



COUNCIL MEETING AGENDA

TUESDAY, DECEMBER 16, 2014

7 P.M.

**COUNCIL CHAMBERS
AURORA TOWN HALL**



**TOWN OF AURORA
COUNCIL MEETING
AGENDA**

Tuesday, December 16, 2014
7 p.m.
Council Chambers

1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

2. APPROVAL OF THE AGENDA

RECOMMENDED:

THAT the agenda as circulated by Legal and Legislative Services be approved.

3. ADOPTION OF THE MINUTES

Council Meeting Minutes of November 25, 2014
Inaugural Council Meeting Minutes of December 2, 2014

pg. 1
pg. 9

RECOMMENDED:

THAT the Council meeting minutes of November 25, 2014 and the Inaugural Council meeting minutes of December 2, 2014 be adopted as printed and circulated.

4. PRESENTATIONS

(a) **Anna Kroepelin, Chair, Aurora Farmers' Market & Artisan Fair** *pg. 12*
Re: History and Benefits of Aurora Farmers' Market & Artisan Fair

(b) **Adrian Kawun, Manager, Service Planning York Region Transit (YRT/Viva), Transportation Services** *pg. 20*
Re: York Region Transit (YRT/Viva) 2015 Annual Service Plan for the Town of Aurora

5. PUBLIC SERVICE ANNOUNCEMENTS

6. DETERMINATION OF ITEMS REQUIRING SEPARATE DISCUSSION

7. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION

8. DELEGATIONS

9. CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION

10. NOTICES OF MOTION/MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

(i) Notices of Motion

- (a) Councillor Thompson pg. 65
Re: Finance Advisory Committee

(ii) Motions for Which Notice Has Been Given

- (a) Councillor Abel pg. 68
Re: Town Acquisition of Downtown Real Estate Properties

- (b) Councillor Abel pg. 69
Re: Snow Plowing of Machell Park Pathway

- (c) Councillor Abel pg. 70
Re: Speed Cushions on Roads Prone to Speeders

- (d) Councillor Abel pg. 71
Re: Strategy to Remove Excessive Road Signage

- (e) Councillor Mrakas pg. 72
Re: Amendment(s) to the Temporary Sign By-law

11. REGIONAL REPORT

12. NEW BUSINESS/GENERAL INFORMATION

13. READING OF BY-LAWS

RECOMMENDED:

THAT the following by-laws be given first, second, and third readings and enacted:

- 5637-14** BEING A BY-LAW to allocate any 2014 Operating Fund surplus and any 2014 Water and Wastewater Operating Fund surplus or deficit. *pg. 73*
(Report CFS14-026 – GC – Dec. 9/14)
- 5645-14** BEING A BY-LAW to regulate cross connections and backflow prevention in private plumbing systems as required to protect the Town of Aurora drinking water system from contamination. *pg. 75*
(Report IES14-045 – GC – Sep. 2/14)
- 5674-14** BEING A BY-LAW to levy Interim Property Taxes for the 2015 taxation year. *pg. 83*
(Report CFS14-040 – GC – Dec. 9/14)

RECOMMENDED:

THAT the following confirming by-law be given first, second, and third readings and enacted:

- 5676-14** BEING A BY-LAW to Confirm Actions by Council Resulting from Council Meeting on December 16, 2014 *pg. 85*

14. CLOSED SESSION

15. ADJOURNMENT

AGENDA ITEMS

1. **General Committee Meeting Report of December 9, 2014** *pg. 27*

RECOMMENDED:

THAT the General Committee meeting report of December 9, 2014 be received and the recommendations carried by the Committee be approved.

2. **LLS14-042 – General Committee Closed Session Report of December 9, 2014** *pg. 36*

RECOMMENDED:

THAT report LLS14-042 be received; and

THAT Council adopt the following recommendations from the Closed Session meeting of December 9, 2014:

1. **Litigation or potential litigation including matters before administrative tribunals, affecting the Town or a Local Board; Re: PL14-069 – Appeal to the Ontario Municipal Board re Newell Committee of Adjustment Variance Application – D13-(25A-B)-14, 8 Kennedy Street East**

THAT report PL14-069 be received; and

THAT the confidential recommendations of General Committee on December 9, 2014 in respect of an appeal to the Ontario Municipal Board (Newell) be approved.

2. **Litigation or potential litigation including matters before administrative tribunals, affecting the Town or a Local Board; Re: LLS14-041 – Litigation Status Update – Bondfield/NORR Settlement**

THAT report LLS14-041 be received; and

THAT the confidential recommendations of General Committee on December 9, 2014 in respect of Litigation Status Update regarding Bondfield/NORR Settlement be approved.

- 3. Memorandum from the Director of Corporate and Financial Services/ Treasurer** *pg. 38*
Re: Additional Information to Item 1(6) – CFS14-035 – Interim Operating Budget Forecast – as at October 31, 2014

RECOMMENDED:

THAT the memorandum regarding Additional Information to Item 1(6) – CFS14-035 – Interim Operating Budget Forecast – as at October 31, 2014 be received for information.

- 4. Memorandum from the Director of Corporate and Financial Services/ Treasurer** *pg. 42*
Re: Status of Ice Storm Damages Claim

RECOMMENDED:

THAT the memorandum regarding Status of Ice Storm Damages Claim be received for information.

- 5. Memorandum from the Director of Infrastructure and Environmental Services** *pg. 44*
Re: Additional Information to Item 1(10) – IES14-057 – Facility Projects Status Report

RECOMMENDED:

THAT the memorandum regarding Additional Information to Item 1(10) – IES14-057 – Facility Projects Status Report be received for information.

- 6. Memorandum from the Director of Legal and Legislative Services/ Town Solicitor** *pg. 46*
Re: Additional Information to Item 1(12) – LLS14-037 – 2015 Council and Committee Meeting Calendar

RECOMMENDED:

THAT the memorandum regarding Additional Information to Item 1(12) – LLS14-037 – 2015 Council and Committee Meeting Calendar be received for information.

- 7. Memorandum from the Director of Legal and Legislative Services/
Town Solicitor** *pg. 48*
**Re: Additional Information to Item 1(14) – LLS14-040 – Discretionary
Advisory Committees for the 2014-2018 Term of Council**

RECOMMENDED:

THAT the memorandum regarding Additional Information to Item 1(14) – LLS14-040 – Discretionary Advisory Committees for the 2014-2018 Term of Council be received for information.

- 8. Memorandum from Mayor Geoffrey Dawe** *pg. 61*
Re: Correspondence from the Office of the Prime Minister – Buy American

RECOMMENDED:

THAT the memorandum regarding Correspondence from the Office of the Prime Minister – Buy American be received for information.

- 9. Memorandum from Mayor Geoffrey Dawe** *pg. 63*
**Re: Correspondence from the Ministry of Economic Development,
Employment and Infrastructure – Buy American**

RECOMMENDED:

THAT the memorandum regarding Correspondence from the Ministry of Economic Development, Employment and Infrastructure – Buy American be received for information.



**TOWN OF AURORA
COUNCIL MEETING MINUTES**

Council Chambers
Aurora Town Hall
Tuesday, November 25, 2014

ATTENDANCE

COUNCIL MEMBERS	Mayor Dawe in the Chair; Councillors Abel, Constable, Gaertner, Gallo, Humfries, Pirri, and Thompson
MEMBERS ABSENT	Councillor Buck
OTHER ATTENDEES	Chief Administrative Officer, Director of Building and By-law Services, Director of Corporate and Financial Services/Treasurer, Director of Infrastructure and Environmental Services, Director of Legal and Legislative Services/Town Solicitor, Director of Parks and Recreation Services, Director of Planning and Development Services, Town Clerk, and Council/Committee Secretary

Mayor Dawe called the meeting to order at 7:02 p.m.

1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act*.

2. APPROVAL OF THE AGENDA

Moved by Councillor Constable

Seconded by Councillor Humfries

THAT the agenda as circulated by Legal and Legislative Services be approved.

CARRIED

3. ADOPTION OF THE MINUTES

Council Meeting Minutes of September 23, 2014

Special Council – Public Planning Meeting Minutes of September 24, 2014

Moved by Councillor Pirri

Seconded by Councillor Thompson

THAT the Council meeting minutes of September 23, 2014 and the Special Council – Public Planning meeting minutes of September 24, 2014 be adopted as printed and circulated.

CARRIED

4. PRESENTATIONS

(a) Mayor Geoffrey Dawe
Re: Recognition of Members of Council 2010-2014

Mayor Dawe acknowledged the three members of Council who will not be returning for the next term of Council. The Mayor noted that Councillor Buck had sent her regrets for this evening and he presented gifts of appreciation to Councillor Constable and Councillor Gallo. Mayor Dawe expressed his gratitude to the Councillors for their contributions, passion, and dedication to the Town.

(b) Nicole Young and Mayor Geoffrey Dawe
Re: Presentation to Platinum Event Sponsors for 2014

Ms. Young displayed an audio-visual presentation, highlighting the various events held throughout the year. She stated that fourteen events were enjoyed by thousands of community members and each event was enhanced through the partnerships of event sponsors. Ms. Young noted that the Platinum Level sponsors make a significant investment in the community and she recognized the outstanding role that these sponsors play in the success of the Town's events.

Mayor Dawe expressed the Town's appreciation for the level of support received from local businesses and stated that each sponsor deserves tremendous credit for their contribution. The Mayor offered special gratitude to the Platinum Level event sponsors for all of their support.

Ms. Young recognized State Farm, Aurora Chrysler, and Aurora Home Hardware as the Town's 2014 Platinum Level event sponsors.

The Mayor invited everyone to join him in thanking the Platinum Level event sponsors, and also the Special Events Team for their great work under the direction of Al Downey, Director of Parks and Recreation Services.

Moved by Councillor Humfries Seconded by Councillor Thompson

THAT the presentation of Mayor Geoffrey Dawe, regarding the Recognition of Members of Council 2010-2014, and the presentation of Nicole Young and Mayor Geoffrey Dawe, regarding the Presentation to Platinum Event Sponsors for 2014, be received for information.

CARRIED

5. PUBLIC SERVICE ANNOUNCEMENTS

Councillor Pirri noted that he attended an FCM (Federation of Canadian Municipalities) Board meeting last week and that FCM is running a contest where Canadian residents are invited to register at hometownproud.fcm.ca and share a story about why they are proud of their hometown. He stated that eight finalists would be chosen over the next eight weeks in both the English and French categories, and the winners will each receive a trip to enable someone to visit them in their hometown.

Councillor Abel offered congratulations to staff for a great job on the Santa Under the Stars Parade, which was very well-attended on November 22, 2014.

Councillor Thompson extended a reminder that the annual Tree Lighting Ceremony would take place at Town Hall on Wednesday, December 3 starting at 6:30 p.m. with festivities including singing, refreshments, and Santa Claus.

Councillor Gaertner advised that the Town continues to welcome resident feedback on the annual budget and services through an online survey available at www.aurora.ca/citizenbudget until November 30, 2014, and those who complete the survey would be eligible to win an Apple iPad Air.

Councillor Gaertner stated that the Town's Permanent and Temporary Sign By-laws are under review and resident comments are welcome through a feedback form which is available at www.aurora.ca.

Councillor Gaertner noted that the Town's 2013 Audited Financial Statements are available online at www.aurora.ca.

Councillor Gaertner advised that York Region has updated its Home Repairs Program to allow for financial assistance of up to \$15,000 for necessary home repairs for seniors, people with disabilities, and low-income homeowners.

Councillor Constable recognized Mary Georgopoulos and Brian North and expressed his appreciation for their great support of the community and volunteer efforts with various charities.

Mayor Dawe extended his appreciation to all those who served on Citizen Advisory Committees through the 2010-2014 municipal term and noted that the great contributions of these residents were acknowledged at a reception held earlier in the day.

Mayor Dawe advised that the second Induction Ceremony of the Aurora Sports Hall of Fame was held on November 5, 2014 and he encouraged everyone to visit Town Hall to view the Inductee plaques on display on the third floor.

Mayor Dawe announced that the Town has recently launched the *Report a Problem* tool on its PingStreet online app suite, which provides residents with the opportunity to report public property issues and submit related photos.

Mayor Dawe stated that Neighbourhood Network has announced its Volunteer Snow Removal Program and information is available at nnetwork.org.

Mayor Dawe extended a reminder that residents may still enter the contest to become a Pan Am Games torchbearer by signing up at TORONTO2015.org/torch-relay by December 1, 2014.

Mayor Dawe announced that the Salvation Army Kettle Drive began on November 22, 2014 and donations would be gratefully accepted at all Walmart, Metro, LCBO, and Real Canadian Superstore locations in Aurora.

Mayor Dawe noted that the Tree Lighting Ceremony activities would be held at the Aurora Seniors' Centre.

Mayor Dawe announced that the Aurora Public Library is conducting a Facility Needs Assessment and inviting citizen input until December 31, 2014 through an online survey at www.library.aurora.on.ca.

6. DETERMINATION OF ITEMS REQUIRING SEPARATE DISCUSSION

Items 1, 2, 3, and 6 were identified for discussion.

7. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION

Items 4 and 5 were identified as items not requiring separate discussion.

Moved by Councillor Thompson

Seconded by Councillor Gaertner

THAT the following recommendations with respect to the matters listed as "Items Not Requiring Separate Discussion" be adopted as submitted to Council and staff be authorized to take all necessary action required to give effect to same:

**4. Memorandum from Mayor Geoffrey Dawe
Re: Correspondence from Leader of the Green Party of Canada**

THAT the memorandum regarding Correspondence from Leader of the Green Party of Canada be received for information.

**5. Memorandum from Mayor Geoffrey Dawe
Re: Lake Simcoe Region Conservation Authority
Highlights – September 26, 2014 – Meeting of the Board**

THAT the memorandum regarding Lake Simcoe Region Conservation Authority, Highlights – September 26, 2014 – Meeting of the Board be received for information.

CARRIED

8. DELEGATIONS

None

9. CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION

**1. PL14-068 – Application for Exemption from Part Lot Control
Mattamy (Aurora) Limited
Blocks 95 and 97, Plan 65M-4407
File No. D12-PLC-04-14**

Moved by Councillor Gaertner

Seconded by Councillor Pirri

THAT report PL14-068 be received; and

THAT Council approve the Application for Exemption from Part Lot Control submitted by Mattamy (Aurora) Limited to divide Blocks 95 and 97 on Plan 65M-4407 into 15 separate lots for townhouse units; and

THAT Council enact the Part Lot Control Exemption By-law at the Council meeting.

CARRIED

**2. PL14-071 – Ministry of the Environment Application for an Environmental Compliance Approval to Operate a Waste Disposal Site (Processing and Grinding of Empty Plastic Containers)
226 Industrial Parkway North, Town of Aurora
Pnewko Brothers Ltd.**

Moved by Councillor Gaertner

Seconded by Councillor Thompson

THAT report PL14-071 be received; and

THAT the Town's comment be that the Environmental Compliance Approval for the operation of a Waste Disposal Site should be limited to the processing and grinding of plastic containers and subject to Town By-laws dealing with noise and hours of operation; and

THAT the Town Clerk submit this report to the Ministry of Environment as the Town's response to the EBR Registry Number 012-2822.

CARRIED

3. PL14-073 – Town of Aurora's Corporate Energy Management Plan

Main motion

Moved by Councillor Gaertner

Seconded by Councillor Humfries

THAT report PL14-073 be received for information.

Amendment

Moved by Councillor Gaertner

Seconded by Councillor Humfries

THAT the main motion be amended by adding the following clauses:

THAT staff provide a yearly report on the implementation of the Corporate Energy Management Plan (CEMP); and

THAT the Town create an energy conservation page on the Town's website that includes updates on the CEMP, progress on corporate energy efficiency initiatives, and information for residents on energy conservation measures.

CARRIED

Amendment

Moved by Councillor Thompson

Seconded by Councillor Gaertner

THAT the main motion be further amended by adding the following clause:

THAT Council endorse the Town of Aurora's Corporate Energy Management Plan dated November 20, 2014.

CARRIED

Main motion as amended

Moved by Councillor Gaertner

Seconded by Councillor Humfries

THAT report PL14-073 be received; *and*

THAT staff provide a yearly report on the implementation of the Corporate Energy Management Plan (CEMP); and

THAT the Town create an energy conservation page on the Town's website that includes updates on the CEMP, progress on corporate energy efficiency initiatives, and information for residents on energy conservation measures; and

THAT Council endorse the Town of Aurora's Corporate Energy Management Plan dated November 20, 2014.

CARRIED

- 6. Memorandum from Mayor Geoffrey Dawe
Re: Lake Simcoe Region Conservation Authority
Highlights – October 24, 2014 – Meeting of the Board**

Moved by Councillor Gaertner

Seconded by Councillor Thompson

THAT the memorandum regarding Lake Simcoe Region Conservation Authority, Highlights – October 24, 2014 – Meeting of the Board be received for information.

CARRIED

10. NOTICES OF MOTION/MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

(i) Notices of Motion

None

(ii) Motions for Which Notice Has Been Given

None

11. REGIONAL REPORT

York Regional Council Highlights – November 13, 2014

Moved by Councillor Constable

Seconded by Councillor Gaertner

THAT the Regional Report of November 13, 2014 be received for information.

CARRIED

12. NEW BUSINESS/GENERAL INFORMATION

Councillor Humfries extended her gratitude to Members of Council for the past four years.

Councillor Constable extended his gratitude to the Mayor, Councillors, and staff, and offered his best wishes to the newly-elected Councillors. He further expressed his appreciation of his family, the public, volunteers, business leaders, and business owners for their support of the community.

Councillor Gaertner inquired about the sale of the Leslie Street lands. The Chief Administrative Officer indicated that staff would be reporting to Council early in 2015 regarding the marketing strategy for those lands.

Councillor Gaertner expressed her appreciation of Councillor Gallo's dedication to the Town and its residents.

Councillor Thompson extended his gratitude to everyone for working together through the past term to help improve the community, and stated that he looks forward to continuing through the next term.

