



**COUNCIL
MEETING AGENDA**

TUESDAY, FEBRUARY 9, 2016

7 P.M.

**COUNCIL CHAMBERS
AURORA TOWN HALL**



**TOWN OF AURORA
COUNCIL MEETING
AGENDA**

Tuesday, February 9, 2016
7 p.m.
Council Chambers

1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

2. APPROVAL OF THE AGENDA

RECOMMENDED:

THAT the agenda as circulated by Legal and Legislative Services be approved.

3. ADOPTION OF THE MINUTES

Special Council Meeting Minutes of January 26, 2016	pg. 1
Council Meeting Minutes of January 26, 2016	pg. 4
Special Council – Public Planning Meeting Minutes of January 27, 2016	pg. 38
Closed Session Special Council Meeting Minutes of January 26, 2016	
Closed Session Council Meeting Minutes of January 26, 2016	
(Closed Session meeting minutes provided separately as confidential attachments)	

RECOMMENDED:

THAT the minutes of the Special Council meeting of January 26, 2016, the Council meeting of January 26, 2016, the Special Council – Public Planning meeting of January 27, 2016, the Closed Session Special Council meeting of January 26, 2016, and the Closed Session Council meeting of January 26, 2016 be adopted as printed and circulated.

4. PRESENTATIONS

5. PUBLIC SERVICE ANNOUNCEMENTS

6. DETERMINATION OF ITEMS REQUIRING SEPARATE DISCUSSION

7. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION

8. DELEGATIONS

9. CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION

10. NOTICES OF MOTION/MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

(i) Notices of Motion

(ii) Motions for Which Notice Has Been Given

11. REGIONAL REPORT

**York Regional Council Highlights – December 17, 2015, and
January 21, 2016**

(Deferred from Council Meeting of January 26, 2016)

pg. 61

pg. 68

RECOMMENDED:

THAT the Regional Reports of December 17, 2015, and January 21, 2016, be received for information.

12. NEW BUSINESS/GENERAL INFORMATION

13. READING OF BY-LAWS

RECOMMENDED:

THAT the following by-laws be given first, second, and third readings and enacted:

- 5815-16** BEING A BY-LAW to establish a classification structure and retention periods for The Corporation of the Town of Aurora.
(Report No. LLS16-001 – GC Item 11 – Jan. 19/16) pg. 75
- 5816-16** BEING A BY-LAW to assume highways on Plan 65M-3931 for public use (Schickedanz Bros. Limited – Elderberry Hill).
(Report No. IES16-014 – GC Item 7 – Feb. 2/16) pg. 154
- 5817-16** BEING A BY-LAW to appoint employees of St. Andrew’s College as Municipal By-law Enforcement Officers in the Town of Aurora. pg. 155
- 5818-16** BEING A BY-LAW to appoint employees of the Ontario Parking Control Bureau Corp. as Municipal By-law Enforcement Officers in the Town of Aurora. pg. 158

RECOMMENDED:

THAT the following confirming by-law be given first, second, and third readings and enacted:

- 5814-16** BEING A BY-LAW to Confirm Actions by Council Resulting from Council Meeting on February 9, 2016. pg. 161

14. CLOSED SESSION

15. ADJOURNMENT

AGENDA ITEMS

- 1. General Committee Meeting Report of February 2, 2016** pg. 43

RECOMMENDED:

THAT the General Committee meeting report of February 2, 2016, be received and the recommendations carried by the Committee be approved.

- 2. Memorandum from Mayor Dawe** pg. 51
**Re: Lake Simcoe Region Conservation Authority Highlights of the
January 22, 2016 Meeting of the Board**

RECOMMENDED:

THAT the memorandum regarding Lake Simcoe Region Conservation Authority Highlights of the January 22, 2016 Meeting of the Board be received for information.

- 3. Memorandum from Director of Infrastructure & Environmental Services** pg. 55
**Re: Additional Information to Report No. IES16-009 – Speed Cushion Pilot
Project Follow-up**

RECOMMENDED:

THAT the memorandum regarding Additional Information to Report No. IES16-009 – Speed Cushion Pilot Project Follow-up be received for information.



**TOWN OF AURORA
SPECIAL COUNCIL MEETING MINUTES**

Council Chambers
Aurora Town Hall
Tuesday, January 26, 2016

ATTENDANCE

- COUNCIL MEMBERS** Mayor Dawe in the Chair; Councillors Abel (arrived 6:02 p.m.), Gaertner (arrived at 6:05 p.m.), Humfryes, Kim, Mrakas, Pirri, Thom, and Thompson
- MEMBERS ABSENT** None
- OTHER ATTENDEES** Chief Administrative Officer, Acting Director of Legal & Legislative Services/Town Clerk, Associate Solicitor, and Council/Committee Secretary
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Mayor Dawe called the meeting to order at 6:01 p.m.

Council consented to recess at 6:03 p.m. to resolve into a Closed Session meeting and reconvened into open session at 7:02 p.m.

1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act*.

2. APPROVAL OF THE AGENDA

**Moved by Councillor Kim
Seconded by Councillor Thom**

THAT the agenda as circulated by Legal and Legislative Services be approved.

CARRIED

3. DELEGATIONS

None

4. CONSIDERATION OF BUSINESS FOR WHICH NOTICE WAS GIVEN

Moved by Councillor Pirri
Seconded by Councillor Mrakas

THAT Council resolve into Closed Session to consider the following matter:

1. Litigation or potential litigation including matters before administrative tribunals, affecting the Town or a Local Board; (section 239(2)(e) of the *Municipal Act, 2001*); Re: Highland Gate Development Inc. – Ontario Municipal Board Appeal
CARRIED

Moved by Councillor Mrakas
Seconded by Councillor Humfryes

THAT the Special Council meeting 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 Town or a Local Board; (section 239(2)(e) of the *Municipal Act, 2001*); Re: Highland Gate Development Inc. – Ontario Municipal Board Appeal**

Moved by Councillor Pirri
Seconded by Councillor Kim

THAT the confidential direction to staff in regard to Highland Gate Development Inc. – Ontario Municipal Board Appeal be confirmed.

On a recorded vote the main motion
CARRIED

YEAS: 8	NAYS: 1
VOTING YEAS:	Councillors Abel, Gaertner, Humfryes, Kim, Pirri, Thom, Thompson, and Mayor Dawe
VOTING NAYS:	Councillor Mrakas

5. BY-LAWS

Moved by Councillor Gaertner
Seconded by Councillor Abel

5813-16 BEING A BY-LAW to Confirm Actions by Council Resulting from a Special Council Meeting on January 26, 2016.

CARRIED

6. ADJOURNMENT

Moved by Councillor Abel
Seconded by Councillor Thom

THAT the meeting be adjourned at 7:04 p.m.

CARRIED

GEOFFREY DAWE, MAYOR

STEPHEN M.A. HUYCKE, TOWN CLERK

THE MINUTES OF THE SPECIAL COUNCIL MEETING OF JANUARY 26, 2016, ARE SUBJECT TO FINAL APPROVAL BY COUNCIL ON FEBRUARY 9, 2016.



**TOWN OF AURORA
COUNCIL MEETING MINUTES**

Council Chambers
Aurora Town Hall
Tuesday, January 26, 2016

ATTENDANCE

COUNCIL MEMBERS Mayor Dawe in the Chair; Councillors Abel, Gaertner, Humfryes (departed 11:35 p.m. during consideration of Closed Session Item 4), Kim, Mrakas, Pirri, Thom, and Thompson

MEMBERS ABSENT None

OTHER ATTENDEES Chief Administrative Officer, Director of Building and By-law Services, Director of Corporate and Financial Services/Treasurer, Acting Director of Infrastructure and Environmental Services, Acting Director of Legal and Legislative Services/Town Clerk, Director of Parks and Recreation Services, Director of Planning and Development Services, and Council/Committee Secretary

Mayor Dawe called the meeting to order at 7:07 p.m.

Mayor Dawe relinquished the chair to Deputy Mayor Abel at 10:30 p.m., during consideration of Motion for Which Notice Has Been Given (d), and resumed the chair at 10:42 p.m.

On a motion of Councillor Pirri seconded by Councillor Thom, Council consented to extend the hour past 10:30 p.m. in accordance with subsection 3.16(a) of the Procedural By-law.

On a motion of Councillor Pirri seconded by Councillor Humfryes, Council consented on a two-thirds vote to extend the hour past 11 p.m. in accordance with subsection 3.16(b) of the Procedural By-law.

Council consented to recess at 11:15 p.m. to resolve into a Closed Session meeting, and reconvened into open session at 12:00 a.m. on Wednesday, January 27, 2016.

1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

As required under subsection 5(3) of the *Municipal Conflict of Interest Act*, Councillor Humfryes declared a pecuniary interest regarding Closed Session Item 4, respecting the potential acquisition of land for a new Central York Fire Services facility, as a family member is employed by Central York Fire Services.

2. APPROVAL OF THE AGENDA

Moved by Councillor Pirri
Seconded by Councillor Thompson

THAT the agenda as circulated by Legal and Legislative Services be approved.

CARRIED

3. ADOPTION OF THE MINUTES

Special Council Meeting Minutes of December 8, 2015
Council Meeting Minutes of December 8, 2015
Special Council Meeting Minutes of December 15, 2015
Council Workshop Minutes of December 15, 2015
Special Council – Public Planning Meeting Minutes of December 16, 2015
Special Council Meeting Minutes of January 12, 2016

Moved by Councillor Abel
Seconded by Councillor Thompson

THAT the minutes of the Special Council meeting of December 8, 2015, the Council meeting of December 8, 2015, the Special Council meeting of December 15, 2015, the Council Workshop of December 15, 2015, the Special Council – Public Planning meeting of December 16, 2015, and the Special Council meeting of January 12, 2016 be adopted as printed and circulated.

CARRIED

4. PRESENTATIONS

(a) Mike Walters, CAO, Lake Simcoe Region Conservation Authority (LSRCA)
Re: LSRCA's Strategic Plan 2016-2020

Mr. Walters presented an overview of the LSRCA's Strategic Plan for 2016 - 2020, including the vision statement, goals and related activities, and next steps.

He extended his appreciation to the Mayor and staff for assisting in the development of the LSRCA's Strategic Plan.

Moved by Councillor Mrakas
Seconded by Councillor Thompson

THAT the presentation by Mike Walters be received for information.

CARRIED

(b) Claire Tucker-Reid, Monteith Brown Planning Consultants
Re: Town of Aurora Sport Plan

Mr. John Frittenberg, on behalf of Ms. Tucker-Reid, gave a brief overview of the Sport Plan, highlighting the vision, goals and key recommendations of the Plan, and Sport Aurora's input on the Plan.

Moved by Councillor Pirri
Seconded by Councillor Humfryes

THAT the presentation by John Frittenberg be received for information.

CARRIED

(c) Todd Brown, Monteith Brown Planning Consultants
Re: Town of Aurora Parks & Recreation Master Plan

Mr. Brown gave a brief overview of the Parks & Recreation Master Plan, highlighting community engagement, and recommendations for indoor and outdoor recreation facilities, and parkland and passive open space for the Parks & Recreation Master Plan.

Moved by Councillor Pirri
Seconded by Councillor Humfryes

THAT the presentation by Todd Brown be received for information.

CARRIED

5. PUBLIC SERVICE ANNOUNCEMENTS

Councillor Abel extended congratulations to the organizers of the Snowflake Ball on a successful event. He noted that the event raised \$30,000.

Councillor Humfryes extended a reminder that the Aurora Farmers' Market will be held at the Aurora Armoury on February 13, 2016, from 8 a.m. to 1 p.m.

Councillor Kim noted that the Town's outdoor rinks at Ada Johnson Park, Confederation Park, Machell Park and Town Park are now open.

Councillor Pirri extended a reminder that Aurora's Arctic Adventure will be held on Monday, February 15, 2016, (Family Day) from 10 a.m. to 4 pm. at Aurora Town Park. He noted that there will be a battle of the chainsaws at the event.

Mayor Dawe noted that a detailed listing of upcoming special events at the Aurora Cultural Centre can be found on the Aurora Cultural Centre website, www.auroraculturalcentre.ca.

Mayor Dawe noted that nominations are now being accepted for the Community Recognition Awards. He advised that more information can be found at www.aurora.ca/CRA. Councillor Mrakas further noted that the program for the event has been enhanced this year.

Mayor Dawe extended a reminder that Aurora's Borealis is still on display until Monday, February 15, 2016, at Town Park, from 5 p.m. to 11 p.m. nightly.

Mayor Dawe noted that York Region is hosting a Refugee Sponsorship Information Fair on Tuesday, February 2, 2016, starting at 6 p.m. at 8400 Woodbine Avenue in Markham. He advised that more information can be found at yorkwelcome.ca/refugee.

Mayor Dawe advised that the Delivering Hope Furniture and Outlet is holding a grand opening sale on Saturday, January 30, 2016, and Saturday, February 6, 2016, from 10 a.m. to 6 p.m. located at 125 Edward Street in Aurora. He noted that Delivering Hope is a program that helps supply furniture, clothing, toys and housewares to women, children and men who have suffered from abuse.

Councillor Humfryes extended a reminder that the Optimist Club of Aurora will be holding a wine tasting event at the Aurora Cultural Centre on Friday, February 5, 2016, from 6 p.m. to 10 p.m.

Councillor Gaertner advised that the Aurora Living Residents Guide is now available on the Town's website at www.aurora.ca/residentsguide.

Mayor Dawe noted that the Pink in the Rink hockey charity game was held on January 21, 2016, in Newmarket.

Councillor Thompson advised that the Aurora Chamber of Commerce is hosting a Strategic Plan Open House at St. Andrew's Valley Golf Club on Thursday, January 28, 2016.

6. DETERMINATION OF ITEMS REQUIRING SEPARATE DISCUSSION

Items 1, 2, 3, 4 (sub-items 3, 4, 7, 8, and 15), 5, and 7 were identified as items for discussion.

7. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION

Items 4 (with the exception of sub-items 3, 4, 7, 8, and 15), and 6 were identified as items not requiring separate discussion.

Moved by Councillor Abel
Seconded by Councillor Thompson

THAT the following recommendations with respect to the matters listed as "Items Not Requiring Separate Discussion" be adopted as submitted to Council and staff be authorized to take all necessary action required to give effect to same:

4. General Committee Meeting Report of January 19, 2016

THAT the General Committee meeting report of January 19, 2016, be received and the recommendations carried by the Committee be approved:

Delegation (a) Jimmy Brennan, Executive Director, Aurora Youth Soccer Club, Re: Aurora Youth Soccer Club Facility

THAT the comments of the delegation be received and referred to staff to investigate and report back to Council.

(1) CFS16-001 – Additional Information: 2016 Budget Disclosures

THAT Report No. CFS16-001 be received for information.

(2) CFS16-002 – Extension of Appointment of External Auditor

THAT Report No. CFS16-002 be received; and

THAT BDO Canada's auditor appointment be extended two additional years to provide audit services for fiscal year's ending December 31, 2015 and 2016; and

THAT the Treasurer be authorized to approve invoices for the base services audit, plus any reasonable additional billings related to audit assistance, additional audit work or related to audit issues or consultations in the context of preparing and auditing the annual financial statements of the corporation, to a total combined amount not to exceed the provisions made for such in the budget; and

THAT Purchase Order No. 342 be amended or replaced as appropriate to reflect the two-year extension for audit services from BDO Canada.

(5) IES16-003 – Acceptance of Municipal Services – Daniels LR Corporation Residential Subdivision – Registered Plan 65M-4309

THAT Report No. IES16-003 be received; and

THAT ownership, operation and maintenance of the works within the roads, rights-of-way, and other lands dedicated to the Town contained within Plan 65M-4309, being Daniels LR Corporation-Residential Subdivision, as detailed in Report No. IES16-003 be assumed; and

THAT the necessary by-law be brought forward for enactment to assume for public use the highways within Plan 65M-4309, and to establish as public highway any applicable reserves.

(6) IES16-004 – Acceptance of Municipal Services – Hallgrove Estates Business Park Subdivision – Registered Plan 65M-3974

THAT Report No. IES16-004 be received; and

THAT ownership, operation and maintenance of the works within the roads, rights-of-way and other lands dedicated to the Town as contained within Plan 65M-3974, being Hallgrove Estates Business Park Subdivision as detailed in Report No. IES16-004 be assumed; and

THAT the necessary by-law be brought forward for enactment to assume for public use the highways within Plan 65M-3974 and to establish as public highway any applicable reserves

(9) IES16-007 – Award of Tender IES15-38 – Replacement of Aurora Family Leisure Complex (AFLC) Pool Dehumidification Unit

THAT Report No. IES16-007 be received; and

THAT Tender No. IES15-38 for the supply and installation of a pool dehumidifier unit for the Aurora Family Leisure Complex (AFLC) pool area

be awarded to Van Mechanical Services Inc. in the amount of \$187,085, excluding taxes; and

THAT the Mayor and Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.

(10) IES16-008 – Award of Tender IES2015-89 – For Vandorf Sideroad Reconstruction from 300m East of Bayview Avenue to Leslie Street

THAT Report No. IES16-008 be received; and

THAT Tender No. IES2015-89 – For Vandorf Sideroad Reconstruction from 300m East of Bayview Avenue to Leslie Street be awarded to Primrose Contracting (Ontario) Inc. in the amount of \$3,122,000.10, excluding taxes; and

THAT the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.

(11) LLS16-001 – Amendments to the Record Classification Structure and Retention By-law 5611-14 and Corporate Records and Information Management Policy

THAT Report No. LLS16-001 be received; and

THAT the updates to Schedule “A” of Record Classification Structure & Retention By-law No. 5611-14, as outlined in Attachment 1 to Report No. LLS16-001, be approved; and

THAT the Corporate Records and Information Management Policy, Policy No. 77 be amended as set out in Report No. LLS16-001; and

THAT a By-law to amend the Record Classification Structure & Retention By-law be enacted at a future Council meeting.

(12) LLS16-005 – Authority to Commence Application to Confirm Emergency Orders

THAT Report No. LLS16-005 be received; and

THAT section 10(a) of the Litigation and Claims Policy, Administration Procedure No. 52, be amended to specifically exclude any application

required to confirm emergency orders issued pursuant to the *Building Code Act, 1992*.

(13) PRS16-003 – Aurora Soccer Club Lease Agreement – Highland Park

THAT Report No. PRS16-003 be received; and

THAT the Chief Administrative Officer be directed to report back within six (6) months on options for a process to manage leases and other agreements; and

THAT the Mayor and Town Clerk be authorized to execute the Lease Agreement, including any and all documents and ancillary agreements required to give effect to same, between the Town of Aurora and the Aurora Soccer Club for the lease of Highland Park.

(16) PDS16-002 – Draft Plan of Condominium Application, Brookfield Homes (Ontario) Aurora Limited , 15776 Leslie Street, Block 31 Plan 65M-4467, File: CDM-2015-01, Related Files: PLC-2015-07, ZBA-2015-01

THAT Report No. PDS16-002 be received; and

THAT the Draft Plan of Condominium File CDM-2015-01 be approved for 49 single detached dwelling units subject to conditions set out in Appendix "A" to this report; and

THAT a By-law to lift 0.3m reserves providing driveway access into the property be enacted; and

THAT the Mayor and Town Clerk be authorized to execute any Agreement(s) referenced in the Conditions of Approval, including any and all documents and ancillary agreements required to give effect to same.

(17) PDS16-003 – Application for Exemption from Part Lot Control, Brookfield Homes (Ontario) Aurora Limited, 15778 Leslie Street, Block 31, Plan 65M-4467, File No. PLC-2015-07, Related Files: CDM-2015-01 and ZBA-2015-01

THAT Report No. PDS16-003 be received; and

THAT the Application for Exemption from Part Lot Control submitted by Brookfield Homes (Ontario) Aurora Limited to divide Block 31 on Plan 65M-4467 into 49 separate lots for single detached units and a private condominium road be approved; and

THAT the Part Lot Control Exemption by-law be presented at a future Council meeting.

(20) Economic Development Advisory Committee Meeting Minutes of December 10, 2015

THAT the Economic Development Advisory Committee meeting minutes of December 10, 2015, be received for information.

(21) Heritage Advisory Committee Meeting Minutes of December 14, 2015

THAT the Heritage Advisory Committee meeting minutes of December 14, 2015, be received; and

THAT the Heritage Advisory Committee recommend to Council:

2. Memorandum from Planner
Re: Demolition Application for a Structure on a Designated Heritage Property, Demolition of an Accessory Barn, 15342 Yonge Street, File: NE-HCD-HPA-15-04

THAT the relocation of the accessory barn to 15372 Yonge Street (The Hillary House) for the preservation of the structure be approved prior to Zoning By-law Amendment and Site Plan Applications for 15342 Yonge Street are approved by Council.

3. HAC15-013 –Proposed Demolition of Existing Rear Addition to a Listed Heritage Building, 138 Centre Street

THAT the proposed demolition of the existing 12m² rear addition at 138 Centre Street be approved and the proposed two-storey rear addition be supported subject to the approval of the Zoning By-law Amendment and Site Plan Applications for the proposed Day Care Use; and

THAT the proposed elevations are subject to approval of Planning Staff to ensure the proposed addition will maintain the heritage character of the area.

4. HAC15-014 – Heritage Permit Application, 61 Catherine Avenue File: NE-HCD-HPA-15-06

THAT Heritage Permit Application NE-HCD-HPA-15-06 be approved to permit the proposed two-storey addition at rear as per submitted plans; and

THAT the re-sizing and relocation of existing windows for the dwelling as proposed be approved; and

THAT, should the window that is proposed to be removed not be of future use to the owner, the removed window be donated to Aurora's Architectural Salvage Program.

5. HAC15-015 – Request to Remove a Property from the Aurora Register of Properties of Cultural Heritage Value or Interest, 101 Tyler Street

THAT the property located at 101 Tyler Street remain listed on the Aurora Register of Properties of Cultural Heritage Value or Interest; and

THAT the property be re-evaluated by the Committee's Heritage Evaluation Working Group pending receipt of further historical background.

(22) Community Recognition Review Advisory Committee Meeting Minutes of December 15, 2015

THAT the Community Recognition Review Advisory Committee meeting minutes of December 15, 2015, be received; and

THAT the Community Recognition Review Advisory Committee recommend to Council:

1. Community Recognition Review Advisory Committee Terms of Reference

THAT the following Terms of Reference be adopted:

1. PURPOSE

The Community Recognition Review Advisory Committee is formed to support Town staff in various aspects of the Community Recognition Event and report to Council on any outcomes and/or changes as required.

2. MEMBERSHIP

The Committee shall be comprised of seven (7) members, as follows:

- Two (2) members of Council; and

- Five (5) citizen members selected by Council.

In making its citizen appointments, Council will give preference to applicants who have experience in the volunteer sector and/or Community Recognition Awards.

3. TERM

The remainder of the 2014-2018 Term of Council.

4. REMUNERATION

None

5. DUTIES AND FUNCTIONS

- Support Town staff in the delivery of the Community Recognition Awards by supporting community participation through the nomination process and sponsorship opportunities;
- Report to Council on opportunities to continuously improve the Community Recognition Awards.

6. REPORTING

The Committee shall report directly to Council through the Staff Liaison appointed by the Chief Administrative Officer.

7. MEETING TIMES AND LOCATIONS

The Committee will meet on an as required basis to address various aspects of the Community Recognition Awards, at the call of the Chair.

8. STAFF SUPPORT

The Chief Administrative Officer will appoint one or more appropriate staff liaisons to provide technical support to the Committee.

The Legal and Legislative Services department will provide administrative support services to the Committee.

- 6. Memorandum from Mayor Dawe**
Re: Lake Simcoe Region Conservation Authority Highlights of the
November 27, 2015, and December 18, 2015, Meetings of the Board

THAT the memorandum regarding Lake Simcoe Region Conservation Authority Highlights of the November 27, 2015, and December 18, 2015, Meetings of the Board be received for information.

CARRIED

8. DELEGATIONS

- (a) Jennifer Sault, Blue Dot Movement**
Re: Motion for Which Notice Has Been Given (c); Re: Blue Dot Campaign

Ms. Sault spoke in support of the Blue Dot Campaign, and gave a brief presentation detailing the objectives of the Blue Dot Movement.

Moved by Councillor Mrakas
Seconded by Councillor Humfryes

THAT the comments of Jennifer Sault be received and referred to Motion for Which Notice Has Been Given (c).

CARRIED

- (b) David Heard, Resident**
Re: Motion for Which Notice Has Been Given (c); Re: Blue Dot Campaign

Mr. Heard expressed support for increased environmental awareness and action within the Town, and voiced concerns regarding local environmental issues.

Moved by Councillor Humfryes
Seconded by Councillor Abel

THAT the comments of David Heard be received and referred to Motion for Which Notice Has Been Given (c).

CARRIED

9. CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION

- 1. PRS16-004 – Pre-Development Tree Protection and Compensation**
Agreement, Brookfield Homes Ltd.

Main motion

Moved by Councillor Gaertner

Seconded by Councillor Pirri

THAT Report No. PRS16-004 be received; and

THAT a Pre-Development Tree Protection and Compensation Agreement with Brookfield Homes Ltd. be approved by Council to ensure that the applicant is bound by terms and conditions associated with tree protection and compensation in accordance with Town policy and to the satisfaction of the Director of Parks and Recreation Services prior to the removal of any trees on this property; and

THAT the Mayor and Town Clerk be authorized to enter into an Agreement with Brookfield Homes Ltd., including any and all documents and ancillary agreements required to give effect to same.

Amendment

Moved by Councillor Gaertner

Seconded by Councillor Mrakas

THAT, subject to any requirements of the *Municipal Freedom of Information and Protection of Privacy Act*, the final Pre-Development Tree Protection and Compensation Agreement with Brookfield Homes Ltd. be placed on a future General Committee meeting agenda for information.

CARRIED

Main motion as amended

Moved by Councillor Gaertner

Seconded by Councillor Pirri

THAT Report No. PRS16-004 be received; and

THAT a Pre-Development Tree Protection and Compensation Agreement with Brookfield Homes Ltd. be approved by Council to ensure that the applicant is bound by terms and conditions associated with tree protection and compensation in accordance with Town policy and to the satisfaction of the Director of Parks and Recreation Services prior to the removal of any trees on this property; and

THAT, subject to any requirements of the Municipal Freedom of Information and Protection of Privacy Act, the final Pre-Development Tree Protection and Compensation Agreement with Brookfield Homes Ltd. be placed on a future General Committee meeting agenda for information; and

THAT the Mayor and Town Clerk be authorized to enter into an Agreement with Brookfield Homes Ltd., including any and all documents and ancillary agreements required to give effect to same.

CARRIED AS AMENDED

2. Trails and Active Transportation Committee Meeting Minutes of November 20, 2015

Moved by Councillor Gaertner
Seconded by Councillor Mrakas

THAT the Trails and Active Transportation Committee meeting minutes of November 20, 2015, be received; and

THAT the Trails and Active Transportation Committee recommend to Council:

New Business Motion No. 1

THAT communications be established between the Town and Metrolinx to ensure the preservation and integrity of the Town's trail system and the Trails Master Plan.

New Business Motion No. 2

THAT staff investigate the feasibility of creating fully accessible bike hubs at existing and future bike trail entrances.

CARRIED

3. Accessibility Advisory Committee Meeting Minutes of December 2, 2015

Moved by Councillor Gaertner
Seconded by Councillor Pirri

THAT the Accessibility Advisory Committee meeting minutes of December 2, 2015, be received; and

THAT the Accessibility Advisory Committee recommend to Council:

1. Memorandum from Accessibility Advisor
Re: 2016-2022 Accessibility Plan

THAT the 2016-2022 Accessibility Plan be adopted.

CARRIED

4. General Committee Meeting Report of January 19, 2016
(3) IES16-001 – Facility Projects Status Report

Moved by Councillor Thompson
Seconded by Councillor Pirri

THAT Report No. IES16-001 be received; and

THAT the fee for Onespace Unlimited Inc. be increased from \$1,049,284 to \$1,145,944 to be funded within the existing budget; and

THAT an application for a solar panel project through the FIT program similar to the project approved for the Aurora Family Leisure Complex be endorsed.

Motion to refer
Moved by Councillor Thompson
Seconded by Councillor Pirri

THAT Report No. IES16-001 – Facility Projects Status Report be referred back to staff for further information on additional fees for Onespace Unlimited Inc., and the application for a solar panel project through the FIT Program.

CARRIED

4. General Committee Meeting Report of January 19, 2016
(4) IES16-002 – Street Parking Plan for the Downtown Core – Pilot Project

Main motion
Moved by Councillor Pirri
Seconded by Councillor Abel

THAT Report No. IES16-002 be received; and

THAT the Street Parking Plan for the Downtown Core, as described in Report No. IES16-002 be implemented as a pilot from the period of June to October 2016; and

THAT Report No. IES16-002 be forwarded to the Regional Municipality of York Transportation Services Department.

Amendment
Moved by Councillor Thompson
Seconded by Councillor Abel

THAT the second clause of the main motion be amended by adding the words "subject to Council approval on May 3, 2016" after the words "June to October 2016".

CARRIED

Main motion as amended
Moved by Councillor Pirri
Seconded by Councillor Abel

THAT Report No. IES16-002 be received; and

THAT the Street Parking Plan for the Downtown Core, as described in Report No. IES16-002 be implemented as a pilot from the period of June to October 2016, **subject to Council approval on May 3, 2016**; and

THAT Report No. IES16-002 be forwarded to the Regional Municipality of York Transportation Services Department.

