



General Committee Meeting Agenda

**Tuesday, November 21, 2017
7 p.m.**

**Council Chambers
Aurora Town Hall**



Town of Aurora General Committee Meeting Agenda

Tuesday, November 21, 2017
7 p.m., Council Chambers

Councillor Thompson 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

(a) Carmela Bourassa, Special Events Coordinator, and Shelley Ware, Special Events Supervisor

Re: Town of Aurora Platinum Sponsorship Recognition

(b) Julie Stephenson, Youth Programmer, and Shelley Ware, Special Events Supervisor

Re: Winners of Aurora's Youth Innovation Fair

4. Delegations

(a) Anita Moore, Chair, Governance Review Ad Hoc Committee

Re: Item R1 – GRAHC17-002 – Council Compensation Review – Final Report

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 Consent Agenda Item C1 be approved:

C1. Governance Review Ad Hoc Committee Meeting Minutes of October 31, 2017

Recommended:

1. That the Governance Review Ad Hoc Committee meeting minutes of October 31, 2017, be received for information.

6. Consideration of Items Requiring Discussion (Regular Agenda)

R1. GRAHC17-002 – Council Compensation Review – Final Report

Recommended:

1. That Report No. GRAHC17-002 be received; and
2. That no change in compensation for the Mayor be made at this time; and
3. That the compensation of Councillors be increased to \$36,000 per year, fully taxable, commencing with the 2018-2022 term of office; and
4. That Council endorse, in principle, commercially available Long-Term Disability and Accidental Death and Dismemberment protection plans for the role of the Mayor only, commencing with the next term of office, and that staff report back with respect to details for Council's final consideration and approval; and
5. That an end of service transition payment program be implemented for the Mayor only, commencing with the 2018-2022 term of office, as follows:

- (a) Eligible at the completion of one full term, one month of pay for each completed year of continual service as Mayor to a maximum of six months' pay (may be prorated for partial years);
 - (b) The amount is paid automatically, and paid if the Mayor resigns or does not return to office for any reason other than as outlined in (c) below. In the event of the Mayor's death while in office, the payment is made to the estate;
 - (c) No transition payment is paid if the Mayor is removed from office due to a judicial process and conviction under the Criminal Code, even if having resigned first; and
- 6. That no changes be made to transportation allowances, pension, or health and dental benefit programs currently in place; and
 - 7. That staff bring forward the necessary by-law at a future Council meeting.

R2. PRCS17-040 – Highland Gate Parkland Design

Presentation to be provided by Sara Tienkamp, Acting Manager of Parks

Recommended:

- 1. That Report No. PRCS17-040 be received; and
- 2. That the Final Parkland Design for the Highland Gate Development Lands be approved.

R3. CS17-037 – 2018 Procedure By-law Review and Proposed Meeting Schedule

Recommended:

- 1. That Report No. CS17-037 be received; and
- 2. That the final draft Procedure By-law, incorporating Council feedback, be presented at a future Council meeting for enactment effective as of January 1, 2018; and
- 3. That the 2018 Meeting Schedule (Attachment No. 3) be approved.

R4. PBS17-084 – 2018 Planning Applications Fees

Recommended:

1. That Report No. PBS17-084 be received; and
2. That, in accordance with Section 69 of the *Planning Act*, Council update the Planning Applications Fees By-law as shown on attached Schedule A, which increases the 2018 fees for processing of Planning Applications by 2.1% (generally) to reflect the Consumer Price Index, and modest verifiable increases to the Official Plan, Zoning By-law, and Subdivision and Condominium base fees; and
3. That the amending Planning Applications Fees By-law be brought forward to a future Council meeting for enactment; and
4. That staff be directed to review and amend the Planning Fee schedule on an annual basis.

R5. IES17-036 – Metrolinx Railway Overpass Multipurpose Tunnel

Recommended:

1. That Report No. IES17-036 be received; and
2. That Council request The Regional Municipality of York and Metrolinx to maintain the existing 1.5 meter sidewalk in all future design plans associated with the BRCE and the future Rapid Transit/Viva Regional Road Expansion projects; and
3. That any future relocation of the existing pedestrian walkway be designed to Town of Aurora standards and funded entirely by York Region.

**R6. IES17-039 – Request for Approval of Capital Project No. 72272 –
Stronach Aurora Recreation Complex (SARC) Program
Room Refresh**

Recommended:

1. That Report No. IES17-039 be received; and

2. That Report No. IES17-039 satisfy Council's conditional budget approval for Capital Project No. 72272 – SARC Program Room Refresh in the amount of \$20,000, excluding taxes; and
3. That staff be authorized to proceed with Capital Project No. 72272 – SARC Program Room Refresh.

R7. IES17-040 – Purchase Order Increase for Pool Liner Repairs for the Stronach Aurora Recreation Complex (SARC) Facility

Recommended:

1. That Report No. IES17-040 be received; and
2. That, in accordance with the Procurement By-law, Purchase Order No. 1149 be increased by \$21,480, excluding taxes, to a total of \$113,672, excluding taxes, for pool repairs at the Stronach Aurora Recreation Complex (SARC) in favour of Nationwide Commercial Aquatics Inc.

R8. PBS17-043 – Inflow and Infiltration Reduction Project

Recommended:

1. That Report No. PBS17-043 be received; and
2. That the Mayor and Town Clerk be authorized to execute an agreement with a new landowners group and The Regional Municipality of York, for an Inflow and Infiltration Reduction Project based on the principles outlined in this report, to the satisfaction of the Director of Planning and Building Services and the Town Solicitor.

R9. PBS17-085 – Proposal for Zoning By-law Amendment Application

Recommended:

1. That Report No. PBS17-085 be received; and
2. That the Zoning By-law Proposals from the following applicants be accepted as Zoning By-law Amendment Applications:
 - (a) 2501500 Ontario Inc. (16003 Yonge Street), File No. ZP-2017-09

(b) 2540280 Ontario Inc. (255 Old Yonge Street), File No. ZP-2017-10

(c) Shen & He (15385-15395 Bayview Avenue), File No. ZP-2017-11

7. Notices of Motion

(a) **Councillor Mrakas**

Re: Interim Control By-law – Stable Neighbourhoods

8. New Business

9. Closed Session

10. Adjournment



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

Delegation Request

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

4:30 p.m. Two (2) Days Prior to the Requested Meeting Date

Council/Committee/Advisory Committee Meeting Date: General Committee, Tuesday November 21, 2017	
Subject: Governance Review Ad Hoc Committee - Report #GRAHC17-002	
Name of Spokesperson: Anita Moore, Chair	
Name of Group or Person(s) being Represented (if applicable): Governance Review Ad Hoc Committee	
Brief Summary of Issue or Purpose of Delegation: To present a brief overview of the Committee's report on Council Compensation Review.	
Please complete the following:	
Have you been in contact with a Town staff or Council member regarding your matter of interest? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If yes, with whom? Mike deRond, Town Clerk	Date: November 3, 2017
<input checked="" type="checkbox"/> I acknowledge that the Procedure By-law permits five (5) minutes for Delegations.	



**Town of Aurora
Governance Review Ad Hoc Committee
Meeting Minutes**

Date: Tuesday, October 31, 2017

Time and Location: 11 a.m., Holland Room, Aurora Town Hall

Committee Members: Anita Moore (Chair), Anna Lozyk Romeo (Vice-Chair), Steve Hinder, Bill Hogg, and Terry Jones

Member(s) Absent: None

Other Attendees: Dan Elliott, Director of Financial Services, and Michael de Rond, Town Clerk

The Chair called the meeting to order at 11 a.m.

1. Approval of the Agenda

**Moved by Terry Jones
Seconded by Steve Hinder**

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

Governance Review Ad Hoc Committee Meeting Minutes
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Governance Review Ad Hoc Committee Meeting Minutes of October 10, 2017

Moved by Steve Hinder

Seconded by Bill Hogg

That the Governance Review Ad Hoc Committee meeting minutes of October 10, 2017, be received for information.

Carried

4. Delegations

None

5. Matters for Consideration

1. Extract from Council Meeting of October 24, 2017

Re: Motion (c) Councillor Humfryes, Re: Reduction of Council Size

The Committee discussed Council's approval of a motion to decrease Council's size from nine to seven Members. The Committee decided that the reduction in Council size had no impact on its original recommendations regarding Council compensation. The Committee agreed that an additional paragraph be added to the report acknowledging the reduction in Council size and confirming that it did not influence the Committee's recommendations.

Moved by Bill Hogg

Seconded by Anna Lozyk Romeo

1. That the Extract from Council Meeting of October 24, 2017, regarding Motion (c) Councillor Humfryes, Re: Reduction of Council Size, be received; and
2. That the comments of the Committee be referred to staff for consideration and action as appropriate.

Carried

Governance Review Ad Hoc Committee Meeting Minutes
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6. Informational Items

2. **Extract from Council Meeting of October 24, 2017**
Re: Governance Review Ad Hoc Committee Minutes of September 12, 2017, and September 26, 2017

Moved by Bill Hogg

Seconded by Anna Lozyk Romeo

1. That the Extract from Council Meeting of October 24, 2017, regarding Governance Review Ad Hoc Committee Meeting Minutes of September 12, 2017, and September 26, 2017, be received for information.

Carried

7. New Business

None

8. Adjournment

Moved by Terry Jones

Seconded by Steve Hinder

That the meeting be adjourned at 12 p.m.

Carried

Committee recommendations are not binding on the Town unless adopted by Council.



Town of Aurora

General Committee Report No. GRAHC17-002

Subject: Council Compensation Review – Final Report

Prepared by: Governance Review Ad Hoc Committee

Date: November 21, 2017

Recommendation

- 1. That Report No. GRAHC17-002 be received; and**
- 2. That no change in compensation for the Mayor be made at this time; and**
- 3. That the compensation of Councillors be increased to \$36,000 per year, fully taxable, commencing with the 2018-2022 term of office; and**
- 4. That Council endorse, in principle, commercially available Long-Term Disability and Accidental Death and Dismemberment protection plans for the role of the Mayor only, commencing with the next term of office, and that staff report back with respect to details for Council’s final consideration and approval; and**
- 5. That an end of service transition payment program be implemented for the Mayor only, commencing with the 2018-2022 term of office, as follows:**
 - (a) Eligible at the completion of one full term, one month of pay for each completed year of continual service as Mayor to a maximum of six months’ pay (may be prorated for partial years);**
 - (b) The amount is paid automatically, and paid if the Mayor resigns or does not return to office for any reason other than as outlined in (c) below. In the event of the Mayor’s death while in office, the payment is made to the estate;**
 - (c) No transition payment is paid if the Mayor is removed from office due to a judicial process and conviction under the Criminal Code, even if having resigned first; and**
- 6. That no changes be made to transportation allowances, pension, or health and dental benefit programs currently in place; and**
- 7. That staff bring forward the necessary by-law at a future Council meeting.**

Executive Summary

This is the final report of the Governance Review Ad Hoc Committee (GRAHC), and it recommends some changes to the structure of Council compensation that is currently in place. Council has previously adopted recommendations from GRAHC to have the Councillor role remain part-time and for the one-third tax exempt status to be removed for all of Council with the salaries grossed up to meet the previous total amount, with this change to be implemented January 1, 2018.

Key observations of Committee:

- An individual who stands for public office is providing a public service for which they should be fairly compensated.
- That any increase in compensation considered be justifiable to this Committee and seen as fair by residents.
- An individual who stands for public office does not require any specific skills, experience or background education with the exception that they must be a qualified elector. The roles and responsibilities of being a Member of Council, particularly its policy setting role, benefit from skills such as critical thinking, community engagement and ability to understand research information and material.
- Review of *The Municipal Act, 2001* and the Provincial guide was necessary to assist in defining the role of a Councillor.
- The Committee observed that many Councillors, past and present, have by personal choice and circumstance extended their work beyond the governance role.
- The Mayor is a full-time senior executive position of the organization.

The following are the key points and recommendations in the Committee's final report on Council compensation:

- The core tasks involved with being a Member of Council played an important role in the Committee's final recommendation.
- In addition to the general tasks associated with being a Member of Council, the Committee considered a broad range of other factors that affect compensation.
- The Mayor's current compensation is appropriate, while Councillors were generally on the low end relative to the comparators used.
- The Committee recommends a 7.5% increase in Councillors salaries, effective for the 2018-2022 term.

- The Committee recommends that health and dental benefits as well as the current pension plan structure remain the same.
- Accidental Death and Dismemberment insurance, as well as Long-Term Disability Protection Plans are becoming the norm for full-time elected officials in Ontario.
- The Committee recommends that an end of service transition payment program be implemented for the Mayor only commencing with the 2018-2022 term of office.

Background

As a reminder, the Governance Review Ad Hoc Committee was established early in 2017 for the purpose of reviewing and providing advice on governance issues related to the Town, including Council composition, structure and compensation, and election provisions.

Since the Committee's first meeting in February 2017, it has made recommendations to Council regarding: internet voting; Council's tax-free compensation component; part-time designation for the Councillor role; a ward system review that should take place early in the 2018-2022 term of office; and striking the next governance review committee within the first 12 months of that term.

This is the final report of this Committee to Council and it will deal with remuneration for Members of Council.

The Committee felt that it was important to set out the background and rationale for the remuneration recommendations being presented. The focus of this report will primarily be on the Councillor position as the Committee felt that the Mayor's position was adequately remunerated.

From the outset of this review, the Committee proceeded on the fundamental premise that an individual who stands for public office is providing a public service and as such positions on Council couldn't be viewed in the same light as a career or "job" (and not comparable to staff positions) given that individuals are elected to the positions every four years.

The Committee recognized, however, that attaining public office is providing an incredibly vital service to the community and a person seeking public office should expect fair compensation for the service provided. This was the starting point for the

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Committee as was the earlier confirmation by this Council that a Councillor position should remain designated as part-time.

To assist with understanding the role of a Councillor, the Committee referred to *The Municipal Act, 2001* as amended, the legislated framework under which municipalities operate. It contains sections on the Role of Council and the Role of Head of Council (Mayor). The applicable sections are as follows:

S. 224 It is the role of council,

- (a) to represent the public and to consider the well-being and interests of the municipality;
- (b) to develop and evaluate the policies and programs of the municipality;
- (c) to determine which services the municipality provides;
- (d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- (d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- (e) to maintain the financial integrity of the municipality; and
- (f) to carry out the duties of council under this or any other Act.

S. 225 It is the role of the head of council,

- (a) to act as chief executive officer of the municipality;
- (b) to preside over council meetings so that its business can be carried out efficiently and effectively;
- (c) to provide leadership to the council;
- (c.1) without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1);
- (d) to represent the municipality at official functions; and
- (e) to carry out the duties of the head of council under this or any other Act.

S. 226.1 As chief executive officer of a municipality, the head of council shall,

- (a) uphold and promote the purposes of the municipality;
- (b) promote public involvement in the municipality's activities;

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- (c) act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and
- (d) participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

The Municipal Act does not specifically set out the role of a Councillor and a job description is not readily found so the Committee also reviewed the 2014 Municipal Councillor's Guide (produced by the Province of Ontario). The Role of the Councillor in that guide is as follows:

“As a councillor, you have three main roles to play in your municipality: a representative, a policy-making and a stewardship role. These roles may often overlap. You will be called on to consider and make decisions on issues that will sometimes be complex and controversial. Many of those decisions will have long-term consequences for your municipality that extend beyond your four-year term of office, and should be made in the context of your municipality's directions for the long-term health and welfare of your community.”

Analysis

The tasks involved with being a Member of Council played an important role in the Committee's final recommendation.

There are many factors which need to be considered as influencing the compensation of elected officials. An individual who stands for public office does not require any specific skills, experience or background education with the exception that they must be a qualified elector. The roles and responsibilities of being a member of Council, particularly its policy setting role, benefit from skills such as critical thinking, community engagement and ability to understand research information and material.

The tasks are primarily attending meetings, and necessary but reasonable meeting preparation as well as representing the interest of the community as a whole. There is clearly a time commitment required to fulfil the office, meaning time lost to family and employer for those who have employment elsewhere. In addition, the Committee recognized that elected officials place themselves into the public eye, receiving public scrutiny, both positive and negative. While the positions of Mayor and Councillor can have great personal rewards more often than not, the scrutiny in the public domain can be critically negative.

The Committee determined that the workload of a Councillor can vary greatly amongst members depending upon the time that he or she has available. Some members of Council may choose to make their role a much larger commitment of time than others by participating in community events, on boards, committees, associations, attending committee meetings to which they are not appointed, attending luncheons, etc. These additional activities may not be within any specific scope of the role of Councillor, and may in some situations actually fall within the role of the Head of Council as set out in *The Municipal Act*. The Committee's intent is not to be critical of members who have chosen to commit more time but to identify that the issue of varied time commitments did form a large part of the discussion as we reviewed Council remuneration.

The Committee did focus on the governance role of a Councillor which includes attending Council and General Committee meetings, reviewing agendas, seeking clarification, taking the time to ask questions of staff beforehand and to meet with residents to understand issues as needed.

In addition to the general tasks associated with being a Member of Council, the Committee considered a broad range of other factors and information in evaluating compensation.

Annual compensation of the Mayor and Councillors was viewed by the Committee through a number of different lenses. These included:

- Any increase considered must be justifiable to this Committee and seen as fair by residents;
- Direct comparisons of 2017 compensation rates to those of a number of comparator municipalities, recognizing the impacts that wards vs. at-large councillors and full-time vs. part-time may have on the comparisons;
- Comparison to the 50th percentile of the comparative group;
- Compensation of Mayor and Councillor and as a group as a percent of tax levy of the municipality, and how that compared to other municipalities;
- The relationship of Councillor compensation as a percent of the Mayor's compensation, and the comparators;
- A review of the history of annual cost of living adjustments granted to elected officials at Aurora;
- Estimated hours of work required for part-time councillors based on the governance role, and the resultant range of hourly rates and based on various proposed annual compensation; and

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- Recognition that the Committee had recommended, and Council approved, the elimination of the one-third tax free status of elected official compensation effective January 1, 2018.

In addition, the Committee reviewed the previous council compensation committee's report (CCAC12-001) as well as a 2014 CAO report (CAO14-014) on the same subject.

The Committee did consider Members of Council as part of the overall corporate culture and had discussion at length on these recommendations and their effect in an environment where financial restraint may be evident.

The Mayor's current compensation is appropriate, while Councillors were generally on the low end relative to the comparators used.

It was generally agreed by the Committee that the Mayor is appropriately compensated, particularly following the last compensation review (2012) which increased the Mayor's salary by \$9,000 per year. The Committee is satisfied that no further adjustment to the Mayor's salary is necessary or justifiable at this time.

As to Councillor compensation, the Committee and Council agreed that these positions continue to be considered part-time. It was recognized that with the growth of the community, some increase in hours required may have occurred over the years, however, not sufficient to warrant these roles to be full-time in nature. The Committee observed that many members, past and present, have by personal choice and circumstance extended their work beyond the governance role of the Councillor as broadly set out in *The Municipal Act*, and the applicable handbook of the Province of Ontario.

When viewing Councillor compensation through the various lenses listed earlier in this report, the Committee recognized that the compensation of Aurora's Councillors appeared to be low relative to the comparators in most of the perspectives reviewed. Some adjustment was likely appropriate.

The current compensation of a councillor is \$29,488, and one-third of that is tax free. In January, 2018, the one-third tax free portion is being discontinued, and the compensation will be grossed up to \$32,890. On April 1, 2018, it is anticipated that a Cost of Living Adjustment of 1.75% will be approved with the budget, bringing compensation for the councillor role up to \$33,466.

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Councillor compensation should be reviewed if further changes are made to Council structure (ward system) in the future.

The work of at-large elected councillors may be different than ward system councillors, depending on ward numbers and how Council may be subsequently structured. It would be appropriate to review councillor compensation in this light if further changes are made to the structure of Council in the future. In addition, this would also provide an opportunity for Council to explore and discuss the merits and need of an elected full-time Deputy Mayor position. In principle, and given research material, the Committee believes it may be appropriate and suggests that both these matters be reviewed in the context of the ward system review which is to take place early next term.

Council decision of October 24, 2017, to reduce the number of Councillors for the next term.

As the work of the Committee was concluding and this report was in its final stages of preparation, Council approved a motion to reduce the number of Councillors beginning with the next term. The GRAHC quickly reconvened to consider whether this decision would have any effect on this report's recommendations. The Committee considered the impact of the possible increase in constituent contacts, the number of committees members could be expected to sit on and other possible influencing factors. Committee agreed that the analysis, recommendations and report content did not require amendment, other than the addition of this section and a corresponding revision to a budget impact statement.

The GRAHC does see the reduction of councillors as an opportune time for Council to review how its operations could become even more efficient and effective. This could include a review of the number, composition and mandates of committees established by Council, as well as an in-depth review of the Procedure By-law.

The Committee recommends a 7.5% increase in Councillors salaries, effective for the 2018-2022 term.

Based on the factors noted above, the Committee recommends to Council that the annual compensation of elected Councillors be adjusted to \$36,000 effective the next term of Council, representing an adjustment of approximately 7.5%. This recognizes that while the community has continued to grow, Councillor compensation has remained status quo (with the exception of cost of living/consumer price index adjustments) since prior to the 2010-2014 term. It is noted though that the Council of last term, chose not to make any amendment to compensation for councillors.

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The Committee also recommends that no adjustment to the Mayor's compensation be made at this time. The estimated budget impact to the Town for 2019 is \$18,000 (based on six councillors).

The Committee recommends that health and dental benefits as well as the current pension plan structure remain the same.

The Committee reviewed the current structure of health and dental benefits and pension plan and agreed that these are all realistic and reasonable in the circumstances for both part-time and full-time roles of Council, and that no changes are recommended at this time.

Accidental Death and Dismemberment insurance, as well as Long-Term Disability Protection Plans are becoming the norm for full-time elected officials in Ontario.

The Mayor is a full-time senior executive position of the organization and it is not currently provided with Accidental Death & Dismemberment insurance (AD&D) or with a Long-Term Disability protection plan (LTD). The Committee believes it appropriate that this position be provided with the added income protection of commercially available AD&D and LTD policy plans, which would provide income protection in the event of an accident or medical circumstance that prevents them from returning to the role for an extended period of time. Committee recommends that this change, commencing with the new term of office, be endorsed in principle, with staff preparing a separate report on costs and implications of commercially available policies of this nature.

While it is beyond the scope of this Committee, in the event of an extended AD&D or LTD claim, Council would need to consider how it would select a replacement Mayor to act in the interim period. Under the current structure, the Deputy Mayor, a part-time Councillor, may be unable to fulfil the full-time requirements of the role of Mayor for an extended period of time. Consideration should be given to making provisions for such a scenario.

The Committee recommends that an end of service transition payment program be implemented for the Mayor position only commencing with the 2018-2022 term of office.

