



General Committee Meeting Agenda

**Tuesday, September 5, 2017
7 p.m.**

**Council Chambers
Aurora Town Hall**



Town of Aurora General Committee Meeting Agenda

Tuesday, September 5, 2017
7 p.m., Council Chambers

Councillor Pirri in the Chair

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. Presentations

4. Delegations

5. Consent Agenda

Items listed under the Consent Agenda are considered routine or no longer require further discussion, and are enacted in one motion. The exception to this rule is that a Member may request for one or more items to be removed from the Consent Agenda for separate discussion and action.

Recommended:

That the following Consent Agenda Items, C1 to C9 inclusive, be approved:

C1. FS17-037 – Award of Contract – External Auditors

Recommended:

1. That Report No. FS17-037 be received; and
2. That BDO Canada be awarded the contract to provide external audit services for the Town and the Library Board for a three-year period commencing for the 2017 fiscal year-end for an annual fee of \$33,788 per year, plus an option to extend these services for an additional two years; and
3. 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 services 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 each budget year; and
4. 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.

**C2. PBS17-059 – Request for Street Name Approval
Coppervalley Estates Inc.
1756 St. John's Sideroad
File Number: SUB-2015-05
Related File Number: ZBA-2015-09**

Recommended:

1. That Report No. PBS17-059 be received; and
2. That Street "A" within approved Site Plan SP-2015-05 be named Sikura Circle:
Street "A" Sikura Circle

**C3. PBS17-060 – Request for Street Name Approval
Shimvest Investments Ltd.
Block 161, Registered Plan 65M-4485
File Number: SP-2016-05
Related File Numbers: SUB-2012-02, SPA-2012-02**

Recommended:

1. That Report No. PBS17-060 be received; and
2. That street “A’ within approved Site Plan SP-2016-05 be named Stubbs Lane:
Street “A” Stubbs Lane

C4. Strategic Plan Steering Committee Meeting Minutes of May 4, 2017

Recommended:

1. That the Strategic Plan Steering Committee meeting minutes of May 4, 2017, be received for information.

C5. Accessibility Advisory Committee Meeting Minutes of June 7, 2017

Recommended:

1. That the Accessibility Advisory Committee meeting minutes of June 7, 2017, be received for information.

C6. Finance Advisory Committee Meeting Minutes of June 13, 2017

Recommended:

1. That the Finance Advisory Committee meeting minutes of June 13, 2017, be received for information.

C7. Environmental Advisory Committee Meeting Minutes of June 15, 2017

Recommended:

1. That the Environmental Advisory Committee meeting minutes of June 15, 2017, be received for information.

C8. Economic Development Advisory Committee Meeting Minutes of June 26, 2017

Recommended:

1. That the Economic Development Advisory Committee meeting minutes of June 26, 2017, be received for information.

C9. Central York Fire Services – Joint Council Committee Meeting Minutes of January 10 and February 7, 2017

Recommended:

1. That the Central York Fire Services – Joint Council Committee meeting minutes of January 10 and February 7, 2017, be received for information.

6. Consideration of Items Requiring Discussion (Regular Agenda)

R1. FS17-038 – Intent to Consider Accessing Hydro Reserve Funds

Recommended:

1. That Report No. FS17-038 be received; and
2. That staff publish a public notice of Council's intent to consider allocating funding from the principal component of the Aurora Hydro Sale Investment Reserve Fund as required of By-law No. 5439-12.

R2. IES17-037 – Winter Maintenance 2017/18 Report

Recommended:

1. That Report No. IES17-037 be received; and
2. That the proposed operational changes for the 2017/18 winter maintenance season as outlined in Table 2 be endorsed; and

3. That Capital Project No. 34413 – Specialized Snow Removal Attachments, with a budget of \$80,000 to be funded from the Roads and Related Development Charges Fund, be approved; and
4. That winter roads and sidewalk maintenance standards remain unchanged from the previous 2013/14 standards.

R3. CS17-018 – Power of Entry

Recommended:

1. That Report No. CS17-018 be received; and
2. That the entry to private property notification process and immediate access protocols for Municipal Law Enforcement Officers as outlined on Attachment #1 be endorsed.

R4. FS17-034 – Changes to the Practice and Processes of the Assessment Review Board

Recommended:

1. That Report No. FS17-034 be received; and
2. That the Treasurer be delegated authority to appoint an Appeals Representative and a Complaints Representative from time to time, and as appropriate on a case by case basis, to represent the Town of Aurora in property assessment appeal matters, as set out under the recently amended Rules of Practice and Procedure of the Assessment Review Board (ARB); and
3. That, as required by the ARB, the Appeals Representative as appointed by the Treasurer be delegated full binding authority of the Town to choose to initiate appeals, participate in appeals, discuss, negotiate and settle assessment appeal cases, including the power to execute binding minutes of settlement on behalf of the Town, all in the context of a formal ARB assessment appeals proceeding.

R5. PBS17-061 – Sign Variance Appeal to Council – 330 McClellan Way

Recommended:

1. That Report No. PBS17-061 be received; and
2. That the request for a variance to Sign By-law No. 5840-16, as amended, to allow one internally illuminated ground sign with sign area of 10 m² and height of 7.3 m on the subject property where the Sign By-law does not allow ground signs in any C1 zones, be denied.

R6. PBS17-064 – Sign Variance Request – 676 Wellington Street East, Unit B1

Recommended:

1. That Report No. PBS17-064 be received; and
2. That the request for a variance to Sign By-law No. 5840-16, as amended, to allow 9.34 m² wall sign on the south elevation of the premises located at 676 Wellington Street East, Unit B1, whereas the Sign By-law allows for a maximum 4.91 m² wall sign on that elevation, be approved.

R7. PBS17-065 – Proposals for Zoning By-law Amendment Applications

Recommended:

1. That Report No. PBS17-065 be received; and
2. That Council provide direction regarding a Zoning By-law Amendment proposal on the following lands:

46 St. John's Sideroad (Biddington Homes Aurora Inc.)

R8. PBS17-066 – Award of Contract for Library Square Site Plan

Recommended:

1. That Report No. PBS17-066 be received; and
2. That the contract for Request for Proposal No. 2017-96-PBS regarding the preparation of a site plan for Library Square be awarded to The Planning Partnership.

7. Notices of Motion

(a) Mayor Dawe

Re: Protecting the Automotive Sector

8. New Business

9. Closed Session

10. Adjournment



**Town of Aurora
General Committee Report**

No. FS17-037

Subject: Award of Contract – External Auditors

Prepared by: Dan Elliott, Director Financial Services - Treasurer

Department: Financial Services

Date: September 5, 2017

Recommendation

- 1. That Report No. FS17-037 be received; and**
- 2. That BDO Canada be awarded the contract to provide external audit services for the Town and the Library Board for a three-year period commencing for the 2017 fiscal year end for an annual fee of \$33,788 per year, plus an option to extend these services for an additional two years; and**
- 3. 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 services 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 each budget year; and**
- 4. 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.**

Executive Summary

This report is to approve an award of the contract to provide external audit services for the Town and the Library Board based on the results of a competitive Request for Proposal (RFP) issued jointly by the N6 municipalities.

- Technical scoring was done on a consensus basis using individuals from each municipality.
- Pricing scores were then developed using a weighting system based on the lowest quoted price.

- Pricing scores were then redeveloped on an iterative basis factoring price reductions for multiple municipal awards to the same bidders based on each bidder's discount offerings.
- Overall scoring was updated, and reviewed and confirmed by each municipality.
- The Town's current auditor, BDO Canada LLP is recommended for award for a three year period plus two one year renewal periods.

Background

Municipalities are required by Section 296 of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended (the "Act") to appoint an independent auditor to perform the audit of and report upon the annual financial statements of the municipality as prepared by management. Appointments may not exceed five years, however the same auditor may be reappointed by a subsequent Council upon the expiry of an appointment.

The current contract for the provision of the annual external audit of the Town's financial statements has now expired with the conclusion of the audit of the 2016 year-end financial statements of the Town and the Library. That contract was for a period of three years, plus two one year extension periods which were approved.

As was the case last time, the Northern Six (N6) municipalities jointly issued an RFP for the external audit, with Georgina's procurement division handling the file.

Analysis

The provision of external audit services is a specialized commodity service, in that it is mandated that the municipality's financial statements are audited, there are professional qualifications and auditing standards that must be followed by the firm conducting the audit, and there is minimal value added to the client through the audit, save for the auditor's report on those statements. The value added comes through other consulting services, advice and work that the auditor may be additionally engaged to complete.

Issue date RFP DAS2017-013 N6 AUDIT SERVICES (issued by Georgina)	March 27, 2018
RFP approach	Two part submission, technical + pricing
RFP Closing Date	April 27, 2017
Bid validity period	July 27, 2017

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Report No. FS17-037

Number of proponents picking up	7
Number of proposals received	6

The basis of evaluation of proposals was set out prior to the RFP issuance

The evaluation was done in two parts. The first envelop from each proponent was reviewed and evaluated as follows:

Qualifications and experience	30%
Submission responsiveness	35%
Other – value added	15%

The second envelope containing the actual bid price amounts was opened. Scoring was done using a weighting of a score of 20% for the lowest price for the municipality, then a proportional score based on the ensuing higher prices quoted.

These evaluation scoring weights were set out in the RFP issue, and are being used consistently by each municipality.

Scoring was done on a consensus basis by staff representing each of the N6 municipalities

The technical scoring was completed on a consensus basis by the group. The consensus technical scores were applied to the local pricing, both with and without discounts considered.

The scoring outcome for Aurora was as follows:

Firm	Total Score with Discounts
BDO Canada, LLP	88.03
Deloitte, LLP	86.49
Grant Thornton, LLP	75.82
Collins Barrow, LLP	76.22
KPMG, LLP	75.25

Millards, LLP	66.17
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Without discounts considered, Deloitte would be recommended as the high score for Aurora. However, when factoring in the discounts offered by each bidder for multiple awards, the pricing consequently changes, therefore so does the cost score. With the discounts considered, BDO, due to its higher discount provided, becomes the high scoring proponent for Aurora, and four other N6 municipalities, thus securing the full discount. Staff of the five municipalities have agreed to recommend appointment of BDO in order to secure the discounts.

Staff have worked with BDO Canada for the last five years as our external auditor. We have no concerns with continuing with BDO as our external auditor. We find their work style, communication, staffing consistency and timeliness of reporting to be fully satisfactory. Staff have no reason to suggest BDO is unsuitable to be renewed as our external auditors.

Advisory Committee Review

None

Financial Implications

	Town	Library	Total
2016 cost quote excl. tax	24,778	4,955	29,733
2017 budget	40,900	5,300	46,200
BDO 2017 pricing excluding tax	37,100	2,650	39,750
BDO 2017 pricing excluding tax, net of multi-municipality discounts	31,535	2,253	33,788
Deloitte 2017 pricing, excluding tax	44,625	3,675	48,300

BDO's fee for the first three years of the last term was unchanged, with a minor increase for the final two years of the five year term. The fee quotes from all vendors

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for the first three years of the new term are fixed amounts, with the renewals to be negotiated at the time.

The bid from BDO Canada, LLP is within the approved budget of the Town and Library.

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 team for additional resources or advice or for special consultations and discussions, resulting in additional billings. Further, the foundational arrangement with appointing auditors is that the fee quote is made 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.

Communications Considerations

None, once awarded by Council, staff will communicate with all proponents accordingly.

Link to Strategic Plan

Periodically seeking proposals and bids for external auditing services ensures competitive pricing is secured for a mandatory service, and supports the strategic plan principles of open and responsible municipal management.

Alternative(s) to the Recommendation

Council may decide not to award this tender.

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Conclusions

The N6 partner municipalities jointly issued a Request for Proposals for audit services for a period of five years. That RFP included seeking clear fixed fees, and also sought percentage discounts should multiple municipalities choose each proponent. BDO Canada LLP scored the highest overall score for Aurora, after considering their discount of 15% should five or six municipalities choose them. Staff have no concerns with BDO's ability to deliver the service in a professional and timely manner.

Attachments

None

Previous Reports

None

Pre-submission Review

A draft of this report was reviewed by the Chief Executive Officer of the Aurora Public Library Board. No concerns were raised with the recommendation to award the contract to BDO Canada, LLP.

Agenda Management Team review on August 18, 2017

Departmental Approval



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

Approved for Agenda



for

Doug Nadorozny
Chief Administrative Officer



Town of Aurora

General Committee Report

No. PBS17-059

**Subject: Request for Street Name Approval
Coppervalley Estates Inc.
1756 St. John's Sideroad
File Number: SUB-2015-05
Related File Numbers: ZBA-2015-09**

Prepared by: Mark Lemmon, GIS Analyst

Department: Planning and Building Services

Date: September 5, 2017

Recommendation

- 1. That Report No. PBS17-059 be received; and,**
- 2. That street "A" within approved Site Plan SP-2015-05 be named Sikura Circle**

Street "A"

Sikura Circle

Executive Summary

This report seeks approval of the street name proposed by Coppervalley Estates Inc. for the planned development at 1756 St. John's Sideroad. The name was created by the developer and has been approved by York Region and Central York Fire Services.

- The Plan of Subdivision was approved by Council on January 24, 2017.
- The developer has proposed the name Sikura. Staff recommends that the name Sikura be approved for the road servicing the proposed Subdivision development.

Background

In accordance with the Town of Aurora's Street Naming Policy, developers have the option of selecting a street name from the Town of Aurora Bank of Approved Street Names. A second option would be to request a specific street name for proposed new developments, pending obtaining clearance by the York Region Planning

Department and acceptance by the Town's Fire Department. The Owner has indicated a desire to proceed with the name (Sikura) that is currently not found on the Town of Aurora Bank of Approved Street Names. It has been suggested to honour the late John Sikura Jr. who established the Hill 'N' Dale Farms in Aurora in 1960. Sikura is still revered as one of Canada's leading horse breeders and owners even after his death in 1994. It is appropriate that the street name be approved for the site at this time.

Application History

The Town received the Site Plan Application from Coppervalley Estates Inc. on August 13, 2015. The applications for the subject Zoning By-law Amendment and Draft Plan of Subdivision was heard at the Public Planning Meeting on October 14, 2015. At that meeting, Council received the report and directed the applications to proceed to a future General Committee meeting for consideration.

“That Report No. PDS16-067 be received; and

That implementing Zoning By-law No. 5952-17 be enacted; and

That Site Plan Application File No. SUB-2015-05 (Brookfield Homes Limited) to permit the development of the subject lands for 56 single detached dwelling units on the subject lands.; and

That a total of 56 units of water and sewage capacity be allocated to the subject lands; and

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

Analysis

The proposed name was brought forward by Copper Valley Estates Inc., who first had the opportunity to review the Approved Bank of Street Names. After careful consideration, the applicant has proposed that Street “A” take the name “Sikura”. It has been suggested to honour the late John Sikura Jr. who established the Hill 'N' Dale Farms in Aurora in 1960. Sikura is still revered as one of Canada's leading horse

breeders and owners even after his death in 1994. The proposed name has been approved by Central York Fire Services and the Regional Municipality of York.

Link to Strategic Plan

The proposed Site Plan Application supports the Strategic Plan goal of supporting and exception quality of life for all through its accomplishment in satisfying requirements in the objectives of strengthening the fabric of our community.

Alternative to the Recommendation

1. Council has the option to not approve the proposed names, at which point the developer would have to re-submit an alternate request to the applicable agencies for review at a future General Committee date.

Conclusions

In keeping with Council's resolution respecting the naming of roads, staff recommends that the Sikura Circle be considered for the road servicing the proposed development.

Attachments

Figure 1 – Location Map

Figure 2 – Approved Draft Plan of Subdivision

Previous Reports

Public Planning Meeting Report No. PL15-067, dated October 14, 2015;

General Committee Report PBS17-001, dated January 24, 2017.

Pre-submission Review

Agenda Management Team Meeting review on August 17, 2017.

September 5, 2017

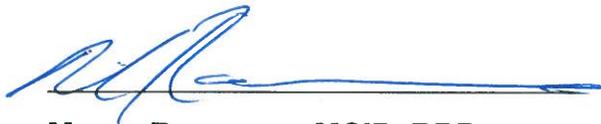
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Pre-submission Review

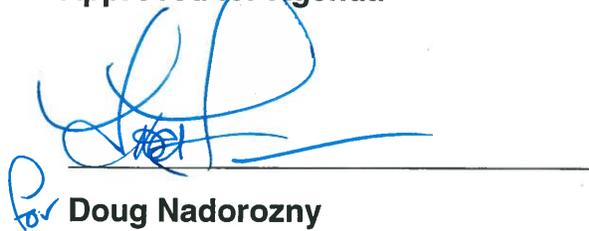
Agenda Management Team Meeting review on August 17, 2017.

Departmental Approval



**Marco Ramunno, MCIP, RPP
Director
Planning and Building Services**

Approved for Agenda



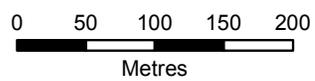
**Doug Nadorozny
Chief Administrative Officer**



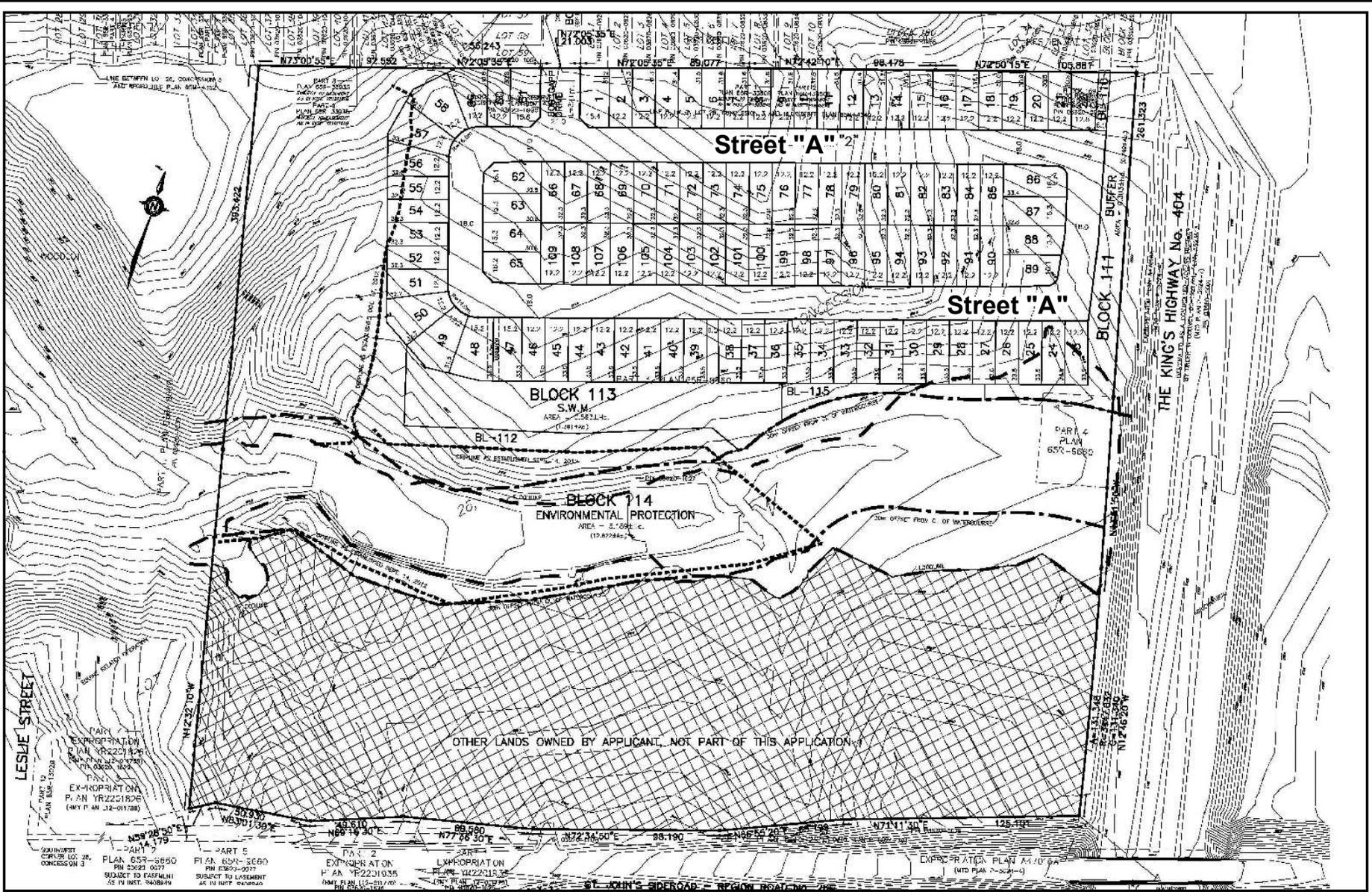
LOCATION MAP

APPLICANT: Coppervalley Estates Inc
 FILES: ZBA-2015-09 & SUB-2015-05
 FIGURE 1

 SUBJECT LANDS



Map created by the Town of Aurora Planning and Building Services Department, June 29, 2017. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2016, © First Base Solutions Inc., 2016 Orthophotography.



