



# **GENERAL COMMITTEE MEETING AGENDA**

**TUESDAY, NOVEMBER 3, 2015**

**7 P.M.**

**COUNCIL CHAMBERS  
AURORA TOWN HALL**

PUBLIC RELEASE  
October 30, 2015



**TOWN OF AURORA  
GENERAL COMMITTEE MEETING  
AGENDA**

Tuesday, November 3, 2015  
7 p.m.  
Council Chambers

Councillor Abel in the Chair

**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. DETERMINATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

**4. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION**

**5. DELEGATIONS**

(a) **Bob McRoberts, Resident** pg. 1  
**Re: Item 5 – PR15-033 – McMahan Park Neighbourhood Garden  
Public Survey Results**

(b) **Jim Tree, Manager, Parks** pg. 2  
**Re: Item 5 – PR15-033 – McMahan Park Neighbourhood Garden  
Public Survey Results**

- (c) **Jim Tree, Manager, Parks** pg. 3  
**Re: Item 7 – PR15-035 – Tree Removal/Pruning and Compensation Policy**

**6. PRESENTATIONS BY THE ADVISORY COMMITTEE CHAIR**

**7. CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

**8. NOTICES OF MOTION**

- (a) **Councillor Mrakas** pg. 96  
**Re: Door-to-Door Salespeople**

**9. NEW BUSINESS/GENERAL INFORMATION**

**10. CLOSED SESSION**

**11. ADJOURNMENT**

**AGENDA ITEMS**

1. **IES15-063 – Acceptance of Municipal Services – Bayview Meadows, Phase 2 & 3 (St. John’s Road Development Corp.) Registered Plan 65M-4075, 65M-4079, 65M-4082** pg. 4

RECOMMENDED:

THAT Report No. IES15-063 be received; and

THAT ownership, operation and maintenance of the works within the roads, rights-of-way, and other lands dedicated to the Town contained within Plan 65M-4075, 65M-4079, 65M-4082, being Bayview Meadows Subdivision, Phase 2 & 3, by St. John’s Road Development Corp, be assumed as detailed in Report No. IES15-063; and

THAT the necessary by-law be brought forward for enactment to assume for public use the highways within Plan 65M-4075, 65M-4079, 65M-4082 and to establish as public highway any applicable reserves.

2. **IES15-064 – Extension of Janitorial Services Contract** pg. 8

RECOMMENDED:

THAT Report No. IES15-064 be received; and

THAT Tender No. IES2010-71 for Janitorial Services and Supplies be extended to Royal Building Cleaning Ltd. to June 30, 2016, an additional six (6) months, for the amount of \$225,000 excluding taxes.

3. **IES15-065 – Northern Six Waste Collection Contract Update** pg. 11

RECOMMENDED:

THAT Report No. IES15-065 be received for information.

4. **LLS15-059 – 2016 Council and Committee Meeting Calendar** pg. 17

RECOMMENDED:

THAT Report No. LLS15-059 be received; and

THAT the requirements of sections 2.3 and 2.6 of the Procedural By-law be waived to permit the adoption of the 2016 Council and Committee meeting schedule attached to this report as Attachment #1; and

THAT the 2016 Council and Committee Meeting Calendar, attached to this report as Attachment #1, be approved; and

THAT the Town Clerk be authorized to make amendments to the 2016 Council and Committee Meeting Calendar as required.

**5. PR15-033 – McMahon Park Neighbourhood Garden Public Survey Results** pg. 33

RECOMMENDED:

THAT Report No. PR15-033 be received; and

THAT a Neighbourhood Garden in McMahon Park not be implemented.

**6. PR15-034 – Pedestrian Underpasses – Leslie Street and St. John's Sideroad** pg. 37

RECOMMENDED:

THAT Report No. PR15-034 be received; and

THAT the construction of Underpasses A, C and D, as outlined in this report, and in accordance with the Town of Aurora Trails Master Plan, be approved; and

THAT funding in the amount of \$1,962,790 be approved; and

THAT 90% of the funds required to construct the underpasses be allocated from the applicable Development Charge Reserve and that the remaining 10% funding be allocated from the applicable Parks and Recreation related reserves; and

THAT staff be directed to enter into an Agreement with the Regional Municipality of York to facilitate the process of construction of the three underpasses, the associated financial arrangements, and any matters dealing with the future operation and maintenance of these underpasses; and

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

**7. PR15-035 – Tree Removal/Pruning and Compensation Policy** pg. 54

RECOMMENDED:

THAT Report No. PR15-035 be received; and

THAT Report No. PR15-035 and the following recommendation be deferred to the General Committee meeting of November 17, 2015, for consideration:

THAT the draft Tree Removal/Pruning and Compensation Policy attached to Report No. PR15-035 be approved; and

THAT the draft Tree Removal/Pruning and Compensation Policy be applicable to all planning applications that are currently under review by the Town, provided the applicants have been duly notified of this draft Policy and are currently complying with the said draft Policy; and

THAT the Tree Removal/Pruning and Compensation Policy come into full force for all new requests or applications received by the Town as of December 1, 2015.

**8. PL15-082 – Applications for Exemption from Part Lot Control:** pg. 74

**Mattamy (Aurora) Limited, Blocks 251, 252 and 253,  
Plan 65M-4461, File No.: PLC-2015-08**

**Paradise Homes Inc., Blocks 155, 159 and 162,  
Plan 65M-4424, File No.: PLC-2015-09**

RECOMMENDED:

THAT Report No. PL15-082 be received; and

THAT the following Applications for Exemption from Part Lot Control be approved:

- Mattamy (Aurora) Limited to divide Blocks 251, 252 and 253 on Plan 65M-4461 into fourteen (14) separate lots for townhouse units; and
- Paradise Homes Inc. to divide Blocks 155, 159 and 162 on Plan 65M-4424 into fourteen (14) separate lots for townhouse units; and

THAT the Part Lot Control Exemption By-laws be enacted at the next available Council meeting.

- 9. Memorandum from Manager of Special Projects** pg. 84  
**Re: Preparation of an Events Package**

RECOMMENDED:

THAT the memorandum regarding Preparation of an Events Package be received for information.

- 10. Community Recognition Review Ad Hoc Committee Meeting Minutes of** pg. 86  
**October 27, 2015**

RECOMMENDED:

THAT the Community Recognition Review Ad Hoc Committee meeting minutes of October 27, 2015, be received; and

THAT the Community Recognition Review Ad Hoc Committee recommend to Council:

- 1. Memorandum from Acting Manager of Corporate Communications**  
**Re: 2016 Proposed Community Recognition Awards Plan**

THAT the 2016 Proposed Community Recognition Awards Plan, as amended by the Community Recognition Review Ad Hoc Committee, be brought forward to the General Committee meeting of November 3, 2015, for Council's approval.

**New Business Motion No. 1**

THAT a policy be established by Council to eliminate the use of individual names for Town-sanctioned awards.

**New Business Motion No. 2**

THAT the mandate of the Community Recognition Review Ad Hoc Committee be extended to permit the Committee to continue working on branding of the event and to ensure a smooth transition into the Awards ceremony.



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

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

**DELEGATION REQUEST**

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

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

**COUNCIL/COMMITTEE/ADVISORY COMMITTEE DATE:** Tuesday November 3 2015

**SUBJECT:** McMahan Community Garden

**NAME OF SPOKESPERSON:** Bob McRoberts

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

**BRIEF SUMMARY OF ISSUE OR PURPOSE OF DELEGATION:**

I am not in favour of a "Community Garden" in McMahan Park and would like the opportunity to explain why.

**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?** Director Downey (very briefly)

**DATE:** October 2015

I acknowledge that the Procedural By-law permits five (5) minutes for Delegations.





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

**COUNCIL/COMMITTEE/ADVISORY COMMITTEE DATE:** November 3, 2015

**SUBJECT:** PR15-033 McMahon Park Neighbourhood Garden

**NAME OF SPOKESPERSON:** Jim Tree

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

**BRIEF SUMMARY OF ISSUE OR PURPOSE OF DELEGATION:**

To provide a summary and overview of the McMahon Park Neighbourhood Garden Public Survey Results (PR15-033)

**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:**

I acknowledge that the Procedural By-law permits five (5) minutes for Delegations.





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**DELEGATION REQUEST**

This Delegation Request 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:** November 3, 2015

**SUBJECT:** PR15-035 Tree Compensation Policy

**NAME OF SPOKESPERSON:** Jim Tree

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

**BRIEF SUMMARY OF ISSUE OR PURPOSE OF DELEGATION:**

To provide a summary and overview of the Tree Compensation Policy (PR15-035)

**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:**

I acknowledge that the Procedural By-law permits five (5) minutes for Delegations.





**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**      **No. IES15-063**

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**SUBJECT:** *Acceptance of Municipal Services – Bayview Meadows, Phase 2 &, 3,  
(St. John’s Road Development Corp)  
Registered Plan 65M-4075, 65M-4079, 65M-4082*

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

**DATE:** *November 03, 2015*

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**RECOMMENDATIONS**

*THAT Report No. IES15-063 be received; and*

*THAT ownership, operation and maintenance of the works within the roads,  
rights-of-way, and other lands dedicated to the Town contained within Plan 65M-  
4075, 65M-4079, 65M-4082, being Bayview Meadows Subdivision, Phase 2 & 3, by  
St. John’s Road Development Corp, be assumed as detailed in Report No. IES15-  
063; and*

*THAT the necessary by-law be brought forward for enactment to assume for  
public use the highways within Plan 65M-4075, 65M-4079, 65M-4082 and to  
establish as public highway any applicable reserves.*

**PURPOSE OF THE REPORT**

The purpose of this report is to assume the works completed by the developer within any Town owned lands, roads and rights-of-way contained within the identified subdivision and to assume for public use the related highways.

**BACKGROUND**

The Bayview Meadows Residential Subdivision, Phase 2 & 3, was completed under the April 22, 2008 Subdivision Agreement between the Town and John’s Road Development Corp.

**November 03, 2015**

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**Report No. IES15-063**

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## **COMMENTS**

A Certificate of Acceptance from Infrastructure & Environmental Services will be issued as staff have reviewed all inspection reports for the subject development and are satisfied that the municipal roads and services are in good condition and have been completed in accordance with the terms of the Subdivision Agreement with the exception of a few minor maintenance repairs. As such, the developer agreed to pay \$42,502.35 cash payment in lieu of repairs and the Town will arrange for the work to be completed when maintenance is required.

All construction lien provisions have been satisfied.

## **LINK TO STRATEGIC PLAN**

This project supports the **Strategic Plan Goal of Supporting an Exceptional Quality of Life for All** by 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**

As the Town will, upon issuance of the Certificate of Acceptance – Infrastructure and Environmental Services and adoption of the resolution set out in this Report, be responsible for all future operational and maintenance costs for the municipal services within the specified areas, any remaining securities held in relation to this subdivision will be released, save and except for any required holdbacks pertaining to retaining walls and landscape maintenance periods, if required.

## **CONCLUSIONS**

The works pursuant to the Subdivision Agreement for the Bayview Meadows, Phase 2 & 3, as indicated on the attached key map, being registered Plans 65M-4075, 65M-4079, 65M-4082, have been completed to the satisfaction of staff and there are no other outstanding issues required to be resolved. Upon Council's approval to assume ownership, operation and maintenance of the works and the enactment of the By-law to assume the related highways for public use, all remaining securities will be released, save and except for any required holdbacks pertaining to retaining walls and landscape maintenance periods, if required.

November 03, 2015

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**ATTACHMENTS**

Appendix A – Key map showing location of services to be accepted.

**PREVIOUS REPORTS**

N/A

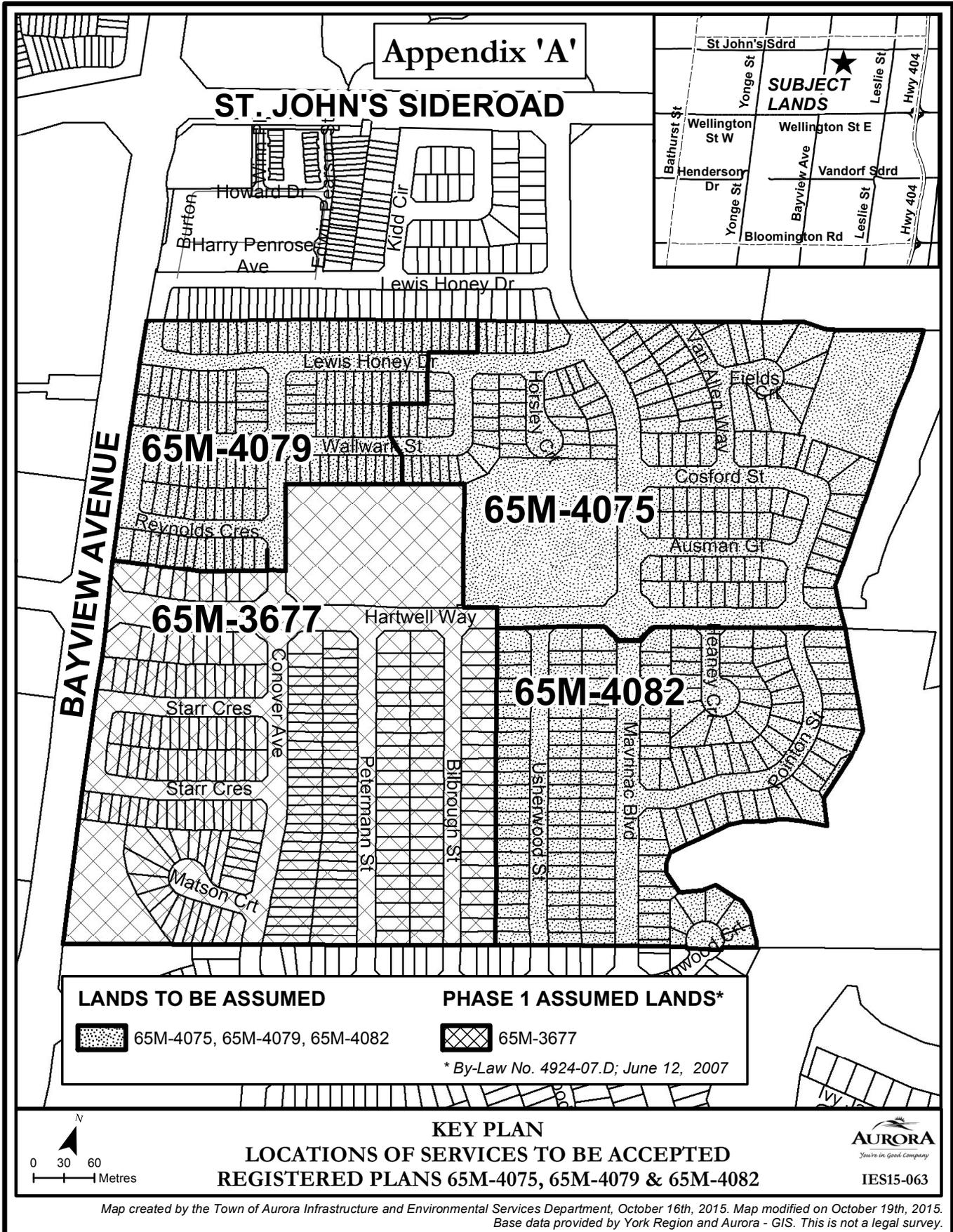
**PRE-SUBMISSION REVIEW**

Executive Leadership Team Meeting of October 21, 2015

***Prepared by: Mirlinda Nuro, Administrator, Construction Projects - Ext. 4384***

  
\_\_\_\_\_  
**Ilmar Simanovskis**  
**Director of Infrastructure**  
**& Environmental Services**

  
\_\_\_\_\_  
**Patrick Moyle**  
**Interim Chief Administrative Officer**





**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**      **No. IES15-064**

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**SUBJECT:** Extension of Janitorial Services Contract

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

**DATE:** *November 3, 2015*

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**RECOMMENDATIONS**

*THAT Report No IES15-064 be received; and*

*THAT Tender No. IES2010-71 for Janitorial Services and Supplies be extended to Royal Building Cleaning Ltd. to June 30, 2016, an additional six (6) months, for the amount of \$225,000 excluding taxes.*

**PURPOSE OF THE REPORT**

The purpose of this report is to extend the existing contract for janitorial services.

**BACKGROUND**

Royal Building Cleaning Ltd. was successful in the 2010 RFP and was awarded the contract for 5 years. The Janitorial services contract will terminate on December 31, 2015. They have performed well and have worked well within the scope of work in maintaining the facilities.

We are in the process of revising and completing a service review to modify the scope and reissue the RFP. Staff needs to extend the current contract to June 30, 2015 based on 2015 terms.

Staff is completing a revised RFP document and working to add the new JOC building within the scope. At this time staff's recommendation is that we postpone on the RFP until the JOC is closer to completion so that we can get accurate pricing for this building. To go out to tender prior to the buildings completion is not recommended, as we need to see what the scope of work will be for the new center. The goal is to minimize cost.

One of the drivers to hold off on the RFP is that we are working on reducing the scope of the current cleaning contract. The objective is to reduce the cost of cleaning services and eliminate sections of the cleaning scope of work. Since the last contract, 5 years ago, minimum wages have increased; paper products have increased; and our entire building sq ft have also increased. This will cause our new contract prices to significantly increase beyond our allotted budget.

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**Report No. IES15-064**

Historically we have used the same contract document. This time we are reviewing the contract line by line and eliminating additional work, reducing the scope of work within some of the buildings and adding value, all in an effort to reduce budget pressure and provide the community a cost savings to the budget.

### **COMMENTS**

#### **Facility services has taken steps to respond to budget pressures and Janitorial service needs for The Town for a long term solution to our building requirements:**

Our goal is to continue to keep the entire town's building clean but also look at how we do business and have the operational staff do more during our down times. Staff is pleased with the current vendor as they respond to calls in a timely manner and have given us excellent service over the past years.

Our historical issue is that we have used an all-inclusive spec; cleaning entire buildings, paper/soap, carpet cleaning and window washing. We are now looking at modifying this model.

Our goal is to reduce what we contract out, and increase control over our consumables and work on quality vs quantity. We need to continue to find value and operational excellence as costs continue to increase beyond our budget.

### **LINK TO STRATEGIC PLAN**

Maintaining our facilities supports the Strategic Plan goal of Investing in sustainable infrastructure by maintaining infrastructure to support forecasted population growth through technology, waste management, roads, emergency services and accessibility.

### **ALTERNATIVE(S) TO THE RECOMMENDATIONS**

There is one alternative to the recommendations:

1. Continue with the standard RFP that we have now, this will expedite the RFP process and shorten the review timeline but will cost us more over the long term.

### **FINANCIAL IMPLICATIONS**

The costs for the Janitorial services are within our operational budgets. For 2016 the present cleaning contractor is willing to hold the current contract price without any increase until June 30, 2016.

### **CONCLUSIONS**

The Facility team is focused on increasing the operational excellence within the portfolio and to run the operation as a commercial first class real estate organization. With the

**November 3, 2015**

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**Report No. IES15-064**

new RFP it is intended that we increase service flexibility with the goal of reducing overall costs.

We are recommending to proceed with the current service provider, Royal Building Cleaning Ltd. until June 30, 2016 at a cost of \$225,000 which is funded from the Facilities Operations Budget.

**PRE-SUBMISSION REVIEW**

Executive Leadership Team Meeting, October 21, 2015

***Prepared by: Phillip Galin, Manager, Facilities, Property & Fleet - Ext. 4323***

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

  
\_\_\_\_\_  
**Chief Administrative Officer**



**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**      **No. IES15-065**

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**SUBJECT:** *Northern Six Waste Collection Contract Update*

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

**DATE:** *November 3, 2015*

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**RECOMMENDATIONS**

*THAT Report No. IES15-065 be received for information.*

**PURPOSE OF THE REPORT**

The purpose of this report is to provide Council with an update with respect to the renewal process for the Northern Six waste collection contract which expires in August 2017.

**BACKGROUND**

In 2007 the Northern Six Municipalities (N6) of York Region being; The Towns of Aurora, East Gwillimbury, Georgina, Newmarket, Whitchurch Stouffville and Township of King collectively entered into a ten-year waste collection contract. This award winning program was the first N6 initiative in which the municipalities collaborated to leverage the economies of scale for waste collection services. Total savings of \$1M per year have been achieved over previous contract costs across the N6.

Building upon the successes of the 2007-2017 N6 waste collection contract, staff have initiated the preparation of the new contract with the intent of having Request for Proposal documents prepared prior to the end of 2015. The new waste contract will be awarded in the spring of 2016 to ensure the successful bidder has time to procure equipment for a September 2017 start.

**COMMENTS**

The current waste collection contract expires August 31, 2017. The N6 initiated the process to retender for these services in 2014 and have recently retained the services of a consultant to prepare the bid documents. The bid process will follow a Request for Proposal process wherein both a technical and cost evaluation will be performed. This

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**Report No. IES15-065**

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is similar to the 2006 process. Newmarket will be leading the RRF process on behalf of the N6. This report highlights areas of interested where either service enhancements are being proposed or where changes to the current contract are under consideration.

### **Contract Priorities**

Staff have identified the following priorities for the next contract and will evaluate bids accordingly:

- Maintain current level of service
- Convenience to resident
- Diversion rates
- Costs

Staff identified early on in the Request for Proposal preparation process that efficiencies and cost containment may be realized if the municipalities more closely align collection services. These aligned services are expected to help contain costs. Aligned services also provide the contractor flexibility in collection services, other efficiencies, and staff training.

