



GENERAL COMMITTEE MEETING AGENDA

TUESDAY, JANUARY 19, 2016

7 P.M.

**COUNCIL CHAMBERS
AURORA TOWN HALL**

PUBLIC RELEASE
January 15, 2016



**TOWN OF AURORA
GENERAL COMMITTEE MEETING
AGENDA**

Tuesday, January 19, 2016
7 p.m.
Council Chambers

Councillor Humfries 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) **Jimmy Brennan, Executive Director, Aurora Youth Soccer Club** pg. 1
Re: Aurora Youth Soccer Club Facility
- (b) **Brian Casey, President, Aurora Soccer Club** pg. 2
**Re: Item 13 – PRS16-003 – Aurora Soccer Club Lease Agreement-
Highland Park**
- (c) **Gary Minielly and Steve Mills, Trinity Church Aurora** pg. 3
Re: Item 15 – PRS16-006 – Status of the Cultural Precinct Plan

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- (d) **Lenore Pressley, Town Park Area Ratepayers Association** pg. 4
Re: Item 15 – PRS16-006 – Status of the Cultural Precinct Plan
 - (e) **Susan Morton-Leonard, Resident** pg. 5
Re: Item 15 – PRS16-006 – Status of the Cultural Precinct Plan
- 6. PRESENTATIONS BY THE ADVISORY COMMITTEE CHAIR**
- 7. CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION**
- 8. NOTICES OF MOTION**
- (a) **Mayor Dawe** pg. 133
Re: Town of Aurora Official Plan Review (2016)
 - (b) **Councillor Mrakas and Councillor Thompson** pg. 134
Re: Municipal Summit – Golf Course Redevelopment
 - (c) **Councillor Abel** pg. 136
Re: Winter Overnight Parking Restrictions
- 9. NEW BUSINESS/GENERAL INFORMATION**
- 10. CLOSED SESSION**
- 1. Litigation or potential litigation including matters before administrative tribunals, affecting the Town or a Local Board (section 239(2)(e) of the *Municipal Act, 2001*); Re: Closed Session Report No. PDS16-001– Appeal to the Ontario Municipal Board re 2419059 Ontario Inc., OMB Case No.: PL150967, Zoning By-law Amendment & Site Plan Applications, Files: ZBA-2014-07 & SP-2015-01, 497 Wellington Street West, Part of Lot 1 and Part of 40 Acre Reserve, Registered Plan 102.
 - 2. Personal matters about an identifiable individual, including a Town or Local Board employee (section 239(2)(b) of the *Municipal Act, 2001*); Re: Closed Session Report No. LLS16-003 – Appointments to the Canada 150 Ad Hoc Committee
- 11. ADJOURNMENT**

AGENDA ITEMS

- 1. CFS16-001 – Additional Information: 2016 Budget Disclosures** pg. 6

RECOMMENDED:

THAT Report No. CFS16-001 be received for information.

- 2. CFS16-002 – Extension of Appointment of External Auditor** pg. 12

RECOMMENDED:

THAT Report No. CFS16-002 be received; and

THAT BDO Canada's auditor appointment be extended two additional years to provide audit services for fiscal year's ending December 31, 2015 and 2016; and

THAT the Treasurer be authorized to approve invoices for the base services audit, plus any reasonable additional billings related to audit assistance, additional audit work or related to audit issues or consultations in the context of preparing and auditing the annual financial statements of the corporation, to a total combined amount not to exceed the provisions made for such in the budget; and

THAT Purchase Order No. 342 be amended or replaced as appropriate to reflect the two-year extension for audit services from BDO Canada.

- 3. IES16-001 – Facility Projects Status Report** pg. 16

RECOMMENDED:

THAT Report No. IES16-001 be received; and

THAT the fee for One Space Unlimited Inc be increased from \$1,049,284 to \$1,145,944 to be funded within the existing budget; and

THAT Council endorse proceeding with an application for a solar panel project through the FIT program similar to the project approved for the Aurora Family Leisure Complex.

4. IES16-002 – Street Parking Plan for the Downtown Core – Pilot Project pg. 24

RECOMMENDED:

THAT Report No. IES16-002 be received; and

THAT the Street Parking Plan for the Downtown Core, as described in Report No. IES16-002 be implemented as a pilot from the period of June to October 2016; and

THAT Report No. IES16-002 be forwarded to Regional Municipality of York Transportation Services Department.

5. IES16-003 – Acceptance of Municipal Services – Daniels LR Corporation Residential Subdivision – Registered Plan 65M-4309 pg. 30

RECOMMENDED:

THAT Report No. IES16-003 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-4309, being Daniels LR Corporation-Residential Subdivision, as detailed in Report No. IES16-003 be assumed; and

THAT the necessary by-law be brought forward for enactment to assume for public use the highways within Plan 65M-4309, and to establish as public highway any applicable reserves.

6. IES16-004 – Acceptance of Municipal Services – Hallgrove Estates Business Park Subdivision – Registered Plan 65M-3974 pg. 34

RECOMMENDED:

THAT Report No. IES16-004 be received; and

THAT ownership, operation and maintenance of the works within the roads, rights-of-way and other lands dedicated to the Town as contained within Plan 65M-3974, being Hallgrove Estates Business Park Subdivision as detailed in Report No. IES16-004 be assumed; and

THAT the necessary by-law be brought forward for enactment to assume for public use the highways within Plan 65M-3974 and to establish as public highway any applicable reserves.

7. IES16-005 – Northern Six Municipalities Waste Collection Contract Renewal Update – MOU and Council Lobbying Framework pg. 38

RECOMMENDED:

THAT Report No. IES16-005 be received; and

THAT the Mayor and Clerk be authorized to execute a Memorandum of Understanding (MOU) with the N6 Partnership that provides for the administration of the joint waste collection contract between the Northern Six Municipalities and a future waste collection contractor; and

THAT Council endorse a ban on any communications between Members of Council, and any director, officer, employee, agent or representative of a firm or agent of a firm (whether or not they receive payment) with an interest in submitting a proposal for the Northern Six Waste Collection Contract (2017-2027) (hereafter “potential proponents”) prior to the issuance of the request for proposals, however, if any communication should occur, it shall be reported to the staff responsible for managing the procurement;

THAT where deemed appropriate by staff any written correspondence only be directed to Council as a whole and that any written communications to Council from potential proponents be forwarded first to staff responsible for managing the procurement, and will only be made public through a staff report to be received for information purposes, subject to any applicable legislation; and

THAT all staff, excluding those identified as being involved in the process, be subject to the same ban; and

THAT no deputations at public meetings by proponents be scheduled until after the conclusion of any blackout period; and

THAT the Town Clerk provide the municipalities of East Gwillimbury, Georgina, King, Newmarket and Whitchurch-Stouffville with a copy of Council’s resolution on this matter and this staff report for their information and consideration.

8. IES16-006 – Increase to Mead Electric Service Contract pg. 43

RECOMMENDED:

THAT Report No. IES16-006 be received; and

THAT the Purchase Order with Mead Electric for street light maintenance and utility locate services be increased by \$140,000 to a revised value of \$360,000 for the 2015/2016 combined contract period; and

THAT the 2015 Operating Budget for street light maintenance be increased by \$70,000 to be funded from the Engineering Fees Reserve to offset the high demand for development-related locate services.

9. IES16-007 – Award of Tender IES15-38 – Replacement of Aurora Family Leisure Complex (AFLC) Pool Dehumidification Unit pg. 47

RECOMMENDED:

THAT Report No. IES16-007 be received; and

THAT Tender No. IES15-38 for the supply and installation of a pool dehumidifier unit for the Aurora Family Leisure Complex (AFLC) pool area be awarded to Van Mechanical Services Inc. in the amount of \$187,085, excluding taxes; and

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

10. IES16-008 – Award of Tender IES2015-89 – For Vandorf Sideroad Reconstruction from 300m East of Bayview Avenue to Leslie Street pg. 50

RECOMMENDED:

THAT Report No. IES16-008 be received; and

THAT Tender No. IES2015-89 – For Vandorf Sideroad Reconstruction from 300m East of Bayview Avenue to Leslie Street be awarded to Primrose Contracting (Ontario) Inc. in the amount of \$3,122,000.10, excluding taxes; and

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

- 11. LLS16-001 – Amendments to the Record Classification Structure and Retention By-law 5611-14 and Corporate Records and Information Management Policy** pg. 55

RECOMMENDED:

THAT Report No. LLS16-001 be received; and

THAT the updates to Schedule “A” of Record Classification Structure & Retention By-law No. 5611-14, as outlined in Attachment 1 to Report No. LLS16-001, be approved; and

THAT the Corporate Records and Information Management Policy, Policy No. 77 be amended as set out in Report No. LLS16-001; and

THAT a By-law to amend the Record Classification Structure & Retention By-law be enacted at a future Council meeting.

- 12. LLS16-005 – Authority to Commence Application to Confirm Emergency Orders** pg. 73

RECOMMENDED:

THAT Report No. LLS16-005 be received; and

THAT section 10(a) of the Litigation and Claims Policy, Administration Procedure No. 52, be amended to specifically exclude any application required to confirm emergency orders issued pursuant to the *Building Code Act, 1992*.

- 13. PRS16-003 – Aurora Soccer Club Lease Agreement – Highland Park** pg. 76

RECOMMENDED:

THAT Report No. PRS16-003 be received; and

THAT the Mayor and Town Clerk be authorized to execute the Lease Agreement, including any and all documents and ancillary agreements required to give effect to same, between the Town of Aurora and the Aurora Soccer Club for the lease of Highland Park.

- 14. PRS16-004 – Pre-Development Tree Protection and Compensation Agreement, Brookfield Homes Ltd.** pg. 79

RECOMMENDED:

THAT Report No. PRS16-004 be received; and

THAT a Pre-Development Tree Protection and Compensation Agreement with Brookfield Homes Ltd. be approved by Council to ensure that the applicant is bound by terms and conditions associated with tree protection and compensation in accordance with Town policy and to the satisfaction of the Director of Parks and Recreation Services prior to the removal of any trees on this property; and

THAT the Mayor and Town Clerk be authorized to enter into an Agreement with Brookfield Homes Ltd., including any and all documents and ancillary agreements required to give effect to same.

- 15. PRS16-006 – Status of the Cultural Precinct Plan** pg. 83

RECOMMENDED:

THAT Report No. PRS16-006 be received for information.

- 16. PDS16-002 – Draft Plan of Condominium Application** pg. 86
Brookfield Homes (Ontario) Aurora Limited
15776 Leslie Street, Block 31 Plan 65M-4467
File: CDM-2015-01
Related Files: PLC-2015-07, ZBA-2015-01

RECOMMENDED:

THAT Report No. PDS16-002 be received; and

THAT the Draft Plan of Condominium File CDM-2015-01 be approved for 49 single detached dwelling units subject to conditions set out in Appendix "A" to this report; and

THAT a By-law to lift 0.3m reserves providing driveway access into the property be enacted; and

THAT the Mayor and Town Clerk be authorized to execute any Agreement(s) referenced in the Conditions of Approval, including any and all documents and ancillary agreements required to give effect to same.

- 17. PDS16-003 – Application for Exemption from Part Lot Control** pg. 102
Brookfield Homes (Ontario) Aurora Limited
15778 Leslie Street, Block 31, Plan 65M-4467
File No. PLC-2015-07
Related Files: CDM-2015-01 and ZBA-2015-01

RECOMMENDED:

THAT Report No. PDS16-003 be received; and

THAT the Application for Exemption from Part Lot Control submitted by Brookfield Homes (Ontario) Aurora Limited to divide Block 31 on Plan 65M-4467 into 49 separate lots for single detached units and a private condominium road be approved; and

THAT the Part Lot Control Exemption By-law be presented at a future Council meeting.

- 18. Trails and Active Transportation Committee Meeting Minutes** pg. 110
of November 20, 2015

RECOMMENDED:

THAT the Trails and Active Transportation Committee meeting minutes of November 20, 2015, be received for information; and

THAT the Trails and Active Transportation Committee recommend to Council:

New Business Motion No. 1

THAT communications be established between the Town and Metrolinx to ensure the preservation and integrity of the Town's trail system and the Trails Master Plan.

New Business Motion No. 2

THAT staff investigate the feasibility of creating fully accessible bike hubs at existing and future bike trail entrances.

- 19. Accessibility Advisory Committee Meeting Minutes of December 2, 2015** pg. 114

RECOMMENDED:

THAT the Accessibility Advisory Committee meeting minutes of December 2, 2015, be received; and

THAT the Accessibility Advisory Committee recommend to Council:

- 1. Memorandum from Accessibility Advisor
Re: 2016-2022 Accessibility Plan**

THAT the 2016-2022 Accessibility Plan be adopted.

- 20. Economic Development Advisory Committee Meeting Minutes of December 10, 2015** pg. 117

RECOMMENDED:

THAT the Economic Development Advisory Committee meeting minutes of December 10, 2015, be received for information.

- 21. Heritage Advisory Committee Meeting Minutes of December 14, 2015** pg. 121

RECOMMENDED:

THAT the Heritage Advisory Committee meeting minutes of December 14, 2015, be received; and

THAT the Heritage Advisory Committee recommend to Council:

- 2. Memorandum from Planner
Re: Demolition Application for a Structure on a Designated Heritage Property, Demolition of an Accessory Barn, 15342 Yonge Street
File: NE-HCD-HPA-15-04**

THAT the relocation of the accessory barn to 15372 Yonge Street (The Hillary House) for the preservation of the structure be approved prior to Zoning By-law Amendment and Site Plan Applications for 15342 Yonge Street are approved by Council.

3. HAC15-013 – Proposed Demolition of Existing Rear Addition to a Listed Heritage Building, 138 Centre Street

THAT the proposed demolition of the existing 12m² rear addition at 138 Centre Street be approved and the proposed two-storey rear addition be supported subject to the approval of the Zoning By-law Amendment and Site Plan Applications for the proposed Day Care Use; and

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

**4. HAC15-014 – Heritage Permit Application, 61 Catherine Avenue
File: NE-HCD-HPA-15-06**

THAT Heritage Permit Application NE-HCD-HPA-15-06 be approved to permit the proposed two-storey addition at rear as per submitted plans; and

THAT the re-sizing and relocation of existing windows for the dwelling as proposed be approved; and

THAT, should the window that is proposed to be removed not be of future use to the owner, the removed window be donated to Aurora's Architectural Salvage Program.

5. HAC15-015 – Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest, 101 Tyler Street

THAT the property located at 101 Tyler Street remain listed on the Aurora Register of Properties of Cultural Heritage Value or Interest; and

THAT the property be re-evaluated by the Committee's Heritage Evaluation Working Group pending receipt of further historical background.

**22. Community Recognition Review Advisory Committee Meeting
Minutes of December 15, 2015**

pg. 129

RECOMMENDED:

THAT the Community Recognition Review Advisory Committee meeting minutes of December 15, 2015, be received; and

THAT the Community Recognition Review Advisory Committee recommend to Council:

1. Community Recognition Review Advisory Committee Terms of Reference

THAT the following Terms of Reference be adopted:

1. PURPOSE

The Community Recognition Review Advisory Committee is formed to support Town staff in various aspects of the Community Recognition Event and report to Council on any outcomes and/or changes as required.

2. MEMBERSHIP

The Committee shall be comprised of seven (7) members, as follows:

- Two (2) members of Council; and
- Five (5) citizen members selected by Council.

In making its citizen appointments, Council will give preference to applicants who have experience in the volunteer sector and/or Community Recognition Awards.

3. TERM

The remainder of the 2014-2018 Term of Council.

4. REMUNERATION

None

5. DUTIES AND FUNCTIONS

- Support Town staff in the delivery of the Community Recognition Awards by supporting community participation through the nomination process and sponsorship opportunities;
- Report to Council on opportunities to continuously improve the Community Recognition Awards.

6. REPORTING

The Committee shall report directly to Council through the Staff Liaison appointed by the Chief Administrative Officer.

7. MEETING TIMES AND LOCATIONS

The Committee will meet on an as required basis to address various aspects of the Community Recognition Awards, at the call of the Chair.

8. STAFF SUPPORT

The Chief Administrative Officer will appoint one or more appropriate staff liaisons to provide technical support to the Committee.

The Legal and Legislative Services department will provide administrative support services to the Committee.



Legal and Legislative Services
905-727-3123
CSecretariat@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:
January 19, 2016

SUBJECT: Aurora Youth Soccer Club Facility

NAME OF SPOKESPERSON:
Jimmy Brennan
Executive Director of AYSC

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

BRIEF SUMMARY OF ISSUE OR PURPOSE OF DELEGATION:

AYSC is looking for help to build a club house with dressing rooms, washrooms, office space and board room to accommodate our members from House League to elite level teams. We have become an elite club in Ontario soccer and have to meet certain standards that will keep our club a member of gold excellence.

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?

Mayor Dawe, Councillor Tom Mrakas, Al Downey, John Firman

DATE:

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



Legal and Legislative Services
905-727-3123
CSecretariat@aurora.ca
Town of Aurora
100 John West Way, Box 1000
Aurora, ON L4G 6J1

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

COUNCIL/COMMITTEE/ADVISORY COMMITTEE DATE: January 19, 2016

SUBJECT: Aurora Soccer Club Lease

NAME OF SPOKESPERSON: Brian Casey, President, Aurora Soccer Club

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

Aurora Soccer Club

BRIEF SUMMARY OF ISSUE OR PURPOSE OF DELEGATION:

To speak to the terms of the Lease as it relates to the important contributions of the Aurora Soccer Club.

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

COUNCIL/COMMITTEE/ADVISORY COMMITTEE DATE: JAN. 19, 2016

SUBJECT: CULTURAL FACILITY

NAME OF SPOKESPERSON: GARY MINIELLY, STEVE MILLS

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

TRINITY CHURCH AURORA

BRIEF SUMMARY OF ISSUE OR PURPOSE OF DELEGATION:

Block 2 OF PLAN

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? All COUNCILLORS
& MAYOR

DATE: URBAN

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



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905-727-3123
CSecretariat@aurora.ca
Town of Aurora
100 John West Way, Box 1000
Aurora, ON L4G 6J1

DELEGATION REQUEST

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

COUNCIL/COMMITTEE/ADVISORY COMMITTEE DATE:

SUBJECT: Cultural Precinct

NAME OF SPOKESPERSON: Lenore Pressley

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

Town Park Area Residents Ratepayers Association

BRIEF SUMMARY OF ISSUE OR PURPOSE OF DELEGATION:

Discussion of proposed Cultural Precinct, its impact on the neighbourhood and the lack of consultation with neighbours.

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? Councillors Thompson, Thom, Marakas **DATE:** 10/ 12/ 2015

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



Legal and Legislative Services
905-727-3123
CSecretariat@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:

SUBJECT: Cultural Precinct Proposal

NAME OF SPOKESPERSON:
Susan Morton-Leonard

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

Property owners inside the proposed boundaries of the Cultural Precinct

BRIEF SUMMARY OF ISSUE OR PURPOSE OF DELEGATION:

To speak to FOTENN/ Bray Heritage Cultural Precinct Plan

PLEASE COMPLETE THE FOLLOWING:

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

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. CFS16-001

SUBJECT: Additional Information: 2016 Budget Disclosures
FROM: Dan Elliott, Director, Corporate & Financial Services - Treasurer
DATE: *January 19, 2016*

RECOMMENDATIONS

THAT report CFS16-001 be received for information.

PURPOSE OF THE REPORT

Under Ontario Regulation 284/09, made under the *Municipal Act, 2001*, all Ontario municipalities are permitted to exclude from their annual budgets the following PSAB accounting non-cash costs:

- amortization expenses
- post-employment benefits, and
- solid waste landfill closure and post-closure expenses (not applicable for Aurora).

Where these non-cash items have been excluded, Council are to receive:

- an estimate of the change in the accumulated surplus of the municipality to the end of the year resulting from the exclusion of any of these expenses, and
- an analysis of the estimated impact of the exclusion on the future tangible capital asset funding requirements of the municipality

The purpose of this report is to satisfy the Town's disclosure requirement with Ontario Regulation 284/09 and to illustrate the 2016 budget in the Public Sector Accounting Board (PSAB) format.

BACKGROUND

The Town of Aurora, like most municipalities, prepared its 2016 budget in the traditional, cash based, balanced municipal budget approach. The Province of Ontario enacted a regulation (O.Reg. 284/09, s.1.) that allows for the balanced municipal budget approach to be used and to exclude the above noted non-cash costs. However, the regulation does require that the municipality report on the impact of these excluded costs.

January 19, 2016

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Report No. CFS16-001

COMMENTS

For compliance with the regulation, the Town of Aurora's 2016 Business Plan, Operating Budget and Capital Investment Program as approved excludes the following expenses:

- an expense for the 2016 amortization of the Town's tangible capital assets, estimated to be \$10,906,800 (see Attachment #1 for categorized list). Of this total estimated amount, \$10,290,400 is directly supported by taxes and utility rates while \$616,400 is indirectly supported by taxes via a funding contribution to the Aurora Public Library and Central York Fire Services. In regards to the portion of the total estimated amortization expense that is directly supported by the tax levy, this amount has been under-funded by \$2,595,700; meaning the budgeted contributions to capital reserves are not keeping pace with the depreciation of the town's tangible capital assets. The Town is able to partially subsidize this noted funding gap through alternative funding sources such as federal and provincial grants.
- the current year's post-employment benefit obligation in relation to eligible employee early retirement and/or accrued sick leave is estimated to grow by approximately \$12,700, thus creating a related non-cash expense;
- the current year's Workplace Safety & Insurance Board benefit obligation is estimated to grow by approximately \$13,300, thus creating a related non-cash expense;
- the Town does not own or operate a landfill site and therefore is not subject to solid waste landfill closure or post-closure expenses.

The 2016 operating budget was prepared in the traditional cash-based municipal budget approach whereby total revenues (including taxation) equal total expenditures, resulting in a "balanced" budget. Attachment #2 illustrates the differences between the 2016 approved operating budget as prepared (on a cash basis) to what it would be if prepared under the PSAB guidelines on an accrual basis budgeting. The accrual basis approach would result in an estimated annual deficit of \$419,000 as shown on Attachment #2.

LINK TO STRATEGIC PLAN

This report provides additional budget information as required by statutory regulation. Approval of the 2016 Operating Budget provides funding support and approval for all initiatives, services and operations of the Town, all of which support and advance the Strategic Plan objectives. Overall, the budget leads to improving the quality of life of the community we serve.

January 19, 2016

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Report No. CFS16-001

ALTERNATIVE(S) TO THE RECOMMENDATIONS

None – informational report only.

FINANCIAL IMPLICATIONS

For 2016, the budgeted contributions to infrastructure reserves are as follows:

| | |
|---|-------------|
| Direct property taxation contributions | \$4,594,700 |
| Expected Federal Gas Tax contributions | 1,617,500 |
| Expected Ontario Infrastructure contributions | 234,600 |
| Sub-total | \$6,446,800 |
| Utility rate funded contributions | 3,100,000 |
| Total Infrastructure renewal contributions | \$9,546,800 |

Of note is the disparity between the amortization expense of \$10.3 million for tax and water rate directly supported assets, and the tax & rates contributions to reserves of \$7.7 million (excluding the federal and provincial infrastructure funding and gas tax) for the maintenance and replacement of these aging assets.

The Town has an approved ongoing financial strategy to close this funding disparity. Provided Council continues to follow the strategy, significant sudden tax increases, new debt, or financial crisis can be avoided.

CONCLUSIONS

In preparation of the 2016 operating budget, the Town of Aurora has complied with requirements of the Municipal Act which identifies allowed exclusions from that budget (paragraph 3, subsection 289 (2) and paragraph 3, subsection 290 (2)). This report provides the disclosures required under a regulation that requires municipalities to report to Council when these exclusions exist and the impact on the overall accumulated surplus of each transaction.

PREVIOUS REPORTS

This report is an annual budget related statutory report. It directly relates to CFS15-055, 2016 Final Operating Budget and CFS15-043, 2016 Final Capital Budget Report.

January 19, 2016

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Report No. CFS16-001

ATTACHMENTS

Attachment #1 – Schedule of Estimated 2016 Tangible Capital Asset Amortization
Attachment #2 – Reconciliation of 2016 Approved Budget to the Budget as if prepared
under PSAB 3150

PRE-SUBMISSION REVIEW

Executive Leadership Team - Thursday, January 7, 2016

Prepared by: Dan Elliott, Director of Corporate & Financial Services - Treasurer



Dan Elliott, CPA, CA
Director of Corporate & Financial
Services - Treasurer



Patrick Moyle
Interim Chief Administrative Officer

Attachment #1

Estimate of Tangible Capital Asset Amortization Expense for 2016:

| <u>Category</u> | <u>Amortization Amount</u> | |
|---|--------------------------------|----------------------------------|
| | | in \$'000's |
| <u>User Rate Supported Assets</u> | | |
| Water Mains / Sanitary Sewer | \$ 2,000.7 | |
| Storm Sewer / Ponds | 1,751.8 | |
| Pumping Station/Water Meters | <u>301.2</u> | |
| | | \$ 4,053.7 |
| <u>Tax Supported Assets</u> | | |
| Buildings | \$ 2,141.5 | |
| Roads/Sidewalks/Street Lighting | 2,487.4 | |
| Bridges & Culverts | 168.3 | |
| Parks (Land Improvement) | 742.7 | |
| Other Vehicles & Equipment | 509.5 | |
| Computer Related Equipment | <u>187.4</u> | |
| | | <u>6,236.7</u> |
| Sub Total - Directly Supported Assets | | \$ 10,290.4 |
| <u>Indirectly Supported Assets (from Taxes)</u> | | |
| Fire Vehicles & Equipment | \$ 175.7 | |
| Library Content & Equipment | <u>440.8</u> | |
| | | 616.4 |
| | | <u>616.4</u> |
| Estimated Amortization Expense for 2016 | | <u><u>\$ 10,906.8</u></u> |

**Town of Aurora - 2016 Budget
2016 Budget Presentation Differences
"Standard" Cash-Basis Budget vs. Presentation Requirement under P.S.A.B.**

| In \$,000's | Town Budget (excl Library) | Library Budget | "Water" Budget Rate Funded | Consolidated Municipal "Standard" (cash basis) | Reporting Change | Under PSAB Guidelines (accrual basis) |
|---|----------------------------------|-------------------|----------------------------------|---|---------------------------|--|
| Revenues: | | | | | | |
| Operating - Tax Levy / Water Rates | \$ 35,300.1 | \$ 3,659.0 | \$ 18,479.0 | \$ 57,438.1 | \$ - | \$ 57,438.1 |
| Operating - Receipts From Outside Sources | 17,112.7 | 120.0 | 334.0 | \$ 17,566.7 | - | 17,566.7 |
| Operating - Transfers From Other Funds | 2,098.2 | - | 546.6 | \$ 2,644.8 | (2,644.8) ⁽¹⁾ | - |
| Capital - Receipts From Outside Sources | 1,521.8 | - | - | \$ 1,521.8 | - | 1,521.8 |
| Capital - Transfers From Other Funds | 10,853.1 | 735.0 | - | \$ 11,588.1 ⁽¹⁾ | (11,588.1) ⁽¹⁾ | - |
| Total Revenues | \$ 66,885.9 | \$ 4,514.0 | \$ 19,359.6 | \$ 90,759.5 | \$ (14,232.9) | \$ 76,526.6 |
| Expenses: | | | | | | |
| Operating Expenses | \$ 45,657.3 | \$ 3,649.0 | \$ 16,259.6 | \$ 65,565.8 | \$ - | \$ 65,565.8 |
| Operating - Transfers To Capital Funds | 4,932.2 | 130.0 | - | 5,062.2 ⁽²⁾ | 5,062.2 ⁽²⁾ | - |
| Operating - Transfers To Other Funds | 3,600.9 | - | 3,100.0 | 6,700.9 ⁽²⁾ | 6,700.9 ⁽²⁾ | - |
| Operating - Debt Principal Payment | 210.3 | - | - | 210.3 ⁽³⁾ | 210.3 ⁽³⁾ | - |
| Operating - Debt Interest Payment | 110.3 | - | - | 110.3 | - | 110.3 |
| Tangible Capital Additions | 12,024.9 | 735.0 | - | 12,759.9 ⁽⁴⁾ | 12,759.9 ⁽⁴⁾ | - |
| Non-Tangible Capital Additions | 350.0 | - | - | 350.0 ⁽⁵⁾ | - | 350.0 |
| Total Expenses | \$ 66,885.9 | \$ 4,514.0 | \$ 19,359.6 | \$ 90,759.5 | \$ 24,733.4 | \$ 66,026.1 |
| Annual Surplus / (Deficit) with Exclusions | \$ - | \$ - | \$ - | \$ - | \$ 10,500.5 | \$ 10,500.5 |
| per O.Reg 284/09 | | | | | | |

Exclusions Add Back:

- Amortization of Tangible Capital Assets ⁽⁴⁾
- Post Employee Benefits and Sick Leave liabilities
- Workplace Safety & Insurance Board Benefits

Total Exclusions

Annual Surplus / (Deficit) - full PSAB Compliance - Audited Financial Statement Result

| |
|----------------------|
| \$ (10,906.8) |
| (12.7) |
| (13.3) |
| \$ (10,919.5) |
| \$ (419.0) |

Foot Notes:

1. "Transfers From Other Funds" represents transfers from reserves (Retained Earnings) for expenditures and is not considered a revenue source under accrual accounting.
2. "Transfers To Other Funds" represents the contribution to reserves (Retained Earnings) and is not considered an expense under accrual accounting.
3. "Debt Principal Payments" are considered a repayment of a long term liability and are not considered an expense under accrual accounting - only the related interest portion remains a valid expense
4. Under accrual accounting, costs related to the acquisition of "Tangible Capital Assets" are recorded on the balance sheet - only the amortization of existing Tangible Assets is included as an expense. This amortization is generally excluded from traditionally prepared, cash basis, municipal budgets.
5. Studies and Reports are examples on non-Tangible Capital Assets and their acquisition is included as an expense.

