



# **General Committee Meeting Agenda**

**Tuesday, March 20, 2018  
7 p.m.**

**Council Chambers  
Aurora Town Hall**



## **Town of Aurora General Committee Meeting Agenda**

Tuesday, March 20, 2018  
7 p.m., Council Chambers

Councillor Gaertner in the Chair

### **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 C9 inclusive, be approved:

**C1. OPS18-002 – Purchase Order Increase for Road Lining and Zone Painting**

**Recommended:**

1. That Report No. OPS18-002 be received; and
2. That the contract between the Town of Aurora and Guild Electric Ltd., as established through RFQ IES2016-66, be extended to include the 2018 option year; and
3. That Purchase Order No. 901 to Guild Electric Ltd. be increased by \$45,000 to \$128,101, excluding taxes, for the contract term of 2018.

**C2. OPS18-003 – Purchase Order Increase for Supply and Delivery of Trees**

**Recommended:**

1. That Report No. OPS18-003 be received; and
2. That the contract between the Town of Aurora and Dutchmaster Nurseries Ltd., as established through RFQ 2017-30-PRCS, be extended to include the 2018 option year; and
3. That Purchase Order No.1096 to Dutchmaster Nurseries Ltd. be increased by \$80,000 to \$160,000, excluding taxes, for the contract term of 2018.

**C3. OPS18-004 – Purchase Order Increase for Landscape Maintenance**

**Recommended:**

1. That Report No. OPS18-004 be received; and
2. That the contract between the Town of Aurora and Municipal Maintenance Inc., as established through RFQ 2017-19-PRCS, be extended to include the 2018 option year; and
3. That Purchase Order No.1101 to Municipal Maintenance Ltd. be increased by \$65,000 to \$139,176, excluding taxes, for the contract term of 2018.

**C4. OPS18-007 – Purchase Order Increase to Priestly Demolition Inc. for Interior Works at 89 Mosley Street**

**Recommended:**

1. That Report No. OPS18-007 be received; and
2. That Purchase Order No.1203 to Priestly Demolition Inc. be increased by \$36,169.75 to \$245,309.75, excluding taxes, for the contract term of 2018.

**C5. FS18-012 – Statement of Remuneration and Expenses for Members of Council, Committees and Local Boards**

**Recommended:**

1. That Report No. FS18-012 be received for information.

**C6. CMS18-007 – Dasher Board System in the Arena of the Aurora Family Leisure Complex Capital Project No. 72171**

**Recommended:**

1. That Report No. CMS18-007 be received; and
2. That Tender No. 2018-39-CMS for the supply and installation of the dasher board system in the arena of the Aurora Family Leisure Complex (AFLC) building be awarded to Welmar Recreational Products in the amount of \$216,496.00, 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.

**C7. Finance Advisory Committee Meeting Minutes of January 24, 2018**

**Recommended:**

1. That the Finance Advisory Committee meeting minutes of January 24, 2018, be received for information.

**C8. Environmental Advisory Committee Meeting Minutes of February 1, 2018**

**Recommended:**

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

**C9. Accessibility Advisory Committee Meeting Minutes of February 7, 2018**

**Recommended:**

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

**6. Consideration of Items Requiring Discussion (Regular Agenda)**

**R1. CS18-001 – Pending List**

(Deferred from General Committee meeting of February 20, 2018)

**Recommended:**

1. That Report No. CS18-001 be received for information.

**R2. CMS18-005 – Requests for Proposals for Vending and Concession Operations**

**Recommended:**

1. That Report No. CMS18-005 be received; and
2. That the Director of Community Services be authorized to issue a Request for Proposal for the operation of vending machines and concession stands in Town facilities; and
3. That the Request for Proposal include mandatory requirements for a minimum of 55% healthy food and beverage options, as described herein; and

4. That the Request for Proposal include specific requirements as selected by Council from the options listed herein.

**R3. FS18-013 – 2018 Water, Wastewater, Stormwater Budgets and Rates**

Presentation to be provided by Dan Elliott, Director, Financial Services

**Recommended:**

1. That Report No. FS18-013 be received; and
2. That the 2018 combined Water, Wastewater and Stormwater budget of \$23,637,600, be approved; and
3. That the 2018 retail water rate of \$2.01 per cubic metre and the retail wastewater rate of \$2.72 per cubic metre of water, be approved; and
4. That the 2018 flat rate stormwater charges of \$5.28 per unit per month for residential and condominium properties and \$67.07 per unit per month for metered non-residential commercial/industrial and multi-residential properties, be approved; and
5. That the new approved retail water, retail wastewater and stormwater charge rates 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; and
6. That the 2018 bulk water purchase rate of \$4.73 per cubic metre dispensed effective May 1, 2018, be approved; and
7. That the Town's full time staff complement for all work areas except Library and Central York Fire be increased by 2 to 223 to reflect the operational requirements of the water, wastewater and stormwater areas; and
8. That the necessary By-law to implement the 2018 retail water rate, retail wastewater rate, stormwater charge and bulk water purchase rate, be enacted.

**R4. CS18-005 – Amendments to the Use of Corporate Resources for Election Campaign Purposes Policy**

**Recommended:**

1. That Report No. CS18-005 be received; and
2. That amendments to the Use of Corporate Resources for Election Campaign Purposes Policy regarding Third Party Advertisers and Nomination Day, be approved.

**R5. FS18-004 – 2019 Budget Development Direction**

**Recommended:**

1. That Report No. FS18-004 be received; and
2. That the key principals for the 2019 operating budget development, be endorsed.

**R6. PDS18-023 – Application for Draft Plan of Condominium Navelli Dwellings Inc.  
15278 Yonge Street  
File Number: CDM-2017-04  
Related File Numbers: SP-2015-08, OPA-2015-04 and ZBA-2015-10**

**Recommended:**

1. That Report No. PDS18-023 be received; and
2. That the Application for Draft Plan of Condominium (Standard Condominium) CDM-2017-04 (Navelli Dwellings Inc.), be approved, subject to the conditions outlined in Appendix “A” of this report; and
3. That the Mayor and Town Clerk be authorized to execute any Agreement(s) referenced in the Conditions of Approval, including any and all documents and ancillary agreements required to give effect to same.