Councillor Abel noted that a community meeting was held on November 24, 2014 regarding the Highland Gate Golf Course and inquired about whether information respecting the one-foot reserve could be brought forward in the next Council meeting cycle. The Town Solicitor confirmed that this matter was currently under investigation.

Moved by Councillor Abel

Seconded by Councillor Thompson

THAT staff be directed to provide information regarding the one-foot reserve around the Highland Gate Golf Course.

CARRIED

Councillor Abel inquired about the process for re-establishing the statutory and discretionary advisory committees in a timely manner. The Town Clerk advised that a staff report would be brought forward in the first regular cycle of Council meetings in December for Council's consideration and direction.

Councillor Abel expressed his honour and pleasure in serving the community. He extended his gratitude to Councillors Buck, Gallo, and Constable for their service to the community and offered his best wishes for the future.

Councillor Gallo extended his gratitude to everyone for the past term, including his supporters, and offered his best wishes to the incoming Council for the next term.

Councillor Pirri inquired about whether Council would receive a report regarding the response to the recent municipal election's Questions on the Ballot. The Town Clerk advised that staff would report back to Council early in 2015 on election-related matters, including specifics related to the Questions on the Ballot, and would be seeking Council's direction with respect to those results.

Councillor Pirri offered his gratitude to Councillor Buck for her contributions over the past term and previous years. He extended his appreciation to everyone and stated that he was looking forward to the next four years.

Mayor Dawe offered his gratitude to the departing Councillors for their work, and stated that he was looking forward to working with the new Council. The Mayor also extended his appreciation to staff for all of their efforts.

13. READING OF BY-LAWS

Moved by Councillor Constable

Seconded by Councillor Gallo

THAT the following by-laws be given first, second, and third readings and enacted:

5671-14 BEING A BY-LAW to exempt Blocks 95 and 97 on Plan 65M-4407 from Part-Lot Control (Mattamy (Aurora) Limited).

5673-14 BEING A BY-LAW to amend Zoning By-law Number 2213-78, as amended (2351528 Ontario Limited and Aurora-Leslie Developments Limited (Addison Hall Business Park), File D14-01-14).

CARRIED

Moved by Councillor Gallo

Seconded by Councillor Constable

THAT the following confirming by-law be given first, second, and third readings and enacted:

5672-14 BEING A BY-LAW to Confirm Actions by Council Resulting from Council Meeting on November 25, 2014

CARRIED

14. CLOSED SESSION

None

15. ADJOURNMENT

Moved by Councillor Pirri

Seconded by Councillor Abel

THAT the meeting be adjourned at 8:02 p.m.

CARRIED

GEOFFREY DAWE, MAYOR

STEPHEN M. A. HUYCKE, TOWN CLERK

THE MINUTES OF THE COUNCIL MEETING OF NOVEMBER 25, 2014 ARE SUBJECT TO FINAL APPROVAL BY COUNCIL ON DECEMBER 16, 2014.



**TOWN OF AURORA
INAUGURAL COUNCIL MEETING MINUTES**

Council Chambers
Aurora Town Hall
Tuesday, December 2, 2014

ATTENDANCE

COUNCIL MEMBERS	Mayor Dawe in the Chair; Councillors Abel, Gaertner, Humfryes, Kim, Mrakas, Pirri, Thom, and Thompson
MEMBERS ABSENT	None
OTHER ATTENDEES	Chief Administrative Officer, Director of Building and By-law Services, Director of Corporate and Financial Services/Treasurer, Director of Infrastructure and Environmental Services, Director of Legal and Legislative Services/Town Solicitor, Director of Parks and Recreation Services, Director of Planning and Development Services, Chief Executive Officer Aurora Public Library, Town Clerk, and Council/Committee Secretary

1. PROCESSIONAL

Town Crier John Webster announced the commencement of the new Council session of the 2014-2018 Term of Council for the Town of Aurora. The Mayor and Members of Council were escorted into the Council Chambers by Piper Jim McGillivray, Lieutenant-Colonel Phillip Halton, Commanding Officer, The Queen's York Rangers (1st American Regiment), RCAC, and The Royal Canadian Legion Branch 385 Colour Guard led by Ontario Command Sergeant-at-Arms Ken White.

2. CALL TO ORDER

Town Clerk Stephen Huycke called the meeting to order and welcomed everyone present.

3. O CANADA

Singer Joseph Likuski led the assembly in the singing of the National Anthem.

4. PRAYER OF DEDICATION

Prayers of dedication were offered by: Reverend Andy Comar, Minister, Aurora United Church; Terry Weller, Interfaith Leader, Trinity Anglican Church; Debby Wojtka, Member of the Aurora Bahá'í Community; and Rabbi Michal Shekel, Or Hadash Synagogue.

5. ADMINISTRATION OF THE OATH OF OFFICE TO THE MAYOR AND PRESENTATION OF MAYOR'S CHAIN OF OFFICE

His Worship Douglas W. Clark administered the Declaration of Office to Mayor Geoffrey Dawe. The Town Clerk then presented the Chain of Office to Mayor Dawe.

6. ADMINISTRATION OF THE OATH OF OFFICE TO THE COUNCILLORS

His Worship Douglas W. Clark administered the Declaration of Office collectively to the Members of Council.

7. INTRODUCTION OF THE NEW MEMBERS OF COUNCIL

Mayor Dawe assumed the Chair and introduced the new Members of Council.

8. INTRODUCTION OF DIGNITARIES AND EXECUTIVE LEADERSHIP TEAM

Mayor Dawe recognized and expressed thanks to a number of dignitaries including John Webster, Jim McGillivray, Joseph Likuski, His Worship Douglas Clark, Reverend Andy Comar, Terry Weller, Debby Wojtka, Rabbi Michal Shekel, the Colour Guard led by Ken White, Lieutenant-Colonel Phillip Halton, Captain Phil Lusk, The Queen's York Rangers Army Cadets, York Regional Police Inspector Henry Deruiter, Town of Newmarket Mayor Tony Van Bynen, former Town of Aurora Mayor Tim Jones and former Councillors Steve Hinder, Bill Hogg, Alison Collins-Mrakas, and Martin Paivio. Mayor Dawe expressed appreciation to MP Lois Brown and MPP Chris Ballard for their greetings. The Mayor then introduced the members of the Town of Aurora Executive Leadership Team and Deputy Chief Robert Comeau of Central York Fire Services.

9. INAUGURAL ADDRESS BY THE MAYOR

Mayor Dawe welcomed everyone present and expressed appreciation for their commitment and support of the Town. He offered his gratitude to the many friends, family and volunteers who have assisted him. Mayor Dawe then gave his Inaugural Address in which he outlined the vision and challenges for this new Term of Council.

10. GREETINGS FROM COUNCILLORS

Each of the Members of Council briefly addressed the assembly, acknowledging their families, friends and supporters, and expressed their gratitude to the residents of Aurora for entrusting them with a position on Council in serving the community.

11. RETURN OF THE "FREEDOM OF THE TOWN"

Mayor Dawe presented Lieutenant-Colonel Phillip Halton, Commanding Officer, The Queen's York Rangers (1st American Regiment), RCAC, with a reaffirmation of the "Freedom of the Town". Lieutenant-Colonel Halton, on behalf of the Regiment, expressed their honour and appreciation for this expression of the community's trust and support.

12. CLOSING REMARKS AND INVITATION TO ATTEND THE RECEPTION

Mayor Dawe provided brief closing remarks together with an invitation to those in attendance to enjoy some refreshments at a reception on the second floor of the Town Hall. He acknowledged and offered appreciation to the staff who assisted in the preparations of the Inaugural Council Meeting and reception.

13. CONFIRMATORY BY-LAW

Moved by Councillor Thompson

Seconded by Councillor Mrakas

THAT the following confirming by-law be given first, second, and third readings and enacted:

5675-14 BEING A BY-LAW to Confirm Actions by Council Resulting from Inaugural Council Meeting on December 2, 2014

CARRIED

14. ADJOURNMENT

Moved by Councillor Pirri

Seconded by Councillor Thom

THAT the meeting be adjourned at 8 p.m.

CARRIED

GEOFFREY DAWE, MAYOR

STEPHEN M. A. HUYCKE, TOWN CLERK

THE MINUTES OF THE INAUGURAL COUNCIL MEETING OF DECEMBER 2, 2014 ARE SUBJECT TO FINAL APPROVAL BY COUNCIL ON DECEMBER 16, 2014.



Legal and Legislative Services
905-727-3123
councilsecretariatstaff@aurora.ca

Town of Aurora
100 John West Way, Box 1000
Aurora, ON L4G 6J1

PRESENTATION REQUEST

This Presentation form and any written submissions or background information for consideration by either Council or Committees of Council must be submitted to the Clerk's office by the following deadline:

4:30 P.M. ON THE BUSINESS DAY PRIOR TO THE REQUESTED MEETING DATE

COUNCIL/COMMITTEE/ADVISORY COMMITTEE DATE: December 16, 2014

SUBJECT: Aurora Farmers' Market & Artisan Fair

NAME OF SPOKESPERSON: Anna Kroeplin, Chair

NAME OF GROUP OR PERSON(S) BEING REPRESENTED (if applicable):
Aurora Farmers' Market & Artisan Fair

BRIEF SUMMARY OF ISSUE OR PURPOSE OF PRESENTATION:
History and benefits of Aurora Farmer's Market, plus brief overview of outdoor season.

PLEASE COMPLETE THE FOLLOWING:

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

Yes No IF YES, WITH WHOM? Patty Thoma DATE Dec.10, 2014

I acknowledge that the Procedural By-law permits ten (10) minutes for Presentations.



Aurora Farmers' Market & Artisan Fair

presented by Anna Kroeplin, AFM Chair



Aurora Farmers' Market & Artisan Fair



- **Mission Statement:**

"Where food, art and community meet."

- **Vision Statement:**

To connect the community with local growers of fresh food, encourage healthy eating choices, create a stimulating cultural environment that promotes local artists, and support the community that has welcomed us.



Volunteer Administration:

- 13 volunteers make up the AFM Committee that is comprised of a Chair, a Co-chair, Treasurer, Secretary, and 5 sub-committees that include Sponsorship, Promotions, Special Events, Governance, Indoors/Other Events.
- The AFM Constitution and policies are reviewed at every public Annual General Meeting. Recruitment for new members is held at this meeting.
- AFM Committee meetings are held 1-2 times monthly where *Robert's Rules of Order* are followed and minutes are taken to document proceedings.



Progression of the Aurora Farmers' Market & Artisan Fair

- 2002 - located on Temperance Street with 8-10 local vendors.
- 2008 - was moved to Wells Street and Town Park.
- 2011 - progressed to 34 full season vendors, initiated student volunteer service hours, special events, free community group booths, sponsorship program and partnership plan.
- 2014 - had 70 vendors - *not all on the SAME day* - that was made up of 18 Farmers, 17 Food Vendors, 22 Artisans, and 17 Community Groups.



How We Contributed to the: COMMUNITY



- **VOLUNTEER HOURS:**
 - 816 volunteer hours were earned by 176 High School students
- **FOOD BANK:**
 - Donated over \$1,000 by raising funds selling t-shirts, market bags, corn-on-the-cob, and a Family Day raffle.
 - Volunteers delivered fresh produce on Thanksgiving weekend.
- **NEIGHBORHOOD:**
 - Library hosted on-site story-time readings once a month
 - *Wells St. Schoolhouse Lofts* advertised the market as a major feature for sales of their units



How We Contributed to the: VENDORS

The AFM Committee and 2 staff members worked diligently to contribute to the success of the vendors. This included:



- **Planning, Organizing & Communicating:**
 - We organized 10 special events to draw people to our market, providing free entertainment, crafts for children and market bag raffles filled with donated items.
 - Helped vendors safely load-in and out, plus assisted booth set-ups.
 - Introduction of Ontario VQA Wineries to the Farmer's Market.
 - Worked closely with the Health Department and our food vendors to be in complete compliance, assuring safe food handling.
- **Participants in Other Events:**
 - We were happy to be part of the Canada Day parade – where we won an award!
 - We had booths at the Aurora Garden Fair, Home Show, Chamber Street Festival
 - We were also the starting point of a Door's Open event & Heritage Walks!



How We Contributed to:

CULTURE



The Market was a cultural hub at our Special Event Days that featured 14 local bands, buskers, free craft programs and some surprises:

- **Opening Day** - Butterfly Release & Scottish Dancers
- **Strawberry Fest** - Aurora Community Band; free strawberries
- **Art in the Park/Kerry's Place** - 17 additional artists & 3 local bands
- **Seniors' Day** - Chess challenge, Wood Carvers of Ontario, entertainment
- **Family Day** - Mom to Mom sale, raffle & children's entertainers
- **Community Corn Roast** - After hours Big Band, Marquee Theatre
- **Apples & Honey Fest** - Manatee Band & free face-painting
- **Culinary Day** - featured on YR tourist map; 5 chefs taught meals
- **Pumpkin Fest** -pumpkin carving contest, pumpkin bowling, Phase 3 Trio; part of Nat'l *Culture Days*
- **Customer Appreciation Day** - Food Pantry cheque presentation; free market bags & entertainment



How We Contributed to:

EDUCATION



- **HIGH SCHOOLS:**
 - Working with volunteers, we taught them accountability, helping in their community, customer service and responsibility.
- **ELEMENTARY SCHOOLS:**
 - Scavenger hunts educated children in farming, crisis with honey bees, and we encouraged creativity through free children's crafts
- **THE PUBLIC:**
 - Customers were educated during Culinary Arts Day to learn how to prepare excellent dishes using our farmer's produce by 5 chefs.
 - 17 community groups and not-for-profit applicants had the opportunity to set up for one day to raise awareness and funds.



How We Contributed to:

BUSINESSES



Through the Aurora Farmers' Market sponsorship program, we actively promoted local businesses, such as:

- Wells St. Schoolhouse Lofts
- Lighthouse Chiropractic
- Royal LePage-B.Varcoe
- Knowledge Makes "Cents"
- Beck Financial
- Town of Aurora
- Main Street Realty-L.Stephens
- Optimist Club of Aurora
- Rotary Club of Aurora
- Lucy Maud Montgomery Soc.
- Aurora Home Hardware



How We Contributed to:

OTHER GROUPS



Working together with a wide range of community groups ensured successful events and fundraising efforts, which included:

- Kerry's Place – Autism Services
- Ovarian Cancer Run/Walk
- Senior's Centre
- Farmers' Market Ontario & Friends of Greenbelt Foundation
- Gran Aurora
- YR Environmental Services
- South Lake Simcoe Naturalists
- Wood Carvers of Ontario
- Town of Aurora – Doors Open Event & Heritage Walks
- Aurora Public Library
- Neighborhood Network
- Optimist Club of Aurora
- Amnesty International
- Aurora Garden & Horticultural Centre
- Canadian Cancer Society
- Girl Guides of Canada
- Lucy Maud Montgomery Society



How We Communicated to: RESIDENTS



We were able to reach out to residents and beyond by promoting the market through:

- The Auroran newspaper
bi-monthly articles, ads & event photos
- The Banner newspaper
weekly promo in Upcoming events
- Town of Aurora's Leisure Guides
Spring & Winter
- SNAP'd Aurora
monthly ads & event photos
- York Scene – Discovery Guide
- 5,000 mini flyers
- Electronic flyers to Vendor clients
- Community Service Database
- Aurora Home Show Booth
- Canada Day Parade Float
- Chamber Street Festival Booth
- Aurora Garden Fair
- Aurora Public Library Display Case
- Summer Fun Guide
- York Region's Farm Fresh Map
- 174 followers on Twitter &
316 Face Book friends



Our Future?...



Armouries – potential indoor, year-round market



- We organized a "test" indoor market at the Armouries facility on December 6 and experienced great enthusiasm toward the possibility of using this site in future.



Aurora Farmers' Market & Artisan Fair

*We are honoured to be part of what makes Aurora
so special to its residents and visitors.*





Legal and Legislative Services
905-727-3123
councilsecretariatstaff@aurora.ca

Town of Aurora
100 John West Way, Box 1000
Aurora, ON L4G 6J1

PRESENTATION REQUEST

This Presentation form and any written submissions or background information for consideration by either Council or Committees of Council must be submitted to the Clerk's office by the following deadline:

4:30 P.M. ON THE BUSINESS DAY PRIOR TO THE REQUESTED MEETING DATE

COUNCIL/COMMITTEE/ADVISORY COMMITTEE DATE: *Tuesday December 16th, 2014 @ 7:00pm*

SUBJECT: *Present to Council - York Region Transit (YRT/Viva) 2015 Annual Service Plan*

NAME OF SPOKESPERSON: *Mr. Adrian Kawan*

NAME OF GROUP OR PERSON(S) BEING REPRESENTED (if applicable): *York Region Transit (YRT/Viva)*

BRIEF SUMMARY OF ISSUE OR PURPOSE OF PRESENTATION:

PLEASE COMPLETE THE FOLLOWING:

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

Yes

No

IF YES, WITH WHOM?

Patti Thoma

DATE *Nov. 5/14*

I acknowledge that the Procedural By-law permits ten (10) minutes for Presentations.



