



**Accessibility
Advisory Committee
Meeting Agenda**

**Wednesday, May 10, 2017
4 p.m.**

**Holland Room
Aurora Town Hall**

Public Release
May 8, 2017



Town of Aurora
Accessibility Advisory Committee
Meeting Agenda

Date: Wednesday, May 10, 2017

Time and Location: 4 p.m., Holland Room, Aurora Town Hall

1. Approval of the Agenda

Recommended:

That the agenda as circulated by Legislative Services be approved.

2. Declarations of Pecuniary Interest and General Nature Thereof

3. Receipt of the Minutes

Accessibility Advisory Committee Meeting Minutes of April 5, 2017

Recommended:

That the Accessibility Advisory Committee meeting minutes of April 5, 2017, be received for information.

4. Delegations

5. Matters for Consideration

1. Memorandum from Senior Policy Planner

Re: Site Plan Application

MBH Aurora Lodging GP Limited

Northeast Corner of Goulding Avenue and Eric T. Smith Way

Part of Lot 1, Registered Plan 65M-4324

Part 1, Plan 65R-35666

File Number: SP-2017-04

(Full-size drawings will be available at the meeting.)

Recommended:

1. That the memorandum regarding Site Plan Application, MBH Aurora Lodging GP Limited, Northeast Corner of Goulding Avenue and Eric T. Smith Way, Part of Lot 1, Registered Plan 65M-4324, Part 1, Plan 65R-35666, File Number: SP-2017-04, be received; and
2. That the Accessibility Advisory Committee provide comment regarding the Site Plan Application.

2. Round Table Discussion

Re: National Accessibility Awareness Week 2017

Recommended:

1. That the comments of the Round Table Discussion regarding National Accessibility Awareness Week 2017 be referred to staff for consideration and action as appropriate.

3. Extract from Council Meeting of April 25, 2017

Re: General Committee Report No. CS17-011 – 2018 Municipal Election – Adoption of Voting Method, and Council Report No. CS17-015 – Alternative Methods of Voting – Next Steps

Recommended:

1. That Extract from Council Meeting of April 25, 2017 regarding General Committee Report No. CS17-011 – 2018 Municipal Election – Adoption of

Voting Method, and Council Report No. CS17-015 – Alternative Methods of Voting – Next Steps and reports be received; and

2. That the Accessibility Advisory Committee provide comment.

6. Informational Items

4. **Extract from Council Meeting of March 28, 2017**
Re: Accessibility Advisory Committee Meeting Minutes of February 1, 2017

Recommended:

1. That the Extract from Council Meeting of March 28, 2017, regarding the Accessibility Advisory Committee meeting minutes of February 1, 2017, be received for information.

7. New Business

8. Adjournment



**Town of Aurora
Accessibility Advisory Committee
Meeting Minutes**

Date: Wednesday, April 5, 2017

Time and Location: 4 p.m., Leksand Room, Aurora Town Hall

Committee Members: Tyler Barker (Chair), Gordon Barnes, James Hoyes, Jo-anne Spitzer, and Councillor Sandra Humfryes (arrived 4:47 p.m.)

Member(s) Absent: John Lenchak (Vice Chair)

Other Attendees: Chris Catania, Accessibility Advisor, and Nicole Trudeau, Council/Committee Secretary

The Chair called the meeting to order at 4:05 p.m.

1. Approval of the Agenda

**Moved by Jo-anne Spitzer
Seconded by Gordon Barnes**

That the agenda as circulated by Legislative Services be approved.

Carried

2. Declarations of Pecuniary Interest and General Nature Thereof

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

3. Receipt of the Minutes

Accessibility Advisory Committee Meeting Minutes
Wednesday, April 5, 2017

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Accessibility Advisory Committee Meeting Minutes of March 1, 2017

**Moved by James Hoyes
Seconded by Gordon Barnes**

That the Accessibility Advisory Committee meeting minutes of March 1, 2017, be received for information.

Carried

4. Delegations

**(a) Laurie Mueller, Sport Aurora
Re: Sport Plan – Support for Persons with a Disability**

Ms. Mueller presented an overview of the Sport Plan, highlighting the vision, goals and key recommendations of the Sport Plan, along with the barriers and needs to sport and physical activity participation.

The Committee endorsed the Sport Plan and expressed support and commitment in continuing the discussion and dialogue with Sport Aurora.

**Moved by Gordon Barnes
Seconded by James Hoyes**

That the comments of the delegation be received for information.

Carried

5. Matters for Consideration

**1. Memorandum from Senior Policy Planner
Re: Site Plan Application, RCG Aurora North GP Inc., 800 St. John's
Sideroad, WHITCHURCH CON 2 PT LOT 26 RP 65R32530 PART 1
Related File Numbers: ZBA-2012-09, By-law No. 5890-16, File
Number: SP-2017-01**

Staff provided an overview of the site plan application, and the Committee reviewed the site plan and drawings and discussed accessibility standards to be considered as part of the site plan application.

Accessibility Advisory Committee Meeting Minutes
Wednesday, April 5, 2017

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**Moved by Gordon Barnes
Seconded by Jo-anne Spitzer**

1. That the memorandum regarding Site Plan Application, RCG Aurora North GP Inc., 800 St. John's Sideroad, WHITCHURCH CON 2 PT LOT 26 RP 65R32530 PART 1, Related File Numbers: ZBA-2012-09, By-law No. 5890-16, File Number: SP-2017-01, be received; and
2. That the following Accessibility Advisory Committee comments regarding the Site Plan Application be considered by staff:
 - (a) Request for the applicant to confirm the location and total number of parking spaces, including accessible parking spots, through a second submission of the application, to be circulated for further comment.

Carried

2. Memorandum from Planner

Re: Site Plan Application (Submission 3), P.A.R.C.E.L. Inc., S/W Corner of Yonge Street and Elderberry Trail, Pt of Lot 72, Concession 1, File Number: SP-2014-07, Related Files: OPA-2008-04, ZBA-2008-14

Staff provided an overview of the site plan application, and the Committee reviewed the site plan and drawings and discussed accessibility standards to be considered as part of the site plan application.

**Moved by Councillor Humfryes
Seconded by Jo-anne Spitzer**

1. That the memorandum regarding Site Plan Application (Submission 3), P.A.R.C.E.L. Inc., S/W Corner of Yonge Street and Elderberry Trail, Pt of Lot 72, Concession 1, File No. SP-2014-07, Related Files: OPA-2008-03, ZBA-2008-14, be received; and
2. That the following Accessibility Advisory Committee comments regarding the Site Plan Application (Submission 3) be considered by staff:
 - (a) Request for accessible parking spots, curb cuts and entrance ramps on all levels of underground parking (P1 and P2); and

- (b) Request barrier-free path of travel for common access areas related to the ground floor plan including accessible turning spaces, and minimum doorway and corridor widths; and
- (c) Request power door operators to be provided at the entrance door and throughout the common access areas, including all levels of underground parking (P1 and P2).

Carried

6. Informational Items

3. Memorandum from Accessibility Advisor Re: 2017 Community Recognition Awards

Staff provided an overview of the memorandum and encouraged Committee members to participate and nominate an individual, group or business for an award, including the Inclusivity Award, as winners will be recognized at the 2017 Community Recognition Awards on Monday, May 29, 2017.

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

- 1. That the memorandum regarding 2017 Community Recognition Awards be received for information

Carried

7. New Business

Staff agreed to investigate developing and sharing information on best practices or options meant to assist the planning, design and development process to ensure new developments are accessible and meet or exceed the requirements under the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11, as amended, and the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended.

