



**Town of Whitchurch-Stouffville
Council Agenda**

**Wednesday, October 2, 2024, 1:00 p.m.
Council Chambers
111 Sandiford Drive**

Anyone wishing to speak to Staff Reports listed on the agenda may attend the meeting in person or electronically. To attend electronically contact the Town Clerk at clerks@townofws.ca by noon (12 PM) the business day prior to the meeting to register.

The meeting may be viewed live online at townofws.ca/cmlivestream

Council Meetings will be video-recorded and made available online at townofws.ca/councilcalendar

	Pages
1. Call to Order	
2. Town Land Acknowledgement	
3. Declaration of Pecuniary Interest	
4. Adoption of Minutes	
5. Recognitions	
5.1 Whitchurch-Stouffville Heritage Awards	5
<i>Presentation by Melissa Vella Singh, Heritage and Operations Coordinator and Trevor Alkema, Heritage Planner I.</i>	
6. Presentations	
6.1 York Region Transit - 2025 Transit Initiatives	13
<i>Presentation by Tamas Hertel, Manager, Service Planning</i>	
6.2 New Whitchurch-Stouffville Public Library Logo	
<i>Presentation by Margaret Wallace, CEO, Whitchurch-Stouffville Public Library and Stephen Weir, Trajectory Brands Inc.</i>	
(Refer to Item 8.1, Report No. PL-003-24)	
7. Deputations	
8. Consent Agenda	
8.1 Report No. PL-003-24 New Library Logo	27
1. That Council receive report PL-003-24 New Library Logo for	

	information.	
8.2	Report No. DS-046-24 4721 & 5061 Stouffville Road – Times 4750 Inc. Request to Convey Lands to the Town for Future Trail	30
	<ol style="list-style-type: none"> 1. That Council authorize Staff to proceed with accepting the conveyance of lands by the Town, shown as Part 2 on Draft Reference Plan, as per Attachment 2 to this report for the future municipal purposes proposed as a future trail, with all costs of the conveyance and any future development of a trail to be borne by the Vendor; and, 2. That Council authorize the Mayor and Clerk to sign all necessary documents to execute the agreement for acquisition and include conditions for conveyance of the lands, by the Town of Whitchurch-Stouffville from Times 4750 Inc. 	
8.3	Report No. DS-047-24 Recommendation Report 5262, 5270, 5286 and 5318 Main Street and 12371 Highway 48 – File nos. 19T(W)16.003, OPA16.003 and ZBA16.016	45
	<ol style="list-style-type: none"> 1. That Council direct staff to issue a Notice of Decision to draft approve Subdivision File No. 19T(W)16.003, OPA16.003 and ZBA16.016 subject to the conditions of draft approval as set out in Attachment 2 to Report No. DS-047-24, in accordance with section 51(31), 17(23) and 34(18) of the <i>Planning Act</i>, 2. That staff bring forward a By-law to amend the Town of Whitchurch-Stouffville’s Official Plan by applying a new site-specific policy within the Gateway Western Approach Area (OPA 167), 3. That staff bring forward a By-law to amend the Town of Whitchurch-Stouffville’s Comprehensive Zoning By-law 2010-001-ZO by applying site-Specific zones, and 4. That Council confirm that notwithstanding that the proposed Zoning By-law amendment as attached to this report is different than the Zoning By-law amendment as proposed at the November 22, 2023, Public Meeting, the revisions are minor in nature and that no further Statutory Public meeting is required. 	
8.4	Report No. CPS-018-24 Revised Appointment By-law	100
	<ol style="list-style-type: none"> 1. That Council bring forward a by-law to delegate various powers and duties of Council and repeal By-law 2024-062-AP. 	
8.5	Report No. CPS-017-24 Council Appointed Committees Procedural By-law Update	103
	<ol style="list-style-type: none"> 1. That staff bring forward a by-law to govern the organization, proceedings, and administration of Council Appointed Committees and to repeal By-laws 2022-131-RE, 2023-019-RE, and 2024-106-RE. 	
8.6	Report No. CPS-016-24 Renewal of Animal Sheltering Agreement with City of Pickering	109
	<ol style="list-style-type: none"> 1. That Staff Report No. CPS-016-24, Renewal of Animal Sheltering Agreement with City of Pickering, be received for information. 	

8.7	Report No. EPW-017-24 Occupational Health and Safety Management System	112
	1. That Council endorse and adopt the Infrastructure Health and Safety Association's Certificate of Recognition (COR [®]) as part of the Town's construction contract management and construction tendering process effective January 1, 2025.	
9.	Action Items Requiring Separate Discussion	
10.	Member Motions	
10.1	Member Motion from Councillor Sherban, re: Whistle Cessation WHEREAS Council at the November 16, 2021, meeting directed staff to carry out detailed design work and to engage the rail authority for review of rail crossing safety in 2022 in support of the infrastructure improvements required to advance the implementation of whistle cessation at the three remaining urban rail crossings located at Main Street, Hoover Park Drive, and Reeves Way Boulevard; and WHEREAS the Town has initiated communication with Metrolinx to implement whistle cessation at its urban grade crossings; and WHEREAS a budget of \$250K was approved for the controlled crossing infrastructure safety assessment for construction of the required safety measures in the March 1, 2023, budget; and WHEREAS staff have communicated and sent 3 drawing submission to Metrolinx since 2021; and WHEREAS the Main Street crossing upgrades will proceed with the Downtown Revitalization project (with construction scheduled to commence in 2026). NOW THEREFORE BE IT RESOLVED THAT staff be directed to finalize and issue a Request for Tender in fall of 2024 for the Hoover Park Drive and Reeves Way Boulevard crossings and continue coordinating the final approvals with Metrolinx in order that construction can commence in spring 2025.	116
11.	By-laws	
11.1	2024-114-OP BEING A BY-LAW to adopt Official Plan Amendment No. 167 to the Official Plan for the Town of Whitchurch-Stouffville Planning Area (5262, 5270, 5286 and 5318 Main Street and 12371 Highway 48). (DS-047-24)	117
11.2	2024-115-ZO BEING A BY-LAW to amend By-law 2010-001-ZO of the Town for the lands located at 5262, 5270, 5286, and 5318 Main Street and 12371 Highway 48. (DS-047-24)	128
11.3	2024-116-AP BEING A BY-LAW to delegate various powers and duties of Council and to repeal By-law 2024-062-AP. (CPS-018-24)	135
11.4	2024-117-RE BEING A BY-LAW to govern the organization, proceedings, and administration of Council Appointed Committees, and to repeal By-laws 2022-131-RE, 2023-019-RE, and 2024-106-RE.	138

(CPS-017-24)

11.5 2024-118-AP BEING A BY-LAW to appoint members to the Heritage Advisory Committee, and to repeal By-law 2023-022-AP.

174

12. New/Other Business
13. Closed Session
14. Reconvene in Public Session
15. Confirmatory By-law
16. Adjournment



Third Annual Whitchurch- Stouffville

Heritage Awards Presentation

Development Services

Planning

Community Services

Heritage, Events & Theatre Operations

Presented By

Trevor Alkema

Melissa Vella Singh

2 October 2024



Agenda

- **Heritage Awards Program Overview**
- **Nomination and Selection Criteria**
- **2024 Residential Recipient**
 - 18 Albert Street
- **2024 Non-Residential Recipient**
 - 6060 Main Street, Morra Caruso Law
- **Fourth Annual Whitchurch-Stouffville Heritage Awards (2025)**

Heritage Awards

Town Hall Display

Launched in 2022, the Whitchurch-Stouffville Heritage Awards are a collaboration between Community Services, Development Services and the Heritage Advisory Committee, recognizing and celebrating the extraordinary efforts towards the conservation, restoration or adaptive reuse of built heritage within the Town limits.

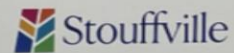
Whitchurch-Stouffville Heritage Awards



The Town of Whitchurch-Stouffville, together with the Whitchurch-Stouffville Heritage Advisory Committee, launched the first annual Whitchurch-Stouffville Heritage Awards in 2022.

These awards, which are presented annually to commercial and residential property owners, recognize and celebrate the extraordinary efforts toward the conservation, restoration, or adaptive reuse of built heritage within the Town limits.

For more information, visit cometogetherws.ca/heritageawards



Nomination and Selection Criteria



Architectural – 60%

Recognition of the age of the building, representation of style, features and craftsmanship



Contextual – 20%

Identification as a landmark, visibility and noteworthy within the community



Historical – 10%

Exploration of the important events, people and builder(s) associated with the building



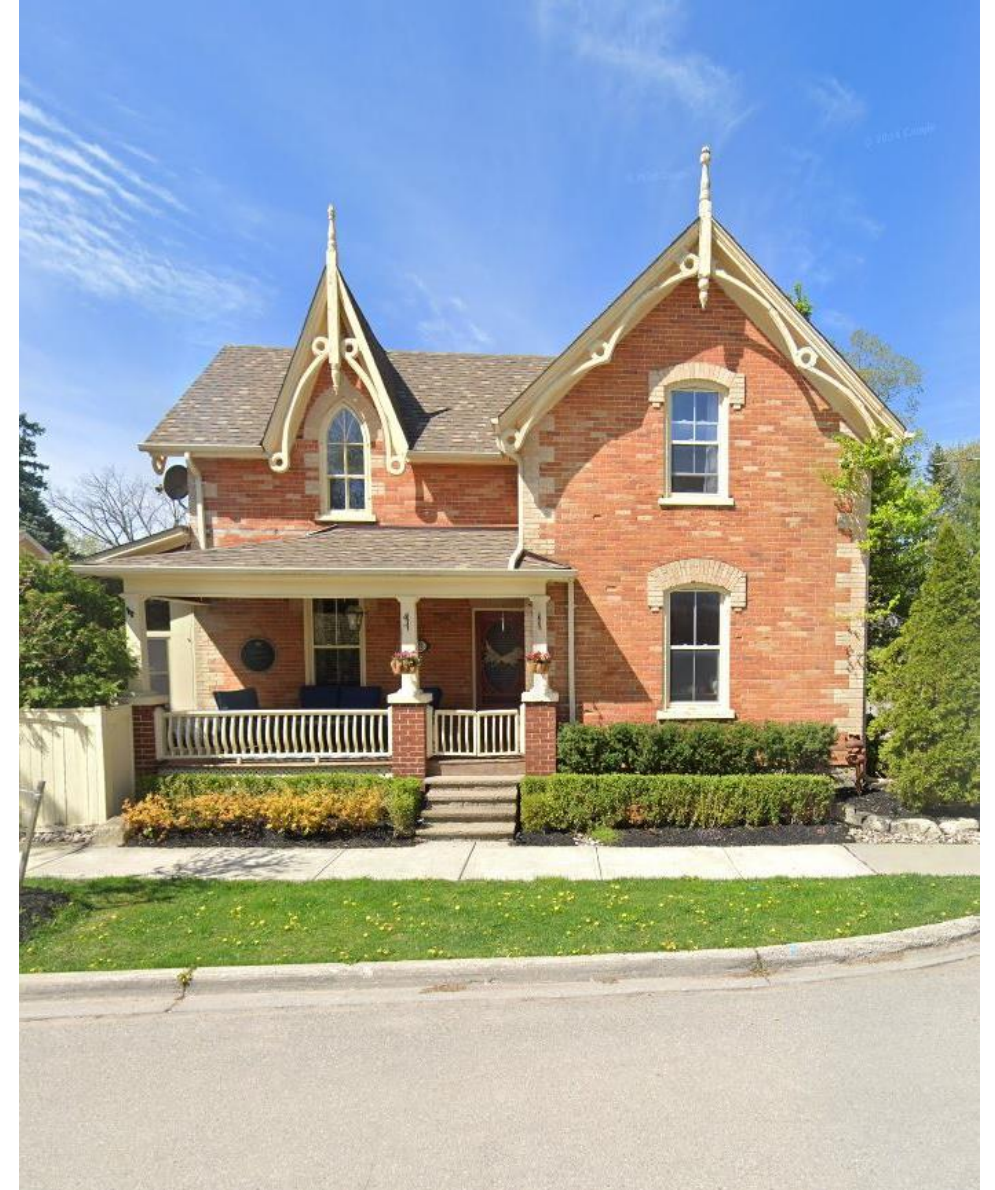
Maintenance – 10%

Consideration of the building upkeep and property maintenance

2024 Residential Recipient

18 Albert Street, Stouffville

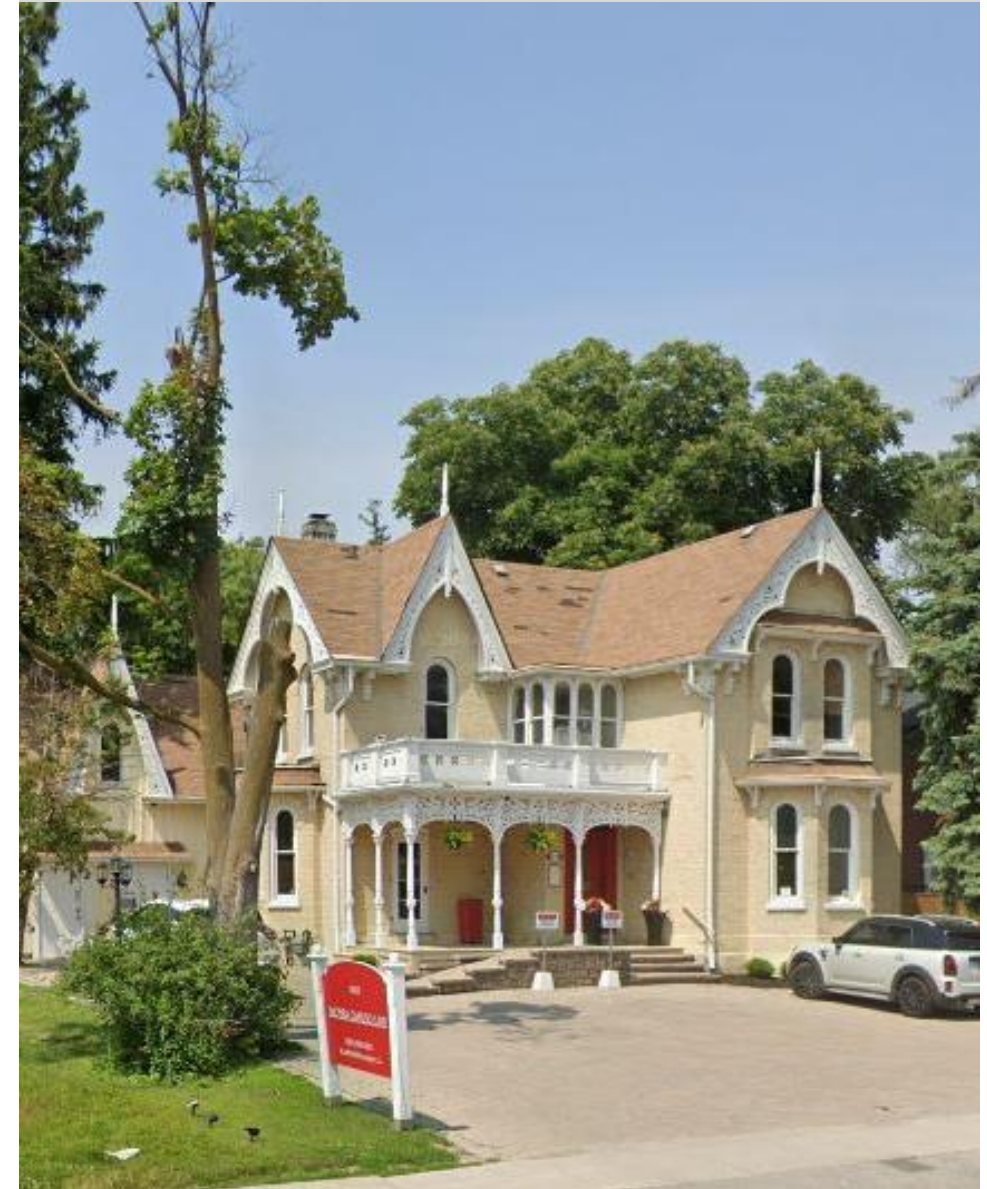
- Built in c. 1879 for Rev. William Percy. Percy's daughter Elizabeth provided the funds for the Percy Memorial Clock in honour of her parents.
- Late Victorian hybrid style with brick quoining, tear-drop labelling and decorated fascia and finials.
- Included in the West Main Street/Stouffville Junction Heritage Conservation District and designated under Part V of the Ontario Heritage Act.



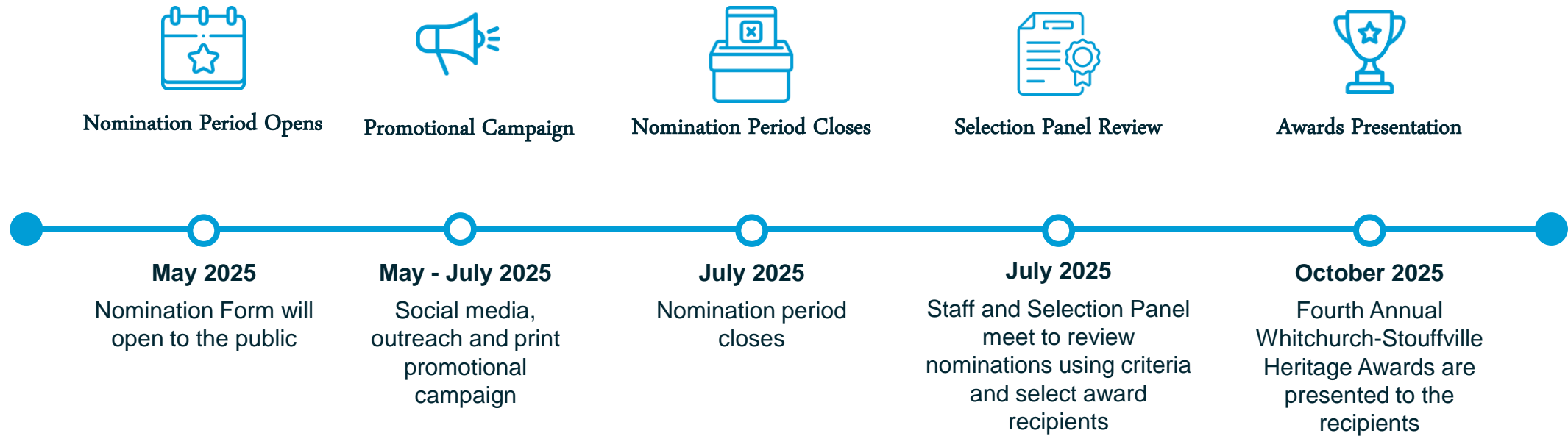
2024 Non-Residential Recipient

6060 Main Street, Stouffville *Morra Caruso Law*

- Built in 1885 as the family home of Dr. Nelson E. Patterson, the village veterinarian. Stables and a veterinary office were located directly west of the home.
- Victorian style with two-storey ornate porch, sympathetic addition and carved frieze and finials.
- Designated in 2002 (By-law 02-147) under Part IV and included in the West Main Street/Stouffville Junction Heritage Conservation District and designated under Part V of the Ontario Heritage Act.



Fourth Annual Whitchurch-Stouffville Heritage Awards, 2025



Thank you!

For more information: www.townofws.ca/heritageawards





YORK REGION TRANSIT'S 2025 TRANSIT INITIATIVES TOWN OF WHITCHURCH-STOUFFVILLE

Presented by
Tamas Hertel
Manager, Service Planning

Presented to
Town of Whitchurch-Stouffville
Council

Presented on
October 2, 2024



Agenda

- Overview of the annual plan process
- Summary of 2024 service improvements
- Summary of stakeholder and public consultations
- Summary of 2025 Transit Initiatives
- Summary of 2025 projects and programs
- Ridership trends
- Next steps

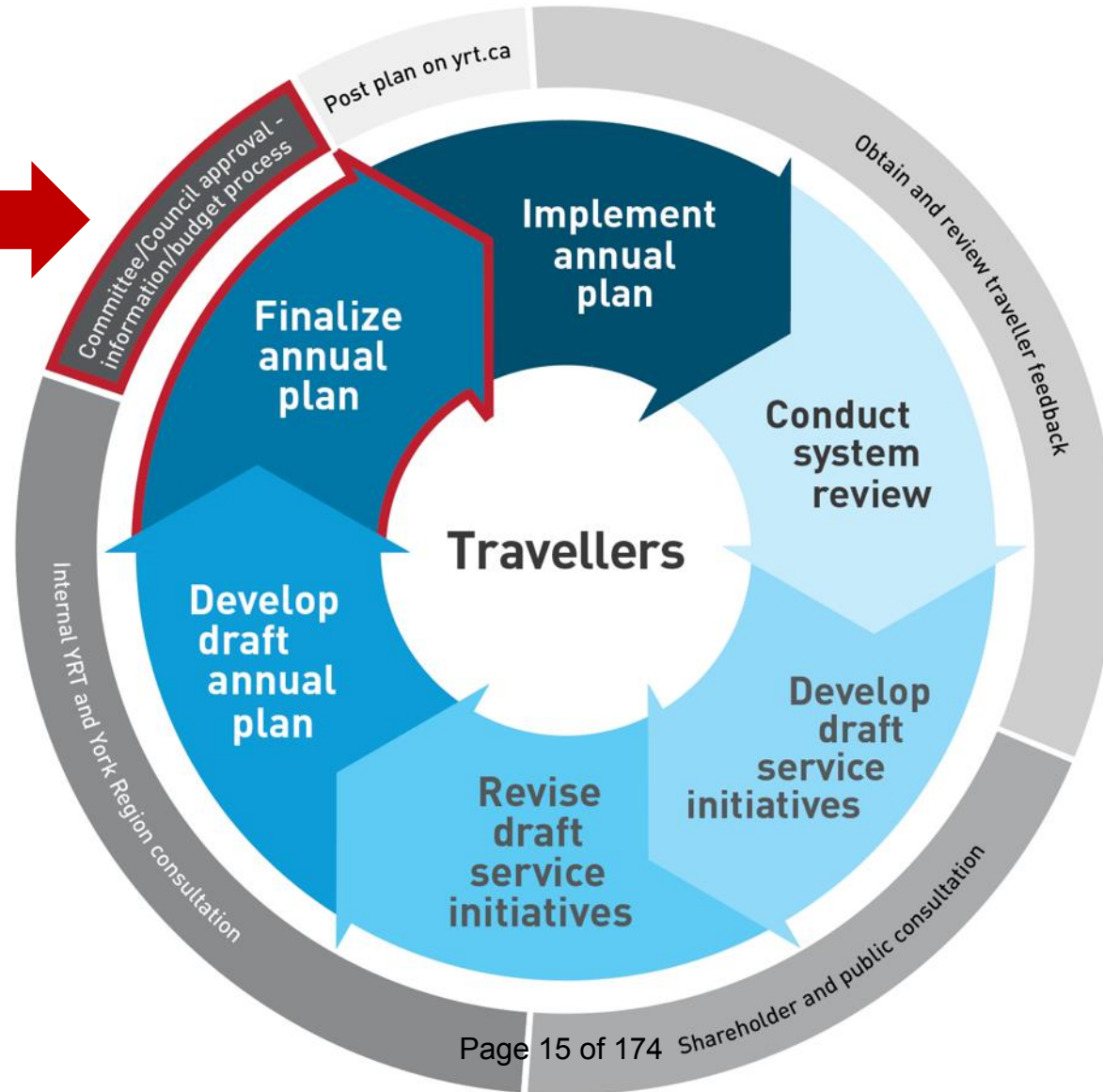


Annual Transit Initiatives Process

We are here

**Finalize
annual plan**

**Committee/
Council
approval –
information/
budget process**



2024 Service Improvements in Town of Whitchurch-Stouffville

Routes/Service	Implemented Service Change
9 – Ninth Line	Improved weekday frequency Restructured route to provide two-way service in Stouffville
414 – St. Katharine Drexel School Special	Introduced new School Special route
On-Request Gormley	Introduced new service connecting Gormley industrial area to Leslie Street, Woodbine Avenue, and Gormley GO Station

Stakeholder and Public Consultation

Consultation	Date (2024)	Location
Town Staff	March 14	Municipal Office
YRDSB and YCDSB	April 19	York Region Office
Neighbouring Transit Agencies	April 29	York Region Office
Virtual Public and Business Engagement	May 5 to June 8	yrt.ca/TransitPlan or YRT Contact Centre
Accessibility Advisory Committee (YRAAC)	May 5 to June 8	yrt.ca/TransitPlan or YRT Contact Centre
Public Outreach Event #1	May 7	Whitchurch-Stouffville Leisure Centre
Public Outreach Event #2	May 27	Stouffville GO Station

YRT staff advertised the annual plan consultation on Stouffville's Talk of the Town podcast in April and On The Road magazine in May. YRT staff attended the Strawberry Festival in June and Ribfest in August to educate residents about YRT services.

Feedback Received

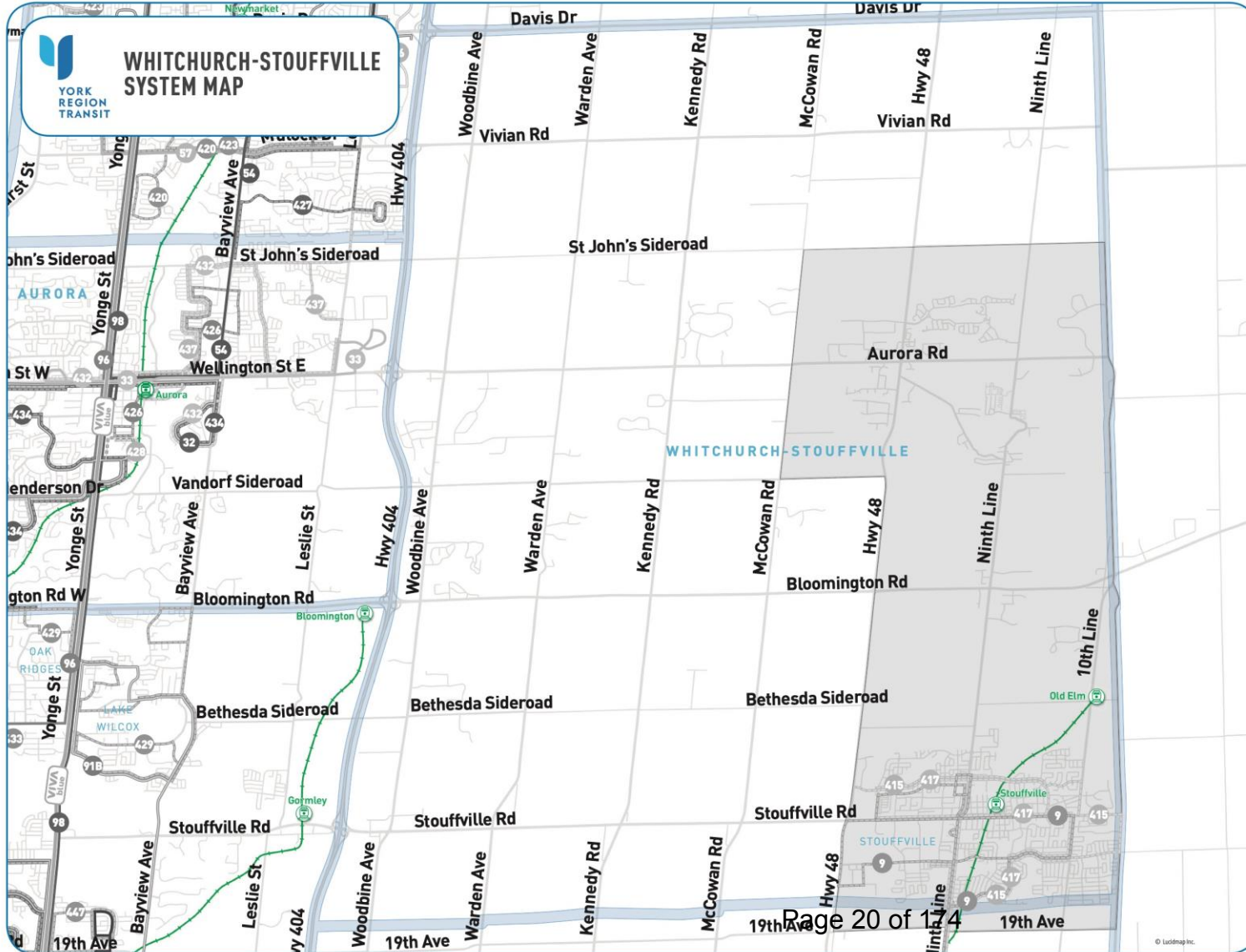
- Support for On-Request service to Preston Lake, Vandorf employment area and Bloomington GO station
- Request for On-Request service connecting Stouffville to Aurora, Oak Ridges and King
- Request for increased frequency and weekend service in Stouffville

YRT continues to expand On-Request services, making it easier for residents to connect between communities and key destinations across the Region.

2025 Transit Initiatives in Town of Whitchurch-Stouffville

Routes/Service	Proposed Service Change
On-Request Stouffville	Explore increasing service hours to provide additional connections with Stouffville and Old Elm GO stations
On-Request Vandorf	Introduce new on-demand service for Vandorf employment area, community of Preston Lake and Bloomington GO station

YRT Services in Town of Whitchurch-Stouffville



Transit Services - Whitchurch-Stouffville

9 - 9th Line

415 - Stouffville District SS

417 - Bill Hogarth SS

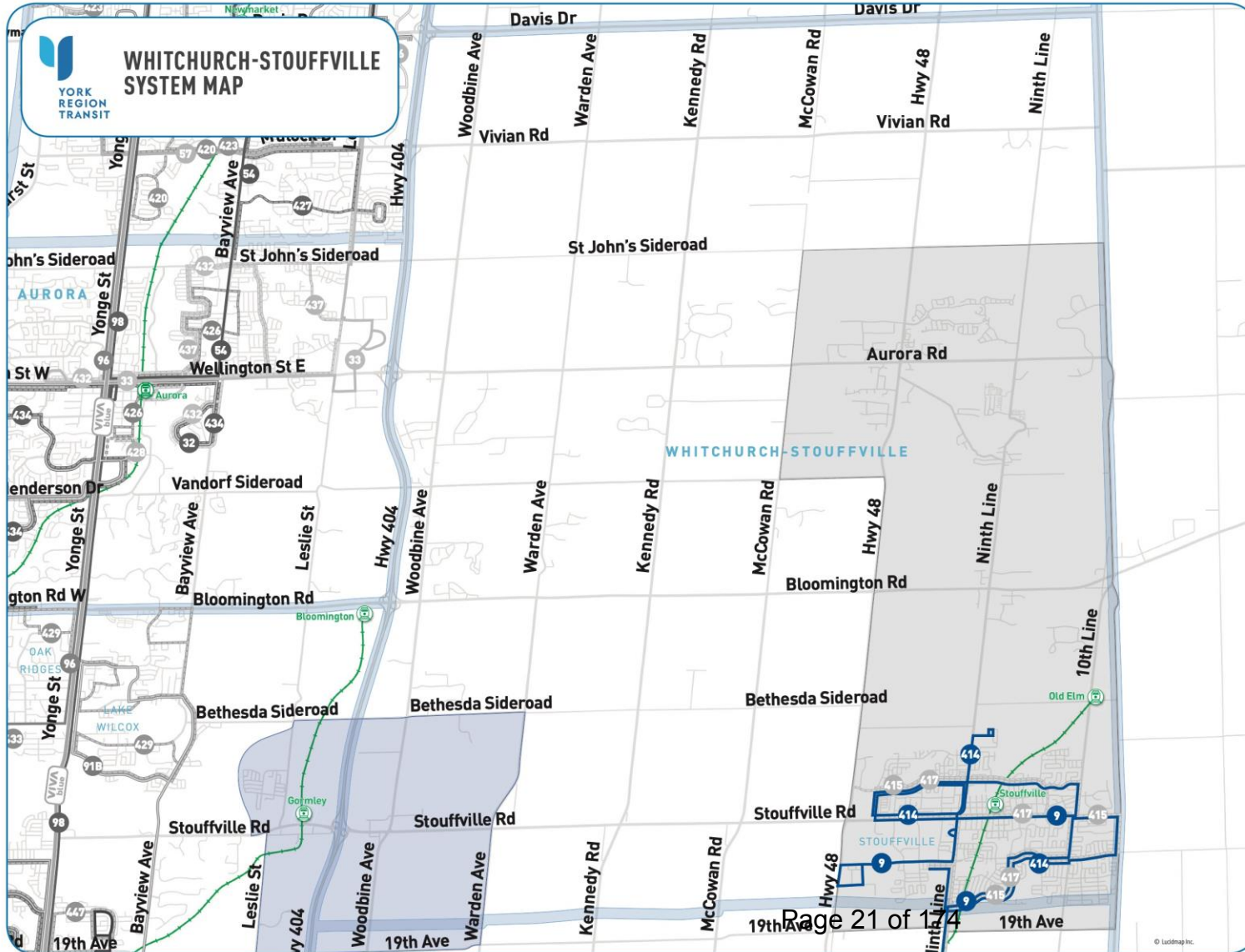
On-Request Stouffville Service Area

On-Request 65+ and Paratransit services are available to all eligible travellers across the Region.

 GO Rail

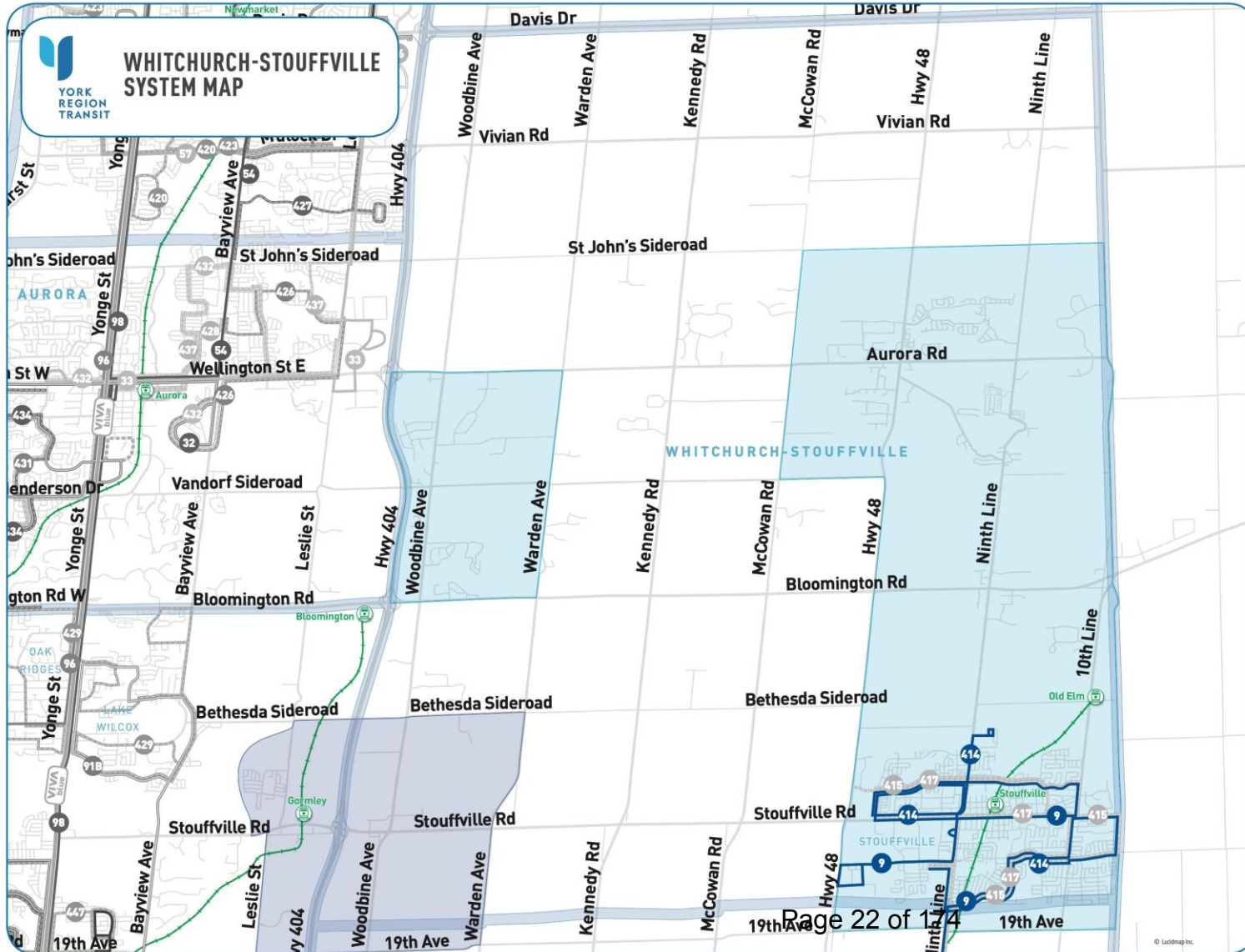
 Municipal Boundary

2024 Service Improvements in Town of Whitchurch-Stouffville



Accessible formats or communication supports are available upon request.

2025 Transit Initiatives in Town of Whitchurch-Stouffville



Accessible formats or communication supports are available upon request.

2025 Projects and Programs



Planning for the future



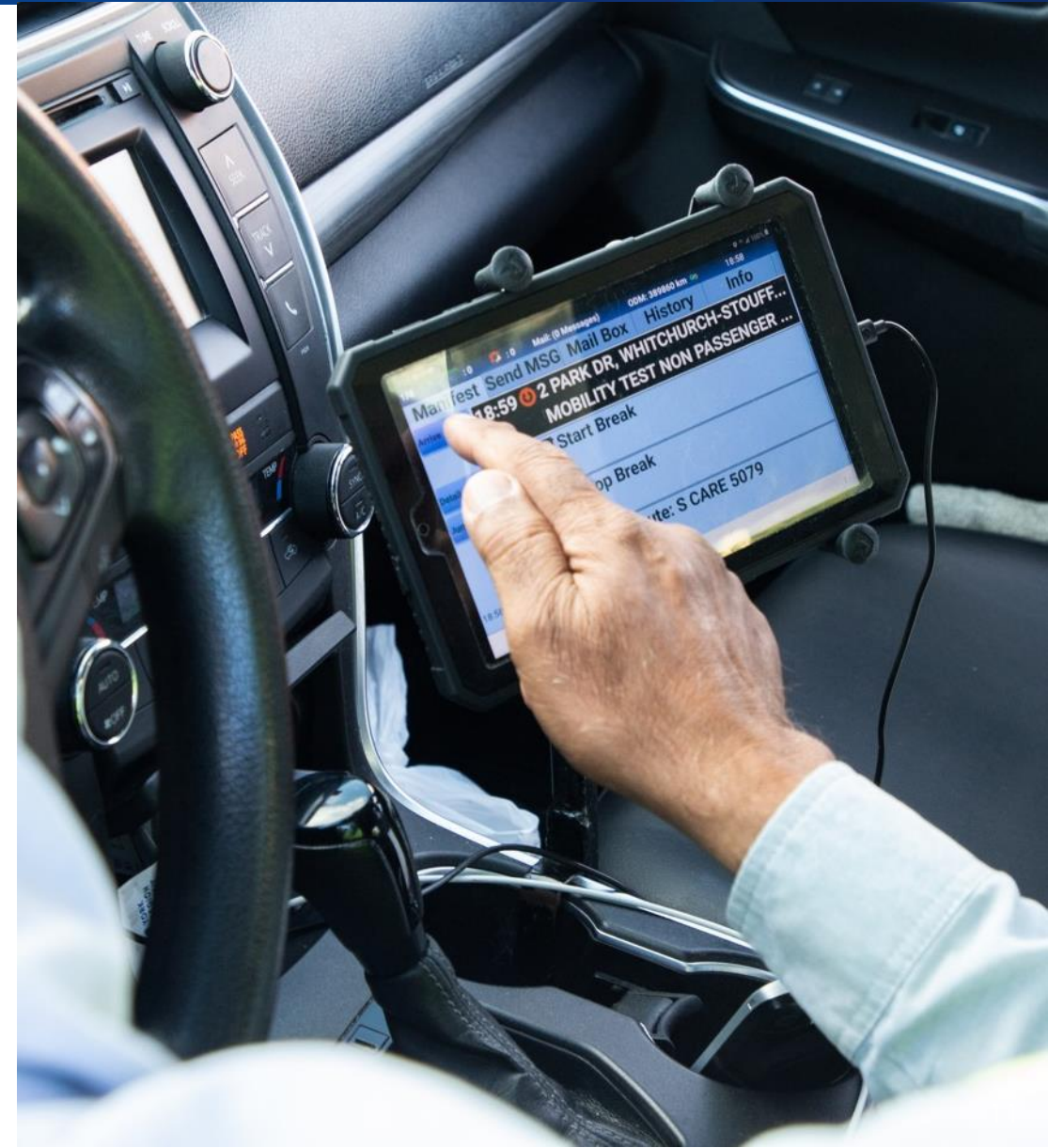
Fare and service integration



Technology and innovation

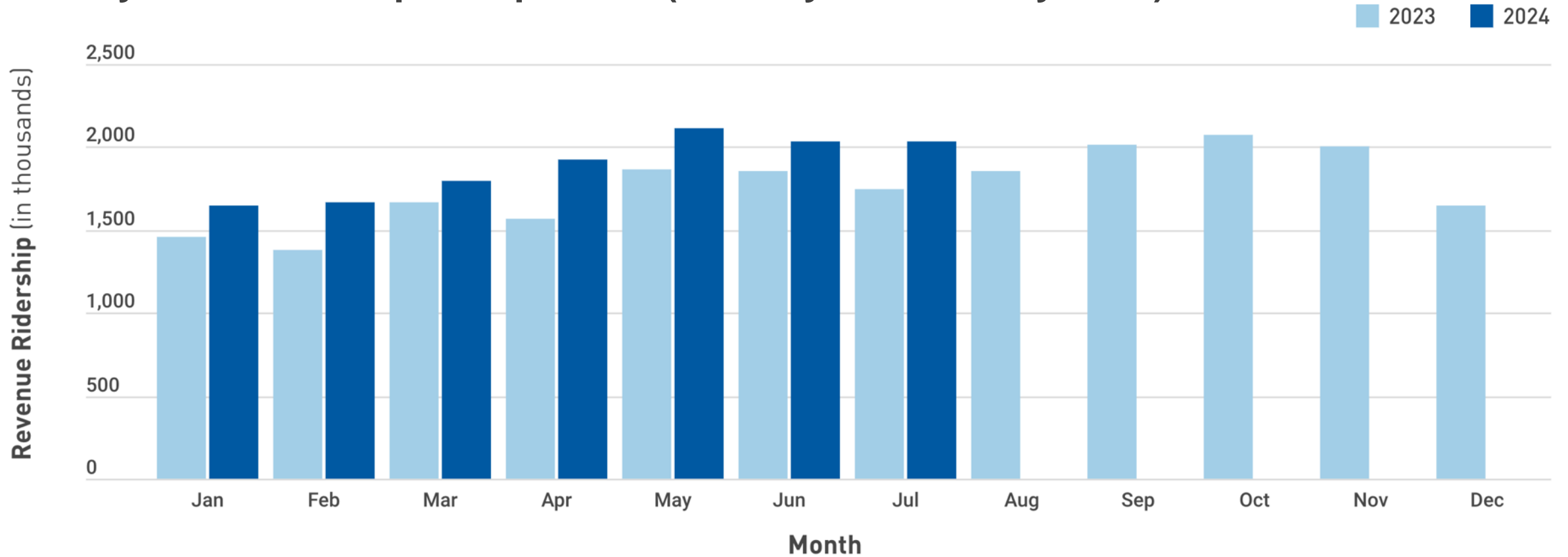


Customer service



System Ridership Trends

YRT System Ridership Comparison (January 2023 to July 2024)



Ridership in Whitchurch-Stouffville increased approximately 26% compared to 2023.

