



**Town of Whitchurch-Stouffville
Council Agenda
Tuesday July 21, 2020
Closed Meeting 10:30 AM
Regular Meeting 1:00 PM**

Virtual Meeting
Council Chambers
111 Sandiford Drive

As the Municipal Offices (111 Sandiford Drive) are now closed to the public, residents may listen to the meeting live online at townofws.ca/cmlivestream. Please note that the audio link will be available 5 minutes before the meeting is expected to start.

Anyone wishing to submit comments, which will form part of the public record, may write to the Town Clerk at clerks@townofws.ca.

Anyone wishing to provide verbal comments may be invited to attend the meeting electronically, please contact the Town Clerk at clerks@townofws.ca for more information.

Follow all council meetings on Whitchurch-Stouffville's official council Twitter account @ws_townhall.

Chair: Mayor Lovatt

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- 1. Call to Order at 10:30 a.m.**
- 2. Roll Call**
- 3. Resolution to Hold a Closed Meeting**

1. To recess into a Closed Meeting

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

- Educating or training Members, provided that no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of Council (Municipal Act, Sec. 239(3.1))

- 4. Reconvene into Open Meeting at 1:00 p.m.**

5. Roll Call

6. Introduction of Addendum Items

1. Add the following exception to Item 20, Resolution to Hold a Closed Meeting, if required:

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

7. Confirmation of Agenda

1. To confirm the agenda

That Council confirm the agenda, as circulated.

8. Declarations of Pecuniary Interest

9. Items Arising from a Closed Meeting

10. Adoption of Minutes

10 - 19

1. To adopt the minutes

That Council adopt the minutes from the regular meeting of Council on June 16, 2020, as circulated.

11. Recognitions

12. Delegations / Petitions

Delegates may speak for up to 10 minutes of uninterrupted time and only on the matter indicated on your delegation request form.

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 delegation, 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 the question period is deemed complete by the Chair, Council members will deliberate the matter at hand without interruption.

Delegations will not be allowed to interrupt the Council decision making process.

- 20 - 40 1. **SmartCentres REIT - Mauro Pambianchi and David McKay**
To present to Council the long-term development of SmartCentres
Stouffville retail centre and surrounding lands.
- 41 - 45 2. **Fairgate Homes - Tony Mauro**
To provide Council with information regarding storm water servicing
for 35 Gordon Collins Road.
- 13. Outside Presentations / Information from Council Appointed
Committees**
- 14. Consent Agenda**
Anyone wishing to submit comments, which will form part of the public
record, may write to the Town Clerk at clerks@townofws.ca.
- Anyone wishing to provide verbal comments may be invited to attend the
meeting electronically, please contact the Town Clerk at
clerks@townofws.ca for more information.
- 46 - 82 1. **Report No. CS-014-20 / DS-031-20 Proposed Official Plan
Amendment and a Town wide Community Improvement Plan**
- 1) That Council approve the draft Official Plan Amendment 149 and
enact By-Law No. 2020-069-OP to adopt Official Plan Amendment
149 and direct staff to issue a Notice of Adoption; and
- 2) That Council enact By-Law No. 2020-070-OP being a By-Law to
designate the Community Improvement Project Area to include the
entire Town of Whitchurch-Stouffville and direct staff to issue a
Notice of Passing; and
- 3) That Council approve the draft Town Wide Community
Improvement Plan and enact By-Law No. 2020-071-OP being a By-
Law to adopt a Town Wide Community Improvement Plan for the
Town of Whitchurch-Stouffville and direct staff to issue a Notice of
Passing.
- 83 - 97 2. **Report No. FTS-017-20 Multi-Year Budgeting**
- 1) That Council adopt Report No. FTS-017-20 as submitted; and
- 2) That Council approve AP90 (Attachment 1), the Multi-Year budget
policy.

- 98 - 105 3. **Report No. FTS-018-20 COVID-19 Financial Impact Update**
- 1) That Council receive Report No. FTS-018-20 for information.
- 106 - 147 4. **Report No. LCS-015-20 Camp and Leisure Pool Reopening Update**
- 1) That Council receive Report No. LCS-015-20 for information.
- 148 - 158 5. **Report No. DS-026-20 Draft York Region Draft Climate Change Action Plan**
- 1) That Council endorse the Staff comments in Report No. DS-026-20; and
- 2) That Council direct Staff to forward a copy of Report No. DS-026-20 to York Region for consideration as stakeholder feedback on the Draft York Region Climate Change Action Plan.
- 159 - 193 6. **Report No. DS-027-20 South Gormley Employment Area Expansion and Greenbelt Enhancement Options (D08)**
- 1) That Council endorse Staff Report DS-027-20 and direct Staff to continue discussions with the Province and York Region to pursue the designation of additional employment area lands in the proposed South Gormley Employment Expansion Area, in accordance with the following Options, as outlined in Section 4.2 this Report:
- Option A: Settlement Area Boundary Expansion through Region's MCR;
 - Option B: Request Province to Amend ORMCP (No Land Swap);
 - Option D: Joint Study with Richmond Hill – Highway 404 Economic Corridor Study;
 - Option E: Facilitate the Formation of a South Gormley Landowners Group;
 - Option F: Provincially "Stranded" Highway 400 Series Lands;
- and
- 2) That Council eliminate Option C.1, identified in Staff Report DS-027-20, to pursue the expansion of the Greenbelt Area into "Whitebelt" Areas as previously presented at the February 18, 2020 Public Meeting; and
- 3) That Council direct staff to forward Staff Report DS-027-20 be forwarded to the Minister of Municipal Affairs and Housing, the Region of York, the City of Richmond Hill, and the City of Markham for their information.

194 - 205

7. Report No. DS-028-20 New Growth Forecasts and the Town's Strategic Growth Directions: Proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019 (L11)

1) That Council request the Province of Ontario to re-consider its overall land use policy to balance the province's social, economic and environmental interests and to support economic development opportunities and employment growth along all 400-series highways; and

2) That Council request the Province of Ontario to undertake a review of the Provincial Plans to better align with a more sustainable and balanced model for growth based on:

- the protection of valuable natural heritage features and prime agricultural lands;
- the social, economic and environmental interests and needs for individual municipalities; and
- local municipalities making land use planning decisions based on their local context and vision; and

3) That Council direct staff to plan for the required infrastructure to support future growth in the following four strategic growth areas:

- the Lincolnville Major Transit Station Area and possible future expansion areas;
- the Downtown Stouffville Major Transit Station Area;
- the areas requested as PSEZ's along the Highway 404 corridor, including the existing settlement areas of Gormley and Vandorf-Preston Lake, and the proposed South Gormley Expansion Area;
- all developable lands within the Highway 48 Visioning Area; and

4) That Council endorse Staff Report DS-028-20 and direct Staff to submit a copy to the Ontario Growth Secretariat at the Ministry of Municipal Affairs and Housing, as the Town's comments on proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019; and

5) That Council direct Staff to forward Report DS-028-20 to the Honourable Paul Calandra, MPP, and York Region.

- 206 - 213 8. **Report No. DS-029-20 Baker Hill Boulevard Municipal Address Re-numbering**
- 1) That Council enact By-law 2020-072-RD being a By-law to re-address units along Baker Hill Boulevard.
- 214 - 219 9. **Report No. DS-030-20 Community of Stouffville Servicing Allocation Update**
- 1) That Council direct Staff to forward a copy of Report No. DS-030-20 to York Region for information.
- 220 - 225 10. **Report No. DS-032-20 Sole Source Award of a Replacement Survey Drone**
- 1) That Council authorize the sole source purchase a new survey drone, DJI's Phantom4 RTX, for the enforcement of the Site Alteration By-law; and
- 2) That Council approve the budget of \$14,000 for the purchase of a new drone.
- 226 - 269 11. **Report No. DS-033-20 DC Project Ninth Line Roundabout - Delivered by Fairgate (Ninth Line) Inc. Additional Funding Request in accordance with the Development Agreement (D12)**
- 1) That Council approve the additional funding required under the development agreement for the DC project for a Roundabout at Baker Hill Blvd and Ninth Line, in the amount of \$180,128.49 for a total estimated cost of \$672,928.49 from the DC reserve to be available to reimburse the developer; and
- 2) That Council authorize Staff to update the Development Charge Background Study and amend the Development Charge By-Law to capture the anticipated additional cost.
- 270 - 279 12. **Report No. CS-015-20 Inactive and Abandoned Cemeteries**
- 1) That Council direct Staff to proceed with Option A – Voluntarily Accept Responsibility of the abandoned Brillinger Farm Cemetery; and
- 2) That Council direct Staff to incorporate the initial clean-up and court costs of voluntarily accepting responsibility of the abandoned Brillinger Farm Cemetery into the current Cemetery Operating Budget in the amount of \$5,400.

280 - 283

13. Report No. PW-016-20 Amendment to Traffic By-law 2008-147-TR - Reduce Speed Limit on a portion of Ninth Line

1) That Council enact By-law 2020-073-TR, to amend Traffic Control By-law 2008-147-TR, Schedule XV reducing the speed limit on Ninth Line 450 metres north of Aurora Road to Davis Drive, from 70km/hr to 60km/hr.

15. Action Items Requiring Separate Discussion**16. Notices of Motion / Motions for Which Notice Has Been Given**

Speakers may not register to speak to Motions.

17. Resolutions from Council**1. Resolution from Mayor Lovatt - IHRA Antisemitism Definition**

WHEREAS the Town of Whitchurch-Stouffville is rooted in the values of democracy, equity and inclusivity; and

WHEREAS in June 2018, the Inclusion Charter for York Region was endorsed as a community initiative, bringing together businesses, community organizations, municipalities, police services, hospitals, school boards, conservation authorities and agencies who share a vision to foster a welcoming and inclusive community; and

WHEREAS according to Statistics Canada, Jewish Canadians are the most frequently targeted minority group for hate crime, and the annual number of hate crimes against the Jewish community has nearly doubled since 2015; and

WHEREAS we have a shared responsibility to stop antisemitism in all its forms through education and public consciousness as antisemitic demonstrations continue to threaten communities and undermine democracy; and

WHEREAS the International Holocaust Remembrance Alliance (IHRA) is an intergovernmental organization founded in 1998 that consists of 34 countries, including Canada, each of whom recognizes that international coordination is needed to combat antisemitism; and

WHEREAS the IHRA working definition of antisemitism has been endorsed by the European Parliament, United Nations Special Rapporteur on the Freedom of Religion or Belief, as well as multiple governments and city councils including the Government of Canada and the City of Vaughan; and

WHEREAS on February 27, 2020, Bill 168: An Act to Combat Antisemitism, which adopts the IHRA working definition of antisemitism, unanimously passed a second reading in the Ontario Legislature; and

WHEREAS the City of Whitchurch-Stouffville must remain vigilant in its strong opposition to antisemitism in both word and deed.

NOW THEREFORE BE IT RESOLVED THAT the Town of Whitchurch-Stouffville adopt the International Holocaust Remembrance Alliance’s (IHRA) working definition of antisemitism as adopted at the IHRA plenary on May 26, 2016; and

THAT the adoption be communicated to the Chair of the province of Ontario’s Standing Committee on Justice Policy.

18. By-laws

- 284 1. 2020-069-OP BEING A BY-LAW to adopt Amendment No. 149 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. (CS-014-20/DS-031-20)
- 285 - 286 2. 2020-070-OP BEING A BY-LAW to Designate Community Improvement Project Area for Town of Whitchurch-Stouffville and to repeal By-law 2009-100-OP. (CS-014-20/DS-031-20)
- 287 - 310 3. 2020-071-OP BEING A BY-LAW to adopt a Town Wide Community Plan for the Town of Whitchurch-Stouffville and to repeal By-law 2009-100-OP. (CS-014-20/DS-031-20)
- 311 - 316 4. 2020-072-RD BEING A BY-LAW to provide for the numbering of buildings along highways shown on Registered Plan 65M-4419 (Baker Hill Boulevard, Milt Storey Lane, Turner Dairy Lane, Mah Wat Lane, Bert Tait Lane, Wimshaw Lane, Ludwig Court, Boadway Crescent, Kenneth Kirby Lane, Covington Crescent, Sunbury Lane, Canton Lane, and Berne Lane) and to repeal By-Law 2015-128-RD. (DS-029-20)
- 317 5. 2020-073-TR BEING A BY-LAW to amend By-Law 2008-147-TR to regulate traffic in the Town of Whitchurch-Stouffville (reduce the speed limit on a portion of Ninth Line). (PW-016-20)

19. Regional Business

20. Resolution to Hold a Closed Meeting, if required

1. To recess into a Closed Meeting

That Council recess to permit the holding of a Closed Meeting 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)).
- Labour relations or employee negotiations (Municipal Act, Sec. 239(2)(d)); and
- Litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board (Municipal Act, Sec. 239(2)(e)).

21. Items Arising from a Closed Meeting

22. Confirmatory By-law

1. To pass the Confirmatory By-law

That Council read Confirmatory By-law 2020-_____-MS a first, second and third time and passed.

23. Adjournment

1. To adjourn the meeting

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



**Town of Whitchurch-Stouffville
Council Minutes
Tuesday, June 16, 2020
1:00 pm**

**Council Chambers
111 Sandiford Drive**

Chair: Mayor Lovatt

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

Staff present in Council Chambers: Gillian Angus-Trail.

Staff participating electronically: Rob Adams, Claudette Banks, Glenn Jackson, Brian Kavanagh, Marilou Murray, Cassandra Papas, Brian Parrott, Rob Raycroft, Bill Snowball, Kristina Soolepp, Margaret Wallace, and Haiqing Xu.

Mayor Lovatt provided an update regarding the current COVID-19 situation.

1. Call to Order at 1:13 p.m.

2. Roll Call

All members of Council were participating electronically.

3. Introduction of Addendum Items

None

4. Confirmation of Agenda

Moved by Councillor Sherban
Seconded by Councillor Upton

That Council confirm the agenda, as circulated.

Carried

5. Declarations of Pecuniary Interest

None

6. Adoption of Minutes

Moved by Councillor Smith
Seconded by Councillor Bartley

That Council adopt the minutes from the special meeting of Council on May 25, 2020 and the regular meeting of Council on June 2, 2020, as circulated.

Carried

7. Recognitions

None

8. Delegations / Petitions

None

9. Outside Presentations / Information from Council Appointed Committees

None

10. Consent Agenda

Report Nos. DS-022-20, FTS-015-20, FTS-016-20, and CS-012-20 were not pulled for separate discussion

Moved by Councillor Kroon
Seconded by Councillor Upton

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

Report No. DS-22-20 Proposed Housekeeping Amendments to Comprehensive Zoning By-law 2010-001-ZO [File No. ZBA19.014]

1) That Council enact By-law Nos. 2020-058-ZO, 2020-059-ZO, 2020-060-ZO and 2020-061-ZO inclusive, being by-laws to implement housekeeping amendments to the Comprehensive Zoning By-law 2010-001-ZO; and

2) That Council determine that no further public notice is to be given in respect of the proposed Zoning By-law Amendments, in accordance with the provisions of Section 34(17) of the *Planning Act*, notwithstanding minor modifications to the proposed By-laws made subsequent to the May 18, 2020 Public Meeting.

Report No. FTS-015-20 By-law to Establish Rates & Levy Taxes for 2020 (F22)

1) That Council enact By-Law 2020-063-TX, being the new By-Law to establish rates and levy taxes for the Town of Whitchurch-Stouffville for the year 2020.

Report No. FTS-016-20 By-law to Establish Rates and Levy Taxes for 2020 for the Downtown Stouffville Community Improvement Area (F22)

1) That Council enact By-law 2020-064-TX, being a by-law under Section 326 of the *Municipal Act, 2001* to levy this special tax levy upon the properties within the Downtown Stouffville Community.

Report No. CS-012-20 Amendment to Procedural By-law

1) That Council enact By-law 2020-065-RE to amend Procedural By-law 2016-001-RE, as amended, to include all addendum reports under “Action Items Requiring Separate Discussion” on the Council Agenda.

Carried

11. Action Items Requiring Separate Discussion

**Report No. FTS-013-20 2019 Audited Financial Statements
*Presentations by Austin Mitchell, BDO and Brian Parrott, Director of Finance and Information Technology Services/Treasurer***

Moved by Councillor Smith
Seconded by Councillor Kroon

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 2019 Consolidated Financial Statements of the Corporation of the Town of Whitchurch-Stouffville, presented as Attachment 3; and

- 3) That Council approve the 2019 Financial Statements of the Town of Whitchurch-Stouffville Trust Funds, presented as Attachment 4; and
- 4) That Council receive the 2019 Statement of Reserves and Reserve Funds, presented as Attachment 6; and
- 5) That Council receive the 2019 Treasurer's Statement of Development Charges, presented as Attachment 7; and
- 6) That Council receive the 2019 Report on Building Fees, presented as Attachment 8.

Carried

Presentation regarding Fire Prevention Update by William Snowball, Fire Chief

Moved by Councillor Upton
Seconded by Councillor Bartley

- 1) That Council receive the presentation regarding the fire prevention update for information.

Carried

Report No. DS-021-20 Vianova Group's Request for Ministers Zoning Order

Moved by Councillor Kroon
Seconded by Councillor Bartley

- 1) That Council support the request of Vianova Group Inc. to the Minister of Municipal Affairs and Housing for a Minister's Zoning Order for Light Employment Industrial development on lands located on the southeast corner of Highway 404 and Bethesda Road; and
- 2) That Council direct Staff to forward a copy of Report No. DS-021-20 to the Minister of Municipal Affairs and Housing, York Region and the City of Richmond Hill.

Carried

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

None

13. Resolutions from Council

None

14. By-laws

Moved by Councillor Smith
Seconded by Councillor Kroon

2020-058-ZO BEING A BY-LAW to amend Comprehensive Zoning By-law 2010-001-ZO of the Town of Whitchurch-Stouffville – Section 3 (Report No. DS-022-20)

2020-059-ZO BEING A BY-LAW to amend Comprehensive Zoning By-law 2010-001-ZO of the Town of Whitchurch-Stouffville – Section 4, 5 and 6 (Report No. DS-022-20)

2020-060-ZO BEING A BY-LAW to amend Comprehensive Zoning By-law 2010-001-ZO of the Town of Whitchurch-Stouffville – Section 9 (Report No. DS-022-20)

2020-061-ZO BEING A BY-LAW to amend Comprehensive Zoning By-law 2010-001-ZO of the Town of Whitchurch-Stouffville – Section 11 (Report No. DS-022-20)

2020-062-RD BEING A BY-LAW to provide for the numbering of buildings along highways and for affixing numbers to the buildings (Wesmina Avenue, Fallharvest Way, McKean Drive, Boundary Boulevard, Markview Road and Sunnyridge Avenue) and repeal By-law 2020-042-RD

2020-063-TX BEING A BY-LAW to establish rates and levy taxes for the Town of Whitchurch-Stouffville for the year 2020 and to provide for the collection thereof and to repeal By-law 2019-067-TX (Report No. FTS-015-20)

2020-064-TX BEING A BY-LAW to establish rates and levy taxes for 2020 for the Downtown Stouffville Community Improvement Area and to repeal By-law 2019-069-TX (Report No. FTS-016-20)

2020-065-RE BEING A BY-LAW to amend Procedural By-law 2016-001-RE being a by-law to govern the proceedings of Council Meetings (Section 7.7 Addendum Items) (Report No. CS-012-20)

Carried

15. Regional Business

The Mayor provided an overview of Regional Business.

16. Resolution to Hold a Closed Meeting, if required

Moved by Councillor Smith
Seconded by Councillor Kroon

That Council recess at 2:51 p.m. to permit the holding of a Closed Meeting 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)); and
- Labour relations or employee negotiations (Municipal Act, Sec. 239(2)(d)); and
- Litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board (Municipal Act, Sec. 239(2)(e)).

Carried

Council recessed from the Closed Meeting at 6:45 p.m. to hold the 7:00 p.m. Council Public Meeting.

Council reconvened into Closed Meeting at 9:15 p.m.

Council reconvened into Open Meeting at 10:43 p.m.

17. Items Arising from a Closed Meeting

1. Options to Fund COVID-19 Projections

Moved by Councillor Sherban
 Seconded by Councillor Upton

1) That Council direct Staff to implement the deferral of Capital Projects totaling \$1.5 million, as listed in Section 3.1 of the June 16, 2020 Closed Meeting report, and authorize the Treasurer to fund the projected financial impact of the COVID-19 Pandemic; and

2) That Council direct the CAO to report back to Council as directed in the June 16, 2020 Closed Meeting.

Carried

Extract from the June 16, 2020 Closed Meeting report:

The following table summarizes the capital projects that have been offered for Council consideration:

Name of Capital projects	Capital project (\$)	Total	Delivery Possible This Year?	Impact to residents
Previously identified as “on hold” projects				
Website upgrade	100,000		Yes	Minimal: 6-month delay
Downtown Rehab Design and Master Plan	125,000*		Staff propose deferral of 50% of the project budget to 2021	None: The deferral does not change the timing of the work that will be completed
2007 Pumper	300,000		No	No impact
Subtotal		525,000		

Name of Capital projects	Capital project (\$)	Total	Delivery Possible This Year?	Impact to residents
Previously identified as “deferred to 2021” projects				
Vandorf Playground Replacement	100,000		No: Staff will begin design in the fall; RFP will be readied for spring 2021	None: This project was identified by staff (no public pressure or awareness)
Sunny Ridge Spray Pad Replacement	120,000		No: Staff will begin design in the fall; RFP will be readied for spring 2021	High impact: Residents requested this repair
Parks - Retrofit Baseball Diamond Lights to LED	48,600		Yes: Being done in house	No impact for residents; Impact to the Town with delay in realizing cost savings in utilities
Fire Station 52 Generator	100,000		No	No impact
Fitness Equipment Replacement - WS Leisure Centre	45,000		Yes	Minimal impact – new equipment just installed in Dec 2019
Subtotal		413,600		

Name of Capital projects	Capital project (\$)	Total (\$)	Delivery Possible This Year?	Impact to residents
Newly identified projects for deferral				
Town Hall – Customer Service Counter Upgrade	50,000		Already underway at a value of \$50,000; work is being done in-house for realization of significant savings (\$100,000).	No impact
1/2 Ton Pickup Truck Replace (#14-127)	44,000		If deferred, purchase will be delayed 6 to 9 months.	No impact to levels of service
1 Ton Pick-Up Truck Replace (#15-134)	67,000		If deferred, purchase will be delayed 6 to 9 months.	No impact to levels of service
Post Construction Improvements	60,000		Staff propose to defer 60% of the project budget to 2021	No impact to residents.
Burkholder Neighbourhood EA	200,000		This deferral delays the procurement by about 3 months.	Minimal impact to the project schedule.
3/4 Ton Single Cab with Long Box Pickup Truck, Replace #08-07	63,000		If deferred, purchase will be delayed 6 to 9 months	No impact to levels of service
Town Hall - HVAC Equipment Upgrade	100,000			
Subtotal		584,000		
Total		1,522,600		

18. Confirmatory By-law

Moved by Councillor Ferdinands
Seconded by Councillor Kroon

That Council read Confirmatory By-law 2020-067-MS a first, second and third time and passed.

Carried

19. Adjournment

Moved by Councillor Ferdinands
Seconded by Councillor Sherban

That there being no further business, Council adjourn the meeting at 10:45 p.m.

Carried

APPROVED at the Town of Whitchurch-Stouffville this 21st day of July, 2020.

Gillian Angus-Trail, Clerk

Iain Lovatt, Mayor

DELEGATION REGISTRATION REQUEST FORM

Regularly scheduled Council meetings are held in the Council Chambers at 111 Sandiford Drive, Stouffville: 1st Tuesday at 7 p.m. & 3rd Tuesday at 4 p.m. of each month, or as otherwise indicated on the Council Meeting Schedule. (subject to change)

Council Meetings will be audio-recorded and made available online.

Name: Mauro Pambianchi	Organization: SmartCentres REIT
Mailing Address including postal code: 3200 Highway 7 Vaughan, ON L4K 5Z5	Organization's Website: www.smartcentres.com
Contact telephone: [REDACTED]	E-mail address: mpambianchi@smartcentres.com

1. When do you wish to make your delegation? July 21

2. To your knowledge, is the matter on the agenda for the meeting you wish to attend?

YES NO **If YES, this form is not required – anyone may address a report on a Council Agenda at the meeting.**

3. To your knowledge, has the matter you wish to speak to been considered before Council previously?
NOTE: delegations may only address issues after 6 months has lapsed from the time of Council's original decision.

YES NO If YES, When? Partially, yes, in May 2019

4. Please summarize the matter you wish to speak to as a delegation and indicate questions you wish to have addressed, if applicable:

This delegation will be a presentation to Council of our vision for the long-term development of lands owned by the organisation, being the SmartCentres Stouffville retail centre and surrounding lands. It is intended as a vision statement in advance of zoning amendment applications expected to be made at later dates.

5. Have you been in contact with a Town staff member with regard to your matter of interest?

YES

NO

If YES, which staff member? Councillor & Mayor

6. Are you requesting any financial assistance from the Town?

YES

NO

If YES, state the amount: _____

7. Do you have an electronic presentation? YES NO

HD wide screens and a computer are available for your use during the meeting.

- Electronic presentations should be compatible with Microsoft Office 2007 or newer
- Minimum of 24 font size to ensure that it is visible from a distance
- Page layout – wide screen (16:9)
- Memory sticks/discs/CDs are acceptable for use on the Town's equipment

ADDITIONAL NOTES:

- Complete the ***Delegation Registration Form*** and submit it by 12 p.m. (noon) on the Monday **8** days before the Council Meeting date, along with any electronic presentations and/or handouts.
- If you wish to provide handouts, please submit 15 copies of the material to the Council Coordinator for distribution to Members of Council and Staff at the meeting.
- Delegations should be made by a designated spokesperson.
- Delegations may speak for a maximum of **10 minutes**.

For more information regarding Council procedures, see the following sections of the Procedural By-law, [2016-001-RE](#) being a by-law to govern the proceedings of Council Meetings.

2.5 Decorum

4.4 Delegations

4.5 Speakers Regarding Items on the Agenda

Contact: Council Coordinator

Tel., 905-640-1910 or 1-855-642-8697 ext. 2463

E-mail, [Council Coordinator](#)

Personal information on this form is collected under the authority of By-law number 2016-001-RE. Your name, address, comments and any other personal information, is collected and maintained for the purpose of sending correspondence relating to matters before Council; creating a record that is available to the general public in a hard copy format and on the internet in an electronic format. Questions about this collection should be directed to the Freedom of Information and Privacy Coordinator Town of Whitchurch-Stouffville, 111 Sandiford Drive, Stouffville, ON L4A 0Z8; Phone: 905 640 1910 or 1-855-642-8697 ext: 2222; Fax: 905 640 7957



WORKING TOGETHER
IN STOUFFVILLE

JULY 21, 2020

THE SMARTCENTRES STORY

SmartCentres is a fully integrated commercial and residential real estate company, traded on the TSX, with a best-in-class Canadian portfolio:

166

locations positioned at key intersections with public transportation

34 M

SF across 3,500 acres of land

98 %

industry-leading occupancy rate with strong tenant relationships

\$10.4 B

in assets with notable financial stability

94

properties identified for intensification

\$12.1 B

in planned intensification initiatives, many of which are currently underway

EVOLVING FROM SHOPPING CENTRES

Founded on belief that affordable retail should be available to all Canadians.



TO CITY CENTRES

Future vision focused on mixed-use, high density, master-planned communities.

FULFILLING OUR VISION

Our portfolio now includes offices, self-storage, retail, seniors' residences, townhouses, condominiums and apartments. Developments led by in-house specialists focused on building communities.

160

in-house development specialists focused on intensification

86%

of SmartCentres' current assets were developed by this team

60M

SF developed in-house since 1989

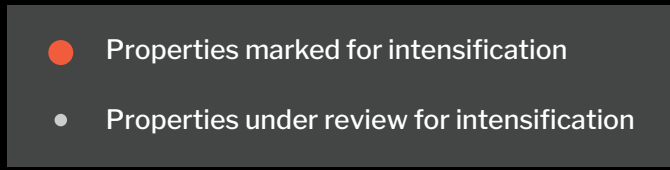
With industry-leading partners:



PARTNERING WITH COMMUNITIES ACROSS CANADA

- SmartCentres is a trusted partner in communities across the country
- Support growth through community building, job creation and tax contributions

\$188 M
2019 tax base contributions



SMARTVMC

VAUGHAN, ON

- Master-planned new city centre in the Vaughan Metropolitan Centre (VMC)
- 100-acre property; 20 MSF of potential
- Pedestrian-focused; designed around a 9-acre park
- Unmatched transit hub: TTC subway station, rapidway station and regional bus terminal
- 2 class-A office towers now open with world-class tenants
- 6 residential towers under construction; possessions start next month



VAUGHAN NORTHWEST VAUGHAN, ON

- Mixed-use master-planned community
- 41-acre property; 2 MSF of potential
- Holistically planned with gathering places and green space
- Plans include office, self-storage, retail, seniors' and residential



LAVAL CENTRE

LAVAL, QC

- Master-planned mixed-use community in the designated 'centre-ville' (downtown) area
- 35-acre property; 4.5 MSF of potential
- Convenient highway and transit access
- Pedestrian-focused with green space and connected pathways
- Plans include office, retail, seniors', hotel and residential



PARTNERING
WITH STOUFFVILLE

SMARTCENTRES STOUFFVILLE

CURRENT



Location:

Hwy 48 & Hoover Park Drive

Area:

465,000 SF, 43 Acres

335,000 SF Built

Total Tax Contribution to Stouffville (CY 2020):

\$1,667,066

LANDHOLDINGS

SMARTCENTRES STOUFFVILLE



Pambianchi and David McKay To present to Counc...

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LANDHOLDINGS



SMARTCENTRES STOUFFVILLE

Pambianchi and David McKay To present to Council...

Page 33 of 317



111.6 Acres

-  Commercial Area – 43.2 AC
-  Mixed Use Area – 25.2 AC
-  4 Employment Zones – 43.2 AC

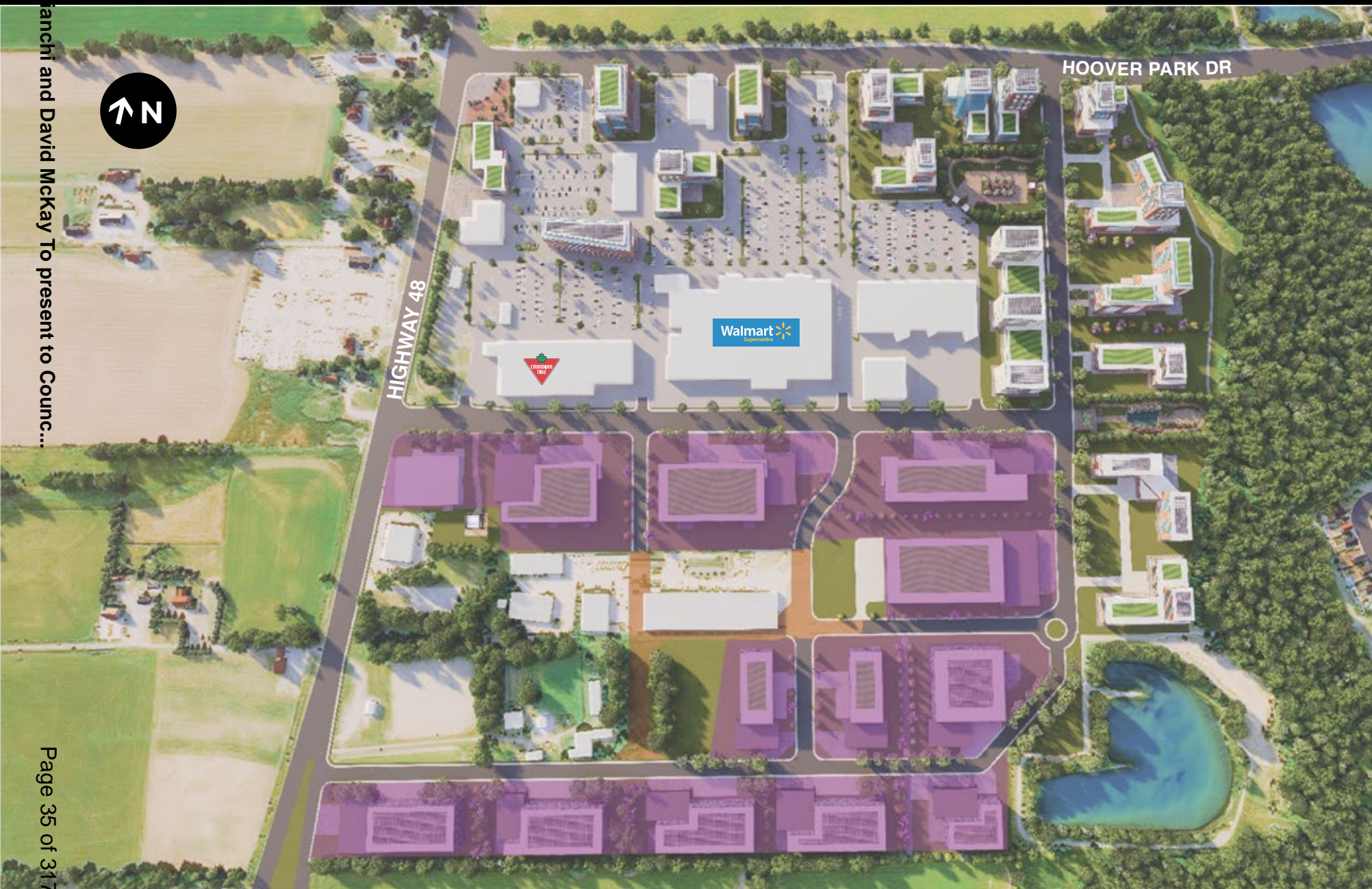
OUR VISION



- A vibrant, active and diverse community
- Innovation hub creating employment opportunities and high paying jobs
- Mix of office, industrial, retail, green space and residential
- Connected and highly accessible by transit

EMPLOYMENT

- The envisioned community would attract high paying jobs
- An opportunity for Prestige Employment uses including manufacturing, warehousing, and office
- Projected density of up to 1.2 MSF. Approx. 3,600 permanent jobs and approx. 2,700 person-years of construction
- The employment land are compatible with the mixed-use area; connected and integrated at a pedestrian scale



Franci and David McKay To present to Council...

Page 35 of 317

MIXED-USE

- A mix of uses adds diversity and dynamism to the overall master-plan
- The existing retail centre will be transformed into a vibrant place, inclusive of parks and gathering spaces
- A livable community for all ages, with residential options for all stages of life

Francchi and David McKay To present to Council...



Page 36 of 317

CONNECTIVITY

- Planned and designed for pedestrian connectivity
- Placemaking by creating human-scale spaces
- Facilitate interactions between residents, office workers and commercial amenities that serve them

Francchi and David McKay To present to Council...

Page 37 of 317



- Existing Transit Stops
- Potential Transit Stops
- Potential Parkette/Gathering Place
- Potential Park
- Natural Area
- ↔ Existing Transit Route
- ↔ Proposed Transit Route
- ↔ Proposed Pedestrian Connection
- ↔ Proposed Trail Connection

IN SUMMARY



Pambianchi and David McKay To present to Council...

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IN SUMMARY



Our vision is to work with you to transform SmartCentres Stouffville into an active and dynamic community hub, with:

- A focus on employment and mixed-uses
- Opportunities for Prestige Employment
- A livable, vibrant and pedestrian-friendly streetscape
- Green spaces, parks and gathering places
- Transit connectivity easily accessed by car and public transit

THANK YOU

Mauro Pambianchi | Chief Development Officer | mpambianchi@smartcentres.com

Jae Truesdell | Director, Corporate Affairs | jtruesdell@smartcentres.com

David A. McKay | Vice President & Partner | dmckay@mhbcplan.com

Eldon Theodore | Partner. Planner. Urban Designer. | etheodore@mhbcplan.com



DELEGATION REGISTRATION REQUEST FORM

Regularly scheduled Council meetings are held in the Council Chambers at 111 Sandiford Drive, Stouffville: 1st Tuesday at 7 p.m. & 3rd Tuesday at 4 p.m. of each month, or as otherwise indicated on the Council Meeting Schedule. (subject to change)

Council Meetings will be audio-recorded and made available online.

Form with fields for Name (Tony Mauro), Organization (1065752 Ontario Inc. (Fairgate Homes)), Mailing Address (P.O. Box 70, 2561 Stouffville Road, Gormley, ON, L0H 1G0), Contact telephone, Organization's Website (Fairgatehomes.com), and E-mail address (tony@fairgatehomes.com).

1. When do you wish to make your delegation? July 21, 2020

2. To your knowledge, is the matter on the agenda for the meeting you wish to attend?

YES [checked] NO [] If YES, this form is not required - anyone may address a report on a Council Agenda at the meeting.

3. To your knowledge, has the matter you wish to speak to been considered before Council previously? NOTE: delegations may only address issues after 6 months has lapsed from the time of Council's original decision.

YES [] NO [checked] If YES, When? _____

4. Please summarize the matter you wish to speak to as a delegation and indicate questions you wish to have addressed, if applicable:

Text box containing: We wish to address the matter of a Storm Water servicing for 35 Gordon Collins Road.
Fairgate Homes - Tony Mauro To provide Council with information regardin... Page 41 of 317

5. Have you been in contact with a Town staff member with regard to your matter of interest?

YES

NO

If YES, which staff member? Haiqing Xu, Dave Kenth

6. Are you requesting any financial assistance from the Town?

YES

NO

If YES, state the amount: _____

7. Do you have an electronic presentation? YES NO

HD wide screens and a computer are available for your use during the meeting.

- Electronic presentations should be compatible with Microsoft Office 2007 or newer
- Minimum of 24 font size to ensure that it is visible from a distance
- Page layout – wide screen (16:9)
- Memory sticks/discs/CDs are acceptable for use on the Town's equipment

ADDITIONAL NOTES:

- Complete the ***Delegation Registration Form*** and submit it by 12 p.m. (noon) on the Monday **8** days before the Council Meeting date, along with any electronic presentations and/or handouts.
- If you wish to provide handouts, please submit 15 copies of the material to the Council Coordinator for distribution to Members of Council and Staff at the meeting.
- Delegations should be made by a designated spokesperson.
- Delegations may speak for a maximum of **10 minutes**.

For more information regarding Council procedures, see the following sections of the Procedural By-law, [2016-001-RE](#) being a by-law to govern the proceedings of Council Meetings.

2.5 Decorum

4.4 Delegations

4.5 Speakers Regarding Items on the Agenda

Contact: Council Coordinator

Tel., 905-640-1910 or 1-855-642-8697 ext. 2463

E-mail, [Council Coordinator](#)

Personal information on this form is collected under the authority of By-law number 2016-001-RE. Your name, address, comments and any other personal information, is collected and maintained for the purpose of sending correspondence relating to matters before Council; creating a record that is available to the general public in a hard copy format and on the internet in an electronic format. Questions about this collection should be directed to the Freedom of Information and Privacy Coordinator Town of Whitchurch-Stouffville, 111 Sandiford Drive, Stouffville, ON L4A 0Z8; Phone: 905 640 1910 or 1-855-642-8697 ext: 2222; Fax: 905 640 7957

Fairgate Homes

35 Gordon Collins Drive

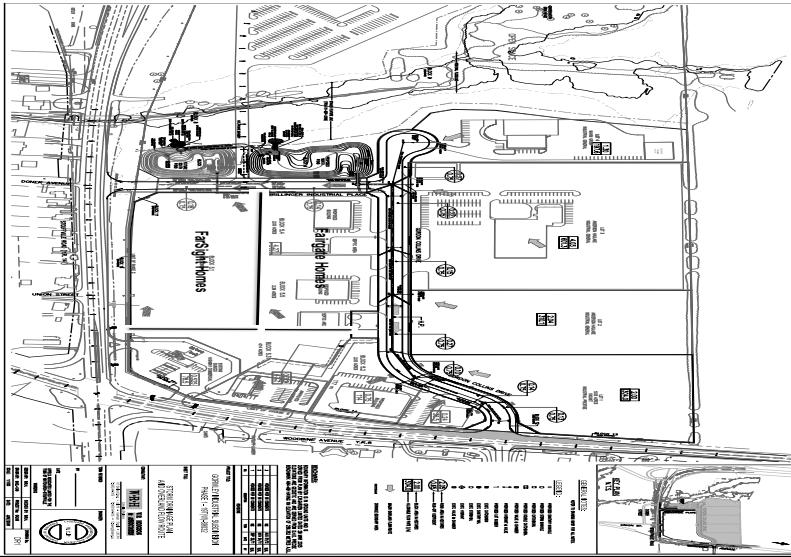
1

Sales Plan



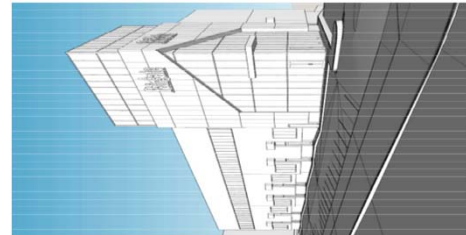
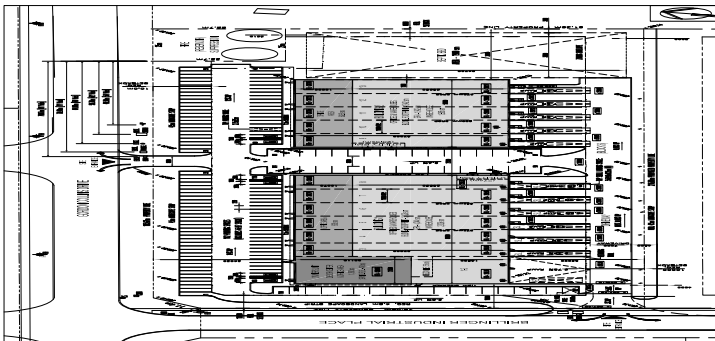
2

Approved Storm Drainage Plan



3

Proposed Development



4

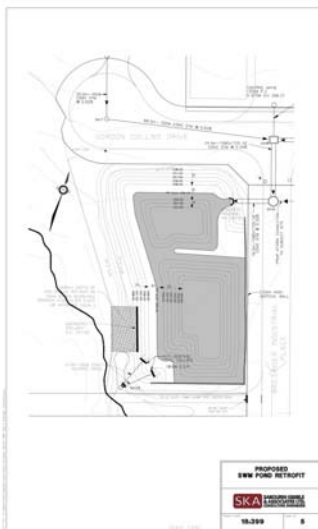
Existing SWM Pond



Parameter	Design Volume (m3)	As Built Volume (m3)	Difference (m3)	% of Design Requirement
Permanent Pool	2,800	2,008	-792	71.7%
Active Storage	4,212	2,592	-1,620	61.5%

5

Retrofitted Storm Water Management Facility



Parameter	Volume Required (m3)	Available Volume (m3)	Difference	% of Design Requirement
Permanent Pool	2,820	3,176	+356	112.6%
Active Storage	6,558	8,666	+2,108	132.1 %

6



Subject: Proposed Official Plan Amendment and a Town wide Community Improvement Plan

Staff Report No. CS-014-20 / DS-031-20

Department: Corporate Services

Date: July 21, 2020

Recommendation:

- 1) That Council approve the draft Official Plan Amendment 149 and enact By-Law No. 2020-069-OP to adopt Official Plan Amendment 149 and direct staff to issue a Notice of Adoption; and
- 2) That Council enact By-Law No. 2020-070-OP being a By-Law to designate the Community Improvement Project Area to include the entire Town of Whitchurch-Stouffville and direct staff to issue a Notice of Passing; and
- 3) That Council approve the draft Town Wide Community Improvement Plan and enact By-Law No. 2020-071-OP being a By-Law to adopt a Town Wide Community Improvement Plan for the Town of Whitchurch-Stouffville and direct staff to issue a Notice of Passing.

1. Purpose

The purpose of this report is to recommend the Official Plan Amendment 149, Town Wide Community Improvement Project Area By-law and the Town wide Community Improvement Plan for approval to Council.

2. Executive Summary

A community improvement plan (“CIP”) is the only means a municipality can directly or indirectly stimulate development. Establishing a Town wide CIP will allow for realization of the Town’s growth goals and for the stimulation of growth which will be increasingly important for the post-COVID economy.

On June 2, 2020 Council authorized staff to proceed with the preparation of a Town wide Community Improvement Plan.

on June 16, 2020 staff held a statutory public meeting in accordance with the Planning Act, to present and consult with members of public and stakeholders on the draft Official Plan Amendment (OPA), draft Community Improvement Project Area (CIPA) and draft Community Improvement Plan (CIP). All comments received through the public consultation process have been considered by staff in the finalization of the draft Community Improvement Plan.

Council's approval of the Official Plan Amendment 149, Town Wide Community Improvement Project Area By-law and the Town wide Community Improvement Plan will be the first step to enable the implementation of a series of financial incentive grants included in the Town wide CIP, to begin the realization of the Town's growth goals.

3. Background

The Town of Whitchurch-Stouffville has long-term growth goals, as evidenced in plans, strategies and actions. These goals include Corridor Development, Downtown Rejuvenation, Urban Intensification, and Rural Advancement. A Community Improvement Plan ("CIP") is the only means a municipality can directly or indirectly stimulate development. At present, the Town of Whitchurch-Stouffville's community improvement planning activities have been limited to the Downtown Stouffville CIP which is in need of an update. Establishing a Town wide CIP will allow for realization of the Town's growth goals and for the stimulation of growth which will be increasingly important for the post-COVID economy.

The proposed Town wide CIP is intended to provide the Town with a very flexible set of incentives in order to stimulate private investment that will result in increased assessment, jobs and managed population growth. The Town wide CIP is meant to encompass the Town's current needs and be anticipatory of the Town's future needs.

On June 2, 2020, Council was presented with a report to establish the need for a Town wide development incentive plan and advise Council of the process. Council authorized staff to proceed with the preparation of a Town wide Community Improvement Plan.

In accordance with the Planning Act, a draft Official Plan Amendment, a draft by-law to designate a Community Improvement Project Area, and a draft Town-wide Community Improvement Plan were made available 20 days before the scheduled Statutory Public Meeting for review and consultation with the public.

The Statutory Public Meeting was held June 16, 2020 at 7:00pm. Staff reviewed the input and feedback received at the public meeting, as well as other comments received through the process. Few public comments were received.

Staff have prepared the final draft OPA, draft CIPA By-law and draft Town wide CIP, that implement and further articulate the Town's Official Plan's (OP) policy direction and vision for the Town and conforms to Provincial and Regional policies and plans.

Attachment 1 to this report includes the draft Official Plan Amendment 149

Attachment 2 to this report includes the draft Town wide Community Improvement Plan

4. Analysis and Option

4.1 Growth Goals for the Town-wide CIP

The Town wishes to increase the benefits from development in pursuit of a balanced and sustainable economy, while balancing the need for growth with a finite set of resources. The Town has long-term growth goals, as evidenced in plans, strategies and actions. These growth goals can be divided into four themes:

- **Corridor Development**, or those areas along Highway 404 and Woodbine Avenue corridor, including Gormley, Vandorf, Wesley Corners, and Pleasantville. The goal of the Corridor area is employment and assessment growth;
- **Downtown Rejuvenation** is about creating a more viable town-centre area, accomplished through a mix of redevelopment and preservation, and with enhanced pedestrian appeal and accessibility;
- **Urban Intensification** is focused on enabling mixed residential and commercial uses with greater intensity to achieve increased employment, greater assessment, and the management of population growth. In Stouffville, this goal would be realized in the Western Approach area, Highway 48 corridor, and Tenth Line north. To a lesser extent, some mixed-use development is envisioned for the Ballantrae area, and therefore should be included as well; and,
- **Rural Advancement** pertains to a more viable tourism economy, enhanced food security, and extending essential services, such as broadband internet.

Realizing these growth goals can be accomplished through visioning, strategic planning, zoning, and community initiatives. When incentives are added to the mix, growth goals can be realized at a quicker pace by adding a competitive advantage. Most Ontario municipalities utilize community improvement planning as a means to plan, finance and stimulate development activities that will effectively use, reuse and restore lands, buildings and infrastructure. In addition, stimulating development will be increasingly necessary in the post-COVID economy.

4.2 Community Improvement Planning

The objective of a community improvement plan is to continually invigorate communities through the realization of environmental, social, cultural and economic benefits achieved from more sustainable growth, management and development practices. It is this self-rejuvenating foundation that allows municipalities to decide how they wish to position themselves within a fluid and highly competitive global marketplace.

Whether the reasons are physical, social, economic or environmental, a community improvement approach is a flexible, comprehensive, coordinated and strategic framework for dealing with lands and buildings. Through community improvement plans municipalities can:

- Focus public attention on local priorities and municipal initiatives
- Target areas in transition or in need of repair, rehabilitation and redevelopment
- Facilitate and encourage community change in a coordinated manner
- Stimulate private sector investment through municipal incentive-based programs

Public involvement is critical for building consensus and garnering community support. It is particularly important where strategies are being formulated to change physical characteristics and patterns of land use through intensification, increased densities and redevelopment.

The Town's ability to prepare and adopt Community Improvement Plans (CIPs) falls under the Planning Act, which is Provincial legislation. Section 28 of the Planning Act allows municipalities, within provisions in their official plans relating to community improvement, to designate a "community improvement project area" (CIPA) through a by-law and to prepare and adopt a "community improvement plan" (CIP) for the specified area.

4.3 Planning Act requirements and Community Improvement Plan

Staff have followed the statutory requirements as legislated by Section 28 of the Planning Act, 1990 as amended, that provides the legislative basis for community improvement planning. Staff are bringing forward the necessary documents for approval and adoption by Council to establish the Town wide Community Improvement Plan.

The draft Official Plan Amendment 149 intends to revise the existing Community Improvement policies of Section 6.3 of the Town's Official Plan to provide greater clarity in establishing a Town wide Community Improvement Plan. The draft OPA 179 is included in Attachment 1 to this report.

The draft CIPA By-law intends to designate a Town wide Community Improvement project area. When the by-law to establish the CIPA has been passed, the Town wide Community Improvement Plan may be adopted by Council. The draft Town wide CIP is included in Attachment 2 to this report.

The Statutory Public Meeting was held June 16, 2020. Staff have reviewed the input and feedback received at the public meeting, as well as other comments received through the process and finalised the draft OPA and the CIP.

The By-laws for Official Plan Amendment 149 (By-law 2020-069-OP), Town wide Community Improvement Project Area (By-law 2020-070-OP) and Town wide Community Improvement Plan (By-law 2020-071-OP), if adopted and passed by Council at the Council meeting, will lead into a 20-day appeal period for each by-law from the date of the issuance of the notices of adoption and passing of the by-laws. If no appeals are

received within 20 days of the issuance of the notices, the Official Plan Amendment 149, Town wide Community Improvement Project Area and the Town wide Community Improvement Plan will come into effect.

Once the Town wide Community Improvement Plan is enacted, the Town may exercise authority under Section 28 of the Planning Act to implement the programs.

4.4 Funding the Town wide CIP

This process is about obtaining the option – like adding a tool to our belt. The tool will be in reserve until it is funded, and then used when it is needed. Staff will likely make recommendations at budget time each year, while Mayor and Council will deliberate and determine the best course forward. Not all incentives come with a “cash-cost”.

Budget deliberations for the 2021 fiscal year will commence soon. Staff has already revealed that it is in consideration or proposing that between \$50,000-\$100,000 be set aside to fund the Town-wide CIP for 2021. However, York Region has determined that it will fund municipal CIPs immediately as a part of the Region’s COVID-19 Small Business support funding. The amount of funding available to each municipality is currently unknown.

5. Financial Implications:

Funding for the new Town-wide CIP, if adopted, will soon be available for municipalities by way of York Region’s COVID-19 Small Business support funding. If the Town-wide CIP is not adopted, the funding can flow through the Town’s existing Downtown Stouffville CIP and be made available only to Downtown commercial property owners.

6. Alignment with Strategic Plan:

1. Fiscal Sustainability: Working toward a sustainable budget that ensures the protection and maintenance of core services now and into the future.
2. Expanding the tax base through a growing, diversified economy: Building and maintaining a tax base that supports the highest quality program and service delivery.
3. Asset Planning, Maintenance and Development: Successful stewardship of the infrastructure and facilities required to support a growing community and vibrant economy.

7. Attachments:

Attachment 1 –Draft Official Plan Amendment

Attachment 2 – Draft Town wide Community Improvement Plan

8. Related Reports:

[Report No. CS-009-20, dated June 2, 2020, Item 3, Initiation of Official Plan Amendment and Preparation of a Town wide Community Improvement Plan](#) *(Click on the link to obtain a copy of the report)*

[Report No. CS-013-20 & DS-024-20 dated June 16, 2020- Proposed Town initiated Official Plan Amendment and Draft Town wide Community Improvement Plan](#) *(Click on the link to obtain a copy of the report)*

Authors: David Tuley, Economic Development Officer, Corporate Services
Hena Kabir, Manager Development Planning

For further information on this report, please contact the Department Head:
Rob Raycroft, Deputy CAO, Corporate Services at 905-640-1910 or 1-855-642-8697 ext. 2290 or via email at rob.raycroft@townofws.ca; or

Haiqing Xu, Director, Development Services at 905-640-1910 or 1-855-642-8697 ext. 2431 or via email at haiqing.xu@townofws.ca.

**AMENDMENT NO. 149
TO THE
OFFICIAL PLAN
OF THE
TOWN OF WHITCHURCH-STOUFFVILLE
PLANNING AREA**

**INITIATED BY
TOWN OF WHITCHURCH-STOUFFVILLE
REVISIONS TO COMMUNITY IMPROVEMENT POLICIES
July 21, 2020**

COUNCIL

THE TOWN OF WHITCHURCH-STOUFFVILLE

MAYOR

I. LOVATT

COUNCILLORS

K. FERDINANDS

M. SMITH

H. KROON

R. UPTON

R. BARTLEY

S. SHERBAN

THE CERTIFICATION

AMENDMENT No. 149

**OFFICIAL PLAN OF THE TOWN OF WHITCHURCH-STOUFFVILLE PLANNING
AREA**

WHITCHURCH-STOUFFVILLE

The attached text, constituting Amendment No. 149 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, was adopted by The Corporation of the Town of Whitchurch-Stouffville by By-law No. 2020-069-OP in accordance with the Planning Act on the 21 day of July 2020.

_____ Mayor

_____ Clerk

STATEMENT OF COMPONENTS

PART I – THE PREAMBLE does not constitute part of this Amendment.

PART II – THE AMENDMENT consisting of the attached text constitutes Amendment No.149 to the Official Plan for the Town of Whitchurch-Stouffville Planning Area.

AMENDMENT NO. 149

TO THE OFFICIAL PLAN OF THE TOWN OF WHITCHURCH-STOUFFVILLE

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3.0 Basis	1
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PART I – THE PREAMBLE

1. PURPOSE

The purpose of Amendment No.149 to the Town of Whitchurch-Stouffville Official Plan is to amend the Community Improvement policies to facilitate the establishment of a Town-wide Community Improvement Plan.

2. LOCATION

This Amendment applies to all lands located within the Town of Whitchurch-Stouffville.

3. BASIS

The Amendment has been initiated by the Town of Whitchurch-Stouffville and is intended to amend existing Community Improvement policies to facilitate the establishment of a Town-wide Community Improvement Plan. The Community Improvement Plan will provide incentives to stimulate private investment in all new and redeveloping areas within the Town, both urban and rural.

As per Section 28 of the Planning Act, R.S.O. 1990 c. P13, where there is an official plan in effect in a local municipality that contains provisions relating to community improvement in the municipality, the council may, by by-law, designate the whole or any part of an area covered by such an official plan as a community improvement project area and prepare a community improvement plan.

The Amendment is consistent with the policies of the Provincial Policy Statement, 2020, and conforms to the policies of the Growth Plan for the Greater Golden Horseshoe (2019), the Oak Ridges Moraine Conservation Plan (2017), the Greenbelt Plan (2017) and the Region of York Official Plan (2010).

The Council of the Town of Whitchurch-Stouffville is satisfied that Amendment No. 149 to the Town of Whitchurch-Stouffville Official Plan is appropriate and constitutes good planning.

PART II – THE AMENDMENT

1. Introduction

All of this part of the document entitled Part II – The Amendment, which consists of the following text, constitutes Amendment No. 149 to the Official Plan of the Whitchurch-Stouffville Planning Area.

2. Details of the Amendment

The Town of Whitchurch-Stouffville Official Plan, as amended, is hereby further amended as follows:

2.1 That Section 6.3 – Community Improvement is hereby amended as follows:

i) That Section 6.3.2 is hereby amended by adding a new subsection, as follows:

iv) Agricultural / Rural Areas

The Town of Whitchurch-Stouffville shall use the following criteria for the selection of agricultural/rural areas as community improvement areas:

- a) All of the criteria listed in Section 6.3.2 i);
- b) Promoting a viable tourism economy;
- c) Ensuring local food security;
- d) Provisioning of essential community services and infrastructure; and
- e) Other matters as deemed appropriate by the Town.

ii) That Section 6.3.3 is hereby amended by deleting it in its entirety and replacing it as follows:

6.3.3 Delineation of Areas in Need of Community Improvement

The Town may consider the establishment of a Town-wide Community Improvement Area or other site-specific Community Improvement Project Areas. This shall include the Downtown Stouffville Community, or others as identified in the Town Wide Community Improvement Plan.

iii) That Section 6.3.4 is hereby amended by deleting it in its entirety

and replacing it as follows:

6.3.4 Phasing of Improvements

The Town of Whitchurch-Stouffville intends to concentrate on the improvement of property that will advance the Town's goals in terms of Corridor Development, Downtown Rejuvenation, Urban Intensification, and Rural Advancement as a first priority, as identified in the Town Wide Community Improvement Plan.

- iv) That the title of Section 6.3.5 is hereby amended by deleting "Means of" and replacing it as follows:

6.3.5 Implementation

- v) That Section 6.3.5 i) is hereby amended by deleting it in its entirety and replacing it as follows:
 - i) Preparation of a Town Wide Community Improvement Plan, or community improvement plans for other specific areas of the Town.

- 2.2 That Schedule "F4" (Downtown Stouffville Community Improvement Area) to the Town of Whitchurch-Stouffville Official Plan (Community of Stouffville Secondary Plan) is hereby deleted, and Schedule "F5" is renumbered as Schedule "F4". That all Schedule references to Schedule "F4" throughout the Town of Whitchurch-Stouffville Official Plan and Community of Stouffville Secondary Plan are deleted. That all Schedule references to Schedule "F5" throughout the Town of Whitchurch-Stouffville Official Plan and the Community of Stouffville Secondary Plan are renumbered accordingly to Schedule "F4".

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.

**TOWN-WIDE COMMUNITY IMPROVEMENT PLAN
TOWN OF WHITCHURCH-STOUFFVILLE**

JULY 21, 2020

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PART A. PREAMBLE

The Town-wide Community Improvement Plan is intended to provide the Town of Whitchurch-Stouffville with a very flexible set of incentives in order to stimulate private investment that will result in increased assessment, jobs allows municipalities to acquire land and clear, grade or otherwise prepare the land for community improvement. The Community Improvement provisions of the Planning Act give the Town a range of tools to proactively stimulate community improvement, rehabilitation and revitalization. The Community Improvement Plans provides the Town with various powers to maintain and promote attractive and safe living and working environments through community improvement. This includes the authority to offer incentives to stimulate or leverage private and/or public sector investment. This plan can help accomplish goals in all new and re-developing geographies and neighbourhoods, urban and rural.

All programs will be funded by the Town based on a budget established and controlled by Council. Each year the funding allocation for the Town-wide CIP will be evaluated and assessed by Council through the deliberations of the Town's Operating and Capital Budget program. The mere fact that a program is contained herein, does not imply that funding is available, or that it is a current priority.

1.0 INTRODUCTION

Whitchurch-Stouffville's slogan is "Country Close to the City," and that exactly describes this place. It is a mere 14 kilometers from the northern border of Canada's largest city - Downtown Toronto can be seen from windows as far north as Bloomington Road. The community is immediately bordered by municipalities, such as Richmond Hill, Markham, Aurora and Newmarket, that contain a population of 715,000 people. Whitchurch-Stouffville is becoming more urbanized, with approximately 50,000 residents, while retaining its rural roots; the community offers the best of both worlds.

The landscape of Whitchurch-Stouffville is primarily rural in nature. The Town's 205 square kilometers are blanketed in forests and farms, horse barns and tourist attractions. Provincial policies and Regional planning have kept growth in Town to a minimum, which in turn rewards the Greater Toronto Area with clean water to drink and fresh air to breath. For many, Whitchurch-Stouffville is the playground for corporations and densely packed neighbourhoods - a respite from the congestion of multi-lane highways and shopping centres.

The Town of Whitchurch-Stouffville has a very diverse local economy with strengths in knowledge-based industries, advanced manufacturing, building and construction as well as agriculture and tourism sectors. The community has a workforce over 26,000 strong.

The Town of Whitchurch-Stouffville has added almost 9,000 jobs to its employment base since 1998. Over the past ten years, the construction sector was the primary driver of growth increasing by over 1,100 jobs. Between 2018 and 2019, the Arts, Entertainment and Recreation sector experienced the highest growth adding over 270 jobs, followed by the Transportation and Warehousing sector which grew by 170 jobs. Service-oriented jobs accounted for 75% of the Town's total surveyed employment. The Construction (16%), Retail Trade (12%) and Arts, Entertainment and Recreation (10%) sectors held the largest shares of employment in 2019.

Since 2009, the number of surveyed businesses has grown by 31% or approximately 220 to 2019, small firms accounted for the largest share (82%) of businesses in Whitchurch-Stouffville. Since 2009, the share of large sized businesses has remained stable at approximately 3%.

1.1 What is a Community Improvement Plan?

A Community Improvement Plan is a tool where municipal planners and economic developers can work hand in hand to develop policies and provide incentives targeting specific types of growth and investment. The Town of Whitchurch-Stouffville has identified a need for a Town-wide Community Improvement Plan (CIP) program to help promote and enable prioritized development across the Town and to support and complement York Region's Official Plan.

A Community Improvement Plan for the Town of Whitchurch-Stouffville has been prepared to serve as a long-term strategy to revitalize the community, improve the quality of life of the community's residents, better utilize under-developed properties and to promote private investment in land and buildings.

1.2 Purpose of the Plan

The Town of Whitchurch-Stouffville intends to realize its economic development vision of being 'Open for Business'; while ensuring Council's strategic pillar of expanding the tax base through a growing, diversified economy. This CIP program is meant to enable and boost development momentum across the Town. The intent of this program is to offer targeted incentives across the Town, both within settlement areas, as well as in our rural areas. Along with facilitating the revitalization and improvement of the entire Town of Whitchurch-Stouffville, the CIP program will provide a menu of incentives to promote and support the following types of priority development and revitalization projects:

- **Corridor Development**, or those areas along Highway 404 and Woodbine Avenue corridor, including Gormley, Vandorf, Wesley Corners, and Pleasantville. The goal of the Corridor area is employment and assessment growth;
- **Downtown Rejuvenation** is about creating a more viable Downtown Stouffville, accomplished through a mix of redevelopment and preservation, and with enhanced pedestrian appeal and accessibility;
- **Urban Intensification** is focused on enabling mixed residential and commercial uses with greater intensity to achieve increased employment, greater assessment, and the provision of affordable housing. In Stouffville, this goal would be realized in the Mixed Use Gateway/Western Approach area, Highway 48 corridor, and Tenth Line north. To a lesser extent, some mixed-use development is envisioned for the Ballantrae area along Highway 48 and Aurora Rd.; and,
- **Rural Advancement** pertains to developing a more viable tourism economy, enhanced food security, and extending essential services, such as broadband internet across the lightly settled areas.

Revitalization and improvement refer, in a broad sense, to activities that contribute to the economic development, beautification, quality of life, aesthetic improvements, environmental sustainability, and

the creation of a sense of place. Examples of activities that contribute towards long-term revitalization include:

- Maximizing the use of existing transportation infrastructure;
- The improvement and beautification of buildings, façades and properties;
- The adaptive reuse and restoration of historic properties and structures;
- Improvement of community infrastructure, open spaces and pedestrian networks;
- The sensitive and appropriate redevelopment of underutilized properties, or development of existing properties;
- Producing sources of local food;
- Ensuring rural connectivity through broadband internet;
- Providing opportunities for affordable/attainable housing;
- Improvements of buildings to enhance accessibility for persons with disabilities; and,
- Promotion of economic development and business growth.

The revitalization and improvement of the community will take many different forms and will require the participation of the Town, the public, and various stakeholders. This Plan establishes a set of financial incentive programs aimed at encouraging private investment to undertake many of the above-noted activities. Eligible projects are listed for each incentive program, along with details regarding the value of the financial incentive and how it is being calculated. The Plan recognizes that improvements achieved through the various Municipal initiatives can serve as catalysts for further private investment and are therefore critical to an overall revitalization strategy.

1.3 Plan Boundaries and Application

The CIP plan boundaries are Town-wide. Hence, the Community Improvement Project Area is the entirety of the Town of Whitchurch-Stouffville. This plan applies to the geographic area designated by a by-law of the Town as the Community Improvement Project Area. Activities under this Plan can only take place within the designated Community Improvement Project Area. Council may choose to modify the Community Improvement Project Area By-law by passing another by-law to replace it. Generally, the purpose of this Plan is to promote revitalization within the entire Town.

1.4 How to Use This Plan

The Town of Whitchurch-Stouffville's Town-wide CIP enables the Town to issue financial incentives to private property owners interested in undertaking improvements to their building, property, to developing or redeveloping their land, or to advance land productivity. The financial incentive programs outlined in this Plan will be used by local businesses, property owners, and tenants. This Plan is intended to be read and interpreted in its totality. Interpretation of the Plan will be at the sole discretion of the Council or its designated approval authority. Programs will be made available only when Council assigns incentive funds on an annual or multi-year basis. Available funding for incentive programs may change over-time based on Council's consideration and to reflect the Town's evolving community improvement needs.

Interested property owners and tenants are encouraged to review this Plan and contact the Town of Whitchurch-Stouffville to confirm their eligibility, discuss their project, and to identify the types of financial incentives that could be applicable.

2.0 PLANNING FRAMEWORK

A Community Improvement Plan (CIP) is a tool established under Section 28 of the Planning Act. The Plan must consider and conform to other policy plans and studies and it must be prepared in accordance with the requirements of the Planning Act. This section briefly discusses the basis for preparing a CIP for the Town of Whitchurch-Stouffville.

2.1 Legislative Authority

This Plan is prepared in accordance with the Planning Act, which provides the legislative authority for the Town of Whitchurch-Stouffville to prepare a CIP. Section 28 of the Ontario Planning Act, 1990, as amended, gives the Town of Whitchurch-Stouffville the legislative authority to define a community improvement project area and prepare a community improvement plan for that area. The Plan must be prepared in accordance with the community improvement policies of the Town's Official Plan and the specific powers granted under the Planning Act. In accordance with subsections 106(1), (2) and (3) of the Municipal Act, the Town may not provide financial assistance or bonusing to a commercial or other industrial enterprise, unless the assistance is provided through a CIP prepared in accordance with the Planning Act.