DRAFT PLAN OF SUBDIVISION

APPLICANT: Coppervalley Estates Inc
 FILES: ZBA-2015-09 & SUB-2015-05

FIGURE 2



Map created by the Town of Aurora Planning and Building Services Department, Updated June 29, 2017. Drawing provided by KLM Planning Partners Inc.



Town of Aurora

General Committee Report

No. PBS17-060

Subject: Request for Street Name Approval
Shimvest Investments Ltd.
Block 161, Registered Plan 65M-4485
File Number: SP-2016-05
Related File Numbers: SUB-2012-02, SPA-2012-02

Prepared by: Mark Lemmon, GIS Analyst

Department: Planning and Building Services

Date: September 5, 2017

Recommendation

1. That Report No. PBS17-060 be received; and
2. That street "A" within approved Site Plan SP-2016-05 be named Stubbs Lane

Street "A"	Stubbs Lane
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Executive Summary

This report seeks approval of the street name proposed by Shimvest Investments Ltd. for the planned development at Block 161, Registered Plan 65M-4485. The name was selected from the Town of Aurora's Bank of Approved Street Names and has been approved by York Region and Central York Fire Services.

- The Site Plan was approved by Town Council on February 28, 2017.
- The developer has selected the name Stubbs from the Towns Bank of Approved Names. Staff recommends that the name Stubbs be approved for the road servicing of the proposed Subdivision development.

Background

In accordance with the Town of Aurora's Street Naming Policy, developers have the option of selecting a street name from the Bank of Approved Street Names. Secondly, the developer has the option to request a specific street name, pending clearance by the York Region and acceptance by the Central York Fire Services. The Owner has decided to proceed with eight names that are currently found on the Town of Aurora Bank of Approved Street Names.

Application History

The Town received the Site Plan Application from Shimvest Investments Ltd. on July 19, 2016. On February 28, 2017 the Site Plan (SP-2016-05) was approved by Town Council.

“That Report No. PBS17-005 be received; and

That Site Plan Application File SP-2016-05 (Shimvest Investments Ltd.) to permit the development of the subject lands for nine (9) townhouse and two (2) semi-detached dwelling units be approved; and

That a total of eleven (11) units of sewage capacity be allocated to the subject lands; and

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

Analysis

The proposed street name was requested by Shimvest Investments Ltd. after reviewing the Approved Bank of Street Names. The applicant has proposed that the following name From the Approved Bank of Street Names be used: Street A take the name “Stubbs”, which is the name of the recipient of Aurora's Citizen of the Year in 2000. The

proposed name has been approved by Central York Fire Services and the Regional Municipality of York.

Link to Strategic Plan

The proposed Site Plan Application supports the Strategic Plan goal of supporting and exception quality of life for all through its accomplishment in satisfying requirements in the objectives of strengthening the fabric of our community.

Alternative to the Recommendation

1. Council has the option to not approve the proposed names, at which point the developer would have to re-submit an alternate request to the applicable agencies for review at a future General Committee date.

Conclusions

In keeping with Council's resolution respecting the naming of roads, staff recommends that the name Stubbs Lane be considered for the road servicing the proposed development.

Attachments

Figure 1 – Location Map
Figure 2 – Approved Site Plan

Previous Reports

General Committee Report PL13-011, March 19, 2013; and

General Committee Report PBS17-005, February 21, 2017

Pre-submission Review

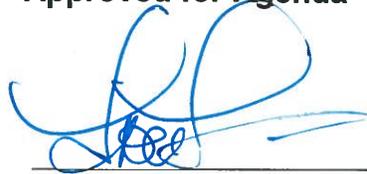
Agenda Management Team Meeting review on August 17, 2017.

Departmental Approval



**Marco Ramunno, MCIP, RPP
Director
Planning and Building Services**

Approved for Agenda



for

**Doug Nadorozny
Chief Administrative Officer**



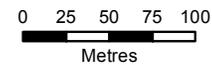
LOCATION MAP

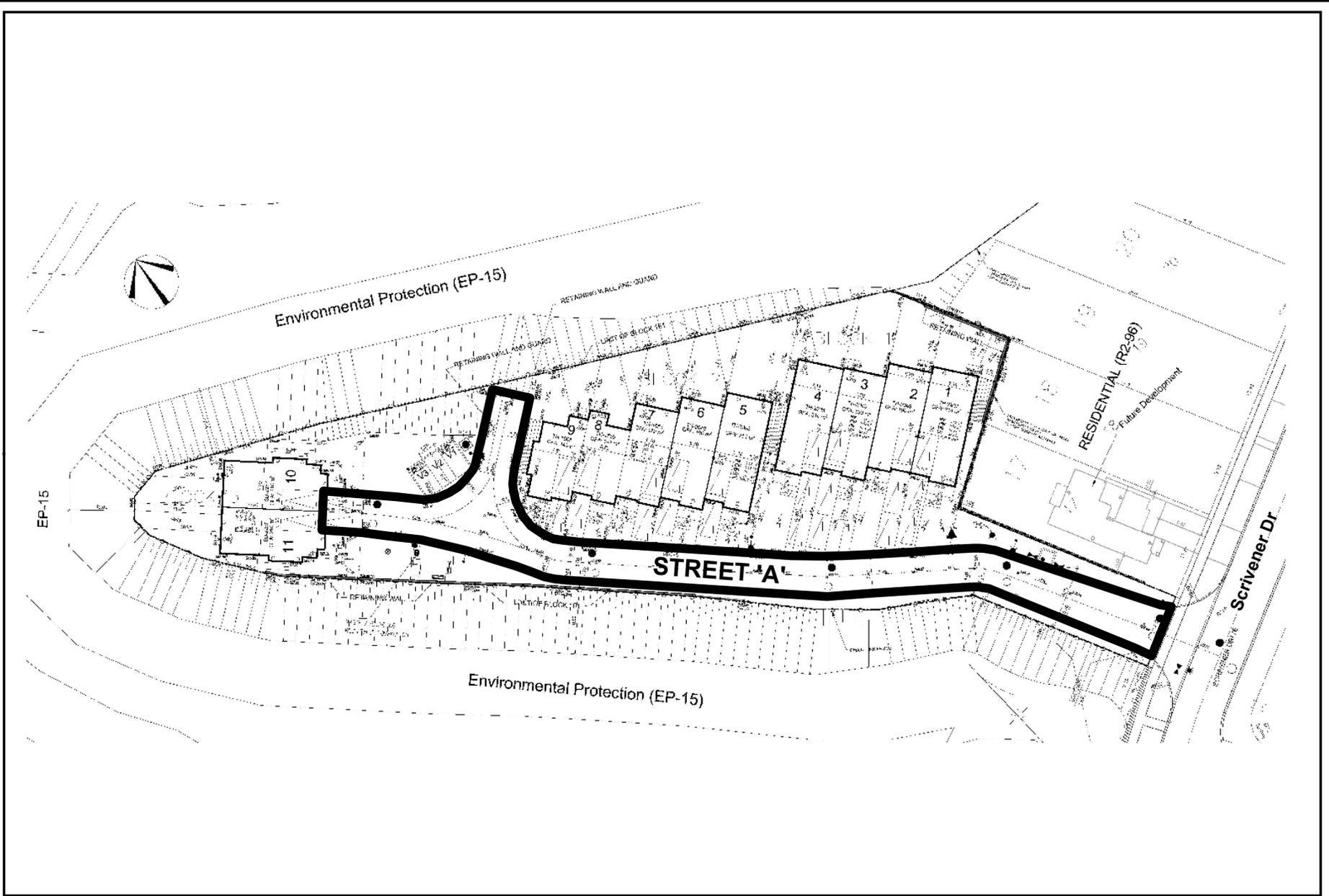
APPLICANT: SHIMVEST BLOCK 161 – SHIMVEST INVESTMENTS LIMITED

FILES: SP-2016-05, SUB-2012-02 & SPA-2012-02

FIGURE 1

 Subject Lands





APPROVED SITE PLAN

APPLICANT: Shimvest Block 161 – Shimvest Investments Limited

FILES: SP-2016-05, SUB-2012-02 & SPA-2012-02

FIGURE 2





**Town of Aurora
Strategic Plan Steering Committee
Meeting Minutes**

Date: Thursday, May 4, 2017

Time and Location: 6 p.m., Tannery Room, Aurora Town Hall

Committee Members: Mayor Geoffrey Dawe (Chair), Councillor Michael Thompson

Member(s) Absent: Councillor Sandra Humfryes

Other Attendees: Councillor Tom Mrakas, Doug Nadorozny, Chief Administrative Officer, Anthony Ierullo, Manager of Long Range and Strategic Planning, and Linda Bottos, Council/Committee Secretary

The Chair called the meeting to order at 6:18 p.m.

1. Approval of the Agenda

**Moved by Councillor Thompson
Seconded by Mayor Dawe**

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

Strategic Plan Steering Committee Meeting Minutes of March 30, 2017

**Moved by Councillor Thompson
Seconded by Mayor Dawe**

That the Strategic Plan Steering Committee meeting minutes of March 30, 2017, be received for information.

Carried

4. Delegations

None

5. Matters for Consideration

None

6. Informational Items

1. Updated Town of Aurora Strategic Plan

Staff provided background and a brief overview of the updated Town of Aurora Strategic Plan 2011-2031, including its restructure and approach, priorities and guiding principles, actions and key performance indicators, implementation and monitoring, and Corporate Plan.

Staff and Committee discussed various aspects of the update and the Committee expressed its appreciation of the enhancements. The Committee made further observations and suggestions regarding the guiding principles, implementation and monitoring, and recognition of prominent issues, managing growth, and impacts.

**Moved by Councillor Thompson
Seconded by Mayor Dawe**

1. That the Updated Town of Aurora Strategic Plan be received; and
2. That the comments and suggestions of the Committee regarding the Updated Town of Aurora Strategic Plan be referred to staff for consideration and action as appropriate.

Carried

7. New Business

Councillor Mrakas noted that the Town's upcoming 2017 Community Recognition Awards would include a custom keepsake coin, reflecting language from the Town's Strategic Plan, for each of the eight award category winners.

8. Adjournment

**Moved by Councillor Thompson
Seconded by Mayor Dawe**

That the meeting be adjourned at 6:52 p.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, June 7, 2017

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

Committee Members: Tyler Barker (Chair), John Lenchak (Vice Chair) (arrived 4:05 p.m.), Gordon Barnes, James Hoyes, Jo-anne Spitzer, and Councillor John Abel (departed 5:33 p.m.)

Member(s) Absent: None

Other Attendees: Chris Catania, Accessibility Advisor, Michael de Rond, Town Clerk, and Sarah Murray, Council/Committee Secretary

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

1. Approval of the Agenda

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

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, June 7, 2017

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**Accessibility Advisory Committee Meeting Minutes of April 5, 2017, and
No Quorum Report of May 10, 2017**

**Moved by James Hoyes
Seconded by Councillor Abel**

That the Accessibility Advisory Committee meeting minutes of April 5, 2017, and the No Quorum Report of May 10, 2017, be received for information.

Carried

4. Delegations

None

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

Staff provided an overview of the site plan application. 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 Abel
Seconded by Gordon Barnes**

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. The following Accessibility Advisory Committee comments regarding the Site Plan Application be considered by staff:
 - (a) Consideration by the applicant to install automatic door sliders;

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Wednesday, June 7, 2017

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- (b) Consideration to align accessible suites to the Building Code;
- (c) Consideration for Hoyer Lift-friendly beds in accessible suites;
- (d) Consideration for utility switches and amenities to be at wheelchair height in accessible suites;
- (e) Consideration for proper door closures for accessible suites and washrooms;
- (f) Consideration for accessible toilet height and amenities in accessible suites;
- (g) Consideration for barrier-free path of travel from accessible parking spaces to front entrance, ensuring the front structural pillar does not affect the path of travel;
- (h) Consideration for sliding automatic doors at main entrance with proper curb cuts;
- (i) Consideration for business centre and breakfast area to be accessible with accessible seating;
- (j) Consideration for accessible counter height for front reception area; and
- (k) Consideration for all main entries to public spaces, doorways, and routes of travel to have a clear width greater than 38 inches.

Carried

2. Memorandum from Planner

Re: Site Plan Application (Submission 3), 458201 Ontario Inc., 21 and 33 Eric T. Smith Way, Lots 8 and 9, Registered Plan 65M-4324, File Number: SP-2016-08

Staff provided an overview of the site plan application. 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 Abel

Seconded by Jo-anne Spitzer

1. That the memorandum regarding Site Plan Application (Submission 3), 458201 Ontario Inc., 21 and 33 Eric T. Smith Way, Lots 8 and 9, Registered Plan 65M-4324, File Number: SP-2016-08 be received; and

Accessibility Advisory Committee Meeting Minutes
Wednesday, June 7, 2017

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2. That 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 spaces.

Carried

**Moved by James Hoyes
Seconded by Jo-anne Spitzer**

1. That the Applicant's submission be referred for consideration for a new award for outstanding achievement in accessibility standards.

Carried

**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**

The Committee raised concerns, including providing barrier-free public access and ensuring that the internet voting platform is compatible with assistive technologies, which were addressed by the Town Clerk.

**Moved by James Hoyes
Seconded by Councillor Abel**

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 attached reports be received; and
2. That the comments and suggestions of the Committee 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 attached reports be referred to staff for consideration and action as appropriate.

Carried

Accessibility Advisory Committee Meeting Minutes
Wednesday, June 7, 2017

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6. Informational Items

4. Extract from Council Meeting of March 28, 2017

Re: Accessibility Advisory Committee Meeting Minutes of February 1, 2017

**Moved by Councillor Abel
Seconded by Gordon Barnes**

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.

Carried

7. New Business

The Chair acknowledged the Heritage Advisory Committee and its recent approval of modifications to a house to accommodate for accessibility.

The Committee discussed how best to actively recruit and engage Aurora residents who may be interested in getting involved for the upcoming term.

The Chair raised the idea of hosting an Accessibility Fair in September or October 2017. The Committee discussed venue options and potential collaborators, noting that the event could also offer a keynote speaker. Staff agreed to investigate and report back to the Committee.

8. Adjournment

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

That the meeting be adjourned at 5:40 p.m.

Carried

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



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

Date: Tuesday, June 13, 2017

Time and Location: 5:30 p.m., Holland Room, Aurora Town Hall

Committee Members: Councillor Michael Thompson (Chair), Councillor Harold Kim, and Mayor Geoffrey Dawe

Member(s) Absent: None

Other Attendees: Dan Elliott, Director of Financial Services/Treasurer, Jason Gaertner, Manager, Financial Planning, Sandra McNamee, Administrative Assistant, and Sarah Murray, Council/Committee Secretary

The Chair called the meeting to order at 5:45 p.m.

1. Approval of the Agenda

**Moved by Mayor Dawe
Seconded by Councillor Kim**

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*.

Finance Advisory Committee Meeting Minutes
Tuesday, June 13, 2017

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3. Receipt of the Minutes

Finance Advisory Committee Meeting Minutes of April 26, 2017

**Moved by Councillor Dawe
Seconded by Councillor Kim**

That the Finance Advisory Committee meeting minutes of April 26, 2017, be received for information.

Carried

4. Delegations

None

5. Consideration of Items

1. Review of Draft General Committee Report: FS17-023 – 2018 Budget Preparation Directions

Staff provided background to the draft report and noted that the proposed property tax increase is in line with the estimated population growth and the anticipated service deliverables that typically accompany an increase.

**Moved by Councillor Kim
Seconded by Mayor Dawe**

1. That draft General Committee Report No. FS17-023 be received; and
2. That the comments and suggestions of the discussion regarding draft General Committee Report No. FS17-023 be referred to staff and that the report be brought forward to General Committee for approval.

Carried

- 2. Memorandum from Corporate Communications Manager
Re: Citizen Budget and Online Public Participation in the 2018 Budget Process**

Finance Advisory Committee Meeting Minutes
Tuesday, June 13, 2017

Page 3 of 4

The Committee discussed the best management processes for budget preparation in comparison to the data collected from the public through this online budget tool. The Committee agreed that the online tool is beneficial in making informed decisions on behalf of constituents despite the limited data collected.

**Moved by Mayor Dawe
Seconded by Councillor Kim**

1. That the memorandum regarding Citizen Budget and Online Public Participation in the 2018 Budget Process be received for information.

Carried

3. Review of Draft General Committee Report No. FS17-030 – Summary of Budget Consultation Meeting May 31, 2017

Staff reported on the vision and intent of the Report. The Committee discussed deferring any action on this item until the CAO is in attendance to speak to it.

**Motion to defer
Moved by Mayor Dawe
Seconded by Councillor Kim**

1. That draft General Committee Report No. FS17-030 be deferred to the next Finance Advisory Committee meeting.

**Motion to defer
Carried**

4. Review of 2018 Budget Committee Calendar with Narratives

The Committee requested that staff ensure the proposed calendar dates do not conflict with any other Town events.

**Moved by Mayor Dawe
Seconded by Councillor Kim**

1. That the Review of 2018 Budget Committee Calendar with Narratives be received for information.

Carried

6. New Business

The Committee requested an update on the public art contributions initiative discussed at a previous meeting. Staff advised that it will require more dialogue on policy following which the Finance Advisory Committee will be positioned to discuss the funding component.

