



Council Meeting Agenda

**Tuesday, October 22, 2019
7 p.m.**

**Council Chambers
Aurora Town Hall**



Town of Aurora Council Meeting Agenda

Tuesday, October 22, 2019
7 p.m., Council Chambers

- 1. Approval of the Agenda**
- 2. Declarations of Pecuniary Interest and General Nature Thereof**
- 3. Community Presentations**
- 4. Delegations**
- 5. Consent Agenda**

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

Recommended:

That the following Consent Agenda items, C1 to C5 inclusive, be approved:

C1. Council Meeting Minutes of October 8, 2019

Recommended:

1. That the Council meeting minutes of October 8, 2019, be adopted as printed and circulated.

C2. Council Closed Session Minutes of October 1, 2019

(confidential attachment)

Recommended:

1. That the Council Closed Session minutes of October 1, 2019, be adopted as printed and circulated.

C3. Council Closed Session Public Minutes of October 1, 2019

Recommended:

1. That the Council Closed Session Public minutes of October 1, 2019, be adopted as printed and circulated.

C4. Council Public Planning Meeting Minutes of September 25, 2019

Recommended:

1. That the Council Public Planning meeting minutes of September 25, 2019, be adopted as printed and circulated.

C5. FS19-030 – 2019 Interim Forecast Update – as at August 31, 2019

Recommended:

1. That Report No. FS19-030 be received for information.

6. Standing Committee Reports

S1. General Committee Meeting Report of October 15, 2019

Recommended:

1. That the General Committee Meeting Report of October 15, 2019, be received and the recommendations carried by the Committee approved.

S2. Budget Committee Meeting Report – 2020 Capital Budget Review of October 5, 2019

Recommended:

1. That the Budget Committee Meeting Report – 2020 Capital Budget Review of October 5, 2019, be received for information.

7. Consideration of Items Requiring Discussion (Regular Agenda)

R1. FS19-036 – 2020 Final Capital Budget Approval Report

Recommended:

1. That Report No. FS19-036 be received; and
2. That the Town's Strategic Asset Management Policy be received; and
3. That the 2018 Asset Management Plan be received; and
4. That the updated Ten-Year Capital Investment Plan be received; and
5. That the 2020 Capital Budget for Repair and Replacement of existing infrastructure totaling 20,013,509 as listed in Attachment 4, be approved; and
6. That the 2020 Capital Budget for Growth and New Capital totaling \$3,253,700 as listed in Attachment 5 be approved; and
7. That the 2020 Capital Budget for Studies and Other Projects totaling \$1,090,000 as listed in Attachment 6 be approved; and
8. That the funding sources for each capital project included in this report be approved as those reviewed and recommended by Budget Committee on October 5, 2019.

8. Motions

- (a) **Councillor Gaertner**
Re: Helping Urban Pollinators
(Deferred from Council meeting of October 8, 2019)
- (b) **Councillor Gilliland**
Re: Declare Climate Emergency
- (c) **Mayor Mrakas**
Re: Community Planning Permit

9. Regional Report

10. New Business

11. Public Service Announcements

12. By-laws

Recommended:

That the following by-laws be enacted:

- (a) **By-law Number XXXX-19** Being a By-law to define the delegation policies and procedures for The Corporation of the Town of Aurora.
(General Committee Report No. CS19-024, Oct. 1, 2019)
- (b) **By-law Number XXXX-19** Being a By-law to regulate cross connections and backflow prevention in private plumbing systems as required to protect the Town of Aurora drinking water system from contamination.
(General Committee Report No. OPS19-021, Oct. 1, 2019)
- (c) **By-law Number XXXX-19** Being a By-law to amend By-law Number 6048-18, as amended, to impose interim controls on the use of land, buildings, or structures within certain areas of the Town of Aurora.
(General Committee Report No. PDS19-094, Oct. 15, 2019)

13. Closed Session

14. Confirming By-law

Recommended:

That the following confirming by-law be enacted:

By-law Number XXXX-19 Being a By-law to confirm actions by Council resulting from a Council meeting on October 22, 2019.

15. Adjournment



Town of Aurora Council Meeting Minutes

Council Chambers, Aurora Town Hall
Tuesday, October 8, 2019

Attendance

Council Members Mayor Mrakas in the Chair; Councillors Gallo, Gilliland, Humfryes, Kim, and Thompson

Members Absent Councillor Gaertner

Other Attendees Doug Nadorozny, Chief Administrative Officer, Robin McDougall, Director of Community Services, Techa van Leeuwen, Director of Corporate Services, Rachel Wainwright-van Kessel, Director of Finance, Allan Downey, Director of Operations, David Waters, Director of Planning and Development Services, Stephanie Mackenzie-Smith, Manager of Corporate Communications, Patricia De Sario, Town Solicitor, Michael de Rond, Town Clerk, Ishita Soneji, Council/Committee Coordinator

The Chair called the meeting to order at 7:00 p.m.

Mayor Mrakas relinquished the chair to Councillor Kim at 7:50 p.m., during consideration of Motion (a) The Never Forgotten National Memorial, and resumed the chair at 7:51 p.m.

1. Approval of the Agenda

Moved by Councillor Humfryes

Seconded by Councillor Gallo

That the agenda as circulated by Legislative Services, be approved with the following change:

- Defer Motion (b) Councillor Gaertner, Re: Helping Urban Pollinators to the Council meeting of October 22, 2019.

Carried

2. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50.*

3. Community Presentations

(a) Tracy Walter, Smart Commute Central York Re: Smart Commute Program Overview

Ms. Walter presented an overview of the Smart Commute Program including the successes, various program offerings for workplace, schools, GO station access, and benefits of the program such as reducing parking requirements, improving traffic congestion and impact on environment, and improving health and wellness. She expressed appreciation to the Town for continuing to partake in the Smart Commute Program.

**Moved by Councillor Gilliland
Seconded by Councillor Humfryes**

That the presentation be received for information.

Carried

4. Delegations

None

5. Consent Agenda

**Moved by Councillor Thompson
Seconded by Councillor Humfryes**

That the following Consent Agenda items, C1 to C3 inclusive, be approved:

C1. Council Meeting Minutes of September 24, 2019

1. That the Council meeting minutes of September 24, 2019, be adopted as printed and circulated.

C2. Council Closed Session Minutes of September 17, 2019

1. That the Council Closed Session minutes of September 17, 2019, be adopted as printed and circulated.

C3. Council Closed Session Public Minutes of September 17, 2019

1. That the Council Closed Session Public minutes of September 17, 2019, be adopted as printed and circulated.

Carried

6. Standing Committee Reports

**Moved by Councillor Humfryes
Seconded by Councillor Kim**

S1. General Committee Meeting Report of October 1, 2019

1. That the General Committee meeting report of October 1, 2019, be received and the recommendations carried by the Committee approved, with the exception of sub-items R1 and R5, which were discussed and voted on separately as recorded below:

(4b) Delegation (b) – Matthew Kinsella, Re: Interim Control By-law Exemption for 126 Wells Street

1. That staff be directed to bring a report to the General Committee meeting of October 15, 2019 regarding a proposed exemption to the Interim Control By-law No. 6148-19 to permit an attached garage at 126 Wells Street.

Carried

(A1) Accessibility Advisory Committee Meeting Minutes of September 4, 2019

1. That the Accessibility Advisory Committee meeting minutes of September 4, 2019, be received for information.

Carried

(R1) CS19-024 – Delegation to Staff of Certain Powers, Duties and Functions

Main motion

Moved by Councillor Gallo

Seconded by Councillor Humfryes

1. That Report No. CS19-024 be received; and
2. That a by-law that delegates powers, duties and functions to staff be enacted.

Amendment No. 1

Moved by Councillor Gallo

Seconded by Councillor Kim

That the main motion be amended by adding the following clause:

“That the item “Approve applications to remove holding symbols” (row 15), be removed from the delegated authority for Development Related Matters (Attachment 3).

Carried

Amendment No. 2

Moved by Councillor Gallo

Seconded by Councillor Humfryes

That the main motion be amended by adding the following clause:

“That the phrases “Interest and penalties to not exceed \$10,000” and “Annual report to Council” be added to the column “Delegation Restrictions and Other Requirements” for delegated authority for “Write off interest and penalties added to trade account receivable balances as a result of administrative errors” (Attachment 4, row 17).”

Carried

Amendment No. 3

Moved by Councillor Gallo

Seconded by Councillor Gilliland

That the main motion be amended by adding the following clause:

“That the phrases “Annual report to Council” and “No impact on tax levy and service levels” be added to the column “Delegation Restrictions and Other Requirements” for delegated authority for “Transfer funds and budget between Town Accounts, if required, to properly manage the Town’s financial affairs” (Attachment 4, row 21).”

Carried

Amendment No. 4

Moved by Councillor Gallo

Seconded by Councillor Humfryes

That the main motion be amended by adding the following clause:

“That the items “Approve and execute agreements to lease or license any premises on a short term basis required for municipal purposes” (row 2) and “Approve and execute leases and licenses with government bodies, public sector organizations or not-for-profit organizations for occupancy of space in recreational facilities or Town owned lands” (row 3), be removed from the delegated authority for Real Property Matters (Attachment 6).

Carried

Main motion as amended

Moved by Councillor Gallo

Seconded by Councillor Humfryes

1. That Report No. CS19-024 be received; and
2. That a by-law that delegates powers, duties and functions to staff be enacted; **and**
3. **That the item “Approve applications to remove holding symbols” (row 15), be removed from the delegated authority for Development Related Matters (Attachment 3); and**
4. **That the phrases “Interest and penalties to not exceed \$10,000” and “annual report to Council” be added to the column “Delegation Restrictions and Other Requirements” for delegated authority for “Write off interest and penalties added**

to trade account receivable balances as a result of administrative errors” (Attachment 4, row 17); and

5. **That the phrases “Annual report to Council” and “No impact on tax levy and service levels” be added to the column “Delegation Restrictions and Other Requirements” for delegated authority for “Transfer funds and budget between Town Accounts, if required, to properly manage the Town’s financial affairs” (Attachment 4, row 21); and**
6. **That the items “Approve and execute agreements to lease or license any premises on a short term basis required for municipal purposes” (row 2) and “Approve and execute leases and licenses with government bodies, public sector organizations or not-for-profit organizations for occupancy of space in recreational facilities or Town owned lands” (row 3), be removed from the delegated authority for Real Property Matters (Attachment 6).**

Carried as amended

(R2) FS19-028 – 2020 to 2022 Fees and Charges Update

1. That Report No. FS19-028 be received; and
2. That a by-law be enacted to set the 2020, 2021 and 2022 Fees and Charges for applications, permits, use of Town property, the sale of documents and for the prescribed service charges for administrative matters as itemized on the attached schedules.

Carried

(R3) FS19-029 – Prudent Investor Standard for Multiple Investments

1. That Report No. FS19-029 be received; and
2. That staff undertake further due diligence to determine the best approach to move to the prudent investor standard and report back to Council with a final recommendation.

Carried

(R4) OPS19-021 – Backflow Prevention Bylaw and Request for Budget to Install Backflow Preventers

1. That Report No. OPS19-021 be received; and
2. That a by-law to repeal and replace By-law No. 5645-14 – Being a by-law to regulate cross connections and backflow prevention in private plumbing systems – be enacted at a future Council meeting; and
3. That Capital Project No. 43057 – Installation of Backflow Prevention Meters in Town Facilities be approved; and
4. That a total budget of \$125,000 be approved for Capital Project No. 43057 to be funded from the Water Reserve.

Carried

(R5) OPS19-022 – Award of Sole Source Contract to Wamco Municipal Products Inc.

**Moved by Councillor Gallo
Seconded by Councillor Thompson**

1. That Report No. OPS19-022 be received; and
2. That a sole source contract in the amount of \$750,000, excluding taxes, be approved for the supply of water meters from Wamco Municipal Products Inc. for a five (5) year period; and
3. That Director of Operations be authorized to renew the contract, at the same rate, for three (3) additional one (1)-year terms, pending an annual analysis and performance review by the Director.

Carried

(R6) PDS19-053 – Approval of Capital Project No. 81016 – Aurora Promenade Streetscape Design & Implementation

1. That Report No. PDS19-053 be received; and

2. That this report satisfies Council's conditional budget approval for Capital Project No.81016 – Aurora Promenade Streetscape Design & Implementation in the amount of \$570,000.

Carried

(R7) PDS19-084 – Proposed Amendments to the Town's Parking By-law for Industry Street and Catherine Avenue

1. That Report No. PDS19-084 be received for information.

Carried

(R8) PDS19-090 – The State of Maturity Report

1. That Report No. PDS19-090 be received for information.

Carried

7. Consideration of Items Requiring Discussion (Regular Agenda)

None

8. Motions

(a) Mayor Mrakas

Re: The Never Forgotten National Memorial

Moved by Mayor Mrakas

Seconded by Councillor Humfryes

Whereas The Town of Aurora has a proud tradition of honouring those who made the supreme sacrifice on behalf of Canada in armed conflicts across the world; and

Whereas the Never Forgotten National Memorial Foundation has been established to develop commemorative programming, exhibits and monuments at a site on Cape Breton Island as a place of remembrance and thanks for those brave individuals who lost their lives so far from home; and

Whereas the foundation is seeking the support of businesses, agencies, government organizations, and individuals across Canada to bring life to this important national memorial;

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1. Now Therefore Be It Hereby Resolved That that the Town of Aurora supports efforts to develop the Never Forgotten National Memorial.

Carried

**(b) Councillor Gaertner
Re: Helping Urban Pollinators**

Motion (b) was deferred to the Council meeting of October 22, 2019.

9. Regional Report

York Regional Council Highlights – September 26, 2019

**Moved by Councillor Kim
Seconded by Councillor Gilliland**

That the Regional Report of September 26, 2019, be received for information.

Carried

10. New Business

Councillor Gilliland requested an update on concerns regarding the Highland Gate construction site, and staff provided a response noting that a walkabout of the site with the residents has been completed and concerns brought forward will be addressed with the developer.

Mayor Mrakas noted that the York Region Transit's Mobility On-Request Aurora GO pilot program was successful, and the possibility of adding more vehicles and expanding the service area will be explored in the future.

11. Public Service Announcements

Councillor Gilliland extended a reminder that Town Hall will be closed on Monday October 14, 2019, and will reopen on Tuesday, October 15, 2019 at 8:30 a.m., noting that further information regarding thanksgiving holiday service schedules is available at aurora.ca/thanksgiving.

Councillor Gilliland announced that the Skylight Gallery artist for October is Angela Wong with her exhibit "Touched by Enduring Memories", and the exhibit is open

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Monday to Friday from 8:30 a.m. to 4:30 p.m. located on the third floor of Town Hall.

Councillor Humfryes referred to her recent visit to the Aurora Cultural Centre and provided an update on the Kaleidoscope in Schools program, noting that the Centre has secured 16 performances at various different schools around Town and approximately 50 teachers have been trained to conduct the program.

Councillor Humfryes announced that the Town is now accepting applications for the Aurora's Youth Innovation Fair which can be made at **aurora.ca/youthinnovation**.

Councillor Humfryes advised that the Town is now accepting applications for entries to Aurora's Santa Under the Stars Parade, and noted that further information is available at **aurora.ca/santaparade**.

Councillor Kim announced that the Colours of the Fall Concert will be held on Thursday, October 10, 2019, from 6 p.m. to 8 p.m. at Town Park, and more details can be found at **aurora.ca/fallconcert**.

Councillor Kim extended a reminder that the next Town of Aurora E-Waste event would be held on Saturday, October 12, 2019, at the Joint Operations Centre from 10 a.m. to 2 p.m., and more details can be found at **aurora.ca/ewaste**.

Councillor Thompson announced that that Club Aurora's Wellness Seminar on Exercise and Blood Pressure will be held on Friday, October 11, 2019 from 1 p.m. to 2 p.m. at the Aurora Family Leisure Complex, and more details regarding registration can be found at **aurora.ca/fitness**.

Councillor Thompson announced that the Town will be hosting Aurora's Menorah Lighting Ceremony on Sunday, December 22, 2019, and noted that interested vendors who would like to participate in this event can email to sware@aurora.ca by Thursday, October 17, 2019.

Councillor Gallo expressed his appreciation to the Aurora Soccer Club for a successful Oktoberfest Beer Festival.

Councillor Gallo announced that the Aurora Seniors' Centre would be holding its annual jewelry and craft sale on Wednesday, October 23, 2019 and Thursday, October 24, 2019 in the lounge from 10 a.m. to 1:30 p.m.

Councillor Gallo announced that the Aurora Seniors' Centre would be hosting a coffee break fundraiser for the Alzheimer's Society of York Region on Thursday, October 24, 2019 from 9 a.m. to 3 p.m., noting that the Aurora Seniors' Association Board of Directors will match donations made on this day.

Mayor Mrakas extended a reminder that the Aurora Chambers of Commerce's Women's Summit will be held on Wednesday October 9, 2019 from 8 a.m. to 3 p.m., with keynote speaker Andi Petrillo providing opening remarks.

Mayor Mrakas advised that the Aurora Tigers, at its home game on Wednesday, October 23, 2019, would be hosting students from various schools around Town with opportunities to partake in various activities.

Mayor Mrakas announced that Aurora's Haunted Forest will take place on Saturday, October 26, 2019 from 6 p.m. to 9 p.m. at Sheppard's Bush, and more information regarding the event is available at aurora.ca/hauntedforest.

12. By-laws

**Moved by Councillor Gilliland
Seconded by Councillor Humfryes**

That the following by-law be enacted:

- (a) By-law Number 6209-19** Being a By-law to amend Parking and Traffic Control By-law Number 4574-04.T, as amended, to prescribe a Maximum Rate of Speed on various highways in the Town of Aurora (John West Way).

Carried

13. Closed Session

None

14. Confirming By-law

**Moved by Councillor Gallo
Seconded by Councillor Kim**

That the following confirming by-law be enacted:

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By-law Number 6210-19 Being a By-law to Confirm Actions by Council
Resulting from a Council Meeting on October 8, 2019.

Carried

15. Adjournment

**Moved by Councillor Thompson
Seconded by Councillor Gallo**

That the meeting be adjourned at 8:08 p.m.

Carried

Tom Mrakas, Mayor

Michael de Rond, Town Clerk



**Town of Aurora
Council Closed Session
Public Minutes**

Holland Room, Aurora Town Hall
Tuesday, October 1, 2019

Attendance

Council Members	Mayor Mrakas in the Chair; Councillors Gaertner, Gallo, Gilliland, Humfryes, Kim (arrived at 5:55 p.m.), and Thompson
Members Absent	None
Other Attendees	Doug Nadorozny, Chief Administrative Officer, David Waters, Director of Planning and Building Services, Patricia De Sario, Town Solicitor, and Michael de Rond, Town Clerk

The Chair called the meeting to order at 5:47 p.m.

Council consented to resolve into a Closed Session at 5:47 p.m.

Council reconvened into open session at 5:53 p.m.

1. Approval of the Agenda

**Moved by Councillor Gallo
Seconded by Councillor Humfryes**

That the confidential Council Closed Session meeting agenda be approved.

Carried

2. Declaration of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50.*

3. Consideration of Items Requiring Discussion

**Moved by Councillor Thompson
Seconded by Councillor Humfryes**

That Council resolve into Closed Session to consider the following matters:

1. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Section 239(2)(e) of the Municipal Act, 2001); Re: Closed Session Report No. PDS19-081 – Minor Variance Appeal – 29 Church Street

Carried

**Moved by Councillor Gaertner
Seconded by Councillor Gilliland**

That the Council Closed Session be reconvened into open session to rise and report from Closed Session.

Carried

1. **Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Section 239(2)(e) of the Municipal Act, 2001); Re: Closed Session Report No. PDS19-081 – Minor Variance Appeal – 29 Church Street**

**Moved by Councillor Gallo
Seconded by Councillor Thompson**

1. That Closed Session Report No. PDS19-081 be received; and
2. That Council closed session direction to staff be confirmed.

**On a recorded vote the motion
Carried**

Yeas: 6	Nays: 0
Voting Yeas:	Councillors Gallo, Gilliland, Humfryes, Kim, Thompson, and Mayor Mrakas
Voting Nays:	None
Absent:	Councillor Gaertner

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4. By-laws

**Moved by Councillor Kim
Seconded by Councillor Humfryes**

That the following confirming by-law be enacted:

6208-19 Being a By-law to Confirm Actions by Council Resulting from a
Council Closed Session on October 1, 2019.

Carried

5. Adjournment

**Moved by Councillor Kim
Seconded by Councillor Thompson**

That the meeting be adjourned at 6:41 p.m.

Carried

Tom Mrakas, Mayor

Michael de Rond, Town Clerk



**Town of Aurora
Council Public Planning
Meeting Minutes**

Council Chambers, Aurora Town Hall
Wednesday, September 25, 2019

Attendance

Council Members Mayor Mrakas in the Chair; Councillors Gallo, Gilliland, Kim, and Thompson

Members Absent Councillors Humfryes and Gaertner

Other Attendees David Waters, Director of Planning and Development Services, Sean Lapenna, Planner, Samantha Yew, Deputy Town Clerk, and Ishita Soneji, Council/Committee Coordinator

The Chair called the meeting to order at 7:00 p.m.