**Under O.Reg 284/09, this schedule is to be presented
prior to or as part of the budget approval process**



**TOWN OF AURORA
GENERAL COMMITTEE REPORT**

No. CFS16-002

SUBJECT: Extension of Appointment of External Auditor

FROM: Dan Elliott, Director, Corporate & Financial Services - Treasurer

DATE: *January 19, 2016*

RECOMMENDATIONS

THAT Report No. CFS16-002 be received; and

THAT BDO Canada's auditor appointment be extended two additional years to provide audit services for fiscal year's ending December 31, 2015 and 2016; and

THAT the Treasurer be authorized to approve invoices for the base services audit, plus any reasonable additional billings related to audit assistance, additional audit work or related to audit issues or consultations in the context of preparing and auditing the annual financial statements of the corporation, to a total combined amount not to exceed the provisions made for such in the budget; and

THAT Purchase Order No. 342 be amended or replaced as appropriate to reflect the two-year extension for audit services from BDO Canada.

PURPOSE OF THE REPORT

To extend the current appointment of BDO Canada as the Town's auditor to provide services for two additional fiscal years, being 2015 and 2016.

BACKGROUND

Section 296 of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended (the "Act"), the municipality must appoint a qualified auditor by bylaw for a period not to exceed five years. BDO Canada was appointed auditor by Council for the fiscal year's ended 2012, 2013 and 2014 with the resolution arising from staff report CFS12-035, adopted by Council in October 2012.

BDO Canada was selected in 2012 by a committee of N6 Treasurers as a result of a joint RFP for audit services. The RFP document stated in Section 2 Introduction "It is the intent of each Town to enter into a three (3) year agreement with the successful respondent to provide Audit Services, with an option of a two (2) year extension." Most municipalities appointed for a three year term. Some, such as Whitchurch-Stouffville, appointed for a three year term with two possible one-year extensions at the discretion of the Treasurer. Aurora's initial approved appointment was simply for three years.

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Report No. CFS16-002

COMMENTS

Staff have no concerns with continuing the relationship with BDO Canada, and are unaware of any such concerns of any member of Council or the Finance Advisory Committee. Staff are also unaware of any concerns with the work to date of BDO at any other N6 municipality. To date, their services and staff have been most professional, thorough and cost effective. They are prepared to extend their engagement on the same terms as before, however with updated costs to reflect the increasing work required to comply with recent and emerging standards changes, such as tangible capital assets, liabilities for contaminated sites, grant compliance and other matters, and at a quote which reflects the efficiency gained through their experience.

Their fees for the first three years were quoted in the RFP as \$33,900 subject to a reduction by 15% to \$28,815 should all six municipalities involved in the RFP award the contract to them. All did.

Their current proposed written quote for the audit for 2015 year end is as follows:

- | | | |
|--------------------------------------|------------|---------------------|
| • Town of Aurora | \$23,375 | |
| • Aurora Public Library Board F/S | 4,675 | |
| • Gas Tax Compliance Audit report | n/a | No longer required. |
| • Municipal Audit Questionnaire MMAH | <u>150</u> | |

Total \$28,200

Plus reasonable disbursements and expenses

In the process of preparing final audited financial statements, adjustments and interpreting new accounting regulations or facilitating unique transactions, it is sometimes necessary to rely on the external audit for additional resources which would normally be provided by the Town, or for special consultations and discussions. Further, the foundational arrangement with appointing auditors is that the fee quote is quoted on the premise of a clean audit experience. Should any additional audit testing or work be required arising from any anomalies found during their normal work, such additional work will be billed as extras.

Staff have added to the appointment recommendation that any such additional billings may be approved for payment by the Treasurer, to an amount that when combined with the base audit fee does not exceed the approved audit budget.

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Report No. CFS16-002

LINK TO STRATEGIC PLAN

Utilizing N6 joint tendering to achieve group purchase discounts and aggressive pricing while retaining credible and qualified proponents supports the Strategic Plan Guiding Principles of *Leveraging Partnerships* and *Leadership in Corporate Management*. Retaining auditors is a statutory requirement for municipalities.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council may direct that the extension only cover the 2015 year end, and direct staff to issue or participate in a joint RFP for audit services commencing for the 2016 year end.

FINANCIAL IMPLICATIONS

Prior to the N6 RFP in 2012, the Town's budget for audit services was \$72,000, and for 2016 is \$40,900 as found on budget binder page 6-47.

CONCLUSIONS

This report seeks extension to the Auditor's previous appointment. BDO was awarded an RFP contract for audit years ending 2012, 2013 and 2014. The audit for 2015 and 2016 is being recommended by this report as contemplated in the original RFP call and response documents. For fiscal years beyond 2016, the Town will participate again with the N6 municipalities in a competitive bidding process for audit services.

PREVIOUS REPORTS

CFS12-035 October 2012 – Appointment of Auditor by RFP award.

ATTACHMENTS

None

January 19, 2016

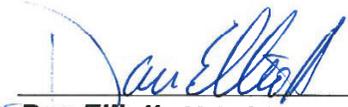
- 4 -

Report No. CFS16-002

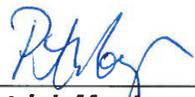
PRE-SUBMISSION REVIEW

Executive Leadership Team - Thursday, January 7, 2016

Prepared by: Dan Elliott, Director of Corporate & Financial Services - Treasurer



Dan Elliott, CPA, CA
Director of Corporate & Financial
Services - Treasurer



Patrick Moyle
Interim Chief Administrative Officer



TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. IES16-001**

SUBJECT: *Facility Projects Status Report*

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

DATE: *January 19, 2016*

RECOMMENDATIONS

- THAT Report No. IES16-001 be received; and*
- THAT the fee for One Space Unlimited Inc. be increased from \$1,049,284 to \$1,145,944 to be funded within the existing budget; and*
- THAT an application for a solar panel project through the FIT program similar to the project approved for the Aurora Family Leisure Complex be endorsed.*

PURPOSE OF THE REPORT

This report provides Council with an update on the following facility projects:

- Addition of the Community Space for Youth at the Aurora Family Leisure Complex (AFLC)
- New Joint Operations Centre (JOC)

BACKGROUND

Council approved the following projects as part of the annual capital planning process:

- No. 74004 - Community Space for Youth
- No. 34217 - Joint Operations Centre

These projects are significant to both the community and the Town. To facilitate providing timely information, staff are providing monthly reports to Council on the progress of these projects. Additional approvals and requirements for Council direction will be either included in this monthly report or augmented with an additional staff report depending on the need.

The reporting process will continue until satisfactory completion of these projects or as directed by Council.

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Report No. IES16-001

COMMENTS

This report provides a brief update on progress for the above projects.

Community Space for Youth at the Aurora Family Leisure Complex

Project Summary

Staff have completed the installation of electric door openers for the north (rear) entrance and have installed the requested coat hangers and boot storage shelving near the gym area and the spin class area.

Joint Operations Centre

Activities completed since last report ending December 31, 2015

- Concrete work complete
- Building Window installation complete
- Exterior cladding 99 percent complete
- Interior drywall 80 percent complete
- Masonry work 90 percent complete
- Site paving complete
- Salt dome complete
- Elevator install complete

Activities planned for January 2016:

- Continue with interior finishing
- Continue with masonry
- Final finishes
- Commissioning and equipment testing

| Milestone | Estimated Completion Date |
|------------------------|---------------------------|
| Site Works | Aug/14 to Dec/15 |
| Office Building | |
| Foundations | Mar 2015 |
| Basic Structure | May 2015 |
| Building Water Tight | July 2015 |
| Exterior Cladding | Sept 2015 |
| Mechanical/Electrical | July 2015 |
| Interior Finishes | Dec 2015 |
| Garage Areas | |
| Foundations | April 2015 |
| Basic Structure | Jun 2015 |

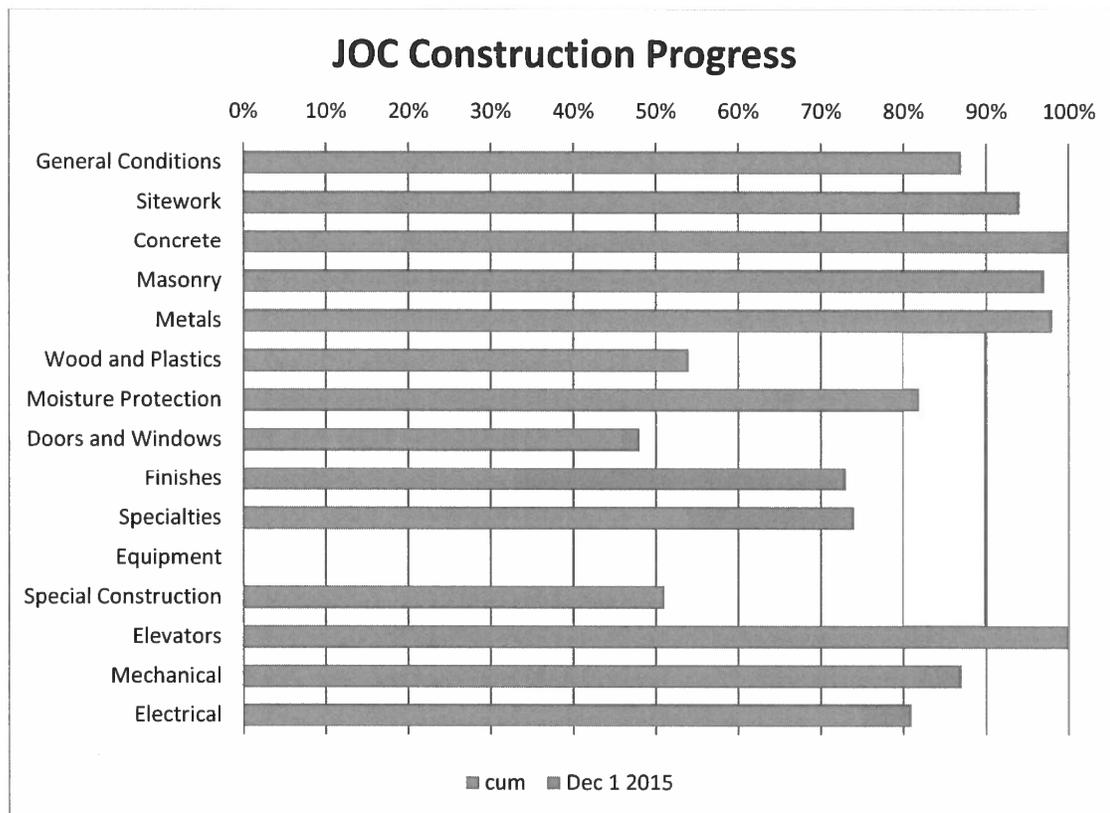
January 19, 2016

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Report No. IES16-001

| | |
|----------------------------------|----------|
| Exterior Envelope | Aug 2015 |
| Interior Finishes | Oct 2015 |
| Final Commissioning and Closeout | Feb 2016 |
| Move in activities | Mar 2016 |

The following figure provides a summary of progress to date based on construction components:



Financial and Schedule Update

The project remains on schedule and on budget.

Financial Monitoring Task Force Meeting

The Financial Monitoring Task Force met on November 23, 2015 and January 4, 2016 to review financial activities. At these meetings, financial information on the status of the project was presented. The Consultant, One Space Unlimited also presented a request for additional fees related to project activities requiring additional efforts from the design team. These fees were identified to be \$96,660. The project remains on budget when including these additional fees.

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Report No. IES16-001

LEED Program Update

The JOC was approved for LEED certification and is on track to achieve a LEED Silver designation based on an anticipated 54 points for this project with the threshold being 50 points. Council's goal was to achieve a LEED Gold designation which requires achieving 60 points. In order to meet this goal, additional LEED activities are required to gain the needed points. The LEED consultant has reviewed where additional points could be acquired and these are summarized as follows:

- Public transportation access and transportation demand management plan
- Water use reduction (further than what has already been achieved)
- Green Power (paying into a green energy program such as Bullfrog Power)
- Innovation in Design (coordinate and document any innovation programs)
- On-site renewable energy

As has been previously reported to Council, LEED certification is a process that involves meeting a number of stringent criteria and cannot be simply achieved based on a desire to meet a specific level. The difference between a silver and gold certification is sufficient enough to make reaching a gold target challenging. Our consultants have advised that gold certification is more applicable to a brownfield site where contaminants or other environmental remediation is required resulting in an improvement to the local environment. As this project is on a greenfield site, there is no opportunity to gain points for this area. However, there is a high probability of reaching the gold target if we continue to pursue all available points in the process.

All but the green power procurement option will be pursued as we strive to gain additional LEED points to meet our gold target.

Solar Panel FIT program application

As the building was designed with future roof top solar panels in mind, staff are in support of proceeding with the necessary application process sooner to allow for additional LEED points. Delaying solar installations until after the LEED applications are submitted for certification will bar this initiative from contributing to the LEED score. The consultant has indicated that a commitment to proceeding with a solar project is sufficient to seek the available points.

This may also be an opportune time to review solar panel options and revisit the options of full ownership for full revenue. The benefits of the full ownership option at this point are that the installation is on a new building and the cost of these installations continues to decline making the initial investment more reasonable. Should Council approve proceeding with solar at this time, Staff would bring back additional information in a future report. The goal is to achieve the additional LEED points at this point in time

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although the actual installation may still take 12 to 24 months to design, gain approval through the FIT program requirements, and install the final panels.

LINK TO STRATEGIC PLAN

Investing in sustainable infrastructure: By using new technologies and energy and environmentally conscious design and building practices.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

Council may choose not to proceed with actively pursuing solar panels at this time.

FINANCIAL IMPLICATIONS

Joint Operations Centre:

Funding approvals and commitments for the Joint Operations Centre are summarized in the following table as based on Council recommendations from the August 12, 2014 Meeting.

Approved Funding and Contract Commitments

| Construction and Related Costs: | Base Financial | Summary Financials to Date |
|---|-----------------------|-----------------------------------|
| Buttcon Limited Contract Award (excluding optional items) | 17,004,000 | 17,004,000 |
| Approved Buttcon Change Orders to Date | | 448,041 |
| Non-refundable taxes (1.76%) | 299,270 | 299,270 |
| Fees for One Space Architects Unlimited | 954,084 | 1,049,284 |
| Additional Architect Fees | | 96,660 |
| Third Party Engineering | | 68,600 |
| FF&E and Internal IT costs | 125,000 | 125,000 |
| Third party testing services (soils, concrete, building envelope) | 150,000 | 150,000 |
| Project Management Services | | 129,800 |
| Permit and Related | | 142,800 |
| Utilities Connection Fees | | 76,500 |
| Pre-Selected Office Partitions | | 315,000 |
| Subtotal | 18,532,354 | 19,904,955 |
| Contingency Allowance | 1,853,235 | 480,634 |
| Project Construction Budget | 20,385,589 | 20,385,589 |

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Report No. IES16-001

Contract Change Log

| | |
|--|------------------|
| Change Order Group 1 added to contract value (Report No. IES14-057) | 653,632 |
| Change Order Group 2 added to contract value (Report No. IES15-010) | 93,000 |
| Change Order Group 3 added to contract value (Report No. IES15-023) | 100,048 |
| Change Order Group 4 added to contract value (Report No. IES15-032) | nil |
| Change Order Group 5 added to contract value (Report No. IES15-037) | 31,343 |
| Change Order Group 6 added to contract value (Report No. IES15-039) | -175,449.24 |
| Change Order Group 7 added to contract value (Report No. IES15-053) | Nil |
| Change Order Group 8 added to contract value (Report No. IES15-058) | Nil |
| Change Order Group 9 added to contract value (Report No. IES15-068) | 287,587 |
| Subtotal | 990,161 |
| Soil conditions credits (various locations within committed areas) | 1,845 |
| #46 east parking area to allow soils to stabilize | (647,988) |
| #47 Revise roof layout to accommodate elevator requirements | 12,278 |
| #48-R1 Support hydro pole. Pole to be removed | 5,252 |
| #49 ¾" stone between footing to U/S of floor slab | 35,357 |
| #50 GFI receptacle between stove and sink | 387 |
| #51 Painting on steel structure | (23,092) |
| #53 Level 2 light switching | 6,628 |
| #54 IT room changes | 8,491 |
| #55 HSS Infill | 9,064 |
| #56 CB-144 R2 – RFI-147 – Bulkheads & duct work copy room ceiling | 23,710 |
| #57 Wayfinding and sign | 5,090 |
| #58 CB-018 R1 – Clarification to steel structure design | 31,269 |
| #59 CB-048 R1 Arkbro – add HSS & angle for cladding support at office | 9,865 |
| #60 CB-145 R1 – Grid 24 – space from block to deck @ high roof | 4,494 |
| #61 CB-152 Sewer locker – drywall instead of concrete block to close space | 3,181 |
| #62 CB-159 Oil/fluid storage – vertical separation at u/s of deck | 5,647 |
| #63 CB-122 – Access to mechanical shaft | 3,729 |
| #64 CB-147 – Eliminate concrete base in storage area | (10,335) |
| #65 CB-054 R1 – Revisions to HSS infill on workshop roof | (810) |
| #66 CB-131 R2 – Damp proofing material storage | 9,559 |
| #67 CB-136 – Interference coordination (Mech-fan power) | 4,126 |
| #68 CB-088 R1 – Primary duct bank – reinstatement of Gran B | 1,670 |
| #69 CB-113 R1 – Foundation requirements for generator | 22,879 |
| #71 – CB-89 – Elite door – expedite frame | 2,958 |
| #72 – CB-170 – Delete top coat asphalt paving | (125,715) |
| #73 – CB-82 R1 - Soils | 30,000 |
| #74 – CB-83 R1 – Soils | 15,660 |
| #75 – CB-130 R1 – Soils | 5,817 |
| #76 – CB-160 – Copy room ceiling/lighting and deletion | 3,486 |
| #77 – CB-155 – Provide mechanical connections to green house | 2,724 |
| #78 – CB-161 – Oil Interceptor connection | 654 |
| Change Order Group 10 added to contract value | (542,120) |
| Total Change Order value to date | 448,041 |

Fees for OneSpace Unlimited Inc are currently approved for \$1,049,284.00. The architect's team attended the Financial Committee meeting of November 23, 2015 and presented an update on project activities. At this meeting, they also presented a request for additional fees in the amount of \$96,660 related to increased scope required to complete the project.

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Report No. IES16-001

Funding Sources Summary:

| Source | Approved Funding Budget | Received to Date: Oct. 31, 2015 |
|------------------------------|-------------------------|---------------------------------|
| Development Charges | \$11,932,404 | \$3,730,200 |
| Sale of Municipal Lands | 8,453,185 | 1,276,600 |
| Interim Line of Credit (LOC) | | 9,370,000 |
| Internal Awaiting LOC Draw. | | |
| Total | \$20,385,589 | \$14,376,800 |

| | |
|--|--------------|
| Project Costs Paid to October 31, 2015 | \$14,376,800 |
|--|--------------|

CONCLUSIONS

This report is provided to Council as an ongoing communication on the progress of the following two facilities projects; 1) Addition of the youth centre to the AFLC, 2) New Joint Operations Centre.

PREVIOUS REPORTS

Infrastructure and Environmental Services

1. January 18, 2011, IES11-002 – Award of RFP No. IES2010-73-Architectural Consulting Services for a New Operations Centre
2. March 20, 2012, IES12-012 – Town of Aurora Joint Operations Centre
3. April 3, 2012, IES12-017 – Town of Aurora Joint Operations Centre
4. July 17, 2012, IES12-039 – Town of Aurora Joint Operations Centre Site Selection
5. September 18, 2012, CFS12-032 – Follow-up Information: Funding Sources for New Joint Operations Centre Capital Project
6. October 2, 2012, IES12-052 – Town of Aurora Joint Operations Centre
7. October 23, 2012, IES Memo 09-12 – Cost Information for Leadership in Energy and Environmental Design for New Construction (LEED NC)
8. May 21, 2013, IES13-031 – Joint Operations Centre Status and Snow Disposal Site Consideration
9. July 16, 2013, CFS13-023 – Capital Financing of Youth Centre and Operations Centre Capital Projects
10. January 7, 2014- IES14-001 JOC Pre-tender scope and budget approval
11. February 18, 2014- IES14-009 Facility Project Status Report
12. April 15, 2014- IES14-024 Facility Project Status Report
13. May 20, 2014 – IES14-027 Facility Status Report
14. June 17, 2014 – IES14-032 Facility Status Report

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Report No. IES16-001

15. July 29, 2014 – IES14-041 Facility Status Report
16. September 16, 2014 – IES14-052 Facility Status Report
17. December 9, 2014 – IES14-057 Facility Status Report
18. January 13, 2015 – IES15-001 Facility Status Report
19. February 17, 2015 – IES15-010 Facility Status Report
20. March 24, 2015 – IES15-023 Facility Status Report
21. April 21, 2015 – IES15-032 Facility Status Report
22. May 19, 2015 – IES15-037 Facility Status Report
23. June 16, 2015 – IES15-039 Facility Status Report
24. September 22, 2015 – IES15-053 Facility Status Report
25. September 22, 2015 – IES15-055 JOC Pre-Selected Furniture Purchase
26. October 20, 2015 – IES15-058 Facility Status Report

ATTACHMENTS

N/A

PRE-SUBMISSION REVIEW

Executive Leadership Team meeting of January 7, 2016.

Prepared by: Ilmar Simanovskis, Director Infrastructure and Environmental Services, Ext. 4371



Ilmar Simanovskis
Director, Infrastructure & Environmental Services



Patrick Moyle
Interim Chief Administrative Officer



SUBJECT: *Street Parking Plan for the Downtown Core- Pilot Project*

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

DATE: *January 19, 2016*

RECOMMENDATIONS

THAT Report No. IES16-002 be received; and

THAT the Street Parking Plan for the Downtown Core, as described in Report No. IES16-002 be implemented as a pilot from the period of June to October 2016; and

THAT this report be forwarded to Regional Municipality of York Transportation Services Department.

PURPOSE OF THE REPORT

This report is an update on activities taken to date in response to the Council motion of January 20, 2015 - "Street Parking Plan for the Downtown Core" on Yonge Street from Wellington Street to Kennedy Street.

BACKGROUND

Council, at its meeting of January 20, 2015, adopted the following notice of motion regarding a request for "Street Parking Plan for the Downtown Core" along Yonge Street between Wellington Street and Kennedy Street:

WHEREAS The Town of Aurora recognizes the importance of Yonge Street as a corridor of business in our historic downtown and is fully committed to ensuring its long-term commercial sustainability; and

WHEREAS the Town of Aurora initiated a downtown revitalization study for the Yonge Street and Wellington Street corridors in 2009; and

WHEREAS the Town of Aurora approved the Aurora Promenade Concept Plan and related Aurora Promenade Secondary Plan in 2010, which included a comprehensive vision for our historic downtown; and

WHEREAS the Town of Aurora Economic Development Action Plan and Business Retention and Expansion Strategy emphasize the importance of supporting local

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Report No. IES16-002

business and revitalizing the downtown; and

WHEREAS the Town of Aurora approved the Community Improvement Plan (CIP) to support downtown revitalization in 2014; and

WHEREAS the Town of Aurora approved the Aurora Promenade Streetscape Design and Implementation Plan in 2014 to improve the streetscape design in the downtown; and

WHEREAS the Town of Aurora will be considering detailed streetscape design options for Yonge Street through the historic downtown.

NOW THEREFORE BE IT HEREBY RESOLVED that staff be directed to investigate the feasibility of implementing a street parking plan as per the attached conceptual plan and to report back to Council as soon as possible.

The conceptual plan from this motion is attached as Appendix A.

COMMENTS

Pilot installation of revised Downtown Parking will occur from June to October 2016

Since adoption of the above motion, staff have had several meetings with York Region transportation staff to discuss the proposal and verify feasibility. York Region has not provided a definitive position on the proposal but has expressed concerns with potential impacts to the regional function of this section of Yonge Street. Before commenting on a permanent installation of the parking plan, the Region has indicated that they will undertake traffic analysis to assess the function of this section of Yonge Street with the proposed parking plan.

However, this analysis is still pending while the Region has been focusing their resources on the completion of the Regional Transportation Master Plan. On an interim basis, they have agreed to support a pilot installation which will allow the Town to assess the benefits of the plan while also giving the region an opportunity to monitor traffic and transit effects which can then be incorporated in their more detailed transportation network analysis.

Scope of traffic analysis to include both Yonge Street parking and left turn restrictions at the Yonge/Wellington intersection

Once initiated, the scope of the Regional study will include analysis on the Yonge Street corridor between Kennedy Street and Wellington Street as well as the impact of left turn lane restrictions during peak hours at the Yonge/Wellington intersection which is also

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Report No. IES16-002

required in response to a separate motion of Council.

Recommendations from this study will be presented by Regional staff once completed and will form the basis for feasible long term changes to the Yonge Street corridor.

Implementation strategy will include public consultation and community engagement

The Yonge Street core area is a significant feature of the Promenade area and supports an important commercial and retail community. It is important that full community engagement occur for this sector as well as the Town at large. A public engagement and partnership plan will be implemented as part of the pilot period as follows:

- Advertise Public Open House and project scope
 - This will occur between late March and April
 - Through all available social media channels
- Door to door consultation with business owners on Yonge Street between Kennedy Street and Wellington Street
 - This will occur between late March and April
 - Information package to include parking plan, invitation to open house, feedback form
 - Contact Chamber of Commerce
- Public Open House April 19, 2016
 - Presentation of parking configuration drawings
 - Summary of community feedback to date
 - Discussion of implementation steps
- Council Report May 3, 2016
 - Council report summarizing final plan, funding requirements and community stakeholder engagement summary for last cycle in May
- Corridor street signage
 - Install by mid May pending Council direction on proceeding with pilot installation
 - Signage to be installed at north and south entrance to corridor and to provide overview of installation and contact information
 - Signage to remain during pilot period up to October 2016
- Pilot installation and monitoring
 - Install physical works in June
 - Monitor traffic and community changes
 - Remove physical works by end of October
- Post implementation summary report to Council
 - Report in November summarizing results of pilot and recommendations for future direction

LINK TO STRATEGIC PLAN

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

Objective 1: Improve transportation, mobility and connectivity

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

ALTERNATIVE(S) TO THE RECOMMENDATIONS

Not proceed with a pilot parking plan for the Yonge Street downtown at this time.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report. However, should Council recommend moving forward with the pilot project, the cost of the implementation will be determined based on street planter and pavement marking requirements. These costs will be reported in the future pending any other Regional requirements that are not known at this time.