2.2 Definitions

- **Community Improvement.** Section 28(1) of the Planning Act defines community improvement as: "...the planning or re-planning, design or redesign, subdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary" and includes the provision of affordable housing under Section 28(1.1).
- **Community Improvement Project Area.** Section 28(2) permits municipalities, where the Town has appropriate policy in the Official Plan, to pass a by-law designating a "community improvement project area" and to prepare a "[CIP]." Once the CIP has been adopted by the Town and comes into effect, the Town may exercise authority under section 28(6), (7), or (7.2) of the Planning Act of section 365.1 of the Municipal Act, 2001 in order that the exception provided in Section 106(3) of the Municipal Act, 2001 will apply.
- **Community Improvement Plan.** A community improvement plan is defined in the Planning Act as "a plan for the community improvement of a community improvement project area."

2.3 Tools and Activities

The Planning Act allows municipalities when carrying out a [CIP] within a Community Improvement Project Area to:

- Acquire and hold land (Section 28[3]);
- Construct, repair, rehabilitate or improve buildings on the land acquired or held by the Town, or it may sell or dispose of land in conformity with the community improvement plan; (Section 28[6]);

- Make grants or loans to registered owners, assessed owners and tenants of lands and buildings within the community improvement project area for the purpose of rehabilitating such lands and buildings in conformity with the [CIP] (Section 28[7.1]); and,
- Make grants or loans related to an environmental site assessment, environmental remediation, development, redevelopment, construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structure, works, improvements or facilities (Section 28[8]).

2.4 Transfer of Grants Between Upper and Lower-Tier Municipalities

Section 28 (7.2) speaks to the allowance of upper-tier municipalities to participate in the funding for local CIP Programs. Section 28 (7.2) states: “The council of an upper-tier municipality may make grants or loans to the council of a lower-tier municipality and the council of a lower-tier municipality may make grants or loans to the council of the upper-tier municipality, for the purposes of carrying out a community improvement plan that has come into effect, on such terms as to security and otherwise as the council considers appropriate, but only if the official plan of the municipality making the grant or loan contains provisions relating to the making of such grants or loans.”

2.5 Other Sections

Section 17 of the Planning Act outlines the statutory process for adopting the CIP, including the provision of at least one public meeting to be held a minimum of 20 days after making the CIP publicly available for review. Section 28(7.3) of the Planning Act specifies that the total of all grants and loans made in respect of particular lands and buildings under Section 28 (7) and (7.2) of the Planning Act and property tax assistance provided under Section 365.1 of the Municipal Act, 2001 in respect of the land and buildings shall not exceed the eligible cost of the CIP with respect to those lands and buildings. Section 69 of the Planning Act allows municipalities to reduce or waive the amount of a fee in respect of a planning application where it feels payment is unreasonable; many CIPs offer application fee refunds as a financial incentive.

The Ontario Municipal Act, S.O. 2001, C. 25 governs many procedures, tools, and powers of municipalities. The following sections of the Municipal Act are relevant to the implementation of CIPs: Section 106(1) of the Municipal Act establishes that municipalities can neither directly or indirectly assist manufacturing businesses or other industrial or commercial enterprise through engaging in “bonusing”; however, municipalities applying a CIP program are exempt from this prohibition under Section 28 of the Planning Act. Section 107 of the Municipal Act outlines the powers a Town has to make grants, including the power to provide a grant in the form of a loan or by guaranteeing a loan, subject to criteria outlined in Section 106. Section 365.1.2 of the Municipal Act provides the authority to allow municipalities to pass a by-law providing property tax assistance to an eligible property in the form of cancellation of all or part of the property taxes levied on the property for municipal and education purposes during the “rehabilitation period” and the “development period” of the property.

2.6 Development Charges

The Provincial Policy Statement (2020) provides municipalities with policy direction and guidance related to land use planning and development. The Provincial Policy Statement emphasizes efficient and effective land use planning and serves as a pillar upon which plans, and policies are developed at a municipal level,

in a manner consistent with Provincial interests. CIPs are planning tools that can proactively implement the Provincial Policy Statement, including its policies for redevelopment, intensification, remediation of brownfields, urban renewal, sustainability, enhancing the vitality of downtown areas, and long-term economic prosperity.

2.7 Official Plan

The Town of Whitchurch-Stouffville Official Plan was adopted by Council in October 1980, and approved by the Province in August 1982. The Official Plan has been subject to nearly 145 amendments since that time to address both site-specific development applications and various policy initiatives. Official Plan Amendment No. 109 (OPA 109) was the last comprehensive amendment to the Town's Official Plan which was approved in 2004. Section 6.3 outlines the Community Improvement policies:

- **Section 6.3.1** of the Town of Whitchurch-Stouffville Official Plan provides that the Town shall maintain, rehabilitate and redevelop the existing physical environment by both public and private means to accommodate the social and economic priorities within the community;
- **Section 6.3.2** of the Town of Whitchurch-Stouffville Official Plan establishes the criteria for the selection of areas in need of community improvement;
- **Section 6.3.3** of the Town of Whitchurch-Stouffville Official Plan delineates the areas in need of community improvement;
- **Section 6.3.4** of the Town of Whitchurch-Stouffville Official Plan established the phasing of improvements; and,
- **Section 6.3.5** of the Town of Whitchurch-Stouffville Official Plan outlines the means of implementation.

3.0 GOALS OF COMMUNITY IMPROVEMENT

Community improvement is a long-term process involving incremental improvements. Over time, many improvements can yield real and visible improvement. A series of goals and objectives, guided by a long-term vision, can be used to evaluate individual decisions to ensure that improvements are working towards achieving the desired ends.

3.1 Employment

To increase employment opportunities and job counts within the Town of Whitchurch-Stouffville.

- Why? Commercial assessment more sustainably covers costs associated with the provision of community services, amenities and infrastructure replacement. In addition, increased local employment opportunities can result in shortened commutes and a higher quality of life for local residents.

3.2 Residential

To increase attainable housing stock, including upper storey accommodations, multi-unit housing, purpose built rental housing, and apartment dormitory style developments.

- Why? There is a limited stock of attainable housing to buy and rent, and an increasing need for mixed housing types which improve affordability and access. Promoting urban intensification can result in more sustainable assessment growth.

3.3 Rural Advancement

To increase agricultural value-add, tourism, local food security and community access.

- Why? Our rural areas can help provide greater access to food and activity, which can improve quality of life. However, much of the countryside suffers from a competitive disadvantage, resulting from a lack of affordable access to broadband internet.

3.4 Downtown

To encourage Downtown revitalization of store fronts, publicly used frontages, and streetscapes; reduction of vacant storefronts and increased residential capacity.

- Why? To build neighbourhood character, increase business, strengthen our sense of place and to better develop tourism.

4.0 COMMUNITY IMPROVEMENT ACTIVITIES

The revitalization of the Town of Whitchurch-Stouffville is best approached as a partnership between the Town, private stakeholders, such as property owners, business owners and tenants. The Town will not be able to successfully implement this Plan on its own. The Town will also rely on other organizations, including community associations, the Chamber of Commerce, and service clubs to promote the incentives of this Plan and champion its implementation. These organizations can also complement the programs of the Plan through their own initiatives.

The Town will lead its own programs and initiatives to demonstrate its leadership in community revitalization, including specific improvements to streetscapes and public spaces, other capital improvements, further studies, marketing/administration of the Community Improvement Plan, and support for community involvement. The private sector will become engaged in revitalization by participating in private property improvements, and accessing the financial incentives outlined in the Plan as made available by the Town.

Financial incentives in the form of grants may be offered to private landowners or tenants to assist them in improving their properties. Eligible landowners and tenants will be encouraged to re-use, improve and redevelop their property through the availability of these incentives. It is not the intent of this Plan to require Council to fund or operate all the identified incentive programs throughout the life of this Plan. At Council's discretion, based on feedback from Municipal staff and input from the community and stakeholders, different programs may be implemented in any given year by adjusting funding to specific programs.

PART B: INCENTIVE PROGRAMS

5.0 FINANCIAL INCENTIVE PROGRAMS OF TOWN-WIDE CIP

The private sector needs to be engaged in community improvement to revitalize the Town. While Municipal leadership programs may help address public lands, improvements to private property would need to be initiated by property owners and tenants. Financial incentives are established to help stimulate private investment in buildings and properties.

The following program areas are currently established by this Plan.

5.1 CORRIDOR DEVELOPMENT

Those areas along Highway 404 and Woodbine Avenue corridor, including Gormley, Vandorf, Wesley Corners, and Pleasantville. The goal of the Corridor area is employment and assessment growth. If transit infrastructure is introduced, such a commuter rail station, high density residential and/or mixed-use developments would become a secondary goal. By way of resolution or by-law, Council may modify the Corridor Development areas and incentive programs. The following set of incentives may be used for Corridor Development:

1) Increased Assessment Grant Program

The Town of Whitchurch-Stouffville may provide, for redevelopment and rehabilitation sites deemed by the Town to increase property assessment and which support the objectives of the Community Improvement Plan, a share of the incremental taxes in the form of a grant. It must be understood that the current assessment and associate property taxes for a property will continue. This program can be utilized to delay the realization of new property taxes associated with an improvement. The rationale is that without the incentive, the improvement – and therefore the additional property taxes – may never be realized otherwise. The is the most routinely used incentive by municipalities to benefit large developments, usually greater than \$20 million in value, while limiting municipal up-front costs.

a) Terms of Program

- The Town will set general and annual priorities for the type and amount of development that will be provided incentives;
- The annual grant will be paid annually once the eligible project is complete with the final building inspection having been carried out by the Town, the property has been reassessed, and when the new property taxes have been paid;
- The grant may be provided on a declining rate basis for a prescribed period, such a 5-10 years, based on a schedule established by the Town. Year 1 is defined as the first full calendar year in which taxes are paid after the project has been completed and re-assessed;
- The Town will determine a schedule for how much of the new property taxes will be granted back. A schedule rate of decline may be established, such as 100% in Year 1, 90% in Year 2, etc.;

- The grant represents a percentage of increased taxes payable to the Town resulting from improvements, as such the total value of the work completed as indicated on the building permit application, and the amount of municipal taxes paid prior to, and after the increased assessment will have to be calculated by the Town as a basis for determining the amount of the grant, using a methodology established by the Town. The amount of the total grant shall not exceed the value of the work completed;
- The Town will only pay an annual grant based on the Town portion of the property tax collected for the year;
- The annual grant is based upon changes in property taxes as a result of construction and improvement, not based upon occupancy or changes in occupancy or general re-assessments, changes in tax legislation, increases in the tax rate or other factors which may affect the tax rate; and,
- If the property is sold, in whole or in part, before the grant period lapses, the benefit is transferrable only by the expressed consent of Town Council.

b) Procedures

- Grant Application - The applicant is required to submit to the staff point of contact a completed Increased Assessment Grant Application Form prior to, or at the time of, building permit application. The application shall include enough details required to satisfy the Town with respect to the costs of the project, and the work expected to result in the increased assessment, and its conformity with the Community Improvement Plan.
- Conditions of Grant Approval - As a condition of grant approval, the Town may require submission of a Business Plan and/or professional design/architectural drawings which conform to the Town's urban design guidelines and other policies. In addition, the Town may require the applicant to post security and meet specific insurance terms and, all works must comply with the description of the works in the application.
- The Town will estimate through comparables the probable increased assessment of the finished project in order to estimate the probable value of a grant. Town staff shall additionally recommend a grant term and schedule for consideration by Council or Council designate.

c) Payment of Grant

- The payment of the grant shall not take place until: The agreement with the Town is signed; The owner provides proof the development is complete; Town staff inspect the project; Town staff are satisfied with the documentation submitted; The property has been revalued by MPAC and post project Town taxes have been levied based on the new assessment; The owner has paid the taxes in full for at least one year the project is complete; and, any assessment appeals are resolved.

5.2 DOWNTOWN REJUVENATION

Downtown Rejuvenation is about creating a more vibrant and viable Downtown Stouffville area, accomplished through a mix of redevelopment and preservation, and with enhanced pedestrian appeal and accessibility. The Downtown is defined by the area defined on Map 2 attached to this document. The following set of incentives may be used for Downtown Rejuvenation:

1) Increased Assessment Grant Program

The Town of Whitchurch-Stouffville may provide, for redevelopment and rehabilitation sites deemed by the Town to increase property assessment and which support the objectives of the Community Improvement Plan, a share of the incremental taxes in the form of a grant. It must be understood that the current assessment and associate property taxes for a property will continue. This program can be utilized to delay the realization of new property taxes associated with an improvement. The rationale is that without the incentive, the improvement – and therefore the additional property taxes – may never be realized otherwise. This is the most routinely used incentive by municipalities to benefit large developments, usually greater than \$20 million in value, while limiting municipal up-front costs.

a) Terms of Program

- The Town will set general and annual priorities for the type and amount of development that will be provided incentives;
- The annual grant will be paid annually once the eligible project is complete with the final building inspection having been carried out by the Town, the property has been reassessed, and when the new property taxes have been paid;
- The grant may be provided on a declining rate basis for a prescribed period, such a 5-10 years, based on a schedule established by the Town. Year 1 is defined as the first full calendar year in which taxes are paid after the project has been completed and re-assessed;
- The Town will determine a schedule for how much of the new property taxes will be granted back. A schedule rate of decline may be established, such as 100% in Year 1, 90% in Year 2, etc.
- The grant represents a percentage of increased taxes payable to the Town resulting from improvements, as such the total value of the work completed as indicated on the building permit application, and the amount of municipal taxes paid prior to, and after the Increased assessment will have to be calculated by the Town as a basis for determining the amount of the grant, using a methodology established by the Town. The amount of the total grant shall not exceed the value of the work completed;
- The Town will only pay an annual grant based on the Town portion of the property tax collected for the year;
- The annual grant is based upon changes in property taxes as a result of construction and improvement, not based upon occupancy or changes in occupancy or general re-assessments, changes in tax legislation, increases in the tax rate or other factors which may affect the tax rate; and,
- If the property is sold, in whole or in part, before the grant period lapses, the benefit is transferrable only by the expressed consent of Town Council.

b) Procedures

- The applicant is required to submit to the staff point of contact a completed Increased Assessment Grant Application Form prior to, or at the time of, building permit application. The application shall include enough details required to satisfy the Town with respect to the costs of the project, and the work expected to result in the increased assessment, and its conformity with the Community Improvement Plan.
- Conditions of Grant Approval - As a condition of grant approval, the Town may require submission of a Business Plan and/or professional design/architectural drawings which conform to the Town's urban design guidelines and other policies. In addition, the Town may require the applicant to post security and meet specific insurance terms and, all works must comply with the description of the works in the application.
- The Town will estimate through comparables the probable increased assessment of the finished project in order to estimate the probable value of a grant. Town staff shall additionally recommend a grant term and schedule for consideration by Council or Council designate.

c) Payment of Grant

- The payment of the grant shall not take place until: The agreement with the Town is signed; The owner provides proof the development is complete; Town staff inspect the project; Town staff are satisfied with the documentation submitted; The property has been revalued by MPAC and post project Town taxes have been levied based on the new assessment; The owner has paid the taxes in full for at least one year the project is complete; and, any assessment appeals are resolved.

2) Building Improvement Grant Program

The Town may provide a building improvement grant related to exterior and interior improvements, which may include, but is not limited to, the façade, heritage conservation/restoration, accessibility and signage, the conversion of the upper storey of commercial buildings to residential uses, or office or other employment generating uses, and the upgrading of buildings and structures to Building Code and Electrical Code.

a) Terms of Program

- The grant will match the amount spent by the applicant toward the cost of the works up to a maximum of \$15,000 per unit or address, not to exceed 50% of the total project cost. All programs are subject to availability of funding. Awards will generally be available on a first come-first serve basis, but annual priorities/goals will be set by Town staff, which may impact availability and/or value.

b) Procedures

- The applicant is required to submit to the staff point of contact a Building Improvement Grant Application Form prior to the commencement of any works. The cost estimate shall be supported by a minimum of two estimates from qualified contractors. The application shall include plans, estimates, contracts and other details required to satisfy the Town with respect to the costs of the project, and its conformity with the Community Improvement Plan.
- As a condition of grant approval, the Town may require submission of a professional design/architectural drawings which conform to the Town's urban design guidelines and other policies. If the higher of the two estimates is proposed to be used, than the grant shall

be provided based on the average cost of the two estimates. If the lower of the two estimates is the successful bidder, the grant shall be provided based on the lowest estimate.

c) Disqualification

- The onus is upon the applicant to determine if building permits or other requirements need to be met for the Town. Any discrepancies in these regards will result on forfeiture of the grant opportunity.
- The Town withholds the right to refuse any and all applications based on annual priorities, heritage impacts and other factors.

d) Provision of Grant

- The grant will be advanced to the applicant upon completion of the works as planned. Following inspection of the work and the receipt of invoices the grant agreement will be executed. Generally, progress payments shall not be made.
- The project shall be completed within 18 months of the accepted application but can be extended with Town consent.

3) Leasehold Improvement Program

The Town may provide a Leasehold Improvement Program to assist preferred sectors (ie. high tech firms, medical, etc.) with costs associated with leasehold improvements. The improvement may include, but is not limited to, interior renovation, upgrades to meet Building Code and Electrical Code, allowances for accessibility, and building signage.

a) Terms of Program

- The grant will match the amount spent by the applicant toward the cost of the works up to a maximum of \$15,000 per unit or address, not to exceed 50% of the total project cost. All programs are subject to availability of funding. Awards will generally be available on a first come-first serve basis, but annual preferred sectors will be set by Town staff, which may impact availability and/or value.

b) Procedures

- The applicant is required to submit to the staff point of contact a Leasehold Improvement Program Application Form prior to the commencement of any works. The cost estimate shall be supported by a minimum of two estimates from qualified contractors. The application shall include plans, estimates, contracts and other details required to satisfy the Town with respect to the costs of the project, and its conformity with the Community Improvement Plan.
- As a condition of grant approval, the Town may require submission of a professional design/architectural drawings which conform to the Town's urban design guidelines and other policies. If the higher of the two estimates is proposed to be used, than the grant shall be provided based on the average cost of the two estimates. If the lower of the two estimates is the successful bidder, the grant shall be provided based on the lowest estimate.

c) Disqualification

- The onus is upon the applicant to determine if building permits or other requirements need to be met for the Town. Any discrepancies in these regards will result on forfeiture of the grant opportunity.

- The Town withholds the right to refuse any and all applications based on annual priorities, heritage impacts and other factors.

d) Provision of Grant

- The grant will be advanced to the applicant upon completion of the works as planned. Following inspection of the work and the receipt of invoices the grant agreement will be executed. Generally, progress payments shall not be made.
- The project shall be completed within 12 months of the accepted application but can be extended with Town consent.

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5.3 URBAN INTENSIFICATION

Urban Intensification is focused on enabling the development of both residential and commercial uses, together or separately, with greater intensity to achieve increased employment, greater assessment, and the management of population growth. In Stouffville, this goal would be realized in the Mixed Use Gateway/Western Approach area, Highway 48 corridor, and Tenth Line north. To a lesser extent, some mixed-use development is envisioned for the Ballantrae area along Highway 48 and Aurora Rd. The Urban Intensification area is defined by the area defined Map 2 attached to this document. The following set of incentives may be used for Urban Intensification:

1) Increased Assessment Grant Program

The Town of Whitchurch-Stouffville may provide, for redevelopment and rehabilitation sites deemed by the Town to increase property assessment and which support the objectives of the Community Improvement Plan, a share of the incremental taxes in the form of a grant. It must be understood that the current assessment and associate property taxes for a property will continue. This program can be utilized to delay the realization of new property taxes associated with an improvement. The rationale is that without the incentive, the improvement – and therefore the additional property taxes – may never be realized otherwise. This is the most routinely used incentive by municipalities to benefit large developments, usually greater than \$20 million in value, while limiting municipal up-front costs.

a) Terms of Program

- The Town will set general and annual priorities for the type and amount of development that will be provided incentives;
- The annual grant will be paid annually once the eligible project is complete with the final building inspection having been carried out by the Town, the property has been reassessed, and when the new property taxes have been paid;
- The grant may be provided on a declining rate basis for a prescribed period, such a 5-10 years, based on a schedule established by the Town. Year 1 is defined as the first full calendar year in which taxes are paid after the project has been completed and re-assessed;
- The Town will determine a schedule for how much of the new property taxes will be granted back. A schedule rate of decline may be established, such as 100% in Year 1, 90% in Year 2, etc.
- The grant represents a percentage of increased taxes payable to the Town resulting from improvements, as such the total value of the work completed as indicated on the building permit application, and the amount of municipal taxes paid prior to, and after the Increased assessment will have to be calculated by the Town as a basis for determining the amount of the grant, using a methodology established by the Town. The amount of the total grant shall not exceed the value of the work completed;
- The Town will only pay an annual grant based on the Town portion of the property tax collected for the year;
- The annual grant is based upon changes in property taxes as a result of construction and improvement, not based upon occupancy or changes in occupancy or general re-assessments,

changes in tax legislation, increases in the tax rate or other factors which may affect the tax rate; and,

- If the property is sold, in whole or in part, before the grant period lapses, the benefit is transferrable only by the expressed consent of Town Council.

b) Procedures

- The applicant is required to submit to the staff point of contact a completed Increased Assessment Grant Application Form prior to, or at the time of, building permit application. The application shall include enough details required to satisfy the Town with respect to the costs of the project, and the work expected to result in the increased assessment, and its conformity with the Community Improvement Plan.
- Conditions of Grant Approval - As a condition of grant approval, the Town may require submission of a Business Plan and/or professional design/architectural drawings which conform to the Town's urban design guidelines and other policies. In addition, the Town may require the applicant to post security and meet specific insurance terms and, all works must comply with the description of the works in the application.
- The Town will estimate through comparables the probable increased assessment of the finished project in order to estimate the probable value of a grant. Town staff shall additionally recommend a grant term and schedule for consideration by Council or Council designate.

c) Payment of Grant

- The payment of the grant shall not take place until: The agreement with the Town is signed; The owner provides proof the development is complete; Town staff inspect the project; Town staff are satisfied with the documentation submitted; The property has been revalued by MPAC and post project Town taxes have been levied based on the new assessment; The owner has paid the taxes in full for at least one year the project is complete; and, any assessment appeals are resolved.

2) Leasehold Improvement Program

The Town may provide a Leasehold Improvement Program to assist preferred sectors (ie. high tech firms, medical, etc.) with costs associated with leasehold improvements. The improvement may include, but is not limited to, interior renovation, upgrades to meet Building Code and Electrical Code, allowances for accessibility, and building signage.

a) Terms of Program

- The grant will match the amount spent by the applicant toward the cost of the works up to a maximum of \$15,000 per unit or address, not to exceed 50% of the total project cost. All programs are subject to availability of funding. Awards will generally be available on a first come-first serve basis, but annual preferred sectors will be set by Town staff, which may impact availability and/or value.

b) Procedures

- The applicant is required to submit to the staff point of contact a Leasehold Improvement Program Application Form prior to the commencement of any works. The cost estimate shall

be supported by a minimum of two estimates from qualified contractors. The application shall include plans, estimates, contracts and other details required to satisfy the Town with respect to the costs of the project, and its conformity with the Community Improvement Plan.

- As a condition of grant approval, the Town may require submission of a professional design/architectural drawings which conform to the Town's urban design guidelines and other policies. If the higher of the two estimates is proposed to be used, than the grant shall be provided based on the average cost of the two estimates. If the lower of the two estimates is the successful bidder, the grant shall be provided based on the lowest estimate.

c) Disqualification

- The onus is upon the applicant to determine if building permits or other requirements need to be met for the Town. Any discrepancies in these regards will result on forfeiture of the grant opportunity.
- The Town withholds the right to refuse any and all applications based on annual priorities, heritage impacts and other factors.

d) Provision of Grant

- The grant will be advanced to the applicant upon completion of the works as planned. Following inspection of the work and the receipt of invoices the grant agreement will be executed. Generally, progress payments shall not be made.
- The project shall be completed within 12 months of the accepted application but can be extended with Town consent.

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5.4 RURAL ADVANCEMENT

Rural Advancement pertains to developing a more viable tourism economy, enhanced food security, and extending essential services, such as broadband internet across the lightly settled areas. These goals would be realized in the rural areas of Whitchurch-Stouffville.

1) Food Security Grant Program

This grant program promotes the introduction or expansion of activities involving farming-for-humans that will improve local food security. It will include micro-farming initiatives, new crop development and farm market creation. The intent is that the farm products produced, or initiatives undertaken, will result in an increase in products available locally for purchase directly by the local consumer.

a) Terms of Program

- The grant will match the amount spent by the applicant toward the cost of the works up to a maximum of \$15,000 per farm property or address, not to exceed 50% of the total project cost. All programs are subject to availability of funding. Awards will generally be available on a first come-first serve basis, but annual priorities/goals will be set by Town staff, which may impact availability and/or value.

b) Procedures

- The applicant is required to submit to the staff point of contact a Food Security Grant Program Application Form prior to the commencement of any works. The application shall include plans, estimates, contracts and other details required to satisfy the Town with respect to the costs of the project, and its conformity with the Community Improvement Plan.
- As a condition of grant approval, the Town may require additional materials to support the application.

c) Disqualification

- The onus is upon the applicant to determine if building permits or other requirements need to be met for the Town. Any discrepancies in these regards will result on forfeiture of the grant opportunity.

d) Provision of Grant

- The grant will be advanced to the applicant upon completion of the works as planned. Following inspection of the work and the receipt of invoices the grant agreement will be executed. Generally, progress payments shall not be made.
- The project shall be completed within 12 months of the accepted application but can be extended with Town consent.

3) Tourism & Outdoor Experience Grant Program

This grant program supports new or expanding tourism assets and outdoor experiences, to include the development and expansion of attractions, activities, and accommodations. The intent is to increase visitation and expenditures in rural areas.

a) Terms of Program

- The grant will match the amount spent by the applicant toward the cost of the works up to a maximum of \$15,000 per property or address, not to exceed 50% of the total project cost. All programs are subject to availability of funding. Awards will generally be available on a first

come-first serve basis, but annual priorities/goals will be set by Town staff, which may impact availability and/or value.

b) Procedures

- The applicant is required to submit to the staff point of contact a Tourism & Outdoor Experience Grant Program Application Form prior to the commencement of any works. The application shall include plans, estimates, contracts and other details required to satisfy the Town with respect to the costs of the project, and its conformity with the Community Improvement Plan.
- As a condition of grant approval, the Town may require additional materials to support the application.

c) Disqualification

- The onus is upon the applicant to determine if building permits or other requirements need to be met for the Town. Any discrepancies in these regards will result on forfeiture of the grant opportunity.

d) Provision of Grant

- The grant will be advanced to the applicant upon completion of the works as planned. Following inspection of the work and the receipt of invoices the grant agreement will be executed. Generally, progress payments shall not be made.
- The project shall be completed within 12 months of the accepted application but can be extended with Town consent.

4) Rural Broadband

With this program Town may loan or grant monies to the developers of rural broadband infrastructure and any other broadband initiatives. It is a non-prescriptive program that provides the Town with the legal ability advance rural broadband initiatives, to determine eligibility, value and process on a case-by-case basis as needed.

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5.5 TOWN-WIDE PROGRAMS

The Town of Whitchurch-Stouffville may from time to time find it advantageous to create programs under this plan that will help accomplish goals and objectives on a broad scale.

1) Sale or Lease of Municipal Buildings or Landholdings

The Town may sell or lease Municipal buildings and/or landholdings, below market value to promote redevelopment and/or attract new land use activities by the private sector. The strategic disposition of lands or buildings by the Town will play a significant role in the phasing and sequencing of development, as well as the final appearance of the development.

a) Sale of Municipal Property

- Only those building and/or lands that have been declared surplus for Municipal purposes by Town Council through a Resolution shall be considered under this Program.
- The Town will advertise the surplus building and/or lands. As part of the advertisement campaign the Town will declare the objectives of the Municipality which shall be designed to promote redevelopment or attract a land use activity/tenancy that is consistent with the objectives of the Community Improvement Program.
- The Town will have an appraisal completed by a qualified individual which shall establish the benchmark valuation of the property and/or building. This benchmark valuation shall be deemed to be the "market value" based upon the highest and best use of the property/building consistent with permitted uses as established within the applicable Zone classification assigned to the lands.
- The Town will prepare an evaluation system which will be used to score and rate proposals received through the Expression of Interest process. The Town will select a short list of candidates arising from the Expression of Interest process.
- Potential purchasers that are on the short list of candidates for Town owned lands and/or buildings will be required to submit detailed architectural concept and site drawings describing the proposal in images and text sufficient to address The Downtown Strategic Plan of Action and any applicable the Stouffville Urban Design Guidelines, and, a development pro forma that identifies amongst other matters revenues, short and long term, that will be generated by the Municipality resulting from the development or utilization of the property. The review and assessment of this information will be used to determine the highest and best use of the site.
- Council will determine the percentage below market value, if any, the land and/or buildings will be sold. The recommendations arising from the review and assessment of the architectural concept / site drawings and the development pro forma will be used to assist in determining the benefit to the public generated by the project, and therefore, the land/building valuation.
- The proponent of the preferred proposal will be required to enter into an Agreement with the Town. The Agreement, amongst other matters, shall declare the financial terms of the proposal, and the timeline for work to commence on the site. The Town, as part of the Agreement, may require a sunset provision whereby if work is not commenced on the site

within the specified time period, the property and/or lands will be returned to the Town without any penalty. The Agreement will be registered against the Title of the property.

b) Lease of Municipal Property

- The Town may, as needed, lease municipally owned property that has or has not been declared surplus in order to further objectives of this plan.
- Council will determine whether the process is competitive, the duration and the terms on a case-by-case basis.

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6.0 GENERAL

This Community Improvement Plan will be administered by the Town of Whitchurch-Stouffville. All programs will be funded by the Town based on a budget established by Council. Each year the funding allocation for the Downtown Stouffville CIP will be evaluated and assessed by Council through the deliberations of the Town's Operating and Capital Budget program.

a) Monitoring and Duration

- This Community Improvement Plan shall not time out, but the Town shall conduct a review of this plan programs a minimum of every five years with respect to its effectiveness.

b) Amendments

- Amendments to the Community Improvement Plan shall be required for: boundary adjustments.
- New programs or program adjustments within the plan boundary can be introduced by Council on an as needed basis by way of resolution.



Subject: Multi-Year Budgeting

Staff Report No. FTS-017-20

Department: Finance & Technology Services

Date: July 21, 2020

Recommendation:

- 1) That Council adopt Report No. FTS-017-20 as submitted; and
- 2) That Council approve AP90 (Attachment 1), the Multi-Year budget policy.

1. Purpose:

The purpose of the report is to discuss the following topics:

- Multi-year budgeting approach
- Multi-year budgeting policy

2. Executive summary:

The report provides a discussion on multi-year budgeting. It addresses the following points about multi-year budgeting: (1) what it is; (2) what are its advantages and disadvantages are; and (3) challenges of implementation during the pandemic.

The report illustrates that multi-year business budgets can be very useful in terms of helping municipalities achieve long-term strategic objectives, and more short-term operational improvements. If implemented correctly, the advantages of a multi-year budget are significant, while the disadvantages are minimal.

The report describes the multi-year budget frameworks and processes used by the City of Calgary and the Regional Municipality of York.

In addition, should Council adopt the multi-year budget framework, a multi-year budget policy is attached for Council consideration (see Attachment 1).

3. Background:

The Municipal Act (“the Act”) requires municipalities to establish an annual review process as outlined in Section 291(4). The Town of Whitchurch–Stouffville currently budgets on an annual basis. However, multi-year budgeting may be an optimal way to achieve long-term strategic goals and manage resources more effectively.

According to section 291(1) of the Act, municipalities may prepare and seek Council adoption of a budget covering a period of two to five years. This report provides information to Council on the multi-year budgeting framework that extends for two years to align with the current Council term. In addition, this report discusses the current socio-economic situation and the challenges that may be encountered as part of the 2021 and 2022 budget process.

4. Analysis:

4.1 Multi-year budgeting framework

Many Canadian cities or municipalities have implemented – or are in the process of implementing – integrated multi-year capital and operating budgets. This approach has been recommended by various organizations and associations, such as the Government Finance Officers Association (GFOA), as a better way for municipal governments to plan and allocate resources.

Multi-year operating budget is a document that contains detailed anticipated expenditures and revenues for two or more budgetary periods.

Multi-year capital budget is a document that contains detailed plan on capital investments for two or more budgetary periods.

The main purpose of multi-year budgeting is to provide a better way for municipal governments to plan and allocate resources and to align financial plans with long-term strategic objectives. According to research conducted by the GFOA, the advantages of multi-year budgeting outweigh the disadvantages. These include the following:



Encourages focus on longer-term plans, goals and objectives

Improves financial management and long-term financial planning

Improves accountability and transparency over spending plan changes

Significant savings in Council Administration time as half of the year is not being spent on the budget

Long-term view is said to produce better and more thoughtful budgets

Greater certainty for tax payers about the direction of future tax rates

Provides a better link between capital and operating investments and activities

Discomfort with forecasting longer-term revenues and expenditures

Publishing of potential property tax increases

Additional effort requires for implementation

Perceived loss of flexibility in making budgetary decisions

Many of the disadvantages identified above may be addressed through various mitigation strategies such as:

- Amending existing financial and budget policies and procedures;
- Producing, monitoring, and updating socio-economic outlooks/forecasts;
- Adopting an extensive public engagement process to obtain public input; and
- Establishing a budget review process for ensuring compliance with budget policies, processes, and targets.

4.2 Multi-year budgeting framework in other jurisdictions

This section provides an overview of the multi-year budget framework in the City of Calgary and in the Regional Municipality of York. The purpose is to provide a high-level overview on how they approached multi-year budgeting.

The City of Calgary

Calgary is the most experienced jurisdiction in Canada with respect to multi-year budgeting. Calgary City Council approved its first multi-year business plan and budget in 2004, effective for the 2006-2008 budget cycle. Currently, Calgary has a four-year budget cycle that follows the one-year lag from Council's four-year electoral term. Although Council's term ends in 2021, the multi-year business plan and budget runs to the end of 2022. This alignment allows the new Council to adjust the business plan and budget for the 2021 year but does not require the development of a new budget or an extensive education process for newly elected councilors.

Calgary City Council has adopted a "Multi-Year Business Planning and Budgeting Policy" that outlines the process and key deliverables. According to the policy, Calgary begins each budget cycle with a preparation of a statement of its priorities for a four-year period and provides budget guidelines to the Administration that frame the preparation of four-year business plans and corresponding budgets.

Calgary's multi-year budgeting policy limits the adjustments to the following circumstances only:

- External factors such as provincial or federal budgets, or changes imposed on pension plan contributions;
- Adjustments to the operating impacts related to capital project adjustments;
- Unforeseen changes to economic forecasts affecting costs, service demand volumes, or revenue projections;
- Council-directed changes to priorities;
- Mid-cycle reviews that identify a change in circumstances based on socio-economic conditions, Council priorities, or feedback from citizen engagement; and
- Service reviews that identify opportunities to improve service performance, including financial performance.

The reason for these limitations is to avoid a full-scale budget review but also allow the opportunity to fine tune the budgets where circumstances warrant such an adjustment.

Calgary still provides mid-year and year-end reports to Council as required by provincial legislation. This periodic reporting helps the Administration and Council in making more informed decisions in the annual adjustment process.

The Regional Municipality of York

Multi-year budgeting framework was adopted by York Region in 2015. Currently, the Region has a four-year budget cycle that follows the term of Council.

At the start of each term, Council considers a four-year Strategic Plan that aims to achieve long-term objectives that align to "Vision 2051". The new Strategic Plan is developed in parallel with a new four-year budget that supports the plan. In each of the next three years, the Council reviews and endorses the next year's budget. This provides flexibility

to respond to changing conditions. Council may also amend the budget in-year after approval. Amendments do not change the approved tax levy, but typically move budget amounts between capital projects or respond to provincial funding announcements.

The Region identifies the following benefits of multi-year budgeting:

- Improving fiscal discipline by showing the longer-term spending impacts of choices made in an individual year;
- Reducing uncertainty about future tax levies; and
- Providing a longer-term outlook to outside organizations that rely on the Region for a share of their funding, which enables them to plan and deliver their programs more efficiently.

Council and York Region residents receive annual updates on financial and strategic plan performance.

The Regional Municipality of York and the City of Calgary have very similar approaches to multi-year budgeting with a major difference being the timing of a budget cycle in relation to the Council term.

While York Region's multi-year cycle follows the Council term, Calgary allows for a one-year lag in a budget cycle. Most municipalities in Canada that use multi-year budgeting follow Calgary's process as they recognize the following advantages:

- Council members appreciate the opportunity to learn the business and set strategic plans before approving a budget;
- New Council has opportunity to set the direction for its term; and
- Council is not "thrown into" budget immediately after election.

4.3 Multi-year budgeting policy overview

If Council decides to proceed with a multi-year approach, a multi-year budget policy is attached for consideration. This policy will set the expectations on the necessary steps to presenting a multi-year budget to Council.

4.3.1 Legislation

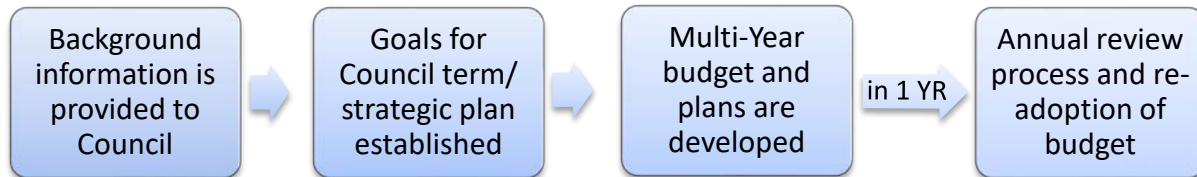
Municipal Act, 2001, Section 291(1) authorizes a municipality to prepare and adopt a budget covering a period of two to five years.

According to the Act, it is mandatory for a municipality to establish an annual review process that requires Council to re-adopt the budget for that year and subsequent years that the budget applies. The purpose of the annual review is to ensure the municipality has sufficient funds to pay all debts, amounts required for sinking funds or retirement funds, and amounts required for boards, commissions, or other bodies.

The passing of a multi-year budget does not limit the power of a municipality to amend or revoke a budget adopted under section 290 nor does it remove the obligation of a municipality to levy taxes in each year.

4.3.2 Procedure

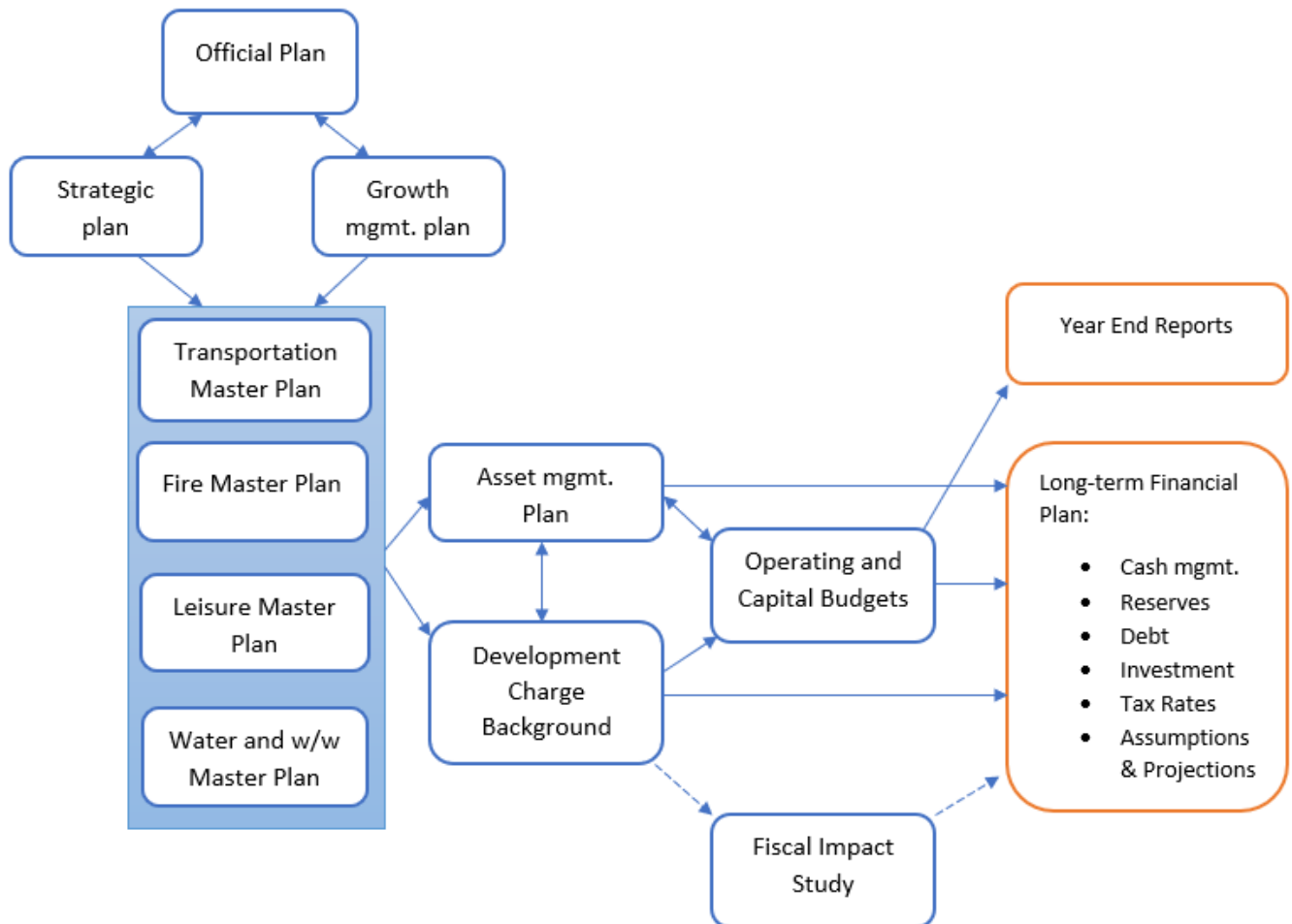
The Policy outlines a procedure for consideration with respect to multi-year planning. It can be summarized as follows:



It is important to emphasize the importance of strategic planning in the budgeting process. Strategic planning is a management tool designed to help organizations assess the current environment, anticipate and respond appropriately to changes in the environment, envision the future and increase operating effectiveness.

GFOA recommends that “all governmental entities use some form of strategic planning to provide a long-term perspective for service delivery and budgeting, thus establishing logical links between authorized spending and broad organizational goals”.

A relationship between Strategic plans and Operating and Capital budgets can be summarized by the chart below:



4.3.3 Annual review process

Proposed changes to future years’ business plans and operating budgets will be brought forward in front of the Council once per year, during the annual adjustment review.

Business plan and budget adjustments will be driven by the following circumstances:

- Changes in regulation or legislation with a financial impact to the municipality;
- Changes in economic forecasts that affect revenue and cost projections;
- Change in Council’s priorities, socio-economic conditions, or public feedback; and
- Service reviews that identify opportunities to improve service performance, including financial performance.

As capital budget adjustments are more time sensitive, they may be brought forward with the mid-year and year-end reports, as well as during the annual adjustment process.

Staff will continue to provide in-year and year-end reports to Council to keep Council informed on the performance of the Corporation in relation to the approved budgets.

4.4 Multi-year budget implementation during the pandemic

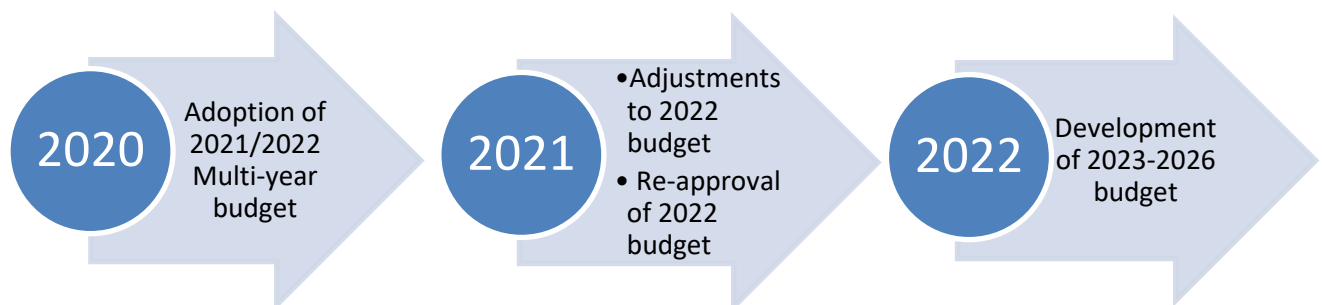
COVID pandemic has introduced uncertainty into nearly every aspect of society.

The Town will face the following challenges while trying to implement multi-year budgeting currently:

<ul style="list-style-type: none"> • Extreme and prolonged uncertainty 	<p>Extreme level of uncertainty together with volatile economic conditions make it challenging to develop a reliable long-term forecasts and multi-year budgets. Unforeseeable circumstances such as a potential second wave, new government regulations and restrictions could negatively affect the accuracy of financial predictions.</p> <p>However, it is worth noting that the Town’s core portion of the business such as administration, public works and a part of parks & recreations has fewer variable revenues and costs than the policy driven portion (leisure services, parking enforcement). The latter is going to be more challenging to budget.</p>
<ul style="list-style-type: none"> • Inability to rely on historical data 	<p>To develop 2021 and 2022 budgets, staff will look at the historical results and trends of 2018 and 2019. As the budgeting timeline has shifted to allow for an early budget delivery, 2020 data is not available. In addition to that, utilizing 2020 data might not yield accurate forecasts as this year’s results are being dramatically affected by the pandemic.</p> <p>Historical data may not be representative of the next year’s unique economic conditions, and staff will have to use a high level of judgement to develop assumptions to be used during 2021/2022 budgeting.</p>
<ul style="list-style-type: none"> • Additional effort required 	<p>Additional effort and discipline will be required from both staff and Council to develop and approve 2021/2022 multi-</p>

	<p>year budget. The fact that staff is working remotely might make communication more challenging.</p>
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Undeniably, financial forecasts for 2021 will be affected by the factors listed above. However, it is important to note that 2022 budget will be adjusted in 2021 with any new information that may influence budgetary pressures. This iterative process will allow for a two year budget becoming more robust and reliable when seeking approval.



Going ahead with a multi-year budgeting will allow for an opportunity for both staff and Council to get familiar with the process while budgeting for only two periods. This will make a transition to a four-year cycle smoother.

5. Financial Implications

There are no financial implications arising from this report.

6. Alignment with Strategic Plan

Fiscal Sustainability

Working toward a sustainable budget that ensures the protection and maintenance of core services now and into the future.

7. Attachments:

Attachment 1 – Multi-year budget policy

8. Related Reports

None

Author: Marina Klimova, Financial Analyst
Clayton Pereira, Manager of Budgets and Financial Planning

For further information on this report, please contact the Department Head: Brian Parrott, Director of Finance and Technology Services / Treasurer at 905-640-1910 or 1-855-642-8697 ext. 2243 or via email at brian.parrott@townofws.ca



Multi-year budget policy

Effective:		Supersedes:	
Applicable to:	Operating and Capital Budgets of the Town of Whitchurch – Stouffville.	Authority:	Treasurer

1.0 Policy Statement

1.1 Multi-Year budgeting approach

Multi-year budgeting approach to planning and budgeting was first mentioned in the April 7, 2020 Council meeting. The benefits identified with this approach include the following:

- Aligning longer-term organizational goals with longer-term financial plans
- Providing taxpayers with greater certainty regarding strategic plans and future tax levy levels
- Improving accountability and transparency over spending plan changes
- Making a better use of Council’s time in reviewing the budgets

1.2 Multi-year budgeting adoption

Council annually adopts an operating budget and a capital budget after budget adjustments are made. Balanced operating budgets are prepared for each calendar year, but it is possible to approve more than one year of budgets at the same time.

1.3 Business Plan and Budget adjustments

There are defined mechanisms to adjust the business plans, performance measures and targets, and operating and capital budgets after they are approved.

Annual adjustments do not imply a full-scale budgets review. The intent is to adhere to the multi-year business plans and the budgets that support them, and to provide the opportunity to finetune them only when circumstances warrant.



Town of Whitchurch-Stouffville Administrative Policy and Procedure No. #90

1.4 Stabilization Reserve

There is a need for contingency plans for handling unexpected events (e.g., natural disaster) or circumstances (e.g., drop in investment income) with significant financial impacts, which could arise during the period of the budget.

For the capital budget, changing circumstances would mean changes to the financing sources Council approves for the capital envelope. For the operating budget, the “Stabilization Reserve” will be used.

1.5 Budget Projections

Ensure the connection between capital project approvals and their operating budget impacts is consistent with the careful planning and improved forecasts of costs and revenues that goes into multi-year planning and budgeting.

1.6 Linking Plans, Budgets and Measures

Business plans, budgets and performance measures must all be integrated and linked, and Council must be informed of their status and progress through regular reporting and adjustments.

The Town’s integrated planning, budgeting and management process provides several benefits.

First, the multi-year budget supports the business plans by ensuring that all efforts outlined in the plans are funded for the full four years. Thus, the plans are realistic and achievable. As well, the business plans support the budgets by providing Council and the public with commitments about what they can expect in public services based on the funding provided in the budget.

Second, the integrated multi-year process ensures alignment among planning, budgeting, and managing, so that budget guidelines provide the funding envelope within which business plans are developed, business plans include performance measures for accountability, and performance reporting demonstrates what has been achieved in relation to the business plans.

2.0 Purpose

The purpose of the multi-year budget policy is to define the approach to be used for multi-year budgeting and Council approvals.



Town of Whitchurch-Stouffville Administrative Policy and Procedure No. #90

3.0 Legislative authority

- Municipal Act, 2001 prescribes the process for adopting and preparation of a multi – year budget and requirements for a municipality’s budget.
- Municipal Act, 2001, sub section 291(1) authorizes a municipality to prepare and adopt a budget covering a period of two to five years in the first year to which the budget applies or in the year immediately preceding the first year to which the budget applies.
- Establishing an annual review process is mandatory as outlined in sub section 291(4) of the Municipal Act, 2001. The annual review process requires Council to readopt the budget for that year and subsequent years that the budget applies in order to ensure the municipality has sufficient funds to pay all debts, amounts required for sinking funds or retirement funds, and amounts required for boards, commissions or other bodies.
- Council approves a multi- year budget either for the council term or council term plus one year. This does not commit future Council to budgets approved by prior Council. Prior approved budgets can be used as a guideline or reference if desired.

4.0 Procedures

4.1 Multi-Year Planning and Budgeting Approach

- a. Civic Administration prepares long-term forecasts to provide to Council as background information and assist with Strategic planning.
- b. Council conceptually develops a Strategic Plan early in the new Council term and provides budget guidelines that are used in the preparation of multi-year budgets.
- c. Civic Administration prepares a multi – year budget based on Council’s priorities. The budget includes two to four years of property tax rates, utility rates and user fees, as well as changes to those rates and fees.
- d. Before Council’s approval of multi-year budgets, Administration develops a corporate business plan that outlines current state and direction of each service. The business plans will identify the strategies and priorities that are driving the strategic direction of the service. All strategies and priorities must be aligned with the Council’s Strategic Plan and the funding approved through the multi-year budget.
- e. The capital budget continues to include a five-year plan.
- f. In a normal budgeting cycle, the Civic Administration will seek approval of a multi-year budget for a four-year period. Commencing in the second year and in each subsequent year of the



Town of Whitchurch-Stouffville Administrative Policy and Procedure No. #90

multi-year budget, Council is required by the Municipal Act, 2001 to review and re-adopt the budget for that year. In the final year of a Council term, the budget may only be adopted for that year; however, a budget for the future years will be provided to incoming Council for consideration.

4.2 Business Plan and Budget Adjustment

a. Include an annual adjustment process in the Council calendar for the middle of the fiscal year (June/July) to adjust the plans, measures and budgets for the following year(s);

b. Business plan and budget adjustments should be driven by the following circumstances:

- Changes in regulation or legislation with a financial impact to the municipality.
- Changes in economic forecasts that affect revenue and cost projections.
- Change in Council's priorities, socio-economic conditions, or public feedback.
- Service reviews that identify opportunities to improve service performance, including financial performance.

c. Proposed changes to future years' business plans and operating budgets should only be brought forward and approved once per year, during the annual adjustment review, so that all requests can be considered together.

d. Capital budget adjustments are more time-sensitive due to the construction season and should not be restricted to once per year. Therefore, capital budget adjustments may be brought forward with the Mid-year and Year-end Reports on business plans and budgets, as well as during the annual adjustment process, with Council approval required for any adjustment exceeding the limits set in the Budget Reporting Policies.

4.3 Budget Projections

Prepare four-year budget projections annually, that include both a base amount and three growth-related components, each shown separately:

- Operating costs related to serving an increasing population and service area.
- Verifiable operating costs related to approved and anticipated capital programs.
- Operating costs related to donated assets.

4.4 Linking Plans, Budgets and Measures

a. Provide in-year and year-end reports to the Council in order to inform about the performance of the Corporation in relation to approved business plans (including Council Priorities and performance targets) and budgets.



Town of Whitchurch-Stouffville
Administrative Policy and Procedure No. #90

b. Continue the monthly monitoring and reporting of financial performance through the Executive Information Reports, including year-end projections by department.

4.5. Policy review

The Multi-Year Budget Policy shall be reviewed at a minimum every four years, after each multi-year budget cycle, by the Town Treasurer and be updated as deemed appropriate or required.

Subject: COVID-19 Financial Impact Update

Staff Report No. FTS-018-20

Department: Finance & Technology Services

Date: July 21, 2020

Recommendation:

1) That Council receive Report No. FTS-018-20 for information.

1. Purpose:

The purpose of this report is to provide Council with an update on the financial impact of COVID pandemic on the capital and operating budgets for 2020.

The capital budget update will focus on the changes to the capital program due to the recent deferral of capital projects.

The operating budget update will focus on the actual results as of May 31, 2020 impacted by COVID exclusively.

2. Executive Summary:

This report provides an update to the ongoing financial impact of the COVID pandemic on the 2020 capital and operating budgets.

The pandemic is creating major challenges for the Town. The closing of non-essential businesses translates into reduced revenues while at the same time the Town is incurring additional costs. While cost mitigation strategies are being pursued by the Town, they produce insufficient savings to cover the added costs and lost revenues.

To mitigate the projected operating deficit of approximately \$1.2 million, Council approved the deferral of capital projects totaling \$1.5 million.

As at May 31, 2020, staff have determined the following between the tax and non-tax supported operating budgets:

Table 1: Operating impact due to COVID

	Actuals as at May 31, 2020 (\$)
Tax-supported (i.e. funding from property taxes)	(215,200)
Non-tax supported (i.e. funding from water/wastewater, building and library)	509,500

Note: a positive number means its favorable and is therefore implying that if this trend continues through to December 31, 2020 there would be a positive contribution to the respective reserves

It is noteworthy to mention that the operating deficit of \$215,200 is in alignment with our original forecast and staff continue to model a year end deficit of approximately \$1.2 million.

The next update to Council is through the Q2 variance report which consider both COVID-19 and other unrelated budget variances.

3. Background:

This report is prepared pursuant to financial management best practices and budgetary control. Finance staff are committed to providing monthly reporting, during the pandemic, on the financial results the Town to provide increased transparency and to promote trust in the financial processes of the Town. Given how fluid the provincial changes are, staff have attempted to capture the most up-to-date information at the time of authoring this report.

4. Analysis and Options:

This section provides an update to the capital and operating budgets as of May 31, 2020.

4.1 Capital Budget

The 2020 Capital program includes a total of \$15 million in 2020 projects and \$12.5 million in budget remaining on projects being carried forward from prior years.

Staff have reviewed the 2020 capital program with a view to assess the impact of the pandemic on both our ability to complete capital projects as well as capital funding. At its June 16, 2020 meeting, Council passed a motion to direct staff to defer capital projects totaling \$1.5 million and to authorize the Treasurer to fund the projected financial impact at year end.

A total of 15 capital projects were identified, 11 are fully deferred to 2021, three projects had a portion of the budget deferred and one project staff identified saving opportunities by completing the project in-house. A snapshot of the deferred projects is shown in Table 2.

Table 2: Deferred Capital Projects

	Count	2020 Budget Deferred to 2021 / Savings (\$)
Projects deferred to 2021	11	1,187,600
Projects with a portion of the budget deferred to 2021	3	235,000
Projects done in-house resulting in savings	1	100,000
Total	15	1,522,600

Staff will continue to monitor the capital projects that are in queue to be completed this year and provide an update at the next Council meeting.

4.2 Tax-Supported Operating Budget

The projections for the COVID related impact on tax supported revenues and expenditures was outlined in reports FTS-011-20 and FTS-012-20. The projected range as of December 31st was between \$1,200,400 and \$1,261,200. It is important to note that the projections considered the re-opening dates of Town services to the public based on information known at the time of authoring the June 2nd report. The exact date and the scope of re-opening will vary based on the staged recovery plan outlined by the Province. The projections will be updated with new information and presented to Council in the Q2 variance report in August.

In this report, staff are reporting on the actual results of operating expenditures and revenues impacted by COVID as of May 31, 2020 and compared to the five months of budgeted amounts. It should be noted that the financial impact in Table 3 includes only the operating expenses and revenues impacted by COVID.

The year-end results will depend on the variances in all revenues and expenses and the COVID related losses may be offset by the positive variances in other service areas such as Development Services.

As at May 31st, 2020, the COVID-19 related impact on tax supported revenues and expenditures total an unfavorable amount of \$215,200.

Table 3: Tax Supported Financial Impact as of May 31, 2020

	Details of Financial Impact	Actuals as at May 31, 2020 (\$)
Tax supported Revenue impacts	Penalty revenue loss	(159,300)
	Leisure program revenue shortfall	(1,054,900)
	Lost parking and license revenues	(81,900)
	Other lost revenues	(78,900)
Expenditure Restraint Program Savings	Utilities	113,400
	Part-time wages cost reduction (includes summer students)	876,500
	Leisure programs cost reduction	96,900
	Other discretionary operating savings *	71,200
Other Operational Savings	Diesel and Gasoline	30,900
	Salary gapping and vacancies	153,500
Unplanned COVID-19 related costs	Lost interest on bank deposits, waste disposal increased cost, contract/program suspension fees etc.	(161,100)
Planned COVID-19 related costs	PPE, cleaning supplies, plexiglass and technology purchases	(21,500)
Total unfavorable cash impact		(215,200)

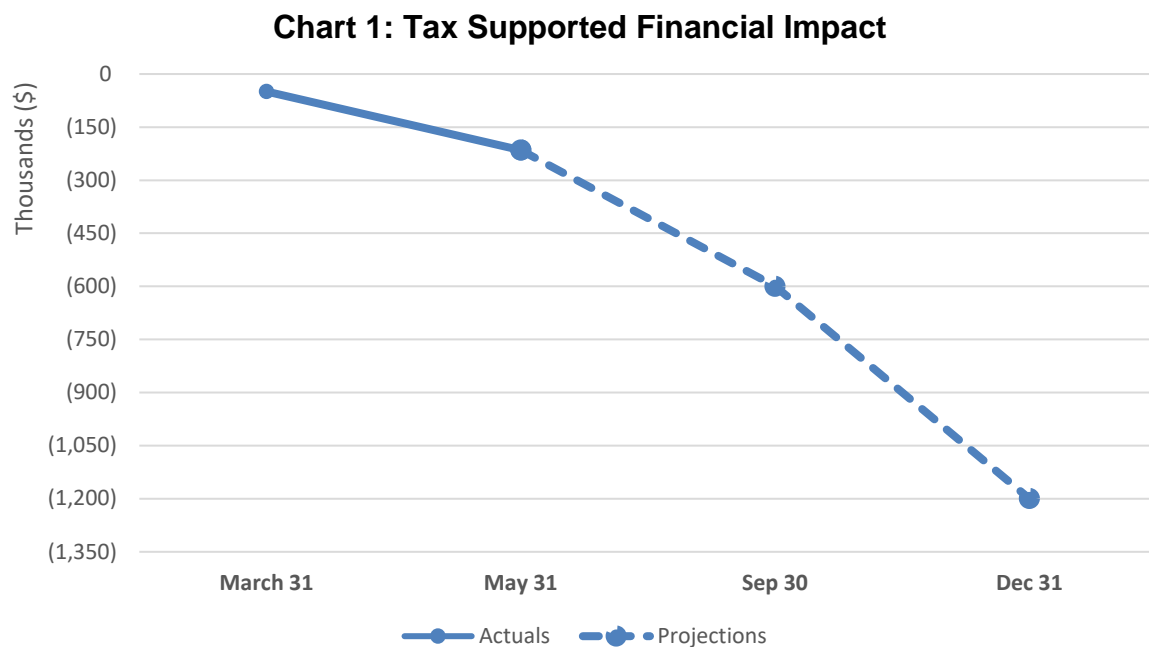
* examples include corporate training, professional development opportunities, travel, cancelled corporate events, group insurance credit, favorable bid prices on contract awards, tools and maintenance etc.

At its May 5th meeting, staff presented a projection up to June 30th highlighting an unfavorable impact of \$79,900. The May 31st realized deficit is higher than the projected number of \$79,900 due to specifically two events that materialized after the May 5th meeting:

- The June 30th projection assumed a one-month waiving of penalties, but the Town waived the penalties and interest for non-payment or late payment of property taxes for two months, April and May.
- The June 30th projection did not factor in investment income loss on ending bank balances. The Town's investment income has a direct correlation with the Bank of Canada prime rate. Between the time of authoring the May 5th report and this report, the prime rate decreased three times, representing a reduction of 150

bases points. Staff are currently exploring short-term investment opportunities that can generate higher interest yields to mitigate future investment income loss. It should be noted that only the bank balances that are not locked in at the pre-pandemic rates will be affected by the prime rate decrease.

Chart 1 below plots the tax supported financial impact, March (onset of COVID) to May actuals and projections to September 30th and December 31st. The chart highlights the \$1.2 million projected 2020 loss, \$215,200 has been materialized up to May 31st.



4.3 Non-Tax-Supported Operating Budget and Library

Table 4, below, is a summary of non-tax supported and Library cash impacts as of May 31st, 2020. While the impacts in Table 4 are summarized, they are not to be aggregated for cash flow purposes.

Some of the highlights include:

- The positive variance in the Building services budget is driven by the strong revenues from building permits for the first five months of 2020
- The impact on water and wastewater budgets included losses due to relief measures to waive penalties and reduce 2020 rates.
- Library is realizing more savings in part time wages enough to offset the revenue lost due to the closure.

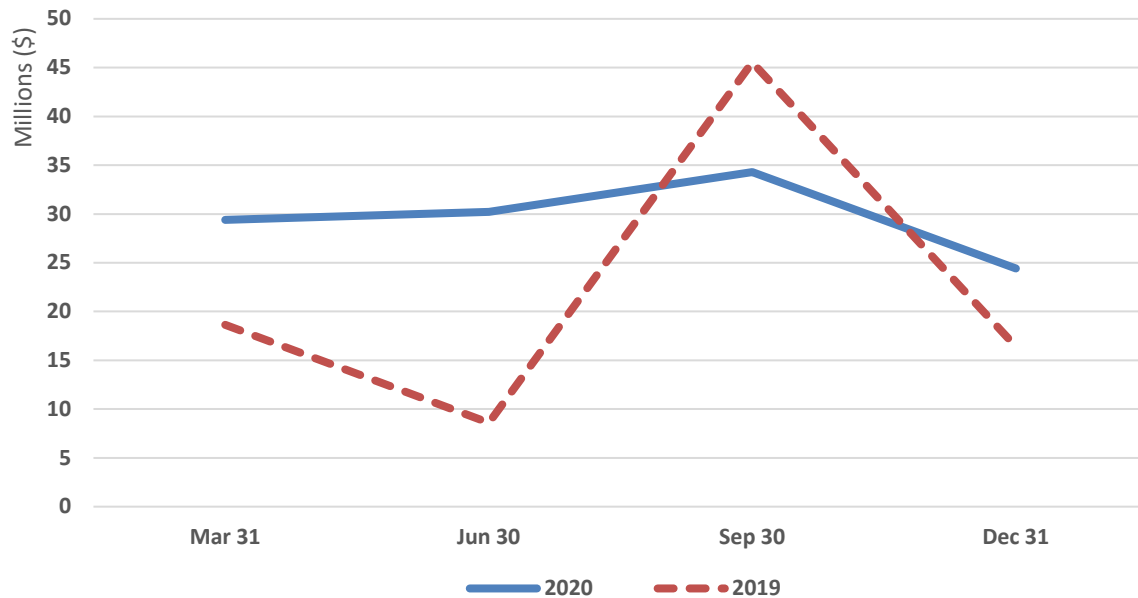
Table 4: Non-tax supported and Library financial impact as of May 31st, 2020

	Details of Financial Impact	Actuals as at May 31, 2020 (\$)
Non-Tax supported Revenue impacts	Building (net)	549,200
	Cemetery revenue shortfall	(14,100)
	W/WW penalty revenue loss	(24,900)
	W/WW rate decrease and credit from March 15 th onwards (first billing cycle)	(43,000)
	Net loss to capital contribution	(46,000)
Library	Revenue shortfall	(40,000)
	Part-time wages cost reduction	124,700
	Programs cost reduction	3,600
	Planned PPE purchases	-
Total favorable cash impact		509,500

4.4 2020 Cashflow Projections

Staff projected the ending cash balance for the remainder of the year. The timing of some of the material payments to the Region and School Boards and increased receipts from Development Services have largely contributed to increase in the cash availability. Chart 2 below plots the ending cash balances, January to May 31st actuals and projections thereafter with comparisons to the 2019 actual cash ending balances.

Chart 2: Quarterly Cash ending balances 2020 versus 2019



4.5 Looking ahead

Given the unprecedented nature of the pandemic, it is important to note that the financial challenges identified above reflect understanding forecasts to a point in time. As new information become available it will be analyzed and incorporated into current estimates.

Considerations:

- Due to the gradual reopening plan, the user fees recovery will be slow and is expected to take at least three months to return to the pre-pandemic level. In addition, there will continue to be some additional expenses for PPE, cleaning, education, enforcement etc.
- Currently, there is no plan to waive interest and penalties for both tax and water payments for the balance of the year. Should this measure be implemented for the future tax and water payments, it will have an impact on the Town’s cash flow.
- Although the Town’s tax base is mostly residential there is a concern that some businesses may close or have already closed permanently, putting pressure on property tax collections. It is anticipated that once the COVID measures are relaxed, tax and water outstanding balances will likely remain weaker than pre-COVID levels.
- The existing social distancing measures and economic shut-down will effectively result in the deferral of most planned new development into the future. The duration of this deferral will be dependent upon the speed at which the economy recovers post-COVID and all emergency measures are lifted. Although the development activity for the Town for the first six months is strong, the lagging effects of this impact will be more significant in future fiscal years.
- The financial impact on the Town could be alleviated if the Province or the federal governments offer municipalities funding due to the hardships faced.