The Committee considered the end of service transition payment plans of surrounding municipalities. Recognizing that the role of Mayor requires a full-time commitment, implying the giving up of a previous career, employment or business, the Committee believes it appropriate to offer a transition payment program similar to other municipalities, providing a financial bridge at the end of public service to allow a

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transition period back into private life, restarting a career, employment or resurgence of a business.

The Committee recommends that the transition plan be as follows:

- Eligible at the completion of one full term, one month of pay for each completed year of continual service as Mayor commencing with the 2018 election term, maximum six months' pay (may be prorated for partial years).
- Amount is paid automatically, and paid if for any reason other than as outlined below, the Mayor resigns or does not return to office. In the event of a Mayor's death while in office, payment is made to the estate.
- No severance is paid if the Mayor is removed from office due to a judicial process and conviction under the Criminal Code, even if resigned first.

The estimated budget impact to the Town for 2019 for the End of Service Transition Payment is \$10,000.

Conclusions

It is imperative that individuals with a diverse range of skills and experiences be encouraged to stand for public office. Those that become a Member of Council will play an integral role in affecting public policy putting those skills into service for their community as a whole.

The Governance Review Ad Hoc Committee (GRAHC) spent considerable time and deliberation on many factors in the process of reaching the final recommendations contained in this report. The Committee believes the recommendations represent fair value for the work being done by elected officials on behalf of the residents of the Town of Aurora.

The most noteworthy conclusion of this report, and of the Council Compensation review process as a whole, is that Town of Aurora Councillors are deserving of an increase in their yearly salary. The Committee is recommending this increase, effective with the 2018-2022 term of office, be approximately 7.5% of their anticipated salary, or a yearly total of \$36,000.00. The Committee further recommends that the Mayor's compensation remain status quo.


Previous Reports

GRAHC17-001 - Interim Report #1 of the Governance Review Ad Hoc Committee Re: Council Compensation Review

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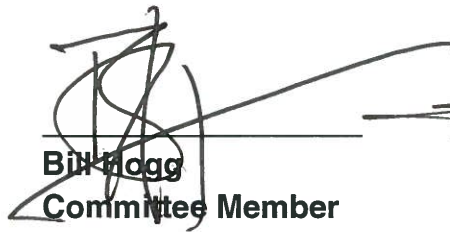
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Report No. GRAHC17-002


Anita Moore, Chair


Anna Lozyk Romeo, Vice-Chair


Steve Hinder
Committee Member


Bill Hogg
Committee Member


Terry Jones
Committee Member



Town of Aurora

General Committee Report No. PRCS17-040

Subject: Highland Gate Parkland Design

Prepared by: Sara Tienkamp, Acting Manager of Parks

Department: Parks, Recreation and Cultural Services

Date: November 21, 2017

Recommendations

- 1. That Report No. PRCS17-040 be received; and**
- 2. That the Final Parkland Design for the Highland Gate Development Lands be approved.**

Executive Summary

This report is to provide Council information and recommendations associated with the final design for parkland and open space corridors within the Highland Gate Development:

- Direction of Council is required to finalize the parkland design for Highland Gate Developments Inc.
- Implementation of Working Group ideas addressed in final park and open spaces design for Highland Gate
- Agreement has been achieved

Background

On June 27, 2017, Council received PRCS17-026 Highland Gate Conceptual Parkland Design with recommendations that the Conceptual Parkland Design for the Highland Gate Development Lands be approved as presented at the Public Open House, April 5, 2017.

The report contained resident comments from the public open house, including staff and the landscape consultant's comments on the conceptual design. As well, it considered the requirements agreed upon within the signed Minutes of Settlement and a notation

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that changes not in direct conflict with the Minutes of Settlement could be made without making any amendments to the executed document.

Both the HGRPA and AHPC delegated to Council during this meeting indicating, that they were willing to come together to address outstanding issues both groups had with regards to the design. Staff was directed by Council to form a working group with Highland Gate Development Inc. HGDI, the landscape consultant, HGRPA and AHPC to give all parties an opportunity to provide comment, share ideas, relay concerns in finalizing the details of the parkland design.

Analysis

Direction of Council is required to finalize parkland design for Highland Gate Developments Inc.

Following the June 27, 2017 Council meeting, the Working Group consisting of Highland Gate Developments Inc. (HGDI), Highland Gate Ratepayers Group (HGRPG), Ad-Hoc Park Committee (AHPC) and staff met on July 24, 2017. At this initial meeting, HGRPG and AHPC had an opportunity look at the initial set of draft plans with the guidance of the landscape consultant who helped answer questions and concerns. All parties had a chance to speak to their concerns, share ideas and come to a better understanding of the project. The meeting was highly productive and it was agreed that HGDI direct the landscape consultant to start the detailed design stage of the project.

On September 21, 2017 the landscape consultant presented preliminary detailed design drawings incorporating items discussed from the previous working group meeting. Both HGRPG and AHPC were pleased with the progress and inclusion of ideas and considerations presented by both parties.

The final detailed drawings were reviewed on November 3, 2017, where the outstanding actions requiring further information were addressed.

HGDI is set to commence construction in spring 2018 contingent on final parkland design approval, authorization of permits for the naturalization of the ponds and rehabilitation of the stream.

Implementation of Working Group ideas addressed in final park and open space design for Highland Gate

The Working Group review process was a very effective means in communicating, wherein staff obtained suggestions and input on the final detailed park design.

Staff consolidated input received during these meetings. The following chart summarizes each of the suggested concepts or concerns of the park amenities, along with comments on how they were incorporated or dealt with in the final parkland design:

Park Amenity	Comments/Ideas Incorporated into Parkland Design
Spine Trail Lighting	Photometric study completed, no impact on adjacent properties Trail realigned away from adjacent properties to minimize light impact, where possible Specific LED bulbs selected as they cast a soft white glow Light shields to be placed on poles immediately adjacent to trail Boardwalk lighting incorporated in railing to be less intrusive Planting design to be utilized to screen light poles Town standard light fixtures Pathway lights to function on a timer, coming on at dusk and turning off at 11pm, year round.
Vegetation	Parkland to be naturalized and generally passive 70mm caliper trees to be planted Minimal tree removal exception hazard trees and trees in conflict with creek realignment and retaining walls Carolinian tree species Native seed mix to promote birds/butterflies and bee habitat Plant design screens active park areas and light fixtures
Shade Structures	Original mid-point structure removed from plans Playground shade structure relocated away from homes and designed to allow privacy to residents homes
On Line Ponds	LSRCA requirement, ponds taken off line "Riffle Pool" sequence design to naturalize the water system by allowing water to flow freely
Playground	Playground relocated to be centered on Cranberry entrance between adjacent residents properties Natural colour palette for structure to blend in with natural environment Minimal lighting, utilizing solar energy Accessible features Wood mulch fall protection safety surface Solar lights to light immediate area
Exercise Stations	Number of stations reduced "Bench-Fit" equipment to be installed which functions as a bench to sit but also has instructional signage to allow bench to be utilized for fitness
Meditation Circle	Labyrinth design to complement passive park concept Reflexology features
Signage	Historical plaques to recognize history of property in community Trail head signs, maps and wayfinding signs as per Town signage strategy
Park Maintenance Service Levels	Maintain to Town standard in accordance with Parks Maintenance Standard Service Levels 1 m buffer to be maintained along trails, rest of park to be naturalized Active areas around features to be maintained eg: playground, meditation circle, exercise benches

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Agreement has been achieved

All issues have been resolved or incorporated in the design of the park. There were significant concerns with regards to the pathway lighting and its impact on surrounding properties. The committee worked very hard together to incorporate as many features as possible to mitigate the effect on residents private lands, including placing pathway lighting on timers to energize at dusk and turn off at 11pm, throughout the year.

Advisory Committee Review

Not applicable.

Financial Implications

All amenities within the parkland and open space blocks of Phase 1 and Phase 2 of the Highland Gate Development are eligible for development charge credits to HGDI and total approximately \$1,700,000, inclusive of additional contributions from HGDI per unit. The preliminary cost estimate for the Parkland Block construction in Phase 1 is \$2,213,079. The ineligible costs of \$513,079 for Phase 1 would therefore need to be funded from the Development Charge Reserve account. These financial implications are based in initial cost estimates

Additional funding will be required to complete Phase 2 open space and parkland blocks with trails, pathway lighting and bridge crossings.

Following Council approval of the parkland design, staff will complete a more detailed analysis of the construction costs in preparation for inclusion in the Subdivision Agreement.

Communications Considerations

Communications staff to update Town of Aurora website with new information as necessary.

Link to Strategic Plan

The Award of Tender supports the Strategic Plan Goal of Supporting an Exceptional Quality of Life for All, by encouraging an active and healthy lifestyle.

Develop a long-term needs assessment for recreation programs, services and operations to match the evolving needs of the growing and changing population.

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Alternative(s) to the Recommendation

None.

Conclusions

Staff, HGDI and the residents groups have completed a thorough, productive consultation process for input on the Conceptual Highland Gate Parkland Design, resulting in design changes in the final detailed landscape plans. The majority of comments have been incorporated in to the final design where feasible. It can be concluded that the final detailed landscape plans be approved by Council and included in the Subdivision Agreement.

Attachments

Attachment #1 – Highland Gate Development Parkland Design

Attachment #2 – July 24, 2017 Highland Gate Parks Meeting Minutes

Attachment #3 – September 21, 2017 Highland Gate Parks Meeting Minutes

Attachment #4 – November 3, 2017 Highland Gate Parks Meeting Minutes

Previous Reports

PRCS17- 026 Highland Gate Conceptual Parkland Design, June 20, 2017

Pre-submission Review

Agenda Management Meeting review on November 1, 2017.

Departmental Approval



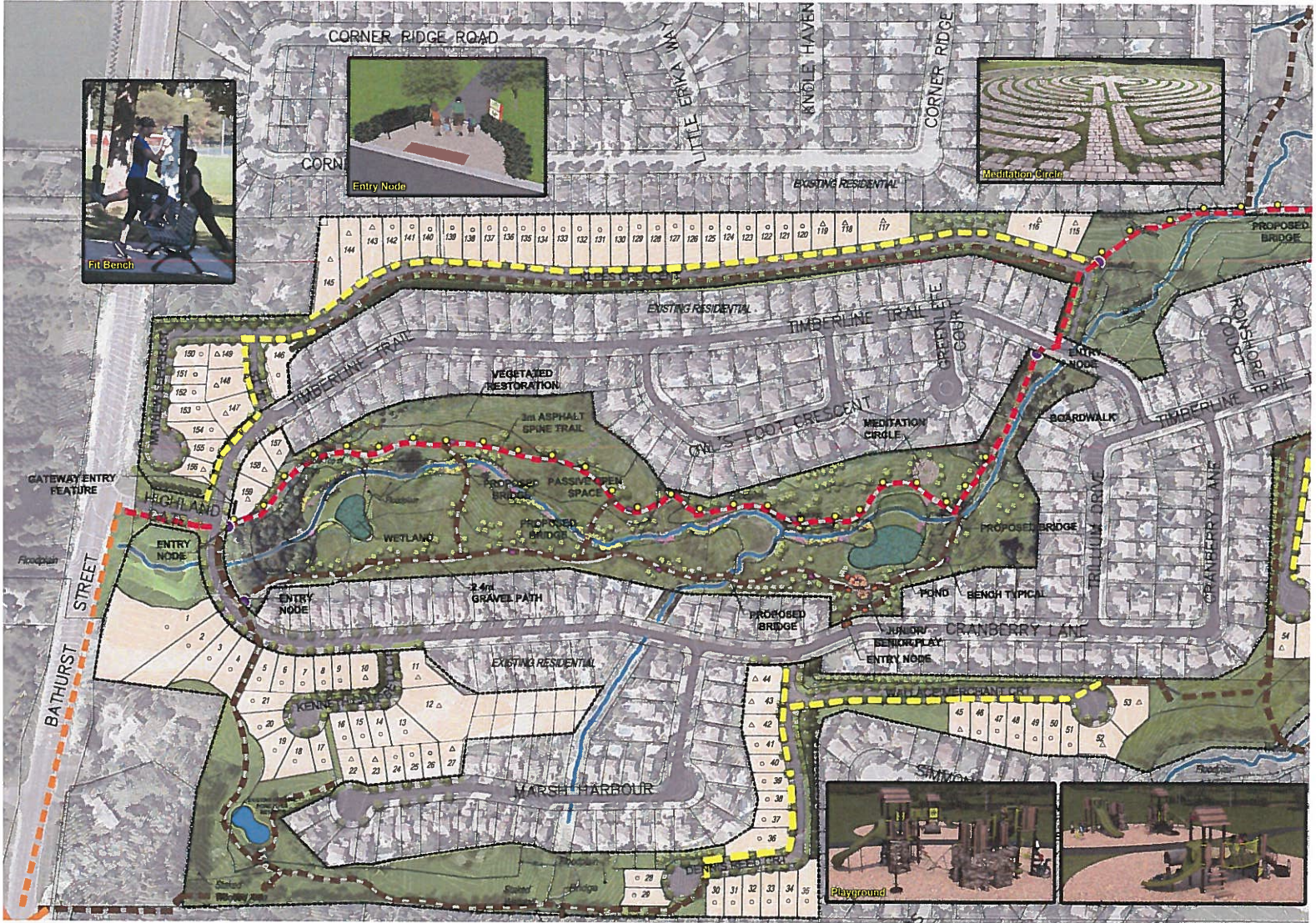
Allan D. Downey
Director, Parks, Recreation and Cultural
Services

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer

ATTACHMENT #1



**HIGHLAND GATE OPEN SPACE AND TRAIL PLAN
PHASE 1**

GERANIUM
From the ground up™
Highland Gate
Developments Inc.

SCHOLLEN & Company Inc.
30 Wertheim Court, Unit 15
Richmond Hill, Ontario L4B 1B9
Tel: 289-895-0009
Fax: 289-895-0010
Email: design@schollennandcompany.com



- 3.0m Asphalt Spine Trail
- 2.4m Gravel Trail
- Lights on Spine Trail and Boardwalk
- Fitness Bench
- Bench

0 50 100 150 200 250m
November 1, 2017



ATTACHMENT #2



Highland Gate Parks Meeting

Minutes

Attendees:
Town of Aurora ("The Town") Gary Greidanus, Parks, Rec. and Cultural Services
Sara Tienkamp, Parks, Rec. and Cultural Services

Date: July 24, 2017
Time: 3 p.m.

Highland Gate Rate Payers Association ("HGRPA") Susan Walmer
David Medcalf

Ad-Hoc Parks Committee ("AHPC") Bob Callow
Jo-Anne Bartholomew

Highland Gate Developments Inc. ("HGDI") Cheryl Shindruk, Geranium
Farrah Ward, Geranium
Michael Harte, Geranium
Mark Schollen, Schollen & Company Inc.

Location: Town of Aurora, 100 John West Way, Leksand Room, Aurora, ON

Discussion Items

The purpose of the meeting was to review the Conceptual Master Trails Plan prepared by Schollen & Company Inc., in order to move forward with the detailed design of the plan. The following are aspects of the Concept Plan which were discussed.

Ponds

It was acknowledged that the direction from the LSRCA was to take the existing ponds in the park block offline.

The AHPC requested that 'riffle ponds' be considered for the restoration of the watercourse and removal of on-line ponds. AHPC to provide information on riffle ponds to Geranium/Schollen & Company Inc. for review

Lighting

A revised trail alignment was presented to the HGRPA and AHPC. The trail has been pulled further away from existing homes, with the exception of certain pinch points.

The photometric drawing confirmed that the lighting proposed along the spine trail could be implemented without an impact to adjacent residents.

The photometric drawing was prepared using the Town's standard trail lighting which is an LED 'Shoebox' style luminaire mounted at a 5m (15-foot) height. Mark Schollen explained that lighting alternatives such as lowering mounting heights, bollards and in-ground lighting would not provide effective illumination along the spine trail. The Town agreed to examine other potential lighting options. Lighting on the proposed boardwalk will differ from lighting on the remainder of the spine trail.

As per Town standards, the lights are proposed to be on from dusk till dawn and are operated by a photocell. The AHPC objected to dusk till dawn lighting. The Town agreed to review options to have the lights be turned off at 11:00 pm and controlled by a timer. It was noted that lights with timers require more maintenance than lights with photocells. For example, in the event of a power outage, Town staff would need to manually adjust the timers on each lighting standard. The AHPC also requested that trail lights be turned off throughout the winter months.

Where there is on-street lighting near a trail, only the on-street lighting will be provided; there will be no duplication.

Vegetation

It was confirmed that the park block would be naturalized and generally passive. However, the area surrounding the playground and one metre adjacent to each side of the trails will be mowed by Town staff.

The parties discussed incorporating Carolinian species in the proposed plantings and including interpretive signage for these plantings.

The sand bunkers will be removed and tee boxes are to remain. Trees planted in the park block will be strategically planted to screen existing homeowner's views of lighting standards.

Covered Structure

The covered structure originally proposed at the midpoint of the valley on the north side of the park block has been removed from the Master Trails Plan. This was agreeable to all parties.

AHPC suggested that the covered structure adjacent to the playground be a 'clamshell' structure so as to function as a barrier between existing residents and the playground. AHPC also requested

that the covered structure be located away from covered structures to provide existing homeowners with greater privacy and so they experience less noise.

Playground

Lighting is proposed to be located at the entrance to the playground on Cranberry Lane but not surrounding the playground itself.

The HGRPA suggested that Earthscapes be retained as the playground supplier. Mark Schollen explained that Earthscapes are typically retained for private properties as they build custom playgrounds which can result in maintenance challenges for municipalities. The HGRPA suggested that the play equipment be selected with environmentally-friendly colours such as tan and green in order to better blend with the landscape, and incorporate other environmentally-based components such as boulders, logs, etc.. Mark Schollen agreed to examine alternative design possibilities, location of the playground and screening measures for existing residents abutting the playground.

Fitness Station

HGDI is recommending 'Bench-Fit' equipment be installed along the spine trail. These structures are essentially two benches with a sign separating the benches with workout instructions. A video was presented to the Town, HGRPA and AHPC demonstrating how to use the equipment.

Meditation Circle

HGDI explained that proposed meditation circle functions as a labyrinth and complements the passive park concept. The most successful meditation circles are constructed with hard surfaces which provide for minimal maintenance. HGRPA requested if the feature could employ reflexology stones/textures. HGDI to investigate with the Town.

Signage

It was recommended by the HGRPA that historical plaques be installed along the spine trail. This was agreed to by the Town and HGDI. The Town and HGDI also confirmed wayfinding signage will be installed along both the spine and multi-use off road trails.

Construction Timing

HGDI noted that the earliest date which construction of the Park Open Space Block would commence is late 2017. Start of construction is contingent on approvals required for the re-naturalization of the ponds and rehabilitation of the creek.

Communication

The Town advised they will be posting a notice on their website explaining efforts which are being undertaken by all parties to reach a final park design.

Next Meeting

Schollen & Company Inc. will incorporate the feedback provided by all parties to create a detailed park design. This design will be presented back to the Town, AHPC and HGRPA once completed. A date for the next meeting will be circulated to all parties when the final design is nearing completion. The preliminary design will be targeted for the beginning of September.



ATTACHMENT #3

Highland Gate Parks Meeting

Minutes

Attendees:		Date:	Sept 21st, 2017
Town of Aurora ("The Town")	Gary Greidanus, Parks, Rec. and Cultural Services Sara Tienkamp, Parks, Rec. and Cultural Services	Time:	1:30 p.m.
Highland Gate Rate Payers Association ("HGRPA")	Susan Walmer David LeClaire David Medcalf		
Ad-Hoc Parks Committee ("AHPC")	Jo-Anne Bartholomew		
Highland Gate Developments Inc. ("HGDI")	Farrah Ward, Geranium Daniel Moriarity, Geranium Mark Schollen, Schollen & Company Inc.		

Location: Town of Aurora, 229 Industrial Parkway, Aurora, ON

Discussion Items

The purpose of the meeting was to review the preliminary Detailed Design drawings prepared by Schollen & Company Inc., for the Parks and Open Space in order to final the drawings and move forward with the tender and construction of the park. The following are aspects of the drawings which were reviewed.

Ponds

Per the direction from the LSRCA, the existing ponds in the park block have been taken offline.

Mark Schollen detailed the “riffle pool” sequence design intended to naturalize the water system resulting in water free flowing throughout the site. HGDI will confirm with Beacon if a permanent pool will remain in the residual footprint of the existing ponds.

Lighting

A revised trail alignment was presented in conjunction with the updated park plans to the HGRPA and the AHPC. The trail has been pulled further away from existing homes, with the exception of certain pinch points. At the closest point, the lights will be approximately 5m-6m from an adjoining property.

It was confirmed that no light spillage will occur on to the adjacent properties. Strategic planting to screen the light will also be used. As previously discussed, HGDI stated that a lower pole height would result in more lights being needed throughout the park. The proposed light standard provides a balance between the height of the pole and the number of poles and fixtures required.

As per Town standards, the lights are proposed to be on from dusk till dawn and are operated by a photocell. Mark Schollen suggested the use of 3000k LED Light bulbs resulting in a soft white glow, not the bright white/blue light.

The AHPC objected to dusk till dawn lighting and also reiterated their requested that trail lights be turned off throughout the winter months. If the lighting cannot be resolved to the AHPCs satisfaction, they stated they would take the matter back to Council.

Lighting on the proposed boardwalk will be installed within the metal handrails to illuminate the boardwalk.

Where there is on-street lighting near a trail, only the on-street lighting will be provided; there will be no duplication.

Vegetation

It was confirmed that the park block would be naturalized and generally passive. However, the area surrounding the playground and one meter adjacent to each side of the trails will be mowed by Town staff. HGDI confirmed the parklands would be re-seeded. HGRPA requested a detail of the seed mixture to be used on the park block.

HGDI confirmed that 70mm caliper trees would be planted in the park block. The Town agreed with the recommendation as 70mm caliper trees have a higher success rate than trees with a larger caliper and for nursery standards, are quite large.

Generally the trees to be removed will be hazard trees or trees that conflict with the creek realignment or proposed removal of retaining walls. HGRPA requested minimal tree removal.

Shade Structure

The proposed structure is a cloth covering that is UV treated allowing for a significant life span.

Playground

The playground has been located in the center of the Cranberry lane entrance as requested.

HGRPA proposed minimal lighting around the playground.

The playground will be wheelchair accessible.

Mark Schollen presented a design that incorporated the environmentally based colours as suggested by the HGRPA as well as a wood chip fall surface. The HGRPA suggested the playground equipment be chosen by parents in the surrounding areas. Mark Schollen explained that is not possible as there are grading issues as well as fall height issues to be taken into account when choosing playground equipment.

Fitness Station

The number of “Fit Benches” has been reduced and will be installed along with instructional signage.

Meditation Circle

HGDI detailed the meditation circle as a labyrinth which complements the passive park concept. The meditation circle will be a concrete surface with stones inset.