The Committee requested an update on the impacts of Bill 68 in terms of public sector investment options. Staff advised that Bill 68 is more focused on the implementation of municipal asset management plans.

The Committee inquired about the potential impact of the Province's proposed minimum wage on the Town. Staff advised that material impacts are expected, and staff is presently in the process of estimating the extent and devising a strategy for managing these impacts.

7. Adjournment

Moved by Councillor Kim

Seconded by Mayor Dawe

That the meeting be adjourned at 6:29 p.m.

Carried

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



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

Date: Thursday, June 15, 2017

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

Committee Members: Councillor Paul Pirri (Chair), Councillor Tom Mrakas (Vice Chair), Irene Clement, Melville James, Jennifer Sault, Sara Varty, Nancee Webb, and Kristina Zeromskiene

Member(s) Absent: Larry Fedec

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

The Chair called the meeting to order at 7:04 p.m.

1. Approval of the Agenda

**Moved by Jennifer Sault
Seconded by Nancee Webb**

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

Environmental Advisory Committee Meeting Minutes of April 6, 2017

Environmental Advisory Committee Meeting Minutes
Thursday, June 15, 2017

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**Moved by Melville James
Seconded by Councillor Mrakas**

That the Environmental Advisory Committee meeting minutes of April 6, 2017, be received for information.

Carried

4. Delegations

**(a) Ryan Ness, Angela Wallace, Toronto and Region Conservation Authority
Re: The Living City Report Card**

The delegation was unable to attend.

5. Matters for Consideration

None

6. Informational Items

**1. Memorandum from Program Manager, Environmental Initiatives
Re: Invasive Plant Species Update**

Staff provided a brief overview of the memorandum. The Committee inquired about possible grant opportunities and staff agreed to investigate. Staff and Committee discussed various aspects including public awareness, prioritization of key areas, educational workshops, the phragmites pilot project, and collaboration opportunities toward the control and eradication of invasive plant species.

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

1. That the memorandum regarding Invasive Plant Species Update be received for information.

Carried

Environmental Advisory Committee Meeting Minutes
Thursday, June 15, 2017

Page 3 of 4

**2. Memorandum from Program Manager, Environmental Initiatives
Re: Corporate Environmental Action Plan Update Status**

Staff noted that the draft updated Corporate Environmental Action Plan (CEAP) would be emailed to Committee members in early August 2017 for comment. Staff and Committee discussed various aspects including the incorporation of the Town's commitment to the Blue Dot campaign, the need for a full-time employee to guide the CEAP energy initiative, the Community Energy Plan, and the Corporate Energy Management Plan.

**Moved by Melville James
Seconded by Sara Varty**

1. That the memorandum regarding Corporate Environmental Action Plan Update Status be received for information.

Carried

7. New Business

Staff and Committee discussed aspects of Aurora's Eco Festival held on April 29, 2017, and staff noted the positive feedback received.

Staff provided an update regarding the anti-idling initiative, noting that this item would be refreshed in CEAP with emphasis on a positive campaign of public awareness and education. The Committee suggested that industrial idling should also be addressed.

Staff confirmed that the Town would not be joining the ClimateWise Business Network at this time.

Staff provided an update regarding the "Bring Your Own Bottle" initiative and pilot project.

The Committee inquired about what happens to items picked up in the Town's monthly textile collection project. Staff agreed to investigate and report back.

Environmental Advisory Committee Meeting Minutes
Thursday, June 15, 2017

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8. Adjournment

Moved by Jennifer Sault

Seconded by Irene Clement

That the meeting be adjourned at 8:21 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:	Monday, June 26, 2017
Time and Location:	7 p.m., Holland Room, Aurora Town Hall
Committee Members:	Councillor John Abel (Chair), Councillor Paul Pirri (Vice Chair), Rosalyn Gonsalves, Marilee Harris, Bruce Walkinshaw
Members Absent:	Don Constable, Javed Khan (Aurora Chamber of Commerce representative)
Other Attendees:	Councillor Tom Mrakas, Doug Nadorozny, Chief Administrative Officer, Anthony Ierullo, Manager of Long Range and Strategic Planning, Linda Bottos, Council/Committee Secretary

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

1. Approval of the Agenda

**Moved by Councillor Pirri
Seconded by Bruce Walkinshaw**

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

Economic Development Advisory Committee Meeting Minutes
Monday, June 26, 2017

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Economic Development Advisory Committee Meeting Minutes of March 9, 2017

**Moved by Councillor Pirri
Seconded by Rosalyn Gonsalves**

That the Economic Development Advisory Committee meeting minutes of March 9, 2017, be received for information.

Carried

4. Delegations

None

5. Matters for Consideration

None

6. Informational Items

**1. Memorandum from Manager of Long Range and Strategic Planning
Re: Activity Report**

Staff gave a brief overview of the memorandum regarding business inquiries, openings, and upcoming events.

**Moved by Councillor Pirri
Seconded by Bruce Walkinshaw**

1. That the memorandum regarding Activity Report be received for information.

Carried

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

Staff gave a brief overview of the memorandum and update on initiatives outlined in the Economic Development Action Plan. Staff further provided an update on the hotel and Business Improvement Area (BIA) initiatives.

Economic Development Advisory Committee Meeting Minutes
Monday, June 26, 2017

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The Committee and staff discussed various aspects of the Action Plan Update including the Business Retention and Expansion (BR&E) Action Plan, Business Concierge Program, Entertainment District, Permanent Farmers' Market, and Bio-medical campus.

Staff provided an update in response to an inquiry regarding the Bell small cell technology pilot project in Town. The Committee recommended that this success story be shared through the local newspapers and the Aurora Chamber of Commerce.

The Committee inquired about the Regional Broadband Strategy Advisory Task Force, and staff advised that an update was not yet available.

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

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

Carried

- 3. Extract from Council Meeting of May 9, 2017
Re: Economic Development Advisory Committee Meeting Minutes of
March 9, 2017**

**Moved by Bruce Walkinshaw
Seconded by Councillor Pirri**

1. That the Extract from Council Meeting of May 9, 2017, regarding the Economic Development Advisory Committee meeting minutes of March 9, 2017, be received for information.

Carried

7. New Business

The Committee inquired about the job description and job posting for the new Economic Development Officer position, and staff provided an update.

Economic Development Advisory Committee Meeting Minutes
Monday, June 26, 2017

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The Committee inquired about the status of the new Economic Development Board, and staff provided an update. Staff confirmed that the Economic Development Advisory Committee members will be informed of the opportunity to participate when the recruitment process for Board members moves forward in the fall of 2017.

8. Adjournment

Moved by Marilee Harris

Seconded by Rosalyn Gonsalves

That the meeting be adjourned at 8:02 p.m.

Carried

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



MINUTES

CYFS - JCC

Tuesday, January 10, 2017 at 9:30 AM

Town of Aurora, Holland Room
1 Municipal Way, Aurora, ON

The meeting of the CYFS - JCC was held on Tuesday, January 10, 2017 in the Holland Room, Town of Aurora, 1 Municipal Way, Aurora, Ontario.

- Members Present:
- Aurora: Councillor Mrakas
Councillor Thompson
 - Newmarket: Councillor Bisanz
Councillor Twinney
- Regrets:
- Aurora: Councillor Abel
 - Newmarket: Councillor Hempen
- Staff Present:
- Aurora: D. Nadorozny, Chief Administrative Officer
D. Elliott, Director of Financial Services
L. Lyons, Town Clerk
 - Newmarket: R.N. Shelton, Chief Administrative Officer
L. Georgeff, Director of Human Resources
D. Schellenberg, Manager, Accounting & Finance
 - CYFS: R. Volpe, Deputy Fire Chief
R. Comeau, Deputy Fire Chief
C. Duval, Assistant Deputy Chief

The meeting was called to order a 9:30 a.m.

Councillor Twinney in the Chair.

Additions & Corrections to the Agenda

None.

Declarations of Pecuniary Interest

None.

Approval of Minutes

1. Central York Fire Services - Joint Council Committee Minutes and (Closed Session) Minutes of November 29, 2016.

Moved by: Councillor Mrakas

Seconded by: Councillor Bisanz

- a) THAT the Central York Fire Services - Joint Council Committee Minutes and (Closed Session) Minutes of November 29, 2016 be approved.

Carried

Items

2. Fire Services Report 2017-01 dated December 21, 2016 regarding Emergency Services Agreements - Town of Whitchurch-Stouffville; Township of King.

Moved by: Councillor Bisanz

Seconded by: Councillor Thompson

- a) THAT Fire Services Report 2017-01 dated December 21, 2016 regarding Emergency Services Agreements - Town of Whitchurch-Stouffville; Township of King be received for information purposes.

Carried

(The Chief Administrative Officer, Newmarket advised that JCC would be informed as soon East Gwillimbury Council approves their reciprocal emergency services agreement)

3. Fire Services Report 2016-05 dated November 14, 2016 regarding Medical Oversight of CYFS Medical Program.

Moved by: Councillor Mrakas

Seconded by: Councillor Thompson

- a) THAT the Joint Council Committee (JCC) approve securing medical oversight from a physician for the CYFS medical response program;

- i) AND THAT JCC authorize an increase in level of service that would allow CYFS to follow a symptom relief drugs protocol.

Carried

New Business

a) The Town Clerk outlined the provisions of the Consolidated Fire Services Agreement with respect to the election of a Chair and Vice-Chair.

The floor was opened for nominations of Chair of the CYFS – Joint Council Committee for 2017/2018.

Moved by: Councillor Thompson
Seconded by: Councillor Mrakas

THAT Councillor Twinney, Town of Newmarket, be appointed as Chair of the CYFS – Joint Council Committee for 2017/2018.

Carried

The floor was opened for nominations for Vice-Chair of the CYFS – Joint Council Committee for 2017/2018.

Moved by: Councillor Mrakas
Seconded by: Councillor Twinney

THAT Councillor Thompson, Town of Aurora be appointed as Vice-Chair of the CYFS – Joint Council Committee for 2017/2018.

Carried

b) The Chief Administrative Officer, Newmarket advised that a status update of the feasibility of fire services consolidation with Richmond Hill would be provided at the February, 2017 meeting of Central York Fire Services – Joint Council Committee.

c) The Chief Administrative Officer, Aurora provided a verbal status update about the construction of Station 4-5 and advised that the Director of Parks and Recreation (Mr. Al Downey) is the project lead and a report will be forthcoming to Aurora Council regarding a competitive process in relation to the construction of Station 4-5.

Moved by: Councillor Thompson
Seconded by: Councillor Bisanz

THAT the matter of process related to the sole source of the station design of Station 4-5 be reconsidered.

Carried by 2/3 majority

Moved by: Councillor Thompson
Seconded by: Councillor Mrakas

THAT Central York Fire Services – Joint Council Committee provide direction to undertake a competitive process with respect to the construction of Station 4-5.

Carried

d) A suggestion was made to confirm details of both Towns fire/burning by-laws with By-law Enforcement staff.

Closed Session

The Chair advised there was no requirement for a Closed Session.

Adjournment

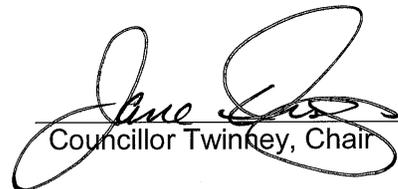
Moved by: Councillor Mrakas
Seconded by: Councillor Bisanz

THAT the meeting adjourn.

Carried

There being no further business, the meeting adjourned at 9:46 a.m.

February 7, 2016
Date


Councillor Twinney, Chair



MINUTES

CYFS - JCC

Tuesday, February 7, 2017 at 9:30 AM

Town of Newmarket, Cane A & B
395 Mulock Drive, Newmarket

The meeting of the CYFS - JCC was held on Tuesday, February 7, 2017 in the Cane Room, Town of Newmarket, 395 Mulock Drive, Newmarket, Ontario.

Members Present:

Newmarket:	Councillor Bisanz Councillor Hempen Councillor Twinney
Aurora:	Councillor Abel Councillor Mrakas
Regrets:	Aurora: Councillor Thompson

Staff Present:

Newmarket:	R.N. Shelton, Chief Administrative Officer L. Georgeff, Director of Human Resources M. Mayes, Director of Financial Services S. Niezen, Records and Projects Coordinator
Aurora:	D. Nadorozny, Chief Administrative Officer D. Elliott, Director of Financial Services (10:38 to 10:43 a.m.)
CYFS:	I. Laing, Fire Chief R. Volpe, Deputy Fire Chief R. Comeau, Deputy Fire Chief

Guests: Mr. Steve Thurlow, Dillon Consulting

The meeting was called to order at 9:34 a.m.

Councillor Twinney in the Chair.

Additions & Corrections to the Agenda

None.

Declarations of Pecuniary Interest

None.

Presentation

1. Mr. Steve Thurlow, Dillon Consulting provided a PowerPoint presentation entitled Fire Consolidation Feasibility Study Preliminary Key Findings Report. The presentation highlighted various aspects of the following:

Administration, Fire Prevention/Public Education, Training, Fire Suppression, Communications and Technology, Facilities and Equipment, Automatic Aid Agreements and Strategy.

Mr. Thurlow advised that consolidation of the fire services would not assist with improving suppression service levels with the exception of the southernmost border of Aurora and northernmost border of Richmond Hill.

A suggestion was made to include the presentation statistics in a report to both Councils.

Items

2. Joint Chief Administrative Officer's (Newmarket & Aurora) & CYFS Fire Chief, Corporate Services Report – Financial Services 2017-05 dated January 24, 2017 regarding the Consolidation Study.

An alternate motion was presented and discussion ensued.

Moved by: Councillor Mrakas

Seconded by: Councillor Bisanz

THAT CYFS-JCC recommends that Town of Aurora and Town of Newmarket pass resolutions to request that a Regional Fire Service be established.

MOTION LOST

Moved by: Councillor Bisanz

Seconded by: Councillor Abel

a) THAT Joint Chief Administrative Officer's (Newmarket & Aurora) and CYFS Fire Chief, Corporate Services Report – Financial Services 2017-05 dated January 24, 2017 regarding the Consolidation Study be received for information purposes;

- i) AND THAT the consolidation of Central York Fire Services (CYFS) with Richmond Hill Fire and Emergency Services (RHFES) not be pursued, as there is not a sufficient business case for CYFS at this time;
- ii) AND THAT staff continue to identify, report on and implement efficiencies through partnerships with neighbouring municipalities relative to Fire Service
- iii) AND THAT JCC provide any further direction relative to Fire Services;
- iv) AND THAT Newmarket and Aurora Councils be provided with the JCC recommendations;
- v) AND THAT Richmond Hill be so advised of the recommendations of Newmarket and Aurora Councils.

Carried

Approval of Minutes

- 3. Central York Fire Services - Joint Council Committee Minutes of January 10, 2017.

A correction was made to the Central York Fire Services – Joint Council Committee Minutes of January 10, 2017 by including the following paragraph under Item 2 being Fire Services Report 2017-01 dated December 21, 2016 regarding Emergency Services Agreements – Town of Whitchurch-Stouffville; Township of King.

(The Chief Administrative Officer, Newmarket advised that JCC would be informed as soon East Gwillimbury Council approves their Fire Protection Services agreement)

Moved by: Councillor Bisanz
Seconded by: Councillor Hempen

- a) THAT the Central York Fire Services - Joint Council Committee Minutes of January 10, 2017, as corrected, be approved.

Carried

- 4. Joint Central York Fire Services, Corporate Services Report – Financial Services 2017-07 dated January 26, 2017 regarding 2016 CYFS Preliminary Budget Report – Fourth Quarter.

Moved by: Councillor Hempen
Seconded by: Councillor Abel

a) THAT Joint CYFS, Corporate Services Report – Financial Services 2017-07 dated January 26, 2017 regarding 2016 CYFS Preliminary Budget Report – Fourth Quarter be received for information purposes.

Carried

New Business

None.

Closed Session

The Chair advised there was no requirement for a Closed Session.

Adjournment

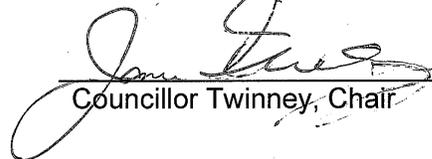
Moved by: Councillor Hempen
Seconded by: Councillor Abel

THAT the meeting adjourn.

Carried

There being no further business, the meeting adjourned at 10:43 a.m.

June 29, 2017
Date


Councillor Twinney, Chair



**Town of Aurora
General Committee Report**

No. FS17-038

Subject: Intent to Consider Accessing Hydro Reserve Funds

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

Department: Financial Services

Date: September 5, 2017

Recommendations

- 1. That Report No. FS17-038 be received; and**
- 2. That staff publish a public notice of Council's intent to consider allocating funding from the principal component of the Aurora Hydro Sale Investment Reserve Fund as required of By-law No. 5439-12.**

Executive Summary

This report is to initiate the public notice required prior to Council considering accessing funding from the Aurora Hydro Sale Investment Reserve Fund.

- Staff expect that during the fall Council cycle the issue of allocating funding from the proceeds of the 2005 sale of Aurora Hydro will arise, and it may be time sensitive.
- Before approving any such allocation, Council must provide public notice at least thirty days prior to approving any such allocation.
- Time delays can be avoided by giving required public notice now

Background

By-law 5439-12, being a by-law to establish the Aurora Hydro Sale Investment Reserve Fund, requires that "should Council wish to allocate or expend any of the principal from the Fund for any purpose, public notice published in a local newspaper having general circulation throughout the community shall be provided at least thirty (30) days in advance before the allocation or expense is approved at an open Council meeting."

Analysis

September 5, 2017

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Report No. FS17-038

Staff expect the issue of allocating principal portions from the Aurora Hydro Sale Investment Reserve Fund will arise this fall or early winter.

Council has discussed the development of the Cultural Precinct Plan over the last couple of years. During those discussions, it was noted that funding for the implementation of such plan would likely require use of some of the hydro funds held in the Aurora Hydro Sale Investment Reserve Fund (“the reserve fund”).

Public notice is required prior to approving funding allocation from the reserve fund

By-law 5439-12 (Attachment #1) requires the giving of public notice at least thirty (30) days prior to approving any allocation of the principal component of the reserve fund. The 30 day notice requirement could add up to 45 or more days to the decision process, depending on publication dates, and the meeting schedules of Council.

Time delays can be avoided by giving required notice now

It is unclear when Council will be in a position to consider accessing the hydro funds. In addition, its decision may become time sensitive. To avoid forcing Council to be delayed in making potentially time sensitive decisions, staff recommend providing a notice to comply with the by-law at this time. Such notice will seek those persons who are interested in this topic to register with the Clerk’s Office to be subsequently notified directly of the meeting date where the funds may be allocated once the date is set. Such registrants will receive a minimum of six (6) calendar days’ notice prior to the meeting. By that time, a comprehensive staff report outlining the details of the project, its funding requirements and proposed funding sources will be included in the meeting agenda materials. Those registered for further notice would be provided links to the report.