York Region Transit (YRT/Viva) 2015 Annual Service Plan

Presentation to Council
Town of Aurora

Adrian Kawun
December 16, 2014

York Region Transit (YRT/Viva) 2015 Annual Service Plan
December 16, 2014

slide 1

Overview

- YRT/Viva Services
- Transit System Cycle
- 2015 Annual Service Plan
- 2015 Service Initiatives
- Customer Service
- 2015 Projects
- AODA Compliance
- Next Steps
- Questions/Comments

ANNUAL TRANSIT SERVICE PLAN

2015

THE FUTURE OF PUBLIC TRANSIT

YRT/Viva Services



Conventional 358 vehicles	Viva BRT 123 vehicles	Mobility Plus 81 vehicles
<ul style="list-style-type: none"> • 25 base routes • 29 local routes (includes Dial-a-Ride) • 37 High School Specials • 10 TTC routes • 10 GO Shuttles • Six Express routes • One seasonal route 	<ul style="list-style-type: none"> • Five Viva BRT routes 	<ul style="list-style-type: none"> • Door-to-door shared ride accessible • Family of Services • Five Community Bus routes

Diverse service meets the transit needs of York Region

York Region Transit (YRT/Viva) 2015 Annual Service Plan
 December 16, 2014

slide 3

Transit System Cycle



York Region Transit (YRT/Viva) 2015 Annual Service Plan
 December 16, 2014

slide 4

2015 Service Plan Goals

- Service improvements
- Route restructuring
- Service frequency adjustments
- Elimination of duplicate services
- Construction mitigation
- New services



Twenty service initiatives are recommended for 2015

York Region Transit (YRT/Viva) 2015 Annual Service Plan
December 16, 2014

slide 5

2015 Annual Service Plan

Planning Process

- System review
- Transit Service Guidelines
- Key Performance Indicators
- Customer service requests
- Route performance and cost recovery
- Fleet Availability

Consultation Process

- Municipal meetings
- Public Information Centres
- Stakeholders information sessions
- On-bus surveys
- Social media and yrt.ca



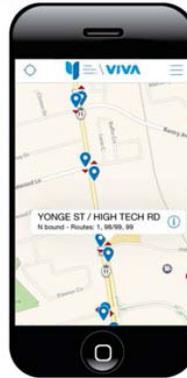
Extensive consultation with the public, stakeholders, Regional and municipal staff

York Region Transit (YRT/Viva) 2015 Annual Service Plan
December 16, 2014

slide 6

Customer Service

- Mobile websites
- Social media
- Real-time information at bus stops and terminals
- LCD screens
- Customer Relationship Management System
- Community outreach programs
- YRT/Viva mobile application
- Partnerships (Crime Stoppers/York Regional Police)
- Customer satisfaction surveys



YRT/Viva offers the tools customers need to access and use the system



York Region Transit (YRT/Viva) 2015 Annual Service Plan
December 16, 2014

slide 7



2015 Projects

- Spadina Subway Extension Transit Strategy
- Viva Network Expansion Plan
- Commuter parking lot
- Para-transit solution (PRESTO)
- Pan Am and Parapan Am Games
- Viva bus garage (OMSF)
- North Division bus garage
- Rapidway commissioning (Viva yellow, Davis Drive)
- Transportation Master Plan



2015 projects prepare YRT/Viva for system growth and service expansion

York Region Transit (YRT/Viva) 2015 Annual Service Plan
December 16, 2014

slide 8

AODA Compliance

The Transit Accessibility Plan outlines YRT/Viva and Mobility Plus obligations under the AODA:

- 2017 Pre-boarding announcements

Accessibility performance measures are required to be in the Region 2013-2021 Multi-Year Accessibility Plan.



York Region Transit (YRT/Viva) 2015 Annual Service Plan
December 16, 2014

slide 9

Next Steps

- Present the 2015 Annual Service Plan to local Councils
- Communicate 2015 service changes to customers and residents
- Implement 2015 service changes in February, April and June
- Begin the 2016 Annual Service Plan process
- Continue the 2016 to 2020 Five-Year Service Plan process



York Region Transit (YRT/Viva) 2015 Annual Service Plan
December 16, 2014

slide 10

Questions/Comments



York Region Transit (YRT/Viva) 2015 Annual Service Plan
December 16, 2014

slide 11





**TOWN OF AURORA
GENERAL COMMITTEE MEETING REPORT**

Council Chambers
Aurora Town Hall
Tuesday, December 9, 2014

ATTENDANCE

COUNCIL MEMBERS	Councillor Abel in the Chair; Councillors, Gaertner, Humfries, Kim, Mrakas, Pirri, Thom, Thompson, and Mayor Dawe
MEMBERS ABSENT	None
OTHER ATTENDEES	Chief Administrative Officer, Director of Building and By-law Services, Director of Corporate and Financial Services/Treasurer, Director of Infrastructure and Environmental Services, Director of Legal and Legislative Services/Town Solicitor, Director of Parks and Recreation Services, Director of Planning and Development Services, Town Clerk, and Council/Committee Secretary

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

1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act*.

2. APPROVAL OF THE AGENDA

General Committee approved the agenda as circulated by Legal and Legislative Services with the following additional item:

- 17. Memorandum from the Director of Corporate and Financial Services/Treasurer
Re: Item 5 – Report CFS14-034 – Replacement Fee Schedule E

3. DETERMINATION OF ITEMS REQUIRING SEPARATE DISCUSSION

Items 5, 6, 7, 10, 12, 13, 14, 15, and 16 were identified for discussion.

4. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION

Items 1, 2, 3, 4, 8, 9, 11, and 17 were identified as items not requiring separate discussion.

General Committee recommends:

THAT the following recommendations respecting the matters listed as “Items Not Requiring Separate Discussion” be adopted as submitted to the General Committee and staff be authorized to take all necessary action required to give effect to same:

1. BBS14-015 – Accessibility Devices

THAT report BBS14-015 be received for information.

2. CFS14-018 – WSIB Reserve Fund

THAT report CFS14-018 be received; and

THAT the transfer of \$734,241 from the WSIB Reserve Fund to the Tax Rate Stabilization Reserve Fund be approved.

3. CFS14-026 – 2014 Operating Surplus/Deficit Control By-law

THAT report CFS14-026 be received; and

THAT By-law 5637-14 be adopted to authorize the Treasurer and the Chief Administrative Officer to make any necessary year-end financial adjustments and to allocate any 2014 Operating Fund surplus in the following order of priority:

- i. That any unspent funds from various reserve funds allocated in the 2014 Budget for specific expenditures be returned to the respective original reserve fund sources from which they came; and
- ii. That any net Building Permit revenue surplus/deficit be allocated to/funded from the Building Permit Fees Reserve; and
- iii. That any Election 2014 surplus/deficit be allocated to/funded from the Election Reserve; and
- iv. That the remainder of any surplus be allocated to budget carry-forward items, being Council approved special projects or initiatives funded in the Operating Fund in the subject year, but not started by year end; and
- v. That up to a maximum of \$348,000.00 of any then remaining surplus be allocated to the Tax Rate Stabilization Reserve Fund to assist with the stabilization of tax rates in future years which may be subject to fluctuations due to significant changes in service levels or municipal costs, or changes in expected revenues; and
- vi. That the remainder of any surplus be allocated proportionately to the tax rate funded Repair & Replacement reserves; and

Or, alternatively, in the event of a year-end operating deficit, that adjustments i, and ii above are authorized, with the remaining net shortfall being funded from the Tax Rate Stabilization reserve; and

THAT the provisions made within By-law 5637-14 be adopted to authorize the Treasurer and the Chief Administrative Officer to allocate any 2014 surplus or alternatively fund any deficit in the Water, Wastewater, or Stormwater budgets to or from the appropriate related reserve accounts; and

THAT the adjustments authorized herein are to occur with an effective date of December 31, 2014, and which may be made prior to or after December 31, 2014; and

THAT the Treasurer and Chief Administrative Officer report to Council through General Committee after the year end surplus/deficit control adjustments and allocations have been performed.

4. CFS14-033 – Results of Tax Sale Held May 8, 2014

THAT report CFS14-033 be received; and

THAT the Town write off the outstanding tax balances as uncollectible, and vest the parcel of land Property Roll number 1946-000-113-47786-0000 that was not sold in the Tax Sale of May 8, 2014, and this parcel of land be offered for sale to the abutting landowner; and

THAT the Town write off the outstanding tax balances as uncollectible, and vest the parcel of land Property Roll number 1946-000-021-73600-0000 that was not sold in the Tax Sale of May 8, 2014, and this parcel of land be offered for sale to the abutting landowners; and

THAT staff be authorized to enter negotiations for sale or transfer of the two above-noted properties as detailed in this report, and report back to Council prior to transfer; and

THAT the Town not vest at this time the parcel of land Property Roll number 1946-000-045-10800-0000 that was not sold in the Tax Sale of March 8, 2014 pending a report back to Council regarding the outcome of the ongoing site investigations being conducted by the Town.

8. CFS14-039 – Annual Cancellation, Reduction or Refund of Property Taxes Under Sections 357 and 358 of the *Municipal Act*

THAT report CFS14-039 be received; and

THAT a meeting be held in accordance with Sections 357 and 358 of the *Municipal Act*, 2001, S.O. 2001, c.25 as amended (the "Act") in respect of the applications filed with the Treasurer by the owners of property listed in this report at which applicants may make representations; and

THAT property taxes in the amount \$66,273.58 be adjusted pursuant to Section 357 of the Act; and

THAT property taxes in the amount of \$6,679.14 be adjusted pursuant to Section 358 of the Act; and

THAT the associated interest applicable be cancelled in proportion to the property taxes adjusted; and

THAT the Director of Corporate & Financial Services, Treasurer be directed to remove said property taxes for the Collector's Roll to reflect these property tax adjustments.

9. CFS14-040 – 2015 Interim Property Tax Levy

THAT report CFS14-040 be received; and

THAT By-law 5674-14 be adopted to authorize the levying of interim tax amounts on all rateable properties and to establish installment due dates.

11. LLS14-034 – Amendment to Subdivision Agreement – Whitwell Developments Limited and State Farm Mutual Automobile Insurance Company

THAT report LLS14-034 be received; and

THAT staff be directed to prepare an amendment to the existing subdivision agreement for the State Farm/Whitwell subdivision as outlined in report LLS14-034; and

THAT the Mayor and Town Clerk be authorized to execute the amendment to the subdivision agreement for the State Farm/Whitwell subdivision, including any and all documents and ancillary agreements required to give effect to same.

**17. Memorandum from the Director of Corporate and Financial Services/Treasurer
Re: Item 5 – Report CFS14-034 – Replacement Fee Schedule E**

THAT the memorandum regarding Item 5 – Report CFS14-034 – Replacement Fee Schedule E be received for information.

CARRIED

5. DELEGATIONS

None

6. PRESENTATIONS BY THE ADVISORY COMMITTEE CHAIR

None

7. CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION

5. CFS14-034 – 2015 Fees and Charges Update

General Committee recommends:

THAT report CFS14-034 be received; and

THAT the 2015 Fees and Charges for applications, permits, use of Town property, the sale of Town publications and for the prescribed service charges for administrative matters as itemized on the attached schedules be approved:

Schedule A – General Fees and Charges
Schedule B – Building and Bylaw Services
Schedule C – Legal and Legislative Services
Schedule D – Planning and Development Services
Schedule E – Infrastructure and Environmental Services
Schedule F – Corporate and Financial Services
Schedule G – Parks and Recreation Services; and

THAT the necessary bylaw be enacted at the January 20, 2015 Council meeting in accordance with the Town's Notice Provision Policy.

CARRIED

6. CFS14-035 – Interim Operating Budget Forecast – as at October 31, 2014

General Committee recommends:

THAT report CFS14-035 be received for information.

CARRIED

7. CFS14-038 – Authorization to Execute Agreement: Ontario Community Infrastructure Fund – Formula-Based Component Funding Agreement

General Committee recommends:

THAT report CFS14-038 be received; and

THAT the Mayor and Town Clerk be authorized to execute the standardized grant agreements, subject to the satisfaction of the Town Solicitor, for the Ontario Community Infrastructure Fund – Formula-Based Component; and

THAT the Treasurer be authorized to execute on behalf of the Town any progress reports or other submissions required in compliance with the terms of the funding agreements during the course of the funding and approved projects.

CARRIED

10. IES14-057 – Facility Projects Status Report

General Committee recommends:

THAT report IES14-057 be received for information.

CARRIED

12. LLS14-037 – 2015 Council and Committee Meeting Calendar

General Committee recommends:

THAT report LLS14-037 be received; and

THAT the requirements of sections 2.3 and 2.6 of the Procedural By-law be waived to permit the adoption of the 2015 Council and Committee meeting schedule attached to this report as Attachment #1; and

THAT the 2015 Council and Committee Meeting Calendar, attached to this report as Attachment #1, be approved **with the following amendments:**

THAT additional regular Council meetings be scheduled for July 28, 2015 and August 25, 2015; and

THAT the November 9, 2015 Special General Committee Capital Budget meeting be moved to November 7, 2015; and

THAT the Town Clerk be authorized to make amendments to the Council and Committee Meeting Calendar as required.

CARRIED (two-thirds vote)

13. LLS14-038 – Statutory and Mandatory Advisory Committees/Local Boards for the 2014-2018 Term of Council

General Committee recommends:

THAT report LLS14-038 be received; and

THAT Council appoint three Members of Council to sit on the Joint Council Committee, which oversees the operation of the Central York Fire Services, as the Town of Aurora's representatives on the Committee; and

THAT staff be directed to advertise, in accordance with the provisions of the "Policy for Ad Hoc/Advisory Committees and Local Boards", for applications from members of the public for appointment to statutory boards and committees, namely the Aurora Public Library Board, Committee of Adjustment/Property Standards Committee, Aurora Appeal Tribunal, and the Accessibility Advisory Committee; **and**

THAT the Terms of Reference for the Accessibility Advisory Committee be amended to change the Committee composition from five (5) Members to seven (7) Members, encompassing such persons as required by the Accessibility for Ontarians with Disabilities Act, 2005.

CARRIED

14. LLS14-040 – Discretionary Advisory Committees for the 2014-2018 Term of Council

General Committee recommends:

THAT report LLS14-040 be received; and

THAT the following discretionary advisory committees be reconstituted for the 2014-2018 Term of Office:

- 1. Economic Development Advisory Committee (EDAC)*
- 2. Environmental Advisory Committee (EAC)*
- 3. Heritage Advisory Committee (HAC)*
- 4. Parks and Recreation Advisory Committee (PRAC)*
- 5. Trails and Active Transportation Committee (TATC); and*

THAT the revised "Policy for Ad Hoc/Advisory Committees and Local Boards" (Attachment 2) be approved.

CARRIED

15. PL14-070 – Planning Applications Status List

General Committee recommends:

THAT report PL14-070 be received for information.

CARRIED

16. Memorandum from Councillor Wendy Gaertner
Re: Correspondence received from the Town of Collingwood regarding
Reconsider Decision to Eliminate Home to Home Postal Delivery

General Committee recommends:

THAT the memorandum regarding Correspondence received from the Town of Collingwood regarding Reconsider Decision to Eliminate Home to Home Postal Delivery be received *for information*.

CARRIED

8. NOTICES OF MOTION

(a) Councillor Abel
Re: Town Acquisition of Downtown Real Estate Properties

WHEREAS the Town of Aurora's Strategic Plan Study identifies revitalizing the downtown core; and

WHEREAS acquiring key properties in bulk maximizes the development opportunities for the purpose of revitalization; and

WHEREAS when such a listing occurs Council should consider giving staff direction to negotiate a purchase price and to report back for Council's consideration.

NOW THEREFORE BE IT HEREBY RESOLVED THAT Council direct staff to negotiate a purchase price regarding the McIntyre property (Horton Place) on Yonge Street, in combination with the Spragg property to the north (Readman House), and report back to Council.

(b) Councillor Abel
Re: Snow Plowing of Machell Park Pathway

WHEREAS the Town of Aurora clears sidewalks of snow and ice and sands sidewalks during the Winter Maintenance program period; and

WHEREAS the Town of Aurora encourages pedestrian traffic to enhance health and mitigate vehicular traffic congestion; and

WHEREAS certain pathways with significant pedestrian traffic are not assigned to any snow plowing route, thus causing difficulty for walking.

NOW THEREFORE BE IT HEREBY RESOLVED THAT the Machell Park pathway, between Orchard Heights Boulevard and Aurora Heights Drive, which is paved and lighted, and is in constant use by walkers, commuters, and shoppers, be added to the Winter Maintenance program; and

BE IT FURTHER RESOLVED THAT, if there are other pathways that fit the same criteria, they too be brought before Council for consideration for addition to the Winter Maintenance program.

(c) Councillor Abel
Re: Speed Cushions on Roads Prone to Speeders

WHEREAS a number of roads within residential areas in the Town of Aurora have certain criteria in common that put pedestrians at risk with vehicular traffic; and

WHEREAS the overriding concern is the excessive and dangerous speed of some vehicular traffic; and

WHEREAS the York Regional Police do not have adequate resources to patrol all local streets all of the time; and

WHEREAS speed cushions, which are gentler and softer to navigate in all vehicles including buses and fire trucks, but are also highly effective in reducing speed in long, straight roads that are prone to commuters speeding through our neighbourhoods; and

WHEREAS residents have identified a number of roads that have long, straight stretches and high volumes of traffic, such as Laurentide Avenue, Conover Avenue, Mavrinac Boulevard, and Kennedy Street West, that could benefit from such an installation to reduce speeders who disregard posted limits and endanger families.

NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to report back to Council on providing for the installation of speed cushions at five (5) locations and to provide a one (1) year follow-up evaluation.

(d) Councillor Abel
Re: Strategy to Remove Excessive Road Signage

WHEREAS road signs are an essential communication tool for vehicular traffic; and

WHEREAS road signs identify streets and parking, direct tourists, create pedestrian awareness, identify school zones, and serve many other purposes; and

WHEREAS some signs pose an imposition to property owners; and

WHEREAS signs in some areas tend to clutter.

NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to formulate a strategy to combine signs on posts, and report back to Council with options to mitigate the number of signs posted, to give our neighbourhoods a cleaner look.

(e) Councillor Mrakas
Re: Amendment(s) to the Temporary Sign By-law

WHEREAS residents of, and business owners within, the Town of Aurora have expressed significant concerns with regards to the placement, number, sizes, installation and removal dates of municipal election signs and enforcement of regulations which speak to same; and

WHEREAS the current Town of Aurora By-law to regulate Temporary Signs ("Temporary Sign By-law") as it speaks to municipal election signs is silent on and/or is unclear in regards to when, where or how candidates for municipal office may erect municipal election signs and any limits thereto; and

WHEREAS the provisions of the current Town of Aurora Temporary Sign By-law as it speaks to municipal election signs are not in line with those of the "Signs on Regional Roads Bylaw", a by-law regulating signs on Regional roads; and

WHEREAS the provisions of the current Town of Aurora Temporary Sign By-law as it speaks to municipal election signs are not in line with those of other municipalities within York Region; and

WHEREAS the creation and adoption of a municipal election sign by-law is within the purview of a municipal Council.

NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to place a By-law to amend By-law number 4897-07.P, being a By-law to regulate Temporary Signs, on a future Council Agenda that:

- (a) Reduces the amount of time for which elections signs can be erected, affixed or otherwise displayed on private property and/or on municipal public property to thirty days immediately preceding an election;
- (b) Prohibits an election sign from being placed on municipal property except for that municipal property that is within 50 meters of a road intersection;
- (c) Prohibits a candidate from placing more than one (1) election sign on any corner of a road intersection; and
- (d) Prohibits a candidate from placing more than one (1) election sign on each private property.

AND BE IT FURTHER RESOLVED THAT staff be directed to provide future candidates for municipal office with fact sheets, information sessions and sign pre-placement tours so as to ensure that candidates have the training and resources necessary to facilitate awareness of, and compliance with, the Temporary Sign By-law, as amended.

9. NEW BUSINESS/GENERAL INFORMATION

Mayor Dawe requested that staff provide an update regarding the ice storm disaster relief program and the Director of Corporate and Financial Services/Treasurer indicated that a memorandum would be placed on next week's Council agenda.

Mayor Dawe requested that staff provide an update regarding 14776 Yonge Street and the Director of Building and By-law Services indicated that a memorandum would be placed on next week's Council agenda.

Councillor Humfries remarked on the success of the indoor Aurora Farmers' Market which was held this past weekend in the former Armoury building next to Town Park.

Councillor Pirri requested that staff look at options for changing the format of the electronic version of the Council and Committee agendas.

10. CLOSED SESSION

General Committee resolved into a General Committee Closed Session, following adjournment, to consider:

1. Litigation or potential litigation including matters before administrative tribunals, affecting the Town or a Local Board; Re: Report PL14-069 – Appeal to the Ontario Municipal Board re Newell Committee of Adjustment Variance Application – D13-(25A-B)-14, 8 Kennedy Street East.
2. Litigation or potential litigation including matters before administrative tribunals, affecting the Town or a Local Board; Re: Report LLS14-041 – Litigation Status Update – Bondfield/NORR Settlement.

11. ADJOURNMENT

The meeting was adjourned at 9:05 p.m.

GEOFFREY DAWE, MAYOR

STEPHEN M. A. HUYCKE, TOWN CLERK

THE REPORT OF THE GENERAL COMMITTEE MEETING OF DECEMBER 9, 2014 IS SUBJECT TO FINAL APPROVAL BY COUNCIL ON DECEMBER 16, 2014.



**TOWN OF AURORA
COUNCIL REPORT**

No. LLS14-042

SUBJECT: *General Committee Closed Session Report of December 9, 2014*
FROM: *Warren Mar, Director of Legal & Legislative Services/Town Solicitor*
DATE: *December 16, 2014*

RECOMMENDATIONS

THAT report LLS14-042 be received; and

THAT Council adopt the following recommendations from the Closed Session meeting of December 9, 2014:

- 1. Litigation or potential litigation including matters before administrative tribunals, affecting the Town or a Local Board**
Re: PL14-069 – Appeal to the Ontario Municipal Board re Newell Committee of Adjustment Variance Application D13-(25A-B)-14 8 Kennedy Street East

THAT report PL14-069 be received; and

THAT the confidential recommendations of General Committee on December 9, 2014 in respect of an appeal to the Ontario Municipal Board (Newell) be approved.

- 2. Litigation or potential litigation including matters before administrative tribunals, affecting the Town or a Local Board**
Re: LLS14-041 – Litigation Status Update – Bondfield/NORR Settlement

THAT report LLS14-041 be received; and

THAT the confidential recommendations of General Committee on December 9, 2014 in respect of Litigation Status Update regarding Bondfield/NORR Settlement be approved.

BACKGROUND

The General Committee Closed Session convened at 9:11 p.m. on Tuesday, December 9, 2014 with the following Members present:

December 16, 2014

- 2 -

Report No. LLS14-042

Committee Members: Mayor Dawe in the Chair; Councillors Abel, Gaertner (arrived 9:49 p.m.), Humfryes, Kim, Mrakas, Pirri, Thom, and Thompson

Members Absent: None

The following items were dealt with:

1. **Litigation or potential litigation including matters before administrative tribunals, affecting the Town or a Local Board**
Re: PL14-069 – Appeal to the Ontario Municipal Board re Newell
Committee of Adjustment Variance Application
D13-(25A-B)-14
8 Kennedy Street East

2. **Litigation or potential litigation including matters before administrative tribunals, affecting the Town or a Local Board**
Re: LLS14-041 – Litigation Status Update – Bondfield/NORR Settlement

The meeting adjourned at 10:05 p.m.

ATTACHMENTS

None

Prepared by: Patty Thoma, Council & Committee Coordinator/Deputy Clerk, ext. 4227



Warren Mar
Director of Legal & Legislative
Services/Town Solicitor



Neil Garbe
Chief Administrative Officer



Town of Aurora
Corporate and Financial Services

MEMORANDUM

DATE: December 16, 2014
TO: Mayor and Members of Council
FROM: Dan Elliott, Director, Corporate and Financial Services-Treasurer
RE: **Additional Information – Interim Operating Budget Forecast**

RECOMMENDATIONS

THAT the memorandum from the Treasurer regarding additional information regarding Report CFS14-035 Interim Operating Budget Forecast be received for information.

At the General Committee meeting of December 9, 2014, staff presented report CFS14-035 Interim Operating Budget Forecast. Staff were asked to explain the significant change occurring in this forecast from the first forecast presented earlier this year.

Attached is a schedule (Attachment 3) documenting the current most recently revised budget, the first forecast presented, and the most recent forecast, along with the statistical swing between the two forecasts. Noteworthy drivers of the change in forecast are noted in the right most column.

Also of note is that two updates to last week's forecast are now presented on the bottom, being a real time update of supplementary revenues, and the correction of a forecast for summer road operations resulting in a revised net operational forecasted surplus of \$27,300.

I trust this will be sufficient for your needs.

**Town of Aurora
Operating Forecast Update
as at October 31, 2014**

Shown in \$,000's	APPROVED BUDGET (Revised*)	FORECAST TO YEAR END AS OF MAY 31, 2014		FORECAST TO YEAR END AS OF OCTOBER 31, 2014		Variance Favourable / (Unfavourable)	Variance Explanations
		FORECAST	VARIANCE (As reported)	FORECAST	VARIANCE		
COUNCIL							
Council Administration	\$ 504.6	\$ 504.6	\$ -	\$ 481.9	\$ 22.8	\$ 22.8	4.5 %
Council Programs/Grants	100.0	100.0	-	99.0	1.0	1.0	1.0 %
Advisory Committees	15.0	13.3	1.7	14.9	0.1	(1.6)	(10.8 %)
Council Office Total	\$ 619.6	\$ 617.9	\$ 1.7	\$ 595.8	\$ 23.8	\$ 22.1	3.6 %
CHIEF ADMINISTRATIVE OFFICE							
CAO Administration	\$ 633.9	\$ 632.8	\$ 1.2	\$ 616.1	\$ 17.8	\$ 16.6	2.6 %
Human Resources	641.5	641.5	-	592.4	49.1	49.1	7.7 %
Communications	598.6	597.7	0.9	640.1	(41.5)	(42.4)	(7.1 %)
Chief Administrative Office Total	\$ 1,874.1	\$ 1,872.0	\$ 2.1	\$ 1,848.6	\$ 25.5	\$ 23.4	1.2 %
Council and C.A.O. Combined	\$ 2,493.7	\$ 2,489.9	\$ 3.8	\$ 2,444.4	\$ 49.3	\$ 45.5	1.8 %
LEGAL & LEGISLATIVE SERVICES							
Legal Services	\$ 851.6	\$ 794.6	\$ 57.0	\$ 736.7	\$ 114.9	\$ 57.9	6.8 %
Legislative & Administrative Services	938.1	936.7	1.4	942.7	(4.6)	(6.0)	(0.6 %)
Secretariat Services	279.6	279.6	-	63.3	63.3	63.3	22.6 %
Procurement Services	305.7	310.1	(4.4)	367.2	(61.5)	(57.1)	(18.7 %)
Elections	82.5	82.5	-	88.1	(5.6)	(5.6)	(6.7 %)
Legal & Legislative Services Total	\$ 2,457.5	\$ 2,403.5	\$ 54.0	\$ 2,351.0	\$ 106.5	\$ 52.5	2.1 %
CORPORATE & FINANCIAL SERVICES							
Policy & Planning Administration	\$ 303.9	\$ 306.8	\$ (2.9)	\$ 314.6	\$ (10.6)	\$ (7.7)	(2.5 %)
Accounting & Revenue	336.9	333.5	3.3	294.1	42.8	39.5	11.7 %
Financial Planning	405.8	408.2	(2.3)	395.2	10.6	12.9	3.2 %
Information Technology	1,610.4	1,552.5	57.9	1,573.5	36.9	(21.0)	(1.3 %)
Telecommunications	192.0	198.2	(6.2)	213.0	(21.0)	(14.8)	(7.7 %)
Corporate & Financial Services Total	\$ 2,849.0	\$ 2,799.2	\$ 49.8	\$ 2,790.3	\$ 58.7	\$ 8.9	0.3 %
BUILDING & BY-LAW SERVICES							
Net Building Department Operations	\$ 256.9	\$ 48.6	\$ 208.3	\$ 192.7	\$ 64.2	\$ (144.1)	(56.1 %)
Contribution from Building Reserve	(256.9)	(48.6)	(208.3)	(192.7)	(64.2)	144.1	56.1 %
By-Law Services	496.0	500.6	(4.6)	488.0	8.0	12.6	2.5 %
Animal Control	180.0	187.8	(7.8)	181.3	(1.3)	6.5	3.6 %
Customer Service	496.7	491.6	5.2	448.2	48.6	43.4	8.7 %
Total Building & By-Law Services	1,172.7	1,180.0	(7.2)	1,117.5	55.3	62.5	5.3 %

Additional surplus since May is attributable to a reduction in conference, training course & seminar attendance as a result of the election

Additional surplus since May is attributable to lower than anticipated contract and HR consulting costs.

Additional surplus since May due to anticipated OMB hearings not materializing in 2014.

Additional surplus since May is attributable to savings as a result of staffing delays, offset partially by unanticipated computer software licensing and maintenance expenditure increases.

Additional surplus since May can be attributed to higher than expected savings in salaries and contracted services.

Attachment 3

**Town of Aurora
Operating Forecast Update
as at October 31, 2014**

Shown in \$,000's	APPROVED BUDGET (Revised*)	FORECAST TO YEAR END AS OF MAY 31, 2014		FORECAST TO YEAR END AS OF OCTOBER 31, 2014		Variance Favourable / (Unfavourable)	Variance Explanations	
		FORECAST	VARIANCE (As reported)	FORECAST	VARIANCE			
<u>FIRE & EMERGENCY SERVICES</u>								
Central York Fire	8,814.6	8,814.6	-	8,814.6	-	-	Additional surplus since May is attributable to lower than anticipated operating material requirements.	
Emergency Preparedness	20.5	18.4	2.1	13.3	7.2	5.1		
Total Fire & Emergency Services	8,835.1	8,833.0	2.1	8,827.9	7.2	5.1		
<u>INFRASTRUCTURE & ENVIRONMENTAL SERVICES</u>								
IES Administration	\$ 521.4	\$ 526.2	\$ (4.8)	\$ 410.0	\$ 111.4	\$ 116.2	Additional deficit since May can be attributed to an overstatement in the October update of the Summer Road Operations Contract Cost Estimate. Correction has now been reflected at the bottom of this schedule.	
Net Engineering Service Operations	270.7	270.7	-	(581.4)	852.1	852.1		
Contribution from Engineering Service Reser	(270.7)	(270.7)	-	581.4	(852.1)	(852.1)		
Facilities & Fleet	5,167.5	5,631.1	(463.5)	5,824.9	(657.4)	(193.9)		
Snow Management	1,240.1	1,433.6	(193.5)	1,268.6	(28.5)	165.0		
Road Network Operations	2,043.4	2,058.7	(15.3)	2,375.2	(331.8)	(316.5)		
Waste Collection & Recycling	1,812.3	1,801.0	11.2	1,672.1	140.1	128.9		
Infrastructure & Environmental Services	\$ 10,784.7	\$ 11,450.6	\$ (665.9)	\$ 11,550.9	\$ (766.1)	\$ (100.2)		
<u>PARKS & RECREATION SERVICES</u>								
Parks & Recreation Administration	\$ 658.5	\$ 653.7	\$ 4.7	\$ 658.8	\$ (0.3)	\$ (5.0)		Deficit arising since May can be attributed to a Special Events user fee revenue short-fall in relation to Ribfest and greater than anticipated community programs salary and contract costs.
Business Support	(1,065.7)	(1,094.9)	29.2	(1,111.0)	45.3	16.1		
Parks/Open Spaces	2,418.8	2,303.6	19.2	2,313.1	105.7	86.5		
Recreational Programming/Community Dev.	857.7	903.1	(45.3)	1,182.0	(324.3)	(279.0)		
Parks & Recreation Services Total	\$ 2,869.4	\$ 2,765.5	\$ 7.8	\$ 3,042.9	\$ (173.5)	\$ (181.3)		
<u>PLANNING</u>								
Development Planning	\$ (323.7)	\$ (1,402.3)	\$ 1,078.6	\$ (386.6)	\$ 62.9	\$ (1,015.7)	Reduction in surplus since May is attributable to revenues initially being forecasted at their gross amounts rather than at their amounts net of planned deferrals, as well as an overall reduction in projected gross revenues.	
Long Range & Strategic Planning	636.2	640.2	(4.0)	657.4	(21.2)	(17.2)		
Heritage & Urban Design	108.2	108.2	-	109.8	(1.6)	(1.6)		
Planning Department Total	\$ 420.7	\$ (653.9)	\$ 1,074.6	\$ 380.6	\$ 40.1	\$ (1,034.5)		
<u>CORPORATE REVENUE & EXPENSE</u>								
Supplementary Taxes	\$ (250.0)	\$ (250.0)	\$ -	\$ (251.6)	\$ 1.6	\$ 1.6	Surplus arising since May is attributable to larger than anticipated supplemental tax revenues and greater than anticipated Input Tax Credit revenues arising out of a recent Commodity Tax review.	
Penalties on Unpaid Property Taxes	(975.0)	(975.0)	-	(975.0)	-	-		
Salary Gapping	(100.0)	-	(100.0)	-	(100.0)	-		
Overhead Cost Re-allocation to Building Sen	(526.6)	(526.6)	-	(526.6)	-	-		
All Other Revenue	(6,672.1)	(5,949.5)	-	(7,010.4)	338.3	338		
Cash to Capital	4,031.9	4,031.9	-	4,031.9	-	-		
All Other Expense	7,431.6	6,805.1	-	7,294.8	136.8	137		
Corporate Revenue & Expense Total	\$ 2,939.8	\$ 3,135.9	\$ (100.0)	\$ 2,563.1	\$ 376.7	\$ 476.7		

Attachment 3

**Town of Aurora
Operating Forecast Update
as at October 31, 2014**

Shown in \$,000's	APPROVED BUDGET (Revised*)	FORECAST TO YEAR END AS OF MAY 31, 2014		FORECAST TO YEAR END AS OF OCTOBER 31, 2014		Variance Favourable / (Unfavourable)	Variance Explanations
		FORECAST	VARIANCE (As reported)	FORECAST	VARIANCE		
TOTAL TAX LEVY FUNDED OPERATIONS	\$ 34,822.7	\$ 34,403.7	\$ 419.0	\$ 35,068.6	\$ (245.9)	\$ (664.9)	(1.9 %)
TOTAL TAX LEVY	\$ (34,822.7)	\$ (34,822.7)	\$ -	\$ (34,822.7)	\$ -	\$ -	-
OPERATING (SURPLUS) DEFICIT	(0.0)	\$ (419.0)	\$ 419.0	\$ 245.9	\$ (245.9)	\$ (664.9)	(1.9 %)
New Information since last report:							
Revised Supplementary Tax Revenue Estimate based on new actuals for the year.				\$ (143.2)	\$ 143.2		
Correction of second Summer Road Operations Contract Estimate				\$ (130.0)	\$ 130.0		
REVISED OPERATING (SURPLUS) DEFICIT				\$ (27.3)	\$ 27.3	\$ (391.7)	(1.1 %)

* The Revised Budget may have changed from what was reported in previous Interim Forecast Update as a result of subsequent council decisions.



Town of Aurora
Corporate and Financial Services

MEMORANDUM

DATE: December 16, 2014
TO: Mayor and Members of Council
FROM: Dan Elliott, Director, Corporate and Financial Services - Treasurer
RE: **Status of Ice Storm Damages Claim**

Recommendation:

That the memorandum from the Treasurer regarding the status of the Ice Storm Damages Claim be received.

In the last week, there has been some media coverage regarding the lack of responses to the provincial Ice Storm Assistance Program. The following will assure you that staff have been following this matter closely and will meet all deadlines for filing the Town's claim.

- Ice Storm strikes southern Ontario December 2013, under Ontario Disaster Response Assistance Program (ODRAP) , municipalities must file notice of intention to file claims promptly
- Jan 11, 2014, on staff advice, Council passes necessary resolution required for ODRAP claim
- Staff file notice of intention to claim ODRAP within the needed timeframe, and with necessary Council Resolution.
- January, Province announces intent to develop a separate program as the ODRAP program is underfunded.
- January municipalities are requested to file a notice of intention to file an Ice Storm damages claim under a new funding program.
- February 26, 2014, Province releases announcement of their plans to help municipalities.
- Additional information released April 10 regarding program, Forms to be released in May 2014, Formal Expression of Interests are due June 16, claim submission deadline is August 31, 2014
- Expression of Interest forms distributed by Province May 29, 2014, still due June 16. Detailed program guidelines and claim forms to be distributed in "summer 2014"
- Aurora files Expression of Interest by June 16.
- July 23, the deadline for submission of claims extended from August 31 to October 31, but still no guidelines or forms released, to be released "later this summer"
- August 5, Aurora advised Expression of Interest has been approved to proceed to detailed claim stage. Also municipalities are first warned of undisclosed but rigorous submission and audit requirements of claim materials.