CONCLUSIONS

This report is an update to the Council motion for the pilot project to investigate the feasibility of implementing on-street parking along Yonge Street from Wellington Street to Kennedy Street as presented in the attached plan. York Region has a significant interest in the function of Yonge Street even though it is a Town owned road. The Region is in the process of completing their Transportation Master Plan and will then proceed to assist with detailed traffic analysis for the proposed Yonge Street parking changes.

In the meantime, the Town will proceed with a pilot project for the period of June to October 2016 along with a comprehensive communication strategy to validate the benefits of this project.

PREVIOUS REPORTS

None

ATTACHMENTS

- **Attachment 1 - Proposed parking plan**

January 19, 2016

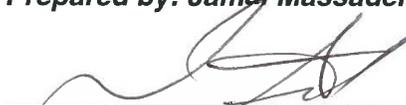
- 5 -

Report No. IES16-002

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting of January 7, 2016.

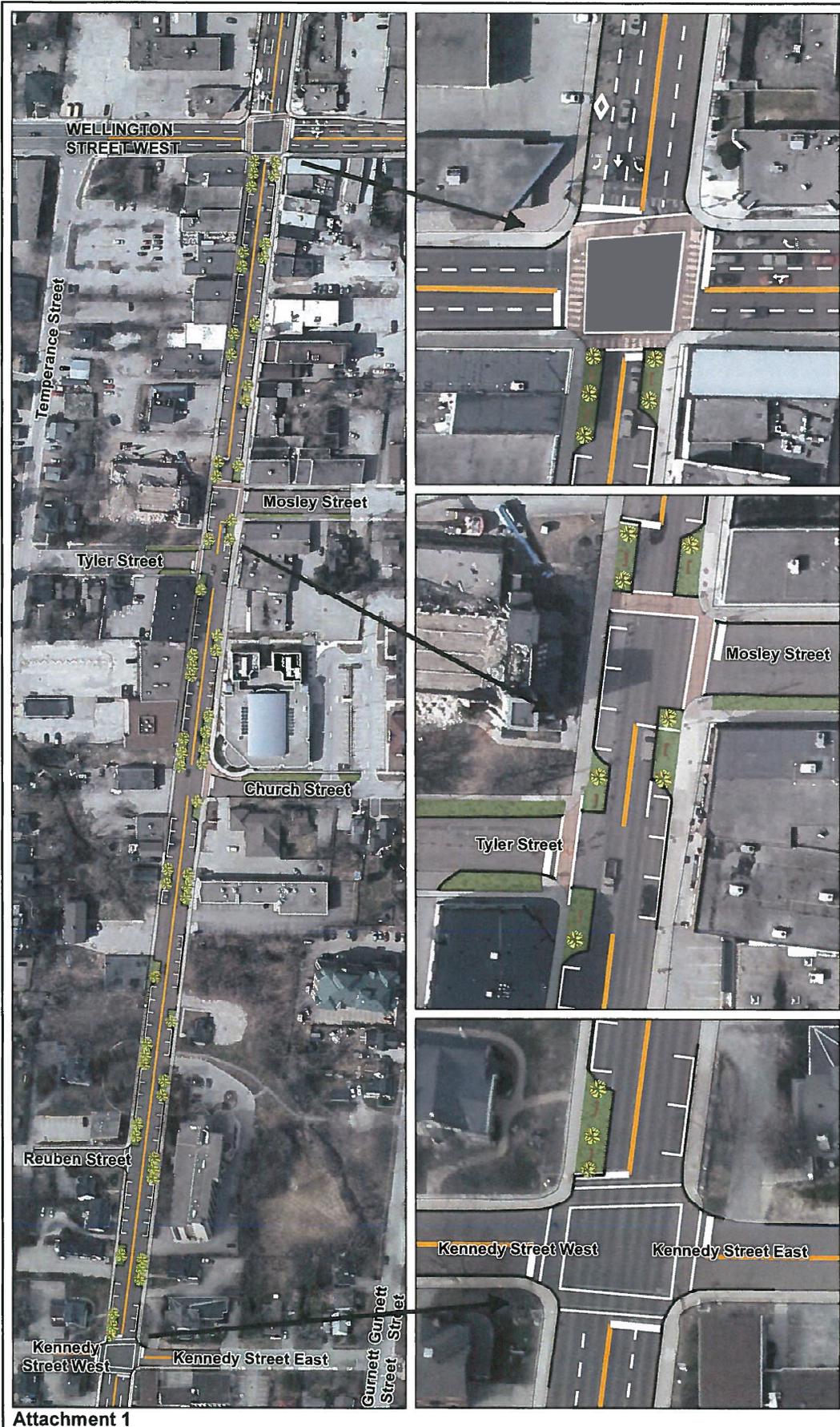
Prepared by: Jamal Massadeh, Traffic Transportation Analyst - Ext. 4374



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



Patrick Moyle
Interim Chief Administrative Officer





TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. IES16-003**

SUBJECT: *Acceptance of Municipal Services – Daniels LR Corporation-Residential Subdivision-Registered Plan 65M-4309*

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

DATE: *January 19, 2016*

RECOMMENDATIONS

THAT Report No. IES16-003 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-4309, being Daniels LR Corporation-Residential Subdivision, as detailed in Report No. IES16-003 be assumed; and

THAT the necessary by-law be brought forward for enactment to assume for public use the highways within Plan 65M-4309, 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 Daniels LR Corporation-Residential Subdivision, was completed under the December 8, 2009 Subdivision Agreement between the Town and Daniels LR Corporation.

January 19, 2016

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Report No. IES16-003

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. 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

Once assumed, the Town will 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 as required.

CONCLUSIONS

The works pursuant to the Subdivision Agreement for the Daniels LR Corporation-Residential Subdivision, as indicated on the attached key map, being registered Plan 65M-4309, 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, as required.

ATTACHMENTS

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

January 19, 2016

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Report No. IES16-003

PREVIOUS REPORTS

N/A

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting of January 7, 2016.

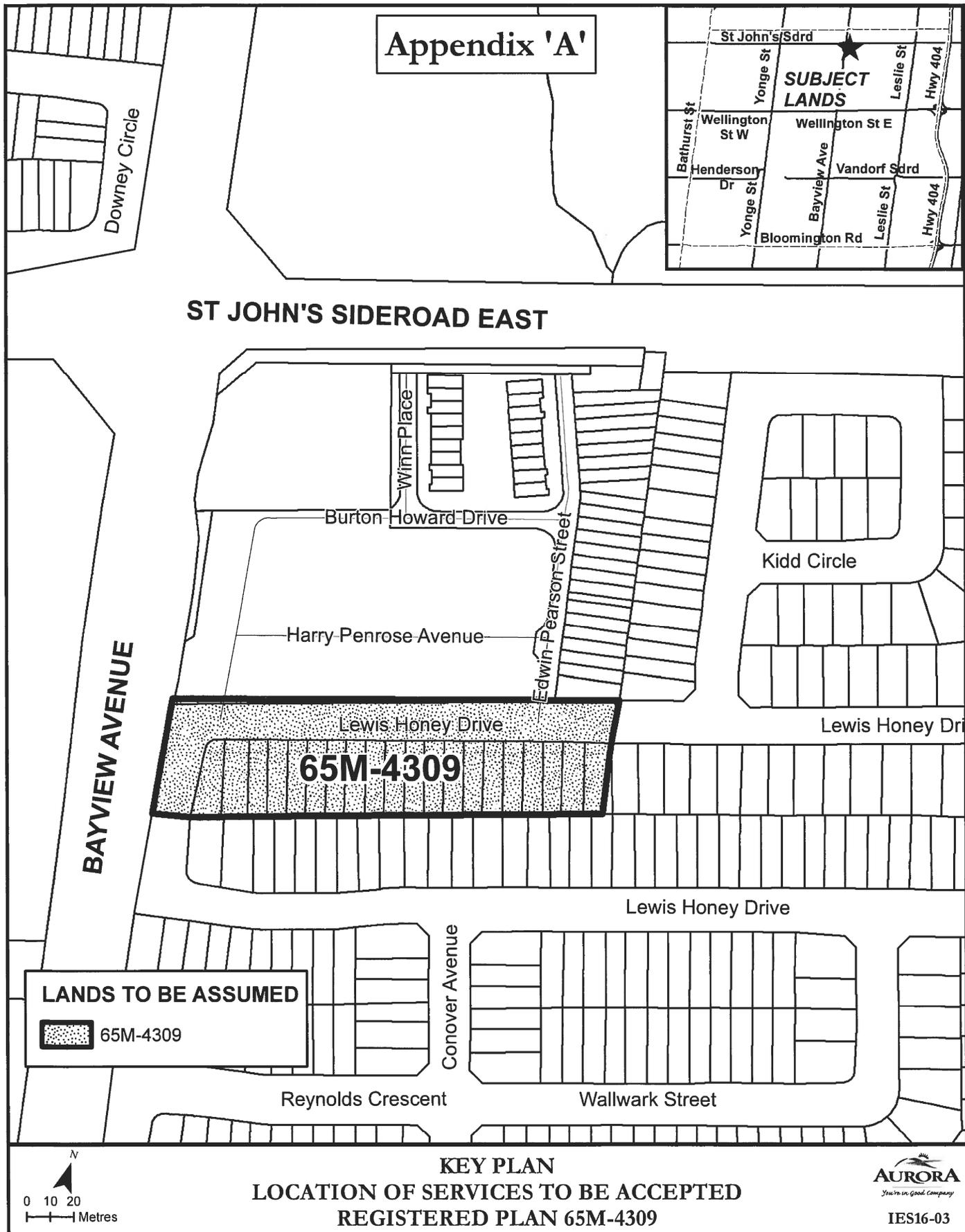
Prepared by: Mirlinda Nuro, Administrator, Construction Projects - Ext. 4384



Ilmar Simanovskis
Director of Infrastructure
& Environmental Services



Patrick Moyle
Interim Chief Administrative Officer



Map created by the Town of Aurora Infrastructure and Environmental Services Department, December 4th, 2015. Map modified on December 7th, 2015. Base data provided by York Region and Aurora - GIS. This is not a legal survey.



**TOWN OF AURORA
GENERAL COMMITTEE REPORT**

No. IES16-004

SUBJECT: *Acceptance of Municipal Services – Hallgrove Estates Business Park Subdivision – Registered Plan 65M-3974*

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

DATE: *January 19, 2016*

RECOMMENDATIONS

THAT Report No. IES16-004 be received; and

THAT ownership, operation and maintenance of the works within the roads, rights-of-way and other lands dedicated to the Town as contained within Plan 65M-3974, being Hallgrove Estates Business Park Subdivision as detailed in Report No. IES16-004 be assumed; and

THAT the necessary by-law be brought forward for enactment to assume for public use the highways within Plan 65M-3974 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 subdivisions and to assume for public use the related highways.

BACKGROUND

Hallgrove Estates Business Park Subdivision was completed under the Subdivision Agreement executed by the Town of Aurora and Hallgrove Estates INC. dated March 6, 2007.

COMMENTS

A Certificate of Acceptance from Infrastructure and Environmental Services will be issued as staff has 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. All construction lien provisions have been satisfied.

January 19, 2016

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Report No. IES16-004

LINK TO STRATEGIC PLAN

This project supports the **Strategic Plan Goal of Supporting an Exceptional Quality of Life and Work for All** by maintaining and expanding infrastructure to support forecasted population growth through technology, waste management, roads, emergency services, jobs 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, as required.

CONCLUSIONS

The works pursuant to the Subdivision Agreement for the Hallgrove Estates Business Park Subdivision, as indicated on the attached key map, being registered Plan 65M-3974, 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, as required.

ATTACHMENTS

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

PREVIOUS REPORTS

None

January 19, 2016

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Report No. IES16-004

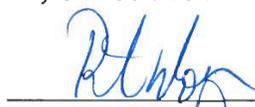
PRE-SUBMISSION REVIEW

Executive Leadership Meeting of January 7, 2016

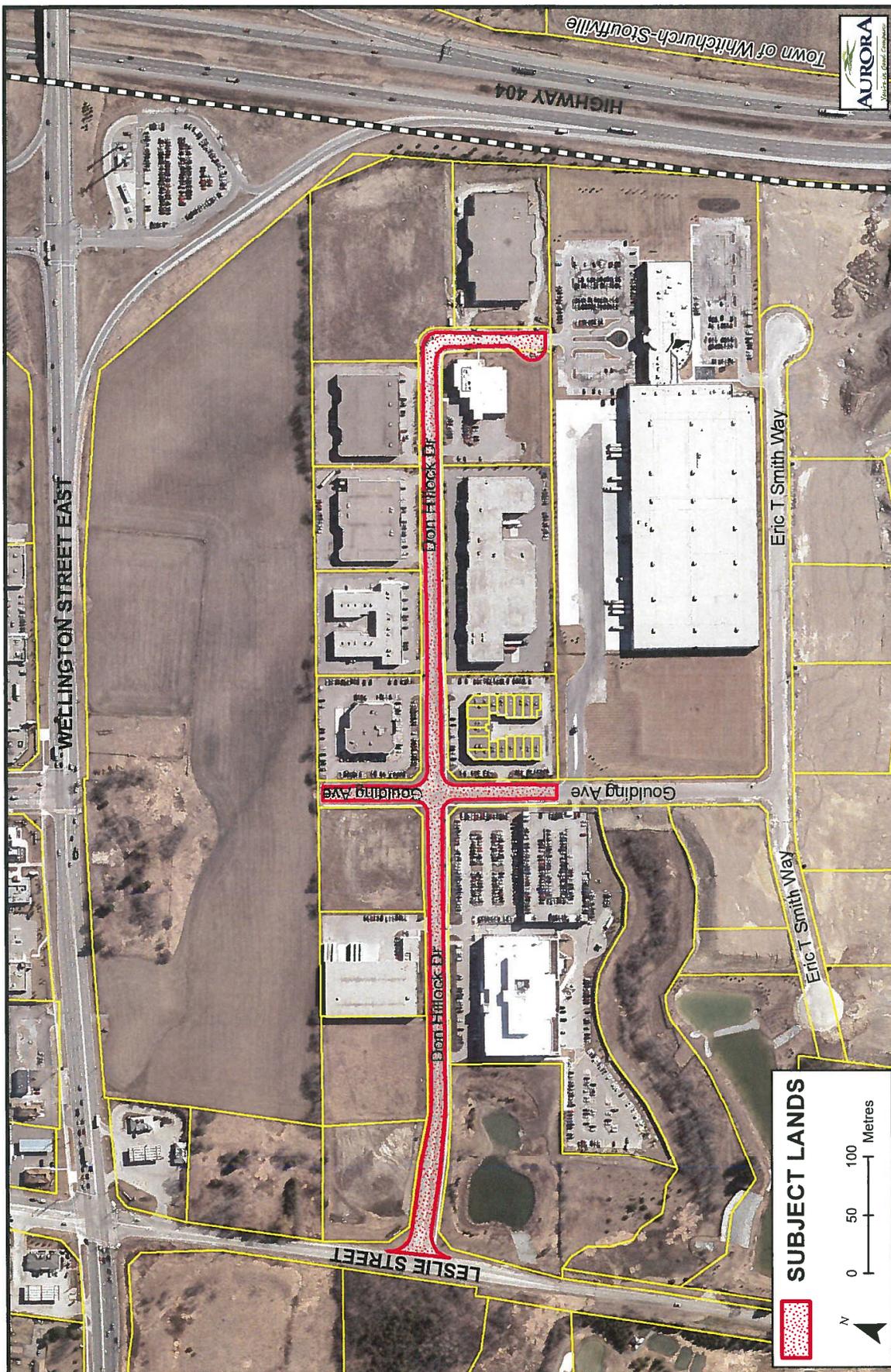
Prepared by: Norman Whitley, Administrator, Construction Projects - Ext. 4378



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



Patrick Moyle
Interim Chief Administrative Officer



KEY PLAN
LOCATION OF SERVICES TO BE ACCEPTED

IES16-004

INFRASTRUCTURE AND ENVIRONMENTAL SERVICES DEPARTMENT

Map created by the Town of Aurora Infrastructure & Environmental Services Department, November 30th, 2015. Base data provided by York Region and Aurora - GIS. Air photos taken Spring 2015 © First Race Solutions Inc. 2015. Orthorectified. This is not a final review.



TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. IES16-005**

SUBJECT: *Northern Six Municipalities Waste Collection Contract Renewal Update – MOU and Council Lobbying Framework*

FROM: *Ilmar Simanovskis, Director of Infrastructure and Environmental Services
Stephen Huycke, Acting Director of Legal and Legislative Services/Town Clerk*

DATE: *January 19, 2016*

RECOMMENDATIONS

THAT Report No. IES16-005 be received; and

THAT the Mayor and Clerk be authorized to execute a Memorandum of Understanding with the N6 Partnership that provides for the administration of the joint waste collection contract between the Northern Six Municipalities and a future waste collection contractor; and

THAT Council endorse a ban on any communications between Members of Council, and any director, officer, employee, agent or representative of a firm or agent of a firm (whether or not they receive payment) with an interest in submitting a proposal for the Northern Six Waste Collection Contract (2017-2027) (hereafter “potential proponents”) prior to the issuance of the request for proposals, however, if any communication should occur, it shall be reported to the staff responsible for managing the procurement; and

THAT where deemed appropriate by staff any written correspondence only be directed to Council as a whole and that any written communications to Council from potential proponents be forwarded first to staff responsible for managing the procurement, and will only be made public through a staff report to be received for information purposes, subject to any applicable legislation; and

THAT all staff, excluding those identified as being involved in the process, be subject to the same ban; and

THAT no deputations at public meetings by proponents be scheduled until after the conclusion of any blackout period; and

THAT the Town Clerk provide the municipalities of East Gwillimbury, Georgina, King, Newmarket, and Whitchurch-Stouffville with a copy of Council’s resolution on this matter and this staff report for their information and consideration.

January 19, 2016

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Report No. IES16-005

PURPOSE OF THE REPORT

The purpose of this report is to seek Council approval authorizing the Mayor and Clerk to execute a Memorandum of Understanding (MOU) with the Towns of East Gwillimbury, Georgina, Newmarket, Whitchurch-Stouffville and the Township of King also known as the Northern Six Municipalities (N6) for the administration of a joint waste collection contract between the N6 and a future waste collection contractor.

As well, to communicate the requirements and Council approval of a lobbying framework regarding the waste collection contract tendering and aware process.

BACKGROUND

In 2007 the Northern Six Municipalities entered into a joint ten-year waste collection contract. This progressive contract expires on August 31, 2017 and N6 staff have been directed to prepare a Request for Proposal (RFP) to continue the collaborative waste collection services.

In addition to the N6 waste collection contract, a companion document referred to as the N6 Memorandum of Understanding (MOU) was executed by the municipalities. The purpose of this MOU was to describe how the Municipalities would work together in dealing with issues arising during the term of the contract and to put into place mechanisms to ensure that the N6 supported each other during the contract period. This MOU also provided for the governance of the waste collection contract including any financial understandings between the municipalities.

Newmarket will be issuing the tender documents on behalf of the N6 partners and the procurement process will follow Newmarket's Procurement By-law. To protect Newmarket from any lobbying activities, their Council endorsed staff recommendations for a lobbying framework that is intended to protect its Council and staff from lobbying activities from any proponents or interested parties to the N6 waste contract. This report includes the same framework so that the Town of Aurora Council and staff are able to follow the same lobbying framework.

COMMENTS

Memorandum of Understanding between N6 partners provides a management framework that was very successful and should be extended for the new contract

To ensure a seamless transition of services, the Town of Newmarket will issue a Waste Collection Services RFP on behalf of the N6 in Q2, 2016. This new waste collection contract will be awarded in Q3, 2016 with commencement of services September 1,

January 19, 2016

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Report No. IES16-005

2017. The term of the next contract will be 2017 to 2025 and will include two one-year contract extensions at the sole discretion of the N6 potentially extending the contract until 2027.

As was done with the original waste contract, it is appropriate for the N6 to enter into a MOU for the governance of the contract and to put into place tools to ensure the municipalities support each other during the contract period and identify any financial arrangements between the N6.

Minor revisions have been made to the original MOU that do not change the intent of the document but only clarify certain aspects that were identified for improvement through the practical experience gained since 2007.

The Memorandum of Understanding is a management that provides staff with clear operating parameters for the contract and includes the following sections:

1. Municipal Representatives (respective staff roles/ responsibility/ authority)
2. Municipal Relationship Manager (contract administration)
3. Meetings (frequency)
4. Reports to the Chief Administrative Officers (format/ frequency)
5. Escalation Procedures (related to services/ Contractor)
6. Termination for Convenience or Cause
7. Cost Sharing Formula

The MOU has been successful as an administrative tool and is an appropriate arrangement to be extended into the next contract period.

Lobbying framework adopted by Town of Newmarket provides consistent approach to managing external interference during tendering period

The recommendations in the report are set out to protect Council and staff from any interference or influence related to external lobbying related to the N6 waste contract. These recommendations provide a formal process to manage any attempts to lobbying and are to be followed by Council and Staff.

Although the lobbying framework will be in force once approved by Council, it is particularly important that full compliance is occurring during the blackout period which begins when the request for proposal is issued and ends when the N6 partners and the selected proponent execute a contract. During this period, in addition to the lobbying framework outlined in this report, the proponents are formally strictly prohibited from lobbying members of Council. Should a member of Council feel they have been lobbied by a proponent, they are to immediately contact the Procurement Manager to report these activities.

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Report No. IES16-005

LINK TO STRATEGIC PLAN

Objective 2: Invest 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

Council may choose to not enter into the MOU. This would result in not having an agreed to set of policies on how a joint waste collection would be managed through an N6 type partnership.

Council may choose to not endorse the lobbying framework which would result in no formal process to address lobbying activities from external proponents or other parties interested in the renewal of the N6 waste contract.

FINANCIAL IMPLICATIONS

There are no financial implications related to the execution of the Memorandum of Understanding.

Cost sharing, if required for any projects related to waste collection or administrative costs required to oversee the contract, will be based on proportionate amounts of waste collected through the N6 collection contract which is exactly the same approach being applied in the current arrangement.

CONCLUSIONS

The Memorandum of Understanding that was executed between all six Northern Municipalities has proven to be an effective tool for the purpose of describing how the municipalities will work together in dealing with issues that arise in respect of the contract and ensuring that certain mechanisms are in place to help manage the contract.

Staff have made minor updates to this MOU based on experience during the current waste collection contract and are in support of continuing with this tool as an effective way to manage the N6 partnership.

It is therefore appropriate that Council authorize the Mayor and Clerk to execute the Memorandum of Understanding between East Gwillimbury, the Towns of Aurora, Georgina, Newmarket, Whitchurch-Stouffville and Township of King to provide for the

January 19, 2016

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Report No. IES16-005

administration of the joint waste collection contract Northern Six municipalities and a future waste collection contractor.

The recommendations relating to the Lobbying Framework set out strict requirements for Council and Staff conduct relating to any external interested party or proponent who is interested in lobbying for competitive advantage, or to disrupt the tendering and award process for the new N6 waste contract.

PREVIOUS REPORTS

1. IES15-011 N6 Waste Collection Contract Update
2. IES15-065 N6 Waste Collection Contract RFP Preparation

ATTACHMENTS

None

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting of January 7, 2016.

Prepared by: Ilmar Simanovskis, Director of Infrastructure and Environmental Services, Ext. 4371, and Stephen Huycke, Acting Director of Legal and Legislative Services/Town Clerk, Ext. 4771



Ilmar Simanovskis
Director, Infrastructure & Environmental Services



Stephen M.A. Huycke
Acting Director Legal & Legislative Service/Town Clerk



Patrick Moyle
Interim Chief Administrative Officer



TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. IES16-006**

SUBJECT: *Increase to Mead Electric Service Contract*

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

DATE: *January 19, 2015*

RECOMMENDATIONS

THAT Report No. IES16-006 be received; and

THAT the Purchase Order with Mead Electric for street light maintenance and utility locate services be increased by \$140,000 to a revised value of \$360,000 for the 2015/2016 combined contract period; and

THAT the 2015 operating budget for street light maintenance be increased by \$70,000 to be funded from the Engineering Fees Reserve to offset the high demand for development-related locate services.

PURPOSE OF THE REPORT

To seek Council approval to increase funding for Mead Electric for costs related to street light maintenance and utility locates services.

BACKGROUND

Recent legislation requires all municipalities to participate in Ontario One Call for utility locates

The Ontario Underground Infrastructure Notification System Act requires that all municipalities participate in the centralized utility tracking and locates services provided through Ontario One Call.

The service provides a central call centre for all persons and businesses undertaking underground works to request a locate clearance. Locate clearance is a requirement to identify where underground utilities are located within the area being excavated to prevent damage to these utilities. This clearance is required for any excavation activity both for the protection of the assets as well as the workers involved in the excavation.

Utilities for which the Town is responsible include water, sewer, stormwater and power supplies for street lights. When a locate is requested, it still remains the Town's responsibility to review the location and either issue an "all clear" report or visit the location and stake out where the underground infrastructure is located.

January 19, 2016

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Report No. IES16-006

Town locates are provided both in-house and through contracted services

Locates for water, sewer and stormwater utilities are provided through our staff. Electrical cable locates for street light power supplies have traditionally been provided under contract as a small part of our street light maintenance contractor Mead Electric. This scope of work includes a number of unit rate services of which electrical locates are included.

Increased construction activity has resulted in high volumes of locate requests

There has been an increase in annual locate requests in the past 3 years primarily related to the introduction of the new legislation combined with a very active construction and development climate in the Town.

This increased volume has resulted in ever increasing costs for electrical stakeouts through Mead Electric. This report provides information on the financial needs to address this demand and alternate practices that were introduced in November 2015 to mitigate these high contract costs.

COMMENTS

Annual street light maintenance and buried wire locate costs are increasing

Contracted street light repair and maintenance services and locate services has seen a significant increase in costs over the past three years.

A significant portion of this increase is related to increased demand for locating buried power lines that feed the street light network as required through the Town's participation with the One Call program.

The utility locate delivery model was reviewed by applying Lean principles

Staff identify the locate service as problematic in early 2015 due to increased demand and the resulting costs and workload. A Lean review was undertaken and improvements were made to the processes resulting in a reduction in required field locates through better use of mapping technology as well as increased tracking and reporting efficiencies.

To address the high volume and cost of electrical locates, staff developed a plan to transition this function in-house and reduce the reliance on external contract services. Since this decision, staff training has been underway and the transition to assume the electrical locates is in progress with our first internal locates occurring in November.

January 19, 2016

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Report No. IES16-006

Costs expected to decrease in 2016 due to LED street light program and changes to contracted locate services

Two initiatives are expected to reduce electrical contracted services in 2016 being the installation of LED street lighting which is ongoing and anticipated to be completed in March 2016, and training of in-house staff to perform the electrical locate task to reduce reliance on contracted services.

It is expected that these changes will reduce the operating costs by approximately 50 to 60 percent with a target of \$110,000 for 2016.

LINK TO STRATEGIC PLAN

This project supports the Strategic Plan Goal of Supporting an Exceptional Quality of Life for all by investing in sustainable infrastructure. This ensures road safety is provided to meet the needs and expectations of our community.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

None

FINANCIAL IMPLICATIONS

The annual operating budget for street light maintenance and locate services is \$150,000.

The town issued a combined purchase order of \$220,000 for the 2015 and 2016 service period to Mead Electric.

Higher 2015 cost in both street light utility locates and street light maintenance has resulted in the need to increase the contract to Mead Electric. The required purchase order increase of \$140,000 is to address increased service requests that occurred in 2015 for a revised purchase order of \$360,000.

This increase can be accommodated within the 2015 approved budget as an offset to expected savings in winter maintenance costs. However, it is recommended that 50 percent of this increase be funded from the Engineering Fees Reserve as a contribution to offset the high locates demand being created by the development activity. This is recommended only as a one-time contribution.

CONCLUSIONS

A larger than expected need for both street light repairs and underground street light cable locates has resulted in the need to increase funding for this contract to meet needs and ensure safe and effective services are maintained.

January 19, 2016

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Report No. IES16-006

It is recommended that the contract for Mead Electric Ltd be increased by \$140,000 to a revised amount of \$360,000 excluding taxes to complete work required for the 2015/2016 contract period.

