



# TOWN OF AURORA GENERAL COMMITTEE MEETING REPORT

Council Chambers  
Aurora Town Hall  
Tuesday, May 5, 2015

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## ATTENDANCE

<b>COUNCIL MEMBERS</b>	Councillor Gaertner in the Chair; Councillors Abel, Humfryes, Kim, Mrakas, Pirri, Thom, Thompson, and Mayor Dawe
<b>MEMBERS ABSENT</b>	None
<b>OTHER ATTENDEES</b>	Chief Administrative Officer, Director of Building and By-law Services, Director of Corporate and Financial Services/Treasurer, Director of Infrastructure and Environmental Services, Director of Legal and Legislative Services/Town Solicitor, Director of Planning and Development Services, Manager of Code Review and Inspection, Manager of Corporate Communications, Manager of Long Range and Strategic Planning, Manager of Parks, Town Clerk, and Council/Committee Secretary

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The Chair called the meeting to order at 7:02 p.m.

Councillor Gaertner relinquished the Chair to Deputy Mayor Abel at 8:34 p.m. during consideration of Item 10 and resumed the Chair at 8:38 p.m.

Councillor Gaertner relinquished the Chair to Deputy Mayor Abel at 9:11 p.m. during consideration of Items 12, 13, and 14, and resumed the Chair at 9:26 p.m.

## 1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

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

## 2. APPROVAL OF THE AGENDA

General Committee approved the agenda as circulated by Legal and Legislative Services, ***with the following addition:***

- ***Closed Session Item 1 – Personal matters about an identifiable individual, including a Town or Local Board employee; Re: Staff Performance***  
**CARRIED AS AMENDED**

**3. DETERMINATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

Items 1, 3, 4, 5, 6, 9, 10, 11, 12, 13, 14, and 16 were identified for discussion.

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

Items 2, 7, 8, and 15 were identified as items not requiring separate discussion.

**General Committee recommends:**

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

**2. PL15-040 – 2041 York Region Draft Growth Scenarios and Land Budget**

**General Committee recommends:**

THAT Report No. PL15-040 be received; and

THAT Report No. PL15-040 be referred to the May 21, 2015 Public Planning meeting for discussion.

**7. CFS15-017 – Capital Projects Status and Closures Report as of December 31, 2014**

**General Committee recommends:**

THAT Report No. CFS15-017 be received; and

THAT the capital project closures and capital funding adjustments outlined in Attachments #1 and #2 of Report No. CFS15-017 be approved.

**8. LLS15-028 – Pending List**

**General Committee recommends:**

THAT Report No. LLS15-028 be received for information.

**15. Trails and Active Transportation Advisory Committee Meeting Minutes of April 17, 2015**

**General Committee recommends:**

THAT the Trails and Active Transportation Advisory Committee meeting minutes of April 17, 2015 be received for information.

**CARRIED**

**5. DELEGATIONS**

- (a) **Darcy Romaine, resident of Aurora**  
**Re: S. 132 of the *Municipal Act*, 2001 – Request for Temporary Right of Access to Adjacent Landowner’s Property**

Mr. Romaine discussed S. 132 of the *Municipal Act*, 2001 where a municipality may authorize the owner or occupant of land to enter adjoining land for the purposes of repairs or alterations. He requested Council to grant temporary right of access to his adjacent landowner’s property for rooftop repairs.

General Committee received the comments of the delegation.

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

None

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

- 1. PL15-039 – Public Consultation Process for Planning Applications, Highland Gate Developments Inc., 21 Golf Links Drive, Files: OPA-2015-01, SUB-2015-01 and ZBA-2015-02**

**General Committee recommends:**

THAT Report No. PL15-039 be received; and

THAT in addition to the June 24, 2015 Public Planning meeting, two (2) additional Public Planning meetings be held in September and October for the purpose of receiving additional public comments related to Highland Gate Development Inc. Files: OPA-2015-01, SUB-2015-01 and ZBA-2015-02; and

THAT the Public Planning meetings be held at a suitable venue outside of Council Chambers as determined by the Town Clerk, to accommodate the anticipated large volume of residents.

