



Council Meeting Agenda

**Tuesday, April 24, 2018
7 p.m.**

**Council Chambers
Aurora Town Hall**



Town of Aurora Council Meeting Agenda

Tuesday, April 24, 2018
7 p.m., Council Chambers

1. Approval of the Agenda

Recommended:

That the agenda as circulated by Legislative Services be approved.

2. Declarations of Pecuniary Interest and General Nature Thereof

3. Presentations

4. Delegations

5. Consent Agenda

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

Recommended:

That the following Consent Agenda Items, C1 to C6 inclusive, be approved:

C1. General Committee Meeting Report of April 17, 2018

Recommended:

1. That the General Committee meeting report of April 17, 2018, be received and the recommendations carried by the Committee approved.

C2. Council Meeting Minutes of April 10, 2018

Recommended:

1. That the Council meeting minutes of April 10, 2018, be adopted as printed and circulated.

C3. Council Closed Session Minutes of April 3, 2018

(confidential attachment)

Recommended:

1. That the Council Closed Session minutes of April 3, 2018, be adopted as printed and circulated.

C4. Council Closed Session Public Minutes of April 3, 2018

Recommended:

1. That the Council Closed Session Public minutes of April 3, 2018, be adopted as printed and circulated.

C5. Council Closed Session Minutes of April 10, 2018

(confidential attachment)

Recommended:

1. That the Council Closed Session minutes of April 10, 2018, be adopted as printed and circulated.

C6. Council Closed Session Public Minutes of April 10, 2018

Recommended:

1. That the Council Closed Session Public minutes of April 10, 2018, be adopted as printed and circulated.

6. Consideration of Items Requiring Discussion (Regular Agenda)

R1. Memorandum from Councillor Pirri

**Re: Federation of Canadian Municipalities (FCM) Report to Council,
Meeting of the Board of Directors and Standing Committees,
March 5-9, 2018**

Recommended:

1. That the memorandum regarding Federation of Canadian Municipalities (FCM) Report to Council, Meeting of the Board of Directors and Standing Committees, March 5-9, 2018, be received for information.

7. Notices of Motion

8. Motions

(a) Councillor Abel

**Re: Business and Community Opportunities – Niagara College –
Canadian Food and Wine Institute**

9. Regional Report

York Region Council Highlights – March 29, 2018

Recommended:

That the Regional Report of March 29, 2018, be received for information.

10. New Business

11. Public Service Announcements

12. By-laws

Recommended:

That the following by-laws be enacted:

- (a) **By-law Number XXXX-18** Being a By-law to declare as surplus and sell municipal lands (95 Eric T. Smith Way).
(Closed Session Report No. PBS17-036 – May 2/17)
- (b) **By-law Number XXXX-18** Being a By-law to amend Municipal Waterworks Distribution By-law Number 3305-91, as amended.
(General Committee Report No. FS18-013 – Mar. 20/18)
- (c) **By-law Number XXXX-18** Being a By-law to amend By-law Number 6000-17, as amended, to remove a Holding “(H)” Symbol (Coppervalley Estates Inc.).
(General Committee Report No. PDS18-039 – Apr. 17/18)
- (d) **By-law Number XXXX-18** Being a By-law to govern the proceedings of Council and Committee meetings of the Town of Aurora.
(General Committee Report No. CS17-037 – Jan. 23/18)
- (e) **By-law Number XXXX-18** Being a By-law to establish a Compliance Audit Committee for compliance audit applications received during the 2018 to 2022 Term of Council.
- (f) **By-law Number XXXX-18** Being a By-law to amend By-law Number 5439-12, to establish the Aurora Hydro Sale Investment Reserve Fund.
(General Committee Report No. FS18-015 – Apr. 17/18)

13. Closed Session

14. Confirming By-law

Recommended:

That the following confirming by-law be enacted:

By-law Number XXXX-18 Being a By-law to Confirm Actions by Council Resulting from a Council Meeting on April 24, 2018.

15. Adjournment



**Town of Aurora
General Committee Meeting Report**

Council Chambers, Aurora Town Hall
Tuesday, April 17, 2018

Attendance

Council Members Councillor Kim in the Chair; Councillors Abel, Gaertner, Humfries (arrived at 7:06 p.m.), Mrakas, Pirri, Thom, Thompson, and Mayor Dawe

Members Absent None

Other Attendees Doug Nadorozny, Chief Administrative Officer, Robin McDougall, Director of Community Services, Techa van Leeuwen, Director of Corporate Services, Dan Elliott, Director of Financial Services, Al Downey, Director of Operations, Marco Ramunno, Director of Planning and Development Services, Stephanie Mackenzie-Smith, Manager of Corporate Communications, Patricia De Sario, Town Solicitor, Michael de Rond, Town Clerk, and Ishita Soneji, Council/Committee Secretary

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

General Committee consented to recess the meeting at 9:06 p.m. and reconvened at 9:16 p.m.

General Committee consented to extend the hour past 10:30 p.m.

1. Approval of the Agenda

General Committee approved the agenda as circulated by Legislative Services, with the following additions:

- Delegation (b) Martin Ambrose representing Aurora Soccer Club; Re: Item R1 – OPS18-008 – 100 Vandorf Sideroad – Hallmark Lands Community Park Design

- Delegation (c) Roy Cohen, Aurora Youth Soccer Club (Aurora FC); Re: Item R1 – OPS18-008 – 100 Vandorf Sideroad – Hallmark Lands Community Park Design
- Delegation (d) Joanne Russo; Re: Aurora Business Improvement Association
- Delegation (e) Jamie Cole, Aurora King Baseball Association; Re: Item R1 – OPS18-008 – 100 Vandorf Sideroad – Hallmark Lands Community Park Design
- Item R9 – FS18-015 – Information Regarding Accessing Hydro Reserve Funds
- Notice of Motion (a) Councillor Abel; Re: Business and Community Operations – Niagara College – Canadian Food and Wine Institute

2. Declarations of Pecuniary Interest and General Nature Thereof

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

3. Presentations

None

4. Delegations

(a) Nathalie Karvonen, Toronto Wildlife Centre

Re: Wildlife Services

Ms. Karvonen, Executive Director of Toronto Wildlife Centre (TWC) presented an overview of TWC's full-service wildlife centre programs including wildlife hotline and rescue program, emergency veterinary care, public education and outreach, and offered their services to the Town for consideration.

General Committee received the comments of the delegation.

(b) Martin Ambrose representing Aurora Soccer Club

Re: Item R1 – OPS18-008 – 100 Vandorf Sideroad – Hallmark Lands Community Park Design

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Mr. Ambrose expressed concern regarding the staff recommendations and emphasized the need for more soccer fields within the Town, and requested staff to reconsider the proposed park design to incorporate other field design and uses.

General Committee received and referred the comments of the delegation to Item R1.

(c) Roy Cohen, Aurora Youth Soccer Club (Aurora FC)

**Re: Item R1 – OPS18-008 – 100 Vandorf Sideroad – Hallmark Lands
Community Park Design**

Mr. Cohen expressed concern regarding the staff recommendations and emphasized the need for more soccer fields within the Town.

General Committee received and referred the comments of the delegation to Item R1.

(d) Joanne Russo

Re: Proposed Aurora Business Improvement Area

Ms. Russo presented an overview of the efforts of the Committee to improve the Aurora Historical District through investment and advocacy, and requested Members of Council to consider the establishment of a Business Improvement Area in the Town's Downtown core.

General Committee received and referred the comments of the delegation to staff to report back on the establishment of a Business Improvement Area.

(e) Jamie Cole, Aurora King Baseball Association

**Re: Item R1 – OPS18-008 – 100 Vandorf Sideroad – Hallmark Lands
Community Park Design**

Mr. Cole spoke in support of the staff recommendations and noted that the additional baseball fields would suffice the growing enrollment pressures of the association and the growing needs of Town residents.

General Committee received and referred the comments of the delegation to Item R1.

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5. Consent Agenda

Items C2, C4 and C5 were removed from the Consent Agenda for separate discussion under Section 6, Consideration of Items Requiring Discussion, as Items R10, R11 and R12 respectively.

General Committee recommends:

That the following Consent Agenda Items, C1, C3 and C6, be approved:

C1. CS18-007 – Amendments to the *Municipal Elections Act, 1996*

1. That Report No. CS18-007 be received for information.

C3. PDS18-039 – Application for Removal of Holding (H) Provision, Zoning By-law Amendment, Coppervalley Estates Inc., 1756 St. John's Sideroad East, File Number: ZBA-2015-09 (H), Related File Number: SUB-2015-05

1. That Report No. PDS18-039 be received; and
2. That the Application to remove the Holding (H) Provision (ZBA-2015-09(H)) from Lots 1 to 22 and 24 to 109 inclusive on the approved Draft Plan of Subdivision (SUB-2015-05) be approved; and
3. That the removal of the holding provision by-law, be presented at a future Council meeting.

C6. Audit Committee Meeting Minutes of March 27, 2018

1. That the Audit Committee meeting minutes of March 27, 2018, be received for information.

Carried

6. Consideration of Items Requiring Discussion (Regular Agenda)

R1. OPS18-008 – 100 Vandorf Sideroad – Hallmark Lands Community Park Design

General Committee recommends:

1. That Report No. OPS18-008 be referred to staff for further information.

**Motion to refer
Carried**

R2. CS18-008 – Fence By-law Review

General Committee consented to vote on the clauses of the motion separately.

General Committee recommends:

1. That Report No. CS18-008 be received.

Carried

General Committee recommends:

2. That a by-law to amend the Town's Fence By-law No. 4753-05.P be enacted at a future Council meeting.

Carried

R3. PDS18-038 – Petch House – Potential Conversion to a Wedding Chapel Use

General Committee recommends:

1. That Report No. PDS18-038 be referred to staff to receive comments from the Heritage Advisory Committee regarding the future of the Petch House.

**Motion to refer
Carried**

R4. CMS18-006 – Special Events Corporate Resource Review

General Committee recommends:

1. That Report No. CMS18-006 be received; and

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2. That the additional funding for a permanent part-time Special Events Assistant in the amount of \$21,000 for the remainder of 2018, to be funded from the Council Contingency Operating Account, be approved.

Carried

R5. FS18-007 – Procurement By-law Threshold Changes

General Committee recommends:

1. That Report No. FS18-007 be received; and
2. That the procurement process changes outlined in Report No. FS18-007 be approved; and
3. That the necessary updated Procurement By-law be enacted at a future Council meeting.

Carried

R6. FS18-009 – 2018 In-Year Capital Budget

General Committee recommends:

1. That Report No. FS18-009 be received; and
2. That the ten capital projects outlined in Attachment #1 be approved having a total budget of \$5,978,260, to be funded from the Reserve Funds as outlined in Attachment #1.

Carried

R7. PDS18-043 – Award of Contract for Consulting Services – Design for the Reconstruction of Browning Court, Johnson Road, Holman Crescent, and Baldwin Road

General Committee recommends:

1. That Report No. PDS18-043 be received; and

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2. That the total approved budget for Capital Project No. 31118 be increased to \$276,411, representing an increase of \$96,411, to be funded from the Storm Sewer Reserve; and
3. That the Request for Proposal No. 2018-43-PDS-ENG for the provision of consulting services for the design of the reconstruction of Browning Court, Johnson Road, Holman Crescent and Baldwin Road, be awarded to Ainley & Associates Inc. in the amount of \$246,934.25, excluding taxes; and
4. 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.

Carried

**R8. PDS18-044 – Award of Tender 2018-09-PDS-ENG – For Road
Reconstruction on Kennedy Street West, Temperance
Street, Ransom Street and Ransom Court**

General Committee recommends:

1. That Report No. PDS18-044 be received; and
2. That the total approved budget for Capital Project Numbers 31109 and 31114 be increased to \$2,988,257, representing an increase of \$860,991, to be funded from the Water and Road Reserves; and
3. That Tender 2018-09-PDS-ENG for road reconstruction on Kennedy Street West (from George Street to Yonge Street), Temperance Street (from Ransom Street to Kennedy Street West), Ransom Street and Ransom Court, be awarded to Direct Underground Inc. in the amount of \$2,656,837, excluding taxes; and
4. That the Mayor and Town Clerk be authorized to execute the necessary agreement, including any and all ancillary agreements required to give effect to same.

Carried

R9. FS18-015 – Information Regarding Accessing Hydro Reserve Funds

General Committee recommends:

1. That Report No. FS18-015 be received; and
2. That Section 7. of By-law No. 5439-12 be removed and replaced with the following:
“That any expenditure or allocation of monies from the principal, or earned interest portions of the Fund as specified in paragraph 5 of this By-law, shall be made by resolution of Council, as adopted by a vote of two-thirds (2/3) or more majority of those in attendance at the time of the vote. Such vote may only take place at a regularly scheduled meeting, or one which was duly called with at least fifteen calendar days prior notice to all members of Council.”; and
3. That, as applicable, staff be directed to bring forward the necessary draft by-law for adoption to the Council meeting of April 24, 2018.

Carried

R10. FS18-014 – Capital Close Report as of December 31, 2017
(Formerly Item C2)

General Committee recommends:

1. That Report No. FS18-014 be received; and,
2. That the capital project closures and capital funding adjustments outlined in Attachments #1 and #2 be approved.

Carried

R11. PDS18-041 – Award of Tender 2018-41-PDS-ENG – For Restoration of Two (2) Culverts on Yonge Street where Tannery Creek Crosses

(Formerly Item C4)

General Committee recommends:

1. That Report No. PDS18-041 be received; and

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2. That Tender 2018-41-PDS-ENG for the restoration of two (2) culverts on Yonge Street where Tannery Creek crosses, be awarded to R&M Construction in the amount of \$136,405.00 excluding taxes; and
3. That the favourable budget variance of \$356,403.77 be returned to source; and
4. 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.

Carried

R12. Accessibility Advisory Committee Meeting Minutes of March 7, 2018
(Formerly Item C5)

General Committee recommends:

1. That the Accessibility Advisory Committee meeting minutes of March 7, 2018, be received for information.

Carried

7. Notices of Motion

(a) Councillor Abel

**Re: Business and Community Operations – Niagara College –
Canadian Food and Wine Institute**

Whereas Report No. PBS17-099 was received for information at the December 12, 2017 Council meeting; and

Whereas within the executive summary of the report, the purpose was to announce a recently approved partnership with Niagara College to deliver training programs in the soon-to-be renovated Aurora Armoury; and

Whereas the Town had been working with Niagara College on a potential business incubator, and post-secondary facility at the Aurora Armoury; and

Whereas this type of business incubator space is a strategic priority for the Town as outlined in the Strategic Plan and Economic Development Action

Plan; and

Whereas this type of training offers significant opportunities for business and community development; and

Whereas the planned activities will also create a significant tourism driver for the Town and surrounding areas; and

Whereas staff believe that the proposal aligns well with the Town's revitalization activities in the Aurora Promenade as well as the feedback received to date through the Cultural Precinct Plan consultation; and

Whereas, in addition, staff believe that the establishment of the proposed training facility is a necessary first step towards the potential creation of a larger scale facility in Aurora; and

Whereas the public identified a microbrewery, winery and community space as potential uses for the Aurora Armoury;

1. Now Therefore Be It Hereby Resolved That staff be directed to report back with the details on how the Canadian Food and Wine Institute (CFWI) training facility will provide an incubator, attract tourism, business/economic development, and investment in the Downtown revitalization; and
2. Be It Further Resolved That the report present the business plan for the CFWI, including the hours of operation, number of students, job placement, and the location(s) of the potential expansion of Niagara College; and
3. Be It Further Resolved That with regard to the community area within the Armoury that the public will be able to access, the report present the size of the area that will be available, the hours of access, permitting, planned activities, and programs the Town will be offering; and
4. Be It Further Resolved That the financial implications of the four-year lease be calculated to demonstrate the return in revenues to the Town for their Capital investment; and

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5. Be It Further Resolved That the report provide benchmarks from which we can measure the milestones and achievements as outlined in Report No. PBS17-099.

8. New Business

Councillor Thompson referred to Delegation (a) and inquired about the next steps. Staff noted that a report regarding an update on the joint management group overseeing shelter service and animal control with other municipal partners is forthcoming.

Councillor Gaertner expressed concern regarding the efforts to attend to wildlife within the Town, and put forth a motion for staff to bring a report back on benefits of using a full-service wildlife centre. The motion was later withdrawn. Staff noted that the forthcoming report regarding an update on the shelter service and animal control will address wildlife services.