5 Financial Implications:

Financial implications are discussed in detail in section 4 preceding.

Staff are projecting a \$1.2 million deficit as at December 31, 2020.

As the COVID impacts are quite fluid, staff will continue to monitor its financial impacts and report back to Council. The next update is the mid-year variance reporting planned for the August Council meeting.

6 Alignment with Strategic Plan:

1. Fiscal Sustainability

Working toward a sustainable budget that ensures the protection and maintenance of core services now and into the future.

7 Attachments:

No attachments.

8 Related Reports:

FTS-011-20 First Quarter Financial Results and Projections

FTS-012-20 Scenario Analysis in Response to COVID-19

Author: Andrijana Mojsoska, Financial Analyst

Clayton Pereira, Manager of Budgets and Financial Planning

For further information on this report, please contact the Department Head: Brian Parrott, Director of Finance and Technology Services / Treasurer at 905-640-1910 or 1-855-642-8697 ext. 2243 or via email at brian.parrott@townofws.ca



Subject: Camp and Leisure Centre Pool Reopening Update

Staff Report No. LCS-015-20

Department: Leisure and Community Services

Date: July 21, 2020

Recommendation:

- 1) That Council receive Report No. LCS-015-20 for information.

1. Purpose:

The purpose of this report is to provide Council with an overview of the Day Camp program and Leisure Centre Pool Reopening Plans.

2. Executive Summary:

On May 14, 2020, the Government of Ontario announced a Regional approach to moving to Stage 2 of the Reopening Framework which included the operation of In-person (modified) Day Camp as well as the opening of Splash/Spray Pads, Wading Pools and Indoor and Outdoor Pools. Staff have moved forward to provide these programs and services to the community.

With respect to the operation of Day Camp, strict protocols have been established by the Province of Ontario as well as the Region of York, including the COVID-19: Guidance for Day Camps/York Region. The Town has developed two day camp initiatives, In-person (modified) day camp as well as a “take home” Camp In A Box offering. A WS Camp Operating and Procedural Guide has been developed to ensure that all necessary protocols and procedures are in place for the safe and smooth operation of the day camp program.

The Reopening of the Leisure Centre indoor pool will be the first opening of any indoor recreational amenity to date as part of the Provincial Reopening efforts. As with day camps, strict protocols have been established as well as cleaning standards have been developed to ensure COVID-19 sanitation occurs where required. Signage (directional and rules of engagement) and floor markings have been added to the facility to ensure strong communication to patrons re-entering the facility to participate in the aquatic programs as well as the Library in-person service.

A successful Ontario Summer Grants application process for a variety of applicable staff positions, valuing a total of \$198,000 will help to offset the cost of operating both the day camp initiatives as well as the reopening of the Leisure Centre Pool and facility, including back filling for parks operation positions.

3. Background:

On May 14th, the Government of Ontario announced a Regional approach to moving to Stage 2 of the Reopening Framework of the COVID-19 Pandemic. York Region municipalities were given the green light to open further recreational amenities beginning June 19th, including the operation of spray/splash pads, indoor/outdoor pools, opening up of sports fields for practices only and Library in-person services. Additionally, the operation of summer day camps was able to proceed with strict public health guidelines. As the government of Ontario continues to focus their efforts to reopen and strengthen the economy municipalities play a critical role in supporting these efforts. It is equally important for the Town to lead by example and begin to reopen facilities and provide programs and services where feasibly possible. Aside from the Town's efforts to support its local economy, providing a variety of recreational amenities and services are essential to the emotional and physical health of individuals and families, particularly during such stressful times.

4. Analysis and Options:

Day Camp Program

Town staff have developed two camp programs – In-Person (Traditional but Covid modified) Camp and take home “Camp In A Box”. In-Person Day Camps include a short-term program that provides care, education and recreational activities for children ages 6-12 years of age. A WS Day Camp Operating and Procedural Guide, attached as Attachment 1, has been developed to support day camp operations to ensure that all necessary procedures are in place in order to reduce the risk of transmission of COVID-19 among participants, staff, and other contacts. A day camp risk assessment was conducted to identify program risks and mitigate where possible.

Key Public Health Measures

Staff have done extensive research, including review of the COVID-19 Guidance: Summer Day Camps document by the Ministry of Health/Ontario as well as COVID-19: Guidance for Day Camps/York Region, attached as Attachment 2, and additional guidelines that have been developed by other provinces and cities across Canada, namely Provinces of Alberta and New Brunswick and the City of Toronto. Municipalities that choose to develop and deliver in-person day camp include, but are not limited to the Cities of Ottawa, Toronto, Mississauga, Windsor, Pickering, Vaughan, London, Burlington and the Towns of Caledon, Milton, East Gwillimbury and Town of Whitchurch-Stouffville.

Based on staff's research and analysis of common public health measures, the following measures, at minimum, are required to offer an in-person day camp experience:

- i) Ratio of 4 campers to 1 staff person be observed for all ages.
- ii) Camps will be segmented into cohorts of 10 (8 campers and 2 staff). These 10 individuals would only interact with one another. They will have no contact with anyone outside of their cohort. The cohorts must remain consistent for the duration of a five-day camp.
- iii) Each cohort will have its own dedicated washroom in which no other camper, staff person or member of public utilizes.
- iv) Each cohort will have its own entry and exit protocols. This includes daily screening protocols of both staff and participants.
- v) Camp activities will be outdoors as much as possible. Indoor activities will be in large open spaces wherever possible
- vi) Social distancing (maintaining 6 feet separation between all people) will be maintained as much as possible. This includes spreading out of various activity station's and incorporating more individual and outdoor activities wherever possible.
- vii) There will be no bussing of children at all.
- viii) There will be dedicated staff cleaning sites two times per day, one light cleaning of high touch areas and washroom facilities mid-day and one thorough cleaning/disinfection at the end of each day on all spaces after the program concludes.
- ix) Singing will not be permitted indoors. If participants are singing, they will do so outside and be a minimum of 6 feet away from all other individuals.
- x) If a space is required to be used by more than one cohort, it must be thoroughly cleaned and disinfected between uses by cohorts.
- xi) Each cohort will have dedicated equipment that is used only by that cohort.
- xii) Frequent hand washing and sanitizing for both participants and staff will be scheduled daily.
- xiii) There will be no food distribution of any kind – participants will be required to bring all meals/snacks and be responsible for all of their own containers. Each participant will have a clearly marked area where storage of containers

- and personal belongings is appropriately distanced from the belongings of other participants.
- xiv) Communication for staff meetings, trainings and communication with parents will be done virtually. There will be no face to face meetings except in an emergency situation.
 - xv) Staff and participants will wear face masks and other PPE any time social distancing measures cannot be practiced. Mandatory face coverings are exempt from the York Region Face Mask Order approved on July 9, 2020.
 - xvi) Very prescriptive protocols have been developed for addressing participants who become symptomatic during the program including a notification process of all participants, parents and public health officials. All ill participants must stay home from the program.

Camp Sites/Details

Seven (7) Sites and 12 Cohorts have been identified:

Facility	No. of Cohorts
Latcham Hall	1
19 On the Park	1
6240 Main Street	2
Stouffville Arena	3
Soccer City	2
Museum & Community Centre	2
Lemonville Community Centre	1
*Overflow site should registration be greater than existing capacity	

- All identified Camp sites will be open for Day Camp purposes only, remaining closed for other services/programs and the general public
- Total weekly camp spots = 96 or 672 for duration of program

Additional information includes:

- No Before or After Care will be provided
- In-Person Camp – Start: July 20 – 7 weeks
- Camp in a Box – Start: July 13 – 8 weeks
- Registration began on July 7th

Camp at 19 On-the-Park

As part of the Memorandum of Understanding with Motus O, they will be running the Camp at the theatre site. As a 3rd Party Contractor they will be required to follow all protocols as set out by the Town in the operation of the day camp program.

Camp in a Box Program

This program options provides an opportunity for residents to purchase a box of crafts and activities that will support an enlightening play-at-home initiative. Each box contains activities for each day of the week and includes all required materials, how-to videos and instructions. Camp in a Box programs have been developed for 3 age ranges - 4-5 yrs., 6-9 yrs., 10-13 yrs. The Box's are ordered on-line through the L4A website and will be picked up at the Leisure Centre each week.

Leisure Centre Pool Reopening

Pools, including Spray/Splash Pads, Wading Pools and all Indoor & Outdoor Pools were permitted to open to the public beginning June 19th. The Town was quick to open up all Spray Pads effective June 24th to the delight of many residents. Signage has been placed at all spray pad locations to ensure that residents understand the rules of engagement, including respecting a 30 min play restriction to ensure that residents have equal opportunity for play while being able to properly self distance from one another , and that a 10 person limit be adhered to at all times. Additionally, and as part of the Provinces pool reopening efforts, the Leisure Centre Pool has been prepared for reopening beginning on July 20th.

Facilities staff have been preparing for the opening of various municipal facilities by reviewing new protocols and cleaning standards required for a safe reopening. This includes appropriate signage, safety screens installed on customer service counters, directional floor markings, appropriate and approved cleaning equipment and necessary PPE (Personal Protective Equipment) for all staff. Risk assessments have been completed on the Leisure Centre, and all facilities where a camp will be located. Staff have worked to resolve, where possible, issues identified through the process in order to mitigate any risks.

The hours of the Leisure Centre will be 6:00 a.m. to 9:00 p.m. Monday through Friday and 7:30 a.m. to 2:00 p.m. Saturday & Sunday. Restrictions have been outlined by the Lifesavings Society and that complies with any applicable legislation in place to ensure a safe experience which includes only 2 persons allowed per lane to a maximum of 10 person limit, or when ready, attendance is able to accommodate up to 25% of the capacity of the pool.

General Rules:

- Users should not spit, cough, or blow their nose in the water.
- Reduce group ratios to maintain distancing measures. 2 swimmers per lane will be permitted initially
- Aquatic instructors will explain safety guidelines to all participants before starting a class or a training session.
- Disinfection of equipment is required after activities. Certain equipment, such as ones with porous materials will be removed from the deck to ensure patrons safety i.e.: pool noodles.

- People with underlying medical conditions, particularly if these conditions are not well controlled, should not participate in organized activities.
- Instructors should encourage each swimmer to bring their own equipment.
- Participants should not share water bottles, towels, goggles or any other equipment with others.
- Patrons in need of assistance due to physical limitations will receive help from a family member only
- Slides are to be closed
- Lockers in locker rooms will remain closed. Patrons will be provided with a bin to store their personal belongings on deck while participating on deck. Showers will only be permitted briefly at the beginning of the programs to ensure showering prior to pool entry

Pool Program – Monday - Friday

Time	Program
6:30-7:30	Lane Swimming
9:00-10:00	Aquafit
11:00-12:00	Lane Swimming
1:00-2:00	Lane Swimming
3:00-4:00	Lane Swimming
5:00-6:00	Lane Swimming
7:00-8:00	Lane Swimming

Pool Program – Saturday & Sunday

Time	Program
8:00-9:00	Lane Swimming
10:30-11:30	Aquafit
12:30-1:30	Lane Swimming

Registration is required for all above programs to ensure that we are able to accommodate patrons needs as well reduce the number of people showing up randomly to oversubscribed programs. Registration opened up on July 6th. Programs times were booked at 100% capacity prior to the end of the day.

Private swim lessons, Swim Club hours and possibly Public Swim times will be introduced in August once staff become accustomed to the protocols and if COVID-19 numbers remain low and/or Provincial Reopening efforts continue.

It is important to note that in order to offer an aquatic program the Leisure Centre will require Facility Staff to support its' operation. A total of 6 Facility staff have been brought back to the Leisure Centre from Parks operation. This move has required those park positions to be backfilled by hiring contract/part time staff.

Facility Maintenance, Cleaning and Decontamination

Surfaces frequently touched with hands are areas most likely to be contaminated with COVID19. These include doorknobs, handrails, elevator buttons, light switches, cabinet handles, faucet handles, tables, countertops, and electronics. For the purpose of Day Camp, sites will be cleaned twice per day – high touch areas and washrooms will be cleaned mid-day and a thorough clean will be performed at the end of the day. For the Leisure Centre, facility staff as well as Aquatic staff will be wiping high touch areas throughout the day, however a thorough clean of the pool deck, changerooms and hallways/entranceways will occur every hour to ensure a consistently clean environment. From a risk management perspective, cleaning records will be kept on a daily basis.

Staff have attended a number of training session with various service providers and have reviewed a number of documents in order to ensure that cleaning standards are consistent and well planned and documented. Documents such as Recreation Facility COVID-19 Re-entering and Reopening – Guiding Principles and Best Practices developed by the Ontario Recreation Facilities Association Inc. is one example.

Customer Service

In order to provide support for the pool and library reopening, staff will be back on site providing in-person customer service support and service counter assistance. The desk will be staffed during full operating hours of the Leisure Centre. This will require the hiring of 3 part time staff to cover the hours that can not be covered by the full-time team.

Library

As per the Provincial Order, in-person Library services are now permitted to open. The Library will be opening up for such services beginning on July 20th as well to coincide with the Leisure Centre Reopening. The hours of the Library are as follows:

Day of the week	Hours	Services available
Monday	CLOSED	CLOSED (staff working in building)
Tuesday	10:00-7:00	10:00-1:00 holds pickup; 3:00-7:00pm computer bookings only
Wednesday	CLOSED	CLOSED (staff working in building)
Thursday	3:00-7:00	Holds pickup & computer booking
Friday	10:00-1:00	Holds pickup & computer booking
Saturday	10:00-1:00	Holds pickup & computer booking
Sunday	CLOSED	CLOSED

Communication

Staff have used as many promotional avenues as possible to promote the reopening of the Leisure Centre Pool and the offering of our Day Camp programs. Staff have communicated through the Leisure e-news, all Town social media outlets, including two

media releases, 2 promotional signs have been placed around town and an article will be included in the next edition of OTR. Staff will continue to widely promote the applicable programs as we move forward to ensure that residents are aware that the Town is excited to reopen and welcome them back into our municipal facilities.

5. Financial Implications:

Camp Operation

A total of 30 (full & part staff) are required to support the camp program, pending registration is strong and all camp sites are operational. Four (4) Facility staff are required to support the daily cleaning of camp sites.

Leisure Centre Operation

A total of 6 full time staff are required to support the reopening of the Leisure Centre at this time. Should further indoor amenities, such as the fitness centre and gymnasium be permitted to open the staffing complement may need to be increased, however no further staffing costs will be required as there is capacity within our existing staff resources.

Grant Funding – Summer Canada Jobs

The Town has been approved for a number of Summer Canada Jobs applications for the delivery of various programs and services. Leisure Services staff related to the delivery of camps as well as the Reopening of the Leisure Centre are summarized as follows:

Positions/Area	No. of Positions	No. of Weeks	Town Hourly Wage	Grant Value	Total Grant
Facility Labourers	3	7	\$15.00	\$14.00	\$11,760
Parks Operators	6	7	\$18.70	\$14.00	\$23,520
Camp - Supervisors	7	7	\$17.00	\$14.00	\$23,520
Camp - Counsellors	23	7	\$14.00	\$14.00	\$78,400
Lifeguards	14	9	\$19.50	\$14.00	\$52,900
Museum Camp	2	7	\$17.00	\$14.00	\$ 7,840
Total Grant Monies					\$197,940

** While 30 camp positions have been approved for funding, the number of positions accepted will be dependent on the number of program registrations the Town secures each week. Positions are based on a 30-40 hour work week and a 6-16 week consecutive program.

Cost to Operate Camp

The total costs to operate all 3 day camp programs total \$41,562 however, expenses are based on the operation of a full program. To break even the Town will require a total of

16 registrations in a one-week period (or 107 over the course of the 7 week program). It is the hope and intent to process far greater than the 107 registrations, in fact the goal is to fill at least 300 spots of the 672 that are available. Profits from our Camp In A Box program will also help to subsidize the overall camp program if required. Should registrations be low, various camp sites will be eliminated, and unnecessary p/t staff contracts will be retracted, leaving open only those sites that are required. As outlined in the 3 charts below, there is an opportunity to generate significant revenue should registrations begin to maximize in the weeks to come. The numbers are based on a fully registered program.

In-Person General Camp and Camp In A Box

Expenses		
Staffing –		
Cost per 5-day week:	\$13,372	
Less Grant:	-\$10,640	
Net Expenses:	\$ 2,732	
X 6 Weeks:		\$16,390
Cost per 4-day week:	\$10,697	
Less Grant:	-\$ 8,512	
Net Expense:	\$ 2,185	
X 1 Week:		\$ 2,185
Material/Supplies		\$ 2,000
Training		\$ 6,000
Lock Boxes & Bins		\$ 1,000
Floor Decals		\$ 475
Camp In A Box		
150 Boxes		\$ 140
Box Materials - \$30/box x 150 boxes		\$ 4,500
Total Expenses		\$32,690
Revenues		
\$1,920 x7 cohorts x 6 wks.	\$ 80,640	
\$1,536 x7 cohorts x 1 wk.	\$ 10,752	
(\$240 per wk. for 5-day camp; \$192 per wk. for 4-day camp; 11 Cohorts)		\$ 91,392
Camp In A Box		
150 boxes x \$60/box		\$ 9,000
Total Revenue		\$100,392
NET OPERATING REVENUE/DEFICIT		\$ 67,702

** Break even number for this camp is 9 campers per week.

** Should registrations be low, staffing costs will be significantly reduced to cover what is required

Museum Camp

Expenses		
Staffing –		
Cost per 5-day week:	\$1,244	
Less Grant:	-\$1,120	
Net Expenses:	\$ 124	
x 6 Weeks:		\$ 744
Cost per 4-day week:		
Less Grant:	\$ 995	
Net Expense:	-\$ 896	
x 1 Week:	\$ 99	\$ 99
Material/Supplies		\$ 385
Training		\$ 778
Lock Boxes & Bins		\$ 140
Floor Decals		N/A
Total Expenses		\$ 2,146
Revenues		
6 weeks of 5-day camp (\$1,920x2x6)	\$23,040	
1 week of 4-day camp (\$1,586x2)	\$ 3,072	
(\$240 per wk. for 5-day camp; \$192 per wk. for 4-day camp; 2 Cohorts)		
Total Revenue		\$26,112
NET OPERATING REVENUE/DEFICIT		\$23,966

** Break even number for the Museum camp is 2 campers per week

** Should registrations for this camp be lower than 5 per week, those campers will be moved to the General Camp program to fill spot at that site

19 On The Park Camp

Expenses		
Staffing –		
Cost per 5-day week:	\$2,370	
Less MOU \$1,000:	-\$1,000	
Net Weekly Expenses:	\$1,370	
X 4 Weeks:		\$ 5,480
Cost per 4-day week:	\$1,896	
Less MOU \$1,000:	-\$1,000	
Net Weekly Expense:	\$ 896	
X 1 Week:		\$ 896
Material/Supplies		\$ 250
Training		0
Lock Boxes & Bins (8)		\$ 100
Floor Decals		0
Total Expenses		\$ 6,726

Revenues		
4 weeks of 5-day camp (\$2,200x1x4)	\$ 8,800	
1 week of 4-day camp (\$1,760x1)	\$ 1,760	
(\$275/wk. for 5 days or \$220/wk. for 4 days)		
Total Revenue		\$10,560
NET OPERATING REVENUE/DEFICIT		\$ 3,834

** Break even number for the 19OTP camp is 5 campers per week

Costs to Open the Leisure Centre Pool

A variety of costs can be attributed to the opening and operation of the Leisure Centre as outlined in the chart below. Staff will explore further revenue opportunities in the pool in August, including additional lessons time slots, swim club hours, enhanced programs based on higher capacity numbers as we move towards Phase 3. As well, once the fitness centre is able to open as part of Phase 3 further revenues could be realized which will help to offset operating costs. Library in-person service also benefits from the ability to open our doors and welcome residents back into our main Leisure facility.

July 20 – September 6 (7 weeks)

Service Delivery	Costs	Revenues	Totals for 7 Week Term – ending Sun, Sept. 6th
Customer Service – 3 P/T staff, totaling \$1,200/wk.	\$8,400	N/A	\$8,400
Aquatics 14 P/T Lifeguards Grant positions	\$28,670	Grant: \$21,913 Program Fees: \$20,844	(\$14,088)
Facility Staff – 3 part time Grant positions - \$496/week	\$3,472	N/A	\$3,472
Parks - 3 Contract Staff - \$3,200/week	\$3,200	N/A	\$22,400
Parks – 6 P/T Grant Positions – \$1,140/week	\$7,980	N/A	\$7,980
NET OPERATING DEFICIT			\$28,164

6. Alignment with Strategic Plan:

1. Service Excellence

Supporting a collaborative, timely, customer-focused approach to operations that enhances efficiency, effectiveness, and customer satisfaction.

- Creating a positive culture, with sense of accountability and empowerment
- Create an employee attraction strategy to get the best available people
- Complete staff and customer surveys
- Create service-driven policies and procedures / streamline processes
- Create and implement employee development plans

2. Asset Planning, Maintenance and Development

Successful stewardship of the infrastructure and facilities required to support a growing community and vibrant economy.

- Address / plan for maintenance of existing assets & infrastructure; Create new infrastructure
- Focus on continuous improvement of the asset register for asset management planning

7. Attachments:

1. Town of Whitchurch-Stouffville: Leisure and Community Services Operational and Procedural Guideline CampWS
2. COVID-19: Guidance for Day Camps, York Region

8. Related Reports:

None

Author: Marilou Murray, Director of Leisure and Community Services

For further information on this report, please contact the Department Head: 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

2020

Town of Whitchurch- Stouffville

CampWS

COVID Related Operating & Procedural Guide

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PREAMBLE:

The Town of Whitchurch-Stouffville is pleased to share Operating Guidelines and Procedures for Summer Day Camps as it relates to the COVID-19 pandemic. This guideline was developed in consideration of the Ministry of Health - COVID-19 Guidance: Summer Day Camps and [York Region Public Health Guidance for Day Camps](#).

Summer day camps are also required to follow all existing worker health and safety requirements as outlined in the Occupational Health and Safety Act and its regulations.

Additional documents were considered in creating this Guide, including the Guidelines to Early Learning and Childcare Facilities and Day Camps in New Brunswick, Guidelines for Day Camps in Alberta, and the City of Toronto: Community Recreation Post Pandemic Operational Guideline for TO Camp.

NOTE: This guidance document is subject to change as the situation evolves with COVID-19 and new information emergencies.

Section 1 – Introduction

Leisure and Community Services has prepared this operation and procedural guide to assist Recreation and Community Services Staff to implement a safe and structured reopening plan, in concert with York Region Public Health Guidelines.

This guide is intended to be used as a planning support and reference tool for daily camp programming. It is meant to be used alongside the camp programming manual for staff, further guiding camp activities in relation to COVID19 safe operating practicing. All programs and services must use this alongside the specific advice provided by federal, provincial and local authorities. This planning guideline identifies critical health, administrative, facility operation and safety controls required for reopening the CampWS program. To further support the safe operation of the WS Camp program, a Day Camp Risk Assessment has been conducted, according to the requirement put forth by the of York Region Public Health (YRPH).

Public Health Principles for Safe Programming for CampWS:

1. Physical Distancing
2. Hand Hygiene
3. Adequate Cleaning and PPE
4. Respiratory Etiquette
5. Active Screening and Sign-In.

Day Camp Sites

There have been seven (7) sites chosen to host camp. These sites will be dedicated for day camp operation only and remain closed until the conclusion of the program (September 4). This will ensure that campers and staff are isolated from outside patrons and to limit the risk of contamination of program supplies, equipment or facility assets.

Sites include: Latcham Hall, 6240 Main Street, 19 On the Park, SoccerCity, Stouffville Arena, Lemonville Community Hall, Whitchurch-Stouffville Museum and Community Centre

Risk Assessment:

Following the YRPH Day Camp Risk Assessment, site specific Risk Assessments were conducted on each hosting site to ensure potential safety hazards have been identified and where possible, procedures created or modified to ensure a safe environment.

Background

YRPH, in collaboration with the Provincial and Federal governments, will keep the public informed by providing timely, clear and up-to-date information about the COVID-19 pandemic. This will be done as necessary through the media, [York Region Public Health](#) and or through York Region Health Connection at **1-800-361-5653**.

Decisions regarding any opening or closure of Community Centres, Community Programs or amenities and cancellation of social gatherings will be made by the Provincial government (Provincial orders), neighbouring jurisdictions and directly affected agencies. The **York Region** Medical Office of Health will advise the Town of Whitchurch-Stouffville on a regular basis. These updates will continue to inform the Town's Business Continuity and Reopening Plan as approved by Council on April 6, 2020.

COVID-19

COVID-19 is a disease caused by a novel coronavirus that can result in acute respiratory illness. In general, these viruses are spread when a person who is ill coughs or sneezes. It may also be possible for a person to contract COVID-19 by touching contaminated surfaces and then touching their own mouth, nose, or possibly their eyes. The majority of people with COVID-19 develop a mild illness, which may include fever, cough, aches of pain, runny nose, shortness of breath, loss of smell or taste, sore throat, and/or headaches. Milder or asymptomatic cases of COVID-19 have been reported by Public Health Authorities. For more general information about COVID-19, visit [COVID-19 | York Region](#)

Exclusion Examples:

If a participant and/or staff has one or more of the following symptoms, staff need to direct them as per the [Health Assessment Process](#).

Symptoms need to be **“greater than normal”**. If a participant and/or staff has a runny nose/watery eyes consistent with allergies, and an additional symptom presents itself, such as lethargy or fever, they would be asked to leave program/work. Notification to the Recreation Supervisor will occur in order to provide guidance and instruction to staff and where required, notification of the Town’s Health and Safety Specialist will occur.

Isolation Rooms/Spaces:

Through appropriate direction in, and where symptoms appear to be greater than normal, the participant and/or staff will be moved to a separate space in the facility. In cases where it is a camper involved, they will remain separated from the group until a parent/caregiver can be notified and pick up has occurred. The isolation room will have the ability to separate campers should there be more than one person requiring separation. Where possible, an isolation room/space will have access to a washroom/sink or at the very least, must have an alcohol-based hand sanitizer available at all times.

Parents/caregiver and/or staff, will be asked to seek medical assistance, doctor, call telehealth, or York Region Public Health and the participant is to not return until a diagnosis is made, a COVID test is complete and the participant/staff has been cleared with a note. The note can be a doctor’s note or a note from a testing assessment centre. Should the test come back as positive to COVID-19, the Director of Leisure and Community Services or her designate will contact York Region Public Health and follow directions accordingly. The camp site may be required to shut down for a period of time as directed by York Region Public Health.

Symptoms can take up to 14 days after exposure to COVID-19 to appear, and may include:

- Fever
- Cough
- Difficulty breathing
- Sore throat
- Runny nose
- Loss of taste or smell
- Nausea, vomiting, diarrhea
- Difficulty swallowing

Disease symptoms may be different, depending on age. Children and older adults with COVID-19, may also have non-specific symptoms, such as:

- Disorientation, confusion
- Sleeping more than usual or muscle aches
- Dizziness, weakness or falls
- Chills, headaches

Inflammatory Condition – A COVID-19 test is not required to return to camp for an inflammatory disorder, only a doctor's note.

Rarely, children can get an inflammatory condition that impacts the blood vessels, called vasculitis. It can present with:

- Rashes
- Prolonged fever
- Red eyes and swelling in the hands and feet that need medical attention

If staff notice these new symptoms, they must ask the parent/caregiver to seek medical assistance and not return until a diagnosis is made and the participant has been cleared with a note.

Key Documents this guide was based on:

<https://www.york.ca/wps/portal/yorkhome/health/yr/covid-19/covid19inyorkregion>

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf

Section 2 – Health Controls

Programs must encourage good infection prevention, high personal hygiene standards and control practices among staff and participants to help reduce risk of illness.

Ratio and Space Required

Programs will be limited to 10 people max, including both participants and staff. Each group will operate as “cohorts”. Every program space, both indoor and outdoor, must allow for 4²meters² per participant. This space allows for all participants and staff to maintain a 2-meter distance from each other. This modified summer camp program will be operated for participants, 6 to 12 years of age.

Cohort Sizes

Camp will be divided into cohorts (groups) no greater than 10 persons (8 campers/2 staff or 7 campers/ 3 staff in the case of special needs location). Each cohort will remain independent from one another at all times to ensure safety of all persons, further limiting the possibility of contamination. Each camper will be given their own table/space for their belongings as well as supplies and equipment such as crafts, crayons etc. Lunch areas will be identified. There will be no sharing of food/snacks or supplies at any time throughout the program, except where there are direct household siblings involved within the same cohort.

Signage

Signage will be posted throughout the facility to reinforce the training listed below:

1. **Respiratory Etiquette posters** will be posted at the entrance and in areas where they are likely to be seen to remind staff and campers to practice proper respiratory etiquette.
2. **Hand washing** located at all soap dispensing locations
3. **Hand rub** located at all alcohol rub dispensing locations
4. **Physical distancing** – every 2m to assist in maintaining physical distance

Room Occupancy Limits

Physical Distancing

Staff must make every effort for all in the cohort to maintain at least 2 meters away from each other, however there will be times that the 2 meters may be breached, such as activity transitions, providing first aid, or during behaviour management situations, However, every precaution will be taken through the use of personal protective equipment (PPE) which may include face mask and gloves.

The types of activities need to be taken into consideration when programming for CampWS to help maintain the 2 meters:

- When a participant is in need of staff intervention (such as toileting, injured or in danger), staff will wear gloves and masks when possible
- To help maintain the 2 meters of physical distancing, visual markers may be used on floors/tables/desks/etc. to designate areas for each participant and staff to occupy
 - Markers that need to be used must not damage the floors of the centre – Facility staff are to be consulted prior to application

- When there is more than one sink, alternating sinks will be decommissioned and taped off to maintain physical distancing
- If a participant older than 10 years of age has a minor injury (bruise, sprain, nosebleed) staff will coach the participant on how to self administer the first aid, such as placement of the ice or bandage
- All major injuries require hands on attention by staff, in which gloves and mask must be worn by staff and mask by participant.
- Signs will be posted in the office/elevators/hallways to encourage physical distancing to be maintained in all areas
- Staff will support cleaning and sanitation wherever possible by wiping down high touch surface areas and equipment before use to ensure a clean environment. This includes railing, tables, chairs and door handles.
- If areas such as narrow hallways are challenging for staff/participants to not come into contact with one another suggest:
 - Staff/participants verbally communicate that they are coming through
 - If possible, wait until someone is through before another one enters
 - Move out of the way such as another hallway or room until the other person has gone past
 - Where possible create one-way hallways that have clear signs/markers

Declaration of Health Forms

The primary caregiver or designate will receive an email prior to program start date. Information in the email will review new procedures and include an initial health check as well as a Participant Declaration of Health Rules form. Staff will sign off that both forms have been completed and returned.

Recreation Programmer/designated staff will also complete a pre-program declaration of health check with each staff prior to the start of the session

All health screening documents must be kept on file in a locked cabinet or scanned and filed in a secure location in the event York Region Public Health needs access.

Daily health checks will be required for all participants and staff prior to the start of the program. Staff at each location will be trained and responsible to complete the daily health checks upon check in each morning. The same procedure will be followed for staff coming on site to cover lunch breaks or to provide program support. The daily screening forms are:

[COVID19-Daily-Participant-Screening-Form](#)

[COVID19-Daily-Staff-Screening-Form](#)

Declaration of Understanding of Health Rules

Prior to the first day of program participants must sign off on a [Participant Declaration of Health Rules](#). Each participant will need to be aware of the rules to physically distance, wash hands, stay home if sick, respiratory etiquette, etc. If a participant, cannot follow the “rules” they may be asked to leave the program.

Vulnerable Groups

Participants with health conditions causing them to be vulnerable are encouraged to self-identify and a determination will be made (subject to the approval of their primary care giver) regarding additional safeguards required for them.

Daily Procedures

Health Checks/Screening for Participants and Staff

Signage that must be posted at all entrances and exits:

- Screening poster on entrance doors
 - [Poster: Stop-Screening](#)
- Post a sign at all entrances to remind staff/patrons to wash hands upon entry
 - [Poster: Stop-Wash Your Hands](#)

Screening Area Set Up:

Items for screening station set up: **(to be completed outside when possible)**

- Signage
- 2-meter distance visual markers
- One entrance/exit per cohort, where possible
- Alcohol based Hand sanitizer must be available for pre and post screening. As children may have an allergy, [parent permission form is required](#)
- Cleaning products to disinfect area between screenings
- Garbage receptacle(s)
- COVID-19 screening tool for completion [Daily Participant Health Check Screening](#)
- Procedure for [Donning Gloves \(Putting Gloves On\)](#) and [Doffing Gloves \(Taking Gloves Off\)](#) mask and gloves
- Immediate access to isolation measures for anyone showing symptoms of COVID-19
- If staff are required to touch a participant's personal belongings, the use of hand sanitizer/clean needs to be completed in-between

Exclusion to the Program

Program staff or a participant will be excluded from the program if:

- A household/social circle member is displaying symptoms (question on the screening form)
- Have travelled outside of Canada within the last 14 days
- Had close contact with a confirmed/probable case of COVID-19

Daily Procedures for Participants:

- Staff actively screening participants must wear a face shield, mask and gloves
- A parent or caregiver, over the age of 18 with **knowledge of the participant's and family circle's health**, must be present at arrival each day of the program to complete the daily health screening form
- Staff will complete health checks each morning for each participant as well as the caregiver, or their designate, on behalf of their household - [Daily Participant Health Check Screening](#)
- If participants are displaying one or more symptoms of COVID-19, they will not be permitted into the program and will be directed as per the [Exclusion of Sick Participants & Staff](#)

[Procedures](#). York Region Public Health will be contacted for direction on remaining participants in that cohort.

- Participants will not be able to return to program until they have received a negative COVID-19 test result or have a doctor's note and are symptom free
- If participants have travelled outside of Canada within the last 14 days, had close contact with a confirmed or probable case of COVID-19 or had close contact with a person with acute respiratory illness who has been outside Canada in the last 14 days, they will be asked to remain home in self-isolation for 14 days
- Staff will document the results of each health check on the [Daily Participant Health Check Screening](#) and keep a copy in a secured filing cabinet or electronically in a secured location on S drive at the program location
- Temperature checks will be conducted on all participants as well as caregivers each day
- Outdoor space needs to be utilized for arrival and dismissal time (tents can be purchased)
 - If it is not possible to utilize outdoor space, a specific area within the building must be marked off and physical distancing must be adhered to on a daily basis and disinfecting needs to be completed after arrival has been completed
- Physical distancing of 2 meters must occur to conduct health checks/screenings and sign in. Each camp location has identified a layout plan to ensure adherence to the Guidelines
- Physical Distancing during health checks/sign in will be achieved by:
 - Utilizing separate doors per cohort
 - Staff will be assigned for each site to assist with morning sign in process
 - Barriers/pylons/floor markings may be utilized to assist in maintaining physical distance
- The following signs need to be posted at the facility
 - [Poster: Physical Distancing](#)
 - [Poster: Protect Yourself](#)
- Late arrivals must call the Leisure Centre Customer Service to arrange for the participant to be signed into the program and conduct the screening process. A staff will then accompany the Camper to their designated cohort.
- During sign-in, Staff will sign in all participants using the proper forms to ensure that caregivers are not touching or sharing pens and paper
- There will be no common gatherings among the groups. Once a participant is placed within a group of 8, they stay with that group for the remainder of the week. (This includes at mealtime, transitions, arrival and departure times)
- Arrival and dismissal times to be organized according to groups
 - Groups can move throughout the building on a rotating schedule, but cohorts need to stay together
- Hand sanitizer must be available at the health check/screening and sign in station. Children need a signed permission form prior to use of any hand sanitizer ([Hand Sanitizer Permission Form](#))
- When health check screening is completed, staff will take the participant from the parent/caregiver and escort them into the facility and hand washing/hand sanitizing must occur. This allows parents to stay outside of the facility and assist with contamination control of the building
- Visitors or outside parties are restricted from accessing the facility to assist in prevention of cross-contamination. If for some reason a parent/caregiver or Service provider needs to enter the facility

(i.e.: Extreme medical emergency, participant is in distress or facility emergency), a health check must be completed, sign in and hand sanitizer utilized, or hands must be washed

Daily Procedures for Staff:

- Staff will complete a daily health check/screening each morning as per this procedure. Self-assessments will be recorded and kept on file with the Recreation Supervisor or her designate and where required, may be forwarded to York Region Public Health upon request
 - [Form: Daily Staff Health Check Form](#)
- Staff must use hand sanitizer prior to entering the facility or if not possible taken to the nearest washroom to wash their hands
- If they answer yes to any of the COVID-19 screening question's, then staff are sent home immediately and asked to go to their nearest screening centre for testing
- If staff have travelled outside of Canada within the last 14 days, had close contact with a confirmed or probable case of COVID-19 or have had close contact with a person with acute respiratory illness who has been outside Canada in the last 14 days, they will be asked to remain home in self-isolation for 14 days.
- To return to work the staff must present a doctor's note or the negative screening note
- See [Exclusion of Sick Participants & Staff Procedures](#)
- All support staff entering the building will be screened each day
- Encourage staff to wash hands and avoid touching face before and after handling anything that has been touched by another participant or staff

End of Program Procedures:

- Parents will be asked to wait outside. Staff will bring the participant to their parent/caregiver.
- Physical distancing must be maintained
- When early dismissal is required, parent/caregiver must call the Leisure Centre Customer Service phone to arrange for pick up at a designated time. Staff will sign out the participant and accompany the participant to their parent/caregiver. The participant will be not permitted back into the program until the next day

Sign In and Out Procedures for All

All programs must have a sign in and out process. **Everyone entering the building must sign in and complete a health check/screening** to ensure that a complete list is available in the event York Region Public Health requires it for contact tracing. All documents must be kept with staff in a secured locked cabinet at all times.

Sign in will occur at the same time as health checks/screenings.

All sign in sheets need to be saved in a locked cabinet or saved electronically on a shared drive. These documents must not be discarded in the event of an outbreak, requiring YRPH to complete contact tracing.

Illness Occurring On-site

Sick Leave Policy

- An updated [Sick Leave Policy](#) during the COVID-19 pandemic is available on the intranet and In the Loop.

Participant

In the event a participant displays symptoms during the program, the person who is showing symptoms will be:

- Asked to don a non-medical face mask (mask will be provided by the program if needed); and
- Isolated in a designated isolation room or space away from all other staff or participants.

NOTE: Siblings or participants from the same household as the person showing symptoms, will need to be isolated as noted above with person showing symptoms. If sibling or same household member is attending a different site, the Staff Supervisor of that site will be notified right away to begin isolation process at the other site.

Staff who are monitoring the person showing symptom(s) will:

1. Try to remain outside of the isolation room or space.
2. Don (put on) at minimum Gloves and Face mask if there is a need to enter
3. Inform their supervisor of the isolation situation as soon as possible

Staff will complete an accident/incident form, being sure to record the following information:

1. Name of individual
2. Date, time and locations
3. All symptoms
4. Temperature reading
5. Time of call to parent/time of pick up

Staff will need to notify parent or guardian of participant situation for immediate pick up (within 1 hour). Staff will obtain participant's personal belongings to put in isolation room with participant.

If parent/guardian does not arrive within 1 hour, a second call to parent or guardian will be made followed by a call to the designated emergency contact person for that child. Staff must notify their Supervisor.

Upon pick up, parents/guardian will be advised to take participant to be tested. The participant may return with one of the following documents:

- Negative testing result; or
- Doctors note indicating a "pre-existing condition"
 - if parent notes symptoms related to "pre-existing condition", no COVID related doctors note will be required for admittance.

If parent refuses to take the participant for testing or testing has been refused at assessment centre, participant will need to self-isolate for 14 days or provide a doctor's note to return.

Participant Incident/accident forms need to be completed indicating a potential participant/staff exposure.

Contact will be made with the Health Department for direction for parents of other participants to be informed of potential exposure

Staff

In the event of staff illness, staff will be provided with face mask and if well enough, will be asked to go home or call a parent / friend for pick up. If not leaving the site immediately staff with possible COVID-19 symptoms will be relocated to the designated isolation room/space while awaiting aid.

In event of a serious illness, call 911 and follow appropriate emergency procedures.

Staff will record the following information on the staff accident/incident form:

1. Date, time and locations
2. All symptoms
3. Temperature reading

Staff will need to notify Supervisor as soon as possible.

Staff will be advised to attend an assessment centre for testing. The staff may return with one of the following documentations.

- Negative test result; or
- Doctor's note indicating a "pre-existing condition"; or
- If staff refuse to attend assessment centre for testing or testing has been refused at assessment centre, staff will need to self-isolate for 14 days. Staff choosing to self-isolate for the 14-day period will not be paid their hourly wage for this time period

Staff incident/accident forms need to be completed indicating a potential participant / staff exposure.

Contact will be made with the Health Department for direction for parents of participants to be informed of potential exposure

Disinfection of Space

After the person showing symptoms is removed from the program area: all participants will be relocated to a safe area (i.e. to one side of the room or another room) and staff will clean and disinfect all possible contact points made by the person showing symptoms.

Notification to parents

Parents of participants of same cohort will be notified that symptom(s) was displayed by person in the program, and that upon learning of test results, staff will advise parent of update. Staff will notify York Region Public Health for direction on self-isolation procedures for the other participants until test results are confirmed.

Disinfection of Isolation Room / Area after Occupied by a Suspected COVID-19 Case

Under the direction of the location Supervisor, Staff will clean and disinfect the isolation room / area immediately after person has left the site. Cleaning materials to be supplied by operations staff and

stored according to WHMIS protocol at a designated location in the centre. No other unauthorized cleaning materials can be used.

- Use dedicated cleaning and disinfecting materials to disinfect a potential source area. The cleaning equipment should not be used to clean other areas until they are thoroughly cleaned and disinfected.
- First clean visibly dirty surfaces then perform disinfection. For specific cleaning instructions see manufacturer's instructions. NOTE: Products that are specific to coronavirus, have a DIN#, ensure contact time is met for effective use of disinfectant (closure of area for contact time may be required).
- Cleaning materials supplied are to be used. Ensure location of WHMIS information is in an accessible location
- All cleaning and disinfecting materials (e.g., paper towels, cloth wipers, sponges, mop heads, etc. must be disposed in provided sealed bags/containers after use.
- When sanitizing, pay particular attention to high touch areas, including, but not limited to, handrails, door handles, cabinet and drawer handles, shared equipment or tools.
- Clean and disinfect an area extending 12 feet in all directions around suspected contaminated area, focusing on all horizontal surfaces and high touch objects.
- Clean and disinfect all other areas identified as locations visited by the individual who shows symptoms
- Clean a potential source area by progressing from the entrance to the most distant point to avoid re-contaminating surfaces that have been disinfected (i.e. clean your way out).
- [Covid-19 – Environmental Cleaning](#)
- [Cleaning Guidelines](#)

Contact Tracing

Upon immediate communication with York Region Public Health, staff will follow any and all protocols identified for the purposes of contract tracing.

Positive COVID Case

Upon learning of a positive case testing / presumptive positive case, Supervisor will be contacted immediately. Director (or their designate) will contact York Region Public Health to report positive testing and for guidance to ensure current assessment is completed. York Region Public Health will provide direction to the Town on protocols, including contract tracing, notification to parents of children within that cohort, and staff working that cohort. It is likely, based on direction from York Region Public Health, that the camp cohort will be cancelled and children will be sent home for the remainder of the week.

Illness Call In

In the event that a participant or staff calls in ill, the Camp Supervisor will conduct a screening process to determine if symptoms are COVID-19 related. If symptoms are consistent to COVID then appropriate protocols will be followed, including notification to York Region Public Health.

Health Training

Communication of the Health Rules will get signoff acknowledging understanding from parent and child with the Declaration of understanding of health rules for pre camp completion. This will include information on:

- Respiratory etiquette
- Hand cleaning: Washing vs Rub
- Physical distancing
- Stay home if sick

If camper cannot follow the “rules” they may be asked to leave the program.

Staff will provide support and reassurance by:

- Being a positive role model to effectively reduce fear and anxiety as well as promoting healthy behaviours.
- Teaching positive behaviours and ensuring they can be incorporated into the daily programming
- Be approachable and acknowledge concerns and provide reassurance about personal safety and health
- Help identify when sources of misinformation are circulating and correct this information when it occurs.

Campers

Respiratory Etiquette

To prevent the spread of respiratory infections, proper respiratory etiquette needs to be taught to participants and regularly practiced by staff and participants

- [Cover Your Cough](#)

Respiratory etiquette includes:

- Covering your nose and mouth during coughing and sneezing with a tissue or sneezing or coughing into your sleeve or elbow
- Disposing of used tissues into the garbage immediately after use
- Practicing proper hand hygiene immediately after coughing or sneezing

Hand Hygiene

Hand washing is the preferred method of hand cleaning. Staff will need to ensure that campers have the ability to wash hands when needed; a hand washing schedule will assist campers to wash hands on a regular basis.

Hand hygiene training is provided to campers and staff to ensure proper methods are used. Keep hand sanitizer out of the reach of children and supervise its use.

Require staff to wash their hands regularly throughout the day, including:

- When they arrive at the workplace and before they go home
- Before and after giving or applying first aid to a child or self
- Before and after breaks (i.e. eating, drinking or smoking)
- After using the toilet
- After potential contact with body fluids (e.g., runny noses, spit, vomit, blood)
- Before donning and after doffing personal protective equipment
- After cleaning tasks
- After handling garbage
- Whenever hands are visibly dirty

Support children to wash their hands regularly throughout the day, including:

- When they arrive at camp and before they go home
- Before and after eating and drinking
- After using the toilet
- After playing outside
- After sneezing or coughing
- Whenever hands are visibly dirty

Hand Sanitizing

Hand sanitizing is recommended when hand washing is not readily available. The Town's standard for alcohol rub is to have minimum 70% alcohol content. In event of scarcity of supply, alcohol rub with no less than 60% alcohol content may be purchased as per recommendation from Public Health.

Note: Some participants may have allergies to hand sanitizer. A hand sanitizer permission form must be signed off by each parent/guardian of a participant in the program and kept on site. If a participant cannot use hand sanitizer, hand washing must be maintained whenever needed. [Hand Sanitizer Permission Form](#)

Staff

The following training will be provided to staff before the first day of summer camps:

1. Glove, face mask, eye protection and face shield donning and doffing
2. COVID-19 Safety rules
3. Hand hygiene (hand wash & hand rub)
4. Respiratory Etiquette
5. Disinfection Protocol – location of supplies, safe usage, SDS location, PPE required, contact time needed, WHMIS binder location, etc.
6. COVID-19 Screening Protocol
7. Protocol in event of COVID-19 symptoms for staff or campers

Washrooms

There needs to be one separate and dedicated washroom for staff with a sign posted stating it is for staff only.

There needs to be one washroom for each cohort, where possible also separate Male and Female. Washrooms must have a minimum of 2 stalls that allows for physical distancing of 2 meters distance between participants.

If the CampWS location serves less than 25 participants, one washroom for all participants with at least 2 stalls is required.

To achieve physical distancing within the washroom, closure of sinks/urinals may be completed.

Participant groups need to have designated times for washroom breaks and must always be accompanied by a staff to ensure they are maintaining physical distancing. If a participant in a group needs to use the washroom outside of a designated time, they will go with a buddy, either a staff or camper, depending on age of camper.

Designated change rooms can only be utilized as washrooms, where other washroom facilities are not available.

Thermometers

Each Camp Site location needs access to one (1) non-contact thermometer, and extra batteries on site, to check participant(s) and staff temperature upon arrival and should they be exhibiting symptoms of illness after arrival.

Thermometers must be disinfected after each use. Proper cleaning and disinfecting standards must be followed.

Section 3 – Administrative Controls

Emergency Contact Lists

Each program area needs to prepare and keep an updated list of contact information for staff, participants, parents/caregivers for York Region Public Health officials, should they be required to do contact tracing.

CampWS need to expand their current lists of contact information to also include individuals pre-approved for participant pick-up, in case the designated persons are unavailable. Information needs to be taken from the Participant Information Forms (PIF). It is imperative that staff keep these forms up to date.

It is recommended on the first day, to ask parents or caregivers for additional emergency contacts that can arrive at the program within **1 hour** to pick up a sick participant.

Participant Information Forms (PIF)

Parents will be asked to email the PIF and other documentation to staff. Staff will print and securely file onsite for ease of access as well as save electronically on the S Drive.

Staff need to ensure that PIF are updated regularly and ask parents/caregivers to provide as many emergency contacts as possible in case of participant illness.

When emailing the PIF is not possible and handling the PIF is necessary, staff must ask parents to place it on the desk and then pick it up or ask the parent/caregiver to bring it in a plastic re-sealable bag. Staff can then take it out of the bag and handle. If parents do not use a re-sealable bag, staff must wash hands after touching and avoid touching their face.

Program Illness Outbreak and Tracking

It is important to track information

If a participant or staff call in sick, staff need to call the staff/parent/caregiver and walk through the health check and screening process.

Every day, a tracking sheet will be completed to record participants and staff who are ill with COVID-19 symptoms. All programs will keep this spreadsheet in a locked file on site. These forms will be consolidated and sent to the Director/Manager in the event that YRPH needs to conduct contact tracing.

If staff notice a pattern or trend in a group or facility (E.g. 2-3 participants per group are calling in sick over the course of a couple of days) the Supervisor will consult with their Manager and/or Director of Leisure and Community Services, who will call and report pertinent information to York Region Public Health.

York Region Public Health will require names, sign in sheets, daily health checks and other documentation. All documentation must be kept and locked in a secure location on a daily basis or electronically saved on secure S drive.

York Region Public Health will be responsible for declaring an outbreak and will determine and do contact tracing, where necessary.

If York Region Public Health receives a positive test from a staff or participant, they will call the Director of Leisure and Community Services or her designate at the Town of Whitchurch-Stouffville, Leisure & Community Services.

Transportation

Programs cannot utilize any type of transportation, public or bussing.

Out-Trips

There will be no out trips during any programs until further notice. The only exception is that staff can take participants to the park, do walking trips and go to outdoor fields, as long as physical distancing is maintained, and staff are able to maintain appropriate supervision of participants at all times to ensure safety. The park or field needs to be in close proximity.

Visitors/Volunteers/Special Performers in Programs

CampWS will not allow any visitors, volunteers or special performers into programs. This is to limit people into the facility to control any potential exposure to children and staff.

Section 4 – Health and Safety Controls

Extra Staff and Responsibilities

To avoid the need to cancel programs, it will be important to have a roster of relief staff for when staff are ill or need to self-isolate.

On a daily basis, staff will be designated with the following COVID related tasks:

- To complete health/screening and sign in/out each day
- For ensuring all documents required by York Region Public Health stated within this guideline are kept and filed safely (locked hard copy or electronically secured)
- To report and track illness
- To supervise the isolation room, if needed
- To carry the cell phone that LC Admin staff will call should parents contact them in case of late arrival, early dismissal, or any other concerns
- For carrying extra PPE (gloves, masks, hand sanitizer)

Each camp location will assign the above tasks to the cohort supervisor. It is optimal to have staff work in one location only, however, if required, staff can move from one location to another, as long as they complete a Daily Staff Health Check Form at every location, upon arrival.

Personal Protective Equipment (PPE)

Prior to the Start of Program Day 1 Shift (First day of program)

Each staff will be directed where to find cleaning supplies, masks, gloves and any other PPE as a part of On-site Orientation.

Start of each shift (daily)

Staff will check their fanny packs/resealable bags to ensure that gloves and mask are in good working order. If there is any change to PPE standards or where to find it in the building, staff will be informed immediately.

Fanny Packs

Staff will receive one resealable bag/fanny pack that holds one pair of gloves, one non-medical mask and hand sanitizer to use in the event of a major incident. To assist in reducing the use of PPE, staff are asked to utilize PPE only on an as needed basis. A designated staff will be issued a fanny pack that has extra PPE and first aid supplies.

Masks

York Region Public Health has made the use of non-medical masks mandatory for camps **when physical distancing cannot be maintained and while first aid is being administered.**

Campers must come to camp with 2 masks, one to wear when necessary and a back up. Masks will not be supplied to campers, but extra's will be available in case of need or emergency.

Staff may bring in their own masks to wear during shifts. York Region Public Health recommends that cloth masks or face coverings be used when physical distancing is difficult to maintain and while administering first aid.

A Face Shield will be supplied to all Day Camp Staff. Face Shields offer a number of benefits:

- Allows a child/parent to easily identify a camp counsellor
- Provides optimum coverage for the staff member
- Not as intimidating to a child

However, face shields are optional, to be worn when maintaining a 6 ft distance is possible, and face masks can be worn in place of the shield if that is a preferred PPE.

If any staff or participants do wear a mask, they need to be used properly. The mask must be disinfected or washed for the following day and carried in a plastic resealable bag and brought back and forth to program on a daily basis. If mask becomes soiled/wet throughout the day, it must be removed and replaced with a clean, non-medical mask.

Staff doing health checks/screening and while in isolation room must wear both a face shield and a non-medical mask, which will be provided by the Department.

Staff must carry on them, either in a fanny pack or resealable bag, both a mask and gloves for emergency use.

Gloves

Gloves are only required in the situations listed within this document.

Toys and Equipment

All toys and equipment used during the program will be cleaned and disinfected at the end of each shift/day, when soiled or contaminated. Proper cleaning and disinfecting standards must be followed and recorded. Staff must use the cleaning materials that will be provided on site. Location of MSDS sheets to be identified during staff onsite training. Disinfecting logs to be maintained daily and kept onsite.

Sensory play using water, playdough, pasta, sand, porous materials or other materials that cannot be readily disinfected must be discontinued during a pandemic. Plush or stuffed toys must also be avoided as they cannot be readily cleaned and disinfected.

Each participant will have a bin with their own art and craft supplies (markers, scissors, glue, gardening toys, etc.) and also individual bins for toys. Equipment and toys must not be shared or passed amongst participants.

Cooking with participants is not permitted due to cross contamination.

Cleaning of toys, tables and chairs, when possible, will take place after each use by those using them, under the direction of the staff. Regular cleaning of toys, equipment and other camp materials will take place throughout the day and when visibly necessary, by supporting staff. The entire facility will be cleaned and sanitized mid day and at the end of the day by facility staff.

Toys and equipment that have become visibly dirty or that have come into contact with body fluids (e.g., toys that have been sneezed on) must be taken out of circulation immediately and cleaned and disinfected immediately.

Items that cannot be cleaned and disinfected immediately must be placed in a designated dirty bin. The bin must be clearly labelled and inaccessible to participants.

Water Bottles and Water Fountains

Each participant and staff must have an individual water bottle labelled with their name.

When filling up the water bottle, staff and participants need to use caution to not touch the lip of the bottle to the water fountain or sink.

Programs where water bottles are used by participants must have a few extra new unused bottles on hand to give out if participants arrive without one.

Sunscreen

Participants will need to apply their own sunscreen and this information must be included in the parent manual.

Section 5 – Camp Sites and Facility information

Camp Site/Facility	# of Cohorts
Latcham Hall	1
6240 Main	1
19 on the Park Theatre	1
Soccer City	2
Stouffville Arena	2
Museum & Community Centre	2
*Lemonville (Overflow Site)	1

Camp sites and number of cohorts may vary based on registration numbers

2 Way Radios/Cell Phones

Each staff member will carry a 2-way radio/cell phones. If 2-way radio/cell phones are not available for all staff, at minimum each cohort will have one.

Kitchen (if applicable)

- Only staff are allowed access to the kitchen. This is to minimize the number of items/equipment to disinfect remove/declutter
- Kitchen needs to be disinfected after each use

Common Areas and Furniture:

Tables, chairs, benches and lounge type areas need to be assessed and reconfigured to allow for a minimum distance of 2 meters to allow for physical distancing.

Other Programming

No other programming will be conducted at any camp site while camp is in operation (end of August)

Change Rooms

Designated change rooms can only be utilized as washrooms, where other washroom facilities are not available.

Section 6 – Attachments: Procedures, Forms and Posters

Procedures

[Donning Gloves \(Putting Gloves On\)](#)

[Doffing Gloves \(Taking Gloves Off\)](#)

[Emergency Response Plan Policy](#)

[Exclusion of Sick Participants & Staff Procedures](#)

[Sick Leave Policy](#)

Forms

[Daily Participant Health Check Screening](#)

[Daily staff Health Check Screening](#)

[Hand Sanitizer Permission Form](#)

[Minor Injury/Incident Form](#)

[Participant Declaration of Health Rules](#)

[Staff Accident/Incident Forms](#)

Posters & Signs

[Poster: Room Occupancy Limits](#)

[Poster: Cover Your Cough](#)

[Poster: Hand Hygiene](#)

[Poster: Hand Washing](#)

[Poster: Hand Sanitizing](#)

[Poster: Physical Distancing](#)

[Poster: Protect Yourself](#)

[Poster: Stop Screening Area](#)

COVID-19: GUIDANCE FOR DAY CAMPS

The provincial government is permitting [summer day camps](#) to operate during the months of July and August 2020. Overnight camps are prohibited. The following recommendations are intended to help organizers and staff at day camps reduce the spread of COVID-19. As every day camp program will be different, it is ultimately the responsibility of organizers and operators to review their own policies, procedures and site-specific circumstances to assess their ability to deliver programs and activities while ensuring the appropriate infection prevention control measures are implemented and maintained. York Region Public Health has also developed a Summer Day Camp Self-Audit Checklist to help guide camp operators through recommendations and implement them.

More information about COVID-19 can be found at york.ca/covid19.

PROMOTE HEALTHY BEHAVIOUR

Stay home when you're sick

- Visit york.ca/covid19 to learn about the [symptoms](#) associated with COVID-19
- Remind staff, participants and their families to stay at home if they are sick

Practice hand hygiene and respiratory etiquette

- [Wash your hands](#) thoroughly with soap and water or use an 60-90% alcohol-based hand sanitizer, provided hands are not visibly soiled
- Remind staff and participants to avoid touching their face, nose and mouth with unwashed hands
- [Cover coughs or sneezes](#) with a tissue or a sleeve
- Ensure participants have the ability to practice hand hygiene often and when needed:
 - Incorporate it into breaks and timeouts between program activities and before and after snacks and lunchtime/meals
 - Supervise/assist participants if necessary
 - Provide additional hand sanitizer stations in supervised areas (e.g. hand sanitizer dispensers near entrances and inside activity rooms), if possible
 - Monitor supplies to ensure adequate amounts of liquid soap, paper towel (air dryer if paper towels are not available), hand sanitizer, tissues and waste receptacles with lined plastic bags

Practice physical distancing

- [Physical distancing](#) means keeping a distance of 2-meters from others
- Maintain physical distancing by limiting the number of participants in each organized group attending the day camp and restrict the mixing of participants between groups, if possible
- Remind participants to greet each other using non-physical gestures (e.g. wave or nod), to not share items, including food, toys and personal items and encourage everyone to keep their distance during activities

- Physical distancing must not compromise supervision or the camp participant's safety

Consider using cloth and non-medical masks

- [Non-medical/cloth masks](#) are strongly recommended when physical distancing cannot be maintained
- Train staff on the proper use of masks and how to safely [put on and take off a mask](#)
- Masks do not replace the need for physical distancing, hand washing and staying home when sick
- Face coverings may not be tolerated by everyone. Underlying health, behaviour issues or beliefs should be considered to avoid physical and psychological injuries that may result as an unintended consequence of wearing a mask

Increase public health awareness

- Download, print and post signs in visible locations to raise awareness about COVID-19 and to encourage healthy behaviours:
 - [COVID-19 Self-Assessment](#) (poster for entrances)
 - [Sanitize Your Hands](#) (poster for entrances)
 - [Correct Hand Washing](#)
 - [Correct Hand Sanitizing](#)
 - [Hooray for Hand Washing](#) (kids)
 - [Physical Distancing](#)
 - [Cover Your Cough or Sneeze](#)
 - [Lower Your Risk of COVID-19](#)

MAINTAIN A HEALTHY ENVIRONMENT

Provide education

- Provide education to parents/guardians and staff about COVID-19, its [symptoms](#), how the virus can spread and when to stay home
- Parents/guardians can check their child's temperature daily at home, however, a fever is not the only symptom of COVID-19
 - For more information about [symptoms](#) of COVID-19 refer to york.ca/covid19

Screen participants and staff for COVID-19 symptoms prior to drop off

- It is strongly recommended that health screening occur each day at the time of drop-off/arrival
 - Children participating in day camp programs are to be accompanied by a parent/guardian at the time of drop-off/arrival
 - A parent/guardian must be available to respond to the screening questions at the time of drop-off/arrival
- Designate an area outside near the main entrance as a screening station
- The area must allow a minimum of 2-metres distance between staff conducting screening and the individual being screened
 - Ensure participants and parents/guardians maintain a 2-metre distance from others when waiting to be screened
- Alternatively, a protective barrier (e.g. Plexiglass) can be installed around the screening station
- If physical distancing or a barrier is not possible, staff conducting the screening must wear a surgical/procedural mask and eye protection. Eye protection may also be worn when it is

anticipated that there may be exposure to body fluids (e.g. child being dropped-off who is upset and crying)

- Post signage in visible areas clearly explaining the process and the conditions for entry
- Actively screen parents/guardians, children and staff daily at the time of drop-off or prior to the start of a shift by completing the following screening form on paper or electronically. See York Region's [sample screening form](#) that can be used to guide screening questions
- Ensure a supply of alcohol-based hand sanitizer is available for use at the screening station. Remind everyone being screened to use it
- Individuals who answer YES to any of the questions should not be permitted to attend the day camp. Direct these individuals to visit york.ca/covid19 to learn about [assessment centres and testing](#)

Implement an attendance reporting policy for staff and participants

- It is strongly recommended that daily attendance records are maintained
- Attendance records should be updated when a participant/staff is absent
- Day camp organizers should follow-up with participants and staff to determine the reason for any unplanned absences
- Determine if a staff person's absence is due to illness and note any symptoms (e.g. fever, sore throat, feeling unwell). Refer to the Ministry of Health's [COVID-19 Reference Document for Symptoms](#)
- Advise staff to call York Region Public Health at 1-800-361-5653 or their primary care provider to determine if further follow up is required. COVID-19 testing is readily available at [assessment centres](#)
- Monitor attendance records for patterns or trends (e.g. participants/staff in the same group absent at the same time or over the course of a few days)
- Day camp organizers should contact York Region Public Health if there is an increase in absenteeism or they suspect that noted symptoms may be related to COVID-19

Isolate staff and participants that become ill with symptoms of COVID-19 while attending camp

- Staff who become ill while at camp should be sent home immediately and asked to seek assessment at a [COVID-19 assessment centre](#)
- Place participants with symptoms in a separate, designated room and supervise the area until they are picked up or are able to go home
- Notify parents/guardians or emergency contacts to pick-up sick children as soon as possible
- The designated room should have a handwashing sink supplied with hot and cold running water, liquid soap and single-use paper towels or alcohol-based hand sanitizer available
- Open outside doors and windows to increase air circulation in the area if possible
- Staff should remind participants to practice hand hygiene and respiratory etiquette while waiting to be picked-up
 - Tissues should be provided to the participant to support proper respiratory etiquette
- Participants should be asked to wear a mask (if tolerated). Staff should remind the participant to avoid touching the mask while wearing it
- If physical distancing cannot be maintained during supervision of ill individuals in isolation, day camp staff should wear a mask and eye protection (goggles or a face shield)
- Clean and disinfect the area after the individual with symptoms has been sent home

- Staff and participants exposed to a confirmed case of COVID-19 will be excluded from the day camp program for 14 days
 - These individuals should also [self-isolate](#) and monitor for symptoms for the next 14 days. They should be advised to avoid contact with vulnerable persons or settings where vulnerable persons reside (e.g. long-term care homes)
 - Staff and participants who have been in contact with a **symptomatic individual** (i.e. suspected COVID-19 case) should be monitored for symptoms and grouped together (i.e. cohorted)
- Staff and parents/guardians of a participant with symptoms of COVID-19 should call York Region Public Health at 1-800-361-5653, their health care provider or a [COVID-19 assessment centre](#) to determine if they need testing
 - Symptomatic individuals who test negative for COVID-19 must be excluded from the program until 24 hours after symptoms have stopped
- Staff/participants who are being managed by York Region Public Health (i.e. confirmed cases of COVID-19, household contacts of cases) should follow Public Health instructions to determine when they can return to the day camp
- Staff should also report to their Occupational Health and Safety Department prior to return to work
- Summer day camps requiring licensing under the *Child Care and Early Years Act, 2014*, have a duty to report suspected or confirmed cases of COVID-19: the camp should contact York Region Public Health at 1-800-361-5653 to report a staff member or camper who is a suspected case

Enhance environmental cleaning and disinfection

- Implement enhanced environmental cleaning and disinfection policies and procedures and increase the frequency (minimum twice a day)
 - Review Public Health Ontario's [Cleaning and Disinfection for Public Settings](#) fact sheet
 - Refer to Health Canada's [lists of hard-surface disinfectants for use against coronavirus \(COVID-19\)](#) for information on disinfectants
 - Post and maintain a log to track cleaning and disinfecting activities
- Clean and disinfect individual items such as electronic devices, toys, sporting equipment and mats after each use

DELIVERING HEALTHY DAY CAMP ACTIVITY PROGRAMS

Modify day camp programs

- Limit participant group sizes to allow for [physical distancing](#)
- Establish an appropriate staff-to-participant ratio that ensures adequate supervision and maintains physical distancing
- Organized groups should have no more than 10 individuals, including both staff and camp participants
- Group participants and assigned staff together into small dedicated groups (i.e. cohorting) and make sure all members remain with the same group throughout the day camp period (or a minimum of seven days)
 - Do not permit mixing between groups if possible. Dedicated groups or cohorts should have their own room/space

- Each group should have its own designated equipment
- Avoid group events, gatherings or meetings
- Incorporate and prioritize individual activities that encourage more space between participants so that physical distancing can be maintained
- Contact/team sports or games that use shared equipment should not be permitted
- Organize activities that only use items that can be easily cleaned and disinfected (i.e. avoid plush toys, playdough, etc.) or are single use and disposed of at the end of the day/program (e.g. craft supplies)
- Minimize the sharing and frequency of touching objects, toys, equipment, surfaces and other personal items
- Do not use shared sensory play items (e.g. water play, playdough)
- Provide individualized bins for participant's supplies and items (e.g. craft supplies)
- Keep participants' personal belongings to a minimum. Personal items such as water bottles and sunscreen should be labelled and stored separately
- Limit non-essential visitors, volunteers and activities involving external groups or organizations as much as possible
- Avoid taking field trips. Exceptions to this are walking to the park or going on hikes provided that physical distancing can be maintained and staff are able to safely supervise participants at all times
- Do not organize activities with exposure to animals or pets
- Reinforce "no food sharing" policies:
 - Do not plan activities that involve participants in preparing or self-serving food
 - Ensure participants have their own individually packaged meal or snack
 - Ensure participants and staff perform proper hand hygiene before and after eating
 - Ensure that each camp participant brings their own water bottle and that it is labelled
 - Ensure that multi-use food utensils are cleaned after each use
- Consider virtual activities/learning opportunities, modified job responsibilities and telework options as alternatives for staff and participants who are unable to physically attend the day camp
- Use telephone or video conferencing when possible for meetings between staff and parents/guardians
- The provision of bussing or transportation is not recommended at this time
- Overnight camps are prohibited from operating

Plan layouts and stagger the scheduling of activities and programs

- Day camp organizers should assess the available space for the camp program. Programs operated both indoors and outdoors should allow for all participants and staff to maintain a 2-meter distance from each other
 - Account for alternative space required in the event of inclement weather (e.g. rain days, heat alerts)
- Space seating and activity stations at least 2-metres apart
- Provide visual guides such as tape on floors or tables, posted signs, pylons and flags to delineate 2-metres
- Avoid using shared spaces in the community such as playgrounds and playground equipment
- Stagger group activities, snack times and lunchtime/meals to avoid mixing of campers
- Stagger washroom breaks

- Stagger scheduling of arrivals/drop-off and departures/pick-up times to limit contact between participants from different groups
- Encourage families to have only one adult parent/guardian drop off and pick up participants
- Drop-off and pick up should be supervised and occur outside the camp in a designated area to avoid congestion unless determined there is a need for the parent/guardian to enter
- Stay up to date with current [Emergency Orders](#) issued by the Province of Ontario and guidance provided by York Region Public Health at york.ca/covid19

Increase communication with staff, participants and their families

- Develop and implement communication platforms to provide information about programs, health and safety measures (e.g. screening/health check programs, physical distancing, staying home when sick, etc.) with staff, participants and their families through the day camp website, email or social media accounts
- Designate a contact person (e.g. coordinator or camp organizer) responsible for responding to COVID-19 concerns and communicating with York Region Public Health if needed
- Post [signs](#) at all entrances instructing participants and their families not to enter if they are sick

Workplace Health and Safety

- Employers must have written measures and procedures for staff safety, including those for infection prevention and control
- Ontario has general information on [COVID-19 and workplace health and safety](#)
- Learn about an employer's responsibilities and how to protect employees at work
- Employees can read information about [health and safety protections](#) at the workplace

More Information

Please visit our website at york.ca/covid19 for updated information or call us at 1-800-361-5653.