1. Approval of the Agenda

Moved by Councillor Gallo

Seconded by Councillor Thompson

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, R.S.O. 1990, c. M.50.*

Council Public Planning Meeting Minutes
Wednesday, September 25, 2019

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3. Planning Applications

Mayor Mrakas outlined the procedures that would be followed in the conduct of the public meeting. The Deputy Town Clerk confirmed that the appropriate notice was given in accordance with the relevant provisions of the *Planning Act*.

1. PDS19-082 – Application for Zoning By-law Amendment Morgan Planning, 2 Willow Farm Lane, File Number: ZBA- 2019-02

Consultant

Mr. David Waters, Director of Planning and Development Services, introduced Mr. Josh Morgan, Consultant, representing the owners of the subject property. Mr. Morgan provided a brief overview of the application including details on the site attributes and intention to submit a consent application for a future land severance at the subject property to build an additional single detached dwelling on the severed lot.

Planning Staff

Mr. Sean Lapenna, Planner, presented an overview of the application and staff report respecting the proposal to amend the Zoning By-law designation of ER – Estate Residential Exception Zone (73) that applies to a portion of the subject lands, and to rezone to R2 Detached Second Density Residential Exception Zone (74), to allow for the submission of subsequent consent application in order to facilitate future land severance to create one additional single detached dwelling lot. He noted that further discussions regarding overall suitability and appropriateness of proposed development, compatibility of proposed lotting pattern to the surrounding area, zoning provisions, site servicing and grading, tree protection, site access, and cash-in-lieu of parkland would be carried out in further detail prior to final report to Council.

Public Comments

No members of public came forward.

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Planning staff noted that one letter of concern was submitted on the potential impact on property values from the proposed development, and no concerns were received regarding the zoning by-law amendment application.

**Moved by Councillor Gilliland
Seconded by Councillor Kim**

1. That Report No. PDS19-082 be received; and
2. That comments presented at the Public Planning meeting be addressed by Planning and Development Services in a report to a future General Committee meeting.

Carried

4. Confirming By-law

**Moved by Councillor Gallo
Seconded by Councillor Gilliland**

That the following confirming by-law be enacted:

6206-19 Being a By-law to Confirm Actions by Council Resulting from a Council Public Planning Meeting on September 25, 2019.

Carried

5. Adjournment

**Moved by Councillor Gilliland
Seconded by Councillor Kim**

That the meeting be adjourned at 7:32 p.m.

Carried

Tom Mrakas, Mayor

Samantha Yew, Deputy Town Clerk



**Town of Aurora
Council Report**

No. FS19-030

Subject: 2019 Interim Forecast Update – as at August 31, 2019
Prepared by: Tracy Evans, Financial Management Advisor
Department: Financial Services
Date: October 22, 2019

Recommendation

- 1. That Report No. FS19-030 be received for information.**

Executive Summary

This report presents to Council the information necessary to effectively monitor the financial performance of the corporation's operating budget presented as of August 31, 2019. As of this date, the corporation is forecasted to conclude the fiscal year with favourable variances from its tax levy and utility rate funded operations.

- A surplus of \$1,455,500 from tax levy funded operations is forecasted
- A minor utility operations surplus is anticipated

These forecasted variances may be subject to change over the remainder of the fiscal year. Should any operational budget excesses or short-falls remain at year end they will be contributed to or transferred from the appropriate reserves as will be defined in the town's 2019 surplus control by-law.

Background

To assist Council in fulfilling its roles and responsibilities with respect to Town finances and accountability, the Finance Department has worked with all departments to review the corporation's operating budget financial performance to date. Each Director has reviewed their respective department's operating budget versus its results to date and remaining outstanding plans, and forecasted an expected year end position. Finance staff have reviewed each submission and performed the necessary consolidation.

Staff have similarly reviewed the results of the Town's utility operations to date and the year end forecasted positions for the water, wastewater, and storm water service lines estimated.

Items of note are presented by department in the Analysis section below. The forecasts and representations are those of each Director, and have not been revised by Finance staff. Each Director is charged with delivering their approved portfolio of municipal services within their approved budget. They may manage issues encountered throughout the year by reallocating approved financial resources amongst their budget detailed line items, so as to best deliver their overall service portfolio in the circumstances of an ever changing community, operating environment and economic conditions. In some instances a departmental pressure may be addressed at a corporate level as per the Executive Leadership Team's direction.

Analysis

A surplus of \$1,455,500 from tax levy funded operations is forecasted

Staff currently forecast that the Town's tax levy funded operations will finish the year with an anticipated surplus of \$1,455,500. This surplus includes \$334,000 in engineering and planning revenues which are expected to decline in future years and \$172,600 relating to the Library Square funding strategy. Excluding these items the surplus would be \$948,900.

A detailed break-down of the Town's current forecasted variance by department can be found in Attachment #1. This report has been simplified to show only the net budget amount, the forecasted ending position for each item, and the resultant variance. Overall, the Town's approved budget for 2019 includes \$67,454,900 in approved expenditures, funded by \$20,196,400 in revenues consisting of user fees, charges, and investment income, and a total "Town purposes" tax levy of \$47,258,500.

The key drivers of this forecasted surplus are healthier than projected development driven revenues and salary savings. This forecast is based upon the best information and estimates available at this time. Accordingly, the forecast will continue to be subject to change over the remainder of the fiscal year, meaning there will continue to be influencing variables that are difficult for staff to estimate, such as development driven revenues and other user fee income, as well as the ultimate level of Town services that will be consumed by fiscal year end.

For 2019, the Town has budgeted a "salary gapping savings" amount of \$150,000 in recognition that while salaries are based upon 100% usage, with no staff departures, in reality some staff turnover and periodic vacancies will arise naturally during the year. A share of this amount has been allocated to each operating department on a pro-rata basis.

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Report No. FS19-030

CAO and Council

Council and the Office of the CAO are forecasting to conclude the fiscal year with a minor favourable variance on a net operating budget of \$1,908,200. This variance relates to advertising and internal grant savings in Corporate Communications.

Corporate Services

Corporate Services is forecasting a surplus of \$52,300 on a total net operating budget of \$7,472,900. This variance is attributable to the higher than anticipated parking violation revenues.

Financial Services

Financial Services is forecasting a \$106,600 (5.8 percent) favourable variance on a net operating budget of \$1,837,500 driven almost wholly by salary savings resulting from vacant position gapping.

Fire Services

Overall, Central York Fire Services (CYFS) is forecasting a surplus of \$1,048,629 (8.07 percent) on a total budget of \$27,214,800 as of June 30, 2019. This surplus is mostly attributable to gapping for retirements, leave of absences, new hires, and other vacancies. Aurora's share of this budget and its resultant surplus was \$11,182,125 and \$431,091, respectively. This noted CYFS surplus was offset by a contribution to the shared CYFS Reserve, thus leaving the Town's forecasted Fire Services requirements as budgeted.

Operational Services

Operational Services excluding water, wastewater & storm water services is forecasting a minor overall variance on a net operating budget of \$9,996,100. Key contributors to this variance are a deficit in snow management resulting from larger than anticipated contract and salary costs resulting from a larger than anticipated number of snow events at the beginning of 2019 offset by contract, salary and operating material cost savings in park and road network operations, as well as waste management. If required, the snow management reserve may be accessed in order to balance any funding short-falls arising from snow management should the corporation overall be unable to absorb any short-falls of this nature within its existing approved funding levels.

Operational Services' salaries and wages are split between tax levy and rate (water, wastewater & storm water services) funded programs. In any given year, the extent of operational service staff support of tax levy or rate funded programs is difficult to predict;

consequently some variability in this regard is not unusual.

Community Services

Community Services is forecasting a \$700,800 (7.4 percent) favourable variance on a net operating budget of \$9,429,700. The key contributors to this noted variance are salary savings, projected town facility contract and utility savings and increased revenue from ice rentals as well as higher enrollment in summer programs.

Library Square related savings represent \$172,600 of the above noted favorable variance. These savings come from the implementation of the Town's financial strategy to phase in the anticipated incremental operating costs for when the square prior to it becoming fully operational in 2022. Any surplus funds relating to Library Square will be contributed to the Town's rate stabilization reserve as per the 2019 surplus control bylaw. These funds can then be drawn upon as required in future years in order to manage any one-time implementation/start-up operating costs that may exceed the on-going operational funding estimates starting in 2020.

Also included in this variance are anticipated revenue surpluses totalling \$38,500 from new adult/seniors programs, increase in fitness participation, increased sponsorship, advertising and grant revenue.

Planning & Development Services

The Planning & Development Services department is forecasting a surplus of \$512,700. The key contributing factor to this favourable variance was healthier than expected development driven revenue such as engineering fees for lot grading, subdivisions and site plans. It should be noted that the majority of these revenues arise at the 'front end' of a development; consequently, as the Town has almost reached build out for its designated greenfield areas. As development moves more toward infill in future years, these revenues can be expected to decline while the complexity of the work will increase.

Not included in this variance is a projected Building Services' surplus of \$361,800 as it is a self-funded function as per provincial legislation. If it is unable to recognize sufficient revenues to offset its expenses in a given fiscal year, it will draw from its dedicated reserve in order to balance its operating budget. If it recognizes excess revenues, these revenues are utilized to replenish its reserve. This year's forecasted surplus results from salary savings. As the majority of Building Services' revenues arise more towards the 'back end' of a development, these associated revenues are expected to continue to be strong into the short term as development initiated earlier through Planning & Development Services

runs its course towards conclusion.

Corporate Revenues & Expenses

Corporate Revenues and Expenses is forecasting a minor unfavourable variance of \$54,600 on a net operating budget of \$4,378,100. The primary drivers of this noted variance relate to larger than anticipated tax revenue decreases arising from unfavourable tax assessment appeal decisions and other unplanned salary obligations offset by penalties on unpaid property taxes and PIL revenue surpluses.

Aurora Public Library Contribution

The Aurora Public Library remains on track to spend its full planned requisition from the Town.

Total Tax Levy

Staff have confirmed that the Town will collect a total of \$47,258,500 in tax levy revenue in 2019, equal to what was budgeted.

Operating Summary

Overall, the Town of Aurora general municipal operations is forecasting a surplus of \$1,455,500 with no noticeable adverse impacts to service levels. This forecasted surplus is at a high risk of being subject to change prior to year end. Should any surplus remain at fiscal year-end, it will be transferred to the appropriate town reserve(s) as will be set out in the town's 2019 surplus control bylaw.

The Operating Budget Summary can be found in Attachment 1.

A minor utility operations surplus is anticipated

Utility operations is currently projected to close the year with a minor favourable budget variance, primarily attributable to lower than anticipated wholesale water purchase and wastewater treatment costs resulting from lower water and wastewater volumes and contract savings partially offset by the write off of some of the Town's uncollectable water receivables owing. This forecasted variance will continue to be subject to change over the remainder of the fiscal year.

The utility operations service line budgets are comprised primarily of fixed operational costs, funded by the net proceeds from the sale of water, waste water and storm water services. These fixed operational costs include staff and service maintenance costs

related to maintaining the infrastructure systems, water quality testing, and the billing and customer service functions. These costs are not directly impacted by the volume of water flowing through the system. The fixed costs relating to water and waste water are funded from the net revenues earned by these services which are variable in nature due to the fact that they are based upon metered water consumption volumes. Storm water revenues are not subject to the same volatility as the water and waste water service lines.

Should any utility service line surpluses remain at fiscal year-end, they will be moved to their respective stabilization reserve funds as will be set out in the town's 2019 surplus control bylaw.

The utility operations summary can be found in Attachment 2.

Advisory Committee Review

Not applicable.

Legal Considerations

Nil

Financial Implications

Any final resultant surplus or deficit at fiscal year end in the general operating budget and water / wastewater budgets will be allocated by Council to / from various reserves at fiscal year-end as per the Town's surplus control bylaw. There are no other immediate financial implications arising from this report. Council fulfills its role, in part, by receiving and reviewing this financial status report on the operations of the municipality relative to the approved budget.

Communications Considerations

This report will be posted to the Town's Budget and Financial Information web page for transparency and accountability.

Link to Strategic Plan

Outlining and understanding the Town's present financial status at strategic intervals throughout the year 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

None

Conclusions

Having completed eight months of operations, the management team is presently forecasting to end the year with a favourable budget variance from its tax levy funded operations of \$1,455,500. This forecast is based upon the best information and estimates available at this time. Accordingly, the forecast will continue to be subject to change over the remainder of the fiscal year, meaning there will continue to be influencing variables that are difficult for staff to estimate, such as development driven revenues and investment income, as well as the ultimate level of town services that will be consumed by fiscal year end. Staff remain vigilant to continue to realize budget savings whenever possible in an effort to continue to end the year in a surplus position.

Utility operations are currently projected to conclude the fiscal year with a favourable budget variance of \$4,000.

Any remaining surpluses at fiscal year-end will be contributed to the Town's reserve(s) as will be defined in the town's 2019 surplus control by-law.

Attachments

Attachment #1 – Tax Levy Net Operating Forecast Update

Attachment #2 – Utility Net Operating Forecast Update

Previous Reports

None

October 22, 2019

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Report No. FS19-030

Pre-submission Review

Circulated via e-mail for ELT Review on October 4, 2019

Departmental Approval



**Rachel Wainwright-van Kessel, CPA, CMA
Director of Finance**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**

**Town of Aurora
Tax Levy Net Operating Forecast Update
as at August 31, 2019**

Shown in \$,000's	NET ADJUSTED BUDGET	FORECAST	Variance Favourable / (Unfavourable)	
<u>COUNCIL</u>				
Council Administration	\$ 564.1	\$ 559.1	\$ 5.0	0.9 %
Council Programs/Grants	4.0	4.0	-	-
Advisory Committees	8.0	8.0	-	-
Council Office Total	\$ 576.1	\$ 571.1	\$ 5.0	0.9 %
<u>CHIEF ADMINISTRATIVE OFFICE</u>				
CAO Administration	\$ 545.6	\$ 538.6	\$ 7.0	1.3 %
Communications	786.5	738.0	48.5	6.2 %
Chief Administrative Office Total	\$ 1,332.1	\$ 1,276.6	\$ 55.5	4.2 %
Council and C.A.O. Combined	\$ 1,908.2	\$ 1,847.7	\$ 60.5	3.2 %
<u>CORPORATE SERVICES</u>				
Corporate Services Administration	\$ 407.7	\$ 561.0	(153.3)	(37.6 %)
Legal Services	1,487.0	1,475.5	11.5	0.8 %
Legislative & Administrative Services	709.8	656.4	53.4	7.5 %
Human Resources	836.4	822.4	14.0	1.7 %
Elections	92.5	108.3	(15.8)	(17.1 %)
Information Technology	2,043.7	2,009.4	34.3	1.7 %
Telecommunications	165.1	155.0	10.1	6.1 %
By-law Services	561.2	476.6	84.6	15.1 %
Animal Control	259.2	284.5	(25.3)	(9.8 %)
Customer Service	874.6	846.2	28.4	3.2 %
Emergency Preparedness	35.7	25.3	10.4	29.1 %
Corporate Services Total	\$ 7,472.9	\$ 7,420.6	\$ 52.3	0.7 %
<u>FINANCIAL SERVICES</u>				
Policy & Planning Administration	\$ 342.2	\$ 277.2	\$ 65.0	19.0 %
Accounting & Revenue	469.7	438.0	31.7	6.7 %
Financial Management Services	517.4	518.5	(1.1)	(0.2 %)
Procurement Services	508.2	497.2	11.0	2.2 %
Financial Services Total	\$ 1,837.5	\$ 1,730.9	\$ 106.6	5.8 %

**Town of Aurora
Tax Levy Net Operating Forecast Update
as at August 31, 2019**

Shown in \$,000's	NET ADJUSTED BUDGET	FORECAST	Variance Favourable / (Unfavourable)	
<u>FIRE SERVICES</u>				
Central York Fire	11,188.1	11,188.1	-	-
Total Fire Services	11,188.1	11,188.1	-	-
<u>Operational Services</u>				
Operational Services Administration	\$ 258.4	\$ 289.1	\$ (30.7)	(11.9 %)
Fleet & Equipment	758.8	717.0	41.8	5.5 %
Snow Management	1,584.1	1,755.1	(171.0)	(10.8 %)
Road Network Operations	2,721.6	2,566.4	155.2	5.7 %
Parks/Open Spaces	2,603.8	2,601.0	2.8	0.1 %
Waste Collection & Recycling	2,069.4	1,990.4	79.0	3.8 %
Operational Services Total	\$ 9,996.1	\$ 9,919.0	\$ 77.1	0.8 %
<u>Community Services</u>				
Community Services Administration	\$ 1,135.1	\$ 1,168.6	\$ (33.5)	(3.0 %)
Business Support	(426.0)	(538.1)	112.1	26.3 %
Recreational Programming/Community Dev.	1,939.3	1,524.3	415.0	21.4 %
Facilities	6,781.3	6,574.1	207.2	3.1 %
Community Services Total	\$ 9,429.7	\$ 8,728.9	\$ 700.8	7.4 %
<u>PLANNING & DEVELOPMENT SERVICES</u>				
Development Planning	\$ (321.5)	\$ (494.1)	\$ 172.6	53.7 %
Long Range & Strategic Planning	879.3	817.5	61.8	7.0 %
Engineering Service Operations	490.0	211.7	278.3	56.8 %
Net Building Department Operations	\$ 390.8	\$ 29.0	361.8	92.6 %
Contribution from Building Reserve	(390.8)	(29.0)	(361.8)	(92.6 %)
Total Building Services	-	-	-	-
Planning & Development Services Total	\$ 1,047.8	\$ 535.1	\$ 512.7	48.9 %

**Town of Aurora
Tax Levy Net Operating Forecast Update
as at August 31, 2019**

Shown in \$,000's	NET ADJUSTED BUDGET	FORECAST	Variance Favourable / (Unfavourable)	
<u>CORPORATE REVENUE & EXPENSE</u>				
Supplementary Taxes & Payments-in-Lieu	\$ (1,050.3)	\$ (1,602.4)	\$ 552.1	52.6 %
Contribution of Excess SUPPs to reserves	400.0	911.2	(511.2)	(127.8 %)
Penalties on Unpaid Property Taxes	(900.0)	(1,300.0)	400.0	44.4 %
Overhead Cost Re-allocation to Water & Building	(1,815.3)	(1,815.3)	-	-
All Other Revenue	(5,879.6)	(7,670.7)	1,791.1	30.5 %
Cash to Capital	5,263.9	5,263.9	-	-
All Other Expense	8,359.4	10,646.0	(2,286.6)	(27.4 %)
	<u>\$ 4,378.1</u>	<u>\$ 4,432.7</u>	<u>\$ (54.6)</u>	<u>(1.2 %)</u>
<u>TOTAL TAX LEVY FUNDED OPERATIONS</u>	<u>\$ 47,258.5</u>	<u>\$ 45,803.0</u>	<u>\$ 1,455.5</u>	<u>3.1 %</u>
<u>TOTAL TAX LEVY</u>	<u>\$ (47,258.5)</u>	<u>\$ (47,258.5)</u>	<u>\$ -</u>	<u>-</u>
OPERATING (SURPLUS) DEFICIT	<u>0.0</u>	<u>\$ (1,455.5)</u>	<u>\$ 1,455.5</u>	<u>2.2 %</u>
		Surplus	Surplus	

**Town of Aurora
Final Utility Net Operating Report
as at August 31, 2019**

Shown in \$,000's	ADJUSTED BUDGET	FORECAST	Variance Favourable / (Unfavourable)	
<u>Water Services</u>				
Retail Revenues	(11,105.4)	(9,798.0)	\$ (1,307.4)	(11.8 %)
Penalties	(175.0)	(155.4)	(19.6)	(11.2 %)
Other	(210.1)	(213.2)	3.1	1.5 %
Total Revenues	(11,490.5)	(10,166.6)	\$ (1,323.9)	(11.5 %)
Wholesale water purchase	7,151.0	6,113.7	1,037.3	14.5 %
Operations and maintenance	1,029.6	1,108.7	(79.1)	(7.7 %)
Administration and billing	899.5	630.8	268.7	29.9 %
Corporate overhead allocation	710.4	710.4	-	-
Infrastructure sustainability reserve contributions	1,700.0	1,700.0	-	-
Total Expenditures	11,490.50	10,263.6	\$ 1,226.9	10.7 %
Net Operating Water Services	-	97.0	\$ (97.0)	n/a
<u>Waste Water Services</u>				
Retail Revenues	(13,839.1)	(12,846.9)	\$ (992.2)	(7.2 %)
Penalties	-	-	-	n/a
Other	(90.0)	(60.4)	(29.6)	(32.9 %)
Total Revenues	(13,929.1)	(12,907.3)	\$ (1,021.8)	(7.3 %)
Sewer discharge fees	10,944.0	9,826.8	\$ 1,117.2	10.2 %
Operations and maintenance	868.8	791.3	\$ 77.5	8.9 %
Administration and billing	261.4	261.4	\$ -	-
Corporate overhead allocation	554.9	554.9	-	-
Infrastructure sustainability reserve contributions	1,300.0	1,300.0	-	-
Total Expenditures	13,929.1	12,734.4	\$ 1,194.7	8.6 %
Net Operating Waste Water Services	-	(172.9)	\$ 172.9	n/a
Total Water and Waste Water Services	-	(75.9)	\$ 75.9	n/a

Attachment 2

Storm Water Services				
Retail Revenues	(2,069.1)	(1,973.9)	\$ (95.2)	(4.6 %)
Penalties	-	-	-	n/a
Other	-	-	-	n/a
Total Revenues	(2,069.1)	(1,973.9)	\$ (95.2)	(4.6 %)
Operations and maintenance	529.2	505.9	23.3	4.4 %
Administration and billing	105.4	105.4	-	-
Corporate overhead allocation	34.5	34.5	-	-
Infrastructure sustainability reserve contributions	1,400.0	1,400.0	-	-
Total Expenditures	2,069.1	2,045.8	\$ 23.3	1.1 %
Net Operating Storm Water Services	-	71.9	\$ (71.9)	n/a
OPERATING (SURPLUS) DEFICIT	-	\$ (4.0)	\$ 4.0	0.0 %
		Surplus	Surplus	



**Town of Aurora
General Committee Meeting Report**

Council Chambers, Aurora Town Hall
Tuesday, October 15, 2019

Attendance

Council Members Councillor Gaertner in the Chair; Councillors Gallo, Gilliland (arrived 7:03 p.m.), Kim, and Thompson, Mayor Mrakas

Members Absent Councillor Humfryes

Other Attendees Doug Nadorozny, Chief Administrative Officer, Robin McDougall, Director of Community Services, Rachel Wainwright-van Kessel, Director of Finance, Allan Downey, Director of Operations, David Waters, Director of Planning and Development Services, Alexander Wray, Manager of By-law Services, Stephanie Mackenzie-Smith, Manager of Corporate Communications, Patricia De Sario, Town Solicitor, Michael de Rond, Town Clerk, Linda Bottos, Council/Committee Coordinator

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

1. Approval of the Agenda

General Committee approved the agenda as circulated by Legislative Services, including the following additional item:

- Delegation (a) Debra Scott, Resident of Newmarket
Re: Item R6 – PDS19-089 – Kitimat Crescent and Aurora Heights Public School Alternative Solutions to Safety Concerns

General Committee Meeting Report
Tuesday, October 15, 2019

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2. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

3. Community Presentations

None

4. Delegations

(a) Debra Scott, Resident of Newmarket

Re: Item R6 – PDS19-089 – Kitimat Crescent and Aurora Heights Public School Alternative Solutions to Safety Concerns

Ms. Scott provided background and expressed concerns regarding pedestrian safety and accessibility in relation to Council's decision to not install the sidewalk on Kitimat Crescent at that time. She expressed further concerns regarding the notification process and opportunities for resident input, and submitted a petition opposing the report's recommendation for prohibited parking on Kitimat Crescent. Ms. Scott requested that Council delay any further decision until residents have had the opportunity to meet and express their concerns.