Accessibility Advisory Committee Meeting Minutes
Wednesday, April 5, 2017

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8. Adjournment

Moved by James Hoyes

Seconded by Councillor Humfryes

That the meeting be adjourned at 5:50 p.m.

Carried

Committee recommendations are not binding on the Town unless adopted by Council at a later meeting.



100 John West Way
Box 1000
Aurora, ON L4G 6J1
Phone: 905-727-3123 Ext. 4342
Email: ffilipetto@aurora.ca
www.aurora.ca

Planning and Building Services

INTERNAL MEMORANDUM

DATE: April 7, 2017

TO: B. Butler, Planning and Building Services
A. Bazar, Planning and Building Services
A. Ierullo, Planning and Building Services
G. Greidanus, Parks, Recreation and Cultural Services
P. De Sario, Corporate Services
J. McDonald, Central York Fire Services
C. Catania, Accessibility Advisory Committee

CC: Mayor Dawe
M. Ramunno, Director of Planning and Building Services
A. Mihail, Infrastructure and Environmental Services
Council Secretariat, Corporate Services

FROM: Fausto Filipetto, Planning and Building Services

Re: **Site Plan Application**
MBH Aurora Lodging GP Limited
Northeast Corner of Goulding Avenue and Eric T. Smith Way
Part of Lot 1, Registered Plan 65M-4324
Part 1, Plan 65R-35666
File Number: SP-2017-04

Attached please find the first submission of the above noted site plan application for your review. The Applicant is proposing a four-storey, 108 room hotel at the northeast corner of Goulding Avenue and Eric T. Smith Way. Please review this proposal and provide us with your comments and/or any recommended revisions that you may require by **Monday, May 1, 2017**.

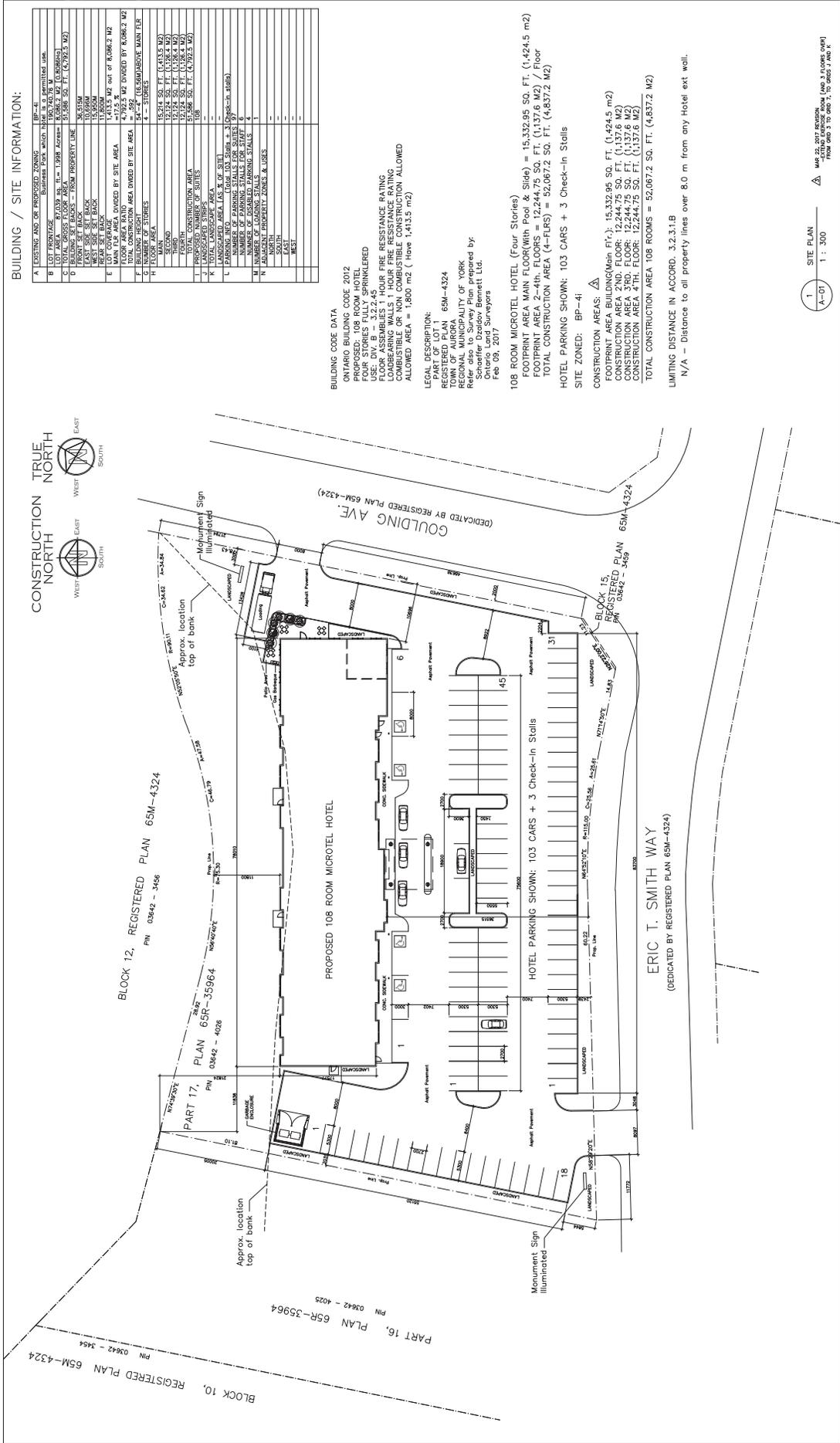
Should you have any questions regarding the above, please feel free to contact me.

Yours truly,

A handwritten signature in black ink, appearing to read "Fausto", written in a cursive style.

Fausto Filipetto, B.A.A., M.C.I.P., R.P.P.
Senior Policy Planner
Planning and Building Services

Attach.



BUILDING / SITE INFORMATION:

