



**Special Meeting
of Council
Agenda**

**Tuesday, March 31, 2020
7 p.m.**

**Council Chambers
(Via Video Conference)
Aurora Town Hall**



Town of Aurora Special Meeting of Council Agenda

Tuesday, March 31, 2020
7 p.m., Council Chambers (via Video Conference)

1. By-laws

Recommended:

That the following by-law be enacted:

- (a) **By-law Number XXXX-20** Being a By-law to amend By-law No. 6228-19, to govern the proceedings of Council and Committee meetings of the Town of Aurora.

2. Approval of the Agenda

3. Declarations of Pecuniary Interest and General Nature Thereof

4. Delegations

Note: At this time, the Municipal Offices are closed. This meeting will be live streamed at <https://www.youtube.com/user/Townofaurora2012/videos>. Residents who would like to provide comment on an agenda item are encouraged to provide their feedback in writing. Comments can be sent to Legislative Services at clerks@aurora.ca.

5. Consideration of Items Requiring Discussion

1. **CS20-006 – COVID-19 Staffing Implications
and Verbal Update from Chief Administrative Officer**

Recommended:

1. That Report No. CS20-006 be received; and

2. That the Verbal Update from Chief Administrative Officer be received for information.

6. By-laws

Recommended:

That the following by-laws be enacted:

- (b) **By-law Number XXXX-20** Being a By-law to amend By-law Number 6212-19, to define the delegation policies and procedures for The Corporation of the Town of Aurora.
- (c) **By-law Number XXXX-20** Being a By-law to amend Municipal Waterworks Distribution By-law Number 3305-91, as amended.
(Council Report No. FS19-032, Dec. 10, 2019)

7. Confirming By-law

Recommended:

That the following confirming by-law be enacted:

- By-law Number XXXX-20** Being a By-law to confirm actions by Council resulting from a Special Meeting of Council on March 31, 2020.

8. Adjournment

The Corporation of the Town of Aurora

By-law Number XXXX-20

Being a By-law to amend By-law Number 6228-19, to govern the proceedings of Council and Committee meetings of the Town of Aurora.

Whereas under subsection 238 (2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "*Municipal Act, 2001*"), every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

And whereas on December 10, 2019, The Corporation of the Town of Aurora (the "Town") enacted By-law Number 6228-19, being a by-law to govern proceedings at Council and Committee meetings;

And whereas on March 19, 2020 the Province of Ontario enacted the Bill 187, *Municipal Emergency Act, 2020* to amend the *Municipal Act, 2001* to enact subsection 238 (3.3) and subsection 238 (3.4) to permit meetings to be held electronically during an emergency declared pursuant to the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended (the "*Emergency Management and Civil Protection Act*");

And Whereas the World Health Organization has declared a worldwide pandemic regarding the Novel Coronavirus 19 (COVID-19);

And whereas on March 17, 2020, a Declaration of Emergency was made by the Province of Ontario pursuant to section 7.0.1 of the *Emergency Management and Civil Protection Act* related to COVID-19;

And whereas on March 18, 2020, a Declaration of Emergency was made by the Town pursuant to section 4 of the *Emergency Management and Civil Protection Act* related to COVID-19;

And whereas the Lieutenant Governor has issued Order-in-Council 520/2020, pursuant to the *Emergency Management and Civil Protection Act*, prohibiting all organized public events of over fifty people due to COVID-19;

And whereas the Town considers the protection of the health and safety of the public to be a paramount concern, and has suspended the operations of all Town facilities and services, other than those deemed essential for the welfare of the citizens of the Town of Aurora during the COVID-19 emergency;

And whereas the Town considers it desirable to put measures in place to ensure that urgent matters, where a Council decision is required, can still occur;

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

1. By-law Number 6228-19 be and is hereby amended by adding the following section:

"20.1 Emergency Meetings during a Declared Emergency

a) Interpretation

In this Section, the following shall apply, in addition to the definitions in Section 1 of this By-law:

- i) “Emergency” means any period of time during which an emergency has been declared to exist in all or part of a municipality by the Head of Council or the Province under sections 4 or 7.0.1 of the *Emergency Management Act*;
- ii) “Electronic Meeting” means a meeting called and held in full or in part via electronic means (including, but not limited to, audio teleconference, video teleconference, or via means of the internet), and with or without in person attendance;
- iii) “*Emergency Management Act*” means the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended.