References

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Subject: Draft York Region Draft Climate Change Action Plan

Staff Report No. DS-026-20

Department: Development Services

Date: July 21, 2020

Recommendation:

- 1) That Council endorse the Staff comments in Report No. DS-026-20; and
- 2) That Council direct Staff to forward a copy of Report No. DS-026-20 to York Region for consideration as stakeholder feedback on the Draft York Region Climate Change Action Plan.

1. Purpose:

The purpose of this report is to provide Council with a summary of the action items and staff comments to the Draft York Region Climate Change Action Plan.

2. Executive Summary:

York Region has prepared a Draft Climate Change Action Plan to address climate mitigation and adaptation from a corporate and community perspective. The plan identifies priority actions to address climate change and proposes two key outcomes:

- Reduce greenhouse gas emissions with a long-term goal for the Region to become net-zero by 2050; and,
- Increase the resilience and capacity of the Region to withstand and respond to current and future climate change impacts

3. Background:

On April 2nd, 2020, Regional Council directed Region staff to circulate the York Region Draft Climate Change Action Plan to Ontario Ministry of Environment, Conservation and

Parks, Ministry of Municipal Affairs and Housing, Lake Simcoe and Toronto and Region Conservation Authority, and the local municipalities with a request that comments be provided by June 30th, 2020. The comments return period was later extended to July 31st, 2020.

On May 5th, 2020, a memorandum was brought forward to Town Council by the Manager of Planning Policy, indicating the correspondence from the Regional Municipality of York regarding the Draft Climate Change Action Plan. Staff were directed to report back to with comments for Council endorsement.

The [Draft Climate Change Action Plan](#) identifies corporate and community actions to reduce greenhouse gas emissions and adapt to impacts of climate change. The Action Plan is structured to approach climate change through mitigation and adaptation by integrating the two approaches as a means to manage climate change risks. The four components of the Draft Climate Change Action Plan include:

- Corporate Mitigation
- Corporate Adaptation
- Community Mitigation
- Community Adaptation

The Action Plan proposes two key outcomes:

- Climate Mitigation: Reduce greenhouse gas emissions with a long-term goal for the Region to become net-zero by 2050; and,
- Climate Adaptation: Increase the resilience and capacity of the Region to withstand and respond to current and future climate change impacts

Mitigation refers to actions that reduce emissions that cause climate change, while adaptation refers to actions that manage the risks of climate change impacts.

Through the process of developing this Action Plan, York Region has engaged local municipal staff to identify opportunities for alignment and partnership on climate initiatives. Town staff have participated in the Region's Joint Municipal Climate Change Working Group and provided high level comments during the Plan development.

The Plan was developed under a framework of six phases:

Phase 1 – Initiate and Commit: 2016

Building on Regional Council's commitment to address climate change, York Region staff established an Internal Climate Change Working Group in 2016. The working group began the process of examining how York Region would be impacted by a changing climate.

Phase 2 – Organize: 2018

As part of the Organize Phase, York Region staff built internal capacity, identified and communicated with stakeholders. To develop the Action Plan, staff confirmed information, research, and resources along with the creation of a framework for the Action Plan.

Phase 3 – Research: 2018

York Region staff inventoried existing internal and external actions that directly and indirectly addressed climate change by assessing climatic change, climate vulnerabilities, and impacts. A review of best practices and a scan of leading jurisdictions was also undertaken.

Phase 4 – Plan: 2020

Building on the consultation activities and research carried out earlier in the process to address mitigation and adaptation from the corporate and community perspective, the Plan Phase includes the establishment of an overarching goal, and identification of priority action areas.

Phase 5 – Implement: 2021

Following the official Council endorsement of the Action Plan and establishment of a monitoring and evaluation framework, the Implementation Phase will commence.

Phase 6 – Review: 2024

The Review Phase will include annual monitoring and reporting. The Action Plan will be reviewed after 5 years to allow for any corrections if required.

4. Analysis and Options:

To achieve the key outcomes, three Priority Action Areas of the Draft Climate Change Action Plan have been identified:

- Resilient Communities and Infrastructure
- Low Carbon Living
- Supporting an Equitable Transition

For each action area, the Region has proposed actions for local municipal partners and Conservation Authorities to undertake in order to support the work of the Region.

The Town is uniquely positioned to address many of the key components of the Region's Draft Climate Change Action Plan through the undertaking of the Official Plan Review.

Through this process, the Town will be undertaking a number of supporting studies through which the Town may address many of the priority action areas. Below is a brief overview of some of the actions identified in the Action Plan in which Local Municipalities have been identified as potential partners. Each summary is accompanied with associated staff comments.

4.1 Priority Action Area: Resilient Communities and Infrastructure

This priority action area supports increasing capacity of social, economic, and environmental systems to adapt and cope with a hazardous event or trend or disturbance, responding or reorganizing in ways that maintain their essential function, identity, and structure, while also maintaining the capacity for adaptation, learning, and transformation. Through this process, the Region will continue to guide and encourage the creation of complete communities. The Region will also work to ensure that infrastructure systems are built and maintained for both the current and future climate.

Action #1: Track, report, and identify actions required to adapt to the migration of invasive species.

- York Region Role: Partner
- Potential Partners: Local Municipalities, Conservation Authorities and Provincial Government
- Action Type: Adaptation
- Action Area: Community
- Timeframe: Short

Staff Comment: More detail will be required in order to determine the resources required on the Town's part to complete this action item. The Town could potentially work alongside the local Conservation Authorities and the Region in order to achieve this action item.

Action #2: Integrate climate change considerations into existing and new municipal planning and development tools (e.g. climate change by-laws, development guidelines).

- York Region Role: Lead
- Potential Partners: Local Municipalities and Development Industry
- Action Type: Adaptation and Mitigation
- Action Area: Community
- Timeframe: Medium

Staff Comment: Through the Official Plan Review, the Town will build policy around integrating climate change considerations into existing and new municipal planning and development tools following the development of higher-level policies by York Region.

Action #3: Conduct a vulnerability assessment on natural systems and integrate adaptive actions into watershed planning.

- York Region Role: Partner
- Potential Partners: Local Municipalities, Conservation Authorities and Provincial Government
- Action Type: Adaptation
- Action Area: Community
- Timeframe: Medium

Staff Comment: This action item could be undertaken through the Natural Heritage Resources study, in conjunction with Official Plan Review, but will require partnership with the Conservation Authorities to further address through watershed planning. More detail will be required to determine the extent of the municipal role.

Action #4: Assess the role natural systems play in mitigating and adapting to climate change.

- York Region Role: Partner
- Potential Partners: Local Municipalities, Conservation Authorities and non-governmental organizations
- Action Type: Adaptation and Mitigation
- Action Area: Community
- Timeframe: Long

Staff Comment: Consideration of this action item can be given through the Town's Energy and Climate Change study, in conjunction with Official Plan Review. More detail will be required to determine the extent of the municipal role.

Action #5: Enhanced building energy and water performance in new and existing buildings through performance targets and benchmarking within the community.

- York Region Role: Partner
- Potential Partners: Local Municipalities, Utility Companies, Businesses and Development Industry
- Action Type: Mitigation
- Action Area: Community
- Timeframe: Long

Staff Comment: The Town can encourage such enhancements through the Official Plan Review. Performance targets and benchmarking may be subject to the local context.

Action #6: Adopt emission reduction targets and guidelines for low-carbon infrastructure construction practices.

- York Region Role: Lead
- Potential Partners: Local Municipalities and Industry Associations
- Action Type: Mitigation
- Action Area: Corporate
- Timeframe: Short

Staff Comment: York Region's emission reduction targets and guidelines will be reviewed through the context of Official Plan Review to determine appropriateness of adopting the Region's targets or setting targets based on the local context.

Action #7: Undertake climate change vulnerability and risk assessments on all Regional infrastructure, systems and assets using a common methodology.

- York Region Role: Lead
- Potential Partners: Local Municipalities and Development Industry
- Action Type: Adaptation
- Action Area: Community and Corporate
- Timeframe: Medium

Staff Comment: The Town will support York Region to complete the assessments where possible. However, more detail may be required to determine the type of support needed to be provided by the municipality. Additional information on the scope of work will allow Town staff to determine the extent of participation.

Action #8: Prioritize infrastructure and asset repairs in climate vulnerable areas using the asset management framework.

- York Region Role: Lead
- Potential Partners: Local Municipalities, Conservation Authorities and Community Agencies
- Action Type: Adaptation and Mitigation
- Action Area: Community and Corporate
- Timeframe: Long

Staff Comment: It is not clear if this action is in reference to Regional assets and infrastructure, or if it is meant to include Municipal assets and infrastructure as well. Dependent on a supportive financial framework from the Region, the Town could work alongside the Region to determine the prioritization of infrastructure. Further clarification will be required from the Region to understand the extent of support required from Municipalities to meet this action item. Items requiring capital budget dollars would be subject to Council approval.

4.2 Priority Action Area: Low Carbon Living

This priority action area has a focus on reducing greenhouse gas emissions to mitigate climate change and provide residents with near-term benefits such as improved local air quality. The Action Plan recognizes that in addition to Regional actions, actions by individual residents and business are required to achieve net-zero greenhouse gas emissions and zero waste by 2051.

Action #9: Establish community-wide greenhouse gas emission reduction targets.

- York Region Role: Lead

- Potential Partners: Local Municipalities, Community Stakeholders, Business and Development Industry
- Action Type: Mitigation
- Action Area: Community and Corporate
- Timeframe: Long

Staff Comment: This particular action item will require community consultation as well as a clear plan for achieving the greenhouse gas emission reduction targets. Subject to further consultation with the Region, and through the Official Plan Review, the Town can assess its ability to support community-wide greenhouse gas emission reduction targets produced by the Region. Consideration for implementation of this action item is suggested in the context of each of the local municipalities and how community-wide targets will be achieved across the Region as a whole.

Action #10: Increase use of more sustainable modes of transportation, such as walking, cycling and transit, and community adoption of electric and low-emissions vehicles.

- York Region Role: Lead/Partner
- Potential Partners: Local Municipalities, Provincial Government and Businesses
- Action Type: Mitigation
- Action Area: Community and Corporate
- Timeframe: Long

Staff Comment: Policies in Master Plans, Official Plans, design standards, etc. will all be able to provide the support needed to be in place to help increase sustainable modes of transportation. However, the highest costs will be through implementation and the provision of the infrastructure through paths, trails, transit, etc. Funding, partnership, collaboration and alignment of goals will be crucial to the successful implementation of this action item. As the Region is responsible for the provision of transit, the Town encourages the Region to continue to support an increase of public transportation options through the YRT for residents. Further to that, more detail is required in determining how this action item can be completed comprehensively and cohesively across the Region. The Town can provide further guidance and analysis through Official Plan Review. It is not clear if there are specific targets associated with this item.

Action #12: Support waste prevention and circular economy practices in York Region.

- York Region Role: Partner
- Potential Partners: Local Municipalities, Academic Institutions, Community Stakeholders, Businesses and Residents
- Action Type: Mitigation
- Action Area: Community and Corporate
- Timeframe: Long

Staff Comment: More detail is required in order to determine the extent of municipal participation that is expected. However, this action item can be reviewed through the Town's Energy and Climate Change study, in conjunction with the Official Plan Review.

Action #13: Identify resources and opportunities that show program alignment to support a circular economy approach through regional and local climate mitigation project.

- York Region Role: Partner
- Potential Partners: Local Municipalities, Academic Institutions, Community Stakeholders, Businesses and Residents
- Action Type: Mitigation
- Action Area: Community and Corporate
- Timeframe: Long

Staff Comment: The Official Plan Review can examine the current gaps and provide details on where the Region is able to support the Town in order to achieve this action item.

4.3 Priority Action Area: Supporting an Equitable Transition

This priority action area aims to support an equitable approach in order to address climate risks and opportunities while working to ensure the health and prosperity of people and businesses. As climate change impacts will not affect every resident or area the same way, acquiring information about specific vulnerabilities are considered essential by the Region in order to develop the right response to differing climate change impacts.

Action #16: Co-ordinate strategies York Region and its partners can undertake to increase community resilience and emergency preparedness.

- York Region Role: Lead
- Potential Partners: Local Municipalities
- Action Type: Adaptation
- Action Area: Community and Corporate
- Timeframe: Medium

Staff Comment: Dependent on the Region's direction, the Town can support where possible. This will likely require coordination among the various Emergency Operations Committees across the Region.

Action #20: Complete the York Region Climate Change and Health Vulnerability Assessment and share the findings with internal and external stakeholders.

- York Region Role: Lead
- Potential Partners: Local Municipalities, Community Stakeholders and Residents
- Action Type: Adaptation
- Action Area: Community
- Timeframe: Short

Staff Comment: At this time, it is not known the extent to which municipal participation will be required. Depending on the scope of the assessment, and involvement of municipal partners, significant staff time and resources may be required to assist the Region in the completion of the assessment. More information will be required in order to determine the type of assistance and support the Town can provide.

Action #22: Apply an equity lens to prioritizing and supporting climate mitigation and adaptation actions.

- York Region Role: Partner
- Potential Partners: Local Municipalities, Conservation Authorities, Academic Institutions and Community Stakeholders
- Action Type: Adaptation
- Action Area: Community and Corporate
- Timeframe: Long

Staff Comment: The Town can review this action item through the context of policy development during the Official Plan Review. Staff are interested to better understand the parameters of the equity lens and how it can be applied at the local level.

General Comments:

Generally speaking, staff are supportive of the Region's Draft Climate Change Action Plan. It is a strong step in ensuring that climate change mitigation and adaptation are embedded into policy that can effect change at the community level.

Staff recognize that the Draft Climate Change Action Plan, simply addresses potential actions to be undertaken at the Regional level. Each action item identified will require further scoping to determine the full extent of municipal partnership or participation. Many action items require more information to provide a complete picture of the resources that will be necessary. As identified throughout, staff may be able to address certain action items through the Official Plan Review, under the local context.

The comments provided herein should not be considered as a municipal commitment to each action item. The Town will further evaluate its ability to participate in the completion of action items as the implementation plan is developed. Items requiring budget and/or staff resources will require Council direction and approval.

Next Steps:

Once the public and stakeholder consultation is complete, a final Action Plan, that includes an implementation and monitoring plan will be presented to Regional Council in early 2021. Staff will continue to work with York Region staff on identification of resources required to implement the actions and will report back to Council as required.

Staff Comment:

As the Region moves forward with the development of the implementation and monitoring plan, it is recommended that consideration for securing funding to complete the implementation be at the forefront of decision-making. Securing long-term, sustainable investment will result in successful implementation of the Action Plan. This will ensure that appropriate investments are made to support high-priority projects, and aging infrastructure for long-term resilience. The Region may want to consider a long-term funding model that is tied to performance monitoring of GHG emitters. Large GHG emitters in the Region could contribute to such a fund on an annual basis, allowing municipalities or corporations with reduced GHG's access to capital resources for infrastructure investment in the community to equitably improve resiliency and ensure climate readiness.

5. Financial Implications:

There are no financial implications resulting from the Draft Climate Change Action Plan. However, implementation of certain action items may require financial commitment from the municipality. Staff will continue to report back to Council as needed to implement the Draft York Region Climate Change Action Plan.

6. Alignment with Strategic Plan:

1. Expanding the tax base through a growing, diversified economy
Building and maintaining a tax base that supports the highest quality program and service delivery.
 - Update the Economic Development strategy and continue to attract businesses to locate in WS
2. Asset Planning, Maintenance and Development
Successful stewardship of the infrastructure and facilities required to support a growing community and vibrant economy.
 - Address / plan for maintenance of existing assets & infrastructure; Create new infrastructure
 - Focus on continuous improvement of the asset register for asset management planning

7. Attachments:

None

8. Related Reports:

None

Author: Zahrah Khan, Policy Planner II
Meaghan Craven, Manager, Policy Planning

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



Subject: South Gormley Employment Area Expansion and Greenbelt Enhancement Options (D08)

Staff Report No. DS-027-20

Department: Development Services

Date: July 21, 2020

Recommendation:

- 1) That Council endorse Staff Report DS-027-20 and direct Staff to continue discussions with the Province and York Region to pursue the designation of additional employment area lands in the proposed South Gormley Employment Expansion Area, in accordance with the following Options, as outlined in Section 4.2 this Report:
 - Option A: Settlement Area Boundary Expansion through Region’s MCR;
 - Option B: Request Province to Amend ORMCP (No Land Swap);
 - Option D: Joint Study with Richmond Hill – Highway 404 Economic Corridor Study;
 - Option E: Facilitate the Formation of a South Gormley Landowners Group;
 - Option F: Provincially “Stranded” Highway 400 Series Lands; and
- 2) That Council eliminate Option C.1, identified in Staff Report DS-027-20, to pursue the expansion of the Greenbelt Area into “Whitebelt” Areas as previously presented at the February 18, 2020 Public Meeting; and
- 3) That Council direct staff to forward Staff Report DS-027-20 be forwarded to the Minister of Municipal Affairs and Housing, the Region of York, the City of Richmond Hill, and the City of Markham for their information.

1. Purpose

The purpose of this Report is to seek Council direction to pursue potential options for advancing the Town's objectives to designate an additional employment area within the proposed South Gormley Employment Expansion Area. This report also seeks to request the Province to consider amendments to the applicable Provincial Plans to implement the proposed South Gormley Employment Expansion Area through the Region's ongoing Municipal Comprehensive Review (MCR).

A Public Meeting was held on February 18, 2020 to consult on the preliminary assessment of the Whitebelt Areas recommended for potential inclusion in the Greenbelt Area, to facilitate an expansion to the South Gormley Employment Area. As outlined in [Staff Report DS-006-20](#), Council directed Staff to report back with a recommendation report once public and agency comments had been received. Staff have now considered all of the public input and are reporting back to Council with a range of possible options for consideration for pursuing an expansion to the South Gormley Employment Expansion Area. It is recognized that further approvals would still be required by the Province and the Region.

2. Executive Summary:

The Highway 404 corridor provides a valuable strategic economic resource, which has not been utilized to its full potential. The current Provincial planning framework does not provide sufficient flexibility for the Town to designate additional strategic employment lands. Town Council have made numerous requests to the Province and Region to consider the designation and municipal servicing of additional employment lands along the Highway 404 corridor in order to promote the Town's economic development objectives and ensure a more sustainable and balanced model for growth. The Town's requests have been supported by York Region Council, which unanimously requested the Province to designate three areas along the Highway 404 corridor as Provincially Significant Employment Zones (PSEZs), under the new Growth Plan.

On October 22, 2019, Council directed Staff to continue discussions with the Province and York Region and seek the required approvals to adjust the Greenbelt Area boundary to facilitate a settlement area expansion to include the lands south of the existing Gormley Industrial Area for future employment development, and to study the Town's Whitebelt areas that could be considered to be added to the Greenbelt Area. A Public Meeting was held on February 18, 2020 to consult on the preliminary assessment of the Whitebelt Areas recommended for potential inclusion in the Greenbelt Area. Council directed Staff to report back with a recommendation report once public and agency comments had been received. Staff have now considered all of the public input and are reporting back to Council with a range of possible options for pursuing a settlement area expansion to include the South Gormley Employment Expansion Area. It is recognized that further approvals would still be required by the Province and the Region.

The purpose of this Report is to seek Council direction to pursue potential options for advancing the Town's objectives to designate an additional employment area within the proposed South Gormley Employment Expansion Area. This Report also requests the Province to consider amendments to the applicable Provincial Plans to implement the proposed South Gormley Employment Expansion Area through the Region's ongoing Municipal Comprehensive Review (MCR).

Based on the public comments received and initiatives that have evolved since the February 18, 2020 Public Meeting, Town Staff have identified various options for consideration by Council to pursue the designation of additional employment area lands. These options set up a strategic framework that will allow multiple scenarios to be pursued by the Town. As described in Section 4.3 of this Report, it is recommended that the following Options be pursued concurrently:

- Option A: Settlement Area Boundary Expansion through Region's MCR
- Option B: Request Province to Amend ORMCP (No Land Swap)
- Option D: Joint Study with Richmond Hill – Highway 404 Economic Corridor Study
- Option E: Facilitate the Formation of a South Gormley Landowners Group
- Option F: Provincially "Stranded" Highway 400 Series Lands

Furthermore, it is recommended that Council eliminate Option C.1 (Identify Suitable Whitebelt Areas), as identified in this Report, thereby directing Staff to **not pursue** the expansion of the Greenbelt Area into the "Whitebelt" Areas as previously presented at the February 18, 2020 Public Meeting. In Staff's view, the consideration of a potential land swap Option (Option C scenarios) should not be considered, until such time as the above recommended options have been fully explored.

Subject to Council's recommendation, Town Staff will continue to pursue the designation of additional employment area lands within the South Gormley Employment Expansion Area. Staff will continue to report back to Council on these matters, as required.

3. Background:

The Highway 404 corridor provides a valuable strategic economic resource to the Province, the Region of York, and the Town, which to date has not been utilized to its full potential. The current Provincial planning framework does not provide sufficient flexibility for the Town to designate additional strategic employment lands, and Provincial intervention is required to realize these economic development opportunities.

The Town of Whitchurch-Stouffville has been proactively working to promote its economic development objectives and competitiveness by pursuing the provision of full municipal services to the Town's existing employment areas, and the designation of additional employment areas along the Highway 404 corridor.

On December 11, 2018, Town Council passed a resolution requesting the Province to consider designating appropriate lands abutting the Highway 404 corridor as "Provincially

Significant Employment Areas” within the Town of Whitchurch-Stouffville. It is a strategic priority of Council to advance the servicing and development of the Town’s proposed Provincially Significant Employment Zones (PSEZs) and identify potential expansion areas for employment area development.

In January 2019, the Province released Proposed Amendment 1 to the Growth Plan and introduced a framework to identify and protect “Provincially Significant Employment Zones” across the Greater Golden Horseshoe. On February 19, 2019, Town Council endorsed [Staff Report DS-006-019](#) regarding the Town’s comments on Proposed Amendment 1 to the Growth Plan which recommended that:

“Council request the Minister of Municipal Affairs and Housing to extend the proposed Provincially Significant Employment Zone along the Highway 404 corridor to include the Gormley Industrial Area, Vandorf Preston Lake Employment Area, and the proposed Davis Drive Employment Area...”

[Staff Report DS-006-019](#) also provided comments to the Province which reiterated the need for greater flexibility in contemplating settlement area boundary expansions within the Greenbelt Area, provided the lands were not identified as Natural Core Area or Natural Linkage Area within the Oak Ridges Moraine Conservation Plan (ORMCP), or the Natural Heritage System identified in the Greenbelt Plan. Countryside Areas typically do not comprise significant environmental features or linkage areas. It was Staff’s recommendation that settlement area boundary expansions should be contemplated within the Countryside Areas of the ORMCP, particularly within lands adjacent to the Highway 404 corridor which are ideally suited for future employment development and would support Provincial policies to designate and preserve lands adjacent to major transportation corridors for employment uses and promote economic development and competitiveness.

Furthermore, these comments are consistent with [Staff Report #5](#) which Council endorsed on May 19, 2015, as the Town’s comments on the Province’s 2015 Coordinated Review of the Provincial Plans. The Town’s comments emphasized the need for permitting logical settlement area boundary expansions that are arbitrarily constrained by the restrictive policies of the ORMCP and the Greenbelt Plan. The Report also contemplated a framework for “growing the Greenbelt” by recommending that a process be established for swapping “Whitebelt” areas within the Town to facilitate opportunities for adjusting the Countryside or Protected Countryside Area boundaries in order to accommodate logical settlement area boundary expansions.

On March 21, 2019, York Region Council supported the Town’s request and unanimously passed a similar resolution requesting the Province to designate the three areas along the Highway 404 corridor as PSEZs in the Town, under the new Growth Plan.

In addition, on August 27, 2019, Town Council passed a motion to request the Region to *“aggressively plan, design and construct infrastructure to support employment growth along the Highway 404 corridor in the Town of Whitchurch-Stouffville.”*

To date, the Province has not identified any PSEZs within the Town. The Province is currently undertaking the next phase of work on PSEZs, which will examine how PSEZs can support post-COVID economic recovery to support the retention and expansion of existing industrial and manufacturing operations and attract investment. The Province views PSEZs as an important tool and will continue engaging with stakeholders and municipalities to maximize opportunities within PSEZs.

On October 22, 2019, Council endorsed [Staff Report DS-052-19](#), which directed Staff to continue discussions with the Province and York Region and seek the required approvals to adjust the Greenbelt Area boundary for employment growth along the Highway 404 corridor. The Report recommended that the Town pursue a settlement boundary expansion to include the lands south of the existing Gormley Industrial Area for future employment development, and to study the Town's Whitebelt areas that could be considered to be added to the Greenbelt Area. The proposed south Gormley Employment Expansion Area comprises approximately 153 ha of lands located within the Protected Countryside Area of the ORMCP. The proposed expansion area does not include environmentally sensitive lands which are protected within the Natural Linkage Area of the ORMCP or the Natural Heritage System of the Greenbelt Plan. A Concept Plan for the Proposed South Gormley Employment Area Expansion is included in **Attachment 1**. It is forecasted that the Proposed South Gormley Employment Expansion Area may accommodate in the order of 7,700 to 9,200 new jobs based on a 50 to 60 jobs per hectare on municipal services.

The Town subsequently retained WSP Group Canada (WSP) to undertake a planning and natural heritage assessment to provide recommendations on which Whitebelt areas may be most appropriate to add to the Greenbelt Area, to facilitate the proposed south Gormley Employment Expansion Area. WSP prepared a Draft Greenbelt Enhancement Assessment Report, January 17, 2020, which is included in [Staff Report DS-006-20](#). The proposed south Gormley Employment Expansion Area and candidate Whitebelt Areas which were considered as part of this study included the Whitebelt Areas identified as #2 through #7, as shown on **Attachment 2**. The Whitebelt areas generally include agricultural lands within the Town which are located outside of the Province's Greenbelt Area. Within the Town, the Province's ORMCP and Greenbelt Plan comprise the Province's Greenbelt Area. In accordance with provincial policy, settlement area boundary expansions on lands located within the Greenbelt Area are generally considered to be more restrictive than settlement area boundary expansions on lands located outside the Greenbelt Area (i.e., Whitebelt areas).

The candidate Whitebelt areas which were considered for inclusion in the Greenbelt Area comprise approximately 266 ha. As such, the extent of Whitebelt areas proposed for Greenbelt enhancement was approximately 153 ha, in order to provide for an equivalent amount of land to be maintained within the Greenbelt Area. The Report and preliminary findings were intended to aid in facilitating landowner and public consultation to inform future recommendations to Council. Any adjustments to the Greenbelt Area would require Provincial and Regional approval, and would require further consultation. At that

time, the preliminary recommended Whitebelt areas for inclusion within the Greenbelt Area, comprise portions of land within Whitebelt areas 4, 3, 2A and 5.

An initial Public Open House was held on January 23, 2020 for directly affected landowners to present the study purpose, an overview of the planning and natural heritage assessment of each Whitebelt Area and WSP's draft recommendations, and receive comments. A Public Meeting before Council was held on February 18, 2020 to present the preliminary assessment and receive further public and agency comments.

The purpose of this Report is to provide Council with an update on the public comments received and seek Council direction on pursuing potential options for advancing the Town's objectives to designate additional employment areas within the South Gormley Employment Expansion Area.

4. Analysis

4.1 Summary of Comments

The following section summarizes the comments received through the Public Open House which was held on January 23, 2020, and the Public Meeting held on February 18, 2020, to present the study and WSP's preliminary assessment and recommendations for expanding the Greenbelt Area in exchange for designating an equivalent amount of employment area lands within the proposed South Gormley Employment Expansion Area.

Proposed South Gormley Employment Expansion Area

- Support for the expansion plans to accommodate employment development in the south Gormley Employment Expansion Area.
- Support for the Town's work in studying swapping the Whitebelt areas to remove lands from the Greenbelt Plan in the south Gormley Employment Expansion Area.
- Support for the extension of municipal water and wastewater services to the Gormley area to happen as soon as possible.
- Decline in agriculture in this area make farming in the community difficult (increased traffic and safety issues on Woodbine, soil fertility is average, would have minimal impact on the agricultural base).

Greenbelt Area Enhancement (Whitebelt Area Land Swap)

- Negative impact on the property value of lands within the Whitebelt areas that are proposed for Greenbelt Area expansion, by removing future development opportunities.
- Unjust for Whitebelt area landowners to bear the expense for the south Gormley Employment Expansion Area.

- The south Gormley Employment Expansion Area should be done in another manner which does not reduce the value of lands within the Whitebelt areas.
- Intention to preserve the Whitebelt area designation on the lands.
- Lack of consideration for other options for achieving the Town's objectives.
- Whitebelt landowners feel economic harm would be inflicted on them to make the proposed South Gormley Employment Expansion Area appear more palatable from an environmental point of view.
- Limited opportunity to review the environmental work completed by the Town's consultant.
- Expressed the opinion that the Town's exercise is premature as the next Greenbelt Plan review would not start until 2025-2027.
- Several landowners expressed that they would use all legal means to object to any expansions of the Greenbelt on their lands.
- One landowner expressed that opportunity exists for future development on their property as a future service connection will be right across Warden Ave. and they are adjacent to the municipal boundary (City of Markham Future Urban Area).
- Objections to the process and substance of the Town's consideration of the expansion of the Greenbelt on the Subject Properties.
- Numerous comments from members of the Meadowbrook Golf Club, which are strongly opposed. Meadowbrook is designated as a "Commercial Recreation Area" in the Official Plan, and would unfairly restrict potential future development options.
- The Whitebelt Area lands to the east of McCowan have been identified as a Greenlands linkage area in the York Region Official Plan, and, as such should also be considered for evaluation in expanding the Greenbelt Area.

4.2 Options for Consideration

Based on the comments received and initiatives that have evolved since the February 18, 2020 Public Meeting, Town Staff have identified various options for consideration by Council to advance the Town's objectives for designating additional employment area lands within the proposed South Gormley Employment Expansion Area. These options set up a strategic framework that will allow multiple scenarios to be pursued concurrently by the Town.

Option A: Settlement Area Boundary Expansion through Region's MCR (Recommended)

Town Staff and Council have requested that the Region consider an expansion to the Gormley Settlement Area through the Region's on-going Municipal Comprehensive Review (MCR). Town Council Resolution on January 21, 2020, requested that:

"Council recommend to York Regional Council that the Town's other growth initiatives, such as Highway 48 Visioning Study and proposed employment growth along the Highway 404 Corridor be considered in the forthcoming Region growth forecasts and lands needs assessment to 2041".

To date, the Region has indicated that Provincial amendments to the ORMCP would be required before the Region could consider a settlement area expansion into lands located within the ORMCP, and furthermore, that there are other lands within the Region (i.e., Whitebelt Areas) which are located outside of the Province's Greenbelt Area to accommodate future settlement area expansions, if required. It should be noted, that as part of the Region's comments on the 2015 Coordinated Provincial Plan Review, Regional Council's recommendations included that: *"The Province develop a process to allow municipalities to access strategically located employment lands, if deemed necessary through a municipal comprehensive review."*

Notwithstanding, in Town Staff's opinion, settlement area expansions onto lands within the ORMCP, may, and should be considered through the Region's MCR based on the current Provincial planning framework. In accordance with the ORMCP, an upper-tier municipality may consider the need to change or refine the boundaries of Settlement Areas as part of a MCR. The ORMCP states that:

"An upper-tier or single-tier municipality may consider the need to change or refine the boundaries of Settlement Areas as part of a municipal comprehensive review undertaken in accordance with policy 2.2.8 of the Growth Plan for the Greater Golden Horseshoe. Settlement Area boundaries are not permitted to expand into Natural Core Areas or Natural Linkage Areas." (Implementation – Settlement Area Expansions, ORMCP, 2017)

The Growth Plan for the Greater Golden Horseshoe, 2019 (Growth Plan) includes policies for evaluating the feasibility of a proposed settlement area boundary expansion. A settlement area boundary expansion may only occur through a MCR, which is an official plan amendment initiated by the upper-tier municipality to comprehensively apply the policies of the Growth Plan. York Region is currently undertaking a MCR to update its Official Plan to implement the Growth Plan, as such, now is the appropriate time to consider a settlement area expansion within the ORMCP.

In doing so, the Growth Plan requirements of Policy 2.2.8 (Settlement Area Boundary Expansions) must be addressed. The Growth Plan requires that:

"Settlement area boundary expansion may only occur through a MCR where it is demonstrated that:

a) based on the minimum intensification and density targets in this Plan and a land needs assessment undertaken in accordance with policy 2.2.5, sufficient opportunities to accommodate forecasted growth to the horizon of the Plan are not available through intensification and in the designated greenfield area:

- i) within the upper- or single-tier municipality, **and***
- ii) within the **applicable lower-tier municipality.**"*

The Growth Plan requires that the land needs assessment must take into consideration not only the overall land need requirements of the Region, but also the applicable lower-

tier municipality (i.e., the Town of Whitchurch-Stouffville). As outlined in [Staff Report DS-052-19](#), the Town of Whitchurch-Stouffville has identified a deficiency in the amount of designated employment land. As part of the Town's on-going Official Plan Review, the Town has retained Watson and Associates Economists Ltd. to undertake a Growth Management Assessment to identify population and employment forecasts and updated land needs for the Town. The updated preliminary employment land needs for the Town are forecasted to be in the order of an additional **167 gross hectares** of serviced employment land that is required to the 2041 planning horizon. In light of the proposed amendment to the Growth Plan to extend the planning horizon to the year 2051, the Town's employment area land needs will be further exacerbated.

Furthermore, the policies of Section 2.2.8.3 of the Growth Plan outline the requirements for determining the most appropriate locations for the proposed expansion, which include:

- Sufficient capacity in existing or planned infrastructure and public service facilities, informed by applicable water and wastewater master plans or equivalent;
- Avoiding prime agricultural lands where possible; and,
- Meeting any requirements of the Greenbelt and ORMCP.

Town Staff is actively pursuing opportunities to extend full municipal services to Gormley, which may be considered through an extension of the North Markham Employment Area, and Future Urban Area which currently abuts the Town's municipal boundary and the proposed South Gormley Employment Expansion Area. Discussions with the City and further analysis are ongoing to assess the feasibility of extending municipal services.

While the Growth Plan provides further restrictions on lands within the Protected Countryside Area of the Greenbelt Area (S. 2.2.8.3 k), these policies are not applicable to the proposed South Gormley Employment Expansion Area, as these lands are located within the Countryside Area of the ORMCP, furthermore, the proposed expansion would not extend into any designated Natural Core or Natural Linkage Areas of the ORMCP.

Although to date, the Region has not identified a need for any settlement area expansions, it is recognized that the Region's ongoing MCR will need to conform to Proposed Amendment 1 to the Growth Plan which extends the planning horizon to the year 2051 (currently 2041), and establishes **minimum** population and employment growth forecasts for the Region (which may be exceeded based on the outcome of the Region's land needs assessment). Proposed Amendment 1 forecasts an additional 230,000 persons and 90,000 jobs to be accommodated from 2041 to 2051 (Reference Scenario).

Furthermore, the Province is proposing an updated Land Needs Methodology which provides a more simplified and flexible approach to determining land needs that is intended to be more forward-looking and account for demographics, employment trends, market demand, and concerns related to housing affordability in the Greater Golden Horseshoe. Additionally, the Region's land needs assessment will need to take into consideration the numerous employment area land conversions that have been recommended by Staff, which will result in an increased need for designated employment

area lands. It is anticipated that the Region's updated land needs assessment will be available in late 2020 / early 2021 for consultation.

The *Oak Ridges Moraine Act* authorizes the Minister to propose an amendment to the ORMCP (S. 12(1)). It is recognized that a review and amendment to the ORMCP shall not consider removing lands from the Natural Core or Natural Linkage Area designations. Unlike the *Greenbelt Act*, there is no requirement in the *Oak Ridges Moraine Act* that would limit the ability of the Minister to approve an amendment that has the effect of reducing the total area of land within the ORMCP. Furthermore, the proposed expansion area would still be considered a designated settlement area within the ORMCP. In Staff's view, the requirement to not reduce the amount of land, only applies to lands within the Greenbelt Plan Area, as per S. 12(2) of the *Greenbelt Act*, and should not be a requirement for considering an expansion of the existing Gormley settlement area into the Countryside Area of the ORMCP.

Option B: Request Province to Amend ORMCP (No Land Swap) (Recommended)

The *Oak Ridges Moraine Act* authorizes the Minister to propose an amendment to the ORMCP (S. 12(1)) that conforms to the Plans objectives, which provides for the continued development within existing urban settlement areas and recognizes existing rural settlements. As previously stated, unlike the *Greenbelt Act*, there is no requirement in the *Oak Ridges Moraine Act* that would limit the ability of the Minister to approve an amendment that has the effect of reducing the total area of land within the ORMCP, as such, there is no legislative basis for requiring a Whitebelt land swap.

Although Gormley is considered a rural settlement and a component of the Countryside Area, the proposed South Gormley Employment Expansion Area would directly abut the Urban Settlement Area in the City of Markham, and represents a logical extension of urban development along the Highway 404 Corridor. Subject to provision of appropriate municipal or communal water and wastewater services, Gormley could be considered and designated a Settlement Area within the ORMCP, which provides for continued urban development within the ORMCP Settlement Area designation.

The ORMCP Countryside Area designation is intended to encourage agricultural and other rural uses by protecting prime agricultural areas, promoting normal farm practices, and maintaining the character of rural settlements. It may be argued that normal farm practices and the rural character of the proposed employment expansion area has already been eroded, as the surrounding areas continue to urbanize. Furthermore, the majority of the proposed expansion lands are not designated prime agricultural area in the Region's Official Plan and the viability of farming has greatly diminished as outlined in [Staff Report DS-052-19](#).

The Town may request the Minister to amend the ORMCP to identify Gormley and the Proposed South Gormley Employment Expansion Area as a Settlement Area within the ORMCP to provide for continued growth. As further discussed in Option D, this approach is consistent with the Town of Richmond Hill Council Resolution of February 26, 2020 and

the landowners initiative to expand the Urban Settlement Area of Richmond Hill, in the absence of any potential Whitebelt Area land swap. The designation of the proposed expansion areas would be contingent upon the preparation of a comprehensive Secondary Plan process and framework that may be established in the Region's updated Official Plan, and contingent upon addressing the Growth Plan requirements of Policy 2.2.8 as summarized above.

It remains uncertain as to whether the Province would entertain an amendment to the Provincial Plans at this time, or defer to the next 10-year Provincial review of the Plans (i.e., 2025-2027). However, given the Provincial interests in enhancing the economic competitiveness of the Province and Region, it is Staff's expectation and understanding that employment development along the Highway 404 corridor should be a Provincial priority.

Option C: Request Province to Amend ORMCP and Greenbelt Plan (With Land Swap) (Not Recommended at this Time)

Option C would involve requesting the Province to amend the ORMCP to expand the Gormley employment area while expanding the Greenbelt Area within other areas of the Town, with the underlying intent to maintain an equivalent amount of Protected Countryside or Countryside Area within the Greenbelt Area (i.e., 153ha). Notwithstanding, and as previously stated, unlike the *Greenbelt Act*, there is no requirement in the *Oak Ridges Moraine Act* that would limit the ability of the Minister to approve an amendment that has the effect of redesignating Countryside Area to Settlement Area in the ORMCP. While a proposed land swap may be viewed as more favourable by the Province, in Staff's view this does not appear to be an explicit requirement of the *Oak Ridges Moraine Act*, and the ORMCP makes provisions for Settlement Area expansions into the Countryside Area.

This may be achieved through various alternative scenarios that include a "land swap" which are outlined below, and include:

- Option C.1: Identify Suitable Whitebelt Areas
- Option C.2: Identify Only Non-Developable Lands within the Whitebelt Areas
- Option C.3: Identify Other Environmental Areas within the Town
- Option C.4: Identify a Hybrid of Option C.2 and C.3 Scenarios

The *Oak Ridges Moraine Act* authorizes the Minister to propose an amendment to the ORMCP (S. 12(1)) that conforms to the Plans objectives, which provides for the continued development within existing urban settlement areas and recognizes existing rural settlements. Furthermore, the Greenbelt Plan provides opportunity for the Minister to propose amendments outside the Province's 10 year review, subject to satisfying certain criteria as outlined in S. 5.6 (i.e., for the purpose of extending the Greenbelt Plan policy coverage to lands which may be added to the Greenbelt, including Protected Countryside or Urban River Valley).

As summarized in Section 4.1, and based on the landowner comments received to date, strong opposition to any proposed Greenbelt Area expansion into Whitebelt Area lands has been expressed, and particularly into agricultural lands and existing non-agricultural uses which landowners perceive to have future potential development opportunities.

In addition to the above, benefitting landowners with the South Gormley Employment Expansion Area could be requested to consider identifying and acquiring lands located elsewhere on the periphery of the Greenbelt Area, for potential inclusion within the Greenbelt Area, to “offset” an employment area expansion into the Countryside Area of the ORMCP.

In contemplating any land swap involving Whitebelt Areas or other environmentally significant areas, the proposed South Gormley Employment Expansion Area would still be contingent on addressing the Growth Plan requirements of Policy 2.2.8 as summarized above.

Option C.1: Identify Suitable Whitebelt Areas

As outlined in [Staff Report DS-006-20](#), and presented at the February 18, 2020, Public Meeting, WSP presented their Draft Greenbelt Enhancement Assessment Report, which provided a planning and natural heritage assessment of the Town’s candidate Whitebelt areas (Areas 2 – 7) to determine which areas may be most appropriate and compatible for inclusion within the Greenbelt Area. The recommended Whitebelt Areas for potential inclusion within the Greenbelt Area as provided in the Report are illustrated in **Figure 1** (shown in the black hatch).

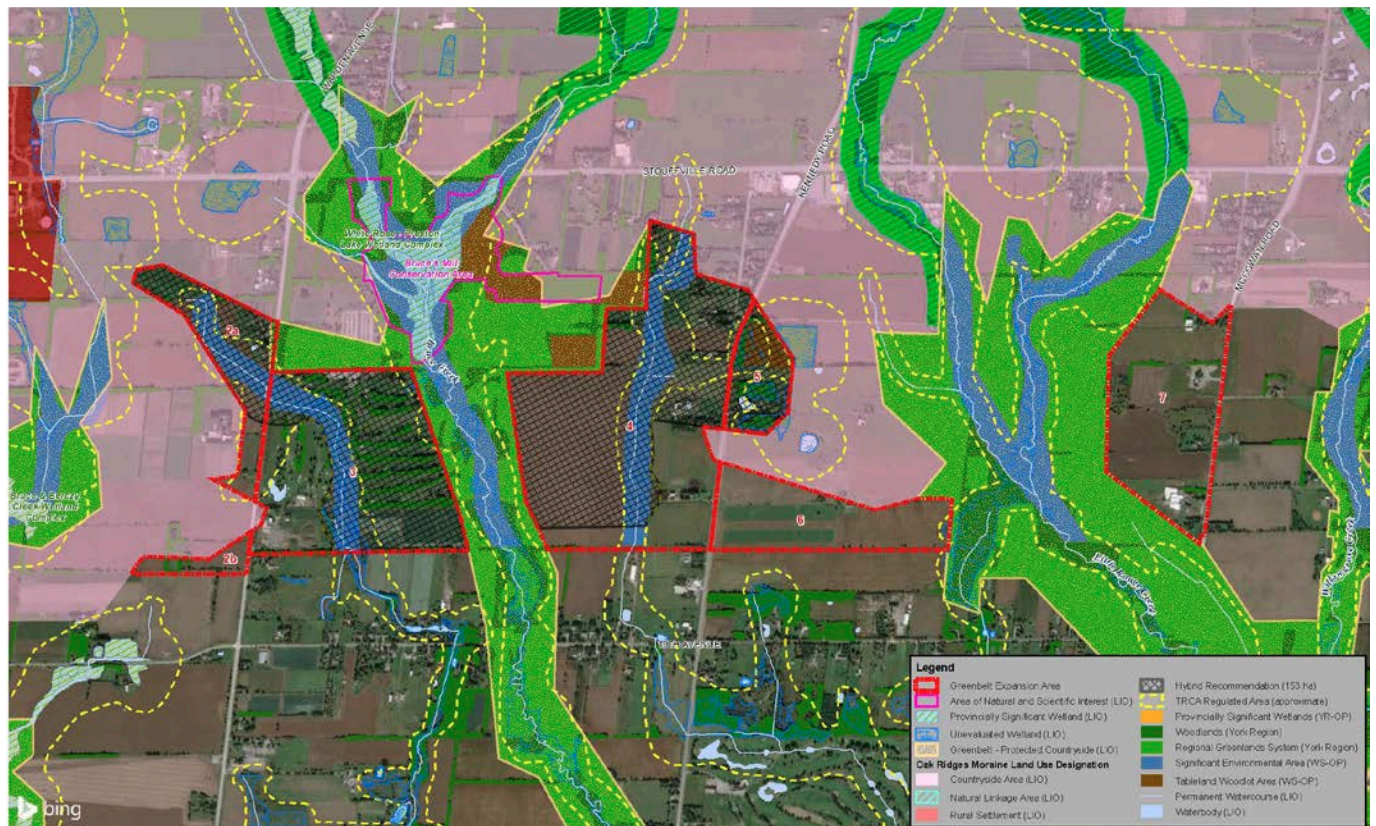


Figure 1 – Preliminary Recommendation Areas for Inclusion in the Greenbelt (Option C.1)

The recommended areas for potential inclusion within the Greenbelt included both environmentally significant areas and higher priority agricultural lands within the Whitebelt Areas which were evaluated to be most suitable for inclusion in the Greenbelt Area to enhance connectivity of the natural heritage features.

As discussed, the Town received strong opposition from affected landowners regarding any proposed land swap which would include their lands within the Greenbelt Area. The majority of affected landowners expressed concern regarding the additional development restrictions which may impact their lands, and their perceived negative impact on any future development opportunity, particularly on agricultural lands which could also be candidate areas for potential long-term future settlement area expansions. Landowners expressed concerns that by seeking to achieve a 1:1 land swap ratio, that lands which could be potentially developed in the future, were arbitrarily identified for inclusion in the Greenbelt Area in order to achieve a total of 153ha.

Town Staff do not recommend pursuing a Whitebelt Area land swap as outlined in the WSP Draft Greenbelt Enhancement Assessment Report, January 17, 2020. As outlined in this Report, in Staff’s view there are other options available for the Town to pursue at this time, in order to advance the Town’s objectives for designating additional employment area land.

Option C.2: Identify Only Non-Developable Lands within the Whitebelt Areas

Based on the landowner comments received in relation to Option C.1, Council could consider identifying only those lands within all of the Whitebelt Areas that include existing environmental features (i.e., key natural heritage features and hydrologic features and their associated minimum vegetation protection zones and designated Environmentally Significant Areas), for potential inclusion within an expanded Greenbelt Area. Through the identification of only existing environmental features there would be no loss of future development potential, as these areas already receive environmental protection under the current planning policy framework.

WSP has undertaken additional environmental investigations to identify which lands within the Town's Whitebelt Areas would be considered non-developable based on existing natural heritage protection policies, in addition to small isolated parcels of land which would be created as a result. These areas are conceptually illustrated in **Figure 2** (shown with a black hatch) and amount to approximately 80 hectares.

The environmental features which could comprise a revised Greenbelt enhancement area include:

- watercourses;
- wetlands;
- significant environmental areas; and,
- tableland woodlots.

It should be noted that the Whitebelt Areas for consideration have been extended to the lands east of McCowan Road, which are subject to the Town's ongoing Highway 48 Visioning Study.

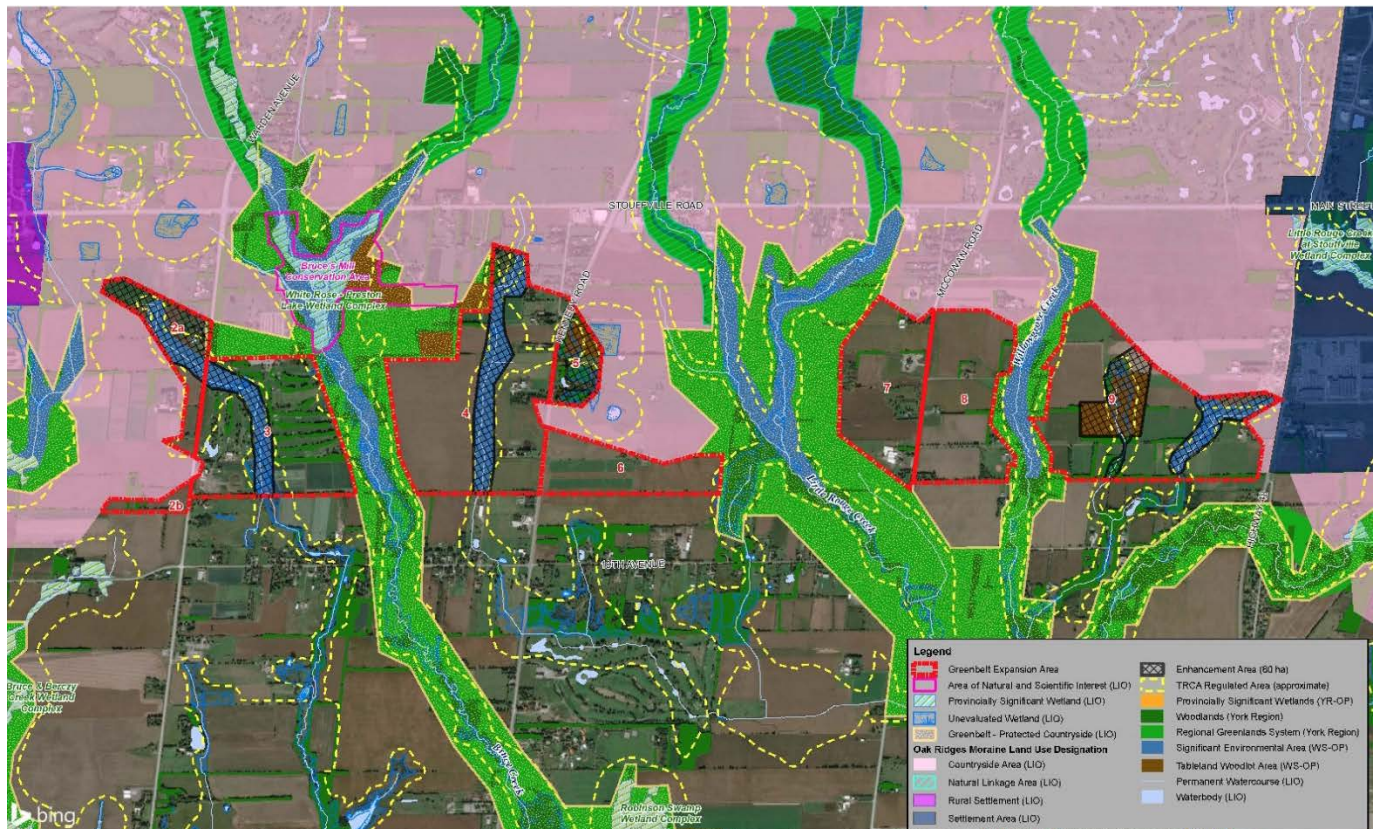


Figure 2 – Illustration of Potential Non-Developable Lands within the Whitebelt Areas for Inclusion in the Greenbelt (Option C.2)

The amount of non-developable lands amount to approximately 80 hectares, which does not achieve the 153ha identified in order to achieve a 1:1 ratio land swap. This may result in a reduced employment expansion area, or could be considered in addition to other Options outlined in this Report. It should be noted that by identifying only the non-developable lands within the Whitebelt Areas, this may result in a less contiguous natural heritage system and may reduce the ability to enhance existing natural features and areas in the future. In pursuing this option, further detailed analysis of potential non-developable lands would be required. This detailed analysis would require ground-truthing of the features and may result in more or fewer non-developable lands being identified. This will also require additional resources to complete.

Option C.3: Identify Other Environmental Areas within the Town

Option C.3 may include identifying other environmental areas that are in public ownership and are already protected within the Town’s existing Settlement Areas for inclusion in the Greenbelt Area. The Urban River Valley designation within the Greenbelt Plan provides a foundation for municipalities to have additional public lands added to the Greenbelt through future amendments. The Urban River Valley reinforces important linkages between the Greenbelt and Lake Ontario and broader natural heritage systems.

Figure 3 provides an illustration of such areas which could be considered for inclusion within the Gormley and Community of Stouffville settlement areas which are currently designated for environmental protection.



Figure 3 – Illustration of Other Non-Developable Lands within the Town for Inclusion in the Greenbelt (Option C.3)

Although the Settlement Areas are already located within the Greenbelt Area (ORMCP), designating them as part of the Provincial Natural Heritage System may assist in offsetting the proposed South Gormley Employment Expansion Area. By designating these lands as part of the Urban River Valley system, this would elevate their Provincial status and environmental significance as part of the Provincial Natural Heritage System. Furthermore, this would provide a renewed focus on protecting and enhancing these existing features and would assist in facilitating linkages within the Greenbelt Area. Further analysis would be required to determine the overall amount of lands which could be identified for inclusion in the Greenbelt Area and would require additional resources to complete.

Option C.4: Identify a Hybrid of Option C.2 and C.3 Scenarios

Option C.4 may include a hybrid of Option C.2 and C.3 Scenarios to identify an equivalent amount of land for potential inclusion within an enhanced Greenbelt Area. Alternatively, this could also include a net increase in the amount of land proposed to be included within the Natural Heritage System of the Greenbelt Area.

Option D: Joint Study with Richmond Hill – Highway 404 Economic Corridor Study (Recommended)

On February 26, 2020, Richmond Hill Council passed a motion that the City and Town of Whitchurch-Stouffville formally work together to approach the Region and the Province to develop a Highway 404 economic corridor to facilitate housing and economic development aspiration held by the province in 2020, and that the lands currently designated Countryside Area along the corridor be redesignated Settlement Area. Furthermore, it was resolved that the Region of York and the City of Richmond Hill, through their respective MCRs provide direction for the preparation of a Secondary Plan for the area north of 19th Avenue, north of the North Leslie Secondary Plan up to Bethesda Road, east and south of the West Gormley Secondary Plan.

A submission was also made by MPlan Inc. on behalf of the Leslie Stouffville Landowners Association (LSLA), to support a recommendation that the City pursue an expansion to the Urban Settlement Area boundary and possible designation of an MTSA in the vicinity of the Gormley GO Station. The LSLA has initiated planning work and have prepared a draft Proposed Community Development Plan, which includes the Town of Whitchurch-Stouffville proposed employment area lands.

Included in **Attachment 3** is Richmond Hill Council motion of February 26, 2020 and the submission by MPlan Inc. on behalf of the LSLA.

The motion by the City of Richmond Hill essentially seeks to redesignate ORMCP Countryside Area lands to a Settlement Area designation, with no change to the ORMCP Natural Core Area of Linkage Area designations. Furthermore, the submission does not contemplate any Whitebelt Area land swap.

Town Staff recommend supporting the City of Richmond Hill's efforts in this regard, and it is recommended that the Town work closely with the City, the Region and the Province to further advance the respective municipal objectives for development along the Highway 404 Corridor. This provides an opportunity for the Town to work collaboratively with Richmond Hill and the Region, furthermore, there is now an even greater impetus to assess the employment development opportunities along the Highway 404 Corridor in light of Regional Council's motion, as discussed in Option F. Resource requirements for pursuing this option are not known at this time.

Through the Region's ongoing MCR there is an opportunity, both at the Provincial and Regional level to amend the Provincial Plans and establish a framework in the Region's

new Official Plan for expanding the settlement area boundaries and establishing a comprehensive framework to prepare Secondary Plans for lands within the City of Richmond Hill and the Town of Whitchurch-Stouffville.

Option E: Facilitate the Formation of a South Gormley Landowners Group (Recommended)

It is recommended that Town Staff assist in facilitating the formation of a South Gormley Landowners Group to proactively advance the required planning approvals for the South Gormley Employment Expansion Area. To date, no formal landowners group has been established, although through discussions with Town Staff, various landowners have expressed interest in assisting the Town in the planning process to redesignate the lands for a future employment area and facilitating the extension of municipal services to Gormley.

The South Gormley Landowners Group may cooperatively work with the LSLA to achieve mutual objectives. It is anticipated that various planning and supporting technical studies will be required to address the settlement area expansion policies of Section 2.2.8 of the Growth Plan, which would be beyond the fiscal means of the Town to undertake, whereas a partnership with the benefiting landowners would assist the Town in achieving its employment area development objectives and extending municipal services to Gormley. The Town may assist in supporting and coordinating the efforts of the South Gormley Landowners Group as required. Furthermore, with the planning and technical support of the landowners, and clear development intentions, a stronger justification would be established for advancing employment development within the proposed South Gormley Employment Expansion Area and amendments to the Provincial Plans.

It is recommended that Town Staff assist in facilitating a meeting with the affected landowners in the short term, with the intent to formally establish a South Gormley Landowners Group. It should be noted that the Town only has the ability to facilitate an initial meeting of the landowners. Establishment of a South Gormley Landowners Group would be dependent on the landowners themselves.

Option F: Provincially “Stranded” Highway 400 Series Lands (Recommended)

The municipal Councils of the Town of Whitchurch-Stouffville, King Township, and Richmond Hill and the Region of York have all publicly noted their support for attracting additional employment development along the Highway 400 series highways within the Region, particularly on lands that are currently within the Greenbelt Area.

At the York Region Council meeting of April 30, 2020, it was resolved that:

“York Region Staff be directed to report back to Council on the competitive benefits to the Region if employment uses were to be permitted along 400 series Highways; and

York Region Council request the Minister of Municipal Affairs and Housing to permit, through modifications to the applicable Provincial Plans and Policies, the designation of employment lands adjacent to 400 series Highways.”

Included in **Attachment 4** is York Region Council Resolution of April 30, 2020, directing Staff to report back on the competitive benefits of 400 series Highway employment development and request the Minister to permit the designation of additional employment lands through modifications to the applicable Provincial Plans.

This provides the Town with an exciting opportunity to jointly work with our municipal partners and the Region to bring forward further justification and rationale to support Provincial modifications to the ORMCP to advance the economic development interests and competitiveness of the Province, Region, and local municipalities, while ensuring the protection of significant natural features within the Greenbelt Area. It is recommended that the Town work closely with the Region and local municipalities in expeditiously advancing this work.

In addition to designating additional employment areas along the Highway 400 series Highways, Town Staff recommends that the Region, through their MCR should also identify strategic employment lands which may be required and planned for development, beyond the planning horizon, in accordance with Policy 1.3.2.7 of the Provincial Policy Statement, 2020. While these strategic employment areas would not be designated for employment within local municipal Official Plans, their identification would provide clear policy direction for the long-term protection of future strategic employment areas.

4.3 Recommendations and Next Steps

Recommended Options

Based Town Staff’s evaluation of the above noted options, and in consideration of the public comments received to date, it is recommend that the following Options as outlined in Section 4.3 be pursued concurrently, in order to advance the Town’s objectives for designating additional employment areas in South Gormley:

- Option A: Settlement Area Boundary Expansion through Region’s MCR
- Option B: Request Province to Amend ORMCP (No Land Swap)
- Option D: Joint Study with Richmond Hill – Highway 404 Economic Corridor Study
- Option E: Facilitate the Formation of a South Gormley Landowners Group
- Option F: Provincially “Stranded” Highway 400 Series Lands

In Staff’s view, the consideration of potential land swap Option (Option C scenarios) should not be considered, until such time as the above Recommended Options have been fully explored. Furthermore, the land swap options presented in this Report should be further prioritized, as summarized below.

Alternative Options

Should the Town's efforts to establish a planning framework for the designation of an additional employment area within South Gormley not be supported by the Province (in the absence of a potential land swap), it is recommended that the Town may pursue the following Alternative Options which include a land swap (excluding Option C.1), **in order of priority**:

- Option C.3: Identify Other Environmental Areas within the Town
- Option C.4: Identify a Hybrid of Option C.2 and C.3 Scenarios
- Option C.2: Identify Only Non-Developable Lands within the Whitebelt Areas

Prior to pursuing an Alternative Option, Town Staff will report back to Council to provide an update on the work, consultations with the Province and Region, and seek Council direction on next steps.

Next Steps

Subject to Council's recommendation, Town Staff will continue to pursue the designation of additional employment area lands within the South Gormley Employment Expansion Area. Staff will continue to report back to Council on these matters, as required.

5. Financial Implications:

There are no financial implications at this time. However, pursuant to Council direction, further analysis or study may require additional resources. Staff will continue to keep Council apprised of any financial implications, as needed.