Acknowledging that each of the Northern Six municipalities may choose to offer differing levels of service in certain areas such as Downtown (BIA), Commercial and multi-residential collection, as is done now, staff identified other possible changes/alignments that may be standardized throughout the N6:

### **Harmonization of Waste Collection By-Laws**

Staff undertook a review of the waste management By-Laws and provisions for the new waste collection procurement process. The review resulted in a number of recommendations to harmonize aspects of the By-laws to increase operational efficiencies.

Staff anticipate that harmonization of waste collection By-Laws across the N6 could have significant positive benefits. This harmonization would provide for consistent messaging throughout the N6 including communications from our call centres, coordinated promotion and education materials and improved contract enforcement.

Harmonization would also provide maximum flexibility for the contractor delivering service across municipal boundaries, over large geographic areas and throughout the urban-rural makeup of the N6. The harmonization is also expected to reduce costs as the collection logistics of each municipality will be similar which will create efficiencies for collection. There are a number of minor harmonization opportunities that are being reviewed, however the most significant opportunity is bag limits and bag tags.

**Garbage Bag Limits and Fee for Service Bag Tags**

The By-laws regulating bag limits and bag tags for the collection of garbage varies for each municipality. Aurora is one of two municipalities that do not have a fee for service tag program. This creates challenges in enforcing any bag limit as the resident does not have an option to have more waste collected other than driving the waste to a local transfer station. This challenge is currently overcome by not enforcing the 3 bag limit resulting in inconsistency across municipalities. The following table summarizes the N6 practices for bag limits and fees.

<b>Municipality</b>	<b>Current bag limit (every other week)</b>	<b>Bag Tag Fees (approximate revenue for 2015)</b>
Aurora	3	No bag tag program
East Gwillimbury	Residential 2, ICI 4	No bag tag program
Georgina	1	\$1 each (\$160,000)
King	2	\$1 each (\$20,000)
Newmarket	Residential 3, ICI 6	\$2.40 each (\$35,000)
Whitchurch-Stouffville	3	\$2 each (\$11,600)

Waste audits completed in various urban municipalities demonstrate average set out of 1.18 garbage bags per week. The N6 partners are in support of a 2 bag limit as this would encourage continued improvement in waste diversion and create consistency across the service area.

There was also recognition that the fee could be harmonized as well. The recommended bag tag fee is \$2.00 and is currently being considered by the N6 partners. Currently Aurora does not have the option to collect a fee as there is no bag tag program in place. Staff are in support of this direction and will be bringing a report to a future Council meeting to explore the options of reducing the bag limit from three to two and, implementing a bag tag program.

**Call Centre - Customer Service Approach**

Currently the contractor is responsible for maintaining a call centre. This is further supported by the Town's Access Aurora customer care centre. Residents are first directed to the Contractors call centre as the primary point for issues resolution. However, often residents either choose to call the Town's staff first or contact both help desks to escalate an issue.

This is an area of service that can create customer dissatisfaction. Options for improving call centre performance in the next contract include:

- Strict call centre performance criteria
- Have call centre responsibilities delivered by a separate professional call centre service provider for all N6 partners

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**Report No. IES15-065**

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- Have call centre responsibilities delivered by each municipality separately

The RFP will be structured to allow consideration of these various options with the final recommendation emerging from the evaluation results. There are preferences to use a third party service such as piggy backing on the call centre system in Newmarket, however this will depend on the proposals made by the proponents.

#### **Other Contract Considerations**

The 2017 contract term is recommended to be 8 years which allows time for the contractor to amortize the cost of capital equipment which will result in savings to the municipalities. The term of the 2017 contract will also include an option for two one-year extensions. The maximum term of the contract will therefore be 10 years which is the same as the current contract.

To maximize waste collection efficiencies and cost savings to the municipalities, front end containers used to service Industrial Commercial Institutional (ICI) locations are to be equipped with Radio-frequency identification (RFID) tags to better track weight and location of collected waste.

Currently an inventory of recycling and SSO containers is maintained by each of the N6 municipalities for new residents and to replace broken containers, free of charge. In the new contract this function is to be transferred to the waste collection contractor. It is also recommended that the N6 develop a uniform logo for the containers. This will create cost savings when purchasing containers and free up space at municipal facilities and also create delivery efficiencies since the contractor's supervisors are in the collection area and monitor routes daily. This will also reduce confusion for N6 residents and allow additional convenience and uniformity throughout the collection area. All existing municipally provided receptacles would be accepted.

The RFP will also include a clause for sale of contract. This will be a mechanism for municipalities to vet the new contractor based on their performance before accepting the new company as the replacement of the previous one. All transfers would be required to be endorsed by the six municipalities and the contract and level of service would remain the same.

#### **SM4RT Living Plan, Integrated Waste Management Master Plan**

The Integrated Waste Management Master Plan has been endorsed by York Region and each of the N6 municipalities. The plan is an innovative, long-term plan to drive waste reduction and reuse over the next 40 years. The two principles that embody the SM4RT Living plan are:

- Decrease waste generation/increase material recovery

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- Manage total cost of waste/recovery programs

The SM4RT Living Plan will not only incorporate the traditional 3R's (reduce, reuse, recycle) but will incorporate a fourth R – energy recovery from waste after all other diversion efforts have been exhausted.

The new contract will have flexibility and forethought to include potential changes throughout the life of the contract to incorporate aspects of the SM4RT Living Plan and support a more sustainable, environmentally conscience solid waste collection process.

#### **LINK TO STRATEGIC PLAN**

The above projects support the Strategic Plan goal of **Supporting an exceptional quality of life for all** through their accomplishment in satisfying requirements in the following key objectives within this goal statement:

**Investing in sustainable infrastructure:** Maintain and expand infrastructure to support forecasted population growth through technology, waste management, roads, emergency services and accessibility

#### **ALTERNATIVE(S) TO THE RECOMMENDATIONS**

None

#### **FINANCIAL IMPLICATIONS**

The cost for waste collection services is within the operating budget. There are no impacts to this budget at this time.

#### **CONCLUSIONS**

The Northern Six Municipalities of York Region are preparing the Northern Six Waste Collection Contract Request for Proposal documents for the collection and haulage of collectible waste for the term 2017-2027. This process will be led by the Town of Newmarket.

The N6 partners are looking at all opportunities to both improve service and reduce costs. A key strategy to achieving these goals is to harmonize the services across all six municipalities to the highest extent possible. This approach reduces “special case” issues and other service level errors due to differing By-law requirements within each municipality.

Further reports will be provided to Council regarding proposed bag limit changes and at

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**Report No. IES15-065**

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the proposal evaluation and award stage of the project.

**PREVIOUS REPORTS**

March 3, 2015 - IES15-011 – N6 Waste Collection Contract Update

**ATTACHMENTS**

N/A

**PRE-SUBMISSION REVIEW**

Executive Leadership Team Meeting of October 21, 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  
GENERAL COMMITTEE REPORT**

**No. LLS15-059**

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**SUBJECT:** *2016 Council and Committee Meeting Calendar*

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

**DATE:** *November 3, 2015*

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**RECOMMENDATIONS**

*THAT Report No. LLS15-059 be received; and*

*THAT the requirements of sections 2.3 and 2.6 of the Procedural By-law be waived to permit the adoption of the 2016 Council and Committee meeting schedule attached to this report as Attachment #1; and*

*THAT the 2016 Council and Committee Meeting Calendar, attached to this report as Attachment #1, be approved; and*

*THAT the Town Clerk be authorized to make amendments to the 2016 Council and Committee Meeting Calendar as required.*

**PURPOSE OF THE REPORT**

The purpose of this report is to seek Council's approval of the 2016 schedule of Council, General Committee and Public Planning meetings, as well as the meetings of the Advisory Committees, Committee of Adjustment, and Library Board in 2016.

**BACKGROUND**

The proposed 2016 Council and Committee Meeting Calendar (the "Calendar") is based on Council's past practice and the general requirements of the Town's Procedural By-law. In order to plan for the forthcoming meetings, as well as provide public notice through various publications, it is necessary to establish a schedule of meetings for 2016. The proposed Calendar includes meeting dates for Council, General Committee and Public Planning, as well as for the Town's Advisory and Ad Hoc Committees, Committee of Adjustment, and Library Board. The proposed Calendar includes meeting dates for the Joint Council Committee and the Aurora Cultural Centre Board, however, these dates are presently "draft" as the Town is not responsible for scheduling these meetings.

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## COMMENTS

The proposed Calendar is consistent with Council's past meeting schedules.

### Procedural By-law Requirements

Sections 2.3 and 2.6 of the Town's Procedural By-law Number 5330-11, as amended, establish general and specific rules for the timing of Council, General Committee and Public Planning meetings. The relevant provisions of the By-law are:

#### "Regular Council and General Committee Meetings

2.3 The next and each succeeding Regular Council Meeting shall be held in the Council Chambers at the Town Hall, except as otherwise provided for in this By-law, and shall be held in accordance with the schedule of Meetings of Council and General Committee as prepared by the Clerk and approved by Council. All such Regular Council Meetings shall generally be held on the second and fourth Tuesday of each month and General Committee Meetings shall generally be held on the first and third Tuesday of each month..."

#### "Public Planning Meetings

2.6 In addition to its schedule of Regular Meetings, where development-related applications have been submitted under the Planning Act, R.S.O. 1990, c. P.13, as amended. Council shall meet in the Council Chambers on the last Wednesday of each month commencing at 7:00 p.m. to conduct public hearings to consider such applications."

The proposed Calendar and Council's past practice do not fully align with these provisions of the Procedural By-law. Examples of meetings on the proposed Calendar that are not completely in line with the Procedural By-law or Advisory Committee Terms of Reference, but are in keeping with past practice, are:

1. As there is only one proposed meeting cycle in January, the General Committee meeting has been moved to the third Tuesday, and the Council meeting has been moved to the fourth Tuesday of the month;
2. Not meeting during March Break, as is the general practice, requires the second cycle of March General Committee and Council meetings to be moved to the fourth and fifth Tuesdays of the month, and the Heritage Advisory Committee has been moved to the first Monday of the month;
3. Due to the Thanksgiving holiday on the second Monday of October, the Heritage Advisory Committee meeting has been moved to the third Monday of the month; and
4. The Public Planning meeting dates proposed for April and December are not on the last Wednesday of the month to accommodate the Annual Juried Art Show and Sale and the Christmas holiday period.

**November 3, 2015**

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In order to ensure that Council is closely following the provisions of its Procedural By-law, staff recommend that Council use its authority in section 4.7 of the Procedural By-law to waive the requirements of section 2.3 and 2.6 of the same By-law prior to adopting the proposed Calendar. **Two-thirds of the members of Council present at the meeting would be required to vote in favour of this proposal.** As part of the Procedural By-law review, staff will be recommending amendments to the By-law to ensure that the adoption of a meeting schedule would not require Council to waive the requirements of the Procedural By-law. Additionally, should the Procedural By-law review result in any material change to the Council and Committee meeting schedule, staff will bring forth a report to replace the approved 2016 Calendar.

#### **LINK TO STRATEGIC PLAN**

None.

#### **ALTERNATIVE TO THE RECOMMENDATIONS**

1. Council may change any date or time for any meeting included in the proposed Calendar of meetings.

#### **FINANCIAL IMPLICATIONS**

None.

#### **CONCLUSIONS**

It would be appropriate for Council to waive the requirements of sections 2.3 and 2.6 of the Procedural By-law, with a two-thirds vote, to permit the adoption of the proposed 2016 Council and Committee Meeting Calendar attached to this report as Attachment #1. The proposed Calendar aligns with Council past practices to accommodate several events that will occur in 2016.

#### **ATTACHMENTS**

Attachment #1 – 2016 Council and Committee Meeting Calendar

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**PRE-SUBMISSION REVIEW**

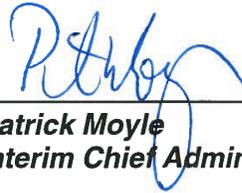
Executive Leadership Team Meeting – October 21, 2015

*Prepared by: Stephen M.A. Huycke, Town Clerk, ext. 4771*



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



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



Attachment #1

# January 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b> New Year's Day	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b> 9:30 a.m. Joint Council Committee (Newmarket)	<b>6</b> 7 p.m. Accessibility Advisory Committee (LR)	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b> 7 p.m. Aurora Cultural Centre Board	<b>14</b> 7 p.m. Committee of Adjustment (CC)	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b> 7 p.m. General Committee (CC)	<b>20</b> 7 p.m. Library Board	<b>21</b>	<b>22</b>	<b>23</b>
<b>24 / 31</b>	<b>25</b>	<b>26</b> 7 p.m. Council (CC)	<b>27</b> 7 p.m. Public Planning (CC)	<b>28</b>	<b>29</b>	<b>30</b>

(CC) Council Chambers (1<sup>st</sup> floor)

(HR) Holland Room (1<sup>st</sup> floor)

(LR) Leksand Room (1<sup>st</sup> floor)

(TR) Tannery Room (2<sup>nd</sup> floor)

Revision: November 3, 2015



# February 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b>	<b>2</b> 9:30 a.m. Joint Council Committee (LR) 7 p.m. General Committee (CC)	<b>3</b> 7 p.m. Accessibility Advisory Committee (LR)	<b>4</b> 7 p.m. Environmental Advisory Committee (HR)	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b> 7 p.m. Heritage Advisory Committee (HR) Lunar New Year	<b>9</b> 7 p.m. Council (CC)	<b>10</b> 7 p.m. Aurora Cultural Centre Board	<b>11</b> 7 p.m. Committee of Adjustment (CC) 7 p.m. Economic Development Advisory Committee (LR)	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b> Family Day	<b>16</b> 7 p.m. General Committee (CC)	<b>17</b> 7 p.m. Library Board	<b>18</b> 7 p.m. Parks and Recreation Advisory Committee (HR)	<b>19</b> 10 a.m. Trails and Active Transportation Committee (CC)	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b> 7 p.m. Council (CC)	<b>24</b> 7 p.m. Public Planning (CC)	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>					

(CC) Council Chambers (1<sup>st</sup> floor)

(HR) Holland Room (1<sup>st</sup> floor)

(LR) Leksand Room (1<sup>st</sup> floor)

(TR) Tannery Room (2<sup>nd</sup> floor)

Revision: November 3, 2015



# March 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> 9:30 a.m. Joint Council Committee (Newmarket) 7 p.m. General Committee (CC)	<b>2</b> 7 p.m. Accessibility Advisory Committee (LR)	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b> 7 p.m. Heritage Advisory Committee (HR)	<b>8</b> 7 p.m. Council (CC)	<b>9</b> 7 p.m. Aurora Cultural Centre Board	<b>10</b> 7 p.m. Committee of Adjustment (CC)	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b> 7 p.m. Library Board	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b> 7 p.m. General Committee (CC)	<b>23</b>	<b>24</b>	<b>25</b> Good Friday	<b>26</b>
<b>27</b> Easter Sunday	<b>28</b> Easter Monday	<b>29</b> 7 p.m. Council (CC)	<b>30</b> 7 p.m. Public Planning (CC)	<b>31</b>		

(CC) Council Chambers (1<sup>st</sup> floor)

(HR) Holland Room (1<sup>st</sup> floor)

(LR) Leksand Room (1<sup>st</sup> floor)

(TR) Tannery Room (2<sup>nd</sup> floor)

Revision: November 3, 2015

**General Committee Meeting Agenda  
Tuesday, November 3, 2015**



**April 2016**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b> 9:30 a.m. Joint Council Committee (LR) 7 p.m. General Committee (CC)	<b>6</b> 7 p.m. Accessibility Advisory Committee (LR)	<b>7</b> 7 p.m. Environmental Advisory Committee (HR)	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b> 7 p.m. Heritage Advisory Committee (HR)	<b>12</b> 7 p.m. Council (CC)	<b>13</b> 7 p.m. Library Board 7 p.m. Aurora Cultural Centre Board	<b>14</b> 7 p.m. Committee of Adjustment (CC) 7 p.m. Economic Development Advisory Committee (LR)	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b> 7 p.m. General Committee (CC)	<b>20</b> 7 p.m. Public Planning (CC)	<b>21</b> 7 p.m. Parks and Recreation Advisory Committee (HR)	<b>22</b> 10 a.m. Trails and Active Transportation Committee (CC)	<b>23</b> Passover
<b>24</b>	<b>25</b>	<b>26</b> 7 p.m. Council (CC)	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>

(CC) Council Chambers (1<sup>st</sup> floor)

(HR) Holland Room (1<sup>st</sup> floor)

(LR) Leksand Room (1<sup>st</sup> floor)

(TR) Tannery Room (2<sup>nd</sup> floor)

Revision: November 3, 2015



# May 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 9:30 a.m. Joint Council Committee (Newmarket) 7 p.m. General Committee (CC)	4 7 p.m. Accessibility Advisory Committee (LR)	5	6	7
8	9 7 p.m. Heritage Advisory Committee (HR)	10 7 p.m. Council (CC)	11 7 p.m. Aurora Cultural Centre Board	12 7 p.m. Committee of Adjustment (CC)	13	14
15	16	17 7 p.m. General Committee (CC)	18 7 p.m. Library Board	19	20	21
22	23 Victoria Day	24 7 p.m. Council (CC)	25 7 p.m. Public Planning (CC)	26	27	28
29	30	31				

(CC) Council Chambers (1<sup>st</sup> floor)

(HR) Holland Room (1<sup>st</sup> floor)

(LR) Leksand Room (1<sup>st</sup> floor)

(TR) Tannery Room (2<sup>nd</sup> floor)

Revision: November 3, 2015

**General Committee Meeting Agenda  
Tuesday, November 3, 2015**



**June 2016**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> 7 p.m. Accessibility Advisory Committee (LR)	<b>2</b> 7 p.m. Environmental Advisory Committee (HR)	<b>3</b> FCM Conference	<b>4</b> FCM
<b>5</b> FCM	<b>6</b>	<b>7</b> 9:30 a.m. Joint Council Committee (HR) 7 p.m. General Committee (CC)	<b>8</b> 7 p.m. Aurora Cultural Centre Board	<b>9</b> 7 p.m. Committee of Adjustment (CC) 7 p.m. Economic Development Advisory Committee (LR)	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b> 7 p.m. Heritage Advisory Committee (HR)	<b>14</b> 7 p.m. Council (CC)	<b>15</b> 7 p.m. Library Board	<b>16</b> 7 p.m. Parks and Recreation Advisory Committee (HR)	<b>17</b> 10 a.m. Trails and Active Transportation Committee (CC)	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b> 7 p.m. General Committee (CC)	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b> 6 p.m. Audit Committee (CC) 7 p.m. Council (CC)	<b>29</b> 7 p.m. Public Planning (CC)	<b>30</b>		

(CC) Council Chambers (1<sup>st</sup> floor)

(HR) Holland Room (1<sup>st</sup> floor)

(LR) Leksand Room (1<sup>st</sup> floor)

(TR) Tannery Room (2<sup>nd</sup> floor)

Revision: November 3, 2015



# July 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Canada Day	2
3	4	5	6	7	8	9
10	11 7 p.m. Heritage Advisory Committee (HR)	12 7 p.m. Council (CC)	13 7 p.m. Aurora Cultural Centre Board	14 7 p.m. Committee of Adjustment (CC)	15	16
17	18	19	20	21	22	23
24 / 31	25	26	27	28	29	30

(CC) Council Chambers (1<sup>st</sup> floor)

(HR) Holland Room (1<sup>st</sup> floor)

(LR) Leksand Room (1<sup>st</sup> floor)

(TR) Tannery Room (2<sup>nd</sup> floor)

Revision: November 3, 2015



# August 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> Civic Holiday	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b> 7 p.m. Council (CC)	<b>10</b> 7 p.m. Aurora Cultural Centre Board	<b>11</b> 7 p.m. Committee of Adjustment (CC)	<b>12</b>	<b>13</b>
<b>14</b> AMO Conference	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			

(CC) Council Chambers (1<sup>st</sup> floor)

(HR) Holland Room (1<sup>st</sup> floor)

(LR) Leksand Room (1<sup>st</sup> floor)

(TR) Tannery Room (2<sup>nd</sup> floor)

Revision: November 3, 2015



# September 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<b>1</b> 7 p.m. Environmental Advisory Committee (HR)	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b> Labour Day	<b>6</b> 9:30 a.m. Joint Council Committee (Newmarket) 7 p.m. General Committee (CC)	<b>7</b> 7 p.m. Accessibility Advisory Committee (LR)	<b>8</b> 7 p.m. Committee of Adjustment (CC) 7 p.m. Economic Development Advisory Committee (LR)	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b> 7 p.m. Heritage Advisory Committee (HR)	<b>13</b> 7 p.m. Council (CC)	<b>14</b> 7 p.m. Library Board 7 p.m. Aurora Cultural Centre Board	<b>15</b> 7 p.m. Parks and Recreation Advisory Committee (HR)	<b>16</b> 10 a.m. Trails and Active Transportation Committee (CC)	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b> 7 p.m. General Committee (CC)	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b> 7 p.m. Special General Committee Capital Budget (CC)	<b>27</b> 7 p.m. Council (CC)	<b>28</b> 7 p.m. Public Planning (CC)	<b>29</b>	<b>30</b>	

(CC) Council Chambers (1<sup>st</sup> floor)

(HR) Holland Room (1<sup>st</sup> floor)

(LR) Leksand Room (1<sup>st</sup> floor)

(TR) Tannery Room (2<sup>nd</sup> floor)

