

Public Release
June 22, 2020



**Town of Aurora
Additional Items to
Council Meeting Agenda**

Tuesday, June 23, 2020
7 p.m., Video Conference

- **Revised Council Agenda Index**
- **Item R4 – CMS20-018 – Pandemic Recovery Planning – Update**

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Town of Aurora Council Meeting Agenda (Revised)

Tuesday, June 23, 2020
7 p.m., Video Conference

Note: This meeting will be held electronically as per Section 20.1 of the Town's Procedure By-law No. 6228-19, as amended, due to the COVID-19 State of Emergency.

1. Approval of the Agenda

Note: According to the Procedure By-law, the consent of at least a two-thirds majority of the Members present is required to permit the addition of Delegation (c) to the agenda.

2. Declarations of Pecuniary Interest and General Nature Thereof

3. Community Presentations

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 visit www.aurora.ca/participation.

(a) Rebecca Beaton, Resident

Re: Item S2(R2) – CS20-014 – Electoral System Review – Final Report

(b) Klaus Wehrenberg, Resident

Re: Motion (a) Councillor Gallo, Re: Trail Crossings

(c) Suzanne Lytle, Resident (written delegation)

**Re: Item R1 – PDS20-049 – Capital Project No. 34626 – Sidewalk
Construction on Kitimat Crescent Proposed Budget Increase**

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 C3 inclusive, be approved:

C1. Council Meeting Minutes of May 26, 2020

Recommended:

1. That the Council meeting minutes of May 26, 2020, be adopted as circulated.

C2. Council Public Planning Meeting Minutes of June 9, 2020

Recommended:

1. That the Council Public Planning meeting minutes of June 9, 2020, be adopted as circulated.

C3. Memorandum from Councillor Gaertner

**Re: Lake Simcoe Region Conservation Authority Board Meeting
Highlights of April 24, 2020**

Recommended:

1. That the memorandum regarding Lake Simcoe Region Conservation Authority Board Meeting Highlights of April 24, 2020, be received for information.

6. Standing Committee Reports

S1. General Committee Meeting Report of June 2, 2020

Recommended:

1. That the General Committee Meeting Report of June 2, 2020, be received and the recommendations carried by the Committee approved.

S2. General Committee Meeting Report of June 16, 2020

Recommended:

1. That the General Committee Meeting Report of June 16, 2020, be received and the recommendations carried by the Committee approved.

S3. Budget Committee Meeting Report of June 2, 2020

Recommended:

1. That the Budget Committee Meeting Report of June 2, 2020, be received for information.

7. Consideration of Items Requiring Discussion (Regular Agenda)

R1. PDS20-049 – Capital Project No. 34626 – Sidewalk Construction on Kitimat Crescent Proposed Capital Budget Increase

Recommended:

1. That Report No. PDS20-049 be received; and
2. That the total approved budget for Capital Project No. 34626 be increased from \$100,000 to \$192,700, representing an increase of \$92,700 to be funded from the Roads Repair and Replacement Reserve.

R2. FIN20-015 – 2019 Year End Budget Report – as at December 31, 2019

Recommended:

1. That Report No. FIN20-015 be received for information.

**R3. FIN20-018 – 2020 Tax Levy Funded Operations Forecast Update – as of
May 31, 2020**

Recommended:

1. That Report No. FIN20-018 be received for information.

**R4. CMS20-018 – Pandemic Recovery Planning – Update
(Added Item)**

Recommended:

1. That Report No. CMS20-018 be received for information.

8. Motions

(a) Councillor Gallo

Re: Trail Crossings

(b) Councillor Gaertner

Re: Aurora Community Tennis Club (ACTC)

9. Regional Report

York Regional Council Highlights – May 28, 2020

Recommended:

That the Regional Report of May 28, 2020, be received for information.

10. New Business

11. By-laws

Recommended:

That the following by-laws be enacted:

- (a) **By-law Number XXXX-20** Being a By-law to amend Municipal Waterworks Distribution By-law Number 3305-91, as amended.
(General Committee Report No. FIN20-012, May 19, 2020)
- (b) **By-law Number XXXX-20** Being a By-law to set and levy the rates of Taxation for the taxation year 2020.
(General Committee Report No. FIN20-012, May 19, 2020)
- (c) **By-law Number XXXX-20** Being a By-law to amend By-law Number 5285-10, as amended, to adopt Official Plan Amendment No. 19.
(General Committee Report No. PDS20-036, May 19, 2020)
- (d) **By-law Number XXX-20** Being a By-law to amend By-law Number 5285-10, as amended, to adopt Official Plan Amendment No. 20
(General Committee Report No. PDS20-033, May 19, 2020)
- (e) **By-law Number XXXX-20** Being a By-law to amend By-law Number 6000-17, as amended respecting the lands municipally known as 132, 148, 166, 178, 186, 192, and 198 Old Bloomington Road.
(General Committee Report No. PDS20-033, May 19, 2020)
- (f) **By-law Number XXXX-20** Being a By-law to amend By-law Number 6219-19, as amended, to establish a schedule of fees and charges for municipal services, activities and the use of property within the Town of Aurora (Fees and Charges By-law).
(General Committee Report Nos. PDS19-026, Nov 19, 2019, FIN20-005, Apr 14, 2020, and PDS20-036, May 19, 2020)