Signage

The Town and HGDI confirmed historical plaques and wayfinding signage will be installed along both the spine and multi-use off road trails. The Town requested the selection of a flower grown in the site vicinity to be used as the Flower Motif for the trail system.

Construction Timing

HGDI noted that the construction of the Park Open Space Block would likely commence in the Spring of 2018. Start of construction is contingent on approvals required for the re-naturalization of the ponds and rehabilitation of the creek. There will be works beginning Fall 2017 to remove trees in preparation for the construction program in the Spring.

Communication

The Town advised they will be posting a notice on their website explaining efforts which are being undertaken by all parties to reach a final park design as well as the anticipated construction timing.

Next Meeting

Schollen & Company Inc. will incorporate the feedback provided by all parties to finalize the detailed park design. This design will be presented back to the Town, AHPC and HGRPA once completed. A date for the next meeting will be circulated to all parties when the final design is nearing completion.

ATTACHMENT #4



Highland Gate Parks Meeting

Minutes

Attendees:

Town of Aurora ("The Town") Sara Tienkamp, Parks, Rec. and Cultural Services
Gary Greidanus, Parks, Rec. and Cultural Services

Date: November 3, 2017

Time: 2:30 p.m.

Highland Gate Rate Payers Association ("HGRPA") David LeClaire
Susan Walmer

Ad-Hoc Parks Committee ("AHPC") Bob Callow
Jo-Anne Bartholomew

Highland Gate Developments Inc. ("HGDI") Farrah Ward, Geranium
Michael Harte, Geranium
Mark Schollen, Schollen & Company Inc.

Location: Town of Aurora Joint Operations Centre, 229 Industrial Parkway North, Aurora, ON

1.0 Discussion Items

Minutes of last meeting were accepted as presented.

ACTION ITEMS: HGDI will confirm with Beacon if a permanent pool will remain in the residual footprint of the existing ponds.

It was confirmed by Beacon that the eastern most pond is anticipated to remain an open water feature and will continue to provide existing aquatic habitat for local water fowl and amphibians. The pond will be seasonally connected to the restored watercourse via a naturalized egress channel, thereby allowing water into the pond during times of high flows.

Additionally, stormwater flows will continue to flow overland to the offline pond.

ACTION ITEM: HGRPA requested a detail of the seed mixture to be used on the park block.

The proposed seed mix was provided at the meeting.

ACTION ITEM: HGDI to review the lighting around the playground.

HGDI have included solar lighting in the open space plan adjacent to the playground.

2.0 Lighting

Lighting shields are only proposed on a small number of light standards to eliminate light spillage on adjacent properties.

The Town will be recommending that the light standards will be kept on dusk till dawn, subject to final internal review.

AHPC remain of the opinion that the trail lights should be turned off at 11pm.

The Town has written the staff report in a manner where the final decision with respect to the lights will be made by Council. The report will outline staff's recommendations and Council will make the final decision.

ACTION ITEM: Town to review policy with respect to the timing of lights.

3.0 Meditation Circle

AHPC tabled concerns regarding grooves within the pavement in the meditation circle in Queen's Diamond Jubilee Park. These specifications will not be included in the Highland Gate Park design.

The Town requested a reduction in the size of the mediation circle. The Town prefers a more natural setting, less concrete with more furniture and plantings.

ACTION ITEM: HGDI to revise the meditation detail per the comments received.

4.0 Construction Timing

HGDI reconfirmed that the construction of the Park Open Space Block would likely commence in the Spring of 2018. Start of construction is contingent on approvals required for the re-naturalization of the ponds and rehabilitation of the creek. There may be works beginning as early as the Fall of 2017 to remove trees in preparation for the construction program in the Spring.

5.0 Next Meeting

Further meetings between HGDI, the Town, HGRPA and AHPC are not required as all matters have been resolved with the exception of lighting which will be discussed at General Committee and Council.



**Town of Aurora
General Committee Report**

No. CS17-037

Subject: 2018 Procedure By-law Review and Proposed Meeting Schedule

Prepared by: Samantha Yew, Deputy Town Clerk

Department: Corporate Services

Date: November 21, 2017

Recommendation

- 1. That Report No. CS17-037 be received; and**
- 2. That the final draft Procedure By-law, incorporating Council feedback, be presented at a future Council meeting for enactment effective as of January 1, 2018; and**
- 3. That the 2018 Meeting Schedule (Attachment No. 3) be approved.**

Executive Summary

The purpose of this report is to provide a summary of proposed amendments to By-law No. 5820-16, as amended, (the Procedure By-law) which was passed by Council in November 2016 and has been in effect as of January 1, 2017. This report is also to establish a 2018 Meeting Schedule for Council and Committee meetings.

- The proposed amendments to the Procedure By-law focus on enhancing meeting efficiency, clarity, and capturing current practices.
- Approval of a 2018 Meeting Schedule is required as per the Procedure By-law.

Background

The *Municipal Act, 2001* (the "Act") requires Council to pass a by-law to govern its rules of procedure for Council and Committee meetings. The previous Procedural By-law, No. 5330-11, as amended, had been in effect since 2011 with minor amendments passed in 2013. Council's current Procedure By-law was passed in November 2016 and has been in effect as of January 1, 2017.

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Staff committed to providing a review within one year to evaluate the effectiveness of the current Procedure By-law and propose amendments to further enhance and ensure it is keeping within the guiding principles of the initial By-law review:

- Aurora Town Council is the decision-making body of the Corporation;
- Council's Committees make recommendations to Council and are not the final decision-making bodies unless that authority has been explicitly delegated by Council as such;
- Public and stakeholder input is a valued part of the decision-making process
- Council's decision-making process should be:
 - Open and transparent;
 - Conducted in an environment which is respectful of all participants;
 - Balance debate with the need to make recommendations and decisions in a timely manner;
- Procedural rules should facilitate and not hinder the business of Council; and
- Procedural rules should comply with Robert's Rules of Order and should be written in plain language.

The proposed changes to the By-law are based on staff feedback and comments received from one-on-one consultations between the CAO and Council.

In past years, the Meeting Schedule has been brought forward in a separate report. However, due to the proposed By-law amendments, consideration of the 2018 Meeting Schedule at the same time will ensure that changes to the By-law are captured.

Analysis

The proposed amendments to the Procedure By-law focus on enhancing meeting efficiency, clarity, and capturing current practices

The proposed amendments to the Procedure By-law are detailed in Attachment No. 1. They include but are not limited to:

- **Replacing Presentations with Community Updates.** This change will more accurately reflect the type of information being relayed during this section of the meeting. To ensure effective meeting scheduling and efficiency, the number of times a group or individual is permitted to present at Council or General Committee meetings on an annual basis will be limited. Staff presentations relating

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to items will be included as part of the item, eliminating the time between the presentation and discussion.

- **Addition of further guidelines for Delegations.** These additions will include
 - Limiting delegations to four at General Committee and two at Council;
 - Grouping of delegations from the same association or body; and
 - Eliminating active Planning application delegations at Council; and
 - Eliminating delegations regarding proposals for Zoning By-law Amendment applications for the remainder of the two-year moratorium as outlined in Section 34 (10.0.0.1) of the *Planning Act*.

These measures will allow for more efficient meetings and reduce the amount of duplicated information being presented to Council. The public will continue to have the opportunity to submit written correspondence and petitions to General Committee or Council, which is circulated to Members and can be added to the agenda as a Consent Item at the request of a Member. Any correspondence or petitions placed on an agenda will form part of the public record.

- **Addition of agenda sections to improve meeting flow and streamline meeting minutes.** Changes include the addition of an Advisory Committee Minutes section on the General Committee agenda and Standing Committee Reports section on the Council agenda.
 - The addition of an Advisory Committee Minutes section will eliminate the need for a separate Summary of Committee Recommendations report, as the Committee recommendations will be listed in the agenda index as they were prior to the 2016 Procedure By-law review. All Advisory Committee minutes can be approved in one motion if further discussion is not required.
 - A Standing Committee Reports section on the Council agenda will allow for the consideration of General Committee items under one agenda section, eliminating the need to 'pull' items that require further discussion to the Regular Agenda which can cause confusion. As is current practice, all items not requiring separate discussion can be approved in one motion.

Feedback has indicated that the minutes are difficult to follow, especially with the 'pulling' of items from the Consent Agenda to Regular Agenda. These changes will make the meeting and minutes more clear to the reader.

- **Expanding the criteria for Consent Agenda items.** Staff have identified item types that could be added to the Consent Agenda items criteria, based on discussions from previous meetings.

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- **Amending agenda distribution dates to allow for more efficient agenda compilation and distribution.** The proposed amendments suggest moving the General Committee agenda distribution date to the Tuesday prior to a meeting, the Council Agenda distribution date to the Thursday prior to a meeting, and Additional Items distribution date to the Monday prior to a meeting. Moving the distribution dates will allow for more efficient agenda distribution, eliminating the backups frequently experienced by Legislative Services staff on Friday afternoons.

Draft agenda indices have been included as Attachment No. 2, outlining the proposed changes.

Approval of a 2018 Meeting Schedule is required as per the Procedure By-law

Section 19 of the Procedure By-law establishes rules for the timing of Standing Committee and Council meetings. The proposed 2018 Meeting Schedule is provided as Attachment No. 3. As 2018 is an election year, staff propose a variation of Council's past meeting schedules. These variations include:

- A one cycle schedule in March and September to accommodate March Break and 2018 Election preparations;
- As has been past practice in previous election years, the conclusion of all Advisory and Ad Hoc Committees in or prior to June 2018 with the exception of the Heritage Advisory Committee, Aurora Public Library Board, Aurora Cultural Centre Board, Aurora Economic Development Board, and Committee of Adjustment;
- Rescheduling the September Heritage Advisory Committee meeting from Monday, September 10, to Wednesday, September 5, to allow for meeting minutes to be brought forward to the Tuesday, September 11 General Committee meeting for consideration;
- No Standing Committee or Council meetings in October or November, with the exception of the final meeting of the incumbent Council on Tuesday, November 27;
- Inaugural Council Meeting of 2018-2022 Council on Tuesday, December 4.

The Aurora Cultural Centre Board, Aurora Public Library Board, Aurora Economic Development Board, Joint Council Committee and Committee of Adjustment will continue to be scheduled as outlined in their respective Terms of Reference or by-law. As in past election years, the 2019 Capital and Operating Budgets will be brought forward in early 2019 for Council consideration.

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Advisory Committee Review

None

Financial Implications

None

Communications Considerations

Upon Council approval of the Procedure By-law amendments, staff will communicate the changes on the Town webpage and to a limited extent the Town's social media platforms, and prepare an annotated booklet of the Procedure By-law for Council, Committee members and the public to assist with process during meetings. The approved 2018 Meeting Schedule will be posted to the Town website.

Link to Strategic Plan

The proposed Procedure By-law amendments and 2018 Meeting Schedule supports **Strengthening the fabric of our community** by identifying new formats, methods and technologies to effectively and regularly engage the community, and **Progressive corporate excellence and continuous improvement** by implementing policy and processes that reflect sound and accountable governance.

Alternative(s) to the Recommendation

1. Council may choose to not amend the Procedure By-law.
2. Council may choose to approve an alternative Meeting Schedule.
3. Council may choose to provide direction on amendments they deem appropriate.

Conclusions

This report has been prepared to provide Council with a summary of proposed amendments to Council's Procedure By-law and staff is seeking direction to complete the Procedure By-law review and present the Procedure By-law amendments at a future

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Council meeting. Additionally, Council's approval of the 2018 Meeting Schedule is required.

Attachments

Attachment No. 1 – Table of Proposed Amendments to Procedure By-law No. 5820-16, as amended

Attachment No. 2 – Draft General Committee and Council Agenda Indices

Attachment No. 3 – Proposed 2018 Meeting Schedule

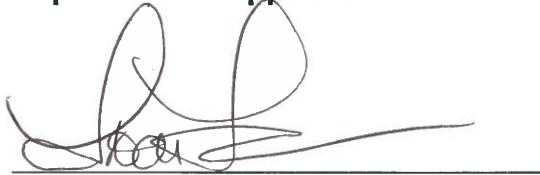
Previous Reports

CS16-010 – Draft Procedure By-law and 2017 Meeting Schedule

Pre-submission Review

Agenda Management Team and CAO review.

Departmental Approval



**Techa van Leeuwen
Director
Corporate Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
1. Definitions		Add - Definition for "head" in reference to MFIPPA Add - Other definitions based on potential changes, ex. Emergency weather event	To provide clarification
13. Availability of Agendas	Council Meeting agendas are generally available to Members of Council and the public on each Friday preceding a Meeting.	Council meeting agendas are to be distributed the Thursday prior to the meeting (from four days to five days prior to a meeting)	More efficient agenda distribution Minimize agenda build up on Friday
	General Committee Meeting agendas are generally available to Members on the Thursday that is twelve (12) days preceding a General Committee Meeting and are generally available to the public on the following Friday.	General Committee agendas to be distributed to Members of Council on the Monday the week prior to the meeting (from 12 days to eight days prior to a meeting)	More efficient agenda distribution Minimize agenda build up on Friday
		General Committee agendas are to be available to the public one week prior to the meeting (from 11 days to seven days prior to a meeting)	More efficient agenda distribution Minimize agenda build up on Friday
14. Additional Items and Corrections	Requests for items to be added to the agenda as an additional item shall have met at least one of the following conditions: i) Government/agency deadlines; ii) Legal implications; iii) Contractual implications; iv) Financial implications; v) Council or General Committee direction; or vi) As directed by the CAO.	Add - additional item condition: as directed by the CAO	More efficient agenda distribution Minimize agenda build up on Friday
	Additional items to the General Committee meeting agenda are available on each Friday preceding the Meeting, and further additional items may be provided up to and including the Meeting day.	Additional Items to General Committee and Council agendas to be available on the Monday prior to a meeting, eliminating Friday additional items and limiting Tuesday additional items	More efficient agenda distribution Minimize agenda build up on Friday

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
17. Committee Report	Recommendations from Committees other than General Committee requiring Council approval will be submitted to the next regular General Committee Meeting in a Summary of Committee Recommendations report.	Standing Committee section will be added to Council agenda	Current separate report with Committee recommendations is confusing and procedurally difficult to deal with
19. Meetings, e) Schedule of Meetings	<p>i) Meetings shall take place in accordance with the "Meeting Schedule" as prepared by the Clerk and approved by Council.</p> <p>ii) All Council Meetings will generally be held on the second and fourth Tuesday of each month at 7 p.m. and General Committee Meetings will generally be held on the first and third Tuesday of each month at 7 p.m. Where a Council Meeting day is a public or civic holiday, Council will meet at the same hour on the Wednesday immediately following the holiday.</p> <p>iii) Unless otherwise determined by the Clerk, Council Closed Session will be scheduled at 5:45 p.m. immediately prior to a Council or General Committee Meeting, and will recess or adjourn at least twenty (20) minutes prior to the scheduled time of the meeting.</p> <p>iv) Only one (1) General Committee Meeting and one (1) Council Meeting will be held in each of July and August.</p> <p>v) Only one (1) General Committee Meeting, one (1) Council Meeting and one (1) Public Planning Meeting will be held in each of December and January.</p>	Delete sections iv), v)	Meetings should proceed as indicated in the approved Meeting schedule; guidelines not required in Procedure By-law

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
20. Notice of Meetings, d) Emergency Meetings of Council or General Committee	<p>ii) Notwithstanding any other provision in this Procedure By-law, the Mayor may, at any time, call or provide Notice of an emergency Meeting of Council or General Committee. An emergency Meeting of Council or General Committee is limited to business matters included in the Notice of Meeting.</p> <p>iii) The Clerk gives Notice of emergency Meetings of Council or General Committee by:</p> <p>(a) Providing Notice to Members in person, by telephone, by electronic mail, or in the form of an agenda that indicates the date and time of the Meeting and general nature of the matters to be discussed.</p>	Delete	Covered under Special Meetings provisions

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
20. Notice of Meetings, e) Cancellation or Postponement of Meetings	i) A Meeting may be cancelled or postponed where Quorum cannot be achieved, by Council resolution, in the event of an emergency, or where the Meeting is no longer required, as deemed by the Mayor and/or CAO. ii) The Clerk gives Notice of Cancellations or Postponements by: (a) Providing Notice to each Member no less than forty-eight (48) hours prior to the time set for the Meeting; iii) Providing Notice to the public of all Meetings of Council or General Committee regarding cancellations, and postponements by: (a) Posting a Notice on the Town website as soon as possible; (b) Sending a Notice via the Town’s social media accounts; (c) Posting a Notice on the Town’s regular advertising page in the local newspaper, if time permits; and (d) Where (c) cannot be achieved, posting a Notice at the main entrance to Town Hall. iv) Meetings of Committees may be cancelled or postponed by the Clerk, recording secretary, Chair or other assigned person where Quorum cannot be achieved, by Committee resolution, or in the event of an emergency.	Add - information that refers to the Facility Closure - Inclement Weather/Power Failure Policy	To add provisions to account for inclement weather

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
20. Notice of Meetings, g) Quorum	i) A majority of members shall constitute a Quorum. ii) As soon as there is a Quorum after the time appointed for commencement of a Meeting, the Mayor or Chair will call the Meeting to order. If a Quorum is not present 30 minutes after the time appointed for commencement of a Meeting, the Clerk shall record the names of the Members present and the Meeting shall not commence or proceed.	Move to Section 19. Meetings	To improve flow of by-law
20. Notice of Meetings, h) Late Arrival	i) If a Member arrives late at a Meeting, any prior discussion is not reviewed without the consent of the Members present.	Move to Section 19. Meetings	To improve flow of by-law
21. Closed Session, a) Matters of Closed Session	i) Council or a Committee may, by Resolution, close a Meeting or part of a Meeting to the public in accordance with section 239 of the Municipal Act, 2001 if the subject-matter being considered is: (a) The security of the property of the Town or local board; (b) Personal matters about an identifiable individual, including Town or local board employees; (c) A proposed or pending acquisition or disposition of land by the Town or local board; (d) Labour relations or employee negotiations; (e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; (f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (g) A matter in respect of which a Council, Board, Committee or other body may hold a closed meeting under another Act;	Delete list from section i) Revise section ii)	This list will expand upon proclamation of Bill 68. By referring to the Municipal Act and not having a specific list, this section of the Procedure By-law will not have to be amended for the remainder of the term of Council

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
	<p>(h) The Meeting is held for the purpose of educating or training the Members and no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of Council, Local Board or Committee.</p> <p>ii) Council or a Committee shall also resolve into a Closed Session to the public for the following purposes:</p> <p>(a) A request under the Municipal Freedom of Information and Protection of Privacy Act, if the Council, board, commission or other body is the head of an institution for the purposes of that Act.</p> <p>(b) An ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) of the Municipal Act, 2001, or the investigator referred to in subsection 239.2 (1) of the Municipal Act, 2001.</p>		
21. Closed Session, b) Notice of Closed Session	<p>i) Where a matter may be considered by Council or General Committee for discussion in Closed Session, wherever possible, written Notice will include:</p> <p>(a) The fact that the Meeting will be closed to the public as provided for in the Municipal Act, 2001;</p> <p>(b) The general nature of the matter to be considered at the Closed Session.</p>	Specify that written notice of the Closed Session meeting will be provided through the publishing of the agenda	To provide clarification
21. Closed Session, f) Scheduling of Closed Session	h) Closed Session shall be scheduled as indicated in the Schedule of Meetings Section of this Procedure By-law.	Delete	Covered under Meeting Schedule

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
24. Order of Business - General Committee	a) The order of business of General Committee is set out in the agenda, as follows, where provided for: i) Approval of the Agenda ii) Declarations of Pecuniary Interest and General Nature Thereof iii) Community Announcements iv) Delegations v) Consent Agenda vi) Advisory Committee Meeting Minutes vii) Consideration of Items Requiring Discussion (Regular Agenda) viii) Notices of Motion ix) New Business x) Closed Session xi) Adjournment	Replace "Presentations" to "Community Announcements" Add "Advisory Committee Meeting Minutes" section	To make by-law more clear and better reflect type of information relayed during "Presentations" To provide a more efficient way of dealing with Advisory Committee recommendations
25. Order of Business - Council	a) The order of business for the Council is set out in the agenda as follows, where provided for: i) Approval of the Agenda ii) Declarations of Pecuniary Interest and General Nature Thereof iii) Community Announcements iv) Delegations v) Consent Agenda vi) Standing Committee Reports vii) Consideration of Items Requiring Discussion (Regular Agenda) viii) Notices of Motion viii) Motions	Replace "Presentations" with "Community Announcements" Add "Standing Committee Reports" section Delete "Notice of Motion" Section	To make by-law more clear and better reflect type of information relayed during "Presentations" To improve flow of agenda and a more clear meeting minutes document Notices of Motion to be allowed at General Committee only. If there is a time sensitive matter, Council could add it as a Motion.