Next Steps

- Seek York Regional Council approval of the 2025 Transit Initiatives through the operating and capital budget approval process
- Communicate 2025 Transit Initiatives to customers and residents
- Begin 2026 Transit Initiatives annual plan process



Thank You

For more information, please contact:

Tamas Hertel

Manager, Service Planning

tamas.hertel@york.ca



Subject: New Library Logo

Staff Report No. PL-003-24

**Department/
Commission:** Whitchurch-Stouffville Public Library

Date: October 2, 2024

Recommendation:

1) That Council receive report PL-003-24 New Library Logo for information.

Report Highlights

- A customer survey and market scan of other library systems were key components in shaping a contemporary, relevant new Library logo that resonates with both current and future Library users.
- The new logo emphasizes the Library as a welcoming, inspiring space that reflects the diversity of Whitchurch-Stouffville and embraces modern communication media.
- The Whitchurch-Stouffville Public Library has rebranded as "Stouffville Library" to align with the Town's identity and reflect a modern, cohesive connection with the community.

1. Purpose:

This report outlines the Library Board's decisions regarding the new branding and logo for the Whitchurch-Stouffville Public Library (the Library). It details the rationale behind creating a more modern and relevant identity. The report also highlights the engagement, customer surveys, and market research conducted to ensure the new logo resonates with residents, reflects the diversity of our services, and supports the Library's role as a welcoming and inspiring space.

2. Background:

As part of the 2023 capital budget submission, the Board and Council approved a new Logo and Branding project for the Whitchurch-Stouffville Public Library. In 2020 and 2021, the Town of Whitchurch-Stouffville underwent a significant new corporate brand and identity initiative, rebranding as the Town of Stouffville, while remaining legally the Town of Whitchurch-Stouffville.

In February 2024, the Whitchurch-Stouffville Public Library engaged Trajectory Brands Inc., to create a new logo for the Library.

3. Analysis:

In February 2024, the Library engaged Trajectory Brands Inc. to create a modern new logo. Trajectory, having conducted extensive community research in Stouffville during their contract with the Town, brought valuable community engagement results and knowledge to the project.

On May 8th, the Library Board met to make key decisions regarding the logo. The Board discussed whether to brand the Library as "Stouffville" or retain "Whitchurch-Stouffville," and whether to continue using the word "Public" in the name. These decisions were guided by the design brief provided to Trajectory, which included several principles:

- The logo should reflect the diversity of Whitchurch-Stouffville and the Library's services
- It should align with the 'Stouffville' Town brand
- It should be exciting and relevant for modern communication media

The brief also emphasized that the logo should portray the Library as a welcoming, inspiring community space, with a relevant and contemporary image. These elements were crucial in ensuring that the logo resonates deeply with the community.

In addition to feedback from the Board and Library management, a customer survey was conducted from April to August 2024, asking visitors 'what inspires you at the Library?' These responses played a critical role in shaping a design that connects with current users.

Finally, a market scan and brand audit of other library systems was conducted to ensure the logo remains competitive and aligned with broader industry trends. This process helped create a distinctive yet relevant identity that resonates with the Stouffville community while staying in step with modern branding standards across the library sector.

3.1 Branding Decisions

To strengthen the connection with the municipality and create a cohesive identity, the Library Board decided to simplify the Library's name by removing "Whitchurch" and aligning with the Town's established brand as "Stouffville." This decision reflects the importance of maintaining a strong, unified relationship with the community we serve.

Additionally, as the sole official Library system in the municipality, and to ensure the brand is modern, relevant, and easily recognizable, the word "Public" has also been removed

from the official name. This streamlined approach reinforces the Library's position as an integral part of the community while embracing a contemporary identity.

Moving forward, the Library will proudly be branded as "Stouffville Library," representing a fresh, forward-thinking image that resonates with both current and future residents, while aligning seamlessly with the Town's vision.

4. Options:

4.1 Option A (Recommended)

That Council receive report PL-003-24 New Library Logo for information.

5. Financial Implications:

There are assets that will be updated over time as the new logo is launched. Many of the assets are digital and there is no cost to the update. Other items that are existing and require updates will be covered through the Library's existing capital and operating budget.

6. Alignment with Strategic Plan:

1. An Engaging Town
Increase Community Engagement & Outreach
2. Good Governance
Provide Good Governance

7. Attachments:

None.

8. Related Reports:

None.

Author: Margaret Wallace, CEO, Whitchurch-Stouffville Public Library

For further information on this report, please contact the Department Head: Margaret Wallace, CEO, Whitchurch-Stouffville Public Library at 905-642-7323 ext. 5253 or via email at Margaret.wallace@wsplibrary.ca .

Subject: 4721 & 5061 Stouffville Road – Times 4750 Inc. Request to Convey Lands to the Town for Future Trail

Staff Report No. DS-046-24

Department/ Development Services Commission

Commission:

Date: October 2, 2024

Recommendation:

- 1) That Council authorize Staff to proceed with accepting the conveyance of lands by the Town, shown as Part 2 on Draft Reference Plan, as per Attachment 2 to this report for the future municipal purposes proposed as a future trail, with all costs of the conveyance and any future development of a trail to be borne by the Vendor; and,
- 2) That Council authorize the Mayor and Clerk to sign all necessary documents to execute the agreement for acquisition and include conditions for conveyance of the lands, by the Town of Whitchurch-Stouffville from Times 4750 Inc.

Report Highlights

- Times 4750 Inc. (“TIMES”) the Owner of 4721 and 5061 Stouffville Road (the “Subject Lands”), is proposing to convey a portion of the Subject Lands to the Town, for the purposes of a trail, to connect with future trail connections surrounding the lands
- Staff are recommending to Council to direct staff to proceed with acquiring the lands for a future trail in the subject area
- No parkland credit will be given by the Town for the conveyance of TIMES proposed lands for trail connection. Town will enter into necessary agreement with TIMES for acquisition and conveyance of lands.

1. Purpose:

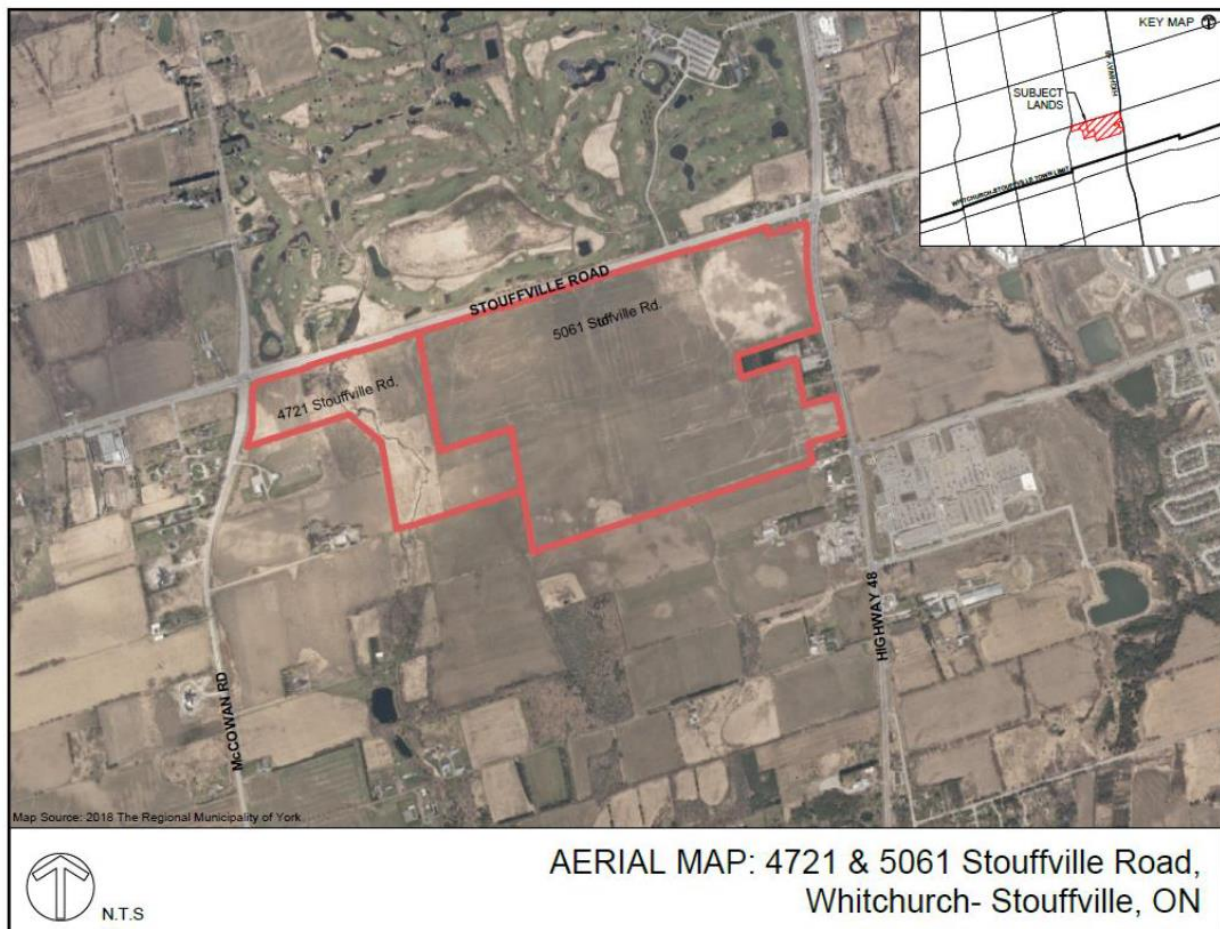
The purpose of this report is to recommend to Council to direct staff to proceed with the conveyance of the lands owned by Times 4750 Inc. (“TIMES”) to the Town, for the purposes of a future trail.

2. Background:

TIMES owns approximately 200 acres on the south side of Stouffville Road, between McCowan Road and Highway 48, addressed as 4721 and 5061 Stouffville Road, the Subject Lands.

Aerial view of the Subject Lands is shown on Figure 1 below and Attachment 1.

Figure 1



On August 16, 2023, Macaulay Shiomi Howson Ltd. (“MSH”) Planning Consultants on behalf of TIMES, submitted a letter to the Director of Development Services, requesting

the Town to consider conveyance of the lands by TIMES to the Town, for a future trail. See Attachment 2 of this report for a copy of the letter.

TIMES intends to develop on the portions of the Subject Lands close to the intersection of Highway 48 and Stouffville Road. As part of the discussions related to future development on the Subject Lands and the future needs for trails connection within the area, TIMES has proposed to convey a portion of the Subject Lands, following the creek, adjacent to the east side of the creek, to the Town for a future trail (“future trail”).

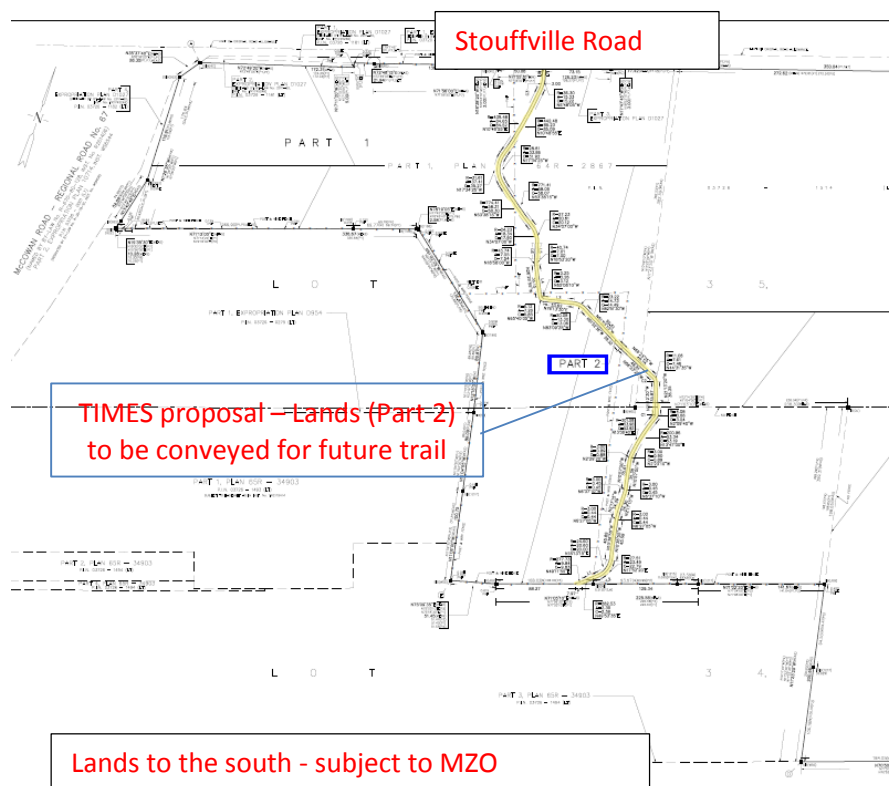
The lands for the future trail are shown as “Part 2” on a Draft Reference Plan, attached as Attachment 3 to this report and Figure 2 below.

3. Analysis:

3.1 Request to consider land conveyance for future trail

TIMES has offered to convey a portion of the Subject Lands to the Town for future trail purposes and requests the Town to consider this conveyance. MSH recommends that the proposed future trail on TIMES lands represents an opportunity for the Town to connect with a larger trail network that may be planned and developed, within the surrounding lands on the north as well as the lands to the south that are subject to the Ministers Zoning Orders and are currently being planned and developed. Figure 2 below shows the connectivity of the future trail with lands to the south and Stouffville Road.

Figure 2



3.2 Environmental Status Update

TIMES retained DS Consultants Ltd. to complete a historical review of environmental databases as part of a Phase One Environmental Site Assessment (ESA) and has completed analytical testing as part of a Phase two ESA for 4271 & 5061 Stouffville Road, the Subject Lands.

Based on the environmental review completed and a report dated December 21, 2021, from DS Consultants Ltd., attached to this report as Attachment 4, it has been concluded that there were no indications that soil or sediment have been impacted by historical activities on the Site. More specifically, no soil or sediment impacts were identified in the vicinity of the proposed trail conveyance lands.

3.3 Staff Recommendation

Staff is of the opinion that the future trail lands would provide for connectivity and continuity of the trail network that is being planned and developed on the south side (areas subject to Ministers Zoning Orders), with Stouffville Road and ultimately to the lands on the north side of Stouffville Road.

No parkland credit will be given by the Town for the conveyance of TIMES proposed lands. The properties fall within TRCA's jurisdiction and contains/abuts a natural heritage valley feature located within a TRCA Regulated Area.

It is staff's opinion that the lands for the future trail, proposed to be conveyed to the Town, presents an opportunity to advance the Town's goals and contribute to comprehensive and integrated trail master planning within the area.

Note, the final plan for development of the entire block remains undetermined, including the trail network, which may require additional lands by TIMES to be conveyed and alignment reassessed in the future. Staff recommend entering into an agreement with TIMES to establish conditions related to acquisition, costs, future requirements, etc.

3.4 Future costs to Develop the Trail

TIMES has indicated a willingness to offer some funding to the Town that will be allocated towards the future development and construction costs of the proposed trail. Staff recommend that these details be finalized before the acquisition of the property.

4. Options

4.1 Option A (Recommended)

Council authorize staff to proceed with the conveyance of Part 2 on the Draft Reference Plan to the Town, for the purposes of a future trail and enter into necessary agreement with TIMES. The future trail lands would assist the Town to provide for trail connections with the surrounding lands and contribute to integrated trail planning for the area.

5. Financial Implications:

While there is no cost to the Town for the acquisition of the lands, there are legal fees and disbursements associated with the real estate transaction. Staff propose that all costs for such transaction are to be borne by the Vendor (TIMES).

6. Alignment with Strategic Plan:

1. A Town that Grows

A Town that grows in support of complete communities

2. A Town that Moves

Improve the condition and efficiency of the local road network while addressing connectivity and advancing active transportation facilities

3. A Healthy and Greener Town

Increase Offerings and Opportunities for Active Living

7. Attachments:

Attachment No. 1 – Location Map 4721 & 5061 Stouffville Road

Attachment No. 2 – Letter dated August 16, 2023 from Nick Pileggi of Macaulay Shiomi Howson Ltd. on behalf of Times 4750 Inc.

Attachment No. 3 – Draft Reference Plan dated September 26, 2019

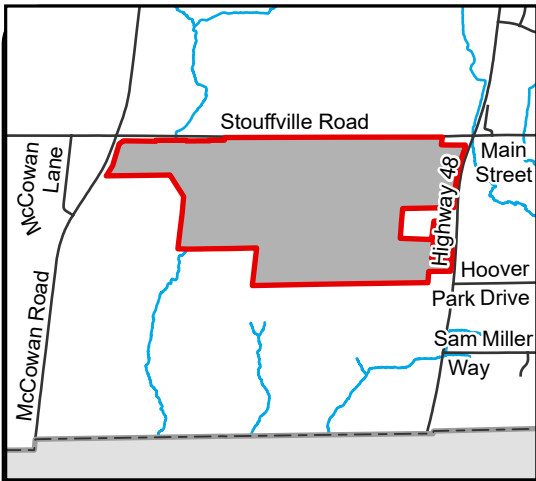
Attachment No. 4 – Environmental Status Update, dated December 21, 2021 prepared by DS Consultants Ltd.

8. Related Reports:

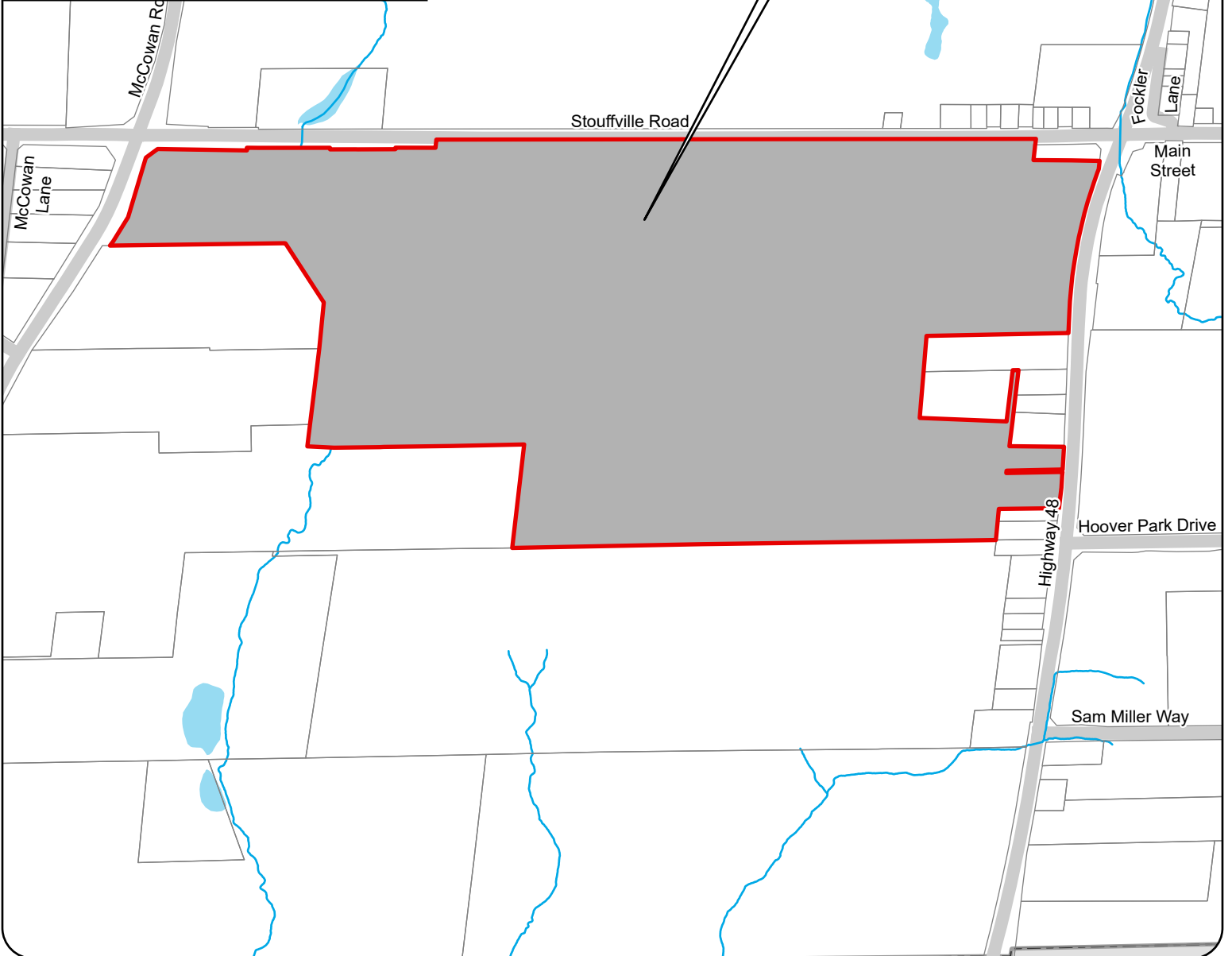
None

Author: Hena Kabir, Manager Development Planning

For further information on this report, please contact the Department Head: Dwayne Tapp, Commissioner, Development Services at 905-640-1910 or 1-855-642-8697 ext. 2431 or via email at dwayne.tapp@townofws.ca

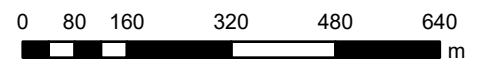


SUBJECT PROPERTY
4721 & 5061 Stouffville Road



Location Map

4721 & 5061 Stouffville Road
PT LT 34 CON 7 MARKHAM; PT LT 35 CON 7 MARKHAM AS IN MA68325
SAVE & EXCEPT PTS 1 & 2 EXPROP PL D1025 & EXCEPT PTS 1 & 2 EXPROP PL D1026;
WHITCHURCH-STOUFFVILLE. PT LTS 34 & 35 CON 7 MARKHAM
AS IN MA68324, EAST OF MCCOWAN ROAD SOUTH OF STOUFFVILLE ROAD, EX



Date: August 16, 2023

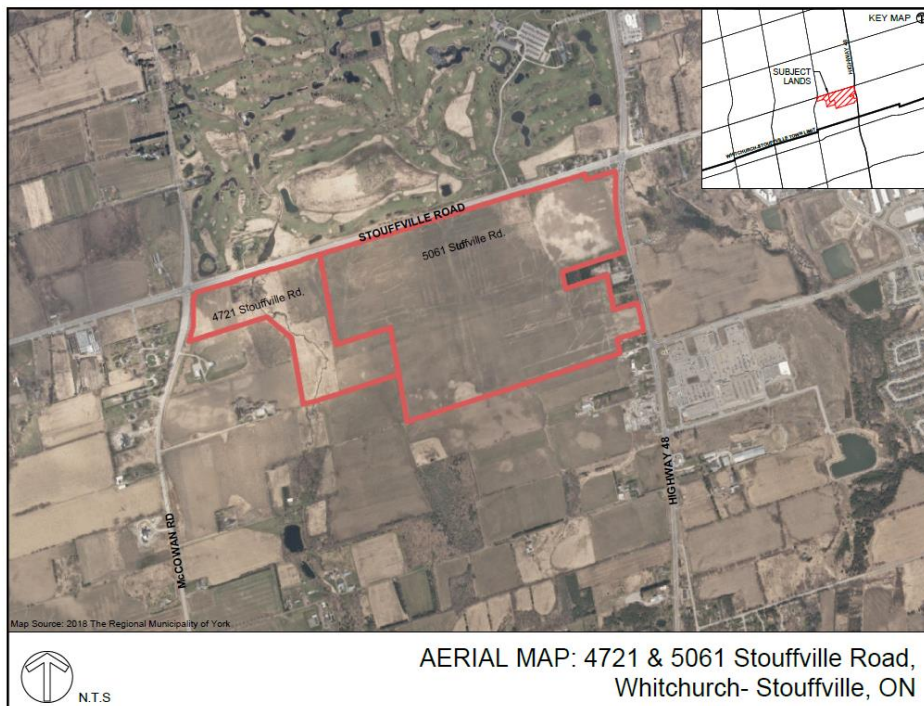
Attn: Mr. Dwayne Tapp
 Director of Development Services
 Town of Whitchurch-Stouffville
 111 Sandiford Drive
 Stouffville, ON L4A 0Z8

Re: **TRAIL LAND CONVEYANCE**
 4721 and 5061 Stouffville Road, Town of Whitchurch-Stouffville
 Times 4750 Inc.

Dear Mr. Tapp,

Macaulay Shiomi Howson Ltd. (MSH) are the planning consultants for Times 4750 Inc., the Owner of 4721 and 5061 Stouffville Road, in the Town of Whitchurch-Stouffville (the 'Subject Lands' or 'Site').

As you are aware, Times own more than 200 acres on the south side of Stouffville Road, between McCowan Road and Highway 48, as shown on the aerial photo below:



Times intends to develop the portion of the lands close to the intersection of Highway 48 and Stouffville Road, which is in the Town Gateway area. As part of numerous discussions with staff, Times has determined that a portion of the site (in the west) may be able to assist the Town in delivering a more connected trail network through the block.

The lands in the south portion of the block, closer to 19th Avenue, are the subject of Municipal Zoning Orders and urban expansions and will develop over time. As those lands develop, a trail network will be able to extend to the north, but not necessarily connect to Stouffville Road. The Times lands represent an opportunity to connect this trail in the future. In addition, we understand that the trail may connect to the Applewood Farm/potential future cidery on the north side of Stouffville Road, making this portion of trail even more integral to these future connections.

As such, Times has proposed to convey the lands for this future trail connection to the Town. This conveyance would be for nominal consideration. An R-Plan for the lands to be conveyed is attached to this letter, along with the environmental clearance, as required.

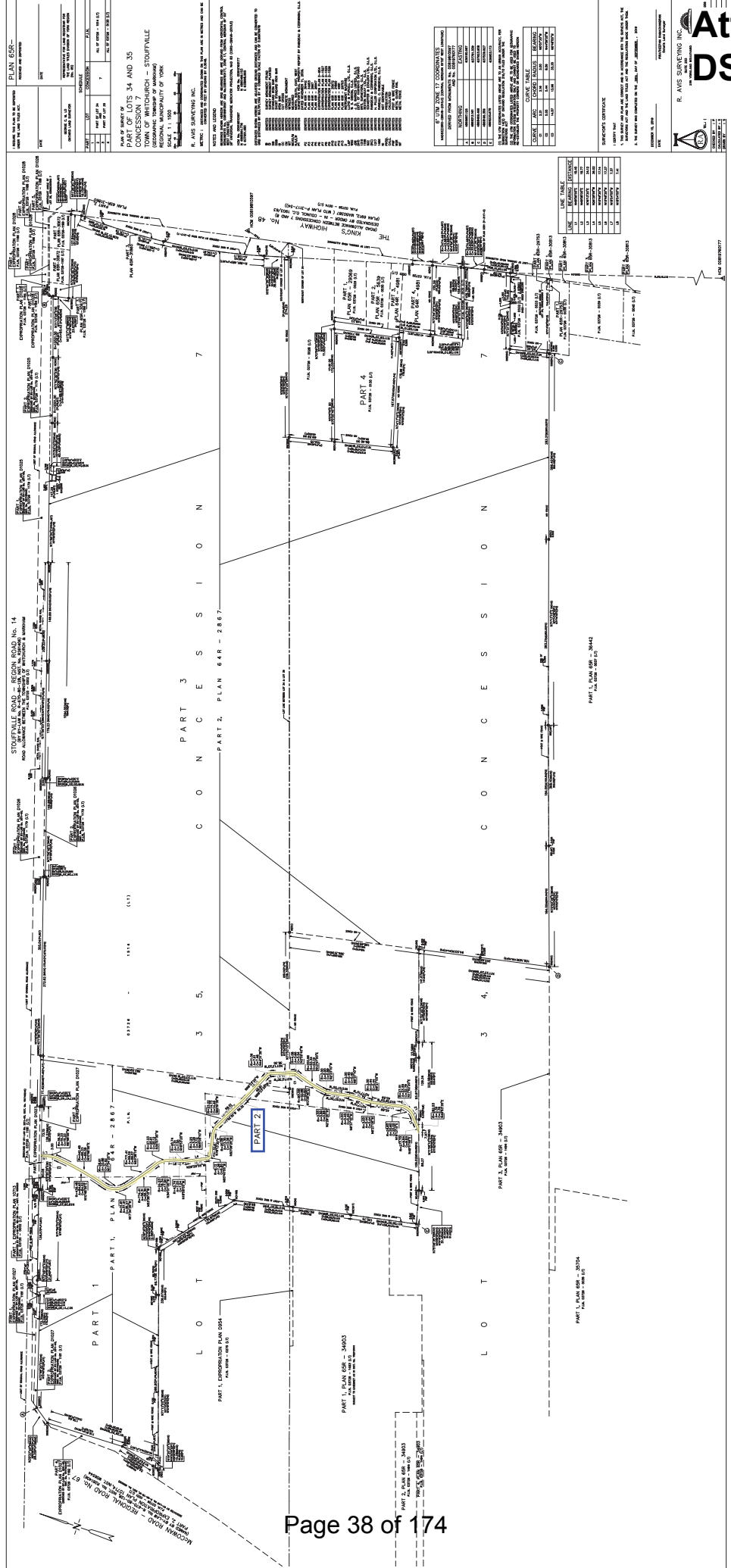
We understand that this conveyance, even for nominal consideration, requires Council approval. This being the case, we would ask that this matter be placed on the first available Council meeting, so that the conveyance may be considered and Times and the Town may proceed with this matter.

We trust the enclosed materials are sufficient for your review and circulation. Should you have any questions regarding the information contained herein, please contact me directly, thank you.

Sincerely,
MACAULAY SHIOMI HOWSON LTD.

Nick Pileggi

Nick Pileggi, MCIP, RPP
Principal



PLAN 658-24
 PART OF LOTS 34 AND 35
 CONCESSION 7
 STOUFFVILLE

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMIT	2024

PART OF LOTS 34 AND 35
 CONCESSION 7
 STOUFFVILLE
 (ORGANIC TOWNSHIP OF MIDDLESEX)
 COUNTY OF YORK
 SCALE 1:1000

R. ARS SURVEYING INC.
 1000 SHEPPARD AVENUE EAST
 SUITE 100
 SCARBOROUGH, ONTARIO M1S 1T7
 TEL: (416) 291-1111
 FAX: (416) 291-1112
 WWW.RARSURVEYING.COM

NOTES:
 1. THE PLAN IS THE PROPERTY OF R. ARS SURVEYING INC. AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF R. ARS SURVEYING INC.
 2. THE PLAN IS TO BE USED IN CONNECTION WITH THE PERMITTING PROCESS ONLY AND IS NOT TO BE USED FOR ANY OTHER PURPOSE.
 3. THE PLAN IS TO BE USED IN CONNECTION WITH THE PERMITTING PROCESS ONLY AND IS NOT TO BE USED FOR ANY OTHER PURPOSE.

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMIT	2024

STOUFFVILLE ROAD - REGION ROAD No. 14
 ROAD (LOCALITY) IN THE TOWNSHIP OF MIDDLESEX
 COUNTY OF YORK

R. ARS SURVEYING INC.
 1000 SHEPPARD AVENUE EAST
 SUITE 100
 SCARBOROUGH, ONTARIO M1S 1T7
 TEL: (416) 291-1111
 FAX: (416) 291-1112
 WWW.RARSURVEYING.COM



Project Number: 19-043-101

December 21, 2021

**Times 4750 Inc.
3985 Highway 7 E, Suite 202
Markham, Ontario
L3R 2A2**

**Re: Environmental Status Update – Proposed Willowgrove Creek Trail
4271 & 5061 Stouffville Road, Stouffville, Ontario**

1. Introduction

DS Consultants Ltd. (DS) has completed an historical review of environmental databases as part of a Phase One Environmental Site Assessment (ESA) and has completed analytical testing as part of a Phase two ESA for 4271 & 5061 Stouffville Road, Whitchurch-Stouffville, Ontario (the Site). DS understands that a portion of the Site is intended to be conveyed to the Town of Stouffville for use as a community trail.

The purpose of this letter is to present the findings of the environmental work that has been completed on the Site in relation to the conveyance lands.

2. Phase One Environmental Site Assessment Update

A Phase One ESA historical records search was completed in accordance with Ontario Regulation 153/04 in the fall of 2020. The records review identified the following Potentially Contaminating Activities (PCAs) associated with the past uses of the Site:

Table 2-1: Summary of PCAs

PCA Item.	PCA Description (Per. Table 2, Schedule D of O.Reg. 153/04)	Description	Contributing to APEC (Y/N)
1	PCA-40: Pesticides (including Herbicides, Fungicides and Anti-Fouling Agents) Manufacturing, Processing, Bulk Storage and Large-Scale Applications.	Orchards were observed in the 1800s on the Phase I Property as identified on the Map of York County for the year 1880 and historical agricultural activities.	Yes – APEC 1
2	PCA-30: Importation of Fill Material of Unknown Quality	Fill may have been used to backfill the former residential dwelling and five (5) fill piles were observed at the location of the former residential dwelling on 4721 Stouffville Road.	Yes – APEC 2



PCA Item.	PCA Description (Per. Table 2, Schedule D of O.Reg. 153/04)	Description	Contributing to APEC (Y/N)
3	PCA-28: Gasoline and associated products storage in fixed tanks	A Gasoline service station was formerly located 5241 Stouffville Road, approximately 30 m northeast of the Site. Records indicate an active fuel storage tank and several expired fuel storage tanks.	Yes – APEC 3
4	PCA- N/S: Ontario Spills	According to the ERIS, a diesel fuel spill occurred on Stouffville Road at the intersection with McCowan Rd. releasing 80 Gal of diesel fuel.	No – Due to the distance, location and quantity of the diesel fuel spill. The property is located cross gradient of the inferred groundwater flow direction.

Based on assessment of the identified PCAs, the following Areas of Potential Environmental Concern (APECs) were identified:

Table 2-2: Summary of APECs

Area of Potential Environmental Concern	Location of Area of Potential Environmental Concern on Phase I Property	Potentially Contaminating Activity	Location of PCA (on-site or off-site)	Contaminants of Potential Concern	Media Potentially Impacted (Ground water, soil and/or sediment)
APEC-1	Entire Property	PCA-40: Pesticides (including Herbicides, Fungicides and Anti-Fouling Agents) Manufacturing, Processing, Bulk Storage and Large-Scale Applications.	On Site	Metals, As, Sb, Se, CN, OC Pesticides	Soil
APEC-2	Northwest portion of the Property	PCA 30: Importation of Fill Material of Unknown Quality	On-site	PHCs, VOCs, BTEX, Metals, As, Sb, Se, HWS, CN, electrical conductivity, Cr (VI), Hg, SAR, PAHs	Soil
APEC-3	Northeast portion of the Property	PCA 28: Gasoline and associated products storage in fixed tanks	Off-site	Metals PHCs F1-F4, BTEX, VOCs	Soil and groundwater



3. Phase Two Environmental Site Assessment

Phase Two ESA fieldwork was completed over the period of December 2020 through April 2021. The fieldwork involved investigation of each identified APEC.

Surficial soil samples (0 to 0.3 mbgs) were collected from 20 locations across the Site to investigate APEC-1. Three (3) samples were collected east of the proposed trail, adjacent to the lands to be conveyed. Sediment samples were collected from the creek bed at three (3) locations. The samples were submitted for analysis of metals, cyanide and OCPs parameters.

Soil samples were also collected from two (2) boreholes (BH-3 and BH-4) completed at the location of the former residential dwelling west of the creek to investigate APEC-2. Samples were submitted for analysis of metals & ORPs, PHCs, VOCs and PAHs parameters.

Soil and groundwater samples were collected from boreholes equipped with monitoring wells on the northeast corner of the Site to investigate APEC-3.

The analytical results for all sample locations met the MECP Table 1 residential/parkland/institutional/industrial/commercial/community Site Condition Standards (Table 1 SCS) for all parameters analysed.

4. Proposed Trail Conveyance Lands

Based on the information provided by the client, the trail is proposed to follow the creek, adjacent to the east side of the creek. DS understands that the lands to be conveyed include the creek and lands adjacent to the east of the creek.

APEC-1 was deemed to apply to the entire property. APEC-2 was located west-adjacent to the north portion of the creek on the north portion of the property. APEC-3 was located greater than 1,200 m east of the proposed trail conveyance lands and is not considered an environmental concern for the conveyance lands.

The contaminants of potential concern were identified as metals, cyanide, organochlorine pesticides (OCPs), petroleum hydrocarbons (PHCs), volatile organic compounds (VOCs) and polycyclic aromatic hydrocarbons (PAHs).

5. Laboratory Analysis

The following samples were submitted for chemical analyses to investigate the identified APECs on the Site that relate to the proposed trail conveyance lands:

APEC-1

- 20 topsoil samples for metals, cyanide and OCPs (GS1 through GS20)



-
- 3 sediment samples for metals, cyanide and OCPs (S1 through S3)
- APEC-2
- 2 soil samples from boreholes for metals & ORPs, PHCs, VOCs and PAHs (BH3 & BH4)

The following sample locations were adjacent to or within the proposed trail conveyance lands:

- Four sample locations east of the creek (GS16 through GS19)
- Three sediment samples from the creek bed (S1, S2 and S3)
- Two (2) soil samples from the former residential dwelling location

6. Analytical Results

The analytical results met the MECP Table 1 residential/parkland/institutional/industrial/commercial/community Site Condition Standards (Table 1 SCS) for all parameters analysed.