Revision: November 3, 2015



# October 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>1 / 8</b>
Rosh Hashanah begins	9 a.m. Special General Committee Capital Budget (CC)  Rosh Hashanah	9:30 a.m. Joint Council Committee (LR) 7 p.m. General Committee (CC) Rosh Hashanah ends	7 p.m. Accessibility Advisory Committee (LR)			
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
	Thanksgiving Day	7 p.m. Council (CC) Yom Kippur begins	7 p.m. Aurora Cultural Centre Board Yom Kippur ends	7 p.m. Committee of Adjustment (CC)		
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
	7 p.m. Heritage Advisory Committee (HR)	7 p.m. General Committee (CC)	7 p.m. Library Board			
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
		7 p.m. Council (CC)	7 p.m. Public Planning (CC)			
<b>30</b>	<b>31</b>					

(CC) Council Chambers (1<sup>st</sup> floor)

(HR) Holland Room (1<sup>st</sup> floor)

(LR) Leksand Room (1<sup>st</sup> floor)

(TR) Tannery Room (2<sup>nd</sup> floor)

Revision: November 3, 2015



# November 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> 9:30 a.m. Joint Council Committee (Newmarket) 7 p.m. General Committee (CC)	<b>2</b> 7 p.m. Accessibility Advisory Committee (LR)	<b>3</b> 7 p.m. Environmental Advisory Committee (HR)	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b> 7 p.m. Special General Committee Operating Overview(CC)	<b>8</b> 7 p.m. Council (CC)	<b>9</b> 7 p.m. Aurora Cultural Centre Board	<b>10</b> 7 p.m. Committee of Adjustment (CC) 7 p.m. Economic Development Advisory Committee (LR)	<b>11</b> Remembrance Day	<b>12</b>
<b>13</b>	<b>14</b> 9 a.m. Special General Committee Operating Budget Review (CC) 7 p.m. Heritage Advisory Committee (HR)	<b>15</b> 7 p.m. General Committee (CC)	<b>16</b> 7 p.m. Library Board	<b>17</b> 7 p.m. Parks and Recreation Advisory Committee (HR)	<b>18</b> 10 a.m. Trails and Active Transportation Committee (CC)	<b>19</b>
<b>20</b>	<b>21</b> 7 p.m. Special General Committee Operating Budget (CC)	<b>22</b> 7 p.m. Council (CC)	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b> 7 p.m. Special General Committee Operating Budget (CC)	<b>29</b>	<b>30</b> 7 p.m. Public Planning (CC)			

(CC) Council Chambers (1<sup>st</sup> floor)

(HR) Holland Room (1<sup>st</sup> floor)

(LR) Leksand Room (1<sup>st</sup> floor)

(TR) Tannery Room (2<sup>nd</sup> floor)

Revision: November 3, 2015



# December 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<b>1</b> 7 p.m. Accessibility Advisory Committee (LR)	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b> 7 p.m. General Committee (CC)	<b>7</b> Tree Lighting Ceremony	<b>8</b> 7 p.m. Committee of Adjustment (CC)	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b> 7 p.m. Heritage Advisory Committee (HR)	<b>13</b> 7 p.m. Council (CC)	<b>14</b> 7 p.m. Library Board 7 p.m. Aurora Cultural Centre Board	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> 7 p.m. Public Planning (CC)	<b>22</b>	<b>23</b>	<b>24</b> Christmas Eve
<b>25</b> Christmas Day Hanukkah (First Day)	<b>26</b> Boxing Day	<b>27</b> Town Hall Closed (in lieu of Dec. 25)	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b> New Year's Eve

(CC) Council Chambers (1<sup>st</sup> floor)

(HR) Holland Room (1<sup>st</sup> floor)

(LR) Leksand Room (1<sup>st</sup> floor)

(TR) Tannery Room (2<sup>nd</sup> floor)

Revision: November 3, 2015



**TOWN OF AURORA  
GENERAL COMMITTEE REPORT No. PR15-033**

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**SUBJECT:** *McMahon Park Neighbourhood Garden Public Survey Results*  
**FROM:** *Allan D. Downey, Director of Parks and Recreation Services*  
**DATE:** *November 3, 2015*

---

**RECOMMENDATIONS**

***THAT Report No. PR15-033 be received; and***

***THAT a neighbourhood garden in McMahon Park not be implemented.***

**PURPOSE OF THE REPORT**

To provide the results of the public consultation process that was conducted to determine the local resident's interest in establishing a neighbourhood garden in McMahon Park.

**BACKGROUND**

At the August 11, 2015 Council meeting, Council approved the recommendations in report PR15-024 authorizing staff to conduct a public consultation process in an effort to gauge the level of interest in the local community for the establishment of a neighbourhood garden in McMahon Park.

Pursuant to Council's authorization, staff developed a survey questionnaire which was both posted on the Town's website and was also hand delivered to all homes and businesses within a 400 meter radius of McMahon Park. This is the area coverage that our Planning Department defines as the mandatory minimum distribution area for planning related applications.

The survey was conducted from September 4, 2015 through September 25<sup>th</sup>, 2015 and included a series of 13 generalized questions relating to various general elements that could be included in a proposed garden and two more specific questions in relation to both the principal of establishing a garden and its location in McMahon Park. The results of these specific questions are outlined as follows:

**November 3, 2015**

**- 2 -**

**Report No. PR15-033**

**McMahon Park Neighbourhood Garden Questionnaire Results**

Number of Surveys distributed in 400 meter radius of McMahon Park	554
Number of Survey Responses	86 or 15% (55 electronic and 31 paper)
<b>Question 2</b>	<b>Response</b>
Do you support the development of a neighbourhood garden in McMahon Park open to local residents?"	YES = 45 NO = 41
Responses to Question 2 from residents that directly border McMahon Park	YES = 6 NO = 11
<b>Total number of houses –24</b>	
<b>Question 3</b>	<b>Response</b>
Do you agree with the proposed location within McMahon Park	YES =43 NO = 43

**COMMENTS**

Based on the relatively high response rate and the associated comments from the respondents, it appears that the community is most definitely engaged in the matter of the neighbourhood garden. Out of the 86 responses, they are fairly evenly split in seeing a garden developed in McMahon Park. The residents who would possibly be the most impacted by the development of the garden are those residents who directly back onto or front onto McMahon Park. With these particular residents, there are eleven opposed and six in favor that a garden should not be developed.

While the survey document allowed for residents to include their postal code it was not a mandatory requirement and, as such, it can be assumed that several of the 24 residents who reside by McMahon Park did not include their postal information and may or may not oppose the garden. It is clear; however, that the majority of the residents who did respond do not support the garden.

In addition to the information that was used to form the recommendation in this report, residents were also encouraged to make any comments or observations to further explain their position on both the overall concept and location of the garden. Many of the comments were significantly critical of the proposal and it was made abundantly clear that McMahon Park would not be an acceptable location to establish a neighbourhood garden.

**November 3, 2015**

**- 3 -**

**Report No. PR15-033**

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From the results of the study it appears that there are two significant issues that staff believe are the primary factors effecting the recommendation not to proceed with the garden at this time.

It can be concluded from the survey that the community is generally split on the notion of a neighbourhood garden in this location and further concluded that our immediate neighbours of the park generally oppose the garden. As such, by permitting the proposal to go ahead it is highly likely that this proposal could become a very sensitive and dividing issue within the neighbourhood, potentially putting neighbour against neighbour and eventual failure on all fronts.

We believe that the public survey was very successful and beneficial in engaging our residents and neighbours and quite effective in assisting both staff and Council in making an informed decision in this regard.

#### **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*** through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

***Supporting environmental stewardship and sustainability:*** Assessing the merits of measuring the Town's natural capital assets.

#### **ALTERNATIVE(S) TO THE RECOMMENDATIONS**

1. Council could direct staff to implement a trial garden plot in McMahon Park.
2. Council could direct staff to pursue an alternative location for a neighbourhood Garden.
3. Further options as required.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with not moving forward with a garden in McMahon Park

November 3 2015

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Report No. PR15-033

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**PREVIOUS REPORTS**

PR15-024– McMahon Park Neighbourhood Garden August 11, 2015

**ATTACHMENTS**

None.

**PRE-SUBMISSION REVIEW**

Executive Leadership Team Meeting, Wednesday, October 21, 2015.

*Prepared by: Jim Tree, Parks Manager- Ext. 3222*



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**Allan D. Downey**  
**Director of Parks and Recreation**



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



**TOWN OF AURORA  
GENERAL COMMITTEE REPORT No. PR15-034**

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**SUBJECT:** *Pedestrian Underpasses – Leslie Street and St. John’s Sideroad*

**FROM:** *Allan D. Downey, Director of Parks and Recreation Services*

**DATE:** *November 3, 2015*

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**RECOMMENDATIONS**

*THAT Report No. PR15-034 be received; and*

*THAT the construction of Underpasses A, C and D, as outlined in this report, and in accordance with the Town of Aurora Trails Master Plan, be approved; and*

*THAT funding in the amount of \$1,962,790 be approved; and*

*THAT 90% of the funds required to construct the underpasses be allocated from the applicable Development Charge Reserve and that the remaining 10% funding be allocated from the applicable Parks and Recreation related reserves; and*

*THAT staff be directed to enter into an Agreement with the Regional Municipality of York to facilitate the process of construction of the three underpasses, the associated financial arrangements, and any matters dealing with the future operation and maintenance of these underpasses; and*

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

**PURPOSE OF THE REPORT**

To obtain Council approval to construct three underpass structures as recommended in the Trails Master Plan.

**BACKGROUND**

The Trails Master Plan was approved by Council on October 25, 2011 and within this document, grade separated trail crossings are identified in a number of locations within the municipality.

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Grade separated trail crossings are the preferred method of crossing busy arterial roads, rail corridors and other pedestrian and motorized traffic interfaces in that they facilitate a much safer means of crossing roads or barriers and add significantly to both the unhindered continuity of an off-road trail and the users overall experience of a connected municipal trail system.

This report specifically deals with three individual underpass structures being contemplated for construction on Leslie Street. These underpasses have been the subject of multiple reports and discussions at both Council and the Trails and Active Transportation Committee (TATC).

For the purposes of this report the three Underpasses will be referenced as Underpasses A, C and D.

**UNDERPASSES C & D**

At its August 13, 2013 meeting, Council approved Report PR13-038 St John's Sideroad and Leslie Street Trail System Underpasses, for the construction of two Trail Underpasses, in partnership with the Region of York, to facilitate the trails contemplated in the 2C Development lands in the locations shown on the attached plan.

These underpasses have been included in the Region of York Transportation Departments project design for the reconstruction and widening of Leslie Street scheduled to commence in 2017.

Council approved Underpasses C and D on the basis of a 50% cost-sharing partnership arrangement with the Region of York through the Municipal Partnership Program for Cycling and Pedestrian related infrastructure projects.

The original cost estimates for the two approved underpasses were provided by the Region of York Transportation Department in their June 12, 2013 report to the Regional Transportation Services Committee as follows:

**JUNE 12, 2013 REGION OF YORK ESTIMATE**

<b>Underpass</b>	<b>Region of York 50%</b>	<b>Town of Aurora 50%</b>	<b>TOTAL PROJECT</b>
C	\$200,000	\$200,000	\$400,000
D	\$275,000	\$275,000	\$550,000
			<b>\$950,000</b>

Region of York Transportation Services staff have recently updated their estimate for the two underpasses as follows:

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**REVISED AUGUST 8, 2015 REGION OF YORK ESTIMATE**

<b>Underpass</b>	<b>Region of York 50%</b>	<b>Town of Aurora 50%</b>	<b>TOTAL PROJECT</b>
C	\$254,624	\$254,624	\$509,250
D	\$390,425	\$390,425	\$780,850
12% CONSTRUCTION ADMIN	\$77,406	\$77,406	154,812
<b>TOTAL 50% share</b>	<b>\$722,455.00</b>	<b>\$722,455.00</b>	
			<b>\$1,444,912.00</b>

Staff requested a detailed explanation from the Region as to what has transpired since 2013 to inflate the original cost estimate by \$494,912.00. The Region responded to our request and provided the following information from the project engineering consultant:

*Culvert at STA 10+796: The original estimate was \$400,000 and the revised estimate is \$509,000. The increase in cost is due to addition of the 750mm Concrete Pressure water main drain valve & chamber and additional water main reinstallation that will be required now. The requirements of the water main works were not anticipated at the time when the original cost estimate was produced and it came to our attention during the detail design phase.*

*Culvert at STA 12+400: The original estimate was \$550,000 and the revised estimate is \$781,000. The increase in cost is due to increased length of the underpass. Originally it was anticipated that the culvert will be constructed perpendicular to the road. Due to the site constraints and conflict with the existing drainage culvert, the underpass structure is deigned parallel to the drainage culvert that is skewed and consequently increased the length of the culvert needed. In addition, the increased in the length added additional excavation and backfill costs.*

In addition to the aforementioned cost increase, the Region has now included a project administration cost of 12%. In summary, the revised Town of Aurora 50% share of the two previously approved underpasses C and D is now **\$722,455.00**.

**UNDERPASS A**

To further determine more accurate costing of Underpass A, Council, at its November 12, 2013 meeting, adopted the recommendation from the October 18, 2013 Trails and Active Transportation Committee (TATC) meeting as follows:

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THAT Council adopt the following Trails and Active Transportation Committee recommendation from the meeting of October 18, 2013:

**2. Memorandum from the Manager of Parks  
Re: Leslie Street Underpass A**

THAT staff be directed to develop a terms of reference and retain an engineering firm to conduct a preliminary design and cost analysis for the underpass in consultation with the Region of York staff provided that the cost of the design is to a maximum of \$50,000.00.

**COMMENTS**

Underpass A is perhaps the most significant grade separated crossing in the entire 2C Development lands in that it connects all of the off-road trails in 2C on both the east and west side of Leslie Street as well as to the future Wildlife Park Trails and to the Town of Newmarket Trail system. In addition, Underpass A works in close companionship with the proposed Overpass B which is being constructed by the Region of York, at no cost to the Town, in conjunction with the upcoming reconstruction of St. John's Sideroad.

Both St. John's Sideroad and Leslie Street will be major arterial four lane roads when reconstructed in 2017 and the likelihood of Underpass A being introduced on Leslie Street at a future date is highly unlikely due to the many logistical constructions issues and enormous associated costs. This is the only opportunity that Underpass A could be implemented.

**CONNECTIVITY OF THE 2C TRAIL SYSTEM**

The 2C Development is somewhat unique in that 2C was planned and develop in the broader context with the involvement of the majority of property owners in the overall functionality of the roads, trails and parks in the entire development block. This presented an opportunity to provide a superior network of trails that would serve as the best example to date of a well planned and executed system of trails that would provide excellent recreational, utilitarian and non-motorized transportation corridors all aimed at making 2C a more walkable community. These attributes are all identified in the Council approved policies contained in the Trails Master Plan.

On the surface, the proposed trails underpasses that were identified in the Trails Master Plan and in particular the 2C area, may appear as somewhat extravagant luxuries that provide a limited benefit to the overall community. The fact remains that the trail system in Aurora is highly popular with our residents such that it was revealed in the public survey conducted during the formulation of the Trails Master Plan, that the Town's trail system was the single most popular recreational activity in Aurora and that the public supported further investment in expanding and improving the system.

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It is important to note that development of the existing trail system in Aurora has taken more than 40 years to implement and implementation and much of the system was developed incrementally when land became available and was conveyed to the municipality through the private land development industry bit by bit. In the case of 2C much of the land required for the trail system has already been transferred to the municipality or will be transferred through the orderly process of the overall 2C development area in accordance with all of the Town policies and plans.

We have attached a map which provides clarity on the Trails proposed within 2C and the status on the ownership of these lands. With this information it is clear that all of the lands required to facilitate the trails and underpasses in 2C either are in place or, as with the other trails in Aurora, will be available in the fullness of time.

An alternative to Underpass A was included in the preliminary design exercise. The alternative includes ramps that traverse the slopes on both the east and west side of the Leslie Street road embankments.

These lengthy ramps would extend from the trail in the valley floor to the intersection of St. John's Sideroad and Leslie Street and be benched into the road embankments; however, on the east side of Leslie Street the ramps cannot be constructed entirely within the Regional road right-of-way due to the severity of the grades in this particular location. As such, the Town would need to acquire a portion of the lands from the neighbouring property owner at some point in the future in order to construct the ramps. The estimated cost to construct these ramps is \$375,000.00 and the Region of York has committed to providing \$50,000.00 in funding assistance toward the at-grade crossing and ramps. Regional staff has indicated that a further contribution at the request of the Town may require a Regional Council approval.

Unlike Underpasses C and D, Underpass A was not supported by the Region of York for inclusion in the Municipal Partnership funding program due to the fact that there is no requirement to replace or alter existing culverts or infrastructure in this location and as such it is not necessary for the Region to excavate through the entire width of the road base.

Following direction from Council at its November 12, 2013 meeting, staff completed the Terms of Reference and retained an engineering consulting firm to complete a preliminary design and cost estimate for Underpass A. This work has been ongoing since 2013 and has just recently been completed. The preliminary design has taken into consideration all aspects of the underpass including the structural elements and any complications or conflicts with existing services that will be encountered should the project be implemented.

As a result, it has been determined that the project is feasible; however, it will be necessary to incorporate a number of engineering solutions to mitigate conflicts with existing water and sewer mains in the location of the underpass.

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The Region of York Transportation Services staff have reviewed and approved, in principal, the Underpass A preliminary design and are prepared to include this project in the Leslie Street reconstruction project tender should Council support funding this underpass. The estimated cost of Underpass A is \$1,749,907.50.

Upon assumption of the underpasses, the Town will be required to maintain the trail surfaces and the illumination components within the structures, although these costs have not been identified at this time. It is expected that the costs will be nominal and included in annual Parks and Recreation operating budgets. The Region of York would continue to own and maintain the major structural components.

### **LINK TO STRATEGIC PLAN**

The construction of the underpasses supports the Strategic Plan goal of ***Supporting an Exceptional Quality of Life for all*** through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

***Encouraging an active and healthy lifestyle*** by implementing and regularly updating the Trails Master Plan to improve connectivity.

### **ALTERNATIVE(S) TO THE RECOMMENDATIONS**

1. To defer the construction of Underpass A and direct staff to request 100% funding from The Region of York for the optional at-grade crossing and ramp system to be fully implemented at a future date when sufficient lands required to build the ramps on the east side of Leslie Street have been secured through the land development process.
2. To defer construction on one or both Underpass C and D and reallocate funding for these underpasses to Underpass A.
3. To defer construction of Underpass A and the at-grade crossing at this time.
4. Further options as required.

### **FINANCIAL IMPLICATIONS**

Currently Underpasses C and D are partially funded and approved in Capital Project Account; however, as a result of the revised cost estimate provided by the Region of York Transportation Department, an additional Aurora contribution of \$212,882.00 will be required in order to match the Region's 50% contribution to these underpasses.

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**UNDERPASSES C and D**

UNDERPASS	TOTAL COST	AURORA SHARE 50%	APPROVED 2016 FUNDING	SHORTFALL
C	\$509,250.00	\$254,624.00	\$254,533	\$91.00
D	\$780,850.00	\$390,325.00	\$254,533	\$135,791
Contract admin	\$158,000	\$77,000	\$0	\$77,000
<b>Total Shortfall</b>				<b>\$212,882.00</b>

Currently Underpass A is unfunded and not included in the 10-year Capital Forecast as it was removed following the initial Council directive to not construct this underpass.

**UNDERPASS A**

UNDERPASS	TOTAL COST	AURORA SHARE 100 %	APPROVED FUNDING
A	\$1,749,907.50	\$1,749,907.50	\$0

**Summary of funding requirements**

UNDERPASSES C and D	\$212,882.00
UNDERPASSES A	\$1,749,907.50

**TOTAL**

**\$1,962,789.50**

This project is eligible for 90% development charges funding as a growth related recreation infrastructure as follows:

DC 90%	\$1,766,510.50
Parks & Recreation Reserves 10%	\$196,279.00

**CONCLUSIONS**

That Council approve Underpasses A, C and D as outlined in this report and that the projects be funded through the Development Charges and Parks and Recreation Reserve accounts.

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Staff be directed to enter an Agreement with the Regional Municipality of York for the purposes of facilitating the underpass construction projects in conjunction with the Leslie Street reconstruction project in 2017.

**PREVIOUS REPORTS**

PR13-038– Leslie Street Underpasses August 13, 2013

**ATTACHMENTS**

Attachment #1 – Staff Report No. PR13-038 St John`s Sideroad and Leslie Street Trail System Underpasses – August 13, 2013

Attachment #2 – Proposed Trails Map for 2C Development Area

**PRE-SUBMISSION REVIEW**

Executive Leadership Team Meeting, Wednesday, October 21, 2015.

***Prepared by: Jim Tree, Parks Manager- Ext. 3222***

  
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**Allan D. Downey**  
**Director of Parks and Recreation**

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



Attachment #1 to Report PR15-034

**TOWN OF AURORA  
COUNCIL REPORT**

**No. PR13-038**

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**SUBJECT:** *St John's Sideroad and Leslie Street Trail System Underpasses*  
**FROM:** *Allan D. Downey, Director of Parks and Recreation Services*  
**DATE:** *August 13, 2013*

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**RECOMMENDATIONS**

*THAT report PR13-038 be received for information; and*

*THAT the two (2) underpasses noted in Attachment #1 of this report as Underpass "C" and "D" be approved as recommended in report PR13-035; and*

*THAT Council provide direction with regards to Underpass "A" and that the Region of York be requested to prepare a design specification for this underpass and include the underpass in the Regional Tender for the reconstruction of Leslie Street if funding is approved; and*

*THAT the underpass shown at the Marsh Creek Crossing noted in Attachment #1 of this report as Underpass "E" not be constructed.*

**PURPOSE OF THE REPORT**

To provide Council with additional information on the matter of Grade Separated Trail Underpasses as directed by Council at the July 16, 2013 Council meeting.