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
	ix) Regional Report x) New Business xi) Public Service Announcements xii) By-laws xiii) Closed Session xiv) Confirming By-law xv) Adjournment	Add - Order of business for other meetings is at the discretion of the Clerk	To provide clarification
26. Record of Proceedings	a) The Clerk records the minutes of Meetings of General Committee and Council without note or comment. The minutes record: i) The date, time and location of the Meeting; ii) The name of the Chair and a record of the attendance at the Meeting; iii) The name and nature of presenters and Delegations; iv) All Resolutions, decisions and other proceedings of the Meeting; and, v) Administrative references, including by-law, report, Motion and policy indexes.	Delete section v)	Not required

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
27. Minutes	<p>a) Minutes of each Meeting of Council are presented to the subsequent regular Meeting of Council for approval. The approved minutes form the official record of the meeting.</p> <p>b) A report of the General Committee is submitted to the next regular Council meeting, for consideration of the recommendations. The report from General Committee that is presented to Council shall not contain the mover or seconder on each item but rather shall only show recommendations endorsed by the General Committee.</p> <p>c) Approved minutes of Council and report of the General Committee will be posted on the Town's website as they become available.</p> <p>d) Minutes of Committees, as designated by Council, are submitted to General Committee for Council receipt.</p> <p>e) After the Council minutes have been approved by Council, they shall be signed by the Mayor and Clerk.</p> <p>f) The receipt of minutes from Committees by Council does not constitute endorsement by the Town of any recommendations or actions contained in the minutes.</p> <p>g) The Clerk shall ensure that the minutes of each Meeting are made available to Members within a reasonable amount of time after the holding of such Meeting.</p>	Revise order - d), f), b), a), e), c), g).	To improve flow of by-law

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
29. Open Forum	<p>a) In the Open Forum that occurs fifteen (15) minutes prior to the formal portion of a General Committee Meeting, any individual may address General Committee to make informal inquiries or to comment on matters of municipal business. Persons speaking at the Open Forum are shall be required to sign the Open Forum Register held by the Clerk or recording secretary prior to being permitted to address Council, and shall be limited to a maximum of five (5) minutes each.</p> <p>b) Open Forum will not be included in the Meeting minutes, and will not be part of the live streaming of the Meeting.</p> <p>e) Generally, no Motions are passed related to matters raised during Open Forum.</p>	Delete section c)	Not required

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
30. Declarations of Pecuniary Interest	<p>a) Members are required to make Declarations of Pecuniary Interest in accordance with the requirements of the Municipal Conflict of Interest Act and/or other relevant legislation.</p> <p>b) Where a Meeting is not open to the public, in addition to complying with the requirements set out in the Closed Session Section of this Procedure By-law, the Member shall leave the Meeting or the part of the Meeting during which the matter is under consideration.</p> <p>c) Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular Meeting, the Member shall disclose the Member's interest and otherwise comply at the first Meeting of Council or Committee, as the case may be, attended by the Member after the particular Meeting.</p> <p>d) The Clerk shall record the particulars of any disclosure of pecuniary interest and general nature thereof made by a Member, and this record shall appear in the minutes of that Meeting.</p>	Add provisions to reflect requirement of written notice to be submitted to the Clerk's Office	Changes are required as part of Bill 68, specifically written notice of conflict and public record of declared pecuniary interests

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
31. Presentations and Community Updates , a) Staff Presentations	i) Staff presentations, if related to a report on the agenda shall occur at the time the report is discussed. Presentations by staff at Meetings shall be a maximum of ten (10) minutes.	Revise section to Presentations and Community Updates	To make by-law more clear and better reflect type of information relayed during "Presentations"
31. Presentations and Community Updates , b) Other Presentations-Community Updates	i) Presentations Community Updates may be made by third-parties invited by staff or other government agency presentations to Council or General Committee on matters of interest to the Town, as well as awards, certificates, grants and other recognitions presented to/by the Town. Such presentations are received or presented by the Chair.	Revise section name to "Community Updates"; Delete wording in section i)	To make by-law more clear and better reflect type of information relayed during "Presentations" To provide clarification
	ii)- Where a third-party presentation involves an item on an agenda, the item shall be heard at the appropriate time in the agenda with the report brought forward for consideration immediately after the presentation has been made.	Add requests to be added to Commiunity Updates must be submitted to the Clerk's Office at least six weeks in advance of the meeting, and material must be submitted at least two weeks prior to the meeting;	To streamline deadlines and processes and encourage effective agenda management
	iii) Presentation material shall be submitted to the Clerk in an electronic format prior to the 4:30 p.m. on the Friday prior to the meeting date.	Revise section iv) to maximum time limit of five (5) minutes;	Meeting efficiency
	iv) Presentations Community Updates may be up to ten (10) five (5) minutes. The consent of Council or General Committee is required to extend a presentation beyond ten (10) five (5) minutes.	Add - Limit number of times group or individual may appear before at General Committee and/or Council, at the discretion of the Town Clerk	Meeting efficiency
		Delete sections ii) and iii)	Not required

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
32. Delegations, a) General Provisions	i) Delegates shall be encouraged to appear at the appropriate Committee first rather than Council.	Indicate 'business' days in reference to deadlines	To provide clarification
	ii) Anyone wishing to appear before General Committee or Council shall register as a delegate by submitting the prescribed form to the Clerk no later than 4:30 p.m. two (2) days 9 a.m. one (1) business day prior to the scheduled Meeting date.	Revise section ii) and iii) - All delegation requests and supporting material must be provided no later than 9 a.m. one business days prior to a meeting.	To streamline deadlines
	iii) Delegates shall advise the Clerk that the audio visual equipment will be required and shall submit supporting material to the Clerk in an electronic format no later than 4:30 p.m. on the Friday two (2) business days 9 a.m. one (1) business day prior to the Meeting date.	Revise section iv) to reflect that any financial requests should first be directed to the annual Budget Input Session.	To put process around financial asks
	iv) Delegates requesting specific financial assistance or services in-kind from General Committee or Council must submit a detailed written request to the Clerk prior to the Meeting, which will be forwarded to the appropriate department for review. A decision will not be made at the Meeting where the Delegation is heard.	Add - Delegation requests received after the deadline or limit has been reached will be acknowledged by the Clerk but not placed on an Agenda	To provide clarification
	v) The Clerk shall give due consideration to the length of the agenda and the number of delegations and shall advise to the requester the earliest possible date when their delegation may be accommodated. A limit of four (4) delegations will be considered at a meeting of General Committee and a limit of three (3) two (2) delegations will be considered at a Meeting of Council.	Add to Section ix) limit of four (4) Delegates for General Committee, limit of two (2) Delegates at Council	Meeting efficiency
		Delete sections x), and xi)	Not required
		Add - No delegations regarding proposals for Zoning By-law Amendment applications for the remainder of the two-year moratorium as outlined in Section 34 (10.0.0.1) of the Planning Act.	To ensure merits of the application are not discussed prior to the Planning process
		Add - No active Planning-related delegations at Council	New section to be added, depending on Meeting structure and schedule

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
	<p>vi) Delegations at General Committee and Council meetings shall be on a subject that is within the jurisdiction or influence of local government. Delegations at a Meeting of Council shall be related to an item of business on the agenda.</p> <p>vii) Delegates shall refrain from making statements or comments that are, in the opinion of the Chair, frivolous or vexatious in nature.</p> <p>viii) Delegates shall be restricted to a speaking limit of five (5) minutes, regardless of whether they are representing an organization, association or other group.</p> <p>ix) The consent of Council or General Committee is required to grant a delegation one (1) extension of up to five (5) minutes at a Council or General Committee meeting, and to consider more than three (3) delegations at a Council meeting.</p> <p>x) A Delegation not on the agenda shall not be heard without the consent of at least a two-thirds majority of the Members present.</p> <p>xi) Members of General Committee and Council are permitted to ask the individual making a Delegation questions only for clarification and to obtain additional relevant information</p> <p>xii) Delegates who appear before General Committee are not permitted to make a Delegation in relation to the same item at the following Council meeting, but may submit written material to Members of Council through the Clerk's Office.</p>	<p>Add - wording around delegations from members of the same group, limit to one</p> <p>Add - Provision that allows Town Clerk to manage number of times a delegation appears before General Committee and Council</p>	<p>To provide clarification and promote meeting efficiency</p> <p>Meeting efficiency</p>

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
32. Delegations, b) Delegations at General Committee	<p>ii) Individuals who request to make a Delegation may be encouraged by a Member or staff to consider resolving an issue or concern with staff in lieu of, or prior to, submitting a Delegation request.</p> <p>iii) Where there are numerous delegates taking the same position on a matter, they are encouraged to select a spokesperson to present their views. Delegates are encouraged not to repeat information presented by an earlier Delegation.</p>	Delete	Covered in previous section
32. Delegations, c) Delegations at Council Meetings	i) Anyone wishing to speak on an item that is not on the Council agenda shall be directed to appear at the Open Forum session that precedes the General Committee Meetings. Alternatively, the delegation may be placed on a Committee agenda to address an issue that is not on the Council agenda.	Move to Section 32. a)	To improve flow of by-law
32. Delegations, d) Delegations at Public Planning Meetings	i) Any person may speak on a matter at a Public Planning Meeting provided that the spokesperson is speaking on an item that is contained in the agenda. The delegate shall not speak for more than five (5) minutes, but may have an opportunity to speak more than once on the agenda item.	Revise as required	Revision dependent on Meeting structure and schedule

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
33. Consent Agenda, a)	Consent Agenda will include the following items that do not have presentations or delegations: i) Receipt of the Minutes (i.e. Special Council, Workshop, Closed Session) (Council Meeting agenda only); ii) Advisory Committee Minutes; iii) Staff Reports that require no action other than receiving for information; iv) Procurement items that are within the approved budget; v) Communications addressed to Council; and vi) Items as directed by the CAO or Town Clerk.	Delete sections ii), iii) Add - Items may be added to the Consent Agenda at the discretion of the CAO or Town Clerk	Not required To clarify process
33. Consent Agenda, b)	Simple questions Questions of clarification may be asked by Members about any Consent item during the adoption of the Consent Agenda without requiring a separate vote.	Replace 'simple questions' with 'questions of clarification'	Improved wording
33. Consent Agenda, f)	All recommendations from the General Committee will be placed on the Consent Agenda of the next regular Council Meeting, unless a request is made at the General Committee Meeting to consider a recommendation under Consideration of Items Requiring Discussion.	Delete	Standing Committee Reports section to be added.

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
34. Notice of Motion	a) A Member desiring to introduce a subject for discussion by Council will provide the proposed Notice of Motion to the Clerk in writing for inclusion in a regular agenda of General Committee or Council by 12 p.m. on the Wednesday prior to the meeting.	Revise as required	Changes may be required to fit new agenda publishing timeframes
	b) The Motions for Which Notice Has Been Given will be included on the next Council agenda for consideration and disposition.	Add - Notice of Motion must be accompanied by written confirmation of a seconder when submitted to the Clerk's Office	Suggested change based on feedback
	c) The CAO or staff may be requested to comment on the Motion raised in this Section, but no staff report will be prepared unless the Motion is referred to staff for a further report.	Replace 'Motion' with 'Notice of Motion'	Corrected wording
	d) It is the duty of the Member to: <ul style="list-style-type: none"> i) Prepare the proposed Notice of Motion in writing. ii) Submit the proposed Motion to the Clerk by 12 p.m. on the Wednesday prior to the meeting. iii) Ensure the content of the proposed Motion allows for it to be published on a public agenda. 	Delete sections d) ii)	Simplify process

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
37. New Business	<p>a) Any Member of Council or a Committee, at any Meeting, may present and introduce any matter of New Business during the New Business portion of the Meeting, and shall have regard to the following guidelines:</p> <p>i) Members are encouraged to raise operational matters prior to the Meeting through the CAO, Director or appropriate staff member;</p> <p>ii) Members are discouraged from raising substantive policy matters, in particular consideration of corporate policies or by-laws; and,</p> <p>iii) Members of Council are encouraged to raise announcements and community events under the Public Service Announcements portion of the Council agenda.</p>	Move to before Section 36. Public Service Announcements	To improve flow of by-law
39. Adjournment	<p>a) No item of business shall be considered at a Meeting of Council or General Committee after 10:30 p.m. unless a majority of the Members present enact a resolution to extend the hour.</p> <p>b) If Council or General Committee is still in session at 11 p.m., it shall be adjourned unless two-thirds of the Members present enact a resolution to extend the Meeting (By-law No. 5968-17).</p>	Delete section b)	Not required - all votes to waive procedure require a 2/3 majority
		Add - motion to extend must refer to a specific end time	Meeting efficiency
		Add - By-laws and Confirming by-law to be voted on prior to adjournment	To ensure approval of time sensitive By-laws and the Confirming By-law

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
40. Correspondence	<p>a) Correspondence addressed to the Mayor and Council shall be acknowledged by the Clerk and sent directly to the appropriate Committee or Director for response or action.</p> <p>b) Copies of such correspondence shall also be distributed to Members of Council and the CAO.</p> <p>c) Where correspondence is not requested to be included in a Council or General Committee agenda, it is circulated by the Clerk to Members of Council, the CAO, Directors and applicable staff for their information, and forms a part of the Clerk's records.</p> <p>d) Where correspondence has been requested to be included on a Council or General Committee Meeting agenda or on the request of a Member of Council to the Clerk, correspondence is placed on the General Committee meeting agenda for consideration. Where required due to urgency or timing, correspondence may be considered directly by Council as an Additional Item.</p> <p>e) Staff may prepare recommendations related to the matter for Council's consideration.</p> <p>f) Council and staff will direct to the Clerk correspondence clearly intended to be considered as part of an agenda of Council or General Committee.</p>	Delete section a), b), e), f), g), and h)	Simplify process

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
	<p>g) The Clerk is required to verify whether it is the intent of an individual to include his/her correspondence on a public agenda. For reasons of privacy, irrelevant personal information will be severed from correspondence. General correspondence between Councillors or staff, and constituents or stakeholders, will not be included unless the Clerk is satisfied it was clearly the individual's intent to include his/her correspondence on a public agenda.</p> <p>h) Correspondence related to items already decided on by Council will form a part of the Clerk's records and be circulated to Members of Council, but not placed on an agenda.</p> <p>i) Correspondence must be legible and not contain any defamatory statements. Anonymous correspondence will not be acknowledged, circulated, or placed on an agenda.</p> <p>j) The Council's receipt of correspondence does not constitute endorsement of the correspondence by the Town of any recommendations it may contain or actions it may advocate.</p>		

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
41. Petitions	<p>a) Petitions may be submitted to the Clerk and will include a minimum of two (2) persons and their respective addresses, and a clear statement of purpose for the petition.</p> <p>b) The request conveyed in the petition will be considered by General Committee for disposition. Where required due to urgency or timing, petitions may be considered directly by Council.</p> <p>e) For reasons of privacy, the names and addresses included with the petition will be provided to Members, but not published in an agenda of the General Committee or Council.</p> <p>d) Staff may prepare recommendations related to the matter for Council's consideration.</p> <p>e) The Town is not accountable for the accuracy or reliability of petitions that are submitted.</p>	Delete section c)	Simplify process

Attachment No. 1 - Proposed Amendments to Procedure By-law No. 5820-16, as amended

Procedure By-law Section	Section Text (if applicable)	Change	Rationale
44. Procedures Concerning Motions	i) Motion to Amend i) The purpose of this Motion is to modify a Motion. It cannot be used to directly contradict or negate the effect of another Motion. ii) A Motion to amend: (a) Is to be open to debate; and, (b) Is to be relevant to the main Motion; and (c) Can be applied to a Motion at one time, but that amendment may be amended [by a secondary amendment], which cannot be amended. iii) If it is not considered a "Friendly Amendment," then the Motion to amend: (a) If more than one, will be put to a vote in the reverse order to that in which they were moved; (b) Will be decided upon or withdrawn before the main Motion is put to the vote; (c) Will not be amended more than once, provided that further amendments may be made to the main Motion; and, (d) Will not be directly contrary to the main Motion.	Revise section i) Motion to Amend	Provide clearer wording

Attachment No. 2

Public Release
September 29, 2017



**Town of Aurora
General Committee
Meeting Agenda**

Tuesday, October 3, 2017
7 p.m., Council Chambers

**NOTE: This is a sample agenda index being provided as an attachment to
Report No. CS17-037.**

Councillor Abel 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. Community Announcements

4. Delegations

**(a) Craig Mather, President, Suzanne Haines, Executive Director, and
Stephanie Nicolò, Program, Gallery and Volunteer Services Coordinator,
Aurora Cultural Centre**

**Re: Item R4 – PRCS17-032 – Canada 150 Art Installation at Church Street
School at 22 Church Street**

General Committee Meeting Agenda (Revised)
Tuesday, October 3, 2017

Page 2 of 6

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 C5 inclusive, be approved:

C1. FS17-020 – 2016 Year End Development Charges Statement

(Information Report dated May 16, 2017, included on agenda per Member of Council request)

Recommended:

1. That Report No. FS17-020 be received for information.

C2. FS17-039 – Interim Operating Budget Forecast – as at July 31, 2017

(Information Report dated September 19, 2017, included on agenda per Member of Council request)

Recommended:

1. That Report No. FS17-039 be received for information.

C3. PBS17-067 – Planning Applications Status List

(Information Report dated September 19, 2017, included on agenda per Member of Council request)

Recommended:

1. That Report No. PBS17-067 be received for information.

C4. Memorandum from Mayor Dawe

**Re: Lake Simcoe Region Conservation Authority Board Meeting
Highlights of July 28, 2017**

(Added Item)

General Committee Meeting Agenda (Revised)
Tuesday, October 3, 2017

Page 3 of 6

Recommended:

1. That the memorandum regarding Lake Simcoe Conservation Authority Board Meeting Highlights of July 28, 2017, be received for information.

6. Advisory Committee Minutes

A1. Community Recognition Review Advisory Committee Meeting Minutes of August 21, 2017

Recommended:

1. That the Community Recognition Review Advisory Committee meeting minutes of August 21, 2017, be received; and
2. That the Community Recognition Review Advisory Committee Recommend to Council:
 - (a) That...

7. Consideration of Items Requiring Discussion (Regular Agenda)

R1. CAO17-006 – Engagement of Review of Joint Operations Centre (JOC) Project and Costs

Recommended:

1. That Report No. CAO17-006 be received; and
2. That Internal Audit Services of the Region of York be engaged to review and report on the JOC Project and Costs using Brook Laker & Associates as outlined in Report No. CAO17-006, for a total fee of \$29,000 excluding HST, to be funded from within expected 2017 operating surplus.

R2. FS17-043 – Capital Projects Status and Closures as of July 31, 2017

Recommended:

1. That Report No. FS17-043 be received; and

General Committee Meeting Agenda (Revised)
Tuesday, October 3, 2017

Page 4 of 6

2. That the Capital Project closures and Capital funding adjustments outlined in Attachments #1 and #2 be approved.

R3. FS17-044 – 2018 Fees and Charges Update

Recommended:

1. That Report No. FS17-044 be received; and
2. That the 2018 Fees and Charges for applications, permits, use of Town property, the sale of Town publications and for the prescribed service charges for administrative matters as itemized on the attached schedules be approved:

Schedule A – General Fees and Charges

Schedule B – Planning and Building Services

Schedule C – Corporate Services

Schedule D – Parks, Recreation and Cultural Services

Schedule E – Infrastructure and Environmental Services

Schedule F – Financial Services; and

3. That the necessary by-law be enacted at a future Council meeting.

R4. PRCS17-032 – Canada 150 Art Installation at Church Street School at 22 Church Street

Recommended:

1. That Report No. PRCS17-032 be received; and
2. That the installation of the Canada 150 Milestones Mural: A Community Art Project art installation on the southwest lawn of Church Street School at 22 Church Street be approved in the amount of \$2,700, funded from the Property Improvement Operating Account 1-4-07302-5037; and
3. That the Mayor and Town Clerk be authorized to execute the funding Agreement between the Town of Aurora and the Ontario Heritage Trust, including any and all documents and ancillary agreements required to give effect to same.

R5. PBS17-076 – Proposal for Zoning By-law Amendment Applications

General Committee Meeting Agenda (Revised)
Tuesday, October 3, 2017

Page 5 of 6

Recommended:

1. That Report No. PBS17-076 be received; and
2. That Council accept the Zoning By-law Amendment Application related to the following Zoning By-law Proposal:
 - (a) Shimvest Investments Limited (271 Holladay Drive)

- R6. CS17-030 – Implications of the Provincial Government’s Proposed Changes to Employment Standards Legislation on the Town**
(Information Report dated September 19, 2017, included on agenda per Member of Council request)

Recommended:

1. That Report No. CS17-030 be received for information.

- R7. Correspondence from Toronto and Region Conservation Authority (TRCA) dated September 29, 2017, Re: Appointments to the TRCA Regional Watershed Alliance 2017-2021**

Recommended:

1. That the correspondence from Toronto and Region Conservation Authority (TRCA) dated September 29, 2017, regarding Appointments to the TRCA Watershed Alliance 2017-2021, be received; and
2. That Council provide direction.

7. Notices of Motion

- (a) Mayor Dawe**
Re: Federal Legalization of Recreational Cannabis
(Added Item)

8. New Business

9. Closed Session

General Committee Meeting Agenda (Revised)
Tuesday, October 3, 2017

Page 6 of 6

10. Adjournment

Public Release
October 6, 2017



Town of Aurora Council Meeting Agenda

Tuesday, October 10, 2017
7 p.m., Council Chambers

**NOTE: This is a sample agenda index being provided as an attachment to
Report No. CS17-037.**

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. Community Announcements

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 C5 inclusive, be approved:

C1. Council Meeting Minutes of September 26, 2017

Council Meeting Agenda
Tuesday, October 10, 2017

Page 2 of 4

Recommended:

1. That the Council meeting minutes of September 26, 2017, be adopted as printed and circulated.

**C3. Council Closed Session Minutes of September 19 and September 26
(Continued October 3), 2017 (confidential attachment)**

Recommended:

1. That the Council Closed Session minutes of September 19 and September 26 (Continued October 3), 2017, be adopted as printed and circulated.

**C4. Council Closed Session Public Minutes of September 19 and
September 26 (Continued October 3), 2017**

Recommended:

1. That the Council Closed Session Public minutes of September 19 and September 26 (Continued October 3), 2017, be adopted as printed and circulated.

C5. Budget Committee Meeting Report of May 31, 2017

Recommended:

1. That the Budget Committee Meeting Report of May 31, 2017, be received for information.

6. Standing Committee Reports

S1. General Committee Meeting Report of October 3, 2017

Recommended:

1. That the General Committee meeting report of October 3, 2017, be received and the recommendations carried by the Committee approved.

Council Meeting Agenda
Tuesday, October 10, 2017

Page 3 of 4

S2. Budget Committee Meeting Report of October 7, 2017

Recommended:

2. That the Budget Committee meeting report of October 7, 2017, be received and the recommendations carried by the Committee approved.

7. Consideration of Items Requiring Discussion (Regular Agenda)

8. Motions

(a) Mayor Dawe

Re: Federal Legalization of Recreational Cannabis

9. Regional Report

York Regional Council Highlights – September 21, 2017

Recommended:

That the Regional Report of September 21, 2017, be received for information.

