

#### **Development Services Committee Agenda**

Meeting Number 19 November 25, 2019, 9:30 AM - 3:00 PM Council Chamber

Alternate formats for this document are available upon request. Development Services meetings are live video and audio streamed on the City's website.

Pages

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- 1. CALL TO ORDER
- 2. DISCLOSURE OF PECUNIARY INTEREST
- 3. APPROVAL OF PREVIOUS MINUTES
  - 3.1 DEVELOPMENT SERVICES COMMITTEE MINUTES NOVEMBER 12, 2019 (10.0)

1. That the minutes of the Development Services Committee meeting held November 12, 2019, be confirmed.

#### 4. PRESENTATIONS

4.1 PRESENTATION OF SERVICE AWARDS (12.2.6)

Chee Tung, Building Engineer, Building Standards, 40 years

Carla Crockett, Building Inspector II, Building Standards, 30 years

Mary Hristov, Licensing Officer, Legislative Services and Communications, 30 years

Gregory Lees, Provincial Offences Officer II, Legislative Services and Communications - Bylaws, 30 years

Lorne Dehaas, Supervisor, Community Facility, Recreation Services, 30 years

Kevin Hicks, Facility Operator III, Angus Glen C.C., Recreation Services, 30 years

Janet Clarry, Alarm Room Supervisor, Fire Services, 25 years

Jacqueline Dyson-Fleming, Public Education Officer, Fire Services, 25 years

Pablo Cufre, General Repair/Chief Operations, Recreation Services, 25 years

Mark Visser, Sr Manager Strategy Innovation & Investments, Financial Services, 20 years

Linda Canton-Yuen, Provincial Offences Officer I, Legislative Services and Communications - Bylaws, 20 years

Jill McWhinnie, Senior Licensing & Standards Officer, Legislative Services and Communications - Bylaws, 20 years

Kevin Beck, General Repair/Chief Operator, Recreation Services, 20 years

Carrie Colangelo, Coordinator, Research & Marketing, Culture-Admin-Culture Services, 15 years

Sandra Tam, Senior Business Development Officer, Dpt Econ Gr, C & E - Dept. Support, 15 years

Mario Puopolo, Supervisor, Waterworks, Environmental Services, 15 years

Paul Sit, Fire Prevention Officer, Fire Services, 15 years

Antonietta Rescigno, Community Outreach Assistant, Recreation Services, 15 years

Donald Roe, Supervisor, Community Program, Recreation Services, 15 years

Kirk Berthiaume, Firefighter, Fire Services, 10 years

Brett Dean, Firefighter, Fire Services, 10 years

James Douma, Firefighter, Fire Services, 10 years

Rebecca Ellis, Firefighter, Fire Services, 10 years

Blair Gallant, Firefighter, Fire Services, 10 years

Angela Hrkac, Firefighter, Fire Services, 10 years

Andrew Ireland, Firefighter, Fire Services, 10 years

Samuel Kim, Firefighter, Fire Services, 10 years

Andrew Kubes, Firefighter, Fire Services, 10 years

Alexander Marshall, Firefighter, Fire Services, 10 years

David McCartney, Firefighter, Fire Services, 10 years

Matthew McKnight, Firefighter, Fire Services, 10 years

Roman Mosor, Firefighter, Fire Services, 10 years

	Colin Rose, Firefighter, Fire Services, 10 years	
	Mark Siu, Senior Capital Works Engineer, Engineering, 5 years	
	Ziad Yassi, Senior Development Engineer, Engineering, 5 years	
	Jeewon Jay Pak, Senior Financial Analyst, Financial Services, 5 years	
	Zahra Budhwani, Human Resources Coordinator, Human Resources, 5 years	
	Janet Beatty, Manager, Community, Recreation Services, 5 years	
	Jason Henwood, Facility Operator II, Recreation Services, 5 years	
	Pete Mangos, Facility Operator I, Pan Am Centre, Recreation Services, 5 years	
DEPU	JTATIONS	
COM	MUNICATIONS	
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8.1	THORNHILL SUB-COMMITTEE MINUTES - OCTOBER 15, 2019 (LANGSTAFF GATEWAY) (10.0)	15
	1. That the minutes of the Thornhill Sub-Committee (Langstaff Gateway)	
	meetings held October 15, 2019, be received for information purposes.	
8.2	MARKHAM SUB-COMMITTEE MINUTES (CORNELL ROUGE NATIONAL URBAN PARK GATEWAY) - SEPTEMBER 30, 2019 (10.0)	18
	1. That the minutes of the Markham Sub-Committee (Cornell Rouge	
	National Urban Park Gateway Study) meeting held September 30,	
	2019, be received for information purposes.	
REGU	ULAR REPORTS - DEVELOPMENT AND POLICY ISSUES	
9.1	RECOMMENDATION REPORT - THE LADIES GOLF CLUB OF TORONTO, APPLICATIONS BY 2526574 ONTARIO LIMITED (TRIDEL) FOR OFFICIAL PLAN AND ZONING BY-LAW AMENDMENTS AND SITE PLAN APPROVAL	21
	TO PERMIT A TWELVE STOREY RESIDENTIAL BUILDING AND A	
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	SIDE OF ROYAL ORCHARD, WEST OF BAYVIEW AVENUE (7859 YONGE STREET) FILE NOS. OP/ZA 18 171600 AND SPC 18 256868	
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(WARD 1) (10.3, 10.5)

- 1. That the report titled "The Ladies' Golf Club of Toronto, Applications by 2526574 Ontario Limited (Tridel) for Official Plan and Zoning Bylaw Amendments and Site Plan Approval to permit a twelve storey residential building and a fourteen storey residential building on the south east side of Royal Orchard, west of Bayview Avenue (7859 Yonge Street) File Nos. OP/ZA 18 171600 and SPC 18 256868 (Ward 1)" be received; and,
- 2. That the proposed amendment to the 2014 Markham Official Plan, attached as Appendix 'A', be finalized and approved; and,
- 3. That the amendments to Zoning By-laws 2150 and 177-96, as amended be approved and the draft implementing Zoning By-law, attached as Appendix 'B', be finalized and enacted, without further notice; and,
- 4. That the Site Plan application by The Ladies' Golf Club of Toronto be endorsed in principle, subject to the Conditions attached as Appendix 'C' and that Site Plan approval be delegated to the Director of Planning and Urban Design or his designate; and,
- 5. That site plan endorsement shall lapse after a period of three (3) years from the date of Staff endorsement, in the event that the site plan agreement is not executed within that period; and,
- 6. That in accordance with the provisions of subsection 45(1.4) of the Planning Act, R.S.O. 1990, c.P.13, as amended, the owner shall, through this Resolution, be permitted to apply to the Committee of Adjustment for a variance from the provisions of the zoning by-law attached as Appendix 'B' to this report, before the second anniversary of the day on which the by-law was approved by Council; and,
- 7. That servicing allocation for one hundred seventy three (173) dwelling units be assigned to the subject development; and,
- 8. That the City reserves the right to revoke or reallocate servicing allocation should the development not proceed in a timely manner; and,
- 9. That Council authorizes the City to enter into an agreement with the developer, to share the costs associated with municipal service upgrades required along Royal Orchard Boulevard, to accommodate the development of the "Subject Lands" for high rise residential condominium buildings, to the satisfaction of the CAO and the City Solicitor; and further,
- 10. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

## 9.2 DEVELOPMENT FEE AND BUILDING FEE BY-LAW UPDATE (ALL WARDS) (10.0)

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- 1. That the Report titled "Development Fee and Building Fee By-laws Update (All Wards)" dated November 25, 2019 be received; and
- 2. That the proposed amendments be referred to the Development Services Committee Public Meeting to be held on December 3, 2019; and further,
- 3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

#### 10. REGULAR REPORTS - CULTURE AND ECONOMIC DEVELOPMENT ISSUES

10.1 FRIENDS OF THE MARKHAM MUSEUM BOARD MINUTES (MAY 8, JUNE 12, SEPTEMBER 18, 2019) AND EXTRACT DATED MAY 8, 2019 (16.0)

**Note:** Committee has the option to endorse, amend, refer to staff or receive for information the following recommendation from the May 8, 2019, Friends of the Markham Museum Board Extract:

- 1. That the minutes of the Friends of the Markham Museum Board meeting held May 8, June 12 and September 18, 2019, be received for information purposes; and,
- 2. That Council endorse the recommendations from the May 8, 2019 Friends of the Markham Museum Board Extract:

"THAT the list of artifacts for deaccession (attachment C) from the Saw Mill and Honey House Collection (in Chapman House) be approved for acceptance and submitted to the City of Markham for final approval."

#### 11. MOTIONS

#### 12. NOTICES OF MOTION

#### 13. NEW/OTHER BUSINESS

As per Section 2 of the Council Procedural By-Law, "New/Other Business would generally apply to an item that is to be added to the Agenda due to an urgent statutory time requirement, or an emergency, or time sensitivity".

#### 14. ANNOUNCEMENTS

#### 15. CONFIDENTIAL ITEMS

That, in accordance with Section 239 (2) of the Municipal Act, Development

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Services Committee resolve into a confidential session to discuss the following matters:

- 15.1 DEVELOPMENT SERVICES COMMITTEE CONFIDENTIAL MINUTES NOVEMBER 12, 2019 (10.0) [Section 239 (2) (e)]
- 15.2 CULTURE AND ECONOMIC DEVELOPMENT ISSUES
  - 15.2.1 A PROPOSED OR PENDING ACQUISITION OR DISPOSITION OF LAND BY THE MUNICIPALITY OR LOCAL BOARD PROPERTY MATTER WARD 2 (8.0) [Section 239 (2) (c)]

Note: This matter will be discussed at 10:00 am.

16. ADJOURNMENT

#### **Information Page**

**Development Services Committee Members:** All Members of Council

#### **Development and Policy Issues**

Chair: Regional Councillor Jim Jones

Vice-Chair: Councillor Keith Irish

#### **Transportation and Infrastructure Issues**

Chair: Deputy Mayor Don Hamilton Vice-Chair: Councillor Reid McAlpine

#### **Culture and Economic Development Issues**

Chair: Councillor Alan Ho
Vice-Chair: Councillor Khalid Usman

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**Consent Items:** All matters listed under the consent agenda are considered to be routine and are recommended for approval by the department. They may be enacted on one motion, or any item may be discussed if a member so requests.

**Please Note:** The times listed on this agenda are approximate and may vary; Council may, at its discretion, alter the order of the agenda items.

## Development Services Committee is scheduled to recess for lunch from approximately 12:00 PM to 1:00 PM

Note: As per the Council Procedural By-Law, Section 7.1 (h)
Development Services Committee will take a 10 minute recess after
two hours have passed since the last break.



### **Development Services Committee Minutes**

Meeting Number 18 November 12, 2019, 9:30 AM - 3:00 PM Council Chamber

Roll Call Mayor Frank Scarpitti Councillor Reid McAlpine

Deputy Mayor Don Hamilton (arrived at Councillor Karen Rea

10:04 AM) Councillor Andrew Keyes

Regional Councillor Jack Heath Councillor Amanda Collucci (arrived at 10:13

Regional Councillor Joe Li (arrived at AM)

10:18 AM) Regional Councillor Jim Jones

Councillor Keith Irish
Councillor Alan Ho

Councillor Khalid Usman (arrived at 10:01 AM)

Councillor Isa Lee (arrived at 11:25 AM)

Staff Andy Taylor, Chief Administrative

Officer

Arvin Prasad, Commissioner,

Development Services

Claudia Storto, City Solicitor and Director of Human Resources

Bryan Frois, Chief of Staff

Brian Lee, Director, Engineering

Ron Blake, Senior Manager, Development

Francesco Santaguida, Assistant City

Solicitor

Scott Chapman, Election &

Council/Committee Coordinator

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#### 1. CALL TO ORDER

The Development Services Committee meeting convened at the hour of 9:36 AM in the Council Chamber with Regional Councillor Jim Jones presiding as Chair.

#### 2. DISCLOSURE OF PECUNIARY INTEREST

None disclosed.

#### 3. APPROVAL OF PREVIOUS MINUTES

3.1 DEVELOPMENT SERVICES COMMITTEE MINUTES – OCTOBER 28, 2019 (10.0)

Moved by Councillor Andrew Keyes Seconded by Councillor Alan Ho

1. That the minutes of the Development Services Committee meeting held October 28, 2019, be confirmed.

Carried

#### 4. **DEPUTATIONS**

There were no deputations.

#### 5. **COMMUNICATIONS**

There were no communications.

#### 6. PETITIONS

There were no petitions.

#### 7. CONSENT REPORTS - DEVELOPMENT AND POLICY ISSUES

7.1 HERITAGE MARKHAM COMMITTEE MINUTES – OCTOBER 9, 2019 (16.11)

Moved by Councillor Reid McAlpine Seconded by Councillor Andrew Keyes

1. That the minutes of the Heritage Markham Committee meeting held October 9, 2019, be received for information purposes.

Carried

7.2 PRELIMINARY REPORT APPLICATION FOR OFFICIAL PLAN AMENDMENT, ZONING BY-LAW AMENDMENT, AND DRAFT PLAN

## OF SUBDIVISION, SUBMITTED BY SV SISDIMZ CORP. AT 11087 VICTORIA SQUARE BOULEVARD (WARD 2) FILE NO. PLAN 19 161649 (10.3, 10.5, 10.7)

Moved by Councillor Reid McAlpine Seconded by Councillor Andrew Keyes

1. That the report titled "PRELIMINARY REPORT, Application for Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision submitted by SV Sisdimz Corp., at 11087 Victoria Square Boulevard (Ward 2)", be received.

Carried

7.3 PRELIMINARY REPORT APPLICATION FOR OFFICIAL PLAN AMENDMENT TO FACILITATE THE CREATION OF THE VICTORIA GLEN SECONDARY PLAN NORTH OF ELGIN MILLS ROAD AND EAST OF VICTORIA SQUARE BOULEVARD IN THE NORTH MARKHAM FUTURE URBAN AREA FILE NO: PLAN 19 129512 WARD 2 (10.3, 10.4)

Moved by Councillor Reid McAlpine Seconded by Councillor Andrew Keyes

1. That the report dated November 12, 2019 titled "PRELIMINARY REPORT, Application for Official Plan Amendment to facilitate the creation of the Victoria Glen Secondary Plan north of Elgin Mills Road and east of Victoria Square Boulevard in the North Markham Future Urban Area" be received.

Carried

7.4 RECOMMENDATION REPORT INTENTION TO DESIGNATE A
PROPERTY UNDER PART IV OF THE ONTARIO HERITAGE ACT &
HERITAGE EASEMENT AGREEMENT - BISHOP-REESOR HOUSE
7739 NINTH LINE, WARD 7 (16.11.3)

Moved by Councillor Reid McAlpine Seconded by Councillor Andrew Keyes

1. That the staff report entitled "Intention to Designate a Property Under Part IV of the Ontario Heritage Act & Heritage Easement Agreement, Bishop-Reesor House, 7739 Ninth Line," dated November 12, 2019, be received; and,

- 2. That as recommended by Heritage Markham, the Bishop-Reesor House at 7739 Ninth Line be approved for designation under Part IV of the Ontario Heritage Act as a property of cultural heritage value or interest; and,
- 3. That the Clerk's Department be authorized to publish and serve Council's Notice of Intention to Designate as per the requirements of the Ontario Heritage Act; and,
- 4. That if there are no objections to the designation in accordance with the provisions of the <u>Ontario Heritage Act</u>, the Clerk be authorized to place a designation by-law before Council for adoption; and,
- 5. That if there are any objections in accordance with the provisions of the Ontario Heritage Act, the Clerk be directed to refer the proposed designation to the Ontario Conservation Review Board; and,
- 6. That a by-law be passed to authorize the Mayor and Clerk to execute a Heritage Easement Agreement with the property owner of 7739 Ninth Line, and any other documents required to give effect thereto, in a form satisfactory to the City Solicitor; and further,
- 7. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**Carried** 

#### 8. REGULAR REPORTS - TRANSPORTATION AND INFRASTRUCTURE ISSUES

## 8.1 INTERSECTION IMPROVEMENT AT GEORGE ST. / WASHINGTON ST. / ROBINSON ST. / JOSEPH ST. (WARD 4) (5.12)

The Committee consented to endorse the staff recommendation, and to reassess at a future date whether further action is required.

Moved by Councillor Karen Rea Seconded by Councillor Keith Irish

- 1. That the report entitled "Intersection Improvement at George St. / Washington St. / Robinson St. / Joseph St. (Ward 4)" be received; and
- 2. That a Stop Control for southbound traffic on George Street be endorsed; and
- 3. That Schedule 12 of Traffic By-law 106-71, pertaining to compulsory stops, be amended to include the north approach of the subject intersection; and

- 4. That the Operations Department be directed to install the appropriate signs and pavement markings at the subject location; and
- 5. That the cost of materials and installation for the traffic signs and pavement markings in the amount of \$500, be funded from capital project # 083-5350-19050-005 'Traffic Operational Improvements'; and
- 6. That York Region Police be requested to enforce the all-way stop control upon installation of the stop signs and passing of the By-law amendment; and further
- 7. That staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

#### 9. MOTIONS

There were no motions.

#### 10. NOTICES OF MOTION

There were no notices of motion.

#### 11. NEW/OTHER BUSINESS

## 11.1 WHISTLE CESSATION ON STOUFFVILLE GO LINE – BUR OAK AVENUE AND MCCOWAN ROAD RAIL CROSSINGS (5.12)

Councillor Karen Rea addressed the Committee and asked for an update on the status of the Bur Oak Avenue and McCowan Road rail crossings relative to the whistle cessation program. Staff advised that the City and York Region are working with Metrolinx to implement operational upgrades required for whistle cessation at these locations. Members of Committee thanked staff for their work throughout the whistle cessation project.

Moved by Mayor Frank Scarpitti Seconded by Councillor Karen Rea

That Development Services Committee suspend the rules of procedure to consider the following item:

#### Carried by a Two Thirds Vote of Members Present

# 11.2 FUNDING AND AUTHORIZATION TO ATTEND THE 27TH ANNUAL CANADIAN COUNCIL ON PUBLIC-PRIVATE PARTNERSHIPS NATIONAL CONFERENCE IN TORONTO, NOVEMBER 18, 2019 – NOVEMBER 19, 2019 (10.16)

Regional Councillor Jim Jones addressed the Committee and requested Council's authorization to attend the 27<sup>th</sup> Annual Canadian Council on Public-Private Partnerships (CCPPP) National Conference in Toronto from November 18, 2019 to November 29, 2019. It was suggested that the Chair or Vice Chair of the Transportation and Infrastructure subsection of Development Services Committee also be authorized to attend the conference.

Moved by Mayor Frank Scarpitti Seconded by Councillor Karen Rea

- 1. That funding be provided for Regional Councillor Jim Jones and Councillor Reid McAlpine to participate in the 27<sup>th</sup> Annual Canadian Council for Public-Private Partnerships (CCPPP) National Conference in Toronto from November 18, 2019 to November 19, 2019; and,
- 2. That the estimated cost of \$1,363.58 be funded from the Council Conferences Budget (account 840-841-5200), and further,
- 3. That Regional Councillor Jim Jones and Councillor Reid McAlpine be requested to provide Council with a verbal update on the 27<sup>th</sup> Annual Canadian Council for Public-Private Partnerships (CCPPP) National Conference prior to the end of December 2019.

Carried

#### 12. ANNOUNCEMENTS

There were no announcements.

#### 13. CONFIDENTIAL ITEMS

Moved by Mayor Frank Scarpitti Seconded by Councillor Andrew Keyes That, in accordance with Section 239 (2) of the <u>Municipal Act</u>, Development Services Committee resolve into a confidential session at 9:51 AM to discuss the following matters:

Carried

#### 13.1 DEVELOPMENT AND POLICY ISSUES

13.1.1 DEVELOPMENT SERVICES COMMITTEE CONFIDENTIAL MINUTES - OCTOBER 15, 2019 AND OCTOBER 28, 2019 (10.0) [Section 239 (2) (e) (b)]

Development Services Committee confirmed the October 15, 2019 and October 28, 2019 confidential minutes.

13.1.2 LITIGATION OR POTENTIAL LITIGATION, INCLUDING
MATTERS BEFORE ADMINISTRATIVE TRIBUNALS,
AFFECTING THE MUNICIPALITY OR LOCAL BOARD – LPAT
APPEAL, 1771107 ONTARIO INC. (TIMES GROUP) WARD 3 (8.0)
[Section 239 (2) (e)]

Development Services Committee directed staff to place this item on the November 13, 2019 confidential Council agenda for consideration.

Moved by Councillor Reid McAlpine Seconded by Councillor Amanda Collucci

That the Development Services Committee confidential session adjourn at 11:49 AM.

#### 14. ADJOURNMENT

Moved by Councillor Amanda Collucci Seconded by Councillor Isa Lee

That the Development Services Committee meeting adjourn at 11:50 AM.

Carried



## Thornhill Sub-Committee Langstaff Gateway Minutes

October 15, 2019, 3:00 PM - 5:00 PM Council Chamber

Committee

Regional Councillor Jim Jones

Members Councillor Keith Irish

Councillor Khalid Usman

Councillor Isa Lee

Deputy Mayor Don Hamilton (Ex-

Officio)

Staff/Guests

Staff

Andy Taylor, Chief Administrative

Officer

Arvin Prasad, Commissioner,

**Development Services** 

Biju Karumanchery, Director,

Planning & Urban Design

Ron Blake, Senior Development

Manager

David Miller, Manager, West District

Sean Hertel, Project Manager,

Langstaff Gateway

Scott Chapman, Election and

Committee Coordinator

Guests

Andrew Ferancik, WND Planners Sam Balsamo, Condor Properties Sam Morra, Condor Properties Henry Burstyn, IBI Group

Maria Gatzios, Gatzios Planning

Frank Spaziani, Kylemore

Communities

#### 1. CALL TO ORDER

The Thornhill Sub-Committee meeting convened at the hour of 3:09 PM in the Council Chamber with Regional Councillor Jim Jones presiding as Chair.

#### 2. DISCLOSURE OF PECUNIARY INTEREST

None disclosed.

#### 3. STAFF PRESENTATION ON PHASE 1A DEVELOPMENT APPLICATIONS

Sean Hertel, Project Manager, Langstaff Gateway, addressed the Committee and provided members with a brief update on the status of the Phase 1A applications for the west and east precincts. Key issues to be resolved and next steps in the Phase 1A application process were identified.

#### 4. APPLICANT UPDATE ON PHASE 1A DEVELOPMENT APPLICATIONS

#### 4.1 CONDOR PROPERTIES (WEST PRECINCT)

Andrew Ferancik, WND Associates, consultant for Condor Properties, addressed the Committee and delivered a presentation on the applicant's revised Phase 1A application draft plan of subdivision for the west precinct. Key comments and issues addressed relative to the applicant's initial submission following consultations with staff and external agencies were identified.

The Committee discussed the following relative to the applicant's presentation:

- Potential issues resulting from the proposed reduction in parking facilities prior to delivery of the Yonge Street subway extension and other public transit enhancements in the area
- Feasibility and challenges associated with construction of the rail crossings required by the Langstaff Gateway Secondary Plan, including alterations to the surrounding road network and any potential "air rights" held by CN Rail that may be impacted by an overhead crossing
- The need for comprehensive and coordinated planning for underground infrastructure, including future-proofing for district energy requirements and a potential automatic waste collection system
- Location and configuration of the school to be provided in the west precinct, including potential opportunities for co-location with municipal facilities and the sharing of school park space with Pomona Mills Park

There was discussion regarding the phasing of development in the west precinct. It was noted that while the issues identified by Committee may not need to be resolved in full as a condition of approval for the applicant's Phase 1A draft plan of subdivision, they will need to be addressed as part of future phases to ensure an appropriate scale of community development. It was also noted that these matters will continue to be discussed with all relevant stakeholders in advance of subsequent phases. Staff also advised that these matters will be considered as part of an update to the Langstaff Gateway Secondary Plan.

#### 4.2 KYLEMORE COMMUNITIES (EAST PRECINCT)

Maria Gatzios, Gatzios Planning, consultant for Kylemore Communities, addressed the Committee and delivered a presentation providing an update on the preliminary Phase 1A development application to be submitted for the east precinct. Ms. Gatzios provided members with an overview of the site context, phasing plan, preliminary development concept plan, outstanding issues, and next steps in the applicant's submission process.

There was discussion regarding the height and density figures contemplated in the applicant's forthcoming submission relative to those identified in the west precinct. It was noted that the applicant's height and density proposals are within the Phase 1A limits established by the Langstaff Gateway Secondary Plan.

## 5. DEVELOPMENT AND INFRASTRUCTURE DELIVERY OPTIONS IN LANGSTAFF GATEWAY REGIONAL CENTRE

This item was postponed to a future meeting.

#### 6. ADJOURNMENT

The Thornhill Sub-Committee meeting adjourned at 4:53 PM.



# Markham Sub-Committee Cornell Rouge National Urban Park Gateway Minutes

September 30, 2019, 2:00 PM - 4:00 PM Canada Room

Committee Regional Councillor Jack Heath Mayor Frank Scarpitti (Ex-Officio)

Members Councillor Karen Rea Deputy Mayor Don Hamilton (Ex-Officio)

Councillor Andrew Keyes Regional Councillor Jim Jones (Ex-Officio)

Councillor Amanda Collucci Councillor Keith Irish (Ex-Officio)

Council Members Councillor Khalid Usman

Staff/Guests <u>Staff</u> <u>Guests</u>

Andy Taylor, Chief Richard Scott, Parks Canada Administrative Officer Patricia O'Reilly, Parks Canada

Arvin Prasad, Commissioner, Michael Coakley, Infrastructure Ontario Development Services Ralph Toringer, Toronto and Region

Margaret Wouters, Senior Conservation Authority

Manager, Policy & Research Paul Nodwell, Schollen and Company

Lilli Duoba, Manager, Natural Frank Palombi, Lindvest

Heritage Christian Lamanna, Madison Group Henry Lo, Senior Transportation Changize Sadr, Liberty Development

Engineer Will Dorman
Patrick Wong, Senior Planner, David Smith

Natural Heritage Bob Rauer

Abbie Kar, Senior Planner, Steve Maynard

Urban Design

Bryan Frois, Chief of Staff,

Mayor's Office

Scott Chapman, Election and Committee Coordinator

#### 1. CALL TO ORDER

The Markham Sub-Committee convened at the hour of 2:05 PM in the Canada Room with Regional Councillor Jack Heath presiding as Chair.