- September 9, staff are assured that forms will be available soon, despite looming claim deadline.
- September 15, claim forms are distributed, with assurance that training sessions will be provided in the next month, submission deadline now extended to December 31, 2014. Claim forms include the requirement to get Council authorization to execute a 42 page standard agreement with the Province. All claims to be collected, analyzed and processed by a third party contractor located in Alberta.
- September 13, two Webex teleconference training sessions announced for November 18 and 20th, staff register for November 20 due to scheduling.
- November 20, Webex Teleconference fails technically, with no on-line visuals or audio functioning, staff join land-line teleconference late without benefit of the visual slides which were being reviewed and read to participants.
- November 25, staff receive formal instructions on how to actually transmit the claim materials to the Province. Limit of 1,000 pages of material per pdf file was stated to all municipalities, but no limit on number of pdf files submitted. Clearly, they are anticipating excessive paperwork.
- November 27th, staff receive copies of the training slide deck.
- December 9, 2014, Toronto Star reports Municipal Affairs Minister Ted McMeekin was calling out municipalities for not filing their claims and that \$190 million of aid funding remains unclaimed. Only one municipality had filed a small claim.

Finance Staff are coordinating the Town's claim submission and have been in contact with both the Parks and IES Operations staff occasionally throughout the year as new updates occurred. Following the training session of November 20th, staff met with both groups to begin the arduous process of pulling the required documentation, copies, and rigorous paperwork requirements of the claim. Only incremental costs to the municipality of our response to the ice storm and providing shelters will be eligible. Most notably, the cost of replacing lost trees is not covered, however staff will be claiming the costs of removing the trees, and where necessary for street tree replanting, the removal of stumps from the right of way.

Staff are confident that the necessary filing will be completed by December 31, 2014 for Aurora.

Council will be updated as this process and review continues to unfold. There has been no indication how long the review, audit, approval and payment process will take, but it has been suggested it could take quite some time for all claims to be completely processed and paid.



100 John West Way,
Box 1000,
Aurora, ON L4G 6J1
Phone: 905-727-3123 ext. 4371
www.e-aurora.ca

**Infrastructure and Environmental
Services**

MEMORANDUM

DATE: December 16, 2014

TO: Mayor Dawe and Members of Council

FROM: Ilmar Simanovskis, Director of Infrastructure and Environmental Services

RE: **Additional Information on JOC status report (IES14-057)**
Change Order related to soil subgrade conditions
Memo 05-14

RECOMMENDED

THAT this memorandum be received for information.

BACKGROUND

The Facilities Project Status Report (IES14-057) reported a Change Order for “modifications to address soft and saturated subgrade conditions” at a cost of \$580,132. This memo is providing additional information on the need for this Change Order.

Town secured suitable site in environment of limited land options

During the design and site selection stage, the recommendation to purchase the Industrial Parkway North site was based on location, availability and suitability. This was the only site other than the Leslie Street lands, that was appropriately zoned and of adequate size. Additionally, the 11 acres site was secured at a cost of \$4.0M which was good value for comparable lands.

Selected site required higher land development costs due to grading

The selected site has a significant grade change from a high point along the south boundary to a low point along the north boundary. This site required both removal of surplus material from the site as well as a significant fill operation to bring the grades into line. These costs were identified during the design and incorporated into the cost benefit analysis with the result that the site was still economical relative to market value.

In addition to grading requirements, soil conditions warranted additional risk mitigation measures

Soils conditions in the Aurora area generally of a silty/clay material which can be difficult to work with. During the design and soils investigation stage, the soils engineers recommended a standard road design which consists of an overall material depth of 490mm. Understanding the large pavement area of this project and the sensitivity of the

soils, staff re-evaluated these recommendations and increased the road depth to 730mm for the purpose of increasing overall pavement strength and better isolating the native soils from load deformation.

On-site conditions revealed that in situ soils conditions made road construction unsuitable in fill area

There is over 3 m of fill in areas of the site. When placing this material, the plastic characteristics of the silty clay were unable to support equipment loads. This was a condition that was expected to be mitigated by the increased road depth. However, the soils engineer recommended additional depth due to the plastic nature of the native material. Without increasing the thickness of the gravel layer, the material was simply being forced into the silty clay layer resulting in contamination and an unstable surface.

Challenging site grading and soil conditions are two separate issues related to this site

It is important to distinguish between the additional site costs to properly grade this site vs the soil characteristics related to soil stability.

The additional site costs were primarily related to the need to remove over 1,000 truck loads of soil and fill significant areas along the north boundary. It is these costs that were considered when comparing this site to the cost of a pre-graded site.

Additional costs for addressing the soil type were also known and were mitigated by increasing the road base. The conditions of the soil are common on all projects in the Town and are factored into every road project. The cost of this change order is related to the road base costs, which was a factor partially mitigated during the design, but that required some additional mitigation in significant fill areas. This is an appropriate use of risk mitigation strategies where one cannot eliminate the entire risk due to the high costs, but where a reasonable amount of the risk can be mitigated at a reasonable cost with some remaining risk that may or may not require further mitigation. Some of this unmitigated risk has materialized and therefore needs to be addressed.



100 John West Way
Box 1000
Aurora, Ontario
L4G 6J1
Phone: 905-727-3123, ext. 4758
Email: wmar@aurora.ca
www.aurora.ca

Town of Aurora
Legal & Legislative Services

MEMORANDUM

DATE: December 16, 2014

TO: Mayor and Members of Council

FROM: Warren Mar, Director of Legal & Legislative Services/Town Solicitor

RE: Additional Information to Report LLS14-037 - 2015 Council and Committee Meeting Calendar

RECOMMENDATION

THAT the memorandum "Additional Information to Report LLS14-037 - 2015 Council and Committee Meeting Calendar" be received for information.

COMMENTS

Report LLS14-37 was considered at General Committee on December 9, 2014. General Committee adopted the following recommendation for Council's consideration:

THAT report LLS14-037 be received; and

THAT the requirements of sections 2.3 and 2.6 of the Procedural By-law be waived to permit the adoption of the 2015 Council and Committee meeting schedule attached to this report as Attachment #1; and

THAT the 2015 Council and Committee Meeting Calendar, attached to this report as Attachment #1, be approved with the following amendments:

THAT additional regular Council meetings be scheduled for July 28, 2015 and August 25, 2015; and

THAT the November 9, 2015 Special General Committee Capital Budget meeting be moved to November 7, 2015; and

THAT the Town Clerk be authorized to make amendments to the Council and Committee Meeting Calendar as required.

During debate, staff agreed to further review the proposed calendar for consistency with past practice of not holding Council or Committee meetings on the High Holy Days of various religions. Based on these comments, staff have conducted an additional review of the proposed *2015 Council and Committee Meeting Calendar*.

December 16, 2014

- 2 -

Report LLS14-037
Additional Information

The proposed *2015 Council and Committee Meeting Calendar* is consistent with past practice except in one instance. The September 22, 2015 General Committee meeting conflicts with the celebration of Yom Kippur, Judaism's holiest day of the year. While the calendar correctly identifies Yom Kippur as falling on September 23, 2015, the proposed General Committee meeting inadvertently fails to recognise that the celebration of Yom Kippur officially begins at sun down on September 22, 2015 (in accordance with Jewish practice, all holy days begin at sun down on the day before).

To address this conflict, staff recommend that Council move the September 22, 2015 General Committee meeting to **Monday, September 21, 2015** to accommodate the beginning of Yom Kippur. If Council wishes to adopt this change, the following clauses should be added to the third clause of General Committee recommendation via a Council amendment:

THAT the September 22, 2015 General Committee meeting be moved to September 21, 2015.

It should be noted that the adoption of the second clause of the General Committee recommendation (to waive the requirements of section 2.3 and 2.6 of the Procedural By-law) would also apply to the proposed amendment, since the Procedural By-law requires that General Committee meetings normally be held on the "*...first and third Tuesday of each month.*"

Prepared By – Stephen M.A. Huycke, Town Clerk, extension 4771



100 John West Way
Box 1000
Aurora, Ontario
L4G 6J1
Phone: 905-727-3123, ext. 4758
Email: wmar@aurora.ca
www.aurora.ca

Town of Aurora
Legal & Legislative Services

MEMORANDUM

DATE: December 16, 2014

TO: Mayor and Members of Council

FROM: Warren Mar, Director of Legal & Legislative Services/Town Solicitor

RE: Additional Information to Report LLS14-40 – Discretionary Advisory Committees for the 2014-2018 Term of Council

RECOMMENDATION

THAT the memorandum “Additional Information to Report LLS14-40 – Discretionary Advisory Committees for the 2014-2018 Term of Council” be received for information.

COMMENTS

Report LLS14-40 was considered at General Committee on December 9, 2014. General Committee adopted the following recommendation for Council’s consideration:

THAT report LLS14-040 be received; and

THAT the following discretionary advisory committees be reconstituted for the 2014-2018 Term of Office:

- 1. Economic Development Advisory Committee (EDAC)***
- 2. Environmental Advisory Committee (EAC)***
- 3. Heritage Advisory Committee (HAC)***
- 4. Parks and Recreation Advisory Committee (PRAC)***
- 5. Trails and Active Transportation Committee (TATC); and***

THAT the revised “Policy for Ad Hoc/Advisory Committees and Local Boards” (Attachment 2) be approved.

During debate Committee requested staff to consider and provide additional information on the following matters:

- 1) Changing the meeting schedules for Advisory Committees from every month to every other month; and
- 2) Changing the number of Ad Hoc/Advisory Committees that a person (excluding Council Members) can sit on at any given time from two (2) to one (1).

December 16, 2014

- 2 -

Report LLS14-40
Additional Information

This memorandum provides additional recommendations to address General Committee's comments. Such recommendations may be adopted by Council, if it so wishes, by moving an amendment to General Committee's original recommendations.

Changing the Meeting Schedule for Advisory Committees to Every Other Month

General Committee commented that reducing the frequency of Advisory Committee meetings from every month to every other month would increase the engagement of committee members by ensuring that the Committee has sufficient matters to discuss at each meeting. Staff are supportive of these comments. Staff believe, however, that the *Heritage Advisory Committee* (HAC) meeting schedule should be maintained as is currently set-out in its Terms of Reference. The HAC mandate includes providing "...comment to Council and Staff on proposed development applications and demolition permits on properties within the heritage area, as identified within the Town of Aurora's Official Plan." Council decisions on planning applications and demolitions permits are legislatively time-limited, which will likely result in the HAC being asked to comment on such applications more often than once every two months. To ensure that members of the public applying to serve on the HAC understand that they will be likely meeting every month (as opposed to every other month for other committees), it is recommended that the current meeting schedule should be maintained. As has been the past practice, where there are not sufficient agenda items for HAC consideration at a particular meeting, that meeting will be cancelled prior to the meeting date.

If Council wishes to adopt a policy where Advisory Committees meet every other month (except for the HAC), the following clauses should be added to the General Committee recommendation via a Council amendment:

THAT meetings of all discretionary Advisory Committees, other than the Heritage Advisory Committee, be scheduled to occur every other month (except in July and August where no such discretionary Advisory Committee meetings shall occur other than for the Heritage Advisory Committee); and

THAT the Chair of a discretionary Advisory Committee be authorized to call additional meetings of a Committee to address urgent matters as required; and

THAT the Clerk be authorized to make amendments to the Terms of Reference for the discretionary Advisory Committees required to give effect to this resolution.

For clarity at Council, this may be referred to as Amendment #1.

Changing the Number of Committees to which a Member of the Public may be Appointed

General Committee commented that it would be preferable to have members of the public sit on no more than one (1) local board or committee at any given time. General Committee also commented that allowances needed to be maintained to deviate from this approach in certain circumstances (for example, the *Trails and Active Transportation Committee* current membership, as set-out in its Terms of Reference, specifically includes Members of other Advisory Committees).

December 16, 2014

- 3 -

Report LLS14-40
Additional Information

If Council wishes to adopt a policy that only permits members of the public to sit on one (1) local board or committee at any given time, while providing a framework to depart from this practice as required, it is recommended that the following clauses be added to the General Committee recommendation via a Council amendment:

THAT section 6.3 of the Policy for Ad Hoc/Advisory Committees and Local Boards be amended in its entirety to read as follows:

For clarity at Council, this may be referred to as Amendment #2.

“No Member, other than Council Members, may serve on more than one (1) Local Boards or Committees at the same time. Council may choose to appoint a Member, other than Council Members, to more than one (1) committee by resolution, or by approving a Terms of Reference for a Local Board or Committee that specifically includes one or more Members serving on another Local Board or Committee.”

Additional Recommendations – Advisory Committee Minutes

Should Council choose to implement an “every other month” meeting schedule for Advisory Committees, staff recommend additional amendments to the “*Policy for Ad Hoc/Advisory Committees and Local Boards*” to streamline the presentation of Advisory Committee minutes at General Committee. In Report LLS14-40, staff recommended that Committees be delegated the authority to approve their own minutes. In regular parliamentary procedure, minutes of an Advisory Committee would not be presented to General Committee until after they have been approved by the Advisory Committee. If Advisory Committees are not meeting every month they will not be able to approve minutes for more than 1 month after the meeting which would delay inclusion of those minutes on a General Committee agenda for more than 2 months or more. To eliminate delay, staff recommend that the Minutes of Committee meetings prepared by the Clerk be deemed to have been approved by the Committee.

If Council wishes to eliminate this delay while implementing an “every other month” meeting schedule for Advisory Committees, it is recommended that the following clauses be added to the General Committee recommendation via a Council amendment:

THAT section 12.5 of the proposed “Policy for Ad Hoc/Advisory Committees and Local Boards” be deleted in its entirety; and

For clarity at Council, this may be referred to as Amendment #3.

THAT a new section be added to part 13 of the “Policy for Ad Hoc/Advisory Committees and Local Boards” which reads as follows:

“The Clerk or Secretary will circulate the draft minutes referred to in section 10.9 of this policy to Members for comment. The Clerk will consider any comments received and prepare final Minutes which will be deemed approved by the Committee.”

December 16, 2014

- 4 -

Report LLS14-40
Additional Information

CONCLUSIONS

Attached to this memorandum is version 2 of the revised "*Policy for Ad Hoc/Advisory Committees and Local Boards*". **Version 2 incorporates all changes recommended by staff in Report LLS14-40 and this memorandum**, with new additions noted in blue.

When Council considers General Committee's recommendation in respect to report LLS14-40 Council may (if it wishes to make further changes):

- 1) Amend the General Committee recommendation by adding only Amendment #1 to the main motion.
- 2) Amend the General Committee recommendation by adding Amendment #1 to the main motion PLUS add Amendment #2 OR Amendment #3, which would also amend the revised "*Policy for Ad Hoc/Advisory Committees and Local Boards*" (Attachment 2 to Report LLS14-40) by adopting some of the individual recommendations as outlined in this memorandum.
- 3) Amend the General Committee recommendation by adding Amendment #1 to the main motion PLUS amend the third clause of General Committee's recommendation to approve version 2 of the revised "*Policy for Ad Hoc/Advisory Committees and Local Boards*" (Attachment 1 to this memorandum) which would incorporate all of the recommended changes outlined in this memorandum.

APPENDICES

Appendix 1: Revised "*Policy for Ad Hoc/Advisory Committees and Local Boards*" (version 2)

Prepared By – Stephen M.A. Huycke, Town Clerk, extension 4771

December 16, 2014

- 5 -

Report LLS14-40
Additional Information

Attachment 1

Policy for Ad Hoc/Advisory Committees and Local Boards

(Revised - version 2)

1.0 Purpose

Council for the Corporation of the Town of Aurora is required by provincial legislation to establish certain local boards and committees. Additionally, Council may establish Ad hoc or Advisory Committees to provide opportunities for members of the public to have input into the decisions of the Town. To ensure effective and efficient operation of all local Boards and committees this policy establishes:

- (a) the procedures to be followed in establishing Ad Hoc Committees, Advisory Committees and Local Boards (not otherwise required by provincial legislation).
- (b) the procedures for recruiting and appointing members of the public to serve on any Ad Hoc Committees, Advisory Committees and Local Boards, including any Statutory Board or Committee.
- (c) the procedural requirements, not provided for in the Procedural By-law, necessary for the effective and efficient operations of an Ad Hoc Committees, Advisory Committees and Local Boards, including any Statutory Board or Committee.

2.0 APPLICATION

- 2.0 This Policy applies to all Ad Hoc committees, Advisory Committees and Local Boards established by Council for the Corporation of the Town of Aurora.
- 2.1 In respect to Statutory Board and Committees, this policy is intended to supplement provincial legislation where applicable to such appointments.
- 2.2 In the event of conflict with provincial legislation, the provisions of the provincial legislation shall prevail.
- 2.3 This policy does not apply to a compliance audit committee established by Council under the provisions of subsection 81.1(1) of the *Municipal Elections Act, 1996, S.O. 1996, c.32, Sch, s.1(1)*, as amended.
- 2.4 This policy does not apply to any standing committees comprised of all Council Members.
- 2.5 The Clerk is responsible for interpreting this policy and establishing any forms which may be required by this policy.

