



COUNCIL MEETING AGENDA

TUESDAY, AUGUST 11, 2015

7 P.M.

**COUNCIL CHAMBERS
AURORA TOWN HALL**



**TOWN OF AURORA
COUNCIL MEETING
AGENDA**

Tuesday, August 11, 2015
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 July 14, 2015 pg. 1
Special Council Meeting Minutes of July 28, 2015 pg. 22

RECOMMENDED:

THAT the Council meeting minutes of July 14, 2015, and the Special Council meeting minutes of July 28, 2015, be adopted as printed and circulated.

4. **PRESENTATIONS**

- (a) **Al Downey, Director of Parks and Recreation Services** pg. 26
Re: John West Memorial "Leaders of Tomorrow" Scholarship Award

- (b) **Don Lewis, President, Aurora Lions Club** pg. 27
Re: Home for the Aurora Lions Club

- (c) **Bruce Stafford and Stephen Kimmerer, Sport Aurora** pg. 32
Re: Consideration of Multi-Sport Use Facility/Hallmark Building

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 Thom pg. 189
Re: Celebration of The Queen's Reign
 - (b) Mayor Dawe pg. 190
Re: Special Council Meeting to Review Procedural By-law
Number 5330-11
 - (c) Councillor Humfries pg. 191
Re: Town of Aurora Financial Health Status
 - (d) Councillor Thompson and Councillor Mrakas pg. 192
Re: Establishment of a Cultural Precinct
 - (ii) Motions for Which Notice Has Been Given
 - (a) Councillor Mrakas pg. 193
Re: 2016 Hiring Freeze
 - (b) Councillor Humfries pg. 194
Re: Church Street School Landscaping

11. REGIONAL REPORT

(Deferred from Council meeting of July 14, 2015)

York Regional Council Highlights – June 25, 2015

pg. 195

RECOMMENDED:

THAT the Regional Report of June 25, 2015, be received for information.

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:

5750-15 BEING A BY-LAW to appoint an Interim Chief Administrative Officer for The Corporation of the Town of Aurora. pg. 205
(Report No. LLS15-043 – Council Item 2 – Jun. 23/15)

5751-15 BEING A BY-LAW to exempt Blocks 107, 108, 115 and 120 on Plan 65M-4423 from Part-Lot Control (Mattamy (Aurora) Limited). pg. 209
(Report No. PL15-055 – Council Item 15 – Aug. 11/15)

RECOMMENDED:

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

5753-15 BEING A BY-LAW to Confirm Actions by Council Resulting from Council Meeting on August 11, 2015. pg. 210

14. CLOSED SESSION

RECOMMENDED:

THAT Council resolve into Closed Session to consider the following matters:

1. Personal matters about an identifiable individual, including a Town or Local Board employee (section 239(2)(b) of the *Municipal Act*, 2001; Re: Report No. LLS15-049 – Appointments to the Community Recognition Review Ad Hoc Committee

2. A proposed or pending acquisition or disposition of land by the Town or Local Board (section 239(2)(c) of the *Municipal Act*, 2001; Re: Report No. PL15-061 – Agreement of Purchase and Sale for 45 Eric T. Smith Way
3. A proposed or pending acquisition or disposition of land by the Town or Local Board (section 239(2)(c) of the *Municipal Act*, 2001; Re: Report No. LLS15-050 – Offer to Sell – Aurora Promenade Area

15. ADJOURNMENT

AGENDA ITEMS

(Forwarded from Council meeting of July 14, 2015 – Item 4)

- 1. CAO15-008 – Community Tourism Plan** pg. 33

RECOMMENDED:

THAT Council endorse the Community Tourism Plan and specifically approve the Action Plan contained within the Plan; and

THAT the Tourism Coordinator position as outlined within the Action Plan be referred to the 2016 Budget process.

(Deferred from Council meeting of July 14, 2015 – Item 9)

- 2. PL15-053 – Delegated Agreements, 2015 Summary Report** pg. 77

RECOMMENDED:

THAT Report No. PL15-053 be received for information.

(Deferred from Council meeting of July 14, 2015 – Item 17)

- 3. Environmental Advisory Committee Meeting Minutes of June 10, 2015** pg. 80

RECOMMENDED:

THAT the Environmental Advisory Committee meeting minutes of June 10, 2015, be received for information.

(Deferred from Council meeting of July 14, 2015 – Item 18)

- 4. Economic Development Advisory Committee Meeting Minutes of June 11, 2015** pg. 86

RECOMMENDED:

THAT the Economic Development Advisory Committee meeting minutes of June 11, 2015, be received for information.

(Deferred from Council meeting of July 14, 2015 – Item 20)

- 5. Aurora Family Leisure Complex Liaison Committee Meeting Minutes of June 23, 2015** pg. 91

RECOMMENDED:

THAT the Aurora Family Leisure Complex Liaison Committee meeting minutes of June 23, 2015, be received for information.

(Deferred from Closed Session meeting of July 14, 2015 – Item 2)

- 6. LLS15-047 – Effectiveness of Liquidated Damages Clauses** pg. 93

RECOMMENDED:

THAT Report No. LLS15-047 be received for information.

- 7. IES15-043 – Award of Tender IES2015-12 – The Supply and Administration of a School Crossing Guard Service** pg. 103

RECOMMENDED:

THAT Report No. IES15-043 be received; and

THAT Tender IES2015-12 – The Supply and Administration of School Crossing Guard Service be awarded to Proactive Staffing Services Inc. for a three (3) school-year term for the amount of \$417,447.58, excluding taxes; and

THAT the 2015 operating budget for contracts be increased by \$40,972.84 to a revised amount of \$145,972.84 to be funded through 2015 corporate surplus; and

THAT the Director of Infrastructure and Environmental Services be authorized to renew Tender IES2012-12 for the optional one school-year period (school year 4) pending an analysis and satisfactory performance review by the Director; and

THAT the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.

- 8. IES15-045 – Council Motion – Pedestrian and Vehicle Traffic Concerns in the Northeast Corner of Earl Stewart Drive and Pedersen Drive Intersection** pg. 108

RECOMMENDED:

THAT Report No. IES15-045 be received for information.

9. IES15-046 – Additional Winter Maintenance Resources pg. 114

RECOMMENDED:

THAT Report No. IES15-046 be received; and

THAT the Additional Winter Maintenance Resources report be forwarded to the September 8, 2015 General Committee meeting for consideration with the following recommendations:

THAT a new capital project be approved for the purchase of a new 6 Ton Plow truck with wing in 2015 to be funded by development charges, to maintain the legislated minimum maintenance standards within the 2C lands in 2016/2017; and

THAT consideration be given to add one (1) IES roads operator and one (1) flexible service person to be shared between IES Operations and Parks prior to the 2016 Operating Budget; and

THAT a funding increase of \$74,000 for an additional contracted sidewalk machine to the 2015 winter maintenance contracts operating budget to maintain the sidewalks within the 2C lands be approved, which shall be drawn from the General Tax Rate Stabilization Reserve.

10. IES15-047 – Water Operator Vacancy – Four-Month Gapping Rule pg. 120

RECOMMENDED:

THAT Report No. IES15-047 be received; and

THAT staff be authorized to immediately recruit for the Water Operator position.

11. PL15-055 – Application for Exemption from Part Lot Control pg. 122
Mattamy (Aurora) Limited
Blocks 107, 108, 115, and 120, Plan 65M-4423
File No. PLC-2015-03

RECOMMENDED:

THAT Report No. PL15-055 be received; and

THAT Council approve the Application for Exemption from Part Lot Control submitted by Mattamy (Aurora) Limited to divide Blocks 107, 108, 115 and 120 on Plan 65M-4423 into twenty-seven (27) separate lots for townhouse units; and

THAT the Part Lot Control Exemption By-law be introduced and enacted.

- 12. PL15-058 – Application for Site Plan Approval** pg. 131
Matheson Constructors Ltd.
30 Eric T Smith Way
Part of Lot 1, Plan 65M-4324
File Number: SP-2015-06

RECOMMENDED:

THAT Report No. PL15-058 be received; and

THAT Site Plan Application File: SP-2015-06 (Matheson Constructors Limited) be approved to permit the development of the subject lands for the construction a two-storey 1,802 sqm Gross Floor Area (GFA) office building and equipment storage garage; and

THAT the Mayor and Town Clerk be authorized to execute the Site Plan Agreement, including any and all documents and ancillary agreements required to give effect to same.

- 13. PL15-059 – Update on Development Progress in 2C Planning Area** pg. 144

RECOMMENDED:

THAT Report No. PL15-059 be received; and

THAT in response to the pace of development in the 2C Secondary Plan Area, the Regional Municipality of York be requested to advance the timing of the interchange at Highway 404 and St. John's Sideroad, to be included within the Region's 10-year Roads Construction Program.

- 14. PL15-060 – Hotel Development Charges** pg. 151

RECOMMENDED:

THAT Report No. PL15-060 be received and referred to the General Committee meeting of September 8, 2015, with the following recommendations:

THAT staff be authorized to enter into Development Charge Deferral Agreements for hotel or motel developments which defer the excess amounts that the hotel is required to pay over the amount an office building of similar size would be required to pay, and that such surcharge be deferred until the use of the building changes; and

THAT staff be directed to return to a rate calculation based upon the non-residential rate for the gross square footage in calculating the Development Charges for hotels and motels in the next update of the Development Charges By-law; and

THAT York Region be requested to consider the deferral of development charges and amendment of the Regional Development Charges By-law as described above.

15. PR15-023 – Renaming a Section of Nokiidaa Trail pg. 156

RECOMMENDED:

THAT Report No. PR15-023 be received; and

THAT the renaming of a section of the Nokiidaa Trail referred to in Report No. PR15-023 as the "Tim Jones Trail" be approved.

16. PR15-024 – McMahon Park Neighbourhood Garden pg. 161

RECOMMENDED:

THAT Report No. PR15-024 be received; and

THAT the local area residents in the vicinity of McMahon Park be consulted according to the process set out in Report No. PR15-024 to gauge public interest in the establishment of a neighbourhood garden in a section of McMahon Park; and

THAT staff report back to Council on the outcomes of the consultation process and any recommendations pertaining to the establishment of a neighbourhood garden in McMahon Park.

17. PR15-025 – Lease Agreement – Pro Shops pg. 172

RECOMMENDED:

THAT Report No. PR15-025 be received; and

THAT a Lease Agreement between the Town of Aurora and Hockey Lion Inc. for the lease of space in the Stronach Aurora Recreation Complex (SARC) and the Aurora Community Centre (ACC) for the operation of skate sharpening services and Pro Shop be approved; and

THAT the Mayor and Town Clerk be authorized to execute any agreement, including any and all documents and ancillary agreements required to give effect to same.

- 18. Memorandum from Director of Legal & Legislative Services/Town Solicitor** pg. 175
Re: August 25, 2015 Council Meeting

RECOMMENDED:

THAT the memorandum regarding August 25, 2015 Council Meeting be received; and

THAT the Council meeting scheduled for August 25, 2015, be cancelled.

- 19. Memorandum from Mayor Dawe** pg. 176
Re: Mayor's Task Force on Physical Activity

RECOMMENDED:

THAT the memorandum regarding Mayor's Task Force on Physical Activity be received for information.

- 20. Memorandum from Mayor Dawe** pg. 177
**Re: Lake Simcoe Region Conservation Authority Highlights
June 26, 2015 – Meeting of the Board**

RECOMMENDED:

THAT the memorandum regarding Lake Simcoe Region Conservation Authority Highlights, June 26, 2015 – Meeting of the Board be received for information.

- 21. Heritage Advisory Committee Meeting No Quorum Report of June 8, 2015** pg. 180

RECOMMENDED:

THAT the Heritage Advisory Committee meeting No Quorum Report of June 8, 2015, be received for information.

22. Heritage Advisory Committee Meeting Minutes of July 13, 2015

pg. 181

RECOMMENDED:

THAT the Heritage Advisory Committee meeting minutes of July 13, 2015, be received; and

THAT the following recommendation regarding Item 1 – Report No. HAC15-002 – Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest, 12 Ransom Street be approved:

THAT the property located at 12 Ransom Street be removed from the Aurora Register of Properties of Cultural Heritage Value or Interest subsequent to demolition; and

THAT the following recommendations regarding Item 2 – Report No. HAC15-005 – Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest, 98 Mosley Street be approved:

THAT the property located at 98 Mosley Street be removed from the Aurora Register of Properties of Cultural Heritage Value or Interest; and

THAT the proposed elevations are subject to approval of Planning Staff to ensure the proposed new dwelling will maintain the heritage character of the area.



**TOWN OF AURORA
COUNCIL MEETING MINUTES**

Council Chambers
Aurora Town Hall
Tuesday, July 14, 2015

ATTENDANCE

COUNCIL MEMBERS Mayor Dawe in the Chair; Councillors Abel (departed 11:39 p.m.), Gaertner, Humfries, Kim, Mrakas, Pirri, Thom, and Thompson

MEMBERS ABSENT None

OTHER ATTENDEES Director of Building and By-law Services (Acting Chief Administrative Officer), Acting Director of Corporate and Financial Services/Deputy 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 7:08 p.m. following Open Forum.

On a motion of Councillor Mrakas seconded by Councillor Thompson, Council consented to extend the hour past 10:30 p.m. in accordance with subsection 3.16(b) of the Procedural By-law.

On a motion of Councillor Mrakas, seconded by Councillor Pirri, Council consented on a two-thirds vote to extend the hour past 11 p.m. in accordance with subsection 3.16(b) of the Procedural By-law.

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

Main motion

Moved by Councillor Pirri

Seconded by Councillor Kim

THAT the agenda as circulated by Legal and Legislative Services, **with the following additions**, be approved:

- Item 21 – LLS15-048 – Council/Committee Secretary Vacancy – Four Month Gapping Rule
- Item 22 – Memorandum from Financial Analyst – Cash Flow & Investment
Re: Healthy Kids Community Challenge Grant Agreement
- Closed Session Item 3 – A proposed or pending acquisition or disposition of land by the Town or Local Board (section 239(2)(c) of the *Municipal Act*, 2001); Re: Report No. PR15-020 – Ivy Jay Farm Grassland Land Acquisition

Amendment No. 1

Moved by Councillor Mrakas

Seconded by Councillor Kim

THAT the requirements of subsection 3.13(b) of the Procedural By-law be waived and the following Notice of Motion be added to the Agenda:

- Notice of Motion (b) Councillor Mrakas; Re: 2016 Hiring Freeze
Amendment No. 1 CARRIED (two-thirds vote)

Amendment No. 2

Moved by Councillor Humfryes

Seconded by Councillor Gaertner

THAT the requirements of subsection 3.13(b) of the Procedural By-law be waived and the following Notice of Motion be added to the Agenda:

- Notice of Motion (c) Councillor Humfryes; Re: Church Street School Landscaping
Amendment No. 2 CARRIED (two-thirds vote)

Main motion

Moved by Councillor Pirri

Seconded by Councillor Kim

THAT the agenda as circulated by Legal and Legislative Services, **with the following additions**, be approved:

- Item 21 – LLS15-048 – Council/Committee Secretary Vacancy – Four Month Gapping Rule
- Item 22 – Memorandum from Financial Analyst – Cash Flow & Investment
Re: Healthy Kids Community Challenge Grant Agreement
- Closed Session Item 3 – A proposed or pending acquisition or disposition of land by the Town or Local Board (section 239(2)(c) of the *Municipal Act*, 2001); Re: Report No. PR15-020 – Ivy Jay Farm Grassland Land Acquisition
- Notice of Motion (b) Councillor Mrakas; Re: 2016 Hiring Freeze
- Notice of Motion (c) Councillor Humfryes; Re: Church Street School Landscaping
CARRIED AS AMENDED

3. ADOPTION OF THE MINUTES

**Council Meeting Minutes of June 23, 2015
Special Council – Public Planning Meeting Minutes of June 24, 2015**

**Moved by Councillor Mrakas
Seconded by Councillor Humfryes**

THAT the Council meeting minutes of June 23, 2015, and the Special Council – Public Planning meeting minutes of June 24, 2015, be adopted as printed and circulated.

CARRIED

4. PRESENTATIONS

**(a) Shawna White, Curator, Aurora Museum & Archives
Re: Three-Year Plan for Aurora Museum & Archives**

Ms. White presented an overview of the Three-Year Plan to guide the growth, development, and use of the Aurora Museum & Archives, and reviewed elements of the measurable goals in the four key areas of access, collections management, conservation, and outreach, and the financial implications.

**Moved by Councillor Humfryes
Seconded by Councillor Thom**

THAT the presentation of Shawna White be received and referred to Item 1.

CARRIED

(b) Mark Setter and David Tomlinson
Re: Progress of 2C Wildlife Park Development Project

On a motion of Councillor Gaertner seconded by Councillor Humfryes, Council consented on a two-thirds vote to waive the requirements of subsection 3.8(c) of the Procedural By-law to permit the delegation of Mark Setter and David Tomlinson to speak for fifteen (15) minutes.

On a motion of Councillor Gaertner seconded by Councillor Mrakas, Council consented on a two-thirds vote to waive the requirements of subsection 3.8(c) of the Procedural By-law to permit the delegation of Mark Setter and David Tomlinson to speak for an additional two (2) minutes.

Mr. Setter, of Mark Setter Associates, presented an overview of the Community Wildlife Park Master Plan Feasibility Study (dated August 2014 and updated June 2015), based on a concept proposed by David Tomlinson, and completed in association with Cole Engineering Group. He reviewed the Study area, background history, project goals and objectives for the formation of a Community Wildlife Park, hydrologic modeling and policy results, design modifications and recommendations, and other components of the Feasibility Study.

Mr. Tomlinson, resident of Aurora, expressed his general agreement with the proposals of the consultants, with the exception of two areas of concern regarding water storage for use in drought years and the Lake Simcoe Regional Conservation Authority's policy for use of online ponds. He outlined the sources of continuous and intermittent water supply to the Park, online water storage options, water management, relocation of trails from the buffer zones to inside the woodlands, water temperatures, and fish migration. Mr. Tomlinson suggested that the Town has an opportunity to negotiate with the Conservation Authority to waive the regulations in relation to habitat management and better alignment of the trails in the Park.

Moved by Councillor Mrakas
Seconded by Councillor Gaertner

THAT the presentation of Mark Setter and David Tomlinson be received and referred to staff for comment and recommended course of action, to be provided to the Parks and Recreation Advisory Committee, Trails and Active Transportation Committee, and Environmental Advisory Committee for comment and recommendation, prior to staff reporting back to Council.

CARRIED

(c) Andrew Walasek and Isaac Ransom, Canada Post Corporation
Re: Canada Post Delivery Conversion

Mr. Walasek and Mr. Ransom presented an overview of the background and roll-out process for the country-wide conversion from door-to-door mail delivery to

community mailboxes, including Canada Post's five-point action plan and guiding principles, delivery cost comparison, accessibility and delivery accommodations, communications, and local consultation.

Moved by Councillor Mrakas
Seconded by Councillor Kim

THAT the presentation of Andrew Walasek and Isaac Ransom be received for information.

CARRIED

5. PUBLIC SERVICE ANNOUNCEMENTS

Councillor Thom announced that Hillary House, with the Aurora Historical Society, would be hosting Pan Am/Parapan Am Games celebrations on Saturday, July 18, 2015, to include the opening ceremonies of the newly-restored grass tennis court on the north lawn of Hillary House, Wimbledon-style refreshments from 2 p.m. to 4 p.m., and a barbecue from 6 p.m. to 8 p.m.

Councillor Thom encouraged residents to attend Aurora's Concerts in the Park series, including the Tribute to Gordon Lightfoot, featuring John Stinson, on Wednesday, July 15, 2015, from 7 p.m. to 9 p.m.

Councillor Humfries extended a reminder about the Aurora Farmers' Market and Artisan Fair held each Saturday from 8 a.m. to 1 p.m., which includes live entertainment and activities on special event days.

Councillor Abel noted that Kerry's Place held an Appreciation Day, hosted with the Aurora Farmers' Market and "Art in the Park" local groups, on July 4, 2015, which was well-attended.

Councillor Abel congratulated the Parks and Recreation Services staff for another great Canada Day, including activities in Lambert Willson Park, which earned much positive feedback.

Councillor Thompson commended Town staff on their efforts in organizing the Canada Day parade and festivities.

Councillor Thompson encouraged residents to participate in the Town's special events and to visit the Town's website at aurora.ca for more information.

Councillor Gaertner added that, in addition to the Pan Am/Parapan Am Games celebrations being hosted by Hillary House on July 18, 2015, further celebrations would be held on July 19, 25, and August 8, 2015, for which they are looking for volunteers, and more information may be found at aurorahs.com/activities/.

Mayor Dawe extended congratulations to the winners of the 2015 Town of Aurora Student Academic Achievement Awards: Maddie Fayle and Isobel Sharpe from Aurora High School; Julia Avolio and Michael McLoughlin from Cardinal Carter Catholic High School; Katy Lemaire and Eric Lee from Dr. G. W. Williams Secondary School; Justine Tanguay and David Findlay from École Secondaire catholique Renaissance; and Brian Ho and Kelly Gary from St. Maximilian Kolbe Catholic High School.

Mayor Dawe noted that the first public meeting regarding the Highland Gate Redevelopment proposal was held on June 24, 2015, at St. Maximilian Kolbe Catholic High School and he thanked everyone who participated. The Mayor noted that a video of the meeting and further information is available on the Town's website at aurora.ca/highlandgate.

Mayor Dawe noted that the Pan Am Torch Relay came through Aurora on June 25, 2015, which received a great turnout at Lambert Willson Park despite the rain.

Mayor Dawe extended congratulations and good luck to Aurora's Shaina Harrison, Samantha Sendel, and Carmen Whelan, who are participating in the Pan Am Games.

Mayor Dawe extended a reminder about the Legacy of Sport exhibit on display at the Aurora Cultural Centre and the Tennis in Canada exhibit at Hillary House.

Mayor Dawe extended congratulations to Louisa Barbosa who won the 2015 Aurora Teen Idol competition on Canada Day.

Mayor Dawe extended a reminder that spraying for the Emerald Ash Borer, municipal street tree block pruning, and asphalt sealing are all taking place throughout Aurora and further information may be found on the Town's Notice Board.

Mayor Dawe announced that volunteers are being sought for Doors Open Aurora, the Youth Engagement Committee, and for an Ad Hoc Committee for the Community Recognition Awards, and encouraged residents to check the notices in local newspapers or the Town's website for more information.

Mayor Dawe referred to the added agenda item concerning Healthy Kids Community Challenge Grant Agreement and acknowledged the Government of Ontario for its contribution of \$525,000 to the Town for the promotion of healthy and active lifestyles for children.

Mayor Dawe announced the passing of Tina Wakeling who worked for the Town in Human Resources for almost 26 years and, on behalf of the Town, extended sincere condolences to Tina's family and friends. A moment of silence was observed in her honour.

6. DETERMINATION OF ITEMS REQUIRING SEPARATE DISCUSSION

Items 1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 14, 17, 18, and 20 were identified as items for discussion.

7. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION

Items 6, 7, 13, 15, 16, 19, 21, and 22 were identified as items not requiring separate discussion.

Moved by Councillor Pirri
Seconded by Councillor Kim

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:

6. IES15-040 – Award of Contract for Consulting Services – Design for the Reconstruction of Catherine Street, RFP IES 2015-40

THAT Report No. IES15-040 be received; and

THAT additional funding for Capital Project 31111 in the amount of \$16,100 be approved from the Federal Gas Tax reserve fund; and

THAT the Contract for the provision of consulting services for the design of the reconstruction of Catherine Street, RFP IES 2015-40, be awarded to Chisholm, Fleming and Associates for \$58,976.00, excluding taxes; and

THAT the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.

7. IES15-041 – Award of Tender IES 2015-45 – Replacement of Dump Truck and Plow

THAT Report No. IES15-041 be received; and

THAT additional funding for Capital Project 34194 in the amount of \$14,900 be approved from the Fleet Repair & Replacement Reserve; and

THAT Tender IES 2015-45 for the supply and delivery a 2016 dump, sander and plow truck be awarded to Tallman Truck Centre Limited in the amount of \$191,484.12 excluding taxes; and

THAT the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.

13. Memorandum from Director of Legal & Legislative Services/Town Solicitor
Re: Aurora Promenade Community Improvement Plan Evaluation
Committee Membership

THAT the memorandum regarding Aurora Promenade Community Improvement Plan Evaluation Committee Membership be received for information.

15. Memorandum from Mayor Dawe
Re: Recipients of the 2015 Town of Aurora Student Academic Achievement
Awards

THAT the memorandum regarding Recipients of the 2015 Town of Aurora Student Academic Achievement Awards be received for information.

16. Audit Committee Meeting Report of June 23, 2015

THAT the Audit Committee meeting report of June 23, 2015, be received and the recommendations carried by the Committee be approved.

19. Parks and Recreation Advisory Committee Meeting Minutes of June 18,
2015

THAT the Parks and Recreation Advisory Committee meeting minutes of June 18, 2015, be received for information.

21. LLS15-048 – Council/Committee Secretary Vacancy – Four Month Gapping
Rule

(Added Item)

THAT Report No. LLS15-048 be received; and

THAT staff be authorized to immediately recruit for the Council/Committee Secretary position when it becomes vacant.

22. Memorandum from Financial Analyst – Cash Flow & Investment
Re: Healthy Kids Community Challenge Grant Agreement

(Added Item)

THAT the memorandum regarding Healthy Kids Community Challenge Grant Agreement be received; and

THAT the receipt of a Ministry of Health and Long-Term Care “Healthy Kids Community Challenge” grant in the amount of \$525,000 be approved; and

THAT the Mayor and Town Clerk be authorized to execute any necessary agreements for the Healthy Kids Community Challenge grant, to the satisfaction of the Town Solicitor, including any other documents or agreements necessary to give effect to same; and

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

CARRIED

8. DELEGATIONS

(a) Ferguson A. Mobbs, President and CEO, Voice of Aurora Community FM Radio

Re: Item 2 – PR15-022 – Community Radio Station and Sound Studio

Mr. Mobbs presented an update regarding the non-profit, community radio station initiative, now incorporated as The Voice of Aurora Community Radio, which will broadcast as CHRA at 101.5 FM. He introduced the Directors of the Corporation, identified various supporters of the initiative, and noted that no financial assistance was being requested of the Town.

**Moved by Councillor Abel
Seconded by Councillor Gaertner**

THAT the comments of the delegation be received and referred to Item 2.

CARRIED

9. CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION

1. PR15-021 – Aurora Museum & Archives Three-Year Plan

**Moved by Councillor Thompson
Seconded by Councillor Pirri**

THAT Report No. PR15-021 be received; and

THAT Report No. PR15-021 be forwarded to the 2016 and 2017 Budgets for Council consideration.

CARRIED

2. PR15-022 – Community Radio Station and Sound Studio

On a motion of Councillor Abel seconded by Councillor Thompson, Council consented to consider Item 2 prior to Item 1.

**Moved by Councillor Pirri
Seconded by Councillor Thom**

THAT Report No. PR15-022 be received; and

THAT the additional program space at the Aurora Family Leisure Complex (AFLC) be allocated as space for the Community Radio Station and Sound Studio; and

THAT the 2015 Capital Budget be increased by \$10,000, funded from the Growth and New Infrastructure Reserve Fund, to renovate the space necessary to accommodate a Community Radio Station and Sound Studio; and

THAT staff be directed to consult with Mr. Ferguson Mobbs on the layout and design of the Community Radio Station and Sound Studio at the AFLC prior to renovating the space.

**Amendment
Moved by Councillor Thom
Seconded by Councillor Mrakas**

THAT the funding for the renovation be conditional upon the successful execution of an agreement between the Town and The Voice of Aurora Community Radio, for the use of the AFLC, approved by Council.

Amendment DEFEATED

**On a recorded vote the main motion
CARRIED**

YEAS: 7 NAYS: 2
VOTING YEAS: Councillors Abel, Humfryes, Kim, Pirri,
 Thom, Thompson, and Mayor Dawe
VOTING NAYS: Councillors Mrakas and Gaertner

**3. BBS15-008 – Request for Sign Variance to Sign By-law No. 4898-07.P
125 Pedersen Drive**

**Moved by Councillor Pirri
Seconded by Councillor Thompson**

THAT Report No. BBS15-008 be received; and

THAT the request for variance to Sign By-law No. 4898-07.P to allow sixteen (16) wall signs to be installed on the rear wall of a multi-tenant building at 125 Pedersen Drive, in addition to the existing wall signs installed on the front of each business premises, be denied.

CARRIED

4. CAO15-008 – Community Tourism Plan

Council considered Item 4 following Item 11.

**Moved by Councillor Mrakas
Seconded by Councillor Humfryes**

THAT Report No. CAO15-008 be received; and

THAT the Community Tourism Plan dated June 2015 be received; and

THAT the Community Tourism Plan be forwarded to the August 11, 2015 Council meeting for consideration, together with the following recommendations:

THAT Council endorse the Community Tourism Plan and specifically approve the Action Plan contained within the Plan; and

THAT the Tourism Coordinator position as outlined within the Action Plan be referred to the 2016 budget process.

CARRIED

5. CAO15-009 – Results of Communications Survey

On a motion of Councillor Thompson seconded by Councillor Abel, Council consented to consider Item 5 following Item 3.

**Moved by Councillor Thompson
Seconded by Councillor Abel**

THAT Report No. CAO15-009 be received; and

THAT Report No. CAO15-009 be referred to a future Council Workshop to be scheduled in September 2015.

CARRIED

**8. PL15-031 – Site Plan Application, Brookfield Homes (Ontario) Aurora Ltd.,
15624 Leslie Street, File: SP-2014-11**

On a motion of Councillor Thompson seconded by Councillor Thom, Council consented to consider Item 8 following Item 5.

Moved by Councillor Gaertner
Seconded by Councillor Abel

THAT Report No. PL15-031 be received; and

THAT Site Plan Application File: SP-2014-11 (Brookfield Homes (Ontario) Aurora Ltd.) be approved to permit the development of the subject lands for two (2), four (4) storey buildings; and

THAT the Mayor and Town Clerk be authorized to execute the Site Plan Agreement, including any and all documents and ancillary agreements required to give effect to same.

CARRIED

9. PL15-053 – Delegated Agreements, 2015 Summary Report

Motion to defer
Moved by Councillor Pirri
Seconded by Councillor Kim

THAT consideration of Item 9, Report No. PL15-053 – Delegated Agreements, 2015 Summary Report, be deferred to the Council meeting of August 11, 2015.

CARRIED

10. LLS15-040 – Municipal Elections Act Provincial Review

On a motion of Councillor Thompson seconded by Councillor Thom, Council consented to consider Item 10 following Item 8.

Main motion
Moved by Councillor Pirri
Seconded by Councillor Humfries

THAT Report No. LLS15-040 be received; and

THAT Council endorse the comments prepared by staff, as set out in Report No. LLS15-040, in response to the “Municipal Elections Act Review Public Consultation Discussion Guide”; and

THAT staff send copies of this resolution and Report No. LLS15-040 to the Ministry of Municipal Affairs and Housing prior to July 27, 2015.

Amendment No. 1
Moved by Councillor Pirri
Seconded by Councillor Thompson

THAT the following additional clause be inserted into the main motion immediately after the second clause:

“THAT Council endorse the following additional comments in response to the “Municipal Elections Act Review Public Consultation Discussion Guide”:

- (1) If the Government of Ontario deems ranked ballot elections important such that they are to be implemented at the municipal order of government, then ranked ballots should also be implemented for provincial elections.”

Amendment No. 1 CARRIED

Amendment No. 2
Moved by Councillor Kim
Seconded by Councillor Mrakas

THAT the (new) third clause of the main motion be amended by adding the following words to the end of the clause:

“and (2) The nomination fee paid by candidates should be increased.”

Amendment No. 2 DEFEATED

Amendment No. 3
Moved by Councillor Kim
Seconded by Councillor Pirri

THAT the (new) third clause of the main motion be amended by adding the following words to the end of the clause:

“and (2) The *Municipal Elections Act* should be amended so that candidates’ names appear on the ballot in a random order.”

Amendment No. 3 CARRIED

Amendment No. 4
Moved by Councillor Kim
Seconded by Councillor Pirri

THAT the (new) third clause of the main motion be amended by adding the following words to the end of the clause:

“and (3) The *Municipal Elections Act* should be amended to require candidates to be nominated by no less than twenty (20) electors.”

Amendment No. 4 CARRIED

**Main motion as amended
Moved by Councillor Pirri
Seconded by Councillor Humfries**

THAT Report No. LLS15-040 be received; and

THAT Council endorse the comments prepared by staff, as set out in Report No. LLS15-040, in response to the “Municipal Elections Act Review Public Consultation Discussion Guide”; and

THAT Council endorse the following additional comments in response to the “Municipal Elections Act Review Public Consultation Discussion Guide”:

- (1) If the Government of Ontario deems ranked ballot elections important such that they are to be implemented at the municipal order of government, then ranked ballots should also be implemented for provincial elections; and***
- (2) The Municipal Elections Act should be amended so that candidates’ names appear on the ballot in a random order; and***
- (3) The Municipal Elections Act should be amended to require candidates to be nominated by no less than twenty (20) electors; and***

THAT staff send copies of this resolution and Report No. LLS15-040 to the Ministry of Municipal Affairs and Housing prior to July 27, 2015.

CARRIED AS AMENDED

11. LLS15-046 – Cash-in-Lieu of Parkland Deferral Agreement – The Salvation Army

Council considered Item 11 following Item 12.

**Moved by Councillor Abel
Seconded by Councillor Gaertner**

THAT Report No. LLS15-046 be received; and

THAT the Mayor and Town Clerk be authorized to execute the necessary cash-in-lieu of parkland dedication fee deferral agreement in accordance with Report No. LLS15-046, including any and all documents and ancillary agreements required to give effect to same.

CARRIED

**12. Memorandum from Director of Building & By-law Services
Re: Parking Permit and Enforcement Status Update**

On a motion of Councillor Thompson seconded by Councillor Thom, Council consented to consider Item 12 following Item 10.

**Moved by Councillor Thompson
Seconded by Councillor Gaertner**

THAT the memorandum regarding Parking Permit and Enforcement Status Update be received for information.

CARRIED

**14. Memorandum from Director of Legal & Legislative Services/Town Solicitor
Re: July 28, 2015 Council Meeting**

Council considered Item 14 following Item 4.

**Moved by Councillor Mrakas
Seconded by Councillor Humfryes**

THAT the memorandum regarding July 28, 2015 Council Meeting be received; and

THAT the Council meeting scheduled for July 28, 2015, be cancelled.

CARRIED

17. Environmental Advisory Committee Meeting Minutes of June 10, 2015

**Motion to defer
Moved by Councillor Thompson
Seconded by Councillor Gaertner**

THAT consideration of Item 17, Environmental Advisory Committee Meeting Minutes of June 10, 2015, be deferred to the Council meeting of August 11, 2015.

CARRIED

**18. Economic Development Advisory Committee Meeting Minutes of
June 11, 2015**

**Motion to defer
Moved by Councillor Thompson
Seconded by Councillor Gaertner**

THAT consideration of Item 18, Economic Development Advisory Committee Meeting Minutes of June 11, 2015, be deferred to the Council meeting of August 11, 2015.

CARRIED

**20. Aurora Family Leisure Complex Liaison Committee Meeting Minutes of
June 23, 2015**

**Motion to defer
Moved by Councillor Thompson
Seconded by Councillor Gaertner**

THAT consideration of Item 20, Aurora Family Leisure Complex Liaison Committee Meeting Minutes of June 23, 2015, be deferred to the Council meeting of August 11, 2015.

CARRIED

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

(i) Notices of Motion

**(a) Councillor Pirri
Re: FCM Campaign for Federal Debate on Municipal Issues**

This motion was considered under subsection 10.(ii) "Motions for Which Notice Has Been Given" as Motion (a).

**(b) Councillor Mrakas
Re: 2016 Hiring Freeze
(Added Item)**

WHEREAS salaries and benefits represent nearly a quarter of the Town's operating budget; and

WHEREAS additional staff hires will, as a consequence, increase the operating budget; and

WHEREAS any increase in costs within the operating budget will impact the tax levy.

NOW THEREFORE BE IT HEREBY RESOLVED THAT The Town of Aurora implement a one-year hiring freeze on all new positions for the 2016 fiscal year; and

BE IT FURTHER RESOLVED THAT any replacement of existing vacancies (excluding the current vacancy of the Chief Administrative Officer) be subject to review by Council during the hiring freeze period; and

BE IT FURTHER RESOLVED THAT the hiring freeze would not apply to positions mandated by legislation and/or seasonal positions provided that they do not exceed approved budgeted levels.

(c) Councillor Humfryes
Re: Church Street School Landscaping
(Added Item)

WHEREAS the Church Street School is one of Aurora's beautifully restored historical buildings; and

WHEREAS the Aurora Cultural Centre hosts many art shows in the gallery, musical events and several special events; and

WHEREAS these many shows and events attract residents from Aurora, York Region, the Greater Toronto Area, and beyond; and

WHEREAS the current landscape does not indicate pride of ownership.

NOW THEREFORE BE IT HEREBY RESOLVED THAT staff review and provide appropriate landscape designs that would be more suitable for the building; and

BE IT FURTHER RESOLVED THAT the design options be first presented to the Aurora Cultural Centre Board to ensure that the design is conducive to Cultural Centre programming and vision, followed by a report to Council early in September 2015.

(ii) Motions for Which Notice Has Been Given

On a motion of Councillor Pirri seconded by Councillor Humfryes, Council consented on a two-thirds vote to waive the requirements of subsection 3.13(b) of the Procedural By-law to move forward Notice of Motion (a) for consideration as Motion (a), following the adoption of Items considered in Closed Session.

- (a) **Councillor Pirri**
Re: FCM Campaign for Federal Debate on Municipal Issues

Moved by Councillor Pirri
Seconded by Councillor Thompson

WHEREAS municipalities continue to work with all orders of government as equal partners to solve some of our country's biggest challenges: jobs, economic growth, and better quality of life; and

WHEREAS with greater cooperation with the federal government, Canada would prosper from modern infrastructure, ensure our communities remain affordable and family-friendly, attract talent and investment, improve public safety, and ensure environmental sustainability for all Canadians; and

WHEREAS the Federation of Canadian Municipalities (FCM) has launched a campaign calling on the federal party leaders to participate in a national debate on municipal issues before the next federal election and asks its member municipalities to pass a Council resolution supporting the campaign.

NOW THEREFORE BE IT HEREBY RESOLVED THAT Council endorses the FCM campaign and urges all federal party leaders to participate in a debate on municipal issues such as infrastructure, transit and transportation, housing, clean water, the environment, and public safety; and

BE IT FURTHER RESOLVED THAT a copy of this resolution shall be sent to the four main federal party leaders, to the Federation of Canadian Municipalities, and to the Association of Municipalities of Ontario (AMO).

CARRIED

11. REGIONAL REPORT

York Regional Council Highlights – June 25, 2015

Motion to defer
Moved by Councillor Thompson
Seconded by Councillor Gaertner

THAT consideration of the York Regional Council Highlights – June 25, 2015, be deferred to the Council meeting of August 11, 2015.

CARRIED

12. NEW BUSINESS/GENERAL INFORMATION

Councillor Pirri extended congratulations to Mayor Dawe on the recent wedding of the Mayor's daughter.

13. READING OF BY-LAWS

Moved by Councillor Thompson
Seconded by Councillor Pirri

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

5746-15 BEING A BY-LAW to amend By-law Number 5465-12, as amended, to appoint Building Inspectors for The Corporation of the Town of Aurora.

5747-15 BEING A BY-LAW to amend By-law Number 5707-15 to appoint Municipal By-law Enforcement Officers and Property Standards Officers for The Corporation of the Town of Aurora.

CARRIED

Moved by Councillor Pirri
Seconded by Councillor Thompson

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

5748-15 BEING A BY-LAW to adopt Official Plan Amendment No. 8.

5749-15 BEING A BY-LAW to amend Zoning By-law Number 2213-78, as amended (Brookfield Homes (Ontario) Limited – 155 Vandorf Sideroad).

On a recorded vote the motion
CARRIED

YEAS: 6	NAYS: 2
VOTING YEAS: Councillors Humfryes, Kim, Pirri, Thom, Thompson, and Mayor Dawe	
VOTING NAYS: Councillors Gaertner and Mrakas	
ABSENT: Councillor Abel	

14. CLOSED SESSION

On a motion of Councillor Abel seconded by Councillor Mrakas, Council consented to resolve into a Closed Session meeting at 11:04 p.m. to consider the following matters:

1. A proposed or pending acquisition or disposition of land by the Town or Local Board (section 239(2)(c) of the *Municipal Act, 2001*); Re: Report No. PL15-054 – Offer to Purchase for 63 and 75 Eric T. Smith Way

3. A proposed or pending acquisition or disposition of land by the Town or Local Board (section 239(2)(c) of the *Municipal Act, 2001*); Re: Report No. PR15-020 – Ivy Jay Farm Grassland Land Acquisition

CARRIED

On a motion of Councillor Pirri seconded by Councillor Kim, Council consented to reconvene into open session at 11:42 p.m. to rise and report from Closed Session.

1. **A proposed or pending acquisition or disposition of land by the Town or Local Board (section 239(2)(c) of the *Municipal Act, 2001*); Re: Report No. PL15-054 – Offer to Purchase for 63 and 75 Eric T. Smith Way**

Moved by Councillor Thompson
Seconded by Councillor Mrakas

THAT the confidential recommendations in respect to a proposed or pending acquisition or disposition of land by the Town or Local Board; Re: Report No. PL15-054 – Offer to Purchase for 63 and 75 Eric T. Smith Way, be approved and staff be authorized to proceed as directed by Council on July 14, 2015.

CARRIED

3. **A proposed or pending acquisition or disposition of land by the Town or Local Board (section 239(2)(c) of the *Municipal Act, 2001*); Re: Report No. PR15-020 – Ivy Jay Farm Grassland Land Acquisition**

Moved by Councillor Thom
Seconded by Councillor Humfries

THAT consideration of the confidential recommendations in respect to a proposed or pending acquisition or disposition of land by the Town or Local Board; Re: Report No. PR15-020 – Ivy Jay Farm Grassland Land Acquisition, be approved and staff be authorized to proceed as directed by Council on July 14, 2015.

CARRIED

Council Meeting Minutes
Tuesday, July 14, 2015

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**Motion to defer
Moved by Councillor Thompson
Seconded by Councillor Gaertner**

THAT consideration of Closed Session Item 2, Report No. LLS15-047 – Effectiveness of Liquidated Damages Clauses, be deferred to the open session of the Council meeting of August 11, 2015.

CARRIED

13. READING OF BY-LAWS

**Moved by Councillor Kim
Seconded by Councillor Thom**

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

5745-15 BEING A BY-LAW to Confirm Actions by Council Resulting from Council Meeting on July 14, 2015.

CARRIED

15. ADJOURNMENT

**Moved by Councillor Mrakas
Seconded by Councillor Humfries**

THAT the meeting be adjourned at 11:52 p.m.

CARRIED

GEOFFREY DAWE, MAYOR

STEPHEN M. A. HUYCKE, TOWN CLERK

THE MINUTES OF THE COUNCIL MEETING OF JULY 14, 2015, ARE SUBJECT TO FINAL APPROVAL BY COUNCIL ON AUGUST 11, 2015.