**BACKGROUND**

In report PR13-035, which was presented at the July 16, 2013 Council meeting, staff recommended that Council approve the construction of two Grade Separated Underpasses to facilitate future trail development in accordance with Trails Master Plan.

These underpasses had received Regional approval and the Region has agreed in principal to partner with the Town of Aurora and share in 50% of the cost to build this infrastructure, subject to final budget approval.

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**Report No. PR13-038**

In addition to these underpasses there was reference to two additional underpasses. One underpass is in the vicinity of St John's Sideroad and Leslie Street while the other is in the vicinity of St John's and Mavrinac Boulevard.

Leslie Street and St. John's Sideroad Underpass (Underpass "A")

This crossing had been requested by the Town and is included in the Trails Master Plan at a location 130 meters south of St John's Sideroad (see attached Fig.1). This crossing is not supported by the Region of York as noted in the below excerpt from the *Region of York Transportation Services Committee June 12, 2013 Report of the Commissioner of Transportation and Community Planning*:

***The proposed active transportation underpass trail crossing on Leslie Street, south of St. John's Sideroad would require a dedicated independent underpass as the existing drainage culvert does not require replacement***

*The existing 55 metre long culvert on Leslie Street south of St. John's Sideroad is in good condition and requires only a 4 metre extension to accommodate the new width of Leslie Street. As such, an active transportation underpass trail crossing at this location would require a dedicated independent underpass. The cost to install an underpass at this location is approximately \$1,200,000 as previously indicated in the February 17, 2011 Council Report.*

*Given the close proximity (130 metres) of the proposed trail to the existing signalized intersection of Leslie Street and St. John's Sideroad; that the Town of Aurora's Draft Trail Route Network and Aurora 2c Secondary plan both include a trail connection from the proposed culvert to the traffic control signals at St. John's Sideroad; and that the ramp required to get from water level to road level is approximately 120m in length, a standalone culvert is not a cost effective solution and Region staff would not recommend any cost sharing under the Municipal Pedestrian and Cycling Partnership Policy for this project.*

In view of the Region's position on this underpass, the Town of Aurora would be required to fund the project 100%. As indicated by the Region, the cost for this crossing is currently estimated at \$1,200,000.00.

The Region has indicated that their Tendering Policy will not permit an unfunded project to be included in a Regional Tender and, as such, it will not be possible to carry this item in the Region's Tender unless the Town of Aurora commits to funding the underpass project.

As an alternative to the underpass, the Region has committed to constructing the walkways and ramps required to facilitate pedestrians and cyclist access from the trail, up the slopes to the controlled intersection for the safe crossing of Leslie Street.

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**Report No. PR13-038**

St. John's Sideroad and Mavrinac Boulevard Underpass (Underpass "E")

This crossing is not identified as a Grade Separated Underpass in the Trails Master Plan; rather, it is shown as an at-grade crossing. The request for a Grade Separated Crossing was recommended by the former Trails Sub- Committee following final approval of the Trails Master Plan.

In response to this request, the Region of York Transportation Department has recently provided staff with some technical information and preliminary costing for this underpass.

**COMMENTS**

For clarity purposes Attachment #1 being the Trails Master Plan mapping has identified all of the relevant crossings being contemplated at this time which involve both the Town of Aurora and the Region of York. The following table describes each of the crossings and its current status in terms of design and funding:

<b>UNDERPASS MAP LOCATION</b>	<b>REGION OF YORK POSITION</b>	<b>OVERALL COST &amp; COST SHARING</b>	<b>TOWN OF AURORA COST</b>
<b>A</b>	Region of York does not support Underpass "A"	\$1,200,000.00	\$1,200,000
<b>B</b>	Region supports Underpass "B" with clear span bridge	Unknown cost Region funded 100%	\$0
<b>C</b>	Region supports Underpass "C"	\$550,000 Region & Town to share 50%	\$275,000
<b>D</b>	Region supports Underpass "D"	\$400,000 Region and Town to share 50%	\$200,000
<b>E</b>	Region will permit the revision from an at grade crossing as per Trails Master Plan to Underpass	\$1,300.000 current estimate, Region has not committed to cost sharing	\$1,300.000 (estimate)

St. John's Sideroad and Mavrinac Boulevard Underpass

The underpass labelled "E" on the attached Trails Map was specified as an at-grade crossing at a controlled intersection. The Region has indicated that the addition of an underpass at this location presents a number of complications that will impact on the

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**Report No. PR13-038**

Marsh Creek water course crossing that is included in the proposed reconstruction of St. John's Sideroad.

The Region indicates that in the event the underpass is approved, it would be a standalone crossing moved further west of the water course and as such it will be necessary to raise the entire road bed considerably in this stretch of road.

As a result the Marsh Creek water course crossing would need to be increased in size to accommodate a major storm event. This will add significantly to the project costs.

The road width will need to be widened and additional lands may need to be obtained from the land owners affected. At this time it is not entirely clear in terms of the quantity of additional land needs; however, there is sufficient information to suggest that the road will need to be widened to accommodate an underpass.

Council will recall the delegate who represented Mattamy Homes at the July 16, 2013 Council Meeting where the delegate voiced concerns regarding an underpass in the proposed location. Mattamy Homes has since forwarded correspondence to staff outlining their concerns and staff has included this correspondence for information as Attachment #2.

In view of the preceding information and the fact that this underpass was not included or approved in the Trails Master Plan staff do not support constructing this underpass.

### **LINK TO STRATEGIC PLAN**

The construction of the Leslie Street underpasses supports the Strategic Plan goal of Supporting an Exceptional Quality of Life for all through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

Encouraging an active and healthy lifestyle by implementing and regularly updating the Trails Master Plan to improve connectivity.

### **ALTERNATIVE(S) TO THE RECOMMENDATIONS**

1. Option 1 abandon the planned underpasses and request the Region of York to provide at grade trail crossings at the appropriate controlled intersections.
2. Provide funding in the amount of \$1,200,000.00 to complete Underpass "A" as indicated in the Trails Master Plan.
3. Further Options as required.

**August 13, 2013**

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**Report No. PR13-038**

### **FINANCIAL IMPLICATIONS**

As outlined in staff report PR13-035, the Region has suggested that the Town of Aurora share of the cost for the two Underpasses "C" & "D" will be 50% or \$475, 000.00. The remaining \$475,000.00 will be in the form of a Regional Grant under their Pedestrian and Cycling Municipal Partnership Program.

In the recently completed 10 Year Capital Investment Plan Capital Project 73177 identifies three underpasses on Leslie Street to be constructed in 2015 at a cost of \$900,000.00 and two underpasses on St. John's Sideroad in 2016 at a cost of \$600,000.00 which would bring the Town's total estimated expenditure to \$1,500.000.00.

The revised cost estimate for the recommended underpasses that are recommended in the Trails Master Plan is now \$1,675,000.00.

### **CONCLUSIONS**

That Council approve the underpasses as recommended in this report and formally endorse an application to the Region of York under the Regional Pedestrian and Cycling Municipal Partnership Program Grant for 50% funding of the two (2) grade separated underpass crossings identified as crossings C & D. Also that Council provide direction regarding Underpass "A" at an estimated cost to the Town of Aurora of \$1,200,000 and that the Region of York be requested to design the Underpass and include this item in the Leslie Street road reconstruction project if funding is approved.

### **PREVIOUS REPORTS**

IES11-055 November 8, 2011 Leslie Street and St. John's Sideroad Pedestrian Trail Crossings  
PR13-035 July 16, 2013 Leslie Street Underpasses

### **ATTACHMENTS**

Attachment #1 - Trails Master Plan section Map showing proposed underpasses  
Attachment #2 - Correspondence for Mattamy Homes  
Attachment #3 - Fig. 1 Aerial photograph showing location of Underpass "A" and Fig.2 Aerial photograph showing location of Underpass "E"

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Report No. PR13-038

**PRE-SUBMISSION REVIEW**

Executive Leadership Team Meeting, Thursday, August 1, 2013.

*Prepared by: Jim Tree, Parks Manager- Ext.3222*



Allan D. Downey  
*Director of Parks & Recreation Services*



for Neil Garbe  
*Chief Administrative Officer*

**B-2: DRAFT ULTIMATE TRAIL ROUTE NETWORK AND ROUTE HIERARCHY - AURORA EAST**

**LEGEND**

**NETWORK HIERARCHY**

- Town-Wide Spine Trails (In-Road Right of Way)
- Town-Wide Spine Trails (Off-Road)
- E-W / N-S Spine Trail
- Local Neighbourhood Trails
- Special Use Trails
- Preferred Municipal Trail on Land Currently Under Private or other Public Ownership (e.g. Ontario Land Trust)

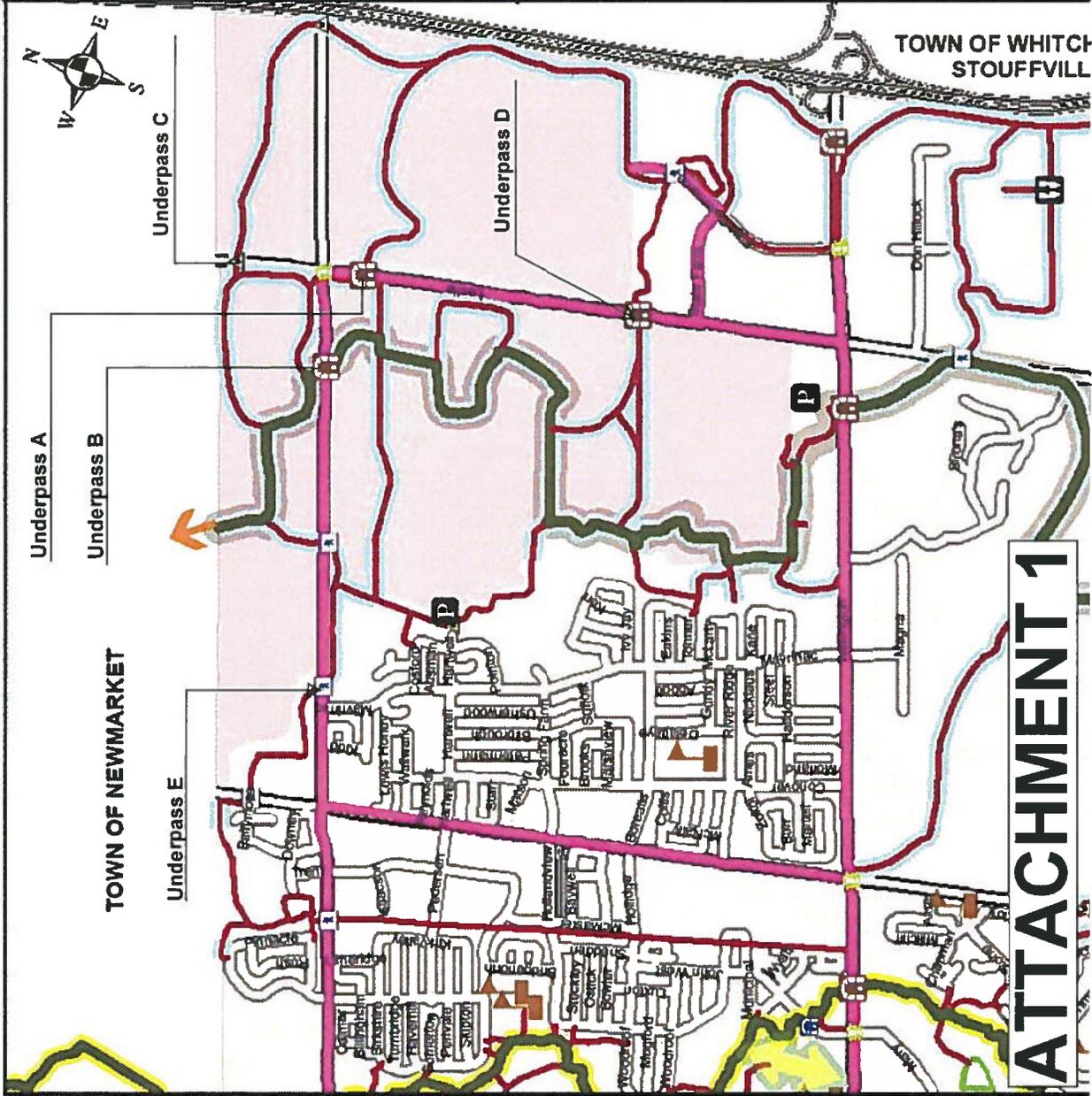
**NOKIIDA / OAK RIDGES TRAIL ALIGNMENTS**

- Nokiidaa Trail existing alignment
- Nokiidaa Trail preferred alignment
- Oak Ridges Moraine Trail existing alignment
- Oak Ridges Moraine Trail preferred alignment

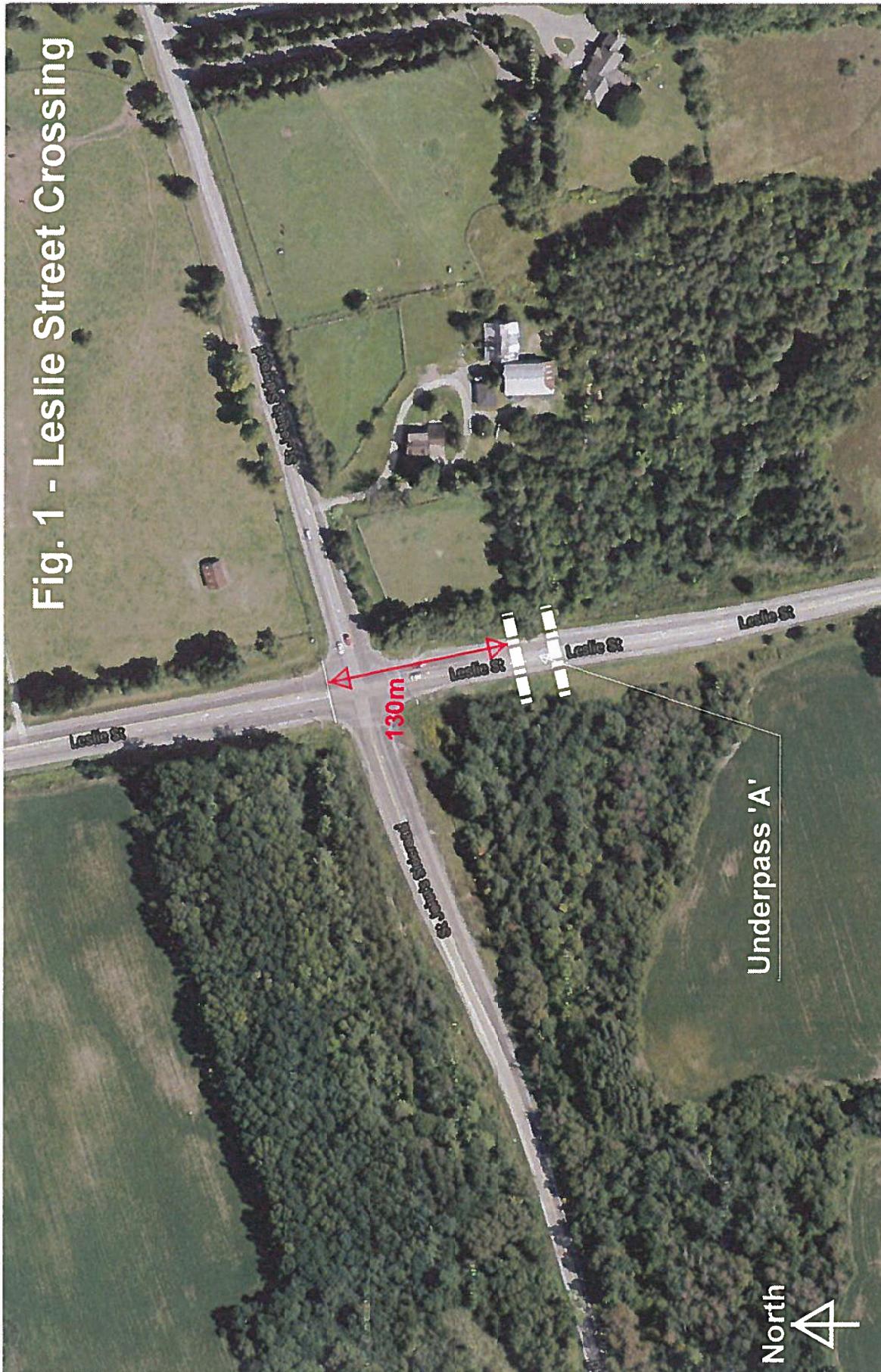
**GRADE SEPARATED TRAIL CROSSINGS**

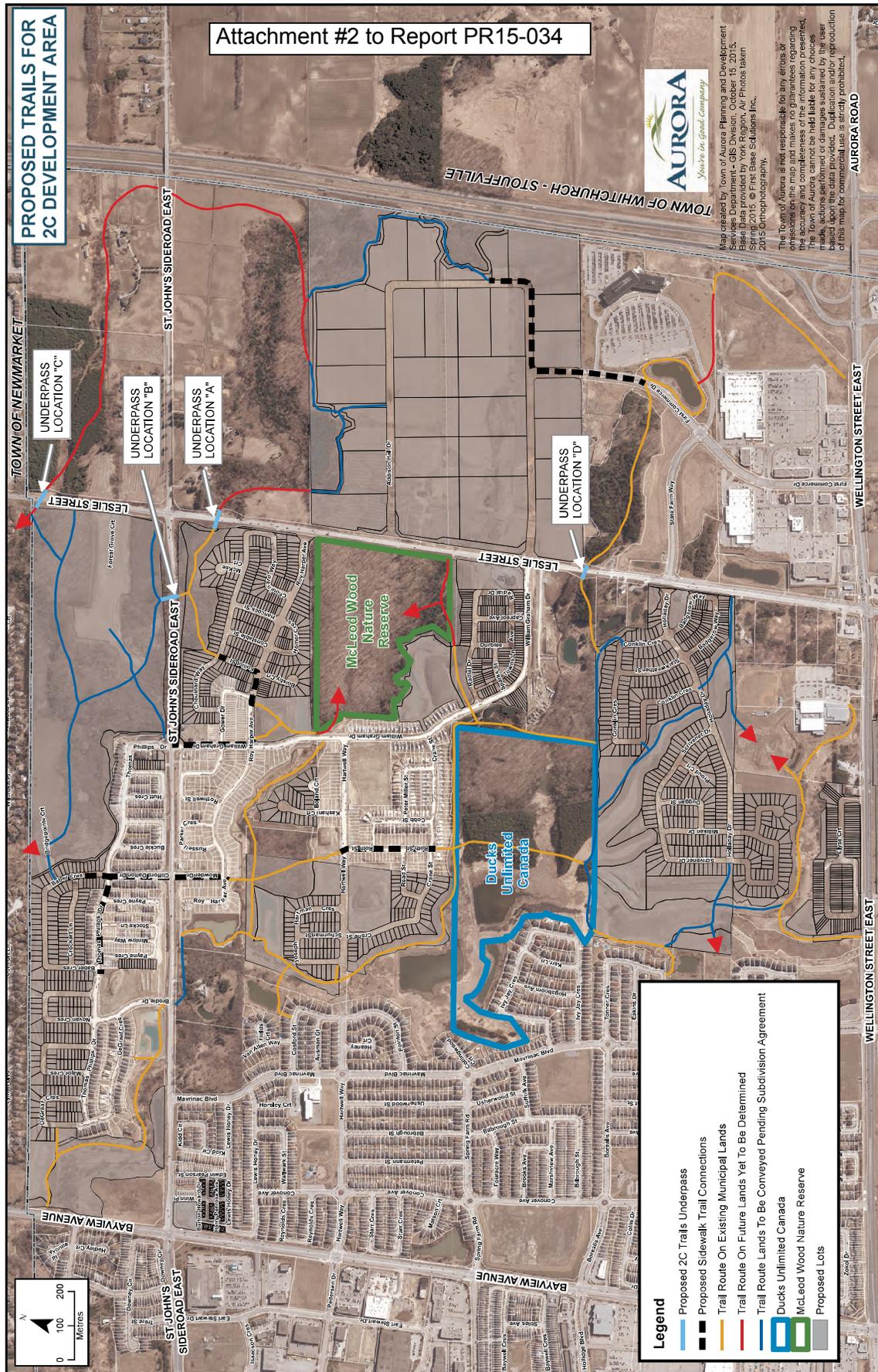
EXISTING PROPOSED

- Primary Crossing
- Secondary Crossing
- Underpasses
- Major Railway Grade Separation



**ATTACHMENT 1**







**TOWN OF AURORA**  
**GENERAL COMMITTEE REPORT**      **No. PR15-035**

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**SUBJECT:** *Tree Removal/Pruning and Compensation Policy*

**FROM:** *Allan D. Downey, Director of Parks and Recreation Services*

**DATE:** *November 3, 2015*

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**RECOMMENDATIONS**

*THAT Report No. PR15-035 be received; and*

*THAT Report No. PR15-035 and the following recommendation be deferred to the General Committee meeting of November 17, 2015, for consideration:*

*THAT the draft Tree Removal/Pruning and Compensation Policy attached to Report No. PR15-035 be approved; and*

*THAT the draft Tree Removal/Pruning and Compensation Policy be applicable to all planning applications that are currently under review by the Town, provided the applicants have been duly notified of this draft Policy and are currently complying with the said draft Policy; and*

*THAT the Tree Removal/Pruning and Compensation Policy come into full force for all new requests or applications received by the Town as of December 1, 2015.*

**PURPOSE OF THE REPORT**

To provide background information and rational on the need for Policy on compensation for the loss of trees associated with land development and construction related activities in the Town of Aurora and to obtain Councils approval of the Tree Removal/Pruning and Compensation Policy.