On a recorded vote the main motion
CARRIED AS AMENDED

YEAS: 8	NAYS: 1
VOTING YEAS:	Councillors Abel, Gaertner, Humfries, Mrakas, Pirri, Thom, and Thompson and Mayor Dawe
VOTING NAYS:	Councillor Kim

4. General Committee Meeting Report of January 19, 2016
(7) IES16-005 – Northern Six Municipalities Waste Collection Contract
Renewal Update – MOU and Council Lobbying Framework

Moved by Councillor Kim
Seconded by Councillor Pirri

THAT Report No. IES16-005 be received; and

THAT the Mayor and Clerk be authorized to execute a Memorandum of Understanding (MOU) with the N6 Partnership that provides for the administration of the joint waste collection contract between the Northern Six Municipalities and a future waste collection contractor; and

THAT Council endorse a ban on any communications between Members of Council, and any director, officer, employee, agent or representative of a firm or agent of a firm (whether or not they receive payment) with an interest in submitting a proposal for the Northern Six Waste Collection Contract (2017-2027) (hereafter "potential proponents") prior to the issuance of the request

for proposals, however, if any communication should occur, it shall be reported to the staff responsible for managing the procurement; and

THAT where deemed appropriate by staff any written correspondence only be directed to Council as a whole and that any written communications to Council from potential proponents be forwarded first to staff responsible for managing the procurement, and will only be made public through a staff report to be received for information purposes, subject to any applicable legislation; and

THAT all staff, excluding those identified as being involved in the process, be subject to the same ban; and

THAT no deputations at public meetings by proponents be scheduled until after the conclusion of any blackout period; and

THAT the Town Clerk provide the municipalities of East Gwillimbury, Georgina, King, Newmarket, and Whitchurch-Stouffville with a copy of Council's resolution on this matter and this staff report for their information and consideration.

CARRIED

4. General Committee Meeting Report of January 19, 2016
(8) IES16-006 – Increase to Mead Electric Service Contract

Moved by Councillor Thompson
Seconded by Councillor Pirri

THAT Report No. IES16-006 be received; and

THAT the Purchase Order with Mead Electric for street light maintenance and utility locate services be increased by \$140,000 to a revised value of \$360,000 for the 2015/2016 combined contract period; and

THAT the 2015 Operating Budget for street light maintenance be increased by \$70,000 to be funded from the Engineering Fees Reserve to offset the high demand for development-related locate services.

CARRIED

4. General Committee Meeting Report of January 19, 2016
(15) PRS16-006 – Status of the Cultural Precinct Plan

Main motion
Moved by Councillor Thom
Seconded by Councillor Pirri

THAT Report No. PRS16-006 be received for information.

Amendment No. 1
Moved by Councillor Gaertner
Seconded by Councillor Abel

THAT Council be provided with the geotechnical report for Blocks One and Three of the Cultural Precinct.

CARRIED

Amendment No. 2
Moved by Councillor Gaertner
Seconded by Councillor Thom

THAT the next Cultural Precinct report include all public comments received to date, and the concerns expressed by the Delegates from the General Committee meeting of January 19, 2016.

CARRIED

Amendment No. 3
Moved by Councillor Gaertner
Seconded by Councillor Thom

THAT the next Cultural Precinct report be accompanied by the report from AECOM unless provided to Members of Council prior to that date.

CARRIED

Amendment No. 4
Moved by Councillor Gaertner
Seconded by Councillor Thom

THAT the next Cultural Precinct report include a report from the economic development staff with respect to allowing commercial infiltration into the Cultural Heritage Precinct, and the effects this would have on the economic revitalization of Yonge Street; and a report from Planning staff with respect to zoning/change of use requirements in the Precinct.

On a recorded vote Amendment No. 4 was
DEFEATED

YEAS: 3
VOTING YEAS:
VOTING NAYS:
NAYS: 6
Councillors Gaertner, Humfryes, and Thom
Councillors Abel, Kim, Mrakas, Pirri, Thompson, and Mayor Dawe

Main motion as amended
Moved by Councillor Thom
Seconded by Councillor Pirri

THAT Report No. PRS16-006 be received for information; and

THAT Council be provided with the geotechnical report for Blocks One and Three of the Cultural Precinct; and

THAT the next Cultural Precinct report include all public comments received to date, and the concerns expressed by the Delegates from the General Committee meeting of January 19, 2016; and

THAT the next Cultural Precinct report be accompanied by the report from AECOM unless provided to Members of Council prior to that date.

CARRIED AS AMENDED

5. LLS16-006 – General Committee Closed Session Meeting of January 19, 2016

Moved by Councillor Pirri
Seconded by Councillor Thom

THAT Report No. LLS16-006 be received; and

THAT the following recommendations from the General Committee Closed Session meeting of January 19, 2016, be adopted:

- 1. Litigation or potential litigation including matters before administrative tribunals, affecting the Town or a Local Board (section 239(2)(e) of the *Municipal Act, 2001*); Re: Closed Session Report No. PDS16-001– Appeal to the Ontario Municipal Board re 2419059 Ontario Inc., OMB Case No.: PL150967, Zoning By-law Amendment & Site Plan Applications, Files: ZBA-2014-07 & SP-2015-01, 497 Wellington Street West, Part of Lot 1 and Part of 40 Acre Reserve, Registered Plan 102**

THAT the confidential recommendations of the General Committee Closed Session meeting of January 19, 2016, regarding the 497 Wellington Street West Ontario Municipal Board appeal, be adopted.

On a recorded vote Item 1 of the motion
CARRIED

YEAS: 8	NAYS: 1
VOTING YEAS:	Councillors Abel, Gaertner, Humfries, Kim, Mrakas, Thom, Thompson and Mayor Dawe
VOTING NAYS:	Councillor Pirri

- 2. Personal matters about an identifiable individual, including a Town or Local Board employee (section 239(2)(b) of the *Municipal Act, 2001*); Re: Closed Session Report No. LLS16-003 – Appointments to the Canada 150 Ad Hoc Committee**

THAT the appointment of five (5) Citizen Members to the Canada 150 Ad Hoc Committee as recommended in Closed Session on January 19, 2016, be approved; and

THAT these appointments be effective as of February 1, 2016; and

THAT staff be directed to report out the names of citizen members appointed to the Canada 150 Ad Hoc Committee upon adoption of this resolution.

CARRIED

- 7. Memorandum from Acting Manager of Corporate Communications**
Re: 2016 Community Recognition Awards Sponsorship Package

Moved by Councillor Thompson
Seconded by Councillor Thom

THAT the memorandum regarding the 2016 Community Recognition Awards Sponsorship Package be received; and

THAT the 2016 Community Recognition Awards Sponsorship Package be approved.

CARRIED

10. NOTICES OF MOTION/MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

- (i) Notices of Motion**
- (ii) Motions for Which Notice Has Been Given**
 - (a) Councillor Mrakas**
Re: Ontario Municipal Board Jurisdiction

Moved by Councillor Mrakas
Seconded by Councillor Humfryes

WHEREAS the Town of Aurora spends an incredible amount of resources and taxpayer money developing an Official Plan; and

WHEREAS the Town's Official Plan is ultimately approved by the Province; and

WHEREAS it is within the legislative purview of Municipal Council to approve Official Plan amendments or Zoning By-law changes that better the community or fit within the vision of the Town of Aurora Official Plan; and

WHEREAS it is also within the legislative purview of Municipal Council to deny Official Plan amendments or Zoning By-law changes that do not better the community or do not fit within the vision of the Town of Aurora Official Plan; and

WHEREAS planning decisions may be appealed to the Ontario Municipal Board ("OMB"), an unelected, appointed body that is not accountable to the residents of Aurora; and

WHEREAS appeals of OMB decisions are limited to questions of law, not the findings of facts in a case; and

WHEREAS all decisions—save planning decisions—made by Municipal Council are similarly only subject to appeal by judicial review and such appeals are limited to questions of law;

NOW THEREFORE BE IT HEREBY RESOLVED THAT Aurora Town Council requests the Government of Ontario to limit the jurisdiction of the OMB to questions of law or process; and

BE IT FURTHER RESOLVED THAT the Government of Ontario be requested to require the OMB to uphold any planning decisions of

Municipal Councils unless they are contrary to the processes and rules set out in legislation; and

BE IT FURTHER RESOLVED THAT a copy of this Motion be sent to The Honourable Kathleen Wynne, Premier of Ontario, The Honourable Ted McMeekin, Minister of Municipal Affairs and Housing, Mr. Patrick Brown, Leader of the Progressive Conservative Party, Ms. Andrea Horwath, Leader of the New Democratic Party, and all Members of Provincial Parliament (MPPs) in the Province of Ontario; and

BE IT FURTHER RESOLVED THAT a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

**On a recorded vote the main motion
CARRIED**

YEAS: 9	NAYS: 0
VOTING YEAS:	Councillors Abel, Gaertner, Humfries, Kim, Mrakas, Pirri, Thom, Thompson, and Mayor Dawe
VOTING NAYS:	None

(b) Councillor Thom
Re: Facility Sponsorship and Advertising

Moved by Councillor Thom
Seconded by Councillor Abel

WHEREAS the Town of Aurora has considerable assets for facility sponsorship and advertising; and

WHEREAS it is important that the Town of Aurora both realize and use these assets as a source to generate non-tax revenue; and

WHEREAS generating increased non-tax revenue from facility sponsorship and advertising will offset facility operating costs and relieve tax pressures on the Operating Budget;

NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to bring forward a report on the following:

- The assessment and inventory of our current facility sponsorship and advertising assets;
- The assessment and inventory on any potential facility sponsorship and advertising opportunities;

- Best practices for facility sponsorship and advertising strategies from other Ontario municipalities (e.g., City of Oshawa, Town of Whitby, City of Ottawa); and
- Recommendations for an enhanced facility sponsorship and advertising strategy for the Town of Aurora; and

BE IT FURTHER RESOLVED THAT the report be brought forward to Council before the beginning of the 2017 Budget deliberations.

CARRIED

(c) Councillor Mrakas
Re: Blue Dot Campaign

Main motion
Moved by Councillor Mrakas
Seconded by Councillor Kim

WHEREAS the Town of Aurora understands that people are part of the environment, and that a healthy environment is inextricably linked to the well-being of our community; and

WHEREAS as the Town updates its Corporate Environmental Action Plan, it will consider and have regard for the environmental consideration of the Blue Dot Campaign; and

WHEREAS the Town, as an environmental steward, respects, protects, fulfills and promotes rights for the benefit of existing and future generations; and

WHEREAS the Town is committed to supporting the protection, enhancement and restoration of the environment by fostering education and outreach, collaborating through partnerships, supporting the development of connected communities and reporting progress towards reaching goals;

NOW THEREFORE BE IT HEREBY RESOLVED THAT the Town of Aurora finds and declares that:

1. All people have the right to live in a healthy environment, including:
 - a) The right to breathe clean air;
 - b) The right to drink clean water;
 - c) The right to consume safe food;

- d) The right to access nature;
 - e) The right to know about pollutants and contaminants released into the local environment; and
 - f) The right to participate in decision-making that will affect the environment.
2. The Town of Aurora has the responsibility, within its jurisdiction, to respect, protect, fulfill and promote these rights.
 3. The Town of Aurora shall specify objectives, targets and timelines and actions the Town will take, within its jurisdiction, to fulfill residents' right to a healthy environment, including priority actions to:
 - a) Ensure infrastructure and development projects protect the environment, including air quality;
 - b) Address climate change by reducing greenhouse gas emissions and implementing adaptation measures;
 - c) Responsibly increase density;
 - d) Prioritize walking, cycling and public transit as preferred modes of transportation;
 - e) Reduce solid waste and promote recycling and composting; and
 - f) Establish and maintain accessible green spaces in all residential neighbourhoods; and

BE IT FURTHER RESOLVED THAT the Town of Aurora shall forward a copy of this declaration to the provincial government, federal government, the Association of Municipalities of Ontario (AMO), and the Federation of Canadian Municipalities (FCM), to show support for recognizing the right of all people to live in a healthy environment.

Amendment
Moved by Councillor Mrakas
Seconded by Councillor Abel

THAT the second operative clause be replaced by the following three clauses:

BE IT FURTHER RESOLVED THAT the Town of Aurora shall forward a copy of this declaration to the provincial government, calling for a public review of the Ontario Environmental Bill of Rights in order to improve the Act and to include recognition that all people have the right to live in a healthy environment; and

BE IT FURTHER RESOLVED THAT the Town of Aurora shall forward a copy of this declaration to the federal government calling for the development of federal legislation that recognizes that all people have the right to live in a healthy environment; and

BE IT FURTHER RESOLVED THAT the Town of Aurora shall forward a copy of this declaration to the Association of Municipalities of Ontario (AMO), and the Federation of Canadian Municipalities (FCM), to show support for recognizing the right of all people to live in a healthy environment.

CARRIED

Main motion as amended
Moved by Councillor Mrakas
Seconded by Councillor Kim

WHEREAS the Town of Aurora understands that people are part of the environment, and that a healthy environment is inextricably linked to the well-being of our community; and

WHEREAS as the Town updates its Corporate Environmental Action Plan, it will consider and have regard for the environmental consideration of the Blue Dot Campaign; and

WHEREAS the Town, as an environmental steward, respects, protects, fulfills and promotes rights for the benefit of existing and future generations; and

WHEREAS the Town is committed to supporting the protection, enhancement and restoration of the environment by fostering education and outreach, collaborating through partnerships, supporting the development of connected communities and reporting progress towards reaching goals;

NOW THEREFORE BE IT HEREBY RESOLVED THAT the Town of Aurora finds and declares that:

1. All people have the right to live in a healthy environment, including:
 - a) The right to breathe clean air;
 - b) The right to drink clean water;
 - c) The right to consume safe food;
 - d) The right to access nature;

- e) The right to know about pollutants and contaminants released into the local environment; and
 - f) The right to participate in decision-making that will affect the environment.
2. The Town of Aurora has the responsibility, within its jurisdiction, to respect, protect, fulfill and promote these rights.
3. The Town of Aurora shall specify objectives, targets and timelines and actions the Town will take, within its jurisdiction, to fulfill residents' right to a healthy environment, including priority actions to:
- a) Ensure infrastructure and development projects protect the environment, including air quality;
 - b) Address climate change by reducing greenhouse gas emissions and implementing adaptation measures;
 - c) Responsibly increase density;
 - d) Prioritize walking, cycling and public transit as preferred modes of transportation;
 - e) Reduce solid waste and promote recycling and composting; and
 - f) Establish and maintain accessible green spaces in all residential neighbourhoods; and

BE IT FURTHER RESOLVED THAT the Town of Aurora shall forward a copy of this declaration to the provincial government, calling for a public review of the Ontario Environmental Bill of Rights in order to improve the Act and to include recognition that all people have the right to live in a healthy environment; and

BE IT FURTHER RESOLVED THAT the Town of Aurora shall forward a copy of this declaration to the federal government calling for the development of federal legislation that recognizes that all people have the right to live in a healthy environment; and

BE IT FURTHER RESOLVED THAT the Town of Aurora shall forward a copy of this declaration to the Association of Municipalities of Ontario (AMO), and the Federation of Canadian Municipalities (FCM), to show support for recognizing the right of all people to live in a healthy environment.

CARRIED AS AMENDED

- (d) **Mayor Dawe**
Re: Town of Aurora Official Plan Review - 2016

Moved by Mayor Dawe
Seconded by Councillor Kim

WHEREAS Planning & Development Services will be preparing a work plan for the Official Plan Review in 2016; and

WHEREAS the Town's current population forecast identified in its Official Plan (2010) to the year 2031 is 70,200 persons; and

WHEREAS the Region of York's preferred growth scenario as part of the Region's Municipal Comprehensive Review to conform with Amendment 2 to the *Provincial Growth Plan* identifies a population forecast for the Town of Aurora of 79,000 persons to the year 2041; and

WHEREAS the *Planning Act* requires that official plans be reviewed at least every five years to ensure they conform with provincial plans, have regard to matters of provincial interest and are consistent with provincial policy statements; and

WHEREAS the Official Plan update provides the opportunity to assess how the Town will accommodate forecasted population and employment growth beyond the year 2031; and

WHEREAS appropriate infill development and other forms of intensification are objectives of the provincial plans, the York Region Official Plan, and the Town's current Official Plan;

NOW THEREFORE BE IT HEREBY RESOLVED that Planning staff be directed to review the existing policy framework of the Official Plan with respect to the Town's ability to accommodate the projected new residential growth to the year 2041 within the Town's urban boundary as part of the Official Plan review.

CARRIED

- (e) **Councillor Mrakas and Councillor Thompson**
Re: Municipal Summit – Golf Course Redevelopment

Moved by Councillor Mrakas
Seconded by Councillor Thompson

WHEREAS municipal Official Plans contain solid planning principles, adhere to relevant Provincial Policy Statements and are approved ultimately by the Province; and

WHEREAS municipalities face continuing challenges to their Official Plans through recent applications to redevelop former Golf Courses acquired by residential land developers in the GTA for the purpose of converting “private open space” stable neighbourhoods to “residential” land uses;

WHEREAS multiple municipalities repeatedly fighting the same planning battle(s) is an inefficient and ineffective use of tax-payer money; and

WHEREAS a Summit is a meeting of representatives of government which affords the opportunity to advocate for meaningful reform on a wide range of important issues facing municipalities; and

WHEREAS a Summit provides the opportunity to bring together all municipalities to work collaboratively to find solutions to the increasing pressures of loss of green space within our stable neighbourhoods due to redevelopment applications of golf courses;

NOW THEREFORE BE IT HEREBY RESOLVED THAT the Town of Aurora host a Municipal Summit to identify issues and define common principles as it speaks to appropriate redevelopment of former Golf Courses situated within stable neighbourhoods; and

BE IT FURTHER RESOLVED THAT staff extend an invitation to all Elected Officials from municipalities in the Golden Horseshoe region of Ontario and to the Board of Directors of AMO; and

BE IT FURTHER RESOLVED THAT staff report back no later than the last Council meeting in February 2016 to define possible venues, dates, and interest to attend a Municipal Summit on Golf Course redevelopment; and

BE IT FURTHER RESOLVED THAT a copy of this Motion be sent to The Honourable Kathleen Wynne, Premier of Ontario, The Honourable Ted McMeekin, Minister of Municipal Affairs and Housing, Mr. Patrick Brown, Leader of the Progressive Conservative Party, Ms. Andrea Horwath, Leader of the New Democratic Party, Mr. Chris Ballard, MPP Newmarket-Aurora and all other Members of Provincial Parliament (MPPs) in the Province of Ontario, and Mr. Wayne Emmerson, York Region Chairman and CEO.

**On a recorded vote the main motion
CARRIED**

YEAS: 9	NAYS: 0
VOTING YEAS:	Councillors Abel, Gaertner, Humfries, Kim, Mrakas, Pirri, Thom, Thompson, and Mayor Dawe
VOTING NAYS:	None

(f) Councillor Abel
Re: Winter Overnight Parking Restrictions

Moved by Councillor Abel
Seconded by Councillor Kim

WHEREAS By-law Number 4574-04.T is a by-law to regulate parking and traffic in the Town of Aurora; and

WHEREAS this By-law stipulates that on-street parking is not permitted from November 15 to April 15 during the period between 2:00 a.m. and 6:00 a.m.; and

WHEREAS the winter period parking restriction may cause hardship to those residents who depend on on-street parking; and

WHEREAS the winter period parking restrictions are only useful when there is a snow event requiring road plowing; and

WHEREAS all other times when snow removal operations are not required, on-street parking could be permitted;

NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to pilot a program allowing overnight parking through the winter months for the 2015/2016 winter season with a provision to impose overnight parking restrictions on an as needed basis in response to snow events; and

BE IT FURTHER RESOLVED THAT staff report back to Council in the spring of 2016 on the results of the pilot program.

Motion to refer
Moved by Councillor Abel
Seconded by Councillor Pirri

THAT Motion for Which Notice Has Been Given (f); Re: Winter Overnight Parking Restrictions be referred to staff for a report on implementing a pilot project for the 2016/2017 winter season.

CARRIED

11. REGIONAL REPORT

York Regional Council Highlights – December 17, 2015 and January 21, 2016

THAT the Regional Reports of December 18, 2015, and January 21, 2016, be received for information.

Motion to refer
Moved by Councillor Thompson
Seconded by Councillor Pirri

THAT the Regional Reports of December 18, 2015, and January 21, 2016, be referred to the Council meeting of February 9, 2016.

CARRIED

12. NEW BUSINESS/GENERAL INFORMATION

Council consented to considering New Business/General Information following the consideration of Reading of By-laws.

Councillor Pirri suggested that the document regarding the Town of Newmarket Glenway Golf Course Development Lessons Learned Report be circulated for information on a future meeting agenda.

13. READING OF BY-LAWS

Council consented to considering Reading of By-laws following the consideration of Closed Session.

Council consented to withdraw By-law No. 5803-16, BEING A BY-LAW to acquire lands for municipal purposes (15157, 15165 and 15171 Yonge Street).

Moved by Councillor Pirri
Seconded by Councillor Abel

THAT the following by-laws be given first, second, and third readings and enacted:

- 5804-16** BEING A BY-LAW to acquire lands for municipal purposes (Lot 6 and Lot 7, Plan 65M-2873).
- 5806-16** BEING A BY-LAW to establish lands on Plan 65M-4433 as highways (Brookfield Homes (Ontario) Aurora Limited – Phase 1).
- 5807-16** BEING A BY-LAW to exempt Block 31 on Plan 65M-4467 from Part-Lot Control (Brookfield Homes (Ontario) Aurora Limited).
- 5808-16** BEING A BY-LAW to amend By-law Number 5499-13, to appoint an Auditor for The Corporation of the Town of Aurora.
- 5809-16** BEING A BY-LAW to assume highways on Plan 65M-4309 for public use (Daniels LR Corporation).
- 5810-16** BEING A BY-LAW to establish lands on Plan 65M-3974 as highways (Hallgrove Estates Inc.).
- 5811-16** BEING A BY-LAW to assume highways on Plan 65M-3974 for public use (Hallgrove Estates Inc.).

CARRIED

Moved by Councillor Abel
Seconded by Councillor Kim

THAT the following confirming by-law be given first, second, and third readings and enacted:

- 5812-16** BEING A BY-LAW to Confirm Actions by Council Resulting from Council Meeting on January 26, 2016.

CARRIED

14. CLOSED SESSION

Moved by Councillor Pirri
Seconded by Councillor Kim

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

1. A proposed or pending acquisition or disposition of land by the Town or Local Board (section 239 (2)(c) of the *Municipal Act, 2001*); Re: Closed Session Memorandum from Manager of Long Range and Strategic Planning, Re: Agreement of Purchase and Sale – Eric T. Smith Way Update

2. A proposed or pending acquisition or disposition of land by the Town or Local Board (section 239 (2)(c) of the *Municipal Act, 2001*); Re: Closed Session Report No. PRS16-010 – Aurora Promenade Area
3. A proposed or pending acquisition or disposition of land by the Town or Local Board (section 239 (2)(c) of the *Municipal Act, 2001*); Re: Closed Session Report No. PDS16-007 – Eric T. Smith Way
4. A proposed or pending acquisition or disposition of land by the Town or Local Board (section 239 (2)(c) of the *Municipal Act, 2001*); Re: Closed Session Memorandum from Associate Solicitor, Re: Acquisition of Land for a New Central York Fire Services Facility

CARRIED

Moved by Councillor Pirri
Seconded by Councillor Kim

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

CARRIED

1. **A proposed or pending acquisition or disposition of land by the Town or Local Board (section 239 (2)(c) of the *Municipal Act, 2001*); Re: Closed Session Memorandum from Manager of Long Range and Strategic Planning, Re: Agreement of Purchase and Sale – Eric T. Smith Way Update**

Moved by Councillor Pirri
Seconded by Councillor Thompson

THAT the confidential direction to staff in respect to Agreement of Purchase and Sale – Eric T. Smith Way Update be confirmed.

CARRIED

2. **A proposed or pending acquisition or disposition of land by the Town or Local Board (section 239 (2)(c) of the *Municipal Act, 2001*); Re: Closed Session Report No. PRS16-010 – Aurora Promenade Area**

Moved by Councillor Abel
Seconded by Councillor Thompson

THAT the confidential direction to staff in respect to Closed Session Report No. PRS16-010 – Aurora Promenade Area be confirmed.

**On a recorded vote the main motion
CARRIED**

YEAS: 8	NAYS: 0
VOTING YEAS:	Councillors Abel, Gaertner, Kim, Mrakas, Pirri, Thom, Thompson, and Mayor Dawe
VOTING NAYS:	None
ABSENT:	Councillor Humfryes

3. **A proposed or pending acquisition or disposition of land by the Town or Local Board (section 239 (2)(c) of the *Municipal Act, 2001*); Re: Closed Session Report No. PDS16-007 – Eric T. Smith Way**

**Moved by Councillor Thom
Seconded by Councillor Abel**

THAT the confidential direction to staff in respect to Closed Session Report No. Closed Session Report No. PDS16-007 – Eric T. Smith Way be confirmed.

CARRIED

4. **A proposed or pending acquisition or disposition of land by the Town or Local Board (section 239 (2)(c) of the *Municipal Act, 2001*); Re: Closed Session Memorandum from Associate Solicitor, Re: Acquisition of Land for a New Central York Fire Services Facility**

**Moved by Councillor Abel
Seconded by Councillor Thompson**

THAT the confidential direction to staff in respect to Closed Session Memorandum from Associate Solicitor, Re: Acquisition of Land for a New Central York Fire Services Facility be confirmed.

**On a recorded vote the main motion
CARRIED**

YEAS: 7	NAYS: 1
VOTING YEAS:	Councillors Abel, Gaertner, Kim, Pirri, Thom, Thompson, and Mayor Dawe
VOTING NAYS:	Councillor Mrakas
ABSENT:	Councillor Humfryes

15. ADJOURNMENT

Moved by Councillor Kim
Seconded by Councillor Thompson

THAT the meeting be adjourned at 12:06 a.m. on Wednesday, January 27, 2016.

CARRIED

GEOFFREY DAWE, MAYOR

STEPHEN M. A. HUYCKE, TOWN CLERK

THE MINUTES OF THE COUNCIL MEETING OF JANUARY 26, 2016, ARE SUBJECT TO FINAL APPROVAL BY COUNCIL ON FEBRUARY 9, 2016.



**TOWN OF AURORA
SPECIAL COUNCIL – PUBLIC PLANNING
MEETING MINUTES**

Council Chambers
Aurora Town Hall
Wednesday, January 27, 2016

ATTENDANCE

COUNCIL MEMBERS	Mayor Dawe in the Chair; Councillors Abel, Gaertner (arrived 7:03 p.m.), Humfryes, Kim, Mrakas, Pirri, and Thom
MEMBERS ABSENT	Councillor Thompson
OTHER ATTENDEES	Director of Planning and Development Services, Planners, Deputy Clerk, and Council/Committee Secretary

Mayor Dawe called the meeting to order at 7:01 p.m.

1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act*.

2. APPROVAL OF THE AGENDA

**Moved by Councillor Abel
Seconded by Councillor Thom**

THAT the agenda as circulated by Legal and Legislative Services be approved.

CARRIED

3. PLANNING APPLICATIONS

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

- 1. PDS16-004 – Applications for Official Plan Amendment and Zoning By-law Amendment**
Metropolitan Square Inc., 180, 190 and 220 Wellington Street East, Lot 81, Concession 1, EYS
File Numbers: OPA-2015-05 and ZBA-2015-15

Planning Staff

The Planner, Mr. Lawrence Kuk, presented a brief overview of the application and staff report, including background information related to the proposed Official Plan Amendment and Zoning By-law Amendment applications to permit a residential condominium development, which would include two, ten-storey buildings with a total of 296 units, a ground floor atrium and two levels of underground parking. Mr. Kuk noted the comments received from the public regarding increased traffic from the proposed development and its impact on Industrial Parkway South and Wellington Street East.

Consultant

Ms. Angela Sciberras, of Macaulay Shiomi Howson Ltd., on behalf of the applicant, presented an overview of the applications and subject lands, including surrounding uses, designation within the Aurora Promenade Secondary Plan, key Official Plan policies, site plan, elevations, and landscape plan.

Public Comments

Aurora residents, including Gordon Barnes, Jim Higgs, Brian Hodgson, and Dan Revington, and Oak Ridges resident Jason Hyatt, provided the following comments:

- Concern regarding the proposed two, ten-storey buildings and future trends for site specific by-law exceptions related to lot coverage and building height
- Concern regarding the proposed parking lot exit at Centre Street
- Concern regarding the loss of two businesses providing tax revenue
- Concern regarding existing traffic issues and increased traffic at the Regional intersection of Industrial Parkway North and Wellington Street East
- Concern regarding traffic flow – need for traffic flow study, expansion of the intersection, and wider lanes to alleviate congestion and improve safety
- Concern with GO train crossing – need to widen access across Wellington Street East
- Support for development, proposed intensification and fit with the Aurora Promenade and Greater Golden Horseshoe requirements
- Suggestion to include geriatric and accessibility elements beyond Building Code requirements
- Suggestion to install tank large enough to hold first 50 millimetres of rainfall to reduce load on the Town's stormwater and sewer system

- Suggestion to install three wires, instead of two, to each unit to encourage energy conservation
- Suggestion to meet LEED's Silver standards
- Suggestion to designate at least 5% of the units as affordable housing

Consultant

Ms. Sciberras addressed the concerns and suggestions regarding traffic, loss of employments lands, location of driveway, by-law requirements, and design.

Main motion

Moved by Councillor Abel

Seconded by Councillor Kim

THAT Report No. PDS16-004 be received; and

THAT comments presented at the Public Planning meeting be addressed by Planning & Development Services in a comprehensive report outlining recommendations and options at a future General Committee meeting.

Amendment

Moved by Councillor Mrakas

Seconded by Councillor Gaertner

THAT the second clause of the main motion be amended by replacing the words "General Committee" with "Public Planning".

CARRIED

Main motion as amended

Moved by Councillor Abel

Seconded by Councillor Kim

THAT Report No. PDS16-004 be received; and

THAT comments presented at the Public Planning meeting be addressed by Planning & Development Services in a comprehensive report outlining recommendations and options at a future **Public Planning** meeting.