**TOWN OF AURORA
SPECIAL COUNCIL MEETING MINUTES**

Council Chambers
Aurora Town Hall
Tuesday, July 28, 2015

ATTENDANCE

COUNCIL MEMBERS Mayor Dawe in the Chair; Councillors Abel, Gaertner, Kim, Mrakas, Pirri, Thom, and Thompson

MEMBERS ABSENT Councillor Humfryes

OTHER ATTENDEES Director of Parks and Recreation Services (Acting Chief Administrative Officer), Town Clerk, and Council/Committee Secretary

Mayor Dawe called the meeting to order at 7:01 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 Mrakas
Seconded by Councillor Thompson**

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

CARRIED

3. DELEGATIONS

None

Special Council Meeting Minutes
Tuesday, July 28, 2015

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4. CONSIDERATION OF BUSINESS FOR WHICH NOTICE WAS GIVEN

- 1. Memorandum from Director of Legal & Legislative Services/Town Solicitor
Re: Reconsideration of Council's June 9, 2015 Decision Pertaining to the
Potential Acquisition of Land for a New Central York Fire Services
Station**

**Moved by Councillor Pirri
Seconded by Councillor Kim**

THAT the memorandum regarding Reconsideration of Council's June 9, 2015 Decision Pertaining to the Potential Acquisition of Land for a New Central York Fire Services Station be received; and

THAT in accordance with section 8.14 of Procedural By-law Number 5330-11, as amended, Council reconsider the following resolutions adopted at the Council meeting of June 9, 2015:

“THAT the confidential recommendations in respect to a proposed or pending acquisition or disposition of land by the Town or Local Board; Re: Report No. CAO15-007 – Potential Acquisition of Land for a new Central York Fire Services Station, be approved; and ...

THAT Aurora Council direct staff to proceed with a land securement, subject to a report for final approval in 2015, for construction of a new fire facility to include a suppression crew only.”

CARRIED (two-thirds vote)

**Moved by Councillor Thom
Seconded by Councillor Thompson**

THAT staff proceed with negotiations to acquire land for the construction of a new fire facility to include any combination of Administration, Training, and Suppression Crew, and provide for the possible inclusion of a Fire Prevention Division, and report back to Council with the results of same; and

THAT the Joint Council Committee and the Town of Newmarket be notified of Council's decision.

CARRIED

2. Closed Session Items

On a motion of Councillor Pirri seconded by Councillor Thom, Council consented to resolve into a Closed Session meeting at 7:05 p.m. to consider the following matters:

1. A proposed or pending acquisition or disposition of land by the Town or Local Board (section 239(2)(c) of the *Municipal Act*, 2001); Re: Memorandum from Director of Legal & Legislative Services/Town Solicitor; Re: Potential Acquisition of Land for a New Central York Fire Services Facility
2. A proposed or pending acquisition or disposition of land by the Town or Local Board (section 239(2)(c) of the *Municipal Act*, 2001); Re: Report No. PR15-021 – Purchase of 50 – 100 Bloomington Road

CARRIED

On a motion of Councillor Thompson seconded by Councillor Thom, Council consented to reconvene into open session at 8:28 p.m. to rise and report from Closed Session.

1. **A proposed or pending acquisition or disposition of land by the Town or Local Board (section 239(2)(c) of the *Municipal Act*, 2001); Re: Memorandum from Director of Legal & Legislative Services/Town Solicitor; Re: Potential Acquisition of Land for a New Central York Fire Services Facility**

Moved by Councillor Pirri
Seconded by Councillor Kim

THAT the confidential recommendations in respect to a proposed or pending acquisition or disposition of land by the Town or Local Board; Re: Memorandum from Director of Legal & Legislative Services/Town Solicitor; Re: Potential Acquisition of Land for a New Central York Fire Services Facility be approved and staff be authorized to proceed as directed by Council on July 28, 2015, in Closed Session.

CARRIED

2. **A proposed or pending acquisition or disposition of land by the Town or Local Board (section 239(2)(c) of the *Municipal Act*, 2001); Re: Report No. PR15-021 – Purchase of 50 – 100 Bloomington Road**

Moved by Councillor Abel
Seconded by Councillor Thompson

THAT the confidential recommendations in respect to a proposed or pending acquisition or disposition of land by the Town or Local Board; Re: Report No. PR15-021 – Purchase of 50 – 100 Bloomington Road be approved and staff be authorized to proceed as directed by Council on July 28, 2015, in Closed Session.

CARRIED

Special Council Meeting Minutes
Tuesday, July 28, 2015

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5. READING OF BY-LAW

**Moved by Councillor Thompson
Seconded by Councillor Mrakas**

5752-15 BEING A BY-LAW to Confirm Actions by Council Resulting from Special Council Meeting on July 28, 2015.

CARRIED

6. ADJOURNMENT

**Moved by Councillor Thom
Seconded by Councillor Pirri**

THAT the meeting be adjourned at 8:30 p.m.

CARRIED

GEOFFREY DAWE, MAYOR

STEPHEN M. A. HUYCKE, TOWN CLERK

THE MINUTES OF THE SPECIAL COUNCIL MEETING OF JULY 28, 2015 ARE SUBJECT TO FINAL APPROVAL BY COUNCIL ON AUGUST 11, 2015.



Legal and Legislative Services
905-727-3123
CSecretariat@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: August 11, 2015

SUBJECT: John West Memorial "Leaders of Tomorrow" Scholarship Award

NAME OF SPOKESPERSON: Alan Downey, Director of Parks and Recreation Services

NAME OF GROUP OR PERSON(S) BEING REPRESENTED (if applicable): Sally Falk

BRIEF SUMMARY OF ISSUE OR PURPOSE OF PRESENTATION:

John West Memorial "Leaders of Tomorrow" Scholarship Award will honour the achievements of senior students who are residents of the Town of Aurora, who have made a positive impact in our community to inspire and give us hope for the future. Each year, two scholarships will be presented to students entering their first year of full-time study at college, university, or equivalent.

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? Approved by Council DATE March 24, 2015**

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



Legal and Legislative Services
905-727-3123
CSecretariat@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: August 11, 2015

SUBJECT: Home for the Aurora Lions Club

NAME OF SPOKESPERSON: Don Lewis, President

NAME OF GROUP OR PERSON(S) BEING REPRESENTED (if applicable):

Aurora Lions Club

BRIEF SUMMARY OF ISSUE OR PURPOSE OF PRESENTATION:

Request consideration for a meeting location for the Aurora Lions Club, free of charge.

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? Al Downey** **DATE June 19/15**

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

Mr. Mayor and Members of Council, I am Don Lewis, President of the Aurora Lions Club. I am here to ask you for the use of the North-East room, storage area and office space in the front section of the old library building, commonly referred to as Library Square.

We are currently without a home. We are asking for this space to become the new Home for our Club – for our meetings, dinners, and fund raisers. We are also asking for this space at no cost to us.

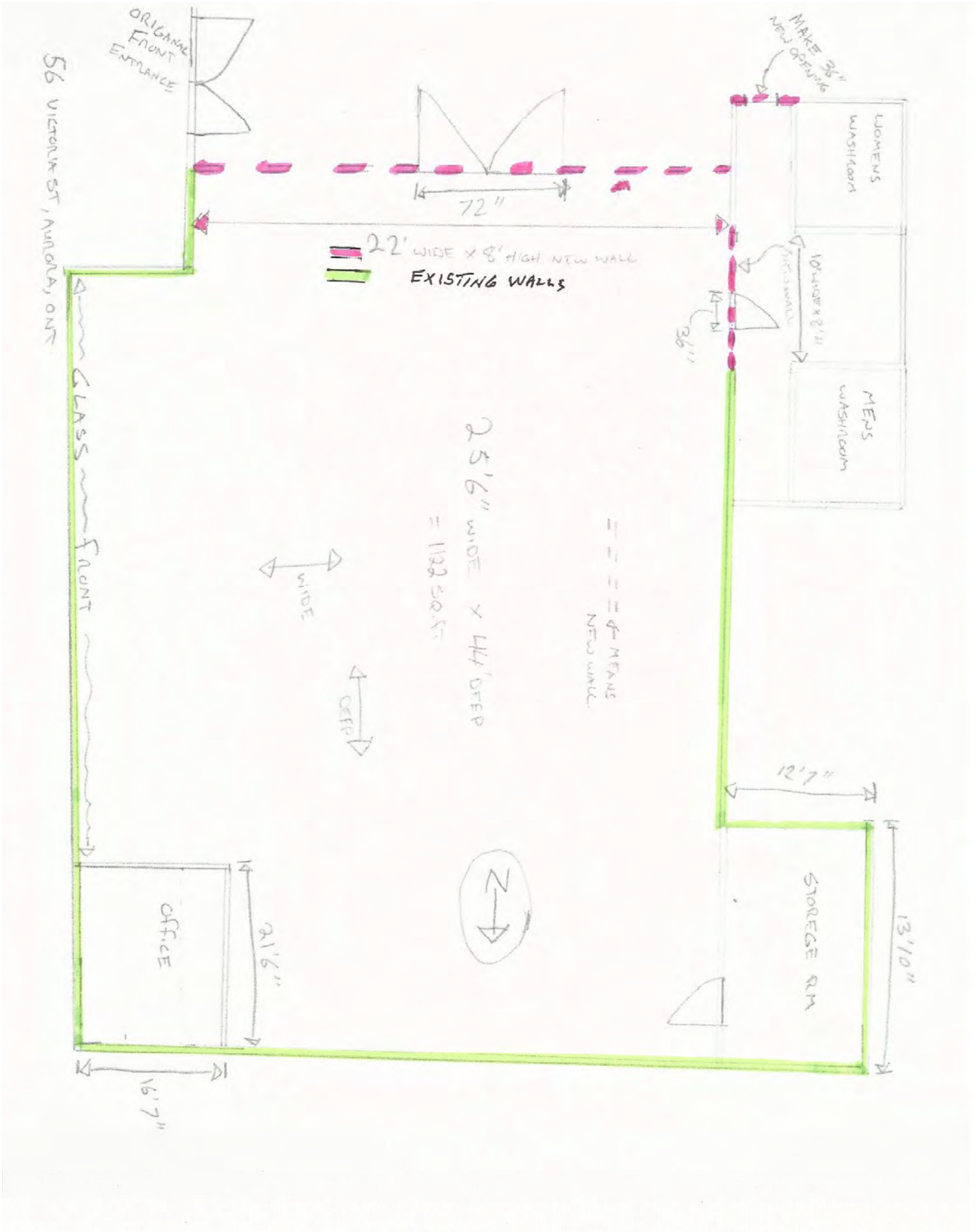
Some of you may remember back to 1978, the then Mayor, Dick Illingsworth approached the Lions Club and myself for help in paying the balance owed for the Library. The Lions Club stepped up and raised \$7500.00 to pay off the balance owing. Here is a photo of the cheque being given to the Mayor.

If Council agrees to allow the Lions Club to have this space, there are some renovations that will need to be made. What we would like done is to construct a wall with a double set of doors between the entrance and the north-east hall allowing us to lock the doors when we are not there. We will also need to create a single door opening to access the bathrooms without going through our requested area. Attached is a schematic of the area in question with the proposed changes.

The Lions Club has served the community of Aurora for 70 plus years. Here is a short list of some of the services we have provided. The Club is presently in the process of rebuilding. We have recently increased our membership by 10 and 4 new members to be processed. We need a Home and a place to work as we strengthen and grow so that we can continue to serve the community of Aurora.

Thank you for your time and consideration.





Aurora Loins Contributions to the Community of Aurora

Bathrooms in the Town Park

Band Shell in the Town Park

Walking Trails in Sheppard's Bush

Shelter in Sheppard's Bush

Parkette at Catherine and Yonge

Lions Park behind George St School

Christmas Basket Program

Vision Screening for sr. kindergarten students

Arranging for payment of medical bills for needy residents.

Arranging for payment of eye exams and glasses.



Legal and Legislative Services
905-727-3123
CSecretariat@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: August 11, 2015

SUBJECT: The consideration of a Multi Sport use facility/Hallmark Building

NAME OF SPOKESPERSON: Bruce Stafford & Stephen Kimmerer

NAME OF GROUP OR PERSON(S) BEING REPRESENTED (if applicable): Sport Aurora

BRIEF SUMMARY OF ISSUE OR PURPOSE OF PRESENTATION: To present the consideration of turning the Hallmark Building into a Multi Sport Venue for our Community and Local Sport Groups.

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?

DATE : July 24th, 2015

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



TOWN OF AURORA
COUNCIL REPORT

No. CAO15-008

SUBJECT: *Community Tourism Plan*

FROM: *Techa van Leeuwen – Acting Chief Administrative Officer*

DATE: *July 14, 2015*

RECOMMENDATIONS

THAT Report No. CAO15-008 be received; and

THAT the Community Tourism Plan dated June 2015 be received; and

THAT the Community Tourism Plan be forwarded to the August 11, 2015 Council meeting for consideration, together with the following recommendations:

THAT Council endorse the Community Tourism Plan and specifically approve the Action Plan contained within the Plan; and

THAT the Tourism Coordinator position as outlined within the Action Plan be referred to the 2016 budget process.

PURPOSE OF THE REPORT

To introduce the completed Community Tourism Plan to Council and to provide Council with ample opportunity to review the plan prior to consideration at the July 28, 2015 Council meeting.

BACKGROUND

On September 23, 2014, Council passed the following resolution:

THAT report CAO14-018 be received for information; and

THAT, Staff proceed with the development of a Community Tourism Plan with Central Counties Tourism for commencement in 2015; and

THAT the Mayor and Town Clerk be authorized to execute the necessary

July 14, 2015

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Report No. CAO15-008

Agreements, including any and all documents and ancillary agreements required to give effect to same.

The Mayor and Town Clerk executed the necessary agreement with Central Counties Tourism on January 5, 2015.

COMMENTS

Tourism is a vibrant sector of Ontario's economy – contributing more in provincial Gross Domestic Product than forestry, mining and agriculture combined. Ontario attracts more than 104 million tourists annually who generate more than \$28 billion in annual revenues.

Sport tourism is the fastest growing sector of the tourism industry, experiencing 8.2% growth between 2008 and 2010 (Canadian Sport Tourism Alliance).

Central Counties Tourism (RTO6) represents three regions being, York Region, Durham Region and The Hills of Headwaters. In August 2013, Central Counties Tourism presented its communities with the opportunity to complete a community tourism planning exercise that would result in a Community Tourism Plan. Community leadership and engagement was critical to the success of the plan development. The Town of Aurora seized the opportunity to work in conjunction with its Tourism Stakeholders to develop this strategy. In order to ensure representation from a cross section of tourism stakeholders, a Task Force was created. The Tourism Task Force came together for a series of three, 2-hour sessions to create this grass roots plan. The collaborating partners see this tourism plan as a cornerstone for further tourism development discussions, opportunities and partnerships in the community.

The Community Tourism Plan achieves the following:

- Identifies and ranks tourism assets & markets;
- Identifies tourism industry stakeholders and agencies involved in tourism;
- Assigns roles and responsibilities to avoid duplication and gaps;
- Acts as a development framework for business, local government and other key organizations.

Strategic Tourism Goals

Based on work completed to explore Aurora's current tourism landscape and performance, the Tourism Task Force identified 5 overarching tourism goals.

- 1. Establish Tourism Coordination and Leadership in Aurora.**

July 14, 2015

- 3 -

Report No. CAO15-008

Tourism businesses need to come together in Aurora as a sector of the economic community. The formation of a Tourism Advisory Committee would allow those businesses to have a collective voice and work together to grow tourism activity and its economic impact to the Town. In order for the committee to function effectively and implement ideas there is a need to have a designated tourism facilitator that can provide coordination and regular communication between tourism businesses, key stakeholder organizations and the Town. A Tourism Coordinator could fulfill that role.

2. Leverage Existing Visitors

Aurora is seeing a high volume of day-tippers who are spending below the provincial average. There is a desire to create focused campaigns and partnerships that would encourage visitors to spend more and stay longer while they are in town.

3. Develop a Local Tourism Campaign

Given the high propensity of visiting friends and relatives there is an opportunity to communicate with Aurora's residents to inform them about things to see and do in order to encourage them to visit local establishments when they host visiting family and friends.

4. Engage, Inspire and Equip Tourism Partners

Training and the engagement of tourism operators and local storytellers is critical. Training and information sharing will help businesses in identifying their unique positioning and reveal opportunities for them to work together to develop a mix of experiences that can be packaged and promoted. This training focuses on assisting operators to identify their ideal customer, ways to meet/exceed expectations and how to reach visitors effectively through targeted marketing.

5. Invest in Tourism Tools

From the outside looking in, Aurora needs to enhance the tools that visitors use to plan a trip and then navigate their way to and within the community to discover all of the "must see" attractions". This information is also critical for residents who can be encouraged to support their local businesses and invite friends and family.

The plan also looks to strengthen the existing relationships the Town has with the York Region Arts Council (Yorkscene) and with Central Counties Tourism.

July 14, 2015

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Report No. CAO15-008

Central Counties Role in Tourism

In collaboration with industry stakeholders, Central Counties Tourism aims to help the local tourism industry to realize its tourism potential by:

- Devising and delivering targeted marketing programs and working in close co-operation with industry partners as well as with the meetings & events, travel trade, media, and online marketers to encourage consumers to discover and visit the Central Counties;

- Influencing product development by sharing insights on global tourism trends, the changing needs of consumers, and the status of local tourism with other tourism agencies and our industry partners.

Central Counties' 2014/15 overall budget is \$2,773,0003 and is allocated to address their 4 distinct tourism pillars:

- Strategic Marketing;
- Product Development;
- Workforce Development;
- Investment Attraction.

LINK TO STRATEGIC PLAN

The Strategic Plan has a goal of **enabling a diverse, creative and resilient economy** and promotion of tourism in the Town will help achieve this goal. In addition, the Strategic Plan of **celebrating and promoting our culture** and tourism can be a significant factor in achieving this goal.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council may deal with the Community Tourism Plan recommendations at this meeting without waiting until the subsequent August 11, 2015 meeting.
2. Further Options as required.

FINANCIAL IMPLICATIONS

Central Counties Tourism funded 50% of the costs of completing a Community Tourism Plan, so the financial cost to the Town was less than \$7,000.

July 14, 2015

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Report No. CA015-008

CONCLUSIONS

The development of the Community Tourism Plan was greatly aided by the involvement of an engaged stakeholders task force and community.

The goals of the plan are to implemented by the action plan included within the document. The implementation of the action plan will greatly assist Aurora in leveraging the lucrative Tourism market within Canada. In addition the promotion of Tourism also creates tourism related employment opportunities.

The Plan identifies Strategies and Actions that will ensure that the plan is not a static document and will enable staff to develop a detailed implementation plan to meet the tourism needs of the community over the initial three year term of the plan.

PREVIOUS REPORTS

CA014-018 Community Tourism Plan, September 16, 2014

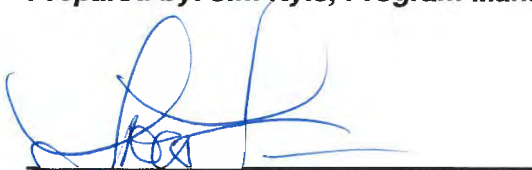
ATTACHMENTS

Appendix 1 – Community Tourism Plan dated June 2015

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting, Thursday, June 25, 2015.

Prepared by: Jim Kyle, Program Manager, Special Projects- Ext. 4345



Techa van Leeuwen
Acting Chief Administrative Officer

Appendix 1

Town of Aurora Three-Year Community Tourism Plan

June 2015



Prepared by Brain Trust Marketing & Communications



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Introduction

In August 2013, Central Counties Tourism presented its communities with the opportunity to complete a community tourism planning exercise that would result in a Community Tourism Plan. Community leadership and engagement was critical to the success of the plan development. The Town of Aurora seized the opportunity to work in conjunction with its Tourism Stakeholders to develop this strategy. In order to ensure representation from a cross section of tourism stakeholders, a Task Force was created. The Tourism Task Force came together for a series of three, 2-hour sessions to create this grass roots plan. The collaborating partners see this tourism plan as a cornerstone for further tourism development discussions, opportunities and partnerships in the community.

The Community Tourism Plan achieves the following:

- Identifies and ranks tourism assets & markets;
- Identifies tourism industry stakeholders and agencies involved in tourism;
- Assigns roles and responsibilities to avoid duplication and gaps;
- Acts as a development framework for business, local government and other key organizations.

The Community Tourism Planning Guide was facilitated by Carolyn O'Donnell of Brain Trust Marketing & Communications. Brain Trust's role was to facilitate the discussions necessary to complete the Tourism Planning Guide and develop a three-year action plan created for and endorsed by Aurora's Tourism Task Force.

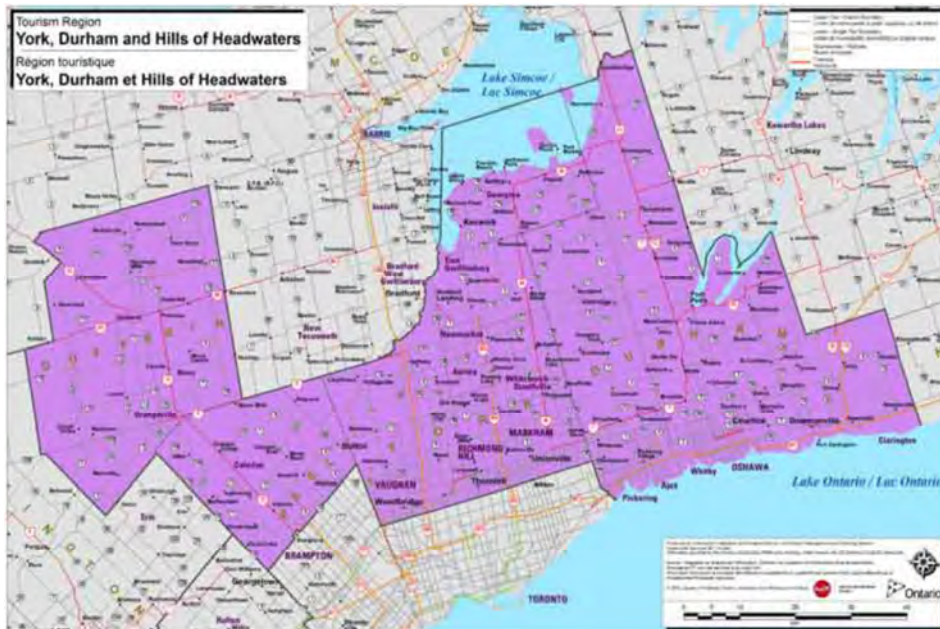


Photo Source 1: York, Durham and Hills of the Headwater Tourism Area,
<http://www.mtc.gov.on.ca/en/regions/regions6.shtml>

Members of the Tourism Task Force:

The Tourism Task Force was made up of a cross section of tourism businesses from both municipalities. A variety of businesses were asked to participate and those who were available and interested participated in the plan development.

Name	Organization
Councilor John Abel	Town of Aurora Council
Councilor Tom Mrakas	Town of Aurora Council
Jen Brkic and Bruce Stafford	Storm Volleyball
Roy Cohen	Aurora Minor Soccer
Jan Freeman and Victoria McArthur	Aurora Farmers Market
Anthony Leurello	Town of Aurora
Samantha Kong	Town of Aurora
Shelley Ware	Town of Aurora
Shawna White	Town of Aurora
Jim Kyle	Town of Aurora
Erika Mazanik and Bob McRoberts	Aurora Historical Society
Mike Nisbet	Westview Golf Course
Divya Sabharwal	YorkScene
Laura Schembri,	Aurora Cultural Centre
Ron Weese, Laurie Mueller and Reg Chappel	Sport Aurora
Chuck Thibeault and Tamara Russell	Central Counties Tourism
Sheryl Thomas	Marquee Theatrical Productions

Why Tourism?

The demand for travel continues to increase and the competition for visitors is fierce. Emerging destinations are seeing increases of 13% per year.¹

The Tourism Industry Association of Canada (TIAC) describes the tourism industry as a dynamic and far-reaching sector whose economic impact helps to employ Canadians across the country. Globally, it is one of the world's most remarkable growth industries, with the vast majority of destinations showing increased arrivals and tourism spending each year.

In Canada tourism is an \$84 billion industry representing 2% of GDP. In 2013 it generated \$21.3 billion in tax revenues, employed more than 618,300 people in over 157,000 businesses and all major national tourism indicators increased, including visitation (+2.9%), tourism total spending in Canada's 10 leisure markets (+4.6%), arrivals (2.9%) and employment (2.6%)¹

In 2009, with the release of The Ontario Ministry of Tourism's Competitiveness Study, thirteen official Regional Tourism Organizations (RTOs) were formed. Regional Tourism Organization 6 (RTO6, branded name is Central Counties Tourism) is made up of three sub-regions; Hills of Headwaters, York Region and Durham Region. The Town of Aurora is located in York Region. Today the Central Counties Region is seeing 12 million visitors annually who are spending \$901 million.²

The Economic Impact of Tourism

Canada tourism = \$84 billion industry
618,300 jobs
157,000 businesses

Provincial tourism = \$22.3 billion
Regional tourism = \$0.9 billion

Visitor's day spend, Ontario \$ 82
Overnight spend, Ontario \$ 297

Day spend, Region (RTO6) \$ 53
Overnight spend, (RTO6) \$ 148

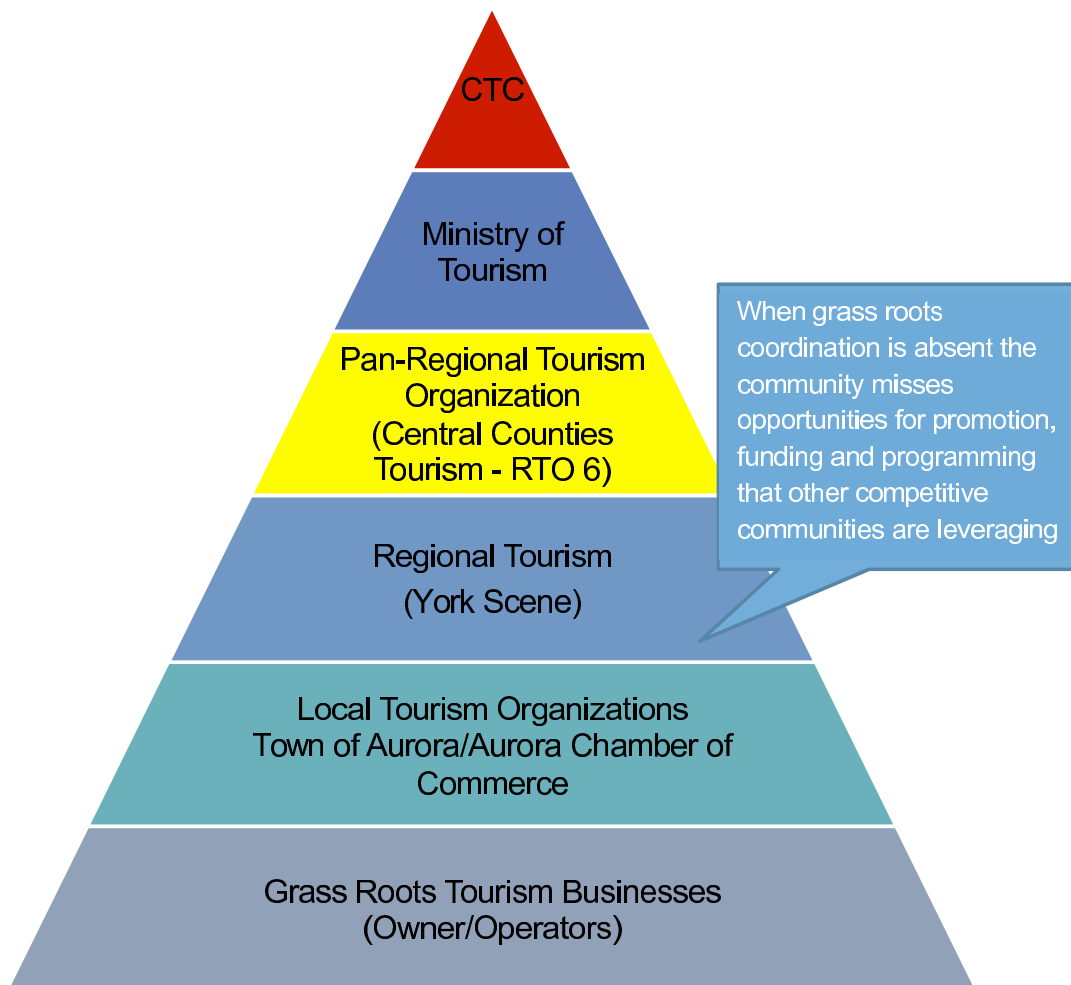
¹ Tourism Industry Association of Canada. (2013). Gateway to Growth: Canadian Tourism Industry

² Ministry of Tourism. (2012). Regional Tourism Profile, RTO6.

The Current Tourism Landscape

There are many organizations that play critical roles in Canada’s Tourism Industry. Each of them have varying responsibilities and areas of focus aimed to attract visitors, service visitors and maximize the economic benefits to communities. Figure 1 shows various organizations and the roles that they play. Each organization relies heavily on the coordination of the foundations below them in order to ensure marketed ready tourism experiences that can be promoted to a variety of regional, national and international markets. There is a need for local tourism coordination to develop the grass roots tourism experiences that can then be positioned to leverage programming and marketing that takes place on a regional (Central Counties Tourism), provincial and national level.

Figure 1: The Tourism Industry in Ontario



Central Counties' Role

In collaboration with industry stakeholders, Central Counties Tourism aims to help the local tourism industry to realize its tourism potential by:

- Devising and delivering targeted marketing programs and working in close co-operation with industry partners as well as with the meetings & events, travel trade, media, and online marketers to encourage consumers to discover and visit the Central Counties;
- Influencing product development by sharing insights on global tourism trends, the changing needs of consumers, and the status of local tourism with other tourism agencies and our industry partners.

Central Counties' 2014/15 overall budget is \$2,773,000³ and is allocated to address their 4 distinct tourism pillars:

- Strategic Marketing;
- Product Development;
- Workforce Development;
- Investment Attraction.

As a follow up to the 2009 report, Ontario's Tourism Investment Strategy and Implementation report was released in 2011. In this document the province set the goal to double tourism receipts by the year 2020 through increased visitations and visitor spending.⁴ This overall success hinges on attracting more visitors by offering new and refreshed tourism product. The province also agreed to continue to support the work of the RTOs to achieve this. The end goal is to strengthen the tourism sector, create jobs and improve the quality of life for Ontarians.



Photo Source 2: Central Counties Website, <http://centralcounties.ca>

³ Central Counties Tourism, Business and Operational Plan, April 1, 2014 – March 31, 2015

⁴ Ontario's Investment Strategy and Implementation Plan, November 2011, Miller Dickenson Blais

York Region's Current Role

With the formation of the Regional Tourism model and creation of Central Counties Tourism (RTO6) in 2009 York Region transitioned their tourism focus to the promotional side. This has primarily been lead in partnership with the York Region Arts Council through the Yorkscene website.

YorkScene is a regional marketing initiative that provides the Town of Aurora with a presence on the Yorkscene website by listing festivals and events, attractions and accommodations. YorkScene.com is the property of the York Region Arts Council and a collaborative initiative between the York Region Arts Council, the Regional Municipality of York, Economic Strategy Branch, and York Region Media Group which is a division of Metroland Media Group. The site's event calendar and accommodation reservation system has been provided by Central Counties Tourism.

In its current state Yorkscene.com as a tourism resource should provide a stronger sense of community for Aurora. Visitors to the site do not currently receive a strong impression of what each municipality has to offer a tourist and the navigation function makes it a challenge to identify things to do or see.



Photo Source 3: Yorkscene Website, <http://www.yorkscene.com>

Local Tourism Activities

The Town of Aurora

The Town of Aurora does not currently have a formal role in tourism. Both the Strategic Plan and the Cultural Master Plan however identify tourism as an area of opportunity. Specifically,

*The Strategic Plan has a goal of **enabling a diverse, creative and resilient economy** and promotion of tourism in the Town will help achieve this goal. In addition, the Strategic Plan of **celebrating and promoting our culture** and tourism can be a significant factor in achieving this goal.*

Furthermore the Cultural Master Plan approved in 2014 includes the following:

3. Expand Tourism Actions

3.1 Offer support and assistance in developing tourism packages offering integrated cultural, culinary and other experiences locally and regionally. Work collaboratively with the York Region Arts Council and Central County Tourism in the development of these packages.

3.2 Consider opportunities emerging from building stronger ties between sports and cultural tourism.

3.3 Consider the development of a tourism strategy for Aurora

The town hosts a variety of events throughout the year. While events are provided primarily for the local residents, some are attended by visitors (Juried Art Show, Ribfest, Canada Day).

Aurora Chamber of Commerce

The Aurora Chamber of Commerce is a non-profit organization with a membership of over 700 businesses. It is a voluntary organization representing the business community and providing them with the support they need to maintain and grow successful businesses.

The Chamber provides numerous services including educational seminars, networking opportunities, major business events, and cost-saving benefits.

The Chamber does not provide visitors services in the town or through its website other than the promotion of the Annual Aurora Street Festival which is coordinated by the Chamber and considered one of the towns' largest and most significant events. The Chamber also hosts an annual Home Show.

Business Improvement Area

In 2010, The Town of Aurora completed a revitalization strategy entitled "The Aurora Promenade Concept Plan" for the commercial area along Yonge Street and Wellington Street. Within the implementation section of this strategy, it was identified that the Town should work with business owners to consider the establishment of a Business Improvement Area (BIA). The Town is currently working to establish a formal BIA and hopes to have it in place by mid 2015.

Table 1 on the following page shows a summary of the roles and responsibilities of the key stakeholder organization that play a role in tourism development and marketing.



Photo Source 4: Hillary House National Historic Site

Photo Source 5: Downtown Aurora

Table 1: Current Roles and Responsibilities Related to Tourism Activities

	Education	Research	Advocacy	General Marketing	Targeted marketing	Visitor information Centre	Way finding and gateway Signage	Maps and guides Mobile App	Industry Networking	Community engagement	
POTENTIAL TO REACH NEW MARKETS & LEVERAGE FUNDING	Canadian Tourism Commission Promote market ready products and experiences internationally. Provides tools and research to Canadian tourism businesses	✓	✓		✓	✓			✓		
	Ontario Ministry of Tourism Culture and Sport / OTMPC International and domestic marketing of market ready products and experiences. Provides research and resources.	✓	✓		✓	✓	✓	✓	✓		
	Central Counties Tourism (RTO6) Strategic marketing, product development, workforce development and investment attraction.	✓	✓	✓	✓	✓				✓	
	York Region (Arts Council) Promote Tourism within York Region through Yorkscene.com	✓			✓			✓	✓		
GRASS ROOTS TOURISM	Town of Aurora Local tourism development and marketing of the areas unique experiences.	✓	✓		✓	✓	✓	✓	✓	✓	
	Not currently in place										
	Tourism Advisory Committee Local tourism operators working together under an umbrella for networking, product/experience development and partnering.	✓	✓	✓		✓				✓	✓

Community Tourism Plan

Creating a tourism plan ensures that the Town of Aurora can optimize the benefits available from tourism activities. This includes what is already happening and what could be happening.

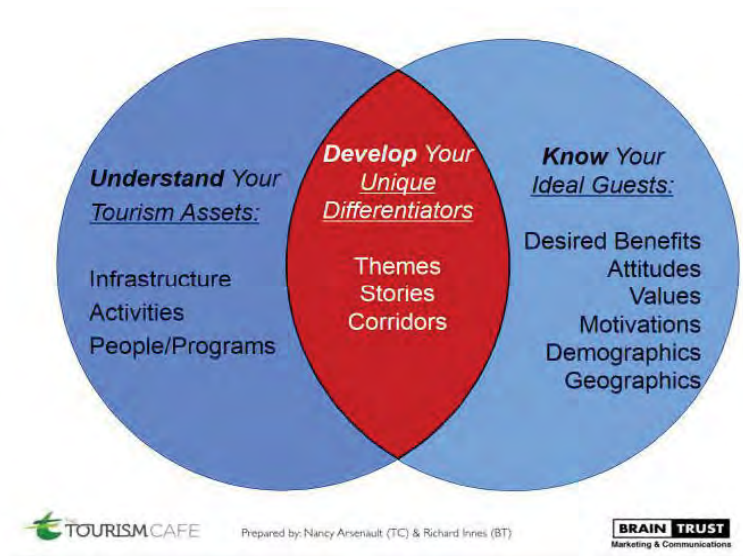
Why Grass Roots is Critical

A study commissioned by the Tourism Industry Association of Canada⁵ revealed, “Canada must develop niche products and services tailor-made to match the unique characteristics of its diverse regions.”

Niche tourism experiences can only be developed by the tourism owners and operators who are on the ground and providing their products, services and experiences directly to the visitor. Tourism businesses that use relevant market research, understand their communities’ unique features and collaborate with other businesses have the best opportunity to identify their differentiators which includes the unique themes, narratives and travel corridors. This in turn increases the opportunity to grow tourism visitation and revenues to the individual businesses and community (shown in Figure 2).

Ideally a tourism business would be well positioned to offer an exceptional and unique experience that is considered high value to an ideal guest.

Figure 2: Developing Your Unique Differentiators



⁵ Deloitte & Touche LLP. (2007). *Destination Canada, Are we doing enough?* Prepared for TIAC.

The Case Study below helps to demonstrate the value of tourism experience development at the grass roots.

Case Study Example:

The Canadian Tourism Commission (CTC) offers some excellent examples of tourism businesses in Canada who have nurtured their own unique and authentic visitor experiences and used visitor profiles to refine those offerings and promote them directly to their ideal guest.

The following is a snapshot of the CTC case study on The Great Circle Trail on Manitoulin Island, Ontario. It highlights both their approach and their success:



What does “Experiential Travel” mean to your business?

It means sharing our culture with visitors in a variety of ways that engage all five senses, focusing on creating memories and connecting with visitors on an emotional level.

⁶ https://en-corporate.canada.travel/sites/default/files/pdf/secced/sec_casestudy_great_spirit_circle_trail.pdf

What makes a “Memorable Travel Experience”?

At Great Spirit Circle Trail, this means sharing our simple ways of living and teaching guests about our culture in ways that are interactive and educational. Cultural authenticity is at the heart of our memorable First Nations experiences. We will not compromise our culture to make a dollar. Our goal is to make a spiritual connection with our visitors and we love hearing that we've changed some peoples' lives, and transformed them for the better.

Are you seeing any increase in demand for experiential travel?

Yes, since we shifted from a being a tour operator that focused on marketing and packaging and began to invest in product development based on truly understanding the type of experiences our guest were seeking, our sales have been doubling every year for the last four years. We operate with a very lean staff of three people in the winter, but in the summer we have up to 20 people working for us within our First Nations band, along with new partners who can deliver programs.

What's important to you as a company?

Ensuring that our guests depart with a better understanding of First Nations people and culture, and in some cases (especially for Canadians), we want them to have a different perspective on First Nations people. We want our own people to be at the heart of engaging visitors with our stories and culture. Our connection to the earth is extremely important to us, and we want to share it with our guests.

Describe your ideal guests.

Our guests are open-minded people who want to learn about other cultures. They are seeking enlightenment and are willing to embrace others' views of the world.

Tell us about your key partners.

Since we shifted to experiential travel in 2006, our initial focus has been to build capacity within our First Nations community. Now that we have achieved a strong experiential product base, we are starting to branch out and work with more external partners to design experiences and package travel for the mutual benefit of our customers and our partners. For example, we recently added a new Horse and Teepee Overnight Adventure to our offerings, and we are partnering with a non-Aboriginal business to deliver this experience

With a variety of organizations playing a critical role in Canada's tourism industry, the tourism business' unique offering has potential appeal for not only visitors in the regional and domestic market, but also the growing international market. The organizations listed in Table 1 all play a role in the promotion and packaging of unique experiences that are offered in Aurora. Without the grass roots development by the tourism business and the support of a local destination marketing organization, the various promotional organizations that have a farther market reach don't have unique stories to tell and therefore nothing to sell on behalf of the smaller community.

Current Tourism Markets

Market profiles can be segmented in a variety of ways. In order to understand the area's markets it was important to consider Demographics (age, education, income, place of residence), behaviors (where they stay and what they do) and psychographics (what they value and what motivates them to travel).

What the Research Tells Us

Demographics

In 2012 there were 12 million visitors to Central Counties, 8% of provincial visitation⁷. Of these 4 million visitors came to York Region (Figure 3) and the majority of these came from within a 2 hour drive (Table 2 and Figure 4). The data to follow has been extracted from the Ontario Ministry of Tourism's Regional Tourism Profile for York Region, 2012.

Figure 3: Visitation to York Region in 2012 (4 million)

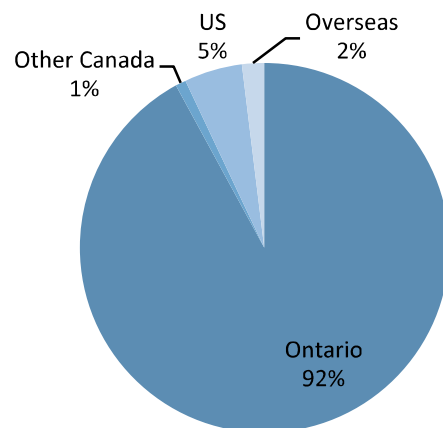


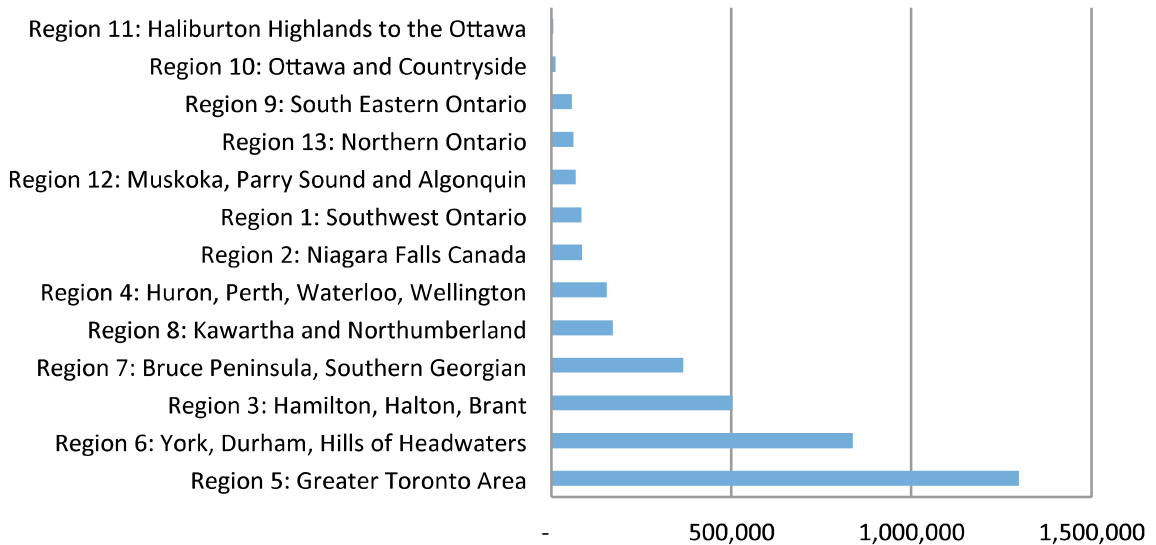
Table 2: Tourism Visits in RTO6

Municipality	Visits in 2012
Durham Regional Municipality	6,256,008
York Regional Municipality	4,018,457
Peel Regional Municipality	5,825,411
Dufferin County	1,041,901

⁷ Ontario Ministry of Tourism, Regional Tourism Profiles, RTO6, Ontario, 2012

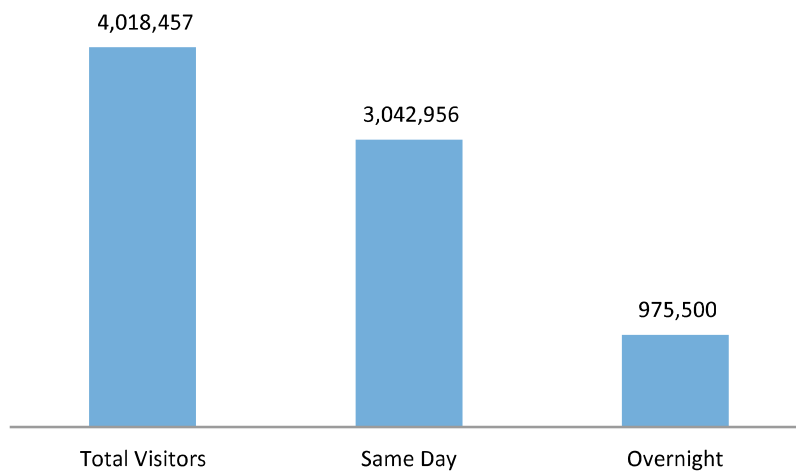
Figure 4: Visitor Origins

**Top Visitor Origins to York from Ontario in 2012
(92% of total visitor market)**



York Region is like most other Ontario destinations in that the majority (92%) of visitors are those that come for the day (Figure 5).