12. Closed Session

13. 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 Council meeting on June 23, 2020.

14. Adjournment



**Town of Aurora
Council Report**

No. CMS20-018

Subject: Pandemic Recovery Planning - Update
Prepared by: Robin McDougall, Director of Community Services
Department: Community Services
Date: June 23, 2020

Recommendation

- 1. That Report No. CMS20-018 be received.**

Executive Summary

This report summarizes some of the proposed reopening dates for various Town of Aurora facilities, programs and amenities as we enter Stage 2 of the Provincial Restart Phase.

- Reopening of facilities, programs and amenities require coordination between Provincial Guidelines, Regional Public Health Guidelines and various National/Provincial/Local Sport Guidelines
- The proposed start date for the various facilities, programs and amenities permitted to open in Stage 2 is influenced by the level of service, financial impact and the coordination with external stakeholders
- Due to the unique challenges that in-person summer day camp presents, a revised camp program (Camp in a Bag) is proposed

Background

The Province released its *Framework for Reopening* on May 14, 2020. This Framework included 3 Phases (Phase 1: Protect and Support, Phase 2: Restart and Phase 3: Recover). Phase 2 was divided into three stages. The plan was to commence with Stage 1 and observe the number of positive COVID-19 cases. The goal was to ensure the Town continued to flatten the curve and see a decline in positive cases before commencing to Stage 2.

Therefore, on May 19, 2020, the Province confirmed municipalities could commence Stage 1 for reopening. With a positive yet cautious approach, Aurora reopened various

amenities with an emphasis on maintaining safe activities for our residents. Aurora was able to open (maintain) the following:

- Open Spaces/Trails
- Parks
- Skateboard Park
- Dog Park
- Picnic Shelters
- Sports Fields for unorganized play
- Outdoor Tennis/Pickleball/Basketball courts
- Library curb-side pickup

With the Province's recent announcement that municipalities in York Region could commence to Stage 2, staff are considering when the various amenities and facilities that were included in the Stage 2 announcement can reopen.

Analysis

Reopening of facilities, programs and amenities require coordination between Provincial Guidelines, Regional Public Health Guidelines and various National/Provincial/Local Sport Guidelines

When the State of Emergency was called and facilities were closed, all major amenities were shut down (i.e. ice removed, pools drained, etc.). This was done to mitigate the cost of operations for amenities that were not in use.

As the Town looks to restart operations, service delivery and programs at our locations, we want to ensure staff have a consistent response and strategy throughout the organization. The Town needs to do its best to provide a safe and healthy environment for staff and the public.

Staff are leading the development of a return to play and programs guide that will inform the public about our plans and measures that will be put in place as the Town begins to reintroduce programs and activities to our indoor and outdoor spaces. In order to ensure the best level of service is in place, staff are utilizing the various guidelines issued by the Province, Region and Sport Organizations to develop new standards for operating our facilities and programs. Staff have also been working with surrounding municipalities to help facilitate the development of standards that will meet the need of our residents and visitors. A number of our user groups participate in neighbouring

municipalities, so it is important to create a standard suitable for Aurora while respecting the standards other municipalities are putting in place.

The proposed start date for the various facilities, programs and amenities permitted to open in Stage 2 is influenced by the level of service, financial impact and the coordination with external stakeholders

The ability to start up any facility, program or amenity requires evaluation of the provincial orders, guidelines, the ability to implement with current resources (personnel or equipment needs), development of new policies/procedures, communication to the public and user groups, and evaluating the feasibility of starting up (cost and resource implications). All of this takes time to ensure we cover everything and meet public health's approval. Staff recognize the public's interest in getting back to normal as soon as possible, therefore, we are working diligently to meet expectations while maintaining safety as our top priority. Regardless of when the facility, program or amenity is opened, the public will need to be diligent about personal hygiene and sanitization as it is not practical or possible for the Town to ensure that all sites are sanitized at all times.

Based on all of those influences, the following is a summary of the proposed reopening/start dates of various facilities, programs and amenities.