CARRIED AS AMENDED

2. **PDS16-005 – Application for Zoning By-law Amendment**
Frank Luciani, 340 Ridge Road
Part of Lot 73, Concession 1
File Number: ZBA-2015-13

Planning Staff

The Planner, Mr. Jeff Healey, presented a brief overview of the application and staff report, including background information related to the proposed Zoning By-law Amendment to rezone the subject lands from Rural Oak Ridges Moraine (RU-ORM) to Detached Dwelling First Density Residential (R1-X) Exception Zone to permit one additional residential lot.

Consultant

Mr. Claudio Brutto, of Brutto Consulting, on behalf of the applicant, spoke in support of the staff report and application, and addressed the concerns of the public regarding the number of buildings permitted on the lot.

Public Comments

Mr. Amir Samadi, representing the owner of 302 Ridge Road, the adjacent property to the subject lands, expressed concerns regarding the future potential for more than one residential unit permitted as a result of the proposed Zoning By-law Amendment, in the event that the property is sold.

Planning Staff

Mr. Marco Ramunno, Director of Planning and Development Services, addressed the concerns respecting the proposed Zoning By-law Amendment.

Moved by Councillor Pirri
Seconded by Councillor Kim

THAT Report No. PDS16-005 be received; and

THAT comments presented at the Public Planning meeting be addressed by Planning & Development Services in a comprehensive report outlining recommendations and options at a future General Committee meeting.

On a recorded vote the motion
CARRIED

YEAS: 5	NAYS: 3
VOTING YEAS:	Councillors Abel, Kim, Mrakas, Pirri, and Thom
VOTING NAYS:	Councillors Gaertner, Humfryes, and Mayor Dawe
ABSENT:	Councillor Thompson

4. READING OF BY-LAW

Moved by Councillor Pirri
Seconded by Councillor Kim

THAT the following confirming by-law be given first, second, and third readings and enacted:

5805-16 BEING A BY-LAW to Confirm Actions by Council Resulting from Special Council – Public Planning Meeting on January 27, 2016.

CARRIED

5. ADJOURNMENT

Moved by Councillor Thom
Seconded by Councillor Humfryes

THAT the meeting be adjourned at 9:14 p.m.

CARRIED

GEOFFREY DAWE, MAYOR

PATTY THOMA, DEPUTY CLERK

THE MINUTES OF THE SPECIAL COUNCIL – PUBLIC PLANNING MEETING OF JANUARY 27, 2016, ARE SUBJECT TO FINAL APPROVAL BY COUNCIL ON FEBRUARY 9, 2016.



**TOWN OF AURORA
GENERAL COMMITTEE MEETING REPORT**

Council Chambers
Aurora Town Hall
Tuesday, February 2, 2016

ATTENDANCE

COUNCIL MEMBERS Councillor Thompson in the Chair; Councillors Abel, Gaertner (arrived at 7:01 p.m.), Humfries (arrived at 7:01 p.m.), Kim, Mrakas, Pirri, Thom, and Mayor Dawe

MEMBERS ABSENT None

OTHER ATTENDEES Chief Administrative Officer, Director of Building and By-law Services, Director of Corporate and Financial Services/Treasurer, Director of Infrastructure and Environmental Services, Acting Director of Legal and Legislative Services/Town Clerk, Director of Parks and Recreation Services, Director of Planning and Development Services, and Council/Committee Secretary

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

1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act*.

2. APPROVAL OF THE AGENDA

General Committee approved the agenda as circulated by Legal and Legislative Service with the following addition:

- Delegation (c) Dr. Brian Moore, Canadian Disc Institute
Re: Item 2 – BBS16-001 – Request for Sign Variance to Sign Bylaw
No. 4898-07.P for the Canadian Disc Institute at 15000 Yonge Street

3. DETERMINATION OF ITEMS REQUIRING SEPARATE DISCUSSION

Items 3, 10, 11, 12, and 13 were identified for discussion.

4. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION

Items 1, 2, 4, 5, 6, 7, 8, 9, 14, and 15 were identified as items not requiring separate discussion.

General Committee recommends:

THAT the following recommendations respecting the matters listed as "Items Not Requiring Separate Discussion" be adopted as submitted to the General Committee and staff be authorized to take all necessary action required to give effect to same:

1. CAO16-001 – Business Improvement Area (BIA) Plan Update

THAT Report No. CAO16-001 be received; and

That a Public Information Session pertaining to the BIA be scheduled for later in February or March 2016.

2. BBS16-001 – Request for Sign Variance to Sign Bylaw No. 4898-07.P for the Canadian Disc Institute at 15000 Yonge Street

General Committee consented, on a two-thirds vote, to waive the Procedural By-law and consider Item 2, which had previously been adopted by General Committee under Adoption of Items Not Requiring Separate Discussion.

4. IES16-010 – Parking Concerns on Hawthorne Lane

THAT Report No. IES16-010 be received; and

THAT parking be prohibited at any time on the north side of Hawthorne Lane from George Street to the end of Hawthorne Lane; and

THAT the necessary by-law be introduced to implement the above recommendation.

5. IES16-011 – Acceptance of Sanitary Sewer and Watermain Constructed by Magna International Inc.

THAT Report No. IES16-011 be received; and

THAT the following external services constructed by Magna International Inc. be accepted:

- a) Sanitary sewer contained within municipal easement and Town owned lands located west of Bayview Avenue and south of Wellington Street East;
- b) Watermain located on the south side of Wellington Street East between Conover Avenue and Aurora East Pumping Station; and

THAT the Director of Infrastructure & Environmental Services be authorized to issue a Certificate of Acceptance of public works for the said external services as required under Section 3.10 of the External Services Agreement.

6. IES16-013 – School Travel Planning Program for Aurora Heights Public School

THAT Report No. IES16-013 be received; and

THAT three-way stop sign control be installed at the intersection of Tecumseh Drive and Kitimat Crescent (north leg); and

THAT the necessary by-law be introduced to implement the above recommendation; and

THAT a letter be sent to Aurora Heights Public School with Council's adopted resolution.

7. IES16-014 – Acceptance of Municipal Services – Elderberry Hill Residential Subdivision – Registered Plan 65M-3931

THAT Report No. IES16-014 be received; and

THAT ownership, operation and maintenance of the works within the roads, right-of-ways and other lands dedicated to the Town as contained within Registered Plan 65M-3931, being Elderberry Hill Residential Subdivision be assumed; and

THAT the necessary by-law be brought forward for enactment to assume for public use the highways within Registered Plan 65M-3931 and to establish as public highway any applicable reserves.

8. LLS16-007 – Accessibility Advisory Committee Terms of Reference Review

THAT Report No. LLS16-007 be received; and

THAT the Terms of Reference for the Accessibility Advisory Committee be amended to change the Committee composition to:

- a) Five (5) Citizen Members, the majority of whom shall be persons with a disability and the minority of whom shall be citizen volunteers, parents of a child with a disability, or professionals from the stakeholder community.
- b) One (1) Member of Council shall be appointed as Council liaison to the Committee and that such member shall be “ex-officio”.; and

THAT the Terms of Reference for the Accessibility Advisory Committee be further amended to change the meeting time from 7:00 p.m. to as agreed to by the Committee; and

THAT the appointment of a citizen member of the Accessibility Advisory Committee recommended by staff in confidential Closed Session Report No. LLS15-060 be approved; and

THAT staff be directed to report out the names of citizen members appointed to the Accessibility Advisory Committee upon adoption of this resolution.

9. PRS16-002 – License Agreement for Hydro Corridor Lands North of St. John’s Sideroad in the Town of Aurora

THAT Report No. PRS16-002 be received; and

THAT the Director of Parks & Recreation Services be authorized to execute a License Agreement with HER MAJESTY THE QUEEN IN THE RIGHT OF ONTARIO as represented by THE MINISTER OF INFRASTRUCTURE for a portion of hydro corridor lands north of St. John’s Sideroad, including any and all documents and ancillary agreements required to give effect to same; and

THAT the Director of Parks & Recreation Services be authorized to renew the License Agreement on an ongoing basis, provided that the License Agreement remains on the same terms, with the Director of Parks & Recreation Services being authorized to execute the necessary renewal agreements, including any and all documents and ancillary agreements required to give effect to same.

14. Economic Development Advisory Committee Meeting Minutes of January 14, 2016

THAT the Economic Development Advisory Committee meeting minutes of January 14, 2016, be received for information.

15. Finance Advisory Committee Meeting Minutes of January 19, 2016

THAT the Finance Advisory Committee meeting minutes of January 19, 2016, be received; and

THAT the Finance Advisory Committee recommends to Council:

THAT the Financial Advisory Committee shall normally meet at Town Hall once per month, except for the months of July and August, from 5:30 p.m. to 6:45 p.m. on the Tuesday of the second General Committee meeting of that month; and

THAT the Town Clerk be directed to amend the Terms of Reference for the Financial Advisory Committee.

CARRIED

5. DELEGATIONS

(a) Joyce Deutsch, Resident

Re: Item 4 – IES16-010 – Parking Concerns on Hawthorne Lane

Ms. Deutsch spoke in favour of having parking on one side of Hawthorne Lane, and noted that when polled, the majority of residents on the street supported this change.

General Committee received and referred the comments of the delegation to Item 4.

(b) Dr. Beverley Bouffard, Resident

Re: Item 3 – IES16-009 – Speed Cushion Pilot Project Follow-Up

Dr. Bouffard spoke in support of installing speed cushions on Kennedy Street West. She expressed concerns regarding the traffic in the area, and emphasized the need for pedestrian safety measures.

General Committee received and referred the comments of the delegation to Item 3.

(c) Dr. Brian Moore, Canadian Disc Institute

Re: Item 2 – BBS16-001 – Request for Sign Variance to Sign Bylaw No. 4898-07.P for the Canadian Disc Institute at 15000 Yonge Street

(Added item)

Dr. Moore spoke in support of his application for a sign variance, and spoke in opposition to requiring the removal of the second sign as recommended in Report No. BBS16-001.

General Committee received and referred the comments of the delegation to Item 2.

6. PRESENTATIONS BY THE ADVISORY COMMITTEE CHAIR

None

7. CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION

2. BBS16-001 – Request for Sign Variance to Sign Bylaw No. 4898-07.P for the Canadian Disc Institute at 15000 Yonge Street

General Committee recommends:

THAT Report No. BBS16-001 be received; and

THAT the request for variance to Sign By-law No. 4898-07.P to allow a 4.09m² wall sign located 190mm above grade for the Canadian Disc Institute be approved on the following conditions:

- i) A Heritage Permit for the proposed sign is obtained from Planning and Development Services prior to the issuance of the Sign Permit.

CARRIED

3. IES16-009 – Speed Cushion Pilot Project Follow-Up

General Committee recommends:

THAT Report No. IES16-009 be received; and

THAT staff be directed to conduct the public consultation as set out in Report No. IES16-009.

CARRIED

10. PRS16-005 – Review of Indoor Tennis Facility

General Committee recommends:

THAT Report No. PRS16-005 be received; and

THAT staff be directed to prepare a lease agreement with 849400 Ontario Inc. for the provision of an indoor tennis facility; and

THAT the Mayor and Town Clerk be authorized to enter into a lease Agreement with 849400 Ontario Inc., including any and all documents and ancillary agreements required to give effect to same.

CARRIED

11. PRS16-007 – Injury or Destruction of Trees on Private Property By-law

General Committee recommends:

THAT Report No. PRS16-007 be received for information.

CARRIED

12. PRS16-008 – Facility Sponsorship Program – Aurora Toyota

General Committee recommends:

THAT Report No. PRS16-008 be received for information.

CARRIED

13. Community Recognition Review Advisory Committee Meeting Minutes of January 12, 2016

General Committee recommends:

THAT the Community Recognition Review Advisory Committee meeting minutes of January 12, 2016 be received for information.

CARRIED

8. NOTICES OF MOTION

None

9. NEW BUSINESS/GENERAL INFORMATION

Councillor Gaertner raised concern regarding a bus parking issue that occurred at the Aurora Family Leisure Complex over the weekend. Staff responded that they are looking into the issue.

Councillor Mrakas inquired about when the Door-to-Door Salespeople by-law would be brought to Council. Staff indicated that the by-law should be presented to Council in March.

Councillor Pirri inquired about when the Town's remaining holiday decorations would be taken down. Staff indicated that they will follow up with this matter.

Councillor Humfries noted that there will be a fundraiser for The Welcome Table at the Mardi Gras North event to be held at Aw Shucks restaurant on Thursday, February 4, 2016, at 7 p.m. Councillor Abel added that there is also an anti-bullying fundraiser at Aw Shucks restaurant the same evening.

10. CLOSED SESSION

None

11. ADJOURNMENT

The meeting was adjourned at 9:34 p.m.

MICHAEL THOMPSON, COUNCILLOR

STEPHEN M. A. HUYCKE, TOWN CLERK

THE REPORT OF THE GENERAL COMMITTEE MEETING OF FEBRUARY 2, 2016, IS
SUBJECT TO FINAL APPROVAL BY COUNCIL ON FEBRUARY 9, 2016.



MEMORANDUM

DATE: February 9, 2016
TO: Members of Council
FROM: Mayor Geoffrey Dawe
RE: **Lake Simcoe Region Conservation Authority**
Highlights – January 22, 2016 – Meeting of the Board

RECOMMENDATION

THAT Council:

- Receive the correspondence for information
- Endorse the recommendations
- Provide direction



Board Meeting Highlights

65th Annual General Meeting

January 22, 2016

Welcome and Greetings:

Chair Dawe welcomed everyone to the 65th Annual General Meeting and thanked the many guests in attendance from the federal government, provincial government, Georgina Island First Nations, Conservation Ontario, Lake Simcoe Conservation Foundation, as well as regional and municipal partners and many LSRCA staff members.

Chair Dawe was pleased to call upon the following guest, who brought greetings to the meeting:

- Honourable Peter Van Loan, MP York-Simcoe,
- Jeanne Harris, on behalf of Ann Hogarth, MPP Barrie,
- Kerry-Ann Charles, Chippewas of Georgina Island First Nation,
- Wayne Emmerson, Chairman and CEO, the Regional Municipality of York,
- Kim Gavine, General Manager, Conservation Ontario, and
- John McCallum, Secretary-Treasurer, Lake Simcoe Conservation Foundation

Presentations:

Lake Simcoe Region Conservation Authority's 2015 Annual Report

Chair Dawe congratulated Mike Walters on a very successful first full year as LSRCA's Chief Administrative Officer. Chair Dawe provided an overview of LSRCA's many accomplishments throughout 2015, one of the most notable being LSRCA's [2016-2020 Strategic Plan](#) entitled Vision to Action, Action to Results. He then shared a video presentation that summed up a triumphant year: [Video of 2015 Accomplishments](#).

LSRCA's 2015 Annual Report was handed out at the meeting. Additional copies may be obtained by contacting Katarina Zeppieri at k.zeppieri@lsrca.on.ca / 905-895-1281 or electronically via the following link: [LSRCA 2105 Annual Report](#)

Chair's 2015 Activity Report

Chair Dawe reviewed the Chair's 2015 Activity Report, which was included in the agenda, noting that 2015 was a very busy and exciting year at LSRCA and that he was so proud to serve as Chair of the Board of Directors.

Conclusion of 2015 Business

Chair Dawe concluded the Year 2015 business and deemed the Chair vacant.



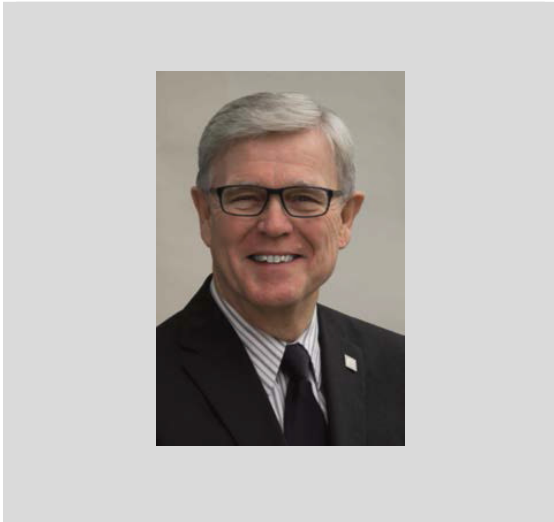
2016 Business

After a short break, the 2016 Business portion of the meeting was called to order by the CAO, Mike Walters, who served as Chair Pro Temp during the election of the Chair and Vice Chair for 2016.

Election of Officers

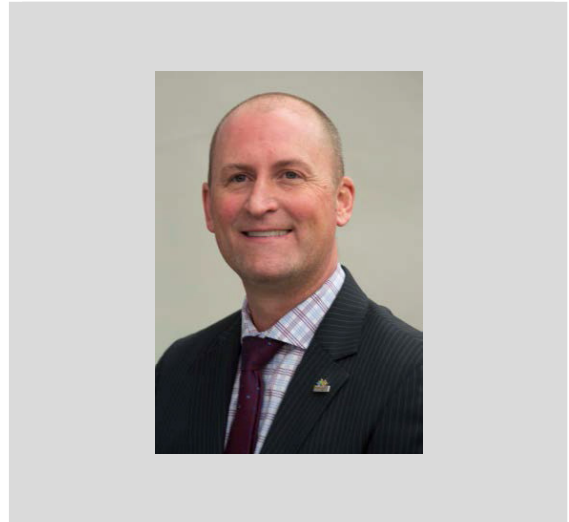
Chair of the Authority

Aurora Mayor Geoffrey Dawe was re-elected as Chair for 2016.



Vice Chair of the Authority

Innisfil Councillor Richard Simpson was elected as Vice Chair for 2016.



To view LSRCA's media release regarding the election of officers, please click this link: [Media Release - LSRCA 2016 Chair and Vice Chair](#)

2016 Meeting Schedule

The Board approved the following 2016 meeting schedule. Meetings are held in LSRCA's Administrative Offices located at 120 Bayview Parkway in Newmarket and begin at 9:00 a.m.

Friday, February 26th
Friday, April 1st
Friday, April 29th
Friday, May 27th
Friday, June 24th
Friday, December 16th

Friday, July 22nd
No August meeting
Friday, September 23rd
Friday, October 28th
Friday, November 25th

2016 LSRCA Board of Directors

Below is a photo of the 2016 Lake Simcoe Region Conservation Authority Board of Directors.



From left to right:

Back Row: Councillor Stephen Strangway, Councillor Scott Macpherson, Councillor Ken Ferdinands, Councillor Dave Kerwin, Mr. Jay Dolan, Councillor Peter Silveira, Deputy Mayor John O'Donnell, Councillor Pat Molloy, Councillor Peter Ferragine

Front Row: Ms. Debbie Bath, Councillor Avia Eek, Councillor Richard Simpson (Vice Chair), Mayor Geoffrey Dawe (Chair), Mayor Margaret Quirk, Mayor Virginia Hackson

Missing: Regional Councillor Bobbie Drew, Councillor Shira Harrison-McIntyre, Deputy Mayor/Regional Councillor Danny Wheeler



100 John West Way,
Box 1000,
Aurora, ON L4G 6J1
Phone: 905-727-3123 ext. 4371
www.e-aurora.ca

**Infrastructure & Environmental
Services**

MEMORANDUM

DATE: February 9, 2016
TO: Mayor Dawe and Members of Council
FROM: Ilmar Simanovskis, Director of Infrastructure & Environmental Services
RE: **Additional Information to Report No. IES16-009 – Speed Cushion Pilot Project Follow-up**

RECOMMENDATIONS

THAT the memorandum regarding Additional Information to Report No. IES16-009 – Speed Cushion Pilot Project Follow-up, be received for information.

BACKGROUND

This memo is to provide additional information to Council on the request from General Committee of February 2, 2016, for the speed cushion pilot project proposed catchment area maps.

Staff have estimated the following number of households that need to be petitioned for the speed cushion pilot project in the selected locations road area network:

- | | |
|-------------------------|----------------|
| 1. Mavrinac Boulevard: | 335 households |
| 2. McMaster Avenue: | 145 households |
| 3. Conover Avenue: | 90 households |
| 4. Kennedy Street West: | 410 households |
| 5. Stone Road: | 430 households |

A total of 1,410 notification letters will be required to cover the above five locations.



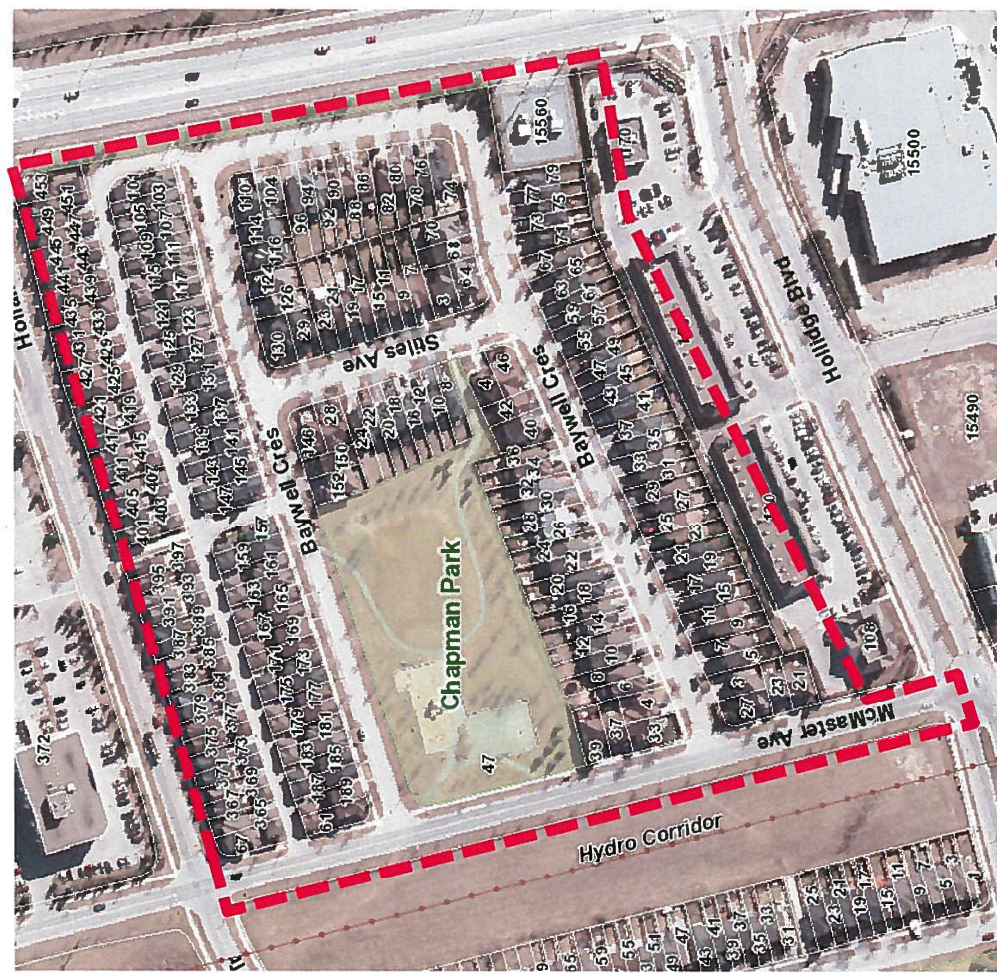
ATTACHMENTS

- Attachment 1-Mavrinac Boulevard Map
- Attachment 2-McMaster Avenue Map
- Attachment 3-Conover Avenue Map
- Attachment 4-Kennedy Street West Map
- Attachment 5-Stone Road Map



Attachment 1



Mavrinc Boulevard




	<p>Attachment 2</p> 
	<p>McMaster Avenue</p>

Attachment 3

Conover Avenue

AURORA
You're in Good Company

	<p>Attachment 4</p>	 <p>Kennedy Street West</p>
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	<p>Attachment 5</p>
	 <p>Stone Road</p>

Council Highlights
For Immediate Release

The Regional Municipality of York | york.ca



Friday, December 18, 2015

York Regional Council – December 17, 2015

York Regional Council approves \$2.8 billion 2016 budget

York Regional Council approved The Regional Municipality of York's \$2.8 billion 2016 budget, which includes \$783 million in funding for capital projects and \$1.99 billion to deliver high-quality services to the Region's residents and businesses.

York Region's 2016 budget aligns with the Council-approved 2015 to 2018 Regional Strategic Plan and addresses the management of \$9.5 billion in infrastructure assets such as roads, service facilities and buildings. The business plan balances the need to provide more services to residents with the ability to pay for them. This was achieved while keeping the tax increase consistent with the outlook in last year's budget.

The 2016 budget includes a 2.85 per cent tax increase, representing an additional \$63 for an average residential property in York Region.

Budget Highlights:

The 2016 operating budget includes the following **new additions**:

- 17 York Regional Police officers and five civilian staff to address population growth, provide responsible and sustainable service and continued focus on changing demographics within the Region

- 20 Paramedic Services staff to respond to increasing call volumes
- Rent supplement program expansion and more resources to address homelessness and support community housing
- Continued implementation of VivaNext bus rapid transit services on new rapidways on Yonge Street and Highway 7 to move people faster
- Contributing to funding of the new York University-Markham Centre Campus
- Planting 2,500 new street trees, including replacing 1,000 trees infected by the emerald ash borer, to maintain urban forestry coverage

The **2016 Operating Budget** includes:

- \$541 million for Environmental Services
- \$475 million for Community and Health Services
- \$328 million for York Regional Police
- \$317 million for Transportation Services

The **2016 Capital Budget** includes:

- \$168 million for Regional Roads
- \$165 million for York Region Rapid Transit Corporation
- \$122 million for Wastewater
- \$78 million for Water
- \$45 million for York Region Transit
- \$40 million for Property Services
- \$39 million for Community and Health Services

Fiscal Strategy supports a strong and financially sustainable Region

As part of The Regional Municipality of York's \$2.8 billion 2016 budget, York Regional Council adopted an updated Regional Fiscal Strategy.

Introduced in 2014, the Regional Fiscal Strategy is an integrated approach that manages the capital plan, reduces debt and saves more for the future.

The strategy has lowered the level of peak debt from the 2013 forecast of \$5.2 billion in 2020 to the 2015 budget forecast of \$2.9 billion in 2017. This level has been maintained as part of the 2016 budget.

York Region's reserves are expected to grow by up to \$2.8 billion over the next 10 years.

For 15 years, York Region has consistently maintained a strong credit rating. In 2015, Moody's reaffirmed its Aaa rating and Standard & Poor's reaffirmed its AA+ rating. This allows the Region and our nine area municipalities to have excellent access to capital markets and finance debt at the lowest possible cost.

Drinking water quality to be sustained by user rates

York Regional Council approved full cost recovery pricing for Regional water and wastewater services in October as part of the 2016 budget. Full cost recovery will help ensure adequate reserves are available to meet the demands of maintaining water and wastewater infrastructure.

Effective April 2016, the Regional portion of an average household's monthly water and wastewater bill will increase nine per cent annually for the next five years. In 2021, rates will increase by 2.9 per cent.

The new rates will help pay for:

- Maintaining infrastructure in a state of good repair, now and in the future
- Building adequate reserves for future infrastructure repair and replacement
- Covering day-to-day operating expenses
- Payments to other municipalities for the purchase of water (Peel and Toronto) and treatment of wastewater (Durham and Peel) to meet the needs of our growing communities
- Operating costs of Region-owned water and wastewater infrastructure

York Regional Council continues to make drinking water quality a top priority. This commitment includes drinking water quality testing, superior maintenance and ongoing infrastructure investment. This approach has worked well for York Region, which notches either perfect or near-perfect water quality scores year over year.

For information on new water and wastewater rates, please see the [Council report in October 2015](#) and for information on York Region's water and wastewater services, please visit york.ca/wateris

York Region named a GTA Top Employer once again

For the fifth straight year The Regional Municipality of York is recognized as one of the GTA's Top Employers by Mediacorp Canada.

The competition recognizes companies leading in their field for progressive programs, benefits, employee satisfaction and community involvement.

Criteria used to evaluate the designation include:

- Employee Engagement
- Employee communications
- Performance management
- Training and skills development
- Community involvement
- Work atmosphere
- Health, financial and family benefits
- Physical workplace

York Region helps students and new grads gain relevant work experience through summer student roles, co-op opportunities and paid internships. The Region is piloting a two-year rotational program to provide Masters-level finance graduates with work experience in various areas, including budget development, treasury, financial reporting, procurement and information technology services.

For more information on York Region's profile on the GTA Top employer, please visit eluta.ca

York Regional Council appoints ombudsman

York Regional Council has appointed ADR Chambers Inc. as [the Ombudsman for The Regional Municipality of York](#).

At the directive of Regional Council to explore opportunities for additional accountability and transparency in the municipal sector, York Region formally explored the merit and feasibility of appointing an Ombudsman.

The successful proponent of York Region's Request for Proposal for an Ombudsman - commencing January 1, 2016 – is ADR Chambers Inc. and will act as an office of last resort for members of the public to bring forward unresolved complaints when all other complaint processes have been exhausted.

Acting at arm's length from the Regional Council and the Corporation, the

Ombudsman will independently receive, review and investigate complaints, provide periodic updates as a result of investigations and produce an annual report of its activities.

The Request for Proposal for an Ombudsman issued by York Region included the option for local municipalities to appoint the successful proponent under a co-operative purchasing arrangement within the five-year contract term.

Khalid Usman appointed to York Regional Police Services Board

Mr. Khalid Usman has been named the Regional Council Appointee to The Regional Municipality of York Police Services Board. The appointment is effective January 1, 2016.

Mr. Usman has over 30 years of experience as a Chartered Accountant. He sat on the Liaison Committee for The Canadian Federation of Intercultural Friendship and served as the Chair of the Markham Stouffville Hospital Foundation. A resident of Markham, Khalid has given his time and energy to a number of community organizations, including the Unionville home Society Residence for Seniors, the Peace Tree Committee, The New Family YMCS, Yellow Brick House and ORBIS Canada.

The Police Services Board is comprised of seven civilian members who represent the public's interests and are committed to a high quality of community-based policing and excellence in police governance. The Board recognizes the challenges to law enforcement created by a changing environment, demographic shifts, emerging technologies and evolving crime trends and patterns.

To learn more about the Police Services Board, please visit yrpsb.ca

York Region prepares for Syrian refugees

York Regional Council received an update on the Government of Canada's plan to resettle Syrian refugees and [York Region's role in the resettlement](#).