7. Conclusions

Based on the analytical results obtained for the Phase Two ESA, there were no indications that soil or sediment have been impacted by historical activities on the Site. More specifically, no soil or sediment impacts were identified in the vicinity of the proposed trail conveyance lands.

8. Limitations

This report was prepared for the account of Times 4750 Inc. All material contained within this report reflects the interpretation of the information available to DS at the time of this investigation. Any use, which a Third Party not noted above makes use of this report, or any reliance on the decisions to be made based on it are the responsibility of such Third Parties. DS accepts no responsibility for any damages suffered by any Third Party as a result of decisions made or actions taken based on the findings of this report.



9. Closure

Thank for you the opportunity to have been of service on this project. Should you have any questions regarding the findings of this investigation please do not hesitate to contact the undersigned.

Sincerely

DS Consultants Ltd.

Prepared by:

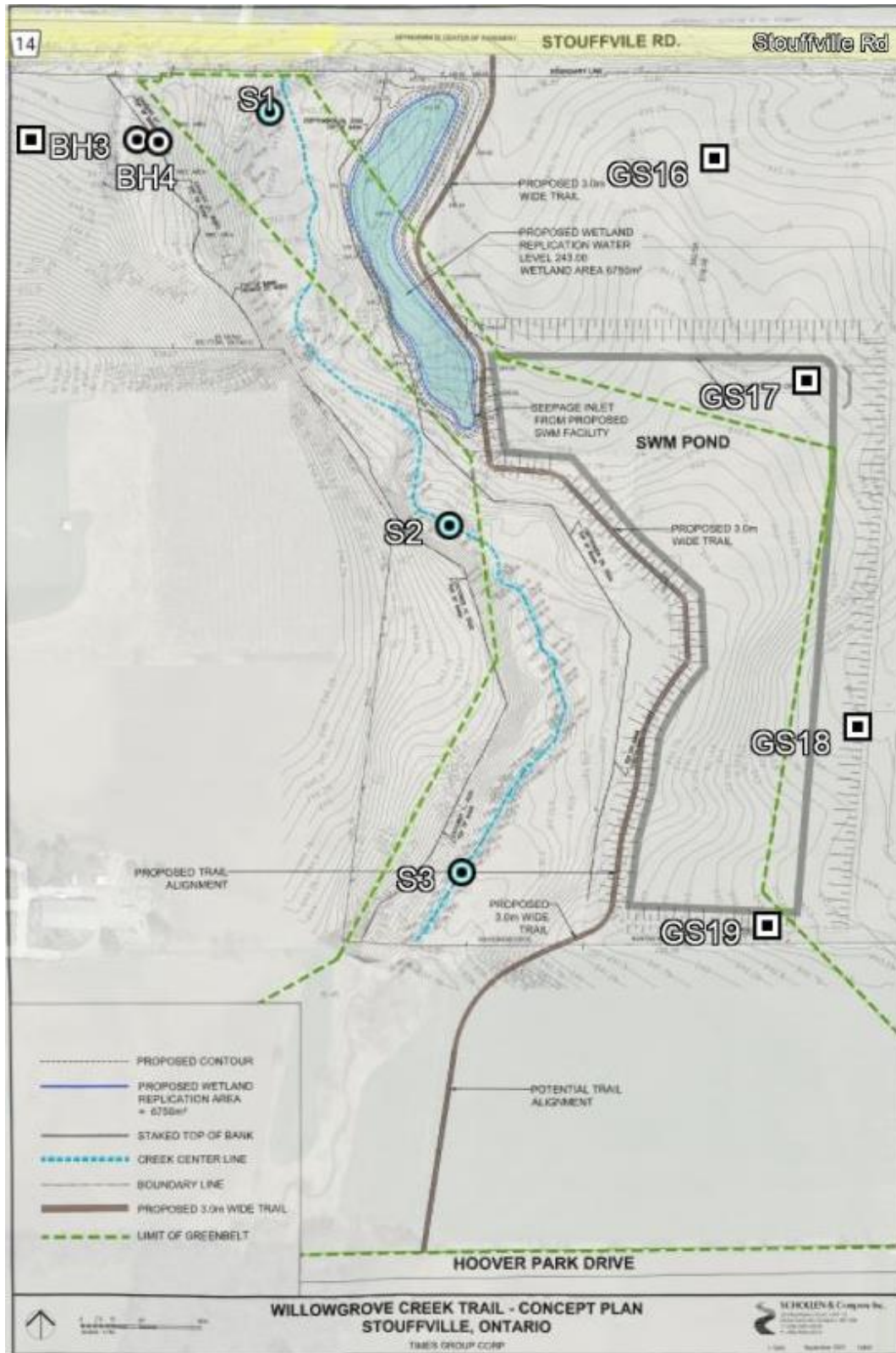
Reviewed by:

Keith Clarke, B.Sc.
Project Manager - Environmental

Patrick Fioravanti, B.Sc., P.Geo.
Manager - Environmental

Enclosed:

Figure 1 –Sample Location Plan



Legend Topsoil Sample Location Sediment Sample Location	Times 4750 Inc.		Project No: 19-043-101	Figure No: 1
	Drawn: KC	Approved: RF	Title: Sample Location Plan	
	Date: December 2021	Scale: As Shown	Project: Soil Chemical Analysis 4721 & 5061 Stouffville Rd, Stouffville, ON	
	Original Size: Letter	Rev:	DS CONSULTANTS LTD. Geotechnical ♦ Environmental ♦ Materials ♦ Hydrogeology	

Subject: Recommendation Report 5262, 5270, 5286 and 5318 Main Street and 12371 Highway 48 – File nos. 19T(W)16.003, OPA16.003 and ZBA16.016

Staff Report No. DS-047-24

Department/ Commission: Development Services Commission

Date: October 2, 2024

Recommendation:

- 1) That Council direct staff to issue a Notice of Decision to draft approve Subdivision File No. 19T(W)16.003, OPA16.003 and ZBA16.016 subject to the conditions of draft approval as set out in Attachment 2 to Report No. DS-047-24, in accordance with section 51(31), 17(23) and 34(18) of the *Planning Act*,
- 2) That staff bring forward a By-law to amend the Town of Whitchurch-Stouffville’s Official Plan by applying a new site-specific policy within the Gateway Western Approach Area (OPA 167),
- 3) That staff bring forward a By-law to amend the Town of Whitchurch-Stouffville’s Comprehensive Zoning By-law 2010-001-ZO by applying site-Specific zones, and
- 4) That Council confirm that notwithstanding that the proposed Zoning By-law amendment as attached to this report is different than the Zoning By-law amendment as proposed at the November 22, 2023, Public Meeting, the revisions are minor in nature and that no further Statutory Public meeting is required.

Report Highlights

- The Draft Plan of Subdivision (19T(W)16.003), Official Plan Amendment (OPA16.003) and Zoning By-law Amendment (ZBA16.016), applications for the lands located at the northeast corner of Highway 48 and Main Street Stouffville, propose a three phased development for mid to high-rise residential buildings and mixed-use building, comprising of eight hundred (800) residential units in five (5) apartment buildings that range from twelve (12) storeys to twenty (20) storeys in height.

- The plan of subdivision will be subject to conditions of draft approval if Council grants approval to the proposed plan.
- All development blocks would be subject to Site Plan Control in the future to allow for the detailed design review for each of the proposed phases of development.
- Staff recommend approval of the subject applications as the proposed development represents good planning.

1. Purpose:

The purpose of this Report is to assess the merits of and make a recommendation respecting applications for Draft Plan of Subdivision, Official Plan Amendment and Zoning By-law Amendment for the lands municipally known as 5262, 5270, 5286, and 5318 Main Street and 12371 Highway 48 (the “Subject Lands”), which if approved would permit the development of the Subject Lands with four (4) residential apartment buildings and one (1) mixed use building for a total of 800 residential dwelling units.

2. Background:

Applications for Official Plan Amendment (OPA16.005), Zoning By-law Amendment (ZBA16.016) and Draft Plan of Subdivision [19T(W)16.003] have been submitted by Goldberg Group (Authorized Agent/Applicant) on behalf of 2440332 Ontario Inc., the owner of 5262, 5270, 5286, 5318 Main Street and 12371 Highway 48 in the Community of Stouffville. The applications have been submitted to facilitate the development of a Draft Plan of Subdivision with development blocks to facilitate phased development of the site. The current proposal contemplates five (5) high rise buildings (four residential and one mixed use) with a total of 800 residential dwelling units.

The proposed block plan aligns with the submitted Draft Plan of Subdivision. This will create five (5) development blocks, 2 blocks for conveyance to the Town for public roads, a block for an underground storm water management system, and a block to convey to the Conservation Authority for the preservation of the existing Natural Heritage System which exists on the eastern portion of the site.

In March 2018, the applications were deemed complete by the Town.

On March 26, 2019 a statutory public meeting was held. The first submission that was presented at the public meeting included 510 residential apartment units comprised within four (4) residential apartment buildings ranging from six (6) to nine (9) storeys in height, and eighty-four (84) stacked townhouse units comprised within four (4) townhouse blocks.

On May 15, 2018, OPA 145 for the Gateway Mixed Use Area/Western Approach” was approved by Council.

In October 2020, a second revised submission was received by the Town. The revised submission reflected the density permissions under OPA 145 and included eight hundred

(800) units comprised within five (5) apartment buildings ranging from ten (10) to twelve (12) storeys. Townhouse blocks were removed from the proposal.

In June 2022, a third submission was received by the Town. The revised proposal reflected the proposed policies in the Town's Draft Official Plan as well as direction on housing and growth provided by the province over the last few years. The proposal continues to include a total of eight hundred (800) residential units in five (5) apartment buildings that range from twelve (12) storeys to twenty (20) storeys in height. The submission was circulated to all commenting agencies and departments.

Given the extent of the revisions to the applications, the Town held a second Statutory Public Meeting on November 22, 2023, to solicit feedback and comments from members of Council and the Public. Following this Public Meeting, a final submission was received and circulated by Town Staff. Departments and Agencies did not have concerns with recommending approval of the OPA and ZBA applications, and Draft Plan Approval subject to the Conditions, attached as Attachment 2 to this report. The attached Draft Plan Conditions have been circulated and reviewed by the relevant agencies and departments as well as the applicant.

2.1 Location

The subject lands are municipally known as 5262, 5270, 5286, 5318 Main Street and 12371 Highway 48, they are legally described as Part Lot 1 Concession 8, Whitchurch-Stouffville. The properties are generally located at the northeast corner of Main Street and Fockler Lane, adjacent to Highway 48, extending north to the stormwater management pond on the south side of Millard Street.

The total lot area of the combined parcels is approximately seven (7) hectares with frontage at 12371 Highway 48 as well as along Main Street. The properties include several currently vacant single detached dwellings (Main Street addresses) and a former commercial saddlery (12371 Highway 48).

Attachment 1 includes the Location Map for the subject properties.

2.2 Surrounding Land Uses

Below is a description of the adjacent land uses:

North – An established Employment/Commercial area designated as an “Auto Mall” that include automotive related businesses.

East – A watercourse (Highway 48 Tributary) and vacant parcel which are encumbered by an associated flood plain. On the east side of the watercourse there are two residential apartment buildings fronting onto Baker Hill Blvd. as well as a commercial plaza at 5402 Main Street.

South – Vacant lands primarily zoned Development Reserve (D) and Flood Hazard.

West – An existing row of single detached dwellings which front onto Highway 48 and Fockler Lane.

Figure 1 below shows the surrounding land use context for the property

Figure 1



Purple – Subject properties
 Red – Commercial Development ■
 Blue - Employment Lands ■

2.3 Statutory Public Meetings

There have been two statutory public meetings held for the proposed development, one in March 2019 and another in November 2023. Through the review and processing of the applications and in accordance with the Official Plan policies, the applications have been revised and refined to meet the height and density requirements on the site, that are better aligned with Provincial direction as well as the Town’s Official Plan Policies for the Gateway area.

Members of the Community attended public meetings, to seek additional information and offer feedback on the proposed development. During the meeting, Council and members of the public raised questions regarding various aspects of the proposed plan. Staff

responses to these questions and concerns are addressed in the subsequent sections of this report.

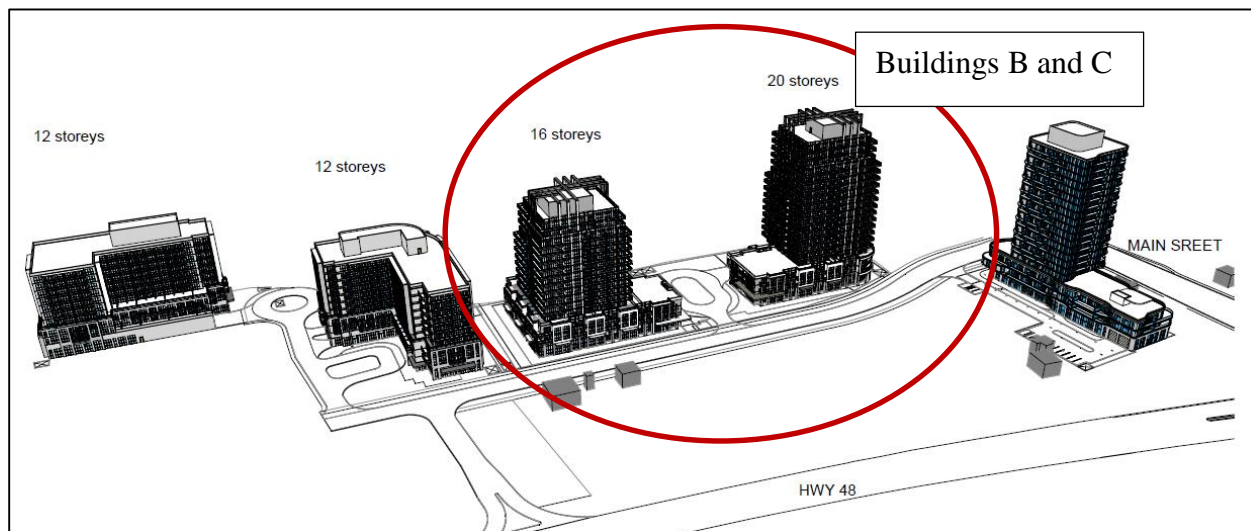
3. Analysis:

3.1 Development Proposal

The applicant has proposed the development of eight hundred (800) residential apartment units comprised within five buildings to be constructed in 3 (three) phases. The buildings are proposed to range from ten (10) to twenty (20) storeys in height, with the tallest structures proposed to be located on the more southerly portion of the property near the intersection of Highway 48 and Main Street. Building A is proposed to incorporate commercial uses at grade, Buildings B and C include Live/Work units on the first and second floors with the remaining portions of the property being envisioned as strictly residential.

Figure 2 shows the location of the proposed buildings.

Figure 2



The development includes an internal road network with proposed access provided from both Main Street and Highway 48, which will be dedicated to the Town. Three development blocks for the construction of the proposed mixed use and residential apartment buildings which include provisions for programed, outdoor amenity space. There is also a 2.9-hectare environmental protection block to be conveyed to the Toronto Region Conservation Authority for protection of the Highway 48 Tributary and the continuation of the Town and Conservation Authorities Active Transportation Network. **Figure 3** below provides a conceptual sightline from the Main Street entrance to the development.

Figure 3



Table 1 below shows the current designations, zoning and uses on the subject properties.

Table 1

Item	Existing	Requested/Proposed
Official Plan Designation	Gateway Mixed Use Area and Urban Medium and High Density Residential	Site Specific provisions to the Gateway Mixed Use Area and Urban Medium and High Density Residential
Zoning By-law	Development Reserve, Environmental and Flood Hazard (D, ENV and FH)	Site Specific Commercial Residential Mixed – Western Approach, Open Space and Environmental
Use	Vacant buildings which have been boarded.	Mixed use buildings and residential apartment buildings

Table 2 below provides the proposed development statistics for the entirety of the site inclusive of all phases of development.

Table 2 (Proposed Site Statistics)

Site Statistic Item	Proposed Detail
Lot Area -Total	7.15 hectares
Environmental Lands – to be dedicated to the TRCA	2.9 hectares
Public Roadways	0.88 hectares
Open Space/Storm Water Management	0.25 hectares
Net Development Area	3.97 hectares
Floor Space Index	2.39
Units per hectare	201.5
Total Unit Count	800 units within 5 buildings
Maximum Height	20 Storeys (buildings range from 12 to 20 storeys) (45 to 77 metres)
Parking Rate – Residential	1.00 spaces per unit (<i>Proposed</i>)
Parking Rate – Visitor	0.20 spaces per unit (<i>Proposed</i>)
Barrier Free Parking	41 of spaces provided
Indoor Amenity Areas	4221.8 square metres (5.23 square metres per unit)
Outdoor Amenity Areas	2686.9 square metres (3.3 square metres per unit)
Loading Spaces	5 Loading Spaces (1 per building)

Table 3 provides the breakdown of statistics per proposed phase of development.

Table 3 (Phasing)

Site Statistic	Phase I (Building B & C)	Phase II (Building A)	Phase III (Building D & E)
Lot Area	1.11 hectares	0.5 hectares	1.17 hectares
Unit Count	340	150	310
Units Per Hectare	306.3	264.4	264.5
Floor Space Index	3.52	3.46	3.05
Parking Spaces	494	217	485
Maximum Height	Building B – 77 m (20 storeys) Building C – 58.58m (16 storeys)	77 metres (20 storeys)	Building D – 45 m (12 storeys) Building E – 45 m (12 storeys)
Commercial GFA	n/a	450 square metres	n/a
Live/Work Units	Included	Included	No Live/Work Units
Indoor Amenity Area	1347.51 m ²	1212.7 m ²	1233.9 m ²
Outdoor Amenity Area	1537.04 m ²	1149.9 m ²	0 m ²

Figure 4 below and Attachment 3 provide the proposed site plan for the subject properties. Figure 5 illustrates Phase I lands, that include Buildings B and C.

Figure 4

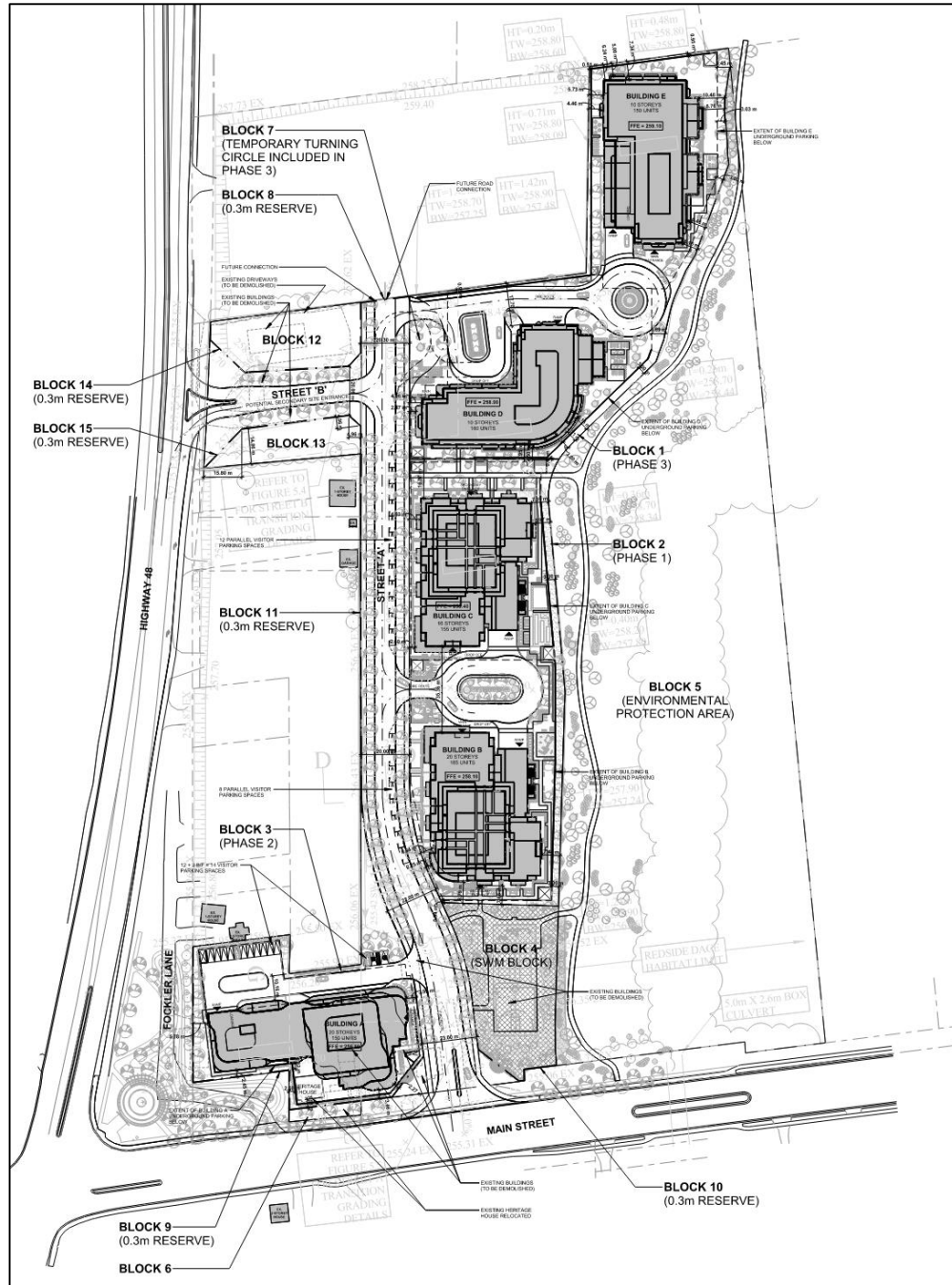
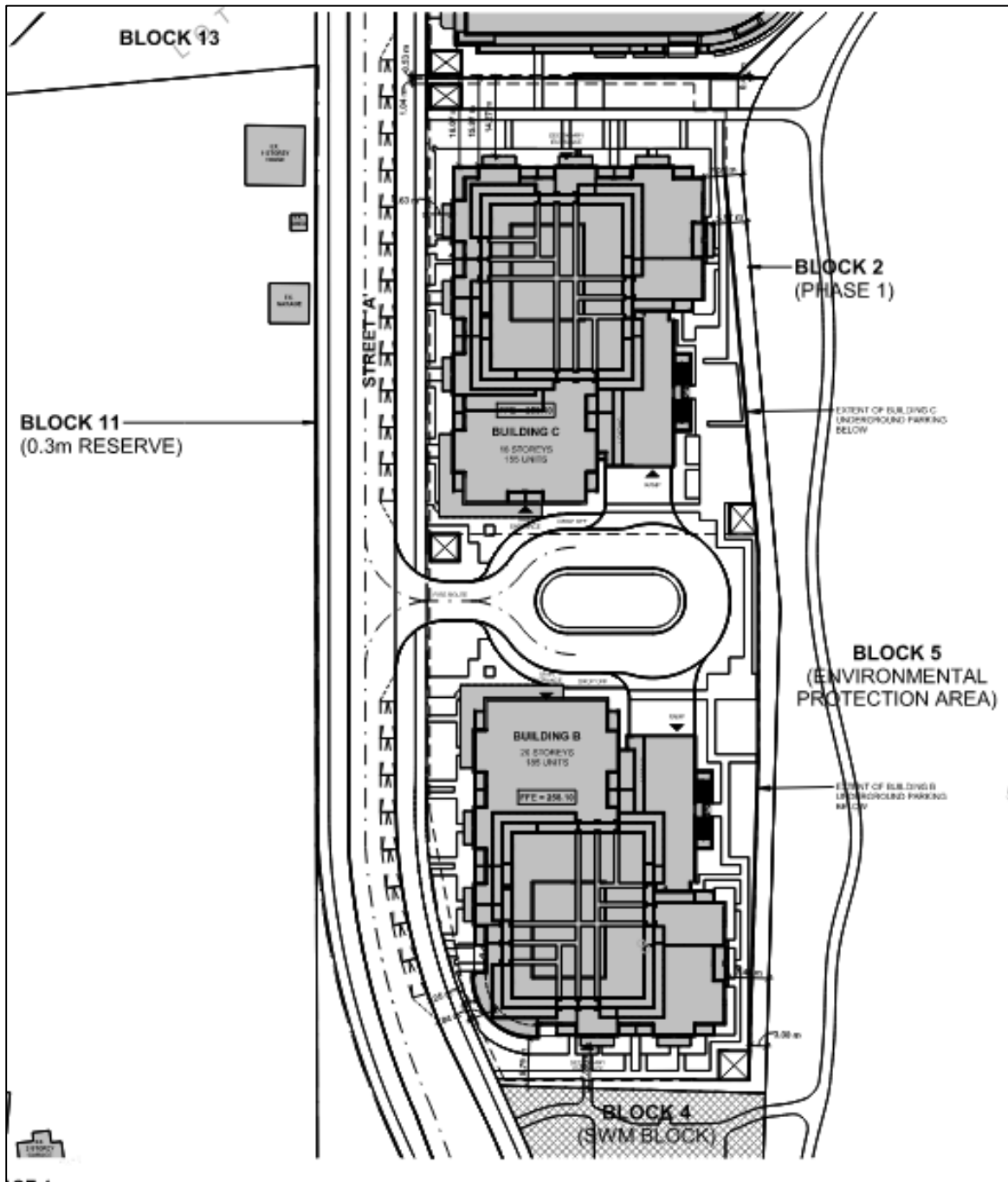


Figure 5



3.2 Applicable Provincial and Regional Policies

This section will establish the current and relevant policy environment that forms part of the review of the planning applications. The overview will include Provincial Plans and policies, York Region Official Plan, and the Town’s current Official Plan and Community of Stouffville Secondary Plan as well as the Town of Whitchurch-Stouffville new Official Plan which was adopted by Council in May 2024.

3.2.1 Provincial Planning Statement 2024 and Provincial Policy Statement 2020

On August 20, 2024, the Minister of Municipal Affairs and Housing issued the Provincial Planning Statement 2024, taking effect on October 20, 2024, to provide a streamlined province-wide land use planning policy framework. The PPS 2024 replaces both the Provincial Policy Statement, 2020 and A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019.

Until the PPS 2024 is in effect, the current PPS 2020 and the Growth Plan 2020 remains in effect. However, an overview of applicable policies in the new PPS 2024 that are applicable to the subject amendments are being provided for consideration.

PPS 2024

The Province has recently released the new 2024 Provincial Planning Statement which will take effect on October 20, 2024 and provides updated direction to guide growth within the Province of Ontario.

Section 2.2.1 b) of the PPS 2024 includes direction on the permitting and facilitating of all housing options required to meet the social, health, economic and well-being requirements of current and future residents.

Section 2.2.1. c) of the PPS 2024 requires Municipalities to promote densities for new housing which efficiently use land, resources, infrastructure and public service facilities as well as supporting the use of active transportation in our communities.

Staff are of the opinion that the proposed development which is set to provide a range of unit sizes as well as adequate outdoor amenity facilities and will contribute to the Town's Active Transportation network through the dedication of the Natural Heritage System Block, achieves the intent of the policies within the new PPS 2024.

PPS 2020

The Provincial Policy Statement (PPS 2020) establishes policies that set out how municipalities should manage, and direct land uses to achieve efficient development and land use patterns. In April 2023, the Province of Ontario announced proposed changes to the Provincial Policy Statement (PPS) that would consolidate the PPS with the "A Place to Grow" policy plan, into a new policy document to guide housing and complete communities.

On August 20, 2024, the Province released the finalized Provincial Planning Statement which is set to take effect on October 20, 2024. At this time the Provincial Policy Statement and A Place to Grow Act are still in effect.

Section 1.1.1 of the PPS includes policy direction for achieving strong and healthy communities. The policy directions include, promoting efficient development and land use patterns; accommodating a range of affordable and market-based mix of residential types and units as well as employment and commercial uses; and optimizing transit supportive development.

Section 1.1.3 of the PPS indicates that existing settlement areas should be the focus for growth with a range of uses and densities. Development should be transit supportive and located on existing or planned transit corridors.

Section 1.4 importantly includes policies regarding the importance of providing an appropriate range of housing options and densities to meet both current and future needs of the community.

The proposed development incorporates, open spaces, commercial uses outdoor amenity areas in addition to a range of unit types and sizes. The provided range of unit sizes and types are appropriate to accommodate residents from a variety of age and socio-economic groups. The proposed unit types include multi storey live-work units along with a range of single floor units ranging from 1 to 3 bedrooms. The inclusion of ample indoor and outdoor amenity areas is designed to provide for comfortable living arrangements for younger adults, families and retirees.

The property is within the Community of Stouffville Settlement Area and has access to existing servicing infrastructure along Main Street. There is access to public transportation being both GO Transit which provides a Bus service along Main Street to Markham and Toronto, as well as York Region Transit's Route 9 Which has a stop at Bakerhill Blvd. and Main Street to the east of the subject properties.

On this basis staff is of the opinion that the proposed development represents good planning and a form of development appropriate for the subject properties.

3.2.2 A Place to Grow: Growth Plan for the Greater Golden Horseshow, 2020 (Growth Plan)

As noted above, the new PPS 2024 replaces the "A Place to Grow: Growth Plan for the Greater Golden Horseshoe ("**Growth Plan**")". Until the PPS 2024 is in effect, the current Growth Plan 2020 remains in effect

The Growth Plan (2020) directs the vast majority of growth to be provided within settlement areas and establishes policies that would support the achievement of complete communities with access to transit, protection of employment zones, while increasing the amount and variety of housing available.

Section 2.2.1 of the Growth Plan directs the majority of growth to be established in settlement areas and prioritizes establishing growth through intensification of areas with existing or planned transportation networks. It also requires that Municipalities provide for a diverse range and mix of housing options to accommodate people at all stages of life, as well as varying household sizes and incomes.

Section 2.2.2. of the Growth Plan reinforces the need to focus on more efficient use of land and resources, with at least 50% of growth occurring through intensification of the delineated built boundary.

Section 4.2 of the Growth Plan provides policies to protect the existing Natural Heritage Systems and Agricultural Network within the Greater Toronto and Hamilton Area (GTHA). This highlights the importance of utilizing lands within established settlement areas effectively to accommodate the required population and employment growth as established by the Province and the Region of York.

The proposed development provides efficient use of land and infrastructure by providing for infill development on existing oversized parcels. The proposed mix of unit type and size accomplishes the goal of supporting a range and mix of housing types. The current development proposes multiple high rise apartment buildings; however, the requested zoning amendments protects for the ability to provide town house dwelling units on portions of the property to further increase the range of unit types.

In staff's opinion, the proposed development conforms to the objectives of the Growth Plan and represents good planning and appropriate development for the subject site.

3.2.3 The Greenbelt Plan and Oak Ridges Moraine Conservation Plan (2017)

Both the Greenbelt Plan and the Oak Ridges Moraine Conservation Plan (2017) provide direction for protecting the natural heritage and agricultural systems in Ontario. On September 6, 2023, the Minister of Municipal Affairs announced that the Ministry will commence the review process for the Greenbelt Plan, however the overall protection of lands outside of settlement areas within the Greenbelt Boundary continues to be prioritised by the province.

Section 3.4.1 of the Greenbelt Plan establish policies and direction for existing Settlement Areas within the plan boundaries. The policy speaks to the achievement of complete communities through the development of community hubs that co-locate private and public uses on both vehicular and active transportation corridors.

Section 18 of the Oak Ridges Moraine Conservation Plan (ORMCP) provides objectives for settlement areas within the Plan. These objectives include;

- the development of communities that provide residents with convenient access to a mix of employment and transportation options as well as a full range of housing and public services.
- Minimizing the impact of development on the ecological and hydrological functions of the plan area
- Promoting efficient use of land with transit-supportive densities through the intensification and redevelopment within existing built-up areas.

The proposed development accommodates the existing natural heritage features and proposes to convey them into public ownership with the intent of preserving them for future generations. It represents infill development within an existing settlement area which complies with the policies of both the Oak Ridges Moraine and Green Belt Plans. Encouraging active transportation by providing pedestrian connections to both existing

sidewalk networks as well as the active transportation network within the stream corridor to the east of the site.

In staff’s opinion, the proposed development is consistent with the policies of both the Green Belt Plan and the Oak Ridges Moraine Conservation Plan. The proposed development represents good planning and is an appropriate re-development of the lands.

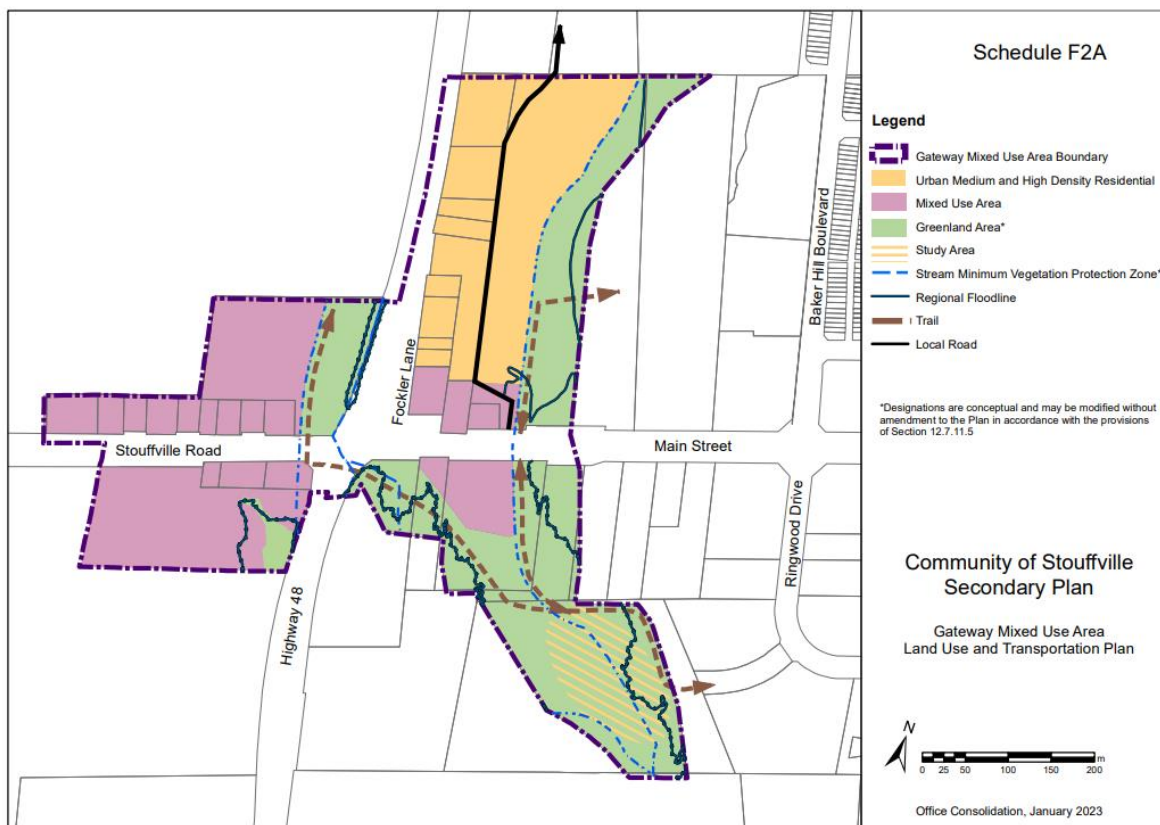
3.3 Town of Whitchurch-Stouffville Official Plan

Section 1.2 of the Town of Whitchurch-Stouffville Official Plan establishes that the policies identified within the various Secondary Plans prevail over the provisions of the overall Official Plan in the case of a conflict. The Community of Stouffville Secondary Plan is contained within Section 12 of the Town of Whitchurch-Stouffville’s Official Plan.

3.3.1 Community of Stouffville Secondary Plan

The property is designated Gateway Mixed Use Area and Urban Medium and High-Density Residential Area under the Community of Stouffville Secondary Plan. **Figure 6** below provides the Land Use Designation in the Gateway Area.

Figure 6



Section 12.4 of the Secondary Plan lays out the Community Character Strategy for the area. This strategy includes preserving the unique character of the community as well

as outlining principles for the development of a healthy active community. The Western Approach Area specifically is to contain a high quality of design that reflects the character of our community, contribute to the Town’s intensification targets, strengthen a mix of land uses, and encourage at-grade public/commercial uses.

Section 12.7.11 of the Secondary Plan outlines the purpose and permitted uses of the Gateway Mixed Use Area. The objective of the designation is to establish a unique district with some mixed-use development fronting onto Main Street and a mix of medium and high-density residential development on the remainder of the lands.

Section 12.7.11.4 outlines that the range of densities within the Urban Medium and High-Density Residential designation shall be a minimum of 35 units per hectare and a maximum in the order of 260 units per hectare.

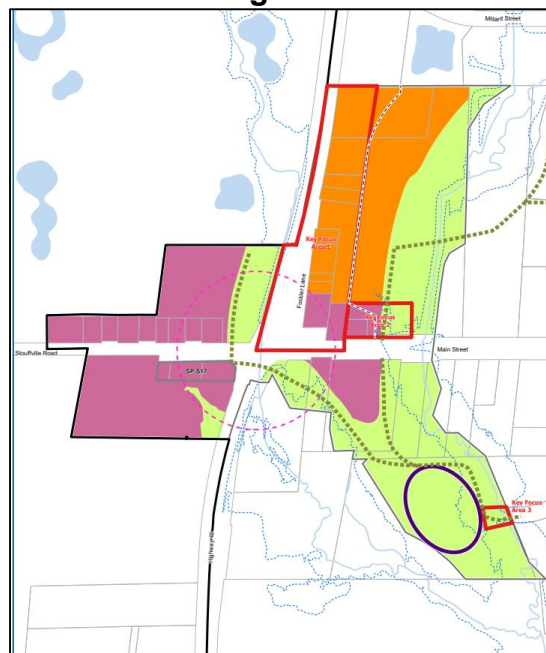
Section 12.7.18 highlights the objective to create a diverse, thriving commercial district in the Western Approach that includes employment, commercial, institutional, cultural, entertainment and residential uses. The Town is to ensure that the built form is of varying architectural styles and massing and that new structures maintain a strong orientation to the public realm.

3.3.2 Town Official Plan, 2024 – Adopted by Council May 2024

The designation for the subject lands in the Town’s new Official Plan are Gateway - Mixed Use Area, Urban High Density Residential Area and Significant Environmental Area. As the Gateway Mixed Use area forms a more recent update to the in effect Official Plan, the Schedule D-3 is very similar to the in-effect land use schedule for the area.

Figure 7 below provides the Council Adopted schedule for the Gateway Mixed Use area.

Figure 7



A notable addition to the new policies in the Council adopted Official Plan includes new “Key Focus Area’s”. These are areas which require specific attention in relation to flood plain and hazard mapping which should be completed prior to development of the lands.

The applicant and property owner have been working with the TRCA closely over the last number of years to delineate the extent of the flood plain and areas which may be impacted by the watercourses that exists on the eastern portion of the property. The finalization of these studies form part of the Conditions of Draft Approval as provided by the TRCA.

The proposed development generally conforms with the policies of the Town’s new Draft Official Plan designations, as it relates to the proposed heights and the densities as well as environmental areas. Given the Draft Official Plan has not received Provincial approval at this time, the proposed amendments below are to the currently in effect Official Plan 2000.