General Committee received and referred the comments of the delegation to Item R6.

5. Consent Agenda

None

6. Advisory Committee Meeting Minutes

None

7. Consideration of Items Requiring Discussion (Regular Agenda)

R1. CMS19-026 – Library Square – Veil

General Committee recommends:

1. That Report No. CMS19-026 be received; and
2. That the Veil Design (Muntz Bronze) be approved and incorporated into the final design of the 22 Church Street School Addition.

Carried

R2. CS19-039 – Proposed Smoking and Vaping By-law

General Committee recommends:

1. That Report No. CS19-039 be received; and
2. That a Smoking and Vaping By-law, being a by-law to prohibit the smoking and vaping of tobacco, cannabis and non-tobacco substances in prescribed locations, be brought forward to a future Council meeting for enactment.

Carried

R3. CS19-038 – Motor Vehicle Collision Cost Recovery Program

Deputy Chief Rocco Volpe presented an overview of the Motor Vehicle Collision Cost Recovery Program and spoke to Central York Fire Services' invoicing and collection process.

General Committee received the presentation for information.

General Committee recommends:

1. That Report No. CS19-038 be received for information.

Carried

General Committee Meeting Report
Tuesday, October 15, 2019

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R4. CAO19-003 – Community Engagement Policy Report

General Committee recommends:

1. That Report No. CAO19-003 be received; and
2. That the attached Community Engagement Policy be approved.

Carried

**R5. PDS19-078 – Changes to the Proposed Provincial Policy Statement
(2019)**

General Committee recommends:

1. That Report No. PDS19-078 be received; and
2. That the recommendations of this report be forwarded to the Minister of Municipal Affairs Ontario as the official response from the Town of Aurora.

Carried

**R6. PDS19-089 – Kitimat Crescent and Aurora Heights Public School
Alternative Solutions to Safety Concerns**

General Committee consented to consider Item R6 prior to Item R4.

General Committee recommends:

1. **That Report No. PDS19-089 be referred back to staff for further consideration and to report back to Council at the General Committee meeting of November 5, 2019.**

**Motion to refer
Carried**

R7. PDS19-094 – Proposal for Interim Control By-law Exemption

General Committee recommends:

1. That Report No. PDS19-094 be received; and

2. That a by-law be presented to a future Council meeting to exempt 126 Wells Street from the Interim Control By-law.

Carried

8. Notices of Motion

(a) Councillor Gilliland

Re: Declare Climate Emergency

Whereas at least 457 Canadian municipalities have declared a "climate emergency"—in Ontario this includes Kingston, Hamilton, Ottawa, Burlington, Halton Hills, Greater Sudbury, St. Catharines, London, Vaughan, Prince Edward County, King, and Toronto; and

Whereas all of the cities who have declared climate change a state of emergency have established a goal of reducing Greenhouse Gases (GHG) by 80 per cent by 2050, per the Paris Accord; and

Whereas there is an urgent need to have a transformative action plan to reduce GHG to limit global warming to 1.5 degrees to avoid catastrophic climate change; and

Whereas climate change is currently affecting human habitats through rising sea levels and other extreme weather patterns; such as, hurricanes, intense heatwaves, frigid temperatures, ice storms, drought and flooding; and

Whereas climate change is currently threatening the survival of many species and other natural environments worldwide, stressing local and worldwide eco systems; and

Whereas climate change has a direct result of billions of dollars in property damage worldwide, negatively affecting local and global economies; and

Whereas local governments around the world have recognized the extreme emergency that climate change embodies and have expedited their own actions, and have called on provincial and national governments to strengthen action on climate change; and

Whereas the solutions for reducing GHG provides other positive impacts on health, social inequity and economy;

1. Now Therefore Be It Hereby Resolved That the Town of Aurora officially “declare a climate emergency” for the purposes of naming and deepening our commitment to protecting our eco systems by identifying key criteria to help reduce our carbon footprint and protect our community from the impacts of climate change; and
2. Be It Further Resolved That staff be directed to prioritize the process of creating a Climate Action Plan, once the Region releases its climate action plan report, for the Town of Aurora focused on reducing emissions and adaptation at the community level; and
3. Be It Further Resolved That staff be directed to look for opportunities for economic growth, stimulation in the low-carbon economy, and cost benefits for all who consume energy; and
4. Be It Further Resolved That staff be directed to refer to other municipal and global initiatives and forums such as Global Covenant of Mayors for Climate and Energy and report to Council with more information.

(b) Mayor Mrakas

Re: Community Planning Permit

Whereas the Province, in its revisions to the Planning Act through Bill 108, has provided by means for a new development approval framework, the Community Planning Permit (CPP) by-law, which combines three existing planning approvals such as zoning, site plan, and minor variances into one application submission and approval process; and

Whereas the role of the Community Planning Permit is to prescribe development standards and criteria for an area that are in keeping with the desires and expectations of the community; and

Whereas a Community Planning Permit provides greater certainty about how an area should see change through development while limiting amendments to the CPP by-law for five years; and

General Committee Meeting Report
Tuesday, October 15, 2019

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Whereas a CPP by-law contains provisions that regulate the use, size, height, lot coverage, and location of buildings on properties similar to a Zoning By-law; and

Whereas Community Planning Permit is a land use planning tool available to municipalities that is meant to streamline development approvals and promote collaborative and predictable community building and implement growth objectives; and

Whereas the downtown core has been identified as a significant area in the Town through the development of the Aurora Promenade plan;

1. Now Therefore Be It Hereby Resolved That staff be directed to amend the Aurora Official Plan to identify the Promenade Area as a proposed Community Planning Permit area as part of the Official Plan Review; and
2. Be It Further Resolved That staff be directed to develop a by-law establishing a Community Planning Permit for the Promenade area for enactment and identifying the necessary resources required to implement a Community Planning Permit in a future report to Council.

9. New Business

Councillor Gaertner referred to the Aurora Electoral System Review survey on the Town's PlaceSpeak webpage and requested clarification on the survey response options, and staff provided a response.

Councillor Thompson noted that further surveys and open sessions regarding the Aurora Electoral System Review are upcoming, and staff confirmed that the first round of public engagement includes two public meetings, which will be held on October 23 and October 28, 2019.

Mayor Mrakas noted his attendance today at the Toronto Region Board of Trade luncheon and advised that Minister of Infrastructure Laurie Scott announced the launch of an unsolicited proposals program to allow the private sector to submit innovative infrastructure proposals that will benefit the people of Ontario. Mayor Mrakas stated that he would keep Council informed.

General Committee Meeting Report
Tuesday, October 15, 2019

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10. Closed Session

None

11. Adjournment

The meeting was adjourned at 8:24 p.m.



**Town of Aurora
Budget Committee Meeting Report
2020 Capital Budget Review**

Council Chambers, Aurora Town Hall
Saturday, October 5, 2019

Attendance

Council Members Mayor Mrakas in the Chair; Councillors Gaertner, Gallo, Gilliland, Humfryes (departed 12:01 p.m.), Kim, and Thompson

Members Absent None

Other Attendees Doug Nadorozny, Chief Administrative Officer, Robin McDougall, Director of Community Services, Techa van Leeuwen, Director of Corporate Services, Rachel Wainwright-van Kessel, Director of Finance, Allan Downey, Director of Operations, David Waters, Director of Planning and Development Services, Stephanie Mackenzie-Smith, Manager of Corporate Communications, Jason Gaertner, Manager of Financial Management Services, Anca Mihail, Manager of Engineering and Capital Delivery, Michael de Rond, Town Clerk, Linda Bottos, Council/Committee Coordinator

The Chair called the meeting to order at 9:03 a.m.

Budget Committee consented to recess the meeting at 10:51 a.m. and reconvened the meeting at 11:02 a.m.

Councillor Kim assumed the chair at 11:02 a.m. and Mayor Mrakas resumed the chair at 11:14 a.m.

Budget Committee consented to recess the meeting at 12:06 p.m. and reconvened the meeting at 12:45 p.m.

Budget Committee Meeting Report – 2020 Capital Budget Review
Saturday, October 5, 2019

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1. Declaration of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50.*

2. Approval of the Agenda

Budget Committee approved the agenda as circulated by Legislative Services.

3. Delegations

None

4. Consideration of Items

1. Strategic Asset Management Policy (Binder Tab 3)

Budget Committee recommends:

1. That the Strategic Asset Management Policy be received for information.

Carried

2. Asset Management Plan (AMP) (Binder Tab 4)

Budget Committee recommends:

1. That the Asset Management Plan (AMP) be received for information.

Carried

3. Review of 2019 Ten Year Capital Investment Plan (Binder Tab 5)

Budget Committee recommends:

1. That the 2019 Ten Year Capital Investment Plan be received; and
2. That the 2019 Ten Year Capital Investment Plan be approved as presented.

Carried

Budget Committee Meeting Report – 2020 Capital Budget Review
Saturday, October 5, 2019

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4. Review of 2020 Draft Repair & Replacement Capital Projects (Binder Tab 6)

Community Services Project No. 72379, CYFS 4-4 – Replacement of Two Steam Humidifiers, was removed from the 2020 Draft Capital Budget as it has been funded through the 2019 Operating Budget.

Budget Committee recommends:

1. That the 2020 Draft Repair & Replacement Capital Projects be received; and
2. That the **following** 2020 Draft Repair & Replacement Capital Projects be approved as presented:

CAO Services

12037 Town of Aurora Website

Community Services

72432 Library – Fire Alarm Panel
72451 Library – Exterior LED Retrofit
72425 Library – Roofing
72429 Library – Repairs to Elevator Door System
72303 AFLC – Blinds for Pool Windows
72324 AFLC – Replace Hollow Metal Doors & Exterior Exit Doors
72328 AFLC – Replace Built-up Roofing Above Arena Dressing Rooms
72455 AFLC, SARC – Transfer Stations – Accessibility Plan Implementation
72305 SARC – West Roof Area – Window Sealant
72316 SARC – Replacement of Plumbing Fixtures
72456 SARC – Hoyer Lifts – Accessibility Implementation Plan
72201 TH – Workstation Refurbishment
72419 TH – Repair of Concrete/Stone Walkways
72453 Unplanned – Emergency Repairs Contingency
72121 22 Church St – Brick Repairs
72172 ACC – Sport Flooring
72297 ACC – Ice Resurfacers Room Heater
72346 ACC – Reseal Concrete Floors
72347 ACC – Replacement of Suspended Ceiling in Lobby

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- 72381 CYFS 4-3 – Replacement Windows
- 72384 CYFS 4-3 – Replace Suspended Ceiling Panels

Corporate Services

- 14047 Computer & Related Infrastructure Renewal
- 14070 Boardroom Audio/Video Equipment

Financial Services

- 43038 Water Meter Replacement Program

Operational Services

- 73160 Emerald Ash Borer Management Program
- 34001 Christmas Decorations
- 41013 Replace Vandorf Lift Station Pumps

Planning and Development Services

- 42064 Storm Sewer Outlet Cleanup
- 42079 Devlin Place Stream Rehabilitation
- 42083 Willow Farm Lane Stream Rehabilitation; **and**

3. That the following 2020 Draft Repair & Replacement Capital Projects, which were pulled for discussion, be approved as presented:

Community Services

- 72431 Library – Rooftop HVAC Units
- 72302 AFLC – Replacement of Arena Seating
- 72441 AFLC – Pool Boiler Replacement
- 72263 SARC – Cooling Evaporator Tower
- 72450 SARC – Low – E Ceiling – Arenas
- 72452 Energy and Demand Management Plan Implementation
- 72454 Victoria Hall – Accessible Ramp – Accessibility Implementation Plan
- 72192 22 Church St – Exterior Doors
- 72388 22 Church St – Repaint Interior Wall Surfaces

Operational Services

- 73212 Playground Replacement – Taylor Park
- 73213 Playground Replacement – Harman Park
- 73232 Trail/Playground Redesign – Jack Wood Park

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- 34008 Roads Operations Infrastructure Inspection, Repair and Maintenance Programs
- 34616 Sidewalk/Engineered Walkway Reconstruction

Planning and Development Services

- 31054 Road Resurfacing – Industrial Pkwy S (Engelhard Dr-Yonge St)
Vandorf Sdrd (Industrial Pkwy-Bayview Ave)
- 31118 Recon – Browning Crt, Johnson Rd, Holman Cres, Baldwin Rd
- 31119 Recon – Adair Dr, Bailey Cres, Davidson Rd, Harriman Rd
- 31124 Road Resurfacing – Henderson Dr
- 31178 Reconstruction of Poplar Crescent
- 42075 Performance Monitoring of LID Controls
- 81025 GIS Scanner; **and**

4. **That the following 2020 Draft Repair & Replacement Capital Project, which was pulled for discussion, be given conditional budget approval pending additional information to Council:**

Corporate Services

- 14075 Business Process Automation and Data Integration

Carried

5. **Review of 2020 Draft Growth & New Capital Projects** (Binder Tab 8)

Budget Committee recommends:

1. That the 2020 Draft Growth & New Capital Projects be received; and
2. That the **following** 2020 Draft Growth & New Capital Projects be approved as presented:

Community Services

- 73324 Pet Cemetery Restoration
- 72445 CYFS 4-3 – Pylon Sign

Corporate Services

- 14037 Joint Ops LAN Room & Dr Site

Operational Services

- 31176 Handheld Radios for Operations

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- 73169 Wildlife Park – Phase 3/4
- 73290 Tree Inventory for 2C
- 73323 Mattamy Phase 4/5 Trail
- 34003 Snow Plow Safety Enhancements Pilot Project
- 34006 Pave Snow Storage Facility at Lambert Willson Park; **and**

3. That the following 2020 Draft Growth & New Capital Projects, which were pulled for discussion, be approved as presented:

Community Services

- 74015 Cultural Services Master Plan
- 74019 Active Net Scan System

Corporate Services

- 14068 Wireless Upgrades and Enhancement
- 14072 Cityview Upgrade

Operational Services

- 73085 Arboretum Development
- 73327 DeGraff Cres Trail
- 34009 Winter Road Monitoring System

Planning and Development Services

- 34637 S/W – Leslie St – 600m North of Wellington to North Town Limit; **and**

4. That the following 2020 Draft Growth & New Capital Projects, which were pulled for discussion, be given conditional budget approval pending additional information to Council:

Corporate Services

- 13023 Access Aurora Telephony Project
- 14076 Digital Education Program

Carried

6. Review of 2020 Draft Studies & Other Capital Projects (Binder Tab 9)

Budget Committee recommends:

1. That the 2020 Draft Studies & Other Capital Projects be received; and

2. That the **following** 2020 Draft Studies & Other Capital Projects be approved as presented:

CAO Services

12026 Organization Structural Review

Community Services

73329 Building Conditions Assessment and Energy Audit

Corporate Services

13011 Emergency Response Plan Update and Continuation of Operations Plan

13015 Employee Engagement Survey – 2020

13026 Risk Management

13027 Job Hazard Assessment

Financial Services

14077 Community Benefit Charge Study

Planning and Development Services

81027 Municipal Heritage Register Review and Update

81031 Development Review Process and Fee Structure; **and**

3. **That the following 2020 Draft Studies & Other Capital Project, which was pulled for discussion, be approved as presented:**

Planning and Development Services

81032 Town-wide Green Development Guidelines; **and**

4. **That the following 2020 Draft Studies & Other Capital Projects, which were pulled for discussion, be given conditional budget approval pending additional information to Council:**

Corporate Services

14073 Information Technology Strategic Plan Implementation

Planning and Development Services

42810 Climate Change Adaptation Plan

Carried

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5. Adjournment

The meeting was adjourned at 12:59 p.m.



**Town of Aurora
Council Report**

No. FS19-036

Subject: 2020 Final Capital Budget Approval Report
Prepared by: Karen Oreto, Financial Management Advisor
Department: Financial Services
Date: October 22, 2019

Recommendation

- 1. That Report No. FS19-036 be received; and**
- 2. That the Town's Strategic Asset Management Policy be received; and**
- 3. That the 2018 Asset Management Plan be received; and**
- 4. That the updated Ten-Year Capital Investment Plan be received; and**
- 5. That the 2020 Capital Budget for Repair and Replacement of existing infrastructure totaling 20,013,509 as listed in Attachment 4, be approved; and**
- 6. That the 2020 Capital Budget for Growth and New Capital totaling \$3,253,700 as listed in Attachment 5 be approved; and**
- 7. That the 2020 Capital Budget for Studies and Other Projects totaling \$1,090,000 as listed in Attachment 6 be approved; and**
- 8. That the funding sources for each capital project included in this report be approved as those reviewed and recommended by Budget Committee on October 5, 2019.**

Executive Summary

This report is being presented to Council for adoption, as recommended by Budget Committee on October 5, 2019. The following key documents were provided to the Budget Committee in support of the recommended draft 2020 capital budget:

- Strategic Asset Management Policy
- 2018 Asset Management Plan (AMP)
- Ten-Year Capital Investment Plan

On October 5, 2019 the Budget Committee undertook a review of and recommended that Council approve the following:

- A draft 2020 capital investment plan totaling \$24,357,200 is recommended for approval
- A total 2020 Repair and Replacement capital budget of \$ 20,013,500 is recommended for approval
- The recommended 2020 Growth and New capital plan totals \$3,253,700
- The total recommended capital investment plan for Studies and Other is \$1,090,000

Background

During the Town's 2020 capital planning process, the Budget Committee was presented with the following documents for its review and/or approval:

- Strategic Asset Management Policy
- 2018 Asset Management Plan (AMP)
- Ten-Year Capital Investment Plan
- Draft 2020 Detailed Capital Project Plan

Of these documents, the Town's previously approved strategic asset management policy and Asset Management Plan, as well as, its updated ten year capital plan were provided to the Budget Committee in support of the 2020 capital investment plan for which staff were seeking the Budget Committee's endorsement for approval.

Analysis

Strategic Asset Management Policy

This policy provides leadership in and commitment to, the development and implementation of the Town's asset management program. This policy's primary intent is to integrate the Town's strategic mission, vision and goals with its asset management program, and to ensure that critical municipal infrastructure assets and vital services are maintained and provided to the community in a reliable, sustainable manner. Council approved this document on March 26, 2019 as per FS19-007.

Asset Management Plan (AMP)

The Town's AMP is strongly aligned with its Strategic Asset Management Policy. Its primary objective is to maximize benefits, control risks, and provide a satisfactory level of service to the community in a sustainable manner. Infrastructure management ensures that the Town is capable of providing the desired level of service in support of the Town's achievement of its high-level strategic goals. The Town's AMP is formally reviewed, updated and re-approved by Council once per term and is scheduled to be updated again in 2022. Council approved the Town's most current AMP on March 26, 2019 as per FS19-007.

