The contents of the March 9, 2018 memo will be dealt with in conjunction with the Town's Site Plan Control application review.

The Toronto and Region Conservation Authority (TRCA) provided comments as they relate to the water balance assessment submitted for the proposed development. As of January 4, 2018, all of the TRCA's comments have been addressed, and they have not provided any conditions or objections to the approval of the associated applications.

Enbridge has indicated on December 5, 2017 that a Pressure Reducing Regulator will not be required, and that adequate Gas service is available from the existing Gas main on the north side of Main Street. This item addresses their previous comment that this infrastructure may be required.

Canada Post Corporation provided comments pertaining to the location, design, and administration of the proposed Community Mailbox (CMB) infrastructure within the proposed development. Aspects pertaining to administration will be included in the residents purchase and sale agreement. The location and design of the Canada Post infrastructure has been addressed by the applicant, and no additional draft conditions are required prior to approval of the Draft Plan of Subdivision.

Cosburn Gliberson (Town Landscape Architect Consultant) provided comments as they relate to landscape design, as well as planting species and materials. The detailed comments provided by the consultant will be dealt with through the Site Plan Control review process.

RJ Burnside (Town Peer Review Engineering Consultant) has provided comments that are related to the Site Plan Control approval, and do not necessitate inclusion in the draft conditions. There is adequate water and sewer capacity currently available in the municipal infrastructure to accommodate the proposed intensification. Detailed site engineering comments will be identified and resolved through the Site Plan Control review process.

The following commenting agencies provided no comments or no objections to the proposed development:

City of Pickering
Conseil Scolaire Viamonde
GO Transit
Hydro One
Durham Region
Southlake Regional Health Centre
York Region District School Board

6. Key Planning Issues

At the November 28, 2017 Public Meeting, a number of residents signed a petition against the opening up of Loretta Crescent to through traffic. As identified earlier in this report, there is no intention or plan, either by the Town, or by the proponent, to open Lorette Crescent. This comment is considered to have been addressed.

Members of the public also expressed concern regarding the proposed density of the development. As addressed in Section 4, the proposed development is within the established density permissions of the Official Plan designation, and is considered to be appropriate for this land use area.

Concerns were raised by members of the public, and by Town staff with respect to servicing capacity of the development. Through the applicants engineering submissions, and the reviews undertaken by Town Engineering Staff and the Town's peer review Engineering Consultant, RJ Burnside, these concerns have been satisfied, and there is adequate servicing capacity to accommodate the proposed land use.

The applicant has met with the head of the Eastern Gate Village Residents Association to resolve any outstanding concerns that members of that community had. Staff have been informed that any issues have been resolved, and at the timing of writing this report for inclusion in the June 19, 2018 Council Agenda, no further concerns have been brought forward to Town Staff.

Planning Staff are confident that the issues identified in the Public Meeting have been satisfactorily addressed.

At this time, Planning Staff pose no objection to the approval of the Draft Plan of Subdivision and the Zoning By-Law Amendment, and are supportive of the merits of the applications. Any outstanding technical design elements of the proposal will be addressed through the ongoing Site Plan Control review process.

7. Financial Implications:

No financial implications are contemplated by the approval of the aforementioned applications.

8. Attachments:

1. Locations Map
2. Draft Plan of Subdivision
3. Draft Site Plan
4. Draft Conditions for Subdivision Approval

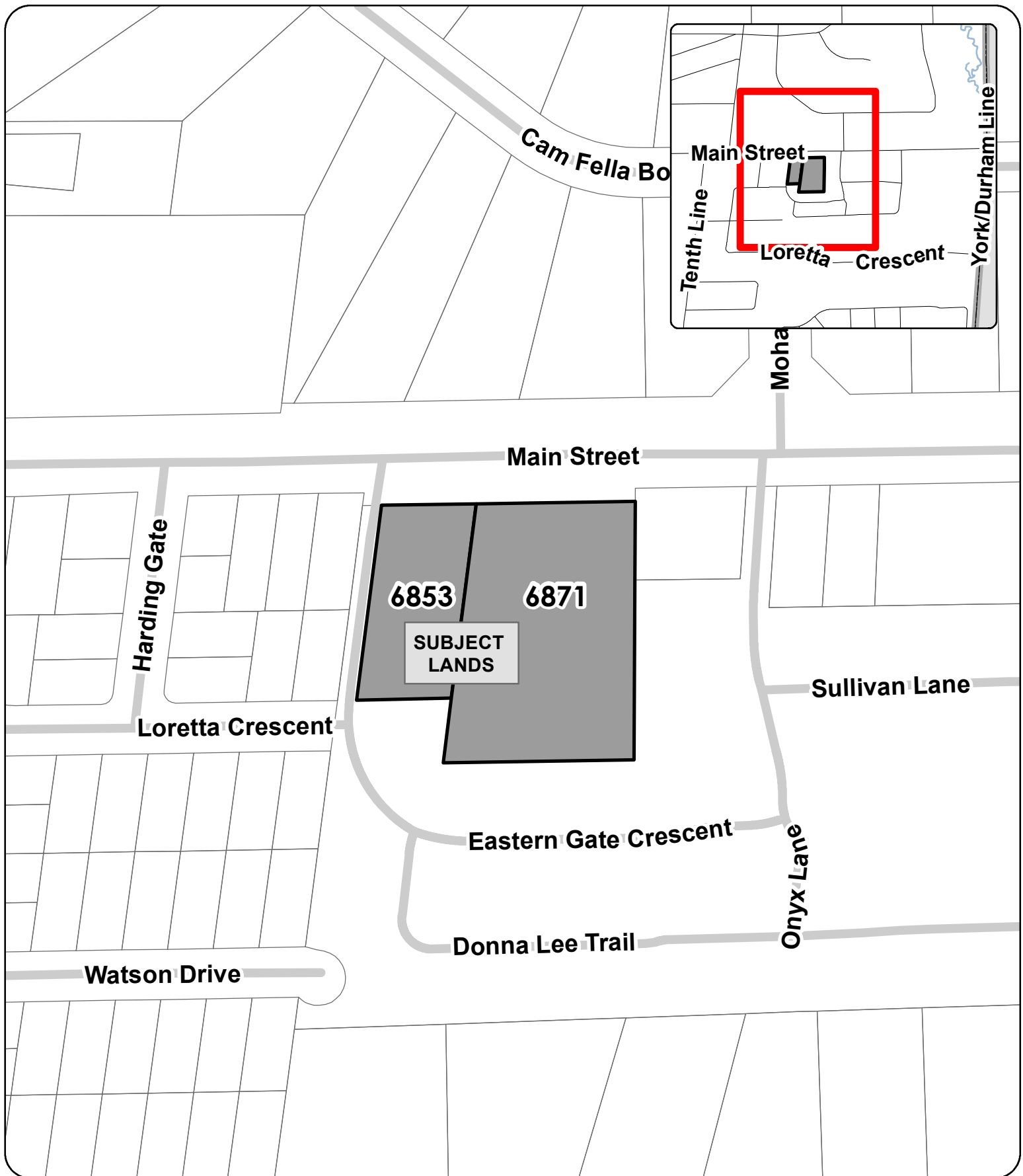
9. Related Reports:

November 28, 2017 – DS-046-17 – Public Meeting Report: Applications for Draft Plan of Subdivision and Re-Zoning - Part Lot 35, Concession 10 – 6853 Main Street (File Numbers: 19T(W)-17.004 and ZBA17.011) (D12)

Author: Jeremy Humphrey, Planner I

Department Head: Haiqing Xu, Director of Development Services

For further information on this report, please contact: Jeremy Humphrey, Planner I at 905-640-1910 or 1-855-642-8697 ext. 2284 or via email at jeremy.humphrey@townofws.caa



Town of Whitchurch-Stouffville

6853 & 6871 Main Street
 Pt Lot 35, Con 10 (M)
 File No. 19T(W)17.004 & ZBA17.011



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DRAFT PLAN OF SUBDIVISION

Part of Lot 35, Concession 10
Town Whitchurch - Stouffville
Geographic Township of Markham
Regional Municipality of York

Prepared for:

Stouffville Main Street Holdings Inc.
56 Esplanade, Suite 205
Toronto Ontario M5E 1A7

Eastern Gate Village Inc.

38 Eastern Gate Crescent
Stouffville Ontario L4A 1K3

KEY PLAN

□ Subject Lands



SCHEDULE OF LAND USE

LOT/BLOCK	LAND USE	AREA ha
1	Development Block	1.020
2	Condominium Road	0.059
TOTAL		1.079

OWNER'S AUTHORIZATION

I hereby authorize Metro Cerve Properties Ltd. to prepare and submit this Draft Plan of Subdivision to the Town of Whitchurch-Stouffville.

Stouffville Main Street Holdings Inc. _____ Date _____

Eastern Gate Village Inc. _____ Date _____

ADDITIONAL INFORMATION

AS REQUIRED UNDER SECTION 5(17) OF THE PLANNING ACT, CHAPTER P.13(R.S.O. 1990).

- (a) (e) (f) (g) (i) - As shown on the Draft Plan.
- (b) (c) - As shown on the Draft and Key Plan.
- (d) - Land to be used in accordance with the Schedule of Land Use.
- (h) - The owner hereby certifies that the land is vacant and clear.
- (i) (j) - Full municipal services to be provided.

SURVEYOR'S CERTIFICATE

I hereby certify that the boundaries of the lands to be subdivided as shown on this Plan and their relationship to the adjacent lands are accurately and correctly shown.


Date: July 18, 2017

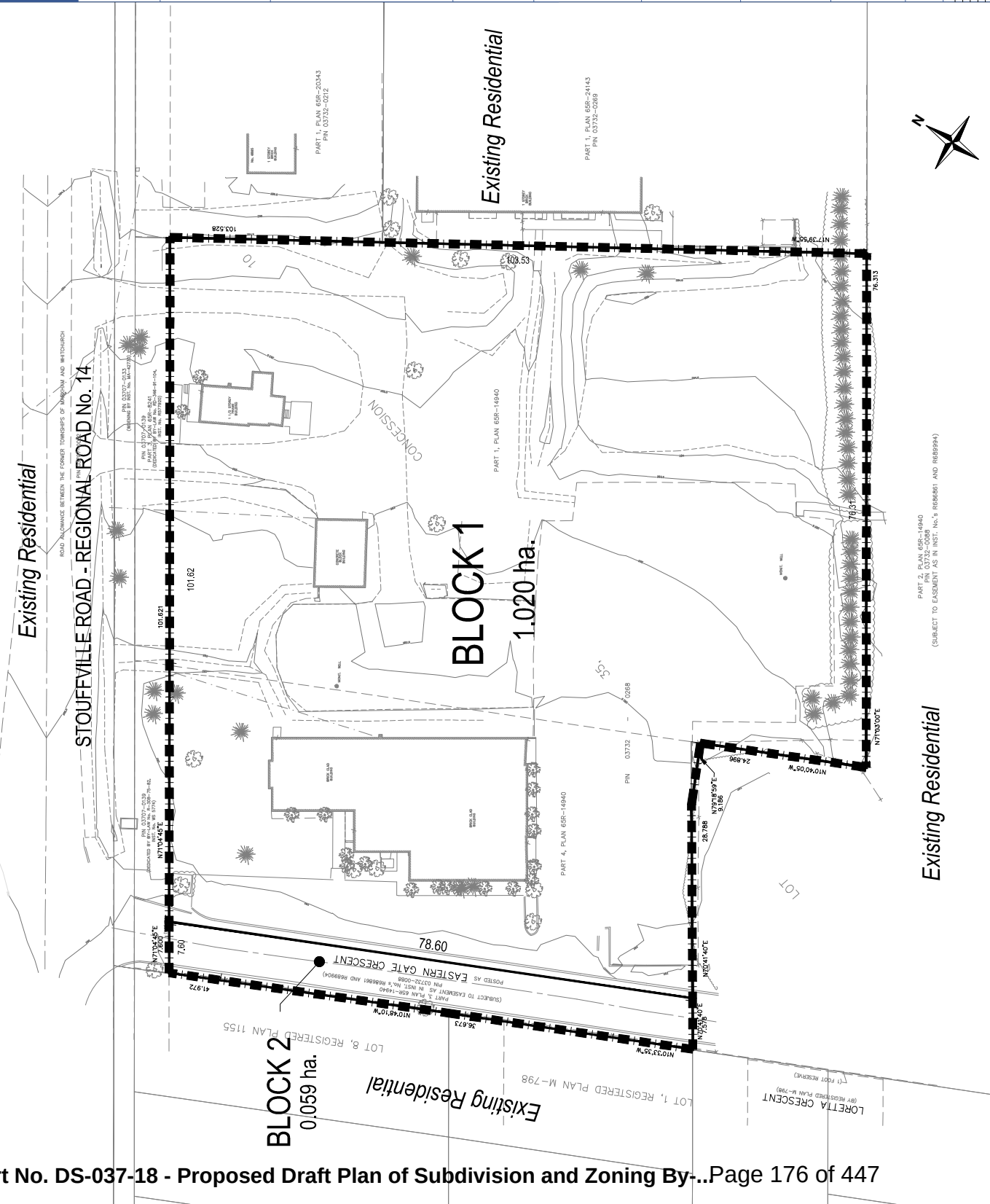
Don Davidson, O.L.S.
Surrey, Ontario

Prepared by:

MALCOLM GIBSON INC.
140 Renfrew Drive, Suite 201
Markham, Ontario, L3R 8B3
Tel: (905) 513-0770
www.mgi.ca

Scale: _____
Date: July 18, 2017
Project No.: 16-2502

Date _____
Revision _____
By _____



[illegible]

RN DESIGN LTD.
8395 JANE STREET, SUITE 203
VAUGHAN, ONTARIO, L4K 5Y2
T 905-738-3177 / F 905-738-40



STOUFFVILLE MAIN STREET HOLDINGS INC.

PROJECT NO. 24
6853 MAIN STREET
STOUFFVILLE

SITE PLAN

DATE	MAY 15 2018	SCALE	1:250
MA	BRANBY	CHECKED BY	MA
PROJECT NUMBER	14657	DRAWING NUMBER	SP-100

SCHEDULE OF CONDITIONS 19T(W)-17.004
Stouffville Main Street Holdings Inc.
Part of Lot 35, Concession 10
6853 and 6871 Main Street
Community of Stouffville
Town of Whitchurch-Stouffville

1.0 General

- 1.1** Approval of the plan shall relate to a Draft Plan of Subdivision 19T(W)-17.004, prepared by Malone Given Parsons Ltd., Job No. 16-2502, dated July 18, 2017.
- 1.2** This Draft Approval shall lapse on **June 19th, 2021** unless extended by the Town upon application by the Owner in accordance with the Planning Act.
- 1.3** The Owner shall enter into a Subdivision Agreement and/or other Town Agreements with the Town to satisfy all conditions, financial or otherwise of the Town, with regard to such matters as the Town may consider necessary.
- 1.4** The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to provide written notice of all development charges related to the Plan of Subdivision including payments made and any amounts owing, to all first purchasers of lands within the first phase of the Draft Plan at the time the lands are transferred to the first purchasers.
- 1.5** The Owner shall pay any and all outstanding application fees to the Town in accordance with the current Fees and Charges By-law as may be amended from time-to-time.
- 1.6** The Owner shall satisfy the Town with respect to any and all financial obligations for external municipal works that are necessary to facilitate the development of the draft plan lands prior to the execution of a servicing agreement or a Subdivision Agreement or other agreement for municipal works that are not included in the Town's Development Charges Background Study.
- 1.7** The Owner acknowledges and agrees that the Draft Plan of Subdivision and associated conditions of Draft Approval may require revisions, to the satisfaction of the Town, to implement or integrate any recommendations resulting from studies or submissions required as a condition of Draft Approval.
- 1.8** The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the site is required to have 1 distinct roadway access for the public and residences, and 1 watermain connection for each phase of construction to the satisfaction of the Town prior to the commencement of construction of any dwelling. Said water supply connections are to be completed to watermains that are fully operational.
- 1.9** The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements not to commence the stripping of topsoil or rough grading on the site, in the absence of an approved Subdivision Agreement or other agreement or approval with the Town.
- 1.10** The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that all lots or blocks to be left vacant for longer than a specified period of time shall be graded, seeded, and maintained to the satisfaction of the Town.

SCHEDULE OF CONDITIONS 19T(W)-17.004

Stouffville Main Street Holdings Inc.

Part of Lot 35, Concession 10

6853 and 6871 Main Street

Community of Stouffville

Town of Whitchurch-Stouffville

- 1.11** The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to prepare a Neighbourhood Information Plan for review and approval by the Town prior to being displayed in the sales office for the benefit of Prospective purchasers. The Neighbourhood Information Map shall include but not be limited to the following:
- a) The subject lands and the surrounding land uses, arterial roads, transit stops, internal roads, sidewalks, walkways, above ground utilities, community mailboxes, waste collection, street lighting, street furniture, fencing and noise attenuation features, and play area.
- 1.12** The content of the Neighbourhood Information Plan will be subject to direction by the Town and it will also be subject to revisions as determined by the Town as the detailed design and approval of the services and features of the plan are obtained. The Owner shall agree to implement, and post revisions of the Neighbourhood Information Plan as directed by the Town. All display plans shall be reviewed and approved by Town staff prior to their display in the sales office.
- 1.13** The Owner shall enter into a Site Plan Agreement, to satisfy all conditions, financial or otherwise of the Town with respect to the development of the common element condominium. The Agreement deals with matters including, but not limited to the following:
- a) Engineering matters such as municipal services; road widening; construction and reconstruction; signals; grading; fencing; noise mitigation, and warning clauses; financial issues, such as cash contributions, levies (development charges); land dedications or reserves; securities, or letters of credit; planning matters such as residential reserve blocks, buffer blocks, site plan and landscape plan approvals, and conservation heritage matters.
- 1.14** The Owner agrees that firebreak lots within the Draft Plan of Subdivision shall be designated in the Subdivision Agreement, to the satisfaction of the Fire Chief. The Owner shall provide a Letter of Credit in the Subdivision Agreement in an amount to be determined by the Town at the Subdivision Agreement stage to ensure compliance with this condition.
- 1.15** The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to submit a Phase One Environmental Site Assessment completed in full accordance with O. Reg. 153/04, as amended, for the purpose of filing a Record of Site Condition for all the Lands within the subdivision indicating that no further environmental assessment is required in order to file a Record of Site Condition for the applicable land use (If the land use is unknown, Table 2 Residential/Parkland/Institutional Property Use shall be used). Once completed, the Owner also agrees and covenants in the Subdivision Agreement provide a Letter of Acknowledgement of the filing and approval of a Record of Site Condition from the Ministry of Environment and Climate Change to the Town for the land parcel for the applicable land use prior to registration of the plan.

SCHEDULE OF CONDITIONS 19T(W)-17.004

Stouffville Main Street Holdings Inc.

Part of Lot 35, Concession 10

6853 and 6871 Main Street

Community of Stouffville

Town of Whitchurch-Stouffville

1.16 The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to apply civic numbers and signs to lots/blocks to the satisfaction of the Town's Chief Building Official and Fire Chief prior to registration of the plan and as per the Town's Building Numbering By-Law following registration of the plan and erection of the buildings.

1.17 The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to indemnify and save harmless the municipality with respect to all claims including costs relating to drainage and/or erosion issues that may be as a direct result from construction activities associated with the development of its lands. The Owner further agrees and covenants that all liability is the responsibility of the Owner.

2.0 Water

2.1 The Owner agrees to provide the Town 72 hours notice prior to connecting to the Town watermains and shall only connect to the watermains in the presence of the Town's Public Works inspector(s).

3.0 Noise

3.1 The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to implement the recommendations of the Environmental Noise Assessment, prepared by Valcoustics Canada Ltd, dated July 12, 2017, which addresses noise attenuation measures within the Plan and include the necessary warning clauses in the Offers of Purchase and Sale for those lots affected. The warning clauses pertain to noise levels from traffic, construction and surrounding building activities.

4.0 Urban Design

4.1 The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to incorporate the requirements and criteria of the Town approved Urban Design Brief for this development prepared by RN Design, dated July 2017 into all site plan and building permit applications within the Draft Plan, and where relevant, municipal works and landscaping.

5.0 Utilities

5.1 The Owner shall prepare an overall composite utility plan to the satisfaction of the Town and all affected authorities/service providers, prior to the execution of the Subdivision Agreement and/or other Town Agreements.

5.2 The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that hydro electric, telephone, high speed broadband width telecommunication services, gas and television cable services, fiber optic conduit and/or cable shall be constructed at no cost to the Town, as underground facilities within the public highway allowances or within other appropriate easements, as approved on the Composite Utility Plan, to the satisfaction of the Town and affected authorities/service providers.

SCHEDULE OF CONDITIONS 19T(W)-17.004
Stouffville Main Street Holdings Inc.
Part of Lot 35, Concession 10
6853 and 6871 Main Street
Community of Stouffville
Town of Whitchurch-Stouffville

- 5.3** The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to enter into any Agreement(s) required by any applicable utility companies to undertake the installation of utilities consistent with the approved Composite Utility Plan.
- 5.4** The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements with respect to the provision of natural gas distribution to:
- a) Make satisfactory arrangements with the appropriate service authority to install all of the natural gas distribution system within the proposed public highway allowance;
 - b) Grade all streets to final elevation prior to the installation of the gas lines; and,
 - c) Provide the necessary field survey information required for the installation of the gas distribution system, all to the satisfaction of the Town and the service provider.
 - d) Provide the necessary field survey information required for the installation of the gas distribution system, all to the satisfaction of the Town and the service provider.
- 5.5** All switchgear distribution infrastructure shall not be located on Municipally owned Lands including but not limited to right of ways.

6.0 Clearances

- 6.1** Prior to release for registration of the Draft Plan, the Owner shall provide to the Town a summary indicating how each Draft Plan Condition was satisfied with the registration Plans package to the Town for review and concurrence.

7.0 Regional Municipality of York

- 7.1** The road allowances included within the draft plan of subdivision shall be named to the satisfaction of the Town of Whitchurch-Stouffville and York Region.
- 7.2** York Region shall confirm that adequate water supply and sewage capacity are available and have been allocated by the Town of Whitchurch-Stouffville for the development proposed within this draft plan of subdivision or any phase thereof.
- 7.3** Prior to final approval, an electronic copy of the engineering drawing(s) showing the layout of the watermains and sewers shall be submitted to the Community Planning and Development Services branch and the Infrastructure Asset Management branch for record.
- 7.4** Prior to final approval, the Owner shall provide a copy of the subdivision agreement to the Community Planning and Development Services Division, outlining all requirements of the Community Planning and Development Services Division.

SCHEDULE OF CONDITIONS 19T(W)-17.004

Stouffville Main Street Holdings Inc.

Part of Lot 35, Concession 10

6853 and 6871 Main Street

Community of Stouffville

Town of Whitchurch-Stouffville

- 7.5** The Owner shall enter into an agreement with York Region, agreeing to satisfy all conditions, financial and otherwise, of the Regional Corporation; Regional Development Charges are payable in accordance with Regional Development Charges By-law in effect at the time that Regional development charges, or any part thereof, are payable.
- 7.6** The Regional Corporate Services Department shall advise that Conditions 7.1 to 7.5 inclusive, have been satisfied.

Town of Whitchurch-Stouffville Council Report**Item 12**

Subject: Removal of the Holding Symbol (H-39) at 15381, 15437, 15457 & 15473 Highway 48, Part of Lots 21 & 22, Concession 8, Community of Ballantrae, File Nos. 19T(W)-16.001, OPA16.002, ZBA16.002 and CDM16.001. (D07, D09, D12 & D14)

Staff Report No. DS-038-18

Department: Development Services

Date: June 19, 2018

Recommendation:

- 1) That Council enact By-law No. 2018-101-ZO, being a By-law to amend Comprehensive Zoning By-law 2010-001-ZO by removing the Holding Symbol (h-39) from 15381, 15437, 15457 & 15473 Highway 48 (Part of Lots 21 & 22, Concession 8, Community of Ballantrae)

1. Purpose:

This Report has been prepared to remove the Holding Symbol (h-39) from the subject lands as shown on Attachment No. 1.

2. Executive Summary:

An application was submitted by Ballymore Development (Ballantrae) Corp. to remove the Holding Symbol (h-39) on the subject lands. The conditions which are required to be satisfied for the Removal of the Holding Symbol (h-39) have been satisfied.

Staff recommend that By-law No. 2018-101-ZO be enacted. The subject By-law would facilitate the issuance of building permits for 94 units, including 76 single detached dwellings and 18 street townhouse units within the Community of Ballantrae, Part of Lots 21 & 22, Concession 8.

3. Background:

3.1 Location and Property Overview

The lands are municipally described as 15381, 15437, 15457 and 15473 Highway 48 (subject property). The subject land is located in the northeast quadrant of the Community of Ballantrae, within Part of Lots 21 & 22, Concession 8. Generally, the lands can be described as being situated east side of Highway 48, north of Aurora Road.

Attachment No. 1 to this Report shows the location of the subject property.

3.2 By-law No. 2018-028-ZO

The Zoning By-law approved by Council placed the subject lands in the Residential Village zone, with exceptions zones and the corresponding regulations for single detached dwelling and street townhouse units which comprise the subject lands, in addition to placing the holding symbol (h-39) on the development.

The holding symbol placed two conditions on the approval on the zoning, as noted and discussed below.

4. Analysis & Options:

4.1 Development Considerations

Lifting of the Holding Symbol (h-39) will facilitate the issuance of building permits for a total of 94 new units, including 76 single detached dwellings and 18 street townhouse units.

4.2 Conditions for the Release of the Holding Symbol (h-39)

The Conditions to be satisfied prior to the removal of the (h-39) Holding Symbol for the lands are as follows:

h-39 Zone RV(6)(h-39)/RV(7)(h-39)

Conditions for removal of the Holding Symbol (h-39)

- i. The Council of the Town of Whitchurch-Stouffville has allocated, within the limit of the Regional capacity assignment, adequate available water servicing capacities to the subject development; and,
- ii. The capacity evaluation of the Ballantrae Golf & Country Club Wastewater Treatment Plant is completed by a third-party Consultant (registered professional engineer) demonstrating, to the satisfaction of the Region, that the Plant can service additional residential units

proposed in the subject development and complies with the applicable environmental approvals.

4.2.1 Provision of adequate servicing capacities

Town Council allocated adequate water to the subject lands at the time of its Draft Approval (March 6, 2018), as is set out on the March 6, 2018 Council Meeting Minutes. Noted below is the resolution passed by council:

That Council allocate the equivalent of 300 persons of water capacity for 94 units (76 single detached dwellings and 18 street townhouse dwellings) from the Town's Ballantrae reserve.

The condition for removal of the Holding Symbol as stated above, as it relates to adequate servicing capacities has been satisfied.

4.2.2 Satisfactory completion of the Ballantrae Golf & Country Club Wastewater Treatment Plant capacity evaluation

On May 25, 2018 Regional Staff advised that they were satisfied with the capacity evaluation demonstrating that the Plant can service additional residential units proposed in the subject lands and complies with the applicable environmental approvals.

The condition for removal of the Holding Symbol as stated above, as it relates to capacity evaluation of the Ballantrae Golf & Country Club Wastewater Treatment Plant, subject to the satisfaction of the Region has been satisfied.

5. Financial Implications:

There are no financial implications attributed to the Operating or Capital Budgets arising from the consideration of the Report or the passage of By-law 2018-101-ZO.

6. Attachments:

1. Location Map

7. Related Reports:

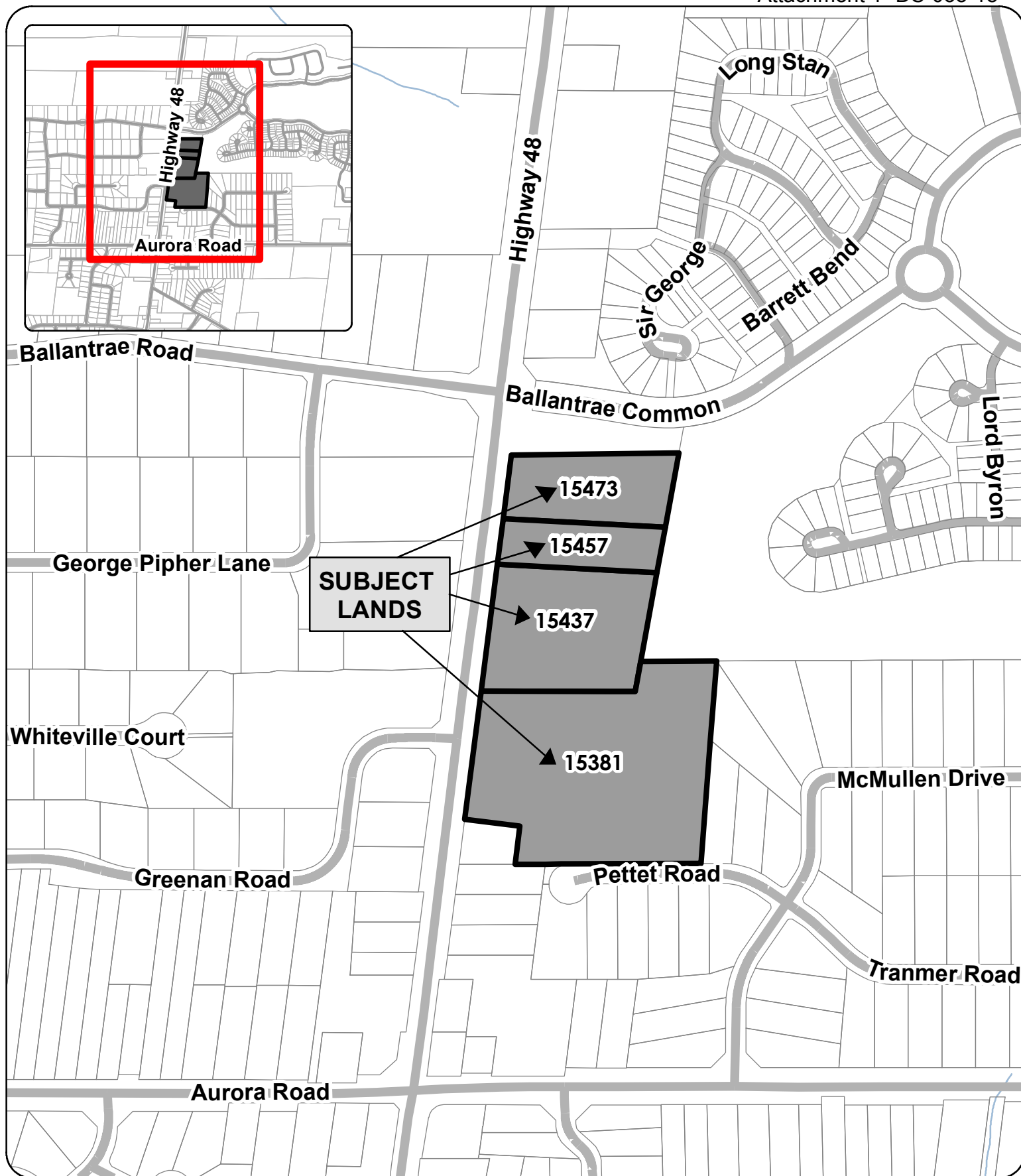
March 6, 2018 - Council Report, DS-006-18, Proposed Draft Plan of Subdivision, Official Plan Amendment and Zoning By-Law Amendment – Ballymore Developments (Ballantrae) Corp. Part of Lots 21 & 22, Concession 8, Community of Ballantrae, File Nos. 19T(W)-16.001, OPA16.002, ZBA16.002 AND CDM16.001. (D07, D09, D12 & D14)

April 19, 2016 - Proposed Plan of Subdivision, Official Plan and Zoning By-law Amendments & Exemption from Draft Plan of Condominium

Author: Hena Kabir, RPP, MCIP, Manager Development Services

Department Head: Haiqing Xu, RPP, MCIP, Director Development Services

For further information on this report, please contact: Hena Kabir, Manager Development Services at 905-640-1910 or 1-855-642-8697 ext. 2320 or via email at hena.kabir@townofws.ca



Town of Whitchurch-Stouffville

Applications for Subdivision, Official Plan Amendment, Zoning By-law Amendment and Exemption from Draft Plan of Condominium

15381, 15437, 15457 & 15473 Highway 48
Part of Lots 21 & 22, Concession 8

Community of Ballantrae

File Nos. 19T(2)-16.001, OPA16.002, ZBA16.002 & CDM16.001

Report No. DS-038-18 Removal of the Holding Symbol (H-39) at 15381, 15437, Page 187 of 447

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Subject: Proposed Plan of Subdivision and Zoning By-Law Amendment – Fieldgate Developments/Malone Given Parsons, Part of Lot 32, Concession 10, 11731 Tenth Line, Community of Stouffville, File No. 19T(W)17.001 & ZBA17.001 (D14& D12)

Staff Report No. DS-039-18

Department: Development Services

Date: June 19, 2018

Recommendation:

- 1) That Council direct staff to issue a Notice of Decision to approve Subdivision File No. 19T(W)17.001, subject to the conditions as set out in Attachment 3 to this report, in accordance with Section 51(31) of the *Planning Act*; and
- 2) That Council enact By-Law No. 2018-108-ZO, being a By-Law to implement the development of Subdivision File No. 19T(W)- 17.001; and
- 3) That Council confirms that notwithstanding that the proposed Zoning By-Law Amendment is different from that proposed at the June 20, 2017 Statutory Public Meeting, the revisions are minor in nature and that no further Statutory Public Meeting is required; and
- 4) That Council enact By-Law No. 2018-100-RD, being a By-Law to name the public streets within File No. 19T(W)17.001; and
- 5) That Council allocate the equivalent of 1393 persons of water and sanitary sewer capacity for 506 dwelling units [317 single detached dwellings and 14 live/work townhouse units, 24 through townhouses, 151 residential townhouses] from the Town's 2017 Greenfield reserve.

1. Purpose:

An application has been submitted by Fieldgate Developments to obtain Draft Plan of Subdivision approval to develop 506 dwelling units on the subject property. The purpose of the application for zoning by-Law amendment is to implement the proposed Draft Plan of Subdivision.

This report will:

- Provide an overview of the subject property and its location in relation to existing development and other adjacent land uses **(Sections 3.1 and 3.2)**;
- Provide an overview of the proposed Draft Plan of Subdivision and Zoning By-Law Amendment **(Section 3.3)**;
- Identify the relevant Provincial, Regional and Town Official Plan policies that apply to the subject property **(Section 4.0)**, with a more detailed assessment contained in Attachment 4;
- Review the comments and recommended conditions of Draft Plan of Subdivision approval that have been identified by the agencies and Town departments **(Section 5.0)**; and,
- Review the key issues initially identified in the June 20, 2017 public meeting report and how they have been addressed **(Section 6.0)**.

This report concludes that the granting of Draft Plan Approval subject to conditions (Attachment 3) and the passage of a Zoning By-Law amendment in accordance with the recommendations made in this report represent good planning.

2. Executive Summary:

Applications for Draft Plan of Subdivision approval and Zoning By-Law Amendment have been submitted to the Town for the development of the subject property. These applications apply to the lands known as Fieldgate Developments, also municipally known as 11731 Tenth Line.

The applications have been reviewed against Provincial, Regional and Town policies and conform to those policies. The granting of Draft Approval and the enactment of the implementing Zoning By-Law amendment will allow the applicant to complete the detailed work required and enter into a Subdivision Agreement with the Town.

On June 20, 2017, a Public Meeting under the Planning Act was held for a proposed Draft Plan of Subdivision and Zoning By-Law Amendment. At the time, it was proposed that a stormwater management pond be located off-site within the Town of Pickering. However, the applicant was not able to provide a specific location for the pond at the time and staff were unable to determine whether a new stormwater management facility would be feasible.

In May 2018, the applicant submitted a revised draft plan of subdivision that includes a stormwater management pond on the subject property. The revised draft plan along with supporting documents were circulated to staff from the Town, York Region and the Toronto Region Conservation Authority (TRCA).

The revised plan also includes “Other Lands Owned By Applicant” on the eastern portion of the subject property. There are natural features within those lands, which require additional information and further study. The development of those lands will be subject to a separate planning application process in the future.

3. Background:

3.1 Location and Surrounding Land Uses

Lands subject to this application comprise a total of 29.18 hectares (72.1 acres) and are situated within the southeast limit of the Community of Stouffville. The property has a frontage of approximately 400 metres along Tenth Line and along York-Durham Line. The property has a lot depth of approximately 930 metres. The property contains a 2-storey residence that is estimated to have been constructed between 1900 and 1925, in addition to six accessory buildings. The property is currently accessible from Tenth Line.



See Attachment 1 to this report for site location.

Below are the adjacent land uses:

North - Low density, single detached homes with Sunnyridge Park and an elementary school located further to the north. An existing stormwater management pond along Mantle Avenue that was assumed by the Town in July 2016 is located to the northeast.

East - York Durham Town Line, beyond which is the Town of Pickering. Lands to the east are primarily agricultural lands and designated “Countryside Area” in the Oak Ridges Moraine Conservation Plan.

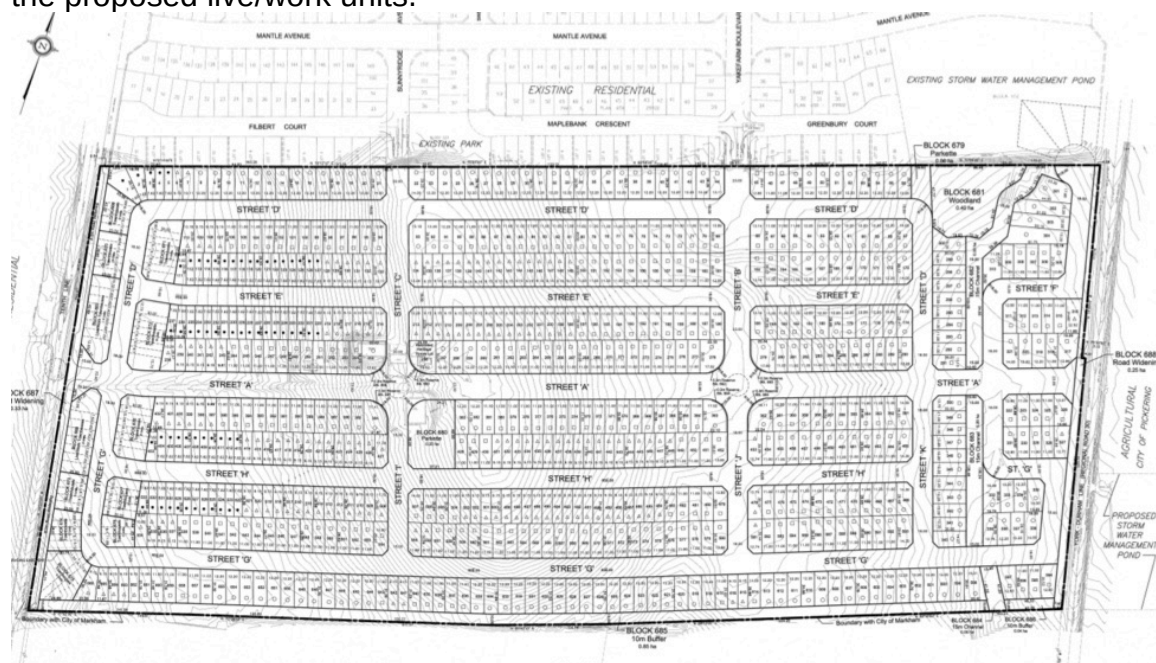
South - City of Markham, beyond which are primarily agricultural lands and designated “Countryside Area” within the Oak Ridges Moraine Conservation Plan.

West - Tenth Line, beyond which are lands subject to applications for a Draft Plan of Subdivision and Zoning Bylaw Amendment to permit a residential development, including a proposed elementary school that has frontage on the Tenth Line.

3.2 Development Overview

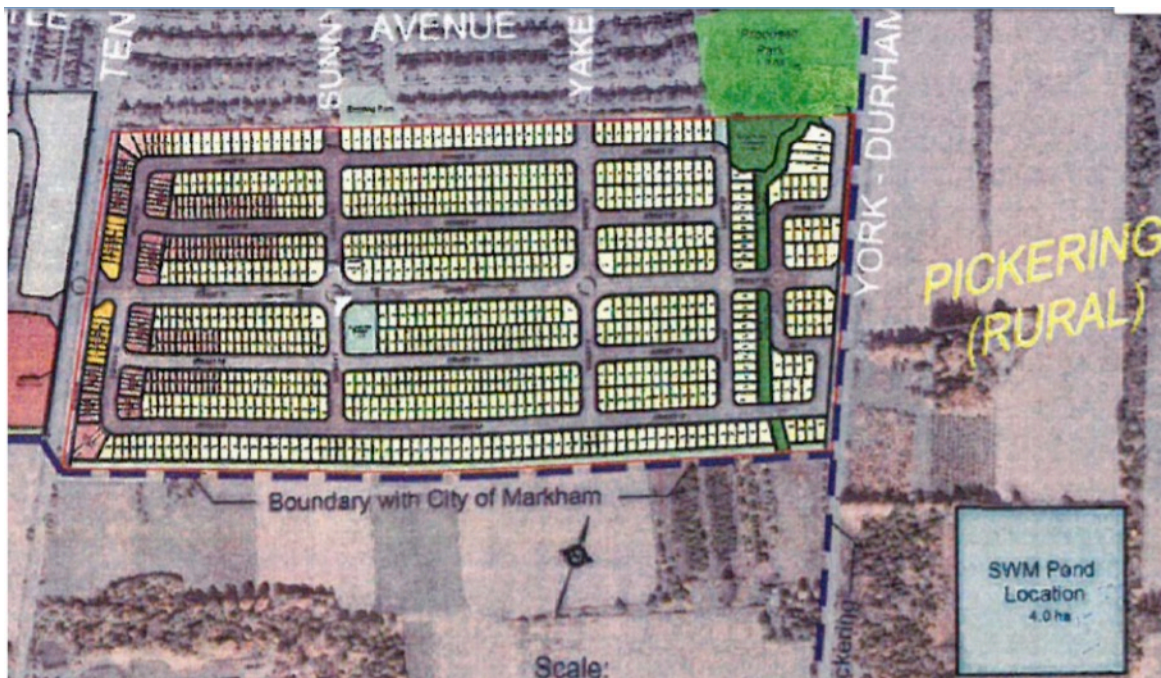
Initial Application Submission:

On June 20, 2017, a Public Meeting was held for the initial Draft Plan of Subdivision application and Zoning By-law Amendment application, as shown below. As part of the original application submission and as presented at the Public Meeting, the applicant proposed 738 dwelling units comprising, 662 single detached dwellings, 16 live/work townhouses, 56 townhouses and 1 heritage house and lay-by parking on Tenth Line for the proposed live/work units.



The initial draft plan also included a Woodland Block on the northeast portion of the subject property and, a 15 metre wide Greenway Channel Block traversing north-south along the easterly portion of the subject property. As part of the initial submission, two Parkette Blocks were proposed, one of which was centrally located within the draft plan. The second Parkette Block was located immediately west of the Woodland Block.

As part of the initial submission, the applicant proposed to purchase the existing stormwater management pond on Mantle Avenue, convey the stormwater flows that flow into that pond and over the subject property through the Greenway Channel Block, to a new pond to be located on the east side of the York-Durham Line in the Town of Pickering. The feasibility of developing a new stormwater management facility that would accommodate the stormwater flows that run into the Mantle Avenue stormwater pond as well as the flows from the subject property was undetermined, given that a precise location of the proposed off-site pond was not established by the applicant. The general location of the off-site pond is shown below:



Further, the pond would have been within lands owned by the Federal Government and within Rouge National Park. While the Town of Pickering did indicate a willingness to consider a pond within its jurisdiction, the approval of infrastructure on the Federally owned lands are subject to Federal requirements.

On September 12, 2017, Council passed a resolution that directed staff 'to prepare a report for Council's consideration at the October 24, 2017 meeting, assessing issues, risk, cost and process to the Town of the conversion of the storm water management facility on Mantle Avenue'. A report was prepared for Council on October 24, 2017 that assessed such a conversion. Staff were directed to prepare a future report for Council's consideration that assessed the following matters:

- a) *The technical feasibility of conveying stormwater currently going to the Mantle Avenue pond through a channel on the McKean Lands and then under the York-Durham Line to a new facility in the City of Pickering;*
- b) *The City of Pickering approval process;*
- c) *How the new pond in Pickering would be conveyed to the Town;*

- d) *What easements for the conveyance of stormwater are required under the York-Durham Line; and,*
- e) *The operating cost analysis of the different stormwater option.*

In addition to Council's request to seek a further assessment of the stormwater pond, letters from the Town of Pickering and Durham Region were submitted to the Town. Durham Region provided a formal response in a letter dated June 1, 2017, which concluded that additional information was required together with the location of the proposed pond. The City of Pickering provided letters to the Town (dated May 17, 2017, November 17, 2017 and March 5, 2018), which outlined general merit in the proposal and that support from Pickering would be conditional upon the applicant entering into an agreement with both municipalities.

Understanding that there were a number of factors involved in establishing an off-site pond and that was also outside the Town's municipal boundary, the applicant decided to address stormwater management within the proposed draft plan of subdivision instead of pursuing the Pickering option.

4. Analysis and Options:

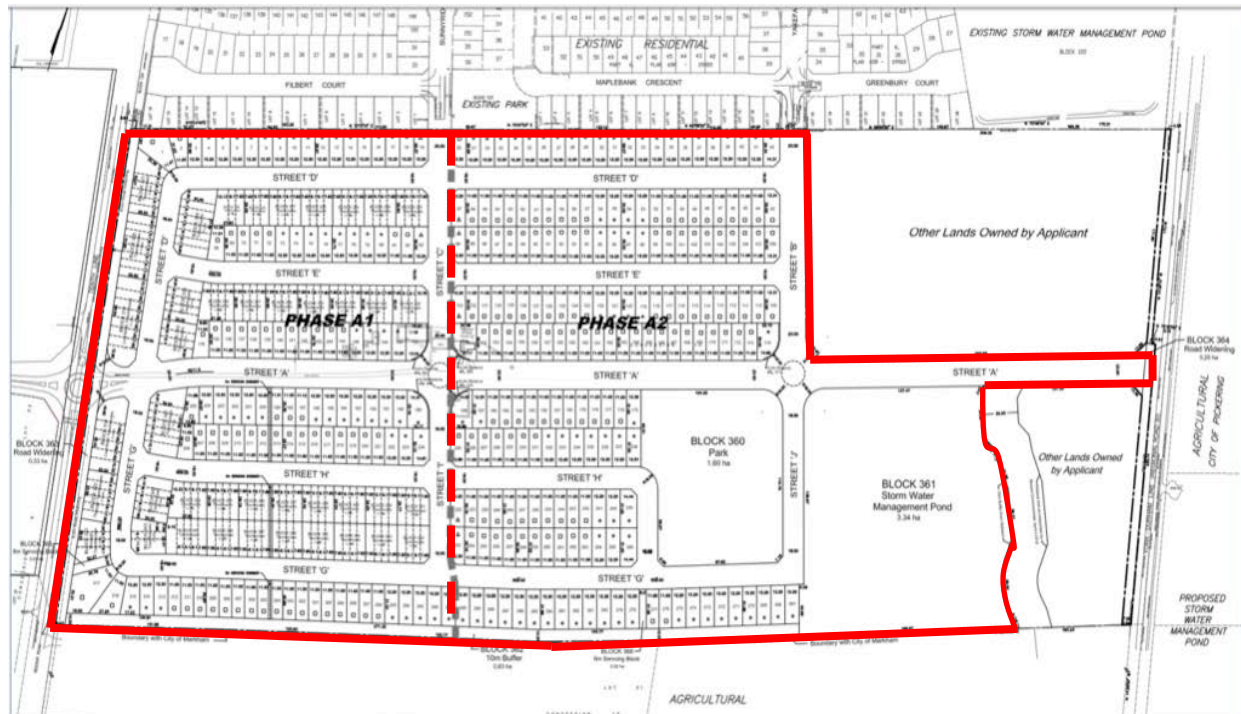
4.1 Re-Submission of Plan of Subdivision:

On May 2, 2018, the applicant submitted a letter and revised draft plan to the Town, requesting a staged approval.

See Attachment 2 to this Report.

The applicant, in concert with staff from the TRCA and the Town has worked together to agree upon a revised draft plan that can proceed at this time and be able to satisfy the Town and TRCA requirements. The revised application was expedited by Town staff, the Town's external consultant and outside agencies given the decision by the applicant to site a stormwater management facility on the subject property.

In this regard, the updated draft plan proposes a stormwater management pond (Block 361) that will accept stormwater flows from the "Phase A2" lands. Any on-site drainage from lands within Phase A1 (westerly portion) of the draft plan will be accommodated within the stormwater management pond on the L&M Gardens plan of subdivision, located west of Tenth Line. In support of the phased development, the applicant prepared addenda to their initial studies to reassess site grading, servicing and stormwater management, all of which have been reviewed by the Town and the agencies.



Lands that are not part of this application are identified on the draft plan as “Other Lands Owned by Applicant”. These lands were part of the initial draft plan of subdivision application, but have been removed in order to further assess the feasibility of development within the context of the existing natural features within those lands. The development of these lands will be subject to a separate development application process in the future.

The draft plan is divided into two phases. The westerly half of the subject property is identified as “Phase A1” lands and will contain live/work townhouses, residential townhouses and single detached lots. The easterly portion of the subject property is identified as “Phase A2” lands, which includes, single detached lots, a Park Block, and a Stormwater Management Block. In addition, Street A will connect east to York-Durham Line and will also connect with Busato Drive in the L&M Gardens Plan to the west.

4.2 Proposed Dwelling Units

The applicant is proposing a total of 317 single detached lots, having lot frontages of between 10.4 and 12.2 metres. There are also 151 residential townhouses proposed having lot frontages of 6.1 metres proposed along the east side of Street D and G. Further, there are a total of 24 proposed through townhouses, having lot frontages of 6.1 metres along Tenth Line. The applicant is also proposing 14 live/work townhouses with lot frontages of 7.62 metres, located along Tenth line. The table below sets out the number of dwelling units by type:

Lot frontage	Type of Dwelling	Number of Units	Percentage of Total Units
12.2 metres	Single-detached	126	25%
11 metres	Single-detached	183	36%
10.4 metres	Single-detached	7	1%
7.62 metres	Live/work Townhouses	14	3%
6.10 metres	Through Townhouses	24	5%
6.10 metres	Residential Townhouses	151	30%
	Heritage House	1	0%
	Total	506	100%

4.3 Proposed Density

The application proposes low and medium residential uses in the form of single detached, townhouse dwellings and live-work units. This mix of units and lot configurations is a logical transition from the existing subdivision lands to the north, with a mix of smaller lots and a continuation of the street pattern from the north. The medium density units and the live/work units located along Tenth Line are in keeping with the Activity Node designation in the Official Plan (discussed later in the report).

With respect to the density of the proposed development, the total area of land to be used in the net density calculation as per the Town's practice includes only the lots and the proposed roads. In this regard, this totals 24.24 hectares, which excludes the Park Block (1.6 hectares) and Stormwater Management Block (3.34 hectares). With 506 dwelling units proposed, the net residential density is calculated to be 20.87 units per net hectare.

4.4 Proposed Parkland

The revised draft plan identifies one Park Block (Block 360), comprising a total area of 1.6 hectares. The size of the Park Block is larger than what is required under the Parkland Dedication provisions of the Planning Act for the lands under application. Parkland is calculated on 5% of the developable land of the subdivision. In this case, the overall area of the plan comprises 29.16 hectares. The parkland calculation for this plan results in a total area of 1.45 hectares. In this regard, the size of the Park Block is satisfactory.

Guidance on the location and nature of the Park Block has been taken from the Town's Council approved Trails System and Parks Concept Plan. The proposed park will be centrally located within the neighbourhood and will be highly accessible, as each side of the park will have frontage along local streets (Street A, H, G, and J). The park will include a sports fields (as required), a playground area, gazebo structure, tree plantings, lighting, and site furnishings (i.e. benches, trash receptacles, recycling bins, bicycle racks, ornamental fencing and, bollards).

4.5 Proposed Active Transportation

The proposal will include active transportation in the form of sidewalks, a multi-use path and, bike routes, all of which will connect the proposed development with adjacent neighbourhoods and to transit.

The draft plan will connect to the adjacent community to the north via a sidewalk and bike path connection from Sunnyridge Avenue and Yakefarm Boulevard. The existing multi-use path (sidewalk with separated bike path) that runs along the east side of Tenth Line will be extended south to the southerly limit of the subject property. At this time, the multi-use path on Tenth Line ends at Mantle Avenue. Bike paths within the draft plan will connect into the Town's larger cycling network. Separate bike lanes are also identified within the Town's Trail's System and Parks Concept Plan, along York-Durham Line. The proposal's network is generally in keeping with the Town's Trail's System and Parks Concept Plan.

4.6 Proposed Roads

The draft plan proposes connections to the existing residential community to the north and access to Tenth Line and the York Durham Line. A central east/west collector road, identified as Street A (which will be an extension of Busato Drive on the L&M Gardens draft plan), is planned to connect between Tenth Line and York Durham Line. The proposed right-of-way width for Street A is 23 metres. The access to York-Durham Line is proposed as a stop-controlled intersection. All other roads are considered to be local roads and will have a new width of 18 metres. These right of way widths are in accordance with the Town's standards.

There are two roundabouts proposed on the draft plan and these are proposed at the intersections of Sunnyridge Avenue and Yakefarm Boulevard with Street A. The access to Tenth Line will also be in the form of a roundabout. Roundabout intersections are being recognized by the Town of Whitchurch-Stouffville as a potential traffic control alternative to some traffic signals as well as a means of traffic calming. Therefore, roundabouts are in line with the Town's vision.

4.7 Proposed Road Widening

The draft plan provides an 8.0 metre road widening along the Tenth Line to meet the Town's right-of-way requirement of 27 metres. Along York-Durham Line (Reginal Road 30), the plan provides a road widening width of 7.9 metres, in accordance with York Region requirements.

Lay-by parking will be provided on Tenth Line for the proposed Live-Work units, which is planned to fit within the 8.0 metre widening.

Prior to final approval, the applicant will be required to confirm whether additional widenings are required along York-Durham Line with York Region.

4.8 Stormwater Management

A Stormwater Management Pond (Block 361) is proposed in the southeasterly portion of the draft plan. Drainage from “Phase A2” lands will be accommodated within Block 361. Drainage from the “Phase A1” lands will be accommodated to the stormwater management pond located on the L&M Gardens draft plan to the west. In addition, a 10-metre wide Buffer/Servicing Block (Block 362) that runs east-west on the southerly limit of the draft plan will accommodate stormwater drainage and other Low Impact Development measures. There are also two smaller Servicing Blocks on the draft plan. Servicing Block 365 will connect to Tenth Line from Street G and will accommodate a sanitary sewer main. Servicing Block 366 is located between residential Lots 277 and 278, south of the stormwater management pond and will accommodate stormwater drainage from the subject lands.

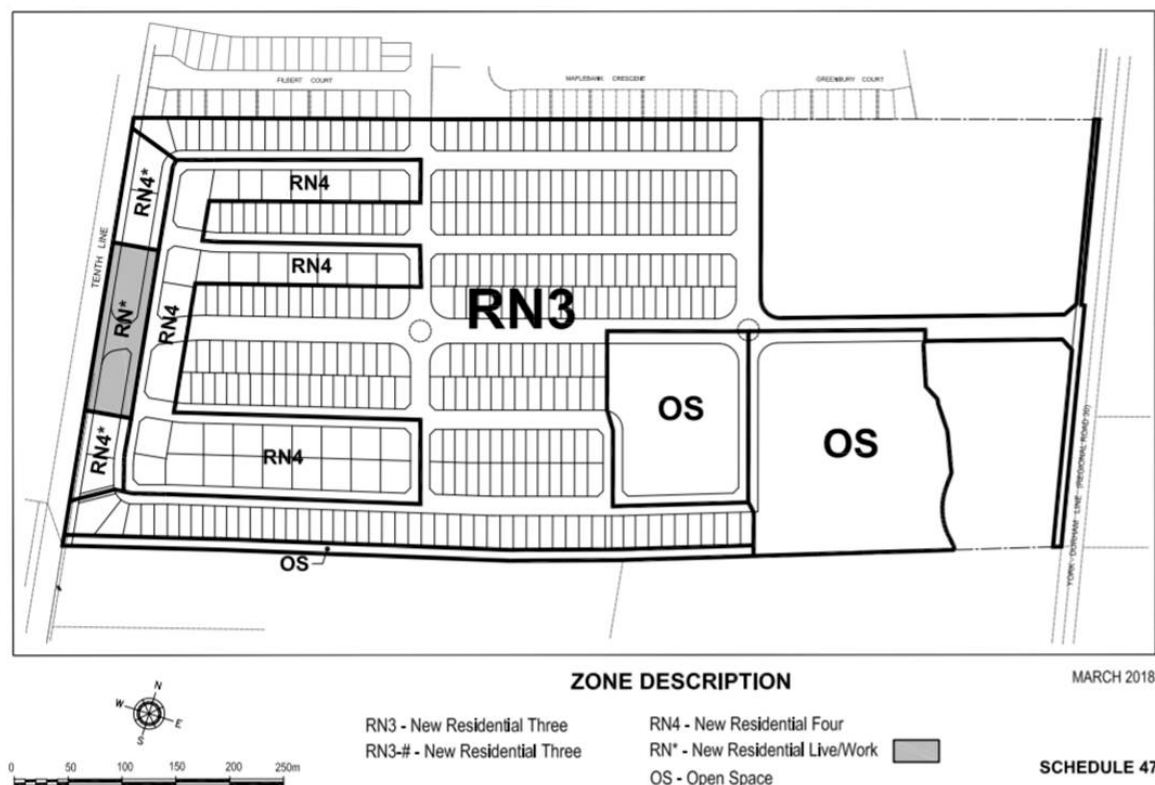
4.9 Cultural Heritage

Near the centre of the subject property is a 2-storey red brick residence that is estimated to have been constructed between 1900 and 1925. Six accessory structures of varying age are located to the east of the residence, including a large wooden barn with a field stone foundation. Additional structures include split rail fencing, a windmill and an associated pump house. Access to these structures and the residence is provided from Tenth Line.

The property is included on the Whitchurch-Stouffville Built Heritage Inventory and has been evaluated to have “potential for conservation”, which includes all buildings constructed in 1925 or earlier. In this regard, the applicant proposes to maintain and relocate the farmhouse structure within Lot 151, located at the northeast corner of Street A and Sunnyridge Avenue, just east of its existing location. The other accessory structures will be demolished.

4.10 Proposed Zoning

The applicant has prepared a zoning by-law amendment document in support of the draft plan, which includes residential uses (as outlined below). The applicant's suggestions have been reviewed in detail by Town staff. The map on the next page shows the location of the proposed zones. In this regard, the residential uses will be placed in four site-specific residential zones, which are discussed below. Both the Stormwater Management Pond (Block 361) and Park Block (Block 360) will be zoned as Open Space (OS), which is appropriate for these two features.



Residential New Three (RN3) Zone

Permitted use within this zone includes single detached dwellings, semi-detached dwellings, bed and breakfast establishments, group homes, home occupations, private home daycare and parks. The applicant proposes the following exceptions to the current zoning provisions be applied, which are considered appropriate:

1. Maximum Building Height 11 metres, whereas 10 metres is permitted; and
2. Minimum Rear Yard Setback of 6 metres, whereas 7 metres is permitted.

Residential New Four (RN4) Zone

Permitted use within this zone include Semi-Detached, Duplex, Street Townhouses, Townhouses, Back-to-Back Townhouses, and Stacked Townhouse Dwellings. The applicant is proposing to limit uses on the blocks not adjacent to the Tenth Line to Street Townhouse Dwellings as well as apply the following exceptions, which are also considered to be appropriate:

1. Maximum Building Height 13 metres (3 storeys), whereas 10 metres is permitted; and
2. Minimum rear yard setback of 6 metres, whereas 7 metres is permitted.

Residential New Four (RN4*) Zone - fronting on Tenth Line

The applicant is proposing to limit uses on some of the Townhouse Blocks adjacent to the Tenth Line to Street Townhouse Dwellings as well as apply the following exceptions:

1. Maximum Building Height 13 metres (3 storeys), whereas 10 metres is permitted; and
2. Minimum Rear Yard Setback of 4 metres, whereas 7 metres is permitted.

The minimum rear yard setback of 4 metres is required to reflect an amenity area (deck) located on the second storey of the proposed Townhouse Blocks, which staff finds to be appropriate. The minimum rear yard setback on the ground floor will be 6 metres.