December 16, 2014

- 6 -

Report LLS14-40
Additional Information

3.0 DEFINITIONS

In this Policy, the following words have the following meanings:

- a) "C.A.O." means the means the Chief Administrative Officer appointed by Council, or his or her designate;
- b) "Clerk" means the Town Clerk, or his or her designate;
- c) "Council" means the Council of The Corporation of the Town of Aurora;
- d) "Council Members" means the Mayor or a Councillor;
- e) "Director" means the person appointed by the C.A.O. or Council as head of one of the Town's administrative departments, or his or her designate;
- f) "Member" means a person, including a Council Member, appointed to serve on a Committee established under this policy
- g) "Procedural By-law" means Town of Aurora Procedural By-law 5330-11, as amended, and any successor procedural by-law adopted by Council; and,
- h) "Statutory Board or Committee" means a committee or local board that Council is required by provincial legislative to establish.

4.0 CREATION AND DISPOSITION OF COMMITTEES

Ad Hoc Committees

- 4.1 Council may from time to time, by resolution, establish such Ad Hoc Committees as it deems appropriate.
- 4.2 Ad Hoc Committees shall be discontinued by Council resolution when their recommendations upon the specified initiative or matter have been provided and further recommendations are no longer required.

Advisory Committees

- 4.3 Council may from time to time, by resolution, establish such Advisory Committees as it deems appropriate to provide ~~directions~~ **recommendations** to such Department Heads as it may designate on a specific initiative or matter.

Local Boards

- 4.4 Council may from time to time, by by-law, establish such Local Boards as it deems appropriate to carry out those functions which Council may lawfully authorize such Local Boards to perform, pursuant to the statute authorizing the creation of the Local Boards.
- 4.5 Local Boards shall only be discontinued by Council By-law, provided such Local Boards are not mandated by provincial legislation.

5.0 TERMS OF REFERENCE

- 5.1 Ad Hoc and Advisory Committees may consider delegations, correspondence, staff reports and matters for discussion in relation to their Terms of Reference in order to provide **advice or** recommendations to **General Committee Council**.

December 16, 2014

- 7 -

Report LLS14-40
Additional Information

-
- 5.2 Whenever possible, the Terms of Reference **for a committee** shall be established by Council concurrent with the creation of the Ad Hoc or Advisory Committee. In circumstances where to do so is not possible as a prelude to undertaking any other action, **staff may be directed to the Ad Hoc or Advisory Committee shall meet and prepare a proposed Terms of Reference for approval as soon as is practicable concurrent with the recruitment and first meeting(s) of the Committee.**
- 5.3 The Terms of Reference **for a Local Board** shall be provided in the Council By-law establishing the Local Boards or subsequent amendments thereto within the jurisdiction of Council and in the provincial legislation authorizing creation of the Local Boards.

6.0 TERMS OF OFFICE

- 6.1 A Member, **other than Council Members**, shall not be considered for reappointment to a Local Board or Committee after having served two (2) consecutive terms on that Local Board or Committee.
- 6.2 A Member may serve any number of consecutive terms on different Local Boards or Committees.
- 6.3 No Member, **other than Council Members**, may serve on more than two (2) Local Boards or Committees at the same time. **Council may choose to appoint a Member, other than Council Members, to more than one (1) committee by resolution, or by approving a Terms of Reference for a Local Board or Committee that specifically includes one or more Members serving on another Local Board or Committee.**

Resignation, Withdrawal or Removal from Office

- 6.4 Members may resign from office at any time by submitting a letter of resignation to the Clerk and such resignation shall be effective upon receipt of such letter by the Clerk. Normally resignations are tabled for the information of Council at a subsequent Meeting.
- 6.5 Members may temporarily withdraw from office, upon the consent by resolution of Council, for a period of time not to exceed three (3) months. Such withdrawal shall be effective upon receipt of a notice of withdrawal by the Clerk and Council's consideration.

Continuation Where a Member Is Retired

- 6.6 It is intended that all Local Boards and Committees shall have the membership as set forth in the Terms of Reference for that entity. Where a Member resigns or is removed from office, Council shall determine within two (2) months whether to select a new Member or amend the Terms of Reference respecting the membership of that entity.

Attendance

- 6.7 Members are expected to attend all Meetings. Should an appointee engage in a course of absenteeism, as reflected in the minutes of the Local Boards and Committees, Council may, with or without a recommendation from the Local Boards and Committees, resolve to remove said Member from office.

December 16, 2014

- 8 -

Report LLS14-40
Additional Information

Remuneration

- 6.8 Generally, Members who sit on Local Boards and Committees do not receive compensation; however, remuneration may be established at the discretion of Council. If Council decides by resolution to grant remuneration to Members who sit on Local Boards and Committees, the Terms of Reference for that Local Board or Committee shall be amended **by the Clerk to reflect the change.**

7.0 MEMBERSHIP

- 7.1 The Mayor (or Deputy Mayor when acting in the place and stead of the Mayor) shall be an ex-officio Member of all Ad Hoc and Advisory Committees and Local Boards as may be established from time to time. Ex-officio Member may take part in Committee discussions but may not take part in the vote unless that Member is counted in order to form a quorum.
- 7.2 The Members for each Local Board shall be appointed from time to time by By-law **or resolution.**
- 7.3 Council shall appoint **by resolution** all of the Members to its Ad Hoc and Advisory Committees and such persons may be such Council Members, or members of the public as Council determines may be of assistance to its Ad Hoc and Advisory Committees.
- 7.4 Council Members who are not Committee Members shall be entitled to attend all Advisory Committee Meetings, including any Closed Session portion of the Meeting, and shall be entitled to speak at a Committee Meeting upon requesting recognition from the Chair, but shall not be entitled to vote. This privilege shall not be extended to Statutory Committees or Boards such as the Committee of Adjustment or the Library Board.

Advertising

- 7.5 All vacancies for Local Boards and Committees shall be advertised in the local media **and any manner determined by the Clerk.**

Application Form

- 7.6 All applications shall be submitted on a form **established by the Clerk** ~~in the form attached to this Policy as Appendix 1 or 2.~~ Such applications shall be considered public documents. All applications received shall be kept by the Clerk until the end of the term of the current Council.

Selection Process

- 7.7 After a vacancy has been advertised, the Clerk shall provide Council with all applications received to date in relation to that office and all applications received during the term of the current Council provided such applications indicate a general willingness to hold an office such as the one that is vacant.

December 16, 2014

- 9 -

Report LLS14-40
Additional Information

-
- 7.8 Where an applicant is clearly disqualified from a particular office by virtue of this Policy or other applicable law, the Clerk is authorized not to provide such applications to Council.
 - 7.9 The selection of applicants shall be confirmed in an open Council Meeting. Nonetheless, given that aspects of the selection process may touch upon matters of a personal nature, Council may, at its discretion, **review applications for office in a Closed Session Meetings prior to confirming appointments at an open Council Meeting.**
 - 7.10 In consideration of applications, Council may review any materials it wishes, including the applications, any references, conduct interviews with applicants and/or solicit recommendations from existing Local Boards and Committees.
 - 7.11 Applicants will be selected based upon suitability, in the opinion of Council, to perform the tasks required by the office. Council shall avoid making an appointment which would create a conflict of interest or a perception of a conflict of interest relative to the activities of the Local Boards and Committees and the affiliation, profession or occupation of the appointee. Council shall have regard for legislation which may restrict or impinge upon Council's latitude with respect to Local Boards and Committees appointments.

Qualifications

- 7.12 All Members of Local Boards and Committees must at all times during their term of office be a resident within the municipality, or an owner of land within the municipality, or a tenant for the purposes of business tax as shown on the last revised Assessment Rolls for the municipality.
- 7.13 No person who is an "employee" within the meaning of Town Administration Procedure No. 1 may be appointed by Council to Local Boards and Committees. Employees should give consideration, prior to accepting appointments from other bodies empowered to appoint Members to Local Boards and Committees, as to whether a potential for conflict may exist.

Declaration of Office

- 7.14 Upon selection by Council and prior to undertaking any activity associated with the Local Boards and Committees, all appointees shall complete a Committee Declaration of Appointed Office (~~Appendix 2-3~~) and Authorization Form to Release Personal Information (~~Appendix 4~~) **approved by the Clerk attached to the application and shall file an original copy with the Clerk.** The format of the Committee Declaration of Appointed Office and Authorization Form to Release Personal Information shall be approved by the Clerk.

Training

- 7.15 **The Clerk will provide Members of Local Boards and Committees with information or training on their respective roles and duties.**

December 16, 2014

- 10 -

Report LLS14-40
Additional Information

8.0 CHAIR

- 8.1 The Chair and Vice Chair of the Advisory Committees shall be Council Members, with the exception of the Accessibility Advisory Committee, and shall have such responsibilities and powers as are provided for the Chair in Section 4 of the Procedural By-law.
- 8.2 The Chair of each Local Board and the term of the Chair shall be determined by the ~~Local Board~~ **Members of the Local Board** except to the extent that provincial legislation or a Council By-law relating specifically to that Local Board provides otherwise.
- 8.3 In the absence of the Chair and Vice Chair, the Members shall elect one of their Members as Chair for the purposes of that Meeting.
- 8.4 The Chair shall provide leadership and direction to the Committee or Local Board.
- 8.5 The Chair shall direct the affairs of the Committee or Local Board in accordance with the provisions of this Policy, applicable by-laws and procedures of the ~~Municipal Corporation~~ **Town** and provincial legislation.
- 8.6 **The Chair shall ensure that Committees and Local Boards respect the authority of Council, and shall not permit debate of issues for which Council has made a final determination unless authorized to do so by Council.**

9.0 QUORUM

- 9.1 A quorum for Ad Hoc and Advisory Committees shall require the attendance of a majority of the Members who may have been appointed.
- 9.2 Except to the extent that provincial legislation or a Council By-law relating specifically to that Local Board provides otherwise, a quorum for the Local Boards shall require the attendance of a majority of the Local Boards Members who may have been appointed.

10.0 ADMINISTRATIVE SUPPORT

- 10.1 The duties of the Secretary to each Ad Hoc or Advisory Committee or Local Board shall be carried out by staff as appointed by the C.A.O. in consultation with the Chair, and each Secretary shall continue under the supervision of their respective Director.
- 10.2 The duties of the Secretary to each Advisory Committee shall be carried out by staff as directed by the Clerk.
- 10.3 Where the staff person appointed by the C.A.O. is unavailable, the Committee or Local Board Members shall appoint a person as Secretary for the purposes of that Meeting.
- 10.4 The Secretary shall prepare an Agenda and Attachments at the direction of the appropriate Director and shall make such materials available to all Council Members, to the Members, to the C.A.O. and the Clerk.

December 16, 2014

- 11 -

Report LLS14-40
Additional Information

-
- 10.5 The Secretary shall provide Notice of the Meeting to the public in accordance with the provisions in Section 2 of the Procedural By-law or any other applicable provincial legislation.
- 10.6 Where materials are provided for the Committee's consideration that were not previously circulated with the Agenda and Attachments, the Secretary shall make such materials available to all Council Members, the C.A.O. and the Clerk as soon as is practicable after the Committee Meeting by placing a copy of such materials in the internal mail system of the Town or by electronic mail.
- 10.7 ~~The duties of the Ad Hoc or Advisory Committee Secretary shall not include circulation of correspondence arising from adoption of the Ad Hoc or Advisory Committee recommendations by Council, since that function will be provided by the Clerk.~~
- 10.8 It shall also be open to the C.A.O to provide the Ad Hoc Committee with staff technical support should the matters to be considered by the Committee require such expertise and, in such cases, the role of the Secretary may be separated or consolidated with the role of the technical support person.
- 10.9 The Secretary ~~of an Ad Hoc Committee or Advisory Committee~~ shall prepare ~~and provide draft minutes of all Committee Report of the Advisory Committee's Meetings to the Clerk for inclusion on a General Committee or Council Agenda.~~
- 10.10 The Secretary of ~~a Local Board~~ shall prepare ~~minutes Record~~ of the Local Board's Meetings to be provided for the information of General Committee under the signature of the Chair, if so directed by the Chair of the Local Board, or shall prepare an informal ~~minutes Record~~ of the Board's Meetings to form part of the files retained by the ~~Town Municipal Corporation~~, subject to applicable provincial legislation.
- ~~10.11 Where the Local Board's Meetings generate recommendations to be considered by Council, the Secretary shall prepare a Local Board Report under the signature of the Chair to be placed on the General Committee Agenda for consideration.~~

11.0 OPEN MEETINGS AND NOTICE OF MEETINGS

- 11.1 Meetings of Ad Hoc and Advisory Committees and Local Boards appointed by Council shall be held at the Aurora Town Hall or other disability accessible Town-owned facility at a time and date established by the Committee at the beginning of the year/term, unless it is in the public interest to temporarily convene a Meeting at another location within the Town of Aurora.
- 11.2 Any Meeting of Ad Hoc and Advisory Committees and Local Boards may be cancelled or rescheduled subject to the approval of the majority of the Committee, and proper Notice of the change shall be circulated to the media and posted on the Town's Notice Board if possible.

December 16, 2014

- 12 -

Report LLS14-40
Additional Information

-
- 11.3 The Secretary shall give Notice of all Meetings by making available for pick-up a copy of the Agenda and Attachments to all Council Members, to the Committee Members, to the C.A.O. and to the Clerk.
 - 11.4 The Secretary shall also place a copy of the Agenda on the bulletin board in the lobby of Town Hall and shall make a copy of the Agenda available to the Aurora Public Library and to those members of the press who have requested that they be placed on the circulation list, and the Agenda shall be posted on the Town website.
 - 11.5 Where a Meeting is called upon with less than twenty-four (24) hours advance Notice, it shall be the responsibility of the Chair and the Secretary to make reasonable efforts to provide Notice to those concerned.
 - 11.6 All Meetings of Ad Hoc and Advisory Committees and Local Boards shall be open to the public, except as provided for in Section 2 of the Procedural By-law, and Committee/Board Members shall observe all provisions respecting Closed Session Meetings in this Policy. Materials supplied for Closed Session consideration must previously have been circulated to all Members of Council, the C.A.O. and the Clerk, taking due care to ensure the confidentiality of such materials.

12.0 PROCEDURES AND RULES OF DEBATE

- 12.1 Procedures and rules of debate as set out in the Procedural By-law shall apply in the conduct of all Ad Hoc and Advisory Committee Meetings.
- 12.2 It is intended that the conduct of all Local Board Meetings shall be formal, and the Meeting shall incorporate all statutory requirements in relation to that Local Board.
- 12.3 The order of business shall include disclosures of interest.
- 12.4 The Ad Hoc or Advisory Committee shall have authority to hear Delegations and to consider staff reports and correspondence in addition to topics for general discussion within the mandate of the Committee's Terms of Reference.
- 12.5 ~~The Ad Hoc or Advisory Committee shall have authority to approve the minutes of its meetings.~~
- 12.6 Debate on any matter shall proceed formally under the direction of the Chair, except that Committee/Board Members may speak to any issue more than once provided all other Committee Members who wish to speak have had an opportunity to do so.
- 12.7 **Members shall refrain from criticizing staff or decisions of Council.**
- 12.8 No vote taken at an Ad Hoc or Advisory Committee Meeting shall be a recorded vote and any vote previously taken during that Meeting may be reconsidered.
- 12.9 The Chair shall have authority to determine the conduct of Members in accordance with Section 4 of the Procedural By-law.

December 16, 2014

- 13 -

Report LLS14-40
Additional Information

13.0 REPORTING

- 13.1 No discussion or recommendation of an Ad Hoc, Advisory Committee or Local Board shall constitute an act of Council.
- 13.2 **The Clerk or Secretary will circulate the draft minutes referred to in section 10.9 of this policy to Members for comment. The Clerk will consider any comments received and prepare final Minutes which will be deemed approved by the Committee.**
- 13.3 **Minutes of all Ad Hoc Committees, Advisory Committee or Local Board meetings, including any recommendations contained therein, shall be provided to General Committee or Council for information purposes only.**
- 13.4 **Where an Ad Hoc, Advisory Committee or Local Board has adopted a recommendation, the C.A.O. or Director may reference any such recommendation in his or her reports to General Committee or Council.**
- 13.5 Each Local Board shall report to the entity set forth in its enabling provincial legislation or the Council By-law enacted in relation to that Board.



Town of Aurora
Office of the Mayor

MEMORANDUM

DATE: December 16, 2014
TO: Members of Council
FROM: Mayor Geoffrey Dawe
RE: Correspondence from the office of the Prime Minister – Buy American

RECOMMENDATION

THAT Council:

- Receive the correspondence for information
- Endorse the recommendations
- Provide direction

Office of the
Prime Minister



Cabinet du
Premier ministre

Ottawa, Canada K1A 0A2

November 28, 2014

RECEIVED
DEC 05 2014
MAYOR'S OFFICE

His Worship Geoffrey Dawe
Mayor
Town of Aurora
P.O. Box 1000
100 John West Way
Aurora, Ontario
L4G 6J1

Dear Mayor Dawe:

I would like to acknowledge receipt of a resolution of the Council of the Town of Aurora regarding "Buy American" provisions of United States federal government procurement. I regret the delay in replying.

Please be assured that the resolution has been carefully reviewed. As the matter you have raised is of particular interest to the Honourable Edward Fast, Minister of International Trade, I have taken the liberty of forwarding a copy of your correspondence to him. I am certain that the Minister will appreciate receiving this information.

Thank you for writing to the Prime Minister.

Yours sincerely,

A handwritten signature in blue ink that reads "M. Bredeson".

M. Bredeson
Executive Correspondence Officer



Town of Aurora
Office of the Mayor

MEMORANDUM

DATE: December 16, 2014
TO: Members of Council
FROM: Mayor Geoffrey Dawe
RE: Correspondence from the Ministry of Economic Development, Employment and Infrastructure - Buy American

RECOMMENDATION

THAT Council:

- Receive the correspondence for information
- Endorse the recommendations
- Provide direction

**Ministry of Economic
Development, Employment
and Infrastructure**

Office of the Minister

8th Floor, Hearst Block
900 Bay Street
Toronto ON M7A 2E1
Telephone: 416-325-6900
Facsimile: 416-325-6918

**Ministère du Développement
économique, de l'Emploi
et de l'Infrastructure**

Bureau du ministre

Édifice Hearst, 8e étage
900, rue Bay
Toronto ON M7A 2E1
Téléphone: 416-325-6900
Télécopieur: 416-325-6918



December 5, 2014

His Worship Geoffrey Dawe
Mayor
Town of Aurora
100 John West Way
PO Box 1000
Aurora, Ontario
L4G 6J1

RECEIVED
DEC 11 2014
MAYOR'S OFFICE

Dear Mayor Dawe:

Chris Ballard, MPP for Newmarket-Aurora, has forwarded to me your letter regarding the Town of Aurora's resolution on Buy American provisions in US legislation. I am pleased to respond to your concerns about this important issue.