**R7. PDS18-026 – Implementation of Train Whistle Cessation for GO Train Crossings Design and Peer Review Budget**

**Recommended:**

1. That Report No. PDS18-026 be received; and
2. That this report satisfy Council's conditional budget approval for capital project no. 34532 – Train Whistle Cessation in the amount of \$235,000; and
3. That approval be given for staff to proceed with capital project No. 34532; and
4. That the Mayor and Town Clerk be authorized to execute agreements between the Town of Aurora, the Region and/or Metrolinx, including any and all documents and ancillary agreements required to give effect to same.

**R8. PDS18-028 – Application for Zoning By-law Amendment  
Canadian Tire Real Estate Limited  
14700 Yonge Street  
Part of Lots 76 and 77, Concession 1  
File Number: ZBA-2016-05**

**Recommended:**

1. That Report No. PDS18-028 be received; and
2. That the Application to Amend the Zoning By-law File Number ZBA-2016-05 (Canadian Tire Real Estate Limited), to amend the site specific C4-15 zoning provisions to allow additional commercial uses, be approved; and
3. That the implementing Zoning By-law Amendment be presented at a future Council Meeting.



**7. Notices of Motion**

**(a) Councillor Mrakas**

**Re: Complete Streets**

**(b) Councillor Mrakas**

**Re: Centre of Excellence**

**(c) Mayor Dawe**

**Re: Future Vision with York Region District School Board**

**8. New Business**

**9. Closed Session**

**10. Adjournment**



**Town of Aurora  
General Committee Report**

**No. OPS18-002**

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**Subject:** Purchase Order Increase for Road Lining and Zone Painting  
**Prepared by:** Jim Tree, Manager, Roads & Water (Acting)  
**Department:** Operational Services  
**Date:** March 20, 2018

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### **Recommendation**

- 1. That Report No. OPS18-002 be received; and**
- 2. That the contract between the Town of Aurora and Guild Electric Ltd., as established through RFQ IES2016-66 be extended to include the 2018 option year; and**
- 3. That Purchase Order No. 901 to Guild Electric Ltd. be increased by \$45,000 to \$128,101, excluding taxes, for the contract term of 2018.**

### **Executive Summary**

This report seeks Council approval to extend the contract with Guild Electric Ltd. for 2018, for pavement markings for various streets in Aurora with the Roads Division as the approved vendor, as selected through RFQ IES 2016-66, as follows:

- Exercising the option year extension of this contract is a routine process having no additional financial impact on the annual or capital budget
- Sufficient funds have been approved in the 2018 Roads Operations Budget
- The overall total of this contract expenditure exceeds the \$100,000 threshold as prescribed by the Procurement By-law; therefore, Council approval is required

### **Background**

Staff prepared and released RFQ IES2016-66 for pavement markings for various streets in the Town of Aurora for the Roads Division.

The contract was awarded for one (1) year for 2016, with the option to renew for an additional two (2), one (1) year periods based on satisfactory performance of the Contractor. The contract includes rates up to the third option year.

## **Analysis**

### **Exercising the option year extension of this contract is a routine process having no additional financial impact on the annual or capital budget**

The extension of a PO is an annual procurement process and has no impact on Council approved budgets. The Contractors have fulfilled the requirements of the contracts in a satisfactorily manner within 2016 and 2017, and staff recommend extending the contract for option year two (2) being 2018.

PO No. 901 was issued by the Town for the first year of the contract only. The PO was issued in the amount of \$41,148, excluding taxes, for work performed by the Contractor in 2016. In December 2016 the PO was increased by \$41,953 for extension of the contract to 2017, the first optional year of the contract.

### **Sufficient funds have been approved in the 2018 Roads Operations Budget**

Within the annual Roads Operation budget, there is an allocation of \$50,000 for the road line and zone painting contract and based on the annual actual expenses incurred years this amount will be sufficient to complete the necessary scope of work.

### **With the overall total of this contract expenditure exceeding the \$100,000 threshold as prescribed by the Procurement By-law Council approval is required**

The extension of the contract to the second optional year will require the PO to be increased by \$45,000 bringing the total expenditure to \$128,101 which exceeds the \$100,000 Procurement By-law limit. Council authorization to extend the PO No. 901 is required.

## **Advisory Committee Review**

Not applicable.

## **Legal Considerations**

In accordance with the Procurement By-Law, Council approval is required since the contract expenditure will exceed the \$100,000 threshold.

## **Financial Implications**

The Town has an approved annual budget of \$50,000 pavement markings for various streets in the Town of Aurora for the Roads Division.

PO No. 901 is required to be revised from \$83,101 to \$128,101. As this is a multi-year PO, the current PO value reflects costs already incurred for 2016 and 2017 only.

## **Communications Considerations**

There is no external communication required.

## **Link to Strategic Plan**

Maintaining the Town's roads system supports the Strategic Plan Goal of Investing in Sustainable Infrastructure by maintaining infrastructure to support forecasted population growth through technology, waste management, roads, emergency services and accessibility.

## **Alternative(s) to the Recommendation**

1. Pavement and zone marking is a mandatory level of service in maintaining the Town's roads systems. There are currently no other viable options.

## **Conclusions**

Staff recommend extending the contract for pavement and zone line painting with Guild Electric Ltd. for the final option year.

It is further recommended that the PO be increased by \$45,000 for pavement markings in Aurora, for 2018 to a revised value of \$128,101, excluding taxes.

## **Attachments**

None.

March 20, 2018

Page 4 of 4

Report No. OPS18-002

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### **Previous Reports**

None.

### **Pre-submission Review**

Agenda Management Team review on March 1, 2018

### **Departmental Approval**



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**Allan D. Downey**  
Director  
Operational Services

### **Approved for Agenda**



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**Doug Nadorozny**  
Chief Administrative Officer



**Town of Aurora  
General Committee Report**

**No. OPS18-003**

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**Subject:** Purchase Order Increase for Supply and Delivery of Trees  
**Prepared by:** Sara Tienkamp, Manager, Parks & Fleet  
**Department:** Operational Services  
**Date:** March 20, 2018

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### **Recommendation**

- 1. That Report No. OPS18-003 be received; and**
- 2. That the contract between the Town of Aurora and Dutchmaster Nurseries Ltd., as established through RFQ 2017-30-PRCS, be extended to include the 2018 option year; and**
- 3. That Purchase Order No.1096 to Dutchmaster Nurseries Ltd. be increased by \$80,000 to \$160,000, excluding taxes, for the contract term of 2018.**

### **Executive Summary**

This report seeks Council approval to extend the contract with Dutchmaster Nurseries Ltd. for 2018, for supply and delivery of trees in Aurora with the Parks Division as the approved vendor, as selected through RFQ 2017-30-PRCS.