Figure 5: Length of Stay in 2012



In 2012 visitor spending in York Region totaled \$ 392 million, which represented 2% of the total spending for the province (Table 3). Considering that York Region is seeing 3% of the provincial visitation this lower share of the spending indicates that visitors are coming but not spending in the same way they do in other regions.

Table 3: Visitor Spending (Billions)

2012	Visitor Spending
Ontario	\$ 22.3
Central Counties	\$ 0.9
Central Counties proportion of Total Ontario	4.0%
York Region	\$ 0.39
York Region proportion of Total Ontario	3.0%

Behaviors

The average per person per overnight spending in York Region was \$206 compared to a provincial average of \$297 while the same day visit saw spending of \$63 compared to \$82 for the province. One key factor in spending may be attributed to where visitors are staying. Figure 6 shows that of the 3 million total overnights stayed in York Region, 2.2 million stayed in private homes/cottages. This is in keeping with the high number of visitors who come to York Region for the main purpose of visiting friends and relatives (VFR) (Figure 7).

Figure 6: Where Visitors Stayed

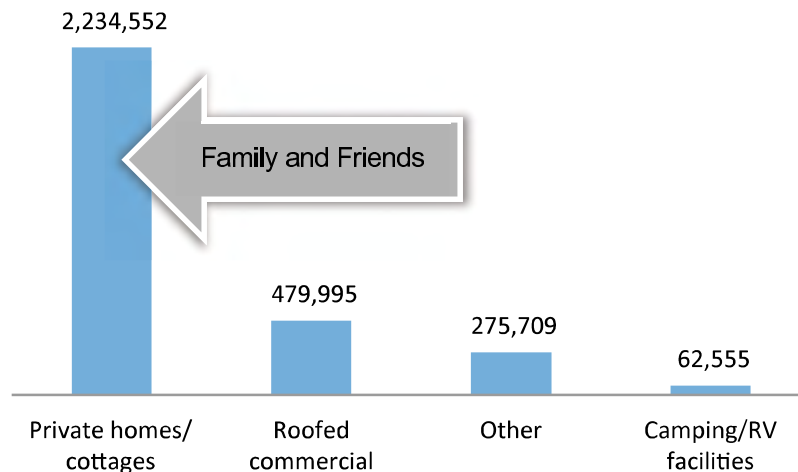


Figure 7: Main Purpose of Trip

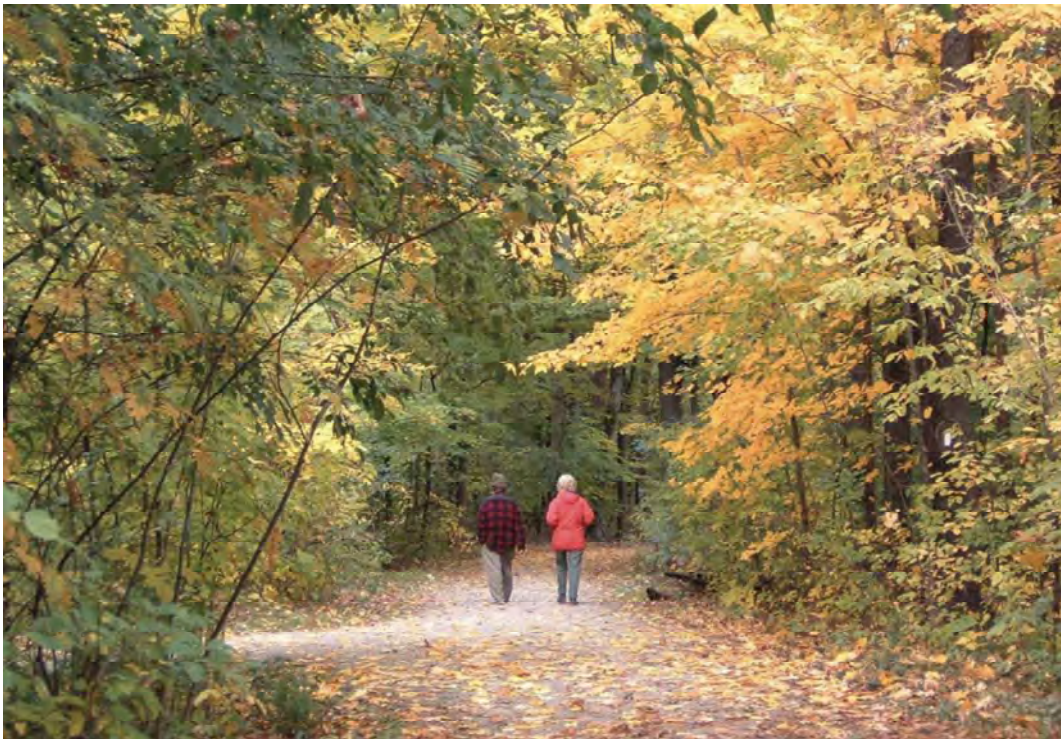
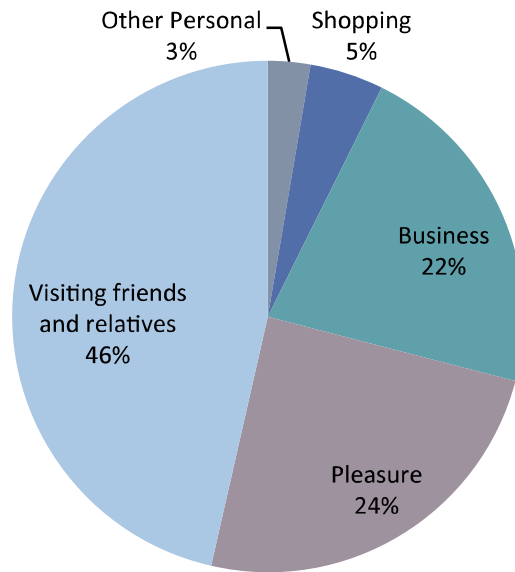
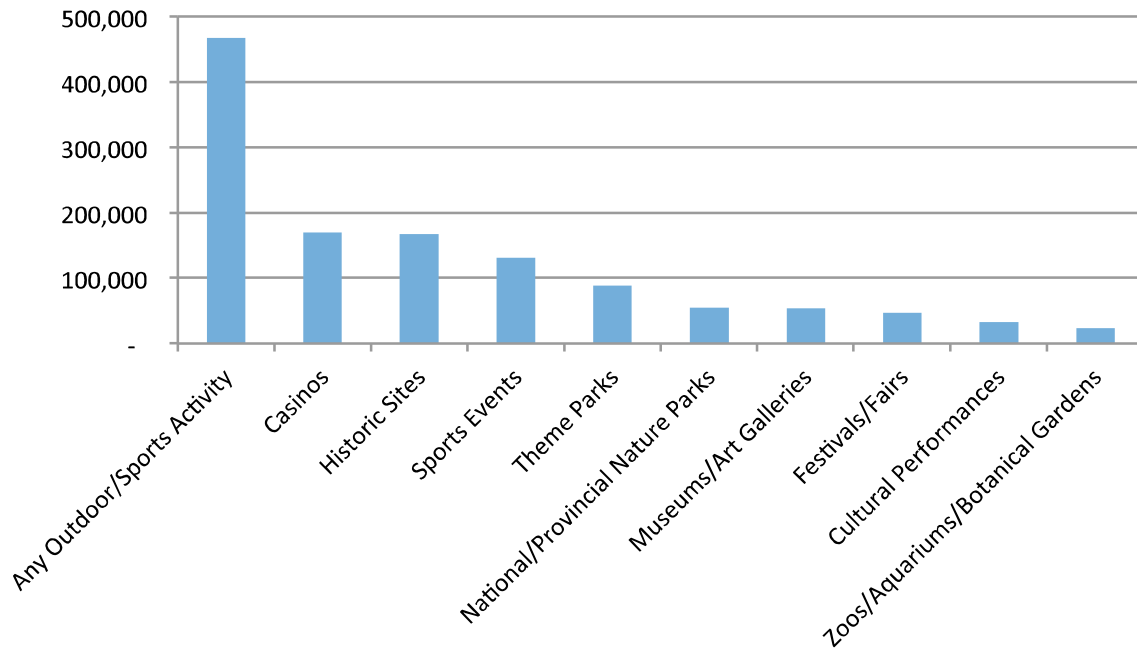


Photo Source 6: Sheppard's Bush Conservation Area

Sports events ranked number one by a wide margin as the top activity that visitors to York Region to participated in (Figure 8).

Figure 8: Activities of Visitors



Psychographics

To identify the right consumer, or “ideal guest” for each of Ontario's 13 tourism regions the Ontario Tourism Marketing Partnership Corporation (OTMPC) partnered with all Regional Tourism Organizations (RTOs) and commissioned a major consumer segmentation study across key central North American markets.⁸

The study results revealed 12 unique consumer segments originating from the Ontario, Quebec, Manitoba and major central/eastern U.S. markets. The segments were identified using the consumer’s social and emotional needs, preferred travel experiences and behaviours and media habits including use of technology.

During a 2-hour working session, the Tourism Task Force members reviewed each of the segments and answered the following questions:

1. Does this market segment currently visit Aurora?
2. What interests them?
3. Where do they come from?
4. Why do they travel?
5. When do they travel?
6. Is this a top market for Aurora?

By tapping into the knowledge of the Tourism Task Force and digging into the market segmentation research, the following Market Segments were identified. These segments best reflect the current and potential visitors that match the type of tourism experiences and assets found in Aurora. The Market Segment descriptions to follow have been extracted from the 2012 Consumer Insight Research Study by TNS.⁹

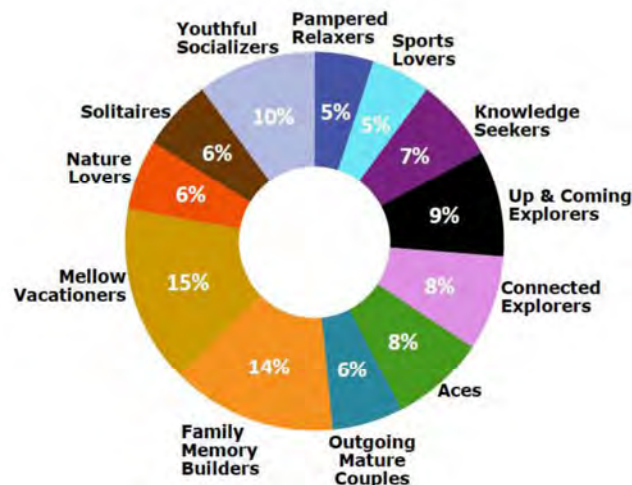


Figure 6: TNS Market Segments 2012

⁸ Passport Ontario Newsletter, OTMPC, November 2012

⁹ TNS Canada Ltd, Consumer Insight Research Segmentation Study, 2012

Market Segment Descriptions

Top Markets

Family Memory Builders – 14% of the market¹⁰

This is a segment driven by families with children under the age of 18 who want a playful vacation that is centered on building family memories and strengthening the bonds. Activities such as theme parks allow the family to have fun and build these lasting memories.

Aurora Programs and Experiences:
Festivals and Events, Farmer's Market,
Sheppard's Bush, and Aurora Town Park.



Photo Source 7: Aurora Winter 2015 Guide

Knowledge Seekers – 7% of the market



Photo Source 8: Aurora Cultural Centre, <http://auroraculturalcentre.ca>

Knowledge seekers are couples in or nearing retirement, aged 55+, with a higher income. They are entering a new phase of life as empty-nesters with the time and money to enjoy themselves, and travel is a part of this new lifestyle. They are looking to understand the places they visit by getting exposure to local customs. Trips usually last 8 days as they want to fully appreciate where they are and explore all aspects of history, art and culture. Travel for them is about expanding their knowledge and stimulating the mind.

Aurora Programs and Experiences: Aurora Cultural Centre, Hillary House, Festivals and Events, Historical Walking Tour.

¹⁰ Additional information on each of the market segments is included in Appendix A.

Sports Lovers - 5% of the market

This group, skews more male, and is driven by a love of sports, either watching or participating. By the nature of their passion these people describe themselves as more active and energetic than most. In reality their sports are not necessarily extreme more in keeping with what is readily available, and more likely to be organized team sports and golf.

Aurora Programs and Experiences: Golf courses, Aurora Sports Hall of Fame, Sport Aurora (wide variety of sports organizations working together). 2015 was designated as the Year of Sport in Aurora.



Secondary Market

Outgoing Mature Couples – 15% of the market

Skewing strongly towards seniors and those in retirement, these travellers are driven by a desire to maintain their vitality and connection with the world. They are not particularly adventurous; rather they want to maintain their vitality often by interacting with new people (travellers and locals). It is important to them to feel competent and vital.

Aurora Programs and Experiences: Aurora Cultural Centre, Festivals and Events



Photo Source 9: Town of Aurora, 105 Strings Event

Tourism Assets

The Tourism Task Force attended a working session with the goal of identifying and ranking Aurora's tourism assets. These assets included the 5 components of tourism; attractions, tourism businesses, infrastructure, hospitality and promotion. Working groups explored these and then shared their findings with the larger group and made the following observations:

Attractions

The attractions component of tourism consists of "things to see and do" (i.e. parks, trails, museums, festivals, galleries).

Aurora's demand generators specifically motivate visitors to travel. These included:

1. Sports Events
2. Golf (6 courses)
3. Festivals and Events (Yonge Street Festival, Ribfest, HoeDown, Concerts in the Park and Juried Art Sale)

The majority of Aurora's attractions would be considered secondary attractions that don't necessary draw visitors on their own, but rather as cluster of experiences. The majority of these fall within Arts, Culture and Heritage:

1. Aurora Cultural Centre
2. Hillary House (designated as a National Historic Site by Park's Canada)
3. Farmer's Market
4. Summer Outdoor Concerts
5. Historic Downtown
6. Walking Tours

While these attractions and events may not be primary trip motivators, they do have potential to extend the length of stay and increase the spending of visitors. Many visitors to these attractions are visiting friends and relatives.



Photo Source 10: Town of Aurora, Art Exhibit at Town Hall

Tourism Businesses

The Town of Aurora is an urban center with some infrastructure to support tourism.

Accommodations

The greatest gap in Aurora's tourism infrastructure is in providing accommodations. Currently there are no roofed accommodators within the town therefore visitors must stay in nearby Newmarket, Richmond Hill, Markham or Vaughan.

Food and Beverage

Aurora has a number of food and beverage establishments that offer a variety of options and price points. These are available year round and there are also options for people who want to go out in the evening to a pub or club setting.

Retail

While Aurora has a small town feel with its original main street intact, there are is wide variety of retail options. The Yonge Street Festival, organized by the Chamber of Commerce provides a key event that positions Aurora as a unique town with numerous shopping opportunities.



Photo Source 11: Town of Aurora, Yonge Street Festival

Sports, Parks and Recreation Facilities

Aurora has a wide variety of sports, recreational and leisure facilities that serve both the areas' residents as well as groups such as sports teams.

Major Facilities:

Indoor Facility	Uses
Aurora Community Centre	Auditorium 2 Ice Pads Meeting Rooms
Aurora Cultural Centre	Gallery Great Hall Meeting Rooms Activity Room
Aurora Family Leisure Complex	Activity Room Ice Pad Fitness Centre Indoor Track Climbing Wall Gymnasium Youth Room
Aurora Public Library	Library Meeting Rooms
Aurora Senior's Centre	Activity Rooms Multi-purpose Room
Stronach Aurora Recreation Complex	8-lane pool 2 Ice Pads
Town Hall	Council Chambers Meeting Rooms
Victoria Hall	Meeting Rooms



Photo Source 12: Club Aurora Fitness Centre,
<http://www.aurora.ca>



Photo Source 10: Aurora Community Centre,
<http://www.aurora.ca>

Outdoor Sports Facilities	Location
Baseball	Lambert Willson Park Stewart Burnett Park
Softball	Fleury Park James Lloyd Park Lambert Willson Park Norm Weller Park Optimist Park
T-ball	James Lloyd Park Machell Park
Basketball	Ada Johnson Park Atkinson Park Chapman Park Confederation Park Hamilton Park Hickson Park James Lloyd Park Seston Park Summit Park Tamarac Green Thompson Park William Kennedy Park
Beach Volleyball	Lambert Willson Park
Soccer Fields	Sheppards Bush
Tennis Courts	Fleury Park McMahon Park Norm Weller Park Summit Park



Sport Aurora began as the Aurora Community Sport Council in 2005 when a group of representatives of seven Community Sport Organizations came together to discuss challenges and opportunities facing predominately youth sport in the Town of Aurora. Since 2005 Sport Aurora has grown from the seven original sport organizations to sixteen organizations in Aurora. Currently Sport Aurora represents the 27 sport organizations with a volunteer base of over 2,500 and a player base that approaches 10,000 people from the ages of 3 to 80 years of age in both genders.

In the past five years, Sport Aurora has participated in the development of the Parks and Recreation Master Plan and Pricing Policies that are now in place with the Town of Aurora. The Town has called upon the membership numerous times to provide advice with respect to the direction of sport and Sport Aurora has now become the "voice" of Sport in the Town of Aurora.

Tourism Infrastructure

Transportation

Aurora is easy to access by car, especially with the highway 404 extension that passes right by the edge of the town. Go transit also services Aurora with both bus and train, although train service is limited to weekdays.

Road Cycling

There are a variety of road cycling routes in York Region. Aurora has a collection of signed routes and a couple of boulevard trails.



Photo Source 13: Screen shot from <http://ww4.yorkmaps.ca/YorkMaps/CyclingMap/index.html>

Trails

Trail systems offer walking, hiking and biking opportunities. Transition areas offer limited amounts of parking that are fine for transient use but not capable of handling larger events. There is a York Region Trails map that provides an overview of the trails network.

Signage

Way finding signage is an important consideration for visitors. The taskforce considered the current situation and provided the following snapshot (Table 4).

Table 4: Signage in Aurora

Organization	Entrance Signage	Directional Signage to Businesses
Ministry of Transportation (TODS signage)	Not applicable	Available for a fee to tourism businesses but only off of provincial routes. There are very few Aurora listings on Highway 400 and 404, directing visitors to Aurora.
York Region	No	Available for a fee to tourism businesses on regional roadways
Town of Aurora	Entrance signs need updating Town and Chamber coordinate these together	Municipal properties only
Aurora Chamber of Commerce		No

Tourism Hospitality

The fourth component of tourism that the taskforce explored was hospitality. The group evaluated Aurora’s current ability to be welcoming and offer pleasant experiences. Table 5 is a summary of what was identified.

Table 5: Tourism Hospitality in Aurora

Area of focus	Summary
Customer Service Training	No formal program in place
Way finding	Gateway signage into the Town needs to be updated There is no way finding signage in place to direct visitors to businesses (i.e. cultural centre, golf courses)
Do we do visitor surveys?	Not currently being done
Sense of Place	The flags at the entrance to Aurora on Wellington Road create welcoming feel. Banners are located in some areas of the town and feature upcoming events
Are we welcoming?	Without proper exit surveys this cannot be evaluated
How do locals feel about visitors?	Tourism is not top of mind to residents
Visitor Information Centres	The Town Hall provides brochures but is not promoted as a formal visitor information centre. It is only open weekdays
Packaging	Not currently being done
Cross promotion with other businesses	Not currently being done

Photo Source 14: Aurora Street Banners



Tourism Promotion

Table 5 is a summary of how tourism is being promoted including web activities, advertising, promotional signs, and travel guides. Table 5 is a summary of the task forces assessment.

Table 6: Tourism Promotion in Aurora

Area of Focus	Town of Aurora	Aurora Chamber of Commerce
Web	No dedicated tourism website Town website offers very limited information	No tourism focus other than promotion of Aurora Festival
Social Media	Not a current activity although individual businesses are using this as a tool.	Social media is directed to businesses not visitors
Print collateral materials (Visitor Guides and maps)	Parks and Recreation Guide only	No visitor publications
Attend Consumer Travel shows	Not a current activity	No
Tourism Promotional Signage	Not a current activity	No
Mobile App	Not a current activity	No
Images/video	Not a current activity	No
Story tellers	Not a current activity	No
Affiliates/partnering with other tourism agencies (York Scene, RTO6, Ontario Tourism Marketing Corporation)	Not a current activity	No



Photo Source 15: Aurora's online information for visitors, www.Aurora.ca

A Summary of the Tourism Asset Concerns

After reviewing the five key tourism components the taskforce identified concerns that need to be taken into consideration (Table 7). These high level findings provided the reasoning and strategic thinking that was used to develop tourism goals.

Table 7: Summary of Tourism Concerns

Leadership & Industry Engagement	Attractions & Businesses	Infrastructure	Hospitality	Promotion
No formal tourism committee in place	Lack of accommodations*	Lack of larger multi-use sports facility **	There are no tools to help direct visitors (maps)	There is no visitor website
No tourism department at the Town	Limited number of tourism attractions	Lack of weekend GOtrain service is an issue	There is no formal hospitality training or ambassador program in place	Social media is not being utilized to promote tourism activities
Tourism businesses do not work together	Local residents and visitors are not aware of all of the Town's assets	Signage needs to be updated	Businesses are not always aware of when events are happening	Promotional efforts are fragmented
Tourism activities are fragmented	Businesses do not cross promote or package	There is a need to expand the banner program	Sports teams are not provided with information to encourage them to visit Aurora's businesses	No marketing training for tourism businesses
There is no tourism industry communication	There is no industry training or development happening	York Region Transit does not offer weekend service other than on the Yonge Street Route	There is an overall lack of awareness about the benefits of tourism	Cooperative and affiliate marketing is not currently being done

*The single biggest concern raised was the lack of accommodations within Aurora. Sport Aurora's collection of organized teams bring large volumes of athletes, coaches, trainers, and spectators to Aurora throughout the year for tournaments and neighbouring communities benefit from the room revenue.

**A second significant concern is the lack of a large gymnasium or multiuse facility that can accommodate larger events that Sport Aurora feels confident they could host. This issue will be looked at more closely with the development of a Sport Plan for Aurora which was approved by Council March 2015 and will be completed within the year.

Strategic Tourism Goals

Based on work completed to explore Aurora's current tourism landscape and performance, the Tourism Task Force identified 5 overarching tourism goals.

1. Establish Tourism Coordination and Leadership in Aurora

Tourism businesses need to come together in Aurora as a sector of the economic community. The formation of a Tourism Advisory Committee would allow those businesses to have a collective voice and work together to grow tourism activity and its economic impact to the Town. In order for the committee to function effectively and implement ideas there is a need to have a designated tourism facilitator that can provide coordination and regular communication between tourism businesses, key stakeholder organizations and the Town. A Tourism Coordinator could fulfill that role.

2. Leverage Existing Visitors

Aurora is seeing a high volume of day-tippers who are spending below the provincial average. There is a desire to create focused campaigns and partnerships that would encourage visitors to spend more and stay longer while they are in town.

3. Develop a Local Tourism Campaign

Given the high propensity of visiting friends and relatives there is an opportunity to communicate with Aurora's residents to inform them about things to see and do in order to encourage them to visit local establishments when they host visiting family and friends.

4. Engage, Inspire and Equip Tourism Partners

Training and the engagement of tourism operators and local storytellers is critical. Training and information sharing will help businesses in identifying their unique positioning and reveal opportunities for them to work together to develop a mix of experiences that can be packaged and promoted. This training focuses on assisting operators to identify their ideal customer, ways to meet/exceed expectations and how to reach visitors effectively through targeted marketing.

5. Invest in Tourism Tools

From the outside looking in, Aurora needs to enhance the tools that visitors use to plan a trip and then navigate their way to and within the community to discover all of the "must see" attractions*. This information is also critical for residents who can be encouraged to support their local businesses and invite friends and family.

*GOtransit recently indicated that they are expanding trips to and from Downtown Toronto/Aurora in the next 5 years. Achieving the above goals will position Aurora well to encourage increased visitation from the GTA including International travellers.

It should be noted that there is a tremendous amount of enthusiasm and commitment to sports in Aurora and specific goals related to sports tourism should be developed in the near future with the completion of a more in-depth review of those opportunities. This will be addressed in the Sport Plan to be completed in late 2015.

The strategic goals as stated above are intended to support the growth of all tourism subsectors including sport and lay a foundation for future growth.

Suggested Timing

Priority 1: Within the next 6-8 months (remainder of 2015)

Priority 2: 9 -18 months (starting in 2016)

Priority 3: 18 months to 3 years

Action Plan

1. Establish Tourism Coordination and Leadership in Aurora

Action	Key Result	Who	Priority Level
1. Define the roles and responsibilities of the key organizations that support tourism economic development.	A clear direction that will ensure the ongoing support of tourism activities. A collaborative understanding of when to lead, partner or support project initiatives.	Town of Aurora Aurora Chamber of Commerce York Region Central Counties Tourism	1
2. Seek resources to create a Tourism Coordinator* position.	A central point of contact that can provide coordination and regular communication between tourism businesses, key stakeholder organizations and the Town.	Town of Aurora with input from Tourism Advisory Committee	1 Fall 2015 (aligns with Town's budget process)
3. Establish a formal Tourism Advisory Committee.	Tourism Committees form the critical link between the Town and the tourism business operators who can work together to encourage economic development in the tourism sector.	Town of Aurora Chamber of Commerce BIA (when formed) Assistance for Central Counties Tourism (advisory role)	1
4. Create a contact listing of all tourism businesses.	Enables Tourism Advisory Committee and Tourism Coordinator to provide important industry information and invitations to training and tourism events.	Tourism Coordinator, with input from Tourism Advisory Committee Input from Central Counties	2
5. Define desired annual tourism activities and create a budget for development and promotion.	Ensure ongoing commitment of tourism activities that allows the tourism industry partners to plan for the next 3 years. Avoids duplication.	Tourism Advisory Committee Town of Aurora Align with York's regional programs and Central Counties pan-regional activities	1
6. Meet twice annually with York Region and Central Counties Tourism to review grass roots activities and strategize opportunities to align and influence	Leverage CCTs product/experience development and marketing funds and increase reach through pan regional opportunities.	Tourism Advisory Committee Town of Aurora York Region Central Counties Tourism	1

2. Leverage Existing Visitors

Action	Key Result	Who	Priority Level
7. Produce a map of tourism assets that can be used to assist visitors who are already in the area. Distribute to all incoming sports groups.	A practical tool for residents and visitors while they are in the area to encourage additional spending in tourism businesses.	Tourism Coordinator, with input from Tourism Advisory Committee Chamber of Commerce Sport Aurora	2
8. Identify high traffic areas and develop an action plan to place collateral and signage/map in that area featuring the "must visit" attractions.	Visitors will have a better understanding of where to experience Aurora's other attractions, eat and shop.	Tourism Coordinator, with input from Tourism Advisory Committee Chamber of Commerce Sport Aurora	2
9. Provide front line hospitality employees with local ambassador training that provides them with a robust understanding of Aurora's tourism assets.	Improves visitor experience and allows businesses to cross promote.	Tourism Coordinator York Region Central Counties Tourism	2

3. Develop a Local Tourism Campaign

Action	Key Result	Who	Priority Level
10. Distribute map (Action 7) to local residents and promote tourism website (Action 14) as a one-stop-shop resource for things to see and do in Aurora to residents.	Encourage residents to frequent local establishments and bring friends and family. Explore distributing this with Recreation Guide 2x /year.	Tourism Coordinator	2
11. Promote what is happening in Aurora with the businesses located in the town (Head offices).	Encourage those who work in the area to return in their free time to take part in tourism activities.	Tourism Coordinator Central Counties Tourism	2
12. Raise the profile of tourism to local residents (possibly define 2016 as the Year of Tourism, share success stories through the Chamber and media outlets and add tourism awards.	Communicate the benefits of tourism and its role in increasing the quality of life for Aurora and its businesses and residents.	Tourism Advisory Committee Chamber of Commerce	2

4. Engage, Inspire and Equip Tourism Partners

Action	Key Result	Who	Priority Level
13. Provide ongoing training to tourism operators, organizations and associations on how to use the OTMPC & CTC research to develop tourism experiences and invest in marketing that is aligned with visitors' values and expectations.	Operators will understand visitor profiles and how to benefit from using this information in their product development and marketing activities.	Tourism Coordinator Central Counties Tourism Chamber of Commerce (promote existing programs to tourism businesses)	2
14. Initiate an Experience Development pilot program in the Arts/Culture sector using the Aurora Cultural Centre as an anchor.	New experiences to take to market in the fall of 2016.	Tourism Coordinator Targeted Aurora Businesses York Region Central Counties Tourism	2

5. Invest in Tourism Tools

Action	Key Result	Who	Priority Level
15. Develop a visitor website and link listings to York Region and Central Counties	Necessary tool for visitors to use to plan a trip to Aurora and navigate their way to other things to see and do. Helpful tool for Sport Aurora to provide link to incoming teams.	Town of Aurora York Region Central Counties Tourism	2
16. Set up and utilize social media to promote tourism activities. Feed into York Region's social media promotions	Target visitors with up to date and engaging content to lure them to Aurora.	Tourism Coordinator York Region Central Counties Tourism	2
17. Improve entrance signs and expand to include way finding to the areas' attractions. Expand existing banner program. A needs assessment can determine the best location for additional signage.	Improves visitor experience and heightens awareness of what there is to experience in the area. Banners can promote upcoming events and key attractions and also raise the awareness and profile of these tourism assets.	Town of Aurora Chamber of Commerce	3

Appendix A

Ontario Market Segments (<http://www.tourismpartners.com/research/targetSegments>)

Major Attractions Are A Hit

45% visited amusement parks, theme parks, zoos, aquariums



Family Memory Builders

Family Memory Builders are couples with young children, aged 35-54 years old. These Gen X-ers are parents who have built their lives around their kids. Leisure for them is all about spending quality time as a family – at home and on vacationing. Travel is an opportunity to come together and bond through playful activities. When their kids are having fun, they are having fun too – and ultimately building memories together as a family.



Forging Family Ties

77% want to connect with family on vacation. 71% want to create lasting memories as a family



Play Brings Everyone Together



Vacation is Activity-Filled

54% went shopping and 42% visited a beach



Media Habits

Above average online usage including search engines, weather, shopping, parenting sites and Facebook. This group are also magazine readers, notably parenting titles.



Top Planning Sources

Consulting family/friends, researching pamphlets and brochures, visiting accommodation websites and online travel agencies.




Memories Together

Tight Knit
Bonding Wholesome
Agenda

Tourist Family Friendly
Busy Playful Relationships
Kid Oriented Fun Theme Parks
Planning Shopping Stories

In the Stands

50% attend sporting events and 37% say it is their main reason to travel.



Sports Lovers

These travellers are sports lovers through and through – whether it's attending a major league game or playing a round of golf themselves. Sport in every capacity is what drives them to travel. Because of their energy and enthusiasm for sports they see themselves as more active than the typical traveller, although in reality they are looking for as much if not more rest and relaxation than anyone else. Sports lovers in Ontario are predominantly middle-aged men (aged 35-54).



Travel Recharge

The desire for rest and relaxation on vacation is higher than average, exceeding all segments except pampered relaxers. 47% went to a beach, resort, spa or water on recent trips.




Adventurous In Spirit

Although they describe themselves as more active than most, in reality the sports they choose are not extreme (meaning they follow what's popular such as golf and organized sports).




In the Action


47% take part in sports while travelling, 16% played golf on their most recent trip.



Travel Planning Sources


38% rely on family and friends, 22% use their own experience, 15% use brochures and pamphlets, 11% use auto associations





Traditional & Digital Media

Above average to average consumption of both.

Energy Competition

Fan Sports Taking It Easy

Cheers Excitement

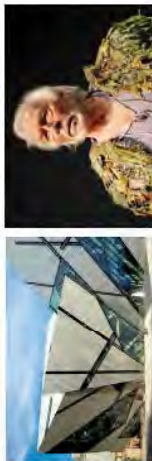
Physical Challenge Passion Active

Enthusiasm Relaxing Fun

Entertainment

Desire to explore the arts

93% visited museums/places of interest (59% is avn)



Discovering new surroundings

90% like to see local architecture and unique cityscapes



Planning trips

51% rely on family and friends, but also use brochures, travel books, AA. 50% use accommodation websites; 42% use online travel agencies



Knowledge Seekers

Knowledge seekers are couples in or nearing retirement, aged 55+, with a higher income. They are entering a new phase of life as empty-nesters with the time and money to enjoy themselves, and travel is a part of this new lifestyle. They are looking to understand the places they visit by getting exposure to local customs. Trips usually last 8 days as they want to fully appreciate where they are and explore all aspects of history, art and culture. Travel for them is about expanding their knowledge and stimulating the mind.



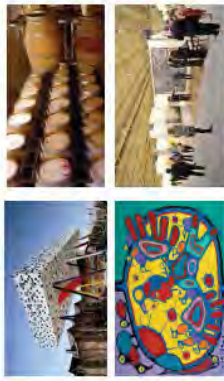
Media Habits

Active newspaper and magazine readers (news and travel). Active online users (search, weather, travel). Below average social media use.



Looking for cultural appreciation

81% are seeking knowledge and cultural travel experiences



Mental stimulation trumps R&R

54% see themselves as knowledge seekers (23% is avn)



Cultural Understanding explore

Expand your knowledge Drive to learn History

Enriching Stimulate the mind

rediscovery

Landmarks Museums New & Different Art & Design Baby Boomers Second act Zoomer

Fun & Friendly

31% believe socializing and meeting new people (travelers and locals) is one the greatest benefits of travelling (above avg).



Outgoing Mature Couples

This travel segment is made up of older, retired couples aged 56+ with below average income. Travel for them is first and foremost an opportunity to enjoy the company of others. They love getting to socialize with fellow travelers as well as locals, so much so that it's the biggest benefit of travelling. Making new connections is what makes travel exciting and rewarding because it makes these travellers feel vital. Travel isn't about adventure or exploration of new cultures – but rather it's a way to stay competent and keep enjoying life.



Getting Out There

This segment travels to maintain their connection with the world and feel vital.



Love to Tour

77% enjoy group tours because they can sightsee in vibrant cities, visit museums, galleries, landmarks, and gardens.



Vacation Activities

Like other travelers, this group enjoys culinary experiences (40%), beaches/resorts (43%), and natural wonders (30%)



Traditional Media

The highest traditional media consumption (TV, print, radio) relative to all other segments.



Travel Planning

This group plans vacations using 1) word of mouth recommendations 2) printed materials (books, brochures, newspapers, guides). Online sources like accommodation websites are used, but to a lesser extent



Responsible
Connections
New Friends
Sensible
Competent
Senior
Social
Groups
Close to Nature
Vital
Sightseeing
Arts & Culture



**TOWN OF AURORA
COUNCIL REPORT**

No. PL15-053

SUBJECT: *Delegated Agreements, 2015 Summary Report*

FROM: *Marco Ramunno, Director of Planning & Development Services*

DATE: *July 14, 2015*

RECOMMENDATIONS

THAT Report No. PL15-053 be received for information.

PURPOSE OF THE REPORT

The purpose of this report is to provide Council with a summary report of Development Agreements that have been processed by the Planning Department based on Council's Delegated Approval Bylaw 5540-13.

BACKGROUND

In February 22, 1995 Council enacted Bylaw 3604-95.1 designating portions of the Town as site plan control areas. The Site Plan control bylaw has been further amended since that time including Bylaw 4933.07.P which granted delegated approval authority to the Director of Planning & Development Services. Delegated approval applies to agreements which, in the opinion of the Director are considered to be minor in nature, and amendments to existing agreements where the terms and plans remained substantially unaltered.

The Planning Act allows Committees of Adjustment, in granting minor variances or consents, to impose terms or conditions to the approval, and can require the owner to enter into one or more agreements with the municipality to fulfill the terms and conditions set out in its decision. As such, on July 16, 2013 Council approved Bylaw 5540-13 granting Delegated Approval Authority to the Director of Planning & Development Services to approve and execute Simplified Development Agreements, Oak Ridges Moraine Agreements, and other minor development agreements required by the conditional approval of the Committee of Adjustment. The provisions of that Bylaw also provides that the Director present a summary report on a semi-annual basis of all simplified development agreements entered into by the Town.

July 14, 2015

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Report No. PL15-053

COMMENTS

The following is a listing of Committee of Adjustment conditional approvals requiring Simplified Development Agreements for both Minor Variance and Consent applications.

File and Name	Status	Description of Application	Agreement Date
14038 Bayview Ave MV-2013-34 (Siddiqui)		To permit the construction of building additions and a new septic system within a Significant Woodland and Minimum Vegetation Protection Zone.	Agreement executed June 15, 2015.
302 Ridge Rd MV-2014-37 (Samadi)		To permit the construction of a detached dwelling within the Oak Ridges Moraine.	Agreement executed on June 10, 2015
56 Offord Cres MV-2015-02A-B (Palombo)		To permit the construction of a 222 m ² house addition and 99 m ² detached garage.	Agreement executed on April 27, 2015

LINK TO STRATEGIC PLAN

Supporting small business and encouraging a more sustainable business environment: By providing a more streamlined administrative approvals process for simplified agreements and reporting to Council on a regular basis on the numbers and status of these agreements.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

None

FINANCIAL IMPLICATIONS

None

PREVIOUS REPORTS

General Committee Report PL12-001 dated June 18, 2013; and
General Committee Report PL15-016 dated February 17, 2015.

July 14, 2015

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Report No. PL15-053

CONCLUSIONS

Pursuant to Delegation Bylaw No. 5540-13 staff have provided a summary report of the three (3) Development Agreements that have been executed by the Director of Planning & Development Services since February 2015.

ATTACHMENTS

None

PRE-SUBMISSION REVIEW

Executive Leadership Team – June 25, 2015

Prepared by: Glen Letman, Manager of Development Planning, Ext. 4346



***Marco Famunno, M.C.I.P., R.P.P.
Director of Planning & Development
Services***



***Techa van Leeuwen
Acting Chief Administrative Officer***



**TOWN OF AURORA
ENVIRONMENTAL ADVISORY COMMITTEE
MEETING MINUTES**

Date: Wednesday, June 10, 2015

Time and Location: 7 p.m., Leksand Room, Aurora Town Hall

Committee Members: Councillor Mrakas (Chair), Irene Clement, Larry Fedec, Danielle Howell, Melville James, Sara Varty, Nancee Webb, and Kristina Zeromskiene

Member(s) Absent: Councillor Pirri (Vice Chair)

Other Attendees: Christina Nagy-Oh, Program Manager, Environmental Initiatives, and Gloria Hardyck, Council/Committee Secretary

The Chair called the meeting to order at 7:01 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 AGENDA

**Moved by Irene Clement
Seconded by Danielle Howell**

THAT the agenda as circulated by Legal and Legislative Services, **with the following additions**, be approved:

- Delegation (b) Klaus Wehrenberg, Resident Re: Item 1 – Extract from Council Meeting of April 28, 2015, Re: New Business Motion No. 1 re Community Gardens;

Environmental Advisory Committee Meeting Minutes
Wednesday, June 10, 2015

Page 2 of 6

- Additional Information to Item 1 – Extract from Council Meeting of April 28, 2015; Re: New Business Motion No. 1 re Community Gardens; and
- Item 4 – Correspondence from Tom Chervinsky, Canadians for Clean Prosperity Re: Garbage to Gold Campaign to Bring Individual Producer Responsibility to Ontario

CARRIED

3. RECEIPT OF THE MINUTES

Environmental Advisory Committee Meeting Minutes of April 2, 2015

**Moved by Nancee Webb
Seconded by Larry Fedec**

THAT the Environmental Advisory Committee meeting minutes of April 2, 2015, be received for information.

CARRIED

4. DELEGATIONS

**(a) Peter Piersol, Resident
Re: Swimming Pool Discharge Environmental Issues**

Mr. Piersol provided a presentation regarding Swimming Pool Discharge Environmental Issues. The impact and concerns regarding unregulated discharge of private swimming pools and hot tubs into Aurora's streams and creeks was explained. It was requested that consideration be given to addressing the matter within the Town's By-laws or consider a public education component to increase awareness. Literature outlining water discharge best management practices including recommended guidelines, disposal options and restrictions, collected from several municipalities and organizations, was provided for information purposes.

Staff briefly reviewed the ongoing research and monitoring being undertaken by The Lake Simcoe Region Conservation Authority and highlighted several excerpts from the Town's Stormwater Management Master Plan that address the matter.

Moved by Nancee Webb
Seconded by Melville James

THAT the comments of the delegate and information provided, be received for information.

CARRIED

- (b) **Klaus Wehrenberg, Resident**
Re: Item 1 – Extract from Council Meeting of April 28, 2015
Re: New Business Motion No. 1 re Community Gardens
(Added Item)

Klaus Wehrenberg provided a brief history of the neighbourhood community gardens initiative and reviewed the benefits and overall concept. The Committee requested clarification on the neighbourhood's knowledge of the project and the public consultation process.

Moved by Sara Varty
Seconded by Danielle Howell

THAT the comments of the delegate be received for information.

CARRIED

5. MATTERS FOR CONSIDERATION

1. **Extract from Council Meeting of April 28, 2015**
Re: New Business Motion No. 1 re Community Gardens

The Committee was informed that Council has directed staff to report back through the Environmental Advisory Committee and Parks and Recreation Advisory Committee on the opportunity to develop community gardens on public land, and the proposed site for a pilot neighbourhood community garden was identified. A location map of the proposed community gardens along with a sample resident survey were reviewed.

Klaus Wehrenberg and Catherine Cook reiterated the significance and benefits of community engagement and involvement. The Committee requested that clarification be provided regarding the Town's role, responsibilities and involvement on an on-going basis and requested information regarding the financial implications associated with these neighbourhood community gardens.

**Moved by Nancee Webb
Seconded by Sara Varty**

THAT the Extract from Council Meeting of April 28, 2015 regarding New Business Motion No. 1 re Community Gardens be received for information.

CARRIED

6. INFORMATIONAL ITEMS

- 2. Memorandum from Program Manager, Environmental Initiatives
Re: Town of Aurora's Corporate Energy Management Plan**

**Moved by Danielle Howell
Seconded by Kristina Zeromskiene**

THAT the memorandum regarding Town of Aurora's Corporate Energy Management Plan be received for information.

CARRIED

- 3. Extract from Council Meeting of April 28, 2015
Re: Environmental Advisory Committee Meeting Minutes of April 21, 2015**

**Moved by Kristina Zeromskiene
Seconded by Nancee Webb**

THAT the Extract from Council Meeting of April 28, 2015, regarding the Environmental Advisory Committee meeting minutes of April 21, 2015 be received for information.

CARRIED

- 4. Correspondence from Tom Chervinsky, Canadians for Clean Prosperity
Re: Garbage to Gold Campaign to Bring Individual Producer
Responsibility to Ontario
(Added Item)**

The Committee requested that consideration of this matter be referred to a future meeting pending an update from the York Region.

Moved by Kristina Zeromskiene
Seconded by Nancee Webb

THAT the correspondence from Tom Chervinsky regarding Canadians for Clean Prosperity Re: Garbage to Gold Campaign to Bring Individual Producer Responsibility to Ontario be referred to a future Environmental Advisory Committee meeting.

CARRIED

7. NEW BUSINESS

The Committee discussed the importance of developing a public education component for distribution to all owners of swimming pools and hot tubs outlining the environmental impact and implications associated with the discharging of water from private swimming pools and hot tubs into sewers, rivers and creeks. The Committee also discussed the importance of implementing a by-law to address the discharging of wastewater from swimming pools and hot tubs into Aurora's waterways and storm sewer system. It was noted that comprehensive guidelines are needed to address water discharge best management practices.

Moved by Nancee Webb
Seconded by Melville James

The Environmental Advisory Committee recommends to Council:

THAT a public education component and strategy be developed instructing residents on the proper discharge of wastewater from private swimming pools and hot tubs, and that options be provided for distribution of this information to all owners as soon as possible; and

THAT staff investigate revising the current Sewer Use By-law to deal with the correct handling and discharge of swimming pool and hot tub wastewater.