**BACKGROUND**

Council will recall the previous staff report PR14-035 concerning the Aurora Urban Forest Modeling Study (UFORE) wherein there were a series of recommendations that the Town should consider in moving forward to both protect and enhance the forest canopy in the Town of Aurora. We have inserted these recommendations as follows:

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**Report No. PR15-035**

**Key Recommendations in the Study**

The following recommendations are contained within the study and as outlined in the recommendations of this report staff suggest that each of the recommendations be reviewed in detail and that a further report be submitted to the incoming Council in 2015 for consideration and approval:

- Refine the results of the urban tree canopy (UTC) analysis to Develop an urban forest cover target;
- Build on the results of the urban tree canopy analysis (UTC) to prioritize tree planting and establishment efforts to improve the distribution of ecosystem services;
- Establish a diverse tree population by meeting the following targets:
  - No species represents more than 5% of population
  - No genus represents more than 10% of population
  - No family represents more than 20% of population
- Reduce energy consumption and associated carbon emissions by providing direction, assistance and incentives to residents and businesses for strategic tree planting and establishment around buildings;
- Monitor the distribution, structure and function of the urban forest for the purpose of facilitating adaptive management:
  - 5-year interval: land cover analysis (UTC)
  - 10-year interval: field surveys (i-Tree Eco)
- **Develop and implement a comprehensive urban forest Management plan.**

Following the presentation and adoption of the UFORE Study and recommendations, staff began working on the recommendation contained in the Study, which is to develop and implement a comprehensive Urban Forest Management Plan.

Staff has been working to produce this in-house project which is now nearing its final draft. The Urban Forest Management Plan is comprised of a multitude of existing policies, procedures, former practices and forestry related studies that have been completed over the years.

This entire package has been refined, organized and condensed into an overall Urban Forest Management Plan which will be presented to Council by the Manager of Parks in the near future.

**COMMENTS**

The Urban Forest Management Plan is a policy based document which covers all aspects of urban forestry and arboriculture operations in the Town of Aurora Parks and Recreation Department and to a large extent ties together and defines all current and past practises and procedures that have governed the management of our Urban Forest both on public and privately owned lands.

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**Report No. PR15-035**

In an effort to expedite an important part of the Urban Forest Policy staff have decided to bring the Tree Removal/Pruning and Compensation Policy separately to Council for approval as it is perhaps the most significant of the individual policies that may have an associated financial impact to those land owners and individuals who wish to pursue the removal of substantive numbers of living trees from their lands.

The UFORE Study recognized the Town of Aurora as having the highest canopy cover out of all of the GTA municipalities to have taken part in the study but this canopy cannot be maintained or sustained without the necessary tools and policy to prevent the incremental loss of large mature trees through the land development process.

***Tree Cover and Leaf Area:***

***Aurora's 1.95 million trees contribute to 28 per cent tree canopy cover and provide 99 km<sup>2</sup> of total leaf area.***

*(Excerpt from UFORE Report September, 2014)*

Section 7 of the attached Tree Removal/Pruning & Compensation Policy outlines the details associated with compensation for the loss of trees in all scenarios; however, to summarize, compensation is simply a formula based process that requires an appropriate number of replacement trees of a certain size that correlate to the trunk size of a tree to be removed.

There are further provisions for cash payments to the Municipality in situations where it is not possible, due to space limitations, to re-plant sufficient quantities of trees on the subject site. These funds will then be applied to replacement tree planting projects in alternative locations within the Town where deemed appropriate by the Town.

By implementing this policy, Council will have taken a significant step in both protecting the urban canopy and sustaining the canopy for future generations. Without tree protection and compensation policies, staff will continue to have difficulty in achieving consistency and fairness in administering development applications where significant tree removal is being contemplated.

Staff is confident that the proposed Compensation Policy is consistent with industry practise and many other municipalities based on the research that was conducted in formulating this policy.

Additionally, staff were assisted in writing this policy by Silv-econ Ltd., our Registered Professional Forestry consulting firm, who has had a great deal of experience in this area of expertise.

**November 3, 2015**

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**Report No. PR15-035**

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### **LINK TO STRATEGIC PLAN**

The Town of Aurora Urban Forest Management Plan and Policy supports the Strategic Plan goal of ***Supporting environmental stewardship and sustainability*** through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

***Encouraging the stewardship of Aurora's natural resources:*** Through the monitoring of ecological indicators, as the lands are urbanized, will allow the Town to establish a baseline and track ecological changes as development progresses.

### **ALTERNATIVE(S) TO THE RECOMMENDATIONS**

1. Council could decide to postpone or defer the Policy indefinitely.
2. Council could request staff to revise the policy where necessary.
3. Further options as required.

### **FINANCIAL IMPLICATIONS**

There are no financial implications for the Corporation; however, there may be significant financial implications for land owners who find it necessary to remove significant numbers of trees in order to develop or construct on their particular lands.

### **CONCLUSIONS**

That Council approve the Tree Removal/Pruning and Compensation Policy

### **PREVIOUS REPORTS**

PR14-035– Urban Forest Study (UFORE) July 29, 2014

### **ATTACHMENTS**

Attachment #1- Tree Removal/Pruning and Compensation Policy

November 3 2015

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Report No. PR15-035

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**PRE-SUBMISSION REVIEW**

Executive Leadership Team Meeting, Wednesday, October 21, 2015.

*Prepared by: Jim Tree, Parks Manager- Ext. 3222*



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**Allan D. Downey**  
**Director of Parks and Recreation**



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



## **TREE REMOVAL/PRUNING AND COMPENSATION POLICY**

**THE CORPORATION OF THE TOWN OF AURORA  
PARKS AND RECREATION SERVICES**  
100 John West Way, Aurora, Ontario, L4G-6J1

T.905-727-3123  
F.905-727-3903  
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JUNE 2015

Attachment 1



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**Parks & Recreation Services**  
**TREE REMOVAL/PRUNING AND COMPENSATION POLICY**

**1.0 PURPOSE**

The purpose of the Tree Removal policy is to establish the criteria, processes and authorities for removing Municipal trees

and

For the removal of trees on private lands subject to approvals under the following;  
Site Plan, Plan of Subdivision and Minor Variance

For all other tree removals on private property please refer to By- law No. 4474-03.D

**2.0 OBJECTIVES**

The objectives of the policy are as follows:

- 2.1 To create a safe urban forest environment by removing trees that pose a threat to persons or property.
- 2.2 To assist in maintaining the health of the urban forest by managing tree diseases and pests through the removal of hazard, infected or nuisance trees.
- 2.3 To accommodate site plan, plan of subdivision and other private development projects by removing trees that impede or constrain the proposed development.
- 2.4 To facilitate public maintenance by removing trees that impede on-going access or interfere with maintenance work.
- 2.5 To protect motorists and pedestrians by removing trees that obstructs sight-lines.
- 2.6 To remove trees that have been severely damaged by a storm, fire or other natural or man inflicted causes that have the potential to become dangerous trees.

**3.0 DEFINITIONS**

**Tree**

Means a self-supporting woody plant with one or more stems and a minimum caliper diameter of 5 centimeters which will reach a height of at least 4.5m (15 feet) at maturity.

**Director**

Means the Director of Parks and Recreation of the Town of Aurora and anyone acting or authorized by the Director to act on his/her behalf.

**Manager**

Means the Manager of Parks of the Town of Aurora and anyone acting or authorized by the Manager to act in this capacity.

**Pest**

Means any animal, insect pest or tree disease so declared under Section 3 of *The Pest Control Act* to be a pest.

**Public Land**

Means any real property owned or controlled by the Town of Aurora including, but without limiting the generality of the foregoing, any real property the Town of Aurora is granted access to under a tree planting easement.

**Relocation** Means a tree that is sufficiently small enough that it can be dug up by a tree spade or by hand and moved to another site for planting.

**Removal**

Means a tree that, because of its size or other considerations, cannot be relocated to another site and therefore must be cut down and disposed of.



**IES**

Means the Town of Aurora Infrastructure and Environmental Services Department.

**Hazard Tree**

Means any tree that has been determined by the Director to be, or has the potential to be, a danger to persons or property.

**Infected Tree**

Means any tree that has been determined by the Director to be infected or infested with insects and or disease at sufficient levels to cause or risk causing further spread and damage to other trees within the municipality.

**Nuisance Tree**

Means any tree that:

- i. is infected with an insect pest or tree disease;
- ii. the particular tree disease or insect pest has the potential to spread and infect the urban forest; and
- iii. the problem cannot be corrected by pruning or other treatments and removal of the tree is deemed necessary by the Municipal Arborist.

**Dangerous Tree**

Means any tree in part or whole that:

- i. is at risk of falling, breaking, uprooting or collapsing; and
- ii. in the opinion of the Director of Parks and Recreation Services is likely to cause injury to persons or damage to property.

**Interfering Tree**

Means any tree growing in a location that:

- i. impedes access or interferes with public maintenance work; or
- ii. is causing or has the potential to cause damage to public infrastructure; and
- iii. in the opinion of the Director or Parks and Recreation Services the problem can only be cost-effectively remedied by removing the tree.

**Obstructing Tree**

Means any tree that:

- i. obstructs a clear line of sight and overhead clearance for motorists, cyclists and pedestrians
- ii. obstruction of site-lines for all transportation modes when approaching a street intersection or exiting curb-crossing, sidewalk or trail interface onto the street; and
- iii. in the opinion of the Director o Parks and Recreation Services the situation cannot be remedied by pruning and the tree must be removed.

**Structurally Damaged Tree**

Means any tree that:

- i. has been severely damaged by a storm, fire or other natural or man inflicted cause;
- ii. while the tree does not pose an immediate threat to persons or property, it has the potential to become a dangerous tree; and
- iii. in the opinion of the Director of Parks and Recreation Services, damage to the tree is deemed too extensive such that there is no possibility of repairing the tree and removal is deemed necessary.



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**Invasive Tree**

Means any tree that:

- i. is listed or considered a non-native invasive species in the "Landowners Guide to Managing and Controlling Invasive Plants In Ontario"
- ii. which if left unmanaged, poses a threat to the natural environment.

**Disturbed Tree**

Means any tree that

- i. is situated in a location where there is risk of damaging any part of the tree including its root system, branches, limbs trunk and foliage; and
- ii. by virtue of its location be subject to any mechanical work, excavation, compaction, storage of materials and exposure of any part of its root system.

**Compensation**

Means

- i. provision of tree/s or vegetation for the purposes of replacing trees and or vegetation that has been damaged and or removed from a property; or
- ii. provision of a monetary payment for the authorized and or unauthorized damage or removal of tree/s or vegetation.

**Pruning**

Means;

- i. the removal of any branch, limb or twig from a tree for the following purposes; or
- ii. establishing proper tree shape or form; and
- iii. removal of undesirable branches and limbs for reasons of public safety, tree health, and to achieve specified clearance distances from buildings, property, vehicles, equipment and the public.

**4.0 RESPONSIBILITY**

- 4.1 The Director of Parks and Recreation Services and anyone authorized to act on his/her behalf may authorize the removal of trees on municipal lands subject to the provisions of this policy.
- 4.2 The Manager of Parks and or the Municipal Arborist is responsible for determining if a tree on public or private land is a dangerous or obstructing tree. The Manager of Parks and or the Municipal Arborist are also responsible for determining if a tree on public land is structurally damaged.
- 4.3 The Manager of Parks and or the Municipal Arborist is responsible for determining if a tree on public or private land is a hazard, infected or a nuisance tree.
- 4.4 The Municipal Council is responsible for hearing appeals from private applicants whose request for removing a tree on public land has been denied by the Director. Only those cases where there is a dispute between the Town and the private landowner or in cases where the removal of a tree or trees could impact the surrounding residents should be forwarded to Council for their consideration. Trees which may be removed by a tree spade and relocated to another area for planting should be considered relocation and not a removal.
- 4.5 The Parks Supervisor and qualified Forestry Crew Leader are responsible for training all staff involved in Arboriculture work.

**5.0 TREE REMOVAL CRITERIA**

The following criteria are intended to prevent the indiscriminate removal of public trees. Public trees may be removed only when one or more of the following criteria apply:



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- 1) The tree is infected with an insect pest or tree disease that could cause an epidemic and removal is the recommended action to prevent transmission.
- 2) The tree is dead or suffering from major decay which cannot be treated successfully and therefore poses a threat to public safety or property.
- 3) The tree poses a threat to persons or property which cannot be corrected by pruning, transplanting or other treatments.
- 4) Removal of the tree is required to accommodate private development or municipal projects such as sewers, roadways, utilities, buildings or driveways and there is no cost-effective alternative to save the tree.
- 5) Removal of the tree is required to mitigate conflicts such as the obstruction of motorist or pedestrian sight-lines; roof damage to buildings; sidewalks or underground water or utility lines; or interference with overhead utility lines or public maintenance work; and there is no cost-effective alternative to save the tree.
- 6) The tree has been severely damaged in a storm or other natural or man inflicted cause, and there is no possibility of the tree recovering.
- 7) The tree interferes with the growth and development of a more desirable tree.
- 8) The tree is considered an invasive species as defined by the Ministry of Natural Resources and is present in sufficient quantities to warrant implementation of a control program in the opinion of the Director of Parks and Recreation Services in consultation with all stakeholders, Council and the agencies having jurisdiction.

**6.0 THE TREE REMOVAL PROCESS**

**6.1 Trees on Public Land Considered Hazard, Infected and Nuisance Trees**

- The Municipal Arborist will determine whether a tree is a hazard, infected or a nuisance tree
- If the tree cannot be successfully treated by other alternatives and removal is necessary to prevent transmission. The Parks Division will coordinate the removal of the tree
- Hazard, infected or nuisance trees on public land should be removed as soon as possible
- Written notification stating the reasons and authority for the removal will be provided to the homeowner whose property is adjacent to the tree

**6.2 Dangerous, Interfering, Obstructing and Structurally Damaged Trees**

- The Director of Parks and Recreation Services may authorize the removal of a tree from public land where, in the Director's opinion, the tree is a dangerous, interfering or structurally damaged tree
- All dangerous, interfering, obstructing or structurally damaged trees considered for removal shall be assessed by the Municipal Arborist in order to determine if it meets the tree removal criteria outlined in section 6.0 of this policy. An evaluation form shall be provided for this purpose which identifies the reason and the authority for the removal
- A copy of the completed evaluation and action proposed shall be left with the property owner whose house is adjacent to the tree
- Dangerous trees shall be removed as soon as possible when they are reported. While the expectation is that staff would respond to a dangerous tree as soon as they become aware of it, this may not always be possible after normal work hours or on week-ends. Interfering trees may be removed as they are encountered. Obstructing trees shall be removed within three days of the Department becoming aware of the situation. Structurally damaged trees shall be removed within two months. All trees that are proposed for removal shall be clearly marked with orange paint in the form of an "R"



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- In the case of an emergency tree removal, a notice will be delivered to the adjacent resident following the removal that states the reason for the removal and the municipal contact person, in the event the residents have questions related to the removal
- Tree stumps shall be removed during two separate cycles, once in the spring each year and again in the fall. Stumps shall be removed using a mechanical grinding equipment to a minimum depth of 10 centimeters below grade level
- Removal of all roots may not be possible or necessary depending on site specific issues such as the location of buried utilities and the location of a replacement tree
- Tree stump pits will be backfilled with sufficient top soil and seeded with turf grass. Sod will not be used

**6.3 Removals or Root Disturbance to Accommodate Municipal or Private Development/ Construction Requests**

In those cases where the Parks Division receives a request for the removal of tree/s or where root disturbance of a live tree on Municipal land is likely, the Municipal Arborist will conduct a site assessment to determine if removal is the preferred option. The following process shall be followed:

**6.4 Municipal Development/Construction Projects**

- The initiating Department shall notify the Manager of Parks, in writing, of the need to disturb or remove tree/s or conduct work in the vicinity of trees prior to Council approving the proposed construction project. The Notice shall describe the specific project including the approximate number of trees to be removed/disturbed
- In the event of a project that arises unexpectedly the initiating Department shall verbally notify the Parks Manager of the need to remove tree/s. Upon notification the Municipal Arborist shall conduct a site inspection and written evaluation on the condition of the subject trees and provide a copy of the evaluation including comments and recommendations to the initiating department. Recommendations may include the requirement to engage the services of an external Arborist for the purpose of producing a tree impact plan and assessment depending on the number of trees to be impacted. The Parks Manager shall review the Arborist report and provide comments and recommendations to the initiating department

**6.5 Emergency Situations**

In situations where IES or a utility company must respond quickly such as a sewer, water or gas line break and there is not time to arrange a site visit prior to commencing a tree removal, they should contact the Manager or designate for approval if their activities are likely to affect public trees. The Manger will follow up on the matter at the earliest possible time to confirm the circumstances and arrange for replacing the tree/s.

**6.6 Private Construction Projects Affecting Municipal Trees**

Requests for municipal tree removals or relocations to accommodate private construction projects such as driveways, water mains or sewers may be considered by the Parks Division on an individual basis. In the event of a request to remove a municipal tree to facilitate private construction work the following procedure will apply;

- The Municipal Arborist will conduct a site inspection and a tree condition assessment form with a copy of the assessment provided to the owner of the property
- The Manager will communicate with the property owner to discuss the requested tree removal and any alternatives that should be explored prior to approving the removal
- In the event that there are no viable alternatives to removing the tree/s and depending on the number of tress impacted the Manager may request an independent third party evaluation of the tree/s dollar value. The evaluation shall be based on the Aggregate Inch Replacement method as outlined in Section 7.0. The cost of the evaluation shall be paid by the party requesting removal of the tree



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- Upon completion of the evaluation and the owners agreement to provide financial compensation and or replacement of the tree/s based on the third party evaluation , the Manager may permit the removal of the tree/s
- The Town will conduct all aspects of removing and replacing the tree/s and all associated costs will be paid to the Town in advance of the tree/s being removed. Costs for this work will be based on current labour, equipment and material costs

**6.7 Trees on Private Lands**

- In absence of a specific Land Development Agreement or Tree Protection/Preservation Agreement imposed as a condition of Site Plan, Draft Plan of Subdivision or Minor Variance, all cases of damage, disturbance and where unauthorized tree removal has occurred the matter shall be referred to the Towns By-law Enforcement section for the purpose of administrating any infraction of By-law No.4474-03.D
- Where the Parks Division receives a complaint from the Public regarding a suspect hazard, infected or a nuisance tree, the matter shall be referred to the Towns By-law Enforcement section for the purpose of administrating the Property Standards By-law No. 4044-99.P

**6.8 Lands Under Plan of Subdivision, Site Plan or Subject to Minor Variance Conditions of Approval**

Removal of trees from any lands proposed for development through the draft plan of subdivision, site plan or minor variance process will be subject to the following requirements;

- Prior to removal of any tree/s or vegetation on any site, proponents shall submit a complete inventory and detailed analysis of all existing trees and vegetation on the subject lands. The information shall include a tree and vegetation impact plan showing all vegetation proposed for removal. Vegetation with a stem diameter of five (5) centimeters or greater measured at 1.4 metres above grade level shall be included in the tree inventory and impact plan
- Proponents shall submit with the vegetation inventory and analysis, a comprehensive report prepared by a Certified Arborist or Registered Professional Forester to the satisfaction of the Director which outlines all aspects of the proposal to remove trees including a tree protection management plan for trees to be preserved on site/s. The tree protection management plan shall include recommendations for tree protection measures and recommendations for all aspects of tree health including tree pruning, fertilization, mulching, irrigation and long term monitoring and maintenance
- Land owners may be required to enter a site specific tree removal/protection agreement and provide financial securities as a condition of development approval to allow the removal of trees on private lands
- Additional vegetation management initiatives are identified in *Appendix 4, Policy "D", Tree Protection/Preservation Policy*, Section 5.0 and 6.0

**7.0 COMPENSATION AND TREE & SHRUB VALUATION PROCEDURE**

With the recently completed Urban Forestry Study it was abundantly clear that every single tree in the Town of Aurora plays a significant role that goes far beyond aesthetic value. As such and in our continuing efforts to achieve a sustainable Urban Forest and a net gain in Aurora's forest cover percentage, trees that are removed must be replaced in sufficient numbers to ensure that our urban forest canopy is not compromised or in any way diminished over the long term and that a net gain be achieved in the towns overall forest canopy. The following policy shall apply to all tree removals associated with subdivision, site plan, and minor variance approvals.

**7.1 Trees Located In Landscape Settings**

The value of planted trees is calculated using the Aggregate Inch Replacement method. This approach has been utilized by a number of Municipalities in Ontario. In this method, the value of a tree is estimated by calculating the supply and installation costs of the quantity of nursery stock of the same



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species such that their cumulative diameters is equal to the diameter of the tree being evaluated. For example, the value of a healthy sugar maple that is 30 cm at breast height (DBH) is equal to the supply and installation cost of five nursery stock sugar maples that are 6 cm in diameter (measured 1.4m from the ground). The installed cost shall be 2.5x the cost<sup>1</sup> of nursery stock. The price includes delivery, planting, preparation of a mulching bed and a 1 year guarantee. The value for trees that are assessed as being in fair condition or poor condition is calculated as 0.6 times or 0.2 times the value of a healthy specimen respectively (See Schedule 'A' for health rating criteria). An additional species rating criteria shall be applied based on the latest ISA Ontario Species Rating list. The value estimated using this approach is often comparable to the ISA trunk formula method however it is more easily calculated and understood by the general public.