- Extension of second year option renewal of contracts is a routine process with no additional financial impact on the annual or capital budgets
- Funding approved in the 2018 Parks Operational and Capital budgets
- Contract expenditure will exceed the \$100,000 threshold in the Procurement By-law, therefore requiring Council approval.

### **Background**

Staff prepared and released RFQ 2017-30-PRCS for the supply and delivery of trees for the street tree planting program in the Town of Aurora for the Parks Division.

The contract was awarded for one (1) year for 2017, with the option to renew for an additional one (1) year period based on satisfactory performance of the Contractor. The contract includes rates up to the second option year.

March 20, 2018

Page 2 of 4

Report No. OPS18-003

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## **Analysis**

### **Extension of second year option renewal of contracts is a routine process with no additional financial impact on the annual or capital budgets**

The extension of a PO is an annual procurement process and has no impact on Council approved budgets. The Contractors have fulfilled the requirements of the contracts in a satisfactorily manner within 2017, and staff recommend extending the contract for option year two (2) being 2018.

PO No. 1096 was issued by the Town for the first year of the contract only. The PO was issued in the amount of \$80,000, excluding taxes, for work performed by the Contractor in 2017. The extension of the contract to the second optional year will require the PO to be increased by \$80,000 bringing the total expenditure to \$160,000 which exceeds the \$100,000 Procurement By-law limit. Council authorization to extend the PO No. 1096 is required.

### **Funding approved in the 2018 Parks Operational and Capital budgets**

Within the annual Parks Operation budget, there is an allocation of \$50,000 for the purchase of trees on residential streets and parks. Purchase of tree expenses incurred in previous years reflects that this amount will be sufficient to complete the necessary scope of work. As well, it will also be necessary to utilize \$30,000 from the Capital Emerald Ash Borer account to replant ash trees that have not responded to treatment for the borer.

### **Contract expenditure will exceed the \$100,000 threshold in the Procurement By-law, therefore requiring Council approval**

The extension of the contract for the second optional year will require the PO to be increased by \$80,000 bringing the total expenditure to \$160,000 which exceeds the \$100,000 Procurement By-law limit. Council authorization to extend the PO No. 1096 is required.

## **Advisory Committee Review**

Not applicable.

## **Legal Considerations**

In accordance with the Procurement By-Law, Council approval is required since the contract expenditure will exceed the \$100,000 threshold.

## **Financial Implications**

The Town has an approved annual budget of \$50,000 purchase of trees in the Town of Aurora for the Parks Division. Additionally, \$30,000 is available out of the \$235,000 approved Emerald Ash Borer Capital account to purchase trees for replanting.

PO No. 1096 is required to be revised from \$80,000 to \$160,000. As this is a multi-year PO, the current PO value reflects costs already incurred for 2017 only.

## **Communications Considerations**

There is no external communication required.

## **Link to Strategic Plan**

The Purchase Order increase supports the Strategic Plan goal of Supporting Environmental Stewardship and Sustainability for all through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

Encouraging the stewardship of Aurora's natural resources: Assess the merits of measuring the Town's natural capital assets.

## **Alternative(s) to the Recommendation**

1. Planting of trees is outlined in our Urban Forestry Policy and is a level of service provided to achieve the maximum benefits of the urban forest. There are no other viable options.

## **Conclusions**

Staff recommend extending the contract for purchase of trees with Dutchmaster Nurseries Ltd. for the final option year.



March 20, 2018

Page 4 of 4

Report No. OPS18-003

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It is further recommended that the PO be increased by \$80,000 for purchase of trees in Aurora, for 2018 to a revised value of \$160,000, excluding taxes.

**Attachments**

None.

**Previous Reports**

None.

**Pre-submission Review**

Agenda Management Team review on March 1, 2018

**Departmental Approval**

**Approved for Agenda**



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**Allan D. Downey**  
Director  
Operational Services



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**Doug Nadorozny**  
Chief Administrative Officer



**Town of Aurora  
General Committee Report**

**No. OPS18-004**

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**Subject:** Purchase Order Increase for Landscape Maintenance  
**Prepared by:** Sara Tienkamp, Manager, Parks & Fleet  
**Department:** Operational Services  
**Date:** March 20, 2018

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### **Recommendation**

- 1. That Report No. OPS18-004 be received; and**
- 2. That the contract between the Town of Aurora and Municipal Maintenance Inc., as established through RFQ 2017-19-PRCS, be extended to include the 2018 option year; and**
- 3. That Purchase Order No.1101 to Municipal Maintenance Ltd. be increased by \$65,000 to 139,176, excluding taxes, for the contract term of 2018.**

### **Executive Summary**

This report seeks Council approval to extend the contract with Municipal Maintenance Inc. for 2018, for landscape maintenance services in Aurora with the Parks Division as the approved vendor, as selected through RFQ 2017-19-PRCS.

- Funding approved in the 2018 Parks Operational budget
- Extension of second year option renewal of contracts is a routine process with no additional financial impact on the annual budget
- Contract expenditure will exceed the \$100,000 threshold in the Procurement By-law, therefore requiring Council approval.

### **Background**

Staff prepared and released RFQ 2017-19-PRCS for landscape services for turf and shrub bed maintenance in the Town of Aurora for the Parks Division.

The contract was awarded for one (1) year for 2017, with the option to renew for an additional one (1) year period based on satisfactory performance of the Contractor. The contract includes rates up to the second option year.

## **Analysis**

### **Funding approved in the 2018 Parks Operational budget**

Within the annual Parks Operation budget, there is an allocation of \$65,000 for shrub bed and turf maintenance for 2018. As a result of converting traffic circle shrub beds to turf in 2017, there has been a decrease in the number of shrub beds to be maintained in the contract. Therefore the 2018 budget allocation for shrub bed maintenance was decreased to \$65,000 from \$75,000 in 2017.