6. Alignment with Strategic Plan:

2. Expanding the tax base through a growing, diversified economy
Building and maintaining a tax base that supports the highest quality program and service delivery.
 - Focus on servicing and development of Provincially Significant Employment Zones
 - Identify expansion areas for Industrial / Commercial growth

7. Attachments:

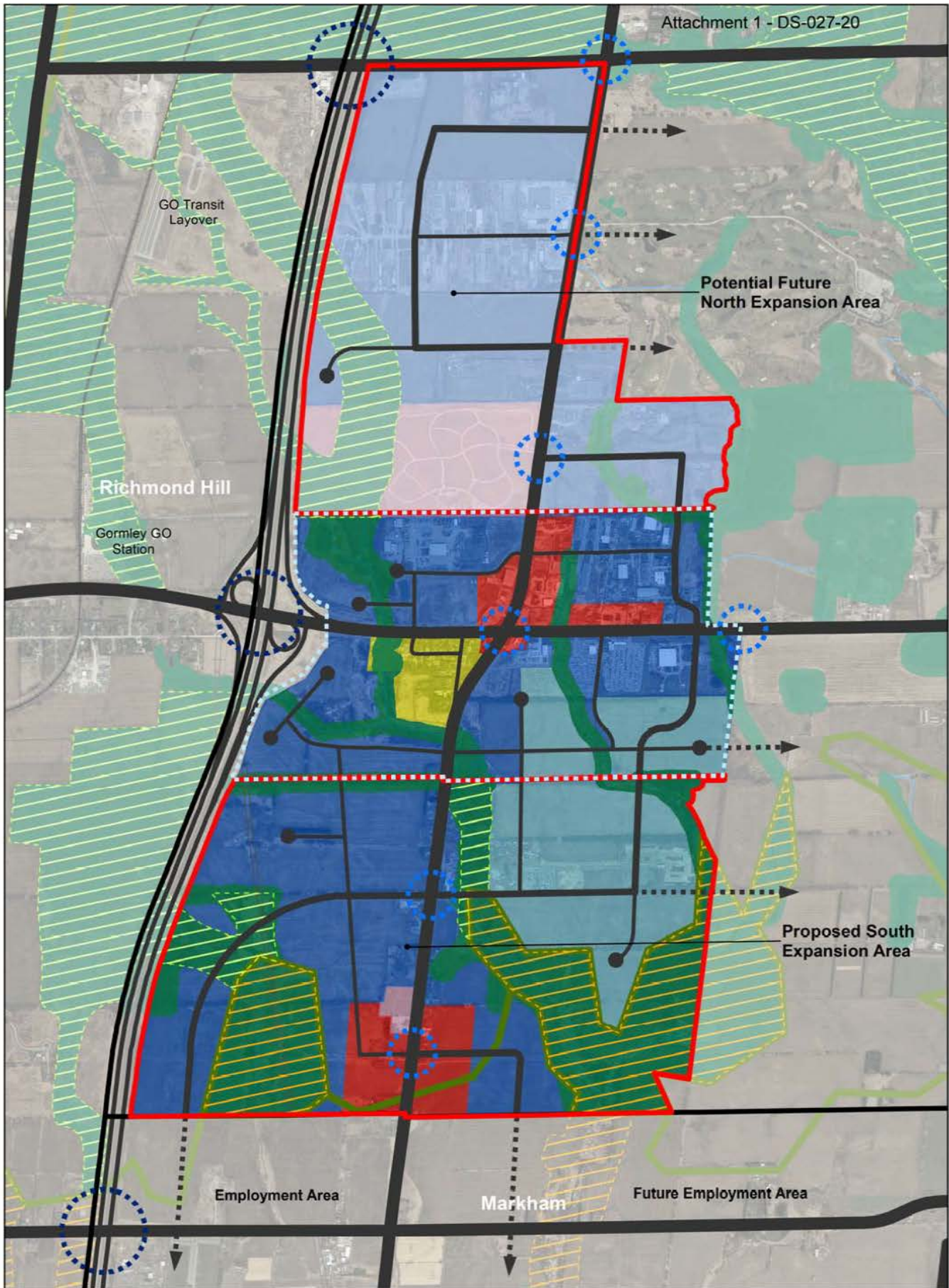
1. Proposed South Gormley Employment Area Expansion Concept Plan
2. Provincial Plan Designations and Whitebelt Areas
3. Richmond Hill Council Motion, February 26, 2020 and submission by MPlan Inc. on behalf of the Leslie Stouffville Landowners Association
4. York Region Council Motion, April 30, 2020

8. Related Reports:

- [Report #5: Coordinated Review of Provincial Land Use Plans \(D24\), May 19, 2015](#)
- [DS-006-19: Proposed Amendment 1 to the Growth Plan for the Greater Golden Horseshoe, 2017 \(L11\), February 19, 2019](#)
- [DS-033-19: Official Plan Review – Introductory Report, June 18, 2019](#)
- [DS-052-19: Gormley Urban Settlement Area Boundary Expansion for Employment Growth and Greenbelt Enhancement \(D08\), October 22, 2019](#)
- [DS-006-20: Potential Adjustments to the Greenbelt Area Boundary and Proposed Expansion to the Gormley Employment Area \(D08\), February 18, 2020](#)

Authors: Randall Roth, Senior Policy Planner
Meaghan Craven, Manager Policy Planning

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



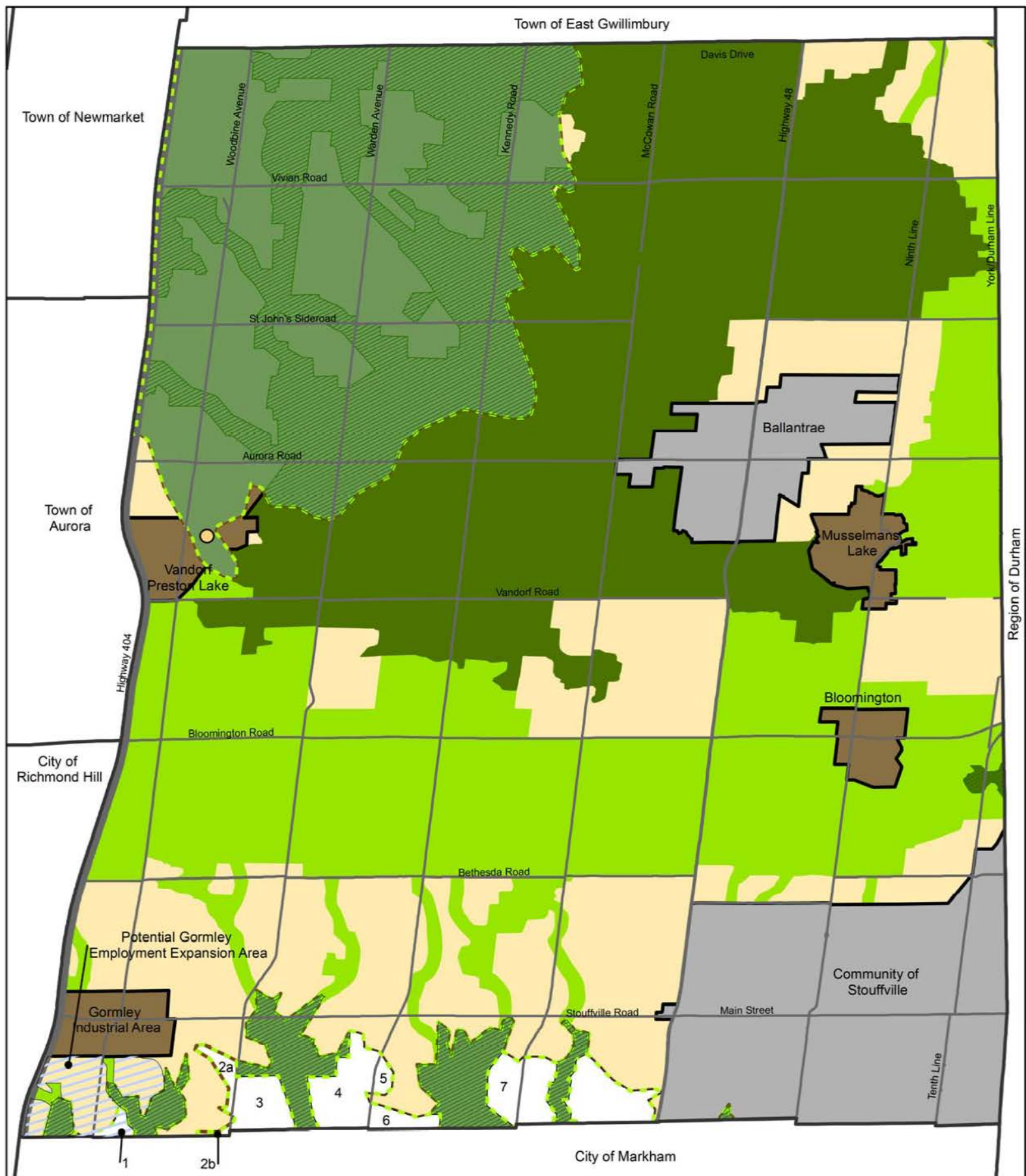
Gormley Employment Expansion Area Concept Plan - Proposed South Expansion Area



Legend

- Gormley Employment Expansion Area
- Local Road
- Greenbelt Area
- Gormley Industrial Secondary Plan Area
- Greenlands System
- Greenbelt NHS
- Collector Road
- Community Residential
- Oak Ridges Moraine
- Institutional
- Oak Ridges Moraine





Provincial Plan Designations and Whitebelt Areas

- Legend**
- ORM Plan Boundary
 - ORM Natural Linkage Area
 - Greenbelt Boundary
 - Greenbelt Hamlet
 - Settlement Area
 - ORM Countryside Area
 - Greenbelt Protected Countryside
 - Whitebelt Areas
 - ORM Natural Core Area
 - Rural Settlement
 - Natural Heritage System



Richmond Hill Council Motion February 26, 2020

Moved by:Councillor Muench

Seconded by:Regional and Local Councillor DiPaola

Whereas, the COUNTRYSIDE AREA designation of the Oak Ridges Moraine Conservation Plan (ORMCP) is intended to protect prime agricultural areas, promote and protect agricultural and other rural land uses and normal farm practices and maintain the rural character of a Rural Settlement; and

Whereas, the agricultural industry along the Leslie Street and Hwy. 404 Corridor is no longer economically viable, practical or safe and this intent can no longer be met; and

Whereas, the 2001 ORMCP direction for the designated COUNTRYSIDE AREA for this part of the City of Richmond Hill conflicts with the 2020 direction by the province to produce more housing faster (more homes and more choice) and provide for land use intensification within urban areas; and

Whereas, the ongoing protection and enhancement of the NATURAL CORE and NATURAL LINKAGE areas of the ORMCP can fulfill the core mandate of the ORMCP; and

Whereas, the province and Metrolinx have developed two new GO stations on the Oak Ridges Moraine in Richmond Hill; and

Whereas, Metrolinx has announced its desire to see urban intensification related to its Go Station lands and in the vicinity of its stations; and

Whereas, the Town of Whitchurch - Stouffville has no substantial marketable employment lands upon which to foster economic development; and

Whereas, the province has announced it will entertain 40 hectare urban SETTLEMENT area land expansions to provide for comprehensive planning; and

Whereas, discussions have taken place with the Toronto Region Conservation Authority (TRCA) staff confirming their support with the direction proposed in this motion;

Therefore, be it resolved that;

1. The City of Richmond Hill and the Town of Whitchurch - Stouffville formally work together to approach the Region of York and the Province of Ontario to develop a Highway 404 economic corridor to facilitate the housing and economic development aspirations held by the province in 2020;
2. That the lands currently designated COUNTRYSIDE AREA along this corridor be re-designated SETTLEMENT AREA with NO change to the designated LINKAGE AREA or CORE AREA lands;
3. The Region of York and the City of Richmond Hill, through their ongoing respective Municipal Comprehensive Reviews (MCR), provide direction for the preparation of a Secondary Plan for the area north of 19th Avenue, north of the North Leslie Secondary Plan up to Bethesda Road, east and south of the West Gormley Secondary Plan.

In favour: Mayor Barrow, Regional and Local Councillor DiPaola, Regional and Local Councillor Perrelli, Councillor Beros, Councillor Muench, Councillor Liu, and Councillor Chan
(7)

Opposed: Councillor West, and Councillor Cilevitz
(2)

Carried (7 to 2)



February 25, 2020

Mayor Barrow and Members of Council
225 East Beaver Creek Road
Richmond Hill, Ontario L4B 3P4

Re: SRPRS.20.003 and SRPRS.20.004

Dear Mayor Barrow and Councilors,

I act on behalf of the Leslie Stouffville Landowners Association (LSLA), landowners in the Leslie Street/Stouffville Road area, encompassing approximately 500 acres/200 hectares of land (outlined on the attached map), impacted by the above noted reports and the recommendations contained therein.

The purpose of the two referenced Staff Reports is to provide recommendations to City Council, on input to be provided to the Region of York, with respect to the Region's Municipal Comprehensive Review, which will lead to a new/updated Region of York Official Plan.

In this regard, at the outset, we wish to **support Recommendation d) i) in SRPRS.20.004** which supports "pursuing an expansion to the Urban Settlement Boundary and possible designation of an MTSA" in the vicinity of the Gormley GO Station.

The Gormley GO Station is within the area encompassed by the LSLA and is the core of an area that we have been studying on behalf of this landowner's group for the past year and a half.

We also support the **Recommendation e)** which indicates that the lands south of Bethesda Road (as indicated on Map 5), are not to be considered within a Prime Agricultural Area.

Further to our support for these recommendations, and as part of the City of Richmond Hill input to the Region of York to the Municipal Comprehensive Review for the new Region of York Official Plan, and as input to the City's ongoing review and update of its own Official Plan, we want to provide additional input from the LSLA. This input specifically addresses the fact that the COUNTRYSIDE lands within the area north of the

North Leslie Secondary Plan Area and east and south of the West Gormley Secondary Plan Area, along the Hwy.404/Leslie Street corridor, are no longer appropriate or economically feasible to continue as agricultural and rural lands within the city of Richmond Hill.

The development and urbanization of lands within the City of Richmond Hill, through the implementation of the West Gormley Secondary Plan and the North Leslie Secondary Plan, as well as development in surrounding municipalities has created an unfavourable impact on the agricultural use of the lands within this area. This has rendering them impractical to continue as a functioning agricultural community and they no longer fulfill the purpose of the ORM COUNTRYSIDE designation as described in Section 4.10.3 of the Richmond Hill Official Plan and the Oak Ridges Moraine Conservation Plan (excerpt below).

The Oak Ridges Moraine Conservation Plan provides a clear definition for purpose of the COUNTRYSIDE designation which is:

13. (1) The purpose of Countryside Areas is to encourage agricultural and other rural uses that support the Plan's objectives by,

a. protecting prime agricultural areas;

b. promoting and protecting agricultural and other rural land uses and normal farm practices;

c. maintaining the rural character of the Rural Settlement

Within the area encompassed by the LSLA "normal farm practices" can no longer be carried out and the "rural character" continues to be eroded. The area, which is in the City of Richmond Hill, is no longer a "Rural Settlement" but part of the changing fabric of the City as it urbanizes into the future.

This important factor has not been considered in the "Long Term Planning for the North Richmond Hill Highway 404 Corridor" section of the SRPRS.20.004 (p.17). John Doner Limited, the major family farm company that has operated their agricultural business in this area of York Region and Richmond Hill since 1802, will also be commenting on the Staff Report and has prepared a more detailed Powerpoint Presentation that we would like to present to City staff and members of Council at another time to be scheduled separately from this Council meeting. This presentation will help to educate and explain why "normal farm practices" can no longer be carried out and the "rural character" continues to be eroded as part of the changing fabric of the City of Richmond Hill.

It is important to recognize that **the Oak Ridges Moraine Conservation Plan also provides for urban development through its SETTLEMENT AREA designation.** The purpose of this designation is:

18. (1) The purpose of Settlement Areas is to focus and contain urban growth by, (O).a) encouraging the development of communities that provide their residents with convenient access to an appropriate mix of employment, transportation options and local services and a full range of housing and public service facilities;

(b) promoting the efficient use of land with transit-supportive densities, through Intensification and redevelopment within existing urban areas.

Therefore, we (LSLA) request, and recommend to Council that the COUNTRYSIDE designated area within this part of Richmond Hill, through the Municipal Comprehensive Reviews being undertaken as part of the Region of York Official Plan and the City of Richmond Hill Official Plan review and update processes, be redesignated to SETTLEMENT AREA and that a comprehensive Secondary Plan process be initiated for these lands.

In this regard we have been carrying out discussions and meetings with a number of provincial and related agencies including Municipal Affairs and Housing; Ministry of Agriculture, Food and Rural Affairs; Ministry of Transportation; TRCA; Metrolinx; the Mayor of Whitchurch-Stouffville and several MPP's and MP's and local area representatives and landowners to address these matters.

We have initiated the planning work and created a first draft Proposed Community Development Plan, centred around the Gormley GO Station and including the Whitchurch-Stouffville lands identified by that municipality in their request to the Province for redesignation as an Employment Area, also referenced on p.18 of SRPRS.20.004. We are providing a copy of this initial Proposed Community Development Plan, as an attachment to this submission, along with the existing Oak Ridges Moraine Conservation Plan land use designations map and a map indicating the recommended changes from COUNTRYSIDE AREA to SETTLEMENT AREA. We request that this information be utilized by the City as our input to the Municipal Comprehensive Reviews being undertaken as part of the Region of York Official Plan and the City of Richmond Hill Official Plan. We therefore request that our submission be provided to the Region of York by the City for that purpose.

We have also initiated discussions with City staff and look forward to pursuing this input as part of the larger City building process that we believe is important to the long- term future planning and economic growth of the City of Richmond Hill within the Region of York.

Thank you for the opportunity to provide our input to Council and we look forward, on behalf of the LSLA, to the opportunity of presenting the Doner Powerpoint Presentation

to members of Council and City staff in the very near future.

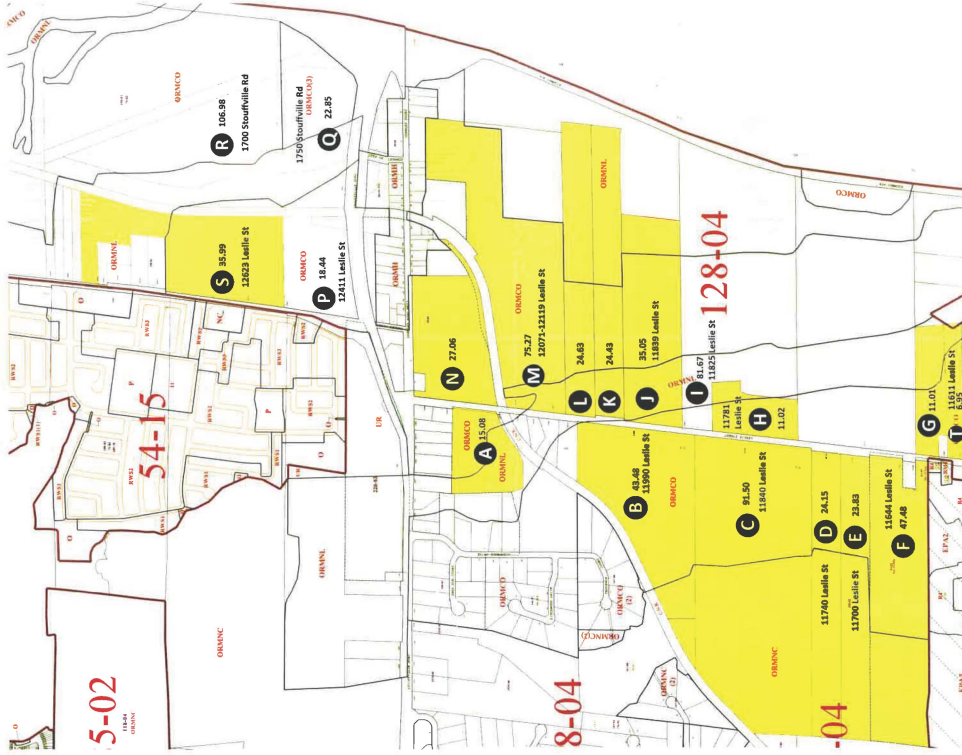
Yours truly,

MPLAN Inc.

A handwritten signature in blue ink that reads "Michael S. Manett". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Per: Michael S. Manett, MCIP, RPP.

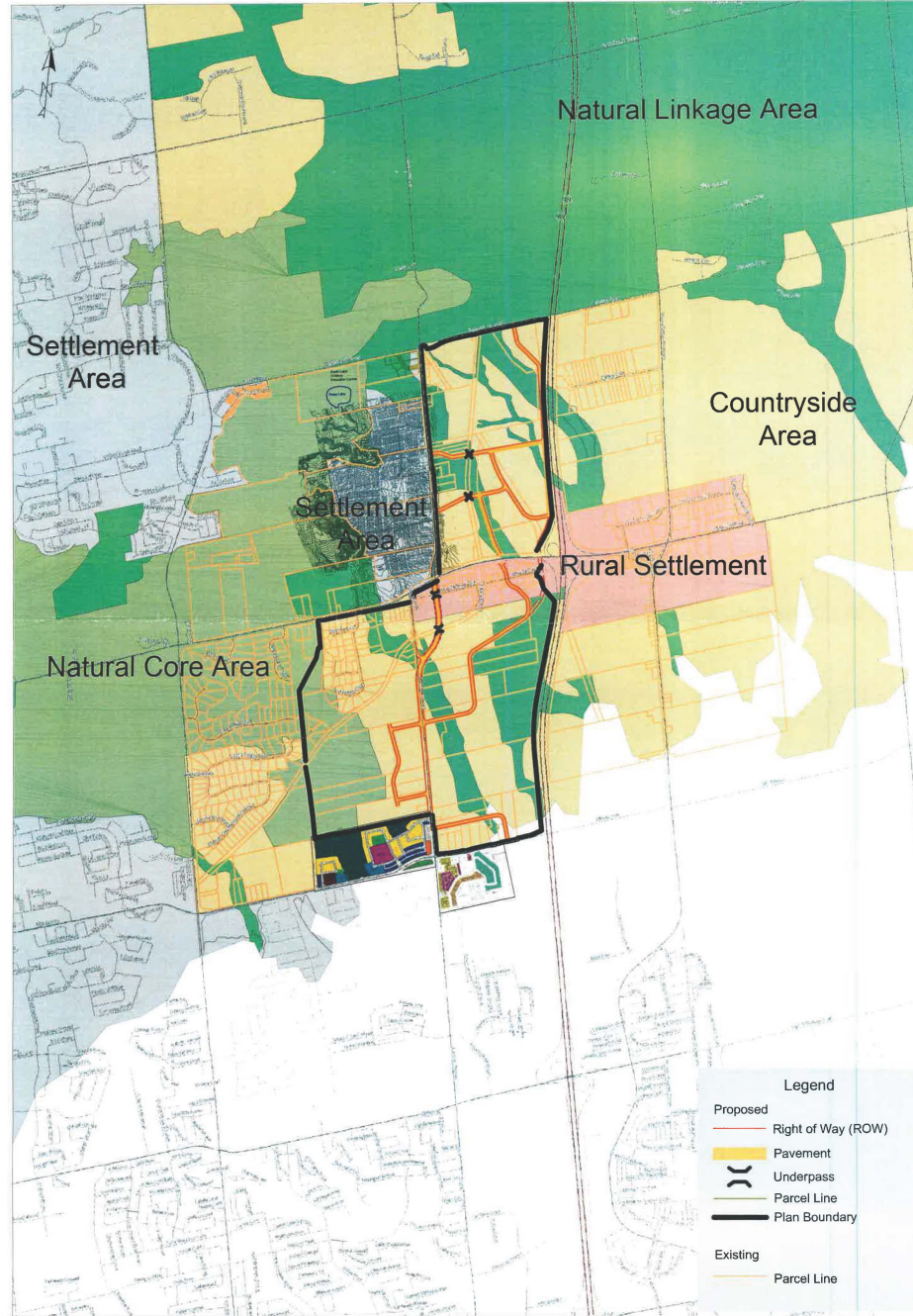
Encl.



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Community Development Plan

ORMCP (2017) Land Use Designations with Proposed Street Network
Gormley GO Station/Leslie Street and Stouffville Road Area

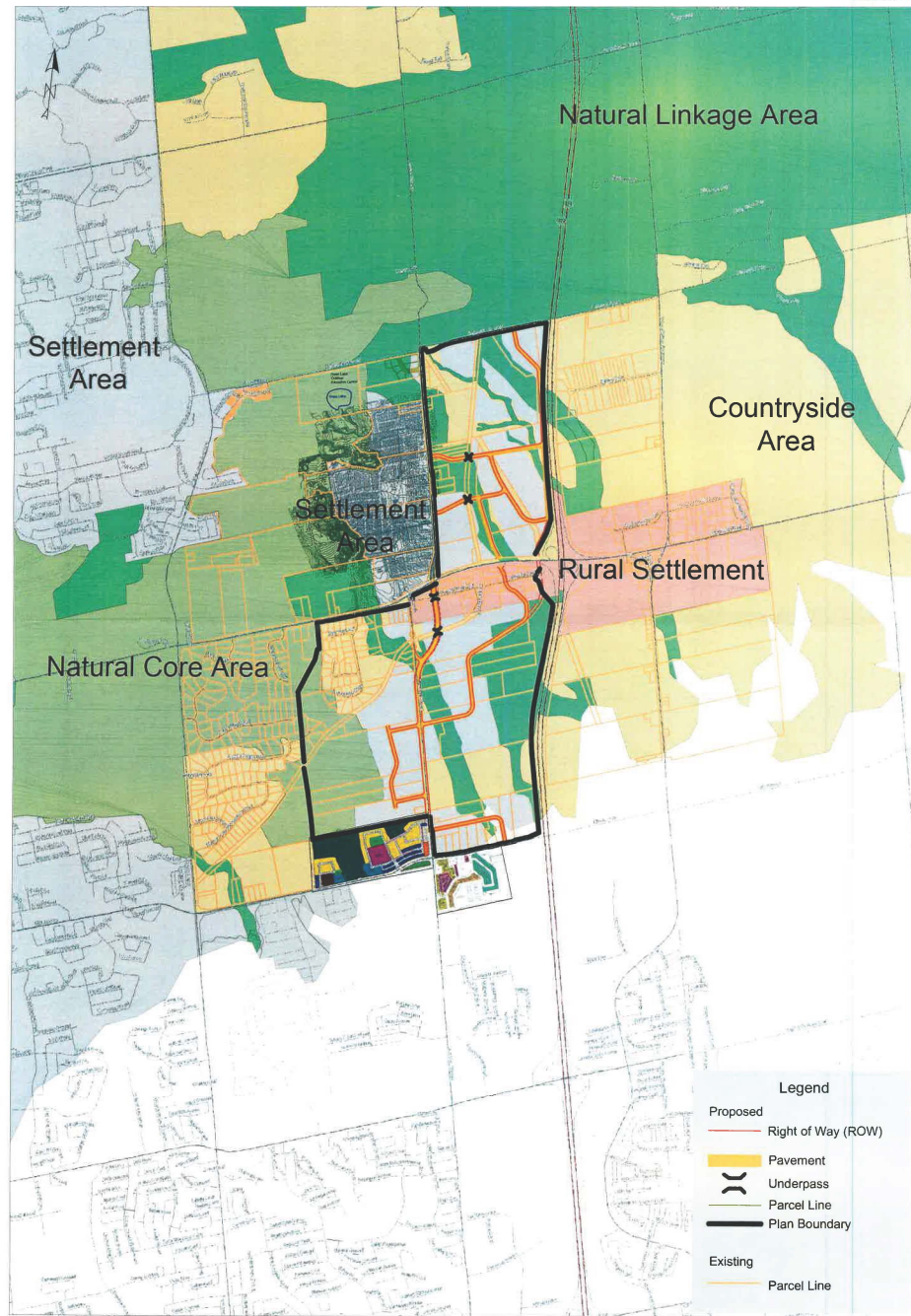


Plan Source: Draft Plan of Subdivision Part of Lot 14, con 2 (DG Group) Township of Richmond Hill, Regional Municipality of York, Aug 21, 2015
19th Avenue & Leslie Street Richmond Hill, Approved Residential Development Opportunity, CBRE Ltd., Feb 1, 2017 & Apr 11, 2019
Parcel Source: Town of Richmond Hill Zoning Map, Block 5 (2004), 6 (2018), 11 (2018) and 12 (2005)
Plot Scale: 1:30,000 @ 11x17"
Print Date: November 4, 2019

Property of
HUNTER and ASSOCIATES
Professional and Engineering Consultants
www.hunterpa.com

DRAFT

Community Development Plan
Revised ORMCP Land Use Designations with Proposed Street Network
Gormley GO Station/Leslie Street and Stouffville Road Area

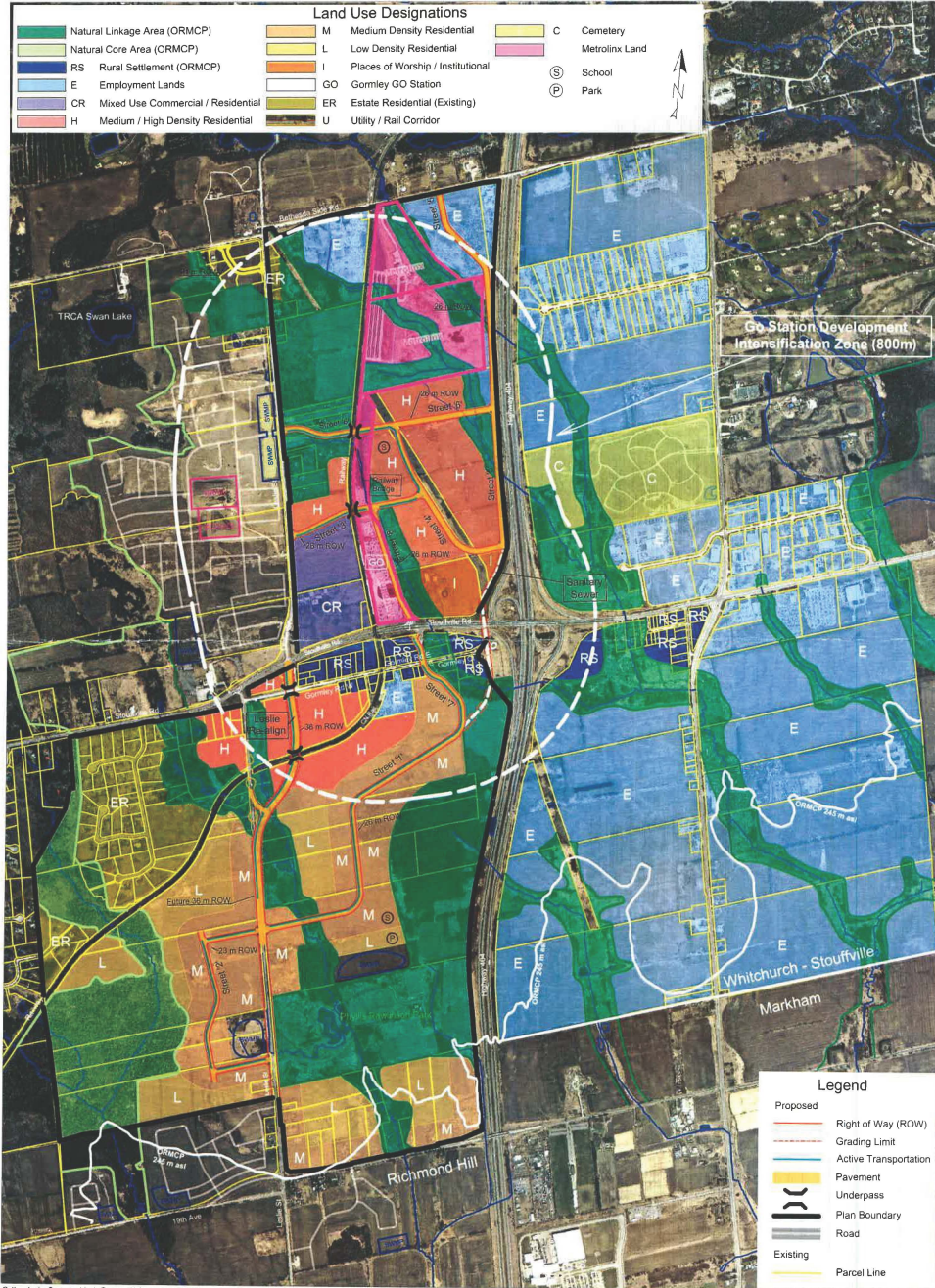


Plan Source: Draft Plan of Subdivision Part of Lot 1-4, con 2 (DG Group) Township of Richmond Hill, Regional Municipality of York, Aug 21, 2015
19th Avenue & Leslie Street Richmond Hill, Approved Residential Development Opportunity, CBRE Ltd., Feb 1, 2017 & Apr 11, 2019
Parcel Source: Town of Richmond Hill Zoning Map, Block 5 (2004), 6 (2018), 11 (2018) and 12 (2005)
Plot Scale: 1: 30,000 @ 11x17"
Print Date: November 4, 2019

Property of
HUNTER and ASSOCIATES
Township and Engineering Consultants
www.hunter-ga.com

Schedule "A"
Land Use

Gormley GO Station
Community Development Area Secondary Plan
City of Richmond Hill



Orthophoto Source: York Region WMS (Year 2018)
 Plan Source: Draft Plan of Subdivision Part of Lot 1-4, Con. 2 (DG Group) Town of Richmond Hill, Regional Municipality of York, Aug 21, 2015
 19th Avenue & Leslie Street, Richmond Hill, Approved Residential Development Opportunity, CBRE Ltd., Feb 1, 2017 & Apr 11, 2019
 Proposed Provincially Significant Employment Zone, Town of Whitchurch-Stouffville, Feb 2019
 Parcel Source: Town of Richmond Hill Zoning Map, Block 5 (2004), 6 (2018), 11 (2018) and 12 (2005)
 Plot Scale: 1:16,000 @ 11x17"
 Print Date: September 27, 2019 @ 12:45 pm

Minutes
The Council of The Regional Municipality of York
April 30, 2020
Electronic Meeting

H.1.2 Provincially Stranded Assets

Moved by Mayor Pellegrini
Seconded by Mayor Lovatt

That Council refer the following motion and the correspondence from Kristina Soolepp, Council Coordinator, Town of Whitchurch-Stouffville dated March 24, 2020 (April 16, 2020 Committee of the Whole Minutes, Item H.1.2) to staff:

WHEREAS the Township of King advised the Region of York in October, 2009 of the Township's interest and intent to explore the possibility of designating additional employment lands in the area of Highway 400 and King Road prior to the 2014 Review of the Greenbelt Plan;

WHEREAS the Council for the Township of King supported the conclusions of the Greater Toronto Mayors Alliance Phase Two Report (March, 2013), including the identification of strategic employment lands that should be protected, particularly along the 400 series highway network, and where these lands adjacent to this infrastructure is otherwise protected, that protection be considered in light of the opportunity it presents to stimulate economic growth;

WHEREAS the Township's Economic Development Strategy (2015) identified the need to pursue opportunities to designate lands at Highway 400 and King Road as a Strategic Employment Area;

WHEREAS the Township requested in September, 2016 that the Province of Ontario include provisions in both the Growth Plan and Greenbelt Plan to remove strategic employment lands adjacent to 400-series highways from the Greenbelt Plan should the need be demonstrated beyond 2031;

WHEREAS the Town of Whitchurch-Stouffville passed a resolution on March 24th, 2020, that among other things, has the general purpose of requesting the Region of York and Province of Ontario to consider the appropriateness, including the competitive benefits to the Region and local municipalities, of re-designating lands in proximity to the Gormley and Bloomington GO Stations, on both sides of the Highway 404 corridor, from "countryside" to "urban settlement area";

WHEREAS the Township of King would also be interested in having the Region of York and Province of Ontario consider the appropriateness and competitive benefits of utilizing lands adjacent to Highway 400 for employment use purposes, given that the potential un-locking of employment opportunities along Highway 400 aligns with the

Township's directions contained Economic Development Strategy and the new Draft Official Plan;

BE IT THEREFORE RESOLVED that:

- York Region Staff be directed to report back to Council on the competitive benefits to the Region if employment uses were to be permitted along 400 series Highways; and
- York Region Council request the Minister of Municipal Affairs and Housing to permit, through modifications to the applicable Provincial Plans and Policies, the designation of employment lands adjacent to 400 series Highways

Carried



Subject: New Growth Forecasts and the Town's Strategic Growth Directions: Proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019 (L11)

Staff Report No. DS-028-20

Department: Development Services

Date: July 21, 2020

Recommendation:

- 1) That Council request the Province of Ontario to re-consider its overall land use policy to balance the province's social, economic and environmental interests and to support economic development opportunities and employment growth along all 400-series highways; and
- 2) That Council request the Province of Ontario to undertake a review of the Provincial Plans to better align with a more sustainable and balanced model for growth based on:
 - the protection of valuable natural heritage features and prime agricultural lands;
 - the social, economic and environmental interests and needs for individual municipalities; and
 - local municipalities making land use planning decisions based on their local context and vision; and
- 3) That Council direct staff to plan for the required infrastructure to support future growth in the following four strategic growth areas:
 - the Lincolnville Major Transit Station Area and possible future expansion areas;
 - the Downtown Stouffville Major Transit Station Area;
 - the areas requested as PSEZ's along the Highway 404 corridor, including the existing settlement areas of Gormley and Vandorf-Preston Lake, and the proposed South Gormley Expansion Area;
 - all developable lands within the Highway 48 Visioning Area; and

- 4) That Council endorse Staff Report DS-028-20 and direct Staff to submit a copy to the Ontario Growth Secretariat at the Ministry of Municipal Affairs and Housing, as the Town's comments on proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019; and
- 5) That Council direct Staff to forward Report DS-028-20 to the Honourable Paul Calandra, MPP, and York Region.

1. Purpose:

The purpose of this Report is to:

- provide an overview of the key changes proposed to A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019 (Proposed Amendment 1), including the Proposed Land Needs Assessment Methodology;
- highlight the potential planning implications for the Town, including focusing on where to grow;
- seek Council support for infrastructure planning to support future growth in four strategic growth areas; and
- provide Town staff's comments on proposed Amendment 1 to the Growth Plan, for submission to the Province and York Region for consideration.

2. Executive Summary:

On June 16, 2020, the Province released proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019 (Growth Plan), including a new Proposed Land Needs Assessment Methodology, for consultation. The Purpose of this Report is to provide Town staff's comments on the proposed Amendment and seek Council support for infrastructure planning to support future growth.

The most significant proposed change includes updated population and employment forecasts which extend the planning horizon from 2041 to the 2051. The updated forecasts are to be used by the Region in determining whether there is sufficient land available to accommodate growth to 2051 through the Municipal Comprehensive Review (MCR). Under the proposed Reference Growth Forecast, the Region of York is forecasted to grow to a total of 2,020,000 people and 990,000 jobs by 2051, which represents an increase of 230,000 persons and 90,000 jobs from the current 2041 forecasts. Furthermore, the proposed changes would allow the Region to plan beyond these minimum targets, where possible, as determined through their MCR.

Where and how this additional growth will be accommodated, will be determined through the Region's MCR. In accordance with provincial policy, municipalities are encouraged to plan for employment growth and infrastructure needs beyond the 25-year planning

horizon. In anticipation of accommodating additional growth, Council is requested to direct staff to plan for the required municipal servicing infrastructure to support future growth in the following strategic growth areas:

- the Lincolnville Major Transit Station Area and possible future expansion areas;
- the Downtown Stouffville Major Transit Station Area;
- the areas requested as Provincially Significant Employment Zones (PSEZs) along the Highway 404 corridor, including the existing settlement areas of Gormley and Vandorf-Preston Lake, and the proposed South Gormley Expansion Area; and
- all developable lands within the Highway 48 Visioning area.

Furthermore, Staff recommends that Council request the Province to undertake a review of the Provincial Plans to better align with a more sustainable and balanced model for growth based on the social, economic and environmental interests and the needs for our individual communities.

These recommendations are aligned with Council's Strategic Plan objectives to expand the tax base through a growing diversified economy, by focusing on servicing and developing the PSEZs and identifying commercial and industrial expansion areas for growth.

3. Background:

On June 16, 2020, the Province released proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019 (Growth Plan), including the Proposed Land Needs Assessment Methodology, which has been posted to the Environmental Registry for consultation and comment until July 31, 2020.

The Province's Growth Plan sets out a vision and policies to manage growth within the Greater Golden Horseshoe (GGH), to plan for complete communities, and to protect the natural environment. It establishes policies and targets to ensure that municipalities have the land base and the infrastructure to accommodate growth over the planning horizon.

The proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019 (ERO 019-1680), is available on the [Environmental Registry](#). The Proposed Land Needs Assessment Methodology for A Place to Grow: Growth Plan for the Greater Golden Horseshoe (ERO 019-1679), is also available on the [Environmental Registry](#).

The Province recently amended the Growth Plan, as part of a comprehensive review and consultation, which took effect on May 16, 2019. The changes were intended to address implementation challenges with the Growth Plan that were identified by the municipal and development sectors and other stakeholders. Staff comments on the proposed changes are outlined in Staff Report [DS-006-19: Proposed Amendment 1 to the Growth Plan for the Greater Golden Horseshoe, 2017 \(L11\), February 19, 2019](#). As a result of the review, Council requested the Minister of Municipal Affairs and Housing to extend the proposed

Provincially Significant Employment Zone (PSEZ) along the Highway 404 corridor to include lands within the Town of Whitchurch-Stouffville. To date, these lands have not been included as PSEZ's.

The current proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019 and the Proposed Land Needs Assessment Methodology is primarily focused on updates and policy changes to the population and employment forecasts. The result includes an extension of the planning horizon to the year 2051, and a new Land Needs Assessment Methodology to provide a consistent framework for determining future land needs in the GGH. Upper-tier and single -tier municipalities, including the Region of York will be required to implement the proposed changes through their current ongoing Municipal Comprehensive Review (MCR).

Other proposed changes include adjustments to the aggregates policy framework, revised policies to consider employment area conversions within Provincially Significant Employment Zones (PSEZs) that are located in a Major Transit Station Area (MTSA), and other policy revisions that better align with the updated Provincial Policy Statement, 2020 (PPS). The proposed changes are intended to support the Province's objectives to increase housing supply, create jobs, attract business investments and better align infrastructure.

The *Planning Act* requires that a municipal council decision, in respect of the exercise of any authority that affects a planning matter shall conform with the Provincial Growth Plan that is in effect on that date, or shall not conflict with the Plan, as the case may be.

York Region is currently undertaking a MCR which will comprehensively apply the policies and schedules of the Growth Plan. Under Proposed Amendment 1, there is no extension provided and the Region would still be required to complete its MCR and update the York Region Official Plan by July 1, 2022. Furthermore, the Region would be required to conform to the Proposed Amendment 1 changes to the Growth Plan and the updated Land Needs Assessment Methodology, once approved. At the time of writing this Report, the Region was still targeting the second quarter of 2021 to adopt amendments to the York Region Official Plan to implement the ongoing MCR. The Town is required to update its Official Plan to conform to the Region's new Official Plan and the Growth Plan within one-year following the approval of the Region's Official Plan by the Minister.

4. Analysis and Options:

The following section provides an overview and discussion of the key changes proposed to the Growth Plan, the potential implications on planning in the Town, and Town staff's comments on proposed Amendment 1 to the Growth Plan, including the Proposed Land Needs Assessment Methodology for consideration by the Province.

4.1 Growth Forecasts

The most significant changes being proposed include updated population and employment forecasts extending the planning horizon from 2041 to the 2051. This change is consistent with the new PPS, which extended the planning horizon from 20 to 25 years to better assist municipalities in planning and designating land for long-term growth.

The Minister is considering amending Schedule 3 of the Growth Plan to provide for a 2051 planning horizon with one of the following growth outlooks: the Reference Growth Forecast, High Growth Scenario, or Low Growth Scenario. As indicated by the Province, the Reference Growth Forecast represents the most likely future growth outlook and is the result of extensive modelling and analysis. The High and Low Growth Scenarios are variations based on different assumptions for comparative purposes. The Province's forecast review provided an opportunity to incorporate current information on a variety of matters into the development and allocation of the growth forecasts, including demographic and economic trends, land availability, infrastructure investment, market trends, and water and wastewater servicing capacity.

The review of the forecasts has indicated that the GGH will continue to experience healthy growth overall. Under the Reference Growth Forecast, the GGH is forecasted to grow to a total of 14.87 million people and 7.01 million jobs by 2051, compared to the current 2041 forecasts of 13.48 million people and 6.27 million jobs. Immigration will continue to be the most significant driver of population growth in the GGH as a large proportion of all immigrants to Canada settle in the region.

Table 1 summarizes the proposed growth forecasts for York Region from 2041 to 2051. It should be noted that the current growth forecasts to 2041 have not been revised from the current Growth Plan. In accordance with the Growth Plan, York Region through the ongoing MCR, is responsible for allocating the population and employment growth to each of the local municipalities.

Table 1: Proposed Growth Forecasts

York Region	Population			Employment		
	2041	2051	Increase	2041	2051	Increase
Low	1,790,000	1,930,000	140,000	900,000	950,000	50,000
Reference	1,790,000	2,020,000	230,000	900,000	990,000	90,000
High	1,790,000	2,110,000	320,000	900,000	1,040,000	140,000

Another key change being proposed is that the proposed forecasts in Schedule 3 would be applied at a minimum and the upper- and single-tier municipalities, such as York Region, could be permitted to plan beyond the minimum targets, where possible, through its respective MCR (Policy 2.2.1.1).

Staff Comments:

While it is encouraging to see the removal of a growth cap, the question of where to grow remains for the Town.

The Town of Whitchurch-Stouffville is strategically located for major employment growth along the Highway 404, and transit-oriented residential growth by connecting new developments with the two GO stations. However, the Town's prospects for growth are significantly limited by the Provincial Plans. Its growth has become increasingly distorted with a rapid increase in residential population and little growth in employment. As more people locate in Town, they are forced to commute to their workplaces in other municipalities contributing to traffic congestion, greenhouse gas emissions, and costly road repair and new road construction. According to the 2016 Census, 84% of residents commuted to work each day by car and 61% of commuters spent 30 minutes or more commuting to work. A significant portion of the Town's working population leaves each day, thus creating a bedroom community. This has led to a significant amount of pressure on the residential tax base.

If the Proposed Amendment 1 is intended to encourage growth through the "at a minimum" policy, some of the barriers must be removed. Staff suggest there is a need for the Province to re-consider its land use policies in all applicable Provincial Plans to balance its social, economic and environmental interests. Significant investment in infrastructure, such as the 400-series highways and GO stations should enable supportive development in their vicinity in order to realize their true potential.

The Town of Whitchurch-Stouffville values its natural heritage and has made significant effort to protect the natural heritage resources of the Oak Ridges Moraine Conservation Plan and Greenbelt Plan. In recent years, however, the Town has seen an increased interest in lands along the Highway 404 corridor, as it represents an essential major goods movement corridor. Although the development of these lands would provide the Town with the much-needed employment growth, these requests, to date have not been able to be accommodated through the local municipal planning mechanism. This has resulted in a lack of investment in higher order employment uses suitable for the 400-series highway. and in requests directly to the Minister of Municipal Affairs and Housing for zoning orders.

A model whereby the Province has policies in place to protect valuable natural heritage features and prime agricultural lands, but also allows municipalities to make land use planning decisions based on their local context would enable a more balanced approach to planning, particularly in the GGH. While each of the Provincial Plans focus on either where to grow or where not to grow, staff would suggest that all of the Provincial Plans be reviewed to better align with a more sustainable and balanced model for growth based on the social, economic and environmental interests and needs for our individual communities.

Future Infrastructure Planning Comments

In planning for more balanced and sustainable growth, the Town is actively pursuing opportunities to extend full municipal services to Gormley and the Proposed South Gormley Employment Expansion Area. The provision of full municipal services is a priority to advancing the Town's economic development objectives for this area. The future extension of municipal services should be considered as a logical northerly extension of services from the City of Markham's North Markham Employment Area, and Future Urban Area, which currently abut the Town's municipal boundary and the proposed South Gormley Employment Expansion Area. Discussions with the City and further analysis are ongoing to assess the feasibility of extending municipal services.

4.2 Provincially Significant Employment Zones

A change is proposed to employment Policy 2.2.5.10 c) which would allow the conversion of an employment area that is identified as a Provincially Significant Employment Zone (PSEZ) and is located within a Major Transit Station Area (MTSA), as delineated in an official plan, to occur before the next MCR. This proposed change does not change municipal zoning by-laws or other conversion policies within the Growth Plan. Employment area conversions are only permitted through an MCR, however, currently all employment areas within a PSEZ can not be considered for conversion until the next MCR.

Furthermore, the Province has indicated that the next phase of work on PSEZs will begin shortly, and will examine how PSEZs can support post-COVID economic recovery to support the retention and expansion of existing industrial and manufacturing operations and attract investment. The Province views PSEZs as an important tool and will continue engaging with stakeholders and municipalities to maximize opportunities within PSEZs.

Staff Comments:

The proposed employment policy changes will not have a direct impact on the Town, as the Town does not have any employment areas identified as PSEZs (or within a MTSA). It is uncertain as to what effect the proposed changes may have on the Region's ongoing MCR, as the Region's deadline for considering employment area conversion requests through the current MCR has lapsed.

Notwithstanding, and despite the Town's continued requests to identify lands along the Highway 404 Corridor as PSEZs, particularly the existing designated employment areas within the Gormley and Vandorf-Preston Lake Secondary Plan Areas, the Province has not identified any PSEZs within the Town to date.

Through the Province's next phase of work on the PSEZs, it is recommended that the Province consider the designation of the previously identified lands along the Highway 404 Corridor as PSEZs as outlined in the Town's submission to the Province: [Request to Identify Provincially Significant Employment Zones, November 2019](#).

Further to Regional Council Resolution on April 30, 2020, Council directed Regional staff to report back on the competitive benefits to the Region if employment uses were permitted along 400 series Highways; and Regional Council requested the Minister of Municipal Affairs and Housing to permit, through modifications to the applicable Provincial Plans and policies, the designation of employment lands adjacent to 400 series Highways. Town staff fully support the Region's work in this regard and look forward to participating in the study to further the Town's objectives for designating additional employment lands along the Highway 404 Corridor and amending the applicable Provincial Plans and policies accordingly.

Future Infrastructure Planning Comments

Given the significance of the Highway 404 corridor land for employment growth, staff will continue to test different servicing scenarios, including undertaking a joint environmental assessment study with the City of Markham to service the Gormley area, and possible communal servicing solutions as supported by the new Provincial Policy Statement, 2020.

4.3 Major Transit Station Areas

While the Proposed Amendment 1 does not provide new policies on Major Transit Station Areas (MTSA), the signal to encourage growth by requiring the "at a minimum" forecasts through the MCR will likely affect the planning of the Lincolnville and Downtown Stouffville MTSA's. If approved, there is a strong likelihood the Town could experience growing interest for further northerly and westerly expansion of the Lincolnville MTSA, and intensification surrounding the Stouffville GO Station in the downtown area.

The existing Provincial Plans are more restrictive in contemplating settlement area boundary expansions within the Greenbelt Area, which includes the lands north of the Lincolnville MTSA. However, in accordance with the ORMCP, an upper-tier municipality may consider the need to change or refine the boundaries of Settlement Areas as part of a MCR undertaken in accordance with policy 2.2.8 of the Growth Plan for the Greater Golden Horseshoe and provided settlement area boundaries are not expanded into Natural Core Areas or Natural Linkage Areas. The lands north of the Lincolnville MTSA are primarily designated Countryside Area in the ORMCP, and therefore should be considered for a future settlement area expansion through the Region's ongoing MCR. Staff is of the opinion that a clear policy direction is needed from the Province between the need to establish a large buffer zone, or the "Countryside" designation, to protect the "Natural Core" and "Natural Linkage" areas in the Oak Ridges Moraine Conservation Plan, and the need to take advantage of the new GO Station, a major provincial investment in the area.

Future Infrastructure Planning Comments

As the new Lincolnville GO Station is a major investment, staff will include the lands in the testing of different servicing scenarios to prepare for possible growth in the area for

impacts on infrastructure planning, should there be a change of provincial policy direction or scientific evidence showing that the lands can be developed.

Servicing to support intensification for the downtown MTSA will balance the need to achieve the minimum density target and protect cultural heritage and community character through further consultations with members of the public.

4.4 Whitebelt Lands

Under the Growth Plan, all “whitebelt” lands, the lands that are outside the Greenbelt Plan and existing settlement areas, are eligible for future settlement area boundary expansions. Although the Proposed Amendment 1 does not provide new policies on “whitebelt” lands, it is an important component in planning for the Town’s future growth. The Town has only a few “whitebelt” pockets, all abutting the City of Markham. To date, the Town has not considered future growth scenarios to include these Whitebelt pockets.

Future Infrastructure Planning Comments

On April 24, 2020, FLATO Development secured a Minister’s Zoning Order (MZO) under the Planning Act for lands within the area currently subject to the ongoing Highway 48 Visioning exercise as directed by Council. Section 1.1.2 of the PPS does not limit the planning for infrastructure, public service facilities and employment areas beyond a 25-year time horizon. Staff recognize that this MZO may signal the possibility for further development interest in the Whitebelt lands. As such, staff will be testing servicing scenarios for all “whitebelt” lands within the Highway 48 Visioning area in order to prepare for possible future infrastructure needs.

4.5 Aggregate Mineral Extraction

Changes are proposed to the mineral aggregate extraction Policy 4.2.8.2 a) to make it easier to establish mineral aggregate operations closer to market and the product’s end users throughout the GGH. The proposed change to the Growth Plan’s aggregate extraction policies would be more permissive of new aggregate operations, wayside pits, and quarries within the Natural Heritage System for the Growth Plan. However, it is noted that this change does not apply to lands within the Province’s Greenbelt Area (i.e., Oak Ridges Moraine Conservation Plan and Greenbelt Plan), which provide more restrictive mineral aggregate extraction policies, and the proposed change would only apply to the Natural Heritage System for the Growth Plan, which extends beyond the Greenbelt Area (i.e., “outer-ring” municipalities).

Staff Comments:

The proposed changes do not directly impact the Town, as the mineral aggregate extraction policies of the Oak Ridges Moraine Conservation Plan and the Greenbelt Plan would continue to apply.

4.6 Alignment with Provincial Policy Statement, 2020

The new PPS came into effect on May 1, 2020. The proposed changes to the Growth Plan are mostly technical in nature and would ensure that it reflects up to date references to the new PPS and maintains consistency across the planning system. The changes are intended to align the Growth Plan with the PPS and generally include:

- updated PPS planning horizon (i.e., 25-year planning horizon);
- updated definitions, terms and housekeeping changes (i.e., definitions for cultural heritage landscape, ecological function, habitat of endangered species and threatened species, impacts of climate change, municipal water and wastewater systems, on-farm diversified uses, and public service facilities);
- reference to the housing policy statement (Policy Statement: Service Manager Housing and Homelessness Plan) for consideration in addressing housing needs; and
- requirements for Indigenous engagement (i.e., Planning authorities shall coordinate planning matters with Indigenous communities throughout the planning process to ensure that appropriate engagement is undertaken).

Staff Comments:

The proposed changes are largely technical in nature to better align the Growth Plan with the new PPS, 2020, and do not materially impact the intent of the Growth Plan.

4.7 Land Needs Assessment Methodology

The Growth Plan (Policy 2.2.1.5) requires upper- and single-tier municipalities to use the Land Needs Assessment Methodology (LNA) issued by the Minister to assess the quantity of land required to accommodate forecasted growth to the horizon of the Growth Plan (2051) and determine the need for any settlement area expansions. The Province is consulting on a proposed new LNA Methodology for the Greater Golden Horseshoe.

The proposed methodology outlines key steps for assessing community and employment land needs to the Plan horizon year. York Region must follow the steps of the methodology as part of the MCR to ascertain the amount of land required to accommodate the amount and type of additional housing units and jobs required to meet market demands in conformity with the Plan. The methodology is also used to determine whether there is a need for a settlement area boundary expansion for employment area or community area, which is all other settlement area land outside of employment areas.

Recognizing that local needs are diverse, the proposed new LNA Methodology aims to provide the key factors to be considered as municipalities plan to ensure that a sufficient and appropriate mix of land is available to: accommodate all housing market segments; avoid housing shortages; consider market demand; accommodate all employment types, including those that are evolving; and plan for all infrastructure services that are needed to meet complete communities objectives to the horizon of the Plan.

The proposed LNA Methodology outlines a simplified approach to land needs assessment that reduces the overall complexity of implementation of the Growth Plan. The proposed LNA is intended to provide more flexibility to municipalities, and be more forward-looking and account for demographics, employment trends, market demand, and concerns related to housing affordability in the Greater Golden Horseshoe.

In accordance with the PPS, 2020, planning authorities need to ensure an appropriate range and mix of housing options and densities are provided to meet projected requirements of current and future residents of the regional market area. This means:

- municipalities must, at all times, have enough land with servicing capacity to provide at least a three-year supply of residential units available through lands suitably zoned in lower-tier municipalities; and
- municipalities shall also plan to maintain the ability to accommodate residential growth for a minimum of 15 years

Next Steps

In accordance with provincial policy, municipalities are encouraged to plan for employment growth and infrastructure needs beyond the 25-year planning horizon. As discussed in this Report, it is recommended that Council direct staff to plan for the required infrastructure to support future growth in the following four strategic growth areas:

- the Lincolnville Major Transit Station Area and possible future expansion areas;
- the Downtown Stouffville Major Transit Station Area;
- the areas requested as PSEZ's along the Highway 404 corridor, including the existing settlement areas of Gormley and Vandorf-Preston Lake, and the proposed South Gormley Expansion Area; and
- all developable lands within the Highway 48 Visioning area.

The Province is accepting comments on proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019, including the Proposed Land Needs Assessment Methodology, until July 31, 2020. The effective date for Proposed Amendment 1 will be determined once the proposed changes are finalized. Town staff will continue to monitor the proposed changes to the Growth Plan, and report back to Council as necessary.

Town staff is continuing work on the Town's Official Plan Review, concurrently with the Region's ongoing MCR work program. The proposed amendment may have implications on the timing and provincial policy directions for undertaking the required work to comprehensively implement the policies of the Growth Plan. Under Proposed Amendment 1, the Region would still be required to complete their MCR and update the York Region Official Plan by July 1, 2022, to conform to the proposed changes. Local municipalities are required to update their Official Plan to conform to the Region's Official

Plan and the Growth Plan within one-year following the approval of the Region's Official Plan by the Minister.

Town staff will continue to monitor and provide input into the Region's MCR work program as it relates to the Town's Official Plan review process.

5. Financial Implications:

None

6. Alignment with Strategic Plan:

2. Expanding the tax base through a growing, diversified economy
Building and maintaining a tax base that supports the highest quality program and service delivery.
 - Focus on servicing and development of Provincially Significant Employment Zones
 - Identify expansion areas for Industrial / Commercial growth

7. Attachments:

None

8. Related Reports:

- [DS-006-19: Proposed Amendment 1 to the Growth Plan for the Greater Golden Horseshoe, 2017 \(L11\), February 19, 2019](#)
- [DS-047-19: Proposed Changes to the Provincial Policy Statement \(D08\), October 8, 2019](#)
- [DS-052-19: Gormley Urban Settlement Area Boundary Expansion for Employment Growth and Greenbelt Enhancement \(D08\), October 22, 2019](#)
- [DS-001-20: York Region Municipal Comprehensive Review Update and Major Transit Station Area Delineation \(D08\), January 21, 2020](#)

Authors: Randall Roth, Senior Policy Planner
Meaghan Craven, Manager Policy Planning

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



Subject: Baker Hill Boulevard Municipal Address Re-numbering

Staff Report No. DS-029-20

Department: Development Services

Date: July 21, 2020

Recommendation:

- 1) That Council enact By-law 2020-072-RD being a By-law to re-address units along Baker Hill Boulevard.

1. Purpose:

The purpose of this report is to inform Council on the required change of address of ten (10) residential units along Baker Hill Boulevard and the steps Staff have taken to date to inform the affected homeowners, and seek Council approval of the proposed changes.

2. Executive Summary:

The approved Norstar Baker Hill Inc. residential development on Block 19, 65M-4419 (Town File No. SPA18.004) includes ten (10) proposed residential units fronting on Baker Hill Boulevard. To ensure a consistent and appropriate addressing along Baker Hill Boulevard, the addition of the ten units will result in a change of street numbers involving ten (10) existing residential units in the Minto subdivision is needed ranging from 2 Baker Hill Boulevard to 38 Baker Hill Boulevard.

Staff have held a Public Information Session and issued several notices to inform the affected residents. Staff considered several addressing schemes and recommend that Council enact By-law 2020-072-RD to re-address the ten (10) affected residential units in the Minto Subdivision.

3. Background:

3.1 Norstar Baker Hill Inc. Residential Development (SPA18.004)

At the time of original approval of the Minto Subdivision and Zoning By-law Amendment in 2012 (Town File Nos. 19T(W)-11.002 and ZBA11.008), it was contemplated that the Block 19, 65M-4419 (now Norstar lands) would be developed as a commercial block with the potential address of the commercial development off of Main Street. Hence the addressing of the residential units along Baker Hill Boulevard, were started with number 2 with increments of 4 along the street.

However, the recently approved Norstar Baker Hill Inc. residential development on Block 19, 65M-4419 (Town File No. SPA18.004) consists of 147 residential units, with ten (10) of the proposed residential units fronting on Baker Hill Boulevard. The design configuration of the proposed Norstar townhouses fronting on Baker Hill Boulevard is similar to the existing residential townhouse units within the Minto subdivision fronting Baker Hill Boulevard, north of Rowbotham Gate.

The change of address of ten (10) existing residential units (from 2 Baker Hill Boulevard to 38 Baker Hill Boulevard) is required to accommodate and apply consistent and appropriate addressing to the proposed ten (10) additional residential units in the approved Norstar Baker Hill Inc. residential development (Town File No. SPA18.004).

Attachment No. 1 to this Report shows the approved Norstar Baker Hill Inc. residential development.

Attachment No. 2 to this Report shows the required change of address for ten (10) residential units.

3.2 Notices and Public Information Session

Several notices were issued, and a Public Information Session was held to inform the affected residents of the required change of address:

- Notice of Public Information Session - Issued February 10, 2020 to 10 homeowners
- Public Information Session - Held March 4, 2020 by Norstar Baker Hill Inc. to provide an overview of the change of address to the affected homeowners
- Notice of Change of Address - Issued March 16, 2020 to additional five (5) homeowners (42-58 Baker Hill Boulevard) to explore alternative addressing approach
- Update on Change of Address - Issued May 11, 2020 to inform homeowners of the delay in re-addressing due to the Provincial State of Emergency related to the ongoing COVID-19 pandemic.
- Addressing Information Package - Issued June 30, 2020 to ten (10) affected homeowners (from 2 to 38 Baker Hill Boulevard) advising of the virtual Council

meeting on July 21, 2020, where Council would consider the change of address report and may pass the addressing by-laws. The homeowners have been advised of ways to participate in the meeting, and next steps.

4. Analysis and Options:

4.1 Alternatives and Options Considered

Staff considered several addressing schemes for both existing and new residential units along Baker Hill Boulevard being affected before finalising an addressing scheme with the least impact on existing residential units and homeowners.

4.1.1 Option 1 for Change of address for ten (10) residential units

This option includes change of address of ten (10) residential units in increments of two (2) numbers, to impact the least numbers of units further north on Baker Hill Boulevard, as follows:

From	To
2 Baker Hill Boulevard	22 Baker Hill Boulevard
6 Baker Hill Boulevard	24 Baker Hill Boulevard
10 Baker Hill Boulevard	26 Baker Hill Boulevard
14 Baker Hill Boulevard	28 Baker Hill Boulevard
18 Baker Hill Boulevard	30 Baker Hill Boulevard
22 Baker Hill Boulevard	32 Baker Hill Boulevard
26 Baker Hill Boulevard	34 Baker Hill Boulevard
30 Baker Hill Boulevard	36 Baker Hill Boulevard
34 Baker Hill Boulevard	38 Baker Hill Boulevard
38 Baker Hill Boulevard	40 Baker Hill Boulevard

The notice to public for Option 1 was issued on February 10, 2020 and discussed on March 4, 2020 at the Public Open House. Condo Corporation for the Minto Subdivision advised that the addressing matters be discussed with the individual homeowners.

4.1.2 Option 2 for Change of address for fifteen (15) residential units

This option was to consider a request from an affected resident in Option 1, as they objected to the proposed address they were being assigned. This option would affect fifteen (15) units starting from 2 Baker Hill Boulevard to 58 Baker Hill Boulevard. The addresses would be applied in increments of two starting at 22 Baker Hill Boulevard, skipping addresses 40- 48, up to 60 Baker Hill Boulevard.

From	To
2 Baker Hill Boulevard	22 Baker Hill Boulevard
6 Baker Hill Boulevard	24 Baker Hill Boulevard
10 Baker Hill Boulevard	26 Baker Hill Boulevard
14 Baker Hill Boulevard	28 Baker Hill Boulevard

18 Baker Hill Boulevard	30 Baker Hill Boulevard
22 Baker Hill Boulevard	32 Baker Hill Boulevard
26 Baker Hill Boulevard	34 Baker Hill Boulevard
30 Baker Hill Boulevard	36 Baker Hill Boulevard
34 Baker Hill Boulevard	38 Baker Hill Boulevard
38 Baker Hill Boulevard	50 Baker Hill Boulevard
42 Baker Hill Boulevard	52 Baker Hill Boulevard
46 Baker Hill Boulevard	54 Baker Hill Boulevard
50 Baker Hill Boulevard	56 Baker Hill Boulevard
54 Baker Hill Boulevard	58 Baker Hill Boulevard
58 Baker Hill Boulevard	60 Baker Hill Boulevard

The notice to public for Option 2 was issued on March 16, 2020.

Two residents expressed concerns with the proposed change of address.

This addressing scheme was also not considered consistent or appropriate in relation to addressing protocol within the Town.

4.2 Financial Assistance

Compensation in the amount of two-hundred fifty dollars (\$250.00) will be issued to the affected homeowners to alleviate some of the costs associated with the change of address, if change of address is approved by Council. The addressing plaques are also proposed to be replaced by Norstar Baker Hill Inc. at no cost to the affected homeowners.

4.3 Options

Option A (Recommended)

Council enact By-law 2020-072-RD for change of address of ten (10) residential units along Baker Hill Boulevard in the Minto Subdivision to facilitate consistent and appropriate addressing of residential development proposed by Norstar Baker Hill Inc. at Block 19, 65M-4419.

Option B

That Council does not enact By-law 2020-072-RD and direct Staff to further explore alternative approaches address addressing need of Norstar Baker Hill Inc.'s residential development, notify affected unit owners accordingly, and report back to Council.

5. Financial Implications:

Compensation in the amount of two-hundred fifty dollars (\$250.00) will be issued to the affected homeowners to alleviate some of the costs associated with the change of address, if change of address is approved by Council. This compensation will be provided by Norstar Baker Hill Inc. to the Town and then issued to the affected homeowners. There

are no financial implications to the Town associated with the proposed change of addresses and enactment of By-law 2020-072-RD.

6. Alignment with Strategic Plan:

None.

7. Attachments:

1. Approved Site Plan for Norstar
2. Proposed Re-addressing

8. Related Reports:

None.

Author: Casandra Bagin, Assistant Planner
Hena Kabir, Manager of Development Planning

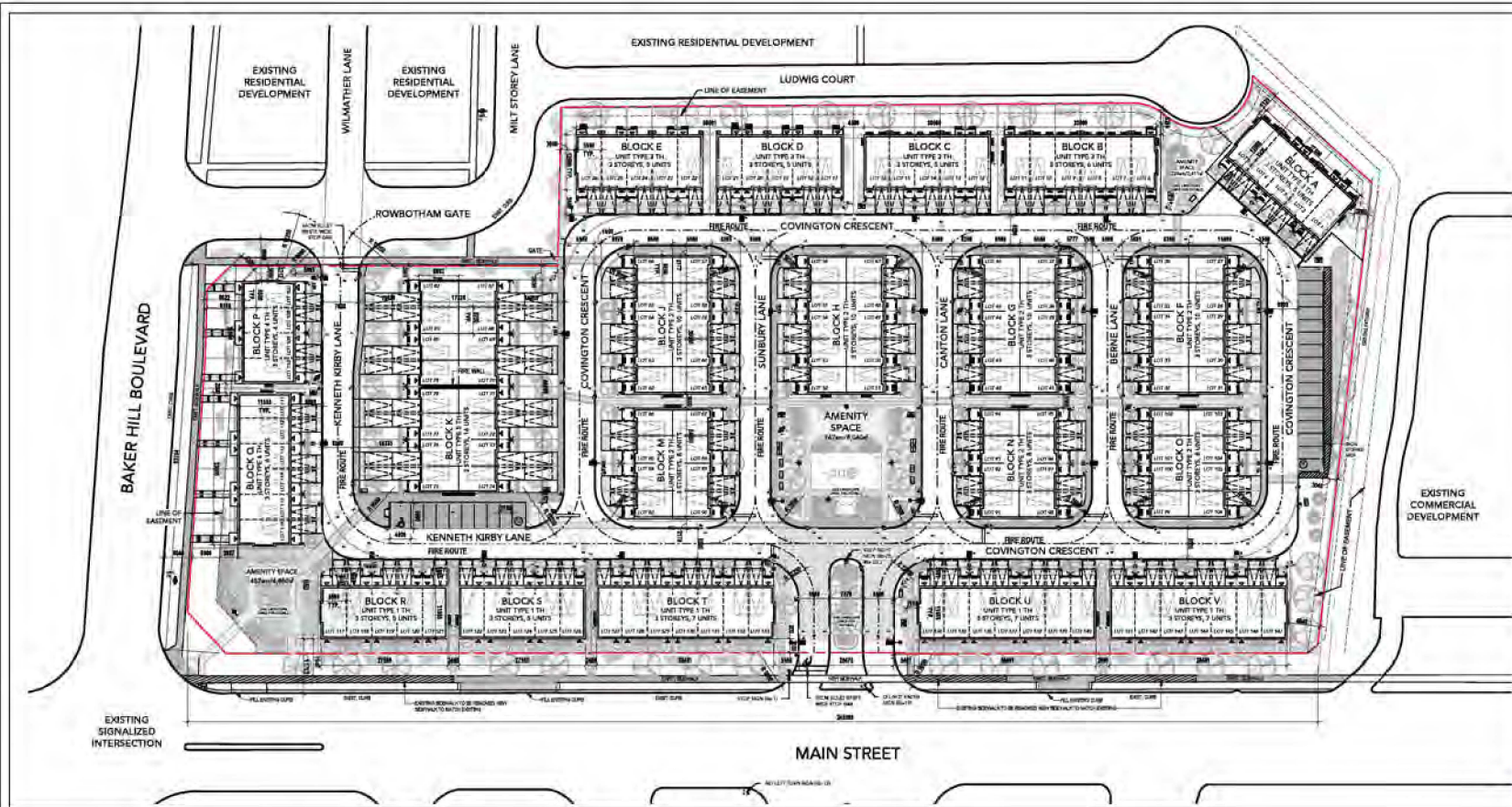
For further information on this report, please contact the Department Head: Haiqing Xu, Director of Development Services at 905-640-1910 or 1-855-642-8697 ext. 2431 or via email at Haiqing.Xu@townofws.ca

ALL DIMENSIONS ARE GIVEN UNLESS OTHERWISE SPECIFIED. UNLESS OTHERWISE SPECIFIED, DIMENSIONS ARE TO FACE.
CONTRACTOR SHALL VERIFY AND CHECK ALL DIMENSIONS AND CONDITIONS ON SITE PRIOR TO COMMENCEMENT OF WORK AND REPORT ANY DISCREPANCIES TO THE ARCHITECT AND ENGINEER IMMEDIATELY. THE ARCHITECT AND ENGINEER SHALL BE RESPONSIBLE FOR THE ACCURACY OF ALL DIMENSIONS AND CONDITIONS ON SITE.
THE ARCHITECT AND ENGINEER SHALL BE RESPONSIBLE FOR THE ACCURACY OF ALL DIMENSIONS AND CONDITIONS ON SITE.
THE ARCHITECT AND ENGINEER SHALL BE RESPONSIBLE FOR THE ACCURACY OF ALL DIMENSIONS AND CONDITIONS ON SITE.