**7.2 Trees Located In Meadows and Woodlots**

For trees located outside of landscaped settings, such as in meadows and woodlots, trees are valued based on the cost to replace them with the same species using nursery stock sizes and quantities listed in Schedule B. The installed cost shall be 2.5x the cost<sup>1</sup> of nursery stock. The value for trees that are assessed as being in fair condition or poor condition is calculated as 0.6 times or 0.2 times the replacement cost of a healthy specimen respectively (See Schedule 'A' for health rating criteria). An additional species rating criteria shall be applied based on the latest ISA Ontario Species Rating list.

A sampling procedure may be used to estimate the tree inventory within each of the following DBH classes (5 – 10cm, 11 – 20cm, > 20cm) in the area of interest. A fixed area plot sampling procedure is recommended which samples at least 5% of the area of interest. The plots must be located in areas which are representative of the vegetation communities and their locations illustrated on a map.

**7.3 Planted Shrub Valuation Approach**

Where shrubs, ornamental grasses or perennials are encountered in landscape settings, the replacement value is calculated as the cost to supply and install a quantity of potted plants of the same species to replace each square meter of measured plant area. The quantity of plants will be based on their replacement pot size as listed in Schedule 'C'.

The installed cost shall be 2.5x the cost of nursery stock. The price includes delivery, planting, preparation or a mulching bed and a 1 year guarantee. The value for plants that are assessed as being in fair condition or poor condition is calculated as 0.6 times or 0.2 times the value of a healthy specimen respectively (see Schedule 'A' for health rating criteria).

**7.4 Cash Value**

Where it has been determined by the Town that compensation tree planting cannot be accommodated on the lands due to physical space limitations or restrictions the Applicant/Owner will be required to pay fees commensurate with the particular scenario noted above in Section 7.1, 7.2 or 7.3. Fees will be charged to compensate for the loss of trees on the subject lands. All funds will then be applied to the purchase and planting of trees by the Town at an alternative suitable site within the Town of Aurora at the discretion of the Town.

**7.5 Report Format**

1. Report author and contact information
2. Date of inspection
3. A table which details the inventory and replacement cost estimate for each tree or shrubs. Each tree or shrub must be uniquely identified, described of species, size (diameter at breast height for trees, # of shrubs or square meters of shrub area), and health rating (good, fair, poor as per Schedule "B"), and estimated replacement cost.
4. Photographs of each tree or shrub must be included and marked to indicate their unique identifier to correspond to the table noted above in 3.
5. Site plan/map showing the location of trees and shrubs with corresponding unique identifier, as well as location of sample plots where woodlots or meadows are evaluated.



Schedule A

**Plant Health Rating Criteria**

Health Rating	Description
<b>Good</b>	Full, symmetrical crown, no sign of active decay, chronic or acute insect attack, large open wounds, tissue necrosis, dieback or chlorotic foliage. Not leaning, falling or about to be uprooted. Growth occurs mostly as extensions from the terminal bud with little epicormic branching. Shoot growth usually exceeds 10 cm.
<b>Fair</b>	May have a partially leaved, suppressed or disfigured crown (>74% crown density), combined with a few dead branches or limbs, or small open wounds and small trunk-tissue necrosis. Tree health will likely not decline further in the next 5 years. Growth occurs mostly as extensions from the terminal bud. Epicormic branching may be heavy.
<b>Poor</b>	Declining in health. Usually describes trees which have large trunk-tissue necrosis, large stem scars. Foliage discolouration is often associated with this condition as is moderate to heavy top-dieback (< 50% crown density) and crown suppression. Chronic fungal infection or insect infestation may be present. May require removal.



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**Schedule B**

**Replacement tree size and quantity of nursery stock for each tree removed in meadows and woodlot areas**

<b>Subject Tree Diameter at Breast Height (cm)</b>	<b>Replacement Size of Tree Nursery Stock</b>	<b>Quantity of nursery stock required to replace 1 tree</b>
5 - 10	5 gal pots (1.0 - 3.0 m tall)	1
11 - 20	150 cm tall wire basket (conifer), 45 mm calliper (hardwood)	2
> 20	175-200 cm tall wire basket (conifer), 60 mm calliper (hardwood)	3

**Schedule C**

**Quantity of nursery stock shrubs required to replaced one square meter of shrubs**

<b>Replacement Size of Tree Nursery Stock</b>	<b>Quantity of Nursery Stock Required to Replace 1m<sup>2</sup> of Shrubs</b>
< 2 gallon pot	4
3 gallon pot	2
4+ gallon pot	1



**8.0 TREE PRUNING SPECIFICATIONS**

**8.1 OVERVIEW OF SPECIFICATIONS**

Any tree work performed on a Town tree must be done according to the Town's specifications by authorised persons. There are different criteria for pruning depending on the purpose for the pruning. Proper tree pruning takes into consideration the physiology of tree growth and other influencing factors. Some are essential to the structural integrity and health of the tree while others are purely cosmetic. Figure 1 attached provides a general overview pruning guidelines in the municipal setting. All specifications are based on International Society of Arboriculture, National Arborist Association and American National Standards Institute criteria and the following;

- i) Wound dressing (paint) is not recommended as it may interfere with natural wound closure or in many cases may actually accelerate decay.
- ii) Trees with co-dominant leaders or other tight main crotch angles with included bark between them tend to split easily, especially during wind, or ice storms. The weaker or the more laterally positioned limb should be removed, ideally when the tree is young. Crown cleaning or removing undesirable, weak, dead, insect or disease infected limbs, suckers or water sprouts, mechanically damaged limbs, rubbing or crossover branches, and small girdling roots, those that have wrapped themselves around the main stem should also be removed.
- iii) Crown restoration is required, for storm damaged trees or trees previously pruned for crown reduction to eliminate profuse shoot production at the previous terminal pruning cut. Crown reduction may be required to reduce the spread or height of a tree, especially if there is interference with hydro wires or with buildings, existing or under construction. Crown thinning, or the selective limb removal increases air movement and light penetration, for better foliar disease resistance and reduces the wind sail effect of dense tree crowns.
- iv) Pollarding or topping mature trees shall not be considered a good or proper arboriculture practice.
- v) Pruning of small young trees, especially during the first 3 to 5 years in their permanent site shall be completed to encourage proper form and limb structure. Angled cuts should be made with a sharp pair of pruning shears or a sharp pruning hand saw in the direction of and just above an outward pointing bud or branch union. Ideally the bud or branch should be pointing in the direction of desired growth. Stubs may potentially become diseased and should be avoided, while cutting too close may damage or weaken the branch. No more than 30% of the tree's crown should be removed in any one year. Dead, damaged and diseased branches, including roots if the tree is a bare root specimen prior to planting, should be removed. Trees that are observed to be poorly formed with tight branch angles and included bark at the trunk union shall be pruned away. Prune away the weaker or potentially interfering branch to encourage straight sturdy tapered trunks with well-spaced lateral branches, both vertically and radially.
- vi) Timing of pruning depends on the type of tree, the tree's condition and the intended results of the pruning. Generally for healthy trees under normal conditions it is just before the period of rapid growth in the spring. Deciduous trees are generally best pruned during the dormant season when the leaves have fallen and the view of the branching structure is unobstructed. Winter pruning, when the sap flow is reduced, is preferred for bleeders or trees that ooze sap profusely such as birch, walnut and maple.
- vii) Pruning blades shall be sterilized between cuts when pruning diseased trees to prevent the spread of disease and to protect healthy trees against disease. Autumn is usually the time that wood decay pathogens are sporulating and major pruning activities should be avoided during this period especially for larger or mature trees. Trees with Black Knot Disease, mainly cherries, plums and other stone fruit trees, should be pruned in the dormant season prior to spring flush when the cankers sporulate.
- viii) Flowering trees can maximize their floral displays when pruned immediately after flowering. Next year's flower buds have sufficient time to develop during the rest of the growing season. Coniferous trees are best pruned in late spring after the new growth has started to harden off, which is usually late May or June in southern Ontario. The exceptions are for large limb removal, best done in the dormant



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season and for pines, best done during the candle stage or immediately after the completion of the new shoots.

**8.2 GENERAL TREE PRUNING SPECIFICATIONS**

- 1 All persons performing tree work on Town owned trees must be trained according to tree care standards accepted by the International Society of Arboriculture.
- 2 All persons performing tree work on Town owned trees in or around primary electrical lines must be trained to do so according to the "Electrical Safety Association" and the Ontario Occupational Health and Safety Act and Regulations.
- 3 When tree pruning cuts are made to a side limb, such remaining limb must possess a basal thickness of at least one third (1/3) of the diameter of the wood so affected. Such cuts shall be considered proper only when such remaining limb is vigorous enough to maintain adequate foliage to produce wood growth capable of callusing the pruning cut so affected within a reasonable amount of time.
- 4 All pruning cuts of limbs 2" caliper and smaller shall be completed with hand tree pruning tools or pole saw (not with a chain saw). Prune these smaller branches by climbing the tree (without the use of tree spurs).
- 5 All tree pruning cuts shall be made in such a manner so as to minimize the size of the wound and to promote the earliest possible covering of the wood by natural callus growth. Flush cuts which produce large wounds shall not be made and the branch collar shall not be removed.
- 6 Tree limbs shall be removed and controlled in such a manner as to cause no damage to other parts of the tree, to other plants or to public or private property.
- 7 All major pest problems shall be promptly reported to the Parks Supervisor.
- 8 All cutting tools and saws used in tree pruning shall be kept sharpened to result in clean cuts with an un-abrasive and non-ragged wood/ bark surface and branch collar remaining intact.
- 9 All trees six (6) inches in diameter or less shall be pruned with hand tools only. Chain saws will not be permitted on any trees six (6) inches in diameter or less. This is to prevent any unnecessary abrasions to cambial tissue that may predispose a tree to insect and/or disease problems.
- 10 Whenever pruning cuts are to be made, while removing limbs too large to hold in one hand during the cutting operation, the limbs shall first be cut off one (1) to two (2) feet in front of the intended final cut, the final cut shall be made in a manner to prevent tearing of the bark and live wood.
- 11 No more than twenty-five percent (25%) of the live wood may be removed from the crown of any tree and trees that are to be thinned. Such thinning shall not include the removal of any live limbs in excess of six (6) inches in diameter without prior approval from the Supervisor of Parks. No drop-crotching, stubs or flush cuts will be allowed.
- 12 Any extraneous metal, wire, rubber or other material (i.e. stakes and ties) interfering with tree growth shall be removed immediately.
- 13 Any defective or weakened trees shall be reported to the Supervisor of Parks. Specifically, any structural weakness of a tree, decayed trunk or branches, shall be reported in writing, noting the location of the tree by street address and a description of the hazard found in the tree.
- 14 The use of climbing spurs or spike shoes in the act of pruning trees is prohibited.
- 15 Beneficial animal or bird nests or nesting cavities shall be preserved and protected whenever feasible, unless doing so would create a hazard.

**8.3 DETAILED TREE PRUNING SPECIFICATIONS**

Detailed tree pruning shall consist of the total removal of those dead or living branches as may threaten the future health, strength and attractiveness of trees. Specifically, trees shall be pruned in such a manner as to;



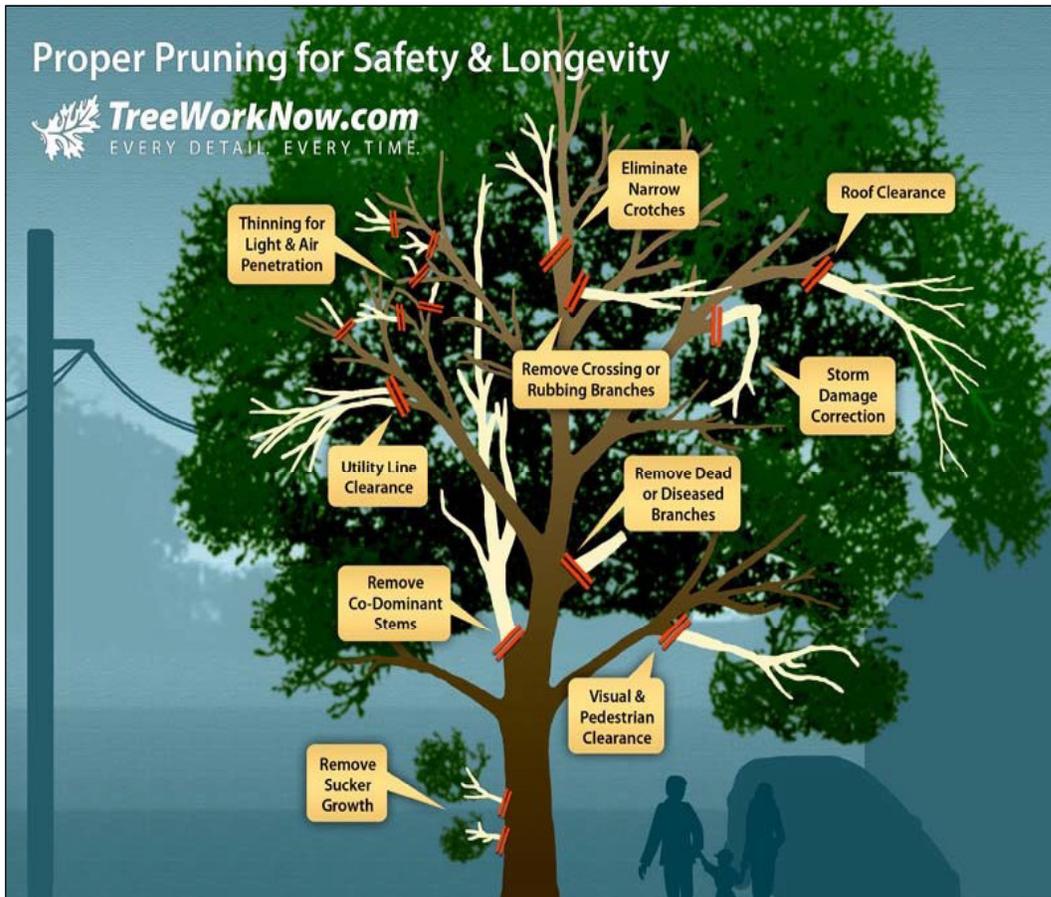
**Parks & Recreation Services  
TREE REMOVAL/PRUNING AND COMPENSATION POLICY**

- 1 Prevent branch and foliage interference with requirements of safe public passage. Over-street clearance shall be kept to a minimum of four (4) meters above the paved surface of the street, three (3) meters above the curb and three (3) meters above the surface of a public sidewalks or pedestrian ways. Exceptions are allowed for young trees which would be irreparably damaged by such pruning action. Tree branches shall be kept to a minimum of two (2) meters away from private residences or structures measured horizontally from the edge of roof and porches.
- 2 Remove all dead and dying branches and branch stubs that are one-half (1/2) inch diameter or larger.
- 3 Remove all broken or loose branches (hangers).
- 4 Remove any branches which interfere with the tree's structural integrity and impact on the development of proper form for the applicable species, which will include the following;
  - Branches which rub and abrade a dominant branch
  - Branches of weak structure, co-dominant, poor branch union with the trunk and included bark
  - Branches which, if allowed to grow, would compromise the form and structure of the tree
  - Branches forming multiple leaders in a single-leader type tree
  - Selective removal of undesirable sucker and sprout growth
  - Selective removal of one or more developing leaders where multiple branch growth exists or near the end of broken or stubbed limbs
  - Selective removal of limbs obstructing buildings or other structures or traffic signs
  - Obtain a balanced appearance when viewed from the opposite side of the street.



Parks & Recreation Services  
**TREE REMOVAL/PRUNING AND COMPENSATION POLICY**

FIG 1



**END OF APPENDIX 3  
POLICY "C"  
TREE REMOVAL/PRUNING AND COMPENSATION POLICY**



**TOWN OF AURORA  
GENERAL COMMITTEE REPORT No. PL15-082**

---

**SUBJECT:** *Applications for Exemption from Part Lot Control;*

*Mattamy (Aurora) Limited  
Blocks 251, 252 and 253, Plan 65M-4461  
File No.: PLC-2015-08*

*Paradise Homes Inc  
Blocks 155, 159 and 162, Plan 65M-4424  
File No.: PLC-2015-09*

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

**DATE:** *November 3, 2015*

---

**RECOMMENDATIONS**

*THAT Report No. PL15-082 be received; and*

*THAT the following Applications for Exemption from Part Lot Control be approved:*

- Mattamy (Aurora) Limited to divide Blocks 251, 252 and 253 on Plan 65M-4461 into fourteen (14) separate lots for townhouse units; and*
- Paradise Homes Inc to divide Blocks 155, 159 and 162 on Plan 65M-4424 into fourteen (14) separate lots for townhouse units; and*

*THAT the Part Lot Control Exemption By-laws be enacted at the next available Council meeting.*

**PURPOSE OF THE REPORT**

The purpose of this report is to seek Council's approval of Part Lot Control Exemption By-laws applying to the following:

Blocks 251, 252 and 253 on Plan 65M-4461 (File No. PLC-2015-08) and Blocks 155, 159 and 162 on Plan 65M-4424 (File No. PLC-2015-09).

**November 3, 2015**

**- 2 -**

**Report No. PL15-082**

### **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.

### **BACKGROUND**

#### **Location/ Land use**

The lands subject to these Part Lot Control Applications form two separate parcels of land within the Aurora Northeast 2C Secondary Plan Development (See Figure 1). The subject lands are located north and south St. John's Sideroad and west of Leslie Street. The surrounding lands uses are as follows:

North: residential lands;  
South: residential lands;  
East: residential lands; and  
West: residential lands.

The two Part Lot Control Applications are located within two Plans of Subdivision that were draft plan approved and registered as follows:

Mattamy (Aurora) Ltd; draft approved per the Draft Plan of Subdivision, File No. SUB-2011-02. The Subdivision Agreement was subsequently executed on July 28, 2015 and the plan was registered as 65M-4461.

Paradise Homes Inc.; draft approved per the Draft Plan of Subdivision, File No. SUB-2011-03. The Subdivision Agreement was subsequently executed on July 8, 2014 and the plan was registered as 65M-4424.

#### **Proposal**

The Applicants are developing the following lands:

Mattamy (Aurora) Limited, is currently developing the subject lands identified as Blocks 251, 252 and 253 on Registered Plan 65M-4461 (see Figure 2). The subject blocks comprise a total of 14 street townhouse units fronting onto Payne Crescent.

Paradise Homes Inc, is currently developing the subject lands identified as Blocks 155, 159 and 162 on Registered Plan 65M-4424 (see Figure 3). The subject blocks comprise a total of 14 street townhouse units fronting onto Roy Harper Avenue and William Graham Drive, Gower Drive.

**November 3, 2015**

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**Report No. PL15-082**

### **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 the local streets within the registered plans.

### **Zoning By-law**

The subject lands are zoned Row Dwelling Residential “R6-58 and R6-59” Exception Zone within the Town of Aurora By-law 2213-78, as amended. The “R6-58 and R6-59” Exception Zones primarily permits residential uses such as townhouse units. The proposed developments conform to the Zoning By-law. The existing zoning map is detailed on Figure 1, as attached.

### **COMMENTS**

The Applicants are requesting an exemption from Part Lot Control (as provided for under Section 50(7) of the *Planning Act*) for the following:

Blocks 251, 252 and 253 on Plan 65M-4461 as a means of achieving the proposed lot divisions (see Figure 5); and

Blocks 155, 159 and 162 on Plan 65M-4424 as a means of achieving the proposed lot divisions (see Figure 6)

The subject Applications were circulated to all relevant internal departments and no objections were received. The lots that comprise the subject Applications comply with the provisions of both the Official Plan and the Zoning By-law and are consistent with the Subdivision Agreements (File Nos. SUB-2011-02 and SUB-2011-03) registered over the subject lands. No additional lots are being created to what was draft plan approved.

### **LINK TO STRATEGIC PLAN**

The subject Applications 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 Applications will assist in **collaborating with the development community to ensure future growth includes housing opportunities for everyone.**

November 3, 2015

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Report No. PL15-082

**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 By-law Amendment Applications (relates to File No. PLC-2015-08); and General Committee Report No. PL13-007, March 19, 2013 - Plan of Subdivision and Zoning Amendment Applications (relates to File No. PLC-2015-09).

**CONCLUSIONS**

The Planning & Development Services Department has reviewed the subject Part Lot Control Exemption Applications in the context of the Official Plan, the Zoning By-law and Subdivision Agreements respecting the subject lands. Planning & Development Services Staff support the subject Part Lot Control Exemption Applications to facilitate the creation a total of 28 freehold lots for townhouse dwellings and accordingly, recommend that the Part Lot Control By-laws be enacted at a future Council meeting.