Ten-Year Capital Investment Plan

Complementing the Town's AMP is its annual Ten Year-Capital Investment Plan which is a consolidation of the anticipated needs of the Town's departments. All repair and replacement capital projects in the plan are guided by the foundational philosophies outlined in the town's AMP. This plan is intended to assist the managers responsible for each asset category to plan the long term sustainability of each asset, and ensure appropriate and timely budgeting for the replacement of assets at the optimal time, balancing available funding with the need and condition of the asset and its service.

At Budget Committee, on October 5, 2019, the Ten-Year Capital Investment Plan was presented. A link to the complete Ten year Capital Investment Plan has been provided in the Attachments section under Attachment #3.

The plan presented contains the detailed capital investment plan for all Town assets, showing the approved 2019 capital budget plus ten forecast years from 2020-2029.

The ten-year plan reflects a total planned investment requirement of \$258 million over the next ten years: \$131.7 million for Repair and Replacement, \$121.5 million for Growth and New assets and \$4.3 million for Studies and Other.

A draft 2020 capital investment plan totaling \$24,357,200 is recommended for approval

On October 5, 2019, an overview of the draft 2020 Capital Budget along with its detailed capital project business cases was presented to the Budget Committee for its review and endorsement.

This capital investment plan was presented in three parts:

1. Repair and Replacement projects
2. Growth and New projects
3. Studies and Other projects

Staff strive to ensure that its recommended capital investment plan is affordable through a “Cash to Capital” controlled reserve allocation from the tax levy and its internal funding of capital projects through infrastructure and other reserves best practices which strive to ensure that there is not a direct impact on the tax rate as a result of each year’s capital budget. The proposed 2020 capital investment is affordable.

A few of the 2020 capital investment plan’s projects have been “conditionally approved”. Meaning, these projects have been approved in principle, as the Committee awaits further additional information from staff prior to any contractual obligations being made for the project.

A total 2020 Repair and Replacement capital budget of \$ 20,013,500 is recommended for approval

The proposed Repair and Replacement (R&R) Capital Budget for 2020 represents a gross cost of \$20,013,509 funded primarily from capital reserves, including specific R&R reserves. The 2020 R&R program includes road resurfacing and reconstruction projects, work at a number of our facilities, maintenance of our roads assets through inspections, repair and maintenance programs for sidewalks and infrastructure. Staff have confirmed that they have the capacity to deliver the proposed capital program. Attachment #4 provides a summary of the recommended Repair and Replacement Capital program by project, by decision for 2020. The detailed capital project pages can be viewed through the link provided in the Attachments section under Attachment #4.

The recommended 2020 Growth and New capital plan totals \$3,253,700

The proposed Growth and New Capital Budget for 2020 has a gross cost of \$3,253,700. The program includes funding for new trails, projects related to our snow program, and a sidewalk on Leslie St. Attachment #5 provides a summary of the recommended Growth and New Capital program by project by decision for 2020. The detailed capital project pages can be viewed through the link provided in the Attachments section under Attachment #5.

**The total recommended capital investment plan for Studies and Other is
\$1,090,000**

The proposed Studies and Other Capital Budget has a gross cost of \$1,090,000 for 2020. Included in the program is a Community Benefit Charge Study, Municipal Heritage Register Review and Update as well as a Building Condition Assessment and Energy Audit. Attachment #6 provides a summary of the recommended Studies and Other program by project by decision for 2020. The detailed capital project pages can be viewed through the link provided in the Attachments section under Attachment #6.

Advisory Committee Review

Not applicable

Legal Considerations

Not applicable

Financial Implications

All funding is sourced from existing reserve funds rather than from the tax levy or utility rate funded operating budgets. At present, the 2020 operating budget has not been approved but it does include a contribution to various reserve funds in support of the town's ten-year capital investment requirements and is not tied to any specific capital project. Therefore, the capital budget as recommended can be approved independent of the operating budget.

The capital budget materials include proposed funding sources for each capital project. For simplicity, the recommendations refer to the approval of all funding as recommended by Budget Committee.

Communications Considerations

This report along with all attachments will be posted to the Town's website on the Budget and Financial Information page.

Link to Strategic Plan

Developing, reviewing and presenting the annual capital investment plan supports several aspects of the Strategic Plan. This report supports the Plan principles of Leadership in Corporate Management, Leveraging Partnerships, and Progressive Corporate Excellence and Continuous Improvement.

Alternative(s) to the Recommendation

1. May provide alternative directions with respect to the recommendations arising from Budget Committee.

Conclusions

Budget Committee recommends that Council receive for information the Strategic Asset Management Policy, the asset management plan and ten year capital investment plan as supporting documentation to the draft 2020 capital investment plan that it is considering for approval.

It is recommended that Council approve the attached draft 2020 capital budget that was presented to Budget Committee who reviewed in detail and endorses approval of.

Attachments

Attachment #1 – Strategic Asset Management Policy

Attachment #2 – [2018 Asset Management Plan](#) (link only)

Attachment #3 – [Ten-Year Capital Investment Plan](#) (link only)

Attachment #4 – 2020 Final Repair and Replacement Capital Program Summary

Attachment #5 – 2020 Final Growth and New Infrastructure Capital Program Summary

Attachment #6 – 2020 Final Studies and Other Capital Program Summary

Previous Reports

FS19-026, 2020 Capital Investment Program, Strategic Asset Management Policy and 10 Year Asset Management Plan Overview

October 22, 2019

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Report No. FS19-036

Pre-submission Review

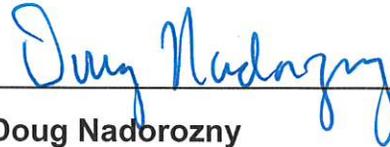
Budget Committee on October 5, 2019

Departmental Approval



**Rachel Wainwright-van Kessel
Director
Financial Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**

Attachment #1



Administrative Policies & Procedures

Policy No. FS-07 Strategic Asset Management Policy

Topic:	Strategic Asset Management Policy	Affects:	Capital Asset Owners
Section:	Financial Planning	Replaces:	N/A
Original Policy Date:	March 26, 2019	Revision Date:	March 26, 2019
Effective Date:	January 19, 2019	Proposed Revision Date:	March, 2021
Prepared By:	Financial Services – Financial Planning Division	Approval Authority:	Council

1.0 Policy Statement

To guide the Town, the following policy statements have been developed:

1. The Town will implement an enterprise-wide asset management program through all departments. The program will promote lifecycle and risk management of all municipal infrastructure assets, with the goal of achieving the lowest total cost of ownership while meeting desired levels of service.
2. The Town will develop and establish its asset investment and financial strategies with a focus on ensuring the lowest overall lifecycle (service life) cost of the asset rather than the lowest initial construction cost of building said assets.
3. The Town will implement continuous improvement protocols and adopt best practices regarding asset management planning, including:
 - i. Complete and Accurate Asset Data
 - ii. Condition Assessment Protocols
 - iii. Risk and Criticality Models
 - iv. Lifecycle Management
 - v. Financial Strategy Development
 - vi. Level of Service Framework

4. The Town will develop and maintain an asset inventory of all municipal infrastructure assets which includes, at a minimum, a unique ID, description, location information, value (both historical and replacement), performance characteristics and/or condition, estimated remaining life and estimated repair, rehabilitation or replacement date; and estimated cost repair, rehabilitation or replacement costs. Moving forward, the Town will strive to enhance their asset inventory by collecting more valuable asset attributes against their infrastructure assets.
5. The Town will develop an asset management plan (AMP) that incorporates all infrastructure categories and municipal infrastructure assets that are necessary to the provision of services. This may include assets that fall below their respective capitalization thresholds as outlined in the Town's Tangible Capital Asset Policy. The scope of these assets will be determined, according to relevance, based on the professional judgment of Town senior staff. The AMP will be reviewed annually to address the Town's progress in implementing its asset management plan and updated at least every five years in accordance with O. Reg. 588/17 requirements, to promote, document and communicate continuous improvement of the asset management program.
6. The Town will integrate asset management plans and practices with its long-term financial planning and budgeting strategies. This includes the development of financial plans that determine the level of funding required to achieve short-term operating and maintenance needs, in addition to long-term funding needs to replace and/or renew municipal infrastructure assets based on full lifecycle costing.
7. The Town will explore innovative funding and service delivery opportunities, including but not limited to grant programs, public-private partnerships (P3), alternative financing and procurement (AFP) approaches, and shared provision of services, as appropriate.
8. The Town will develop meaningful performance metrics and reporting tools to transparently communicate and display the current state of asset management practice to Council and the community.
9. The Town will consider the risks and vulnerabilities of municipal infrastructure assets to climate change and the actions that may be required including, but not limited to, anticipated costs that could arise from these impacts, adaptation opportunities, mitigation approaches, disaster planning and contingency funding. Impacts may include matters relating to operations, levels of service and lifecycle management.

10. The Town will ensure that all financial plans are coordinated and align with the established asset management plan and any other applicable legislation.
 - i. The Ten-Year Capital Plan details the financial plans related to the Town's water and wastewater assets, including those prepared under the Safe Drinking Water Act, 2002.
11. The Town will align all asset management planning with the Province of Ontario's land-use planning framework, including any relevant policy statements issued under section 3(1) of the *Planning Act*, shall conform with the provincial plans that are in effect on that date; and, shall be consistent with all municipal official plans.
12. The Town will coordinate planning for interrelated municipal infrastructure assets with separate ownership structures by pursuing collaborative opportunities with neighbouring municipalities and jointly-owned municipal bodies wherever viable and beneficial.
13. The Town will develop processes and provide opportunities for municipal residents and other interested parties to offer input into asset management planning wherever and whenever possible.

2.0 Purpose

The purpose of this policy is to provide leadership in and commitment to the development and implementation of the Town of Aurora's asset management program. It is intended to guide the consistent use of **asset management** across the organization, to facilitate logical and evidence-based decision making for the management of **municipal infrastructure assets** and to support the delivery of sustainable community services in the name of "*Today, tomorrow, our future together*".

By using sound asset management practices, the Town will work to ensure that all municipal infrastructure assets meet expected performance levels and continue to provide desired service levels in the most efficient and effective manner. Linking service outcomes to infrastructure investment decisions will assist the Town in focusing on service, rather than budget driven asset management approaches.

This policy demonstrates an organization-wide commitment to the good stewardship of municipal infrastructure assets, and to improved accountability and transparency to the community through the adoption of best practices regarding asset management planning.

3.0 Background

The Town is responsible for providing a range of essential services to the community, including transportation networks, stormwater management, facilities and parks, and many more. To deliver these services, it owns and manages a diverse municipal infrastructure asset portfolio of roads, bridges, culverts, fleet, sewers, etc. As the social, economic, and environmental wellbeing of the community depends on the reliable performance of these municipal infrastructure assets it is critical to implement a systematic, sustainable approach to their management.

Asset management is such an approach, and refers to the set of policies, practices and procedures that allow an organization to realize maximum value from its municipal infrastructure assets. An asset management approach allows organizations to make informed decisions regarding the planning, building, operating, maintaining, renewing, replacing and disposing of municipal infrastructure assets through a wide range of **lifecycle activities**. Furthermore, it is an organization-wide process that involves the coordination of activities across multiple departments and service areas such as Operational Services, Engineering Services, Community Services, Finance, and Corporate Services. As such, it is useful to adopt a structured and coordinated approach to outlining the activities, roles and responsibilities required of organizational actors, as well as the key principles that should guide all asset management decision-making.

A comprehensive and holistic asset management approach will support efficient and effective delivery of expected **levels of service** and ensure that due regard and process are applied to the long-term management and stewardship of all municipal infrastructure assets. In addition, it will align the Town with provincial and national standards and regulations such as the Infrastructure for Jobs and Prosperity Act, 2015 and Ontario Regulation 588/17, enabling the organization to take full advantage of available grant funding opportunities.

The approval of this policy is an important step towards integrating the Town's strategic mission, vision and goals with its asset management program, and ensuring that critical municipal infrastructure assets and vital services are maintained and provided to the community in a reliable, sustainable manner.

4.0 Definitions

Unless otherwise noted, the definitions provided in this document align with those outlined in Ontario Regulation 588/17 (O. Reg. 588/17), Asset Management Planning for Municipal Infrastructure, under the *Infrastructure for Jobs and Prosperity Act, 2015*.

1. **Asset management (AM)** – the coordinated activity of an organization to realize value from assets. It considers all asset types, and includes all activities involved

in the asset's life cycle from planning and acquisition/creation; to operational and maintenance activities, rehabilitation, and renewal; to replacement or disposal and any remaining liabilities. Asset management is holistic and normally involves balancing costs, risks, opportunities and performance benefits to achieve the total lowest lifecycle cost for each asset (ISO 55000).

2. **Asset management plan (AMP)** – documented information that specifies the activities, resources, and timescales required for an individual asset, or a grouping of assets, to achieve the organization's asset management objectives (ISO 55000). Under O. Reg. 588/17, by 2023 AMPs for core municipal infrastructure assets will be required to include the current levels of service being provided; the current performance of each asset category; a summary of assets in each asset category, their replacement cost, average age, condition information, and condition assessment protocols; lifecycle activities required to maintain current levels of service; discussion of population and economic forecasts; and documentation of processes to make inventory- and condition-related background information available to the public.
3. **Capitalization threshold** – the value of a municipal infrastructure asset at or above which a Town will capitalize the value of it and below which it will expense the value of it.
4. **Green infrastructure asset** – an infrastructure asset consisting of natural or human-made elements that provide ecological and hydrological functions and processes and includes natural heritage features and systems, parklands, stormwater management systems, street trees, urban forests, natural channels, permeable surfaces and green roofs.
5. **Level of service** – parameters, or combination of parameters, which reflect social, political, environmental and economic outcomes that the organization delivers. Parameters can include, but are not necessarily limited to, safety, customer satisfaction, quality, quantity, capacity, reliability, responsiveness, environmental acceptability, cost, and availability (ISO 55000).
6. **Lifecycle activities** – activities undertaken with respect to a municipal infrastructure asset over its service life, including constructing, maintaining, renewing, operating and decommissioning, and all engineering and design work associated with those activities.
7. **Municipal infrastructure asset** – an infrastructure asset, including a green infrastructure asset, directly owned by a Town or included on the consolidated financial statements of a Town, but does not include an infrastructure asset that is managed by a joint municipal board.

5.0 Alignment with the Town's Strategic Direction

This policy aligns with the Town of Aurora's Strategic Plan 2011-2031, Official Plan 2010, Corporate Environmental Action Plan 2018, Parks & Recreation Master Plan 2016, Transportation Master Plan 2013, IT Strategic Plan, and Cultural Master Plan 2014-2019. The following passages outline key strategic priorities listed within these documents that the development of an asset management program will support:

1. Strategic Plan 2011-2031

a. Vision

- i. An innovative and sustainable community where neighbours care and businesses thrive.
- ii. Broad community awareness of the town's cultural resources contributes to strong community support for cultural groups and activities.
- iii. A healthy, strong and complete community is designed for all stages of life and includes an array of jobs and investment opportunities, a full range of community services and amenities, opportunities for active and public transportation, and a broad mix of building and housing types. It also includes places to meet and build social connections and supports active and healthy lifestyle choices, while ensuring accessibility to all residents.

b. Goals

- i. Supporting an exceptional quality of life for all
- ii. Enabling a diverse, creative and resilient economy
- iii. Supporting environmental stewardship and sustainability

2. Town of Aurora Official Plan 2010

a. Principles

- i. Promoting Responsible Growth Management
 1. Plan and manage population and employment growth to the year of 2031 with a focus on shifting emphasis from lower density greenfield development to higher density forms of development in the appropriate areas.
- ii. Ensuring Design Excellence
 1. Promote efficient and fruitful land use and development decisions to improve quality of life for Aurora's residents and maintain high quality buildings and well-designed streetscapes.
- iii. Building a Greener Community
 1. Design sustainable communities that incorporate green building technologies and energy-efficient methodologies.
- iv. Providing a Range and Mix of Housing

1. Develop and provide a broad range of housing types, sizes and designs that meet resident's needs and expectations.
- v. Providing Appropriate Community Facilities
 1. Provide suitable community facilities and services that cater to a healthy and active lifestyle for Aurora's residents.
- vi. Providing Stable Neighbourhoods
 1. Protect Aurora's character and urban structure by managing existing and new neighbourhoods to maintain the stability and vibrancy of the community.
- vii. Advancing the Economy
 1. Promote economic development efforts to support a diversified economic base and competitive business environment to advance Aurora's economic long-term prosperity.
- viii. Building a Successful Downtown
 1. Build a successful and vibrant downtown environment that attracts tourists, cultural amenities, and investment attractors and shapes the image of the community.
- ix. Establishing a Linked Greenlands System
 1. Protect and enhance the natural environment and unique features of Aurora's green land for generations to come.
- x. Conserving Cultural Heritage Resources
 1. Conserve and enhance Aurora's cultural heritage resources that reveal the community's evolution and history.
- xi. Providing Sustainable Infrastructure
 1. Provide sustainable infrastructure that allows for the community's successful operation and ability to support development to meet the expectations and needs of all residents.

3. Corporate Environmental Action Plan 2018

- a. Objectives
 - i. Reduce Town-owned facility water consumption
 - ii. Reduce the uncontrolled and inadequately controlled stormwater areas with respect to both quality and quantity
 - iii. Foster a sustainable green development and alternate methods of transportation to improve the quality of life of Aurora's residents and Town staff.
 - iv. Implement sustainable construction practices to reduce waste, incorporate sustainable design and reclaim or recycle materials.
 - v. Reduce waste going to landfill disposal.
 - vi. Enrich Aurora's ecology by protecting and preserving biodiversity.
 - vii. Prepare a Climate Change Adaptation Plan

- viii. Implement the Provincial Climate Change Plan Actions
- ix. Reduce the town's greenhouse gas emissions by town staff and at town facilities.
- x. Encourage the stewardship of Aurora's natural resources and advance green initiatives by promoting community involvement

4. Parks & Recreation Master Plan 2016

- a. Objectives
 - i. Provide an overview of local demographics
 - ii. Identify relevant trends in sport and recreation
 - iii. Assess key municipal indoor and outdoor recreation facilities, and make recommendations to meet future needs
 - iv. Identify the types of municipal parkland required to meet active and passive recreational needs
 - v. Outline the priority, timing, and applicable costs associated with the Master Plan's recommendations
- b. Purpose
 - i. Increase personal health through providing opportunities to increase physical activity and reduce instances of chronic disease and associated costs borne through the health-care sector.
 - ii. Provide positive opportunities to pursue in light of people's limited disposable time and increasingly sedentary lifestyles (with major competition coming in the form of television, video games, etc.).
 - iii. Reduce anti-social behaviours by providing a positive outlet that can build self-esteem and provides an alternative to self-destructive activities which in turn can minimize costs borne through the social services sector and policing.
 - iv. Deliver economic benefits associated with sport tourism, attracting skilled or creative workers to choose a community as their desired place to live, and developing future leaders within the community.

5. Transportation Master Plan 2013

- a. Studies
 - i. Future Conditions Review
 - ii. Transportation Network Options
 - iii. Operations and Safety Review
 - iv. Traffic Signal Progression
 - v. Analysis of Traffic Signals
 - vi. Walking and Cycling Needs Assessment
 - vii. Bicycle Signage and Pavement Markings
 - viii. Sidewalk Priority Plan

6. Cultural Master Plan 2014-2019

a. Vision

- i. Broad community awareness of the town's cultural resources contributes to strong community support for cultural groups and activities
- ii. Aurora embraces a vision of a living heritage connecting past and present and encompassing the many diverse cultural traditions in the community
- iii. Aurora's vibrant downtown is the social and cultural hub of the community and a strong symbol of community identity
- iv. Cultural activities and amenities are magnets attracting talent and investment in a vibrant creative economy
- v. Aurora's creative cultural industries are major economic drivers in the local economy
- vi. A 'culture of design' infuses decisions, producing a town that boasts a vital downtown and beautiful place throughout the community
- vii. Aurora is a tourism destination based on its rich heritage and the vitality of its culture community
- viii. The Municipality of Aurora is recognized as a leading municipality integrating culture into all facets of planning and decision-making

b. Principles

- i. Adopt a collaborative approach to cultural development supported by sustained communication and collaboration between the Municipality and cultural groups, the public and voluntary sectors and other levels of government
- ii. Ensure cultural resources and opportunities are considered in all areas of planning and decision-making in the Municipality
- iii. Provide cultural opportunities, resources and activities that are accessible to resident of all ages, abilities, ethnicities, and economic circumstances and across all parts of the community
- iv. Make the most efficient and effective use of the Municipality's resources ensuring accountability and value for money
- v. Strive for continuous innovation in cultural planning and development involving all stakeholders

6.0 Roles and Responsibilities

The development and continuous support of the Town's asset management program requires a wide range of duties and responsibilities. The following passages outline the persons responsible for these tasks:

1. Council

- i. Approve the AM policy and direction of the AM program through its approval of the Town's asset management plan
- ii. Maintain adequate organizational capacity to support the core practices of the AM program
- iii. Prioritize effective stewardship of assets in adoption and ongoing review of policy and asset management plan
- iv. Approve capital and operating budgets delivered by Staff

2. Leadership Team

- i. Development of policy and policy updates
- ii. Provide corporate oversight to goals and directions and ensure the AM program aligns with the Town's strategic plan
- iii. Ensure that adequate resources are available to implement and maintain core AM practices
- iv. Develop and monitor levels of service and make recommendations to Council
- v. Track, analyze and report on AM program progress and results
- vi. Provide organization-wide leadership in AM practices and concepts

4. Departmental Staff

- i. Utilize the new business processes and technology tools developed as part of the AM program
- ii. Participate in implementation task teams to carry-out AM activities such as the Capital Asset Management Steering Committee (CAMSC)
- iii. Implement and maintain defined capital asset levels of service
- iv. Manage budgets based on lifecycle activities and financial management strategies

5. Public

- i. Engage and voice level of service expectations and concerns to Council and Staff through surveys and public engagement opportunities
- ii. Understand dynamic relationship between performance, cost, and risk of assets to deliver desired services
- iii. Engage in discussions about strategic priorities and target levels of service for next 10 years

7.0 Key Principles

The Town shall consider the following principles as outlined in section 3 of the *Infrastructure for Jobs and Prosperity Act, 2015*, when making decisions regarding asset management:

1. Infrastructure planning and investment should take a long-term view, and decision-makers should consider the needs of citizens by being mindful of, among other things, demographic and economic trends.
2. Infrastructure planning and investment should consider any applicable budgets or fiscal plans.
3. Infrastructure priorities should be clearly identified in order to better inform investment decisions respecting infrastructure.
4. Infrastructure planning and investment should ensure the continued provision of core public services, such as safe drinking water and reliable transportation services.
5. Infrastructure planning and investment should promote economic competitiveness, productivity, job creation and training opportunities.
6. Infrastructure planning and investment should ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.
7. Infrastructure planning and investment should foster innovation by creating opportunities to make use of innovative technologies, services and practices, particularly where doing so would utilize technology, techniques and practices developed in Ontario.
8. Infrastructure planning and investment should be evidence based and transparent, and, subject to any restrictions or prohibitions under an Act or otherwise by law on the collection, use or disclosure of information,
 - i. investment decisions respecting infrastructure should be made on the basis of information that is either publicly available or is made available to the public, and
 - ii. information with implications for infrastructure planning should be shared between the Town and broader public sector entities and should factor into investment decisions respecting infrastructure.