3.3.3 Proposed Official Plan Amendment

The applicant is proposing a site-specific amendment to Section 12.7.11.6 of the Town’s Official Plan to permit the following for the subject properties:

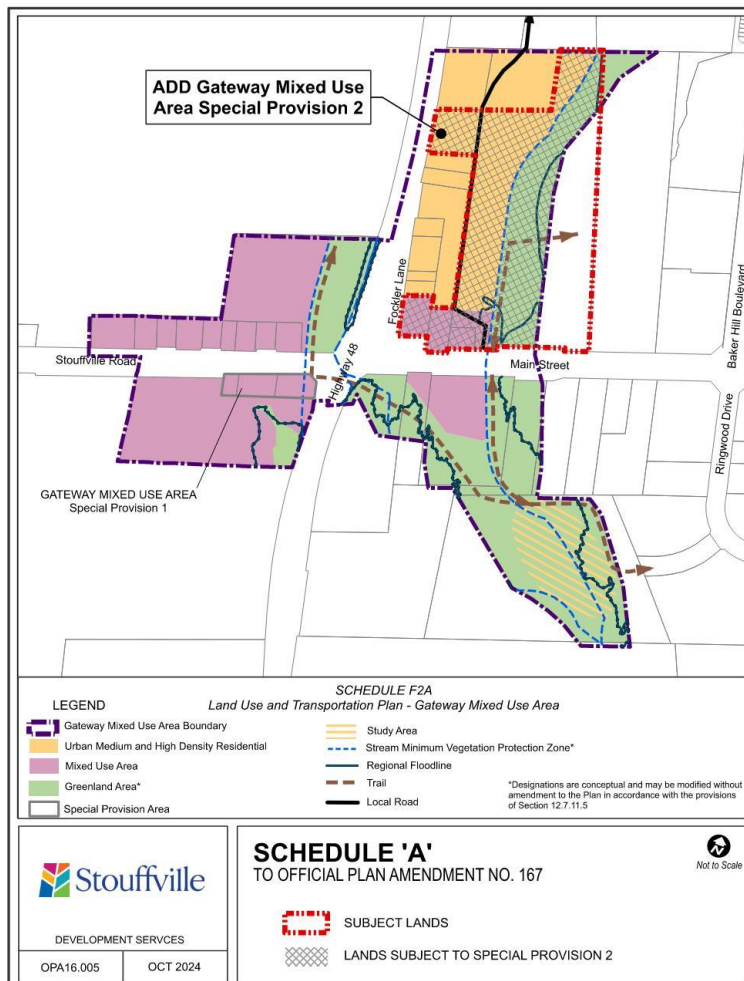
- i. The permitted uses include mixed-use and apartment buildings, and all forms of townhouse or stacked townhouse dwellings.
- ii. The maximum permitted building heights shall be as shown on Schedule ‘B’ to this Amendment. The maximum height does not include mechanical penthouses, elevator overruns, or other areas devoted to the functional operation of a building, or access to a rooftop area.
- iii. The maximum permitted FSI for individual development blocks shall be 3.6.
- iv. For the purposes of this amendment, floor space index (FSI) shall mean the ratio resulting from dividing the total gross floor area of all buildings by the area of the ‘lot’. The area of the ‘lot’ shall mean the development blocks as created by the associated draft plan of subdivisions (File. No 19T(W)16.003)
- v. The provisions of Section 12.7.11.5(i) shall not apply with respect to redevelopment of the lands subject to this Special Provision.
- vi. A minimum of 450 square meters of non-residential space shall be required in any building adjacent to Main Street.

The list above represents what has been requested by the applicant to be included in their site-specific Official Plan Policies. Given the policies within the New Official Plan, which was adopted by Council in the spring, Staff are recommending that the amendments be more in line with the policies of the Gateway Mixed Use Area, which would impose a prohibition on the development of Townhouse Dwelling Units abutting Highway 48, Fockler Lane or Stouffville Main Street. Staff have negotiated and discussed with the applicant to include polices that limit the development of

Townhouses dwelling units fronting major streets. The Applicant has agreed to the proposed policy, see proposed amendments below.

Figure 8 below provides the proposed changes to the schedule for the Gateway Area.

Figure 8



The additional hatching adjacent to Main Street, Highway 48 and Fockler Lane indicates the areas where staff are proposing that Townhouse Dwelling Units be prohibited.

Staff are recommending that the Official Plan Amendment be read as follows:

“12.7.11.6.2 Special Provision 2 - 5262, 5270, 5286, 5318 Main Street and 12371 Highway 48

Notwithstanding any other provisions of this Plan to the contrary, the following site-specific policies apply:

- i. The permitted uses include mixed-use and apartment buildings, combined live-work units, and all forms of townhouse or stacked townhouse dwellings;

- ii. Notwithstanding 12.7.11.6.2 i. Townhouse Dwellings other than those that may be integrated into an apartment building, shall be prohibited abutting Highway 48, Fockler Lane or Stouffville Main Streets as established by the Zoning By-law;
- iii. Building heights ranging from 3 Storeys (Town House Dwellings/Stacked Town House Dwellings/ Back-to-Back Town House Dwellings) to 20 Storeys (Apartment Buildings) Shall be permitted. permitted, range from 10 to 20 storeys, as established in the Zoning By-law;
- iv. There shall be no minimum FSI for any development block that includes any townhouse unit typology.
- v. An FSI between 2.0 and 3.6 shall be permitted for any individual development block within the subject lands where apartment or mixed-use buildings are proposed.
- vi. The provisions of Section 12.7.11.5 shall not apply with respect to development of the subject properties;
- vii. A minimum of 450 square meters of ground floor non-residential gross floor area shall be required in any new mixed use building adjacent to Main Street;
- viii. Well defined and articulated street edges shall be provided through minimum and maximum setbacks for buildings and structures from the road allowance right-of-way, as required in the Zoning By-law; and
- ix. All loading and service areas, including garbage/recycling facilities shall be sited within wholly enclosed buildings, or appropriately screened and located away from the public realm as determined through site plan control.

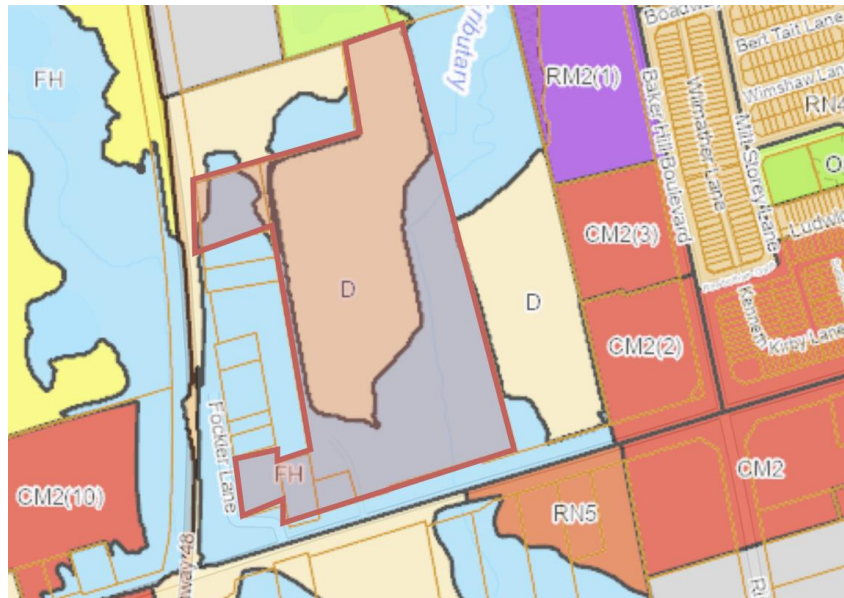
The addition of the new section “ii.” stipulates that Town House Dwelling Units shall be prohibited abutting Highway 48, Fockler Lane, or Stouffville Main Street which will help to protect the vision for the Gateway to Stouffville and provide direction into the future regarding the suitability of this area for higher densities and heights.

3.4 Comprehensive Zoning By-law 2010-001-ZO and Proposed Zoning By-law Amendment

3.4.1 Current Zoning

The subject property is currently zoned Development Reserve, Flood Hazard and Environmental under the Town’s Zoning By-law. The intent is to establish site specific provisions through the zoning by-law amendment that reflect the policies of the Gateway Area in the Official Plan as well as the development principles contained in the Town’s Draft Official Plan. **Figure 9** below provides the existing zone categories for the subject properties.

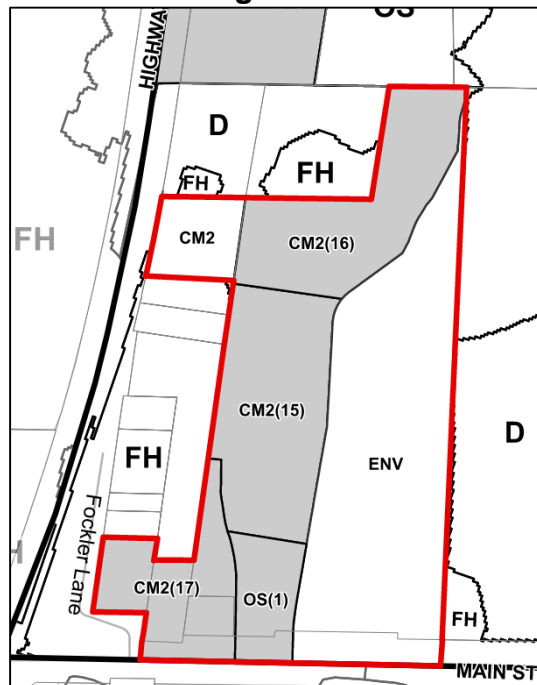
Figure 9



3.4.2 Proposed Zoning By-law Amendment

The applicant is proposing to amend the zoning for the subject properties from Development Reserve and Flood Hazard (D and FH) to implement multiple exceptions to the Commercial Residential Mixed – Western Approach Zone (CM2). See figure 10 for the proposed zones.

Figure 10



The applicant has proposed a total of three (3) different site-specific exceptions to the CM2 Zone which in addition to permitting all uses permitted in the parent CM2 zone, also permits more specifically live/work units to be provided within a multi storey building that can be accessed either directly from the outside or through the shared common corridor and include site specific regulations that are generally in accordance with **Table 4** below.

Table 4 – proposed zoning regulations

Regulation	CM2 Zone (Parent Zone)	CM2(15) (Proposed)	CM2(16) (Proposed)	CM2(17) (Proposed)
Minimum Front Yard	3.0 metres	2.0 metres (1)	2.0 metres (1)	1.0 metres (1)(2)(3)
Maximum Front Yard	3.0 metres	n/a	n/a	n/a
Minimum Exterior Side Yard	0 metres	n/a	n/a	2.0 metres (3)
Maximum Exterior Side Yard (3)	3 metres	n/a	n/a	n/a
Minimum Floor Space Index	1.0	n/a Townhouse Dwelling Units	n/a Townhouse Dwelling Units	n/a Townhouse Dwelling Units
Maximum Floor Space Index	0.5	n/a	n/a	n/a
Maximum Number of Dwelling Units	65 Units per hectare	340 (3)	310 (3)	150 units (5)(6)
Maximum Building Height	20 metres	77 metres (4)	45 metres (4)	77 metres (7)
Minimum number of Residential Parking Spaces	1.25 spaces/ apartment unit	1.0 spaces/ apartment unit	1.0 spaces/ apartment unit	1.0 spaces/ apartment unit
Minimum Number of Visitor Parking Spaces	0.25 spaces per unit	0.20 spaces per unit	0.20 spaces per unit	0.20 spaces per unit

The applicant has also requested qualifying notes related to the requested zone regulations above. The proposed amendment to the zoning by-law forms **Attachment 3** of this report to provide the full extent of the requested amendments.

In addition to the proposed CM2 zones outlined above, the applicant has also proposed a site-specific Open Space (OS) zone and requests the following permitted uses:

- i. Notwithstanding the permitted uses of the OS Zone listed in section 8.1, a structure used for stormwater management purposes shall also be a permitted use.

The requested amendments to the Zoning By-law will allow for the subject properties to be developed with multiple medium and high rise residential and mixed-use buildings with a total of 800 residential units as currently proposed. The applicant has proposed site

specific Commercial-Mixed Use Western Approach Zoning (CM2X) that reflects site specific zoning regulations to ensure appropriate massing and setbacks for the site.

The applicant has also requested that all forms of Townhouse Dwelling units be permitted across the entirety of the developable area of the properties. Planning Staff are supportive of maintaining permissions (as permitted in the CM2 Zone) for Townhouse Dwellings on most the site, however Staff believe that to maintain the intent of the Town's Official Plan, it is important to reserve the intersection of Highway 48 and Main Street as a higher density mixed use block. As such, the attached by-law reflects the restriction on the development of Block 3 as to prohibit Townhouse Dwelling Units.

The proposed increase in maximum building height from the current 20 metres to between 45 metres and 77 metres is consistent with the policies that have been adopted by Council in the new Official Plan 2022. The gateway area has been identified as an appropriate location for the increase in height as there is minimal impact to existing low rise residential neighbourhoods, easy access to the common commuter routes into and out of town, convenient access to the Town's primary commercial areas and access to the Public Transportation methods available in Stouffville.

The proposed increase in density for the CM2 zone is more reflective of the policies within the Council newly adopted Official Plan in 2024. Once the new Official Plan has been approved by the Ministry of Municipal Affairs and Housing, the Town will commence the project to develop a new Comprehensive Zoning By-law to reflect the updated policies for the Town. The request for density increase is required as there has not been a zoning category yet established in the Town's Comprehensive zoning by-law which would reflect the higher density development proposed for specific areas of the Town.

Staff are of the opinion that the requested site-specific Zoning By-law amendment, as amended by Staff, represents good planning and will facilitate an appropriate form of development for the subject properties.

3.4.3 Changes since the Public Meeting on November 22, 2023

Since the Public Meeting, Town Planning Staff have refined their recommendations for approval to more closely align with the Town's newly adopted Official Plan whilst still allowing the property owner flexibility to adjust the proposed development through future Site Plan Control and Draft Plan of Condominium Applications as required.

3.4.3.1 Unit Type Permissions

As discussed in the sections above, the applicant has requested to rezone the lands from Development Reserve (D) to site specific CM2 for the site, this includes a request to maintain the permissions of the Town's CM2 zone which allows for Townhouse Dwelling units to be constructed. The existing CM2 Zone was designed under the policies of the Town's Official Plan and does not consider the updated policies from the Gateway Study OPA that was completed nor the policies of the Council Adopted Official Plan 2022.

Staff are recommending that for the portion of the property closest to the intersection of Highway 48 and Main Street, the following be included in the site specific CM2 zone.

“Notwithstanding Section 6.1 “Permitted Uses in Commercial Zones” Townhouse Dwelling Units shall not be permitted abutting Fockler Lane, Highway 48 or Main Street Stouffville within the CM2(17) Zone except where integrated into an apartment or mixed use building”.

This will allow the requested flexibility for the property owner, developer or future owners to respond to the changing needs of the community while still ensuring that the vision for the gateway, of a strong and attractive built form with a vibrant mix of uses is what greets visitors to the Town as they enter through this important gateway area.

The applicant and property owner have been informed of the recommendation and are in agreement with the revised wording for the lands abutting Highway 48, Fockler Land and Stouffville Main Street.

3.4.3.2 Requested reduction in residential parking ratio for apartment buildings

With the most recent submission, the included draft Zoning By-law amendment included a request to reduce the parking rate for apartment dwelling units to 1.0 spaces per unit from the required 1.25 spaces per unit. The applicant has also maintained their previous request to allow for a reduction in the visitor parking ratio of 0.20 spaces per unit whereas the by-law required 0.25 visitor parking spaces per unit. This would bring the over all ratio to 1.20 spaces per unit where the by-law requires 1.50 spaces per unit as of right. Although there is public transit available near the subject properties, staff are of the opinion that the Town’s Zoning By-law requirement for the Apartment Dwelling Unit be maintained at 1.25 spaces per until. As such the by-law as included and attached to this recommendation report has recommended approval of the requested reduction in visitor parking only. This would bring the overall parking ratios to 1.45 spaces per apartment dwelling unit from the required 1.50 spaces per apartment dwelling unit.

Further, the drawings that have been prepared and provided to the Town to date, do not reflect a need for a reduction in parking ratio, each phase of the development is currently able to provide the required number of parking spaces per unit. If the Town were to receive a revised application through the future Site Plan Control or Draft Plan of Condominium applications, then any deficiency could be addressed that is specific to the detailed design phase of the project. The applicant and property owner have been informed about this recommendation and are in agreement on removing the requested reduction.

3.5 Proposed Draft Plan of Subdivision

The application for Draft Plan of Subdivision is to facilitate the creation of blocks for future development, the construction of a roadway to be dedicated to public ownership, a storm water management block as well as a block containing the environmentally sensitive lands on the eastern portion of the site, which will be conveyed to the TRCA or the Town through the subdivision agreement process.

The breakdown of block numbers (total of 9) and their respective sizes can be seen in **Table 5** below.

Table 5

Block	Development Description	Area (hectare)	Prop. Density Units/hectare	Units Proposed
1	Development Block (Phase 3 – two apartment buildings)	1.13	264.51	310
2	Development Block 2 (Phase 1 – two mixed use buildings)	1.12	304.06	340
3	Development Block 3 (Phase 2 – one mixed use building)	0.57	264.41	150
4	Storm Water Management Tank	0.25	-	-
5	Environmental Protected Lands	2.92	-	-
6	Road Widening	0.02	-	-
7	Temporary Turning Circle	0.04	-	-
8-9	Future Development		-	-
	Streets A & B	0.88	-	-
Total		7.16		

3.5.1 Conditions of Draft Approval

The final submission materials have been circulated to all statutory and commenting agencies and departments. Many of our agency partners have provided conditions of approval for the Draft Plan of Subdivision.

The following agencies had conditions to be included in the Conditions of Draft Approval which form **Attachment 2** to this report.

- RJ Burnside – Town’s Peer Review Consultant
- Toronto Region Conservation Authority
- The Region of York
- Enbridge Gas
- Telecommunications Companies (Bell and Rogers).

3.6 Future applications for Site Plan Control and Plan of Condominium

Each of the proposed development blocks will require further applications for Site Plan Control and Plans of Condominium. Including but not limited to, the following items will receive further review through these future applications:

- Detailed urban design and landscape design review for each block
- Final review and approval of access to the development blocks from Street A
- Landscaping design for the entire development inclusive of the outdoor amenity area programming
- Review of shadow studies for impact on adjacent properties
- Review and approval of lighting design
- Details of pedestrian connections to the active transportation network within the Environmental block to be dedicated to the TRCA
- Details of pedestrian connections to existing sidewalks along Main Street and the continuation of the same through Street's A and B
- Grading and stormwater management of the individual development blocks
- Connections to the Water, Wastewater and Storm Water services which will be construction through the detailed design of the subdivision
- Servicing allocation

4. Options:

Option A (Recommended)

That Council enact Official Plan Amendment 167 for the subject properties and pass the associated by-law (2024-114-OP) as well as the site specific zoning by-law amendment (2024-115-ZO) for the subject properties, and that Council Approve Draft Plan of Subdivision, File No. 19T(W)16.003 subject to the conditions of draft approval as set out in Attachment 4 of this report, as all Town Departments and commenting Agencies have indicated no objection to draft approval subject to conditions at this time.

Staff are of the opinion and have outlined above, that the planning act applications as proposed and amended by staff represent good planning and if approved will result in an appropriate infill development that will aid the Town in achieving the objective of providing more dwellings and dwelling types within the Town.

Option B

That Council does not enact Official Plan Amendment 167 for the subject property, pass by-law (2024-114-OP) or site-specific zoning by-law amendment (2024-115-ZO), or approve the Draft Plan of Subdivision for the subject properties.

Staff do not recommend this option as; the proposed development represents good planning, The applicant has worked with approval agencies (the Town, TRCA and the MTO) to identify appropriate limits of the development as well as identify safe access to the site. At this point, the required Site Plan Control applications, and the fulfillment of the

Draft Plan Conditions are sufficient to ensure that the development is carried out in a way that is appropriate for the area and will achieve the creation of a complete community.

3 Financial Implications:

None

4 Alignment with Strategic Plan:

1. A Town that Grows
A Town that grows in support of complete communities
2. A Healthy and Greener Town
Increase Offerings and Opportunities for Active Living
3. A Safe Town
Make our community safer
4. Good Governance
Provide Good Governance

5. Attachments:

Attachment No. 1 – Location Map of Subject Properties

Attachment No. 2 – Conditions of Draft Approval

Attachment No. 3 – Proposed Development Plan

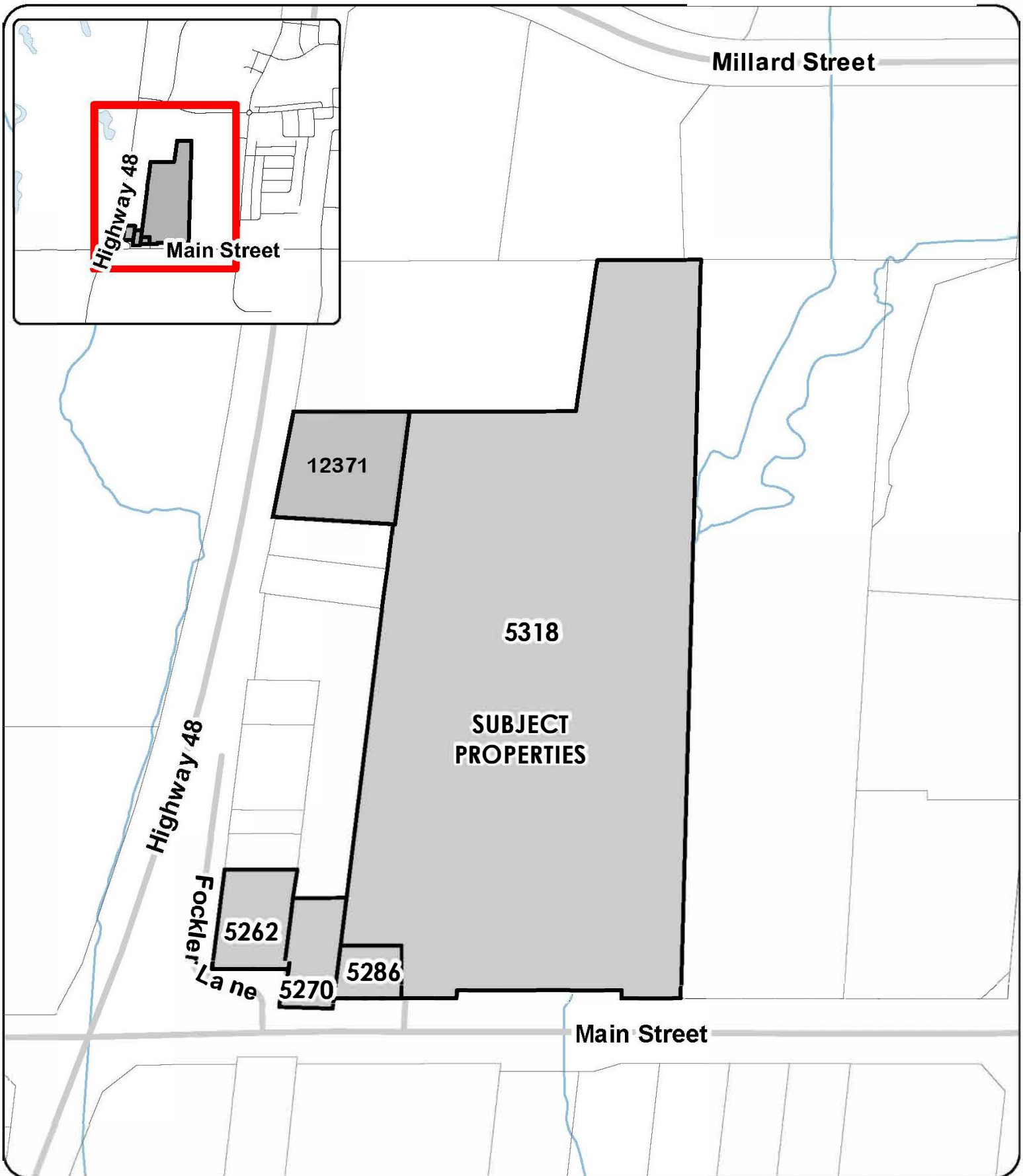
6. Related Reports:

November 22, 2023 – DS-060-23- Applications for Official Plan Amendment, Zoning By-law Amendment, and Draft Plan of Subdivision – 5262, 5270, 5286, 5318 Main Street and 12371 Highway 48, File Numbers: OPA16.006 and ZBA16.016

March 26, 2019 – Report No. DS-014-19 – Applications for Zoning By-law Amendment and Draft Plan of Subdivision - 5262, 5270, 5286 and 5318 Main Street, File Numbers: ZBA16.016 and 19T(W)16.003(D14 and D12)

Author: Kathryn Jones, Planner II
Hena Kabir, Manager of Development Planning

For further information on this report, please contact the Department Head: Dwayne Tapp, Commissioner of Development Services at 905-640-1910 or 1-855-642-8697 ext. 2431 or via email at dwayne.tapp@townofws.ca



Public Meeting Notice

**Official Plan Amendment
Zoning By-law Amendment
Draft Plan of Subdivision**

5262, 5270, 5286, 5318 Main Street and 12731
Hwy 48. CON 8 PT LOT 1
File Nos. OPA16.005, ZBA16.014, 19T(W)-16.003



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SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

1.0	General
1.1	Approval of the plan shall relate to a Draft Plan of Subdivision 19T(W)-16.003, prepared by Evans Planning.; dated February 24, 2024, revised March 1, 2024.
1.2	This Draft Approval shall lapse on September 30, 2029, for each or any phase that is not registered by this date unless extended by the Town upon application by the Owner in accordance with the Planning Act.
1.3	The Owner agrees and covenants that the Draft Plan of Subdivision and associated conditions of Draft Approval may require revisions, to the satisfaction of the Town, to implement or integrate any recommendations resulting from studies or submissions required as a condition of Draft Approval.
1.4	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the Plan of Subdivision has been presented as one development and notwithstanding possible construction phasing, the plan will be assumed by the Town in its entirety as one development, except as otherwise approved by the Town Engineer.
1.5	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the development of the site is subject to a satisfactory phasing plan. Further, the site is required to have 2 roadway accesses and 2 watermain connections for each phase of construction to the satisfaction of the Town prior to the commencement of construction of any dwelling. Said connections are to be completed to watermains that are fully operational.
1.6	The Owner agrees and covenants in the Subdivision Agreement and/or other Town agreements to not stockpile or permit stockpiling of topsoil or any other materials at any time on Lands to be conveyed to the Town.
1.7	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that all lots or blocks to be left vacant for longer than a specified period of time shall be graded, seeded, and maintained to the satisfaction of the Town.
1.8	The Owner agrees to submit a soils/geotechnical report, prepared by a qualified Engineer that addresses the suitability of the lands for residential development, the construction of municipal roads and infrastructure to the Town for review and approval before the detailed engineering drawings are signed by the Town Engineer. The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to carry out, or cause to carry out, the recommendations of the report including pavement design, pipe bedding, cathodic protection, etc., for ideal and non-ideal conditions to the satisfaction of the Town.

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

1.9	The Owner agrees and covenants not to commence construction of underground services and road construction in the absence of a Subdivision Agreement or other agreement that is satisfactory to the Town.
1.10	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements not to commence the stripping of topsoil or rough grading on the site, or, the removal of any trees, or construction of underground services and road construction in the absence of an approved Subdivision Agreement or other agreement with the Town and the submission and approval of a fill management plan.
1.11	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to design, construct, and/or pay for the construction of public highways, bicycle lanes, curbs, gutters, sidewalks, underground and above ground services, streetlights, storm water management facilities/modifications to the storm water management facilities, street and directional signs, 911/building numbering signs, traffic calming controls, off-street trails & paths, , landscaping including soft and hard landscape features, etc. to the satisfaction of the Town for any of the foregoing not included in the Development Charge By-Law. The Owner shall be responsible including all financial burdens associated with the ongoing maintenance of the above-mentioned infrastructure until the subdivision is assumed and/or the site plans are complete in accordance with the governing agreements all to the satisfaction of the Town.
1.12	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to obtain civic numbers for lots/blocks to the satisfaction of the Town's Chief Building Official and Fire Chief prior to registration of the plan and as per the Town's Building Numbering By-Law following registration of the plan and erection of the building.
1.13	The Owner agrees and covenants that in the Subdivision Agreement and/or other Town Agreements that the final placement of all internal streets and all associated infrastructure needed to service the development shall be determined upon the following studies being finalized and approved to the Town's and TRCA's satisfaction: i. Functional Servicing and Stormwater Management Study, ii. Hydrogeology Report and Water Balance Report, iii. Geotechnical Report, iv. Natural Heritage Evaluation, v. Noise Impact Study.

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

1.14	The Owner agrees to submit a Traffic Impact Study (TIS), Functional Servicing and Stormwater Management Study, Servicing Plan, Grading Plans and Lighting Plans for review by the Ministry of Transportation and approval by the Town of Whitchurch-Stouffville. The recommendations of the TIS shall be incorporated into the design prior to final approval by the Town.
1.15	The Owner agrees to provide the Town with copies of approved Ministry of Transportation Development Permits once obtained.
1.16	The Owner shall submit an updated Servicing Study and Stormwater Management Analysis prepared by a qualified professional to the satisfaction of the Town Engineer before the detailed engineering drawings are signed by the Town Engineer. If construction phasing of the plan is proposed, the study shall document proposed phasing of services. The documentation shall detail further, all roads and services should be designed in accordance with the Functional Servicing Study (FSS) for the Town of Whitchurch-Stouffville, as prepared by IBI Consulting Group and dated May 2013, subject to amendment by subsequent studies approved by the Town including the Transportation Master Plan and the Water and Wastewater Master Plan. The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to carry out, or cause to carry out, the recommendations set out in the approved study, to the satisfaction of the Town.
1.17	The Owner shall provide, prior to execution of the Subdivision Agreement, detailed grading drawings that have been prepared by a qualified engineer designed in accordance with the Town Engineering Guidelines Section F and generally without the need for retaining walls or grading within natural buffers and to the satisfaction of the Town
1.18	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the Owner shall provide a grading plan that complies with the Town Standards to the satisfaction of the Town's Engineer.
1.19	The Owner shall provide, prior to execution of the Subdivision Agreement, detailed grading drawings that have been prepared by a qualified engineer that provide for the construction of trails in accordance with the approved Active Transportation Plan and AODA (The Accessibility for Ontarians with Disabilities Act) requirements generally without the need for retaining walls or grading within natural buffers and that all trails will be located at an elevation above the Regional Flood Line.
1.20	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the Owner shall not enter into any contract for the performance of any of the Works or begin performing any of the works in accordance with the approved engineering drawings unless and until the form and provisions of the contract, the contractor's guarantees and the contractor

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

	have been first approved by the Town Engineer and a copy of the executed documentation has been provided to the Town for record keeping purposes, which approval shall not be unreasonably withheld. The contract or contracts shall provide that the Town Engineer may inspect the construction of any and all work under the contracts and that the Town Engineer shall have authority to instruct the contractor or contractors to stop work should any construction be undertaken contrary to the Town's requirements.
1.21	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that any proposed temporary or permanent foundation dewatering or groundwater management will be designed by a qualified professional to the satisfaction of the Town and TRCA, and subject to all applicable approvals and permitting.
1.22	Full Building permits will not be requested until servicing of the site is satisfactory to the Town engineer. The owner may apply for a Conditional Building permit with the Town CBO. The Town CBO is not bound by the conditions of this approval to issue a conditional permit for any building within this development.
1.23	Where the Owner proposes to proceed with the construction of a model home(s) and/or sales centres/offices prior to registration of the Plan, the Owner agrees to enter into an agreement with the Town, setting out the conditions, and shall fulfill relevant conditions of that agreement prior to issuance of a Building Permit.
1.24	The Owner agrees to submit a Phase One Environmental Site Assessment completed in full accordance with O. Reg. 153/04, as amended, for the purpose of filing a Record of Site Condition for certain Lands within the subdivision indicating that no further environmental assessment is required in order to file a Record of Site Condition for the applicable land use (If the land use is unknown, Table 2 Residential/Parkland/Institutional Property Use shall be used). Once completed, the Owner shall provide a Letter of Acknowledgement of the filing and approval of a Record of Site Condition from the Ministry of Environment, Conservation and Parks for the proposed public road, road widening and stormwater management tank blocks
1.25	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the Owner shall prepare a notice for future purchasers that provides discusses the following: i. Role and function of roads within and adjacent to the subdivision. ii. The responsibility of the developer with respect to unassumed roads. iii. The nature of any easements. iv. The location and purpose of all low impact development measures

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

	<p>(i.e. rain barrels, infiltration facilities, etc.) located on private lots.</p> <ul style="list-style-type: none"> v. The location of sidewalks. vi. The extent of the private lots as it relates to the curb. vii. On-street parking rules. viii. Maintain the original lot plan; and ix. Driveway locations x. Location of public laneways. <p>The Town shall review the notice prior to its release.</p>
1.26	<p>The Town agrees and covenants in the Subdivision Agreement and/or other Town Agreements that it shall make best efforts to ensure and facilitate recovery of costs borne by the Owner of the lands with respect to any comprehensive corridor studies and detailed site studies, and the construction and design of infrastructure and services, which benefit other adjacent property owners. The development of properties within the Gateway Mixed Use Area shall not proceed until the Town Engineer has confirmed that they are satisfied that best efforts have been made for cost sharing of mutual services.</p>
2.0	Parks Development and Operations
2.1	<p><i>Hoarding of Natural Features:</i></p> <ol style="list-style-type: none"> 1. The Owner shall erect and maintain in good condition, hoarding along the property boundary where the proposal abuts the outer limits of the Natural Heritage System (NHS) buffer (<i>NHS buffer Block 5</i>), and along the Meander Belt + 30m (Limit of Redside Dace Habitat) identified in the Natural Heritage Evaluation Report and the Tree Inventory and Preservation Plan, to the satisfaction of the Town.
2.2	<p><i>Notification Signage – Pathway Locations:</i></p> <p>The Owner is required to install and maintain notification signage, at the rear of approximately every three (3) lots (facing the residential lot, in accordance with Town standards), advising future residents of the following:</p> <p align="center"><i>“Purchasers are advised that a multi-purpose path will be constructed (Specify).</i></p> <p align="center"><i>For more information, please call the Town of Whitchurch-Stouffville Development Services Department at (#####)</i></p> <p><i>Notification Signage – Public Lands:</i></p>

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

	<p>The Owner is required to install and maintain notification signage, to Town standards, advising future residents of the future uses of all identified park, open space and stormwater management blocks. The signs will be installed on the subject blocks, along all public road frontages, and will state the name of the Town of Whitchurch-Stouffville, provide a schematic of the facilities (if any) to be included on the subject block, the telephone number where additional information can be obtained and the date the sign is installed.</p>
2.3	<p><i>Entry Features:</i></p> <p>A 1.01 metre wide (or larger if required) Entry Feature Blocks shall be identified at the intersection of Street 'A' and Main Street. The Entry Feature Block(s) will be located behind the daylight triangle. The Owner shall comply with the recommendations of Architectural Control Guidelines (as applicable), to the satisfaction of the Town.</p>
2.4	<p><i>Fencing:</i></p> <p>The Owner shall make satisfactory arrangements with the Town to provide fencing, at their cost, in accordance with the Town Fencing Standards in the Design Guidelines and Standard Drawings document (Section H);, for incorporation into the landscape drawings' submission, to the satisfaction of the Town.</p>
2.5	<p><i>Maintenance Fees:</i></p> <p>The Owner shall agree to contribute a maintenance fee for any landscape item deemed necessary by the Owner, but which exceeds the Town standard. This may include, but not be limited to special entry feature structures and centre medians, irrigation systems, acoustical walls and architectural landscape elements located on public property.</p>
2.6	<p><i>Street Trees</i></p> <p>The Owner shall covenant and agree in the subdivision agreement to prepare a street tree planting plan which shall average a spacing interval of 10 metres, recognizing the constraints associated with driveway locations and the placement of above ground utility pads / pedestals, etc. The minimum caliper of trees shall be 100 mm. The size, spacing and species selected shall be to the satisfaction of the Town.</p>
2.7	<p><i>Parkland Dedication:</i></p> <p>Parkland Dedication requirements for the plan shall be in accordance with the Planning Act R.S.O. 1990, c.P.13 as amended (the Planning Act) and the Town's Parkland Dedication By-law, as amended. The Owner is put on notice that Town By-laws and policies as amended require the payment of cash-in-lieu of parkland for this application pursuant to Section 42(6) of the Planning Act, as a condition of development of the land, and payable prior to the issuance of building permits.</p>
2.8	<p><i>Plan Requirements for all Public Lands:</i></p> <p>Prior to plan registration, the Owner shall provide detailed working drawings for all identified park blocks, NHS, landscape buffer blocks, streetscape planting, walkways and fencing to the satisfaction of the applicable approving departments and in accordance with the latest Town standards. Fencing shall be included along holdout properties where they abut the</p>

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

	<p>plan, subject to the approval of the existing property owners. The Owner shall comply with both the facility fit/concept plan approved prior to draft plan approval and/or the recommendations of the approved Design Brief.</p>
2.9	<p><i>Signage for NHS:</i></p> <p>Prior to plan registration the Owner shall submit a comprehensive signage package for the Natural Heritage System (NHS) lands, to the satisfaction of the Town.</p>
2.10	<p><i>Streetscape Plans:</i></p> <p>Prior to plan registration, the Owner shall make satisfactory arrangements with the Town, through the Subdivision Agreement and the landscape drawings' submission, to provide street trees along all internal streets within the subject plan and along immediately abutting street, including the implementation of boulevard and buffer planting, and entry features. The Owner shall comply with the recommendations of the approved Standards in the Design Guidelines and Standard Drawings document (as amended and as applicable).</p>
2.11	<p><i>Summary Requirements:</i></p> <p>Prior to registration, and in conjunction with the final landscape submission, the Owner agrees to provide the Town with a detailed summary of all areas of parkland, open space, stormwater management ponds, valleylands, and buffers including quantities or areas of boulevard and buffer sod, boulevard and buffer trees, shrub beds and irrigation systems that will be installed by the Owner and will become the Town's responsibility to maintain.</p>
2.12	<p><i>Tableland Tree Compensation:</i></p> <p>Prior to registration, the Owner shall provide restoration-planting drawings that detail compensation plantings for tableland trees removed to accommodate the development. Compensation plantings shall be in accordance to current Town of Whitchurch-Stouffville compensation planting standards. Compensation plantings shall be provided by the Owner at no cost to the Town.</p> <p><i>Tableland Vegetation:</i></p> <p>The Arborist Report / Tree Inventory and Preservation Plan, shall be finalized and approved in accordance with the Town's Tableland Tree Assessment Guidelines, to the satisfaction of the Town.</p> <p><i>Note: The Owner shall ensure that no trees are removed or damaged prior to by-law approval or during any phase of the servicing and construction of the site, if applicable, without the prior approval of the Planning and Development Services and Public Works & Engineering Departments</i></p>
2.13	<p><i>Warning Clauses – Parks, NHS, Open Space, etc.</i></p> <p>Prior to registration, the Owner shall ensure that the builder(s) include a warning clause in all Offers of Purchase and Sale for all Lots or Blocks abutting blocks designated for park,</p>

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

	<p>Natural Heritage System (NHS) open space and/or stormwater management blocks (Block(s) #xx and NHS Block(s) #5) that state:</p> <p><i>“The subject blocks (Builder(s) to insert name of block(s) here) may contain active recreational facilities. Purchasers are advised that residents close to these blocks may be disturbed by users and/or facilities within the subject blocks. For more information, please call the Town of Whitchurch-Stouffville’s Development Services Department at #####.</i></p> <p><i>Warning Clauses – Street Trees</i></p> <p>Prior to registration, the Owner shall ensure that the builder(s) include a warning clause in all Offers of Purchase and Sale indicating that:</p> <p>“The Owner is required to provide street trees at regular intervals on all public boulevards within this subdivision. Local site conditions may not allow a tree to be planted in front of some homes. For more information, please call the Town of Whitchurch-Stouffville’s Public Works & Engineering Department at (905) 874-2050.</p>
<p align="center">2.14</p>	<p>a) <u>Post Registration:</u></p> <p><i>The following are requirements that the Owner shall be required to fulfill as a condition of plan registration. <u>Items are listed in typical order of completion:</u></i></p> <p><i>Conveyance of Public Lands:</i></p> <p>All identified parks, stormwater management ponds, Natural Heritage System (NHS) lands (including associated buffers) conveyed to the Town or Toronto Region Conservation Authority in a form and condition satisfactory to the Town or Toronto Region Conservation Authority.</p> <p><i>Development of all Public Lands:</i></p> <p>The Owner is responsible for the development of all dedicated open space (e.g. valleylands, open space and landscape buffer blocks), or Natural Heritage Systems in accordance with the approved plans and the approved Subdivision Agreement subject to the satisfaction of the Town.</p>
<p align="center">2.15</p>	<p><i>Streetscape Implementation:</i></p> <p>The Owner shall implement, at their expense and to the satisfaction of the Town, all works shown on the approved streetscape plans in accordance with the Subdivision Agreement and the approved Urban Design Brief/Community Design Guidelines (where applicable) and will include the implementation of boulevard and buffer planting, and entry features including all structures and planting</p>
<p align="center">2.16</p>	<p><i>As-Built Drawings:</i></p> <p>Prior to issuance of final acceptance of all landscape works the Owner shall provide as-built drawings in the form of digital files for all, open space, landscape buffer blocks, and Natural</p>

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

	Heritage System blocks etc. The submission of these drawings will meet the latest digital standards as prescribed by the Town of Whitchurch-Stouffville.
Open Space/NHS (Block 5) Environmental Lands	
2.17	The Owner shall complete an Environmental Impact Study (EIS) which will confirm the development affecting Blocks 5. The EIS shall confirm the limits of development; establish the environmental buffer; identify any edge management practices that should be employed to protect adjacent environmental feature; and, the best management practices that should be incorporated into the adjacent urban area to mitigate any impacts to ensure the continued ecological function of the natural feature(s). The EIS shall be completed to the satisfaction of the Town and the Toronto Region Conservation Authority for approval prior to the issuance of Final Approval.
2.18	The Owner covenants and agrees in the subdivision agreement to prepare a Landscaping and Open Space Plan, prepared by a qualified Landscape Architect in good standing with the O.A.L.A., which identifies planting enhancements and preservation practices for the lands associated with Blocks 5. The objective of the landscape treatment is to improve water quality, sediment control, and water temperature for fisheries resources. Accommodation of a trail system shall also be contained within the landscaping submission for Block 5. The identified Landscaping and Open Space Plan shall be submitted by the Owner and approved by the Town and the Toronto Region Conservation Authority. The landscaping design should be consistent with and implement the conclusions of the approved EIS noted in Condition 2.17.
2.19	The Owner covenants and agrees in the subdivision agreement to complete the approved restorative plantings and the construction of the trail system as set out in Conditions 2.17 to 2.18 inclusive to the satisfaction of the Town and the Toronto Region Conservation Authority
2.20	The Owner shall covenant and agree in the subdivision agreement that the detailed design and the completion of all approved landscaping as required by Conditions 2.17 – 2.19 inclusive shall be at no cost to the Town and the Toronto and Region Conservation Authority and shall be completed in accordance with the approved Landscaping and Open Space Plans and the EIS
2.21	The Owner covenants and agrees in the subdivision agreement that Blocks 5 will be dedicated and conveyed to the either the Town or the Toronto and Region Conservation Authority, free of any cost or encumbrances, as part of the issuance of Final Approval.