#### 2. DISCLOSURE OF PECUNIARY INTEREST

None disclosed.

## 3. PRESENTATION ON FINAL REPORT ON CORNELL ROUGE NATIONAL URBAN PARK GATEWAY STUDY

Lilli Duoba, Manager, Natural Heritage, addressed the Committee and provided brief opening remarks on the Cornell Rouge National Urban Park (RNUP) Gateway Study, identifying key initiatives undertaken and the progress of the project to date.

Shonda Wang, SVN Architects & Planners, consultants for the City of Markham, delivered a presentation on the streetscape concept plan and implementation framework for the Gateway area, identifying key components of the vision of the Gateway, as well as key implementation actions. Next steps and key priorities for the City and Parks Canada moving forward in the project were discussed.

The Committee discussed the following relative to the proposed Gateway Streetscape Concept Plan and Implementation Framework:

- Importance of ensuring appropriate design transitions between Cornell Centre and the Rouge National Urban Park
- Need to ensure appropriate design integration and interface between public and private properties within and immediately outside the Gateway area
- Potential traffic calming strategies within the Gateway
- Strategies for accommodating anticipated increases in vehicular traffic in the Gateway area, including the potential for the addition of a by-pass roadway
- Need to ensure sufficient parking facilities and transit connections to mitigate parking infiltration into local residential streets by park visitors
- Potential opportunities to coordinate re-development of streetscapes with improvements to local municipal and utility services in Locust Hill
- Strategies for ensuring the safety of different users of the proposed multi-use pathways
- Importance of providing for appropriate and complementary active uses and spaces in close proximity to the Rouge National Urban Park

Moved By Councillor Karen Rea Seconded By Councillor Andrew Keyes

That the final report on the Cornell Rouge National Urban Park Gateway Study be forwarded to Development Services Committee for consideration.

Carried

#### 4. STAFF SUMMARY ON COMMENTS RECEIVED

Shonda Wang, SVN Architects & Planners, identified key comments received from project stakeholders during the study consultation process. Strategies for addressing common issues raised and next steps in the implementation of the Gateway Streetscape Concept Plan were discussed.

#### 5. PARKS CANADA UPDATE ON VISITOR CENTRE PLANNING PROCESS

Richard Scott, Parks Canada, addressed the Committee and provided members with an update on the planning process for the Rouge National Urban Park Visitors Welcome Area. Preliminary concepts for park design and interpretive programming as well as projected construction timelines were identified.

There was discussion regarding potential opportunities to mitigate traffic and parking congestion in the Gateway area through the design of the Welcome Area, including strategic location of park entrances and parking facilities as well as the provision of park shuttle services. Opportunities to connect the Welcome Area and Locust Hill school house to Markham's existing trail network were also discussed.

#### 6. ADJOURNMENT

The Markham Sub-Committee adjourned at 3:32 PM.



Report to: Development Services Committee Meeting Date: November 25, 2019

**SUBJECT**: RECOMMENDATION REPORT The Ladies' Golf Club of

Toronto, Applications by 2526574 Ontario Limited (Tridel) for Official Plan and Zoning By-law Amendments and Site Plan Approval to permit a twelve storey residential building and a fourteen storey residential building on the south east side of Royal Orchard, west of Bayview Avenue (7859 Yonge Street) File Nos. OP/ZA 18 171600 and SPC 18 256868 (Ward 1)

**PREPARED BY:** Rick Cefaratti, M.C.I.P., R.P.P., ext. 3675

Senior Planner, West District

**REVIEWED BY:** Dave Miller, M.C.I.P., R.P.P. ext. 4960

Manager, West District

#### **RECOMMENDATION:**

- That the report titled "RECOMMENDATION REPORT The Ladies' Golf Club of Toronto, Applications by 2526574 Ontario Limited (Tridel) for Official Plan and Zoning By-law Amendments and Site Plan Approval to permit a twelve storey residential building and a fourteen storey residential building on the south east side of Royal Orchard, west of Bayview Avenue (7859 Yonge Street) File Nos. OP/ZA 18 171600 and SPC 18 256868 (Ward 1)" be received;
- 2. That the proposed amendment to the 2014 Markham Official Plan, attached as Appendix 'A', be finalized and approved;
- 3. That the amendments to Zoning By-laws 2150 and 177-96, as amended be approved and the draft implementing Zoning By-law, attached as Appendix 'B', be finalized and enacted, without further notice;
- 4. That the Site Plan application by The Ladies' Golf Club of Toronto be endorsed in principle, subject to the Conditions attached as Appendix 'C' and that Site Plan approval be delegated to the Director of Planning and Urban Design or his designate;
- 5. That site plan endorsement shall lapse after a period of three (3) years from the date of Staff endorsement, in the event that the site plan agreement is not executed within that period;
- 6. That in accordance with the provisions of subsection 45(1.4) of the Planning Act, R.S.O. 1990, c.P.13, as amended, the owner shall, through this Resolution, be permitted to apply to the Committee of Adjustment for a variance from the provisions of the zoning by-law attached as Appendix 'B' to this report, before the second anniversary of the day on which the by-law was approved by Council;

- 7. That servicing allocation for one hundred seventy three (173) dwelling units be assigned to the subject development;
- 8. That the City reserves the right to revoke or reallocate servicing allocation should the development not proceed in a timely manner;
- 9. That Council authorizes the City to enter into an agreement with the developer, to share the costs associated with municipal service upgrades required along Royal Orchard Boulevard, to accommodate the development of the "Subject Lands" for high rise residential condominium buildings, to the satisfaction of the CAO and the City Solicitor; and,
- 10. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

#### **EXECUTIVE SUMMARY:**

This report discusses and recommends approval of applications to amend the Official Plan and Zoning By-law, and endorsement in principle of a Site Plan application submitted by 2526574 Ontario Limited (Tridel), for a proposed high density residential development and public parkette on a 1.07 ha. (2.64 ac.) portion (the "Subject Lands") of the Ladies' Golf Club of Toronto (the Golf Club) property. The "Subject Lands" are located at the northeast corner of the Golf Club on Royal Orchard Boulevard near Bayview Avenue. Tridel is proposing two apartment buildings, one with twelve (12) storeys and one with fourteen (14) storeys. They will have a combined Gross Floor Area of 32,856.21 m<sup>2</sup> (353,661 ft<sup>2</sup>) and a total of 173 residential units.

The "Subject Lands" are designated "Private Open Space" in the City's 2014 Official Plan (as partially approved on November 24, 2017 and further updated on April 9, 2018). This designation allows for private golf courses. Residential uses are not allowed within this designation, and hence the need for an Official Plan Amendment.

The "Subject Lands" are currently zoned O2 – Special Use under Zoning By-law 2150, as amended. An amendment, to the Zoning By-law, is required to permit high rise residential development, and to implement site-specific development standards, including a maximum permitted height of 49.0 m (160.76 ft.) and a maximum Floor Space Index (FSI) of 3.7.

The applicant will enter into a Section 37 Agreement with the City for community benefits, including the provision of a Public Art contribution, in return for the increase in density.

This report recommends approval of the Official Plan and Zoning By-law Amendments (Appendix 'A' and 'B') as the proposed development will not adversely impact the surrounding properties. There are adequate community services in the area, such as those at the Thornhill Community Centre, and the existing transportation network can accommodate the anticipated traffic. Staff also recommend endorsement in principle of the Site Plan application, subject to the conditions provided in Appendix 'C'.

#### **PURPOSE:**

This report recommends approval of the Official Plan Amendment and Zoning By-law Amendment applications, and endorsement in principle of the associated Site Plan application, to permit a twelve storey apartment building and a fourteen storey apartment building and public parkette on a 1.07 ha. (2.64 ac.) portion of the Golf Club. The public parkette will have an area of approximately 0.18 ha. (0.44 ac.).

#### **BACKGROUND:**

The Golf Club is a 52.37 ha. (129.42 ac.) property located between Yonge Street and Bayview Avenue in Thornhill (see Figures 1, 2 and 3 – Location Map, Area Context and Air Photo). The Golf Club is bisected by the East Branch of the Don River Valley corridor and by Pomona Creek. Surrounding uses include:

- Royal Orchard Park, along the Pomona Creek north of the Golf Club (adjacent to Royal Orchard Boulevard);
- Cricklewood Park (adjacent to Yonge Street) and Pomona Mills Park south of the Golf Club;
- existing low rise residential development, bordering the north and south sides of the Golf Club;
- Shouldice Hospital and Glynnwood Retirement Residence to the southeast;
- Drake Park, the Landmark of Thornhill apartment complex; a fire hall; retail uses and the Thornhill Community Centre and Library are located to the east, across Bayview Avenue; and,
- The City of Vaughan is located to the west, across Yonge Street.

The 1.07 ha. (2.64 ac.) "Subject Lands" are located at the northeast corner of the Golf Club (see Figure 3), on Royal Orchard Boulevard near Bayview Avenue. Frontage on the eastwest section of Royal Orchard Boulevard will be approximately 46 m (151 ft.), and frontage on the north south portion of Royal Orchard Boulevard will be approximately 166 m (545 ft.). The "Subject Lands" are currently occupied by Hole #9 of the Golf Club and the Course Half Way House. The area is landscaped, and mature trees line the property along the Royal Orchard Boulevard frontages. The Golf Club will require approval of a severance application to create the "Subject Lands" as a separate lot that can be sold to Tridel. This application has not yet been submitted.

#### **PROCESS**

Applications submitted in support of the proposal include:

- an Official Plan Amendment (to amend the 2014 Official Plan as it applies to the "Subject Lands", from "Private Open Space" to "Residential High Rise");
- a Zoning By-law Amendment (to rezone the "Subject Lands" from O2 Special Use, under By-law 2150, as amended, to a site specific Residential Three (R3) exception zone under By-law 177-96, as amended;

These applications were deemed complete in April, 2018 and circulated to internal departments, and senior levels of government for review and comment. A Statutory Public Meeting was held on January 22, 2019. The Ward Councillor hosted a non-statutory Community Information Meeting on March 27, 2019.

An application for Site Plan approval (SPC 18 258868) was submitted late in December, 2018 and circulated to internal departments, external agencies and senior levels of government for review and comment in January, 2019.

#### **PROPOSAL**

The proposed development includes a twelve (12) storey residential building (Building 'A') with a Gross Floor Area of approximately 14,943.81 m² (160, 854 ft²) and a height of approximately 42.0 m (138 ft.), and a fourteen (14) storey residential building (Building 'B') with a Gross Floor Area of approximately 17,912.40 m² (192,807 ft²) and a height of approximately 48.5 m (159 ft.) (see Figures 4-10). A total of 173 residential units are proposed and will include one, two and three-bedroom unit types. Building 'A' has 81 units and Building 'B' has 92 units (Figures 4 and 9 – Site Plan and Figures 5, 6, 7, 8 and 10 – Elevations).

The applications to amend the Official Plan and Zoning By-law originally proposed 192 residential units with a Floor Space Index (FSI) of 3.77. The most recent submissions including the application for Site Plan approval reduced the total number of residential units from 192 to 173, and reduced the Floor Space Index (FSI) from 3.77 to less than 3.7. FSI is the ratio of total floor area of a development to the lot area. In this instance, the 'lot area' means the "Subject Lands" minus the area of the parkette, which will be conveyed to the City.

The two buildings, which are generally oriented in a north-south direction, will be linked by a single storey lobby area (the Gross Floor Area of the lobby area is included in the floor area calculation for Building 'A').

The proposal includes 324 parking spaces for residents and 43 spaces for visitors, for a total of 367 spaces. (All of these spaces will be located underground). The City's Parking Standards By-law requires 1.25 spaces per unit, plus 1 visitor space for every 4 units, or 216 spaces for residents and 43 spaces for visitors. Consequently, 108 additional parking spaces are being provided, or approximately 1.9 spaces per unit.

The approximately 750 m<sup>2</sup> (8,073 ft<sup>2</sup>) of indoor amenity space, includes a fitness area, indoor pool, lounge area, and formal party and dining rooms. It will be shared by the residents of the two buildings.

The proposed built form introduces a variety of transitional elements, including the use of step backs, setbacks and angular planes, to mitigate potential impacts on surrounding properties. These elements were developed in consultation with City staff. The proposal also includes a public parkette, with an approximate size of 0.18 ha. (0.44 ac.) at the north end of the property, where it provides a transition between the proposed development and existing residences to the north. (See Figures 4 and 9 – Site Plan and Figures 5, 6, 7, 8 and 10 - Elevations).

#### **Official Plan and Zoning**

#### York Region Official Plan

The "Subject Lands" are designated "Urban Area" in the York Region Official Plan, 2010 (YROP), which permits residential, commercial, industrial and institutional uses. The proposal conforms to the 2010 YROP. In addition, York Region Planning staff has advised that the proposed Official Plan Amendment is a routine matter of local significance and is exempted from approval by Regional Planning Committee and Council.

#### 2014 Markham Official Plan

The 1.07 ha. (2.46 ac.) "Subject Lands" are designated "Private Open Space" on Map 3 – "Land Use" in the 2014 Official Plan (as partially approved on November 24, 2017 and further updated on April 9, 2018). The Private Open Space designation provides for, amongst other uses, private golf courses. Residential uses are not permitted within this land use designation. Therefore, an Official Plan Amendment is required to allow for the proposed use.

The draft Official Plan Amendment (Appendix 'A') proposes to re-designate the "Subject Lands" from "Private Open Space" to "Residential High Rise" to facilitate the residential high rise development proposal.

The proposed amendment to the Official Plan also includes a site-specific policy to permit an increased maximum permitted density from 2.5 Floor Space Index (FSI) to 3.7 FSI under the "Residential High Rise" designation in the 2014 Official Plan.

#### Zoning

The "Subject "Lands" are zoned O2 – Special Use, under By-law 2150, as amended. The existing golf course is a permitted use on the property. The establishment of residential apartment buildings as proposed, requires a Zoning By-law Amendment.

The draft Zoning By-law amendment (Appendix 'B') proposes to delete the "Subject Lands" from the designated area of By-law 2150 and to add it to By-law 177-96, as amended as a Residential Three (R3) zone to permit the proposed development.

A number of site specific development standards, including:

- a maximum permitted building height of 42.0 m (137.79 ft.) for the twelve storey apartment building (Building A) adjacent to the proposed parkette;
- a maximum permitted building height of 49.0 m (160.76 ft.) for the fourteen storey use apartment (Building B);
- a maximum of 175 dwelling units
- a maximum GFA of 32,857 m<sup>2</sup> (353,670 ft<sup>2</sup>)

The draft Zoning By-law Amendment also includes a holding provision. The provision requires the execution of an agreement with the City for cost sharing for servicing upgrades to facilitate the proposed development. This matter is discussed in more detail later in this report.

#### **OPTIONS/ DISCUSSION:**

### Issues identified in the Preliminary Report, at the Community Meeting, and Public Meeting

#### Preliminary Report

Several matters for consideration were identified in the June 11, 2018 preliminary report including:

- appropriateness of the proposed site density;
- the Region's traffic/transportation requirements (i.e. road widening, vehicular access restrictions etc.)
- compatibility between the proposed building heights and adjacent low rise residential development;
- the proposed size and location of the public park feature;

#### **Public Meeting**

The Statutory Public Meeting was held on January 22, 2019. Comments made at the Public Meeting included:

- objections by residents of the "Landmark of Thornhill" apartment buildings to the heights, site density, and loss of privacy;
- concerns about adding dwelling units to the area without first resolving existing traffic issues, including: improving the intersection at Bayview Avenue and Royal Orchard Boulevard, and access to Green Lane from Royal Orchard Boulevard;
- a desire to create a pedestrian and cycling trail to connect Royal Orchard Boulevard to Pomona Park:

The City has also received written submissions from the public that provide comments and objections similar to those noted above.

#### **Community Meeting**

A non-statutory Community information meeting was held on March 27, 2019. This meeting was hosted by the Ward Councillor in conjunction with the representatives of the Golf Club and the developer (Tridel), and was also attended by Staff. Comments made at this meeting included concerns about:

- the Golf Club's intentions with respect to selling off additional land for development in the future; and,
- traffic, including the ability of the current road networks to accommodate the additional cars generated, by the proposed development of the "Subject Lands";

#### These and other issues are addressed as follows:

#### Site Layout, Building Design and Density Are Appropriate

The scale and orientation of the proposed high rise buildings will be compatible with the surrounding area (See Figures 9 and 10). The proposed massing and north-south orientation provides for an appropriate scale and transition to the nearby low rise residential dwellings on Royal Orchard Boulevard.

The proposed site layout has been designed to minimize potential impacts to the existing residences in the area. The proposed location of the parkette, at the north end of the "Subject Lands", will provide a further transition and open space buffer between the high rise buildings and the residences on the north side of Royal Orchard Boulevard. Aligning the buildings along the north south leg of Royal Orchard Boulevard also maximizes the distance between the proposed buildings and existing residences.

To better understand the potential impact to the existing residences on the north side of Royal Orchard Boulevard, an angular plane study was submitted in support of the application (See Figure 11). Angular plane analysis is a diagrammatic tool. It is used to evaluate the relationship between a proposed high rise building and existing low rise buildings. The City typically requires angular planes with a maximum 1:1 slope, where the slope is taken from the closest low rise residential use property line to the top of a high rise building (1:1 slope means 1 metre away for every metre in building height). The proposed development achieves a 2:1 angular plane slope (2:1 slope means 2 metres away for every metre of building height). Figure 11 compares a 1:1 angular plane to a 2:1 angular plane.

Tridel also submitted Shadow Studies (see Appendix 'D' and Appendix 'E' which shows the shadows from the proposed buildings at the spring and fall equinoxes (March 21<sup>st</sup> and September 21<sup>st</sup>), and at the summer solstice (June 21<sup>st</sup>), for each hour from 9:00 am to 4:00 pm). These studies demonstrate that impacts from sun shadow on surrounding residences are minimal.

#### Parcel Delivery Management

Tridel is considering implementing an automated parcel delivery management system for the residents. This system will send residents a digital message that a parcel containing a product ordered through e-commerce is being held for them. The details of this system will be explored further during site plan discussions.

#### **Dog Facilities**

Tridel has indicated that dog runs will be provided to ensure that the proposed development is dog friendly. Details to ensure the proposed development is dog friendly shall be secured through the site plan agreement process.

#### **Transportation Impacts Minimal**

Markham's Transportation Engineering Staff has reviewed the Traffic Impact Study (TIS), which was submitted in support of the proposal. Staff agree with the TIS findings that the intersections of Royal Orchard Boulevard East and Royal Orchard Boulevard West, and Bayview Avenue and Royal Orchard Boulevard (see Figure 3), are expected to continue to operate at levels of service similar to today. The study demonstrates that the proposed development will have a minimal impact, on the surrounding traffic network and traffic conditions.

York Region Transportation Planning, in coordination with York Region Traffic Signal Operations, York Region Development Engineering and York Region Transit/Viva, have also reviewed the TIS. They have no objections to the proposal, subject to providing a northbound left-turn lane from Royal Orchard Boulevard into the apartment site being

provided. The final design of the northbound turn lane will be determined through the site plan approval process. Regional Transportation Staff were also asked to consider intersection signal improvements on southbound Bayview Avenue, at Royal Orchard Boulevard. They concluded that signal controls on southbound Bayview Avenue and Royal Orchard Boulevard is not warranted at this time.

#### Transportation Demand Measures (TDM) required

In an effort to provide alternatives to automobile transportation, the applicant will be required to provide a number of TDM measures including: maintaining long-term and short-term bicycle parking spaces, a Car-Share service, together with a New Resident Information Package & Transit Incentive Program. These matters shall be secured through the site plan agreement process.

#### Site Specific Amendment to the City's 2014 OP is appropriate

The proposed amendment will allow a high rise residential condominium development to occur on a portion of the "Subject Lands". It is Staff's opinion that the proposal is compatible with existing low rise development in the area. The height and density, of this project, has been thoughtfully designed to respect light, views and privacy of the existing low rise residential in the area. This has in part been achieved by orienting the length of the buildings in a north-south direction. This development will also support existing and planned transit services including the proposed Yonge Street subway extension, and is well served by the community services available in the area.

## <u>Site Specific Official Plan Policy requested to permit an increase in Maximum Floor Space</u> Index (FSI) is appropriate

As noted earlier in this report, the proposed amendment, to the 2014 OP "Residential High Rise" designation includes a site-specific policy to increase the maximum permitted FSI from 2.5 to 3.7. The FSI is derived from the size of the property the buildings will ultimately occupy, and the GFA of the proposed building. The proposed development will be adjacent to a large open space area (Golf Course) and future public parkette. These open space areas are not included in the density calculation.

The scale of the proposed developments has been assessed in light of a detailed review of a number of Studies, including the transportation studies, servicing studies, and analysis of the built form. Density, in the form of an FSI number, does not in and of itself indicate whether or not a proposed development is appropriate or compatible. As noted elsewhere in this report, careful attention has been given to the design, layout, massing and height transitions of the proposed development, with the intent of mitigating negative impacts on surrounding residences.

Following a detailed review of the materials submitted in support of the applications, staff are of the opinion that, due to its design and the context of the location, the proposed density can be supported.

### Site Specific Amendment to add the subject lands to Zoning By-law 177-96, as amended, is appropriate

Amendments to the zoning by-law are required to facilitate the development of the proposed condominium apartment buildings. A number of site-specific development standards will permit the proposed development to proceed, in accordance with the proposal as shown in Figures 4 to 10. The proposed Zoning By-law Amendment will include a Holding (H) provision. The H provisions will require the developer to enter into a cost sharing agreement for servicing upgrades, prior to the start of the development. Lifting of the H would only occur after the servicing matters have been resolved to the satisfaction of Council.

The proposed amendment to remove the "Subject Lands" from Zoning By-law 2150 and add them to Urban Residential Zoning By-law 177-96, as amended, is appropriate.

#### Cycling/Pedestrian Link to Pomona Park Not Practical

A cycling and pedestrian trail link connecting Royal Orchard Boulevard to Pomona Park, which was raised at the Public Meeting, is not feasible at this time. Land and access rights from other property owners would have to be secured, including a public rights-of-way through the Golf Club. This is not practical nor safe on an open and operational golf course. Cycling/pedestrian trail links options can be identified if and when development is proposed on other properties in the area. The site plan has been revised to show an extension to the sidewalk along the south side of Royal Orchard Boulevard. This sidewalk extension will provide a pedestrian connection to the existing bus stops at Doral Gate and the proposed public parkette.

#### Sustainable measures proposed

Tridel has agreed to incorporate a number of sustainable development measures, including:

- Bird friendly and dark sky compliance;
- Water efficient landscaping, through the planting of native and drought tolerant vegetation; and,
- 64 bicycle parking spaces to support the use of active transportation;

Staff will continue to work with the applicant to achieve additional sustainability features, such increasing energy efficiency, incorporating environmentally preferable building materials and reducing the local-heat island affects. These matters will be secured through the site plan agreement.

#### Parkland Dedication

The approximately 0.18 ha. (0.44 ac.) parkette, proposed at the north end of the "Subject Lands", is in a suitable location (see Figure 4). Its proposed size does not meet the total parkland dedication requirement of 0.466 ha. (1.15 ac.) that this development is required to provide. Therefore, the applicant will be required to fulfill the parkland shortfall of 0.286 ha. (0.70 ac.) through a cash-in-lieu of parkland payment, as a condition of site plan approval.

#### Upgrades to municipal services required

Municipal services along Royal Orchard Boulevard, in the vicinity of the site, will require upgrades to accommodate the proposed development. The applicant will be required to pay the costs associated with these service upgrades on Royal Orchard Boulevard. The City already had plans in place to upgrade services on Royal Orchard Boulevard in the next 4 years. Tridel's proposal will advance this work so that it occurs concurrently. As noted earlier in the report, the proposed Zoning By-law Amendment will include a Holding (H) provision to ensure that development does not occur until municipal servicing improvements have been addressed.

#### Compensation for Tree Removal Required

There are a number of mature trees that are proposed to be removed from the "Subject Lands". The trees to be removed include a number of native and non-native species. Compensation for tree removal will be determined prior to site plan endorsement, and secured through the site plan agreement.

#### Committee of Adjustment Rights

Due to the scale and complexity of the proposal, it is recommended that Council approve a resolution so as to allow the applicant to apply to the Committee of Adjustment for minor variances from the provisions of the zoning by-law before the second anniversary of the day on which the proposed by-law is approved by Council.

#### Section 37 and Public Art

The applicant will be required to provide Section 37 benefits, including a Public Art contribution, in accordance with the City policies and Section 37 of the Planning Act. The requirement for a contribution will be identified in the Zoning By-law Amendment and provided with the execution of the site plan agreement.

#### **Draft Plan of Condominium Comments**

Approval of a Draft Plan of Condominium application, to allow the sale of the individual apartment dwelling units to be sold and to create the common elements is also required. The authority to approve the Draft Plan of Condominium is delegated to the Director of Planning and Urban Design. This application has not been submitted.

#### Market Based Apartments Proposed

Based on the materials submitted with the applications and discussions with Tridel, the proposed high rise condominium apartments will be marketed as premium units. The proposed apartments will not be developed with the intent of adding affordable housing units to the supply for Thornhill. However, Tridel has indicated that they are supportive and open to having future discussions with staff to assist the City with its initiatives to address housing gaps in Markham.

#### **CONCLUSION:**

The proposed high rise condominium apartment development is appropriate. The built form will not adversely impact the surrounding properties. The articulated design will be of visual interest and the orientation of the proposed buildings will be sympathetic to their surroundings. The lower 2:1 angular plane demonstrates that impacts from the proposed

buildings will be minimized. Consequently, Staff recommends: that the draft Official Plan Amendment (Appendix 'A') be finalized and approved, that the draft Zoning By-law Amendment (Appendix 'B') be finalized and enacted, and that the associated Site Plan application be endorsed in principle, subject to the conditions outlined in Appendix 'C'.

#### FINANCIAL CONSIDERATIONS:

Not applicable.

#### **HUMAN RESOURCES CONSIDERATIONS**

Not applicable.

#### **ALIGNMENT WITH STRATEGIC PRIORITIES:**

The applications were reviewed in the context of the City's strategic priorities of Growth Management and Municipal Services.

#### **BUSINESS UNITS CONSULTED AND AFFECTED:**

These applications have been circulated to various City departments and external agencies and no objections to the proposal have been raised.