A	EXISTING AND OR PROPOSED ZONING	BP-41
B	LOT FRONTAGE	106.742/7.9
C	TOTAL GROSS FLOOR AREA	15,332.95 SQ. FT. (1,424.5 M ²)
D	NET GROSS FLOOR AREA	12,244.75 SQ. FT. (1,137.6 M ²)
E	NET GROSS FLOOR AREA - FROM PROPERTY LINE	12,244.75 SQ. FT. (1,137.6 M ²)
F	LAST SET BACK	36.515M
G	REAR SET BACK	10.900M
H	REAR SET BACK	11.900M
I	MAIN FLOOR AREA DIVIDED BY SITE AREA	4,762.2 M ² DIVIDED BY 4,086.2 M ²
J	FLOOR AREA DIVIDED BY SITE AREA	17.2.5 M
K	FLOOR AREA STORES	54.224 (16.8M ² BARRIÈRE MAIN FLOOR)
L	MAJOR	15,332.95 SQ. FT. (1,424.5 M ²)
M	THIRD	15,332.95 SQ. FT. (1,424.5 M ²)
N	TOTAL CONSTRUCTION AREA	15,332.95 SQ. FT. (1,424.5 M ²)
O	PROPOSED NUMBER OF SUITES	108
P	TOTAL LANDSCAPE AREA	108
Q	LANDSCAPE AREA (LOCAL 103 BARB. + 3 CHECK-IN STALLS)	108
R	NUMBER OF PARKING SPACES FOR SUITES	103
S	NUMBER OF DISABLED PARKING SPACES	3
T	NUMBER OF CHECK-IN STALLS	3
U	NUMBER OF CHECK-IN STALLS	3
V	NUMBER OF CHECK-IN STALLS	3
W	NUMBER OF CHECK-IN STALLS	3
X	NUMBER OF CHECK-IN STALLS	3
Y	NUMBER OF CHECK-IN STALLS	3
Z	NUMBER OF CHECK-IN STALLS	3
AA	NUMBER OF CHECK-IN STALLS	3
AB	NUMBER OF CHECK-IN STALLS	3
AC	NUMBER OF CHECK-IN STALLS	3
AD	NUMBER OF CHECK-IN STALLS	3
AE	NUMBER OF CHECK-IN STALLS	3
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BN	NUMBER OF CHECK-IN STALLS	3
BO	NUMBER OF CHECK-IN STALLS	3
BP	NUMBER OF CHECK-IN STALLS	3
BQ	NUMBER OF CHECK-IN STALLS	3
BR	NUMBER OF CHECK-IN STALLS	3
BS	NUMBER OF CHECK-IN STALLS	3
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BV	NUMBER OF CHECK-IN STALLS	3
BW	NUMBER OF CHECK-IN STALLS	3
BX	NUMBER OF CHECK-IN STALLS	3
BY	NUMBER OF CHECK-IN STALLS	3
BZ	NUMBER OF CHECK-IN STALLS	3
CA	NUMBER OF CHECK-IN STALLS	3
CB	NUMBER OF CHECK-IN STALLS	3
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CD	NUMBER OF CHECK-IN STALLS	3
CE	NUMBER OF CHECK-IN STALLS	3
CF	NUMBER OF CHECK-IN STALLS	3
CG	NUMBER OF CHECK-IN STALLS	3
CH	NUMBER OF CHECK-IN STALLS	3
CI	NUMBER OF CHECK-IN STALLS	3
CJ	NUMBER OF CHECK-IN STALLS	3
CK	NUMBER OF CHECK-IN STALLS	3
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CM	NUMBER OF CHECK-IN STALLS	3
CN	NUMBER OF CHECK-IN STALLS	3
CO	NUMBER OF CHECK-IN STALLS	3
CP	NUMBER OF CHECK-IN STALLS	3
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CU	NUMBER OF CHECK-IN STALLS	3
CV	NUMBER OF CHECK-IN STALLS	3

BUILDING CODE DATA
 ONTARIO BUILDING CODE 2012
 PROPOSED 108 ROOM HOTEL
 USE: DIV. B = 3.2.2.45
 FLOOR ASSEMBLY 1 HOUR FIRE RESISTANCE RATING
 COMBUSTIBLE OR NON-COMBUSTIBLE CONSTRUCTION ALLOWED
 ALLOWED AREA = 1,800 m² (Have 1,413.5 m²)

LEGAL DESCRIPTION:
 PART OF LOT 1
 REGISTERED PLAN 65M-4324
 REGIONAL MUNICIPALITY OF YORK
 Refer also to Survey Plan prepared by:
 Schaeffer David Bennett Ltd.
 108, 110, 112, 114, 116, 118, 120, 122, 124, 126, 128, 130, 132, 134, 136, 138, 140, 142, 144, 146, 148, 150, 152, 154, 156, 158, 160, 162, 164, 166, 168, 170, 172, 174, 176, 178, 180, 182, 184, 186, 188, 190, 192, 194, 196, 198, 200, 202, 204, 206, 208, 210, 212, 214, 216, 218, 220, 222, 224, 226, 228, 230, 232, 234, 236, 238, 240, 242, 244, 246, 248, 250, 252, 254, 256, 258, 260, 262, 264, 266, 268, 270, 272, 274, 276, 278, 280, 282, 284, 286, 288, 290, 292, 294, 296, 298, 300, 302, 304, 306, 308, 310, 312, 314, 316, 318, 320, 322, 324, 326, 328, 330, 332, 334, 336, 338, 340, 342, 344, 346, 348, 350, 352, 354, 356, 358, 360, 362, 364, 366, 368, 370, 372, 374, 376, 378, 380, 382, 384, 386, 388, 390, 392, 394, 396, 398, 400, 402, 404, 406, 408, 410, 412, 414, 416, 418, 420, 422, 424, 426, 428, 430, 432, 434, 436, 438, 440, 442, 444, 446, 448, 450, 452, 454, 456, 458, 460, 462, 464, 466, 468, 470, 472, 474, 476, 478, 480, 482, 484, 486, 488, 490, 492, 494, 496, 498, 500, 502, 504, 506, 508, 510, 512, 514, 516, 518, 520, 522, 524, 526, 528, 530, 532, 534, 536, 538, 540, 542, 544, 546, 548, 550, 552, 554, 556, 558, 560, 562, 564, 566, 568, 570, 572, 574, 576, 578, 580, 582, 584, 586, 588, 590, 592, 594, 596, 598, 600, 602, 604, 606, 608, 610, 612, 614, 616, 618, 620, 622, 624, 626, 628, 630, 632, 634, 636, 638, 640, 642, 644, 646, 648, 650, 652, 654, 656, 658, 660, 662, 664, 666, 668, 670, 672, 674, 676, 678, 680, 682, 684, 686, 688, 690, 692, 694, 696, 698, 700, 702, 704, 706, 708, 710, 712, 714, 716, 718, 720, 722, 724, 726, 728, 730, 732, 734, 736, 738, 740, 742, 744, 746, 748, 750, 752, 754, 756, 758, 760, 762, 764, 766, 768, 770, 772, 774, 776, 778, 780, 782, 784, 786, 788, 790, 792, 794, 796, 798, 800, 802, 804, 806, 808, 810, 812, 814, 816, 818, 820, 822, 824, 826, 828, 830, 832, 834, 836, 838, 840, 842, 844, 846, 848, 850, 852, 854, 856, 858, 860, 862, 864, 866, 868, 870, 872, 874, 876, 878, 880, 882, 884, 886, 888, 890, 892, 894, 896, 898, 900, 902, 904, 906, 908, 910, 912, 914, 916, 918, 920, 922, 924, 926, 928, 930, 932, 934, 936, 938, 940, 942, 944, 946, 948, 950, 952, 954, 956, 958, 960, 962, 964, 966, 968, 970, 972, 974, 976, 978, 980, 982, 984, 986, 988, 990, 992, 994, 996, 998, 1000

108 ROOM MICROTEL HOTEL (Four Stories)
 FOOTPRINT AREA 2-4th FLOORS = 12,244.75 SQ. FT. (1,137.6 M²) / Floor
 TOTAL CONSTRUCTION AREA (4-FLOORS) = 52,067.2 SQ. FT. (4,837.2 M²)

HOTEL PARKING SHOWN: 103 CARS + 3 Check-In Stalls

SITE ZONED: BP-41

CONSTRUCTION AREAS:
 FOOTPRINT AREA BUILDING (Main Floor): 15,332.95 SQ. FT. (1,424.5 m²)
 CONSTRUCTION AREA 2ND FLOOR: 12,244.75 SQ. FT. (1,137.6 M²)
 CONSTRUCTION AREA 3RD FLOOR: 12,244.75 SQ. FT. (1,137.6 M²)
 CONSTRUCTION AREA 4TH FLOOR: 12,244.75 SQ. FT. (1,137.6 M²)
 TOTAL CONSTRUCTION AREA 108 ROOMS = 52,067.2 SQ. FT. (4,837.2 M²)