### **Extension of second year option renewal of contracts is a routine process with no additional financial impact on the annual or capital budgets**

The extension of a PO is an annual procurement process and has no impact on Council approved budgets. The Contractor has fulfilled the requirements of the contracts in a satisfactorily manner within 2017, and staff recommend extending the contract for the only option year being 2018.

PO No. 1101 was issued by the Town for the first year of the contract only. The PO was issued in the amount of \$74,176, excluding taxes, for work performed by the Contractor in 2017. The extension of the contract for the only option year will require the PO to be increased by \$65,000 bringing the total expenditure to \$139,176 which exceeds the \$100,000 Procurement By-law limit. Council authorization to extend the PO No. 1101 is required.

### **Contract expenditure will exceed the \$100,000 threshold in the Procurement By-law, therefore requiring Council approval**

The extension of the contract for the only optional year will require the PO to be increased by \$65,000 bringing the total expenditure to \$139,176 which exceeds the \$100,000 Procurement By-law limit. Council authorization to extend the PO No. 1101 is required.

## **Advisory Committee Review**

Not applicable.

March 20, 2018

Page 3 of 4

Report No. OPS18-004

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## **Legal Considerations**

In accordance with the Procurement By-Law, Council approval is required since the contract expenditure will exceed the \$100,000 threshold.

## **Financial Implications**

The Town has an approved annual budget of \$65,000 to preform shrub bed and turf maintenance in the Town of Aurora for the Parks Division.

PO No. 1101 is required to be revised from \$74,176 to \$139,176. As this is a multi-year PO, the current PO value reflects costs already incurred for 2017 only.

## **Communications Considerations**

There is no external communication required.

## **Link to Strategic Plan**

The Purchase Order increase supports the Strategic Plan goal of Supporting Environmental Stewardship and Sustainability for all through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

Encouraging the stewardship of Aurora's natural resources: Assess the merits of measuring the Town's natural capital assets.

## **Alternative(s) to the Recommendation**

1. Shrub bed maintenance and turf mowing service levels are outlined in the Parks Maintenance Standards and provide for maintaining shrub beds and turf in a well-groomed appearance. There are no other viable options without sacrificing service level.

## **Conclusions**

Staff recommend extending the contract for landscape services with Municipal Maintenance Inc. for the final option year.

March 20, 2018

Page 4 of 4

Report No. OPS18-004

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It is further recommended that the PO be increased by \$65,000 for landscape maintenance in Aurora, for 2018 to a revised value of \$139,176, excluding taxes.

### **Attachments**

None.

### **Previous Reports**

None.

### **Pre-submission Review**

Agenda Management Team review on March 1, 2018

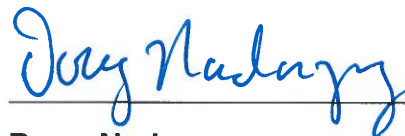
### **Departmental Approval**

### **Approved for Agenda**



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**Allan D. Downey**  
Director  
Operational Services



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**Doug Nadorozny**  
Chief Administrative Officer



**Town of Aurora  
General Committee Report**

**No. OPS18-007**

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**Subject:** Purchase Order Increase for Priestly Demolition Inc. for Interior Works at 89 Mosley Street

**Prepared by:** Allan D. Downey, Director of Operations

**Department:** Operational Services

**Date:** March 20, 2018

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## **Recommendation**

- 1. That Report No. OPS18-007 be received; and**
- 2. That Purchase Order No.1203 to Priestly Demolition Inc. be increased by \$36,169.75 to \$245,309.75, excluding taxes, for the contract term of 2018.**

## **Executive Summary**

This report seeks Council approval to increase Purchase Order No. 1203 to Priestly Demolition Inc. (PDI):

- PO Increase was approved for additional works at 56 Victoria and to the interior at the Armoury (89 Mosley)
- Additional PO Increase required for the Armoury (89 Mosley)
- Contract expenditure will exceed the 10% threshold in the Procurement By-law, therefore requiring Council approval.

## **Background**

At its January 23, 2018 meeting, Council approved Report No. FS18-001 for a contract extension to PDI for additional works at 52 and 56 Victoria Street and for the interior demolition, including hazardous materials, of the Armoury building at 89 Mosley Street.

## **Analysis**

**PO Increase was approved for additional works at 56 Victoria and to the interior at the Armoury (89 Mosley)**

PO No. 1203 was issued by the Town for Tender 2017-117-PRCS to PDI in the amount of \$111,300, excluding taxes, for the demolition of Two (2) Buildings located at 52 and 56 Victoria Street.

March 20, 2018

Page 2 of 4

Report No. OPS18-007

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On January 23, 2018, through Report No. FS18-001, Council increased this PO to cover the costs of additional work asbestos removal and recovery of four wooden beams at 56 Victoria and the interior demolition of 89 Mosley in the amount of \$97,840, bringing the total to \$209,140.

**Additional PO Increase required for the Armoury (89 Mosley)**

Staff has since requested additional interior works and received two Quotations from PDI for the:

- Complete removal and disposal of the asbestos containing pipe wrap, elbows and T-fittings on the main floor and attic space; and
- Complete removal and disposal of non-structural ceiling joists

In the amount of \$36,169.75.

**Contract expenditure will exceed the 10% threshold in the Procurement By-law, therefore requiring Council approval**

These additional works increase the PO by a further \$36,169.75 bringing the new total to \$245,309.75, excluding taxes, which exceeds the 10% Procurement By-law limit. As such, Council authorization to increase PO No. 1203 is required.

**Advisory Committee Review**

Not applicable.

**Legal Considerations**

In accordance with the Procurement By-Law, Council approval is required since the contract expenditure will exceed the \$100,000 threshold.