#### **RECOMMENDED BY:**

Biju Karumanchery, M.C.I.P., R.P.P. Arvin Prasad, M.C.I.P., R.P.P. Commissioner of Development Services

#### ATTACHMENTS:

Figure 1 – Location Map

Figure 2 – Area Context/Zoning

Figure 3 – Air Photo

Figure 4 – Site Plan

Figure 5 – East Elevations

Figure 6 – West Elevations

Figure 7 – North Elevations

Figure 8 – South Elevations

Figure 9 – Colour Rendering – Site Plan

Figure 10 – Colour Rendering – Building Bayview Avenue Perspective

Figure 11 – Angular Plane Illustration

#### **APPENDICES:**

Appendix 'A' – Draft OPA

Appendix 'B' – Draft ZBA

Appendix 'C' – Site Plan Conditions

Appendix 'D' – Shadow Study: Spring and Fall Equinoxes

Appendix 'E' - Shadow Study: Summer Solstice

#### **OWNER:**

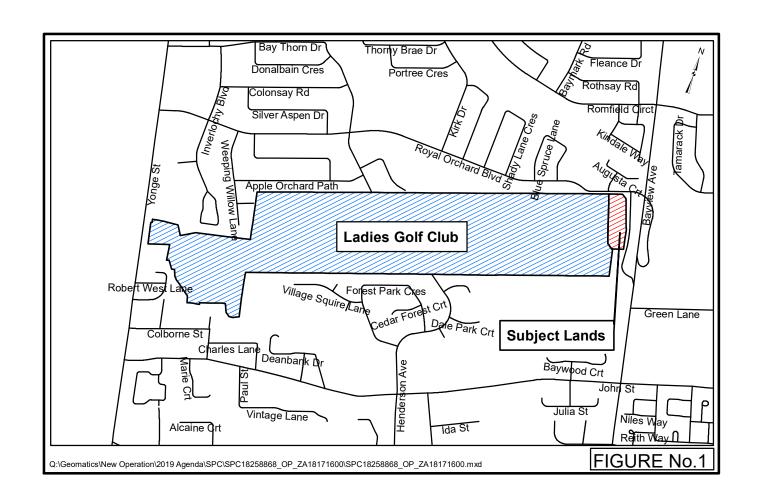
Ladies Golf Club of Toronto C/O Paul Bussiere 7895 Yonge Street Markham, ON L3T 2C4

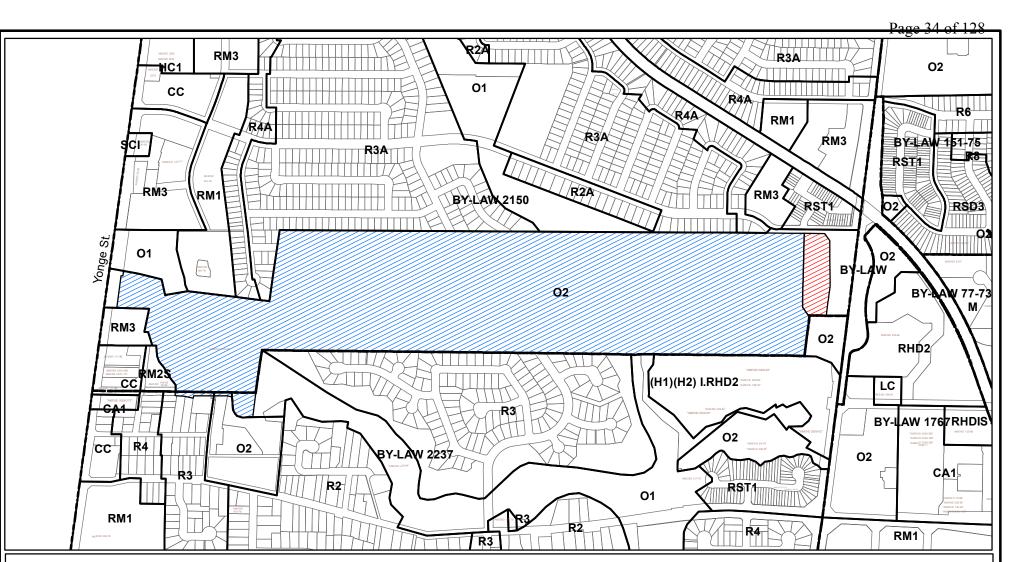
Email: gm@ladiesgolfclub.com Tel: (905) 889-3531, ext. 306

#### **APPLICANT:**

Bousfields Inc, C/O Kate Cooper 3 Church Street Unit 200 Toronto, ON M5E 1M2

Tel: (416) 947-9744 ext. 234 Email: kcooper@bousfields.ca





## AREA CONTEXT / ZONING

APPLICANT: THE LADIES GOLF CLUB OF TORONTO 7859 YONGE ST.

FILE No. SPC 18258868\_OP\_ZA 18171600 (RC)

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LADIES GOLF CLUB

Lands subject to the
Official Plan and Zoning By-Law
Amendment



## AERIAL PHOTO (2018)

APPLICANT: THE LADIES GOLF CLUB OF TORONTO 7859 YONGE ST.

FILE No. SPC 18258868\_OP\_ZA 18171600 (RC)

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FIGURE No.3

DATE: 09/10/2019



## **COLOUR RENDERING - SITE PLAN**

APPLICANT: THE LADIES GOLF CLUB OF TORONTO 7859 YONGE ST.

FILE No. SPC 18258868\_OP\_ZA 18171600 (RC)

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MARKHAM DEVELOPMENT SERVICES COMMISSION

Drawn By: CPW

Checked By: RC

Date: 09/10/2019

FIGURE No. 9

FIGURE No.10



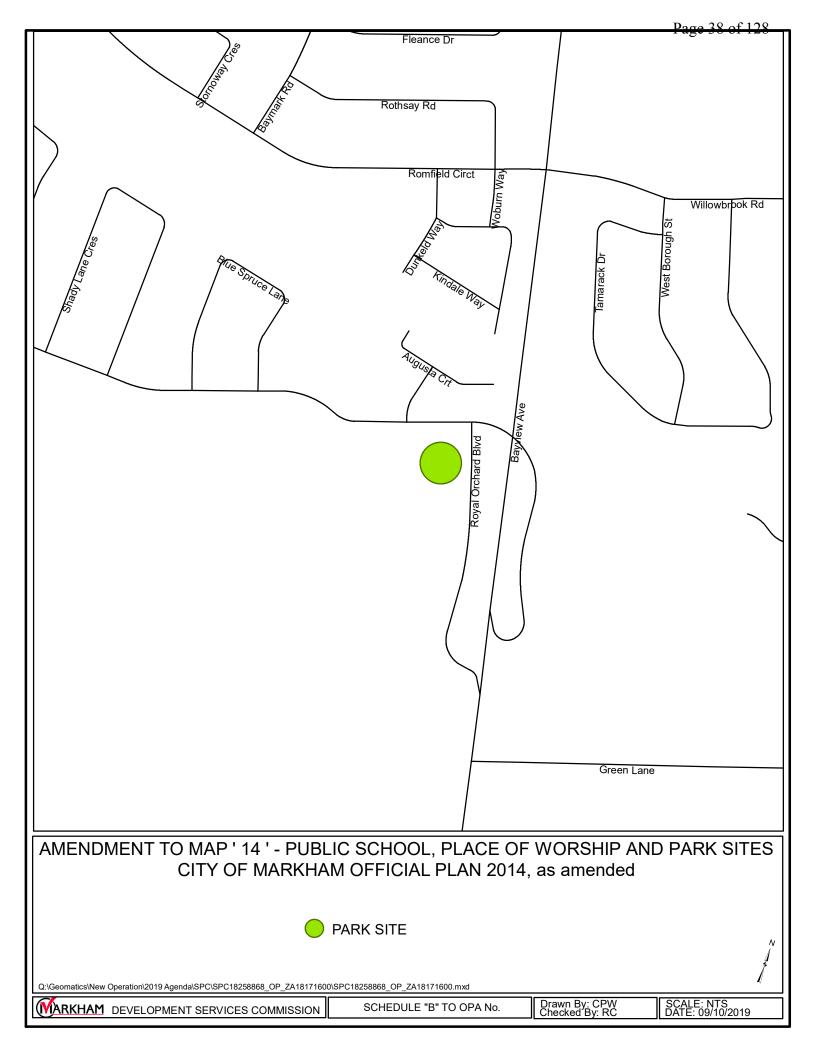
# BUILDING ELEVATION PERSPECTIVE FROM BAYVIEW AVENUE.

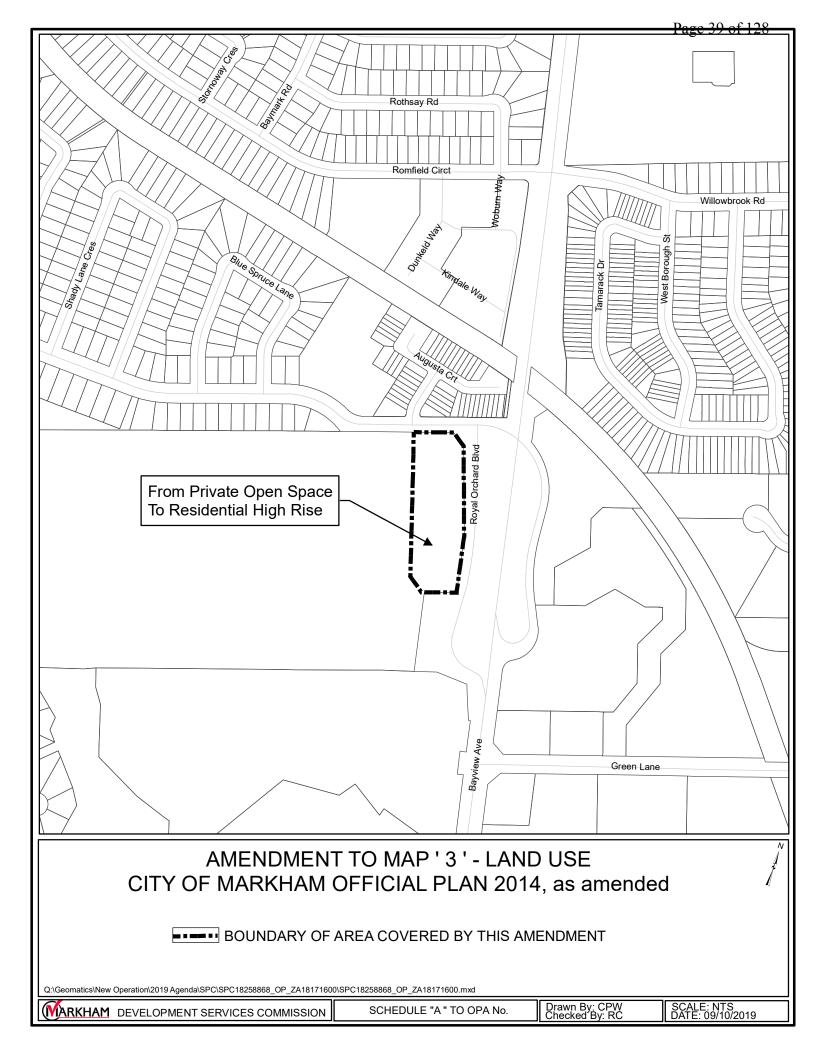
APPLICANT: THE LADIES GOLF CLUB OF TORONTO 7859 YONGE ST.

FILE No. SPC 18258868\_OP\_ZA 18171600 (RC)

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### Appendix 'C'

# 7859 Yonge Street Ladies Golf Club of Toronto SPC 18 258868

### **Recommended Conditions of Site Plan Approval**

Prior to Staff endorsement of the site plan and elevation drawings, to commence preparation of the site plan agreement, the Owner shall submit:

- 1. Written confirmation from the Regional Municipality of York that their pre-approval conditions have been satisfied, as noted in Section A of their letter dated September 4, 2019;
- 2. An appraisal report of the land value of the subject property to determine the required cash-in-lieu of parkland payment, to the satisfaction of the City; and,
- 3. A Tree Compensation Strategy/Arborist Report, to the satisfaction of the Director of Planning and Urban Design.

Prior to the execution of the site plan agreement, the Owner shall:

- 1. Submit site plans, elevation drawings (including building materials, colours and details), that comply with all requirements of the City, and authorized public agencies, to the satisfaction of the Director of Planning and Urban Design;
- 2. Submit final plans that incorporate appropriate design features to ensure bird-friendly buildings;
- 3. Submit landscape plans, including streetscape details, prepared by a Landscape Architect having membership with the Ontario Association of Landscape Architects, to the satisfaction of the Director of Planning and Urban Design;
- 4. Submit to the Director of Engineering, for review and approval, a detailed photometric analysis prior to the execution of the site plan agreement or the release of any letter of credit secured for this development. The Owner shall implement all the recommendations and requirements as provided in the analysis to the satisfaction of the Director of Engineering or his/her designate; and,
- 5. Continue to work with Staff to determine whether any additional sustainability features can be identified and incorporated into the proposed development, to the satisfaction of the Director of Planning and Urban Design.

The Owner shall enter into a Site Plan Agreement with the City and the Region of York, containing all standard and special provisions and requirements of the City, the Region and other public agencies including, but not limited to, the following:

### Appendix 'C'

- 1. That the location, size and construction of all refuse storage areas and recycling facilities, and arrangements for waste collection be to the satisfaction of the City of Markham Waste Management Department;
- 2. That the Owner agrees to implement Bird Friendly Measures and provide a detailed lighting plan which includes the installation of LED exterior lighting, to the satisfaction of the Director of Planning & Urban Design;
- 3. That provision for snow removal and storage, sidewalk alignment and maintenance be to the satisfaction of the General Manager of Operations and the Director of Engineering;
- 4. Provisions to ensure implementation of the recommendations of all approved technical reports;
- 5. Provisions for satisfying all requirements of City Departments and Public agencies;
- 6. That the Owner comply with all requirements of the City and authorized Public agencies, to the satisfaction of the Commissioner of Development Services; and,
- 7. That prior to receiving final site plan approval, and prior to the issuance of any building permits, the City receives written correspondence from York Region that all requirements and conditions provided in their comments on the Site Plan Application dated September 4, 2019 have been addressed to their satisfaction.



# **COLOUR RENDERING SITE PLAN**

APPLICANT: THE LADIES GOLF CLUB OF TORONTO 7859 YONGE ST.

FILE No. SPC 18258868\_OP\_ZA 18171600 (RC)

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MARKHAM DEVELOPMENT SERVICES COMMISSION

Drawn By: CPW

Checked By: RC

Date: 09/10/2019

FIGURE No. 9

FIGURE No.10



# BUILDING ELEVATION PERSPECTIVE FROM BAYVIEW AVENUE.

Checked By: RC

APPLICANT: THE LADIES GOLF CLUB OF TORONTO 7859 YONGE ST.

FILE No. SPC 18258868\_OP\_ZA 18171600 (RC)



DATE: 09/10/2019

# Appendix 'A'

# **CITY OF MARKHAM**

# OFFICIAL PLAN AMENDMENT NO. XXX

To amend the City of Markham Official Plan 2014, as amended.

Ladies Golf Club of Toronto

November 2019

### **CITY OF MARKHAM**

### OFFICIAL PLAN AMENDMENT NO. XXX

To amend the City of Markham Official Plan 2014, as amended

This Official Plan Amendment was adopted by the Corporation of the Ci By-law No in accordance with the Planning Act, R.S.O., amended, on the XX day of November, 2019.	ty of Markham, 1990 c.P.13, as
Kimberley Kitteringham CITY CLERK	Frank Scarpitti MAYOR

### THE CORPORATION OF THE CITY OF MARKHAM

BY-LAW NO.	 

Being a by-law to adopt Amendment No. XXX to the City of Markham Official Plan 2014, as amended.

THE COUNCIL OF THE CORPORATION OF THE CITY OF MARKHAM, IN ACCORDANCE WITH THE PROVISIONS OF THE PLANNING ACT, R.S.O., 1990 HEREBY ENACTS AS FOLLOWS:

- 1. THAT Amendment No. XXX to the City of Markham Official Plan 2014, as amended, attached hereto, is hereby adopted.
- 2. THAT this by-law shall come into force and take effect on the date of the final passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS DAY OF NOVEMBER, 2019.

Kimberley Kitteringham CITY CLERK	Frank Scarpitti MAYOR

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# PART I - INTRODUCTION

(This is <u>not</u> an operative part of Official Plan Amendment No. XXX)

#### PART I - INTRODUCTION

#### 1.0 GENERAL

- **1.1** PART I INTRODUCTION, is included for information purposes and is not an operative part of this Official Plan Amendment.
- 1.2 PART II THE OFFICIAL PLAN AMENDMENT, constitutes Official Plan Amendment No. XXX to the City of Markham Official Plan 2014, as amended. Part II is an operative part of this Official Plan Amendment.

### 2.0 LOCATION

This Amendment applies to a 1.07 hectare (2.64 acre) eastern portion of the lands municipally known as 7859 Yonge Street ("Ladies' Golf Club of Toronto") as shown on Figure 9.18.22. The property is located south and west of Royal Orchard Boulevard. The subject lands are located within the Thornhill Planning District.

### 3.0 PURPOSE

The purpose of this Official Plan Amendment is to re-designate a 1.07 hectare (2.64 acre) portion of the Ladies' Golf Club property from 'Private Open Space' to 'Residential High Rise' to facilitate a residential high-rise development that includes a twelve (12) storey apartment building and a fourteen (14) storey apartment building adjacent to Royal Orchard Boulevard, with a maximum site density of 3.7 FSI.

### 4.0 BASIS OF THIS OFFICIAL PLAN AMENDMENT

This amendment will provide for a residential high-rise development on the subject lands that is compatible with, and provides an appropriate transition to, adjacent development. It will facilitate the development of two residential high rise buildings that are sympathetic to their surroundings including the historic "Ladies' Golf Club of Toronto" to the west. The proposed development will also include a public open space area adjacent to Royal Orchard Boulevard.

The maximum site density of 3.7 FSI is appropriate in this location and is comparable to adjacent development such as the three high rise towers across Bayview Avenue ("The Landmark of Thornhill Towers"). The increased site density represents good planning as the subject property is located adjacent to an arterial road with access to the transportation network and public transit. The property is sufficient in size to accommodate the proposed type of infill development.





# PART II - THE OFFICIAL PLAN AMENDMENT

(This is an operative part of Official Plan Amendment No. XXX)

### PART II – THE OFFICIAL PLAN AMENDMENT

### 1.0 THE OFFICIAL PLAN AMENDMENT

- 1.1 Map 3 Land Use of the Official Plan 2014, as amended, is hereby amended by re-designating a portion of the subject lands from 'Private Open Space' to 'Residential High Rise', as shown on Schedule "A" attached hereto.
- 1.2 Map 14 Public School, Place of Worship and Park Sites of the Official Plan 2014, as amended, is hereby amended by adding a park site, as shown on Schedule "B" attached hereto.
- 1.3 Section 9.18 of the Official Plan 2014, as amended, is hereby amended by:
  - a) Amending Section 9.18.1 to add a reference in Figure 9.18.1 to a new Section 9.18.22 as follows:

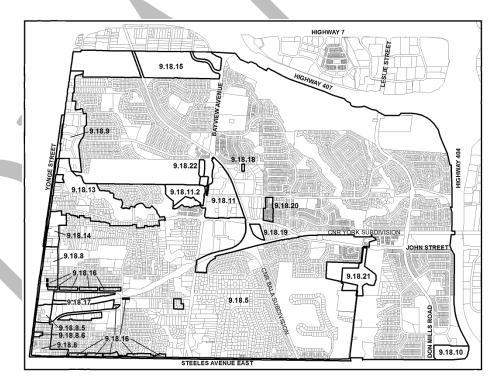


Figure 9.18.1

b) Adding a new subsection 9.18.22 and Figure 9.18.22 as follows:

### "9.18.22 7859 Yonge Street

a) The total *floor space index* for all buildings shall not exceed 3.7.

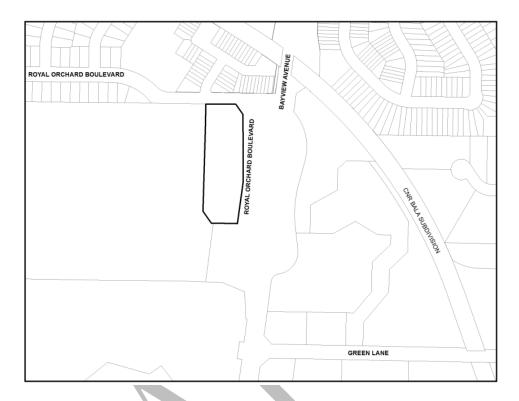


Figure 9.18.22"

### 2.0 IMPLEMENTATION AND INTERPRETATION

The provisions of the Official Plan, as amended, regarding the implementation and interpretation of the Plan, shall apply in regard to this Amendment, except as specifically provided for in this Amendment.

This Amendment shall be implemented by an amendment to the Zoning By-law and Site Plan approval and other Planning Act approvals, in conformity with the provisions of this Amendment.

This Amendment to the City of Markham's Official Plan 2014, as amended, is exempt from approval by the Region of York. Following adoption of the Amendment, notice of Council's decision will be given in accordance with the Planning Act, and the decision of Council is final, if a notice of appeal is not received before or on the last day for filing an appeal.

Prior to Council's decision becoming final, this Amendment may be modified to incorporate technical amendments to the text and associated figure(s) and schedule(s). Technical amendments are those minor changes that do not affect the policy or intent of the Amendment. The notice provisions of Section 10.7.5 of the 2014 Markham Official Plan, as amended, shall apply.

### Appendix "B"



A By-law to amend By-law 2150, as amended (to delete lands from the designated area of By-law 2150) and to amend By-law 177-96, as amended (to incorporate lands into the designated area of By-law 177-96)

The Council of the Corporation of the City of Markham hereby enacts as follows:

- 1. That By-law 2150, as amended, is hereby further amended as follows:
  - 1.1 By deleting the lands shown on Schedule 'A' attached hereto from the designated area of By-law 2150, as amended.
- 2. By-law 177-96, as amended, is hereby further amended as follows:
  - 2.1 By expanding the designated area of By-law 177-96, as amended, to include the lands as shown on Schedule "A" attached hereto.
  - 2.2 By rezoning the lands outlined on Schedule 'A' attached hereto from:

from:

Special Uses Zone (O2) under By-law 2150

to

Residential Three \*631 Holding [R3\*631 (H)] Zone under By-law 177-96

and

Open Space (OS2) Zone Under By-law 177-96

2.3 By adding the following subsection to Section 7 – EXCEPTIONS

Exception 7.631	Ladies Golf Club of Toronto 7859 Yonge Street	Parent Zone R3
File		Amending By-
ZA 18 171600		law 2019-XX

Notwithstanding any other provisions of By-law 177-96, the following provisions shall apply to the land shown on Schedule "A" attached to this By-law 2019-XX. All other provisions, unless specifically modified/amended by this section, continue to apply to the lands subject to this section.

7.63	31.1 Special Zone Standards
The	following specific Zone Standards shall apply:
a)	Notwithstanding any further division or partition of any lands subject to this
	Section, all lands zoned R3*631 shall be deemed to be one <i>lot</i> for the
	purposes of this By-law
b)	For the purposes of this by-law, the easterly <i>lot line</i> shall be deemed the <i>front</i>
	lot line.
c)	The provisions of table B5 shall not apply
d)	The provisions of section 6.9.2 shall not apply
e)	Minimum required front yard:
	i) 12 metres
-	ii) Within 75 metres of the southerly <i>lot line</i> – 4.5 metres
f)	Minimum required exterior side yard – 35 metres
g)	Minimum required interior side yard – 5 metres
h)	Minimum required rear yard – 11 metres
i)	Maximum number of <i>dwelling units</i> – 175
j)	Maximum floor space index (FSI) – 3.7
k)	Maximum building height:
	i) 222 metres above sea level, geodetic datum
	ii) For a portion of a building within 75 metres of the southerly <i>lot</i>
1)	line – 228.5 metres above sea level, geodetic datum
l)	Maximum Lot Coverage – 45%
m)	Minimum Lot Frontage – 19.2 metres
n)	Minimum Landscape Open Space – 25%
o)	Maximum <i>Gross Floor Area</i> of any floor above 207 metres above sea level,
	geodetic datum, in a portion of a <i>building</i> within 75 metres of the southerly
\	lot line – 1000 square metres
p)	Maximum <i>Gross Floor Area</i> of any floor above 198 metres above sea level,
	geodetic datum, in a portion of a <i>building</i> greater than 75 metres from the southerly <i>lot line</i> – 1000 square metres
q)	Porches, balconies, and outdoor amenity space may encroach into the
4)	require yard:
	Front or Rear Yard – 3.5 metres
	Interior or Exterior Side Yard – to the lot line, provided they are
	contained wholly on the subject <i>lot</i>

### 3. SECTION 37 AGREEMENT

A contribution by the Owner to the City per residential unit in 2019 dollars, based on the total number of units, to be indexed to the Ontario rate of inflation as per the consumer price index (CPI), in accordance with Section 37 of the Planning Act, shall be required. Payments shall be collected in accordance with the terms of an agreement to secure for the Section 37 contribution. Nothing in this section shall prevent the issuance of a building permit as set out in Section 8 of the Building Code Act or its successors.

### **HOLDING PROVISION**

4. For the purpose of this By-law the Holding Provision (H) is hereby established and is identified on Schedule 'A' attached hereto by the letter (H) in parenthesis following the zoning symbol.

No person shall hereafter erect or alter any building or structure on lands subject to the Holding Provision (H) for the purposes permitted under this By-law until an amendment to this By-law to remove the letter (H) have come into effect pursuant to the provisions of Section 36 of the Planning Act. Prior to removing the Holding Provision (H), the following conditions must be met to the satisfaction of the City of Markham:

- a) That the owner enters into an agreement with the City of Markham to provide upgrades to the municipal services along Royal Orchard Boulevard to accommodate the proposed high rise residential development on the subject lands.
- 5. All other provisions of By-law 177-96, as amended, not consistent with the provisions of this by-law shall continue to apply.

Read a first, second and third time and passed or	n	, 2019.
Kimberley Kitteringham	Frank Scarpitti	
City Clerk	Mayor	

AMANDA File No.: ZA 18 171600



### **EXPLANATORY NOTE**

<b>BY-LAW 201</b>	9-
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A By-law to amend By-laws 2150 and 177-96, as amended

7859 Yonge Street
CON 1 PT LOT 31 65R25941 PART 1
(Proposed Residential High Rise Development)

### **Lands Affected**

The proposed by-law amendment applies to 1.07 hectares (2.64 acres) of land on the southwest corner of Royal Orchard Boulevard adjacent to Bayview Avenue, and municipally known as 7859 Yonge Street.