Residential New* (RN*) Zone - fronting on Tenth Line

The Applicant is proposing a new residential live/work zone to permit the “live/work townhouses” fronting along Tenth Line. Section 9 of the Town’s zoning by-law defines Connected Live/Work Use as: *“a dwelling unit where the ground floor is used exclusively for commercial purposes and where the commercial and residential components are accessed by a common internal staircase or corridor.”*

The applicant is proposing that a Home Occupation use be included as a permission in the new “live/work” zone. Section 9 of the Town’s zoning by-law defines Home Occupation as: *“an occupation or business carried out by an occupant within a single detached dwelling unit as an accessory use, relating to the provision of personal services or professional services, or the production of custom or artisanal products. Home occupations do not include kennels, animal services, automotive sales and service uses, motor vehicle body repair shops, paint shops, medical offices, restaurants, food preparation services, taxi services, bed and breakfast establishments or distribution centres.”*

As per the above, a Home Occupation is currently not permitted in Street Townhouse Dwellings. However, it is staff’s opinion that the Live/Work use and Home Occupation are in keeping with the “Activity Node” designation in the Official Plan. Further, the applicant proposes the following zoning provisions be applied, which are considered appropriate:

1. Minimum Lot Area of 153 m² per dwelling unit;
2. Minimum Lot Frontage of 6 metres per dwelling unit;
3. Front Yard Maximum - 7.5 metres, Minimum - 3 metres;
4. Exterior Side Yard Maximum - 7.5 metres, Minimum - 3 metres;
5. Maximum Building Height 13 metres (3 storeys), whereas 10 metres is permitted; and
6. Minimum Rear Yard Setback of 4 metres, whereas 7 metres is permitted.

The applicant proposes a number of uses to be included for the Live/Work Townhouses, including:

- i. Connected Live / Work Use;
- ii. Residential, including within ground floor space demised to support commercial use;
- iii. Clinics;
- iv. Convenience Stores;
- v. Day Care Centres;
- vi. Financial Institutions;
- vii. Home Occupation;
- viii. Medical Offices;
- ix. Offices;
- x. Personal Service Establishments;
- xi. Repair Shops;
- xii. Restaurants;
- xiii. Retail Stores;
- xiv. Studios;
- xv. Take-out restaurants;

It is staff's opinion that Clinics, Day Care Centres, Financial Institutions, Medical Offices, Repair Shops, Restaurants, and Take-out restaurants are not appropriate "live/work" uses, as noise, traffic, and odour may adversely impact the adjoining units. In addition, these uses also generate the need for parking, which will be limited in this area and will not be provided on site. On this basis, these uses have not been included in the proposed by-law.

In addition, the applicant proposes to modify the permission to indicate that residential uses are permitted in the ground floor provided the ground floor is 'demised' for commercial use. This is not in keeping with the definition for 'connected live/work use' in the Towns' zoning by-law and this is not supported by Town staff, since there is an expectation that the ground floor will be used for non-residential uses that are integrated with the residential use.

4.11 Applicable Provincial, Regional and Town Policies:

4.11.1 Provincial Policy

The subject property is within an "urban area" in accordance with the Provincial Policy Statement, the Growth Plan for the Greater Golden Horseshoe and is considered to be within a "settlement area" according to the Oak Ridges Moraine Conservation Plan. The subject property is also designated "Towns and Villages" in the York Region Official Plan.

The proposed plan of subdivision and zoning by-law amendment is consistent with the Provincial Policy Statement and in conformity with the Growth Plan and the York Region

Official Plan. In addition, the application for Plan of Subdivision has been reviewed against the criteria in Section 51(24) of the Planning Act, with those criteria being satisfied.

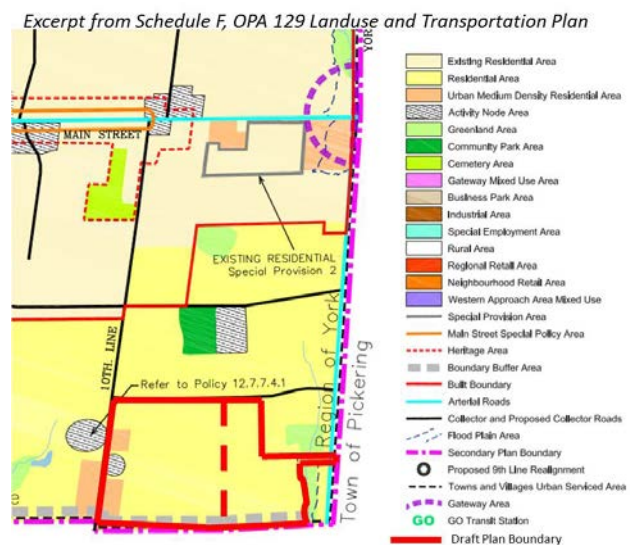
A detailed assessment of the above is included within Attachment 4 to this report.

4.11.2 Town Official Plan and Secondary Plan Policies

The Province approved the Town of Whitchurch-Stouffville Official Plan in 2004 and it applies Town-wide. The Official Plan indicates that the Community of Stouffville is subject to its own Secondary Plan. In this regard, the Stouffville Secondary Plan (OPA 101) establishes more detailed policies that are intended to manage growth and development within the Community of Stouffville. OPA 101 has been amended a number of times since, with one of those amendments (OPA 112) ensuring that the Secondary Plan was in conformity with the Oak Ridges Moraine Conservation Plan.

A more recent OPA (OPA 129) updates the Secondary Plan's residential and development phasing policies and introduced new sustainable development requirements. According to this latter OPA, the subject property is considered to be "designated greenfield areas" and must contribute to an overall a minimum density of 50 residents and jobs per hectare in the Designated Greenfield Areas. This target is Town-wide policy for Greenfield Areas.

As shown on Schedule F, the lands are designated "Residential Area", and lands on the west side of the subject property fronting on the Tenth Line are designated "Urban Medium Density Residential Area" and "Activity Node Area". The map on the right identifies where the above designations are located on the subject property.



The Residential Area designation (Section 12.7.6 of the Plan) provides for the creation of new residential neighbourhoods that are generally compatible with the character and density of the existing community area. Permitted uses within this designation includes, low density residential development, which is typically comprised of single detached dwellings, semi-detached and duplex dwellings and, medium density residential, which is limited to townhouse dwellings, low rise apartment, stacked townhouse or similar medium density residential development.

All of the proposed single detached residential lots are to be located in the Residential Area designation, which permits low density residential uses, including single-detached,

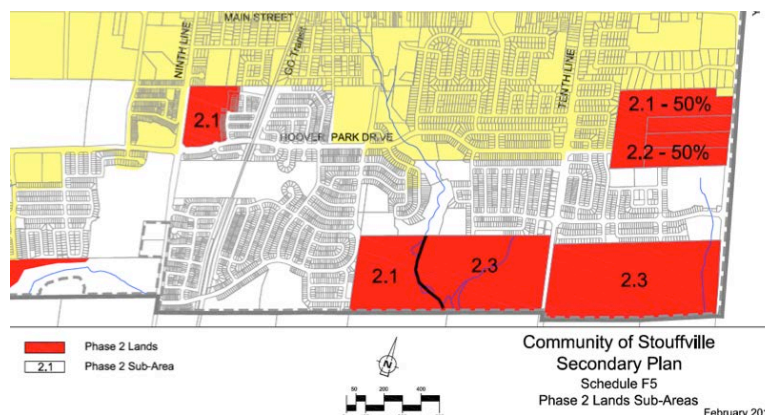
semi-detached and duplex dwellings where the minimum density is required to be 10 units per net hectare and the maximum density is permitted to be 20 units per net hectare.

The Urban Medium Density Residential Area designation permits townhouse dwelling units, inclusive of on-street townhouses, cluster townhouse units and stacked townhouse units, apartment and residential condominium buildings; and, quadruplexes and similarly constructed residential buildings. Residential densities are permitted between a minimum of 30 units per net hectare and a maximum of 65 units per net hectare.

An Activity Node is also identified on the subject property fronting on the 10th Line. Section 12.3.4 of the Secondary Plan indicates that *“Activity nodes are concentrations of non-residential uses outside the Community Core and Mixed-Use Corridor areas. Generally, such nodes do not include a significant commercial or employment role, however, they would include community facilities (e.g. schools, parks). Activity nodes may also include medium density residential uses as freestanding or mixed-use development.”*

4.12 Growth Management

Section 12.10.2 of the Stouffville Secondary Plan speaks to the phasing of new development. As such, Schedule F5 of the Stouffville Secondary Plan indicates that the subject property is in the Phase 2.3 Sub-Area and the policies in the Official Plan indicate that development can proceed in the Phase 2.3 sub-area if the majority of the previous phase has received allocation from the Town. In this regard, the majority of the lands that are in sub-phase 2.2 have been developed which means that lands within Phase 2.3 are eligible for development. The map below shows the phasing strategy.



Section 12.10.2.5 indicates that the housing mix shall be 70% low density and 30% medium density. In this case 63% of the proposed dwelling units are low density and the remaining 37% of the total units are medium density. While the proposed housing mix has a higher percentage of medium density units, the proposal is considered in keeping with this policy, which requires that the majority of the dwelling units be low density in nature.

This section notes that between 1,825 and 2,000 units be planned for in Sub-Area 3, which includes the L&M Gardens plan of subdivision, located west of Tenth Line and the subject property. The total number of units approved on the L&M Gardens plan of subdivision is 366 dwelling units and this plan proposes 506 units, which totals 872 units at this time. In this regard, the total amount of units targeted for Sub-Area 3 is less than what has been planned for. Notwithstanding the above, there is potential to approve additional units east of the subject property within lands identified on the draft plan as “other lands owned by applicant”, as part of a future development application.

4.13 Sustainability

Section 12.5.6.1 of the Stouffville Secondary Plan requires that future development and redevelopment take place in a manner consistent with the principles of sustainability, and that major new development and redevelopment be designed to be sustainable in accordance with the Town’s Sustainable Development Guidelines.

Further, Section 12.5.6.2 states that a Sustainability Report shall be submitted with development proposals to demonstrate how they are consistent with the Guidelines. The guidelines promote: a development pattern that encourages and supports transit usage; a development pattern that is adaptable over time for future generations and promotes redevelopment of land and repurposing of buildings, establishes good connectivity and mobility in the area for automobiles, cyclists and pedestrians; a mix of housing and other uses to contribute to a complete community; energy efficiency, environmental quality and efficient management of energy and waste; and, affordable housing options.

Below are the elements of the subdivision design sustainable development checklist that the application supports:

- Subdivision introduces a modified grid road system that will enable convenient access and navigation for motor vehicles and pedestrians (Item 3);
- Subdivision will provide for a bicycle system through appropriate off-road trails and on-road street segments (Item 5);
- Residential development contains a mix of medium and low density residential uses (Item 7);
- Development phasing will provide for the development of low and medium density residential units at the same time (Item 9);
- Block lengths on all blocks except one is under 250 metres with the longer blocks being longer because of the need to match roads with a development to the north (Item 10);
- The proposed subdivision improves public space by providing community spaces such as a Park Block (Item 13);
- On-street parking will be provided in front of most of the single-detached lots and possibly in front of some of the street townhouse lots depending on design (Item 22);

- Developer proposes to prepare a Town-approved sustainability handout that would be distributed to all new owners (Item 24); and,
- The following green-upgrade options will be provided to a minimum of 50% of the lots/homebuyers:
 - Rain barrels;
 - Energy saving packages;
 - Dual flush toilets;
 - Low flow shower heads;
 - Other building features; and,
 - Installation of high efficiency tank-less in-line water heaters.

4.15.2 Future Application(s)

The applicant will be required to submit a Site Plan Application for the proposed Townhouse Blocks (Blocks 318 to 323 inclusive) along Tenth Line, for architectural and urban design details, as well as streetscape elements identified in the Architectural Design Guidelines (prepared by MBTWwai, updated May 2018, as amended).

4.15 Agency Comments:

4.15.1 York Region

In a letter dated June 15, 2017, York Region provided their final comments on the proposed Draft Plan of Subdivision. The following is indicated as their conclusion *“York Region has no objection to draft plan approval of the revised Plan of Subdivision subject to the attached schedule of conditions. We request a copy of the Notice of Decision, draft-approved plan and the conditions of draft approval should the plan be approved.”*

Below are the comments York Region made in their letter:

Sanitary Sewage and Water Supply

Residential development requires servicing capacity allocation prior to final approval. If the Town of Whitchurch-Stouffville does not grant this development allocation from the existing capacity assignments to date, the development may require additional Regional infrastructure based on conditions of future capacity assignment, which may include:

- Duffin Creek WPCP Stages 1 and 2 Upgrades – 2017 expected completion;
- Duffin Creek WPCP Outfall Modification – 2021 pending the outcome of the Class EA; and
- Other projects as may be identified in future studies.

The timing of the above infrastructure is the current estimate and may change as each infrastructure project progresses and is provided for information purposes only.

Based on our understanding of the FSR, the wastewater and water servicing for the development is proposed to be provided through the local municipal system by a combination of existing and future infrastructure. There is no Regional infrastructure in the vicinity of the proposed development.

Water Resources

The Water Resources branch has no significant concerns with respect to the proposed Draft Plan with respect to Source Protection Policy. Should the proposal change and/or the application be amended, the Water Resources branch will require recirculation for comment and/or approval.

Development proposed on the subject property is within the Oak Ridges Moraine boundary and within the Wellhead Protection Area and therefore must adhere to the Wellhead Protection Policies outlined in the York Region Official Plan (ROP, 2010) and Regional Official Plan Amendment 5 (ROPA 5, 2013). Technical comments are in the memo attached.

All of the recommended conditions of Draft Approval recommended by York Region have been incorporated in the comprehensive set of Draft Conditions (Attachment 3).

4.15.3 Toronto and Region Conservation Authority

In a letter dated May 31, 2018, the **Toronto and Region Conservation Authority (TRCA)** indicates that they have no objection to the approval of the Draft Plan of Subdivision, subject to the conditions listed in Appendix C to their letter. Below is a summary of the outstanding issues as identified by the TRCA:

- A complete Natural Heritage Evaluation (NHE), as per the Oak Ridges Moraine Conservation Plan, has not been submitted, despite the fact that the stormwater management pond, a storm sewer, a roof drain collector system and a road are being proposed within 120 metres of key natural heritage features and key hydrologic features on the Oak Ridges Moraine. At a minimum, the NHE must show the key natural heritage features and key hydrologic features on and adjacent to the site. The buffers required under the Oak Ridges Moraine Conservation Plan should be discussed in the NHE and illustrated on the figures with the development plan to show that no development is proposed in these protected areas.
- No details have been provided for the proposed crossing over the watercourse with Street A that accesses the York-Durham Line. Details of the crossing are required; the design must comply with TRCA's Crossings Guideline for Valley and Stream Corridors.
- The historical extent of the feature limit and the buffer limit are required on the grading plan; no grading, except that associated with the crossing and the outfall, is permitted within these areas. It appears that a swale is proposed at the south

end of the site within the wetland (4B). The proposed swale must be removed from the wetland.

- The roof drain collector system is directed into the stormwater management pond. This clean, cool water should be directed into the stormwater management pond outfall rather than the pond.
- Engineering-related comments were also identified regarding stormwater management, water balance and source water protection.

All of the recommended conditions of Draft Approval recommended by the TRCA have been incorporated in the comprehensive set of Draft Conditions (Attachment 3).

4.15.4 Canada Post

In a letter dated May 11, 2017, Canada Post indicates that the subject property will be serviced by centralized mail delivery provided through Canada Post community mailboxes. With this in mind, Canada Post recommends that a number of standard Draft Conditions be included and they are in Attachment 3.

4.15.5 Enbridge Gas Distribution

In a letter dated April 20 1, 2017, Enbridge Gas Distribution indicates that they do not object to the proposed application. While no specific Draft Plan conditions are identified in their letter, standard conditions have been included to protect their interests.

4.15.6 York Region District School Board (YRDSB)

In a letter dated June 7, 2017, the York Region District School Board (YRDSB) indicates that the School Board will not require a public elementary school site within the proposed development.

4.15.7 York Catholic District School (YCDSB)

In a letter dated April 27, 2017, the York Catholic District School (YCDSB) indicates that the School Board will not require an elementary school site within the proposed development, however that in support the school site within the L&M Gardens Plan of Subdivision, that the Board requests that sidewalks be provided on at least one side of all streets within the Draft Plan of Subdivision.

4.15.8 Key Planning Issues Raised at Public Meeting:

The following key planning issues were identified in the June 20, 2017 public meeting report. Below are the issues raised in **bold** with responses.

- ***More details about Mantle Pond being converted to Park Block and impacts from moving a functioning stormwater management pond***

This is no longer applicable as the stormwater management pond on Mantle will remain intact at this time.

- ***More details about Parkette***

The two proposed parkettes have been replaced with one larger Park Block that is centrally located within the plan and located in accordance with Town specifications.

- ***Adverse Impacts resulting from Construction***

A privacy fence would be required of the developer, to mitigate any impacts on existing adjacent residential properties. A construction management plan will also be required and no access to local roads to the north would be permitted during construction.

- ***Quality of well water due to runoff from the development***

In this regard, the Town's peer review consultant has reviewed the March 15, 2017 Hydrogeological Investigation report by the applicant's consultant (WSP). The report concludes that there will be no significant impact to the groundwater resources on and around the site from the development. Should dewatering be required during construction, the activities will have to comply with MOECC requirements such as a Permit to Take Water (PTTW). That process would involve an assessment of potential impacts to water supply wells and mitigation controls.

A review of the proposed construction indicates it would be unlikely that activities would cause a significant impact to surrounding properties. Based on a review of the information provided, there does not appear to be a significant threat to neighbouring water supply wells. Should anything unexpected happen, the developer will be responsible under the law to take immediate action to mitigate the impact and provide rectification. It is noted that the draft plan will also implement Low Impact Development (LID) measures will help reduce site runoff rates, provide infiltration opportunities, and flow paths

- ***Road Widening***

Through the approval of this draft plan, the applicant will be required to provide right-of-way requirements to be conveyed to the Town for Tenth Line and York-Durham Line.

- ***Increased traffic flow on existing local streets***

An east-west road will facilitate vehicular traffic to the main north-south roads on either side of the subject property and it is anticipated that the east-west road will need to be

completed in its entirety before all of the proposed development on the subject property is completed.

- ***Appropriate fencing along the southern property boundary of the development farm property on south side***

A fence along the perimeter of the property will be required of the applicant.

5. Financial Implications:

The issuance of Draft Plan Approval for the plan of subdivision and the passing of By-law No. 2018-108-ZO will not affect the 2018 Operating or Capital Budgets.

The Developer is responsible for all infrastructure work associated with the development of the land. The appropriate financial securities and insurance, etc. will be secured by the Municipality through the execution of the future subdivision agreement.

6. Attachments:

1. Site Location Plan
2. Draft Plan of Subdivision
3. Draft Plan Conditions
4. Assessment of Provincial and Regional policies

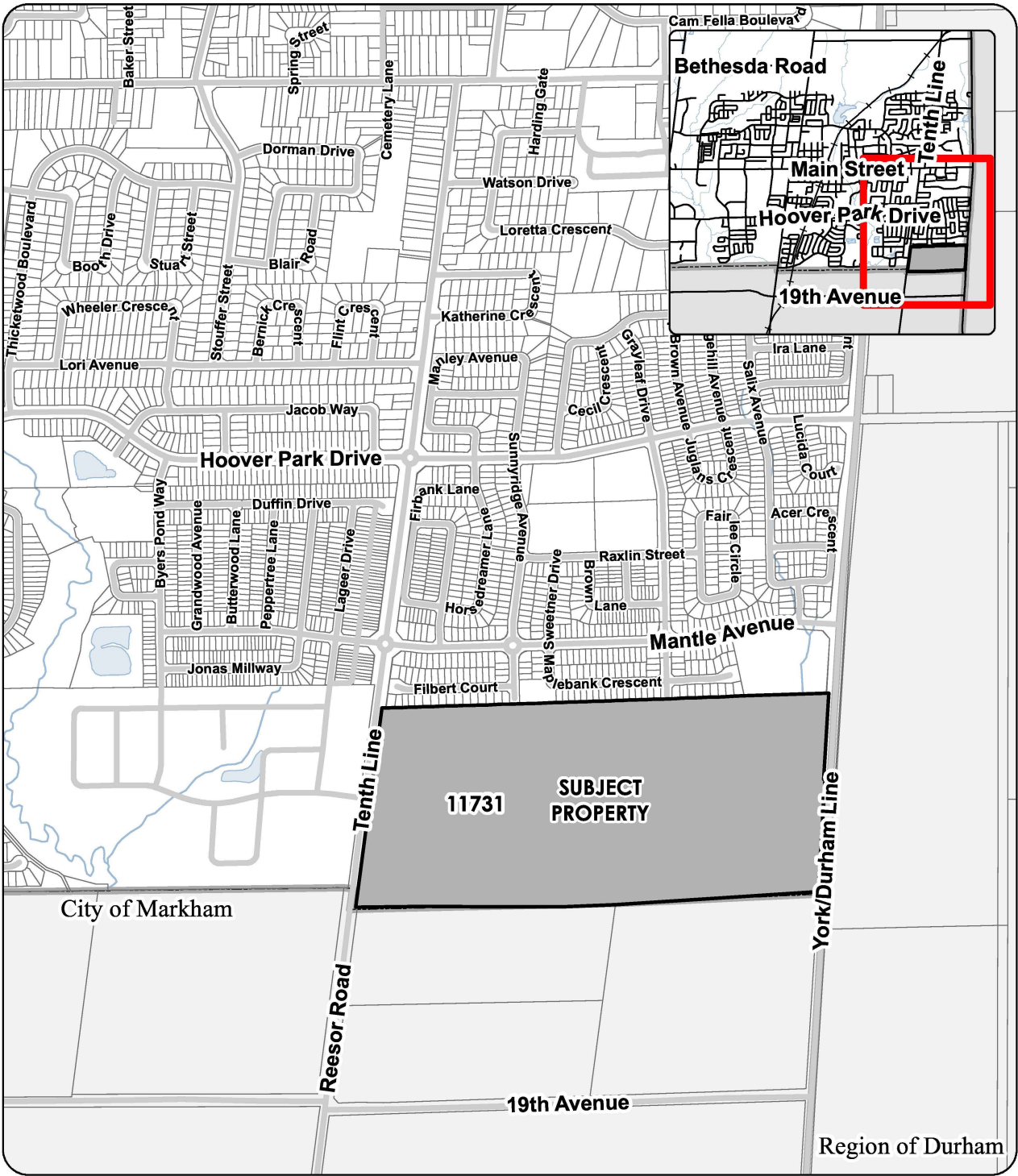
7. Related Report:

June 20, 2017 - Report to Council, DS-021-17, Applications for Draft Plan of Subdivision and Re-Zoning - Part Lot 32, Concession 10 - 11731 Tenth Line (File Numbers: 19T(W)-17.001 and ZBA17.001) (D12)

Author: Haiqing Xu, Director of Development Services

Department Head: Haiqing Xu, Director of Development Services

For further information on this report, please contact: Haiqing Xu, Director of Development Services, at 905-640-1910 or 1-855-642-8697, ext. 2431 or, email at haiqing.xu@townofws.ca

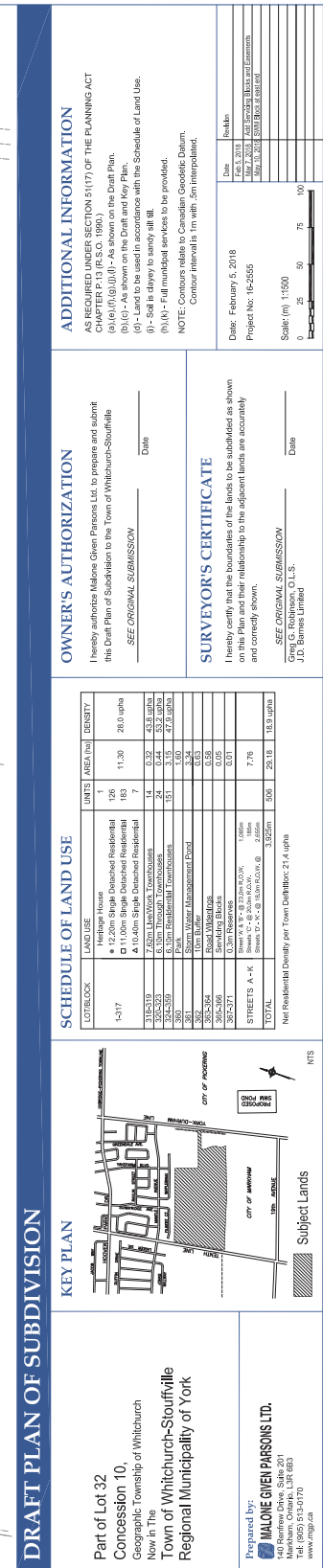




Town of Whitchurch-Stouffville
 Proposed Draft Plan of Subdivision
 and Zoning By-law Amendment
 11731 Tenth Line
 Lot 32, Concession 10
 File Nos. 19T(W)-17.001 & ZBA16.017



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SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-17.001

**Fieldgate Developments
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1.0	General
1.1	Approval shall relate to a Draft Plan of Subdivision prepared by Malone Given Parsons, Project No:16-2555, Dated February 5, 2018 with revisions dated May 10, 2018.
1.2	This Draft Approval shall lapse on June 19th, 2021 unless extended by the Town upon application by the Owner in accordance with the Planning Act. The Owner shall cause the plan of subdivision to be registered prior to the current draft plan expiry date or apply for a draft plan extension with the Town a minimum of four (4) months prior to draft plan expiry. Under circumstances where the registration of the plan is not available as the "Mylar Registration Package" has not been delivered to the Town six (6) months prior to the expiry the Owner shall appropriately apply to the Town's Development Services Department for a draft plan extension in accordance with the Planning Act and Town requirements all to the Sole satisfaction of the Director of Development Services. The Owner Shall initiate the engineering design of the Plan of Subdivision after draft plan approval by submitting plans, reports and other supporting documentation as required to the Town and all other applicable agencies. Engineering design submissions will be accepted only if fully completed in accordance with the Town's Engineering and Public Works Standard Guidelines and Drawings and all prior review comments as applicable. To support registration the Owner shall supply the Town with a set of final and complete plans, reports and other documentation for Town approval a minimum of eight (8) months prior to the expiry of the draft plan approval.
1.3	The Owner shall enter into a Subdivision Agreement and other agreements with the Town to satisfy all conditions, financial or otherwise of the Town, with regard to such matters as the Town may consider necessary.
1.4	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to provide written notice of all development charges related to the Plan of Subdivision including payments made and any amounts owing, to all first purchasers of Lands within each phase of the Draft Plan at the time the Lands are transferred to the first purchasers.
1.5	The Owner shall provide a copy of the draft Subdivision Agreement to the York Region Corporate Services Department, outlining all requirements of the Corporate Services Department, prior to Final Approval (York Region).
1.6	The Owner shall provide a copy of the draft Subdivision Agreement to the TRCA prior to Final Approval, along with a detailed letter to the TRCA indicating how and when each TRCA condition of Draft Approval has been addressed (TRCA).

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1.7	The Owner shall enter into an agreement with York Region, and be required to satisfy all conditions, including Regional Development Charges that are in effect at the time (York Region).
1.8	The Owner shall pay any and all outstanding application fees to the Town in accordance with the in effect Fees and Charges By-law as amended from time-to-time.
1.9	The Owner shall satisfy the Town with respect to any and all financial obligations for external municipal works that are necessary to facilitate the development of the draft plan Lands prior to the execution of a servicing agreement or a Subdivision Agreement or other agreement for municipal works that are not included in the Town's Development Charges Background Study.
1.10	The Owner agrees and covenants that the Draft Plan of Subdivision and associated conditions of Draft Approval may require revisions, to the satisfaction of the Town, to implement or integrate any recommendations resulting from studies or submissions required as a condition of Draft Approval.
1.11	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the Plan of Subdivision has been presented as one development and notwithstanding possible construction phasing, the plan will be assumed by the Town in its entirety as one development.
1.12	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the development of the site is subject to a satisfactory phasing plan. Further, the site is required to have 2 roadway accesses and 2 watermain connections for each phase of construction to the satisfaction of the Town prior to the commencement of construction of any dwelling. The said connections are to be completed to watermains that are fully operational.
1.13	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements not to commence the stripping of topsoil or rough grading on the site, or, the removal of any trees, in the absence of an approved Subdivision Agreement or other agreement with the Town.
1.14	Save and except the Park Block 360, the Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to not stockpile or permit stockpiling of topsoil or any other materials at any time on Lands to be conveyed to the Town, TRCA and/or York Region. The Owner is permitted to stockpile table 1 and 2 compliant excess fill (topsoil) on the park block and shall remove all stockpiled materials from the park (Block 360) within two (2) years of the date of Registration of the Plan or any phase thereof, and/or within six (6) weeks of the Town requesting

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	the excess fill to be removed. The Owner shall be responsible for grading, top soiling, seeding and fencing Block 360 in accordance with the Town's standards and specifications, to the satisfaction of the Town and at no expense to the Town. All material shall be removed from the Block down to native soil. The park will be graded as per engineering designs using suitable material all to the satisfaction of the Town Engineer.
1.15	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that all lots or blocks to be left vacant for longer than a specified period of time shall be graded, top soiled, seeded, and maintained to the satisfaction of the Town.
1.16	The Owner agrees to submit a soils/geotechnical report, prepared by a qualified Engineer that addresses the suitability of the Lands for residential development, the construction of municipal roads and infrastructure to the Town for review and approval before the detailed engineering drawings are signed by the Town Engineer. The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to carry out, or cause to carry out, the recommendations of the report including pavement design, pipe bedding, cathodic protection, etc., for ideal and non-ideal conditions to the satisfaction of the Town.
1.17	The Owner agrees and covenants not to commence construction of underground services and road construction in the absence of a Subdivision Agreement or other agreement that is satisfactory to the Town.
1.18	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to design, construct, and/or pay for the construction of public highways, bicycle lanes, curbs, gutters, sidewalks, underground and above ground services, streetlights, storm water management facilities/modifications to the storm water management facilities, street and directional signs, 911/building numbering signs, traffic calming controls, off-street trails & paths, etc. to the satisfaction of the Town. The Owner shall be responsible including all financial burdens associated with the ongoing maintenance of the above mentioned infrastructure until the subdivision is assumed and/or the site plans are complete in accordance with the governing agreements all to the satisfaction of the Town.
1.19	The Owner shall provide, prior to execution of the Subdivision Agreement, detailed engineering drawings that have been prepared by a qualified engineer, which will include, but not be limited to grading control plans, plan and profile drawings of all underground and above ground services, general plans, drainage plans, composite utility plans, stormwater management detail plans, etc. to the satisfaction of the Town Engineer.

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1.20	The Owner shall submit an updated Preliminary Servicing Study and Stormwater Management Analysis prepared by a qualified professional to the satisfaction of the Town Engineer with the first detailed design Engineering submission. If construction phasing of the plan is proposed, the study shall document proposed phasing of services. The documentation shall detail further, all roads and services should be designed in accordance with the Functional Servicing Study (FSS) for the Town of Whitchurch-Stouffville, as prepared by IBI Consulting Group and dated May 2013, subject to amendment by subsequent studies approved by the Town including the Transportation Master Plan and the Water and Wastewater Master Plan. The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to carry out, or cause to carry out, the recommendations set out in the approved studies, to the satisfaction of the Town. The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to carry out, or cause to carry out, the recommendations set out in the approved studies, to the satisfaction of the Town.
1.21	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the Owner shall not enter into any contract for the performance of any of the Works or begin performing any of the works in accordance with the approved engineering drawings unless and until the form and provisions of the contract, the contractor's guarantees and the contractor have been first approved by the Town Engineer and a copy of the executed documentation has been provided to the Town for record keeping purposes, which approval shall not be unreasonably withheld. The contract or contracts shall provide that the Town Engineer may inspect the construction of any and all work under the contracts and that the Town Engineer shall have authority to instruct the contractor or contractors to stop work should any construction be undertaken contrary to the Town's requirements.
1.22	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that any future residential construction shall be designed in such a manner that the main building foundation footing and associated weeper shall be constructed and installed a minimum of 0.6 metres above the observed and historic high groundwater level. The Owner shall undertake the necessary excavation of test pits throughout the site, at a spacing interval to be established by the Town, and, to have the test pits inspected and confirmed by the Town. The Owner shall retain a geotechnical Engineer to confirm in writing to the Town that the proposed grading plan and the minimum footing elevations specified are a minimum 0.6 m above the observed and historic high groundwater levels noted above.

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1.23	Where the Owner proposes to proceed with the construction of a model home(s) prior to registration of the Plan, the Owner agrees to enter into an agreement with the Town, setting out the conditions, and shall fulfill relevant conditions of that agreement prior to issuance of a Building Permit.
1.24	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to prepare a Neighbourhood Information Plan for review and approval by the Town prior to installation in every sales office associated with this plan for the benefit of prospective purchasers. This Neighbourhood Information Plan shall contain, at a minimum, the following as information becomes available: i. Sidewalks, including sidewalks connecting to existing external subdivisions; ii. Driveways; iii. Above ground utilities; iv. Naturalized areas; v. Stormwater management ponds and maintenance accesses; vi. Parks and open space blocks; vii. Transit routes and transit stops (existing and proposed); viii. Information of the development of the other Lands owned by the applicant. ix. Active transportation routes; x. Canada Post boxes; xi. Street furniture; and Location of the High Schools and Elementary Schools. The content of the Neighbourhood Information Plan will be subject to direction by the Town and it will also be subject to revisions as determined by the Town as the detailed design and approval of the services and features of the plan are finalized. The Town may also require that adjacent land uses be shown as well. The Owner shall agree to implement and post revisions of the Neighbourhood Information Plan as directed by the Town. All display plans shall be reviewed and approved by Town staff prior to their display in the sales office.
1.25	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the Owner shall prepare a notice for future purchasers that provides the following: i. Role and function of roads within and adjacent to the subdivision; ii. The responsibility of the developer with respect to unassumed roads; iii. The nature of any easements; iv. The location of sidewalks; v. The extent of the private lots as it relates to the curb; vi. On-street parking rules; and vii. Driveway locations.

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	The Town shall review the notice prior to its release.
1.26	The Owner agrees that firebreak lots within the Draft Plan shall be designated in the Subdivision Agreement, to the satisfaction of the Fire Chief. The Owner shall provide a Letter of Credit in the Subdivision Agreement in an amount to be determined by the Town at the Subdivision Agreement stage to ensure compliance with this condition.
1.27	The Owner shall incorporate the requirements and objectives of a Cultural Heritage Impact Assessment (prepared by This Land Archaeology Inc., dated March 6, 2017) for the Lands to ensure a proper assessment and identification of the built heritage and any mitigation measures, to the satisfaction of the Town. No demolition, grading, filling or any form of soil disturbance shall take place on the Lands prior to the issuance of the letter from the Town indicating that all matters have been addressed in accordance with licensing and resource conservation requirements.
1.28	The Owner agrees and covenants in the subdivision agreement to implement any measures recommended by the Cultural Heritage Impact Assessment, to the satisfaction of the Town and including: a) That retention of the residence on site, in a suitable location, be considered as the primary alternative for conservation. Current design plans consider the relocation of the farmhouse to the northeast corner of the roundabout (Lot 151), east of its current location. This location would be prominent within the proposed development, would allow for views of multiple elevations, and may allow for greater flexibility with respect to possible commemorative features. b) That the Owner undertakes a structural assessment of the red brick farmhouse by a qualified professional with experience relocating heritage buildings to see if relocation is feasible prior to determining a course of action with respect to the farmhouse.
1.29	The Owner agrees and covenants that in the Subdivision Agreement and/or other Town Agreements to undertake the work necessary to ensure that the interior portions of the residence situated on 11731 Tenth Line are not exposed to the weather and outside elements to prevent the degradation of the residence. The Owner covenants to provide the necessary on-site controls to prevent unauthorized people from gaining access to the residence. The completion of these requirements shall be completed to the satisfaction of the Town.
1.30	The Owner agrees and covenants that in the Subdivision Agreement and/or other Town Agreements that the final placement of "Street A", between "Street J"

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	/"Street B" and York-Durham Line shall be determined upon the following studies being finalized and approved to the Town's and TRCA's satisfaction (TRCA): xii. Draft Plan of Subdivision and Draft Zoning By-law Amendment xiii. Functional Servicing and Stormwater Management Report, including Hydrogeology Modelling; xiv. Environmental Impact Study; xv. Low Impact Development (LID) Strategy and Cross-Sections; xvi. Temporary Pond Details; xvii. Natural Heritage Evaluation; and xviii. Traffic Impact Study. The Owner agrees and covenants that in the Subdivision Agreement and/or other Town Agreements that Lands identified as "Phase A2" on the draft plan not be registered until the work on the final placement of "Street A" between "Street J" / "Street B" and York-Durham Line is completed to the satisfaction of the Town and TRCA.
1.31	The Owner agrees to submit a Phase One Environmental Site Assessment completed in full accordance with O. Reg. 153/04, as amended, for the purpose of filing a Record of Site Condition for all the Lands within the subdivision indicating that no further environmental assessment is required in order to file a Record of Site Condition for the applicable land use (If the land use is unknown, Table 2 Residential/Parkland/Institutional Property Use shall be used). Once completed, the Owner shall provide a Letter of Acknowledgement of the filing and approval of a Record of Site Condition from the Ministry of Environment and Climate Change for the land parcel for the applicable land use.
1.32	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to apply civic numbers signs to lots/blocks to the satisfaction of the Town's Chief Building Official and Fire Chief prior to registration of the plan and as per the Town's Building Numbering By-Law following registration of the plan and erection of the building. Buildings with access off of rear lanes are to be affixed with street names and civic numbers at the front and rear building elevations of each dwelling unit all to the satisfaction of the Town.

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1.33	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to collaborate in good faith with the developer of 11742 Tenth Line to complete all works common to the development including the Tenth Line road construction and the roundabout. Prior to release for Registration of the Plan or any phase thereof, the Owner shall make the remuneration, which addresses the common costs for development of the Southeast Stouffville planning area), and provide the Town with written acknowledgement from SORBARA/L & M G.P. INC., that the Owner has made the payment(s) required, and that the Plan or component thereof may be released for Registration.
2.0	Town Road Allowances
2.1	The road allowances included within this Draft Plan of Subdivision shall be dedicated as public highways without monetary consideration and shall be free of all encumbrances.
2.2	The road allowances included within this Draft Plan of Subdivision shall be named to the satisfaction of the Town and York Region (York Region).
2.3	All required 0.3 metre reserves as identified by the Town shall be conveyed to the Town without monetary consideration and shall be free of all encumbrances, including on Lots 150, 151, 188, 189 and 174, which abut the proposed roundabouts.
2.4	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the public highways shall be designed and constructed in accordance with established municipal standards to the satisfaction of the Town.
2.5	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to provide temporary turning circles and any necessary easements (if and where required) at the Owner's expense. The Owner also agrees and covenants in the Subdivision Agreement to remove the temporary turning circles and restore the streets to their normal condition at the Owner's expense when required by the Town and to the satisfaction of the Town.
2.6	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to submit a Streetscape Plan, prepared by a qualified Landscape Architect in good standing with the O.A.L.A., to the satisfaction of the Town. The Streetscape Plan shall include all roads internal to the Subdivision. The Streetscape Plan shall include a street tree planting plan which shall include target a minimum of one tree per residential lot, spaced at average intervals of 10 metres, recognizing the constraints associated with driveway locations and the placement of above ground utility pads/pedestals, etc. The minimum caliper of

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	trees shall be 70 mm. Where the Owner cannot achieve the tree-planting scheme noted above the Owner shall provide alternate locations for the trees within the municipal right of way to the satisfaction of the Town. The size, spacing and species selected shall be as per the approved Landscape Plans and coordinated with the Composite Utility Plan all to the satisfaction of the Town.
2.7	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the detailed design and the construction of all approved Landscaping shall be completed in accordance with the provisions of the approved Streetscape Plan and at no cost to the Town.
2.8	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to prepare an Active Transportation Plan that provides details on the location of the Heritage Walkway, all sidewalks, and bicycle routes to the satisfaction of the Town and York Region.
2.9	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the sidewalks internal and external to the Plan shall be constructed within the road allowance to the satisfaction of the Town and York Region (York Region).
2.10	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to install and maintain at its expense a barrier at the northern limits of "Street C" / Sunnyridge Avenue and "Street B" / Yakefarm Boulevard to prevent the migration of construction traffic into adjacent residential neighbourhoods. These barriers will be in place until the construction of the Subdivision is substantially completed and the Owner is authorized by the Town to remove said structures.
2.11	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that all commercial vehicle deliveries (net vehicle weight in excess of 1 tonne) associated with the construction activity with the Plan shall be from the Tenth Line to "Street A".
2.12	The Owner agrees to provide a complete and updated Traffic Impact Study prepared by a qualified professional that includes among other analysis a functional design of the proposed roundabout at the intersection of the Tenth Line and McKean Road. The roundabout shall be based on design criteria prescribed by the Town. The updated Traffic Impact study is to be provided as part of the first submission detailed Engineering design.

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2.13	The Owner agrees that if additional land is required to provide for the roundabout and other municipal services and utilities in the road allowance, the Owner agrees that the draft plan will be modified and appropriate widenings will be provided. The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to carry out, or cause to carry out, the recommendations set out in the approved report, to the satisfaction of the Town.
2.14	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that an appropriate noise study that recommends noise attenuation features from traffic noise on Tenth Line for Townhouse Blocks 323, 322, 318, 319, 321 and, Detached Residential Lots 1 and 317 shall be prepared to the satisfaction of the Town prior to the entering into of a Site Plan Agreement for the said blocks. The Owner agrees and covenants in the future Subdivision Agreement to carry out, or cause to carry out, the recommendations set out in the approved report, to the satisfaction of the Town.
2.15	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that if deemed appropriate, noise fences on Detached Residential Lots 1 and 317 adjacent to the Tenth Line will be constructed on the private side of the 0.3 metre reserve and may be a maximum of 2.4 metres in height, subject to the Town's concurrence.
2.16	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that a clause that is satisfactory to the Town will be inserted in all Agreements of Purchase and Sale of residential lots and/or units on Blocks 323, 322, 318, 319, 321 and, Detached Residential Lots 1 and 317 inclusive indicating that the Town is not responsible for any of the noise attenuation measures that are required as they are on private property.
2.17	The Owner agrees and covenants to prepare an on-street parking plan in accordance with a Terms of Reference to be prepared by the Town identifying proposed locations for on-street parking. The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to carry out, or cause to carry out, the recommendations set out in the on-street parking plan, to the satisfaction of the Town. The Tenth Line right of way shall be established such that it will be designed to accommodate the following within at minimum 26.5 m corridor: i) two traffic lanes comprised of an 11 metre wide paved road from face of curb to face of curb; ii) 2.7 metre lay-by parking on the east side;

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	iii) 3.5 metre multiuse trail within the boulevard including 1.5 metre sidewalk on the east side; iv) heritage 1.8 metre sidewalk on the west side; v) utilities on east and west sides; and vi) street trees east and west sides.
2.18	As required by the Town, the Owner agrees and covenants to undertake the re-construction of Tenth Line in accordance with the interim condition and construct the roundabout at McKean Road and Tenth Line as described in condition 1.33, 2.12, 2.13 and 2.17 all prior to the first occupancy within the plan and/or SORBARA/L & M G.P. INC. plan which ever is first.
3.0	General Transportation
3.1	Prior to final approval, the Owner shall demonstrate, to the satisfaction of Development Engineering that Street "A" shall be designed to intersect York-Durham Line at a right angle, or on a common tangent. (York Region)
3.2	Prior to final approval, the Owner shall demonstrate, to the satisfaction of the Community Planning and Development Services, that the throat width of Street "A" shall be designed to accommodate two 3.5 metre inbound lanes, a 2.0 metre median island, one 3.5 metre outbound left turn lane and one 3.5 metre outbound right turn lane, for a distance of 60.0 metres from the widened limit of York-Durham Line. (York Region)
3.3	Prior to final approval, the intersection of Street "A" and York-Durham Line shall be designed to the satisfaction of Development Engineering with any interim or permanent intersection works including turning lanes, profile adjustments, illumination and/or signalization as deemed necessary by Development Engineering. (York Region)
3.4	Prior to final approval, the Owner shall demonstrate, to the satisfaction of Development Engineering, that all local underground services will be installed within the area of the development Lands and not within York Region's road

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	allowance. If a buffer or easement is needed to accommodate the local services adjacent to York Region's right of way, then the Owner shall provide a satisfactory buffer or easement to the Town, at no cost to the Region. (York Region)
3.5	The Owner shall agree in the subdivision agreement, in wording satisfactory to Development Engineering that the Owner will be responsible for determining the location of all utility plants within York Region right-of-way and for the cost of relocating, replacing, repairing and restoring any appurtenances damaged during construction of the proposed site works. The Owner must review, or ensure that any consultants retained by the Owner, review, at an early stage, the applicable authority's minimum vertical clearances for aerial cable systems and their minimum spacing and cover requirements. The Owner shall be entirely responsible for making any adjustments or relocations, if necessary, prior to the commencement of any construction. (York Region)
3.6	Prior to final approval, the Owner shall submit a detailed Development Charge Credit Application to York Region, if applicable, to claim any works proposed within York Region's right-of-way. Only those works located in their ultimate location based on the next planning upgrade for this Right-of-Way will be considered eligible for credit, and any work done prior to submission without prior approval will not be eligible for credit (York Region).
3.7	Prior to final approval, the Owner shall provide a copy of the Subdivision Agreement to the Region's Community Planning and Development Services section for review (York Region).
4.0	York Region Transit
4.1	Prior to final approval, the Owner shall satisfy the Regional Municipality of York Transportation Services Department that the services to be installed within or in conjunction with the Plan will provide for sidewalks on both sides of the roadway listed below, unless only one side of the street lies within the limits of the subject Lands. The sidewalks shall meet the Town's standards, and be provided by the Owner along the subject Lands' frontage onto the roadway below that will have transit services: a) Future YRT/Viva transit services are planned for Street A.
4.2	Prior to final approval, the Owner shall satisfy the Regional Municipality of York Transportation Services Department and the Town that the services to be installed by the Owner within or in conjunction with the Plan will provide a concrete pedestrian access connection from the internal roadway to the Regional roadway as follows:

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	a) From "Street A, to "York-Durham Line" The concrete pedestrian access connection shall meet the local municipality's standards for sidewalks and shall be owned and maintained by the Town.
4.3	The Owner shall agree in the subdivision agreement to convey Lands to the Town to provide for such pedestrian access connection referred to in the above noted.
4.4	Prior to final approval, the Owner shall submit drawings showing, as applicable, the sidewalk locations and concrete pedestrian access to the satisfaction of York Region (York Region).
4.5	The Owner shall agree that "Street A" shall be designed to accommodate transit vehicles to the satisfaction of the Town and York Region Transit. These standards are according to the Canadian Transit Handbook and the Ontario Urban Transit Association (York Region).
4.6	The Owner shall agree in the Subdivision Agreement to advise all potential purchasers of the future introduction of transit services in this development. This shall be achieved through distribution of information/marketing materials (YRT/Viva route maps, Future Plan maps & providing YRT/Viva website contact information) at sales offices and appropriate notification clauses in purchase agreements. The YRT/Viva route maps and the Future Plan maps are available from YRT/Viva upon request.
4.7	The Owner shall satisfy the Transportation Services Department at the Regional Municipality of York that the services to be installed within or in conjunction with the Plan will include illumination in accordance with the Town's design standards along all streets, which will have transit services, sidewalks, pedestrian accesses and bus stop locations (York Region).
4.8	Prior to final approval, the Owner shall provide a revised Traffic Impact Study to be consistent with the Region's Transportation Mobility Plan Guidelines for Development Applications (November 2016), prepared to the satisfaction of the Region that addresses the following comments: a. The report format shall be consistent with the Region's Transportation Mobility Plan Guidelines for Development Applications (November 2016), which includes the table of content, figures and list of table. Table 10 of the Guidelines should be filled out and attached to the final report.

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	b. The Study shall include existing and future level of service analysis for automobile, walking, cycling and transit modes of transportation, as outlined in the Region's Transportation Mobility Plan Guidelines. c. A Transportation Demand Management checklist which is similar to Table 13 of the Transportation Mobility Plan Guidelines shall be provided that summarizes the programs and measures, responsibility of the Owner, and the estimated costs for these recommendations. d. The Transportation Demand Management Plan shall include a communication strategy, which shall be provided to communicate and notify York Region and the Town of Whitchurch-Stouffville to effectively deliver the Information Packages and pre-loaded PRESTO Cards to residents. This strategy shall also include a physical location for distribution of the Information Packages and pre-loaded PRESTO Cards.
4.9	Prior to final approval and concurrent with the submission of the subdivision servicing application (MOECC) to the Town, the Owner shall provide a set of drawings for any works to be constructed on or adjacent to the York Durham Line (RR30), to Development Engineering, Attention: Manager, Development Engineering, including: a) Plan and Profile for York Durham Line (Regional Road 30) and intersections; b) Grading and Servicing; c) Intersection/Road Improvements, including the recommendations of the Traffic Report; d) Construction Access Design; e) Utility and underground services Location Plans; f) Signalization and Illumination Designs; g) Line Painting; h) Traffic Control/Management Plans; i) Erosion and Siltation Control Plans; j) Landscaping Plans, including tree preservation, relocation and removals; k) Requirements of York Region Transit/Viva.
4.10	Prior to final approval, the Owner shall provide drawings for the proposed servicing of the site to be reviewed by the Engineering Department of the Town. Three (3) sets of engineering drawings (stamped and signed by a professional engineer), and MOECC forms together with any supporting information shall be submitted to Development Engineering, to the attention of Mrs. Eva Pulnicki, P.Eng (York Region).

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4.11	Prior to final approval, the location and design of the construction access for the subdivision work shall be completed to the satisfaction of Development Engineering and illustrated on the Engineering Drawings (York Region).
4.12	Prior to final approval, the Owner shall demonstrate, to the satisfaction of Development Engineering, that all existing driveway(s) along York Durham Line (RR30) frontage of this subdivision will be removed as part of the subdivision work, at no cost to York Region (York Region).
4.13	Prior to final approval, the Owner shall demonstrate, to the satisfaction of Development Engineering that elevations along the streetline shall be 0.2 metres above the centreline elevations of the York-Durham Line roadway, unless otherwise specified by Development Engineering (York Region).
4.14	Prior to final approval, the Owner shall submit drawings depicting the following to the satisfaction of York Region staff: a) All existing woody vegetation within the York Region road right of way; b) Tree protection measures to be implemented on and off the York Region road right of way to protect right of way vegetation to be preserved; c) Any woody vegetation within the York Region road right of way that is proposed to be removed or relocated. However, it is to be noted that tree removal within York Region road right(s) of way shall be avoided to the extent possible/practical; Financial or other compensation may be sought based on the value of trees proposed for removal; and d) A planting plan for all new and relocated vegetation to be planted within the York Region road right of way, based on the following general guidelines: i. Tree planting shall be undertaken in accordance with York Region standards as articulated in Streetscaping Policy and using species from the York Region Street Tree Planting List. These documents may be obtained from the Forestry Section. If any Landscaping or features other than tree planting (e.g. flower beds, shrubs) are proposed in the York Region right-of-way by the Owner or the Town for aesthetic purposes they must be approved by Development Engineering and shall be maintained by the Town with the exception of the usual grass maintenance, ii. For landscape features not maintained to York Region's satisfaction, the Town will be responsible for the cost of maintenance or removal undertaken by the Region.

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5.0	Land Conveyances - York Region
5.1	Prior to final approval, the Owner shall agree that the following Lands will be conveyed to York Region for public highway purposes, free of all costs and encumbrances, to the satisfaction of York Region Solicitor: a) a widening across the full frontage of the site where it abuts York-Durham Line of sufficient width to provide a minimum of 18.0 metres from the centreline of construction of York-Durham Line; b) a 15.0 metre by 15.0 metre daylight triangle at the intersection of the proposed Street "A" and York-Durham Line; c) a 0.3 metre reserve across the full frontage of the site, except at the approved access location, adjacent to the above noted widening, where it abuts York-Durham Line and adjacent to the above noted widening(s); and d) an additional 2.0 metre widening, 60.0 metres in length, together with a 70.0 metre taper for the purpose of a southbound right turn lane at the intersection of Street "A" and York-Durham Line.
5.2	Prior to registration, the Owner shall provide a solicitor's certificate of title in a form satisfactory to York Region Solicitor, at no cost to York Region with respect to the conveyance of the above noted Lands to York Region.
5.3	The Region requires the Owner to submit, in general accordance with the requirements of the Environmental Protection Act and O. Reg. 153/04 Records of Site Condition Part XV.1 of the Act (as amended) ("O. Reg. 153/04"), a Phase I environmental site assessment ("Phase I ESA") of the Owner's Lands that are the subject of the application, including the Lands to be conveyed to the Region (the "Conveyance Lands"). The Phase I ESA cannot be more than 2 years old as of the actual date title to the Conveyance Lands is transferred to the Region. If the Phase I ESA is linked to different phases of development and there will be multiple conveyances of Lands, the Phase I ESA prepared in respect of a specific conveyance and phase of development cannot be more than two years old as of the actual date of transfer of title to the Region. If a Phase I ESA is or would be more than two years old as of the actual date of transfer of title to the Region, the Phase I ESA will need to be either updated or a new Phase I ESA obtained by the Owner in accordance with the requirements of this section. The Region, at its discretion, may require further study, investigation, assessment and delineation to determine whether any remedial or other action is required regardless of the findings or conclusions of the Phase I ESA. Any Phase II environmental site assessment required by or submitted to the Region must be prepared in general accordance with the requirements of O. Reg. 153/04 (as noted

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	above). Reliance on the Phase I ESA and any subsequent environmental reports or other documentation prepared in respect of the environmental condition of the Lands must be provided to the Region and: a) will be addressed to “The Regional Municipality of York”; b) contain wording to the effect that the Region is entitled to rely on such reports or documentation in their entirety; and c) the terms and conditions of the reliance extended (including any wording seeking to limit liability) must be satisfactory to York Region.
5.4	The Owner shall also provide to the Region’s Development Engineering a certified written statement from the Owner or the Owner’s authorized representative that no contaminant, pollutant, waste of any nature, hazardous substance, toxic substance, dangerous goods, or other substance or material defined or regulated under applicable environmental laws is present at, on, in or under Lands to be conveyed to the Region (including soils, substrata, surface water and groundwater, as applicable): (i) at the time of conveyance, at a level or concentration that exceeds the Environmental Protection Act O. Reg. 153/04 (as amended) full depth generic site condition standards applicable to the intended use of such Lands by the Region or any other remediation standards published or administered by governmental authorities applicable to the intended land use; and (ii) in such a manner, condition or state, or is emanating or migrating from such Lands in a way, that would contravene applicable environmental laws (York Region).
5.5	The preparation and delivery of the Phase I ESA, any subsequent environmental reports, other documentation, reliance and the Owner’s certified written statement shall be provided at no cost to the Region (York Region).
6.0	Park Block and other Land Conveyances - Town
6.1	The Park (Block 360) shall be dedicated to the Town without monetary consideration and shall be free of all encumbrances.
6.2	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to construct an appropriate fence along the following lots/blocks: a) Lots 175 and 238, abutting Park Block 360; b) Lot 267, abutting the Stormwater Management Block 361; c) Lots 278 and 277, abutting Servicing Block 366; d) iv) Lot 317 and Townhouse Block 323, abutting Servicing Block 365; e) the rear of lots 267 to 317, abutting block 362 all fencing shall be constructed prior to occupancy of the dwellings; and

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	f) Stormwater Blocks 361 and Buffer Block 362.
6.3	The Owner shall implement the following as it relates to Park Block 360 prior to Final Approval to the satisfaction of the Town:
	a) Submit a Phase Two Environmental Site Assessment (ESA) report in accordance with Ontario Regulation (O. Reg.) 153/04 (as amended) assessing Block 360 for contaminants of concern to the satisfaction of the Town. On-site sampling of Block 360 shall be conducted only after the Town has certified the rough grading of the Block, but prior to the placement of topsoil and Landscaping. The sampling and analysis plan prepared as part of the Phase Two ESA shall be developed in consultation with the Town, implemented, and completed to the satisfaction of the Town.
	b) Submit a Remedial Action Plan (RAP) and a complete copy of the satisfactory registration of the Record(s) of Site Condition (RSCs) filed on the Environmental Site Registry including the acknowledgement letter from the MOECC, covering the remediated Block within the Plan, Should remediation of any portions of Block 360 within the Plan be required to meet the applicable Standards set out in the Ministry of the Environment and Climate Change (MOECC) document "Soil, Ground Water and Sediment Standards for Use under Part XV.1 of the Environmental Protection Act" (as amended).
	c) Submit a signed and stamped certificate letter prepared by the Owner stating that they covenant and agree that the Park Block to be dedicated to the Town were remediated in accordance with O. Reg. 153/04 (as amended) and the accepted RAP (if applicable), are suitable for the intended land use, and meet the applicable Standards set out in the MOECC document "Soil, Ground Water and Sediment Standards for Use under Part XV.1 of the Environmental Protection Act" (as amended).
	d) Reimburse the Town for the cost of the peer review of the ESA reports and RAP, as may be applicable.
7.0	Water and Sanitary
7.1	The Owner is required to provide hydraulic modelling of the proposed water system to the satisfaction of the Town. The owner shall submit a Water System Analysis and Report prepared by a qualified professional that addresses internal and external impacts of the Draft Plan of Subdivision on the existing water system. This shall include updating and calibrating the existing model, at the discretion of the Town Engineer. The report shall be submitted prior to execution of the detailed

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	engineering drawings by the Town Engineer. The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to carry out, or cause to carry out, the recommendations set out in the approved report, to the satisfaction of the Town.
7.2	York Region shall confirm that adequate water supply and sewage capacity are available and have been allocated by the Town of Whitchurch-Stouffville for the development proposed within this Draft Plan of Subdivision or any phase thereof. Registration of the Plan of Subdivision shall occur in phases based on the availability of water supply and sewage servicing allocation (York Region).
7.3	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that Final Approval of the Draft Plan, or any phase thereof, shall be subject to adequate sanitary sewer capacity and water supply being allocated to the Subdivision by the Town.
7.4	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the Owner shall save harmless the Town of Whitchurch-Stouffville and York Region from any claim or action as a result of water or sanitary sewer service not being available when anticipated (York Region).
7.5	The Owner shall provide an engineering drawing(s) showing the layout of the watermains and sewers to the Community Planning and Development Services Branch at York Region for review and confirmation prior to final approval (York Region).
7.6	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to be responsible for maintenance of adequate chlorine residuals in the watermains within the Plan after successful testing and connection to the potable municipal water system and continue until such time as determined by the Town or until assumption of the Plan. In order to maintain adequate chlorine residuals, the Owner will be required to pay for the costs of the Town's contractor who will undertake the necessary measures including flushing the water system and sampling for chlorine residuals on a regular basis determined by the Town. The Owner shall also be responsible for the costs associated with the metered consumption of water used in the program.
7.7	The Owner shall submit a detailed Hydrogeological Impact Study for the review and approval of the Town that identifies, if any, local wells in the Town and the City of Markham that may be influenced by construction and, if necessary, outline a monitoring program to be undertaken before, during and after construction of the subdivision. The hydrogeological study is also to provide technical input to proposed servicing of the site with respect to conflicts with groundwater, control of

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	groundwater during servicing, the need to obtain a Permit to Take Water and specifically the proposed design of LID measures. The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to carry out, or cause to carry out, the recommendations set out in the approved report, to the satisfaction of the Town.
7.8	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that prior to the issuance of Final Approval that any abandoned wells located on the property will be decommissioned in accordance with O. Reg. 903 and shall provide a record of certification to the Town and the Region of York from a qualified individual confirming compliance. (York Region)
7.9	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the Owner shall pay for the installation and monitoring of Sewers within the subdivision including sanitary all to the satisfaction of the town engineer. It includes the provisioning and ongoing maintenance of monitoring hardware, software and database and analysis of the data with calibration of the system as applicable.
8.0	Environmental
8.1	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that prior to any site alteration and prior to the registration of this plan or any phase thereof, the Owner shall submit a detailed engineering report (or reports) and plans to the satisfaction of TRCA in accordance with the McKean Property Functional Servicing and Stormwater Management Report Addendum (updated May 18, 2018) by Sabourin Kimble & Associates Ltd. as may be amended to the satisfaction of TRCA and the Town of Whitchurch-Stouffville. This submission shall include:
	xix. a description of the storm drainage system (quantity and quality) for the proposed development; xx. plans illustrating how this drainage system will tie into surrounding drainage systems, i.e., identifying if it is part of an overall drainage scheme, how external flows will be accommodated, the design capacity of the receiving system; xxi. appropriate Stormwater Management techniques which may be required to control minor and major flows; xxii. appropriate Stormwater Management Practices (SWMPs) to be used to treat stormwater, to mitigate the impacts of development on the quality and quantity of ground and surface water resources as it relates to the natural system, both aquatic and terrestrial;

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	- xxiii. LID measures to promote infiltration, reduce run-off and maintain water balance for the plan area, to the maximum extent technically feasible; xxiv. detailed plans and calculations for the proposed lot-level, conveyance, and end-of-pipe controls to be implemented on the site; xxv. proposed measures to maintain feature-based water balance and to mitigate impacts to those natural features that have been assessed to be likely impacted by the development; xxvi. an evaluation that addresses the need for groundwater dewatering during construction, including but not limited to details for its disposal, potential impacts to natural features due to groundwater withdrawal, mitigation and any permitting requirements; - xxvii. grading plans for the subject Lands; - xxviii. an erosion and sediment control report and plans for the subject Lands that includes proposed measures for controlling or minimizing erosion and siltation on-site and/or in downstream areas during and after construction; xxix. the location and description of all outlets and other facilities or works which may require permits from TRCA pursuant to the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (Ontario Regulation 166/06), as may be amended; and xxx. a response indicating how TRCA's detailed comments (dated May 31, 2018) on Zoning By-law Amendment Application ZBA.17.001 and Draft Plan of Subdivision Application 19T(W)-17.001 have been addressed and incorporated into the detailed engineering report (or reports) and plans.
8.2	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that prior to any site alteration and prior to the registration of this plan or any phase thereof, the Owner prepare to the satisfaction of TRCA: i. a revised Natural Heritage Evaluation for the site; and ii. an enhanced planting plan for the stormwater management pond.
8.3	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that prior to the registration of this Plan or any phase thereof, the Owner obtain all necessary permits from TRCA pursuant to the <i>Development Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation</i> (Ontario Regulation 166/06), as may be amended, to the satisfaction

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	of the TRCA The design of the watercourse crossing must comply with TRCA's Crossings Guideline for Valley and Stream Corridors. (TRCA)
8.4	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the Owner provide a copy of the approved implementing zoning by-law to TRCA, when available, to facilitate the clearance of conditions of draft plan approval. (TRCA)
8.5	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that prior to final registration, the Owner shall pay all applicable review / clearance fees to the TRCA, in accordance with TRCA's fee schedule in effect at the time. (TRCA)
8.6	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the Owner provide a copy of the approved implementing zoning by-law to TRCA to facilitate the clearance of conditions of draft plan approval. (TRCA)
8.7	That the Owner agrees in the subdivision agreement, in wording acceptable to TRCA:
	a) to carry out, or cause to be carried out, to the satisfaction of TRCA, the recommendations of the reports/strategies and details of the plans referenced in TRCA's conditions of draft plan approval (as per TRCA's letter dated May 31, 2018); b) to install and maintain all stormwater management and erosion and sedimentation control structures operating and in good repair during the construction period, until the site has been stabilized, in a manner satisfactory to TRCA; c) to install / provide any required LID measures proposed as part of the overall stormwater management strategy in the approved Functional Servicing Report, Stormwater Management Report and/or LID report, at no cost to the purchasers; i. to comply with the permits approved under Ontario Regulation 166/06, as may be amended, including the approved plans, reports and conditions to the satisfaction of TRCA; ii. to prohibit grading works within the area indicated as "other Lands owned by applicant"; and iii. to erect a fence along the subdivision boundary and the areas denoted as "Other Lands Owned by Applicant".