Buy American provisions hurt both our countries. The ability to bid on US public procurement projects is important to Ontario suppliers, and US public agencies benefit from access to price competitive suppliers from Ontario. That is why our government has been working with the federal government to improve access to the US public procurement market. We also continue to support the elimination of existing procurement measures in the US that impose barriers for Ontario businesses and the prevention of any new ones.

You may be aware that Ontario was a key contributor in negotiating the 2010 Canada-US Procurement Agreement, and we continue to support the federal government's efforts to dissuade the US from adopting protectionist measures. As well, in 2013, we supported a resolution by the Council of Great Lakes Governors calling for greater trade integration and the elimination of Buy American restrictions. Our government is also working with its regional state and provincial partners to oppose Buy American restrictions in US federal infrastructure bills.

I appreciate the town's support of open and fair trade between Canada and the US, and thank you for taking the time to share your views.

Sincerely,

A handwritten signature in black ink, appearing to read "Brad Duguid".

Brad Duguid
Minister

c: Chris Ballard



NOTICE OF MOTION	Councillor Michael Thompson
-------------------------	------------------------------------

Date: December 16, 2014
To: Mayor and Members of Council
From: Councillor Thompson
Re: Finance Advisory Committee

WHEREAS the Town of Aurora previously had a Finance Advisory Committee which provided advice to Council and the Corporation on capital planning initiatives, fiscal responsibilities and advance input into the annual budgeting processes.

NOW THEREFORE BE IT HEREBY RESOLVED THAT a Finance Advisory Committee be established for the current Term of Council and that the draft Terms of Reference, which were developed in consultation with the Director of Corporate and Financial Services/Treasurer to reflect the current needs of the Corporation and Council, be approved.

ATTACHMENTS

Attachment 1 – Finance Advisory Committee – Revised Draft Terms of Reference

Attachment 1

TOWN OF AURORA

FINANCE ADVISORY COMMITTEE

(Revised Draft) TERMS OF REFERENCE

1. PURPOSE

The primary function of the Finance Advisory Committee is to assist Council and the Corporation in fulfilling its fiscal responsibilities by reviewing and recommending on the long range corporate financial planning process; capital planning initiatives and fiscal policy matters.

The Committee mandate shall include proactive advance input into the annual budgeting processes with a view to enhancing reporting and analysis mechanisms to ensure we are delivering values programs and services in the most effective and efficient manner.

2. MEMBERSHIP

The Committee shall be composed of three (3) Councillors.

As part of its mandate the Committee shall also cultivate a consultative advisory group comprised of community members who have financial qualifications and experience within the public/private sector (i.e., Chief Financial Officer or Vice President Finance) from which it will periodically obtain input with respect to specific projects or initiatives.

3. TERM

The Committee shall hold office for a term of four years concurrent with the term of Council.

4. REMUNERATION

None

5. DUTIES AND FUNCTIONS

The Committee shall review and make recommendations to Council in the following areas:

- long-range, corporate financial planning policy/process that would enhance the long-term financial health of the Corporation
- the annual capital and operating budget process and financial reporting process to enhance:
 1. the higher level policy decision-making role of Council
 2. the existing reporting/analysis tools to assist Council's decision-making process
 3. the timing and extent of public participation in the process
- the business practices of the organization, identifying opportunities that would increase effectiveness and efficiencies
- fiscal policy matters
- the annual performance measures report to the Province, noting the relative position of Aurora with comparator municipalities in the designated categories
- undertake other assignments as may be requested by Council from time to time.

6. MEETING TIMES AND LOCATIONS

The Committee shall meet in the Council Chambers starting at either 9:00 a.m. or 1:00 p.m. at the call of the Chair, four times per year, or as otherwise required by the Committee.

7. STAFF SUPPORT

Technical support shall be provided by the CAO and the Director of Corporate & Financial Services - Treasurer. The Legal & Legislative Services Department shall provide administrative support services to the Committee.

8. AGENDAS

Agendas are set by the Director in consultation with the Chair.



**MOTION FOR WHICH NOTICE HAS
BEEN GIVEN (December 9, 2014)**

Councillor John Abel

Date: December 16, 2014
To: Mayor and Members of Council
From: Councillor Abel
Re: Town Acquisition of Downtown Real Estate Properties

WHEREAS the Town of Aurora's Strategic Plan Study identifies revitalizing the downtown core; and

WHEREAS acquiring key properties in bulk maximizes the development opportunities for the purpose of revitalization; and

WHEREAS when such a listing occurs Council should consider giving staff direction to negotiate a purchase price and to report back for Council's consideration.

NOW THEREFORE BE IT HEREBY RESOLVED THAT Council direct staff to negotiate a purchase price regarding the McIntyre property (Horton Place) on Yonge Street, in combination with the Spragg property to the north (Readman House), and report back to Council.



**MOTION FOR WHICH NOTICE HAS
BEEN GIVEN (December 9, 2014)**

Councillor John Abel

Date: December 16, 2014
To: Mayor and Members of Council
From: Councillor Abel
Re: Snow Plowing of Machell Park Pathway

WHEREAS the Town of Aurora clears sidewalks of snow and ice and sands sidewalks during the Winter Maintenance program period; and

WHEREAS the Town of Aurora encourages pedestrian traffic to enhance health and mitigate vehicular traffic congestion; and

WHEREAS certain pathways with significant pedestrian traffic are not assigned to any snow plowing route, thus causing difficulty for walking.

NOW THEREFORE BE IT HEREBY RESOLVED THAT the Machell Park pathway, between Orchard Heights Boulevard and Aurora Heights Drive, which is paved and lighted, and is in constant use by walkers, commuters, and shoppers, be added to the Winter Maintenance program; and

BE IT FURTHER RESOLVED THAT, if there are other pathways that fit the same criteria, they too be brought before Council for consideration for addition to the Winter Maintenance program.



**MOTION FOR WHICH NOTICE HAS
BEEN GIVEN (December 9, 2014)**

Councillor John Abel

Date: December 16, 2014
To: Mayor and Members of Council
From: Councillor Abel
Re: Speed Cushions on Roads Prone to Speeders

WHEREAS a number of roads within residential areas in the Town of Aurora have certain criteria in common that put pedestrians at risk with vehicular traffic; and

WHEREAS the overriding concern is the excessive and dangerous speed of some vehicular traffic; and

WHEREAS the York Regional Police do not have adequate resources to patrol all local streets all of the time; and

WHEREAS speed cushions, which are gentler and softer to navigate in all vehicles including buses and fire trucks, but are also highly effective in reducing speed in long, straight roads that are prone to commuters speeding through our neighbourhoods; and

WHEREAS residents have identified a number of roads that have long, straight stretches and high volumes of traffic, such as Laurentide Avenue, Conover Avenue, Mavrillac Boulevard, and Kennedy Street West, that could benefit from such an installation to reduce speeders who disregard posted limits and endanger families.

NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to report back to Council on providing for the installation of speed cushions at five (5) locations and to provide a one (1) year follow-up evaluation.



**MOTION FOR WHICH NOTICE HAS
BEEN GIVEN (December 9, 2014)**

Councillor John Abel

Date: December 16, 2014
To: Mayor and Members of Council
From: Councillor Abel
Re: Strategy to Remove Excessive Road Signage

WHEREAS road signs are an essential communication tool for vehicular traffic; and

WHEREAS road signs identify streets and parking, direct tourists, create pedestrian awareness, identify school zones, and serve many other purposes; and

WHEREAS some signs pose an imposition to property owners; and

WHEREAS signs in some areas tend to clutter.

NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to formulate a strategy to combine signs on posts, and report back to Council with options to mitigate the number of signs posted, to give our neighbourhoods a cleaner look.



**MOTION FOR WHICH NOTICE HAS
BEEN GIVEN (December 9, 2014)**

Councillor Tom Mrakas

Date: December 16, 2014

To: Mayor and Members of Council

From: Councillor Mrakas

Re: Amendment(s) to the Temporary Sign By-law

WHEREAS residents of, and business owners within, the Town of Aurora have expressed significant concerns with regards to the placement, number, sizes, installation and removal dates of municipal election signs and enforcement of regulations which speak to same; and

WHEREAS the current Town of Aurora By-law to regulate Temporary Signs ("Temporary Sign By-law") as it speaks to municipal election signs is silent on and/or is unclear in regards to when, where or how candidates for municipal office may erect municipal election signs and any limits thereto; and

WHEREAS the provisions of the current Town of Aurora Temporary Sign By-law as it speaks to municipal election signs are not in line with those of the "Signs on Regional Roads Bylaw", a by-law regulating signs on Regional roads; and

WHEREAS the provisions of the current Town of Aurora Temporary Sign By-law as it speaks to municipal election signs are not in line with those of other municipalities within York Region; and

WHEREAS the creation and adoption of a municipal election sign by-law is within the purview of a municipal Council.

NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to place a By-law to amend By-law number 4897-07.P, being a By-law to regulate Temporary Signs, on a future Council Agenda that:

- (a) Reduces the amount of time for which elections signs can be erected, affixed or otherwise displayed on private property and/or on municipal public property to thirty days immediately preceding an election;
- (b) Prohibits an election sign from being placed on municipal property except for that municipal property that is within 50 meters of a road intersection;
- (c) Prohibits a candidate from placing more than one (1) election sign on any corner of a road intersection; and
- (d) Prohibits a candidate from placing more than one (1) election sign on each private property.

AND BE IT FURTHER RESOLVED THAT staff be directed to provide future candidates for municipal office with fact sheets, information sessions and sign pre-placement tours so as to ensure that candidates have the training and resources necessary to facilitate awareness of, and compliance with, the Temporary Sign By-law, as amended.

THE CORPORATION OF THE TOWN OF AURORA

By-law Number 5637-14

**BEING A BY-LAW to allocate
any 2014 Operating Fund
surplus and any 2014 Water
and Wastewater Operating
Fund surplus or deficit.**

WHEREAS paragraph 290(4)(b) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "Act"), provides that in preparing the budget for a year, the local municipality shall treat as estimated revenues any surplus of any previous year;

AND WHEREAS paragraph 290(4)(c) of the Act provides that in preparing the budget for a year, the local municipality shall provide for any deficit of any previous year;

AND WHEREAS paragraph 290(4)(g) of the Act provides that in preparing the budget for a year, the local municipality may provide for such reserve funds as the municipality considers necessary;

AND WHEREAS the Council of The Corporation of the Town of Aurora (the "Town") deems it necessary and expedient to control the 2014 Operating Fund surplus or deficit as it may arise;

AND WHEREAS the Council of the Town deems it necessary and expedient to control the 2014 Water and Wastewater Operating Fund surplus or deficit as it may arise;

AND WHEREAS the Council of the Town adopted the recommendations and controls contained in Report No. CFS14-026 with respect to the 2014 Operating Fund surplus and the 2014 Water and Wastewater Operating Fund surplus or deficit at the Council meeting of December 16, 2014;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF AURORA ENACTS AS FOLLOWS:

1. THAT the Treasurer and the Chief Administrative Officer are hereby authorized to make the adjustments and allocations in accordance with the approved resolutions arising from Report No. CFS14-026 by re-allocating an amount or amounts from any 2014 Operating Fund surplus to one or more of the reserve funds of the Town.
2. THAT the Treasurer and the Chief Administrative Officer are hereby authorized to allocate any 2014 Operating Fund deficit from the appropriate stabilization reserve funds of the Town.
3. THAT the Treasurer and the Chief Administrative Officer are hereby authorized to allocate any 2014 Water and Wastewater Operating Fund surplus, net of any approved budget carry forwards, to the Water and Sewer capital reserve funds in accordance with Report No. CFS14-026.
4. THAT the Treasurer and the Chief Administrative Officer are hereby authorized to fund any 2014 Water and Wastewater Operating Fund deficit from the Water and Sewer capital reserve funds in accordance with Report No. CFS14-026.
5. THAT the Treasurer and the Chief Administrative Officer shall report to Council on all amounts allocated as authorized by this By-law, either before or

By-law Number 5637-14

Page 2 of 2

at the time when the 2014 annual statements are presented to Council or a Committee of Council.

6. THAT the provisions of this By-law shall come into full force and effect on the date of final passage hereof.

READ A FIRST AND SECOND TIME THIS 16th DAY OF DECEMBER, 2014.

READ A THIRD TIME AND FINALLY PASSED THIS 16th DAY OF DECEMBER, 2014.

*Approved as to Form
By Legal Services*
Signature: Wanda Ma
Date: Dec. 11, 2014

GEOFFREY DAWE, MAYOR

STEPHEN M.A. HUYCKE, TOWN CLERK

THE CORPORATION OF THE TOWN OF AURORA

By-law Number 5645-14

BEING A BY-LAW to regulate cross connections and backflow prevention in private plumbing systems as required to protect the Town of Aurora drinking water system from contamination.

WHEREAS section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that The Corporation of the Town of Aurora (the "Town") may pass by-laws relating to public utilities, including matters affecting water distribution, and for the purposes related to health, safety and well-being of persons;

AND WHEREAS subsection 11(1) of the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32, as amended, requires every owner of a municipal drinking water system to ensure that all water provided by the system meets the requirements of drinking water quality standards and that the drinking water system is operated in accordance with the *Safe Drinking Water Act, 2002*;

AND WHEREAS Part 7 (Plumbing) of the Building Code (as defined in this By-law) requires potable water systems to be protected from contamination;

AND WHEREAS contamination of the Town's drinking-water system can arise as a result of a backflow incident from a private plumbing system that is attached to the Town's municipal drinking-water system and such contamination of the municipal drinking-water system can have an adverse impact on the health, safety and well-being of the users of the Town's drinking water;

AND WHEREAS, the Town desires to put mechanisms in place so as not to permit the discharging of a contaminating substance into the municipal drinking-water system;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF AURORA ENACTS AS FOLLOWS:

1. DEFINITIONS

1.(1) The following words as set out in this by-law shall have the following meanings:

- (a) **"Authorized Functions List"** means the list of functions and the persons with the required qualifications authorized to carry out such functions as set out in Schedule "A" of this by-law;
- (b) **"auxiliary water supply"** means any water source or system, other than the Town's potable water distribution system, that may be available in a building or structure on any property;
- (c) **"backflow"** means the flowing back of or reversal of the normal direction of the flow of water;
- (d) **"backflow preventer"** means a device or a method that prevents backflow in a water distribution system and includes, but is not limited to, a reduced pressure principle assembly, a dual check valve and a double check valve;
- (e) **"building"** shall have the same meaning as set out in Building Code Act and includes anything constructed or built permanently or temporarily which is provided with a source of potable water;
- (f) **"Building Code"** means the regulations, as amended from time to time, made under section 34 of the Building Code Act;
- (g) **"Building Code Act"** means the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended or successor thereto;
- (h) **"cross connection"** means any actual or potential connection between a potable water system and any source of pollution or contamination and

includes any by-pass, jumper connection, removable section of pipe, swivel or changeover device and any other temporary or permanent connecting arrangement through which backflow may occur;

- (i) **"Cross Connection Control Survey Report"** means a report which shall include all cross connections identified, the existing method of protecting those cross connections and corrective measures, recommendations and a date for which each device will be installed on the Town's prescribed form, as amended from time to time;
- (j) **"Cross Connection Control Survey Report Fee"** means the prescribed fee, if any, as set out in the Town's Fees and Charges By-law, as amended from time to time;
- (k) **"CSA Standard"** means the document entitled B64.10-11/B64.10.1-11 – 'Selection and installation of backflow preventers/Maintenance and field testing of backflow preventers', as well as any other standards documents that are applicable to backflow prevention works, installation, testing and maintenance, published by the Canadian Standards Association, as amended or any successor thereof;
- (l) **"Director"** means the Director of Infrastructure & Environmental Services for the Town or any person authorized by the aforesaid to act in his/her place;
- (m) **"multi-residential building"** means a residential building that consists of more than one self-contained residential dwelling unit, but does not include buildings that only consist of residential single-dwelling units that are solely attached to other residential units on the sidewall (such as semi-detached homes, townhomes or row houses);
- (n) **"Municipal Act"** means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended or successor thereto;
- (o) **"owner"** means any person, firm or corporation having control over property to which this by-law applies and includes the owner registered on the title of the property and any occupant of any building or structure on such property;
- (p) **"person"** includes any individual, corporation, partnership, company, association or party and the heirs, executors, administrators, or other legal representative of such person to whom the context can apply at law and shall also include any group of persons comprising a society, association or other organization and shall include the plural where the context so requires;
- (q) **"plumbing system"** means a system for water and wastewater not on the Town's right of ways and waterworks easements, separate from the municipal potable water system as defined in the Building Code;
- (r) **"potable water"** means water that is safe for human consumption and that complies with section 10 of the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32, as amended or successor thereto;
- (s) **"Preventer Test Report"** means an inspection and testing report of a backflow preventer containing the make, model, serial number, size, type, installation date, location and installation address and the test results on the Town's prescribed form, as amended from time to time;
- (t) **"Preventer Test Report Fee"** means the prescribed fee, if any, as set out in the Town's Fees and Charges By-law, as amended from time to time;
- (u) **"Preventer Test Tag"** means a tag, containing the make, model, serial number, size, type, location, installation date and address as well as test history of a backflow preventer;
- (v) **"Town"** means The Corporation of the Town of Aurora;
- (w) **"water meter"** means an apparatus at a property/building/structure used to record the amount of water supplied to such property/building/structure by the Town through the municipal water system.