PREVIOUS REPORTS

IES15-024, Award of Tender IES2014-73 – For street lighting infrastructure maintenance, dated March 24, 2015

ATTACHMENTS

N/A

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting of January 7, 2016.

Prepared by: Phillip Galin, Acting Manager of Operations - Ext. 4323



Ilmar Simanovskis
Director, Infrastructure &
Environmental Services



Patrick Moyle
Interim Chief Administrative Officer



TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. IES16-007**

SUBJECT: *Award of Tender IES15-38 -Replacement of AFLC Pool Dehumidification Unit*

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

DATE: *January 19, 2016*

RECOMMENDATIONS

THAT Report No. IES16-007 be received; and

THAT tender IES15-38 for the supply and installation of a pool dehumidifier unit for the Aurora Family Leisure Complex (AFLC) pool area be awarded to Van Mechanical Services Inc. in the amount of \$187,085, excluding taxes; and

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

PURPOSE OF THE REPORT

The purpose of this report is to award Bid No. IES15-38 to Van Mechanical Services Inc. for the supply and installation of a pool dehumidification unit, in accordance with the Town's Procurement By-law.

BACKGROUND

The pool dehumidifier at the Aurora Family Leisure Complex provides dehumidification of the pool area to control high humidity which is damaging to the building envelop. The existing unit is at the end of its useful life and was not operational when staff attempted to restart the system in early 2015.

Staff Report IES15-035 was presented to General Committee at its meeting of April 28, 2015, and a budget of \$210,000 was approved for this project.

January 19, 2016

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Report No. IES16-007

COMMENTS

Bid Opening

Bid Number IES15-38 was issued on the open market and a total of 16 companies picked up the tender documents. On November 3, 2015 the Bid Opening Committee received 5 bids, 2 bids were disqualified. The lowest compliant bidder for this tender was Van Mechanical Services Inc.

Table 1

| Bidder | Total Bid |
|----------------------------------|------------------|
| Van Mechanical Services Inc. | \$187,085.00 |
| Combined Air Mechanical Services | \$198,700.00 |
| Canadian Tech Air Systems Inc. | \$218,300.00 |

Installation of this equipment will not result in a shutdown of the facility as the work is primarily performed on the roof area.

LINK TO STRATEGIC PLAN

This project supports the ***Strategic Plan Goal of Supporting an Exceptional Quality of Life for All*** through ensuring continued well maintained Rinks and Facilities and, promoting a better user experience.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

The existing dehumidifier is at the end of its useful life. Staff investigated the option of repairing the unit to extend its life. The cost for this repair was quoted at \$40,000 with no warranty on how long the unit would last. Proceeding with the repair option may extend the life for one to two years but does not resolve the longer term need for reliable dehumidification equipment.

FINANCIAL IMPLICATIONS

Report IES15-035 estimated cost at \$210,000. The funding required for this project is \$207,085 of which \$10,000 is required for an Engineering consultant, \$187,085 for equipment supply and installation and a contingency (\$10,000) for Building Automation Integration with Johnson Controls. Funding for this project is provided from the Facilities Repair and Replacement Reserve.

January 19, 2016

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Report No. IES16-007

CONCLUSIONS

It is recommended that the contract for the supply and installation of a pool dehumidification unit be awarded to Van Mechanical Services Inc. not to exceed \$187,083 plus taxes.

PREVIOUS REPORTS

IES15-035 Replacement of AFCL pool dehumidification unit

ATTACHMENTS

None

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting of January 7, 2016.

Prepared by: Ilmar Simanovskis, Director Infrastructure and Environmental Services, Ext. 4371



Ilmar Simanovskis
Director, Infrastructure & Environmental Services



Patrick Moyle
Interim Chief Administrative Officer

January 19, 2016

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Report No. IES16-008

COMMENTS

1.0 Project Description

The road reconstruction on Vandorf Sideroad will include a 6.6m paved road, with 1.5m wide paved asphalt shoulders on both sides of the road. Site distance improvements have been included through the re-grading (cutting the hill; filling the valleys) of a steeply graded hill approximately 500m west of Leslie Street that also includes approximately 140m of retaining wall to support the new road profile.

2.0 Tender Opening

A total of 70 companies picked up the tender documents, and on December 10, 2015 the Tender Opening Committee received 13 compliant bids. The lowest compliant bidder for this tender was Primrose Constructing (Ont) Inc. as summarized in Table 1.

Table 1

| | FIRM NAME | TOTAL BID (excluding taxes) |
|----|--------------------------------------|--|
| 1 | Primrose Constructing (Ont) Inc. | \$3,122,000.10* |
| 2 | Rafat General Construction Inc. | \$3,211,699.95 |
| 3 | Esposito Bros. Construction Ltd. | \$3,241,480.02 |
| 4 | Trisan Construction | \$3,277,371.40* |
| 5 | Maram Building Corp. | \$3,378,337.50 |
| 6 | Harvie Construction Inc. | \$3,428,326.17 |
| 7 | Fermar Paving Limited | \$3,441,595.82 |
| 8 | Dagmar Construction Inc. | \$3,739,692.91 |
| 9 | Grascan Construction Ltd. | \$3,828,000.00 |
| 10 | K.J.Beamish Construction Co. Ltd. | \$3,829,928.09* |
| 11 | Blackstone Paving & Construction Ltd | \$3,872,445.20 |
| 12 | Brennan Paving & Construction Ltd. | \$4,065,676.35 |
| 13 | Ashland Paving Ltd. | \$4,208,535.45 |

* Corrected total due to math error(s) in Tender

Verification of the tenders was undertaken by Town staff. Primrose Constructing (Ontario) Inc. has successfully completed similar projects in the City of Brampton, Town of Innisfil, and the Regions of Halton and York.

3.0 Project Schedule

The Contract is expected to commence in March 2016.

LINK TO STRATEGIC PLAN

This project supports the **Strategic Plan Goal of Supporting an Exceptional Quality of Life** for all by investing in sustainable infrastructure. This ensures road safety is provided to meet the needs and expectations of our community.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

Council may choose to not award this project. The Tender evaluation process meets all requirements of the procurement by-law and awarding this contract is the next step in fulfilling the requirements of the tendering process. If Council chooses to not award this contract, there will continue to be significant maintenance costs to provide safe vehicular access.

FINANCIAL IMPLICATIONS

Table 2 is a financial summary for Capital Project 31101 as based on the tender submitted by Primrose Constructing (Ontario) Inc.

Table 2

| | |
|---|-----------------------|
| Approved Budget | |
| Capital Project 31101 | \$3,351,600.00 |
| Total Approved Budget | \$3,351,600.00 |
| Less previous commitments | \$0.00 |
| Funding available for subject Contract | \$3,351,600.00 |
| Contract Award excluding HST | \$3,122,000.10 |
| Non-refundable taxes (1.76%) | \$54,947.20 |
| Geotechnical Inspection (Under Separate P.O.) | \$10,000.00 |
| Arborist Inspection (Under Separate P.O.) | \$5,000.00 |
| Sub-Total | \$3,191,947.30 |
| Contingency amount (4.7%) | \$159,652.70 |
| Total Funding Required | \$3,351,600.00 |
| Budget Variance | \$0.00 |

There is insufficient budget to provide a full 10 percent contingency, however staff believe that the 4.7 percent funding that is available should be sufficient.

January 19, 2016

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Report No. IES16-008

CONCLUSIONS

The tender review has complied with the Procurement By-law requirements and it is recommended that Tender IES2015-89 – For Vandorf Sideroad Reconstruction from 300m East of Bayview Avenue to Leslie Street be awarded to Primrose Contracting (Ontario) Inc. in the amount of \$3,122,000.10, excluding taxes.

PREVIOUS REPORTS

None

ATTACHMENTS

- Appendix 'A' – Key plan showing location of proposed road reconstruction.

PRE-SUBMISSION REVIEW

Executive Leadership Team meeting of January 7, 2016.

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



Ilmar Simanovskis
Director, Infrastructure &
Environmental Services



Patrick Moyle
Interim Chief Administrative Officer



KEY PLAN
LOCATION OF PROPOSED ROAD RECONSTRUCTION
INFRASTRUCTURE AND ENVIRONMENTAL SERVICES DEPARTMENT

IES16-008

Map created by the Town of Aurora Infrastructure & Environmental Services Department, January 5th, 2016. Base data provided by York Region and Aurora - GIS. This is not a legal survey.



TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. LLS16-001**

SUBJECT: *Amendments to Record Classification Structure and Retention By-Law 5611-14 and Corporate Records and Information Management Policy*

FROM: *Stephen M.A. Huycke, Acting Director of Legal & Legislative Services/
Town Clerk*

DATE: *January 19, 2016*

RECOMMENDATIONS

THAT Report No. LLS16-001 be received; and

THAT the updates to Schedule “A” of Record Classification Structure & Retention By-law No. 5611-14, as outlined in Attachment 1 to Report No. LLS16-001, be approved; and

THAT the Corporate Records and Information Management Policy, Policy No. 77 be amended as set out in Report No. LLS16-001; and

THAT a By-law to amend the Record Classification Structure & Retention By-law be enacted at a future Council meeting.

PURPOSE OF THE REPORT

To receive approval to implement necessary technical housekeeping amendments to the Records Classification Structure and Retention By-law #5611-14 (“Retention By-law”), and to the Corporate Records and Information Management Policy (“TRIM Policy”).

BACKGROUND

On May 6, 2014, Aurora Town Council enacted the Retention By-law to manage the lifecycle of all Town records from creation to destruction. Aurora Council also approved the TRIM Policy. Schedule “A” of the Retention By-law established a new consolidated classification structure that uses the functional classification approach aligned to International Organization of Standards (ISO 15489). Staff have been implementing and applying the new classification structure to all Town records.

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Report No. LLS16-001

COMMENTS

Updates to Retention By-law

A regular review of the Retention By-Law is required to meet the regulatory and operational needs of the Town. Council approval is required to amend the following parts of Schedule "A":

- records series (creation, removal and merging of records series);
- retention periods;
- final disposition;
- security classification; and

Under the TRIM Policy, minor changes (e.g. records series names, scope notes, office of accountability, etc.) are approved by the Chief Administrative Officer ("CAO").

Staff have identified seventy-one (71) housekeeping amendments to Schedule "A" of the Retention By-law. These amendments were identified during implementation of the classification structure and could not be foreseen when Council adopted the Retention By-law in May 2014.

Of the seventy-one (71) updates, thirty-one (31) require Council approval. Forty (40) of the changes were approved by the Interim CAO in accordance with the TRIM Policy. A complete list of all proposed changes to Retention By-law Schedule "A" requiring Council approval is attached to this report as Attachment 1. By letter dated October 19, 2015 the Town's Auditor has not objected to any proposed changes to the records retention period as required by subsection 255(3) of the *Municipal Act, 2001*.

In addition to the proposed changes to Schedule "A", staff recommend that the Retention By-law be amended by adding the following paragraph:

"THAT the Town Clerk be authorized to make technical amendments to the scope notes in the "Record Series" column, the "Filing Methodology" column, and the "Accountability" column in Schedule "A" of the Records Classification and Retention By-law."

This paragraph would permit the Town Clerk to make minor amendments to Schedule "A" of the By-law to incorporate changes approved by the CAO in accordance with the authority granted under the Policy. It would also permit the Town Clerk to make technical changes to the accountability section in Schedule "A" of the By-law in case of any organizational restructuring. The retention periods and provisions would still require Council approval for any amendments.

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Report No. LLS16-001

Updated TRIM Policy

Staff recommend that the TRIM Policy (Attachment 2) be amended to clarify roles and responsibilities under the policy, and to improve the process by which subordinate procedures are incorporated into the policy. Table 1 includes all proposed changes to the TRIM Policy and rationale for the proposed changes. The proposed amendments to the policy are all technical housekeeping updates.

Table 1 – Proposed Amendments to the TRIM Policy

| Policy Section | Current Policy | Proposed Policy | Rationale |
|--|---|--|--|
| 7 Monitoring and Reporting | This Policy will be reviewed and updated annually. | This Policy will be reviewed annually and updated as required. | Reviews should occur annually, however updates may not be required every year |
| 8 Roles & Responsibilities | The Policy does not specifically define the role and responsibilities of Council or the CAO, but references the same throughout. | Council: Council is responsible for approving amendments to this Policy. CAO: The CAO is responsible for approving amendments to the subordinate policies and procedures referenced in Schedule A. | To clarify the roles and responsibilities of the CAO and Council as set out in other sections of the Policy. |
| 9 Subordinate Policies and Procedures | Section 9 lists the subordinate policies and procedures and states that “This policy gives the CAO authority to approve subordinate policies and procedures.” | The Town will establish, as required, the subordinate policies and procedures necessary to implement this policy, which shall be listed in Schedule “A.” The CAO has the authority to approve or amend any subordinate policies and procedures, and Schedule “A” may be amended by the Town Clerk as required. | The list of subordinate policies and procedures is dynamic and will change to accommodate the operational needs of the TRIM program. Including the list in a separate schedule helps facilitate maintaining an up to date policy |

LINK TO STRATEGIC PLAN

The Records and Document Management Plan supports the Strategic Plan goals of *Investing Sustainable Infrastructure* and *Supporting Environmental Stewardship and Sustainability and Promoting and Advancing Green Initiatives* through its

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Report No. LLS16-001

accomplishment in satisfying requirements in the following key objectives within these goal statements:

Invest in Sustainable Infrastructure: Implementing the Records and Document Management Plan will ensure protection of information assets and historical records and provide access to records as well as ensure compliance with legislation.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

Council could choose not to amend the Retention By-law and/or TRIM Policy.

FINANCIAL IMPLICATIONS

None.

CONCLUSIONS

It is recommended that Council approve amendments to Retention By-law which are required to adhere to regulatory requirements and the operational needs of the Town. It is also recommended that Council approve minor amendments to the TRIM Policy to clarify roles and responsibilities and improve the process by which subordinate policies and procedures are tracked.

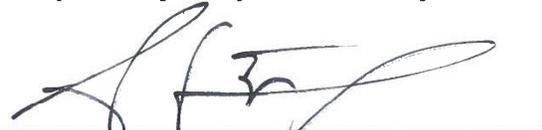
ATTACHMENTS

- Attachment 1 – Proposed Changes to the Retention By-law Schedule “A” requiring Council approval
- Attachment 2 – Corporate Records and Information Management Policy, Policy No. 77, adopted by Council on May 6, 2014

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting, January 7, 2016

Prepared by: Stephen M.A. Huycke, Town Clerk - Ext. 4771



Stephen M.A. Huycke
Acting Director of Legal & Legislative
Services/Town Clerk



Pat Moyle
Interim Chief Administrative Officer

**CHANGES TRACKING LOG
CLASSIFICATION STRUCTURE RETENTION BYLAW - COUNCIL TO APPROVE**

| FUNCTIONS | ACTIVITIES | SERIES | SCOPE NOTES | FILING METHODOLOGY | ACCOUNTABILITY | ACTIVE RETENTION | INACTIVE RETENTION | TOTAL RETENTION | DISPOSITION | SECURITY CLASSIFICATION | CITATION | COUNCIL to Approve |
|--|---|---|---|---|---|--|---|--|-----------------------------------|-------------------------|----------|--------------------|
| ADMINISTRATION (ADM) | ACCESS & PRIVACY (page 16) | ACCESS TO INFORMATION & PERSONAL INFORMATION PROTECTION - ACCESS REQUESTS (page 16) | | CHANGE: From: By name of individual/organization To: By year, sequential number [YYY-###], then by name of individual / organization | | CHANGE: From: T/E + 1 To: CY + 1 | CHANGE: From: 1 To: 4 | CHANGE: From: T/E + 2 To: CY + 5 | | | | ✓ |
| ASSET MANAGEMENT & MAINTENANCE (AMM) | PARKS MANAGEMENT (page 24) | FREE INVENTORY (page 25) | | | | | | | ADD: Archival Selection | | | ✓ |
| COMMUNICATIONS & STAKEHOLDER RELATIONS (COM) | GRAPHIC DESIGN/ PUBLICATIONS/ WEBSITE CREATION & COORDINATION (page 28) | PROMOTIONAL PUBLICATION MATERIAL & INFORMATION PACKAGES PRODUCTION & DISTRIBUTION (page 28) | | | | CHANGE: From: T/E + 1 To: T/E + 3 | CHANGE: From: 1 To: 2 | CHANGE: From: T/E + 2 To: T/E + 5 | | | | ✓ |
| ENVIRONMENT, SAFETY & SUSTAINABILITY (ENV) | ENVIRONMENTAL PLANNING & PROTECTION (page 31) | WASTE MANAGEMENT (page 33) | | | | | | | ADD: Archival Selection | | | ✓ |
| | | DRINKING WATER QUALITY MANAGEMENT SYSTEM (DWQMS) (page 33) | | CHANGE: From: By location, then date To: By document type & record type | | | | | ADD: Archival Selection | | | ✓ |
| FINANCIAL MANAGEMENT (FIN)...continued | FINANCIAL REPORTING (page 43) | FINANCIAL STATEMENTS & AUDITORS' REPORTS (page 44) | | | CHANGE: From: Finance Capital Asset To: Finance Planning | | CHANGE: From: Archival To: 3 | CHANGE: From: Archival To: FY + 6 | | | | ✓ |
| | AUDIT (page 44) | CHANGE: From: SERVICES AUDIT INTERNAL To: INTERNAL AUDIT OF SERVICES (page 45) | CHANGE: To: Audit of services that the town performs for its internal purposes. Such as, infrastructure and... ADD: To: Records include...reports, and related documents and procurement. | CHANGE: From: By fiscal year To: By type, then fiscal year | | CHANGE: From: FY + 1 To: FY + 3 | CHANGE: From: 5 To: 3 | NO CHANGE: FY + 6 | | | | ✓ |
| | PROCUREMENT (page 46) | REMOVE RECORD SERIES: Vendors / Service Providers - this record series is not required - retention of references to pricing lists or prequalified vendors are included in main Procurement Administration record series. Lists are deemed temporary and not official records. Note: Departments approved: IES, CFS, LLS, PHS, PDS & BBS | | | | | | | | | | ✓ |

CHANGES TRACKING LOG
 CLASSIFICATION STRUCTURE RETENTION BYLAW - COUNCIL TO APPROVE

| FUNCTIONS | ACTIVITIES | SERIES | SCOPE NOTES | FILING METHODOLOGY | ACCOUNTABILITY | ACTIVE RETENTION | INACTIVE RETENTION | TOTAL RETENTION | DISPOSITION | SECURITY CLASSIFICATION | CITATION | COUNCIL to Approve |
|--|---|---|--|---|--|---|------------------------------------|--|--|---|-----------------------------|--------------------|
| FINANCIAL MANAGEMENT (FIN)...continued | PROCUREMENT...continued (page 48) | CHANGE - MERGE RECORD SERIES: Combine Proposals & Submissions Management (unsuccessful / Declined Vendors with Contractor Relationship Administration (Successful Vendors). Rename to: "PROPOSALS & SUBMISSIONS MANAGEMENT" | ADD & COMBINE SCOPE NOTES: Documentation relating to the procurement of goods and services, the negotiation of contracts and the management of the engagement with both successful and unsuccessful bidders. Records include documents pertaining to the administration, plans and schedules for procurement, such as, business cases or purchase justifications, all communications related to call for and responses to RFPs, RFQs, RFIs and bid submissions, correspondence, decisions, letters, notifications, amendments and purchase order change requests. | CHANGE: From: By RFP (RFI, RFQ) number To: By year, then by procurement number | Procurement | T/E + 1 | 6 | T/E+7 T/E = contract completed | Destroy | Internal | | ✓ |
| GOVERNANCE (GOV) | COUNCIL & COMMITTEE MEETINGS MANAGEMENT (page 48) | CHANGE: From: COMMITTEES - APPOINTED BY COUNCIL (page 49) To: Split into three separate series: 1) COMMITTEES - APPOINTMENTS | CHANGE TO: Committee appointed by Council and records include terms of reference, appointment notices, applications for all adhoc / advisory committees and statutory boards and committees. | CHANGE: From: Chronological by date to: By Term of Council, then Committee name | Clerk's Office | CHANGE: From: CY + 10 To: T/E + 4 T/E = Term of Council | CHANGE: From: P To: 8 | CHANGE: From: P To: T/E + 12 T/E = Term of Council | CHANGE: From: Permanent To: Destroy | CHANGE: From: Public To: Public & PIB applicable i.e. application forms. | Orcl. 5 Orcl. 157 | ✓ |
| | | 2) COMMITTEES APPOINTED - MEETING MANAGEMENT | ADD: Appointed committees meeting records includes agenda and minutes. FOR: APPOINTED COMMITTEES' REPORTS (except CoA) SEE: STAFF REPORTS TO COUNCIL | ADD: By Committee name, then by Year | ADD: Clerk's Office | ADD: T/E + 4 T/E = Term of Council | ADD: P | ADD: P | ADD: Permanent | ADD: Public & Confidential for closed sessions. | | ✓ |
| | | 3) COMMITTEE OF ADJUSTMENT (CoA) | ADD: Records include appointments, terms of reference, agendas, minutes and reports of meetings and relevant documentation as administered by Planning & Development Services department. | ADD: By Topic, then by Year | ADD: Planning & Development Services Note: Committee of Adjustment (CoA) is an independent governing body as per Planning Act | ADD: CY + 5 | ADD: P | ADD: P | ADD: Permanent | ADD: Public | ADD: Planning Act | ✓ |

**CHANGES TRACKING LOG
CLASSIFICATION STRUCTURE RETENTION BYLAW - COUNCIL TO APPROVE**

| FUNCTIONS | ACTIVITIES | SERIES | SCOPE NOTES | FILING METHODOLOGY | ACCOUNTABILITY | ACTIVE RETENTION | INACTIVE RETENTION | TOTAL RETENTION | DISPOSITION | SECURITY CLASSIFICATION | CITATION | COUNCIL to Approve |
|--|---|--|---|---|-------------------------|---|-------------------------------------|---|--|-------------------------|-----------------|--------------------|
| GOVERNANCE (GOV)---continued | | NEW SERIES: COUNCIL/COMMITTEE AUDIO VISUAL FILES | Includes audio and visual records of Council Meetings and Committees appointed by Council. | ADD: By name of Council or Committee, then chronological by date | ADD: Clerk's Office | ADD: TE+4 TE=end of term Council | ADD: 8 | ADD: TE+12 | ADD: Destroy | ADD: Public | ADD: 001-157 | ✓ |
| | ELECTIONS MANAGEMENT (page 49) | MUNICIPAL ELECTION ADMINISTRATIVE RECORDS | | | | CHANGE: From: T/E + 4 To: T/E + 8 | 0 | CHANGE: From: T/E + 4 To: T/E + 8 | | | | ✓ |
| | | MUNICIPAL ELECTION RECORDS - CAMPAIGN FINANCE (page 50) | | | | T/E + 4 | CHANGE: From: 4 To: 0 | CHANGE: From: T/E + 8 To: T/E + 4 T/E = date on which members of Council take office | | | | ✓ |
| | STRATEGIC & LONG RANGE PLANNING (page 50) | STRATEGIC & ADMINISTRATIVE PLANS (page 50) | ADD: - include, 'Key Performance Indicators (KPIs) reports'. | CHANGE: From: By date To: 'By Topic then by date' | | CHANGE: From: CY + 10 To: S/O + 5 | CHANGE: From: Archival To: 10 | CHANGE: From: Archival To: S/O + 15 | CHANGE: From: Archival To: Archival Selection | | | ✓ |
| HUMAN RESOURCES MANAGEMENT (HRM) | EMPLOYEE MANAGEMENT (page 52) | ADD NEW SERIES: WORKFORCE/ TALENT MANAGEMENT & PLANNING | ADD: Consists of analyzing, forecasting, planning and managing the pool of employees to support the company business. Documents include: succession plans, staff allocations, reorganization analysis/planning records, employee surveys, employee turnover/transfer/relocation records, promotions, human resources statistics and metrics (Logs & Tracking). | ADD: By topic | ADD: Human Resources | ADD: CY + 4 | ADD: 0 | ADD: CY + 4 | ADD: Destroy | ADD: Confidential | | ✓ |
| INFORMATION TECHNOLOGY & RECORDS MANAGEMENT (ITR) | COMPUTER OPERATIONS & SUPPORT (page 60) | ADD NEW SERIES: VOLUNTEER FILES SYSTEM OPERATIONS (page 61) | ADD: Documentation relating to volunteer's work history and status throughout their term with the Town of Aurora. Includes all | ADD: Alphabetically by Volunteer last name | ADD: Human Resources | ADD: T/E + 1 | ADD: 2 | ADD: T/E + 3 T/E = termination | ADD: Destroy | ADD: Confidential | | ✓ |
| | | | | | | CHANGE: From: CY + 2 To: CY + 5 | | CHANGE: From: CY + 2 To: CY + 5 | | | | ✓ |

General Committee Meeting Agenda

Tuesday, January 19, 2016

Item 11 Page - 8

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CHANGES TRACKING LOG

CLASSIFICATION STRUCTURE RETENTION BYLAW - COUNCIL TO APPROVE

Attachment 1 - Tab 2

| FUNCTIONS | ACTIVITIES | SERIES | SCOPE NOTES | FILING METHODOLOGY | ACCOUNTABILITY | ACTIVE RETENTION | INACTIVE RETENTION | TOTAL RETENTION | DISPOSITION | SECURITY CLASSIFICATION | CITATION | COUNCIL to Approve |
|--|---------------------------------------|--|--|--------------------------|---------------------------------|--|--------------------|---|-------------|---|----------|--------------------|
| LEGAL, LICENSING & MUNICIPAL PERMITS (LIP) | MATTER MANAGEMENT (page 63) | TELECOMMUNICATIONS & ELECTRONIC COMMUNICATION SYSTEMS (page 61) | | | | CHANGE: From: CY + 2 To: CY + 5 | | CHANGE: From: CY + 2 To: CY + 5 | | | | ✓ |
| | | ONTARIO MUNICIPAL BOARD (OMB) CASE FILES COMBINE '& DECISIONS' (see below) (page 64) | ADD: NOTE: Planning and Development Services will be accountable for Case Files until Council had directed Legal to be involved; at which time, there will be dual accountability for Case Files by both Planning & Development and Legal. | By address & case number | Planning & Development Legal | T/E + 3 T/E = completion of assumption of Plan | 12 | CHANGE: From: T/E + 15 T/E = resolution of matter To: T/E + 15 T/E = completion of assumption of Plan | Destroy | ADD: Public for OMB decisions | | ✓ |
| | | ONTARIO MUNICIPAL BOARD (OMB) DECISIONS (page 64) REMOVE & COMBINE: Ontario Municipal Board (OMB) Decisions with Case Files - see above (page 64) | | | | | | | | | | ✓ |
| | VITAL STATISTICS (page 69) | VITAL STATISTICS APPLICATIONS | ADD: Includes record of appointments of Deputy Division Registrars & Commissioners of Oath & civil marriage officiants. | | | CHANGE: From: T/E To: T/E + 2 T/E = completion of the application | | T/E-2 T/E = completion of the application | | | | ✓ |
| PLANNING, DEVELOPMENT & BUILDING (PDB) | BUILDING, PLANNING & ZONING (page 70) | APPLICATIONS & PERMITS - OTHER REMOVE: This series is not required see Legal, Licensing & permits (LIP) \ Licences & Permits Processing \ Licences & Permits (page 67) - all permits other than Building Permits, Planning Applications, DWQMS, and Vital Statistics Applications have their own record series. | | | | | | | | | | ✓ |

K:\Legal & Legislative Services\ITR\Records\Classification\2015 Retention By Law Changes Tracking\Final Retention Documents for Approval\Changes Tracking Log - To EIT

Last Updated: 2015-08-05

**CHANGES TRACKING LOG
CLASSIFICATION STRUCTURE RETENTION BYLAW - COUNCIL TO APPROVE**

| FUNCTIONS | ACTIVITIES | SERIES | SCOPE NOTES | FILING METHODOLOGY | ACCOUNTABILITY | ACTIVE RETENTION | INACTIVE RETENTION | TOTAL RETENTION | DISPOSITION | SECURITY CLASSIFICATION | CITATION | COUNCIL to Approve |
|--|--------------------------------------|--|--|--|---|--|--|---|---|-------------------------|------------------------------------|--------------------|
| PLANNING, DEVELOPMENT & BUILDING (PB) ...continued | URBAN PLANNING (page 72) | <p>CHANGE: OFFICIAL PLAN & AMENDMENTS From: OFFICIAL PLAN & AMENDMENTS- DEVELOPMENT</p> <p>CHANGE: SECONDARY PLANS From: SECONDARY PLANS - DEVELOPMENT (page 73)</p> | <p>CHANGE: Records relating to the development of the Official Plans & Amendments (and use policy directions for long term growth and development in the Town). Includes drafts, "reference" versions and related information. ADD: NOTE: Approved Official Secondary Plans are also held by Clerk's Office under Governance, By-Laws Administration.</p> | <p>CHANGE: From: By neighbourhood To: By number</p> | <p>CHANGE: Clerk's Office To: Planning & Development</p> | CY + 5 | <p>CHANGE: From: Permanent To: 10</p> | <p>CHANGE: From: Permanent To: CY + 15</p> | <p>CHANGE: From: Permanent To: Destroy</p> | Internal | | ✓ |
| | URBAN PLANNING...continued (page 72) | <p>REMOVE RECORD SERIES: "M" PLAN these records are NOT ToA official owners of the documents but rather transitory copies for their reference only & not to be distributed to public.</p> | | | | | | | | Internal | No citation/legislation referenced | ✓ |
| RECREATION & CULTURAL SERVICES (REC) | PROGRAM MANAGEMENT (page 76) | <p>REMOVE RECORD SERIES: "R" PLAN these records are NOT ToA official owners of the documents but rather transitory copies for their reference only & not to be distributed to public.</p> | | | | | | | | | | ✓ |
| | CULTURAL ACTIVITIES (page 78) | <p>RECREATIONAL PROGRAM RECORDS (page 76)</p> <p>ACTIVITY / STATISTICAL REPORTS (page 77)</p> <p>TWINNING CITIES</p> | <p>ADD: NOTE: Inquiries are to be sent to CAO</p> | | | <p>CHANGE: From: Archival To: CY + 2 Note - Active retention cannot be Archival.</p> | 0 | Archival | <p>ADD: Archival Selection</p> | Internal | | ✓ |

Attachment 2



TOWN OF AURORA
 Legal & Legislative Services

Corporate Policies, Programs and Procedures
Records and Information Management Policy – Policy No. 77

| | | | |
|------------------------------|--|----------------------------|---|
| Topic: | Records and Information Management (RIM) | Affects: | All |
| Section: | Legislative Services | Replaces: | N/A |
| Original Policy Date: | April 22, 2014 | Revision Date: | N/A |
| Effective Date: | July 2, 2014 | Next Revision Date: | July 2, 2015 |
| Prepared By: | Records and Information Management | Approval Authority: | Council (Subordinate Policies – CAO) |

1.0 Overview

The need for accurate and reliable records is essential to support the Town of Aurora’s (Town) operations. Establishing a records and information management governance infrastructure is a strategic endeavour that encompasses all information assets in an organization regardless of the media in which they are created, received, used or held. Reliable and trustworthy records impact decision-making by ensuring that all transactions comply with regulatory requirements, protect privacy and support the decision-making of the Town.