**CARRIED**

**3. PL15-034 – Economy and Housing in Aurora**

**General Committee recommends:**

THAT Report No. PL15-034 be received for information.

**CARRIED**

**4. BBS15-006 – Building Division Workload**

**General Committee recommends:**

THAT Report No. BBS15-006 be received; and

THAT the 2015 budget request for a Building Plan Examiner/Inspector be approved and recruitment for the position commence immediately; and

THAT Administrative Procedure No. 13 for Excess Hours and Overtime be waived for a period of one year to allow Building staff to be paid at straight time for any excess hours worked up to 44 hours in a week; and

THAT the expedited permit programs, Residential Express Permit Program and Green Path Program, be suspended until workload allows for the objectives of the programs to be successfully achieved.

**CARRIED**

**5. CAO15-006 – Strategic Plan Report Card 2014**

**General Committee recommends:**

THAT Report No. CAO15-006 be received for information.

**CARRIED**

**6. CAO15-004 – Excellence Matters Aurora**

**General Committee recommends:**

THAT Report No. CAO15-004 be received for information.

**CARRIED**

**9. LLS15-029 – Notice Policy**

General Committee consented to table Item 9 until after the consideration of Item 16.

**General Committee recommends:**

THAT Report No. LLS15-029 be received; and

THAT staff bring forward By-law Number 5710-15, “BEING A BY-LAW to define the public notice policies and procedures for The Corporation of the Town of Aurora” to a future Council meeting for enactment; and

THAT “Administration Procedure No. 62 – Notice Provision Policy”, as amended, be repealed on the day that By-law Number 5710-15 comes into force.

**CARRIED**

**10. LLS15-032 – Flag Protocol and Flag Raising Policy**

**General Committee recommends:**

THAT Report No. LLS15-032 be received; and

THAT the “Flag Protocol and Flag Raising Policy” attached to Report No. LLS15-032 be approved; and

THAT Town of Aurora “Administration Procedure No. 59 – Flag Raising Policy” be repealed and replaced with the “Flag Protocol and Flag Raising Policy” attached to Report No. LLS15-032; and

THAT the description and guidelines for the Official Town Flag as set out in Report No. LLS15-032 be approved.

**CARRIED**

**11. LLS15-025 – Audio Recording of Closed Session Meetings – Additional Information**

**General Committee recommends:**

THAT Report No. LLS15-025 be received for information.

**CARRIED**

**12. PR15-011 – Parks Maintenance Service Level Standards**

**General Committee recommends:**

THAT Report No. PR15-011 be received; and

THAT the Parks Maintenance Service Level Standards be received by Council as information; and

THAT, subject to any clarifications, questions and or requested revisions by Council, the Parks Maintenance Service Level Standards be adopted effective June 1, 2015; and

THAT all remaining funds be returned to source.

**CARRIED**

**13. PR15-012 – Tree Permit Application for 302 Ridge Road**

**General Committee recommends:**

THAT Report No. PR15-012 be received; and

THAT a permit be issued to the property owner for the removal of seven (7) trees from a property located at 302 Ridge Road.

**CARRIED**

**14. Parks and Recreation Advisory Committee Meeting Minutes of April 16, 2015**

**General Committee recommends:**

THAT the Parks and Recreation Advisory Committee meeting minutes of April 16, 2015 be received for information.

**CARRIED**

**16. Memorandum from Chief Administrative Officer  
Re: Communications**

**General Committee recommends:**

THAT the memorandum regarding Communications be received; and

THAT a public Council workshop be scheduled to review the Communications Policies and Corporate Communications Strategic Plan; and

THAT staff be directed to engage residents, including at the upcoming 2015 Aurora Chamber Street Festival, to obtain ideas on improving the Town's communication and engagement practices and policies.