3.0	Town Road Allowances
3.1	The road allowances included within this Draft Plan of Subdivision shall be dedicated as public highways without monetary consideration and shall be free of all encumbrances.
3.2	Public highways, daylighting triangles, etc. shall be designed and constructed in accordance with established municipal standards to the satisfaction of the

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

	Town Engineer and Ministry of Transportation in their sole discretion.
3.3	The road allowances included within this Draft Plan of Subdivision shall be named to the satisfaction of the Town and York Region (York Region).
3.4	The Owner agrees and covenants to prepare an on-street parking plan in accordance with a Terms of Reference to be prepared by the Town identifying proposed locations for on-street parking. The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to carry out, or cause to carry out, the recommendations set out in the on-street parking plan, to the satisfaction of the Town.
3.5	All required 0.3 metre reserves as identified by the Town shall be conveyed to the Town without monetary consideration and shall be free of all encumbrances.
3.6	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the public highways shall be designed and constructed in accordance with established municipal standards to the satisfaction of the Town.
3.7	The Owner shall provide a construction access to the site to the satisfaction of Town Engineer and the Ministry of Transportation.
3.8	The Owner shall agree in the subdivision agreement, in wording satisfactory to Development Engineering that the Owner will be responsible for determining the location of all utility plants within the Main Street and Hwy 48 rights-of-way and for the cost of relocating, replacing, repairing, and restoring any appurtenances damaged during construction of the proposed site works. The Owner must review or ensure that any consultants retained by the Owner review, at an early stage, the applicable authority's minimum vertical clearances for aerial cable systems and their minimum spacing and cover requirements. The Owner shall be entirely responsible for making any adjustments or relocations, if necessary, prior to the commencement of any construction. Works that benefit the ultimate design will be considered by the Town Engineer for DC Credits.
3.9	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the detailed design and the construction of all approved landscaping shall be completed in accordance with the provisions of the approved Streetscape Plan and at no cost to the Town.

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

3.10	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to provide temporary turning circles, temporary emergency accesses and any necessary easements (if and where required) at the Owner's expense. The Owner also agrees and covenants in the Subdivision Agreement to remove the temporary turning circles and emergency accesses and restore the streets to their normal condition at the Owner's expense when required by the Town and to the satisfaction of the Town.
3.11	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to submit a Streetscape Plan, prepared by a qualified Landscape Architect in good standing with the O.A.L.A., to the satisfaction of the Town. The Streetscape Plan shall include all roads internal to the Subdivision. The minimum caliper of trees shall be 70 mm. Where the Owner cannot achieve the tree-planting scheme noted above the Owner shall provide alternate locations for the trees within the municipal right of way to the satisfaction of the Town. The size, spacing and species selected shall be as per the approved Landscape Plans and coordinated with the Composite Utility Plan all to the satisfaction of the Town.
3.12	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the sidewalks internal to the Plan shall be constructed within the road allowance to the satisfaction of the Town.
3.13	<p>The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that an appropriate noise study is prepared that recommends the following.</p> <ul style="list-style-type: none">a) An assessment of potential impacts on surrounding points of reception (i.e. windows or outdoor areas at adjacent properties), due to stationary sources at the proposed development should be included in the report. This may be deferred to Site Plan Approval or become a condition of Site Plan Approval at the discretion of the Town, when HVAC equipment is selected.b) Noise attenuation features protecting the proposed development noise generated from adjacent land uses and traffic noise on Main Street and Hwy 48 for blocks shall be prepared to the satisfaction of the Town prior to Registration of the plan.c) The Owner agrees and covenants in the future Subdivision Agreement to carry out, or cause to carry out, the recommendations set out in the approved report, to the satisfaction of the Town.

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

3.14	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that if deemed appropriate, noise fences adjacent to Main Street and Hwy 48 will be constructed on the private side of the 0.3 metre reserve and may be a maximum of 2.2 metres in height, subject to the Town's concurrence.
4.0	General Transportation
4.1	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to prepare an Active Transportation Plan that provides details on the location of all sidewalks, trails, and bicycle routes to the satisfaction of the Town.
4.2	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to prepare a Transportation Impact Study to the satisfaction of the Town, and the Ministry of Transportation with respect to the location of the proposed connections to Highway 48 and Stouffville Main Street.
4.3	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to prepare a Functional Internal Traffic Study to the satisfaction of the Town.
5.0	Land Conveyances – Town
5.1	The Owner agrees and covenants in the Subdivision Agreements and/or other Town Agreements to convey the following lots/blocks to the Town: a) Block 4 for stormwater management; b) Block 6 for Main Street widening c) Street A d) Street B
6.0	Water and Sanitary
6.1	The Owner shall provide, prior to execution of the Subdivision Agreement, detailed engineering drawings that have been prepared by a qualified engineer, which will include, but not be limited to grading control plans, plan and profile drawings of all underground and above ground services, general plans, drainage plans, composite utility plans, stormwater management detail

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

	plans, etc. to the satisfaction of the Town Engineer.
6.2	The Owner shall provide, prior to execution of the Subdivision Agreement a Servicing Report to satisfy requirements of the Town of Whitchurch Stouffville Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA) for proposed sanitary sewers, proposed storm sewer and all proposed stormwater management facilities, which meets all design requirements pursuant to Criteria for Sanitary Sewers, Storm Sewers and Forcemains for Alterations Authorized Under Environmental Compliance Approval.
6.3	The Owner covenants and agrees that at the time of a site plan control application for each development block, they are required to ensure that the Water and Wastewater Hydraulic Modelling Analysis (dated March 2022) prepared by GM BluePlan complies with the Town of Whitchurch-Stouffville 2024 Water and Wastewater Master Plan dated March 2024 and is coordinated with the final servicing information for the subdivision, if requires
6.4	The Owner covenants and agrees that at the time of a site plan control application for each development block, they are required to provide hydraulic modelling of the proposed water system to the satisfaction of the Town. The owner shall submit a Water System Analysis and Report prepared by a qualified professional that addresses internal and external impacts of the Draft Plan of Subdivision on the existing water system, if required. This shall include updating and calibrating the existing model, at the discretion of the Town Engineer. The report shall be submitted prior to execution of the detailed engineering drawings by the Town Engineer. The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to carry out, or cause to carry out, the recommendations set out in the approved report, to the satisfaction of the Town.
6.5	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the Owner shall save harmless the Town of Whitchurch-Stouffville and York Region from any claim or action as a result of water or sanitary sewer service not being available when anticipated (York Region).
6.6	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to be responsible for maintenance of adequate chlorine residuals in the watermains within the Plan after successful testing and connection to the potable municipal water system and continue until such time as determined by the Town or until assumption of the Plan. In order to maintain adequate chlorine residuals, the Owner will be required to pay for the costs of the Town's contractor who will undertake the necessary measures including flushing the water system and sampling for chlorine residuals on a regular

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

	basis determined by the Town. The Owner shall also be responsible for the costs associated with the metered consumption of water used in the program.
6.7	The Owner shall submit a detailed Hydrogeological Impact Study for the review and approval of the Town that identifies, if any, local wells in the Town that may be influenced by construction and, if necessary, outline a monitoring program to be undertaken before, during and after construction of the subdivision. The hydrogeological study is also to provide technical input to proposed servicing of the site with respect to conflicts with groundwater, control of groundwater during servicing, the need to obtain a Permit to Take Water The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to carry out, or cause to carry out, the recommendations set out in the approved report, to the satisfaction of the Town.
6.8	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that prior to the issuance of Final Approval that any abandoned wells located on the property will be decommissioned in accordance with O. Reg. 903 and shall provide a record of certification to the Town and the Region of York from a qualified individual confirming compliance. (York Region).
6.9	The Owner shall provide to the Region the following documentation to confirm that water and wastewater services are available to the subject development and have been allocated by the Town of Whitchurch-Stouffville: a) a copy of the Town resolution confirming that the Town of Whitchurch-Stouffville has allocated servicing capacity, specifying the specific source of the capacity, to the development proposed within this draft plan, or any phase thereof; and b) a copy of an email confirmation by Town of Whitchurch-Stouffville staff stating that the allocation to the subject development remains valid at the time of the request for Regional clearance of this condition.
6.10	The Owner shall provide an electronic set of the final engineering drawings showing the watermains and sewers for the proposed development to the Community Planning and Development Services division and the Infrastructure Asset Management branch for record.
6.11	The Owner shall provide an executed copy of the subdivision agreement with the local municipality to the Regional Corporate Services Department, outlining all requirements of York Region.
6.12	The Owner shall enter into an agreement with York Region, to satisfy all conditions, financial and otherwise, and state the date at which development charge rates are frozen, of the Regional Corporation; Regional Development

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

	Charges are payable in accordance with Regional Development Charges By-law in effect at the time that Regional development charges, or any part thereof, are payable as applicable.
7.0	Environmental
7.1	<p>That prior to any site alteration and prior to the registration of this plan or any phase thereof, the Owner shall submit a detail engineering report (or reports) and plans, in accordance with the Functional Servicing and Stormwater Management Report, prepared by SCS Consulting Group Ltd., dated May 2024, as amended to the satisfaction of Toronto and Region Conservation Authority (TRCA) and the Town of Whitchurch-Stouffville. This submission shall include:</p> <ul style="list-style-type: none">a) A detailed description of the storm drainage systems (quantity and quality) for the proposed development, as well as a description of the capture and control of all internal and external drainage areas;b) Plans illustrating how this drainage system will tie into surrounding drainage systems, (i.e., identifying if it is part of an overall drainage scheme, how external flows will be accommodated, the design capacity of the receiving system, etc.);c) Appropriate stormwater management techniques which may be required to control minor and major flows;d) The Stormwater Management Facility (Block 4) shall be appropriately sized to control the minor and major flows (up to the 100-year design storm) to the allowable release rates;e) Appropriate Stormwater Management Practices (SWMPs) to be used to treat stormwater, to mitigate the impacts of development on the quality and quantity of ground and surface water resources as it related to the natural system, both aquatic and terrestrial;f) Low Impact Development (LID) measures to promote infiltration, reduce run-off and maintain water balance for the plan area, where feasible, to achieve average annual water balance and, at a minimum, retain the equivalent of 5 mm of rainfall over the impervious areas of the proposed development;g) Detailed plans and calculations for the proposed lot-level, conveyance, and end-of-pipe controls to be implemented on the site;h) Proposed measures to mitigate impacts to those natural features that

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

	<p>have been assessed to be likely impacted by the development;</p> <p>i) An evaluation that addresses the need for groundwater dewatering during construction, including but not limited to details for its disposal, potential impacts to natural features due to groundwater withdrawal, mitigation, and any permitting requirements;</p> <p>j) Grading plans for the subject lands;</p> <p>k) An erosion and sediment control report and plans for the subject lands that includes proposed measures for controlling or minimizing erosion and siltation on-site and/or in downstream areas during and after construction; and</p> <p>l) The location and description of all outlets and other facilities or works which may require permits from TRCA pursuant to the <i>Conservation Authorities Act</i>, as may be amended.</p>
7.2	<p>That prior to any site alteration and prior to the registration of this plan or any phase thereof, the Owner shall submit the final approval, or indication that all requirements have been satisfied, from the Ministry of the Environment, Conservation and Parks (MECP) regarding requirements under the Endangered Species Act, to the satisfaction of the Town.</p>
7.3	<p>The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that if during construction of any infrastructure or buildings within the Subdivision contaminated lands are discovered, the Owner shall undertake, at their expense the necessary measures to identify and deal with the contaminant, in accordance with Ministry of the Environment Conservation and Parks (MECP) guidelines, the Town's current Fill By-law 2017-017-RE as maybe amended from time to time and or other guidelines as appropriate, to the satisfaction of the Town.</p>
7.4	<p>As the site is within a Significant Groundwater Recharge Area, the Owner is encouraged to use best management practices during construction and post-construction with respect to the handling and storage of chemicals.</p>
8.0	<p style="text-align: center;">Stormwater Management</p>
8.1	<p>The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the stormwater management design must be based on providing Enhanced Level water quality control as per the MECP's Stormwater Management and Planning Manual, 2003. In accordance with the Town's Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA) any manufactured treatment device shall be tested in accordance with</p>

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

	the TRCA protocol Procedure for Laboratory Testing of OGSs and testing data verified in accordance with the ISO 14034 Environmental Technology Verification (ETV) protocol.
8.2	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the stormwater management design, including storm drainage patterns and end of pipe stormwater management facility designs, shall be revised to the satisfaction of the Town and that the findings of the approved stormwater management plan may necessitate redline revisions to the Draft Plan.
8.3	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the underground stormwater management tank shall be designed to the satisfaction of the Town engineer, including providing a tank product that is approved by the Town engineer.
8.4	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements in wording acceptable to the Town that the cost of perpetual maintenance for the purpose of operating and maintaining the stormwater management facility shall be submitted to the Town prior to registration of the development. The perpetual maintenance shall be determined by the Owner to the satisfaction of the Town and shall include all operations and maintenance costs and the lifecycle replacement costs.
8.5	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements in wording acceptable to the TRCA: a) To define the limit of development to the satisfaction of the TRCA and ensure all development is outside of this limit; b) To install and maintain all stormwater management and erosion and sedimentation control structures operating and in good repair during the construction period, until the site has been stabilized, in a manner satisfactory to TRCA; c) To install/provide any required LID measures proposed as part of the overall stormwater management strategy in the approved FSR, SWM Report and/or LID report, at no cost to the purchasers; d) To comply with the permits approved under the <i>Conservation Authorities Act</i> , as may be amended, including the approved plans, reports and conditions to the satisfaction of TRCA.
8.6	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to implement LID initiatives within Lands in conjunction with TRCA permits and approvals at no cost to the Town and the TRCA. The LID

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

	initiatives will be vetted with the Town and TRCA prior to design finalization and any recommendations by the Town and/or TRCA shall be incorporated into the design of the LIDs all to the satisfaction of the Town Engineer.
8.7	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that the provision of Low Impact Development (LID) strategies within this site may not be used to offset the hydrologic and/or hydraulic considerations for the stormwater management facilities for this site.
9.0	Utilities
9.1	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to prepare an overall composite utility plan to the satisfaction of the Town and all affected authorities/service providers, prior to the execution of the Subdivision Agreement and or other Town Agreements.
9.2	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that hydroelectric, telephone, high speed broadband width telecommunication services, gas and television cable services, shall be constructed at no cost to the Town, as underground facilities within the public highway allowances or within other appropriate easements, as approved on the Composite Utility Plan, to the satisfaction of the Town and affected authorities/service providers.
9.3	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to enter into any Agreement(s) required by any applicable utility companies to undertake the installation of utilities consistent with the approved Composite Utility Plan.
9.4	The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements with respect to the provision of natural gas distribution to: a) Make satisfactory arrangements with the appropriate service authority to install all of the natural gas distribution system within the proposed public highway allowance. b) Grade all streets to final elevation prior to the installation of the gas lines; and, c) Provide the necessary field survey information required for the installation of the gas distribution system, all to the satisfaction of the Town and the service provider.

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

10.0	Toronto Region Conservation Authority
10.1	<p>That the final Plan shall be in general conformity with the draft plan prepared by Evans Planning, dated April 28, 2022, prior to a request for clearance of any phase of this plan to:</p> <ul style="list-style-type: none"> i. Include appropriate blocks that are to be conveyed to the Municipality or TRCA as appropriate to the satisfaction of the Town and TRCA. ii. Meet the requirements of TRCA’s conditions, including the adjustment of block lot lines to the satisfaction of the Town and TRCA as a result of the completion of required studies. iii. Should the above not be adequately addressed in the Plan, red-line revision will be required to the satisfaction of the TRCA, to address TRCA’s requirements with respect to these conditions. Should additional lands be required to satisfy requirements related to the protection of natural hazards, natural features, buffers, access to environmental lands, stormwater management, water balance/Low Impact Development measures, the additional lands shall be provided from blocks/lots that are proposed for development.
10.2	<p>Limit of Development Reports and Plans: That prior to any development or associated site alteration, clearance or registration of this plan or any phase thereof, technical reports and plans shall be submitted <u>to the satisfaction of TRCA</u> which confirm the limits of the flood plain, meander belt, wetlands, and associated vegetation and buffers in accordance with TRCA policy requirements.</p> <ul style="list-style-type: none"> i. Detailed plans and demonstration of the development limit: Plans illustrating that all proposed development works, including all residential and recreational uses, stormwater management/servicing, associated grading, site alteration, and materials associated with these activities will not encroach or be placed on natural system (natural hazards, features, required buffer and compensation areas) and Structural setbacks to dedicated lands (please see condition 5.c). Exceptions may be considered for outfalls, as permitted by TRCA and the Town.
10.3	<p>Other Design Reports and Plans:</p> <p>That prior to any development or associated site alteration, clearance or registration of this plan or any phase thereof, the owners or their agents shall submit the following plans and reports to the satisfaction of TRCA:</p> <ul style="list-style-type: none"> a. Development phasing: Provide a development phasing plan illustrating

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

the various phases of development and associated timing of construction to implement the draft plan of subdivision.

- b. Stormwater management: Provide a final consolidated, detailed Stormwater Management Report and associated detailed plans to achieve the applicable stormwater management criteria (i.e., quantity, quality, erosion control, and water balance) in accordance with TRCA's stormwater management guidelines. This report shall include, but is not limited to:
- i. Confirm The applicable stormwater management criteria (i.e. quantity, quality, erosion control, and water balance) in accordance with TRCA's stormwater management guidelines and provide all calculations and a detailed strategy to meet each of these requirements.
 - ii. Plans illustrating the existing drainage systems internal and external to the site and how the proposed drainage plan will tie into surrounding drainage systems. Plans which demonstrate the proposed stormwater management techniques which are required to control minor and major flows, and, if applicable, Regulatory flows. Confirmation must be provided with respect to how target flows as per the hydrologic studies will be achieved during and post-development.
 - iii. Provide provisions for appropriately sized Stormwater Management Practices (SWMPs) to be used to treat stormwater in accordance with TRCA's current Stormwater Management Guidelines. The existing drainage patterns should be maintained, to the greatest extent possible, and the existing hydrologic function of any wetlands is to be maintained, consistent with TRCA's guidelines.
 - iv. Provide a written confirmation from the Town that the Town of Whitchurch-Stouffville requires a 10 cm freeboard on the design storms (4-hr Chicago and 24-hr SCS) and no freeboard on the 6-hr AES.
 - v. Proposed methods for controlling or minimizing erosion and siltation on- site and/or in downstream areas during and after construction, in accordance with the TRCA's Erosion and Sediment Control (ESC) guidelines. Erosion and sediment control plans and a report addressing phasing and staging, consistent with TRCA's guidelines must be included.
 - vi. Detailed plans and mapping indicating location, orientation, size

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

	<p>and description of all stormwater management features, including outlet structures, all other proposed servicing facilities (i.e., lot level LIDs, pumping stations, access roads), grading, site alterations, development, infrastructure and watercourse alterations, which are required to service or facilitate the development of the subject lands, which may require a permit from the TRCA pursuant to the Conservation Authorities Act and its Regulation.</p> <p>vii. LID measures, including a combination of infiltration trenches, biofiltration trenches, and green roofs (as per SCS Design Drawings D.1), to achieve a minimum site -wide infiltration volume of 15 mm.</p> <p>viii. Measures for minimizing and mitigating erosion related impacts on downstream areas (during and post construction), which are to be integrated into the stormwater management plan to the satisfaction of the TRCA.</p> <p>ix. Design of flow dispersal measures associated with the stormwater management outlets to reduce potential erosion and maximize potential infiltration, and the integration of a naturalized outlet channel and/or wetland, where applicable, to the satisfaction of the TRCA.</p> <p>x. Stormwater Management facility and outlet design details. Design requirements shall conform to the requirements outlined in the Ministry of Environment, Conservation and Parks (MECP) guidelines, TRCA's Stormwater Management Criteria Document, and TRCA's LID Stormwater Management Planning and Design Guide, and all applicable municipal design standards.</p> <p>d) Provide detailed grading plans for the subject lands. These plans must indicate how grade differentials will be accommodated without the use of retaining walls within or adjacent to valley and stream corridor blocks. All modifications to existing slopes (as may be permitted) must result in geotechnically-stable slopes to the satisfaction of the TRCA. Additionally, the grading plans must clearly indicate that Block 3 is located outside the floodplain with a minimum vertical freeboard of 0.3 metres.</p> <p>e) Dewatering: Provide a Dewatering Report and detailed plans detailing all anticipated dewatering (if any) associated with the proposed development, including anticipated volumes, potential impacts on natural hazards or features regulated by TRCA, duration, discharge locations, and filtration media and erosion protection works to the</p>
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SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

	<p>satisfaction of TRCA.</p> <p>f) Feature-Based Water Balance: A Final Feature-Based Water Balance Report and associated detailed plans identifying the measures to be implemented to maintain the pre-development hydrologic function of wetland features within and adjacent to the development lands and providing a monitoring plan for all stages of construction.</p> <p>g) WHPA-Q Water Balance: Provide a Final WHPA-Q Water Balance Report and associated detailed plans demonstrating how pre-development recharge will be maintained in accordance with Policy REC-1 of the CTC Source Protection Plan has been satisfied. The report shall include, at a minimum, reference to Policy REC-1 and the applicable water balance/criteria, a detailed mitigation strategy, and water balance calculations for the existing condition, post-development without mitigation, and post-development with mitigation. The mitigation strategy shall be implemented on the detailed plans.</p> <p>h) Restoration: Provide restoration plans for all buffer areas, compensation areas, as well as the removal and restoration of any historical or man-made intrusions and debris in the natural system. Disturbed areas must be restored and stabilized to prevent erosion and soil instability within TRCA regulated areas. Restoration plans, including detailed design specifications, must be submitted to the satisfaction TRCA and the Town of Whitchurch-Stouffville.</p>
10.4	<p>TRCA Permit(s): That prior to any development, pre-servicing or site alteration, the applicant obtains permits from TRCA pursuant to the <i>Conservation Authorities Act</i>, as required by TRCA.</p>
10.5	<p>Dedication of Environmental Lands (pre-registration): That all blocks and lots containing environmental lands (natural hazards, natural features, buffer areas, compensation areas) be gratuitously dedicated to the Town or TRCA, in a condition that is satisfactory to the Town or TRCA as appropriate. Should the lands be dedicated to TRCA, the following will be required to our satisfaction prior to registration of the plan:</p> <ul style="list-style-type: none">i. Plans providing the specific blocks to be dedicated and the associated environmental hazard/feature/buffer/etc. located within the block.ii. Plans demonstrating that all infrastructure (e.g., outfalls, servicing, etc.), structures, all development and associated grading and site alteration are located outside of lands to be dedicated to TRCA.iii. Plans demonstrating that above and below grade structures will be set

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

	<p>back from lands to be conveyed to TRCA (3 meters or as required by TRCA). Maintenance easements across TRCA lands are generally discouraged but may be considered at TRCA’s sole discretion (further discussion would be required).</p> <p>iv. Plans demonstrating that the lands will have suitable public access points (typically a minimum 3 metre wide paved or gravel access from a public road).</p> <p>v. Plans demonstrating that a fence and access gate will be installed on the private lands abutting the lands to be dedicated. Fencing shall be installed inset 0.3 metres on the development/private property side adjacent to the lands to be dedicated.</p> <p>vi. Approval by TRCA’s Board of Directors for the dedication of the environmental blocks. The request for Board Approval requires the completion of a Phase I Environmental Site Assessment (ESA) and further Phases of ESA, if required, to the satisfaction of TRCA staff at least three months prior to the Board of Directors meeting. The ESA(s) shall not be completed during snow cover.</p> <p>vii. Please be advised that further requirements may arise as part of the land dedication process between registration and assumption.</p>
<p>10.6</p>	<p>Dedication of Environmental Lands (pre assumption of the subdivision): As part of the gratuitous dedication of environmental lands to TRCA, at a minimum the requirements below must be addressed to demonstrate that the lands are in a condition to the satisfaction of TRCA. It is the owner’s responsibility to obtain all necessary permits from TRCA in accordance with the <i>Conservation Authorities Act</i> for these works and ensure that all requirements have been addressed in a timely manner.</p> <p>i. Confirmation that all required remediation works have been completed in accordance with the approved ESA reports and disturbed areas have been restored to a natural condition;</p> <p>ii. Confirmation that all conditions imposed by the Board of Directors have been satisfied;</p> <p>iii. Confirmation that a permanent fence and access gate has been installed on the private lands abutting the lands to be dedicated to TRCA;</p> <p>iv. Confirmation that all historical man-made intrusions and structures and any hazardous trees identified in consultation with TRCA have been removed from the lands to be dedicated to TRCA, including but not limited to, paths, culverts, structures, buildings, weirs, dams, fences,</p>

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

	<p>debris, waste, and hazardous trees , and that all disturbed areas have been restored to a natural state with native plantings; and</p> <p>v. Confirmation that all required planting works on the lands to be conveyed have been successfully completed and warranty period has ended or the plantings secured by the municipality.</p>
<p>10.7</p>	<p>SUBDIVISION AGREEMENT</p> <p>i. That the owner agrees in the subdivision agreement, in wording acceptable to the TRCA:</p> <p>ii. To carry out, or cause to be carried out, to the satisfaction of the TRCA, the recommendations of the technical reports and plans referenced in TRCA's conditions.</p> <p>iii. To implement the requirements of the TRCA's conditions in wording acceptable to the TRCA.</p> <p>iv. To design and implement on-site erosion and sediment controls in accordance with current TRCA standards.</p> <p>v. To maintain all stormwater management and erosion and sedimentation control structures operating and in good repair during the construction period, in a manner satisfactory to the TRCA.</p> <p>vi. To obtain all necessary permits pursuant to regulations made under the <i>Conservation Authorities Act</i> from the TRCA.</p> <p>vii. To erect a permanent fence to the satisfaction of the TRCA on all lots and blocks abutting natural areas and their buffers (if gratuitously dedicated to the TRCA).</p> <p>viii. To implement all water balance/infiltration measures identified in the submitted studies that have or are to be completed for the subject property.</p> <p>ix. Implement all adaptive management and mitigation measures identified in the submitted design reports that have or are to be completed for the subject property.</p> <p>x. To provide for the warning clauses and information identified in TRCA's conditions.</p> <p>xi. That where required to satisfy TRCA's conditions, development shall be phased within this plan.</p>

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

	<p>xii. That prior to a request for renewal of draft approval of any phase of this subdivision, that the owner consult with the TRCA with respect to whether the technical studies submitted in support of this development remain to meet current day requirements, and that the owner update any studies and plans, as required, to reflect current day requirements.</p> <p>xiii. To gratuitously dedicate all environmental lots and blocks (e.g., natural hazards, natural features, buffer areas, compensation areas) to the Town of Whitchurch-Stouffville or TRCA, in a condition that is satisfactory to the Town or TRCA as appropriate.</p>
<p align="center">10.8</p>	<p>IMPLEMENTING ZONING BY-LAW</p> <p>i. That the implementing Zoning By-law recognize the valley corridor and adjacent environmental buffer block in a suitable zoning category which has the effect of prohibiting development and structural encroachment and ensuring the long-term preservation of the lands in perpetuity, to the satisfaction of the TRCA.</p>
<p align="center">11.0</p>	<p>York Region</p>
<p align="center">11.1</p>	<p>The Owner shall agree to save harmless the Town of Whitchurch-Stouffville and York Region from any claim or action as a result of water or sanitary sewer service not being available when anticipated.</p>
<p align="center">11.2</p>	<p>The Owner shall agree to implement the recommendations of the revised Transportation Study, including TDM measures and incentives, as approved by the Region.</p>
<p align="center">11.3</p>	<p>The Owner shall agree to reserve an unobstructed location for the future construction of the</p> <p>passenger standing areas/shelter pads identified below:</p> <p>On Street: Main Street</p> <p>At Street: Street A</p> <p>Location: NE corner</p> <p>Standard Specifications: YRT 1:01</p> <p>On Street: Highway 48</p>

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

	<p>At Street: Street B</p> <p>Location: SE corner</p> <p>Standard Specifications: YRT 1:01</p>
11.4	<p>The Owner shall agree that landscaping should not interfere with the identified bus stop[s], passenger standing area[s], shelter[s] or corner sightlines. Bus stop[s] located in front of the employment areas shall be incorporated into the landscape design</p>
11.5	<p>The Owner shall agree to advise all potential purchasers of the existing and future introduction of transit services. The Owner/consultant is to contact YRT Contact Centre (tel. 1-866-668-3978) for route maps and the future plan maps.</p>
11.6	<p>The Owner shall provide an electronic set of final engineering drawings showing the watermains and sewers for the proposed development to Development Services and the Infrastructure Asset Management for record.</p>
11.7	<p>The road allowances included within the draft plan of subdivision shall be named to the satisfaction of the Town of Whitchurch-Stouffville and York Region.</p>
11.8	<p>The Owner shall provide to the Region the following documentation to confirm that water and wastewater services are available to the subject development and have been allocated by the Town of Whitchurch-Stouffville:</p> <p>a) A copy of the Council resolution confirming that the Town of Whitchurch Stouffville has allocated servicing capacity, specifying the specific source of the capacity, to the development proposed within this draft plan, or any phase thereof; and</p> <p>b) A copy of an email confirmation by Town of Whitchurch Stouffville staff stating that the allocation to the subject development remains valid at the time of the request for Regional clearance of this condition.</p>
11.9	<p>The Owner shall provide an electronic set of the final engineering drawings showing the watermains and sewers for the proposed development to the Economic and Development Services branch and the Infrastructure Asset Management branch for record</p>

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

11.10	The Owner shall provide an executed copy of the subdivision agreement with the local municipality to the Regional Corporate Services Department, outlining all requirements of the Corporate Services Department.
11.11	. For any applications (Site Plan or Zoning By-law Amendment) deemed complete after January 1, 2020, the Owner shall enter into a Development Charge Rate Freezing Agreement with York Region to freeze/lock in the Development Charge rate at the time the site plan application or Zoning By-law Amendment is deemed complete submission, satisfy all conditions, financial and otherwise, and confirm the date at which Regional development charge rates are frozen; Regional Development Charges are payable in accordance with Regional Development Charges By-law in effect at the time that Regional development charges, or any part thereof, are payable. Please contact Fabrizio Filippazzo, Manager, Development Financing Administration to initiate a Development Charge Agreement with York Region.
11.12	The Regional Corporate Services Department shall advise that Conditions 1 to 10 inclusive, have been satisfied.
12.0	Bell Canada
12.1	The Owner acknowledges and agrees to convey any easement(s) as deemed necessary by Bell Canada to service this new development. The Owner further agrees and acknowledges to convey such easements at no cost to Bell Canada.
12.2	The Owner agrees that should any conflict arise with existing Bell Canada facilities where a current and valid easement exists within the subject area, the Owner shall be responsible for the relocation of any such facilities or easements at their own cost.
13.0	Canada Post
13.1	The Owner will consult with Canada Post Corporation and the Town to determine suitable locations for the placement of community mailboxes, and, will indicate on the appropriate servicing plans: <ul style="list-style-type: none">i. The location of community mailboxes;ii. An appropriately sized section of concrete pad as per municipal standards to place the community mailbox on;iii. Any required walkways across the boulevard, as per Town

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

	requirements; and, iv. Any required curb depressions for wheelchair access to the satisfaction of the Town and Canada Post.
13.2	The Owner will confirm to Canada Post that the final secured permanent locations for the Community Mailboxes will not be in conflict with any other utility; including hydro transformers, bell pedestals, cable pedestals, flush to grade communication vaults, Landscaping enhancements (tree planting) and bus pads.
13.3	The Owner agrees and covenants in the Subdivision Agreements and/or other Town Agreements to install concrete pads at each of the Community Mailbox locations as well as any required walkways across the boulevard and any required curb depressions for wheelchair access as per Canada Post's concrete pad specification drawings.
13.4	The Owner agrees and covenants in the Subdivision Agreements and/or other Town Agreements to prepare and maintain an area of compacted gravel to Canada Post's specifications to serve as a temporary Community Mailbox location. This location will be in a safe area away from construction activity in order that Community Mailboxes may be installed to service addresses that have occupied prior to the pouring of the permanent mailbox pads. This area will be prepared a minimum of 30 days prior to the date of first occupancy.
13.5	The Owner will communicate to Canada Post the excavation date for the first foundation (or first phase) as well as the expected date of first occupancy.
13.6	The Owner agrees and covenants in the Subdivision Agreements and/or other Town Agreements that, prior to offering any of the residential units for sale, to place a "Display Map" on the wall of the sales office in a place readily available to the public which indicates the location of all Canada Post Community Mailbox site locations, as approved by Canada Post and the Town.
13.7	The Owner agrees and covenants in the Subdivision Agreements and/or other Town Agreements to include in all offers of purchase and sale a statement which advises the prospective new home purchaser that mail delivery will be from a designated Community Mailbox, and to include the exact locations (list of lot #s) of each of these Community Mailbox locations; and further, advise any affected homeowners of any established easements granted to Canada Post.
13.8	The Owner shall be responsible to ensure that the correct pads referred to in Condition 21.1(b) are constructed satisfactory to Canada Post and sufficient for the intended purpose as determined by Canada Post. Prior to Final Acceptance as requested by Canada Post the Owner shall make provision for temporary

SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-16.003

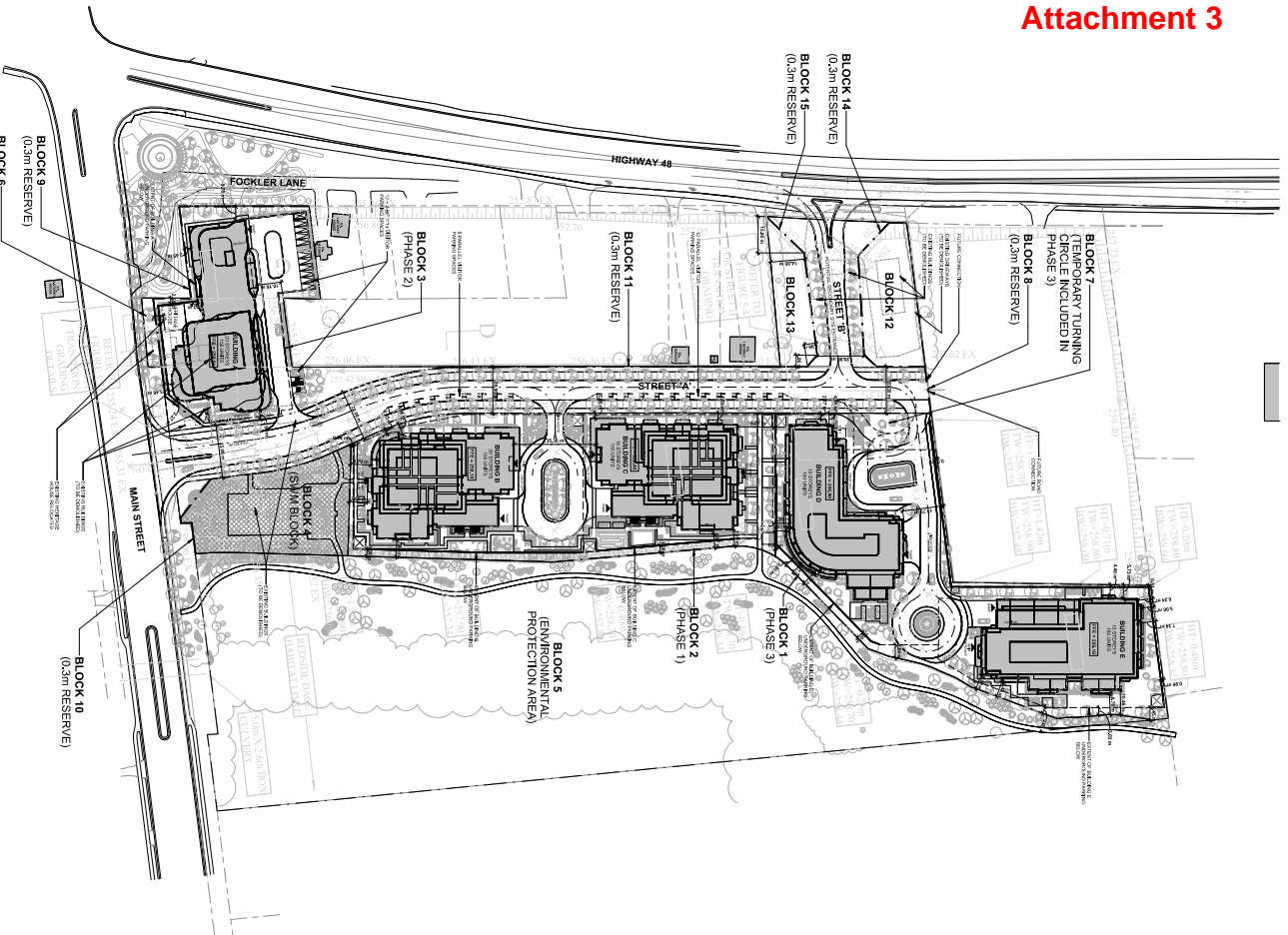
2440332 Ontario Inc.