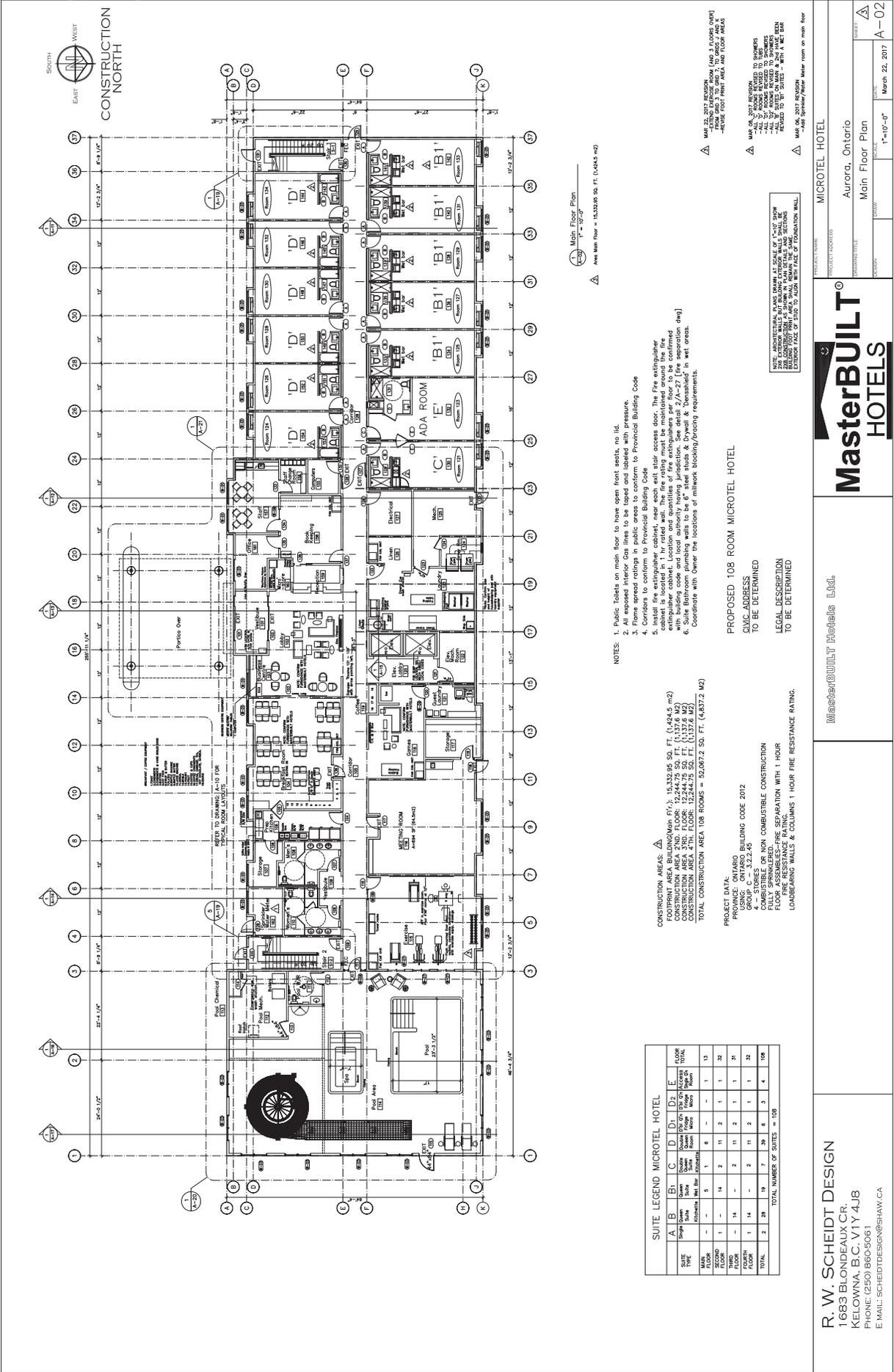
LIMITING DISTANCE IN ACCORD, 3.2.3.1.B
 N/A - Distance to all property lines over 8.0 m from any Hotel ext wall.

1 SITE PLAN
 (A-01) 1 : 300

DATE: MAR 22, 2017 REVISION: PLAN 3, 15000 (100)
 FROM PLAN 2 TO 200, 1 TO 2000, 1 AND 100

PROJECT NAME: MICROTEL HOTEL
 PROJECT ADDRESS: AURORA, ONTARIO
 DRAWING TITLE: SITE PLAN
 DESIGN: 1:300
 DATE: March 22, 2017
 A-01

R. W. SCHEIDT DESIGN
 1683 BLONDEAUX CR.
 KELOWNA, B.C. V1Y 4J8
 PHONE: (250) 860-5061
 E-MAIL: SCHEIDTDESIGN@SHAW.CA



NOTES:

- Public Toilets on main floor to have open front seats, no lid.
- All exposed interior Gas lines to be tagged and labeled with pressure.
- Remove spread ratings in public areas to conform to Provincial Building Code.
- Coordinate with other trades.
- Install fire extinguisher cabinet, near each exit, stair access door. The Fire extinguisher cabinet is located in 1 hr rated wall. The fire rating must be maintained around the fire extinguisher cabinet.
- Suite Bathroom plumbing walls to be 6" steel studs & Drywall & "Densshield" in wet areas. Coordinate with Owner over the locations of minisox blocking/broaching requirements.

CONSTRUCTION AREAS

- CONSTRUCTION AREA 108 ROOMS = 18,319.56 SQ. FT. (4,504.5 M²)
- CONSTRUCTION AREA 2ND FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 3RD FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 4TH FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 5TH FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 6TH FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 7TH FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 8TH FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 9TH FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 10TH FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 11TH FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 12TH FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 13TH FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 14TH FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 15TH FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 16TH FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 17TH FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 18TH FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 19TH FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 20TH FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 21ST FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 22ND FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 23RD FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 24TH FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 25TH FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 26TH FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 27TH FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)
- CONSTRUCTION AREA 28TH FLOOR = 12,244.75 SQ. FT. (1,137.6 M²)

PROJECT DATA:

PROVINCE: ONTARIO
 USINP: 4
 BUILDING CODE 2012
 4 - STORES FOR NON-COMBUSTIBLE CONSTRUCTION
 FULLY SPRINKLERED
 FLOOR ASSEMBLY-FIRE SEPARATION WITH 1 HOUR
 LOADBEARING WALLS & COLUMNS 1 HOUR FIRE RESISTANCE RATING.

SUITE LEGEND MICROTEL HOTEL

FLOOR	A	B	C	D	E	D	E	TOTAL
TYPE	Single Suite	Double Suite	Triple Suite	Quad Suite	Five Suite	Six Suite	Seven Suite	
MAIN FLOOR	-	5	1	6	-	-	-	13
FLOOR 1	-	14	2	11	2	1	1	32
FLOOR 2	-	14	2	11	2	1	1	32
FLOOR 3	-	14	2	11	2	1	1	32
FLOOR 4	-	14	2	11	2	1	1	32
FLOOR 5	-	14	2	11	2	1	1	32
FLOOR 6	-	14	2	11	2	1	1	32
FLOOR 7	-	14	2	11	2	1	1	32
FLOOR 8	-	14	2	11	2	1	1	32
FLOOR 9	-	14	2	11	2	1	1	32
FLOOR 10	-	14	2	11	2	1	1	32
FLOOR 11	-	14	2	11	2	1	1	32
FLOOR 12	-	14	2	11	2	1	1	32
FLOOR 13	-	14	2	11	2	1	1	32
FLOOR 14	-	14	2	11	2	1	1	32
FLOOR 15	-	14	2	11	2	1	1	32
FLOOR 16	-	14	2	11	2	1	1	32
FLOOR 17	-	14	2	11	2	1	1	32
FLOOR 18	-	14	2	11	2	1	1	32
FLOOR 19	-	14	2	11	2	1	1	32
FLOOR 20	-	14	2	11	2	1	1	32
FLOOR 21	-	14	2	11	2	1	1	32
FLOOR 22	-	14	2	11	2	1	1	32
FLOOR 23	-	14	2	11	2	1	1	32
FLOOR 24	-	14	2	11	2	1	1	32
FLOOR 25	-	14	2	11	2	1	1	32
FLOOR 26	-	14	2	11	2	1	1	32
FLOOR 27	-	14	2	11	2	1	1	32
FLOOR 28	-	14	2	11	2	1	1	32
TOTAL	2	20	14	77	20	8	3	108