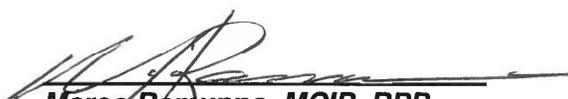
**ATTACHMENTS**

- Figure 1- Location/Zoning Map – Mattamy (Aurora) Limited
- Figure 2- Location/Zoning Map – Paradise Homes Inc.
- Figure 3- Registered Plan of Subdivision – 65M-4461
- Figure 4- Registered Plan of Subdivision – 65M-4424
- Figure 5- Proposed Lot Division (Reference Plan – 65R-35891
- Figure 6- Proposed Lot Division (Reference Plan – 65R-35860, 65R-35887 and 65R-35886)

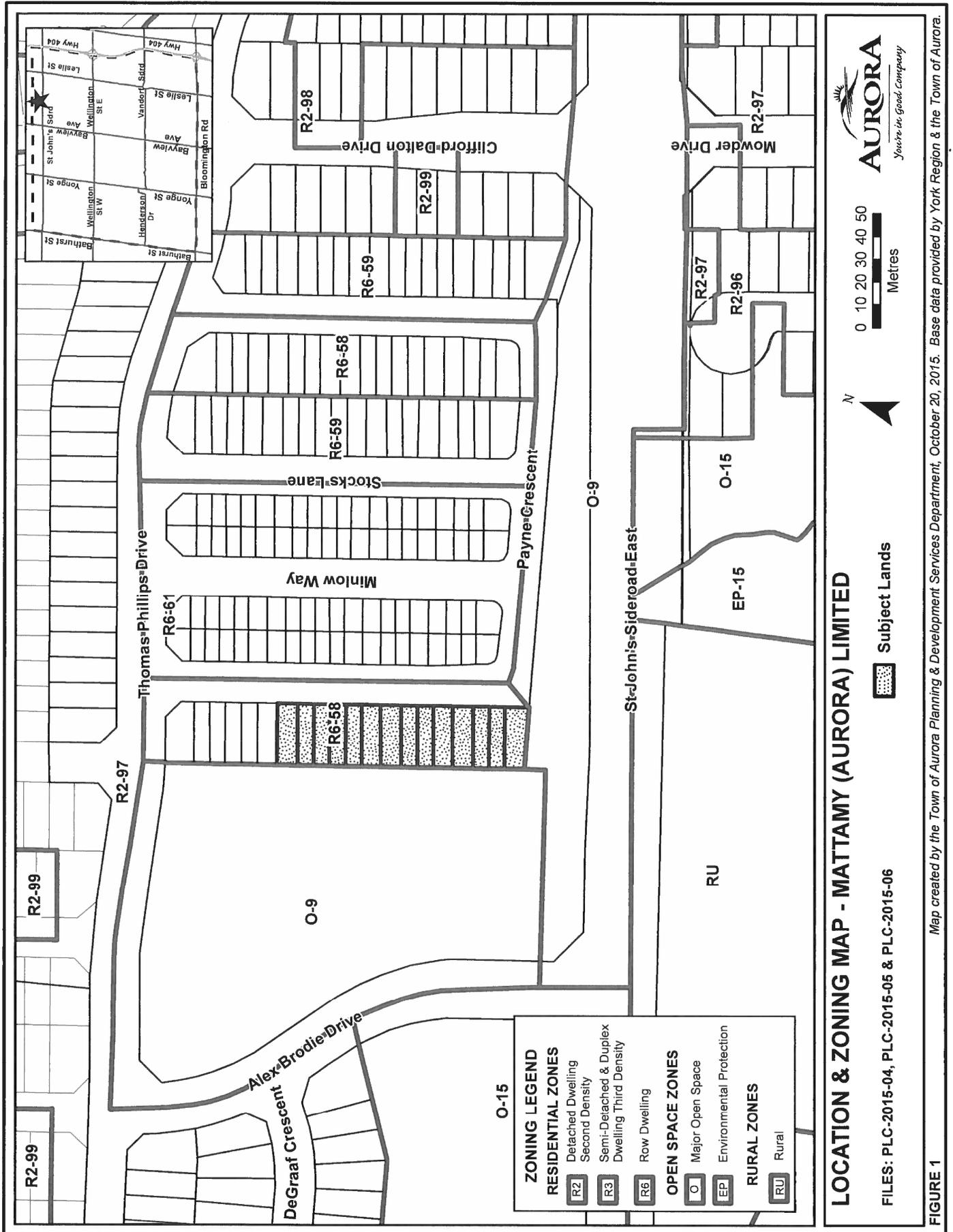
**PRE-SUBMISSION REVIEW**

Executive Leadership Team Meeting – October 22, 2015

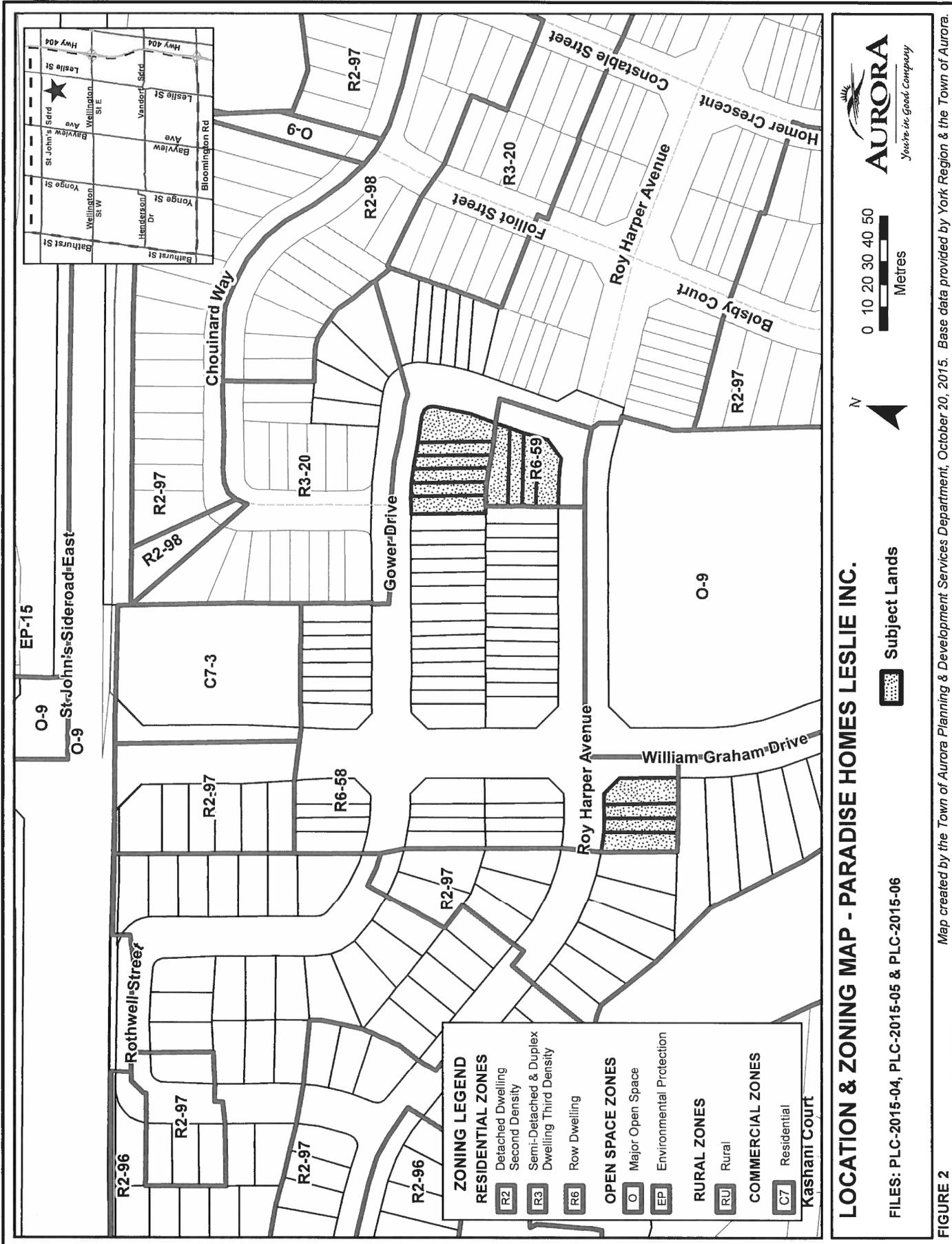
***Prepared by: Lawrence Kuk, Planner - Ext. 4343***

  
**Marco Ramunno, MCIP, RPP**  
**Director of Planning & Development Services**

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



**FIGURE 1**



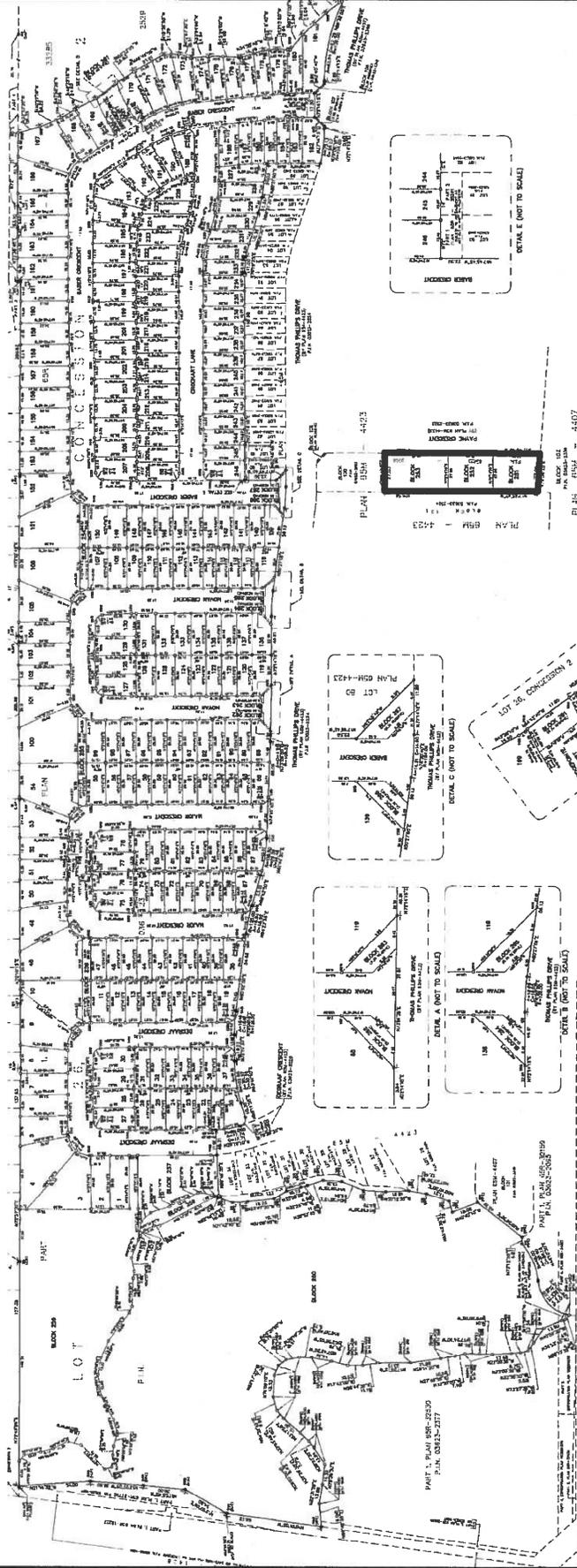
**PLAN 65M --4461**

I CERTIFY THAT THIS PLAN IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF YORK REGION (No.65) AT 14:36 O'CLOCK ON THE 14<sup>th</sup> DAY OF August 2015 AND ENTERED IN THE PARCEL REGISTER(S) FOR PROPERTY IDENTIFIER 03623-2529 AND THE REQUIRED CONSENTS ARE REGISTERED AS PLAN DOCUMENT NO. YR2338823

Liara Moore  
REPRESENTATIVE FOR LAND REGISTRAR

**PLAN OF SUBDIVISION OF  
PART OF LOT 26,  
CONCESSION 2  
(GEOGRAPHIC TOWNSHIP OF WHITCHURCH)  
TOWN OF AURORA  
REGIONAL MUNICIPALITY OF YORK**

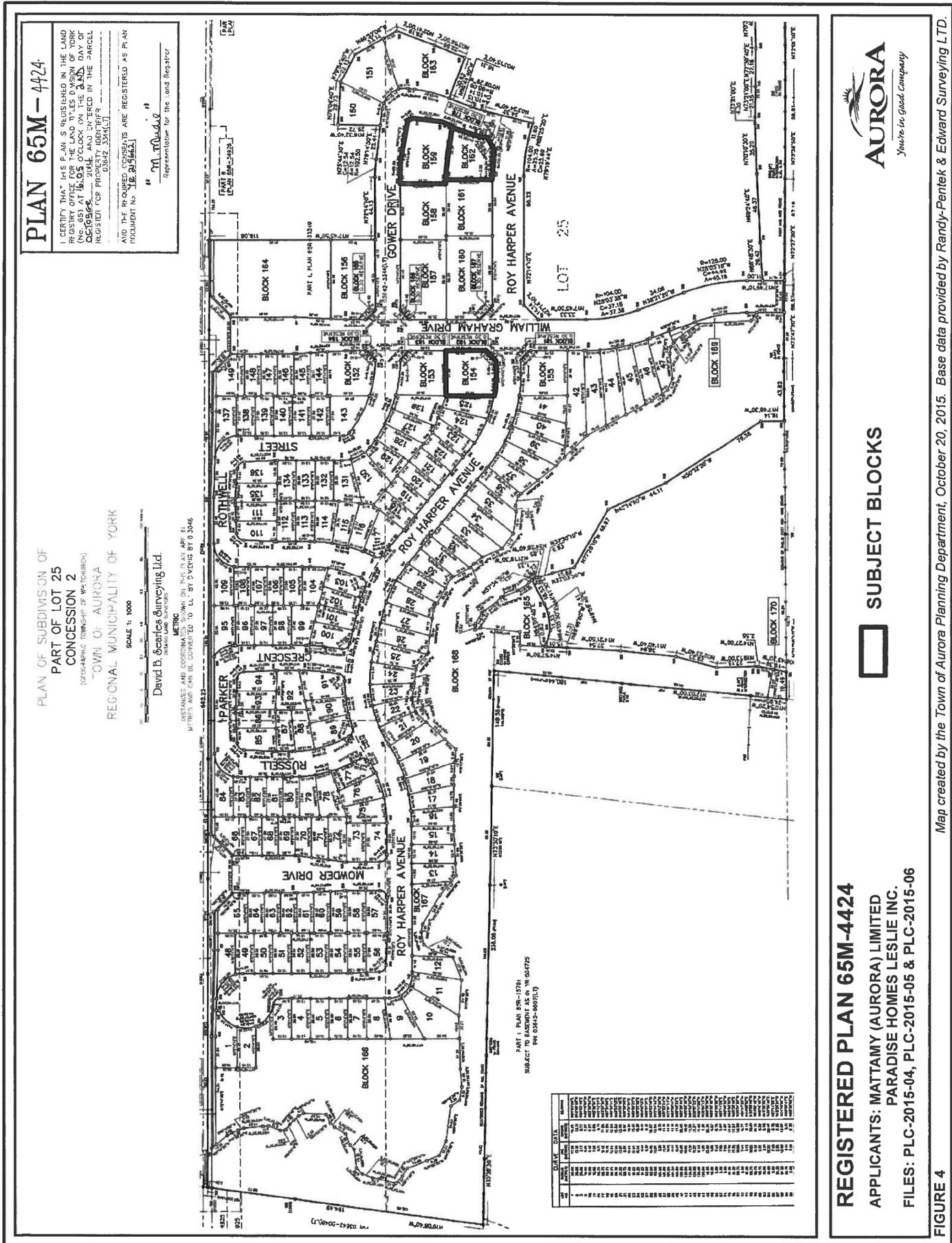
SCALE 1:1000  
RADDY-PENTEK & EDWARD SURVEYING LTD., O.L.S.  
METRIC AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES  
AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

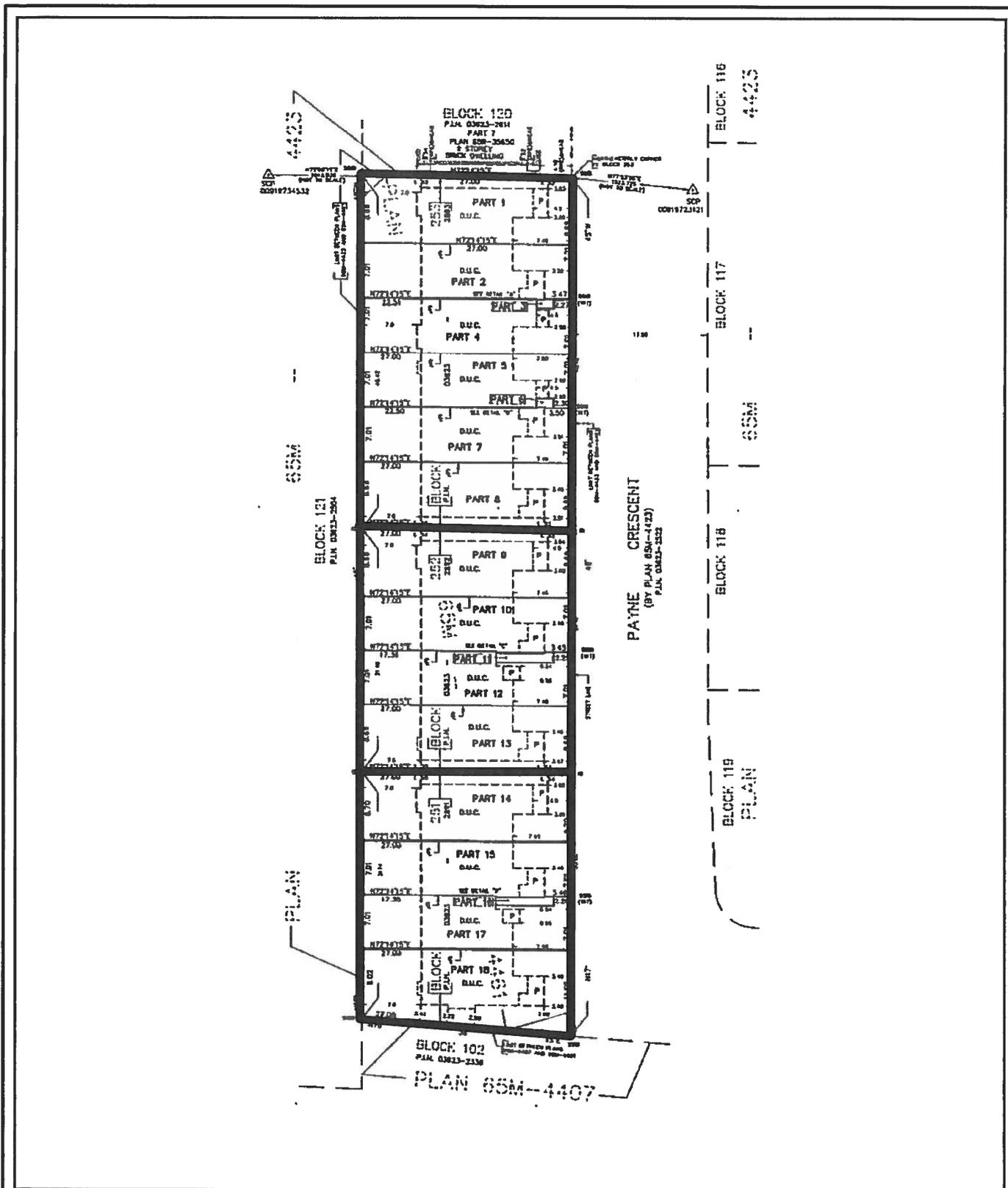


**REGISTERED PLAN 65M-4461**  
**APPLICANTS: MATTAMY (AURORA) LIMITED  
 PARADISE HOMES LESLIE INC.**  
**FILES: PLC-2015-04, PLC-2015-05 & PLC-2015-06**

**SUBJECT BLOCKS**





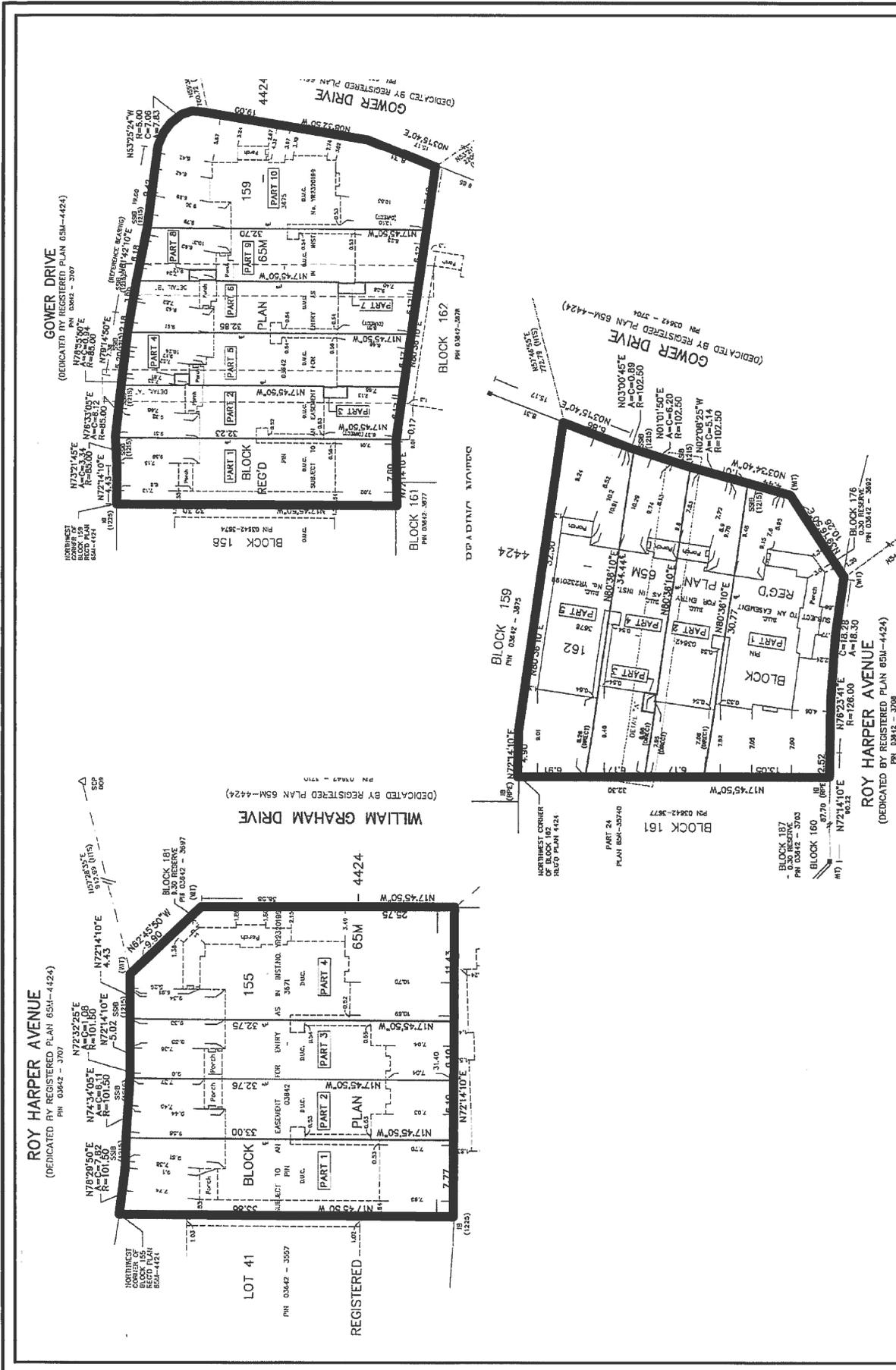


**SUBJECT BLOCKS 251, 252 AND 253 (REFERENCE PLAN – 65R-35891)**  
 APPLICANTS: MATTAMY (AURORA) LIMITED  
 PARADISE HOMES LESLIE INC.  
 FILES: PLC-2015-04, PLC-2015-05 & PLC-2015-06

**SUBJECT BLOCKS**

**AURORA**  
*You're in Good Company*

**FIGURE 5** Map created by the Town of Aurora Planning Department, October 20, 2015. Base data provided by Randy-Pentek & Edward Surveying LTD.