CARRIED

The Committee identified the importance of beginning the public education process as soon as possible prior to the commencement of pool closings in the Fall.

The Committee discussed the issue of community gardens and suggested that the feasibility and costing estimates be investigated regarding the establishment of the McMahan Park Neighbourhood garden. It was also suggested that the public consultation process for this proposal begin to determine if there is acceptance by the local community.

**Moved by Nancee Webb
Seconded by Larry Fedec**

The Environmental Advisory Committee recommends:

THAT feasibility and costing estimates for the establishment of a second community garden located at McMahon Park, be investigated; and

THAT the public consultation process begin with the local community to determine the acceptance of a Community Garden.

CARRIED

The Committee inquired about the likelihood of banning the sale of plastic water bottles Town wide. Reference was made to the ban imposed by the City of San Francisco. The Committee will research the matter further and revisit the issue at a future meeting.

The use of drought-resistant landscape applications for boulevards within the Town was identified as a future topic for investigation and discussion.

8. ADJOURNMENT

**Moved by Nancee Webb
Seconded by Danielle Howell**

THAT the meeting be adjourned at 8:18 p.m.

CARRIED

COMMITTEE RECOMMENDATIONS ARE NOT BINDING ON THE TOWN UNLESS ADOPTED BY COUNCIL AT A LATER MEETING.



**TOWN OF AURORA
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
MEETING MINUTES**

Date: Thursday, June 11, 2015

Time and Location: 7 p.m., Leksand Room, Aurora Town Hall

Committee Members: Councillor Paul Pirri (Chair), Councillor John Abel (Vice Chair), Don Constable (arrived 7:05 p.m./departed 8:10 p.m.), Rosalyn Gonsalves, Paul Smith, and Bruce Walkinshaw

Member(s) Absent: Marilee Harris

Other Attendees: Councillor Tom Mrakas, Councillor Michael Thompson, Marco Ramunno, Director of Planning and Development Services, Anthony Ierullo, Manager of Long Range and Strategic Planning, Michael Logue, Program Manager, Economic Development, and Linda Bottos, Council/Committee Secretary

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

1. DECLARATION OF PECUNIARY INTEREST

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

2. APPROVAL OF THE AGENDA

**Moved by Bruce Walkinshaw
Seconded by Rosalyn Gonsalves**

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

CARRIED

3. RECEIPT OF THE MINUTES

Economic Development Advisory Committee Meeting Minutes of May 14, 2015

Moved by Rosalyn Gonsalves
Seconded by Councillor Abel

THAT the Economic Development Advisory Committee meeting minutes of May 14, 2015, be received for information.

CARRIED

4. DELEGATIONS

(a) Doug Lindeblom, Director of Economic Strategy, York Region
Re: York Region Broadband Study

Mr. Lindeblom presented an update on the Broadband Study in the context of the Region's Economic Development Action Plan where "Broadband Connectivity" is the second of six goals of the Plan. He noted that the most recent activity was the formation of a Regional Broadband Task Force, which was endorsed today by the Region's Committee of the Whole. Mr. Lindeblom provided background information on the Broadband Study, which was to determine the capabilities, issues, gaps, and opportunities across the Region. He stated that the Study results showed discontinuity across the Region while some parts of the Region have a very high level of connectivity which is attracting major data centres from around the world. Mr. Lindeblom added that the results showed that Aurora was a fairly well-served community, particularly from the number of internet service providers in employment areas. He discussed the Study recommendations and objectives, as well as the implementation priorities developed in the areas of education and advocacy, municipal processes, and infrastructure investments. Mr. Lindeblom reviewed the opportunities and services of YTN (York Telecom Network), ORION (Ontario Research and Innovation Optical Network), and CANARIE, Canada's national digital infrastructure supporting research, education, and innovation, and the partnership with Southlake Regional Health Centre and York University. He advised that the Region would be holding a Broadband & Innovation Summit, in partnership with the TAVES Consumer Electronics Show, in Richmond Hill on Friday, October 30 through Sunday, November 1, 2015, and noted that the Summit would be about establishing priorities on how to develop broadband capability that services the end user. Mr. Lindeblom concluded by reporting that the Region would be updating its Economic Development Action Plan in 2015 and would be holding sessions in the fall to solicit feedback regarding what issues and opportunities face the business community that the Region's Plan might help to address.

Moved by Paul Smith
Seconded by Councillor Abel

THAT the delegation by Doug Lindeblom be received for information.

CARRIED

5. MATTERS FOR CONSIDERATION

**1. Memorandum from Manager of Long Range and Strategic Planning
Re: Preferred Medical Campus Locations (Update)**

Staff provided a brief overview of the background information, including the four areas originally identified as potential locations for a medical campus, and noted that the preferred location in the area of Bayview Avenue and St. John's Sideroad was now less viable to accommodate large medical users due to recent redevelopment of the area. Staff stated that the project originally envisioned providing interconnectivity between larger medical users, medical practitioners, and medical research. Staff requested the Committee's direction regarding whether to proceed as previously discussed or to consider alternative options. Staff reported that the demand for practitioners locating in Aurora was strong, while the manufacturing aspect would require more attention. Staff informed the Committee of another potential opportunity and indicated that any potential interest in focusing on medical use would be investigated.

**Moved by Paul Smith
Seconded by Councillor Abel**

THAT the memorandum regarding Preferred Medical Campus Locations (Update) be received for information.

CARRIED

2. Economic Development Action Plan Review/Update – Discussion

Staff provided the context to the creation of the Economic Development Action Plan by the Economic Development Advisory Committee of the previous term. Staff noted that the Committee determined key priorities to be advanced in alignment with the Town's Strategic Plan and other policy documents. The Committee was invited to consider whether any adjustments to the Action Plan were necessary, and items discussed by the Committee and staff included:

- Business Ambassador Program – re-establish Program
- Business Retention & Expansion Plan – implement ongoing, shorter surveys
- Broadband Strategy
- Business Concierge Program – expand Program
- Marketing and Business Attraction – use successes as marketing tool, advertise in combination with entertainment district, sports, and tourism plan
- Entertainment District
- Future of Farmers' Market – define permanency, scope, and location
- Differentiated Tax Rates – explore potential to incentivize certain types of development

**Moved by Councillor Abel
Seconded by Bruce Walkinshaw**

THAT the Economic Development Advisory Committee recommend to Council:

THAT the following initiatives be added to the Economic Development Action Plan for the 2014-2018 Term of the Committee:

- Business Ambassador Program;
- Marketing and Business Attraction;
- Future of Farmers' Market; and
- Differentiated Tax Rates.

CARRIED

6. INFORMATIONAL ITEMS

**3. Memorandum from Manager of Long Range and Strategic Planning
Re: 2014-2015 Town of Aurora Business Directory**

Staff advised that an updated Business Directory, based on an annual employment survey carried out in partnership with York Region, is available online at businessaurora.ca in both a downloadable Excel spreadsheet format and an interactive, searchable map-based format. Staff briefly reviewed the Aurora 2014 employment survey results and noted that the numbers for employment and business growth were very positive. Staff further noted that the published information represents data collected last summer and that the collection of the 2015 data had already begun in Aurora this month.

The Committee inquired about the home-based business numbers and staff advised that the annual survey was traditionally focused on businesses with a physical store front. Staff noted that coordination with the local Chambers of Commerce had increased in an effort to capture more home-based businesses.

**Moved by Bruce Walkinshaw
Seconded by Rosalyn Gonsalves**

THAT the memorandum regarding 2014-2015 Town of Aurora Business Directory be received for information.

CARRIED

**4. Extract from Council Meeting of April 28, 2015
Re: Economic Development Advisory Committee Meeting Minutes
of April 9, 2015**

**Moved by Paul Smith
Seconded by Councillor Abel**

THAT the Extract from Council Meeting of April 28, 2015, regarding the Economic Development Advisory Committee meeting minutes of April 9, 2015, be received for information.

CARRIED

7. NEW BUSINESS

The Committee requested clarification on the importance of economic development to the Town and the Chair confirmed that great importance has been placed on economic development.

The Committee expressed concern regarding the decision of a major employer to relocate outside of Aurora. Staff relayed that the decision was a corporate one and the Town would be proactively engaging with the owner regarding plans for the property.

The Committee and staff discussed how surveys have shown that Aurora's industrial and commercial tax rates are relatively low and it was suggested that this type of information could be used as a marketing tool.

The Committee noted that York Region recently increased its development charges and commented on the potential negative impact on development in Aurora.

The Committee suggested that an additional meeting of the Committee be scheduled prior to September 2015.

**Moved by Bruce Walkinshaw
Seconded by Rosalyn Gonsalves**

THAT an additional meeting of the Economic Development Advisory Committee be scheduled in August 2015.

CARRIED

8. ADJOURNMENT

**Moved by Bruce Walkinshaw
Seconded by Councillor Abel**

THAT the meeting be adjourned at 9:22 p.m.

CARRIED

COMMITTEE RECOMMENDATIONS ARE NOT BINDING ON THE TOWN UNLESS ADOPTED BY COUNCIL AT A LATER MEETING.



**TOWN OF AURORA
AURORA FAMILY LEISURE COMPLEX (AFLC)
LIAISON COMMITTEE MEETING MINUTES**

Date: Tuesday, June 23, 2015

Time and Location: 2 p.m., Program Room B, Aurora Family Leisure Complex

Committee Members: Councillor John Abel (Chair), Councillor Michael Thompson, and Frans LeRoj

Member(s) Absent: Councillor Sandra Humfryes, Deni Crescenzi, Juergen Daurer, Wendy Frappier, Janet Matthews, Gene Scherrer, and Jo-anne Spitzer

Other Attendees: Councillor Wendy Gaertner, Councillor Tom Mrakas, Neil Garbe, Chief Administrative Officer, Ilmar Simanovskis, Director of Infrastructure and Environmental Services, Al Downey, Director of Parks and Recreation Services, Chris Catania, Accessibility Advisor, and Samantha Kong, Council/Committee Secretary

The Chair called the meeting to order at 2:05 p.m.

1. OPENING REMARKS

Councillor Abel welcomed the group and acknowledged that this may be the last meeting of the Aurora Family Leisure Complex (AFLC) Liaison Committee, contingent on Council's discretion and completion of the outstanding deficiencies.

2. PREVIOUS MEETING MINUTES OF MAY 27, 2015

The Aurora Family Leisure Complex Liaison Committee meeting minutes of May 27, 2015, were provided for information.

3. UPDATE AFLC OUTSTANDING DEFICIENCY LIST

The Committee was provided with an updated AFLC Outstanding Deficiency List, dated June 23, 2015, for review. Staff indicated that the fans have been ordered and would be installed in July 2015, and the installation of benches in the change rooms had been completed. The Committee commented on the quality of the benches and inquired if meeting minimum standards was sufficient. Staff stated that minimum standards refer to the dimensions of the benches rather than quality, and consideration of the quality, functionality, and cost is given when selecting finishes. Staff further noted that the entrance and exit areas of the track would be switched to address safety concerns.

The Committee inquired about the status of additional storage space for outdoor footwear and coats, as well as the size of lockers. Staff stated that the current shelves outside of the program rooms would be repurposed for outdoor footwear storage, and modifications would be made in the gym area and aerobic room to provide additional storage space. Staff further indicated that the proposed new lockers would be full-sized with an integrated bench to accommodate the needs of all users, and would require Council's approval.

The Committee inquired about the cost of the items indicated as "in progress" or "pending" on the list. Staff stated that items that indicate "in progress" would be allocated from the capital budget, and the items that indicate "pending" would require approval by Council.

The Committee inquired about babysitting services, family memberships, and alternatives to wrist bands. Staff indicated that babysitting services would no longer be offered and that family memberships would be a pricing policy discussion, which does not fit within the Committees mandate. Staff noted that wrist bands are cost-effective and that the cost and feasibility of alternatives would be presented in a future report to Council.

6. NEXT MEETING

None

7. ADJOURNMENT

The meeting was adjourned at 3:12 p.m.

COMMITTEE RECOMMENDATIONS ARE NOT BINDING ON THE TOWN UNLESS ADOPTED BY COUNCIL AT A LATER MEETING.



**TOWN OF AURORA
CLOSED SESSION REPORT**

No. LLS15-047

SUBJECT: *Effectiveness of Liquidated Damages Clauses*

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

DATE: *July 14, 2015*

RECOMMENDATIONS

THAT Report No. LLS15-047 be received for information.

PURPOSE OF THE REPORT

The purpose of this report is to inform Council about the effectiveness of liquidated damages clauses, as well as other tools, in ensuring contractors meet project timelines and completion dates. In addition, the report discusses strategies to improve the potential of liquidated damages clauses being enforceable and effective.

BACKGROUND

At the Council meeting of February 24, 2015, Council directed staff to:

“BE IT FURTHER RESOLVED THAT staff report back to Council on the effectiveness of a liquidated damages clause as well as other tools available to ensure contractors meet project timelines and completion dates.”

This report satisfies this request of Council and reviews the effectiveness of liquidated damages clauses in ensuring contractors meet project timelines.

COMMENTS

Summary

A liquidated damages clause is a stipulation in a contract providing for the payment of a specific amount of money by the breaching party in the event they fail to perform or comply with the terms of the contract.¹ Generally, a contract is negotiated by parties

¹ Richard Manly, “The Benefits of Clauses that Liquidate, Stipulate, Pre Estimate or Agree Damages” (2012) 28 BCL Rev 246 at 246.

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who agree to a specific amount and terms of such a clause prior to executing the contract and in turn, decide how a breach of contract will be dealt with. For example, if a party to a contract fails to complete the project by the specified deadline, the non-breaching party may collect the amount stipulated in the liquidated damages clause. Usually, the clause stipulates a fixed amount, to be calculated on a daily or weekly rate.

It is important to note that only those liquidated damages clauses that are a “genuine pre-estimate” of damages are enforceable.² A clause that provides for an excessive amount of damages beyond the actual loss will likely be deemed a penalty and therefore unenforceable by a court, if the clause is challenged judicially. If the liquidated damages clause is unenforceable due to being too excessive, the Town will be limited to a claim for damages flowing from any loss actually suffered as a result of the contractor’s breach of contract.

The benefits of utilizing such a clause include: (a) greater contractual certainty that work will be completed on time; (b) reduced costs associated with calculating and challenging a claim for damages; and (c) the likelihood that reasonable timelines have been negotiated. In addition, utilizing a properly calculated liquidated damages clause eliminates the need to mitigate or prove the loss of the innocent party. Lastly, a liquidated damages clause may act as an incentive for a contractor to complete work on time, since not doing so will result in them paying damages to the non-breaching party.

However, unless resources are used to calculate an accurate pre-estimate of the losses, these benefits may not be realized as the clause may not be enforceable. A liquidated damages clause that provides for an amount significantly greater than the actual loss suffered is likely to be challenged by a contractor and consequently not enforced by the courts. Also, an arbitrary amount, if challenged, may be difficult to support if there is no actual justification for it and it appears to be excessive. To avoid having a liquidated damages clause struck down as being a penalty, too excessive, or unconscionable, the Town needs to have tools to accurately calculate pre-estimates of damages.

Treatment of Liquidated Damages Clauses by the Courts

Whether or not a liquidated damages clause is enforced by the courts is determined by the wording and effect of the clause. The House of Lords first set out the test for determining the enforceability of a liquidated damages clause in the United Kingdom decision of *Dunlop Pneumatic Tire*. If the clause is a “genuine pre-estimate” of the loss, it will likely be enforced. However, if the clause is punitive or provides for an amount that is extravagant and unconscionable, it will likely not be enforced.³ A penalty may be defined as “a requirement for a fixed sum to be paid upon a default or breach of a

² *Dunlop Pneumatic Tire Co v New Garage and Motor Co*, [1915] AC 79 at 86 [*Dunlop*].

³ *Ibid.*

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specified clause(s) where the amount does not bear an apparent relationship to the actual loss suffered.”⁴ If the amount is far beyond the actual loss suffered, the clause will likely be unenforceable as a penalty. Thus, under the strict *Dunlop* test, a provision that amounts to a penalty will not be enforced.

Many years later, the Supreme Court of Canada, in *Elsley Estate v JG Collins Insurance*,⁵ introduced a less stringent approach, suggesting that even if a liquidated damages clause was not a genuine pre-estimate of the loss, it may still be enforced as long as there is no oppression and the clause does not provide for an amount that is unconscionable.⁶ An analysis of jurisprudence reveals that courts now use a combination of the approaches set out in *Dunlop* and *Elsley*.

The use of the words “penalty” or “liquidated damages” is not in and of itself conclusive of what the Court will determine the clause to be. If the clause does not mention the word “penalty,” the Court may still consider whether or not the clause is a genuine pre-estimate of damages, and may still conclude that the clause is actually a penalty, despite the absence of such words.⁷ On the other hand, if the clause does include the word “penalty,” this alone does not make the clause unenforceable.⁸

The onus of establishing that a liquidated damages clause is a penalty rests with the party against whom the damages are claimed.⁹ A court will provide relief by striking down a liquidated damages clause that is a penalty and oppresses the party against whom a claim for damages is made. Where there is no oppression, the clause will likely not be struck down.

However, a penalty clause that is excessive, unconscionable or oppressive risks being struck down by the courts. In *MTK Auto West Ltd v Allen*, the British Columbia Supreme Court struck down a penalty clause as being unconscionable because the damages provided for in the clause amounted to three times the actual damages suffered and thus the clause was oppressive.¹⁰ The Court went on to say that “a court should not strike down a penalty clause as being unconscionable lightly because it is a significant intrusion on freedom of contract.”¹¹ *MTK* confirms the *Elsley* approach to not automatically strike down a penalty clause, unless it is unconscionable or oppressive.

In *Don West Construction Limited Corporation of the Village of Port Stanley*, the Court

⁴ Kevin McGuinness & Stephen Bauld, *Municipal Procurement*, 2d ed (Markham, ON: LexisNexis Canada, 2009) at 1008.

⁵ *Elsley Estate v JG Collins Insurance Agencies Ltd*, [1978] 2 SCR 916 at 937, 83 DLR (3d) 1 [*Elsley*].

⁶ Paul-Erik Veel, “Penalty Clauses in Canadian Contract Law” (2008) 66:2 UT Fac L Rev 229 at 233-240.

⁷ SM Waddams, *The Law of Contracts*, 5th ed (Aurora, ON: Canada Law Book, 2005) at 325.

⁸ John Swan, *Canadian Contract Law*, 1st ed (Markham, ON: LexisNexis Canada, 2006) at 715.

⁹ *Elsley* at 937.

¹⁰ *MTK Auto West Ltd v Allen*, 2003 BCSC 1613 at para 22 (available on CanLII) [*MTK Auto*].

¹¹ *Ibid*.

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upheld a clause providing for a penalty of \$100 per day in the event the contractor failed to complete an extension to an arena.¹² Thus, a liquidated damages clause that provides for a daily rate of damages may be enforced by the courts.

In *Exel Environmental v Ottawa-Carleton (Regional Municipality)*, the Ontario Superior Court of Justice found a liquidated damages clause providing that a waste disposal company pay the municipality \$1,500 for every route collected late, to be excessive and unconscionable.¹³ The Court went on to say that the clause amounted to a penalty and had “nothing to do with the actual damages suffered by the Region nor the pre-estimate of damages initially made by the Region.”¹⁴ Thus, contracting parties must carefully pre-estimate damages or risk having their clause be deemed unenforceable.

Recommendations for an Enforceable Liquidated Damages Clause

If the Town chooses to include a liquidated damages clause in its construction contracts, it should ensure that the following requirements are satisfied, in order to avoid judicial scrutiny:

1. The clause must be a “genuine pre-estimate of loss” in order to be enforceable, otherwise the court will not enforce it. Consequently, parties should engage in a “genuine pre-estimate” of anticipated damages and record any negotiations that occur as evidence that the amount provided for in the clause is agreed upon by both parties. In a tender scenario, generally there is very little, if any, room for actual negotiation and such clauses have to be established unilaterally by the Town. This puts even more onus on the Town to ensure that such estimates are genuine and defensible.
2. It is recommended to have a formula for calculating the amount of damages to be paid, i.e., daily rate, or different rate for given breaches.
3. Ensure that the clause provides for an amount that is not punitive or unconscionable. If the clause provides for an amount far greater than the actual loss resulting from the breach of contract, courts will likely not enforce it using either the *Dunlop* or *Elsley* approach.
4. If the project for which the parties are contracting involves sectional completion, apportion the clause into individual amounts for each section of the project.¹⁵

¹² *Don West Construction Limited Corp of the Village of Port Stanley* (1983), 2 CLR 243 at para 27, 21 ACWS (2d) 442 (Ontario County Court – Elgin County).

¹³ *2889218 Canada (Excel Environmental) v Ottawa-Carleton (Regional Municipality)*, [2001] OJ No 3360 (ONSC) at para 85-86.

¹⁴ *Ibid* at para 85.

¹⁵ Turner and Townsend, “Liquidated Damages Contract Risk Management” (March 2009) <www.turnerandtowntsend.com/Liquidated_Damages_oeN9s.pdf.file>

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5. The clause must provide that the liquidated damages run from a specific date. Otherwise, courts may not enforce the clause, since without a specific date, damages cannot be calculated.
6. Ensure the clause does not provide for a lump sum amount – this will be presumed to be a penalty by the courts.¹⁶
7. The clause should include a provision for extending the completion date in order to ensure the clause will be enforced. Otherwise, in the eyes of the courts, it would be unfair to charge liquidated damages against a breaching party without a mechanism for extension of a deadline, particularly for delay caused by events beyond the control of the party.

Benefits of Liquidated Damages Clauses

If a liquidated damages clause is valid and enforceable, it may provide the following benefits:

- Greater contractual certainty
- No duty to mitigate loss
- Reduced risk of under compensation
- Allocation of commercial risk
- No need to prove loss
- Freedom of contract generally upheld, unless penalty
- General public interest
- Assurance that contract will be performed

Greater Contractual Certainty

By pre-determining the compensatory obligations of the breaching-party, a liquidated damages clause avoids the difficulty, uncertainty, and expense of proving loss and calculating damages in court.¹⁷ Thus, liquidated damages clauses provide contracting parties with contractual certainty and promote economic efficiency by avoiding the expenses associated with disputing damages calculations in court.

Contractual certainty and risk allocation is “a central motivating factor in every commercial transaction.”¹⁸ A liquidated damages clause may encourage parties to enter into a contractual relation in circumstances where they would otherwise not have if no such clause was in place. For example, if the contract is risky and the calculation of damages is too difficult, a liquidated damages clause may provide the certainty and risk allocation that the parties need before agreeing to enter into the contract.

¹⁶ *Lord Elphinstone v Monkland Iron and Coal Co* (1886), 11 AC 332. See Swan, *supra* note 6 at 717.

¹⁷ Manly, *supra* note 1 at 250-252.

¹⁸ *Ibid* at 254.

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No Duty to Mitigate Loss

Traditionally, a non-breaching party has a duty to mitigate the losses it will suffer by taking reasonable steps. However, where a contract contains a liquidated damages clause, there is no such duty to mitigate losses.¹⁹ Breach of contract alone would be sufficient to trigger the breaching party's obligation to pay the liquidated damages.

Reduced Risk of Under Compensation

A liquidated damages clause helps a non-breaching party avoid the risk of under-compensation that may otherwise arise by the legal restrictions on damages one would have to prove if no such clause was included. These restrictions on damages include: remoteness, certainty of proof, mitigation, and intangible losses.²⁰ In situations where damages for breach of contract result in consequential, indirect or idiosyncratic losses, damages are usually difficult to calculate, or deemed to be too remote and not reasonably foreseeable. In this event, a liquidated damages clause may cover such consequential and indirect damages that otherwise would not normally be recoverable under the general rules for damages from breach of contract.²¹

Allocation of Commercial Risk

A liquidated damages clause allows a contractor to allocate and assess the risk of a potential delay or late completion of a project. At the tendering stage, a contractor is able to know in advance their liability in the event of a delay or late completion.²² A contractor can take this risk into account when calculating their tender price; however, this may increase the tender price if the genuine pre-estimate of damages is high, or where a project is complex and the difficulty of certain components is unknown.

No Need to Prove Loss

Another benefit of including a liquidated damages clause is that there is no requirement on the non-breaching party to prove actual loss, an otherwise lengthy and costly process. Additionally, a non-breaching party is entitled to claim the liquidated damages as soon as the project timeline in the contract passes, without having to have suffered actual loss at that moment in time.²³ However, the amount may not be excessive or unconscionable.

Freedom of Contract Generally Upheld, Unless Penalty

The Supreme Court of Canada in *Elsley* urges courts to "be careful not to set too stringent a standard and bear in mind that what the parties have agreed to should normally be upheld."²⁴ The Court went on to say that the power of courts to strike down

¹⁹ Manly, *supra* note 1 at 253.

²⁰ Waddams, *supra* note 7 at 327.

²¹ Manly, *supra* note 1 at 255.

²² *Ibid* at 256.

²³ Manly, *supra* note 1 at 257.

²⁴ *Elsley*, *supra* note 5.

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a penalty clause is “a blatant interference with freedom of contract and is designed for the sole purpose of providing relief against oppression for the party having to pay the stipulated sum.”²⁵ Thus, parties to a contract can rest assured that their agreed upon terms, including a liquidated damages clause, will almost always be upheld and enforced by the courts. However, where the stipulated sum is a penalty, only the damages that can be proven are recoverable, but the amount recoverable may not exceed the sum stipulated.²⁶

General Public Interest

Some scholars suggest that liquidated damages clauses are even beneficial for public interest reasons. For example, Manly purports that “[l]iquidated damages clauses are beneficial and in the public’s interest because they promote the common good, reduce the incidence of litigation and promote commercial certainty.”²⁷

Assurance that Contract will be Performed

A liquidated damages clause gives additional assurance to all parties to the contract that the contract will be performed, since not meeting certain timeframes or deadlines will force the breaching party to pay the agreed upon amount.

On the other hand, the potential breaching party or the contractor also benefits from agreeing to include a liquidated damages clause in their contract. A contractor who is in the early years of their business, without a commercial history or a previous contractual relationship with the Town, may be able to convince an otherwise hesitant Town to enter into a contract by agreeing to include a liquidated damages clause.²⁸

In addition, a party to a contract may offer to include an extra-compensatory liquidated damages clause that is of a significantly larger amount than would otherwise be agreed to, as a signal of their intention to complete the work on time and as a demonstration of their reputation.²⁹ However, caution should be exercised with an extra-compensatory clause, because if challenged, it may be deemed unenforceable for being too excessive.

Drawbacks of Liquidated Damages Clauses

If a liquidated damages clause does not meet the tests in *Dunlop* and *Elsley*, and is consequently not enforced, the parties risk the following:

- Risk of under compensation
- Cost of determining the amount of damages and settling enforceability disputes

²⁵ *Elsley*, *supra* note 5 at 937.

²⁶ *Ibid* at 938.

²⁷ Manly, *supra* note 1 at 260.

²⁸ *Ibid* at 262.

²⁹ Veel, *supra* note 6 at 251.

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Risk of Under Compensation

In the event that the actual loss suffered as a result of a breach of contract is greater than the amount provided for in a liquidated damages clause, the non-breaching party may be held to the terms of the contract and limited to only recover the agreed upon amount from the breaching party. This is because contract law does not prevent people from entering into bad bargains.³⁰

By including a liquidated damages clause in a contract, a non-breaching party assumes the risk of any excess loss over the amount stipulated in the clause.³¹ This is another reason to ensure that such clauses are in fact genuine estimates and that arbitrary or standard amounts are not utilized. The risk of under compensation may be mitigated by obtaining insurance (if available) to cover for any loss beyond the agreed amount set out in the liquidated damages clause (i.e., insurance coverage for business interruption in the event of a delay).

Costs of Determining the Amount of Damages

This report has previously stated that liquidated damages clauses reduce legal fees for both parties to a contract, by avoiding the expense associated with calculating damages and assessing breach of contract claims in court. However, significant pre-contract work must be undertaken by the hiring party (i.e., the Town) to determine a genuine pre-estimate of damages that it may suffer as a result of a delay. This work may include additional costs from an architect and the use of internal staff resources across the organization to provide justifiable calculations for the liquidated damages amount. Thus, the cost of determining the amount of a liquidated damages clause, in some circumstances, may be more expensive than calculating actual damages suffered after the loss has occurred and is easily quantifiable.

Other Tools to Ensure Contractors Meet Project Timelines

While the timely completion of a project is never guaranteed, various tools other than the inclusion of a liquidated damages clause may be utilized to help ensure that contractors meet project timelines.

Forfeiture of Deposit

If a contract stipulates that a deposit is “non-refundable,” it may be forfeited by the non-breaching party. However, the mere labelling of a payment as a deposit does not preclude the judicial scrutiny of the amount as being a penalty, excessive or unconscionable, in which case it may be challenged and found unenforceable.³² Thus, by providing for the forfeiture of a deposit in a contract, a party to a contract may be

³⁰ Veel, *supra* note 10 at 253.

³¹ Manly, *supra* note 1 at 261.

³² See *Tang v Zhang*, 2013 BCCA 52 at para 27, 223 ACWS (3d) 894.

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encouraged to complete the work on time for fear of losing the deposit.

Holdback of Payment

Similar to the forfeiture of a deposit, the holdback of payment may be exercised by the non-breaching party. This may provide an incentive to the contractor to complete the project on time. It is useful to have a provision in the contract stipulating that payment will be withheld in the event of a delay.

Project Management

Parties to a construction contract are encouraged to implement a detailed project management plan, in which both parties are actively engaged. By setting realistic goals and timelines, allocating for potential delay in setting dates and being actively engaged in project oversight, the Town may reduce the risk of delay.

Bonuses for Performance Targets

To encourage the timely completion of construction projects, bonuses may be offered as an incentive to meet project timelines. In addition, several bonuses may be made available, to be awarded to the contractor for every early successful completion of a project stage. While likely to be a successful strategy, there are financial implications of awarding such bonuses that should be considered when discussing this alternative tool.

LINK TO STRATEGIC PLAN

None.

FINANCIAL IMPLICATIONS

In order to ensure that a liquidated damages clause is upheld for being a genuine pre-estimate of damages, additional resources may have to be utilized to accurately pre-estimate damages before a contract is executed. Although an additional expense, the benefits of investing in an accurate pre-estimate of damages during initial contract formation may outweigh the drawbacks and expenses associated with proving loss, mitigating damages, and disputing damages in court, where a liquidated damages clause is not utilized.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Further options as Council may direct.

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CONCLUSIONS

This report has considered the effectiveness of liquidated damages clauses in ensuring that contractors meet project timelines. An analysis of jurisprudence suggests that if a carefully drafted and calculated clause is included in a contract, it will likely be enforced by the courts and provide various benefits to the parties, including: reduced costs, commercial certainty, allocation of commercial risk, and increased assurance that the project will be completed on time.

However, if the clause is seen as a penalty by the courts, provides for the payment of an amount in excess of the actual loss suffered, and/or is oppressive or unconscionable, the clause will likely be deemed unenforceable by the courts. Thus, if the Town is to benefit from including a liquidated damages clause in its construction contracts, it should carefully draft such clauses to ensure that they reflect a genuine pre-estimate of damages that are not excessive, oppressive, or unconscionable. In addition, the Town may utilize other tools to ensure that contractors meet project timelines, including the forfeiture of deposits, holdback of payment, increased project management, or performance target bonuses.

ATTACHMENTS

None.

PREVIOUS REPORTS

LLS15-044 – “Aurora Family Leisure Complex Renovations”, dated June 23, 2015

PRE-SUBMISSION REVIEW

None.

*Prepared by: Daria Vodova, Law Student – ext. 4219 and Slawomir Szlapczynski,
Associate Solicitor – Ext. 4745*



Warren Mar

Director of Legal & Legislative Services/Town Solicitor



TOWN OF AURORA
COUNCIL REPORT

No. IES15-043

SUBJECT: *Award of Tender IES2015-12 – The Supply and Administration of a School Crossing Guard Service*

FROM: *Ilmar Simanovskis, Director of Infrastructure & Environmental Services*

DATE: *August 11, 2015*

RECOMMENDATIONS

THAT Report No. IES15-043 be received; and

THAT Tender IES2015-12 – The Supply and Administration of School Crossing Guard Service be awarded to Proactive Staffing Services Inc. for a three (3) school-year term for the amount of \$417,447.58, excluding taxes; and

THAT the 2015 operating budget for contracts be increased by \$40,972.84 to a revised amount of \$145,972.84 to be funded through 2015 corporate surplus; and

THAT the Director of Infrastructure and Environmental Services be authorized to renew Tender IES2012-12 for the optional one school-year period (school year 4) pending an analysis and satisfactory performance review by the Director; and

THAT the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.

PURPOSE OF THE REPORT

To receive Council's authorization to award Tender IES2015-12 – The Supply and Administration of a School Crossing Guard Service to Proactive Staffing Services Inc.

BACKGROUND

The Town of Aurora initially hired, managed and administered the school crossing guard program. In 2000, the Town began contracting the supply and administration of school crossing guards at locations where the Town was unable to replace persons leaving their school crossing guard positions with the Town.

At the end of the 2014-2015 school year, 9 of the 11 school crossing guard locations were staffed by contracted school crossing guards. The remaining 2 locations will continue to be staffed by the Town until the current crossing guards leave their positions. Tender IES 2015-12 has solicited pricing to staff the remaining 2 Town

August 11, 2015

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Report No. IES15-043

staffed locations in the event that contracted school crossing guards become necessary.

Table 1 identifies the location and times of work for each station to be staffed by this contract:

Table 1

Station No.	Location	Times
1	McClellan Way & Allenvale Drive	7:50 a.m.- 9:00 a.m., 12:00 noon - 1:00 p.m., 2:50 p.m. - 4:00 p.m.
2	Gateway Drive & Earl Stewart Drive/Birkshire Drive	7:50 a.m.- 9:00 a.m., 2:50 p.m. - 4:00 p.m.
3	Bridgenorth Drive & Hollandview Drive	7:50 a.m.- 9:00 a.m., 2:50 p.m. - 4:00 p.m.
4	Crawford Rose Drive & Aurora Heights Drive	7:50 a.m.- 9:00 a.m., 2:50 p.m. - 4:00 p.m.
5	River Ridge Road & Conover Avenue	7:50 a.m.- 9:00 a.m., 2:50 p.m. - 4:00 p.m.
6	Murray Drive & Glass Drive	7:50 a.m.- 9:00 a.m., 12:00 noon - 1:30 p.m. 2:50 p.m. - 4:00 p.m.
7	Murray Drive & Seaton Drive	7:50 a.m.- 9:00 a.m., 2:50 p.m. - 4:00 p.m.
8	Orchard Heights Boulevard & Hill Drive	8:15 a.m. - 9:00 a.m., 3:15 p.m. - 4:00 p.m.
9	Stone Road & Crow's Nest Gate	7:50 a.m.- 9:00 a.m., 2:50 p.m. - 4:00 p.m.

Table 2 identifies the location and times of work for each station that will continue to be staffed by Town employees:

Table 2

Station No.	Location	Times
10	McClellan Way and Tradewind Terrace	7:50 a.m. - 9:00 a.m., 2:50 p.m. - 4:00 p.m.
11	Aurora Heights Drive and Haida Drive	7:50 a.m. - 9:00 a.m., 2:50 p.m. - 4:00 p.m.

COMMENTS

1.0 Tender Opening

A total of two companies picked up the tender documents and on June 30, 2015, the Tender Opening Committee received one tender. The prices included in the Proactive Staffing Services tender are shown in Table 3.

Table 3

	Contracted Locations (Stations 1 to 9)	Town Staffed Locations (Stations 10 & 11) Provisional	Total Bid Price
Year 1 2015-2016	\$132,300.63	\$27,230.94	\$159,531.57
Year 2 2016-2017	\$139,077.51	\$28,625.96	\$167,703.47
Year 3 2017-2018	\$146,069.44	\$30,065.86	\$176,135.30
Contract Totals	\$417,447.58	\$85,922.76	\$503,370.34
Year 4 2018-2019 (Option Year)	\$169,263.05	\$31,588.04	\$185,057.07

Verification of the tenders was undertaken by Town staff. Proactive staffing Services are the current vendor and have been providing this service to the Town for many years. This is a relatively specialized service, and although an open bid process was used, there are limited firms that provide this service.

2.0 Project Schedule

The work to be performed under this contract is expected to commence at the beginning of the new school year in September 2015.

LINK TO STRATEGIC PLAN

This project supports the **Strategic Plan Goal of Supporting an Exceptional Quality of Life for All** by examining traffic patterns and identifying potential solutions to improve movement and safety at key intersections in the community.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

Council may choose to not award this project. The Tender evaluation process meets all requirements of the procurement by-law and awarding this contract is the next step in fulfilling the requirements of the tendering process. If Council chooses to not award this contract, there will no longer be school crossing guards at the locations described in Table 1.

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Report No. IES15-043

FINANCIAL IMPLICATIONS

The 2015 operating budget for account 03480 for this project is \$105,000.00. To date, \$93,216.36 has been spent for school crossing guard services for the January to June portion of the final year of Contract IES 2011-49. The budget was based on the supply of 8 crossing guards; however, a ninth crossing guard was added for the 2014-2015 school year adding an additional \$7,810.74 to the 2015 budget. Further, it was found that the Contractor was owed back pay for school years 2, 3 and 4 which were initially charged at the year 1 unit prices.

Funding in the amount of \$50,231.79 is required for the balance of the year, the September to December portion of Year 1 of Contract IES 2015-12.

A budget increase for operating budget account 03480 in the amount of \$40,972.84 to a revised amount of \$143,500 is required to fund the 2015 portion of this project.

Table 4- Budget Summary

Approved Budget	
2015 Budget - Operating Account 03480	\$105,000.00
Total Approved Budget	\$105,000.00
Less previous commitments	\$0.00
January to June Crossing Guard Services - Year 4 Contract Cost (8 Crossing Guards)	\$67,520.12
January to June Crossing Guard Services - 1 additional crossing guard	\$7,810.74
Cost adjustment for Years 2, 3 & 4	\$17,885.50
Total 2015 Previous Commitments	\$93,216.36
Contract Award excluding HST for September to December	\$50,231.79
Total	\$143,448.15
Non-refundable taxes (1.76%)	\$2,524.69
Total Funding Required	\$145,972.84
Budget Variance	-\$40,972.84

CONCLUSIONS

Crossing guard services are almost fully contracted services with only two guards being directly employed by the Town. This service operates during the school year and is much easier to manage as a contract vs in-house staffing due to challenges with hiring, back up support and performance management. As the two remaining Town staff position are vacated, these will also be converted to contractor provided services. Costs for these additional guards will be reported to Council when changes occur.

August 11, 2015

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Report No. IES15-043

It is recommended that Tender IES2015-12 – The Supply and Administration of School Crossing Guard Service be awarded to Proactive Staffing Services Inc. for a three (3) school-year term for the amount of \$417,447.58, excluding taxes, and that the operating budget be increased by \$40,972.84 to accommodate the 2015 funding requirements.

ATTACHMENTS

None

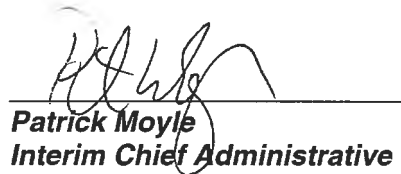
PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting, July 30, 2015

Prepared by: Steve Wilson, Coordinator Project Delivery - Ext. 4377



***Ilmar Simanovskis
Director, Infrastructure &
Environmental Services***



***Patrick Moyle
Interim Chief Administrative Officer***



TOWN OF AURORA
COUNCIL REPORT

No. IES15-045

SUBJECT: *Council motion - Pedestrian and vehicle traffic concerns in the northeast corner of Earl Stewart Drive and Pedersen Drive intersection*

FROM: *Ilmar Simanovskis, Director of Infrastructure & Environmental Services*

DATE: *August 11, 2015*

RECOMMENDATIONS

THAT Report No. IES15-045 be received for information.

PURPOSE OF THE REPORT

This report has been prepared to address Council motion of June 23, 2015 - "Pedestrian and Vehicle Traffic Concerns – Earl Stewart Drive, Pedersen Drive, St. John's Sideroad East, and Bayview Avenue" and the request to review current traffic studies in the area bounded by the four roads, and report back to Council on the results of these studies including any recommendations for additional safety measures that may be required.

BACKGROUND

Council, at its meeting of June 23, 2015, adopted the following notice of motion regarding Pedestrian and Vehicle Traffic Concerns in the area bounded by Earl Stewart Drive, Pederson Drive, St. John's Sideroad East, and Bayview Avenue:

WHEREAS at the Public Planning meeting of February 25, 2015, Report No. PL15-010 was presented to propose a zoning by-law amendment for approval of a Motor Vehicle Sales Establishment; and

WHEREAS pedestrian and vehicle traffic concerns were reported by several residential owners in the area bounded by Earl Stewart Drive, Pedersen Drive, St. John's Sideroad East, and Bayview Avenue; and

WHEREAS residents noted both vehicle and pedestrian accidents at these particular intersections

August 11, 2015

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Report No. IES15-045

*NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to **review current** traffic studies in the area bounded by Earl Stewart Drive, Pedersen Drive, St. John's Sideroad East, and Bayview Avenue, and to report back to Council on the results of those studies including any recommendations for additional safety measures that may be required.*

COMMENTS

Existing physical road and intersection characteristics in the area in question

Earl Stewart Drive - is a two-lane collector roadway with an urban cross-section, sidewalks on both sides and a pavement width of 11 meters. Earl Stewart Drive has an unposted 50km/h speed limit and it is under the Town of Aurora jurisdiction.

Pederson Drive - is a two-lane collector roadway with an urban cross-section and a sidewalk on the south side and a new sidewalk will be installed on the north side as part of the Treasure Hill Development. Pederson Drive has a pavement width of 11 meters, an unposted 50km/h speed limit and it is under the Town of Aurora jurisdiction.

Currently, there are no parking prohibitions on Pederson Drive or Earl Stewart Drive in the area in question. Pedersen Drive and Earl Stewart Drive is a multi-way stop controlled intersection under the Town's jurisdiction.

Bayview Avenue - is an arterial roadway under the Region of York jurisdiction and it consists of four lanes cross section and it has a posted speed limit of 60km/h. Parking is restricted on both sides of Bayview Avenue.

St. John's Sideroad - is an arterial roadway under the Region of York jurisdiction and it consists of four lanes cross section and it has a posted speed limit of 60km/h. Parking is restricted on both sides of St. John's Sideroad.

Pedersen Drive/Bayview Avenue, Earl Stewart Dive/St. John's Sideroad and Bayview Avenue/St. John's Sideroad are signalized intersections under the Region's jurisdiction.

Attached Appendix "A" shows area in question

Existing and projected traffic volumes in the area compared to traffic volumes set out by the industry standards

On Earl Stewart Drive the existing average daily traffic is in the order of 2,000 vehicles per day and it is expected to be in the order of 2,200 vehicles per day in 2020.

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Report No. IES15-045

On Pedersen Drive the existing average daily traffic is in the order of 2,200 vehicles per day and it is expected to be in the order of 2,500 vehicles per day in 2020.

The existing and projected traffic volumes on Earl Stewart Drive and Pedersen Drive are well below the threshold of 8,000 vehicles per day for collector roads according to the Transportation Association of Canada (TAC) guidelines. Therefore, both roads have residual capacity to accommodate additional traffic.

The intersection of Earl Stewart Drive and Pedersen Drive is a multi-way stop controlled i.e. provides protected pedestrian crossings at all legs. There has been only one (1) reported traffic collision at the intersection in the last three years.

On Bayview Avenue and St. John's Sideroad the average daily traffic is between 22,000 and 23,000 vehicles per day and it is expected to be between 24,000 and 25,000 vehicles per day by 2020. According to TAC the average daily traffic volume could range up to 30,000 vehicles per day on arterial roads.

There was an average of 3-4 reported traffic collisions/year at the St. John's Sideroad/Earl Stewart Drive, and the Bayview Avenue/Pedersen Drive intersections and an average of 10 traffic collisions/year at the Bayview Avenue/ St. John's Sideroad intersection in the last three plus years. The number of traffic collisions at these intersections is typical compared to other intersections in the Region.