### **Existing Zoning**

By-law 2150, as amended, currently zones the subject lands as Special Uses Zone (O2).

### **Purpose and Effect**

The purpose and effect of this By-law is to delete the property from the designated area of By-law 2150, amend By-law 177-96 to incorporate lands into the designated area of By-law 177-96, and to rezone the subject property as follows:

from: Special Uses (O2) Zone under By-law 2150

to:

Residential\*631 (R3\*631) Zone under By-law 177-96 and Open Space (OS2) Zone under By-law 177-96

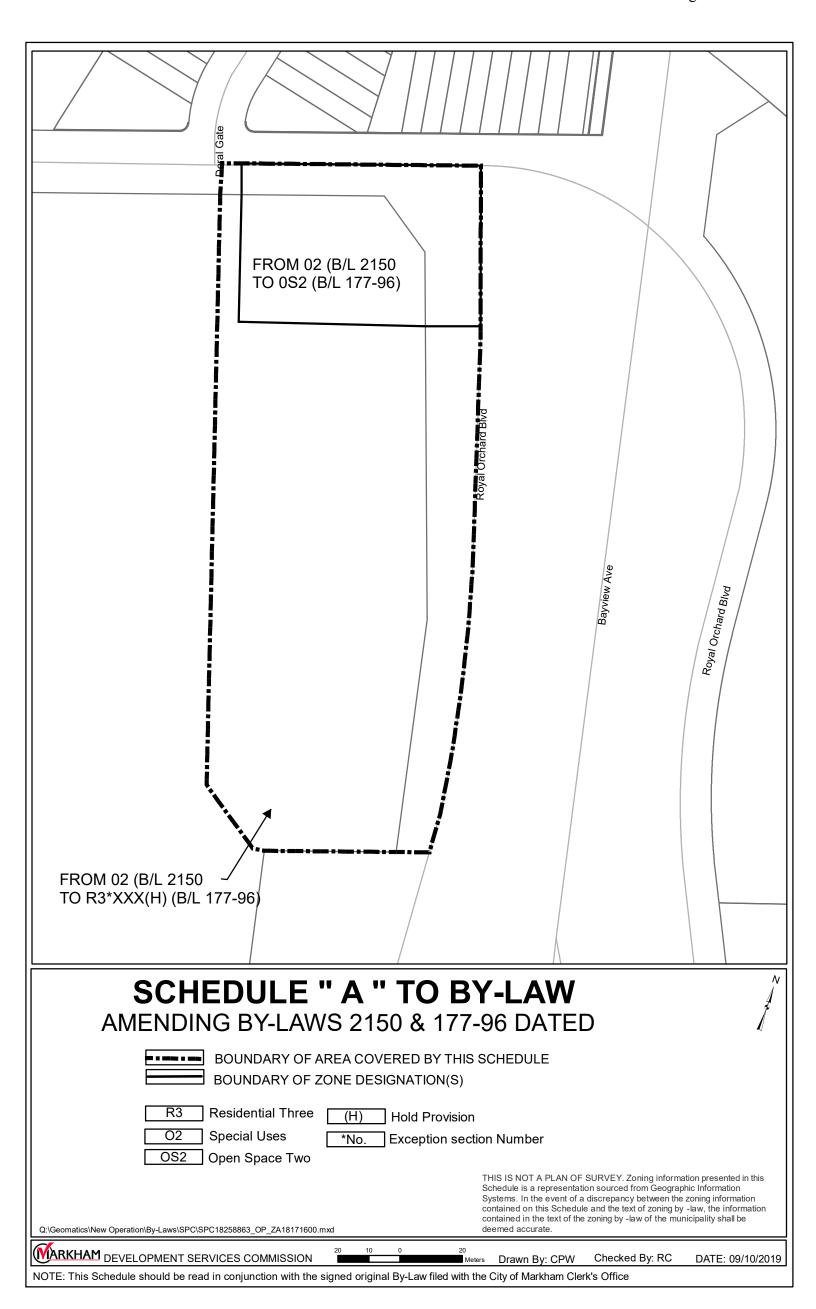
In order to permit the development of a twelve (12) storey residential apartment building and a fourteen (14) storey residential apartment building and a public open space area on the subject lands.

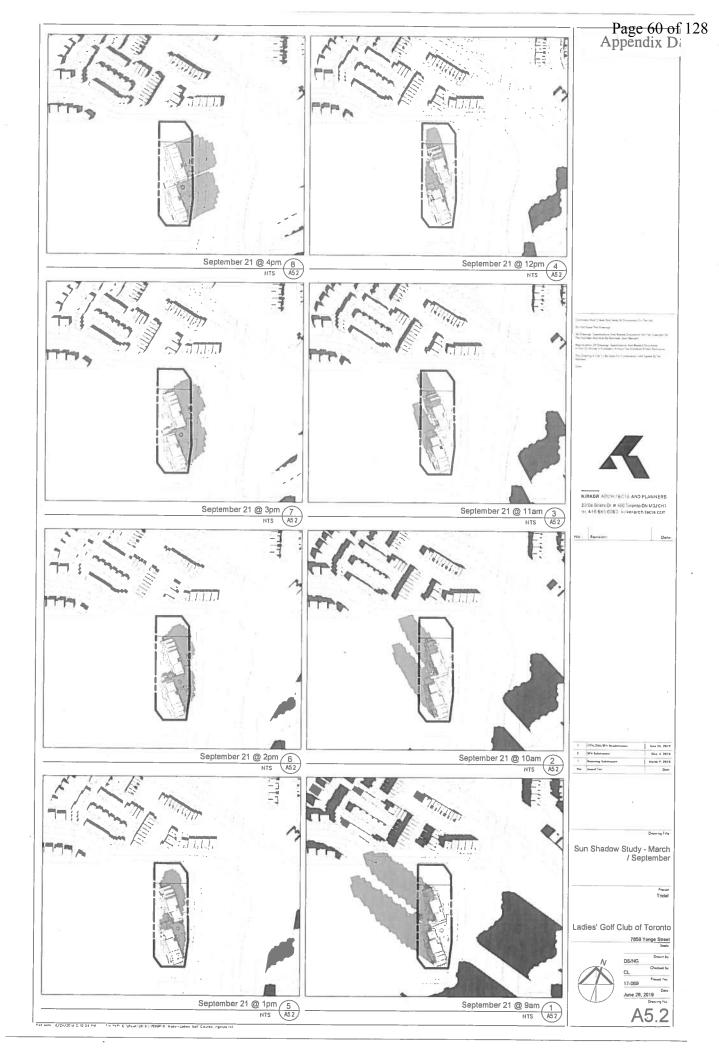
### **Note Regarding Further Planning Applications on this Property**

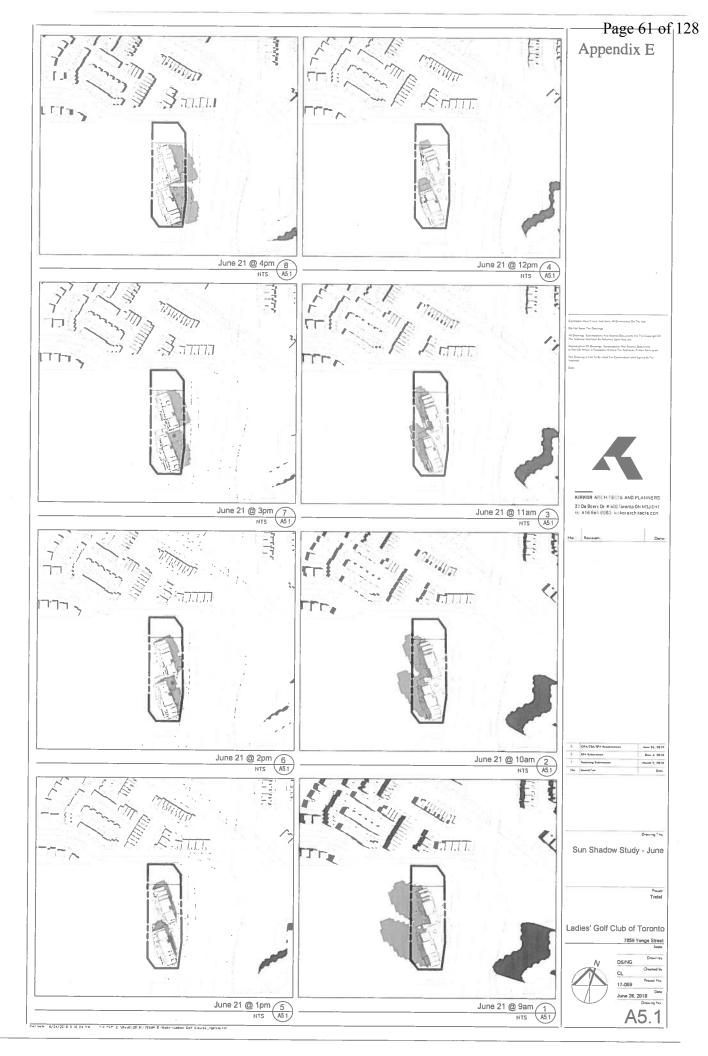
The *Planning Act* provides that no person shall apply for a minor variance from the provisions of this by-law before the second anniversary of the day on which the by-law was amended, unless the Council has declared by resolution that such an application is permitted.

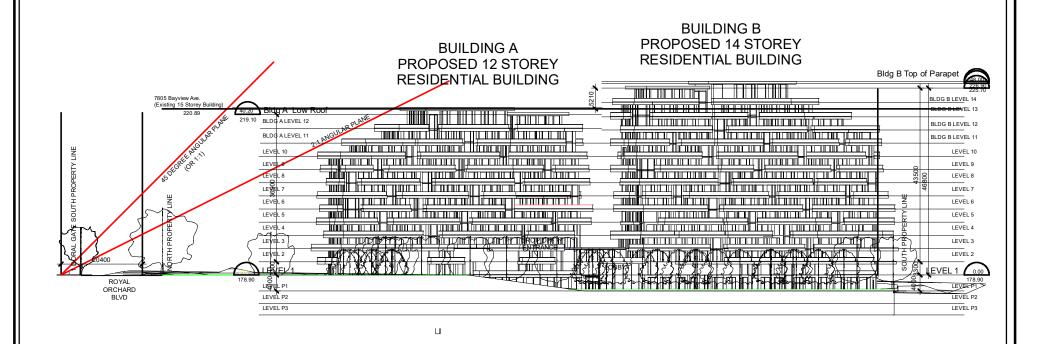
AMANDA File No.: ZA 18 171600











# ANGULAR PLANE ILLUSTRATION

APPLICANT: THE LADIES GOLF CLUB OF TORONTO 7859 YONGE ST.

SPC 18258868 OP ZA 18171600 (RC) FILE No.

Q:\Geomatics\New Operation\2019 Agenda\SPC\SPC18258868\_OP\_ZA18171600\SPC18258868\_OP\_ZA18171600.mxd



Checked By: RC

Drawn By: CPW

DATE: 09/10/2019 FIGURE No.11



Report to: Development Services Committee Meeting Date: November 25, 2019

**SUBJECT**: Development Fee and Building Fee By-law Update (All

Wards)

**PREPARED BY:** Chris Bird, Director of Building Standards, Ext. 4716

Biju Karumanchery, Director of Planning & Urban Design,

Ext.4713

Brian Lee, Director of Engineering, Ext. 7507

Joel Lustig, Treasurer, Ext. 4715

Matthew Vetere, Manager, Budgeting, Financial Services,

Ext.2463

John Yeh, Manager, Strategy and Innovation, Ext. 7922

### **RECOMMENDATION:**

1. That the Report titled "Development Fee and Building Fee By-laws Update (All Wards" dated November 25, 2019 be received; and

- 2. That the proposed amendments be referred to the Development Services Committee Public Meeting to be held on December 3, 2019; and further,
- 3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **PURPOSE:**

The purpose of this report is to explain the proposed increases to the 2020 development fees that are applied to offset the projected costs associated with staff review, inspections, processing of applications, overall file management and to maintain financial reserves for Building, Engineering and Planning and Urban Design departments. The proposed fees will be enacted through amendments to the <u>Development Fee By-law 211-83</u>, as amended, and to <u>Building By-law 2019-20</u>, as amended. These by-laws set fees to be paid by applicants for building permit applications and for development applications that require planning, urban design and engineering review. These by-laws are updated annually.

The recommended increase in fees included in the Building By-law for 2020 is 5% for fixed fee categories (building permits). Within the Development Fee By-law, the recommended fee increase for Planning and Urban Design is 10% and similarly for Engineering the recommended fee increase is 10%. This report seeks authorization to refer the proposed amendments to a Development Services Committee Public Meeting to be held on December 3, 2019.

### **BACKGROUND:**

The Development Fee By-law and the Building By-law are reviewed each year to recover the anticipated reasonable costs associated with the administration of *Planning Act* applications, the associated technical review and on-site inspection, and building permits and building code inspection and enforcement under the *Building Code Act*. The annual adjustments fall into one or more of the following categories:

- overall adjustments driven by a moving average of indirect and direct costs
- adjustmentsto provide opportunities to balance reserve accounts;
- refinements to existing fees to better reflect actual and anticipated costs of providing the related services; and
- new fees to capture new or previously underfunded services.

A fee model was established in 2005 in order to calculate the annual adjustments necessary to ensure the City's Building, Engineering and Planning and Urban Design Departments remain adequately funded by building permit and development fees, respectively. The model is designed to cover direct and indirect costs. In addition, transfers to a reserve for Building and a combined reserve for Planning and Urban Design and Engineering (Development Reserve) are included, as well as annual capital costs.

### **OPTIONS/ DISCUSSION:**

### **New Forecasting Model**

Historically, staff has used a fee model with built-in financial assumptions based on historic development activity. The opportunity has arisen to refine the model so that the model is more responsive to the changing nature of development in Markham especially with regards to an increasingly diverse housing mix including medium and high density, and increasing intensification and redevelopment, which characterize development activity in the City today. The proportion of residential to non-residential applications has also changed over time and is anticipated to continuing evolving. Projecting future activities based on past trends is no longer reliable. A new model using factors such annual growth projections, long-term development patterns, available developable land, permitted zoning and density, market absorption, anticipated development activity, etc. is being developed. This work is ongoing and anticipated to be operational later in 2020. The development industry will be consulted regularly.

### **Bill 108**

The Provincial Government has introduced a number of legislative changes that affect the development industry and how municipal governments manage growth. Reduced development activity is to be expected for the remainder of this year and into 2020 due to the introduction of Bill 108, *More Homes, More Choice Act, 2019* (Bill 108). Bill 108 requires that a new community benefits charge replaces soft services development charges, parkland contributions and Section 37 charges. The proposed community benefits charge is to be capped based on a percentage of the appraised value of the land that is subject to an application. The proposed regulation implementing the community benefits charges has not yet been enacted by the Province, and is not yet in force. As the regulations and their interpretation are unknown at this time, it is expected that the

development industry may be waiting to make applications or scale down the number of applications until there is clarity with respect to implementing the Bill 108 regulations. This may be a factor contributing to lower than expected development activity in the City.

### **Forecasting Revenue for 2020**

Based on uncertainty related to Bill 108, it is very difficult to forecast development activity over the next year and the potential revenue the City will receive. Staff are working on developing a much more reliable model to forecast growth and revenue. Early conservative estimates of growth in 2020 show a pattern similar to growth numbers experienced in 2019.

### **Proposed Fee Increases**

Development Services staff recommends that the 2020 proposed increases for Building fees be 5% and 10% for Planning and Engineering fees. These increases are intended to support the goal of maintaining adequate reserve balances equivalent to 1.5 times the annual fee funded operating costs in the event of an economic downturn. For 2020, the goal of the Building Reserve would be \$14.30M (\$9.54M x 1.5) and for the Development Reserve the goal would be \$27.92M ((\$9.95M + \$8.66M) x 1.5).

The following two tables have been updated based on the projected unit counts and outline the following:

- 2019 year-end projection
- Revenues based on projected residential permits
- Expenses
- Projected year-end reserve balance

### 1. Building Permit Fees

<b>BUILDING Reserve Forecast (\$ millions)</b>				
Building	2019 YE Projection	2020		
Revenues	6.540	7.140		
Less: Expenditures	8.803	9.535		
Transfer to/(from) Reserve	(2.263)	(2.395)		
Capital Investment and Interest	0.200	0.300		
Building Reserve Beginning Balance	12.940	10.477		
Building Reserve Ending Balance	10.477	7.782		
2018 Approved/ 2019 - 2021	5.00%	5.00%		
Proposed Building Fee Increase Estimated Residential Permits/Year	1,847	1,757		

Based on the 2018 results which included a surplus of \$3.40M, the reserve balance at the end of 2018 was \$12.94M which was the opening balance for 2019.

For the 2019 Budget, it was anticipated that there would be a draw from reserves of (\$1.38M), however, the current year end forecast is for a draw from reserves of (\$2.26M), (\$0.88M) more than budgeted. This will result in a reserve balance at the end of 2019 of \$10.48M.

The 2020 Budget, which includes projected activity and a proposed Building fee increase is 5.0%, includes a draw from the reserve of (\$2.40M) further reducing the reserve to \$7.78M, which is half the goal of the reserve balance of \$14.30M.

### **Proposed Building By-law Changes:**

Highlights of proposed Building By-law amendments:

- Fees listed in Table 1 of Schedule A from Appendix 'A' have been increased by 5%
- Administrative fees for compliance / zoning requests and dormant inspections have increased
- Updated Schedule B to reflect changes to the requirements for submission content for permit applications.

### 2. Development Fees (Planning and Urban Design and Engineering)

DEVELOPMENT Reserve Forecast (\$ millions)						
Planning and Urban Design 2019 YE Projection 2020						
Revenues	6.200	10.569				
Less: Expenditures	8.417	9.954				
Transfer to/(from) Reserve	(2.217)	0.615				

2019 Approved/ 2020 Proposed	10.00%	10.00%
Planning Fee Increase		

Engineering	2019 YE	2020
	Projection	
Revenues	6.500	8.787
Less: Expenditures	7.753	8.662
Transfer to/(from) Reserve	(1.253)	0.125

2019 Approved/ 2020 Proposed	10.00%	10.00%
<b>Engineering Fee Increase</b>		

Development Reserve Beginning	0.267	(3.443)
Balance		
Planning Transfer/Draw (from	(2.217)	0.615
above)		
Engineering Transfer/Draw (from	(1.253)	0.125
above)		
Capital investment and Interest	(0.240)	(0.240)
<b>Development Reserve Ending</b>	(3.443)	(2.943)
Balance		

Based on the 2018 results which included a surplus of \$5.68M in Planning and \$2.63M in Engineering, the reserve balance at the end of 2018 was \$0.27M which was the opening balance for 2019.

For the 2019 Budget, it was anticipated that there would be a surplus to reserves of \$2.08M in Planning and \$0.68M in Engineering. The current year end forecast is now for both departments to draw from reserves of (\$2.22M) in Planning and (\$1.25M) in Engineering. This will result in the reserve returning to a deficit position at the end of 2019 of (\$3.44M).

The 2020 Budget, which includes projected activity and proposed fee increases of 10.0% in Planning and Engineering, includes a transfer to the reserve of \$0.62M for Planning and \$0.13M for Engineering resulting in a reduction in the reserve deficit of \$0.74M to (\$2.943M). While this is trending favourably, the reserve is still in a deficit position and significantly short of the goal of \$27.92M.

### **Proposed Development Fee By-law Changes:**

Highlights of proposed Development Fee By-law amendments:

- Fees listed in Schedule A from Appendix 'B' have been increased by 10%
- Minor changes to the development fee by-law to provide a clearer understanding of the provisions
- Simplify the ability of staff and applicants to interpret and apply the provisions consistently, to a variety of application types

### **Consultation with the Development Industry Representatives**

Prior to recommending the fee increase to Council at the end of 2018, staff consulted with representatives in the development industry. Representatives of the development industry requested the City to find efficiencies in the review process and staff agreed to explore opportunities for process improvement. The section below outlines the Development Review Process Improvements. Similarly, staff met with representatives of the development industry on November 11, 2019 to discuss 2020 fee increases. Concern was expressed about the cumulative impact of annual fee increases. Staff agreed with representatives of the development industry to continue the dialogue in 2020 regarding development activity and fees.

### **Development Review Process Improvements Implemented**

Continuous Improvement in the development review process is an ongoing priority to achieve improved timelines, improved customer experiences, and efficiencies while ensuring excellence in the built environment. In 2019 staff undertook an initial review of the City's development review process in Planning & Urban Design and Engineering. This has led to process improvements such as the following. (See Appendix 'C' for the full list.)

### Planning & Urban Design:

- Pilot the sharing of draft agreements to enable developers to begin understanding the financial and site specific implications, and have necessary discussions with staff, prior to the finalization of the agreement
- Streamlined preparation of tree preservation conditions and tree inspections for Committee of Adjustment applications
- Soft launch of site plan review and approvals through ePLAN online application submission
- Submission and processing of Pre-Consultation Requests, Townhouse Siting Applications, Draft Plan of Condominium and Site Alteration Permits available through ePLAN
- A customized Parkland Calculation template was prepared to calculate parkland and cash-in-lieu requirements for all types of development applications. This template, with embedded formulas in the background, eliminates potential human errors. The chart is also designed to be circulated to the following departments for approval on specific matters as listed below. This chart will then be attached to draft memo to Legal for Agreements and saved on Amanda for future reference.
  - o Planning (unit numbers, GFA and land area)
  - o Real Property (Land value for cash-in-lieu)
  - o Urban Design (parkland requirement calculations)
  - o Finance (confirmation of calculations)
- Site Alteration Permit for Tree Removals prior to Agreement Execution: For
  Draft Plan of Subdivision and Site Plan applications that have been through
  several cycles of review and if tree removal /preservation is acceptable to Urban
  Design staff, Letters of Credit will be collected for tree compensation through site
  alteration permits and the actual compensation value will be reconciled at the time
  of site plan/subdivision agreements. Urban Design is working with Engineering
  and Legal staff to draft standard conditions for Letters of Credit collection, draws
  and release.

### Engineering:

- Clarified the roles and responsibilities between groups within the Engineering Department regarding the review and acceptance of photometric/streetlighting assessments
- Clarified roles and responsibilities between groups within the Engineering Department regarding the review and acceptance of traffic control signal design

- Streamlined and clarified what type of works can be reviewed and approved under the site alteration review process and to clarify the roles and responsibilities between groups within the Development Services Commission regarding the review and acceptance
- Delegation of authority to Director of Engineering for acceptance for maintenance and assumption of subdivision which eliminates the need for a staff report to Council so that the process can take place when a subdivision meets all conditions

A broader review of the City's development review process for official plan amendments, zoning by-law amendments, plans of subdivision, and site plans is currently being finalized as part of the Provincial Audit and Accountability Fund to identify recommendations for improved efficiencies and cost savings. The City entered into an agreement with the Province for eventual reimbursement of \$150,000 subject to the completion of as assessment of the development review process by an independent third-party consultant. KPMG LLP was retained in September 2019 to undertake the assessment and results will be presented at the December 9, 2019 Development Services Committee meeting.

### FINANCIAL CONSIDERATIONS

The Finance Department has been working closely with Development Services Commission staff to ensure proper direct and indirect cost recovery and to incorporate the results into the proposed 2020 operating budget. The fee adjustments recommended in this report for 2020, 5% for Building, 10% for Planning & Urban Design and 10% for Engineering will assist in providing increased funding for projected direct and indirect costs, though Building and Development reserves will further decline. Finance and Development Services staff will monitor financial performance against budget in 2020 and report back to Development Services Committee if any midyear adjustments to the Fee By-laws need to be contemplated along with a future year forecast.

### **Summary of Reserve Balances**

Markham has experienced strong building activity over the past several years resulting in an appropriate reserve level for Building. This reserve has been utilized by the Building Department to invest in new processes and technologies, such as ePLAN project and a comprehensive zoning by-law project, and to withstand cyclical downturns without abrupt changes to capacity and service levels. However, the combined reserve balance for Planning & Urban Design and Engineering does not reflect the level of activity and remains in a deficit position. The following table provides a history of the balances in Building and the Development reserves:

Reserve Balances Surplus/ Deficit (\$ millions)			
Year End	Building	Development	
2008	2.412	(1.716)	
2009	0.540	(5.632)	
2010	(0.090)	(1.476)	
2011	6.630	(2.455)	
2012	11.887	(0.907)	
2013	13.846	(3.959)	
2014	11.890	(8.630)	
2015	9.628	(10.668)	
2016	10.219	(10.741)	
2017	9.355	(7.768)	
2018	12.940	0.267	
2019 Forecast	10.477	(3.443)	
2020 Forecast	7.782	(2.943)	

### **HUMAN RESOURCES CONSIDERATIONS**

Recoveries are direct and indirect costs are consistent with Provincial legislation

### **ALIGNMENT WITH STRATEGIC PRIORITIES:**

Growth Management and Municipal Services delivery

### **BUSINESS UNITS CONSULTED AND AFFECTED:**

Development Services Commission departments, Financial Services, and Legal Services

### **RECOMMENDED BY:**

Chris Bird Biju Karumanchery

Director of Building Standards Director of Planning & Urban Design

Loy Cheah Arvin Prasad

Acting Director of Engineering Commissioner of Development Services

Joel Lustig City Treasurer

Page 9

### **ATTACHMENTS:**

Appendix 'A' – Draft of amendment to Building By-law 2019-xx

Appendix 'B' – Draft of amendment to Development Fee By-law 2019-xx Appendix 'C' – Development Review Process Improvements



# **BY-LAW 2019-XXX**

Being a By-law respecting Construction, Demolition, Change of Use Permits and Inspections

**WHEREAS** Section 7 of the *Building Code Act*, 1992, S.O. 1992, c. 23, as amended, authorizes municipal council to pass by-laws respecting construction, demolition and change of use permits, inspections and related matters;

**AND WHEREAS** the Council of The Corporation of the City of Markham desires to repeal By-law 2019-20 and to enact a new building by-law for the issuance of permits and related matters, including the establishment of a fee schedule;

**NOW THEREFORE** THE COUNCIL OF THE CORPORATION OF THE CITY OF MARKHAM ENACTS AS FOLLOWS:

### 1. SHORT TITLE

1.1. This By-law may be cited as the "Building By-law".

### 2. **DEFINITIONS**

### 2.1. In this By-law:

"Act" means the Building Code Act, 1992, S.O. 1992, c. 23, as amended;

"applicant" means the *owner* of a building or property who applies for a *permit* or any person authorized to apply for a *permit* on the *owner*'s behalf, or any person or corporation empowered by statute to cause the construction or demolition of a building or buildings and anyone acting under the authority of such person or corporation;

"Building Code" means the regulation made under Section 34 of the Act;

"certified model" means a unique building design for a detached or semidetached unit that has been reviewed by the *chief building official* for compliance with the *Building Code* and is intended for construction pursuant to a *permit* issued under the *Act*. A *certified model* approval is not itself a *permit*;

"City" means The Corporation of the City of Markham.