5262, 5270, 5286 and 5318 Main Street, and 12371 Highway 48

Town of Whitchurch-Stouffville

Dated: October 2, 2024

	Mailbox Locations to remedy any immediate delivery issues.
14.0	Ministry of Transportation
14.1	That prior to final approval, the owner shall submit a detailed traffic impact study for Ministry of Transportation review and approval, in accordance with MTO's February 2023 TIS Guidelines.
14.2	That prior to final approval, the owner shall submit an illumination plan, electrical (including photometric) plan (in lux)
14.3	That prior to final approval, the owner shall enter into a legal agreement with the Ministry of Transportation whereby the owner agrees to assume financial responsibility for the construction of all associated highway improvements required for site development, if identified in the approved Traffic Impact Study.
14.4	Access to Street A through Block 8 must be provided free of cost to adjacent landowners
14.5	A full median must be provided on Highway 48 opposite Street B where only Right-in/ Right-out access is permitted. Street B not to be signalized in the future.
14.5	If the site is going to be constructed in phases, each phase will require a separate clearance letter and set of permits from the Ministry
14.6	That prior to final approval, the owner shall submit a draft M-Plan for MTO review and approval
14.0	External and Internal Clearances (Town)
14.1	Prior to release for registration of the Draft Plan, or any phase thereof, clearance letters, containing a brief statement detailing how conditions have been met, will be required from authorized agencies as applicable



PROJECT STATISTICS:

ADDRESS	5262, 5270, 5266 & 5318 MAIN ST. + 12371 HWY 48, STOUFFVILLE, ON
REGULATORY AGENCY	TOWN OF WHITCHURCH-STOUFFVILLE
NET SITE AREA	3,9731 ha (9,7131,300 m ²)
GROSS FLOOR AREA (GFA)	94,664,452 m ²
FSI	2.39
UNIT COUNT	800
DENSITY (UNITS/ha)	201.36

	RATIO	PARKING REQUIRED
TOTAL PARKING PROVIDED		
BUILDING A	1.26 SPACES / UNIT	186 SPACES
VISITOR PARKING SPACES	0.20 SPACES / UNIT	30 SPACES
TOTAL REQUIRED SPACES		216 SPACES
BP SPACES = 2.7 2% OF TOTAL REQUIRED PARKING =	(7 OF WHICH REQUIRE TO BE BP)	
BUILDING B	1.26 SPACES / UNIT	232 SPACES
VISITOR PARKING SPACES	0.20 SPACES / UNIT	29 SPACES
TOTAL REQUIRED SPACES		261 SPACES
BP SPACES = 2.7 2% OF TOTAL REQUIRED PARKING =	(6 OF WHICH REQUIRE TO BE BP)	
BUILDING C	1.26 SPACES / UNIT	194 SPACES
VISITOR PARKING SPACES	0.20 SPACES / UNIT	31 SPACES
TOTAL REQUIRED SPACES		225 SPACES
BP SPACES = 2.7 2% OF TOTAL REQUIRED PARKING =	(7 OF WHICH REQUIRE TO BE BP)	
BUILDING D	1.26 SPACES / UNIT	200 SPACES
VISITOR PARKING SPACES	0.20 SPACES / UNIT	32 SPACES
TOTAL REQUIRED SPACES		232 SPACES
BP SPACES = 2.7 2% OF TOTAL REQUIRED PARKING =	(7 OF WHICH REQUIRE TO BE BP)	
BUILDING E	1.26 SPACES / UNIT	187 SPACES
VISITOR PARKING SPACES	0.20 SPACES / UNIT	30 SPACES
TOTAL REQUIRED SPACES		217 SPACES
BP SPACES = 2.7 2% OF TOTAL REQUIRED PARKING =	(7 OF WHICH REQUIRE TO BE BP)	
TOTAL INDOOR AREN'T PROVIDED		
BUILDING A		3,794.18 m ²
BUILDING B		1,212.77 m ²
BUILDING C		681.58 m ²
BUILDING D		656.58 m ²
BUILDING E		553.33 m ²
		680.57 m ²

	UNITS	RATE	SPACES
BICYCLE PARKING PROVIDED			
BUILDING A	150	0.23	35
BUILDING B	156	0.23	43
BUILDING C	156	0.23	36
BUILDING D	150	0.23	32
BUILDING E	150	0.23	32
TOTAL BICYCLE PARKING SPACES PROVIDED			168

	RESIDENT	VISITOR	TOTAL
TOTAL PARKING PROVIDED			
BUILDING A	9	14	23
LEVEL P1	9	16	25
LEVEL P2	103	0	103
BUILDING B PROVIDED			232 SPACES
BP SPACES = 10 (INCLUDED IN RESIDENT + VISITOR COUNTS)			
BUILDING B	137	38	175
LEVEL P1	97	38	135
LEVEL P2	137	0	274 SPACES
BUILDING C PROVIDED			194 SPACES
BP SPACES = 6 (INCLUDED IN RESIDENT COUNT)			
BUILDING C	80	31	111
LEVEL P1	80	31	111
LEVEL P2	114	0	228 SPACES
BUILDING D PROVIDED			200 SPACES
BP SPACES = 6 (INCLUDED IN RESIDENT COUNT)			
BUILDING D	107	32	139
LEVEL P1	107	32	139
LEVEL P2	142	0	284 SPACES
BUILDING E PROVIDED			187 SPACES
BP SPACES = 6 (INCLUDED IN RESIDENT COUNT)			
BUILDING E	77	30	107
LEVEL P1	77	30	107
LEVEL P2	111	0	218 SPACES
BUILDING PROVIDED			218 SPACES
BP SPACES = 7 (INCLUDED IN RESIDENT COUNT)			
STREET VISITOR PARKING			20 SPACES

	UNITS	RATE	SPACES
LOADING SPACES PROVIDED			
BUILDING A (SMALL LOADING SPACE 3.6m x 8.0m)	1		1
BUILDING B (SMALL LOADING SPACE 3.6m x 8.0m)	1		1
BUILDING C (SMALL LOADING SPACE 3.6m x 8.0m)	1		1
BUILDING D (SMALL LOADING SPACE 3.6m x 8.0m)	1		1
BUILDING E (SMALL LOADING SPACE 3.6m x 8.0m)	1		1

CLIENT:
ZIMMERS ONTARIO INC.
2000 SHEPPARD AVENUE EAST, SUITE 200
SCARBOROUGH, ONTARIO M1S 1T6

ARCHITECT:
CL/A
1000 SHEPPARD AVENUE EAST, SUITE 200
SCARBOROUGH, ONTARIO M1S 1T6

PROJECT:
HIGHWAY 48 & MAIN STREET
RESIDENTIAL DEVELOPMENT
MASTER SITE PLAN CONCEPT

SCALE:
A1:10

Subject: Revised Appointment By-law

Staff Report No. CPS-018-24

**Department/
Commission:** Corporate Services Commission

Date: October 2, 2024

Recommendation:

- 1) That Council bring forward a by-law to delegate various powers and duties of Council and repeal By-law 2024-062-AP.

Report Highlights

- Overview of the proposed new Appointment By-law, including key changes made from the existing by-law and process.
- Explanation of the rationale behind the proposed changes including improving operational efficiency.

1. Purpose:

This report provides an overview of the new Appointment By-law (Proposed By-law) explaining key changes, rationale and anticipated benefits.

2. Background:

On May 15, 2024, Council approved By-law 2024-062-AP (Current By-law), which repealed the previous by-law. This marked the twenty-seventh (27th) new Appointment By-law introduced over the past ten (10) years. The Current By-law, like its predecessors, needs continual updates to reflect staffing changes and requires Council approval for each revision. The Proposed By-law will streamline this process by delegating authority to staff to appoint the following officers in writing:

- Municipal Law Enforcement Officers
- Municipal Weed Inspectors
- Licensing Officers
- Screening Officers

- Deputy Chief Building Officials
- Building Inspectors
- Fire Officers & Inspectors

Prior to presenting the Proposed By-law, staff consulted the Town's Senior Leadership Team and other key internal stakeholders. This collaboration has ensured that the proposed changes align the current and future operational needs of the Town with the desired practices and procedures.

3. Analysis:

The Proposed By-law aims to enhance operational flexibility and efficiency by delegating the appointment of offices in writing. The Proposed By-law allows certain senior staff to make written appointments to various roles without requiring Council approval for each individual role. This adjustment will ensure that roles can be filled, and responsibilities can begin quicker, as well as ensuring appointments can be revoked quickly and efficiently should staff changes occur.

3.1 Addition of Screening Officers

An important addition to the Proposed By-law is the authority for the Commissioner of Corporate Services and the Town Clerk to appoint Screening Officers. These officers will be responsible for administering the Town's Administrative Monetary Penalty System and related by-laws.

4. Options:

4.1 Option A (Recommended)

Staff recommend that Council bring forward a by-law to provide certain delegations of authority from Town Council to senior Town staff for the administration of the Town and to repeal By-law 2021-065-RE.

4.2 Option B

Council may direct staff to revise the Proposed By-law and bring it back for further consideration and review.

5. Financial Implications:

There are no financial implications.

6. Alignment with Strategic Plan:

1. Good Governance
Provide Good Governance
2. Organizational Effectiveness
To Elevate our Organizational Effectiveness

7. Attachments:

None

8. Related Reports:

None

Author: Becky Jamieson, Commissioner of Corporate Services & Town Clerk

For further information on this report, please contact the Department Head: Becky Jamieson, Commissioner of Corporate Services and Town Clerk at 905-640-1910 or 1-855-642-8697 ext. 2224 or via email at becky.jamieson@townofws.ca

Subject: Council Appointed Committees Procedural By-law Update

Staff Report No. CPS-017-24

**Department/
Commission: Corporate Services Commission**

Date: October 2, 2024

Recommendation:

- 1) That staff bring forward a by-law to govern the organization, proceedings, and administration of Council Appointed Committees and to repeal By-laws 2022-131-RE, 2023-019-RE, and 2024-106-RE.**

Report Highlights

- Updates Council Appointed Committees Procedural By-law to be consistent with the Council Procedural By-law
- Enhanced meeting procedures for the Committee of Adjustment

1. Purpose:

This report seeks approval from Council to enact the Council Appointed Committees (“CAC”) Procedural By-law, being a by-law to govern the organization, proceedings, and administration of Council Appointed Committees.

2. Background:

At the February 5, 2019 Council Meeting, Council considered Report No. CS-002-19 – Modernizing Whitchurch-Stouffville’s approach to Community Consultation and Council Advisory Committees. Council approved the re-establishment of four (4) Council Advisory Committees being the Accessibility Advisory Committee (AAC), Appeals Committee (Appeals), Committee of Adjustment (COA), and Heritage Advisory Committee (HAC).

At the December 7, 2022 Council Meeting, Council considered Report No. CAO-021-22 – 2022-2026 Council Appointed Committees and enacted By-law 2022-131-RE being a by-law to govern the organization, proceedings and administration of Council Appointed Committees for the 2022-2026 Term of Council.

A comprehensive review of the Council Procedural By-law was undertaken earlier this year and was enacted at the April 3, 2024, Council Meeting. As a result, staff has reviewed the CAC Procedural By-law to ensure consistency between the definitions and procedures.

3. Analysis:

The CAC Procedural By-law has been revised through updated sections or the inclusion of new sections as noted below in Section 3.1, to be consistent with the Council Procedural By-law. An additional appendix was incorporated to include enhanced Committee of Adjustment meeting procedures regarding the hearing process, deferrals and withdrawals process, public submission, and inactive files.

3.1 Key Changes

*Please note not all changes have been highlighted below.

Section	Notes	Status
Definitions	<p>This section is expanded for clarity. Added definitions include: “Application”, “Attendees”, “Deferral”, “Deputation”, “Live Streaming”, “Pecuniary Interest”, “Rules of Procedure”, “Point of Order”, “Secretary-Treasurer”</p> <p>Updated Committee Coordinator → Council/Committee Coordinator</p>	Updated
Electronic Presentation	<ul style="list-style-type: none"> a) Electronic participation may be allowed for a Member. b) Members participating electronically may count towards determining whether a Quorum or Members is present. c) Members must notify the Council/Committee Secretary twenty-four (24) hours prior to the Meeting of their intent to participate electronically. d) Members will be required to be on camera when participating virtually. 	Updated

	e) If deemed necessary and appropriate, all Members, the Clerk, Staff, and the public may participate electronically.	
Selection and Appointment Process	This section was revised to layout the selection process to have a panel of Committee members and Staff Liaisons undertake interviews.	Updated
Meeting Decorum	This section was added to lay out the expectations for conduct of Members and Attendees.	New
Notice of Meetings	Notice of regular meetings from five (5) days to three (3) business days. Providing electronic agenda and notice of meeting from three (3) days to three (3) business days.	Updated
Quorum	Quorum was revised from three (3) members to 51%, with the exception of the Committee of Adjustment. Meeting shall be adjourned if there is no quorum present within fifteen (15) minutes instead of half an hour (30 minutes).	Updated
Deputations	Public Participation and Delegations was updated to Deputations. Deputation provisions are consistent with Council procedures. <i>*This requirement related to submitting a deputation form by 9 a.m. on the day of the meeting for items on the agenda will come into effect on January 1, 2025. Prior to this date, the public is encouraged to submit the form but will be permitted to complete the form at the meeting.</i>	Updated
Order of Business	Agenda headings were updated for all Council Advisory Committees (AAC and HAC) to follow the same format. <ol style="list-style-type: none"> 1. Call to Order 2. Town Land Acknowledgement 3. Declaration of Interest 4. Adoption of Minutes 5. Deputations 6. Consideration of Items 7. Adjournment 	Updated

	<p>Agenda headings were updated for all Quasi-Judicial Committees (COA and Appeals) to follow the same format:</p> <ol style="list-style-type: none"> 1. Call to Order 2. Town Land Acknowledgement 3. Declaration of Interest 4. Adoption of Minutes 5. Consideration of Items 6. Adjournment 	
Meeting Format	AAC will meet on a bi-monthly basis, rather than monthly.	Updated
Term of Office	Updated to include a notation about Members of Council who are members of the Committee of Adjustment shall be appointed annually.	Updated
Meeting Management	Updated to include the process that the Chair and Secretary-Treasurer of the Committee of Adjustment shall be elected by the members of the Committee.	Updated
Appendix D – COA Terms of Reference	Additional qualification included: “Members must have access to transportation and be willing to make site visits prior to meetings”.	Updated
Appendix F – COA	Additional appendix to include enhanced Committee of Adjustment meeting procedures regarding the hearing process, deferrals and withdrawals process, public submission, and inactive files.	New

3.2 Next Steps

Should Council enact the new CAC Procedural By-law as contained in Attachment 1, the By-law would come into effect on October 2, 2024. The new procedural by-law will be updated on the Town’s website and a presentation will be provided to all CAC’s at their next meeting.

4. Options:

4.1 Option A (Recommended)

Staff recommends that Council direct staff to bring forward a by-law to govern the organization, proceedings, and administration of Council Appointed Committees and repeal By-laws 2022-131-RE, 2023-019-RE, and 2024-106-RE. The requirement for a

deputation request form to be submitted by 9 a.m. on the day of the meeting for items on the agenda will come into force on January 1, 2025.

4.2 Option B

Council may direct Staff to conduct further analysis and report back to a future meeting.

5. Financial Implications:

There are no financial implications related to this report.

6. Alignment with Strategic Plan:

1. An Engaging Town
Increase Community Engagement & Outreach
2. Good Governance
Provide Good Governance
3. Organizational Effectiveness
To Elevate our Organizational Effectiveness

7. Attachments:

None

8. Related Reports:

None

Author: Samantha Blakeley, Manager of Legislative Services/Deputy Clerk

For further information on this report, please contact the Department Head: Becky Jamieson, Commissioner of Corporate Services & Town Clerk at 905-640-1910 or 1-855-642-8697 ext. 2224 or via email at becky.jamieson@townofws.ca

Subject: **Renewal of Animal Sheltering Agreement with City of Pickering**

Staff Report No. **CPS-016-24**

**Department/
Commission:** **Corporate Services Commission**

Date: **October 2, 2024**

Recommendation:

- 1) That Staff Report No. CPS-016-24, Renewal of Animal Sheltering Agreement with City of Pickering, be received for information.**

Report Highlights

- The Town’s current Animal Sheltering Agreement with the City of Pickering expires on December 31st, 2024.
- The Current Agreement authorizes both parties to mutually agree to extend the term of the contract for an additional 5 years.
- Staff are in the final stages of extending the Term of the agreement for 5 years (through December 31st, 2029).

1. Purpose:

The purpose of this report is to inform Council of the intention of staff to extend our current Animal Sheltering Agreement with the City of Pickering for an additional 5 years (2025-2029).

2. Background:

The Province of Ontario mandates that Animal Control Services be provided to residents through their local area municipalities. One of the principal functions of Animal Control Services is to provide shelter and pounds-keeping of domestic animals found within the boundaries of the municipality. As the Town does not presently own or operate its own shelter facility, the Town must contract its Animal Shelter Services to other local area municipalities/shelters.

On August 28th, 2018, Council approved the transfer of the Town's Animal Shelter Services from the City of Vaughan to the City of Pickering (Staff Report #CS-014-18). Council also delegated authority to the CAO or their designate to sign all required documents with the City of Pickering for Animal Shelter Services. Town staff negotiated, signed, and entered into an Agreement with the City of Pickering which began on January 1st, 2019. The current Agreement is set to expire on December 31st, 2024.

The existing Agreement contains the following provision:

The parties may mutually agree to extend the Term for an additional 5 years. Either party shall provide at least 90 days written notice to the other party, given prior to the expiry of the Term, of its request to extend the Term. The other party shall respond in writing within 30 days advising whether it will agree to extend the Term. Any extension term will be subject to the same terms and conditions as herein contained. Failing such mutual agreement to extend the Term, this Agreement shall expire as set out herein.

As such, staff have provided notice to the City of Pickering of our intention for an extension of the contract for an additional 5 years. Staff are working with the City of Pickering staff on finalizing the terms of the 5-year extension.

3. Analysis:

Town staff anticipate an average cost per annum of approx. \$40,000-\$45,000 for the Term of the renewed Animal Sheltering Agreement. This projected cost has been accounted for in our annual Operating Budget. The total costs associated with this Agreement may vary annually depending on a number of factors including: the number of total animal intakes, veterinary costs, and long term holds of animals seized through legal warrants.

Prior to entering into the current Agreement with the City of Pickering, the Town contracted its Animal Shelter Services to the City of Vaughan at an average cost per annum of \$99,930. In addition to being a significant cost savings to the Town, the location of the City of Pickering Animal Shelter offers residents of Stouffville a much closer shelter facility, located approximately 20km from Town Hall.

A five (5) year contract extension with the City of Pickering is the most efficient and cost-effective way to secure ongoing and satisfactory Animal Sheltering Services for residents of the Town. Furthermore, Animal Services staff are familiar and have a very positive working relationship with City of Pickering Shelter staff. Any alternative options for sheltering available to the Town would come at a significant increase in costs and with no guarantees of sustaining current levels of service.

A five (5) year contract extension will ensure the ongoing provision of Animal Sheltering Services until December 31st, 2029.

4. Financial Implications:

The projected costs for the proposed renewal of our Agreement with the City of Pickering are \$40,000-\$45,000 per annum and is included in the Town's annual operating budget.

5. Alignment with Strategic Plan:

1. A Safe Town
Make our community safer
2. Good Governance
Provide Good Governance

6. Attachments:

None.

7. Related Reports:

August 28th, 2018; CS-014-18; Animal Shelter Services

Author: Taylor Unwin, Supervisor, Animal Services

For further information on this report, please contact: Becky Jamieson, Commissioner of Corporate Services/Town Clerk at 905-640-1910 or 1-855-642-8697 ext. 2224 or via email at becky.jamieson@townofws.ca

Subject: Occupational Health and Safety Management System

Staff Report No. EPW-017-24

**Department/
Commission: Engineering and Public Works Commission**

Date: October 2, 2024

Recommendation:

- 1) That Council endorse and adopt the Infrastructure Health and Safety Association’s Certificate of Recognition (COR®) as part of the Town’s construction contract management and construction tendering process effective January 1, 2025.**

Report Highlights

- An Occupational Health and Safety Management System (OHSMS) is a coordinated system of procedures, processes and other measures designed for implementation by employers to promote continuous improvement in occupational health and safety.
- Certificate of Recognition (COR®) being one of the Occupational Health and Safety Management System programs is a comprehensive health and safety audit tool with an accredited certification program for the construction industry in Ontario that is granted by Infrastructure Health and Safety Association (IHSA).
- Staff recommend implementing (COR®) as part of its construction contract management and construction tendering process to reaffirm and demonstrate the Towns commitment to safety and the provision of safe working environments for contractors, employees and residents.

1. Purpose:

Proposed implementation of IHSA’s Certificate of Recognition (COR®) program as part of the construction contract management and construction tendering process effective January 1, 2025.

2. Background:

Certificate of Recognition (COR[®]) is a comprehensive health and safety audit tool with an accredited certification program in Ontario that is granted by the Infrastructure Health and Safety Association (IHSA). IHSA is the designated body for certifying contractors in Ontario's construction industry who demonstrate their standards of health and safety management systems through a structured audit process. COR[®] provides validation that a contractor has demonstrated an understanding of health and safety and has made a commitment to continuous monitoring and application of its program when delivering construction activities.

The key value of COR[®] is that not only are health and safety programs reviewed to ensure that they are comprehensive, but that it will drive the need for integrating safety into the overall business process and planning of each contractor around how they conduct business on behalf of the Town. It is currently used across Canada and is a pre-qualification requirement for many contractors working in and out of the province, and on public- and private-sector projects

COR[®] was recently enhanced to COR[®] 2020 in order to streamline the auditing process and allow organizations the flexibility to tailor their program to best suit their needs while also meeting COR[®] requirements. COR[®] 2020 helps interested workplaces qualify for recognition from the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) and the Workplace Safety and Insurance Board (WSIB). Organizations that wish to achieve COR[®] 2020 certification will need to complete the COR[®] audit process.

The Town first introduced the requirement that general contractors are registered for COR[®] in 2022 for major capital projects.

3. Analysis:

3.1 Implementation Strategy

The Town will initiate a multi-staged implementation strategy of COR[®], based upon construction contract value. This approach is based on consultations with other organizations and jurisdictions around implementation, consideration of the broad range of contractors who would be impacted by the rollout, and the need to ensure competitive bids on Town tenders.

The proposed roll-out strategy will include three (3) phases extending over fourteen (14) months. In each phase market readiness refers to the general contractors, construction consultants, external project managers and other trades, and the degree to which each industry can meet the requirements while ensuring sufficient competition to ensure best value to the Town. The first phase will demonstrate commitment and support to the concept and ensure the construction / contracting industry is informed and aware of the Town's commitment to OHSMS.

The multi-phased roll-out will provide sufficient time for all contractors to incorporate the needs of the program into their business plans and health and safety program. The roll-out strategy will be as follows:

Phases	Project Criteria	OHSMS Requirement	Certification Timeline
1		Official communication by the Town of Stouffville - November 2024	
2	>\$1 M	Prequalification documents will include scoring for OHSMS program registration and COR® certification. OHSMS registration/certification will be a requirement for General Contractors, Construction Consultants and External Project Managers. In addition, the requirement will also be expanded to add the Major Sub-trades to be registered or certified. This requirement will be included in the prequalification document and will be scored for registration and certification.	January 2025
3	>\$500,000	OHSMS Program certification will be a requirement for General Contractors, Major Sub-trades, Construction Consultants and External Project Managers.	January 2026

Municipalities who have piloted projects requiring contractors to be COR® certified have seen the benefits of having a COR® certified contractor on site, including a higher standard of pre-requisites (safety processes and procedures) for those that need access to the site and a clear safety-first messaging. The site can be audited at any time for compliance.

York Region formally endorsed and adopted COR® into its construction tendering process as a demonstration of its commitment to health and safety. Many of York Region’s municipalities are currently in process of implementing OHSMS programs.

Some of the municipalities and agencies that have adopted COR® Certifications include:

- Metrolinx
- City of Toronto
- City of Brampton
- City of Vaughan
- Region of York

- Town of Milton
- TTC, and
- Infrastructure Ontario.

Introducing IHSA's Certificate of Recognition (COR®) program as a new component in the Town's construction procurement process and contractor management program will have a positive and significant impact on the delivery of construction activities for the Town.

4. Financial Implications:

There are no financial implications associated with this report.

5. Alignment with Strategic Plan:

1. A Safe Town
Make our community safer
2. Good Governance
Provide Good Governance

6. Attachments:

None

7. Related Reports:

None

Author: Stephanie Pay, Administrative and Project Coordinator

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

Jack Graziosi, Commissioner at 905-640-1910 or 1-855-642-8697 ext. 2464 or via email at jack.graziosi@townofws.ca

**Town of Whitchurch-Stouffville
Member Motion**

Date: **October 2, 2024**

Moved by: **Councillor Sherban**

Seconded by: **Councillor Upton**

Subject: **Whistle Cessation**

WHEREAS Council at the November 16, 2021, meeting directed staff to carry out detailed design work and to engage the rail authority for review of rail crossing safety in 2022 in support of the infrastructure improvements required to advance the implementation of whistle cessation at the three remaining urban rail crossings located at Main Street, Hoover Park Drive, and Reeves Way Boulevard; and

WHEREAS the Town has initiated communication with Metrolinx to implement whistle cessation at its urban grade crossings; and

WHEREAS a budget of \$250K was approved for the controlled crossing infrastructure safety assessment for construction of the required safety measures in the March 1, 2023, budget; and

WHEREAS staff have communicated and sent 3 drawing submission to Metrolinx since 2021; and

WHEREAS the Main Street crossing upgrades will proceed with the Downtown Revitalization project (with construction scheduled to commence in 2026).

NOW THEREFORE BE IT RESOLVED THAT staff be directed to finalize and issue a Request for Tender in fall of 2024 for the Hoover Park Drive and Reeves Way Boulevard crossings and continue coordinating the final approvals with Metrolinx in order that construction can commence in spring 2025.

**THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE
BY-LAW NUMBER 2024-114-OP**

BEING A BY-LAW to adopt Official Plan Amendment No. 167 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 (5262, 5270, 5286 and 5318 Main Street and 12371 Highway 48).

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

1. That Amendment No. 167 to the Official Plan for the Town of Whitchurch-Stouffville Planning Area which, on the 1st day of January 1971, comprised all the lands within the municipal boundary of the Area Municipality of The Corporation of the Town of Whitchurch-Stouffville, is hereby adopted; and
2. That the Mayor and Clerk be hereby authorized and empowered to execute the said Amendment No. 167 to the Official Plan on behalf of this Corporation and to affix thereto the Corporate Seal and to make or cause to be made on behalf of this Corporation such application as may be necessary to the Regional Municipality of York for approval of said Amendment No. 167 to the Official Plan and to execute under the Corporate Seal such documents as may be required for the above purposes.

READ a first and second time this 2nd day of October, 2024.

READ a third time and passed this 2nd day of October, 2024.

Iain Lovatt, Mayor

Becky Jamieson, Clerk

AMENDMENT NO. 167

TO THE

OFFICIAL PLAN

OF THE

TOWN OF WHITCHURCH-STOUFFVILLE

PLANNING AREA

INITIATED BY

2440332 ONTARIO INC.

October 2024

COUNCIL
THE TOWN OF WHITCHURCH -STOUFFVILLE

MAYOR	Iain Lovatt
COUNCILLORS	Keith Acton Maurice Smith Hugo Kroon Rick Upton Richard Bartley Sue Sherban

THE CERTIFICATION

AMENDMENT No. 167

**OFFICIAL PLAN OF THE TOWN OF WHITCHURCH-STOUFFVILLE PLANNING
AREA
(COMMUNITY OF STOUFFVILLE SECONDARY PLAN)
WHITCHURCH-STOUFFVILLE**

The attached text and schedules, constituting Amendment No. 167 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. 2024-114-OP in accordance with the Planning Act on 2nd day of October 2024.

Iain Lovatt, Mayor

Becky Jamieson, Clerk

STATEMENT OF COMPONENTS

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

PART II – THE AMENDMENT consisting of the attached text and schedules constitutes Amendment No. 167 to the Official Plan for the Town of Whitchurch-Stouffville Planning Area.

AMENDMENT NO. 167

**TO THE OFFICIAL PLAN OF THE TOWN OF WHITHCURCH-STOUFVILLE
(COMMUNITY OF STOUFFVILLE SECONDARY PLAN)**

INDEX

PART I – THE PREAMBLE	1
1.0 Purpose	1
2.0 Location	1
3.0 Basis	1
PART II – THE AMENDMENT	3

PART I – THE PREAMBLE

1. PURPOSE

The purpose of Amendment No. 167 is to amend the Official Plan policies of Section 12.7.11 to add “Gateway Mixed Use Area Special Provision 2” to the subject properties to implement a site-specific special provision in order to facilitate the redevelopment of the lands with multiple high-rise buildings and mixed-use buildings, with non-residential uses at grade along Main Street, and live-work units at grade along the proposed public right-of-way.

2. LOCATION

This Amendment applies only to the lands municipally known in 2022 as 5262, 5270, 5286, and 5318 Main Street, and 12371 Highway 48 in the Town of Whitchurch-Stouffville, and legally described as ‘Part of Lot 1, Concession 8’ Town of Whitchurch-Stouffville.

3. BASIS

The Amendment is privately initiated by the Owner and is intended to facilitate the development of the land for high-density residential and mixed-use purposes.

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

The Amendment recognizes the growing demand in the Town of Whitchurch-Stouffville for intensification and population growth in key areas of the Town such as the Gateway Mixed Use Area of the Community of Stouffville Secondary Plan.

The Amendment will permit a form of development that will achieve several objectives outlined in the Official Plan, such as making use of transit, intensification within the built-up boundary, providing additional forms of housing, and developing an underutilized site in an area designated for growth.

The Amendment promotes the Town of Whitchurch-Stouffville’s development objectives for the Gateway to the Stouffville Community and the Highway 48 Corridor as implemented through Official Plan Amendment No. 145.

The Amendment appropriately protects and preserves the adjacent natural features.

The Amendment will provide a built form which locates residential population near transportation services, open space amenities and commercial opportunities, which is compatible with the neighbouring land uses and is sympathetic to the evolving character of Stouffville.

The Amendment will permit a form of development that will adaptively reuse existing heritage resources and structures for the benefit of future generations.

The Amendment will permit the creation of essential infrastructure which will help facilitate the future development of adjacent lands within the Gateway area.

The Council of the Town of Whitchurch-Stouffville is satisfied that Amendment No. 167 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, consisting of the following text and Schedule “A”, constitutes Amendment No. 167 to the Official Plan of the Whitchurch-Stouffville Planning Area (Community of Stouffville Secondary Plan).

2. Details of the Amendment

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

2.1 That Section 12.7.11.6 – Special Provisions is hereby amended by the addition of a new subsection 12.7.11.6.2 as follows:

12.7.11.6.2 Special Provision 2 - 5262, 5270, 5286, 5318 Main Street and 12371 Highway 48

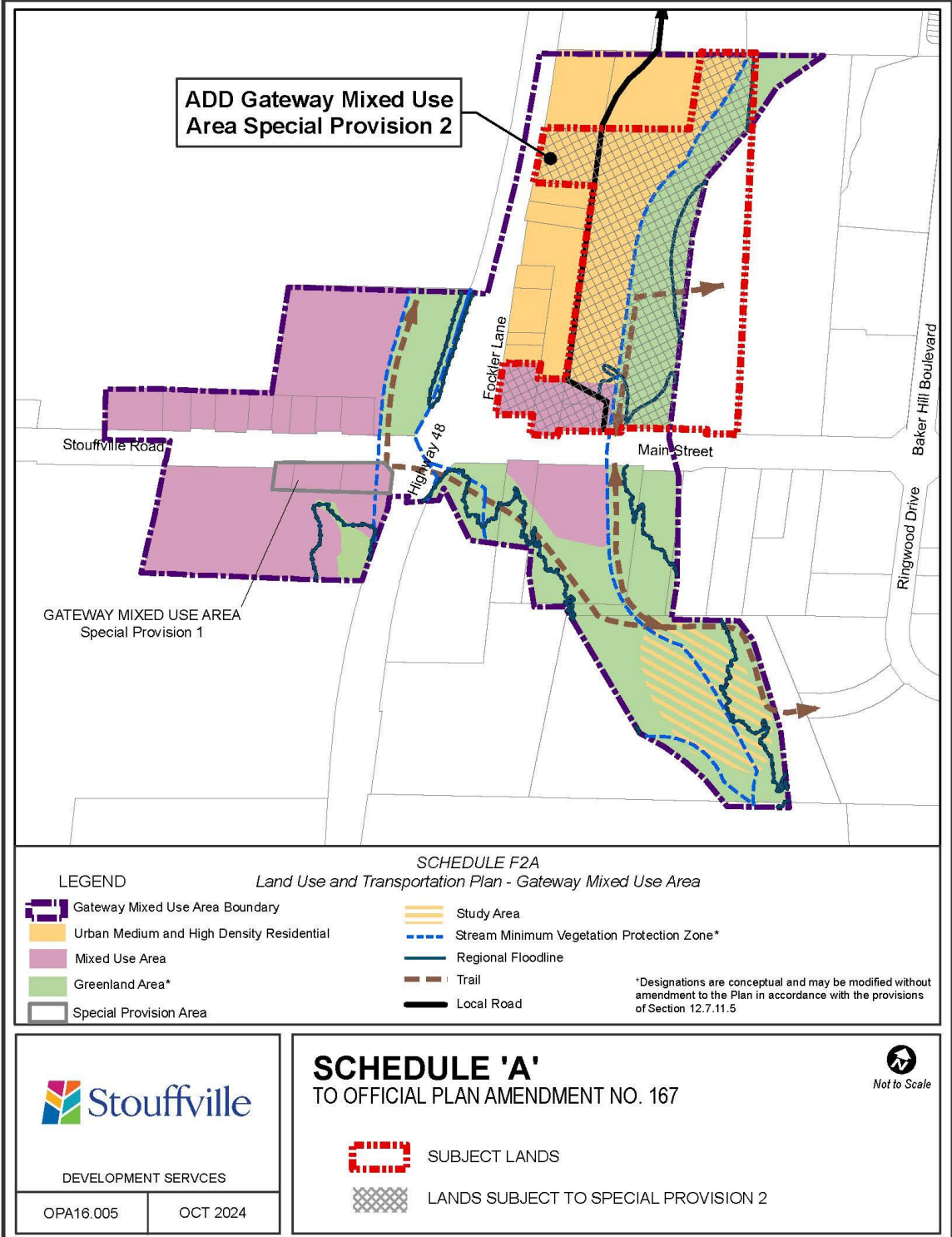
Notwithstanding any other provisions of this Plan to the contrary, the following site-specific policies apply:

- i. The permitted uses include mixed-use and apartment buildings, combined live-work units, and all forms of townhouse dwellings, retail and service commercial uses as part of mixed-use development, offices, and institutional uses;
 - ii. Notwithstanding 12.7.11.6.2 i., townhouse dwellings other than those that may be integrated into a mixed-use or apartment building, shall be prohibited abutting Highway 48, Fockler Lane or Main Street, as established by the Zoning By-law;
 - iii. A maximum building height of 20 storeys is permitted, as further established in the Zoning By-law. All forms of townhouse dwellings shall have a minimum building height of 3 storeys;
 - iv. A minimum Floor Space Index of 2.0 and a maximum Floor Space Index of 3.6 is permitted for any individual development block where apartment or mixed-use buildings are permitted. There is no minimum Floor Space Index required for all forms of standalone townhouse dwellings;
 - v. The provisions of 12.7.11.4 vi. with respect to maximum units per net hectare shall not apply.
 - vi. A minimum of 450 square meters of ground floor non-residential gross floor area is required within any mixed-use building fronting to Main Street;
 - vii. Well defined and articulated street edges shall be provided through minimum and maximum setbacks for buildings and structures from the road allowance right-of-way, as required in the Zoning By-law;
 - viii. All loading and service areas, including garbage/recycling facilities shall be sited within wholly enclosed buildings, or appropriately screened and located away from the public realm as determined through site plan control; and
 - ix. The provisions of Section 12.7.11.5 shall not apply with respect to the development of the subject properties.
- 2.2** That Schedule “F2A” (Community of Stouffville Secondary Plan Gateway Mixed Use Area Land Use and Transportation Plan) is hereby amended by adding “Gateway Mixed Use Area Special Provision 2” to the subject

properties, as shown on Schedule "A" to this Amendment.

3.0 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.



THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2024-115-ZO

BEING A BY-LAW to amend By-law 2010-001-ZO of the Town of Whitchurch-Stouffville (Comprehensive Zoning By-law) for the lands located at 5262, 5270, 5286, and 5318 Main Street and 12371 Highway 48.

WHEREAS section 34 of the *Planning Act*, R.S.O 1990, c. P.13, as amended, permits the Councils of local municipalities to pass Zoning By-laws prohibiting the use of land, or the erecting locating or using of buildings or structure for, or except for such purposes as may be set out in the By-law; and

WHEREAS, Section 34(10) of the *Planning Act* as amended, permits the councils of local municipalities to amend Zoning By-laws; and

WHEREAS Council for the Town desires to amend the Comprehensive Zoning By-law in respect of the lands known municipally as 5262, 5270, 5286, and 5318 Main Street and 12371 Highway 48;

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

1. That Comprehensive Zoning By-law, 2010-001-ZO is hereby amended as follows:
 - i. By amending Schedule 47 to rezone the lands at 5262, 5270, 5286, and 5318 Main Street and 12371 Highway 48 from Flood Hazard (FH), Environmental (ENV) and Development Reserve (D) to Commercial Residential Mixed-Western Approach exception fifteen [CM2(15)], Commercial Residential Mixed Western Approach exception sixteen [CM2(16)], Commercial Residential Mixed Western Approach exception seventeen [CM2(17)], Open Space exception one OS(1) and Environmental (ENV) as set out in Schedule 1 of this By-law;
 - ii. By amending Section 6.4.5 to add new sections 6.4.5.15, 6.4.5.16 and 6.4.5.17 as set out in Schedule 2 to this By-law;
 - iii. By amending Section 8.3. to add a new Section 8.3.3 “Exceptions to the Open Space Zone” and Section 8.3.3.1 as set out in Schedule 3 of this By-law.
2. That this By-law shall come into force upon final approval of Official Plan Amendment No. 167 to the Town of Whitchurch-Stouffville and in accordance with Section 34 of the *Planning Act*.

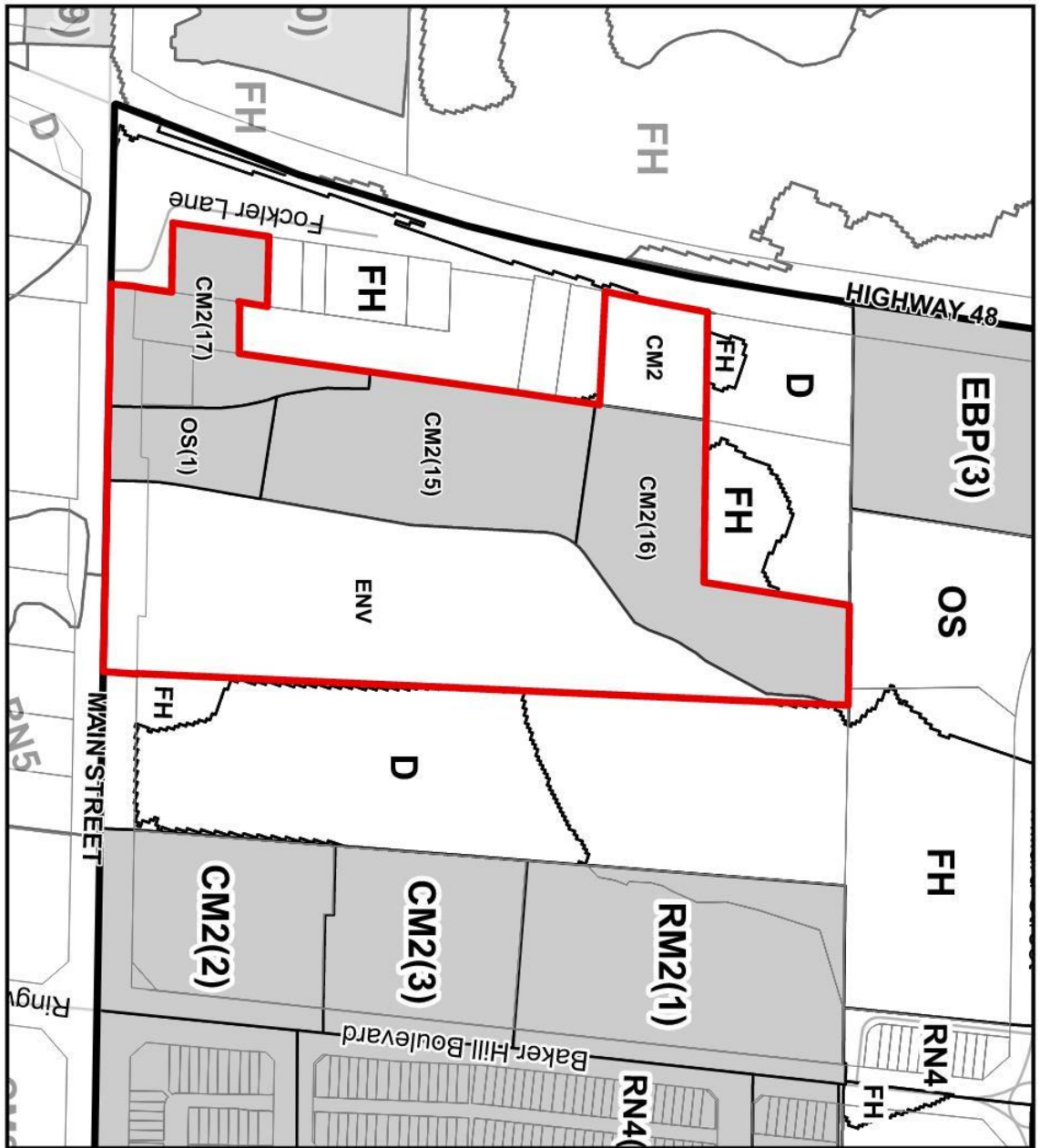
READ a first and second time this 2nd day of October 2024

READ a third time and passed this 2nd day of October 2024

Iain Lovatt, Mayor

Becky Jamieson, Clerk

Schedule 1



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9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31	32	33	34	36	
37	38	39	40	41	42	
43	44	45	46	47	48	
49	50	51	54	55	56	
57						

- ZONE DESCRIPTION**
- Section 4
 AG - Agricultural
 ENV - Environmental
 FH - Flood Hazard
 ORH-C - Oak Ridge Moraine Countryside
 ORH-L - Oak Ridge Moraine Linkage
 ORH-C - Oak Ridge Moraine Natural Core
 Section 5
 RPS - Residential Private Services
 RV - Residential Village
 R1 - Residential 1
 R2 - Residential 2
 R3 - Residential 3
 R4 - Residential 4
 R5 - Residential 5
 Section 5A
 RM1 - Residential Multiple 1
 RM2 - Residential Multiple 2
 Section 5A
 RN1 - New Residential 1
 RN2 - New Residential 2
 RN3 - New Residential 3
 RN4 - New Residential 4
 RN5 - New Residential 5
 Section 6
 CM1 - Downtown Mixed Commercial
 CM2 - Western Approach Mixed Commercial
 CM6 - Commercial Residential Mixed - Ballantine
 C3 - Central Commercial
 C4 - Village Commercial
 CR - Retail Commercial
 Section 7
 EBP/EBP-G - Employment Business Park / Gentry
 EBP/H/G - Employment Heavy / Gentry
 ELP/G - Employment Light / Gentry
 EU - Employment District
 EX - Employment Extension
 Section 8
 I - Institutional
 OS - Open Space
 D - Development Reserve
 Section 9
 P - Precinct
 S - Symbol
 F - Flood Vulnerable
 I - Temporary Use
 W - Water Restriction
 WDA - Waste Disposal Area
- CHANGE AREA**



SCHEDULE 47

Schedule 2

6.4.5.15 CM2(15) Part of Lot 1, Concession 8, Schedule 47.
19T(w)16.003,5262, 5270, 5286, and 5318 Main Street and 12371
Highway 48 (2024-115-ZO)

9

1. Permitted Uses

- i. All uses permitted in the CM2 Zone under Section 6.1
- ii. Combined Live/Work Uses, located at grade within a multi-storey building, and which may have a combined entrance to the residential component

2. Regulations

- i. Minimum Front Yard 2.0 Metres (1)
- ii. Maximum Front Yard N/A
- iii. Minimum Floor Space Index for any Townhouse Dwelling Unit Type N/A
- iv. Maximum Floor Space Index N/A
- v. Maximum Number of Dwelling Units 340 (2)
- vi. Maximum Building Height 77.0 Metres (3)
- vii. Minimum Visitor Parking Rate 0.20 spaces per dwelling unit
- viii. Notwithstanding the provisions of Section 6.2, common outdoor amenity areas may be located within the required yard abutting an OS or ENV Zone. No additional parking shall be required for a Combined Live/Work use unit.
- ix. No additional parking shall be required for the commercial component of a Combined Live/Work use unit.