**Financial Implications**

<b>TOTAL BUDGET AVAILABLE</b>	<b>\$425,000</b>
BASE CONTRACT	\$111,300
PO Increase (Report FS18-001)	\$24,190
<ul style="list-style-type: none"> <li>• Asbestos removal floor tiles \$16,690</li> <li>• poly wrap, transport and delivery of four wooden beams \$7,500</li> </ul>	
PO Increase (Report FS18-001)	\$73,650
<ul style="list-style-type: none"> <li>• Interior demolition and abatement for 89 Mosley</li> </ul>	
PO Increase (Report OPS18-007)	\$36,169.75
<ul style="list-style-type: none"> <li>• Complete removal and disposal of the asbestos containing pipe wrap, elbows and T-fittings on the main floor and attic space \$28,090</li> <li>• Complete removal and disposal of non-structural ceiling joists \$8,079.75</li> </ul>	
New Total	\$245,309.75
Budget remaining	\$179,690.25

These additional works increase the PO by a further \$36,169.75 bringing the new total to \$245,309.75, excluding taxes, which exceeds the 10% Procurement By-law limit. As such, Council authorization to increase PO No. 1203 is required. Sufficient funding is available in the project budget.

**Communications Considerations**

There is no external communication required.

**Link to Strategic Plan**

The Purchase Order increase supports the Strategic Plan in the redevelopment of Library Square.



March 20, 2018

Page 4 of 4

Report No. OPS18-007

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### **Alternative(s) to the Recommendation**

No Alternative. Work is required to remove all hazardous materials within the Armoury and has already been completed in an effort to maintain the project schedule.

### **Conclusions**

Staff recommend that PO 1203 be increased by \$36,169.75 bringing the new total to \$245,309.75, excluding taxes.

### **Attachments**

None.

### **Previous Reports**

PRCS17-024 Space Accommodation for Community Groups, June 20, 2017  
PRCS17-036 Space Accommodation for 52 & 56 Victoria Street, October 17, 2017  
PRCS17-045 Award of Tender 2017-117-PRCS Demolition of Two (2) Buildings  
Located at 52 and 56 Victoria Street in Aurora, November 21, 2017  
FS18-001 Contracts Awarded Under Delegated Authority, January 23, 2018

### **Pre-submission Review**

Agenda Management Team review on March 1, 2018

### **Departmental Approval**



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**Allan D. Downey**  
Director  
Operational Services

### **Approved for Agenda**



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**Doug Nadorozny**  
Chief Administrative Officer



**Town of Aurora  
General Committee Report No. FS18-012**

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**Subject: Statement of Remuneration and Expenses for Members of Council, Committees and Local Boards**

**Prepared by:** Dan Elliott, Director of Financial Services - Treasurer

**Department:** Financial Services

**Date:** March 20, 2018

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## **Recommendation**

1. That Report No. FS18-012 be received.

## **Executive Summary**

This report is to fulfil the statutory reporting and disclosure requirements of Section 284(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended, (the Act) in respect of the 2017 compensation and expenses paid to members of Council and its Committees and Local Boards.

- All remuneration and expenses paid were properly approved and budgeted.
- One-third tax free status of Council compensation ended on December 31, 2017.
- Current and prior year reports are available on the Town's website.

## **Background**

Under the Act, the Treasurer of every municipality must submit annually to the Council of the municipality an itemized statement of the remuneration and expenses paid to each member of Council in respect of his/her services as a member of Council. The report is also to include remuneration and expenses paid to any appointed member of a Committee of Council or a Local Board in respect of his/her services as a member of the Committee or Board. For Aurora, this would include all persons of appointed committees, and the Aurora Public Library Board.

## **Analysis**

### **All remuneration and expenses paid were properly approved and budgeted.**

Attachments #1 through #3 make the statutory disclosures for compensation and expenses of 2017.

The statutory disclosure requires only “a statement on remuneration and expenses paid to” the respective members. There is no prescribed or regulated format for such disclosure statement. These vary from municipality to municipality. The format used in this report is similar to those used in the last several years.

Many times, the Town of Aurora pays some of the expenses directly by Town cheque or Town credit card on behalf of the member. Items such as airlines, hotels and conference registrations are often, although not always, paid this way. Some of these expenses are incurred directly by the members personally and then reimbursed. To ensure all similar expenses are disclosed for each member, Attachment #2 includes both payments made to reimburse members, separated from the payments made directly on their behalf. Only the amounts actually reimbursed to the members has been carried up to Attachment #1 for compliance with the Act.

Remuneration, travel allowance, expense and conference/seminar expense reimbursements are paid to the Mayor and Councillors in accordance with By-law No. 5564-13 and Administrative Procedure No. 57. Additionally the budgets for such were included in the 2017 Operating Budget which was approved with the passing of confirmatory By-law #5937-16 on December 13, 2016. The Committee of Adjustment members are paid a stipend per meeting attended in accordance with their Terms of Reference approved by Council each term.

### **One-third tax free status of Council compensation ended on December 31, 2017**

The salary compensation paid to elected members of Aurora Council is one-third tax free for income tax purposes in accordance with provisions of Section 283(5) of the Act. This has since been changed by by-law passed by Council taking effect January 1, 2018. Since that time, all salary compensation paid to our elected officials is 100% subject to income taxes and other statutory deductions.

Any remuneration paid to the Town of Aurora's Regional Councillor (Mayor) on behalf the Regional Municipality of York under the terms of a Joint Service Agreement is not

March 20, 2018

Page 3 of 4

Report No. FS18-012

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included in the amounts of Attachment #1, as these will be reported on separately by the Regional Municipality of York as the statute applies.

### **Advisory Committee Review**

Not applicable.

### **Legal Considerations**

This is a statutory disclosure report for information purposes only.

### **Financial Implications**

All 2017 Council, Committee and Board members' remuneration and expenses have been incurred in accordance with Town bylaws and policies and have herein been reported as required under Section 284 (1) of the Act.

### **Communications Considerations**

The whole of this report will be posted to the Members of Council page on the Town's website. Prior year reports also remain available.

### **Link to Strategic Plan**

Reporting on the compensation and expenses of members of Council, committees and local boards meets statutory reporting requirements aimed at ensuring and supporting the Town's Strategic Plan principles of transparency and accountability of government.

### **Alternative(s) to the Recommendation**

None. Information report only.

### **Conclusions**

All 2017 Council, Committee and Board members' remuneration and expenses have been incurred in accordance with Town bylaws and policies and have herein been reported as required under Section 284 (1) of the Municipal Act. This report will be posted to the Town's website along with previous reports.