"chief building official" means the chief building official appointed by by-law by Council for the purposes of enforcement of the Act, the Building Code and this By-law;

"complete application" means an application that meets the requirements set out in the building code for applications where the *chief building official* is required to make a decision within a prescribed time period, and further that meets the requirements set out in Section 4 and Schedule B of this By-law;

"conditional permit" means a permit issued under Subsection 8(3) of the Act;

"construct" means construct as defined in Subsection 1(1) of the Act;

"demolish" means demolish as defined in Subsection 1(1) of the Act;

"electronic submission" means the filing of a pre-application review or an application for a building permit, certified model or alternative solution,

including all required forms, documents and drawings, submitted through an online application procedure approved by the *chief building official*.

"owner" means, in respect of the property on which the construction is to take place, the registered owner of the land and, except for *conditional permits*, may include a lessee, mortgagee in possession and the person acting as the owner's authorized agent;

"partial permit" means a permit issued by the chief building official to construct part of a building;

"permit" means permission or authorization given in writing by the *chief building official* to perform work, to change the use of a building or part thereof, or to occupy a building or part thereof, as regulated by the *Act* and *Building Code*;

"permit holder" means the owner to whom the permit has been issued or where a permit has been transferred, the new owner to whom the permit has been transferred;

"pre-application review" means the review of forms, documents and drawings which precedes the acceptance of a permit application to determine if it qualifies for an *electronic submission* for a permit;

"Registered Code Agency" means a registered code agency as defined in Subsection 1(1) of the Act;

"revised submission" means additional information filed with the *chief building* official which depicts one or more changes to the proposed or as-constructed design of a building or part of a building for which a permit has already been issued and for which approval by the *chief building official* is required;

"sewage system" means a sewage system as defined in Subsection 1.4.1.of Division A of the *Building Code*;

"supplementary submission" means a resubmission of information in relation to building permit documents previously reviewed or issued, that requires additional review to determine *Building Code* compliance;

"zoning preliminary review" means a review of plans and other documents to determine, prior to building permit or *Planning Act* applications, whether proposed designs comply with applicable zoning by-laws;

2.2. Terms not defined in this By-law shall have the meaning ascribed to them in the *Act* or the *Building Code*.

#### 3. CLASSES OF PERMITS

3.1. Classes of *permits* required for the construction, demolition or change of use of a building shall be set out in Schedule A to this By-law.

#### 4. REQUIREMENTS FOR PERMIT APPLICATIONS

#### **General Requirements**

- 4.1. Every *permit* application, *certified model* application and application for an alternative solution must meet the requirements of this Section and Section 6 and shall:
  - 4.1.1. be made by an *applicant*;
  - 4.1.2. be submitted to the *chief building official* on forms prescribed by the Province of Ontario or when no form is prescribed, on a form prescribed by the *chief building official*;
  - 4.1.3. be accompanied by the required fees calculated in accordance with Schedule A;

- 4.1.4. unless otherwise determined by the *chief building official*, be in the form of an *electronic submission*;
- 4.1.5. unless otherwise determined by the *chief building official*, shall not be accepted until a *pre-application review* has been completed to the satisfaction of the *chief building official*; and
- 4.2. To be considered a *complete application*, every *permit* application shall be accompanied by the approval documents issued by the agencies responsible for the applicable laws listed in the building code, where those agencies issue approval documents and the law applies to the construction or demolition being proposed.
- 4.3. An application for a *permit* may be refused by the *chief building official* where it is not a *complete application*.
- 4.4. The *chief building official* may, as the chief building official deems appropriate, provide prescribed forms in an electronic format and may allow for the electronic submission of completed *permit* application forms.
- 4.5. Notwithstanding Subsection 4.4, completed forms generated electronically shall be accepted subject to the endorsement by the *applicant*.
- 4.6. When filing an application, the *owner* and the *applicant* shall provide an electronic address(s) for the purpose of receiving communications from the *chief building official* regarding the construction, demolition or change of use associated with a permit application or issued *permit*. The owner or authorized agent of the owner shall inform the *chief building official* immediately in writing when the electronic address(s) provided change or become not functional.

#### **Applications for** *Permits* **to Construct**

- 4.7. Every application for a *permit* to *construct* a building shall:
  - 4.7.1. identify and describe in detail the work to be done and the existing and proposed use and occupancy of the building, or part thereof, for which the building *permit* application is made;
  - 4.7.2. be accompanied by the plans, specifications, documents, forms and other information prescribed in Section 5 and Schedule B of this bylaw; and
  - 4.7.3. be accompanied by acceptable proof of corporate identity and property ownership, unless such proof is determined by the *chief building official* to be unnecessary.

#### Applications for Permits to Demolish

- 4.8. Every application for a *permit* to *demolish* a building shall:
  - 4.8.1. identify and describe in detail the work to be done and the existing use and occupancy of the building, or part thereof, for which the application for a *permit* to *demolish* is made, and the proposed use and occupancy of that part of the building, if any, that will remain upon completion of the demolition;
  - 4.8.2. be accompanied by the plans, specifications, documents, forms and other information prescribed in Section 5 and Schedule B of this By-law; and
  - 4.8.3. be accompanied by proof satisfactory to the *chief building official* that arrangements have been made with the proper authorities for the termination and capping of all the water, sewer, gas, electric, telephone or other utilities and services.

#### Applications for Permits to Construct Part of a Building

- 4.9. In addition to the requirements of Subsection 4.7, every application for a *partial permit* shall:
  - 4.9.1. require a *permit* application for the entire project; and
  - 4.9.2. be accompanied by plans, specifications, documents, forms and other information covering that part of the work for which application for a *partial permit* is made, together with such information pertaining to the remainder of the work as may be required by the *chief building official*.
- 4.10. The *chief building official* may issue a *partial permit* when the *chief building official* determines it is appropriate to expedite substantial construction before a *permit* for the entire building is available and where the relevant provisions of this By-law and the *Act* are met.
  - 4.10.1. When determining whether to issue a *partial permit*, the *chief building official* shall have regard for the likelihood of subsequent approvals being available in a timely fashion such that a project is not interrupted and exposed to potential damage from the elements while awaiting subsequent approvals.
- 4.11. The *chief building official* shall not, by reason of the issuance of a *partial permit* pursuant to this By-law, be under any obligation to grant any additional *permits*.

#### **Applications for** *Conditional Permits*

- 4.12. An application for a *conditional permit* cannot be filed until plans review of the scope of work is complete.
- 4.13. In addition to the requirements of Subsection 4.7, where a *conditional permit* is requested, the *applicant* shall:
  - 4.13.1. complete an application on a form prescribed by the *chief building official*; and
  - 4.13.2. submit documents and drawings prescribed in Schedule B of this By-law.
- 4.14. The *chief building official* may, at his or her discretion, issue a *conditional permit* where unreasonable delays are anticipated in obtaining all necessary approvals and where the relevant provisions of this By-law and the *Act* are met.

#### Applications for Permits for Change of Use

- 4.15. Every application for a *permit* for a change of use shall;
  - 4.15.1. be accompanied by the plans, specifications, documents, forms and other information prescribed in Section 5 and Schedule B of this By-law;

### Application for a Certified Model

- 4.16. An *applicant* may file an application for a *certified model*.
- 4.17. Every application for a *certified model* shall;
  - 4.17.1. be made on an application form prescribed by the *chief building official;* and
  - 4.17.2. be accompanied by the plans, specifications, documents, forms and other information prescribed in Section 5 of this By-law.
- 4.18. Plans and specifications forming part of each *certified model* application shall be deemed to form part of the *permit* documents of each *permit* subsequently issued under the *Act*.

#### Abandoned Electronic Submissions and Permit Applications

- 4.19. Where an electronic submission has not been completed within 20 business days of creation, the electronic submission may be deemed by the *chief building official* to have been abandoned.
- 4.20. Where an application for a *permit* remains incomplete and inactive for six months after the *applicant* has been advised in writing of all the reasons for refusal, the application may be deemed by the *chief building official* to have been abandoned and written notice of the cancellation thereof shall be given to the *applicant*.

#### **Revisions to** *Permits*

- 4.21. After the issuance of a *permit* under the *Act*, the *applicant* shall give notice to the *chief building official* in writing of any material change to a plan, specification, document or other information upon which a *permit* was issued, together with the details of such change, which change shall not be made without the prior written authorization of the *chief building official*.
- 4.22. Application for authorization of any substantial change shall constitute a *revised submission* or a *supplementary submission*.

#### 5. PLANS AND SPECIFICATIONS

- 5.1. As part of the application for a *permit* and in addition to the requirements of Section 4 of this by-law, every *applicant* shall submit to the *chief building official* the following:
  - 5.1.1. sufficient plans, specifications, documents, forms and such other information as may be deemed necessary by the *chief building official* to determine whether the proposed construction, demolition, or change of use conforms to the *Act*, the *Building Code*, and any other applicable law;
  - 5.1.2. Where a site plan is required to satisfy Section 5.1.1, the site plan shall reference a current plan of survey certified by a registered Ontario Land Surveyor and shall include:
    - 5.1.2.1. lot size and dimensions of the property;
    - 5.1.2.2. setbacks from existing and proposed buildings to property boundaries and to each other;
    - 5.1.2.3. existing and finished ground levels or grades; and
    - 5.1.2.4. existing rights of way, easements and municipal services; and
    - 5.1.2.5. a copy of a current plan of survey, unless the *chief* building official waives this requirement.
- 5.2. As part of an application for a *certified model*, every applicant shall submit to the *chief building official* sufficient plans, specifications, documents, forms and such other information as may be deemed necessary by the *chief building official* to determine whether the proposed construction conforms to the *Building Code*.
- 5.3. Plans, specifications and other documents submitted by an *applicant* shall:
  - 5.3.1. be fully coordinated among design disciplines and intended for construction, demolition or change of use;
  - 5.3.2. be fully dimensioned and drawn to a suitable scale that clearly depicts the proposed construction, demolition or change of use;
  - 5.3.3. be submitted on paper or other suitable and durable material; and
  - 5.3.4. contain information and text that is clear and legible.

- 5.4. Unless otherwise deemed necessary by the *chief building official*, every application shall be accompanied by two sets of plans, specifications, forms, documents and other information required to facilitate the administration and enforcement of the *Building Code*.
- 5.5. On completion of the construction of a building, the *chief building official* may require the *applicant* to submit a set of as constructed plans, including a plan of survey showing the location of the building.
- 5.6. Plans and specifications submitted in accordance with this By-law or otherwise required by the *Act* become the property of the *City* and will be disposed of or retained in accordance with relevant legislation or by-law.

#### 6. AUTHORIZATION OF ALTERNATIVE SOLUTIONS

- 6.1. Where approval for an alternative solution under the *Building Code* is being sought, the *applicant* shall submit:
  - 6.1.1. an application on a form prescribed by the *chief building official*;
  - 6.1.2. supporting documentation demonstrating that the proposed alternative solution will provide the level of performance required by the *Building Code*; and
  - 6.1.3. payment of the required fee prescribed by Schedule A.

#### 7. FEES AND REFUNDS

- 7.1. The *chief building official* shall determine the required application fees in accordance with Schedule A to this By-law.
- 7.2. The *chief building official* shall not issue a *permit* until fees required by this By-law have been paid in full by the *applicant*.
- 7.3. In addition to the fees paid at the time of building *permit* application, when an *applicant* makes *supplementary submissions* and *revised submissions*, the *applicant* shall pay the prescribed fee which shall be calculated in accordance with Schedule A.
- 7.4. In the case of withdrawal or abandonment of an application, or refusal or revocation of a *permit*, and upon written request by the *applicant*, the *chief building official* may refund any unearned fees which shall be calculated in accordance with Section 4 of Schedule A.

#### 8. TRANSFER OF PERMITS

- 8.1. Upon change of ownership, *permit* applications and *permits* must be transferred to the new *owner* with the approval of the *chief building official*.
- 8.2. To transfer a *permit* application or *permit*, the new *owner* shall complete and submit an application form in accordance with the requirements of Section 4 of this by-law and pay the required fee as prescribed by Schedule A.
- 8.3. Upon the transfer of the *permit* by the *chief building official*, the new *owner* shall be the *permit holder* for the purpose of this By-law, the *Act* and the *Building Code*.

#### 9. NOTICES FOR INSPECTIONS

- 9.1. Inspection notices required by the building code and this By-law shall be made in writing, by telephone using the City's permit inspection request line or online inspection request procedure which have been prescribed for this purpose.
- 9.2. Inspection notices are required a minimum of two business days prior to the stages of construction specified therein and shall be given in accordance

- with the requirements of Subsection 1.3.5 of Division C of the *Building Code*.
- 9.3. The person to whom the *permit* has been issued shall notify the *chief* building official or a Registered Code Agency where one is appointed, of each stage of construction for which a notice is prescribed by the Building Code.
- 9.4. Notwithstanding Section 10 of this By-law, the person to whom the *permit* has been issued shall notify the *chief building official* of the date of completion of the building or demolition work no more than two days after that date.
- 9.5. In addition to the notices prescribed in Article 1.3.5.1 of Division C of the *Building Code*, the person to whom a *permit* has been issued shall give the *chief building official* notice of the readiness for inspection for the following stages of construction, where applicable:
  - 9.5.1. commencement of construction of the building
  - 9.5.2. commencement of construction of:
    - 9.5.2.1. masonry fireplaces and masonry chimneys,
    - 9.5.2.2. factory-built fireplaces and allied chimneys,
    - 9.5.2.3. stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys
  - 9.5.3. substantial completion of interior finishes

#### 10. REGISTERED CODE AGENCIES

- 10.1. The *chief building official* is authorized to enter into and sign contracts for service agreements with *Registered Code Agencies* and appoint them to perform specified functions from time to time in order to maintain the time periods for *permits* prescribed in Article 1.3.1.3. of Division C of the *Building Code*.
- 10.2. A *Registered Code Agency* may be appointed to perform one or more of the specified functions described in Section 15.15 of the *Act*.

#### 11. FENCING CONSTRUCTION SITES

- 11.1. Where, in the opinion of the *chief building official*, a construction or demolition site presents a hazard to the public, the *chief building official* may require the *permit holder* to erect such fencing to the standards and specifications that the *chief building official* deems to be appropriate in the circumstances.
- 11.2. When determining if a construction or demolition site presents a hazard to the public and requires the erection of fencing and the type of fencing required, the *chief building official* shall have regard to:
  - 11.2.1. the proximity of the construction site to occupied dwellings;
  - 11.2.2. the proximity of the construction site to lands accessible to the public, including but not limited to streets, parks, and commercial and institutional activities;
  - 11.2.3. the hazards presented by the construction activities and materials;
  - 11.2.4. the feasibility and effectiveness of site fencing; and
  - 11.2.5. the duration of the hazard.
- 11.3. When the *chief building official* is of the opinion that fencing is required, the *permit holder* shall, prior to the issuance of any construction or demolition permit, erect or cause to be erected fencing to the following minimum standards:
  - 11.3.1. Minimum of 1800 mm in height

- 11.3.2. Maximum of 2300 mm in height
- 11.3.3. Full height screening with a minimum opaqueness of 90%, and
- 11.3.4. Fencing must be located entirely within the subject property lines unless otherwise authorized.
- 11.4. For the purposes of this Section, construction or demolition site shall include the area of the proposed construction or demolition and any area where materials or equipment are stored or operated.

#### 12. OFFENCES AND PENALTIES

12.1. Any person who contravenes any provision of this by-law is guilty of an offence and is liable upon conviction to a fine as provided for in the *Act*.

#### 13. SEVERABILITY

13.1. Should any section, subsection, clause or provision of this By-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law as a whole or any part thereof, other than the part so declared to be invalid.

#### 14. MISCELLANEOUS

- 14.1. All Schedules shall be and form part of this By-law.
- 14.2. A reference to the singular or to the masculine shall be deemed to refer to the plural or feminine as the context may require.

#### 15. REPEAL AND TRANSITION

- 15.1. By-law Number 2019-20 is hereby repealed upon the date that this by-law comes into force.
- 15.2. Notwithstanding Sections 15.1 and 16.1 of this by-law, for any *complete* application received prior to the effective date of this by-law, the provisions of By-law Number 2019-20 shall remain in force and effect for the purpose of that application.
- 15.3. Applications that are not *complete applications* as defined in this by-law, shall be subject to the within by-law irrespective of the date the initial application was made.

#### 16. EFFECTIVE DATE

16.1. This by-law shall come into force on the 1st day of January 2020.

READ A FIRST, SECOND, AND THIRD TIME AND PASSED THIS XX<sup>th</sup> DAY OF MONTH, 2019.

KIMBERLEY KITTERINGHAM FRANK SCARPITTI **MAYOR** 

CITY CLERK

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#### **SCHEDULE A**

#### CLASSES OF PERMITS, FEES AND REFUNDS

#### 1. FEES

- 1.1 All fees shall be paid in full at the time of acceptance of the permit application.
- 1.2 The fee for the *pre-application review* of applications shall be \$100. This fee is non-refundable and a credit for this fee will be applied to the total building *permit* fee.

#### 2. CALCULATION OF PERMIT FEES

- 2.1 *Permit* fees shall be calculated on the basis of:
  - 2.1.1 the flat rate where indicated in Column 5 of Table 1 of this Schedule;
  - 2.1.2 the product of the applicable fee multiplier in Column 4 of Table 1 of this Schedule and the related floor area or other measure specified in Column 3; or
  - 2.1.3 where a fee is not listed in Table 1, \$30 for each \$1,000 or part thereof of the construction value prescribed by the chief building official
- 2.2 Except for classes of *permits* subject to flat rates, fees shall be based on the appropriate measure of the floor area of the project.
- 2.3 Except where otherwise exempt, in addition to the fees calculated according to Subsections 2.1 and 2.2 fees shall also be assessed according to the number of plumbing fixtures and the size of supply piping and drainage piping as applicable.
- 2.4 Section B of Table 1 of this Schedule applies where the scope of work does not affect any exterior wall or exterior roof assembly in existing construction.
- 2.5 Fees charged for the review of *certified models* shall be calculated using a fee multiplier equivalent to that applicable to Single or Semi Detached Dwellings determined in accordance with Subsections 2.9 to 2.11 of this Schedule.
- 2.6 In addition to the fees calculated in accordance with Table 1 paid at the time of building *permit* application, fees for *supplementary submissions* and *revised submissions* shall be calculated at \$120/hour spent determining compliance with the Building Code, applicable law and submission standards.
- 2.7 Where *supplementary submissions* or *revised submissions* include certification of applicable law compliance, which compliance or applicability was incorrectly declared at the time of *permit* application, a fee of \$250 for each applicable law certification shall apply. Where an application form other than an applicable law checklist is required to be revised to reflect incorrectly declared information, a fee of \$250 applies.
- 2.8 In addition to the fees calculated in accordance with Table 1, each application for consideration of an alternative solution shall be accompanied by a non-refundable fee of \$2,000. Additional fees for outside consultants are due when applicable. Where a *supplementary submission* is made for an alternative solution, a flat fee of \$500 will apply and is due at the time of resubmission.
- 2.9 When calculating fees based on floor areas, floor area is measured to the outer face of exterior walls and to the centreline of party walls or demising walls, except when calculating interior partition work. When measuring floor area for interior partitioning, corridors, lobbies, washrooms, lounges, and

- other similar facilities are to be included and classified according to the major occupancy classification for the floor area with which they are associated. Where these areas are constructed in a shell-only building, fees shall be calculated at the applicable partitioned rate in Table 1.
- 2.10 When measuring floor area, no deductions shall be allowed for floor openings required for such facilities as stairs, elevators, escalators, shafts and ducts. Interconnected floor spaces and atriums above their lowest level may be deducted from measured floor area.
- 2.11 Where incorporated with an application for a class of dwelling described in Rows A6 or A7 of Table 1, no additional fee is required for decks, fireplaces, unfinished basements, attached garages, heating or plumbing systems.
- 2.12 Where incorporated with an application for a class of permit described under Section A and B of Table 1, no additional fee shall be levied for the scope of work described in Sections D and G of Table 1 that form part of the work proposed under the application.
- 2.13 For any permit application for a class of permit described under Section B of Table 1, floor area used for the calculation of fees shall be the lesser of:
  - 2.13.1 the area contained within a single rectangle encompassing all of the proposed work, or
  - 2.13.2 the actual area of the tenant space;
- 2.14 The occupancy classifications used in this By-law are based on the *Building Code* occupancy classifications. For mixed occupancy classifications, the total payable fee shall be calculated by applying the fee multiplier for each occupancy prescribed in Table 1 to the floor area measured for each individual occupancy and taking the sum of the fees calculated for each occupancy.
- 2.15 For *permits* for change of use, the fee multiplier for the proposed occupancy will be applied to the entire floor area subject to the change of use.
- 2.16 Where a change of use *permit* is denied, the fees paid may be credited to a building *permit* which incorporates the construction required to accommodate the change of use.
- 2.17 Except for temporary buildings on construction sites for offices, fees for temporary buildings, including tents, stages and bleachers, apply to buildings erected for less than 12 weeks.
- 2.18 The permit fee for the remediation, restoration, or demolition of premises used for the production of illicit substances is \$5,000. Administrative fees in accordance with Section 5 of this Schedule are in addition to this fee.

#### 3. MINIMUM FEE

- 3.1 Except where a flat fee applies, the minimum fee for any permit application for work proposed in Group C residential occupancies in Sections A, B, D, and E of Table 1 shall be \$100;
- 3.2 Except where a flat fee applies, the minimum fee for any permit application for work proposed in Group A, B, D, E and F occupancies in Sections A, B, D, and E of Table 1 shall be \$500.

#### 4. CALCULATION OF REFUNDS

4.1 Pursuant to Section 7 of this By-law, refunds shall be calculated as follows:

Refund = [Permit Fee Paid] – [Total Permit Fees Payable x % Permit Fee Earned]

- 4.2 The proportion of the total *permit* fee payable is earned according to the following schedule:
  - 4.2.1 10% if administrative functions only have been performed;
  - 4.2.2 20% if administrative functions and zoning review have been performed;
  - 4.2.3 50% if administrative functions, zoning review and all or part of the *Building Code* review have been performed; and
  - 4.2.4 60% if all administrative functions and reviews have been completed and the building permit has been issued or is available to be issued.
- 4.3 No refund is available for:
  - 4.3.1 Flat fees prescribed in Column 5 of Table 1;
  - 4.3.2 minimum fees prescribed in Section 3 of this Schedule;
  - 4.3.3 fees in the amount of \$500 or less;
  - 4.3.4 reduced area of work where the scope of work is reduced more than 2 business days after the application is filed;
  - 4.3.5 incorrect work area declaration at the time of application;
  - 4.3.6 where a permit is revoked, except where a permit is issued in error, or the applicant requests revocation no more than six months after the permit is issued;
  - 4.3.7 applications or permits where construction or demolition has commenced;
  - 4.3.8 applications cancelled more than 2 years after the *permit* application date; or
  - 4.3.9 administrative fees listed in Section 5 of this Schedule.
- 4.4 Pursuant to Section 10 of this by-law, 20% of the applicable permit fee paid shall be refunded where an application was made using a Registered Code Agency appointed under a service agreement with the Chief Building Official, those services are fully paid for by the applicant and have been completed in accordance with the building code, and the Final Certificate as defined by the *Building Code Act* has been submitted to the Chief Building Official.

#### 5. ADMINISTRATIVE FEES

- 5.1 To offset additional investigative and administrative costs, a non-refundable fee of \$300 shall be paid where any Order to Comply is issued pursuant to Section 12 or Section 13 of the *Act* and an additional fee of \$1,000 shall be paid where any Stop Work Order is issued pursuant to Section 14 of the *Act*. Payment of these fees does not relieve any person or corporation from complying with the *Act*, the *Building Code* or any applicable law.
- 5.2 To offset additional costs associated with the investigation, inspection, administration and rectification of unsafe buildings pursuant to Section 15.9 of the *Act*, a non-refundable fee of \$500 shall be paid where any Unsafe Order is issued, and an additional non-refundable fee of \$1,000 shall be paid where any Order respecting Occupancy is issued. Payment of these fees does not relieve any person or corporation from complying with the *Act*, the *Building Code* or any applicable law.
- 5.3 Once a permit application has been accepted, the non-refundable fee to transfer the application to a new permit applicant is \$100.

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- 5.4 To transfer a *permit* from one *permit holder* to another, a non-refundable fee of \$150 shall be payable.
- 5.5 Except as provided in Section 5.7, for written requests for information concerning a property's compliance with the *Building Code* and applicable law, the non-refundable fee shall be \$150.
- 5.6 For written requests for information to support Provincial license applications unrelated to a current *permit* or *permit* application, the non-refundable fee shall be \$500. Where there is a current *permit* or *permit* application, the non-refundable fee shall be \$250.
- 5.7 For the reproduction of documents, the fee shall be \$10 plus 110% of the cost of reproduction, plus a fee for *City* staff preparation time at \$100/hour.
- 5.8 Where a requested inspection reveals an infraction which was identified at a previous inspection and not remedied, an additional fee of \$150 shall be payable prior to subsequent inspections being scheduled.
- 5.9 Where an inspector determines that work for which an inspection has been requested is not sufficiently complete to allow proper inspection, an additional fee of \$150 shall be payable prior to subsequent inspections being scheduled.
- 5.10 For phased projects, in addition to the *permit* fee for the complete building, an additional fee of \$750 shall be payable for each phase not applied for at the time of the initial *permit* application.
- 5.11 For *conditional permits*, the conditional permit fee shall be the total *permit* fee for the proposed construction plus a non-refundable additional 10% of that fee.
  - 5.11.1 A minimum additional fee of \$3,000 and a maximum additional fee of \$6,000 applies to *conditional permits*.
  - 5.11.2 Where the *conditional permit* expiration date is extended at the request of the applicant, a non-refundable fee equal to the original conditional permit fee shall apply to each extension.
  - 5.11.3 In addition to the non-refundable fee, a letter of credit is required for every *conditional permit* or phased *conditional permit*.
- 5.12 Notwithstanding Subsection 2.6 of this Schedule, for changes of house models, an additional fee of \$300 plus the fee in Table 1 corresponding to new home construction for any resulting increase in floor area shall be payable. Where the floor area is reduced, no refund applies.
- 5.13 Where a permit is issued and construction has not seriously commenced within 12 months, the non-refundable fee to extend the permit will be \$200 or the permit fee paid, whichever is less.
- 5.14 When a *permit* is suspended or is deemed incomplete and an inspection is subsequently requested, an additional fee shall be required to be paid to re-activate the permit prior to any such inspection. For housing permits the re-activation fee is \$200 and for non-housing permits the fee is \$500.
- 5.15 Pursuant to Section 10 of this by-law, where an application is made using a Registered Code Agency appointed under a service agreement with the Chief Building Official, and those services are fully paid for by the applicant, the applicable fee shall be reduced by 20% at the time a complete application is filed with a Plan Review Certificate as defined by the *Building Code Act*.
- 5.16 For review and approval of spatial separation agreements required by Division B of the *Building Code* a fee of \$500 per lot applies.