3. Qualifying Notes to Regulations

- (1) A Structure providing air intake or exhaust for an underground parking structure shall be permitted to encroach within any yard setback, provided that within a front or exterior yard said structure must be setback a minimum of 0.3 metres from a property line and provided it does not exceed a maximum height of 1.2 metres and provided it is fully screened.
- (2) For the purposes of this By-law, a 'Guest Suite', being a unit reserved for the short-term occupancy by a visitor of a resident of the building, shall not be considered to be a dwelling unit for the purpose of dwelling unit count or parking calculations.
- (3) Qualifying note (4) of Section 6.2 shall not apply.

6.4.5.16 CM2(16) Part of Lot 1, Concession 8, Schedule 47.
19T(w)16.003,5262, 5270, 5286, and 5318 Main Street and 12371
Highway 48 (2024-115-ZO)

1. Permitted Uses

- i. All uses permitted in the CM2 Zone under Section 6.1

- ii. Combined Live/Work Uses, located at grade within a multi-storey building, and which may have a combined entrance to the residential component

2. Regulations

- i. Minimum Front Yard 2.0 Metres (1)
- ii. Maximum Front Yard N/A
- iii. Minimum Floor Space Index for Townhouse or Stacked Townhouse dwellings N/A
- iv. Maximum Floor Space Index N/A
- v. Maximum Number of Dwelling Units 310 (2)
- vi. Maximum Building Height 45.0 Metres (3)
- vii. Minimum Visitor Parking Rate 0.20 spaces per dwelling unit
- viii. Notwithstanding the provisions of Section 6.2, common outdoor amenity areas may be located within the required yard abutting an OS or ENV Zone.
- ix. No additional parking shall be required for a Combined Live/Work use unit.

3. Qualifying Notes to Regulations

- (1) A Structure providing air intake or exhaust for an underground parking structure shall be permitted to encroach within any yard setback, provided that within a front or exterior yard said structure must be setback a minimum of 0.3 metres from a property line and provided it does not exceed a maximum height of 1.2 metres and provided it is fully screened.
- (2) For the purposes of this By-law, a 'Guest Suite', being a unit reserved for the short-term occupancy by a visitor of a resident of the building, shall not be considered to be a dwelling unit for the purpose of dwelling unit count or parking calculations.
- (3) Qualifying note (4) of Section 6.2 shall not apply

6.4.5.17 CM2(17) Part of Lot 1, Concession 8, Schedule 47.
19T(w)16.003,5262, 5270, 5286, and 5318 Main Street and 12371 Highway 48 (2024-115-ZO)

1. Permitted Uses

- i. All uses permitted in the CM2 Zone under Section 6.1
- ii. Notwithstanding Section (i) above, Townhouse Dwelling Units shall not be permitted to abut Fockler Lane, Highway 48 or Main Street Stouffville within the CM2(17) Zone except where integrated into an apartment or mixed-use building.

2. Regulations

- i. Minimum Front Yard 1.0 Metres (1)(2)(3)(4)

- | | | |
|-------|--|---|
| ii. | Maximum Front Yard | N/A |
| iii. | Minimum Exterior Side Yard | 2.0 metres
(5) |
| iv. | Maximum Exterior Side Yard (5) | N/A |
| v. | Maximum Floor Space Index | N/A |
| vi. | Maximum Number of Dwelling Units | 180 (6)(7) |
| vii. | Maximum Building Height | 77.0 Metres
(8) |
| ix.. | Minimum Visitor Parking Rate | 0.20 spaces
per
apartment
dwelling
unit |
| x. | A minimum of 450 square metres of commercial uses shall be provided on the first storey at grade. | |
| xi. | Residential use portions of a mixed-use building may be permitted on the first storey at grade, provided the residential use does not abut Main Street or Street 'A'. Notwithstanding this, a lobby which provides access to residential uses on storeys above grade may be permitted to abut Main Street or Street 'A'. | |
| xii. | Notwithstanding the provisions of Section 6.2, common outdoor amenity areas may be located within the required yard abutting an OS or ENV Zone | |
| xiii. | No additional parking shall be required for a Combined Live/Work use unit. | |

3. Qualifying Notes

- (1) The Front Yard shall be the lot line which separates the lands from Main Street.
- (2) A structure providing air intake or exhaust for an underground parking structure shall be permitted to encroach within any yard setback, provided that within a front or exterior yard said structure must be setback a minimum of 0.3m metres from a property line provided it does not exceed a maximum height of 1.2 metres and is fully screened.
- (3) No mechanical equipment shall be permitted in the minimum front or exterior side yard.
- (4) Where a building or structure that is listed within the Town Heritage Register, or designated under the Heritage Act, is preserved on the lands, the minimum front or exterior yard shall be 1.0 metre.
- (5) For the purposes of this By-law, the yard between a building or structure and the lot line forming the hypotenuse of a daylight triangle shall be considered an exterior side yard.
- (6) For the purposes of this By-law, a 'guest suite' being a unit reserved for the short-term occupancy by a visitor of a

resident of the building, shall not be considered a dwelling unit for the purposes of dwelling unit count or parking calculations.

- (7) Where commercial uses are to be combined on the same lot as residential uses on lands subject to this By-law, the provisions of Section 6.3.1(ii) shall not apply
- (8) Qualifying note (4) of Section 6.2 shall not apply

Schedule 3

8.3.3 Exceptions to the Open Space (OS) Zone

8.3.1 OS (1) Part of Lot 1, Concession 8, Schedule 47.
19T(w)16.003,5262, 5270, 5286, and 5318 Main Street and 12371
Highway 48 **(2024-115-ZO)**

1. Permitted Uses

- i. Notwithstanding the permitted uses of the OS Zone listed in Section 8.1, a structure used for stormwater management purposes shall also be a permitted use.

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2024-116-AP

BEING A BY-LAW to delegate various powers and duties of Council and to repeal By-law 2024-062-AP.

WHEREAS in accordance with section 270 of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, the Council of The Corporation of the Town of Whitchurch-Stouffville has established a policy to delegate its powers and duties to persons or bodies, subject to restrictions set out in the Act; and

WHEREAS delegated authority assists in the overall management of the municipality and improves the timeliness of administrative work in an environment where activity levels continually increase; and

WHEREAS the Council of The Corporation of the Town of Whitchurch-Stouffville has determined that the legislative and quasi-judicial powers described herein are minor in nature, having considered the number of people, size of geographic area, and time period affected by each power;

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

1. The short name of this By-law shall be the "Appointment By-law".
2. That the Commissioner of Corporate Services & Town Clerk or their designate is delegated the authority to:
 - a. Appoint and revoke, in writing, Municipal Law Enforcement Officers to enforce by-laws of the Town of Whitchurch-Stouffville under section 55 of the *Community Safety and Policing Act, 2019*, S.O. 2019, c. 1, Sched. 1, subject to such individuals meeting training and testing requirements set by the Commissioner of Corporate Services & Town Clerk or their designate;
 - b. Appoint and revoke, in writing, Municipal Weed Inspectors to enforce the *Weed Control Act* under section 8(1) of the *Weed Control Act*, R.S.O. 1990, c. W.5, subject to such individuals meeting training and testing requirements set by the Commissioner of Corporate Services & Town Clerk or their designate;
 - c. Appoint and revoke, in writing, Licensing Officers to issue licenses, including lottery licenses and short-term rentals, under the Town's related by-laws, subject to such individuals meeting training and testing requirements set by the Commissioner of Corporate Services & Town Clerk or their designate;
 - d. Appoint and revoke, in writing, Screening Officers to administer the Town's Administrative Monetary Penalty System, and related by-laws, subject to such individuals meeting training and testing requirements set by the Commissioner of Corporate Services & Town Clerk or their designate.
3. That the Commissioner of Engineering and Public Works or their designate and/or the Commissioner of Development Services or their designate is delegated the authority to:

- a. Appoint and revoke, in writing, Municipal Law Enforcement Officers to enforce the Encroachment and Road Occupancy By-law under section 55 of the *Community Safety and Policing Act, 2019*, S.O. 2019, c. 1, Sched. 1, subject to such individuals meeting training and testing requirements set by the Commissioner of Engineering and Public Works and/or the Commissioner of Development Services, or their designate;
 - b. Appoint and revoke, in writing, Municipal Law Enforcement Officers to enforce the Noise By-law under section 55 of the *Community Safety and Policing Act, 2019*, S.O. 2019, c. 1, Sched. 1, subject to such individuals meeting training and testing requirements set by the Commissioner of Engineering and Public Works and/or the Commissioner of Development Services, or their designate;
 - c. Appoint and revoke, in writing, Municipal Law Enforcement Officers to enforce the Parking By-law under section 55 of the *Community Safety and Policing Act, 2019*, S.O. 2019, c. 1, Sched. 1, subject to such individuals meeting training and testing requirements set by the Commissioner of Engineering and Public Works and/or the Commissioner of Development Services, or their designate;
 - d. Appoint and revoke, in writing, Municipal Law Enforcement Officers to enforce the Property Standards By-law under section 55 of the *Community Safety and Policing Act, 2019*, S.O. 2019, c. 1, Sched. 1, subject to such individuals meeting training and testing requirements set by the Commissioner of Engineering and Public Works and/or the Commissioner of Development Services, or their designate;
 - e. Appoint and revoke, in writing, Municipal Law Enforcement Officers to enforce the Site Alteration By-law under section 55 of the *Community Safety and Policing Act, 2019*, S.O. 2019, c. 1, Sched. 1, subject to such individuals meeting training and testing requirements set by the Commissioner of Engineering and Public Works and/or the Commissioner of Development Services, or their designate.
4. That the Commissioner of Development Services or their designate is delegated the authority to appoint and revoke, in writing, Deputy Chief Building Officials and Building Inspectors under section 3(2) of the *Building Code Act, 1992*, S.O. 1992, c. 23 to enforce the Act within the Town of Whitchurch-Stouffville, subject to such individuals meeting training and testing requirements set by the Commissioner of Development Services or their designate.
 5. That the Fire Chief or their designate is delegated the authority to appoint and revoke, in writing, Officers and Inspectors to administer and enforce the *Fire Protection and Prevention Act* under section 7.1(4) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4, subject to such individuals meeting training and testing requirements set by the Fire Chief or their designate.
 6. By-law 2024-062-AP is hereby repealed.
 7. This By-law shall come into force and effect on the date of enactment.

READ a first and second time this 2nd day of October, 2024.

READ a third time and passed this 2nd day of October, 2024.

Iain Lovatt, Mayor

Becky Jamieson, Clerk

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2024-117-RE

BEING A BY-LAW to govern the organization, proceedings, and administration of Council Appointed Committees, and to repeal By-laws 2022-131-RE, 2023-019-RE, and 2024-106-RE.

WHEREAS Section 44 and 45 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended, provides that Council may, by by-law, establish a Committee of Adjustment, if the municipality has passed a by-law under section 34 of the *Planning Act*; and

WHEREAS Council has passed the Comprehensive Zoning By-law 2010-001-ZO; and

WHEREAS Section 28 (1) of the *Ontario Heritage Act*, R.S.O. 1990, c. O. 18 as amended, allows for the council of a municipality by by-law, to establish a committee to advise and assist council on various heritage related matters; and

WHEREAS the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11, as amended, and the *Ontarians with Disabilities Act, 2001*, S.O. 2001, c. 32, as amended requires every municipality having a population of not less than 10,000 shall establish an accessibility advisory committee; and

WHEREAS Section 15.3 of the *Building Code Act, 1992*, S.O. 1992, c. 23 provides for the establishment of a committee to hear appeals to property standards orders; and

WHEREAS Section 105(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that if a municipality requires the muzzling of dogs under any circumstances that the Council of the municipality shall upon the request of the dog owner, hold a Hearing to determine whether or not to exempt the owner in whole or in part from the muzzling requirements; and

WHEREAS Sections 9, 10, 11 and 150 to 159 of *Municipal Act, 2001*, S.O. 2001, c. 25, as amended authorizes Council to pass by-laws to license businesses; and

WHEREAS Section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended authorizes Council to establish local boards and committees; and

WHEREAS section 23.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended authorizes a municipality to delegate its powers and duties under this or any other Act to a person or body.

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

1. That Council approve “**Appendix A**” to this By-law as the procedures to govern the organization, proceedings and administration of Council Appointed Committees; and
2. That Council establish the following Council Committees and adopt the Terms of Reference as attached to this By-law:

Appendix B	Accessibility Advisory Committee
Appendix C	Appeals Committee
Appendix D	Committee of Adjustment

Appendix E	Heritage Advisory Committee
Appendix F	Committee of Adjustment Meeting Procedures

3. That the short title of this By-law is the "CAC Procedural By-law"; and
4. That this By-law shall come into force and effect on the date of passage; and
5. That By-laws 2022-131-RE, 2023-019-RE, and 2024-106-RE are hereby repealed.

READ a first and second time this 2nd day of October, 2024.

READ a third time and passed this 2nd day of October, 2024.

Iain Lovatt, Mayor

Becky Jamieson, Clerk

Appendix A

Table of Contents

1	Definitions	4
2	General Provisions.....	6
2.1	Purpose.....	6
2.2	Principles.....	7
2.3	Interpretations	7
2.4	Application.....	7
2.5	Accessibility and Inclusion.....	7
2.6	Municipal Freedom of Information and Protection of Privacy Act	8
2.7	Municipal Conflict of Interest Act	8
2.8	Code of Conduct	8
2.9	Electronic Participation	8
3	Establishment of a CAC	8
4	Terms of Reference	8
5	Membership Administration.....	9
5.1	Membership Requirements	9
5.2	Recruitment Methods	9
5.3	Selection and Appointment Process.....	10
5.4	Conflicts of Interest.....	10
5.5	Privacy of Information.....	11
5.6	Orientation and Training.....	11
5.7	Term of Office.....	11
5.8	Attendance Management, Resignations and Vacancies	11
6	Relationship Between CACs and Council	12
6.1	Council Appointed Committee	12
6.2	Quasi Judicial Committee.....	12
7	Roles, Responsibilities and Expectations.....	12
7.1	Chair.....	12
7.2	Vice Chair.....	13
7.3	Members	13
7.4	Staff.....	14
a)	Council/Committee Coordinator:	14
b)	Staff Liaison:.....	14
8	Meeting Decorum.....	14
8.1	Conduct of Members	14
8.2	Conduct of Attendees	15
9	Meeting Management	15
10.1	Chair and Secretary	15
10.2	Notice of Meetings	16
10.3	Location of Meetings	16
10.4	Open Meetings.....	16
10.5	Agendas.....	16

10.6	Quorum	16
10.7	Deputations	17
10.8	Minutes.....	18
10.9	Work Plan and Reporting Requirements	18
10.10	Order of Business	19
11	Rules of Conduct and Debate.....	19
12.1	Disclosure of Pecuniary Interest.....	19
12.2	Code of Conduct	20
12.3	Rules of Order.....	20
12.4	Points of Order	20
12.5	Motions.....	20
12.6	Voting.....	20
13	Financial Matters	21
22.1	Budget and Expenses	21
22.2	Fundraising Activities	21
23	Media and Communications	21
24	Administrative Authority of the Clerk.....	22
25	Review of Procedural By-law	22

1 **Definitions**

- 1.1 “**Act**” means the *Municipal Act, 2001*, S.O. 2001, c.25 as amended or replaced from time to time.
- 1.2 “**Ad Hoc Meeting**” means a meeting that occurs outside of the regular meeting schedule.
- 1.3 “**Application**” means an application to the Committee of Adjustment pursuant to its mandate under the *Planning Act*, R.S.O. 1990, c. P. 13, as amended.
- 1.4 “**Attendees**” means members of the public or audience, including Staff.
- 1.5 “**Chair**” means the head of the Council Appointed Committee.
- 1.6 “**Clerk**” means the Clerk of the Town of Whitchurch-Stouffville or his/her designate.
- 1.7 “**Council**” means the Council of The Corporation of the Town of Whitchurch-Stouffville, comprised of Mayor and Councillors.
- 1.8 “**Council Appointed Committee and/or CAC**” means a Committee established by Council By-law whose mandate and duties are prescribed by provincial law or municipal By-law, which includes Council Advisory Committee and Quasi-Judicial Committee.
 - a) “**Council Advisory Committee**” means a Committee established by Council By-law that makes recommendations and provides advice to Council and does not have any delegated authority. It includes the Accessibility Advisory Committee and Heritage Advisory Committee.

- b) **“Quasi-Judicial Committee”** means a Committee established by Council By-law that has delegated authority to adjudicate disputes through appeal hearings. It includes the Committee of Adjustment and the Appeals Committee.
- 1.9 **“Council/Committee Coordinator”** means Staff designated by the Clerk to provide administrative and secretarial support, as well as procedural advice to the CAC.
- 1.10 **“Council Liaison”** means a Member of Council appointed to the Council Advisory Committee to liaise between the Committee and Council. Council Liaison shall serve as the Chair. Members of Council may be appointed to Quasi-Judicial Committees.
- 1.11 **“Deferral”** means if the Committee of Adjustment deferred the application to a later hearing to address any specific matters or other reasons, the applicant will have an opportunity to return with any necessary revisions or updates to the application and/or addressing the expectations as laid out at the time of the deferral.
- 1.12 **“Deputation”** means a person or group who has made a written request to address the CAC.
- 1.13 **“Electronic Participation”** means members of CAC may participate remotely in a meeting that is open to the public and have the same rights and responsibilities as if they were in physical attendance, including the right to vote, and shall count towards quorum of Members.
- 1.14 **“Live Streaming”** is a method of providing audio or video over the internet in real time to anyone who has high-speed internet access. The audio or video stream can be saved and archived allowing those with internet connection the ability to access recordings at their convenience.
- 1.15 **“Majority Vote”** means an affirmative vote by the Majority of Members present and voting at a meeting.
- “Mandate”** means the statement that describes the CAC’s purpose or responsibilities. The mandate for all CACs shall align with any relevant legislative requirements and be approved by Council in the Terms of Reference.
- 1.16 **“Member”** means all members appointed to a CAC, including the Chair, Vice-Chair and Council Liaison.
- 1.17 **“Notice”** means a written, published, or printed notification to the public regarding the date, time and location of meetings.
- 1.18 **“Pecuniary Interest”** means a direct or indirect pecuniary interest of a Member as defined in the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended (the “MCIA”).
- 1.19 **“Point of Order”** means the raising of a question by a Member for the purpose of calling attention to a deviation or departure from the Rules of Procedure.

- 1.20 “**Quorum**” means the minimum number of Members required to be present at any meeting for the legal conduct of business of CAC. Quorum is 51% of members regardless of the size of the CAC.
- 1.21 “**Rules of Procedure**” means the rules and regulations as set out in this By-law.
- 1.22 “**Secretary-Treasurer**” means the Secretary-Treasurer of the Committee of Adjustment appointed under the *Planning Act*, and includes a person to act as a Secretary-Treasurer in the absence of the Secretary-Treasurer.
- 1.23 “**Staff Liaison**” means staff support from the relevant department as identified in the CAC’s Terms of Reference.
- 1.24 “**Staff Working Group and/or SWG**” is a group led by Staff that either provides advice and technical expertise to Staff on large scale projects or master plans; or provides support and input to Staff on community programs, Town facilities, services and special events. This By-law does not apply to any SWGs.
- 1.25 “**Terms of Reference**” means the guiding document approved by Council that provides a general overview of the enabling legislation/ authorizing By-law, mandate, composition and terms of appointment, remuneration and meeting format.
- 1.26 “**Town**” means The Corporation of the Town of Whitchurch-Stouffville.
- 1.27 “**Town Land Acknowledgement**” means the following acknowledgement, which may be included at the beginning of every Council Appointed Committee meeting:
- “The Town of Whitchurch-Stouffville acknowledges this land is the treaty territory of the Williams Treaty First Nations. It is also the traditional territory of other Anishinaabeg peoples, the Wendat, and the Haudenosaunee. We also recognize the contributions of all Indigenous peoples to this place and commit to a continued dialogue and greater respect for the land we have come to share. Recognition of the contributions and historic importance of Indigenous peoples must also be clearly and overtly connected to our collective commitment to make the promise and the challenge of Truth and Reconciliation real in our community.”
- 1.28 “**Town’s Website**” means the Town of Whitchurch-Stouffville’s website at www.townofws.ca.

2 General Provisions

2.1 Purpose

- a) This By-law (referred to as the “CAC Procedural By-law”) outlines a fair and equitable approach for the organization, proceedings and administration of CACs.
- b) CACs charged with statutory responsibilities shall also refer to applicable legislation for direction.
- c) CAC Members are afforded a high public profile, working in a volunteer or paid capacity on behalf of Council. Members may be engaged in activities that put them in direct contact with citizens, businesses, and

other stakeholders. Their activities are governed by the Code of Conduct.

2.2 Principles

- a) This By-law sets out procedures that are open, transparent and accountable to the public. These principles are accomplished by:
 - i. Ensuring the decision-making process is understood by the public and other stakeholders;
 - ii. Providing access to information and opportunities for input by the public and other stakeholders consistent with the requirements of this By-law and other statutory requirements; and
 - iii. Exercising and respecting individual and collective roles and responsibilities provided for in this By-law and other statutory requirements.
- b) The principles of parliamentary law governing CAC meetings include:
 - i. The majority of Members have the right to decide;
 - ii. The minority of Members have the right to be heard;
 - iii. All Members have the right to information to help make decisions, unless otherwise prevented by law;
 - iv. All Members have a right to an efficient meeting;
 - v. All Members have the right to be treated with respect and courtesy; and
 - vi. All Members have equal rights, privileges and obligations.

2.3 Interpretations

- a) In the event of conflict between the provisions of this By-law and the Act or any other legislation, the provisions of the legislation shall prevail. If there is a conflict between two or more rules in this By-law, or if there is no specific rule on a matter, the Chair shall rule. In making a ruling, the Chair may consult the Council/Committee Coordinator, rely on previous rulings and practices, or refer to Bourinot's Rules of Order.
- b) Changes or clarifications of procedure shall be reflected in updates to this By-law, which may be supplemented by guidelines and training materials, as deemed appropriate by the Clerk.

2.4 Application

This By-law does not apply to the Joint Compliance Audit Committee established under the *Municipal Elections Act, 1996*, S.O. 1996, c. 32 Sched. as amended, the Whitchurch-Stouffville Public Library Board established under the *Public Libraries Act*, R.S.O. 1990, c. P.44 as amended, nor to any informal committees or groups established by staff for the purposes of public consultation and engagement, including Staff Working Groups.

2.5 Accessibility and Inclusion

While serving on any CAC, all Members shall comply with all Town accessibility-related policies, practices and procedures. To encourage maximum participation, the Town shall ensure that consideration is taken to provide accessibility in relation to meeting places, agenda and minute formats, communications and conduct of meetings.

2.6 *Municipal Freedom of Information and Protection of Privacy Act*

CACs are accountable for complying with the *Municipal Freedom of Information and Protection of Privacy Act, 1990*, R.S.O. 1990, c. M.56 as amended, and related Town policies and practices regarding privacy and access to information.

2.7 *Municipal Conflict of Interest Act*

MClA requires Members to declare any direct or indirect pecuniary interest in relation to a matter under consideration. MClA requires the Town to maintain a registry of all declarations made under this legislation. The registry must include the original written declaration provided by the Member and must be available to the public. The onus to declare a pecuniary interest rests with the Member and time for this process is allocated on every meeting agenda.

2.8 Code of Conduct

Code of Conduct establishes rules that guide Members in performing their role in representing the Committee and recognizes Members' accountability for managing Town resources allocated to them. CACs shall adhere to the same Code of Conduct as Council.

2.9 Electronic Participation

- a) Electronic participation may be allowed for a Member.
- b) Members participating electronically may count towards determining whether a Quorum or Members is present.
- c) Members must notify the Council/Committee Coordinator, with the exception of Members of the Committee of Adjustment who will notify the Secretary-Treasurer, twenty-four (24) hours prior to the meeting of their intent to participate electronically.
- d) Members will be required to be on camera when participating virtually.
- e) If deemed necessary and appropriate, all Members, the Clerk, staff, and the public may participate electronically.

3 Establishment of a CAC

3.1 As early as possible in a new term of Council, Council shall review all existing CACs to ensure the roles and operation of each CAC are relevant to the needs of Council. The Clerk will submit a high-level overview report regarding the mandate, composition, meeting schedule, meetings held, feedback and achievements for Council's consideration.

3.2 Council shall establish all CAC required by statute and may establish any optional CAC deemed necessary.

3.3 CACs are established through Council By-law concurrent with the Term of Council.

4 Terms of Reference

4.1 Terms of Reference for each CAC shall be included as an Appendix to this By-law.

4.2 The Terms of Reference for each CAC shall be approved by Council and amendments can only be made with Council approval. The Terms of Reference shall include but not limited to:

- a) Enabling Legislation / Authorizing By-law,
- b) Mandate,
- c) Composition & Terms of Appointments,
- d) Remuneration, and
- e) Meeting Format

5 Membership Administration

5.1 Membership Requirements

- a) Unless provided for in legislation, Members shall be:
 - i. A resident, owner, tenant or spouse of the owner or tenant of property in the Town of Whitchurch-Stouffville; or
 - ii. A non-resident owner, tenant or spouse of the owner or tenant of property in the Town of Whitchurch-Stouffville.
 - iii. Under special circumstances, Council may consider appointment of a non-resident who does not own or lease property in the Town.
- b) Further membership requirements specific to each CAC may be provided in the Terms of Reference.

5.2 Recruitment Methods

Vacancies will be advertised in a Town publication, on the Town's website and social media channels for a period deemed sufficient to allow for applications to be prepared and submitted, generally a minimum of two (2) weeks.

- a) The Clerk will normally be responsible for coordinating recruitment for CACs.
- b) The Clerk may choose a more targeted approach to recruitment, including:
 - i. Advertisement in special newspapers and publications;
 - ii. Nomination by invitation, generally undertaken by an assigned staff or Member of Council;
 - iii. Nomination by a particular individual or interest group;
 - iv. Recruitment events; and
 - v. Search consultant where highly specialized skills are sought.
- c) Recruitment advertisements will generally include the following information, where applicable:
 - i. Name of CAC;
 - ii. General description of CAC mandate;
 - iii. Qualifications, application process, and deadline; and
 - iv. Member of staff available for further information.

- d) If there are sufficient applications on file during the last round of recruitment during the current term of Council, the Clerk may submit those for Council's consideration and a new advertisement need not be placed.

5.3 Selection and Appointment Process

- a) Applications are received by the Clerk. The Clerk will prepare a confidential report to Council summarizing the results of recruitment, attaching all applications received.
- b) Applicants may apply to more than one CAC vacancies. Incumbent Members are required to submit an application to be considered for reappointment.
- c) Where the Clerk deems an application incomplete, the applicant will be contacted to provide an opportunity for the application to be completed.
- d) A panel consisting of the at least one (1) Committee Member and two (2) Staff Liaisons may undertake interviews, coordinated by the Council/Committee Coordinator. References may be requested following interviews.
- e) A confidential report to Council will be prepared outlining all the applicants with staff's recommendations for appointment. Applications received past the deadline or incomplete applications will be noted in the Clerk's confidential Closed Meeting report to Council. It will be Council's discretion to accept incomplete or late applications. Despite any review mechanism employed, Council retains the responsibility for appointing applicants to CACs.
- f) After successful candidates are selected, appointments will be made by By-law at a meeting of Council, and the Clerk shall forward a letter to all applicants, informing them of Council's decision.

5.4 Conflicts of Interest

- a) Applicants are required to disclose any real or perceived conflicts of interest, including any direct or indirect pecuniary (financial) interest with the Town. Potential conflicts of interest may include, but are not limited to applicants or their spouses, partners or children:
 - i. Currently doing business with, or working as a consultant for the Town;
 - ii. For appointment to the Committee of Adjustment and Appeals Committee, being engaged in a business over which the Quasi-Judicial Committee has jurisdiction; and
 - iii. Serving as a lobbyist during the current or previous term of Council.
- b) Disclosure of a potential or real conflict of interest does not mean ineligibility to apply or be considered by Council. Rather, this information is collected and disclosed as a means of mitigating potential risks associated with making appointments.

5.5 Privacy of Information

- a) Applicants' personal information is considered highly confidential and shall only be disclosed to and used by relevant staff or Council during the recruitment, selection or appointment process.
- b) The Clerk prepares and maintains a confidential, internal directory of CACs. The directory shall only be used by designated staff for administrative purposes and shall not be used for other purposes. Following the written consent of Members, contact information may be shared internally and with other CAC Members.
- c) Appointments are normally made by By-law at a Council meeting. Only applicants' names shall be included on the appointing by-law as a means of protecting personal privacy.

5.6 Orientation and Training

- a) Every Member shall participate in a mandatory orientation session. Orientation may take place in advance of the first meeting or during the first meeting of the CAC.
- b) All Members shall sign the Code of Conduct and Oath of Appointment at the orientation and are expected to understand and uphold the terms.
- c) The Clerk shall ensure that all Members are provided with appropriate orientation and training, including appointments made part way through the term.

5.7 Term of Office

- a) Members shall be appointed for a four-year term concurrent with the term of Council and will remain in office until a new CAC has been appointed by Council.
- b) Members may serve on the CAC for up to two (2) consecutive terms, for a total of eight (8) years, and may reapply after an absence of one (1) term, for a total of four (4) years.
- c) Members who have served a two-term limit for the CAC may choose to re-apply, however their application will only be considered if insufficient interest from new and qualified candidates are received.
- d) The reappointment of a minimum of two (2) members up to a maximum of four (4) members is recommended to ensure continuity of the CAC and that there is an opportunity for new members of public to participate.
- e) Term limit for Council Liaisons does not apply.
- f) Members of the Committee of Adjustment who are members of Council shall be appointed annually, in accordance with section 44(3) of the *Planning Act*.

5.8 Attendance Management, Resignations and Vacancies

- a) Wherever possible, Members shall inform the Council/Committee Coordinator and Chair in advance of any planned absence.

- b) After two (2) consecutive absences by any Member at regular meetings, the following process shall be followed:
 - i. The Council/Committee Coordinator shall contact the absent Member to determine if they plan to attend the next regular meeting, noting any reasonable or compassionate circumstances which would prohibit their attendance. (e.g. illness, parental leave, compassionate grounds, etc.); and
 - ii. If no reasonable or compassionate response is given, staff shall inform the absent member that if they are absent from the next regular meeting (the third meeting), their appointment may be revoked by Council.
- c) After three (3) consecutive absences by any Member at regular meetings, the Clerk shall recommend that Council declare their seat vacant. The Clerk shall ensure the matter is brought to Council's attention prior to the next scheduled CAC meeting.
- d) Members wishing to resign their appointment shall provide their resignation in writing to the Clerk.
- e) If vacancies arise, the recruitment, selection and appointment process outlined in sections 5.2 and 5.3 shall be followed.
- f) Concerns regarding the attendance of the Council Liaison will be addressed by the Mayor and Clerk.

6 Relationship Between CACs and Council

6.1 Council Appointed Committee

Council Appointed Committees do not have delegated authority. Members do not have the authority to direct staff or make any recommendations requiring implementation. CAC's recommendation must first be considered by Council before any action by staff may be taken. CAC will report to Council with the assistance of the Council/Committee Coordinator and Staff Liaison.

Council Appointed Committee recommendations to Council are purely advisory, not advocacy. Council may approve, amend, refer or propose other resolutions, as Council sees appropriate.

6.2 Quasi-Judicial Committee

Quasi-judicial Committees have delegated authority to make decisions on behalf of Council relating to only matters within their jurisdiction as defined by statute and the Terms of Reference.

CACs shall not reconsider, recommend, or advise on a matter that has been decided by Council, unless otherwise directed by Council.

7 Roles, Responsibilities and Expectations

7.1 Chair

The Chair is expected to:

- a) Call the meeting to order as soon as a Quorum is present, after the hour fixed for the holding of a meeting;
- b) Preside over all CAC meetings and be responsible for the overall administration of the business of the CAC, ruling on any Points of Order;

- c) Assist Council/Committee Coordinator with the preparation of Council Advisory Committee meeting agendas, with input from Staff Liaisons;
- d) Facilitate meeting discussions and identify the order of proceedings and speakers;
- e) The Chair is permitted to provide brief comments during discussions and shall vote;
- f) Summarize discussion points and ensure all Members have an opportunity to be heard and understood;
- g) Ensure any public attendees are fairly and appropriately engaged at meetings;
- h) Lead the preparation of the annual work plan submission to Council;
- i) Ensure the CAC is aware of and aligns with Council's goals and objectives; and
- j) Be the point of contact for the CAC.

Council Liaison shall serve as the Chair of Council Advisory Committees. The Town's and Council's interests shall prevail in the event and to the extent of any conflict between the Council Member's role as the Chair and their role as a Member of Council. For Quasi-Judicial Committees, the Chair shall be elected by each committee.

7.2 Vice Chair

The Vice-Chair may be elected by the Members to:

- a) Serve in the absence of the Chair; and
- b) Assume the duties of the Chair if the Chair is not present within the first fifteen (15) minutes of a meeting.

7.3 Members

Members, including the Chair, are expected to:

- a) Attend all scheduled meetings, sending regrets in advance where possible;
- b) Understand their role and follow the CAC Mandate, including its relationship to Council;
- c) Follow the agenda and stay focused on the topic at hand;
- d) Participate as an active and voting member, asking questions, and seeking clarification through the Chair;
- e) Undertake work necessary to implement the Council-approved work plan, or work assigned by Council between meetings, including reading agendas, doing research, etc.;
- f) Adhere to the Town's Code of Conduct, CAC Procedural By-law, and all applicable legislation, Town By-laws and policies;
- g) Provide written statements of pecuniary interests to the Council/Committee Coordinator or Secretary-Treasurer and verbally disclose the interest and its general nature, prior to any consideration of the matter at the meeting in accordance with provisions in the MClA;
- h) Maintain a high degree of professionalism and respect confidential information;
- i) Work effectively with staff to provide excellent service to residents and customers, recognizing the professional obligations of staff as an employee of the Town and not intervening in administrative practices;
- j) Respect that resolutions made shall reflect the majority view of the Committee;
- k) Respect that decisions of Council are final and accurately communicate the decisions of Council even if they disagree with the majority decision of the Committee; and

- l) Attend any training and professional development opportunities offered by the Town or as directed by Council.

7.4 Staff

- a) Council/Committee Coordinator:
 - i. The Clerk shall assign a Council/Committee Coordinator for each CAC to provide administrative coordination support, including but not limited to recruitment, preparation and circulation of agendas and minutes, meeting room booking, provide meeting notices, oversee general meeting expenses (office supplies and member remuneration) and attendance management. The Council/Committee Coordinator shall attend each CAC meeting or arrange for a designate to be present in their absence. The individual does not have voting capacity.
 - ii. Council/Committee Coordinator shall maintain a public registry of disclosures of pecuniary interests.
- b) Secretary-Treasurer
 - i. The Committee of Adjustment shall appoint a Secretary-Treasurer, who shall keep on file minutes and records of all Applications and decisions thereon and of all other official business of the committee
 - ii. In the absence of the Secretary-Treasurer, the Committee of Adjustment shall appoint an acting Secretary-Treasurer.
 - iii. The Secretary-Treasurer shall provide administrative coordination support, including but not limited to recruitment, preparation and circulation of agendas and minutes, meeting room booking, provide meeting notices and decisions, oversee general meeting expenses (office supplies and member remuneration) and attendance management, process all Applications filed in accordance with the *Planning Act*, and process any appeals to the Ontario Land Tribunal, including any successor tribunal.
 - iv. The Secretary-Treasurer shall maintain a public registry of disclosures of pecuniary interest.
- c) Staff Liaison:
 - i. Relevant Departments shall designate Staff Liaisons as a resource to the CAC to provide policy advice and expertise and follow-up with appropriate Staff.
 - ii. Staff Liaisons shall attend each CAC meeting or arrange for a designate to be present in their absence. They do not have voting capacity.

8 Meeting Decorum

8.1 Conduct of Members

- i. No Member shall:
 - i. Use any offensive, disrespectful or unparliamentary language about any Member, staff, meeting attendees, the public and Council;
 - ii. Speak on any subject other than the subject under debate;
 - iii. Speak in contempt of any decision of Council;

- iv. Engage in private conversation while in the Council meeting;
 - v. Leave his or her seat or make any noise or disturbance while a vote is being taken or until the result is declared;
 - vi. Where it has been discussed in a Closed Meeting, and where the matter remains confidential, disclose a confidential matter or the substance of deliberations at a Closed Meeting, except to the extent that Council has previously released or disclosed the matter in public; or
 - vii. Disobey the Rules of Procedures or a decision of the Chair on Points of Order or Privilege, or upon the interpretation of this By-law.
- ii. The Chair shall preserve order and rule on Points of Order and privilege.
 - iii. Every Member desiring to speak shall indicate so in order to be recognized by the Chair.
 - iv. Every Member, on being recognized, shall remain seated in their place, and address themselves to the Chair.
 - v. A Member called to order by the Chair shall immediately cease further comment and may appeal the call to order to Committee. Committee, if appealed to, shall decide on the case without debate and by way of a Majority Vote of the Members present. If there is no appeal, the decision of the Chair shall be final.