New Business Motion No. 1

**Moved by Councillor Gaertner
Seconded by Councillor Abel**

1. That staff be directed to bring a report on the benefits of using a full-service wildlife centre to the first meeting cycle in May 2018.

Motion withdrawn

Councillor Gaertner referred to a resident's concern regarding protocols on entering onto private property, and staff provided clarification.

Councillor Gaertner inquired about the opportunity for residents to express their opinions on the forthcoming Zoning By-law for Stable Neighborhoods, and staff provided a response.

Councillor Kim inquired about the service level agreement for snow clearance and the possibility of including windrow service as part of the agreement, and staff provided clarification.

Councillor Kim extended his regards to the Access Aurora team for their efforts to efficiently address resident concerns during the recent ice storm.

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9. Closed Session

None

10. Adjournment

The meeting was adjourned at 10:37 p.m.

Harold Kim, Councillor

Michael de Rond, Town Clerk



**Town of Aurora
Council Meeting Minutes**

Council Chambers, Aurora Town Hall
Tuesday, April 10, 2018

Attendance

Council Members Mayor Dawe in the Chair; Councillors Gaertner, Humfryes (arrived 7:23 p.m.), Kim, Mrakas, Pirri, Thom, and Thompson

Members Absent Councillor Abel

Other Attendees Doug Nadorozny, Chief Administrative Officer, Robin McDougall, Director of Community Services, Techa van Leeuwen, Director of Corporate Services, Dan Elliott, Director of Financial Services, Al Downey, Director of Operations, Marco Ramunno, Director of Planning and Development Services, Stephanie Mackenzie-Smith, Manager of Corporate Communications, Patricia De Sario, Town Solicitor, Michael de Rond, Town Clerk, and Linda Bottos, Council/Committee Secretary

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

A moment of silence was observed in honour of the victims of the recent bus accident involving the Humboldt Broncos hockey team of the Saskatchewan Junior Hockey League.

Mayor Dawe relinquished the Chair to Councillor Humfryes at 7:26 p.m. during the consideration of Item R3, Report No. PDS18-031, and resumed the Chair at 7:27 p.m.

1. Approval of the Agenda

Moved by Councillor Thom

Seconded by Councillor Kim

That the agenda as circulated by Legislative Services be approved.

Carried

2. Declarations of Pecuniary Interest and General Nature Thereof

Mayor Dawe declared a potential pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50* respecting Item R3, Report No. PDS18-031 – Award of Tender 2018-23-PDS-ENG – For Roadway Rehabilitation on Orchard Heights Boulevard, Whispering Pine Trail and Harmon Avenue, as he is a resident on one of the streets. Mayor Dawe did not participate in the discussion or voting of this item.

3. Presentations

None

4. Delegations

None

5. Consent Agenda

Council consented to consider Item C1 (sub-items R1, R2, and R10) under Section 6, Consideration of Items Requiring Discussion (Regular Agenda) as Items R1, R2 and R3, respectively.

Moved by Councillor Thom

Seconded by Councillor Thompson

That the following Consent Agenda items, C1 (with the exception of sub-items R1, R2, and R10), to C2 inclusive be approved:

C1. General Committee Meeting Report of April 3, 2018

1. That the General Committee meeting report of April 3, 2018, be received and the following recommendations carried by the Committee approved:

**(C2) Community Recognition Review Advisory Committee Meeting
Minutes of February 26, 2018**

1. That the Community Recognition Review Advisory Committee meeting minutes of February 26, 2018, be received for information.

(C3) Finance Advisory Committee Meeting Minutes of February 28, 2018

1. That the Finance Advisory Committee meeting minutes of February 28, 2018, be received for information.

(C4) Heritage Advisory Committee Meeting Minutes of March 5, 2018

1. That the Heritage Advisory Committee meeting minutes of March 5, 2018, be received for information.

(R3) FS18-011 – Funding Strategy for Pending Major Projects

1. That Report No. FS18-011 be received; and
2. That the funding strategies for the various pending projects outlined in Report No. FS18-011 be endorsed.

(R4) PDS18-025 – Parking Restrictions on Lensmith Drive

1. That Report No. PDS18-025 be received; and
2. That Parking By-law No. 4574-04.T be amended to prohibit parking at any time on the south and west sides of Lensmith Drive from the westerly property limit of house no. 38 Lensmith Drive to a point nine metres south of the corner radius.

(R5) PDS18-035 – Community Improvement Plan (CIP) Incentive Program, CIP Agreement Authorization, PMK Capital Inc., 95 Wellington Street East, File No. CIP-2014-02

1. That Report No. PDS18-035 be received; and
2. That the Director of Planning and Development Services be authorized to enter into a Community Improvement Plan (CIP) Agreement to allow for the Tax-Based Redevelopment Grant to be awarded to PMK Capital Inc., including any and all documents and ancillary agreements required to give effect to same.

(R6) PDS18-033 – Proposal for Zoning By-law Amendment Application

1. That Report No. PDS18-033 be received; and
2. That the Zoning By-law Proposal from the following applicant be accepted as a Zoning By-law Amendment Application:
 - (a) Weston Consulting (254 Kennedy Street West).

(R7) PDS18-037 – Small Cell Technology Pilot with Rogers Communications

1. That Report No. PDS18-037 be received; and
2. That the Director of Planning and Development Services be authorized to execute facility licensing agreements with Rogers Communications, including any and all documents and ancillary agreements required to give effect to same; and
3. That revenue from the licensing agreement with Rogers Communications be directed to the Economic Development Reserve Fund.

(R8) Summary of Committee Recommendations Report No. 2018-04

1. That Summary of Committee Recommendations Report No. 2018-04 be received; and
2. That the Committee recommendations contained within this report be approved.

(R9) CMS18-008 – Facility Sponsorship Program – Treasure Hill

1. That Report No. CMS18-008 be received; and
2. That the Director of Community Services be authorized to execute the Agreement between the Town of Aurora and Treasure Hill for the Facility Sponsorship of the Spin Cycle Room at the Aurora Family Leisure Complex, including any and all documents and ancillary agreements required to give effect to same; and

3. That the Director of Community Services be given delegated authority to execute all future recreation facility sponsorship agreements.

C2. Council Meeting Minutes of March 27, 2018

1. That the Council meeting minutes of March 27, 2018, be adopted as printed and circulated.

Carried

6. Consideration of Items Requiring Discussion (Regular Agenda)

**R1. CAO18-003 – Joint Operations Centre (JOC) Project Independent
Review Report**

(Formerly Item C1(R1))

**Moved by Councillor Mrakas
Seconded by Councillor Pirri**

1. That Report No. CAO18-003 be received; and
2. That the Chief Administrative Officer implement and oversee a comprehensive project management discipline for the oversight of the current major construction projects underway with the Town, pending completion of the Town's internal project management initiative; and
3. That staff bring forward for approval a report of the items required to complete the JOC as were conditionally approved in the 2018 capital budget.

Carried

R2. CS18-006 – Entry onto Private Property Protocol

(Formerly Item C1(R2))

**Moved by Councillor Thom
Seconded by Councillor Mrakas**

1. That Report No. CS18-006 be received; and

2. That the standard operating guideline regarding entry onto private property and immediate access protocols (“SOG”) for Municipal Law Enforcement Officers as outlined on Attachment #1 be endorsed; and
3. That staff report back to Council after one year of implementation of the standard operating guideline with recommendations on the continuance of practice.

**On a recorded vote the motion
Carried**

Yeas: 7 Nays: 1
Voting Yeas: Councillors Gaertner, Humfries, Kim,
Mrakas, Thom, Thompson, and Mayor
Dawe
Voting Nays: Councillor Pirri
Absent: Councillor Abel

**R3. PDS18-031 – Award of Tender 2018-23-PDS-ENG – For Roadway
Rehabilitation on Orchard Heights Boulevard, Whispering
Pine Trail and Harmon Avenue**

(Formerly Item C1(R10))

**Moved by Councillor Thom
Seconded by Councillor Thompson**

1. That Report No. PDS18-031 be received; and
2. That Tender 2018-23-PDS-ENG, Capital Project No. 31126, for Roadway Rehabilitation on Orchard Heights Boulevard (from Bathurst Street to Hill Drive), Whispering Pine Trail (from Aurora Heights Drive to Orchard Heights Boulevard) and Harmon Avenue be awarded to RA Crete-Scape Ltd. in the amount of \$688,652.28 excluding taxes; and
3. 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.

Carried

7. Notices of Motion

None

8. Motions

(a) Councillor Gaertner

Re: Sewer Use By-law and Environmental Concerns

Moved by Councillor Gaertner

Seconded by Councillor Humfryes

Whereas many of Aurora's streams and creeks are in the Oak Ridges Moraine, or are the Headwaters of the Holland River Watershed which flows to Lake Simcoe; and

Whereas the Headwaters and the Oak Ridges Moraine are where water is filtered and recharged; and

Whereas the moving water picks up sediments and nutrients that will be delivered to the aquatic life downstream; and

Whereas these creeks and streams are extremely sensitive, and greatly influence water quality and quantity across the Watershed; and

Whereas the quality of this water influences the viability of healthy habitats for native plants, animals, and aquatic life; and

Whereas Environmental Stewardship and protection of these Headwaters, the Holland River Watershed, Lake Simcoe and the Oak Ridges Moraine is an important responsibility for all of us who live in Aurora; and

Whereas preventing toxins, used for maintenance and cleaning of swimming pools and hot tubs, from entering the streams and creeks provides necessary protection; and

1. Now Therefore Be It Hereby Resolved That staff be directed to come back with recommendations as to how the Sewer Use By-law could be amended to address environmental concerns relating to discharge of

water from swimming pools and hot tubs, and that mechanisms are in place for the enforcement of the By-law.

Carried

**(b) Councillor Kim and Councillor Humfryes
Re: Residential Zoning Amendment Applications**

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

Whereas the Planning Act stipulates that once the municipality passes a new comprehensive zoning by-law review, a two-year moratorium takes effect; and

Whereas Council, at its June 27, 2017 meeting, approved a resolution regarding exempting classes of applications from the two-year freeze on accepting an application for an amendment to the new Zoning By-law, but said resolution did not include residential zoning amendment applications;

1. Now Therefore Be It Hereby Resolved That Council pass a resolution to allow the receipt of all classes of residential zoning amendment applications, thereby removing the two-year freeze on residential Planning Act applications.

Carried

9. Regional Report

None

10. New Business

Councillor Gaertner expressed the concerns of a resident regarding the safety of wildlife crossing St. John's Sideroad in the area of the McKenzie Marsh, and inquired about the possibility of installing signage to raise awareness and encourage drivers to slow down. Staff agreed to investigate the matter.

Councillor Gaertner inquired about the process for residents to contact By-law Services during weekends, and staff provided a response.

Councillor Thompson inquired about feedback from the Region respecting the Innisfil public transit initiative involving a partnership with Uber. Mayor Dawe advised that a report from the Region is forthcoming within the next few weeks.

Councillor Kim noted that the 2018 Christmas Tree Lighting Ceremony has been referred to as "Tree Lighting Ceremony" in a Town publication. Staff agreed to investigate and resolve the matter.

11. Public Service Announcements

Councillor Humfryes extended a reminder that Saturday, May 5, 2018, will be the opening day of the Aurora Farmers' Market and Artisan Fair. She noted that the official grand opening of the Market will take place on Saturday, May 26, 2018, and that pop-up Markets will be held on Wednesday nights during the Concert in the Park series at Town Park.

Councillor Thompson extended a reminder that the 2018 Run or Walk for Southlake will be held on Sunday, April 29, 2018, and he encouraged everyone to register or support Team Aurora and the Mayors' Challenge.

Councillor Gaertner advised that the Alzheimer Society of York Region will be working together with the McMichael Gallery on an "art of inclusion" project, which will engage seniors in the community to help other seniors. Mayor Dawe noted that federal funding in the amount of \$25,000 has been granted for the project through the New Horizons for Seniors Program.

Councillor Mrakas extended a reminder that the Aurora Optimist Club will be holding a Microbrewery Beer Tasting Evening on Friday, April 13, 2018, at the Stronach Aurora Recreation Complex.

Councillor Mrakas noted that the Aurora Tigers Jr. A hockey team played their final playoff game against the Wellington Dukes on Sunday, April 8, 2018, where a ceremony was held in honour of Saskatchewan's Humboldt Broncos team and community. Councillor Mrakas stated that he will be making a donation on behalf of the Wellington Dukes toward the Humboldt Broncos team as part of a wager with Councillor Dunlop of Prince Edward County. Mayor Dawe extended congratulations to the Aurora Tigers team owners, Jim and Rita Thomson. Councillor Thom noted that Vivienne Bridgeford, who was named Ontario Junior

Hockey League Volunteer of the Year, was also honoured at the game for her 44 years of volunteerism with the Aurora Tigers.

Mayor Dawe announced that a Portraits of Giving event would be held on Wednesday, April 11, 2018, at H.J. Pfaff Audi and tickets may be purchased at **Merckphotography.com**.

Mayor Dawe announced that the Town's Canada 150 Mural will be unveiled at the Aurora Family Leisure Complex on Thursday, April 12, 2018, at 6:30 p.m.

Mayor Dawe announced that Aurora's annual Clean-Up Day will be held on Saturday, April 28, 2018, starting at 8 a.m., including a barbecue at noon, and residents may register on the Town's website.

Mayor Dawe advised that the Aurora Chamber Home & Living Show will be held from Friday, April 20 to Sunday, April 22, 2018, at the Stronach Aurora Recreation Complex, and more information is available at the Aurora Chamber of Commerce website.

Mayor Dawe announced that the Movie in the SARC—Paddington 2—will be presented at the Stronach Aurora Recreation Complex on Saturday, April 28, 2018.

Mayor Dawe advised that nominations for the John West Memorial "Leaders of Tomorrow" Scholarship Award are being accepted until May 1, 2018.

Mayor Dawe announced that the spring and summer programs are now open for registration and information is available on the Town's website.

Mayor Dawe extended a reminder that the annual Aurora Art Show and Sale, in association with the Society of York Region Artists, will be held on Saturday, May 5 and Sunday, May 6, 2018, at Town Hall.

Councillor Gaertner extended a reminder that the artwork of local artists is regularly on display each month in the Skylight Gallery at Town Hall.

12. By-laws

**Moved by Councillor Thom
Seconded by Councillor Humfryes**

That the following by-law be enacted:

(a) By-law Number 6063-18 Being a By-law to designate a property to be of cultural heritage value or interest (Town Park - 49 Wells Street).

Carried

13. Closed Session

None

14. Confirming By-law

**Moved by Councillor Thompson
Seconded by Councillor Pirri**

That the following confirming by-law be enacted:

By-law Number 6064-18 Being a By-law to Confirm Actions by Council Resulting from a Council Meeting on April 10, 2018.

Carried

15. Adjournment

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

That the meeting be adjourned at 8:02 p.m.

Carried



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

Holland Room, Aurora Town Hall
Tuesday, April 3, 2018

Attendance

Council Members	Mayor Dawe in the Chair; Councillors Abel (left at 6:32 p.m.), Gaertner, Kim, Mrakas, Pirri, Thom (arrived at 5:48 p.m.), and Thompson
Members Absent	Councillor Humfryes
Other Attendees	Doug Nadorozny, Chief Administrative Officer, Dan Elliott, Director of Financial Services, Michael de Rond, Town Clerk, Janis Haugh, External Auditor – Brook Laker and Associates, Paul Duggan, External Auditor – Region of York

The Chair called the meeting to order at 5:45 p.m.

Council consented to resolve into a Closed Session at 5:46 p.m.

Council reconvened into open session at 6:40 p.m.

1. Approval of the Agenda

Moved by Councillor Pirri

Seconded by Councillor Thompson

That the confidential Council Closed Session meeting agenda as circulated by Legislative Services be approved.