b) Electronic Meetings

- i) A regular meeting or special meeting of Council may be conducted by Electronic Meeting during an Emergency, in accordance with this Section and any Emergency Electronic Meeting Protocol as may be approved.

c) Quorum and voting for an Electronic Meeting

- i) Members attending and present during an Electronic Meeting shall be counted for purposes of quorum at the commencement and at any point in time during the meeting, and shall be entitled to vote through a vote recorded by the Clerk as if they were attending the meeting in person.

d) Closed Session

- i) An Electronic Meeting may include a Closed Session, which shall be conducted in the absence of the public and in accordance with this Section.

e) Delegations In Writing

- i) An Electronic Meeting shall not permit public delegations, except by way of electronic submission received in advance of the meeting, which shall be submitted to the Clerk’s office in writing, preferably by email to clerks@aurora.ca prior to the start of the Electronic Meeting, and shall be provided to Members if received prior to the Electronic Meeting.

f) Application and Conflict

- i) Notwithstanding the foregoing, the Procedure By-law shall continue to apply to an Electronic Meeting held pursuant to this Section, except that this Section and any Emergency Electronic Meeting Protocol approved by Council and any

By-law Number XXXX-20

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Provincial legislation or order shall prevail to the extent of any conflict.”

2. By-law Number 6228-19 be and is hereby amended by adding the following appendix:

“Appendix “A” - Emergency Electronic Meeting Protocol”

Enacted by Town of Aurora Council this 31st day of March, 2020.

Tom Mrakas, Mayor

Michael de Rond, Town Clerk

Appendix "A"

Emergency Electronic Meeting Protocol

General

- The method and technology used for an Electronic Meeting in Open Session or Closed Session shall be determined by the CAO and Clerk, in consultation with the Mayor, based on advice and resources available from the Town's Information Technology staff and the prevailing circumstances and context for a meeting .
- The Mayor or Acting Mayor (or designate) shall lead the Electronic Meeting and be present from a designated meeting location supported by the Clerk (or designate), where possible.
- Attending Members are required to participate via video to ensure quorum is maintained throughout the Electronic Meeting, and for voting purposes.
- Members follow meeting leadership from the Mayor as Chair.
- The Chair is to announce each agenda item on the floor of the Electronic Meeting and shall maintain an orderly meeting process keeping Members informed.

Request to Speak and Speaker's List

- Any Member wishing to speak to an item on the floor must use the Electronic Meeting technology, or by some other means (text message to the Chair), to notify the Chair.
- The Chair shall keep a list, in order or request, of those Members who have asked to speak and shall call their name when the floor is turned over to them.
- The Chair shall ensure, before calling the vote, that all Members have had equal opportunity to participate in the debate.
- The Mayor may periodically confirm the remaining speakers on the list.

Member Speaking

- Based on the provisions in Section 22, each Member will have two (2) opportunities to speak to a particular item for five (5) minutes each.

Voting

- All votes shall be a recorded vote conducted by the Clerk, as directed by the Chair, unless Council decides otherwise.
- The Clerk will call each Member to record vote.
- The Clerk shall announce the result of all votes prior to moving to the next item.

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Member Conduct

- Each Member shall remain silent and attentive to the proceeding when not assigned the floor by the Chair.
- Each Member shall listen for their name to be assigned the floor to speak or to vote.
- Each Members shall take directions from the Chair in order to facilitate an effective, efficient and orderly Electronic Meeting.



**Town of Aurora
Council Report**

No. CS20-006

Subject: COVID-19 Staffing Implications
Prepared by: Techa van Leeuwen, Director of Corporate Services
Department: Corporate Services
Date: March 31, 2020

Recommendation

- 1. That Report No. CS20-006 be received for information.**

Executive Summary

The purpose of this report is to provide Council with information related to COVID-19 and the impacts on staffing.