March 20, 2018

Page 4 of 4

Report No. FS18-012

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## **Attachments**

Attachment #1 – Statement of Remuneration and Expenses paid to Members of Council

Attachment #2 – Disclosure of Expenditures of Members of Council

Attachment #3 – Remuneration and Expenses paid to Appointed Members of  
Committees and Boards.

## **Previous Reports**

This is an annual report. Reports for 2011 through to 2016 are currently available on the Members of Council page of the Town's [website](#).

## **Pre-submission Review**

Agenda Management Team review on March 1, 2018

### **Departmental Approval**



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**Dan Elliott  
Director & Treasurer  
Financial Services**

### **Approved for Agenda**



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**Doug Nadorozny  
Chief Administrative Officer**

## Town of Aurora

### Statement of Remuneration and Expenses Paid to Elected Members in 2017

	REMUNERATION	BENEFITS	VEHICLE/TRAVEL ALLOWANCE	EXPENSES REIMBURSED	TOTAL
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See  
Attachment #2

#### Members of Council

Dawe, Geoffrey, Mayor	** \$ 70,695	\$ 20,847	\$ 8,686	\$ 892	\$ 101,120
John Abel, Deputy Mayor	29,366		1,822	1,443	32,631
Wendy Gaertner	29,366		1,822	-	31,188
Sandra Humfries	29,366		1,822	886	32,074
Harold Kim	29,366		1,822	2,380	33,568
Tom Mrakas	29,366		1,822	1,138	32,326
Paul Pirri	29,366		1,822	759	31,947
Jeff Thom	29,366		1,822	1,309	32,497
Michael Thompson	29,366		1,822	1,344	32,532
	\$ 305,623	\$ 20,847	\$ 23,262	\$ 10,152	\$ 359,884

\*\* Excludes any remuneration paid to the Regional Councillor (Mayor) by the Town of Aurora on behalf of York Region under the Terms of a Joint Services Agreement. Such amounts are reported separately by York Region.

All remuneration and expenses were properly documented, approved and authorized by by-laws, and were within allocated budgets. Prepared for Council pursuant to Section 284(1) of the Municipal Act, 2001.

\_\_\_\_\_  
 Dan Elliott, Treasurer  
 March 20, 2018

# General Committee Meeting Agenda Tuesday, March 20, 2018

Town of Aurora  
Disclosure of Expenditures of Members of Council  
For the period January 1 to December 31, 2017

Attachment #2

Training/ Seminars/ Conferences **	Out of Town mileage/ tolls/ parking	FCM Board Meetings (Member)	Special Events	Meals/ Hospitality (excl. alcohol)	Alcoholic Beverages	Other Expenses	Total
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### Expenditure Budgets: (full year)

Unallocated Pooled Budget	\$20,000	\$8,000	\$6,900	\$2,000			\$36,900
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### Reimbursed to Member:

Mayor Dawe	311	436	-	-	145	-	-	892
Deputy Mayor Abel	1,443	-	-	-	-	-	-	1,443
Councillor Gaertner	-	-	-	-	-	-	-	-
Councillor Humfries	886	-	-	-	-	-	-	886
Councillor Kim	2,380	-	-	-	-	-	-	2,380
Councillor Mrakas	1,138	-	-	-	-	-	-	1,138
Councillor Pirri	-	-	759	-	-	-	-	759
Councillor Thom	1,309	-	-	-	-	-	-	1,309
Councillor Thompson	1,344	-	-	-	-	-	-	1,344

### Paid by Town on Behalf of Member:

Mayor Dawe	-	41	-	446	2,141	-	-	2,628
Deputy Mayor Abel	748	-	-	158	-	-	-	906
Councillor Gaertner	-	-	-	-	-	-	-	-
Councillor Humfries	1,118	-	-	274	-	-	-	1,392
Councillor Kim	1,905	-	-	113	-	-	-	2,018
Councillor Mrakas	1,873	-	-	448	-	-	-	2,321
Councillor Pirri	-	-	4,711	-	-	-	-	4,711
Councillor Thom	1,157	-	-	-	-	-	-	1,157
Councillor Thompson	1,873	-	-	273	-	-	-	2,146

### Total Expenses:

Mayor Dawe	311	477	-	446	2,286	-	-	3,520
Deputy Mayor Abel	2,191	-	-	158	-	-	-	2,349
Councillor Gaertner	-	-	-	-	-	-	-	-
Councillor Humfries	2,004	-	-	274	-	-	-	2,278
Councillor Kim	4,285	-	-	113	-	-	-	4,398
Councillor Mrakas	3,011	-	-	448	-	-	-	3,459
Councillor Pirri	-	-	5,470	-	-	-	-	5,470
Councillor Thom	2,466	-	-	-	-	-	-	2,466
Councillor Thompson	3,217	-	-	273	-	-	-	3,490
<b>Total All</b>	<b>17,486</b>	<b>477</b>	<b>5,470</b>	<b>1,712</b>	<b>2,286</b>	<b>-</b>	<b>-</b>	<b>27,431</b>

\*\* includes related travel, accommodation, and included meals

Note: This report is not intended to reconcile to line account totals, as staff and administrative items have been excluded for purposes of this report.

### Training/ Seminars/ Conferences Attended

Mayor Dawe	Association of Municipalities of Ontario (AMO) Conference (Ottawa), Federation of Canadian Municipalities (FCM) Conference (Ottawa)
Deputy Mayor Abel	AMO Conference
Councillor Gaertner	-
Councillor Humfries	FCM Conference
Councillor Kim	AMO Conference, FCM Conference
Councillor Mrakas	AMO Conference, FCM Conference
Councillor Pirri	FCM Conference
Councillor Thom	FCM Conference
Councillor Thompson	AMO Conference, FCM Conference

Note: Mayor Dawe's conferences funded by Regional Municipality of York.