Carried

Council Closed Session Public Minutes
Tuesday, April 3, 2018

Page 2 of 3

2. Declaration of Pecuniary Interest and General Nature Thereof

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

3. Consideration of Items Requiring Discussion

Moved by Councillor Pirri

Seconded by Councillor Thom

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

1. Personal matters about an identifiable individual, including municipal or local board employees (section 239(2)(b) of the *Municipal Act, 2001*); Re: Closed Session Report No. CAO18-004 – JOC Project Review Report – Closed Session Component

Carried

Moved by Councillor Pirri

Seconded by Councillor Thompson

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

Carried

1. **Personal matters about an identifiable individual, including municipal or local board employees (section 239(2)(b) of the *Municipal Act, 2001*); Re: Closed Session Report No. CAO18-004 – JOC Project Review Report – Closed Session Component**

Moved by Councillor Gaertner

Seconded by Councillor Mrakas

1. That Closed Session Report No. CAO18-004 be received; and
2. That the confidential direction to staff be confirmed.

**On a recorded vote the motion
Carried**

Council Closed Session Public Minutes
Tuesday, April 3, 2018

Page 3 of 3

Yeas: 6 Nays: 0
Voting Yeas: Councillors Gaertner, Kim, Mrakas, Pirri,
 Thom, and Mayor Dawe
Voting Nays: None
Absent: Councillors Abel, Humfryes and
 Thompson

4. By-laws

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

That the following confirming by-law be enacted:

6061-18 Being a By-law to Confirm Actions by Council Resulting from a
 Council Closed Session on April 3, 2018.

Carried

5. Adjournment

**Moved by Councillor Pirri
Seconded by Councillor Gaertner**

That the meeting be adjourned at 6:43 p.m.

Carried

Geoffrey Dawe, Mayor

Michael de Rond, Town Clerk



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

Holland Room, Aurora Town Hall
Tuesday, April 10, 2018

Attendance

Council Members	Mayor Dawe in the Chair; Councillors Gaertner, Humfries (arrived at 5:53 p.m. departed at 6:13 p.m.) Kim, Mrakas, Pirri (arrived at 5:53 p.m.), Thom, and Thompson
Members Absent	Councillor Abel
Other Attendees	Doug Nadorozny, Chief Administrative Officer, Marco Ramunno, Director of Planning and Development Services, Patricia De Sario, Town Solicitor and Michael de Rond, Town Clerk

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

Council consented to resolve into a Closed Session at 5:48 p.m.

Council reconvened into open session at 6:25 p.m.

1. Approval of the Agenda

**Moved by Councillor Thompson
Seconded by Councillor Gaertner**

That the confidential Council Closed Session meeting agenda as circulated by Legislative Services be approved.

Carried

Council Closed Session Public Minutes
Tuesday, April 10, 2018

Page 2 of 3

2. Declaration of Pecuniary Interest and General Nature Thereof

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

3. Consideration of Items Requiring Discussion

**Moved by Councillor Gaertner
Seconded by Councillor Kim**

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

1. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Section 239(2)(e) of the *Municipal Act, 2001*); Re: Closed Session Report No. PDS18-046 – Proposed Settlement, Appeal to the Ontario Municipal Board re 22 & 26 Centre Street, Zoning By-law Amendment Application, 1428420 Ontario Limited, File Number: ZBA-2016-08

Carried

**Moved by Councillor Pirri
Seconded by Councillor Thompson**

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

Carried

- 1. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Section 239(2)(e) of the *Municipal Act, 2001*); Re: Closed Session Report No. PDS18-046 – Proposed Settlement, Appeal to the Ontario Municipal Board re 22 & 26 Centre Street, Zoning By-law Amendment Application, 1428420 Ontario Limited, File Number: ZBA-2016-08**

**Moved by Councillor Pirri
Seconded by Councillor Kim**

1. That Closed Session Report No. PDS18-046 be received; and
2. That the confidential direction to staff be confirmed.

Council Closed Session Public Minutes
Tuesday, April 10, 2018

Page 3 of 3

**On a recorded vote the motion
Carried**

Yeas: 6 Nays: 1
Voting Yeas: Councillors Gaertner, Kim, Mrakas, Pirri,
 Thompson, and Mayor Dawe
Voting Nays: Thom
Absent: Councillors Abel and Humfryes

4. By-laws

**Moved by Councillor Thompson
Seconded by Councillor Mrakas**

That the following confirming by-law be enacted:

6062-18 Being a By-law to Confirm Actions by Council Resulting from a
 Council Closed Session on April 10, 2018.

Carried

5. Adjournment

**Moved by Councillor Thom
Seconded by Councillor Gaertner**

That the meeting be adjourned at 6:52 p.m.

Carried

Geoffrey Dawe, Mayor

Michael de Rond, Town Clerk



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Town of Aurora

Memorandum

Date: April 24, 2018
To: Mayor and Members of Council
From: Councillor Paul Pirri
Re: **Federation of Canadian Municipalities (FCM) Report to Council, Meeting of the Board of Directors and Standing Committees, March 5-9, 2018**

Recommendation

- 1. That the memorandum regarding Federation of Canadian Municipalities (FCM) Report to Council, Meeting of the Board of Directors and Standing Committees, March 5-9, 2018, be received for information.**

Attachments

Attachment 1 – Federation of Canadian Municipalities (FCM) Report to Council, Meeting of the Board of Directors and Standing Committees, March 5-9, 2018



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

Attachment 1

Report to Council

Meeting of the Board of Directors and Standing Committees

March 5-9, 2018
Laval, Quebec

Contents

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Summary

FCM's Board of Directors and committee members — together making up more than 100 municipal leaders from across Canada — met in Laval, Quebec, March 5-9, 2018. Coming on the heels of a federal budget that earned mixed reviews from FCM, Board and committee members resolved to remain focused on turning nation-building opportunities into outcomes for Canadians.

The Board meeting reinforced our federal-municipal partnership, with Minister of International Development and La Francophonie Marie-Claude Bibeau attending mid-week to discuss shared objectives toward women's empowerment. Board members welcomed the opportunity to explore how FCM programs and member municipalities are promoting the rights of women and girls in Canada, and globally in support of Canada's international assistance policy.

The gathering also provided opportunities to discuss the future of Canadian municipalities, and what FCM must do to face the challenges and leverage the opportunities ahead. Board members also conducted pressing business through meetings of standing committees, regional caucuses, and provincial and territorial association representatives.

FCM, led by its Board of Directors, has worked in partnership with Ottawa to drive unprecedented nation-building opportunities, from the National Housing Strategy to the federal infrastructure plan. Now, as the order of government closest to peoples' lives, we are best placed to turn those opportunities into outcomes. That will continue to be our focus. When municipalities work together through FCM, we can build more livable and competitive communities from coast to coast to coast.

Opportunities into outcomes

With the release of the 2018 federal budget in late February, FCM's Board was eager to discuss the outcomes for municipalities. At a high level, the federal budget strengthens the federal-municipal partnership by responding to municipalities' calls to urgently fund opioid treatment and to take steps towards ensuring local governments have financial tools to safely implement cannabis legalization in their communities.

However, the budget also missed a key opportunity. FCM had called on the government to use Budget 2018 to kick-start the National Housing Strategy by expediting already earmarked funds for social housing repairs. After decades of chronic underfunding for repairs, this move would have enabled housing providers to keep at-risk homes safe and open for vulnerable families. But instead of protecting this vital part of Canada's social housing supply, this budget delays funding for critical repairs that are ready to go ahead.

Housing and homelessness

Municipalities are proud of the National Housing Strategy we helped shape, working alongside housing stakeholders nationwide. FCM's Standing Committee on Social-Economic Development had an opportunity to discuss housing and homelessness issues in

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detail. On the Homelessness Partnering Strategy (HPS), committee members learned that FCM has received positive signals from federal officials regarding the inclusion of FCM's key recommendations in the renewed iteration of HPS. FCM staff emphasized they will continue to urge federal officials to communicate the details of the renewed program well in advance of April 2019, in order to give communities time to prepare for program changes.

Cannabis legalization

Cannabis legalization was a top of mind issue for many Board and committee members in March. FCM was pleased that the federal budget reiterated the governments' commitment to revenue sharing of the cannabis excise tax with municipalities. The budget also included \$62.5 million for community-based public education and awareness on cannabis.

In addition, the government is rolling out the previously announced \$81 million in funding for police training and equipment. FCM is expecting details in the coming weeks about how this funding will flow to provinces/territories and municipalities.

FCM will continue discussions with the ministries of finance and public safety about the anticipated municipal costs and will push for federal/provincial/territorial agreements that outline a municipal share. FCM's position remains that all costs incurred by municipalities stemming from the legalization of cannabis need to be recovered through some means. The excise tax is one way to fund these costs, and FCM has called for a 33 per cent carve-out for municipalities, based on available data of estimated costs. However, if the excise tax alone does not meet municipal needs, we will continue to push for costs to be covered in other ways.

FCM's *Municipal Guide to Cannabis Legalization: A Roadmap for Canadian Local Governments* will be available in early April. Our technical and legal team adhered to a plan for six chapters: federal framework, land use planning, business licensing, personal cultivation, cannabis in the workplace, and enforcement issues within direct municipal jurisdiction (not including policing). FCM thanks the provincial and territorial associations and member municipalities who provided crucial input and support for the guide.

Infrastructure

FCM significantly drove the federal government's game-changing, 12-year, \$180 *Investing in Canada* infrastructure plan, and we continue to work to shape the rollout towards the following goals:

- Ensuring full and fair contributions from federal, provincial/territorial and municipal governments, ideally a cost-share of 40-40-20 per cent, and no less than the 33 percent floor set by the federal government; and maintaining the up to 75 per cent federal cost-share for the territories.
- Ensuring that a fair balance of municipal projects receive funding, particularly under the Green Infrastructure Stream.
- Ensuring that outcomes reporting, horizontal requirements, planning, eligible costs and incrementality (now called combined investments) are designed in a way that reflect local realities.

On March 8, the Government of Canada and Northwest Territories announced the first signed Integrated Bilateral Agreement to implement the Investing in Canada infrastructure plan. The NWT agreement demonstrates positive progress directly resulting from FCM's advocacy. For example, the agreement commits that the Government of NWT will ensure projects submitted for Canada's approval represent, to Canada's satisfaction, a fair balance of municipal and territorial projects. The agreement also streamlines reporting for rural communities. Communities with a population of less than 5,000 people will be required to provide progress reports on an annual basis, with larger communities reporting progress twice a year.

This agreement is the first of the 13 anticipated Integrated Bilateral Agreements. FCM remains confident that the successes seen here: cost-share, fair balance of projects, and horizontal requirements will continue throughout these agreements.

Municipalities and women's empowerment

FCM's Board was pleased to meet with Minister of International Development and La Francophonie Marie-Claude Bibeau about shared objectives towards women's empowerment. Minister Bibeau addressed the Standing Committee on Increasing Women's Participation in Municipal Government (SWG) and members of the Standing Committee on International Relations to speak about the gender lens in Budget 2018, as well as Canada's new Feminist International Assistance Policy (FIAP). FCM will continue to explore opportunities to build the capacity of committee members, Canadian municipal partners, and FCM employees on the application of the FIAP within FCM's programming. Later, the Minister met with a small group of Board members to further ongoing discussions on the strategic partnership between FCM and Global Affairs Canada.

SWG also discussed the success of FCM's scholarships and programs aimed at promoting women's participation in municipal government. FCM's Diverse Voices for Change Program will be wrapping up this August, having involved over 250 women, as well as elected officials, municipal staff and community organizations in the project. FCM is continuing to work with Status of Women Canada on new initiatives to get more women elected to municipal office in Canada.

The road to Election 2019

Through a year-long advocacy campaign leading up to the 2015 election, FCM supplied a winning narrative, offered up for any party to adopt. With a united Board, a strong reputation as a partner that delivers, as well as coordinated strategic policy, advocacy and media work, we set the frame for historic gains — including unprecedented infrastructure investments and the launch of a new National Housing Strategy. Election 2019 is a crucial opportunity to consolidate these gains, solidify our place at a four-cornered table (along with federal, provincial/territorial and Indigenous governments), and increase access to legislative, fiscal and other tools we need for our nation-building work.

FCM's Board and committees — particularly the Election Readiness Working Group (ERWG) — devoted considerable time and attention to discussing how to make sure we are

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ready to seize the opportunity that Election 2019 presents, advance the priorities of the municipal sector and ensure that municipalities continue to play a central role in driving national solutions, no matter which party wins the next federal election. In addition to discussions on budgets and strategies, there was recognition that Board members can play a key role in advocating federal-municipal priorities to MPs and candidates, and engaging fellow councillors in that work.

Rural and northern priorities

Budget 2018 contained some key items of interest to FCM's rural and northern members, perhaps most notably investments in next generation broadband research. Although the investments are positive, FCM recognizes the need to continue to advocate for the allocation of resources needed to connect all Canadian communities to the Internet and ensure comparable levels of broadband for rural and remote communities.

On the issue of infrastructure and the *Investing in Canada Plan*, FCM has been clear that any nation-building plan must include communities of all sizes. FCM has urged the federal government to empower smaller communities to directly fund pressing local needs, avoiding a one-size-fits-all approach, and recognize rural communities' unique challenges and opportunities. In February we welcomed the federal government's announcement that they would increase their part of the cost-share under the Rural and Northern Communities Fund. The federal government will now fund up to 60 per cent of eligible costs in communities under 5,000. Larger rural communities will continue to receive funding for up to 50 per cent of eligible costs, or up to 75 per cent in the territories.

The first infrastructure bilateral agreement was signed during the week of our Board meeting between the federal government and the Northwest Territories. As infrastructure negotiations between the federal, provincial and territorial governments continue, FCM is working to ensure the federal government applies a rural lens to eligibility criteria for all infrastructure programs. We were pleased to see the first Integrated Bilateral Agreement reflect our recommendations by streamlining the reporting process for smaller communities.

During the Rural Forum meeting, members also discussed the government's recent decision on the future of Canada Post and FCM's ongoing advocacy in this area. While the renewed vision for Canada Post does not explicitly address the moratorium on rural post office closures, the federal government has stressed that expectations laid out in the Service Charter, which commits to continuing the moratorium, stand. The government has also asked Canada Post to better promote existing financial services that Canadians may not be aware of, though no new postal banking services are planned.

The Northern and Remote Forum also discussed the federal government's new Arctic Policy Framework consultation process. FCM provided a submission outlining key NRF priorities, and FCM staff and some NRF members have also participated in policy roundtables as part of the process. FCM also updated NRF on the Arctic Energy Fund and the Clean Energy for Remote Communities programs — two energy programs relevant for northern and remote communities. NRF was informed about key design elements and timelines, as FCM continues to seek more details.



**Motion for Which Notice Has
Been Given** (April 17, 2018)

Councillor John Abel

Date: April 24, 2018

To: Mayor and Members of Council

From: Councillor Abel

Re: Business and Community Opportunities – Niagara College – Canadian Food and Wine Institute

Whereas Report No. PBS17-099 was received for information at the December 12, 2017 Council meeting; and

Whereas within the executive summary of the report, the purpose was to announce a recently approved partnership with Niagara College to deliver training programs in the soon-to-be renovated Aurora Armoury; and

Whereas the Town had been working with Niagara College on a potential business incubator, and post-secondary facility at the Aurora Armoury; and

Whereas this type of business incubator space is a strategic priority for the Town as outlined in the Strategic Plan and Economic Development Action Plan; and

Whereas this type of training offers significant opportunities for business and community development; and

Whereas the planned activities will also create a significant tourism driver for the Town and surrounding areas; and

Whereas staff believe that the proposal aligns well with the Town's revitalization activities in the Aurora Promenade as well as the feedback received to date through the Cultural Precinct Plan consultation; and

Whereas, in addition, staff believe that the establishment of the proposed training facility is a necessary first step towards the potential creation of a larger scale facility in Aurora; and

Motion for Which Notice Has Been Given

Re: Business and Community Opportunities – Niagara College Canadian
Food and Wine Institute

April 24, 2018

Page 2 of 2

Whereas the public identified a microbrewery, winery and community space as potential uses for the Aurora Armoury;

1. Now Therefore Be It Hereby Resolved That staff be directed to report back with the details on how the Canadian Food and Wine Institute (CFWI) training facility will provide an incubator, attract tourism, business / economic development, and investment in the Downtown revitalization; and
2. Be It Further Resolved That the report present the business plan for the CFWI, including the hours of operation, number of students, job placement, and the location(s) of the potential expansion of Niagara College; and
3. Be It Further Resolved That with regard to the community area within the Armoury that the public will be able to access, the report present the size of the area that will be available, the hours of access, permitting, planned activities, and programs the Town will be offering; and
4. Be It Further Resolved That the financial implications of the four-year lease be calculated to demonstrate the return in revenues to the Town for their Capital investment; and
5. Be It Further Resolved That the report provide benchmarks from which we can measure the milestones and achievements as outlined in Report No. PBS17-099.