ISSUE DATES AND DISTRIBUTION LOG:

No.	Date	Notes
1	18.11.12	ISSUED FOR SPA
2	19.02.14	ISSUED FOR SPA
3	19.07.05	ISSUED FOR SPA
4	18.11.21	ISSUED FOR SPA
5	25.07.24	ISSUED FOR SPA

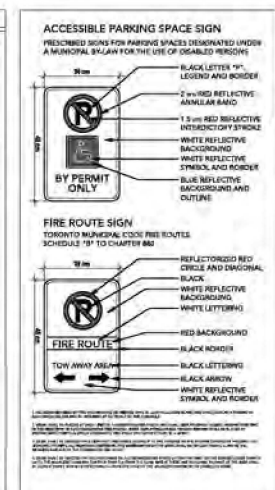
KEY MAP



SITE PLAN
SCALE: 1:500
1
A1 00

SITE SYMBOL AND SIGN LEGEND:

	PRINCIPLE ENTRANCE (FOR FIRE FIGHTING OFF ACCESS ROUTE)		ACCESSIBLE CURB CUT
	ENTRANCE TO RETAIL OR GRADE RELATED RESIDENTIAL UNIT		BARRIER-FREE PARKING SPACE
	ACCESSIBLE PARKING SIGNAGE		FIRE HYDRANT
	FIRE ROUTE SIGNAGE		LIGHT STANDARD (EXTERIOR POLE FIXTURE)
	R-1 STOP SIGN		WALL MOUNTED EXTERIOR LIGHT FIXTURE
	R-10 - NO PASSING HERE TO CROSSING SIGN		PEDESTRIAN CROSSWALK
	R-140km/h SIGN		TRANSFORMER
	R-12 NO LEFT TURN SIGN		HYDRO METER
	R-19 DO NOT ENTER SIGN		GAS METER
	BELL FLUSH TO GRADE		SNOW STORAGE
	ROGERS CABINET ON FTD		CATCH BASIN
	CANADA POST MAILBOX		AREA DRAIN
	AIR CONDITIONING UNIT (ONLY GROUND UNITS SHOWN - SEE FLOOR PLANS)		MANHOLE
			MANHOLE
			DEPRESSED CURB
			STOP BAR



SITE STATISTICS

CURRENT ZONING DESIGNATION	CM2
AREA OF DEVELOPMENT	26,681m ² (2.67ha)
SURVEY INFORMATION:	
BLOCK 19	TOWN OF WHITCHURCH-STOUFFVILLE REGIONAL MUNICIPALITY OF YORK
PREPARED BY:	J.D. BARKER LIMITED 140 RENFREW DRIVE, SUITE 100 MARRHAM, ONTARIO L3R 6B3 T: (905) 477-3600
BUILDING INFORMATION:	
COVERAGE:	9165m ² (34%)
PAVING (HARDSCAPING):	8993m ² (34%)
LANDSCAPING (SOFTSCAPING):	8523m ² (32%)
FBI (FLOOR SPACE INDEX):	0.62
DENSITY:	35 units/ha
NO. OF STOREYS:	3
HEIGHT:	UNIT TYPE 1: 9.9m (max) UNIT TYPE 2: 9.7m (max) UNIT TYPE 3: 10.9m (max) UNIT TYPE 4: 9.3m (max) UNIT TYPE 5: 9.0m

GROSS FLOOR AREA	UNITS	AREA (m ²)	AREA (sq)
UNIT TYPE 1 (CONNECTED LIVESWORKS - MAIN STREET TH TYP.):	165m	(1,774m ²)	
UNIT TYPE 2 (BACK-TO-BACK TH TYP.):	131m	(1,426m ²)	
UNIT TYPE 3 (REAR YARD TH TYP.):	175m	(1,852m ²)	
UNIT TYPE 4 (REAR LANE TH TYP.):	165m	(1,730m ²)	
UNIT TYPE 5 (BACK-TO-BACK TH2 TYP.):	131m	(1,426m ²)	
BLOCK 'W' (UTP):	5	878m ²	(9,455sq)
BLOCK 'X' (UTP):	6	1,063m ²	(11,307sq)
BLOCK 'Y' (UTP):	5	873m ²	(9,397sq)
BLOCK 'Z' (UTP):	5	873m ²	(9,397sq)
BLOCK 'AA' (UTP):	10	1,314m ²	(14,144sq)
BLOCK 'AB' (UTP):	10	1,314m ²	(14,144sq)
BLOCK 'AC' (UTP):	10	1,314m ²	(14,144sq)
BLOCK 'AD' (UTP):	16	2,096m ²	(22,561sq)
BLOCK 'AE' (UTP):	8	1,052m ²	(11,206sq)
BLOCK 'AF' (UTP):	8	1,052m ²	(11,206sq)
BLOCK 'AG' (UTP):	4	660m ²	(7,074sq)
BLOCK 'AH' (UTP):	6	996m ²	(10,656sq)
BLOCK 'AI' (UTP):	5	825m ²	(8,870sq)
BLOCK 'AJ' (UTP):	5	825m ²	(8,870sq)
BLOCK 'AK' (UTP):	7	1,155m ²	(12,420sq)
BLOCK 'AL' (UTP):	7	1,155m ²	(12,420sq)
BLOCK 'AM' (UTP):	7	1,155m ²	(12,420sq)
TOTAL:	147	21,825m²	(234,922sq)

*NOTE: GARAGE AND BASEMENT AREAS NOT INCLUDED

PARKING SPACES:	RATE*	REQUIRED	PROPOSED
STALL DIMENSION		2.7m x 5.5m	2.7m x 5.5m
ACCESSIBLE STALL DIMENSION		4.5m x 5.5m	4.5m x 5.5m
DRIVE AISLE WIDTH		6.5m	6.5m
UNIT TYPE 1 (CONNECTED LIVESWORKS - MAIN STREET TH)	RESIDENTIAL VISITOR	2.0 * 31 UNITS	62
	CLIENT/PATRON	0.25 * 31 UNITS	7.75
		0	9
UNIT TYPE 2 (BACK-TO-BACK TH)	RESIDENTIAL VISITOR	2.0 * 64 UNITS	128
		0	0
UNIT TYPE 3 (REAR YARD TH)	RESIDENTIAL VISITOR	2.0 * 26 UNITS	52
		0.25 * 26 UNITS	6.5
UNIT TYPE 4 (REAR LANE TH)	RESIDENTIAL VISITOR	2.0 * 10 UNITS	20
		0.25 * 10 UNITS	2.5
UNIT TYPE 5 (BACK-TO-BACK TH2)	RESIDENTIAL VISITOR	2.0 * 16 UNITS	32
		0	0
RESIDENTIAL VISITOR:		294	310
CLIENT/PATRON & MEASURING:		11	11
TOTAL SPACES:		311	326

*PARKING RATES BASED ON ZONING BY-LAW 2010-00-20
2.0 / UNIT, 0.25 VISITOR SPACES / UNIT (EXCL. BACK-TO-BACK UNITS)

W WHITCHURCH-STOUFFVILLE
MUNICIPALITY APPROVAL
SITE PLAN APPROVAL
SPA18-004
June 26, 2020

ONTARIO ASSOCIATION OF ARCHITECTS
Kathy Kohn
2017
SEAL

PROJECT NORTH **TRUE NORTH**

Project:
THE TOWNS AT BAKER HILL

NORSTAR BAKER HILL INC.
BAKER HILL BLVD. / MAIN ST.
WHITCHURCH-STOUFFVILLE ONTARIO

Drawn By: VCC
Checked By: SV
Project No: 17-133

Date Printed: 2020-01-24 2:05:38 PM
Scale: As Indicated
Drawing No: A1 00



Existing
addressing
Numbers (typ.)

**Blue color
indicates new
proposed
Numbers**

1: 564 WGS_1984_Web_Mercator_Auxiliary_Sphere

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Notes



Subject: Community of Stouffville Servicing Allocation Update

Staff Report No. DS-030-20

Department: Development Services

Date: July 21, 2020

Recommendation:

- 1) That Council direct Staff to forward a copy of Report No. DS-030-20 to York Region for information.

1. Purpose:

The purpose of this report is to provide Council with a water and wastewater servicing allocation update.

2. Executive Summary:

The Region of York provides water and wastewater servicing for the Community of Stouffville. The Region's current Capacity Assignment for the Community of Stouffville is approximately 9,800 people to support growth to 2026. Capacity assignment is based on historical development and short-term forecasts by the Region. While the Town currently has sufficient capacity allocation for the short-term, there has been an influx of development proposals in the Town within the past year. The Region will issue a monitoring report in 2021 with a new capacity assignment in 2023. Town staff will need to closely monitor development activity and work with Regional staff to ensure adequate servicing capacity in the long-term.

3. Background:

York Region provides water and wastewater servicing for the Community of Stouffville, as well as the other communities within York Region. As such, the Region must manage water and wastewater servicing capacity allocation in order to meet the servicing needs of each community. The Region measures capacity based on population and provides a

servicing allocation for growth within each municipality. This allocation is based on short-term forecasts generated by accounting for recent development activity, including development proposals, working in conjunction with local municipalities. Multi-year growth is then aligned with infrastructure investment.

On September 12, 2019, Regional Council approved the 2019 [Water and Wastewater Capacity Assignment](#) report. Through this report, York Region staff provided the servicing allocation update and capacity assignments for local municipalities within the Region to support growth to 2026. An update monitoring report is expected to go to Regional Council in 2021, with the next capacity assignment scheduled for 2023.

Through the 2019 Water and Wastewater Capacity Assignment, the Region assigned servicing capacity for 108,638 persons to all of the local municipalities. It included a reserve to support purpose-built rental housing initiatives and identified the need for local municipalities to manage assigned capacity through the use of best practices.

In 2010 Town Council adopted the “Council Policies for the Allocation of Sanitary Sewer and Water Service Capacity”, which was later amended on April 15, 2014. Based on this policy, Town Council can allocate a maximum of 600 dwelling units per calendar year, 500 of which to Phase 2 or 3 lands, and 100 of which to lands within the built boundary. Dwelling units can be converted to population using a persons per unit factor that is assigned based on the type of unit (single detached, townhouse, apartment). Each year these allocations are tracked, and any unused portion can be carried over from one year to the next. However, this allocation is subject to the available servicing capacity allocated by the Region.

4. Analysis and Options:

4.1 Region’s Capacity Assignment for the Community of Stouffville

Through its most recent servicing capacity assignment, the Region provided servicing allocation for approximately an eight-year period, between 2019 and 2026. The report indicated that the Town had unused capacity for 9,061 persons through the end of 2018. Based on historic development records and short term forecast data (tracking planning and pre-consultation applications), the Region assigned to the Town additional servicing allocation for 743 persons, providing a total servicing capacity of 9,804 people through to 2026. The Region continues to monitor development within each municipality by corresponding with Town Staff and monitoring development applications on an annual basis.

As per Council policies for the allocation of sanitary sewer and water service capacity, sanitary sewer and water allocation is granted by the Town at the time of draft approval or site plan approval. Subsequently, the Region deducts the population at the time of registration of the subdivision, or for site plans, at the building permit stage. Given that there is a lag between when the Town assigns servicing to a development (at draft plan of subdivision stage) and when the Region assigns servicing capacity (registration of

subdivision), there will always appear to be less servicing capacity available than there is.

4.2 Recent Allocation and Remaining Capacity

Since 2018, there have not been any Plans of Subdivision draft plan approved within the Community of Stouffville. However, between 2015 and 2018 nine subdivisions were draft plan approved and have yet to be registered. In addition, there have been site plan applications, such as the Live Green development, for which servicing has been reserved. This accounts for approximately 5,300 people for whom the Town has committed servicing. This leaves a remaining capacity of approximately 4,500 people between now and 2026. Over 2020 and 2021 it is expected that many of the draft plan approved subdivisions will be registered.

4.3 Increasing levels of development

Despite there being no plans of subdivision being draft plan approved since 2018, there has been a significant amount of proposed development in the Community of Stouffville over the past year. These proposed developments include multiple pre-consultations for development within the Lincolnville GO Station Study Area, the proposed employment conversion areas along Highway 48, new infill development along Main Street, as well as the recently granted Minister's Zoning Order for the FLATO development, among others.

There are currently development proposals, either at the pre-consultation, or development application stage totalling approximately 16,100 people. Attachment 1 to this report provides a breakdown of proposed and active development applications in relation to servicing allocation. Population in the amount of approximately 11,600 people represents applications that are currently at the pre-consultation stage. Applications at the pre-consultation stage do not have any status in the development planning pipeline, but can serve as an indicator of potential future development interest.

Occasionally pre-consultations do not lead to development applications at all, or are not submitted for an extended period of time. However, a number of the pre-consultation applications listed in Attachment 1 are expected to proceed to development applications in the shorter term. For example, within the Lincolnville Study Area, there are currently four pre-consultations which have active engagement between the applicants and Town staff. Planning Act applications for these developments are expected within the next year.

In addition to the expected development applications in the Lincolnville Study Area, is the FLATO development on Highway 48, which has already received a Minister's Zoning Order for approval, but will be proceeding through the subdivision approvals process. Servicing for this development had not been previously planned for as it is outside of the settlement area boundary, and the Ministry approval was issued after the last servicing capacity assignment. Regardless, servicing allocation will still be required for the FLATO development. A rationale could be made that since the FLATO application was not contemplated or approved specifically by the Town, and is effectively outside the current

capacity assignment from the Region, that this development should not be counted against the Town's current capacity assignment.

A more accurate indicator of more immediate development requiring servicing are those applications that have been officially submitted for development approval. There is a population of approximately 4,500 people contained within the development applications that are currently proceeding through the approvals process. With a remaining capacity of approximately 4,500 people, there is currently adequate servicing capacity to accommodate these developments. However, not all of the proposed development is expected to be fully built-out by 2026. In addition, as discussed in Section 4.4 below, there may be further opportunity to increase servicing assignment between now and 2026.

A concern regarding the forecasting of servicing capacity requirements is when there is an extremely long lag time between draft plan approval and registration, as the Town is effectively sitting on unused capacity. An option to address this lag is through a servicing allocation policy. The Town currently has a policy in place that states if a plan of subdivision is not deemed to be proceeding in an expeditious manner within three years of draft plan approval, the Town may, at its sole discretion, withdraw the allocation in whole or in part.

The Region has recommended a number of different approaches for the optimization of servicing capacity, including monitoring and phasing or a more stringent "use it or redistribute it" policy. This could be employed, where certain criteria must be met by the developer within a specified time frame, or the allocation is automatically rescinded to be re-allocated to other development. This is a similar approach to the above-noted policy, but is more prescriptive in terms of criteria for rescinding allocation. A number of local municipalities in York Region utilize the "use it or redistribute it" policy. Staff are not recommending this approach at this time. However, should unused allocation become an issue for the Town, this approach could be reconsidered at a later date.

4.4 Town Allocations and the Region's Capacity Assignment

If the Town were to allocate at a rate of 600 units per each year, as per its policy, along with the carryover capacity of 298 units from 2018, this would be equal to approximately 5,100 units, or 14,500 people through to 2026. This more than accommodates the 9,800 residents that are currently at different stages of the development pipeline (draft plan approved, planning and site plan applications), but is higher than the allocation issued by the Region of 9,804 to 2026. Should the Region increase the Town's capacity assignment to be more in line with Council's currently approved allocation rate, this would help accommodate much of the development that is currently at the pre-consultation stage.

There currently remains enough capacity to accommodate all of the currently committed development. However, Town staff will need to continue to closely monitor the issuance of servicing allocation through development approvals to ensure that the Town has enough servicing to accommodate development that is moving forward in the approvals process. That being said, this regular monitoring and reporting can also act as a signal

to the Region for possible future needed increases in allocation, particularly at the next capacity assignment in 2023. Town staff will continue to closely monitor development activity and work with Regional staff to ensure that sufficient allocation will be available, as needed, to accommodate future development, and in order to determine the appropriate levels of servicing capacity in advance of the Region's next capacity assignment in 2023.

5. Financial Implications:

There are potential financial implications on growth related revenues if servicing allocation is insufficient to permit continued development.

6. Alignment with Strategic Plan:

1. Fiscal Sustainability
Working toward a sustainable budget that ensures the protection and maintenance of core services now and into the future.
2. Expanding the tax base through a growing, diversified economy
Building and maintaining a tax base that supports the highest quality program and service delivery.

7. Attachments:

1. Community of Stouffville - Servicing Allocation Monitoring Table

8. Related Reports:

- April 15, 2014 – [Proposed Amendment to the Town of Whitchurch-Stouffville Official Plan – Growth Management Strategy Implementation and Phase 3 Lands – Town of Whitchurch-Stouffville \(D08\)](#)
- February 2, 2010 – [Proposed Official Plan Amendment \(D08\), Community of Stouffville , Phase 2 Lands/Sustainable Development](#)

Author: Tim Hayward, Policy Planner II
Meaghan Craven, Manager Planning Policy

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

Community of Stouffville

Servicing Allocation Monitoring

Unused assignment in Whitchurch Stouffville at Dec.31, 2018 is **9061 persons, plus additional 743 in September 2019, for a total of 9804 through 2026.**

Development Name	Location	Servicing Allocation Status (population)			
		Pre-Consultation Proposed	Application Proposed	Draft Approved	Reserved
Carolyn McCrone	17316 Kennedy Road		30		
Sorbara/ L&M GP Inc. Phase 2	11742 Tenth Line,			988	
Fairgate Ninth Line Inc. (West of Creek) Phase 2 West	12668 Ninth Line, Stouffville			246	
Fairgate Condo Site Plan Block 78 of Plan 65M-4466	12668 Ninth Line, Stouffville (not in GDIMS)		97		
Fairgate Apartments Block 79 of Plan 65M-4466	12668 Ninth Line, Stouffville (not in GDIMS)		84		
Lilipad Developments (Courtney Valley)	East of Tenth Line, north of Main			935	
128 O'Brien Avenue	128 O'Brien Avenue			3	
17 Manitoba Street - Consent	17 Manitoba Street		3		
Condor Development 11750 Ninth Line Prop. Inc. & 11782 Ninth Line Prop. Inc.	11750 & 11782 Ninth Line			474	
11731 Tenth Line Developments Limited (Fieldgate) Phase 1	11731 Tenth Line			1,393	
11731 Tenth Line Developments Limited (Fieldgate) Phase 2	11731 Tenth Line		2,135		
Savena Cove Homes Inc.	12785 Ninth Line			421	
Savena Cove Homes Inc. Block k Tentative	12785 Ninth Line		12		
Tercot Communities	6853 Main St			121	
5472 Main Street (Norstar)	5472 Main St			341	
Greco Lands	5318 Main Street		1,242		
Developer - Corebridge Homes	6031 Main Street		28		
Fieldgate	5731 Bethesda	896			
Corebridge Development Corp. (Joysquare)	5827 Main Street			174	
Live Green	5917 Main Street				201
Gennum	5991 Main		135		
Main Street Topfar - 6 Towns	6052 Main Street		14		
Topfar 18 storey	5531 Main Street		717		
Norstar Group	5945 Main Street	530			
Tondream	12723 & 12822 tenth line	2812			
Ambria	12762 Tenth Line	409			
Flato	11776 Highway 48	1219			
Acorn	12875 Tenth Line	1036			
Corebridge Development Corp. (Employment Conversion)	12049 Highway 48	4341			
Trudel	12689 Tenth Line	394			
Totals		11637	4496	5,095	201

2020 Servicing Monitoring Summary - Stouffville	
Unused Assignment at December 31, 2018	9,061
Add New Capacity Assignment (Regional Servicing Report Sept 2019)	743
Total Capacity Assignment	9,804
Less Reserved	201
Less Draft Approved Committed by Council	5,095
Total Current Uncommitted Assignment	4,508



Subject: Sole Source Award of a Replacement Survey Drone

Staff Report No. DS-032-20

Department: By-law and Development Services

Date: July 21, 2020

Recommendation:

- 1) That Council authorize the sole source purchase a new survey drone, DJI's Phantom4 RTX, for the enforcement of the Site Alteration By-law; and**
- 2) That Council approve the budget of \$14,000 for the purchase of a new drone.**

1. Purpose:

The purpose of this report is to seek Council approval to purchase a new replacement survey drone package, which will aid in the enforcement of the Town's site alteration By-law, 2019-092-RE.

2. Executive Summary:

Town By-law and Engineering Staff are seeking approval from Council to purchase a new replacement survey drone for site alteration enforcement and to verify the volume of fill imported into approved fill sites. The recommended drone (DJI's Phantom4 RTX) is specifically designed for surveying and producing topographic maps. The topographic maps produced by the drone will be used to prosecute illegal site alteration activities and to ensure compliance with approved grading plans for site alterations and developments.

3. Background:

Town Staff use photogrammetry to help aid in the enforcement and prosecution of illegal site alteration activities within the Town. If required, photogrammetry can also be used to verify the volume of fill imported into approved fill sites for annual reporting purposes. This is done using drone technology and computer software. Photogrammetry is the science of calculating measurements from photographs. The photogrammetry software analyzes multiple pictures (sometimes thousands), all at different locations above the survey site, the drone’s GPS information when each picture was taken, shadowing, and the skewing of objects. Once the analysis is completed, software can determine the elevation differences of objects such and fill piles, cars, curbs, trees etcetera.

Following the analysis, the photogrammetry software can produce a topographic map of the area flown by the drone. Staff can analyze the topographic map to determine how much fill has imported onto a site. All this information can then be used by By-law Staff when charging a property owner for importing fill without Town approval. Engineering Staff can also use this to ensure permitted sites and subdivisions are following their approved grading plans.

Staff time for surveying and processing of the topographic maps are charged back to applicants and developers. If the Town retained external parties for surveying, theses costs would also be charged back to the applicants and developers albeit at a much higher cost. The following table outlines the cost savings to use staff resources to undertake the surveys as opposed to using external parties:

	Survey by Staff	Survey by OLS	Survey by Consultants
Per Hour	\$300	\$450	\$450
Per Day	\$2,100	\$3,600	\$3,600

The additional benefit of the Town owning the survey drone is that By-law Staff can survey illegal fill sites within the Town as soon as they are discovered. This way, Staff do not need to go through the procurement process each time a survey is needed. In other words, Staff can survey the site immediately.

Currently the Town has an older drone, the DJI Inspire1 purchased in 2017, which needs repairs. During a survey of a subdivision in early April 2020, the drone was attacked by a bird and was damaged. It would cost the Town \$1,753.76 to have it repaired. Staff have reached out to industry to determine which drone would best suit our needs of surveying properties. One drone manufactured by DJI was identified as being the best suited drone for our needs.

The DJI Phantom4 is available in two packages from the factory. The Phantom4 RTX package comes with a high precision GPS base station, and a high precision GPS built into the drone for maximum accuracy. The Phantom4 Pro does not come with the high precision GPS ground station or built in GPS. The Phantom4 Pro comes with DJI’s

standard GPS unit built into the drone. Both DJI Phantom4 packages can provide a vast improvement in accuracy due to the improvement in technology. The Phantom4 RTX is specifically designed for producing topographic maps.

4. Analysis and Options:

When in litigation with an illegal site alteration activity, By-law Staff require as accurate information as possible. It is easy to prove that material has been imported onto a site (through pictures, areal photography etc.), but the Courts need to know volume amounts in order to determine if the activity is beyond what our By-law allows without a permit. The Town's drone software is only as accurate as the information the drone can provide. The more accurate the drone is, the better the result in determining the total amount of fill imported onto a site.

Staff have reached out to the industry and understand that there has been significant advancement in drone technology. DJI Phantom4, manufactured by DJI, has been identified as being the best suited drone for our needs. It is available in two packages: Phantom4 RTX and Phantom4 Pro. The Phantom4 RTX package comes with a high precision GPS base station, and a high precision GPS built into the drone for maximum accuracy, whereas the Phantom4 Pro does not come with the high precision GPS ground station or built in GPS. The Phantom4 RTX is specifically designed for surveying and can achieve an accuracy of $\pm 1\text{cm}$ horizontal positioning and $\pm 1.5\text{cm}$ vertical positioning in perfect conditions. The Phantom4 Pro model can only produce an accuracy of $\pm 10\text{cm}$ horizontal positioning and $\pm 30\text{cm}$ vertical positioning in perfect conditions. However, both can provide an improved accuracy due to the improvement in technology.

Option A (Recommended)

Council approves the purchase of the DJI Phantom4 RTX model.

Option B

Council approves the purchase of the standard DJI Phantom4 Pro model. If this Option is chosen, though there is a saving, the accuracy of survey results will be compromised. This Option is not recommended because the level of accuracy indicated, though meeting the Town's needs, would not be achieved in less than perfect conditions, and could adversely impact the Town in defending its case when disputed.

Option C

Council directs staff to repair the bird-damaged drone. If this Option is chosen, the Town will continue investing in a dated device that can only achieve an accuracy of $\pm 250\text{cm}$ horizontal positioning and $\pm 50\text{cm}$ vertical positioning in perfect conditions.

5. Financial Implications:

Through the Fees and Charges By-law and Site Alteration Permits, the Town collects fees for all imported fills. The Town’s average annual revenue for imported fill over the last three years has been approximately \$1,000,000.00 per year. Approximately 63% of the volumetric fee collected from imported fill through a site alteration permits are directed to the Repair and Rehabilitation Reserve (R&R reserve). The Town’s Finance Department has confirmed that there are adequate funds for the purchase. Staff would like Council’s approval to utilize the R&R reserve account to purchase the replacement survey drone as this is a non-budgeted item. The cost comparison between the three options is listed below:

	Inspire1 (repair)	Phantom4 Pro (new purchase)	Phantom4 RTX (new purchase)
Initial cost	\$1,552.00	\$2,029.00	\$11,599.00
Additional Batteries		\$804.00	\$458.00
Taxes	\$201.76	\$368.29	\$1,567.41
Total (rounded)	\$1,800.00	\$3,300.00	\$13,700.00

Staff is proposing the following new fees in the Fees and Charges By-law to help maintain and replace the drone as needed in the future. The following table is a list of all new fees related to drone surveying for 2021:

Fee Name	Rate	Notes
Drone Investigation Survey	\$300/hr	To be used in By-law infractions Minimum 1-hour charge
Drone Survey Processing	\$150.00 per survey	
Rural Building Permit Property Survey	\$300.00/hr	To be conducted prior to and after construction, to determine if the approved grading plan was followed. Any additional fill imported will be charged in accordance with the Fill Volumetric Fee
Site Alteration and Development Survey	\$300/hr	Minimum 1-hour charge, survey fees to be charged to applicants account
Survey Volumetric Fee	\$0.015/m ³	Additional volumetric fee for all fill brought into the Town for drone maintenance and replacement. This volumetric fee will be charged to all sites that import or export fill.

Staff anticipate that with the new fees proposed for 2021, the cost of the drone purchase and maintenance should be offset.

Drone Revenues		Drone Expenses	
Drone Survey Volumetric Fee	\$ 15,000	Drone Replacement	\$ 15,000
Rural Building Permits	\$ 1,800	Drone Maintenance	\$ 4,000
Site Alterations and Development Surveys	\$ 5,400		
Total	\$ 22,200		\$ 19,000

Staff anticipate that the drone will only need to be replaced every 2-3 years. Staff will be able to utilize any additional revenue in the reserve for additional survey equipment replacement and maintenance, which will also be used for enforcement.

6. Alignment with Strategic Plan:

1. Fiscal Sustainability

Working toward a sustainable budget that ensures the protection and maintenance of core services now and into the future.

- New revenue sources: grant funding, community contributions toward major capital expenditures, sponsorship of programs
-

4. Asset Planning, Maintenance and Development

Successful stewardship of the infrastructure and facilities required to support a growing community and vibrant economy.

- Focus on continuous improvement of the asset register for asset management planning

7. Attachments:

None

8. Related Reports:

None

Author: Paul Mercer, Engineering Technologist
Dave Kenth, Town Engineer and Manager of Engineering Services

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



Subject: DC Project Ninth Line Roundabout - Delivered by Fairgate (Ninth Line) Inc. Additional Funding Request in accordance with the Development Agreement (D12)

Staff Report No. DS-033-20

Department: Development Services

Date: July 21, 2020

Recommendation:

- 1) That Council approve the additional funding required under the development agreement for the DC project for a Roundabout at Baker Hill Blvd and Ninth Line, in the amount of \$180,128.49 for a total estimated cost of \$672,928.49 from the DC reserve to be available to reimburse the developer; and
- 2) That Council authorize Staff to update the Development Charge Background Study and amend the Development Charge By-Law to capture the anticipated additional cost.

1. Purpose:

The purpose of this report is to seek Council approval to increase the Development Charge (DC) eligible funding amount for the Roundabout Project at Baker Hill Blvd and Ninth Line. Additionally, this report informs Council that the public works and services associated with the construction of the Regional Roundabout at Baker Hill Blvd and Ninth Line is complete. The payments for the works completed and eligible under the DC By-Law will be made from the Town's Reserves as appropriate, the area of the project is shown on Attachment 1.

2. Executive Summary:

Fairgate (Ninth Line) Inc. wishes to enter into a Development Agreement with the Town. The cost related to the project were estimated in the 2013 Development Charge

Background Study (DCBS), however, change orders and methods of construction increased the overall development charge eligible expense.

The Town's third-party consultant Watson & Associates limited in collaboration with subconsultants HDR have reviewed the developer's submission of DC Claims with actual construction costs above the Town's DCBS Estimates. The overall cost of the Regional Ninth Line Roundabout is \$919,352.59. Watson's evaluation of the construction proportionate costs aligned with the Developer's consultant's breakdown with \$582,375.76 attributed to the Town and \$301,425.62 attributed to the Region and finally \$35,451.21 attributed to the Developer.

The developer has submitted documentation indicating fulfillment of the requirements for acceptance of infrastructure by the Regional Municipality of York and has requested that the Town provide payments available under the current DC Study and to cover costs that the Region of York will not advance funding towards. The roundabout is on a Regional Road therefore Town will not be financially responsible for the upkeep of this infrastructure and no assumption will be required by the Town.

The approval of Council is sought for the revised cost allocation as per the options outlined below.

3. Background:

On September 1, 2015, Council authorized the execution of a Development Agreement between Fairgate (Ninth Line) Inc. and the Town. Additionally, on June 21 and August 23, 2016 Council authorized the closure of local street to facilitate the roundabout project. . In 2018 the Town retained Watson & Associates to evaluate the project costs at the expense of the developer.

4. Analysis and Options:

4.1 Roundabout

The roundabout project was delivered by the developer expeditiously to accommodate the primary entrance to the Fairgate Subdivision registered under Plan 65M-4466 within 2016. The subdivision conveyed lands to the Town and Region of York to facilitate this projects construction in 2015.

During the construction phase of the roundabout project there have been several change orders to the project scope following the construction initiation of the roundabout. The DC Claim summary are included as appendices shown within Attachment 2.

DC Claim costs breakdown for the projects as applied to Todd Brothers Contracting Ltd. under regular progress payments at an amount of \$919,352 total value of works are as follows:

Table 1 DC Budget versus DC reimbursement Claimed

Project	2013 D.C. Estimate (as updated 2016)	2018 D.C. Estimate	Developer’s Claim plus Town’s Overhead and Administration of the project	Difference
Roundabout Baker Hill and Ninth Line	\$483,159.00	\$492,800.00	\$672,928.49	\$180,128.49 (approx. delta of 37%)

The above indicates that a portion of the overall project value at \$255,617.63 of the Total project cost of \$919,352.59 is a direct Developer and York Region cost without eligible reimbursements from the Town’s DC reserves.

The Town’s Development Charge By-law is undergoing comprehensive updates planned for August and September of 2020 and with implementation anticipated in early 2021. Watson and Associates is the Town’s current DCBS consultant and knowledgeable of the Town’s DC Reserves and collection practices. The Watson and Associates review of the DC claims along with the forthcoming DC By-law update would validate the actual cost of the works and provide the Town with sufficient time to collect the full costs for the project through future DC Fees.

Option A (Recommended)

Council direct staff to collect the difference in cost of the works from all future developments, including the portion that will be obtained from DC payments by Fairgate, through the forthcoming DCBS update. This updated will serve to accommodate the actual eligible costs and increase accuracy of estimates for future works associated with similar infrastructure.

Option B

Council direct staff to provide credits to the developer equal to the project difference when the developer executes future Subdivision Agreements with the Town governing development of 19T(W)20.001 or Site Plan agreements that governs development of vacant blocks in registered plan 65M-4466 and/or other future subdivision in the developer’s name or partnership.

Option C

Council direct staff to increase budget beyond what was assessed by Watson, HDR and originally claimed by Fairgate (Ninth Line) Inc. to the Town as \$582,475.76 plus the Town Overhead and Administration fee of \$9,193.53. This Option would result in a budget

increase of \$98,869.29, and this would result in the Developer being burdened with approximately \$137,255.98 because the Region has capped their contribution to this project at \$199,620.85 as shown on Attachment 3.

4.2 Status of Certification

The maintenance for this project is ongoing and will be finalized by the Region as appropriate. The developer’s consulting engineer, Sabourin Kimble and Associates, has provided as-built drawings and certified that all works and services within the project area are complete.

5. Financial Implications:

Acceptance of the amounts in Table 2 will increase the eligible amount for DC recovery. Upon acceptance of the additional project costs, Town staff will engage Watson & Associate to update the DCBS and ensure costs in excess of the currently budgeted amounts are captured with future developments paying DC Claims.

As per the terms of the Development Agreement the Town will provide a \$483,606.47 Development Charge advance payment deposit to the developer within 60 days of executing the attached agreement subject to Town Treasure and Solicitor amendments. The advance payment amount equates to the total budget available for this project under the current DCBS. The outstanding balance of the claim submitted up to \$180,128.49 will be payable to the developer in accordance with the development agreement. The verified costs associated with the projects and review of claims will also be accounted for within the Town's next DCBS to ensure that legacy costs are appropriately collected. Upon completion of all administrative issues associated with the Subdivision Agreement governing the Development of Plan 65M-4466, the remainder of the security covering non-DC eligible works will be released to the developer.

Table 2 Summary of Payments in accordance with the Development Agreement as drafted to date

Total Roundabout Project Cost	Actual Developer’s Claim excluding Town’s Overhead and Administrative charges	following the Development Agreement execution Amount to be paid as an advance payment to the developer in 2020	Difference Remaining**
\$919,352.59	\$663,734.96	\$483,606.47	\$180,128.49

**Amount indicating the maximum payment of funds to be made in accordance with the development agreement for the roundabout project based on Council resolution and option chosen as related to this Report.

6. Alignment with Strategic Plan:

1. Fiscal Sustainability

Working toward a sustainable budget that ensures the protection and maintenance of core services now and into the future.

- Capital financing and debt strategy
- New revenue sources: grant funding, community contributions toward major capital expenditures, sponsorship of programs
- Invest in budget systems (process enhancement)

2. Service Excellence

Supporting a collaborative, timely, customer-focused approach to operations that enhances efficiency, effectiveness, and customer satisfaction.

- Creating a positive culture, with sense of accountability and empowerment

3. Asset Planning, Maintenance and Development

Successful stewardship of the infrastructure and facilities required to support a growing community and vibrant economy.

- Address / plan for maintenance of existing assets & infrastructure; Create new infrastructure
- Focus on continuous improvement of the asset register for asset management planning

7. Attachments:

1. Roundabout Project Location
2. Town's 3rd Party Review assessment
3. Letter from the Region indicating credits to be provided to Fairgate (Ninth Line) Inc

8. Related Reports:

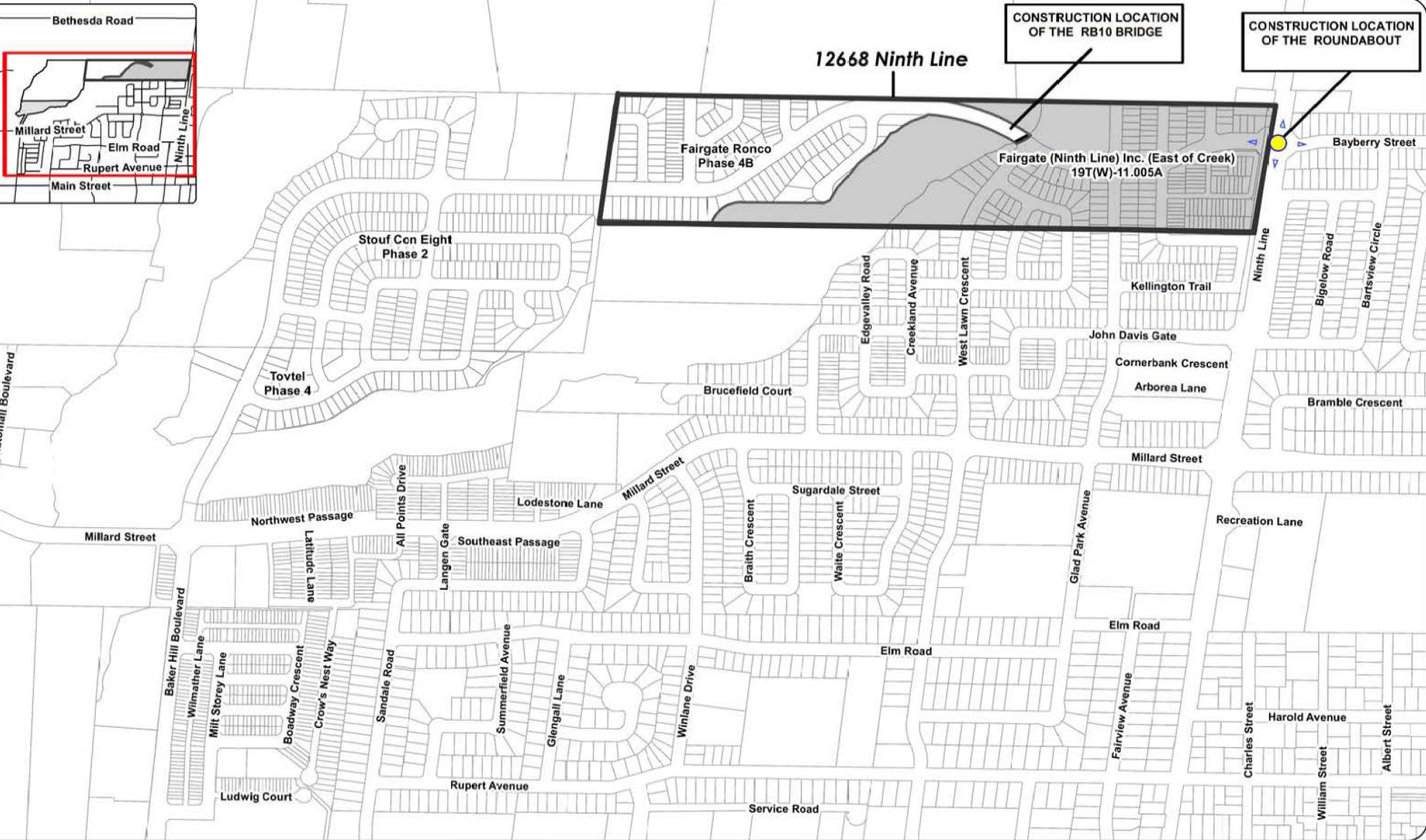
- | | |
|------------------------------|--------------------------------------|
| July 22 nd , 2014 | - Proposed Plan of Subdivision |
| September 1, 2015 | - Development Agreement |
| June 21, August 23, 2016 | - Road Closures and phasing approval |

August 23, 2016

- Pre-servicing and Servicing Agreement

Author: Dave Kenth, Town Engineer, Manager of Engineering Services

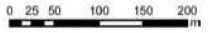
For further information on this report, please contact the Department Head: Haiqing Xu, Director of Development Services at 905-640-1910 or 1-855-642-8697 ext. 2431 or via email at haiqing.xu@townofws.ca



Town of Whitchurch-Stouffville
Location Map - Tovtel Enterprises Inc. - Phase 4 Tributary Crossing

File No. 19T(W)-11.005 and 19T(W)20.001

Path: G:\04_PROJECTS\DEPARTMENTS\ENGINEERING\2019\19T(W)20.001_19T(W)11.005A\19T(W)11.005A_01.dwg, 19T(W)11.005A_01.dwg



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Appendix B

Review of costs incurred for
the roundabout at Ninth Line /
Baker Hill by HDR, March 4,
2019



Memo

Date: Monday, March 04, 2019

Project: Town of Whitchurch-Stouffville Development Charge Credits – 3rd Party Review

To: Watson & Associates Economists Ltd.

From: HDR

Subject: Roundabout at Ninth Line / Baker Hill – 3rd Party DC Credits Review

1 Introduction

This memo summarizes the findings of HDR's independent, third-party review of the reimbursement request by Fairgate (Ninth Line) Inc. for the design, contract administration and construction of the roundabout at Baker Hill Boulevard and Ninth Line in the Town of Whitchurch-Stouffville.

2 Construction Cost Estimates

On behalf of Fairgate, Sabourin Kimble & Associates Ltd. (SKA) conducted the works and completed cost estimates of all works required for the roundabout. The Town of Whitchurch-Stouffville and York Region were contacted at two points during the course of the works – firstly pre-construction around June 2016, and post-construction around September 2018.

The post-construction costs account for five change orders, which are identified as follows:

- CO-A1: Additional costs for two-stage construction, additional signage and signals
- CO-A2: Town Extras until August 8, 2016
- CO-A3: Region Changes until August 8, 2016
- CO-A4: Region Changes after August 8, 2016
- CO-A5: Town Extras after August 8, 2016

The total project costs were summarized by SKA in September 2018, which estimated allocations between York Region and the Town of Whitchurch-Stouffville. SKA's final cost summary is attached to this memo as ATTACHMENT A, and also summarized by HDR in the below



Table 2-1.



Table 2-1: SKA Final Cost Summary

SKA Cost Estimates	Total Amount Paid by Fairgate (Ninth Line) Inc.	DC Credit Eligibility	
		York Region	Town of Whitchurch-Stouffville
PRE-CONSTRUCTION			
Contract A - Ninth Line Roundabout Roadworks	\$ 427,048.77	\$ 75,023.71	\$ 352,025.06
Electrical	\$ 84,453.29	\$ 39,438.78	\$ 45,014.51
Landscape	\$ 19,800.00		\$ 19,800.00
SUBTOTAL (Hard Costs)	\$ 531,302.06	\$ 114,462.49	\$ 416,839.57
Engineering Fee (10%)	\$ 53,130.21	\$ 11,446.25	\$ 41,683.96
TOTAL (Pre-Construction)	\$ 584,432.27	\$ 125,908.74	\$ 458,523.53
POST-CONSTRUCTION			
CO-A1	\$ 83,500.00		\$ 83,500.00
CO-A2	\$ 17,963.85		\$ 17,963.85
CO-A3	\$ 117,917.17	\$ 117,917.17	
CO-A4	\$ 73,872.00	\$ 73,872.00	
CO-A5	\$ 11,220.00		\$ 11,220.00
SUBTOTAL (Hard Costs)	\$ 304,473.02	\$ 191,789.17	\$ 112,683.85
Engineering Fee (10%)	\$ 30,447.30	\$ 19,178.92	\$ 11,268.39
TOTAL (Post-Construction)	\$ 334,920.32	\$ 210,968.09	\$ 123,952.24
PROJECT TOTAL			
Subtotal (Hard Costs)	\$ 835,775.08	\$ 306,251.66	\$ 529,523.42
Engineering Fee (10%)	\$ 83,577.51	\$ 30,625.17	\$ 52,952.34
TOTAL	\$ 919,352.59	\$ 336,876.83	\$ 582,475.76

3 York Region Concurrence

York Region reviewed both pre-construction DC claims and post-construction DC claims in June 2016, and June 2018 respectively. The findings of York Region’s reviews are summarized in the following sections.

3.1 Pre-Construction Region Concurrence (June 27, 2016)

York Region reviewed a pre-construction DC claim (see **ATTACHMENT B**) submitted by Sabourin Kimble Associates (SKA) for the roundabout at Baker Hill Blvd at Ninth Line in the amount of \$184,487.64. The Region’s response indicated that an amount of \$128,124.73 would be DC eligible.

3.2 Post-Construction Region Concurrence (September 21, 2018)

York Region reviewed a final, post construction cost claim submitted by SKA on May 30, 2018 (see **ATTACHMENT C**). SKA’s post-construction claim (**ATTACHMENT A**), identified an allocation of \$336,876.83 to Region, \$582,475.76 to Town.



In the Region’s review however, a recommendation was made to split up the Region’s portion as follows:

- \$198,383.53 to Region
- \$89,302.00 to Town
- \$32,228.37 to Developer

The rationale for the Region’s allocation to the Town is based on a policy that the Region will only cover the costs of an “unsignalized intersection”, referencing their 2013 DC policy. That rationale was identified by the Region in an email dated July 21, 2016 (**ATTACHMENT D**). The email also references the Region’s DC Credit Policy (November 21, 2013).

4 York Region DC Policy Review

Upon reviewing York Region’s DC policy however, it does **not** explicitly specify that the Region will only cover non-DC intersection improvements based on the cost of an **unsignalized** intersection. We note that on Page 3/15 of the policy document, it notes, within a subsection titled **“Elements of intersection improvements are also subject to DC credits”**, that *“on average, the Region currently received 8 intersection improvement requests per year, with an average value of \$300,000 per intersection”*. An excerpt of that entire section is provided below in **Exhibit 4-1**.

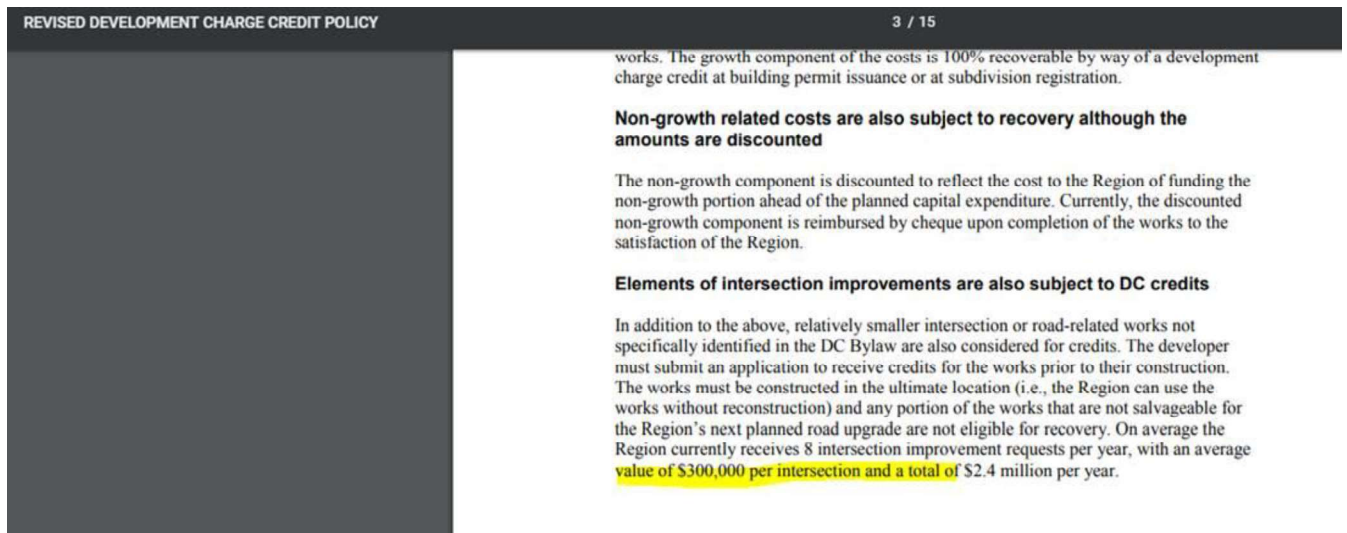


Exhibit 4-1: York Region Development Charge Credit Policy (November 2013)

Based on this review, the identification of unsignalized versus signalized intersection improvements relative to the Region’s own DC policy appears to be immaterial. We note further that the \$300,000 average value in the Region’s policy thus leads to a reasonable assumption on the Town’s part that this amount would be covered by the Region in accordance with the Regional DC Credit Policy.



5 Recommendations

Based on the above, it is recommended that the works amounting to \$89,302.00 that York Region recommended be allocated to the Town be reallocated back to York Region, in accordance with the Region's DC Credit Policy, November 2013.

With this change, the total project cost of \$919,352.59 shall be allocated to York Region in the amount of \$301,425.62, to the Town of Whitchurch-Stouffville in the amount of \$582,475.76, and to the Developer in the amount of \$35,451.21. A summary of these recommendations is provided in **Table 5-1**.

Table 5-1: HDR Recommended DC Credit Allocations

SKA Cost Estimates	Total Amount Paid by Fairgate (Ninth Line) Inc.	DC Credits - HDR Recommendations		
		York Region	Town of Whitchurch-Stouffville	Developer
PRE-CONSTRUCTION				
Contract A - Ninth Line Roundabout Roadworks	\$ 427,048.77	\$ 75,023.71	\$ 352,025.06	
Electrical	\$ 84,453.29	\$ 39,438.78	\$ 45,014.51	
Landscape	\$ 19,800.00		\$ 19,800.00	
SUBTOTAL (Hard Costs)	\$ 531,302.06	\$ 114,462.49	\$ 416,839.57	\$ -
Engineering Fee (10%)	\$ 53,130.21	\$ 11,446.25	\$ 41,683.96	\$ -
TOTAL (Pre-Construction)	\$ 584,432.27	\$ 125,908.74	\$ 458,523.53	\$ -
POST-CONSTRUCTION				
CO-A1	\$ 83,500.00		\$ 83,500.00	
CO-A2	\$ 17,963.85		\$ 17,963.85	
CO-A3	\$ 117,917.17	\$ 85,688.80		\$ 32,228.37
CO-A4	\$ 73,872.00	\$ 73,872.00		
CO-A5	\$ 11,220.00		\$ 11,220.00	
SUBTOTAL (Hard Costs)	\$ 304,473.02	\$ 159,560.80	\$ 112,683.85	\$ 32,228.37
Engineering Fee (10%)	\$ 30,447.30	\$ 15,956.08	\$ 11,268.39	\$ 3,222.84
TOTAL (Post-Construction)	\$ 334,920.32	\$ 175,516.88	\$ 123,952.24	\$ 35,451.21
PROJECT TOTAL				
Subtotal (Hard Costs)	\$ 835,775.08	\$ 274,023.29	\$ 529,523.42	\$ 32,228.37
Engineering Fee (10%)	\$ 83,577.51	\$ 27,402.33	\$ 52,952.34	\$ 3,222.84
TOTAL	\$ 919,352.59	\$ 301,425.62	\$ 582,475.76	\$ 35,451.21

FINAL COST & DC CREDIT RECONCILIATION
FOR
NINTH LINE ROUNDABOUT
FAIRGATE (NINTH LINE) INC.
TOWN OF WHITCHURCH-STOUFFVILLE
(MAY 30, 2018)

ITEM	DESCRIPTION	TOTAL AMOUNT PAID BY FAIRGATE (NINTH LINE) INC.	DC CREDIT ELIGIBILITY		
			YORK REGION	TOWN OF WHITCHURCH STOUFFVILLE	TOWN OF WHITCHURCH STOUFFVILLE
Contract 'A'	Ninth Line Roundabout Roadworks	\$ 427,046.77 (1)	\$ 75,023.71 (3)	\$ 352,025.06 (4)	
CO--A1	Change Order A1 - Extras Requested by Town	\$ 83,500.00 (2)	\$	\$ 83,500.00	
CO--A2	Change Order A2 - Extras Requested by Town	\$ 17,963.85 (2)	\$	\$ 17,963.85	
CO--A3	Change Order A3 - Extras Requested by Region	\$ 117,917.17 (2)	\$ 117,917.17	\$	
CO--A4	Change Order A4 - Extras Requested by Region	\$ 73,872.00 (2)	\$ 73,872.00	\$	
CO--A5	Change Order A5 - Extras Requested by Town	\$ 11,220.00 (2)	\$	\$ 11,220.00	
	Electrical	\$	\$	\$	
	Landscape	\$ 19,800.00 (6)	\$	\$ 19,800.00 (4)	
		\$ 84,453.29 (5)	\$ 39,438.78 (3)	\$ 45,014.51 (4)	
	SUBTOTAL (HARD COSTS)	\$ 835,775.08	\$ 306,251.66	\$ 529,523.42	
	ENGINEERING FEE (10%)	\$ 83,577.51	\$ 30,625.17	\$ 52,952.34	

TOTAL (Excluding HST)	\$ 919,352.59	\$ 336,876.83	\$ 582,475.76
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- NOTES:
1. Refer to Appendix 'A' - Todd Brothers Payment Certificate Number A4
 2. Refer to Appendix 'B' - Executed Change Orders
 3. Refer to Appendix 'C' - York Region DC Credit Summary - Agreed York Region DC Credit Eligible amount based on typical non-signalized T-intersection.
 4. Town of Whitchurch-Stouffville agreed to cover all additional costs above and beyond standard T-intersection (i.e. all costs not covered by York Region).
 5. Refer to Appendix 'D' - Trans Power Progress Payment Certificate #4
 6. Refer to Appendix 'E' - Lomco Limited Invoice No. 10332

PREPARED BY:



**SABOURIN KIMBLE
& ASSOCIATES LTD.**
CONSULTING ENGINEERS

DEVELOPMENT CHARGE CREDITS SUMMARY FORM

Location (1): Developer: Consultant: Constructed in: Program Year:	Ninth Line and Baker Hill Boulevard Fairgate (Ninth Line) Inc. Sabourin Kimble & Associates Ltd. 2013	File No. <u>D19 13.002.W</u>	Carlton Smith 27-Jun-16 Page 1 (Aboveground)
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Item	Description of Item	Submitted		Major Roadwork		Eligible	Major Roadwork		%	Comment	
		Unit	Quantity	Unit Price	Amount		Unit Price	2011 Amount			
1	Earth Borrow-Topsoil	m3	330	\$2.82	\$930.60	m3	302	\$2.82	\$851.64	92%	
2	Earth Borrow-Sub-grade	m3	1785	\$2.82	\$5,035.70	m3	1636	\$2.82	\$4,613.52	92%	
3	Earth Excavation-Topsoil	m3	481	\$11.04	\$5,310.24	m3	481	\$11.04	\$5,310.24	100%	
4	Earth Excavation-Sub-grade	m3	387	\$11.04	\$4,272.48	m3	387	\$11.04	\$4,272.48	100%	
5	HL-1 (Roadway/Surface)	Tonne	76	\$69.23	\$5,261.48	Tonne	73	\$69.23	\$5,053.79	96%	
6	HDBC	Tonne	141	\$57.67	\$8,131.47	Tonne	135	\$57.67	\$7,785.45	96%	
7	Granular 'A' - Roadway	m3	92	\$36.58	\$3,365.36	m3	92	\$36.58	\$3,365.36	100%	
8	Granular 'B' - Roadway	m3	321	\$29.54	\$9,482.34	m3	321	\$29.54	\$9,482.34	100%	
9	Concrete Curb & Gutter	m	150	\$44.76	\$6,714.00	m	150	\$44.76	\$6,714.00	100%	
10	Concrete Gutter Outlet	m	4	\$448.83	\$1,795.32	m	4	\$448.83	\$1,795.32	100%	
11	Concrete Sidewalk	m2	435	\$51.56	\$22,428.60	m2				0%	Not Eligible
12	150mm Subdrain	m	150	\$21.91	\$3,286.50	m	150	\$21.91	\$3,286.50	100%	
13	500mm HDPE Ent. Culvert	m	73.5	\$143.21	\$10,525.94	m	73.5	\$143.21	\$10,525.94	100%	
14	Remove Culverts & Sewers	m	11	\$28.53	\$313.83	m	11	\$28.53	\$313.83	100%	
15	Rip Rap with Filter Cloth/Geotextile	m2	30	\$44.51	\$1,335.30	m2	30	\$44.51	\$1,335.30	100%	
16	Grind lap joint for transition of new surface into existing asphalt surface as per detail provided	m	250	\$6.00	\$1,500.00	m	250	\$6.00	\$1,500.00	100%	
17	Rout and seal lap joint	m	250	\$5.00	\$1,250.00	m	250	\$5.00	\$1,250.00	100%	
18	Ssd	m2	2200	\$3.44	\$7,568.00	m2	2200	\$3.44	\$7,568.00	100%	
ABOVEGROUND ROAD 1 - CARRIED FORWARD					\$98,505.16				\$75,023.71	76%	
Maintenance of Traffic (% of Part 1 & Part 2)				2.50%						--	
ABOVEGROUND ROAD 1 - Inc. Maint. of Traffic					\$98,505.16				\$75,023.71	76%	

DEVELOPMENT CHARGE CREDITS SUMMARY FORM

Location (1): **Ninth Line and Baker Hill Boulevard**
 Developer: **Fairgate (Ninth Line) Inc.**
 Consultant: **Sabourin Kimble & Associates Ltd.**
 Constructed in: **File No. D19 13002.W**
 Program Year: **N/A**

Carlton Smith
 27-Jun-16
 Page 1 (Electrical)

Item	Description	Submitted			Eligible			%	Comments		
		Unit	Quantity	Major Roadwork Unit Price	2011 Amount	Unit	Quantity			Major Roadwork Unit Price	2011 Amount
1	Supply & Install - 50mm Dia. Rigid PVC Conduit by Open Cut	m	75	\$60.38	\$4,528.50	m	75	\$42.05	\$3,153.75	70%	
2	Supply & Install - 75mm Dia. Rigid PVC Conduit by Open Cut	m	20	\$64.01	\$1,280.20	m	20	\$62.71	\$1,254.20	98%	
3	Supply & Install - 100mm Dia. Conduit High Density Polyethylene Conduit by Directional Bore	m	25	\$468.76	\$11,719.00	m	25	\$115.88	\$2,897.00	25%	
4	Supply and Install Rigid PVC Junction Box on Wood Pole	Each Pole	1	\$849.92	\$849.92	Each Pole	1	\$250.00	\$250.00	29%	
5	Construct - 450mm Dia. Concrete Handwell	Each	5	\$863.48	\$4,317.40	Each	5	\$794.23	\$3,971.15	92%	
6	Construct - 600 mm Diameter Concrete Pole Base with Anchorage Assembly	Each	4	\$1,448.78	\$5,795.12	Each	4	\$1,497.17	\$5,988.68	103%	
7	Supply and Install 9T Vertical Octagonal Street Protection Round	Each	4	\$1,085.34	\$4,341.36	Each	4	\$1,324.08	\$5,296.32	122%	
8	Supply and Install Aluminum Luminaire Mast Arm	Each	5	\$278.64	\$1,393.20	Each	5	\$329.29	\$1,646.45	118%	
9	Supply and Install 200 watt High Pressure Sodium Luminaire	Each	5	\$326.29	\$1,631.45	Each	5	\$487.84	\$2,439.20	150%	
10	Supply and Install Buried Luminaire Wire	m	200	\$9.63	\$1,926.00	m	200	\$7.09	\$1,418.00	74%	
11	Supply and Install Buried Ground Wire	m	250	\$5.56	\$1,390.00	m	250	\$5.29	\$1,322.50	95%	
12	Supply and Install Ground Rod	Each	3	\$153.87	\$461.61	m	3	\$172.91	\$518.73	112%	
13	Remove and Salvage Existing Illumination Equipment	Each	1	\$3,100.00	\$3,100.00	Each	1	\$0.00	\$0.00	0%	Not Eligible
14	Remove and Dispose of Existing Illumination Equipment	Each	1	\$3,200.00	\$3,200.00	Each	1	\$0.00	\$0.00	0%	Not Eligible
15	Permanent Durable Pavement Markings	m	465	\$15.00	\$6,975.00	m	465	\$6.14	\$2,855.10	41%	
16	Permanent Roadway Signing	Lump Sum	1	\$11,400.00	\$11,400.00	Each	34	\$189.05	\$6,427.70	56%	
ELECTRICAL ROAD 1 - CARRIED FORWARD					\$64,308.76			\$39,438.78	61%		

DEVELOPMENT CHARGE CREDITS SUMMARY FORM

Location (1): Ninth Line and Baker Hill Boulevard
 Location (2):
 Location (3):
 Developer: Fairgate (Ninth Line) Inc.
 Consultant: Sabourin Kimble & Associates Ltd.
 Constructed in: 0
 Program Year: 2013

File No. D19 13,002.W

Reviewers Name
 27-Jun-16
 Master Summary Page

Item	Description of Item	Unit	Quantity	Unit Price	Amount	Submitted			Eligible			%	Comment	
						0	0	0	Unit	Quantity	Unit Price			Amount
	ROADWORKS Aboveground													
1	ninth Line and Baker Hill Boulevard		\$98,505.16				\$75,023.71							
2			\$0.00				\$0.00							
3			\$0.00				\$0.00							
	ROADWORKS Underground				\$98,505.16					\$75,023.71			76%	
1	ninth Line and Baker Hill Boulevard		\$0.00				\$0.00							
2			\$0.00				\$0.00							
3			\$0.00				\$0.00							
	Electrical Works				\$0.00					\$0.00			--	
1	ninth Line and Baker Hill Boulevard		\$64,325.95				\$39,438.78						61%	
2			\$0.00				\$0.00							
3			\$0.00				\$0.00							
	SUB-TOTAL				\$64,325.95		\$39,438.78							
	Engineering Fee			10.00%	\$16,283.11					\$11,446.25			70%	
	SUB-TOTAL				\$179,114.22					\$125,908.73			70%	
	Utility Relocation												--	
	SUB-TOTAL									\$179,114.22			70%	
	GST			3.00%	\$5,373.43					\$2,215.99			41%	
	TOTAL COST				\$184,487.64					\$128,124.73			69%	



Corporate Services
Community Planning and Development Services

Date

Consultant's Name
Street Number & Name
PO Box or Unit #
City or Town, ON Postal Code

Dear Mr or Ms _____ :

Re: Development Charge Credit Application Concurrence
Owner Name
Site Municipal Address
Town / City of _____
Town File No.: _____
Region File No.: _____

York Region, Community Planning and Development Services, has reviewed the information provided for the above application.

As noted on the attached summary sheets, a total of \$*****is considered to be eligible for credit versus the requested amount of \$*****.

Please review with your client and provide written concurrence. This will be required prior to completing any works in the Region's right of way. If concurrence is not provided, DC Credit eligibility will be forfeited.

Once the works are completed and put on maintenance please confirm as-built quantities with our department to establish the final eligible amount for reimbursement.

Any adjustment to the quantities during construction must first be approved by the Region's Development Construction Supervisor, Frank Lombardi, 905-830-4444 extension 76088.