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8.8	The Owner shall prepare an updated Natural Heritage Evaluation for the site to the satisfaction of the TRCA (see TRCA's letter dated May 31, 2018). (TRCA)
8.9	The Owner shall prepare a tree protection and preservation plan for the site to the satisfaction of the Town and TRCA (TRCA).
8.10	The Owner agrees and covenants that prior to Final Approval, a qualified individual discussing how the relevant sections of the Oak Ridges Moraine Conservation Plan have been met shall prepare an Environmental Report. The Environmental Report shall be prepared submitted to the Town for approval (Town).
8.11	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that if during construction of any infrastructure or buildings within the Subdivision contaminated Lands are discovered, the Owner shall undertake, at their expense, the necessary measures to identify and deal with the contaminant, in accordance with Ministry of the Environment and Climate Change guidelines, the Town's current Fill By-Law 2017-017-RE as may be amended from time to time and or other guidelines as appropriate, to the satisfaction of the Town (Town).
8.12	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that prior to registration of the Plan, the Owner shall obtain a Letter of Acknowledgement of the Filing of a Record of Site Condition from the Ministry of Environment and Climate Change for the entire land parcel for the applicable land use. Table 2 from the MOECC guidelines for Residential/Parkland/Institutional Property Use shall be used (Town).
8.13	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that best management practices during construction and post-construction with respect to the handling and storage of chemicals be used as the site is within a Wellhead Protection Area (Town).
9.0	Stormwater Management
9.1	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the provision of LID strategies within this site may not be used to offset the hydraulic considerations for the stormwater management facility for this site.
9.2	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to design the stormwater pond side slopes adjacent to any road

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	right-of-way and any residential lots or blocks so that they do not exceed 4 to 1 (Horizontal to Vertical) in accordance with MOECC preferred grading criteria.
9.4	The Owner shall prepare an enhanced planting plan for the stormwater management pond to the satisfaction of the Town and TRCA (TRCA).
9.5	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements in wording acceptable to the TRCA:
	a) To carry out, or cause to be carried out, to the satisfaction of TRCA, the recommendations of the reports/strategies and details of the plans referenced in TRCA's conditions of draft plan approval (see TRCA's letter dated May 31, 2018); b) To install and maintain all stormwater management and erosion and sedimentation control structures operating and in good repair during the construction period, until the site has been stabilized, in a manner satisfactory to TRCA; c) To install/provide any required LID measures proposed as part of the overall stormwater management strategy in the approved Functional Servicing Report, Stormwater Management Report and/or LID report, at no cost to the purchasers; d) To comply with the permits approved under Ontario Regulation 166/06, as may be amended, including the approved plans, reports and conditions to the satisfaction of TRCA;
9.6	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to implement LID strategies within land not to be conveyed to the Town for the purposes of water balance within the Plan. If Park Blocks are proposed to receive LIDs the Owner agrees to implement these initiatives in conjunction with the Town's Parkland development at no cost to the Town. The LID initiatives shall be approved by/with the Town's Leisure and Community Services prior to design finalization and any recommendation by the Town shall be incorporated into the Design of the LIDs all to the satisfaction of the Town Engineer.
9.7	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to implement LID initiatives within Lands in conjunction with TRCA permits and approvals at no cost to the Town and the TRCA. The LID initiatives will be vetted with the Town and TRCA prior to design finalization and any recommendations by the Town and/or TRCA shall be incorporated into the

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	design of the LIDs all to the satisfaction of the Town Engineer. Any land areas used for LID's or infrastructure within the Park Block shall be subtracted from the parkland dedication calculation to the sole satisfaction of the Town's Engineer.
10.0	Architectural Control
10.1	The Owner shall retain a Licensed Architect to formulate an architectural control manual to be submitted to the Town for approval prior to the commencement of the sales and marketing program, and, prior to the execution of the Subdivision Agreement affecting the first phase of development (residential). The Owner shall incorporate the requirements and objectives of the Council approved Community of Stouffville Urban Design Guidelines (October 2001), as may be amended, into the architectural control manual being prepared for the draft plan. Enhanced design provisions, affecting both the driveway design and the residential units for the 11 metre wide lots where a two car garage is proposed will be required as part of the architectural control manual.
10.2	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to incorporate the requirements and criteria of the Town approved architectural control manual into all municipal works and Landscaping, where relevant, site plan and building permit applications within the Draft Plan.
10.3	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to have the design consultant who prepared the approved architectural control manual to certify that each residential building permit application is designed in accordance with the said approved manual prior to the building permit being issued by the Chief Building Official. Further, the cost associated with the review and certification of the residential building permit application by the control architect shall be borne by the Owner.
11.0	Utilities
11.1	The Owner shall prepare an overall composite utility plan to the satisfaction of the Town and all affected authorities/service providers, prior to the execution of the Subdivision Agreement and or other Town Agreements.
11.2	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that hydro electric, telephone, high speed broadband width telecommunication services, gas and television cable services, shall be constructed at no cost to the Town, as underground facilities within the public highway allowances or within other appropriate easements, as approved on the

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	Composite Utility Plan, to the satisfaction of the Town and affected authorities/service providers.
11.3	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to enter into any Agreement(s) required by any applicable utility companies to undertake the installation of utilities consistent with the approved Composite Utility Plan.
11.4	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements with respect to the provision of natural gas distribution to:
	a) Make satisfactory arrangements with the appropriate service authority to install all of the natural gas distribution system within the proposed public highway allowance;
	b) Grade all streets to final elevation prior to the installation of the gas lines; and,
	c) Provide the necessary field survey information required for the installation of the gas distribution system, all to the satisfaction of the Town and the service provider.
11.5	All switchgear distribution infrastructure shall not be located on municipally owned Lands including but not limited to right of ways, ponds and park blocks.

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12.0	Canada Post
12.1	The Owner will consult with Canada Post Corporation and the Town to determine suitable locations for the placement of community mailboxes, and, will indicate on the appropriate servicing plans: a) The location of community mail boxes; b) An appropriately sized section of concrete pad as per municipal standards to place the community mailbox on; c) Any required walkways across the boulevard, as per Town requirements; and, d) Any required curb depressions for wheelchair access to the satisfaction of the Town and Canada Post.
12.2	The Owner will confirm to Canada Post that the final secured permanent locations for the Community Mailboxes will not be in conflict with any other utility; including hydro transformers, bell pedestals, cable pedestals, flush to grade communication vaults, Landscaping enhancements (tree planting) and bus pads.
12.3	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to install concrete pads at each of the Community Mailbox locations as well as any required walkways across the boulevard and any required curb depressions for wheelchair access as per Canada Post's concrete pad specification drawings.
12.4	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to prepare and maintain an area of compacted gravel to Canada Post's specifications to serve as a temporary Community Mailbox location. This location will be in a safe area away from construction activity in order that Community Mailboxes may be installed to service addresses that have occupied prior to the pouring of the permanent mailbox pads. This area will be prepared a minimum of 30 days prior to the date of first occupancy.
12.5	The Owner will communicate to Canada Post the excavation date for the first foundation (or first phase) as well as the expected date of first occupancy.
12.6	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that, prior to offering any of the residential units for sale, to place a "Display Map" on the wall of the sales office in a place readily available to

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	the public which indicates the location of all Canada Post Community Mailbox site locations, as approved by Canada Post and the Town.
12.7	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to include in all offers of purchase and sale a statement which advises the prospective new home purchaser that mail delivery will be from a designated Community Mailbox, and to include the exact locations (list of lot #s) of each of these Community Mailbox locations; and further, advise any affected homeowners of any established easements granted to Canada Post.
12.8	The Owner shall be responsible to ensure that the correct pads referred to in Condition 21.1(b) are constructed satisfactory to Canada Post and sufficient for the intended purpose as determined by Canada Post. Prior to Final Acceptance as requested by Canada Post the Owner shall make provision for temporary Mailbox Locations to remedy any immediate delivery issues.
13.0	Sustainability Measures
13.1	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to prepare a sustainability handout that will be provided to all future homeowners. This handout will be prepared to the satisfaction of the Town.
13.2	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the following upgrade options to be offered at no cost to a minimum of 100% of lots/homebuyers: a) Rain Barrels; b) Solar Ready Package; c) Programmable Thermostats; d) 90EF Condensing Hot Water heater; e) Dual flush toilets; f) Low Flow Shower Heads; g) Spray Foam Insulation of Garage; h) Energy Saving Lights (100%CFL); i) Hot Water Thermostat; and, j) Clothes Line.
13.3	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to prepare a construction waste plan to ensure diversion of at least 50% of the waste generated from the Draft Plan to the landfill.

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14.0	Archaeological Resources
14.1	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that no grading, filling or any form of soil disturbances shall take place on the Lands prior to the issuance of a letter from the Ministry of Culture and Heritage to the Town indicating that all matters relating to archaeological resources have been addressed. in accordance with licensing and resource conservation requirements. Archaeological Report recommendations shall be complied with by the Owner at all times during construction.
15.0	Tree Protection
15.1	The Owner shall agree to implement tree protection measures, that are recommended in the Arborist Report, prepared by Beacon Environmental, dated March 27, 2017, revised on March 22, 2018, during the design and construction phases of the development, including: a) Tree preservation opportunities shall be explored during preparation of a detailed grading plan. A reassessment of the trees along the northern property line during the growing season shall be conducted. Upon the findings of the assessment, and where appropriate, a minimum Tree Protection Zone (TPZ) for trees along the northern property line shall be implemented at the dripline of the tree crowns. b) If trees on adjacent properties require removal, neighbouring landowners must be consulted prior to any removals. Under law, any tree with a trunk that spans the property boundary is owned by both landowners and requires the consent of both parties. c) Any tree removals identified in the Arborists Report, shall be conducted outside the breeding season for birds. The Federal Migratory Birds Convention Act protects the nests, eggs, and young of most bird species from harassment, harm, or destruction. The breeding bird season in southern Ontario is generally from mid-April to late July.
16.0	External and Internal Clearances (Town)
16.1	Prior to release for registration of the Draft Plan, or any phase thereof, clearance letters, containing a brief statement detailing how conditions have been met, will be required from authorized agencies as follows:

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	a) York Region shall advise that Conditions 1.5, 1.7, 2.2, 2.8, 2.9, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 4.1, 4.2, 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 4.11, 4.12, 4.13, 4.14, 4.15, 4.16, 5.1, 5.5, 7.2, 7.4, 7.5, 7.8 have been satisfied;
	b) The Toronto and Region Conservation Authority shall advise that Conditions 1.6, 1.30, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.8, 8.13, 9.1, 9.2, 9.3, 9.4, 9.5 have been satisfied;
	c) The Ministry of Culture and Heritage shall advise that Conditions 1.27 have been satisfied;
	d) Enbridge Consumers Gas shall advise that Conditions 11.4, 11.5 have been satisfied;
	e) Canada Post Corporation shall advise that Conditions 12.1-12.8 have been satisfied;
	f) Bell Canada shall advise that Conditions 11.1, 11.2, 11.3 have been satisfied; and
	g) Rogers shall advise that Conditions 11.1, 11.2, 11.3 have been satisfied.
15.2	Scoped List of Reports/Studies to be submitted to the Town in accordance with the above conditions:
	a) Soils/Geotechnical Report in accordance with condition 1.16, 1.22;
	b) Functional Servicing Study and Stormwater Management Analysis in accordance with condition 1.20, 1.30, 8.1, 8.7 (iii), 9.3;
	c) Traffic Impact Study in accordance with condition 2.12, 4.8;
	d) Noise Impact Study in accordance with condition 2.14;
	e) Water System Analysis and Report in accordance with condition 7.1;
	f) Phase Two Environmental Site Assessment (ESA) report in accordance with condition 1.31, 5.3, 6.3;
	g) Hydrogeological Impact Study in accordance with condition 7.7;

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	h) Oak Ridges Moraine Conservation Plan Environmental Report in accordance with condition 8.1;
	i) Engineering Report(s), Erosion and Sediment Control, LID reports in accordance with conditions 8.1 (x), 9.3 (j), 1.30 (iv), 7.7, 8.1 (v), 8.7 (iii), 9.1, 9.3 (e), 9.5 (c), 9.6, 9.7;
	j) Architectural Control Manual in accordance with condition 10.1, 10.2, 10.3;
	k) Arborist Report in accordance with condition 15.1.

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A Growth Plan (2017)

The Growth Plan for the Greater Golden Horseshoe, as updated in May 2017 and which came into effect on July 1, 2017, applies to the decision to be made by Council in accordance with the recommendations made in this report. This is because the new Growth Plan came into effect in July 1, 2017 and there are no transitional provisions that apply in this circumstance.

Section 2.2.1.2 a) of the Growth Plan (2017) indicates that the vast majority of expected growth will be directed to settlement areas that have a delineated built boundary, have existing or planned municipal water and wastewater systems and can support the achievement of complete communities. The Community of Stouffville would be within this category.

Given that the subject property was not developed when the built boundary was established in 2008, the subject property is considered to be within the Town's Designated Greenfield Area. Section 2.2.7 of the Growth Plan deals with Designated Greenfield Areas. Section 2.2.7.1 begins by stating the following:

New development taking place in Designated Greenfield Areas will be planned, designated, zoned and designed in a manner that:

- a) Supports the achievement of complete communities;***
- b) Supports active transportation; and***
- c) Encourages the integration and sustained variability of transit services.***

The applications conform to the above policy.

Section 2.2.7.2 of the Growth Plan (2017) then indicates that the Designated Greenfield Area of each upper or single-tier municipality will be planned to achieve a minimum density target that is not less than 80 residents and jobs combined per hectare. However, Section 2.2.7.4 indicates that where lands are already within a Designated Greenfield Area, the minimum density target contained in the applicable upper or single-tier Official Plan that is in effect applies.

In this regard, the in effect York Region Official Plan indicates in Section 8.2.3 b) that the average minimum density target shall not be less than 50 residents and jobs per hectare in the developable area within the Region's Designated Greenfield Area. However, it is noted that Section 5.6.22 of the York Region Official Plan indicates that best efforts be made to achieve a minimum density requirement of 50 resident jobs combined per hectare in the developable area of Towns and Villages, such as the Community of Stouffville. Given that the net density proposed is about 20 units per net hectare, the density on the subject property will achieve 50 residents and jobs per hectare, when the work from home jobs and the jobs within the live-work units are included.

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B Provincial Policy Statement (2014)

The Provincial Policy Statement 2014 (PPS 2014) also applies. As noted above, the subject property is within a settlement area. In this regard, Section 1.1.3.2 a) indicates the following:

Land use patterns within settlement areas shall be based on densities and a mix of land uses which:

- 1. Efficiently use land and resources;***
- 2. Are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for the unjustified and/or uneconomical expansion;***
- 3. Minimize negative impacts to air quality and climate change, and promote energy efficiency;***
- 4. Support active transportation;***
- 5. Are transit supportive, where transit is planned, exists or may be developed; and,***
- 6. Are freight supportive.***

The proposed development is consistent with the above policy since it efficiently uses land, is to be serviced by full municipal services, enhances the Town's active transportation network and it supports transit.

Section 1.1.3.6 of the PPS 2014 then states the following with respect to development in designated growth areas:

New development taking place in designated growth areas should occur adjacent to the existing built up area and shall have a compact form, mix of uses and densities that allows for the efficient use of land, infrastructure and public service facilities.

The subject property is located adjacent to the built up area.

Section 1.1.3.7 b) indicates the following:

Planning Authorities shall establish and implement phasing policies to ensure the orderly progression of development within designated growth areas and the timely provision of the infrastructure and public service facilities required to meet current and projected needs.

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In this regard, Schedule F5 of the Stouffville Secondary Plan indicates that the subject property is in the Phase 2.3 sub-area and the policies in the Official Plan indicate that development can proceed in the Phase 2.3 sub-area if the majority of the previous phase has received allocation from the Town. In this regard, the majority of the lands that are in sub-phase 2.2 have been developed which means that lands within Phase 2.3 are eligible for development.

Section 1.5.1 of the PPS 2014 states the following:

Healthy, active communities should be promoted by:

- a) Planning public streets, spaces and facilities to be safe, meet the needs of pedestrians, foster social interaction and facilitate active transportation and community connectivity; and***
- b) Planning a providing for a full range and equitable distribution of publicly-accessible built and natural settings for recreation, including facilities, parklands, public spaces, open space areas, trails and linkages, and, where practical, water based resources.***

The proposed development is also consistent with the above policy as a consequence of its design, the proposed active transportation network and the provision of parkland.

Section 1.8 of the PPS 2014, which used to deal with energy and air quality in the PPS 2005, has been significantly expanded in the PPS 2014 to deal with energy conservation, air quality and climate change. These new policies support energy conservation, reduced greenhouse gas emissions and climate change adaptation.

In addition, the new policies promote the design and orientation of new developments with consideration given to the mitigating effects of vegetation and to maximizing energy efficiency and conservation while taking into account the opportunities that may exist for the use of renewable and alternative energy systems. Lastly, reference is made to maximizing vegetation within settlement areas, where feasible. These policies will be implemented through conditions of Draft Plan approval.

Lastly, a new Section 1.6.6.7 dealing with stormwater management has been added. To some extent, these new policies are related to climate change issues since managing stormwater effectively is required to ensure that public health and safety is not compromised in significant weather events. In this regard, this new section states the following:

Planning for stormwater management shall:

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- a) Minimize, or, where possible, prevent increases in contaminant loads;*
- b) Minimize changes in water balance and erosion;*
- c) Not increase risks to human health and safety and property damage;*
- d) Maximize the extent and function of vegetative and pervious surfaces; and*
- e) Promote stormwater management best practices, including stormwater attenuation and re-use, and low impact development.*

The above policy will also be implemented through conditions of Draft Plan approval.

C York Region Official Plan

Section 5.6.22 deals with new development in Towns and Villages (which is how the Community of Stouffville is identified, and it indicates the following:

That new development areas within Towns and Villages, be subject to comprehensive secondary plans based on the following:

- a. Water and wastewater services are available;*
- b. The plan considers the entire Town or Village and integrates the development into the existing community;*
- c. Best efforts to achieve a minimum density requirement of 50 residents and jobs combined per hectare in the developable area;*
- d. Best efforts are made to incorporate policies 5.6.4 through 5.6.16 of this Plan; and,*
- e. Best efforts to encourage development within the built-up area of the Towns and Villages that is consistent with the appropriate policies in Section 5.3 of this Plan.*

The Community is already the subject of a Secondary Plan that implements the above policy. This policy also introduces the 'best efforts' philosophy that the Town should use to determine an appropriate minimum density target for Greenfield areas.

With respect to sub-section d), Section 5.6.4 to Section 5.6.16 of the York Region Official Plan deals with new community areas, which are areas that have been added to the urban area through a Regional Municipal Comprehensive Review with these areas occurring in urban areas, not the Towns and Villages (such as the community of Stouffville). Below are the relevant policies from Section 5.6.4 to 5.6.16 that have been reviewed in the context of the subject property, along with some commentary provided:

5.6.6 That within new community areas, live-work opportunities be provided through a combination of flexible zoning permissions and accommodations for

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combined residential and business or personal services, office uses, and home occupations - to be incorporated through the zoning of the subject property.

5.6.7 That new community areas shall be designed to have high-quality urban design, attractive buildings, landscaping and public streetscapes, consistent with policy 5.2.8 of this Plan - to be implemented through conditions of Draft Plan Approval and architectural control requirements.

5.6.8 That new community areas shall be planned to consider human services needs, including educational, social, health, arts, culture, and recreational facilities - a park is proposed on the subject property and school needs will be met on other sites in the area.

5.6.15 That new community areas be designed to include and integrated open space network that includes both active recreational facilities and meeting places, urban squares, parks, outdoor seating and informal gathering spaces generally within 500 metres of all residences - all of the proposed lots are within 500 metres of a school, a park and an open space system on the subject property.

D PLANNING ACT CRITERIA

The consideration of all Plans of Subdivision in Ontario is subject to the criteria established in the Planning Act. In this regard, Section 51(24) begins as follows: ***“In considering a Draft Plan of Subdivision, regard shall be had, among other matters, to the health, safety, convenience, accessibility for persons with disabilities and welfare of the present and future inhabitants of the municipality and to...”***

Subsections (a) to (m) follow, some of which directly apply to the subject property. Below is a review of those subsections.

Section 51(24)(a) states:

In considering a Draft Plan of Subdivision, regard shall be had, among other matters, to the health, safety, convenience, accessibility for persons with disabilities and welfare of the present and future inhabitants of the municipality and to the effect of development of the proposed subdivision on matters of provincial interest as referred to in Section 2.

In this regard, Section 2 states the following ***“the Minister, the Council of a municipality, a local board, a planning board and the Municipal Board, in carrying out their responsibilities under this Act, shall have regard to, among other matters, matters of provincial interest.”*** Sections 2(a) to (s) of the Planning Act are reproduced

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below and those subsections that are highlighted in bold are relevant to the consideration of the application affecting the subject property (brief comments are provided **in bold italics**):

- (a) The protection of ecological systems, including natural areas, features and functions **(there are no natural areas on the subject property);**
- (b) The protection of the agricultural resources of the Province **(does not apply as lands within urban area);**
- (c) The conservation and management of natural resources and the mineral resource base **(does not apply as lands within urban area);**
- (d) The conservation of features of significant architectural, cultural, historical, archaeological or scientific interest **(the heritage building will be retained and moved within a lot on the subject lands; has been considered through process to date and Province has provided sign-off letter with respect to archaeology);**
- (e) The supply, efficient use and conservation of energy and water **(subject property to be connected to full municipal sewer and water services, which have been confirmed to be available);**
- (f) The adequate provision and efficient use of communication, transportation, sewage and water services and waste management systems **(subject property to be connected to full municipal sewer and water services, which have been confirmed to be available, waste management will be provided);**
- (g) The minimization of waste **(new homes will be required to sort their waste as appropriate and conditions of Draft Approval will require minimization of construction waste);**
- (h) The orderly development of safe and healthy communities **(subject property within settlement area, which is where growth is to be directed);**
- (h.1) The accessibility for persons with disabilities to all facilities, services and matters to which this Act applies **(the connections to sidewalks and the proposed park will be designed to be accessible as required);**
- (i) The adequate provision and distribution of educational, health, social, cultural and recreational facilities **(the proposed plan includes a park block and sidewalks, along with an active transportation network);**
- (j) The adequate provision of a full range of housing, including affordable housing **(a range of housing types on the subject property will support this Provincial Interest);**

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- (k) The adequate provision of employment opportunities **(this is a residential subdivision, however, live/work units plus home occupations will be permitted);**
- (l) The protection of the financial and economic well-being of the Province and its municipalities **(this is primarily implemented by ensuring that growth is directed to urban areas where efficiencies can be realized);**
- (m) The co-ordination of planning activities of public bodies **(all agencies have participated in the review process);**
- (n) The resolution of planning conflicts involving public and private interests **(does not apply in this case);**
- (o) The protection of public health and safety **(proposal has been reviewed by all Town departments);**
- (p) The appropriate location of growth and development **(subject property within settlement area, which is where growth is to be directed);**
- (q) The promotion of development that is designed to be sustainable, to support public transit and to be oriented to pedestrians **(transit route through subject property is proposed along with active transportation network);**
- (r) The promotion of built form that,
 - (i) Is well-designed,
 - (ii) Encourages a sense of place, and
 - (iii) Provides for public spaces that are of high quality, safe, accessible, attractive and vibrant **(to be dealt with through architectural control and future site plan applications for the private lane townhouse block and the school block);**
- (s) The mitigation of greenhouse gas emissions and adaptation to a changing climate **(to be implemented through the recycling of household and construction waste and taken into account in the design of the stormwater management system and ponds. In addition, natural areas on the subject property will be protected).**

The remaining criteria from Section 51(24) are briefly considered below with comments in bold.

Section 51(24)(b) - "Whether the proposed subdivision is premature or in the public interest". **The subject property is in an urban area and will conform to the phasing policies in the Stouffville Secondary Plan.**

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Section 51(24)(c) - "Whether the plan conforms to the Official Plan and adjacent Plans of Subdivision, if any." **The application conforms to the Official Plan and will be integrated with the Plan of Subdivision to the north.**

Section 51(24)(d) - "The suitability of the land for the purposes for which it is to be subdivided." **The suitability of the land for development has been confirmed by the studies completed in support of the development.**

Section 51(24)(e) - "The number, width, location and proposed grades and elevations of highways and the adequacy of them, and the highways linking to highways in the proposed subdivision with the established highway system in the vicinity and the adequacy of them." **The location of all proposed roads and their linkages to the existing road network has been confirmed.**

Section 51(24)(f) - "The dimensions and shapes of the proposed lots." **The dimensions and shapes of the lots are appropriate and will conform to the Town's zoning by-law.**

Section 51(24)(g) - "The restrictions or proposed restrictions, if any, on the land proposed to be subdivided or the buildings and structures proposed to be erected on it and the restrictions, if any, on adjoining land." **The Town's zoning by-law will control the placement of all buildings and structures. Easements will be located as required. 0.3 metre reserves will restrict private driveway access to certain roads. Other potential restrictions are identified in the Draft Conditions.**

Section 51(24)(h) states the following: - "Conservation of natural resources and flood control." **Flood control measures on the subject property are provided.**

Section 51(24)(i) states the following: - "Adequacy of utilities and municipal services". **Confirmation has been received that municipal services are available.**

Section 51(24)(j) states the following: - "Adequacy of school sites". The school boards have indicated that school site not required within the plan. **A future elementary school is planned within the L&M Gardens Plan of Subdivision to the west.**

Section 51(24)(k) states the following: - "The area of land, if any, within the proposed subdivision that, exclusive of highways, is to be conveyed or dedicated for public purposes." **An 8 metre wide widening adjacent to the Tenth Line is required.**

Section 51(24)(l) states the following: - "The extent to which the plan's design optimizes the available supply, means of supplying, efficient use and conservation of energy." **The**

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subject property is within an urban area where infrastructure and energy can be used efficiently.

Section 51(24)(m) states the following: - "The interrelationship between the design of the proposed plan of subdivision and site plan control matters relating to any development on the land, if the land is also located within a site plan control area designated under subsection 41 (2) of this Act ". **The townhouse blocks will be the subject of future site plan control applications.**

Town of Whitchurch-Stouffville Council Report**Item 14**

Subject: Applications for Proposed Draft Plan of Subdivision, Plan of Condominium and Zoning By-Law Amendment – Corebridge Developments Inc., 5827 Main Street, Community of Stouffville File Nos. 19T(W)17.003, CDM17.002 & ZBA16.013 (D12, D07, D14)

Staff Report No. DS-040-18

Department: Development Services

Date: June 19, 2018

Recommendation:

- 1) That Council direct staff to issue a Notice of Decision to approve Draft Plan of Subdivision File 19T(W)17.003 (Corebridge Developments Inc.) to facilitate the creation of two blocks under a single registered M-Plan, in the manner shown on Attachment #3, be approved, subject to the Conditions of Approval set out in Attachment #4 to this report; and
- 2) That Council direct staff to issue a Notice of Decision to approve Draft Plan of Condominium (Common Elements) File No. CDM17.002 (Corebridge Developments Inc.), to permit 75 freehold townhouses and condominium tenure for the privately owned and maintained common elements including, internal roads, walkways, 19 visitor parking spaces, a private play area and landscaped areas, in the manner shown on Attachment #5, subject to the Conditions of Approval set out in Attachment #6; and
- 3) That Council enact By-Law 2018-110-RD, being a By-Law to name the private streets within the COREBRIDGE DEVELOPMENTS INC, File No. 19T(W)17.003 & CDM17.002; and
- 4) That Council confirm that notwithstanding that the proposed Zoning By-law Amendment is different from that proposed at the July 4, 2017 Statutory Public Meeting, the revisions are minor in nature and that no further Statutory Public Meeting is required in accordance with Section 34(17) of the *Planning Act*; and

- 5) That Council enact By-Law No. 2018-109-ZO, being a By-Law to implement the development of Draft Plan of Subdivision File No. 19T(W)17.003, Draft Plan of Condominium (Common Elements) File No. CDM17.002, and ZBA16.013 and direct staff to issue a Notice of Passing; and
- 6) That Council allocate 75 street townhouse dwelling units of water and sanitary sewer capacity the equivalent of 174 persons from the Town's Community of Stouffville (Built Area Boundary) reserve.

1. Purpose:

The purpose of this report is seek Council's approval for the above following applications submitted by Corebridge Developments Inc. on the subject lands:

- a) Draft Plan of Subdivision Application (File 19T(W)17.003) proposes to create two blocks within a draft plan. Block 1 will be the site of the existing CIBC branch on Main Street. Block 2 will facilitate the development of 75 freehold townhouse dwellings.
- b) Draft Plan of Condominium (Common Elements) Application (File CDM-17.002) to permit 75 freehold townhouses and condominium tenure for the privately-owned and maintained common elements including internal roads, walkways, 19 visitor parking spaces, a private play area and landscaped areas.
- c) Zoning By-Law Amendment Application (File ZBA16.013), to permit residential uses and implement the proposed plan of condominium development on the proposed townhouse block.

This report will:

- Provide an overview of the subject property and its location in relation to existing development and other adjacent land uses **(Sections 3.1 and 3.2)**;
- Provide an overview of the proposed Draft Plan of Subdivision, the Draft Plan of Condominium Application and Zoning By-Law Amendment **(Section 3.3)**;
- Identify the relevant Provincial, Regional and Town Official Plan policies that apply to the subject property **(Section 4.0)**;
- Review the comments and recommended draft conditions for the Draft Plan of Subdivision approval that have been identified by the agencies and Town departments **(Section 5.0)**; and,
- Review the key issues initially identified in the July 4, 2017 public meeting report and how they have been addressed **(Section 6.0)**.

This report concludes that the granting of Draft Plan Approval for both the Plan of Subdivision and Condominium subject to conditions (Attachment 4 and 6) and the

passage of a Zoning By-Law Amendment in accordance with the recommendations made in this report represent good planning.

2. Executive Summary:

In June 12, 2017, applications for Draft Plan of Subdivision approval and Draft Plan of Condominium (common elements) approval were submitted to the Town by Corebridge Developments Inc. to develop the subject lands that are municipally known as 5827 Main Street. The purpose of the Draft Plan of Subdivision application (19T(W)17.003) is to establish two blocks, one for the CIBC branch and one for the townhouse development. The purpose of the Plan of Condominium (CDM17.002) application is to create 75 freehold townhouses on parcels of tied land with common elements including, internal roads, walkways, 19 visitor parking spaces, a private play area and landscaped areas.

An associated Zoning By-Law Amendment application was submitted in order to add “Street Townhouse Dwelling” as a permitted use on the subject lands, and propose site-specific zoning regulations. The applicant proposes to create the privately-owned parcels and the parcels for the common elements through a Part Lot Control Application in the future.

The applications have been reviewed against Provincial, Regional and Town policies and conform to those policies. **Attachment 2** to this Report includes the policy review.

The granting of Draft Approval and the enactment of the implementing Zoning By-Law Amendment will allow the applicant to complete the detailed work required and enter into a Subdivision and a Condominium Agreement with the Town.

On July 4, 2017, a Public Meeting under the Planning Act was held for a Draft Plan of Subdivision, Draft Plan of Condominium and Zoning By-Law Amendment to allow area landowners to learn more about the proposal, as well as review and comment on the plans that the applicant submitted (see Section 6 of this report).

3. Background:

3.1 Location and Surrounding Land Uses

The subject property comprises a total of 1.93 hectares (4.8 acres) and is located on the south side of Main Street, and west of Weldon Road. The property is accessible from Main Street and has a frontage of approximately 77 metres. An existing CIBC branch is located on the northwest portion of the subject property. The property is rectangular in shape and extends to the east behind two properties that front on to Main Street.

The subject lands are surrounded by the following land uses:

- North** – Main Street, beyond which are existing commercial lands including a Car Dealership and, Subway sandwich store;
- East** – Existing commercial lands, including a No Frills Grocery Store and Veterinary Clinic;
- South** – Municipal athletic facility (Stouffville Clippers Sports Complex) and a Fire and Emergency Services (EMS) Station; and
- West** – Longo's Grocery Store, GoodLife Fitness Centre and retail plaza, subject to Site Plan Application (File: SP16.031), located on the former site of Southwire Canada.



3.2 Development Overview

The purpose of the Draft Plan of Subdivision is to create two blocks of land. Block 1 is proposed to have an area of approximately 0.32 hectares and have 46 metres of frontage on Main Street and will contain the existing CIBC bank. Block 2 will be the site of a common elements plan of condominium containing 75 freehold townhouse dwelling units. Block 2 will comprise an area of approximately 1.6 hectares and have 31.4 metres of frontage on Main Street. The townhouses will be set back in behind the CIBC bank.

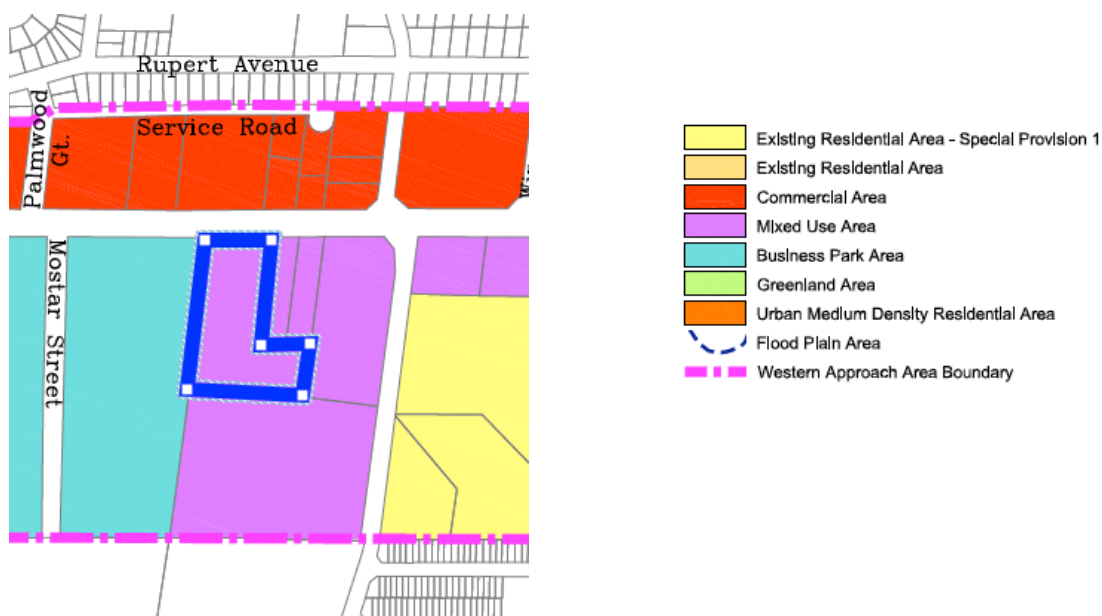
The development will consist of 8 buildings having a total gross floor area of approximately 16,778 square metres (180,610 square feet). Building “Block 100” through to “Block 700”, will contain 10 townhouse dwelling units. “Block 800” will contain 5 townhouse dwelling units. Further, there will be a total of 169 parking spaces provided on-site; 150 spaces for the residents and 19 spaces for visitors.

4.0 Analysis

4.1 Applicable Provincial, Region and Town Policies

The subject property is within an urban area in accordance with the Provincial Policy Statement, the Growth Plan for the Greater Golden Horseshoe and is considered to be within a settlement area according to the Oak Ridges Moraine Conservation Plan. The subject property is also within the Towns and Villages designation in the York Region Official Plan.

The Province approved the Town of Whitchurch-Stouffville Official Plan in 2004 and it applies Town-wide. The Official Plan indicates that the Community of Stouffville is subject to its own Secondary Plan. In this regard, the Stouffville Secondary Plan (OPA 101) establishes more detailed policies that are intended to manage growth and development within the Community of Stouffville. OPA 101 has been amended a number of times since, with one of those amendments (OPA 112) ensuring that the Secondary Plan was in conformity with the Oak Ridges Moraine Conservation Plan. The subject property is within the Western Approach Area according to Schedule F2 of the Community of Stouffville Secondary Plan. Within the Western Approach Area, the subject property is designated Mixed-Use Area as outlined in blue below:



Section 12.2.3 of the Secondary Plan establishes a community development principle that deals with unique community character. In this regard, the principle is as follows: *“Any change in the Community of Stouffville should maintain or enhance its unique small town character.”*

One of the objectives of this section that deals with the western entrance to the community of Stouffville is as follows: *“To encourage a community form and design at all levels of development, which provides opportunities for communication between residents, and, in particular, allows for pedestrian/bicycle and vehicular access between different residential neighbourhoods, and between residential areas and activity areas such as the core, the arena/high school complex and the Mixed-Use Area at the western entrance to the community.”*

The Western Approach Area is one of the fundamental organizational elements of the Land Use Plan for the community according to Section 12.3.1. The lands designated

Mixed-Use in the Western Approach Area are considered to be a component of the Town's residential intensification areas, also according to Section 12.3.1, which deals with community structure.

Section 12.3.7 deals specifically with the Western Approach Area. It is indicated in this section that the function of the Western Approach Area is as follows: *"The Western Approach Area has two key functions. It is developing as a mixed-use corridor, which serves as a secondary focal point for the community, in addition to the Community Core Area. It also serves as a major entrance to the community – an extension of the gateway area at the Highway 48 and Main Street."*

With respect to direction, the following is indicated: *"The Western Approach Area shall continue to develop as a mixed-use corridor and a secondary focal point for the community. It will provide opportunities for uses which are of a scale which is not appropriate for a location of the community core area, including not only commercial and employment development, but, also residential uses."*

Section 12.4.6 states the following with respect to design within the Western Approach Area: *"Development in the Western Approach Area shall be designed to ensure a strong relationship between buildings on the street, recognizing that the character of this area is such that existing buildings do not abut the street as they would in the Community Core Area. Careful consideration shall also be given to the location of parking areas to reduce their impact on the streetscape, as well as enhanced landscaping."*

Section 12.7.19 deals with the Western Approach Area Mixed-Use Area designation.

Section 12.7.19 states the following objective of the Mixed Use Area designation: *"It is the objective of the Town to create a diverse, thriving commercial district in this area that is combined with employment, institutional, cultural, entertainment and residential uses. Buildings of varied architecture and massing, when combined with a strong orientation to the public realm, will facilitate utilization of the properties by both pedestrians and vehicles alike."*

Permitted uses in the Mixed-Use Area designation are established in Section 12.7.19.2 and in addition to a range of commercial and entertainment uses, medium density residential uses are permitted subject to Section 12.7.19.3. This section also identifies the need to submit a number of studies including a Conceptual Plan for the site and surrounding lands, perspective drawings, Traffic Impact Study, Noise Impact Study, External Lighting Study and Air Quality Study in support of any applications.

The following is also indicated in Section 12.7.19.3(iii): *"Where more than one use is developed on a property, or, where the Western Approach – Mixed Use Area designation occupies two or more adjacent properties, the development shall provide comprehensively coordinated vehicular access, site circulation, parking, landscaping and site servicing. Where multiple properties are involved, the coordination of such matters may be imposed as a condition of development regulated through the Site Plan control"*

process.” It is as a consequence of this policy in particular that the applicant was advised by the Town initially to investigate how the subject property and the lands to the west could be more fully integrated.

The maximum height in the Mixed-Use Area designation is 6 storeys or 20 metres. The minimum floor space index requirement is 0.5 and the maximum floor space index permission is 2.0. In addition, it is indicated that residential development shall have a minimum density that is equivalent to 30 units per net hectare and shall not exceed a density equivalent of 65 units per net hectare. The proposed development will conform to these policies.

In June 2010, the Town considered the rezoning of the subject property. In Report #13 dated June 1, 2010, it was indicated at the time that the subject property was then owned and used by the Town as a public works yard. It was then indicated that on January 19, 2010, Town Council declared the lands at 5827 Main Street as surplus to Municipal needs.

In order to implement the Official Plan, it was proposed at the time to zone the subject property CM2 (Commercial Residential Mixed – Western Approach). However, it was indicated in that report that a wide range of uses should be permitted on the subject property, except residential and park uses. The following was indicated at the time: *“Owing to the long term industrial use of the property and its location adjacent to the industrial uses to the west, it is considered to be not an appropriate location for future residential development.”*

As a consequence of the above, the subject property is zoned CM2 (8) and a wide range of commercial uses are permitted. However, residential uses are not permitted and the lands need to be rezoned to permit the proposed development.

4.2 Proposed Common Elements

Common elements provided through the Condominium Plan will apply to the private internal roads, walkways, visitor parking, private play area and landscaped areas. The common element condominium roads have a driveway width of 6.5 metres throughout the subject property and will provide vehicular and pedestrian access to the site from Main Street via Driveway B.

4.3 Site Plan Design

In August 2016, the applicant also submitted a Site Plan Application (File SPA16.028), which is being reviewed concurrently. Through site plan control, appropriate architectural, urban design and streetscape elements will be implemented. As part of this review and in support of the proposed development, the applicant has submitted an Urban Design Brief, prepared by Ike/Brochu Architects Inc., dated, August 2016 in addition to coloured renderings. The proposed development is set within the context of a built-up area of the Town and takes advantage of the existing infrastructure while providing a compact built

form. Below is an excerpt from the landscape plan, depicting the raised walkway and private front yards for each townhouse unit.



As shown on the plan above, the main entrance to each dwelling unit will be from a raised landscaped pedestrian walkway that is approximately 1.5 metres in width. The walkways will be accessed by a common multi-level pedestrian stair located at the ends of each block. The proposal includes raised outdoor terraces and third storey balconies that will create an active internal streetscape. Sufficient setbacks and separation between the blocks will be provided to allow for an appropriate level of privacy.



As shown on the image above, given the length of the buildings (with 10 units), a firebreak is proposed in the centre of each building. The townhouse units are proposed to feature

a width of 5.5 metres and will be three storeys in height. The units will have depths of approximately 11.5 metres.

The townhouse garages and driveways are accessed from rear lanes. The driveways are located under the townhouse unit and are entirely covered from the ground floor above. Covering the driveways and garages under the building and projecting the rear deck out beyond the main rear wall, will minimize the vehicle presence in the rear of the building. Two tandem parking spaces will be provided for each dwelling unit, which meets the Town's Zoning By-Law parking requirement for Street Townhouse Dwellings.

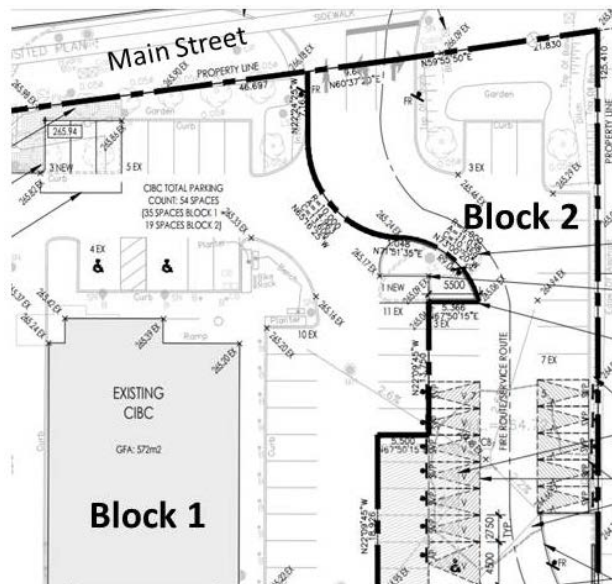


4.4 Proposed Density

With respect to the density of the proposed development, the total area of land to be used in the net density calculation as per the Town's practice includes only the lots and the proposed roads. In this regard, this totals 1.6 hectares, which excludes the play area (0.38 hectares). With 75 dwelling units proposed, the net residential density is calculated to be 55 units per net hectare. The private condominium roads and private play area have been included as part of the density calculation. The proposed development and density of the site provides for an efficient use of land and infrastructure through a compact built form.

4.5 Proposed Access

With respect to access, it is proposed that the existing entrance to the CIBC branch be widened, and included solely on Block 2. As such, the access to the CIBC branch will be over the condominium driveway and a shared access agreement will be required. An extract from the site plan shows the proposed access arrangement and proposed new lot line:



Some of the parking spaces on the south side of the CIBC branch will be accessed from a new driveway on Block 2, as will the existing drive-through associated with the bank.

Common element roads internal to the development will also connect west into a proposed commercial development, subject to site plan control (File SPA16.031). The uses proposed on the former Southwire property include a new Longos store, a GoodLife Fitness centre and other retail uses and will connect with the townhouses via four east-west common element roads (Driveway A, C, E and G).

The site plan also proposes one driveway for egress purposes only in the southeast corner of the site, which will connect to the adjacent properties and will be available for use by emergency service vehicles only. As a condition of final approval, a shared access agreement between the adjacent lands will be required to allow for vehicular and pedestrian access.

4.6 Proposed Parking

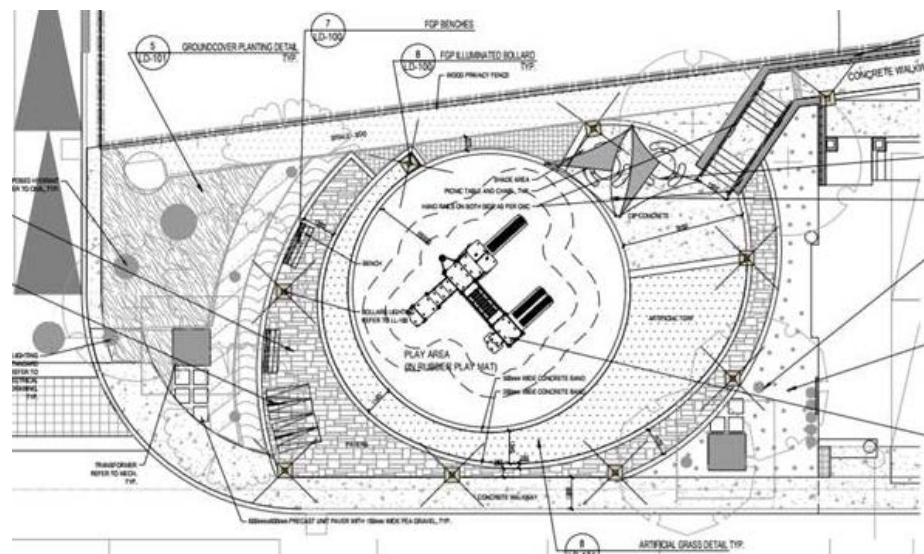
Resident parking is provided entirely within the site (Block 2) at a ratio of 2 parking spaces per dwelling unit within a private garage. Visitor parking is provided at a rate of 0.25 spaces per unit for a total of 19 parking spaces, 7 of which are depicted along the easterly lot line and 12 in proximity to Main Street. A bike rack will be provided in addition to one barrier-free parking space as per the Town's Zoning By-Law, as amended.

The CIBC provides sufficient amount of parking spaces within the site (Block 1). According to the Zoning By-Law, the bank requires a minimum of 29 parking spaces, and 35 parking spaces are provided. Parking is calculated at 5 parking spaces per 100 square metre of Gross Floor Area (GFA). The CIBC has a total of approximately 572 square metres of GFA. In this regard, staff finds that sufficient parking is provided to support the townhouse development and CIBC bank and therefore, no parking arrangement is required between the properties.

The proposal will have active transportation in the form of sidewalks, which connect the proposed development with the adjacent commercial property to the west, and to regional transit. Pedestrian circulation will be a prominent feature of this development since all front entrances are accessed on foot. Sidewalks and walkways within the development are proposed to be 1.5 metres in width. Crosswalks and decorative paving throughout the development will reinforce continuous pedestrian paths within the site.

4.8 Proposed Play Area

The draft condominium plan identifies one play area which is approximately 360 square metres in size (0.036 ha). It is anticipated that cash-in-lieu of parkland will be provided to the Town in accordance with Town requirements. The proposed play area will be on the southeast portion of the lands and will have frontage along two common element roads (Driveways B and E). The play area will include a playground area, shade structure, decorative metal railing and site furnishings (i.e. carousel benches and tables, bicycle rack, decorative metal railing). Street lighting will be provided to ensure clear visibility and safety for pedestrians. The play area surface will consist of rubber matting, surrounded by unit pavers and landscaping.



4.9 Proposed Noise Attenuation

An Environmental Noise Assessment prepared by Valcoustics, dated March 19, 2018, in support of the subject applications is currently being finalized through the site plan process. The findings of the assessment recommend that with the appropriate design of the development, the applicable MOECC noise guideline requirements will be met with noise attenuation features.

As part the initial submission, the layout and location townhouse blocks were very close to the adjacent commercial site, and special permission in the form of a Class 4 classification, in accordance with the Province's noise guidelines would be required.

If the layout and location of the dwelling units were not modified, the first iteration of the applicant's Environmental Noise Assessment Report indicated that a 9.0 metre high sound barrier would be required on the western extent of the most northerly townhouse block. This would be a significantly high wall. Further, a 9.6 metre high and a 67 metre long sound barrier would be required along the west property line. The southern portion of the barrier would be 7 metres high and 141 metres long. In addition, a sound barrier that is 3.5 metres high and 38 metres long would be required between the subject property and the CIBC building and a 12.7 metre high property line sound barrier would be required on the east property line, adjacent to the No Frills building. These sound barriers would exceed the height of the proposed townhouses and were not considered acceptable or appropriate for the lands by Town staff.

As a result, the applicant revised the plan to establish greater setbacks from the western property line and by re-orienting the location of windows. In addition to the above, air conditioning is to be mandatory for Blocks 100, 200, 300, 400 and 800 and there will be a need for mitigation measures at the CIBC building, with these mitigation measures being detailed through future agreements with the Town. With these changes, the proposed development will meet Provincial noise guidelines. All of the above will be implemented through the Site Plan Agreement or other agreements, as required.

4.10 Proposed Site Servicing

The Servicing and Stormwater Management Report prepared by SCS Consulting Group, dated, March 2017 indicated that the development proposes to utilize existing services adjacent to the subject lands. Water services will be provided by connecting to the existing watermain located from Main Street, which will provide domestic and fire flow demands for the development. An existing 150mm diameter watermain connection for the CIBC building will remain and a new 200mm diameter watermain for the proposed townhouse development will be provided.

Sanitary services will be provided by connecting to the existing sanitary sewer system with a 200mm diameter sewer main located along the northwesterly property line that connects the adjacent property to the south, via an existing manhole near the southern property line of the site. The existing sanitary sewer system servicing the CIBC within

Block 1 will be maintained and connected to the proposed sanitary sewer system downstream.

Stormwater drainage from the site will convey flows to the ditch system south of the property. Drainage from the subject lands (Block 2) will occur as overland flow to the existing headwall south of the property limit. All drainage from the CIBC (Block 1) and external lands to the northeast will be conveyed south through the proposed lands (Block 2) to the adjacent municipal lands via an internal storm sewer system and an existing headwall south of the property limit as per the Functional Servicing and Stormwater Management Report (Masongsong Associates, 2013).

4.11 Proposed Zoning By-Law Amendment

With respect to the proposed Zoning By-law Amendment application, the applicant is proposing to rezone the subject property from the Commercial Residential Mixed – Western Approach - Exception [CM2 (8)] zone to the Commercial Residential Mixed – Western Approach – Exception [CM2 (9)] Zone.

Currently, the exception zone that applies to the subject property [CM2 (8)] does not permit street townhouse dwellings, however street townhouse dwellings are permitted as-of-right in the parent CM2 zone. In this regard, the first part of the applicant's re-zoning application for site-specific provisions is to add street townhouse dwellings and a private park as permitted uses.

The second part of the application for re-zoning is to alter the standards that apply to the CM2 zone with site-specific provisions. For the purpose of the zoning by-law amendment, and for ease of future by-law interpretation, Block 2 will be considered as a single lot and the front lot line will be Main Street. This means that the required yards only apply at the edges of Block 2 and not to the individual units within the Plan of Condominium. Below is a table of the current CM2 standards and the standards being proposed in the Zoning By-law Amendment:

Standards	Current Standard in the Parent CM2 zone	Proposed Standard for the CM2 (9) zone
Maximum Number of Units	n/a	75 units
Minimum Lot Area	0 metres ²	80 metres ² per Dwelling Unit
Minimum Dwelling Width	n/a	5.5 metres per Dwelling Unit
Minimum Front Yard	3 metres	6.0 metres
Maximum Front Yard	3 metres	n/a
Minimum Interior Side Yard	0 metres	0.0 metres
Minimum Exterior Side Yard	0 metres	6.0 metres
Maximum Exterior Side Yard	3 metres	n/a
Minimum Rear Yard	0 metres	6.5 metres
Maximum Building Height	20 metres	12.5 metres
Minimum Width of Laneway Right-of-Way	n/a	6.5 metres
Minimum Parking Requirements	2 parking spaces for street townhouse dwellings (in accordance with General Provisions section)	2 parking spaces per dwelling unit, exclusive of visitor parking

Standards	Current Standard in the Parent CM2 zone	Proposed Standard for the CM2 (9) zone
Minimum Number of Visitor Parking Spaces	n/a	19 parking spaces

Town Staff is supportive of the changes being proposed in the Zoning By-law Amendment.

5. Recommended Option

Town Staff is satisfied that the proposed development, as discussed in Section 3 and 4, is consistent with the Provincial Policy Statement, conforms to the Growth Plan, York Region Official Plan as well as the Town's Official Plan. Town Staff is also satisfied that the proposed Draft Plan of Subdivision, Draft Plan of Condominium and Zoning By-Law Amendment represents good planning and recommends that Council approve the subject applications.

The Conditions of Approval of Draft Plan of Subdivision are attached as **Attachment 4** to this Report. The Conditions of Approval of Draft Plan of Condominium (Common Elements) are attached as **Attachment 6** to this Report.

6. Agency Comments:

In a letter dated September 21, 2017, **York Region** indicates that Main Street is a 36.0 metre right of way and requests that all municipal setbacks be referenced from a point 18.0 metres from the centreline of Main Street. This will be accommodated on the site.

In a letter dated September 15, 2016, **Enbridge Gas Distribution** indicates that they have no comments. Standard conditions have been included for utilities to protect their interests.

In a letter dated September 15, 2016, **Bell** indicates that they have no objection subject to conditions. Standard conditions have been included for utilities to protect their interests.

In a letter dated September 15, 2016, **Rogers** indicates that they have no comments. Standard conditions have been included for utilities to protect their interests.

In letter dated October 3, 2016, **Hydro One** indicates that they have no objection to the development. Standard conditions have been included for utilities to protect their interests.

In a circulation letter was sent to **Canada Post** on September 8, 2016 for comment. Staff have yet to receive a response and will be requesting their comments. Standard conditions have been included dealing with centralized mailboxes to protect their interests.

7. Key Planning Issues Raised at Public Meeting:

No members of the public had been present at the Public Meeting, as such, no planning issues identified in the July 4, 2017 public meeting report.

8. Financial Implications:

The issuance of Draft Plan Approval for The Plan of Subdivision and Plan of Condominium and the passing of By-Law No. 2018-109-ZO will not affect the 2018 Operating or Capital Budgets.

The Developer is responsible for all infrastructure work associated with the development of the land. The appropriate financial securities and insurance, etc. will be secured by the Municipality through the execution of the future Subdivision Agreement.

9. Attachments:

1. Location Map
2. Assessment of Provincial and Regional policies
3. Draft Plan of Subdivision
4. Draft Plan of Subdivision Conditions
5. Draft Plan of Condominium (Common Element)
6. Draft Plan of Condominium Conditions

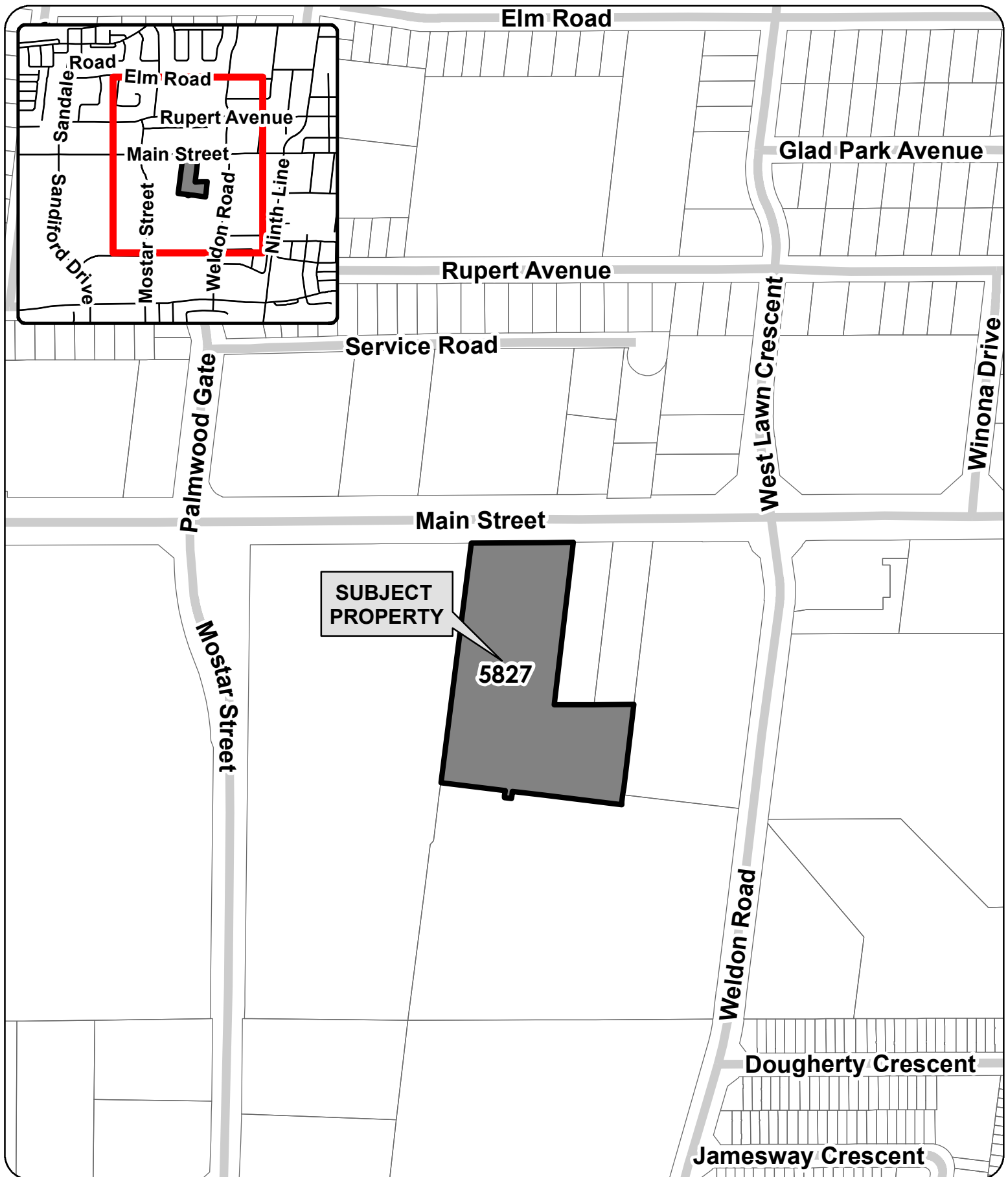
10. Related Reports:

July 4, 2017 - Public Meeting Report - Applications for Draft Plan of Subdivision, Draft Plan of Condominium and Re-Zoning - 5827 Main Street (Stouffville) (File Numbers: 19T(W)-17.003, CDM17.002 and ZBA17.005)

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Town of Whitchurch-Stouffville

5827 Main Street

Community of Stouffville



(Provincial and Regional Policy Assessment) - APPLICATIONS FOR PROPOSED DRAFT PLAN OF SUBDIVISION, PLAN OF CONDOMINIUM AND ZONING BY-LAW AMENDMENT COREBRIDGE DEVELOPMENTS INC., 5827 MAIN STREET, COMMUNITY OF STOUFFVILLE. FILE NO. 19T(W)-17.003, CDM17.002 & ZBL16.013

A. Growth Plan (2017)

The Growth Plan for the Greater Golden Horseshoe was updated in May 2017 and came into effect on July 1, 2017. The Growth Plan establishes a vision for the Greater Golden Horseshoe based on the principles of: building compact, vibrant and Complete Communities; economic competitiveness; protecting natural heritage resources and employment areas; wise use of land and resources; optimizing infrastructure and transit and directing growth to and intensifying existing built-up areas. The Planning Act requires that decisions respecting planning matters conform to the Growth Plan and decisions to be made by Council are in accordance with the recommendations made in this report.