**CARRIED**

## **8. NOTICES OF MOTION**

### **(a) Councillor Mrakas Re: Canada Post Community Mailboxes**

WHEREAS the installation of community mailboxes raises several of the same concerns as the installation of above-ground plant (e.g., utility boxes) in municipally-owned right-of-way; and

WHEREAS the installation of community mailboxes might require installation requests for additional sidewalks where no sidewalks currently exist; and

WHEREAS the installation of community mailboxes might require installation of additional sidewalk approach ramps for easier access, for persons with disabilities or pushing strollers and/or seniors; and

WHEREAS increased snow clearing responsibilities for adjacent property owners and the Town would be needed; and

WHEREAS installation of additional sign posts, adjacent to community mailboxes for parking regulation changes will be needed; and

WHEREAS the installation of community mailboxes might require additional street light requests to improve visibility to and from community mailbox locations and security at these locations.

NOW THEREFORE BE IT HEREBY RESOLVED THAT the Town of Aurora endorse the City of Hamilton's opposition to the elimination of home mail delivery and installation of community mailboxes; and

BE IT FURTHER RESOLVED THAT Council direct the Mayor to send a letter that would request the Federal Minister of Transport, who oversees Canada Post, to require Canada Post to halt installation of community mailboxes immediately and to revise its Five-point Action Plan, which includes the elimination of home mail delivery, and engage in full and meaningful consultation with all stakeholders, including the Town and its residents; and

BE IT FURTHER RESOLVED THAT Council direct staff to bring forward recommendations to the next General Committee meeting to align the Town's by-laws with the City of Hamilton's By-law Number 15-091 which regulates the installation of equipment on roads; and

BE IT FURTHER RESOLVED THAT Council direct staff to develop appropriate standards to require Canada Post to apply for permits with an appropriate fee that reflects the resources required and costs incurred by the Town to install community mailboxes in established neighbourhoods; and

BE IT FURTHER RESOLVED THAT staff bring back a new bylaw for Council's enactment at the next Council meeting.

## 9. NEW BUSINESS/GENERAL INFORMATION

Councillor Humfryes requested that staff report back to Council on opportunities to implement a temporary right of access to adjacent landowner property.

### **General Committee recommends:**

THAT staff be directed to report back to Council on opportunities to implement a temporary right of access to adjacent landowner property in accordance with s. 132 of the *Municipal Act, 2001*.

**CARRIED**

Councillor Humfryes announced that the 6<sup>th</sup> Annual Portraits of Giving Exhibit would be taking place on May 7, 2015, at Upper Canada Mall in Newmarket.

Councillor Humfryes extended congratulations to the Special Olympics Ontario-Aurora team for their participation in the International Bocce Tournament and encouraged everyone to join team practices at the Aurora Seniors' Centre, which would commence at the end of June.

Councillor Thompson extended a reminder that the deadline to contribute to the Run or Walk for Southlake is May 15, 2015.

Councillor Thom extended congratulations to the Duke and Duchess of Cambridge on the birth of their daughter Charlotte Elizabeth Diana.

Councillor Thom noted the 70<sup>th</sup> anniversary of the Liberation of the Netherlands.

## **10. CLOSED SESSION**

General Committee consented to resolve into a Closed Session meeting following adjournment to consider:

1. Personal matters about an identifiable individual, including a Town or Local Board employee; Re: Staff Performance

## **11. ADJOURNMENT**

The meeting was adjourned at 9:53 p.m.

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**WENDY GAERTNER, COUNCILLOR**

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**STEPHEN M. A. HUYCKE, TOWN CLERK**

THE REPORT OF THE GENERAL COMMITTEE MEETING OF MAY 5, 2015 RECEIVED FINAL APPROVAL AND COUNCIL ENDORSEMENT OF THE RECOMMENDATIONS ON MAY 11, 2015 WITH THE EXCEPTION OF ITEMS 3, 8, AND 16 WHICH WERE PULLED AND APPROVED AS RECOMMENDED, AND ITEM 11 WHICH WAS PULLED AND APPROVED AS AMENDED.