Section 254 of the *Municipal Act, 2001* provides that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner.

Section 255 of the *Municipal Act, 2001* states that, except as otherwise provided, a record of a municipality may only be destroyed if a retention period for the record has been established and has expired or if the record is a copy of the original record.

The *Evidence Act* and the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* place additional responsibilities on the Town for maintaining documentation, ensuring the integrity of records, and providing paper and electronic records responsive to a request, subject to certain exemptions.

On May 6, 2014, the Town of Aurora enacted By-law Number 5611-14 setting out the retention periods for all Town records. The By-law was enacted pursuant to the *Municipal Act, 2001* and provides for the minimum period during which each record must be retained. After expiry of the retention period, records may be destroyed according to the Town By-law. In conjunction with the Retention By-law, the Town adopted the International Organization of Standards (ISO 15489) of a functionally based classification structure to provide a hierarchical framework for the organization and description of records.

This Records and Information Management Policy (Policy) recognizes that information is a valued asset that needs to be managed in a compliant, systematic way and is intended to provide the administrative framework for effective implementation of the Retention By-law.

2.0 Purpose

The purpose of this Policy is to describe the standardized methodology used by the Town for Records and Information Management (RIM) practices with respect to the creation, use,

maintenance and disposition of records. Records are used initially to meet the administrative and operational needs of their users requiring proof of their completeness, security, accuracy, integrity, authenticity and legal admissibility. Records are further retained to fulfill audit, regulatory and legal obligations to internal and external stakeholders.

3.0 Definitions

“archival records” – means records that are deemed to have historical value to the Town, justifying their preservation in an archives.

“disposition/dispose” – means to destroy records or transfer them to a records centre and/or archives after their retention period has expired.

“official record” – means *“recorded information in whatever physical format created, collected or received in the initiation, conduct or completion of an activity which has content, context and structure, is authoritative and reliable, provides evidence of decision-making”* as defined by the International Organization for Standardization (ISO). Records can include books, papers, maps, electronic documents, emails, digital, video, voice recordings, web pages, etc.

“retention period/schedule” – means the period of time during which records must be kept by the Town before they may be disposed of as set out in the Town's Retention By-law.

“transitory record” – means a record that is useful for only a short time and has minor importance by not being required to meet statutory obligations, set policy, establish guidelines or procedures, certify a transaction, commit the Town to an action, become a receipt or provide evidence of legal, financial, operations or other office requirements for the Town of Aurora. It may include **copies** of official records that are created for convenience and reference only and should be destroyed before the retention period of the original/official document. Transitory records can include personal emails, drafts, copies, general announcements, etc.

“vital records” – means records containing information essential to continuing the Town's business operations in the event of a disaster.

Refer to the *Quick Reference Guide* for further assistance with regard to official vs. transitory records and to the *Information Asset Management Manual* for additional definitions.

4.0 Application

This Policy applies to:

- All records belonging to, used or received by the Town;
- All Town employees, including the Mayor, Elected Officials (subject to notes below) and contractors and consultants working on Town business who may be granted network and/or physical document access during a work engagement on a part-time, full-time or other contractual basis;

- Note – This policy applies to records of Councillors in the custody of or under the control of the Town. This policy does not apply to records created or received by a Town Councillor relating to constituency matters, unless said record is forwarded / transferred to Town staff or Mayor.
- Note – Records of a Councillor relating to the business of Council are subject to MFIPPA.
- All stages of the record's life cycle from its creation through its use, storage and disposition whether designated as official or transitory.

5.0 Policy Statements

- This Policy governs the management of all records, regardless of format or location, from creation to final disposition, and requires mandatory compliance from all Departments.
- All records must be maintained, used, disseminated, archived, and destroyed throughout their lifecycle in accordance with this Policy and subordinate policies and procedures, Retention By-law and procedures.
- The cost and effort of RIM activities must be consistent with the value of the records themselves and the relative benefits they provide to the Town.
- All records created or received by employees in the course of performing their duties are the property of the Town.
- Records must be maintained for an appropriate period of time considering all Canadian federal and provincial acts and regulations, stakeholder expectations, regulatory influences, financial obligations, operational imperatives, contractual commitments and archival requirements.
- Records must be disposed of when they no longer have any business value, in a manner commensurate with the sensitivity of the records' content and in accordance with applicable laws and RIM procedures.
- This Policy recognizes that transitory records (records which only have short-term, immediate or no value to the Town and are not germane to the activity to which they are related) have no value in documenting or supporting the Town's business. Transitory documents are to be destroyed as soon as they are no longer useful.

6.0 Legislation and Best Practices Standards & Guidelines

The Town will adhere to all applicable Canadian Federal and Provincial statutory and regulatory requirements with respect to records and will also make all reasonable efforts to comply with RIM industry standards and best practices.

7.0 Monitoring and Reporting

This Policy will be reviewed annually and updated as required. It may also be reviewed immediately if a significant event dictates it.

The Town Clerk will monitor adherence to the RIM Program's policies and procedures through periodic internal audits. Audit reports will be provided to the Executive Leadership Team and Department management.

8.0 Responsibilities

Effective Records and Information Management is a shared responsibility across the Town. Specific roles and responsibilities include:

| ROLES | RESPONSIBILITIES |
|--|---|
| Council | Council is responsible for approving amendments to this Policy. |
| CAO | The CAO is responsible for approving amendments to the subordinate policies and procedures referenced in Schedule A. |
| Executive Leadership Team (ELT) | <p>The ELT is responsible for ensuring the appropriate management direction, processes and tools are in place to efficiently manage information under their control of the department to support the department's business and to retain the quality of information throughout the records life-cycle by:</p> <ul style="list-style-type: none"> • Ensuring that employees in their office or Department and/or who report to them are made aware of their responsibilities under this Policy and all related subordinate policies and procedures. • Complying with this Policy and all related subordinate policies and procedures. • Advising Legislative Services of new or amended legislation and policies under their department's business that may have an impact on RIM policies, procedures and the By-law. • Addressing non-compliance with this Policy and all related subordinate policies and procedures. |
| Managers/Supervisors (All Levels) | Managers/Supervisors at all levels in a department are responsible for managing information as an integral part of their program and service delivery and as a strategic business resource by: |

| ROLES | RESPONSIBILITIES |
|---|---|
| | <ul style="list-style-type: none"> • Applying RIM policies, standards, procedures, directives, guidelines, tools and best practices, in the performance of the manager's duties, to ensure the authenticity and integrity of the information. • Identifying information issues and requirements to Information Asset Coordinators to ensure processes and systems appropriately address these issues and requirements. • Ensuring employees understand and apply effective information management in day-to-day operations and that these responsibilities are included in performance objectives. • Ensuring RIM requirements are included in the contractual terms and conditions for contractors and others engaged in work on behalf of the Town. |
| Employees | <p>All employees are responsible for managing the information they collect, create and use as a valuable asset to support not only the outcomes of the programs and services, but also the department's operational needs and accountabilities by:</p> <ul style="list-style-type: none"> • Familiarizing and complying with this Policy and all related subordinate policies and procedures. • Providing and bringing to their manager/supervisor's attention information requirements, issues and violations of this Policy and all related subordinate policies and procedures as appropriate. • Treating departmental information in a manner that facilitates access while ensuring privacy and security requirements are met. |
| Consultants and Contractors using Town's Records | <p>Consultants and contractors are responsible for understanding and complying with the RIM requirements in the contractual terms and conditions while engaged in work on behalf of the Town.</p> |
| Town Clerk | <p>The Town Clerk is responsible for developing and maintaining the Town's RIM program in accordance with legislative requirements and best practices by:</p> <ul style="list-style-type: none"> • Providing support and advice to management and employees on all aspects of RIM and initiatives which impact RIM. |

| ROLES | RESPONSIBILITIES |
|--|---|
| | <ul style="list-style-type: none"> • Preparing and issuing management and quality control reports on the status of the RIM Program. • Supporting the functional use of information systems and associated software applications available to manage records during their life cycle and the destruction of records in accordance with this Policy and all related policies and procedures. • Ensuring RIM training is developed, made available and delivered to the Town's employees and consultants and contractors using Town's records, as appropriate. • Managing of external service providers for inactive records storage and records destruction including contracts, audits, expenses, and processes. • Assisting in establishing and maintaining RIM policies and procedures and ensuring compliance with same throughout the Town. • Managing the relationship with Information Asset Coordinators by providing advice and support. |
| <p>Information Asset Coordinators (IAC)</p> | <p>The Information Asset Coordinators are responsible for their departmental implementation of RIM policies and procedures and supporting their department staff by:</p> <ul style="list-style-type: none"> • Administrating department records which, encompasses the full lifecycle of the records from creation to final disposition. • Identifying the training needs of departmental staff and communicating this to the RIM Program Manager. • Participating in quality control compliance audits as required under the RIM Program Manager. |
| <p>Information Technology Services</p> | <p>The Information Technology Services is responsible for making information systems available to enable the management of records during their life cycle in accordance with this Policy and all related subordinate policies and procedures by:</p> <ul style="list-style-type: none"> • Ensuring that technologies and software applications are in place to support and maintain all system controls, including audit trail records, to ensure the security, accuracy, trustworthiness and reliability of the records the systems produce; including back-ups, logs, and recovery activities |

| ROLES | RESPONSIBILITIES |
|------------------------------|---|
| | <p>to protect the Town's records and information.</p> <ul style="list-style-type: none"> • Consult with RIM Program for all proposals for conversion of records and information from paper or other media to electronic form and ensure that the original content, context and structure of these records are maintained and preserved. • Ensuring IT staff are identified and trained for being Subject Matter Expert(s) (SME) with regards to the Town's ECM software application in order to support the RIM Program and users of the systems. |
| <p>Legal Services</p> | <p>Legal Services is responsible for risk mitigation and regulatory compliance by:</p> <ul style="list-style-type: none"> • Ensuring that records retention and disposition requirements are in place and current within the RIM Program to negate any business / legal risks associated with retaining records too long or disposing of records prematurely. • Ensuring that litigation hold notices are delivered to the appropriate staff members in case of litigation. |

9.0 Subordinate Policies and Procedures

Schedule A references policies and procedures that are subordinate to the Records and Information Management Policy.

10.0 Enforcement and Consequences for Non-Compliance

This Policy is under the authority of Council, with delegated authority to the CAO to approve subordinate policies (see Schedule A) that comply with this Policy.

Compliance

The Town will develop mechanisms to measure compliance to this Policy. Policy compliance will be part of employees' and contractors' performance evaluations.

Contraventions

Non-compliance with the Records and Information Management Policy – whether unintentional or deliberate – will constitute a violation. Consequences of non-compliance can include informal follow-ups and requests, external audits or formal direction on corrective measures.

Failure to comply with this Policy may result in actions by the Town in accordance with Human Resources Policies and Procedures.

Exceptions

All exceptions and deviations to this Policy require approval by the Approval Authority.

11.0 References

[Evidence Act, R.S.O. 1990](#)

[International Organization of Standards \(ISO 15489\)](#)

[IT Security Policies \[#5, 6, 8, 11, & 13\]](#)

[Municipal Act, 2001](#)

[Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#)

[Town of Aurora's Classification Structure and Retention By-law \[No.\]](#)

[Quick Reference Guide To Official vs Transitory Records](#)

SCHEDULE A

The following policies and procedures are subordinate to the Records and Information Management Policy:

| | |
|--|--|
| <ul style="list-style-type: none">• Email Management | <ul style="list-style-type: none">• Imaged Records Policy |
| <ul style="list-style-type: none">• Updating the Classification Plan and Retention Schedule | <ul style="list-style-type: none">• Management of Structured Data Policy |
| <ul style="list-style-type: none">• Standard Naming Conventions | <ul style="list-style-type: none">• Vital Records Management Policy |
| <ul style="list-style-type: none">• Transfer and Destruction of Records | <ul style="list-style-type: none">• Records Management Practices Audit Procedures |
| <ul style="list-style-type: none">• Records Held by Employees on Departure | <ul style="list-style-type: none">• Management of Archival Records |
| <ul style="list-style-type: none">• Legal Holds on Records | |

Schedule A will be amended and updated as required. In accordance with section 8.0 of this policy, the CAO has the authority to approve amendments to the subordinate policies and procedures.



**TOWN OF AURORA
GENERAL COMMITTEE REPORT No. LLS16-005**

SUBJECT: *Authority to Commence Application to Confirm Emergency Orders*

FROM: *Stephen M.A. Huycke, Acting Director of Legal & Legislative Services/Town Clerk*
Techa van Leeuwen, Director of Building and Bylaw Services

DATE: *January 19, 2016*

RECOMMENDATIONS

THAT Report No. LLS16-005 be received; and

THAT section 10(a) of the Litigation and Claims Policy, Administration Procedure No. 52, be amended to specifically exclude any application required to confirm emergency orders issued pursuant to the Building Code Act, 1992.

PURPOSE OF THE REPORT

To amend the Litigation and Claims Policy ("Policy") to clarify that the commencement of applications to confirm emergency orders required pursuant to the *Building Code Act, 1992*, S.O. 1992, c. 23 do not require Council approval

BACKGROUND

The *Building Code Act* provides authority for the Chief Building Official, Building Inspectors and By-law Enforcement Officers ("official") to issue Emergency Orders in cases of dangerous non-conformity with property standards and in cases where a building poses an immediate danger to health or safety of persons. Specifically, pursuant to section 15.7, property standards officers may issue emergency orders where they find that there is non-conformity with the Town's Property Standards By-law, Number 4044-99.P to such an extent as to pose an immediate danger to the health or safety of any person. Pursuant to section 15.10, the Chief Building Official may make an order requiring remedial repairs or work to be carried out to terminate a danger where a building poses an immediate danger to the health or safety of any person.

Where such an emergency order is issued, the official must apply to a judge of the Superior Court of Justice for an order confirming the emergency order. The *Building Code Act* specifically prescribes that such an application "shall" be made and that such application be made as soon as practicable.

The Town's Litigation and Claims Policy, Administration Procedure No. 52, deals with the authority and powers to commence court actions, applications and claims.

January 19, 2016

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Report No. LLS16-005

Specifically, under section 10, the policy sets out that “Only Council has the authority to commence an uninsured Claim on behalf of the Town.” The definition of a Claim in the policy is very broad and includes any sort of application and claim for monetary reimbursement. Applications to confirm emergency orders are technically uninsured as the Town’s insurance does not cover such legal actions. Consequently, the current Policy technically requires the official who issued to seek Council’s approval to commence an application even though the *Building Code Act* requires them to make such an application

COMMENTS

Staff were recently required to issue an emergency order as a result of a broken tree that was leaning on power lines over a pedestrian walkway. The danger had to be immediately alleviated and was done under the authority of an emergency order pursuant to section 15.7 of the *Building Code Act*. The official who issued the order is now required by the legislation to make an application to court to confirm the order. As part of the review of this matter, it became apparent that Council authority to commence the application is required under the current definition of “Claim” in the Policy. The matter being currently processed involves an amount of less than a \$1,000 and can be dealt with by the Town’s internal legal staff.

As a result, staff are recommending that the Policy be amended to clarify that Council approval to commence an application in Court is not required where the *Building Code Act* specifically requires the filing of the application. As set out above, legislation specifically requires that where an emergency order is issued, an application to the Court shall be made. Therefore, once an order is issued and carried out, there is no discretion for the Town to contemplate whether an application should be made to confirm it. Additionally, it should be noted that the legislation requires that such an order be made “as soon as practicable” and any delays might put the Town’s prospect of reimbursement in jeopardy.

LINK TO STRATEGIC PLAN

None

FINANCIAL IMPLICATIONS

There is no financial impact as a result of granting the authority to commence emergency orders as addressed in this report as applications would be conducted by internal staff.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

None

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Report No. LLS16-005

CONCLUSIONS

Town staff is currently processing an application to the Superior Court to confirm an emergency order, as required under the *Building Code Act*. The Town's current Litigation and Claims Policy technically requires staff to obtain Council authority before the application can be commenced.

Because the Town is legislatively required to commence court applications to confirm emergency orders and because time is of the essence in such matters, staff is asking that the requirement to obtain Council authority in order to commence applications to confirm Emergency Orders, issued pursuant to the *Building Code Act*, be excluded from the Town's Litigation and Claims Policy. Such clarification of the policy would permit the required official to commence any such applications, including the one currently being processed and any that arise in the future, to confirm emergency orders pursuant to sections 15.7 and 15.10 of the *Building Code Act* and to seek recovery for any costs incurred by the Town while remedying any such emergencies. In cases where external legal counsel is required on matters that are more complex or involving substantial monetary values, staff would be required to obtain authority to hire external counsel as per the Town's Litigation and Claims Policy.

ATTACHMENTS

None

PRE-SUBMISSION REVIEW

Interim Chief Administrative Officer, January 11, 2016

Prepared by: Slawomir Szlapczynski, Associate Solicitor, Ext. 4745



Stephen M.A. Huydke
Acting Director of Legal &
Legislative Services/Town Clerk



Techa van Leeuwen
Director of Building and
Bylaw Services



Patrick Moyle
Interim Chief Administrative Officer



TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. PRS16-003**

SUBJECT: *Aurora Soccer Club Lease Agreement - Highland Park*

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

DATE: *January 19, 2016*

RECOMMENDATIONS

THAT Report No. PRS16-003 be received; and

THAT the Mayor and Town Clerk be authorized to execute the Lease Agreement, including any and all documents and ancillary agreements required to give effect to same, between the Town of Aurora and the Aurora Soccer Club for the lease of Highland Park.

PURPOSE OF THE REPORT

To enter into a new lease agreement with the Aurora Soccer Club (ASC) for the management and operation of the Highland Park property, including soccer fields, parking lot and club house.

BACKGROUND

In September 2000, the Town of Aurora entered into a lease agreement with the ASC for the exclusive use of Highland Park for adult soccer programs, for a ten-year term commencing September 12, 2000, with a subsequent five-year renewal. This lease expired August 12, 2015 and has continued on a month-to-month basis in the interim.

The ASC has requested that this lease be renewed for the ongoing provision of adult soccer programming.

COMMENTS

Staff recommend that the Town of Aurora enter into a new lease agreement with the ASC for a further ten-year period with two five-year renewal options.

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Report No. PRS16-003

LINK TO STRATEGIC PLAN

Entering a Lease Agreement with the ASC 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 developing a long-term needs assessment for recreation programs, services and operations to march the evolving needs of the growing and changing population.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council can decline to enter into a lease agreement with the Aurora Soccer Club and continue on a month to month basis, pending further direction from Council.
2. Further options as required.

FINANCIAL IMPLICATIONS

None.

CONCLUSIONS

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

PREVIOUS REPORTS

LS00-033-Lease of 510 Industrial Parkway South - Aurora Soccer Club September 12, 2000

LS99-023-Cost Sharing Agreement with the Aurora Youth Soccer Club Inc. - Lambert Willson Park Soccer Facilities July 21, 1999

PR10-020-ASC Renewal of Lease July 13, 2010

ATTACHMENTS

None.

January 19, 2016

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Report No. PRS16-003

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting – Thursday, January 7, 2016

Prepared by: John Firman, Manager of Business Support - Ext. 4328



Allan D. Downey
Director of Parks and Recreation



Patrick Moyle
Interim Chief Administrative Officer



TOWN OF AURORA
GENERAL COMMITTEE REPORT No. PRS16-004

SUBJECT: *Pre-Development Tree Protection and Compensation Agreement
Brookfield Homes Ltd.*

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

DATE: *January 19, 2016*

RECOMMENDATIONS

THAT Council receive Report No. PRS16-004; and

THAT a Pre-Development Tree Protection and Compensation Agreement with Brookfield Homes Ltd. be approved by Council to ensure that the applicant is bound by terms and conditions associated with tree protection and compensation in accordance with Town policy and to the satisfaction of the Director of Parks and Recreation Services prior to the removal of any trees on this property; and

THAT the Mayor and Town Clerk be authorized to enter into an Agreement with Brookfield Homes Ltd., including any and all documents and ancillary agreements required to give effect to same.

PURPOSE OF THE REPORT

To obtain Council approval to enter a Pre-Development Agreement with Brookfield Homes Ltd. in order to facilitate all aspects of a vegetation management process prior to completion of the applicable Development approvals on the former Timberlane Athletic Club property.

BACKGROUND

Brookfield Homes Ltd. is engaged in the land development approvals process with the Town of Aurora and has obtained a Re-zoning and Official Plan Amendment for their proposed 56-unit residential development project in July 2015.

In preparation for commencement of demolition of existing structures and servicing the lands, Brookfield Homes have submitted an extensive Arborist's Report to the Town along with a request to remove 126 trees of a mixed species and size on the Brookfield

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Report No. PRS16-004

Homes Lands (Formerly Timber Lane Athletic Club) located at 155 Vandorf Sideroad.

The request to remove trees is coming in advance of approval of a Formal Development Agreement; however, this is consistent with previous development-related tree removal requests where Developers were permitted to remove trees in the 2C area prior to the execution of the standard Development Agreements.

In view of the fact that timing of approval of the formal Development Agreement is not imminent, staff are recommending that the applicant be required to enter a Pre-Development Tree Protection and Compensation Agreement containing all the terms and conditions that would normally be included in the final Development Agreement for the forestry related works.

COMMENTS

In addition to the 126 trees proposed for removal, 51 trees are to be preserved of which 35 trees were saved at the request of neighbouring residents immediately north of the Brookfield Homes Property.

Among the requirements within the Pre-Development Tree Protection and Compensation Agreement will be that the owner provides financial securities to guarantee all aspects of tree protection for trees that are to be preserved, matters associated with compensation for the loss of trees and all other pertinent requirements to the satisfaction of the Director of Parks and Recreation.

No trees will be removed from the site until the agreement has been executed by all parties.

LINK TO STRATEGIC PLAN

The Tree Removal Permit Application from Mattamy Homes supports the Strategic Plan goal of Supporting Environmental Stewardship and Sustainability for all through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

Encouraging the stewardship of Aurora's natural resources: Assess the merits of measuring the Town's natural capital assets.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council could deny the request from Brookfield Homes to remove trees and to enter a Pre Development Tree Protection Agreement; however, this may adversely impact

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Report No. PRS16-004

the property owners timing for the site preparation works proposed for these lands.
2. Further options as required.

FINANCIAL IMPLICATIONS

Brookfield Homes Ltd. will be required to pay all applicable fees associated with the preparation and registration of the Pre Development Tree Protection Agreement

CONCLUSIONS

That Council approve Brookfield Homes Ltd's request to remove 126 trees at 155 Vandorf Sideroad subject to executing the Pre Development Tree Protection and Compensation Agreement where in Brookfield Homes will be required to satisfy all terms and conditions as outlined to the satisfaction of the Director of Parks and Recreation Services.

PREVIOUS REPORTS

None.

ATTACHMENTS

Attachment #1 – Site Location Plan

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting – Thursday, January 7, 2016

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



Allan D. Downey
Director of Parks & Recreation Services



Patrick Moyle
Interim Chief Administrative Officer

Attachment #1 - Site Location Plan



Brookfield Homes - Timberlane Community
SITE LOCATION PLAN

January 4, 2016



**TOWN OF AURORA
GENERAL COMMITTEE REPORT No. PRS16-006**

SUBJECT: *Status of the Cultural Precinct Plan*

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

DATE: *January 19, 2016*

RECOMMENDATIONS

THAT Report No. PRS16-006 be received for information.

PURPOSE OF THE REPORT

To review the status of the Cultural Precinct Plan.

BACKGROUND

At the direction of Council, staff prepared a Request for Proposal (RFP) to engage a consultant to prepare a "Vision" and "Concept Plan" for the Cultural Precinct as identified in the Aurora Promenade Plan. RFP PRS2015-77 was released on August 20, 2015 and closed on September 10, 2015.

Council awarded the RFP to Fotenn Consultants Inc. at their meeting of September 15, 2015. Since that date, the following consultation process has been executed:

- | | |
|-----------------------------|--|
| Tuesday, September 29, 2015 | • Introductory meeting with Fotenn Consultants Inc. |
| Tuesday, October 6, 2015 | • Tour and Visioning Exercise of the Cultural Precinct Area; and |
| Tuesday, October 11, 2015 | • Cultural Precinct Plan – Councillor Input Session |
| | • Presentation/Workshop for the draft "Vision" and "What We Heard" documents and review of the first draft of the Design Concept |
| Sunday, October 25, 2015 | • Explore Aurora Cultural Walk |
| Tuesday, November 10, 2015 | • Presentation to Council to review two draft documents being the "Vision" and "What We Heard" documents. |
| Tuesday, November 17, 2015 | • Development Community Review of the Cultural Precinct Plan |
| Friday, November 27, 2015 | • Public Roundtable Concept Review for the Cultural Precinct |
| Saturday, November 28, 2015 | • CultureQuest! Aurora for the Public |

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Report No. PRS16-006

| | |
|----------------------------|--|
| Tuesday, December 1, 2015 | <ul style="list-style-type: none">Request to General Committee for a Purchase Order Increase for Cultural Precinct Plan to implement Phase III |
| Tuesday, December 8, 2015 | <ul style="list-style-type: none">Presentation of the final report for the Cultural Precinct area to CouncilDevelopment Community Review of the Cultural Precinct Plan - Forum #2 |
| Tuesday, December 15, 2015 | <ul style="list-style-type: none">Joint Consultant meeting (AECOM, Fotenn, Monteith-Brown) |

COMMENTS

With the presentation of the Concept Plan to Council on Tuesday, December 8, 2015, comments continue to be received regarding the proposed plan.