For comparison purposes the average number of traffic collisions/year at Regional intersections in the Town of Aurora during the last three plus years:

- Yonge Street and Wellington Street - 30 collisions/year
- Wellington Street and Mary Street/John West Way - 17 collisions/year
- Wellington Street and Bayview Avenue – 16 collisions/year
- Wellington Street and Leslie Street – 15 collisions/year
- Wellington and Industrial Parkway – 13 collisions/year
- Yonge Street and St. John's Sideroad – 12 collisions/year

New developments have been approved in the area; as a result traffic and pedestrian volumes are expected to grow

A number of new developments have been approved in the area in question and this clearly will generate vehicle and pedestrian traffic; however, traffic impact studies were submitted with these developments as part of the application review process. Traffic impact studies generally analyse the existing and future traffic conditions. All traffic studies have not shown any major concerns and concluded that the road network

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Report No. IES15-045

system in the area should accommodate the additional traffic expected to be generated by the new developments and will maintain an excellent level of service for both pedestrians and vehicles.

It was recommended that a sidewalk be installed at the north side of Pedersen Drive between Bayview Avenue and Earl Stewart Drive to provide a safer mean for pedestrians to access the new commercial plaza. Other mitigating measures were recommended to enhance the active transportation initiatives in the Town i.e. installing bike racks on all approved sites.

No additional mitigating measures are warranted in this area based on traffic forecasts

Staff reviewed both the detailed traffic studies for the various site plan applications in the area and looked at the entire area collectively. Overall, there is sufficient traffic capacity for the forecast traffic volume. Also, there are sufficient existing and planned pedestrian and traffic control measures and travel paths to provide for safe conditions in line with industry guidelines.

Although traffic volumes are expected to increase incrementally in the future, the forecasts are in line with design capacities for these roads and will not create unsafe conditions related to cause overloading of the road network.

LINK TO STRATEGIC PLAN

Strategic Plan Goal of Supporting an Exceptional Quality of Life for All

Objective 1: Improve transportation, mobility and connectivity

Examine traffic patterns and identify potential solutions to improve movement and safety for motorists and pedestrians.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

None

FINANCIAL IMPLICATIONS

There are no financial implications associated with the preparation of this report.

CONCLUSIONS

This report has been prepared to address the Council motion regarding Pedestrian and Vehicle Traffic Concerns in the area bounded by Earl Stewart Drive, Pederson Drive, St.

August 11, 2015

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Report No. IES15-045

John's Sideroad East, and Bayview Avenue:

The conclusion of this report shows that there are no traffic or pedestrian operation concerns. The area in question has residual capacity to accommodate for future traffic growth without compromising safety.

PREVIOUS REPORTS

None

ATTACHMENTS

Appendix "A" – Map showing area in question

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting of July 30, 2015

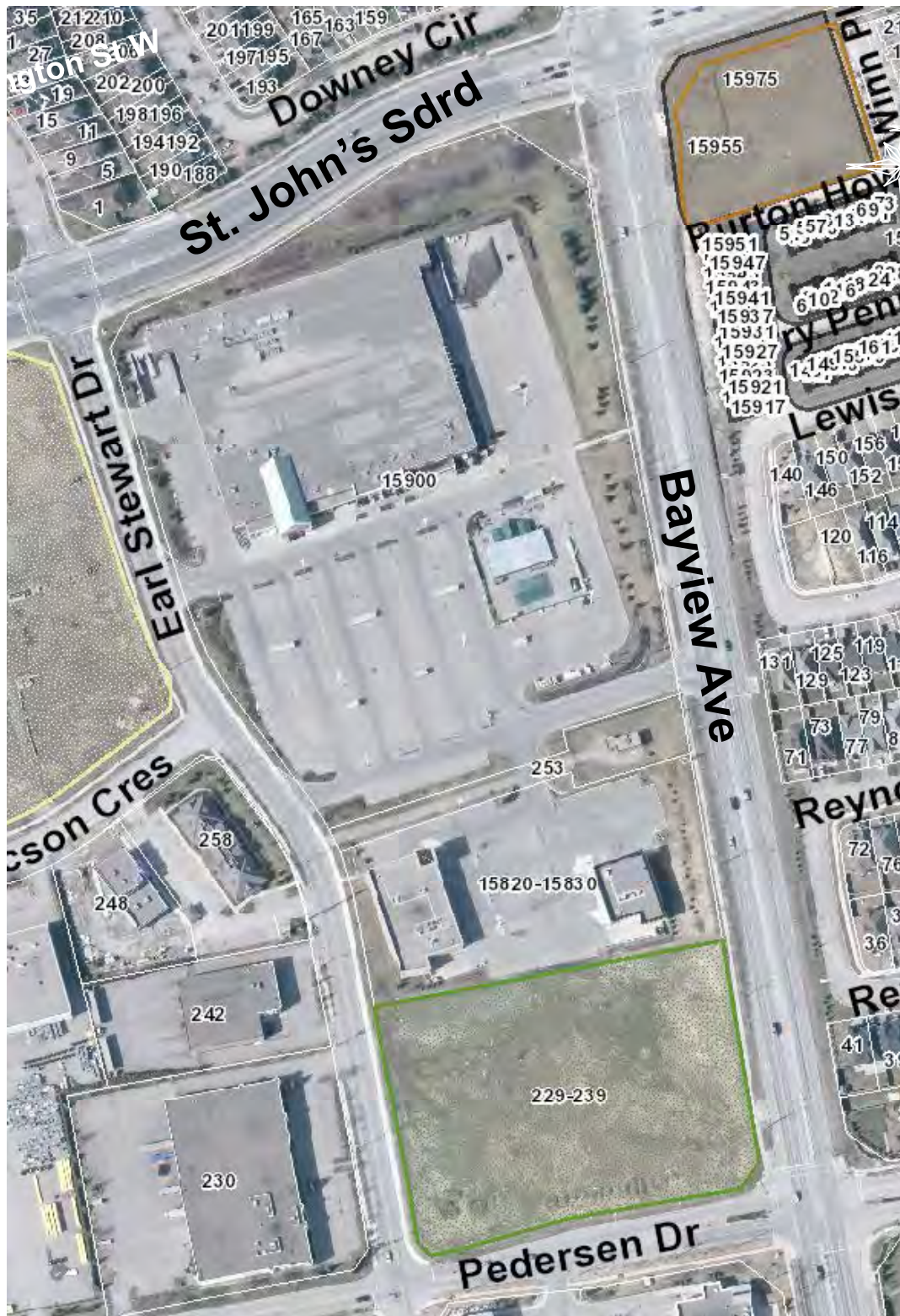
Prepared by: Jamal Massadeh, Traffic Transportation Analyst - Ext. 4374



Ilmar Simanovskis
Director, Infrastructure &
Environmental Services



Patrick Moyle
Interim Chief Administrative Officer



APPENDIX "A"

MAP SHOWING AREA IN QUESTION





TOWN OF AURORA
COUNCIL REPORT

No. IES15-046

SUBJECT: *Additional Winter Maintenance Resources*

FROM: *Ilmar Simanovskis, Director of Infrastructure and Environmental Services*

DATE: *August 11, 2015*

RECOMMENDATIONS

THAT Report No. IES15-046 be received; and

THAT the Additional Winter Maintenance Resources report be forwarded to the September 8, 2015 General Committee meeting for consideration with the following recommendations:

THAT a new capital project be approved for the purchase of a new 6 Ton Plow truck with wing in 2015 to be funded by development charges, to maintain the legislated minimum maintenance standards within the 2C lands in 2016/2017; and

THAT consideration be given to add one (1) IES roads operator and one (1) flexible service person to be shared between IES Operations and Parks prior to the 2016 Operating Budget; and

THAT a funding increase of \$74,000 for an additional contracted sidewalk machine to the 2015 winter maintenance contracts operating budget to maintain the sidewalks within the 2C lands be approved, which shall be drawn from the General Tax Rate Stabilization Reserve.

PURPOSE OF THE REPORT

The purpose of this report is to request additional staffing and equipment for the Roads Division for winter road maintenance in order to maintain the legislated minimum maintenance standards in the 2C development lands.

BACKGROUND

Historic and forecast growth continues to challenge service levels

Aurora is a growth community and will continue to expand to build out which is expected to occur by 2031. As growth occurs in the 2C lands, the length of roads and sidewalks required to be maintained by the Roads Division will proportionally increase. This will impact route completion times at our current staffing levels and will be compounded if there are severe or sustained winter events, equipment breakdowns, or staff absences.

The following summarizes the existing and expected length of infrastructure in 2031.

Road and Sidewalk Infrastructure

Year	Road Length (Lane km)	Sidewalk (km)
2015	404	201
2031	444	230
Percent Growth '15-'31	10 percent	19.5 percent

In addition to this growth, the Town has adopted a sidewalk gap program which is also increasing the length of sidewalks which are required to be maintained over the next ten (10) years.

COMMENTS

Current Winter Road and Sidewalk Maintenance Routes

The number and assignment of winter road and sidewalk maintenance routes are summarized in the table below,

Infrastructure	Town	Contractor	Total
Roads	5	4	9
Sidewalks	0	6	6

Preferred winter roads service delivery strategy continues with balance of in-house and contracted services

The IES Department has maintained a balance of in-house and contracted services for winter road operations. This is a best practice approach for most municipalities of our size and organization. The key to the success of this approach is finding the right balance to meet desired service levels, maintain adequate control of the operations, minimize overall risks and service delivery costs, and provide a consistent level of overall service.

What are main differences of in-house vs contracted services?

When evaluating service delivery models the following factors must be considered in the decision making process.

- There is generally better control with in-house equipment and staff
- More consistent service delivery with in-house due to stable work force and closer supervision
- Contracted services generally require more supervision to ensure services meet expectations and to address issues with equipment and contract performance
- Problem of staff resourcing eliminated when using contracted services
- Contracted services provides for some risk transfer, but this generally comes with a higher cost compared to in-house services of similar levels
- Contracted services are only for 6 month period when needed allowing for better year round resource planning

From a cost perspective contracted services have a higher cost for equipment due to daily standby charges for both snow plows and sidewalk machines. However, the benefit of contracting services is that staff costs are only incurred when a driver is called to operate equipment. This is the primary benefit of contracting out from a cost perspective.

Comparing this to in house services, the equipment costs are significantly lower due to the fact that cost recoveries are only related to capitalization and ongoing maintenance and operating costs. However, staffing costs are generally higher due to the employment arrangement with full time staff. It is understood that even though the staff costs are higher, they are also performing other duties when not plowing. The following table summarizes the cost impacts for fulfilling plowing services only. Although the in-house staff costs appear the same as the contracted costs there are additional duties excluded from this summary to make an equal comparison.

Resources for 1 plow route+	Contracted Services	In-House Delivery
Plow Truck Costs for 6 months	\$54,000	\$32,500
Manpower	\$18,750	\$38,050
Sub Total	\$72,750	\$70,550
Additional cost for summer salary (1FTE)		\$38,050 (6 months summer)
Total annual cost for 1 Plow Route	\$145,500	\$141,100

*Costs based on an average 10 hour event occurring 50 times per year

The following can be concluded from the above table:

- That contracted equipment costs are higher than in-house equipment costs
- The total annual cost between both service models are equal when including the salary costs for 1 FTE during the 6 months of summer.

August 11, 2015

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Report No. IES15-046

2C land development necessitates a 10th snow plowing route

The increase roads and sidewalk length in the 2C development lands necessitates the addition of a new snow plow and sidewalk plow route. This need is immediate as the area is already being rapidly developed and residents are currently living in the area.

In order to accommodate this growth, the Town will require one (1) additional plow route for both roads and sidewalks in order to maintain the minimum maintenance standards within the 2C lands in 2016/2017, for both roads and sidewalks.

The addition of a new snow plow route to maintain the 2C lands in-house would cost the IES department approximately \$114,890 in salaries and the Parks department \$31,210 for two (2) fulltime employees. One (1) of the new staff members would be dedicated to IES Operations and one (1) new staff member would be a flexible service person, shared between IES in the winter and Parks in the summer. IES and Parks have recently been sharing a flexible service person and this has worked out quite well for the Town and allows the Town to maximize its staffing resources.

A new plow truck, estimated to cost \$195,000, is being requested to be purchased from the development charges collect by the Town. It could take up to a year for the delivery of a new 6 ton plow truck once its ordered as they are built made to order.

If Council decided the 10th route should be assigned to the Town's winter maintenance contractor, based on current contract information, the cost would be \$145,500 annually for the plow truck and \$74,000 annually for the additional sidewalk machine. Based on the timing of this development, staff could incorporate the provision of an extra route in both the plow truck and sidewalk contracts.

Proposed New Winter Road and Sidewalk Maintenance Routes including the 2C Lands

Infrastructure	Town	Contractor	Total
Roads	6	4	10
Sidewalks	0	7	7

LINK TO STRATEGIC PLAN

This project supports the ***Strategic Plan Goal of Supporting an Exceptional Quality of Life for All*** by improving transportation, mobility and connectivity. This project establishes a program that enhances the accessibility and safety of vehicular and pedestrian traffic during the winter season.

August 11, 2015

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Report No. IES15-046

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council may choose to approve the additional staffing and equipment for the Roads Division in order to maintain the legislated minimum maintenance standards in the 2C development lands using in-house staff and increase the operating budget accordingly.
2. Council may choose to assign the winter maintenance of the new roads and sidewalks in the 2C development lands to the Town's contractor and increase the operating budget for contracts accordingly.
3. Council may choose not to approve what is being recommended in this report.

FINANCIAL IMPLICATIONS

Requirement	Funding Required	Source of Funding
6 Ton Plow Truck	\$195,000	Development Charges
1 Roads Operator	\$76,100	2016 Operating Budget
1 Flexible Service Person shared	\$38,790	IES 2016 Operating Budget
1 Flexible Service Person shared	\$31,210	Parks Operating Budget
Contracted Sidewalk Machine	\$74,000	2016 Winter Maintenance Operating Budget (Contracts)

CONCLUSIONS

To ensure adequate resources are available to comply with the Minimum Maintenance Standards, it is recommended that the Council approve the purchase of a new 6 Ton Plow truck with wing in 2015 to be funded by Development charges, to maintain the minimum maintenance standards within the 2C lands in 2016/2017.

It is recommended that the Council approve the addition of one (1) roads operator and one (1) flexible service person to be shared between IES Operations and Parks prior to the 2016 Operating Budget.

It is recommended that Council approve a funding increase of \$74,000 annually for an additional sidewalk machine to the 2015/2016 winter maintenance contracts operating budget to maintain the sidewalks within the 2C lands, which shall be drawn from the General Tax Rate Stabilization Reserve

August 11, 2015

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Report No. IES15-046

PREVIOUS REPORTS

N/A

ATTACHMENTS

N/A

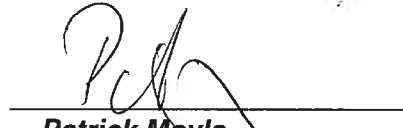
PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting of July 30, 2015

Luigi Colangelo, Manager of Operations Services - Ext. 3446



***Ilmar Simanovskis
Director, Infrastructure &
Environmental Services***



***Patrick Moyle
Interim Chief Administrative Officer***



**TOWN OF AURORA
COUNCIL REPORT**

No. IES15-047

SUBJECT: *Water Operator Vacancy – Four Month Gapping Rule*

FROM: *Ilmar Simanovskis, Director of Infrastructure and Environmental Services*

DATE: *August 11, 2015*

RECOMMENDATIONS

THAT Report No. IES15-047 be received; and

THAT staff be authorized to immediately recruit for the Water Operator position.

PURPOSE OF THE REPORT

To obtain approval to waive the four (4) month gapping rule for a Water Operator position.

BACKGROUND

As part of the 2015 Operating Budget review, General Committee adopted the following resolution on May 4, 2015.

THAT all vacancies be held vacant for four months, unless approved by Council, resulting in an estimated budget reduction of \$50,000;

This “gapping rule” became effective when Council adopted the Special General Committee – 2015 Budget Review Meeting and 2015 Operating Budget at its meeting on May 26, 2015.

Under the gapping rule staff are not permitted to hire a new Water Operator December 4, 2015.

COMMENTS

A Water Operator tendered his resignation in July and will be with the Town until August 14, 2015. The Town has a total of six Water Operators. These positions require regulated certifications to operate the system in compliance with legislated requirements. There are insufficient operators in the department to allow for guaranteed safe and compliant operations for a four month period and it is recommended that recruitment proceed immediately to minimize any risks related to understaffing staffing.

LINK TO STRATEGIC PLAN

None.

August 11, 2015

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Report No. IES15-047

ALTERNATIVE(S) TO THE RECOMMENDATIONS

Council could choose not to waive the four month gapping rule for the Water Operator position. This alternative will impact the water, wastewater and stormwater operations and may expose the corporation to additional risk related to meeting legislative requirements of water and wastewater regulations.

FINANCIAL IMPLICATIONS

As part of the 2015 Budget Approval, Council adopted a four month gapping rule for a total savings of \$50,000 on the total operating budget for the Town. The current base salary grid range for the Council/Committee Secretary position is \$54,960 to \$61,060. The waiver of the four month gapping time is expected to have an impact of approximately \$10,000, based on the expected replacement cost and anticipated expedited recruitment duration of two months. The two month period expected for the recruitment process will result in a salary savings of approximately \$10,000.

CONCLUSIONS

A Water Operator position will be vacant as of August 14, 2015. Due to staffing constraints with water and wastewater system licencing and the need to comply with mandated legislative requirements, it is recommended that Council waive the four month gapping requirement and permit staff to immediately recruit for this position.

ATTACHMENTS

None

PRE-SUBMISSION REVIEW

Interim Chief Administrative Officer – August 6, 2015

Prepared by: Ilmar Simanovskis, Director Infrastructure and Environmental Services, ext. 4371



Ilmar Simanovskis
Director, Infrastructure &
Environmental Services



Patrick Moyle
Interim Chief Administrative Officer



TOWN OF AURORA
COUNCIL REPORT

No. PL15-055

SUBJECT: *Application for Exemption from Part Lot Control
Mattamy (Aurora) Limited
Blocks 107, 108, 115 & 120, Plan 65M-4423
File No. PLC-2015-03*

FROM: *Marco Ramunno, Director of Planning and Development Services*

DATE: *August 11, 2015*

RECOMMENDATIONS

THAT Report No. PL15-055 be received; and

THAT Council APPROVE the Application for Exemption from Part Lot Control submitted by Mattamy (Aurora) Limited to divide Blocks 107, 108, 115 and 120 on Plan 65M-4423 into 27 separate lots for townhouse units; and

THAT the Part Lot Control Exemption By-law be introduced and enacted.

PURPOSE OF THE REPORT

The purpose of this report is to seek Council's approval of a Part Lot Control exemption by-law applying to Blocks 107, 108, 115 and 120 on Plan 65M-4423.

Part Lot Control Exemption Defined

Section 50 of the *Planning Act* grants municipalities the authority to pass a By-law to exempt lands within a registered plan of subdivision from the Part Lot Control provisions in the Act. This process is used to lift Part Lot Control restrictions from lands within registered plans of subdivision to create parcels for sale and freehold title. It is primarily used for semi-detached and townhouse developments after construction has started to accurately set the boundary lines between the residential units.

August 11, 2015

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Report No. PL15-055

BACKGROUND

Location/ Land use

The lands subject to the Part Lot Control application form part of the Aurora Northeast 2C Secondary Plan Development (See Figure 1). The subject lands are located north of St. John's Sideroad and west of Leslie Street. The surrounding lands uses are as follows:

North: residential lands currently under development
South: residential lands and St. John Sideroad
East: residential lands; and
West: residential lands.

In total, 27 townhouses units with a total area of 0.45 hectare was draft approved per the Draft Plan of Subdivision, File: SUB-2011-02. The Subdivision Agreement for this development was subsequently executed and the M-Plan was registered on October 2, 2014.

Proposal

The Owner, Mattamy (Aurora) Limited, is currently developing the subject lands identified as Blocks 107, 108, 115 and 120 on Registered Plan 65M-4423 (see Figure 2). The subject blocks comprise a total of 27 street townhouse units fronting onto Payne Crescent, Stocks Lane and Minlow Way. The dwellings are currently under construction and nearing completion.

Town of Aurora Official Plan

The subject lands are designated as "Urban Residential 2" by the Town of Aurora Official Plan. The Urban Residential 2 Designation permits a range of residential dwelling units including townhouse dwellings. The subject proposal is consistent with the housing forms on Payne Crescent, Stocks Lane and Minlow Way and conforms to the Official Plan.

Zoning By-law

The subject lands are zoned Row Dwelling Residential R6-58, R6-59 and R6-61 Exception Zone within the Town of Aurora By-law 2213-78, as amended. The "R6-58, R6-59 and R6-61" Exception Zone primarily permits residential uses such as townhouse units. The proposed development conforms to the zoning by-law. The existing zoning map is detailed on Figure 1, attached.

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Report No. PL15-055

COMMENTS

The applicant is requesting an exemption from Part Lot Control (as provided for under Section 50(7) of the *Planning Act*) for Blocks 107, 108, 115 and 120 Plan 65M-4423 as a means of achieving the proposed lot divisions (see Figures 3 - 5).

The subject application was circulated to all relevant internal departments and no objections were received. The lots that comprise the subject application comply with the provisions of both the Official Plan and the Zoning By-law and are consistent with the Subdivision Agreement (SUB-2011-02) registered over the subject lands.

LINK TO STRATEGIC PLAN

The subject application supports the Strategic Plan goal of ***supporting an exceptional quality of life for all*** through its accomplishment in satisfying requirements in the following key objective within this goal statement:

Strengthening the fabric of our community: approval of the subject application will assist in **collaborating with the development community to ensure future growth includes housing opportunities for everyone.**

ALTERNATIVE(S) TO THE RECOMMENDATIONS

None.

FINANCIAL IMPLICATIONS

None.

PREVIOUS REPORTS

General Committee Report No. PL13-021, April 16, 2013 – Plan of Subdivision and Zoning Amendment Application.

CONCLUSIONS

The Planning and Development Services department has reviewed the subject Part Lot Control Exemption Application in the context of the Official Plan, the Zoning By-law and Subdivision Agreement respecting the subject lands. Planning and Development Services Staff support the subject Part Lot Control Exemption Application to facilitate the creation of 27 freehold lots for townhouse dwellings and accordingly, recommend that the Part Lot Control By-law be enacted at a future Council meeting.

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Report No. PL15-055

ATTACHMENTS

- Figure 1- Location/Zoning By-law Plan
- Figure 2- Registered Plan of Subdivision – 65M-4423
- Figure 3- Proposed Lot Division (Reference Plan – 65R-35648)
- Figure 4- Proposed Lot Division (Reference Plan – 65R-35683)
- Figure 5- Proposed Lot Division (Reference Plan – 65R-35650)

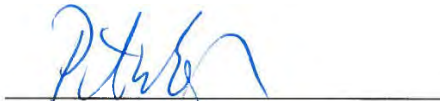
PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting – July 30, 2015

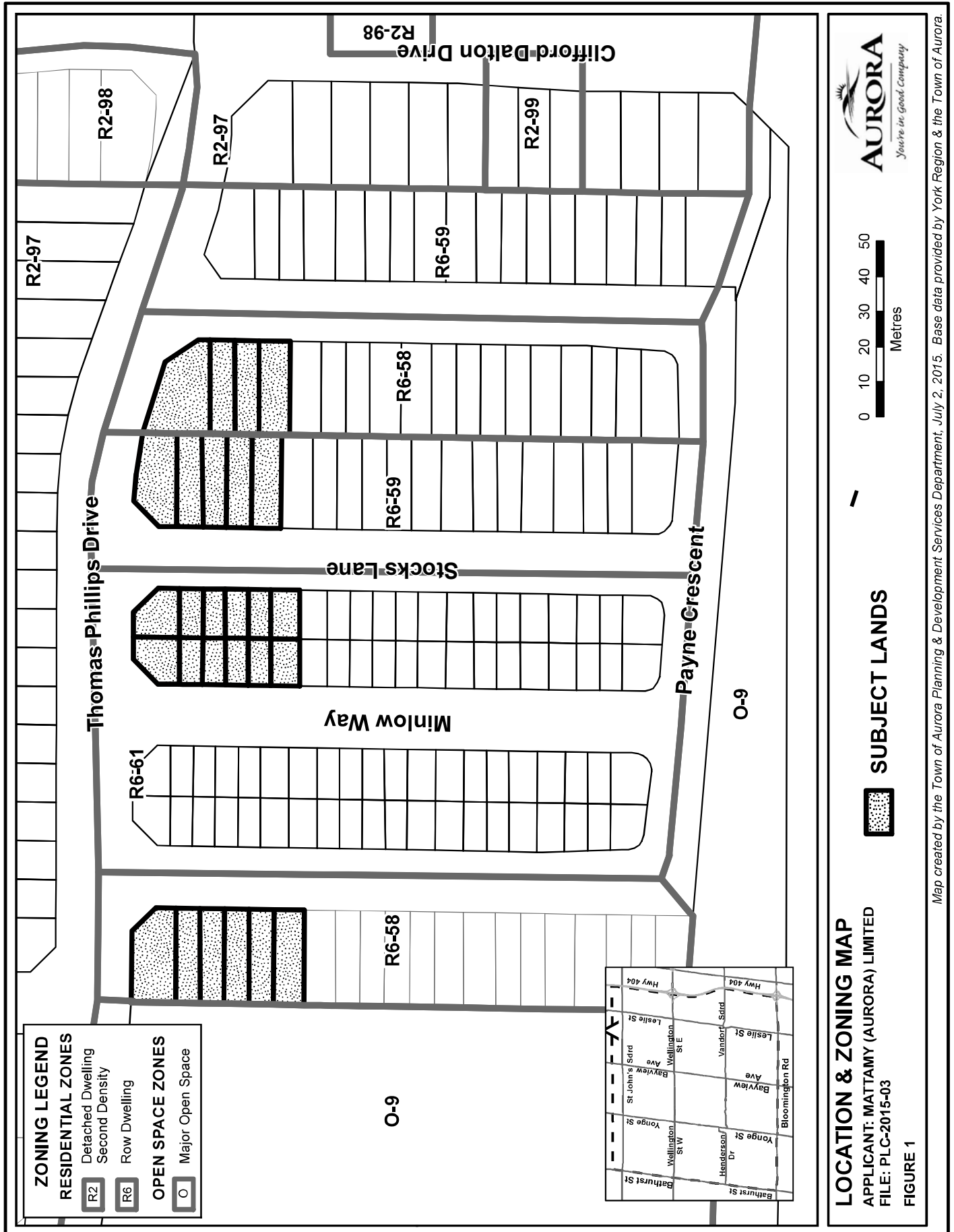
Prepared by: Lawrence Kuk, Planner - Ext. 4343

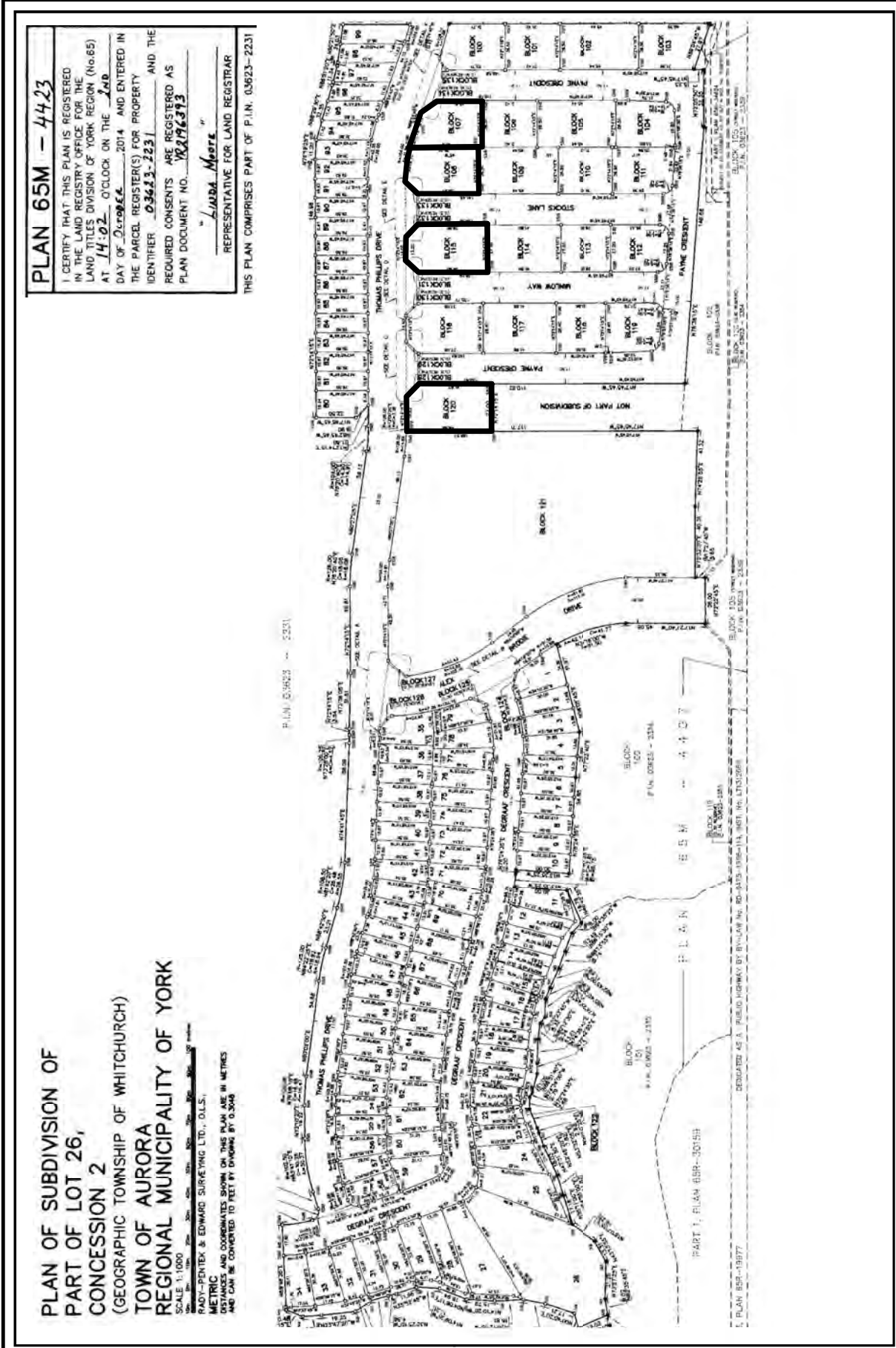


**Marco Ramunno, MCIP, RPP
Director of Planning & Development
Services**



**Patrick Moyle
Interim Chief Administrative Officer**

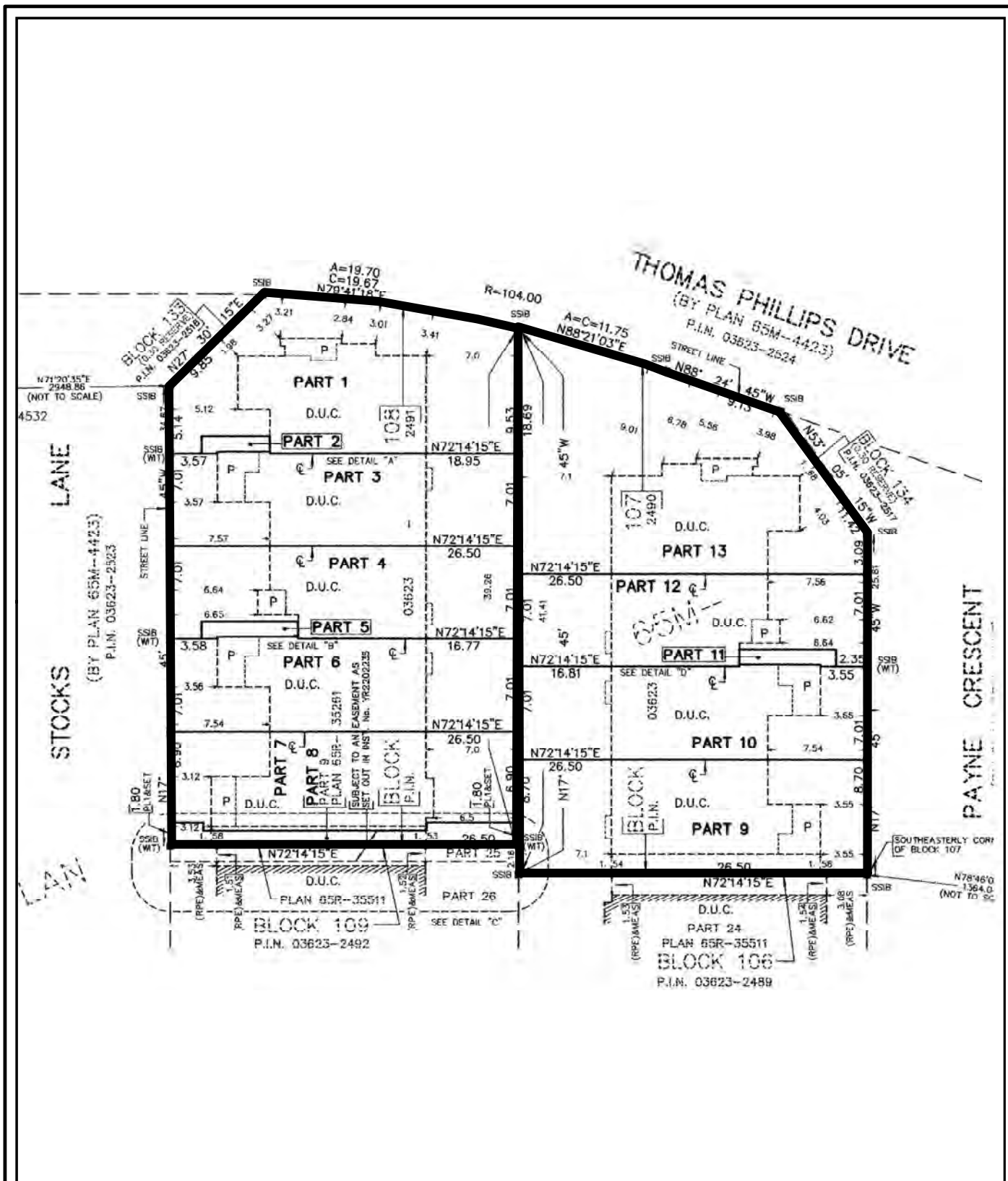




REGISTERED PLAN 65M-4423
APPLICANT: MATTAMY (AURORA) LIMITED
FILE: PLC-2015-03
FIGURE 2

SUBJECT BLOCKS

Map created by the Town of Aurora Planning Department, July 2, 2015. Base data provided by Randy-Pentek & Edward Surveying LTD.



SUBJECT BLOCKS 107, 108 (REFERENCE PLAN - 65R-35648)

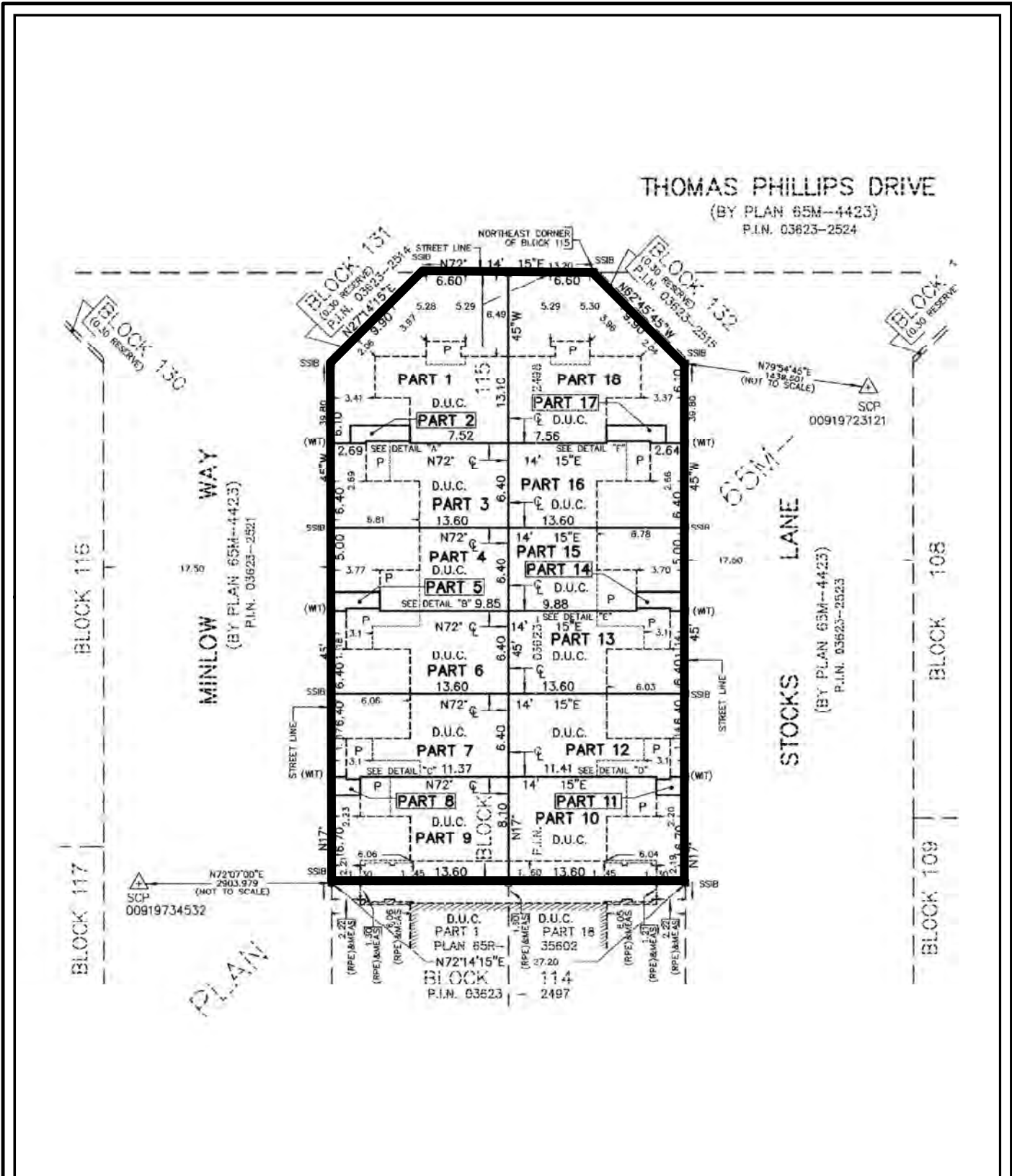
APPLICANT: MATTAMY (AURORA) LIMITED
 FILE: PLC-2015-03



SUBJECT BLOCKS

FIGURE 3





SUBJECT BLOCKS 115 (REFERENCE PLAN - 65R-35683)

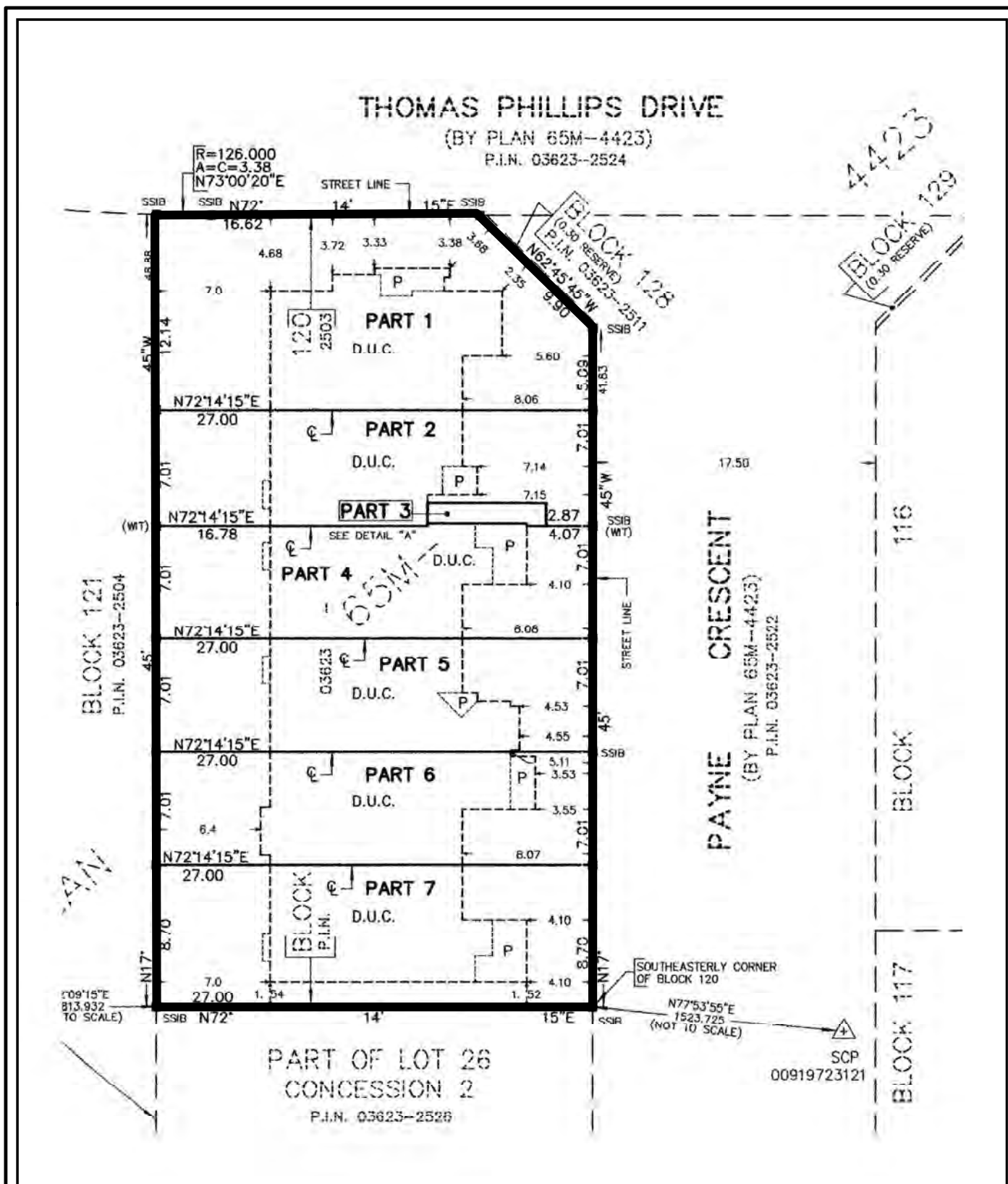
APPLICANT: MATTAMY (AURORA) LIMITED
 FILE: PLC-2015-03

SUBJECT BLOCKS

FIGURE 4



Map created by the Town of Aurora Planning Department, July 2, 2015. Base data provided by Randy-Pentek & Edward Surveying LTD.



SUBJECT BLOCKS 120 (REFERENCE PLAN - 65R-35650)
 APPLICANT: MATTAMY (AURORA) LIMITED
 FILE: PLC-2015-03
FIGURE 5



Map created by the Town of Aurora Planning Department, July 2, 2015. Base data provided by Randy-Pentek & Edward Surveying LTD.



TOWN OF AURORA
COUNCIL REPORT

No. PL15-058

SUBJECT: *Application for Site Plan Approval*
Matheson Constructors Ltd.
30 Eric T Smith Way
Part of Lot 1, Plan 65M-4324
File Number: SP-2015-06

FROM: *Marco Ramunno, Director of Planning and Development Services*

DATE: *August 11, 2015*

RECOMMENDATIONS

THAT Report No. PL15-058 be received; and

THAT Site Plan Application File: SP-2015-06 (Matheson Constructors Limited) BE APPROVED to permit the development of the subject lands for the construction a two storey 1,802 sqm Gross Floor Area (GFA) office building and equipment storage garage; and

THAT the Mayor and Town Clerk be authorized to execute the Site Plan Agreement, including any and all documents and ancillary agreements required to give effect to same.