By December 31, 2015 the government will identify all 25,000 refugees with a target of 10,000 to arrive in Canada by the end of the year, and the remainder by the end of February 2016.

While regional governments are not mandated to provide refugee supports, York Region is prepared to take several proactive measures to assist. This includes hosting an information fair for private sponsors in 2016, reallocating resources to support internal and community coordination efforts and promoting positive attitude campaigns to foster a welcoming community.

York Region's well-developed Welcome Centre Service Delivery system provides services from settlement to language and employment services across five Centres, located in Markham (two centres), Richmond Hill, Vaughan and Newmarket. The Region's dedicated immigration portal YorkWelcome.ca also provides information and resources on settlement for new residents.

The resettlement of Syrian refugees continues to be an evolving issue. York Regional Council will receive updates as more information becomes available and refugees begin to settle in the community.

Next regular meeting of York Regional Council

York Regional Council will meet on Thursday, January 21, 2016 at 9 a.m. in the York Region Administrative Centre Council Chambers, located at 17250 Yonge Street in the Town of Newmarket.

-30-

Compiled by:

Kylie-Anne Doerner, Corporate Communications, The Regional Municipality of York

Phone: 1-877-464-9675, ext. 71209 Cell: 905-251-6412

Email: kylie-anne.doerner@york.ca



MEMORANDUM

DATE: January 26, 2016
TO: Members of Council
FROM: Mayor Geoffrey Dawe
RE: York Regional Council Highlights ~ January 21, 2016 ~

RECOMMENDATION

THAT Council:

- Receive the correspondence for information
- Endorse the recommendations
- Provide direction

Council Highlights
For Immediate Release

The Regional Municipality of York | york.ca



Thursday, January 21, 2016

York Regional Council - January 21, 2016

York Regional Council helps 'Put a Cap' on homelessness

The Regional Municipality of York today participated in the 19th annual 'Raising the Roof' campaign to help put a cap on homelessness.

Now until Tuesday, February 2 national Toque Tuesday, toques, mittens and socks purchased through 360°kids will help support programs and services benefiting homeless and at-risk youth in York Region.

Since 1997, the annual Toque Campaign has raised more than \$7 million in support of long-term solutions to homelessness.

York Regional Council recognizes the life of Leo McArthur, Miller Group CEO

York Region Chairman and CEO Wayne Emmerson joined members of York Regional Council in expressing their condolences over the passing of Leo McArthur, president and CEO of the Miller Group.

The Miller Group was founded in 1953 and now has 80 branches and subsidiaries across Canada. Among countless achievements, Mr. McArthur was one of the first business people recognized by the Character Community Foundation of York Region.

Eating Disorders Awareness Week

York Regional Council recognizes the first week of February as Eating Disorders Awareness Week to bring awareness and support for individuals and families affected by eating disorders.

For more information on Eating Disorders of York Region, please visit

edoyr.com

Traffic Signal Operations and Maintenance Agreement

York Regional Council today authorized a Traffic Signal Operations and Maintenance Agreement to operate and maintain 13 traffic signals on behalf of the Town of Whitchurch-Stouffville.

The agreement will provide opportunities to enhance traffic signal coordination with Region-owned traffic signals.

York Region using data to improve commute times

The Regional Municipality of York is working hard to improve transportation and the way people move around the Region. Over the next 10 years, York Region will invest nearly \$1.5 billion to maintain and improve the capacity of the Regional road network.

York Region participated in the Ministry of Transportation's [2014 Travel Time Study](#). The results of the Travel Time Study provide data on commuter travel time and help identify critical roads to be considered in future road and transit improvement projects and traffic management strategies.

York Region uses the findings to better understand where the most congested areas are and if and how these locations may have changed over time. This information also helps identify opportunities for improvements to signal timings on major roadways to improve the flow of traffic.

Feasibility Study for adding the missing link to the GTA Rail Network

York Regional Council is requesting Metrolinx consult with The Regional Municipality of York and the municipalities of Markham, Vaughan and Richmond Hill before proceeding with additional detailed studies relating to the [Missing Link](#) rail proposal. The study assessed the preliminary feasibility of constructing a new rail corridor linking the Canadian National Railway bypass line in Bramalea with the Canadian Pacific Railway through line near the Milton-Mississauga border.

The purpose of the consultations is to ensure affected municipalities understand the impact of the link and protect the interest of residents and businesses in the area.

York Region meets 2015 Emergency Management Program Requirements

The Regional Municipality of York has completed the requirements of the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04 for compliance of its Emergency Management Program.

The Act requires Ontario municipalities and provincial ministries to maintain an Emergency Management Program. The program includes an emergency plan, training and exercises, public education, Hazard Identification and Risk Assessment (HIRA) and identifying critical infrastructure.

In 2015, York Region reviewed its HIRA to identify the top hazards, and developed an [Emergency Preparedness Guide](#) to help residents be prepared for dealing with the following risks:

- Energy emergency (supply)
- Ice storms
- High wind events
- Severe summer storms
- Hazardous materials incidents
- A human health emergency

York Region has successfully met compliance for an Emergency Management Program since the Act came into effect in 2004.

Meeting the Act's requirements puts York Region on track with the 2015 to 2019 Strategic Plan to provide responsive and efficient public service.

**York Regional Council approves contract for inspection of
underground utilities**

York Regional Council today approved an award of a three-year contract to Ontario Clean Water Agency (OCWA) for inspection and assessment of water and wastewater valve chambers across the Region. This will help ensure the Region's water supply is not interrupted and wastewater is allowed to flow safely to our treatment facilities.

Infrastructure used to isolate portions of underground pipe for repair and maintenance should be proactively maintained to ensure access is available at all times. Monitoring through regular inspection and condition assessment provides information needed to identify repairs and prioritize rehabilitation projects.

Work to be undertaken by OWCA includes:

- Inspection and structural condition assessment of York Region's 1,292 valve chambers
- Project management
- Site coordination access and permits
- Quality assurance and control
- Preparation of a comprehensive condition assessment report and long-term infrastructure improvement plan
- Minor repairs

Economic Development Action Plan strengthens high-tech powerhouse

York Regional Council today approved the Economic Development Action Plan 2016 to 2019 to continue to accelerate innovation, collaboration and partnerships and build on the Region's strengths as Ontario's second-largest business centre and second-largest Information and Communications Technology (ICT) cluster.

The plan builds on the [2012 action plan](#) highlights, such as the York University campus in Markham Centre and the Ontario Research and Innovation Optical Network (ORION) point of presence at Southlake Regional Health Centre.

Initiatives in the 2016 to 2019 plan will continue to focus on:

- Financial support for the new York University campus in Markham Centre
- Advancing the [Broadband Strategy](#) to achieve the vision of York Region as a Gigabit community
- Completing and implementing an office attraction marketing program that promotes York Region as the most viable, attractive location for knowledge-based employers and jobs
- Support for entrepreneurship development programs aimed at young people through business incubators and accelerators such as Helix, located at Seneca College

To attract and support businesses of all sizes, York Region provides location selection assistance, federal and provincial funding, business investment, export strategies, workforce development and small business start-up consulting.

King's Riding Golf Club water supply

York Regional Council today approved the termination of an agreement made in 1990 with King's Riding Golf Club, which prohibited it from taking water from the Yonge Street Aquifer for irrigation.

Testing of the King's Riding site indicates irrigation from the deep aquifer is sustainable and will not impact Regional municipal water supply wells.

York Region's Open Data Service receives software contract extensions

York Regional Council has extended the Enterprise License Agreements for both Voyager Search and Safe Software Inc. acknowledging the key roles the software plays in allowing better access to important information on roads, traffic, water, public health, parcels, transit and other areas. The agreements will increase efficiency in the delivery of the Region's data to staff, municipal partners and the public.

The four-year extensions to December 2019 total \$104,000 for Voyager Search which provides intuitive data discovery and \$124,800 for Safe Software Inc. which enables strong data delivery.

York Region's open data service currently publishes over 125 data sets. By providing its trusted data in this way, the Region is helping interested parties save time and effort, develop new insights and products and even enhance business and create jobs.

For more information, please visit York.ca/opendata

**York Region Director of Operations, Maintenance and Monitoring retiring
after 31 years of service**

York Region Chairman and CEO Wayne Emmerson joined members of York Regional Council to congratulate Brett Bloxam, York Region Director of Operations, Maintenance and Monitoring, on his retirement from the Region after 31 years of service.

Over the past three decades, Mr. Bloxam has been honoured for his work by the water and wastewater industry as well as his peers. Mr. Bloxam was dedicated to providing operational excellence by becoming an early adopter of new technologies, advancing research and leading professional development. Mr. Bloxam's last day with the Region will be Friday, January 29. Roy Huetl has

been named director of the branch.

Next regular meeting of York Regional Council

York Regional Council will meet on Thursday, February 18, 2016 at 9 a.m. in the York Region Administrative Centre Council Chambers, located at 17250 Yonge Street in the Town of Newmarket.

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THE CORPORATION OF THE TOWN OF AURORA

By-law Number 5815-16

BEING A BY-LAW to establish a classification structure and retention periods for The Corporation of the Town of Aurora.

WHEREAS subsection 254(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "Act") states that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner;

AND WHEREAS subsection 255(1) of the Act states that except as otherwise provided, a record of a municipality or local board may only be destroyed in accordance with this section of the Act;

AND WHEREAS subsection 255(2) of the Act states that despite section 254 of the Act, a record of a municipality or a local board may be destroyed if a retention period for the record has been established under this section and: (a) the retention period has expired; or (b) the record is a copy of the original record;

AND WHEREAS subsection 255(3) of the Act states that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with section 254 of the Act;

AND WHEREAS the auditor for The Corporation of the Town of Aurora (the "Town") has approved the records' retention periods established in this By-law;

AND WHEREAS the Council of the Town deems it necessary and expedient to establish a classification structure and retention periods for the Town;

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

1. THAT the retention periods for all records under the care and control of the Town are hereby established in accordance with Schedule "A" attached hereto and forming part of this By-law.
2. THAT records under the care and control of the Town shall only be destroyed in accordance with Schedule "A" attached hereto and forming part of this By-law, and only after the prescribed retention period for each record has expired.
3. THAT the Town Clerk be authorized to make technical amendments to the scope notes in the "Record Series" column, the "Filing Methodology" column, and the "Accountability" column in Schedule "A" of the Records Classification Structure & Retention By-law.
4. THAT By-law Number 5611-14 be and is hereby repealed.
5. THAT this By-law may be referred to as the "Record Classification Structure & Retention By-law".
6. THAT this By-law shall come into full force and effect on the date of final passage hereof.

READ A FIRST AND SECOND TIME THIS 9th DAY OF FEBRUARY, 2016.

READ A THIRD TIME AND FINALLY PASSED THIS 9th DAY OF FEBRUARY, 2016.

*Approved as to Form
By Legal Services*
Signature: _____
Date: Feb. 3, 2016

GEOFFREY DAWE, MAYOR

STEPHEN M.A. HUYCKE, TOWN CLERK

By-law Number 5815-16

Schedule "A"



Town of Aurora Record Classification Structure & Retention By-law

The Town of Aurora's Record Classification and Retention By-law is a valuable tool to manage information declared to be records whether created or received by the Town of Aurora. This schedule provides the framework to identify, organize, retain and dispose of records whether they are in paper or electronic format.

By-law Number 5815-16

Town of Aurora Record Classification and Retention By-law Schedule A

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Town of Aurora Record Classification and Retention By-law Schedule A

By-law Number 5815-16

OVERVIEW

The records classification and retention structure is a valuable tool to manage the records and information created or received by the Town of Aurora and as such, it is an important strategic business resource. The systematic application of managing information through a classification structure allows for the control of information assets throughout its lifecycle – from cradle to grave. By consistently identifying information, regardless of where it is held, the structure removes barriers to access (assuming appropriate permissions) while also protecting privacy and allows information to be available in a timely fashion to those who need it. This access is essential for supporting decision-making and sharing the knowledge developed through collaboration efforts. Such a system also supports accountability and good governance, protects personal and confidential information, captures and preserves the corporate memory and the history of the Town of Aurora while improving organization efficiencies and mitigating risk.

The Town of Aurora's Classification and Retention By-law is the official policy for the management of records at the Town. It provides staff with the authority to manage records in accordance with relevant policies, legislation and regulations. The Town of Aurora has adopted the International Organization of Standards (ISO 15489) standard of a functionally based classification structure to provide a hierarchical framework for the organization and description of records. The structure is based on the content of the document and applies to all records, regardless of whether they are in paper, digital, image, audio or video format. Each classification category is accompanied by a retention timeframe that reflects applicable legislation and business need. The main reasons for a functional approach are as follows:

- Eliminates duplication of records because all records related to a specific function are grouped together rather than split up among departments. For example, all agreements and contracts would be under the LEGAL, LICENSING & PERMITS function;
- Provides integrity and thus reliability when searching for information within the central repository because all "like" things are filed together rather than "classified" under different departments;
- Business functions are independent of organizational structure. Changes in organizational structure do not affect the classification scheme. It doesn't have to be "re-invented";
- Department names are forever changing, but functions remain constant;
- Reduces silos of information.

The functions of the Town of Aurora are as follows:

Administration
Asset Management and Maintenance
Communications and Stakeholder Relations
Environment, Safety and Sustainability
Financial Management
Governance

Human Resources Management
Information Technology and Records Management
Legal, Licensing and Permits
Planning, Development and Building
Recreation and Cultural Services

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Town of Aurora Record Classification and Retention By-law Schedule A

By-law Number 5815-16

DEFINITIONS

TOWN

"Town" or "Town of Aurora" means The Corporation of the Town of Aurora.

RECORD

The International Organization for Standardization (ISO) defines a record as "*recorded information in whatever physical format created, collected or received in the initiation, conduct or completion of an activity which has content, context and structure, is authoritative and reliable and provides evidence of decision-making*". Records can include books, papers, maps, electronic documents, digital, video, voice recordings, web pages, etc.

TRANSITORY RECORD

Such a record is useful for only a short time, communicates information that is ephemeral, is temporary and has minor importance. When its use is over it should be deleted or destroyed. A transitory record can be destroyed at any time before the retention period of the original document as the official or original document is held by the originator/primary area of accountability and subject to the approved retention period. Examples of transitory records include the following:

- personal messages
- general notices and announcements
- copies of documents and emails
- cc, bcc, or FYI emails kept only for convenience
- Drafts and working documents to prepare final records.

NON-RECORD

This type of record has no bearing on the organization's functions, operations, or mandate. A non-record may be a general distribution item, reference book, published legislation from other municipalities or government agencies or extra copy/convenience copy. A non-record is typically used, if ever, only for a very limited period of time. It does not have to be collected and maintained. This document is not required to be retained and therefore does not appear on a records retention by-law.

When applying the retention by-law to the Town of Aurora records, the above definitions of a record, transitory and non-record, determine what and how it should be classified and focus on core business documents generated by the originator or the primary area of accountability.

However, notwithstanding the above definition of a transitory record, it is recommended that convenience copies and drafts be subject to classification.

Convenience Copies

- Convenience copies are, by definition, not considered records as they are usually duplicates of the official record. They could also be a FYI copy (for your information). However, recent legal actions have drawn attention to the use of convenience copies for purposes of evidence or discovery. Incidents have occurred where primary documents have been destroyed as per established retention by-law but convenience copies still existed in the organization. These copies have been deemed to be official and subject to discovery or legal proceedings. Given these legal implications it is important for the Town of Aurora, if required, to classify convenience copies and ensure they are tracked and destroyed or disposed of no later than the retention period of the original document.

Retention & Disposition Legend: **A** = Archival; **AS** = Archival Selection; **CY** = Current Year; **FY** = Fiscal Year; **D** = Destroy; **S/O** = Superseded or Obsolete; **T/E** = Termination/Event - closed/completed; **PIB** = Personal Information Bank under MFIPPA; **P** = Permanent
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- Convenience copy holders are encouraged to destroy these copies on a regular basis. Convenience copies can be destroyed at any time before the retention period of the original document as the official or original document is held by the originator/primary area of accountability and subject to the approved retention period. A convenience copy cannot be held longer than the original document's retention period. Convenience copies cannot be sent to off-site storage. Only the original document from the originator / primary office of accountability identified on the retention by-law will be sent to off-site storage, as applicable, and in accordance with the retention by-law.

TABLE HEADINGS

RECORD SERIES

Record series are defined as a group of related records that have the same form and function are filed as a unit and are maintained together for retention scheduling purposes. Record series are destroyed as a unit when the retention period is up unless there is a litigation or audit hold on the record series. The record series are grouped into broad organizational functions, then by the activities that take place within each function. Activities are created based on the roles and responsibilities of staff who partake within that activity. Within each activity are the records that are created through that activity – it is the evidence of a business action – these are the record series where retention is applied. The types of documentation found in each record series are described in what is referred to as a scope note, found below the title of the activity.

FILING METHODOLOGY

The filing methodology outlines the filing system that should be used for that particular record series whether it is by date, subject, person's name, project number, etc. This provides consistency when searching for documents as the documents will follow the same pattern within the record series.

ACCOUNTABILITY

This classification scheme identifies the Office of Accountability – the business unit or department who is accountable for ensuring that the official record is managed throughout its lifecycle. This is the business area that has primary interest or ownership of the records. They are considered to be the official holder of the original records. When accountability refers to the "originator" it applies if the individual received the document from an external source. This person becomes accountable for retention and disposition.

RETENTION

Active Retention – are records which are still actively being used by an office/department. They are usually referenced on a daily or monthly basis. If paper records, they are usually located within the office/department (i.e. filing cabinets) area since they are used frequently.

Inactive Retention – are records which are no longer referenced on a regular basis and tend to be stored in a less accessible place. If paper records, may be stored in Town Hall Records Room or off-site storage. If electronic records, they may be stored in the 'Archival' network drive since they are not used frequently. Records become inactive when they reach their completion or end of active use (e.g. event finished, project closed, fiscal year end, etc.) as identified in this Records Retention Schedule.

Total Retention – specifies the total length of time records must be kept. An event such as the termination of an agreement or project close may be used to indicate when the retention calculation begins. Retention periods are reviewed by Legal and Legislative Services and approved by Council.

DISPOSITION

The column labelled "**Disposition**" refers to how the records are disposed of at the end of their lifecycle. Once the records have reached the end of their total retention period they may be totally destroyed/expunged, or all or part of the record series may be designated as archival selection or archival which means the entire record series is kept for future generations. Records identified in the classification structure and retention by-law can only be destroyed/disposed of in accordance with the Town of Aurora's records destruction procedures and in conjunction with approval from

Retention & Disposition Legend: **A** = Archival; **AS** = Archival Selection; **CY** = Current Year; **FY** = Fiscal Year; **D** = Destroy; **S/O** = Superseded or Obsolete; **T/E** = Termination/Event - closed/completed; **PIB** = Personal Information Bank under MFIPPA; **P** = Permanent

Town of Aurora Record Classification and Retention By-law Schedule A

By-law Number 5815-16

Department Heads, Legal and Clerk. All destroyed records should be documented by a certificate of destruction as proof of final disposition. The certificate of destruction is a permanent document to prove destruction took place, what records were destroyed and when they were destroyed.

SECURITY CLASSIFICATION

In order to protect the confidentiality, integrity and availability of the Town of Aurora's data, each record series is assigned a security classification, being public, internal or confidential according to the classification levels defined in the Town of Aurora's "Information Classification & Security Policy".

SECURITY CLASSIFICATION LEVELS

Public: This classification applies to information in the public domain. The information is fit for distribution via public channels such as email and websites. Disclosure of *Public* information is not expected to adversely impact The Town of Aurora, its employees, its stakeholders, its business partners, and/or its customers.

Internal: This classification applies to general information intended or appropriate for any internal audience or a restricted external audience such as stakeholders. Internal access is unrestricted, but external access is based on a business need-to know basis.

Confidential: This classification applies to the most sensitive business information that is intended for a limited audience. Its unauthorized disclosure could seriously and adversely impact the Town of Aurora, its employees, its stakeholders, its business partners, and/or its customers. Records which are designated as confidential are accessible only by a defined sub-group of the Town of Aurora. Access permissions may be given to staff based on their membership to a specific group or individually as Town of Aurora management deems appropriate.

CITATIONS AND COMMENTS

The Citation/Comments column provides the cross reference identifier to the legislative citations that are recommended as applicable for each category of records. FED refers to the Federal legislation and ONT refers to Ontario legislation.

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Town of Aurora Record Classification and Retention By-law Schedule A

LEGEND FOR RETENTION & DISPOSITION TERMS

Code	Term	Definition
A	Archival	Record series which has been assessed to have historic significance. Archival documents are retained for 10 years at which point they are appraised again for historic importance and possibly archived for another 10 years. Every 10 years they are reviewed for historical significance. For electronic records they are reviewed to determine if these will continue to be migrated.
AS	Archival Selection Before Destruction	Refers to reviewing the records series before destruction to see whether they have historic significance prior to destruction. This is different from archival because in the case of an archival designation the entire records series is kept for posterity, whereas, in archival selection before destruction, records are "selected" for potential historic significance. The entire record series is not kept.
CY	Current Year	Refers to January 1 st to December 31 st . This means that the record series is kept for the current year the record was declared (created and final) plus the additional years outlined in the retention by-law e.g. CY+2 means that the current year plus 2 additional years will be kept.
FY	Current Fiscal Year	Refers to January 1 st to December 31 st . NOTE: Town of Aurora's fiscal year is the same as the calendar year. However for financial information most times the retention is referred to as fiscal year. This means that the record series is kept for the current fiscal year that the record was declared (created and final) plus the additional years outlined in the retention by-law e.g. FY+6 means that the current fiscal year plus 6 additional years will be kept.
D	Destroy	Requires that upon expiration of the retention period the document is destroyed – shredded, recycled, deleted (expunged).
S/O	Superseded or Obsolete	Refers to the replacement of a document once it has been updated or revised. The new document supersedes the previous version.
T/E	Event Trigger for termination or close of an event or activity	Refers to a record being retained until it has been closed or terminated, typically used for case-based or project records where the retention refers to the case being closed or the transaction being completed. For example, this retention applies to an employee file and is triggered at the point at which the employee leaves the organization. These records are usually maintained until the case or transaction or employee record is closed/terminated plus a pre-defined number of years, e.g. T/E+3 means retained until the case is closed plus 3 more years.
PIB	Personal Information Bank	Refers to records of individuals who are identifiable by home address, phone number, SIN#, OHIP#, etc. This information is protected under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) legislation.
P	Permanent	Refers to records that are reviewed every 10 years to see if permanent value is still valid. This is a best practice from Library and Archives Canada.

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Town of Aurora Record Classification and Retention By-law Schedule A

SUMMARY OF TOWN OF AURORA FUNCTIONS, ACTIVITIES AND RECORD SERIES

FUNCTIONS	ACTIVITIES	RECORD SERIES
<u>ADMINISTRATION</u>	<u>ACCESS & PRIVACY</u>	<ul style="list-style-type: none"> • Access to Information & Personal Information Protection - Access Requests • Access to Information & Personal Information Protection - Compliance
	<u>CORRESPONDENCE MANAGEMENT</u>	<ul style="list-style-type: none"> • Administrative Records – Executive • Administrative Records – Office Administration
	<u>ADMINISTRATIVE SERVICES MANAGEMENT</u>	<ul style="list-style-type: none"> • Books / Subscriptions / Reference Materials • Courier, Postal & Custom Services • Board Room Bookings • Office Supplies • Templates & Forms – Blank
	<u>MEETING MANAGEMENT</u>	<ul style="list-style-type: none"> • Meetings & Committees – Internal
	<u>POLICIES & PROCESS MANAGEMENT</u>	<ul style="list-style-type: none"> • Policies, Procedures, Standards, Guidelines
	<u>PROJECT MANAGEMENT - ADMINISTRATIVE</u>	<ul style="list-style-type: none"> • Projects / Research / Special Studies
<u>ASSET MANAGEMENT AND MAINTENANCE</u>	<u>MAINTENANCE & OPERATIONS MANAGEMENT – FIXED ASSETS</u>	<ul style="list-style-type: none"> • Asset Register • Town Buildings' Construction Renovation • Building Operations & Maintenance • Town Facilities' Drawings • Work Orders • Service & Repair Requests
	<u>FLEET/VEHICLE MAINTENANCE</u>	<ul style="list-style-type: none"> • Fleet/Vehicle History & Maintenance Records for Fleet
	<u>ROAD/LINEAR ASSET DESIGN & MAINTENANCE</u>	<ul style="list-style-type: none"> • Road & Linear Asset Design Planning / Reconstruction • Maintenance & Repairs • Utility Location Records
	<u>TRANSPORTATION STUDIES</u>	<ul style="list-style-type: none"> • Transportation Studies
	<u>TRAFFIC MANAGEMENT</u>	<ul style="list-style-type: none"> • Traffic Counts • Traffic Count Reports

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Town of Aurora Record Classification and Retention By-law Schedule A

FUNCTIONS	ACTIVITIES	RECORD SERIES
	<u>PARKS MANAGEMENT</u>	<ul style="list-style-type: none"> • Parks Maintenance Files • Tree Inventory
<u>COMMUNICATION AND STAKEHOLDER RELATIONS</u>	<u>MEDIA & PUBLIC RELATIONS</u>	<ul style="list-style-type: none"> • Achievement / Recognition Rewards • Complaints, Commendations, Issues from Residents • Media Relations • Media Coverage about the Town of Aurora • Photographs – Town of Aurora Events • Presentations & Speeches
	<u>GRAPHIC DESIGN/ PUBLICATIONS/WEBSITE CREATION & COORDINATION</u>	<ul style="list-style-type: none"> • Corporate Identity • Promotional, Publication Material & Information Packages • Promotional, Publication Material & Information Packages Production & Distribution • Website / Intranet Content Management • Web / Social Media Analytics
	<u>EVENTS MANAGEMENT</u>	<ul style="list-style-type: none"> • Event Arrangements & Logistics – Corporate, Employee or Community Event • Attendee / Participant Relations – Corporate, Employee or Community Event
	<u>COMMUNITY STAKEHOLDER RELATIONSHIP MANAGEMENT</u>	<ul style="list-style-type: none"> • External Sector Organizations & Associations
<u>ENVIRONMENT, SAFETY AND SUSTAINABILITY</u>	<u>ENVIRONMENTAL PLANNING & PROTECTION</u>	<ul style="list-style-type: none"> • Environmental Applications & Approvals • Environmental Assessments • Environmental Monitoring & Control • Air Pollution & Control • Noise Pollution & Control • Weather Monitoring • Pesticide/Herbicide Application • Waste Management • Drinking Water Quality Management System(DWQMS) • Recreation Pool Water Testing • Weed Control • Tree Inspections
	<u>HEALTH, SAFETY & SECURITY MANAGEMENT</u>	<ul style="list-style-type: none"> • Occupational Health & Safety Program Management

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Town of Aurora Record Classification and Retention By-law Schedule A

FUNCTIONS	ACTIVITIES	RECORD SERIES
<u>FINANCIAL MANAGEMENT</u>	<u>TOWN REVENUES ADMINISTRATION</u>	<ul style="list-style-type: none"> • Hazardous Materials • Fire Monitoring & Safety • Emergency Management Planning • Property Security Administration • Accounts Receivable Processing • Cash Receipts • Income Tax Deductible Donations & Receipts • Development Charges • Grants To Town • Grants From Town
	<u>MUNICIPAL TAX ADMINISTRATION</u>	<ul style="list-style-type: none"> • Tax Billing – Municipal • Tax Account Auto Pay Documentation • Tax Certificates – Municipal • Property Tax Assessment, Levy Adjustments & Appeals • Tax Appeals By Town • Property Tax: Charity & Vacancy Rebates • Property Assessment Rolls • Tax Account – General Administration
	<u>WATER ACCOUNT ADMINISTRATION</u>	<ul style="list-style-type: none"> • Water Billings • Water Account Auto Pay Documentation • Water Certificates – Municipal • Water Collections • Water Account – General Administration
	<u>ACCOUNTING ADMINISTRATION</u>	<ul style="list-style-type: none"> • Accounts Payable Processing • Commodity Tax Filings & Returns • Debt • Securities – Letters of Credit (LC) & Cash • Banking Transactions & Reconciliations • General Ledger • General Ledger Reconciliation • Month-end Closing & Analysis
	<u>FINANCIAL PLANNING & INVESTMENT</u>	<ul style="list-style-type: none"> • Annual Business Planning & Budgeting (Operational & Capital) – Working Papers

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Town of Aurora Record Classification and Retention By-law Schedule A

FUNCTIONS	ACTIVITIES	RECORD SERIES
	<u>MANAGEMENT</u>	(For Departments) • Budget – Operating & Capital Working Papers (For Finance) • Long Range Capital Plans – Working Papers • Long Range Capital Plans Approved – Final • Capital Asset Accounting • Investments & Reconciliations • Reserve Fund Accounts
	<u>FINANCIAL REPORTING</u>	• Financial Reporting – Monthly & Quarterly Working Papers (For Departments) • Financial Reporting – Monthly & Quarterly (For Finance) • Financial Statements & Auditor's Reports • Year End & Audit Reporting – Preparation Working Papers • Financial Information Returns (FIR) & Municipal Performance Management Program (MPMP) Reporting
	<u>AUDIT</u>	• Auditor Relationship Management • Internal Audit of Services
	<u>PAYROLL ADMINISTRATION</u>	• Payroll Processing • Time & Attendance Reporting • Payroll – Remittances
	<u>PROCUREMENT</u>	• Proposals & Submissions Management • Vendor / Contractor / Consultant Performance Management • P-Card Management
<u>GOVERNANCE</u>	<u>BY-LAWS ADMINISTRATION</u>	• By-Laws
	<u>COUNCIL ADMINISTRATION</u>	• Council Orientation & Administration
	<u>COUNCIL & COMMITTEE MEETINGS MANAGEMENT</u>	• Council Agenda & Minutes • Council/Committee Audio & Visual • Staff Reports to Council • Meeting Records – Closed Session • Committees – Appointments • Committees Appointed – Meeting Management • Committee of Adjustment (CoA)