10. New Business

11. Public Service Announcements

12. By-laws

13. Closed Session

Council Meeting Agenda
Tuesday, October 10, 2017

Page 4 of 4

14. Confirming By-law

Recommended:

That the following confirming by-law be enacted:

**By-law Number XXXX-17 Being a By-law to Confirm Actions by Council
Resulting from a Council Meeting on October 10, 2017.**

15. Adjournment



Attachment No. 3
January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year's Day Hanukkah (Last Day)	2	3	4	5	6
7	8	9 9:30 a.m. Joint Council Committee (Newmarket)	10 4 p.m. Accessibility Advisory Committee (HR) 7 p.m. Aurora Cultural Centre Board	11 7 p.m. Committee of Adjustment (CC)	12	13
14	15	16	17 7 p.m. Aurora Public Library Board	18	19	20
21	22	23 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	24 5:30 p.m. Finance Advisory Committee (HR) 7 p.m. Public Planning (CC)	25	26	27
28	29	30 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. Council (CC)	31			

(CC) Council Chambers (1st floor)

(HR) Holland Room (1st floor)

(LR) Leksand Room (1st floor)

(TR) Tannery Room (2nd floor)

Revision: Option 1



February 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 7 p.m. Environmental Advisory Committee (HR)	2	3
4	5	6 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	7 4 p.m. Accessibility Advisory Committee (HR)	8 7 p.m. Committee of Adjustment (CC)	9	10
11 7 p.m. Heritage Advisory Committee (HR)	12	13 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. Council (CC)	14 7 p.m. Aurora Cultural Centre Board	15 7 p.m. Parks, Recreation and Cultural Services Advisory Committee (HR)	16 10 a.m. Trails and Active Transportation Committee (CC)	17
18	19 Family Day	20 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	21 7 p.m. Aurora Public Library Board	22	23	24
25	26	27 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. Council (CC)	28 5:30 p.m. Finance Advisory Committee (HR) 7 p.m. Public Planning (CC)			

(CC) Council Chambers (1st floor)

(HR) Holland Room (1st floor)

(LR) Leksand Room (1st floor)

(TR) Tannery Room (2nd floor)

Revision: Option 1



March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 7 p.m. Heritage Advisory Committee (HR)	6 9:30 a.m. Joint Council Committee (HR)	7 4 p.m. Accessibility Advisory Committee (HR) 8 p.m. Aurora Cultural Centre Board	8 7 p.m. Committee of Adjustment (CC)	9	10
11	12	13	14	15	16	17
	March Break	March Break	March Break	March Break	March Break	
18	19	20 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	21 7 p.m. Aurora Public Library Board	22	23	24
25	26	27 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. Council (CC)	28 5:30 p.m. Finance Advisory Committee (HR) 7 p.m. Public Planning (CC)	29	30 Good Friday	31

(CC) Council Chambers (1st floor)

(HR) Holland Room (1st floor)

(LR) Leksand Room (1st floor)

(TR) Tannery Room (2nd floor)

Revision: Option 1



April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Easter Sunday	2 Easter Monday	3 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	4 4 p.m. Accessibility Advisory Committee (HR)	5 7 p.m. Environmental Advisory Committee (HR)	6	7
8	9 7 p.m. Heritage Advisory Committee (HR)	10 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. Council (CC) Passover (First Day)	11 7 p.m. Aurora Cultural Centre Board	12 7 p.m. Committee of Adjustment (CC)	13	14
15	16	17 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC) Passover (Last Day)	18 7 p.m. Aurora Public Library Board	19 7 p.m. Parks, Recreation and Cultural Services Advisory Committee (HR)	20 10 a.m. Trails and Active Transportation Committee (CC)	21
22	23	24 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. Council (CC)	25 5:30 p.m. Finance Advisory Committee (HR) 7 p.m. Public Planning (CC)	26	27	28
29	30					

(CC) Council Chambers (1st floor)

(HR) Holland Room (1st floor)

(LR) Leksand Room (1st floor)

(TR) Tannery Room (2nd floor)

Revision: Option 1



May 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC) Municipal Election Nominations Begin	2 Art Show	3 Art Show	4 Art Show	5 Art Show
6 Art Show	7	8 9:30 a.m. Joint Council Committee (Newmarket) 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. Council (CC)	9 4 p.m. Accessibility Advisory Committee (HR) 7 p.m. Aurora Cultural Centre Board	10 7 p.m. Committee of Adjustment (CC)	11	12
13	14 7 p.m. Heritage Advisory Committee (HR)	15 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	16 7 p.m. Aurora Public Library Board	17	18	19
20	Victoria Day	22 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. Council (CC)	23 5:30 p.m. Finance Advisory Committee (HR) 7 p.m. Public Planning (CC)	24	25	26
27	28	29	30	31 FCM Conference Halifax		

(CC) Council Chambers (1st floor)

(HR) Holland Room (1st floor)

(LR) Leksand Room (1st floor)

(TR) Tannery Room (2nd floor)

Revision: Option 1



June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					FCM	FCM
3	4	5	6	7	8	9
FCM		5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	4 p.m. Accessibility Advisory Committee (HR)	7 p.m. Environmental Advisory Committee (HR) 7 p.m. Committee of Adjustment (CC)		
10	11	12	13	14	15	16
	7 p.m. Heritage Advisory Committee (HR)	5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. Council (CC)	8 p.m. Aurora Cultural Centre Board		10 a.m. Trails and Active Transportation Committee (CC)	
17	18	19	20	21	22	23
		5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	7 p.m. Aurora Public Library Board	7 p.m. Parks, Recreation and Cultural Services Advisory Committee (HR)		
24	25	26	27	28	29	30
		9:30 a.m. Joint Council Committee (HR) 5:45 p.m. Council Closed Session (if required) (HR) 6:30 p.m. Audit Committee (CC) 7 p.m. Council (CC)	5:30 p.m. Finance Advisory Committee (HR) 7 p.m. Public Planning (CC)			

(CC) Council Chambers (1st floor)

(HR) Holland Room (1st floor)

(LR) Leksand Room (1st floor)

(TR) Tannery Room (2nd floor)

Revision: Option 1



July 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Canada Day	2 Town Hall Closed in lieu of Canada Day	3	4	5	6	7
8	9 7 p.m. Heritage Advisory Committee (HR)	10 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	11 7 p.m. Aurora Cultural Centre Board	12 7 p.m. Committee of Adjustment (CC)	13	14
15	16	17 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. Council (CC)	18	19	20	21
22	23	24	25	26	27 Municipal Election Nomination Day	28
29	30	31				

(CC) Council Chambers (1st floor)

(HR) Holland Room (1st floor)

(LR) Leksand Room (1st floor)

(TR) Tannery Room (2nd floor)

Revision: Option 1



August 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Civic Holiday	7 5:45 p.m. Council Closed Session (if required) (LR) 7 p.m. General Committee (CC)	8 7 p.m. Aurora Cultural Centre Board	9 7 p.m. Committee of Adjustment (CC)	10	11
12	13	14 5:45 p.m. Council Closed Session (if required) (LR) 7 p.m. Council (CC)	15	16	17	18
19 AMO Conference Ottawa	20 AMO	21 AMO	22 AMO	23	24	25
26	27	28	29	30	31	

(CC) Council Chambers (1st floor)

(HR) Holland Room (1st floor)

(LR) Leksand Room (1st floor)

(TR) Tannery Room (2nd floor)

Revision: Option 1



September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 Labour Day	4 9:30 a.m. Joint Council Committee (Newmarket)	5 7 p.m. Heritage Advisory Committee (LR)	6	7	1/8
9	10 Rosh Hashanah	11 5:45 p.m. Council Closed Session (if required) (LR) 7 p.m. General Committee (CC)	12 8 p.m. Aurora Cultural Centre Board	13 7 p.m. Committee of Adjustment (CC)	14	15
16	17	18 5:45 p.m. Council Closed Session (if required) (LR) 7 p.m. Council (CC)	19 7 p.m. Aurora Public Library Board Yom Kippur	20	21	22
23/30	24	25	26 7 p.m. Public Planning (CC)	27	28	29

(CC) Council Chambers (1st floor)

(HR) Holland Room (1st floor)

(LR) Leksand Room (1st floor)

(TR) Tannery Room (2nd floor)

Revision: Option 1



October 2018

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

(CC) Council Chambers (1st floor)

(HR) Holland Room (1st floor)

(LR) Leksand Room (1st floor)

(TR) Tannery Room (2nd floor)

Revision: Option 1



November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7 7 p.m. Aurora Cultural Centre Board	8 7 p.m. Committee of Adjustment (CC)	9	10
11 Remembrance Day	12	13	14 7 p.m. Aurora Public Library Board	15	16	17
18	19	20	21	22	23	24
25	26	27 5:45 p.m. Council Closed Session (if required) (LR) 7 p.m. Council (CC)	28	29	30	

(CC) Council Chambers (1st floor)

(HR) Holland Room (1st floor)

(LR) Leksand Room (1st floor)

(TR) Tannery Room (2nd floor)

Revision: Option 1



December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 Hanukkah (First Day)	4 7 p.m. Council Inaugural (CC)	5 Christmas Tree Lighting Ceremony	6 7 p.m. Committee of Adjustment (CC)	7	1/8
9	10 Hanukkah (Last Day)	11 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	12 8 p.m. Aurora Cultural Centre Board	13	14	15
16	17	18 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. Council (CC)	19 7 p.m. Aurora Public Library Board	20 7 p.m. Public Planning (CC)	21	22
23	24 Christmas Eve	25 Christmas Day	26 Boxing Day	27 Town Hall Closed	28 Town Hall Closed	29
30	31 New Year's Eve					

(CC) Council Chambers (1st floor)

(HR) Holland Room (1st floor)

(LR) Leksand Room (1st floor)

(TR) Tannery Room (2nd floor)

Revision: Option 1



Town of Aurora

General Committee Report No. PBS17-084

Subject: 2018 Planning Applications Fees

Prepared by: Glen Letman, Manager of Development Planning

Department: Planning and Building Services

Date: November 21, 2017

Recommendations

- 1. THAT Report No. PBS17-084 be received; and**
- 2. THAT in accordance with Section 69 of the *Planning Act* Council update the Planning Application Fees Bylaw as shown on attached Schedule A, which increases the 2018 fees for processing of Planning Applications by 2.1% (generally) to reflect the Consumer Price Index; and modest verifiable increases to the Official Plan, Zoning Bylaw and Subdivision and Condominium base fees; and**
- 3. That the amending Planning Application Fees Bylaw be brought forward to a future Council meeting for enactment; and**
- 4. AND THAT Council direct staff to review and amend the Planning Fee schedule an annual basis.**

Executive Summary

The purpose of this report is to seek Council approval of the 2018 Planning Application Fees.

- On November 1, 2016 General Committee received Report No. PBS16-093 as an update to the Town's current Fees and Charges Bylaw;
- Within that report the Planning Applications fees were recommended to be increased of 2.1% (rounded) for development planning application fees for 2017.
- The Town's Director of Financial Services advises that the Consumer Price Index rose by the same 2.1% over the past year (June to June) which is recommended to be applied to the 2018 Planning Application fees.

November 21, 2017

Page 2 of 4

Report No. PBS17-084

- A 10% Base Fee is proposed to be increased for Official Plan, Zoning, Subdivision and Condominium applications.
- Council direction is required to update the 2018 Planning and Building Services Planning Application Fees, which will be brought forward as a Bylaw.

Background

The Planning and Building Services Planning Application fee is set out in a separate Fees Bylaw to the Towns General Fees and Charges Bylaw brought forward by Financial Services.

On November 12, 2013 Council directed that an annual Planning Application fee be increased administratively allowing fees to increase based on the Consumer Price Index. The administrative fee increase applied for a three year period (2014, 2015 and, 2016). The average increase in fees over this three year time period was approximately 2%.

On November 1, 2016 General Committee adopted Report No. PL16-093 and directed that an increase in Planning Application fees (2.1%) be adopted. Council subsequently approved Bylaw 5922-163 including a schedule of Planning Application fees.

Analysis

This report recommends that Council approve the 2018 Planning and Building Services Development Planning Fees Schedule A.

The majority of the changes to the Planning Application Fees include an additional 2.1% increase (rounded) to reflect the impact of inflation on the costs of services. These charges are recommended to maintain consistency in the delivery of services on a cost recovery basis. Additional minor increases in fees have been included which represent verifiable development application timeline and review costs. These include; a fee for Zoning Bylaw Amendment Proposals, Cash-in-lieu of parking applications, Section 37 (Bonusing) Agreements, fees for planning application processes not currently covered are now included. An additional 7.9 increase (total 10% increase) is proposed for base fees (not processing or surcharge fees) for Official Plan, Zoning, Plans of Subdivision and Condominium applications. An increase in the annual File Maintenance fee to \$700 is also proposed.

Advisory Committee Review

Not applicable.

Financial Implications

Section 69 of the *Planning Act* allows municipalities to charge fees for the processing of applications in respect to planning matters. These fees are applied to development applications to offset the charges to reviewing processing planning applications to meet Council budget projections. Such fees are charged through the approval of a Council approved Bylaw.

Communications Considerations

Notification of the increase in Planning Application Fees (Schedule A) is provided to the Building and Development industry on an annual basis, will be provided on all development planning application forms and will be posted on the Town's web site.

Link to Strategic Plan

Reviewing and updating the Town's Fees and Services Bylaw annually contributes to achieving the Strategic Plan guiding principle of 'Leadership in Corporate Management' and improves transparency and accountability to the community.

Alternative(s) to the Recommendation

1. Council may direct that the Planning Application Fees remain at their 2017 rate.
2. Council may direct that changes be made to the recommended Planning Application Fees Schedule A.

Conclusions

Section 69 of the Planning Act allows municipalities to charge fees for the processing of applications in respect to planning matters. The Planning Application Fees have been primarily updated to reflect the 2016-2017 year to year inflationary increase of 2.1%. Fees for planning application processes not currently covered are now included. An additional 7.9 increase (total 10% increase) is proposed for base fees (not processing or surcharge fees) for Official Plan, Zoning and Plans of Subdivision applications. An increase in File Maintenance fee to \$705 is also proposed.

Attachments

1. Proposed Schedule A, 2017 Planning Application Fees.

Previous Reports

Report No. PL13-063, November 7, 2013, Amendment to Planning Application Fees Bylaw; and

Report No. PBS16-093, November 1, 2016 Fees and Charges Update.

Pre-submission Review

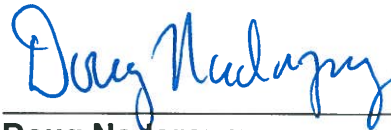
Agenda Management Team Meeting review on November 1, 2017.

Departmental Approval

Approved for Agenda



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



**Doug Nadorozny
Chief Administrative Officer**

By-lawXXXX, to amend By-law 5922-16

Attachment 1

SCHEDULE "A" TO BY-LAW

PLANNING APPLICATION TYPE	2018 BASE FEE	2018 PROCESSING FEES/SURCHARGE	2018 ADDITIONAL FEES
OFFICIAL PLAN AMENDMENTS			
MAJOR (see Note 1)	\$ 20,652	PLUS: \$5,222	\$2,251 Revision Fee (Major)
MINOR (see Note 2)	\$ 11,720	prior to adoption of OPA	\$1,725 Revision Fee (Minor)
BLOCK PLANS	\$ 10,572	PLUS: \$552 per hectare or part thereof	
ZONING BY-LAW AMENDMENTS			
MAJOR (see Note 3)	\$ 12,375	PLUS: \$5,222 prior to enactment of ZBA	
MINOR (see Note 4)	\$ 6,700		
REMOVAL OF HOLD	\$ 4,237		
ZONING PROPOSAL (see Note 8)	\$ 550		
TEMPORARY USE	\$ 6,203	\$6,203 per extension	
DRAFT PLAN OF SUBDIVISION	\$ 15,310	PLUS: \$628/unit; and, \$8,260 per hectare or part thereof for all other lands (see Note 5)	\$2,251 Extension of Draft Approval \$1,792 Revision Fee (where applicant makes revisions to plans requiring recirculation) \$4,298 Revisions to a Draft Approved Plan of Subdivision, or conditions of Draft Approval \$4,210 Registration of Each Phase
PART LOT CONTROL	\$ 2,425		
DRAFT PLAN OF CONDOMINIUM (ALL TYPES)	\$ 19,908		\$2,251 Extension of Draft Approval \$3,522 Revisions to Approved Draft Plan of Condominium \$4,298 Registration of Each Phase
SITE PLAN APPROVAL	\$ 6,264	PLUS: \$628 /unit for Residential \$322 /unit for Multi-Res.(apts.) ICI buildings for first 2,000m2 : \$3.29/m2 of g.f.a. ICI buildings portion of g.f.a. between 2,001m2 - 10,000m2 : \$2.14/m2 of g.f.a ICI buildings portion of g.f.a. beyond 10,000m2 : \$1.07/m2 of g.f.a PLUS: ICI buildings for first 2,000m2 : \$3.29/m2 of g.f.a. ICI buildings portion of g.f.a. between 2,001m2 - 10,000m2 : \$2.14/m2 of g.f.a. ICI buildings portion of g.f.a. beyond 10,000m2 : \$1.07/m2 of g.f.a	\$1,200 Recirculation/Revisions Fee (where the applicant fails to revise drawings as requested by the Town beyond the third submission or the Applicant changes the plans/proposal).
MINOR AND AMENDING SITE PLANS (see Note 6) (per m2 fee applicable only if there is an increase in g.f.a.)	\$ 3,364		
REQUEST FOR SITE PLAN EXEMPTION	\$ 602		\$250 for Requests for Site Plan Exemption beyond the 2 nd Submission
RADIOCOMMUNICATION TOWER/ANTENNA FACILITIES FEE	\$ 8,148		
GENERAL FEES			
OWNER'S REQUEST TO CANCEL PUBLIC PLANNING MEETING	\$ 3,400		
ONTARIO MUNICIPAL BOARD REFERRAL FEE (for all Development Applications)	\$ 592		
FILE MAINTENANCE FEE	\$ 700/year		
CASH-IN-LIEU OF PARKING AGREEMENT	\$ 5,000		
SECTION 37 (BONUSING)AGREEMENT	\$ 5,000		

By-lawXXXX, to amend By-law 5922-16

PLANNING APPLICATION TYPE COMMITTEE OF ADJUSTMENT	2018 BASE FEE	2018 PROCESSING FEES/SURCHARGE	2018 ADDITIONAL FEES
CONSENT	\$ 3,395	PLUS: \$1,705 per new lot created	
CHANGE OF CONDITIONS <i>(Only before a final Consent is granted)</i>	\$ 898		
RECIRCULATION FEE <i>(see Note 7)</i>	\$ 2,553		
MINOR VARIANCE OR PERMISSION		\$1,021 per lot/unit	
OAK RIDGES MORAIN RESIDENTIAL	\$ 1,628		
GROUND-RELATED RESIDENTIAL ZONED LANDS	\$ 1,949		
MORE THAN ONE VARIANCE RELATED TO A DRAFT APPROVED PLAN OF SUBDIVISION	\$ 1,949		
ALL OTHER USES, INCLUDING ICI	\$ 2,389		
RECIRCULATION FEE <i>(see Note 7)</i>	\$ 1,353		
ONTARIO MUNICIPAL BOARD REFERRAL FEE (for both Consent and Variance Applications)	\$ 306		
MUNICIPAL STREET NAME CHANGE	\$ 1,608		
MUNICIPAL ADDRESSING CHANGE	\$ 1,046		

Notes:

- 1) Major Official Plan Amendment: An Application that is significant in scale and scope which may have greater impact or policy implication beyond the subject lands. Such Applications may include those relating to multiple properties; site specific proposals that represent large scale development/significant change in use; and, Applications involving significant changes to the text/policies of the Official Plan.
- 2) Minor Official Plan Amendment: An Application that is a small scale amendment to the Official Plan policies and designations, having limited impact or policy implications beyond the subject lands.
- 3) Major Zoning By-law Amendment: An Application that is significant in scale and scope which may have an impact beyond the subject lands. Such Applications may include:
 - an Application relating to more than one property;
 - a Site Specific Application, if considered to represent large scale redevelopment;
 - significant change in use and/or zone category; or
 - an Application involving significant changes to the development standards or general provisions of the by-law.
- 4) Minor Zoning By-law Amendment: An Application for minor and small scale Zoning Amendment having no significant impact on adjoining lands. Minor Application must be site specific and include:
 - a request for additional permitted use, within an existing building or with no significant impact on existing development standards; and
 - changes in development standards to accommodate a minor development or severance.
- 5) All other lands within the draft plan excluding roads, road widenings and environmental protection lands.
- 6) Minor and Amending Site Plans shall include amendments to existing Site Plan Agreements for those properties with Development Agreements executed and registered after 2000. Staff shall determine, in consultation with other departments, if a Site Plan Application is considered minor, an amendment, or if a new Site Plan Application is required.
- 7) Required due to an Owner's or Applicant's revisions or deferrals.
- 8) Per Section 34 (10.0.0.2) of the *Planning Act*, Council Resolution required to accept Zoning Bylaw Amendment Applications prior to June 27, 2019.

Payment of Fees

All fees set out herein shall be payable to the Town of Aurora upon the submission of the related application to the Town, unless otherwise provided herein. The fee amount shall be completed by the Applicant on the Fee Calculation Worksheet included with each Application Form.

50% of Fees will be refunded if an Application is withdrawn prior to any Council or Committee of Adjustment consideration.



**Town of Aurora
General Committee Report**

No. IES17-036

Subject: Metrolinx Railway Overpass Multipurpose Tunnel

Prepared by: Marco Ramunno, Director, Planning and Building Services
Jim Tree Acting, Manager of Operations

Department: Infrastructure and Environmental Services

Date: November 21, 2017

Recommendation

- 1. That Report No. IES17-036 be received; and**
- 2. That Council request the Regional Municipality of York and Metrolinx to maintain the existing 1.5 meter sidewalk in all future design plans associated with the BRCE and the future Rapid Transit/Viva Regional Road Expansion projects; and**
- 3. That any future relocation of the existing pedestrian walkway be designed to Town of Aurora standards and funded entirely by the Region of York.**

Executive Summary

Staff are seeking to advise Council on the works proposed by both Metrolinx and the Regional Municipality of York (the Region) associated with the rail overpass crossing of Yonge Street south of Henderson Drive and the future widening of Yonge Street to six lanes in this vicinity as follows:

- The Region has requested the Town of Aurora respond regarding funding a Multi-Use Pathway Tunnel under the rail overpass
- The Region and Metrolinx propose no funding of the costs associated with construction of the tunnel
- Multi-Use Pathway not identified in Trails Masterplan in this location

Background

The Region Transportation and Infrastructure Planning section is leading the process for local municipalities in the BRCE Project where the Metrolinx rail line interfaces with

November 21, 2017

Page 2 of 5

Report No. IES17-036

the Region's road network. As part of the BRCE, Metrolinx will be expanding the existing Yonge Street rail overpass involving construction of a new railway bridge immediately adjacent to the existing bridge. In addition, the Region is coordinating with Metrolinx the conceptual design of their Rapid Transit/Viva Regional Road Expansion to be implemented at some future date.

As part of the BRCE project Metrolinx was requested by the Region to prepare a conceptual design plan and cost estimate for a preferred Multi-Use Pedestrian and Cycling off road pathway and tunnel under the proposed rail crossings.

The Region announced there is no Regional or Provincial funding available for the construction of this tunnel and, unless the Town wishes to pay for the tunnel construction costs, a 1.5 metre sidewalk will be included in the design as a minimum standard.

Analysis

Regional Municipality of York, on behalf of Metrolinx, is requesting the Town's position on a Multi-Use Pathway (MUP) and Tunnel under the Yonge Street rail lines

The Region has been coordinating the conceptual design work with Metrolinx for the rail bridge expansion project as well as the future Viva transit bus route widening. This work has now been completed and project cost estimates have been prepared.

The Region indicated to the Metrolinx Rail Corridor expansion consultants, in an earlier Environmental Assessment associated with the Viva Rapid Transit project, that the preferred method of pedestrian and cycling travel in this location was to construct a separate tunnel behind the east side bridge abutments. Currently there is an existing pedestrian sidewalk in this location which provides safe passage beneath the rail overpass and the back travel part of the road.

With the future widening of Yonge Street to facilitate the Viva Rapid Transit project, Yonge Street will be widened to six lanes in this location and, as such, will impact the existing sidewalk. Both Metrolinx and the Region confirm that a 1.5 metre sidewalk can be accommodated in the event that the MUP is not approved. Staff requested that the Region provide further information and plans specifically showing how the sidewalk can be accommodated and located within the road allowance.