The Concept Plan is and will continue to be a topic of discussion and subject to change and refinement as input is received from the public, stakeholders, ratepayer groups, Council and staff. Specifically, any changes to Town Park such as the Bandshell, ball diamond, splash pad and parking.

As this Plan is subject to comment and refinement, it is anticipated that endorsement in principle by Council will permit the Consultant to commence Phase III of the project and prepare a "Next Steps" and strategies in the detailed design of the Plan.

The commencement of this Phase will coincide with the presentation of the recommendations of the Repurposing Study which is anticipated to be presented to Council in February.

The Repurposing Study will discuss the potential uses of 52 Victoria (Old Seniors Centre), 56 Victoria (Old Library), Victoria Hall and the Armoury.

The update on the status is to inform Council and the public, that although concepts have been presented, that decisions regarding the Plans have not been finalized and are subject to ongoing public consultation.

LINK TO STRATEGIC PLAN

A Cultural Precinct Plan supports the Strategic Plan goal of Supporting an ***Exceptional quality of life for all*** through its accomplishment in Celebrating and promoting our culture in the following key objectives within this goal statement:

Develop a Cultural Master Plan that includes heritage, music and art to promote more cohesive and coordinated cultural services.

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Report No. PRS16-006

ALTERNATIVE(S) TO THE RECOMMENDATIONS

None.

FINANCIAL IMPLICATIONS

Funding for this project will be from the tax rate stabilization reserve fund in the amount of \$85,582.00.

CONCLUSIONS

The development of a Cultural Precinct Plan is another step in the re-development of the downtown core. Staff will be monitoring and assisting the consultant in order to maximize the opportunity for the completion of a successful vision.

PREVIOUS REPORTS

PR15-026 Award of Request for Proposal PRS 2015-77 Cultural Precinct Plan, September 15, 2015 December 1, 2015
PR15-040 Purchase Order Increase for Cultural Precinct Consultant

ATTACHMENTS

None.

PRE-SUBMISSION REVIEW

CAO Review

Prepared by: Allan D. Downey, Director of Parks & Recreation Services - Ext. 4752



Allan D. Downey
Director of Parks & Recreation Services



Patrick Moyle
Interim Chief Administrative Officer



TOWN OF AURORA
GENERAL COMMITTEE REPORT **No. PDS16-002**

SUBJECT: *Draft Plan of Condominium Application*
 Brookfield Homes (Ontario) Aurora Limited
 15776 Leslie Street, Block 31 Plan 65M-4467
 File: CDM-2015-01
 Related Files: PLC-2015-07, ZBA-2015-01

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

DATE: *January 19, 2016*

RECOMMENDATIONS

THAT Report No. PDS16-002 be received; and

THAT the Draft Plan of Condominium File: CDM-2015-01 be approved for 49 single detached dwelling units subject to conditions set out in Appendix "A" to this report; and

THAT a By-law to lift 0.3m reserves providing driveway access into the property be enacted; and

THAT the Mayor and Town Clerk be authorized to execute any Agreement(s) referenced in the Conditions of Approval, including any and all documents and ancillary agreements required to give effect to same.

PURPOSE OF THE REPORT

The purpose of this report is to provide an evaluation and recommendations regarding the subject proposal for a common element draft plan of condominium to be applied to the proposed 49 single detached dwelling units on the subject lands. In addition, the purpose is also to provide direction for the lifting of 0.3m reserves to provide for driveway access into the subject lands from William Graham Drive.

BACKGROUND

The subject lands, municipally known as 15776 Leslie Street, were previously zoned as Row Dwelling Residential (R6-62) Exception Zone as part of the original Draft Plan of Subdivision and Zoning By-law amendment applications (Files: SUB-2011-04, ZBA-2011-12), approved by Town Council on March 26, 2013.

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Report No. PDS16-002

Zoning By-law 5774-15 was subsequently enacted to allow single detached dwelling units, rather than row housing units (File: ZBA-2015-01). Approximately 10.5 ha (Phase 2) of the Draft Plan of Subdivision, including the subject block, was recently registered on October 5, 2015.

A Part Lot Control Application to allow the creation of POTL lots was approved is also being brought forward to Council on January 19, 2016.

Location/ Land Use

The lands subject to the Draft Plan of Condominium application form part of the Aurora 2C Secondary Plan Area (see Figure 1). The subject lands are located north of Wellington Street East and west of Leslie Street. The surrounding land uses are as follows:

North: McLeod Woodlot;
South: Public Park and residential lands;
East: McLeod Woodlot; and
West: Residential lands.

Town of Aurora Official Plan

The subject lands are designated as "Urban Residential 1 (UR1)" by the Town of Aurora Official Plan. The UR1 designation permits single-detached, semi-detached dwelling units, places of worship, small apartments (3.5 stories in height and lower) and townhouses up to a maximum of 20 percent of the total number of units within the Draft Plan. Density within the Urban Residential 1 Designation shall range from between 17 and 40 units per net residential hectare.

Zoning By-law

The subject lands are zoned Detached Dwelling Second Density Residential (R2-104) Exception zone by Town of Aurora By-law 2213-78, as amended. The (R2-104) Exception Zone permits a minimum of 49 single detached dwelling units. The proposed development conforms to the Zoning By-law. The existing zoning map is detailed on Figure 2, attached.

Proposal

The applicant has applied to the Town of Aurora for approval of a common element Draft Plan of Condominium over the subject lands which are proposed to contain 49 single detached dwelling units. As shown on Figure 3, the proposed 49 single detached lots/blocks will be free-hold units fronting onto a private common element road (Warren McBride Crescent) that will be accessed from William Graham Drive via two full move connections. The proposed single detached units will have paired driveways leading to

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Report No. PDS16-002

double car garages. Each unit will provide a minimum of 4 parking spaces. Lots will have wood privacy fences, which will separate the proposed development from Block 32 – Buffer Planting Block as indicated on Figure 4. The proposed building elevations are shown as Figure 5. Street trees and street lighting are included within the private common element road.

Conditions of Approval

The proposed draft plan of condominium conditions of approval have been formulated in consultation with Town departments and external agencies. The conditions include standard and site-specific conditions relevant to the development. In addition to the condominium conditions of approval, the owner will be required to adhere to the existing registered Subdivision Agreement, which applies to the subject lands. Recommended conditions of condominium approval are illustrated in Appendix “A” to this report.

Access to Public Roads

The subject condominium lands are located within the registered Plan of Subdivision Plan 65M-4467 (Block 31). At the time of Subdivision Plan approval, certain lands described as Blocks 254 and 255 were conveyed to the Town as 0.3 m reserves in order for the Town to control access, until such time as the developer enter into the appropriate development agreements for the installation of services. With Council’s approval of the development of the subject condominium lands, these reserves can be lifted and established as public highways through the enacting By-law. Appendix “B” and Figures 1 & 4 illustrates the key map showing the location of the 0.3m reserves to be lifted to establish public highway.

Part Lot Control

A related Part Lot Control application has also been submitted to the Town on the subject lands, File: PLC-2015-07 which is also under consideration by Council at the January 19, 2016 General Committee meeting. The submitted Part Lot Control application will be used to create Parcels of Tied Land (POTL). The Part Lot Control application, POTL’s and associated Part Lot Control Exemption By-law shall be enacted prior to the registration of the condominium plan as the newly created POTL’s will be referenced in the condominium description and declaration.

COMMENTS

Town of Aurora Official Plan

As previously identified, the subject lands are designated as “Urban Residential 1 (UR1)” by the Town of Aurora Official Plan. Planning Staff are of the opinion that the proposed development conforms to the policies of the Official Plan Amendment No.73.

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Report No. PDS16-002

Zoning By-law Amendment

As previously mentioned, the subject lands are currently zoned "Detached Dwelling Second Density Residential (R2-104) Exception zone by the Town of Aurora By-law 2213-78, as amended. Staff have evaluated the proposed development and have determined the subject proposal meets the zoning provisions of the R2-104 zone category. Planning Staff are of the opinion that the proposed commercial development is appropriate and conforms to the Zoning By-law.

Site Design

The applicant has applied to the Town of Aurora for approval of a common element Draft Plan of Condominium over the subject lands, proposed to contain 49 single detached dwelling units. The Owner will not be submitting a Site Plan application, choosing to have the majority of Site Plan comments addressed through the Draft Plan of Condominium process and related condominium agreement.

Pavement Marking, Parking and Signage

The Owner submitted a pavement marking and signage plan for the condominium development, Block 31, M-Plan 65M-4467 prepared by the BA Group. The plan also undertook a vehicle manoeuvring analyses to confirm that emergency vehicles and refuse vehicles could be accommodated on the proposed site. The study concluded, the proposed private road will adequately accommodate emergency and refuse truck access and circulation. The Town's Traffic/ Transportation Analyst have reviewed the proposal and have no concerns.

Urban Design/ Building Elevations

As indicated on Figure 5, building elevations, materials and architecture will be compatible with single detached housing as approved within Phase 1 of the Brookfield Subdivision Agreement. Overall, the proposed building is designed in a consistent manner and displays positive architectural qualities. Staff have no objection to the Urban Design and Architectural elements proposed save for minor technical amendments.

Municipal Servicing/ Grading and Drainage

The Town's Development Planning Engineer has reviewed the Draft Plan of Condominium application and has no major concerns with the application subject to Conditions of Condominium approval, minor technical updates and provisions in the Condominium Agreement relating to cost estimates. It will be necessary for the applicant to satisfy the requirements prior to the execution of the Condominium Agreement.

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Report No. PDS16-002

Landscaping

The Parks and Recreation Services (PRS) department have reviewed the Draft Plan of Condominium application and have requested that the applicant provide street tree planting in accordance with Town standards of one tree per lot. The PRS department have no major concerns with the application subject to Conditions of Condominium approval, minor technical updates and provisions in the Condominium Agreement relating to cost estimates.

Building and By-law Services

Building and By-law Services (BBS) have reviewed the application and have no objection to the approval of the application.

External Agency Comments

The Lake Simcoe Region Conservation Authority, Central York Fire Services, Regional Municipality of York, York Catholic District School Board, Powerstream, Rogers and Enbridge have reviewed the application and have no objection to the approval of the Draft Plan of Condominium subject to conditions of approval outlined in greater detail in Appendix 'A'.

SERVICING ALLOCATION

Servicing allocation was previously granted to the development by Council report PL15-026.

LINK TO STRATEGIC PLAN

The proposed Draft Plan of Condominium 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:

Strengthening the fabric of our community: Through the development of this residential plan of condominium on the subject lands, approval of this application will assist in **working with the development community to ensure future growth includes housing opportunities for everyone and work with the development community to meet intensification targets of 2031 as identified in the Town's Official Plan.**

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Report No. PDS16-002

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Direct staff to report back to another General Committee Meeting addressing any issues that may be raised at the Public Planning Meeting.
2. Refusal of the application with an explanation for the refusal.

FINANCIAL IMPLICATIONS

The site will be developed through a Condominium Agreement; as such, fees and securities will be required with the Condominium Agreement. The development of this site will also generate development charges. In addition, the proposed development will generate yearly tax assessment to the Town.

At the time of Condominium Agreement, a fee for the collection of a Community Improvement Benefit in the amount of \$1,400.00 per unit for the construction of community and recreational facilities will be applied to the subject development.

PREVIOUS REPORTS

General Committee Report No. PL15-088 dated December 1, 2015;

General Committee Report No. PL15-077 dated October 20, 2015; and

Public Planning Meeting Report No. PL15-035 dated May 21, 2015.

CONCLUSIONS

Planning and Development Services has reviewed the subject draft plan of condominium application for 49 single detached dwelling units on the subject lands (Block 31, Plan 65M-4467). The planning application has been evaluated in accordance with the provisions of the Town's Official Plan, Zoning By-law, municipal development standards, and in the context of surrounding and future land uses.

A by-law to establish the Town's 0.3 reserve (Blocks 254 and 255, Plan 65M-4309) as a public highway across a portion of William Graham Drive is required to be enacted to allow access to the proposed condominium lands from a municipal right-of-way.

The lands will be developed in accordance with the approved and registered condominium agreement that will address all private servicing and site plan related issues. Staff recommends approval of Draft Plan of Condominium Application file: CDM-2015-01; subject to the conditions set out in 'Appendix A' to this report.

January 19, 2016

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Report No. PDS16-002

ATTACHMENTS

Figure 1 – Location Map;
Figure 2 – Zoning By-law Map;
Figure 3 – Draft Plan of Condominium;
Figure 4 – Registered Plan of Subdivision 65M-4467;
Figure 5 – Proposed Building Elevations;

Appendix “A” – Conditions of Approval; and
Appendix “B” – Key Map showing location of Lifting 0.3m Reserve to Establish Public Highway.

PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting- January 7, 2016.

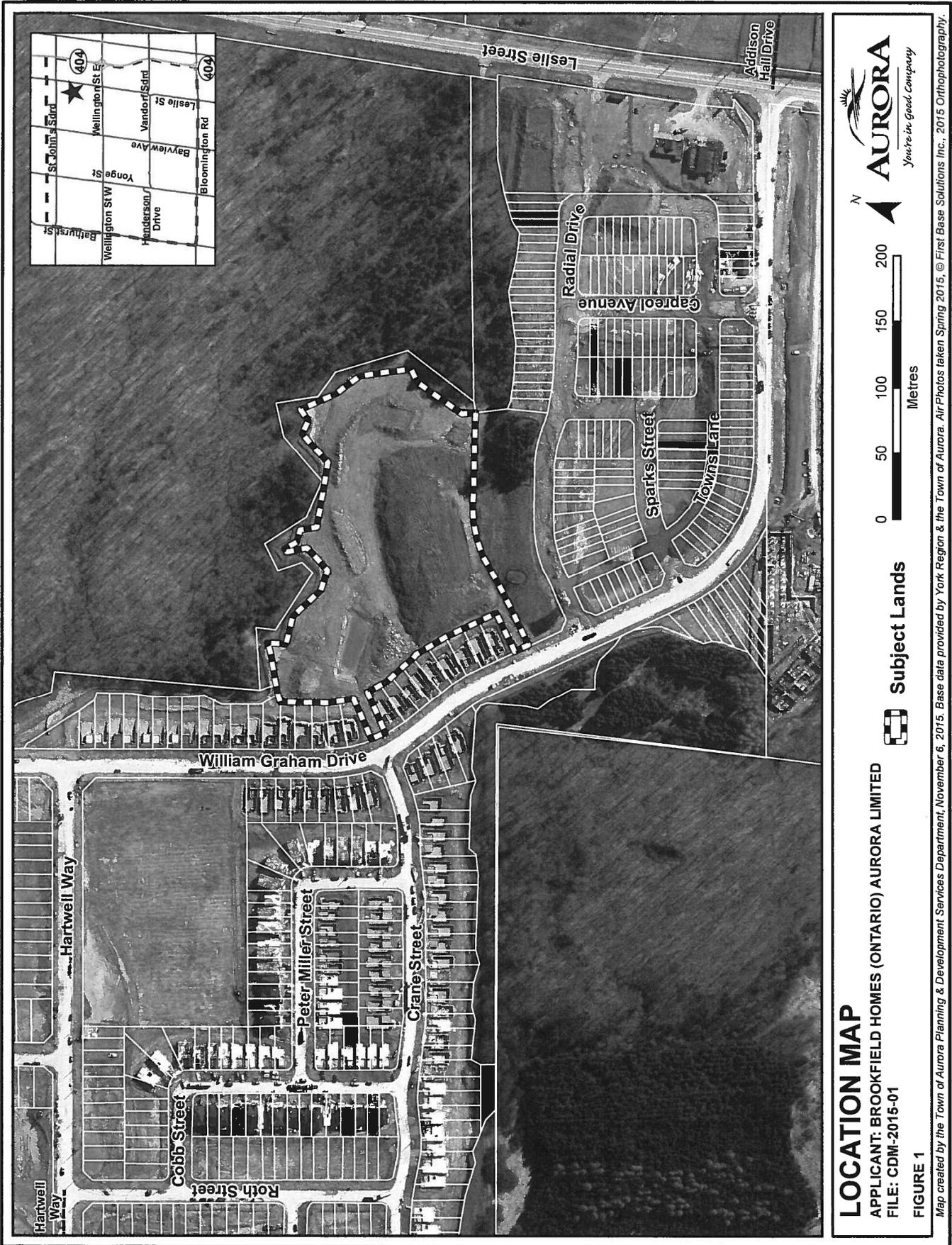
Prepared by: Drew MacMartin, Planner – Extension 4347.



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



Patrick Moyle
Interim Chief Administrative Officer



LOCATION MAP

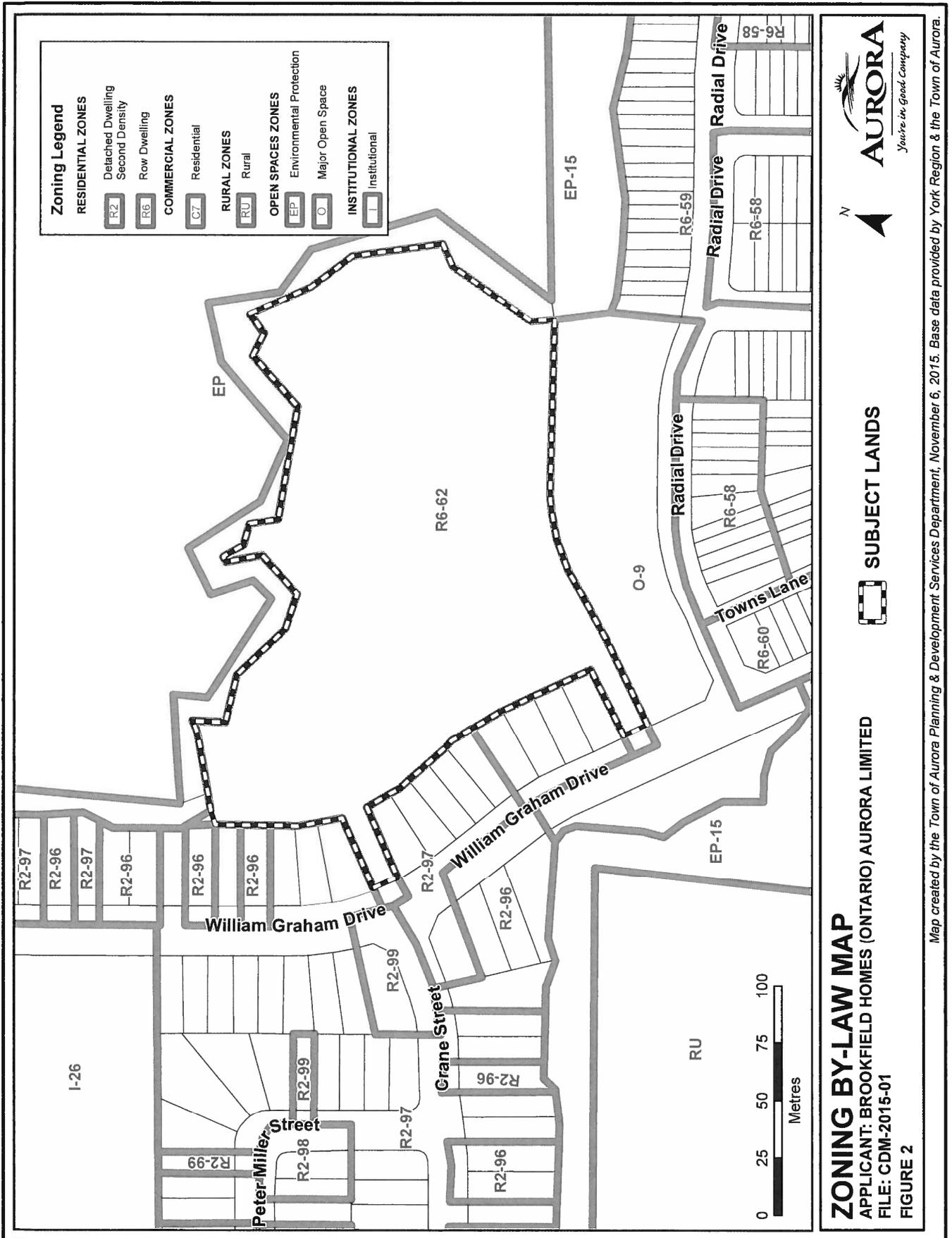
APPLICANT: BROOKFIELD HOMES (ONTARIO) AURORA LIMITED
 FILE: CDM-2015-01

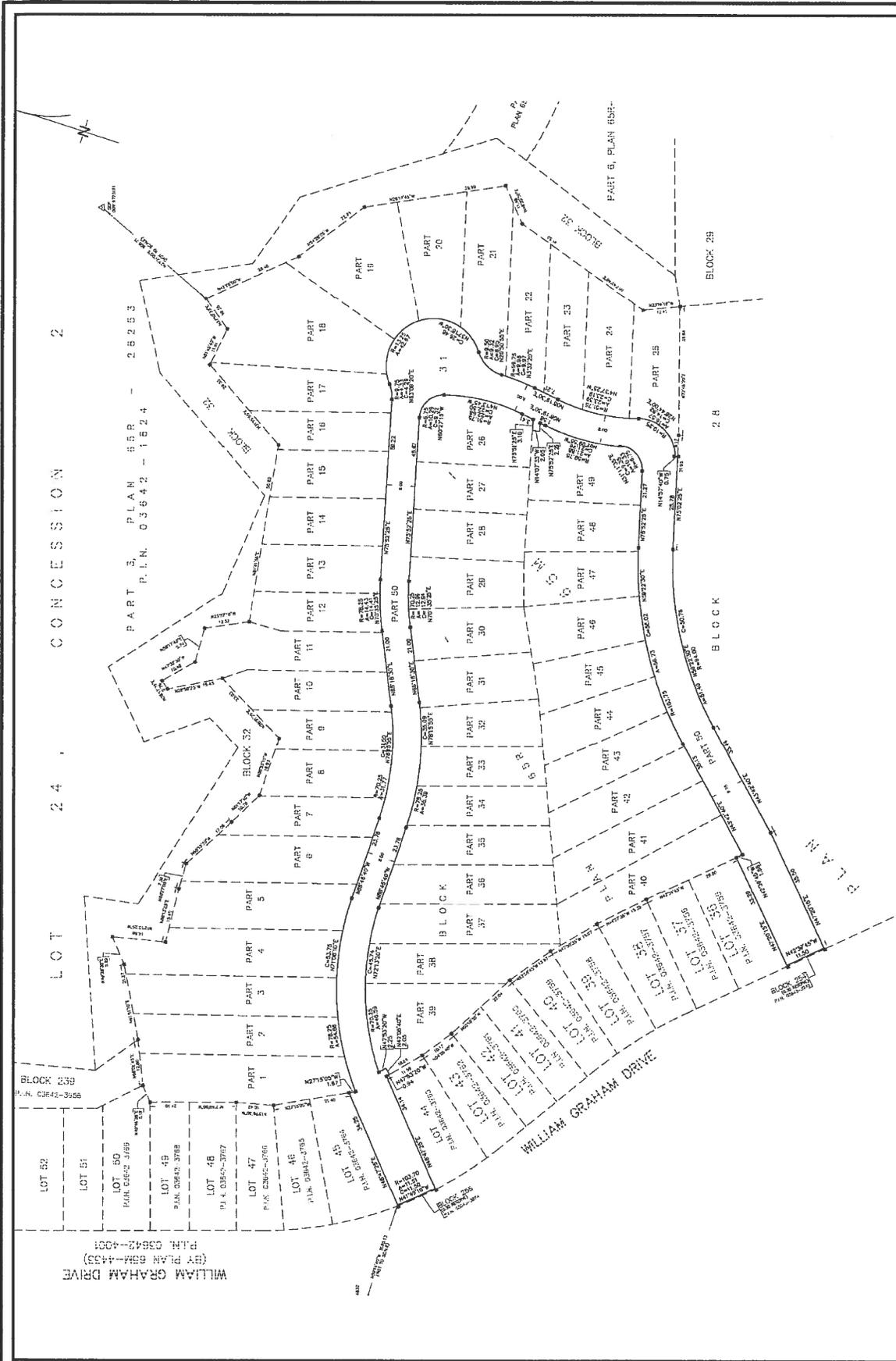
FIGURE 1

 **Subject Lands**



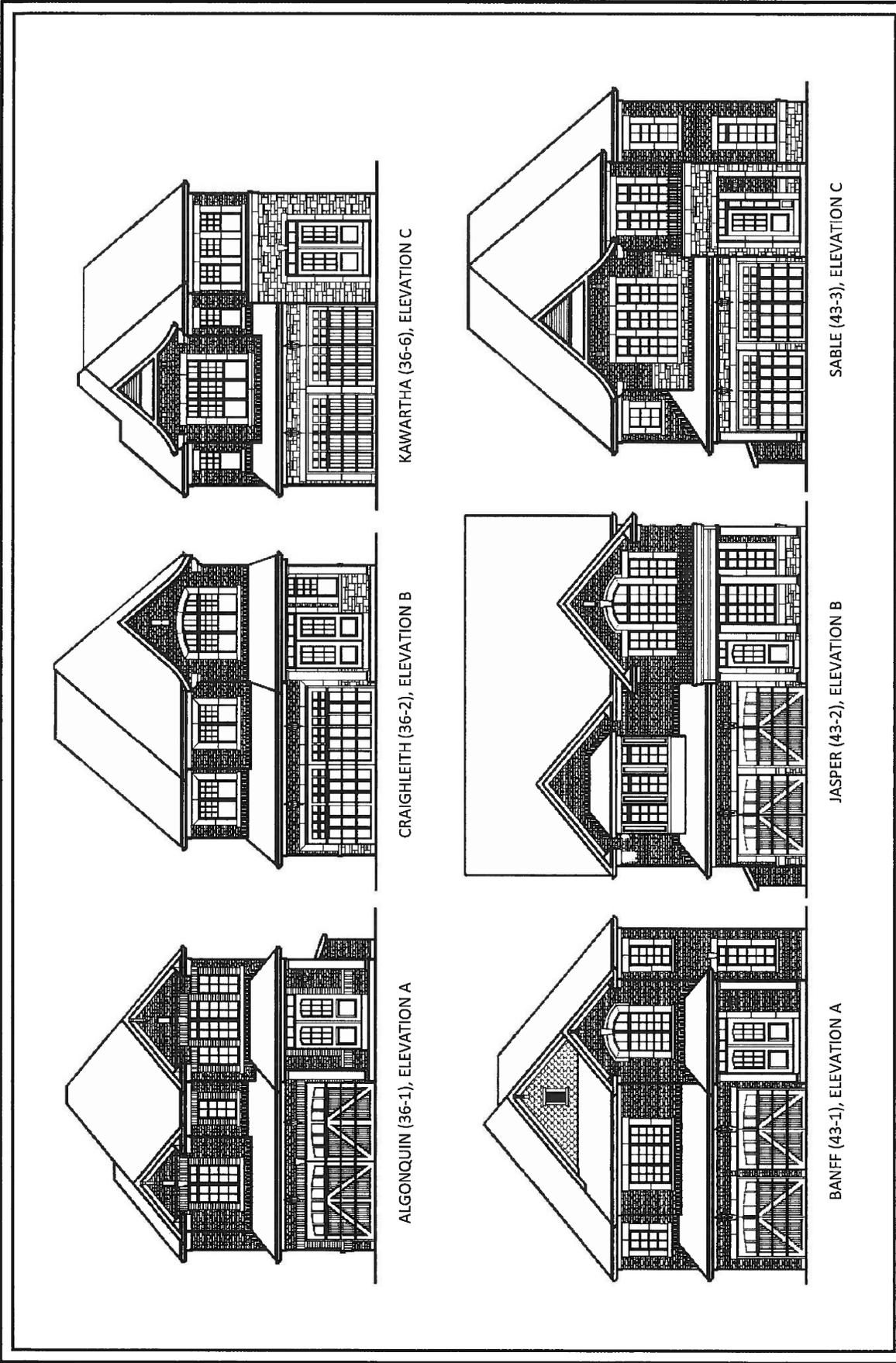
Map created by the Town of Aurora Planning & Development Services Department, November 6, 2015. Base data provided by York Region & the Town of Aurora. AirPhotos taken Spring 2015, © First Base Solutions Inc., 2015 Orthophotography.