The subject lands are located within the Town's built boundary. Policy 2.2.2.1 states that, *"By the year 2031, and for each year thereafter, a minimum of 60 per cent of all residential development occurring annually within each upper or single-tier municipality will be within the delineated built-up area."* Further, Policy 2.2.2.4 states that, *"All municipalities will develop a strategy to achieve the minimum intensification target and intensification throughout delineated built-up areas, which will:*

- a. encourage intensification generally to achieve the desired urban structure;*
- b. identify the appropriate type and scale of development and transition of built form to adjacent areas;*
- c. identify strategic growth areas to support achievement of the intensification target and recognize them as a key focus for development;*
- d. ensure lands are zoned and development is designed in a manner that supports the achievement of Complete Communities;*
- e. prioritize planning and investment in infrastructure and public service facilities that will support intensification; and*
- f. be implemented through official plan policies and designations, updated zoning and other supporting documents."*

Section 2.2.1.4 of the Growth Plan states that applying the policies of the Growth Plan will support the achievement of Complete Communities that feature a diverse mix of land uses, including residential and employment uses, and convenient access to local stores, services, and public service facilities. The Growth Plan defines Complete Communities as, *"Places such as mixed-use neighbourhoods or other areas within cities, towns, and settlement areas that offer and support opportunities for people of all ages and abilities to conveniently access most of the necessities for daily living, including an appropriate mix of jobs, local stores, and services, a full range of housing, transportation options and public service facilities."*

The redevelopment of the subject lands will create a total of 75 dwelling units within the built-up area of the Town at a density of 55 residential units per hectare, which is

(Provincial and Regional Policy Assessment) - APPLICATIONS FOR PROPOSED DRAFT PLAN OF SUBDIVISION, PLAN OF CONDOMINIUM AND ZONING BY-LAW AMENDMENT COREBRIDGE DEVELOPMENTS INC., 5827 MAIN STREET, COMMUNITY OF STOUFFVILLE. FILE NO. 19T(W)-17.003, CDM17.002 & ZBL16.013

consistent with the objectives of the Growth Plan to promote efficient development and land use patterns.

The subject lands are located on Main Street within the Town, which provides a range of land uses and transportation options that are consistent with the objective of Complete Communities. The proposed townhouse development is transit-supportive and promotes alternative transportation options (ie. walking, cycling). The proposed development will complement the area by providing convenient access to an appropriate mix of jobs, local services, and community infrastructure.

B. Provincial Policy Statement (2014)

The Provincial Policy Statement (PPS) 2014 provides a vision for land use planning in Ontario that encourages the efficient use of land, resources, public investment in infrastructure and public service facilities. As noted above, the subject property is within a settlement area. The following policies are relevant to the development of the lands:

Section 1.1.2 of the PPS states that, "Sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 20 years. However, where an alternate time period has been established for specific areas of the Province as a result of a provincial planning exercise or a provincial plan, that time frame may be used for municipalities within the area. Within settlement areas, sufficient land shall be made available through intensification and redevelopment and, if necessary, designated growth areas."

Further, Section 1.1.3.3 of the PPS, states that, "Planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment where this can be accommodated, taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs."

Section 1.6.3 of the PPS states that "Before consideration is given to developing new infrastructure and public service facilities, the use of existing infrastructure and public service facilities should be optimized and, opportunities for adaptive re-use should be considered, wherever feasible."

Section 1.6.6.2 of the PPS states that "Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas. Intensification and redevelopment within settlements areas of existing municipal sewage services and municipal water services should be promoted wherever feasible."

(Provincial and Regional Policy Assessment) - APPLICATIONS FOR PROPOSED DRAFT PLAN OF SUBDIVISION, PLAN OF CONDOMINIUM AND ZONING BY-LAW AMENDMENT COREBRIDGE DEVELOPMENTS INC., 5827 MAIN STREET, COMMUNITY OF STOUFFVILLE. FILE NO. 19T(W)-17.003, CDM17.002 & ZBL16.013

The proposed development is consistent with the above policies since the land will be efficiently utilized, connects to full municipal services, is transit-supportive, and enhances the Town's active transportation network.

Section 1.8 of the PPS speaks to energy conservation, air quality and climate change. These new policies support energy conservation, reduced greenhouse gas emissions and climate change adaptation.

C. York Region Official Plan

The York Region Official Plan (2010) identifies that the subject lands are located within the “Towns and Villages”, where residential development is permitted. The Plan requires that municipalities adopt and implement intensification strategies in order to meet the Growth Plan targets in addition, to allowing for appropriate transitioning between new infill and existing land uses. The following policies relate to this development:

Policy 5.3.1 requires *“That by the year 2015 and for each year thereafter, a minimum of 40% of all residential development will occur within the built-up boundary area as defined by the Province’s Built Boundary in the Places to Grow Plan”*. Further, Policy 5.3.3.a) identifies a local intensification target of 1,500 residential units by 2031 for Whitchurch-Stouffville.

The proposed development is consistent with the policies of the York Region Official Plan and the intensification of these lands will assist the Region in achieving the targets for the built-up area.

Policy 5.3.6 requires *“That intensification areas be planned and design to achieve an appropriate transition of built form to adjacent areas”*. The proposed development demonstrates appropriate design, scale, and setbacks that is suitable within the context of the surrounding land uses.

D PLANNING ACT CRITERIA

The consideration of all Plans of Subdivision in Ontario is subject to the criteria established in the Planning Act. In this regard, Section 51(24) begins as follows: *“In considering a Draft Plan of Subdivision, regard shall be had, among other matters, to the health, safety, convenience, accessibility for persons with disabilities and welfare of the present and future inhabitants of the municipality and to...”* Subsections (a) to (m) follow, some of which directly apply to the subject property. Below is a review of those subsections.

(Provincial and Regional Policy Assessment) - APPLICATIONS FOR PROPOSED DRAFT PLAN OF SUBDIVISION, PLAN OF CONDOMINIUM AND ZONING BY-LAW AMENDMENT COREBRIDGE DEVELOPMENTS INC., 5827 MAIN STREET, COMMUNITY OF STOUFFVILLE. FILE NO. 19T(W)-17.003, CDM17.002 & ZBL16.013

Section 51(24)(a) states: *"In considering a Draft Plan of Subdivision, regard shall be had, among other matters, to the health, safety, convenience, accessibility for persons with disabilities and welfare of the present and future inhabitants of the municipality and to the effect of development of the proposed subdivision on matters of Provincial Interest as referred to in Section 2."*

In this regard, Section 2 states the following *"the Minister, the Council of a municipality, a local board, a planning board and the Municipal Board, in carrying out their responsibilities under this Act, shall have regard to, among other matters, matters of Provincial Interest."* Sections 2(a) to (s) of the Planning Act are reproduced below and those subsections that are highlighted in bold are relevant to the consideration of the application affecting the subject property (brief comments are provided **in bold italics**):

(a) The protection of ecological systems, including natural areas, features and functions **(there are no natural areas on the subject property);**

(b) The protection of the agricultural resources of the Province **(does not apply as lands within urban area);**

(c) The conservation and management of natural resources and the mineral resource base **(does not apply as lands within urban area);**

(d) The conservation of features of significant architectural, cultural, historical, archaeological or scientific interest **(Province has provided sign-off letter with respect to archaeology);**

(e) The supply, efficient use and conservation of energy and water **(subject property to be connected to full municipal sewer and water services, which have been confirmed available);**

(f) The adequate provision and efficient use of communication, transportation, sewage and water services and waste management systems **(subject property to be connected to full municipal sewer and water services, which have been confirmed to be available, waste management will be provided);**

(g) The minimization of waste **(new homes will be required to sort their waste as appropriate and conditions of final approval will require minimization of construction waste);**

(h) The orderly development of safe and healthy communities **(subject property within settlement area, which is where growth is to be directed);**

(h.1) The accessibility for persons with disabilities to all facilities, services and matters to which this Act applies **(the connections to pedestrian walkways, play area and visitor parking will be designed to be accessible as required);**

(i) The adequate provision and distribution of educational, health, social, cultural and recreational facilities **(the proposed plan is accessible to everyday needs, in**

(Provincial and Regional Policy Assessment) - APPLICATIONS FOR PROPOSED DRAFT PLAN OF SUBDIVISION, PLAN OF CONDOMINIUM AND ZONING BY-LAW AMENDMENT COREBRIDGE DEVELOPMENTS INC., 5827 MAIN STREET, COMMUNITY OF STOUFFVILLE. FILE NO. 19T(W)-17.003, CDM17.002 & ZBL16.013

proximity schools, parks and recreational facilities, in addition to being on an active transportation network (Main Street));

(j) The adequate provision of a full range of housing, including affordable housing (a range of housing types on the subject property will support this Provincial Interest);

(k) The adequate provision of employment opportunities (within proximity to adjacent to employment opportunities within the surrounding area;

(l) The protection of the financial and economic well-being of the Province and its municipalities (this is primarily implemented by ensuring that growth is directed to urban areas where efficiencies can be realized);

(m) The co-ordination of planning activities of public bodies (all agencies have participated in the review process);

(n) The resolution of planning conflicts involving public and private interests (does not apply in this case);

(o) The protection of public health and safety (proposal has been reviewed by all Town departments);

(p) The appropriate location of growth and development (subject property within settlement area, which is where growth is to be directed);

(q) The promotion of development that is designed to be sustainable, to support public transit and to be oriented to pedestrians (transit route on Main Street along with active transportation network);

(r) The promotion of built form that,

(i) Is well-designed,

(ii) Encourages a sense of place, and

(iii) Provides for public spaces that are of high quality, safe, accessible, attractive and vibrant (to be dealt with through the site plan application (SP06.028);

(s) The mitigation of greenhouse gas emissions and adaptation to a changing climate (to be implemented through the recycling of household and construction waste).

Representative For Land Registrar

NOTE : THIS PLAN COMPRISES ALL OF PIN

(GEOGRAPHIC TOWNSHIP OF MARKHAM)
TOWN OF
WHITCHURCH-STOUFFVILLE
REGIONAL MUNICIPALITY OF YORK
SCALE 1:300



5 2.5 0 5 10 15 20 METRES

SCHAEFFER DZALDOV BENNETT LTD.

NOTES

NOTES	DENOTES
1	SHORT STANDARD IRON BAR PLANTED
2	IRON BAR PLANTED
3	FOUND MONUMENT
4	STANDARD IRON BAR
5	SHORT STANDARD IRON BAR
6	IRON BAR
7	REGISTERED PLAN M-1198
8	SPEIGHT, VAN NOSTRAND & GIBSON LIMITED, SURVEY DATED JANUARY 31, 2013
9	MARSHALL, NADLIN, MONAGHAN, ONTARIO LIMITED
10	LOYD & POCILLI LIMITED
11	ORIGIN UNKNOWN
12	MEASURED
13	SET
14	REPLACED WITH SSIB
15	CHAIN LINK FENCE

TOTAL AREA OF SUBDIVISION = ha.

OWNER'S CERTIFICATE

THIS IS TO CERTIFY THAT:

1. LOTS 1 TO 38, BOTH INCLUSIVE, THE STREET, NAMELY NEELANDS CRESCENT, HAVE BEEN LAID OUT IN ACCORDANCE WITH OUR INSTRUCTIONS.
2. THE STREET IS HEREBY DEDICATED TO THE CITY OF TORONTO AS A PUBLIC HIGHWAY.

DATED THE ____ DAY OF _____, 2017.
COREBRIDGE DEVELOPMENT CORP.

— A.S.G.
I HAVE THE AUTHORITY TO BIND THE CORPORATION

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY
MULTIPLYING BY A COMBINED SCALE FACTOR OF 0.9000

SPECIFIED CONTROL POINTS (SCPs): UTM ZONE 17, NAD83 ORIGINAL COORDINATES TO URBAN ACCURACY PER SEC. 14(2) OF O.R.G. 216/10		
POINT ID.	NORTHING	EASTING
SCP XXX	X	X
SCP XXX	X	X

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE XXX DAY OF XXX, 2017.

DATE : _____

OPHER N. DZALDOV
ONTARIO LAND SURVEYOR



SCHAEFFER DZALDOV BENNETT LTD.
ONTARIO LAND SURVEYORS

84 JARDIN DRIVE		CONCORD, ONTARIO L4R 3P3		TEL. (416) 887-0101	
CALC.	DRAWN ACAD/LW	CHECKED	SCALE 1:300	JOB No. 13-317-03	
APRIL 17, 2007					

JOB No. 13-317-01
APRIL 17, 2017

SCHEDULE OF CONDITIONS 19T(W)-17.003

**Corebridge Developments Inc.
Part of Lot 5, Concession 8
5827 Main Street
Community of Stouffville
Town of Whitchurch-Stouffville**

1.0 General

- 1.1** Approval of the plan shall relate to a Draft Plan of Subdivision 19T(W)-17.003, prepared by Schaeffer Dzaldov Bennett Ltd., Job No. 13-317-03, dated April 17, 2017.
- 1.2** The Owner agrees that this Draft Approval shall lapse on June 19th, 2021 unless extended by the Town upon application by the Owner in accordance with the Planning Act. The Owner shall cause the plan of subdivision to be registered prior to the current draft plan expiry date or apply for a draft plan extension with the Town a minimum of four (4) months prior to draft plan expiry. Under circumstances where the registration of the plan is not available as the "Mylar Registration Package" has not been delivered to the Town six (6) months prior to the expiry the Owner shall appropriately apply to the Town's Development Services Department for a draft plan extension in accordance with the Planning Act and Town requirements all to the Sole satisfaction of the Director of Development Services. The Owner Shall initiate the engineering design of the Plan of Subdivision after draft plan approval by submitting plans, reports and other supporting documentation as required to the Town and all other applicable agencies. engineering design submissions will be accepted only if fully completed in accordance with the Town's Engineering and Public Works Standard Guidelines and Drawings and all prior review comments as applicable. To support registration the Owner shall supply the Town with a set of final and complete plans, reports and other documentation for Town approval a minimum of eight (8) months prior to the expiry of the draft plan approval.
- 1.3** The Owner shall enter into a Subdivision Agreement and/or other Town Agreements with the Town to satisfy all conditions, financial or otherwise of the Town, with regard to such matters as the Town may consider necessary.
- 1.4** The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to provide written notice of all development charges related to the Plan of Subdivision including payments made and any amounts owing, to all first purchasers of lands within the first phase of the draft plan at the time the lands are transferred to the first purchasers.
- 1.5** The Owner shall pay any and all outstanding application fees to the Town in accordance with the current Fees and Charges By-law as may be amended.
- 1.6** The Owner shall satisfy the Town with respect to any and all financial obligations for external municipal works that are necessary to facilitate the development of the draft plan lands prior to the execution of a servicing agreement or a Subdivision Agreement or other agreement for municipal works that are not included in the Town's Development Charges Background Study.

SCHEDULE OF CONDITIONS 19T(W)-17.003

Corebridge Developments Inc.

Part of Lot 5, Concession 8

5827 Main Street

Community of Stouffville

Town of Whitchurch-Stouffville

- 1.7** The Owner agrees and covenants that the Draft Plan of Subdivision and associated conditions of Draft Approval may require revisions, to the satisfaction of the Town, to implement or integrate any recommendations resulting from studies or submissions required as a condition of Draft Approval.
- 1.8** The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the Plan of Subdivision has been presented as one development and notwithstanding possible construction phasing, the plan will not be assumed by the Town in its entirety.
- 1.9** The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to enter into an agreement with the Owner of the adjacent property at 5827 Main Street, to provide private easements for watermain, sanitary sewer and storm sewer, to facilitate construction and maintenance of the shared service connections between the two properties.
- 1.10** The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to provide municipal and public access easements to the Town over the shared or common condominium owned areas of the Draft Plan of Subdivision.
- 1.11** The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements not to commence the stripping of topsoil or rough grading on the site, or, the removal of any trees, in the absence of an approved Subdivision Agreement or other agreement or approval with the Town.
- 1.12** The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to prepare a Neighbourhood Information Plan for review and approval by the Town prior to being displayed in the sales office for the benefit of Prospective purchasers. The Neighbourhood Information Map shall include but not be limited to the following:
 - a) The subject lands and the surrounding land uses, arterial roads, transit stops, internal roads, sidewalks, walkways, above ground utilities, community mailboxes, waste collection, street lighting, street furniture, fencing and noise attenuation features, and play area.

SCHEDULE OF CONDITIONS 19T(W)-17.003

Corebridge Developments Inc.

Part of Lot 5, Concession 8

5827 Main Street

Community of Stouffville

Town of Whitchurch-Stouffville

- 1.13** The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that all lots or blocks to be left vacant for longer than a specified period of time shall be graded, seeded, and maintained to the satisfaction of the Town. Lands not being developed (the "Future Development Lands"), shall be graded, seeded and maintained to the satisfaction of the Town, prior to and during the dry period of June 15th, 2018 to September 1st, 2018 and every subsequent year thereafter until commencement of development thereon, and will be topsoiled and revegetated/seeded to prevent erosion by either wind, rain or stormwater. The Owner will ensure, through appropriate maintenance of the seeded area, that adequate germination occurs within 3 weeks of planting to establish a stable vegetative cover. If in the sole opinion of the Town Engineer (or his/her designate) adequate germination of the seeded area has not occurred, additional terra-seeding will be required until acceptable ground cover is established. In addition, the Owner acknowledges and agrees that it shall not stockpile dirt, nor shall it store construction equipment, vehicles or machinery on the Lands. The Owner shall be bound by the obligations in this condition, until such time as a Subdivision Agreement and/or other Town agreement for the development of the Lands has been executed by the Owner and the Town. If the Owner fails to maintain the Lands to the satisfaction of the Town Engineer (or his/her designate), the Town may do the work necessary to maintain the Lands and draw on the Securities the Owner provided or made available to complete such works.
- 1.14** The content of the Neighbourhood Information Plan will be subject to direction by the Town and it will also be subject to revisions as determined by the Town as the detailed design and approval of the services and features of the plan are obtained. The Owner shall agree to implement, and post revisions of the Neighbourhood Information Plan as directed by the Town. All display plans shall be reviewed and approved by Town staff prior to their display in the sales office.
- 1.15** The Owner shall enter into a Site Plan Agreement, to satisfy all conditions, financial or otherwise of the Town with respect to the development of the common element condominium. The Agreement deals with matters including, but not limited to the following:
- a) Engineering matters such as municipal services; road widening; construction and reconstruction; signals; grading; fencing; noise mitigation, and warning clauses; financial issues, such as cash contributions, levies (development charges); land dedications or reserves; securities, or letters of credit; planning matters such as residential reserve blocks, buffer blocks, site plan and landscape plan approvals, and conservation heritage matters.

SCHEDULE OF CONDITIONS 19T(W)-17.003

Corebridge Developments Inc.

Part of Lot 5, Concession 8

5827 Main Street

Community of Stouffville

Town of Whitchurch-Stouffville

- 1.16** The Owner agrees that firebreak lots within the draft plan of subdivision shall be designated in the Subdivision Agreement, to the satisfaction of the Fire Chief. The Owner shall provide a Letter of Credit in the Subdivision Agreement in an amount to be determined by the Town at the Subdivision Agreement stage to ensure compliance with this condition.
- 1.17** The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to submit a Phase One Environmental Site Assessment completed in full accordance with O. Reg. 153/04, as amended, for the purpose of filing a Record of Site Condition for all the Lands within the subdivision indicating that no further environmental assessment is required in order to file a Record of Site Condition for the applicable land use (If the land use is unknown, Table 2 Residential/Parkland/Institutional Property Use shall be used). Once completed, the Owner also agrees and covenants in the Subdivision Agreement provide a Letter of Acknowledgement of the filing and approval of a Record of Site Condition from the Ministry of Environment and Climate Change to the Town for the land parcel for the applicable land use prior to registration of the plan.
- 1.18** The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to apply civic numbers and signs to lots/blocks to the satisfaction of the Town's Chief Building Official and Fire Chief prior to registration of the plan and as per the Town's Building Numbering By-Law following registration of the plan and erection of the buildings.
- 1.19** The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to indemnify and save harmless the municipality with respect to all claims including costs relating to drainage and/or erosion issues that may be as a direct result from construction activities associated with the development of its lands. The Owner further agrees and covenants that all liability is the responsibility of the Owner.

2.0 Water

- 2.1** The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that a watermain connection will be constructed to the satisfaction of the Town prior to the commencement of construction of any dwelling. The said water supply connection is to be completed to watermains that are fully operational.
- 2.2** The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to provide the Town 72 hours notice prior to connecting to the Town watermains and shall only connect to the watermains in the presence of the Town's Public Works inspector(s).

SCHEDULE OF CONDITIONS 19T(W)-17.003

Corebridge Developments Inc.

Part of Lot 5, Concession 8

5827 Main Street

Community of Stouffville

Town of Whitchurch-Stouffville

- 2.3** The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the site is required to have 1 distinct roadway access for the public and residences and 1 distinct/emergency access for the EMS services and maintenance and/or residences and public as required at the time of emergency or maintenance. [A1]

3.0 Noise

- 3.1** The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to implement the recommendations of the Environmental Noise Assessment, prepared by Valcoustics Canada Ltd, dated March 19, 2018, as amended to the Town's satisfaction which addresses noise attenuation measures within the Plan and include the necessary warning clauses in the Offers of Purchase and Sale for those lots affected. The warning clauses pertain to noise levels from traffic, construction and surrounding building activities.

4.0 Utilities

- 4.1** The Owner shall prepare an overall composite utility plan to the satisfaction of the Town and all affected authorities/service providers, prior to the execution of the Subdivision Agreement and/or other Town Agreements.
- 4.2** The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that hydroelectric, telephone, high speed broadband width telecommunication services, gas and television cable services, fiber optic conduit and/or cable shall be constructed at no cost to the Town, as underground facilities within the public highway allowances or within other appropriate easements, as approved on the Composite Utility Plan, to the satisfaction of the Town and affected authorities/service providers.
- 4.3** The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to enter into any Agreement(s) required by any applicable utility companies to undertake the installation of utilities consistent with the approved Composite Utility Plan.
- 4.4** The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements with respect to the provision of natural gas distribution to:
- a) Make satisfactory arrangements with the appropriate service authority to install all of the natural gas distribution system within the proposed public highway allowance;
 - b) Grade all streets to final elevation prior to the installation of the gas lines; and,
 - c) Provide the necessary field survey information required for the installation of the gas distribution system, all to the satisfaction of the Town and the service provider.

SCHEDULE OF CONDITIONS 19T(W)-17.003

Corebridge Developments Inc.

Part of Lot 5, Concession 8

5827 Main Street

Community of Stouffville

Town of Whitchurch-Stouffville

- d) Provide the necessary field survey information required for the installation of the gas distribution system, all to the satisfaction of the Town and the service provider.

4.5 All switchgear distribution infrastructure shall not be located on municipally owned lands including but not limited to right of ways.

5.0 Clearances

5.1 Prior to release for registration of the Draft Plan, the Owner shall provide to the Town a summary indicating how each Draft Plan Condition was satisfied with the registration Plans package to the Town for review and concurrence.

Prior to release for registration of the Draft Plan, or any phase thereof, clearance letters, containing a brief statement detailing how conditions have been met, will be required from authorized agencies as follows:

- a) Enbridge Consumers Gas shall advise that Conditions 5.4 have been satisfied;
- b) Canada Post Corporation shall advise that Conditions 5.1, 5.2, 5.3 have been satisfied.
- c) Bell Canada shall advise that Conditions 5.1, 5.2, 5.3 have been satisfied.

5.2 Scoped List of Reports/Studies to be submitted to the Town in accordance with the above conditions:

- a) Noise Impact Study in accordance with condition 3.1
- b) Phase Two Environmental Site Assessment (ESA) report in accordance with condition 1.19
- c) Architectural Control Manual in accordance with condition 4.1, 4.2



SCHEDULE OF CONDITIONS CDM17.002
Corebridge Development Corporation (the “Owner”)
5827 Main Street, Part of Lot 35, Concession 8 (the “Lands”)
Community of Stouffville,
Town of Whitchurch-Stouffville

The conditions of the Council of the Town of Whitchurch-Stouffville (the “Town”) that shall be satisfied prior to the registration of Plan of Condominium (Common Element) CDM17.002, are as follows:

1.0	General Conditions
1.1	The plans submitted for final approval and registration must be in accordance with the approved Site Plan and shall include the Draft Plan of Condominium.
1.2	That prior to registration, the Owner shall agree to complete development of the lands in accordance with the approved Site Plan and provisions in the Site Plan Agreement (SPA16.028) to the satisfaction of the Director of Development Services for the Town.
1.3	Prior to registration, the Owner shall provide evidence to the Town that the approved Site Plan and Draft Plan of Condominium complies with the Town’s Comprehensive Zoning By-law 2010-001-ZO, to the satisfaction of the Director of Development Services for the Town.
1.4	Prior to registration, the Owner shall ensure that parking is provided in accordance and compliance with the Town’s Comprehensive Zoning By-law 2010-001-ZO, and in accordance with the approved Draft Plan of Condominium.
1.5	Prior to final approval, the Owner shall have fully complied with all orders pursuant to the <i>Building Code Act</i> , 1992 and shall have completed all work to correct any building deficiencies, to the satisfaction of the Chief Building Official.
1.6	The Owner shall submit to the Director of Development Services a complete copy of the Condominium Declaration and Description in accordance with the Condominium Act, 1998 and any other provision as may be requested as a condition of draft approval by the Town, which includes the following: a. A schedule containing a statement from the declarant's solicitor that in his or her opinion, based on the parcel register or abstract index and the plans and drawings recorded in them, the legal description is correct and the easements mentioned in the schedule will exist in law upon the registration of the Declaration and Description; and b. A schedule being the certification of the project engineer and/or architect that all buildings have been constructed in accordance with the regulations made under the Condominium Act.
1.7	The Owner shall incorporate into the Condominium Declaration and Description any warning clauses required by the Town, for potential noise generated by any surrounding activities, but not limited to the following clauses:

- a) Purchasers are advised that the Town will not be providing maintenance or snow removal service for the private condominium roads.”
- b) “Purchasers are advised that the “road” is designated a Fire Route, as such, no on-street parking is permitted.”
- c) “Purchasers are advised that waste management and snow removal shall be provided by the condominium corporation.”
- d) “Purchasers are advised that visitors parking spaces shall form part of the common elements and neither be used by or sold to unit owners or be considered part of the exclusive use portions of the common elements.”
- e) “Purchasers are advised that the play area shall form part of the common elements and neither be used by or sold to unit owners or be considered part of the exclusive use portions of the common elements.”
- f) “Purchasers are advised that mail delivery will be from a designated community mailbox as per Canada Post’s requirements.”
- g) “The Owner shall incorporate into the Condominium Declaration and Description any easements required by the Town, including vehicular access for fire and emergency services, to the satisfaction of the Town.

1.8 The Owner shall file with the Director of Development Services, fully executed copies of the following certificates satisfactory to the said Director:

- a) confirmation from the applicant’s solicitor the creation and registration of necessary easements has been undertaken;
- b) certification from the applicant’s surveyor with respect to the identification of necessary easements;
- c) certification from the applicant’s engineer with respect to the identification of necessary easements.

1.9 Prior to final approval, the Owner agrees to implement the recommendations of the Environmental Noise Assessment, prepared by Valcoustics Canada Ltd, dated March 19, 2018, as amended to the Town's satisfaction which addresses noise attenuation measures within the Plan of Condominium and include the necessary warning clauses in the Offers of Purchase and Sale for those lots affected. The warning clauses pertain to any noise levels from traffic, construction and surrounding building activities.

1.10 The Owner agrees and covenants in the Condominium Agreement and/or other Town Agreements to enter into an agreement, under mutually acceptable terms, with adjacent properties at 5827 Main Street, 5769 Main Street, 5847 Main Street and 5859 Main Street to provide private easements for shared vehicular access between the properties.

1.11 Prior to final approval, a fire route shall be designed in accordance with the Ontario Building Code requirements, and must be approved by the Fire Chief prior to final approval.

1.12 Prior to final approval, the Owner shall submit an “as-constructed” survey, to the satisfaction of the Town Engineer and/or the Director of Development Services.

1.13 Prior to final approval, the Owner and their Solicitor and Land Surveyor shall confirm that all required easements and rights-of-way for utilities, drainage and construction purposes have been granted to the appropriate

authorities, to the satisfaction of the Town.

- 1.14 The Owner agrees that the Condominium Agreement shall be registered on title against the lands to which it applies, at the cost of the Owner.
- 1.15 Prior to final approval, the Owner shall confirm to the Town's Development Services Department that they have paid all taxes levied, all additional municipal levies, if applicable, development charges and all financial requirements as may be required by the Town. The Owner also certifies acknowledgement of responsibility for the payment of all taxes levied to date, both interim and final, and all taxes levied upon the land after execution of this Condominium Agreement, if required, until each unit covered under this Condominium Agreement is separately assessed.
- 1.16 The Owner agrees to provide to the Town a complete copy of the final version of the Declaration and Description to be registered, including all Schedules thereto.
- 1.17 Prior to final approval, the Owner shall ensure that these conditions are included in the final version of the Condominium Agreement.
- 1.18 Where final approval for registration has not been given within three (3) years after the date upon which approval to the Draft Plan of Condominium was given, the Town may, in its discretion and pursuant to the *Planning Act*, withdraw its approval to the Draft Plan of Condominium, unless approval has been sooner withdrawn, but the Town may, from time to time, extend the duration of the approval.



Town of Whitchurch-Stouffville Council Report

Item 15

Subject:	Whitchurch-Stouffville and East Gwillimbury Automatic Aid Agreement (P16)
Staff Report No.	FR-007-18
Department:	Fire Department
Date:	June 19, 2018

Recommendation:

- 1) That Council approve entering into an agreement with the Town of East Gwillimbury for a joint service agreement; and**
- 2) That Council direct staff to finalize the agreement to the satisfaction of the CAO and Town Solicitor; and**
- 3) That Council authorize the Mayor and Clerk to sign all necessary documents between the Town of Whitchurch-Stouffville and East Gwillimbury.**

1. Purpose:

The purpose of this report is to outline the proposed joint fire service automatic aid agreement along Davis Drive and to obtain authorization to enter into an agreement with the Town of East Gwillimbury for joint fire service delivery along Davis Drive.

2. Background:

Currently Davis Drive separates fire service responses between Whitchurch-Stouffville Fire and Emergency Services (WSFES) and East Gwillimbury Emergency & Community Safety Services (ECSS). Properties located on the south side of Davis Drive are serviced by WSFES where as properties on the north side of Davis Drive are serviced by ECSS.

When an emergency occurs, fire dispatchers must identify which side of the road the address falls on before fire apparatus can be dispatched. This can create a delayed response as dispatchers spend time identifying which fire department's response area the fire call is in. On several occasions cell phone callers have provided 911 dispatchers with addresses across the street from an emergency. This creates confusion, delayed responses and the potential for wrong fire departments being dispatched. Motor vehicle accidents, in particular, incidents at intersections along Davis Drive, create the most confusion and would benefit the most from this proposed automatic aid agreement.

The automatic aid agreement would see both departments respond to: a) motor vehicle accidents (MVA), b) fire incidents (FI), and c) remote alarms (RA), along Davis Drive within the buffer zone as illustrated in Attachment 1. The collaborative solution of the proposed automatic aid agreement would address efficiency and service level issues along Davis Drive.

In addition to timely and appropriate resource response, the proposed automatic aid agreement would also provide the opportunity to collect data regarding emergency services resources required. This data includes resources and response times, which will be utilized to monitor, evaluate, and determine future service levels.

Annual review and reporting to Council would determine the continuation, adjustment, or cessation of the automatic aid agreements.

3. Analysis:

<u>Incident Type Responses Data Comparison</u>	2017	2017	2016	2016
	WSFES	ECSS	WSFES	ECSS
MVA	4	12	3	10
Fire	0	3	0	0
RA	2	3	0	4
TOTAL	6	18	3	14

4. Financial Implications:

During the day time hours (07:00-19:00 hrs) no additional financial implications would be assumed as station 52 is staffed with career firefighters. At night time (19:00-07:00 hrs) volunteers would be called out to respond. It is estimated that approx. \$210.00 per incident would be incurred. Given the minimal total number of annual incidents for both WSFES and ECSS, the anticipated costs would be absorbed within current budgets.

5. Attachments:

1. Area Map

6. Related Reports:

None

Author: Richard Renaud, Fire Chief

Department Head: Richard Renaud, Fire Chief

For further information on this report, please contact: Richard Renaud, Fire Chief at 905-640-9595 ext. 6225 or via email at richard.renaud@townofws.ca



Town of Whitchurch-Stouffville Council Report**Item 17**

Subject: 2017 Investment Report (F12)**Staff Report No. FS-015-18****Department: Finance****Date: June 19, 2018**

Recommendation:

- 1) That Council receive Report No. FS-015-18 for information.**

1. Purpose:

The purpose of this report is to report to Council with respect to the investment portfolio of the Town. The report meets statutory provisions within the Municipal Act, 2001 and provides additional information to Council with respect to the management of investment funds.

2. Executive Summary:

Regulations under the Municipal Act, 2001, and the Town's investment policy, seek to guide investment decisions to mitigate risk and generate a desirable rate of return. While adequate cash is required to meet the obligations of the Town, it is prudent to invest excess cash to improve the rate of return to the Town.

The Town utilizes an asset allocation strategy to improve the rate of return at risk levels consistent with the objectives of the investment policy. Liquidity is an important factor to ensure funds are available on a timely manner, however, short-term, readily available or liquid investments generally produce a lower rate of return than longer-term investments. Therefore, there is always a balance between the availability of funds and the opportunity to improve the return on investment.

The Town's current Investment policy is more restrictive than the regulation which reduces the rate of return while not significantly reducing the risk. A proposal will be brought forward to Council in a future report to adjust the Investment Policy to improve the management of investment funds.

3. Background:

The investment of funds by municipalities is governed by the Municipal Act, 2001 and Ontario Regulation 438/97 (the "Regulation"). The Regulation is prescriptive with respect to allowable investments and reporting obligations. The Town has an Investment Policy which states principles to guide the management of funds and has additional direction with respect to the selection of investment securities. The objective of this additional direction is primarily to mitigate investment risk.

The following sections will provide an analysis of the portfolio and the transactions within the portfolio.

4. Analysis and Options:

The Treasurer has a responsibility to ensure that funds not required for day-to-day transactions are invested to generate a desirable rate of return while investing in a manner that is consistent with the Investment Policy of the Town and Provincial regulations under the Municipal Act, 2001.

4.1 The Investment Policy

The Investment Policy of the Town must be consistent with O. Reg 438/97 and may be more restrictive but not less restrictive. The Regulation and the policy seek to mitigate various investment related risks through prescriptive standards. The Regulation is high prescriptive and places many constraints on the securities that may be utilized by municipalities and on the credit rating of the securities purchased.

Additionally, the Regulation requires that an investment for which the credit rating drops below either the Policy or the Regulation must be disposed of within a prescribed time. *No investments fell below the standard required for investments during the period.*

Further, investments must be consistent with investment policies and goals adopted by the municipality. *Investments at year end were consistent with the Policy.* An analysis of the Town's investment policy is presented in a following section.

4.2 Changes to the Regulation

Recognizing the significant constraint applied to municipalities, the Province has recently moved to introduce a "prudent investor" option for municipalities that provides greater flexibility for investment options. The provisions required to adopt this provision restrict a municipality with the resources of Whitchurch-Stouffville from participating.

The Town could pool investments with other municipalities to create a sufficiently large pool of funds to qualify, and to justify hiring or utilizing an experienced portfolio manager to undertake the appropriate investment strategies. The One Investment Program has advised that it will provide this service as well.

The One Investment Program (OIP) is a service of the Association of Municipalities of Ontario (AMO) through its LAS service provider, and the Municipal Financial Officers Association of Ontario (MFOA) through its CHUMS service provider. The OIP invests on behalf of municipalities, is always in compliance with the Regulation, and utilizes external professional investment firms to manage the funds under administration. Until the recent amendments to the Regulation by the Province, equity investments for municipalities could be made only through the One Equity Fund.

It is not recommended that the Town seek to utilize the prudent investor option at this time. Some observation of the results of the regulation change and perhaps an incentive by the N6 (northern six) municipalities of York Region may give rise to further review of the prudent investor option.

4.3 Investment Strategy

The Town utilizes a range of investment options, not all of which are with the OIP program. The OIP's options are limited, and the overall risk adjusted return maybe enhanced with the selective utilization of other options. That is, for a given level of theoretical risk, the return on investment may be enhanced. The Town employs the concepts of Asset Allocation strategy to improve the investment return at a level of risk consistent with the objectives of the investment policy.

The liquidity or availability of funds to meet obligations is also important and factored into the allocation strategy. The Town must meet its financial obligations in a timely manner. Liquidity is high with pooled funds such as the OIP, and with short-term options such as high-interest savings accounts and short-term investment vehicles of less than 90 days. In anticipation of a strong demand for capital funding, the portfolio has been weighted throughout 2017 and into 2018 towards high interest savings and shorter-term vehicles such as GICs to ensure the availability of capital and reducing market fluctuation or volatility risk.

Although liquidity or the ability to cash-in investments may be high with the OIP, increases or decreases in the bond or equity markets can adversely influence the rate of return on investments. Therefore, the investment horizon for a given investment vehicle must be considered. For example, the OIP Annual Report for 2017 recommends bond investments for a range of 18 months – 36 months, corporate bonds for 4 years to 10 years, and equities for a period of 5 years or longer. These are general guidelines and subject to additional considerations such as market conditions, demand for capital, and long-term forecasts. Money market funds may also have some limited market exposure based on the instruments held.

The portfolio allocation below shows allocations to short-term vehicles (HISA and GICs), to bonds (One Corporate Bond), and to equity through the One Equity Fund. The longer-term investment securities will provide higher rates of return but with higher risk, primarily through market volatility or uncertainty risk. For example, equities may provide the highest rates of return but with the greatest swings in value over the short to medium term. The preceding is a very simple overview of many options that are factored into the management of the portfolio.

4.4 Table 1: Investment Holdings

	Market Value at December 31, 2017	Percentage of Related Portfolio	Percentage of Total Portfolio December	Market Value at January 1, 2017	Percentage of Total Portfolio January
ONE Investment Program					
High Interest Savings (HISA)	\$27,396,886	59.9%	44.8%	\$821,693	1.4%
Money Market	\$59,493	0.1%	0.1%	\$158,902	0.3%
Universal Corporate Bond	\$13,936,062	30.5%	22.8%	\$29,636,602	49.7%
Equity Portfolio	\$4,370,901	9.6%	7.1%	\$8,836,321	14.8%
Subtotal	\$45,763,342	100%	74.8%	\$39,453,518	66.1%
RBC Dominion Securities					
Cash	\$68	0.0%	0.0%	\$10,147,514	17.0%
Fixed Income	\$9,083,758	58.9%	14.8%	\$10,077,294	16.9%
Investment Savings	\$6,345,254	41.1%	10.4%	\$0	0.0%
Subtotal	\$15,429,080	100.0%	25.2%	\$20,224,808	33.9%
Total Portfolio	\$61,192,422			\$59,678,326	

Notes:

1. RBC Fixed Income is comprised of three short-term GICs
2. Investment savings is money market instruments

4.5 Tables 2 & 3: Performance of the Portfolio

Table 1: One Investment Fund Returns	Return (1 Year)
One Investment Program (1)	
High Interest Savings (HISA) (2)	1.26%
Money Market	0.60%
Bond Portfolio (for comparison; no holdings)	-0.15%
Universal Corporate Bond Portfolio	2.05%
Canadian Equity Portfolio	10.02%

Notes:

- 1) As provided by the One Investment Program
- 2) HISA current interest rate is 1.665%

Table 2: RBC DS Returns	Return/ Yield
RBC Dominion Securities (1)	
Cash Equivalents/Investment Savings	1.31%
Fixed Income	1.48%

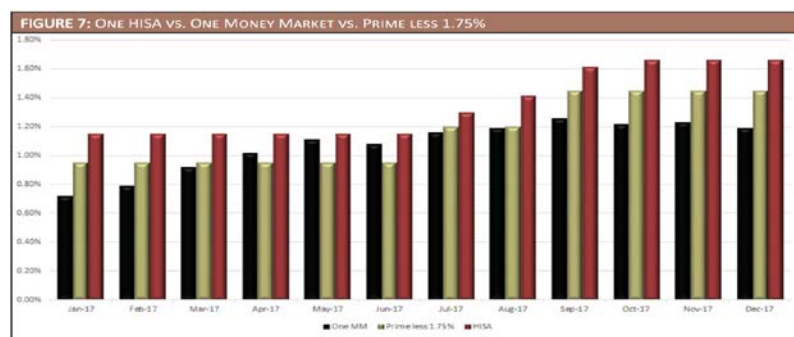
(1) Returns as provided by RBC Dominion Securities

4.5.1 Table 4: Benchmarks

Indicators	
Bank Prime less 1.75%	1.45%
GIC (Source: Bank of Canada)	0.73%
Canada Bond (2-year)	1.66%
Corporate Bond Portfolio	1.42%
TSX Composite Index (from ONE program)	9.10%

1. Prime less 1.75% is the benchmark index for the HISA and Money Market funds. The Bank of Canada increased the interest rates twice in 2017. With Treasury Bills offering historically low returns throughout the year, money market funds within the portfolio trailed the index significantly.

A significant portion of the total portfolio is in the One HISA account with transactions occurring at least every second week to optimize returns. HISA outperformed the index in every month of the year and overall in the last six months of the year (HISA: 1.58%; index: 1.34%). Various in-year rate changes provide an indication that HISA under performed the index over one year, which is an anomaly. In the graph below, HISA is the bar to the right in each grouping.



(Source: One Investment Program 2017 Annual Report, pg. 12)

The RBC Investment Savings returns are comparable to money market and are simply a holding mechanism pending interest rate changes. This has been adjusted in the current year.

2. The Town holds fixed income securities (GICs) as follows at December 31:
 - I. Royal Bank of Canada, due 01/29/2018, 1.4%; \$3,000,000
 - II. Bank of Nova Scotia, due 12/15/2018, 1.75%; \$3,000,000
 - III. National Bank of Canada, due 01/28/2019, 1.56%; \$3,000,000

Each of the fixed income securities exceeded the index as indicated in section 1 above.

3. The Town does not currently hold bonds directly, although it is possible, but invests in bonds through the ONE Bond or Corporate Bond Portfolios. To invest in bonds directly requires a credit rating assessment of each bond, while the One Program

is always in compliance. The bond portfolio chosen is the Universe Corporate Bond Portfolio.

The fund beat the index by 0.63% for the year. The index is a mix of bond indices and the reader is referred to the One Investment Program Website for further information.

4. The benchmark for the One Equity Fund is the Standard & Poors TSE Composite Index at 9.1%, and secondarily, the large-cap S&P TSE 60 index at 9.78%. The One Equity Fund returned 10.02%.

4.6 Portfolio Transactions

There are numerous transactions within the HISA account representing the deposit of excess operating funds and the redemption of deposits for operating purposes.

Table 5: Portfolio Transactions

Account	Opening	Deposits/ Reinvest	Withdrawals	Interest, Gain/Loss	Closing
One Investment Program					
HISA	\$821,693	\$86,676,455	(\$60,400,000)	\$301,845	\$27,396,886
Money Market					
Book Value	\$159,053	\$615	(\$100,000)	(\$99.33)	\$59,568
Market Value	\$158,902	\$615	(\$100,000)	(\$24)	\$59,493
Univ. Corp. Bond					
Book Value	\$28,428,471	\$626,533	(\$16,000,000)	\$396,959	\$13,451,963
Market Value	\$29,636,602	\$626,534	(\$16,000,000)	(\$327,074)	\$13,936,062
Equity					
Book	\$7,222,631	0	(\$5,000,000)	\$1,024,798	\$3,247,429
Market	\$8,836,361	0	(\$5,000,000)	\$534,580	\$4,370,901
RBC Dominion Securities					
Cash	\$10,147,514		(\$10,147,446)		\$ 68
Fixed Income	\$10,077,294	\$10,811,196	(\$11,811,196)	\$141,300	\$9,083,758
Short-term	0	\$7,489,335	(\$1,185,220)	\$69,854	\$6,345,254

Disposition of securities from the One Investment Program is for operating and capital funding. Disposition from RBC Dominion Securities is to restructure the portfolio and to meet operating and capital obligations.

4.7 Investment Policy Review

The Town's Investment Policy is more restrictive than the Regulation. Such restrictions do not significantly reduce the risk of the municipality relative to the Regulation but may significantly reduce the rate of return to the municipality.

For example, the Policy limits investments, other than Federal or Provincial securities, for greater than one year to the top five Canadian Schedule 1 banks. This excludes National Bank, the sixth largest bank in Canada, and HSBC, the seventh largest bank, banks offering very competitive short-term investment rates with a very low probability of failure.

A future report to Council will review the policy in greater detail and provide recommendations for the consideration of Council.

5. Financial Implications:

There are no financial implications arising from this report.

6. Attachments: none

7. Related Reports: BA Report #1, Corporate Investment Policy, March 3, 2015

Author: Brian Parrott

Department Head: Brian Parrott, Director of Finance/Treasurer

For further information on this report, please contact: Brian Parrott at 905-640-1910 or 1-855-642-8697 ext. 2243 or via email at brian.parrott@townofws.ca

Town of Whitchurch-Stouffville Council Report**Item 18**

Subject: Mattel Community Playground Project (F11)**Staff Report No. LCS-030-18****Department: Leisure and Community Services****Date: June 19, 2018**

Recommendation:

- 1) That Council direct staff to submit a notice of intent for the Mattel Community Playground Project.**

1. Purpose:

The purpose of this report is to advise Council on the Mattel Community Playground Project and request Council's approval to apply to the project.

2. Background:

Mattel Inc. has announced that it wants to design and produce a one-of-a-kind playground for a deserving Canadian community. Mattel wants to provide a space for children to play, be active, meet new friends and use their imaginations. Mattel has retained the services of the T1 Agency to promote this Community Playground Project. Staff have just received notice for this exciting opportunity and would like to submit a notice of intent to be considered as the successful community.

3. Analysis and Options:

Mattel will be responsible for all the costs associated with the planning, designing, producing and installation of the Community Playground. The successful community would only be responsible for providing the approved community site for construction. Currently staff have a few ideal park locations in mind to be selected for the project and

once further playground information and product details are provided, staff will then recommend the preferred site.

4. Financial Implications:

Mattel will cover all costs and clearly note on the notice attached that the:

“Amount of City Funding Requested: \$0”.

5. Attachments:

1. Mattel Notice

6. Related Reports:

None.

Author: Scott Rose, Manager Facilities and Parks

Department Head: Marilou Murray, Director of Leisure and Community Services

For further information on this report, please contact: Scott Rose, Manager Facilities and Parks at 905-640-1910 or 1-855-642-8697 ext. 2289 or via email at scott.rose@townofws.ca.

MATTEL**Community Playground Project****Organizational Information:**

Organization Name: The T1 Agency
Organization Type: Ad agency
Address: 10 Alcorn Ave, Toronto, ON M4V 3A9
Principle contact name: Kaitlin Kocsis
Email: kaitlin.kocsis@thet1agency.com
Phone Number: 416-920-7044 ext. 357

Project Information:

Project duration: Summer 2018
Proposed start date: July 2018
Amount of City Funding Requested: \$0
Financial Benefit to the City: Your community would gain a fully financed playground planned and built by Mattel.

Mattel Overview:

Since 1945, Mattel Inc. has believed in the power of play. The best kind of play shows children that they are capable of anything; it helps them explore the world around them with wonder and curiosity. With popular brands like Barbie, Hot Wheels and Polly Pocket, Mattel's goal is to create experiences that inspire young minds to imagine beyond boundaries and shape a better world.

Statement of need:

Mattel would like to bring a magical playground experience into a community that is currently in need of a children's play area.

Proposal Overview:

This summer, Mattel wants to design and produce a one-of-a-kind playground for a deserving Canadian community. With bright colours, interactive experiences, and whimsical design, this magical playground will have the whole town talking! We're looking to take over a footprint (approximately 40'x40') within the community to provide a positive and bright space for families to enjoy. The structure(s) will adhere to municipal safety standards and necessary site plan approvals as required.

Planned Objectives and Outcomes

Engaging and exciting playgrounds are a fixture of Canadian communities. Mattel wants to provide a space for children to play, be active, meet new friends and use their imaginations. This park will be a space where families can feel safe, comfortable and come together to enjoy their community.

Deliverables and Timelines*Design/Planning: (June)*

Initial plans of the park will be put together by designers & playground manufacturers. Structural engineer plans will be approved by the city, abiding by the districts' regulations.

Construction: (July- early August)

Pending approval from the city.

Completion: (Early August)

The completion of the playground would be celebrated with a reveal of the structure and a simultaneous launch event to bring the community together. All provided by Mattel.

Responsibilities

The city would only be responsible for advising Mattel on the necessary regulations and processes for the approval and development of the playground. Throughout the entire process, Mattel would be responsible for financing, planning, designing and producing the playground.

Town of Whitchurch-Stouffville Council Report**Item 16**

Subject: 2017 Audited Financial Statements (F10)**Staff Report No. FS-014-18****Department: Financial Services****Date: June 19, 2018**

Recommendation:

- 1) That Council receive the Auditor's Year-end and Audit Report presentation for information purposes, presented as attachments 1 and 2; and**
- 2) That Council approve the 2017 Consolidated Financial Statements of the Corporation of the Town of Whitchurch-Stouffville, presented as attachment 3; and**
- 3) That Council approve the 2017 Financial Statements of the Town of Whitchurch-Stouffville Trust Funds, presented as attachment 4; and**
- 4) That Council receive the 2017 Statement of Reserves and Reserve Funds, presented as appendix A; and**
- 5) That Council receive the 2017 Treasurer's Statement of Development Charges, presented as appendix B.**

1. Purpose:

The purpose of this report is to seek Council approval of the draft 2017 audited financial statements for the Town and the Trust Funds. Once approved, the final copy will be available on the Town's website.

Also, provided for information purposes is the Statement of Reserve and Reserve Funds and the Treasurer's Statement of Development Charges.

2. Executive Summary:

The Municipal Act, 2001 requires all municipalities to undertake an annual audit of accounts and transactions and that the external auditors express an opinion. Management of the Finance Department has prepared the financial statements and the external auditors, BDO Canada LLP, have reviewed the statements and expressed an unqualified opinion that the statements present fairly, in all material respects, the financial position of the Corporation. The draft audited financial statements are provided as Attachment 3 to this report; the statements become final with the approval of Council. Additional information with respect to the financial statements is provided in this report.

The format of the Consolidated Financial Statements is very different from the operating and capital budgets that are the focus for much of the year. The operating budget is prepared on a modified accrual basis. Taxes are levied such that the operating budget surplus or deficit is \$Nil. Any actual surplus or deficit would provide an indication of how well the Town performed in relation to what was planned.

Whereas the financial statements are prepared on a full accrual basis. The full accrual basis requires non-budgeted, non-cash items to be recognized to report the annual surplus. These items include amortization, reported as an expense to the town and contributed assets from developers. These represent a benefit to the Town and are reported as revenue. For these reasons, it is important to understand that the annual surplus does not represent cash.

Additionally, two appendices are attached to this report: The Statement of Reserves and Reserve Funds; and the Treasurer's Statement of Development Charges, required by the Development Charges Act, 1997 and regulations thereto.

3. Background:

The annual financial statements are prepared as a requirement under the Municipal Act, 2001. The financial statements report on the assets, liabilities, revenue and expenses of the town. The Municipal Act requires municipalities to undertake an annual audit of accounts and transactions and that the external auditors express an opinion on the financial statements.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards and such internal controls as deemed necessary to ensure the financial statements are free from material misstatement due to fraud and error. Auditors are responsible to express an opinion based on audit findings. The audit plan and performance must provide a reasonable assurance that the financial statements are free from material misstatement.

4. Analysis and Options:

The Town's auditors have expressed that the Statements present fairly, in all material respects, the financial position of the Town. The following four statements were audited:

- Consolidated Statement of Financial Position,
- Consolidated Statement of Operations and Accumulated Surplus,
- Consolidated Statement of Change in Net Debt and
- Consolidated Statement of Cash Flows

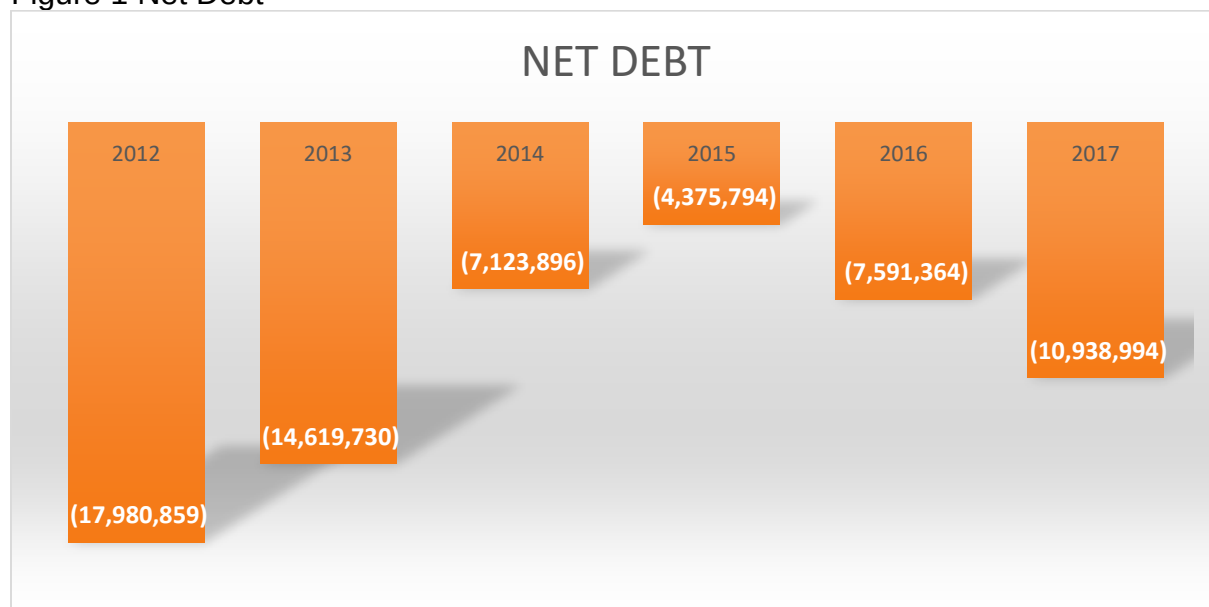
4.1 Consolidated Statement of Financial Position

The Consolidated Statement of Financial Position reports on assets, liabilities and non-financial assets. It provides a snapshot of the municipality's financial position as at December 31, 2017. The statement provides two key performance measures of the Town's ability to finance its operations and provide future services: net debt or net financial assets and accumulated surplus or deficit.

Net debt is the difference between financial assets and liabilities at a point in time. Financial assets are resources that the Town owns or controls and has available to settle liabilities. A net financial assets position means financial assets exceed liabilities. When liabilities exceed financial assets a net debt position is created. Net debt measures the requirement to generate future revenues to fund past services. The Town is currently in a net debt position as at December 31, 2017.

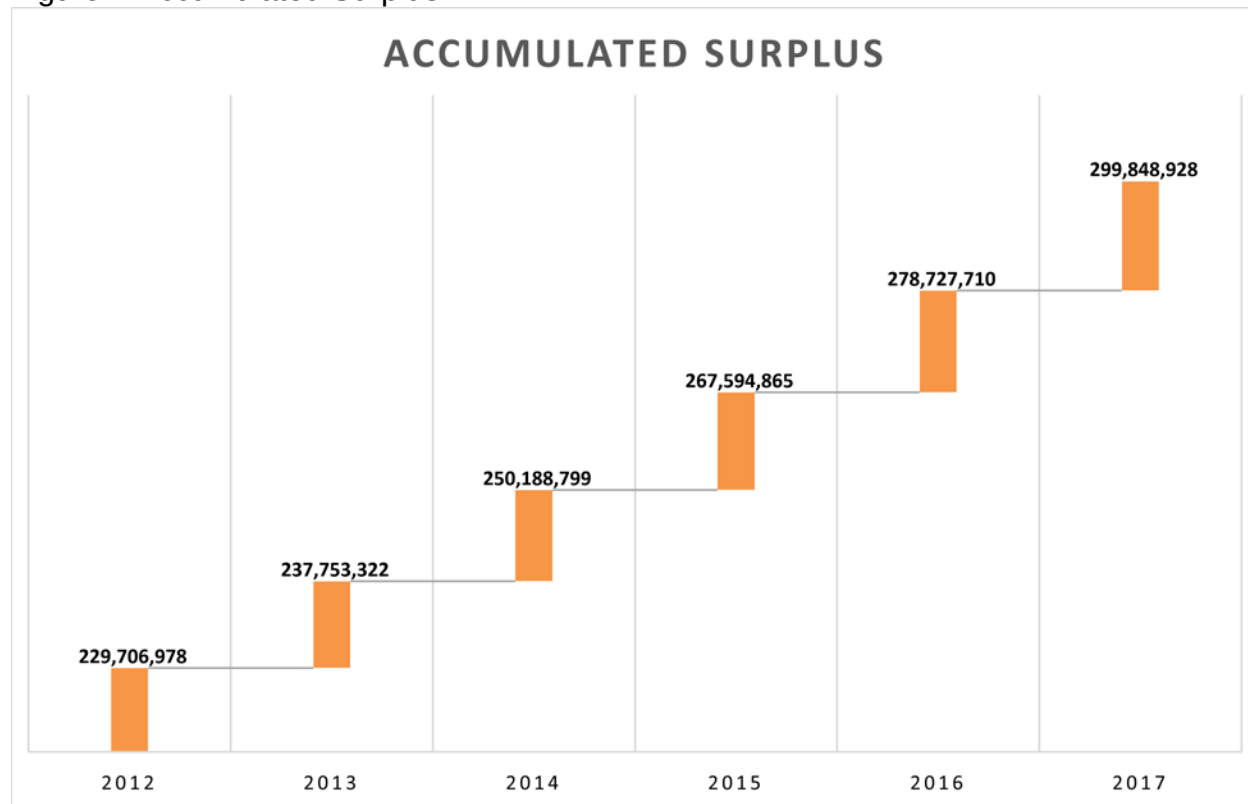
Figure 1 illustrates the Town's the change in net debt from 2012-2017. The decline and subsequent increase in net debt is consistent with the pace of construction/acquisition of capital projects. As per the Consolidated Statement of Change in Net Debt, the Town acquired approximately \$25.8M in tangible capital assets compared to \$15.4M in 2016.

Figure 1 Net Debt



Accumulated surplus is the second performance measure from the statement of financial position. Accumulated surplus represents the net economic resources of the Town as at December 31, 2017. It is comprised of all the past operating surpluses and non-financial assets that will be consumed in future years through the delivery of services such as safe roads, parks, drinking water and programs. The Town's 2017 accumulated surplus is \$299.8M representing an annual surplus of \$21.1M to be further analyzed with the Consolidated Statement of Operations and Accumulated Surplus.