Advisory Committee Review

None

Financial Implications

There are no direct or indirect financial implications of this report. Providing public notice can be completed within existing operating budgets.

Communications Considerations

Communications, Legal and Finance staff will collaborate to draft the necessary compliant public notice, and the subsequent direct notification to registrants. The planned public notice will indicate that such consideration is expected to be made prior to the end of March 2018. If such allocation discussion does not happen by then, a separate public notification will be undertaken as appropriate at that time.

Once the meeting date is set for the consideration of allocating hydro funds, regular and special communications efforts will also be undertaken in addition to notifying those previously registered.

Link to Strategic Plan

Complying with the Town's own by-law for public notice, yet preempting delays in potentially time sensitive decisions by Council support the Town's Strategic Plan principles of leadership in corporate management, and supporting broad community outreach and engagement with partners, businesses, newcomers and community groups to ensure inclusiveness.

Alternative(s) to the Recommendation

Council could choose not to provide public notice regarding using hydro funds at this time. A "receive only" resolution would achieve this. Doing so may result in delays required for such notice affecting Council for potentially time sensitive decisions.

Conclusions

Staff are aware that the issue of allocating funding from the Aurora Hydro Sale Investment Reserve Fund is likely to arise during this fall session of Council. Although the timing of such is currently unclear, it is possible that such discussions may become time sensitive. The public notice requirement of the existing bylaw could delay decisions as much as 45 or 50 days depending on publication dates and meeting calendar dates. To avoid the time sensitivities, staff recommend giving the required public notice now of Council's intent to consider such allocations. Such notice will solicit those interested in following or delegating to Council on this issue to register with the Clerk. Those registered will be directly notified in advance of such discussions once the meeting date and detailed staff report become available.

September 5, 2017

Page 4 of 4

Report No. FS17-038

Attachments

Attachment #1 By-law 5439-12, being a by-law to establish the Aurora Hydro Sale Investment Reserve Fund.

Previous Reports

None

Pre-submission Review

Agenda Management Team review on August 18, 2017

Departmental Approval



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

Approved for Agenda



for **Doug Nadorozny**
Chief Administrative Officer

THE CORPORATION OF THE TOWN OF AURORA

By-law Number 5439-12

**BEING A BY-LAW to
establish the Aurora Hydro
Sale Investment Reserve
Fund.**

WHEREAS section 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "Act"), provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act or any other statute, and subsection 11(2) of the Act provides that lower-tier municipalities may pass by-laws respecting, among other items, the financial management of the municipality and its local boards;

AND WHEREAS The Corporation of the Town of Aurora (the "Town") sold all of its shares in Aurora Hydro Connections Limited to Powerstream Inc. in June 2005;

AND WHEREAS at its meeting of June 28, 2005, the Council of the Town adopted resolutions to establish the Aurora Hydro Sale Investment Reserve Fund (the "Fund") to hold the proceeds obtained from the said sale of shares in Aurora Hydro Connections Limited;

AND WHEREAS the Council of the Town made modifications to the conditions related to the Fund by adopting resolutions on September 26, 2006, with adjustments to the balance in the Fund to be completed at December 31, 2006;

AND WHEREAS no specific by-law has been adopted to create or set out the terms of the Fund;

AND WHEREAS the Council of the Town deems it necessary and desirable to use the proceeds of the sale of Aurora Hydro Connections Limited in specified manners and provide funding for specified special purposes;

AND WHEREAS the money in the Fund shall be allocated and expended subject to the provisions of this By-law;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF AURORA ENACTS AS FOLLOWS:

1. THAT the Fund be established with a balance of \$31,699,391.67, which represents ninety percent (90%) of the net proceeds of the concluded sale of the Town's interest in Aurora Hydro Connections Limited.
2. THAT all balances in the Fund earn investment income to the credit of the Fund, as calculated by the Town's Treasurer based on the annual performance of the Town's investment portfolio comprised of balances of all reserves and reserve funds, and surplus operating and unspent cash balances throughout the year.
3. THAT the earned interest portions of the balance of this Fund from a prior year may be allocated or expended at the sole discretion of Council for new initiatives identified in the Town's Strategic Plan, as may be amended from time to time.
4. THAT proposed Strategic Plan initiatives be budgeted as separate projects for separate consideration, and should all the funds available in the current year not be used, that those unallocated funds be carried forward and remain available in the next budget year.
5. THAT, other than Strategic Plan initiatives, the earned interest portions of the balance of this Fund from a prior year may be allocated or expended for any purpose as may be determined by Council to be in the best interest of the

By-law Number 5439-12

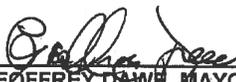
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Town, provided that such allocation or expenditure is approved in accordance with paragraph 7 of this By-law.

6. THAT the principal of the Fund may be allocated or expended for any purpose as determined, at the sole discretion of Council, to be in the best interest of the Town, and should Council wish to allocate or expend any of the principal from the Fund for any purpose, public notice published in a local newspaper having general circulation throughout the community shall be provided at least thirty (30) days in advance before the allocation or expense is approved at an open Council meeting.
7. THAT any expenditure or allocation of monies from the principal, or earned interest portions of the Fund as specified in paragraph 5 of this By-law, shall be made by resolution of Council, as adopted by a vote of not less than two-thirds (2/3) of the entire Council, and further that,
 - (a) "entire Council" shall mean all members of Council being present in Council Chambers at the time of the vote;
 - (b) should the entire Council not be present in Council Chambers at the time of the vote, the vote shall be deferred until the entire Council is so present; and
 - (c) in the event the entire Council is not present for three (3) consecutive Council meetings, the requirement for all Council members to attend such meeting shall be reduced by one (1) member of Council.
8. THAT all past resolutions and by-laws of Council in connection with the creation of the Fund are hereby superseded and replaced by this By-law.
9. THAT this By-law is deemed to have come into force *nunc pro tunc* on December 31, 2006.

READ A FIRST AND SECOND TIME THIS 18th DAY OF DECEMBER, 2012.

READ A THIRD TIME AND FINALLY PASSED THIS 18th DAY OF DECEMBER, 2012.



GEOFFREY DAWE, MAYOR



JOHN D. LEACH, TOWN CLERK

Approved as to Form
By Legal Services
Signature Waller Mr.
Date: Dec. 14, 2012



**Town of Aurora
General Committee Report**

No. IES17-037

Subject: Winter Maintenance 2017/18 Report
Prepared by: Jim Tree, Acting Manager of Operations
Department: Infrastructure and Environmental Services
Date: September 5, 2017

Recommendation

- 1. That Report No. IES17-037 be received; and**
- 2. That the proposed operational changes for the 2017/18 winter maintenance season as outlined in Table 2 be endorsed; and**
- 3. That Capital Project No. 34413 – Specialized Snow Removal Attachments, with a budget of \$80,000 to be funded from the Roads and Related Development Charges Fund, be approved; and**
- 4. That winter roads and sidewalk maintenance standards remain unchanged from the previous 2013/14 standards.**

Executive Summary

Staff is seeking to provide Council with information on winter maintenance performance for the 2016/17 winter season and proposed revisions and improvements for the upcoming 2017/18 winter maintenance program as follows;

- Identify process and organizational issues that impacted service delivery in 2016/17
- Respond to the January 31, 2017 Council directive regarding winter maintenance service levels
- Provide specific details on proposed process changes and enhancements
- Review of current service level standards
- Identify future growth related winter maintenance needs and resources to maintain service levels for roads and sidewalks

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Background

Winter roads and sidewalk maintenance are managed by the Infrastructure and Environmental Services (IES) Roads Operations Division using a combination of contracted service provider and in-house staff and equipment. The Town is currently divided into ten plow routes, six of which are maintained using in-house staff and the remaining four are maintained by a contractor. The Town is divided into six sidewalk plow routes, all of which are maintained using a contractor.

Analysis

This report will address a number of proposed changes and enhancements aimed at improving the efficiency, productivity and overall management of our winter roads maintenance operation.

The Town of Aurora has a current maintenance responsibility for 215.5 kilometers of assumed roads and an additional 13 kilometers of soon to be assumed roads within the next 1 to 5 years. In addition the Town is responsible for 213 kilometers of assumed sidewalk and an additional 28.1 kilometers of soon to be assumed sidewalk also within the next 1 to 5 years.

Staff are projecting that, in order to maintain minimum service levels and community expectations, it will be necessary to increase the number of road maintenance routes to a total of eleven and the number of sidewalk maintenance routes to a total of eight. This will satisfy the remainder of the growth related needs for the municipality provided that there are no increased service levels.

Council has already addressed a portion of this need with the recent approval of a new additional tandem plow/sander truck that will be deployed at the beginning of the 2018/19 winter season. Staff will continue to closely monitor the timing of infrastructure assumption and plan accordingly for the necessary resources in future capital and operational budgets.

Staff are also recommending that an existing parks tractor be equipped with a box type snow plow and a heavy loader within the IES Fleet be outfitted with a full snowplow and side wing in order to maximize the use of this equipment and to provide a more efficient snow removal operation in cul-des-sacs and tight access locations including municipal parking lots. This requested additional equipment is for the upcoming 2017/18 winter season and prior to the approval of the 2018 Capital Budget.

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Operational issues impacted some aspects of winter maintenance service delivery during two events in the winter of 2017

It has been determined that there were two separate occasions during the mid-and late winter period where there were some operational issues and circumstances that influenced the operational response to these significant storm events. As a result, Council is aware that there was significant negative feedback from our residents concerned with the Town's performance in responding to and effectively managing this event and the associated forces in this regard.

Contributing factors to this situation were primarily due to the timing of several managerial related events and changes that were occurring during this period which had a significant operational impact. In addition to these issues, three plow/sander trucks were out of service at certain times, which limited our crews to the only three remaining operational trucks, severely limiting our ability to respond.

It should be noted that winter maintenance operations are taxing on equipment and that equipment failures or breakdowns are not uncommon. Our operators take all necessary precautions and care during equipment operation; however, these situations will continue to play a part of the operation and will continue to affect the winter maintenance operation and our ability to deliver consistent service from time to time.

Other operational processes and practices that impacted winter maintenance service delivery and human resources

Staff reviewed the winter maintenance operation with a particular focus on the available staff complement that can respond to each and every individual event on a consistent basis and in compliance with the terms of the CUPE Collective Agreement and more importantly, the Ministry of Transportation Highway Traffic Act Regulations relative to the maximum number of hours (13 hrs) an operator can drive in a 24-hour period.

It has been determined that despite the fact that our winter maintenance staff resources are marginally lower than our neighbouring municipalities that, with some changes on how we deploy these staff, our current staff complement are generally capable of meeting the needs.

There are several areas that are impacting on the availability of human resources, For example, one current practice that has had a significant impact involves four staff positions who acted as IES Roads Crew Leaders. Traditionally these staff were not assigned to operate plows and remained in the operations centre to direct the truck plow/sander operators and other related duties. It has been determined through our

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review of the operation and discussions with all operations staff that this practice is not conducive to an efficient operation and as such this practice has been discontinued. This will result in the addition of four staff back into the winter maintenance operation and an immediate gain in available operators.

January 31, 2017 motion of Council directed that winter service levels be reviewed by the Finance advisory Committee

Staff acknowledge the directive of Council that the matter of winter maintenance service levels were referred to the Finance Advisory Committee for review; however, under the current circumstance, and with the temporary administrative realignment, significant time has elapsed. Given the timing, Staff feel that it may be more effective to provide Council with an overview of the proposed winter maintenance changes and improvements to operational procedures at this time as it was seen as a more efficient means of delivering this information.

Staff proposes additional changes and enhancements to better utilize current resources and improve service delivery

IES Roads and Park management staff have determined, through a review of the IES and Parks Winter Maintenance operations that there are a number of process changes that can be achieved in deploying our winter roads maintenance staff and equipment, all of which will result in significant improvements from both a time and efficiency perspective. Of particular note, all Parks Operations staff have the qualifications and training required to operate IES roads equipment. Also, with the addition of one new staff position in the 2017 Parks Division, staff complement coupled with some limited reprioritization of work processes in both departments, staff has seen a significant opportunity for overall operations efficiency and a positive step in maximizing on our available resources.

The following information below highlights the proposed operational changes and how they differ from current practices:

PROPOSED OPERATIONAL CHANGES FOR 2017/18 WINTER MAINTENANCE SEASON

PROPOSED OPERATIONAL PROCESS	FORMER PROCESS	RESULTING BENEFIT
Assign 24 hour, 7day per week trained road patrol staff coverage to monitor road conditions and callout staff in response to road condition's	Afternoon shift only assigned to less experienced seasonal staff. no 24 hr. 7day coverage .no staff assigned to patrol Friday nights, through Sunday	24 hour,7day coverage with trained road patrol staff increases efficiency in road crew response times, road safety and risk management
Re-assign four winter crew leaders into winter road plow/sander operators	Four crew leaders stationed at operations centre not available for equipment operation rotation staff pool	Immediate gain of four qualified and experienced staff back into winter operations ,reducing corporations risk of ESA hours of work violation, reduced standby assignments to other operators
Assign up to 3 Parks Division operators to winter roads standby rotation	Parks Division not involved in winter roads operations maintenance	Additional human resources to respond to winter events and provide additional hours of work as the need arises further reducing corporations risk of MOT hours of work violation minimal impact to Parks operations as a result of some reprioritization of winter maintenance and much improved utilization of highly qualified staff, with no appreciable cost implications
Utilize Parks Division equipment and operators for cul-de-sac and rear lot driveway winter maintenance	Parks Division not involved in roads operations maintenance	Additional human and equipment resources to assist in the clearing of cul-de-sacs and rear lot laneways results in a major improvement in the efficiency of the IES roads snow removal operation as these locations are time consuming and difficult to navigate with large plow trucks. Parks equipment and operators available immediately upon completion of municipal parking lot clearing to respond to these locations with improved and more efficient parks tractors and plows

PROPOSED OPERATIONAL PROCESS	FORMER PROCESS	RESULTING BENEFIT
Assign up to 3 groups of 7 staff to a rotating standby schedule	2 groups of 6 staff assigned to rotating standby schedule	Additional group of staff in the standby rotation reduces demand and pressure on operations staff by one week between each standby rotation, one additional staff person assigned to spare truck plow/ sander otherwise unused unless needed in case of equipment breakdown, all of above results in operations efficiency and better prepared staff
Equip existing Parks tractor with more efficient box type snow plow an one existing IES wheel loader with snow plow and wing	Existing machinery not currently utilized for winter maintenance, equipment is stationed at the JOC yard as a backup loader Parks tractor not currently used in winter operations	Major improvements in the clearing of cul-de-sacs narrow streets and rear access laneways including municipal parking lots. Significant efficiencies to be gained with utilizing this specialized equipment previously unused in winter operations

Growth in 2C, Yonge Street South and Highland Gate will require additional resources in order to maintain services levels

As previously mentioned, the Town will be assuming an additional 13 kilometers of roads and 28 kilometers of sidewalks. This represents all remaining development that is currently planned for the municipality and in order to address the ongoing maintenance resource needs required to provide the current level of service, staff are projecting that it will be necessary to increase the winter roads related equipment fleet by one additional truck plow/sander to maintain 11 routes and winter sidewalk equipment fleet by 2 plow units to maintain 8 routes.

Council has addressed a portion of the current need with the recent approval of a new additional tandem plow/sander truck that will be deployed at the beginning of the 2018/19 winter season. Staff will continue to closely monitor the timing of infrastructure assumption and plan accordingly for the necessary resources in future capital and operational budgets.

Staff has discussed the manner in which winter road and sidewalk maintenance is being delivered and the various pros and cons surrounding the matter of contracting out these services vs. in-house delivery. This is a difficult issue to easily capture as there are so many variables, positive and negative to take into consideration.

Staff is continuing to explore this issue more thoroughly from a financial and operational perspective. Well in advance of the expiration of the current winter roads and side walk maintenance contracts following winter of 2020/21, staff will provide more detailed information for Council in a future winter maintenance report on the matter of contracting out winter maintenance vs. in-house delivery of service.

In the meantime, and through the duration of these current contracts, staff will be working more diligently in monitoring the performance of these contractors and initiate some changes to process that will improved the manner in which maintenance is being conducted, particularly in the area of sidewalk maintenance where there was extensive damage to our boulevards. Some damage can be expected to occur as there are many variable conditions that lead to this occurring; however, staff have taken steps to address the extent of this damage and the manner in which was repaired. The contractor has been advised that a similar re-occurrence of this nature cannot be repeated.

Current winter roads maintenance Minimum Service Level Standards will continue to be achieved with proposed operational changes and funding of growth related needs

There are many previous detailed and lengthy reports authored by this department that deal with each and every aspect of winter maintenance and the associated standards of care which are legislated. To the best of our knowledge, the Town has met or exceeded these maintenance standards consistently and will continue to do so, notwithstanding the events that occurred in winter 2016-17 that have been addressed previously in this report. We include these standards simply for reference purposes as follows:

Reg. 239/02: MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS under *Municipal Act, 2001, S.O. 2001, c. 25*

SNOW ACCUMULATION

Class of Highway	Road Type	Example	Depth	Time to clear	No. of roads
2	Main Arterial	Yonge St.	5 cm	6 hours	1
3	High Volume	Edward St	8 cm	12 hours	9
4	Town Primary	Orchard Hgts.	8 cm	16 hours	44
5	Town Secondary	Larmont St	*8 cm	24 hours	390

O. Reg. 47/13, s. 4

* represents Aurora standard, Provincial Standard is 10cm

ICE FORMATION PREVENTION & ICY ROADWAYS

Class of Highway	Time frame to apply de-icing material from the end of the weather event
2	4 hours
3	4 hours
4	12 hours
5	16 hours

O. Reg. 47/13, s. 5.

With implementation of the proposed operational changes and improvements staff is confident that the above noted road maintenance standards will be met consistently and in most winter events significantly exceeded.

High levels of service for winter sidewalk maintenance continues to increase operational costs

Winter sidewalk maintenance continues to pressure the IES winter maintenance operation from a financial and operational perspective. Upon buildout of the municipality the Town will assume responsibility for the maintenance and repair of an estimated 241 kilometers of sidewalk, which will exceed liner road kilometers. Based on 2016 sidewalk maintenance expenses of \$500,000 it is expected that these costs will continue to rise.

Currently there are no legislated minimum maintenance standards for winter sidewalk maintenance; however, the Town has an established history and practice of clearing all municipal sidewalks. Depending on each individual winter event the time required to complete a cycle of sidewalk clearing ranges between 12-24 hours. Heavy snow or a freezing rain event can require 24-48 hours to complete all routes. There are many scenarios and options for reducing the costs of maintaining winter sidewalks as follows:

- Introduce revised levels of service where only main arterial and priority pedestrian routes receive sidewalk maintenance
- Extend the window of sidewalk maintenance response time such that the work would be conducted in house using the existing work force and only commence upon completion of the roads related plowing and sanding operation
- Continue to utilize outside contracted service at the current or reduced level , reprioritize sidewalk clearing and supplement the work with in-house staff upon completion of the roads related plowing and sanding
- Enact a by-law requiring property owners to clear sidewalks

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All of the above would result in a level of dissatisfaction in the community and perhaps some additional exposure to liability. As such, staff would recommend that any proposed changes to the sidewalk maintenance program be thoroughly vetted out in the community and Legal Services before any such change in the level of service is contemplated. In view of the above, we do not recommend any change to the winter sidewalk maintenance program at this time and staff will endeavor to expand on this matter in 2017/18 winter maintenance report.