November 21, 2017

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Report No. IES17-036

Metrolinx is now in the process of finalizing the design for the new additional rail overpass and requires a decision on the MUP tunnel in order to determine whether or not it will be included in the rail construction project.

Metrolinx consultants, in their background studies and reports, indicated that the MUP tunnel can be accommodated in the future; however, they also indicate that the capital construction costs will significantly increase based on complications with the active rail line and several other operational issues.

The Region does not currently propose contributing funding toward the MUP tunnel

The Region identified a MUP tunnel as the preferred solution in facilitating pedestrians and cyclists beneath the existing and proposed rail corridor with an estimated value of \$2,500,000 and requested Metrolinx provide a design as part of the rail overpass design assignment; however, the Region's original intent is not clear in terms of their position on funding the tunnel construction.

On June 15, 2017, the Region notified Town staff that they are not in a position to fund this project due to funding constraints and suggested that the Town apply for funding assistance through the Region's Pedestrian and Cycling Municipal Partnership Program. Staff concur with the Region that the MUP tunnel is considered the preferred means to move pedestrians and cyclists in this particular location; however, the capital costs associated with this tunnel are prohibitive as the Town would be required to fully fund this project.

Trails Master Plan does not identify a Multi-Use Pathway or grade separated crossing in this location

The Trails Master Plan identifies future trails south, west and east of the railway corridor and does not identify a trail north of Industrial Parkway on Yonge Street and, as such, staff cannot recommend that the construction of the MUP tunnel.

The Town's Engineering Division requires the existing pedestrian sidewalk on the east side of Yonge Street be maintained in its current configuration and remain open for public access.

In the event that the future road widening associated with Viva Rapid Transit Project should proceed, The Town's Engineering staff will be involved to ensure that a sidewalk that meets all applicable design standards is included in the project.

Advisory Committee Review

This item was not envisioned or included in the Trails Master Plan and as such staff did not circulate this report through the Trails Advisory Committee.

Financial Implications

There are no financial implications associated with the recommendations contained in this report.

Communications Considerations

There is no external communication required.

Link to Strategic Plan

Maintaining the Town's facilities supports the Strategic Plan Goal of Investing in Sustainable Infrastructure by maintaining infrastructure to support forecasted population growth through technology, waste management, roads, emergency services and accessibility.

Alternative(s) to the Recommendation

1. Council could elect to fund the MUP tunnel and revise the Trails Master Plan to reflect this addition; however, this project is estimated to cost in excess of \$2,500,000 and funds for this expenses have not been included in the 10 Year Capital Forecast or the current Development Charges By-law.
2. Council could elect to defer the MUP tunnel at this time and refer the matter to the Trails & Active Transportation Advisory Committee to consider its importance and have the Committee explore alternative funding sources that may be leveraged for implementation of the MUP tunnel at some point in the future.

Conclusions

Staff recommend that Council not pursue the MUP tunnel project due to the high capital costs and the lack of Regional funding for the project. Staff also conclude that, provided the Region maintains a pedestrian sidewalk that meets all applicable Municipal

November 21, 2017

Page 5 of 5

Report No. IES17-036

Standards on the east side of Yonge Street in any future road widening project, that this satisfies the ongoing pedestrian movement in this location.

Attachments

Attachment #1 - Photo of current sidewalk

Attachment #2 - Proposed concept MUP tunnel graphic of ultimate road design provided by HATCH dated June 1, 2017

Previous Reports

None.

Pre-submission Review


Agenda Management Meeting review on November 2, 2017

Departmental Approval



**Al Downey
Acting Director
Infrastructure and Environmental Services
Roads Operations**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



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



ATTACHMENT #1

Google

Desktop » Address Image Capture, Aug

ATTACHMENT #2



Sheridan Science and Technology Park, 2800 Speakman Drive
Mississauga, Ontario, Canada L5K 2R7
Tel. +1 (905) 855 2010 • www.hatch.com

June 1, 2017

Lauren Crawford, P.Eng, PMP | Senior Project Manager
The Regional Municipality of York
90 Bales Drive, East
East Gwillimbury, Ontario
L0G 1V0

Dear Mrs. Crawford

Subject: BRCE - Yonge St Bridge – MUP Tunnel Design Criteria, Capital Cost Estimate and Preliminary Drawings

Mrs. Crawford,

As discussed in the last meeting between York Region and Metrolinx regarding the Yonge St rail bridge expansion, Hatch have prepared the following documents to provide to York Region and the Town of Aurora as information to determine if the tunnel will be incorporated into the Metrolinx Barrie Rail Corridor Expansion construction contract or be deferred to a later date:

- General arrangement drawings of proposed rail bridge (existing road alignment), including pedestrian tunnel;
- General arrangement drawings of proposed rail bridge (future road expansion), including pedestrian tunnel;
- Capital cost estimate of pedestrian tunnel construction;
- Design Criteria of pedestrian tunnel.

It is understood that Metrolinx is ready to assume the costs for the design of the pedestrian tunnel, but that the Region must confirm that they will assume the entire costs of construction prior to Hatch pursuing the detailed design. The attached documents outline the capital construction costs, the agreed upon design criteria and the alignment of the bridge and tunnel relative to the existing road alignment and the assumed future alignment.

It is imperative that the Region informs of us of their decision regarding the inclusion of the tunnel as soon as possible in order that we may include it in the BRCE tender package.

Please ensure that the Town of Aurora is consulted as required and that a response is provided by June 15th, 2017 indicating whether or not York Region will finance the construction of the MUP tunnel for the future Yonge St. alignment.

Regards,

Peter Duinker
PD:ka

Attachment(s)/Enclosure



Sheridan Science and Technology Park, 2800 Speakman Drive
Mississauga, Ontario, Canada L5K 2R7
Tel. +1 (905) 855 2010 • www.hatch.com •

The Regional Municipality of York
June 1, 2017

- Enclosure A – Mile 28.50 - Yonge St Bridge - Future Road Alignment and Tunnel - May 31, 2017
- Enclosure B – Mile 28.50 - Yonge St Bridge - General Arrangement Drawings - May 31, 2017
- Enclosure C - Yonge Street Rail Bridge MUP Tunnel - Capital Cost
(Document No.: HMM345492-RR-311-0204)
- Enclosure D – Yonge Street Rail MUP Tunnel – Design Criteria
(Document No.: HMM345492-RR-311-0205 – Approved)

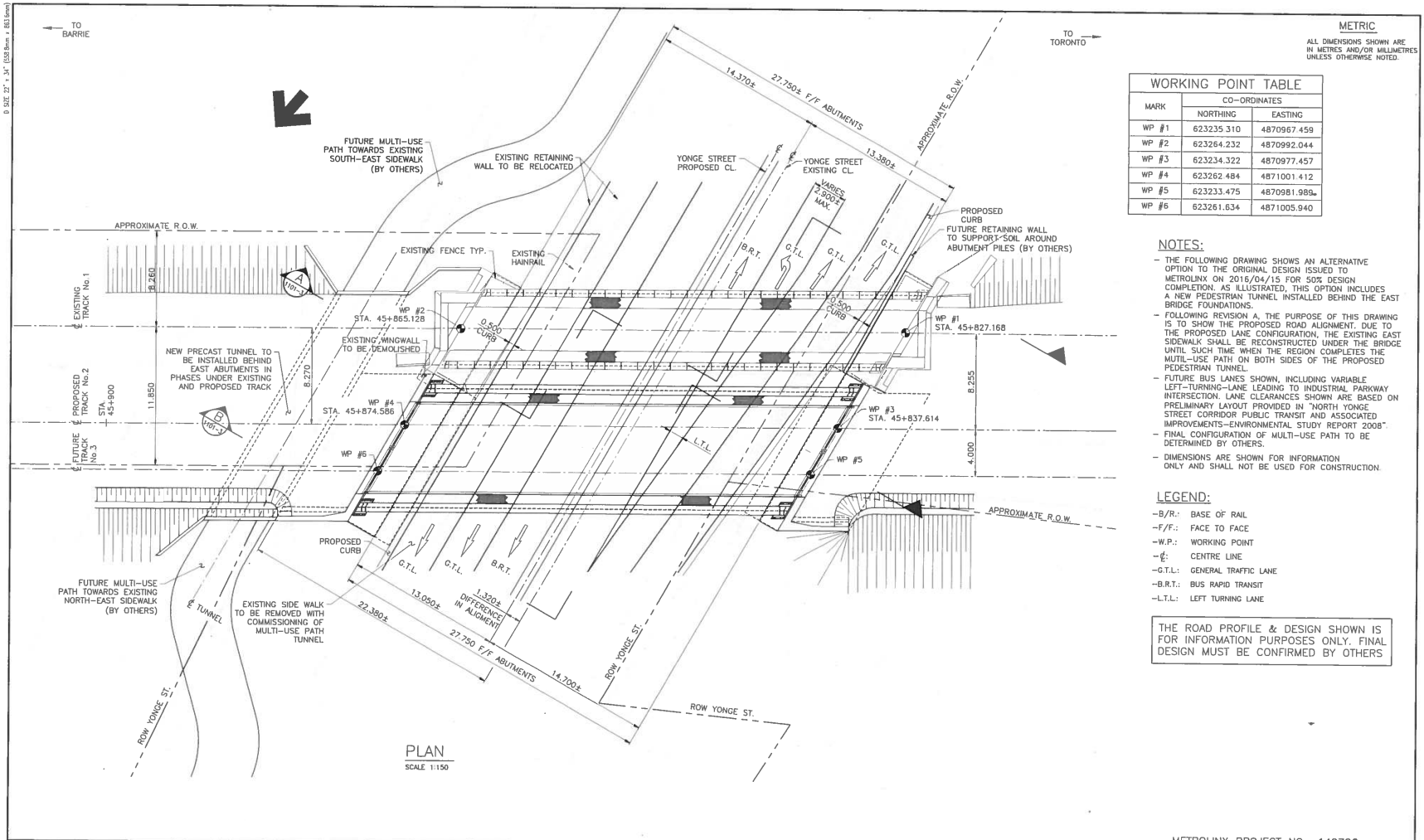
cc: Stephen Doris, Mike Proctor, Robert Logan, Mike
Stancu, Nick Spensieri



Sheridan Science and Technology Park, 2800 Speakman Drive
Mississauga, Ontario, Canada L5K 2R7
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Enclosure A

**Mile 28.50 - Yonge St Bridge - Future Road Alignment
and Tunnel - May 31, 2017**



WORKING POINT TABLE

MARK	CO-ORDINATES	
	NORTHING	EASTING
WP #1	623235.310	4870967.458
WP #2	623264.232	4870992.044
WP #3	623234.322	4870977.457
WP #4	623262.484	4871001.412
WP #5	623233.475	4870981.988
WP #6	623261.634	4871005.940

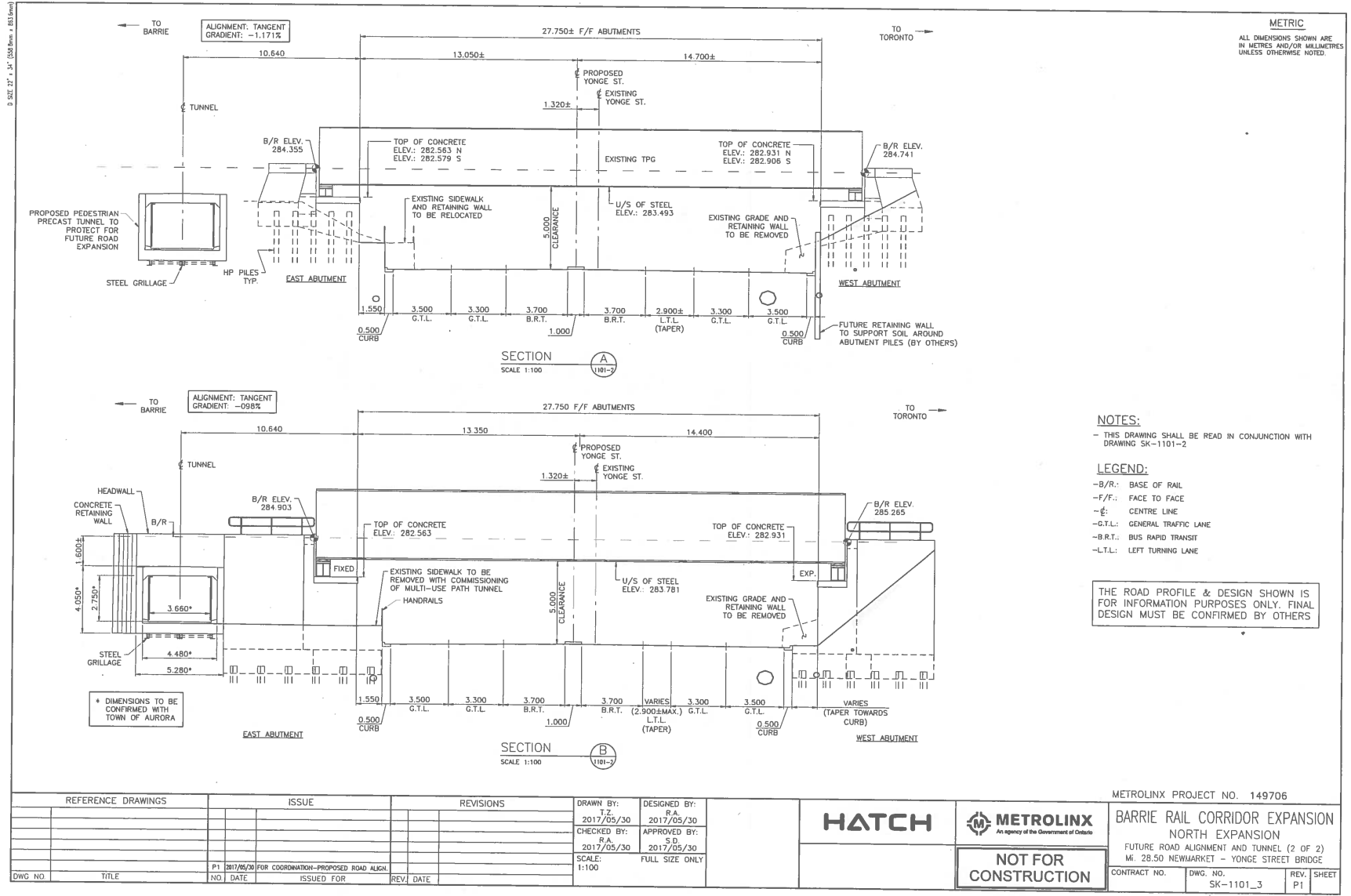
- NOTES:**
- THE FOLLOWING DRAWING SHOWS AN ALTERNATIVE OPTION TO THE ORIGINAL DESIGN ISSUED TO METROLINX ON 2016/04/15 FOR 50% DESIGN COMPLETION. AS ILLUSTRATED, THIS OPTION INCLUDES A NEW PEDESTRIAN TUNNEL INSTALLED BEHIND THE EAST BRIDGE FOUNDATIONS.
 - FOLLOWING REVISION A THE PURPOSE OF THIS DRAWING IS TO SHOW THE PROPOSED ROAD ALIGNMENT. DUE TO THE PROPOSED LANE CONFIGURATION, THE EXISTING EAST SIDEWALK SHALL BE RECONSTRUCTED UNDER THE BRIDGE UNTIL SUCH TIME WHEN THE REGION COMPLETES THE MULTI-USE PATH ON BOTH SIDES OF THE PROPOSED PEDESTRIAN TUNNEL.
 - FUTURE BUS LANES SHOWN, INCLUDING VARIABLE LEFT-TURNING-LANE LEADING TO INDUSTRIAL PARKWAY INTERSECTION. LANE CLEARANCES SHOWN ARE BASED ON PRELIMINARY LAYOUT PROVIDED IN "NORTH YONGE STREET CORRIDOR PUBLIC TRANSIT AND ASSOCIATED IMPROVEMENTS-ENVIRONMENTAL STUDY REPORT 2008".
 - FINAL CONFIGURATION OF MULTI-USE PATH TO BE DETERMINED BY OTHERS.
 - DIMENSIONS ARE SHOWN FOR INFORMATION ONLY AND SHALL NOT BE USED FOR CONSTRUCTION.

- LEGEND:**
- B/R: BASE OF RAIL
 - F/F: FACE TO FACE
 - W.P.: WORKING POINT
 - C: CENTRE LINE
 - G.T.L.: GENERAL TRAFFIC LANE
 - B.R.T.: BUS RAPID TRANSIT
 - L.T.L.: LEFT TURNING LANE

THE ROAD PROFILE & DESIGN SHOWN IS FOR INFORMATION PURPOSES ONLY. FINAL DESIGN MUST BE CONFIRMED BY OTHERS

<p>REFERENCE DRAWINGS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>TITLE</th> </tr> </thead> <tbody> <tr> <td>P3</td> <td>2017/05/30</td> <td>FOR COORDINATION-PROPOSED ROAD ALIGN.</td> </tr> <tr> <td>P2</td> <td>2017/05/24</td> <td>FOR DISCUSSION-PROPOSED ROAD ALIGN.</td> </tr> <tr> <td>P1</td> <td>2017/05/24</td> <td>FOR DISCUSSION</td> </tr> </tbody> </table>	NO.	DATE	TITLE	P3	2017/05/30	FOR COORDINATION-PROPOSED ROAD ALIGN.	P2	2017/05/24	FOR DISCUSSION-PROPOSED ROAD ALIGN.	P1	2017/05/24	FOR DISCUSSION	<p>ISSUE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>ISSUED FOR</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	NO.	DATE	ISSUED FOR				<p>REVISIONS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>REVISION</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	NO.	DATE	REVISION				<p>DRAWN BY: T.Z. 2017/05/30 DESIGNED BY: R.A. 2017/05/30 CHECKED BY: R.A. 2017/05/30 APPROVED BY: S.D. 2017/05/30 SCALE: 1:150 FULL SIZE ONLY</p>	<p>HATCH</p> <p>METROLINX <small>An Agency of the Government of Ontario</small></p> <p>NOT FOR CONSTRUCTION</p>	<p>METROLINX PROJECT NO. 149706</p> <p>BARRIE RAIL CORRIDOR EXPANSION NORTH EXPANSION</p> <p>FUTURE ROAD ALIGNMENT AND TUNNEL (1 OF 2) M. 28.50 NEWMARKET - YONGE STREET BRIDGE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>CONTRACT NO.</td> <td>DWG. NO.</td> <td>REV.</td> <td>SHEET</td> </tr> <tr> <td></td> <td>SK-1101.2</td> <td>P3</td> <td></td> </tr> </table>	CONTRACT NO.	DWG. NO.	REV.	SHEET		SK-1101.2	P3	
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	SK-1101.2	P3																																			

D. SIZE: 27" x 34" (688 mm x 863 mm)



REFERENCE DRAWINGS		ISSUE		REVISIONS		DRAWN BY: T.Z. 2017/05/30 CHECKED BY: R.A. 2017/05/30 SCALE: 1:100	DESIGNED BY: R.A. 2017/05/30 APPROVED BY: S.D. 2017/05/30 FULL SIZE ONLY	HATCH METROLINX An Agency of the Government of Ontario	METROLINX PROJECT NO. 149706 BARRIER RAIL CORRIDOR EXPANSION NORTH EXPANSION FUTURE ROAD ALIGNMENT AND TUNNEL (2 OF 2) M. 28.50 NEWMARKET - YONGE STREET BRIDGE
DWG. NO.	TITLE	NO.	DATE	ISSUED FOR	REV.	DATE		NOT FOR CONSTRUCTION	CONTRACT NO. DWG. NO. SK-1101_3 REV. SHEET P1



Project Memo

H345492

April 28, 2017

To: Mike Stancu, P.Eng

From: Peter Duinker, P.Eng., M.Sc.

cc: Stephen Doris, Hatch
Michael Proctor, Hatch
Robert Logan, Hatch
Robert Austen, Hatch

Metrolinx Barrie Rail Corridor Expansion

Yonge Street Rail Bridge MUP Tunnel - Capital Cost

1. Introduction

As part of the Barrie Rail Corridor Expansion project, Hatch is preparing construction documents for a new rail structure over Yonge St. at mile 28.50 to support the proposed second track and protect for a future third track. Following the submission and presentation of the 50% design documents, discussions began between the Region of York, Metrolinx and Hatch regarding the future widening of Yonge St. to accommodate BRT/HOV lanes. After evaluating all the available options to accommodate future widening, it was decided that the new bridge structure would protect for the addition of two BRT/HOV lanes and that the multi-use path would pass through a tunnel located behind the east abutment. This is consistent with the EA study completed for the Yonge St. expansion by York Region in 2008.

The purpose of this memo is to summarize the additional capital costs associated with the addition of the multi-use path tunnel.

1.1 MUP Tunnel Capital Costs

Hatch has prepared the attached conceptual construction cost estimate for the tunnel based on typical GO Station pedestrian tunnels and industry standards for railway supporting structures, however please recognize that no design has progressed for the tunnel addition, awaiting Region's acceptance of estimate. The cost estimate summary below includes all costs associated with the design and construction of a pedestrian tunnel and wing walls at the Yonge St. bridge. The estimate does not include items such as MUP grading, drainage and paving, landscaping, additional property requirements, utility protection/relocation and tunnel finishings.

Table 1:Capital Cost Estimate

1.0	Engineering	Cost
1.1	Coordination & Management	\$6,811
1.2	Structural design – Tunnel & wing walls	\$65,258



1.0	Engineering	Cost
1.3	Civil Design	\$1,830
1.4	Utilities	\$6,390
1.5	Electrical	\$20,907
	<i>Total</i>	<i>\$101,196</i>
2.0	Construction	Cost
	Mobilization	\$50,000
	Tunnel supply and installation	\$1,500,000
	Temporary works, excavation and backfill	\$163,750
	Permanent wing walls	\$140,000
	Hand railings, grounding and civil works	\$53,000
	Site Supervision & Support	\$104,000
	Contingency (20%)	\$411,350
	<i>Total</i>	<i>\$2,572,100</i>
3.0	Total Capital Cost	\$2,673,296

As previously submitted, delaying the construction of the pedestrian tunnel until a future date has the risk of substantially increasing the costs of construction and planning due to the increased frequency of rail traffic, widened track embankment and electrification. Once 15 minute bidirectional service is in operation any track closure or diversion will cause substantial delays to rail service. Consequently, alternative construction methods, such as horizontal drilling, will be required thereby increasing costs up to \$8 million to \$9 million.

As the detailed design of the MUP tunnel advances, more accurate construction estimates will be developed and made available.

Peter Duinker, P.Eng., M.Sc.