- An operational plan has been developed that accommodates a remote workforce with some exceptions
- Employee concerns within the organization are broad and consistent across all employee groups
- All COVID19 related absenteeism are being monitored and tracked
- Human Resources is regularly communicating with our Municipal partners to share information, determine best practice and maintain a consistent approach where possible

Background

Early in March Staff began preparing for COVID-19 and establishing messaging for Council, employees and residents. By mid-March with increased cases of COVID-19 in Ontario, Staff prepared to close facilities and arenas. Modified Business Operating Plans were then established for each department as Town Hall and the Joint Operations Centre were closed to the public. As of March 18th, the Mayor declared a State of Emergency and there was a further reduction in service levels with only essential services operating. ELT and Communications continue to update staff and the public as the situation changes.

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Report No. CS20-006

Analysis

An operational plan has been developed that accommodates a remote workforce with some exceptions

On March 16th, 2020 management began working on an Operational and Staffing plan in response to COVID-19 with the goal of creating a remote work from home workforce where possible. Technology solutions have been successfully implemented to accommodate a remote workforce including the ability to video conference ensuring information and communication is shared in a timely manner.

To maintain essential services some staff are required to be present in our community such as Roads and Water, Bylaw and Animal Services and Building Inspectors as required to respond to Life Safety concerns. Further, staff have been attending facilities on a rotational basis as needed to coordinate the day to day workplace activities and workflows.

Employee concerns within the organization are broad and consistent across all employee groups

During these unprecedented times employee questions and concerns have emerged and in general can be categorized as follows;

- Job Security
- Supply and demand of Personal Protective equipment for essential service providers
- Safety of work areas including Town Vehicles
- Longer term plan beyond April 6, 2020

All COVID-19 related absenteeism are being monitored and tracked

All employees who have been requested to self-isolate for the health and safety of others are being monitored and tracked by our Human Resources division. These include individuals who have returned home from travel, are sick or experiencing symptoms as well as those living with someone who is sick and showing symptoms.

Human Resources is regularly communicating with our Municipal partners to share information, determine best practice and maintain a consistent approach where possible

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Report No. CS20-006

York Region municipal HR professionals are remotely meeting regularly to establish a Community of Practice and consistent approach where possible related to COVID-19. Topics of discussion include staffing plans and resources available that will provide support to employees and their families in managing these difficult times. These resources include our Employee Assistance Programs and other community supports that may be available.

Advisory Committee Review

N/A

Legal Considerations

N/A

Financial Implications

To be determined.

Communications Considerations

The CAO has been sending regular updates to All Staff.

Link to Strategic Plan

This report is directly related to the Strategic Plan Community objective and specifically the goal of supporting an exceptional quality of life for all.

Alternative(s) to the Recommendation

N/A

Conclusions

Staff will continue to monitor and respond to the COVID-19 environment by actively planning and implementing measures to ensure a healthy and safe work environment while meeting the immediate needs of our Community. Critical next steps include a longer term staffing plan beyond April 6, 2020.

March 31, 2020

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Report No. CS20-006

Attachments

N/A

Previous Reports

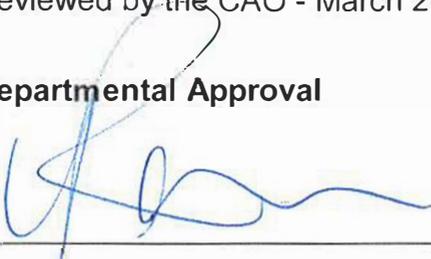
N/A

Pre-submission Review

Reviewed by the CAO - March 27, 2020

Departmental Approval

per:



**Techa van Leeuwen
Director, Corporate Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**

The Corporation of the Town of Aurora

By-law Number XXXX-20

**Being a By-law to amend By-law Number 6212-19, to
define the delegation policies and procedures for
The Corporation of the Town of Aurora.**

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

And whereas under paragraph 6 of subsection 270(1) of the *Municipal Act, 2001*, a municipality shall adopt and maintain policies with respect to the delegation of its powers and duties;

And whereas on October 22, 2019, the Council of The Corporation of the Town of Aurora (the "Town") enacted By-law Number 6212-19, to define the delegation policies and procedures for the Town;

And whereas under subsection 4 (1) of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended (the "*Emergency Management and Civil Protection Act*"), the head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area;

And whereas under subsection 7.0.1 (1) of the *Emergency Management and Civil Protection Act*, the Lieutenant Governor in Council or the Premier, if in the Premier's opinion the urgency of the situation requires that an order be made immediately, may by order declare that an emergency exists throughout Ontario or in any part of Ontario;

And whereas the Council of Town deems it necessary and expedient to amend By-law Number 6212-19 to define the delegation policies and procedures of the Town, during an emergency and declared under subsection 4 (1) or subsection 7.0.1 (1) of the *Emergency Management and Civil Protection Act*;

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

By-law Number XXXX-20

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1. Subsection 1.(1) of By-law Number 6212-19 be and is hereby amended to add the following definition:

“(n) **“Emergency”** means an emergency, as defined in section 1 of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended, and declared under subsection 4 (1) or subsection 7.0.1 (1) of the *Emergency Management and Civil Protection Act*.”