Overnight parking restrictions re-established

Staff will be preparing a report to General Committee in October outlining the re-establishment of overnight parking restrictions to assist in winter maintenance operations.

Advisory Committee Review

Not applicable.

Financial Implications

There are no significant financial impacts associated with staff.

Funds will be required to purchase the snow plow and wing attachment for mounting on an existing heavy wheel loader in the fleet and the box type snow plow for the existing Parks tractor.

Funds in the amount of \$80,000 are available and can be funded from the Roads & Related Development Charges reserves.

Communications Considerations

Corporate Communications will continue to keep the community informed of service standards and will promote the introduction of operational changes that will improve the winter maintenance program. Communications will be done through both digital and traditional communications platforms.

Link to Strategic Plan

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

Alternative(s) to the Recommendation

There are many alternatives to the process of conducting winter maintenance; however, based on the available resources and the research that has been conducted, staff advise that the recommendations contained in this report are both sufficiently sound and achievable which will result in significant improvement and would not suggest any alternative aimed at decreasing the current levels of service. Any other alternatives would involve increased levels of service and further financial burden.

Conclusions

There have been many previous reports that have outlined all aspects of the winter roads and sidewalk maintenance operation. These reports contain much statistical data and service level related information, much of which remains valid and unchanged to date. Staff does not see any value in repeating or highlighting this information at this time.

The preference is to present a more practical plan of action to Council that can be implemented with minimal financial impact while adhering to our fiduciary responsibilities. There are several Key Functions required in delivering reliable and consistent service commensurate with the available resources as follows:

- Competent on-site monitoring of winter road and sidewalk conditions
- Prompt and organized response to weather events
- Maximization of all available resources across the corporation
- Perform the right maintenance function for the right conditions, at the right time using the right equipment.
- Supervise and follow-up on all operations

IES Roads Operations and Parks Operations staff have been working diligently to refine these functions and ensure that we are all well prepared as we move into the fall and

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winter months to ensure that Council remains confident that our residents are receiving the best possible winter maintenance service. It is the position of staff that implementation of the recommendations contained in this report will facilitate the Key Functions required to deliver this service.

Attachments

None.

Previous Reports

None.

Pre-submission Review

Agenda Management Meeting review on August 18, 2017

Departmental Approval



Al Downey
Acting Director
Infrastructure and Environmental Services

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer



**Town of Aurora
General Committee Report**

No. CS17-018

Subject: Power of Entry

Prepared by: Techa van Leeuwen, Director of Corporate Services

Department: Corporate Services

Date: September 5, 2017

Recommendation

- 1. That Report No. CS17-018 be received; and**
- 2. That the entry to private property notification process and immediate access protocols for Municipal Law Enforcement Officers as outlined on Attachment #1 be endorsed.**

Executive Summary

To obtain Council endorsement of a notification process and immediate access protocol where entry to private property is required to determine compliance with Municipal Bylaws and provide information respecting legislative framework and the search warrant process.

- Power of Entry provisions are intended to provide municipalities with the necessary tools to carry out inspections ensuring public health and safety.
- Power of Entry provisions do not infringe upon a person's rights under the *Canadian Charter of Rights and Freedoms*.
- The decision to grant or deny a request for a search warrant by a Justice of the Peace or Judge is based on the standard of reasonable and probable grounds.
- Bylaw Services receives hundreds of valid property related complaints every year and is very successful in achieving cooperative compliance.
- Providing a notification process and protocol will balance the rights of residents, improve relations and maintain efficiencies with residents while ensuring public safety is not compromised.

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Report No. CS17-018

- For efficient and effective municipal enforcement it is considered best practice to enact a Power of Entry By-law passed under the *Municipal Act, 2001* that applies to the Town as a whole.

Background

At the meeting of March 28, 2017, Council adopted the following motion:

Now Therefore Be It Resolved That staff report back to Council with a notification process to private property owners where rights of entry to properties will be exercised.

Be It Further Resolved That staff provide the options available for when a property owner refuses permission or is absent, including the option of requiring a warrant, to ensure public health and safety, and the protection of property and/or the environment; and

Be It Further Resolved That staff shall identify protocols where immediate access to property is required to ensure public health and safety and protection of property and/or the environment.

Power of Entry provisions are contained in various legislations, including but not limited to the *Municipal Act, 2001*, the *Building Code Act, 1992*, the *Planning Act*, and also may be registered on title as part of an easement required for grading and drainage and other municipal services. In 2006, Bill 130 amended the *Municipal Act, 2001* significantly with a theme to provide broad powers to municipalities to meet the needs and expectations of its community. Changes included providing municipal powers of entry onto private land, excluding dwelling units, for the purpose of carrying out inspections and gathering evidence to determine compliance with by-laws.

Analysis

Power of Entry provisions are intended to provide municipalities with the necessary tools to carry out inspections ensuring public health and safety.

The *Municipal Act, 2001* and other legislation provide a framework within which the Town may pass by-laws permitting Town officials to enter upon property for purposes of inspection, without consent and without a warrant, subject to certain conditions. Attachment #1 provides an overview of the powers to enter provisions under specific legislation. Power of entry provisions have evolved over time to provide municipalities

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Report No. CS17-018

and their officers the necessary tools to be effective and efficient in carrying out their duties as Peace Officers, Municipal Law Enforcement Officers, Building Inspectors or other appointed officials of the Town.

Power of entry provisions enable municipal officials to monitor and inspect property for compliance with municipal by-laws, licensing requirements, standards, directions and orders while at the same time respecting privacy rights in a home. This is accomplished by enabling officials to enter upon a person's property without the need for consent or a warrant **unless** the place being entered is a "room or place actually being used as a dwelling".

Power of entry into dwelling units is considerably more restrictive. In general, the consent of the occupier is required for an officer/inspector to gain entry into a dwelling unit. It should be noted that the consent of the occupier does not require the consent of the property owner. This is intended to provide occupiers with the ability to ensure their living conditions meet regulatory standards. If consent of the occupier to enter the dwelling unit is not obtained, a warrant must be obtained, unless the presence of immediate danger exists such that entry is necessary to terminate the danger.

Power of entry provisions do not infringe upon a person's rights under the *Canadian Charter of Rights and Freedoms* (the "*Charter*")

Section 8 of the *Charter* states that everyone has the right to be secure against unreasonable search or seizure. Power of entry provisions found in the various legislation and in municipal by-laws have been held by the courts to be reasonable in that the legislation/by-laws state that entry onto the property is to be done at any reasonable time and in a reasonable manner.

In *Davis v. Guelph (City)*, 2011 ONCA 761, the judge stated that there is a clear difference between a private dwelling/home and a person's backyard in that there is a significantly reduced expectation of privacy in a person's backyard. This is seen by the very fact that the legislation specifies that there is no explicit right to enter into a dwelling unless there is consent from the occupier or a warrant.

The decision to grant or deny a request for a search warrant by the Justice of the Peace or Judge is based on the standard of reasonable and probable grounds.

Warrants for the purpose of municipal activities are issued by a provincial judge or a Justice of the Peace ("JP"). The Officer gathers and prepares information for the request of a search warrant and presents the information under oath. The information should include the following:

- The informant's name, municipality and occupation
- A description of the alleged offence
- The section/number of the Act

- A concise indication of what is to be searched
- The name of the property owner and municipal address
- A clear description of the evidence to be obtained
- The grounds for the search
- Statements by the complainants

Staff met with a Regional Senior Justice of the Peace at the Newmarket Courthouse who advised that there are two Intake Courts in York Region for the processing of search warrants. Requests are assigned to a JP who will prioritize requests based on the nature of the request and workload. Requests for search warrants that are property complaint driven and do not pose an immediate danger would likely be a low priority and could take more than a week to process.

The JP will base their decision to grant or deny the request based on the information provided. There are three possible outcomes:

- The request is denied based on the fact the legislation provides Officers Power of Entry.
- The request is denied based on insufficient information to support reasonable grounds for the issuance.
- The request is approved. In this case the information submitted would have to support reasonable and probable grounds which may include obtaining documented statements from the complainants or gathering evidence such as photographs from an adjacent property such as the complainant or public land.

Bylaw Services receives hundreds of valid property related complaints every year and is very successful in achieving cooperative compliance.

Bylaw Services is responsible for the enforcement of several Town bylaws including property standards, clean yards, noise, fences (pool enclosures) and animal control. They also provide enforcement support to other departments as required, for various other bylaws such as tree protection, zoning, grading and drainage, dumping bylaws.

The table below provides some statistics of property related complaints that were investigated and the outcomes.

Year	Property Related Complaints	Investigation Revealed No Violation	# of valid complaints	# of complaints resolved cooperatively
2016	524	131	393	389 (99%)
2015	423	89	334	330 (99%)

As noted in the table, Bylaw Services has a very high success rate of achieving compliance without having to prosecute, which they maintain through persuasive education and cooperation of property owners. It should be noted that where a violation has occurred on average it will take 3 to 4 site inspections to resolve the issue and close the file.

Providing a notification process and protocol will balance the rights of residents, improve relations and maintain efficiencies with residents while ensuring public safety is not compromised.

The current process to notify residents that Bylaw Services has attended the property is to leave a door knocker indicating the nature of the visit, e.g. property standards, zoning, long grass, etc. The process is informal and does not necessarily provide residents and/or property owners an official notification that Bylaw is requesting entry to property for the purpose of investigating a complaint.

A formal notification process and protocol would be beneficial for many reasons including:

- Balance the privacy of residents and property owners with the Town's rights to enter.
- Allows property owners to schedule appointments with the Officers if they would like to be present for the inspection.
- Promotes initial conversations to occur that are not offensive and lead to better relations and improved cooperation for voluntary compliance.
- Provides a safer working environment for our Officers.

For efficient and effective municipal enforcement it is considered best practice to enact a Power of Entry bylaw passed under the *Municipal Act, 2001* that applies to the Town as a whole.

Under section 438 of the *Municipal Act, 2001*, municipalities have the right to pass Power of Entry bylaws, giving the municipality the power to undertake inspections in particular circumstances.

The purpose of a Power of Entry bylaw is to assist by-law officers in carrying out property inspections when the property owner is not available to ensure public safety. Although the *Building Code Act* and *Planning Act, 1992* already provide inspectors with the power to enter onto land to conduct certain inspections, having a general Power of Entry bylaw facilitates inspections regarding matters of health and safety. This general bylaw would apply to all bylaws passed under the *Municipal Act, 2001*.

Advisory Committee Review

N/A

Financial Implications

There are no direct financial implications related to implementing a notification process. However, there would be indirect cost implications if staff were required to obtain a search warrant when denied a right of entry, as it is a very lengthy and time consuming process to complete the documentation required to submit the information to the Courts.

Communications Considerations

Bylaw will work with Corporate Communications to ensure citizens are aware of any changes to the bylaw. This communication will be done via social media, the Town website and Council Highlights.

Communications will also work with Bylaw Services to ensure that resident handouts contain information on Power of Entry provisions.

Link to Strategic Plan

This report supports the strategic goal of **Supporting an Exceptional Quality of Life for All** By ensuring valid complaints are being addressed while respecting property owners by providing them with notification of inspection.

Alternative(s) to the Recommendation

1. Council provide direction.

Conclusions

Bylaw Services receives hundreds of property-related complaints each year. Determining the validity of a complaint requires an inspection of the property and further follow-up inspections if there is a bylaw violation. Power of Entry provisions are contained in various statutes and are exercised with the best intention to ensure public health and safety. Staff recommends the attached notification process be implemented to ensure the process is reasonable without compromising public safety.

Attachments

Attachment #1 – Standard Operating Guideline - Entry onto Private Property

September 5, 2017

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Report No. CS17-018

Attachment #2 – Legislative Power of Entry Provisions

Previous Reports

N/A

Pre-submission Review

Agenda Management Meeting review on August 18, 2017

Departmental Approval

Approved for Agenda



for
Techa van Leeuwen
Director
Corporate Services

for
Doug Nadorozny
Chief Administrative Officer



Attachment # 1

BYLAW SERVICES

Entry onto Private Property	
SOG # 4.10	Prepared by: Manager Bylaw Services
Date Revised: August 09 2017	Approved by: Techa Van Leeuwen, Director CS

Purpose:

To ensure that entry onto private property by a Provincial Offences Officer or Municipal Bylaw Officer is conducted in a manner that balances the Town's right to enter and an individual's right to privacy.

Definitions:

- Private Property: includes rear or side yards, whether or not they are fenced, but does not include a front yard or walkway to what appears to be the main entry to the principal habitable structure on the private property.

Procedure:

Provincial Offences Officers or Municipal Bylaw Officers employed by the Town of Aurora and in the course of his/her duties may enter onto private property under the following circumstances:

Emergency Entry

Where an Officer identifies circumstances, or where a complaint has been provided to the By-Law Division where there is:

- Public Health and Safety risks(s) on the private property that have been identified by Public Health or other agency
- Risk of destruction of evidence
- Risk of damage to adjacent property
- Risk to environment

Before entering onto the private property, Provincial Offences Officers or Municipal Bylaw Officers appointed by and employed by the Town of Aurora must:

1. Knock on the door of the premises to advise that they will be entering onto the private property and for what reason
2. If no one answers the door and the occupant appears to be absent, the Officer may enter onto the private property only after discussing the issue with the manager or their designate where both the Officer and the manager concur that entry should be made
3. When entering, identify themselves verbally, displaying their identification or provincial offences badge while entering.
4. Remain on the private property only for the purposes of securing the area for emergency or to preserve evidence



Attachment # 1

BYLAW SERVICES

Entry onto Private Property	
SOG # 4.10	Prepared by: Manager Bylaw Services
Date Revised: August 09 2017	Approved by: Techa Van Leeuwen, Director CS

5. Leave a "Notice of Entry" on the main door or in a prominent place
6. After leaving the private property, notify the Manager or designate of the findings

Entry for Investigation Purposes

Before entering onto the private property for investigation purposes, Provincial Offences Officers or Municipal Bylaw Officers appointed by and employed by the Town of Aurora must:

1. Knock on the door of the premises to advise that they will be entering onto the private property and for what reason
2. If no one answers the door, the Officer shall leave a "24 Hour Notice of Intention to Enter" at the premises on the main door or in a prominent place
3. Await contact of the occupant to discuss the reasons for inspection and to set up a time for an inspection where the occupant may be present.
4. After 24 hours, if the occupant has not contacted the Officer, the Officer may enter onto the private property only after notifying the Manager for the reason for the entry and advise the Manager of their intent to enter and take a second Officer with them for safety reasons.
5. Before entering, knock on the front door to attempt again to contact the occupant. If there is no answer, the Officers will enter onto the private property and identify themselves verbally while displaying their identification.
6. If the rear yard is secured by a locked gate, the Officer **shall not force entry or gain entry** by climbing over the fenced area.
7. Remain on the private property only for the purposes of investigation or where an emergency condition is discovered, securing the area or to preserve evidence
8. Notify the Manager or designate of the findings
9. Leave a "Notice of Entry" posted on the main door or in a prominent place to notify the occupant that entry had been gained.

Legislation	Section	Comments on the section
Building Code Act, 1992	Each stage of construction (s. 10.2(2))	<ul style="list-style-type: none"> • right to enter is to inspect • inspector has the right to enter • trigger – the inspector must have received a notice from the owner that the construction is ready to be inspected • mandatory inspection (“shall”)
	Building Permit (s. 12(1))	<ul style="list-style-type: none"> • right to enter is to inspect • inspector has the right to enter • trigger – permit must be issued or there must at least be an application for a permit • upon lands and into buildings • at any reasonable time without a warrant • discretionary inspection (“may”)
	Property Standards By-law (s. 15.2)	<ul style="list-style-type: none"> • right to enter is to inspect • officer (i.e. property standards officer who has been assigned responsibility of administering and enforcing property standards by-laws) has the right to enter • trigger – a property standards by-law must be in effect • upon any property • at any reasonable time without a warrant • officer must produce proper identification • discretionary inspection (“may”)
	Emergency Orders – Non-conformity Property Standards (s. 15.7(3))	<ul style="list-style-type: none"> • right to enter is to terminate the danger • officer (i.e. property standards officer who has been assigned responsibility of administering and enforcing property standards by-laws) has the right to enter • order may be made if upon inspection, the officer is satisfied that there is non-conformity with the property standards by-law to such extent as to pose an immediate danger to the health of safety of any person • trigger – order must have been made (but does not have to have been served) • upon the property • without a warrant • discretionary remediation (“may”)

Legislation	Section	Comments on the section
<i>Building Code Act, 1992</i> (continued)	Unsafe Building (s. 15.9)	<ul style="list-style-type: none"> • right to enter is to inspect • inspector has the right to enter • upon lands and into buildings • at any reasonable time without a warrant • discretionary inspection (“may”) • to determine whether the building is unsafe or whether an unsafe building order has been complied with
	Unsafe Building (s. 15.9(7))	<ul style="list-style-type: none"> • right to enter is to remediate • inspector has the right to enter • upon lands and into buildings • at any reasonable time without a warrant • may cause the building to be renovated, repaired or demolished to remove the unsafe condition or take such other action as he or she considers necessary for the protection of the public • discretionary inspection and remediation (“may”)
	Emergency Orders – where immediate danger 15.10(3))	<ul style="list-style-type: none"> • right to enter is to terminate the danger • inspector has the right to enter • order may be made if upon inspection, the officer is satisfied that there is non-conformity with the property standards by-law to such extent as to pose an immediate danger to the health of safety of any peron • trigger – order must have been made (but does not have to have been served) • upon the property • without a warrant • discretionary remediation(“may”)
	Maintenance inspections (s. 15.10.1)	<ul style="list-style-type: none"> • right to enter is to inspect • inspector has the right to enter • upon land and into buildings • at any reasonable time without a warrant • to conduct a maintenance inspection

Legislation	Section	Comments on the section
<i>Building Code Act, 1992</i> (continued)	Entry to dwellings (s. 16)	<ul style="list-style-type: none"> • applies to inspectors and officers • no right to enter a room or place actually being used as a dwelling UNLESS: • consent • warrant • delay to obtain warrant or consent would result in an immediate danger to the health or safety of any person • necessary to terminate a danger under Emergency Orders • notice is given and entry is necessary to remove a building, restore a site, remove an unsafe condition or repair/demolish
<i>Planning Act</i>	Zoning By-law (s. 49)	<ul style="list-style-type: none"> • right to enter is to inspect • officer has the right to enter • trigger – officer believes on reasonable grounds that ZBL is being contravened • upon any property • all reasonable times • officer must produce proper identification • discretionary inspection (“may”)
<i>Municipal Act, 2001</i>	Municipal By-laws (s. 436) Examples include: Animal Control By-law Clean Yards By-law Debris By-law Fences By-law Open air burning By-law Garbage Disposal By-law Noise By-law	<ul style="list-style-type: none"> • right to enter is to inspect • employee, officer or agent of a municipality have the right to enter • trigger – right to enter needs to be in the by-law or in a blanket by-law (i.e. by-law needs to include a clause) • on land • at any reasonable time • purpose of carrying out an inspection • discretionary inspection (“may”)
	Municipal By-laws (s. 437)	<ul style="list-style-type: none"> • no right to enter a room or place actually being used as a dwelling UNLESS: • consent • order • warrant • delay to obtain warrant or consent would result in an immediate danger to the health or safety of any person • notice is given and entry is authorized under another section (79, 80, 446)

Legislation	Section	Comments on the section
<i>Municipal Act, 2001</i> (continued)	Municipal By-laws (s. 446) Examples include: Animal Control By-law Clean Yards By-law Debris By-law Fences By-law Fires and open air burning By-law Garbage Disposal By-law Noise By-law	<ul style="list-style-type: none"> • right to enter is to remediate • officer has the right to enter • the Town may enter on the property to remediate the property if the owner doesn't do so • discretionary remediation ("may")
Drainage Catchbasins Other engineering requirements pertaining to subdivision development	Document is registered on title	<ul style="list-style-type: none"> • depends upon wording in the easement, but typically right to inspect, maintain, repair, alter, etc., at a reasonable time, may include that notice must be provided



**Town of Aurora
General Committee Report**

No. FS17-034

Subject: Changes to the Practice and Processes of the Assessment Review Board

Prepared by: Dan Elliott, Director of Financial Services

Department: Financial Services

Date: September 5, 2017

Recommendation

- 1. That Report No. FS17-034 be received; and**
- 2. That the Treasurer be delegated authority to appoint an Appeals Representative and a Complaints Representative from time to time, and as appropriate on a case by case basis, to represent the Town of Aurora in property assessment appeal matters, as set out under the recently amended Rules of Practice and Procedure of the Assessment Review Board (ARB); and**
- 3. That, as required by the ARB, the Appeals Representative as appointed by the Treasurer be delegated full binding authority of the Town to choose to initiate appeals, participate in appeals, discuss, negotiate and settle assessment appeal cases, including the power to execute binding minutes of settlement on behalf of the Town, all in the context of a formal ARB assessment appeals proceeding.**

Executive Summary

The Assessment Review Board has recently updated its rules of practice and procedure. As a result, the municipality must appoint two representatives for purposes of the ARB processes.