# General Committee Meeting Agenda Tuesday, March 20, 2018

Attachment #3

Town of Aurora  
Summary of Remuneration and Expenses Paid in 2017  
Appointed Members of Committees and Boards

RENUMERATION	OTHER EXPENSES REIMBURSED	TOTAL
\$ 1,159		\$ 1,159
1,159		1,159
1,090		1,090
1,159	\$ -	1,159
421		421
211		211
<u>\$ 5,199</u>	<u>\$ -</u>	<u>\$ 5,199</u>

**Appointed Members of Committees and Boards**

Tom Plamondon - Vice-Chair	Committee of Adjustment/Property Standards Committee
Roy J. Harrington	Committee of Adjustment/Property Standards Committee
Grace L. Marsh - Chair	Committee of Adjustment/Property Standards Committee
David Mhango	Committee of Adjustment/Property Standards Committee
Hank Gosar (eff Sept./17)	Committee of Adjustment/Property Standards Committee
Nick Racanelli (resigned May/17)	Committee of Adjustment/Property Standards Committee

**Members with no payments made:**

Heritage Advisory Committee

Staff Liaison – Jeff Healey  
Councillor Jeff Thom – Vice Chair  
Councillor Wendy Gaertner - Chair  
Neil Asselin (eff Sep/16)  
Barry Bridgeford  
Kathy Constable (resigned May/16)  
Carol Gravelle (resigned June/17)  
Martin Paivio  
Bob McRoberts (Honourary Member)  
John Kazilis  
James Hoyes  
Ken Turriff (eff Sept./17)

Environmental Advisory Committee

Staff Liaison – Christina Nagy-Oh  
Councillor Tom Mrakas – Vice Chair  
Councillor – Paul Pirri - Chair  
Irene Clement  
Larry Fedec  
Danielle Howell (resigned Jun/16)  
Melville James  
Jennifer Sault (eff Sep/16)  
Sara Varty  
Nancee Webb  
Kristina Zeromskiene

Aurora Public Library Board

Staff Liaison – Jill Foster  
Councillor Sandra Humfries (eff Feb/17)  
Councillor Harold Kim  
Councillor Paul Pirri  
Elaine Copsyey  
Tom Connor  
Nancy E. Browne - Chair  
C. Jan Freedman  
Rino Roncadin  
Greg Smith - Vice Chair

Economic Development Advisory Committee

Staff Liaison – Anthony Ierullo  
Councillor Paul Pirri – Vice Chair  
Councillor John Abel - Chair  
Don Constable  
Rosalyn Gonsalves  
Marilee Harris  
Bruce Walkinshaw  
Chamber Rep: Paul Smith (to Jan/16)  
Chamber Rep: Javed Khan (eff Mar/16)

Parks, Recreation and Cultural Advisory Committee

Staff Liaison – Al Downey  
Councillor Michael Thompson – Vice Chair  
Councillor Tom Mrakas - Chair  
Juergen Daurer  
Richard Doust  
Eric McCartney  
Brian Trussler  
Sport Aurora Rep: Stephen Kimmerer  
Sport Aurora Rep: Reg Chappell (eff May/17)

Community Recognition Review Advisory Committee

Staff – Jennifer Norton, Anthony Ierullo (to Jun/16)  
Staff – Shelley Ware (eff Jun/16)  
Councillor Tom Mrakas - Chair  
Councillor Sandra Humfries - Vice Chair  
Diane Buchanan  
Steve Hinder  
Tim Jones  
Brian North  
Jo-anne Spitzer

Trails and Active Transportation Committee

Staff Liaison – Jim Tree  
Councillor Sandra Humfries – Vice Chair  
Councillor Tom Mrakas - Chair  
Alison Collins-Mrakas  
Bill Fraser  
Laura Lueloff  
EAC Rep: Nancee Webb  
PRCSAC Rep: Richard Doust

Accessibility Advisory Committee

Staff Liaison – Chris Catania  
Councillor John Abel  
Tyler Barker – Chair  
Gordon Barnes  
James Hoyes  
John Lenchak - Vice Chair  
Jo-anne Spitzer (eff Feb/16)

Canada 150 Ad Hoc Committee

Staff Liaisons – Shelley Ware, Laura Sheardown  
Mayor Dawe - Chair  
Ian Bryan (eff Sep/16)  
Damian D'Aguiar  
Art Hagopian  
Kelly Mathews  
Natalia Sidlar (resigned Aug/16)  
Ken Turriff

Finance Advisory Committee

Staff Liaisons – Doug Nadorozny, Dan Elliott  
Councillor Michael Thompson - Chair  
Councillor Harold Kim  
Mayor Geoffrey Dawe

Governance Review Ad Hoc Committee

Anita Moore - Chair  
Anna Lozyk Romeo - Vice Chair  
Steve Hinder  
Bill Hogg  
Terry Jones

All remuneration and expenses were properly documented, approved and authorized by by-laws, and were within allocated budgets.  
Prepared for Council pursuant to Section 284(1) of the Municipal Act, 2001.

Dan Elliott, Treasurer  
March 20, 2018





**Town of Aurora**

**General Committee Report**

**No. CMS18-007**

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**Subject:** Dasher Board System in the Arena of the Aurora Family Leisure Complex Capital Project No. 72171

**Prepared by:** Phillip Galin, Manager, Facilities & Property

**Department:** Community Services

**Date:** March 20, 2018

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### **Recommendation**

- 1. That Report No. CMS18-007 be received; and**
- 2. That Tender No. 2018-39-CMS for the supply and installation of the dasher board system in the arena of the Aurora Family Leisure Complex (AFLC) building be awarded to Welmar Recreational Products in the amount of \$216,496.00 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.**

### **Executive Summary**

This report seeks council approval to award Tender No. 2018-39-CMS for the supply and installation of the dasher board system in the arena of the Aurora Family Leisure Complex (AFLC) building.

- The dasher board system in the arena of the AFLC is in need of replacement.
- The scope of work is to remove the old wood system and replace it with a metal sub-structure.
- The proposed work will include: disposal and removal of present structure, supply and installation of boards, players benches, glass and netting around rink.
- The current dasher board system is the original dasher board system in the arena at the AFLC.

March 20, 2018

Page 2 of 5

Report No. CMS18-007

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## **Background**

The dasher board system in the arena of the AFLC replacement was originally evaluated and submitted in the capital budget for 2018. Consultants estimated the work at approximately \$300,000. The timing of work must be coordinated as the existing wood framed dasher board system is cast into the existing refrigerated surface. An active ice schedule in 2018 limits the opportunity to perform the required work. Over the past several seasons, the original system has been showing continued signs of significant deterioration. Although sections have been repaired as needed, the present dasher board system is in poor condition, and is not level around the entire rink.