TOTAL NUMBER OF SUITES = 108

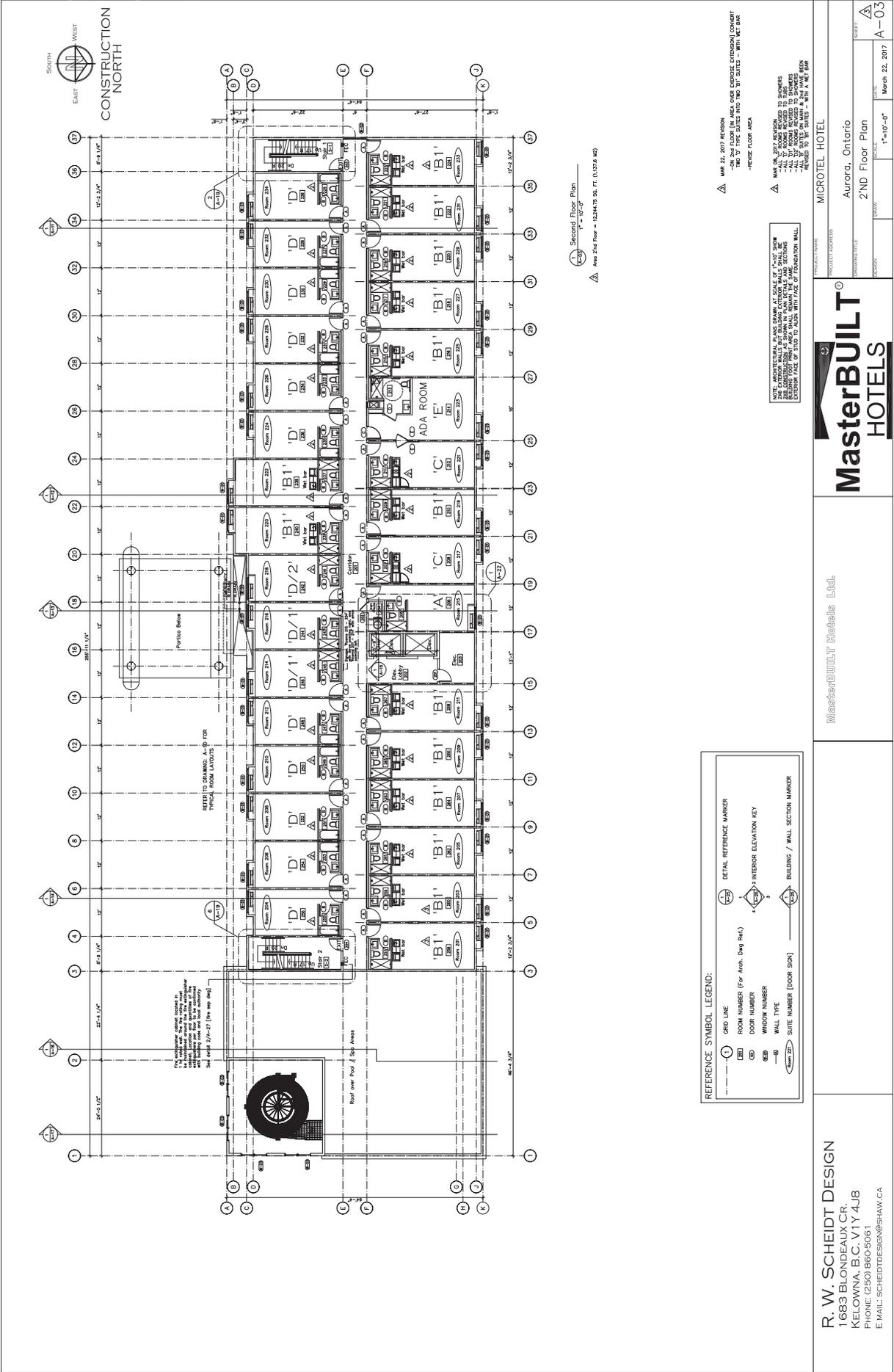
PROPOSED 108 ROOM MICROTEL HOTEL
 QMC ADDRESS TO BE DETERMINED
 LEGAL DESCRIPTION TO BE DETERMINED

MasterBUILT Hotels Ltd.

R. W. SCHEIDT DESIGN
 1683 BLONDEAUX CR.
 KELOWNA, B.C. V1Y 4J8
 PHONE: (250) 860-5061
 E-MAIL: SCHEIDTDESIGN@SHAW.CA

MICROTEL HOTEL
 PROJECT ADDRESS: Aurora, Ontario
 PROJECT TITLE: Main Floor Plan
 DATE: March 22, 2017
 SCALE: 1"=10'-0"





REFERENCE SYMBOL LEGEND:

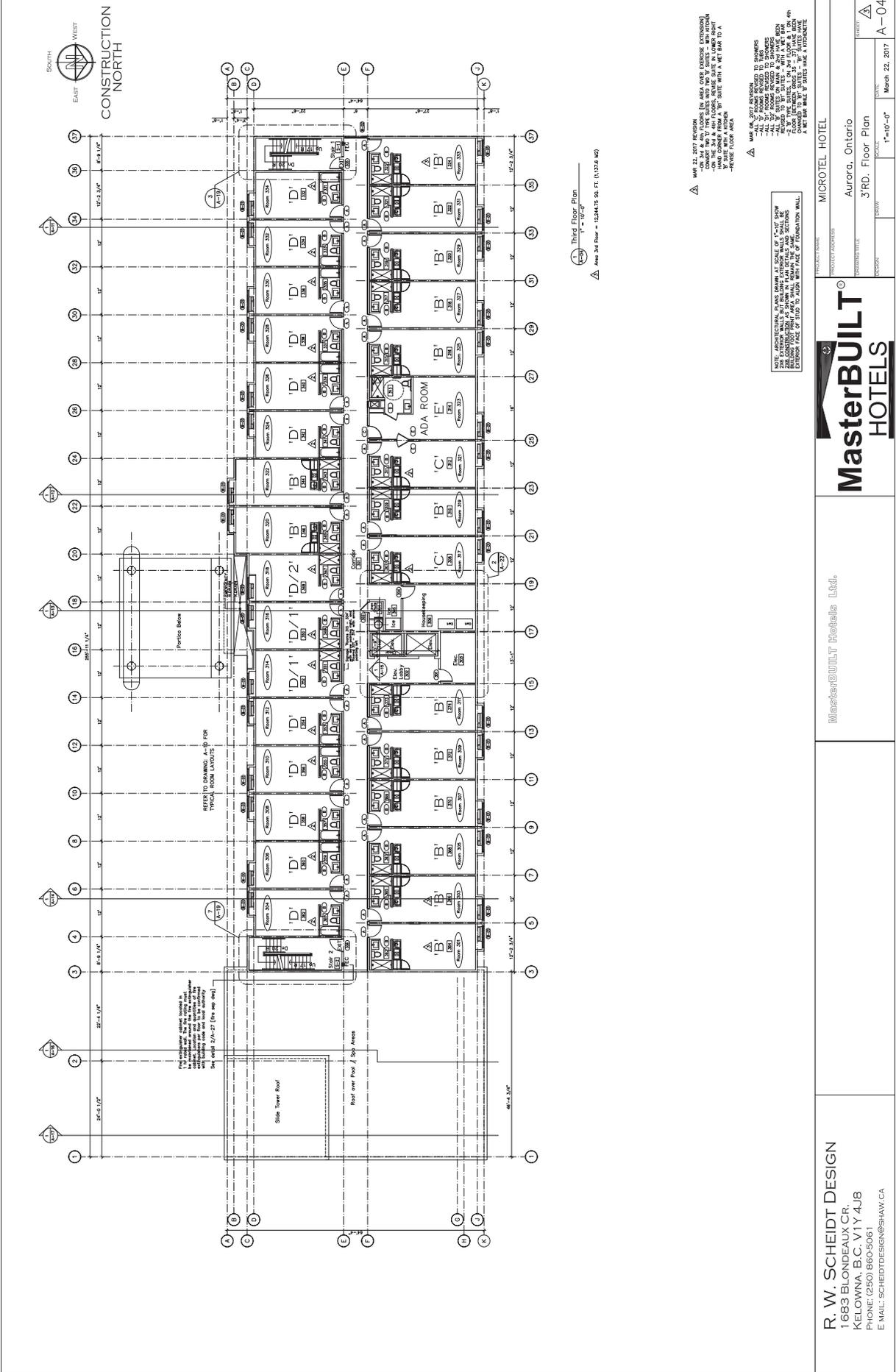
	GRID LINE		DETAIL REFERENCE MARKER
	ROOM NUMBER (For Arch. Draw Ref.)		INTERIOR ELEVATION KEY
	DOOR NUMBER		BUILDING / WALL SECTION MARKER
	WINDOW NUMBER		
	WALL TYPE		
	SUITE NUMBER [DOOR SIGN]		