- The two representatives formally become the primary point of contact for the ARB and its participants on all property assessment matters for the Town.
- Currently the Town does not actively participate in the property assessment appeals process
- For purposes of improving the efficiency and agility of its proceedings, the ARB requires that two representatives be identified for The Town of Aurora.

September 5, 2017

Page 2 of 6

Report No. FS17-034

- The Treasurer will appoint the two representatives, and on a case by case basis, will identify alternate specialist consultants to act for the Town on these matters.
- One of the required two identified representatives must have delegated to them the full binding authority of the Town to settle any and all procedural or assessment outcomes if they are to participate in the new appeals process.
- The Town is not proposing to begin taking a more active role in assessment appeals at this time, however, having the delegated authority in place allows the Financial Services Department to be more nimble in responding to any assessment appeals issue which could arise at any time.

Background

The Assessment Review Board introduced new Rules of Practice and Procedure effective April 1, 2017, which bring significant process changes intended to speed the processing of appeals of property assessments in Ontario, while protecting the rights of appellants to fair and due process. The system has recently been plagued by high numbers of adjournments, delays and extended processes, leading to high costs of the process to all parties.

The Assessment Review Board now requires that all municipalities appoint in writing two individuals to act as primary contacts for the municipality in all appeal files and general appeals status reporting and correspondence. This is to simplify correspondence and exchange of technical arguments and support in appeals. One of these roles is that of Appeals Representative. This person is the primary municipal contact for all appeals, however, a different Appeals Representative may be appointed to certain appeal files. The second role is the Complaints Representative, who is to be the point of contact for any concerns from any party regarding the behavior or effectiveness of the Appeals Representative. If it were simply a case of identifying these two individuals, staff could do so administratively without need for Council involvement.

However, the single largest change in the rules comes in insisting that all parties participating in each appeal carry full binding authority to negotiate, settle, and execute minutes of settlements. The ARB will no longer allow representatives without this binding authority to participate in any aspect of the appeals process. This single step will eliminate negotiations with outcomes of “agreement subject to my client’s approval” or subject to approval by a manager, a Council, or other person. The ARB is looking for the ability of all parties to make immediate progress at any time, without these types of conditions which otherwise contribute to delays, rehashing of arguments again and again, wasting much time and resources.

Analysis

Currently the Town of Aurora generally does not participate in the property assessment appeals process

The Municipal Property Assessment Corporation (MPAC) is Ontario's dedicated agency responsible for setting property assessment values for all properties to be used primarily for property tax purposes. MPAC is primarily funded directly by property tax funds, paid at the upper tier municipal level. As a last resort, parties challenging an assessment of MPAC must file a formal assessment appeal with the Assessment Review Board of Ontario (ARB)

Property assessments are updated every four years by MPAC, and consist of property class or classes, assessment value related to each class, and in some cases such as new construction, effective date. Property owners or municipalities may appeal any aspect of the assessment, subject to appeal filing deadlines.

Up to this point, the Town of Aurora does not generally participate in the property assessment appeals process of routine files. Occasionally, the Town will reach out to MPAC and draw concerns directly to MPAC at the administrative level, usually with respect to properties which have experienced changes in facts which likely affect the assessment, and which appear to not yet have been captured or properly addressed by MPAC.

The Town does not currently have dedicated resources to commit to monitoring all appeal files and to scan and identify suspect assessments in our assessment rolls. Some larger municipalities have dedicated staff and indeed multiple staff assigned to these functions. The Town's limited staff resources focus on processing the outcomes of appeals only, balanced with other duties including all normal property tax billing and administration activities.

ARB is seeking identification of an assessment Appeal Representative

The Appeal Representative will be the appointed communication contact for the municipality in all appeal and ARB process matters. The Appeal Representative is the legal representative for the Town in all appeals to which the municipality may choose to participate. Under the revised ARB rules, this representative must thereby also have the full authority to bind the municipality in appeal processes, agreements and settlements. In some property assessment appeal cases, the municipality may require the services of a specialist consultant to develop and represent the position and interests of the Town. In such situations, a case specific Appeal Representative may be appointed by

the municipality different from the Town's primary Appeal Representative. If the Town fails to identify an Appeal Representative by July 1, 2017, the Town Clerk will be the default representative until a replacement is identified to the ARB in writing by the Town. The appeals representative becomes the Town's main point of contact for all appeals participants and the ARB. However, if the Town is to become a participant in any appeal, this person must have full binding authority to settle and resolve procedural and assessment outcomes without condition. Participation in an appeal without this authority is no longer permitted.

ARB is also seeking identification of a Complaints Representative

The Complaints Representative is the identified municipal contact for the ARB to receive any complaints filed by participants in any appeal regarding the conduct of the municipal Appeal Representative. The role of this Complaints Representative is not yet fully clear, however, is likely to receive, investigate and dispense with any complaints regarding the conduct of the Appeal Representative. Again, in the event no Complaints Representative is identified by the municipality by July 1, 2017, the Town Clerk will be the default, until a replacement is identified.

The Town Treasurer is well positioned to appoint on behalf of the municipality both the Appeal Representative and the Complaints Representative

For expediency of communication of all appeal related matters with the Town, it is recommended that a Financial Services staff person be appointed as the Appeal Representative. In the event that in the future, the Town becomes more active in launching or participating in property assessment appeals, the Treasurer will remain well positioned to identify the Appeal Representative, including where necessary, an outside contract consultant representative.

As the Appeal Representative will be a staff person or a contractor of the Financial Services Department, it would be appropriate that the Complaints Representative be identified as the Treasurer, being the Director of Financial Services.

Delegated authority is needed by the Appeals Representative

Council must delegate full binding authority of the Town to the Appeals Representative to represent and bind the corporation in any and all property assessment appeal matters to which the Town chooses to participate. It would also be appropriate to delegate to this Representative the authority to initiate appeals on behalf of the municipality where deemed in the best interest of the Town to do so.

At this time, staff are not seeking significant change in the Town's current practice with respect to its role in property assessment appeals

The ARB is now requiring the identification of the two representatives for the Town. Their intent of requiring these is to clarify, simplify and expedite effective communication on all matters related to assessment appeals between the ARB, parties to appeals and the Town. If the Town ever chooses to participate in an assessment appeal, or to initiate an appeal, the Appeal Representative also would require authority to bind the Town to processes, decisions, settlements and outcomes of the appeal, independent of any other decision maker or decision process.

Advisory Committee Review

Not applicable

Financial Implications

There are no financial implications of the recommendations of this report. The Town currently processes all assessment appeal outcomes as they arise. An annual budget for assessment appeal losses of tax revenue is provided each year, with the 2017 amount being \$200,000.

Communications Considerations

Procedurally, for expediency, staff have already identified the Appeals Representative as the Town's Manager of Accounting & Revenues, and the Complaints Representative as the Treasurer. However, no authority to bind the corporation in assessment appeal matters has been conveyed at this time. No other communication is required.

Link to Strategic Plan

Responding to changes of the ARB to ensuring the Town is positioned to participate in ARB proceedings to protect the interests of the Town supports the Strategic Plan guiding principles of Leadership in corporate management, and Progressive corporate excellence and continuous improvement.

Alternative(s) to the Recommendation

1. Receive only, but do not have any delegated authority. Administratively, staff can still identify the Town's representatives; however, the Appeals Representative cannot participate in any proceedings as they would not have the binding authority of the Town required. This action would require future Council action to delegate binding authority should the Town wish to initiate or participate in any appeals.

Conclusions

The Assessment Review Board has updated its rules of practice and procedure. Two town representatives must be identified. One, the Appeals Representative, must have binding authority of the Town if they are to participate in any discussions, proceedings or settlement matters of the ARB. This report seeks to delegate that authority to the Town's Appeals Representative from Council, despite the fact that the Town seldom participates in such actions.

Attachments

None

Previous Reports

None

Pre-submission Review

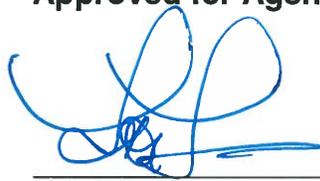
Agenda Management Team review on August 18, 2017

Departmental Approval



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

Approved for Agenda



D

Doug Nadorozny
Chief Administrative Officer



**Town of Aurora
General Committee Report No. PBS17-061**

Subject: Sign Variance Appeal to Council – 330 McClellan Way

Prepared by: Afshin Bazar, Manager of Building Services

Department: Planning and Building Services

Date: September 5, 2017

Recommendations

- 1. That Report No. PBS17-061 be received; and**
- 2. That the request for a variance to Sign By-law No. 5840-16, as amended, to allow one internally illuminated ground sign with sign area of 10 m² and height of 7.3 m on the subject property where the Sign By-law does not allow ground signs in any C1 zones, be denied.**

Executive Summary

This report provides Council with information and recommendation with respect to a sign variance request that has been denied by the Director for which the applicant has chosen to file an appeal to Council.

- Applicant is requesting a sign variance to erect one internally illuminated ground sign where the sign by-law allows none within C1 zones.
- The proposed sign is in close proximity of the residential properties right across McClellan Way.
- There are concerns about the negative impact of the proposed illuminated method on the adjacent residential properties.
- The proposed sign is too large and not consistent with the character of the established residential neighbourhood.
- The applicant declined staff's offer for granting a sign variance for a smaller externally illuminated ground sign.

Background

Staff received an application for one internally illuminated ground sign with sign area of 10 m² and height of 7.3 metres within a plaza located at 330 McClellan Way. The subject property is zoned Convenience Commercial C1-103 Exception Zone according to the new comprehensive Zoning By-law #6000-17 (previously zoned as Local Commercial C1-1 Exception Zone). Town of Aurora Sign By-law does not allow ground signs in any C1 zones. The applicant has applied for sign variance under Section 4.10 (b) of the Sign By-law where the Director has a delegated authority to authorize the requested variance. The request was evaluated against the criteria outlined in the By-law and denied by the Director as proposed. Staff continued to work with the applicant in order to come up with a resolution however the agreement could not be reached and the applicant chose to file for appeal to Council in accordance with Section 4.10 (d) of the Sign By-law. Section 4.10 (f) of the Sign By-law states that the Council decision is final, without any further right of appeal.

Analysis

Applicant is requesting a sign variance to erect one internally illuminated ground sign where the sign by-law allows none within C1 zone.

The property is within the Convenience Commercial C1 zone. Town of Aurora Sign By-law does not allow ground signs in any C1 zones in general due to proximity concerns to the neighbouring residential areas. In the past, sign variances have been granted to allow one externally illuminated ground signs in C1 zones for couple of properties along Bayview Avenue for plazas facing other commercial properties across the street.

The proposed sign is in close proximity of the residential properties right across McClellan Way.

Unlike previous sign variances that have been granted in C1 zones, the subject plaza is within 25 metres and directly facing existing single residential properties on the other side of McClellan Way, which is a single lane local road. Applicant claims that they have had a conversation with some of the residents in the neighbourhood and they have no objection to the proposed sign based on the fact that they would rather have a thriving plaza next door; however, staff have not received any evidence or supporting document for such a claim.

There are concerns about the negative impact of the proposed illuminated method on the adjacent residential properties.

The proposed sign is internally illuminated. Considering the size and proximity of the proposed sign to the residential properties across the street, staff are concerned about the negative impact that the proposed illumination method could have on the neighbouring residential properties.

The proposed sign is too large and not consistent with the character of the established residential neighbourhood.

The subject plaza is within a Convenience Commercial Exception Zone and it is relatively small scale. The property is surrounded by residential zones on the north, east and south sides. Staff are of the opinion that a 10 m² ground sign with an overall height of 7.3 metres will not blend well with the characteristic of the established residential neighbourhood and could potentially overwhelm the streetscape in such a narrow local road.

The applicant declined the staff's offer for granting a sign variance for smaller externally illuminated ground sign.

In an effort to accommodate the applicant's request, staff offered to authorize one externally illuminated ground sign with the maximum area of 2.4 m² and maximum height of 4 metres. Staff's suggestion was consistent with the maximum size of a ground sign that Town's Sign By-law permits in residential apartment zones. The applicant has determined that staff's suggestion will not meet their business needs and therefore they have decided to use the option of appeal to Council for their original proposal.

Advisory Committee Review

N/A

Financial Implications

There are no financial implications.

Communications Considerations

N/A

Link to Strategic Plan

Staff's recommendation for denial of the requested variance supports the Strategic Plan goal of supporting an exceptional quality of life for all.

Alternatives to the Recommendation

1. Council may choose to grant the variance as requested. In this case the commercial units within the subject plaza will be able to better identify and advertise their businesses through the proposed ground sign; however, the size and method of illumination of the proposed sign could generate dissatisfaction among residents and home owners living directly across the street.
2. Council may choose to authorize a limited size and limited height, externally illuminated ground sign such as, or similar to, the one that was offered by staff during the negotiation process. In this case, although the authorized sign may not exactly meet the applicant's expectation, it will be more consistent with the character of the neighbourhood and is less likely to generate dissatisfaction among residents.
3. Council provide direction.

Conclusions

Staff is of the opinion that the proposed sign is too large and not consistent with the character of the established residential neighbourhood. Staff also believes that the illumination method of the sign could generate dissatisfaction among some residents and home owners living directly across the street and therefore the proposed sign fails to meet the following criteria in the by-law for granting a variance:

1. Consistency with the character of the neighbourhood
2. No adverse impact to the adjacent property or general public
3. Amount of deviation