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FUNCTIONS	ACTIVITIES	RECORD SERIES
	<u>ELECTION MANAGEMENT</u>	<ul style="list-style-type: none"> • Municipal Election Administrative Records • Municipal Election Records – Campaign Finance • Election Results • Election Records – Voters / Poll Lists / Ballots
	<u>STRATEGIC & LONG RANGE PLANNING</u>	<ul style="list-style-type: none"> • Strategic & Administrative Plans • Master Plans
	<u>GOVERNMENT RELATIONS MANAGEMENT</u>	<ul style="list-style-type: none"> • Government / Intergovernmental Relations • Accessibility for Ontarians with Disabilities Act (AODA)
<u>HUMAN RESOURCE MANAGEMENT</u>	<u>ORGANIZATION & POSITION MANAGEMENT</u>	<ul style="list-style-type: none"> • Job Descriptions • Organization Design
	<u>RECRUITMENT & SELECTION</u>	<ul style="list-style-type: none"> • Recruitment & Staff Selection
	<u>EMPLOYEE MANAGEMENT</u>	<ul style="list-style-type: none"> • Employee Files • Employee Medical Files • Employee Recognition Program • Employee Surveys • Volunteer Files • Workers' Compensation & Disability Management • Workforce / Talent Management & Planning
	<u>EMPLOYEE COMPENSATION & BENEFIT ADMINISTRATION</u>	<ul style="list-style-type: none"> • Employee Compensation • Employee Benefit Programs • Pay Equity
	<u>TRAINING & SKILLS DEVELOPMENT</u>	<ul style="list-style-type: none"> • Employee Orientation Program • Training & Learning – Internal • Training Opportunities – External • Training / Certification Records • Attendance of Participants
	<u>LABOUR & EMPLOYEE RELATIONS</u>	<ul style="list-style-type: none"> • Human Rights Complaints & Investigations • Grievances & Arbitrations – Union & Non-Union • Labour Negotiations

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FUNCTIONS	ACTIVITIES	RECORD SERIES
	<u>PENSION ADMINISTRATION</u>	<ul style="list-style-type: none"> • See Employee Management, Employee Files
<u>INFORMATION TECHNOLOGY AND RECORDS MANAGEMENT</u>	<u>INFORMATION TECHNOLOGY - COMPUTER & INFORMATION SECURITY</u>	<ul style="list-style-type: none"> • Computer System Access & Security • Disaster Preparedness & Recovery Planning • System Back-up
	<u>APPLICATIONS & SYSTEMS DEVELOPMENT</u>	<ul style="list-style-type: none"> • Business Process Models & Reviews • Product Evaluations • Systems Development & Implementation
	<u>COMPUTER OPERATIONS & SUPPORT</u>	<ul style="list-style-type: none"> • Hardware & Software Manuals / Instructions / Operating Procedures • GIS Data (Also known as Geomatics) • Help Desk Logs & Reports • System Operations • Internet & Intranet Development / Management • Telecommunications & Electronic Communication Systems
	<u>RECORDS/DOCUMENT MANAGEMENT</u>	<ul style="list-style-type: none"> • Classification & Records Retention By-law • Records Destruction Certificates • Records Centre Operations
<u>LEGAL, LICENSING AND PERMITS</u>	<u>AGREEMENTS & CONTRACTS/LEASE ADMINISTRATION</u>	<ul style="list-style-type: none"> • Agreements/Contracts/Leases • Dispute Resolution & Contract Negotiations
	<u>MATTER MANAGEMENT</u>	<ul style="list-style-type: none"> • Departmental Legal Matters • Precedents • Ontario Municipal Board (OMB) Case Files
	<u>INSURANCE, RISK & COMPLIANCE MANAGEMENT</u>	<ul style="list-style-type: none"> • Insurance & Risk Management • Compliance Letters • Legal Opinions / Advice / Briefs • Accident & Incident / Occurrence Reporting
	<u>REAL PROPERTY MANAGEMENT</u>	<ul style="list-style-type: none"> • Real Property Acquisition / Expropriation/ Disposition
	<u>LITIGATION / CLAIMS</u>	<ul style="list-style-type: none"> • Claims By the Municipality • Claims Against the Municipality – Insured & Not Insured

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FUNCTIONS	ACTIVITIES	RECORD SERIES
	<u>USE & PERMISSION AUTHORIZATION</u>	<ul style="list-style-type: none"> Consent Release Forms & Waivers
	<u>LICENCES & PERMITS PROCESSING</u>	<ul style="list-style-type: none"> Licences & Permits
	<u>BY-LAW ENFORCEMENT</u>	<ul style="list-style-type: none"> Provincial Offenses Complaints, Citations, Notices of Violations & Investigations Municipal By-law Infractions
	<u>VITAL STATISTICS</u>	<ul style="list-style-type: none"> Vital Statistics Applications Vital Statistics Register - Marriage, Death & Births
<u>PLANNING, DEVELOPMENT AND BUILDING</u>	<u>BUILDING, PLANNING & ZONING</u>	<ul style="list-style-type: none"> Development Inquiries / Pre-Application Consultation & Complete Application Checklist Planning Applications Building Permits Property Reference File (Residential & Non-Residential) Inspections – Building
	<u>ENGINEERING PLANNING & DEVELOPMENT</u>	<ul style="list-style-type: none"> Design & Development Review Documentation Design Standards
	<u>PROJECT MANAGEMENT – MUNICIPAL PROPERTIES</u>	<ul style="list-style-type: none"> Municipal Property Design & Development
	<u>URBAN PLANNING</u>	<ul style="list-style-type: none"> Official Plan & Amendments - Development Secondary Plans - Development
	<u>PROPERTY/FACILITY DRAWINGS & IMAGES</u>	<ul style="list-style-type: none"> Engineering Drawings / Plans – Non Town Assets Air Photography Maps
	<u>MUNICIPAL ADDRESSING</u>	<ul style="list-style-type: none"> Street Names & Numbers
	<u>HERITAGE PLANNING</u>	<ul style="list-style-type: none"> Heritage Resources
<u>RECREATIONAL AND CULTURAL SERVICES</u>	<u>PROGRAM MANAGEMENT</u>	<ul style="list-style-type: none"> Recreational Program Records Program Registration & Memberships Recreation Attendance Records

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FUNCTIONS	ACTIVITIES	RECORD SERIES
		<ul style="list-style-type: none"> • Permission Slips • Programs – Aquatics – Swim Results • Activity / Statistical Reports • Training Records for Certifications • Travel Arrangements for Participants
	<u>FACILITY RESERVATIONS – RECREATIONAL</u>	<ul style="list-style-type: none"> • Facility Bookings
	<u>CULTURAL ACTIVITIES</u>	<ul style="list-style-type: none"> • Twinning Cities

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Town of Aurora Record Classification and Retention By-law Schedule A

RECORD CLASSIFICATION AND RETENTION TABLE

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
ADMINISTRATION	The function of managing the administrative activities of the departments. Records relating to general office information such as executive correspondence, office administration records, internal and staff committee meetings, minutes, agendas, contact lists, office supplies, blank template/forms, as well as the management of access requests under the MFIPPA legislation.							
ACCESS & PRIVACY								
ACCESS TO INFORMATION & PERSONAL INFORMATION PROTECTION – ACCESS REQUESTS Records relating to the receipt and processing of access requests for of Aurora records and privacy complaints. Documents may include formal and informal requests for information, consultation documentation, correspondence, access decisions, fee estimates, third party notices, written appeal submissions to the Information and Privacy Commissioner of Ontario (IPC), IPC orders and decisions, and IPC compliance findings and recommendations.	By year, sequential number (YYYY-##), then by name of individual/ organization	Clerk's Office	CY+1	4	CY+5	Destroy	Confidential	PIB Ont.95, Ont.119, Ont.206, Ont.219
ACCESS TO INFORMATION & PERSONAL INFORMATION PROTECTION – COMPLIANCE Records relating to strategies and initiatives undertaken, to ensure the Town of Aurora is in compliance with the public's right of access to Town records and the protection of personal information resources. Documents may include impact assessments, copies of policies and guidelines, data-sharing checklists and supporting correspondence.	By topic	Clerk's Office	S/O+2	0	S/O+2	Destroy	Public	
CORRESPONDENCE MANAGEMENT								
ADMINISTRATIVE RECORDS – EXECUTIVE Executive records are the administrative and operational records of the offices of senior executive.	Alphabetical by subject	Management & Executive	CY+6	0	CY+6	Destroy	Confidential	

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
ADMINISTRATIVE RECORDS – OFFICE ADMINISTRATION Records relating to general office administration functions and subjects not covered elsewhere. This may include daily correspondence and chronological files, calendars, travel arrangements, monthly activity or status reports, general lists (e.g. telephone directory), etc.	Alphabetical by subject	Originator	CY+2	0	CY+2	Destroy	Internal	
ADMINISTRATIVE SERVICES MANAGEMENT								
BOOKS / SUBSCRIPTIONS / REFERENCE MATERIAL Records relating to the management of external publications such as library material used for reference purposes. Also includes the management of office subscriptions, books, and digital publications purchased by staff or Departments. This includes subscriptions for professional newsletters, printed and electronic journals, business and news periodicals, and book orders. Subscriptions may be used for reference, research, or display purposes. Documents may include completed subscription order forms, copies of financial invoices and correspondence.	Alphabetical by subscription type	Originator	CY+2	0	CY+2	Destroy	Internal	
COURIER, POSTAL & CUSTOM SERVICES Records relating to the use of hard-copy mail and courier services by the Town of Aurora. Includes postal and mail functions with Canada Post, courier services, freight services, and customs information such as clearance and related documentation. Documents may include mailing lists, logbooks, shipment permits, copies of post office regulations and reports on lost or damaged mail/courier packages.	By type of document	Customer Service	CY+2	0	CY+2	Destroy	Internal	
BOARD ROOM BOOKINGS Records relating to selecting, reserving, using and providing rooms for meetings, seminars and other such gatherings for Town staff. Excludes rooms/facilities booked by Parks & Recreation.	By room and date/time	Originator	CY+2	0	CY+2	Destroy	Internal	

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<p>FOR: RECREATION FACILITY BOOKINGS SEE: RECREATION AND CULTURAL SERVICES - FACILITY RESERVATIONS RECREATIONAL – FACILITY BOOKINGS</p>								
<p>OFFICE SUPPLIES Records relating to the provision of office supplies and consumables, including stationery and letterhead. Documents related to office supplies.</p>	By type of document	Originator	CY+2	0	CY+2	Destroy	Internal	
<p>TEMPLATES & FORMS – BLANK Templates and forms relating to Town of Aurora business. The blank master document provides a standard format for data collection and formatting, or provides a best practice format for document creation. Records may include blank, printable forms and checklists, letterhead, PowerPoint template, electronic templates that standardize data capture and display, excel spreadsheet tools, etc.</p>	Alphabetical by topic Finance Expenses Claim Form Letters of Credit Human Resources Absence Request Benefit New Hires Information Technology Help Request Licensing Business Driving Schools Lottery Refreshment Taxi Provincial Burial Building Permit Forms Marriage Planning Planning Application Forms Planning Template Correspondence Recreation Report cards	Originator	S/O	2	S/O+2	Destroy	Public	

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MEETING MANAGEMENT								
MEETINGS & COMMITTEES – INTERNAL Records relating to departmental meetings and committees of Town staff that are not related to governance issues, events, projects/ special studies or the like. Documents may include meeting agendas, terms of reference, membership list, minutes for such committees as Executive Leadership Team, department staff meetings and retreats. FOR: PROJECT MEETINGS SEE: ADMINISTRATION - PROJECT MANAGEMENT ADMINISTRATIVE - PROJECTS/RESEARCH/SPECIAL STUDIES FOR: COUNCIL COMMITTEE MEETINGS SEE: GOVERNANCE – COUNCIL & COMMITTEE MEETING MANAGEMENT - COUNCIL AGENDA & MINUTES	Alphabetical by committee /meeting name Christmas Dance Committee Finance Advisory Committee Executive Leadership Team Department Meetings Executive IT Steering Committee (EITSC) Retreats Team	Originator	CY+3	0	CY+3	Destroy	Internal	
POLICIES & PROCESS MANAGEMENT								
POLICIES, PROCEDURES, STANDARDS AND GUIDELINES Records relating to the production and formal approval of official corporate and departmental policy statements, standing operating procedures, guidelines, and manuals such as procedures, such as travel policy, cell phone policy, vacation policy to mention a few. FOR: EQUIPMENT OPERATING MANUALS SEE: ASSET MANAGEMENT & MAINTENANCE – MAINTENANCE & OPERATIONS MANAGEMENT – FIXED ASSETS – BUILDINGS OPERATIONS & MAINTENANCE	By Function and then by topic Administrative FOI requests Flag Policy & Etiquette Travel Policy Human Resources AODA Policy Information Technology Mobile Devices Remote Access Policy Asset Maintenance & Monitoring Winter Maintenance	Originator	S/O+2	0	S/O+2	Destroy Archival Selection	Public	Ont.173, Ont.197

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
PROJECT MANAGEMENT – ADMINISTRATIVE								
PROJECTS / RESEARCH / SPECIAL STUDIES Records pertaining to specific projects, research or special studies conducted within the Town of Aurora such as customer to the research and investigation that is conducted during the project stage. Records may include project definition and scope, project plan, project timelines or schedules, feasibility studies, progress reports, case studies, presentations, cost information, process reviews and models correspondence, working notes and final project report i.e. drive thru, customer service initiative. FOR: SOFTWARE/SYSTEM DEVELOPMENT PROJECTS INFORMATION TECHNOLOGY/MANAGEMENT – SEE: <u>INFORMATION TECHNOLOGY & RECORDS - APPLICATIONS & SYSTEM DEVELOPMENT – SYSTEMS DEVELOPMENT AND IMPLEMENTATION</u> ROAD CONSTRUCTION – SEE: <u>ASSET MANAGEMENT AND MAINTENANCE - ROAD/LINEAR ASSET DESIGN & MAINTENANCE - ROAD/LINEAR ASSET DESIGN PLANNING / RECONSTRUCTION</u>	Alphabetical by project name: Example of a project breakdown: Project Name Feasibility Studies Definition/Scope Requirements Case Studies Process Review Project Plan Project Schedule Presentations Final report	Originator	T/E+2	4	T/E+6 T/E= completion of project	Destroy Archival Selection	Internal	

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ASSET MANAGEMENT AND MAINTENANCE
 The function of managing and maintaining the physical assets of the Town of Aurora relating to the renovation, operation, and maintenance of property and equipment, which it owns or leases and the associated professional standards. This may include buildings, facilities, lands, vehicles, technology, and any other assets that must be maintained according to legislation and best practices.

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
MAINTENANCE & OPERATIONS MANAGEMENT – FIXED ASSETS								
ASSET REGISTER These records describe assets such as land, parks, structure and equipment, computer equipment and any other large purchases. They may contain a description of the asset purchasing information, asset location, inventory of the asset such as network infrastructure/equipment/ servers/computers/telecom and mobility hardware and client software/ application inventory.	By type of asset	Originator	T/E	6	T/E+6 T/E= disposition of asset	Destroy	Internal	
TOWN BUILDINGS' CONSTRUCTION RENOVATION Records relating to construction and renovation of Town facilities including parks. Documents may include specifications, reports, commentary, guidelines, architectural and engineering drawings, consultant reports, land appraisals, photographs, material and environment testing reports and building phase reports. May also include copies of contracts, building permits, and insurance damage claims and drawing release letters. FOR: NEW DESIGN DEVELOPMENT BUILDS SEE: PLANNING, DEVELOPMENT AND BUILDING – ENGINEERING PLANNING & DEVELOPMENT – DESIGN & DEVELOPMENT REVIEW DOCUMENTATION	By Location	Originator	T/E+2	13	T/E+15 T/E = file closed after site has been decommissioned	Destroy Archival Selection	Internal	Ont.9, Ont.15, Ont.96
BUILDING OPERATIONS & MAINTENANCE Records relating to the monitoring and scheduling of condition and maintenance of building structures, and internal property systems. Consists also of monitoring and maintaining components forming part of the property systems in accordance with manufacturer's recommendations, industry standards, legislated requirements and best practices. Property systems	By property address	Originator	T/E+2	5	T/E+7 T/E = file closed after site has been decommissioned	Destroy	Internal	Ont.11, Ont.16, Ont.17, Ont.18, Ont.19, Ont.20, Ont.21, Ont.95, Ont.180, Ont.182, Ont.184, Ont.185,

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<p>may include (but not limited to): heating and cooling system (incl. chillers HVAC, compressors, cooling towers, boilers), elevating devices, electrical wiring, plumbing, fire alarm, emergency backup (especially, power generation), pools, arenas, janitorial services, etc. Records may include building key legends, inspection reports, inspection logs, preventive maintenance reports, corrective repairs, deficiency reports, maintenance/operational manuals, technical reports, technical bulletins, prototype notices and building and equipment operating manuals for the maintenance of the equipment.</p> <p>SEE ALSO: HEALTH, SAFETY & SECURITY</p>								Ont. 186, Ont. 187, Ont. 188, Ont. 189, Ont. 190, Ont. 191, Ont. 192, Ont. 193, Ont. 194
<p>TOWN FACILITIES' DRAWINGS</p> <p>Records include drawings and plans for a town facility, or any other Town building asset. Includes all drawings and plans such as master drawings - mechanical, electrical and structural, floor plans, site plans, aerial plans and plans for additions, etc.</p> <p>FOR: DRAWINGS NOT RELATED TO TOWN FACILITIES SEE: PLANNING, DEVELOPMENT AND BUILDING – PROPERTY/FACILITY DRAWINGS & IMAGES – ENGINEERING DRAWINGS/PLANS – NON TOWN ASSET</p>	By Location	Originator	T/E+2	13	T/E+15 T/E = file closed after the building has been decommissioned	Destroy Archival Selection	Internal	Ont.9, Ont.15, Ont.96
<p>WORK ORDERS</p> <p>Records relating to the creation and processing of Work Orders. Work Orders are issued indicating required tasks to be performed such as repairs and design. Includes cyclical, emergency, preventive, non-emergency and maintenance completed Work Orders estimates, summaries and final charges.</p>	By asset name	Originator	CY+1	5	CY+6	Destroy	Internal	
<p>SERVICE & REPAIR REQUESTS</p> <p>Requests from the public or from other local government departments on street hazards, potholes, other needed repairs</p>	By type, then asset number or location, then date [yyyy-mm-dd]	Originator	T/E+2	0	T/E+2 Event = request has been addressed and	Destroy	Confidential	PIB Ont.12, Ont.13, Ont.14

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on roads, streets, and rights-of-way and requests for traffic signs, lights, changes to traffic flow, pool, facilities, ice etc.					closed			
OPERATION/TECHNICAL MANUALS								
SEE: BUILDING, OPERATIONS & MAINTENANCE								
FLEET/VEHICLE MAINTENANCE								
FLEET / VEHICLE HISTORY & MAINTENANCE RECORDS FOR FLEET Master record on each vehicle including the following: complete description including identification and license numbers; title and registration papers; annual beginning and ending odometer readings; total annual fuel, maintenance, labor, and parts costs; and complete maintenance and inspection history (in summary form showing date and nature of inspection, service and repair). Records include backup to the history of vehicle repairs such as fleet master list, CVOR vehicle inspection list and warranty information.	By type of vehicle/serial number	IES	T/E+2	0	T/E+2 T/E = termination of lease or sale/disposal of vehicle	Destroy	Public	Fed.13, Ont.95, Ont.165, Ont.166, Ont.167, Ont.168, Ont.170, Ont.171, Ont.172
ROAD/LINEAR ASSET DESIGN & MAINTENANCE								
ROAD & LINEAR ASSET DESIGN PLANNING/ RECONSTRUCTION Includes records such as test results, analysis reports, status reports, notice to public, copy of the payment certificate and copy of the tender regarding the design, planning and construction of specific new and existing roads; such as, resurfacing, widening, paths, bicycle lanes and bridge underpasses.	By type of project and location	IES	S/O+2	0	S/O+2	Destroy	Public	Ont.9, Ont.10, Ont.15, Ont.95
MAINTENANCE & REPAIRS Records include inspection logs, maintenance records, daily material usage reports for bridge inspection and maintenance, general roads maintenance general, winter roads, salt	By type, then location, then day [yyyy-mm-dd]	IES	T/E+2	13	T/E+15 T/E= completion of inspection or completion of	Destroy	Internal	Ont.12, Ont. 95, Ont.165, Ont.170 Highway Traffic Act

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management plan, snow removal, maintenance of regional sidewalks and streetlights, inspection and maintenance of storm water management facilities, pumping stations, storm and sanitary sewers and water mains.					maintenance			O.Reg. 239-02
UTILITY LOCATION RECORDS Includes records pertaining to utility stake outs required for excavation work performed on various Town of Aurora streets and right-of-ways.	By location	IES Parks & Recreation	CY+2	0	CY+2	Destroy	Internal	
TRANSPORTATION STUDIES								
TRANSPORTATION STUDIES Includes all types of studies conducted by the Town and Region regarding transportation. Includes control signal studies, illumination studies, public transit, traffic impact studies, etc.	By type of report	IES	S/O+2	0	S/O+2	Destroy Archival Selection	Public	Ont.12, Ont.13, Ont.14, Ont.95
TRAFFIC MANAGEMENT								
TRAFFIC COUNTS Traffic Counts and traffic calming request letters to residents. Includes sketches and notes for traffic counts for various streets.	By location	IES	T/E+1	1	T/E+2 T/E = when project completed	Destroy	Confidential	PIB
TRAFFIC COUNT REPORTS Reports of traffic passage on streets, roads, bridges, intersections, etc. Sketches and notes for traffic counts for various streets.	By location	IES	CY+5	5	CY+10	Destroy	Internal	

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
PARKS MANAGEMENT								
PARKS MAINTENANCE FILES These files document the maintenance of parks such as trails maintenance, snow ploughing, and the services being used. These files may include copies of work orders, inspection checklists, cost, hours, repair history, product information, etc.	By location, then by year	Parks & Recreation	CY+3	0	CY+3	Destroy	Internal	Ont.95
TREE INVENTORY These files contain information about trees planted and/or maintained by the Town of Aurora. They identify the type of tree, location, activity dates, damage, maintenance, etc.	By location	Parks & Recreation	CY+2	3	CY+5	Destroy Archival Selection	Internal	

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
COMMUNICATIONS AND STAKEHOLDER RELATIONS								
The function of managing communications at the Town of Aurora, including media, public, and stakeholder relationships and the events to attract townspeople and stakeholders. Records include presentations and speeches; corporate image; media relations; and the coordination of print and electronic publications such as those on websites, video and social media forums. Includes event planning and logistics required to attract and cultivate stakeholders and the tracking of attendees.								
MEDIA & PUBLIC RELATIONS								
ACHIEVEMENT / RECOGNITION AWARDS Recognition awards created by the Town of Aurora that publicly recognize individuals and organizations for their commitment to excellence and their accomplishments that are making a difference. Records include selection of judging panel, nominee forms, certificates and congratulatory letters. FOR: EMPLOYEE RECOGNITION PROGRAMS SEE: HUMAN RESOURCE MANAGEMENT – EMPLOYEE MANAGEMENT – EMPLOYEE RECOGNITION PROGRAM	By name of award Business Achievement award Service Awards Citizen of the Year	Originator	CY+2	0	CY+2	Destroy Archival Selection	Confidential (nominee forms) Public	PIB
COMPLAINTS, COMMENDATIONS, ISSUES FROM RESIDENTS Records include general complaints, responses to complaints and commendations about the Town of Aurora and its services. FOR: BY-LAW COMPLAINTS SEE: LEGAL LICENSING & PERMITS - BY-LAW ENFORCEMENT - COMPLAINTS, CITATIONS, NOTICES OF VIOLATIONS AND INVESTIGATIONS FOR: WASTE COMPLAINTS SEE: ENVIRONMENT, SAFETY, AND SUSTAINABILITY - ENVIRONMENTAL PLANNING & PROTECTION - WASTE MANAGEMENT FOR: WATER BILLING COMPLAINTS SEE: FINANCIAL MANAGEMENT - WATER ACCOUNT	By year, then organization, then individual	Originator	T/E+2	0	T/E+2 T/E = file closed upon completion of case	Destroy Archival Selection	Confidential	PIB Ont.119,

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<p><u>ADMINISTRATION – WATER ACCOUNT GENERAL ADMINISTRATION</u></p> <p>FOR: WEED COMPLAINTS SEE: ENVIRONMENT, SAFETY AND SUSTAINABILITY - ENVIRONMENTAL PLANNING & PROTECTION – WEED CONTROL</p>								
<p>MEDIA RELATIONS</p> <p>Documentation relating to the fostering of positive and ongoing relationships with news media and the promotion of the Town and its role in fostering the business community, cultural and recreational activities, economic and tourism development. Records may include background information such as key message development material and media response, correspondence, press releases, Public Notices, Mayor articles, Proclamations and media announcements.</p>	Alphabetical by topic	Originator	CY+6	0	CY+6	Destroy Archival Selection	Internal	
<p>MEDIA COVERAGE ABOUT TOWN OF AURORA</p> <p>Documentation relating to media coverage, media scans and media monitoring about the Town of Aurora and its initiatives. Records include newspaper articles, journal articles, television and radio sound/video files, web pages, social media sites and the like.</p>	By date	Communications	CY+3	0	CY+3	Destroy Archival Selection	Public	
<p>PHOTOGRAPHS – TOWN OF AURORA EVENTS</p> <p>Photographs relating to Town events, staff and stakeholders.</p> <p>FOR: CONSENT RELEASE/WAIVERS FORMS SEE: LEGAL/LICENSING/PERMITS – USE & PERMISSION AUTHORIZATION – CONSENT RELEASE FORMS & WAIVERS</p>	Alphabetical by subject	Communications	CY+6	0	CY+6	Destroy Archival Selection	Internal	
<p>PRESENTATIONS & SPEECHES</p> <p>Documentation relating to presentations and speeches prepared and/or delivered by Town staff or Council members to external parties at special events, conferences and other public events.</p>	Alphabetical by subject	Originator	CY+4	0	CY+4	Destroy Archival Selection	Public	

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GRAPHIC DESIGN/PUBLICATIONS/WEBSITE CREATION & COORDINATION								
CORPORATE IDENTITY Documentation relating to the planning, development and administration of the corporate identity. Records may relate to design elements, logos, word-marks, PowerPoint template design, letterhead design, branding and visual identity guidelines. Includes approved logo masters used to create corporate documents and signs. FOR: LIBRARY OF TEMPLATES READY TO BE FILLED WITH DATA SEE: ADMINISTRATION - ADMINISTRATION SERVICES MANAGEMENT - TEMPLATES & FORMS - BLANK.	Alphabetical by subject	Communications	S/O	2	S/O+2	Destroy Archival Selection	Internal	
PROMOTIONAL, PUBLICATION MATERIAL & INFORMATION PACKAGES Final copy of promotional materials, publications and information packages used by the Town of Aurora to promote the Town and its activities. Includes marketing material such as posters and brochures, newsletters, community profiles used for events, information packages and other related activities.	Alphabetical by subject	Communications Parks & Recreation	T/E+3	2	T/E+5 T/E = when promotion is complete	Destroy Archival Selection	Public	
PROMOTIONAL, PUBLICATION MATERIAL & INFORMATION PACKAGES PRODUCTION & DISTRIBUTION Documentation relating to the production and coordination of Town publications. Records may relate to execution planning, layout, graphic design, printing, distribution, and vendor relations regarding printing, use and distribution of reports, brochures, posters, information packages and the like.	Alphabetical by publication	Communications Parks & Recreation	T/E+3	2	T/E+5 T/E = when content published	Destroy	Internal	

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
WEBSITE / INTRANET CONTENT MANAGEMENT Documentation relating to the development, capture and coordination of website content. Records may relate to content specifications for website posting, upload status checklists, content developed for website posting and website snapshots.	By topic & year	Communications Parks & Recreation	CY+2	0	CY+2	Destroy Archival Selection	Internal NOTE: External website is Public	
WEB / SOCIAL MEDIA ANALYTICS Documentation relating to web analytics including the measurement, collection, analysis and reporting of internet data for the purposes of understanding and optimizing Web usage. Analytics may study the habits and behaviour of users, stakeholders, partners and trends.	By topic	Communications Parks & Recreation	CY+3	0	CY+3	Destroy	Public	
EVENTS MANAGEMENT								
EVENT ARRANGEMENTS & LOGISTICS – CORPORATE, EMPLOYEE OR COMMUNITY EVENT Documentation relating to event planning such as ceremonies or fundraising, visits by representatives from other cities or countries and the coordination of facilities or services such as sponsorships as well as post event evaluation. Events include small business events, employee events and third party events. Records may include: execution planning (planning committee membership list, critical path plan; meeting scheduling; meeting planning tools and checklists); facility/venue logistics (catering, meal choices and banquet planning; orders for space, ads, AV and the like; room setup, layouts, and maps; exhibit and booth logistics); speaker coordination (topic discussions, invitations, biographies, correspondence) material preparation (binder covers printing & production, speaker package, tent cards, name badges, signage, etc. results evaluation – post mortem.	Alphabetical by event name, such as: AURA Art Show Home Show New Business openings Renovation Forum Fib/feet Santa Float Staff appreciation BBQ Then coordination activity Execution planning Venue logistics Speaker coordination Material preparation Expenses tracking Results evaluation	Originator	S/O+3	0	S/O+3	Destroy Archival Selection	Internal	