PD:pd



28.50 Newmarket - Yonge St Bridge MUP Tunnel Estimate				
1.0 Preparation work	Estimated Quantity	Unit	Unit Price	Cost
1.1 Mobilisation /demobilisation	1 L.S.		50000	50,000 \$
			Total 1.0 =	50,000 \$
2.0 Precast Tunnel Construction				
2.1 Supply and install precast tunnel units, all types, post-tensioning, including excavation, waterproofing and drainage sheets. (+/- 32 meters)	1 L.S.		1500000	1,500,000 \$
2.2 Supply and install steel grillage including waterproofing membrane, crushed stone and grouting (+/- 32 meters)	1 L.S.		150000	150,000 \$
2.3 Temporary shoring wall behind existing abutment	15 l.m.		5000 \$	75,000 \$
2.4 Modification of existing shoring wall (Phase 2)	15 l.m.		3250	48,750 \$
2.5 Backfilling and grade finish	4000 m ³		10 \$	40,000 \$
2.6 Permanent wingwall at each side of tunnel & finishing	20 l.m.		7000 \$	140,000 \$
2.7 Supply and installation of hand railings above tunnel and wing walls	30 l.m.		600 \$	18,000 \$
2.8 Grounding of reinforcing rebar and handrailings	1 L.S.		35000 \$	35,000 \$
			Total 2.0 =	2,006,750 \$
3.0 Other costs				
3.1 Flagman	8 weeks		5,000 \$	40,000 \$
3.2 Supervision	8 weeks		8,000 \$	64,000 \$
3.3 Contingency	1 L.S.		20%	411,350 \$
			=	515,350 \$
1.0 Preparation work				50,000 \$
2.0 Precast tunnel construction				2,006,750 \$
3.0 Other costs				515,350 \$
TOTAL FINAL				2,572,100 \$



Town of Aurora

General Committee Report

No. IES17-039

Subject: Request for Approval of Capital Project No. 72272 – SARC
Program Room Refresh

Prepared by: Chris Catania, Accessibility/Project Advisor

Department: Infrastructure and Environmental Services

Date: November 21, 2017

Recommendation

- 1. That Report No. IES17-039 be received; and**
- 2. That Report No. IES17-039 satisfy Council's conditional budget approval for Capital Project No. 72272 – SARC Program Room Refresh in the amount of \$20,000, excluding taxes; and**
- 3. That staff be authorized to proceed with Capital Project No. 72272 – SARC Program Room Refresh.**

Executive Summary

To satisfy Council's request for detailed report on Capital Project No. 72272 and seek final budget approval:

- A Corporate Refresh Strategy was developed in 2014 to allow orderly replacement and updating of aged furniture and building finishes.
- Refreshing the rooms to a Corporate standard.

Background

During the 2017 Capital Budget process, Council approved Capital Budget No. 72272 – SARC Program Room Refresh project pending a further report and this report provides the additional information requested through the Capital Projects approval process.

Analysis

A Corporate Refresh Strategy was developed in 2014 to allow orderly replacement and updating of aged furniture and building finishes.

The refresh approach is manageable based on annual incremental investments in furniture, painting and carpeting/tile. This process includes recommendations on standardization of workstations/workspace, program areas, and approval of a colour/finish scheme to ensure uniform, consistent and coordinated decoration of the interior spaces.

The architectural firm of HOK Inc. was retained to make recommendations on a holistic approach to refresh the carpet, paint and office/program furniture and usher in a more modern décor.

The SARC was opened in 2006 and the Program Room includes all original furniture, carpet and paint. These features are showing signs of age and will require updating in order to maintain facility standards and revenue generated through permitted use.

In an area that sees high traffic, the SARC Program Room will replace carpet with Vinyl plank (wood-look) flooring. Painting with the inclusion of “Acoustic Panels” will help eliminate noise interference. Finally, program tables and chairs will be replaced with a more modern standard. The refresh of the SARC Program room takes into account colours/finishes/furniture that are flexible and best suited for this permitted use.

Refreshing rooms to a corporate standard

A corporate standard exists for carpet, paint and furniture. In the office environment, furniture includes workstations, meeting tables, chairs and filing cabinets. This standard has been implemented in the design and build of the Joint Operations Centre as well as the annual improvements to the Town Hall refresh, i.e. Human Resources.

Currently, a standard does not exist for recreational facility program space. Each recreational facility is unique and a refresh will be flexible in design that is best suited for permitted use.

Advisory Committee Review

Not applicable.

November 21, 2017

Page 3 of 4

Report No. IES17-039

Financial Implications

Project #72272 is included in the 2017 Capital Budget at a cost of \$20,000 provided the information contained within the report meets the needs of Council.

Communications Considerations

Impact to staff and permitted groups will be communicated in advance through Inside Aurora, email, website and social media. Notice of Service of Disruptions will be posted detailing anticipated duration of work and alternative arrangements for limiting any disruption.

Link to Strategic Plan

The approval of the SARC Refresh Program Room, Capital Project No. 72272 supports the Strategic Plan goal of ***Supporting an Exceptional Quality of Life for All*** through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

Invest in sustainable infrastructure: through the enhancement of a modern, accessible recreation program room ***promotes the adaptability and flexibility of services to respond to demographic shifts*** and through ***establishing policies and programs that enhance the accessibility and safety of new and existing facilities and infrastructure*** that these action items are realized.

Alternative(s) to the Recommendation

1. Council may choose not to proceed with the SARC Refresh Program Room.

Conclusions

This report seeks the approval of capital Project No. 72272 based on the current status of "Approved Pending a Further Report".

The information provided in this report is intended to respond to the needs of council identified during the 2017 capital project approval process.

November 21, 2017

Page 4 of 4

Report No. IES17-039

Attachments

None.

Previous Reports

None.

Pre-submission Review

Administrative Management Team meeting of November 1, 2017

Departmental Approval

Approved for Agenda



Allan D. Downey
Acting Director
Infrastructure and Environmental Services



Doug Nadorozny
Chief Administrative Officer



**Town of Aurora
General Committee Report**

No. IES17-040

Subject: Purchase Order Increase for Pool liner Repairs for the SARC Facility

Prepared by: Philip Galin, Manager, Facilities, Property & Fleet

Department: Infrastructure and Environmental Services

Date: November 21, 2017

Recommendation

- 1. That Report No. IES17-040 be received; and**
- 2. That, in accordance with the Procurement By-law, Purchase Order No. 1149 be increased by \$21,480, excluding taxes, to a total of \$113,672, excluding taxes, for pool repairs at the Stronach Aurora Recreation Complex (SARC) in favour of Nationwide Commercial Aquatics Inc.**

Executive Summary

The purpose of this report is to outline the need to increase PO No. 1149 for the emergency replacement of the floor membrane in the SARC shallow end lap pool while the Vendor, Nationwide Commercial Aquatics Inc. was completing scheduled repairs. The original contract was signed for \$ 91,118, excluding taxes, and during the repair process, unforeseen deficiencies required immediate attention while the pools were drained and shut down.

This report seeks Council approval to increase the purchase order by \$21,480, excluding taxes, for Nationwide Commercial Aquatics Inc.

Background

A contract was signed and the Vendor agreed that all work would commence on September 5, 2017 and would be completed no later than September 29, 2017. The Contractor completed all the repairs and services contemplated under the agreed work plan and scope of work and the timeline. The pools at the SARC had to be in a fully functional condition on September 30, 2017.

November 21, 2017

Page 2 of 4

Report No. IES17-040

During the repair process, the contractor noticed a problem in the shallow end of the lap pool; the pool liner had water trapped under the membrane. With the current scope of work to remove the old lane markings and replace these areas, the labour needed to repair the new deficiencies would have been the same. A decision was made to replace the shallow end of the pool liner. If nothing was done, we would need to replace the liner in a few years and it would then be at an additional cost as well as a disruption of service. The contractor had the material in stock and the pool opened on time without any loss of programming to the community.

Analysis

During preventative maintenance in 2016, deficiencies were noted and funding for repairs was assisted by the 1/3 funding of the Canada 150 grant

The pool at the SARC is a Myrtha pool and every year we drain and inspect the pool and work on preventative maintenance to reduce unscheduled shut downs and disruptions to programs. Last year during the shutdown, we noticed issues that we planned for this year's repairs. Once the pool was drained we corrected all deficiencies from the previous operational year. The original Scope of Repairs included:

- remove existing floor lane markings;
- install new lane membrane;
- paint new black lane markings with Myrtha PVC paint;
- repair existing wall targets;
- paint black with Myrtha PVC paint;
- re-stretch floor membrane to remove wrinkles in pool floor;
- replace existing lane rope anchors with newest model in Lap Pool;
- replace gutter grating on Lap and Leisure pools, including custom cuts to match pool profile; and
- replace broken/chipped hand grip tile on Lap Pool.

Advisory Committee Review

Not applicable.

Financial Implications

Capital Project No. 72221 for \$425,000 that is part of the Canada 150 Grant submission and includes other projects. With the additional work, the project remains on budget.

Communications Considerations

There is no external communication required.

Link to Strategic Plan

Maintaining the Town's facilities supports the Strategic Plan goal of **Investing in Sustainable Infrastructure** by maintaining infrastructure to support forecasted population growth through technology, waste management, roads, emergency services and accessibility.

Alternative(s) to the Recommendation

1. None. This work has been completed; however, as per the Procurement By-law, staff must seek approval for all contracts in excess of \$100,000.

Conclusions

In consultation with Recreation Division staff, all the SARC pool projects were completed during the scheduled preventative maintenance period and the contractor has worked around facility scheduling, with minimal impact to operations.

It is recommended that PO No. 1149 be increased by \$ 21,480 for a revised value of \$113,672, excluding taxes.

Attachments

None.

Previous Reports

None.

Pre-submission Review

Agenda Management Meeting review on November 1, 2017

Departmental Approval

Approved for Agenda



Allan D. Downey
Director, Parks, Recreation and Cultural
Services



Doug Nadorozny
Chief Administrative Officer



**Town of Aurora
General Committee Report No. PBS17-043**

Subject: Inflow & Infiltration Reduction Project
Prepared by: Michael Logue, Program Manager, Economic Planning
Department: Planning and Building Services
Date: November 21, 2017

Recommendations

- 1. That Report No. PBS17-043 be received; and,**
- 2. That the Mayor and Town Clerk be authorized to execute an agreement with a new landowners group and the Regional Municipality of York, for an Inflow & Infiltration Reduction Project based on the principles outlined in this report, to the satisfaction of the Director of Planning and Building Services and the Town Solicitor.**

Executive Summary

- This report seeks Council's direction to formally request York Region to enter into a tri-party agreement with Aurora and a land owners group that will undertake inflow & infiltration (I/I) reduction.
- This agreement to build on the successful 2012 I/I pilot project that was completed by the 2C Planning Area Developers Group.
- New land owners group in Aurora is prepared to undertake further I/I work (wastewater system improvements in exchange for sanitary servicing capacity), which will save the Town servicing allocation.
- New tri-party agreement will be required with York Region, as the Region controls servicing allocation and will be providing credits upon verifying completion of work.

November 21, 2017

Page 2 of 4

Report No. PBS17-043

Background

History of Inflow & Infiltration (I/I) Projects in Aurora

Council previously endorsed a 2C Inflow and Infiltration pilot project with the 2C land owners group in June, 2011.

The purpose of the project was to recapture servicing allocation through I/I, that could apply towards future development areas in the Town of Aurora.

This was done under the context of the Town having a limited supply of servicing allocation capacity, until the Upper York Servicing Solution (UYSS) is in place - which remains the case today.

I/I work undertaken at that time focused on reducing wastewater flows (leakage) on public and private properties in older areas of Aurora. System improvements gained were credited back to the 2C land owners at a rate of 2-for-1 (as determined by the Region).

A tri-party agreement between the 2C land owners, the Town of Aurora, and the Regional Municipality of York was required.

Analysis

Work as part of prior I/I project is complete, time to close the project

I/I work done on behalf of the 2C land owners has been completed, their developments received sufficient servicing allocation to proceed, and development in the 2C Planning Area is well underway, ahead of projections.

The 2C landowners have made a formal request to close the Town's initial I/I pilot project.

Staff consider the initial I/I project a success, as improvements to wastewater systems were made at no cost to the Town of Aurora. The Town was also able to preserve supply of servicing allocation that would have otherwise been given to developments in 2C, for future applications.

New I/I project proposed, work to be undertaken on behalf of new landowners group

A new landowners group, representing significant future residential land holdings and coordinated by the same lead developer as in 2C (TACC Group), are proposing to undertake a new I/I project, to offset the servicing allocation capacity that would be required by their future development applications.

Further I/I opportunities remain from the initial 2C pilot project, and the land owners group will be completing a detailed analysis to determine specific opportunities for I/I reduction.

November 21, 2017

Page 3 of 4

Report No. PBS17-043

Examples of prior work completed for I/I credits include sealing manhole covers and disconnecting downspouts from discharging into the sanitary sewer system. This work will be reviewed and approved by Town and Regional staff.

Goal of prolonging Town's servicing allocation capacity

The goal is that this second I/I project will help to prolong the Town of Aurora's servicing allocation balances until such time that the infrastructure to support growth is in place (i.e. UYSS). Staff are also exploring opportunities to extend servicing allocation in partnership with York Region, and will report on progress when appropriate.

New tri-party Agreement with York Region required

A tri-party agreement will once again be required, between the Town, Region, and land owners. This report will serve as notice to York Region that the Town and land owner intend to enter into another I/I agreement with the Region.

Advisory Committee Review

N/A.

Financial Implications

There are no financial implications.

Communications Considerations

No Communication Required.

Link to Strategic Plan

The Inflow & Infiltration Reduction Project supports the Strategic Plan objective of Investing in Sustainable Infrastructure, specifically through the action item of Developing policies to ensure that growth is phased and coordinated with existing and planned infrastructure.

Alternatives to the Recommendation

Council can decide not to proceed with the second proposed Inflow and Infiltration Reduction project.

November 21, 2017

Page 4 of 4

Report No. PBS17-043

Conclusions

The 2C I/I project will be successfully wrapping up, and it is time to enter into a new tri-party agreement with the Town, York Region, and land owners in Aurora prepared to undertake further wastewater system improvements, in exchange for extra servicing allocation credits, provided by the Region via the Town. This will help extend the life of the Town's servicing allocation balances, until such time that a servicing allocation solution involving the Region, such as the Upper York Servicing Solution, is available.

Attachments

None.


Previous Reports

Report No. IES-026, dated June 14, 2011

Pre-submission Review

Agenda Management Team Meeting review on November 1, 2017

Departmental Approval



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

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



Town of Aurora

General Committee Report No. PBS17-085

Subject: Proposal for Zoning By-law Amendment Application

Prepared by: Glen Letman, Manager of Development Planning

Department: Planning and Building Services

Date: November 21, 2017

Recommendation

- 1. That Report No. PBS17-085 be received, and;**
- 2. Staff recommend that Council accept the Zoning By-law Amendment Applications related to the following Zoning By-law Proposals:**
 - a) 2501500 Ontario Inc. (16003 Yonge Street), File No. ZP-2017-09**
 - b) 2540280 Ontario Inc. (255 Old Yonge Street), File No. ZP-2017-10**
 - c) Shen & He (15385-15395 Bayview Avenue), File No. ZP-2017-11**

Executive Summary

On June 27, 2017 Council passed Comprehensive Zoning By-law 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 By-law Amendment Applications. The purpose of this report is to provide Council with an owner's request of a Zoning By-law Amendment proposal. A Council resolution is required to receive, or not receive, the Zoning By-law Amendment Applications.

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

Proposals (3):

- a) 2501500 Ontario Inc. (16003 Yonge Street), File No. ZP-2017-09

The owner proposes to redevelop the property with an L-shaped 10-storey (37 metres) to 11-storey (40.7 metres) residential apartment building with a total of

119 units and 187 parking spaces. The owner also proposes to relocate the “Red House”) currently located on the subject lands.

- b) 2540280 Ontario Inc. (255 Old Yonge Street), File No. ZP-2017-10

The Owner proposes to sever the property into three lots, to construct two 3-storey single detached residential dwellings and one 2-storey single detached residential dwelling. The owner also proposes to relocate the “Red House” currently located at 16003 Yonge Street to the northeast corner of 255 Old Yonge Street, and incorporate it into the single detached dwelling at one of the newly created lots at the northeast corner of the site.

- c) Shen & He (15385-15395 Bayview Avenue), File No. ZP-2017-11

The owner proposes to redevelop the subject lands to construct a condominium development comprising of fifteen (15) townhouse units with a total of 40 parking spaces.

Background

On June 27, 2017 Council enacted Comprehensive Zoning By-law 6000-17.

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 By-laws 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.

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.”

The subject proposals do not fall within either of the classes in which Council has passed a resolution. As such, in order for an applicant to submit a complete application to the Town for a Section 34, Zoning By-law 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 three proposals under consideration are accompanied with a brief summary and plans which are attached to this report for Council information. The applicants have requested Delegation status to outline their proposal. A description of the proposals is as follows:

a) 2501500 Ontario Inc. (16003 Yonge Street), File No. ZP-2017-09

The owner proposes to redevelop the property with an L-shaped 10 storey (37 metres) to 11-storey (40.7 metres) residential apartment building with a total of 119 units and 187 parking spaces. The owner also proposes to relocate the Ontario Heritage Act (OHA) Part IV Designated heritage house (the “Red House”) to the northeast corner of the adjacent property at 255 Old Yonge Street.

The subject lands are currently designated “Commercial Special” by Site Specific Policy 11 in the Official Plan. The proposal will require an Official Plan Amendment application, which will be submitted. The subject lands are currently zoned “Community Commercial C4(295) Exception Zone” and “Environmental Protection (EP) Zone” by By-law 6000-17. A Zoning By-law Amendment application will also be required to permit the development.

The rationale to accept the Zoning By-law Amendment application is that staff had preconsultations with the applicant in July 2015 and April 2017, prior to the approval of the Town’s Comprehensive Zoning Bylaw. It is noted that an Official Plan Amendment application will also be filed on the lands to permit an apartment building within the Stable Residential designation.

b) 2540280 Ontario Inc. (255 Old Yonge Street), File No. ZP-2017-10

The Owner proposes to sever the western portion of the property and consolidate it with the lands at 16003 Yonge Street and to sever the remaining portion of the property into three lots, to construct two 3-storey single detached residential dwellings and one 2-storey residential detached dwelling. The OHA Part IV Designated heritage house (the “Red House”) is proposed to be relocated from 16003 Yonge Street, and incorporated into the single detached dwelling at one of the newly created lots at the northeast corner of the subject site.

The subject lands are currently zoned “Rural (RU) Zone” and “Environmental Protection (EP) Zone” by By-law 6000-17. A Zoning By-law Amendment application is required to permit the development.

The rationale to accept the receipt of the Zoning By-law Amendment application

is that the proposal is an infill residential development within the “Stable Residential” designation of the Official Plan and a preliminary review of the proposal reveals that the use conforms to the Official Plan. Staff had a pre-consultation meeting with the owners in April 2017, prior to Council approval of Bylaw 6000-17. Upon submission of the complete Zoning Bylaw Amendment application staff will undertake a review of built form and compatibility of the proposed development to determine conformity to the policies of the Official Plan.

c) Shen & He (15385-15395 Bayview Avenue), File No. ZP-2017-11

The owner proposes to redevelop the subject lands to construct a condominium development comprising of fifteen (15) townhouse units with a total of 32 parking spaces and 8 visitor parking spaces.

The subject lands are currently zoned “Rural (RU) Zone” by By-law 6000-17. A Zoning By-law Amendment application is required to permit the development.

The rationale to accept the receipt of the Zoning By-law Amendment application is that the proposal is an infill residential development within the “Medium-High Density Residential” designation within the Bayview Northeast Area 2B Secondary Plan (OPA 30) and a preliminary review of the proposal reveals that the use conforms to the Official Plan. Staff preconsulted with the owner on the proposal in August 2015. Upon submission of the complete Zoning Bylaw Amendment application staff will undertake a review of built form and compatibility of the proposed development to determine conformity to the policies of the Secondary Plan.

Advisory Committee Review

Not applicable.

Financial Implications

None.

Communications Considerations

Not applicable.

Link to Strategic Plan

Not applicable.

Alternative to the Recommendation

That Council not accept receipt of the Zoning By-law Amendment application.

Conclusions

A Council resolution is required to accept, or not accept the subject application. Staff recommend that Council accept the Zoning By-law Amendment Applications related to the following Zoning By-law Proposals:

- a) 2501500 Ontario Inc. (16003 Yonge Street), File No. ZP-2017-09
- b) 2540280 Ontario Inc. (255 Old Yonge Street), File No. ZP-2017-10
- c) Shen & He (15385-15395 Bayview Avenue), ZP-2017-11

Attachments

1. 2501500 Ontario Inc. (16003 Yonge Street) Proposal Letter dated October 12, 2017
 - Figure 1: Location Map
 - Figure 2: Conceptual Site Plan
 - Figure 3: Conceptual Building Elevation
2. 2540280 Ontario Inc. (255 Old Yonge Street) Proposal Letter dated October 12, 2017
 - Figure 1: Location Map
 - Figure 2: Conceptual Site Plan
 - Figure 3: Conceptual Building Elevation
3. Shen & He (15385-15395 Bayview Avenue), Proposal Letter dated October 14, 2017
 - Figure 1: Location Map
 - Figure 2: Conceptual Site Plan
 - Figure 3: Proposed Building Elevation

Previous Reports

None.

November 21, 2017

Page 6 of 6


Report No. PBS17-085

Pre-submission Review

Agenda Management Team Meeting review on November 1, 2017.

Departmental Approval

Approved for Agenda


Marco Ramunno, MCIP, RPP
Director
Planning and Building Services


Doug Nadorozny
Chief Administrative Officer



Attachment 1

October 12, 2017

TOWN OF AURORA
PLANNING AND BUILDING SERVICES
Development Planning Division

OCT 13 2017

RECEIVED

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

Attention: Glen Letman, MCIP RPP, Manager of Development Planning

Dear Mr. Letman

Subject: 16003 Yonge Street Zoning Bylaw Amendment Resolution Request

On behalf of 2501500 Ontario Inc., WSP Canada Group Ltd. is requesting a Council resolution in order to submit a Zoning By-law Amendment application for a proposed residential development located at 16003 Yonge Street in the Town of Aurora. Comprehensive Zoning By-law 6000-17 was adopted by Council on June 27, 2017. Zoning By-law 6000-17 was subsequently appealed by 2501500 Ontario Inc. (Case No. PL170863). Staff have advised that a Council resolution is required to submit a Zoning By-law Amendment application for a residential development.

The subject site has an area of approximately 1.02 hectares. A one-storey service garage and Designated Heritage Property (Part IV - OHA), the "Red House," are located on the east side of the subject site and are currently vacant. The west side of the subject site has vegetation coverage. The subject site is currently designated Existing Commercial, Private Parkland, and Environmental Protection. It is zoned Special Commercial Exception (C10) and Environmental Protection (EP) in the Town of Aurora Comprehensive Zoning By-law 2213-78.