Attachments

Attachment 1 – Site Plan

Attachment 2 – Proposed Ground Sign

September 5, 2017

Page 5 of 5

Report No. PBS17-061

Previous Reports

N/A

Pre-submission Review

Agenda Management Team Meeting review on August 17, 2017

Departmental Approval

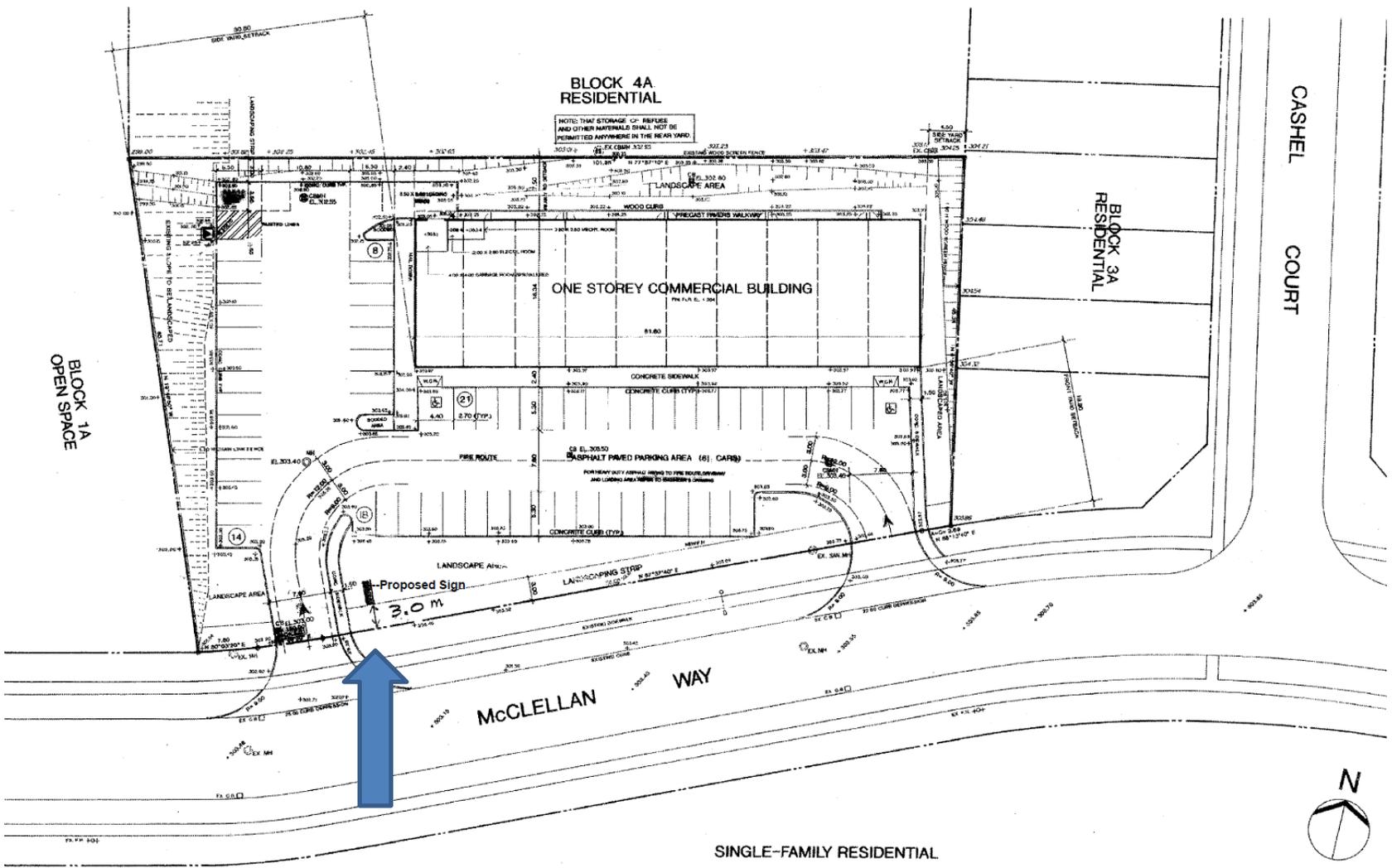
Approved for Agenda



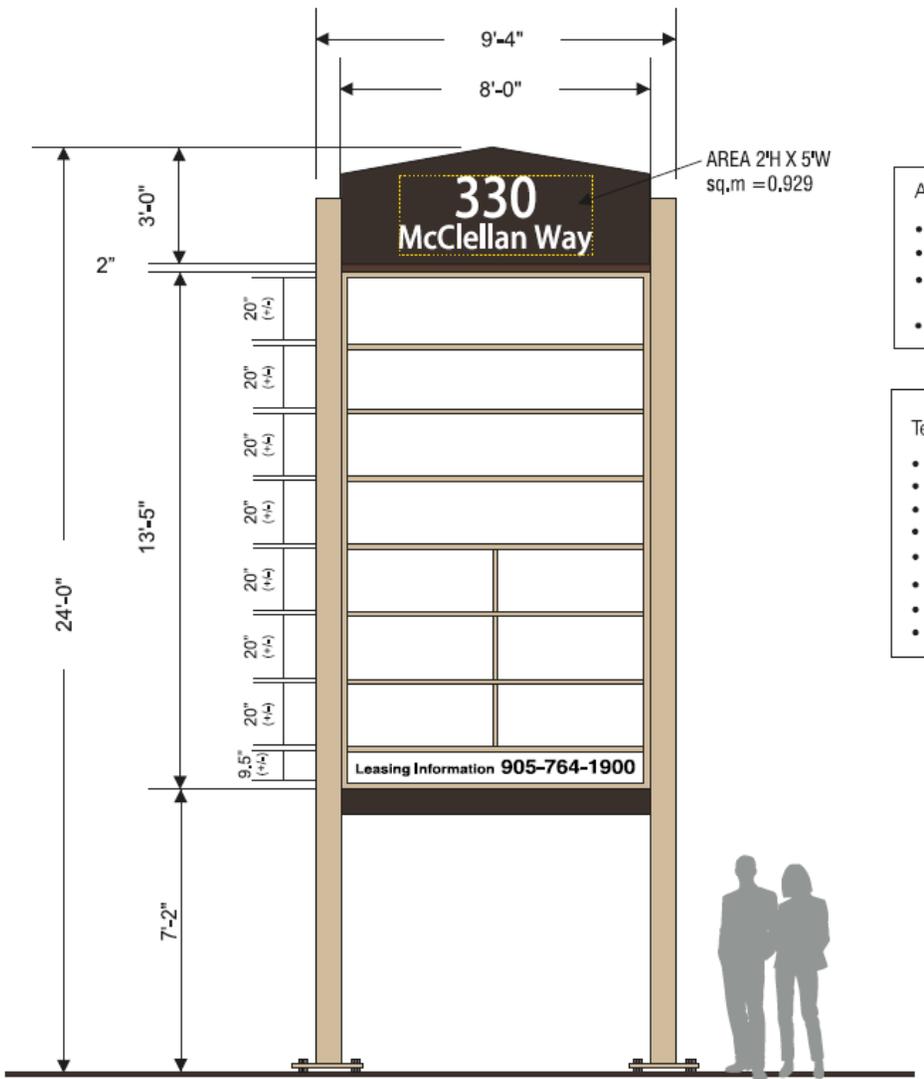
**Marco Ramunno, MCIP, RPP
Director
Planning and Building Services**



**Doug Nadorozny
Chief Administrative Officer**



Attachment 1



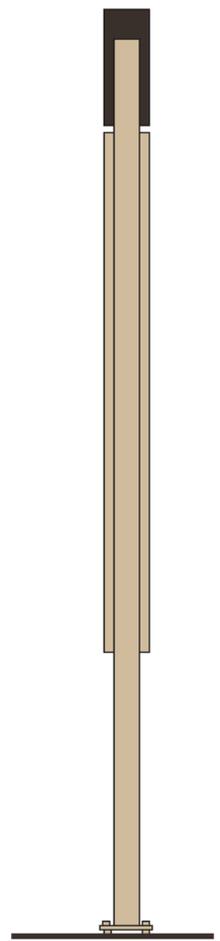
- Address Header (Illuminated)**
- .080 aluminum face (painted)
 - Aluminum angle frame (painted)
 - Cut out letters w/ 1/2" thk. push through plastic, White Faces
 - Aluminum reveal

- Tenant Sign Box (Illuminated)**
- .060 aluminum filler (painted)
 - Aluminum frame angle (painted)
 - 3/16" White removable plastic
 - Aluminum H-Bar (painted)
 - LED Illumination
 - 24ga sht. metal raceways & covers
 - Aluminum supports structure
 - Aluminum reveal

DARK BROWN
MP13335

BEIGE
TO MATCH BM CC-120

Side View



Attachment 2



**Town of Aurora
General Committee Report No. PBS17-064**

Subject: Sign Variance Request – 676 Wellington Street East Unit B1

Prepared by: Afshin Bazar, Manager of Building Services

Department: Planning and Building Services

Date: September 5, 2017

Recommendations

- 1. That Report No. PBS17-064 be received; and**
- 2. That the request for a variance to Sign By-law No. 5840-16, as amended, to allow 9.34 m² wall sign on the south elevation of the premises located at 676 Wellington Street East, Unit B1, whereas the Sign By-law allows for a maximum 4.91 m² wall sign on that elevation, be approved.**

Executive Summary

This report provides Council with information and recommendation with respect to a sign variance request that is not within the scope limits where Director has delegated authority to authorize the request.

- The subject business is 120 metres away from the Wellington Street and partially obstructed by two buildings within the same property.
- The proposed sign is not facing or within close proximity of any residential properties.
- Considering the height of the wall on south elevation, the propose sign will not overwhelm the look of the building.
- The applicant is proposing second wall sign on the west elevation which is less than what Sign By-law allows on that elevation in order to keep this sign consistent with the subject sign on the south elevation.
- Not granting the requested variance may result in applicant considering the option of having larger sign on the west elevation to compensate for the smaller sign on the south elevation.

- Staff are of the opinion that equal size signs on the south and west elevations are more aesthetically pleasing and more consistent with the architectural features of the building.

Background

Staff received an application for two wall signs for a business located at 676 Wellington Street East Unit B1. Unit B1 is a corner unit. The applicant is proposing two equal size wall signs, one on the south elevation and one on the west elevation. Town of Aurora Sign By-law limits the maximum sign area to maximum of 0.75 m² per linear metre of length of wall of the unit on each elevation. The length of the wall on the south elevation is 6.55 m therefore By-law allows for 4.91 m² sign area on this wall. The applicant is proposing 9.34 m² wall sign which exceeds the allowable area. The Sign By-law provides delegated authority to the Director for authorization of sign variance requests to increase the area of wall signs up to 20% of the maximum permitted area under the by-law. Since the requested variance exceeds the above scope limits, it can only be authorized by Council.

Analysis

The subject business is 120 metres away from the Wellington Street and partially obstructed by two buildings within the same property.

The subject unit is located within a multi-tenant building that is located on north side of the commercial plaza in the north-west corner of Wellington Street and Bayview Avenue approximately 120 metres away from the Wellington street and is partially obstructed by two buildings (CIBC Bank and BMO Bank of Montreal buildings).

The proposed sign is not facing or within close proximity of any residential properties.

The proposed sign is facing south toward another commercial property (Toyota Dealership) and it is not within close proximity of any residential properties. Therefore adverse impact is anticipated.

Considering the height of the wall on south elevation, the propose sign will not overwhelm the look of the building.

The front wall of building B is 8 m high and as a result the proposed sign is only covering less than 18% of the wall and therefore it will not overwhelms the look of the building.

September 5, 2017

Page 3 of 4

Report No. PBS17-064

The applicant is proposing second wall sign on the west elevation which is less than what Sign By-law allows on that elevation in order to keep this sign consistent with the subject sign on the south elevation.

The length of the west wall of the unit is 16.5 m which as a result the applicant would be allowed to have 12.4 m² wall sign on that wall; however, the applicant is proposing to have 9.34 m² sign (same size as the front sign) which is less that would be allowed under Town's Sign By-law. Not granting the requested variance may result in applicant considering the option of having larger sign on the west elevation to compensate for the smaller sign on the south elevation.

Staff are of the opinion that equal size signs on the south and west elevations are more aesthetically pleasing and more consistent with the architectural features of the building.

Advisory Committee Review

N/A

Financial Implications

There are no financial implications.

Communications Considerations

N/A

Link to Strategic Plan

Staff's recommendation supports the Strategic Plan goal of Enabling a Diverse, Creative and Resilient Economy through its accomplishments in satisfying requirements of the objective supporting small business and encouraging a more sustainable business environment.

Alternatives to the Recommendation

1. Council may choose to deny the requested variance. In this case the applicant may consider the option of having larger sign on the west elevation to compensate for the smaller sign on the south elevation which would create an uneven look.
2. Council provide direction.

Conclusions

Staff are of the opinion that allowing two equal size signs on the south and west elevation is more aesthetically pleasing and more consistent with the architectural features of the building. Furthermore the subject sign on the south wall will not overwhelm the look of the building due to tall front wall and it has no adverse impact to any nearby residential properties.

Attachments

Attachment 1 – Site Plan

Attachment 2 – Proposed Wall Sign

Previous Reports

N/A

Pre-submission Review

Agenda Management Team Meeting review on Aug 17, 2017

Departmental Approval



**Marco Ramunno, MCIP, RPP
Director
Planning and Building Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



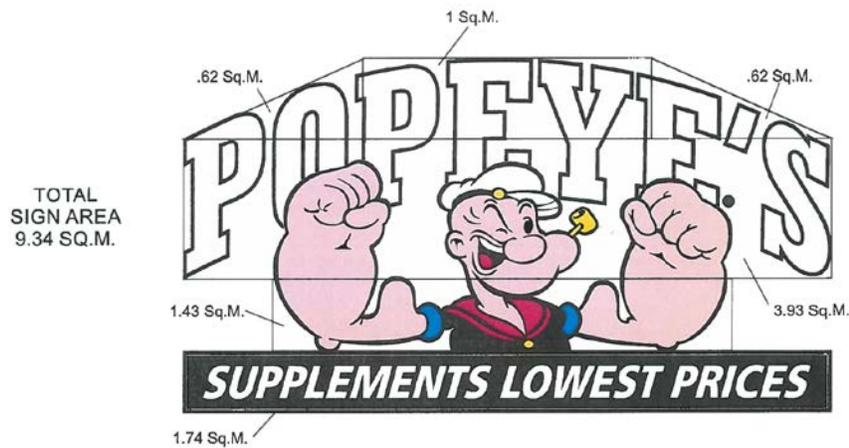
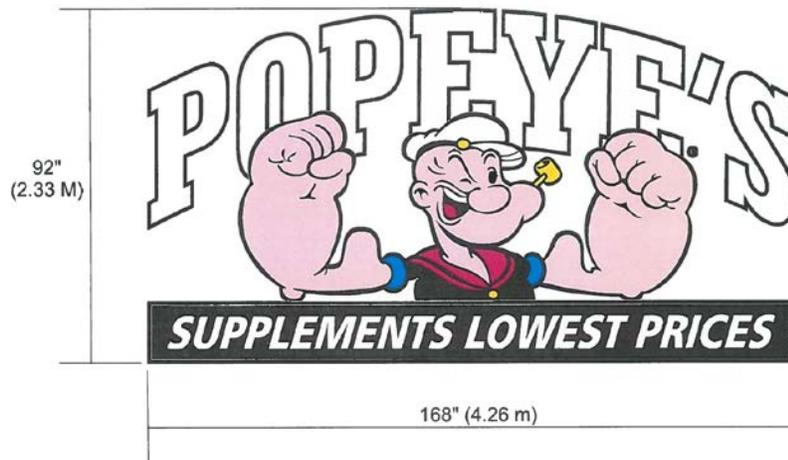
Attachment 1

Attachment 2



West Elevation

South Elevation





Town of Aurora

General Committee Report No. PBS17-065

Subject: Proposals for Zoning Bylaw Amendment Applications

Prepared by: Glen Letman, Manager of Development Planning

Department: Planning and Building Services

Date: September 5, 2017

Recommendation

- 1. That Report No. PBS17-065 be received; and**
- 2. That Council provide direction regarding a Zoning Bylaw Amendment Proposal on the following lands:**
 - 46 St. John's Sideroad (Biddington Homes Aurora Inc.)**

Executive Summary

On June 27, 2017 Council passed Comprehensive Zoning Bylaw 6000-17 and pursuant to Section 34 (10.0.0.2) of the *Planning Act* passed a Resolution to only accept certain classes of Zoning Bylaw Amendment Applications. The purpose of this report is to provide Council with an owner's request of a Zoning Bylaw Amendment proposal. A Council resolution is required to accept the Zoning Bylaw Amendment Application.

The owner's description of their Proposal and accompanying plans are attached for Council information and consideration.

Proposal:

- 46 St. John's Sideroad (Biddington Homes Aurora Inc.).** The owner proposes to rezone the subject lands to allow 68 stacked back-to-back townhouse units in three (3) townhouse blocks. The current zoning permits one apartment building with a maximum of 63 units. An Official Plan Amendment application is also required to the Site Specific Policy Area provisions of the Town's Official Plan.

Background

On June 27, 2017 Council enacted Comprehensive Zoning Bylaw 6000-17. As reported to Council in previous staff reports the Town's current Zoning By-law 2213-78 had been

September 5, 2017

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Report No. PBS17-065

in effect in the Town of Aurora since 1978, and a comprehensive review of the entire By-law was required. The Comprehensive Zoning Bylaw represents a significant improvement and advancement in clarity and consistency in definitions, performance standards and provisions to that of the previous 1978 Zoning Bylaw.

As reported in staff report PBS17-056 the provisions of Bill 73, incorporated into the *Planning Act* provides that once a Comprehensive Zoning By-law is approved by Council by simultaneously repealing and replacing all zoning bylaws in effect no new site-specific zoning by-law amendments (Section 34) and no new minor variance applications (Section 45) can be submitted to the Town for a period of two (2) years, unless Council passes a resolution permitting a specific application, a class of application or in respect of such applications generally.

Specifically Section 34(10.0.0.1) states:

Two-year period, no application for amendment

(10.0.0.1) If the council carries out the requirements of subsection 26 (9) by simultaneously repealing and replacing all the zoning by-laws in effect in the municipality, no person or public body shall submit an application for an amendment to any of the by-laws before the second anniversary of the day on which the council repeals and replaces them. 2015, c. 26, s. 26 (1).

With respect to this on June 27, 2017 Council passed the following resolution:

“That Report No. PBS17-056 be received; and

That, pursuant to Section 45 (1.4) of the Planning Act, Council declares that Committee of Adjustment minor variance applications be permitted; and

That, pursuant to Section 34 (10.0.0.2) of the Planning Act, Council declares that Industrial/Employment, Commercial and Institutional (ICI) By-law amendment applications be permitted.”

As such, in order for an applicant to submit a complete application to the Town for a Section 34, Zoning Bylaw Amendment, Council shall, by resolution direct that the application can be received and processed. If accepted all applicable processing provisions of the *Planning Act* would apply to the application. The subject proposal is scheduled for Council consideration and direction to receive, or not receive the submission of a Zoning Bylaw Amendment application.

Analysis

The Comprehensive Zoning Bylaw is not intended to be applied as a cast in stone implementation tool to cover each and all possible desirable development scenarios and performance standard. Each rezoning and development application is unique for many reasons, including its location, context, uses, conformity to the Official Plan and other specifics of the proposal, all to be evaluated by Council based on the provisions of the *Planning Act* and its various implementation tools. These provisions include a wide range of provincial, regional and municipal approved documents, including goals, objectives and development polices of the municipal Official Plan and its associated amendments. Based on Council's June 27, 2017 direction, in order for a Zoning Bylaw Amendment Application to be submitted Council will need to pass a Resolution to accept same.

The applicant's Proposal request and accompanying plans are attached to this report for Council review and information. The applicant has requested Delegation status to outline his proposal.

It is noted that an accompanying Official Plan Amendment application to allow the development is also required and will be submitted on the subject lands. This application will be received and processed pursuant to the provisions of the *Planning Act*.

Advisory Committee Review

Not applicable.

Financial Implications

None.

Communications Considerations

Not applicable.

Link to Strategic Plan

Not applicable.

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Alternative(s) to the Recommendation

That Council direct that the subject Zoning Bylaw Proposal:

- A) be received as a Zoning Bylaw Amendment Application, or;
- B) not be received as a Zoning Bylaw Amendment Application.

Conclusions

Based on the June 27, 2017 Council resolution to receive only ICI class of Zoning Bylaw Amendment applications, Council resolution to receive, or not receive the subject application is required.

Attachments

Applicant's Proposal Letter dated August 1, 2017
Figure 1: Location Map
Figure 2: Proposed Site Plan

Previous Reports

General Committee Report PDS16-056 dated June 27, 2017.

Pre-submission Review

Reviewed by the Director of Corporate Services and the Director of Planning and Building Services.

Departmental Approval



**Marco Ramunno, MCIP, RPP
Director
Planning and Building Services**

Approved for Agenda


for

**Doug Nadorozny
Chief Administrative Officer**



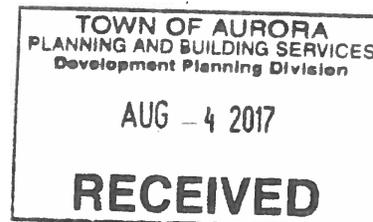
Attachment #1

August 1, 2017

Project No. 11146

Attention: Mr. Glen Letman and Marty Rokos

Planning & Building Services
Town of Aurora
100 John West Way, Box 1000
Aurora, Ontario, L4G 6J1



Without Prejudice

**Re: Request to file a Rezoning Application
46 St. John's Sideroad
Biddington Homes Aurora Inc.**

We are the planning consultants to Biddington Homes Aurora Inc. ("Biddington") with respect to their a 1.99-acre site located northeast of the Yonge Street and St. John's Sideroad intersection, municipally known as 46 St. John's Sideroad (the "subject site").

On June 27, 2017, Council approved the new Comprehensive Zoning By-law 6000-17 for the Town of Aurora (the "New By-law"). The Town has taken the position that Section 34(10.0.0.2) of the *Planning Act* applies to the New By-law, and that applications cannot be submitted to a municipality for a two-year time period, except when Council passes a resolution to accept an individual application.