2. APPLICATION OF BY-LAW AND CROSS CONNECTION PROHIBITION

- 2.(1) This by-law applies to all existing and proposed industrial, commercial, institutional and multi-residential buildings within the Town, except for buildings of residential occupancy within the scope of Part 9 of the Building Code.
- 2.(2) Notwithstanding subsection (1), this by-law applies to any building where a condition exists, or a condition is created or proposed to be put in place, in a building or structure that is determined by the Director to be hazardous or detrimental to the municipal drinking water system based on the risk of contamination of the municipal drinking water system by such condition.
- 2.(3) Notwithstanding subsection (1), this by-law applies to any building that has a connection, or where such a connection is proposed or put in place, to the municipal drinking water system and also to any auxiliary water supply, lawn sprinkler or irrigation system, or fire protection system (except for a residential full flow through fire sprinkler system).
- 2.(4) No person or owner shall connect, cause to be connected, or allow to remain connected to the Town's municipal drinking-water system or any other potable water system any plumbing, piping, fixture, fitting, container, appliance, vehicle, machine or the like in a manner which may under any circumstance allow water, waste water or any other liquid, chemical or substance to enter such municipal drinking-water system or potable water system, except where suitable backflow prevention is provided in compliance with the provisions of this by-law.
- 2.(5) No person or owner shall connect, cause to be connected, or allow to remain connected any auxiliary water supply or private well to a plumbing system which is supplied by the Town's municipal water system, unless appropriate premise isolation is provided.

3. CROSS CONNECTION CONTROL SURVEY REQUIREMENT

- 3.(1) A Cross Connection Control Survey is required to be completed and submitted along with the Cross Connection Control Survey Report Fee to the Town within thirty (30) days of:
 - (a) the Town notifying the owner of an existing building that a survey is required, based on a risk assessment and prioritization conducted by the Director of all buildings to which this by-law applies;
 - (b) a new connection being made to a building to which the by-law applies;
 - (c) the circumstances or equipment to which a survey applies changing or being modified that alters, or has the potential to alter, the information contained in a most recent Cross Connection Control Survey that has been provided to the Town; or
 - (d) the use or circumstance of a building changing or being modified in a manner that increases, or has the potential to increase, the hazard level for a plumbing system to which the most recent Cross Connection Control Survey applies.
- 3.(2) A Cross Connection Control Survey shall be carried out starting from the water meter to all plumbing in each building linked to such meter.

4. INSTALLATION OF BACKFLOW PREVENTION DEVICES

- 4.(1) Every person installing a backflow preventer or causing a backflow preventer to be installed or replaced shall ensure that:
 - (a) such device is installed in a building structure, unless otherwise directed by the Director;
 - (b) where such device is installed in respect of premise isolation, all piping between the water meter and such device is clearly labelled "no connection permitted"; and
 - (c) where such device is installed in respect of individual, area, source or zone isolation, all piping between the point of contamination or potential

contamination and the point at which the device is located is labelled "non-potable water".

5. PERSONS PERMITTED TO CARRY OUT WORK

5.(1) Only those persons with the required qualifications listed in the Authorized Functions List, attached as Schedule "A", shall carry out the corresponding functions set out therein.

5.(2) In addition to required qualifications listed in the Authorized Functions List, the persons listed in the Authorized Functions List attached as Schedule "A" who are permitted to perform the Cross Connection Control Surveys or testing of backflow preventers shall also have and submit proof of the following qualifications in a form satisfactory to the Town:

(a) a Tester's Certificate issued by the American Water Works Association or an approved equivalent which has been issued or renewed within five (5) years prior to date of the submission of a Cross Connection Control Survey Report or a Preventer Test Report; and

(b) a current calibration certificate for the test equipment issued within the (12) twelve months prior to the date of submission of a Preventer Test Report.

6. TESTING OF BACKFLOW PREVENTERS

6.(1) Every owner who has a backflow preventer installed on his or her property shall ensure that:

(a) such a device is tested when it is first installed and annually thereafter, unless deemed by the Director to be impossible, or when requested by the Director, and also when it is cleaned, repaired, overhauled or relocated;

(b) when such device is tested, that a Preventer Test Report of such a test is completed;

(c) the Preventer Test Report is submitted to the Director within fourteen (14) days of the test being conducted along with the Preventer Test Report Fee;

(d) in the event that such a device is malfunctioning or otherwise not in proper working order, cause the device to be repaired or replaced; and

(e) whenever a device is tested, a test tag is affixed to the device.

6.(2) Every qualified person who tests a backflow preventer shall:

(a) provide a legible Preventer Test Report to the owner of the premises subject to such a test;

(b) upon completing such test, supply, complete and affix a Preventer Test Tag to the device or immediately adjacent to the device on the piping connected thereto; and

(c) upon finding that such device is malfunctioning or otherwise not in proper working order, immediately notify the owner of the premises subject to such a test and the Town of such condition.

7. BACKFLOW TEST EQUIPMENT MAINTENANCE

7.(1) Where required by the CSA Standard, all equipment used to test backflow prevention devices shall be verified and/or calibrated for accuracy. Proof of such verification and/or calibration shall be presented to the Town upon request and in conjunction with the submission of Preventer Test Reports.

8. GENERAL PROVISIONS

- 8.(1) Notwithstanding anything this by-law, the Town may at any time order an owner to conduct tests, provide reports, including a Cross Connection Control Survey Report or a Preventer Test Report, and undertake any other measures required for the prevention of backflow or protection of a cross connection.
- 8.(2) Reports identified in this by-law shall be submitted to the Infrastructure & Environmental Services Operations Division within fourteen (14) days of completion of the related work, or as otherwise specified or directed.
- 8.(3) The selection, maintenance, and field testing of backflow prevention devices shall be in accordance with the CSA Standard and the Building Code, or by a professional engineer using the CSA Standard.
- 8.(4) An owner shall obtain, or ensure that it is obtained, a building permit pursuant to the Town's Building By-law in order to install, modify or perform any corrective action, or to remove a backflow preventer and any related plumbing.

9. CORRECTIVE ACTIONS ON CROSS CONNECTION CONTROL DEFICIENCIES

- 9.(1) Every owner shall take corrective actions on any deficiencies or to address any recommendations identified either on a Cross Connection Control Survey Report or on a Preventer Test Report for his or her property and provide an updated report once such actions are carried out.

10. REMOVAL OF BACKFLOW PREVENTION DEVICES PROHIBITED

- 10.(1) No owner of a building in which a backflow preventer is installed shall cause or permit the removal of such device, or part thereof, unless such removal is to replace the device with another device that meets or exceeds the provisions of this by-law or such removal is due to change of the function of a building or structure into a category to which this by-law does not apply or that would not require a backflow preventer and such removal is approved by the Director.

11. ADMINISTRATION AND ENFORCEMENT

- 11.(1) The Director shall be responsible and is delegated the power to administer and enforce this by-law, including prescribing the content of any forms or other documents required under this by-law from time to time.
- 11.(2) The Director is authorized to delegate responsibilities for the administration and enforcement of this by-law to any Town staff or external third parties deemed to be qualified and appropriate by the Director for such purposes.
- 11.(3) All fees and charges pursuant to this by-law may be set by the Town's Council from time to time and shall be set out in the Town's Fees and Charges By-law.

12. POWER OF ENTRY

- 12.(1) The Town may, at any reasonable time, enter on any land for the purpose of carrying out an inspection to determine whether or not the following are being complied with:
 - (a) this by-law;
 - (b) direction or order made pursuant to this by-law or the Municipal Act;
 - (c) condition of any permit or licence issued under this by-law; or
 - (d) an order made under section 431 of the Municipal Act.
- 12.(2) For the purposes of an inspection under subsection (1), the person conducting the inspection may:
 - (a) require the production for inspection of documents or things relevant to the inspection;

By-law Number 5645-14

Page 6 of 7

- (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
- (c) require information from any person concerning a matter related to the inspection; and
- (d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

12.(3) The Town may undertake an inspection pursuant to an order issued under section 438 of the Municipal Act.

12.(4) The power of entry may be exercised by an employee, officer or agent of the Town.

12.(5) No person shall decline or neglect to give, produce or deliver any access, information, document or other thing that is requested by the Town carrying out an inspection.

12.(6) No person shall hinder or obstruct or attempt to hinder or obstruct the Town, its employees, officers or agents from carrying out any powers or duties under this by-law.

13. CONTRAVENTION ORDERS

13.(1) Where the Director or any Town municipal law enforcement officer is satisfied that a contravention of this by-law has occurred, such person may make an order requiring the person who contravened the by-law or who caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to discontinue the contravening activity and/or to do work to correct the contravention.

13.(2) Whenever this by-law or an order issued under this by-law directs or requires any work or thing to be done by any person, in default of it being done by the person directed or required to do it, such work may be done by the Town or its agents at that person's expense and the Town may recover all costs and expenses incurred through a legal action or by recovering such costs in the same manner as taxes.

13.(3) The Town may, in addition to taking any other steps, shut off the water supply to a property or any portion of a property if the Director deems that a threat of contamination exists from such a property that can endanger public health or safety until such time as the threat of contamination is eliminated.

14. OFFENCES AND PENALTIES

14.(1) Any person who contravenes any provision of this by-law or an order issued pursuant to this by-law or the Municipal Act or fails to comply with an order issued pursuant to this by-law or the Municipal Act is guilty of an offence.

14.(2) All contraventions of this by-law or of orders issued by the Town pursuant to this by-law or the Municipal Act are designated as multiple offences. A multiple offence is an offence in respect of two (2) or more acts or omissions each of which separately constitutes an offence and is a contravention of the same provision of this by-law.

14.(3) Any contravention of this by-law shall be deemed to be a continuing offence for each day or part of a day that the contravention remains uncorrected or an order of the Town issued pursuant to this by-law or the Municipal Act is not complied.

- 14.(4) Every person convicted of an offence under this by-law is liable,
- a) on a first conviction, to a fine in an amount of not more than \$50,000;
 - b) on any subsequent conviction, to a fine of not more than \$100,000;

By-law Number 5645-14

Page 7 of 7

- c) upon conviction for a continuing offence, to a fine of not more than \$10,000 for each day or part of a day that the offence continues, however the total of the daily fines is not limited to \$100,000; and
- d) upon conviction for a multiple offence, for each offence included in the multiple offence, to a fine of not more than \$10,000, however the total of all fines for each included offence is not limited to \$100,000.

14.(5) Every person convicted of an offence under this by-law may be liable to a special fine in the amount of the economic advantage or gain that such a person obtained from the contravention of this by-law.

15. SEVERABILITY

15.(1) If any provision of this by-law or the application thereof to any person or circumstance is held to be invalid by a court of competent jurisdiction, the invalidity does not affect other provisions or applications of this by-law which can be given effect without the invalid provision or application, and to this end the provisions of this by-law are severable.

16. SHORT TITLE

16.(1) This by-law shall be known and may be cited as the "Backflow Prevention By-law".

17. GENERAL

17.(1) Section headings in this by-law are not to be considered part of this by-law and are included solely for the convenience of reference and are not intended to be full or accurate descriptions of the sections of this by-law to which they relate.

17.(2) This by-law shall come into full force and effect on the date of final passage hereof.

READ A FIRST AND SECOND TIME THIS 16th DAY OF DECEMBER, 2014.

READ A THIRD TIME AND FINALLY PASSED THIS 16th DAY OF DECEMBER, 2014.

GEOFFREY DAWE, MAYOR

*Approved as to Form
By Legal Services*
Signature: 
Date: Dec. 12, 2014

STEPHEN M.A. HUYCKE, TOWN CLERK

SCHEDULE "A" TO BY-LAW NUMBER 5645-14 - AUTHORIZED FUNCTIONS LIST

Item	Authorized Function	Professional Engineer with Tester's Certificate	*Certified Engineering Technologist with Tester's Certificate	Licensed Master Plumber with Contractor's License and Tester's Certificate	**Journeyman Plumber with Tester's Certificate	***Apprentice Plumber with Tester's Certificate	Licensed Master Sprinkler and Fire Protection Installer with Tester's Certificate	**Journeyman Sprinkler and Fire Protection Installer with Tester's Certificate
1	Carry out Cross Connection Survey	YES	YES	YES	YES	YES	NO	NO
2	Install, Relocate or Replace Backflow Prevention Device	NO	NO	YES	YES	YES	NO	NO
3	Repair of Backflow Prevention Device	YES	YES	YES	YES	YES	NO	NO
4	Test Backflow Prevention Device	YES	YES	YES	YES	YES	NO	NO

* Required to be under the direction of a Professional Engineer.

** Required to be under the direction of a Licensed Master, except if working in-house.

*** Required to be under the direct supervision of a Journeyman Plumber, if working in-house, or a Licensed Master Plumber.

For the purposes of this Schedule "A", a Tester's Certificate means an Ontario Water Works Association Cross Connection Control Specialist Certificate or an American Society of Sanitary Engineering Cross Connection Control/Backflow Certificate or an equivalent acceptable to the Town.

THE CORPORATION OF THE TOWN OF AURORA

By-law Number 5674-14

**BEING A BY-LAW to levy
Interim Property Taxes for
the 2015 taxation year.**

WHEREAS subsection 317(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "Act"), provides that a local municipality, before the adoption of estimates for the year under section 290 of the Act, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

AND WHEREAS subsection 317(2) of the Act provides that a by-law under subsection 317(1) shall be passed in the year that the amounts are to be levied or may be passed in November or December of the previous year if it provides that it does not come into force until a specified day in the following year;

AND WHEREAS the Council of The Corporation of the Town of Aurora (the "Town") has not adopted estimates for the year 2015 and wishes to pass a by-law levying amounts on the assessment of property in the Town in accordance with subsection 317(1) of the Act (the "Interim Property Tax");

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN
OF AURORA ENACTS AS FOLLOWS:**

1. THAT the Town shall levy an Interim Property Tax in 2015.
2. THAT the Interim Property Tax may be levied under this By-law on a property that is rateable for local municipality purposes for the current tax year, but which was not rateable for local municipality purposes for the prior tax year, including assessment of property that is added to the assessment roll after this By-law is passed.
3. THAT the Interim Property Tax rate will be an amount equal to fifty percent (50%) of the total amount of taxes for municipal and school purposes levied on the rateable property for the previous year.
4. THAT the Treasurer of the Town shall send to each person so taxed, a printed bill specifying the amounts and due dates of amounts payable by the taxpayer.
5. THAT the Treasurer of the Town shall send the property tax bill to the taxpayer's residence or place of business unless the taxpayer directs the Treasurer, in writing, to send the bill to an alternate address, in which case it shall be sent to the requested alternate address, until revoked by the taxpayer in writing.
6. THAT the Interim Property Tax levied by this By-law shall be due and payable to the Treasurer in installments on February 23, 2015 and April 24, 2015, and shall be paid at the Town of Aurora Municipal Office located at 100 John West Way, Aurora, Ontario or to a financial institution to the credit of the Treasurer, Town of Aurora. Properties registered for the Pre-authorized Tax Payment Plan program will have Interim Property Tax levied by this By-law due and payable in automatic installments on the last business day of each calendar month, commencing on January 31, 2015, and such Pre-authorized Tax Payment Plan installments shall be subject to adjustment as set out in paragraph 10 of this By-law.
7. THAT if the Interim Property Tax levied on any class of property or any

By-law Number 5674-14

Page 2 of 2

installments thereof which are due and payable in accordance with this By-law, remain unpaid on the due date, interest of one and one quarter percent (1.25%) (being fifteen percent (15%) per annum) of the unpaid Interim Property Tax shall be imposed on the first day of the default, or within five (5) business days of the default.

8. THAT on the first day of the next calendar month following the due date and every month thereafter for so long as there is Interim Property Tax remaining unpaid, interest in the amount of one and one quarter percent (1.25%) (being fifteen percent (15%) per annum) shall be imposed on the Interim Property Tax remaining unpaid. Interest shall not be charged in respect of any installment which was due in the prior month, but for which interest has been imposed in the current month.
9. THAT all payments, including partial payments, shall be applied to accounts on a consistent basis.
10. THAT the Treasurer of the Town is hereby delegated the power and authority to adjust the amount of the Interim Property Tax levied on a property to the extent that the Treasurer considers appropriate, where the Treasurer is of the opinion that the Interim Property Tax levied on a property is too high or too low in relation to the estimate of the total taxes that will be levied on the property for the year 2015; and more particularly, the Treasurer may do so for all properties described in paragraph 2 above and those properties registered for the Pre-authorized Tax Payment Plan program.
11. THAT the provisions of this By-law shall come into force and effect on January 1, 2015.

READ A FIRST AND SECOND TIME THIS 16th DAY OF DECEMBER, 2014.

READ A THIRD TIME AND FINALLY PASSED THIS 16th DAY OF DECEMBER, 2014.

GEOFFREY DAWE, MAYOR

*Approved as to Form
By Legal Services*
Signature: *James Na*
Date: *Dec. 11, 2014*

STEPHEN M.A. HUYCKE, TOWN CLERK

THE CORPORATION OF THE TOWN OF AURORA

By-law Number 5676-14

**BEING A BY-LAW to Confirm Actions by Council
Resulting From Council Meeting on December 16,
2014**

**THE COUNCIL OF THE CORPORATION OF THE TOWN OF AURORA HEREBY
ENACTS AS FOLLOWS:**

1. THAT the actions by Council at its Council meeting held on December 16, 2014 in respect of each motion, resolution and other action passed and taken by the Council at the said meeting is, except where prior approval of the Ontario Municipal Board is required, hereby adopted ratified and confirmed.
2. THAT the Mayor and the proper officers of the Town are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and to execute all documents as may be necessary in that behalf and the Clerk is hereby authorized and directed to affix the corporate seal to all such documents.

READ A FIRST AND SECOND TIME THIS 16TH DAY OF DECEMBER, 2014.

**READ A THIRD TIME AND FINALLY PASSED THIS 16TH DAY OF DECEMBER,
2014.**

GEOFFREY DAWE, MAYOR

STEPHEN M. A. HUYCKE, TOWN CLERK