Figure 2 Accumulated Surplus



Sustainability

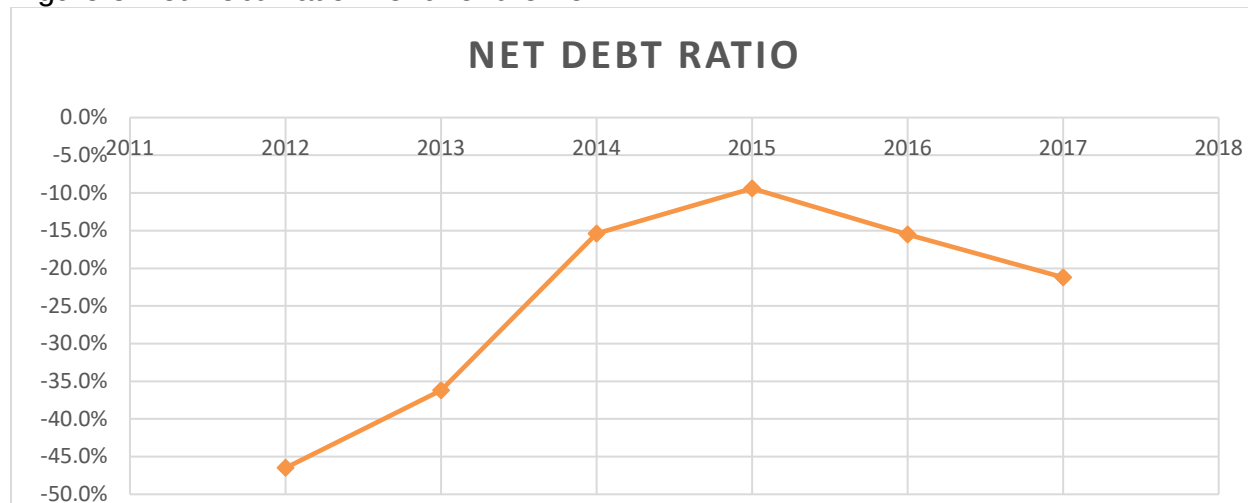
Sustainability is an important element to include in an assessment of financial condition because it describes the Town's ability to manage its financial and service commitments and debt burden. There are a number for ratios or indicators of sustainability. Net debt has been chosen to illustrate the town's sustainability.

Net debt ratio

This indicator measures the Town's net debt as a percentage of total own source revenues. To be consistent with benchmarking calculations, own source revenues exclude grants and developer contributions. Net debt provides a measure of future revenue required to pay for past transactions and events. A net debt ratio that is increasing (growing increasingly negative), would indicate that more time to eliminate net debt will be necessary. A trend in this direction may not be sustainable.

Although the Town is in net debt position, the positive upward trend to 2015 indicated that the Town's own source revenues were increasing faster than municipal liabilities. The downward trend from 2015 to present is consistent with the acquisition of debt to finance growth and aging infrastructure. The goal should be set towards a positive ratio, i.e. net financial asset position, that can be achieved either by reducing the level of debt, and/or increasing own source revenues. This will lead to better sustainability for the Town. An asset management strategy/policy and long term financial plan will help achieve this goal.

Figure 5 Net Debt Ratio Trend for the Town



Most of the municipalities in the comparator group are in a net financial asset position resulting in a ratio greater than zero. This is an indicator that resources are available for future needs. There are many factors that drive a municipality's financial position, and it is important to note that the reasons for differences in this indicator naturally vary due to specific local circumstances facing municipalities such as economic growth and infrastructure need.

Table 1 Benchmarking

Municipality	Net Debt Ratio
Whitchurch-Stouffville	-15.5%
Aurora	80.9%
Belleville	-18.9%
Caledon	38.1%
Clarington	79.1%
East Gwillimbury	26.0%
Georgina	21.0%
Halton Hills	99.5%
King	-11.7%
Newmarket	68.5%
Pickering	144.9%
Comparator Group Average	52.7%

Source: 2017 BMA Municipal Study

To further illustrate the Town's net debt position requires an analysis of Financial Assets and Liabilities. The increase in **Financial Assets** can be attributed to an increase in investments, taxes receivable and general accounts receivable. Investments fluctuate to manage cashflow. With a higher balance in accounts payable at year end, more investments were retained and did not need to be redeemed to cover accounts payable at year end.

Taxes receivable increased \$530,751 over the prior year. Approximately \$200k of this increase represents accruals as required under the Public Sector Accounting Board to estimate supplementary taxes and potential tax write offs. Taxes receivable as a percentage of taxes levied is 8.1%. The 2017 BMA Municipal Study targets an acceptable ratio as not exceeding 8.0%. Collections will be an area of concentration going forward.

General accounts receivables have increased due to:

- truing up fill pit revenue at year end,
- issuing final water bills as at December 31st created higher receivable at year end and,
- higher HST rebate consistent with spending on capital projects.

Liabilities increased approximately \$7.7M. The majority is related to construction financing of \$7.2M for the expansion of the Library/Leisure Centre and various roads and parks reconstruction. Accounts payable and accrued liabilities increased \$3.6M over the prior year as fourth quarter payments to the Region and school boards were processed in the new year. These were offset by debt repayments of \$2.0M and a net \$2.0M reduction of deferred revenue – obligatory reserve funds. This represents the use of development charges on growth related capital projects.

4.2 Consolidated Statement of Operations and Accumulated Surplus

The Consolidated Statement of Operations and Accumulated surplus explains the changes in overall financial position for 12 months. The main elements of this statement are revenues and expenses.

i. Total Revenue

Revenue consists of property taxation, user fees, grants, investment income, penalties and interest on taxes, developer contributions and donations. Overall, total revenue is more than budget expectations due to developer contributions. These are contributed assets from developers for assumed subdivisions. These assets are donated or transferred and represent a benefit to the Town. Although they are reported as revenue, they do not represent cash received by the Town and are not a budgeted item. The other contributing factor is development charges earned for funding of growth related projects. Refer to items (c) and (d) below.

The Table 2 summarizes revenue by type and compares budget to actual and to prior year. As a percent of total revenue, each revenue type is consistent with the prior year.

Significant variances from budget are summarized below:

- a. User fees are under budget. Water consumption was less than anticipated resulting in decreased water revenues, as a result of summer weather conditions,
- b. Investment income is over budget as a result of a gain realized on the redemption of equity investments,
- c. Development charge (DC) funding of growth related capital projects is not a budgeted item in operating although revenue is realized in income when used, and
- d. Capital assets are initially funded by the development industry and treated as contributed assets on the Town's financial statements. Contributed assets are valued based on construction costs and are recognized in the financial statements as revenue in the year assumption occurs.

Significant variances from prior year are summarized below:

- 1 The tax levy was approved in the 2017 operating budget. The levy is used to balance the budget after all revenues are matched,
- 2 Increase in user fees can be attributed to the number of building permits issued including 150 condo units and an increase in fill pit revenue. Volumes increased as one of the larger sites was open for the entire year,
- 3 More Federal Gas Tax funds were utilized in 2017 for Library/Leisure Centre expansion,

- 4 Investment income is down as a result of net redemptions in 2016 resulting in higher realized gains,
- 5 More growth-related projects executed in 2017 resulting in greater DC funds reported, and
- 6 Value of contributed assets on assumptions was less than 2016.

Table 2 Revenue

Revenues	2017 Budget	2017 Actual	2017 % of Total	Budget Variance	Prior Yr. Variance	2016 Actual	2016 % of Total
Property taxation	29,059,935	29,370,019	37%	310,084	3,285,342 ¹	26,084,677	39%
Tax other gov	275,845	299,387	0%	23,542	20,020	279,367	0%
User fees	25,232,310	22,344,726	28%	(2,887,584) ^a	2,209,920 ²	20,134,806	30%
Grants	1,916,800	1,830,868	2%	(85,932)	757,121 ³	1,073,747	2%
Investment income	740,770	1,409,173	2%	668,403 ^b	(1,355,493) ⁴	2,764,666	4%
Penalties on tax	955,000	1,178,641	1%	223,641	166,509	1,012,132	1%
Dev contrib - operation	3,166,211	2,629,528	3%	(536,683)	(210,168)	2,839,696	4%
Dev contrib - capital	-	11,146,982	14%	11,146,982 ^c	8,433,066 ⁵	2,713,916	4%
Assumptions from Dev	-	9,381,594	12%	9,381,594 ^d	(570,540) ⁶	9,952,134	15%
Donations	653,135	1,027,639	1%	374,504	281,098	746,541	1%
Total Revenues	62,000,006	80,618,557	100%	18,618,551	13,016,875	67,601,682	100%

ii. Total Expenses

Total expenses have increased \$3.0M over 2016 and are under budget \$1.1M. Expense type as a percentage of total expenses is consistent over 2016.

Table 3 Expenses

Expenses	2017 Budget	2017 Actual	2017 % of Total	Budget Variance	Prior Yr. Variance	2016 Actual	2016 % of Total
Salaries	23,587,200	23,244,899	39%	(342,301)	1,281,120	21,963,779	39%
Materials	10,359,650	10,714,917	18%	355,267	748,587	9,966,330	18%
Contracted services	5,868,406	5,298,620	9%	(569,786)	387,553	4,911,067	9%
Rent/Financial	1,604,761	1,651,859	3%	47,098	196,598	1,455,261	2%
Transfers	8,427,575	7,828,142	13%	(599,433)	(101,164)	7,929,306	14%
Amortization	10,758,903	10,758,903	18%	-	515,809	10,243,094	18%
Total Expenses	60,606,495	59,497,340	100%	(1,109,155)	3,028,503	56,468,837	100%

Variance explanations by expense category, as per Table 3, are summarized below:

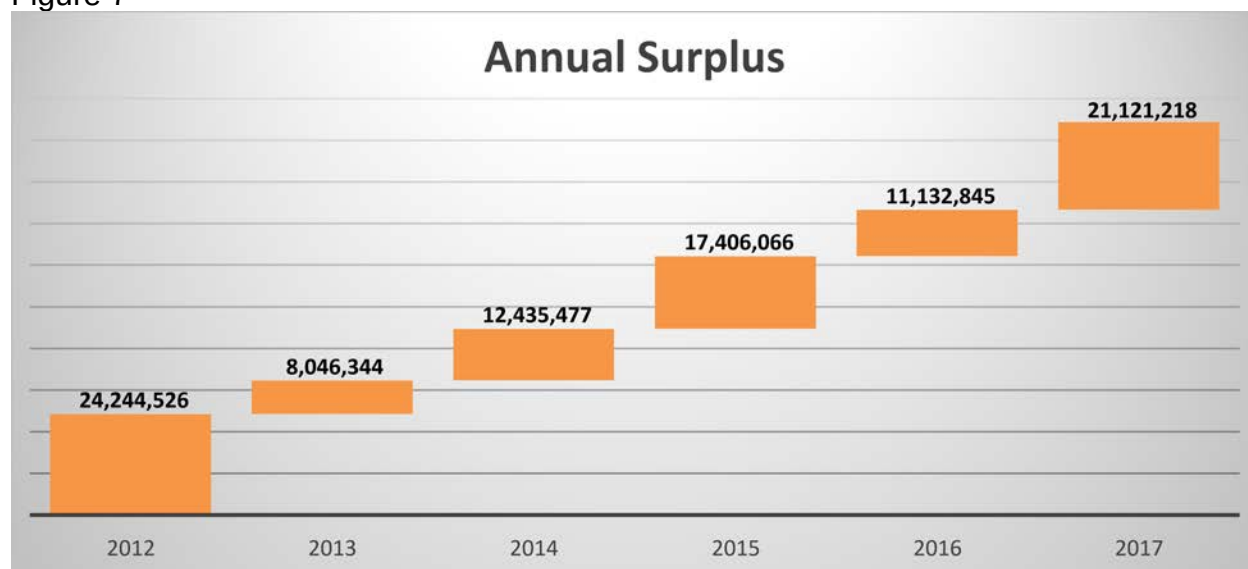
- Salaries and benefits budget and actual variance are mainly due to varying degrees of vacancies from one year to the next and against budget.
- Materials and supplies are slightly overbudget and higher than prior year. Year end adjusting entries reclassify capital items that do not meet thresholds into operating under materials and supplies.
- Contracted services including studies and legal fees are less than budget but higher than 2016. The increase over last year is concentrated in transportation and environmental services such as snow plow contract and waste disposal services. For 2017, legal fees for OMB fell short of budget as did several studies such as pavement management and the Westerly approach.
- Rent and financial expenses include interest paid on long term debt, any losses incurred on the disposition of TCA and tax write offs.
- Transfer to other entities shows a decrease. This represents transfers to the Region for water and waste water costs.
- Amortization increases as more capital assets are acquired.

iii. **Annual Surplus**

Annual surplus shows whether revenues raised in the year were sufficient to cover the year's operating expenses and is a measure of financial position. The Town is consistently generating annual surpluses. The annual surplus for 2017 is \$21,121,218.

It is important to understand that annual surplus does not represent cash. In fact, the Town had a net decrease in cash. The Consolidated Statement of Cash Flows highlights the use or provision of cash or how the Town financed its activities. For example, from the \$21.1M surplus, tangible capital assets (TCA) were acquired for \$25.8M representing cash used. There are a number of other adjustments on the statement of cash flows that impact the final reconciliation of surplus to the extent a net decrease in cash resulted.

Figure 7



4.3 Consolidated Statement of Change in Net Debt

The Consolidated Statement of Change in Net Debt is intended to provide the user of the financial statements with an explanation of the difference between the surplus and the change in net debt. More specifically, it provides detailed information on the use or acquisition of non-financial assets and their impact on the net financial position.

4.4 Consolidated Statement of Cash Flows

The Consolidated Statement of Cash Flows shows the impact that all transactions have on the town's cash position. It reconciles the annual surplus to the cash and cash equivalents balance reported on the Consolidated Statement of Financial Position. It highlights the use or provision of cash for operating, capital, investing and financing activities, allowing a user to readily see the reasons for the change in cash and cash equivalents.

4.5 Operating Budget

4.5.1 Operating Budget Reconciliation to Financial Statements

Note 16 to the Consolidated Financial Statements provides a reconciliation of the budget to full accrual accounting. Under PSAB regulation, the financial statements are to be prepared on a full accrual basis which will result in reporting an annual surplus or deficit. The operating budget alternatively is prepared on a modified accrual basis with a net budget surplus or deficit of \$Nil. This allows staff to readily calculate the amount of tax the Town needs to levy to provide services.

The budget reported on the financial statements was adjusted to included amortization of TCA's, exclude debt repayments and remove transfer to/from

reserves. In future, this estimated reconciliation will be included in the budget document.

4.5.2 Operating Budget Surplus

The operating budget adopted on January 24, 2017, anticipated a net operating surplus/(deficit) of \$NIL. The actual operating results for 2017 report a \$364K surplus. There are many contributing factors to the surplus. No transaction or event in particular is a primary factor and there were no material variances to report.

It is important to note that annual surplus for financial reporting purposes and the operating budget surplus, are two different measures and yield very different results. The operating budget surplus measures performance - how well did the Town performed over the year in relation to what was planned, were planned revenues sufficient to cover planned expenses. The annual surplus shows whether the revenues generated were greater than the expenses incurred, including non-cash items such as contributed assets and amortization.

4.6 Trust Funds

A trust fund is used to segregate and administer assets under the specific terms of the trust. The Town hold trust funds for cemetery care and maintenance, museum endowments and other bequests. The Trust maintains the conditions of bequests, endowments and capital fees. Operations are administered by the Town but are not consolidated.

4.7 Reserve and Reserve Funds

Reserve and reserve funds are funds that have been set aside to meet a future funding requirement by providing a mechanism for saving. They could be earmarked for a designate purpose or for general repair and replacement purposes. The funds are also intended to achieve tax stability and contribute to the provision of services.

Reserve levels need to be adequate to repair and replace capital assets on a timely basis. If the levels are not adequate a reserve deficit will result as seen in Leisure Services, Appendix A. Staff are currently working on an asset management strategy that will assist with long term financial planning/budgeting and will also assist with the development of a reserve and reserve fund policy that will set maximum and minimum reserve balances.

The following housekeeping measures have been identified by the Treasurer:

- the Museum reserve will be amalgamated with the Leisure Services reserve. The museum reserve is for facility repairs and replacement and Leisure Services is responsible for all facilities,

- Leisure Services reserve is in a deficit of \$2.0M. LS reserve funded capital projects such as Coults Park \$1.675M while only setting aside approximately \$545k annually for all repair and replacement. Other funding sources such as park trust for park amenities or infrastructure would be more suitable funding sources. As such, funds are to be transferred from the appropriate reserve to supplement the LS reserve, and
- Infrastructure reserve was an approved source of funding for Library collections and the automation system. As these projects are specific to the operation of the library, the funding source was changed to fund through Library reserve.

4.8 Development Charges

Development charges are fees imposed on developers to pay for increased growth-related capital costs. Development charges do not pay for operating costs or for the future repair, rehabilitation or replacement of infrastructure. Based on the DC by-law, development charge fees are allocated to services to which the development charge relates.

The Treasurer's Statement is provided as Appendix B and provides greater detail.

5. Financial Implications:

There are no immediate financial implications arising from this report. The financial statements and supplementary statements appended to the report provide a detailed overview of the financial performance for the fiscal year.

These measures indicate the overall financial position of the Town is steady with constant positive cash flows and strengthening accumulated surpluses. Areas deserving attention include operating performance, adequacy of reserves, and long-term fiscal planning.

6. Attachments:

1. Year End Report
2. Audit Report
3. Draft 2017 Consolidated Financial Statements
4. Draft 2017 Trust Fund Financial Statements
5. Appendix "A" 2017 Statement of Reserves and Reserve Funds
6. Appendix "B" 2017 Treasurer's Statement of Development Charges

7. Related Reports:

None

Author: Carol Brown, Manager of Finance/Deputy Treasurer

Department Head: Brian Parrott, Director of Finance/Treasurer

For further information on this report, please contact: Brian Parrott, Director of Finance/Treasurer at 905-640-1910 or 1-855-642-8697 ext. 2243 or via email at brian.parrott@townofws.ca

Year End Report for The Corporation of the Town of Whitchurch-Stouffville

Presented by

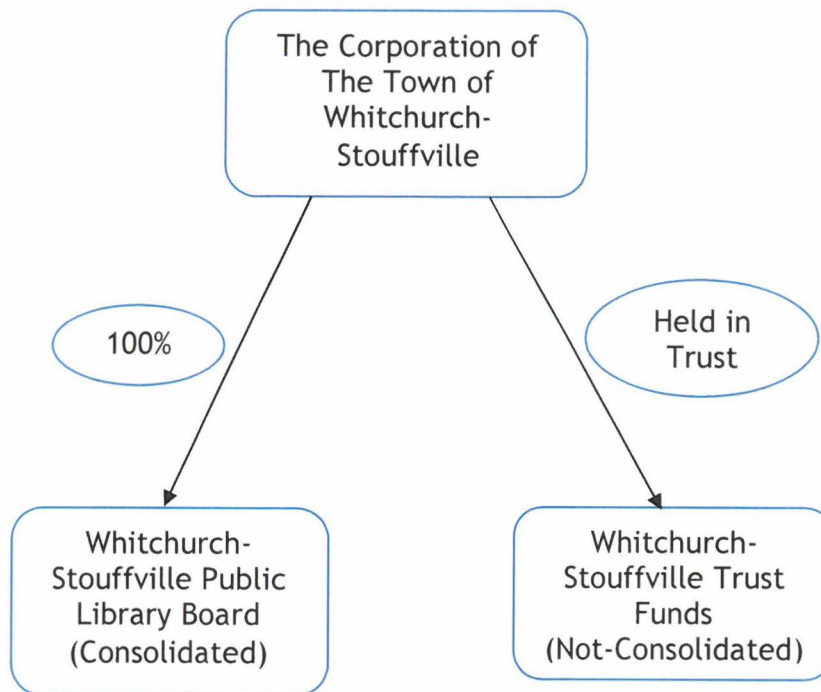
Giselle Bodkin, CPA, CA



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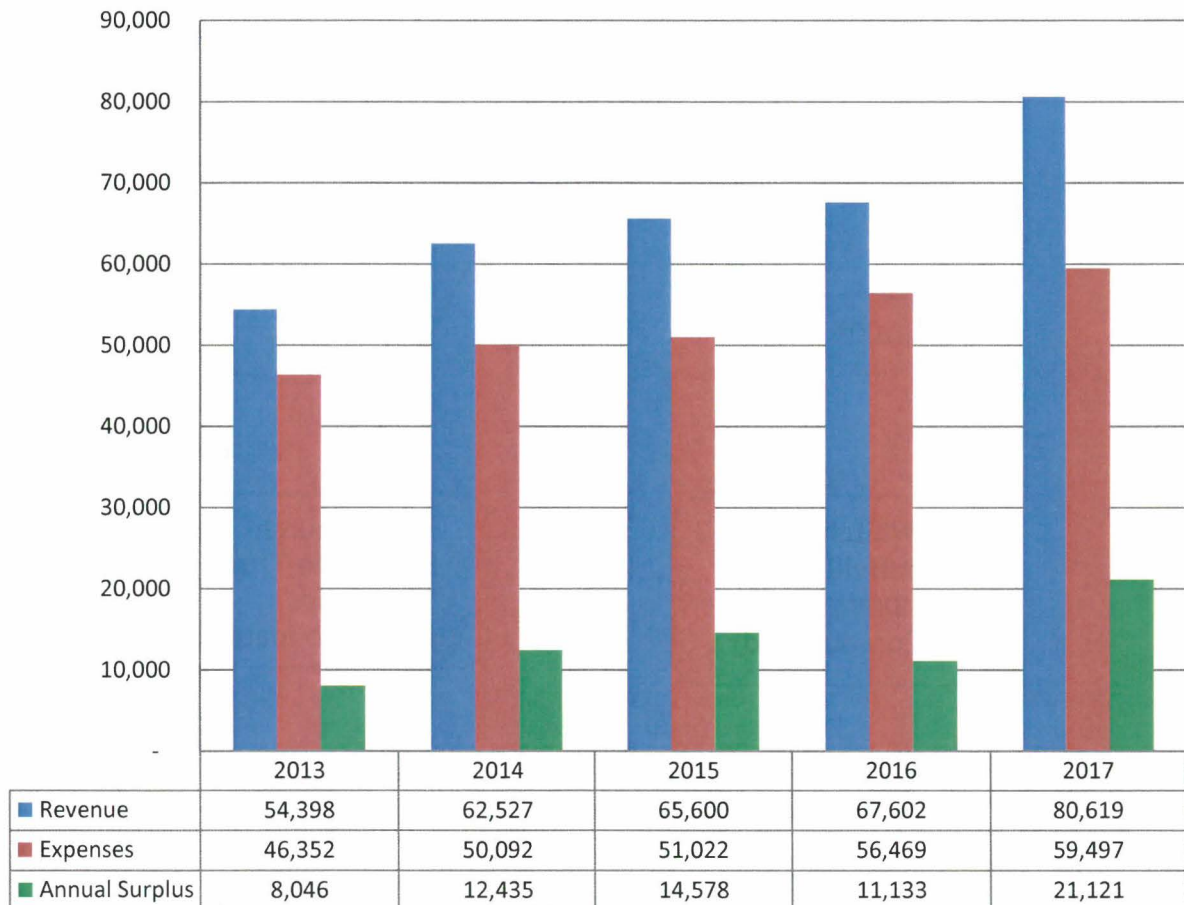
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ORGANIZATIONAL STRUCTURE



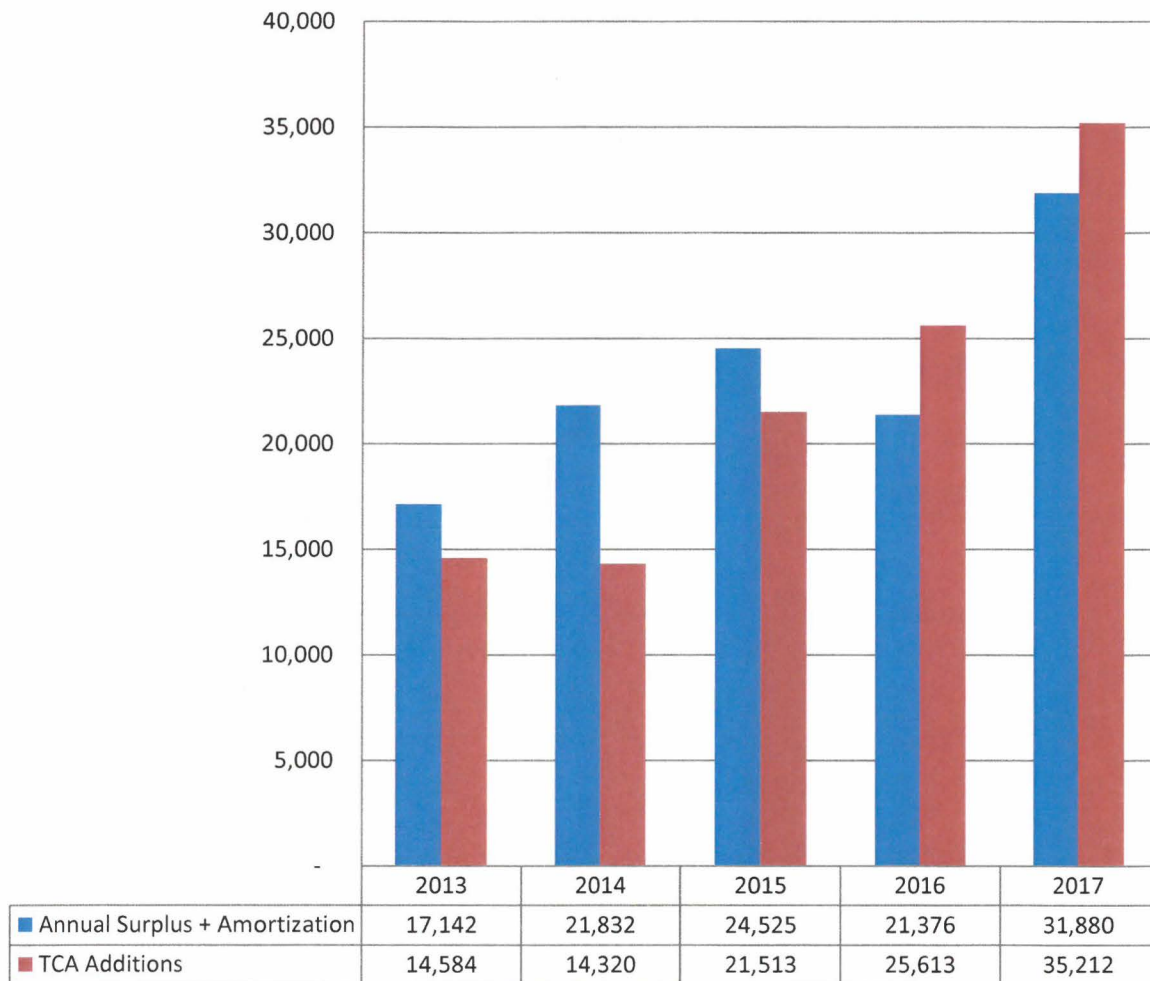
KEY PERFORMANCE RESULTS

Total Revenue, Total Expenses, and Annual Surplus (IN THOUSANDS '000)



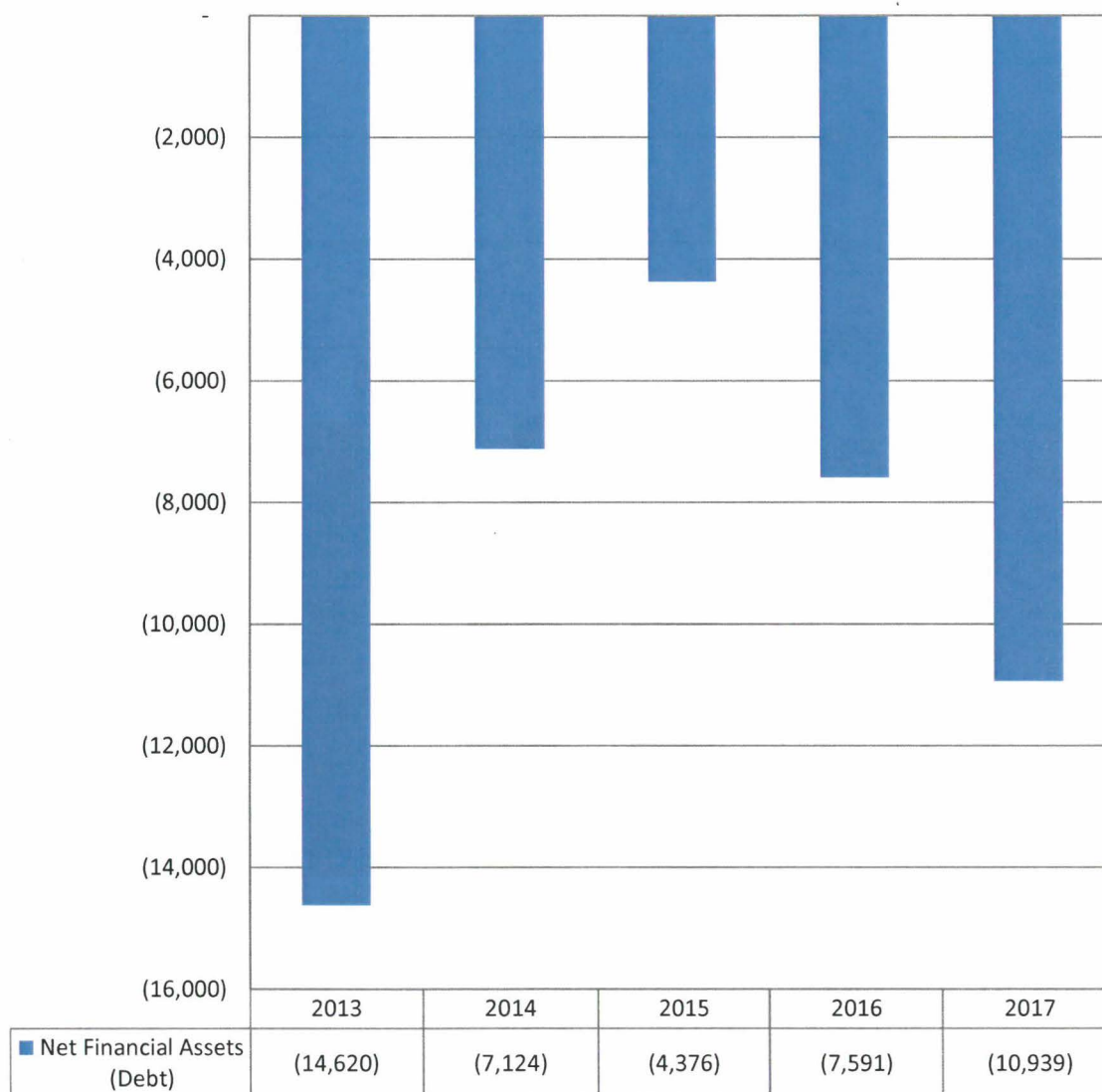
Annual Surplus plus Amortization and TCA Additions

(IN THOUSANDS '000)



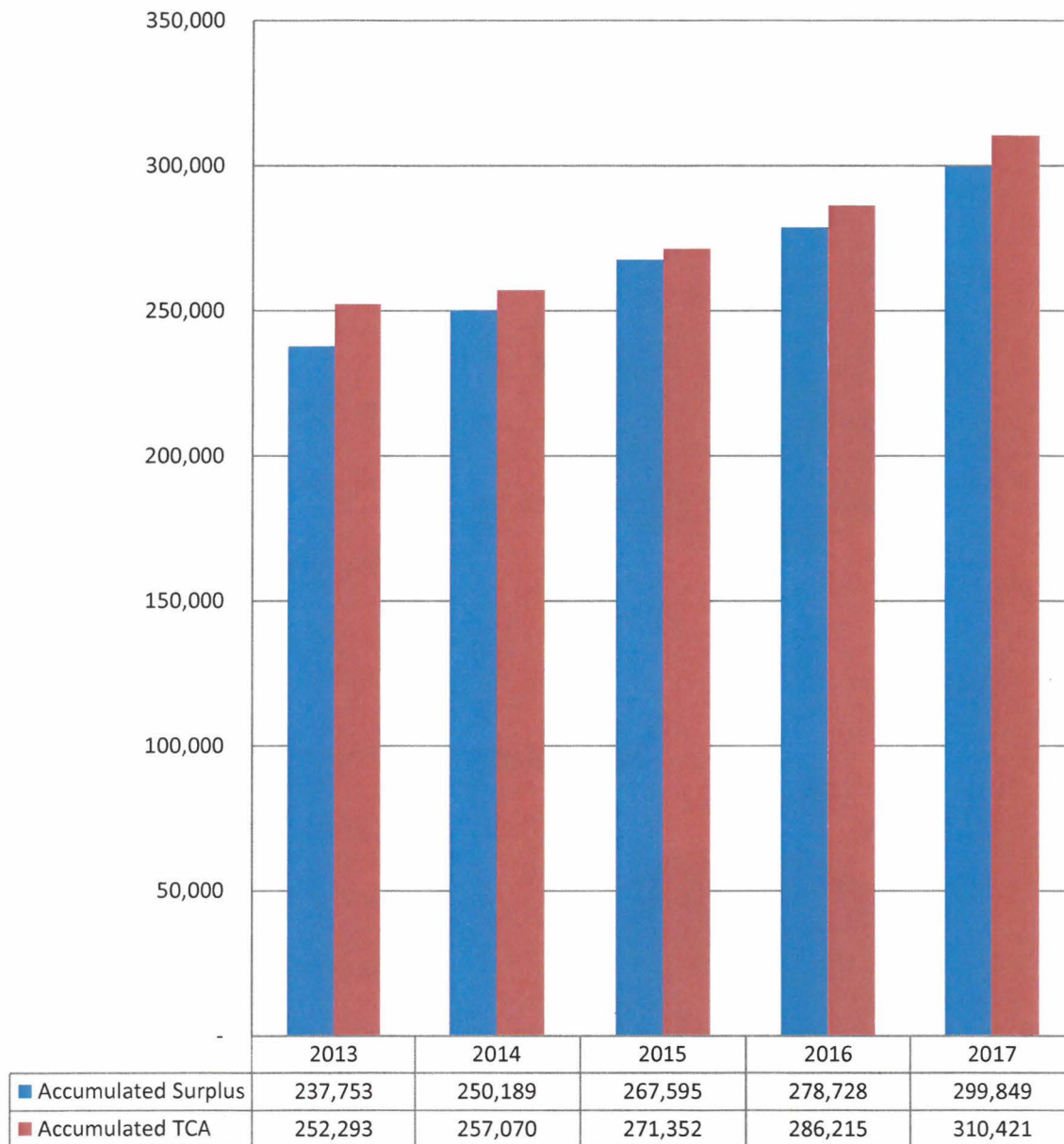
Total Net Financial Assets (Debt)

(IN THOUSANDS '000)

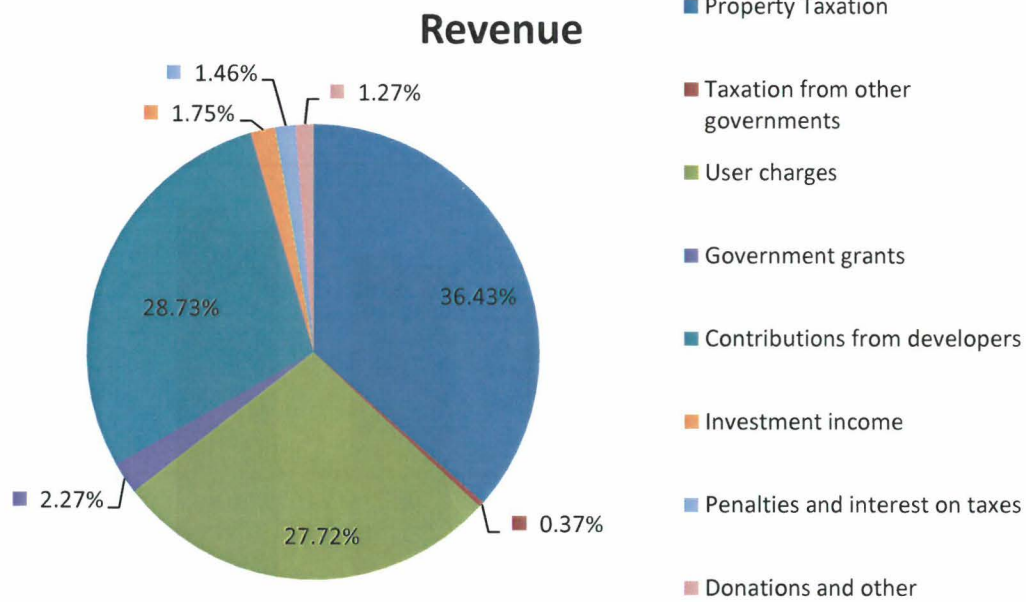


Total Accumulated Surplus and Tangible Capital Assets

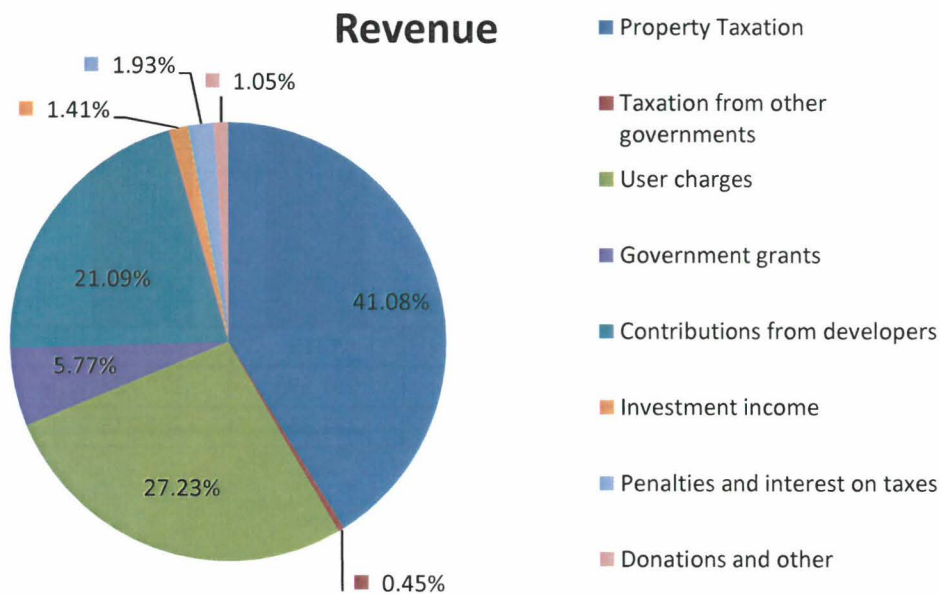
(IN THOUSANDS '000)



2017 Revenue



2013 Revenue

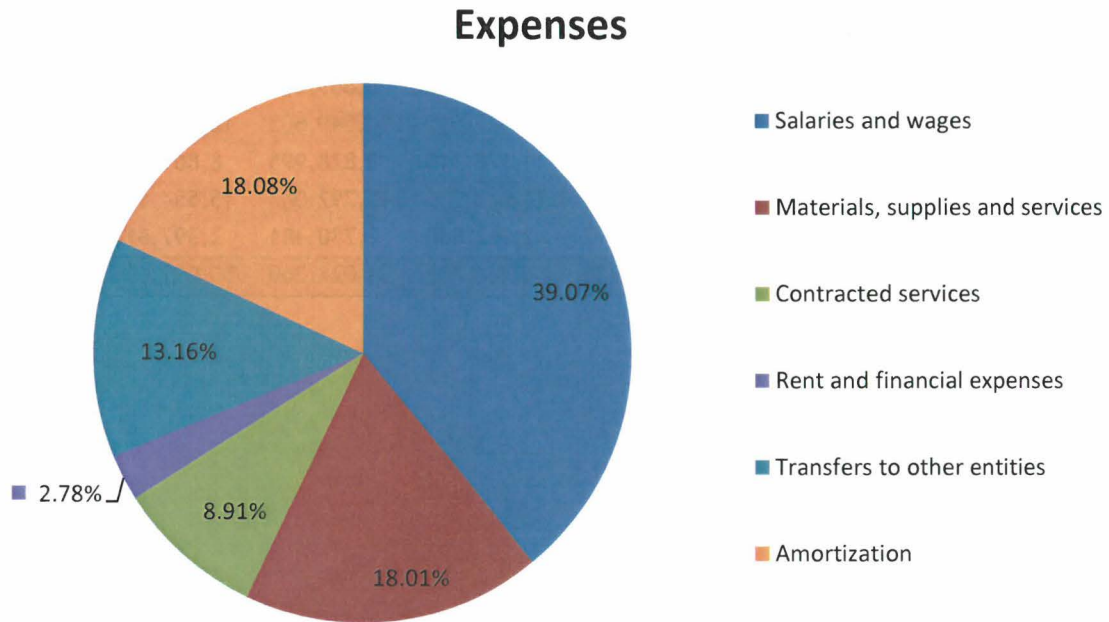


Five Year Expense Comparison

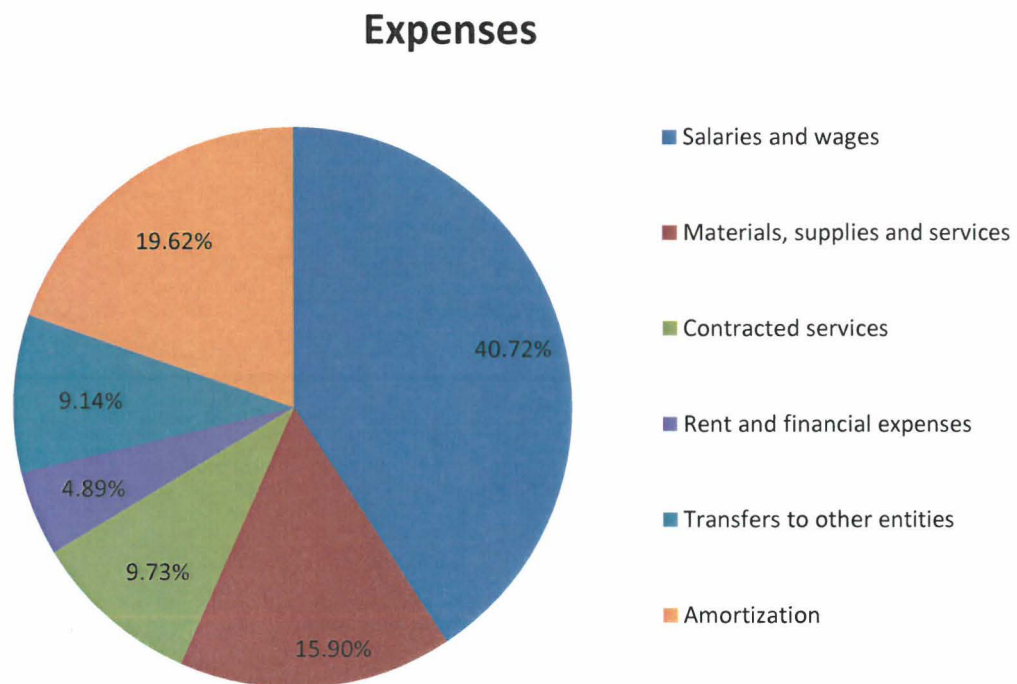
(IN THOUSANDS '000)

	2017	2016	2015	2014	2013
General government	7,688,765	6,806,180	6,201,823	7,306,952	6,795,791
Protection to persons and property	7,250,081	6,998,380	5,869,293	5,156,107	5,163,636
Transportation services	12,493,176	11,647,511	10,549,605	10,815,440	10,198,274
Environmental services	11,340,048	11,128,210	9,828,995	8,861,300	8,011,195
Recreational and cultural services	17,128,072	16,974,716	15,792,063	15,554,191	13,611,841
Planning and development	3,597,197	2,913,840	2,780,481	2,397,618	2,570,928
	59,497,339	56,468,837	51,022,260	50,091,608	46,351,665

2017 Expenses

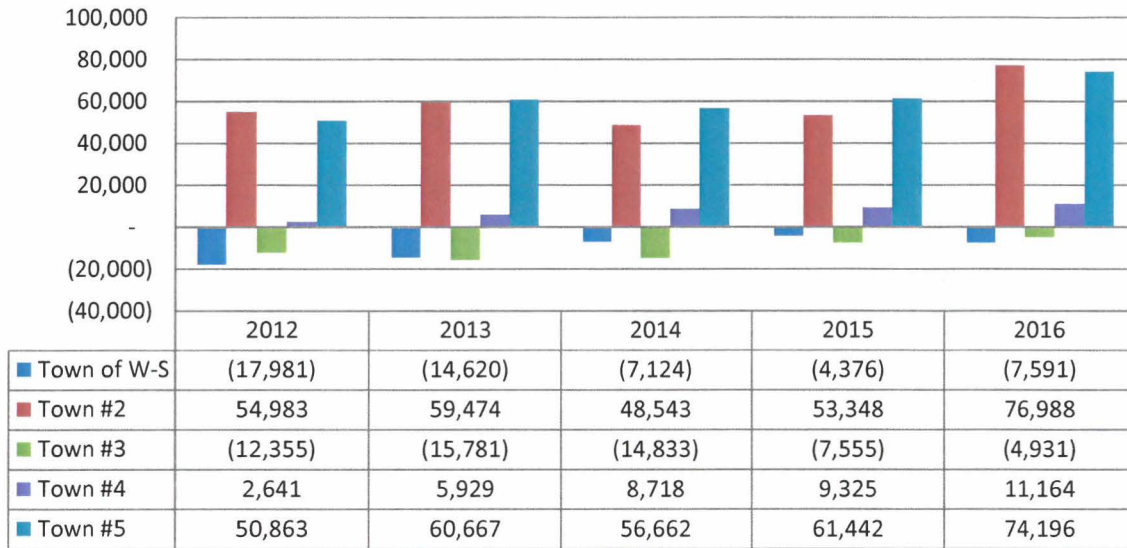


2013 Expenses

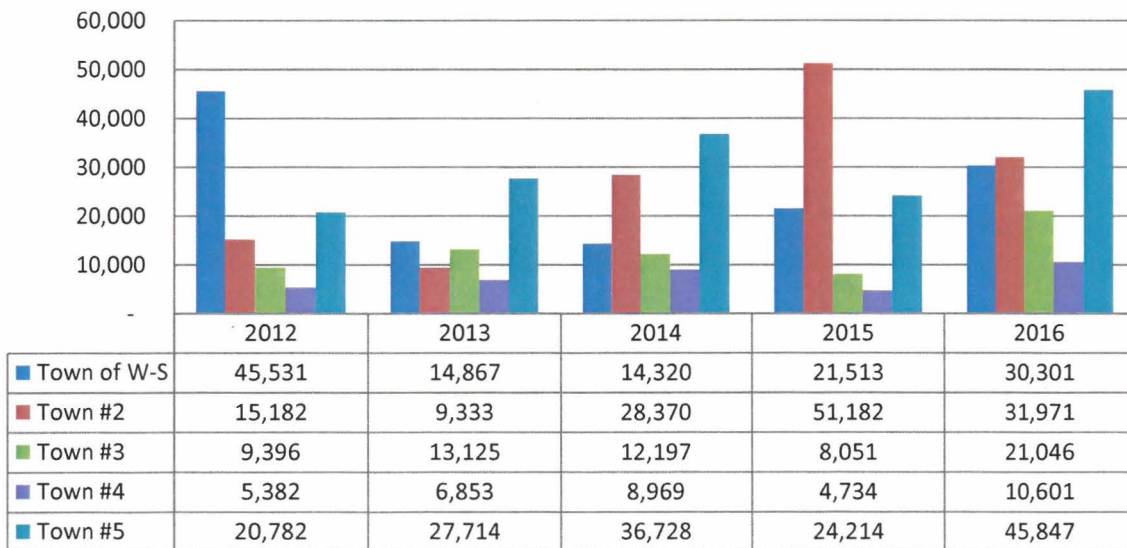


INDUSTRY COMPARISON

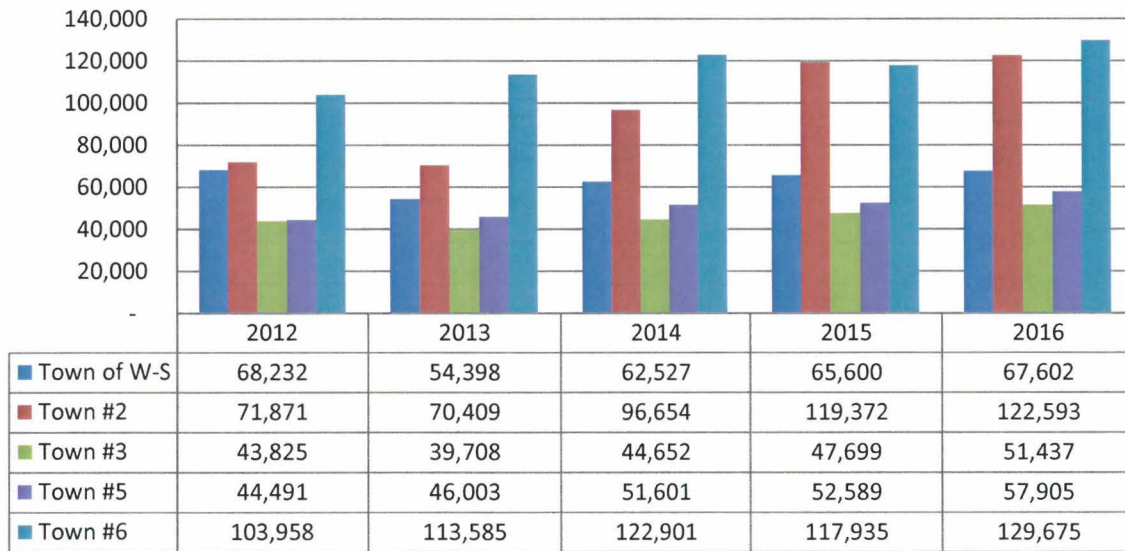
Net Financial Assets (Debt)



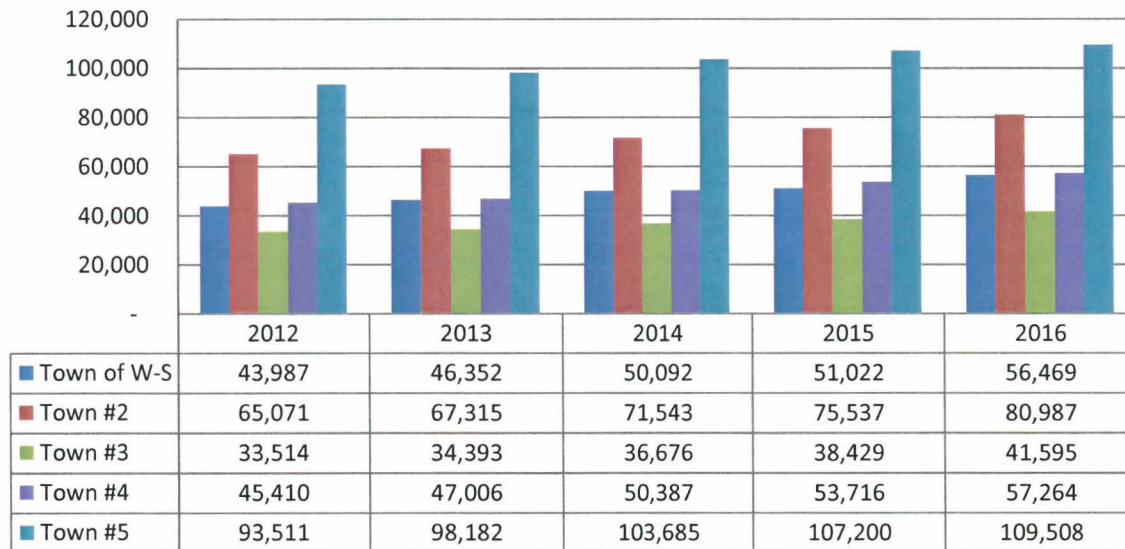
TCA Additions



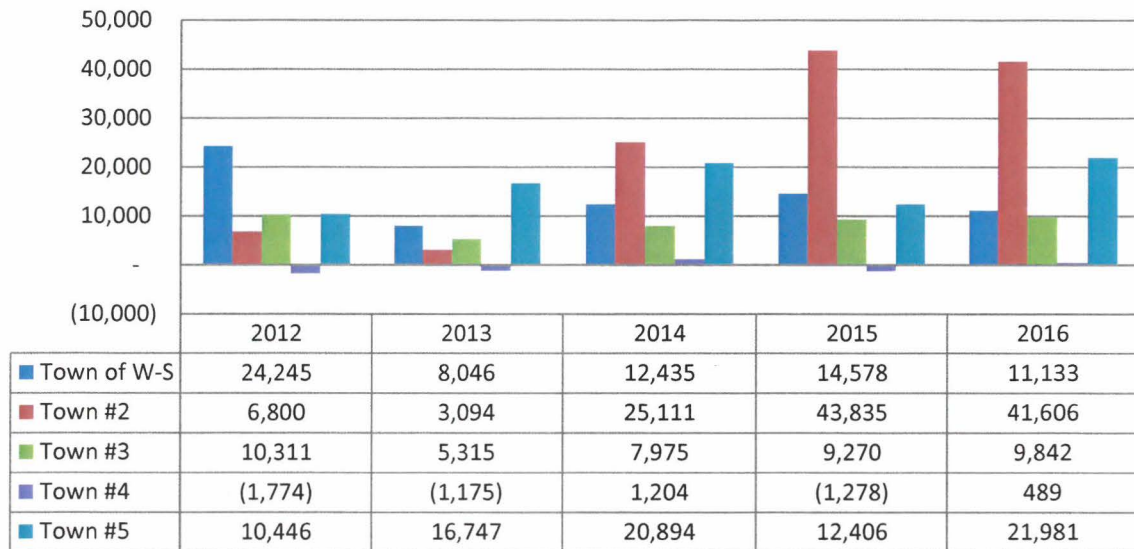
Revenue



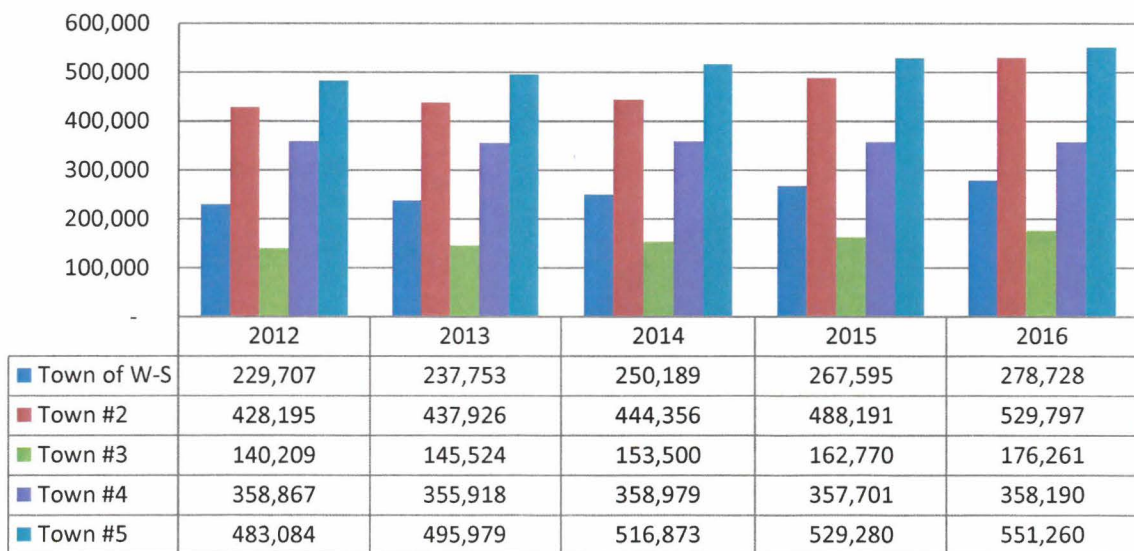
Expenses



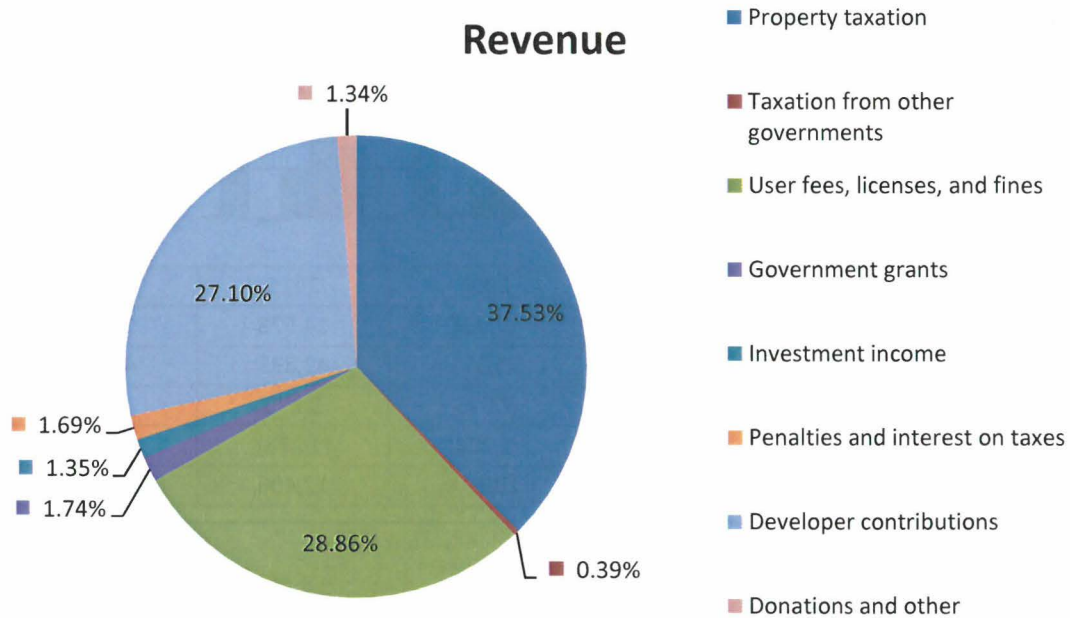
Annual Surplus (Deficit)



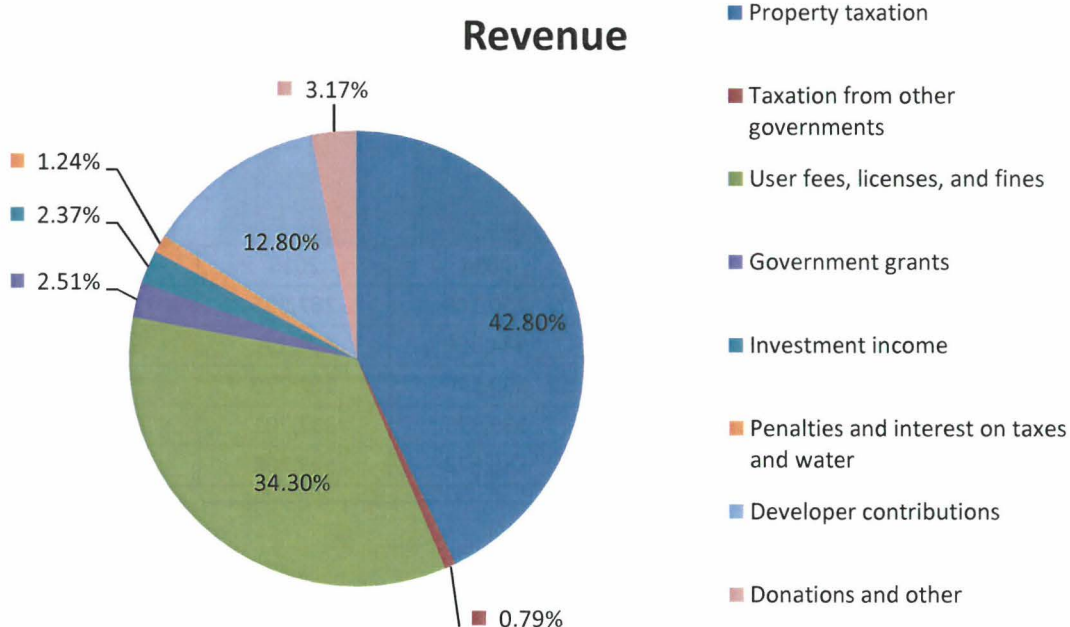
Accumulated Surplus



2016 Whitchurch-Stouffville Revenue



2016 Industry Average Revenue





AUDIT COMMITTEE BEST PRACTICE RECOMMENDATIONS

- **Financial Reporting**
 - The Committee should receive monthly internal financial statements and ensure that the financial statements clearly reflect the true performance of the Organization.
 - The Committee should review audit adjustments made and those waived because of immateriality.
 - The Committee should review and approve the draft audited financial statements.
 - Is there a financial expert on the Committee? The financial expert would have the following 5 attributes:
 - Understanding of the financial statements and accounting principles used to prepare the issuer's financial statements;
 - Ability to assess the application of such accounting policies;
 - Experience preparing, auditing, analyzing or evaluating financial statements, or experience supervising individuals engaged in preparing, auditing, analyzing or evaluating financial statements;
 - An understanding of internal controls and procedures for financial reporting;
 - An understanding of audit committee functions
- **Risks and Controls**
 - The Committee should create the right tone at the top to foster growth of suitable controls.
 - The Committee should have a sufficient understanding of the risks at the Organization.
 - The Committee should analyze the internal control system to ensure that the risks are adequately mitigated.
- **Audit Function**
 - The Committee should ensure that the external auditor selected has sufficient knowledge of and experience in the Organization's industry.
 - The Committee should review the audit fee and ensure that it is in line with the scope of the audit.
 - The Committee should confirm and discuss the auditor's independence.
 - The Committee should keep an open line of communication with the external auditors, including such items as:
 - The auditor's responsibility under Canadian Auditing Standards.
 - The quality of the accounting principles followed by the company.
 - Disagreements with management.
 - Difficulties in performing the audit.
 - Major issues management discussed with the auditors before their retention.
- **Other Issues To Consider:**
 - Is the Committee independent from the Organization?
 - Is the Committee sufficiently financially literate?
 - Are there clear position descriptions for directors?
 - Is there orientation and continuing education for all directors in place?
 - Is there a written code of business conduct and ethics?
 - Is there a nominating committee?