9. Where provincial or municipal plans or strategies have been established in Ontario, under an Act or otherwise, but do not bind or apply to the Town, as the case may be, the Town should nevertheless be mindful of those plans and strategies and make investment decisions respecting infrastructure that support them, to the extent that they are relevant.
10. Infrastructure planning and investment should promote accessibility for persons with disabilities.
11. Infrastructure planning and investment should minimize the impact of infrastructure on the environment and respect and help maintain ecological and biological diversity, and infrastructure should be designed to be resilient to the effects of climate change.
12. Infrastructure planning and investment should endeavour to make use of acceptable recycled aggregates.
13. Infrastructure planning and investment should promote community benefits, being the supplementary social and economic benefits arising from an infrastructure project that are intended to improve the well-being of a community affected by the project, such as local job creation and training opportunities, improvement of public space within the community, and any specific benefits identified by the community.

2020 Final Repair & Replacement Capital Projects

Project #	Project Description	Amount Requested
Planning and Development Services		
Roads		
31054	Road Resurfacing - Industrial Pkwy S (Engelhard - Yonge St), Vandorf Sdrd (Ind Pkwy S - Bayview)	1,705,300
31118	Recon - Browning Cr., Johnson, Rd., Holman Cres., Baldwin Rd.	4,647,000
31119	Recon - Adair, Dr., Bailey Cres., Davidson Rd., Harriman Rd.	4,400,700
31124	Road Resurfacing - Henderson Dr	175,000
31178	Reconstruction of Poplar Crescent	2,960,000
Roads 2020 Repair and Replacement		\$ 13,888,000
Storm Sewer		
42064	Storm Sewer Outlet Cleanup	760,000
42075	Performance Monitoring of LID Controls	80,000
42079	Devlin Place Stream Rehabilitation	200,000
42083	Willow Farm Lane Stream Rehabilitation	150,000
Storm Sewer 2020 Repair and Replacement		\$ 1,190,000
Planning		
81025	GIS Scanner	10,000
Planning 2020 Repair and Replacement		\$ 10,000
Planning and Development Services 2020 Repair and Replacement		\$ 15,088,000
Community Services		
Facilities		
Library		
72431	Library - Rooftop HVAC Units	850,000
72432	Library - Fire Alarm Panel	21,000
72451	Library - Exterior LED Retrofit	31,400
72425	Library - Roofing	440,000
72429	Library - Repairs to elevator door system	10,200
		1,352,600
Aurora Family Leisure Centre		
72302	AFLC - Replacement of Arena Seating	51,200
72303	AFLC - Blinds for Pool Windows	25,600
72324	AFLC - Replace Hollow Metal Doors & Exterior Exit Doors	55,000
72328	AFLC - Replace Built Up Roofing above Arena Dressing Rooms	90,100
72441	AFLC - Pool Boiler Replacement	150,000
72455	AFLC, SARC - Transfer Stations - Accessibility Plan Implementation	25,000
		396,900
Stronach Aurora Recreation Complex		
72263	SARC - Cooling Evaporator Tower	90,000
72305	SARC - West roof Area - Window Sealant	10,200
72316	SARC - Replacement of Plumbing Fixtures	92,100
72450	SARC - Low - E Ceiling - Arenas	128,000
72456	SARC - Hoyer Lifts - Accessibility Implementation Plan	20,000
		340,300

Project #	Project Description	Amount Requested
Town Hall		
72201	TH - Workstation Refurbishment	250,000
72419	TH - Repair of concrete/stone walkways	33,500
		<u>283,500</u>
Other		
72452	Energy and Demand Management Plan Implementation	50,000
72453	Unplanned - Emergency Repairs Contingency	100,000
72454	Victoria Hall - Accessible Ramp - Accessibility Implementation	20,000
		<u>170,000</u>
22 Church Street		
72121	22 Church St - Brick Repairs	30,700
72192	22 Church St - Exterior Doors	90,800
72388	22 Church St - Repaint Interior Wall Surfaces	35,800
		<u>157,300</u>
Aurora Community Centre		
72172	ACC - Sport Flooring	73,900
72297	ACC - Ice Resurfacers Room Heater	20,500
72346	ACC - Reseal concrete floors	28,700
72347	ACC - Replacement of Suspended Ceiling in Lobby	26,900
		<u>150,000</u>
Central York Fire Service		
72381	CYFS 4-3 - Replace windows	28,800
72384	CYFS 4-3 - Replace Suspended Ceiling Panels	26,900
		<u>55,700</u>
Facilities 2020 Repair and Replacement		\$ 2,906,300
Community Services 2020 Repair and Replacement		\$ 2,906,300
Operational Services		
Parks		
73160	Emerald Ash Borer Management Program	235,000
73212	Playground Replacement - Taylor Park	175,000
73213	Playground Replacement - Harman Park	153,600
73232	Trail/Playground Redesign - Jack Wood Park	102,400
Parks 2020 Repair and Replacement		\$ 666,000
Roads		
34001	Christmas Decorations	50,000
34008	Roads Operations Infrastructure Inspection, Repair and Maintenance Programs	200,000
34616	Sidewalk/Engineered Walkway Reconstruction	200,000
Roads 2020 Repair and Replacement		\$ 450,000
Water & Sewer		
41013	Replace Vandorf Lift Station Pumps	50,000
Water & Sewer 2020 Repair and Replacement		\$ 50,000
Operational Services 2020 Repair and Replacement		\$ 1,166,000

Project #	Project Description	Amount Requested
Corporate Management		
Financial Services		
43038	Water Meter Replacement Program	511,900
Financial Services 2020 Repair and Replacement		\$ 511,900
Corporate Services		
Information Technology		
14047	Computer & Related Infrastructure Renewal	171,309
14070	Boardroom Audio/Video Equipment	50,000
Information Technology 2020 Repair and Replacement		\$ 221,309
Corporate Services 2020 Repair and Replacement		\$ 221,309
CAO		
12037	Town of Aurora Website	15,000
CAO 2020 Repair and Replacement		\$ 15,000
2020 Total Repair and Replacement Projects as Presented		\$ 19,908,509
CONDITIONALLY APPROVED		
Corporate Services		
Information Technology		
14075	Business Process Automation and Data Integration	105,000
Corporate Services 2020 Repair and Replacement - Conditionally Approved		105,000
2020 Total Repair and Replacement Projects		\$ 20,013,509

2020 Final Growth & New Capital Projects

Project #	Project Description	Amount Requested
Operational Services		
31176	Handheld Radios for Operations	10,200
73085	Arboretum Development	96,000
73169	Wildlife Park - Phase 3/4	1,000,000
73290	Tree Inventory for 2C	15,000
73323	Mattamy Phase 4/5 Trail	100,000
73327	DeGraaf Cres Trail	75,000
34003	Snow Plow Safety Enhancements Pilot Project	12,000
34006	Pave Snow Storage Facility at Lambert Willson Park	350,000
34009	Winter Road Monitoring System	15,000
Operational Services 2020 Growth and New		\$ 1,673,200
Planning and Development Services		
34637	Sidewalk - Leslie St - 600m north of Wellington to North Town Limit	1,216,100
Planning and Development Services 2020 Growth and New		\$ 1,216,100
Corporate Management		
Corporate Services		
14037	Joint Ops LAN Room & DR Site	10,000
14068	Wireless Upgrades and Enhancements	20,500
14072	Cityview Upgrade	92,100
Information Technology 2020 Growth and New		\$ 122,600
Corporate Services 2020 Growth and New		\$ 122,600
Community Services		
73324	Pet Cemetery Restoration	20,000
74015	Cultural Services Master Plan	20,000
74019	Active Net Scan System	20,000
72445	CYFS 4-3 - Pylon Sign	30,000
Community Services 2020 Growth and New		\$ 90,000
Fire		
21107	Fire Hall 4-5 Turn Out Gear	75,600
Fire 2020 Growth and New		\$ 75,600
2020 Total Growth and New Projects as Presented		\$ 3,177,500
CONDITIONALLY APPROVED		
Corporate Services		
13023	Access Aurora Telephony Project	51,200
14076	Digital Education Program	25,000
Community Services 2020 Growth and New - Conditional Approval		\$ 76,200
2020 Total Growth and New Projects		\$ 3,253,700

Attachment #6

2020 Final Studies & Other Capital Projects

Project #	Project Description	Amount Requested
Planning and Development Services		
81027	Municipal Heritage Register Review and Update	100,000
81031	Development Review Process and Fee Structure	75,000
81032	Town Wide Green Development Guidelines	50,000
Planning and Development Services 2020 Studies and Other		\$ 225,000
Community Services		
73329	Building Condition Assessment and Energy Audit	175,000
Community Services 2020 Studies and Other		\$ 175,000
Corporate Management		
Corporate Services		
13011	Emergency Response Plan Update and Continuation of Operations Plan	25,000
13015	Employee Engagement Survey - 2020	50,000
13026	Risk Management	30,000
13027	Job Hazard Assessment	30,000
Corporate Services 2020 Studies and Other		\$ 135,000
CAO		
12026	Organization Structural Review	25,000
CAO 2020 Studies and Other		\$ 25,000
Financial Services		
14077	Community Benefit Charge Study	100,000
Financial Services 2020 Growth and New		\$ 100,000
2020 Total Studies and Other Projects as Presented		\$ 660,000
CONDITIONALLY APPROVED		
Planning and Development Services		
42810	Climate Change Adaptation Plan	200,000
Planning and Development Services 2020 Studies and Other - Conditionally Approved		\$ 200,000
Corporate Services		
14073	Information Technology Strategic Plan Implementation	230,000
Corporate Services 2020 Studies and Other - Conditionally Approved		\$ 230,000
2020 Total Studies and Other Projects - Conditionally Approved		\$ 430,000
2020 Total Studies and Other Projects		\$ 1,090,000



**Motion for Which Notice Has
Been Given** (October 1, 2019)

Councillor Wendy Gaertner

Date: October 22, 2019
To: Mayor and Members of Council
From: Councillor Gaertner
Re: **Helping Urban Pollinators**

Whereas all plants require pollination in order to produce seed and fruit; and

Whereas insects are the most common pollinators, especially bees and butterflies; and

Whereas their natural habitat of meadows, grasslands and rural roadside design is diminishing due to urbanization, pesticides and the increasing effects of severe weather; and

Whereas this, and in particular the plight of the monarch butterfly, has caught the attention of our youth; and

Whereas Ms. Shillolo's class from Hartman Public School, in their current investigation of the Role of Government and Responsible Citizenship, is using the plight of the Monarch as an example of how citizens could work with their municipal government to make a difference; and

Whereas they have asked our Council to help make a welcoming garden "filled with milkweed and flowers"; and

Whereas this would be an wonderful example of political/public co-operation and environmental protection;

1. Now Therefore Be It Hereby Resolved That staff be directed to locate a space for this dedicated garden, to be planted this Fall or next Spring, in one of our parks or around one of our storm water ponds, preferably near Hartman Public School; and
2. Be It Further Resolved That the children be involved by the providing staff with their research from this education unit.



**Motion for Which Notice Has
Been Given** (October 15, 2019)

Councillor Rachel Gilliland

Date: October 22, 2019
To: Mayor and Members of Council
From: Councillor Gilliland
Re: **Declare Climate Emergency**

Whereas at least 457 Canadian municipalities have declared a "climate emergency"—in Ontario this includes Kingston, Hamilton, Ottawa, Burlington, Halton Hills, Greater Sudbury, St. Catharines, London, Vaughan, Prince Edward County, King, and Toronto; and

Whereas all of the cities who have declared climate change a state of emergency have established a goal of reducing Greenhouse Gases (GHG) by 80 per cent by 2050, per the Paris Accord; and

Whereas there is an urgent need to have a transformative action plan to reduce GHG to limit global warming to 1.5 degrees to avoid catastrophic climate change; and

Whereas climate change is currently affecting human habitats through rising sea levels and other extreme weather patterns; such as, hurricanes, intense heatwaves, frigid temperatures, ice storms, drought and flooding; and

Whereas climate change is currently threatening the survival of many species and other natural environments worldwide, stressing local and worldwide eco systems; and

Whereas climate change has a direct result of billions of dollars in property damage worldwide, negatively affecting local and global economies; and

Whereas local governments around the world have recognized the extreme emergency that climate change embodies and have expedited their own actions, and have called on provincial and national governments to strengthen action on climate change; and

Whereas the solutions for reducing GHG provides other positive impacts on health, social inequity and economy;

Motion for Which Notice Has Been Given
Re: Declare Climate Emergency
October 22, 2019

Page 2 of 2

1. Now Therefore Be It Hereby Resolved That the Town of Aurora officially “declare a climate emergency” for the purposes of naming and deepening our commitment to protecting our eco systems by identifying key criteria to help reduce our carbon footprint and protect our community from the impacts of climate change; and
2. Be It Further Resolved That staff be directed to prioritize the process of creating a Climate Action Plan, once the Region releases its climate action plan report, for the Town of Aurora focused on reducing emissions and adaptation at the community level; and
3. Be It Further Resolved That staff be directed to look for opportunities for economic growth, stimulation in the low-carbon economy, and cost benefits for all who consume energy; and
4. Be It Further Resolved That staff be directed to refer to other municipal and global initiatives and forums such as Global Covenant of Mayors for Climate and Energy and report to Council with more information.



**Motion for Which Notice Has
Been Given** (October 15, 2019)

Mayor Tom Mrakas

Date: October 22, 2019
To: Members of Council
From: Mayor Mrakas
Re: **Community Planning Permit**

Whereas the Province, in its revisions to the *Planning Act* through Bill 108, has provided by means for a new development approval framework, the Community Planning Permit (CPP) by-law, which combines three existing planning approvals such as zoning, site plan, and minor variances into one application submission and approval process; and

Whereas the role of the Community Planning Permit is to prescribe development standards and criteria for an area that are in keeping with the desires and expectations of the community; and

Whereas a Community Planning Permit provides greater certainty about how an area should see change through development while limiting amendments to the CPP by-law for five years; and

Whereas a CPP by-law contains provisions that regulate the use, size, height, lot coverage, and location of buildings on properties similar to a Zoning By-law; and

Whereas Community Planning Permit is a land use planning tool available to municipalities that is meant to streamline development approvals and promote collaborative and predictable community building and implement growth objectives; and

Whereas the downtown core has been identified as a significant area in the Town through the development of the Aurora Promenade plan;

1. Now Therefore Be It Hereby Resolved That staff be directed to amend the Aurora Official Plan to identify the Promenade Area as a proposed Community Planning Permit area as part of the Official Plan Review; and

Motion for Which Notice Has Been Given
Re: Community Planning Permit
October 22, 2019

Page 2 of 2

2. Be It Further Resolved That staff be directed to develop a by-law establishing a Community Planning Permit for the Promenade area for enactment and identifying the necessary resources required to implement a Community Planning Permit in a future report to Council.

The Corporation of the Town of Aurora

By-law Number XXXX-19

**Being a By-law to define the delegation policies and procedures
for The Corporation of the Town of Aurora.**

Whereas section 23.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality may delegate its powers and duties under the Municipal Act to a person or body subject to certain restrictions as set out in the Municipal Act;

And whereas paragraph 6 of subsection 270(1) of the Municipal Act provides that a municipality shall adopt and maintain policies with respect to the delegation of its powers and duties;

And whereas on December 11, 2007 the Town adopted a corporate policy regarding procedures for the delegation of Council's legislative and administrative authority;

And whereas it is deemed necessary to adopt a new policy by by-law with respect to the delegation of Council's legislative and administrative authority;

Now therefore the Council of The Corporation of the Town of Aurora hereby enacts as follows:

Part 1: Definitions, Principles, Purpose and Application

1. Definitions

1.(1) In this by-law and its schedules, the following words have the following meanings:

- (a) **"Administrative Powers"** means all matters required for the management of the Town that do not involve discretionary decision-making;
- (b) **"Agreement"** includes any contracts, memorandums of understanding, letters of intent, offers to purchase or sell, documents, forms, releases, retainers, reports, amendments, renewals or extensions required to give effect to the matter;
- (c) **"CAO"** means the person appointed as the Chief Administrative Officer for the Town pursuant to the Municipal Act;
- (d) **"Clerk"** means the person appointed as the Clerk for the Town pursuant to the Municipal Act and includes the Deputy Clerk;
- (e) **"Council"** means the Council of The Corporation of the Town of Aurora;
- (f) **"Delegate"** means a member of Town staff who has been delegated, by by-law, a power, duty or function of Council, in accordance with the provisions of this by-law and the Municipal Act;
- (g) **"Department"** means a department of the Town;

- (h) **“Department Head”** means a Director of the Town who is responsible for a Department, or its successor in title, and shall include the CAO with respect to his/her direct responsibilities for a Department;
- (i) **“Legislative Powers”** means all matters where Council acts in a legislative or quasi-judicial function including enacting by-laws, setting policies and exercising decision making authority;
- (j) **“Municipal Act”** means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, or successor legislation thereof;
- (k) **“Town”** means The Corporation of the Town of Aurora;
- (l) **“Town Solicitor”** means the Town Solicitor and includes a legal counsel acting under the direction of the Town Solicitor; and
- (m) **“Treasurer”** means the person appointed as the Treasurer for the Town pursuant to the Municipal Act and includes the Deputy Treasurer.

2. Schedules

- 2.(1) The following schedules attached (collectively referred to as the “Schedules”) shall be deemed to form part of this by-law:

Schedule “A” – General Delegations;

Schedule “B” – Development Related Matters;

Schedule “C” – Financial Matters;

Schedule “D” – Permits and Authorizations;

Schedule “E” – Real Property Matters; and

Schedule “F” – Legal Matters.

3. Delegation

- 3.(1) The delegation of a power, duty or function as set out in the attached Schedules to this by-law are hereby delegated to the Delegate or Delegates, subject to the restrictions and requirements, if any, in the column entitled, “Delegation Restrictions and Other Requirements”.
- 3.(2) Where more than one person is listed as a Delegate, the delegated authority may be exercised by any of such persons, provided that if any of such persons disagree as to whether or the manner in which to exercise the delegated authority the determination of the earlier listed person shall prevail.
- 3.(3) Any delegation of a power, duty or function by by-law to a Delegate includes a delegation of such power, duty or function to a person who is appointed by the CAO, acting in the place of the Delegate or selected from time to time by the Delegate to act in the capacity of the Delegate.

- 3.(4) Subject to subsection (3), a person to whom a power, duty or function has been delegated by bylaw has no authority to further delegate to another person any power, duty or function that has been delegated, unless such sub-delegation is expressly permitted by this or other by-law, and is in writing.
- 3.(5) Unless a power, duty or function of Council has been expressly delegated by Council or otherwise by any legislative act or body acting under legislative authority, all of the powers, duties and functions of Council remain with Council.
- 3.(6) Notwithstanding the powers, duties or functions delegated by this by-law, any matter may be referred to Council for consideration at the discretion of the Department Head, in consultation with the CAO.

4. Delegate Responsibilities

- 4.(1) In exercising any delegated power, the Delegate shall be responsible for ensuring:
 - (a) that any expenditure related to the delegated matter shall be provided for in the current year's budget and authorized by the Town's Procurement By-law;
 - (b) that any exercise of delegated authority shall not exceed the scope of the authority specified in this or any other by-law by which the delegation was effected;
 - (c) where required by the specific delegated authority, that a requisite report or communication is provided to Council advising of the exercise of a delegated authority and confirming compliance with the delegated authority and this policy;
 - (d) that all applicable policies regarding insurance and risk management shall be complied with; and
 - (e) that Council policies and guidelines are applied consistently and equitably.