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- 5.17 Fees for Zoning Preliminary Reviews will be as follows:
  - 5.17.1 \$250 for low rise residential (including singles, semis (per unit), townhouse (per unit), decks, porches, sheds, and driveways);
  - 5.17.2 \$500 for interior alterations (including parking calculation) (per unit);
  - 5.17.3 \$500 for multiple-unit residential projects and non-residential projects (per building); and
  - 5.17.4 \$250 per proposed lot where the review is in support of a land division application.
- 5.18 The non-refundable fee shall be \$50 for written requests for information concerning a property's zoning designation, permitted uses and development standards.

All Charles Feed			TABLE 1 - Calculation of Permit Fees		
Control & Collett Wilder & rever buildings - Montaining Michaeling Michaeling (Arteritories St. 1923)  Collett Design	1		3 ancy Classification and Work Description		
Pertubble claser come (seed) (new or relocated)   955		Section A: CONSTRUCTION of new buildin	gs, additions to existing buildings, including Mezzanines or new ir	termediate flo	
Section   Productions		Group A Assembly		\$19.23	\$590
Accessory utility buildings   Secure	АЗ		Outdoor Pool		
		Group B: Institutional	All Other Assembly Occupancies		
April		Group C: Residential			
Septent of Previousing Segonard Centrol Relocal   \$13.0.3.2			Multiple Unit buildings greater than 3 storeys, less than 7 storeys		
Hotel Mode   School Mode   S					1
Set			Hotel / Motel		
Als				\$5.96	\$561
Accessory utility building 1-6 when about 1995 1997 1997 1997 1997 1997 1997 1997	A14		Garage incorporating a dwelling unit (GDU)		\$1,350
Accessory utility building : Grosse and Cassory 20 miles of greater   \$557	-				
Als   Coupp D: Business and Personal Services   Services   Personal Services   Perso					\$561
Participated Fireinhabed Mecanine		Constant De Designation and Designation		614.00	\$122
Acceptance   Section   S		Group D. Business and Personal Services			
According   Participated   Plantianist   Mechanisms   \$14.60		Group F: Mercantile		\$12.52	\$1,237
Partitioned Finnished Mecanine	A23		Partitioned / Finished / Mezzanine	\$16.40	
Case Station / Compay Carl Weath		Group F: Industrial			
Parking Garage (underground, open air)	A26		Gas Station / Canopy, Car Wash	\$12.38	
Farm Building					
Permanent Tent I Als supported structure	A29		Farm Building	\$5.30	
Repair / reclaid wall or replace not of structure		All Occupancies			
Mechanical Penthouse   \$8.89   \$55	A32		Repair / reclad wall or replace roof structure	\$1.78	
Section   Sect					
ASS   Designated Structures   State	A35		Temporary Building (Tent, Stages)		\$250
A38 Designated Structures Communication Tower A39 Cane Runway A39 Cane Runway A30 Exterior Storage Tank A30 Exterior Storage Tank A31 Probabilish Bridge (in of langth) A32 Probabilish Bridge (in of langth) A33 Section B: ALTERATION or repair to extenting construction and cytaNtoE of USEas defined by the Order of Storage Restaurant A39 Canup A: Assembly A39 Assembly A30 Canup B: Inditutional A31 Group B: Inditutional A32 Canup B: Inditutional A33 Canup B: Inditutional A40 Cane assembly occupancies A54 Canup B: Inditutional A40 Cane assembly occupancies A55 Canup B: Inditutional A40 Cane residential occupancies A55 Canup B: Inditutional A40 Cane residential occupancies A55 Canup B: Inditutional A40 Cane Residential occupancies B56 Canup D: Business and Personal Service B57 Canup D: Business and Personal Service B58 Canup D: Business and Personal Service B59 Canup D: Business and Personal Service B50 Canup E: Mercantile A40 Cane Residential occupancies B57 Canup D: Business and Personal Service B58 Canup E: Mercantile A40 Cane Residential Floration A40 Cane Residential Fl	$\overline{}$				
Add		Designated Structures	Communication Tower		\$358 6500
Add					\$532 \$358
Section B: ALTERATION or repair to existing construction and CHANGE OF USE(es defined by the Ontario Building Code)   Section B: ALTERATION or repair to existing construction and CHANGE OF USE(es defined by the Ontario Building Code)   Section B: ALTERATION or repair to existing construction and CHANGE OF USE(es defined by the Ontario Building Special Sp			Pedestrian Bridge (/m of length)		
Bit   Group E: Institutional   Accessory Apartment   \$9.66				\$20.65	\$358
B2   Stroup B: Institutional	D4				de)
Accessory Apartment   \$12.63		Group A: Assembly			
BB			A		
Below grade stair		Gloup C. Residential			
BB   Group D: Business and Personal Service   Restaurant   \$9.65					\$396 \$396
B10   Group F: Mercantile   Restaurant   \$9.65   B11   B11   All other mercantile occupancies   \$6.67   B12   Group F: Industrial   Electromagnetic Locking Device (\$590 + \$120/additional device)   \$12.0   \$590   B14   Parking Structure Repair   \$1.78   B15   B16   Balcong Guard Replacement (m of length)   \$2.16   B16   Window Replacement of Enlargement (each)   \$7.45   Section C: DEIMOLITION   \$7.45   Section D: Michael Housing   \$7.00   \$7.45   Section D: Michael Housing   \$7.00   \$7.45	B8				\$396
B11   B12   Group F: Industrial	546	A P. M.	Restaurant	00.05	
Bit   All Occupancies	B11			\$6.67	
B14					\$590
Section C: DBMOLITION   Source   Semi-detached dwelling   Source	B14		Parking Structure Repair	\$1.78	
Section C: DEMOLTION  (Group C: Residential Housing   Accessory building   Solidary C: Residential Housing   Accessory building   Accessory building   Solidary C: Residential Housing   Solidary C: Residential Service Connection   Solidary Residential Service Connections   Solidary Residential Service Connections   Solidary Residential Service Connections   Solidary Residential Service Connection   Solidary Residential Service Connections   Solidary Residential Service Connection   Solidary Residential Service   So					
Accessory building					4000
Complete / Partial / Interior Demolition (\$990 minimum fee)   \$0.18					\$600 \$200
DI   All Occupancies		All Other Occupancies	Complete / Partial / Interior Demolition (\$990 minimum fee)	\$0.18	
Replacement Annunciator/Control Panel only (per storey served)   \$389	D1			\$1.16	
Sprinkler System	D2		Fire Alarm System (per storey)	\$389	
D5	D4				
Emergency Power			In-rack sprinkler System	\$1.16	
D9	D7		Emergency Power		\$746
D10				\$200	\$122
Section E: PLUMBING	D10		Heating plant replacement		\$196
Residential Service Connections	D11	Section E: PLUMBING	Special Ventilation Systems (each)		\$590
Each Appliance		Residential Service Connections			\$122
Each Rain Water Hopper		All Occupancies			
Backflow preventer (\$300 +\$100/additional device)	E4		Each Rain Water Hopper		
E7			Conversion from Septic System to sewer  Backflow preventer (\$300 +\$100/additional device)	\$100	
Replacement or re-lining of water distribution piping (/length in m)   \$18.50	E7		Water service (/length in m)	\$18.50	
Each Manhole					
E12	E10		Each Manhole	\$52.50	
Each Backwater Valve / Sump Pump / Sewage Ejector   \$122					
F1		Section 5: ON OUT DEWAGE EVENTS	Each Backwater Valve / Sump Pump / Sewage Ejector		
F2         Replacement of Leaching Bed         \$945           F3         Replacement of Septic Tank or Minor Repair of Part of a System         \$559           F4         Evaluation of System (no alterations required)         \$23           F5         Review of Clearances Only         \$237           Section G: GREEN ENERGY SYSTEMS (Proposed as stand alone work)           G1         Solar domestic hot water systems (serving individual dwellings)         \$122           G2         Solar domestic hot water systems (serving all other buildings)         \$647           G3         Solar photovoltaic systems (serving individual dwellings)         \$122           G4         Solar photovoltaic systems (serving all other buildings)         \$647           G5         Geothermal Systems         \$399           G6         Wind Turbines (per turbine)         \$260	F1	Section F: ON-SITE SEWAGE SYSTEMS (PI			\$1,770
Evaluation of System (no alterations required)   \$237	F2		Replacement of Leaching Bed		\$949
Review of Clearances Only   \$237					\$590 \$237
G1         Solar domestic hot water systems (serving individual dwellings)         \$122           G2         Solar domestic hot water systems (serving all other buildings)         \$647           G3         Solar photovoltaic systems (serving individual dwellings)         \$122           G4         Solar photovoltaic systems (serving all other buildings)         \$647           G5         Geothermal Systems         \$392           G6         Wind Turbines (per turbine)         \$260		Section C: CREEN ENERGY SYSTEMS (Pro	Review of Clearances Only		\$237
G2         Solar domestic hot water systems (serving all other buildings)         \$647           G3         Solar photovoltaic systems (serving individual dwellings)         \$127           G4         Solar photovoltaic systems (serving all other buildings)         \$647           G5         Geothermal Systems         \$397           G6         Wind Turbines (per turbine)         \$260		SECTION G. GREEN ENERGY SYSTEMS (Pro			\$122
G4         Solar photovoltaic systems (serving all other buildings)         \$647           G5         Geothermal Systems         \$392           G6         Wind Turbines (per turbine)         \$260	G2		Solar domestic hot water systems (serving all other buildings)		\$647
G6 Wind Turbines (per turbine) \$260	G4		Solar photovoltaic systems (serving all other buildings)		\$647
					\$392 \$260
					\$260 \$122

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#### **Schedule B**

Documents & Drawings Required For A *Complete Application* (Paper or Digital Media). All digital media must comply with the Submission Standards approved by the Chief Building Official.

Row	Class of Permit	Documents and Drawings Required
1	All Permits	Documents  a. Building Permit Application Form * (not required for electronic submissions)  b. Applicable Law Checklist *  c. Permit Applicant Authorization Form *
2	Permit to Construct Housing Detached Houses, Semidetached Houses, Duplex/Triplex/Fourplex, Townhouse blocks less than 4 storeys, Accessory buildings  New Buildings Additions Alterations Accessory Buildings	Documents  a. Schedule 1 * b. Schedule 2 * c. Energy Efficiency Design Summary Form * d. Plumbing Data Form * (for alterations only) e. Approval documents required by an applicable law f. TARION Letter of Confirmation g. Heat loss / heat gain / duct calculations (per dwelling unit) h. Residential Mechanical Ventilation Summary  Drawings a. Site Plan b. Municipally Approved Site Grading Plan c. Architectural Drawings (including block floor plans for each floor, block roof plans and block elevations for townhouse blocks) d. Fire Separation / Fire-Resistance Rating Drawings (plan and section, for all multi-unit buildings) e. Structural Drawings f. Roof truss / Pre-engineered floor system shop drawings g. HVAC Drawings h. On-site Sewage System Drawings (including On-Site Sewage System Statement of Design)
3	Permit to Construct Non-Housing – New Construction Non-residential buildings, Residential Apartment Buildings, Mixed-Use Buildings  New Buildings Additions Change of Use	Documents  a. Building and Land Use Declaration Form * b. Schedule 1 * c. Schedule 2 * d. Commitment to General Review * e. Energy Efficiency Form * f. Plumbing Data Form * g. Approval documents required by an applicable law h. Subsurface Investigation Report i. Heat loss / heat gain / duct calculations j. Mechanical equipment and design specifications k. Construction Site Fire Safety Plan (for mid-rise wood construction projects)  Drawings a. Site Plan b. Municipally Approved Site Servicing Plan c. Architectural Drawings, including: i. Building Code Compliance Matrix ii. Fire Separation / Fire-Resistance Rating Drawings (plan and section, for all multi-unit buildings) d. Structural Drawings e. Electrical Drawings f. Roof truss / Pre-engineered floor system shop drawings g. Mechanical Drawings (HVAC, plumbing, fire protection systems) h. On-site Sewage System Drawings (including On-Site Sewage System Statement of Design

Row	Class of Permit	Documents and Drawings Required
4	Permit to Construct	Documents
	Non-Housing – Alterations Non-residential buildings, Residential Apartment Buildings, Mixed-Use Buildings  Alterations Tenant Improvements	a. Building and Land Use Declaration Form * b. Schedule 1 * c. Commitment to General Review * d. Energy Efficiency Form * e. Plumbing Data Form * f. Approval documents required by an applicable law g. Heat loss / heat gain / duct calculations h. Mechanical equipment and design specifications  Drawings a. Site Plan b. Key Plan c. Architectural Drawings, including: i. Building Code Compliance Matrix ii. Fire Separation / Fire-Resistance Rating Drawings (plan and section, for all multi-unit buildings) d. Structural Drawings e. Electrical Drawings
		f. Mechanical Drawings (HVAC, plumbing, fire protection)
5	Permit to Construct Temporary Event Structures Tents, stages, bleachers	Documents  a. Temporary Event Structure Authorization Form * b. Commitment to General Review * c. Approval documents required by an applicable law d. Documentation confirming flame spread rating of tent material
		Drawings a. Site Plan b. Shop Drawings
6	Permit to Demolish	Documents  a. Commitment to General Review * b. Approval documents required by an applicable law c. Environmental Building Audit  Drawings  a. Site Plan including existing building to be demolished, construction fencing and gate access locations b. Demolition Plan prepared in accordance with O.Reg. 260/08  c. Temporary shoring design for residential infill projects where extent of excavation is within 1.2 m of the property line or where otherwise determined by the <i>chief building</i>
7	Conditional Permit	Official  Documents a. Conditional Permit Addendum Form * b. Deed
		c. Construction Schedule

- Documents marked with an asterisk (\*) are available from the chief building official.

  The chief building official may waive the requirement for any specified documents or drawings where the scope of work, applicable law or building code does not, in the opinion of the chief building official, necessitate its submission.

#### Appendix 'B'



A by-law to amend By-law 211-83, as amended (A by-law to prescribe a Tariff of Fees for the Processing of Planning Applications)

THE COUNCIL OF THE CORPORATION OF THE CITY OF MARKHAM HEREBY ENACTS AS FOLLOWS:

1.	By-lav	v 211-83, as amended, be and the same is hereby further amended as follows:
	1.1	By deleting Schedule 'A' to By-law 211-83, as amended, and substituting Schedule 'A' attached hereto.
2.		ner provisions of By-law 211-83, as amended, not inconsistent with the provisions of this by-law antinue to apply.
3.	This B	y-law comes into force and takes effect on January 1, 2020.
		ST, SECOND, AND THIRD TIME AND PASSED THIS CEMBER, 2019.

**MAYOR** 

CITY CLERK

**ATTACHMENT - "A"** 

#### SCHEDULE 'A' TO BY-LAW 2019-

## TARIFF OF FEES FOR PROCESSING OF PLANNING APPLICATIONS GENERAL TERMS

#### 1.0. Fee Acceptance

- 1.1. Fees shall only be accepted in conjunction with the filing of an application containing all submission requirements as determined by the Director of Planning and Urban Design or designate and/or Director of Engineering or designate.
- 1.2. Applicants shall not be permitted to "pre-pay" application fees upon submission of an incomplete application in order to lock in fees and avoid future fee increases.

#### 2.0. Fee Calculation

- 2.1. For each development application type, fee shall be calculated, and may include Development Application Fees, Supplementary Fees, and Miscellaneous Fees as listed in this by-law. Unless otherwise stated, fee subsections ending in roman numerals (ie. i), ii), iii), etc) form part of the overall subsection fee, and shall be applied cumulatively with the other fees ending in roman numerals within that subsection.
- 2.2. Fees shall be calculated at the rate in effect on the date paid. Applications for which fees have been paid in part, prior to the effective date of this by-law, shall be required to pay any additional fees established by this by-law.

#### 3.0. Fee Payable in stages

- 3.1. Unless otherwise noted, fees are payable at time of application.
- 3.2. Where the fee payable in respect of an application is payable in stages, the fee owing at each stage shall be the fee, for such stage, in effect on the date the payment is made. No additional fee or increase in fee is payable in respect of stages for which a fee has already been paid.
  - 3.2.1. Where payment in full of all fees applicable to an application has been made, no additional fee, where established by this by-law, shall be payable.
  - 3.2.2. Other City of Markham fees may be applicable.

#### 4.0. Fee Adjustments

- 4.1. Adjustments are made to fees to reflect changes in the total number of Units/Lots/ Parcels/ GFA/ Land Area/Estimated Cost of Works, Consultants Review Fees, etc.,
- 4.2. Adjustments to the total fee payable will be required at each payment stage.

#### 5.0. Reimbursement of fees:

- 5.1. Fees shall be reimbursed upon applicant withdrawing the application, as determined by the Director of Planning & Urban Design or designate and/or Director of Engineering or designate:
  - 5.1.1. Refund percentage is based on all fees received.
  - 5.1.2. HST refund is calculated based on percentage of fee to be refunded.
  - 5.1.3. Refund percentage (%) is based on the application stage as follows:
    - 5.1.3.1. Prior to circulation of application 75%
    - 5.1.3.2. From circulation to completion of preliminary report and/or holding of a public meeting, if required
    - 5.1.3.3. Prior to Committee receiving recommendation report and/or prior to Site Plan Endorsement (*Not applicable to Committee of Adjustment Applications*)
    - 5.1.3.4. After Site Plan Endorsement and/or after Recommendation No refund Report/ Memorandum received by Committee

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#### **Notes:**

- a) For all application fees calculated, **add HST** as applicable.
- b) All cheques shall be payable to 'City of Markham'.
- c) For assistance contact City of Markham, Development Services Commission,

101 Town Centre Blvd., Markham, Ontario, L3R 9W3.

Telephone: + (905) 475.4861 Fax: + (905) 479.7768 Email: dsc@markham.ca

#### **DEVELOPMENT APPLICATION FEE**

Table 1	Official Plan/Secondary Plan Amendment	Fee	Rate
1.1	Minor amendment (1)	\$28,193	Per Application
1.2	Major Amendment (2)	\$74,839	Per Application

- 1 An application for a minor, site specific and small scale amendment or exception to Official Plan policies and designations, having limited impact or policy implications beyond the subject lands as determined by the Director of Planning and Urban Design.
- 2 An application to amend the Official Plan that is more significant in scale and scope than a minor official plan amendment, and which may have greater impact or policy implications beyond the subject lands as determined by the Director of Planning and Urban Design. Applications relating to more than one property would normally be in this category. A site specific application could also fall in this category, if considered to represent large scale redevelopment or significant change in use. An application involving significant changes to the text or policies of the Official Plan would also fall in this category.

Table 2	Zoning By-Law Amendment	Fee	Rate
1.1	Minor Amendment (1)	\$26,136	Per Application
1.2	Major Amendment (2)	\$52,575	Per Application
1.3	Removal of "H" (Holding) Provision	\$8,833	Per Application

- 1 An application for minor and small scale zoning amendment having no significant impact on adjoining lands as determined by the Director of Planning and Urban Design. Minor applications must be site specific and include:
  - Request for additional permitted use within an existing building with no significant impact on existing development standards;
  - Changes in development standards to accommodate a residential severance to create one single detached lot within an existing subdivision;
  - Application for Temporary Use.
- 2 An application that is more significant in scale and scope than a minor zoning amendment and which may have greater impact beyond the subject lands, as determined by the Director of Planning and Urban Design. Major applications include:
  - Applications relating to more than one property;
  - A site specific application if considered to represent large scale redevelopment;
  - Any change in use and / or zone category;
  - An application involving significant changes to the development standards or general provisions of the by-law.

Table 3	Plan Of Subdivision	Fee	Rate
1	Draft Plan of Subdivision		
1.1	Planning Review		
1.1.1 i)	Base fee	\$40,293	Per Application
1.1.1 ii)	Unit Fee (1)	\$2,093	Per Unit/Lot
1.1.1 iii)	Land Area (2)	\$20,752	Per Hectare
1.2	Urban Design Review		
1.2.1	Community Planning Review		
1.2.1 i)	Unit Fee (1)	\$399	Per Unit/Lot
1.2.1 ii)	Land Area (2)	\$20,752	Per Hectare
1.2.2	Landscape Review		
1.2.2 i)	Base Fee (9)	\$9,136	Per Application
1.2.2 ii)	Calculated Fee (the greater of) (3)	\$690	Per Unit/Lot (4)
Or		14.5%	Construction Cost (5)
1.3	Engineering Review		
1.3.1	Calculated Fee (the greater of) (6)	\$2,057	Per Unit/Lot
Or		12.1%	Construction Cost (8)
2	Extension of Draft Plan Approval	\$8,833	Per Application
3	Revision of Draft Approved Plan and/or Draft Plan Conditions (7)		
3.1	Minor (does not require report to Committee)	\$5,469	Per Application
3.2	Major (requires report to Committee)	\$17,303	Per Application
4	Request for Subdivision Agreement		
4.1 i)	First Phase of subdivision	\$57,959	Per Agreement
4.1 ii)	Subsequent Phases	\$40,717	Per Agreement

- 1 Unit fee applicable to Single Detached, Semi Detached and/or Freehold Townhouse units. To be collected as follows:
  - 40% collected at submission of application
  - 60% collected at execution of agreement
- 2 Applicable to blocks created for Residential, Mixed-Use, Institutional, Commercial or Industrial uses. (Excludes park blocks, valley lands, hazard lands, environmental buffer blocks, storm water management blocks, open space areas and public roads to be conveyed into public ownership). To be collected as follows:
  - 40% collected at submission of application
  - 60% collected at execution of agreement
- 3 Payable at the execution of agreement
- 4 Up to 100 units/lots on a plan of subdivision
- 5 Estimated cost of construction of landscape works
- 6 To be collected as follows:
  - 60% collected at submission of engineering drawings
  - 40% collected at execution of a pre-servicing agreement (if applicable) or a subdivision agreement
- 7 At the request of the owner
- 8 Estimated cost of internal and external works within the Plan of Subdivision, as prepared by the Consulting Engineer. Includes erosion and sediment controls, underground and above-ground works, streetlights, etc. plus a 10% contingency added to the estimate
- 9 Payable at first submission of Landscape drawings for each phase of the draft plan of subdivision

Table 4	Plan of Condominium	Fee	Rate
1.1	Condominium Fee (1)	\$44,105	Per Application
1.2	All other Condominium Types other than those above	\$37,813	Per Application
1.3	Extension of Condominium Draft Approval	\$8,833	Per Application
1.4	Revision of Condominium Draft Approved Plan (2)	\$11,919	Per Application

- $1\quad \text{Includes standard, common element (POTL), and vacant land condominium application types}$
- 2 Includes Draft Plan Conditions and amalgamation of multiple condominiums where requested by the owner

Table 5.1	Site Plan Applications (Residential/Mixed Use)	Fee	Rate
1	Residential (15)		
1.1	Small Developments (1)		
1.1 i)	Planning Review fee	\$2,674	Per Unit
1.1 ii)	Urban Design Review (2)	\$908	Per Unit
1.1 iii)	Engineering Review Fee (2)	\$908	Per Unit
1.2	Large Developments (3)		
1.2.1	Planning Review		
1.2.1 i)	Base Fee	\$12,282	Per Application
1.2.1 ii)	Unit Fee (4) (5) (10)	\$2,093	Per Unit
1.2.1 iii)	GFA Fee (6) (10)	\$5.29	Per M <sup>2</sup>
1.2.2	Urban Design Review		
1.2.2 i)	Base Fee	\$5,022	Per Application
1.2.2 ii)	Percentage fee (2) (7)	14.5%	Percent
1.2.2 iii)	Calculated GFA Fee (2) (11)	\$5.29	Per M <sup>2</sup>
1.2.3	Engineering review (8)		
1.2.3 i)	Base Fee	\$8,954	Per Application
1.2.3 ii)	Percentage fee (2) (9)	13.3%	Percent
1.2.3 iii)	Calculated GFA Fee (2) (11)	\$5.29	Per M <sup>2</sup>
1.3	Additions or Alterations		
1.3.1	Small Developments (1)		
1.3.1.1	Less than 50 square metres of GFA	\$182	Per Unit
1.3.1.2	50 to 100 square metres of GFA	\$908	Per Unit
1.3.1.3	Greater than 100 square metres of GFA		
1.3.1.3 i)	Planning Review fee	\$908	Per Unit
1.3.1.3 ii)	Urban Design Review	\$811	Per Unit
1.3.1.3 iii)	Engineering Review	\$811	Per Unit
1.4	Residential Driveways or parking area	\$182	Per Application