PURPOSE OF THE REPORT

The purpose of this report is to provide background information and details of a proposed site plan submitted by Matheson Constructors Limited for the subject lands located on Eric T Smith Way just west of Goulding Avenue. The Owner proposes to construct a two storey 1,802 sqm GFA office building office, with an equipment storage garage.

BACKGROUND

The Town received the site plan application from Matheson Constructors Limited on July 10, 2015. The proposed development is located within the Hallgrove Business Park. The prospective tenant is Matheson Constructors Limited which currently operating in Concord, Ontario. Due to the business expanding, the applicant advises that Matheson Constructors Limited will be relocating their business to the subject lands in Aurora.

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Report No. PL15-058

Location/ Land use

As illustrated on Figures 1, the subject lands are located on the north side of Eric T Smith Way and just West of Goulding Avenue. The subject lands is located just west of the Bulk Barn office building on 320 Don Hilllock Drive. The subject lands are currently vacant.

The surrounding land uses are as follows:

North: Existing Watercourse and Business Park development;
West: Current Vacant Business Park lands;
East: Current Vacant Business Park Lands, Goulding Avenue; and,
South: Current Vacant Business Park Lands, Eric T Smith Way.

Existing Policy Context

Town of Aurora Official Plan

As shown on Figure 2, the subject lands are designated “Business Park” by the Bayview Northeast Secondary Plan (OPA 30), which permits “an integrated mix of employment activities and businesses that occur within buildings and on sites that are designed, and landscaped to present a high quality, prestige image”. The Official Plan also requires the landscaping design to facilitate the establishment of distinctive, landmark buildings. The proposed use of the lands is permitted by the Official Plan.

Zoning By-law 2213-78, as amended

As illustrated by Figure 3, the subject lands are zoned “Business Park (BP-14) Exception Zone” by the Town of Aurora Zoning By-law 2213-78, as amended. Council approved an administrative amending by-law 5701-15 of the subject lands on March 31, 2015. The “BP-14” Exception Zone permits the same uses within the general Business Park classification. The site-specific zoning was in place to recognize the reduced lot area and frontage. The proposed use of the lands, building setback & parking capacity with the performance standards of the Zoning By-law.

Site Design

As shown in Figure 4, the Owner has submitted an application to the Town for Site Plan approval to permit a two (2) storey Office building totalling 1,802 sqm of Gross Floor Area (GFA). The pertinent site statistics are as follows:

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Report No. PL15-058

	Existing - Zoning By-law (BP-14)	Proposed Development
Lot Area (minimum)	0.35 Hectare	0.35 Hectare
Lot Frontage (minimum)	40 metres	40 metres
Front Yard (minimum)	6 metres	6.5 metres
Rear Yard (minimum)	10 metres	44.5 metres
Interior Westerly Side Yard (minimum)	3 metres	3 metres
Interior Easterly Side Yard (minimum)	3 metres	18 metres
% of Building Coverage	50%	17.3%
% of Landscape Coverage (maximum)	-	34%
Parking Requirements	3.5 parking spaces per 100 square metres for office parking and 1 parking spaces per 100 square metres for garage/storage	3.6 parking spaces per 100 square metres for office parking and 1 parking spaces per 100 square metres for garage/storage
Parking Spaces	42 Parking Spaces on the ground floor and 5 parking spaces within the storage area	44 Parking Spaces on the ground floor and 3 parking spaces within the storage area
Total Parking Spaces	47 Parking spaces	47 Parking spaces
Accessible parking (minimum)	1	1
Loading Spaces	1	1
Building Height	4 storey (maximum)	2 storey

Planning Services have reviewed the proposed site plan and is satisfied with the overall site plan layout & design.

Reports and Studies

As part of the Site Plan application, the applicant has submitted the following studies, which have been reviewed by Town Staff:

- Site Plan;
- Lower Floor Plan;
- First Floor Plan;
- Second Floor Plan;
- Exterior Elevations;
- Electrical Site Plan and Details;
- Site Servicing Plan;
- Site Grading Plan;

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Report No. PL15-058

- Siltation and Erosion Control Plan;
- Site Survey and;
- Stormwater Management Design Brief

COMMENTS

Planning Considerations

Town of Aurora Official Plan/ Secondary Plan

The property is designated as “Business Park (BP)” by the Town’s Official Plan Amendment No. 30. The intent of the BP designation is to provide opportunities for a mix of high quality employment uses and a variety of supporting commercial and community facilities geared generally to satisfying the needs of residents, businesses and employees in the Town of Aurora and the Region. The maximum height of any building within the BP designation shall be low to mid-rise in form and shall not exceed seven (7) storeys in height.

The Official Plan policy states “Development in the Business Park designation shall display high design standards and shall include uses such as corporate head office, research and development facilities.”

Zoning By-law

The subject lands under review for site plan approval are zoned “Business Park” (BP-14) Exception Zone by the Town of Aurora Zoning By-law 2213-78, as amended. The subject lands are located in a business park area characterized by large industrial / office developments. The applicant has demonstrated that the proposed site plan development complies to the performance standards of the zoning by-law.

Urban Design

The proposed development occupies a prominent business park site within the Town’s Business Park area. Although the subject lands are not technically within the Hallgrove Business Park Subdivision, in order to create a continuous business park development, the applicant has applied the general principles from the approved Hallgrove Business Park Urban Design Guidelines. The applicant proposes to develop the site with a single two storey office building. Staff are satisfied with the proposed urban design and architectural components of the development. The applicant has applied the following principles from the Hallgrove Business Park Urban Design Guidelines:

- Providing landscaped areas along the frontage and the interior sideyards which are large enough to allow trees to grow;

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Report No. PL15-058

- Maximizing the front face of the building façade along the frontage of the property; and
- Directing the bulk of the parking spaces in the rear of the property.

The revised building's architectural style is considered by staff to be complementary to the surrounding context and provides a landscaped street edge along Eric T Smith Way. Figures 4-6 shows the proposed site plan, building elevations and landscape plan. Planning staff are of the opinion that the proposed site plan application is appropriate and compatible with adjacent and neighbouring development. Staff are satisfied and recommend approval to the site plan application.

Department/Agency Comments

Accessibility

The Town's Accessibility Advisory Committee (AAC) discussed the above noted site plan and provided initial comments regarding the Site Plan application. As a result, the applicant will consider the following standards in the final building permit drawings:

- Consideration be given for an additional accessible parking spot with corresponding barrier free curb cut access as per AODA Design of Public Spaces O.Reg 191/11, section 80.36.
- Consideration for power door operators to the main entrances

Parks & Recreation Services Department

The Parks & Recreation Services department have reviewed the landscape plans of the site plan application and has no major concerns to the application. Park staff requests minor clarification regarding details of the landscape plan. Park staff have also requested an itemized landscape cost estimate in order to finalize the landscape fees and security requirements of the site plan agreement.

Development Planning Engineer

The Development Planning Engineer has no major concerns with the applications subject to provisions in the Site Plan Agreement relating to technical comments. Technical comments include but not limited to cost estimates, clarification on the details of the engineering drawing. The owner will be required to satisfy the requirements prior to execution of the Site Plan Agreement.

Regional Municipality of York

The Site Plan application has been circulated to the Regional Municipality of York. The subject lands do not abut a Regional road or infrastructure, as such Staff do not anticipate York Region will have any comments or objections. However, any conditions

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from the Region will be required to be addressed within the site plan agreement.

Lake Simcoe Region Conservation Authority

The Site Plan application has been circulated to the Lake Simcoe Region Conservation Authority (LSRCA). The subject lands abut a watercourse which is located within an approved and registered industrial plan of subdivision. Properly setback to the watercourse has already been established during the development of the industrial subdivision. As such Staff do not anticipate the LSRCA will have any comments or objections. However, any conditions from the LSRCA will be required to be addressed within the site plan agreement.

LINK TO STRATEGIC PLAN

Promoting economic opportunities that facilitate the growth of Aurora as a desirable place to do business: The site plan application to permit business park uses will help *Develop plans to attract businesses that provide employment opportunities for our residents.*

The subject application supports the Strategic Plan goal of *supporting an exceptional quality of life for all* through its accomplishment in satisfying requirements in the following key objective within this goal statement:

Strengthening the fabric of our community: By permitting business park uses in a highly visible location of Aurora, *the review of surplus lands and structures to facilitate growth and revitalization in the community* action item is realised.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Direct staff to report back to Council addressing any issues that may be raised at the General Committee Meeting.
2. Refusal of the application with an explanation for the refusal.

FINANCIAL IMPLICATIONS

The site will be developed through a (Site Plan Application); as such fees, securities, and cash in lieu of parkland will be required with the Site Plan Agreement. The development of this site will also generate Development Charges. In addition, the proposed development will generate yearly tax assessment to the Town.

PREVIOUS REPORTS

None.

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Report No. PL15-058

CONCLUSIONS

Planning & Development Services have reviewed the subject site plan application in accordance with the provisions of the Town's Official Plan, Zoning By-law and municipal development standards respecting the business park development. The Site Plan application is considered to be in keeping with the development standards of the Town. Architectural control comments and technical updates to the servicing plan and site grading plan will be reviewed by Staff prior to the execution of the site plan agreement. Therefore, staff recommends approval of the Site Plan application File: SP-2015-06 subject to the Owner satisfying the technical requirements with respect to the Development Engineering and Parks & Recreation Services prior to the execution of the Site Plan Agreement.

ATTACHMENTS

- Figure 1 – Location Map
- Figure 2 – Existing Official Plan
- Figure 3 – Existing Zoning By-law
- Figure 4 – Proposed Site Plan
- Figure 5 – Proposed Elevations
- Figure 6 – Proposed Landscape Plan

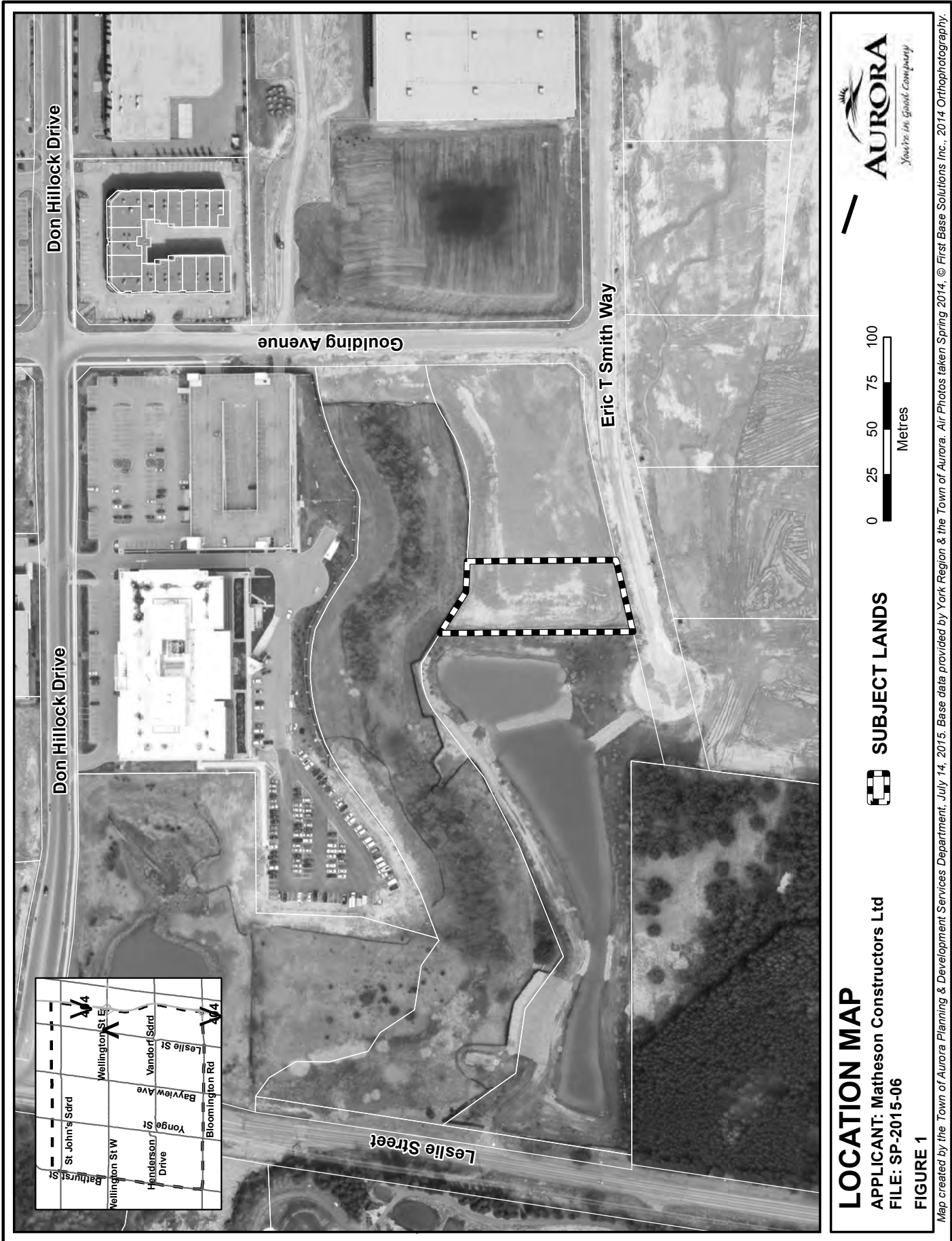
PRE-SUBMISSION REVIEW

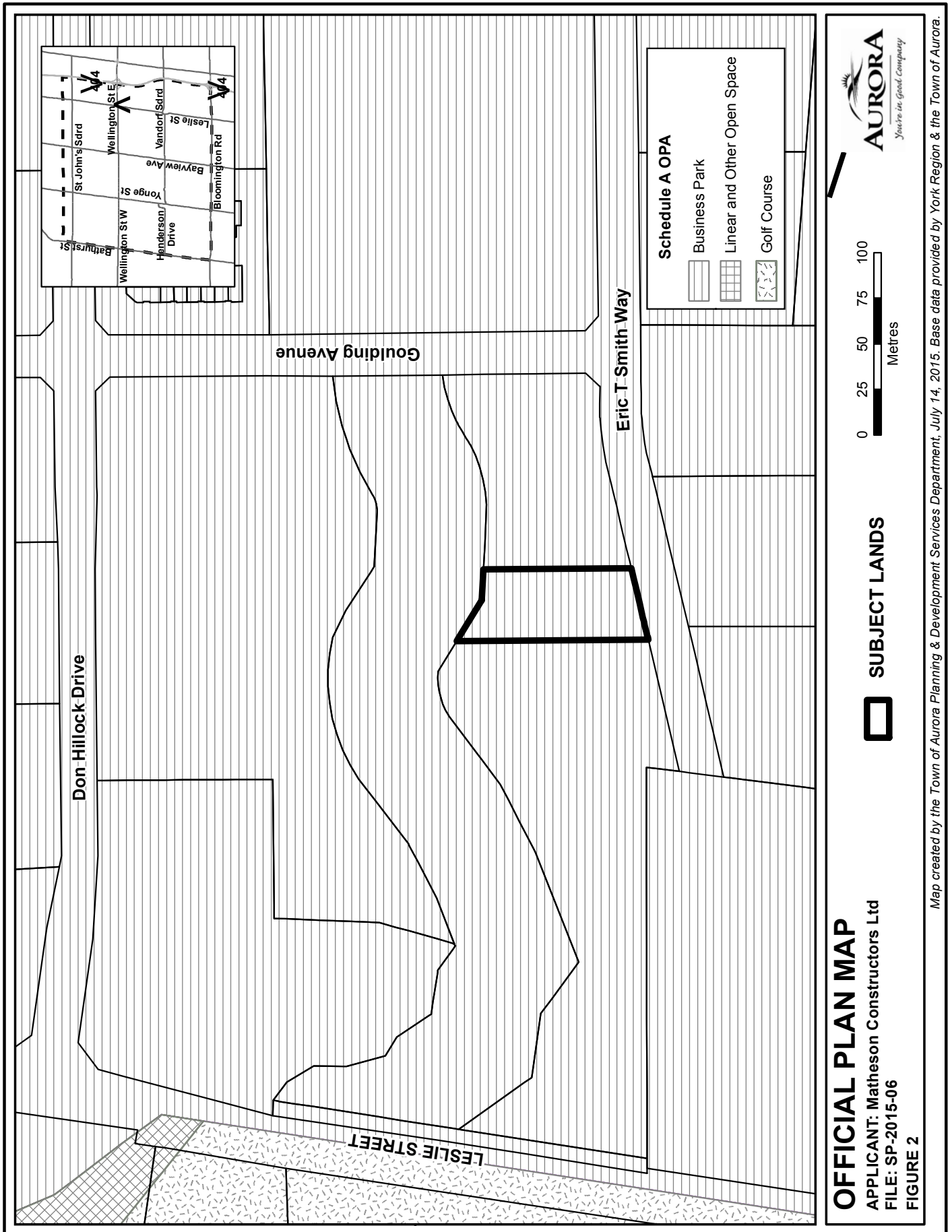
Reviewed by the Chief Administrative Officer and Director of Planning and Development.

Prepared by: Lawrence Kuk, Planner- Ext. 4343

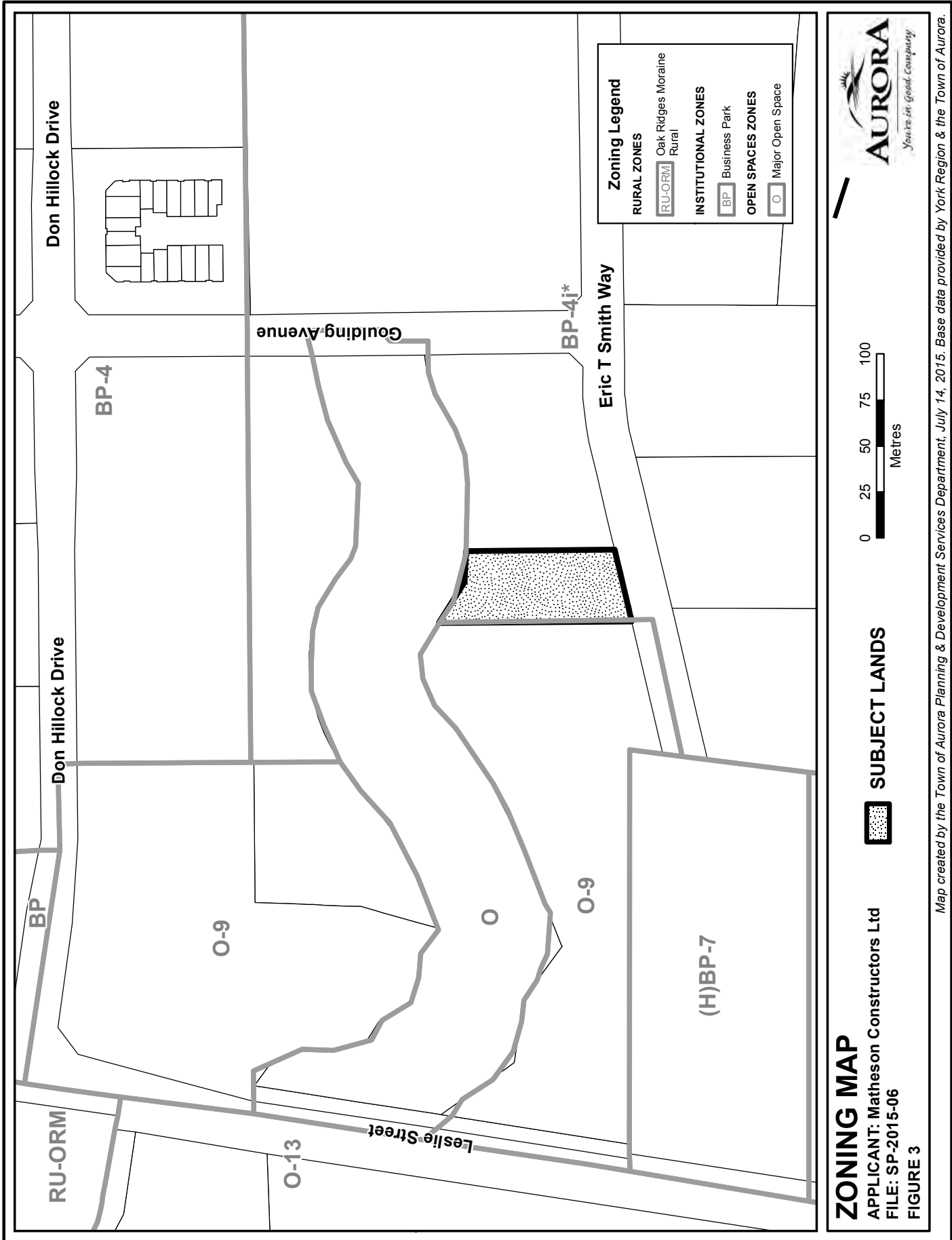

Marco Ramunno, MCIP, RPP
Director of Planning & Development
Services

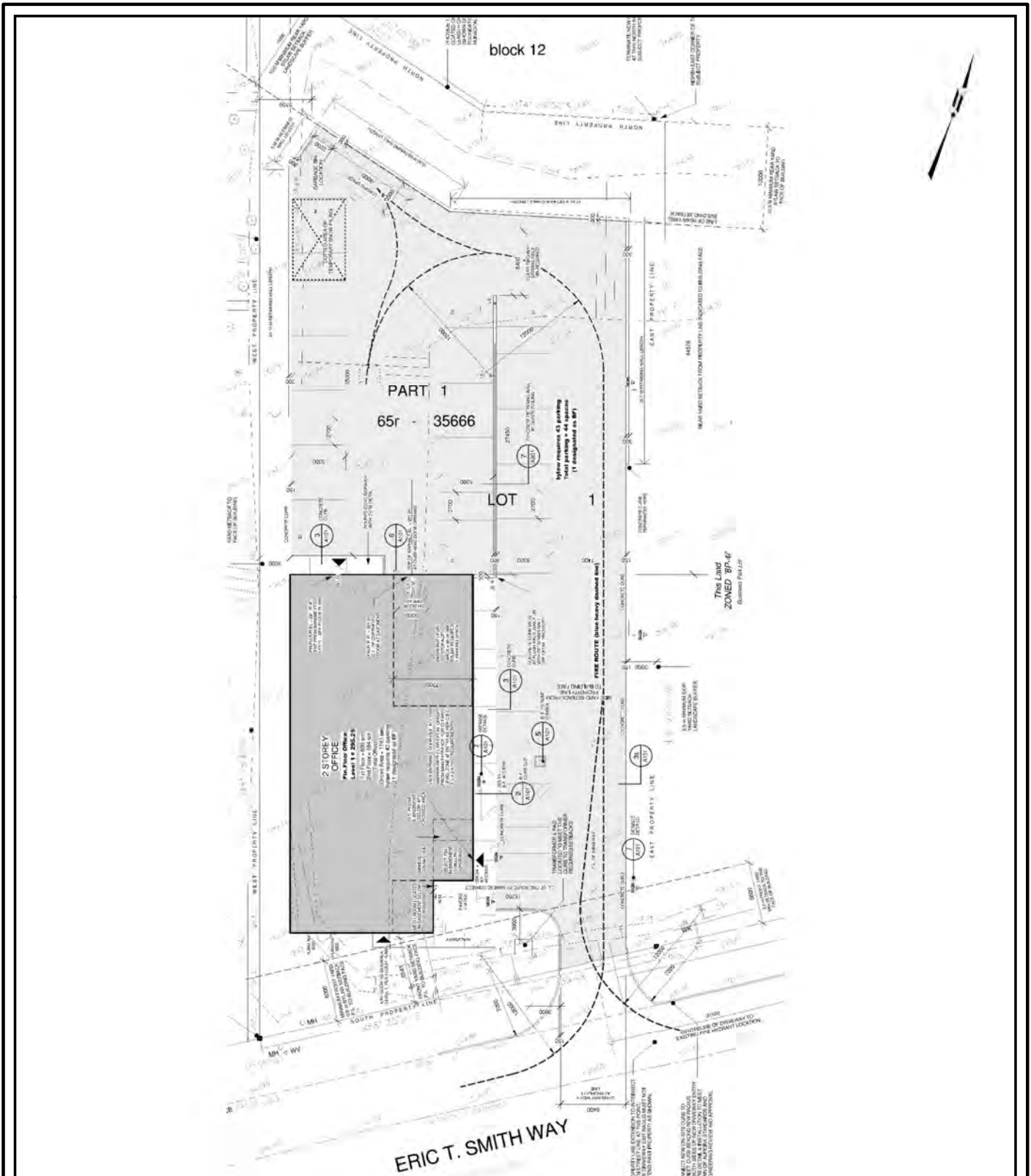

Patrick Moyle
Interim Chief Administrative Officer





Map created by the Town of Aurora Planning & Development Services Department, July 14, 2015. Base data provided by York Region & the Town of Aurora.





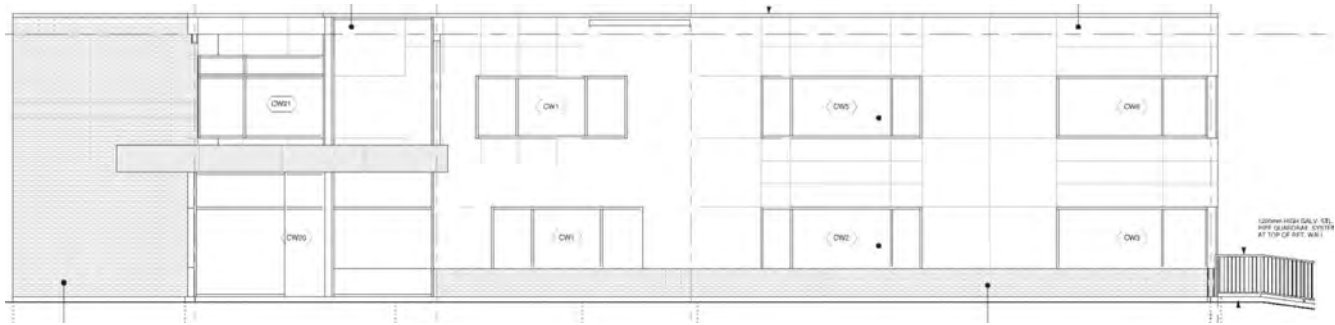
PROPOSED SITE PLAN

APPLICANT: Matheson Constructors Ltd
FILE: SP-2015-06

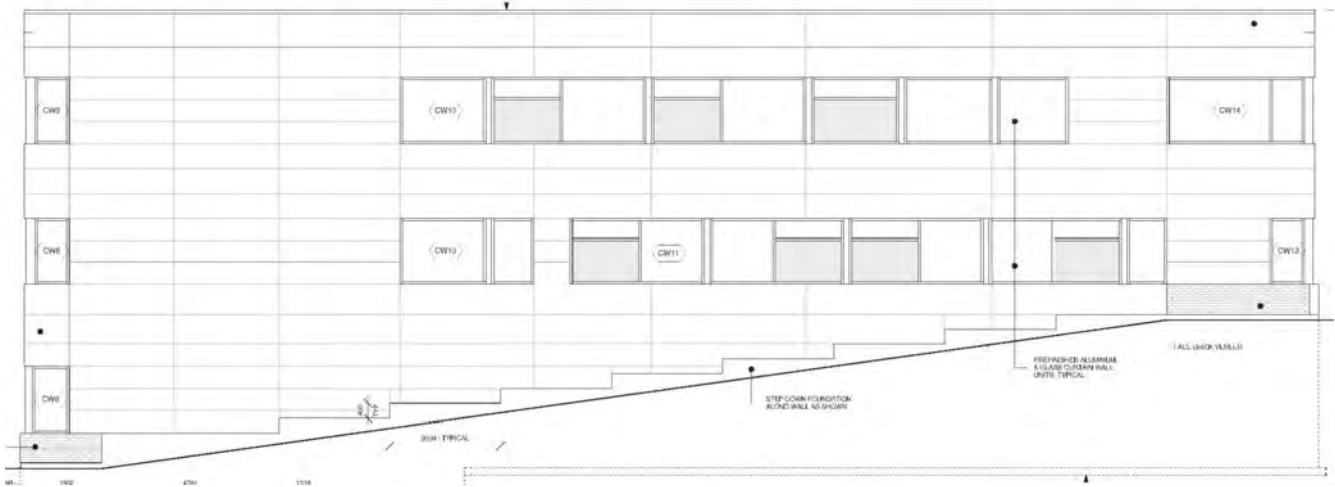
FIGURE 4



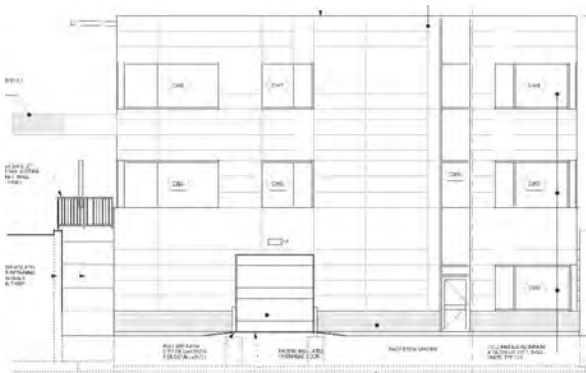
Map created by the Town of Aurora Planning & Development Services Department, July 14, 2015. Drawing provided by Matheson Constructors Ltd.



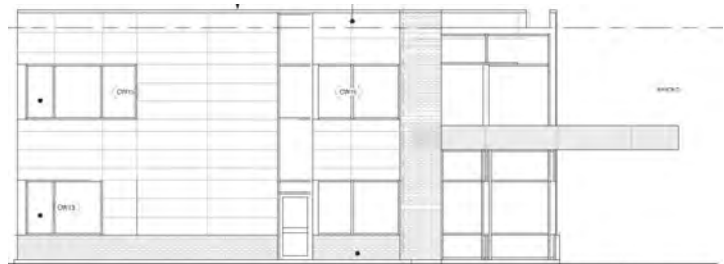
East Elevation



West Elevation



North Elevation



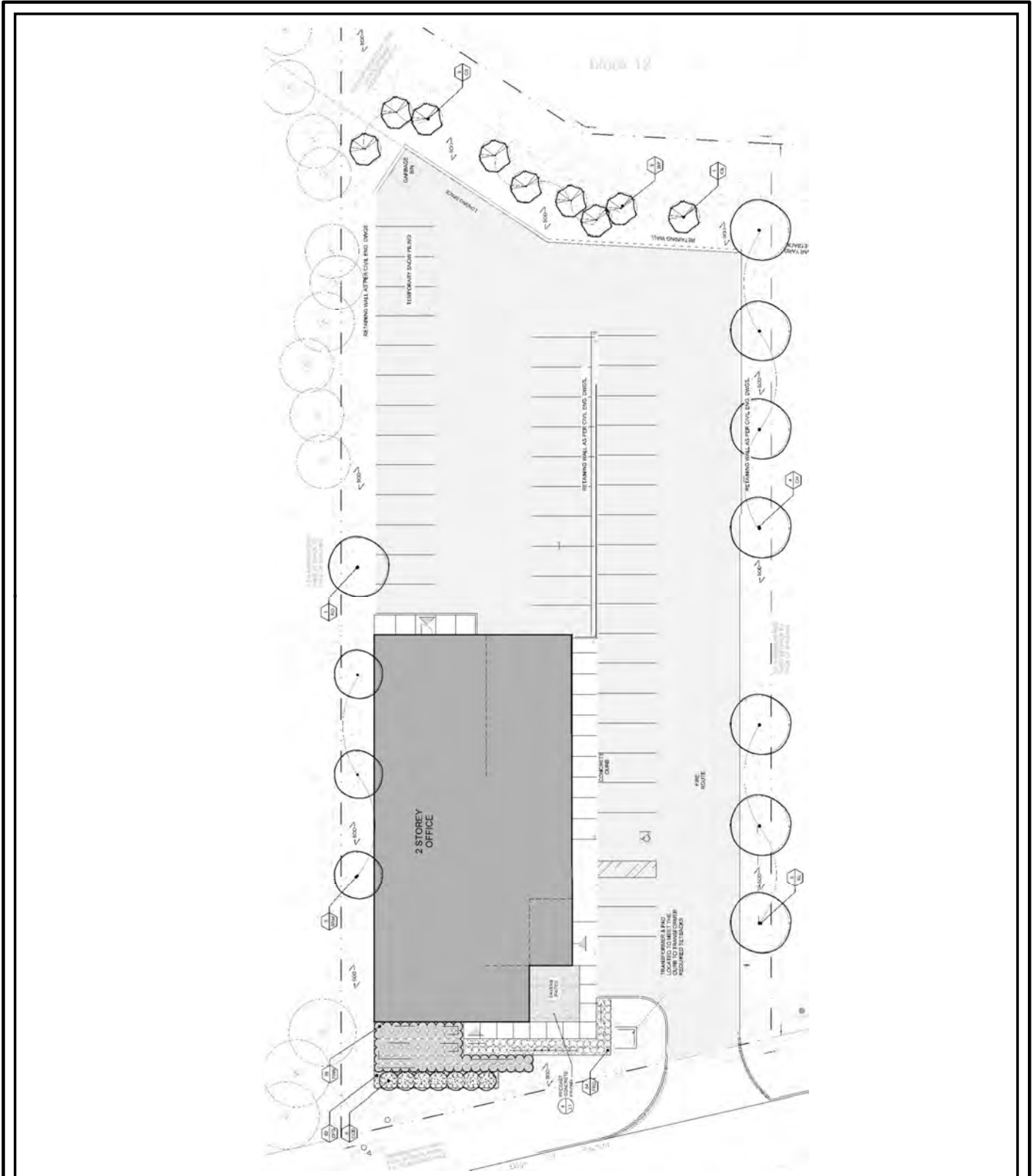
South Elevation

PROPOSED ELEVATIONS

APPLICANT: Matheson Constructors Ltd
FILE: SP-2015-06

FIGURE 5





PROPOSED LANDSCAPE PLAN

APPLICANT: Matheson Constructors Ltd
FILE: SP-2015-06

FIGURE 6



Map created by the Town of Aurora Planning & Development Services Department, July 15, 2015. Drawing provided by Matheson Constructors Ltd.



TOWN OF AURORA
COUNCIL REPORT

No. PL15-059

SUBJECT: *Update on Development Progress in 2C Planning Area*

FROM: *Marco Ramunno, Director of Planning & Development Services*

DATE: *August 11, 2015*

RECOMMENDATIONS

THAT Report No. PL15-059 be received, and;

THAT in response to the pace of development in the 2C Secondary Plan Area, the Regional Municipality of York be requested to advance the timing of the interchange at Highway 404 and St. John's Sideroad, to be included within the Region's 10-year Roads Construction Program.

PURPOSE OF THE REPORT

The purpose of the report is to give Council an update on the status of development and progress on construction in the 2C Planning Area.

BACKGROUND

Summary of 2C development milestones, from 2010 to present

OPA 73 was adopted by Council in September 2010, and the OMB approved the plan in September 2011.

Milestone	Date
O.P. Amendment	September 2010
OMB Approval	September 2011
Zoning By-Laws (6)	Enacted June 2013
Draft Approval (6)	March/April 2013

The bulk of zoning by-laws amendment applications were considered by Council in March/April 2013, and were eventually enacted in June 2013. Draft approval for all developments except Eyelet (Treasure Hill) were approved concurrently with the zoning by-laws, in the spring of 2013.

The seven (7) plans of subdivision in the 2C Landowners Group (TACC, Metrus Brookfield, York Region Christian Seniors, Shimvest, Mattamy, and Treasure

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Report No. PL15-059

Hill/Eyelet) total 2,876 units (1,605 singles, 86 semis, 592 townhouses, 593 apartments). This total results in an equivalent population of approximately 8,100 persons.

Site Plans

Three site plans have also been approved, including:

- TACC, June 9, 2015. One stand-alone commercial building and two (2) multi-tenant commercial buildings totaling 1,317 m² of gross floor area.
- Brookfield, July 14, 2015. 182 residential apartment units and 476.4 m² of commercial gross floor area.
- York Region Christian Seniors Home, April 27, 2015. Total of 160 units.

Business Park

Emery Business Park lands east of Leslie - draft approved September 23, 2014, zoning by-law enacted November 25, 2015. The applicant is currently working towards plan registration and servicing of the lands.

COMMENTS

Development progress tracked through registrations and building permits

Registrations to date consist of two phases for Mattamy, and a first phase for each of TACC, Brookfield and first building of York Region Christian Seniors Home. These total close to 1,000 units (980 total) registered in the last year and a half, approximately one-third of the anticipated 2C yield.

Virtually all registered subdivision and site plans have had building permits issued to date (975 of 980 total). The timing by quarter can be viewed in Figure #1, and equates to an average of 162.5 units per quarter. If this rate is maintained, the remaining two-thirds of 2C will be built out within the next three years. In all likelihood, the ground-related supply will build out sooner and some of the apartment units will take longer to complete.

Development of 2C proceeding at faster pace than staff initially anticipated.

Based on Aurora's most recent history in the 2B planning area and more recent market demand across York Region, it was anticipated that growth in the 2C Planning Area would occur over a period of five to eight years. At the current pace, the bulk of 2C will be developed before this, likely the bulk within four years total (by 2017/2018). Please see the attached maps regarding building permits issued to date in 2C.

Pace of growth determined by strong demand for ground-related housing

As evidenced by long lines at sales construction trailers upon the release of each phase of development to date, demand for ground-related housing (single-detached, semi-detached and rows), has been quite strong. Once approvals and servicing are in place, it is the builder's prerogative to sell and build units at whichever pace they see fit.

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Report No. PL15-059

Builders usually attempt to achieve some economies of scale in construction by condensing the amount of time spent on-site. There are also benefits to new homeowners in the area, when the amount of construction time is reduced.

Planned Regional infrastructure required to meet population growth

St. John's Sideroad

- From Bayview Ave to east of Leslie Street, road widening from 2 lanes to 4 lanes
- Start the utility relocations, Fall 2015
- Road work to start spring/summer 2016, completion Spring/Summer 2017

Leslie Street

- Road widening from 2 lanes to 4 lanes.
- Newmarket portion, from Mulock Drive to Aurora Town boundary, start Fall 2015, completion Spring/Summer 2016.
- Leslie Street sanitary sewer from south of St. John's Sideroad at TACC development to Pease Court (Mattamy development) start fall 2015, completion end of 2015.
- Aurora northern boundary to St. John's Sideroad intersection (intersection included), start Spring/Summer 2016, completion Spring/Summer 2017.
- South of St. John's Sideroad intersection to State Farm Way, start Spring/Summer 2017, completion Spring/Summer 2018.

Underpasses and Bridges

Two underpasses are approved as a 50% cost share between the Town and the Regional Municipality of York that will be constructed on Leslie Street, one just north of First Commerce Drive and the other just north of St. John's Sideroad. A feasibility study for one underpass at the intersection of St. John's Sideroad and Leslie Street is also underway. These structures would be constructed in 2017 when the Region reconstructs Leslie Street.

The bridge on Hartwell Way, bridging the 2B and 2C planning areas, will be constructed by the developers and it should be underway by fall 2015.

Highway 404 Interchange at St. John's Sideroad

Although the 404 interchange is identified within York Region's Transportation Master Plan and the Town of Aurora's Master Transportation Operations Study Update, this project is not included in York Region's 10-year construction plans. Aurora's Master Plan recommends to "carry forward the new interchange at Highway 404 / St. John's Sideroad to MTO and York Region for potential earlier implementation by 2021, if feasible. The need depends on the build-out of Area 2C lands and background traffic growth. If growth does not proceed as fast, the interchange will not be needed until after 2021."

The Mayor, CAO and staff have advocated the Region for the advancement of this

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Report No. PL15-059

project over the last few years. With the expedited development rate of 2C, and the joint benefit with our municipal neighbours Newmarket to the north, this project should take on additional priority.

LINK TO STRATEGIC PLAN

The development of new communities in Aurora supports the Strategic Plan goal of: **Supporting an exceptional quality of life for all**, with a relevant supporting objective of: ***Strengthening the fabric of our community***. The development will also assist with the action of **working with the development community to ensure future growth includes housing opportunities for everyone**.

The development of new infrastructure to support growth in Aurora supports the Strategic Plan goals of: **Supporting an exceptional quality of life for all**, with relevant supporting objectives of: ***Improving transportation, mobility and connectivity***, and ***Investing in sustainable infrastructure***. New infrastructure will also assist with the actions of: **Establishing east-west linkages to facilitate movement across the community for all modes of transportation**, and, **maintaining and expanding infrastructure to support forecasted population growth through technology, waste management, roads, emergency services and accessibility**.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

None.

FINANCIAL IMPLICATIONS

None directly.

PREVIOUS REPORTS

Reports related to the 2C planning applications; please see Background section of this report.

CONCLUSIONS

The development of 2C currently underway has followed a planning process that most recently began five years ago when Council adopted Official Plan Amendment 73.

At present, registrations and building permits have been issued for approximately one-third of the anticipated total in 2C. The majority of the remaining two-thirds should build out within the next three years.

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Report No. PL15-059

Planned completion of upgrades to Leslie Street, St. John's Sideroad, and pedestrian underpasses should coincide with the anticipated final phases of ground-related development in 2C (2017/2018).

One major and necessary infrastructure upgrade that will continue to lag even further behind the development of 2C at its current pace of development, is the Highway 404 interchange at St. John's Sideroad. This project is currently not within the Region's ten-year construction plan, and staff is recommending that the timing of the interchange be advanced.

ATTACHMENTS

Figure #1 – Map of 2C Building Permits – Dates of Permit Issued

Figure #2 – Map of 2C Building Permits – Construction Types for Permits Issued

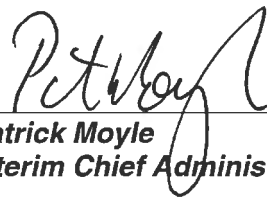
PRE-SUBMISSION REVIEW

Reviewed by the Chief Administrative Officer and Director of Planning and Development.