5. Authority

- 5.(1) For the purpose of the Municipal Act, it is the opinion of Council that any Legislative Powers delegated pursuant to this by-law are of a minor nature having regard to the number of people, the size of geographic area and the time period affected by the exercise of each such power.

6. Conflict and Restrictions

- 6.(1) In the event of any inconsistency between this by-law and any other Town by-law or policy, any specific provisions setting out the scope and requirements associated with a delegated power set out in other Town by-laws shall prevail and any exercise of a delegated power pursuant to other Town by-laws shall not be invalidated or restricted by this by-law.

By-law Number XXXX-19

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- 6.(2) Notwithstanding the provisions of this by-law, all processes, decision-making and administrative management of the Town shall comply with any provincial or federal Act, or a regulation made under any such Act, and any instrument of a legislative nature.

Part 2: General Items

7. By-law Review

- 7.(1) This by-law shall be monitored and evaluated for effectiveness continuously by the CAO and shall be comprehensively reviewed upon specific request by Council.
- 7.(2) Council may continue to delegate powers, duties or functions after the passing of this by-law by by-law or Council resolution and the Clerk is hereby authorized to make amendments to this by-law in order to add said further authorized delegations.

8. Severability

- 8.(1) If any provision of this by-law or the application thereof to any person or circumstance is held to be invalid by a court of competent jurisdiction, the invalidity does not affect other provisions or applications of this by-law which can be given effect without the invalid provision or application, and to this end the provisions of this by-law are severable.

9. Short Title

- 9.(1) This by-law may be referred to as the "Delegation of Authority By-law".

10. Repeal

- 10.(1) The Delegation Policy, attached to General Committee Report No. ADM07-016, be and is hereby repealed.
- 10.(2) Schedule "A" of By-law Number 5802-16 and Schedule "A" of By-law Number 5969-17 be and are hereby repealed.
- 10.(3) By-law Number 4422-03.F, By-law Number 5365-11, By-law Number 5540-13, By-law Number 5634-14 and By-law Number 5858-16 be and are hereby repealed.

Enacted by Town of Aurora Council this 22nd day of October, 2019.

Tom Mrakas, Mayor

Michael de Rond, Town Clerk

Schedule "A" to By-law Number XXXX-19

General Delegations

#	Delegated Authority	Delegate	Delegation Restrictions and Other Requirements
1	Exercise general control and management of the affairs of the Town for the purpose of ensuring its efficient and effective operation and execute Agreements related thereto	CAO	In accordance with s. 229 of the Municipal Act and Job Description No. S221 Agreement to be in a form approved by the Town Solicitor
2	Develop, approve and implement administrative policies, procedures and practices in the exercise of authority under section 229 of the Municipal Act	CAO	None
3	Execute general operating Agreements and Agreements required by law	Department Head, or as further delegated by the Department Head	Power to delegate further must be in accordance with staff spending authorization limits Includes Agreements: <ul style="list-style-type: none"> • relating to the standard operations of the Department; • to carry out works within the scope of Council-approved projects; • or required under provincial or federal legislation. Agreement must not: <ul style="list-style-type: none"> • be related to acquisition or disposition of real property; • be related to a matter to which the Procurement By-law applies; or • impose financial or claim risks on the Town Agreement to be in a form approved by the Town Solicitor
4	Execute Agreements required to implement a Council approved decision, plan or program	Department Head, or as further delegated by the Department Head	Power to delegate further must be in accordance with staff spending authorization limits Council approval must be by Council resolution, by-law or policy The exercise of authority must be within limits of an approved decision, plan or program Agreement to be in a form approved by the Town Solicitor

#	Delegated Authority	Delegate	Delegation Restrictions and Other Requirements
5	Execute Agreements with other government bodies, public sector organizations or not-for-profit organizations	Department Head, or as further delegated by the Department Head	<p>Agreement may be:</p> <ul style="list-style-type: none"> • in relation to investigating joint projects or undertakings and sharing in resources; • revenue generating or revenue-neutral; • assist with effective delivery of services; • in the best interests of the Town. <p>Partnership must not:</p> <ul style="list-style-type: none"> • be related to acquisition or disposition of real property; • be related to a matter to which the Procurement By-law applies; or • impose financial or claim risks on the Town. <p>Agreement to be in a form approved by the Town Solicitor</p>
6	Enter into Municipal Road Access agreements with utility companies	Department Head, Engineering Services Division	Agreement to be in a form as approved by the Town Solicitor
7	Full power, duty, and authority to act as the “head” in accordance with Municipal Freedom of Information and Protection of Privacy Act (“MFIPPA”), which powers and duties shall include processing requests for information, responding to inquiries, and conducting appeals on behalf of the Town pursuant to MFIPPA	Clerk	In accordance with requirements set out in MFIPPA
8	Authority to execute any such documents or ancillary agreements as the Clerk may deem necessary to conduct an election, notwithstanding any provisions of the Procurement By-law	Clerk	None
9	Approve or deny Proclamations	Clerk	To be exercised in accordance with Proclamation Policy
10	Approve the flying of flags at half-mast in commemoration of a period of official mourning and solemn occasions	Clerk	To be exercised in accordance with the general principles of the Flag Protocol & Flag Raising Policy
11	Approve or deny any request to fly a Community Flag at a Town Facility	Clerk	To be exercised in accordance with Flag Protocol & Flag Raising Policy

#	Delegated Authority	Delegate	Delegation Restrictions and Other Requirements
12	Establish protocols between the Town and the Central York Fire Services (CYFS) to facilitate the flying of flags at half-mast at CYFS Facilities during periods of official mourning or the commemoration of other solemn occasions	Clerk	To be exercised in accordance with Flag Protocol & Flag Raising Policy
13	Declare an event to be of municipal significance	Clerk	To be exercised in accordance with Municipal Alcohol Policy – Policy No. 81
14	Amend the schedules of the by-law that appoints Municipal Enforcement Officers and Property Standards Officers (By-law No. 6055-18)	Clerk	At the request of the CBO or the Manager of By-law Services Prior to appointment, each candidate for appointment must hold the necessary legislated qualifications for the position to which they are to be appointed.
15	Amend delegation by-law where Council delegates further powers, duties or authorities	Clerk	Delegation must be by Council resolution, by-law or policy and in accordance with any restrictions set by Council or set out in the Council report
16	Waive, reduce, refund or otherwise vary fees or charges	Department Head	In accordance with the Policy CORP 16 - Fee Request Policy
17	Execute agreements with third parties in regard to private parking enforcement	Department Head, By-law Services	To be exercised in accordance with Report No. BBS11-007
18	Declare a significant weather event	Department Head, Roads Division or as further delegated by the Department Head	To be exercised in accordance with Council Report OPS19-001 and minimum maintenance standards
19	Designate construction zones on highways in accordance with subsection 128(8.1) of the Highway Traffic Act	Department Head, Roads Division or Department Head, Engineering Services Division	To be conducted in accordance with the requirements of the Highway Traffic Act

Schedule "B" to By-law Number XXXX-19

Development Related Matters

#	Delegated Authority	Delegate	Delegation Restrictions and Other Requirements
1	Approve site plans and drawings in the Stable Neighbourhood Study Area and execute Agreements related thereto	Department Head, Development Planning Services Division	The exercise of power to be conducted in accordance with the requirements of Site Plan Control By-Law No. 6106-18
2	Approve, waive or amend approval of minor site plan applications and execute Agreements related thereto	Department Head, Development Planning Services Division	In accordance with the requirements of Site Plan Control By-Law No. 6106-18, as amended Minor site plan applications include proposed development within the Business Park zone and not abutting an arterial road or Highway 404
3	Execute Agreements arising out of a major site plan, subdivision or condominium application, including any Agreements imposed by conditions	Department Head, Development Planning Services Division	Council approved the application Agreements to be in a form approved by the Town Solicitor
4	Approve or refuse part-lot control applications	Department Head, Development Planning Services Division	Lots or blocks to be divided are part of an approved subdivision or condominium application
5	Approve and execute Agreements required as a condition of approval by the Committee of Adjustment	Department Head, Development Planning Services Division	Summary report required, on a semi-annual basis, to General Committee
6	Grant assumptions or provide final acceptance of subdivisions and condominiums	Department Head, Engineering Services Division or as further delegated by the Department Head	All applicable departments shall be notified of the request for final acceptance and assumption prior to providing acceptance and assumption. To be done in accordance with the terms of the Agreement.
7	Receive and issue notices of receipt for Heritage Permit Applications	Department Head	Applies to properties designated as a heritage property pursuant to Part IV of the Ontario Heritage Act or to properties located within a heritage conservation district(s) pursuant to Part V of the Ontario Heritage Act Minor alteration requests may be forwarded to the Heritage Advisory Committee for review

#	Delegated Authority	Delegate	Delegation Restrictions and Other Requirements
8	Approve or refuse Heritage Permit Applications relating to minor alterations to a property and execute related Agreements	Department Head	<p>Applies to properties designated as a heritage property pursuant to Part IV of the Ontario Heritage Act or to properties located within a heritage conservation district(s) pursuant to Part V of the Ontario Heritage Act</p> <p>Does not apply to any alterations to a heritage attribute identified in the designation bylaw, whether considered minor or not</p> <p>Minor alterations include:</p> <ul style="list-style-type: none"> • Replacement of siding • replacement of siding; • cleaning or re-pointing of masonry; • replacement of windows or doors; • replacement/removal of minor architectural building elements including, without limiting the generality of the foregoing, shutters, door trims/frames, window trims/frames, soffits, and fascias; • structural repairs to existing structures and structural elements including, without limiting the generality of the foregoing, porches, chimneys, roofs, and exterior walls; • repairs and replacement of non-heritage structures on the property which can be seen from the street including, without limiting the generality of the foregoing, fences, patios, gardens, sheds, and gazebos; and • installation, replacement, or removal of commercial signage. <p>All approvals or refusals must be reported to the Heritage Advisory Committee for information purposes.</p>

#	Delegated Authority	Delegate	Delegation Restrictions and Other Requirements
9	Approve the application for, and order the creation of, interpretive wood plaques for heritage properties as part of the Heritage Advisory Committee education initiative and execute related Agreements	Department Head	None
10	Review, approve or reject applications for accepting and distributing salvage material as part of the Architectural Salvage Program	Department Head, or as further delegated by the Department Head	<p>Where an application adheres to the Program Guidelines set out in the Guide to the Architectural Salvage Program and no fees are involved as part of the transfer of the salvage material.</p> <p>The exercise of power to be conducted in accordance with the Guideline to the Architectural Salvage Program.</p> <p>All approvals or refusals must be reported to the Heritage Advisory Committee.</p>
11	Negotiate and execute Heritage Easement Agreements	Department Head, or as further delegated by the Department Head	<p>Applies to properties designated as a heritage property pursuant to Part IV of the Ontario Heritage Act or to properties located within a heritage conservation district(s) pursuant to Part V of the Ontario Heritage Act</p> <p>Agreement to be in a form approved by the Town Solicitor</p>
12	Execute any agreements to implement an Ontario Municipal Board or Local Planning Appeal Tribunal decision	Department Head, Development Planning Services Division	Agreements to be in a form approved by the Town Solicitor
13	Allocate servicing to developments approved in accordance with an Ontario Municipal Board or Local Planning Appeal Tribunal decision	Department Head, Policy Planning Services Division	Available capacity
14	Approve street names on an approved development application	Department Head, Development Planning Services Division	None

#	Delegated Authority	Delegate	Delegation Restrictions and Other Requirements
15	Negotiate and execute conditional building permit agreements	Chief Building Official	To be exercised in accordance with the Building Code Act, 1992
16	Provide submissions to the Alcohol and Gaming Commission of Ontario in regard to proposed retail store authorization applications for cannabis stores located in Town	Manager, Economic Development	<p>Based upon the following matters of public interest:</p> <ul style="list-style-type: none"> • That private cannabis retail stores not be permitted within 150 metres from daycares, nurseries, parks, group homes or addiction and counselling facilities, the Aurora Community Centre, the Aurora Family Leisure Complex, the Stronach Aurora Recreation Complex, the Aurora Public Library and Town Hall and any other similar public gathering uses; and • That private cannabis retail stores not be permitted within 150 metres of each other

Schedule "C" to By-law Number XXXX-19

Financial Matters

#	Delegated Authority	Delegate	Delegation Restrictions and Other Requirements
1	Administer, approve and renew, amend or terminate Town funding, financial incentive, compensation or subsidy and to execute any related Agreements	Treasurer or Department Head, or as further delegated by the Department Head	Must be related to an activity, program, construction, event or other expense Must be within approved budget To be exercised in accordance with any policy or Council report relating to the funding, including reporting requirements to Council Agreement to be in a form approved by the Town Solicitor
2	Apply for federal, provincial or regional compensation, funding or other forms of subsidy on behalf of the Town, to execute any Agreements in relation to such grants and manage any such funds	Treasurer or Department Head, or as further delegated by the Department Head	Applications must be related to a Town program, operation, approved capital project or new capital initiatives for proposed projects or undertakings which have been the subject of Committee or Council reports in the 24 months prior to the application submission. Agreement to be in a form approved by the Town Solicitor
3	Execute Agreements relating to management and distribution of grant funds received by the Town at no cost to the Town	Treasurer	Council approved funding through annual budget or Council resolution Agreement to be in a form approved by the Town Solicitor and in accordance with any conditions and requirements attached to the grant funds
4	Sign cheques issued by the Town upon the Town's general bank account	Treasurer AND either CAO; Town Solicitor; or Clerk; or Department Head	If amount of cheque is less than \$50,000.00, then signature may be written or engraved, lithographed, printed or otherwise mechanically or electronically reproduced (cheques over \$50,000 must be signed manually)
5	Authorize, prior to transmission, electronic payments for the payment of vendors through the Accounts Payable system issued by the Town upon the Town's general bank account	Treasurer AND Either CAO; Town Solicitor; or Clerk; or Department Head	None

#	Delegated Authority	Delegate	Delegation Restrictions and Other Requirements
6	Pre-authorize documents for singular or recurring out-bound electronic payments by the Town upon the Town's general bank account	Treasurer AND Either CAO; Town Solicitor; or Clerk; or Department Head	None
7	Authorize, prior to transmission, all electronic payments for recurring payroll through the Town's payroll system issued by the Town upon the Town's general bank account	Either: Payroll Co-ordinator or Accounting Supervisor AND Treasurer	None
8	Open accounts and establish business relationships with banks or investment brokers for the purposes of purchasing, trading and holding financial investments, and to execute Agreements related to same	Treasurer	Investment brokers or banks must be pre-approved in writing with the Town's lead bank
9	Purchase or sale of financial investments and all wire transfers of funds from the Town's general bank account	Financial Analyst OR Manager of Financial Planning – Deputy Treasurer AND Treasurer, or Manager of Accounting & Revenues – Deputy Treasurer; or Manager of Financial Planning – Deputy Treasurer (provided not first approver)	Investment brokers or banks must be pre-approved in writing with the Town's lead bank Approved in writing and using the secured wire payments facility of the Town's bank
10	Purchase foreign currency payment instruments	Treasurer	None
11	Sign any Agreements related to minor payments from the Town's general bank account	Treasurer	Transaction shall not exceed \$5000 Purpose of transaction is documented Payment may not be to any employee of the Financial Services Department

#	Delegated Authority	Delegate	Delegation Restrictions and Other Requirements
12	Execute Agreements related to conducting or facilitating daily financial transactions, including banking and related Agreements	Treasurer	None
13	Open bank accounts to the credit of the Town with the Town's approved bank	Treasurer	A report to Council must be made within sixty (60) days of the opening of the account
14	Transfer funds between Town accounts to properly manage the Town's financial affairs	Treasurer	None
15	Initiate and file notices of tax or assessment appeals, including Requests for Reconsideration, to resolve, mediate, settle or withdraw any appeal for any property in Town with the Assessment Review Board and to attend before the Assessment Review Board on property tax or assessment matters as a party, whether filed by the Town or another person or entity.	Treasurer or delegated to Manager of Accounting and Revenues	None
16	Execute minutes of settlement arising out of any appeal at the Assessment Review Board.	Treasurer or Manager of Accounting and Revenues	The minutes of settlement have to be, in the opinion of the Treasurer, in the best interests of the Town and in a form approved by the Town Solicitor
17	Write off interest and penalties added to trade account receivable balances as a result of administrative errors	Treasurer or Manager of Accounting and Revenues	Interest and penalties to not exceed \$10,000 Summary report required, on an annual basis
18	Write off of uncollectible taxes in accordance with the provisions of section 354 of the Municipal Act	Treasurer or Manager of Accounting and Revenues	In accordance with the provisions of section 354 of the Municipal Act
19	Prepare and administer appropriate write-off procedures and best practices relating to receivable accounts deemed uncollectable	Treasurer or Manager of Accounting and Revenues	Up to a maximum of \$10,000 per account

#	Delegated Authority	Delegate	Delegation Restrictions and Other Requirements
20	Spend in advance of the approval of the annual budget	Treasurer	Spending authority equivalent to six months of previous year's approved budget No new expenditures, no enhancements or new spending is permitted prior to the approval of the new budget
21	Transfer funds and budget between Town Accounts, if required, to properly manage the Town's financial affairs	Treasurer	Summary report to Council required and no impact to tax levy and service levels
22	Make technical adjustments to the annual approved capital and operating budget based on business needs and good accounting practices	Treasurer	None
23	Establish new reserve funds as a result of the approved annual budget	Treasurer	None
24	Close any capital project deemed complete including the adjustment to project funding to return or draw from originating funding sources	Treasurer	Summary report required, on an annual basis
25	Increase a capital project's approved budget and transfer funds between approved capital projects for this purpose	Treasurer	Increase an approved capital project budget to a maximum of 10% of its original approved budget. A maximum of 10% of similar funding may be transferred from another existing approved capital project budget to another project Amount of funding must be available within another approved capital project
26	Discharge loan Agreements and mortgages registered on properties located within the Town	Treasurer	None
27	Divide Town-owned land which is assessed in one block into two or more parcels or apportion unpaid taxes on land among parcels, including holding the required hearing under the Municipal Act	Treasurer or Manager of Accounting and Revenues	Within the limitations prescribed by s.356, Municipal Act

#	Delegated Authority	Delegate	Delegation Restrictions and Other Requirements
28	All powers and duties of the Treasurer with respect to the collection of taxes	Treasurer or Manager of Accounting and Revenues	Within the limitations prescribed in ss.357, 358, 359
29	Reduce, waive or cancel late payment charges, penalties and interest on overdue tax accounts	Treasurer or Manager of Accounting and Revenues	Up to \$500.00 may be waived at the discretion of the Treasurer in support of customer service Where interest, penalties or charges result from inadvertent late payment for a period less than 14 days, the Treasurer may waive, reduce or cancel charges without limitation
30	Exercise the powers of Treasurer under the Municipal Act	Treasurer	In accordance with any requirements in the Municipal Act

Schedule “D” to By-law Number XXXX-19

Permits and Authorizations

#	Delegated Authority	Delegate	Delegation Restrictions and Other Requirements
1	Approve, amend, refuse, execute or refund facility licenses, permits or Agreements for occupancy on a short term basis in recreational facilities or lands	Manager, Business Services, or as further delegated by the Manager	Permits and Agreements are to be in a form approved by the Town Solicitor
2	Grant, refuse or grant with conditions a Facility Permit for an event requiring a Special Occasion Permit	Department Head, Business Services Division, or as further delegated by Department Head	To be exercised in accordance with Municipal Alcohol Policy – Policy No. 81
3	Issue or refuse pool enclosure permits	Chief Building Official	To be exercised in accordance with the requirements of the Fence By-law No. 4753-05.P
4	Issue or refuse fill permits for up to one-thousand cubic meters (1,000 m ³) of fill	Chief Building Official	To be exercised in accordance with the requirements of the Fill Control By-law No. 4751-05.P
5	Issue or refuse model home permits and to execute model home agreements	Chief Building Official	Issued in accordance with Model Home Policy 07-08
6	Cause a property to be repaired or demolished in accordance with a Property Standards Order	Department Head, By-law Services Division or as further delegated by the Department Head	To be exercised in accordance with the requirements of the Building Code Act and any relevant regulations
7	Issue, renew, impose conditions, cancel, revoke or decline to issue permits, and enter into Agreements for the Farmers Market and Artisan Fair	Department Head, By-law Services Division or as further delegated by the Department Head	Power and further delegation is to be exercised in accordance with the requirements of the Farmers Market and Artisans Fair By-law No. 6092-18
8	Issue, renew, impose conditions, cancel, revoke or decline to issue permits, and enter into Agreements for a sign	Department Head, By-law Services Division or as further delegated by the Department Head Or Chief Building official	Power and further delegation is to be exercised in accordance with the requirements of the Sign By-law No. 5840-16, as amended by By-law No. 6058-18
9	Authorize sign variances	Chief Building Official	To be exercised in accordance with the requirements of the Sign By-law No. 5840-16, as amended by By-law No. 6058-18