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
ATTENDEE / PARTICIPANT RELATIONS – CORPORATE, EMPLOYEE OR COMMUNITY EVENT Documentation relating to the participants attending the event. Records include event notices, invitee lists, attendee and participant lists and mailing lists; invitation correspondence, attendance response and registration.	Alphabetical by event	Originator	S/O+2	0	S/O+2 T/E = completion of event	Destroy	Confidential	PIB ONT 119
COMMUNITY STAKEHOLDER RELATIONSHIP MANAGEMENT								
EXTERNAL SECTOR ORGANIZATIONS & ASSOCIATIONS Records relating to relationships and formal partnerships with sector organizations whose functions may impact on, or are involved with the Town of Aurora. Includes organizations for best practices, advocacy and partnerships on impact initiatives such as fundraising, public consultations, etc. Subjects may include the exchange of information, routine notifications and inquiries and offers of service.	Alphabetical by name of organization Aurora Historical Society Aurora Community Arboretum Canadian Legion Chamber of Commerce Character Community Community-Police Liaison Farmers Market Ratepayers Association	Originator	CY+6	0	CY+6	Destroy Archival Selection	Internal	

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
<p>The function of managing the environment, ensuring sustainability and safety. Records include the assessment, preservation and conservation of the natural environment, natural life forms and natural resources. Includes records on environmental approvals and compliance, occupational health and safety program, fire safety, ergonomics, air and water records, pollution, conservation and energy efficiency, pollution, hazardous materials and waste recycling.</p>								
ENVIRONMENTAL PLANNING & PROTECTION								
<p>ENVIRONMENTAL APPLICATIONS & APPROVALS</p> <p>Any facility that releases emissions to the atmosphere, discharges contaminants to ground or surface water, provides potable water supplies, or stores, transports or disposes of waste, must have a Certificate of Approval from the Ministry of the Environment (MOE) before it can operate lawfully. It is the responsibility of owners and operators of these facilities to apply for and obtain Certificates of Approval. Records include applications and approvals for air and noise, waste disposal site approvals, waste management system approvals, sewage work approvals, municipal and non-municipal drinking water approvals, Lake Simcoe Region Conservation Authority (LSRCA) applications and requirements are included within this series.</p> <p>Approvals from all other federal, provincial or municipal governments would be included here.</p>	By type of approval	IES	T/E+2	8	T/E+10 T/E = approval of application	Destroy	Public	Ont.22, Ont.23, Ont. 24, Ont.25, Ont.26, Ont.27, Ont.28, Ont.29, Ont.31, Ont.32, Ont.35, Ont.36, Ont.37, Ont.66, Ont.67, Ont.68, Ont.69, Ont.70, Ont.72, Ont.106, Ont.107, Ont.108, Ont.109, Ont.110, Ont.113, Ont.175
<p>ENVIRONMENTAL ASSESSMENTS</p> <p>Includes material relating to environmental assessments within the Town of Aurora and outside of the Town if they impact on land within Aurora's boundaries. Records relating to studies of environmental issues and impacts. These assessments are required by legislation and are responsible for determining the state of the current environment and the impacts that development activities might have on it. Includes information relating to soil, tree preservation and mitigation, geotechnical, infrastructure expansion, water, air, and other environmental issues. Documents include special studies such as diesel emissions and reports, environment planning documents, engineering plans and correspondence.</p>	By type of assessment	IES Parks & Recreation Planning & Development	T/E+5	10	T/E+15 T/E = completion of assessment /study	Destroy Archival Selection	Public	Ont.22, Ont.34, Ont.35, Ont.36, Ont.37, Ont.38, Ont.39, Ont.40, Ont.96, Ont.112, Ont.194

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
<p>NOTE: PDS participates in environmental land studies</p> <p>ENVIRONMENTAL MONITORING & CONTROL</p> <p>Includes material relating to natural resources, pollution, spill response and any other environmental concerns. Records include reports, general correspondence, copies of public notices (e.g. road closures), etc.</p> <p>FOR: PUBLIC NOTICES</p> <p>SEE: COMMUNICATIONS AND STAKEHOLDER RELATIONS – MEDIA & PUBLIC RELATIONS – MEDIA RELATIONS</p> <p>ENVIRONMENTAL MASTER & OTHER SUSTAINABILITY PLANS</p> <p>SEE: GOVERNANCE - STRATEGIC & LONG RANGE PLANS – MASTER PLANS</p>	By subject	IES	T/E+2	5	T/E+7 T/E = when the matter has been dealt with and closed	Destroy	Public	Ont.22
<p>AIR POLLUTION & CONTROL</p> <p>Includes material relating to air pollution and control.</p>	By type of document	IES	T/E+1	6	T/E+7 T/E = end of reporting period to which the information relates	Destroy	Public	Ont.38, Ont.95, Ont.195, Ont.199, Ont.207
<p>NOISE POLLUTION & CONTROL</p> <p>Includes material relating to noise pollution and control, air traffic noise and noise walls.</p>	By type of document	IES	CY+2	0	CY+2	Destroy	Public	Ont.95
<p>WEATHER MONITORING</p> <p>Includes information on the conditions of the atmosphere. Records may include reports, general correspondence and public notices.</p>	By date	IES	CY+1	5	CY+6	Destroy	Public	Minimum Maintenance Standards (Roads)
<p>PESTICIDE/HERBICIDE APPLICATION</p>	By location & date	IES	T/E+3	0	T/E+3	Destroy	Public	Ont.95, Ont.208

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These records document the application of pesticide/herbicide chemicals in parks and on government owned golf courses. The file may include a work order and a schedule of spraying.		Parks & Recreation			T/E = completion of when pesticide/herbicide chemicals have been applied			
WASTE MANAGEMENT Records relating to the reduction, reuse, recycling or diversion of solid and liquid waste materials. Includes the recycling of newspapers, cardboard, other curb side materials, automobile tires, white goods, scrap metal, and soil. Documents may include lists of recyclable versus non-recyclable materials, logs, customer complaints and waste studies.	By topic	IES	CY+2	0	CY+2	Destroy Archival Selection	Internal Complaints are a PIB	PIB Ont.23, Ont.24, Ont.25, Ont.26, Ont.27, Ont.28, Ont.29
DRINKING WATER QUALITY MANAGEMENT SYSTEM (DWQMS) Drinking Water Quality Management System (DWQMS), includes, reports, certificates, system audits, lead testing/water sampling log, permits & licences, meeting minutes, training records, water quality complaints log, forms, operational plan, standard operating procedures, emergency contact list, etc. The testing may be performed internally or by outside companies. These files may also document the application of aquacades.	By document type & record type	IES	CY+2	13	CY+15	Destroy Archival Selection	Public	Ont.22, Ont.30, Ont.36, Ont.37, Ont.39, Ont.41, Ont.42, Ont.43, Ont.44, Ont.45, Ont.46, Ont.47, Ont.48, Ont.49, Ont.50, Ont.51, Ont.52, Ont.53, Ont.54, Ont.55, Ont.56, Ont.57, Ont.58, Ont.59, Ont.60, Ont. 61, Ont.62, Ont.63, Ont.64, Ont.65, Ont.96, Ont.118
FOR: WATER / WASTEWATER CERTIFICATION TRAINING SEE: HUMAN RESOURCE MANAGEMENT - TRAINING & SKILLS DEVELOPMENT - TRAINING/CERTIFICATION RECORDS								
RECREATION POOL WATER TESTING Records include the daily log as outlined in the regulations, including bi-monthly and monthly testing, sample tests and results for a certified analysis for coliform bacteria, pH and chlorine/bromine.	By location & date	IES Parks & Recreation	CY+2	0	CY+2	Destroy	Public	Ont. 233
WEED CONTROL Records relating to the control of weeds, for aesthetic and	By location & type of document	IES Parks & Recreation	CY+2	0	CY+2	Destroy	Public	

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safety reasons and to protect the land's native biodiversity from invasive plant species. Methods of weed control may include fire, spraying, uprooting, and mowing. Includes weed complaints, destruction work orders, and charges for failure to control weeds in compliance with regulations and legislation.		By-law Services						
TREE INSPECTIONS Includes the tree inspection logs, work orders and the results of pruning, planting, trimming, pruning and preservation.	By location & type of document	Parks & Recreation	CY+2	T/E+2	T/E+2 T/E = life of the tree	Destroy	Public	
HEALTH, SAFETY & SECURITY MANAGEMENT								
OCCUPATIONAL HEALTH & SAFETY PROGRAM MANAGEMENT Documentation relating to Town of Aurora's responsibility to provide a safe and healthy workplace for its employees. Records may include the health & safety programs relating to ergonomics, violence prevention, respect in the workplace, and wellness; pandemic planning; and Health & Safety Committee terms of reference and other resources used by the committee. Also includes Health & Safety Committee meeting minutes, workplace safety checks, and action items resolution. Records may also include; correspondence first aid, program records, WHMIS records and Material Safety data sheets (MSDS).	Alphabetical by topic	Human Resources	S/O+3	0	S/O+3	Destroy	Internal	Fed.14, Fed15, Fed.16, Fed.17, Fed 19, Ont.84, Ont.85, Ont.86, Ont.95, Ont.196, Ont.198, Ont.203, Ont.204, Ont.205, Ont.209, Ont.210, Ont.229
HAZARDOUS MATERIALS Records relating to the storage, transportation, and handling of hazardous materials. Hazardous materials are any substance or material which may result in health injuries, destruction of life and environmental conditions, and facility damage. This includes toxic, flammable, corrosive, and explosive materials. Documents include disposal instructions, health and safety measures documentation, materials safety data sheets (MSDS), hazard assessment reports and recommendations and correspondence.	By type of document	IES Parks & Recreation	S/O+2	13	S/O+15	Destroy	Public	Ont.86, Ont.96, Ont.211, Ont.212, Ont.213, Ont.214, Ont.215

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FIRE MONITORING & SAFETY Records relating to documenting the planning and preparation necessary so that individual buildings will comply with required fire provisions. May include information relating to firefighting equipment locations within buildings, fire alarm systems, locations of exits and staircases, evacuation and emergency guidelines, names of emergency contact personnel, vehicle access to the respective building, locations of elevators, owner responsibilities, and firefighting equipment inspection and maintenance. Documents include fire safety plan reports, self-compliance surveys, risk assessments and all supporting correspondence.	By topic	IES	S/O+2	0	S/O+2	Destroy	Internal	Ont.86, Ont.95, Ont.180, Ont.181, Ont.182, Ont.183, Ont.184, Ont.185, Ont.186, Ont.187, Ont.188, Ont.189, Ont.190, Ont.191, Ont.192
EMERGENCY MANAGEMENT PLANNING This program co-ordinates the emergency measures pertaining to the Town of Aurora and its residents to ensure safety in the event of an emergency or disaster. Records include business continuity planning, operational plans, co-ordination of emergency services.	By type of document	Originator	S/O+2	0	S/O+2	Destroy	Internal	Ont.109, Ont.182, Ont.229, Ont.230, Ont.232, Ont.232, Ont.232, Ont.233, Ont.234, Ont.235
FOR: IT DISASTER RECOVERY SEE: INFORMATION TECHNOLOGY AND RECORDS MANAGEMENT – DISASTER PREPAREDNESS & RECOVERY PLANNING								
PROPERTY SECURITY ADMINISTRATION Records relating to the physical security of Town buildings, properties, and facilities. Security measures are intended to guard against damage, vandalism and unauthorized intrusion and to ensure personal safety. May include information on identification tags, security and alarm systems, authorized use of keys and access cards. Documents may include security clearance files, security logs and security user guide books.	By topic	IES	S/O+2	0	S/O+2	Destroy	Confidential	

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FINANCIAL MANAGEMENT		The function of managing the financial resources of the Town of Aurora through the execution of financial transactions and accounting processes including the receipt, control and expenditure of funds and the reporting and auditing of results.						
Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
TOWN REVENUES ADMINISTRATION								
ACCOUNTS RECEIVABLE PROCESSING Records relating to revenues received by the Town through the sale of goods or services. This includes revenues generated from charging parking, permits and other fees. May include information on the administration and receipt of refunds and credits/credit notes received from vendors for return of materials/products. Documents may include hand-written and machine-readable receipts, invoices documenting the receipt of payment from customers, accounts receivable and revenue reconciliation statements, and usage fees such as registration fees, usage/rental fees, concessions, tickets, advertising fees and merchandise sales, etc.	By fiscal year, then alphabetical by vendor name	Finance - Accounting Originator	FY+1	5	FY+6	Destroy	Internal	Fed.1, Fed.2, Fed.5, Ont.79, Ont.91
SEE: TAX OR WATER AUTO PAY SUCH AS PAP OR MORTGAGE, OR TAX SALES OR OTHER TAX COLLECTION OR UTILITY COLLECTION MATERIALS.								
CASH RECEIPTS Cashier batches, documentation, deposit slips, payment card machine batches and all related documents from processing of payments received by the Town, excluding bank reconciliation materials.	By fiscal year, then by batch number or date or cashier	Originator	FY+1	5	FY+6	Destroy	Internal	Fed. 1, Fed. 2
INCOME TAX DEDUCTIBLE DONATIONS & RECEIPTS Records of all donations to the Town (for trees in the arboretum, trails upkeep, benches in parks dedicated to a loved one, etc.).	By fiscal year, by month or receipt number	Finance	FY+1	5	FY+6	Destroy	Confidential	Fed. 1,2,5 donations review directives report to Aurora

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DEVELOPMENT CHARGES Monies collected from land developers to offset that portion of the costs of services incurred as a direct result of the new developments.	By fiscal year, then by month	Finance - Accounting	FY+1	5	FY+6	Destroy	Internal	Fed.1, Fed.2, Fed.5
GRANTS TO TOWN These files contain information related to grants received from Federal, Provincial, York Region and/or private sources. These grants are used to support the acquisition or maintenance of property or equipment and for the running of programs or special events such as Lake Simcoe Clean Lake Fund, Federal gas tax funding, municipal infrastructure, etc. They may document that the Town used the funds in accordance with the terms of the grant. The files may contain a copy of the grant, correspondence, purchases, expenses and any other supporting documents.	By year and name of grants	Finance - Planning Parks & Recreation	CY+6	0	CY+6	Destroy	Internal	Fed.1, Fed.2
GRANTS FROM TOWN These files contain information related to grants paid or made by the Town to others, such as under Community Grants or Arts and Culture Grants programs or other similar or successor programs. Records would include application information, assessments, responses and communications, copies of reports to Council, and administrative documentation to action the grant payment/internal funding transfer as the case may be.	By year and name of grants used for payment	Parks & Recreation	CY+6	0	CY+6	Destroy	Internal	Fed.1, Fed.2
MUNICIPAL TAX ADMINISTRATION								
TAX BILLING – MUNICIPAL All records related to the process of preparing and issuing a taxation billing batch, can be interim, final or supplementary. Batch files and documentation related only, not related to individual property accounts.	By fiscal year, type	Finance - Accounting	FY+1	5	FY+6	Destroy	Internal	Fed. 1, 2
TAX ACCOUNT AUTO PAY DOCUMENTATION Records include mortgage company correspondence,	By roll number	Finance - Accounting	S/O+2	0	S/O+2	Destroy	Confidential	PIB Ont.119

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enrollments/ cancellations, and pap plan enrolment/ cancellation for individual property accounts.								
TAX CERTIFICATES – MUNICIPAL Records relating to the creation and use of municipal taxation certificates. This series includes letters from solicitors (lawyer's letters), financial institutions, tax payers, and internal lawyers requesting that a tax certificate be generated.	By roll number	Finance	CY+1	7	CY+8	Destroy	Confidential	PIB Ont.74, Ont.75, Ont.76, Ont.119
PROPERTY TAX ASSESSMENT, LEVY ADJUSTMENTS & APPEALS Records relating to evaluation, assessment, appeal, modification and cancellation of municipal property taxes. Includes the assessment evaluation of individual commercial and residential properties by the town, the assessment appeal process under the assessment act, and the tax appeal process under the municipal act for cancellation, refund or reduction of tax. Documents include summaries of assessments, aerial photographs, inspection reports, Municipal Property Assessment Corporation (MPAC) listings, rental income statements and appraisals, recalculation of property taxes and minutes of settlement.	By roll number until approved for adjustment, then by type of adjustment, then by adjustment batch number	Finance - Accounting	T/E+2	6	T/E+8 T/E = end of the appeal process	Destroy	Public	PIB Ont.75, Ont.76, Ont.77, Ont.78, Ont. 119
TAX APPEALS BY TOWN All records, proceedings and documentation related to assessment appeals initiated by town and any general assessment roll reviews related to searches for such target properties.	By property address	Finance - Accounting	T/E+1	6	T/E+7 T/E = end of the appeal process	Destroy	Confidential	PIB Ont. 105, Ont. 119, Ont.123
PROPERTY TAX: CHARITY & VACANCY REBATES Records related to issuing a rebate if commercial or industrial building was entirely or partially vacant during the taxation year and eligibility criteria are met.	By fiscal year, then by roll number	Finance - Accounting	FY+1	5	FY+6	Destroy	Public	

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Town of Aurora Record Classification and Retention By-law Schedule A

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
PROPERTY ASSESSMENT ROLLS Records relating to the creation or receipt, use, and maintenance of property assessment records within the Town of Aurora. Property assessment information details specifications, such as location and size of lots and buildings, assessed property market values and legal descriptions. Includes property assessments for Town residential, commercial, industrial, and all other Town properties. This information is used to help determine appropriate property tax billing rates amongst individual taxpayers, to determine property ownership and to compare property values to see if they are assessed at comparable rates. Documents may include assessment rolls, supplementary assessment rolls, property assessment listings and supporting correspondence. Assessment rolls are produced by the Municipal Property Assessment Corporation (MPAC) and forwarded to the Town. These records have no legal value.	By year of assessment	Clerk's Office Finance - Manager of Revenues	T/E+1	6	T/E+7	Destroy	Public	Ont.105, Ont-123
TAX ACCOUNT – GENERAL ADMINISTRATION All documentation related to individual tax account administration: including ownership/address changes, correspondence including complaints about tax, payment plans and seniors deferrals etc. FOR: PAP PAYMENT PLAN ENROLMENT/CANCELLATION SEE: TAX ACCOUNT AUTO PAY DOCUMENTATION	By roll number	Finance - Tax	FY+1	5	FY+6	Destroy	Confidential	PIB Ont. 119
WATER ACCOUNT ADMINISTRATION								
WATER BILLINGS All records related to batch billings for water accounts, including readings, batches, final billings etc.	By month	Finance – Accounting	CY+1	5	CY+6	Destroy	Public	Fed. 1,2,5
WATER ACCOUNT AUTO PAY DOCUMENTATION Includes PAP plan enrolment/cancellation for individual property accounts.	By account number	Finance – Accounting	S/O+2	0	S/O+2	Destroy	Confidential	PIB Ont. 119

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/Comments
WATER CERTIFICATES – MUNICIPAL Records relating to the creation and use of municipal water certificates. This series includes letters from solicitors (lawyer's letters), financial institutions, tax payers and internal lawyers requesting that a utility certificate be generated.	By account number	Finance	CY+1	7	CY+8	Destroy	Confidential	PIB Ont.74, Ont.75, Ont.76, Ont.119
WATER COLLECTIONS All documentation related to cyclical collection efforts on batch basis.	By calendar year	Finance - Accounting	CY+1	2	CY+3	Destroy	Public	Collection files only, not related to financial reporting, or official financial books of record.
WATER ACCOUNT – GENERAL ADMINISTRATION All documentation related to individual water account administration: including ownership/address changes, correspondence including complaints about water billings, payment plans etc. FOR: PAP PAYMENT PLAN ENROLMENT/CANCELLATION (WATER) SEE: WATER ACCOUNT ADMINISTRATION - WATER ACCOUNT AUTO PAY DOCUMENTATION	By account number, then by year	Finance - Accounting	CY+1	5	CY+6	Destroy	Confidential	PIB Ont.119
ACCOUNTING ADMINISTRATION								
ACCOUNTS PAYABLE PROCESSING Documentation relating to the processing of payables and payments made by the Town of Aurora. Records may include AP cheque register, cheque requisitions, purchase order payment approvals and summaries, cheque copies, invoices, credit card and P-card statements, travel expense claims and employee expenses.	By fiscal year, then by payment date	Finance - Accounting	FY+2	4	FY+6	Destroy	Confidential for individuals Public for Vendors	PIB Fed.1, Fed.2

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
COMMODITY TAX FILINGS & RETURNS Records relating to the preparation and submission of statutory commodity tax filings such as HST, GST, fuel, excise, customs and duties.	By year, then document type	Finance – Accounting	FY+1	7	FY+8	Destroy	Internal	Fed 1, Fed 2, Fed 6, Fed 7, Fed 8, Ont. 74, Ont. 75, Ont. 76
DEBT Includes records related to all town debt, internal and external, documentation of approval, transactions, history, issuance, correspondence, etc.	By issuance	Finance - Accounting	T/E+2	4	T/E+6 T/E = when debt paid	Destroy	Public	
SECURITIES – LETTERS OF CREDIT (LC) & CASH A letter issued by a bank authorizing the bearer to draw a stated amount of money from the issuing bank, its branches, or other associated banks or agencies. Includes similar documentation with respect to cash securities posted in lieu of letters of credit. Also includes notification of works completed and letter of credit release.	By purpose, then file number, then developer name	Finance - Accounting	T/E+6	0	T/E+6 T/E = file closed or cashed out or cancelled	Destroy	Confidential	
BANKING TRANSACTIONS & RECONCILIATION Documentation relating to banking and account reconciliation such as the reconciliation of bank statements. Records may include electronic funds/wire transfers, confirmations, stop payments, bank statements and bank reconciliations.	By fiscal year, then by month	Finance - Accounting	FY+1	5	FY+6	Destroy	Internal	Fed.1, Fed.2
GENERAL LEDGER Documentation of all financial accounts and statements summarizing year over year financial transactions. Records include all books of original and final entry summarizing year over year transactions. Also includes the chart of accounts.	By fiscal year	Finance – Capital Asset	FY+1	T/E+2	T/E+2 T/E = dissolution of the corporation	Destroy	Internal	Fed.1, Fed.2, Fed.3, Ont.76
GENERAL LEDGER RECONCILIATION Documentation relating to the reconciliation of all general ledger accounts.	By fiscal year	Finance – Capital Asset	FY+1	5	FY+6	Destroy	Internal	Ont.76

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
MONTH END CLOSING & ANALYSIS Documentation relating to month end close. Records include month-end process checklist, statement of financial position, statement of operations, expense analysis, and accrued liability schedule and adjustments.	By year, then month	Finance - Accounting	FY+1	5	FY+6	Destroy	Internal	Ont.76
FINANCIAL PLANNING & INVESTMENT MANAGEMENT								
ANNUAL BUSINESS PLANNING & BUDGETING (OPERATIONAL & CAPITAL) WORKING PAPERS (FOR DEPARTMENTS) Records relating to the development and monitoring of business plans and budgeting both operational and capital for departments. Annual business plans may include information on goals and objectives to implement the Town's strategic plans, specific time frames, and key events and issues. May range from simple timetables to complex plans. Documents may include directions to staff, financial spreadsheets, planning reports, supporting work plans, documentation on decisions, and progress monitoring reports. FOR: STRATEGIC PLANNING SEE: GOVERNANCE-STRATEGIC & LONG RANGE PLANNING	By year	Originating Department, not corporate consolidated material held by Finance	FY+1	5	FY+6	Destroy	Internal	
BUDGETS – OPERATING & CAPITAL WORKING PAPERS (FOR FINANCE) Records relating to the development, management and administration of the operating and capital budget accounts. Includes copies of budget, internal charge back reports, budget process procedures, directives, variance reports, expenditure forecasts and reports, fees and charges working papers, and budget submission.	By year, then budget type	Treasurer	FY+2	4	FY+6	Destroy	Internal	
LONG RANGE CAPITAL PLAN – WORKING PAPERS Documentation related to the development, consolidation, distribution, etc. of the annual ten year or long range capital planning document for Council.	By fiscal year	Financial Planning	FY+2	9	FY+11	Destroy	Internal	

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Town of Aurora Record Classification and Retention By-law Schedule A

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
LONG RANGE CAPITAL PLAN APPROVED – FINAL Only final approved budgets, including line by line detail or council summary versions, departmental presentations and key supporting documentation.	By fiscal year	Financial Planning	FY+11	0	FY+11	Destroy	Public	
CAPITAL ASSET ACCOUNTING Consists of documents related to accounting for capitalization, disposal, and amortization of fixed assets. Documents include capital assets inventories, capital depreciation schedules and capital asset reports and registers all necessary for Public Sector Accounting purposes.	Alphabetical by document type Capital asset reports Depreciation schedules	Financial Planning	FY+1	5	FY+6	Destroy	Internal	
INVESTMENTS & RECONCILIATIONS Documentation relating to tracking of investments made by the Town of Aurora. Records include the monthly and quarterly investment reporting, redeemed investments bank receipts, invest log, interest income calculation, statement of accounts, investments confirmations, cash flow documentation and schedules.	By year	Finance - Planning	CY+1	5	CY+6	Destroy	Internal	Fed.1, Fed.2, Ont.76
RESERVE FUND ACCOUNTS This documentation includes administering the reserve fund. Records include the history, purposes, bylaws, analysis, strategies, etc. related to reserve accounts.	By reserve fund	Finance - Planning	S/O+2	0	S/O+2	Destroy	Internal	
FINANCIAL REPORTING								
FINANCIAL REPORTING – MONTHLY & QUARTERLY WORKING PAPERS (FOR DEPARTMENTS) Working papers of departments relating to monthly and quarterly reporting of financial position. May include quarterly and monthly interim financial statements and risk management checklist and reports.	By year, then month/quarter	Originator	CY+2	0	CY+2	Destroy	Internal	

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
FINANCIAL REPORTING – MONTHLY & QUARTERLY (FOR FINANCE) Documentation relating to monthly and quarterly reporting of financial position submitted to Council. May include quarterly and monthly interim financial statements and risk management checklist and reports.	By year, then month/quarter	Finance – Planning	CY+2	0	CY+2	Destroy	Internal	Not related to official financial books records or annual financial statements. All reports to Council retained in Clerk's records of Council.
FINANCIAL STATEMENTS & AUDITOR'S REPORTS Documentation relating to the final, audited year-end financial statements. Records include the year end audited financial statements and notes to the statements includes auditor's report.	By fiscal year	Finance – Planning	FY+3	3	FY+6	Archival	Public	Fed. 1, Fed.2
YEAR END & AUDIT REPORTING – PREPARATION WORKING PAPERS Documentation used or created in the preparation of year end auditing and financial statements. Records include analysis, master schedule of documents provided to third parties, confirmation letters regarding payment receipt and funding allocated, and auditor's report.	By fiscal year	Finance – Planning	FY+1	5	FY+6	Destroy	Internal	
FINANCIAL INFORMATION RETURN (FIR) & MUNICIPAL PERFORMANCE MANAGEMENT PROGRAM (MPMP) REPORTING All work papers and supporting documentation for Financial Information Return (FIR) and Municipal Performance Management Program (MPMP) filings and final copies.	By fiscal year	Finance – Planning	FY+2	8	FY+10	Destroy	Public	
AUDIT								
AUDITOR RELATIONSHIP MANAGEMENT General correspondence and administrative materials related to	By audit company name	Treasurer	S/O+2	0	S/O+2	Destroy	Internal	

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/Comments
the auditor relationship, engagement and firm.								
INTERNAL AUDIT OF SERVICES Audit of services that the town performs for its internal purposes. Such as, infrastructure and capital delivery, waste collection and water billing audits. Records include internal audits, reports, related documentation and procurement.	By type, then fiscal year	Originator	FY+3	3	FY+6	Destroy	Internal	
PAYROLL ADMINISTRATION								
PAYROLL PROCESSING This refers to the regular entry, posting and reconciliation of employee payroll details and related reports such as payroll audit reports, payroll stub confirmation, Records of Employment (ROE), TD1, T4, T4A, payroll transfers, timesheets, Canada Savings Bonds and relevant Statistics Canada reports. This includes the production of an employee record detailing deductions including family support (garnishments), pay and termination of pay at the end of employment. Includes the payroll register.	By year, then alphabetically by document type and date	Finance	FY+1	5	FY+6	Destroy	Confidential	PIB Fed.11, Ont.119, Ont.216, Ont.217, Ont.218
TIME & ATTENDANCE REPORTING Documentation relating to identifying hours worked and vacation/sick days taken by Town staff. Records include timesheets and the attendance spreadsheet with approvals for each payroll run.	By year, then pay run date	Payroll Human Resources	CY	3	CY+3	Destroy	Confidential	PIB Ont.119
PAYROLL – REMITTANCES Records relating to the annual summaries of year-end reporting to government (reconciliation for the year) such as to Canada Revenue Agency (CRA), Workers' Compensation, Employee Health Tax and Ontario Municipal Employees Retirement Savings (OMERS) reports.	By year	Finance	CY+1	5	CY+6	Destroy	Internal	Ont.87, Ont.88, Ont.89, Ont.90

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Town of Aurora Record Classification and Retention By-law Schedule A

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
PROCUREMENT								
PROPOSALS & SUBMISSIONS MANAGEMENT Documentation relating to the procurement of goods and services, the negotiation of contracts and the management of the engagement with both successful and unsuccessful bidders. Records include documents pertaining to the administration, plans and schedules for procurement, such as, business case or purchase justification, all communications related to call for and responses to RFPs, RFQs, RFIs, and bid submissions, correspondence, decisions, letters, notifications, amendments and purchase order change requests. FOR: SIGNED/APPROVED CONTRACT SEE: <u>LEGAL/LICENSING/PERMITS: AGREEMENTS/ CONTRACTS/LEASE ADMINISTRATION</u>	By year, then by procurement number	Procurement	T/E +1	6	T/E + 7 T/E = contract completed	Destroy	Internal	
VENDOR / CONTRACTOR / CONSULTANT PERFORMANCE MANAGEMENT Bidders' performance for consideration for future initiatives.	By name of vendor	Procurement	CY+5	2	CY+7	Destroy	Confidential	
P-CARD MANAGEMENT Records include personal documentation from staff to set-up the p-card program, changes to card status, various related procurement reports and spend analysis document.	By employee name	Finance	T/E+2	0	T/E+2 T/E when P-card is cancelled.	Destroy	Confidential	PIB Ont. 119