**MasterBUILT
HOTELS**

MasterBUILT Hotels Ltd.

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MICROTEL HOTEL
 PROJECT ADDRESS:
 Aurora, Ontario
 DISCIPLINE:
 2ND Floor Plan
 DRAWN:
 SCALE:
 DATE:
 March 22, 2017
 SHEET:
 A-03



MasterBUILT HOTELS

PROJECT NAME: MICROTEL HOTEL
 PROJECT ADDRESS: Aurora, Ontario
 SUBMITTAL TITLE: 3RD RD. Floor Plan
 DATE: March 22, 2017
 SCALE: 1"=10'-0"

R. W. SCHEIDT DESIGN
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**Extract from
Council Meeting of
Tuesday, April 25, 2017**

6. Consideration of Items Requiring Discussion (Regular Agenda)

**R8. General Committee Meeting Report of April 18, 2017
(R3) CS17-011 – 2018 Municipal Election – Adoption of Voting Method**

Council consented to consider Item R8(R3) together with and under Item R6.

R6. CS17-015 – Alternative Methods of Voting – Next Steps

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

1. That Report No. CS17-015 and Report No. CS17-011 be received; and
2. That in accordance with Section 42 (a) and (b) of the *Municipal Elections Act, 1996*, a by-law be brought forward to the April 25, 2017 Council meeting authorizing the use of alternative voting equipment and an alternative voting method in the 2018 Municipal Election; and
3. That staff be directed to bring forward further information regarding alternative methods of voting for the 2018 Municipal Election.

Carried



Town of Aurora
General Committee Report

No. CS17-011

Subject: 2018 Municipal Election – Adoption of Voting Method

Prepared by: Samantha Yew, Deputy Clerk

Department: Corporate Services

Date: April 18, 2017

Recommendations

- 1. That Report No. CS17-011 be received; and**
- 2. That an internet only voting model for the 2018 Municipal Election be approved; and**
- 3. That in accordance with Section 42 (a) and (b) of the *Municipal Elections Act, 1996*, a by-law be brought forward to the April 25, 2017 Council meeting authorizing the use of alternative voting equipment and an alternative voting method in the 2018 Municipal Election.**

Executive Summary

The purpose of this report is to provide information regarding voting method options for the 2018 municipal election. This report will discuss the potential adoption of a tabulator only voting model (status quo), an internet only voting model, and a hybrid voting model. Staff recommends the adoption of an internet only voting model as it would allow for many enhancements to the voting process, including:

- Modernization of the voting process
- Enhanced convenience and accessibility for voters
- Fewer staffing requirements
- Fast, accurate election results on Voting Day
- Fewer lines at voting locations
- Fewer resources required, such as paper ballots and other supplies

Background

The 2018 municipal election will be held on Monday, October 22, 2018. In accordance with the *Municipal Elections Act, 1996*, S.O. (“MEA”), a by-law must be passed by municipalities on or before May 1 of the year before the year of the election if the municipality is to provide electors the option of alternative voting methods that do not require attendance at a voting place in order to cast a vote. Additionally, the same deadline applies to a by-law that must also be passed to authorize the use of voting and vote-counting equipment. The last Council meeting before this deadline will be held on Tuesday, April 25, 2017.

Since the 2003 municipal election, the Town of Aurora (“Town”) has used optical scan vote tabulators (“tabulators”) and touch screen voting units for Advance Voting and Voting Day. When properly programmed and tested, tabulators have been shown to efficiently provide accurate election results. Tabulators reduce the amount of spoiled ballots and limit the chance of human error or misinterpretation of ballots. This method is used by numerous municipalities in Ontario.

Touch screen voting units allow voters with disabilities to vote in an independent fashion, and generally include assistive devices. The use of this equipment supports the Town’s accessibility policies and the *Accessibility for Ontarians with Disabilities Act*.

All approved voting methods must be in compliance with the MEA and related legislation. Voting methods are often informed by election principles that have been developed over time, and referred to when evaluating matters related to the MEA. The following principles can be used when evaluating methods of voting:

- Secrecy and confidentiality of individual votes cast;
- Fairness and non-bias;
- Accessibility for all voters;
- Maintain the integrity of voters, candidates and election officials;
- Certainty that the results of the election reflect the votes cast;
- Fair and consistent treatment of voters and candidates; and
- Ensuring valid votes are counted and invalid votes are rejected.

The implementation of online election tools, such as voters lists, is not new and has been in use by many municipalities including Aurora. Municipalities are further leveraging the use of technology in elections in the form of internet voting. This report

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will focus on three (3) voting options: tabulator only voting (status quo), internet only voting, and a hybrid voting model consisting of tabulator and internet voting.

Analysis

Tabulator only voting (status quo)

Tabulator voting is the status quo for the Town. Tabulators are known to provide accurate and reliable vote counting, are familiar to most voters, and provide a “traditional” voting experience. For these reasons, tabulator voting is widely used in Ontario.

Tabulator voting requires the voter to indicate their selections on a paper ballot by a user-generated mark, such as filling in a bubble. The ballot is fed into the tabulator, which reads the ballot and generates a tally of votes based on the marks on all accepted ballots. Tabulators can be programmed to identify and reject ballots that contain errors, giving voters the option to correct the ballot if necessary.

Touch screen tabulators have also been used by the Town in past elections, including the 2014 municipal election, during the advanced vote and at alternative voting locations. These tabulators allow voters to vote by selecting candidates on a touch screen. Once the voter has finished voting, an electronic ballot is cast which is later tabulated.

As far back as the 2003 municipal election, the Town has used tabulator voting. In the 2014 municipal election, the Town utilized 21 optical scan vote tabulators and four (4) touch screen tabulators. Currently, the Town owns all 21 optical scan vote tabulators, most of which were purchased in 2003, and two (2) touch screen tabulators, purchased in 2006. The optical scan vote tabulators owned by the Town are considered old technology and the software is no longer supported by the manufacturer. Therefore, they will require replacement prior to the 2018 election. Increased contributions to the Election Reserve have been made to account for the rental of tabulators for the 2018 municipal election.