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**Town of Aurora
Office of the Mayor**

Memorandum

Date: April 24, 2018
To: Members of Council
From: Mayor Geoffrey Dawe
Re: York Regional Council Highlights of March 29, 2018

Recommendation

That Council:

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

Council highlights from The Regional Municipality of York

[View this email in your browser](#)



Thursday, April 5, 2018

York Regional Council Highlights - March 29, 2018

Tribute to Durham Region Chairman and CEO Roger Anderson

York Region Chairman and CEO Wayne Emmerson paid tribute to the life and legacy of Roger Anderson, Chairman and Chief Executive Officer of The Regional Municipality of Durham who died on Saturday, March 24 following a courageous fight with cancer. The Regional Municipality of York offers sympathies to his family, friends and political colleagues. Chairman Anderson will be remembered for his dedication to putting the best interests of his residents and businesses first and foremost.

York Region Matters: Spring edition coming to a mailbox near you

York Regional Council received the spring edition of [York Region Matters](#). The publication aims to keep residents up-to-date on the important programs and services impacting the lives of our growing communities.

Highlights of this edition include:

- How your dollars make sense; details on York Region's \$3-billion budget
- Top three intersection improvements breaking ground in 2018
- Recover as the fourth R in Reduce. Reuse. Recycle.

Beginning this week, the newsletter will be distributed to more than 380,000 homes and businesses across York Region. Have your say on future editions by providing feedback on our content and services. Visit york.ca/yorkregionmatters and complete the [survey](#) for a chance to win a \$50 gift card to one of York Region's shopping

Election of Regional Chair – municipal campaign contribution rebate program

York Regional Council received a [report](#) providing information and options regarding a municipal election campaign contribution rebate program, as it pertains to the elected Regional Chair position. Council voted not to pursue options outlined in the report for the upcoming 2018 municipal election. However, a motion was passed to request the Province amend the *Income Tax Act* to expand the eligibility provisions of the election contribution tax credit to include contributions made to municipal election campaigns.

Transportation needs and funding considerations

York Regional Council received a presentation outlining the objectives of the 2016 Transportation Master Plan, transportation capital priorities and the Region's funding capabilities.

The Region has invested a record amount in transportation infrastructure during this term of Council, and a large transportation capital plan can continue to be supported with the current fiscal framework. The 2016 Transportation Master Plan can only be partially implemented within existing tax levy and debt constraints.

To respond to residents' and Council's desire for more transportation investment, the Region has recently tabled an amendment to add 56 growth-related road projects identified in the Transportation Master Plan to the 2017 Development Charge Bylaw. This amendment will be brought to Council, in final form, for approval on May 17, 2018.

Council was presented with an option to consider in a future budget process that could advance the construction of high priority road projects identified in the 10-year capital plan. This option involves a one per cent incremental roads tax levy each year for five years.

2018 federal budget and how it relates to York Region

York Regional Council received an [update](#) on the recent federal budget and its potential impact to York Region's service delivery and/or finances.

Among the areas covered:

- Rural Broadband: The government will be providing \$100 million in funding over five years; area of focus will be on low Earth orbit satellite technology which may serve in a complementary role to York Region's current broadband options
- Income supports for low-income Canadians: Effective 2019, an estimated 300,000 workers across Canada will receive benefits through the new Canada Workers Benefit. Additional funds for low-cost loans related to rental housing were tabled, however, its impact on housing affordability and rental supply remains uncertain.

Regional Council remuneration

Salaries and benefits are paid by local cities and towns to their respective members of Regional Council, and then recovered from the Region. Annual remuneration for 2017 was \$55,234 from January 1 to March 31, and \$56,195 from April 1 onward.

Funding for remuneration and expenses for members of Regional Council is included in the annual operating budget.

York Region recognized by the Ontario Public Works Association

The Regional Municipality of York received four awards from the Ontario Public Works Association (OPWA) for Projects of the Year and Technical Innovation in the public works profession.

The following Environmental Services and Transportation Services projects were recognized:

- Queensville Holland Landing Sharon wastewater servicing project
- 2nd Concession project
- Keswick Water Treatment Plant Upgrades
- East Vaughan Pumping Station Re-chloramination Facility and watermain project

The OPWA program recognizes outstanding individuals, groups and organizations representing the best public works profession.

Award-winning road services recognized at Regional Council

The Ontario Good Roads Association (OGRA) presented York Region with two [John Niedra Better Practices Awards](#) for innovation and better practices. York Region

In the category of Innovative Service Delivery OGRA recognized York Region for its commitment to making winter road operations more efficient. The Snow Plow Signal Pre-emption Initiative marks York Region as the first municipality in Canada to use similar technology emergency vehicles use, when travelling through intersections.

In the category of Innovative Management Practices York Region was recognized for our ability to implement systematic approaches to most efficiency manage more than 1,800 road-related tasks and activities, all at the same time.

York Region receives 99.96 per cent on 2017 drinking water report

York Region achieved top marks on the [2017 Drinking Water Report](#) which show 99.96 per cent of the 2017 laboratory samples comply with provincial water quality standards as confirmed by Ontario's Chief Drinking Water Inspector's Annual Report.

The Drinking Water Systems Report summarizes how York Region's drinking water systems performed in 2017. More than 15,000 laboratory drinking water tests were performed and 36 million online analyzer readings were recorded to confirm the quality of Regional tap water.

Under the *Safe Drinking Water Act, 2002*, York Region reports annually on the quality and quantity of drinking water produced. It is one component of a multi-barrier approach which also includes [source water protection](#), operator training, water treatment, extensive monitoring and testing, as well as emergency preparedness.

York Region has also developed an online tool which allows anyone to view the performance of York Region water systems and drinking water quality details in an accessible and easy to understand format. Access to the new online reporting tool is available at york.ca/drinkingwater

York Region 2017 vacant employment and land inventory report

York Regional Council received the [2017 Vacant Employment and Land Inventory report](#) outlining the provincially designated land available for employment purposes (such as office towers) in York Region.

Report highlights include:

- 2,588 net hectares of vacant employment lands available within designated employment areas and 41 per cent of these lands contain an active plan of

kilometres of a 400-series highway and nearly two thirds are within 500 metres of a transit stop

- The City of Vaughan has the largest supply of vacant employment land in York Region, with 40 per cent of the total inventory
- Approximately 283 net hectares of vacant employment lands were built between 2013 and 2017

Employment growth in York Region continues to promote economic vitality – a key pillar of the [York Region 2015- 2019 Strategic Plan](#). The vacant employment land inventory will inform York Region's Employment Strategy, as part of the [Municipal Comprehensive Review](#) and updating of the [York Region Official Plan](#).

York Region continues to support a waste-free future in Ontario

York Regional Council reaffirmed its commitment to pursuing a zero-waste future as set out in the *Waste-Free Ontario Act, 2016* by advocating for early transition to [full producer responsibility](#) before the current provincial target of 2023.

The *Act* includes plans to divert even more waste from landfills by re-examining what gets recycled through municipal Blue Box programs and how they are managed.

The proposed changes set out in Ontario's *Waste-Free Ontario Act, 2016*, intend to:

- Encourage more innovative packaging design
- Reduce packaging waste and overall environmental impact
- Result in cost-savings for municipalities
- Improve the recycling program experience

York Region will continue to engage and work with our local cities, towns and the province to provide a Regional perspective on issues related to the *Waste-Free Ontario Act* while delivering a Blue Box program that meets the needs and best interest of our communities.

For information on waste reduction initiatives in York Region, visit york.ca/sm4rtliving and to learn about reuse, recycling and disposal options for unwanted items, visit york.ca/bindicator

2017 transit performance update

York Region Transit (YRT/Viva) ridership reached 23.1 million in 2017. This is an increase of 300,000 riders or 1.2 per cent, when compared to 2016 ridership

These ridership statistics and other system performance updates are contained in the [2017 Transit Performance report](#). York Region's investment in public transit provides residents with an enhanced, efficient and reliable transit service.

Modifications to the York Durham Sewage System (YDSS) forcemain twinning

York Regional Council received an update regarding modification to the York Durham Sewage System, a significant component of the [Upper York Sewage Solutions](#) project.

On March 7, 2018 the Province approved York Region proceeding with twinning of the wastewater forcemains and alterations to the Newmarket and Bogart Creek Sewage Pumping stations.

The project will include a new 5.2-kilometre forcemain (sewer) from the existing Newmarket Pumping Station to the existing sewer that discharges to the Aurora Sewage Pumping Station, as well as a new 0.5-kilometre forcemain from the existing Bogart Creek Sewage Pumping Station to the new Newmarket forcemain.

Given the potential risk to public health and the natural environment due to either sewer breaks or high-flow conditions, York Region requested the Ministry separate the York Durham Sewage System modifications component from the other two components of the Upper York Sewage Solutions Individual Environmental Assessment and exempt it from the *Environmental Assessment Act*. This allows the Region to proceed with implementing this work.

York Region will continue to work with Lake Simcoe Region Conservation Authority and the Town of Newmarket to deliver this project in a collaborative manner. York Region will continue to coordinate with Ministry of Environment and Climate Change on the other two components of the Upper York Sewage Solutions project.

Economic development 2017 year in review

York Regional Council received the [York Economic Development 2017 Year in Review Report](#). The report summarized last year's economic activity and the impact York Region programs had on business growth.

Highlights include:

- Employment in York Region outpaces national, provincial and Greater Toronto Area average, up 3.3 per cent

- York Link continues to expand its reach digitally to attract employers, with 40,000 web visits and 18,600 social media followers last year
- The Toronto-York Spadina subway extension into York Region is driving major development and fueling economic growth
- Innovation and research remain important - York Region was selected as a Smart 21 Community from approximately 380 global applicants

Economic vitality is a strategic priority of York Regional Council as outlined in Vision 2051, the York Region Official Plan and the Strategic Plan. The findings in the [2017 Year in Review Report](#) were guided by the [Economic Development Action Plan 2016 to 2019](#).

Canada's National Housing Strategy: a place to call home

York Regional Council received a [report](#) regarding [Canada's National Housing Strategy: A Place to Call Home](#). The 10-year, \$40 billion plan aims to stabilize funding for social housing, renew and repair existing properties, provide monthly rent benefits to renting households and assist residents in finding and keeping housing.

The Strategy is expected to positively impact our communities by providing direct support to families and individuals in need of affordable housing, further supporting the Region's 10-Year Housing Plan, [Vision 2051](#) and the [2015-2019 Strategic Plan](#), the [Human Services Planning Board of York Region 2016-2018 Action Plan](#) and the [Seniors Strategy](#).

York Region to modernize the subsidized housing wait list

York Regional Council approved a [recommendation to change the eligibility](#) for asset and income limits for future and current tenants of subsidized housing across York Region. Asset limits for new tenants will be set at \$75,000 and existing tenants will have a \$150,000 asset limit. An asset is anything of value that can be converted to cash, such as savings accounts, vehicles, properties and investments. Effective October 1, 2018, income limits for new tenants will be set at the 40th income percentile, rounded to the nearest thousand and will be reviewed every three years.

[Currently](#), applicants are added to the wait list based on the date they complete their submission and there is no limit on the amount of assets or income an applicant can have at the time of application. The wait list has doubled in size to over 14,000 households over the last seven years, causing significantly longer wait times. Applicants in 2016 waited an average of 7.4 years for a subsidized housing unit.

aligning current residents' needs with a [broader range of support and services](#).

I count. I'm not just a number

From April 17 to 20, 2018, The Regional Municipality of York will conduct its [2018 Homeless Count: I Count. I'm Not Just a Number](#). During this time Regional staff and volunteers will connect with as many York Region residents as possible who are unsheltered, emergency sheltered, those who are experiencing hidden homelessness (couch surfing or living with friends and family) and sleeping outdoors. The goal is to better identify the Region's most vulnerable residents and provide them with the [supports and programs](#) they need to get off the streets and into their own homes.

I Count supports Council's [strategic objectives](#) of protecting public health and increasing the range of available and affordable housing choices and mandated by the Province of Ontario under the [Housing Services Act, 2011](#). Moving forward, the count is set to take place every two years.

Water and wastewater research brings innovative solutions

York Regional Council received an update on [water and wastewater research](#) activities undertaken in 2017, demonstrating the Region's continued progress to stay ahead of regulatory changes in the water and wastewater industry and implement innovative solutions.

Highlights of ongoing and future projects include:

- Investigating alternative sources of disinfection by-products
- Investigating emerging contaminants at the source
- Innovative upgrades to improve water quality in local municipal distribution systems
- Early detection and treatment of blue-green algae toxins
- Mussel control at drinking water intakes
- Data Analytics to Drive Energy Optimization

Translate ▼

These ongoing efforts demonstrate York Region's commitment to continuous improvement, leadership and operational excellence in water and wastewater service delivery.

York Regional Council received an update on bird-friendly guidelines and requirements implemented in the City of Markham to help avoid the unnecessarily death of birds who collide with buildings emitting reflective light. York Region staff will provide York Regional Council with a report outlining recommendations to help mitigate the unnecessarily death of birds through design practices.

These efforts demonstrate York Region's commitment to The [Greening Strategy](#) and support healthy natural environments and sustainable communities today and for the future.

Next regular meeting of York Regional Council

[York Regional Council](#) will meet on Thursday, April 19, 2018 at 9 a.m. in the York Region Administrative Centre Council Chambers, located at 17250 Yonge Street in the Town of Newmarket.

The Regional Municipality of York consists of nine local cities and towns, and provides a variety of programs and services to 1.2 million residents and 51,000 businesses with 620,000 employees. More information about the Region's key service areas is available at york.ca/regionalservices.

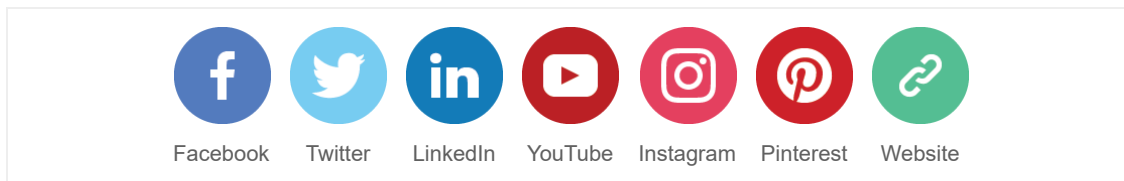
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Compiled by:

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The Corporation of the Town of Aurora

By-law Number XXXX-18

**Being a By-law to declare as surplus and sell municipal lands
(95 Eric T. Smith Way).**

Whereas section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "Act") states that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9 of the Act, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

And whereas The Corporation of the Town of Aurora (the "Town") is the owner of the lands described on Schedule "A" attached hereto and forming part of this By-law (the "Lands");

And whereas the Town does not require the Lands for municipal purposes and deems it necessary to declare as surplus and sell the Lands;

And whereas the Town entered into an Agreement of Purchase and Sale, as approved by Council, dated June 29, 2017 respecting the sale of the Lands (the "Agreement"), which Agreement is conditional on the enactment of this by-law;

And whereas the Council of the Town enacted By-law Number 4255-01.A on May 8, 2001, being a By-law to provide procedures with respect to the sale of municipal land, which provisions with respect to the sale of the Lands has been adhered to;

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

1. The Lands be and are hereby declared as surplus.
2. The Lands be conveyed in accordance with the Agreement.

Enacted by Town of Aurora Council this 24th day of April, 2018.

Geoffrey Dawe, Mayor

Michael de Rond, Town Clerk

By-law Number XXXX-18

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Schedule "A"

All and singular those certain parcels or tracts of land and premises situate, lying and being in the Town of Aurora, in the Regional Municipality of York and being composed of:

- (a) Lot 3 and Part of Block 11 on Plan 65M-4324, designated as Parts 11, 12, 13 and 14 on Plan 65R-35964;

all together having an area of approximately 11.4 acres, more or less.

The Corporation of the Town of Aurora

By-law Number XXXX-18

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

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

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

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

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

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

1. Schedule "A" to By-law Number 3305-91, as amended, be and is hereby deleted and replaced with Schedule "A" to this By-law.
2. This By-law shall come into full force and effect on May 1, 2018 save and except for all of sections 1 and 2 on Schedule "A" to this By-law which shall become effective for all billings issued by the Town on or after May 1, 2018, and be retroactive for all consumption newly billed on such billings.

Enacted by Town of Aurora Council this 24th day of April, 2018.