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Town of Aurora Record Classification and Retention By-law Schedule A

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/Comments
<p>GOVERNANCE</p> <p>The function of governing the organization and exercising authority and control to ensure transparency and accountability. Records relating to the ways in which the Town of Aurora is governed and regulated to ensure efficiency, effectiveness and compliance with statutory requirements. Includes records of the Town's legislative process, bylaws and agendas and minutes of Council and its Committees. Also includes information received from federal, provincial and other municipal governments.</p>								
BY-LAWS ADMINISTRATION								
BY-LAWS	By number & name of by-law	Clerk's Office	P	0	P	Permanent	Public	Ont. 162
<p>All approved By-Laws set by Council and Ontario Municipal Board (OMB) including zoning amendments, licensing, animal control, appointments, building, including Official Plans and Amendments as per the Planning Act, etc.</p>								
COUNCIL ADMINISTRATION								
COUNCIL ORIENTATION & ADMINISTRATION	Alphabetical by topic	Clerk's Office	S/O+2	0	S/O+2	Destroy	Internal	Ont. 157
<p>Documentation relating to the administration of Council activities including biographical sketches and profiles of councillors, general information about the council such as the annual meeting calendar, board orientation packages and protocol book.</p>								
COUNCIL & COMMITTEE MEETINGS MANAGEMENT								
APPOINTMENTS TO COMMITTEES, BOARDS/COMMISSIONS								
SEE: COMMITTEES – APPOINTMENTS								
COUNCIL AGENDAS & MINUTES	Chronological by date	Clerk's Office	CY+10	P	P	Permanent	Public	Ont. 157 Municipal Act, Ch. 25, sec 253
<p>Records include agendas, minutes, notices, resolutions of Council and standing committees meetings.</p>								

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
COUNCIL/COMMITTEE AUDIO & VISUAL Includes audio and visual records of Council meetings and Committees appointment by Council.	By Council/Committee name then Chronological by date	Clerk's Office	T/E + 4	8	T/E + 12 T/E = End of Term of Council	Destroy	Public	Ont. 157
STAFF REPORTS TO COUNCIL Final versions of various staff reports which have gone to Council with signature - includes memorandums.	By date then by Department	Clerk's Office	CY+10	Archival	Archival	Archival	Public	
MEETING RECORDS – CLOSED SESSION Records consist of minutes taken during a closed session. Approved closed session minutes must be sealed and retained by the Clerk.	Chronological by date	Clerk's Office	CY+10	P	P	Permanent	Confidential	Ont. 157
COMMITTEES – APPOINTMENTS Committee appointments by Council. Records include terms of reference, appointment notices, applications for all ad hoc / advisory committees and statutory boards and committees.	By term of Council, then Committee name	Clerk's Office	T/E+4	8	T/E+12 T/E = Term of Council	Destroy	Confidential for application forms Public	PIB Ont.5, Ont.119, Ont.157
COMMITTEES APPOINTED – MEETING MANAGEMENT Appointed committees meetings records. Includes agendas and minutes. FOR: APPOINTED COMMITTEES' REPORTS (except CoA) SEE: STAFF REPORTS TO COUNCIL	By Committee name, then by year	Clerk's Office	T/E+4 T/E = Term of Council	P	P	Permanent	Public Confidential for closed sessions.	
COMMITTEE OF ADJUSTMENT (CoA) Records include appointments, terms of reference, agenda, minutes and reports of CoA meetings and relevant documentation as administered by Planning & Development Services department.	By topic, then by year	Planning & Development Services Note: Committee of Adjustment (CoA) is an independent governing body	CY+5	P	P	Permanent	Public	Planning Act

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/Comments
		as per the Planning Act.						
ELECTION MANAGEMENT								
MUNICIPAL ELECTION ADMINISTRATIVE RECORDS Includes documents and materials related to an election or by-election such as nomination papers, Deputy Returning Officer Statements, election forms, ward system, etc.	By date of election	Clerk's Office	T/E+8	0	T/E+8 T/E = day election or by-election results are declared	Destroy	Public	Ont.121, Ont.122, Ont.126, Ont.129, Ont.130, Ont.131, Ont.132, Ont.133, Ont.135, Ont.136, Ont.137, Ont.139, Ont.143, Ont.144, Ont.145, Ont.146, Ont.147, Ont.148, Ont.150, Ont.151, Ont.152, Ont.153, Ont.154, Ont.155, Ont.156 Municipal Elections Act Ch. 32
MUNICIPAL ELECTION RECORDS – CAMPAIGN FINANCE Includes documents filed under the Municipal Elections Act (financial statement and auditor's report) which the Clerk shall retain until the members of the council or local board elected at the next regular election have taken office. Includes by-	By date of election	Clerk's Office	T/E+4	0	T/E+4 T/E = date on which members of Council have taken office following a regular municipal election.	Destroy	Public	Municipal Elections Act Sec 78, Sec 79(1), Sec 88(4)

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
ELECTION RESULTS Results of by-elections and municipal elections. Includes number of voters, number of candidates, number of votes, 'Declaration of Office', 'Oaths of Office', terminations and resignations.	By election year	Clerk's Office	CY+4	Archival	Archival	Archival	Public	
ELECTION RECORDS – VOTERS / POLL LISTS / BALLOTS Includes marked ballots and material relating to voters and poll lists.	By date of election	Clerk's Office	T/E+120 days	0	T/E+120 days T/E= the day that election results are declared, unless otherwise ordered by court. If a recount was commenced but not yet completed, records should not be destroyed until final results are declared	Destroy	Confidential	Municipal Elections Act Sec 88(1), Sec 88 (11)
STRATEGIC & LONG RANGE PLANNING								
STRATEGIC & ADMINISTRATIVE PLANS Records relating to strategic planning by departments and residents designed to assess and adjust the Town of Aurora's direction and determine its visions and future objectives. Includes information on seminars, strategy planning sessions, and mission statements. Documents include goals and objectives statements, long and short-term strategic planning reports, Key Performance Indicators (KPIs) reports and all ancillary materials. FOR: FINANCIAL STATEMENTS, REPORTS AND FIVE YEAR BUSINESS PLANNING NOTES, ETC. SEE: FINANCIAL PLANNING & INVESTMENT MANAGEMENT	By topic, then by date	Originator	S/O+5	10	S/O + 15	Destroy Archival Selection	Public	

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
MASTER PLANS Master plan development adopted by the Town of Aurora. Refers to land, environmental, cultural, economic development, recreation, trails, parks, population, housing needs, environmental development plans, utilities (servicing allocation) ; human services and community facilities.	By type of plan	Originator	T/E+2	3	T/E+5 T/E = expiry of the plan	Destroy Archival Selection	Public	
GOVERNMENT RELATIONS MANAGEMENT								
GOVERNMENT / INTERGOVERNMENTAL RELATIONS Records relating to federal, provincial, municipal government departments, commissions, boards, authorities and related agencies whose functions may impact on, or be involved with the Town's administration and operations. Subjects may include the exchange of information, routine notifications and inquiries and offers of service. Documents may include government strategy and planning reports, government funding statements, government submissions and correspondence.	By level of Government: Federal Provincial Municipal	Originator	CY+6	0	CY+6	Destroy	internal	
ACCESSIBILITY FOR ONTARIANS DISABILITIES ACT (AODA) Records include compliance letters, contract inquiries, correspondence, accessibility audits and employment standards.	By topic	Building & By-Law	CY+2	0	CY+2	Destroy	Internal	Ont.5, Ont.95, Ont.173, Ont.174, Ont.176

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HUMAN RESOURCE MANAGEMENT		Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
ORGANIZATION & POSITION MANAGEMENT										
The function of managing Town of Aurora employees and their relationship with the organization. Activities included defining the organization through organization charts and job descriptions, recruitment, compensation and benefits administration, employee training.										
JOB DESCRIPTIONS	Documentation identifying the positions within the Town of Aurora and detailing job specifications, duties and responsibilities and performance expectation levels.	Human Resources	Alphabetically by position title	Human Resources	S/O+2	0	S/O+2	Destroy	Public	
ORGANIZATION DESIGN	Documentation identifying the organizational structure of the Town of Aurora including staff positions/titles, employee names and hierarchy of authority and responsibility. Records include organization charts and re-organization documentation.	Human Resources	Alphabetically by department	Human Resources	S/O+2	0	S/O+2	Destroy Archival Selection	Public	
RECRUITMENT & SELECTION										
RECRUITMENT & STAFF SELECTION	Documentation relating to general resource planning and the recruitment and hiring of staff for specific Town of Aurora positions. Records include job posting/ads, resumes under consideration, interview guides and questions, interview notes, candidate evaluation, reference checking notes and regret letters. Successful candidates' information moves to employee file.	Human Resources	Alphabetical by position name and by recruitment number	Human Resources	CY+2	0	CY+2	Destroy	Confidential	PIB Ont. 119
EMPLOYEE MANAGEMENT										
EMPLOYEE FILES	Documentation relating to an employee's work history and status throughout their employment with the Town of Aurora.	Human Resources	Alphabetically by employee last name	Human Resources	T/E+1	2	T/E+3 T/E = termination of employment of	Destroy	Confidential	PIB Ont.80, Ont.81, Ont.82, Ont. 119

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/Comments
Includes full time employees as well as those hired for a fixed term contract such as a summer position, or seconded from another department or those on LTD or early retirees. Records may include resumes, copies of training certifications, staff photo, hiring evaluation/notes, employee performance, offer letter/letter of employment, engagement/hiring contract, secondment contracts, appointment notices, benefits selection, signed code of conduct, education attended, salary change notification, disciplinary action, termination documentation, pension records, correspondence and announcements (e.g. 'You've been caught doing something good').	By employee name	Human Resources	T/E+1	39	T/E+40 T/E = time records first made	Destroy	Confidential	PIB Ont. 119, Ont.236, Ont.237, Ont.238
EMPLOYEE MEDICAL FILES Records relating to the employees' medical status, including employee ergonomic information, medical conditions, and recovery of individual Town employees. This includes situations concerning the sustainment of physical injuries and the development of medical conditions causing disability or impairment, both work and non-work related. May include information relating to clarification of medical conditions, determination of whether and/or when an employee should return to work, and confirmation of job duties the employee is and is not capable of performing. Documents may include doctors' notes and referrals, copies of resumes and training certificates, medical progress notes and all supporting correspondence.	By employee name	Human Resources	CY+3	0	CY+3	Destroy Archival Selection	Internal	
FOR: WORKERS' COMPENSATION CLAIMS SEE: EMPLOYEE MANAGEMENT - WORKERS' COMPENSATION & DISABILITY MANAGEMENT								
EMPLOYEE RECOGNITION PROGRAM The Town of Aurora's AURA AWARDS are designed to recognize the achievements and contributions of employees, who through the excellence of the work they perform, produce results which are desired by the corporation and who, through their individual or team efforts, bring about positive consequences in the workplace.	By employee name	Human Resources	CY+3	0	CY+3	Destroy Archival Selection	Internal	

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EMPLOYEE SURVEYS Surveys include: Employee engagement, employee satisfaction, compensation, etc.	By type of survey	Human Resources	S/O+6	0	S/O+6	Destroy Archival Selection	Internal	
VOLUNTEER FILES Records relating to a volunteer's work history and status throughout their term with the Town of Aurora. May include recruitment, hiring, performance evaluations, training, photo, terminations and correspondence.	Alphabetically by Volunteer's last name	Human Resources	T/E+1	2	T/E+3 T/E = termination of volunteer	Destroy	Confidential	
WORKERS' COMPENSATION & DISABILITY MANAGEMENT Records relating to tracking and monitoring of all individual Town employees' claims for financial and/or medical compensation as a result of personal injuries, illness, or other medical conditions preventing employees from fulfilling regular job duties. This includes workers' compensation and long term disability claims. Documents may include injury report forms, copies of long term disability and workers' compensation claims that have been submitted, disability recurrence continuity reports, completed summary claims information cards and all supporting correspondence.	By name of employee	Human Resources	T/E+1	2	T/E+3 T/E = when claim is resolved / closed.	Destroy	Confidential	PIB Ont.95, Ont. 119 Ont.200, Ont.201, Ont.202
WORKFORCE/TALENT MANAGEMENT & PLANNING Consists of analyzing, forecasting, planning and managing the pool of employees to support the company business. Records include succession plans, staff allocations, reorganization analysis/planning records, employee turnover / transfer / relocation records, promotions, human resources statistics and metrics (Logs & Tracking).	By topic	Human Resources	CY+4	0	CY+4	Destroy	Confidential	
EMPLOYEE HEALTH AND SAFETY SEE: ENVIRONMENT, SAFETY & SUSTAINABILITY - HEALTH, SAFETY & SECURITY MANAGEMENT								

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EMPLOYEE COMPENSATION & BENEFIT ADMINISTERING								
EMPLOYEE COMPENSATION Consists of management of remuneration models for Town of Aurora employees. Includes annual salary plans, salary administrative guidelines and the management compensation plan. Records may include meetings, job evaluation results and appeals.	By subject	Human Resources	CY+5	0	CY+5	Destroy	Confidential	
EMPLOYEE BENEFIT PROGRAMS Includes records relating to employee benefits and deductions, group insurance, medical and dental plans, pensions, employee counselling and tuition reimbursements. Includes records relating to the employee assistance program.	By topic Medical Dental Pension	Human Resources	T/E+6	0	T/E+6 T/E = end of year for which records and books of account are kept or written permission for their prior disposal is given by Minister, or end of appeal period.	Destroy	Confidential	Fed.9, Fed.10, Fed.12, Ont.99
PAY EQUITY Records relating to the evaluation of job positions by comparing duties, skills and responsibilities of similar positions. The objective is to ensure equal pay for work of equal value. Documents may include copies of policies, hiring reports, classification ratings, job evaluation information, position description questionnaires, action plans and information about designated worker groups.	Alphabetical by job position	Human Resources	S/O+2	0	S/O+2	Destroy	Internal	Ont.95
TRAINING & SKILLS DEVELOPMENT								
EMPLOYEE ORIENTATION PROGRAM Documentation relating to the development and delivery of the employee orientation program and the on-boarding of new employees. Records include orientation checklists and on-boarding documents.	Alphabetical by document type	Human Resources Parks & Recreation	S/O+2	0	S/O+2	Destroy	Internal	

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TRAINING & LEARNING PROGRAMS – INTERNAL Documentation relating to the development and delivery of training and development related courses or presentations. Records include, departmental and ongoing employee training presentation materials, lunch and learn sessions and instructional material at the corporate and departmental level.	Alphabetically by type of training: Customer Service Interpersonal Conflict training Violence & Harassment	Human Resources Parks & Recreation	S/O+2	0	S/O+2	Destroy	Internal	Fed.14, Fed15, Fed.18, Ont.71, Ont.198
TRAINING OPPORTUNITIES – EXTERNAL Documentation relating to external courses, seminars and workshops available or of possible interest to Town employees. Records include course descriptions, course notes, materials from attending the sessions and general information regarding program offerings.	Alphabetically by type of training Legal Continuing Education	Originator	CY+3	0	CY+3	Destroy	Public	Ont.71
TRAINING / CERTIFICATION RECORDS Records include training records of staff which are required under Regulation 128/04 and Regulation 129/04 to provide proof of operator training to the Ontario Water & Waste water Certification Office (OWWCO) for training renewals and upgrades. Copies are to be sent to HR for the employee file. Other training records that require certification by government bodies may also be included here.	Alphabetically by employee name	IES Originator	CY+3	3	CY+6	Destroy	Confidential	PIB Ont.-119, Ont. 231, Ont. 232
ATTENDANCE OF PARTICIPANTS Attendance records of those who participated in Town of Aurora sponsored course/workshop.	By participant surname & course name Last name, first name and courses taken	Human Resources	CY+1	1	CY+2	Destroy	Confidential	PIB Ont. 119
LABOUR & EMPLOYEE RELATIONS								
HUMAN RIGHTS COMPLAINTS & INVESTIGATIONS Records relating to receiving, investigating and resolving	By person's last name, first name	Human Resources	T/E+2	3	T/E+5 T/E = when investigation	Destroy	Confidential	PIB Ont.92, Ont.93, Ont.94, Ont.95, Ont. 119Ont.198

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
<p>complaints from Town staff concerning discrimination or harassment. Documents may include statements of complaints or completed complaints forms, investigation reports and recommendations, witness interview notes and supporting documentation and correspondence regarding the exploration and resolution of the complaints and consultations.</p> <p>GRIEVANCES & ARBITRATIONS – UNION & NON-UNION</p> <p>Records relating to complaints received from Town of Aurora employees concerning workplace and personal treatment, benefits, discipline, promotions and any other issues as defined in the collective agreement and the investigations to identify and resolve the complaint or issue. Includes information on addressing and resolving the grievances, such as mediation and formal adjudication hearings involving arbitrators. Documents may include completed grievance forms, copies of meeting minutes, adjudication hearing schedules, arbitration notices, solicitor's correspondence minutes of settlements, memorandum of settlement and all supporting correspondence.</p>	By name of individual	Human Resources	T/E+2	0	completed and complaint resolved and/or closed T/E+2 T/E = after receiving award or complaint is resolved	Destroy	Confidential	PIB Ont.95, ONT 119 Ont.220
<p>LABOUR NEGOTIATIONS</p> <p>Records relating to conducting labour negotiations, which involve discussions and meetings between Town of Aurora and employee groups, such as unions, to achieve resolution on a wide range of issues pertaining to unionized employees. These issues may include staff reductions and layoffs, staff recalls, promotions and wage increases, working conditions, disciplinary actions, seniority rights and restructuring. May include information on collective bargaining, dispute mediation and conflict resolution.</p> <p>FOR: COLLECTIVE AGREEMENTS SEE: LEGAL, LICENSING AND PERMITS – AGREEMENTS & CONTRACT ADMINISTRATION – AGREEMENTS/CONTRACTS/LEASES</p>	By type of union and year	Human Resources	T/E+1	9	T/E+10 T/E = end of the contracted period	Destroy Archival Selection	Confidential	

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
PENSION ADMINISTRATION								
PENSION RECORDS								
SEE: EMPLOYEE MANAGEMENT - EMPLOYEE FILES								

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INFORMATION TECHNOLOGY AND RECORDS MANAGEMENT

The function of applying and managing information and communications technology to support the business needs of the organization by means of capturing, storing, retrieving, transferring, communicating and disseminating information through automated systems, such as wide-area networks and local-area networks. Includes planning, determining requirements, developing, acquiring, modifying and evaluating applications and databases, Geomatics (GIS) data and disposing of these systems. Also includes communication systems, such as video-conferencing, voice mail, Blackberries (or other mobile devices), electronic mail, and the technical aspects of the internet, intranet, and websites. Also includes the management of the lifecycle of information through records management services such as classification systems, retention by-law, identification of vital records and security classification.

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
INFORMATION TECHNOLOGY – COMPUTER & INFORMATION SECURITY								
COMPUTER SYSTEM ACCESS & SECURITY Records relating to the security and confidentiality of Town of Aurora's online information resources. Includes information about computer security practices and tools. Documents may include access requests, computer monitoring reports, and user authorization lists, accounts schema, privileges and computer security, threat assessments and justification for reasons (including request forms) for alternative security practices or configurations.	Alphabetical by type of document	Information Technology	CY+2	0	CY+2	Destroy	Internal	Fed.4
DISASTER PREPAREDNESS & RECOVERY PLANNING Records relating to the development and implementation of comprehensive disaster preparedness plan, which documents the backup and recovery procedures for all Town records and required facilities and operations in the event of a disaster. Also includes information relating to the actions taken in the event of actual systems disasters such as, status reports, the disaster contingency plan, phone lists of key persons to contact in the event of a disaster, lists of vital records and all supporting correspondence.	Alphabetical by topic	Information Technology Building & By-Law	S/O+2	0	S/O+2	Destroy	Confidential	PIB Ont. 119
FOR: EMERGENCY MANAGEMENT PLANNING SEE: ENVIRONMENTAL, SAFETY & SUSTAINABILITY – HEALTH, SAFETY & SECURITY – EMERGENCY MANAGEMENT PLANNING								

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SYSTEM BACK-UP Copies of master files or databases, application software, logs, directories needed to restore a system in case of a disaster or inadvertent destruction.	By system name	Information Technology	S/O+2	0	S/O+2	Destroy	Confidential	
APPLICATIONS & SYSTEMS DEVELOPMENT								
BUSINESS PROCESS MODELS & REVIEWS Used to help define and understand business processes in order to develop hardware and software requirements. Documentation of related, structured activities--a chain of events--that produces a specific mandated output. Records may include business area analysis, feasibility studies, workflow analysis and case studies.	By process name	Originator	T/E+2	0	T/E+2 T/E = completion of reviews or studies of business process models.	Destroy	Internal	
PRODUCT EVALUATIONS Records relating to the review and analysis of software and hardware products for suitability and/or implementation. Records include review notes, product literature, beta testing, test results and summary or recommendation reports. FOR: VENDOR INFORMATION SEE: FINANCIAL MANAGEMENT - PROCUREMENT-- VENDOR/CONTRACTOR/CONSULTANT PERFORMANCE MANAGEMENT	Alphabetical by product or hardware name	Originator	T/E+2	0	T/E+2 T/E = completion of the evaluation.	Destroy	Internal	
SYSTEMS DEVELOPMENT & IMPLEMENTATION Designing and developing IT systems to enable the Town to achieve its strategic goals and objectives. Includes designing and developing new IT systems and developing existing IT systems to meet evolving business needs or technical standards. This includes in-house software development as well as system integration activities. This may include information on computer resources, technical design, systems development, user requirements, project definitions and database management. Would also include source code. Documents may	Alphabetical by project name, project number and then by subject. Architecture Business Requirements Quality Assurance System Engineering Project Management	Originator - Project Manager & Sponsor	T/E+4	0	T/E+4 T/E= termination or completion of project	Destroy Archival Selection	Internal	

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include project charter, project scope, project plans, project management reports, copies of purchase orders and requests for proposals, system testing statements, data control impact documents, quality assurance investigations and reports, deficiencies and gaps and related correspondence. FOR: PROJECTS THAT ARE NOT RELATED TO AN IT INITIATIVE SEE: ADMINISTRATION - PROJECT MANAGEMENT - ADMINISTRATIVE	Project Deployment Plans							
COMPUTER OPERATIONS & SUPPORT								
HARDWARE & SOFTWARE MANUALS / INSTRUCTIONS / OPERATING PROCEDURES Records from vendors and external organizations such as standards, procedures and operating instructions that provide instructions on the operation and maintenance of computer hardware and software. Includes user guides, maintenance support materials, desktop service manuals and instructions, backup instructions and related documentation for the maintenance of the mainframe.	Alphabetical by name of application	Information Technology	T/E	2	T/E+2 T/E= end of life/ decommissioning of the application or system asset	Destroy	Public	
HARDWARE / SOFTWARE INVENTORY – SEE: ASSET MANAGEMENT AND MAINTENANCE – MAINTENANCE & OPERATIONS MANAGEMENT – FIXED ASSETS - ASSET REGISTER								
GIS DATA (ALSO KNOWN AS GEOMATICS) Records associated with research, planning, design, development, implementation and execution of geospatial specific programs for parks, planning and elections.	By Activity Elections Planning Parks	Planning & Development Parks & Recreation IES	S/O+3	0	S/O+3	Destroy Archival Selection	Internal	
HELP DESK LOGS & REPORTS Records tracking computer end-user problems (tickets) and requests and the action taken to resolve the problems. Also includes customer surveys and user complaint information.	Alphabetical by type of request	Information Technology	CY+2	0	CY+2	Destroy	Internal	

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SYSTEM OPERATIONS Managing the IT hardware, software and networks required to support the organization's operations. This includes IT hardware, software, networks, installation and testing and the operation of hardware, software and networks. FOR: HARDWARE & SOFTWARE MANUALS SEE: HARDWARE AND SOFTWARE MANUALS/ INSTRUCTIONS/ OPERATING PROCEDURES FOR: IT SECURITY SEE: COMPUTER SYSTEM ACCESS & SECURITY	Alphabetical by system name then by subject. Common Operating Procedures Configurations Standards Tracking Documents Change Management Documentation Performance Reports	Information Technology	CY+5	0	CY+5	Destroy	Internal	
INTERNET & INTRANET DEVELOPMENT / MANAGEMENT Records relating to the development and maintenance of the Town's internet and intranet online web sites and services. Includes information on website development, technical design information, and user requirements. Documents may include Internet and intranet review statements and reports, website information content specifications and correspondence.	Alphabetical by topic	Information Technology	T/E+2	0	T/E+2 T/E = end of project or new update	Destroy Archival Selection	Internal	
TELECOMMUNICATIONS & ELECTRONIC COMMUNICATION SYSTEMS Records relating to the installation, maintenance, operation and use of telecommunications equipment and systems. Includes information on telephone, cable, fibre optics, electronic mail, voice mail, fax, pager, cell phone, and emergency systems and processes. Documents include requests for installation or maintenance, change requests and service call requests to service providers. FOR: SUPPLIER AGREEMENTS AND CONTRACTS SEE: LEGAL LICENSING AND PERMITS - AGREEMENTS/CONTRACTS/LEASE ADMINISTRATION	Alphabetical by topic	Information Technology	CY+5	0	CY+5	Destroy	Internal	

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RECORDS/DOCUMENT MANAGEMENT								
CLASSIFICATION & RECORDS RETENTION BY-LAW Records relating to the development and implementation of the records classification structure and the retention and disposition by-law initiatives. Includes information relating to all issues that may affect the development and approval of the Town's records classification structure and retention by-law, which officially govern for how long information is kept and whether it is destroyed. Documents may include records retention by-laws of other municipalities, federal and provincial legislation, legal opinions and all supporting correspondence.	Alphabetical by topic	Clerk's Office	S/O+2	0	S/O+2	Destroy	Public	Ont.157
RECORDS DESTRUCTION CERTIFICATES Records relating to records destruction certificates, which authorize the destruction of the Town of Aurora's records in accordance with formally-approved records retention by-law. Includes destruction of media such as paper, microform and electronic records. Documents include records destruction certificates, applications for records destruction, destruction notices, and records destruction statistics and reports.	Alphabetical by department name	Clerk's Office	P	0	P	Permanent		Ont. 158, Ont. 159, Ont. 160 Permanent retention because the certificates may be needed in litigation to prove the information was destroyed in "the normal course of business."
RECORDS CENTRE OPERATIONS Records relating to the operations and management of the Town of Aurora's records storage facilities. May include information relating to inactive records retrieval and storage locations. Documents may, box contents listings, disposition notifications, copies of records destruction certificates, and all supporting correspondence.	By type of document	Clerk's Office	P	0	P	Permanent	Internal	Ont. 158, Ont. 159, Ont. 160

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<p>The function of providing legal services to the organization by the Legal Department or external counsel. Records relating to legal matters involving the Town of Aurora. Includes leases, agreements, contracts, licenses, permits, insurance policies. Also includes records relating to lawsuits and legal issues.</p>								
AGREEMENTS & CONTRACTS / LEASE ADMINISTRATION								
AGREEMENTS / CONTRACTS / LEASES	By vendor / service provider name / organization	Legal & Legislative Services	T/E+15	0	T/E+15 T/E= completion or termination of contract	Destroy Archival status for collective agreements	Confidential	PIB Ont.95, Ont 96 Ont. 119
DISPUTE RESOLUTION & CONTRACT NEGOTIATIONS	By vendor / service provider name	Legal	T/E+1	2	T/E+3 T/E= completion of negotiation	Destroy	Confidential	PIB Ont.95 Ont. 119
MATTER MANAGEMENT								
DEPARTMENTAL LEGAL MATTERS	By case topic	Legal	T/E+1	14	T/E+15 T/E = file closed upon resolution or abandonment	Destroy	Confidential	PIB Ont119

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committees/council reports, minutes including closed sessions, copies of legal advice, title searches and town by-laws and policies.								
PRECEDENTS Documents that may be used as an example in dealing with subsequent similar instances. This may include precedents of subdivision plans, encroachments, road and lane closures and variances.	By topic	Legal	S/O+2	0	S/O+2	Destroy	Internal	
ONTARIO MUNICIPAL BOARD (OMB) CASE FILES Includes legal correspondence and background material for OMB. Case files for tax and property issues. May include development applications, notices of appeal, OMB orders and notices, pleadings, case law, reports, final decisions and correspondence. NOTE: Planning and Development Services will be accountable for Case Files until Council had directed Legal to be involved; at which time, there will be dual accountability for Case Files by both Planning & Development and Legal.	By address & case number	Planning & Development Legal	T/E+3	12	T/E+15 T/E= completion of assumption of Plan	Destroy	Confidential Public for OMB Decisions	
INSURANCE, RISK & COMPLIANCE MANAGEMENT								
INSURANCE & RISK MANAGEMENT Documentation relating to insuring Town of Aurora against risk and fiscal exposure. Insurance policies include errors and omissions insurance, umbrella liability, and property insurance. Records include insurance statement of values applications, policies, renewals, certificate of insurance and related information. FOR: INSURANCE CLAIMS SEE: LEGAL LICENSING AND PERMITS - LITIGATION/CLAIMS	Alphabetical by type of insurance	Clerk's Office	CY+3	0	CY+3	Destroy	Internal	Ont.1, Ont.2, Ont.3, Ont.4, Ont.77, Ont.95