2. Subsection 1.(1) of By-law Number 6212-19 be and is hereby amended to add the following definition:

“(o) **“Mayor”** means the head of council for the Town.”

3. Paragraph (f) of subsection 1.(1) of By-law Number 6212-19 be and is hereby deleted and replaced with the following

“(f) **“Delegate”** means the Mayor or 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;

4. Subsection 2.(1) of By-law Number 6212-19 be and is hereby amended to add the following schedule, as attached:

“Schedule “G” – Matters during an Emergency”

5. Section 3 of By-law Number 6212-19 be and is hereby amended to add the following subsection:

“3.(7). The Mayor or the CAO shall notify Council (as soon as reasonably possible) setting out the details of any action taken or authority exercised pursuant to Schedule “G”.”

Enacted by Town of Aurora Council this 31st day of March, 2020.

Tom Mrakas, Mayor

Michael de Rond, Town Clerk

**Schedule “G” to By-law Number 6212-19
(as amended by By-law Number XXXX-20)**

Matters during an Emergency

#	Delegated Authority	Delegate	Delegation Restrictions and Other Requirements
1	Suspend time periods, deadlines, dates and time restrictions in Town by-laws and Town approved programs	Mayor, in consultation with the CAO	Council shall be notified as soon as practicable
2	Approve, waive or amend approval of site plan applications of lands in the employment area	Mayor, in consultation with the CAO	Council shall be notified as soon as practicable
3	Apply for federal, provincial or regional compensation, funding or other forms of subsidy in relation to the Emergency	Treasurer, in consultation with Mayor and CAO	Council shall be notified as soon as practicable
4	Take all necessary steps, including retaining external legal counsel, necessary consultants or expert witnesses, to defend or settle claims and any Local Planning Appeal Tribunal matters	Town Solicitor, in consultation with Mayor, CAO and applicable Department Head	Council shall be notified as soon as practicable
5	Approve real estate transactions, including waiving conditions, and expropriations	Mayor, in consultation with the CAO	Council shall be notified as soon as practicable
6	Execute any Agreements and take all necessary steps to exercise any of the above actions	CAO Applicable Department Head	

The Corporation of the Town of Aurora

By-law Number XXXX-20

**Being a By-law to amend Municipal Waterworks Distribution
By-law Number 3305-91, as amended.**

Whereas paragraph 4 of subsection 11(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a lower-tier municipality may pass by-laws with respect to public utilities;

And whereas on August 28, 1991, the Council of The Corporation of the Town of Aurora (the "Town") enacted By-law Number 3305-91, as amended, to provide for the maintenance and operation of a Municipal Waterworks Distribution System;

And whereas Schedule "A" of By-law Number 3305-91 imposes a schedule of fees with respect to water, wastewater, and storm sewer rates, as amended from time to time;

And whereas the Council of the Town deems it necessary and expedient to amend By-law Number 3305-91 to enact a new schedule of fees with respect to water, wastewater and storm sewer rates;

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

1. Schedule "A" to By-law Number 3305-91, as amended, be and is hereby deleted and replaced with Schedule "A" to this By-law.
2. This By-law shall come into full force and effect on May 1, 2020 save and except for all of sections 1 and 2 on Schedule "A" to this By-law which shall become effective for all billings issued by the Town on or after May 1, 2020, and be retroactive for all consumption newly billed on such billings.

Enacted by Town of Aurora Council this 31st day of March, 2020.