Geoffrey Dawe, Mayor

Michael de Rond, Town Clerk

Schedule "A"

Water, Wastewater, and Storm Sewer Rates

1.		Water	Wastewater	Combined
(a)	Metered Service	\$2.01 per m ³	\$2.72 per m ³ of water consumed	\$4.73 per m ³
(b)	Non-metered Service <i>(Refusal by homeowner to install meter)</i>	Flat Rate \$132.00 per unit per month	Flat Rate \$180.00 per unit per month	Flat Rate \$312.00 per unit per month
(c)	Non-metered Service <i>(Installation not physically possible)</i>	Flat Rate \$66.00 per unit per month	Flat Rate \$90.00 per unit per month	Flat Rate \$156.00 per unit per month

2. Storm Sewer Flat Rates

- (a) All Residential and Residential Condominium Properties - \$5.28 per unit, per month.
- (b) All Non-Residential, Commercial, Industrial and Multi-residential Apartment Properties - \$67.07 per meter per month.

3. Penalty for Late Payment

All billings are due and payable as stated thereon and shall, if not paid on or before the due date stated, be subject to a one time late payment penalty of five percent (5%) of the total billed.

4. Bulk Purchase of Water

\$4.73 per m³

The Corporation of the Town of Aurora

By-law Number XXXX-18

**Being a By-law to amend By-law Number 6000-17, as amended, to
remove a Holding “(H)” Symbol (Coppervalley Estates Inc.).**

Whereas on September 28, 2010, the Council of The Corporation of the Town of Aurora (the “Town”) enacted By-law Number 5285-10, as amended, to adopt the Official Plan for the Town of Aurora (the “Official Plan”);

And whereas under section 34 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended (the “Act”), zoning by-laws may be passed by the councils of local municipalities to prohibit and regulate the use of land, buildings and structures;

And whereas on June 27, 2017, the Council of the Town enacted By-law Number 6000-17, as amended (the “Zoning By-law”), which Zoning By-law was appealed to the Ontario Municipal Board (the “OMB”);

And whereas on January 29, 2018, the OMB made an order, in accordance with subsection 34(31) of the Act, providing that any part of the by-law not in issue in the appeal shall be deemed to have come into force on the day the by-law was passed;

And whereas under subsection 36(1) of the Act, the council of a local municipality may, in a by-law passed under section 34 of the Act, by the use of the holding symbol “H” (or “h”) in conjunction with any use designation, specify the use to which lands, buildings or structures may be put at such time in the future as the holding symbol is removed by amendments to the Zoning By-law;

And whereas the Town’s Official Plan contains provisions relating to the use of holding symbols;

And whereas the conditions for the removal of the Holding “(H)” symbol respecting the “Detached Third Density Residential (R3-470) Exception Zone” and “Detached Third Density Residential (R3-471) have been met;

And whereas notice of intention to pass this By-law has been provided;

And whereas the Council of the Town deems it necessary and expedient to further amend the Zoning By-law;

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

1. By-law Number 6000-17 be and is hereby amended to remove the Holding “(H)” symbol preceding the “Detached Third Density Residential (R3-470) Exception Zone” and “Detached Third Density Residential (R3-470) Exception Zone” on a portion of the lands as shown on Schedule “A” attached hereto and forming part of this By-law.
2. This By-law shall come into full force subject to compliance with the provisions of the Act, and subject to compliance with such provisions, this By-law will take

By-law Number XXXX-18

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effect from the date of final passage hereof.

Enacted by Town of Aurora Council this 24th day of April, 2018.

Geoffrey Dawe, Mayor

Michael De Rond, Town Clerk

By-law Number XXXX-18

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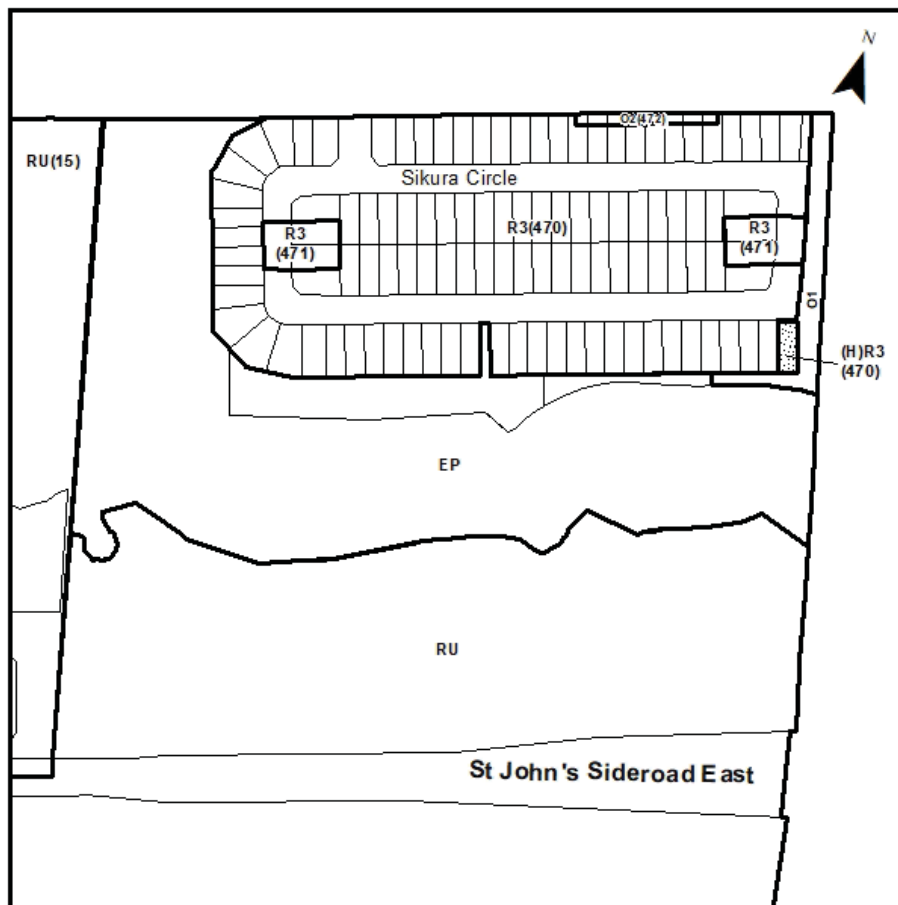
Explanatory Note

Re: By-law Number XXXX-18

By-law Number XXXX-18 has the following purpose and effect:

To amend By-law Number 6000-17, as amended, being the Zoning By-law in effect in the Town of Aurora, to remove the the Holding "(H)" symbol preceding the "Detached Third Density Residential (R3-470) Exception Zone" and "Detached Third Density Residential (R3-470) Exception Zone".

The rezoning will permit the development of a residential Draft Plan of Subdivision.



The Corporation of the Town of Aurora

By-law Number XXXX-18

**Being a By-law to govern the proceedings of
Council and Committee meetings of the Town of Aurora.**

Whereas subsection 238 (2) of the *Municipal Act, 2001* requires every Council and local board to adopt a Procedure by-law for governing the calling, place and proceedings of Meetings;

And whereas subsection 11 (2) of the *Municipal Act, 2001* provides that upper and lower tier municipalities may pass by-laws respecting accountability and transparency of the municipality and its operations and of its local boards and their operations; and,

And whereas it is Council's desire to follow a process of municipal governance that reflects an open, transparent government;

And whereas Council, in the interest of good governance, recognizes a Procedure By-law as a hallmark of accountability and transparency; and,

And whereas Council considers it necessary to enact a by-law in this regard and to repeal Procedural By-law Number 5920-16, as amended;

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

1. Definitions

In this Procedure By-law:

- a) "CAO" means the Chief Administrative Officer of the Town or his/her designate;
- b) "Chair" means the presiding officer at a meeting of Council or a Committee;
- c) "Clerk" means the Clerk of the Town or his/her designate;
- d) "Closed Session" means a Meeting, or part of a Meeting of Council or a Committee, which is closed to the public as permitted by the *Municipal Act, 2001*;
- e) "Code of Ethics" means the "Code of Ethics", a declaration of the principles of good conduct and ethics.
- f) "Committee" means any Standing Committee of Council or an advisory or special Committee established by Council from time to time;
- g) "Confirming By-law" means a by-law passed for the purpose of giving effect to a previous decision or proceeding of Council;
- h) "Council" means the Members of Council of the Town of Aurora;
- i) "Delegation" means an address to Council or a Committee at the request of a person wishing to speak;
- j) "Deputy Mayor" means the Councillor who received the highest number of votes in the last regular election;

- k) "Director" means a Director of the Town or his/her designate or successor in title;
- l) "Emergency Weather Event" means an emergency weather event as defined by Town Policy No. HR-23 – Facility Closure – Inclement Weather/Power Failure – as may be amended from time to time;
- m) "Friendly Amendment" means an amendment to the Motion under debate with the consent of the mover and seconder only, and without the requirement for an amending Motion to be made;
- n) "Frivolous" means without merit or substance or is trivial;
- o) "Head" means the individual or body determined to be head under the *Municipal Freedom of Information and Protection of Privacy Act, 1990*
- p) "Inaugural Meeting" means the first Meeting of Council after a regular election;
- q) "Local Board" means a local board defined by the *Municipal Act, 2001*;
- r) "Mayor" means the Mayor of the Town;
- s) "Meeting" means any regular, special or other Meeting of Council or a Committee and includes a Workshop;
- t) "Member" means any individual elected to Council or a person appointed by Council to a Committee;
- u) "Motion" means a proposal moved by a Member, and seconded by another Member, to adopt, amend, or otherwise deal with a matter before Council or a Committee;
- v) "*Municipal Act, 2001*" means the *Municipal Act, 2001*, S.O. 2001, c.25, as amended;
- w) "Municipal Conflict of Interest Act" means the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended;
- x) "Municipality" means The Corporation of the Town of Aurora;
- y) "Notice" means written notice, except where legislation, by-law or policy of the Town provides for another form and manner of notice;
- z) "Offending Member" means a Member who has been found by the Chair or by Council or by a Committee to have disobeyed a rule in this Procedure By-law or a Chair's ruling;
- aa) "Open Forum" means the time period that is fifteen (15) minutes prior to the scheduled General Committee Meeting, during which any individual may address General Committee to make informal inquiries or to comment on matters of municipal business;
- bb) "Point of Order" means a Motion raised by a Member drawing attention to an infraction of this Procedure By-law;

- cc) "Point of Personal Privilege" means a Motion raised by a Member which concerns the health, safety, rights, or integrity of the Member, the Council, a Committee, Staff or anyone present at a Meeting;
- dd) "Procedural Matter" means a matter or Motion of a procedural nature;
- ee) "Public Planning Meeting" means a Meeting held pursuant to the *Planning Act*, R.S.O. 1990, c. P.13, *as amended*, or other statute;
- ff) "Quorum" means the number of Members required for the legal conduct of the business of Council or a Committee.
- gg) "Resolution" means the decision of Council on any Motion;
- hh) "Robert's Rules of Order" means the most current edition of Robert's Rules of Order, Newly Revised;
- ii) "Rules of Procedure" means the rules and regulations contained in this Procedure By-law and that govern the proceedings of Council and its Committees;
- jj) "Staff" means an employee(s) of the Town;
- kk) "Standing Committee" means a Committee established by Council and consisting solely of all Members of Council;
- ll) "Town" means The Corporation of The Town of Aurora;
- mm) "Town Hall" means the municipal offices located at 100 John West Way, Aurora, Ontario;
- nn) "Vexatious" means without merit and pursued in a manner that is malicious or intended to embarrass or harass the recipient or others;
- oo) "Workshop" means a Meeting of Council or Committee for the purpose of discussing issues in an informal venue.

2. Purpose and Application

- a) This By-law shall be known as the Procedure By-law and establishes the rules of procedure for Council and Committee Meetings.

3. Principles of the Procedure By-law

- a) The principles of openness, transparency and accountability to the public guide the Town's decision-making process. In the context of Council and Committee proceedings, this is accomplished by:
 - i) Ensuring the decision-making process is understood by the public and other stakeholders;
 - ii) Providing access to information and opportunities for input by the public and other stakeholders consistent with the requirements of this Procedure By-law and other statutory requirements;
 - iii) Exercising and respecting individual and collective roles and responsibilities provided for in this Procedure By-law and other statutory requirements.

- b) The protection of basic rights by recognizing the right of the majority to decide, the minority to be heard and individuals to have the opportunity to participate.
- c) The principles of parliamentary law governing Council and Committee Meetings include:
 - i) Every Member has the right to one vote, unless prevented by law;
 - ii) Each Member has the right to be heard on a matter, unless prevented by law;
 - iii) Each Member has the right to information to help make decisions, unless prevented by law;
 - iv) Each Member has the right to an efficient meeting;
 - v) Each Member has the right to be treated with respect and courtesy;
 - vi) Each Member represents the public and will first and foremost consider the well-being and interests of the Municipality.

4. Interpreting the Procedure By-law

- a) In the event of conflict between this Procedure By-law and legislation, the provisions of the legislation prevail.
- b) If there is a conflict between two or more rules in this Procedure By-law, or if there is no specific rule on a matter, the Chair will rule. In making a ruling, the Chair may consult the Clerk, rely on previous rulings and practices, or refer to Robert's Rules of Order.

5. Suspension of Rules

- a) Rules of Procedure provided for in this Procedure By-law may be suspended by a two-thirds majority vote of Council or a Committee, with the exception of the following circumstances:
 - i) Where required by law;
 - ii) Contractual agreements binding the Town;
 - iii) Quorum requirements.
- b) A Motion to suspend the Rules of Procedure required by this Procedure By-law shall not be debatable or amendable.

6. Standing Committees

- a) General Committee
 - i) The General Committee shall be comprised of all Members of Council.
 - ii) The General Committee may consider delegations, Community presentations, correspondence, staff reports and matters which may require more elaboration and discussion than would be appropriate in a Council Meeting and such other matters as Council may determine. Recommendations from General Committee will be considered by Council.

- b) Audit Committee
 - i) The Audit Committee shall be comprised of all Members of Council.
 - ii) The Audit Committee shall:
 - (a) Review audited financial statements;
 - (b) Review significant management letter comments and related recommendations;
 - (c) Review the appointment of auditors; and
 - (d) Make recommendations regarding the above to Council.
 - iii) The Committee's mandate shall include operational reviews.
 - iv) Meetings will be held at the call of the Chair. Agendas will be distributed to Members of Council at least forty-eight (48) hours prior to the Meeting.
- c) Budget Committee
 - i) The Budget Committee will be comprised of all Members of Council.
 - ii) The Budget Committee shall make recommendations to Council on approval of the Town's annual operating and capital budgets.
 - iii) The Budget Committee has delegated authority to:
 - (a) Approve the Meeting minutes of the Budget Committee;
 - (b) Direct staff to bring forward information to the Budget Committee as needed, and defer matters to a future General Committee or Budget Committee meeting; and
 - (c) Direct staff to prepare and bring forward for Council's consideration a report summarizing Committee recommendations on the annual capital and operating budgets.
 - iv) Budget Committee Meetings will be held as outlined in the Meeting Schedule, as approved by Council.

7. Committees

- a) When not provided for in the Committees' Terms of Reference or the Town Policy for Ad Hoc/Advisory Committees and Local Boards, the Rules of Procedure set out in this Procedure By-law shall govern all Meetings of all Committees, including any ad hoc, Advisory Committees, or Local Boards.

8. Chair of Meeting

- a) The Chair is the presiding officer at a Meeting of Council or a Committee.
- b) The Chair of a Meeting of Council, Audit Committee, Budget Committee, a Closed Session or a Workshop Meeting is the Mayor. In the absence of the Mayor, the Deputy Mayor is Chair.
- c) The Chair of a Meeting of General Committee shall be rotated among the Members of Council, excluding the Mayor, every two (2) consecutive meetings, in descending order of votes received by the Members in the last regular election.

- d) In the absence of the person appointed as Chair, the Members shall appoint one of their Members as Chair for the purpose of that Meeting.
- e) The Chair and any Vice Chairs of other Committees are appointed in accordance with the Town's Policy for Ad Hoc/Advisory Committees and Local Boards, or their Terms of Reference.