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COMPLIANCE LETTERS Include records relating to the processing of requests from lawyers regarding whether or not a property is in compliance with municipal by-laws and development agreements.	By property address	Legal Building & By-Law	CY+2	0	CY+2	Destroy	Internal	
LEGAL OPINIONS / ADVICE / BRIEFS Includes records relating to legal opinions provided by the municipality's legal staff and legal opinions provided to the municipality, departments and Council.	Alphabetical by topic	Legal	CY+15	0	CY+15	Destroy Archival Selection	Confidential	
ACCIDENT & INCIDENT / OCCURRENCE REPORTING Records relating to the Town's reporting of accidents or incidents that have occurred on Town properties and that may involve members of the public, staff and buildings and structures. Accident reporting concerns events such as vandalism, arson, vehicle accidents and personal injuries that have occurred. Records include completed accident investigation reports, corrective action forms, witness statements, functional ability forms, first aid records and hazardous reporting forms. NOTE: Parks & Recreation will be accountable for minor external incidents where the probability of a claim is very low (minor). Legal will be accountable for external incidents where the probability of a claim is high (major). Human Resources will be accountable for all staff incidents.	By name of individual	Legal Human Resources Parks & Recreation	T/E+3	0	T/E+3 T/E = file closed upon resolution or matter of incident NOTE FOR MINORS: T/E is the earlier of reaching the age of majority or obtaining litigation guardian NOTE FOR INCAPABLE PERSONS: T/E for a person who cannot start a claim because of physical, mental or psycho- logical condition is the time such a person obtains a litigation guardian	Destroy	Confidential	PIB Fed.13, Ont.84, Ont.85, Ont.95 Ont. 119 Age of majority = 18 th birthday

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REAL PROPERTY MANAGEMENT								
REAL PROPERTY ACQUISITION / EXPROPRIATION / DISPOSITION	By address of property	Legal	T/E+1	9	T/E+10 T/E = last payment of any part of principal or interest	Destroy	Confidential	Ont. 100, Ont. 101, Ont. 102, Ont. 103, Ont. 104
LITIGATION/CLAIMS								
CLAIMS BY THE MUNICIPALITY	By name of claimant	Legal Building & Bylaw	T/E+1	14	T/E+15 T/E = file closed upon resolution	Destroy	Confidential	PIB Fed.13, Ont.84, Ont.85, Ont.95 Ont. 119
CLAIMS AGAINST THE MUNICIPALITY – INSURED & NOT INSURED	By name of person/organization	Legal	T/E+1	14	T/E+15 T/E = file closed upon resolution NOTE FOR MINORS: T/E is the earlier age of majority or obtaining litigation guardian NOTE FOR INCAPABLE PERSONS: T/E for a person who cannot start a claim because of a physical,	Destroy	Confidential	PIB Fed. 13, Ont.84, Ont.85, Ont.95 Ont. 119 Age of majority = 18 th birthday

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By-law Number 5815-16

Town of Aurora Record Classification and Retention By-law Schedule A

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
					mental or psycho-logical condition is the time such a person obtains a litigation guardian			
USE & PERMISSION AUTHORIZATION								
CONSENT RELEASE FORMS & WAIVERS Release/waiver forms are written agreements that release/orego any current or potential rights to sue or demand compensation from another party. The purpose is to protect the Town against lawsuits from other parties that might arise as a result of activities permitted by the Town or conducted by the Town with the permission of another party. Records include insurance waivers, liability waivers, parental consent forms and consent release forms.	By type of waiver	Originator	T/E+3	0	T/E+3 T/E = expiry of waiver / release or conclusion of activity to which waiver / release relates	Destroy	Confidential	PIB Ont.95 Ont. 119 If an accident occurs to any person covered by a signed waiver of liability, it must be retained for the same period as accident reports
LICENCES & PERMITS PROCESSING								
LICENCES & PERMITS Business, commercial, recreational and all other licences & permits received by the Town of Aurora that are not classified as building or planning. Includes excavation permits for encroachment to all town owned properties and requests for road closure events. Other licences and permits received by the Town of Aurora may also be included here that are not classified as building or planning permits. FOR: PLANNING & BUILDING PERMITS SEE: PLANNING, DEVELOPMENT & BUILDING – APPLICATIONS OR PLANNING, DEVELOPMENT & BUILDING - BUILDING PERMITS	By type of Permit/Licence Animal Control Bulk Water Use Business Excavations Farmer's market Lottery Pet Radio Licence Road Closure Taxi Water Meter	Originator	T/E+1	3	T/E+4 T/E = expiry date of licence / permit	Destroy	Confidential	PIB Ont. 119, Ont. 164, Ont. 166, Ont. 168, Ont.230

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Town of Aurora Record Classification and Retention By-law Schedule A

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/Comments
<p>FOR: WATER PERMITS SEE: ENVIRONMENT, SAFETY AND SUSTAINABILITY - DRINKING WATER QUALITY MANAGEMENT SYSTEM (DWQMS) FOR MARRIAGE LICENCES SEE: LEGAL, LICENSING AND PERMITS - VITAL STATISTICS</p>								
BY-LAW ENFORCEMENT								
<p>PROVINCIAL OFFENSES Includes records relating to infractions under municipal by-laws and the follow-up of these cases. PART I, II, III - POA The types of documents created/received are as follows: Orders to Comply Notice of Violation General Letters Part 1, Part 3 occurrences, Complaints Note taking logs Court briefs POA tickets Summonses Inspection photos Ownership of property</p>	By address, then year	Originator	T/E+1	2	T/E+3 T/E = matter closed upon resolution or abandonment	Destroy	Confidential	PIB Ont.95, Ont. 119 Ont.221, Ont.222, Ont.223
<p>COMPLAINTS, CITATIONS, NOTICES OF VIOLATIONS & INVESTIGATIONS Records include the nature of the complaint, details of the incident, investigation information. Includes records relating to building complaints and order to comply.</p>	By Case/Complaint	By-law Enforcement	T/E+2	1	T/E+3 T/E = matter closed upon resolution or abandonment	Destroy	Confidential	PIB Ont.95 Ont. 119
<p>MUNICIPAL BY-LAW INFRACTIONS Prosecutions deal with municipal infractions, their prosecution, appeals and the follow-up of these cases. Records include certificate of conviction, court filing for unpaid parking</p>	By Case/Complaint type, then by year	Originator	T/E+1	2	T/E+3 T/E = matter closed upon rendering or verdict or	Destroy	Confidential	PIB Fed.13, Ont.84, Ont.85, Ont.95 Ont. 119

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Town of Aurora Record Classification and Retention By-law Schedule A

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
infractions, notice of intention to appear form, original parking tickets, court papers, set application, decision, trials, etc.					abandonment			
VITAL STATISTICS								
VITAL STATISTICS APPLICATIONS								
Records relating to vital statistics registration applications and licences/certificates of vital events such as births, deaths and marriages that occur in the Town of Aurora. Applications must be accurately completed, accompanied by an administrative fee and submitted to the Town of Aurora. The Town will match and confirm the information and forward the completed documents to the Office of the Registrar General. Documents include record of appointments of Deputy Division Registrars & Commissioners of Oath & civil marriage officiants, completed application forms, travel letters and all supporting documents.	By Type of Application then name of person	Legislative Services	T/E+2	0	T/E+2 T/E = completion of the application	Destroy	Confidential	PIB Ont.6, Ont.91, Ont.95, Ont.97 Ont. 119
VITAL STATISTICS REGISTER – MARRIAGE, DEATH & BIRTHS	By name of person	Legislative Services	T/E+2	0	T/E+2 T/E = completed and signed date of register	Destroy Archival Selection	Confidential	PIB Ont.6, Ont.98
Register of births, deaths and marriages which occurred in the Town of Aurora.								
FOR: MARRIAGE LICENCES SEE: VITAL STATISTICS APPLICATIONS								

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By-law Number 5815-16

Town of Aurora Record Classification and Retention By-law Schedule A

PLANNING, DEVELOPMENT AND BUILDING	The function of managing the physical growth and development of the Town of Aurora. Activities include reviewing and amending the official plan and development regulations, preparing appeals and representing the Town at appeal hearings, handling development inquiries and pre-application consultation, issuing building permits, street naming nomenclature, review of major development applications and providing mapping support to other departments.							
Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
BUILDING, PLANNING & ZONING								
APPLICATIONS BY CONTRACTORS AND INDIVIDUALS FOR PERMITS FOR THE DEVELOPMENT, CONSTRUCTION AND USE OF COMMERCIAL, INDUSTRIAL, INSTITUTIONAL OR RESIDENTIAL PROPERTIES AND BUILDINGS.								
DEVELOPMENT INQUIRIES / PRE-APPLICATION CONSULTATION & COMPLETE APPLICATION CHECKLIST	By name of Applicant	Planning	CY+2	0	CY+2	Destroy	Confidential	PIB Ont. 119
Includes requests for information regarding developments and development pre-consultations to assist in determining requirements for a complete application. May include concept plans.								
PLANNING APPLICATIONS	By type of Application: Condominium Consent/Severance Minor Variance Official Plan Amendments Part lot control Site Plan & exemption Subdivision Zoning Municipal Address Changes Radio-communication towers Interim Control By-law Lifting of Hold zone	Planning	T/E+1	6	T/E+7 T/E = project finished and securities for the file has been released	Destroy	Internal	PIB Ont.7, Ont.8, Ont.15, Ont.33 Ont.34, Ont. 119, Ont.162, Ont.177, PIBOnt.178, Ont.179
Includes all information included in a formal development planning application file including preconsultation checklist, formal planning applications(s), record of fee payments, all plans, drawings, photos, reports, studies and background information associated with the planning application submission. Also includes records of comments (both internal and external, sent and received), correspondence related to the planning application(s), copies of public notices, status checklist and Committee of Adjustment applications.								
FOR: BUILDING PERMITS SEE: BUILDING, PLANNING & ZONING - BUILDING PERMITS								

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Town of Aurora Record Classification and Retention By-law Schedule A

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
BUILDING PERMITS Includes building construction and demolition permit applications, supporting documentation and issued buildings permits. Also includes permanent signs applications & permits.	By permit number & address	Building	T/E+1	14	T/E+15 T/E = later of final inspection or last action by Town on the matter	Destroy	Internal	PIB Ont. 119
PROPERTY REFERENCE FILE (RESIDENTIAL & NON-RESIDENTIAL) Property file is a reference file comprised of copies of documents so that relevant documents on the property are stored together. Records may include permit application, committee of adjustment file, correspondence, survey or site plan, drawings and all information related to the property.	By address & roll number	Originator	T/E+2	0	T/E+2 T/E = decommissioning of property	Destroy	Internal	PIB Ont. 119
INSPECTIONS – BUILDING Reports of inspections carried out with reference to new construction; alterations to existing structures; code violations and other projects, activities or situations requiring inspection. FOR: ROADS, SEWERS, BRIDGES, TRAILS, ETC. SEE: ASSET MANAGEMENT AND MAINTENANCE - ROAD/LINEAR ASSET DESIGN & MAINTENANCE – MAINTENANCE & REPAIRS	By roll number & address	Building & By-law	T/E+1	14	T/E+15 T/E = later of final inspection or last action on file	Destroy	Internal	PIB Ont.9, Ont.96, Ont.119, Ont.226, Ont.227
ENGINEERING PLANNING & DEVELOPMENT								
DESIGN & DEVELOPMENT REVIEW DOCUMENTATION Records relating to the development and planning of engineering projects. This includes projects undertaken by the Town of Aurora, the Region and private sector organizations. Includes copies of site specific engineering drawings, site plans, field notes, condominium applications and subdivisions, engineering proposals, application reviews, copies of agreements and contracts and engineering and special studies.	By project name	IES	T/E+2	13	T/E+15 T/E = later of last inspection or action on a file, or completion of a project	Destroy Archival Selection	Internal	Ont.15, Ont.96

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Town of Aurora Record Classification and Retention By-law Schedule A

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
DESIGN STANDARDS Records relating to engineering design standards for Town of Aurora infrastructures.	By name of standard	IES	T/E+2	13	T/E+15 T/E = when a standard becomes obsolete	Destroy Archival Selection	Internal	Ont. 10, Ont.96
PROJECT MANAGEMENT – MUNICIPAL PROPERTIES								
MUNICIPAL PROPERTY DESIGN & DEVELOPMENT Records relating to internal initiatives intended to ensure effective construction and renovation of Town of Aurora property, including buildings and other structures, through analysis of, and compliance with, all issues that may affect the actual work. This is performed prior to the construction or renovation work actually being undertaken. May include information on floor load capacity, space planning, need for ventilation and other design requirements. Documents may include parks development, project proposals, structural investigation reports, feasibility studies, preventative maintenance studies, technical and development reviews, noise and signage studies, safety plans or studies, consultant selection criteria, staffing layout plans, detailed needs analysis reports, parks development and copies of capital budget statements.	By name of project/ location	Engineering Parks & Recreation	T/E+2	13	T/E+15 T/E = when study or projects completed	Destroy Archival Selection	Internal	Ont. 10, Ont.96
URBAN PLANNING								
OFFICIAL PLAN & AMENDMENTS - DEVELOPMENT Records relating to the development of the Official Plans & Amendments (land use policy directions for long term growth and development in the Town). Includes drafts, "reference" versions and related information. NOTE: Approved Official Plans & Amendments are held by Clerk's Office under Governance, By-laws Administration. FOR: PLANNING APPLICATIONS SEE: BUILDING PLANNING & ZONING – PLANNING APPLICATIONS	By number	Planning & Development	CY+5	10	CY+15	Destroy	Internal	Ont. 162 Shall be lodged in office of Clerk of each municipality

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Town of Aurora Record Classification and Retention By-law Schedule A

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
SECONDARY PLANS - DEVELOPMENT Secondary Plans apply to areas where significant redevelopment is expected. Establishes local development policies to guide growth and development in defined areas where major physical changes are expected. NOTE: Approved Official Secondary Plans are held by Clerk's Office under Governance, By-laws Administration.	By number	Planning & Development	CY+5	10	CY+15	Destroy	Internal	
ENVIRONMENTAL MASTER & OTHER SUSTAINABILITY PLANS SEE: GOVERNANCE - STRATEGIC & LONG RANGE PLANS - MASTER PLANS								
PROPERTY/FACILITY DRAWINGS & IMAGES								
ENGINEERING DRAWINGS / PLANS – NON TOWN ASSETS As-built and construction architectural, structural, mechanical and electrical drawings and plans for assets that do not belong to the Town of Aurora. Includes records regarding detailed engineering drawings for facilities, buildings, road reconstruction, parking lot, drawings for water sewer, storm water, street, landscape, lights, sidewalks, floor plans, mechanical layouts, electrical drawings, renovations, wire plans, structural plan, etc.	By type of drawing, then location: Roads Sewers Parking lots Facilities Sidewalks Subdivision lot Grading Plans Landscape	Originator	T/E+2	13	T/E+15 T/E = when a project is completed and all securities are returned	Destroy Archival Selection	Internal	Ont.15, Ont.96
FOR: TOWN DRAWINGS SEE: ASSET MANAGEMENT & MAINTENANCE – MAINTENANCE & OPERATION MANAGEMENT – FIXED ASSETS - TOWN FACILITIES' DRAWINGS								
AIR PHOTOGRAPHY Includes aerial photography of the Town of Aurora properties, prints and slides	By topic and then address if available: Urban Design photos	Originator	S/O	2	S/O+2	Destroy Archival Selection	Public	

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Town of Aurora Record Classification and Retention By-law Schedule A

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/Comments
FOR: EVENT AND COMMUNITY PHOTOGRAPHS SEE: COMMUNICATIONS & STAKEHOLDER RELATIONS – MEDIA & PUBLIC RELATIONS - PHOTOGRAPHY – TOWN OF AURORA EVENTS	Heritage							
MAPS May include the following categories of maps: community facilities, zoning, flood plain, geologic survey, subdivision, land use, topographic and water and soil.	By type of map: Facilities Land Use Subdivision	Originator	S/O	2	S/O+2	Destroy Archival Selection	Public	Ont.107
MUNICIPAL ADDRESSING								
STREET NAMES & NUMBERS Includes records relating to road / street names and unit numbers. Includes the original applications and notifications sent out to agencies regarding the proposed and final addressing for corner lots, and notifications for address confirmation. NOTE: Naming of Facilities & Parks is included under AMMAAsset Register.	By location	Planning	S/O	2	S/O+2	Destroy Archival Selection	Public	
HERITAGE PLANNING								
HERITAGE RESOURCES Records dealing with the identification and conservation of significant heritage resources which can include buildings, natural resources monuments, structures and landscapes. Records include heritage studies, Aurora Register of properties of cultural value or interests, processing heritage designations, and applications related to Heritage designations.	By topic	Heritage Planning Division	T/E+1	2	T/E+3 years T/E = end of period identified as 'Heritage'	Destroy Archival Selection	Public	Ont.34, Ont.114, Ont.115, Ont.116, Ont.117

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Town of Aurora Record Classification and Retention By-law Schedule A

RECREATIONAL AND CULTURAL SERVICES		This function of managing, operating and supporting sports and other recreational activities, the arts, social and cultural organizations.						
Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
PROGRAM MANAGEMENT								
RECREATIONAL PROGRAM RECORDS Records relating to sports, recreational, or cultural activities and programs sponsored by the Town of Aurora, including activity schedules, programs, participants' list, status sheets, scorebooks, rules and regulations, activity planning records and all other similar records.	By name of program Aquatics Community Partnership Fitness Seniors Youth	Parks & Recreation	CY+1	2	CY+3	Destroy Archival Selection	Confidential	PIB Ont. 91 Ont. 119
PROGRAM REGISTRATION & MEMBERSHIPS These files document registrations and memberships for recreation programs including teams, leagues, camp programs, special events, campgrounds, golf, etc. They may include registration forms, medical forms, and copies of invoices or receipts.	By name of person	Parks & Recreation	CY+1	5	CY+6	Destroy	Confidential	PIB Ont. 91 Ont. 119
RECREATION ATTENDANCE RECORDS May include class roster, sign-up sheets, and emergency contact information. Information used for attendance and refund purposes.	By name of person	Parks & Recreation	CY+1	5	CY+6	Destroy	Confidential	PIB Ont. 119
PERMISSION SLIPS Information used to allow participation in sporting events.	By name of person	Parks & Recreation	CY	2	CY+2	Destroy	Confidential	PIB Ont. 119
PROGRAMS – AQUATICS – SWIM RESULTS List of names regarding passing and failing of the swim test.	By name of person	Parks & Recreation	CY	2	CY+2	Destroy	Confidential	PIB Ont. 119

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By-law Number 5815-16

Town of Aurora Record Classification and Retention By-law Schedule A

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
ACTIVITY / STATISTICAL REPORTS These are periodic reports generated by the parks and recreation department and may contain narrative and statistical data about the department's programs, activities, services, number of participants, etc. They may be generated for the entire Parks and Recreation Services department or for a specific function program or facility, such as the golf course, nature center, historical property, etc.	By name of facility or program	Parks & Recreation	CY+1	2	CY+3	Destroy Archival Selection	Internal	Ont.228
WAIVERS OF LIABILITY / PARENTAL CONSENTS. SEE: LEGAL/LICENSING/PERMITS – USE & PERMISSIONS AUTHORIZATION – CONSENT RELEASE FORMS & WAIVERS								If an accident occurs to any person covered by a signed waiver of liability, it must be retained for the same period as accident reports
TRAINING RECORDS FOR CERTIFICATIONS These classes prepare students for certification in water safety instruction, CPR, lifeguard, etc. These files document who attended the course and whether they successfully completed the requirements for certification. The files may include exams, answer sheets, pass/fail grades, personal contact information, sign-in sheets, etc.	By name of participant	Parks & Recreation	T/E	2	T/E+2 T/E = expiry of certification	Destroy	Confidential	PIB Ont. 119
TRAVEL ARRANGEMENTS FOR PARTICIPANTS Documentation relating to all administrative trip planning and travel and accommodation arrangements for program participants. Records may include airfare, bus and train ticketing and confirmation, travel arrangements, hotel rates and arrangements, itineraries, documentation on individual tours and car rentals.	By name of participant	Parks & Recreation	T/E	2	T/E+2 T/E= completion of trip	Destroy	Confidential	PIB Ont. 119

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By-law Number 5815-16

Town of Aurora Record Classification and Retention By-law Schedule A

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
FACILITY RESERVATIONS - RECREATIONAL								
FACILITY BOOKINGS Records include copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities. FOR: TOWN ROOM/FACILITY BOOKINGS SEE: ADMINISTRATION – ADMINISTRATION SERVICES MANAGEMENT – BOARD ROOM BOOKINGS	By permit number	Parks & Recreation	CY	2	CY+2	Destroy	Confidential	PIB Ont. 119
CULTURAL ACTIVITIES								
TWINNING CITIES Leksand Twinning (Cities) correspondence and other documentation related to the twinning of the Town of Aurora with Leksand Sweden. NOTE: Inquiries are to be sent to CAO	Alphabetical by topic	CAO	CY + 2	0	CY+2	Archival	Internal	

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THE CORPORATION OF THE TOWN OF AURORA

By-law Number 5817-16

**BEING A BY-LAW to appoint
employees of St. Andrew's
College as Municipal By-law
Enforcement Officers in the
Town of Aurora.**

WHEREAS St. Andrew's College (the "Company") has requested that certain employees of the Company be appointed by The Corporation of the Town of Aurora (the "Town") as Municipal Law Enforcement Officers for the purpose of enforcing municipal parking by-laws on private property as enacted under section 100 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended;

AND WHEREAS section 100 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a local municipality may, in respect of land not owned or occupied by the municipality that is used as a parking lot, regulate or prohibit the parking or leaving of motor vehicles on that land without the consent of the owner of the land or regulate or prohibit traffic on that land if a sign is erected at each entrance to the land clearly indicating the regulation or prohibition;

AND WHEREAS By-law Number 4574-04.T, as amended, (the "By-law") has been enacted by the Town under section 100 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, to provide for the regulation and enforcement of parking on private lands;

AND WHEREAS section 15 of the *Police Services Act*, R.S.O. 1990, c. P. 15, as amended, provides that a municipal council may appoint persons to enforce the by-laws of a municipality, and that Municipal Law Enforcement Officers are peace officers for the purposes of enforcing municipal by-laws;

AND WHEREAS all Municipal Law Enforcement Officers are Provincial Offences Officers under the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended;

AND WHEREAS the Council of the Town, in its September 13, 2011 Council Meeting, authorized the Town to enter into agreements with third parties with respect to enforcement of the By-law on private properties;

AND WHEREAS the Company entered into an agreement with the Town on January 12, 2015, with respect to the enforcement of parking on private property (the "Agreement");

AND WHEREAS the Council of the Town deems it necessary to appoint certain employees of the Company as Municipal Law Enforcement Officers;

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

1. THAT those persons listed in Schedule "A" to this By-law be and are hereby appointed as Municipal Law Enforcement Officers for the Town for the purpose of enforcing parking provisions of the By-law on private property.
2. THAT the persons appointed as Municipal Law Enforcement Officers listed in Schedule "A" of this By-law are designated by the Town to act as Provincial Offences Officers in accordance with any specific or general directive of the Solicitor General of Ontario in effect from time to time relating to the power of municipal agents to act as Provincial Offences Officers.
3. THAT the Town Clerk be and is hereby authorized to issue a certificate of appointment bearing his/her signature or facsimile thereof to the Municipal Law Enforcement Officers appointed by this By-law.

By-law Number 5817-16

Page 2 of 3

4. THAT the authority to exercise any powers pursuant to this By-law as a Municipal Law Enforcement Officer, Provincial Offences Officer or a peace officer be limited to the locations on the list of private parking lot locations provided by the Company and approved in writing by the Town's Director of Building & By-law Services or his/her designate (the "Director") pursuant to the Agreement.
5. THAT the appointment and authority to exercise any powers pursuant to this By-law as a Municipal Law Enforcement Officer, Provincial Offences Officer or a peace officer by any person listed in Schedule "A" is conditional on:
 - (a) the Company having a current, valid and existing Agreement with the Town; and
 - (b) the person or persons appointed under this By-law being employed by the Company and are not under suspension by the Company.
6. THAT the Director shall have the authority to temporarily suspend the application of this By-law to any or all persons listed in Schedule "A" for a period of not more than sixty (60) days, during which period any powers granted by this By-law to the person or persons under suspension shall be void and without effect, if it is reasonably believed by the Director that the person, or persons, subject to the suspension has acted, or is acting, in violation of any terms of the Agreement, Town policies or procedures, or provincial directives.
7. THAT when acting within the delegated authority as set out in section 6 of this By-law, the Director shall not be required to report any temporary suspensions of less than sixty (60) days to the Council of the Town.
8. THAT By-law Number 5688-15 be and is hereby repealed.
9. THAT this By-law shall come into full force and effect on the date of final passage hereof.

READ A FIRST AND SECOND TIME THIS 9th DAY OF FEBRUARY, 2016.

READ A THIRD TIME AND FINALLY PASSED THIS 9th DAY OF FEBRUARY, 2016.

GEOFFREY DAWE, MAYOR

*Approved as to Form
By Legal Services*
Signature: *J*
Date: Feb. 9, 2016

STEPHEN M.A. HUYCKE, TOWN CLERK

By-law Number 5817-16

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Schedule "A"

**Municipal Law Enforcement Officers
St. Andrew's College**

1. Delano Burnett
2. Ian Clarke
3. Strath Crawford
4. Colby Lawrence
5. Douglas Ramsey
6. Maurice Whittle

THE CORPORATION OF THE TOWN OF AURORA

By-law Number 5818-16

**BEING A BY-LAW to appoint
employees of the Ontario Parking
Control Bureau Corp. as
Municipal By-law Enforcement
Officers in the Town of Aurora.**

WHEREAS the Ontario Parking Control Bureau Corp. (the "Company") has requested that certain employees of the Company be appointed by The Corporation of the Town of Aurora (the "Town") as Municipal Law Enforcement Officers for the purpose of enforcing municipal parking by-laws on private property as enacted under section 100 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended;

AND WHEREAS section 100 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a local municipality may, in respect of land not owned or occupied by the municipality that is used as a parking lot, regulate or prohibit the parking or leaving of motor vehicles on that land without the consent of the owner of the land or regulate or prohibit traffic on that land if a sign is erected at each entrance to the land clearly indicating the regulation or prohibition;

AND WHEREAS By-law Number 4574-04.T, as amended, (the "By-law") has been enacted by the Town under section 100 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, to provide for the regulation and enforcement of parking on private lands;

AND WHEREAS section 15 of the *Police Services Act*, R.S.O. 1990, c. P. 15, as amended, provides that a municipal council may appoint persons to enforce the by-laws of a municipality, and that Municipal Law Enforcement Officers are peace officers for the purposes of enforcing municipal by-laws;

AND WHEREAS all Municipal Law Enforcement Officers are Provincial Offences Officers under the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended;

AND WHEREAS the Council of the Town, in its September 13, 2011 Council Meeting, authorized the Town to enter into agreements with third parties with respect to enforcement of the By-law on private properties;

AND WHEREAS the Company entered into an agreement with the Town on March 15, 2012, with respect to the enforcement of parking on private property (the "Agreement");

AND WHEREAS the Council of the Town deems it necessary to appoint certain employees of the Company as Municipal Law Enforcement Officers;

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

1. THAT those persons listed in Schedule "A" to this By-law be and are hereby appointed as Municipal Law Enforcement Officers for the Town for the purpose of enforcing parking provisions of the By-law on private property.
2. THAT the persons appointed as Municipal Law Enforcement Officers listed in Schedule "A" of this By-law are designated by the Town to act as Provincial Offences Officers in accordance with any specific or general directive of the Solicitor General of Ontario in effect from time to time relating to the power of municipal agents to act as Provincial Offences Officers.
3. THAT the Town Clerk be and is hereby authorized to issue a certificate of appointment bearing his/her signature or facsimile thereof to the Municipal Law Enforcement Officers appointed by this By-law.
4. THAT the authority to exercise any powers pursuant to this By-law as a Municipal Law Enforcement Officer, Provincial Offences Officer or a peace officer be

By-law Number 5818-16

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limited to the locations on the list of private parking lot locations provided by the Company and approved in writing by the Town's Director of Building & By-law Services or his/her designate (the "Director") pursuant to the Agreement.

5. THAT the appointment and authority to exercise any powers pursuant to this By-law as a Municipal Law Enforcement Officer, Provincial Offences Officer or a peace officer by any person listed in Schedule "A" is conditional on:
 - (a) the Company having a current, valid and existing Agreement with the Town; and
 - (b) the person or persons appointed under this By-law being employed by the Company and are not under suspension by the Company.
6. THAT the Director shall have the authority to temporarily suspend the application of this By-law to any or all persons listed in Schedule "A" for a period of not more than sixty (60) days, during which period any powers granted by this By-law to the person or persons under suspension shall be void and without effect, if it is reasonably believed by the Director that the person, or persons, subject to the suspension has acted, or is acting, in violation of any terms of the Agreement, Town policies or procedures, or provincial directives.
7. THAT when acting within the delegated authority as set out in section 6 of this By-law, the Director shall not be required to report any temporary suspensions of less than sixty (60) days to the Council of the Town.
8. THAT By-law Numbers 5416-12, 5700-15 and 5795-15 be and are hereby repealed.
9. THAT this By-law shall come into full force and effect on the date of final passage hereof.

READ A FIRST AND SECOND TIME THIS 9th DAY OF FEBRUARY, 2016.

READ A THIRD TIME AND FINALLY PASSED THIS 9th DAY OF FEBRUARY, 2016.

GEOFFREY DAWE, MAYOR

*Approved as to Form
By Legal Services*
Signature: 
Date: Feb. 5, 2016

STEPHEN M.A. HUYCKE, TOWN CLERK

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Schedule "A"

**Municipal Law Enforcement Officers
Ontario Parking Control Bureau Corp.**

1. Richard David Chapman
2. Jordan Fischer
3. Nathan Todd Goobie
4. Robert Hughes
5. Michael Douglas McGee
6. Mario Recinos
7. Christian Sensicle

THE CORPORATION OF THE TOWN OF AURORA

By-law Number 5814-16

**BEING A BY-LAW to Confirm Actions by Council
Resulting from a Council Meeting on February 9,
2016.**

**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 February 9, 2016, in respect of each motion, resolution and other action passed and taken by the Council at the said meeting is, except where prior approval of the Ontario Municipal Board is required, 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.

READ A FIRST AND SECOND TIME THIS 9TH DAY OF FEBRUARY, 2016.

**READ A THIRD TIME AND FINALLY PASSED THIS 9TH DAY OF FEBRUARY,
2016.**

GEOFFREY DAWE, MAYOR

STEPHEN M.A. HUYCKE, TOWN CLERK