DRAFT PLAN OF CONDOMINIUM
 APPLICANT: BROOKFIELD HOMES (ONTARIO) AURORA LIMITED
 FILE: CDM-2015-01
 FIGURE 3

Map created by the Town of Aurora Planning & Development Services Department, November 6, 2015. Drawing provided by Randy-Pentek & Edward Surveying LTD.



PROPOSED BUILDING ELEVATIONS

APPLICANT: BROOKFIELD HOMES (ONTARIO) aURORA LIMITED
FILE: CDM-2015-01

FIGURE 5



Map created by the Town of Aurora Planning & Development Services Department, December 7, 2015. Drawing provided by Malone Given Parsons LTD.

Appendix "A"

CONDITIONS OF APPROVAL

***Draft Plan of Common Elements Condominium
Brookfield Homes (Ontario) Aurora Limited
15776 Leslie Street, Block 31 Plan 65M-4467
CDM-2015-01***

THE CONDITIONS OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF AURORA (THE "TOWN") TO BE SATISFIED PRIOR TO THE RELEASE FOR REGISTRATION OF THE DRAFT PLAN OF COMMON ELEMENTS CONDOMINIUM CDM-2015-01 ARE AS FOLLOWS:

- 1) Approval shall relate to the Draft Plan of Common Elements Condominium prepared by Rady-Pentek & Edward Surveying Ltd. dated July 16, 2015 with respect to the creation of a private common elements condominium road (the "Plan") and the related Part Lot Control Exemption Application PLC-2015-07 with respect to the creation of 49 related parcels of tied land (the "POTLs") on the lands described as Block 31, Plan 65M-4467, Town of Aurora, Regional Municipality of York (the "Lands").
- 2) The Plan and associated conditions of Draft Approval may require revisions, to the satisfaction of the Town, to implement or integrate any recommendations included as a condition of Draft Plan Approval. Further, minor redline revisions to the Plan to ensure property alignment with existing or proposed lots, blocks, streets, and/or facilities on lands adjacent to the Plan may also be required.
- 3) The Owner shall, prior to the Town's final approval of the Plan, enter into and execute a development agreement with the Town, agreeing to satisfy all conditions of the Town related to the development of the Lands including but not limited to site servicing, access, engineering, legal, financial, and otherwise to be registered on title against the Lands, as provided for in the *Planning Act*, at the sole expense of the Owner.
- 4) The Owner shall acknowledge in the development agreement that the provisions of the Subdivision Agreement executed on September 8, 2015 between Brookfield Homes (Ontario) Aurora Limited and the Town (the "Subdivision Agreement") shall continue to be complied with respect to the development of the Lands.
- 5) The Owner shall provide to the Town a copy of the final version of the Common Elements Condominium declaration and description for the Plan to be registered on title.
- 6) The Owner shall covenant and agree in the Development Agreement to satisfy any cash-in-lieu of parkland requirements to the satisfaction of the Town Solicitor in accordance with: a) the Town of Aurora's By-law Number 4291-01.F, as amended or successor thereto and applicable policies; and b) any related parkland agreements imposed by the Town.

General Committee Meeting Agenda

Tuesday, January 19, 2016

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Brookfield Homes (Ontario) Aurora Limited
CDM-2015-01
Conditions of Approval
Page 2

- 7) The Town shall agree in the development agreement to provide legal access to the Lands over any Town owned 0.3 m reserves, as may be required.
- 8) The Owner shall acknowledge and agree in the development agreement that the private road(s) on the Plan are “common elements” and will not be maintained or assumed by the Town.
- 9) The Owner shall agree in the development agreement to satisfy the Town’s Parks & Recreation Services Department requirements for the development of the Lands, including but not limited to the provision of boulevard and street tree plantings.
- 10) The Owner shall agree in the development agreement to satisfy Central York Fire Services requirements for the development of the Lands.
- 11) The Owner shall agree in the development agreement to satisfy Enbridge Gas following requirements for the development of the Lands:
 - i) service and meter installation details to ensure all gas piping is installed prior to the commencement of site landscaping (including, but not limited to: tree planting, silva cells, and/or soil trenches) and/or asphalt paving;
 - ii) all costs are the responsibility of the Owner if the gas main needs to be relocated as a result of changes in the alignment or grade of the future road allowances or for temporary gas pipe installations pertaining to phase construction;
 - iii) any easements necessary will be conveyed to Enbridge Gas Distribution at no cost; and
 - iv) a 3 metre by 3 metre exclusive use location that cannot project into the municipal road allowance in the event a pressure reducing regulator station is required.
- 12) The Owner shall agree in the development agreement to satisfy Lake Simcoe Region Conservation Authority’s following requirements for the development of the Lands:
 - i) the Owner shall agree in the Condominium Agreement to carry out or cause to be carried out the recommendations and measures contained within the attached plans and reports as approved by the Town and LSRCA;
 - ii) the Owner shall agree in the Condominium Agreement to ensure that proper erosion and sedimentation control measures will be in place prior to any site alteration;
 - iii) the Owner shall agree in the Condominium Agreement to maintain all existing vegetation up until a maximum of 30 days prior to any grading or construction on-site in accordance with 4.20b.-DP of the Lake Simcoe Protection Plan; and
 - iv) the Owner shall agree in the Condominium Agreement to retain a qualified professional to certify in writing that the works were constructed in accordance with the plans, reports, and specifications, as approved by the Town and LSRCA.

General Committee Meeting Agenda

Tuesday, January 19, 2016

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Brookfield Homes (Ontario) Aurora Limited
CDM-2015-01
Conditions of Approval
Page 3

Clearances

The Town's Planning & Development Services Department shall advise that Conditions 1 to 6 inclusive have been satisfied, stating briefly how each condition has been met.

The Town's Legal & Legislative Services Department shall advise that Condition 7 has been satisfied, stating briefly how the condition has been met.

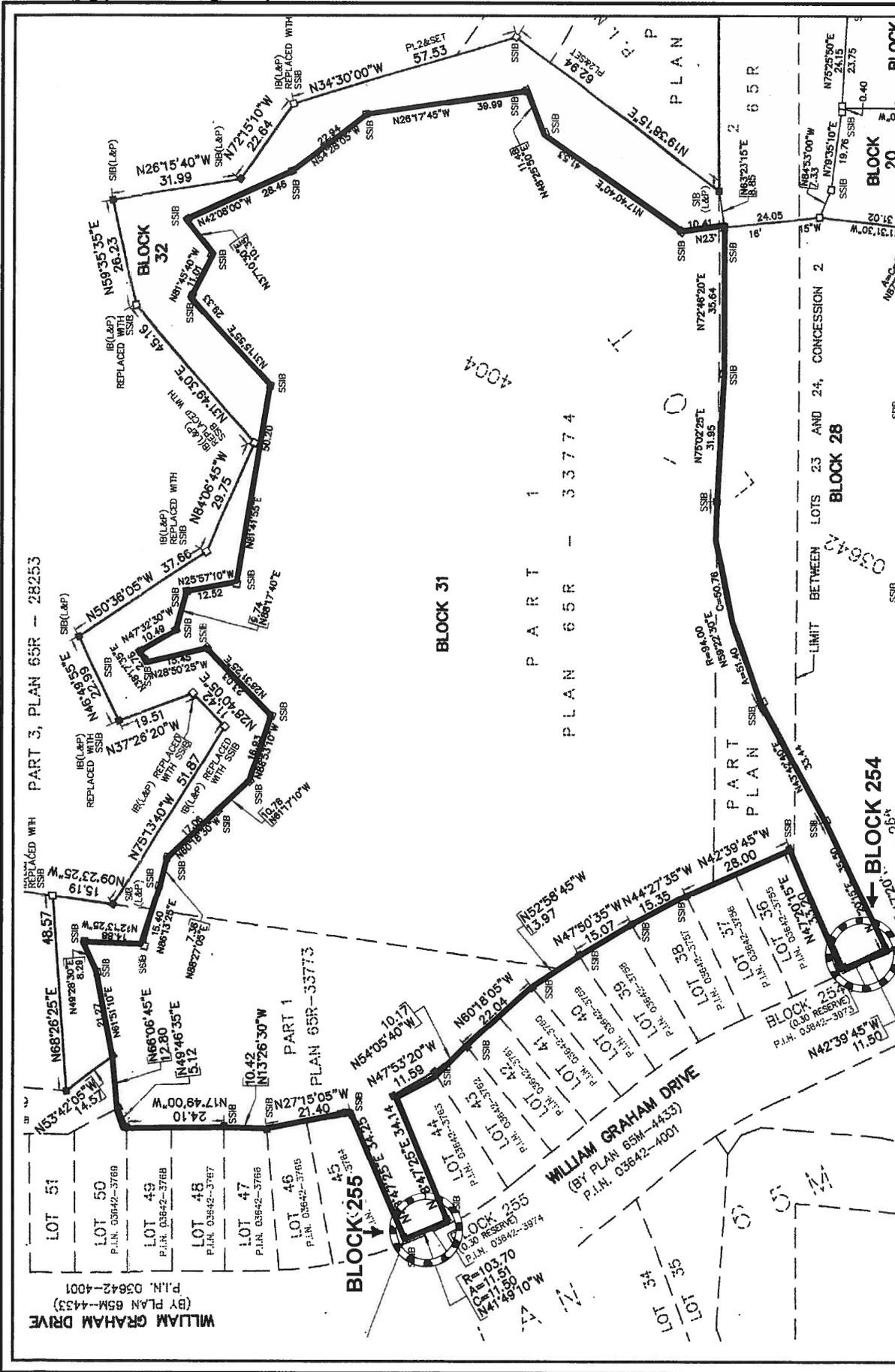
The Town's Infrastructure & Environmental Services Department shall advise that Condition 8 has been satisfied, stating briefly how the condition has been met.

The Town's Parks & Recreation Services Department shall advise that Condition 9 has been satisfied, stating briefly how the condition has been met.

Central York Fire Services shall advise the Town of Aurora that Condition 10 has been satisfied, stating briefly how the condition has been met.

Enbridge Gas Distribution Inc. shall advise the Town of Aurora that Condition 11 has been satisfied in a clearance letter to the Town of Aurora detailing how each condition has been met.

Lake Simcoe Region Conservation Authority shall advise the Town of Aurora that Condition 12 has been satisfied in a clearance letter to the Town of Aurora detailing how each condition has been met.



Subject Lands

APPENDIX B

Map created by the Town of Aurora Planning & Development Services Department, November 6, 2015. Drawing provided by Randy-Pentek & Edward Surveying LTD.



**TOWN OF AURORA
GENERAL COMMITTEE REPORT** **No. PDS16-003**

SUBJECT: *Application for Exemption from Part Lot Control
Brookfield Homes (Ontario) Aurora Limited
15778 Leslie Street, Block 31, Plan 65M-4467
File No. PLC-2015-07
Related Files: CDM-2015-01 and ZBA-2015-01*

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

DATE: *January 19, 2016*

RECOMMENDATIONS

THAT Report No. PDS16-003 be received; and

THAT the Application for Exemption from Part Lot Control submitted by Brookfield Homes (Ontario) Aurora Limited to divide Block 31 on Plan 65M-4467 into 49 separate lots for single detached units and a private condominium road be approved; and

THAT the Part Lot Control Exemption By-law be presented at a future Council meeting.

PURPOSE OF THE REPORT

The purpose of this report is to seek Council's approval of a Part Lot Control Exemption By-law applying to Block 31 on Plan 65M-4467.

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. The submitted Part Lot Control application will be used to create Parcels of Tied Land (POTL) which will be created in the future by related Condominium application (File: CDM-2015-01).

January 19, 2016

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Report No. PDS16-003

BACKGROUND

The subject lands, municipally known as 15776 Leslie Street, were previously zoned as Row Dwelling Residential (R6-62) Exception Zone as part of the original Draft Plan of Subdivision and Zoning By-law amendment applications (Files: SUB-2011-04, ZBA-2011-12), approved by Town Council on March 26, 2013.

Zoning By-law 5525-13 was enacted on June 25, 2013 to allow for the development of a minimum of 50 townhouse dwelling units on the subject lands. Zoning By-law 5774-15 was recently enacted to allow single detached dwelling units, rather than row housing units (File: ZBA-2015-01).

Approximately 10.5 ha (Phase 2) of the Draft Plan of Subdivision, including the subject block, was recently registered on October 5, 2015. A Part Lot Control Application to allow the creation of POTL lots was received by the Town on October 6, 2015.

Location/ Land use

The lands subject to the Part Lot Control application form part of the Aurora 2C Secondary Plan Area (See Figure 1). The subject lands are located north of Wellington Street East and west of Leslie Street. The surrounding lands uses are as follows:

North: McLeod Woodlot;
South: Public Park and residential lands;
East: McLeod Woodlot; and
West: residential lands.

Proposal

The Owner, Brookfield Homes (Ontario) Aurora Limited, is in the process of developing the subject lands identified as Block 31 on Registered Plan 65M-4467 (see Figure 2). The subject block comprises a total of 49 single detached dwelling units fronting onto a private condominium road (Part 50 on the Reference Plan 65R-36064, Figure 3).

A draft common element free hold condominium application was submitted to the Town on October 6, 2015, File: CDM-2015-01.

Town of Aurora Official Plan

The subject lands are designated as "Urban Residential 1 (UR1)" by the Town of Aurora Official Plan. The UR 1 designation permits single-detached, semi-detached dwelling units, places of worship, small apartments (3.5 stories in height and lower) and townhouses up to a maximum of 20 percent of the total number of units within the Draft Plan. Density within the Urban Residential 1 Designation shall range from between 17 and 40 units per net residential hectare.

January 19, 2016

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Report No. PDS16-003

Zoning By-law

The subject lands are zoned Detached Dwelling Second Density Residential (R2-104) Exception zone by Town of Aurora By-law 2213-78, as amended. The (R2-104) Exception Zone permits a minimum of 49 single detached dwelling units. The proposed development conforms to the Zoning By-law. The existing zoning map is detailed on Figure 3, attached.

Draft Plan of Condominium

A related Draft Plan of Condominium (common element) application has also been submitted to the Town on the subject lands, File: CDM-2015-01 which is also under consideration by Council at the January 19, 2016 General Committee meeting. The subject Part Lot Control Exemption By-law shall be enacted prior to the registration of the condominium plan as the newly created POTL's will be referenced in the condominium description and declaration.

COMMENTS

The applicant is requesting an exemption from Part Lot Control (as provided for under Section 50 (7) of the *Planning Act*) for Block 31 as illustrated on Plan 65M-4467 as a means of achieving lot division. The lot division is reflected on the Reference Plan 65R-36064, Figure 3 and will be separated into 50 separate parts (49 residential lots/parts and 1 private condominium road).

The subject Part Lot Control application was circulated to all relevant internal departments and no objections were received. The lots that comprise the subject application comply with the provisions of both the Official Plan and the Zoning By-law and are consistent with the Subdivision Agreement (SUB-2011-04) registered over the subject lands. A separate development agreement will be required to be completed to address development matters related to the condominium development.

LINK TO STRATEGIC PLAN

The subject application supports the Strategic Plan goal of ***supporting an exceptional quality of life for all*** through its accomplishment in satisfying requirements in the following key objective within this goal statement:

Strengthening the fabric of our community: approval of the subject application will assist in **collaborating with the development community to ensure future growth includes housing opportunities for everyone.**

January 19, 2016

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Report No. PDS16-003

ALTERNATIVE(S) TO THE RECOMMENDATIONS

None.

FINANCIAL IMPLICATIONS

None.

PREVIOUS REPORTS

General Committee Report No. PL15-077 dated October 20, 2015;

Public Planning Meeting Report No. PL15-035 dated May 21, 2015;

General Committee Report No. PL15-026 dated April 21, 2015, Removal of Holding (H) Provision; and

General Committee Report No. PL13-009 dated March 13, 2013.

CONCLUSIONS

The Planning and Development Services department has reviewed the subject Part Lot Control Exemption Application in the context of the Official Plan, the Zoning By-law and Subdivision Agreement respecting the subject lands. Planning and Development Services Staff support the subject Part Lot Control Exemption Application to facilitate the creation of 49 freehold lots for detached dwellings on a private condominium road and accordingly, recommend that the Part Lot Control By-law be enacted at a future Council meeting.

January 19, 2016

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Report No. PDS16-003

ATTACHMENTS

Figure 1 – Location Map & Zoning Map – Brookfield Homes (Ontario) Aurora Limited;
Figure 2 – Registered Plan of Subdivision – 65M-4467;
Figure 3 – Subject Block 31 (Reference Plan – 65R-36064).

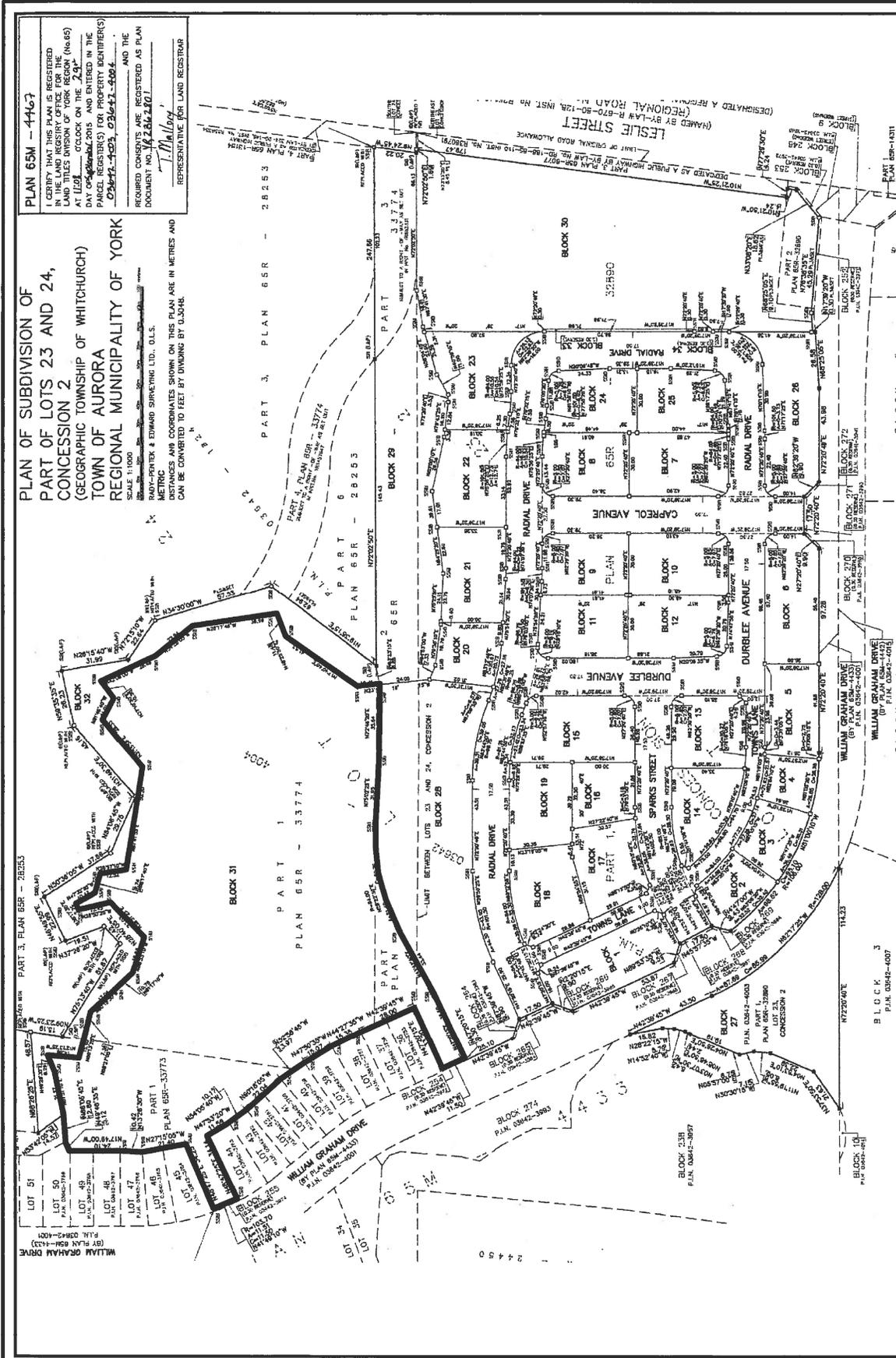
PRE-SUBMISSION REVIEW

Executive Leadership Team Meeting – January 7, 2016.

Prepared by: Drew MacMartin, Planner - Ext. 4347.


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


Patrick Moyle
Interim Chief Administrative Officer



PLAN 65M - 4467
 I CERTIFY THAT THIS PLAN IS REGISTERED
 IN THE REGISTRY OF LANDS UNDER THE
 LAND TITLE ACT OF ONTARIO (No. 65)
 AT 11:29 AM ON THE 24th
 DAY OF NOVEMBER, 2015, AND ENTERED IN THE
 PARCEL REGISTRY(S) FOR PROPERTY IDENTIFIER(S)
 02642-4004 AND THE
 REQUIRED CONSENTS ARE REGISTERED AS PLAN
 DOCUMENT NO. 14, 24, 24, 24, 24, 24
 M. Malloy
 REPRESENTATIVE FOR LAND REGISTRAR

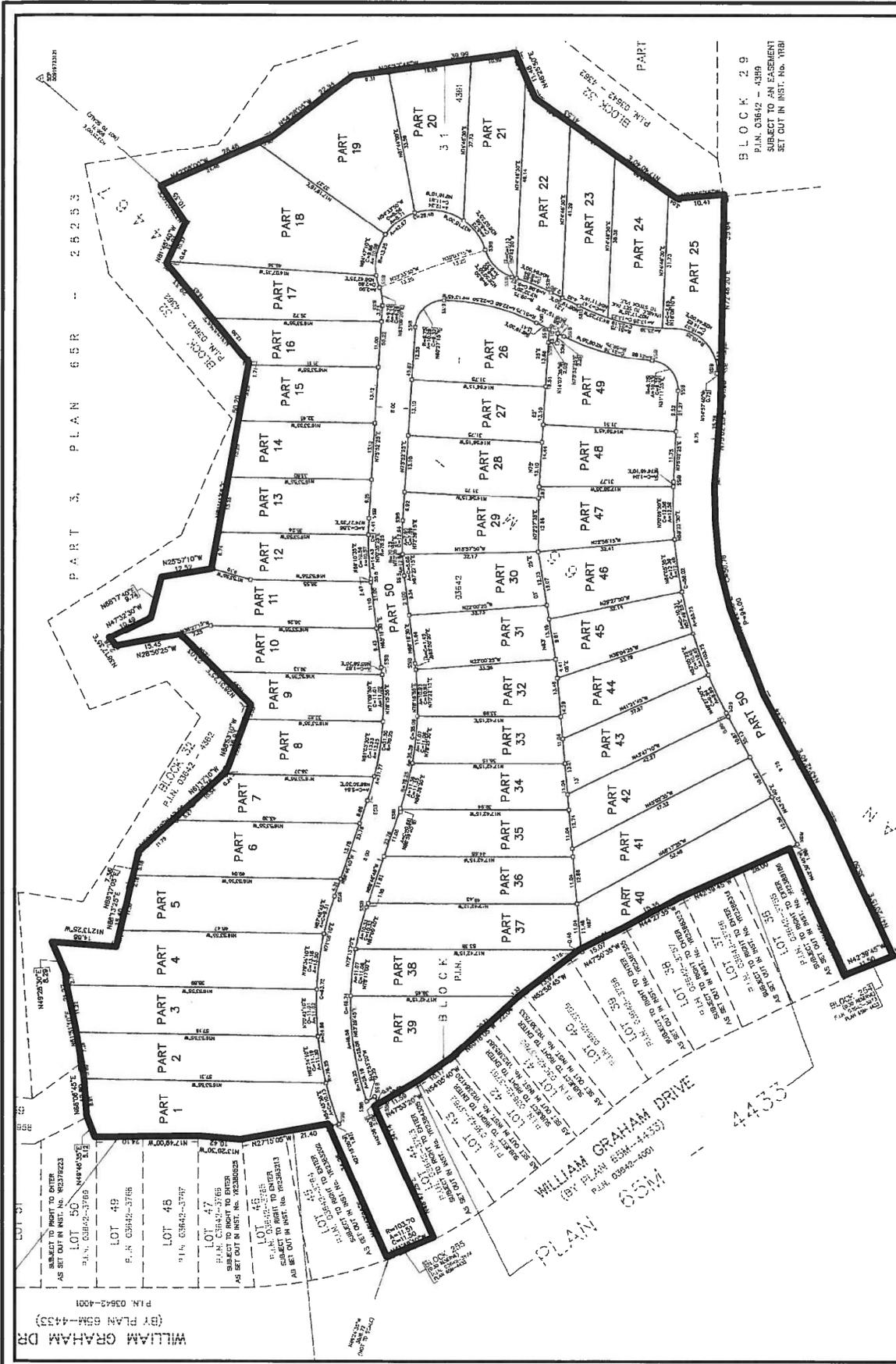
**PLAN OF SUBDIVISION OF
 PART OF LOTS 23 AND 24,
 CONCESSION 2
 (GEOGRAPHIC TOWNSHIP OF WHITCHURCH)
 TOWN OF AURORA
 REGIONAL MUNICIPALITY OF YORK**
 SCALE 1:1000
 RADY-PENTEK & EDWARD SURVEYING LTD., O.L.S.
 METRIC
 DISTANCES ARE COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND
 CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.



SUBJECT BLOCK

REGISTERED PLAN 65M-4467
APPLICANT: BROOKFIELD HOMES (ONTARIO) AURORA LIMITED
FILE: PLC-2015-07
FIGURE 2

Map created by the Town of Aurora Planning & Development Services Department, November 9, 2015. Drawing provided by Randy-Pentek & Edward Surveying LTD.



SUBJECT BLOCK 31 (REFERENCE PLAN - 65R-36064)

APPLICANT: BROOKFIELD HOMES (ONTARIO) AURORA LIMITED
 FILE: PLC-2015-07

FIGURE 3

 **SUBJECT BLOCK**



Map created by the Town of Aurora Planning & Development Services Department, November 9, 2015. Drawing provided by Randy-Pentek & Edward Surveying LTD.



TOWN OF AURORA
TRAILS AND ACTIVE TRANSPORTATION COMMITTEE
MEETING MINUTES

Date: Friday, November 20, 2015

Time and Location: 10:00 a.m., Council Chambers, Aurora Town Hall

Committee Members: Councillor Tom Mrakas (Vice Chair), Irene Clement (EAC Representative), Richard Doust (PRAC Representative), Alison Collins-Mrakas, Bill Fraser, Laura Lueloff

Member(s) Absent: Councillor Sandra Humfryes

Other Attendees: Stephen M. A. Huycke, Town Clerk, Lawrence Kuk, Planner, Jamal Massadeh, Traffic/Transportation Analyst, Jim Tree, Manager of Parks, and Samantha Yew, Council/Committee Secretary

The Vice Chair called the meeting to order at 10:10 a.m.

1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

There were no declarations of pecuniary interest and general nature thereof under the *Municipal Conflict of Interest Act*.

2. APPROVAL OF THE AGENDA

Moved by Irene Clement
Seconded by Alison Collins-Mrakas

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

- Delegation (a) Klaus Wehrenberg, Resident
Re: GO Rail Expansion

CARRIED AS AMENDED

3. ADOPTION OF MINUTES

Trails and Active Transportation Meeting Committee Minutes of April 17, 2015

**Moved by Laura Lueloff
Seconded by Richard Doust**

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

CARRIED

4. DELEGATIONS

**(a) Klaus Wehrenberg, Resident
Re: GO Rail Expansion**

Mr. Wehrenberg expressed concern regarding the amount of points at which the proposed Metrolinx Regional Express Rail is to intersect with Town trails. He supports the use of overpasses and underpasses to keep continuous trails, and urges the Town to communicate with Metrolinx, and develop a set of guidelines for future projects that involve trails in order to ensure the trails are properly considered and maintained.