Table 5.2	Site Plan Applications (ICI) (17)	Fee	Rate
2	ICI without units accommodating overnight stay		
2.1	Planning Review		
2.1 i)	Base Fee	\$12,282	Per Application
2.1 ii)	GFA Fee (10) (11)	\$5.29	Per M <sup>2</sup>
2.1.2	Urban Design Review	70.20	
2.1.1 i)	Base Fee	\$5,022	Per Application
2.1.1 ii)	Percentage Fee (7)	14.5%	
		\$5.29	Per M <sup>2</sup>
2.1.1 iii)	GFA Fee (2) (14)	\$5.29	Per IVI-
2.1.3	Engineering Review (8)	40.054	
2.1.3 i)	Base Fee	\$8,954	
2.1.3 ii)	Percentage Fee (9)	13.3%	
2.1.3 iii)	GFA Fee (2) (14)	\$5.29	Per M <sup>2</sup>
	ICI with units accommodating overnight or longer stay		
2.2	(12)		
2.2.1	Planning Review	642.202	<b>5 A</b> 1: .:
2.2.1 i)	Base Fee	\$12,282	• • • • • • • • • • • • • • • • • • • •
2.2.1 ii)	Unit Fee (10)	\$2,093	
2.2.1 iii)	Calculated GFA Fee (10) (13)	\$5.29	Per M <sup>2</sup>
2.2.2	Urban Design Review		
2.2.1 i)	Base Fee	\$5,022	•
2.2.1 ii)	Percentage Fee (7)	14.5%	Percent
2.2.1 iii)	Calculated GFA Fee (2) (14)	\$5.29	Per M <sup>2</sup>
2.2.3	Engineering Review (8)		
2.2.3 i)	Base Fee	\$8,954	Per Application
2.2.3 ii)	Percentage Fee (9)	13.3%	Percent
2.2.3 iii)	Calculated GFA Fee (2) (14)	\$5.29	Per M <sup>2</sup>
2.3	Parking Lot or Outdoor Patio		
2.3.1	New Parking Lot or Outdoor Patio		
2.3.1 i)	Planning Review Fee	\$4,465	Per Application
2.3.1 ii)	Urban Design Review	\$908	Per Application
2.3.1 iii)	Engineering Review	\$908	Per Application
	Expansion/Alteration of Existing Parking Lot or Outdoor		
2.3.2	Patio	40.000	
2.3.2 i)	Planning Review Fee	\$2,226	Per Application
2.3.2 ii)	Urban Design Review	\$908	Per Application
2.3.2 iii)	Engineering Review	\$908	Per Application
2.4	Façade Change (16)	¢000	Dan Annliantian
2.4.1	Minor (17)	\$908	Per Application
2.4.2	Major	\$4,465	Per Application
Table 5.3	Extension or Minor Amendment to Approved Plans	Fee	Rate
3.5	Extension of Site Plan Endorsement or Site Plan	¢2.226	Dan Amaliantian
2.6	Approval/Agreement	\$2,226	Per Application
3.6	Minor Applications or Changes to Approved Plans (16)	Ć4.050	Dan Annlination
3.6 i)	Planning Review Fee	\$4,059	Per Application
3.6 ii)	Urban Design Review	\$908	Per Application
3.6 iii)	Engineering Review	\$908	Per Application
Table 5.4	Heritage Site Plan	Fee	Rate
4	Heritage Site Plan	C	
4.1	Residential	Section 1	
4.2	ICI - Institutional, Commercial, or Industrial	A4 5=1	David II II
4.2.1	Less than 50m2	\$1,271	Per Application
4.2.2	50m2 or greater	Section 2	<b>D</b> • • • • •
4.3	Façade changes (18) (19)	\$908	Per Application

- 1 Single Detached, Semi-Detached, Townhouse, and/or Apartment development with under 10 lots, blocks, or units total
- 2 Payable at the execution of agreement
- 3 Mixed Development or Single Detached, Semi-Detached, Townhouse, and or Apartment development with more than 10 lots, blocks, or units total
- 4 Unit fee applicable to Single Detached, Semi Detached, Townhouse and Apartment units
- 5 Applicable to buildings with common area(s)
- 6 Total GFA of building(s) minus GFA of overnight or longer stay unit(s)
- 7 Estimated cost of construction of landscape work
- 8 Includes Site Plan Works
- 9 Estimated cost of internal and external works
- To be collected as follows:40% collected at submission of application60% collected at execution of agreement
- 11 Total GFA of the development
- 12 Including but not limited to Hotels, Senior Homes, etc.
- 13 Applies to the GFA of the building, exclusive of the area of units identified in Table 5, section 2.2.1 ii)
- 14 Notwithstanding the definition of GFA, the subject fee shall include the GFA of areas underground dedicated to parking
- 15 Includes additions or alterations to developments of 11 units or greater
- 16 As Determined by the Director of Planning & Urban Design, Director of Engineering, or their Designates
- 17 Includes Heritage ICI Development 50m² or greater
- 18 When changes are funded in part or wholly by a Grant from Council
- 19 All other application types, including changes to approved drawings that are not subject to special provision 18, are subject to Table 5, Section 2.4

Table 6	Committee of Adjustment	Fee	Rate
1	Minor Variance		
1.1	Development Standards (1)	\$6,014	Per Application
1.2	Residential Small Scale (2)	\$2,553	Per Application
1.3	Variance with respect to use (3)	\$13,855	Per Application
1.4	Technical Variance (4)	\$2,093	Per Application
1.5	Multiple Variances (5)		
1.5 i)	Base Fee	\$10,043	Per Application
1.5 ii)	Unit Fee (6)	\$2,093	Per Unit
1.6	Heritage variance (7)		Per Application
2	Land Division		
2.1	Consent for creation of one or more lots		
2.1 i)	Base fee	\$13,855	Per Application
2.1 ii)	Unit Fee (8) (10)	\$2,093	Per Unit
2.1 iii)	Land Area Fee (9) (10)	\$20,752	Per Hectare
2.2	Other Consent (11)	\$7,260	Per Application
2.3	Change of Condition prior to final consent	\$1,827	Per Application
2.4	Re-Application of Provisionally approved Consent without completion		
	of conditions within One year timeframe (12) (13)	\$5,808	Per Application
3	Sign Fee (14)	\$36	Per sign

- 1 Additions, alterations, or new dwellings 50m2 or greater, or apartment, condominium, mixed use buildings or ICI
- 2 Additions, Alterations, or new single, semi-detached, or townhouse dwellings, or to accessory buildings, structures or decks less than 50m2
- 3 Includes residential, ICI, and where use and development standard variances are requested
- 4 To rectify and existing site condition, at the discretion of the Director of Planning and Urban Design or their designates
- 5 Multiple lots on a Draft Plan of Subdivision or registered M-Plan
- 6 Number of actual units or lots (any decimal number rounded off to the next greater number)
- 7 Applies to heritage buildings, or Heritage Properties where Heritage Staff or Heritage Markham has requested the implementation of a historic condition or feature, at the discretion of the Director of Planning or their Designate
- 8 Applies only to consents creating new residential lots, excluding apartments, condominiums, and mixed use buildings
- 9 Applies to all consents except those identified in Table 6, Section 2.1 ii)
- 10 Payable prior to finalization of consent
- 11 Includes consent for partial discharge of mortgage, easement, lease of 21 years or more, and validation of title
- 12 Application must be received within 6 months of the lapse of the original consent application
- 13 Proposed lot configuration and development must be identical to the lapsed application receiving provisional consent
- 14 One sign required on each public or private street upon which the subject site has frontage, as determined by the Secretary Treasurer of the Committee of Adjustment

7	Supplementary Fee	Fee	Rate
1	Electronic submission fee (1)	\$100	per application
2	Additional Public Meeting Fee (2) (3)	\$8,470	per meeting
3	Additional Report to Committee or Council (2) (3)	\$8,470	per report
4	Re-Circulation of Drawings (3)		
4.1	Minor Circulation (5)	\$545	per circulation
4.2	Major Circulation (2)	\$5,506	per circulation
5	Four or More Submissions (2) (6) (7)	\$6,716	per submission
6	More than two inspections (3) (8)	\$1,730	per inspection
7	Studies (4)		
7.1	Planning And Urban Design Studies		
7.1.1	Large Scale Major Studies (9)	\$68,426	per study
7.1.2	Update or Amendment to existing Study (10)	\$27,407	per study
7.2	Engineering Studies		
7.2.1	New Study (11)	\$35,756	per study
7.2.2	Update or Amendment to existing Study	\$11,979	per study
8	Hire/Retain a Consultant/Vendor (12)	(13)	
9	Third Party Appeal (14) (16)	(15)	
10	Request for Development Agreement (17)		
10.1	Planning		
10.1.1	Major	\$9,136	per agreement
10.1.2	Minor	\$1,827	per agreement
10.2	Urban Design		
10.2.1	Major	\$9,136	per agreement
10.2.2	Minor	\$1,827	per agreement
10.3	Engineering		
10.3.1	Major	\$9,136	per agreement
10.3.2	Minor	\$1,827	per agreement

- 1 Required for all applications submitted electronically
- 2 Due to revisions by owner/applicant
- 3 Payable prior to meeting, inspection, or circulations
- 4 Payable at submission of study
- 5 Includes Consent to Sever and Minor Variance Applications due to revisions or request for deferral by owner, and/or after 1 year from the original date of application submission due to inactivity
- 6 Payable at submission
- 7 Due to the owner/applicant's failure to revise drawings/plans/reports as requested by the City
- 8 Due to unaddressed deficiencies identified during earlier inspections
- 9 Includes review and approval of large scale major studies including but not limited to: Community Design Plans or Precinct Plans associated with a new secondary plan, major official plan amendment/Secondary Plan Amendment, Major Zoning or major site plan application on a large scale complex site
- 10 Includes review and approval of small scale studies at the discretion of the Director of Planning and Urban Design or their designates
- 11 Includes review and approval of large scale major studies including but not limited to: Master Transportation Study, Master Environmental Servicing Plan, Noise Study, Geotechnical Study, etc. associated with a new Secondary Planed, major Official Plan Amendment/Secondary Plan Amendment, major Zoning or major Site Plan application on a large scale complex site
- 12 Fees for the City to retain a consultant/Vendor for the review, implementation or monitoring related to an application, as determined by the Director of Planning and Urban Design and/or the director of Engineering, or their designate
- 13 Actual cost of Consultant/vendor plus an administrative fee in the amount of 30.2% of the actual cost of the consultant/vendor
- 14 City's cost to retain outside Legal Council, and other outside experts including but not limited to Planning, Urban Design, or Engineering consultants or experts as determined necessary by the City Solicitor and Commissioner of Development Services, where an approved development application is appealed to the Local Planning Appel Tribunal

- 15 Actual cost of legal counsel and consultants, plus an administrative fee in the amount of 31.5% of the actual cost of the consultant/vendor
- 16 Fees shall be payable in accordance with a Cost Acknowledgement Agreement between the City and the Applicant
- 17 Major or Minor application as determined by the Director of Planning and Urban Design or the Director of Engineering or their designates, and payable at the execution of the agreement

8	Miscellaneous Fees	Fee	Rate
1	Review and Comment on Minister's Zoning Order		
1.1	New Application	\$8,168	per application
1.2	Comment on extension of a temporary use	\$2,671	per application
2	Deeming By-law	\$8,833	per application
3	Exemption from Part Lot Control (1)	\$8,833	per M-Plan
4	Telecommunication Tower	\$21,296	per application
5	Model Home/Sales trailer agreement (2)	\$5,687	per agreement
6	Heritage Permit (3)	\$581	per application
7	Townhouse Siting	\$641	Per unit
8	Residential Service Connection (4)	<del>28.6%</del>	<del>Percent</del>
9	Site Alteration Permit		
9.1	Urban Design		
9.1 i)	Base Fee	\$5,917	per application
9.1 ii)	Area Fee	\$1,222	per hectare
9.2	Engineering		
9.2 i)	Base Fee	\$5,917	per application
9.2 ii)	Area Fee	\$1,222	per hectare
10	Construction Management Plan and/or Traffic Management Plan		
	Review and/or public Communication Plan/Report (5)	\$5,130	per application
11	Shoring and Hoarding Encroachment Plan (2)	\$5,360	per application
13	Miscellaneous Submission (6)		
13.1	Percentage Fee (7)	14.5%	Percent
13.2	Hourly Rate for Estimate Hours	\$278	per hour
14	GIS Hourly Rate	\$121	per hour

- 1 Applicable to units that have not been captured through Draft Plan of Subdivision Application Fee
- 2 Payable at the execution of an agreement
- 3 For unauthorized work
- 4 Percent of the total cost of the engineering work required within the municipal road allowance
- 5 Payable at the submission of Plans
- 6 Not identified under a fee category as determined by the director of Planning and Urban Design or Director of Engineering or their designates
- 7 Estimated based on the cost of works

#### **NOTES/DEFINITIONS**

#### **COMMITTEE OF ADJUSTMENT**

**Technical Variance:** A minor variance related to an existing building or structure, but requires variance approval due to one or more minor siting errors. Determination of whether or not a variance is a Technical Variance is at the discretion of the Director of Planning and Urban Design, or designate.

**Development Standards:** Any requirement of a zoning by-law other than permitted use (i.e. yard setbacks, building height, lot coverage).

**Use:** Any requirement of a zoning by-law related to the types of uses permitted on a property.

#### PLAN OF CONDOMINIUM

**Standard Condominium:** A plan of condominium that consists of both individually owned units and common elements. Note that all condominiums that existed at the time that the Condominium Act, 1998 came into effect are deemed Standard Condominiums.

**Phased Condominium:** A form of Standard Condominium (*see above*) that permits individually owned units and common elements to be added to a condominium corporation in phases, over a maximum of ten (10) years.

**Common Element Condominium:** A plan of condominium that consist only of common elements (e.g. a laneway or a golf course), with no individually owned units. The owners of the common elements are owners of freehold parcels of tied land (POTLs) which are not part of the condominium property.

**Vacant Land Condominium:** A plan of condominium where individually owned units are effectively vacant lots upon which buildings will be located after the condominium is registered.

**Amalgamated Condominium:** A plan of condominium where two or more condominium corporations merge into one corporation.

**Leasehold Condominium:** A plan of condominium where individually owned units and common elements are leased by the landowner to purchasers who will never own the land. The purchasers buy a leasehold interest in the units and common elements for a fixed number of years.

#### **ENGINEERING**

#### Definitions of internal and external works for site plan applications:

<u>Internal works</u> - Include but are not limited to curbs, pavement, retaining walls, grading, water mains, sanitary sewers, storm sewers, manholes, catch basins and their leads, erosion and sediment controls and on site storm water management facilities (e.g., Oil Grit Separators (OGS), storage facilities, chambers, infiltration trenches/chambers, soakaway pits and bioretention systems).

<u>External works</u> - Include but are not limited to sanitary and storm sewer connections, manholes, water service, driveways, sidewalks, boulevard treatment and other road works (Pavement, curbs, catch basins and their leads, hydrants, streetlighting, hydro poles, traffic controls).

**Site Alteration:** Includes but not limited to, the removal of topsoil from land, placement or dumping of fill on land, the alteration of the grade of land or excavation by any means including the removal of vegetative cover, the compaction of soil or the creation of impervious surfaces, or any combination of these activities that would change the landform and natural vegetative characteristics of the land.

**Residential Service Connection:** A watermain, sanitary sewer or storm sewer that connects from a residential house/unit to a municipal watermain, sanitary sewer or storm sewer.

**Engineering Plans:** Technical plans that show sanitary, water and stormwater servicing schemes, grading, utilities location, erosion and sediment controls, shoring and construction details of the proposed development.

**Water Supply Analysis Report:** Provides detailed design for a water supply distribution system including mitigation measures to ensure adequate water supply flow and pressure for the proposed development.

Construction Management Plan: Technical plan that shows how construction works for a proposed development will be managed. The plan shows surface encroachment (e.g. vehicular lane, sidewalk, signage, utilities, trees and municipal easements), storage/loading areas, dewatering equipment, aerial/crane encroachment, vehicular and material access points, hoarding, traffic management, and possible impacts on properties (noise/vibration mitigation and construction condition surveys).

**Traffic Management Plan:** Shows how the alterations and disruptions to traffic caused by the construction activities of the proposed development, servicing infrastructure, or road shall be mitigated and managed.

By-law 2019-Page 12

**Shoring Encroachment and Hoarding Plan:** Technical plan that shows the design and installation of a shoring system consisting of piles and tie-back system, location of the utilities/services and hoarding, and any significant features pertinent to the municipal right-of-way encroachment, to facilitate the construction of underground and aboveground structures that are close to or within the municipal right-of-way. This plan helps ensure construction works do not impede pedestrian and vehicular traffic in any significant manner and do not impact any underground and aboveground utilities or infrastructures.

**Public Communication Plan/ Report:** Outlines the planned public communication process and actions to inform the travelling public, project stakeholders, emergency response agencies, and directly impacted businesses and local residents about the planned construction activities and changes to traffic operations due to proposed temporary road closure and alterations and disruptions to traffic necessary to safely complete construction of proposed development, municipal services and roads. The Plan/Report may consist of any of the following elements: notices to the impacted residents, businesses and travelling public placed in print media, project road signs including detour routes, changeable message signage, notices to the public placed on Internet web pages, brochures, direct mail outs to impacted businesses and local residents, and public meetings. The Plan is modified throughout the project life cycle to address issues as they arise.

#### **GENERAL**

**City:** The Corporation of the City of Markham

**Committee:** Committee is a group of individuals appointed by Council, such as the Development Services Committee (DSC), Markham Heritage Committee, Committee of Adjustment or any other sub-committee; with a specific function to review, comment and/or approve the related development applications.

**Heritage:** Heritage designated building (Part IV designation) or any building located within the boundary of a Heritage Conservation District (Part V designation).

ICI: Institutional, Commercial, Industrial

**Townhouse Siting:** Review of the design aspects of townhouse blocks and ensures appropriate building placement and elevation treatments for specific townhouse blocks.

**Gross Floor Area (GFA) of Building(s):** Defined as the total floor area (inside the building envelope, including the external walls, and excluding the roof) above and below grade less area dedicated to underground parking.

#### Appendix 'C'

## 2019 Development Review Process Improvements Implemented by City of Markham Planning & Urban Design and Engineering Departments

#### Planning & Urban Design:

- Pilot the sharing of draft agreements to enable developers to begin understanding the financial and site specific implications, and have necessary discussions with staff, prior to the finalization of the agreement
- Streamlined preparation of tree preservation conditions and tree inspections for Committee of Adjustment applications
- Soft launch of site plan review and approvals through ePLAN online application submission
- Submission and processing of Pre-Consultation Requests, Townhouse Siting Applications, Draft Plan of Condominium and Site Alteration Permits available through ePLAN
- Updated Application Management and Data Automation (AMANDA) electronic application tracking procedures for Official Plan Amendments; Zoning By-law Amendment; Subdivision and Site Plan applications
- Updated "Development Application Procedure" Manual to reflect new processes associated with e-plan
- Committee of Adjustment report sign off process digitized
- Revamped training for Committee of Adjustment members, including training for 'on the spot' amendments of applications to reduce deferrals.
- Updated / standardized site plan agreement template (to be launched shortly)
- A customized Parkland Calculation template was prepared to calculate parkland and
  cash-in-lieu requirements for all types of development applications. The chart is also
  designed to be circulated to the following departments for approval on specific matters as
  listed below. This chart will then be attached to a draft memo to Legal for Agreements
  and saved on AMANDA for future reference.
  - o Planning (unit numbers, GFA and land area)
  - o Real Property (Land value for cash-in-lieu)
  - o Urban Design (parkland requirement calculations)
  - Finance (confirmation of calculations)
- For minor variance and severance applications, Urban Designers are not required to
  provide Planners with written comments. Comments will be discussed at team meetings
  and the Planner assigned to the file will prepare the comments and approval conditions.
  The tree preservation matters will be handled by Operations. This can potentially reduce
  the circulation time and help Urban Design staff to focus their efforts on more complex
  applications.
- Site Alteration Permit for Tree Removals prior to Agreement Execution: For Draft Plan of Subdivision and Site Plan applications that have been through several cycles of review and if tree removal /preservation is acceptable to Urban Design staff, Letters of Credit will be collected for tree compensation through site alteration permits and the actual compensation value will be reconciled at the time of site plan/subdivision agreements.

#### Appendix 'C'

Urban Design is working with Engineering and Legal staff to draft standard conditions for Letters of Credit collection, draws and release.

#### **Engineering:**

- Streamlined and clarified the process when business owners request to upsize or replace their service connections so as to not require them to go through the site plan review process. Clarifies roles and responsibilities between Engineering and Waterworks.
- Clarified the roles and responsibilities between groups within the Engineering Department regarding the review and acceptance of photometric/streetlighting assessments
- Clarified roles and responsibilities between groups within the Engineering Department regarding the review and acceptance of traffic control signal design
- Review of municipal stormwater management facilities added to Transfer of Review
  Agreement with the Ministry of the Environment, Conservation and Parks (MECP) to
  minimize delays to approval and construction. Previous process involves developers
  making direct submissions to MECP for stormwater management facilities (e.g. storm
  water management ponds, underground storage tanks) which can take many months.
- Streamlined and clarified what type of works can be reviewed and approved under the site alteration review process and to clarify the roles and responsibilities between groups within the Development Services Commission regarding the review and acceptance
- Delegation of authority to Director of Engineering for acceptance for maintenance and assumption of subdivision which eliminates the need for a staff report to Council so that the process can take place when a subdivision meets all conditions
- Delegation of authority to Director of Engineering to sign applications for Toronto & Region Conservation Authority and Provincial Ministry permits for the City's capital projects rather than request Council's authority





# Proposed Development Fee and Building Fee By-laws Update (2020)

November 25, 2019

Development Services Committee Meeting





## Agenda

- Introduction
- Building Permits Fees
- Planning & Engineering Fees
- Process Improvements
- Summary & Next Steps





## Introduction

- Municipality has the legislated authority to collect reasonable fees to administer the *Planning Act* and the *Building Code Act*.
- Planning & Urban Design, Engineering and Building Standards rely upon these fees to pay for 100% of the costs for the review and approval of development applications and associated agreements and the administration & enforcement of the Building Code Act
- Previous years Fee updates relied on a fee model to determine staff effort and associated fees, using historic development activity and financial expenditure trends.
- A new model is being prepared for 2020 to better anticipate development activity and associated fees
- For 2020 have anticipated development activity and fees given uncertainty around Bill 108





## Introduction

- Council enacts bylaws to set fees for development applications and building permits
- Fees are adjusted annually to cover the anticipated reasonable costs [direct & indirect] to process development applications and for the administration and enforcement of the *Building Code Act*, and to maintain a reserve equivalent to 1.5 times the annual fee funded operating costs
- The Building Code Act and Ontario Building Code provide for the establishment of a reserve fund
- Building reserve fund can only be used to:
  - Fund departmental costs in cases of revenue shortfalls
  - Fund special projects related to the enforcement of the Building Code
- Where a change to any building permit fee is proposed, the Building Code Act requires notice to be given and to hold a public meeting





## **Building Permit Fee Changes**

- Building Standards has a positive reserve balance estimated to be \$10.477M entering 2020 (Target Reserve Balance: \$14.3M)
- Proposed 2020 fee adjustments:
  - 5.0% increase recommended
  - Revenue projected to be 7.14M
  - Expenditures projected to be \$9.535M
  - Results in an estimated \$7.78M reserve balance at end of 2020 based on \$10.477M reserve beginning in 2020





## Planning and Engineering Fee Changes

- Combined Planning and Engineering has a negative reserve balance estimated to be negative \$3.44M entering 2020 (Target Reserve Balance: \$27.92M)
- Proposed 2020 fee adjustments:
  - ❖ 10% increase recommended for 2020
  - ❖ Revenue projected to be \$19.349M
  - Expenditures projected to be \$18.616M
  - ❖ Results in an estimated negative \$2.94M reserve balance at end of 2020 based on negative \$3.44M reserve beginning in 2020
- Consultation with Development Industry noted the cumulative impact of annual fee increases
- The City's goal is to support maintaining adequate reserve balances equal to 1.5 times annual fee funded operating costs





### **Process Improvements**

- Staff sought to find efficiencies after consultations in 2018 with Development Industry
  - Pilot sharing of draft agreements with developers
  - Soft launch of site plan review through ePLAN
  - Clarified roles within Engineering Department when reviewing and accepting traffic control signal design
  - Streamlined and clarified type of works can be reviewed and approved under the site alteration review process
- Broader review currently being undertaken as part of the Provincial Audit and Accountability Fund – report to December 9, 2019 DSC





### Summary

- Recommended 2019 fee increase of 5% for Building, 10% for Planning & Urban Design and 10% for Engineering
- With the proposed 2020 increase in fees, Building Standards will maintain a positive reserve balance, and the combined Planning and Engineering reserve trend more favourably but remain in deficit
- A new model is being prepared for 2020 to better anticipate development activity and associated fees to be monitored with actual fees received, monitor the reserve balance, and assess future fee increase requirements





### Next Steps

- Proposed fee by-laws presented to DSC Public Meeting on December 3, 2019
- Recommendation to proceed to Council meeting on December 10, 2019 for final approval
- Fee increases would take effect January 1, 2020





## Thank You

# FRIENDS OF THE MARKHAM MUSEUM BOARD MEETING Meeting No. 81 Markham Museum, Mount Joy Staff Room May 8, 2019, 5:00 p.m.

In Attendance:	Regrets:
Doug Worsley, Vice Chair	Bill Crothers, Chair
Wendy Kadlovski, Treasurer	Sue Smitko
Lorne Smith	Anisa Anwar
Anna Masci	Athena Hurezeanu
Jill ten Cate	
Councillor Karen Rea	
Councillor Andrew Keyes	
Ex Officio:	Guests:
Cathy Molloy, Museum Director	Vivian Ng, Museum Youth Volunteer

#### 1. CALL TO ORDER AND OPENING REMARKS

The meeting of the Friends of the Markham Museum Board was called to order at 5:03 p.m. with D. Worsley acting as Chair.

#### 2. **DECLARATIONS**

Nil.

#### 3. ADDITIONS/CHANGES TO THE AGENDA

Moved By: L. Smith

Seconded By: W. Kadlovski

**THAT** the agenda for the May 8, 2019 meeting be approved as distributed.

**Carried.** (3.1)

#### 4. **REGRETS**

B. Crothers and S. Smitko sent their regrets.

#### 5. ADOPTION OF MINUTES OF MEETING

Moved By: A. Masci Seconded By: J. Cate

**THAT** the minutes of the Friends of the Markham Museum meeting on April 10, 2019 be approved as amended.

**Carried.** (5.1)

#### 6. BUSINESS ARISING FROM THE MINUTES

- a) AGM Discussion: The Board reviewed the AGM report which will be formally presented at the AGM on May 28.
- b) Disbursement Guidelines: The Board discussed the latest draft. Disbursement of funds is not specifically mentioned in the MOU. Will spend more time working on the

Friends of the Markham Museum Board May 8, 2019

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final version while consulting with the City's Legal department before submitting to Council for final approval.

#### 7. **NEW BUSINESS**

Nil.