Facility, Amenity or Program	*Proposed Opening/ Start Date	**Requirements/Level of Service
Town Hall	To Remain Closed	<ul style="list-style-type: none"> • Closed to the public until future phases • Minimum staff working at Town Hall until September • Staff continue to provide full range of services working remotely • The following services are being offered from Town Hall: <ul style="list-style-type: none"> ○ All planning & building permit applications continue to be accepted and processed ○ By Appointment: marriage licenses, commissioning, lottery licenses, road closure permits, liquor license clearance ○ Residents are encouraged to continue to make payments on line or by cheque using the drop box

Joint Operations Centre (JOC)	Closed to the Public	<ul style="list-style-type: none"> • Closed to the public until future phases • Operations/Bylaw Services continue to provide services out of JOC • Other staff continue to provide full range of services working remotely
Splash Pads	June 26, 2020	<ul style="list-style-type: none"> • Inspection and cleansing daily as per Ministry of Health regulations • Trash collection/litter pick daily and as required • Public will need to be diligent about personal hygiene and sanitization as it is not practical or possible for the Town to ensure that all sites are sanitized at all times
Public Washrooms in Parks	June 26, 2020	<ul style="list-style-type: none"> • Daily inspections/deep cleaning and twice daily wipe down of common touch surfaces as per Ministry of Health • Public will need to be diligent about personal hygiene and sanitization as it is not practical or possible for the Town to ensure that all sites are sanitized at all times
Sports Fields	July 6, 2020	<ul style="list-style-type: none"> • Commence issuing Permits based on original seasonal requests • Training only, no games • Turf mowing once/week (not based on height of cut as per service levels standards) • No line painting for ball/soccer • Ball field inspections and infield grooming weekly for safety • Soccer field inspection weekly for safety • Public will need to be diligent about personal hygiene and sanitization as it is not practical or possible for the Town to ensure that all sites are sanitized at all times
Library	Early July	<ul style="list-style-type: none"> • Moving from curbside pick up to opening doors to drop-off and pick-up materials only or to access services (i.e. computers, photocopiers) • Patrons will not be permitted to handle books or materials on shelves

		<p>(Reservation of these items by phone or online only)</p> <ul style="list-style-type: none"> • Computer access by reservation • Curbside pickup will continue • Online programming will continue • Hours will be limited • Second floor will be closed
Pool	<p>July 20, 2020 AFLC pool only</p> <p>Sept., 2020 SARC pool</p>	<ul style="list-style-type: none"> • Private lessons • Lane swim • Aquatic sports • Aquafit classes • Limits on number of participants • Change room use needs to be closely monitored, cleaned and disinfected to maintain standards • No spectators (parent of younger participants can provide assistance, but once they are in the pool, parent is to wait outside facility) • Limited hours of operation • Hot Tub/Spa pool cannot be opened at this time
Ice Pad	August 2020	<ul style="list-style-type: none"> • Commence issuing permits • 2 or 3 pads to be opened initially • Training only, no games, no dressing rooms, no spectators (parent of younger players can provide assistance, but once they are on the ice, parent is to wait outside facility) • Limited to 10 people per ice pad • Remaining pads to be opened in September or October, pending Stage 3 opening
Playgrounds	Unknown	<ul style="list-style-type: none"> • Not permitted at this time • Once opened – the public will need to be diligent about personal hygiene and sanitization as it is not practical or possible for the Town to ensure that all sites are sanitized at all times
Gymnasium & Walking Track	Unknown	<ul style="list-style-type: none"> • Not permitted at this time

Fitness Centre/Studio	Unknown	<ul style="list-style-type: none">• Not permitted at this time
Squash Courts	Unknown	<ul style="list-style-type: none">• Not permitted at this time
Rock Wall	Unknown	<ul style="list-style-type: none">• Not permitted at this time
Program & Meeting Rooms	Unknown	<ul style="list-style-type: none">• Under the current Provincial Orders, there is not enough demand for the uses permitted to warrant opening

*Each of these dates may be impacted by changes in the Provincial Orders.

**Additional staff (part-time/seasonal) will be required to maintain service levels for the added amenities. Seasonal staff could be hired quickly to support and part-time employees who were previously placed on leave could be recalled.

Due to the unique challenges that in-person summer day camp presents, a revised camp program (Camp in a Bag) is proposed

The provincial government has mandated that in-person summer day camp programs can proceed with several restrictions that greatly influence the quality of a traditional program. These restrictions are necessary to ensure the health and safety of campers and staff, however there are several impacts including financial, human resources, facility usage and others. As such, staff feel that the operation of an in-person summer day camp program is out of scope for the summer students who run the day camp program.