Internet Voting

Internet voting is the process of casting a ballot on an electronic device that is connected to the internet. It has been used by Ontario municipalities since 2003. There are many different types of internet voting, including:

- Remote Internet Voting – Voting using a device with internet access such as a computer, laptop, tablet or smartphone from anywhere
- Kiosk Internet Voting – Unsupervised voting at a kiosk set up at a convenient location in the Town, such as a Town Hall, a community centre, or shopping mall
- Internet Voting at Voting Location – Voting using an electronic device at a designated polling station

Increased adoption of internet voting has been the trend amongst Ontario municipalities. Only twelve municipalities utilized internet voting in 2003, and this number has increased to 97 in 2014, representing nearly 22 percent of all Ontario municipalities. It is anticipated that this number will increase significantly for the 2018 municipal election.

The increasing popularity of internet voting can be largely attributed to the convenience it provides to voters. The ability to vote from anywhere, at any time, provides access to many parts of the electorate, including persons with disabilities, students, seasonal residents, retirees, shift workers. Another benefit of internet voting is that internet browsers can adjust text font size, translate pages to different languages, and convert text to speech for voters who require these services. Typically, telephone voting is bundled with internet voting systems at no additional cost to provide an option for voters who do not have access to the internet but wish to vote. Voters would dial a secure number and cast their vote using the keypad on their phone. Once the vote is complete, the data is transferred to a secure server and tabulated on voting day.

Advantages of internet voting include:

- The opportunity for voters with internet access to vote at any time of day, from nearly any location;
- Accessibility and independence for persons with disabilities;
- The reduction in the amount of paper and other stationary required; and
- The reduction of the need for voter proxies.

Internet voting challenges include:

- The perceived reduction in voting process oversight;
- Availability of internet access for voters;
- Quality of internet at voting locations; and
- Security concerns around internet voting.

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One of the greatest concerns with adopting internet voting is security. Typically, there are two (2) processes by which internet voting is administered:

“One Step” Authentication

- A package is sent to the voter that includes instructions and a personal identification number (“PIN”)
- The voter logs on to the voting website and verifies their identity by entering the provided PIN and other credentials
- Once verified, the voter is given access to vote via the internet

Typically “one step” authentication is used when internet voting is used as a primary voting method.

“Two Step” Authentication

- A package is sent to the voter that includes instructions and PIN
- The voter registers for internet voting by logging onto the voting website with the PIN and other credential in order to create unique credential
- The voter is sent a package by mail or secure email with a second PIN
- The registered voter enters their second PIN and unique credential to access voting website
- The registered voter is given access to vote online

Typically “two step” authentication is used when internet voting is used as a supplemental voting method.

If internet voting is approved, a limited number of voting locations equipped with tablets or laptops would be available for voters without a device or internet access the ability to vote. These locations would also allow electors to be added to the voters list, and provide assistance to voters who are unfamiliar with the internet. These locations would be available during advance voting and on voting day, and elections staff will be present to provide appropriate support for voters.

Alternative voting locations, such as seniors’ facilities, would be identified and available for voters who may not be able to attend a location or require assistance to vote. Staff would be available at these locations to provide appropriate support as required.

Further support for voters would also be provided through the Town in the form of telephone assistance. Regular hours would be identified throughout the voting period during which staff would be available to answer phone calls regarding internet voting

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procedures. Email support would be provided by staff through a dedicated email address.

As with all internet transactions, such as online shopping and banking, there are potential benefits and risks when applying the use of technology to a process. Election Officials are unable to control the devices used by voters or the system they are connected to while voting, and internet security threats such as hacking and viruses are concerns. To mitigate risks, many municipalities undertake a third-party security audit as part of the internet voting implementation process to identify any system vulnerabilities.

Additional concerns include voter authentication and fraud as internet voting is unsupervised. If adopted, the Town would need to develop processes with the software vendor to ensure the development of a robust voter identification and authentication system.

There is no evidence suggesting that internet voting increases voter turnout. However some municipalities who have implemented internet voting have seen an increase in voter turnout during the advance voting period.

Hybrid voting method - tabulators and internet

A hybrid approach that includes tabulator and internet voting would allow voters to cast their ballot in person or by using the internet. This option is convenient as it allows the voter to vote remotely during the advance voting period and on voting day. Voters who prefer casting a paper ballot would also have the opportunity to participate in advance voting on identified days, and on voting day. A hybrid voting model could also enhance the voting experience for persons with disabilities by providing more options to vote in an independent fashion.

Advisory Committee Review

The Governance Review Ad Hoc Committee has reviewed a draft of this report and provided the following recommendation for Council consideration:

1. That internet only voting be implemented for the 2018 municipal election; and
2. That a report be brought forward to Council outlining internet voting options, including the comments and suggestions from the Committee.

April 18, 2017

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The Committee spoke in support of the internet only voting model, and requested that more information be provided to Council regarding a communications plan, standardized and alternative voting locations, the possibility of an online “help desk” for voter support, the use of telephone voting, best practices of other municipalities, long-term internet voting strategies, and a cost breakdown.

Financial Implications

Since 2015, the Town has made an annual contribution of \$82,500 to the Election Reserve Fund. It is projected that the budget for the Town of Aurora 2018 municipal election will be \$330,000. The budget for the 2014 municipal election was \$180,000.

As tabulator voting has been the status quo for many years, there are few additional budget implications if the Town were to continue to use tabulators only. However, due to the age of the equipment, tabulators will need to be rented for the 2018 municipal election. The estimated cost of tabulator rental in the amount of \$85,000 has been included in the projected election budget.

The cost of an internet voting platform has been estimated at approximately \$2.50 to \$3 per voter. In 2014, there were 36,529 eligible voters. Growth trends indicate that the number of eligible voters will increase for the 2018 municipal election. It is difficult to provide an accurate estimated total cost based on costs reported by other municipalities as not all budgets and costs are calculated in the same manner; however it is estimated that an internet voting platform would cost approximately \$120,000 for a municipality with 40,000 eligible voters. Additional funding will be required for an enhanced communication plan, staffing, and the potential rental or purchase of voting devices such as tablets or laptops, depending on the approved type of internet voting.

The cost of implementing a hybrid approach would be approximately the combined cost of a tabulator election and internet election. Although this method is more expensive, it provides the opportunity for voter to choose which method they are more comfortable with and could be used to measure the potential for internet only voting in future elections.

Communications Considerations

If Council adopts internet voting either wholly or through a hybrid model, a comprehensive communications plan would be required to inform and educate voters on internet voting. This would include, but is not limited to:

- Enhanced social media presence
- Town Noticeboard
- Digital signage
- Promotion at Town and community events
- Infographics and handouts
- Workshops and open houses with demonstrations
- Multi-lingual educational materials
- Radio exposure
- Media coverage
- Extensive voter support through social media, telephone, and email prior to and during the Advance Voting period and on voting day.

If approved, the implementation of a communications plan would begin as soon as details around the Town's internet voting processes have been confirmed. Any communications plan will require resources from the Town Clerk's department, Communications department, and IT Services department.

Alternative(s) to the Recommendation

1. Council could choose to endorse a tabulator only voting model for the 2018 municipal election.
2. Council could choose to endorse a hybrid (tabulator and internet) voting model for the 2018 municipal election. If Council chooses this option, a funding source for the additional costs incurred outside of the budgeted amount must be identified.