8.2 Conduct of Attendees

- 8.2.1. Members of the public and staff who constitute the attendees at a meeting, are responsible for:
 - i. Addressing CAC when permitted and speaking respectfully at all times; and
 - ii. Maintaining order and not heckling, or engaging in conversations, displaying placards or props or any behaviour that may be considered disruptive.
- 8.2.2 The Chair may request security to expel or exclude any person who disrupts a meeting.
- 8.2.3. Attendees wishing to submit materials to the Committee must do so through the Council/Committee Coordinator. No persons, other than Committee Members and Town staff, are permitted to approach the area where the Committee and staff are seated, without the permission of the Chair.

9 Meeting Management

9.1 Chair and Secretary

For Council Advisory Committees the Council Liaison shall serve as Chair and the Council/Committee Coordinator shall be the secretary.

For the Committee of Adjustment, the Chair shall be elected by the members of the committee, and, when the Chair is absent through illness or otherwise, the committee may appoint another member to act as acting chair, in accordance with section 44(7) of the *Planning Act*. The committee shall appoint the Secretary-Treasurer from the Development Services Commission to be the Secretary-Treasurer of the committee.

For the Appeals Committee, the Chair shall be elected by the members of the committee, and the Council/Committee Coordinator shall be the secretary.

9.2 Notice of meetings

- a) The Clerk shall give public notice of all regular meetings by:
 - i. Posting the annual meeting schedule, once adopted by the Committee, on the Town's website and distributing copies upon request;
 - ii. Posting any changes to the annual meeting schedule on the Town's website at least three (3) business days prior to the meeting; and
 - iii. Publishing a notice on the Town publication, which shall include the date, time and location of meeting.
- b) The Clerk shall give notice of all Ad Hoc Meetings by:
 - i. Providing the Committee and the public with an electronic agenda at least three (3) business days prior to the meeting; and
 - ii. Posting a notice on the Town's website as soon as possible after the meeting is called and no later than three (3) business days prior to the meeting.
- c) The Clerk shall give notice of all Special meetings by:
 - i. Providing the Committee and the public with an electronic agenda at least forty-eight (48) hours prior to the meeting; and
 - ii. Posting a notice on the Town's website as soon as possible after the meeting is called and no later than two (2) days prior to the meeting.

9.3 Location of Meetings

CAC meetings shall take place at the Municipal Offices, located at 111 Sandiford Dr., unless otherwise approved by the Clerk.

9.4 Open Meetings

All CAC meetings shall be open to the public to ensure accountability and transparency.

9.5 Agendas

- a) Prior to each meeting, the Council/Committee Coordinator, with assistance of the Chair, shall prepare an agenda for all the businesses to be brought before such meeting.
- b) Agendas shall be prepared, circulated and posted on the Town's website for a minimum of three (3) business days prior to the scheduled meeting date.
- c) If no substantive agenda content is received, the meeting shall be cancelled.
- d) Meeting agendas should ensure consistency, completeness and accountability. CAC shall follow the format of the agenda prescribed by the Clerk.

9.6 Quorum

- a) Quorum shall be 51% of Members present with voting rights regardless of size of CAC, with the exception of the Committee of Adjustment. Non-Quorum meetings shall not be permitted.

- b) In accordance with section 44(5) of the *Planning Act*, where a Committee of Adjustment is composed of three (3) members, two (2) members constitute a quorum, and where a committee is composed of more than three (3) members, three members constitute a quorum.
- c) If there is no Quorum within fifteen minutes (15) after the time appointed for the meeting, the Council/Committee Coordinator shall record the names of the Members present, then the meeting shall adjourn until the next regular meeting.

9.7 Deputations

- a) Any individual may request to make a Deputation before Council Advisory Committees to address any matter relating to community interest or Town business that has not been considered within the six (6) months prior to the requested date of Deputation.
- b) Anyone wishing to appear before a Council Advisory Committee shall complete a Deputation request form, which must state in detail the nature of the matter to be presented, to the Council/Committee Coordinator by noon (12 p.m.) on the seven (7) business days prior to the meeting.
- c) The Council/Committee Coordinator will review all Deputation requests, in consultation with the Clerk, and include all approved requests to the agenda.
- d) The Council/Committee Coordinator shall give due consideration to the length of the agenda and the number of Deputations and shall recommend to the requester, the earliest possible date their Deputation may be accommodated. A maximum of three (3) Deputations regarding matters not on the agenda shall be permitted per meeting, unless otherwise approved by the Clerk to deal with matters of urgent nature.
- e) Only the designated spokesperson(s), which shall be no more than two (2) people, may speak on the matter indicated on the Deputation form and for not more than five (5) minutes in total.
- f) Deputations shall respect the decorum and Rules of the Procedures in accordance with this By-law and shall not:
 - i. Speak disrespectfully of any persons;
 - ii. Use offensive words;
 - iii. Speak on any subject other than the subject for which they have given notice to address the Committee;
 - iv. Disobey the decision of the Chair;
 - v. Enter into debate with Members; or
 - vi. Appropriate any unused time allocated to another Deputation.Failure to do so will result in the Deputation being curtailed and possible expulsion from the meeting.
- g) Where a Deputation request is received after the deadline indicated in 9.7 (b) and the matter is included on an agenda, the request will be added to the agenda for the applicable meeting. If a Deputation request is received by the Council/Committee Coordinator by 9 a.m. on the day of the meeting, it will be published on an amended agenda.

- h) Where a Deputation request is received after the agenda deadline and the matter is not included on the agenda for the meeting, then the request will not be placed on the immediate agenda, but rather referred to a future agenda.
- i) A Deputation not listed on the agenda shall not be heard without the consent of at least two-thirds majority of the Members present.
- j) Municipal audio-visual equipment may be used to assist Deputations, provided that permission has been obtained for use of such equipment from the Council/Committee Coordinator. Audio-visual materials must be provided to the Council/Committee Coordinator no later than forty-eight (48) hours prior to the meeting. Electronic presentations will not be installed once the meeting has begun.
- k) Deputations shall be received for information or referred to the Council/Committee Coordinator to bring to Council.
- l) Deputations shall be restricted to speaking to matters that they have requested to speak about and that is listed on the agenda.
- m) For matters which are more properly within the responsibility of staff, the Council/Committee Coordinator shall notify the proposed delegate that the Deputation shall not be listed on the agenda and shall direct the proposed delegate to the appropriate department. The Deputation shall not be listed on an agenda until staff has had the opportunity to address the matter.
- n) Deputations do not apply to Quasi-Judicial Committees.

9.8 Minutes

- a) Minutes shall briefly outline the substance of each of the items listed on the agenda, including actions taken and recommendations.
- b) Draft minutes shall be posted online for review as soon as possible and no later than seven business (7) days after the meeting. Draft minutes will be included in the next agenda for adoption.
- c) CACs shall follow the format of minutes prescribed by the Clerk to ensure consistency.

9.9 Work Plan and Reporting Requirements

Council Advisory Committee:

- a) At the beginning of each new term, and annually thereafter, Council Advisory Committees, with the assistance of staff, shall draft a committee work plan in alignment with the mandate.
- b) Council Advisory Committees will review the workplan and the document will act as a guide for presentation and discussion items, projects and initiatives.
- c) The workplan, and any subsequent amendments, shall be submitted to Council for approval.
- d) Each Council Advisory Committee may present an annual report and/or presentation to Council with the assistance of staff. Council Appointed

Committees shall also report to Council on an ad-hoc basis to obtain approval for projects and initiatives.

Quasi Judicial Committee:

- a) Quasi Judicial Committees do not require a work plan or annual reporting to Council.

9.10 Order of Business

The Council/Committee Coordinator shall prepare an agenda under the following headings to use for the Members at all Council Advisory Committees:

- 1. Call to Order
- 2. Town Land Acknowledgement
- 3. Declaration of Interest
- 4. Adoption of Minutes
- 5. Deputations
- 6. Consideration of Items
- 7. Adjournment

The Council/Committee Coordinator or Secretary-Treasurer shall prepare an agenda under the following headings to use for the Members at all Quasi-Judicial Committees:

- 1. Call to Order
- 2. Town Land Acknowledgement
- 3. Declaration of Interest
- 4. Adoption of Minutes
- 5. Consideration of Items
- 6. Adjournment

10 Rules of Conduct and Debate

10.1 Disclosure of Pecuniary Interest

- a) All Members shall govern themselves at any meeting in accordance with the MCI A respecting any disclosure of pecuniary interest. It is the responsibility of the Member to provide a written declaration of pecuniary interest to the Council/Committee Coordinator. Members may contact the Integrity Commissioner to provide advice or comment on whether a Member has a pecuniary interest but shall not request the Clerk or any other municipal officer, including the Town’s Solicitor for advice.
- b) Members shall disclose conflicts at the appropriate section of the agenda, prior to any discussion on the matter, and shall not take part in discussion or vote on such matter. Members shall not in any way attempt to influence the voting on a matter before, during or after the meeting.
- c) Where a member is absent from a meeting which included a matter on which they have a conflict of interest, the Member shall disclose the conflict at the next meeting they attend. All disclosed conflicts of interest shall be recorded in the meeting minutes and in the public registry of declarations of pecuniary interest maintained by the Clerk.

10.2 Code of Conduct

CACs shall adhere to the same Code of Conduct as Council.

10.3 Rules of Order

- a) Members are encouraged to ask questions, engage in discussion and share feedback following presentations and deputations. The Chair shall maintain order and decorum during the meeting and decide the order of questions.
- b) Members shall indicate to the Chair their desire to speak and wait to be acknowledged by the Chair before speaking. Only one (1) Member shall speak at a time. All Members are equal, and no member has seniority over another member. No Member shall interrupt another Member while speaking, unless to raise a Point of Order.
- c) Detailed Rules of Procedure specific to the CAC may be incorporated into the Terms of Reference.

10.4 Points of Order

When a Member desires to call attention to a violation of the Rules of Procedure, the Member shall ask leave of the Chair to raise a Point of Order, and after leave is granted, shall state the Point of Order to the Chair succinctly and the Chair shall then decide upon the Point of Order and advise the Members of his/her decision. The decision of the Chair shall be final.

10.5 Motions

- a) All motions (Le., recommendations and acts of direction) shall be moved and seconded by two duly appointed Members who have not disclosed a pecuniary interest on the matter.
- b) Moving and seconding a motion puts the motion forward for consideration by the Members and should not necessarily imply any Member's support for the motion.
- c) A Chair shall not move or second any motion.
- d) With the permission of the mover, a motion may be withdrawn at any time before decision or amendment.
- e) A motion in respect of a matter which is beyond the jurisdiction of the CAC shall not be in order.
- f) A motion properly before the Committee for decision must receive disposition before any other motion can be received.

10.6 Voting

- a) Chair and Members are eligible to vote and shall vote at the same time on all matters before the Committee. Council/Committee Coordinator and Staff Liaisons are not eligible to vote on any matters.
- b) A simple majority vote of Members present shall be followed.
- c) A failure to vote by a Member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote, except when the Member's reason for abstaining is due to the individual's declaration of a pecuniary interest.

- d) Where the result of a vote is a tie, the motion shall be considered defeated;
- e) Where a member abstains from a vote, their vote shall be deemed to have voted in the negative, with the exception of members who abstain from voting due to a pecuniary interest.
- f) Recorded or secret votes shall not be taken.
- g) Immediately preceding the taking of the vote, the Chair shall state the question in the form introduced. The Chair shall announce the result of every vote.
- h) If a Member who has voted on a motion disagrees with the declaration of the Chair that the question is carried or lost, the Member may, but only immediately after the declaration by the Chair, object to the Chair's declaration and require the Chair to call for another vote on the matter.

11 Financial Matters

11.1 Budget and Expenses

CACs may make requests for budget allocations through the Clerk, in advance of the Town's annual budget process, in the form prescribed by the Treasurer. Requests shall relate to specific activities approved in the Committee's mandate and work plan.

Any expenses submitted without Council's prior approval shall not be reimbursed. Approved expenditures shall be processed in the form and manner prescribed by the Town in accordance with Town policies.

11.2 Fundraising Activities

CACs shall not undertake any fundraising activities without prior approval from Council. All fundraising activities shall be on a project-by-project basis, with financial oversight by the Town and subject to the Committee Code of Conduct.

12 Member Remuneration

- a) Council Advisory Committees shall serve without remuneration.
- b) Quasi-Judicial Committee Members shall receive remuneration as stated in their Terms of Reference.
- c) Any expenses submitted without Council's prior approval shall not be reimbursed.
- d) Approved expenditures shall be processed in the form and manner prescribed by the Town in accordance with Town policies.

13 Media and Communications

- a) The Chair shall be the primary spokesperson for any CAC business. Members, including the Chair, shall not speak to the media on Town, including Committee matters, unless authorized by Council. When attending public meetings/events, Members shall not represent the Town unless they have received consent from Council to act as a Town delegate. Corporate Communication is available as a resource to assist CAC Chairs.

- b) In a public forum and on social media, Members should clearly identify that they are speaking as an independent resident, unless otherwise designated to speak on behalf of their CAC by Council.
- c) The actions and recommendations of CAC are subject to the policies and administrative practices of the Town, including provisions pertaining to the use of the corporate logo(s), letterhead, website, information pamphlets, media advertisements and the like.

14 Administrative Authority of the Clerk

- 13.1 The Clerk shall be authorized to amend By-laws, minutes, or other Council documents for technical, typographical, or other administrative errors and omissions for the purpose of ensuring an accurate and complete record of proceedings.
- 13.2 The Clerk is authorized to create and amend an annotated version of the Procedural By-law from time to time, to assist Members in complying with the rules as enforced and interpreted.

15 Review of Procedural By-law

- 15.1 Council shall review the CAC Procedural By-law within the first six (6) months of the first year of each term of Council.
- 15.2 The Clerk shall bring forward amendments, as required or as directed by Council.

Appendix B Accessibility Advisory Committee Terms of Reference

1. ENABLING LEGISLATION/AUTHORIZING BY-LAW

The *Accessibility for Ontarians with Disabilities Act, 2005*, S. O. 2005, Chapter 11, as amended and the *Ontarians with Disabilities Act, 2001*, S. O. 2001, Chapter 32, as amended requires every municipality having a population of not less than 10,000 shall establish an Accessibility Advisory Committee.

The Accessibility Advisory Committee (AAC) is enabled by the Terms of Reference and Appointment By-law approved by Council. AAC is required to adhere to the provisions outlined in the Town's Council Appointed Committees Procedures By-law, as amended.

2. MANDATE

The Accessibility Advisory Committee shall:

- Advise Council on accessibility planning and related standards to prevent and reduce barriers experienced by persons with disabilities;
- Advise Council about the preparation of accessibility reports and matters relating to the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises, prescribed under section 29(5) of the *Accessibility for Ontarians with Disabilities Act*;
- Make recommendations to Council on the development and implementation of the Town of Whitchurch-Stouffville Multi-year Accessibility Plan;
- Select and review in a timely manner the site plan application drawings described in section 41 of the *Planning Act*, R.S.O. 1990, c. P.13 as amended;
- Make recommendations to Council on issues relating to customer feedback, Town programs, services, policies and procedures from an accessibility and inclusion lens;
- Monitor the development of legislative accessibility requirements and offer feedback to Council on the Town's compliance with Ontario Regulation 191/11 *Integrated Accessibility Standards*;
- Promote accessibility and inclusion in the Town of Whitchurch-Stouffville through public outreach, education and special events.
- Perform all other functions that are specified in the enabling legislation.

3. COMPOSITION & TERMS OF APPOINTMENTS

3.1 Composition

The Accessibility Advisory Committee shall consist of up to twelve (12) members:

- A majority of the members shall be persons with disabilities. These committee members shall be representative of gender, ethnicity and different types of visible and invisible disabilities noted in the *Ontarians with Disabilities Act, 2001*, as amended such as persons with physical (visual, speech, hearing, deaf, brain injury, use of a wheelchair); cognitive (intellectual impairments); perceptual (learning disability) and mental health disabilities;
- Three (3) to five (5) members who may not have a disability, representing parents of children with disabilities or having an interest in issues related to persons with disabilities.
- One (1) Councillor

The Mayor is an Ex-Officio member.

3.2 Qualifications

Members will be appointed based on their work and volunteer experience, availability, academic qualifications, demonstrated expertise, and interest and participation in accessibility and community matters.

3.3 Terms of Office

Committee Members shall be appointed for a four-year term concurrent with the Term of Council and will remain in office until new Committee Members have been appointed by Council.

3.4 Staff Support:

Corporate Services - Clerk’s Division

The Council/Committee Coordinator will serve as the Secretary.

Other Departments

Staff Liaisons will attend Committee meetings when/if required and if the issues are relevant to the Accessibility Advisory Committee:

- Community Services – Facilities Development and Operations, and Parks Development and Operations Divisions for updates on physical access improvements within Town facilities, updates on annual accessibility plan items
- Development Services – Planning Division regarding site plan applications to obtain feedback to be included in the processing of applications.
- Office of the CAO - Human Resources Division regarding the Town’s Multi-year Accessibility Plan, recruitment practice, etc.

Other division representatives as necessary regarding compliance of Integrated Accessibility Standards in design of built environment in both private developments and municipal facilities, as prescribed in the legislation.

4. REMUNERATION

Committee Members with disabilities may be reimbursed for any necessary travel expenses to and from meetings that occur within the Town of Whitchurch-Stouffville.

Remuneration should take into consideration that people with disabilities might have additional expenses related to travel, disability accommodations and attending meetings in general. This may include, for example, sign language interpretation for individuals who are deaf, specialized transportation and support care and/or attendant services for Committee meetings.

5. MEETING FORMAT

5.1 Meeting Format

The Committee shall meet monthly in accordance to the annual meeting schedule; however, additional meetings may be called, if needed.

Appendix C Appeals Committee Terms of Reference

1. ENABLING LEGISLATION/ AUTHORIZING BY-LAW

Section 15.3 of the *Building Code Act 1992*, S.O. 1992, c. 23 as amended provides for the establishment of a committee to hear appeals to property standards orders; and

Section 105(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended provides that if a municipality requires the muzzling of dogs under any circumstances that the Council of the municipality shall upon the request of the dog owner, hold a Hearing to determine whether or not to exempt the owner in whole or in part from the muzzling requirements; and

Sections 9, 10, 11 and 150 to 159 of *Municipal Act, 2001*, S.O. 2001, c. 25, as amended authorize Council to pass by-laws licensing businesses.

The Appeals Committee is enabled by Terms of Reference and Appointment By-law approved by Council. The Appeals Committee is required to adhere to the provisions outlined in the Town's Council Appointed Committees Procedures By-law, as amended.

2. MANDATE

The Appeals Committee shall be established for the purpose of hearing appeals pursuant to the following Town By-laws:

- Property Standards By-law,
- Animal Services By-law,
- Licensing By-law, and
- Short-Term Rental By-law, all as amended.

Proceedings before the Appeals Committee shall be conducted in accordance with:

- i. The By-law or By-laws pursuant to which the appeals giving rise to those proceedings have been brought;
- ii. The legislation enabling such By-law or By-laws; and
- iii. The *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22 as amended.

The Appeals Committee shall meet and deliberate as required by the legislation pursuant to which the By-laws referenced above have been enacted, and when necessary in order to hear appeals pursuant to those By-laws.

3. COMPOSITION & TERMS OF APPOINTMENTS

3.1 Composition

The Appeals Committee shall consist of five (5) members whom are the public Members of the Committee of Adjustment.

Members of the Committee shall not be elected Officials or Employees of the Town of Whitchurch-Stouffville.

3.2 Qualifications

Members should collectively bring the following skills and expertise to the Committee:

- Demonstrate decision-making, communication, and mediation skills to facilitate an open and fair hearing process;

- Have adjudication experience and administrative public speaking and organizational skills to be able to chair public hearings and maintain order in conflict situations.

3.3 Term of Office

Committee Members shall be appointed for a four-year term concurrent with the Term of Council and will remain in office until new Committee Members have been appointed by Council.

3.4 Staff Support:

Corporate Services – Clerk’s Division

The Council/Committee Coordinator will serve as the Secretary.

Corporate Services – Municipal Law Enforcement Division

The Manager of Municipal Law Enforcement or designate will act as Staff Liaison for the Committee.

4. REMUNERATION

Each Member shall be paid \$80 per meeting.

5. MEETING FORMAT

5.1 Meeting Format

The Committee shall meet on an as-needed basis when an appeal application is submitted. The Appeals Committee shall render its decision on the matter in the presence of the public, the appellant, witnesses, authorized agent, staff, and other interested parties. The Appeals Committee shall provide its decision in writing to all parties and other agencies as prescribed by the applicable By-law.

5.2 Appeals

An application for a hearing shall be made in writing and delivered to the Clerk in accordance with the format and timeline prescribed in the applicable By-law to begin the appeal process. The decisions of the Appeals Committee are final and binding, with the exception of Property Standards Appeals.

For Property Standards Appeals, the appellant may appeal to a Judge of the Superior Court of Justice by notifying the Clerk of the Town in writing and by applying to the Superior Court of Justice within fourteen (14) days after a copy of the Appeals Committee’s decision is sent to such owner or other person, pursuant to the *Building Code Act*.

5.3 Failure to Attend by Appellant

Where an appellant is properly notified of a hearing or appeal and does not attend at the time and place appointed, the Appeals Committee may proceed with the hearing in the appellant’s absence and the applicant shall not be entitled to any further notice of the proceeding. The appellant shall be notified of the Committee’s decision after the appeal hearing.

Appendix D Committee of Adjustment Terms of Reference

1. ENABLING LEGISLATION/AUTHORIZING BY-LAW

Section 44 of the *Planning Act* provides that the Council of a municipality may constitute and appoint a Committee of Adjustment.

The Regional Municipality of York has delegated to Council the authority for giving consents under Section 53 of the *Planning Act*.

Section 54 of the *Planning Act*, Council may in turn by By-law delegate the authority to grant consents to a Committee of Adjustment.

Section 45 of the *Planning Act*, a Committee of Adjustment is empowered to grant minor variances and to dispense the other forms of permission referred to in said Section 45.

Section 54 of the *Planning Act*, the authority for the granting of consents under Section 53 in respect of land situated in the Town of Whitchurch-Stouffville is hereby delegated to the Committee of Adjustment.

The Committee of Adjustment is enabled by the Terms of Reference and Appointment By-law approved by Council. The Committee of Adjustment is required to adhere to the provisions outlined in the Town's Council Appointed Committees Procedures By-law, as amended.

2. MANDATE

The Committee of Adjustment is authorized by the *Ontario Planning Act* to consider applications for;

- Minor variances from the provisions of the Town of Whitchurch-Stouffville Zoning By-law;
- Extensions, enlargements or variations of existing legal non-conforming uses under the Town of Whitchurch-Stouffville` Zoning By-law;
- Land division or Consent (severing a new lot from an existing lot, adding land to an existing lot, easements, mortgages or leases in excess of 21 years); and
- Determining whether a particular use conforms with the provisions of the Zoning By-law where the uses of land, buildings or structures permitted in the by-law are defined in general terms.

The committee may allow variances under the four tests that the committee considers when making a decision including determining if:

- The variance is minor in nature;
- The variance is desirable for the appropriate development or use of the land, building or structure;
- Does the variance meet the general intent and purpose of the zoning by-law; and
- Does the variance meet the intent of the Official Plan.

The Committee of Adjustment shall:

- Review all information material and submissions made with the application from the property owner(s), applicants or authorized agent(s), in addition to all written and oral submissions submitted by members of public (neighbors) or interested parties;
- Hear presentations from property owner(s), applicants or authorized agent(s), and members of public (neighbors) or interested parties;
- Make a decision based on all the written and oral submissions made by the property owner(s), applicants or authorized agent(s), members of public

(neighbors) or interested parties, and the staff recommendation report to the Committee of Adjustment; and, Approve, refuse, table, defer, or modify the recommendations of the staff report to the Committee of Adjustment.

3. COMPOSITION & TERMS OF APPOINTMENTS

3.1 Composition

The Committee of Adjustment shall consist of seven (7) members, two (2) of which shall be Members of Council. The additional five (5) Members of the Committee shall be Public Members and shall not be Officials or Employees of the Town of Whitchurch-Stouffville.

The Public Members appointed to the Committee of Adjustment are also appointed to the Appeals Committee.

3.2 Qualifications

Committee Members must have the ability to understand and apply the provisions of the Town’s Official Plan and Zoning By-law and should be considered impartial with respect to their ability to fulfill their responsibilities. Members cannot act as agents for applicants before the Committee of Adjustment.

Members must have access to transportation and be willing to make site visits prior to meetings.

Members should collectively bring the following skills and expertise to the Committee:

- Demonstrate decision-making, communication, and mediation skills to facilitate an open and fair hearing process;
- Have adjudication experience and administrative public speaking and organizational skills to be able to chair public hearings and maintain order in conflict situations;
- Have an understanding of neighbourhoods and communities in Town; and
- Have knowledge in one or more areas of: law, land use planning, architecture, government, economic development, community development, land development, urban forestry and environmental planning.

3.3 Term of Office

Committee Members shall be appointed for a four-year term concurrent with the Term of Council and will remain in office until new Committee Members have been appointed by Council.

3.4 Staff Support:

Development Services - Planning Division

The Manager of Development or designate will act as Staff Liaison for the Committee of Adjustment.

The Secretary-Treasurer will serve as the Secretary-Treasurer.

4. REMUNERATION

Each Public Member shall be paid \$80 per meeting, plus mileage pursuant to the Town Policy. Remuneration will be provided to the members in December of each year of the Committee.

5. MEETING FORMAT

5.1 Meeting Format

The Committee shall meet monthly in accordance to the Annual Meeting Schedule; however, additional meetings may be called, if needed. Further, if no applications are

received by the deadline for the scheduled meeting, the Committee of Adjustment meeting will be cancelled.

The Committee of Adjustment shall render its decision on the matter in the presence of the public, the applicant, authorized agent, staff, and other interested parties. Minutes of each meeting shall outline the general deliberations and specific actions and decisions that result. The Committee of Adjustment shall provide its decision in writing to all parties.

5.2 Appeals

The decision of the Committee may be appealed to the Local Planning Appeal Tribunal (LPAT). Notice must be served personally or sent by registered mail to the Secretary-Treasurer of the Committee of Adjustment, written notice of appeal accompanied by the requisite Appellant Form (available at the LPAT website www.elto.gov.on.ca).

The appeal must be made within twenty (20) days of the decision. The appeal must include the Tribunal's fee made payable to the Minister of Finance and the Town's fee made payable to the Town of Whitchurch-Stouffville.

Please refer to the Tribunal website and Town of Whitchurch-Stouffville Fees and Charges Bylaw for updated fees.

Appendix E Heritage Advisory Committee Terms of Reference

1. ENABLING LEGISLATION/AUTHORIZING BY-LAW

Ontario Heritage Act, R.S.O. 1990, c. O.18, Section 28. (1) states that

“The council of a municipality may by bylaw establish a municipal heritage committee to advise and assist the council on matters relating to this Part IV (the designation of individual properties), matters relating to Part V (the designation of heritage conservation districts) and such other heritage matters as the council may specify by bylaw. [2002, c.18]”

The Heritage Advisory Committee (HAC) is authorized under the *Ontario Heritage Act* and enabled by the Terms of Reference and Appointment By-law approved by Council. HAC is required to adhere to the provisions outlined in the Town’s Council Appointed Committees Procedures By-law, as amended.

2. MANDATE

HAC is an advisory committee of Council established by by-law, to make recommendations to the Council of the Town of Whitchurch-Stouffville on the identification, conservation and preservation of Whitchurch-Stouffville’s cultural heritage properties. HAC shall act in an advisory capacity to Council through reports to Council.

3. ROLES AND RESPONSIBILITIES

a) Statutory Role and responsibilities

The *Ontario Heritage Act* (s. 28) defines a committee's statutory roles as follows:

- Advise and assist the Council on all matters relating to Part IV (Conservation of Properties of Cultural Heritage Value or Interest) and Part V (Heritage Conservation Districts) of the *Act*; and,
- Advise and assist the Council on other heritage matters as Council may specify by by-law.

Under Part IV and Part V of the *Ontario Heritage Act*, Council shall consult with the committee:

- Before giving notice of its intention to designate a property [s. 29 (2)];
- On applications to alter designated properties, where the alteration is likely to affect the property's heritage attributes as set out in the by-law designating the property [s. 33 (1)]
- On applications to demolish or remove any building or structure on designated property [s. 34 (1)].
- On applications to repeal designation by-laws, before considering an application from an owner of designated property, to repeal the by-law or part thereof designating the property [s. 31 (2)];
- On easements or covenants, before passing by-laws providing for the entering into of easements or covenants with owners of real property, or interests therein, for the conservation of buildings of cultural heritage value or interest [s. 37 (1)]; and,
- Before passing a by-law, to define one or more areas as an area to be examined for future designation as a heritage conservation district [s. 40(2)].
- Advise Council with recommendations on alterations or demolition of buildings listed on the Built Heritage Inventory [s. 27 (4)]

b) Non-Statutory Role and activities

The Committee shall:

- be consulted on the inventory of salvaged materials and artifacts for the Town's asset management program.
- be consulted on properties suitable for Heritage Plaques in accordance with the Council approved "Town of Whitchurch-Stouffville's Commemorative Plaque Program".
- be consulted on relevant Site Plan Control Applications, if time permits under the Statutory timeline requirements, within the Heritage Area of the Community of Stouffville in accordance with the Town's Site Plan Control By-law.
- receive information from staff on relevant applications at its regular HAC meetings or receive updates from staff if time-sensitive decisions must be made prior to the regular HAC meeting.
- be consulted by staff on the evaluation of buildings and properties to be included in the Town's Built Heritage Inventory and/or on determining the Cultural Heritage Value or Interest (CHVI) for such buildings and properties in accordance with the Ontario Ministry of Tourism, Culture and Sport's Criteria for Evaluating Potential for Built Heritage Resources and Cultural Heritage Landscapes and *Ontario Regulation 9/06*:
- be consulted by staff on assessment and research on properties for the ongoing maintenance of the Town's Built Heritage Inventory.
- be consulted by staff initiatives that could support the preservation of heritage buildings and properties in the Town.
- participate in Town-initiated and organized public events and forums, including regular HAC meetings, Public Information Centres (PIC), Jane's Walks, Doors Open or any other public event organized by the Town, to inform and educate communities on heritage conservation and related issues.
- coordinate with staff and obtain written authorization from the Manager of Development to conduct site visits and property investigations.

4. COMPOSITION & TERMS OF APPOINTMENTS

a) Composition

HAC Whitchurch-Stouffville may be comprised of up to seven (7) members; [six (6) members of the public and one (1) member of Council], members should be representative of the following:

- members of the public with knowledge of/interest in the *Ontario Heritage Act*, local history and architectural heritage;
- members of the public that are affiliated with the building, development and construction industry or architecture, urban design or landscape architecture communities; and,
- members of the public who have dealt with Town staff with respect to their properties or any approval applications, preferably on applications related to heritage matters.

b) Qualifications

Committee members will be appointed on the basis of their work and volunteer experience, availability, qualifications, demonstrated expertise, and interest and participation in heritage and community matters. Members of the Committee should collectively demonstrate a range of qualifications including:

- knowledge of and/or broad interest in cultural, environmental, architectural, archaeological or built heritage preservation, and familiarity with current heritage issues and preservation trends and matters related to the *Ontario Heritage Act*,
- knowledge of public programming, tourism, planning or museum management; and,

- strong interpersonal and communication skills.

c) Staff Support

Corporate Services– Legislative Services

Council/Committee Coordinator will serve as the secretary.

Development Services – Planning Division

Heritage Planner will serve as a Staff Liaison.

Community Services – Museum

Supervisor and Curator, Museum & Heritage or Heritage & Operations Coordinator will serve as a Staff Liaison.

Staff representatives from relevant departments will attend regular HAC meetings to provide support to the Committee.

5. REMUNERATION

None

6. MEETING FORMAT

The Committee shall meet monthly in accordance with the annual meeting schedule; however, additional meetings may be called, if needed.

7. GLOSSARY

Alter means to change in any manner and includes to restore, renovate, repair or disturb and “alteration” has a corresponding meaning.

Built Heritage Inventory (BHI) means the Municipal Register kept by the Town which lists all properties situated in the Town that have been designated by the Town or by the Minister under the *Ontario Heritage Act* and shall contain, with respect to each property, a legal description of the property, the name and address of the owner; and a statement explaining the cultural heritage value or interest of the property and a description of the heritage attributes of the property.

In addition to the designated properties listed on the BHI under the *Ontario Heritage Act*, the BHI also includes properties that have not been designated but that the Town Council believes to be of cultural heritage value or interest and shall contain, with respect to such property, a description of the property.

Cultural Heritage Evaluation Report (CHER) means a report prepared with advice from a qualified person who gathered and recorded (through research, site visits and public engagement) enough information about the property to sufficiently understand and substantiate its cultural heritage value.

Cultural Heritage Impact Assessment (CHIA) means a report prepared with advice from a qualified person to evaluate the impact of a proposed development, building alteration or site alteration of a built heritage resource(s) on a property or a cultural heritage landscape(s) and recommends mitigative measures or alternative development approaches to conserve the heritage attributes of that resource/landscape.

Cultural Heritage Value or Interest (CHVI) means, where identified, protected heritage properties and potential heritage resources are evaluated against O. Reg. 9/06 which is the criteria for determining if a property has CHVI. When a property is found to have CHVI, per O. Reg 9/06, the property is considered a cultural heritage resource.

Designated property means property designated by a municipality under Section 29 of the *Ontario Heritage Act*, R.S.O., c. O.18 as amended.

Heritage Attributes mean, in relation to real property, and to the buildings and structures on the real property, the attributes of the property, buildings and structures that contribute to their cultural heritage value or interest.

Property means real property and includes all buildings and structures thereon.

Regulations means the regulations made under the *Ontario Heritage Act*, R.S.O. 1990, c. O.18 as amended.

For matters related to *Ontario Heritage Act*, reference may be made to the Ontario Heritage Tool Kit: a series of guides for municipal councils, staff, heritage committees, planners, heritage professionals, heritage organizations, property owners and others.

Appendix F Committee of Adjustment Procedures

1. HEARING PROCESS

- i. For each agenda item, the Chair shall ask the applicant and/or their authorized agent and anyone else who has an interest to come forward and to state their name and address for the record.
 - ii. The applicant/authorized agent will present their Application to the Committee.
 - iii. The Committee may ask the applicant/authorized agent questions or discuss additional matters related to the Application such as comments from the departments and agencies, and other interested parties.
 - iv. The Committee will then ask if there are any other interested parties that wish to speak to the submitted Application either in support or in opposition to the Application. The Chair can limit the number of individuals wishing to speak if the Chair believes that the information being provided has already been presented to the Committee.
 - v. The Chair will then allow the speakers to speak to the Application.
 - vi. The Committee may ask the speakers questions.
 - vii. If concerns are raised by the speakers, the Chair will ask the applicant/authorized agent to respond/rebut only those matters that were raised by the speakers.
 - viii. The Committee members may ask questions of the applicant at this time and/or any additional clarification required.
 - ix. The Chair will then confirm with everyone that the matter will now be taken into committee and that no further discussions with the applicant or any speakers will occur after the matter is taken into committee. The Committee may deliberate/discuss the Application amongst themselves only, while in Committee.
 - x. The Chair will ask for a motion from the Committee on the submitted Application and a motion will be brought forward, seconded, and then voted on.
 - xi. The Chair will then announce who voted in favour and against the motion.
 - xii. The Chair will announce the decision of the Committee to the applicant and the public.
- 1.1 Committee may vote to grant, grant with appropriate conditions, refuse, defer or adjourn the Application, or reserve its decision. The Committee's decision shall be that which is concurred by the majority of the Members that heard the Application, notwithstanding the fact that one or more Member(s) may not concur with the majority's decision.
 - 1.2 The above process will continue until the Committee has heard all the Applications listed on the agenda for the meeting.

Personal information collected with respect to an Application as well as the meeting where the Application is considered will be used to assist in making a decision on the matter. All personal information collected (as defined by *MFIPPA*) including but not limited to, names, addresses, opinions, and comments will be made available for public disclosure and will be used to assist the Committee and staff to process the Application.

2. DEFERRALS AND WITHDRAWALS PROCESS

2.1 Deferrals

2.1.1 Deferral request by Town Staff and Applicant/Authorized Agent

If Town staff or applicant/authorized agent requests that the Application be deferred, the Committee may consider and vote on a motion for Deferral with explanation on the reason for Deferral, expectation, timing of the Application to be heard again, and if any Deferral fee is applicable. There will be no discussion on the item if the Application is considered to be deferred.

2.1.2 Deferral by the Committee

If the Committee considers that the Application be deferred, the Committee must ask the applicant/authorized agent and provide relevant reasons and purpose for Deferral. The Committee may vote on a motion for Deferral with explanation on the reason for Deferral, expectation, timing of the Application to be heard again, and if any Deferral fee is applicable.

2.1.3 Public Notice for deferred applications

Public Notice will be re-issued in accordance with the *Planning Act* for all deferred Applications if the Application is substantially changed from the previously presented Application, such as a major amendment to the proposal, change to variances, addition of variance, etc., that would require re-notification to members of the public, at the discretion of the Secretary-Treasurer.

2.2 Withdrawals

Withdrawal of an Application may be made by the applicant/authorized agent, staff, or any member of the public, to the Committee, at the meeting or in writing prior to the meeting. This would include a scenario such as the applicant no longer requiring the variance due to compliance with the Zoning By-law. The Chair shall announce the withdrawal of an Application at the commencement of the meeting, unless an applicant/authorized agent requests withdrawal of the Application during the meeting.

2.3 Failure to Attend

Where an Applicant/Authorized agent does not attend a meeting the Committee of Adjustment shall determine whether the application can be heard or if the application is to be deferred/tabled until the next scheduled meeting with the Committee of Adjustment.

After notices for their application have been provided and the Meeting agenda published, the Applicant/Authorized Agent will be required to pay applicable fees in accordance with the Town of Whitchurch-Stouffville Fees and Charges Bylaw, as may be amended from time to time, to move the application to the next scheduled meeting of the Committee of Adjustment.

3. PUBLIC SUBMISSIONS

- i. Public written submissions on an Application shall only be received by the Secretary-Treasurer until noon (12 p.m.) on the business day prior to the day of the scheduled meeting.
- ii. Public oral submissions will be accepted by filling out a Request to Speak form and providing it to the Secretary-Treasurer on the day of a scheduled meeting.

4. INACTIVE FILES

1. An Application may be deemed inactive if a meeting is not scheduled within six (6) months from the date the Application is received by the Secretary-Treasurer.
2. In the event that an Application is deferred by the Committee and is inactive or a meeting has not been scheduled within eighteen (18) months after the first meeting, it is deemed to be inactive.
3. In the event that an Application is suspended by the Committee, the Application may be deemed to be inactive if the meeting in which the Application is decided upon is not held within eighteen (18) months after the first adjournment.

The Secretary Treasurer shall provide written Notice by either email or regular mail of the intent to close an inactive file to the applicant/authorized agent at least thirty (30) days in advance of closing the file.

If no response is received from the applicant/authorized agent the file will be closed by the Secretary-Treasurer.

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2024-118-AP

BEING A BY-LAW to appoint members to the Heritage Advisory Committee, and to repeal By-law 2023-022-AP.

WHEREAS Council enacted By-law 2024-117-RE, as amended to establish the Terms of Reference of the Heritage Advisory Committee; and

WHEREAS it is deemed necessary to appoint members to the Heritage Advisory Committee for the 2022-2026 Term of Council.

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

1. That the following representatives named herein be appointed as members of the Heritage Advisory Committee:

Four (4) Members of the Public

Gleyn Beatty
Carol Hughes
Abiran Raveenthiran
Janet Reid

One (1) Member of Council

Councillor Kroon

2. That the Mayor is an Ex-Officio member and in the absence of an appointed member of Council, the Mayor may replace that Council member for that meeting with full voting privileges.
3. That appointments to the Committee shall be for the term of Council expiring upon the appointment of successors by Council unless any such appointments are specifically terminated earlier. In the event of a vacancy in membership of the Committee, Council shall appoint a new member to fill the vacancy for the remaining portion of the term of the member who is to be replaced.
4. That this By-law shall come into force and effect on the date of passage by Council.
5. That By-law 2023-022-AP is hereby repealed.

READ a first and second time this 2nd day of October, 2024.

READ a third time and passed this 2nd day of October, 2024

Iain Lovatt, Mayor

Becky Jamieson, Clerk