Request to Council to Allow Rezoning Application to be Submitted

Biddington has been consulting with the Town of Aurora and the Lake Simcoe Region Conservation Authority (LSRCA) with respect to the proposed development of the subject site since 2015, and have confirmed pre-application requirements with the Town on September 16, 2015, January 22, 2016 and again in early 2017. On June 14, 2016, a meeting took place on site to stake the wetland feature. Ministry of Natural Resources and Forestry (MNRF), LSRCA, Cole Engineering and Bousfields were all in attendance. Another meeting between Biddington and the LSRCA took place on January 20, 2017 at LSRCA's offices. These discussions have been productive and all background reports and plans are nearing completion in order to submit applications for the development of the subject site.

Based on the foregoing, and on behalf of Biddington, we hereby submit a request to Council for consideration of a rezoning application being submitted on the subject site.



Background and Summary of Proposed Development

The subject site was formerly part of a larger development site, which included the existing four-storey seniors' apartment building to the north (16105 Yonge Street). In the early 1990's, an Official Plan Amendment approved two four storey buildings with a maximum of 143 dwellings units on the larger development site, and site-specific Zoning By-law 3266-91 divided the larger development site into different zones, permitting an apartment building with a maximum of 80 residential units on the site to the north (RA1-1), and another apartment building with a maximum of 63 residential units on the subject site (RA2-2). Lands further north and to the east were zoned Environmental Protection (EP and EP-5).

The site to the north proceeded with their approved development and a four-storey seniors' apartment building now exists. Although the subject site is currently zoned to permit one four-storey apartment building comprised of 63 units, the development has not proceeded and Biddington is now proposing a revised scheme.

The revised scheme now seeks to permit 68 stacked back-to-back townhouse dwelling units on the subject site, with parking located below the three development blocks and along the private driveway (the "Proposal"). The total gross floor area proposed is 7,362 square metres, resulting in a net FSI of 1.27. Lands on the northeast part of the subject site are to remain in the Environmental Protection Zone (EP and EP-5).

In order to implement the revised scheme, development applications, including a zoning by-law amendment, are required. The subject site is designated Stable Neighbourhoods and part of the Greenlands System, as per Schedule A in the Town of Aurora Official Plan. The site is also subject to Site Specific Policy 1, which designates the lands Urban Residential, and permits a maximum of 143 dwellings within two, four-storey structures as specified in a site plan (in conjunction with the site to the north, located at 16105 Yonge Street) (see **Attachment 1**).

The subject site is zoned Second Density Apartment Residential Exception 2 (RA2-2) and Environmental Protection (EP-5 and EP) by site specific zoning By-law 3266-91 (see **Attachment 2**). This By-law provides site-specific provisions with respect to the approved four-storey apartment building on the site. As such, a rezoning application is required in order to revise the existing zoning to reflect the new scheme provided for in this Proposal.

In our opinion, the Proposal maintains the overall intent of the subject site, which is that this site has been contemplated for residential development since the 1990's, through its previous approval in By-law 3266-91. The new Proposal now seeks to permit an additional 5 units (when compared to its existing approval), for a total of 68 units, in a low-rise, grade-oriented, family-type built form (stacked, back-to-back townhouses), while maintaining an appropriate and compatible relationship with the lands zoned Environmental Protection on the northeast



portion of the subject site, the details of which will be worked out through the rezoning process with the Town of Aurora and LSRCA.

Notwithstanding that Biddington has appealed the New By-law as a parallel process for implementing the zoning for the Proposal, we wish to proceed with this request to Council. We understand that questions have been raised about the ability of the Town to rely on Section 34(10.0.0.2) to Council. Biddington wishes to move forward with its Proposal co-operatively with the Town, and so is making this request without prejudice to any decisions that might be made in the future on this process.

We trust that the foregoing is satisfactory for your purposes; however, if you have any questions or require any additional information, please don't hesitate to contact the undersigned or Stephanie Kwast of this office.

Yours truly,
Bousfields Inc.

A handwritten signature in black ink, appearing to read 'Michael Bissett', with a long horizontal flourish extending to the right.

Michael Bissett, MCIP, RPP

cc. *Arnie Lash, Biddington Homes Aurora Inc.*

The Town of Aurora Official Plan

Attachment 1

16.0 SITE SPECIFIC POLICIES

1. The land in **Part Lot 86, Concession 1, E.Y.S.** is designated as Urban Residential to permit a maximum of 143 dwellings in two four storey structures further specified by a site plan.
2. Lands located on Part Lot 85, Concession I E.Y.S. on the southeast side of St. John's Sideroad and Old Yonge Street may be used for 20 row house units provided that the buildings are not more than three storeys in height. Lands now shown on Schedule 'A' as Private Open Space or Urban Residential may be conveyed to the municipality for Public Open Space purposes and indicated as such on Schedule 'A' without an amendment to this Plan.
3. Lands located on Part Lot 85, Concession 1 E.Y.S., south of St. John's Sideroad, west of Old Yonge Street, shall permit development for medium density residential. Design concepts for the site shall include:
 - a) Setbacks as required by the Ministry of Transportation;
 - b) Limitation of 3 storeys;
 - c) Lands now shown on Schedule 'A' as Private Open Space or Stable Neighbourhoods may be conveyed to the municipality for Public Open Space purposes and indicated as such on Schedule 'A' without an amendment to this Plan.
4. The following policies apply to the lands designated "Stable Neighbourhoods" on **Part of Block A, Registered Plan 289 and Part 2, Plan 65R-2814, Part 4, Plan 65R-2912 and Lots 1, 16, 17 and Part Lot 2, Registered Plan 17** as shown on Schedule 'A'.
 - a) A multiple storey residential apartment building may be permitted on the lands being Part of Block A, Registered Plan 289, Part 2, Plan 65R-2814 and Part 4, Plan 65R-2912 having a maximum of 96 units. A multiple unit townhouse complex having a maximum of 20 units may be permitted on the lands being Lots 1, 16, 17 and Part Lot 2, Registered Plan 17. The proposed dwelling units within the development shall be for socially assisted housing catering to the needs of singles, single parents with children, groups of individuals and seniors.
 - b) The maximum height of the multiple storey apartment building shall be 5 storeys exclusive of elevator rooms, mechanical rooms, glass atria, or other appurtenances accessory to and incidental to the structure.



LOCATION MAP

APPLICANT: Biddington Homes Aurora Inc.
 FILES: ZP-2017-1



SUBJECT LANDS

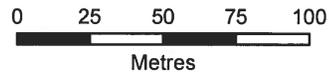
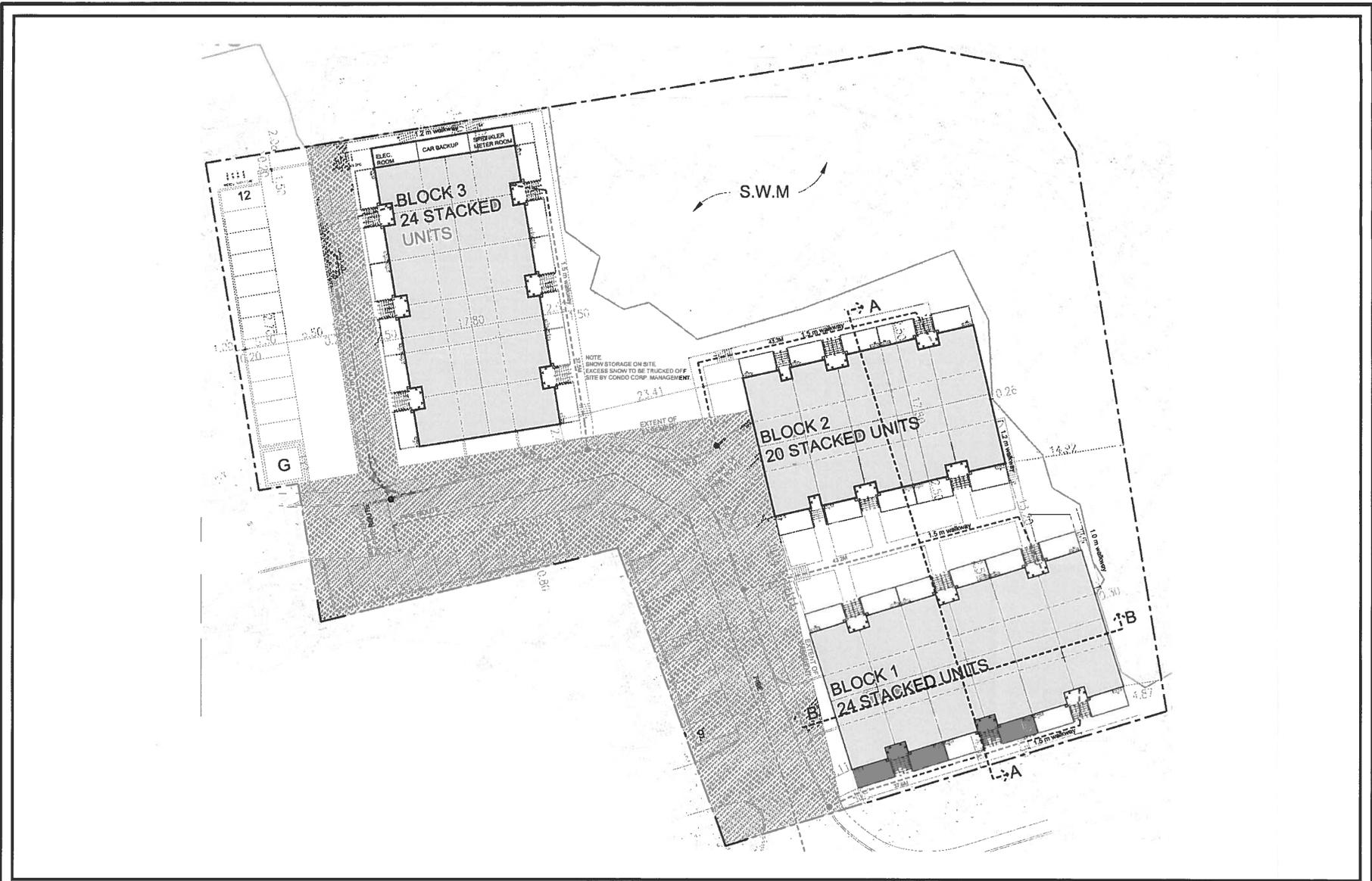


FIGURE 1

Map created by the Town of Aurora Planning & Building Services Department, August 21, 2017. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2016, © First Base Solutions Inc., 2016 Orthophotography.



PROPOSED SITE PLAN

APPLICANT: Biddington Homes Aurora Inc.
FILES: ZP-2017-1

FIGURE 2





Town of Aurora

General Committee Report

No. PBS17-066

Subject: Award of Contract for Library Square Site Plan

Prepared by: Fausto Filipetto, Senior Policy Planner

Department: Planning and Building Services

Date: September 5, 2017

Recommendations

1. That Report No. PBS17-066 be received; and
2. That the contract for Request for Proposal No. 2017-96-PBS regarding the preparation of a site plan for Library Square be awarded to The Planning Partnership.

Executive Summary

The purpose of this report is for Council to award the contract for Request for Proposal (RFP) No. 2017-96-PBS regarding the preparation of a site plan for Library Square.

- on May 16, 2017, Council directed staff to move forward with the procurement process for design services in the next planning stages for Library Square
- RFP No. 2017-96-PBS was therefore prepared and issued on July 13, 2017
- RFP No. 2017-96-PBS closed on August 8, 2017
- the evaluation determined that the winning bid was made by The Planning Partnership with a cumulative score of 82.5% and total bid price of \$132,635.00

Background

On December 5, 2016, Council provided direction regarding a concept plan for the Cultural Precinct that would involve the demolition of the former library and former senior's centre. This decision was made taking into consideration public input obtained from the vast amount of public consultation which occurred as part of the Council endorsed public consultation strategy. Fotenn Planning + Design prepared two

alternative revisions of the Library Square Concept Plans which were presented to Council on May 16, 2017. At that meeting Council received the revised concept plans and directed staff to move forward with the procurement process for design services in the next planning stages for Library Square.

Analysis

Staff therefore prepared a RFP for design services with respect to the preparation of a site plan for Library Square. The RFP was issued on July 13, 2017 and closed on August 8, 2017. The RFP set out the Terms of Reference for the project which included a description of the scope of work and deliverables. Eighty five percent (85%) of the evaluation criteria was made up of:

1. Experience and Qualifications of the Firm and Project Team Members (45%);
2. Project Understanding, Approach and Methodology (35%); and
3. Value added Services (5%).

Proponents were required to achieve a minimum score of 70% to proceed to the pricing phase (59.5 out of 85 possible points). Evaluation of pricing made up fifteen percent (15%) of the score.

Proposals were submitted by four firms:

- Ambashi Engineering & Management Inc.;
- Plant Architects;
- PMA Landscape Architects; and
- The Planning Partnership.

The evaluation determined that the winning bid was made by The Planning Partnership with a cumulative score of 82.5% and total bid price of \$132,635.00; the least expensive of the three firms that passed the first stage.

Advisory Committee Review

Not applicable.

Financial Implications

On May 16, 2017 Council approved a budget of \$500,000.00 for demolition and detailed design services from the Council Discretionary Reserve Fund. The total bid price offered by The Planning Partnership is \$132,635.00.

Communications Considerations

Not applicable.

Link to Strategic Plan

The Cultural Precinct Plan, including the redesign of Library Square, supports the Strategic Plan goal of **Supporting an exceptional quality of life for all** through the following key objectives:

- *Develop a Cultural Master Plan that includes heritage, music, and art to promote more cohesive and coordinated cultural services;*
- *expand opportunities and partnerships that contribute to the celebration of culture in the community; and*
- *actively promote and support a plan to revitalize the downtown that includes culture.*

Alternatives to the Recommendation

1. Council has the option of awarding the contact to another bidder. However, this would be contrary to the Town's procurement process which was followed in the determination of the winning bid.

Conclusions

As previously mentioned, staff prepared an RFP for the preparation of a site plan for Library Square, in accordance with Council's direction. After an evaluation the winning bidder was The Planning Partnership with a cumulative score of 82.5% and total bid price of \$132,635.00. It is therefore recommended that Council award the contract for Request for Proposal No. 2017-96-PBS regarding the preparation of a site plan for Library Square to The Planning Partnership.

Attachments

None.

Previous Reports

- PR15-026 - Award of Request for Proposal PRS 2015-77 Cultural Precinct Plan, September 15 and December 1, 2015;

September 5, 2017

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Report No. PBS17-066

- PRS15-040 - Purchase Order Increase for Cultural Precinct Consultant, December 1, 2015;
- PRS16-006 - Status of the Cultural Precinct Plan, January 19, 2016;
- PDS16-026 - Cultural Precinct/Library Square Repurposing Endorsement of Planning Approvals Process, April 19, 2016;
- PRS16-028 - Seeking Council Investment for Library Square Repurposing Study, May 3, 2016;
- PDS16-041 - Cultural Precinct Consultation Process & Timeline, June 21, 2016;
- PBS17-009 - Next Steps Report for Library Square, February 14, 2017; and
- PBS17-032 - Presentation of the revised Fotenn Plans to Council , May 16, 2017.

Pre-submission Review

Reviewed by the Chief Administrative Officer, Director of Planning and Building Services and the Director of Parks, Recreation and Culture.

Departmental Approval



Marco Ramunno
Director
Planning and Building Services

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer



Notice of Motion

Mayor Geoffrey Dawe

Date: September 5, 2017

To: Members of Council

From: Mayor Dawe

Re: Protecting the Automotive Sector

Whereas the auto sector directly employs more than 101,000 people in Ontario, and indirectly supports the creation of more than 300,000 good jobs in communities nationwide; and

Whereas the automotive industry represents Canada's largest manufacturing sector, Ontario's chief export, and the economic lifeblood of hundreds of Canadian communities; and

Whereas a thriving auto sector is an essential part of Aurora's local economy, stimulating growth, innovation, and good, high-paying jobs; and

Whereas Canada's auto sector has been deeply integrated with that of the United States since the early-20th century, as indicated by the 1965 Canada-US Auto Pact; and

Whereas the North American Free Trade Agreement (NAFTA) governs nearly every aspect of Canada and the United States' economic relationship, including the import and export of auto parts and vehicles; and

Whereas even minor changes to the established trade relationship between Canada and the United States could have enormous consequences for workers and consumers on both sides of the border; and

Whereas in 2016 the governments of Ontario and Michigan signed a Memorandum of Understanding calling for increased cooperation and partnership between their two automotive sectors; and

Whereas the United States has announced its intent to renegotiate NAFTA; and

Notice of Motion
Re: Protecting the Automotive Sector
September 5, 2017

Page 2 of 7

Whereas Canada's economic future and the continued well-being of Aurora's local economy depend on a thriving automotive sector.

1. Now Therefore Be It Hereby Resolved That Council join with Councils across Ontario in calling on the federal government to make the protection and growth of Canada's automotive sector a key priority in the upcoming NAFTA negotiations; and
2. Be It Further Resolved That the Mayor be requested to write a letter to Prime Minister Justin Trudeau and Aurora's local Members of Parliament reinforcing these concerns; and
3. Be It Further Resolved That those local Members of Parliament who have not yet done so be urged to join the parliamentary auto caucus, advocating for the well-being of Canada's automotive sector.

Attachment 1 – Draft letter to Prime Minister Justin Trudeau

Attachment 1

INSERT DATE

The Right Honourable Justin Trudeau
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Dear Prime Minister,

The automotive sector has been a vital part of the Canadian economy for almost a century. Mine is one of dozens of communities who benefit enormously from the growth, innovation and good, middle-class jobs supported by Canada's automotive industry. It is also one of dozens of communities whose residents are deeply concerned by the US government's announcement to renegotiate the North American Free Trade Agreement (NAFTA).

It is difficult to overstate the deep level of integration within the Canadian and American automotive sectors. This special economic relationship was first recognized in 1965 with the signing of the Canada-US Auto Pact. In 2016, Ontario Premier Kathleen Wynne and Michigan Governor Rick Snyder signed a Memorandum of Understanding calling for increased partnership and cooperation within our automotive sectors.

NAFTA governs nearly every aspect of the trade relationships within the Great Lakes manufacturing cluster. Even minor changes to those established relationships could have enormous consequences for jobs and economic growth on both sides of the Canada-US border.

The automotive sector is far too important to be made anything but a key priority in the upcoming NAFTA renegotiations. Over 101,000 Ontarians are directly employed in auto, and an estimated 300,000 additional jobs are created indirectly by the economic activity it supports nationwide. It represents Canada's largest manufacturing sector, Ontario's chief export, and the economic heart of dozens of communities like mine.

On behalf of the City of _____, I urge you to prioritize the protection and growth of Canada's automotive sector in the upcoming NAFTA renegotiations.

Sincerely,

INSERT MAYOR'S NAME

Hon. François-Philippe Champagne

Minister of International Trade

House of Commons

Ottawa, Ontario

K1A 0A6

Hon. Navdeep Bains,

Minister of Innovation, Science and Economic Development

House of Commons

Ottawa, Ontario

K1A 0A6

INSERT NAME, MP

House of Commons,

Ottawa, Ontario

K1A 0A6