9. Duties of the Chair

- a) The Chair is responsible for, where applicable:
 - i) Carrying out the roles and responsibilities of his/her role as described in the *Municipal Act, 2001*;
 - ii) Chairing the Meeting in an objective manner in accordance with this Procedure By-law;
 - iii) Enforcing the Rules of Procedure in this Procedure By-law;
 - iv) Enforcing order and good behaviour of all Members at all times;
 - v) Announcing the business before Council or a Committee and the order in which it is to be considered;
 - vi) Receiving, stating and framing all Motions presented to clarify their intent as moved;
 - vii) Ruling on whether a Motion is in order;
 - viii) Protecting Council or a Committee from a Motion that is obviously Frivolous or tending to cause delay by refusing to acknowledge the Motion;
 - ix) Providing information to Members on any matter related to the business of Council or a Committee;
 - x) Deciding to acknowledge, and ruling on, whether a Point of Order or Point of Personal Privilege is in order subject to an appeal by any Member to the Council or a Committee on any question of order in respect to business before the Council or a Committee, and giving the facts, circumstances and reasons for the ruling;
 - xi) Calling a vote on the question of sustaining the ruling of the Chair, and announcing the results of the vote, if there is an appeal to the ruling of the Chair. In this regard, the Chair may provide further explanation of the ruling prior to calling the vote;
 - xii) Recessing a Meeting for a brief, specified time to consult the Clerk, the CAO or other staff person if necessary;
 - xiii) Recessing the Meeting for a specified time if there is a threat or imminent threat to the health or safety of any person, or if there is a possibility of public disorder;
 - xiv) Ensuring that Members take a health break by announcing a minimum ten (10) minute recess after two (2) hours have passed since the last break;

- xv) Ensuring that all Members who wish to speak on a Motion have spoken;
- xvi) Ensuring clarity, where required, by reading, or requesting the Clerk, recording secretary or other appropriate person to read Motions before voting;
- xvii) Putting all Motions to a vote and announcing results;
- xviii) Voting on all matters unless the *Municipal Conflict of Interest Act* prohibits it;
- xix) Declining to put to a vote any Motion which contravenes this Procedure By-law;
- xx) Calling Members to order;
- xxi) Adjourning the Meeting when the business of the Meeting has concluded; and,
- xxii) Signing all by-laws, Resolutions, and minutes when required.

10. Members of Council and Committees

- a) Members are responsible for, where applicable:
 - i) Carry out the responsibilities of the role of Council as described in the *Municipal Act, 2001*, *Municipal Conflict of Interest Act* and any other legislation;
 - ii) Attending scheduled Meetings;
 - iii) Carefully considering and making decisions about Meeting business, including seeking information and advice from staff prior to and during a Meeting;
 - iv) Voting on Motions put to a vote, unless the *Municipal Conflict of Interest Act* prohibits it;
 - v) Respecting the Rules of Procedure in this Procedure By-law;
 - vi) Listening attentively, participating in a Meeting and not interrupting, unless to raise a Point of Order or Point of Personal Privilege;
 - vii) Remaining silent in their seats while Council or a Committee votes and until the Chair announces the result of the vote;
 - viii) Refraining from using indecent, offensive or insulting language or speak disrespectfully of any individual.
 - ix) Refraining from engaging in private conversation while in the Meeting or using communication devices in any manner that disrupts the Member speaking or interrupts the business of Council;
 - x) Respecting and following the decisions of Council or a Committee;
 - xi) Not disclosing any of the content of a Meeting that was closed to the public or provide confidential documents or materials to unauthorized individuals;

By-law Number XXXX-18

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- xii) Complying with the Chair's rulings and Council's decisions; and
- xiii) Complying with the Council Code of Ethics.

11. Breach of Rules

- a) If a Member disobeys a rule in this Procedure By-law or a Chair's ruling:
 - i) After the first occurrence, the Chair calls the Member to order.
 - ii) After the second occurrence, if the Member continues to disobey this Procedure By-law or the Chair's ruling, the Chair will immediately order the Member to leave his/her seat and observe the Meeting from the audience for the remainder of the Meeting.
 - iii) Any Member other than the Offending Member may appeal the Chair's ruling in ii), and Council or a Committee may overturn or uphold the Chair's ruling. Should the Chair's ruling be overturned, the Offending Member may return to his/her seat.
 - iv) At the next available opportunity in the Meeting, the Chair will offer the Offending Member the opportunity to apologize to Council or a Committee. The apology will not include additional comments or debate by the Offending Member or by Council or a Committee.
 - v) After an apology is made by the Offending Member, Council or a Committee may consent to allow the Offending Member to return to the Meeting.
 - vi) Should, at any point, the Offending Member create a disturbance while seated in the audience in accordance with subsection 10.b)ii), the Chair will order the Offending Member to leave the Council chamber or meeting room.
 - vii) Council cannot appeal the Chair's ruling in accordance with subsection 10.b)vi).
 - viii) If the Offending Member refuses to leave his/her seat or leave the Council chamber or meeting room as required in subsection 10.b)vi), the Chair may request the CAO to contact security or the police for assistance.

12. Right of Public Input and Notice

- a) The public has the right to have input and receive Notice on Council's decision-making process. The methods for doing so include: writing to Council through the Clerk; submitting a petition; speaking at an Open Forum; or speaking as a Delegation. The public will receive Notice in accordance with the requirements of legislation, this Procedure By-law and the Town's Notice By-law.
- b) Should an individual wish to be provided with further Notice related to a matter of business before Council or Committee, he/she is required to indicate this wish to the Clerk on the prescribed form, which is available on the Town's website or at the Town Hall.

13. Members of the Public

- a) The Chair may expel or exclude any person who disrupts a Meeting, and may request security and/or police assistance in doing so.
- b) No persons, other than Members and Town staff, are permitted to approach the area where Members and staff are seated.
- c) Attendees will submit all materials for Council or Committee through the Clerk.
- d) Attendees are responsible for:
 - i) Maintaining order and not heckling, or engaging in conversations, displaying placards or props or any behavior that may be considered disruptive;
 - ii) Speaking respectfully at all times;
 - iii) Using recording, broadcasting or streaming devices respectfully, and should the Chair direct it, moving or ceasing to use recording, broadcasting or streaming devices.
- e) All communication devices shall be turned off or set to silent mode during any meeting, with the exception of assistive devices for people with disabilities.

14. Preparation of Agendas

- a) The CAO and his/her staff are charged with providing guidance and recommendations to Council or Committee related to municipal business, and implementing the decisions of Council.
- b) The CAO chairs a regularly scheduled internal meeting to review draft agenda items in order to support the business of Council.
- c) The Clerk provides an administrative process to support the approval, preparation, Notice, publication and distribution/public access to agendas and agenda items, following approval by the CAO and/or Director.

15. Availability of Agendas

- a) Council Meeting agendas are generally available to Members of Council and the public on each Thursday preceding a Meeting.
- b) General Committee Meeting agendas are generally available to Members on the Monday that is eight (8) days preceding a General Committee Meeting and are generally available to the public on the following Tuesday.
- c) Closed Session agendas will be provided to Council in accordance with the publishing timeframes set out in Section 14 a) where required.
- d) Council Public Planning Meeting agendas are generally available to Members of Council and the public seven (7) days prior to the Meeting date.
- e) Special General Committee and Council, Workshop and emergency Meeting agendas will be provided to Members in accordance with the publishing timeframes set out in the Notice of Meetings section of this Procedure By-law, where required.

- f) Agendas for Committees, including Audit Committee and Budget Committee and excluding General Committee, are generally available seven (7) days prior to the meeting date.

16. Additional Items and Corrections

- a) An additional item is any item that is to be added to a Council or Committee agenda following publication of the original agenda.
- b) Any corrections to the agendas of Council or Committee may be listed on the additional items to be distributed, for information only.
- c) Committees are required to consent to the introduction of additional items by approving the agenda, as amended.
- d) Requests for items to be added to the agenda as an additional item shall have met at least one of the following conditions:
 - i) Government/agency deadlines;
 - ii) Legal implications;
 - iii) Contractual implications;
 - iv) Financial implications;
 - v) Council or General Committee direction; or
 - vi) As directed by the CAO.
- e) Additional items to Council or General Committee Meeting agenda are available on each Monday preceding the Meeting, and further additional items may be provided up to and including the Meeting day.

17. Reports of Council and General Committee

- a) In accordance with established administrative protocols, reports prepared by staff are submitted in writing to the Clerk and distributed with the agenda for the applicable Meeting of Council or General Committee.
- b) Reports prepared by staff members contain information and recommendations prepared in the context of their professional, technical and administrative expertise independent of any particular political, constituent or stakeholder interest.

18. Information Reports

- a) An information report is prepared for the information of Council and generally relates to a matter considered at Council or General Committee, or is a matter of Town business.
- b) An information report does not contain recommendations.
- c) An Information Report may be requested by Council or General Committee in the form of a motion.
- d) Information reports are circulated directly to Council Members by email and made available to the public on the Town's website in accordance with the timelines set out in the Availability of Agendas section of this Procedure By-

law. Information reports are not published on a General Committee or Council agenda unless a Council Member makes such a request to the Clerk.

- e) Information Reports will be placed on an upcoming General Committee agenda at the request of a Council Member. Where required due to urgency or timing, information reports may be considered directly at Council as an item.

19. Meetings

- a) Meetings Open to the Public
 - i) All Meetings shall be open to the public except as provided for in the Closed Session section of this Procedure By-law.
- b) Inaugural Meeting
 - i) The first Meeting of a newly elected Council after a regular municipal election shall be held on the first Tuesday in December at 7 p.m. or such other date and time as determined by the Clerk.
- c) Approval of the Meeting Schedule
 - i) Prior to January 1st of every year, Council approves a Meeting schedule of Council and Standing Committees for each calendar year, which may be amended. The Meeting Schedule is made available to the public on the Town's website.
 - ii) The Meeting schedule of Committees is determined by its Members, in accordance with each Committee's Terms of Reference and/or prescribed mandate.
- d) Location of Meetings
 - i) Meetings shall take place at Town Hall, or at another location within the municipality or adjacent to the municipality, as authorized by the Mayor or by Council, or as provided for in the *Municipal Act, 2001* when Notice is given.
- e) Schedule of Meetings
 - i) Meetings shall take place in accordance with the Meeting Schedule as prepared by the Clerk and approved by Council.
 - ii) All Council Meetings will generally be held on the second and fourth Tuesday of each month at 7 p.m. and General Committee Meetings will generally be held on the first and third Tuesday of each month at 7 p.m. Where a Council Meeting day is a public or civic holiday, Council will meet at the same hour on the Wednesday immediately following the holiday.
 - iii) Unless otherwise determined by the Clerk, Council Closed Session will be scheduled at 5:45 p.m. immediately prior to a Council or General Committee Meeting, and will recess or adjourn at least twenty (20) minutes prior to the scheduled time of the meeting.

- f) Public Planning Meetings
 - i) Council will meet on the fourth Wednesday of each month at 7 p.m. for a Council Meeting to consider development-related applications and other matters that have been submitted under the *Planning Act*, R.S.O. 1990, c. P.13, as amended.
- g) Quorum
 - i) A majority of Members shall constitute a Quorum.
 - ii) As soon as there is a Quorum after the time appointed for commencement of a Meeting, the Mayor or Chair will call the Meeting to order. If a Quorum is not present 30 minutes after the time appointed for commencement of a Meeting, the Clerk shall indicate that no Quorum is present and the Meeting shall not commence.
 - iii) If during the course of a Meeting, Quorum is lost, the Chair shall declare that the Meeting shall be adjourned until the date of the next scheduled Meeting. The agenda items are deemed to be deferred to the next scheduled Meeting.
- h) Late Arrival
 - i) If a Member arrives late at a Meeting, any prior discussion is not reviewed without the consent of the Members present.

20. Notice of Meetings

- a) General Provisions
 - i) The Clerk gives Notice of a Meeting by:
 - (a) Posting the annual approved schedule of Meetings; or
 - (b) Using the Town's social media accounts and website; or
 - (c) Publishing Notice on the Town's regular advertising page in the local newspaper; or
 - (d) Providing the agenda to Members and the public; or
 - (e) All of the above.
 - ii) Every Notice of a Meeting shall indicate the date, time and place of the Meeting, and the contact information for the Clerk's office.
 - iii) Nothing in this Procedure By-law shall prevent the Clerk from using more extensive methods of Notice.
 - iv) Nothing in this Procedure By-law shall prevent the Clerk from using longer timeframes for providing Notice.
- b) Special Meetings of Council or General Committee
 - i) A special Meeting of Council or General Committee may be called by the Mayor at any time. A special Meeting of Council or General Committee is limited to business matters included in the Notice of Meeting.
 - ii) Upon receipt of a written petition from a majority of the Members of Council, the Clerk will summon a special Meeting of Council or

General Committee for the specific purpose and time identified in the petition.

- iii) In addition to the general Notice provisions in this Procedure By-law, the Clerk shall give Notice of a special Meeting of Council or General Committee by providing an agenda at least twenty-four (24) hours prior to the Meeting or if the Meeting is to be scheduled in less than twenty-four (24) hours, then by providing an agenda at the first opportunity to do so.

c) Workshop Meetings

- i) The Mayor and/or CAO may hold a Workshop Meeting for Members of Council to discuss issues in an informal venue. With the exception of Procedural Matters, no Motions are passed.
- ii) A record describing, in general terms, the Meeting and the subject matter discussed is made at all Workshop Meetings and placed on a future Council agenda to be received only for the purposes of information.
- iii) In addition to the general Notice provisions in this section of the Procedure By-law, the Clerk shall give Notice of a Workshop Meeting by providing an agenda at least twenty-four (24) hours prior to the Meeting.
- iv) Delegations shall not be permitted at Workshop Meetings.

d) Cancellation or Postponement of Meetings

- i) A Meeting may be cancelled or postponed where it is known in advance that Quorum will not be achieved, by Council Resolution, in the event of an emergency or Emergency Weather Event, or where the Meeting is no longer required, as deemed by the CAO.
- ii) Where possible, the Clerk shall give Notice of cancellations or postponements of Meetings by:
 - (a) Providing Notice to each Member by email notification no less than forty-eight (48) hours prior to the time set for the Meeting; or
 - (b) Providing Notice to the public no less than 3 hours by:
 - Posting a Notice on the Town website;
 - Sending a Notice via the Town's social media accounts;
 - Posting a Notice on the Town's regular advertising page in the local newspaper, if time permits; and
 - Where (c) cannot be achieved, posting a Notice at the main entrance to Town Hall.
 - (c) Notwithstanding subsection 19.d)ii), in the case of an emergency or an Emergency Weather Event, the Clerk shall provide Notice to each Member and the public as soon as practically possible.
- iii) Meetings of Committees may be cancelled or postponed by the Clerk, recording secretary, Chair or other assigned person where Quorum cannot be achieved, by Committee resolution, or in the event of an emergency or Emergency Weather Event.

- e) Invalidation of Notice of Meeting
 - i) If a Meeting Notice is substantially given, but varies from the form and manner provided in this Procedure By-law, the ability to hold the Meeting and the actions taken at the Meeting are not invalidated.

21. Closed Session

- a) Matters of Closed Session
 - i) Council or a Committee may, by Resolution, close a Meeting or part of a Meeting to the public in accordance with section 239 of the *Municipal Act, 2001*.
 - ii) Council or a Committee may also resolve into a Closed Session to the public for the following purposes:
 - (a) An ongoing investigation respecting the Municipality, a Local Board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of the *Municipal Act, 2001*, or the investigator referred to in subsection 239.2 (1) of the *Municipal Act, 2001*.
- b) Notice of Closed Session
 - i) Where a matter may be considered by Council or General Committee for discussion in Closed Session, wherever possible, written Notice by way of a published agenda will include:
 - (a) The fact that the Meeting will be closed to the public as provided for in the *Municipal Act, 2001*; and
 - (b) The general nature of the matter to be considered at the Closed Session.
- c) A Motion to close a Meeting or part of a Meeting to the public shall state the:
 - i) Intention to close the Meeting to the public; and
 - ii) General nature of the matter to be considered at the Closed Session, and the grounds for closing the Meeting as set out in the *Municipal Act, 2001*.
- d) Voting during Closed Session
 - i) Only votes relating to procedural matters or direction to staff may be taken during a Closed Session, unless otherwise authorized.
- e) Upon completion of the Closed Session:
 - i) The Members shall immediately reconvene in open session;
 - ii) The Mayor shall report any outcomes on the Closed Session as necessary; and,
 - iii) If applicable, the Members shall vote on any Resolution(s) originating from the Closed Session.