**Moved by Alison Collins-Mrakas
Seconded by Irene Clement**

THAT the comments of the delegation be received for information.

CARRIED

5. MATTERS FOR CONSIDERATION

**1. Verbal Update from the Manager of Parks
Re: Trails-related Projects**

Mr. Tree gave an update regarding the Willow Farm Trail, including the status, layout, and proposed surface material of the trail, the proposed trails and trails that are currently being built in the 2C Area, and the proposed Tim Jones Trail crossing over Wellington Street East.

The Committee inquired about the status and features of various trails, and staff responded.

**Moved by Richard Doust
Seconded by Laura Lueloff**

THAT the verbal update regarding Trails-related Projects be received for information.

CARRIED

6. INFORMATIONAL ITEMS

- 2. Extract from Council Meeting of August 25, 2015
Re: Report No. PR15-023 – Renaming a Section of Nokiidaa Trail**

**Moved by Alison Collins-Mrakas
Seconded by Irene Clement**

THAT the Extract from Council Meeting of August 25, 2015, regarding Report No. PR15-023 – Renaming a Section of Nokiidaa Trail, be received for information.

CARRIED

- 3. Extract from Council Meeting of May 11, 2015
Re: Trails and Active Transportation Committee Meeting Minutes of
April 17, 2015**

**Moved by Laura Lueloff
Seconded by Richard Doust**

THAT the Extract from Council Meeting of May 11, 2015, regarding Trails and Active Transportation Committee Meeting Minutes of April 17, 2015, be received for information.

CARRIED

7. NEW BUSINESS

- New Business Motion No. 1
Moved by Alison Collins-Mrakas
Seconded by Richard Doust**

THAT the Trails and Active Transportation Committee recommend to Council:

THAT communications be established between the Town and Metrolinx to ensure the preservation and integrity of the Town's trail system and the Trails Master Plan.

CARRIED

The Committee expressed concern regarding the lack of bike racks at shopping facilities and bus terminals.

Trails and Active Transportation Committee Meeting Minutes
Friday, November 20, 2015

Page 4 of 4

New Business Motion No. 2
Moved by Bill Fraser
Seconded by Alison Collins-Mrakas

THAT the Trails and Active Transportation Committee recommend to Council:

THAT staff investigate the feasibility of creating fully accessible bike hubs at existing and future bike trail entrances.

CARRIED

The Committee inquired about the Town's graffiti management policy. Staff indicated that there is a policy in place for graffiti issues.

8. ADJOURNMENT

Moved by Councillor Tom Mrakas
Seconded by Alison Collins-Mrakas

THAT the meeting be adjourned at 10:50 a.m.

CARRIED

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



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

Date: Wednesday, December 2, 2015

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

Committee Members: Tyler Barker (Chair), John Lenchak (Vice Chair), Gordon Barnes, James Hoyes, and Councillor Sandra Humfries

Member(s) Absent: None

Other Attendees: Councillor John Abel, Councillor Tom Mrakas, Chris Catania, Accessibility Advisor, and Samantha Kong, Council/Committee Secretary

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

1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

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

2. APPROVAL OF THE AGENDA

**Moved by John Lenchak
Seconded by James Hoyes**

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

- Item 2 – Correspondence from Regional Clerk, York Region
Re: York Region's Review and Update of 2015-2021 Multi-Year
Accessibility Plan

CARRIED AS AMENDED

3. RECEIPT OF THE MINUTES

Accessibility Advisory Committee Meeting Minutes of November 4, 2015

**Moved by Councillor Humfryes
Seconded by Gordon Barnes**

THAT the Accessibility Advisory Committee meeting minutes of November 4, 2015, be received for information.

CARRIED

4. DELEGATIONS

None

5. MATTERS FOR CONSIDERATION

**1. Memorandum from Accessibility Advisor
Re: 2016-2022 Accessibility Plan**

Staff provided an overview of the 2016-2022 Accessibility Plan which included capital initiatives and past accomplishments. The Committee suggested that a feedback form be created in the New Year to receive comments or suggestions from residents regarding the Town's Accessibility Plan. They further suggested that the Town's Operations Centre, Aurora Armoury, Aurora Public Library, and parks and trails be included in future Accessibility Plans, and that a definition of "disability" be included in the plan to increase the awareness of invisible disabilities.

**Moved by Gordon Barnes
Seconded by John Lenchak**

THAT the memorandum regarding the Town of Aurora 2016-2022 Accessibility Plan be received; and

THAT the Accessibility Advisory Committee recommend to Council:

THAT the 2016-2022 Accessibility Plan be adopted.

CARRIED

6. INFORMATIONAL ITEMS

**2. Correspondence from Regional Clerk, York Region
Re: York Region's Review and Update of 2015-2021 Multi-Year
Accessibility Plan**

Staff indicated that this multi-year accessibility plan complies with both the *Ontarians with Disabilities Act* (ODA), which requires municipalities with a population over 10,000 people to compile a yearly plan, and the *Accessibility for Ontarians with Disabilities Act* (AODA), which requires a multi-year plan.

**Moved by John Lenchak
Seconded by Gordon Barnes**

THAT the correspondence regarding York Region's Review and Update of 2015-2021 Multi-Year Accessibility Plan be received for information.

CARRIED

7. NEW BUSINESS

The Committee inquired about the pending list and requested that it be included on the agenda moving forward to outline short term goals and track accomplishments.

The Committee noted that residents have attended Wheelchair Dancing at the Magna Centre offered by the Town of Newmarket, and inquired if a similar program can be offered at the Town. Staff indicated that gym space is available to offer a variety of programs.

The Committee discussed the next scheduled meeting and agreed that unless there are any items requiring consideration, the January 6, 2016 meeting should be cancelled.

8. ADJOURNMENT

**Moved by Gordon Barnes
Seconded by Councillor Humfryes**

THAT the meeting be adjourned at 8:25 p.m.

CARRIED

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



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

Date: Thursday, December 10, 2015

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

Committee Members: Councillor Paul Pirri (Chair) (arrived 7:11 p.m.), Councillor John Abel (Vice Chair), Don Constable, Rosalyn Gonsalves, Marilee Harris, Paul Smith, and Bruce Walkinshaw

Member(s) Absent: None

Other Attendees: Councillor Tom Mrakas, Marco Ramunno, Director of Planning & Development Services, Anthony Ierullo, Manager of Long Range and Strategic Planning, Afshin Bazar, Manager, Building Services, and Samantha Yew, Council/Committee Secretary

The Vice Chair called the meeting to order at 7:01 p.m.

Councillor Abel relinquished the Chair to Councillor Pirri at 7:18 p.m.

1. DECLARATION OF PECUNIARY INTEREST

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

2. APPROVAL OF THE AGENDA

**Moved by Rosalyn Gonsalves
Seconded by Don Constable**

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

CARRIED

3. RECEIPT OF THE MINUTES

Economic Development Advisory Committee Meeting Minutes of November 12, 2015

Moved by Bruce Walkinshaw
Seconded by Marilee Harris

THAT the Economic Development Advisory Committee meeting minutes of November 12, 2015, be received for information.

CARRIED

4. DELEGATIONS

(a) Marco Ramunno, Director of Planning & Development Services
Re: Update on Proposed Medical Building

Mr. Ramunno advised that the property owners in the 2C Business Area committed to having the lands serviced within the next year. He mentioned that the lands are currently zoned for office and medical building uses and noted that one business owner has submitted an application for a business park.

The Committee inquired about interested parties and whether there is a plan in place to advertise the medical building area. Staff responded that there has been some interest in the area, and agreed that they will provide more information. The Committee also inquired about guidelines around building medicinal marijuana facilities and staff advised that these facilities are heavily regulated.

Moved by Marilee Harris
Seconded by Don Constable

THAT the delegation by Marco Ramunno be received for information.

CARRIED

(b) Dr. Brian Moore, Canadian Disc Institute
Re: Item 1 – Extract from Council Meeting of November 24, 2015; Re:
BBS15-013 - Request for Sign Variance to Sign By-law No. 4898-07.P
for the Canadian Disc Institute at 15000 Yonge Street

Dr. Moore gave a brief presentation, and spoke in support of the Sign Variance Request.

Moved by Rosalyn Gonsalves
Seconded by Bruce Walkinshaw

THAT the delegation by Dr. Brian Moore be received and referred to Item 1.

CARRIED

5. MATTERS FOR CONSIDERATION

- 1. Extract from Council Meeting of November 24, 2015**
Re: BBS15-013 - Request for Sign Variance to Sign By-law No. 4898-07.P
for the Canadian Disc Institute at 15000 Yonge Street

The Committee spoke in support of the Request for Sign Variance.

Moved by Don Constable
Seconded by Rosalyn Gonsalves

THAT the Economic Development Advisory Committee recommend to Council:

THAT the Request for Sign Variance to Sign By-law No. 4898-07.P for the Canadian Disc Institute at 15000 Yonge Street be approved.

CARRIED

6. INFORMATIONAL ITEMS

- 2. Memorandum from Manager of Long Range and Strategic Planning**
Re: Economic Development Action Plan Update

Staff provided an overview on the current programs listed in the Economic Development Action Plan, including key programs such as the Business Ambassadors Program, Business Visitations, Medical Uses in the 2C Planning Area, Entertainment District and Community Square.

The Committee inquired about business retention surveys, the status of the action plans and Business Ambassador Program, and the status of a hotel in Aurora. Staff advised on various aspects of these inquiries.

Moved by Councillor Abel
Seconded by Don Constable

THAT the memorandum regarding Economic Development Action Plan Update be received for information.

CARRIED

7. NEW BUSINESS

The Committee expressed interest in connecting with other municipal Economic Development Advisory Committees to gather information on their goals, projects and initiatives.

The Committee inquired as to whether the Building & Bylaw Services department will be providing the Committee with an update and address questions asked regarding the proposed Sign By-law update. The Chair indicated that he would speak with staff.

8. ADJOURNMENT

**Moved by Bruce Walkinshaw
Seconded by Don Constable**

THAT the meeting be adjourned at 8:26 p.m.

CARRIED

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



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

Date: Monday, December 14, 2015

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

Committee Members: Councillor Jeff Thom (Chair), Councillor Wendy Gaertner (Vice Chair) (arrived 7:02 p.m.), Barry Bridgford, Kathy Constable, James Hoyes, John Kazilis, Bob McRoberts (Honorary Member), and Martin Paivio

Member(s) Absent: Carol Gravelle

Other Attendees: Councillor Tom Mrakas, Marco Ramunno, Director of Planning and Development Services, Jeff Healey, Planner, and Linda Bottos, Council/Committee Secretary

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

1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

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

2. APPROVAL OF THE AGENDA

**Moved by Martin Paivio
Seconded by John Kazilis**

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

- Delegation (c) Christopher Alexander, Applicant/Owner of 101 Tyler Street; Re: Item 5 – Report No. HAC15-015 – Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest, 101 Tyler Street

- Delegation (d) David Heard, Resident; Re: Item 5 – Report No. HAC15-015 – Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest, 101 Tyler Street

CARRIED (two-thirds)

3. RECEIPT OF THE MINUTES

Heritage Advisory Committee Meeting Minutes of October 5, 2015

**Moved by Councillor Gaertner
Seconded by Kathy Constable**

THAT the Heritage Advisory Committee meeting minutes of October 5, 2015, be received for information.

CARRIED

4. DELEGATIONS

- (a) **Dr. Brian Moore, Canadian Disc Institute
Re: Item 1 – Memorandum from Planner; Re: Sign Variance Application,
15000 Yonge Street**

Dr. Moore presented background information respecting the recent renovations to the subject property and elements of the sign variance application. He noted the letters of support that he has received from the surrounding community and requested the Committee's support of the sign variance request.

**Moved by Barry Bridgeford
Seconded by Kathy Constable**

THAT the comments of the delegation be received and referred to Item 1.

CARRIED

- (b) **John Green, Aurora Historical Society
Re: Item 2 – Memorandum from Planner; Re: Demolition Application for
a Structure on a Designated Heritage Property, Demolition of an
Accessory Barn, 15342 Yonge Street, File: NE-HCD-HPA-15-04**

Mr. Green provided historical information respecting the accessory barn, originally constructed as a coach house in 1876 and the only remaining example of its kind in Aurora, and advised that the goal of the Aurora Historical Society is to restore and relocate the structure to the grounds of Hillary House at 15372 Yonge Street.

Moved by Councillor Gaertner
Seconded by John Kazilis

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

CARRIED

- (c) **Christopher Alexander, Applicant/Owner of 101 Tyler Street**
Re: Item 5 – Report No. HAC15-015 – Request to Remove a Property
from the Aurora Register of Properties of Cultural Heritage Value or
Interest, 101 Tyler Street
(Added Item)

Mr. Alexander provided background information respecting the subject property and noted that several neighbouring properties in recent years had been demolished and rebuilt in a manner that complemented the heritage of the area. He advised that the property was no longer listed for sale.

Moved by John Kazilis
Seconded by Bob McRoberts

THAT the comments of the delegation be received and referred to Item 5.

CARRIED

- (d) **David Heard, Resident**
Re: Item 5 – Report No. HAC15-015 – Request to Remove a Property
from the Aurora Register of Properties of Cultural Heritage Value or
Interest, 101 Tyler Street
(Added Item)

Mr. Heard provided historical information respecting the subject property in relation to the Hutchinson and Wilkinson families and businesses in Aurora. He proposed to work with the Committee and staff to supply a report to the Committee on the Hutchinson and Wilkinson names, and requested that the Committee defer this item until further information is available.

Moved by James Hoyes
Seconded by Kathy Constable

THAT the comments of the delegation be received and referred to Item 5.

CARRIED

5. MATTERS FOR CONSIDERATION

1. Memorandum from Planner

Re: Sign Variance Application, 15000 Yonge Street

Staff provided background information to the memorandum and original General Committee Report No. BBS15-013 of November 17, 2015, and advised that, upon discussions with the applicant and further clarification, Planning staff no longer have concerns with the size, design, quality, and location of the proposed sign, which is subject to final review by Planning staff.

The Committee expressed concerns regarding the number of signs on the property, the size of the proposed wall sign, the size of the variance, and setting a precedent. The Committee also expressed support for the parallel signage against the building, and it was suggested that this item be deferred until such time the Sign By-law Review has been completed.

Moved by Bob McRoberts
Seconded by Kathy Constable

THAT the memorandum regarding Sign Variance Application, 15000 Yonge Street be received for information.

CARRIED

2. Memorandum from Planner

Re: Demolition Application for a Structure on a Designated Heritage Property, Demolition of an Accessory Barn, 15342 Yonge Street
File: NE-HCD-HPA-15-04

Staff provided a brief summary of the Demolition Application and circulated photographs of the structure. It was noted that the Aurora Historical Society issued a Letter of Intent to dismantle and relocate the structure to 15372 Yonge Street, for which permission was granted by the current owner of the property.

The Committee inquired about the warpage issues and any concerns with the dismantling and reassembly of the structure. Staff confirmed that the Aurora Historical Society has retained an expert in the field of disassembling this type of structure and are aware of the structural concerns raised by the owner.

Moved by Bob McRoberts
Seconded by Councillor Gaertner

THAT the memorandum be received; and

THAT the Heritage Advisory Committee recommend to Council:

THAT the relocation of the accessory barn to 15372 Yonge Street (The Hillary House) for the preservation of the structure be approved prior to Zoning By-law Amendment and Site Plan Applications for 15342 Yonge Street are approved by Council.

CARRIED

3. HAC15-013 – Proposed Demolition of Existing Rear Addition to a Listed Heritage Building, 138 Centre Street

Staff provided a brief overview of the proposed demolition of the one-storey rear addition at 138 Centre Street in relation to the Zoning By-law Amendment and Site Plan Applications submitted to the Town.

The Committee inquired about the Applications and staff confirmed that the Zoning By-law Amendment and Site Plan Applications had already been submitted to Council through a recent Public Planning meeting and Council had directed that a revised parking plan be submitted for consideration. Staff noted that the proposed demolition would be subject to approval of the Applications, and that a demolition application had not yet been received from the applicant.

Moved by Bob McRoberts
Seconded by Martin Paivio

THAT Report No. HAC15-013 be received; and

THAT the Heritage Advisory Committee recommend to Council:

THAT the proposed demolition of the existing 12m² rear addition at 138 Centre Street be approved and the proposed two-storey rear addition be supported subject to the approval of the Zoning By-law Amendment and Site Plan Applications for the proposed Day Care Use; and

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

CARRIED AS AMENDED

4. HAC15-014 – Heritage Permit Application, 61 Catherine Avenue
File: NE-HCD-HPA-15-06

Staff provided background information to the Heritage Permit Application, which proposes a two-storey rear addition and changes to the existing windows.

The Committee inquired about the proposed window changes and staff provided clarification and confirmed that the changes would not detract from the building or character of the District.

Moved by Bob McRoberts
Seconded by Martin Paivio

THAT Report No. HAC15-014 be received; and

THAT the Heritage Advisory Committee recommend to Council:

THAT Heritage Permit Application NE-HCD-HPA-15-06 be approved to permit the proposed two-storey addition at rear as per submitted plans; and

THAT the re-sizing and relocation of existing windows for the dwelling as proposed be approved; **and**

THAT, should the window that is proposed to be removed not be of future use to the owner, the removed window be donated to Aurora's Architectural Salvage Program.

CARRIED AS AMENDED

5. HAC15-015 – Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest, 101 Tyler Street

Staff provided a brief overview of the Request and noted that proposed plans for a new building had not been received from the owner.

The Committee discussed the historical elements and Heritage Evaluation of the property.

Moved by Bob McRoberts
Seconded by Councillor Gaertner

THAT Report No. HAC15-015 be received; and

THAT the Heritage Advisory Committee recommend to Council:

THAT the property located at 101 Tyler Street ***remain listed on*** the Aurora Register of Properties of Cultural Heritage Value or Interest; and

THAT the property be re-evaluated by the Committee's Heritage Evaluation Working Group pending receipt of further historical background.

CARRIED AS AMENDED

6. INFORMATIONAL ITEMS

**6. Extract from Council Meeting of October 13, 2015
Re: Motion (a) Councillor Mrakas; Re: Design Review Panel**

Staff provided an overview of the Motion adopted by Council to establish an urban design review panel for the purpose of dealing with design matters and providing independent advice, prior to submitting a report to the Committee on a heritage or redesign matter. Staff advised that the Terms of Reference are being prepared for Council's consideration in early 2016 and the advisory panel would be comprised of members who are experts in their fields.

The Committee suggested that a design review panel may also be helpful in assessing the integrity of structures in relation to partial demolitions, and that the panel should also include a contractor.

**Moved by James Hoyes
Seconded by Kathy Constable**

THAT the Extract from Council Meeting of October 13, 2015, regarding Motion (a) Councillor Mrakas; Re: Design Review Panel, be received for information.

CARRIED

**7. Extract from Council Meeting of October 27, 2015
Re: Heritage Advisory Committee Meeting Minutes of October 5, 2015**

**Moved by James Hoyes
Seconded by John Kazilis**

THAT the Extract from Council Meeting of October 27, 2015, regarding the Heritage Advisory Committee meeting minutes of October 5, 2015, be received for information.

CARRIED

7. NEW BUSINESS

The Committee referred to Report No. HAC15-009 of the September 9, 2015 meeting regarding the proposed demolition of the existing second storey to a listed Heritage building at 45 Mosley Street, and expressed concerns regarding the fragility of the remaining structure, which had begun to sway and required shoring. The Committee provided further details respecting the original construction and conditions subsequent to the demolition, and expressed support for the value of obtaining the engineering input of a design review panel to assess any potential dangers in future.

Councillor Thom and Councillor Gaertner welcomed new Committee members James Hoyes and John Kazilis.

Staff noted that a Heritage Workshop was held at Town Hall on November 26, 2015, which was attended by municipal staff and Heritage Advisory Committee members from across York Region. Staff circulated some of the material that was provided at the Workshop.

Staff advised that the Town recently registered with the Ontario Heritage Trust for Doors Open 2016. Committee members were reminded to advise staff if they become aware of any new potential sites for Doors Open Aurora.

Staff advised that at least one more Committee member is needed for the Heritage Evaluation Working Group and encouraged anyone interested in joining the Working Group to contact staff.

8. ADJOURNMENT

**Moved by Kathy Constable
Seconded by Martin Paivio**

THAT the meeting be adjourned at 9:30 p.m.

CARRIED

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



**TOWN OF AURORA
COMMUNITY RECOGNITION REVIEW
ADVISORY COMMITTEE MEETING MINUTES**

Date: Tuesday, December 15, 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 Humfryes

Other Attendees: Stephen Huycke, Town Clerk, Jennifer Norton, Web Services and Corporate Events Co-ordinator, and Samantha Yew, 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 Tim Jones
Seconded by Brian North**

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

CARRIED

3. RECEIPT OF THE MINUTES

Moved by Diane Buchanan
Seconded by Steve Hinder

**Community Recognition Review Ad Hoc Committee Meeting Minutes of
November 17, 2015**

THAT the Community Recognition Review Ad Hoc Committee Meeting Minutes of
November 17, 2015, be received for information.

CARRIED

4. DELEGATIONS

None

5. MATTERS FOR CONSIDERATION

1. Community Recognition Review Advisory Committee Terms of Reference

The Town Clerk facilitated discussion on Terms of Reference for the Community
Recognition Review Advisory Committee.

Moved by Brian North
Seconded by Diane Buchanan

THAT the Community Recognition Review Advisory Committee recommend
the following Terms of Reference to Council:

1. PURPOSE

The Community Recognition Review Advisory Committee is formed to
support Town staff in various aspects of the Community Recognition
Event and report to Council on any outcomes and/or changes as
required.

2. MEMBERSHIP

The Committee shall be comprised of seven (7) members, as follows:

- Two (2) members of Council; and
- Five (5) citizen members selected by Council.

In making its citizen appointments, Council will give preference to
applicants who have experience in the volunteer sector and/or
Community Recognition Awards.

3. TERM

The remainder of the 2014-2018 Term of Council.

4. REMUNERATION

None

5. DUTIES AND FUNCTIONS

- Support Town staff in the delivery of the Community Recognition Awards by supporting community participation through the nomination process and sponsorship opportunities;
- Report to Council on opportunities to continuously improve the Community Recognition Awards.

6. REPORTING

The Committee shall report directly to Council through the Staff Liaison appointed by the Chief Administrative Officer.

7. MEETING TIMES AND LOCATIONS

The Committee will meet on an as required basis to address various aspects of the Community Recognition Awards, at the call of the Chair.

8. STAFF SUPPORT

The Chief Administrative Officer will appoint one or more appropriate staff liaisons to provide technical support to the Committee.

The Legal and Legislative Services department will provide administrative support services to the Committee.

CARRIED

**2. Round Table Discussion
Re: Sponsorship**

The Committee discussed various aspects of sponsorship for the Community Recognition Awards, including:

- Sponsorship opportunities and ideas for the event;
- The nomination process and advertising ideas in order to attract more nominations;

- Potential signage for the event; and
- Potential sponsors providing materials for the Swag Bag.

The Committee also discussed the proposed branding of the Community Recognition Awards, and agreed that the changes to the sponsorship levels as discussed previously are appropriate.

6. INFORMATIONAL ITEMS

- 3. Extract from Council Meeting of December 8, 2015
Re: Community Recognition Review Ad Hoc Committee Meeting
Minutes of November 17, 2015**

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

THAT the Extract from Council Meeting of December 8, 2015, regarding the Community Recognition Review Ad Hoc Committee meeting minutes of November 17, 2015, be received for information.

7. NEW BUSINESS

None

8. ADJOURNMENT

**Moved by Tim Jones
Seconded by Diane Buchanan**

THAT the meeting be adjourned at 4:08 p.m.

CARRIED

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



| | |
|-------------------------|----------------------------|
| NOTICE OF MOTION | Mayor Geoffrey Dawe |
|-------------------------|----------------------------|

Date: January 19, 2016
To: Members of Council
From: Mayor Dawe
Re: Town of Aurora Official Plan Review (2016)

WHEREAS Planning & Development Services will be preparing a work plan for the Official Plan Review in 2016; and

WHEREAS the Town's current population forecast identified in its Official Plan (2010) to the year 2031 is 70,200 persons; and

WHEREAS the Region of York's preferred growth scenario as part of the Region's Municipal Comprehensive Review to conform with Amendment 2 to the *Provincial Growth Plan* identifies a population forecast for the Town of Aurora of 79,000 persons to the year 2041; and

WHEREAS the *Planning Act* requires that official plans be reviewed at least every five years to ensure they conform with provincial plans, have regard to matters of provincial interest and are consistent with provincial policy statements; and

WHEREAS the Official Plan update provides the opportunity to assess how the Town will accommodate forecasted population and employment growth beyond the year 2031; and

WHEREAS appropriate infill development and other forms of intensification are objectives of the provincial plans, the York Region Official Plan, and the Town's current Official Plan;

NOW THEREFORE BE IT HEREBY RESOLVED that Planning staff be directed to review the existing policy framework of the Official Plan with respect to the Town's ability to accommodate the projected new residential growth to the year 2041 within the Town's urban boundary as part of the Official Plan review.



NOTICE OF MOTION

Councillor Tom Mrakas
Councillor Michael Thompson

Date: January 19, 2016

To: Mayor and Members of Council

From: Councillor Mrakas and Councillor Thompson

Re: Municipal Summit - Golf Course Redevelopment

WHEREAS municipal Official Plans contain solid planning principles, adhere to relevant Provincial Policy Statements and are approved ultimately by the Province; and

WHEREAS municipalities face continuing challenges to their Official Plans through recent applications to redevelop former Golf Courses acquired by residential land developers in the GTA for the purpose of converting “private open space” stable neighbourhoods to “residential” land uses;

WHEREAS multiple municipalities repeatedly fighting the same planning battle(s) is an inefficient and ineffective use of tax-payer money; and

WHEREAS a Summit is a meeting of representatives of government which affords the opportunity to advocate for meaningful reform on a wide range of important issues facing municipalities; and

WHEREAS a Summit provides the opportunity to bring together all municipalities to work collaboratively to find solutions to the increasing pressures of loss of green space within our stable neighbourhoods due to redevelopment applications of golf courses;

NOW THEREFORE BE IT HEREBY RESOLVED THAT the Town of Aurora host a Municipal Summit to identify issues and define common principles as it speaks to appropriate redevelopment of former Golf Courses situated within stable neighbourhoods; and

BE IT FURTHER RESOLVED THAT staff extend an invitation to all Elected Officials from municipalities in the Golden Horseshoe region of Ontario and to the Board of Directors of AMO; and

BE IT FURTHER RESOLVED THAT staff report back no later than the last Council meeting in February 2016 to define possible venues, dates, and interest to attend a Municipal Summit on Golf Course redevelopment; and

January 19, 2016

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Notice of Motion
Municipal Summit –
Golf Course Redevelopment

BE IT FURTHER RESOLVED THAT a copy of this Motion be sent to the Honourable Kathleen Wynne, Premier of Ontario, the Honourable Ted McMeekin, Minister of Municipal Affairs and Housing, the Honourable Patrick Brown, Leader of the Progressive Conservative Party, the Honourable Andrea Horwath, Leader of the New Democratic Party, Chris Ballard, MPP Aurora-Newmarket and all other MPPs in the Province of Ontario, and York Regional Chairman Wayne Emmerson.



NOTICE OF MOTION

Councillor John Abel

Date: January 19, 2016
To: Mayor and Members of Council
From: Councillor Abel
Re: Winter Overnight Parking Restrictions

WHEREAS By-law Number 4574-04.T is a by-law to regulate parking and traffic in the Town of Aurora; and

WHEREAS this By-law stipulates that on-street parking is not permitted from November 15 to April 15 during the period between 2:00 a.m. and 6:00 a.m.; and

WHEREAS the winter period parking restriction may cause hardship to those residents who depend on on-street parking; and

WHEREAS the winter period parking restrictions are only useful when there is a snow event requiring road plowing; and

WHEREAS all other times when snow removal operations are not required, on-street parking could be permitted;

NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to pilot a program allowing overnight parking through the winter months for the 2015/2016 winter season with a provision to impose overnight parking restrictions on an as needed basis in response to snow events; and

BE IT FURTHER RESOLVED THAT staff report back to Council in the spring of 2016 on the results of the pilot program.