**SUBJECT BLOCKS 155, 159 AND 162 (REFERENCE PLAN – 65R-35860, 65R-35887 & 65R-35886)**

APPLICANTS: MATTAMY (AURORA) LIMITED  
 PARADISE HOMES LESLIE INC.  
 FILES: PLC-2015-04, PLC-2015-05 & PLC-2015-06

**SUBJECT BLOCKS**



FIGURE 6

Map created by the Town of Aurora Planning Department, October 20, 2015. Base data provided by Randy-Pentek & Edward Surveying LTD.



100 John West Way  
Box 1000  
Aurora, Ontario  
L4G 6J1  
**Phone:** 905-727-3123 ext. 4345  
**Email:** jkyle@aurora.ca  
**www.aurora.ca**

**Town of Aurora**  
**Administration Department**

## **MEMORANDUM**

**DATE:** November 3, 2015  
**TO:** Mayor Dawe and Members of Council  
**FROM:** Jim Kyle, Manager of Special Projects  
**RE:** *Preparation of an Events Package*

---

### **RECOMMENDATION**

*THAT the memorandum regarding Preparation of an Event Package be received for information.*

### **BACKGROUND**

On April 28, 2015 Council directed:

NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to report back to Council on resources that the Town has available to organizers, for events such as the Run or Walk for Southlake, the Aurora Chamber of Commerce Home Show, or the Winter Blues Festival; and

BE IT FURTHER RESOLVED THAT staff prepare an event package that contains information on available resources, potential locations, required permits, and any other information that may streamline the process in the organization and promotion of various types of events.

### **COMMENTS**

Staff have initiated the completion of the events package and the package will contain information pertaining to the following (in addition to any other relevant information):

- Facility and Events Contact Information
- Town Facilities and Fields
- Facility rental Information

DATE: November 3, 2015

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- Facility rental Fees By-law
- Town of Aurora Sport Field and Rental Policy
- Relevant extracts from the Town of Aurora Parks and Recreation Guide
- Other facilities located within The Town of Aurora (including schools)
- Security for Events
- Temporary Signs for Events
- Tent Permits
- Road Closure Permits
- Traffic Safety Supply's
- Noise By-law Exemption
- Relevant Town By-laws
- York Region Permits

Once all the relevant material is consolidated into the Event Guide, the communications department will finalize the guide in a format that can be distributed electronically and in hard copies. The guide will be presented to Council upon completion.

On a related matter, Sport Aurora in cooperation with Town of Aurora Staff is producing a Sports Tournament Information Guide that will be provided to all participants of Sports Tournaments in Town. This guide is intended to provide visitors to Aurora with relevant information to help make their stay in Aurora enjoyable. The guide will also promote local shops, restaurants, business and local attractions. This guide will be produced twice a year and the first issue is to be completed shortly.



**TOWN OF AURORA  
COMMUNITY RECOGNITION REVIEW  
AD HOC COMMITTEE MEETING MINUTES**

**Date:** Tuesday, October 27, 2015

**Time and Location:** 3 p.m., Tannery Room, Aurora Town Hall

**Committee Members:** Councillor Tom Mrakas (Chair), Diane Buchanan, Steve Hinder, Tim Jones, Brian North, and Jo-anne Spitzer

**Members Absent:** Councillor Sandra Humfries

**Other Attendees:** Anthony Ierullo, Manager of Long Range & Strategic Planning, Jennifer Norton, Web Services and Corporate Events Co-ordinator, and Linda Bottos, Council/Committee Secretary

---

The Chair called the meeting to order at 3:05 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 Steve Hinder  
Seconded by Tim Jones**

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

- Community Recognition Review Ad Hoc Committee Meeting Minutes of October 13, 2015

**CARRIED**

**3. RECEIPT OF THE MINUTES**

**Moved by Diane Buchanan**  
**Seconded by Steve Hinder**

**Community Recognition Review Ad Hoc Committee Meeting Minutes of  
October 13, 2015**

THAT the Community Recognition Review Ad Hoc Committee Meeting Minutes of  
October 13, 2015, be received for information.

**CARRIED**

**4. DELEGATIONS**

None

**5. MATTERS FOR CONSIDERATION**

**1. Memorandum from Acting Manager of Corporate Communications**  
**Re: 2016 Proposed Community Recognition Awards Plan**

The Committee acknowledged that the new layout of the volunteer service awards was much more meaningful for the organizations.

The Committee suggested that, going forward, the policy be changed so that award categories not be named after individuals, and that any persons or organizations wishing to donate funds for a specific award category could be offered sponsorship opportunities for that year. It was further suggested that the category recognition criteria wording for the three existing, individual name-related awards—Achievement in Sports Award, Arts and Culture Award, and Good Neighbour Award—be changed from “in honour of” to “inspired by”.

The Committee discussed aspects of the proposed sponsorship categories and suggested that an approximate monetary value should be determined for each sponsorship opportunity, that sponsorship recognition should be relative to the donation amount, and that sponsorship packages, values and sponsor recognition should be considered and approved by Council. Staff confirmed that a more developed sponsorship package would be submitted for Council’s approval prior to engaging with potential partners.

The Committee inquired about staff’s recommendation to seek feedback from key stakeholders. The Committee requested that this reference be removed from the Plan due to time constraints.

The Committee inquired about the criteria for the Corporate Social Responsibility Award and indicated that they would like to investigate this further and agreed to provide information to the group by the next day. The Committee requested that this information be reviewed and approved by the Committee by email and that the approved revisions be incorporated into the Plan.

The Committee inquired about the possibility of including alcohol at the Awards event and staff explained the process and options. The Committee offered further suggestions and agreed that should a full sponsor be available, alcohol may be served at the event.

The Committee inquired about the expected number of event attendees and staff estimated that approximately 150 people would be invited to the event. The Committee discussed options for the event's dress code and agreed that "business casual" would be appropriate.

**Moved by Diane Buchanan  
Seconded by Brian North**

THAT the memorandum regarding 2016 Proposed Community Recognition Awards Plan be received; and

THAT the 2016 Proposed Community Recognition Awards Plan, as amended by the Community Recognition Review Ad Hoc Committee, be brought forward to the General Committee meeting of November 3, 2015, for Council's approval.

**CARRIED**

**6. INFORMATIONAL ITEMS**

None

**7. NEW BUSINESS**

**New Business Motion No. 1  
Moved by Brian North  
Seconded by Jo-anne Spitzer**

THAT a policy be established by Council to eliminate the use of individual names for Town-sanctioned awards.

**CARRIED**

Community Recognition Review Ad Hoc Committee Meeting Minutes  
Tuesday, October 27, 2015

---

Page 4 of 4

**New Business Motion No. 2**  
**Moved by Tim Jones**  
**Seconded by Brian North**

THAT the mandate of the Community Recognition Review Ad Hoc Committee be extended to permit the Committee to continue working on branding of the event and to ensure a smooth transition into the Awards ceremony.

**CARRIED**

The Committee agreed to set the date for the next meeting following Council's approval of the 2016 Proposed Community Recognition Awards Plan.

**8. ADJOURNMENT**

**Moved by Diane Buchanan**  
**Seconded by Brian North**

THAT the meeting be adjourned at 4 p.m.

**CARRIED**

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

**Attachments**

Attachment #1 - 2016 Proposed Community Recognition Awards Plan  
Attachment #2 - 2016 Draft Community Recognition Awards - Categories & Criteria



Attachment #1

## **2016 PROPOSED COMMUNITY RECOGNITION AWARDS PLAN**

### New Nomination Categories for 2016

The proposed new categories for the 2016 format have been aligned with The Town of Aurora's Strategic Plan and are as follows:

- 1. Volunteer Service Awards**  
Nominations for Volunteer Service Awards for 5, 10, 15, and 20 years of continuous service will be accepted and honored. However, it is proposed that the Mayor or a Member of Council present these awards in partnership with the nominating service organization at its Annual General Meeting. Nominees with 20 or more years of continuous service will be honored as part of the event.
- 2. Youth Volunteer Achievement Award**
- 3. Environmental Award**
- 4. Achievement in Sports Award (formerly Bob Harman Memorial Award)**  
This award was inspired by Bob Harman and will be noted in the nomination form and at the ceremony.
- 5. Arts and Culture Award (formerly Johnson's Cultural Achievement Award)**  
This award was inspired by the Johnson's and will be noted in the nomination form and at the ceremony.
- 6. Community Organizer/Organization of the Year**
- 7. Good Neighbour award**  
This award was inspired by Frank Camenzuli and will be noted in the nomination form and at the ceremony.
- 8. Not-for-profit Organization Award**
- 9. Corporate Social Responsibility Award**
- 10. Accessibility Award**
- 11. Citizen of the Year Award**

### Proposed Ceremony Format & Location

It is proposed that the award ceremony be relocated back to Aurora Town Hall with formal presentations in the Council Chambers and the reception on the second floor of Town Hall. This location offers a more formal feel for the overall event.

The winners will be recognized through a series of videos, highlighting the contributions they have made to the Town of Aurora through volunteerism.

Mayor and Members of Council will have the opportunity to present an award to one of the categories following the video clip of the winner.

Proposed Sponsorship Categories

There is an opportunity to have parts of the event sponsored by local businesses and organizations that support volunteering in The Town of Aurora.

Sponsors will be recognized appropriately for each sponsorship category.

**Video Sponsorship** – Donation in kind or of monetary value to cover the production of creating video clips of the award category and winners

**Print Sponsorship** – Donation in kind or of monetary value to cover the costs associated with printing of invitations, programs and print advertising

**Food/Reception Sponsorship** – Donation in kind or of monetary value to cover or assist with the cost associated with the reception such as food, drinks or catering

**Entertainment Sponsorship** – Donation in kind or of monetary value to cover or assist with the cost associated with the entertainment such as musical entertainment

Sponsorship packages, values and recognition should be considered and approved by Council prior to the event.

Proposed volunteer group to select winners

In the past the winners have been chosen annually through the Parks and Recreation Advisory Committee.

At the October 13, 2015 meeting, the Committee suggested that a small group of dedicated community volunteers, similar to the group who chooses the Citizen of the Year award, come together to choose the award recipients. Possible volunteers may include previous Citizen of the Year recipients, the same group that chooses the Citizen of the Year, or a mix of the two.

Proposed Event Branding

It is proposed that the new 2016 format be re-branded. The proposed format, categories and location changes will warrant a re-branding of the event with a fresh look that supports the Strategic Plan and inspires volunteerism.



100 John West Way,  
Box 1000,  
Aurora, ON L4G 6J1  
Phone: 905-727-3123

TOWN OF AURORA

Attachment #2

## **2016 COMMUNITY RECOGNITION AWARDS – CATEGORIES & CRITERIA**

The Town of Aurora recognizes and honours volunteers who help create a community where individuals, groups and businesses actively support the Town's development and enhance the overall community.

Do you know an individual, corporation or business who deserves to be recognized for their outstanding contributions to our community? If so, please complete the nomination form below along with a related summary to support your nomination and submit your signed form no later than **Friday, March 4, 2016 at 2 p.m.**

Winners will be recognized at an event on **Monday, May 30, 2016.**

### **VOLUNTEER SERVICE AWARD**

Awarded to individuals with 20 or more (25, 30, 35, 40) years of continuous service to the Aurora Community

Criteria:

- Nomination form must be accompanied by a letter of reference verifying the years of continuous service.

\*\* If your organization would like to recognize service awards for 5, 10 or 15 years of continued service, please submit a nomination form with the years of service and Mayor and Members of Council would be happy to present these awards to the volunteers at your Annual General Meeting.

### **YOUTH VOLUNTEER ACHIEVEMENT AWARD**

This award is presented to a young citizen for volunteer efforts (excluding school requirements) who has made a significant contribution to the community.

Criteria:

- Nominee must be 19 years of age or younger and have volunteered on behalf of or within The Town of Aurora for at least two years.
- Nomination form must be accompanied by a letter detailing the nominee's contribution.

### **ENVIRONMENTAL AWARD**

Awarded to an individual or organization that has made a significant contribution to the protection, preservation and conservation of our environment and green space in Aurora.

Criteria:

- Nomination form must be accompanied by a letter detailing the individual or organizations contribution.

### **ACHIEVEMENT IN SPORTS AWARD**

Inspired by Bob Harman, this award will be presented to an individual who has made a distinct contribution to sports in Aurora.

Criteria:

- Nominee must have made a distinct contribution to the field of recreation in The Town of Aurora.
- Nominee should have made a significant volunteer contribution to The Town of Aurora.
- Nominee should have demonstrated leadership and direction to the community.
- Nominee must have at least 15 years of continuous volunteerism ending no more than three (3) years ago.
- Nomination form must be accompanied by a letter detailing the nominee's contribution.



100 John West Way,  
Box 1000,  
Aurora, ON L4G 6J1  
Phone: 905-727-3123

TOWN OF AURORA

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**2016 COMMUNITY RECOGNITION  
AWARDS – CATEGORIES & CRITERIA**

**ARTS AND CULTURE AWARD**

Inspired by the Johnson's, this award will be presented to an individual or group that made a significant contribution to the enhancement of the community through support or promotion of culture, music, visual, performing or literary arts.

Criteria:

- Nominee must have made a significant impact on the arts locally or provincially in the previous year.
- Nomination form must be accompanied by a letter detailing the individual's or group's contribution.

**COMMUNITY ORGANIZER/ORGANIZATION OF THE YEAR**

Awarded to an individual or organization that has provided outstanding contribution, commitment and leadership to our community over the preceding year.

Criteria:

- Nomination form must be accompanied by a letter detailing the organizer/organization's contribution.

**GOOD NEIGHBOUR AWARD**

Inspired by Frank Camenzuli, this award will be presented to an Aurora resident who has proven themselves to be a "good neighbour" by virtue of volunteerism, considerate actions and/or attitude.

Criteria:

- This award will be presented annually to **one** resident of Aurora.
- Nominee cannot be an elected official, seeking elected office or employed by The Town of Aurora.
- Nominees will not be considered for this award if their nomination involved monetary compensation or fulfilling duties of their employment.
- Nomination form must be accompanied by a letter detailing the individual's contribution.

**NOT-FOR-PROFIT ORGANIZATION AWARD**

Awarded to a not-for-profit organization that has made a significant contribution to the enhancement of the community through their organization.

Criteria:

- Nomination form must be accompanied by a letter detailing the non-profit organization's contribution.

**GOOD BUSINESS AWARD**

Awarded to a business that has contributed to community capacity and involvement while supporting the overall health and well-being of our community.

Criteria:

- Nomination form must be accompanied by a letter detailing the company's contributions to the overall health and well-being of our community



100 John West Way,  
Box 1000,  
Aurora, ON L4G 6J1  
Phone: 905-727-3123

TOWN OF AURORA

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**2016 COMMUNITY RECOGNITION  
AWARDS – CATEGORIES & CRITERIA**

**ACCESSIBILITY AWARD**

Awarded to an individual, group or business that has contributed to the elimination of barriers for people with disabilities in Aurora.

Criteria:

- Nomination form must be accompanied by a letter detailing the individual, group or business's contributions to eliminating barriers for people with disabilities in Aurora.

**CITIZEN OF THE YEAR AWARD**

The Town of Aurora's Citizen of the Year Award is an annual event recognizing the exceptional contributions made by a local citizen to our community.

The Citizen of the Year Award has been awarded by the Town of Aurora since 1970. The award recipient is selected by the Office of the Mayor in consultation with a small group of dedicated community volunteers who evaluate nominations submitted by residents.

Criteria:

- Nominees must be a citizen of the Town of Aurora who are at least 16 years of age, excluding elected Members of Council or employees of the Town of Aurora.
- Nominations may be made by an individual citizen, a group of citizens, and/or a Town organization.
- Nomination form must be accompanied by a letter of no more than two pages, detailing the recent or ongoing activities or contributions of the nominee in the Town of Aurora. These activities should demonstrate all-round community involvement rather than a specific activity or contribution.

*\*Special consideration may be given to nominees younger than 16 years of age, if the evaluation group deems such a nomination applicable and the nominee meets all other criteria.*

*\*\*The evaluation group will give priority to nominations that recognize a nominee's recent or ongoing activities or contributions to the Town of Aurora. Special consideration may be given to posthumous nominations or to nominees whose activities or contributions occurred more than three (3) years ago, if the evaluation group deems such nominations applicable and the nominee meets all other criteria.*

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Nominations will be accepted until **Friday, March 4, 2015 at 2 p.m.** All nominations must be submitted in writing to:

Town of Aurora  
100 John West Way, Box 1000  
Aurora, Ontario, L4G 6J1  
**ATTENTION: JENNIFER NORTON**  
**2016 COMMUNITY RECOGNITION AWARD NOMINATION**



100 John West Way,  
Box 1000,  
Aurora, ON L4G 6J1  
Phone: 905-727-3123

TOWN OF AURORA

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**2016 COMMUNITY RECOGNITION  
AWARDS – CATEGORIES & CRITERIA**

Please complete all fields of the 2016 Community Recognition Awards Nomination Form (print) ensuring the correct spelling of each name. Nominations will be accepted until **Friday, March 4, 2016 at 2 p.m.**

Date: \_\_\_\_\_

**Nominator:** \_\_\_\_\_

**Organization:** (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: (daytime) \_\_\_\_\_

Telephone: (evening) \_\_\_\_\_

Email address: \_\_\_\_\_

**Category:**

- |  |  |
|--|--|
| <input type="checkbox"/> Volunteer Service Awards (20, 25, 30, 35, 40 years) | <input type="checkbox"/> Good Neighbour Award              |
| <input type="checkbox"/> Youth Volunteer Achievement Award                   | <input type="checkbox"/> Not-for-profit Organization Award |
| <input type="checkbox"/> Environmental Award                                 | <input type="checkbox"/> Good Business Award               |
| <input type="checkbox"/> Achievement in Sports Award                         | <input type="checkbox"/> Accessibility Award               |
| <input type="checkbox"/> Arts and Culture Award                              | <input type="checkbox"/> Citizen of the Year Award         |
| <input type="checkbox"/> Community Organizer/Organization of the Year        |  |

Date: \_\_\_\_\_

**I Nominate:** \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: (daytime) \_\_\_\_\_

Telephone: (evening) \_\_\_\_\_

Email address: \_\_\_\_\_

***Please attach a letter detailing your nominee's contributions and reasons for making this nomination.***



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**NOTICE OF MOTION**

**Councillor Tom Mrakas**

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**Date: November 3, 2015**  
**To: Mayor and Members of Council**  
**From: Councillor Mrakas**  
**Re: Door-to-Door Salespeople**

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**WHEREAS** the financial well-being and personal safety of Aurora residents is of the utmost importance; and

**WHEREAS** Aurorans — especially seniors— need more protection from unethical, misleading and/or aggressive door-to-door salespeople; and

**WHEREAS** Part IV of the Municipal Act, 2001 authorizes the council of every local municipality to pass by-laws for licensing, regulating and governing any business carried on within the municipality; and

**WHEREAS** Council considers it desirable to exercise this authority for the purposes of health and safety, nuisance control and consumer protection;

**NOW THEREFORE BE IT HEREBY RESOLVED THAT** The Town of Aurora staff develop a By-law that would regulate and control door to door sales, solicitation and distribution of advertising material; and

**BE IT FURTHER RESOLVED THAT** said By-law be brought back to Council for approval in the first quarter of 2016.