Sincerely,

David H.Z. Mhango, M.Sc.Eng., P.Eng.
Manager, Development Engineering

DM/lc

Attachment

Insert Date
Subject or Name of Recipient

2

Copy to: Fabrizio Filippazzo, Manager, Development Financing Administration, York Region (email)
Frank Lombardi, Supervisor, Development Construction, York Region (email)
Vick Bilkhu, Development Engineering Application Coordinator, York Region (email)

YORK-#8677681-v1-Letter_1_DC_Credit_Concurrence_Template

DEVELOPMENT CHARGE CREDITS SUMMARY FORM

Location (1): 9th Line Stouffville
Developer: Fairgate
Consultant: Sabourin Kimble and Associates
Constructed in: 2016
NOTES Additional Construction Costs to be paid by York Region

R.Bailey
21-Sep-18
Page 1 (Aboveground)

File No. D19 13.002.W

Pre-construction payment agreement: The Region will pay originally concurred cost, plus deficient items that should have been included in a stop controlled intersection

ROADWORKS (Road 1) Aboveground		Actual Construction Cost					
Item	Description of Item	Unit	Quantity	Unit Price	Amount	%	Comment
A	Change from 500mm HDPE pipe to 375mm Concrete	m		actual	\$25,534.80	100%	Conforms with 2016 DC pay item for stop controlled intersection
B	1200mm manholes - OPSD 701.010	ea		actual	\$10,280.00	100%	Conforms with 2016 DC pay item for stop controlled intersection
C	Concrete Headwalls - OPSD 803.030	ea		actual	\$23,248.00	100%	Conforms with 2016 DC pay item for stop controlled intersection
D	Mountable curb - OPSD 600.090	m		actual	\$7,616.00	100%	Conforms with 2016 DC pay item for stop controlled intersection
H	Concrete Gutter Outlets - OPSD 605-030	ea		actual	\$1,712.00	100%	Conforms with 2016 DC pay item for stop controlled intersection
J	Subdrain - OPSS Muni 405	m		actual	\$1,768.00	100%	Conforms with 2016 DC pay item for stop controlled intersection
K	Frost Straps for Manholes	LS		actual	\$100.00	100%	Conforms with 2016 DC pay item for stop controlled intersection
ABOVEGROUND ROAD 1 - CARRIED FORWARD					\$70,258.80	--	
DC concurrence letter dated July 22, 2016					\$128,124.73	--	
ABOVEGROUND ROAD					\$198,383.53	--	

DEVELOPMENT CHARGE CREDITS SUMMARY FORM

Location (1): 9th Line_Stouffville
Developer: Fairgate
Consultant: Sabourin Kimble and Associates
Constructed in: 2016
NOTES Additional Construction Costs to be paid by Town of WS

R.Bailey
21-Sep-18

File No. D19 13.002.W **Page 1 (Aboveground)**

Pre-construction payment agreement: The Region will pay originally concurred cost, plus deficient items that should have been included in a stop controlled intersection

ROADWORKS (Road 1) Aboveground		Actual Construction Cost					
Item	Description of Item	Unit	Quantity	Unit Price	Amount	%	Comment
A e	Mountable curb for centre island (inside radius)- OPSD 600.090	m		actual	\$745.20	100%	Roundabout specific item
B f	Mountable curb for centre island (outside radius)- OPSD 600.091	m		actual	\$2,326.80	100%	Roundabout specific item
C h	Mountable curb for entry island- OPSD 600.092	ea		actual	\$12,358.00	100%	Roundabout specific item
D A	Impressed coloured concrete for traffic circle	m		actual	\$73,872.00	100%	Roundabout specific item
ABOVEGROUND ROAD 1 - CARRIED FORWARD					\$89,302.00	--	
ABOVEGROUND ROAD					\$89,302.00	--	

DEVELOPMENT CHARGE CREDITS SUMMARY FORM

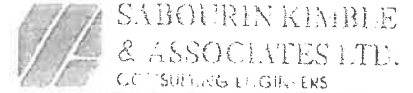
Location (1): 9th Line_Stouffville
Developer: Fairgate
Consultant: Sabourin Kimble and Associates
Constructed in: 2016
NOTES Additional Construction Costs to be paid by the Developer

R.Bailey
21-Sep-18

File No. D19 13.002.W Page 1 (Aboveground)

Pre-construction payment agreement: The Region will pay originally concurred cost, plus deficient items that should have been included in a stop controlled intersection

ROADWORKS (Road 1) Aboveground		Actual Construction Cost					
Item	Description of Item	Unit	Quantity	Unit Price	Amount	%	Comment
A]	HDPE pipe restocking fee	m		actual	\$10,980.00	100%	
B L	Material change from HDBC to SP19	Tonne		actual	\$7,845.55	100%	
C M	Material change from HL-1 to SP12.5	Tonne		actual	\$13,402.82	100%	
ABOVEGROUND ROAD 1 - CARRIED FORWARD					\$32,228.37	--	
ABOVEGROUND ROAD					\$32,228.37	--	



SABOURIN KIMBLE
& ASSOCIATES LTD.
C.C. CONSULTING ENGINEERS

110 Old Kingston Road, Pickering Village
Markham, Ontario L1T 2K9
Tel: (905) 426-9451 Fax: (905) 426-9452
Email: admin@sabourinkimble.com

January 20, 2017

FILE: 06:111:#PC

Fairgate (Ninth Line) Inc.
P.O. Box 70
2561 Stouffville Road
Gormley, Ontario
L0H 1G0

Attention: Mr. Tony Mauro, P. Eng.

Dear Sir

**SUBJECT: PROGRESS PAYMENT CERTIFICATE A4
 NINTH LINE ROUNDABOUT
 TOWN OF WHITCHURCH STOUFFVILLE**

Enclosed is payment certificate A4 for the construction progress of the above referenced contract for the period ending January 20, 2017.

We hereby certify that the works itemized in this certificate have been completed in accordance with the agreed rates and to the satisfaction of our office. We therefore recommend payment in the amount of \$82,661.96 directly to Todd Brothers Contracting Ltd. This certificate includes the request for the release of holdback for PC's A1 through A4. The following documentation has been included for your files and reference.

- 1) Certificate of Substantial Performance.
 - Published in the Daily Commercial News on December 5, 2016
 - 45 day lien period expired January 19, 2017
- 2) Statutory Declaration from contractor dated December 2, 2016
- 3) Certificate of Clearance from the Worker's Compensation Board dated February 19, 2017.

We trust that this package is complete; however should you have any questions, please contact the undersigned.

Yours truly,

SABOURIN KIMBLE & ASSOCIATES LTD.

Tyler Moulaison, Senior Site Inspector.
TM

cc & Encl.

Todd Brothers Contracting Ltd., Mr. Bill Woolsey

PROJECT NAME
OWNER
SKA PROJECT NUMBER

RONCO LANDS
FAIRGATE NINTH LINE INC.
06:111

CONTRACTOR
PAYMENT CERTIFICATE NUMBER
PERIOD ENDING

NINTH LINE ROUNDABOUT ROADWORKS
TODD BROTHERS CONTRACTING LIMITED
A4 - RELEASE OF HOLDBACK
January 20, 2017



SABOURIN KIMBLE
& ASSOCIATES LTD.
CONSULTING ENGINEERS

DESCRIPTION

A. NINTH LINE ROUNDABOUT ROADWORKS
ADDITIONAL WORK

TOTAL AMOUNT SUMMARY

PREVIOUS TOTAL
CERTIFICATES AMOUNT
A1 August 8, 2016 \$ 105,547.79
A2 September 8, 2016 \$ 408,549.97
A3 November 8, 2016 \$ 144,271.85

	<u>CONTRACT AMOUNT</u>	<u>PREVIOUS AMOUNT</u>	<u>CURRENT AMOUNT</u>	<u>TOTAL TO DATE AMOUNT</u>
\$	472,220.20	\$ 427,048.77	\$ -	\$ 427,048.77
\$	-	\$ 304,473.02	\$ -	\$ 304,473.02
\$	472,220.20	731,521.79	-	731,521.79

SUB-TOTAL VALUE CERTIFIED TO DATE \$ 731,521.79
LESS 10 % STATUTORY HOLDBACK \$ 73,152.18
STATUTORY HOLDBACK RELEASED \$ 73,152.18

SUB - TOTAL \$ 731,521.79
LESS TOTAL VALUE CERTIFIED TO DATE \$658,369.61

SUB - TOTAL \$658,369.61

Prepared & Checked By:

Tyler Moulaison

Reviewed & Checked By:

Richard T. Sabourin, P. Eng.

APPROVED FOR PAYMENT \$ 82,661.96

SUB - TOTAL \$ 73,152.18
PLUS 13 % HST \$ 9,509.78

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	TOTAL	QUANTITY PREVIOUSLY CERTIFICATE	QUANTITY THIS CERTIFICATE	TOTAL CERTIFIED TO DATE	AMOUNT PREVIOUSLY CERTIFIED	AMOUNT THIS CERTIFICATE	TOTAL CERTIFIED TO DATE
A. NINTH LINE ROUNDABOUT ROADWORKS											
Provide all labour, materials, and plant required to construct the following roadworks as per drawings and specifications.											
A1)	Move and dispose off-site curb and sidewalk.	1.0	Lump Sum	\$ 3,400.00	\$ 3,400.00	1.00	0.00	1.00	\$ 3,400.00	\$ -	\$ 3,400.00
A2)	Remove existing CSP on east side of Ninth Line.	1.0	Lump Sum	\$ 1,620.00	\$ 1,620.00	1.00	0.00	1.00	\$ 1,620.00	\$ -	\$ 1,620.00
A3)	Boulevard earthworks, including topsoil stripping and curfyll.	1.0	Lump Sum	\$ 50,000.00	Cost Plus	0.54	0.00	0.54	\$ 27,214.65	\$ -	\$ 27,214.65
A4)	Supply and install 500mm HDPE entrance culvert.	152.5	m	\$ 120.00	\$ 18,300.00	-91.50	0.00	0.00	\$ -	\$ -	\$ -
A5)	Supply and install 19mm copper water service connection to roundabout centre island including placement of water box to finished grade.	1.0	each	\$ 1,240.00	\$ 1,240.00	0.00	0.00	0.00	\$ -	\$ -	\$ -
A6)	Provide, lay and compact sub-base course of Granular 'B' in maximum 150mm layers over the full road width plus 0.50m on each side to a final compacted depth of 450mm.	1,275.0	m ²	\$ 25.00	\$ 31,875.00	1275.00	0.00	1275.00	\$ 31,875.00	\$ -	\$ 31,875.00
A7)	Regulate sub-base course to grade and cross-section; supply any extra material required; provide, lay, compact and grade base course of Granular 'A' to a final compacted depth of 150mm.	1,160.0	m ²	\$ 15.40	\$ 17,864.00	2179.32	0.00	2179.32	\$ 33,561.53	\$ -	\$ 33,561.53
A8)	Provide, lay, and compact HDBC asphalt base course over the pavement width to a final compacted depth of 100mm (2 lifts).	1,160.0	m ²	\$ 22.00	\$ 25,520.00	2179.32	0.00	2179.32	\$ 47,945.04	\$ -	\$ 47,945.04
A9)	Provide, lay and compact HL-1 asphalt surface course over the pavement width to the final compacted thickness of 50mm	1,160.0	m ²	\$ 13.00	\$ 15,080.00	2179.32	0.00	2179.32	\$ 28,331.16	\$ -	\$ 28,331.16
A10)	Supply and install continuous 150mm diameter sub-drains (wrapped in filter cloth) including connection to catchbasins.	225.0	m	\$ 16.45	\$ 3,701.25	272.00	0.00	272.00	\$ 4,474.40	\$ -	\$ 4,474.40
A11)	Construct concrete semi mountable curb for road widening. (OPSD M600.090)	225.0	m	\$ 58.20	\$ 13,095.00	272.00	0.00	272.00	\$ 15,830.40	\$ -	\$ 15,830.40
A12)	Construct concrete barrier curb for roundabout centre island. (OPSD 600.110)	64.0	m	\$ 58.10	\$ 3,718.40	62.10	0.00	62.10	\$ 3,608.01	\$ -	\$ 3,608.01
A13)	Construct concrete semi mountable curb for roundabout centre island. (OPSD M600.090)	88.0	m	\$ 59.10	\$ 5,112.80	83.10	0.00	83.10	\$ 4,928.11	\$ -	\$ 4,928.11
A14)	Construct concrete barrier curb for entry/exit islands. (OPSD 600.110)	181.5	m	\$ 108.50	\$ 19,692.75	167.00	0.00	167.00	\$ 10,119.50	\$ -	\$ 18,119.50
A15)	Construct concrete curb terminations. (OPSD 600.010)	4.0	each	\$ 580.00	\$ 2,320.00	4.00	0.00	4.00	\$ 2,320.00	\$ -	\$ 2,320.00
A16)	Construct rip-rap spillways at curb outlet	30.0	m ²	\$ 60.00	\$ 1,800.00	20.80	0.00	20.80	\$ 1,248.00	\$ -	\$ 1,248.00
A17)	Construct concrete slab in the entry/exit islands. Price to include preparation of sub-grade and granular base. (OPSD M310.010 - 150 mm thick)	180.0	m ²	\$ 110.00	\$ 19,800.00	124.50	0.00	124.50	\$ 13,695.00	\$ -	\$ 13,695.00
A18)	Construct impressed asphalt at turning circle using Traffic Patterns XD, cobble pattern, Heritage Red. Price to include white edge markings.	422.0	m ²	\$ 220.00	\$ 92,840.00	185.50	0.00	185.50	\$ 29,810.00	\$ -	\$ 29,810.00
A19)	Install permanent street signs a) Street Name b) Keep right - Rb-25 c) Warning - Wb-33L d) Yield - Rb-2 e) Traffic Circle Warning f) Right only - Rb-21 g) No Parking - Rb-51	4.0 4.0 8.0 8.0 4.0 4.0 4.0	each each each each each each each	\$ 450.00 \$ 300.00 \$ 300.00 \$ 300.00 \$ 300.00 \$ 300.00 \$ 300.00	\$ 1,800.00 \$ 1,200.00 \$ 2,400.00 \$ 2,400.00 \$ 1,200.00 \$ 1,200.00 \$ 1,200.00	3.00 4.00 8.00 7.00 4.00 4.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	3.00 4.00 8.00 7.00 4.00 4.00 0.00	\$ 1,350.00 \$ 1,200.00 \$ 2,400.00 \$ 2,100.00 \$ 1,200.00 \$ 1,200.00 \$ -	\$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 1,350.00 \$ 1,200.00 \$ 2,400.00 \$ 2,100.00 \$ 1,200.00 \$ 1,200.00 \$ -

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	TOTAL	QUANTITY PREVIOUS CERTIFICATE	QUANTITY THIS CERTIFICATE	TOTAL CERTIFIED TO DATE	AMOUNT PREVIOUSLY CERTIFIED	AMOUNT THIS CERTIFICATE	TOTAL CERTIFIED TO DATE
A20)	Lap joint for transition of new asphalt surface to existing asphalt.	250.0	m	\$ 10.00	\$ 2,500.00	90.00	0.00	90.00	\$ 900.00	\$ -	\$ 900.00
A21)	Route and seal lap joint along construction limits.	250.0	m	\$ 10.00	\$ 2,500.00	0.00	0.00	0.00	\$ -	\$ -	\$ -
A22)	Restore existing driveway of Lots 1 and 25 Bayberry Drive in kind. Re-pave entire apron.	2.0	each		Cost Plus	0.00	0.00	0.00	\$ -	\$ -	\$ -
A23)	Supply and place screened topsoil and sod including fine grading within boulevard.	2,500.0	m ²	\$ 13.00	\$ 32,500.00	1342.60	0.00	1342.60	\$ 17,453.80	\$ -	\$ 17,453.80
A24)	Construct 1.8m sidewalk.	50.0	m	\$ 122.00	\$ 6,100.00	86.80	0.00	86.80	\$ 10,589.60	\$ -	\$ 10,589.60
A25)	Relocate existing catchbasins on Bayberry Street.	2.0	each	\$ 2,940.00	\$ 5,880.00	2.00	0.00	2.00	\$ 5,880.00	\$ -	\$ 5,880.00
A26)	Traffic control for Ninth Line works per OTM Book 7.	1.0	Lump Sum	\$ 11,500.00	\$ 11,500.00	1.00	0.00	1.00	\$ 11,500.00	\$ -	\$ 11,500.00
A27)	Line Painting.	1.0	Lump Sum	\$ 5,670.00	\$ 5,670.00	1.00	0.00	1.00	\$ 5,670.00	\$ -	\$ 5,670.00
A28)	Construct asphalt truck apron consisting of 50 mm depth HL-1 asphalt, 500 mm depth of HDSC and 150 mm depth of Granular 'A'.	170.0	m	\$ 215.00	\$ 36,550.00	155.00	0.00	155.00	\$ 33,325.00	\$ -	\$ 33,325.00
A29)	Construct concrete sidewalk ramp (DS-121).	8.0	each	\$ 480.00	\$ 3,840.00	4.00	0.00	4.00	\$ 1,920.00	\$ -	\$ 1,920.00
A30)	Supply and install tactile indicator plates.	40.0	each	\$ 320.00	\$ 12,800.00	16.00	0.00	16.00	\$ 5,120.00	\$ -	\$ 5,120.00
A31)	Construct 1.2 m wide asphalt shoulder consisting of 50 mm depth HL-1 asphalt, 100 mm depth HDSC (2 lifts), 150 mm depth Granular 'A' and 450 mm depth Granular 'B'.	100.0	m	\$ 290.00	\$ 29,000.00	124.00	0.00	124.00	\$ 35,960.00	\$ -	\$ 35,960.00
A32)	Construct 1.30 m wide gravel shoulder consisting of 150 mm depth Granular	130.0	m	\$ 60.00	\$ 7,800.00	40.00	0.00	40.00	\$ 2,400.00	\$ -	\$ 2,400.00
A33)	Re-align existing ditch.	168.5	m	\$ 26.00	\$ 4,381.00	160.90	0.00	160.90	\$ 4,183.40	\$ -	\$ 4,183.40
A34)	Mobilization.	1.0	Lump Sum	\$ 2,800.00	\$ 2,800.00	1.00	0.00	1.00	\$ 2,800.00	\$ -	\$ 2,800.00
A35)	Permits.	1.0	Lump Sum	\$ 6,500.00	\$ 6,500.00	0.00	0.00	0.00	\$ -	\$ -	\$ -
A36)	Remove existing asphalt.	2,500.0	m ²	\$ 5.20	\$ 13,520.00	2310.80	0.00	2310.80	\$ 12,016.16	\$ -	\$ 12,016.16
				SUB-TOTAL "A" CARRIED FORWARD TO SUMMARY	\$ 472,220.20				\$427,048.77	\$0.00	\$427,048.77
ADDITIONAL WORK											
CHANGE ORDER-A1- Two stage construction and additional signage and signals. (Executed)											
1.0	each	\$ 83,500.00	\$ 83,500.00	1.00	\$ 83,500.00	0.00	0.00	1.00	\$ 83,500.00	\$ -	\$ 83,500.00
1.0	each	\$ 17,963.85	\$ 17,963.85	1.00	\$ 17,963.85	0.00	0.00	1.00	\$ 17,963.85	\$ -	\$ 17,963.85
1.0	each	\$ 117,917.17	\$ 117,917.17	1.00	\$ 117,917.17	0.00	0.00	1.00	\$ 117,917.17	\$ -	\$ 117,917.17
1.0	each	\$ 73,872.00	\$ 73,872.00	1.00	\$ 73,872.00	0.00	0.00	1.00	\$ 73,872.00	\$ -	\$ 73,872.00
1.0	each	\$ 11,220.00	\$ 11,220.00	1.00	\$ 11,220.00	0.00	0.00	1.00	\$ 11,220.00	\$ -	\$ 11,220.00
				SUB-TOTAL ADDITIONAL WORK CARRIED FORWARD TO SUMMARY	\$ 304,473.02				\$304,473.02	\$0.00	\$304,473.02

CERTIFICATE OF PUBLICATION

This is to certify that this official notice appeared in Daily Commercial News on

December 5, 2016

**York Region, Town of
Whitchurch Stouffville
Ninth Line at Bayberry Street
and Baker Hill Boulevard**

This is to certify that the contract for the following improvement: Reconstruction of Ninth Line to construct the Ninth Line Roundabout

**To the above premises was substantially performed on:
November 29, 2016**

Date Certificate Signed: November 29, 2016

Name of Owner: Fairgate (Ninth Line) Inc.

**Address for Service: 2561
Stouffville Road, Gormley, ON
L0H 1G0**

Name of Contractor: Todd Brothers Contracting Ltd.

**Address for Service: 76 Raeview
Drive, Stouffville, ON L4A 7X4**

**Name of Payment Certifier:
Sabourin Kimble & Associates
Ltd.**

**Address: 110 Old Kingston Road,
Pickering Village, Ajax, ON
L1T 2Z9**

**Office to which claim for Lien
must be given to preserve
Lien: 2561 Stouffville Road,
Gormley, ON L0H 1G0**

View your CSP online at www.dailycommercialnews.com/csp

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3780 14th Avenue, 8th Floor
Markham, ON L3R 3T7
T: 905-752-5516 • F: 905-752-5490

Daily Commercial News
By Construct Connect

Statutory Declaration of Progress Payment Distribution by Contractor

Standard Construction Document

CCDC 9A - 2001

To be made by the Contractor prior to payment when required as a condition for either:

- second and subsequent progress payments; or
 release of holdback.

The last application for progress payment for which the Declarant has received payment is No. _____ dated the _____ day of _____ in the year _____.

Identification of Contract

Name of Contract (Location and description of the Work as it appears in the Contract Documents)

Ninth Line at Bayberry Street and Baker Hill Boulevard
 Reconstruction of Ninth Line to construction the Ninth Line Roundabout. Town of Whitchurch-Stouffville, Region of York

Date of Contract: 25 July 2016
Day Month Year

Name of Owner
 FAIRGATE (NINTH LINE) INC.

Name of Contractor
 TODD BROTHERS CONTRACTING LIMITED

Identification of Declarant

Name of Declarant
 CINDY TODD

Position or Title (of office held with Contractor)
 SECRETARY - TREASURER

Declaration

I solemnly declare that, as of the date of this declaration, I am an authorized signing officer, partner or sole proprietor of the Contractor named in the Contract identified above, and as such have authority to bind the Contractor, and have personal knowledge of the fact that all accounts for labour, subcontracts, products, services, and construction machinery and equipment which have been incurred directly by the Contractor in the performance of the work as required by the Contract, and for which the Owner might in any way be held responsible, have been paid in full as required by the Contract up to and including the latest progress payment received, as identified above, except for:

- 1) holdback monies properly retained,
- 2) payments deferred by agreement, or
- 3) amounts withheld by reason of legitimate dispute which have been identified to the party or parties, from whom payment has been withheld.

I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Declared before me in Stouffville, Ont. this 2 day of Dec.
City/Town and Province

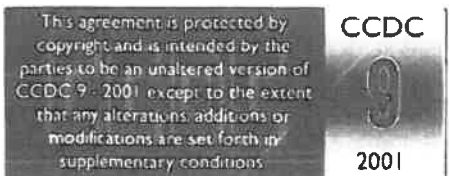
in the year 2016

[Signature]
Signature of Declarant

[Signature]
(A Commissioner for Oaths, Notary Public, Justice of the Peace, etc.)

IAN ROSS PELMAN Barrister,
 Solicitor and Notary Public in and for
 the Province of Ontario

The making of a false or fraudulent declaration is a contravention of the Criminal Code of Canada, and could carry, upon conviction, penalties including fines or imprisonment.



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eClearance

Clearance Certificate

Clearance Certificate Generation Result

Contractor Legal / Trade Name	Contractor Address	Contractor Classification Unit and Description	Clearance Certificate Number	Validity period (dd-mmm-yyyy)	Principal Legal / Trade Name	Principal Address
TODD BROTHERS CONTRACTING LIMITED	76 RAEVIEW DR, STOUFFVILLE, ON, L4A7X4, CA	4213-000: Septic System Installation 4564-000: Dry Bulk Materials Trucking 4211-001: Wrecking and Structural Demolition 4121-001: Highways, Streets, and Small Bridges 4591-001: Highway, Street, and Bridge Maintenance 4999-001: Waste Management Services 4215-000: Equipment Rental (With Operator) 4214-000: Excavating and Grading	E200000B1VRE	21-Dec-2016 - 19-Feb-2017	Fairgate (Ninth Line) Inc.	2561 Stouffville Rd, Gormley, ON, L0H 1G0, CAN

July 3, 2018
 R. Bailey cost review and recommendations
OK - Indicates the Region may pay for the item.
NO - Indicates the item shall not be payed by the Region. The item is payed under the DC concurrence.
 Revised as per discussions with Management on July 4th, shown in BLUE

ORDER

110 Old Kingston Road
 Ajax, Ontario L1T 2Z
 E-Mail: skaengineering.com

NUMBER CO-A3

TELEPHONE	DATE December 1, 2016
JOB NAME/LOCATION Ninth Line Roundabout	
JOB NUMBER 06:111	JOB TELEPHONE
EXISTING CONTRACT NUMBER	DATE OF EXISTING CONTRACT

TO: Todd Brothers Contracting Ltd.

We hereby agree to make the change(s) specified below AMOUNT

REGION CHANGES	AMOUNT
a) Change from 500mm HDPE to 375mm CL-140D concrete pipe for the culverts. 155.7 m @ \$164.00/m	OK - Conforms with 2016 DC pay items \$25,534.80
b) Add two 1200mm diameter manholes. 2 @ \$5,140.00	OK - Conforms with 2016 DC pay items \$10,280.00
c) Add headwalls for the culverts. 4 @ \$5,812.00 each.	OK - Conforms with 2016 DC pay items \$23,248.00
d) Extra over contract item A11 for semi-mountable curb for widening. Changed to OPSD 600.100M concrete mountable curb with narrow gutter and 3-#10M epoxy rebar. 272.0 m @ \$28.00/m.	OK - Conforms with 2016 DC pay items \$7,616.00
e) Extra over contract item A12 for barrier curb for center island (inside radius) Changed to OPSD 600.080 concrete barrier curb with narrow gutter (superelevated) 62.1 m @ \$12.00/m.	Not included in stop controlled intersection \$745.20
f) Extra over contract item A13 for semi-mountable curb for center island (outside radius). Changed to OPSD 600.090M concrete semi-mountable curb with narrow gutter.	Not included in stop controlled intersection \$2,326.80
g) Extra over contract item A14 for barrier curb for entry/exit islands. Changed to OPSD 600.090M2 modified concrete semi-mountable curb with narrow gutter. 167.0 m @ \$74.00/m.	Not included in stop controlled intersection \$12,358.00
h) Additional concrete gutter outlets required. 4 @ \$428.00 each.	OK - Conforms with 2016 DC pay items \$1,712.00
i) Material purchase price of 500mm HDPE Boss Pipe. 152.5 m @ \$72.00/m	Developer to pay \$10,980.00

WE AGREE hereby make the change(s) specified above at this price

Date <u>Dec 5, 2016</u>	PREVIOUS CONTRACT TOTAL
Authorized Signature (Contractor) <u>[Signature]</u>	REVISED CONTRACT TOTAL

ACCEPTED

The above prices and specifications of the Change Order are satisfactory and are hereby accepted
 All work to be performed under same terms and conditions as specified in original contract unless otherwise specified

Date of Acceptance

December 14th, 2016

Authorized Signature

[Signature]
 (OWNER)

CHANGE ORDER

110 Old Kingston Road
 Ajax, Ontario L1T 2Z
 E-Mail: skaengineering.com

NUMBER CO-A4

TELEPHONE	DATE
	September 8, 2016
JOB NAME/LOCATION	
Ninth Line Roundabout	

TO: Todd Brothers Contracting Ltd.

JOB NUMBER	JOB TELEPHONE
06:111	
EXISTING CONTRACT NUMBER	DATE OF EXISTING CONTRACT

We hereby agree to make the change(s) specified below

AMOUNT

REGION CHANGES

a) Impressed coloured concrete in the roundabout. 243	Not included in stop controlled intersection	\$73,872.00
---	--	-------------

Date	WE AGREE hereby make the change(s) specified above at this price
Authorized Signature (Contractor)	PREVIOUS CONTRACT TOTAL
<i>Ken Gault</i>	REVISED CONTRACT TOTAL

ACCEPTED

The above prices and specifications of the Change Order are satisfactory and are hereby accepted

Date of Acceptance

October 14/2016 *[Signature]*

Chai, Jonathan

From: Ryan Sabourin <ryan@skaengineering.com>
Sent: Friday, July 22, 2016 2:48 PM
To: Mollett, Calvin; Smith, Carlton; Mhango, David
Cc: Whitney, Karen; Richard Sabourin; Tony Mauro (Tony@fairgatehomes.com)
Subject: RE: DC Credit Review - D19 13.002.W
Attachments: image2016-06-27-163152.pdf

Hi David, Carl & Calvin,

Thanks for the explanation and continued cooperation. On behalf of our client, Fairgate (Ninth Line) Inc., we provide concurrence on the attached DC Credit calculation provided adjustments can and will be made upon completion of construction. For everyone's benefit and record, to-date we expect change order extras from the Contractor for the following items recently requested by the Region.

- additional asphalt truck apron to accommodate moving the concrete spillways
- additional concrete curb and gutter to extend the asphalt truck apron
- additional subdrain for the extended curb and gutter
- 375mm CL 140-D storm sewers in place of HDPE culverts
- 2 x 1200mm diameter storm manholes
- additional rip rap at storm headwall inlets and outlets
- epoxy coated rebar in concrete curb and gutter
- 4 x 375mm diameter storm headwalls

We trust this concurrence is satisfactory for the construction works to be eligible for Region DC Credits.

Regards,

Ryan Sabourin, P. Eng.

Sabourin Kimble & Associates Ltd.
110 Old Kingston Road
Ajax, ON
L1T 2Z9
P: (905)426-9451 ext. 259
F: (905)426-9452

-----Original Message-----

From: Mhango, David [mailto:David.Mhango@york.ca]
Sent: Thursday, July 21, 2016 7:13 PM
To: Ryan Sabourin <ryan@skaengineering.com>
Cc: Whitney, Karen <Karen.Whitney@york.ca>; Mollett, Calvin <Calvin.Mollett@york.ca>; Smith, Carlton <Carlton.Smith@york.ca>; Richard Sabourin <RSabourin@skaengineering.com>; Tony Mauro (Tony@fairgatehomes.com) <Tony@fairgatehomes.com>
Subject: RE: DC Credit Review - D19 13.002.W
Importance: High

Hi Ryan,

York Region acknowledges that staff have commented on the proposed construction works for the Bayberry Street/9th Line roundabout, and that the consultant/developer is going to implement these changes which will ensure that the roundabout and its associated construction works within Regional road (9th Line) are constructed according to the Region's design criteria, standards and specifications.

Please also note that the Region agreed to allow the roundabout and to pay DC Credit based on our DC Credit Policy (November 21, 2013) for road improvements to a regular 4-way unsignalized intersection. This intersection was/will be evaluated on the premise that it would function as a 4-way unsignalized intersection.

This email will confirm that once the proposed construction works including their changes/modifications (as a result of York Region's comments) that are legible for DC Credit as per Region's DC Credit Policy are completed and put on maintenance, you will be required to confirm as-built quantities with our department to establish the final eligible amount for reimbursement. Any adjustments to the quantities during construction must first be approved by the Region's Construction Coordinator.

Please provide your concurrence of the DC Credit eligibility by tomorrow July 22, 2016 by email (to the attention of Carlton Smith and copy Calvin Mollett) in order for the construction works to be eligible for DC Credit. Once we receive the concurrence email, we will send you a concurrent letter for signing.

If you need further clarification, please do not hesitate to contact us.

Regards,

David H.Z. Mhango, M.Sc.Eng., P.Eng. | Manager, Development Engineering Community Planning & Development Services Division

The Regional Municipality of York | 17250 Yonge Street | Newmarket, ON L3Y 6Z1

O: 1-877-464-9675 ext. 77533 | C: 905-716-5878 | Fax: 905-895-7523 david.mhango@york.ca |

http://cp.mcafee.com/d/FZsS92hJ5xMQsEI9zDQPtPqdNP2q8WWbVJ6UVxd4ttYsrhKeojh7nhsdET7fEKe8K6zAT4JI0lgHLM8Ox_NB0zOVKxnvwB3_za17BPrG3zW9EV7fZvCnTT67bZuVtdd6_e6zBxZCXTbnhlyyHsQsIYG7DR8OJMddECSjtPtPpjyRoBuJFJ3jcAeI9X0zk55GNaZrjqabb9EVdwlqid40s96y0izW4FCy05-pBVwQg5Ph078CzAQg8IZuWv0arpvdZ8cC

Our Values: Integrity, Commitment, Accountability, Respect, Excellence

-----Original Message-----

From: Ryan Sabourin [mailto:ryan@skaengineering.com]

Sent: Thursday, July 21, 2016 5:55 PM

To: Smith, Carlton

Cc: Mhango, David; Mollett, Calvin; Richard Sabourin; Tony Mauro (Tony@fairgatehomes.com)

Subject: RE: DC Credit Review - D19 13.002.W

Hi Carl,

We cannot provide concurrence on the previously provided DC Credit schedule. As you know, the Region requested a multitude of revisions lately, all of which will be have be covered by Region DC Credits per our discussions in the recent meetings. We have tracked the requested revisions and are awaiting prices from the Contractor. As soon as we're confident the requests have concluded and we receive unit rates from the Contractor for changes to-date, we will provide the Region with a redlined DC Credit Schedule for review and finalization. We trust this approach is satisfactory given the changes have been at the request of the Region. Please confirm.

Regards,

Ryan Sabourin, P. Eng.

Sabourin Kimble & Associates Ltd.
110 Old Kingston Road
Ajax, ON
L1T 2Z9
P: (905)426-9451 ext. 259
F: (905)426-9452

-----Original Message-----

From: Smith, Carlton [mailto:Carlton.Smith@york.ca]
Sent: Thursday, July 21, 2016 2:57 PM
To: Ryan Sabourin <ryan@skaengineering.com>
Cc: Mhango, David <David.Mhango@york.ca>; Mollett, Calvin <Calvin.Mollett@york.ca>
Subject: RE: DC Credit Review - D19 13.002.W

Ryan,

In working within the Region's DC Credit bylaw, please provide your concurrence of the DC Credit eligibility (as provided to you previously) by tomorrow July 22, 2016 in order to be eligible. If this is not provided by such time, this application will be deemed null and void and will no longer be eligible for credit. Feel free to call me if there's any question.

Regards

Carl Smith | Development Review Technologist, Community Planning and Development Services, Planning and Economic Development Corporate Services.

Please note that as of October 27, 2014, Development Engineering will be relocating to 17250 Yonge Street, Newmarket ON, L3Y 6Z1. All submissions including courier must be sent to that address.

The Regional Municipality of York | 17250 Yonge Street | Newmarket, ON L3Y 6Z1
O: 905-830-4444 ext. 75754 | carlton.smith@york.ca |
http://cp.mcafee.com/d/1jWVlg43qb3xEVhj7c8K6XCQrzC4QhRQnPqdNP2q8WXUUSzssMCyeKyUrhKevhsshsd79K9ro0GxnvwhB3_za17BPt2K_0za7_6k2fbCNPKEECzAs_R-hs7end7avnKnjjosVBdNZV5fBHEShIKUzOEuvkzaT0QSyrjdTdTdBeblyWSCXr4-tothmkOoablyWSCSnHCMmd96y0e4zh09hZ2kPh02_cOYMq82VEw3AjhOq84muLtfw5dILCNB94mdTMs3ht
Our Values: Integrity, Commitment, Accountability, Respect, Excellence

Please consider the environment before printing this email.

-----Original Message-----

From: Smith, Carlton
Sent: Monday, March 14, 2016 4:01 PM
To: Ryan Sabourin (ryan@skaengineering.com)
Subject: DC Credit Review - D19 13.002.W

Ryan,

See the attached DC Credit review for the subject application. As mentioned in my message to you this morning, I'm trying to get the electrical component going. It hadn't been finalized as the electrical drawings were still not approved. One thing that need to be changed and that's instead of HDBC and HL1 for the pavement structure, change it to Sp-19 (2x50mm) for the base and SP-12 (50mm) for the top asphalt. And any word on my request for our meeting the following Monday March 21st instead of this Friday? Feel free to call if there's any question.

Regards

Carl Smith | Development Review Technologist, Community Planning and Development Services, Planning and Economic Development Corporate Services.

Please note that as of October 27, 2014, Development Engineering will be relocating to 17250 Yonge Street, Newmarket ON, L3Y 6Z1. All submissions including courier must be sent to that address.

The Regional Municipality of York | 17250 Yonge Street | Newmarket, ON L3Y 6Z1

O: 905-830-4444 ext. 75754 | carlton.smith@york.ca |

http://cp.mcafee.com/d/1jWVlq6zqb3xEVhj7c8K6XCQrzC4QhRQnPqdNP2q8WXUUSzssMCyeKyUrhKevhsshdsd79K9ro0GxnvwHb3_za17BPt2K_0za7_6k2fbCNPKEECzAs_R-

hs7end7avnKnjjosVBdNZV5fBHESHhIKUzOEuvkzaT0QSCrjdTdTdBeblyWSCXr4-

tothmkOoablylWSCTSnHCMmd96y0e4zh09hZ2kPh02_cOYMq82VEw3AjhOq84muLtfw5dILCRCpsoP8OtL5D Our Values:

Integrity, Commitment, Accountability, Respect, Excellence

Please consider the environment before printing this email.

-----Original Message-----

From: 54986@york.ca [mailto:54986@york.ca]

Sent: Monday, March 14, 2016 3:48 PM

To: Smith, Carlton

Subject: Scanned document

Scanned document



November 28, 2019

Tony Mauro
Fairgate (Ninth Line) Inc.
P.O.Box 70
2561 Stouffville Road
Gormley, Ontario
L0H 1G0

Dear Mr. Mauro:

**Re: Regional Development Charge Credit
Fairgate (Ninth Line) Inc..
York Regional File#: D19 13.002.W**

On November 21, 2013, a revised Development Charges Credit Policy was approved by Regional Council. This policy allows for reimbursement for intersection works undertaken by developers earlier than the Region had planned.

The Community Planning and Development Services branch has reviewed the works and are satisfied that they have been completed to the Region's satisfaction. Accordingly the Commissioner of Finance has approved the reimbursement of the intersection development charge credit.

Enclosed please find a cheque in the amount of \$199,620.85 (\$201,637.22 – \$2,016.37) representing the recovery of the growth-related component of the intersection works undertaken less an administrative fee of \$2,016.37.

Sincerely,

Fabrizio Filippazzo
Manager, Development Financing Administration

Copy to: Bola Ogunmefun, Legal Department, York Region

DEVELOPMENT CHARGE CREDITS SUMMARY FORM										Master Summary Page Carl Smith 30-Jul-19	
Location (1):		Ninth Line and Baker Hill Blvd.									
Location (2):		0									
Developer:		Fairgate (Ninth Line) Inc.									
Consultant:		Sabourin Kimble & Associates Ltd.									
Constructed in:		2018								Regional File No. D19 13.002.W	
Program Year:		2013									
Summary		Submitted		0	0	Eligible		\$0.00	0		Comment
Item	Description of Item	Unit	Quantity	Unit Price	Amount	Unit	Quantity	Unit Price	Amount	%	
	ROADWORKS Aboveground										
1	Ninth Line and Baker Hill Blvd.				\$290,294.33				\$160,712.51		
2	0				\$0.00				\$0.00		
3	0				\$0.00				\$0.00		
					\$290,294.33				\$160,712.51	55%	
	ROADWORKS Underground										
1	Ninth Line and Baker Hill Blvd.				\$0.00				\$0.00		
2	0				\$0.00				\$0.00		
3	0				\$0.00				\$0.00		
					\$0.00				\$0.00	--	
	Electrical Works										
1	Ninth Line and Baker Hill Blvd.				\$64,308.76				\$39,438.78		
2	0				\$0.00				\$0.00		
3	0				\$0.00				\$0.00		
					\$64,308.76				\$39,438.78	0%	
	SUB-TOTAL				\$354,603.09				\$200,151.29	56%	
	Engineering Fee			10.00%	\$35,460.31			10.00%	\$20,015.13	56%	
	SUB-TOTAL				\$390,063.39				\$220,166.42	56%	
	Utility Relocation									--	
	SUB-TOTAL				\$390,063.39				\$220,166.42	56%	
	GST			3.00%	\$11,701.90			1.76%	\$3,874.93	33%	
	TOTAL COST				\$401,765.30				\$224,041.35	56%	

DEVELOPMENT CHARGE CREDITS SUMMARY FORM											
Location (1):		Ninth Line and Baker Hill Blvd.							Carlton Smith 30-Jul-19		
Developer:		Fairgate (Ninth Line) Inc.									
Consultant:		Sabourin Kimble & Associates Ltd.					File No. D19 13.002.W				
Constructed in:		2015									
Program Year:		2013									
ROADWORKS (Road 1) Aboveground		Submitted		Major Roadwork		Eligible		Major Roadwork		2011	
Item	Description of Item	Unit	Quantity	Unit Price	Amount	Unit	Quantity	Unit Price	Amount	%	Comment
1	Earth Borrow-Topsoil	m3	330	\$2.82	\$930.60	m3	302	\$2.82	\$851.64	92%	
2	Earth Borrow-Sub-grade	m3	1785	\$2.82	\$5,031.70	m3	1636	\$2.82	\$4,613.52	92%	
3	Earth Excavation-Topsoil	m3	481	\$11.04	\$5,310.24	m3	481	\$11.04	\$5,310.24	100%	
4	Earth Excavation-Sub-grade	m3	387	\$11.04	\$4,272.48	m3	387	\$11.04	\$4,272.48	100%	
5	HL-1 (Roadway/Surface)	Tonne	76	\$69.23	\$5,261.48	Tonne	73	\$69.23	\$5,053.79	96%	
6	HDPE	Tonne	141	\$57.67	\$8,131.47	Tonne	145	\$57.67	\$7,785.45	96%	
7	Granular 'A' - Roadway	m3	92	\$36.58	\$3,365.36	m3	92	\$36.58	\$3,365.36	100%	
8	Granular 'B' - Roadway	m3	321	\$29.54	\$9,482.34	m3	321	\$29.54	\$9,482.34	100%	
9	Concrete Curb & Gutter	m	150	\$44.76	\$6,714.00	m	150	\$44.76	\$6,714.00	100%	
10	Concrete Gutter Outlet	m	4	\$448.83	\$1,795.32	m	4	\$448.83	\$1,795.32	100%	
11	Concrete Sidewalk	m2	435	\$51.55	\$22,428.60	m2				0%	Sidewalk Not DC Eligible
12	150mm Subdrain	m	150	\$21.91	\$3,286.50	m	150	\$21.91	\$3,286.50	100%	
13	500mm HDPE Ent. Culvert	m	73.5	\$143.21	\$10,525.94	m	73.5	\$143.21	\$10,525.94	100%	
14	Remove Culverts & Sewers	m	11	\$28.53	\$313.83	m	11	\$28.53	\$313.83	100%	
15	Rip Rap with Filter Cloth/Geotextile	m2	30	\$44.51	\$1,335.30	m2	30	\$44.51	\$1,335.30	100%	
16	Change rip joint in transition of new surface into existing asphalt surface as per detail	m	250	\$6.00	\$1,500.00	m	250	\$6.00	\$1,500.00	100%	
17	Joint and seal lap joint	m	250	\$5.00	\$1,250.00	m	250	\$5.00	\$1,250.00	100%	
18	Sod	m2	2300	\$3.44	\$7,568.00	m2	2300	\$3.44	\$7,568.00	100%	
19	Change from 500mm HDPE to 375mm CL-140D Conc. Pipe for Culverts	m	155.7	\$164.00	\$25,534.80	m	155.7	\$164.00	\$25,534.80	100%	Extra Item
20	Add 2 1200mm Dia. Manholes	each	2	\$5,140.00	\$10,280.00	each	2	\$5,140.00	\$10,280.00	100%	Extra Item
21	Add Headwalls for Culverts	each	4	\$5,812.00	\$23,248.00	each	4	\$5,812.00	\$23,248.00	100%	Extra Item
22	Change to OPSD 600 100M Conc. Mountable Curb & 3-Epoxy Rebar	m	272	\$28.00	\$7,616.00	m	272	\$28.00	\$7,616.00	100%	Extra Item

DEVELOPMENT CHARGE CREDITS SUMMARY FORM											
Location (1):		Ninth Line and Baker Hill Blvd.							Carlton Smith 30-Jul-19		
Developer:		Fairgate (Ninth Line) Inc.									
Consultant:		Sabourin Kimble & Associates Ltd.				File No. D19 13.002.W					
Constructed in:		2018									
Program Year:		2013									
23	Additional Cone Gutter Outlet	each	4	\$428.00	\$1,712.00	each	4	\$428.00	\$1,712.00	100%	Extra Item
24	Increase for Boss 2000 Sub-drain Pipe	m	272	\$6.50	\$1,768.00	m	272	\$6.50	\$1,768.00	100%	Extra Item
25	Provide Steel Flat Bar & Anchor for Frost Strap on Manhole	each	1	\$100.00	\$100.00	each	1	\$100.00	\$100.00	100%	Extra Item
26	Extra Barrier Curb for Centre Island (inside radius). Changed to OPSD 600.0S0 Barrier Curb with narrow gutter	m	62.1	\$12.00	\$745.20	m	62.1	\$12.00	\$745.20	100%	Extra Item
27	Extra Barrier Curb for Centre Island (outside radius). Changed to OPSD 600.0S0M semi-mountable curb with narrow gutter	m	83.1	\$28.00	\$2,326.80	m	83.1	\$28.00	\$2,326.80	100%	Extra Item
28	Barrier curb for exit/entry islands. Changed to OPSD 600.0S0M2 modified with semi-mountable with narrow gutter	m	167	\$74.00	\$12,358.00	m	167	\$74.00	\$12,358.00	100%	Extra Item
29	Change in HDBC to SP19 base course asphalt	m2	2179.32	\$3.60	\$7,845.55	m2	0			0%	Not Eligible - Already being paid as originally concurred
30	Change in HL-1 to SP.12.5 top course asphalt	m2	2179.32	\$6.15	\$13,402.82	m2	0			0%	Not Eligible - Already being paid as originally concurred
31	Material Purchase Pipe of 500mm HDPE Boss Pipe	m	152.5	\$72.00	\$10,980.00	m	0			0%	Not Eligible - Pipe not Received
32	Impressed Coloured Concrete on the Roundabouts	m2	243	\$304.00	\$73,872.00	m	0			0%	Not Eligible - Agreed to be paid by Town of W.S
ABOVEGROUND ROAD 1 - CARRIED FORWARD					\$290,294.33			\$160,712.51	55%		
Maintenance of Traffic (% of Part 1 & Part 2)		%	2.50%			2.50%					
ABOVEGROUND ROAD 1 - Inc. Maint. of Traffic					\$290,294.33			\$160,712.51	55%		

DEVELOPMENT CHARGE CREDITS SUMMARY FORM															
Location (1):		Ninth Line and Baker Hill Boulevard													
Developer:		Fairgate (Ninth Line) Inc.													
Consultant:		Sabourin Kimbie & Associates Ltd.													
Constructed in:		2018													
Program Year:		2013													
Carlton Smith 30-Jul-19 Page 1 (Electrical)															
Electrical Works (Road 1)		Submitted		Major Roadwork		2011		Eligible		Major Roadwork		2011		%	Comments
Item	Description	Unit	Quantity	Unit Price	Amount	Unit	Quantity	Unit Price	Amount	Unit	Quantity	Unit Price	Amount		
1	Supply & Install - 50mm Dia Rigid PVC Conduit by Open Cut	m	75	\$60.08	\$4,528.50	m	75	\$42.05	\$3,153.75					70%	
2	Supply & Install - 75mm Dia Rigid PVC Conduit by Open Cut	m	20	\$67.01	\$1,280.20	m	20	\$62.71	\$1,254.20					98%	
3	Supply & Install - 100mm Dia. Corable High Density Polyethylene Conduit by Directional Bore	m	25	\$468.76	\$11,719.00	m	25	\$115.88	\$2,897.00					25%	
4	Supply and Install Rigid PVC Junction Box on Wood Pole	Each Pole	1	\$849.92	\$849.92	Each Pole	1	\$250.00	\$250.00					29%	
5	Construct - 450mm Dia Concrete Handwell	Each	5	\$861.48	\$4,317.40	Each	5	\$791.23	\$3,971.15					92%	
6	Construct - 600 mm Diameter Concrete Pole Base with Anchorage Assembly	Each	4	\$1,448.78	\$5,795.12	Each	4	\$1,497.17	\$5,988.68					103%	
7	Supply & Install 2.1 Metre Octagonal Steel Combination Traffic Signal/Luminaire Pole	Each	4	\$1,085.34	\$4,341.36	Each	4	\$1,321.05	\$5,296.32					122%	
8	Supply and Install Aluminum Luminaire Mast Arm	Each	5	\$278.64	\$1,393.20	Each	5	\$329.29	\$1,616.45					118%	
9	Supply & Install 200 Watt High Pressure Sodium Luminaire	Each	5	\$326.29	\$1,631.45	Each	5	\$487.84	\$2,439.20					150%	
10	Supply and Install Buried Luminaire Wire	m	200	\$9.63	\$1,926.00	m	200	\$7.09	\$1,418.00					74%	
11	Supply and Install Buried Ground Wire	m	250	\$5.56	\$1,390.00	m	250	\$5.29	\$1,322.50					95%	
12	Supply and Install Ground Rod	Each	3	\$153.87	\$461.61	m	3	\$172.91	\$518.73					112%	
13	Remove and Salvage Existing Illumination Equipment	Each	1	\$3,100.00	\$3,100.00	Each	1	\$0.00	\$0.00					0%	Not Eligible
14	Remove and Dispose of Existing Illumination Equipment	Each	1	\$3,200.00	\$3,200.00	Each	1	\$0.00	\$0.00					0%	Not Eligible
15	Permanent Durable Pavement Markings	m	465	\$15.00	\$6,975.00	m	465	\$6.14	\$2,855.10					41%	
16	Permanent Roadway Signage	Lump Sum	1	\$11,400.00	\$11,400.00	Each	34	\$189.05	\$6,427.70					56%	
ELECTRICAL ROAD 1 - CARRIED FORWARD					\$61,308.76				\$39,435.78				61%		



Subject: Inactive and Abandoned Cemeteries

Staff Report No. CS-015-20

Department: Corporate Services, Clerk's

Date: July 21, 2020

Recommendation:

- 1) That Council direct Staff to proceed with Option A – Voluntarily Accept Responsibility of the abandoned Brillinger Farm Cemetery; and
- 2) That Council direct Staff to incorporate the initial clean-up and court costs of voluntarily accepting responsibility of the abandoned Brillinger Farm Cemetery into the current Cemetery Operating Budget in the amount of \$5,400.

1. Purpose:

The purpose of this report is to report back to Council about the Town's responsibilities with respect to inactive and abandoned cemeteries and to provide a summary of all burial lands within the municipality. Staff is also seeking Council approval to voluntarily accept responsibility of the abandoned Brillinger Farm Cemetery legally by becoming the cemetery operator, which includes ongoing maintenance of the property.

2. Executive Summary:

There are numerous inactive and abandoned cemeteries in Whitchurch-Stouffville, which have been compiled by the Town's Heritage Planner as listed in Attachment 1 of this report. The Town does not have any responsibilities with respect to these inactive and abandoned cemeteries, unless they are declared abandoned by the Superior Court of Justice.

Brillinger Farm Cemetery is a private cemetery that has been abandoned and unmaintained. Distant family members of the deceased registered owner approached the Ministry of Government and Consumer Services (the "Province") and the Town to accept responsibility for the cemetery. Staff contacted the Province who encouraged the Town to voluntarily accept responsibilities for the cemetery. In order to take over the rights, the Town must file an application with the Superior Court of Justice to have the cemetery declared abandoned. Staff anticipate the costs for the initial clean up and court fees to be \$5,400 excluding staff time. An annual maintenance fee is expected to cost about \$2,000.

If the Town chooses not to proceed with voluntarily accepting responsibility of the Brillinger Farm Cemetery, the Province has advised that an application will be submitted on the Town's behalf and the municipality would be responsible for any costs incurred.

3. Background:

At its meeting on September 10, 2019, Council passed the following motion:

- 1) That Council direct staff to investigate its responsibilities with respect to inactive and abandoned cemeteries in the Town of Whitchurch-Stouffville; and
- 2) That Council direct staff to prepare a summary of all burial lands within the municipality.

Brillinger Farm Cemetery is a private cemetery that has been abandoned and unmaintained. Distant family members of the deceased registered owner approached the Province and the Town to accept responsibility for the cemetery. Staff contacted the Province who encouraged the Town to voluntarily accept responsibilities for the cemetery. In order to take over the rights, the Town must file an application with the Superior Court of Justice to have the cemetery declared abandoned, as stated in section 101.1 Abandoned Cemeteries of the *Funeral, Burial and Cremation Services Act, 2002* (FBCSA):

Applications for declaration

- (1) A person set out in subsection (2) may apply to have a judge of the Superior Court of Justice declare a cemetery abandoned if the owner of the cemetery,
- (a) cannot be found or is unknown;
 - (b) is unable to maintain it; or
 - (c) is not a licensed operator and there is no licensed operator for the cemetery.

Who can apply

- (2) The application may be made by,
- (a) the Crown if the cemetery is on land that is situated in territory without municipal organization;
 - (b) the local municipality within whose geographic boundaries the land of the cemetery is located;

- (c) the owner or operator of the cemetery; or
- (d) the registrar.

4. Analysis and Options:

The FBCSA and O. Reg 30/11 made under that Act, requires that cemetery operators maintain cemetery grounds to ensure the safety of the public and to preserve the dignity of the cemetery. If there is no licensed operator of a cemetery, the owner of the cemetery is subject to these duties, subject to the regulations.

4.1 Inactive and Abandoned Cemeteries

A cemetery owner or operator, local municipality, the ministry's registrar, or the province, can apply to the Superior Court of Justice to have a judge declare a cemetery abandoned if its owner:

- Cannot be found or is unknown
- Is unable to maintain the cemetery
- Is not a licensed operator and there is no licensed operator for the cemetery.

Once a cemetery is declared abandoned, the municipality in which the cemetery is located in becomes the owner and takes over all of the previous owner's cemetery assets, rights, and obligations.

A judge's ruling determines who pays for the application for a court order declaring a cemetery abandoned and the land survey. If the judge does not declare the cemetery abandoned, the applicant pays the cost of the proceedings if they are the owner or operator of the cemetery. In all other cases, the municipality is responsible for paying the cost of the proceedings.

4.2 Brillinger Farm Cemetery

The Brillinger Farm Cemetery is a private cemetery located at 12412 Warden Avenue, Whitchurch-Stouffville and approximately 147.2 square meters in size. Distant family members of the deceased registered owner approached the Province and the Town to accept responsibility for the cemetery. The Province strongly encouraged the Town to voluntarily accept responsibilities for the cemetery and move forward with filing an application with the Superior Court of Justice to have the cemetery declared abandoned.

Option A (Recommended) – Voluntarily Accepting Responsibility of Brillinger Farm Cemetery

In order to assume control of Brillinger Farm Cemetery, the Town must submit an application to the Superior Court of Justice to have a Judge declare the cemetery abandoned in accordance with section 101.1 of the FBCSA. Pending a decision, the local municipality is responsible for the maintenance of the cemetery. Town staff has

conducted a site inspection and estimates the initial clean up costs to be \$1,400 to maintain / remove trees, bushes, shrubs, brush, and grass. This cost does not include the collection, cleaning, or repositioning of grave markers in a concrete crib as staff was unable to identify the quantity of markers with unmaintained grounds. The annual maintenance cost of the cemetery is estimated to be \$2,000.

Staff also estimates the additional one-time legal costs to be approximately \$5,000 which includes court application fee, courier costs, survey the land, etc. This estimate does not include staff time from the Town's legal division.

Once an abandonment order is registered through the land registry office, the Town will become the owner of the cemetery.

Option B – No Action

Should Council decide to take no action, the Province has already advised that an application will be filed by the Registrar (Ministry of Government and Consumer Services). Any costs incurred will become the responsibility of the Town and pending a decision the Town is responsible for the maintenance of the cemetery.

5. Financial Implications:

If Council authorizes staff to voluntarily accept responsibility of Brillinger Farm Cemetery, the cost is expected to be at least \$5,400, which includes: initial clean up and court costs. Significant staff time is also expected. If the Judge declares the cemetery abandoned, the annual maintenance cost of the cemetery would approximately be \$2,000.

If Council decides to take no action, the Province submit an application on the Town's behalf, staff time would be reduced, however the costs is likely to be greater than if the Town initiates the process of voluntarily accepting responsibility of the cemetery as the Town will not have control of fees accumulated by the province, such as external legal fees.

6. Alignment with Strategic Plan:

1. Fiscal Sustainability

Working toward a sustainable budget that ensures the protection and maintenance of core services now and into the future.

2. Asset Planning, Maintenance and Development

Successful stewardship of the infrastructure and facilities required to support a growing community and vibrant economy.

- Address / plan for maintenance of existing assets & infrastructure; Create new infrastructure

7. Attachments:

1. List of Cemeteries in Whitchurch-Stouffville
2. Map of Brillinger Farm Cemetery

8. Related Reports:

None

Author: Samantha Blakeley, Senior Clerk's Coordinator

For further information on this report, please contact the Department Head: Rob Raycroft, Deputy CAO/Director of Corporate Services at 905-640-1910 or 1-855-642-8697 ext. 2290 or via email at rob.raycroft@townofws.ca

List of Cemeteries in Whitchurch-Stouffville

Resources used by Heritage Planner for creating this attachment:

Historical maps, property files, Ontario Cemetery Finding Aid, Find a Grave, Newspaper and Library Archives, and Archival Information from Fred Robbins and Ruth Burkholder

CURRENT TOWN OPERATED CEMETERIES:

Bloomington Methodist Cemetery: 6041 Bloomington Road East (S. side of Bloomington Sideroad, just E. of 9th Concession Rd.) Earliest known burial 1874.

Hartman Cemetery: 5829 Davis Drive (S. side of Davis Drive, between Hwy. 48 & 9th Concession Road). 1858 earliest marker recorded [Only burials in existing reserved lots].

Stouffville Cemetery: 12118 Tenth Line (W. side of 10th Concession Road, S. of Main Street). Established 1848.

ACTIVE (Owned and operated by a local church, community board, or private company):

Bloomington Christian Church (now Gospel Church) Cemetery: 13659 Ninth Line (across the road from Bloomington Gospel Church), Christian Church was established in 1833. Cemetery is registered to the Bloomington Christian Church Cemetery Board, established in 1874. First known burial was Moses Cherry in 1838.

Highland Hills Funeral Home and Cemetery Location: 12492 Woodbine Avenue (Arbor Memorial Inc.). Established in 1991.

Petechville Cemetery (also Wesley United Church Cemetery): 15296 Woodbine Avenue (N.E. corner of Aurora Sideroad and Woodbine Avenue). Established circa 1817.

Pine Orchard Friends' Cemetery (also Friends Hicksite Burial Ground): 2684 Vivian Road (N. side of Vivian Sideroad, W. of village of Pine Orchard). Established circa 1814, became non-denominational in 1926. Registered to the Pine Orchard Friends Cemetery Board.

INACTIVE (Inactive, abandoned (but undeclared), unmaintained cemeteries):

Brillinger Farm Cemetery: 12480 Warden Ave (W. side of Warden Avenue on Lot 2, Con 4). Earliest burial may be as early as 1812.

Brownsberger Farm Cemetery (also Ringwood Cemetery): 30 Automall Boulevard (near Sam Brownsberger House, 1849, behind auto dealership). Includes up to 10 headstones, many of which do not remain. Earliest burial may be as early as 1828.

Cook Farm Cemetery I: exact location unknown (Lot 13, Con 7, between McCowan Road and Highway 48, south of subdivision).

Cook Farm Cemetery II: exact location unknown (Lot 35, Con 6).

Huber Cemetery: exact location unknown (south side of Main Street, near Hwy 48, Lot 25, Con 8, Markham Township). Earliest burial may have been as early as 1812.

Hoover Farm Cemetery: exact location unknown (Lot 34, Con 6).

Lee Grave: exact location unknown (Lot 35, Con 6). Burials may have been moved to Cashel Cemetery in Markham, according to Ontario Cemetery Finding Aid.

Starr Farm Cemetery: exact location unknown (Lot 29, Con 3, W. side of Woodbine Avenue). Earliest burial may be as early as 1824.

Steckley Farm Cemetery (also Bolender Farm Cemetery): exact location unknown (Lot 7, Con 5). Earliest burial may be as early as 1831.

ACTIVITY UNKNOWN (Owned and operated by a local church, community board, or private company):

Baker Hill Baptist Cemetery: 13448 Highway 48 (W. side of Hwy 48 between Bethesda Sideroad and Bloomington Sideroad, down lane behind church). First burial Dec. 1860. Registered to Baker Hill Church Cemetery.

Churchill Christian Church Cemetery*: 15336 Ninth Line (W. side of 9th Concession Road, N of Aurora Sideroad). Established: circa 1870 (earliest marker 1857).

Heise Hill Cemetery (also Dunkard Cemetery): 11760 Woodbine Avenue (W. side of Woodbine Avenue, S. of Stouffville Road) Earliest marker is 1815. Church is named for Christian Heise, who donated the land for a church and cemetery.

Lemonville United Church Cemetery*: 4871 Bloomington Road (E. side of McCowan Road, S. of Bloomington Sideroad). Established circa 1855. Registered to Lemonville United Church Cemetery Board.

Springvale Baptist Church Cemetery (also Second Markham Baptist Cemetery and Sixth Line Baptist Cemetery): 3885 Stouffville Road (S. side of Stouffville Road, E. of Kennedy). Established circa 1851. Registered to Springvale Baptist Church Cemetery Board.

* Designated under Part IV of the *Ontario Heritage Act*

LOST LOCAL CEMETERIES (no longer extant)

East End Stouffville Village: first cemetery located Lot 35(M), Con 10, pst the 10th Line

Hammit's Holm Cemetery: located Lot 35(M), Con 6, old McCowan s. of Stouffville Rd.

Mussleman Farm Cemetery: located Lot 5, Con 7, E. side of McCowan, along fence line

Widdifield Cemetery: exact location unknown (previously located in 17166 Woodbine Avenue Lot 32, Con 3).



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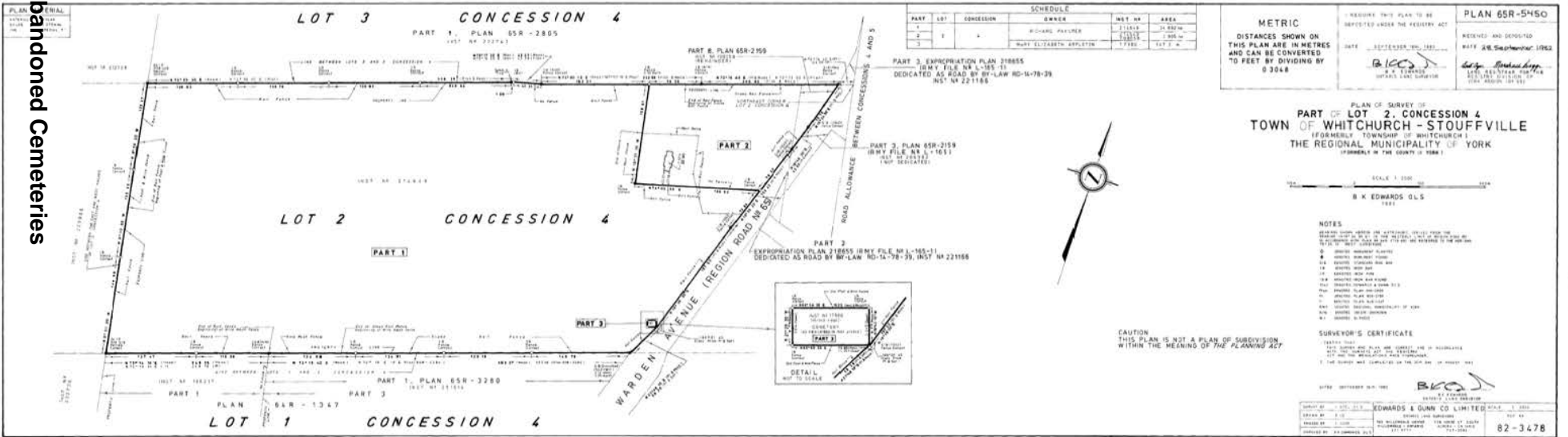
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Notes

Parcel: 12412 Warden Ave





Subject:	Amendment to Traffic By-law 2008-147-TR - Reduce Speed Limit on a portion of Ninth Line
Staff Report No.	PW-016-20
Department:	Public Works
Date:	July 21, 2020

Recommendation:

- 1) That Council enact By-law 2020-073-TR, to amend Traffic Control By-law 2008-147-TR, Schedule XV reducing the speed limit on Ninth Line 450 metres north of Aurora Road to Davis Drive, from 70km/hr to 60km/hr.

1. Purpose:

The purpose of the report is to seek Council's approval to amend Traffic Control By-law 2008-147-TR, Schedule XV reducing the speed limit from 70km/hr to 60km/hr on Ninth Line 450 metres north of Aurora Road to Davis Drive.

2. Executive Summary:

Ninth Line, from Aurora Road to Davis Drive, is a local road under jurisdiction of the Town. The current speed limit on Ninth Line is 50km/hr from Aurora Road to 450 metres north of Aurora Road, and 70km/hr for the remainder of this segment up to Davis Drive.

For numerous reasons as outlined in this report, including driver and pedestrian safety, staff recommend lowering the speed limit on the segment of roadway that is currently set at 70km/hr, down to 60km/hr.

3. Background:

Council and staff have received requests from residents to reduce the speed limit on Ninth Line between Aurora Road and Davis Drive. The current speed limit is 70km/hr.

In 2015, the Municipality of East Gwillimbury amended their Traffic By-law and reduced the speed limit on Ninth Line to 60km/hr from Herald Road to Davis Drive. This results in frequently changing, and potentially confusing, speed limits for drivers travelling on Ninth Line in East Gwillimbury and Whitchurch-Stouffville.

The Municipal Act and the Highway Traffic Act authorize lower-tier municipalities to pass by-laws respecting traffic on highways, including a prescribed limit to the rate of speed.

4. Analysis and Options:

Staff reviewed the existing traffic and speed limit on Ninth Line due to resident complaints. Residents would like to see the speed limit on Ninth line from Davis Drive to Aurora Road lowered to at least 60km/hr to match the Ninth Line speed limit north of Davis Drive.

Many residents travel this route while walking with their dogs and riding on horseback. As traffic continues to grow residents fear for their safety while trying to enjoy their rural environment. There are agricultural users in the area and slow-moving farm equipment using the roadway. There are no sidewalks, the area is hilly and visibility is limited in some areas. There are no schools, no parks and no seniors' facilities in the area.

The speed limit from Aurora Road to 450 metres north of Aurora Road is 50km/hr. This segment of roadway is somewhat more built up, including access to the Ballantrae Golf and Country Club.

Staff recommend that Council approve this reduction in the speed limit for Ninth Line and that By-law 2008-147-TR, Schedule XV be amended.

5. Financial Implications:

The implementation of revised speed limit signage on Ninth Line can be accommodated in the Public Works 2020 operating budget.

6. Alignment with Strategic Plan:

This report is aligned with the Town's Strategic Plan in the following manner:

3. Service Excellence & Community Engagement
High quality, citizen-centred services, responsive to the needs of informed and involved citizens.