#	Delegated Authority	Delegate	Delegation Restrictions and Other Requirements
10	Issue, revoke, suspend and regulate business licences	Licensing Officer	To be exercised in accordance with the requirements of the Licensing By-law No. 5630-14
11	Issue, renew, impose conditions, cancel, revoke or decline to issue permits, and enter into Agreements for pet tags	Department Head, By-law Services Division or as further delegated by the Department Head	Power and further delegation is to be exercised in accordance with the requirements of the Animal Services By-law No. 6197-19
12	Issue parking permits for spaces at Town Hall and Town Park	Manager, Customer Service	To be exercised in accordance with the requirements of Council Report BBS15-017
13	Temporarily waive parking restrictions for special events	Department Head, By-law Services Division or as delegated by the Department Head	To be exercised in accordance with the requirements of Council Report BBS15-017
14	Grant exemptions for section 3, 10 & 11 of Schedule B of the Noise By-law	Department Head, By-law Services Division or as delegated by the Department Head	To be exercised in accordance with the requirements of the Noise By-law No. 4787-06.P
15	Approve or deny a request to set off fireworks for special events other than Victoria Day and Canada Day	Department Head, By-law Services Division or as delegated by the Department Head	Proof of insurance required as approved by the Town Solicitor
16	Provide written authorization to the Fire Chief in regard to the issuance of a Display Fireworks Permit for an event	Department Head, By-law Services Division or as delegated by the Department Head	None
17	Temporarily close highways for social, recreational, athletic, community, or filming purposes or combination of such purposes	Clerk	To be exercised in accordance with the requirements of By-law No. 4750-05.T
18	Temporarily close highways for the construction, repair, maintenance or improvement of such highway or portion thereof, or for any other cause deemed sufficient	Department Head, Roads Division or Department Head, Engineering Services Division	To be exercised in accordance with the requirements of By-law No. 4750-05.T
19	Issue, refuse, extend, suspend or revoke road excavation or road occupancy permits, including impose, alter or revoke conditions in the permit, give any associated notices and execute any related Agreements	Department Head, Roads Division, or as further delegated by Department Head	To be exercised in accordance with the requirements of the Excavation and Installation on Highways By-law No. 5733-15

#	Delegated Authority	Delegate	Delegation Restrictions and Other Requirements
20	Issue or refuse topsoil permits	Department Head, Engineering Services Division	To be exercised in accordance with the requirements of the Topsoil Removal By-law No. 3399-92
21	Approve or refuse sewer connections and disconnections to municipal sewage works	Department Head, Engineering Services Division, or as further delegated by the Department Head or Department Head, Water/Wastewater Division, or as further delegated by Department Head	In accordance with the requirements of the Sewer Use By-law No. 5518-13
22	Execute Sewer Service Agreements relating to investigation of sewer blockages and to undertake corrective measures	Department Head, Water/Wastewater Division	In accordance with the requirements of the Sewer Use By-law No. 5518-13
23	Approve or refuse planting of trees on the municipal boulevards	Department Head, Parks Division	To be conducted in accordance with the requirements of the Boulevard Tree By-law No. 4734-05.P
24	Remove trees from municipal highways and to provide any required notices	Department Head, Parks Division	Removal of trees and provision of notice to be done in accordance with the requirements of Boulevard Tree By-law No. 4734-05.P
25	Post signage of permission, regulation, restriction, warning or prohibition with respect to uses of or activities in any park	Department Head, Parks Division	To be conducted in accordance with the requirements of the Parks and Public Spaces By-law No. 4752.05.P
26	Approve or refuse permits to access parks for short-term use and execute any related Agreements	Department Head, Parks Division, or as further delegated by the Department Head	To be exercised in accordance with the Aurora Parks and Property By-law No. 4752-05.P Term shall not exceed one (1) year Securities to be obtained at the discretion of the Department Head Agreement shall be in a form approved by the Town Solicitor
27	Approve or refuse permits to install a gate on a fence line abutting Town owned	Department Head, Parks Division, or as further	To be exercised in accordance with the Aurora Parks and Property By-law No. 4752-05.P

#	Delegated Authority	Delegate	Delegation Restrictions and Other Requirements
	property	delegated by the Department Head	
28	Approve or deny requests to fly Remotely Piloted Aircraft Systems (RPAS) "Drones" while in a park or public space	Department Head, Business Services Division or as further delegated by the Department Head	Process to be determined by Delegate and must include insurance requirements approved by the Town Solicitor
29	Close off parks, or parts thereof, to relieve/prevent overcrowding and traffic congestion, or in the interests of public safety	Department Head, Parks Division	To be conducted in accordance with the requirements of the Parks and Public Spaces By-law No. 4752.05.P
30	Any regulations re: Roadways in Parks	Department Head, Parks Division	To be conducted in accordance with the requirements of the Parks and Public Spaces By-law No. 4752.05.P
31	Grant exemptions for the continuous pouring of concrete that cannot be interrupted once operations have commenced	Department Head, By-law Services Division or as delegated by the Department Head	To be exercised in accordance with the requirements of the Noise By-law No. 4787-06.P

Schedule "E" to By-law Number XXXX-19

Real Property Matters

#	Delegated Authority	Delegate	Delegation Restrictions and Other Requirements
1	Approve and execute Agreements for occupancy of space on a short term basis in recreational facilities or on Town owned lands	CAO	The authority is limited to the following circumstances: <ul style="list-style-type: none"> • term shall not be for a period longer than one (1) year • the lease/license shall be on the terms and conditions and in the form satisfactory to the Town Solicitor
2	Negotiate and execute easements or permission to enter agreements and any associated Agreements with other levels of government, public sector agencies and private property owners	Department Head or Town Solicitor	Where required for municipal purposes or Town approved projects Agreement to be in a form approved by Town Solicitor
3	Convey transfers, grant easements or licences over Town owned lands and any associated Agreements with other levels of government public sector agencies and private property owners	Town Solicitor	Transfer, easement or licence <ul style="list-style-type: none"> • is minor in nature; • is for the purpose of providing a right of access, utility, telecommunications, services, conservation or other municipal purpose; • will not substantially interfere with the utility or value of Town lands; or • will have a value of up to \$5000.00 Agreement to be in a form approved by Town Solicitor
4	Release easements over Town owned land where the easement is no longer required for municipal purposes	Town Solicitor	No consideration to release easement, except for processing fees chargeable under the Fees and Charges By-law
5	Execute electronic forms for the registration of any documents that have already been executed on behalf of the Town	Town Solicitor, or as further delegated by the Town Solicitor	None
6	Authorize the registration of all documents releases and discharges, including the electronic registration of documents related to real property matters	Town Solicitor	None

#	Delegated Authority	Delegate	Delegation Restrictions and Other Requirements
7	Negotiate and execute Agreements, undertakings, certificates, declarations and similar documents required for the completion of any transaction involving the purchase, sale or exchange of any interest in land	CAO or Town Solicitor	Council approval obtained by Council resolution, by-law or policy Agreements to be in a form approved by the Town Solicitor
8	Approve extension of the closing date of purchase and sale transactions and execute any related Agreements	Town Solicitor, in consultation with the Department Head	None
9	Execute by electronic means any documents requiring registration that relate to a transaction involving the purchase, sale or exchange of any interest in land	Town Solicitor, or if execution by a lawyer is not required, Law Clerk acting under the direction of the Town Solicitor	Transaction has been approved by Council

Schedule "F" to By-law Number XXXX-19

Legal Matters

#	Delegated Authority	Delegate	Delegation Restrictions and Other Requirements
1	Accept service of any legal document on behalf of the Town	Town Clerk	None
2	Take all necessary steps to defend claims and any Local Planning Appeal Tribunal matters	Town Solicitor	In accordance with Council instructions or the requirements of the Litigation and Claims Policy No. 52
3	Call an emergency Special Council Meeting	Town Solicitor	Where time is of the essence in dealing with a claim Upon a minimum of 24 hours notice
4	Commence small claims court matter to recover costs incurred or paid out by the Town	Town Solicitor	To be conducted in accordance with the requirements of the Litigation and Claims Policy No. 52
5	Commence any legal proceeding on behalf of the Town so that a limitation period or other time restriction does not expire or in an emergency to protect the Town's interest	Town Solicitor, in consultation with the CAO or relevant Department Head	Town Solicitor must bring a report at the next available Closed Session Council meeting to seek instructions to continue the proceeding
6	Commence cross-claims, third-party claims or counterclaims and defendant's claims	Town Solicitor	Town Solicitor must bring a report at the next available Closed Session Council meeting, unless costs are incurred by the Town's insurer
7	Retain external legal counsel to provide legal opinions or legal expertise for a particular matter and execute associated Agreements	Town Solicitor	Amount not to exceed \$50,000.00, excluding HST and disbursements Retainer is to be in accordance with the requirements of the Litigation and Claims Policy No. 52
8	Retain external legal counsel, necessary consultants or expert witnesses for Local Planning Appeal Tribunal matters and execute associated Agreements	Town Solicitor	Total amount to not exceed \$50,000.00, excluding HST and disbursements Retainer is to be in accordance with the requirements of the Litigation and Claims Policy No. 52
9	Settle uninsured claims and execute associated Agreements	Town Solicitor	Settlement amount does not exceed \$25,000, exclusive of costs To be conducted in accordance with the requirements of the Litigation and Claims Policy No. 52

#	Delegated Authority	Delegate	Delegation Restrictions and Other Requirements
10	Settle insured claims by or against the Town that are below the Town's deductible and execute associated Agreements	Town Solicitor, or as further delegated by the Town Solicitor	Power to delegate further must be in accordance with staff spending authorization limits To be conducted in accordance with the requirements of the Litigation and Claims Policy No. 52
11	Settle insured claims by or against the Town that are above the Town's deductible and execute any associated release documents	Town Solicitor	Upon recommendation of the Town's insurance provider or its lawyer

The Corporation of the Town of Aurora

By-law Number XXXX-19

Being a By-law to regulate cross connections and backflow prevention in private plumbing systems as required to protect the Town of Aurora drinking water system from contamination.

Whereas section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that The Corporation of the Town of Aurora (the "Town") may pass by-laws relating to public utilities, including matters affecting water distribution, and for the purposes related to health, safety and well-being of persons;

And whereas subsection 11(1) of the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32, as amended, requires every owner of a municipal drinking water system to ensure that all water provided by the system meets the requirements of drinking water quality standards and that the drinking water system is operated in accordance with the *Safe Drinking Water Act, 2002*;

And whereas Part 7 (Plumbing) of the Building Code (as defined in this by-law) requires potable water systems to be protected from contamination;

And whereas contamination of the Town's drinking water system can arise as a result of a backflow incident from a private plumbing system that is attached to the Town's municipal drinking water system and such contamination of the municipal drinking water system can have an adverse impact on the health, safety and well-being of the users of the Town's drinking water;

And whereas the Town desires to put mechanisms in place so as not to permit the discharging of a contaminating substance into the municipal drinking water system;

Now therefore the Council of The Corporation of the Town of Aurora hereby enacts as follows:

1. Short Title

1.(1) This by-law shall be known and may be cited as the "Backflow Prevention By-law".

2. Definitions

2.(1) The following words as set out in this by-law shall have the following meanings:

- (a) **"Authorized Functions List"** means the list of functions and the persons with the required qualifications authorized to carry out such functions as set out in Schedule "A" of this by-law;

- (b) **“auxiliary water supply”** means any water source or system, other than the Town’s drinking water system, that may be available in a building or structure on any property;
- (c) **“backflow”** means the flowing back of or reversal of the normal direction of the flow of water;
- (d) **“backflow preventer”** means a device or a method that prevents backflow in a water distribution system and includes, but is not limited to, a reduced pressure principle assembly, a dual check valve and a double check valve;
- (e) **“building”** shall have the same meaning as set out in Building Code Act and includes anything constructed or built permanently or temporarily which is connected, or where such a connection is proposed, to the Town’s drinking water system;
- (f) **“Building Code”** means the regulations, as amended from time to time, made under section 34 of the Building Code Act;
- (g) **“Building Code Act”** means the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended or successor thereto;
- (h) **“Commercial”** means any property that is classified as a Commercial property pursuant to the property assessment system of the Municipal Property Assessment Corporation;
- (i) **“cross connection”** means any actual or potential connection between a potable water system and any source of pollution or contamination and includes any by-pass, jumper connection, removable section of pipe, swivel or changeover device and any other temporary or permanent connecting arrangement through which backflow may occur;
- (j) **“Cross Connection Control Survey”** means a report on the Town’s prescribed form, as amended from time to time, which shall include all cross connections identified, the existing method of protecting those cross connections and corrective measures, recommendations and a date for which each device will be installed;
- (k) **“CSA Standard”** means the document entitled B64.10-17/B64.10.1-17 – ‘Selection and installation of backflow preventers/Maintenance and field testing of backflow preventers’, as well as any other standards documents that are applicable to backflow prevention works, installation, testing and maintenance, published by the Canadian Standards Association, as amended or any successor thereof;
- (l) **“Director”** means the director assigned responsibility for water services for the Town or any person authorized by the aforesaid to act in his/her place;

- (m) **“drinking water system”** means a drinking water system as defined in the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32, as amended or successor legislation thereof;
- (n) **“Industrial”** means any property that is classified as an Industrial property pursuant to the property assessment system of the Municipal Property Assessment Corporation;
- (o) **“Institutional”** means any property that is classified as an Institutional property pursuant to the property assessment system of the Municipal Property Assessment Corporation;
- (p) **“minor hazard”** means any type of cross-connection or potential cross-connection that is, or creates, a minor hazard as defined in the CSA Standard;
- (q) **“moderate hazard”** means any type of cross-connection or potential cross-connection that is, or creates, a moderate hazard as defined in the CSA Standard;
- (r) **“Multi-Residential Building”** means a residential building that consists of six (6) or more one self-contained residential dwelling units, but does not include buildings that only consist of residential single-dwelling units that are solely attached to other residential units on the sidewall (such as semi-detached homes, townhomes or row houses) or single-dwellings that contain basement apartments or annexes;
- (s) **“Municipal Act”** means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended or successor thereto;
- (t) **“Municipal Law Enforcement Officer”** means a person appointed by the Town as a Municipal Law Enforcement Officer;
- (u) **“owner”** means any person, firm or corporation having control over property to which this by-law applies and includes the owner registered on the title of the property and any occupant of any building or structure on such property;
- (v) **“OWWA”** means the Ontario Water Works Association;
- (w) **“person”** includes a natural person, an association, a partnership or a corporation, and the heirs, executors, administrators or other legal representatives of a person to whom the context can apply according to law;
- (x) **“plumbing system”** means a plumbing system, as defined in the Building Code, that is not on Town property, not on the Town’s right of ways and not on the Town’s waterworks easements;
- (y) **“potable water”** means water that is intended for human consumption;

- (z) "**premise isolation**" means the isolation of a property's private plumbing system from the Town's drinking water system by installing a backflow preventer;
- (aa) "**Preventer Test Report**" means an inspection and testing report on the Town's prescribed form, as amended from time to time, of a backflow preventer containing the make, model, serial number, size, type, installation date, location and installation address and the test results;
- (bb) "**Preventer Test Tag**" means a tag, containing the make, model, serial number, size, type, location, installation date and address as well as test history of a backflow preventer;
- (cc) "**severe hazard**" means any type of cross-connection or potential cross-connection that is, or creates, a severe hazard as defined in the CSA Standard;
- (dd) "**structure**" means anything constructed or built permanently or temporarily which is connected, or where such a connection is proposed, to the Town's drinking water system;
- (ee) "**Tester's Certificate**" means an Ontario Water Works Association Cross Connection Control Specialist Certificate or an equivalent acceptable to the Director;
- (ff) "**Town**" means The Corporation of the Town of Aurora and includes its employees, enforcement officers, servants and agents;
- (gg) "**water meter**" means an apparatus at a property/building/structure used to record the amount of water supplied to such property/building/structure by the Town through the Town's drinking water system;
- (hh) "**water service line**" means a water line that supplies potable water to the property from the Town's drinking water system;
- (ii) "**Watermain Disinfection Procedure**" means the Province of Ontario procedure for disinfecting water mains as part of an addition, modification, replacement, extension, planned maintenance, or emergency repair in a drinking water system, as amended or successor thereto.

3. Application of By-law and Cross Connection Prohibition

- 3.(1) This by-law applies to all Industrial, Commercial and Institutional properties, and to all buildings and structures located on such properties, and to all properties on which Multi-Residential Buildings are located, or are proposed to be located, and to all buildings and structures located on such properties. Subject to subsection (2) and (3) below, this by-law does not apply to properties on which buildings of residential occupancy within the scope of Part 9 of the Building Code are located.

- 3.(2) Notwithstanding subsection (1), this by-law applies to any property, building and structure where a condition exists, or a condition is created or proposed to be put in place, on a property, building or structure that is determined by the Director to be hazardous or detrimental to the Town's drinking water system based on the risk of contamination of the drinking water system by such condition.
- 3.(3) Notwithstanding subsection (1), this by-law applies to any building and structure that has a connection, or where such a connection is proposed, to the Town's drinking water system and also to any:
- (a) auxiliary water supply,
 - (b) private well,
 - (c) lawn sprinkler or irrigation system, except for a lawn sprinkler or irrigation system connected to a building of residential occupancy within the scope of Part 9 of the Building Code, or
 - (d) fire protection system, except for a residential full flow through fire sprinkler system.
- 3.(4) No person or owner shall connect, cause to be connected, or allow to remain connected to the Town's drinking water system or any other potable water system any plumbing, piping, fixture, fitting, container, appliance, vehicle, machine or the like in a manner which may under any circumstance allow water, waste water or any other liquid, chemical or substance to enter such drinking water system or potable water system, except where suitable backflow prevention is provided in compliance with the provisions of this by-law.
- 3.(5) No person or owner shall connect, cause to be connected, or allow to remain connected any auxiliary water supply or private well to a plumbing system which is supplied by the Town's drinking water system, unless appropriate premise isolation is provided.
- 3.(6) In a situation where any requirements of the Ontario Building Code or other by-law or regulation conflict with the requirements of this by-law, the requirement that provides the highest amount of premise isolation shall apply.

4. Cross Connection Control Survey Requirement

- 4.(1) Every owner of a property, building or structure to which this by-law applies shall cause a Cross Connection Control Survey to be completed with respect to such property, building or structure, at the owner's expense, and submitted to the Town no later than March 31, 2020 and thereafter within thirty (30) days of each of the following situations:
- (a) on the fifth (5th) anniversary of the most recent survey;
 - (b) a new connection being made from the Town's drinking water system to the property, building or structure;

- (c) change of use or circumstances of a building or structure that has the effect of increasing, or has the potential to increase, the hazard level for a plumbing system from the most recent a Cross Connection Control Survey that applies to such a system;
 - (d) the circumstances or equipment to which a Cross Connection Control Survey applies changes or is modified that alters, or has the potential to alter, the information contained in the most recent Cross Connection Control Survey;
 - (e) the Director deeming that a Cross Connection Control Survey is required with respect to a building or structure and providing notice of such a request.
- 4.(2) A Cross Connection Control Survey shall be carried out for each water service line starting from the water meter to all plumbing in each building and structure linked to such meter and shall include any plumbing that bypasses the water meter.
- 4.(3) A Cross Connection Control Survey shall include any fire service main that is connected to the Town's drinking water system.
- 4.(4) A Cross Connection Control Survey shall indicate if the risk to the Town's drinking water system is a severe hazard, a moderate hazard or a minor hazard.
- 4.(5) Every person who completes a Cross Connection Control Survey shall provide a copy of such a survey to the owner of the premises that is subject to such a survey.

5. Temporary Watermain Connections

- 5.(1) Where a temporary watermain is connected to the Town's drinking water system, such as during installation of new or replacement watermains, backflow prevention shall be accomplished in accordance with the Watermain Disinfection Procedure by the person responsible for the temporary watermain.
- 5.(2) If a backflow preventer is required pursuant to 5(1), then it shall be installed, tested and certified in accordance with the requirements of this by-law.
- 5.(3) A building permit shall not be required for temporary watermain connections to the Town's drinking water system.

6. Installation of Backflow Prevention Devices

- 6.(1) Selection and installation of the backflow prevention device shall be in accordance with acceptable engineering practices, the requirements of the Building Code, the manufacturer's specification and the CSA Standard.
- 6.(2) Every person installing a backflow preventer or causing a backflow preventer to be installed or replaced shall ensure that:

- (a) such device is installed in accordance with acceptable engineering practices, the requirements of the Building Code, the manufacturer specifications, the CSA Standard and this by-law;
 - (b) such device is located in such manner as to prevent the contamination of the Town's drinking water system in the event of backflow from the plumbing system that is intended to be isolated by such backflow preventer;
 - (c) such device is installed in a building or structure and in such a way as to mitigate the potential for freezing;
 - (d) every owner shall ensure that every backflow prevention device on its property installed for premise isolation is a testable device;
 - (e) where such device is installed in respect of premise isolation, all piping between the water meter and such device does not exceed three (3) metres, except where circumstances require the device to be installed in an alternative location and such location is to the satisfaction of the Director;
 - (f) where such device is installed in respect of premise isolation, all piping between the water meter and such device shall have no connections and such piping shall be clearly and permanently labelled "no connections permitted";
 - (g) where such device is installed in respect of individual, area, source or zone isolation, all piping between the point of contamination or potential contamination and the point at which the device is located is labelled "non-potable water";
 - (h) a building permit is obtained from the Town prior installation of the backflow preventer except in cases where an exact replacement of an existing backflow preventer is being undertaken; and
 - (i) inspection of the installation of the backflow preventer is carried out in accordance with the requirements of the applicable building permit and the CSA Standard.
- 6.(3) Every owner of a property, building or structure to which this by-law applies shall ensure that such property, building or structure meets the backflow prevention device installation requirements of this by-law:
- (a) in a case of any property, building or structure to which this by-law applied on or before March 31, 2020 that does not have a backflow preventer installed and is required to have one pursuant to this by-law, no later than December 1, 2020;
 - (b) in a case of any property, building or structure to which this by-law did not apply on or before March 31, 2020 that does not have a backflow preventer installed and is required to have one pursuant to this by-law, no

later than ninety (90) days of the requirement to install a backflow preventer arising or December 1, 2020, whichever is later.