#### 8. **DIRECTOR'S REPORT**

C. Molloy spoke briefly about recent events at the Museum. A new gate will soon be installed at the north side of the site that will be more secure, but also provide more convenient access to City staff and partner groups such as the Markham Little Theatre and Markham Historical Society using a pin pad or card swipe. Work continues on the new park to the north, which has required careful management to ensure continued access to our north driveway. The Museum will celebrate International Museum Day on May 18<sup>th</sup> and offer free admission to visitors along with special activities. This day will also be the last day of our extremely popular, award winning exhibition "Geared for Growing", so that we may begin installing our newly developed exhibition "Markham Moves". This exciting new exhibition will open to the public on June 8.

Moved by W. Kadlovski Seconded by A. Masci

**THAT** the Board receives the Director's report.

**Carried.** (8.1)

#### 9. TREASURER'S REPORT

Moved by W. Kadlovski Seconded by A. Masci

**THAT** the 2018 Financial Statements, as presented, shall be submitted for approval at the Annual General Meeting.

**Carried.** (9.1)

#### 10. YOUTH MEMBER REPORT

No report.

#### 11. COMMITTEE REPORTS

a) Collections Committee: The committee submitted three reports (Attachments B, C and D).

Moved by A. Masci Seconded by J. Cate

**THAT** the list of artifacts for deaccession (attachment C) from the Saw Mill and Honey House Collection (in Chapman House) be approved for acceptance and submitted to the City of Markham for final approval.

Carried. (11.a)

- b) Development Committee: Artisan show on hold due to a date conflict. Partnership event with Markham Little Theatre is going strong and tickets are already being sold through Flato Markham Theatre's system. The event will be held on September 5.
- c) Executive Committee: Has not met recently.

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d) Book Marketing Committee: Book sales are slow. Spoke with a few Councillors who will put us in their newsletters.

#### 12. MARKHAM HISTORICAL SOCIETY REPORT

Next Monday, May 13 is pie night, with guest speaker Maureen Jennings, the author of Murdoch Mysteries. Tour to Grand River on June 11, already sold out. Currently working on updating the logo and developing a mission statement. Later, we will create a website.

#### 13. OTHER BUSINESS

Nil.

#### 14. **NEXT MEETING**

The Chair informed the Board that the next meeting would be held on June 12 at 5 p.m. in the Mount Joy Staff Room at Markham Museum.

#### 15. ADJOURNMENT

Moved by: W. Kadlovski

**THAT** the May 8, 2019 meeting of the Friends of the Markham Museum Board be adjourned.

**Carried.** (15.1)

Meeting adjourned 6:00 p.m.

#### **ATTACHMENT A**

#### COLLECTIONS COMMITTEE BRIEF April 17, 2019

The Collections Committee met on April 17, 2019 for discussion regarding donations to the Museum, support for a new acquisition and other business.

#### **Exhibitions:**

Staff confirmed the exhibition plans for the 2019/20 calendar year:

- Main Gallery: Geared for Growing: Markham's Agricultural History (produced in-house) October 2017 to May 2019 (extended)
- Mezzanine: From the Ground Up Ongoing end date to be confirmed
- Kinee Barn: related to the agricultural community dates not established.
- Markham Moves: exhibit extended to January 2021 and kid friendly.
- Markham Superheroes: 2020

#### **Collections Management:**

Staff provided updates regarding documentation, conservation, curatorial & archives services, and volunteer activities.

A major focus of the 2019/20 work plan for the curatorial area will be collection analysis and review of the Collection Policy and Procedure Manual.

Friends of the Markham Museum Board May 8, 2019

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#### **Grant Updates:**

- Provincial (CMOG) operating grant deadline is June 2019.
- Young Canada Works funding for two interns confirmed for 2019.
- Museum is requesting a further YCW internship for Collections Review.

#### **Donations**

The committee reviewed new proposed donations to the collection for the year 2019.

#### Permanent Collection

• Apple picking basket.

Other items presented for review included:

Permanent Collection:

- 1912 Mongolia School (SS 22) picture
- UHS jacket
- Markham Waxers jersey and Markham rugby sweatshirt

#### **Teaching Collection:**

n.a.

The Curator advised the committee that the museum is still in negotiations for the collection of Canadian glass oil lamps. That collection may be coming forward by the end of 2019..

#### Committee

It has been agreed to schedule additional meetings (July & August) for the deaccession of artifacts from the collection.

#### **ATTACHMENT B**

#### COLLECTIONS MANAGEMENT BRIEF April 17, 2019

The Collections Management Committee met on April 17, 2019 for review of artifacts selected for deaccession from the collection of Markham Museum, that will be presented to the City of Markham through the Friends of Markham Museum.

#### **Artifacts for Discussion:**

Members of the committee were presented by museum staff with a comprehensive list of artifacts from the Saw Mill and Honey House Collection (in Chapman House) that are slated for deaccession (indicated by "NO" pass). These assessed artifacts were discussed individually in detail by committee members and museum staff to ascertain that the items should be deaccessioned. The list also includes artifacts that are to remain within the collection.

#### Approval:

Motion by Jill Ten Cate, seconded by Bill Crothers that the list (attached) of artifacts for deaccession from the Saw Mill and Honey House Collection (in Chapman House) be submitted to the Friends of the Markham Museum for further approval, with final submittal to the City of Markham. Motion carried.

Friends of the Markham Museum Board May 8, 2019

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#### **Closing comments:**

Thanks were expressed to the staff for the professional submittal of the archival material that was reviewed.

Collections Review will continue at our next meeting, scheduled for July 16, 2019.

#### **ATTACHMENT C**



## FRIENDS OF THE MARKHAM MUSEUM BOARD MEETING Meeting No. 82 Markham Museum, Mount Joy Staff Room

June 12, 2019, 5:00 p.m.

In Attendance:	Regrets:
Bill Crothers, Chair	Anisa Anwar
Doug Worsley, Vice Chair	Athena Hurezeanu
Wendy Kadlovski, Treasurer	Councillor Karen Rea
Lorne Smith	
Anna Masci	
Jill ten Cate	
Councillor Andrew Keyes	
Sue Smitko	
Ex Officio:	Guests:
Cathy Molloy, Museum Director	Vivian Ng, Museum Youth Volunteer

#### 1. CALL TO ORDER AND OPENING REMARKS

The meeting of the Friends of the Markham Museum Board was called to order at 5:03 p.m. with B. Crothers presiding as Chair.

#### 2. **DECLARATIONS**

Nil.

#### 3. ADDITIONS/CHANGES TO THE AGENDA

Moved By: D. Worsley Seconded By: A. Masci

**THAT** the agenda for the June 12, 2019 meeting be approved as distributed.

**Carried.** (3.1)

#### 4. REGRETS

A. Anwar sent her regrets.

#### 5. ADOPTION OF MINUTES OF MEETING

Moved By: W. Kadlovski Seconded By: J. Cate

**THAT** the minutes of the Friends of the Markham Museum meeting on May 8, 2019 be approved as amended.

**Carried.** (5.1)

#### 6. BUSINESS ARISING FROM THE MINUTES

Nil.

#### 7. **NEW BUSINESS**

a) The Chair introduced and welcomed the two City Councillors to the Board. Councillor Karen Rea, ward 4, and Councillor Andrew Keyes, ward 5.

Friends of the Markham Museum Board June 12, 2019

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- b) For the 2019-2020 year, the Board officers will remain the same.
- c) The Committee Chairs will be as follows: D. Worsley, Collections Committee and W. Kadlovski, Development Committee.
- d) The Museum will be holding a welcome and orientation event for new summer staff, and have requested assistance from the Friends.

Moved by D. Worsley Seconded by W. Kadlovski

**THAT** the Board will support the Museum summer staff orientation event by purchasing food for the event, approximately \$300.

**Carried.** (7.d.1)

#### 8. DIRECTOR'S REPORT

C. Molloy submitted a report (Attachment A)

Moved by W. Kadlovski Seconded by A. Masci

**THAT** the Board receives the Director's report.

**Carried.** (8.1)

#### 9. TREASURER'S REPORT

The current bank balance is \$73,973. The disbursement guidelines are still in process. The Board discussed forming a committee to handle the disbursement of funds, ad hoc, until a policy is made.

Moved by L. Smith Seconded by W. Kadlovski

**THAT** the Guidelines for Disbursement of Funds be approved for submission to Council.

**Carried.** (9.1)

#### 10. YOUTH MEMBER REPORT

No report.

#### 11. COMMITTEE REPORTS

- a) Collections Committee: No report.
- b) Development Committee: Partnership event with Markham Little Theatre is going strong and tickets are already being sold through Flato Markham Theatre's system. The event will be held on September 5.
- c) Executive Committee: Has not met recently.
- d) Book Marketing Committee: Book sales are slow, generally a few per month. Councillors Rea and Hamilton have put notices in their newsletters about the book.

#### 12. MARKHAM HISTORICAL SOCIETY REPORT

The mission statement is nearly complete, as well as a new logo and in the near future a new website. September 8 is the BBQ. Pie night was held recently with 65 people attending, a new record. The Grand River trip was also sold out with 50 people attending.

Friends of the Markham Museum Board June 12, 2019

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#### 13. OTHER BUSINESS

Nil.

#### 14. **NEXT MEETING**

The Chair informed the Board that the next meeting would be held on September 11 at 5 p.m. in the Mount Joy Staff Room at Markham Museum.

#### 15. ADJOURNMENT

Moved by: S. Smitko

**THAT** the June 12, 2019 meeting of the Friends of the Markham Museum Board be adjourned.

**Carried.** (15.1)

Meeting adjourned 6:00 p.m.

#### **ATTACHMENT A**

#### Friends of the Markham Museum, Directors' Report

June 12, 2019

New flagpole installed at the front of the collections building.

New gate installed at the main north driveway. Key-pad/card-swipe installed in about 2 weeks New park at the north end of the site scheduled completion by the end of July

#### **Programs**

School programs doing well despite bussing issues.

Summer camps essentially sold out. There are a few spots in senior camps and waiting lists for most others.

Difficulty finding sufficient part time staff in the program department. Markham pays lower than most municipalities so turn over is very high, (once people have the experience they leave for higher paying jobs.)

#### **Events**

International Museum Day; over 1,500 in attendance. Attributed to growing audience that are active on social media and improved marketing at the Museum, (mostly via social media.)

Opening for 'Markham Moves'; over 400 attended the Museum that day.

YELP: Appreciation event for Markham Museum's greatest supporters as well as YELP Toronto's most active members and influencers. The event will be on Thursday, June 20 from 7-10PM. There will be many activities, local foods and beverages for everyone to enjoy! This is a 19+ event. **INVITE ONLY** 

Dress code: Casual (the event will be indoors and outdoors so please dress accordingly). Please let Cynthia know if you plan to attend.

Friends of the Markham Museum Board June 12, 2019

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APPLEFEST 2019 – Museum staff are scaling back Applefest to one day in 2019. The event to be on Saturday, only. Attendance has been stagnant over the past couple of years with most attendance on the Saturday. It is getting more difficult to have the mills running for two days and many of the volunteers will only come for the afternoon on Sunday.

#### **Exhibits**

Markham Moves opened on June 8<sup>th</sup> and very well received by visitors. The components of the exhibit will greatly enhance the Museum's curriculum based education and camp programs. It was an honour to have the Mayor officially open the exhibit and that there were so many Council members in attendance.

#### **Capital Programs**

#### 2019

- 1. HVAC system in Mount Joy due to the complexities of the system and structure, it took two years and three consultants to plan. Planned to be complete in April, further complexities have delayed installation, now scheduled for the last three weeks in June.
- 2. Asbestos removal in attic of Mount Joy complete.
- 3. Saw mill animal proofed and completely cleaned of racoon poop.
- 4. The Church hall and stairway floor replaced in May.
- 5. Church transformer and electrical panel replaced.
- 6. Strickler Barn cleaned scheduled for June.
- 7. Mini-Putt and Mini-Train track repairs will be done over the summer

#### 2020 Requests

- 1. Various small repair and upkeep projects throughout the site
- 2. Second phase of Strickler Barn project to allow human occupancy
- 3. Fairly major repairs in Cider Mill, Train Station and Collection Building

#### **Ontario Museum Association**

It seems that the meetings with Minister Tibollo were effective. There are no cuts to current museum funding via CMOG.

I will be at an all day OMA Council meeting this Friday in Hamilton.

## FRIENDS OF THE MARKHAM MUSEUM BOARD MEETING Meeting No. 83 Markham Museum, Mount Joy Staff Room

September 18, 2019, 5:00 p.m.

In Attendance:	Regrets:
Bill Crothers, Chair	Anisa Anwar
Doug Worsley, Vice Chair	Athena Hurezeanu
Wendy Kadlovski, Treasurer	Councillor Karen Rea
Lorne Smith	Jill ten Cate
Councillor Andrew Keyes	Anna Masci
Sue Smitko	
Ex Officio:	Guests:
Cathy Molloy, Museum Director	

#### 1. CALL TO ORDER AND OPENING REMARKS

The meeting of the Friends of the Markham Museum Board was called to order at 5:10 p.m. with B. Crothers presiding as Chair.

#### 2. **DECLARATIONS**

Nil.

#### 3. ADDITIONS/CHANGES TO THE AGENDA

Moved By: W. Kadlovski Seconded By: D. Worsley

**THAT** the agenda for the September 18, 2019 meeting be approved as distributed.

**Carried.** (3.1)

#### 4. **REGRETS**

A. Hurezeanu, A. Masci, A. Anwar, Cllr. Karen Rea and J. Cate sent their regrets.

#### 5. ADOPTION OF MINUTES OF MEETING

Moved By: W. Kadlovski Seconded By: S. Smitko

**THAT** the minutes of the Friends of the Markham Museum meeting on May 8, 2019 be approved as amended.

**Carried.** (5.1)

#### 6. BUSINESS ARISING FROM THE MINUTES

Nil.

#### 7. **NEW BUSINESS**

Nil.

Friends of the Markham Museum Board September 18, 2019

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#### 8. **DIRECTOR'S REPORT**

C. Molloy submitted a report (Attachment A)

Moved by W. Kadlovski Seconded by D. Worsley

**THAT** the Board receives the Director's report.

**Carried.** (8.1)

#### 9. TREASURER'S REPORT

The current bank balance is \$77,038. Recent donation of \$1000 from John Housser. Received an invoice for the completed restoration of a painting of Peter Reesor. In 2015 we received a \$6000 donation to help cover the cost.

Moved by D. Worsley Seconded by S. Smitko

**THAT** the Board approve the expense of \$8685 for the restoration of the Peter Reesor portrait.

**Carried.** (9.1)

#### 10. YOUTH MEMBER REPORT

No report.

#### 11. COMMITTEE REPORTS

a) Collections Committee: The committee submitted a report reports (Attachment B).

Moved by D. Worsley Seconded by W. Kadlovski

**THAT** the Collections Management Committee recommends that the Barkey Chest artifact for accession be approved for acceptance by the Friends of the Markham Museum.

Carried. (11.a)

- b) Development Committee: Partnership event with Markham Little Theatre went very well, we raised a small amount of funds but also exposed a lot of MLT patrons to the Museum and vice versa. Other events are in early exploration stages.
- c) Executive Committee: Has not met recently.
- d) Book Marketing Committee: Has not met recently.

#### 12. MARKHAM HISTORICAL SOCIETY REPORT

The MHS BBQ on September 8 was well attended with 45 people enjoying the evening. MHS will be serving apple fritters once again at Applefest on September 28. MHS is celebrating 50 years this year with a new logo and a new website.

#### 13. OTHER BUSINESS

a) C. Molloy pointed out that 2021 will be the Museum's 50th anniversary.

#### 14. **NEXT MEETING**

Friends of the Markham Museum Board September 18, 2019

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The Chair informed the Board that the next meeting would be held on October 9 at 5 p.m. in the Mount Joy Staff Room at Markham Museum.

#### 15. ADJOURNMENT

Moved by: D. Worsley

**THAT** the September 18, 2019 meeting of the Friends of the Markham Museum Board be adjourned.

**Carried.** (15.1)

Meeting adjourned 6:13 p.m.

#### **ATTACHMENT A**

#### Friends of the Markham Museum, Directors' Report

September 18, 2019

New gate installed at the main north driveway. Key-pad/card-swipe installed.

New park at the north end of the site opened yesterday.

Front door of Mount Joy permanently locked due to some security issues over the summer.

Challenges over the summer with two full time staff with substantial time-off required.

#### **Programs:**

We had one of our best camp summers with a very strong summer camp team. Our new Science under the Big Top" Camp for 4-8 year olds got great reviews. We trialed a hot lunch program during 4 weeks of camp and based on the great feedback from parents we will be running it again next year for every week of camp. We are now prepping for a busy 10 weeks of camp in 2020.

The pottery studio was very busy with summer with the addition of Teen Wheel Throwing Camp. The camp instantly sold out with a large waitlist. We will be adding additional teen camps to our year round school break programming and for the summer of 2020.

This fall we are focusing more on Birthday Parties as we have noticed a drop in participants in some of our preschool public programs. We have freed up the space on weekends to allow up to three birthday parties per day on the weekends.

Program staff are tracking a potential job action with Ontario Education workers.

#### **Curatorial:**

Markham Moves is proving to be even more popular than Geared for Growing. News media as a result of the opening, increased awareness and visitor numbers.

MM hosted summer meeting of the York Durham Association of Museums and Archives Summer staff:

- Fleming College intern Kinnee Barn Enhancements to support simple machines schools program and create a permanent agriculture exhibition as recommended by our advisors during the collections review stakeholder meetings in 2017.
- Western U intern Textile Studio intro area updated to improve visitor flow and added a section on natural dyes.

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- Georgian College intern – assisted with exhibition projects & researched and updated information in general tour binder (co-supervised with programs).

#### **ATTACHMENT B**

#### COLLECTIONS MANAGEMENT BRIEF July 17, 2019

The Collections Management Committee met on July 17, 2019 for review of artifacts selected for accession to the collection of Markham Museum, that will be presented to the Friends of Markham Museum.

#### **Artifacts for Discussion:**

Members of the committee were presented by museum staff with a list of artifacts (Barkey Chest and "Favourite" Stevens Rifle) that are slated for accession. These assessed artifacts were discussed individually in detail by committee members and museum staff to ascertain that the items should be accessioned. The rifle does not require approval for accession.

#### Approval:

Motion by Bill Crothers, seconded by Jill Ten Cate that the Barkey Chest for accession be submitted to the Friends of the Markham Museum for approval. Motion carried.

#### **Closing comments:**

Thanks were expressed to the staff for the professional submittal of the archival material that was reviewed.

Collections Review will continue at our next meeting, scheduled for September 18, 2019.

- Two local students supported by YCW grants delivered bi-weekly object based programming for camps, maintained exhibitions and developed small outreach displays for the Civic Centre – Alma Walker: Queen of Markham presently on display will be followed by Godin: Musical Masters in 2020.

#### **Events and Business Development:**

Applefest is the host for Markham 225, with free admission and programming after 4 p.m. A press conference was held at the Museum today. A highlight was the attendance of Anwar Knight of CTV News; he broadcast weather reports live from the Museum.

Weekend events, primarily weddings, sold out at the beginning of the season, with only one wedding cancellation over the summer.

We are currently investigating corporate events to keep rentals occurring from November to April. An event held with YELP proved that with unique programming, bookings all year are possible Adult program research; Cynthia attended adult programing events around Markham and will put together some ideas/proposal for November/December.

Scaryfest planning going well, marketing initiated.

#### **Capital Programs**

- 1. HVAC system in Mount Joy, due to the complexities of the system and structure, took two years and three consultants to plan. Further complexities delayed work until after camp season. Install of new system is current and will be complete mid-October.
- 2. Mini-Putt, Pavilion, Harness Shop delayed with the leave of Maintenance. Asset Management has assumed the projects. The Museum is greatly appreciative of the work that being done by Asset Management in Dan's absence.
- 3. Strickler Barn Structural repairs completed over the summer. It is now safe for people to enter
- 4. Items from the Museum 'poop' budget include the cleaning of the saw mill, steam tractor shed, Strickler Barn and Harness Shop.

#### **Ontario Museum Association**

A meeting of OMA Council scheduled for this Friday at Markham Museum. Thank you to all Friends that plan to attend.

Cathy Molloy is currently Treasurer and her name will be on OMA AGM to be elected as Vice President for the first year of a two year term.

## FRIENDS OF THE MARKHAM MUSEUM BOARD EXTRACT

DATE: May 8<sup>th</sup>, 2019

TO: Development Service Committee

EXTRACT CONTAINING ITEM 11a OF THE FRIENDS OF MARKHAM MUSEUM MEETING HELD ON May 8th, 2019.

#### 11 a) COLLECTIONS COMMITTEE

Moved By: A. Masci Seconded By: J. Cate

THAT the list of artifacts for deaccession (attachment C) from the Saw Mill and Honey House Collection (in Chapman House) be approved for acceptance and submitted to the City of Markham for final approval.

CARRIED (11.a.)

#### Attachment C

Honey Hou	loney House Collection (in Chapman House)							
Points	Pass	Accession #	Common Name	Location	Source Info	Teaching?		
-5	No	M.1984.41.6	Coal Scuttle	CPH2 Master Bedroom	Markham Museum Collection	reacting:		
15	No	M.1997.14.194	Tin Pot	CPH2 Master Bedroom	Ramer, Irene Mae Thurston	Yes		
10	No	M.1997.14.197	Can	CPH2 Master Bedroom	Ramer, Irene Mae Thurston	103		
20	No	M.1997.14.198	Coal Scuttle	CPH2 Master Bedroom	Ramer, Irene Mae Thurston			
15	No	M.1997.14.199	Honey Can	CPH2 Master Bedroom	Ramer, Irene Mae Thurston	Yes		
30	No	M.1997.14.200.a&b	Honey Can	CPH2 Master Bedroom	Ramer, Irene Mae Thurston	103		
0	No	M.1997.14.203	Honey Can	CPH2 Master Bedroom	Ramer, Irene Mae Thurston			
10	No	M.1997.14.204.a&b	Honey Can	CPH2 Master Bedroom	Ramer, Irene Mae Thurston			
20	No	M.1997.14.209.a.1-3	Weight	CPH2 Master Bedroom	Ramer, Irene Mae Thurston			
20	No	M.1997.14.209.b&c	Scale	CPH2 Master Bedroom	Ramer, Irene Mae Thurston			
15	No	M.1997.14.219.1	Box	CPH2 Parlour	Ramer, Irene Mae Thurston			
15	No	M.1997.14.219.2.a-p	Lids	CPH2 Parlour	Ramer, Irene Mae Thurston			
25	No	M.1997.14.234.1-3	Can	CPH2 Parlour	Ramer, Irene Mae Thurston			
35	No	M.1997.14.238.2-7	Can	CPH2 Parlour	Ramer, Irene Mae Thurston			
20	No	M.1997.14.242.1-2	Can	CPH2 Parlour	Ramer, Irene Mae Thurston			
20	No	M.1997.14.243.1-2	Can	CPH2 Parlour	Ramer, Irene Mae Thurston			
20	No	M.1997.14.245	Hammer	CPH2 Master Bedroom	Ramer, Irene Mae Thurston			
35	No	M.1997.14.249	Sprayer	CPH2 Parlour	Ramer, Irene Mae Thurston	Yes		
10	No	M.1997.14.252.3-33	Can	CPH2 Parlour	Ramer, Irene Mae Thurston	100		
5	No	M.1997.14.261	Scraper	CPH2 Parlour	Ramer, Irene Mae Thurston			
20	No	M.1997.14.262	Scraper	CPH2 Parlour	Ramer, Irene Mae Thurston			
20	No	M.1997.14.264	Knife	CPH2 Parlour	Ramer, Irene Mae Thurston			
30	No	M.1997.14.268	Sprayer	CPH2 Parlour	Ramer, Irene Mae Thurston			
20	No	M.1997.14.293	Leather Punch	CPH2 Parlour	Ramer, Irene Mae Thurston			
20	No	M.1997.14.296	Hammer	CPH2 Master Bedroom	Ramer, Irene Mae Thurston			
20	No	M.1997.14.301	Scraper	CPH2 Parlour	Ramer, Irene Mae Thurston			
10	No	M.1997.14.303.a&b	Box	CPH2 Parlour	Ramer, Irene Mae Thurston			
20	No	M.1997.14.321	Hand Drill	CPH2 Master Bedroom	Ramer, Irene Mae Thurston			
20	No	M.1997.14.322	Saw	CPH2 Master Bedroom	Ramer, Irene Mae Thurston			
0	No	M.1997.14.327	Hook	CPH2 Master Bedroom	Ramer, Irene Mae Thurston			
25	No	M.1997.14.328	Shovel	CPH2 Master Bedroom	Ramer, Irene Mae Thurston	Yes		
5	No	T.2018.0.140	Bucket	CPH2 Master Bedroom	Markham Museum Collection			
20	No	T.2018.0.146	Bucket	CPH2 Master Bedroom	Markham Museum Collection			
15	No	T.2018.0.148	Can	CPH2 Master Bedroom	Markham Museum Collection			
15	No	T.2018.0.149	Can	CPH2 Master Bedroom	Markham Museum Collection			
20	No	T.2018.0.190.1-2	Can	CPH2 Master Bedroom	Markham Museum Collection			
40	Yes	M.1997.14.205	Bucket	CPH2 Master Bedroom	Ramer, Irene Mae Thurston			
45	Yes	M.1997.14.222	Canteen	CPH2 Parlour	Ramer, Irene Mae Thurston			
45	Yes	M.1997.14.235	Can	CPH2 Parlour	Ramer, Irene Mae Thurston			
40	Yes	M.1997.14.236	Can	CPH2 Parlour	Ramer, Irene Mae Thurston			
50	Yes	M.1997.14.237	Can	CPH2 Parlour	Ramer, Irene Mae Thurston			
40	Yes	M.1997.14.240	Can	CPH2 Parlour	Ramer, Irene Mae Thurston			
40	Yes	M.1997.14.241	Can	CPH2 Parlour	Ramer, Irene Mae Thurston			
40	Yes	M.1997.14.250	Can	CPH2 Parlour	Ramer, Irene Mae Thurston			
45	Yes	M.1997.14.299	Electric scraper	CPH2 Parlour	Ramer, Irene Mae Thurston			
40	Yes	T.2018.0.139	Honey Press	CPH2 Master Bedroom	Markham Museum Collection			

Object must score 40 or higher to be considered for acquisition or to be kept in the Permanent Collection.

CPH = Chapman House