SUMMARY OF AUDIT PROCESS

- **Overall Approach**
 - Attain an understanding of processes and controls within the departments by perform system descriptions and walkthroughs.
 - Attain an understanding of internal IT and software, through discussions with the IT department and our systems descriptions.
 - Identify specific areas of the financial information which contain risk, and significant judgment.
 - From these initial stages, we determine what procedures to be performed on the specific areas of the financial statements.
- **Income Statement Approach**
 - **Revenue**
 - **Property Taxation** - we obtain the annual by-law and compare to the revenue recorded following-up on significant differences.
 - **Government transfers and grants** - we obtain a sample of revenue received and agree to the funding documents following of on differences.
 - **Investment Income** -Interest reasonability tests are performed on tax interest, reserve interest, bank and investments.
 - **Utilization of Obligatory Reserve Funds** - we agree these funds to the reserve fund schedule and the approved budget.
 - **User fees, service charges, licenses, permits, Other and Municipal contributions** - we performed a detailed comparison of current year to the prior five years and budget on an account by account basis, using a threshold to determine the significant changes. We then review the significant changes with management and obtain supporting documentation.
 - **Expenses**
 - **Salaries, wages and employee benefits** - we test a sample of entries into the payroll system, vouching to supporting documentation. With regards to benefits we perform a reasonability based on yearly percentages of CPP, EI, and benefits as a percentage of salaries. These are compared to the stated rates and differences followed up.
 - **Materials and supplies, Contracted services, Rents and financials, external transfers**- we perform test of controls on a cyclical basis. This tests the various input and output controls for the purchase system. We then also perform a detailed five year comparison by account and follow-up on significant variances.
 - **Interest on long-term debt** - we review the various debenture contracts and agree the interest expensed to the interest indicated in those.
 - **Amortization** - we recalculate the amortization on a test basis and compare to the actual recorded, following-up on any significant differences.
 - **Disposal of tangible capital assets** - we review the disposals and compare to the asset registers to ensure the cost was removed appropriately. Also if the assets were sold we obtain documentation on the proceeds to ensure the calculation of the gain/loss is appropriate.
- **Balance Sheet Approach**
 - **Assets**
 - **Cash and cash equivalents** - test of controls are performed on bank reconciliations, and a bank confirmation is sent to the bank and agreed to the general ledger.

- **Taxes Receivable** - we perform a detailed five year comparison by aging following-up on significant differences. We also perform a large arrears check and follow-up to determine what the approach is to collect from that resident.
- **Accounts Receivable** - we obtain the various accounts receivable account details and for significant balances agree to the supporting documentation or calculations. We also perform reasonability tests on various specific balances. We perform cut off tests to ensure that amounts have been recorded in the proper period. We also check for deferred revenue or amounts that have been outstanding for significant periods of time and ensure they should not be written off.
- **Investments** - Confirmations are sent to the investment advisors and review of investment certificates and continuity schedules are performed.
- **Inventories of land for resale** - we obtain the current year listing and for any purchases or sales obtain the agreement and agree the amounts and recalculate any gains/losses.
- **Tangible capital assets & Tangible capital assets under construction** - we obtain the asset registers and recalculate. We take a sample of additions and trace to the supporting documentation to ensure the amounts agree. We then compare the overall asset registers to that recorded and follow-up on any significant differences.
- **Inventories of Supplies** - we obtain supporting documentation for inventory held at year end by the departments.
- **Prepaid expenses** - we obtain supporting documentation for any material items included in prepaid.

○ **Liabilities**

- **Temporary Loans** - we obtain third party confirmations with the issuer to agree the balance, terms and interest rate.
- **Accounts payable and accrued liabilities** - we obtain supporting documentation for significant liabilities outstanding. We perform cut-off testing to ensure they have been recorded in the proper period. We test to ensure that accruals are reasonable.
- **Deferred revenue - other** - we review the deferred revenue and ensure that amounts received should not be recognized through a sample of items, following-up with the specific departments.
- **Deferred revenue - obligatory reserve funds** - we obtain the continuity schedule. For additions we test the supporting grant funding letters, test the calculation of developer charges and the reasonability of interest. For decreases we ensure they are approved in the budget.
- **Post employment benefits liability** - we obtain the actuarial report, and review the assumptions made and ensure they are reasonable. We then ensure that the appropriate accounting method has been applied. We follow-up with both the actuary and the Town's Finance department on any unusual items, differences.
- **Net long-term liabilities** - we obtain third party confirmation on the balance, terms and interest rate, following-up on any significant differences.

The Corporation of the Town of Whitchurch-Stouffville

Final Report to the Mayor and Council

June 19, 2018





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BDO Canada LLP
300 300 Lakeshore Drive
Barrie Ontario L4N 0B4 Canada

June 19, 2018

Mayor and the Members of Council
The Corporation of the Town of Whitchurch-Stouffville

Dear Mayor and Council Members:

We are pleased to present the results of our audit of the consolidated financial statements (the "financial statements") of The Corporation of the Town of Whitchurch-Stouffville (the "Municipality") for the year ended December 31, 2017. The purpose of our report is to summarize certain aspects of the audit that we believe to be of interest to the Mayor and Council and should be read in conjunction with the draft financial statements and our draft audit report which is included as Appendix A.

Our audit and therefore this report will not necessarily identify all matters that may be of interest to the Mayor and Council in fulfilling its responsibilities.

This report has been prepared solely for the use of the Mayor and Council and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

We wish to express our appreciation for the co-operation we received during the audit from the Municipality's management and staff who have assisted us in carrying out our work. We look forward to meeting with you to discuss the contents of this report and any other matters that you consider appropriate.

Yours truly,

BDO Canada LLP
Chartered Professional Accountants, Licensed Public Accountants

Giselle Bodkin, CPA, CA
Partner through a corporation



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STATUS OF THE AUDIT

As of the date of this final report, we have substantially completed our audit of the 2017 financial statements pending the completion of the items highlighted below. These items will need to be completed prior to issuance of our audit report on the financial statements.

COMPLETION OF AUDIT

- Receipt of signed Management representation letter
- Receipt of outstanding legal confirmations
- Subsequent events review through to financial statement approval date

FINANCIAL STATEMENTS

- Approval of financial statements by the Mayor and Council

We conducted our audit in accordance with Canadian generally accepted auditing standards. The objective of our audit was to obtain reasonable, not absolute, assurance about whether the financial statements are free from material misstatement. Except as described in this report, the scope of the work performed was substantially the same as that described in our Planning Report to the Mayor and Council dated January 26, 2018.

INDEPENDENCE

At the core of the provision of external audit services is the concept of independence. Canadian generally accepted auditing standards require us to communicate to the Mayor and Council at least annually, all relationships between BDO Canada LLP and its related entities and the Corporation of the Town of Whitchurch-Stouffville and its related entities, that, in our professional judgment, may reasonably be thought to bear on our independence with respect to the audit of the Municipality.

Our annual letter confirming our independence was previously provided to you. Except as noted in Appendix B, we know of no circumstances that would cause us to amend the previously provided letter.

MATERIALITY

Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As communicated to you in our Planning Report to the Mayor and Council, preliminary materiality was set as outlined below. Final materiality remained unchanged from our preliminary assessment.

	Materiality
The Corporation of the Town of Whitchurch-Stouffville - Group	\$ 1,300,000
The Corporation of the Town of Whitchurch-Stouffville - Component	\$ 1,200,000
Whitchurch-Stouffville Public Library - Component	\$ 32,000

AUDIT FINDINGS

As part of our ongoing communications with you, we are required to have a discussion on our views about significant qualitative aspects of the Company's accounting practices, including accounting policies, accounting estimates and financial statement disclosures. In order to have a frank and open discussion, these matters will be discussed verbally with you. A summary of the key discussion points are as follows:

ACCOUNTING AND AUDIT MATTERS

Manager Override of Controls

Management is in a unique position to perpetrate fraud because of their ability to directly or indirectly manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.

- o Our audit procedures tested the appropriateness of journal entries recorded in the ledger and other adjustments made in the preparation of financial statements.
- o We obtained an understanding of the business rationale for significant transactions that appeared to be unusual given our understanding of the Library and its environment. We reviewed accounting estimates for biases and evaluated whether the circumstances producing the bias, if any, represented a risk of material misstatement due to fraud.

ADJUSTED AND UNADJUSTED DIFFERENCES

We have disclosed all significant adjusted and unadjusted differences and disclosure omissions identified through the course of our audit engagement. Each of these items has been discussed with Management.

Management has determined that the unadjusted differences are immaterial both individually and in aggregate to the financial statements taken as a whole. Should the Mayor and Council agree with this assessment, we do not propose further adjustments.

For purposes of our discussion, a summary of adjusted and unadjusted differences and disclosure omissions has been presented in Appendix C.

MANAGEMENT REPRESENTATIONS

During the course of our audit, management made certain representations to us. These representations were verbal or written and therefore explicit, or they were implied through the financial statements. Management provided representations in response to specific queries from us, as well as unsolicited representations. Such representations were part of the evidence gathered by us to be able to draw reasonable conclusions on which to base our audit opinion. These representations were documented by including in the audit working papers memoranda of discussions with management and written representations received from management.

A summary of the representation we have requested from management is set out in the management representation letter included in Appendix D to the report.

FRAUD DISCUSSION

Canadian generally accepted auditing standards require us to discuss fraud risk with the Mayor and Council on an annual basis. As an update to the discussion held with the Mayor and Council during the planning of our audit, we have prepared the following comments:

Required Discussion	BDO Response	Question to Mayor and Council
Details of existing oversight processes with regards to fraud.	Based on our discussions during the planning of our audit, the Mayor and Council's oversight processes include: • Mayor and Council charters; • Discussions at Council meetings; • Review of related party transactions; and • Consideration of tone at the top.	Are there any new processes or changes in existing processes relating to fraud since the date of our previous discussions, that we should be aware of?
Knowledge of actual, suspected or alleged fraud.	Currently, we are not aware of any actual, suspected or alleged fraud.	Are you aware of any instances of actual, suspected or alleged fraud affecting the Company?

AUDITORS' RESPONSIBILITIES FOR DETECTING FRAUD

We are responsible for planning and performing the audit to obtain reasonable assurance that the financial statements are free of material misstatements, whether caused by error or fraud.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error, because fraud may

involve collusion as well as sophisticated and carefully organized schedules designed to conceal it.

The scope of the work performed was substantially the same as that described in our Planning Report to the Mayor and Council dated January 26, 2018.

INTERNAL CONTROL MATTERS

During the course of our audit, we performed the following procedures with respect to the Municipality's internal control environment:

- Documented operating systems to assess the design and implementation of control activities that were relevant to the audit.
- Discussed and considered potential audit risks with management.

The results of these procedures were considered in determining, the extent and nature of substantive audit testing required.

We are required to report to you in writing, significant deficiencies in internal control that we have identified during the audit. A significant deficiency is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

As the purpose of the audit is for us to express an opinion on the Municipality's financial statements, our audit cannot be expected to disclose all matters that may be of interest to you. As part of our work, we considered internal control relevant to the preparation of the financial statements such that we were able to design appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.

SIGNIFICANT DEFICIENCIES IN INTERNAL CONTROL

Deficiency	Issue and Impact
None	N/A

OTHER REQUIRED COMMUNICATIONS

Professional standards require independent auditors to communicate with those charged with governance certain matters in relation to an audit. In addition to the points communicated within this letter, the table below summarizes these additional required communications.

Communication Required	Auditors' Response
Potential effect on the financial statements of any material risks and exposures, such as pending litigation, that are required to be disclosed in the financial statements.	N/A
The final draft of the representation letter.	See Appendix D
Material uncertainties related to events and conditions that may cast significant doubt on the Company's ability to continue as a going concern.	N/A
Disagreements with management about matters that, individually or in aggregate, could be significant to the Municipality's financial statements or our audit report.	N/A
Matters involving non compliance with laws and regulations.	N/A
Significant related party transactions that are not in the normal course of operations and which involve significant judgments made by management concerning measurement or disclosure.	N/A
Subsequent events that have caused changes to the audit report.	N/A
Modifications in opinion.	N/A
Emphasis of matters paragraphs or other matters paragraphs.	N/A
Significant matters arising from the audit that were discussed or subject to correspondence with management.	N/A
Significant accounting policies, estimates and judgments	N/A
Unreasonable management's refusal to allow the auditor to send a confirmation request, or the inability to obtain relevant and reliable audit evidence from alternative audit procedures.	N/A



Limitation of the scope of the audit imposed by management.	N/A
Findings from the group audit.	None
Material misstatements that affect the prior period financial statements on which the predecessor auditor had previously reported on without modification.	N/A
Management consultation with other accountants about significant auditing and accounting matters.	N/A
Other matters	None

BDO RESOURCES

BDO is one of Canada's largest accounting services firms providing assurance and accounting, taxation, financial advisory, risk advisory, financial recovery and consulting services to a variety of publicly traded and privately held companies.

BDO serves its clients through 105 offices across Canada. As a member firm of BDO International Limited, BDO serves its multinational clients through a global network of over 1,100 offices in more than 100 countries. Commitment to knowledge and best practice sharing ensures that expertise is easily shared across our global network and common methodologies and information technology ensures efficient and effective service delivery to our clients.

Let us know if you would like information on certain BDO resources which may be of interest to the Mayor and Council.

TAX BULLETINS, ALERTS AND NEWSLETTERS

BDO's national tax department issues a number of bulletins, alerts and newsletters relating to corporate federal, personal, commodity, transfer pricing and international tax matters.

For additional information on tax matters and links to archived tax publications, please refer to the following link: [Tax Library | BDO Canada](#).

DRAFT - For Discussion Purposes Only

APPENDIX A

Draft Auditor's Report

Draft - Subject to Change

APPENDIX B

Independence Update



Tel: 705-726-6331
Fax: 705-722-6588
www.bdo.ca

BDO Canada LLP
300-300 Lakeshore Drive
Barrie Ontario L4N 0B4 Canada

June 19, 2018

The Mayor and Council
The Corporation of the Town of Whitchurch-Stouffville

Dear Mayor and Council Members:

We have been engaged to audit the consolidated financial statements (the "financial statements") of The Corporation of the Town of Whitchurch-Stouffville (the "Municipality") for the year ended December 31, 2017.

Canadian generally accepted auditing standards (GAAS) require that we communicate at least annually with you regarding all relationships between the Municipality and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the appropriate provincial institute and applicable legislation, covering such matters as:

- Holding a financial interest, either directly or indirectly in a client;
- Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- Economic dependence on a client; and
- Provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since January 26, 2018, the date of our last letter.

We are not aware of any relationships between the Municipality and our Firm that, in our professional judgment may reasonably be thought to bear on independence that have occurred from January 26, 2018 to June 19, 2018.

We hereby confirm that we are independent with respect to the Company within the meaning of the Rules of Professional Conduct of the Chartered Professional Accountants of Ontario as of June 19, 2018.

This letter is intended solely for the use of the Mayor and Council, Management and others within the Company and should not be used for any other purposes.

Yours truly,

Chartered Professional Accountants, Licensed Public Accountants

BDO Canada LLP, a Canadian limited liability partnership, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms



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APPENDIX C

Adjusted and Unadjusted Differences



SUMMARY OF UNADJUSTED DIFFERENCES

The following is a summary of uncorrected misstatements noted during the course of our audit engagement:

	Debit (Credit)			
	Assets	Liabilities	Equity	Net Income
None	\$ -	\$ -	\$ -	\$ -
Total	-	-	-	-
Tax Effect	-	-	-	-
Effect of Prior Year's Reversing Errors	-	-	-	-
Total Unadjusted Differences	\$ -	\$ -	\$ -	\$ -



SUMMARY OF ADJUSTED DIFFERENCES

The following is a summary of differences that were corrected by management during the course of our audit engagement:

	Increase (Decrease)			
	Assets	Liabilities	Equity	Net Income
None	\$ -	\$ -	\$ -	\$ -
Total Corrected Differences	\$ -	\$ -	\$ -	\$ -

SUMMARY OF DISCLOSURE OMISSIONS

The following is a summary of disclosures that have not been made within the financial statements:

Disclosure Omission	Management's Response
None	N/A

APPENDIX D

Representation Letter

The Corporation of the Town of Whitchurch-Stouffville
111 Sandiford Drive
Stouffville, Ontario L4A 0Z8

June 19, 2018

BDO Canada LLP
Chartered Professional Accountants
300 Lakeshore Drive, Suite 300
Barrie, Ontario
L4N 0B4

This representation letter is provided in connection with your audit of the consolidated financial statements (the “financial statements”) of The Corporation of the Town of Whitchurch-Stouffville for the year ended December 31, 2017, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian public sector accounting standards.

We confirm that to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated November 27, 2017, for the preparation of the financial statements in accordance with Canadian public sector accounting standards; in particular, the financial statements are fairly presented in accordance therewith.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian public sector accounting standards.
- All events subsequent to the date of the financial statements and for which Canadian public sector accounting standards require adjustment or disclosure have been adjusted or disclosed.
- The financial statements of the entity use appropriate accounting policies that have been properly disclosed and consistently applied.
- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to the representation letter.
- We have reviewed and approved all journal entries recommended by the auditors during the audit.

Information Provided

- We have provided you with:
 - access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - additional information that you have requested from us for the purpose of the audit; and
 - unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- We are responsible for the design, implementation and maintenance of internal controls to prevent, detect and correct fraud and error, and have communicated to you all deficiencies in internal control of which we are aware.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Fraud and Error

- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
- We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators, or others.

Other Representations Where the Situation Exists

- We have informed you of all known actual or possible litigation and claims, whether or not they have been discussed with legal counsel. Since there are no actual, outstanding or possible litigation and claims, no disclosure is required in the financial statements.

Yours truly,

Signature

Position

The Corporation of the Town of Whitchurch-Stouffville
Summary of Unadjusted Misstatements
December 31, 2017

Description of the Misstatement	Identified Misstatement	Projected Misstatement	Estimates	Pre-Tax Proposed Adjustments				Details of why no adjustment has been made to financial
				Assets Dr(Cr)	Liabilities Dr(Cr)	Opening R/E Dr(Cr)	Income Dr(Cr)	
Likely Aggregate Misstatements Before Effect of Previous Year's Errors and Estimates	-	-	-	-	-	-	-	
Effect of Previous Year's Errors, Net of Tax Effects								
Tax Effect								
Likely Aggregate Misstatements				-	-	-	-	

Details of why no adjustment has been made to the financial statements for the above items:

**The Corporation of the
Town of Whitchurch-
Stouffville**
Consolidated Financial Statements
For the year ended December 31, 2017

Draft - Subject to Change

**The Corporation of
the Town of Whitchurch-
Stouffville**

Consolidated Financial Statements
For the year ended December 31, 2017

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Independent Auditor's Report

To the Mayor and Councillors of
The Corporation of the Town of Whitchurch-Stouffville

We have audited the accompanying consolidated financial statements of The Corporation of the Town of Whitchurch-Stouffville, which comprise the consolidated statement of financial position as at December 31, 2017, the statements of operations and accumulated surplus, change in net debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of The Corporation of the Town of Whitchurch-Stouffville as at December 31, 2017 and the results of its operations, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Professional Accountants, Licensed Public Accountants

Barrie, Ontario
June 19, 2018

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE
Consolidated Statement of Financial Position

December 31	2017	2016
		(Note 18)
Financial assets		
Cash and cash equivalents (Note 3)	\$ 4,754,295	\$ 5,197,852
Portfolio investments (Note 4)	58,513,399	55,822,897
Taxes receivable	7,344,915	6,814,164
Accounts receivable	6,345,873	4,754,616
Property held for re-sale	2,745,636	2,745,636
	<u>79,704,118</u>	<u>75,335,165</u>
Liabilities		
Accounts payable and accrued liabilities	16,890,571	13,269,357
Short-term debt (Note 5)	7,211,505	-
Deferred revenue - obligatory reserve funds (Note 6)	17,805,269	19,840,165
Other deferred revenue	513,122	824,010
Developer and other deposits	16,267,255	15,146,690
Employee benefits payable (Note 7)	921,384	779,119
Long-term liabilities (Note 9)	31,034,006	33,067,188
	<u>90,643,112</u>	<u>82,926,529</u>
Net debt	<u>(10,938,994)</u>	<u>(7,591,364)</u>
Non-financial assets		
Inventory	68,964	61,796
Prepaid expenses	297,655	42,589
Tangible capital assets (Note 11)	310,421,303	286,214,689
	<u>310,787,922</u>	<u>286,319,074</u>
Accumulated surplus (Note 10)	<u>\$ 299,848,928</u>	<u>\$ 278,727,710</u>

Commitments (Note 14) and Contingent Liabilities (Note 15)

Treasurer

Deputy Treasurer

The accompanying notes are an integral part of these consolidated financial statements.

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE
Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31	Budget 2017 (Note 16)	Actual 2017	Actual 2016
Revenues			
Property taxation (Note 12)	\$ 29,059,935	\$ 29,370,019	\$ 26,084,677
Taxation from other governments (Note 12)	275,845	299,387	279,367
User fees, licenses and fines	25,232,310	22,344,726	20,134,806
Government grants	1,916,800	1,830,868	1,073,747
Investment income	740,770	1,409,173	2,764,666
Penalties and interest on taxes	955,000	1,178,641	1,012,132
Developer contributions	3,166,211	23,158,104	15,505,746
Donations and other	653,135	1,027,639	746,541
Total Revenue	<u>62,000,006</u>	<u>80,618,557</u>	<u>67,601,682</u>
Expenses			
General government	8,539,971	7,688,765	6,806,180
Protection to persons and property	6,875,571	7,250,081	6,998,380
Transportation services	12,479,305	12,493,176	11,647,511
Environmental services	12,076,532	11,340,048	11,128,210
Recreational and cultural services	16,855,465	17,128,072	16,974,716
Planning and development	3,779,651	3,597,197	2,913,840
Total Expenses	<u>60,606,495</u>	<u>59,497,339</u>	<u>56,468,837</u>
Annual surplus	1,393,511	21,121,218	11,132,845
Accumulated surplus, beginning of year	<u>278,727,710</u>	<u>278,727,710</u>	<u>267,594,865</u>
Accumulated surplus, end of year	<u>\$ 280,121,221</u>	<u>\$ 299,848,928</u>	<u>\$ 278,727,710</u>

The accompanying notes are an integral part of these consolidated financial statements.

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE
Consolidated Statement of Change in Net Debt

Year ended December 31	Budget 2017 (Note 16)	Actual 2017	Actual 2016
Annual surplus	\$ 1,393,511	\$ 21,121,218	\$ 11,132,845
Purchase of tangible capital assets	(13,023,333)	(25,830,298)	(15,425,255)
Contributed tangible capital assets	-	(9,381,594)	(9,952,133)
Amortization of tangible capital assets	10,758,903	10,758,903	10,243,094
Proceeds from sale of tangible capital assets	-	82,401	115,100
Loss on sale of tangible capital assets	-	163,974	156,259
	(2,264,430)	(24,206,614)	(14,862,935)
Decrease (increase) in prepaid expenses	-	(255,066)	499,955
Decrease (increase) in inventories of supplies	-	(7,168)	14,565
	-	(262,234)	514,520
Change in net financial debt	(870,919)	(3,347,630)	(3,215,570)
Net financial debt, beginning of year	(7,591,364)	(7,591,364)	(4,375,794)
Net financial debt, end of year	\$ (8,462,283)	\$ (10,938,994)	\$ (7,591,364)

The accompanying notes are an integral part of these consolidated financial statements.

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE
Consolidated Statement of Cash Flows

Year ended December 31

2017

2016

Operating transactions

Annual surplus	\$ 21,121,218	\$ 11,132,845
Amortization of tangible capital assets	10,758,903	10,243,094
Loss on sale of tangible capital assets	163,974	156,259
Contributed tangible capital assets	(9,381,594)	(9,952,133)
	<u>22,662,501</u>	<u>11,580,065</u>

Change in non-cash items

Taxes receivable	(530,751)	41,849
Accounts receivable	(1,591,257)	(1,087,166)
Property held for re-sale	-	(237,600)
Accounts payable and accrued liabilities	3,621,214	1,001,683
Deferred revenue - obligatory reserve funds	(2,034,896)	(2,850,942)
Other deferred revenue	(310,888)	(204,707)
Developer and other deposits	1,120,565	(3,455,852)
Employee benefits and other liabilities	142,265	137,169
Inventory	(7,168)	14,565
Prepaid expenses	(255,066)	499,955
	<u>22,816,519</u>	<u>5,439,019</u>

Capital transactions

Purchase of tangible capital assets	(25,830,298)	(15,425,255)
Proceeds on sale of tangible capital assets	82,401	115,100
	<u>(25,747,897)</u>	<u>(15,310,155)</u>

Investing transaction

(Increase) decrease in portfolio investments	<u>(2,690,502)</u>	<u>13,517,694</u>
--	--------------------	-------------------

Financing transactions

Proceeds from issuance of short-term debt	7,211,505	-
Repayment of long-term debt	(2,033,182)	(1,964,418)
	<u>5,178,323</u>	<u>(1,964,418)</u>

Net (decrease) increase in cash and cash equivalents	(443,557)	1,682,140
Cash and cash equivalents, beginning of year	5,197,852	3,515,712
Cash and cash equivalents, end of year	\$ 4,754,295	\$ 5,197,852

The accompanying notes are an integral part of these consolidated financial statements.

The Corporation of the Town of Whitchurch-Stouffville

Notes to the Consolidated Financial Statements

December 31, 2017

1. Nature of operations

The Corporation of the Town of Whitchurch-Stouffville (the "Town") is a lower-tier municipality located in the Regional Municipality of York, Province of Ontario, Canada. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, Municipal Affairs Act and related legislations.

2. Summary of significant accounting policies

Management's responsibility

The consolidated financial statements of the Town are the responsibility of management. They are prepared in accordance with Canadian generally accepted accounting principles established by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada.

Reporting entity

These consolidated financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The reporting entity is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the Town and which are owned or controlled by the Town. These Boards include:

Whitchurch-Stouffville Public Library

All inter-entity transactions and balances have been eliminated on consolidation.

Basis of accounting

i. Accrual accounting

Revenue and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable. Expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

ii. Government transfers

Government transfers are recognized in the consolidated financial statements when the transfer is authorized, and any eligibility criteria have been met, except to the extent that the transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

iii. Deferred revenue – obligatory reserve funds

Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the consolidated statement of financial position. The revenue is recognized in the consolidated statement of operations in the year in which it is used for the specified purpose.

iv. Deferred revenue – general

Funds received from residents and contractors in security for the completion of specified development projects are accounted for as deferred revenue on the consolidated statement of financial position. The revenue is recognized in the consolidated statement of operations in the year it is used for the specified purpose.

The Corporation of the Town of Whitchurch-Stouffville

Notes to the Consolidated Financial Statements

December 31, 2017

2. Summary of significant accounting policies (continued)

v. Investment income

Investment income earned is reported as revenue in the period earned. Investment income earned on obligatory reserves, such as development charges and parkland allowances, is added to the associated funds and forms part of the respective deferred revenue.

vi. Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(a) Tangible capital assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value of the tangible capital assets, excluding land, are amortized on a straight-line basis over their estimated useful lives as follows:

	<u>Useful life – years</u>
Land improvements	15 – 30
Facilities	10 – 40
Vehicles	7 – 15
Machinery and equipment	3 – 30
Transportation infrastructure	15 – 50
Environmental infrastructure	20 – 80

Tangible capital assets under construction are recorded at cost and are not amortized until the asset is available for productive use. No amortization is charged in the year of acquisition.

(b) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt with a corresponding amount recorded as revenue. Tangible capital assets conveyed from developers are recorded at the estimated engineering value at time of registration.

vii. Non-pension post retirement benefits

The Town accrues its obligations under employee benefit plans as the employees render the services necessary to earn employee future benefits. The Town has adopted the following valuation methods and assumptions:

(a) Actuarial cost method:

Accrued benefit obligations are computed using the projected benefit method prorated on service, as defined in PS 3250 and PS 3255. The objective under this method is to expense each member's benefit under the plan taking into consideration projections of benefit costs to and during retirement. Under this method an equal portion of total estimated future benefit is attributed to each year of service.

(b) Workplace Safety and Insurance (WSIB) obligation:

The costs of WSIB obligations are actuarially determined and the cost is recognized immediately in the period the event occurred.

The Corporation of the Town of Whitchurch-Stouffville

Notes to the Consolidated Financial Statements

December 31, 2017

2. Summary of significant accounting policies (continued)

(c) Funding policy:

The non-pension post retirement benefits are funded on a pay-as-you-go basis. The Town funds on a cash basis as the benefits are paid. No assets have been formally segregated and restricted to provide the non-pension retirement benefits.

(d) Accounting policies:

Actuarial gains and losses are amortized on a linear basis over the expected average remaining service life ("EARSL") of members expected to receive benefits under the plan, with amortization commencing in the period following the determination of the gain or loss. Obligations are attributed to the period beginning on the member's date of hire and ending on the expected date of termination, death or retirement, depending on the benefit value. The Town's fiscal year-end is December 31 and the measurement date of the Town's obligation is as such.

viii. Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. The principal estimates used in the preparation of these financial statements are employee benefits payable, estimated useful life of tangible capital assets and valuation of tangible capital assets. Actual results could differ from those estimates.

ix. Cash and cash equivalents

Cash and cash equivalents are comprised of cash on hand and cash held in financial institutions.

x. Property held for re-sale

Property held for resale are valued at the lower of cost and net realizable value.

xi. Inventories

Inventory of goods and supplies are priced at average cost on first-in, first-out basis.

xii. Portfolio investments

Portfolio investments are comprised of amounts invested in high interest savings accounts, GICs, corporate bonds, equity funds and money market. Portfolio investments are valued at cost.

xiii. Revenue recognition

(a) User fees

User fees and other revenues are reported on an accrual basis.

(b) Developer contributions

Developer contributions and fees for services are recognized over the period of service or when required expenses occur if applicable.

(c) Government grants

Conditional grant revenue is recognized to the extent the conditions imposed on it have been fulfilled. Unconditional grant revenue is recognized when monies are receivable.

The Corporation of the Town of Whitchurch-Stouffville

Notes to the Consolidated Financial Statements

December 31, 2017

2. Summary of significant accounting policies (continued)

(d) Taxation and related revenues

Property tax billings are prepared by the Town based on assessment rolls issued by the Municipal Property Assessment Corporation (MPAC). Tax rates are established by the Town Council, incorporating amounts to be raised for local services and amounts the Town is required to collect on behalf of the Province of Ontario and the Region of York in respect of education taxes and regional services respectively. The legislation limits increase in property tax bills to a maximum of 10% annually for commercial, industrial and multi-residential classes of property until the affected properties are taxed at a level equivalent to the tax otherwise calculated based on their current assessed value. A normal part of the assessment process is the issue of supplementary rolls which provide updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the Town determines the taxes applicable and renders supplementary tax billings. In accordance with PS 3510 – Tax Revenue, taxation revenues are estimated and recorded at the effective date of the new assessment. Assessments and related property taxes are subject to appeal. As a result of appeals, tax adjustments are estimated and recorded when the appeal is submitted. The Town is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the period the interest and penalties are earned.

xiii. Pension plans

The Town is an employer member of the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer, defined benefit pension plan. The Board of Trustees, representing plan members and employers, are responsible for overseeing the management of the pension plan, including investment of assets and administration of the benefits. The Town has adopted defined contribution plan accounting principles for this Plan because insufficient information is available to apply defined benefit plan accounting principles. The Town records as pension expense the current service cost, amortization of past service costs and interest costs related to the future employer contributions to the Plan for past employee service.

3. Cash and cash equivalents

Cash and cash equivalents are comprised of:

	<u>2017</u>	<u>2016</u>
Cash on hand	\$ 12,645	\$ 12,645
Cash held in banks	<u>4,741,650</u>	<u>5,185,207</u>
	<u>\$ 4,754,295</u>	<u>\$ 5,197,852</u>

The Town's bank accounts are held at one chartered bank. The bank accounts earn interest at a variable rate calculated on the daily balance.

The Corporation of the Town of Whitchurch-Stouffville

Notes to the Consolidated Financial Statements

December 31, 2017

4. Portfolio investments

Portfolio investments are comprised of:

	<u>2017</u>	<u>2016</u>
Bond fund	\$ 12,464,194	\$ 27,471,867
Equity fund	3,247,429	7,222,631
Money market fund	59,568	159,053
High interest savings	27,396,886	821,693
Guaranteed interest certificates	<u>15,345,322</u>	<u>20,147,653</u>
	<u>\$ 58,513,399</u>	<u>\$ 55,822,897</u>

The market value of the portfolio investments at December 31, 2017 was \$60,168,631 (2016 - \$58,648,036).

5. Short-term debt

In 2017 Council approved By-law 2017-045-FI for the financing of budget approved capital works by way of temporary borrowing from Ontario Infrastructure and Lands Corporation (OILC), pending the issue of the debentures, in the maximum aggregate principal amount of \$15,600,000. As of December 31, 2017, the Town has received a total of \$7,211,505 of advances from OILC. No repayments have been made in 2017.

6. Deferred revenue – obligatory reserve funds

The balances in the obligatory reserve funds of the Town are summarized below:

	<u>2017</u>	<u>2016</u>
Obligatory Reserve Funds		
Building Code Act	\$ -	\$ -
Development Charges Act	10,373,280	13,813,997
Federal Gas Tax	5,170,842	4,666,196
Planning Act	<u>2,261,147</u>	<u>1,359,972</u>
	<u>\$ 17,805,269</u>	<u>\$ 19,840,165</u>

	<u>2017 Opening</u>	<u>Net Change</u>	<u>2017 Closing</u>
Building Code Act	\$ -	\$ -	\$ -
Development Charges	13,813,997	(3,440,717)	10,373,280
Federal Gas Tax	4,666,196	504,646	5,170,842
Planning Act	<u>1,359,972</u>	<u>901,175</u>	<u>2,261,147</u>
	<u>\$ 19,840,165</u>	<u>\$ (2,034,896)</u>	<u>\$ 17,805,269</u>

There is provincial and municipal legislation which restricts how these funds may be used. Cash needed to fund these obligatory reserve funds is \$17,805,269 (2016 - \$19,840,166). Actual cash and cash equivalents and portfolio investments on hand was \$63,267,694 (2016 - \$61,020,749).

The Corporation of the Town of Whitchurch-Stouffville

Notes to the Consolidated Financial Statements

December 31, 2017

7. Employee benefits payable

The Town provides certain employee benefits that will require funding in future periods.

	<u>2017</u>	<u>2016</u>
Accumulated post retirement benefits – accrued obligation	\$ 575,729	\$ 551,347
Unamortized net actuarial loss	<u>(385,813)</u>	<u>(418,872)</u>
Post retirement benefits – accrued liability	189,916	132,475
Accrued salary, benefits and severance payable	330,015	289,313
Accrued vacation and overtime payable	321,790	283,193
WSIB obligation – accrued benefit liability	<u>79,663</u>	<u>74,138</u>
	<u>\$ 921,384</u>	<u>\$ 779,119</u>
Current year benefit cost	\$ 35,511	\$ 23,766
Interest accrued on benefit obligation	<u>23,452</u>	<u>18,890</u>
Employee benefit expense	<u>\$ 58,963</u>	<u>\$ 42,656</u>

Employee benefits paid during the year were \$34,581 for post-retirement benefits, (2016 - \$24,771).

Post retirement benefits

Retirement health care benefits

The Town provides health care benefits to certain employee groups after retirement until the members reach 65 years of age. The benefit costs and liabilities related to this plan are based on an actuarial valuation prepared by an independent firm. The date of the last actuarial valuation was as of December 31, 2016.

Severance

In 2002, Council approved By-law 2002-91-EM regarding Councils' remuneration. Part of the remuneration package includes eligibility of all Councilors to receive a severance payment of one month salary per year of continuous service to a maximum payment of 6 months should they not be re-elected. Management estimates future severance, based on service and salary, and reserves are set aside for this purpose.

Workplace Safety and Insurance Board

The Town is a Schedule 2 employer under the Workplace Safety and Insurance Act and, as such, assumed responsibility for financing its workplace safety insurance costs. The accrued obligation represents the actuarial valuation for claims to be insured based on the history of claims with town employees. The benefit costs and liabilities recorded are based on an actuarial valuation prepared by an independent firm. The date of the last actuarial valuation was December 31, 2014.

The accrued benefit obligations for the Town's employee future benefit plans as at December 31, 2017 are based on actuarial valuations for account purposes as at December 31, 2016. The actuarial valuations were based on assumptions about future events. The economic assumptions used in these valuations are the actuary's best estimate of expected rates of:

	<u>2017</u>	<u>2016</u>
Expected future inflation rates	1.75%	1.75%
Expected wage and salary increases	2.75%	2.75%
Discount on accrued benefit obligations	4.25%	4.25%
Health care costs escalation	3.75% to 4.40%	3.75% to 4.40%
Dental costs escalation	3.75%	3.75%

The Corporation of the Town of Whitchurch-Stouffville

Notes to the Consolidated Financial Statements

December 31, 2017

8. Pension agreement

OMERS provide pension services to more than 482,000 active and retired members and approximately 1,000 employers. Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2017. The results of this valuation disclosed total actuarial liabilities of \$94,431 million in respect of benefits accrued for service with actuarial assets at that date of \$89,028 million indicating an actuarial deficit of \$5,403 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the municipality does not recognize any share of the OMERS pension surplus or deficit. Contributions made by the Town for OMERS for 2017 were \$1,597,576 (2016 - \$1,492,257).

9. Long-term liabilities

The balance of the long-term liabilities reported on the consolidated statement of financial position consists of the following:

<u>Debenture held by</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>2017</u>	<u>2016</u>
Infrastructure Ontario	4.89%	Mar 1, 2035	\$ 9,440,862	\$ 9,775,888
Infrastructure Ontario	4.89%	Mar 1, 2035	\$ 1,464,961	\$ 1,516,948
Infrastructure Ontario	4.45%	Jul 4, 2036	\$ 2,462,886	\$ 2,543,983
Infrastructure Ontario	4.45%	Jul 4, 2036	\$ 5,350,409	\$ 5,526,584
Infrastructure Ontario	3.90%	Dec 1, 2051	\$ 5,100,000	\$ 5,250,000
Infrastructure Ontario	3.51%	Aug 3, 2021	\$ 3,204,023	\$ 3,937,739
Infrastructure Ontario	3.21%	Dec 4, 2023	\$ 1,587,954	\$ 1,824,349
Infrastructure Ontario	2.63%	Dec 1, 2025	\$ 2,422,911	\$ 2,691,697
			<u>\$ 31,034,006</u>	<u>\$ 33,067,188</u>

Principal repayments for each of the next five years and thereafter are as follows:

2018	\$ 2,104,658
2019	2,178,959
2020	2,256,201
2021	2,336,505
2022	1,546,852
Thereafter	<u>20,610,831</u>
	<u>\$ 31,034,006</u>

The gross interest expense relating to the above long-term debt was \$1,364,686 (2016 - \$1,439,875). Repayment for all liabilities is semi-annual and consists of principal and interest.

The Corporation of the Town of Whitchurch-Stouffville

Notes to the Consolidated Financial Statements

December 31, 2017

9. Long-term liabilities (continued)

The long-term liabilities reported above, issued in the name of the Town, have been approved by Municipal by-law. The annual principal and interest repayments required to serve these liabilities are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs and Housing.

The Town has available an operating line of credit of \$5,000,000 to fund its cash flow operations. The interest rate on the loan is at the bank prime interest rate minus 0.75%. At year end the balance is \$NIL, (2016 - \$NIL).

10. Accumulated surplus

Accumulated surplus is comprised of the following:

	<u>2017</u>	<u>2016</u>
Surplus		
Reserves and reserve funds (see below)	\$ 19,428,204	\$ 23,288,913
Invested in tangible capital assets	310,421,303	286,214,689
Property held for resale	2,745,636	2,745,636
General – fund	(1,041,305)	177,461
Library – fund	15,828	15,828
Business improvement area	2,696	2,696
Less: amount financed by long-term debt	(31,034,006)	(33,067,188)
Less: interest on long-term debt	(419,849)	(443,712)
Less: post employment/severance and WSIB obligation	(269,579)	(206,613)
Accumulated surplus	\$ 299,848,928	\$ 278,727,710
Reserves set aside for specific purposes by Council		
General, clerks and treasury	\$ 13,520,350	\$ 18,977,104
Fire protection	217,076	(108,499)
Public Works	1,464,474	438,405
Parks and recreation	(2,245,300)	(2,782,200)
Museum	(88,535)	(119,331)
Library Board	426,326	326,877
Development services	94,090	53,600
Water and sewer services	4,988,443	5,567,088
Cemetery	185,259	130,421
	<u>18,562,183</u>	<u>22,483,465</u>
Reserve funds set aside for specific purpose by Council		
General purpose capital	<u>866,021</u>	<u>805,448</u>
Total reserves and reserve funds	\$ 19,428,204	\$ 23,288,913

The Corporation of the Town of Whitchurch-Stouffville

Notes to the Consolidated Financial Statements

December 31, 2017

11. Tangible capital assets

Cost	Balance as at December 31, 2016	Additions	Disposals/ Transfers	Balance as at December 31, 2017
Land	\$ 43,397,341	\$ 15,704	\$ -	\$ 43,413,045
Land improvements	21,619,153	2,389,626	(340,978)	23,667,801
Facilities	82,303,013	1,874,020	-	84,177,033
Vehicles	7,359,007	2,372,274	(729,502)	9,001,779
Machinery and equipment	8,960,909	1,773,974	(429,998)	10,304,885
Transportation infrastructure	117,047,675	8,261,167	(276,612)	125,032,230
Environmental infrastructure	100,963,975	9,999,241	(86,822)	110,876,394
	381,651,073	26,686,006	(1,863,912)	406,473,167
Assets under construction	7,049,471	13,002,155	(4,476,269)	15,575,357
	<u>\$ 388,700,544</u>	<u>\$ 39,688,161</u>	<u>\$ (6,340,181)</u>	<u>\$ 422,048,524</u>
Accumulated amortization	Balance as at December 31, 2016	Amortization	Disposals	Balance as at December 31, 2017
Land improvements	\$ 6,542,733	\$ 890,592	\$ (169,616)	\$ 7,263,709
Facilities	29,718,261	3,034,311	-	32,752,572
Vehicles	4,375,719	522,834	(722,569)	4,175,984
Machinery and equipment	4,136,175	880,288	(427,881)	4,588,582
Transportation infrastructure	42,114,245	3,688,564	(232,176)	45,570,633
Environmental infrastructure	15,598,722	1,742,314	(65,295)	17,275,741
	<u>\$ 102,485,855</u>	<u>\$ 10,758,903</u>	<u>\$ (1,617,537)</u>	<u>\$ 111,627,221</u>
Net book value				Balance as at December 31, 2017
Land				\$ 43,413,045
Land improvements				16,404,092
Facilities				51,424,461
Vehicles				4,825,795
Machinery and equipment				5,716,303
Transportation infrastructure				79,461,597
Environmental infrastructure				93,600,653
				<u>294,845,946</u>
Assets under construction				<u>15,575,357</u>
				<u>\$ 310,421,303</u>

The Corporation of the Town of Whitchurch-Stouffville

Notes to the Consolidated Financial Statements

December 31, 2017

11. Tangible capital assets (continued)

Cost	Balance as at December 31, <u>2015</u>	<u>Additions</u>	Disposals/ <u>Transfers</u>	Balance as at December 31, <u>2016</u>
Land	\$ 41,866,641	\$ 1,766,700	\$ (236,000)	\$ 43,397,341
Land improvements	19,783,297	1,835,856	-	21,619,153
Facilities	80,963,809	2,008,904	(669,700)	82,303,013
Vehicles	7,001,628	680,661	(323,282)	7,359,007
Machinery and equipment	8,589,832	1,107,798	(736,721)	8,960,909
Transportation infrastructure	109,466,405	7,836,590	(255,320)	117,047,675
Environmental infrastructure	90,373,514	10,980,467	(390,006)	100,963,975
	<u>358,045,126</u>	<u>26,216,976</u>	<u>(2,611,029)</u>	<u>381,651,073</u>
Assets under construction	7,653,058	4,084,374	(4,687,961)	7,049,471
	<u>\$ 365,698,184</u>	<u>\$ 30,301,350</u>	<u>\$ (7,298,990)</u>	<u>\$ 388,700,544</u>
Accumulated amortization	Balance as at December 31, <u>2015</u>	<u>Amortization</u>	<u>Disposals</u>	Balance as at December 31, <u>2016</u>
Land improvements	\$ 5,734,697	\$ 808,036	\$ -	\$ 6,542,733
Facilities	27,270,716	3,021,998	(574,453)	29,718,261
Vehicles	4,158,910	489,025	(272,216)	4,375,719
Machinery and equipment	3,975,355	886,040	(725,220)	4,136,175
Transportation infrastructure	38,883,350	3,431,957	(201,062)	42,114,245
Environmental infrastructure	14,323,402	1,606,039	(330,719)	15,598,722
	<u>\$ 94,346,430</u>	<u>\$ 10,243,095</u>	<u>\$ (2,103,670)</u>	<u>\$ 102,485,855</u>
Net book value				Balance as at December 31, <u>2016</u>
Land				\$ 43,397,341
Land improvements				15,076,420
Facilities				52,584,752
Vehicles				2,983,288
Machinery and equipment				4,824,734
Transportation infrastructure				74,933,430
Environmental infrastructure				<u>85,365,253</u>
				279,165,218
Assets under construction				<u>7,049,471</u>
				<u>\$ 286,214,689</u>

The Corporation of the Town of Whitchurch-Stouffville

Notes to the Consolidated Financial Statements

December 31, 2017

11. Tangible capital assets (continued)

a) Assets under construction

Assets under construction and other capital work in progress having a value of \$15,575,357 (2016 - \$7,049,471) have not been amortized. Amortization of these assets will commence when the asset is put into service.

b) Contributed tangible capital assets

Contributed capital assets have been recognized at fair market value at the date of contribution. The value of contributed assets received during the year is \$9,381,594 (2016 - \$9,950,534).

12. Property taxation

	<u>2017</u>	<u>2016</u>
Property taxes	\$ 29,370,019	\$ 26,084,677
Payments in lieu	299,387	279,367
Collections for other governments		
Province of Ontario – school tax	24,881,382	24,589,421
Region of York – regional tax	37,051,210	35,444,261
Transfers		
Province of Ontario – school tax	(24,881,382)	(24,589,421)
Region of York – regional tax	(37,051,210)	(35,444,261)
Available for general municipal purposes	<u>\$ 29,669,406</u>	<u>\$ 26,364,044</u>

13. Public liability insurance

The Town has undertaken a portion of the risk for public liability, as a means of achieving cost effective risk management. As a result, the Town is self-insured for public liability claims up to \$5,000 for any individual claim or for any number of claims arising out of a single occurrence. Outside insurance coverage is in place for claims in excess of \$5,000 to a maximum of \$5,000,000 per claim occurrence.

Claim expenses for the year in the amount of \$32,624 (2016 - \$7,771) are reported as expenses in the Consolidated Statement of Operations.

14. Commitments

The Town has numerous contracts with a variety of suppliers for future capital projects that are budgeted in the next fiscal year.

The Corporation of the Town of Whitchurch-Stouffville

Notes to the Consolidated Financial Statements

December 31, 2017

15. Contingent liabilities

In the ordinary course of business, various claims and lawsuits are brought against the Town. After reviewing the merits of these actions and claims with counsel and insurers, it is management's opinion that any uninsured liability arising from these claims cannot be reasonably estimated. Accordingly, no provision has been made in the accounts for these claims. Any liability as a result of these claims will be recognized at the time the amount is known or can be reasonably estimated.

16. Budget

The Budget adopted on January 23, 2017 by the Town for 2017 was not prepared on a basis consistent with that used to report actual results (Canadian Public Sector Accounting Standards). The budget was prepared on a modified accrual basis while Canadian public sector accounting standards now require a full accrual basis. The budget figures anticipated the use of surpluses accumulated in previous years to offset current year expenditures in excess of current year revenues such that the net budget was \$NIL. In addition, the budget expensed all tangible capital expenditures rather than including amortization expense. As a result, the budget figures presented in the statements of operations and change in net financial assets represent the budget adopted by the Town for 2017 with adjustments as follows:

Budgeted (deficit) surplus for the year, as approved	\$	NIL
Add:		
Principal repayments		2,043,185
Budgeted transfers to reserves		11,858,212
Less:		
Budgeted transfers from reserves		1,748,983
Amortization		<u>10,758,903</u>
Budgeted surplus for the year, per statement of operations	\$	<u>1,393,511</u>

17. Trust Funds

The trust funds administered by the Town amounting to \$1,050,442 (2016 – \$1,019,277) have not been included in the consolidated statement of financial position nor have their operations been included in the consolidated statement of operations and accumulated surplus.

18. Comparative Figures

The comparative figures presented are for the year ended December 31, 2016. Certain of the 2016 comparative figures have been reclassified to conform with the financial presentation adopted in 2017.

19. Segmented information

The Town provides a range of services to its citizens. For management reporting and stewardship purposes, the Town's operations are organized and reported by the services they supply.

Town services are provided by departments and their activities are reported. The following departments have been separately disclosed in the segmented information. The nature of the segment and the activities they encompass are as follows:

The Corporation of the Town of Whitchurch-Stouffville

Notes to the Consolidated Financial Statements

December 31, 2017

19. Segmented information (continued)

General government

General government encompasses the administrative departments and activities, including Council, office of the Chief Administrative Officer, Clerk's office, By-law and Treasury. The cemetery is included in this segment as well.

Protection

Protection is comprised of fire and emergency services. This department is responsible for maintaining and enhancing public safety through emergency management planning, prevention and public education programs, enforcement and emergency response services.

Public works

The Public Works department is responsible for maintaining the Town's infrastructure. This includes the safety and maintenance of the Town's paved roads, sidewalks, streetlights, trees, traffic control devices, waste/recycling collection and the school crossing guard program.

Environment

This segment consists of water and wastewater services. Its responsibilities include the provision of drinking water and the collection and treatment of wastewater.

Recreation

The Recreation department is responsible for the planning, administration, operation and maintenance of municipal parks and facilities. Recreation and leisure services are provided through fitness and aquatic programs as well as parks, playgrounds, open spaces and trail systems.

Planning

The Planning and Building Services department administers and oversees key aspects of the land use and development approval process in the Town.

Culture

This segment supports arts & culture and promotes and preserves the community's heritage through museum services.

Library

The Library serves the members of the public in their leisure, informational and cultural quests.

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and the amounts that are allocated on a reasonable basis. Taxation revenue is allocated to the general government as there is no appropriate basis of allocation to other segments.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 2.

The Corporation of the Town of Whitchurch-Stouffville
Consolidated Schedule of Segment Disclosure
Year ended December 31

	All Segments		General Government		Protection	
	2017	2016	2017	2016	2017	2016
Revenues						
Taxation	\$ 29,370,019	\$ 26,084,677	\$ 29,370,019	\$ 26,084,677	\$ -	\$ -
Taxation from other governments	299,387	279,367	218,074	202,177	-	-
User fees, licences and fines	22,344,726	20,134,806	2,547,782	860,944	383,196	188,530
Government grants	1,830,868	1,073,747	721,710	870,727	-	-
Investment income	1,409,173	2,764,666	1,361,236	2,747,549	-	-
Penalties and interest on taxes	1,178,641	1,012,132	1,178,641	1,012,132	-	-
Developer contributions	23,158,104	15,505,746	10,556,730	4,272,596	250,298	216,466
Donations and other	1,027,639	746,541	141,575	123,882	71,547	15,236
	<u>80,618,557</u>	<u>67,601,682</u>	<u>46,095,767</u>	<u>36,174,684</u>	<u>705,041</u>	<u>420,232</u>
Expenses						
Salaries and wages	23,244,900	21,963,779	4,338,302	4,015,813	5,350,387	4,998,756
Materials, supplies and services	10,714,916	9,966,330	1,421,499	1,215,786	865,738	1,029,154
Contracted services	5,298,619	4,911,067	797,051	631,349	485,243	362,037
Rent and financial expenses	1,651,859	1,455,261	101,462	(86,463)	24,912	91,963
Transfers to other entities	7,828,142	7,929,306	25,690	9,293	(1,400)	(1,400)
Amortization	10,758,903	10,243,094	1,004,761	1,020,402	525,201	517,870
	<u>59,497,339</u>	<u>56,468,837</u>	<u>7,688,765</u>	<u>6,806,180</u>	<u>7,250,081</u>	<u>6,998,380</u>
Net surplus / (deficit)	<u>\$ 21,121,218</u>	<u>\$ 11,132,845</u>	<u>\$ 38,407,002</u>	<u>\$ 29,368,504</u>	<u>\$ (6,545,040)</u>	<u>\$ (6,578,148)</u>

The Corporation of the Town of Whitchurch-Stouffville
Consolidated Schedule of Segment Disclosure
Year ended December 31

	Transportation		Environment		Recreation	
	2017	2016	2017	2016	2017	2016
Revenues						
Taxation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Taxation from other governments	-	-	-	-	-	-
User fees, licences and fines	452,917	568,712	10,652,886	11,564,890	4,258,768	4,305,803
Government grants	68,240	58,825	-	-	929,985	5,732
Investment income	-	-	34,853	10,777	-	-
Penalties and interest on taxes	-	-	-	-	-	-
Developer contributions	5,410,011	4,700,106	5,056,447	4,565,992	1,475,028	1,423,925
Donations and other	197,645	229,050	73,371	34,848	341,793	97,273
	<u>6,128,813</u>	<u>5,556,693</u>	<u>15,817,557</u>	<u>16,176,507</u>	<u>7,005,574</u>	<u>5,832,733</u>
Expenses						
Salaries and wages	2,341,831	2,097,227	1,052,575	1,074,751	5,794,233	5,608,227
Materials, supplies and services	2,733,476	2,566,790	699,622	604,622	3,400,971	3,725,302
Contracted services	2,867,417	2,676,951	131,427	140,734	453,718	416,626
Rent and financial expenses	271,742	299,939	3,107	19,033	1,245,120	1,104,434
Transfers to other entities	(4,000)	(4,000)	7,668,231	7,640,422	1,677,080	1,597,360
Amortization	4,282,710	4,010,604	1,785,086	1,648,648	2,950,394	2,851,602
	<u>12,493,176</u>	<u>11,647,511</u>	<u>11,340,048</u>	<u>11,128,210</u>	<u>15,521,516</u>	<u>15,303,551</u>
Net surplus / (deficit)	<u>\$ (6,364,363)</u>	<u>\$ (6,090,818)</u>	<u>\$ 4,477,509</u>	<u>\$ 5,048,297</u>	<u>\$ (8,515,942)</u>	<u>\$ (9,470,818)</u>

The Corporation of the Town of Whitchurch-Stouffville
Consolidated Schedule of Segment Disclosure
Year ended December 31

	Planning		Culture		Library	
	2017	2016	2017	2016	2017	2016
Revenues						
Taxation	\$ -	\$ -	\$ -	\$ -	\$ 1,719,620	\$ 1,627,160
Taxation from other governments	81,313	77,190	-	-	-	-
User fees, licences and fines	3,715,975	2,311,188	298,032	278,275	35,170	56,464
Government grants	-	18,126	52,957	48,677	57,976	71,660
Investment income	133	-	7,728	2,287	5,223	4,053
Penalties and interest on taxes	-	-	-	-	-	-
Developer contributions	53,932	209,161	-	-	355,659	117,500
Donations and other	57,383	33,324	116,312	176,591	28,013	36,337
	<u>3,908,736</u>	<u>2,648,989</u>	<u>475,029</u>	<u>505,830</u>	<u>2,201,661</u>	<u>1,913,174</u>
Expenses						
Salaries and wages	2,493,161	2,377,279	783,310	676,283	1,091,101	1,115,443
Materials, supplies and services	1,012,467	211,801	400,792	431,320	180,351	181,555
Contracted services	91,569	190,628	113,408	127,817	358,786	364,925
Rent and financial expenses	-	-	4,509	25,708	1,007	647
Transfers to other entities	-	134,132	182,161	180,659	-	-
Amortization	-	-	-	-	210,751	193,968
	<u>3,597,197</u>	<u>2,913,840</u>	<u>1,484,180</u>	<u>1,441,787</u>	<u>1,841,996</u>	<u>1,856,538</u>
Net surplus / (deficit)	<u>\$ 311,539</u>	<u>\$ (264,851)</u>	<u>\$ (1,009,151)</u>	<u>\$ (935,957)</u>	<u>\$ 359,665</u>	<u>\$ 56,636</u>

The Corporation of the Town of Whitchurch-Stouffville
Consolidated Schedule of Segment Disclosure
Year ended December 31

	Other Funds	
	2017	2016
Revenues		
Taxation	\$ (1,719,620)	\$ (1,627,160)
Taxation from other governments	-	-
User fees, licences and fines	-	-
Government grants	-	-
Investment income	-	-
Penalties and interest on taxes	-	-
Developer contributions	-	-
Donations and other	-	-
	<u>(1,719,620)</u>	<u>(1,627,160)</u>
Expenses		
Salaries and wages	-	-
Materials, supplies and services	-	-
Contracted services	-	-
Rent and financial expenses	-	-
Transfers to other entities	(1,719,620)	(1,627,160)
Amortization	-	-
	<u>(1,719,620)</u>	<u>(1,627,160)</u>
Net surplus / (deficit)	\$ -	\$ -

**The Corporation of the Town of
Whitchurch-Stouffville Trust Funds**

Financial Statements
For the year ended December 31, 2017

Draft - Subject to Change

The Corporation of the Town of Whitchurch-Stouffville Trust Funds
Financial Statements
For the year ended December 31, 2017

	Contents
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Statement of Financial Position	3
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Independent Auditor's Report

To the Mayor and Councillors of
The Corporation of the Town of Whitchurch-Stouffville

We have audited the accompanying financial statements of The Corporation of the Town of Whitchurch-Stouffville Trust Funds, which comprise the statement of financial position as at December 31, 2017, the statement of operations and accumulated surplus for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of The Corporation of the Town of Whitchurch-Stouffville Trust Funds as at December 31, 2017 and the results of its operations for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Professional Accountants, Licensed Public Accountants
Barrie, Ontario
June 19, 2018

The Corporation of the Town of Whitchurch-Stouffville
Trust Funds
Statement of Financial Position
December 31, 2017

	Williamson & Grubin Estates	Cemetery Perpetual Care	Museum Endowment Funds	Total Trusts 2017	Total Trusts 2016
Financial Assets					
Investments (Note 3)	\$ 62,673	\$ 836,872	\$ 150,897	\$ 1,050,442	\$ 1,019,277
Net financial assets	<u>62,673</u>	<u>836,872</u>	<u>150,897</u>	<u>1,050,442</u>	<u>1,019,277</u>
Accumulated Surplus	<u>\$ 62,673</u>	<u>\$ 836,872</u>	<u>\$ 150,897</u>	<u>\$ 1,050,442</u>	<u>\$ 1,019,277</u>

Approved By:

Treasurer

Deputy Treasurer

The Corporation of the Town of Whitchurch-Stouffville
Trust Funds
Statement of Operations and Accumulated Surplus
Year ended December 31, 2017

	Williamson & Grubin Estates	Cemetery Perpetual Care	Museum Endowment Fund	Total Trusts 2017	Total Trusts 2016
Revenues					
Interest earned	\$ 1,175	\$ 43,385	\$ 7,728	\$ 52,288	\$ 16,417
Plots sales and burial fees	-	21,165	-	21,165	28,775
Donations	-	-	10,000	10,000	
	<u>1,175</u>	<u>64,550</u>	<u>17,728</u>	<u>83,453</u>	<u>45,192</u>
Transfers					
Transfer to Town of Whitchurch-Stouffville operations	<u>1,175</u>	<u>43,385</u>	<u>7,728</u>	<u>52,288</u>	<u>16,417</u>
Annual surplus	-	21,165	10,000	31,165	28,775
Accumulated surplus, beginning of year	<u>62,673</u>	<u>815,707</u>	<u>140,897</u>	<u>1,019,277</u>	<u>990,502</u>
Balance, end of year	<u>\$ 62,673</u>	<u>\$ 836,872</u>	<u>150,897</u>	<u>\$ 1,050,442</u>	<u>\$ 1,019,277</u>

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

Trust Funds

Notes to the Financial Statements

December 31, 2017

1. Purpose of the Corporation of the Town of Whitchurch-Stouffville Trust Funds

The Corporation of the Town of Whitchurch-Stouffville Trust Funds (the "Trust") are held in trust by Council. The Trust maintains the conditions of bequests, endowments and capital fees relating to cemeteries.