- f) Reporting Out and Confidentiality of Closed Session Discussions
 - i) Any required vote will occur following the Closed Session discussion of a Council or Committee Meeting.
 - ii) Public General Committee and Council Closed Session agendas, minutes or reports shall provide sufficient detail without detrimentally affecting the confidentiality of the matter(s) discussed in Closed Session and the position of the Municipality.
 - iii) Minutes of a Closed Session shall be presented for adoption at a scheduled Meeting of Council that does not occur on the same day.
 - iv) No Member shall disclose or discuss, through written, electronic or verbal communication or any other means, to any individual or corporate third party, any information that has been or will be discussed at a Closed Session of Council or a Committee until such time that Council or a Committee has determined or has been advised by staff that the matter, or any part of the matter, may be made public, subject to review by the head or designate under the *Municipal Freedom of Information and Protection of Privacy Act* or if directed to do so by a court.
- g) Openness and Transparency
 - i) The Clerk shall maintain an annual log of all reports and Resolutions considered in Closed Session, conduct an annual review with the CAO and staff to determine which items are no longer sensitive and/or confidential. The Clerk shall prepare an Annual Report of all Closed Session items approved for public release, and shall post the report on the Town website. Items identified for release shall qualify for 'routine disclosure' in accordance with the Town's freedom of information practices.
- h) Closed Meeting Investigation
 - i) A person may request that an investigation be undertaken to determine whether Council or Committee complied with the requirements of the *Municipal Act, 2001* and this Procedure By-law in respect of a Meeting or part of a Meeting closed to the public. A person may initiate such a request by submitting a written request to the Town Clerk.

22. Speaking Order and Limit

- a) The Chair shall maintain a list of Members who have requested to speak or ask questions. The Chair shall designate Members to speak or ask questions in the order in which they appear on the list. The Chair shall give priority to Members who have not spoken to the matter previously.
- b) At Committee Meetings, Members are permitted to speak two (2) times on a matter, the first time being for a maximum of ten (10) minutes, and the second time being for a maximum of five (5) minutes; and
- c) At Council Meetings, Members are permitted to speak two (2) times on a matter for a maximum of five (5) minutes each time.

23. Rules of Debate

- a) Members' comments are relevant to the matter of business before Council or a Committee. Members should avoid comments intended to be statements or assertions.
- b) Any Member may require a Motion or question under discussion to be read at any time during the debate but not so as to interrupt the Member speaking.
- c) Members shall express themselves succinctly without repetition.
- d) Questions may be asked only of:
 - i) The Chair;
 - ii) Staff;
 - iii) A previous speaker; and,
 - iv) A delegation.

24. Order of Business – General Committee

- a) The order of business of General Committee is set out in the agenda, as follows, where provided for:
 - i) Approval of the Agenda
 - ii) Declarations of Pecuniary Interest and General Nature Thereof
 - iii) Community Presentations
 - iv) Delegations
 - v) Consent Agenda
 - vi) Advisory Committee Meeting Minutes
 - vii) Consideration of Items Requiring Discussion (Regular Agenda)
 - viii) Notices of Motion
 - ix) New Business
 - x) Closed Session
 - xi) Adjournment

25. Order of Business – Council

- a) The order of business for the Council is set out in the agenda as follows, where provided for:
 - i) Approval of the Agenda
 - ii) Declarations of Pecuniary Interest and General Nature Thereof
 - iii) Community Presentations
 - iv) Delegations

- v) Consent Agenda
- vi) Standing Committee Reports
- vii) Consideration of Items Requiring Discussion (Regular Agenda)
- viii) Motions
- ix) Regional Report
- x) New Business
- xi) Public Service Announcements
- xii) By-laws
- xiii) Closed Session
- xiv) Confirming By-law
- xv) Adjournment

26. Order of Business - Other

- a) The order of business for any other meeting type is at the discretion of the Clerk.

27. Record of Meetings

- a) The Clerk records the minutes of Meetings of General Committee and Council without note or comment. The minutes record:
 - i) The date, time and location of the Meeting;
 - ii) The name of the Chair and a record of the attendance at the Meeting;
 - iii) The name and nature of presenters and Delegations; and
 - iv) All Resolutions, decisions and other proceedings of the Meeting;
- b) Minutes of Committees, excluding standing Committees are submitted to General Committee for receipt.
- c) The receipt of Committee minutes, excluding standing Committee minutes, by Council does not constitute endorsement by the Town of any recommendations or actions contained in the minutes.
- d) A General Committee report is submitted to the next regular Council meeting for consideration of the recommendations to Council. The report from General Committee that is presented to Council shall not contain the mover or seconder on each item but rather shall only show recommendations endorsed by the General Committee.
- e) Minutes of each Meeting of Council are presented to the subsequent regular Meeting of Council for approval. The approved minutes form the official record of the Meeting.
- f) After the Council Meeting minutes have been approved by Council, they shall be signed by the Mayor and Clerk.

- g) Approved minutes of Council, including the report of the General Committee, will be posted on the Town's website as they become available.
- h) The Clerk shall ensure that the minutes of each Meeting are made available to Members within a reasonable amount of time after the holding of such Meeting.

28. Changes in Order of Agenda

- a) The business of General Committee and Council is dealt with in the order stated on the published agenda, unless Council consents to changing the order.

29. Open Forum

- a) Open Forum shall occur fifteen (15) minutes prior to the scheduled General Committee Meeting, any individual may address General Committee to make informal inquiries or to comment on matters of municipal business. Persons speaking at the Open Forum are required to sign the Open Forum Register held by the Clerk or recording secretary prior to being permitted to address General Committee, and shall be limited to a maximum of five (5) minutes each.
- b) Open Forum will not be included in the Meeting minutes, and will not be part of the live streaming of the Meeting.
- c) Speakers at Open Forum shall not make detrimental, offensive or insulting comments, or speak ill of, or malign the integrity of Staff, the public, Council and Committee or other external public agencies. Breach of this section will result in the Chair immediately ending the speaker's time to address the Committee.

30. Declarations of Pecuniary Interest

- a) Members are required to make declarations of pecuniary interest in accordance with the requirements of the *Municipal Conflict of Interest Act* and/or other relevant legislation and shall refrain from speaking to and voting on the matter. At a Meeting at which a Member discloses a pecuniary interest, or as soon as possible afterwards, the Member shall file a written statement of the interest and its general nature with the Clerk or the secretary of the Committee or Local Board.
- b) A public registry of all declarations of pecuniary interest will be maintained by the Clerk in accordance with the *Municipal Conflict of Interest Act*.
- c) Where a Meeting is not open to the public, in addition to complying with the requirements set out in the Closed Session section of this Procedure By-law, the Member shall leave the Meeting or the part of the Meeting during which the matter is under consideration.
- d) Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular Meeting, the Member shall disclose the Member's interest and otherwise comply at the first Meeting of Council or Committee, as the case may be, attended by the Member after the particular Meeting.

- e) The Clerk shall record the particulars of any disclosure of pecuniary interest and general nature thereof made by a Member, and this record shall appear in the minutes of that Meeting.

31. Staff and Community Presentations

- a) Staff Presentations
 - i) Staff presentations, if related to a report on the agenda shall occur at the time the report is discussed. Presentations by Staff at Meetings shall be a maximum of ten (10) minutes.
- b) Community Presentations
 - i) Community Presentations may be made by third-parties invited by staff to Council or General Committee on matters of interest to the Town. Such presentations are received or presented by the Chair.
 - ii) Requests to be added to the Community Presentations section of an agenda shall be submitted to the Clerk at least three (3) weeks prior to the Meeting date.
 - iii) Any accompanying materials must be submitted to the Clerk in an electronic format at least three (3) business days prior to the Meeting date.
 - iv) Community Presentations may be up to five (5) minutes. The consent of Council or General Committee is required to extend a presentation beyond five (5) minutes.
 - v) The Clerk may limit the frequency and/or number of times a group or individual may appear before General Committee or Council.

32. Delegations at Meetings of Council and General Committee

- a) General Provisions
 - i) Delegates shall be encouraged to appear at the appropriate Committee first rather than Council.
 - ii) Anyone wishing to appear before General Committee or Council shall register as a delegate by submitting the prescribed form to the Clerk no later than 9 a.m. one (1) business day prior to the scheduled Meeting date.
 - iii) Delegates shall advise the Clerk that the audio visual equipment will be required and shall submit supporting material to the Clerk for approval in an electronic format no later than 4:30 p.m. on the Friday prior to the Meeting date.
 - iv) Delegates requesting specific financial assistance or services in-kind from General Committee or Council shall be directed to a Budget Committee meeting. Requests made outside the Budget Committee Meeting must include a detailed written request to the Clerk prior to the Meeting, which will be forwarded to the appropriate department for review. A decision will not be made at the Meeting where the Delegation is heard.

- v) The Clerk shall give due consideration to the length of the agenda and the number of Delegations and shall advise to the requester the earliest possible date when his/her Delegation may be accommodated. A limit of four (4) Delegations will be considered at a Meeting of General Committee, and two (2) Delegations will be considered at a Meeting of Council.
 - vi) The Clerk may limit the frequency and/or number of times a group or individual may appear before General Committee or Council.
 - vii) Delegation requests received after the deadline or limit has been reached will be acknowledged by the Clerk but not placed on an agenda.
 - viii) Delegations at General Committee and Council Meetings shall be on a subject that is within the jurisdiction or influence of local government. Delegations at a Meeting of Council shall be related to an item of business on the agenda.
 - ix) Delegations regarding active planning applications will not be permitted at a Council Meeting
 - x) Delegates shall refrain from making statements or comments that are, in the opinion of the Chair, frivolous or vexatious in nature.
 - xi) Delegates who share the same position on a matter or are from the same organization, are encouraged to speak in one delegation.
 - xii) Delegates shall be restricted to a speaking limit of five (5) minutes, regardless of whether they are representing an organization, association or other group.
 - xiii) The consent of Council or General Committee is required to grant a delegate one (1) extension of up to five (5) minutes at a Council or General Committee Meeting, and to consider more than two (2) Delegations at a Council Meeting.
 - xiv) Delegates who appear before General Committee are not permitted to make a Delegation in relation to the same item at the following Council Meeting, but may submit written material to Members of Council through the Clerk's Office.
- b) Conduct of Delegates**
- i) Delegates shall not make detrimental, offensive or insulting comments, or speak ill of, or malign the integrity of Staff, the public, Council or Committee or other external public agencies.
 - ii) Delegates who contravene this section will not be permitted to finish their delegation and will be asked by the Chair to take their seat in the audience.
- c) Delegations at Council Meetings**
- i) Anyone wishing to speak on an item that is not on the Council agenda shall be directed to appear at the Open Forum session that precedes the General Committee Meetings. Alternatively, the Delegation may

be placed on a Committee agenda to address an issue that is not on the Council agenda.

- d) Delegations at Public Planning Meetings
 - i) Any person may speak on a matter on the agenda at a Public Planning Meeting. The delegate shall not speak for more than five (5) minutes, but may have an opportunity to speak more than once on the agenda item.

33. Consent Agenda

- a) Consent Agenda will include the following items that do not have presentations or Delegations:
 - i) Receipt of the Minutes (i.e. Special Council, Workshop, Closed Session) (Council Meeting agenda only);
 - ii) Procurement items that are within the approved budget;
 - iii) Communications addressed to Council;
 - iv) Information reports requested by Council through motions; and
 - v) Items as directed by the CAO or Clerk.
- b) Questions of clarification may be asked by Members about any consent item during the adoption of the Consent Agenda without requiring a separate vote.
- c) Members shall identify any items contained on the Consent Agenda which they wish to speak to and the matter shall be extracted from the Consent Agenda to be dealt with separately under Consideration of Items Requiring Discussion (Regular Agenda).
- d) In the event that a Member declares a pecuniary interest on an item that is included on the Consent Agenda, that item shall be considered under Consideration of Items Requiring Discussion (Regular Agenda).
- e) Items on the Consent Agenda or the balance of the items, as the case may be, shall be adopted in one Motion.

34. Notice of Motion

- a) A Member desiring to introduce a subject for discussion by Council will provide the proposed Notice of Motion to the Clerk in writing for inclusion in a regular agenda of General Committee by 12 p.m. on the Wednesday prior to the meeting.
- b) The Motions will be included on the next Council agenda for consideration and disposition.
- c) The CAO or Staff may be requested to comment on the Motion raised in this section, but no staff report will be prepared unless the Motion, once adopted by Council, is referred to staff for a further report.
- d) It is the duty of the Member to:
 - i) Prepare the proposed Motion in writing.

- ii) Submit the proposed Motion to the Clerk
- iii) Ensure the content of the proposed Motion allows for it to be published on a public agenda.

35. Regional Report

- a) The representative of the Town on Regional Council will provide a report at regular Meetings of Council on matters of interest to the Town, when available.

36. New Business

- a) Any Member of Council or a Committee, at any Meeting, may present and introduce any matter of new business during the New Business portion of the Meeting, and shall have regard to the following guidelines:
 - i) Members are encouraged to raise operational matters prior to the Meeting through the CAO, Director or appropriate Staff;
 - ii) Members are discouraged from raising substantive policy matters, in particular consideration of corporate policies or by-laws; and,
 - iii) Members of Council are encouraged to raise announcements and community events under the Public Service Announcements portion of the Council agenda.

37. Public Service Announcements

- a) Members may speak for no more than three (3) minutes on public service announcements and community events, unless the consent of Council is granted.

38. By-laws

- a) By-laws are considered by Council and approved by Motion.
- b) Every by-law adopted by Council is done so under the seal of the Town and signed by the Clerk and the Mayor.
- c) All by-laws shall be given first, second and third readings in a single Motion, unless a Member wishes to discuss the contents of a by-law, at which time the subject by-law shall be removed from the Motion and dealt with separately.
- d) The following types of by-laws may be presented directly to Council without an accompanying staff report:
 - i) Those directed to be presented directly to Council by General Committee or Council;
 - ii) The appointment of staff for by-law inspection, municipal law enforcement and provincial offences administration;
 - iii) Consolidation of by-laws or housekeeping amendments;
 - iv) General by-laws where the purpose and intent of the by-law has been clearly authorized by a previous resolution;

- v) A by-law to levy interim property taxes;
 - vi) A by-law to set tax rates in accordance with the approved budget;
 - vii) Part-lot control by-laws;
 - viii) Assumption by-laws;
 - ix) A by-law to establish a public highway;
 - x) Minor amendments resulting from changes to provincial enabling legislation; and,
 - xi) Other administrative by-laws deemed appropriate by the CAO.
- e) Every Council Meeting shall be confirmed by by-law so that every decision of Council at that Council Meeting and every Resolution of the Meeting shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.
- f) All amendments to any by-law approved by Council shall be deemed to be incorporated into the by-law and if the by-law proposing the amendment is enacted by Council, the amendments shall be inserted by the Clerk.
- g) All by-laws, including the confirming by-law, shall be voted on prior to Adjournment.

39. Adjournment

- a) No item of business shall be considered at a Meeting of Council or General Committee after 10:30 p.m. unless a majority of the Members present enact a resolution to extend the hour. The Resolution must include a proposed time for adjournment of the Meeting.

40. Correspondence

- a) Where correspondence is not requested to be included in a Council or General Committee agenda, it is circulated by the Clerk to Members, the CAO, Directors and applicable Staff for their information, and forms a part of the Clerk's records.
- b) Where correspondence has been requested to be included on a Council or General Committee Meeting agenda or on the request of a Member to the Clerk, correspondence is placed on the General Committee meeting agenda for consideration. Where required due to urgency or timing, correspondence may be considered directly by Council as an Additional Item.
- c) The Council's receipt of correspondence does not constitute endorsement of the correspondence by the Town of any recommendations it may contain or actions it may advocate.

41. Petitions

- a) Petitions may be submitted to the Clerk and will include a minimum of two (2) persons and their respective addresses unless otherwise required by law, and a clear statement of the purpose for the petition.

- b) The request conveyed in the petition will be considered by General Committee for disposition. Where required due to urgency or timing, petitions may be considered directly by Council.
- c) Staff may prepare recommendations related to the matter for Council's consideration.
- d) The Town is not accountable for the accuracy or reliability of petitions that are submitted.

42. Motions from Other Municipalities

- a) All requests for endorsement of resolutions from other municipalities will be electronically circulated to Council and acknowledged by the Clerk, with the advice that the Town does not take action on resolutions received from other municipalities, but rather makes its position known through the appropriate municipal association, or alternatively, directly to the relevant Minister or government leader.
- b) A Member of Council may request that a resolution from another municipality be added to a General Committee agenda for consideration.
- c) The Council's receipt of resolutions from other municipalities does not constitute endorsement by the Town of any recommendations or actions they may contain.