Impact and Restrictions include:

- Camper groups are limited to cohorts of 10 including staff. A cohort would therefore be eight campers and two staff. Each cohort must remain as physically distanced as possible within their cohort and cannot interact with any other cohort within the camp at any point during the day.
- Each cohort must have their own entrance and exit to the building as well as washroom. This will limit the maximum number of children at any facility to between 16 and 24 campers each week. This requirement will also have an impact on other uses within a facility, as no one else is to be using the entrances and exits to the building when campers are arriving and leaving. Entry and exits by others would need to take place at times when campers are not using them.
- The summer camp program traditionally sees approximately 400-500 children per week. Based on running four camp sites with 16 to 24 campers each week, a

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maximum of 72 campers will be accommodated. Additionally, camper to staff ratios need to be lower and there are financial impacts to running this model.

- Campers and staff require full health screening each day as they enter the facility. This includes temperature checks, and a health screening. Procedures need to be put in place should a camper show symptoms or a temperature upon entering camp.
- Facilities and equipment will need enhanced cleaning and sanitization throughout the day requiring additional staff resources. Additionally, chairs and tables may need to be sourced as children need to maintain a 2 metre distance between each other and will require their own dedicated chair and table each day.
- Children have been out of school for four months and will be excited to see their friends and other children. Staff anticipate it will be difficult to keep children physically distanced at times.
- Face masks are not required but recommended, however, staff feel it will be challenging to have children wear masks properly and regularly.
- Daily programming will be challenging as day camp traditionally encourages children to play together and many camp activities and games require close contact. None of these activities will be permitted this summer.
- Inclusion and behavior management will be especially challenging as these situations often require hands on intervention. Inclusion counsellors would therefore need to be wearing full PPE throughout the camp day in order to respond to a potential situation and deescalate. This is out of scope for a camp counsellor and may single out specific campers.
- In order to ensure proper planning, staff training, promotion and registration, camps would begin the week of July 20.

As an alternative to in-person summer camp, staff would like to offer “Camp in a Bag”. This is a bag filled with themed activities and supplies that children can do at home. There will be various themed bags available for purchase. Families will reserve their bag through the regular registration process and will either do contactless pickup or delivery. Bags will be available as of June 29 and will range in pricing from \$20.00 - \$35.00.

Advisory Committee Review

Not Applicable

Legal Considerations

The Town is responsible for ensuring that its operations are in compliance with the advice, recommendations and instructions of public health officials, including any advice, recommendations or instructions on physical distancing, cleaning or disinfecting. Staff have implemented the appropriate measures to ensure that the operations detailed throughout this report are consistent with the provincial orders, as continuously amended, and the public health guidelines. In addition, clauses have been added to permits that obligate the sport organizations to follow all provincial orders and public health guidelines, as may be amended from time to time.

Financial Implications

Throughout the duration of the pandemic, the Town has been regularly evaluating its impact on the Town's finances. As this event has progressed the Town has examined the financial implications of multiple possible scenarios. The presented pandemic recovery plan roughly aligns with the assumptions used by the Town in its most recent forecast update to Council which projected a small net surplus. The primary deviation from the Town's most recent forecast assumptions is the earlier partial opening of the Town's indoor facilities. The assumptions for staff's next forecast update to Council will be updated to fully align with the above presented pandemic recovery plan.

Communications Considerations

The Town of Aurora will use 'Inform' as the level of engagement for this project. There are five different levels of community engagement to consider, with each level providing the community more involvement in the decision making process. These levels are: Inform, Consult, Involve, Collaborate and Empower. Examples of each can be found in the Community Engagement Policy. These options are based on the International Association of Public Participation (IAP2) Spectrum and assist in establishing guidelines for clearly communicating with our public and managing community engagement. In order to inform, once recreational programming is confirmed the Town will communicate key messages by using a series of communications tools i.e. media release, website, Notice Board, social media etc.

Link to Strategic Plan

This project supports Goal #1: Supporting an exceptional quality of life for all - Objective #4 – Encouraging and active and healthy lifestyle.

Alternative(s) to the Recommendation

Not applicable

Conclusions

The community is eager to start up programming, sports groups are eager to get back to playing and the general public is interested in utilizing various recreation amenities. However, our top priority is the health and safety of our staff and the public, therefore, the Town needs to plan accordingly to ensure proper safety measures are in place before we reopen.

Staff have proposed a reopening plan based on the guidance from the different levels of government and following guidelines set out by health officials. It is important to note, that these proposed dates may change if the Provincial Orders are amended.

Attachments

None

Previous Reports

None

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Pre-submission Review

Reviewed by CAO on June 22, 2020

Departmental Approval

Approved for Agenda



**Robin McDougall
Director
Community Services**



**Doug Nadorozny
Chief Administrative Officer**