- 6.(4) Notwithstanding anything in this by-law, in a case where a property, building or structure does not have a backflow preventer installed, and there is no current or valid Cross Connection Control Survey as required under this by-law for such property, building or structure, the owner of such a property, building or structure shall install, or cause to be installed, a backflow preventer no later than ninety (90) days after a Cross Connection Control Survey was required to be provided to the Town or December 1, 2020, whichever is later.
- 6.(5) The Director has the right to shorten the date(s) identified in subsections (3) and (4) for a specific property if deemed by the Director to be necessary due to risk of contamination of the Town's drinking water system.
- 6.(6) Plumbing systems that only pose a minor hazard to the Town's drinking water system may be exempt from the requirement to install a backflow preventer, at the sole discretion of the Director.
- 6.(7) All costs related to the installation of backflow prevention devices and the maintenance of backflow preventers shall be the responsibility of the property owner on which such backflow preventer is located, or is to be located.

7. Persons Permitted to Carry out Work

- 7.(1) Only those persons that possess the required qualifications listed in the Authorized Functions List shall carry out the corresponding functions set out therein.
- 7.(2) In addition to required qualifications listed in the Authorized Functions List, the persons listed in the Authorized Functions List who are permitted to perform the Cross Connection Control Surveys or testing of backflow preventers shall also have and submit proof to the Town of the following qualifications, in a form satisfactory to the Director:
 - (a) a Tester's Certificate issued by the OWWA or an approved equivalent which has been issued or renewed within five (5) years prior to date of the submission of a Cross Connection Control Survey or a Preventer Test Report; and
 - (b) a current calibration certificate for the test equipment issued within the (12) twelve months prior to the date of submission of a Preventer Test Report.
- 7.(3) The proof of qualifications and test equipment calibration required under subsection (2) shall be submitted at the same time as a Cross Connection Control Survey or Preventer Test Report is submitted to the Town.
- 7.(4) Every owner who retains, or causes to be retained, a person to conduct any of the services permitted under the Authorized Functions List shall ensure that any such retained person is qualified to conduct such service(s).

8. Testing of Backflow Preventers

- 8.(1) Every owner who has a backflow preventer installed on his or her property shall ensure, at their expense, that:
- (a) the backflow preventer is maintained in a proper working condition;
 - (b) the backflow preventer is tested:
 - (i) when it is first installed and annually thereafter,
 - (ii) when it is cleaned, repaired, overhauled or relocated, and
 - (iii) when requested to be tested by the Director;
 - (c) when the backflow preventer is tested, a Preventer Test Report for such a test is completed and submitted to the Town within fifteen (15) days of such a test;
 - (d) when an initial Cross Connection Control Survey is completed and submitted to the Town on a backflow preventer that is in place prior to the passage of this by-law, a Preventer Test Report is submitted to the Town with such a Cross Connection Control Survey Report;
 - (e) in the event that the backflow preventer is malfunctioning or otherwise not in a proper working order, cause the backflow preventer to be repaired or replaced in compliance with this by-law and, if not otherwise identified in this by-law, in a timeframe specified by the Director; and
 - (f) whenever the backflow preventer is tested, a Preventer Test Tag is affixed to the device.
- 8.(2) Every person who tests a backflow preventer shall:
- (a) provide a legible Preventer Test Report to the owner of the property on which the tested backflow preventer is located;
 - (b) upon completing such test, supply, complete and affix a Preventer Test Tag to the backflow preventer or immediately adjacent to it on the piping connected thereto; and
 - (c) upon finding that such device is malfunctioning or otherwise not in a proper working order, immediately notify of such condition the owner of the property on which the tested backflow preventer is located and the Town.

9. Backflow Test Equipment Maintenance

- 9.(1) Every person who uses equipment to test backflow prevention devices, where required by the CSA Standard, shall ensure that all such equipment is verified and/or calibrated for accuracy. Proof of such verification and/or calibration shall

be presented to the Town upon request by the Director and in conjunction with the submission of a Preventer Test Report.

10. Additional Testing, Reports and Other Requirements

- 10.(1) Notwithstanding anything this by-law, the Town may at any time order an owner to conduct tests, provide reports, including a Cross Connection Control Survey or a Preventer Test Report, and undertake any other measures required for the prevention of backflow or protection of a cross connection, as deemed necessary by the Director.
- 10.(2) Every owner of a property, building or structure to which this by-law applies shall ensure that any reports required pursuant to this by-law shall be submitted to the Town within the timeframes specified in this by-law, or as otherwise specified by the Director.
- 10.(3) Every owner shall obtain, or ensure that it is obtained, a building permit pursuant to the Town's Building by-law prior to installing, modifying or performing any corrective action, or to removing a backflow preventer or any related plumbing.
- 10.(4) Where a timeframe is set out in this by-law for carrying out any action, the Director may, at his/her discretion, extend the time for compliance beyond the applicable timeframe.

11. Removal of Backflow Prevention Devices Prohibited

- 11.(1) No owner of a building or a structure in which a backflow preventer is installed shall cause or permit the removal of such device, or part thereof, unless:
 - (a) such removal is to replace the device with another device that meets the provisions of this by-law and such replacement is done in accordance with the provisions of this by-law; or
 - (b) such removal is due to change of the function of a building or structure into a category to which this by-law does not apply or that would not require a backflow preventer and such removal is approved by the Director.

12. Corrective Actions

- 12.(1) Every owner of property, building or structure shall take corrective actions on any deficiencies, or to address any recommendations, identified either on a Cross Connection Control Survey or on a Preventer Test Report for his or her property, building or structure in accordance with the timelines set out below, or otherwise outlined in this by-law:
 - (a) for properties where a backflow preventer is already installed and there is a severe hazard associated with such property, or cross connection, within thirty (30) days of the report that identifies the deficiency;
 - (b) for properties where a backflow preventer is already installed and there is a moderate hazard or a minor hazard associated with such property, or cross

connection, within ninety (90) days of the report that identifies the deficiency.

- 12.(2) Every owner of property, building or structure that undertakes corrective actions as required under subsection (1) shall provide to the Town an updated Cross Connection Control Survey or a Preventer Test Report, as applicable, within ten (10) days of the completion of the corrective action.

13. Administration and Enforcement

- 13.(1) The Director shall be responsible and is delegated the power to administer and enforce this by-law, including prescribing the content of any forms or other documents required under this by-law from time to time.

- 13.(2) The Director and Municipal Law Enforcement Officers of the Town are hereby delegated the authority to enforce this by-law, including the authority to conduct inspections pursuant to this by-law, the Municipal Act, as amended, and any other enacted applicable by-law or legislation.

- 13.(3) The Director is authorized to delegate responsibilities for the administration and enforcement of this by-law to any Town staff or external third parties deemed to be qualified and appropriate by the Director for such purposes.

14. Power of Entry, Inspections, Prohibitions

- 14.(1) A Municipal Law Enforcement Officer, or any other individual authorized to enforce this by-law on behalf of the Town, may at any reasonable time enter upon any land for the purpose of carrying out an inspection to determine whether the following are being complied with:

- (a) this by-law;
- (b) any direction or order under this by-law;
- (c) any condition on any report under this by-law; or
- (d) an order issued under section 431 of the Municipal Act.

- 14.(2) Where an inspection is conducted pursuant to this section, a Municipal Law Enforcement Officer or any other individual authorized to enforce this by-law on behalf of the Town, may:

- (a) require the production for inspection of documents or things relevant to the inspection;
- (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies and extracts;
- (c) require information from any person concerning a matter related to the inspection; and

- (d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purpose of the inspection.
- 14.(3) No person shall hinder or obstruct or attempt to hinder or obstruct the Town, its employees, officers or agents from carrying out any powers or duties under this by-law.
- 14.(4) No person shall contravene any order or direction issued by the Town pursuant to this by-law or the Municipal Act.
- 14.(5) Where a Municipal Law Enforcement Officer, or an individual authorized to enforce this by-law, has reasonable grounds to believe that an offence has been committed by any person, they may require the name, address and proof of identity of that person, and the person shall supply the required information.
- 14.(6) No person shall decline or neglect to give, produce or deliver any access, information, document or other thing that is requested by the Town pursuant to this by-law.
- 14.(7) No person shall knowingly make, participate in, assent to or acquiesce in the provision of false information in a statement, affidavit, application or other document prepared, submitted or filed under this by-law.

15. Orders

- 15.(1) Where the Director or any Municipal Law Enforcement Officer is satisfied that a contravention of this by-law has occurred, such Director or Municipal Law Enforcement Officer may make an order requiring that the person who caused or permitted such contravention, or the owner or occupier of the land on which the contravention occurred, to discontinue the contravening activity and/or to do work to correct the contravention.
- 15.(2) An order pursuant to this section shall set out the following:
 - (a) the municipal address and/or the legal description of the land or premises on which the contravention occurred;
 - (b) reasonable particulars of the contravention;
 - (c) what is required of the person subject to the order;
 - (d) the date by which there must be compliance with the order and/or, if any work is ordered, the date by which any such work must be done;
 - (e) if any work is required to be done, a statement that if such work is not done in compliance with the order and within a specified time period, the Town will have the work done at the expense of the person directed or required to do it; and
 - (f) information regarding the Town's contact person.

15.(3) An order pursuant to this section shall be deemed to have been received upon:

- (a) personal service of the order to the person being served;
- (b) the day after posting a copy of the order on the land on which the contravention took place; or
- (c) the fifth (5th) day after the order is sent by registered mail to the last known address of the owner of the land on which the contravention took place or the last known address of any other person in contravention of this by-law.

16. Remedial Action and Cost Recovery

16.(1) Wherever this by-law or an order issued under this by-law directs or requires any matter or thing to be done by any person within a specified time period, in default of it being done by the person directed or required to do it, the action may be taken under the direction of the Director or a Municipal Law Enforcement Officer at that person's expense and the Town may recover the costs incurred through a legal action or by recovering the costs in the same manner as taxes.

16.(2) For the purposes of taking remedial action under this section, the Town, its staff and/or its agents may enter, at any reasonable time, upon any lands on which a default to carry out a required thing or matter occurred.

16.(3) Without limiting anything in this by-law, if the Director or any Municipal Law Enforcement Officer is satisfied that contravention has occurred or is present on a property, such Director or Municipal Law Enforcement Officer may:

- (a) issue an order to the owner of such property to correct the issue at the owner's expense within a specified time period and if the order is not complied with, the Town may discontinue the supply of water from the Town's drinking water system to the plumbing system of such property until such issue is corrected, and/or;
- (b) without notice to the owner, discontinue the supply of water from the Town's drinking water system to the plumbing system of such property, where the Director, at his/her sole discretion, has determined that an immediate severe hazard exists that could result in contamination of the Town's drinking water system.

17. Offence

17.(1) Every Person who contravenes a provision of this by-law, including an order issued under this by-law, is guilty of an offence. If a corporation has contravened a provision of this by-law, including an order issued under this by-law, every director and officer who knowingly concurred in such a contravention is guilty of an offence.

17.(2) Pursuant to subsection 429(2) of the Municipal Act, all contraventions of this by-law or orders issued under this by-law are designated as multiple offences and continuing offences. If a contravention of any provision of this by-law has not

been corrected, or an order issued under this by-law has not been complied with, the contravention of such a provision or an order shall be deemed to be a continuing offence for each day or part of a day that the contravention remains uncorrected or an order not complied with. A multiple offence is an offence in respect of two (2) or more acts or omissions each of which separately constitutes an offence and is a contravention of the same provision of this by-law.

18. Fines

18.(1) On conviction of an offence under this by-law, every person is liable to a fine in accordance with the following rules pursuant to the Municipal Act:

- (a) to a fine of not less than \$500.00 and not more than \$100,000.00;
- (b) in the case of a continuing offence, for each day or part of a day that the offence continues, the minimum fine shall be \$250.00 and the maximum fine shall be \$10,000.00; despite paragraph (a), the total of all the daily fines for an offence is not limited to \$100,000.00;
- (c) in the case of a multiple offence, for each offence included in the multiple offence, the minimum fine shall be \$250.00 and the maximum fine shall be \$10,000.00, despite paragraph (a), the total of all fines for each included offence is not limited to \$100,000.00.

18.(2) In addition to fines under this section, a person convicted of an offence under this by-law may be liable to a special fine in the amount of the economic advantage or gain that such a person obtained from the contravention of this by-law. Notwithstanding section 13.1, a special fine may exceed \$100,000.00.

19. Presumption

19.(1) An owner of a property on which a contravention has occurred shall be presumed to have carried out or caused or permitted to be carried out the contravention, which presumption may be rebutted by evidence to the contrary on a balance of probabilities.

20. General Provisions

20.(1) If a court of competent jurisdiction declares any provision, or any part of a provision, of this by-law to be invalid or to be of no force and effect, it is the intention of the Town in enacting this by-law that such provision or part of a provision shall be severable, and such a decision shall not affect the validity of the remaining sections, subsections, clauses or phrases of this by-law.

20.(2) Section headings in this by-law are not to be considered part of this by-law and are included solely for the convenience of reference and are not intended to be full or accurate descriptions of the sections of this by-law to which they relate.

20.(3) The following Schedules attached to this by-law form and are part of this by-law;

- (a) Schedule "A".

20.(4) By-law Number 5645-14, as amended, be and are hereby repealed.

By-law Number XXXX-19

Page 15 of 16

Enacted by Town of Aurora Council this 22nd day of October, 2019.

Tom Mrakas, Mayor

Michael de Rond, Town Clerk

Schedule "A" to By-law Number XXXX-19

Authorized Functions List

Item	Authorized Function	Professional Engineer with Tester's Certificate	*Certified Engineering Technologist with Tester's Certificate	Licensed Master Plumber with Contractor's License and Tester's Certificate	** Journeyman Plumber with Tester's Certificate	***Apprentice Plumber with Tester's Certificate	Licensed Master Sprinkler and Fire Protection Installer with Tester's Certificate	**Journeyman Sprinkler and Fire Protection Installer with Tester's Certificate
1	Carry out Cross Connection Survey	YES	YES	YES	YES	YES	YES Within a Fire Protection Process System Only	YES Within a Fire Protection Process System Only
2	Install, Relocate or Replace Backflow Prevention Device	NO	NO	YES	YES	YES	YES Within a Fire Protection Process System Only	YES Within a Fire Protection Process System Only
3	Repair of Backflow Prevention Device	YES	YES	YES	YES	YES	YES Within a Fire Protection Process System Only	YES Within a Fire Protection Process System Only
4	Test Backflow Prevention Device	YES	YES	YES	YES	YES	YES Within a Fire Protection Process System Only	YES Within a Fire Protection Process System Only

* Required to be under the direction of a Professional Engineer.

** Required to be employed by a Licensed Plumbing Contractor or a Licensed Fire Sprinkler Contractor.

*** Required to be employed by a Licensed Plumbing Contractor and under the direct supervision of a Journeyman Plumber or Master Plumber.

The Corporation of the Town of Aurora

By-law Number XXXX-19

Being a By-law to amend By-law Number 6048-18, as amended, to impose interim controls on the use of land, buildings, or structures within certain areas of the Town of Aurora.

Whereas on January 30, 2018, the Council of The Corporation of the Town of Aurora (the "Town") enacted By-law Number 6048-18, as amended, to impose interim controls on the use of land, buildings, or structures within certain areas of the Town of Aurora;

And whereas the Council of the Town deems it necessary and expedient to amend By-law Number 6048-18, as amended, to remove the lands municipally known as 126 Wells Street, Aurora from the defined area on Schedule "A";

Now therefore the Council of The Corporation of the Town of Aurora hereby enacts as follows:

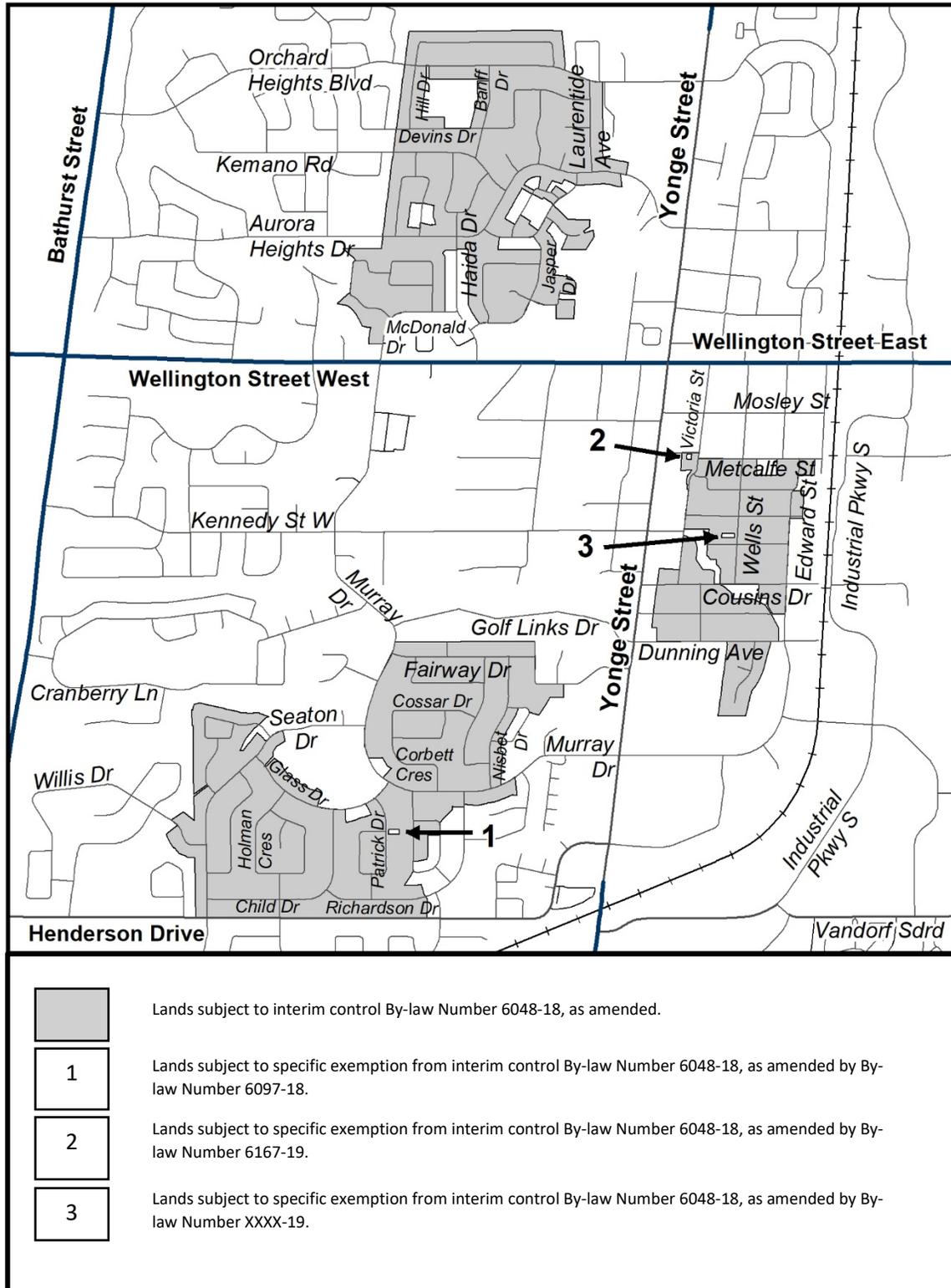
1. The lands municipally known as 126 Wells Street, Aurora be exempt from By-law Number 6048-18, as amended, to permit an addition to the existing dwelling.
2. Schedule "A" to By-law Number 6048-18, as amended, be and is hereby deleted and replaced with Schedule "A" attached hereto and forming part of this by-law.

Enacted by Town of Aurora Council this 22nd day of October 22, 2019.

Tom Mrakas, Mayor

Michael de Rond, Town Clerk

Schedule "A"



The Corporation of The Town of Aurora

By-law Number XXXX-19

**Being a By-law to confirm actions by Council
resulting from a Council meeting
on October 22, 2019.**

The Council of the Corporation of The Town of Aurora hereby enacts as follows:

1. That the actions by Council at its Council meeting held on October 22, 2019, in respect of each motion, resolution and other action passed and taken by the Council at the said meeting is hereby adopted, ratified and confirmed.
2. That the Mayor and the proper officers of the Town are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and to execute all documents as may be necessary in that behalf and the Clerk is hereby authorized and directed to affix the corporate seal to all such documents.

Enacted by Town of Aurora Council this 22nd day of October, 2019.

Tom Mrakas, Mayor

Michael de Rond, Town Clerk