43. Motions – Impact on Corporate Resources

- a) The CAO will advise on the appropriate means of disposition for matters that make an impact on administration.
- b) Council is not required to pass a Motion that makes an impact on corporate resources where a matter:
 - i) Has already been approved by Council;
 - ii) Is considered by the CAO to be minor in nature; and/or,
 - iii) Falls within existing service levels.

44. Procedures Concerning Motions

- a) General Rules
 - i) Every Motion in any Meeting of Council or Committee requires a mover and a seconder.
 - ii) When duly moved and seconded, every Motion, other than a Motion to adjourn, recess, table or suspend the rules of this Procedure By-law, is open for discussion.
 - iii) No debate is permitted on any Motion or amending Motion until it has been properly seconded.
 - iv) A Member may move a Motion in order to initiate discussion and debate, but vote in opposition to the Motion. A seconder of the Motion may vote against the Motion.

- v) A Motion or amending Motion may not be withdrawn without the consent of the mover and seconder.
- vi) The Chair of a Meeting of Council or a Committee will not move or second a Motion.

All Members of Council or a Committee will vote on all Motions except in the instance where the Member refrains from voting on an issue due to a declaration of a pecuniary interest in the matter by the Member. If any Member does not vote, he/she will be deemed as voting in the negative (except where prohibited from voting by statute).

b) Motion under Debate

- i) When a Motion is under debate, no other Motion may be considered except for the following Motions, to be considered in the listed order of priority:
 - (a) To adjourn;
 - (b) To recess;
 - (c) To table an item;
 - (d) To put the question to a vote or call the vote;
 - (e) To defer;
 - (f) To refer;
 - (g) To amend.

c) Motion to Adjourn

- i) A Motion to adjourn means a Motion to end a Meeting.
- ii) A Motion to adjourn is not debatable and shall always be in order except when:
 - (a) Another Member is in possession of the floor;
 - (b) A vote has been called; or
 - (c) Members are voting.
- iii) A Motion to adjourn is not amendable, except when moved to set future time for adjourning.
- iv) A Motion to adjourn shall take precedence over any other Motion and shall be put immediately without debate.

d) Motion to Recess

- i) A Motion to recess means to suspend a meeting for a specific length of time.
- ii) A Motion to recess when other business is before the Meeting:
 - (a) Specifies the length of time of the recess;
 - (b) Is debatable as to the length or timing of the recess; and
 - (c) Can only be amended with respect to the length of the recess.

e) Motion to Table

- i) A Motion to table means to postpone a matter without setting a definite date for future discussion for a matter. A tabled Motion that

has not been decided on by Council during the term of Council in which the Motion was introduced is deemed to have been withdrawn.

- ii) A Motion to table:
 - (a) Is not to be amended or debated; and
 - (b) Applies to the Motion and any amendments thereto under debate at the time when the Motion to table was made.
- iii) If the Motion to table carries, in the absence of any direction from Council, the matter may not be discussed until the CAO, or a Member through a Motion, brings it forward to a subsequent Meeting.
- f) Motion "To Put the Question to a Vote" or "To call the Vote"
 - i) A Motion "To Put the Question to a Vote" or "To call the Vote" means to stop debate and immediately proceed to vote on the Motion.
 - ii) Any Member may request the Chair "To Put the Question to a Vote" or "To call the Vote" by presenting a Motion that the question "now be put to a vote." A Motion to put the question to a vote must:
 - (a) Be seconded;
 - (b) Is not open to debate;
 - (c) Immediately put to a vote without debate;
 - (d) Requires a 2/3 majority vote to close debate.
- g) Motion to Refer
 - i) A Motion to refer means to direct a matter under discussion by Council or a Committee to Staff or another Committee for further examination or review.
 - ii) A Motion to refer a matter under consideration to a Committee or to Staff:
 - (a) Shall be debatable as to the rationale of referring, and cannot go into the merits of the Motion or subject being referred; and
 - (b) May be amended as to the Committee or group to whom it is being referred, as to the time the Committee or Staff reports back, and as to directions given to the Committee or Staff; and
 - (c) Includes the terms on which the Motion is being referred and the time at which the matter is to be returned; and
 - (d) Includes the reasons for the referral.
 - iii) This Motion may be delayed by the Chair in order to permit Members on the speaking list to speak.
- h) Motion to Defer
 - i) A Motion to defer means to postpone all discussion on a matter until a future date or time, one which is established as part of the Motion.
 - ii) A Motion to defer to a certain time or date:
 - (a) Is open to debate as to advisability of postponement and cannot go into the merits of the Motion or subject being postponed; and

- (b) May be amended as to the time or date to which the matter is to be deferred.
 - iii) This Motion may be delayed by the Chair in order to permit Members on the speaking list to speak.
 - i) Motion to Amend
 - i) The purpose of this Motion is to modify a Motion. It cannot be used to directly contradict or negate the effect of another Motion.
 - ii) A Motion to amend:
 - (a) Is open to debate; and,
 - (b) Is to be relevant to the main Motion; and
 - (c) Is applied to a Motion at one time, and that amendment may be amended [by a secondary amendment], which then cannot be amended.
 - iii) If a Motion to amend is not considered a Friendly Amendment, then the Motion to amend:
 - (a) If more than one Motion, will be put to a vote in the reverse order to that in which they were moved;
 - (b) Will be decided upon or withdrawn before the main Motion is put to the vote;
 - (c) Will not be amended more than once, provided that further amendments may be made to the main Motion; and,
 - (d) Will not be directly contrary to the main Motion.
 - j) Motion Containing Two or More Matters
 - i) When the Motion under consideration concerns two (2) or more matters, the Chair, upon the request of any Member, will direct that the vote upon each matter be taken separately. Such request may also be made by the Chair.
 - ii) A vote on the main Motion or the Motion, as amended, may be split for the purpose of complying with the *Municipal Conflict of Interest Act*, or at the discretion of the Chair.
- k) Withdrawal of Motion
 - i) A request to withdraw a Motion:
 - (a) May only be made by the mover of the Motion;
 - (b) Requires consent of the seconder of the Motion; and,
 - (c) Is in order any time during the debate.
- l) Adoption in a Single Motion
 - i) One or more items on an agenda may be adopted in a single Motion.

45. Voting

- a) General Rules

- i) After a Motion is finally put to a vote by the Chair, no Member speaks to it nor will any other Motion be made until after the vote is taken and the result has been declared.
 - ii) All Members of Council or a Committee will vote on all Motions. Failure by any Member to announce his/her vote openly and individually, including an "abstention," is deemed to be a vote in the negative.
 - iii) Each Member present and voting announces or indicates his/her vote upon the Motion openly and individually, and no vote is taken by ballot, or any other method of secret voting.
- b) Majority Vote**
- i) A majority means more than half of the Members present, or:
 - (a) If 9 Members present: 5
 - (b) If 8 Members present: 5
 - (c) If 7 Members present: 4
 - (d) If 6 Members present: 4
 - (e) If 5 Members present: 3
 - ii) Unless this Procedure By-law states otherwise, a matter passes when a majority of Members present vote in the affirmative.
 - iii) Where required in this Procedure By-law, a two-thirds majority means 2/3 of the Members present, or:
 - (a) 2/3 of 9: 6
 - (b) 2/3 of 8: 6
 - (c) 2/3 of 7: 5
 - (d) 2/3 of 6: 4
 - (e) 2/3 of 5: 4
- c) Tie Vote**
- i) Any Motion on which there is a tie vote is deemed to be defeated.
- d) Recorded Vote**
- i) A recorded vote is only permitted at Council Meetings and will be taken at the request of a Member prior to the commencement of the vote being taken or immediately thereafter.
 - ii) A Member of Council's failure to participate in a recorded vote when he/she has not declared a pecuniary interest is deemed to be a negative vote.
 - iii) A recorded vote at Council Meetings will be taken as set out in a) or b) below:
 - (a) Each Member announces his/her vote openly, and the Clerk records his/her vote in the minutes. Votes are called in random order as determined by the Clerk.
 - (b) Each Member first indicates his/her vote by using an electronic device. Each Member's vote is then electronically displayed on

a screen, and the Clerk announces the outcome of the vote and records each Member's vote in the minutes.

- iv) Notwithstanding recorded votes, a record or notation of a Member's opposition to an issue is not recorded in any Meeting minutes.

46. Reconsideration of a Matter

- a) Council cannot reconsider a matter until six (6) months have passed from the date of the matter's original disposition by Council, except upon a vote in the affirmative of two-thirds majority of the Members present.
- b) Decisions which contractually bind the Town shall not be reconsidered.
- c) A Motion to reconsider shall be introduced by way of a Notice of Motion and considered either at the next Council Meeting or at a special Meeting called to reconsider the Motion unless the Council, without debate, dispenses with the requirement for a Notice of Motion on a two-thirds vote.
- d) A Motion to reconsider is debatable, which debate will be restricted to the rationale for reconsidering the matter, and no debate of the main Motion shall be allowed until the Motion for reconsideration is carried.
- e) Once the reconsideration Motion has carried, the matter is reopened in its entirety unless the reconsideration Motion specifies otherwise.
- f) If the matter is reopened, all previous decisions of the Council remain in force until the Council decides otherwise.
- g) No Motion to reconsider may, itself, be the subject of a Motion to reconsider.
- h) Notwithstanding the time period set out in s.46(a), if a Council matter was lost as a result of a tie vote due to an absent Member, the matter may be reconsidered at the next Council meeting via a Motion to reconsider carried by a majority of the Members present.

47. Point of Order

- a) A Member may interrupt the person who has the floor to raise a Point of Order when such Member feels that there has been:
 - i) A deviation or departure from this Procedure By-law; or
 - ii) A deviation from the matter under consideration and the current discussion is not within the scope of the proposed Motion.
- b) Upon hearing such Point of Order, the Chair decides and states his/her ruling on the matter.
- c) Upon hearing the Point of Order ruling, a Member only addresses the Chair for the purpose of appealing the Chair's decision to the Council or a Committee.
- d) If no Member appeals, the decision of the Chair is final.
- e) If a Member appeals the Chair's ruling to the Council or a Committee, the Member has the right to state his/her case, the Chair has the right to reply and the Council or Committee decides the question of whether the decision

of the Chair be sustained without further debate. The decision of the majority of the Members who are present at the Meeting is final.

48. Point of Personal Privilege

- a) A Member may rise at any time on a Point of Personal Privilege where such Member feels that the health, safety, rights, or integrity of his/her own person, the Council, a Committee Member, Staff or anyone present at the Meeting has been called into question by another Member or by anyone present at the Meeting.
- b) Upon hearing such Point of Personal Privilege, the Chair decides and states his/her ruling on the matter.
- c) Where the Chair rules that a breach of privilege has taken place, he/she demands that the offending Member or individual apologize and, failing such apology, requires said Member or individual to vacate the Meeting room for the duration of the Meeting.
- d) With the exception of providing an apology, the Member addresses the Chair for the purpose of appealing the Chair's ruling of a breach of privilege to the Council or a Committee.
- e) If no Member appeals, the decision of the Chair is final.
- f) If a Member appeals the Chair's ruling to the Council or a Committee, the Member has the right to state his/her case, the Chair has the right to reply and the Council or Committee decides the question of whether the decision of the Chair be sustained without further debate. The decision of a majority of the Members who are present at the Meeting is final.

49. Public Record

- a) All communications that the Clerk receives about a matter on the agenda of a public or open Meeting will form part of the public record. Personal information and opinions in communications are part of the public record unless the author of the communication requests the removal of his/her personal information when submitting it, or where confirmed by the Clerk.

50. Administrative Authority of Clerk

- a) The Clerk is authorized to amend by-laws, minutes and other Council and Committee documentation for technical, typographical or other administrative errors and omissions for the purpose of ensuring an accurate and complete record of proceedings.
- b) The Clerk is authorized to create and amend an annotated version of the Procedure By-law from time to time, to assist Members in complying with the rules as enforced and interpreted.

51. Recording, Broadcasting and/or Live Streaming Meetings

- a) All Meetings with a Quorum of Members shall be audio and/or visually recorded, broadcast and/or live streamed publically by the Town, with the exception of Meetings closed to the public provided for in the Closed Session section of this Procedure By-law.

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- b) All Meetings of Committee of Adjustment, Property Standards Committee, and other quasi-judicial bodies or Committees of the Town shall be audio and/or visually recorded, broadcast and/or live streamed publically by the Town, with the exception of Meetings closed to the public provided for in the Closed Session section of this Procedure By-law.
- c) Attendees using their own recording, broadcasting and/or streaming devices are encouraged to inform the Clerk or recording secretary to ensure attendees at the Meeting are notified through the Chair.
- d) The approved minutes of a Meeting will form the official record of the Meeting. Any audio, video, or other record of the Meeting shall not be considered an official record.

52. Review of Procedure By-law

- a) Council shall review this By-law within the first six (6) months of the second year of each term of Council.
- b) The Clerk shall bring forward housekeeping amendments, as required or as directed by Council.

53. Severability

- a) Each and every one of the provisions of this Procedure By-law is severable and if any provisions of this Procedure By-law should, for any reason, be declared invalid by any Court, it is the intention and desire of Council that each and every one of the then remaining provisions of this Procedure By-law shall remain in full force and effect.

54. Enactment

- a) By-law Number 5920-16 be and is hereby repealed.
- b) This By-law shall come into full force and effect on May 1, 2018.

Enacted by Town of Aurora Council this 24th day of April, 2018.

Geoffrey Dawe, Mayor

Michael De Rond, Town Clerk

The Corporation of the Town of Aurora

By-law Number XXXX-18

**Being a By-law to establish a Compliance Audit Committee for
compliance audit applications received during the
2018 to 2022 Term of Council.**

Whereas subsection 88.37(1) of the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, Sched., as amended (the "Act") states a council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of the Act;

And whereas it is the responsibility of a compliance audit committee to consider compliance audit applications and reports from the Town Clerk relating to the campaign finances of candidates and registered third parties who participated in the 2018 Municipal Election or in any by-election that might occur during the 2018-2022 Term of Council;

And whereas the Regional Municipality of York and its constituent municipalities have collaborated on the recruitment of a roster of individuals, to be known as the Joint Compliance Audit Committee Roster, from which the local municipalities will appoint Compliance Audit Committees as necessary;

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

1. A Committee of three (3) members, to be known as the Compliance Audit Committee, is hereby established to deal with matters provided for in Sections 88.33, 88.34, 88.35 and 88.36 of the Act;
2. The members of the Compliance Audit Committee shall be selected by the Town Clerk from the following roster of individuals:

Terrence James Alderson
Ron Colucci
Jodi Feldman
Robert M. Freedman
Mark Gannage
Kelly Gravelle
Wm. J. Paul Jones
Reagan Ruslim
Vince Scaramuzza

Enacted by Town of Aurora Council this 24th day of April, 2018.

Geoffrey Dawe, Mayor

Michael de Rond, Town Clerk

The Corporation of the Town of Aurora

By-law Number XXXX-18

**Being a By-law to amend By-law Number 5439-12, to establish the
Aurora Hydro Sale Investment Reserve Fund.**

Whereas on December 18, 2012, the Council of The Corporation of the Town of Aurora (the "Town") enacted By-law Number 5439-12, being a by-law to establish the Aurora Hydro Sale Investment Reserve Fund;

And whereas on April 17, 2018, the General Committee of the Town recommended to Council to delete and replace section 7 of By-law Number 5439-12, as detailed in Report No. FS18-015;

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

1. Section 7 of By-law Number 5439-12 be and is hereby deleted and replaced with the following:
 - "7. That any expenditure or allocation of monies from the principal, or earned interest portions of the Fund as specified in paragraph 5 of this By-law, shall be made by resolution of Council as adopted by a vote of two-thirds (2/3) or more majority of those in attendance at the time of the vote. Such vote may only take place at a regularly scheduled meeting, or one which was duly called with at least fifteen calendar days prior notice to all members of Council."

Enacted by Town of Aurora Council this 24th day of April, 2018.

Geoffrey Dawe, Mayor

Michael de Rond, Town Clerk

The Corporation of The Town of Aurora

By-law Number XXXX-18

**Being a By-law to Confirm Actions by Council
Resulting from a Council Meeting
on April 24, 2018.**

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 April 24, 2018, 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.

Enacted by Town of Aurora Council this 24th day of April, 2018.

Geoffrey Dawe, Mayor

Michael de Rond, Town Clerk