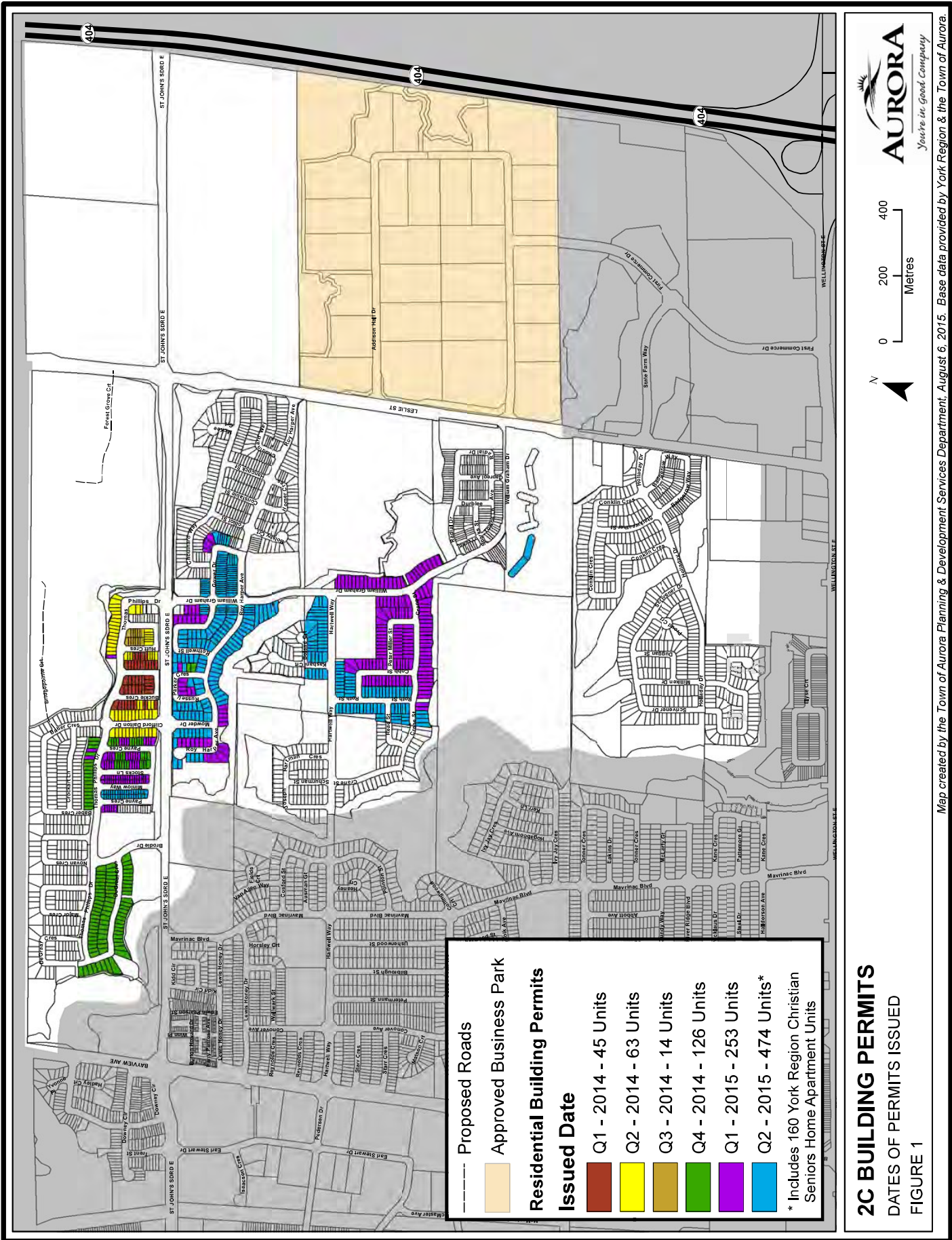
Prepared by: Michael Logue, Program Manager, Economic Planning, Ext. 4324

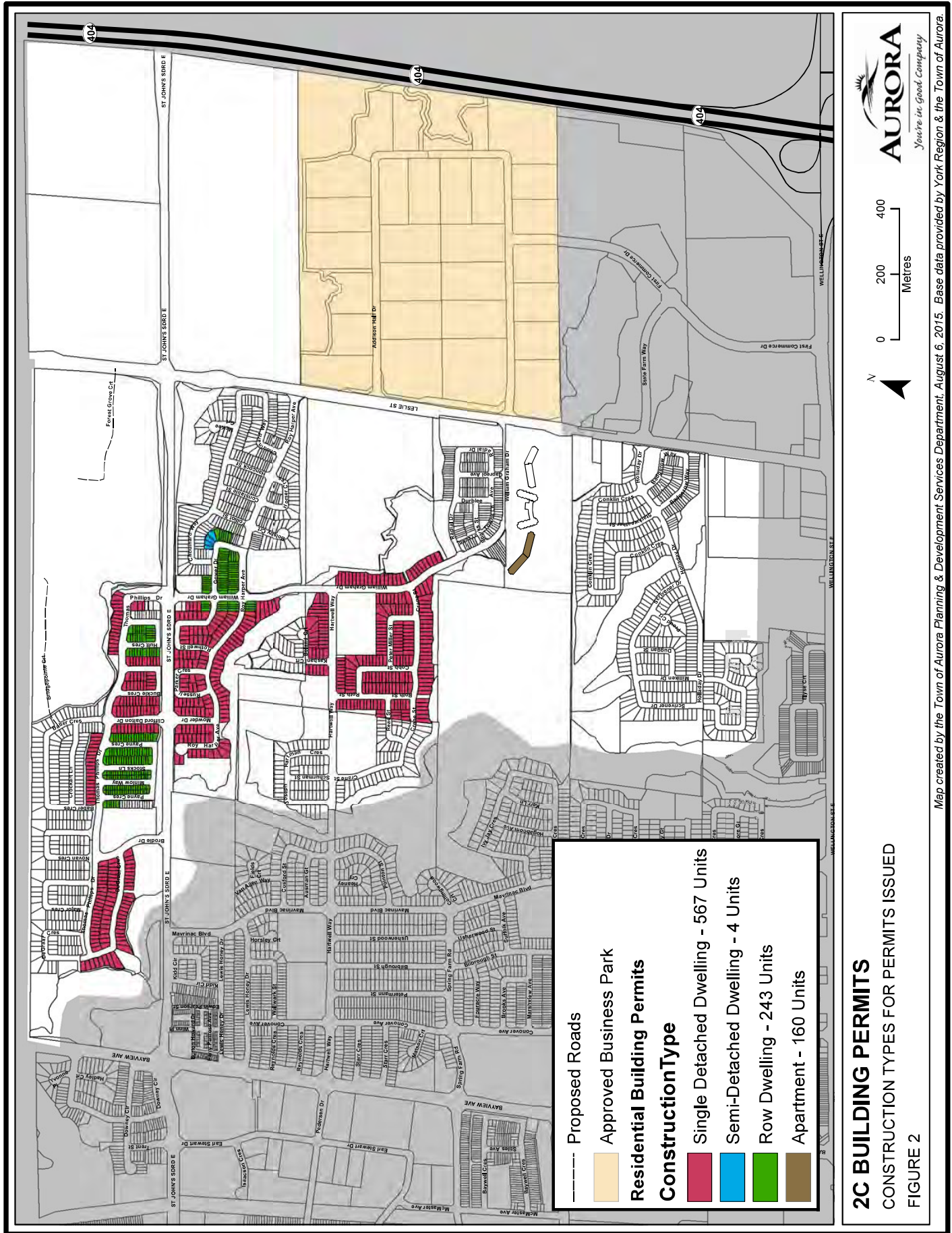


**Marco Ramunno, MCIP, RPP
Director of Planning & Development
Services**



**Patrick Moyle
Interim Chief Administrative Officer**







TOWN OF AURORA
COUNCIL REPORT

No. PL15-060

SUBJECT: *Hotel Development Charges*

FROM: *Marco Ramunno, Director of Planning and Development Services*
Dan Elliott, Director of Corporate and Financial Services

DATE: *August 11, 2015*

RECOMMENDATIONS

THAT Report No. PL15-060 be received; and

THAT staff be authorized to enter into Development Charge Deferral Agreements for hotel or motel developments which defer the excess amounts that the hotel is required to pay over the amount an office building of similar size would be required to pay, and that such surcharge be deferred until the use of the building changes; and

THAT staff be directed to return to a rate calculation based upon the non-residential rate for the gross square footage in calculating the Development Charges for hotels and motels in the next update of the Development Charge Bylaw; and

THAT York Region be requested to consider the deferral of development charges and amendment of the Regional Development Charge By-law as described above.

PURPOSE OF THE REPORT

To update Council on the market competitiveness of the Development Charges for new hotels in York Region and recommend options to improve the probability of attracting a hotel to Aurora.

BACKGROUND

On April 8, 2014, the Town approved By-law Number 5585-14 to update the Town's Development Charge By-law and related charges. As part of the recent update, staff recommended the harmonization of the Town's methodology for the calculation of development charges with the approach currently in place at York Region. This included the recommendation to amend the methodology for calculating development

charges for hotel developments. Under the previous method, hotels were charged the non-residential rate for the gross square footage of the proposed hotel. This methodology was amended to a charge equal to 50% of the non-residential rate plus the equivalent of the small apartment rate for each unit proposed within the hotel.

The Town has been approached over the past several months by various investors interested in a hotel in Aurora. A number of groups have entered into advanced stages of planning including the securing of sites, completing detailed financial analyses, engaging potential hotel brands and engaging an architect. These groups have highlighted the current development charges as a significant barrier to the construction of a hotel in Aurora.

COMMENTS

The Town is currently in discussions with a hotel investor that is proposing a 46,110 square foot, 87 suite hotel along the highway 404 corridor. The investor is progressing through planning stages of the project and has indicated that the estimated development charge is extraordinary when compared to other GTA municipalities and a significant barrier to development. In response, staff have completed a comparative analysis of the applicable development charges for the proposed hotel using the rates and mythologies for several comparable GTA municipalities. The results of this analysis are summarized in Table 1 below:

Table 1: Estimated Hotel Development Charges, Select GTA Municipalities

Municipality	Regional DC	Education DC	Local DC	Total DC
Aurora	\$1,983,789.62	\$34,569.94	\$738,267.72	\$2,756,627.28
Ajax	\$614,185.20	\$0	\$217,639.20	\$831,824.40
Richmond Hill	\$1,983,789.62	\$34,569.94	\$586,076.66	\$2,604,436.23
Mississauga	\$874,269.40	\$47,069.38	\$498,862.33	\$1,420,201.11
Newmarket	\$1,983,789.62	\$34,569.94	\$231,472.20	\$2,249,831.76
Toronto	N/A	\$49,337.70	\$818,583.70	\$867,921.40
Milton	\$850,453.24	\$73,656.87	\$315,239.29	\$1,239,349.40

Town of Aurora
Note: Calculations based on 46,110 gross sq.ft, 87 suite hotel

The analysis indicates that hotel development charges in York Region are significantly higher than several other competing jurisdictions. Moreover, hotel development charges in Aurora are relatively high even when compared to competing jurisdictions within York Region. Staff believe that current development charges are a barrier to the Town attracting a hotel and recommend that Council take steps to address the issue.

Staff have discussed the issue with York Region staff and understand that a very limited number of hotels have been approved under the current development charge policy. This further supports the assertion that the development charge is hindering the Regions ability to attract a hotel.

In order to address the issue, it is recommended that Council authorize staff to enter into Development Charge Deferral Agreements for hotel or motel developments which defer the excess amounts that the hotel is required to pay over the amount an office building of similar size, and that such surcharge be deferred until the use of the building changes. Moreover, it is recommended that Council consider returning to a rate calculation based upon the non-residential rate for the gross square footage in calculating the Development Charges for hotels and motels in the next update of the Development Charge Bylaw.

It is also recommended that Council request that York Region take similar actions related to the Regional hotel development charge and methodology given that the Regional development charge alone is significantly higher than the total development charge for several competing GTA municipalities.

LINK TO STRATEGIC PLAN

The report supports the Strategic Plan goal of ***Enabling a Creative, Diverse and Resilient Economy*** through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

Promoting economic opportunities that facilitate the growth of Aurora as a desirable place to do business: Through the analysis of the market feasibility of hotel development charges and recommendations to improve the Town ability to attract a hotel.

Supporting small business and encouraging a more sustainable business environment: By improving the Town's ability to attract a hotel which has been proven to be an essential component of a successful and sustainable. The report directly supports the following Strategic Plan action: *Work with community partners to establish a hotel and/or convention centre that meets the growing needs of our businesses and residents.*

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council may choose to not defer hotel development charges or amend the next Development Charges By-law as outlined above.

August 11, 2015

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Report No. PL15-060

FINANCIAL IMPLICATIONS

The recommended deferral of development charges will result in a \$565,000 deferral of fees to the Town for a hotel under the above mentioned scenario. However, staff believe that the current rate is a significant barrier to the development of a hotel and conversely the Town's ability to attract a hotel to the area. As a result, staff are recommending that the Town defer the portion of the development charge that is greater than the development charge for an equivalent sized employment land use. This approach ensures that the Town is collecting the relevant development charge for a comparatively sized office building.

CONCLUSIONS

On April 8, 2014, the Town approved By-law Number 5585-14 to update the Town's Development Charge By-law and related charges. As part of the update, staff recommended the harmonization of the Town's methodology with that of York Region for the calculation of development charges for hotel developments. The Town is currently in discussions with a hotel investor that is proposing a 46,110 square foot, 87 suite hotel along the highway 404 corridor. The investor is progressing through planning stages of the project and has indicated that the estimated development charge is extraordinary when compared to other GTA municipalities.

As a result, it is recommended that Council authorize staff to enter into Development Charge Deferral Agreements for hotel or motel developments which defer the excess amounts that the hotel is required to pay over the amount an office building of similar size, and that such surcharge be deferred until the use of the building changes. Moreover, it is recommended that Council consider returning to a rate calculation based upon the non-residential rate for the gross square footage in calculating the Development Charges for hotels and motels in the next update of the Development Charge Bylaw.

It is also recommended that Council request that York Region take similar actions related to the Regional hotel development charge and methodology given that the Regional development charge alone is significantly higher than the total development charge for several competing GTA municipalities.

ATTACHMENTS

None

August 11, 2015

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Report No. PL15-060

PRE-SUBMISSION REVIEW

Executive Leadership Team – July 30, 2015

***Prepared by: Anthony Ierullo, Manager of Long Range and Strategic Planning -
Ext. 4742***



Marco Ramunno
**Director of Planning and Development
Services**



Dan Elliott
**Director of Corporate and Financial
Services**



Patrick Moyle
Interim Chief Administrative Officer



TOWN OF AURORA
COUNCIL REPORT

No. PR15-023

SUBJECT: *Renaming a Section of Nokiidaa Trail*

FROM: *Allan Downey, Director of Parks and Recreation*

DATE: *August 11, 2015*

RECOMMENDATIONS

THAT Report No. PR15-023 be received; and

THAT the renaming of a section of the Nokiidaa Trail referred to in Report No. PR15-023 as the "Tim Jones Trail" be approved.

PURPOSE OF THE REPORT

To obtain Council approval to rename a section of the Nokiidaa Trail as directed at the January 20, 2015 Council meeting.

BACKGROUND

At the January 20, 2015 Council meeting Council directed staff to bring forward a report on the matter of renaming the section of Nokiidaa Trail in the Town of Aurora, the "Tim Jones Trail":

NOTICES OF MOTION/MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

(i) *Notices of Motion*

(b) **Councillor Pirri**

Re: Renaming of Aurora's Portion of the Nokiidaa Trail in Honour of Tim Jones

WHEREAS former Mayor Tim Jones is the longest serving Mayor in the Town's history; and

WHEREAS Mr. Jones served the Town of Aurora and Council for twenty-eight consecutive years; and

August 11, 2015

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Report No. PR15-023

WHEREAS the Town of Aurora Public Facilities Naming Policy allows for trails to be named after prominent individuals who have made a significant contribution to our community; and

WHEREAS Mr. Jones continues to be making significant contributions to our community through volunteerism and as an ambassador for Neighbourhood Network; and

WHEREAS Mr. Jones spent his private career working in the public sector supporting municipal parks and recreational services; and

WHEREAS the Town of Newmarket's portion of the Nokiidaa Trail is named in honour of former Mayor Tom Taylor, a longtime colleague of Mr. Jones.

NOW THEREFORE BE IT HEREBY RESOLVED THAT staff bring forward a report to Council regarding the renaming of Aurora's portion of the Nokiidaa Trail in honour of Tim Jones.

COMMENTS

Attachment 1 to this report is a map showing the extent of the Nokiidaa Trail in the Town of Aurora. The map illustrates the main section of the Nokiidaa Trail including the connections to the Tom Taylor Trail in the North at the Town of Aurora/Newmarket boundary line and in the South where the Nokiidaa Trail meets the Klaus Wehrenberg Trail.

The renaming will not have any effect on the Klaus Wehrenberg Trail as appropriate signage will be posted to demarcate the beginning and end of each of these individual sections of trail.

Staff does not recommend that any of the spine trails running off of the Nokiidaa Trail be renamed. Signage required for the Trail will be coordinated with the Parks and Trails Signage Strategy which is currently in the first phase of implementation.

Staff will coordinate the installation of signage and communicate with the appropriate individuals regarding the official opening of the new "Tim Jones Trail " and ensure that all interested parties are duly notified well in advance of the actual date. It is expected that the date will be in early October 2015.

With exception of the existing trails maps there are no significant complications or issues that need to be addressed in the renaming of this section of trail. Trails maps can be revised for the next reprinting of the Map.

August 11, 2015

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Report No. PR15-023

LINK TO STRATEGIC PLAN

Renaming a section of the Nokiidaa Trail the “Tim Jones Trail” supports the *Strategic Plan Goal of Supporting an Exceptional Quality of Life for All* by encouraging an active and healthy lifestyle.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council could reduce or lengthen the section of the trail proposed for renaming. This could be more complicated and confusing to trail users with the need for additional signage and or the removal of an existing named section of trail.
2. Council could decide to defer renaming of the Trail.
3. Further options as required.

FINANCIAL IMPLICATIONS

The renaming of a section of the Trail will have no significant financial impact at this time as the Trails Signage Strategy is satisfactorily funded to include the trails name signs that are proposed for this particular section of trail.

In addition staff does not recommend the reprinting of the Parks and Trails Maps at this time. Appropriate revision of the maps will occur prior to the next printing tentatively scheduled for 2016/17.

CONCLUSIONS

Staff are seeking Council approval to rename a section of the Nokiidaa Trail the “Tim Jones Trail”.

PREVIOUS REPORTS

None.

ATTACHMENTS

Attachment #1- Trail Map

August 11, 2015

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Report No. PR15-023


PRE-SUBMISSION REVIEW

Executive Leadership Team meeting, Thursday, July 30, 2015.

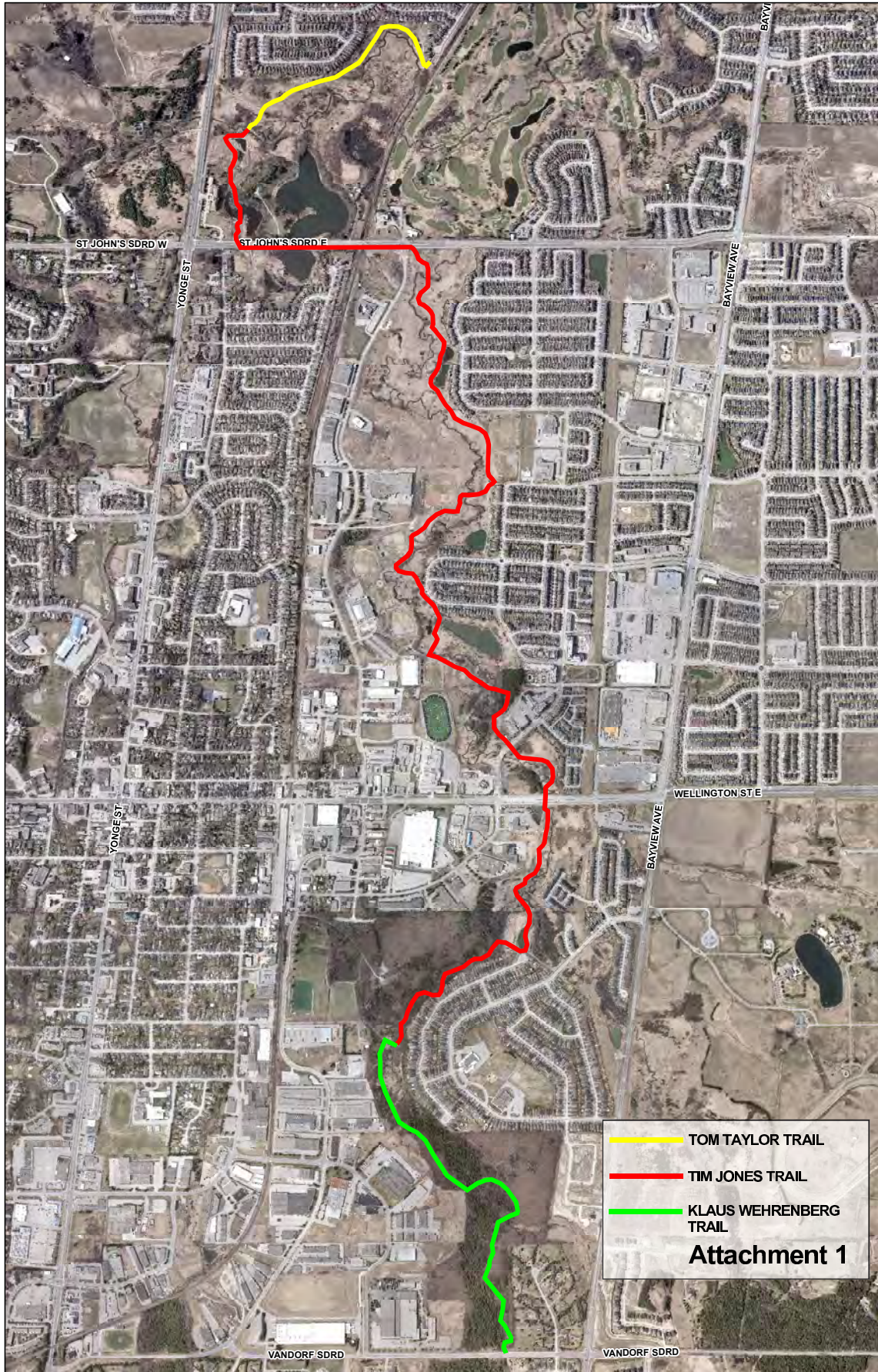
Prepared by: Jim Tree, Manager of Parks - Ext. 3222



Allan D. Downey
Director, Parks and Recreation Services



Patrick Moyle
Interim Chief Administrative Officer





TOWN OF AURORA
COUNCIL REPORT

No. PR15-024

SUBJECT: *McMahon Park Neighborhood Garden*

FROM: *Allan Downey, Director of Parks and Recreation Services*

DATE: *August 11, 2015*

RECOMMENDATIONS

THAT Report No. PR15-024 be received; and

THAT the local area residents in the vicinity of McMahon Park be consulted according to the process set out in Report No. PR15-024 to gauge public interest in the establishment of a neighbourhood garden in a section of McMahon Park; and

THAT staff report back to Council on the outcomes of the consultation process and any recommendations pertaining to the establishment of a neighbourhood garden in McMahon Park.

PURPOSE OF THE REPORT

To seek Council approval to consult with the public on the matter of establishing a neighborhood garden in McMahon Park.

BACKGROUND

A local resident has come forward with a request to establish a neighborhood garden in McMahon Park. The resident came forward with a presentation on the matter at the June 10, 2015 Environmental Advisory Committee (EAC) meeting and the June 18, 2015 Parks and Recreation Advisory Committee (PRAC) meeting. Comments from these Committees are as follows:

EAC

Klaus Wehrenberg, Resident

Re: Item 1 – Extract from Council Meeting of April 28, 2015

Re: New Business Motion No. 1 re Community Gardens

(Added Item)

Klaus Wehrenberg provided a brief history of the neighbourhood community gardens initiative and reviewed the benefits and overall concept. The

August 11, 2015

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Report No. PR15-024

Committee requested clarification on the neighbourhood's knowledge of the project and the public consultation process.

**Moved by Sara Varty
Seconded by Danielle Howell**

THAT the comments of the delegate be received for information.

CARRIED

MATTERS FOR CONSIDERATION

**1. Extract from Council Meeting of April 28, 2015
Re: New Business Motion No. 1 re Community Gardens**

The Committee was informed that Council has directed staff to report back through the Environmental Advisory Committee and Parks and Recreation Advisory Committee on the opportunity to develop community gardens on public land, and the proposed site for a pilot neighbourhood community garden was identified. A location map of the proposed community gardens along with a sample resident survey was reviewed. (Attachment 2 and 3)

Klaus Wehrenberg and Catherine Cook reiterated the significance and benefits of community engagement and involvement. The Committee requested that clarification be provided regarding the Town's role, responsibilities and involvement on an on-going basis and requested information regarding the financial implications associated with these neighborhood community gardens.

**Moved by Nancee Webb
Seconded by Sara Varty**

THAT the Extract from Council Meeting of April 28, 2015 regarding New Business Motion No. 1 re Community Gardens be received for information.

CARRIED

The Committee discussed the issue of community gardens and suggested that the feasibility and costing estimates be investigated regarding the establishment of the McMahon Park Neighbourhood garden. It was also suggested that the public consultation process for this proposal begin to determine if there is acceptance by the local community.

August 11, 2015

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Report No. PR15-024

**Moved by Nancee Webb
Seconded by Larry Fedec**

THAT the Environmental Advisory Committee recommends:

THAT feasibility and costing estimates for the establishment of a second community garden located at McMahon Park be investigated; and

THAT the public consultation process begins with the local community to determine the acceptance of a Community Garden.

CARRIED

PRAC

- 2. Extract from Council Meeting of April 28, 2015
Re: New Business Motion No. 1 re Community Gardens**

The Committee consented to consider Item 2 prior to Item 1.

The Committee was informed that Council has directed staff to report back through the Environmental Advisory Committee and Parks and Recreation Advisory Committee on the opportunity to develop community gardens on public land, and the proposed site for a pilot neighbourhood community garden was identified. The Committee expressed their support for the initiative and inquired about an opportunity to donate a portion to the food bank. Mr. Wehrenberg indicated that the proposed steering committee may establish terms to permit donations to the food bank, and he reiterated the significance and benefits of community engagement and involvement. The Committee requested that clarification be provided regarding the Town's role, responsibilities, and involvement on an on-going basis and requested information regarding the financial implications associated with neighborhood community gardens.

**Moved by Stephen Kimmerer
Seconded by Eric McCartney**

THAT the Extract from Council Meeting of April 28, 2015, regarding New Business Motion No. 1 re Community Gardens, be received for information.

COMMENTS

Staff have had considerable discussion on the matter of the Garden with the proponent and based on this discussion and the proponent's willingness to spearhead the project and the fact that the current Parks and Recreation Master Plan supports community

August 11, 2015

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Report No. PR15-024

gardening initiatives, (see Attachment 4) staff see merit in proceeding with the initial steps of determining the level of public interest and or objection to establishing a neighborhood garden in McMahon Park.

Part of the consultation process will determine not only the level of interest in becoming a garden plot recipient but also the organizational structure and commitment of the gardeners to operate and maintain all aspects of the Garden.

Without additional resources the Parks and Recreation Department cannot commit any ongoing assistance in operating or administration of the Garden and staff is not recommending that additional resource be allocated. Staff believes that these types of initiatives are founded and operated on the basis of community spirit and involvement. The role of the municipality is strictly to facilitate the process and assist with initial start-up.

In the event that Council approves the consultation process, Staff will circulate a notice (Attachment 1) to all property owners and residents within a 400 metre radius of McMahon Park as well as posting applicable signage at the park entrances. Upon completion of the consultation process staff will summarize the results and feedback and report back to Council with applicable recommendations on proceeding with the Garden initiative.

LINK TO STRATEGIC PLAN

Proceeding with a public consultation process to gauge public interest in establishing a neighbourhood garden in a section of McMahon Park supports the ***Strategic Plan Goal of Supporting an Exceptional Quality of Life for All*** by ***encouraging an active and healthy lifestyle.***

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council may direct staff to defer the consultation process to a future date.
2. Council may not approve a neighborhood Garden in McMahon Park.
3. Further options as required.

FINANCIAL IMPLICATIONS

Financial implications will be determined and included in the follow up report to Council upon completion of the consultative process and the level of participation and assistance that will be required to be provided by the Town and the proponents of the Garden.

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Report No. PR15-024

CONCLUSIONS

That the consultation process for a neighborhood garden in McMahon Park be approved.

PREVIOUS REPORTS

None.

ATTACHMENTS

- Attachment #1 - Notice to be circulated advising area residents of the Neighborhood Garden concept
- Attachment #2 - Site location plan for proposed Garden
- Attachment #3 - Resident Survey
- Attachment #4 - Excerpt from Parks and Recreation Master Plan

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting, July 30, 2015.

Prepared by: Jim Tree, Manager of Parks - Ext. 3222



Allan D. Downey
Director of Parks and Recreation



Patrick Moyle
Interim Chief Administrative Officer



Attachment #1

Parks and Recreation
Sara Tienkamp Supervisor of Parks
905-727-3123 ext. 3223
stienkamp@aurora.ca

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

July 2015

Re: Neighbourhood Garden Proposal for McMahon Park

The Town of Aurora Parks and Recreation Department has been working with a local resident to explore the possibility of establishing a new neighbourhood garden within a section of McMahon Park.

This neighbourhood garden initiative is included in the Town of Aurora Parks and Recreation Master Plan where it indicates that gardening of all types is one of the most popular forms of leisure activities in Canada.

Community gardens can offer residents a place to meet neighbours; a place to get fresh air and exercise; a place to feel accomplishment; and most importantly, a place to grow their own food. Community gardens also allow those who choose to live in urban areas the opportunity to spend time working with nature by growing food and being able to walk or cycle to the garden.

A 'community garden' is defined as a site operated by volunteers where:

- A parcel of land is used for the production of produce for the personal use of its members, through allotted or shared plots
- Demonstration gardening or other instructional programming may be offered
- Plots and services such as water, tilling and shared tools are usually provided to members, in exchange for a fee

McMahon Park is considered suitable public space with areas of high sun exposure and acceptable soil. The project also intends to maintain the integrity of this public space by respecting the current layout of the land and developing the community garden in an under-utilized portion of the park where it will not disrupt current park uses or immediate neighbors of the Park.

Proposed Community Garden Development Timeline and Resources

To determine interest in developing a community garden at McMahon Park the Town of Aurora Parks and Recreation Department is requesting your input by completing the Online Public Survey.

Alternatively, the survey can be downloaded from the Towns Web Site, filled out and returned to the Parks and Recreation Department at the Aurora Town Hall located at 100 John West Way.

The public survey will remain open until September 15, 2015 after which time Staff will be reporting the survey results along with recommendations on proceeding with the Neighborhood Garden.

The Parks and Recreation Department will notify all survey respondents who have provided their contact information on the results of the public survey and the timing of the staff report being presented to Council on the matter.

For more information about the proposed community garden at McMahon Park, please contact Sara Tienkamp @ 905-727-3123 ext. 3223.





Attachment #3

Resident Survey for Neighbourhood Garden Proposal for McMahon Park

***The following Survey is available on line @ <https://www.surveymonkey.com/s/McMahonPark>

Please mail or drop off completed surveys to the Town of Aurora, 100 John West Way, Aurora, ON L4G 6J1,
Attention Sara Tienkamp

Resident Contact Information (optional)

1) Name:

2) Email address:

3) Phone Number:

(Only those respondents who provide their contact information will be notified of the survey results and next steps)

4) Do you Support Not Support

The development of a neighbourhood garden in McMahon Park open to local residents?

5) Do you agree with the proposed location of the garden within McMahon Park? yes no
If you answered No to question 5 please provide your reasons

6) a) Would you be interested in having a garden plot? yes no

b) Would you prefer a raised garden plot or a plot at grade? at grade raised

7) Do you have any physical needs that should be considered in designing the garden space e.g. Wheelchair or scooter accessibility? yes no

8) Are you willing to volunteer in assisting in on going management of the garden in any of the following areas?

Coordination in the assignment of plots yes no

Supervising and monitoring the garden and providing direction to fellow gardener's yes no

Providing any expertise and sharing same with fellow gardeners yes no

Able to serve on a garden management committee yes no

Provide any materials or supplies such as hand tools, stakes, hoses etc. yes no

9) What would you like included in the garden. (please check all that apply)

Up to a maximum of 668 m² of garden space

Fence

Shed

Fruit tree orchard (outside of gardening area)

Community seating area for educational seminars/demonstrations

10) Are you willing to pay a small annual fee to participate in the Neighborhood Garden yes no

If yes to question 10 please indicate your acceptance of the following fee range

- \$20.00
- \$25.00
- \$30.00
- other \$_____

11) Please add any additional comments you may have:

12) Do you wish to be notified of the results of this survey? yes no

Thank you for your time and interest in completing this survey.

Outdoor Recreation Facilities



4.13 Community Gardens



Gardening is one of the most popular forms of leisure activity in Canada and visits to public gardens and historic sites is expected to increase as the population ages and demands more passive types of outdoor leisure activities. Both public gardens (e.g., floral displays, thematic displays, etc.) and allotment gardens (e.g., community garden plots, "Plant a Row – Grow a Row" programs, etc.) are being increasingly implemented in many municipalities.

Many principles related to the New Urbanism planning movement involve centring significant residential and commercial areas around key focal points, including public gardens and parks. It is envisioned that by creating such "destinations", people will be drawn to utilize the public space and, thus, fosters vibrancy and economic prosperity through socialization and the creation of a positive ambiance in the community node.

Community allotment gardens involve community members directly maintaining their plots – more municipalities are allocating space in municipal parks for allotment gardens. These gardens encourage social interaction, horticultural education and awareness of the benefits of healthy diets, while they can also create enhanced safety due to the presence of gardeners during the early morning and evening hours. Community gardens fit well with the Town's aging population as older residents may be more inclined to participate in such activities.

It is recommended that the Town facilitate discussions with groups which bring forth an interest in developing an allotment garden program and secure a site for the purposes of a community allotment garden, on a trial basis. If sufficient demand for the garden persists after the trial period expires, additional sites should be secured using a combination of municipal and community funding with the understanding that the Town will have minimal involvement in the establishment and operation of the gardens. The Town or community organizations may also be able to leverage funding from the Ministry of Agriculture, Food and Rural Affairs' Ontario Market Investment Fund which promotes local food sources.

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TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. PR15-025**

SUBJECT: *Lease Agreement - Pro Shops*

FROM: *Allan Downey, Director of Parks & Recreation Services*

DATE: *August 11, 2015*

RECOMMENDATIONS

THAT Report No. PR15-025 be received; and

THAT a Lease Agreement between the Town of Aurora and Hockey Lion Inc. for the lease of space in the Stronach Aurora Recreation Complex (SARC) and the Aurora Community Centre (ACC) for the operation of skate sharpening services and Pro Shop be approved; and

THAT the Mayor and Town Clerk be authorized to execute any agreement, including any and all documents and ancillary agreements required to give effect to same.

PURPOSE OF THE REPORT

To provide skate sharpening and Pro Shop services at the SARC and ACC.

BACKGROUND

On November 30, 2014 both of the Town's Pro Shops were closed when the operator at that time (Rec Cycle and Sports) went out of business. Up to that date, Rec Cycle and Sports had been the only operator of the Pro Shops. On three previous occasions the Town has issued an RFP for the operation of the Pro Shops, and has never received a qualified proposal. Earlier this year, Council authorized Parks and Recreation to enter into an interim agreement with Aurora Minor Hockey Association for the temporary operation of the Pro Shops, which expired on June 30, 2015. On June 9, 2015 Request for Proposal RFP 2015-61 was issued in accordance with the Town's Procurement By-Law for the purposes of securing a Pro Shop operator for the SARC and ACC.

August 11, 2015

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Report No. PR15-025

COMMENTS

Hockey Lion Inc. has been selected as the successful proponent in accordance with the Procurement By-Law for a three year lease with three additional one year options for extension. Hockey Lion Inc. was the only proponent responding to the RFP, and met or exceeded all criteria set out in the proposal revue. They have four years' experience operating Pro Shops in municipal recreation facilities, and currently operate Pro Shops in Richmond Hill and Markham.

The owners of Hockey Lion Inc. both have strong ties to the hockey community and have extensive experience playing and working with a variety of minor hockey organizations. They have also expressed interest in partnering with our local community groups, such as Aurora Minor Hockey Association, Central York Girls Hockey Association, and the Aurora Tigers' Jr. A Hockey Club, to aid these organizations in branded merchandise sales and equipment distribution, which is a service these community organizations have identified as a need.

Hockey Lion Inc. is responsible for all costs and operations of the Pro Shops, and will pay to the Town a monthly lease rate of \$150 for each location for the first three years of the agreement.

LINK TO STRATEGIC PLAN

Proceeding with a lease agreement with Hockey Lion Inc. supports the ***Strategic Plan Goal of Enabling a diverse, creative and resilient economy by supporting small business.***

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council can decline to authorize this lease agreement and have the Pro Shops remain closed.
2. Further Options as required.

FINANCIAL IMPLICATIONS

Estimated annual lease revenue ranging from \$2,700.00 up to \$3,600.00, pending potential seasonal closures.

August 11, 2015

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Report No. PR15-025

CONCLUSIONS

THAT the Mayor and Town Clerk be authorized to execute the Lease Agreement, including any and all documents and ancillary agreements required to give effect to same.

PREVIOUS REPORTS

None.

ATTACHMENTS

None.

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting, July 30, 2015.

Prepared by: John Firman, Manager of Business Support - Ext. 4328



Allan D. Downey
Director of Parks and Recreation



Patrick Moyle
Interim Chief Administrative Officer



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

COUNCIL MEMORANDUM

DATE: August 11, 2015
TO: Mayor and Members of Council
FROM: Warren Mar, Director of Legal & Legislative Services/Town Solicitor
RE: **August 25, 2015 Council Meeting**

RECOMMENDATIONS

THAT the memorandum "August 25, 2015 Council Meeting" be received; and
THAT the Council meeting scheduled for August 25, 2015, be cancelled.

COMMENTS

Section 2.5 of Procedural By-law Number 5330-11, as amended, states "...during the months of July and August there shall be one (1) Regular Meeting of Council in each month." Despite this provision, on December 16, 2014, Council adopted the 2015 Meeting Calendar with two (2) Council meetings in each of the months of July and August. It was understood at that time that the July 28, 2015 and August 25, 2015 Council meetings were placed on the Council calendar to address any significant volume of reports or pressing Council business that may arise. On July 11, 2015, Council cancelled the July 28, 2015 regular Council Meeting.

Based on a review of current matters affecting the Town, staff recommend that the Council meeting scheduled for August 25, 2015, be cancelled. Staff do not have any reports that require immediate Council attention, and at this time there is no other urgent business that needs to be addressed on August 25.

Prepared by: Stephen M.A. Huycke, Town Clerk, extension 4771



Town of Aurora
Office of the Mayor

MEMORANDUM

DATE: August 11, 2015
TO: Members of Council
FROM: Mayor Geoffrey Dawe
RE: Mayor's Task Force on Physical Activity

RECOMMENDATION

THAT Council:

- Receive the Memorandum for information

The purpose of this Memorandum is to advise you that I am forming a Mayor's Task Force on Physical Activity.

Some facts to consider:

- **1 in 4 Adult Canadians and 1 in 10 children have clinical obesity**
- **Obesity has risen 3-fold over the past 50 years**
- **Diabetes incidence has doubled over the past 30 years**
- **A 2010 report estimated that direct costs of overweight and obesity represented \$6B or 4.1 % of Canada's total health care budget**

In 2009 Statistics Canada revealed that, for the first time since data has been collected on life-span, a child born in that year would have a shorter life-span than his/her parents.

The "2015 Review of the Health Status of Canadian Adults" (Spring 2015 edition of Vital Link, The Journal of the Canadian Association of Naturopathic Doctors), documented the single greatest difference in Canadian life between 1985 and 2015 was the development and use of personal computers, cell phones, etc.

An increase in personal (computing) devices is directly related to disruption in sleep patterns and a dramatic reduction in physical activity. Both are directly related to increases in obesity, and shorter life-spans.

Now, imagine that you live in a community that does not accept this. A community that is committed to reversing a national trend that is disturbing and unnecessary.

Aurora is that community! My goal is simple – we will be Canada's most active community!

The Mayor's Task Force on Physical Activity is a cross sectorial commitment to do exactly that. To make Aurora "Canada's most active community!" To implement lifestyle changes that will have a positive and lasting impact on our community.

We have proclaimed 2015 as the Year of Sport in Aurora. We are working on a Sport Plan. I see this as the next step towards achieving this very important goal.



**Town of Aurora
Office of the Mayor**

MEMORANDUM

DATE: August 11, 2015
TO: Members of Council
FROM: Mayor Geoffrey Dawe
RE: **Lake Simcoe Region Conservation Authority
Highlights – June 26, 2015 – Meeting of the Board**

RECOMMENDATION

THAT Council:

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



Board Meeting Highlights

June 26, 2015

Presentations:

LSRCA Fire Safety Plan – Administrative Offices, Newmarket

Manager Human Resources, Keri Christensen overviewed the Fire Safety Plan recently implemented at LSRCA's administrative offices in Newmarket, which advised Board members what to do and how to evacuate in case of an emergency.

Staff Reports:

Budget Status Report

The Board received Staff Report No. 30-15-BOD, prepared by Jocelyn Lee, General Manager, Corporate & Financial Services, which provided a summary of revenues and expenditures for the five month period ending May 31, 2015.

Human Resources Turnover Statistics Report

The Board received Staff Report No. 31-15-BOD, prepared by Keri Christensen, Manager Human Resources, which provided information on LSRCA's statistics for employees who have resigned from LSRCA over the past number of years.

Appointment of a Risk Management Inspector for LSRCA

The Board approved Staff Report No. 32-15-BOD, prepared by Ben Longstaff, General Manager, Integrated Watershed Management, regarding the appointment of staff member, Irena Kontrec, as a Risk Management Inspector as required under Sections 48 (1-3) of the *Clean Water Act, 2006*.

Purchasing Policy – Contracting Conservation Authorities Moraine Coalition for Source Water Protection Model Management

The Board approved Staff Report No. 33-15-BOD, prepared by Ben Longstaff, General Manager, Integrated Watershed Management, which sought approval from the Board of Directors to contract Conservation Authorities Moraine Coalition for the Source Water Protection Model Management project.

Purchasing Policy – Contracting Golder Associates Ltd. to Undertake a Study into Erosion and Sediment Control Best Management Practices

The Board approved Staff Report No. 34-15-BOD, prepared by Ben Longstaff, General Manager, Integrated Watershed Management, which sought approval from the Board of Directors to contract Golder Associates Ltd. to undertake a study into Erosion and Sediment Control Best Management Practices.



Application to the Feed-In-Tariff Program for a Renewable Energy Generation Contract

The Board approved Staff Report No. 35-15-BOD, prepared by David Lembcke, Manager, Science & Monitoring and SWITCH Co-Chair, which sought Board of Directors' approval for LSRCA to apply to the Feed-In-Tariff Program for a renewable energy generation contract at a cost of \$5,500 to support the construction of a 95kW solar panel array at LSRCA head office.

Contract Award - Detailed Design Forest Glen Retrofit

The Board approved Staff Report No. 36-15-BOD, prepared by Steve Auger, Stormwater Management Specialist, to obtain approval for a single source contract with Aquafor Beech Ltd. to undertake a detailed design to complete a Low Impact Development Demonstration project in the Town of Newmarket to control and treat runoff from Forest Glen Road.



**TOWN OF AURORA
HERITAGE ADVISORY COMMITTEE
NO QUORUM REPORT**

Date: Monday, June 8, 2015

Time and Location: 7 p.m., Holland Room, Aurora Town Hall

Committee Members: Barry Bridgeford, Carol Gravelle, and Bob McRoberts (Honorary Member)

Member(s) Absent: Councillor Jeff Thom (Chair), Councillor Wendy Gaertner (Vice Chair), Kathy Constable, John McIntyre (Honorary Member), Martin Paivio, and Stan Rycombel

Other Attendees: Marco Ramunno, Director of Planning and Development Services, Jeff Healey, Planner, and Gloria Hardychuk, Council/Committee Secretary

The Heritage Advisory Committee meeting of Monday, June 8, 2015, was not convened due to lack of quorum.

NEXT MEETING

The next meeting of the Heritage Advisory Committee is scheduled on Monday, July 13, 2015, at 7 p.m. in the Holland Room.



**TOWN OF AURORA
HERITAGE ADVISORY COMMITTEE
MEETING MINUTES**

Date: Monday, July 13, 2015

Time and Location: 7 p.m., Holland Room, Aurora Town Hall

Committee Members: Councillor Jeff Thom (Chair), Councillor Wendy Gaertner (Vice Chair), Barry Bridgeford, Kathy Constable, Carol Gravelle, Bob McRoberts (Honorary Member), and Martin Paivio

Member(s) Absent: John McIntyre (Honorary Member), and Stan Rycombel

Other Attendees: Councillor Tom Mrakas, Marco Ramunno, Director of Planning and Development Services, Jeff Healey, Planner, and Samantha Kong, 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

**Moved by Martin Paivio
Seconded by Bob McRoberts**

THAT the agenda as circulated by Legal and Legislative Services, **with the following addition**, be approved:

- Delegation (b) Steve and Sandra Sinclair, property owners
Re: Item 2 – HAC15-005 – Request to remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest, 98 Mosley Street

CARRIED

3. RECEIPT OF THE MINUTES

Heritage Advisory Committee Meeting Minutes of April 13, 2015

**Moved by Kathy Constable
Seconded by Barry Bridgeford**

THAT the Heritage Advisory Committee meeting minutes of April 13, 2015, be received for information.

CARRIED

4. DELEGATIONS

- (a) Greg Raspin, representing owner of 12 Ransom Street
Re: Item 1 – Report No. HAC15-002 – Request to Remove a Property
from the Aurora Register of Properties of Cultural Heritage Value or
Interest, 12 Ransom Street**

Mr. Raspin presented a brief overview of the request and provided information and history regarding the subject property.