If a by-law authorizing the use of alternative voting methods and alternative voting equipment is not passed by May 1, 2017, the 2018 municipal election will default to a paper ballot election.

Conclusions

The adoption of technology in elections continues to grow in popularity amongst Ontario municipalities. Although there are risks with implementing internet voting, staff support this option as enhancements such as improved convenience and accessibility, fewer required resources, and voting modernization would be beneficial to a range of voters and the Town.

April 18, 2017

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Report No. CS17-011

Attachments

Attachment 1 – Projected Election Scenario Budgets

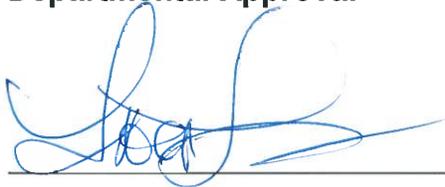
Previous Reports

None

Pre-submission Review

Reviewed by CAO and Director of Corporate Services

Departmental Approval



Techa van Leeuwen
Director
Corporate Services

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer

Attachment 1 - Projected Election Scenario Budgets

Report No. CS17-011

	Status Quo	Internet Only	Hybrid	Comments/ Explanation
Number of voting locations	18	6	At least 6	Far fewer locations required with internet only or hybrid. Expect that vast majority of residents would choose to vote from home/work.
Staffing and overtime	\$145,000	\$110,000	\$145,000	Additional staff required if voting locations have choice of computer terminal or paper ballot. Fewer staff would be required with internet only as fewer voting locations would be used. This cost includes the salary for a full-time Elections Coordinator.
Printing, ballots and signage	\$15,000	\$2,500	\$15,000	Only signage required for internet only.
Consumable supplies	\$14,000	\$7,500	\$14,000	
Advertising/communications	\$12,000	\$20,000	\$20,000	Slightly higher than 2014 due to new voting method/option.
Voting system rental/purchase, including hardware rental	\$85,000	\$120,000	\$205,000	The Town would be required to rent vote tabulators for both the status quo and hybrid options.
Network Security Audit	\$0	\$12,000	\$12,000	An independent security audit would be undertaken as part of the voting process.

Attachment 1 - Projected Election Scenario Budgets

Report No. CS17-011

Other costs/ contingency	\$30,000	\$35,000	\$35,000	Website, apps, voter notification, postage, Voterview (live voters list)
Recount contingency, to reserve for by- election	\$25,000	\$5,000	\$30,000	A recount with an internet voting only election would be much less expensive and less time consuming due to the lack of paper.
Total estimated cost for 2019 Election	\$326,000	\$312,000	\$476,000	



**Town of Aurora
Council Report**

No. CS17-015

Subject: Alternative Methods of Voting – Next Steps

Prepared by: Michael de Rond, Town Clerk

Department: Corporate Services

Date: April 25, 2017

Recommendation

- 1. That Report No. CS17-015 be received; and**
- 2. That Council provide direction regarding the use of alternative methods of voting for the 2018 Municipal Election.**

Executive Summary

This purpose of this report is to seek Council direction regarding the approval of alternative methods of voting for the 2018 municipal election.

- As per the *Municipal Elections Act S.O. 1996*, a by-law must be enacted by May 1 of the year preceding the election to allow for alternative methods of voting.
- A by-law has been included on this agenda to provide Council with voting options for the 2018 municipal election.
- Options include;
 - The adoption of tabulator-only voting model
 - Asking staff for more information regarding internet only voting
 - Asking staff for more information regarding a hybrid voting model
- An alternative voting model must be confirmed no later than May 23, 2017

Background

At the April 18, 2017 General Committee meeting, Staff's recommendation regarding the use of internet voting for the 2018 Municipal Election was defeated. As no alternative method of voting has been approved, the Town's current model would default to a traditional paper ballot which would be manually counted. Should an

April 25, 2017

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Report No. CS17-015

alternative method of voting be preferred, a by-law indicating this must be passed by May 1, 2017.

Analysis

Staff do not believe it is Council's intention for the votes to be counted manually in the 2018 municipal election. As per the *Municipal Elections Act, 1996*, the Town is required to approve all alternative methods of voting for the 2018 Municipal Election prior to May 1, 2017. For this reason, we have included a by-law on tonight's agenda authorizing an alternative method of voting, being a paper ballot counted by optical scan voting tabulators and touch screen tabulators or internet voting. By approving this by-law, further information could be brought forward regarding internet voting so that model could still be pursued by Council. The following options exist for Council;

Council could approve a tabulator-only model

Council could confirm their selection of a traditional paper ballot counted using optical scan vote tabulators. This has been the method of choice for the Town since 2003. The Town does own tabulators, however the technology is old and the manufacturer has confirmed that they no longer support the model, meaning the Town would have to rent tabulators.

Council could request staff to provide further information regarding internet voting security

Council could ask staff to come back to the May 16, 2017 General Committee Meeting with further information regarding internet voting, and specifically an update on security enhancements since previous elections.

Council could request further information on a hybrid voting model

Council could ask staff to come back to the May 16, 2017 General Committee Meeting with further information about internet voting, and how it could be used in conjunction with a traditional paper ballot in a hybrid model. This model would be significantly more costly than the previous two options.

An alternative voting model must be confirmed no later than May 23, 2017

If Council approves the proposed by-law authorizing alternative methods of voting it is staff's strong preference that a final decision regarding method of voting be confirmed

April 25, 2017

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Report No. CS17-015

by the May 23, 2017 Council Meeting. Although the election is about 18 months away, staff will need to move forward with the RFP process for either internet voting, or tabulator rental, in the coming months to ensure we secure a well-referenced vendor.

Advisory Committee Review

None

Financial Implications

Financial implications are dependent upon the Option selected. Report CS17-011 - 2018 Municipal Election – Adoption of Voting Method noted the Election budget is projected to be \$330,000 and the estimated costs are as follows;

Tabulator only voting model - \$326,000

Internet only voting model - \$312,000

Hybrid voting model - \$476,000

Communications Considerations

Any approved model that includes internet voting will require a comprehensive communications plan to make residents aware of the change in voting method. Option one requires a communications plan, however it is not as extensive as this option is the status quo.

Conclusions

The *Municipal Elections Act, 1996*, requires the Town to pass a by-law authorizing alternative voting methods prior to May 1, 2017. As no recommendation was brought forward from the April 18, 2017 General Committee meeting, staff require direction from Council on proceeding with an alternative method of voting.

Attachments

None

April 25, 2017

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Report No. CS17-015

Previous Reports

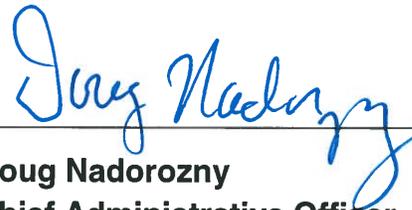
Report No. CS17-011- 2018 Municipal Election – Adoption of Voting Method

Pre-submission Review

Reviewed by the CAO and Director of Corporate Services.

Departmental Approval

Approved for Agenda



for **Techa Van Leeuwen**
Director, Corporate Services

Doug Nadorozny
Chief Administrative Officer



**Extract from
Council Meeting of
Tuesday, March 28, 2017**

5. Consent Agenda

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

That the following Consent Agenda item be approved:

C1. General Committee Meeting Report of March 21, 2017

1. That the General Committee meeting report of March 21, 2017, be received and the following recommendations carried by the Committee approved.

(C6) Accessibility Advisory Committee Meeting Minutes of February 1, 2017

1. That the Accessibility Advisory Committee meeting minutes of February 1, 2017, be received for information.

Carried