The Trust is not subject to income taxes.

2. Significant Accounting Policies

The financial statements of the Trust are the responsibility of management, prepared in accordance with accounting principles for local governments as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Trust are as follows:

- (i) **Basis of Accounting**
Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes cash receipts as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.
 - (ii) **Revenue Recognition**
 - (a) Interest income is recognized as it is earned.
 - (b) Plot sales and burial fees are recognized when received.
 - (c) Donations are recognized when received.
-

3. Investments

Total investments are recorded at the lower of cost or market value. The book value of these investments is \$1,050,442 (\$1,019,277 - 2016) and the fair market value is \$1,086,395 (\$1,069,929 - 2016). These are composed of the following: high interest savings accounts, GICs, corporate bonds, equity funds and money market. The trust is paid interest at variable rates on the investments.

4. Williamson and Grubin Trusts

These trust funds are the result of bequests from the estates of Thomas Williamson and Alexander Grubin. Investment income on the funds is distributed at Council's discretion to assist individuals in need. The capital amounts are to remain intact.

5. Cemetery Perpetual Care Trusts

These trust funds represent a portion of the sale of cemetery lots and niches at the Stouffville Cemetery as well as a fee collected for the installation of foundations for headstones at Stouffville and Hartman Cemeteries. The capital amounts are to be kept intact in perpetuity with investment income earned on the funds used to maintain the cemeteries.

6. Museum Endowment Funds

The Museum Endowment funds represent donation and fundraising proceeds for a Building Conservation Endowment Fund. Investment income on the endowment funds can be used to assist with museum building maintenance and the capital amount is to remain intact.

Town of Whitchurch-Stouffville
Statement of Reserves and Reserve Funds
(based on draft 2017 audited financial statements)

	Jan 1, 2017 Opening Balance	2017 Activity	Dec 31, 2017 Closing Balance
Park Trust	1,359,972	901,175	2,261,147
Development Charges	13,813,997	(3,440,717)	10,373,280
Federal Gas Tax	4,666,196	504,646	5,170,842
TOTAL OBLIGATORY RESERVE FUNDS	19,840,165	(2,034,896)	17,805,269
Reserves for General New Infrastructure/Admin	17,664,283	(4,143,933)	13,520,350
Reserves for Fire & Emergency Services	(108,499)	325,575	217,076
Reserves for Museum	(119,331)	30,796	(88,535)
Reserves for Development Services	53,600	(20,109)	33,491
Reserves for Public Works	438,405	1,026,069	1,464,474
Reserves for Leisure and Community Services	(2,782,200)	536,900	(2,245,300)
Reserves for Cemetery	130,421	16,293	146,714
Reserves for Water and Waste Water	5,567,088	1,280,105	6,847,193
Reserves for Library	326,877	99,449	426,326
Sale of Hydro Reserve Fund	805,448	60,573	866,021
RESERVES AND RESERVE FUNDS	21,976,092	(788,282)	21,187,810
TRUST FUNDS	1,019,277	31,165	1,050,442
TOTAL RESERVE AND RESERVE FUNDS	42,835,534	(2,792,013)	40,043,521
as per Audited Financial Statements			
Total Reserves & Reserve Funds (note 10)	21,976,092	(788,282)	21,187,810
Total Trust Funds (note 17)	1,019,277	31,165	1,050,442
Obligatory Reserve Funds (note 6)	19,840,165	(2,034,896)	17,805,269
TOTAL RESERVE AND RESERVE FUNDS	42,835,534	(2,792,013)	40,043,521

Municipality of Whitchurch - Stouffville
Annual Treasurer's Statement of Reserve Funds for By-Law 2013-180-FI, Amended 2016-040-FI

FS-014-08 - 2017 Audited Financial Statement

Description	Services to which the Development Charge Relates								Total
	Non-Discounted Services					Discounted Services			
	Public Works	Roads	Water	Wastewater	Fire	Corporate	Leisure ³	Library	
Opening Balance, January 1, 2017	\$ 841,322	\$ 953,175	\$ (933,142)	\$ (1,801,243)	\$ (2,452,931)	\$ 786,870	\$ 3,850,984	\$ 4,831,494	\$ 6,076,530
Plus:									
Development Charge Collections	\$ 255,875	\$ 1,984,385	\$ 738,833	\$ 525,902	\$ 295,665	\$ 91,402	\$ 2,987,805	\$ 304,076	\$ 7,183,943
Accrued Interest/Interest Earned	\$ 61,406	\$ 13,044				\$ 53,754	\$ 317,020	\$ 309,849	\$ 755,073
Repayment of Monies Borrowed from Fund and Associated Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-Total	\$ 1,158,603	\$ 2,950,604	\$ (194,309)	\$ (1,275,341)	\$ (2,157,266)	\$ 932,026	\$ 7,155,809	\$ 5,445,419	\$ 14,015,546
Less:									
Amount Transferred to Capital (or Other) Funds ¹	\$ 335,474	\$ 926,388	\$ -	\$ -	\$ 207,489	\$ 316,400	\$ 5,013,109	\$ 2,695,377	\$ 9,494,238
Amounts Refunded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amounts Loaned to Other D.C. Service Category for Interim Financing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Credits ²	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-Total	\$ 335,474	\$ 926,388	\$ -	\$ -	\$ 207,489	\$ 316,400	\$ 5,013,109	\$ 2,695,377	\$ 9,494,238
Closing Balance, December 31, 2017	\$ 823,129	\$ 2,024,216	\$ (194,309)	\$ (1,275,341)	\$ (2,364,755)	\$ 615,626	\$ 2,142,700	\$ 2,750,042	\$ 4,521,308

See Figure 1 for details

See Figure 2 for details

Service category includes: Indoor Recreation Services and Parkland Development Services

The Municipality is compliant with s.s. 59.1 (1) of the *Development Charges Act*, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the *Development Charges Act* or another Act.

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Figure 1
Municipality of Whitchurch - Stouffville
Amount Transferred to Capital (or Other) Funds - Operating Fund Transactions

Operating Fund Transactions	Annual Debt Repayment Amount	D.C. Reserve Fund Draw		Post D.C. By-Law Period			Non-D.C. Recoverable Cost Share		
		Principal	Interest	Principal	Interest	Source	Principal	Interest	Source
<u>Services Related to Fire</u>									
Station 51 Fire Hall	\$ 125,025	\$ 31,192	\$ 43,619				\$ 20,795	\$ 29,420	Tax Supported
30m-Aerial/Platform Fire Apparatus	\$ 132,679	\$ 105,565	\$ 27,113						
Sub-Total - Services Related to Fire	\$ 257,704	\$ 136,757	\$ 70,732	\$ -	\$ -		\$ 20,795	\$ 29,420	
<u>Services Related to Leisure</u>									
Clippers Sports Complex	\$ 803,544	\$ 304,874	\$ 426,351	\$ 30,152	\$ 42,167	DC Leisure			
Operations Centre	\$ 126,051	\$ 10,570	\$ 14,410				\$ 42,282	\$ 58,789	Tax Supported
Owner Constructed Parks	\$ 334,332	\$ 180,755	\$ 29,874	\$ 106,157	\$ 17,546	DC Leisure			
Memorial Park Ph1	\$ 67,647	\$ 8,188	\$ 1,932	\$ 14,384	\$ 3,450	Reserve	\$ 32,017	\$ 7,676	Reserve
Hillmount Park with splash pad (Greenwood)	\$ 150,619	\$ 40,745	\$ 10,465	\$ 15,819	\$ 4,063	Reserve	\$ 63,275	\$ 16,252	Reserve
Tresstown (Sunnyridge) Park	\$ 54,524	\$ 14,750	\$ 3,788	\$ 5,726	\$ 1,471	Reserve	\$ 22,906	\$ 5,883	Reserve
Sub-Total - Leisure	\$ 1,536,717	\$ 559,882	\$ 486,820	\$ 172,238	\$ 68,697		\$ 160,480	\$ 88,600	
<u>Services Related to Public Works</u>									
Operations Centre	\$ 294,119	\$ 49,329	\$ 67,244				\$ 73,994	\$ 103,552	Tax Supported
Sub-Total - Public Works	\$ 294,119	\$ 49,329	\$ 67,244	\$ -	\$ -		\$ 73,994	\$ 103,552	
<u>Services Related to Roads</u>									
Main Street HWY 48 to Ninth Line	\$ 193,412	\$ 69,743	\$ 95,073				\$ 11,354	\$ 17,242	Tax Supported
Owner Constructed Roads	\$ 520,650	\$ 446,804	\$ 73,846						
PB01, PB02, PB13 - Trail Bridges	\$ 48,846	\$ 36,247	\$ 8,555				\$ 3,152	\$ 892	Reserve
Beltline SWP	\$ 176,018	\$ 131,015	\$ 30,880	\$ 11,392	\$ 2,731	DC Roads			
Sub-Total - Roads	\$ 938,926	\$ 683,809	\$ 208,354	\$ 11,392	\$ 2,731		\$ 14,506	\$ 18,134	

Figure 2
Municipality of Whitchurch - Stouffville
Statement of Credit Holder Transactions

Credit Holder	Applicable D.C. Reserve Fund	Credit Balance Outstanding Beginning of Year 2017	Additional Credits Granted During Year	Credits Used by Holder During Year	Credit Balance Outstanding End of Year 2017
Hoover Park Town Centre Inc.	Roads	\$ 1,994,096	\$ -	\$ -	\$ 1,994,096
Hoover Park Town Centre Inc.	Sanitary Sewers	\$ 28,514	\$ -	\$ -	\$ 28,514
Total Development Charge Credits		\$ 2,022,610	\$ -	\$ -	\$ 2,022,610

TOWN OF WHITCHURCH-STOUFFVILLE

Presentation of 2017 Annual Financial Results
June 19, 2018



Objectives

- Receive the Year-End Audit Report from BDO
- Review of Audited Consolidated Financial Statements
- Approve Consolidated Financial Statements
- Approve Statement of Trust Funds
- Receive Statement of Reserves and Reserve Funds
- Receive Treasurer's Statement of Development Charges

Supporting Documentation

- Report to Council
- BDO Year-End Report
- BDO Audit Letter
- Consolidated Financial Statements
- Statement of Trust Funds
- Statement of Reserves and Reserve Funds
- Treasurer's Statement of Development Charge Reserves
(requirement under regulation of the Development Charges Act)

Context

- Statements are “consolidated”: the Library is included in the figures
- Statements include operating and capital transactions
- Reference to Notes:
 - Policy detail
 - Summary tables
 - Significant events or liabilities
 - Segmented Financial Disclosure

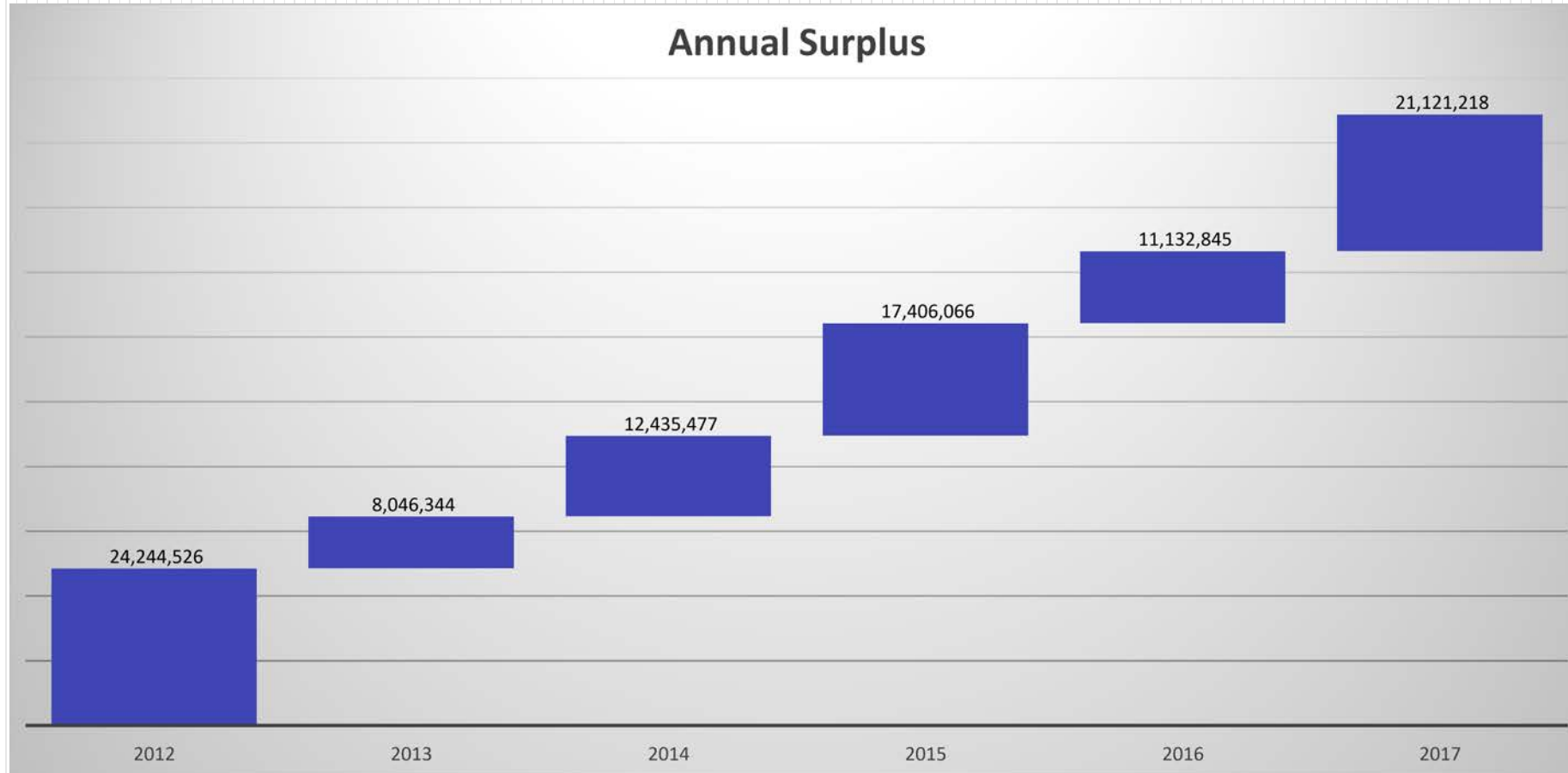
Financial Disclosure

- Four audited consolidated statements:
 - Statement of Financial Position
 - Statement of Operations and Accumulated Surplus
 - Statement of Change in Net Debt
 - Statement of Cash Flows
- Notes to the statements:
 - Schedule of Segmented Disclosure

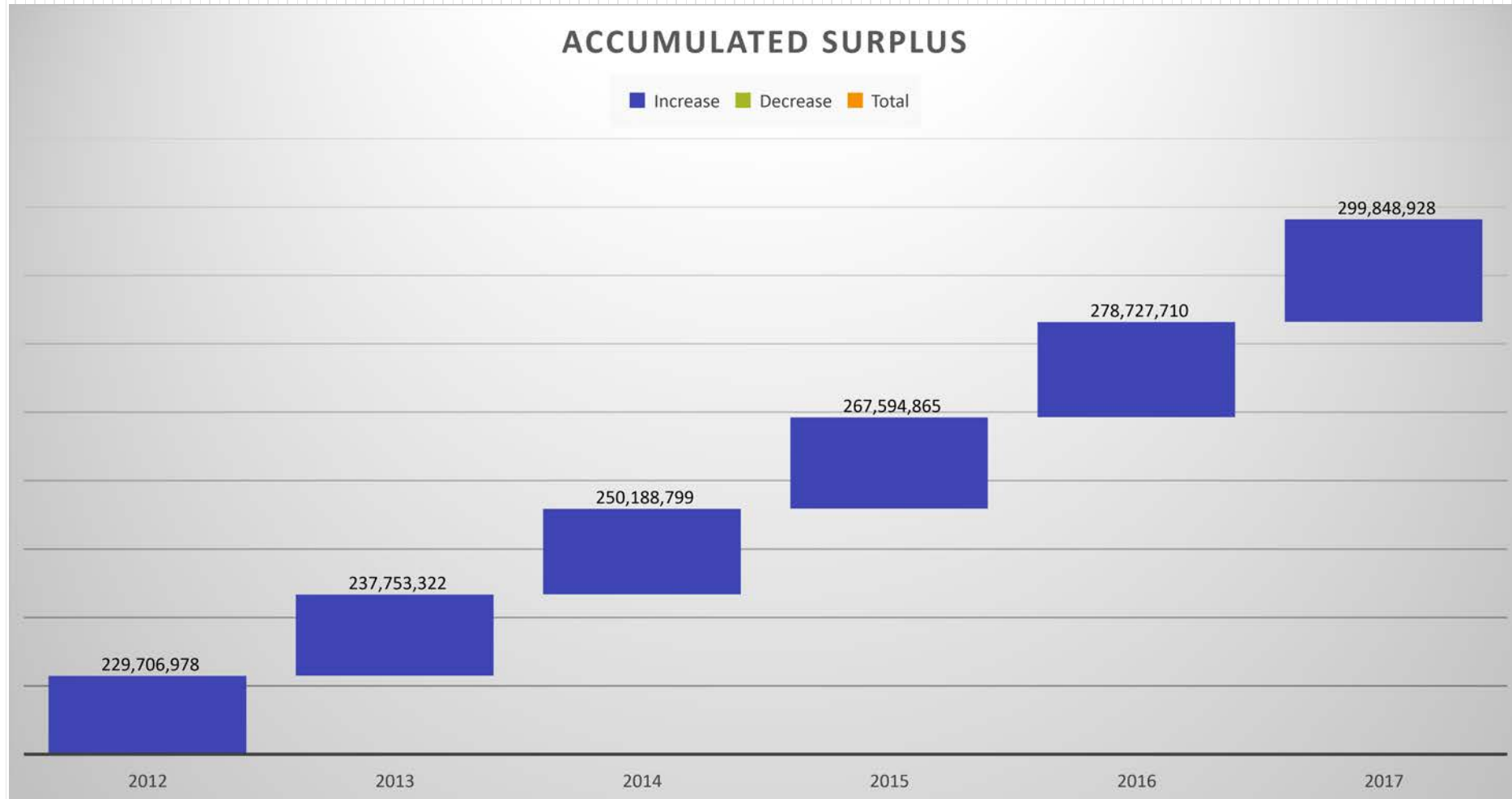
Statement of Financial Position

- Snapshot of the financial position at a point in time
- Financial assets; Liabilities; Non-financial assets
- Performance measures:
 - Net Debt or Net Financial Assets; Net Debt signals a need to generate future revenues to fund past services and transactions
 - Accumulated Surplus or Deficit: A surplus indicates net positive resources for future use

Annual Surplus—Historical View



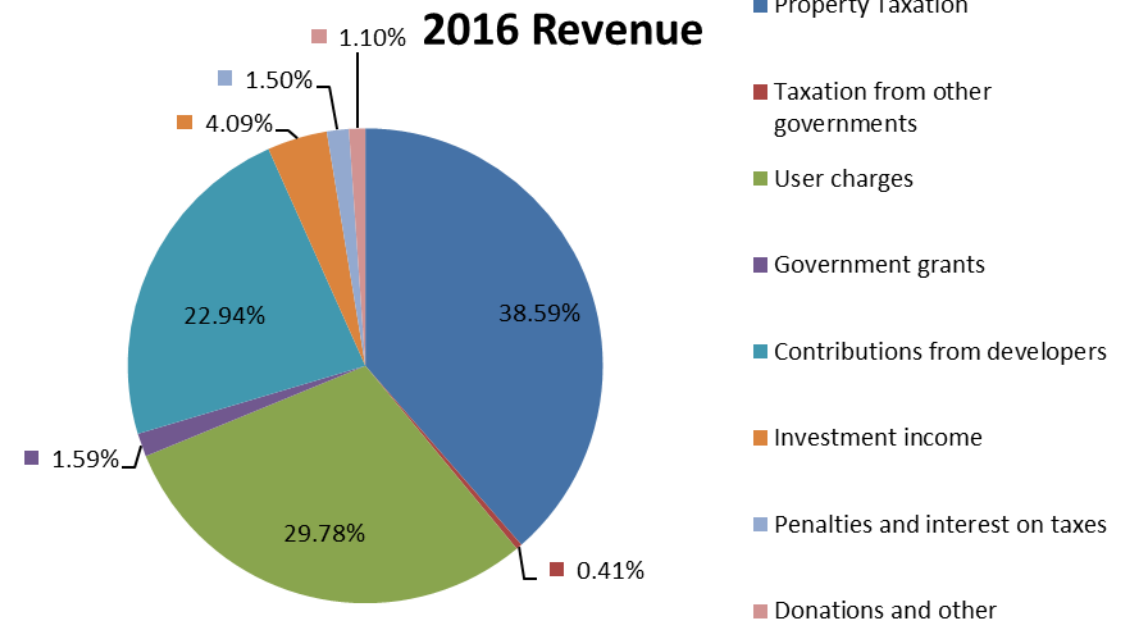
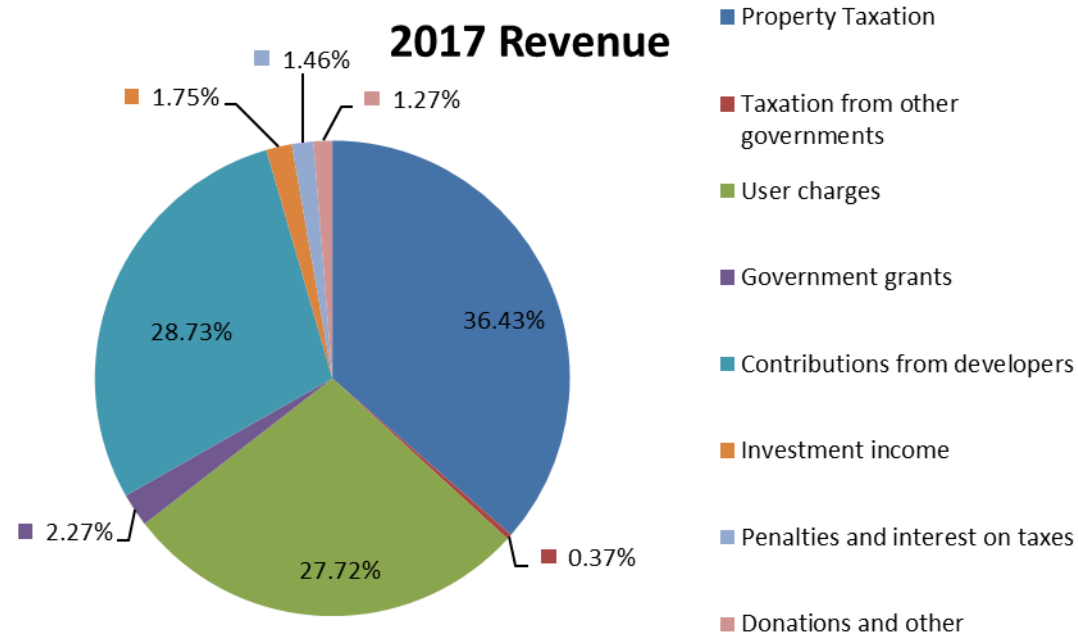
Accumulated Surplus Increasing Annually



Statement of Operations

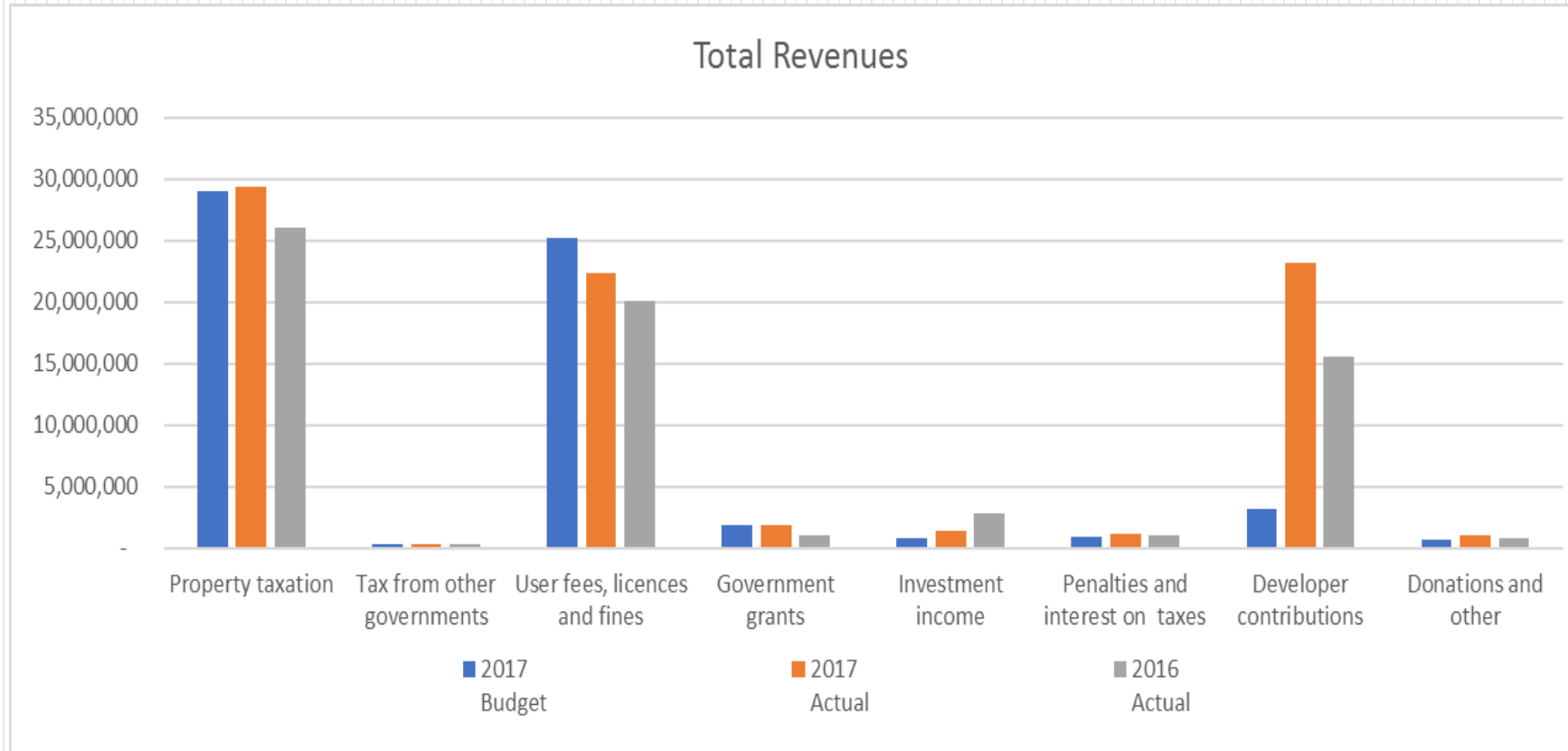
- Operational changes during the year
- The full range of revenues are presented
- Expenses by function
- Performance measures:
 - Operating Surplus or Deficit
 - Budget to Actual

2017 Annual Operating Revenue



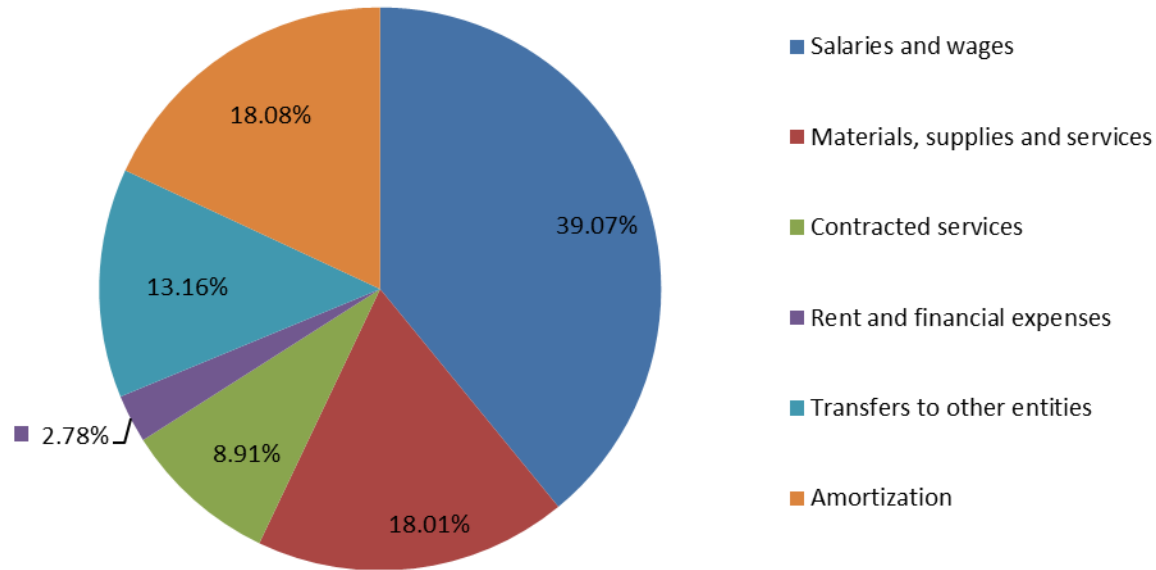
Source: BDO Canada LLP

Budget to Actual Comparison: Revenues



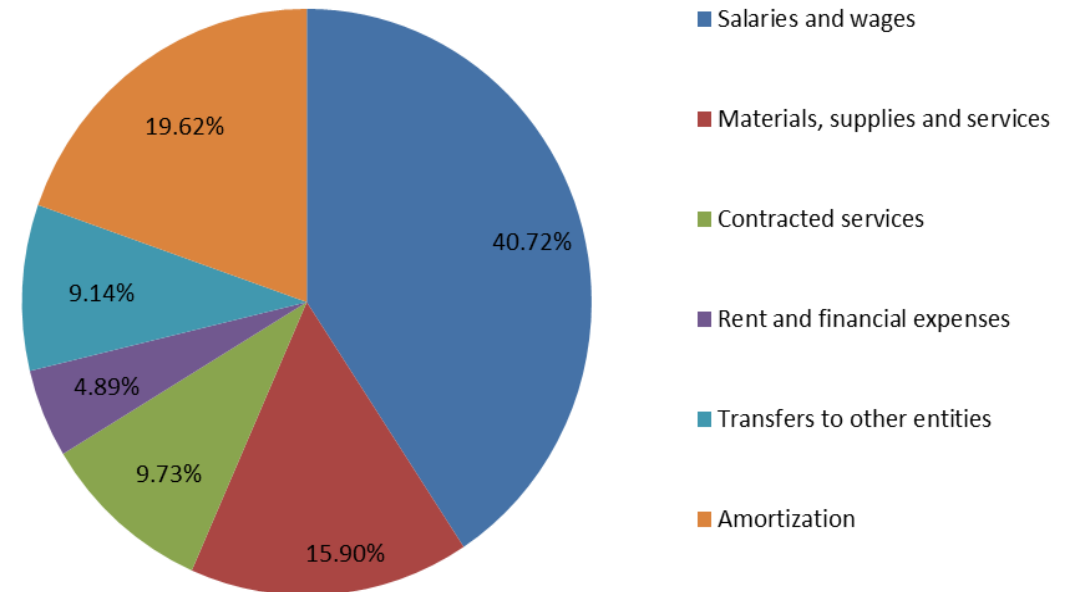
2017 Annual Operating Expenses

2017 Expenses

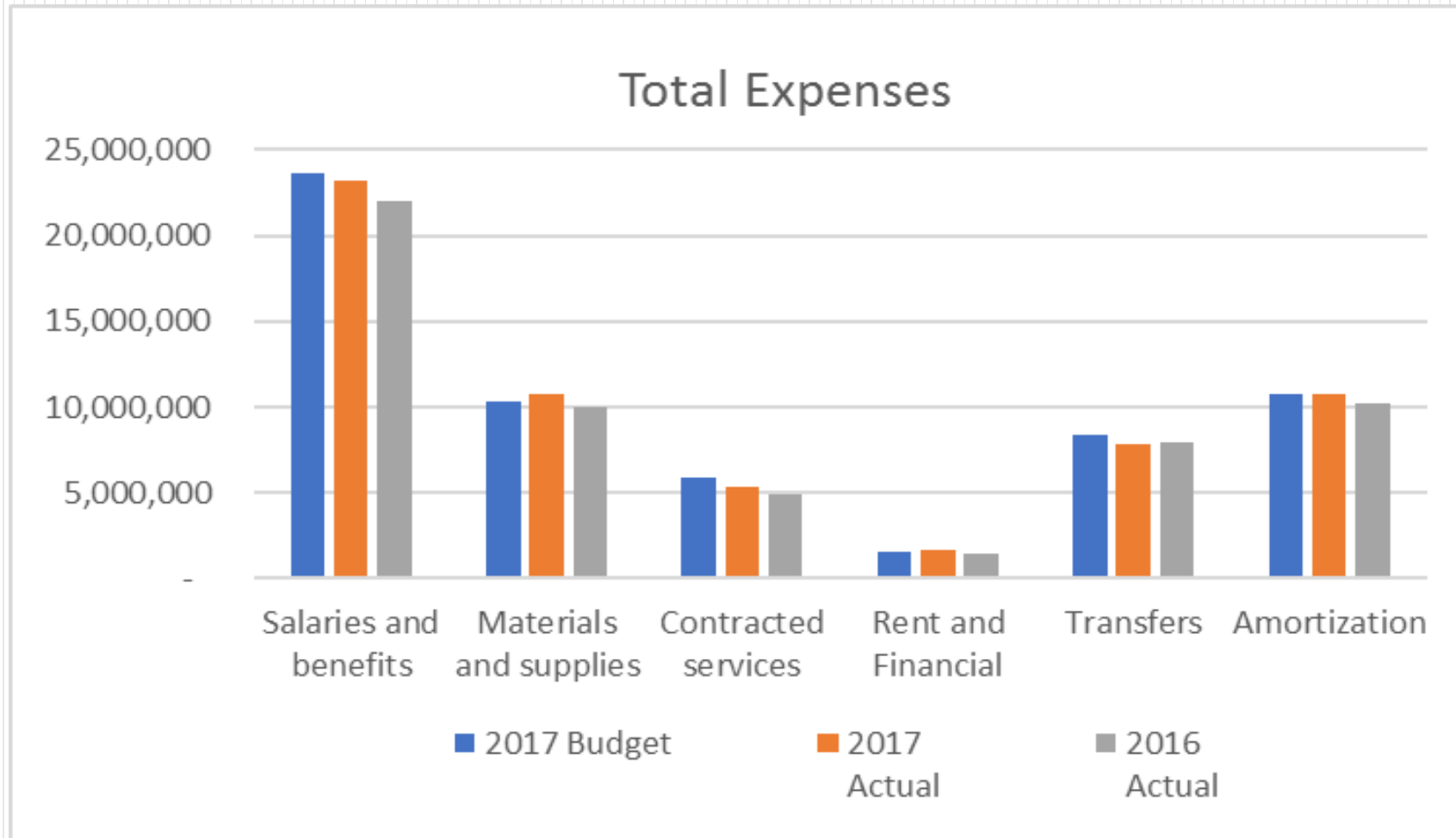


Source: BDO Canada LLP

2013 Expenses

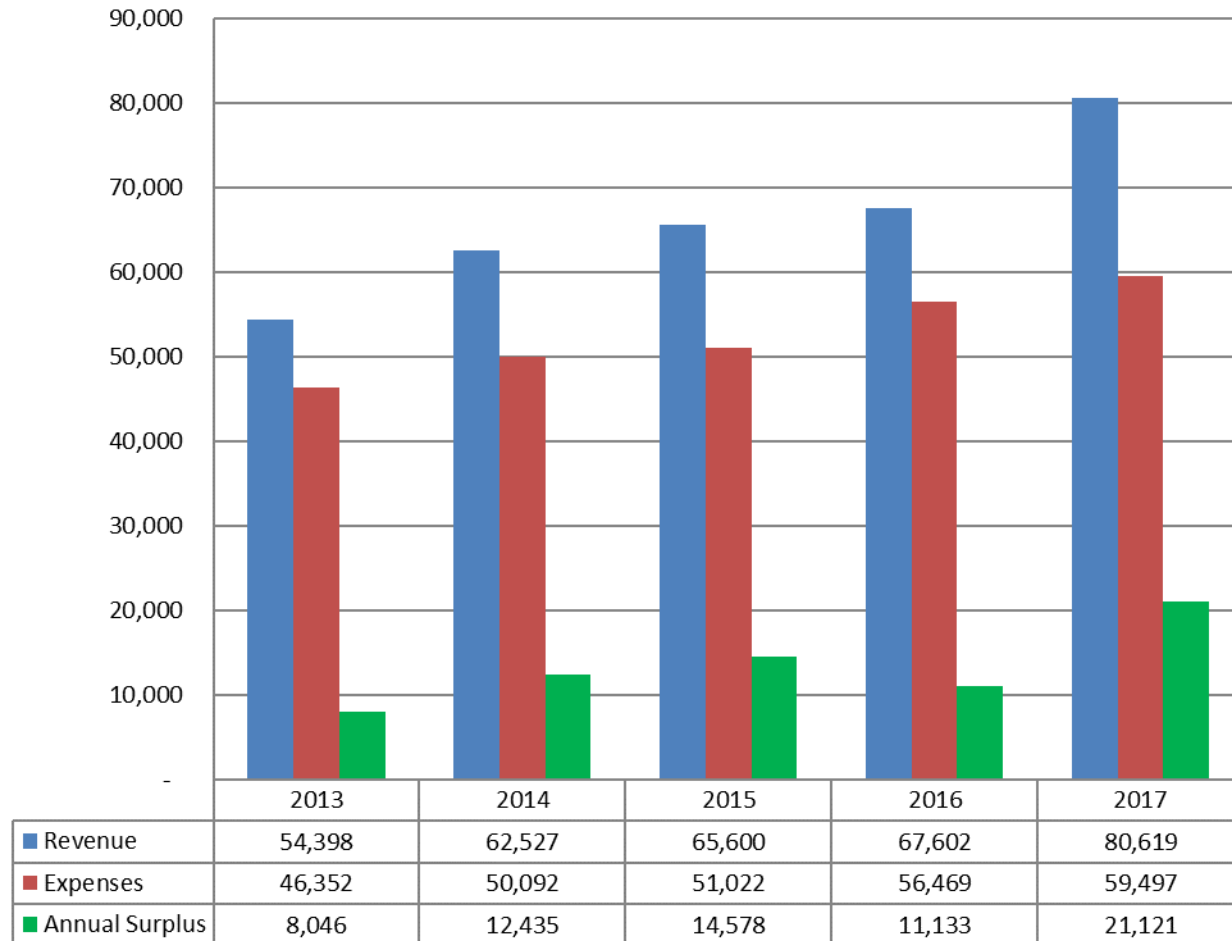


Expenses by object



Performance Summary—Five-Year

Total Revenue, Total Expenses, and Annual Surplus
(IN THOUSANDS '000)

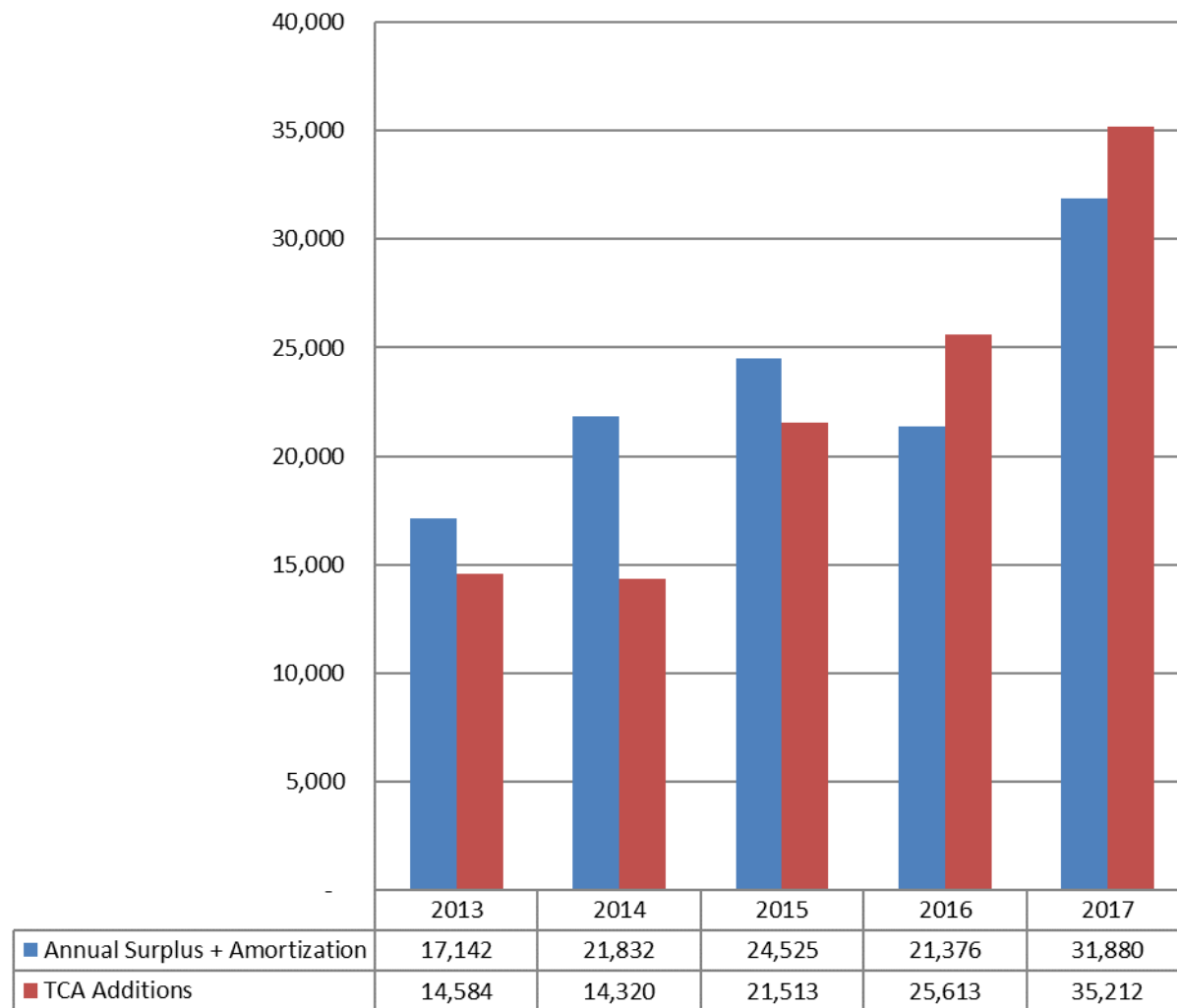


Source: BDO Canada LLP

Performance Key Variables

Annual Surplus plus Amortization and TCA Additions

(IN THOUSANDS '000)

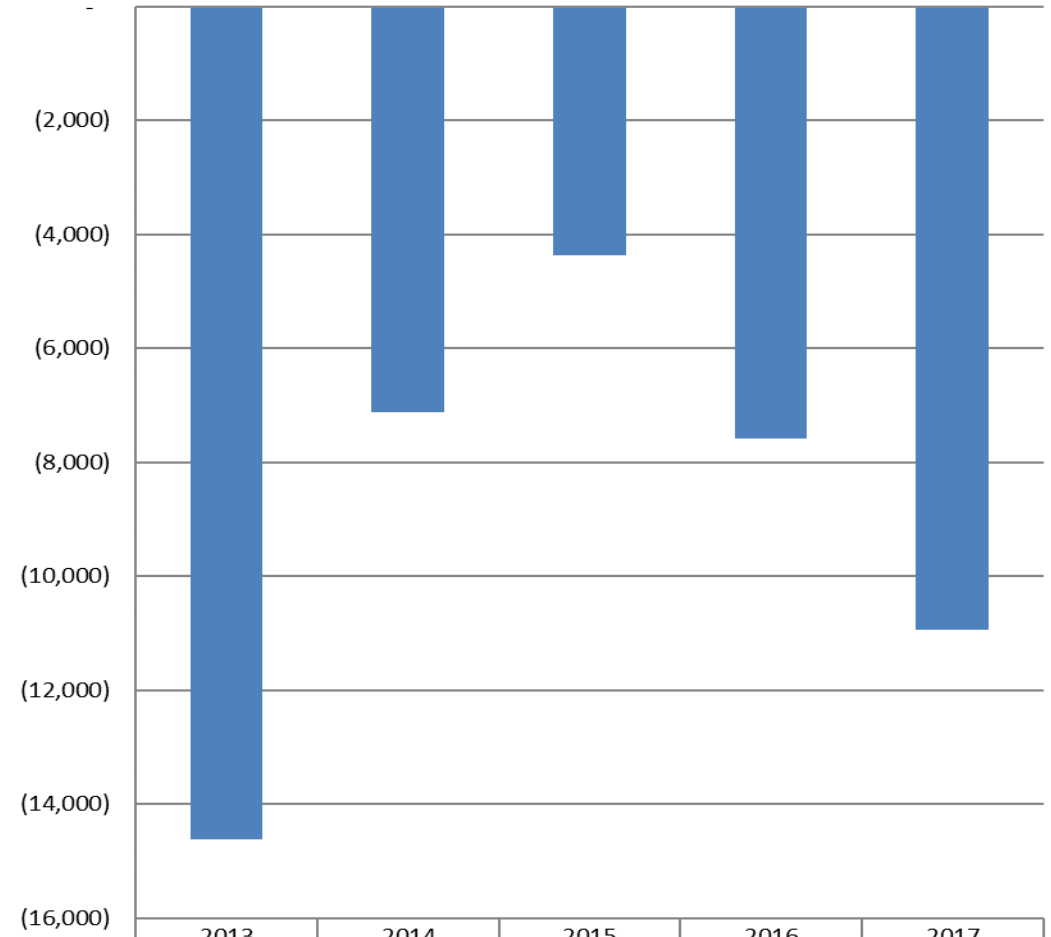


Source: BDO Canada LLP

Statement of Change in Net Debt

- Expenditures (goods & services acquired) matched by revenues?
- Increase in Net Debt: future funding required
- Substantial increase in tangible capital assets, funded from investments

Net Financial Assets (Debt)



■ Net Financial Assets (Debt)	2013	2014	2015	2016	2017
	(14,620)	(7,124)	(4,376)	(7,591)	(10,939)

Total Net Financial Assets (Debt)
(IN THOUSANDS '000)

Source: BDO Canada LLP

Statement of Cash Flows

- Changes in cash and cash equivalents:
 - Operating
 - Capital
 - Investing
 - Financing
- Negative cash flow

Notes to the Statements

- Reference to Notes:
 - Policy detail (Notes 1,2,8,17,18)
 - Summary tables (Notes 3,4,5,6,7,9,**10**,11,12,16)
 - Significant events or liabilities (Notes 13,14,15)
 - Segmented Financial Disclosure (Note **19**)

Summary

- The Town is in a reasonable financial position
- Debt is moderate, carefully managed
- Investment risk has been diminished and will be adjusted further
- Reserves are trending towards the minimum levels

Action Items

- Development charges background study prepared
- Asset management plan prepared
- Senior management is increasing vigilance with respect to operating performance
- Staff will continue with the development of a Long-Range Financial Plan

More Action

- A new Procurement Policy has been approved
- Finance has contracted with BMA to provide municipal comparator benchmarking to assess performance
- A systems review is underway for many of our administrative software systems → superior information management leading to productivity improvements

Acknowledgements

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2018-097-OP

BEING A BY-LAW to adopt Official Plan Amendment No. 146 to the Official Plan for the Town of Whitchurch-Stouffville Planning Area which, on the 1st day of January, 1971 comprised all the lands within the municipal boundary of the area municipality of The Corporation of the Town of Whitchurch-Stouffville (162 and 176 Sandiford Drive)

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:

1. That Amendment No. 146 to the Official Plan for the Town of Whitchurch-Stouffville Planning Area which, on the 1st day of January, 1971, comprised all the lands within the municipal boundary of the Area Municipality of The Corporation of the Town of Whitchurch-Stouffville, is hereby adopted; and
2. That The Corporation of Town of Whitchurch-Stouffville make application to the Regional Municipality of York for approval of said Amendment No. 146 to the Official Plan of the Town of Whitchurch-Stouffville; and
3. That the Mayor and Clerk be hereby authorized and empowered to execute the said Amendment No. 146 to the Official Plan on behalf of this Corporation and to affix thereto the Corporate Seal and to make or cause to be made on behalf of this Corporation such application as may be necessary to the Regional Municipality of York for approval of said Amendment No. 146 to the Official Plan and to execute under the Corporate Seal such documents as may be required for the above purposes.

READ a first and second time this 19th day of June, 2018.

READ a third time and passed this 19th day of June, 2018.

Justin Altmann, Mayor

Gillian Angus-Traill, Clerk

AMENDMENT NO. 146

TO THE

OFFICIAL PLAN

OF THE

THE TOWN OF WHITCHURCH-STOUFFVILLE

PLANNING AREA

STATEMENT OF COMPONENTS

PART I – THE PREAMBLE does not constitute part of this Amendment.

PART II – THE AMENDMENT consisting of the attached text and schedules constitutes Amendment No. 146 to the Official Plan for the Town of Whitchurch-Stouffville Planning Area.

AMENDMENT NO. 146
TO THE OFFICIAL PLAN OF THE WHITCHURCH-STOUFFVILLE
(COMMUNITY OF STOUFFVILLE SECONDARY PLAN)

INDEX

PART I – THE PREAMBLE

1. Purpose
2. Location
3. Basis

PART II – THE AMENDMENT

PART I – THE PREAMBLE

1. PURPOSE

The purpose of this Official Plan Amendment to the Community of Stouffville Secondary Plan (OPA 101) is to revise Schedule “F” – Land Use and Transportation Plan, in support of the proposal by Corebridge Development Corporation in partnership with the Mon Sheong Foundation to develop a Long Term Care Facility and a Seniors Care Facility as proposed.

The Community of Stouffville Secondary Plan (OPA 101) designates the subject lands Business Park Area. The designation permits Institutional Uses however imposes maximum height provision as well as specific provisions regarding the location and design of supporting parking areas.

Accordingly, the proposed Official Plan Amendment proposes to amend the policies in Section 12.7.12: Business Park Area of the Community of Stouffville Secondary Plan to permit a greater maximum height than currently permitted and to permit site-specific development standards related to the location and design of parking.

2. LOCATION

This Official Plan Amendment applies to those lands described as Block 3 and Block 4 of Reference Plan 65M-4444 in the Town of Whitchurch-Stouffville, known municipally as 162 and 172 Sandiford Drive. The subject lands are located on the west side of Sandiford Drive, north of Hoover Park Drive and are currently undeveloped.

3. BASIS

This proposed Official Plan Amendment:

- Is consistent with the policies of the Provincial Policy Statement 2014, the Growth Plan for the Greater Golden Horseshoe (2017), the Oak Ridges Moraine Conservation Plan (2017) and the Region of York Official Plan (2010);
- Provides a use that is permitted in the Community of Stouffville Secondary Plan and strengthens the strategic goals and objectives of the Town of Whitchurch-Stouffville Official Plan;
- Applies to lands suitable for the proposed use;
- Will facilitate the development of a facility that meets the long-term needs of residents;
- Will aid the Town in achieving its slated vision of being physically and economically accessible to residents of all ages and interests; and,

- Constitutes good planning.

The Amendment is privately initiated by the Owner and is intended to facilitate the development of the land for institutional purposes. The Council of the Town of Whitchurch-Stouffville is satisfied that Amendment No. 146 to the Town of Whitchurch-Stouffville Official Plan is appropriate.

PART II – THE AMENDMENT

1. Introduction

All of this part of the document entitled Part II – The Amendment, which consists of the following text and Schedule ‘A’, constitutes Amendment No. 146 to the Official Plan for the Town of Whitchurch-Stouffville.

2. Details of the Amendment

The Official Plan for the Town of Whitchurch-Stouffville is hereby amended as follows:

2.1 That Schedule “F” – Land Use and Transportation Plan to the Community of Stouffville Secondary Plan is hereby amended by re-designating the lands from Business Park Area to Business Park Area with Site-Specific Provisions, as shown on Schedule A to this Amendment.

2.2 That Section 12.7.12 is hereby amended by the addition of a new Section 12.7.12.5 – Special Provisions.

2.3 That Section 12.7.12.5 – Special Provisions is hereby amended by the addition of a new subsection as follows:

12.7.12.5.4 Special Provision 4 – 162 & 176 Sandiford Drive

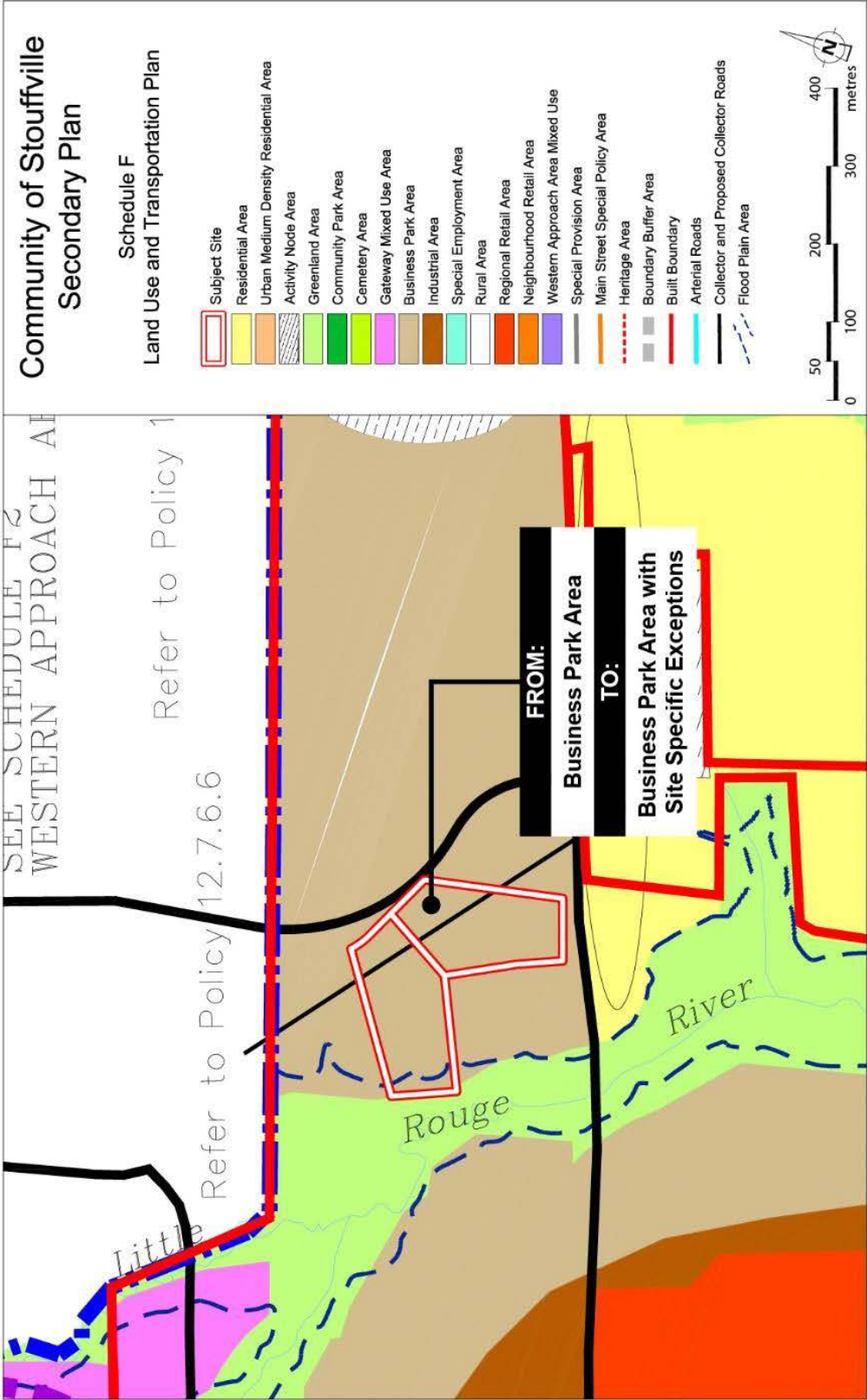
Notwithstanding the policies in Section 12.7.12.4, the following site-specific criteria apply:

- i) A maximum building height of 24 metres is permitted; and,
- ii) Parking is permitted between the main building or structure and the street.

3. Interpretation

The provisions set forth in the Town of Whitchurch-Stouffville Official Plan, as amended from time to time regarding the interpretation of that Plan, shall apply in regard to this Amendment and as may more specifically be set out or implied within the policies contained therein. Unless precluded, altered or exempted by any policies contained herein, all of the relevant policies of the Town of Whitchurch-Stouffville Official Plan shall apply to this Amendment.

Schedule 'A'



THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2018-098-ZO

BEING A BY-LAW to amend By-law 2010-001-ZO of the Town of Whitchurch-Stouffville (Comprehensive Zoning By-law) for the lands located at 162 and 176 Sandiford Drive

WHEREAS Section 34 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended permits the councils of local municipalities to pass zoning by-laws for prohibiting the use of land or the erecting, locating or using of buildings or structures for or except for such purposes as may be set out in the by-law; and

WHEREAS Section 36 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, permits the councils of local municipalities, in a by-law passed under Section 34 of the *Planning Act*, as amended, by the use of the holding symbol “h” in conjunction with any use designation, to specify the use to which land, buildings or structures may be put at such time in the future as the holding symbol is removed by amendment to the by-law; and

WHEREAS the Council of The Corporation of the Town of Whitchurch-Stouffville is satisfied that conditions for the removal of the holding symbol on the subject property, from the zone contained in Comprehensive Zoning By-law 2010-001-ZO, as amended, have been satisfied.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:

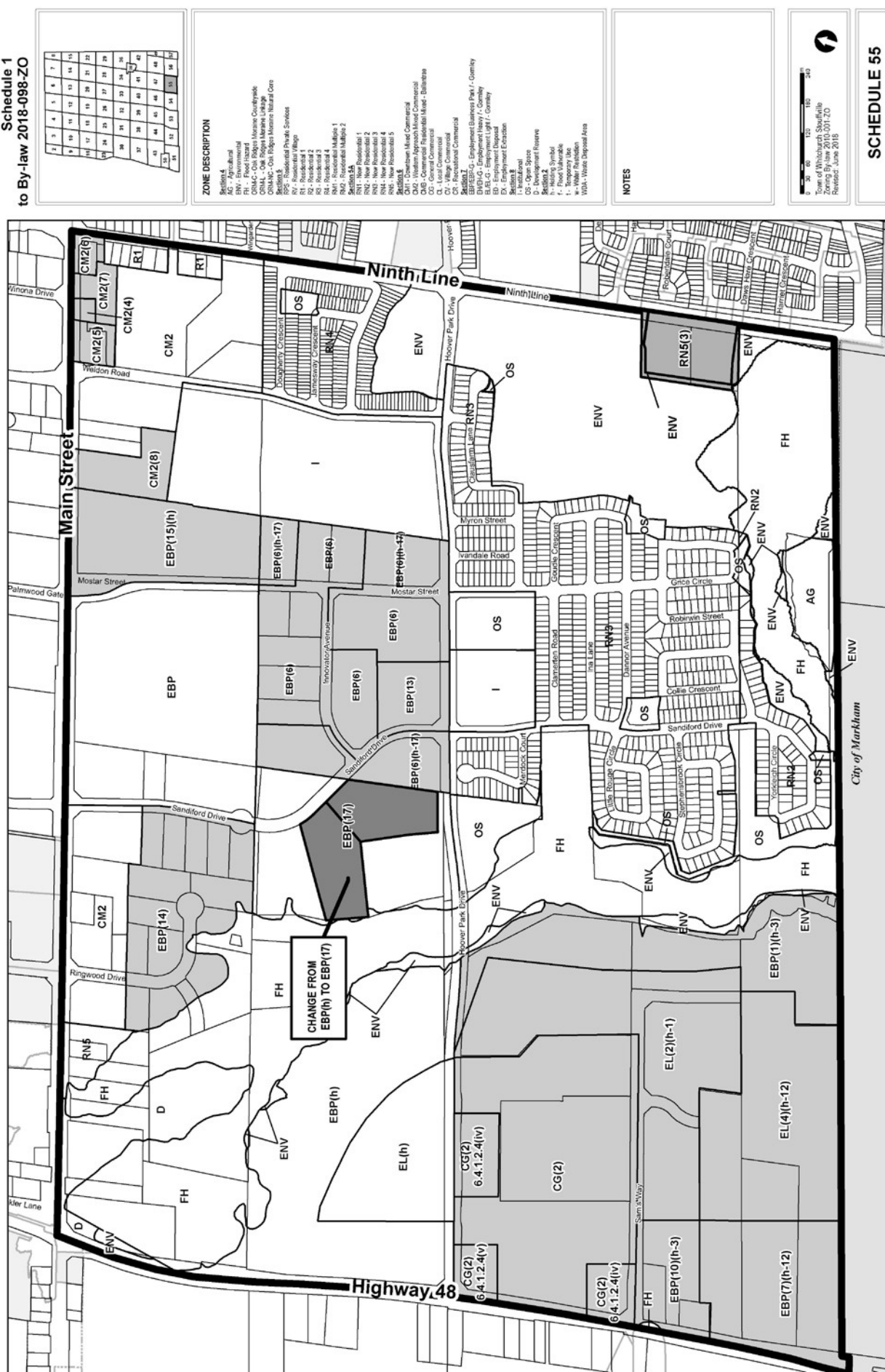
1. That Comprehensive Zoning By-law No. 2010-001-ZO is hereby amended as follows:
 - (a) By amending Schedule 55 to show thereon the area delineated on Schedule 1 to this By-law, from Employment Business Park – holding [EBP(h)] to Employment Business Park – Exception [EBP(17)]; and,
 - (b) By amending Section 7.3.6 (Exceptions to the EBP Zone) by adding a new Section 7.3.6.17, as shown on Schedule 2 to this By-law; and
2. That this By-law shall come into force upon the final approval of Official Plan Amendment No. 146 to the Town of Whitchurch-Stouffville and in accordance with Section 34 of the *Planning Act*, as amended.