**Moved by Councillor Gaertner
Seconded by Kathy Constable**

THAT the comments of the delegation be received and referred to Item 1.

CARRIED

- (b) Steve and Sandra Sinclair, property owners
Re: Item 2 – Report No. HAC15-005 – Request to Remove a Property
from the Aurora Register of Properties of Cultural Heritage Value or
Interest, 98 Mosley Street**

Mr. and Mrs. Sinclair provided information and history regarding their property, and stated that the house required replacement of the roof, foundation, and electrical, heating, and plumbing systems. Mr. Sinclair indicated that they would like to build a basement as a part of their reconstruction.

**Moved by Martin Paivio
Seconded by Carol Gravelle**

THAT the comments of the delegation be received and referred to Item 2.

CARRIED

5. MATTERS FOR CONSIDERATION

1. HAC15-002 – Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest, 12 Ransom Street

Staff presented a brief overview of the request and provided information and history regarding the subject property. Staff advised that the *Ontario Heritage Act* provides criteria for determining cultural heritage value or interest and noted that the owner wishes to remove the property from the Register as a non-designated “listed” property. Staff explained that the owner proposes a two-storey building with a two-door garage.

The Committee expressed support of the request and inquired about the proposed lot coverage and height restrictions. Staff stated that the proposed lot coverage is 35% and the height restriction is 10 metres in accordance with the Zoning By-law. Staff further noted that the structure would be set back to be less imposing.

**Moved by Bob McRoberts
Seconded by Martin Paivio**

THAT Report No. HAC15-002 be received; and

THAT the Heritage Advisory Committee recommend to Council:

THAT the property located at 12 Ransom Street be removed from the Aurora Register of Properties of Cultural Heritage Value or Interest subsequent to demolition.

CARRIED

2. HAC15-005 – Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest, 98 Mosley Street

The Committee inquired about the additional height as a result of the proposed raised basement. Staff indicated that the proposed dwelling meets the maximum height of ten metres. The Committee also inquired whether staff considered the evaluations of the reports created from 1981 within their current process of evaluations, and inquired about the Canadian Inventory of Historic Buildings. Staff stated that the report from 1981 is kept as a historic record and is not used in the current process of evaluation as the criteria has changed. Staff further noted that they would follow up with John McIntyre or Jacqueline Stuart regarding the Canadian Inventory of Historic Buildings.

Heritage Advisory Committee Meeting Minutes
Monday, July 13, 2015

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Moved by Carol Gravelle
Seconded by Martin Paivio

THAT Report No. HAC15-005 be received; and

THAT the Heritage Advisory Committee recommend to Council:

THAT the property located at 98 Mosley Street be removed from the Aurora Register of Properties of Cultural Heritage Value or Interest; and

THAT the proposed elevations are subject to approval of Planning Staff to ensure the proposed new dwelling will maintain the heritage character of the area.

CARRIED

6. INFORMATIONAL ITEMS

3. HAC15-003 – Distinction between Designated and Listed Properties within the Town of Aurora

Staff reviewed the distinction between designated and listed properties and explained that designated properties fall under two parts; “Part IV” or “Part V”. Part IV indicates that the structure is specifically designated for its unique architectural design or was in possession of a recognized resident. Part V applies to a neighbourhood that possesses a unique character identity that should be preserved.

The Committee inquired if the Town maintains information about heritage properties in hard copy form and if reports and resources about each property are still available online. Staff stated that the Aurora Register of Properties of Cultural Heritage Value or Interest lists designated properties on the Town’s website. Staff further noted that complete detailed files are no longer available on the website, however interested persons may view these files at the Planning and Development department.

The Committee inquired whether every house within a declared Heritage District is automatically designated or listed under the Aurora Register. Staff indicated that only specific properties that meet the criteria are designated or listed.

Main motion
Moved by Martin Paivio
Seconded by Carol Gravelle

THAT Report No. HAC15-003 be received for information.

**Amendment
Moved by Councillor Gaertner
Seconded by Barry Bridgeford**

THAT the following clause be added to the main motion:

“THAT the Heritage Advisory Committee recommend to staff:

THAT it be noted on the Town’s website that detailed information regarding properties listed on the Aurora Register of Properties of Cultural Heritage Value or Interest, is available in hard copy and may be accessed at the Planning and Development Services department.”

**Main motion as amended
Moved by Martin Paivio
Seconded by Carol Gravelle**

THAT Report No. HAC15-003 be received; *and*

THAT the Heritage Advisory Committee recommend to staff:

THAT it be noted on the Town’s website that detailed information regarding properties listed on the Aurora Register of Properties of Cultural Heritage Value or Interest, is available in hard copy and may be accessed at the Planning and Development Services department.

CARRIED

**4. Memorandum from Planner
Re: 81 Catherine Avenue, Heritage Review**

Staff provided a brief history of the property and stated that the permit application to allow the property to be demolished was approved by the Heritage Advisory Committee in 2013, and the proposal for a new design of the property was approved by staff in 2014, as the Committee was not populated at this time due to Elections. Staff further noted that this two-storey building occupies a two door garage that is recessed from the main façade, and complies with the Heritage Conservation District Plan guidelines.

The Committee expressed concerns regarding the approved design as many of the houses on Catherine Avenue have a single detached garage. The Committee suggested that during Election years, consideration should be given to having members carried over between terms to ensure comments are provided regarding the suitability of proposed designs within a heritage neighbourhood.

Moved by Kathy Constable
Seconded by Martin Paivio

THAT the memorandum regarding 81 Catherine Avenue, Heritage Review be received for information.

CARRIED

5. Extract from Council Meeting of April 28, 2015
Re: Heritage Advisory Committee Meeting Minutes of April 13, 2015

Moved by Bob McRoberts
Seconded by Kathy Constable

THAT the Extract from Council Meeting of April 28, 2015, regarding the Heritage Advisory Committee meeting minutes of April 13, 2015, be received for information.

CARRIED

6. HAC15-006 – Heritage Permits Approved Under Delegated Authority

Staff presented an overview of two heritage permits for 65 Wellington Street East and 77 Centre Street, which were approved under delegated authority. The property located at 65 Wellington Street East submitted an application to remove an access point and mud room to allow a new access point and deck at the rear of building. The property at 77 Centre Street submitted an application to allow the removal of a small wooden addition and construction of a rear addition with vinyl siding that would continue to the wrap around porch.

The Committee inquired if a tenant was moving into the property located at 65 Wellington Street East, and expressed concerns about compliance with the fire code. Staff stated that the owner of 65 Wellington Street East currently runs a business on the first storey of the building and resides in the second storey. Staff indicated that a building permit has not been issued and that concerns regarding compliance to the fire code would be raised at that time.

The Committee inquired if there was a delay in the process of issuing building permits to property owners as a result of a cancelled Committee meeting. Staff indicated that minor changes that did not alter the front façade of the property would typically be approved by staff under delegated authority, and if the matter was significant it would be postponed until the next available Committee meeting.

Moved by Bob McRoberts
Seconded by Councillor Gaertner

THAT Report No. HAC15-006 be received for information.

CARRIED

7. NEW BUSINESS

The Committee inquired about the Town's interest in promoting heritage through online resources such as the University of Waterloo's Heritage Resource Centre specifically on their "Building Stories" website, which is an interactive inventory and mobile application that identifies important community heritage assets. The Committee further suggested that the Town identify plaque properties of high significance and obtain owner participation in order to add them to the website inventory. Staff stated that they would report back regarding the promotion of Aurora heritage properties on external online resources, and indicated that there is a plaque program in place.

The Committee inquired about meetings in the summer months. Staff indicated that the Committee does not meet in the summer months, unless there is a significant time sensitive matter.

Staff extended a reminder regarding Doors Open which would be held on August 15, 2015, from 10 a.m. to 4 p.m., and that there would be a Doors Open meeting on July 29, 2015, from 6 p.m. to 8 p.m. in the Holland Room at Town Hall for interested volunteers and those involved with the 16 sites. Staff further noted that the Auroran newspaper has been provided with five articles leading up to Doors Open to promote the event.

The Chair extended a reminder to members regarding the procedures and protocols of the Committee following delegations.

Heritage Advisory Committee Meeting Minutes
Monday, July 13, 2015

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8. ADJOURNMENT

**Moved by Councillor Gaertner
Seconded by Kathy Constable**

THAT the meeting be adjourned at 8:55 p.m.

CARRIED

COMMITTEE RECOMMENDATIONS ARE NOT BINDING ON THE TOWN UNLESS OTHERWISE ADOPTED BY COUNCIL AT A LATER MEETING.



NOTICE OF MOTION

Councillor Jeff Thom

Date: August 11, 2015
To: Mayor and Members of Council
From: Councillor Thom
Re: Celebration of The Queen's Reign

WHEREAS September 9, 2015, will mark a historic and triumphal day in the reign of Her Majesty Queen Elizabeth II, Queen of Canada, and on this day, Her Majesty's reign will surpass that of Queen Victoria, the mother of Canadian Confederation; and

WHEREAS the dedicated service to Canada by Her Majesty The Queen, over her 63 years on the throne, is cause for national celebration; and

WHEREAS a public event in celebration of The Queen's reign will bring our community closer together, demonstrate our Town's pride for our country, and will give us a great opportunity to educate our youth on Canada's national institutions, history and culture.

NOW THEREFORE BE IT HEREBY RESOLVED THAT Council request the Director of Parks and Recreation Services to organize a Town event in celebration of The Queen's reign, to be held on September 9, 2015; and

BE IT FURTHER RESOLVED THAT Council allocate a budget for the event, not to exceed \$2,000, from the Council Contingency Reserve Fund.



NOTICE OF MOTION	Mayor Geoffrey Dawe
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DATE: August 11, 2015
TO: Members of Council
FROM: Mayor Dawe
RE: Special Council Meeting to Review Procedural By-law Number 5330-11

WHEREAS Council has adopted Procedural By-law Number 5330-11, as amended, (“Procedural By-law”) to ensure fair and efficient Meetings of Council and Committees; and

WHEREAS Section 11 of the Procedural By-law states that “Council shall review this By-law within the first six (6) months of the second year of each term of Council”; and

WHEREAS Members of Council, including new Members of Council, have already had significant experience with the rules and regulations set out in the Procedural By-law; and

WHEREAS Council should ensure that the Meetings of Council and Committees continue to be fair and efficient.

NOW THEREFORE BE IT HEREBY RESOLVED THAT the requirements of Section 11 of the Procedural By-law be waived to permit Council to review the Procedural By-law in the fall of 2015; and

BE IT FURTHER RESOLVED THAT a Special Council workshop be scheduled to review staff recommendations to amend the Procedural By-law.



NOTICE OF MOTION

Councillor Sandra Humfries

Date: August 11, 2015
To: Mayor and Members of Council
From: Councillor Humfries
Re: Town of Aurora Financial Health Status

WHEREAS the Town of Aurora budget process is very complex and focused, so that most Aurora residents do not fully understand the financial health of the Town; and

WHEREAS the Town provides an end of budget review including tax increases, capital and operational project approvals; and

WHEREAS as the majority of residents of Aurora are not heavily engaged in the budget process.

NOW THEREFORE BE IT HEREBY RESOLVED that staff be directed to prepare a Financial Health Status Report for each fiscal year after adoption of the budget to be communicated to all residents; and

BE IT FURTHER RESOLVED THAT the format of the Financial Health Status Report of the Town of Aurora should generally adhere to the following guidelines:

1. It should be clear, concise and meaningful to a majority of Aurora residents;
2. It should be a meaningful communication tool based on best practices in the sector;
3. It should avoid the use of accounting terminology and reporting formats (e.g., balance sheets);
4. It should generally provide information on the following topics:
 - (a) the amount of cash the Town has in the bank;
 - (b) the value of the Town's investments and the rate of return/performance of those investments;
 - (c) the value of the Town's assets;
 - (d) the status of the Town's reserves, including a simplified explanation on the policies guiding the growth and use of the Town's reserves;
 - (e) where the Town spends its money;
 - (f) expectations on the future financial health of the Town; and

BE IT FURTHER RESOLVED THAT staff be directed to present a draft of the format of the Financial Health Status Report at a future General Committee meeting for consideration by Council prior to the adoption of the 2016 Budget.



NOTICE OF MOTION	Councillor Michael Thompson Councillor Tom Mrakas
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DATE: August 11, 2015
TO: Mayor and Members of Council
FROM: Councillor Thompson and Councillor Mrakas
RE: Establishment of a Cultural Precinct

WHEREAS the Aurora Promenade Urban Design Strategy sets out eight overarching strategies highlighting key aspects that will shape the future of the Aurora Promenade; and

WHEREAS these strategies are important “big moves” that will help achieve long-term planning and urban design objectives; and

WHEREAS the establishment of a Cultural Precinct is identified within the Aurora Promenade Concept Plan as a priority action and one of the key strategies for the revitalization of the downtown core; and

WHEREAS the Cultural Precinct is defined within the Promenade plan as a three (3) block area that contains the Aurora Public Library, the Aurora Cultural Centre, Trinity Church, the Armoury, and Town Park; and

WHEREAS the establishment of a cultural precinct represents an opportunity to leverage the concentration of these cultural assets as an attraction, reinforced by additional facilities, enhanced public spaces, and distinct streetscape treatments.

NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to conduct an RFP to engage a design firm to establish a Vision and Conceptual Plan for the Cultural Precinct Area; and

BE IT FURTHER RESOLVED THAT the final report and conceptual plan for the Cultural Precinct Area be presented to Council for consideration prior to the approval of the 2016 Budget.



**MOTION FOR WHICH NOTICE HAS
BEEN GIVEN (July 14, 2015)**

Councillor Tom Mrakas

Date: August 11, 2015
To: Mayor and Members of Council
From: Councillor Mrakas
Re: 2016 Hiring Freeze

WHEREAS salaries and benefits represent nearly a quarter of the Town's operating budget; and

WHEREAS additional staff hires will, as a consequence, increase the operating budget; and

WHEREAS any increase in costs within the operating budget will impact the tax levy.

NOW THEREFORE BE IT HEREBY RESOLVED THAT The Town of Aurora implement a one-year hiring freeze on all new positions for the 2016 fiscal year; and

BE IT FURTHER RESOLVED THAT any replacement of existing vacancies (excluding the current vacancy of the Chief Administrative Officer) be subject to review by Council during the hiring freeze period; and

BE IT FURTHER RESOLVED THAT the hiring freeze would not apply to positions mandated by legislation and/or seasonal positions provided that they do not exceed approved budgeted levels.



**MOTION FOR WHICH NOTICE HAS
BEEN GIVEN (July 14, 2015)**

Councillor Sandra Humfries

Date: August 11, 2015
To: Mayor and Members of Council
From: Councillor Humfries
Re: Church Street School Landscaping

WHEREAS the Church Street School is one of Aurora's beautifully restored historical buildings; and

WHEREAS the Aurora Cultural Centre hosts many art shows in the gallery, musical events and several special events; and

WHEREAS these many shows and events attract residents from Aurora, York Region, the Greater Toronto Area, and beyond; and

WHEREAS the current landscape does not indicate pride of ownership.

NOW THEREFORE BE IT HEREBY RESOLVED THAT staff review and provide appropriate landscape designs that would be more suitable for the building; and

BE IT FURTHER RESOLVED THAT the design options be first presented to the Aurora Cultural Centre Board to ensure that the design is conducive to Cultural Centre programming and vision, followed by a report to Council early in September 2015.



**Town of Aurora
Office of the Mayor**

MEMORANDUM

DATE: July 14, 2015
TO: Members of Council
FROM: Mayor Geoffrey Dawe
RE: York Regional Council Highlights ~ June 25, 2015 ~

RECOMMENDATION

THAT Council:

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

Council Highlights

For Immediate Release

The Regional Municipality of York | york.ca



Thursday, June 25, 2015

York Regional Council – June 25, 2015

Belinda's Place receives \$30,000 fundraising boost

Town of Newmarket Mayor Tony Van Bynen presented York Region Chairman and CEO Wayne Emmerson with a cheque for \$30,000 from the Belinda's Place Foundation's *Make Belinda's A Home* campaign.

York Regional Council acknowledged Belinda's Place Foundation Chair Deborah Kelly for her leadership and work with Belinda's Place. The campaign launched at Upper Canada Mall last fall to generate funds in support of Belinda's Place, York Region's first emergency housing facility for homeless women. The donations are intended to pay for supplies and furnishings to help the facility feel more like home.

Completion of Belinda's Place is expected this fall. The building will be owned by the Region's social housing provider Housing York Inc. with daily operations and maintenance managed by The Salvation Army.



From L to R – Town of Aurora Mayor Geoff Dawe, Town of East Gwillimbury Mayor Virginia Hackson, York Region Chairman and CEO Wayne Emmerson, Belinda's Place Foundation Chair Deborah Kelly, Town of Newmarket Mayor Tony Van Bynen and Town of Newmarket Regional Councillor John Taylor

Franco-Ontarian Day recognized in York Region

York Regional Council will recognize September 25, 2015 as Franco-Ontario Day in support of the Francophone community and their contribution to the cultural, historical, social and economic life within York Region.

Summer edition of *York Works* newsletter highlights Regional programs

York Regional Council received the 2015 summer edition of the *York Works* newsletter.

Highlights of the [summer newsletter](#) include:

- Markham Centre will be home to new York University campus
- 9060 Jane Street offers new convenient access to community and health services
- Protecting York Region's drinking water at the source

York Works is being delivered to more than 360,000 homes and businesses across York Region three times in 2015. The newsletter is available online at york.ca/yorkworks

Residents can provide feedback on *York Works* at york.ca/yorkworkssurvey

York Region has also introduced a biweekly e-newsletter called #YRMatters. The e-newsletter will deliver timely news about what is happening in York Region. To subscribe, please email yrmatters@york.ca

Pledge to Ignore campaign asks York Region residents to focus on the road

York Regional Council today recognized the *Pledge to Ignore* campaign in partnership with York Regional Police launched on Monday, June 22, 2015.

The campaign urges York Region residents to pledge to themselves and loved ones to ignore their cell phones and not be distracted when driving or walking near traffic.

Distracted driving is the cause for 15 per cent of all at-fault collisions on Regional Roads. The Province of Ontario's *Making Ontario's Roads Safer Act* increased fines for distracted driving from the current range of \$60 to \$500 to a range of \$300 to \$1,000, assigning three demerit points upon conviction and escalating sanctions on convictions for new drivers.

Make your *Pledge to Ignore*, at york.ca/pledgtignore

The York Regional Forest receives Forest Stewardship Council recertification from the Rainforest Alliance

York Regional Council today received a report outlining the York Regional Forest's recertification by the Forest Stewardship Council. Certification demonstrates the York Regional Forest is managed in an appropriate and sustainable manner, helping to ensure these lands are preserved for current and future generations.

Certification recognizes York Region for:

- Protecting forests and wildlife
- Protecting Aboriginal Peoples' rights
- Protecting community and workers' rights
- Ensuring transparency, accountability and independent verification

Forest Stewardship Council certification specifies an organization must manage its forests to meet social, economic, ecological, cultural and spiritual needs of present and future generations. Ten principles, 56 criteria and additional rules, policies and standards must be met to achieve certification. All certificates are valid for five years and undergo an annual audit to ensure continued compliance.

**York Regional Council names members to new advisory task force to support
York Region Broadband Strategy**

York Regional Council today endorsed the members and the terms of reference for an advisory task force to guide and support the York Region Broadband Strategy.

The strategy aims to improve access to broadband Internet connectivity for residents, businesses and institutions throughout York Region. The strategy outlines a range of initiatives to achieve this, including:

- Working with area municipalities to develop the tools and agreements to attract broadband infrastructure investments
- Working with municipalities, universities, schools and hospitals to improve research and education capabilities
- Developing partnerships to develop broadband access for residents, businesses and institutions

The following members of Regional Council were appointed to the task force:

- Town of Newmarket Mayor Tony Van Bynen
- Town of Aurora Mayor Geoff Dawe
- City of Markham Mayor Frank Scarpitti
- City of Markham Regional Councillor Jim Jones
- Town of Georgina Mayor Margaret Quirk
- Town of Whitchurch-Stouffville Mayor Justin Altmann
- Township of King Mayor Steve Pellegrini
- Town of East Gwillimbury Mayor Virginia Hackson

These members will lead the roll-out of the Broadband Strategy, engage stakeholders and provide policy input and development.

Projects to support growth, reduce congestion and protect the environment chosen for funding

The Regional Municipality of York will submit two projects to the federal government's New Building Canada Plan, a \$53.5 billion infrastructure funding program.

The infrastructure projects are critical to support growth, reduce congestion and protect the environment. They include:

- Upper York Sewage Solutions, which includes a progressive treatment plant in the Town of East Gwillimbury
- Transit Optimization Program, which includes Viva and conventional bus replacement
- Increasing local transit and transit infrastructure to accommodate the anticipated increase in passengers resulting from Regional Express Rail improvements

The Toronto-York subway extension received \$697 million in federal funding in the previous Building Canada Plan, which ended in 2014. In addition, York Region received \$60 million in federal and provincial funding for upgrades to the Duffin Creek Plant. For more information, please see [Federal and Provincial Capital Funding Opportunities](#) on [York.ca](#)

Planning for York Region seniors means planning for all

One in five residents will be 65 years of age or older by 2031, making seniors the fastest growing age demographic in York Region. York Regional Council has appointed a new Seniors Strategy Advisory Task Force to address the changing needs of this growing segment of the community.

A rapidly aging population will impact many program areas, including long-term care and paramedic services, community planning, public health and transportation. York Region residents are living longer, with local seniors' life expectancy ranking slightly higher than others in the province and across the country. This means seniors will be using services for a longer time period.

The seniors strategy is a critical tool in determining how York Region will continue to manage and deliver services that meet resident needs at all ages. Due to the relative high net worth of boomers and seniors, the strategy will explore new ways of providing and subsidizing services to make the best use of limited resources.

The Seniors Strategy Advisory Task Force is comprised of Regional Councillors appointed by York Regional Council, York Regional Police and Regional staff from key program areas. Regional Councillors include:

- Mario Ferri, City of Vaughan
- Nirmala Armstrong, City of Markham
- Virginia Hackson, Mayor, Town of East Gwillimbury
- Brenda Hogg, Town of Richmond Hill
- Gino Rosati, City of Vaughan
- Danny Wheeler, Town of Georgina
- Jack Heath, City of Markham

The task force will begin in September 2015, with the completed strategy returning for Regional Council approval in fall 2016.

To learn more about the ongoing project, read the report or visit www.york.ca

York Region standardizes measuring, monitoring and reporting of new affordable housing

York Regional Council today approved the [Affordable Housing Measuring and Monitoring Guidelines](#), the Region's first standardized approach to securing, monitoring and reporting on new affordable units. The guidelines will enable municipalities to respond more accurately to evidence-based housing needs across The Regional Municipality of York.

Although Region-wide affordable housing targets as outlined in the [Regional Official Plan](#) are being achieved, affordability issues remain. Across York Region, the upper limit of home prices considered "affordable" ranges between \$336,830 and \$443,874. In 2014, 31 per cent of new units were sold below the affordable thresholds. The upper limit of affordable rent was \$1,270 per month for a one-bedroom apartment.

The York Region *Regional Official Plan 2010* requires 35 per cent of new housing in centres and key development areas be affordable and 25 per cent of new housing outside of those areas be affordable.

Tourism operators bracing for a busy summer

York Region has two of several locations spread out across the Greater Toronto and Hamilton Area that will host individual events for the 2015 Toronto Pan American/Parapan American Games. The Atos Markham Pan Am / Parapan Am Centre in the City of Markham will host badminton, table tennis and water polo. Angus Glen Golf Club in Markham will host the first-ever Pan Am Games golf tournament.

Games organizers expect more than 7,000 athletes, coaches and delegates from 41 countries and 250,000 tourists to attend.

York Region Arts Council will provide visitors with the information needed to get around and find fun things to do, primarily through the arts, culture and tourism website, YorkScene.com

Watch for the new Festival Guide, produced by the Arts Council and the City of Markham. It highlights Markham Global Fest and a mix of tourist-friendly festivals and experiences for visitors and residents to explore and enjoy.

York Region saves natural gas costs through bulk purchasing

York Regional Council today approved continuing an agreement of participation in the Association of Municipalities of Ontario Natural Gas Buying Group.

Through collective buying power, York Region is able to secure more competitive pricing while negotiated fixed prices allow for accurate multi-year budgeting.

In 2014, natural gas costs accounted for three per cent of York Region's energy costs. Consumption of natural gas has increased approximately eight per cent per year since 2006 as Regional facilities replace electric heating with less costly natural gas.

York Region hosts second Internationally Educated Professionals Gateway Conference

York Region will host its second Internationally Educated Professional Conference on Monday, November 9 in the Town of Richmond Hill. *The Gateway 2015* conference connects internationally educated professionals, entrepreneurs and employers to exchange ideas and learn from one another.

The Gateway will offer workshops, panel discussions and networking opportunities focused on Canadian work culture, credentials and accreditation, entrepreneurial opportunities, networking and the local economy.

The conference is an action under the York Region Immigration Settlement Strategy. Details and registration for *The Gateway* will be advertised this summer and available at YorkWelcome.ca/TheGateway

York Region paramedics pilot mobile computer dispatching consoles

York Region Emergency Services paramedics will pilot the use of mobile computer dispatching consoles in paramedic vehicles beginning late 2015.

The pilot aims to shorten notification time of paramedics to minimize dispatching errors, as well as provide vehicle routing through direct connection between dispatch centre Computer Aided Dispatch and in-vehicle computers.

The Ministry of Health and Long-Term-Care is responsible for dispatching paramedic services in Ontario. York Region will continue to work with the ministry on the pilot project as well as participate in the Provincial/Municipal Land Ambulance Dispatch Working Group to identify additional technology and business process improvements.

York Region reports significant progress on 2011 to 2015 Strategic Plan

York Regional Council received an update on the significant progress made on its final 2011 to 2015 Strategic Plan progress report which shows more than 90 per cent of the key performance measures are progressing positively.

The [progress report](#) summarizes accomplishments and progress toward York Regional Council's goals and priorities.

Some of the year-four highlights include:

- Approved \$18 million additional investment in transit to keep people moving
- Approved York Region's 10-year Housing Plan Housing Solutions: A Place for Everyone
- Support of a York University Markham Centre Campus in York Region
- Commenced construction of Richmond Hill's Housing and Community Hub
- Implemented the Regional Fiscal Strategy to reduce projected debt levels while increasing reserves
- Creation of *Access York*, a corporate contact centre and service counter to access Regional services

York Region's [2015 to 2019 Strategic Plan - From Vision to Results](#) was released in February 2015 and builds on the success of the 2011 to 2015 plan. It outlines four strategic priority areas of focus to meet the community's changing needs.

High and middle income residents hold majority in York Region, but low income groups growing

York Region has released a three-part series highlighting income trends and income distribution among York Region residents. The data helps raise awareness of varying and changing income levels within the community and supports planning of programs and services for residents.

Findings show the number of residents living with low income grew by almost 61 per cent, faster than population growth from 2000 to 2012. Although the distribution of household income is changing, data shows high and middle income groups still make up the largest number of households in York Region.

Additional findings showed:

- Income for high income groups grew more than middle and lower groups with most of this increase taking place between 1997 and the early 2000s
- York Region has generally avoided high levels of concentrated low income, but low income rates vary between communities
- York Region can expect to see a greater mix of income levels in York Region during continued growth

For more information, please [read the report](#).

Traffic and pedestrian signal policy revised to meet York Region's growing needs

York Regional Council approved a revised policy to traffic and pedestrian signals required to balance the movements of vehicles, cyclists and pedestrians on major roads and provide efficient and safe access to local communities. The revised policy outlines when it is appropriate to install traffic or pedestrian signals.

The policy emphasizes the importance of meeting the needs of all intersection users. It will evaluate the need for pedestrian signals on an ongoing basis and determine when a traffic or pedestrian signal would be beneficial.

Currently, there are 800 intersections on Regional roads controlled by traffic signals. This [policy revision](#) will respond to the needs of our residents and continue to promote safety on York Region roads.

Collision rates reach 10-year low on York Region roads

York Regional Council today received the [2015 Traffic Safety Status Report](#), which documents road safety trends. The report reflects motor vehicle collision data on Regional roads collected and reviewed by The Regional Municipality of York in partnership with York Regional Police.

Highlights in the [Traffic Safety Status Report](#) include:

- Collision rates in 2014 reached a 10-year low
- 70 per cent of all collisions were a direct cause of someone's improper driving; 36 per cent were due to acts of aggressive driving
- Collisions most frequently occur on Fridays from the months of October to January, and during the evening rush hour
- The number of collisions is closely related to traffic volumes; as volumes increase, so do collisions
- 44 per cent of all collisions were rear-end collisions
- Most collisions, for all modes of travel, occur at signalized intersections
- 91 per cent of pedestrian-involved collisions resulted in injury
- 70 per cent of all collisions occurred during dry road surface conditions
- Since implementation of red light cameras in 2013, the number of right angle collisions has reduced by 48 per cent at red light camera locations

While a number of factors contribute to the decrease in collisions, safety programs play an important role. Programs York Region has put in place include revising speed limits on Regional roads, installing red light cameras at 20 intersections and implementing safety campaigns to enhance awareness for issues affecting pedestrian safety.

YRT on-board cameras upgraded to ensure reliability and security of services and residents

The Regional Municipality of York will be outfitting 426 YRT/Viva buses with SEON Design Inc. next generation on-board security camera systems. These cameras provide a number of benefits, including:

- Operator and customer security – providing an account of any incident or accident, potentially supplying evidence for police investigations
- Compatibility with current on-board camera system
- Special features such as replay, slow speed and isolated camera views

The on-board security camera system is another way YRT/Viva will continue to provide York Region residents, operators and enforcement staff with a safe and secure transportation service.

Hostel Program Database upgrades assist homelessness community programs

York Regional Council approved a \$50,000 contract with Mission Systems Development Corporation to upgrade the Hostel Programs Database used to deliver homelessness assistance to York Region residents. An additional \$30,000 was approved for annual maintenance costs over a five-year period.

York Region's Homelessness Community Programs Unit provides homelessness prevention and housing stability programs for individuals and families. Upgrades to the database ensure staff can continue to provide client case management, manage billing and payments and collect program statistics.

Revisions to election sign bylaw will increase public safety

York Regional Council today amended the Region's [sign bylaw](#) as it relates to municipal, provincial and federal election signs. The revisions will help ensure signs do not reduce visibility at intersections, interfere with transit stops, sidewalks or utilities during elections.

Amendments to the bylaw include:

- A non-refundable election sign permit fee of \$250 will be applied per area municipality where candidates would like to install signs
- Any signs installed contrary to the bylaw will be collected by York Region and returned to candidates following election day
- No more than two election signs will be permitted for each candidate per intersection, with a maximum of one sign per intersection corner
- Signs will be prohibited at [designated intersections](#) where there is limited space
- Election signs will be permitted only from 10 a.m. on the 28th day before election day and ending 72 hours following the close of polls; for this fall's federal election, signs are permitted beginning 10 a.m. on Monday, September 21, 2015

The revisions are a first step towards aligning election sign bylaws between York Region and the nine area municipalities.

York Region approves \$1.9 million contract for setup and operation of Richmond Hill Community Hub

York Regional Council approved an agreement between York Region and 360°kids Support Services for set up and operation of The Richmond Hill Housing and Community Hub from September 1, 2015 to December 31, 2016.

The agreement provides \$1.9 million in funding and option for four one-year renewals. Preparations to open the new building begin this fall, including development of programs, services, policies and partnerships. Services will be available to residents upon building completion next spring.

Approximately 1,000 youth are assisted by 360°kids each year. At The Richmond Hill Housing and Community Hub, youth in crisis will be provided with a safe place to stay, as well as life skills coaching.

The Richmond Hill Housing and Community Hub is a nine-storey, 202-unit apartment building owned by Housing York Inc. It will provide a youth drop-in centre as well as 14 emergency beds and 11 transitional beds for youth.

Blue box recycling rules getting overhaul at provincial level

York Regional Council today endorsed a "[Made in Ontario](#)" solution to address the costs of recycling blue box materials. Ontario's *Waste Diversion Act, 2002*, the legislation governing waste management is under review. York Regional Council supports a modified Association of Municipalities Ontario's position that blue box funding be the responsibility of the manufacturer, with municipalities maintaining control of the overall program to ensure service to residents remains consistently high.

The proposed 'Made-in-Ontario' approach will respect the current waste management successes and address areas where change is needed. With manufacturers funding full cost of recycling, there would be stronger efforts made towards reduction and reuse of goods.

York Region makes progress on 10-Year Housing Plan

York Region is making progress under all four goals of the 10-Year Housing Plan '*Housing Solutions: A place for everyone*'. The [first progress report](#) since approval of the plan in 2014 was released this month highlighting achievements to date.

The four goals of the 10-Year Housing Plan are to increase the rental housing supply, sustain the existing rental housing supply, support home ownership affordability and strengthen the homelessness and housing stability system. All goals focus on creating complete communities where people can live, work, play and learn, and have access to a mix of housing options.

Progress highlights include:

- Opening of Lakeside Residences in the Town of Georgina in June 2014, offering 97 bachelor, one and two-bedroom apartments under Housing York Inc.
- Finding the capacity and condition of housing assets are in a good state through the 2014 York Region Community and Health Services State of Infrastructure Report
- Providing annual funding through The Home Repair Program to provide home repair and modification financial assistance to low-income York Region homeowners
- Construction and development progress on Belinda's Place, York Region's first emergency shelter for homeless women, and The Richmond Hill Housing and Community Hub, offering 202 new affordable rental apartments, as well as youth services and housing

York Regional Council will receive an ongoing annual update highlighting progress and achievements.

Next regular meeting of York Regional Council

York Regional Council will meet on Thursday, September 24, 2015 at 9:30 a.m. in the York Region Administrative Centre Council Chambers, located at 17250 Yonge Street in the Town of Newmarket.

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Compiled by: Masrine Guthrie-Peart, Corporate Communications, The Regional Municipality of York
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THE CORPORATION OF THE TOWN OF AURORA

By-law Number 5750-15

**BEING A BY-LAW to appoint an
Interim Chief Administrative
Officer for The Corporation of
the Town of Aurora.**

WHEREAS section 229 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended (the "Act"), states that a municipality may appoint a chief administrative officer who shall be responsible for: (a) exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality; and (b) performing such other duties as are assigned by the municipality;

AND WHEREAS the Council of The Corporation of the Town of Aurora (the "Town" or the "Corporation") deems it necessary and expedient to appoint an Interim Chief Administrative Officer;

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

1. THAT Patrick Moyle be and is hereby appointed as Interim Chief Administrative Officer on behalf of the Town.
2. THAT, if the Interim Chief Administrative Officer is absent from duty, on vacation, or through illness is unable to perform the required duties, the Interim Chief Administrative Officer shall appoint, subject to availability, one (1) of the following employees of the Town to be the responsible official for Town contact and staff direction acting in the place of the Interim Chief Administrative Officer:
 - Director of Building & By-law Services;
 - Director of Corporate & Financial Services/Treasurer;
 - Director of Infrastructure & Environmental Services;
 - Director of Legal & Legislative Services/Town Solicitor;
 - Director of Parks & Recreation Services; or
 - Director of Planning & Development Services.

Should such absence of the Interim Chief Administrative Officer exceed three (3) weeks, Council of the Town may appoint an Acting Chief Administrative Officer who shall have all the powers, duties, and responsibilities of the Interim Chief Administrative Officer under this by-law.

3. THAT the duties and responsibilities of the Interim Chief Administrative Officer shall be as set forth in Schedule "A" attached hereto and forming part of this by-law.
4. THAT By-law Number 5096-08.H and By-law Number 5379-11 be and are hereby repealed.
5. THAT this By-law shall be deemed to have come into full force and effect on the 4th day of August, 2015.

READ A FIRST AND SECOND TIME THIS 11th DAY OF AUGUST, 2015.

READ A THIRD TIME AND FINALLY PASSED THIS 11th DAY OF AUGUST, 2015.

Approved as to Form
By Legal Services
Signature: Waverly Ma
Date: August 7, 2015

GEOFFREY DAWE, MAYOR

STEPHEN M.A. HUYCKE, TOWN CLERK

SCHEDULE "A"

Job Description No. S221 – Key Responsibilities

SUBJECT to the provisions of the Act and any other statutes, the duties and responsibilities of the Interim Chief Administrative Officer (and Chief Administrative Officer) shall be to:

1. Administering and supervising the management and business affairs of the Corporation in accordance with the policies and plans established and approved by Council.
2. Coordinating and facilitating the flow of information between the administration and Council, and between Committees and Council, including the development of an effective format and mode of presentation with respect to the reports and other communications from the Town's administration and Committees to the Town Council.
In doing so:
 - (a) reviews and ensures that all information presented to Council, or that could be of assistance to Council is accurate, pertinent, timely and facilitates decision making by Council;
 - (b) approves all reports from each Department in the Administration prior to consideration by Council and/or Committees of Council;
 - (c) submitting to Town Council all reports and recommendations of Directors together with comments or recommendations where deemed necessary;
 - (d) ensures the implementation and maintenance of all health and safety legislation and lends executive direction to the Corporate Safety Committee Meetings.
3. Directing, coordinating and generally supervising the implementation of all policies, plans and programs approved by the Town Council:
 - (a) enhances productivity by creating a positive work environment that motivates and improves morale;
 - (b) ensures the adequacy of the Corporation's organization and structure to deliver services and programs effectively and efficiently; and
 - (c) provides individual and group leadership to Department Heads.
4. Attending all meetings of Town Council and, where necessary, committees established by Council and to participate in discussion for the purpose of clarifying or providing information on any matter being discussed by Council.
5. Keeping current with the community needs and trends that may be reflected in the Corporation's priorities, policies and plans.
6. Directing the overall policy direction relating to the Town's Economic Development Program as established by Council.
7. Coordinating the presentation to Council, at least quarterly, of a report on the Corporation's operations, finances and works-in-progress together with any recommendations necessary for Council to achieve its objectives and any other matter that ought to be reported to Council.
8. Encouraging throughout the Town's administrative departments a continuous search for improvement in the delivery of Town services to the public and the management of the Town's affairs.
9. Developing long and short range plans to achieve established priorities and goals and objectives and recommending to Council services and programs to support the goals and objectives.

10. Preparing and submitting to Council, primarily through Directors, recommendations for the establishment of new, or the revision of existing Town policies, programs and services.
11. Ensuring that all public inquiries and/or complaints are responded to in a timely manner.
12. Coordinating and directing the implementation of the policies, plans and programs of Council and dealing with any matter including complaints from citizens, with the assistance of the Directors without further reference to Council subject to regularly reporting to Council upon actions taken.
13. Consolidating and enhancing the Town's public relations and communication functions.
14. Acting as directed in accordance with the Town's Emergency Plan.
15. Attending to the interests of the municipality on intergovernmental matters at the administrative level.
16. Regularly reporting to Council on the status and progress of all aspects of the Corporation's affairs consistent with priorities and plans.
17. Directing, preparing and submitting the Corporate Strategic Plan, on a five (5) year basis, to Council and directing its implementation, once approved.
18. Ensuring the development and promotion of appropriate and effective corporate administrative policies and practices.
19. Undertaking such other responsibilities as may be assigned by Council, or exercises any power from time to time, as lawfully granted by Council.

Human Resources Administration:

20. Overseeing the process involving the appointment, employment, suspension and dismissal of employees of the Town, other than Directors and other statutory officers, in accordance with generally accepted Human Resources Procedures and Policies.
21. Recommending to Council the appointment and terms of employment of the Directors and statutory officers of the Town and maintaining the authority to suspend and recommend to Council the termination of the employment of any Directors and statutory officer in accordance with generally accepted Human Resources Procedures and policies.
22. Conducting an annual performance appraisal of Directors, which would include a 360 degree evaluation program including multi-source input from Members of Council, the Chief Administrative Officer, other Directors and managers who report to the Director to be evaluated. Following the completions of the appraisal of the Director, the Chief Administrative Officer reports to Council for information purposes on the merit increase and the annual evaluations.
23. Ensuring that any action by the Directors involving the appointment, suspension or dismissal of employees of the Town is in accordance with the relevant provisions of collective agreement and any applicable Human Resources procedures and policies of the Town.
24. Directing the collective bargaining process carried out by Human Resources staff with CUPE and associations of Town employees and recommending to Council the terms of any agreements concerning wages, benefits, and terms of service, and upon approval to direct the administration of such agreements by Human Resources staff.

Financial Administration

25. Directing the preparation, with the assistance of the Director of Corporate & Financial Services, the presentation to Council of the annual operating budget

and its submission to Council together with such recommendations and observations with respect to the expenditures and revenues which are deemed appropriate.

26. Directing the preparation, with the assistance of the Director of Corporate & Financial Services/Treasurer the presentation to Council of an annual capital budget together with a five (5) year forecast of the Town's capital requirements, revenues and operating costs and the subsequent administration and control of the municipality's financial affairs according to the estimates as approved by Council.
27. Overseeing the performance of all contracts or agreements entered into by the Town and ensures that all conditions related thereto have been fulfilled in accordance with the provision of such contracts or agreements as approved by Council.
28. Overseeing the establishment of policies and procedures for procurement of goods and services within limits set by Council:

Accounting for the responsibility for purchasing on behalf of the Town with authority to purchase all materials, supplies and services, and to enter into contracts involving expenditures in accordance with the approved budget and the Procurement By-law.
29. Exercising and maintaining sound financial management over the Corporation including the effective monitoring and control of revenue and expenditures.
30. Directing the exercise of a general financial control of all departments with the assistance of the Director of Corporate & Financial Services/Treasurer.

THE CORPORATION OF THE TOWN OF AURORA

By-law Number 5751-15

**BEING A BY-LAW to exempt
Blocks 107, 108, 115 and 120
on Plan 65M-4423 from Part-
Lot Control (Mattamy (Aurora)
Limited).**

WHEREAS subsection 50(7) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended (the "Act"), provides that the council of a local municipality may by by-law provide that the part-lot control provisions in subsection 50(5) of the Act do not apply to the land that is within a registered plan of subdivision as is designated in the by-law;

AND WHEREAS the Council of The Corporation of the Town of Aurora deems it necessary and expedient to enact a by-law to exempt Blocks 107, 108, 115 and 120 on Plan 65M-4423 from those provisions of the Act dealing with part-lot control;

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

1. THAT subsection 50(5) of the Act shall not apply to the following lands, all situated in the Town of Aurora, Regional Municipality of York:
 - (a) Blocks 107 and 108, Plan 65M-4423, designated as Parts 1 to 13 inclusive, Plan 65R-35648;
 - (b) Block 120, Plan 65M-4423, designated as Parts 1 to 7 inclusive, Plan 65R-35650; and
 - (c) Block 115, Plan 65M-4423, designated as Parts 1 to 18 inclusive, Plan 65R-35683.
2. THAT a copy of this By-law shall be registered in the appropriate Land Registry Office on title to the lands set out herein.
3. THAT the provisions of this By-law shall come into full force and effect upon final passage hereof, shall remain in force and effect for a period of two (2) years from the date of its passing, and shall expire on the 11th day of August, 2017.

READ A FIRST AND SECOND TIME THIS 11th DAY OF AUGUST, 2015.

READ A THIRD TIME AND FINALLY PASSED THIS 11th DAY OF AUGUST, 2015.

GEOFFREY DAWE, MAYOR

*Approved as to Form
By Legal Services*
Signature: Wanda Ma
Date: August 7, 2015

STEPHEN M.A. HUYCKE, TOWN CLERK

THE CORPORATION OF THE TOWN OF AURORA

By-law Number 5753-15

***BEING A BY-LAW to Confirm Actions by Council
Resulting From Council Meeting on August 11,
2015***

**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 August 11, 2015 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 11TH DAY OF AUGUST, 2015.

***READ A THIRD TIME AND FINALLY PASSED THIS 11TH DAY OF AUGUST,
2015.***

GEOFFREY DAWE, MAYOR

STEPHEN M. A. HUYCKE, TOWN CLERK