The proposed development requests approvals for an Official Plan Amendment and Zoning By-law Amendment in order to permit a residential apartment building that is 10-storeys (37 metres) and 11-storeys (40.7 metres) in height with 119 units. The building is L-shaped with the western portion being 11 storeys in height and the eastern portion being 10 storeys in height. A 45 degree angular plane is provided from the centre line of Old Yonge Street to the top of the apartment building. The existing Red House heritage building is proposed to be relocated to the northeast corner of the adjacent property north of the subject site, located at 255 Old Yonge Street.

An Official Plan Amendment application will propose to redesignate the subject site from Existing Commercial and Private Parkland to Stable Neighbourhoods with a Site Specific Policy and Private Parkland. The Zoning By-law Amendment application proposes to rezone the subject site from Special Commercial (C10) and Environmental Protection (EP) to Third Density Residential Exception (RA3-X) and Environmental Protection (EP).

The proposal is being submitted concurrently with a separate proposal for the adjacent property to the north located at 255 Old Yonge Street. The west portion of this property will be severed from 255 Old Yonge Street and consolidated with 16003 Yonge Street. The proposal for



the adjacent property is to sever the retained property into three lots and develop three single-detached dwellings.

The subject site will be subject to an Official Plan Amendment to introduce residential land uses. As such, a complete Official Plan Amendment will be required to be processed by the Town of Aurora. It is our opinion that it would be a disservice to Council, Staff, and residents to have a public process on one aspect of the application, solely to repeat the process with a subsequent aspect of the application two years from now. It is our opinion that the Zoning By-law Amendment application can and should be addressed in its entirety through one joint public process that can address not just land use principles but the appropriate implementation of development on these lands.

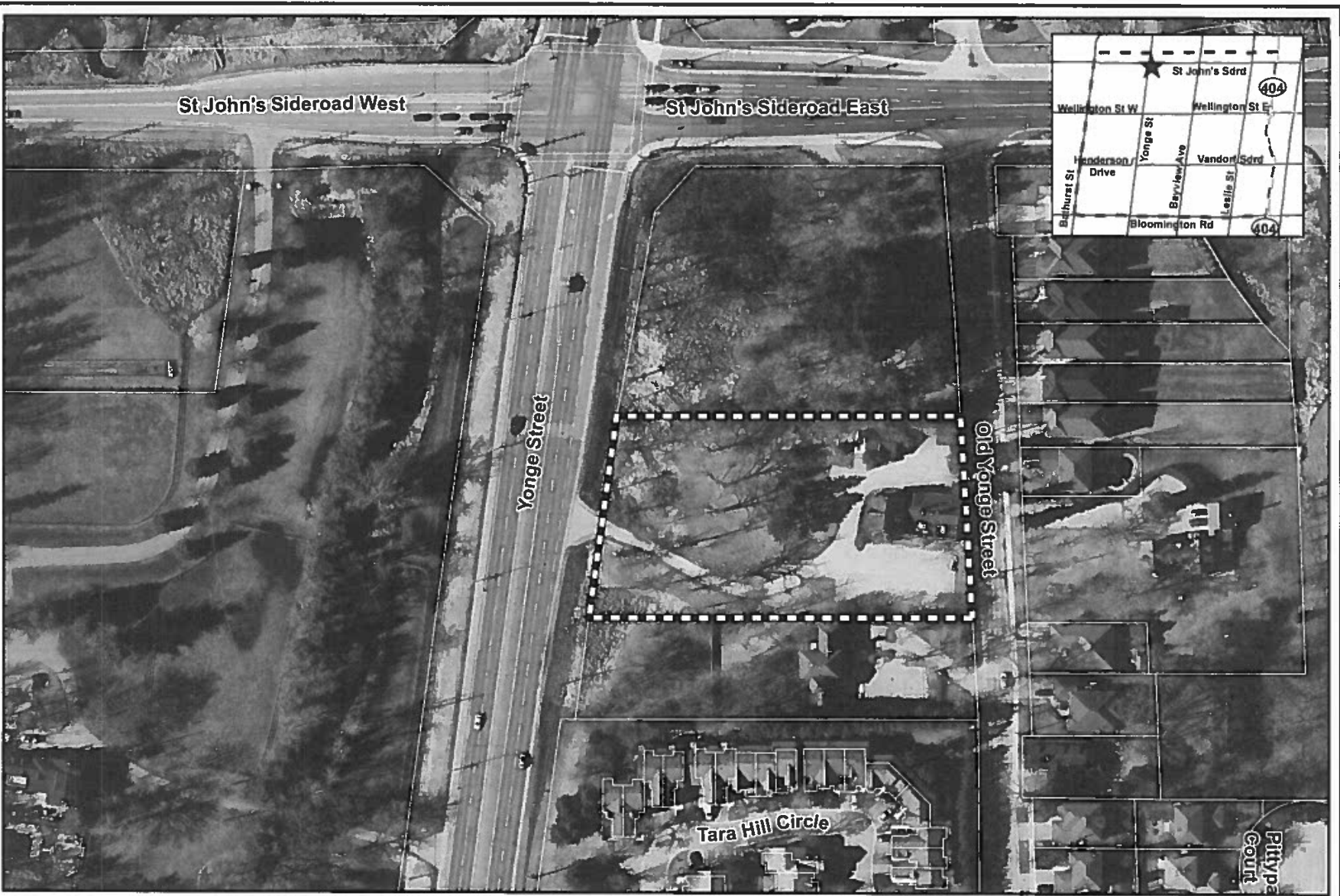
Yours sincerely,

A handwritten signature in black ink that reads "C. B. John-Baptiste".

Chad B. John-Baptiste, MCIP, RPP
Director, Planning - Ontario, Planning,
Landscape Architecture and Urban Design

Encl.

- Site Plan & Statistics prepared by NAC Developments dated May 1, 2017
- 2nd Level Parking Plan prepared by NAC Developments dated May 1, 2017
- Ground Floor and 1st Level Parking Plan prepared by NAC Developments dated May 1, 2017
- First Floor Plan prepared by NAC Developments dated May 1, 2017
- Second Floor Plan prepared by NAC Developments dated January 31, 2017
- Third Floor Plan prepared by NAC Developments dated January 31, 2017
- Fourth Floor Plan prepared by NAC Developments dated January 31, 2017
- Fifth Floor Plan prepared by NAC Developments dated January 31, 2017
- Sixth Floor Plan prepared by NAC Developments dated January 31, 2017
- Seventh Floor Plan prepared by NAC Developments dated January 31, 2017
- Eighth Floor Plan prepared by NAC Developments dated January 31, 2017
- Ninth Floor Plan prepared by NAC Developments dated January 31, 2017
- Tenth Floor Plan prepared by NAC Developments dated January 31, 2017
- West Elevation prepared by NAC Developments dated January 31, 2017
- South Elevation prepared by NAC Developments dated January 31, 2017
- East Elevation prepared by NAC Developments dated January 31, 2017
- North Elevation prepared by NAC Developments dated January 31, 2017
- OL_C1_0711-FINAL (Yonge Street)
- OL_C2_0711-FINAL (Old Yonge Street Streetscape Character) Rendering prepared by NAC Developments
- OL_C3_0711-FINAL (Old Yonge Street Context) Rendering prepared by NAC Developments
- Proposal Application Fee



LOCATION MAP

APPLICANT: 2501500 Ontario Inc.

FILE: ZP-2017-09

FIGURE 1



SUBJECT LANDS

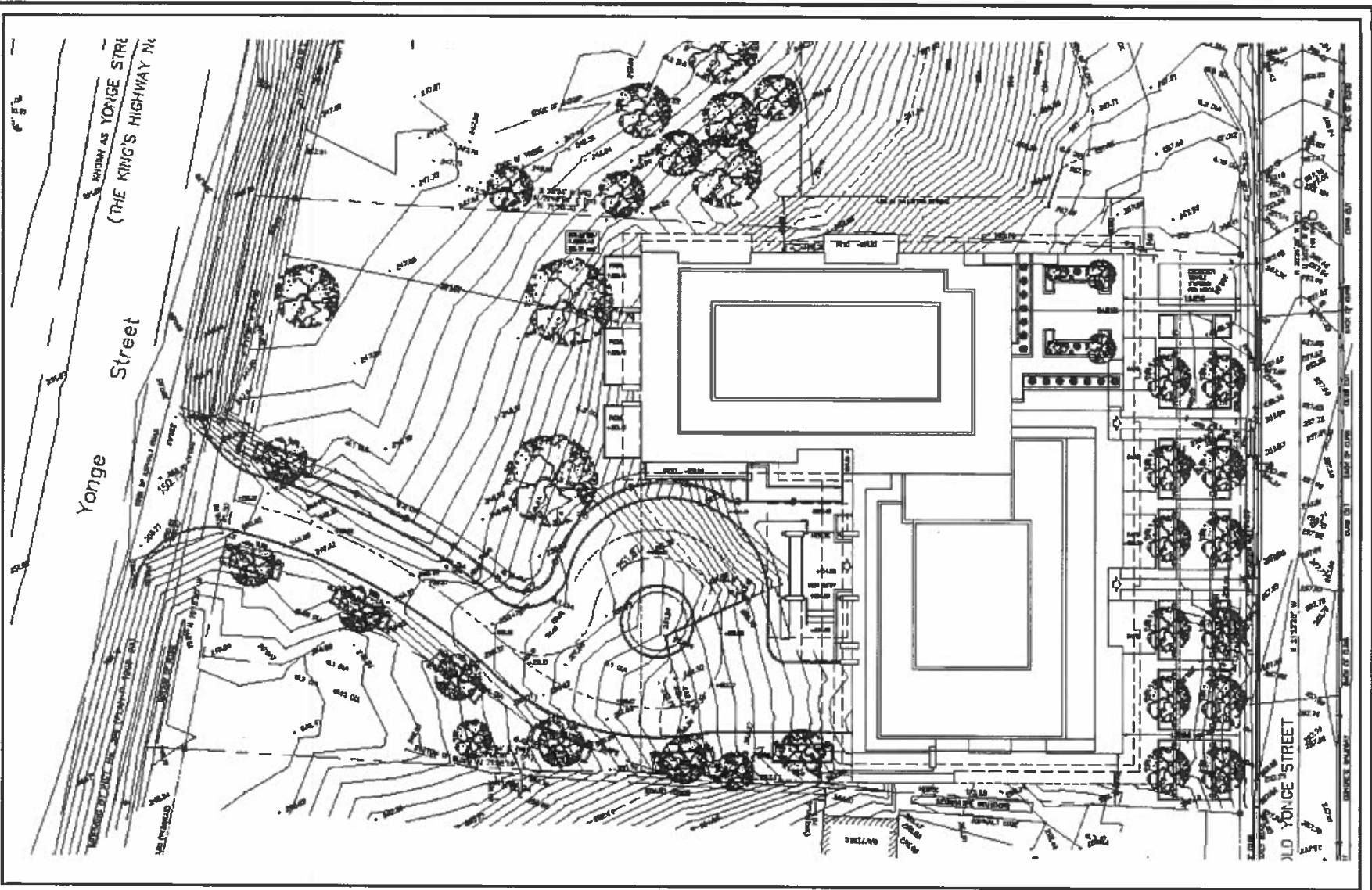
0 10 20 30 40 50



Metres



Map created by the Town of Aurora Planning and Building Services Department, October 26, 2017. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2016. © First Base Solutions Inc., 2016 Orthophotography.



CONCEPTUAL SITE PLAN

APPLICANT: 2501500 Ontario Inc.
FILE: ZP-2017-09

FIGURE 2



Map created by the Town of Aurora Planning and Building Services Department, October 26, 2017. Drawing provided by NAC Developments.



CONCEPTUAL BUILDING ELEVATION

APPLICANT: 2501500 Ontario Inc.
FILE: ZP-2017-09

FIGURE 3



Map created by the Town of Aurora Planning and Building Services Department, October 26, 2017 Drawing provided by NAC Developments.

Attachment 2



October 12, 2017

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

Attention: Glen Letman, MCIP RPP, Manager of Development Planning 

Dear Mr. Letman

Subject: 255 Old Yonge Street Zoning Bylaw Amendment Resolution Request

On behalf of 2540280 Ontario Inc., WSP Canada Group Ltd. is requesting a Council resolution in order to submit a Zoning By-law Amendment application for a proposed residential development located at 255 Old Yonge Street in the Town of Aurora. Comprehensive Zoning By-law 6000-17 was adopted by Council on June 27, 2017. Zoning By-law 6000-17 was subsequently appealed by 2540280 Ontario Inc. Staff have advised that a Council resolution is required to submit a Zoning By-law Amendment application for a residential development.

The subject site has an area of approximately 0.35 hectares. An existing single-detached dwelling is located on the subject site fronting Old Yonge Street. The subject site is also covered with vegetation. The subject site is currently zoned Rural General (RU) and Environmental Protection (EP) in the Town of Aurora Comprehensive Zoning By-law 2213-78.

The proposed development requests approval for a consent in order to sever the west portion of the subject site and consolidate these severed lands with the property to the south, 16003 Yonge Street; the retained lands will be severed into three lots. The proposed development also requests approval for a Zoning By-law Amendment in order to permit two 3-storey single-detached dwellings and one 2-storey single-detached dwelling on the newly created lots. A Designated Heritage Property (Part IV – OHA), the “Red House”, that is located at 16003 Yonge Street and is currently vacant, is proposed to be relocated to the newly created northeast lot of the subject site.

A Zoning By-law Amendment application will propose to rezone the subject site from Rural General (RU) and Environmental Protection (EP) to Detached Dwelling Second Residential (R2-X) Exception Zone and Environmental Protection (EP).

The proposal is being submitted concurrently with a separate proposal for the adjacent property to the south located at 16003 Yonge Street to develop a residential apartment building that is 10-storeys and 11-storeys in height. The adjacent property will be subject to an Official Plan Amendment to introduce residential land uses, and will also seek Council resolution to apply for a Zoning By-law Amendment. While two separate applications are being submitted for the properties, the entire development should be seen and reviewed as a whole. In particular, the “Red House” heritage building is proposed to be relocated from the southern property to the subject site. It is our opinion that it would be a disservice to Council, Staff, and residents to have a public process for an Official Plan Amendment application, solely to repeat the process with a



subsequent aspect of the applications two years from now. It is our opinion that the proposed developments should be addressed as a whole and that the Zoning By-law Amendment applications can and should be addressed through one joint public process that can address not just land use principles but the appropriate implementation of development on these lands.

Yours sincerely,

C. B. John-Baptiste

Chad B. John-Baptiste, MCIP, RPP
Director, Planning - Ontario, Planning,
Landscape Architecture and Urban Design

Encl.
Site Plan prepared by NAC Developments dated March 27, 2017
OL_C2_0711-FINAL (Old Yonge Street Streetscape Character) Rendering prepared by NAC Developments
OL_C3_0711-FINAL (Old Yonge Street Context) Rendering prepared by NAC Developments
Proposal Application Fee



LOCATION MAP

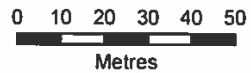
APPLICANT: 2540280 Ontario Inc.

FILE: ZP-2017-10

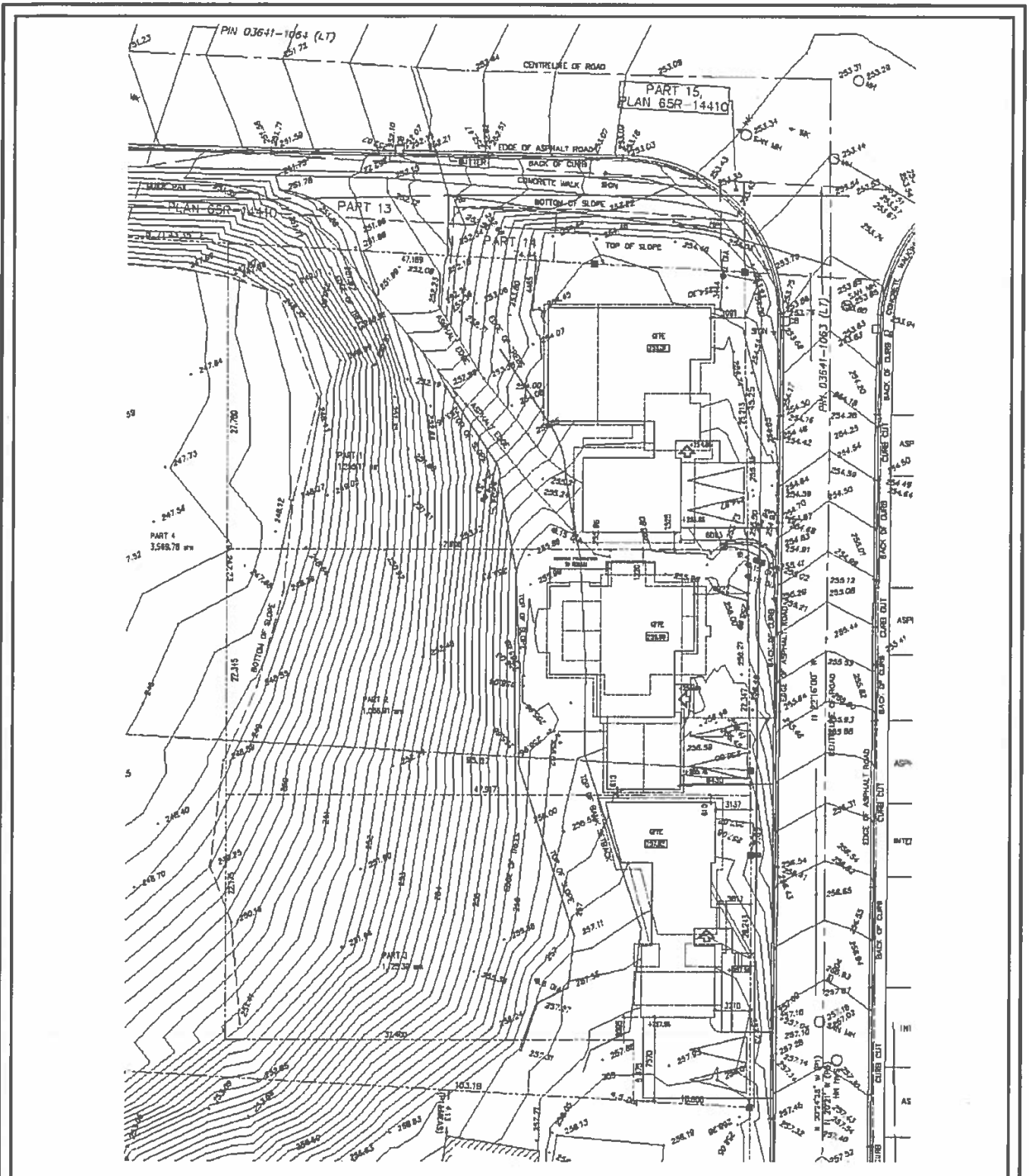
FIGURE 1



SUBJECT LANDS



Map created by the Town of Aurora Planning and Building Services Department, October 26, 2017. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2016, © First Base Solutions Inc., 2016 Orthophotography.



CONCEPTUAL SITE PLAN

APPLICANT: 2540280 Ontario Inc.
FILE: ZP-2017-10

FIGURE 2



Map created by the Town of Aurora Planning and Building Services Department, October 26, 2017. Drawing provided by NAC Developments.



CONCEPTUAL BUILDING ELEVATION

APPLICANT: 2540280 Ontario Inc.
FILE: ZP-2017-10

FIGURE 3

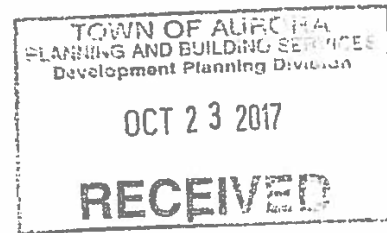


Map created by the Town of Aurora Planning and Building Services Department, October 26, 2017. Drawing provided by NAC Developments.

Attachment 3

**JOANNE BARNETT RPP
PLANNING & DEVELOPMENT CONSULTANT
89 LITTLE COURT
NEWMARKET ONTARIO L3Y 6S4
(P) 416-990-8367 Email: jbarnett@kerbel.ca**

2017-10-14



Marco Ramunno MCIP RPP
Planning Director
Town of Aurora

Attn: **Jeff Healey, Planner**

Dear Jeff:

RE: **Zoning By-law Amendment**
15385 & 15395 Bayview Avenue
Alfred Szeto Architect
Request to Council to Receive and Process Zoning Amendment Application

Please find enclosed our client's cheque in the amount of \$500.00 pursuant to your memo to Alfred Szeto dated 2017-08-21.

As the Registered Professional Planner retained to prepare the Planning Rationale for the applications for approval of a Zoning By-law Amendment, Site Plan and Plan of Condominium that were the subject of a Pre-consultation meeting held on 2017-08-06, it is my opinion that the applications are in conformity with the Town of Aurora Official Plan. We accept the decision of Council of 2017-06-27 pursuant to Bill 73 that an application to Council is required and that staff require direction from Council to proceed with the application.

Please be advised that our client now intends to proceed with the attached site plan showing 15 units and that all of the studies required as per the Pre-consultation check list are well underway and/or completed and ready for submission.

I trust you will follow through with this process and report to Council accordingly.

Yours very truly,

Joanne Barnett RPP

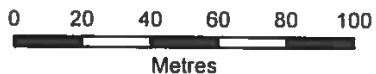
cc: Alfred Szeto Architect



LOCATION PLAN

ZP-2017-11
15385 & 15395 BAYVIEW AVENUE
ATTACHMENT 1

 **SUBJECT LANDS**



Map created by the Town of Aurora Planning and Building Department, October 23, 2017. Date of Issue: 11/15/17





NOTICE OF MOTION

Councillor Tom Mrakas

Date: November 21, 2017

To: Mayor and Members of Council

From: Councillor Mrakas

Re: Interim Control By-Law – Stable Neighbourhoods

Whereas the Town has experienced a significant amount of pressure for infill residential development that has resulted in intensification through the construction of additions, conversion of existing floor area and the demolition of existing buildings for the construction of larger, more intense forms of development; and

Whereas staff are conducting a study of the Town's existing zoning policies and regulations regarding infill housing and intensification in stable neighbourhoods; and

Whereas protecting the integrity of “Stable Neighbourhoods” is of the utmost importance to our residents; and

Whereas Section 38 of the *Planning Act* allows municipalities to pass an Interim Control By-Law (ICBL), to be in effect for a period not exceeding one year, prohibiting the use of land, buildings or structures for specific purposes in a defined area;

1. Now Therefore Be It Hereby Resolved That staff develop an Interim Control By-law aimed at limiting new development or alterations for a one-year period within “Stable Neighbourhoods” as identified and defined in the Official Plan; and
2. Be It Further Resolved That staff report back to General Committee in the December cycle with a draft Interim Control By-law for Council’s consideration and enactment.