7. Attachments:

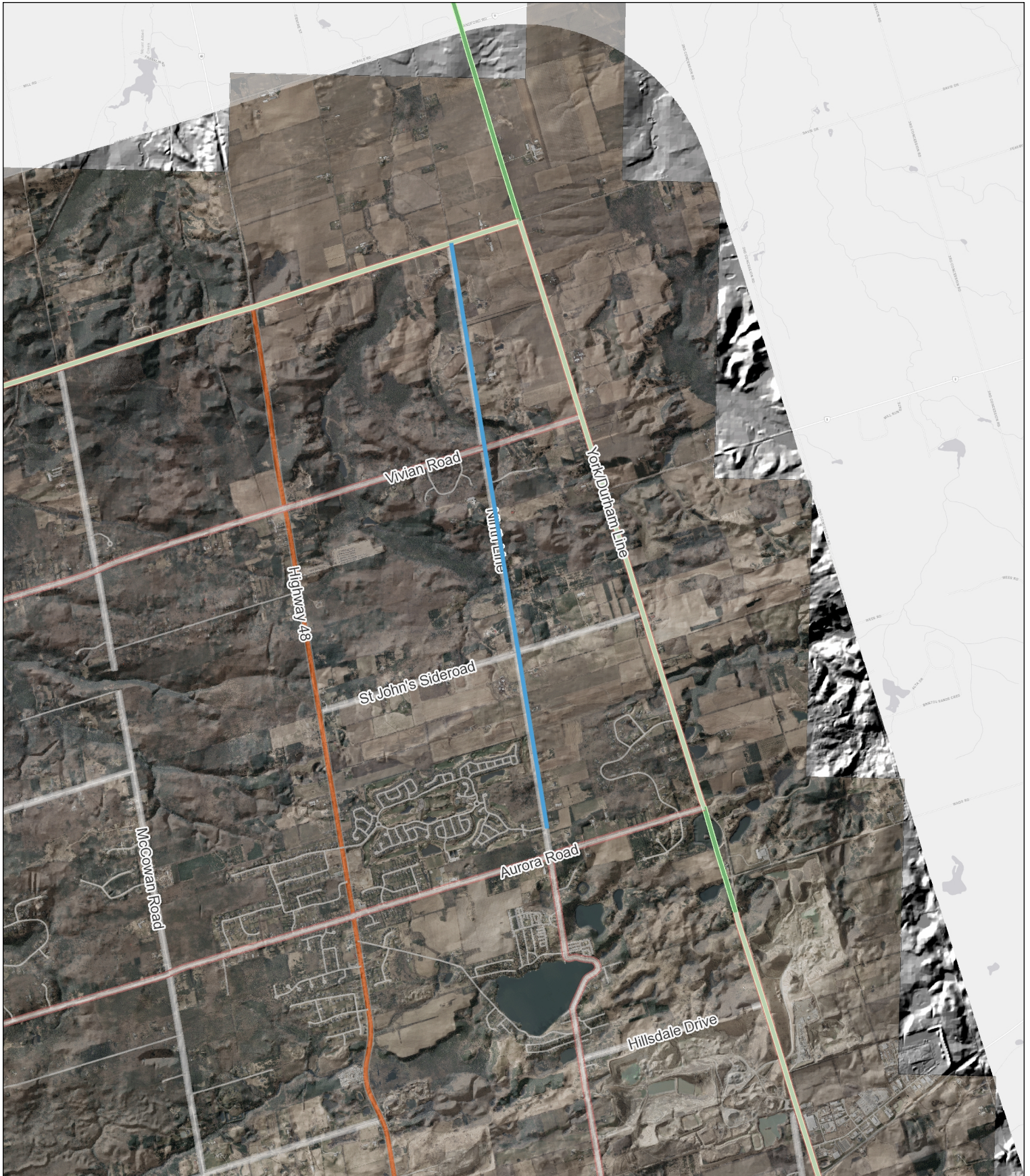
1. Location Map

8. Related Reports:

None

Author: Gord Haggerty, Operations Technologist

For further information on this report, please contact the Department Head: 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



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Notes

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2020-069-OP

BEING A BY-LAW to adopt Amendment No. 149 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

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

1. That Amendment No. 149 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, constituting the attached text, is hereby adopted; and
2. That this by-law shall come into force and take effect on the date of the final passing thereof:

READ a first and second time this 21st day of July 2020.

READ a third time and passed this 21st day of July 2020.

Iain Lovatt, Mayor

Gillian Angus-Trail, Clerk

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2020-070-OP

BEING A BY-LAW to Designate Community Improvement Project Area for Town of Whitchurch-Stouffville and to repeal By-law 2009-100-OP.

WHEREAS Section 28(2) of the *Planning Act*, R.S.O. 1990, c. P.13, (Planning Act), empowers the Council of a municipality in which an Official Plan is in effect to designate the whole or any part of the municipality covered by the Official Plan as a Community Improvement Project Area; and

WHEREAS the Council of The Corporation of The Town of Whitchurch-Stouffville has adopted an Official Plan which covers all the land within its boundaries and which contains provisions relating to community improvement; and

WHEREAS Section 28(1) of the Planning Act, defines a “Community Improvement Project Area” as “a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason”; and

WHEREAS the Council of The Corporation of The Town of Whitchurch-Stouffville deems it in the interest of the municipality to designate all lands within the Town of Whitchurch-Stouffville hereinafter described as a Community Improvement Project Area pursuant to Section 28(2); and

WHEREAS the Council of The Corporation of The Town of Whitchurch-Stouffville held a Public Meeting with respect to the Town wide Community Improvement Plan on June, 16, 2020 pursuant to its authority and responsibility under Sections 28 and 17 of the Planning Act.

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

1. That the Town wide Community Improvement Project Area is hereby designated pursuant to Section 28 (2) of the Planning Act and described on Schedule “A” and forming part of this By-law attached hereto; and
2. That By-law 2009-100-OP is hereby repealed; and
3. This By-Law shall not come into force and take effect until the By-law 2020-069-OP is into force and take effect.

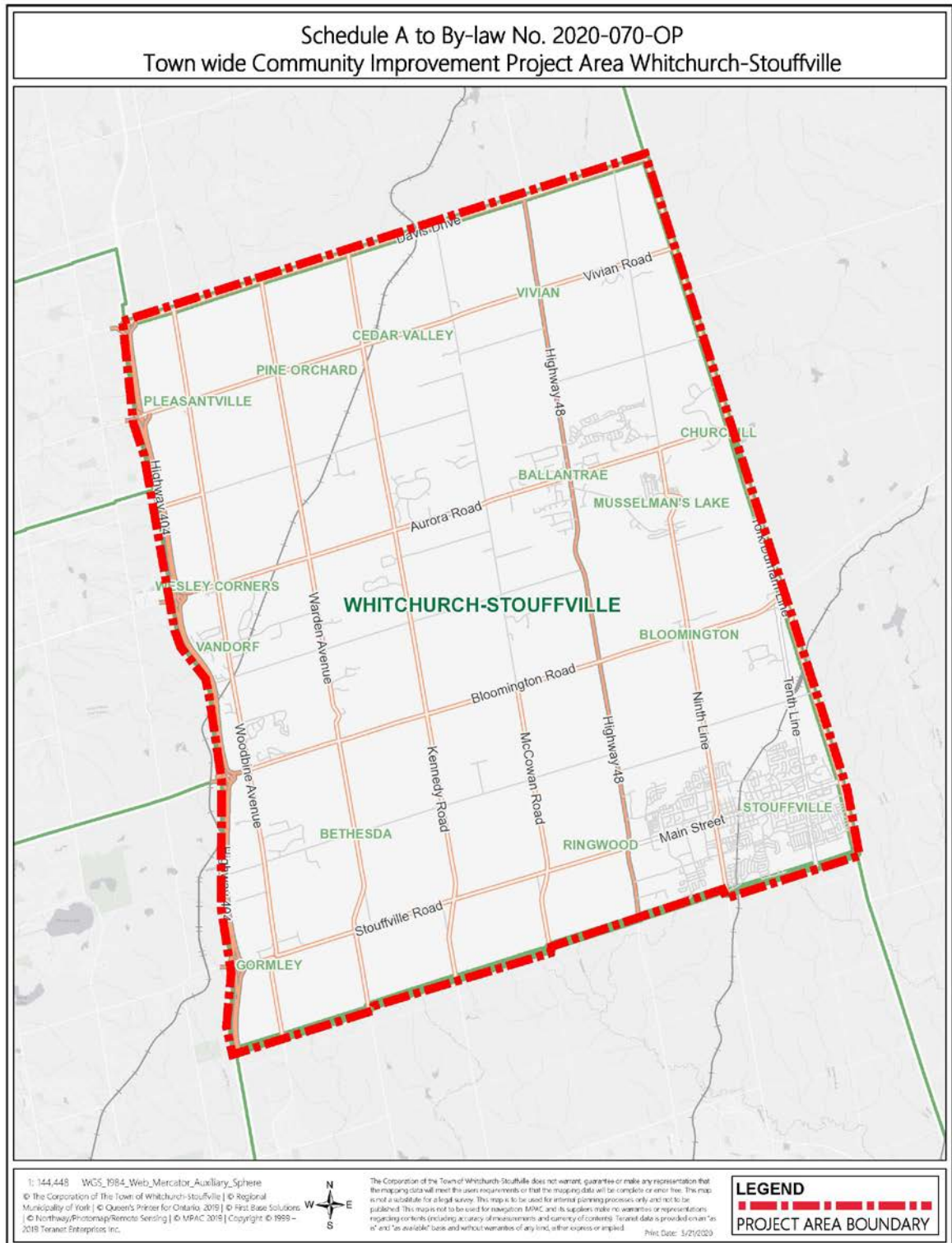
READ a first and second time this 21st day of July, 2020.

READ a third time and passed this 21st day of July, 2020.

Iain Lovatt, Mayor

Gillian Angus-Traill, Clerk

SCHEDULE "A"



THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2020-071-OP

BEING A BY-LAW to adopt a Town Wide Community Plan for the Town of Whitchurch-Stouffville and to repeal By-law 2009-100-OP.

WHEREAS Section 28(2) of the *Planning Act*, R.S.O. 1990, c. P.13, (Planning Act), empowers the Council of a municipality in which an Official Plan is in effect to designate the whole or any part of the municipality covered by the Official Plan as a Community Improvement Project Area; and

WHEREAS the Council of The Corporation of The Town of Whitchurch-Stouffville has adopted an Official Plan which covers all the land within its boundaries and which contains provisions relating to community improvement; and

WHEREAS the Council of The Corporation of The Town of Whitchurch-Stouffville has provided for the preparation of the Town wide Community Improvement Plan, pursuant to Section 28(4) of the Planning Act; and

WHEREAS the Council of The Corporation of The Town of Whitchurch-Stouffville held a Public Meeting with respect to the Town wide Community Improvement Plan on June, 16, 2020 pursuant to its authority and responsibility under Sections 28 and 17 of the Planning Act.

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

1. That the Town wide Community Improvement Plan attached hereto as Schedule "A" and forming part of this By-law is hereby adopted pursuant to Section 28 (4) of the Planning Act; and
2. That By-law 2009-100-OP is hereby repealed; and
3. This By-Law shall not come into force and take effect until the By-law 2020-069-OP and By-law 2020-070-OP are into force and take effect.

READ a first and second time this 21st day of July, 2020.

READ a third time and passed this 21st day of July, 2020.

Iain Lovatt, Mayor

Gillian Angus-Trail, Clerk

**TOWN-WIDE COMMUNITY IMPROVEMENT PLAN
TOWN OF WHITCHURCH-STOUFFVILLE**

JULY 21, 2020

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PART A. PREAMBLE

The Town-wide Community Improvement Plan is intended to provide the Town of Whitchurch-Stouffville with a very flexible set of incentives in order to stimulate private investment that will result in increased assessment, jobs allows municipalities to acquire land and clear, grade or otherwise prepare the land for community improvement. The Community Improvement provisions of the Planning Act give the Town a range of tools to proactively stimulate community improvement, rehabilitation and revitalization. The Community Improvement Plans provides the Town with various powers to maintain and promote attractive and safe living and working environments through community improvement. This includes the authority to offer incentives to stimulate or leverage private and/or public sector investment. This plan can help accomplish goals in all new and re-developing geographies and neighbourhoods, urban and rural.

All programs will be funded by the Town based on a budget established and controlled by Council. Each year the funding allocation for the Town-wide CIP will be evaluated and assessed by Council through the deliberations of the Town's Operating and Capital Budget program. The mere fact that a program is contained herein, does not imply that funding is available, or that it is a current priority.

1.0 INTRODUCTION

Whitchurch-Stouffville's slogan is "Country Close to the City," and that exactly describes this place. It is a mere 14 kilometers from the northern border of Canada's largest city - Downtown Toronto can be seen from windows as far north as Bloomington Road. The community is immediately bordered by municipalities, such as Richmond Hill, Markham, Aurora and Newmarket, that contain a population of 715,000 people. Whitchurch-Stouffville is becoming more urbanized, with approximately 50,000 residents, while retaining its rural roots; the community offers the best of both worlds.

The landscape of Whitchurch-Stouffville is primarily rural in nature. The Town's 205 square kilometers are blanketed in forests and farms, horse barns and tourist attractions. Provincial policies and Regional planning have kept growth in Town to a minimum, which in turn rewards the Greater Toronto Area with clean water to drink and fresh air to breath. For many, Whitchurch-Stouffville is the playground for corporations and densely packed neighbourhoods - a respite from the congestion of multi-lane highways and shopping centres.

The Town of Whitchurch-Stouffville has a very diverse local economy with strengths in knowledge-based industries, advanced manufacturing, building and construction as well as agriculture and tourism sectors. The community has a workforce over 26,000 strong.

The Town of Whitchurch-Stouffville has added almost 9,000 jobs to its employment base since 1998. Over the past ten years, the construction sector was the primary driver of growth increasing by over 1,100 jobs. Between 2018 and 2019, the Arts, Entertainment and Recreation sector experienced the highest growth adding over 270 jobs, followed by the Transportation and Warehousing sector which grew by 170 jobs. Service-oriented jobs accounted for 75% of the Town's total surveyed employment. The Construction (16%), Retail Trade (12%) and Arts, Entertainment and Recreation (10%) sectors held the largest shares of employment in 2019.

Since 2009, the number of surveyed businesses has grown by 31% or approximately 220 to 2019, small firms accounted for the largest share (82%) of businesses in Whitchurch-Stouffville. Since 2009, the share of large sized businesses has remained stable at approximately 3%.

1.1 What is a Community Improvement Plan?

A Community Improvement Plan is a tool where municipal planners and economic developers can work hand in hand to develop policies and provide incentives targeting specific types of growth and investment. The Town of Whitchurch-Stouffville has identified a need for a Town-wide Community Improvement Plan (CIP) program to help promote and enable prioritized development across the Town and to support and complement York Region's Official Plan.

A Community Improvement Plan for the Town of Whitchurch-Stouffville has been prepared to serve as a long-term strategy to revitalize the community, improve the quality of life of the community's residents, better utilize under-developed properties and to promote private investment in land and buildings.

1.2 Purpose of the Plan

The Town of Whitchurch-Stouffville intends to realize its economic development vision of being 'Open for Business'; while ensuring Council's strategic pillar of expanding the tax base through a growing, diversified economy. This CIP program is meant to enable and boost development momentum across the Town. The intent of this program is to offer targeted incentives across the Town, both within settlement areas, as well as in our rural areas. Along with facilitating the revitalization and improvement of the entire Town of Whitchurch-Stouffville, the CIP program will provide a menu of incentives to promote and support the following types of priority development and revitalization projects:

- **Corridor Development**, or those areas along Highway 404 and Woodbine Avenue corridor, including Gormley, Vandorf, Wesley Corners, and Pleasantville. The goal of the Corridor area is employment and assessment growth;
- **Downtown Rejuvenation** is about creating a more viable Downtown Stouffville, accomplished through a mix of redevelopment and preservation, and with enhanced pedestrian appeal and accessibility;
- **Urban Intensification** is focused on enabling mixed residential and commercial uses with greater intensity to achieve increased employment, greater assessment, and the provision of affordable housing. In Stouffville, this goal would be realized in the Mixed Use Gateway/Western Approach area, Highway 48 corridor, and Tenth Line north. To a lesser extent, some mixed-use development is envisioned for the Ballantrae area along Highway 48 and Aurora Rd.; and,
- **Rural Advancement** pertains to developing a more viable tourism economy, enhanced food security, and extending essential services, such as broadband internet across the lightly settled areas.

Revitalization and improvement refer, in a broad sense, to activities that contribute to the economic development, beautification, quality of life, aesthetic improvements, environmental sustainability, and

the creation of a sense of place. Examples of activities that contribute towards long-term revitalization include:

- Maximizing the use of existing transportation infrastructure;
- The improvement and beautification of buildings, façades and properties;
- The adaptive reuse and restoration of historic properties and structures;
- Improvement of community infrastructure, open spaces and pedestrian networks;
- The sensitive and appropriate redevelopment of underutilized properties, or development of existing properties;
- Producing sources of local food;
- Ensuring rural connectivity through broadband internet;
- Providing opportunities for affordable/attainable housing;
- Improvements of buildings to enhance accessibility for persons with disabilities; and,
- Promotion of economic development and business growth.

The revitalization and improvement of the community will take many different forms and will require the participation of the Town, the public, and various stakeholders. This Plan establishes a set of financial incentive programs aimed at encouraging private investment to undertake many of the above-noted activities. Eligible projects are listed for each incentive program, along with details regarding the value of the financial incentive and how it is being calculated. The Plan recognizes that improvements achieved through the various Municipal initiatives can serve as catalysts for further private investment and are therefore critical to an overall revitalization strategy.

1.3 Plan Boundaries and Application

The CIP plan boundaries are Town-wide. Hence, the Community Improvement Project Area is the entirety of the Town of Whitchurch-Stouffville. This plan applies to the geographic area designated by a by-law of the Town as the Community Improvement Project Area. Activities under this Plan can only take place within the designated Community Improvement Project Area. Council may choose to modify the Community Improvement Project Area By-law by passing another by-law to replace it. Generally, the purpose of this Plan is to promote revitalization within the entire Town.

1.4 How to Use This Plan

The Town of Whitchurch-Stouffville's Town-wide CIP enables the Town to issue financial incentives to private property owners interested in undertaking improvements to their building, property, to developing or redeveloping their land, or to advance land productivity. The financial incentive programs outlined in this Plan will be used by local businesses, property owners, and tenants. This Plan is intended to be read and interpreted in its totality. Interpretation of the Plan will be at the sole discretion of the Council or its designated approval authority. Programs will be made available only when Council assigns incentive funds on an annual or multi-year basis. Available funding for incentive programs may change over-time based on Council's consideration and to reflect the Town's evolving community improvement needs.

Interested property owners and tenants are encouraged to review this Plan and contact the Town of Whitchurch-Stouffville to confirm their eligibility, discuss their project, and to identify the types of financial incentives that could be applicable.

2.0 PLANNING FRAMEWORK

A Community Improvement Plan (CIP) is a tool established under Section 28 of the Planning Act. The Plan must consider and conform to other policy plans and studies and it must be prepared in accordance with the requirements of the Planning Act. This section briefly discusses the basis for preparing a CIP for the Town of Whitchurch-Stouffville.

2.1 Legislative Authority

This Plan is prepared in accordance with the Planning Act, which provides the legislative authority for the Town of Whitchurch-Stouffville to prepare a CIP. Section 28 of the Ontario Planning Act, 1990, as amended, gives the Town of Whitchurch-Stouffville the legislative authority to define a community improvement project area and prepare a community improvement plan for that area. The Plan must be prepared in accordance with the community improvement policies of the Town's Official Plan and the specific powers granted under the Planning Act. In accordance with subsections 106(1), (2) and (3) of the Municipal Act, the Town may not provide financial assistance or bonusing to a commercial or other industrial enterprise, unless the assistance is provided through a CIP prepared in accordance with the Planning Act.

2.2 Definitions

- **Community Improvement.** Section 28(1) of the Planning Act defines community improvement as: "...the planning or re-planning, design or redesign, subdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary" and includes the provision of affordable housing under Section 28(1.1).
- **Community Improvement Project Area.** Section 28(2) permits municipalities, where the Town has appropriate policy in the Official Plan, to pass a by-law designating a "community improvement project area" and to prepare a "[CIP]." Once the CIP has been adopted by the Town and comes into effect, the Town may exercise authority under section 28(6), (7), or (7.2) of the Planning Act of section 365.1 of the Municipal Act, 2001 in order that the exception provided in Section 106(3) of the Municipal Act, 2001 will apply.
- **Community Improvement Plan.** A community improvement plan is defined in the Planning Act as "a plan for the community improvement of a community improvement project area."

2.3 Tools and Activities

The Planning Act allows municipalities when carrying out a [CIP] within a Community Improvement Project Area to:

- Acquire and hold land (Section 28[3]);
- Construct, repair, rehabilitate or improve buildings on the land acquired or held by the Town, or it may sell or dispose of land in conformity with the community improvement plan; (Section 28[6]);

- Make grants or loans to registered owners, assessed owners and tenants of lands and buildings within the community improvement project area for the purpose of rehabilitating such lands and buildings in conformity with the [CIP] (Section 28[7.1]); and,
- Make grants or loans related to an environmental site assessment, environmental remediation, development, redevelopment, construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structure, works, improvements or facilities (Section 28[8]).

2.4 Transfer of Grants Between Upper and Lower-Tier Municipalities

Section 28 (7.2) speaks to the allowance of upper-tier municipalities to participate in the funding for local CIP Programs. Section 28 (7.2) states: “The council of an upper-tier municipality may make grants or loans to the council of a lower-tier municipality and the council of a lower-tier municipality may make grants or loans to the council of the upper-tier municipality, for the purposes of carrying out a community improvement plan that has come into effect, on such terms as to security and otherwise as the council considers appropriate, but only if the official plan of the municipality making the grant or loan contains provisions relating to the making of such grants or loans.”

2.5 Other Sections

Section 17 of the Planning Act outlines the statutory process for adopting the CIP, including the provision of at least one public meeting to be held a minimum of 20 days after making the CIP publicly available for review. Section 28(7.3) of the Planning Act specifies that the total of all grants and loans made in respect of particular lands and buildings under Section 28 (7) and (7.2) of the Planning Act and property tax assistance provided under Section 365.1 of the Municipal Act, 2001 in respect of the land and buildings shall not exceed the eligible cost of the CIP with respect to those lands and buildings. Section 69 of the Planning Act allows municipalities to reduce or waive the amount of a fee in respect of a planning application where it feels payment is unreasonable; many CIPs offer application fee refunds as a financial incentive.

The Ontario Municipal Act, S.O. 2001, C. 25 governs many procedures, tools, and powers of municipalities. The following sections of the Municipal Act are relevant to the implementation of CIPs: Section 106(1) of the Municipal Act establishes that municipalities can neither directly or indirectly assist manufacturing businesses or other industrial or commercial enterprise through engaging in “bonusing”; however, municipalities applying a CIP program are exempt from this prohibition under Section 28 of the Planning Act. Section 107 of the Municipal Act outlines the powers a Town has to make grants, including the power to provide a grant in the form of a loan or by guaranteeing a loan, subject to criteria outlined in Section 106. Section 365.1.2 of the Municipal Act provides the authority to allow municipalities to pass a by-law providing property tax assistance to an eligible property in the form of cancellation of all or part of the property taxes levied on the property for municipal and education purposes during the “rehabilitation period” and the “development period” of the property.

2.6 Development Charges

The Provincial Policy Statement (2020) provides municipalities with policy direction and guidance related to land use planning and development. The Provincial Policy Statement emphasizes efficient and effective land use planning and serves as a pillar upon which plans, and policies are developed at a municipal level,

in a manner consistent with Provincial interests. CIPs are planning tools that can proactively implement the Provincial Policy Statement, including its policies for redevelopment, intensification, remediation of brownfields, urban renewal, sustainability, enhancing the vitality of downtown areas, and long-term economic prosperity.

2.7 Official Plan

The Town of Whitchurch-Stouffville Official Plan was adopted by Council in October 1980, and approved by the Province in August 1982. The Official Plan has been subject to nearly 145 amendments since that time to address both site-specific development applications and various policy initiatives. Official Plan Amendment No. 109 (OPA 109) was the last comprehensive amendment to the Town's Official Plan which was approved in 2004. Section 6.3 outlines the Community Improvement policies:

- **Section 6.3.1** of the Town of Whitchurch-Stouffville Official Plan provides that the Town shall maintain, rehabilitate and redevelop the existing physical environment by both public and private means to accommodate the social and economic priorities within the community;
- **Section 6.3.2** of the Town of Whitchurch-Stouffville Official Plan establishes the criteria for the selection of areas in need of community improvement;
- **Section 6.3.3** of the Town of Whitchurch-Stouffville Official Plan delineates the areas in need of community improvement;
- **Section 6.3.4** of the Town of Whitchurch-Stouffville Official Plan established the phasing of improvements; and,
- **Section 6.3.5** of the Town of Whitchurch-Stouffville Official Plan outlines the means of implementation.

3.0 GOALS OF COMMUNITY IMPROVEMENT

Community improvement is a long-term process involving incremental improvements. Over time, many improvements can yield real and visible improvement. A series of goals and objectives, guided by a long-term vision, can be used to evaluate individual decisions to ensure that improvements are working towards achieving the desired ends.

3.1 Employment

To increase employment opportunities and job counts within the Town of Whitchurch-Stouffville.

- Why? Commercial assessment more sustainably covers costs associated with the provision of community services, amenities and infrastructure replacement. In addition, increased local employment opportunities can result in shortened commutes and a higher quality of life for local residents.

3.2 Residential

To increase attainable housing stock, including upper storey accommodations, multi-unit housing, purpose built rental housing, and apartment dormitory style developments.

- Why? There is a limited stock of attainable housing to buy and rent, and an increasing need for mixed housing types which improve affordability and access. Promoting urban intensification can result in more sustainable assessment growth.

3.3 Rural Advancement

To increase agricultural value-add, tourism, local food security and community access.

- Why? Our rural areas can help provide greater access to food and activity, which can improve quality of life. However, much of the countryside suffers from a competitive disadvantage, resulting from a lack of affordable access to broadband internet.

3.4 Downtown

To encourage Downtown revitalization of store fronts, publicly used frontages, and streetscapes; reduction of vacant storefronts and increased residential capacity.

- Why? To build neighbourhood character, increase business, strengthen our sense of place and to better develop tourism.

4.0 COMMUNITY IMPROVEMENT ACTIVITIES

The revitalization of the Town of Whitchurch-Stouffville is best approached as a partnership between the Town, private stakeholders, such as property owners, business owners and tenants. The Town will not be able to successfully implement this Plan on its own. The Town will also rely on other organizations, including community associations, the Chamber of Commerce, and service clubs to promote the incentives of this Plan and champion its implementation. These organizations can also complement the programs of the Plan through their own initiatives.

The Town will lead its own programs and initiatives to demonstrate its leadership in community revitalization, including specific improvements to streetscapes and public spaces, other capital improvements, further studies, marketing/administration of the Community Improvement Plan, and support for community involvement. The private sector will become engaged in revitalization by participating in private property improvements, and accessing the financial incentives outlined in the Plan as made available by the Town.

Financial incentives in the form of grants may be offered to private landowners or tenants to assist them in improving their properties. Eligible landowners and tenants will be encouraged to re-use, improve and redevelop their property through the availability of these incentives. It is not the intent of this Plan to require Council to fund or operate all the identified incentive programs throughout the life of this Plan. At Council's discretion, based on feedback from Municipal staff and input from the community and stakeholders, different programs may be implemented in any given year by adjusting funding to specific programs.

PART B: INCENTIVE PROGRAMS

5.0 FINANCIAL INCENTIVE PROGRAMS OF TOWN-WIDE CIP

The private sector needs to be engaged in community improvement to revitalize the Town. While Municipal leadership programs may help address public lands, improvements to private property would need to be initiated by property owners and tenants. Financial incentives are established to help stimulate private investment in buildings and properties.

The following program areas are currently established by this Plan.

5.1 CORRIDOR DEVELOPMENT

Those areas along Highway 404 and Woodbine Avenue corridor, including Gormley, Vandorf, Wesley Corners, and Pleasantville. The goal of the Corridor area is employment and assessment growth. If transit infrastructure is introduced, such a commuter rail station, high density residential and/or mixed-use developments would become a secondary goal. By way of resolution or by-law, Council may modify the Corridor Development areas and incentive programs. The following set of incentives may be used for Corridor Development:

1) Increased Assessment Grant Program

The Town of Whitchurch-Stouffville may provide, for redevelopment and rehabilitation sites deemed by the Town to increase property assessment and which support the objectives of the Community Improvement Plan, a share of the incremental taxes in the form of a grant. It must be understood that the current assessment and associate property taxes for a property will continue. This program can be utilized to delay the realization of new property taxes associated with an improvement. The rationale is that without the incentive, the improvement – and therefore the additional property taxes – may never be realized otherwise. The is the most routinely used incentive by municipalities to benefit large developments, usually greater than \$20 million in value, while limiting municipal up-front costs.

a) Terms of Program

- The Town will set general and annual priorities for the type and amount of development that will be provided incentives;
- The annual grant will be paid annually once the eligible project is complete with the final building inspection having been carried out by the Town, the property has been reassessed, and when the new property taxes have been paid;
- The grant may be provided on a declining rate basis for a prescribed period, such a 5-10 years, based on a schedule established by the Town. Year 1 is defined as the first full calendar year in which taxes are paid after the project has been completed and re-assessed;
- The Town will determine a schedule for how much of the new property taxes will be granted back. A schedule rate of decline may be established, such as 100% in Year 1, 90% in Year 2, etc.;

- The grant represents a percentage of increased taxes payable to the Town resulting from improvements, as such the total value of the work completed as indicated on the building permit application, and the amount of municipal taxes paid prior to, and after the increased assessment will have to be calculated by the Town as a basis for determining the amount of the grant, using a methodology established by the Town. The amount of the total grant shall not exceed the value of the work completed;
- The Town will only pay an annual grant based on the Town portion of the property tax collected for the year;
- The annual grant is based upon changes in property taxes as a result of construction and improvement, not based upon occupancy or changes in occupancy or general re-assessments, changes in tax legislation, increases in the tax rate or other factors which may affect the tax rate; and,
- If the property is sold, in whole or in part, before the grant period lapses, the benefit is transferrable only by the expressed consent of Town Council.

b) Procedures

- Grant Application - The applicant is required to submit to the staff point of contact a completed Increased Assessment Grant Application Form prior to, or at the time of, building permit application. The application shall include enough details required to satisfy the Town with respect to the costs of the project, and the work expected to result in the increased assessment, and its conformity with the Community Improvement Plan.
- Conditions of Grant Approval - As a condition of grant approval, the Town may require submission of a Business Plan and/or professional design/architectural drawings which conform to the Town's urban design guidelines and other policies. In addition, the Town may require the applicant to post security and meet specific insurance terms and, all works must comply with the description of the works in the application.
- The Town will estimate through comparables the probable increased assessment of the finished project in order to estimate the probable value of a grant. Town staff shall additionally recommend a grant term and schedule for consideration by Council or Council designate.

c) Payment of Grant

- The payment of the grant shall not take place until: The agreement with the Town is signed; The owner provides proof the development is complete; Town staff inspect the project; Town staff are satisfied with the documentation submitted; The property has been revalued by MPAC and post project Town taxes have been levied based on the new assessment; The owner has paid the taxes in full for at least one year the project is complete; and, any assessment appeals are resolved.

5.2 DOWNTOWN REJUVENATION

Downtown Rejuvenation is about creating a more vibrant and viable Downtown Stouffville area, accomplished through a mix of redevelopment and preservation, and with enhanced pedestrian appeal and accessibility. The Downtown is defined by the area defined on Map 2 attached to this document. The following set of incentives may be used for Downtown Rejuvenation:

1) Increased Assessment Grant Program

The Town of Whitchurch-Stouffville may provide, for redevelopment and rehabilitation sites deemed by the Town to increase property assessment and which support the objectives of the Community Improvement Plan, a share of the incremental taxes in the form of a grant. It must be understood that the current assessment and associate property taxes for a property will continue. This program can be utilized to delay the realization of new property taxes associated with an improvement. The rationale is that without the incentive, the improvement – and therefore the additional property taxes – may never be realized otherwise. This is the most routinely used incentive by municipalities to benefit large developments, usually greater than \$20 million in value, while limiting municipal up-front costs.

a) Terms of Program

- The Town will set general and annual priorities for the type and amount of development that will be provided incentives;
- The annual grant will be paid annually once the eligible project is complete with the final building inspection having been carried out by the Town, the property has been reassessed, and when the new property taxes have been paid;
- The grant may be provided on a declining rate basis for a prescribed period, such a 5-10 years, based on a schedule established by the Town. Year 1 is defined as the first full calendar year in which taxes are paid after the project has been completed and re-assessed;
- The Town will determine a schedule for how much of the new property taxes will be granted back. A schedule rate of decline may be established, such as 100% in Year 1, 90% in Year 2, etc.
- The grant represents a percentage of increased taxes payable to the Town resulting from improvements, as such the total value of the work completed as indicated on the building permit application, and the amount of municipal taxes paid prior to, and after the Increased assessment will have to be calculated by the Town as a basis for determining the amount of the grant, using a methodology established by the Town. The amount of the total grant shall not exceed the value of the work completed;
- The Town will only pay an annual grant based on the Town portion of the property tax collected for the year;
- The annual grant is based upon changes in property taxes as a result of construction and improvement, not based upon occupancy or changes in occupancy or general re-assessments, changes in tax legislation, increases in the tax rate or other factors which may affect the tax rate; and,
- If the property is sold, in whole or in part, before the grant period lapses, the benefit is transferrable only by the expressed consent of Town Council.

b) Procedures

- The applicant is required to submit to the staff point of contact a completed Increased Assessment Grant Application Form prior to, or at the time of, building permit application. The application shall include enough details required to satisfy the Town with respect to the costs of the project, and the work expected to result in the increased assessment, and its conformity with the Community Improvement Plan.
- Conditions of Grant Approval - As a condition of grant approval, the Town may require submission of a Business Plan and/or professional design/architectural drawings which conform to the Town's urban design guidelines and other policies. In addition, the Town may require the applicant to post security and meet specific insurance terms and, all works must comply with the description of the works in the application.
- The Town will estimate through comparables the probable increased assessment of the finished project in order to estimate the probable value of a grant. Town staff shall additionally recommend a grant term and schedule for consideration by Council or Council designate.

c) Payment of Grant

- The payment of the grant shall not take place until: The agreement with the Town is signed; The owner provides proof the development is complete; Town staff inspect the project; Town staff are satisfied with the documentation submitted; The property has been revalued by MPAC and post project Town taxes have been levied based on the new assessment; The owner has paid the taxes in full for at least one year the project is complete; and, any assessment appeals are resolved.

2) Building Improvement Grant Program

The Town may provide a building improvement grant related to exterior and interior improvements, which may include, but is not limited to, the façade, heritage conservation/restoration, accessibility and signage, the conversion of the upper storey of commercial buildings to residential uses, or office or other employment generating uses, and the upgrading of buildings and structures to Building Code and Electrical Code.

a) Terms of Program

- The grant will match the amount spent by the applicant toward the cost of the works up to a maximum of \$15,000 per unit or address, not to exceed 50% of the total project cost. All programs are subject to availability of funding. Awards will generally be available on a first come-first serve basis, but annual priorities/goals will be set by Town staff, which may impact availability and/or value.

b) Procedures

- The applicant is required to submit to the staff point of contact a Building Improvement Grant Application Form prior to the commencement of any works. The cost estimate shall be supported by a minimum of two estimates from qualified contractors. The application shall include plans, estimates, contracts and other details required to satisfy the Town with respect to the costs of the project, and its conformity with the Community Improvement Plan.
- As a condition of grant approval, the Town may require submission of a professional design/architectural drawings which conform to the Town's urban design guidelines and other policies. If the higher of the two estimates is proposed to be used, than the grant shall

be provided based on the average cost of the two estimates. If the lower of the two estimates is the successful bidder, the grant shall be provided based on the lowest estimate.

c) Disqualification

- The onus is upon the applicant to determine if building permits or other requirements need to be met for the Town. Any discrepancies in these regards will result on forfeiture of the grant opportunity.
- The Town withholds the right to refuse any and all applications based on annual priorities, heritage impacts and other factors.

d) Provision of Grant

- The grant will be advanced to the applicant upon completion of the works as planned. Following inspection of the work and the receipt of invoices the grant agreement will be executed. Generally, progress payments shall not be made.
- The project shall be completed within 18 months of the accepted application but can be extended with Town consent.

3) Leasehold Improvement Program

The Town may provide a Leasehold Improvement Program to assist preferred sectors (ie. high tech firms, medical, etc.) with costs associated with leasehold improvements. The improvement may include, but is not limited to, interior renovation, upgrades to meet Building Code and Electrical Code, allowances for accessibility, and building signage.

a) Terms of Program

- The grant will match the amount spent by the applicant toward the cost of the works up to a maximum of \$15,000 per unit or address, not to exceed 50% of the total project cost. All programs are subject to availability of funding. Awards will generally be available on a first come-first serve basis, but annual preferred sectors will be set by Town staff, which may impact availability and/or value.

b) Procedures

- The applicant is required to submit to the staff point of contact a Leasehold Improvement Program Application Form prior to the commencement of any works. The cost estimate shall be supported by a minimum of two estimates from qualified contractors. The application shall include plans, estimates, contracts and other details required to satisfy the Town with respect to the costs of the project, and its conformity with the Community Improvement Plan.
- As a condition of grant approval, the Town may require submission of a professional design/architectural drawings which conform to the Town's urban design guidelines and other policies. If the higher of the two estimates is proposed to be used, than the grant shall be provided based on the average cost of the two estimates. If the lower of the two estimates is the successful bidder, the grant shall be provided based on the lowest estimate.

c) Disqualification

- The onus is upon the applicant to determine if building permits or other requirements need to be met for the Town. Any discrepancies in these regards will result on forfeiture of the grant opportunity.

- The Town withholds the right to refuse any and all applications based on annual priorities, heritage impacts and other factors.

d) Provision of Grant

- The grant will be advanced to the applicant upon completion of the works as planned. Following inspection of the work and the receipt of invoices the grant agreement will be executed. Generally, progress payments shall not be made.
- The project shall be completed within 12 months of the accepted application but can be extended with Town consent.

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5.3 URBAN INTENSIFICATION

Urban Intensification is focused on enabling the development of both residential and commercial uses, together or separately, with greater intensity to achieve increased employment, greater assessment, and the management of population growth. In Stouffville, this goal would be realized in the Mixed Use Gateway/Western Approach area, Highway 48 corridor, and Tenth Line north. To a lesser extent, some mixed-use development is envisioned for the Ballantrae area along Highway 48 and Aurora Rd. The Urban Intensification area is defined by the area defined Map 2 attached to this document. The following set of incentives may be used for Urban Intensification:

1) Increased Assessment Grant Program

The Town of Whitchurch-Stouffville may provide, for redevelopment and rehabilitation sites deemed by the Town to increase property assessment and which support the objectives of the Community Improvement Plan, a share of the incremental taxes in the form of a grant. It must be understood that the current assessment and associate property taxes for a property will continue. This program can be utilized to delay the realization of new property taxes associated with an improvement. The rationale is that without the incentive, the improvement – and therefore the additional property taxes – may never be realized otherwise. This is the most routinely used incentive by municipalities to benefit large developments, usually greater than \$20 million in value, while limiting municipal up-front costs.

a) Terms of Program

- The Town will set general and annual priorities for the type and amount of development that will be provided incentives;
- The annual grant will be paid annually once the eligible project is complete with the final building inspection having been carried out by the Town, the property has been reassessed, and when the new property taxes have been paid;
- The grant may be provided on a declining rate basis for a prescribed period, such a 5-10 years, based on a schedule established by the Town. Year 1 is defined as the first full calendar year in which taxes are paid after the project has been completed and re-assessed;
- The Town will determine a schedule for how much of the new property taxes will be granted back. A schedule rate of decline may be established, such as 100% in Year 1, 90% in Year 2, etc.
- The grant represents a percentage of increased taxes payable to the Town resulting from improvements, as such the total value of the work completed as indicated on the building permit application, and the amount of municipal taxes paid prior to, and after the Increased assessment will have to be calculated by the Town as a basis for determining the amount of the grant, using a methodology established by the Town. The amount of the total grant shall not exceed the value of the work completed;
- The Town will only pay an annual grant based on the Town portion of the property tax collected for the year;
- The annual grant is based upon changes in property taxes as a result of construction and improvement, not based upon occupancy or changes in occupancy or general re-assessments,

changes in tax legislation, increases in the tax rate or other factors which may affect the tax rate; and,

- If the property is sold, in whole or in part, before the grant period lapses, the benefit is transferrable only by the expressed consent of Town Council.

b) Procedures

- The applicant is required to submit to the staff point of contact a completed Increased Assessment Grant Application Form prior to, or at the time of, building permit application. The application shall include enough details required to satisfy the Town with respect to the costs of the project, and the work expected to result in the increased assessment, and its conformity with the Community Improvement Plan.
- Conditions of Grant Approval - As a condition of grant approval, the Town may require submission of a Business Plan and/or professional design/architectural drawings which conform to the Town's urban design guidelines and other policies. In addition, the Town may require the applicant to post security and meet specific insurance terms and, all works must comply with the description of the works in the application.
- The Town will estimate through comparables the probable increased assessment of the finished project in order to estimate the probable value of a grant. Town staff shall additionally recommend a grant term and schedule for consideration by Council or Council designate.

c) Payment of Grant

- The payment of the grant shall not take place until: The agreement with the Town is signed; The owner provides proof the development is complete; Town staff inspect the project; Town staff are satisfied with the documentation submitted; The property has been revalued by MPAC and post project Town taxes have been levied based on the new assessment; The owner has paid the taxes in full for at least one year the project is complete; and, any assessment appeals are resolved.

2) Leasehold Improvement Program

The Town may provide a Leasehold Improvement Program to assist preferred sectors (ie. high tech firms, medical, etc.) with costs associated with leasehold improvements. The improvement may include, but is not limited to, interior renovation, upgrades to meet Building Code and Electrical Code, allowances for accessibility, and building signage.

a) Terms of Program

- The grant will match the amount spent by the applicant toward the cost of the works up to a maximum of \$15,000 per unit or address, not to exceed 50% of the total project cost. All programs are subject to availability of funding. Awards will generally be available on a first come-first serve basis, but annual preferred sectors will be set by Town staff, which may impact availability and/or value.

b) Procedures

- The applicant is required to submit to the staff point of contact a Leasehold Improvement Program Application Form prior to the commencement of any works. The cost estimate shall

be supported by a minimum of two estimates from qualified contractors. The application shall include plans, estimates, contracts and other details required to satisfy the Town with respect to the costs of the project, and its conformity with the Community Improvement Plan.

- As a condition of grant approval, the Town may require submission of a professional design/architectural drawings which conform to the Town's urban design guidelines and other policies. If the higher of the two estimates is proposed to be used, than the grant shall be provided based on the average cost of the two estimates. If the lower of the two estimates is the successful bidder, the grant shall be provided based on the lowest estimate.

c) Disqualification

- The onus is upon the applicant to determine if building permits or other requirements need to be met for the Town. Any discrepancies in these regards will result on forfeiture of the grant opportunity.
- The Town withholds the right to refuse any and all applications based on annual priorities, heritage impacts and other factors.

d) Provision of Grant

- The grant will be advanced to the applicant upon completion of the works as planned. Following inspection of the work and the receipt of invoices the grant agreement will be executed. Generally, progress payments shall not be made.
- The project shall be completed within 12 months of the accepted application but can be extended with Town consent.

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5.4 RURAL ADVANCEMENT

Rural Advancement pertains to developing a more viable tourism economy, enhanced food security, and extending essential services, such as broadband internet across the lightly settled areas. These goals would be realized in the rural areas of Whitchurch-Stouffville.

1) Food Security Grant Program

This grant program promotes the introduction or expansion of activities involving farming-for-humans that will improve local food security. It will include micro-farming initiatives, new crop development and farm market creation. The intent is that the farm products produced, or initiatives undertaken, will result in an increase in products available locally for purchase directly by the local consumer.

a) Terms of Program

- The grant will match the amount spent by the applicant toward the cost of the works up to a maximum of \$15,000 per farm property or address, not to exceed 50% of the total project cost. All programs are subject to availability of funding. Awards will generally be available on a first come-first serve basis, but annual priorities/goals will be set by Town staff, which may impact availability and/or value.

b) Procedures

- The applicant is required to submit to the staff point of contact a Food Security Grant Program Application Form prior to the commencement of any works. The application shall include plans, estimates, contracts and other details required to satisfy the Town with respect to the costs of the project, and its conformity with the Community Improvement Plan.
- As a condition of grant approval, the Town may require additional materials to support the application.

c) Disqualification

- The onus is upon the applicant to determine if building permits or other requirements need to be met for the Town. Any discrepancies in these regards will result on forfeiture of the grant opportunity.

d) Provision of Grant

- The grant will be advanced to the applicant upon completion of the works as planned. Following inspection of the work and the receipt of invoices the grant agreement will be executed. Generally, progress payments shall not be made.
- The project shall be completed within 12 months of the accepted application but can be extended with Town consent.

3) Tourism & Outdoor Experience Grant Program

This grant program supports new or expanding tourism assets and outdoor experiences, to include the development and expansion of attractions, activities, and accommodations. The intent is to increase visitation and expenditures in rural areas.

a) Terms of Program

- The grant will match the amount spent by the applicant toward the cost of the works up to a maximum of \$15,000 per property or address, not to exceed 50% of the total project cost. All programs are subject to availability of funding. Awards will generally be available on a first

come-first serve basis, but annual priorities/goals will be set by Town staff, which may impact availability and/or value.

b) Procedures

- The applicant is required to submit to the staff point of contact a Tourism & Outdoor Experience Grant Program Application Form prior to the commencement of any works. The application shall include plans, estimates, contracts and other details required to satisfy the Town with respect to the costs of the project, and its conformity with the Community Improvement Plan.
- As a condition of grant approval, the Town may require additional materials to support the application.

c) Disqualification

- The onus is upon the applicant to determine if building permits or other requirements need to be met for the Town. Any discrepancies in these regards will result on forfeiture of the grant opportunity.

d) Provision of Grant

- The grant will be advanced to the applicant upon completion of the works as planned. Following inspection of the work and the receipt of invoices the grant agreement will be executed. Generally, progress payments shall not be made.
- The project shall be completed within 12 months of the accepted application but can be extended with Town consent.

4) Rural Broadband

With this program Town may loan or grant monies to the developers of rural broadband infrastructure and any other broadband initiatives. It is a non-prescriptive program that provides the Town with the legal ability advance rural broadband initiatives, to determine eligibility, value and process on a case-by-case basis as needed.

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5.5 TOWN-WIDE PROGRAMS

The Town of Whitchurch-Stouffville may from time to time find it advantageous to create programs under this plan that will help accomplish goals and objectives on a broad scale.

1) Sale or Lease of Municipal Buildings or Landholdings

The Town may sell or lease Municipal buildings and/or landholdings, below market value to promote redevelopment and/or attract new land use activities by the private sector. The strategic disposition of lands or buildings by the Town will play a significant role in the phasing and sequencing of development, as well as the final appearance of the development.

a) Sale of Municipal Property

- Only those building and/or lands that have been declared surplus for Municipal purposes by Town Council through a Resolution shall be considered under this Program.
- The Town will advertise the surplus building and/or lands. As part of the advertisement campaign the Town will declare the objectives of the Municipality which shall be designed to promote redevelopment or attract a land use activity/tenancy that is consistent with the objectives of the Community Improvement Program.
- The Town will have an appraisal completed by a qualified individual which shall establish the benchmark valuation of the property and/or building. This benchmark valuation shall be deemed to be the "market value" based upon the highest and best use of the property/building consistent with permitted uses as established within the applicable Zone classification assigned to the lands.
- The Town will prepare an evaluation system which will be used to score and rate proposals received through the Expression of Interest process. The Town will select a short list of candidates arising from the Expression of Interest process.
- Potential purchasers that are on the short list of candidates for Town owned lands and/or buildings will be required to submit detailed architectural concept and site drawings describing the proposal in images and text sufficient to address The Downtown Strategic Plan of Action and any applicable the Stouffville Urban Design Guidelines, and, a development pro forma that identifies amongst other matters revenues, short and long term, that will be generated by the Municipality resulting from the development or utilization of the property. The review and assessment of this information will be used to determine the highest and best use of the site.
- Council will determine the percentage below market value, if any, the land and/or buildings will be sold. The recommendations arising from the review and assessment of the architectural concept / site drawings and the development pro forma will be used to assist in determining the benefit to the public generated by the project, and therefore, the land/building valuation.
- The proponent of the preferred proposal will be required to enter into an Agreement with the Town. The Agreement, amongst other matters, shall declare the financial terms of the proposal, and the timeline for work to commence on the site. The Town, as part of the Agreement, may require a sunset provision whereby if work is not commenced on the site

within the specified time period, the property and/or lands will be returned to the Town without any penalty. The Agreement will be registered against the Title of the property.

b) Lease of Municipal Property

- The Town may, as needed, lease municipally owned property that has or has not been declared surplus in order to further objectives of this plan.
- Council will determine whether the process is competitive, the duration and the terms on a case-by-case basis.

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6.0 GENERAL

This Community Improvement Plan will be administered by the Town of Whitchurch-Stouffville. All programs will be funded by the Town based on a budget established by Council. Each year the funding allocation for the Downtown Stouffville CIP will be evaluated and assessed by Council through the deliberations of the Town's Operating and Capital Budget program.

a) Monitoring and Duration

- This Community Improvement Plan shall not time out, but the Town shall conduct a review of this plan programs a minimum of every five years with respect to its effectiveness.

b) Amendments

- Amendments to the Community Improvement Plan shall be required for: boundary adjustments.
- New programs or program adjustments within the plan boundary can be introduced by Council on an as needed basis by way of resolution.

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2020-072-RD

BEING A BY-LAW to provide for the numbering of buildings along highways shown on Registered Plan 65M-4419 (Baker Hill Boulevard, Milt Storey Lane, Turner Dairy Lane, Mah Wat Lane, Bert Tait Lane, Wimshaw Lane, Ludwig Court, Boadway Crescent, Kenneth Kirby Lane, Covington Crescent, Sunbury Lane, Canton Lane, and Berne Lane) and to repeal By-Law 2015-128-RD.

WHEREAS Council enacted By-law 2015-128-RD assigning numbers for buildings along highways shown on Registered Plan 65M-4419; and

WHEREAS it is deemed necessary to amend some of the Building numbers assigned by By-Law 2015-128-RD.

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

1. That numbers for the buildings situate along the highways shown on Registered Plan 65M-4419 are hereby assigned as set out in Schedule A attached hereto and forming part of this By-law, with Block and Unit Numbers shown in Column 1, the Registered Plan Number in Column 2, Street Names in Column 3 and the assigned Building Numbers in Column 4; and
2. That it shall be the obligation of the owners or occupants of the buildings listed on Schedule A hereto to affix the numbers to the buildings, at a location that is satisfactory to the Fire Department, in accordance with the said Schedule A; and
3. That due to the development of 147 townhomes on Block 19 on Plan 65M-4419, addresses are required to be amended; and
4. That By-law 2015-0128-RD is hereby repealed.

READ a first and second time this 21st day of July, 2020.

READ a third time and passed this 21st day of July, 2020.

Iain Lovatt, Mayor

Gillian Angus-Trail, Clerk

SCHEDULE A

COLUMN 1 Block and Unit Number	COLUMN 2 Plan Number	COLUMN 3 Street Name	COLUMN 4 Building Number
Block 1 – 2	65M-4419	Baker Hill Boulevard	22
Block 1 – 3	“	Baker Hill Boulevard	24
Block 1 – 4	“	Baker Hill Boulevard	26
Block 1 – 5	“	Baker Hill Boulevard	28
Block 1 – 6	“	Baker Hill Boulevard	30
Block 1 – 7	“	Baker Hill Boulevard	32
Block 1 – 8	“	Baker Hill Boulevard	34
Block 1 – 9	“	Baker Hill Boulevard	36
Block 1 – 10	“	Baker Hill Boulevard	38
Block 1 - 11	“	Baker Hill Boulevard	40
Block 1 – 12	“	Baker Hill Boulevard	42
Block 1 - 13	“	Baker Hill Boulevard	46
Block 1 - 14	“	Baker Hill Boulevard	50
Block 1 - 15	“	Baker Hill Boulevard	54
Block 1 - 16	“	Baker Hill Boulevard	58
Block 1 – 17	“	Baker Hill Boulevard	62
Block 1 – 18	“	Baker Hill Boulevard	66
Block 1 – 19	“	Baker Hill Boulevard	70
Block 1 – 20	“	Baker Hill Boulevard	74
Block 1 – 21	“	Baker Hill Boulevard	78
Block 1 – 22	“	Baker Hill Boulevard	82
Block 1 – 23	“	Baker Hill Boulevard	86
Block 1 – 24	“	Baker Hill Boulevard	90
Block 1 – 25	“	Baker Hill Boulevard	94
Block 1 - 26	“	Baker Hill Boulevard	98
Block 1 – 27	“	Baker Hill Boulevard	102
Block 1 – 28	“	Baker Hill Boulevard	106
Block 1 - 29	“	Baker Hill Boulevard	110
Block 1 - 30	“	Baker Hill Boulevard	114
Block 1 - 31	“	Baker Hill Boulevard	118
Block 1 – 32	“	Baker Hill Boulevard	122
Block 1 – 33	“	Baker Hill Boulevard	126
Block 1 – 34	“	Baker Hill Boulevard	130
Block 1 – 35	“	Baker Hill Boulevard	134
Block 1 - 36	“	Baker Hill Boulevard	138
Block 1 – 37	“	Baker Hill Boulevard	142
Block 1 – 38	“	Baker Hill Boulevard	146
Block 1 – 39	“	Baker Hill Boulevard	150
Block 1 - 40	“	Baker Hill Boulevard	154
Block 1 – 41	“	Milt Storey Lane	155
Block 1 – 42	“	Milt Storey Lane	151
Block 1 – 43	“	Milt Storey Lane	147
Block 1 – 44	“	Milt Storey Lane	143
Block 1 – 45	“	Milt Storey Lane	139
Block 1 – 46	“	Milt Storey Lane	135
Block 1 – 47	“	Milt Storey Lane	131
Block 1 – 48	“	Milt Storey Lane	127
Block 1 - 49	“	Milt Storey Lane	123
Block 1 - 50	“	Milt Storey Lane	119
Block 1 – 51	“	Milt Storey Lane	115
Block 1 - 52	“	Milt Storey Lane	111
Block 1 – 53	“	Milt Storey Lane	107
Block 1 - 54	“	Milt Storey Lane	103

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
Block and Unit Number	Plan Number	Street Name	Building Number
Block 1 – 55	65M-4419	Milt Storey Lane	99
Block 1 – 56	“	Milt Storey Lane	95
Block 1 – 57	“	Milt Storey Lane	91
Block 1 - 58	“	Milt Storey Lane	87
Block 1 – 59	“	Milt Storey Lane	83
Block 1 – 60	“	Milt Storey Lane	79
Block 1 – 61	“	Milt Storey Lane	75
Block 1 – 62	“	Milt Storey Lane	71
Block 1 – 63	“	Milt Storey Lane	67
Block 1 – 64	“	Milt Storey Lane	63
Block 1 – 65	“	Milt Storey Lane	59
Block 1 – 66	“	Milt Storey Lane	55
Block 1 – 67	“	Milt Storey Lane	51
Block 1 – 68	“	Milt Storey Lane	47
Block 1 – 69	“	Milt Storey Lane	43
Block 1 – 70	“	Milt Storey Lane	39
Block 1 – 71	“	Milt Storey Lane	35
Block 1 – 72	“	Milt Storey Lane	31
Block 1 - 73	“	Milt Storey Lane	27
Block 1 – 74	“	Milt Storey Lane	23
Block 1 – 75	“	Milt Storey Lane	19
Block 1 – 76	“	Milt Storey Lane	15
Block 1 – 77	“	Milt Storey Lane	9
Block 1 - 78	“	Milt Storey Lane	5
Block 1 - 79	“	Milt Storey Lane	1
Block 2 - 2	“	Baker Hill Boulevard	160
Block 2 – 3	“	Baker Hill Boulevard	164
Block 2 – 4	“	Baker Hill Boulevard	168
Block 2 – 5	“	Baker Hill Boulevard	172
Block 2 – 6	“	Baker Hill Boulevard	176
Block 2 – 7	“	Baker Hill Boulevard	180
Block 2 – 8	“	Baker Hill Boulevard	184
Block 2 - 9	“	Baker Hill Boulevard	188
Block 2 – 10	“	Turner Dairy Lane	102
Block 2 – 11	“	Turner Dairy Lane	106
Block 2 – 12	“	Turner Dairy Lane	110
Block 2 – 13	“	Turner Dairy Lane	114
Block 2 – 14	“	Turner Dairy Lane	118
Block 2 – 15	“	Turner Dairy Lane	122
Block 2 -16	“	Turner Dairy Lane	126
Block 2 - 17	“	Turner Dairy Lane	130
Block 2 – 18	“	Turner Dairy Lane	134
Block 2 - 19	“	Turner Dairy Lane	138
Block 2 - 20	“	Turner Dairy Lane	142
Block 2 - 21	“	Turner Dairy Lane	146
Block 2 - 22	“	Turner Dairy Lane	150
Block 2 – 23	“	Turner Dairy Lane	154
Block 2 – 24	“	Turner Dairy Lane	158
Block 2 – 25	“	Turner Dairy Lane	162
Block 2 – 26	“	Turner Dairy Lane	166
Block 2 – 27	“	Turner Dairy Lane	170
Block 2 – 28	“	Turner Dairy Lane	174
Block 2 – 29	“	Turner Dairy Lane	178
Block 2 – 30	“	Turner Dairy Lane	182
Block 2 – 31	“	Turner Dairy Lane	186
Block 2 - 32	“	Turner Dairy Lane	190
Block 2 - 33	“	Turner Dairy Lane	194

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
Block and Unit Number	Plan Number	Street Name	Building Number
Block 2 - 34	65M-4419	Mah Wat Lane	34
Block 2 – 35	“	Mah Wat Lane	30
Block 2 – 36	“	Mah Wat Lane	26
Block 2 – 37	“	Mah Wat Lane	22
Block 2 – 38	“	Mah Wat Lane	18
Block 2 – 39	“	Mah Wat Lane	16
Block 2 – 40	“	Mah Wat Lane	10
Block 2 – 41	“	Mah Wat Lane	6
Block 2 - 42	“	Mah Wat Lane	2
Block 2 – 44	“	Boadway Crescent	91
Block 2 - 45	“	Boadway Crescent	87
Block 2 – 46	“	Boadway Crescent	83
Block 2 – 47	“	Boadway Crescent	79
Block 2 – 48	“	Boadway Crescent	75
Block 2 – 49	“	Boadway Crescent	71
Block 2 – 50	“	Boadway Crescent	67
Block 2 – 51	“	Boadway Crescent	63
Block 2 – 52	“	Boadway Crescent	59
Block 2 – 53	“	Boadway Crescent	55
Block 2 – 54	“	Boadway Crescent	51
Block 2 – 55	“	Boadway Crescent	47
Block 2 – 56	“	Boadway Crescent	43
Block 2 – 57	“	Boadway Crescent	39
Block 2 - 58	“	Boadway Crescent	35
Block 2- 59	“	Boadway Crescent	31
Block 2 – 60	“	Boadway Crescent	27
Block 2 – 61	“	Boadway Crescent	23
Block 2 – 62	“	Boadway Crescent	19
Block 2 – 63	“	Boadway Crescent	15
Block 2 - 64	“	Boadway Crescent	9
Block 2 – 65	“	Boadway Crescent	5
Block 2 - 66	“	Boadway Crescent	1
Block 3 – 1	“	Boadway Crescent	22
Block 3 – 2	“	Boadway Crescent	26
Block 3 – 3	“	Boadway Crescent	30
Block 3 – 4	“	Boadway Crescent	34
Block 3 – 5	“	Bert Tait Lane	1
Block 3 – 6	“	Bert Tait Lane	5
Block 3 – 7	“	Bert Tait Lane	9
Block 3 - 8	“	Bert Tait Lane	15
Block 4 - 1	“	Boadway Crescent	38
Block 4 – 2	“	Boadway Crescent	42
Block 4 – 3	“	Boadway Crescent	46
Block 4 – 4	“	Boadway Crescent	50
Block 4 – 5	“	Boadway Crescent	54
Block 4 - 6	“	Bert Tait Lane	19
Block 4 – 7	“	Bert Tait Lane	23
Block 4 - 8	“	Bert Tait Lane	27
Block 4 – 9	“	Bert Tait Lane	31
Block 4 – 10	“	Bert Tait Lane	35
Block 5 – 1	“	Boadway Crescent	58
Block 5 – 2	“	Boadway Crescent	62
Block 5 – 3	“	Boadway Crescent	66
Block 5 – 4	“	Boadway Crescent	70
Block 5 - 5	“	Boadway Crescent	74
Block 5 - 6	“	Bert Tait Lane	39
Block 5 – 7	“	Bert Tait Lane	43

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
Block and Unit Number	Plan Number	Street Name	Building Number
Block 5 – 8	65M-4419	Bert Tait Lane	47
Block 5 – 9	“	Bert Tait Lane	51
Block 5 - 10	“	Bert Tait Lane	55
Block 6 – 1	“	Bert Tait Lane	38
Block 6 - 2	“	Bert Tait Lane	42
Block 6 – 3	“	Bert Tait Lane	46
Block 6 – 4	“	Bert Tait Lane	50
Block 6 - 5	“	Bert Tait Lane	54
Block 6 – 6	“	Wimshaw Lane	39
Block 6 – 7	“	Wimshaw Lane	43
Block 6 – 8	“	Wimshaw Lane	47
Block 6 – 9	“	Wimshaw Lane	51
Block 6 – 10	“	Wimshaw Lane	55
Block 7 – 1	“	Bert Tait Lane	18
Block 7 – 2	“	Bert Tait Lane	22
Block 7 – 3	“	Bert Tait Lane	26
Block 7 – 4	“	Bert Tait Lane	30
Block 7 – 5	“	Bert Tait Lane	34
Block 7 – 6	“	Wimshaw Lane	19
Block 7 – 7	“	Wimshaw Lane	23
Block 7 – 8	“	Wimshaw Lane	27
Block 7 – 9	“	Wimshaw Lane	31
Block 7 - 10	“	Wimshaw Lane	35
Block 8 – 1	“	Bert Tait Lane	2
Block 8 – 2	“	Bert Tait Lane	6
Block 8 – 3	“	Bert Tait Lane	10
Block 8 – 4	“	Bert Tait Lane	14
Block 8 – 5	“	Wimshaw Lane	1
Block 8 – 6	“	Wimshaw Lane	5
Block 8 – 7	“	Wimshaw Lane	9
Block 8 - 8	“	Wimshaw Lane	15
Block 9 - 1	“	Wimshaw Lane	2
Block 9 – 2	“	Wimshaw Lane	6
Block 9 – 3	“	Wimshaw Lane	10
Block 9 – 4	“	Wimshaw Lane	14
Block 9 – 5	“	Boadway Crescent	255
Block 9 – 6	“	Boadway Crescent	251
Block 9 – 7	“	Boadway Crescent	247
Block 9 – 8	“	Boadway Crescent	243
Block 10 – 1	“	Wimshaw Lane	18
Block 10 – 2	“	Wimshaw Lane	22
Block 10 – 3	“	Wimshaw Lane	26
Block 10 – 4	“	Wimshaw Lane	30
Block 10 – 5	“	Wimshaw Lane	34
Block 10 - 6	“	Boadway Crescent	239
Block 10 – 7	“	Boadway Crescent	235
Block 10 - 8	“	Boadway Crescent	231
Block 10 – 9	“	Boadway Crescent	227
Block 10 - 10	“	Boadway Crescent	223
Block 11 – 1	“	Wimshaw Lane	38
Block 11 – 2	“	Wimshaw Lane	42
Block 11 – 3	“	Wimshaw Lane	46
Block 11 – 4	“	Wimshaw Lane	50
Block 11 – 5	“	Wimshaw Lane	54
Block 11 – 6	“	Boadway Crescent	219
Block 11 - 7	“	Boadway Crescent	215
Block 11 – 8	“	Boadway Crescent	211

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
Block and Unit Number	Plan Number	Street Name	Building Number
Block 11 - 9	65M-4419	Boadway Crescent	207
Block 11- 10	"	Boadway Crescent	203
Block 12 – 1	"	Boadway Crescent	102
Block 12 – 2	"	Boadway Crescent	106
Block 12 – 3	"	Boadway Crescent	110
Block 12 – 4	"	Boadway Crescent	114
Block 12 – 5	"	Boadway Crescent	118
Block 12 – 6	"	Boadway Crescent	122
Block 12 - 7	"	Boadway Crescent	126
Block 13 – 1	"	Boadway Crescent	130
Block 13 – 2	"	Boadway Crescent	134
Block 13 – 3	"	Boadway Crescent	138
Block 13 – 4	"	Boadway Crescent	142
Block 13 – 5	"	Boadway Crescent	146
Block 13 – 6	"	Boadway Crescent	150
Block 13 - 7	"	Boadway Crescent	154
Block 13 - 8	"	Boadway Crescent	158
Block 14 – 1	"	Boadway Crescent	162
Block 14 – 2	"	Boadway Crescent	166
Block 14 – 3	"	Boadway Crescent	170
Block 14 – 4	"	Boadway Crescent	174
Block 14 – 5	"	Boadway Crescent	178
Block 14 – 6	"	Boadway Crescent	182
Block 15 – 1	"	Boadway Crescent	186
Block 15 - 2	"	Boadway Crescent	190
Block 15 – 3	"	Boadway Crescent	194
Block 15 – 4	"	Boadway Crescent	198
Block 15 - 5	"	Boadway Crescent	202
Block 18 – 5	"	Ludwig Court	1
Block 18 – 6	"	Ludwig Court	5
Block 18 - 7	"	Ludwig Court	9
Block 18 - 8	"	Ludwig Court	15
Block 18 – 9	"	Ludwig Court	19
Block 18 – 10	"	Ludwig Court	23
Block 18 – 11	"	Ludwig Court	27
Block 18 – 12	"	Ludwig Court	31
Block 18 – 13	"	Ludwig Court	35
Block 18 – 14	"	Ludwig Court	39
Block 18 – 15	"	Ludwig Court	47
Block 18 – 16	"	Ludwig Court	51
Block 18 – 17	"	Ludwig Court	55
Block 18 – 18	"	Ludwig Court	59
Block 18 – 19	"	Ludwig Court	63
Block 18 – 20	"	Ludwig Court	67
Block 18 – 21	"	Ludwig Court	71
Block 18 – 22	"	Ludwig Court	75
Block 18 – 23	"	Ludwig Court	79
Block 18 -24	"	Ludwig Court	83

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2020-073-TR

BEING A BY-LAW to amend By-Law 2008-147-TR to regulate traffic in the Town of Whitchurch-Stouffville (reduce the speed limit on a portion of Ninth Line).

WHEREAS section 11 (3) of the *Municipal Act, 2001*, S.O., 2001, c.25, as amended authorizes a lower-tier municipality to pass by-laws respecting highways, including parking and traffic on highways; and

WHEREAS section 128 (2) of the *Highway Traffic Act*, R.S.O. 1990, c. H.8, as amended authorizes the Council of a municipality to prescribe a rate of speed by by-law for motor vehicles driven on a highway under its jurisdiction; and

WHEREAS Council enacted By-law 2008-147-TR to regulate traffic in the Town of Whitchurch-Stouffville; and

WHEREAS it is deemed advisable to reduce the posted speed limit on a portion of Ninth Line.

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

1. That Council amend Schedule XV Speed Limits of By-law 2008-147-TR as follows:

Schedule XV SPEED LIMITS

Road or Portion of Road	From	To	Maximum Prescribed Rate of Speed (KM/Hour)
Ninth Line	450 metres north of Aurora Road	Davis Drive	70
Ninth Line	450 metres north of Aurora Road	Davis Drive	60

READ a first and second time this 21st day of July, 2020.

READ a third time and passed this 21st day of July, 2020

Iain Lovatt, Mayor

Gillian Angus-Traill, Clerk