Tom Mrakas, Mayor

Michael de Rond, Town Clerk

By-law Number XXXX-20

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Schedule "A"

**Water, Wastewater, and Storm Sewer Rates
Effective May 1, 2020**

1.		Water	Wastewater	Combined
(a)	Metered Service	\$2.41 per m ³	\$3.11 per m ³ of water consumed	\$5.52 per m ³
(b)	Non-metered Service <i>(Refusal by homeowner to install meter)</i>	Flat Rate \$159.00 per unit per month	Flat Rate \$204.00 per unit per month	Flat Rate \$363.00 per unit per month
(c)	Non-metered Service <i>(Installation not physically possible)</i>	Flat Rate \$80.00 per unit per month	Flat Rate \$102.00 per unit per month	Flat Rate \$182.00 per unit per month

2. Storm Sewer Flat Rates

- (a) All Residential and Residential Condominium Properties - \$7.09 per unit, per month.
- (b) All Non-Residential, Commercial, Industrial and Multi-residential Apartment Properties - \$90.07 per meter per month.

3. Penalty for Late Payment

- 3. All billings are due and payable as stated thereon and shall, if not paid on or before the due date stated, be subject to a one time late payment penalty of five percent (5%) of the total billed, plus the monthly interest rate of one and one quarter percent (1.25%) (being fifteen percent (15%) per annum), calculated from the first day of the month after the account is overdue.

4. Bulk Purchase of Water

\$5.52 per m³

By-law Number XXXX-20

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Schedule "A"

**Water, Wastewater, and Storm Sewer Rates
Effective May 1, 2021**

1.		Water	Wastewater	Combined
(a)	Metered Service	\$2.45 per m ³	\$3.11 per m ³ of water consumed	\$5.56 per m ³
(b)	Non-metered Service (<i>Refusal by homeowner to install meter</i>)	Flat Rate \$162.00 per unit per month	Flat Rate \$204.00 per unit per month	Flat Rate \$366.00 per unit per month
(c)	Non-metered Service (<i>Installation not physically possible</i>)	Flat Rate \$81.00 per unit per month	Flat Rate \$102.00 per unit per month	Flat Rate \$183.00 per unit per month

2. Storm Sewer Flat Rates

- (a) All Residential and Residential Condominium Properties - \$8.01 per unit, per month.
- (b) All Non-Residential, Commercial, Industrial and Multi-residential Apartment Properties - \$101.73 per meter per month.

3. Penalty for Late Payment

- 4. All billings are due and payable as stated thereon and shall, if not paid on or before the due date stated, be subject to a one time late payment penalty of five percent (5%) of the total billed, plus the monthly interest rate of one and one quarter percent (1.25%) (being fifteen percent (15%) per annum), calculated from the first day of the month after the account is overdue.

4. Bulk Purchase of Water

\$5.56 per m³

By-law Number XXXX-20

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Schedule "A"

**Water, Wastewater, and Storm Sewer Rates
Effective May 1, 2022**

1.	Water	Wastewater	Combined
(a) Metered Service	\$2.48 per m ³	\$3.15 per m ³ of water consumed	\$5.63 per m ³
(b) Non-metered Service <i>(Refusal by homeowner to install meter)</i>	Flat Rate \$164.00 per unit per month	Flat Rate \$207.00 per unit per month	Flat Rate \$371.00 per unit per month
(c) Non-metered Service <i>(Installation not physically possible)</i>	Flat Rate \$82.00 per unit per month	Flat Rate \$103.00 per unit per month	Flat Rate \$185.00 per unit per month

2. Storm Sewer Flat Rates

- (a) All Residential and Residential Condominium Properties - \$9.32 per unit, per month.
- (b) All Non-Residential, Commercial, Industrial and Multi-residential Apartment Properties - \$118.31 per meter per month.

3. Penalty for Late Payment

5. All billings are due and payable as stated thereon and shall, if not paid on or before the due date stated, be subject to a one time late payment penalty of five percent (5%) of the total billed, plus the monthly interest rate of one and one quarter percent (1.25%) (being fifteen percent (15%) per annum), calculated from the first day of the month after the account is overdue.

4. Bulk Purchase of Water

\$5.63 per m³

The Corporation of The Town of Aurora

By-law Number XXXX-20

**Being a By-law to confirm actions by Council
resulting from a Special Meeting of Council
on March 31, 2020.**

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

1. That the actions by Council at its Special Meeting of Council held on March 31, 2020, 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 31st day of March, 2020.

Tom Mrakas, Mayor

Michael de Rond, Town Clerk