READ a first and second time this 19th day of June, 2018.

READ a third time and passed this 19th day of June, 2018.

Justin Altmann, Mayor

Gillian Angus-Traill, Clerk

Schedule 1
to By-law 2018-098-ZO

SCHEDULE 2 TO BY-LAW 2018-098-ZO

7.3.6.17 EBP(17) 162 & 176 Sandiford Drive, Schedule 55 (2018-098-ZO)

1. Permitted Uses

- i) Long-Term Care Home (1)
- ii) Seniors Care Facility (2)

2. Qualifying Notes to Permitted Uses

- (1) For the purposes of this By-law, a Long-Term Care Home means a place that is licensed under the *Long-Term Care Homes Act, 2007*, S.O. 2007, c. 8 and includes a municipal home, joint home or First Nations Home approved under Part VIII of the *Act*.
- (2) For the purposes of this By-law, a Seniors Care Facility means a place where a range of special care services is provided to its residents either directly through its staff or indirectly through another provider. The place includes one or more common kitchen(s) and dining room(s), but does not permit laundry or cooking facilities in an individual unit and does not include any dwelling units.

3. Regulations

- | | | |
|-------|-----------------------------------|-------------------------------------|
| i) | Maximum Number of Units | 1,036 units |
| ii) | Minimum Front Yard | 10.0 metres (1) |
| iii) | Minimum Interior Side Yard | 5.0 metres (1) |
| iv) | Minimum Rear Yard | 5.0 metres (1) |
| v) | Maximum Floor Space Index | 2.1 |
| vi) | Maximum Building Height | 24 metres (2) |
| vii) | Front Yard Landscaped Area | 27% of Front Yard Area |
| viii) | Minimum Parking Requirements | 1 parking space for every 3.32 beds |
| ix) | Minimum Loading Space Requirement | 4 large loading spaces |

4. Qualifying Notes to Regulations

- (1) Notwithstanding Section 7.2.1 – Qualifying Note (7), for the purposes of this By-law a minimum of 2.0 metres of the required yard must be landscaped.
- (2) For the purposes of this By-law, the maximum building height shall not include any mechanical penthouse, service rooms, service/mechanical equipment, screens, solar panels, stairwell enclosure accessing the rooftop area and any associated structure.

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2018-099-ZO

BEING A BY-LAW to amend By-law 2010-001-ZO of the Town of Whitchurch-Stouffville (Comprehensive Zoning By-law) for the lands located at 188 Sandiford Drive

WHEREAS Section 34 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended, permits the councils of local municipalities to pass zoning by-laws for prohibiting the use of land or the erecting, locating or using of buildings or structures for or except for such purposes as may be set out in the by-law; and

WHEREAS Section 36 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, permits the councils of local municipalities, in a by-law passed under Section 34 of the *Planning Act*, as amended, by the use of the holding symbol “h” in conjunction with any use designation, to specify the use to which land, buildings or structures may be put at such time in the future as the holding symbol is removed by amendment to the by-law; and

WHEREAS the Council of The Corporation of the Town of Whitchurch-Stouffville is satisfied that conditions for the removal of the holding symbol on the subject property, from the zone contained in Comprehensive Zoning By-law 2010-001-ZO, as amended, have been satisfied.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:

1. That Comprehensive Zoning By-law No. 2010-001-ZO is hereby amended as follows:
 - (a) By amending Schedule 55 to show thereon the area delineated on Schedule 1 to this By-law, from Employment Business Park – Exception 6 – holding [EBP(6)(h-17)] to Employment Business Park – Exception [EBP(18)]; and,
 - (b) By amending Section 7.3.6 (Exceptions to the EBP Zone) by adding a new Section 7.3.6.18, as shown on Schedule 2 to this By-law; and

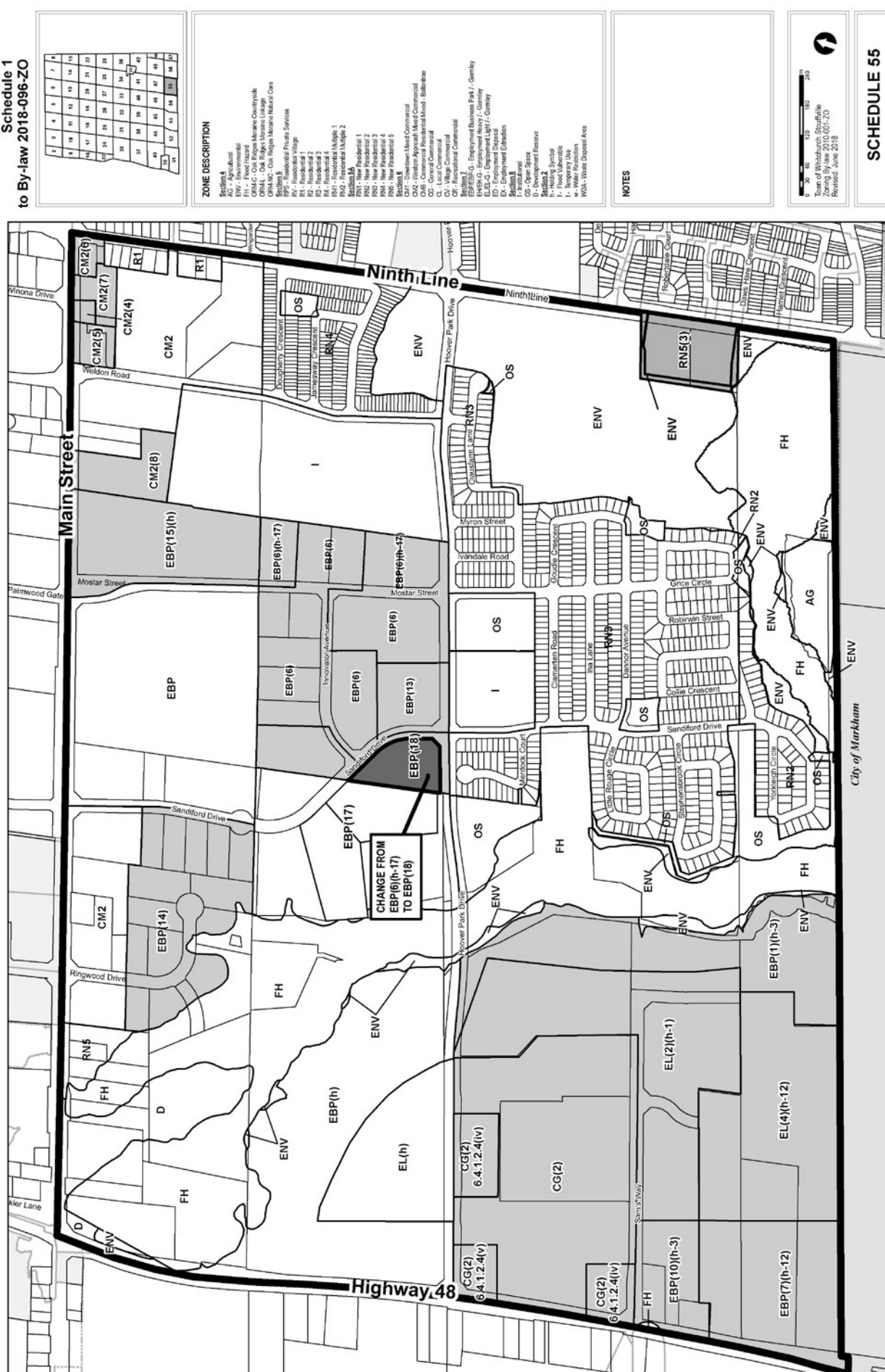
That this By-law shall come into force in accordance with Section 34 of the *Planning Act*, as amended.

READ a first and second time this 19th day of June, 2018.

READ a third time and passed this 19th day of June, 2018.

Justin Altmann, Mayor

Gillian Angus-Traill, Clerk

Schedule 1
to By-law 2018-096-ZO

SCHEDULE 2 TO BY-LAW 2018-099-ZO

7.3.6.18 EBP(18) 188 Sandiford Drive, Schedule 55 (2018-099-ZO)

1. Permitted Uses

- i) Long-Term Care Home (1)
- ii) Seniors Care Facility (2)

2. Qualifying Notes to Permitted Uses

- (1) For the purposes of this By-law, a Long-Term Care Home means a place that is licensed under the *Long-Term Care Homes Act, 2007*, S.O. 2007, c. 8 and includes a municipal home, joint home or First Nations Home approved under Part VIII of the *Act*.
- (2) For the purposes of this By-law, a Seniors Care Facility means a place where a range of special care services is provided to its residents either directly through its staff or indirectly through another provider. The place includes one or more common kitchen(s) and dining room(s), but does not permit laundry or cooking facilities in an individual unit and does not include any dwelling units.

3. Regulations

- | | | |
|------|-----------------------------------|----------------------------|
| i) | Maximum Number of Units | 181 units |
| ii) | Minimum Front Yard | 6.0 metres |
| iii) | Minimum Exterior Side Yard | 5.0 metres |
| iv) | Minimum Interior Side Yard | 5.0 metres |
| v) | Maximum Floor Space Index | 1.3 |
| vi) | Minimum Loading Space Requirement | 2 large loading spaces (1) |

4. Qualifying Note to Regulations

- (1) Notwithstanding Section 3.25.1 i), no loading space shall be located within a front yard or exterior side yard.

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE
BY-LAW NUMBER 2018-100-RD

BEING A BY-LAW to provide for the naming of the streets in the 11731 Tenth Line Developments Limited Subdivision Plan 19T(W)-17.001 Part of Lot 32 (South near Markham), Concession 10, Community of Stouffville (McKean Drive, Yakefarm Boulevard, Sunnyridge Avenue, Wesmina Avenue, Fallharvest Way, Markview Road, and Boundary Boulevard)

WHEREAS Section 11(3) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, permits the council of local municipalities to pass by-laws for the naming of streets; and

WHEREAS the Street and Watercourse Naming Committee approved certain names for the streets in the 11731 Tenth Line Developments Limited Subdivision Plan 19T(W)-17.001 during the October 30th, 2017 meeting.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:

1. That streets in the 11731 Tenth Line Developments Limited Subdivision (Plan 19T(W)-17.001 Part of Lot 32 (South near Markham), Concession 10, Community of Stouffville) as shown on Schedule A hereto to be named as follows:

COLUMN 1 LABEL	COLUMN 2 STREET NAME	COLUMN 3 INFORMATION
Street "A"	McKean Drive	- In recognition of the former family (name) that owned these lands
Street "B"	Yakefarm Boulevard	- Continuation of existing street
Street "C"	Sunnyridge Avenue	- Continuation of existing street
Street "D"	Wesmina Avenue	- In recognition of Wes and Mina Yake
Street "E"	Fallharvest Way	- In recognition of the former use of the property as a Farm
Street "F"	Markview Road	- In recognition of the City of Markham and the proximity of this right way to the same
Street "G"	Boundary Boulevard	- In theme with the location of this Right of Way along the South boundary of the Town of Whitchurch-Stouffville

READ a first and second time this 19th day of June 2018.

READ a third time and passed this 19th day of June 2018.

Justin Altmann, Mayor

Gillian Angus-Traill, Clerk

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2018-101-ZO

BEING A BY-LAW to amend By-law 2010-001-ZO of the Town of Whitchurch-Stouffville by removing the Holding Symbol (h-39) from Part of Lots 21 & 22, Concession 8, Community of Ballantrae - 15381, 15437, 15457 and 15473 Highway 48

WHEREAS Section 36 of the *Planning Act*, R.S.O, 1990 c.P.13, as amended, permits the councils of local municipalities, in a by-law passed under Section 34 of the *Planning Act*, as amended, by the use of the holding symbol "H" in conjunction with any use designation, to specify the use to which lands, buildings or structures may be put at such time in the future as the holding symbol is removed by amendment to the by-law; and

WHEREAS the Council of The Corporation of The Town of Whitchurch-Stouffville is satisfied that conditions for the removal of the holding symbols from the zone contained in Comprehensive Zoning By-law 2010-001-ZO, as amended, have been satisfied.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:

1. That Comprehensive Zoning By-law 2010-001-ZO, is hereby amended as follows:
 - (a) By amending Section 2.8.5.39 Site Specific Holding Zone Provisions h-39 Zone RV(6)(h-39)/RV(7)(h-39) by removing the holding symbol (h-39) and replacing with "NOT IN USE"; and
 - (b) By amending Schedule 21 to show thereon the area delineated on Schedule 1 to this By-law as RV(6) and RV(7); and
2. That this By-law shall come into force in accordance with Section 36 of the *Planning Act*, R.S.O, 1990 c.P.13, as amended.

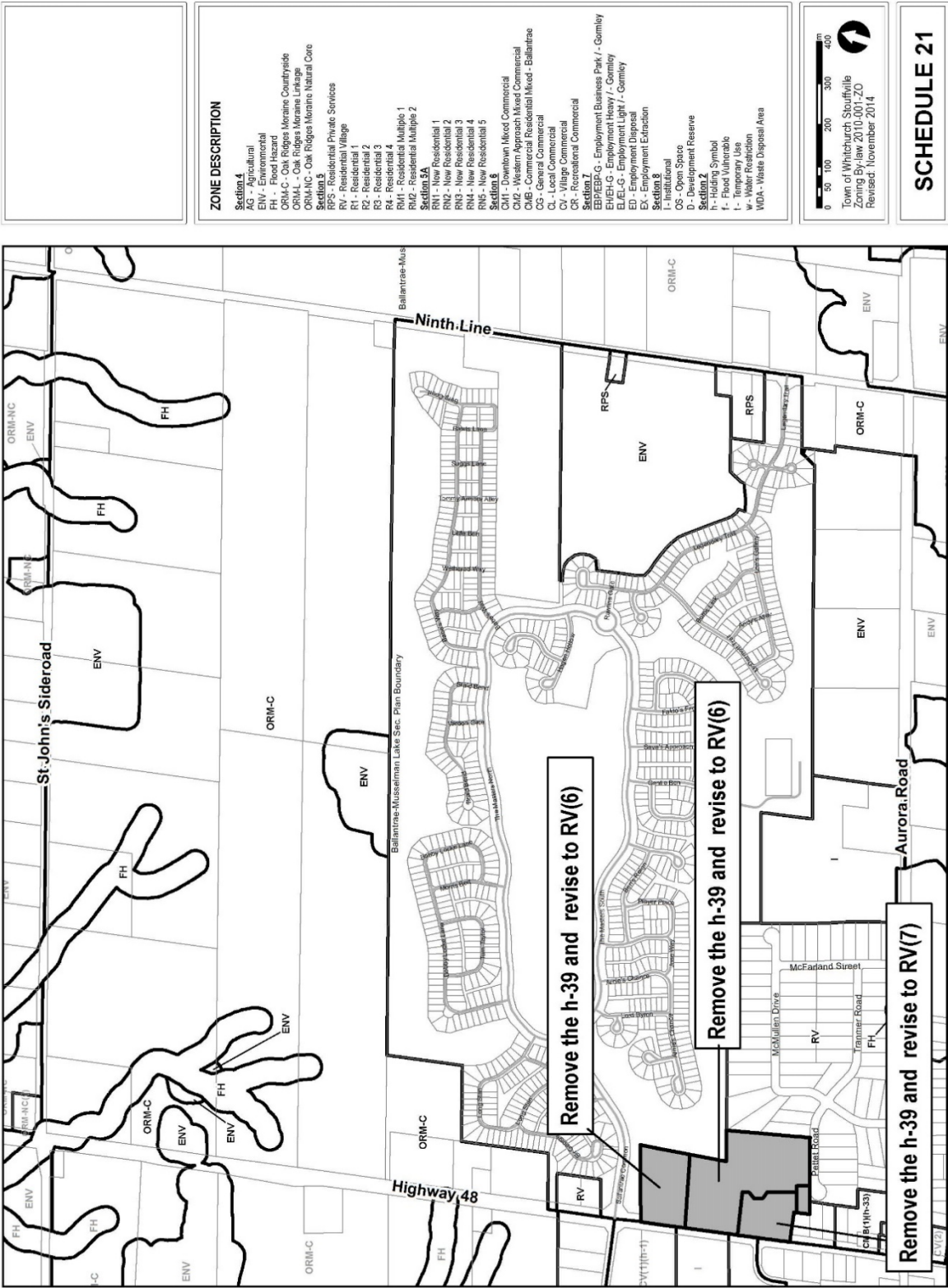
READ a first and second time this 19th day of June, 2018.

READ a third time and passed this 19th day of June, 2018.

Justin Altmann, Mayor

Gillian Angus-Traill, Clerk

SCHEDULE 1 TO BY-LAW 2018-101-ZO



THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2018-102-RE

BEING A BY-LAW to amend Delegation By-law
2016-046-RE (Schedule C) and repeal By-laws
2017-030-RE and 2018-093-RE

WHEREAS Section 23.1 of the *Municipal Act, 2001* provides the authority for Council to delegate routine powers and duties to staff; and

WHEREAS Council deems it appropriate to delegate additional routine powers and duties to staff.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:

1. That Council delegate additional routine powers and duties to the Director of Development Services and his/her designate as outlined in Schedule C attached hereto; and
2. That Schedule C Development Services attached hereto forms part of this By-law; and
3. That Schedule C of By-law 2016-046-RE be amended by replacing it with Schedule C of this By-law; and
4. That By-laws 2017-030-RE and 2018-093-RE are hereby repealed

READ a first and second time this 19th day of June 2018.

READ a third time and passed this 19th day of June 2018.

Justin Altmann, Mayor

Gillian Angus-Traill, Clerk

SCHEDULE C		
DEVELOPMENT SERVICES		
DELEGATED AUTHORITY	AUTHORITY	COUNCIL REPORT REQUIREMENTS
Director of Development Services or his/her designate be delegated the authority to approve all Site Plan Applications. Director of Development Services or his/her designate be delegated the authority to approve site plan control applications and to exempt site plan control applications from the requirement to enter into and to execute Site Plan Agreements for single detached dwellings, additions thereto and/or associated accessory building(s) or pools, or any non-residential buildings or additions thereto with a GFA of less than 100 square metres within 90 metres of an Environmental (ENV) Zone or a Flood Hazard (FH) Zone under the Town's Comprehensive Zoning By-law 2010-001-ZO outside the boundaries of the Settlement Areas of the Community of Stouffville and Ballantrae- Musselman Lake. Mayor and Clerk is authorized to sign all Site Plan Agreements.	<i>Planning Act</i>, Section 41(13)	Considered to be routine in nature, although Council will be advised electronically prior to the Mayor and Clerk signing the Agreement. The Director of Development Services or his/her designate may forward controversial or significant applications for Council's consideration and approval at his/her discretion.
After Draft Plan Approval and Endorsement by Council through a resolution and council minutes and/or OMB Decision, the Director of Development Services or his/her designate be delegated the authority with respect to the approval of all agreements and designs for plans of subdivision under the Planning Act and condominiums under the Condominium Act subject to the final plans being in general conformance with the council approved plans and conditions of Draft Plan Approval. Further to this the Director of Development Services is delegated authority to approve agreements for execution and the Mayor and Clerk are authorized to sign all Pre-Servicing, Servicing, Subdivision, Capital Project Development Charge and Condominium Agreements.	<i>Planning Act</i>, Section 51.2(1)	Considered to be routine in nature, although Council will be advised electronically prior to the Mayor and Clerk signing the Agreement. The Director of Development Services or his/her designate may forward controversial or significant applications for Council's consideration and approval at his/her discretion. The Town Solicitor will review and make amendments to the agreement as appropriate prior to execution of the same.

Director of Development Services or his/her designate be delegated the authority to approve minor amendments to the Site Alteration Fill Management Plans, and renew permits provided there are no substantial changes to the approved Fill Management Plan.	Site Alteration and Fill By-law	Considered to be routine in nature.
Director of Development Services or his/her designate be delegated the authority to amend the Guideline for Application of a Site Alteration and Fill.	Site Alteration and Fill By-law	Considered to be routine in nature.
The Director of Development Services or his/her designate be delegated the authority to approve all Temporary Sales Centre and Model Homes Applications and Agreements and further to this the Mayor and Clerk be authorized to sign the Agreement, prior to, concurrent with and /or after the issuance of any full, partial or conditional Building Permit related to the temporary sales facility structure(s) and/or Model Homes.	<i>Planning Act</i> , Section 41(13)	Considered to be routine in nature, although Council will be advised electronically prior to the Mayor and Clerk signing the Agreement. The Director of Development Services or his/her designate may forward controversial or significant applications for Council's consideration and approval at his/her discretion.
Manager of Planning Services or his/her designate be delegated the authority to assess the completeness of an application filed under the Planning Act and, to notify the person or public body that the application is deemed to be complete.	<i>Planning Act</i> , Section 22(6.1)	Considered to be routine in nature.
Manager of Planning Services or his/her designate be delegated the authority to approve amendments to the Built Heritage Inventory.	<i>Municipal Act</i> , 2001 Section 23.1	Upon request, copies of the amendments to the Built Heritage Inventory will be forwarded to Council for their information.
Manager of Planning Services or his/her designate be delegated the authority with respect to the approval of plans of subdivision under the Planning Act and the approval of descriptions under the Condominium Act: a) to endorse public meeting notifications b) to endorse the Notices of Decision of Council with respect to draft approval of plans of subdivision/plans of condominium and to endorse the draft approved plans, subject to the conditions imposed by Council c) to endorse the Notices of Decision of Council with respect to all other Planning Act applications	<i>Planning Act</i> , Section 51.2(1), Section 34(13)	Considered to be routine in nature.

Manager of Engineering Services or his/her designate be delegated the authority to approve Development Agreements and Development designs relating to <i>Planning Act</i> applications. Mayor and Clerk is authorized to sign all Development Agreements.	<i>Planning Act</i> , Sections 51(25), 51(26), and 53(12)	Considered to be routine in nature.
Manager of Engineering Services or his/her designate be delegated the authority to approve Town Engineering and Design Standards.	<i>Municipal Act, 2001</i> <i>Section 23.1</i>	Considered to be routine in nature.
Chief Building Official or his/her designate be delegated the authority to approve signage.	<i>Municipal Act, 2001</i> <i>Section 23.1</i>	The Chief Building Official or his/her designate may forward controversial or significant applications for Council's consideration and approval at his/her discretion.
Chief Building Official or his/her designate be delegated the authority to obtain a written Conditional Building Permit Agreement and further to this the Mayor and Clerk be authorized to sign the Agreement, prior to issuance of any Conditional Building Permit.	<i>Building Code Act</i> , Section 8(3)	Considered to be routine in nature, although Council will be advised electronically prior to the Mayor and Clerk signing the Conditional Building Permit.

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2018-103-RD

BEING A BY-LAW to provide for the naming of the streets in the Ballymore Subdivision Plan 19T(W)-16.001 Part of Lots 21 & 22, Concession 8, Community of Ballantrae. (Ballanview Court, Joiner Circle, Carver Court, Carlinds Crescent, Heartwood Gate and Hinge Lane)

WHEREAS Section 11(3) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, permits the council of local municipalities to pass by-laws for the naming of streets;

AND WHEREAS the Street and Watercourse Naming Committee approved certain names for the streets in the Ballymore Subdivision during the October 30th, 2017 and May 28th, 2018 meetings;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:

1. THAT streets in the Ballymore Subdivision (Plan 19T(W)-16.001 Part of Lots 21 and 22, Concession 8, Community of Ballantrae) as shown on Schedule A hereto to be named as follows:

COLUMN 1 LABEL	COLUMN 2 STREET NAME	COLUMN 3 INFORMATION
Street "A" Private Road	Ballanview Court	- In recognition of the Ballantrae Community
Street "B" Private Road	Joiner Circle	- In recognition of the former use of the property as a carpentry site - theme
Street "C" Private Road	Carver Court	- In recognition of the former use of the property as a carpentry site - theme
Street "D" Private Road	Carlinds Crescent	- Developer requested pre-approved name from the Town's street name inventory
Street "E" Public Street	Heartwood Gate	- In recognition of the former use of the property as a carpentry site - theme
Street "F" Private Lane	Hinge Lane	- In recognition of the former use of the property as a carpentry site - theme

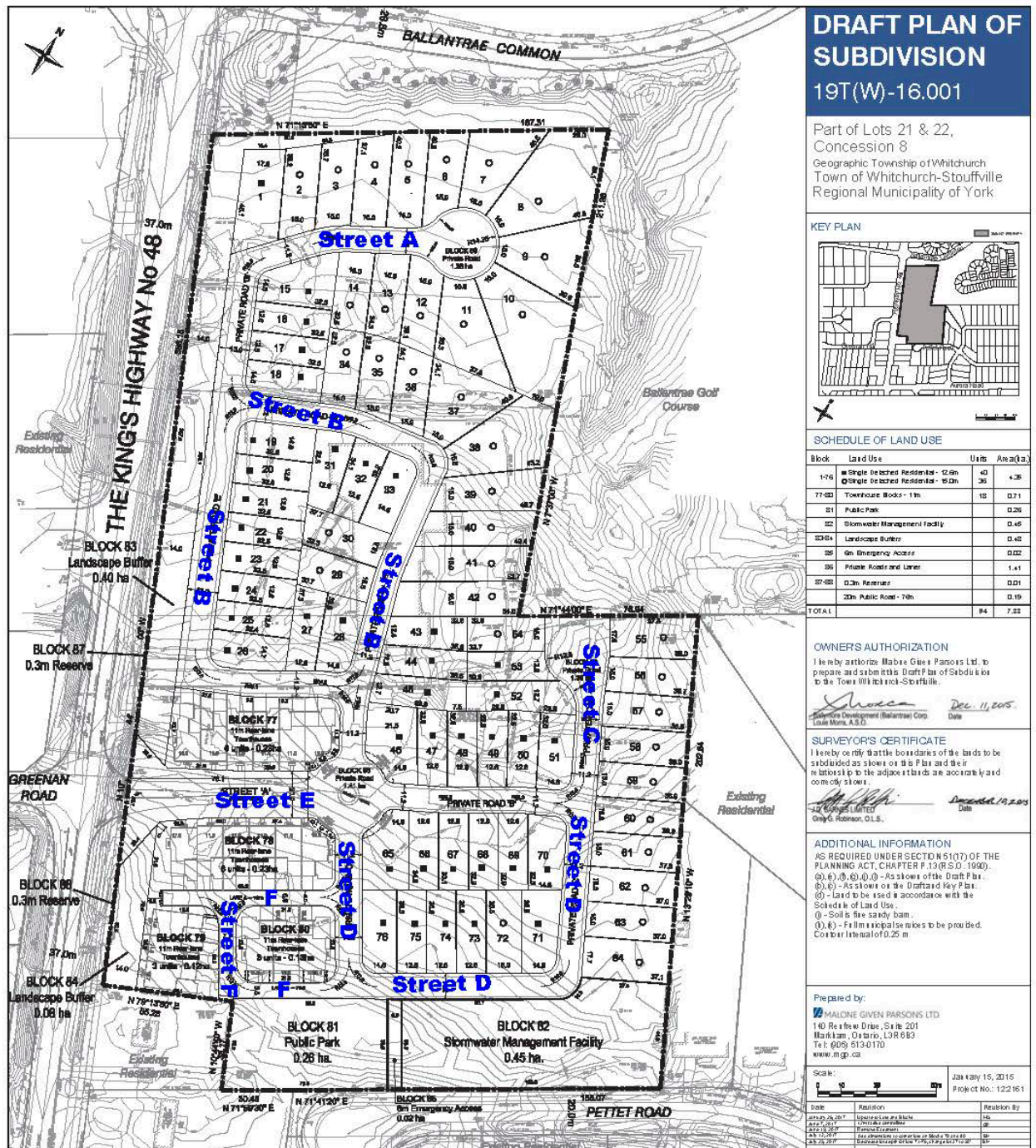
READ a first and second time this 19th day of June 2018.

READ a third time and passed this 19th day of June 2018.

Justin Altmann, Mayor

Gillian Angus-Traill, Clerk

SCHEDULE A TO BY-LAW 2018-103-RD



- | | |
|------------|-------------------|
| Street "A" | Ballanview Court |
| Street "B" | Joiner Circle |
| Street "C" | Carver Court |
| Street "D" | Carlinds Crescent |
| Street "E" | Heartwood Gate |
| Street "F" | Hinge Lane |

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2018-104-AP

BEING A BY-LAW to appoint individuals to the 19 On the Park Advisory Committee and repeal By-law 2018-031-AP

WHEREAS Section 11 of the *Municipal Act, 2001*, as amended provides that a lower-tier municipality may pass By-laws respecting the governance and structure and its local boards; and

WHEREAS Council passed By-law 2016-014-RE establishing the 19 On the Park Advisory Committee; and

WHEREAS Council enacted By-law 2018-031-AP to appoint individuals to the 19 On the Park Advisory Committee for the 2014-2018 term of Council; and

WHEREAS it is deemed necessary to appoint members to the 19 On the Park Advisory Committee to fill a vacancy for the 2014-2018 Term of Council.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:

1. That the following representatives, named herein, be appointed as members of the 19 on the Park Advisory Committee for the 2014-2018 Term of Council:

11 MEMBERS: 7 Members of the public, 2 Members of Council and 2 Staff Members

7 MEMBERS OF THE PUBLIC

James Croker
Valerie Curgenvén
Coreen Doucett
Jocelyn McDowell
David Parmer
Ray Stadnick
Johnny Wideman

2 COUNCILLOR APPOINTEES

Councillor Kroon
Councillor Upton

2 NON-VOTING STAFF MEMBERS

Manager, Culture and Community Services
Cultural Facility & Programming Coordinator

The Mayor is an Ex-Officio member and in the absence of an appointed member of Council, the Mayor may replace that Council member for that meeting with full voting privileges.

Appointments to the Committee shall be for the term of Council expiring upon the appointment of successors by Council unless any such appointments are specifically terminated earlier. In the event of a vacancy in membership of the Committee, Council shall appoint a new member to fill the vacancy for the remaining portion of the term of the member who is to be replaced; and

2. That By-law 2018-031-AP be repealed.

READ a first and second time this 19th day of June, 2018.

READ a third time and passed this 19th day of June, 2018.

Justin Altmann, Mayor

Gillian Angus-Traill, Clerk

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2018-105-AP

BEING A BY-LAW to appoint individuals to the Whitchurch-Stouffville Accessibility Advisory Committee and to repeal By-law 2017-065-AP

WHEREAS the *Accessibility for Ontarians with Disabilities Act, 2005* requires municipal councils with populations of 10,000 and greater to strike accessibility advisory committees with responsibilities set out in applicable statutes and Town policies; and

WHEREAS Council passed By-law 2017-065-AP appointing individuals to the Whitchurch-Stouffville Accessibility Advisory Committee for a term to expire with the appointment of successors by Council; and

WHEREAS it is deemed necessary to appoint members to the Whitchurch-Stouffville Accessibility Advisory Committee to fill a vacancy for the 2014-2018 Term of Council.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:

1. That the following representatives named herein be appointed as members of the Whitchurch-Stouffville Accessibility Advisory Committee shall expire upon the appointment of successor members by the Council which succeeds the Council making the first-mentioned appointment, unless any such appointments are specifically terminated earlier:

7 to 12 MEMBERS: 4 to 6 Members living with a disability, 2 to 5 Members at large, 1 Member of Council

MEMBERS OF THE PUBLIC

Bruno Geremia
Angela Graham
Linda Harvey
Scott Harvey
Kirsten Hill
Sharon McFadden
Jason Rumball
Alan Wolfe
Claudette Zabsonre

COUNCILLOR APPOINTEE

Councillor Upton

The Mayor is an Ex-Officio member.

In the event of a vacancy in the membership, Council shall fill the vacancy for the remaining portion of the term of the member who is being replaced; and

2. That By-law 2017-065-AP be repealed.

READ a first and second time this 19th day of June, 2018.

READ a third time and passed this 19th day of June, 2018.

Justin Altmann, Mayor

Gillian Angus-Traill, Clerk

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2018-106-FI

BEING A BY-LAW to amend fees or charges for services or activities provided by the Town of Whitchurch-Stouffville, By-law 2018-001-FI (General Fees and Charges – Schedule “I”)

WHEREAS Section 391 of the *Municipal Act, 2001*, provides that a Municipality may pass by-laws imposing fees or charges for services; and

WHEREAS Council enacted By-law 2018-001-FI establishing Fees and Charges for The Corporation of the Town of Whitchurch-Stouffville; and

WHEREAS it is deemed necessary to amend Schedule “I” of By-law 2018-001-FI

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:

1. That Schedule “I” of By-law 2018-001-FI shall be amended by adding the following:

Items	Goods/Services Provided	Unit of Measure	2017 Fees (before Tax)	Rate at January 16, 2018 (before Tax)	Mid-Year Rate (before Tax)	Mid- Year Effective Date	Admin Cost	HST at 13%	Additional Description	Revised / New Rate (Y)
16.	Duties as authorized under the Fire Protection and Prevention Act, 1997. That would include but not limited to fire investigation services, hoarding remediation and property security.	Per Event					20%	Y	Rates vary, dependent upon services provided.	
17.	Provide and install smoke and/or carbon monoxide alarms.	Cost of smoke and/or carbon monoxide alarm					N	Y		

2. That this by-law shall come into force and effect on the 19th of June, 2018.

READ a first and second time this 19th of June, 2018.

READ a third time and passed this 19th of June, 2018.

Justin Altmann, Mayor

Gillian Angus-Traill, Clerk

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2018-107-ZO

BEING A BY-LAW to amend By-law 2010-001-ZO of the Town of Whitchurch-Stouffville (Comprehensive Zoning By-law) for the lands located at 6853 and 6871 Main Street.

WHEREAS Section 34 of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, permits the councils of local municipalities to pass zoning by-laws for prohibiting the use of land or the erecting, locating or using of buildings or structures for or except for such purposes as may be set out in the by-law.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:

1. That Comprehensive Zoning By-law No. 2010-001-ZO is hereby amended as follows:
 - (a) By amending Schedule 57 to rezone the lands from Institutional/New Residential Five (I/RN5) to New Residential Four (RN4) subject to Exception 14 - RN4(14) as shown on Schedule 1 to this By-law.
 - (b) By amending Section 5A.3.4 "Exceptions to the RN4 Zone" to add Section 5A.3.4.14 as set out in Schedule 2 to this By-law; and
2. That this By-law shall come into force in accordance with Section 34 of the *Planning Act*, as amended.

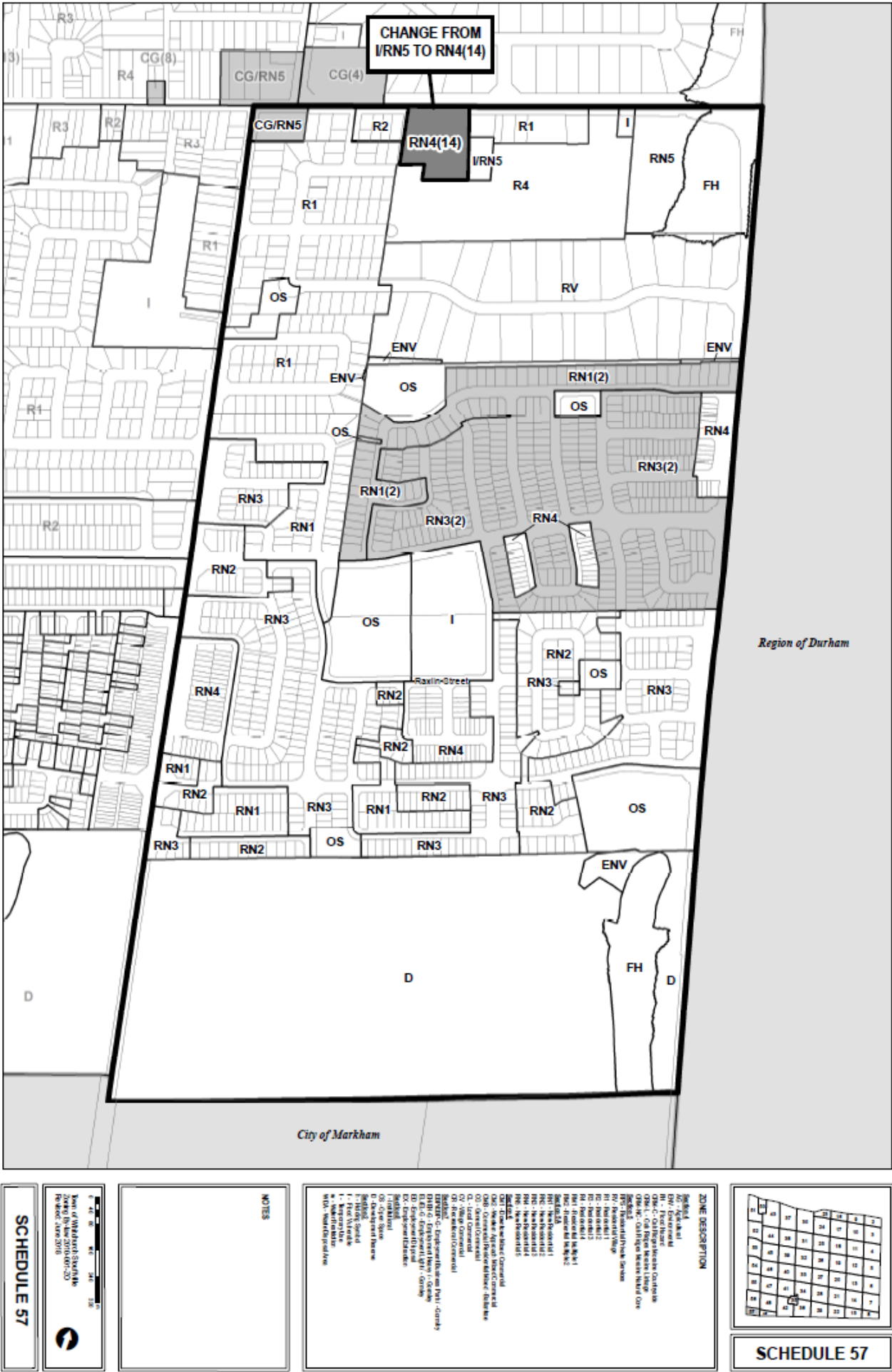
READ a first and second time this 19th day of June, 2018.

READ a third time and passed this 19th day of June, 2018.

Justin Altmann, Mayor

Gillian Angus-Traill, Clerk

SCHEDULE 1 TO BY-LAW 2018-107-ZO



SCHEDULE 2 TO BY-LAW 2018-107-ZO

5A.3.4.14

RN4(14) East of Tenth Line, South of Main Street Draft Plan of Subdivision 19T(W)17.004, Schedule 57.

1. Permitted Uses

- i) Street Townhouse Dwelling

2. Qualifying Notes to Permitted Uses

For the purpose of this zone, the property will be considered as a single lot and the front lot line will be Main Street.

3. Regulations

i) Maximum Number of Dwelling Units	52
ii) Minimum Lot Area per Dwelling Unit	110 m2
iii) Minimum Width of Dwelling Unit	5.49 m
iv) Minimum Front Yard Setback	1.9 m
v) Minimum Exterior Side Yard Setback	0.7 m
vi) Minimum Interior Side Yard Setback	1.5 m
vii) Minimum Rear Yard Setback	6.0 m
viii) Minimum Distance between Buildings (where no common wall exists)	2.4 m
ix) Maximum Height	13 m
x) Minimum Width of Laneway Right-of-Way	6.4 m
xi) Minimum Width of Paved Laneway (travelled surface)	6.0 m
xii) Minimum Parking Requirements	2 spaces per unit exclusive of visitor parking
xiii) Required Visitor's Parking	0.25 spaces per unit
xiv) Maximum Projection of Stairs into the Front and Exterior Side Yard	0.3 m from property line
xv) Maximum Projection of Balconies into the Front, Rear, and Exterior Side Yard	2.5 m into the required yard
xvi) Maximum Projection of Porches and Balconies into the Front, Exterior Side, and Interior Side Yard	0.4m from the property line
xvii) Section 3.24.6.2 Maximum Driveway Width of By-law 2010-001-ZO shall not apply	

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2018-108-ZO

BEING A BY-LAW to amend By-Law 2010-001-ZO of the Town of Whitchurch-Stouffville (Comprehensive Zoning By-Law), as amended for the lands located at 11731 Tenth Line

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:

1. That Comprehensive Zoning By-Law No. 2010-001-ZO is hereby amended as follows:
 - (a) Amending Schedule 57 to rezone the lands shown as 'Change Area' from Development Reserve (D) and Flood Hazard (FH) to New Residential Three – Exception [RN3(5)], New Residential Four – Exception [RN4(11)], New Residential Four – Exception [RN4(12)], New Residential Four – Exception [RN4(13)] and Open Space [OS] as shown on Schedule 1 to this By-Law; and
 - (b) Amending Section 5A.2 (Regulations), as shown on Schedule 2 to this By-Law; and
 - (c) Amending 5A.3.3.5 (Exception to the RN3 Zone), as shown on Schedule 2 to this By-Law; and
 - (e) Amending 5A.3.4.11 (Exception to the RN4 Zone), as shown on Schedule 2 to this By-Law; and
 - (f) Amending 5A.3.4.12 (Exception to the RN4 Zone), as shown on Schedule 2 to this By-Law; and
 - (g) Amending 5A.3.4.13 (Exception to the RN4 Zone), as shown on Schedule 2 to this By-Law; and
2. That this By-Law shall come into force in accordance with Section 34 of the Planning Act.

READ a first and second time this 19th day of June, 2018.

READ a third time and passed this 19th day of June, 2018.

Justin Altmann, Mayor

Gillian Angus-Traill, Clerk

SCHEDULE 1 TO BY-LAW 2018-108-ZO

[illegible]

SCHEDULE 2 TO BY-LAW 2018-108-ZO

5A.3.3.5 RN3(5) 11732 Tenth Line, Draft Plan of Subdivision 19T(W)-17.001, Schedule 57

1. Permitted Uses

The only use permitted shall be Single Detached Dwellings.

2. Regulations

- | | |
|--|-------------|
| i) Maximum Number of Dwelling Units | 317 units |
| ii) Minimum Lot Frontage | 11.0 metres |
| iii) Maximum Building Height | 11.0 metres |
| iv) Minimum Rear Yard | 6.0 metres |
| v) Maximum Building Length for Corner Lots Adjacent to Roundabouts | 19.5 metres |
| vi) Minimum Rear Yard for Corner Lots Adjacent to Roundabouts | 0.6 metres |

Qualifying Note to Regulations

- (1) Notwithstanding Section 3.24.6.2 i), the required minimum soft landscaped area shall be 20% in the front and/or exterior side yard, whereby soft landscaped area includes any combination of flowers, grass, shrubs, sod, trees and other horticultural elements.
- (2) Notwithstanding Section 3.22.2, the maximum projection of Window Bays into any required yard 1.0 metre over a maximum width shall be 4.0 metres.
- (3) Notwithstanding Section 3.22.5, the maximum projection of a Balcony into any front, rear and exterior side yards shall be 3.0 metres.
- (4) For the purpose of this By-Law, a Window Bay is defined as a multi-sided window that projects outward from an exterior wall of a building, which may or may not have a foundation and which may or may not include a door and which may or may not have windows at the sides of the projections.

5A.3.4.11 RN4(11) 11732 Tenth Line, Draft Plan of Subdivision 19T(W)-17.001, Schedule 57

1. Permitted Uses

The only use permitted shall be Street Townhouse Dwellings.

2. Regulations

- | | |
|-------------------------------------|------------------------------|
| i) Maximum Number of Dwelling Units | 151 units |
| ii) Minimum Lot Frontage | 6.0 metres per dwelling unit |
| iii) Maximum Building Height | 13.0 metres |
| iv) Minimum Rear Yard | 6.0 metres |

Qualifying Notes to Regulations

- (1) Notwithstanding Section 3.22.2, the maximum projection of Window Bays into any required yard 1.0 metre over a maximum width shall be 4.0 metres.
- (2) Notwithstanding Section 3.22.5, the maximum projection of a Balcony into any front, rear and exterior side yards shall be 3.0 metres.
- (3) For the purpose of this By-Law, a Window Bay is defined as a multi-sided window that projects outward from an exterior wall of a building, which may or may not have a foundation and which may or may not include a door and which may or may not have windows at the sides of the projections.

5A.3.4.12 RN4(12) 11732 Tenth Line, Draft Plan of Subdivision 19T(W)-17.001, Schedule 57

1. Permitted Uses

The only use permitted shall be Street Townhouse Dwellings.

2. Regulations

- i) For the purposes of this zone, the front lot line is determined as follows:
 - The dwelling units fronting Tenth Line.
- ii) Maximum Number of Dwelling Units 24 units
- iii) Minimum Lot Frontage 6.0 metres per dwelling unit
- iv) Maximum Building Height 13.0 metres
- v) Minimum Rear Yard 4.0 metres
- vi) Minimum Parking Spaces for Street Townhouse Dwellings 2.0 spaces per unit

Qualifying Notes to Regulations

- (1) Notwithstanding Section 3.22.2, the maximum projection of Window Bays into any required yard 1.0 metre over a maximum width shall be 4.0 metres.
- (2) Notwithstanding Section 3.22.5, the maximum projection of a Balcony into any front, rear and exterior side yards shall be 3.0 metres.
- (3) For the purpose of this By-Law, a Window Bay is defined as a multi-sided window that projects outward from an exterior wall of a building, which may or may not have a foundation and which may or may not include a door and which may or may not have windows at the sides of the projections.

5A.3.4.13 RN4(13) 11732 Tenth Line, Draft Plan of Subdivision 19T(W)-17.001, Schedule 57

1. Permitted Uses

The only use permitted shall be Connected Live / Work Use.

For the purposes of this By-Law “Connected Live/Work Use” is permitted only on the ground floor and within the townhouse dwelling with direct frontage on Tenth Line.

The following uses are permitted in a Connected Live/Work Use:

- i) Convenience Store;
- ii) Private Home Day Care;
- iii) Home Occupation;
- iv) Office;
- v) Personal Service Establishment;
- vi) Retail Store; and
- vii) Studio.

2. Regulations

- i) For the purposes of this zone, the front lot line is determined as follows:
 - The dwelling units fronting Tenth Line.
- ii) Maximum Number of Dwelling Units 14 units
- iii) Minimum Lot Area 153 m² per dwelling unit
- iv) Minimum Lot Frontage 7.6 metres per dwelling unit
- v) Maximum Building Height 13.0 metres
- vi) Minimum Rear Yard 6.0 metres
- vii) Maximum Extension of an Elevated Open Deck Situated Above a Parking Pad from the Main Rear Wall of a Street Townhouse Dwelling Unit, but in no case shall any building element extend beyond the property line containing the building. 2.0 metres
- vii) Minimum Parking Spaces for Street Townhouse Dwellings 2.0 spaces per dwelling unit

Qualifying Notes to Regulations

- (1) Notwithstanding Section 3.22.2, the maximum projection of Window Bays into any required yard 1.0 metre over a maximum width shall be 4.0 metres.
- (2) Notwithstanding Section 3.22.5, the maximum projection of a Balcony into any front, rear and exterior side yards shall be 3.0 metres.
- (3) For the purpose of this By-Law, a Window Bay is defined as a multi-sided window that projects outward from an exterior wall of a building, which may or may not have a foundation and which may or may not include a door and which may or may not have windows at the sides of the projections.

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2018-109-ZO

BEING A BY-LAW to amend By-law 2010-001-ZO of the Town of Whitchurch-Stouffville (Comprehensive Zoning By-law) for the lands located at 5827 Main Street

WHEREAS Section 34 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended permits the councils of local municipalities to pass zoning by-laws for prohibiting the use of land or the erecting, locating or using of buildings or structures for or except for such purposes as may be set out in the by-law.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:

1. That Comprehensive Zoning By-law No. 2010-001-ZO is hereby amended as follows:
 - (a) By amending Schedule 55 to show thereon the area delineated on Schedule 1 to this By-law, from Commercial Residential Mixed – Western Approach – Exception [CM2(8)] to Commercial Residential Mixed – Western Approach Exception [CM2(9)]; and
 - (b) By amending Section 6.4.5 (Exceptions to the CM2 Zone) by adding a new Section 6.4.5.9, as shown on Schedule 2 to this By-law; and
2. That this By-law shall come into force in accordance with Section 34 of the *Planning Act*, as amended.

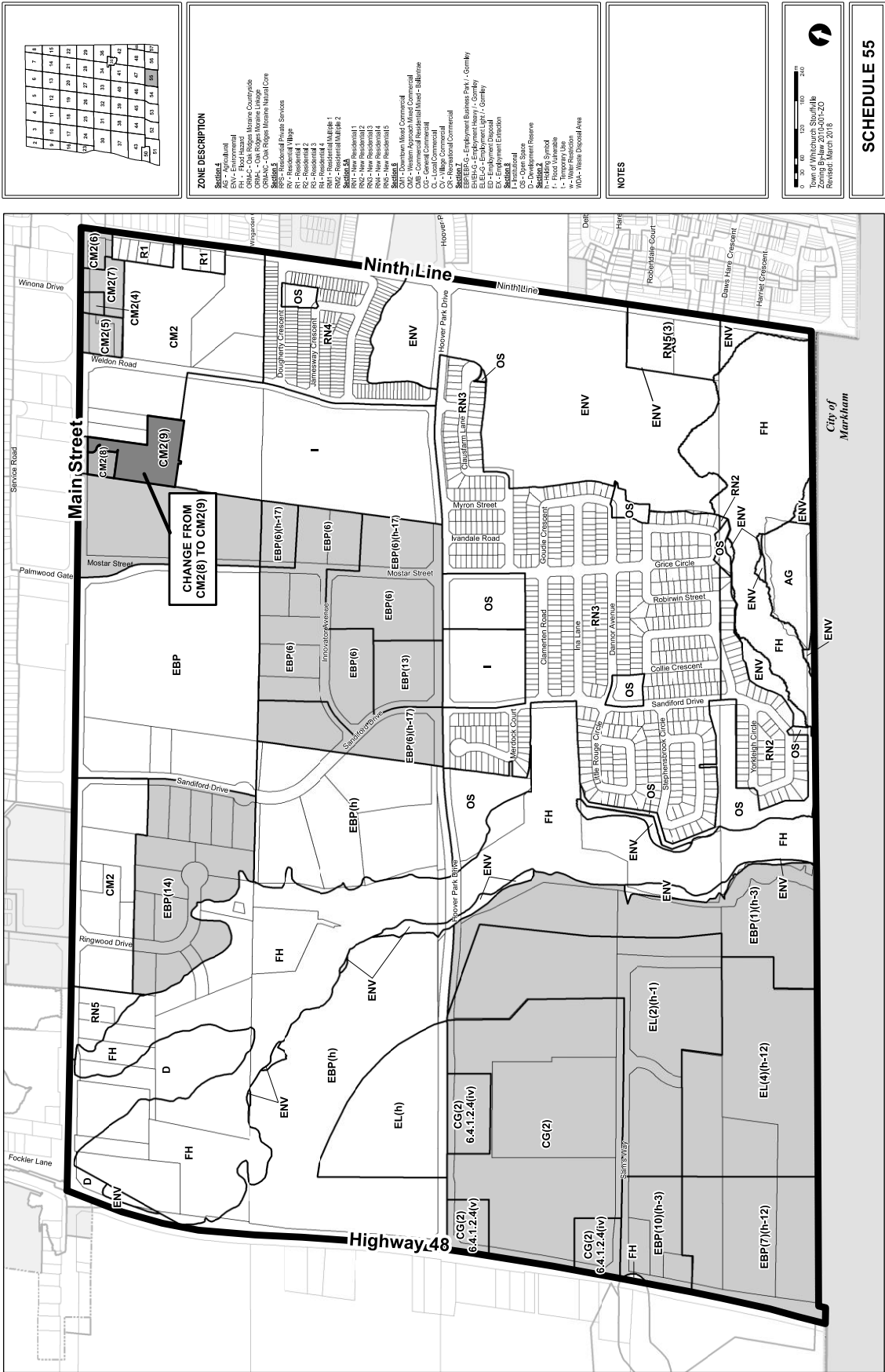
READ a first and second time this 19th day of June, 2018.

READ a third time and passed this 19th day of June, 2018.

Justin Altmann, Mayor

Gillian Angus-Traill, Clerk

SCHEDULE 1 TO BY-LAW 2018-109-ZO



SCHEDULE 2 TO BY-LAW 2018-109-ZO

6.4.5.9 CM2(9), 5827 Main Street, Draft Plan of Subdivision 19T(W)-17.003 and Draft Plan of Condominium CDM17.002, Schedule 55 **(2018-109-ZO)**

1. Permitted Uses

- i) Street Townhouse Dwelling
- ii) Private Park

2. Qualifying Notes to Permitted Uses

For the purpose of this zone, the property will be considered as a single lot and the front lot line will be Main Street.

3. Regulations

i)	Maximum Number of Units	75 Dwelling Units
ii)	Minimum Lot Area	90 metres ² per Dwelling Unit
iii)	Minimum Dwelling Width	5.5 metres per Dwelling Unit
iv)	Minimum Front Yard	6.0 metres
v)	Minimum Interior Side Yard	0.0 metres
vi)	Minimum Exterior Side Yard	6.0 metres
vii)	Minimum Rear Yard	6.5 metres
viii)	Maximum Building Height	12.5 metres
ix)	Minimum Width of Laneway Right-of-Way	6.5 metres
x)	Minimum Number of Visitor Parking Spaces	19 Parking Spaces

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE
BY-LAW NUMBER 2018-110-RD

BEING A BY-LAW to provide for the naming of the streets in the Corebridge Development Corporation Subdivision Plan 19T(W)-17.003 and CDM17.002 at 5827 Main Street, Part of Lot 35, Concession 8, Community of Stouffville (Jim Barry Lane, Maybank Lane and Clippers Crescent)

WHEREAS Section 11(3) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, permits the council of local municipalities to pass by-laws for the naming of streets; and

WHEREAS the Street and Watercourse Naming Committee approved certain names for the streets in the Corebridge Development Corporation Subdivision Plan 19T(W)-17.003 and CDM17.002 at 5827 Main Street during the May 28th, 2018 meeting;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:

- 1. That streets in the Corebridge Development Corporation Subdivision (Plan 19T(W)-17.003 and CDM17.002 at 5827 Main Street, Part of Lot 35, Concession 8, Community of Stouffville) as shown in Schedule 1 hereto to be named as follows:

COLUMN 1 LABEL	COLUMN 2 STREET NAME	COLUMN 3 INFORMATION
Street "A" Private Lane	Jim Barry Lane	- In recognition of Jim Barry Farm(s)
Street "B" Private lane	Clippers Crescent	- In recognition of Stouffville Sports Teams
Street "C" Private Lane	Maybank Lane	- In theme with the present use of the property as a CIBC Banking Institution

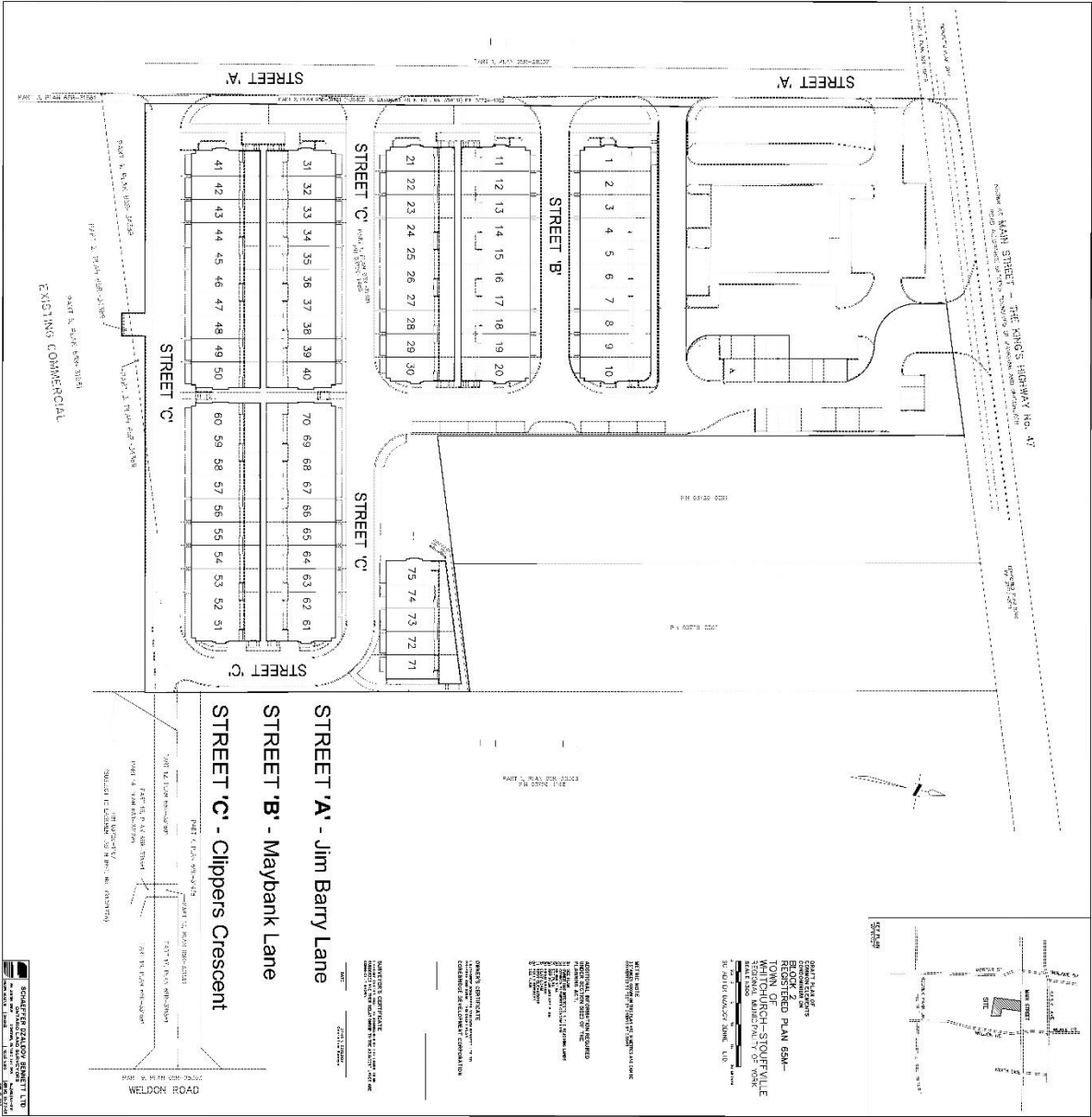
READ a first and second time this 19th day of June 2018.

READ a third time and passed this 19th day of June 2018.

Justin Altmann, Mayor

Gillian Angus-Traill, Clerk

SCHEDULE 1 TO BY-LAW 2018-110-RD



THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2018-111-PR

BEING A BY-LAW for temporary parking restrictions to accommodate the Strawberry Festival and Canada Day events for the Town of Whitchurch-Stouffville

WHEREAS section 27 (1) of the *Municipal Act, 2001* states that a municipality may pass by-laws in respect of a highway if it has jurisdiction over the highway; and

WHEREAS Council deems it necessary to authorize temporary parking restrictions to accommodate the annual Strawberry Festival and Canada Day events;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:

1. That on Saturday, June 30, 2018 between the hours of 7:00 a.m. and 11:00 p.m., vehicles parked on one side (to be designated by signs) may be tagged or towed on each of the following streets:

Booth Drive
Church Street (from Main Street to Frederick Street)
Duchess Street
George Street
Hawthorn Avenue (from Tindale Road to Stouffer Street)
Lori Avenue (from Thicketwood Boulevard to Stouffer Street)
Maytree Avenue
Park Drive (from Main Street to Manitoba Street)
Stuart Street
Thicketwood Boulevard
Tindale Road
Warriner Street
Wheeler Crescent; and

2. That the following locations be designated as Accessible Parking locations (to be designated by signs): sections of Booth Drive between Park Drive and Thicketwood Boulevard, and Main Street between Park Drive and Baker Street.

READ a first and second time this 19th day of June, 2018.

READ a third time and passed this 19th day of June, 2018.

Justin Altmann, Mayor

Gillian Angus-Traill, Clerk