Failure of the dasher board system could cause an injury and expose the Town of Aurora to a liability or unscheduled cancellation of ice permits. In addition, the dasher board system continues to deteriorate, resulting in costly repairs and maintenance.

- The goal is to improve player safety while reducing risk and liability for the Town.
- Capital Project No. 72171 for \$300,000 is approved in 2018.
- The new system will minimize the long term maintenance costs.
- Stantec Consulting has recommended replacement in this budget year per the building condition report.
- There are similar systems at the Aurora Community Centre (ACC) and the Stronach Aurora Recreation Complex (SARC).

## **Analysis**

### **The original wood dasher board system in the arena of the Aurora Family Leisure Complex (AFLC) is in need of replacement**

This project requires the arena to be closed; Business Support has budgeted for a \$17,000 loss in revenue in 2018 to accommodate the rink board replacement. Manufacture of the boards will take approximately three (3) months after submission of the initial drawings. Installation may be an additional three to four (3 to 4) weeks.

Presently, Community Services has scheduled work to be completed from June 1 to July 20, 2018. Last ice rental is scheduled for May 31. Ice will need to be reinstalled commencing July 21 as ice must be available for a hockey school on July 30.

This tender was issued on February 8, 2018 with a closing date of February 27, 2018. The Town received four (4) compliant bids. Table 1 is a summary of the bids received.

**Table 1: Summary of Bids**

	<b>Bidder Name</b>	<b>Bid Price (excluding taxes)</b>
1	Welmar Recreational Products	\$141,414.00
2	Riley Manufacturing	\$141,500.00
3	Sound Barriers	\$146,000.00
4	Athletica Sport Systems Inc.	\$149,750.00

Verification of the tenders was undertaken by Town staff. The lowest compliant base bid was submitted by Welmar Recreational Products, in the amount of \$141,414.00 excluding taxes, for the supply and installation of the dasher board system in the arena of the AFLC. A number of optional items, such as removal and disposal of existing board system, a new electric lift gate, additional doors, netting, backer plastic, header trench cover, etc. with a total \$75,082 have been considered and should be included in the project for a total award of \$216,496.00 excluding taxes.

### **Advisory Committee Review**

Not applicable.

### **Legal Considerations**

The award of this tender is in accordance with the Town's procurement bylaw.

### **Financial Implications**

Capital Project No. 72171 in the amount of \$300,000 was approved in the 2018 budget. There is a short window of opportunity to complete this project, as ice schedules are full.

If this project was not to proceed, it would have to be rescheduled for 2019, when a loss of revenue would have to be considered again. Additionally, the continued deterioration of the dasher board system will remain an issue with funds required to maintain it until the new system is in place.

The tendered amount including optional items, is within the budgeted amount.

Table 2 is a financial summary for Capital Project No. 72171 as based on the tender submitted by Welmar Recreational Products :

**Table 2 – Financial Summary**

2018 Capital Project No. 72171	\$300,000
<b>Total Approved Budget</b>	<b>\$300,000</b>
Contract Award excluding HST	\$216,496
Non-refundable taxes (1.76%)	\$3,810
<b>Total Funding Required</b>	<b>\$220,306</b>
Budget Variance Surplus	\$79,694

## **Communications Considerations**

No communication considerations at this time.

## **Link to Strategic Plan**

Maintaining the Town's facilities supports the Strategic Plan goal of **Investing in Sustainable Infrastructure** by maintaining infrastructure to support forecasted population growth through technology, waste management, roads, emergency services and accessibility.

## **Alternative(s) to the Recommendation**

1. Council may choose to not award this project. The tender evaluation process meets all requirements of the Procurement By-law and awarding this contract is the next step in fulfilling the requirements of the tendering process. If Council chooses to not award this contract, the facilities will continue to operate with the existing dasher board system.

## **Conclusions**

Staff recommends that tender 2018-39-CMS for the supply and installation of the dasher board system in the arena of the Aurora Family Leisure Complex (AFLC) be awarded to Welmar Recreational Products in the amount of \$216,496.00 excluding taxes.

March 20, 2018

Page 5 of 5

Report No. CMS18-007

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Proceeding with this project will result in increased safety for users, reduced maintenance costs and improved customer experience.

In consultation with the Business Support and Recreation divisions, all installations can be completed during the scheduled ice out maintenance period.

This project has a stringent timeframe and timely approval is imperative to ensure that work is completed prior to the proposed re-opening in July 2018.

### **Attachments**

None.

### **Previous Reports**

None.

### **Pre-submission Review**

Agenda Management Team review on March 1, 2018

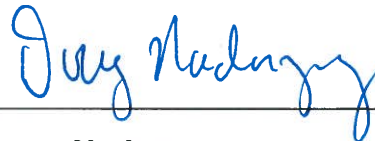
### **Departmental Approval**



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**Lisa Warth  
Acting Director  
Community Services Department**

### **Approved for Agenda**



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**Doug Nadorozny  
Chief Administrative Officer**



**Town of Aurora  
Finance Advisory Committee  
Meeting Minutes**

**Date:** Thursday, January 24, 2018

**Time and Location:** 5:30 p.m., Holland Room, Aurora Town Hall

**Committee Members:** Councillor Michael Thompson (Chair), Councillor Harold Kim, and Mayor Geoffrey Dawe

**Member(s) Absent:** None

**Other Attendees:** Doug Nadorozny, Chief Administrative Officer, Dan Elliott, Director of Financial Services/Treasurer, Jason Gaertner, Manager, Financial Planning, Karen Oreto, Financial Analyst, and Ishita Soneji, Council/Committee Secretary

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The Chair called the meeting to order at 5:30 p.m.

**1. Approval of the Agenda**

**Moved by Mayor Dawe  
Seconded by Councillor Kim**

That the agenda as circulated by Legislative Services be approved.

**Carried**

**2. Declarations of Pecuniary Interest and General Nature Thereof**

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

Finance Advisory Committee Meeting Minutes  
Thursday, January 24, 2018

Page 2 of 4

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### **3. Receipt of the Minutes**

#### **Finance Advisory Committee Meeting Minutes of October 12, 2017**

**Moved by Councillor Kim**

**Seconded by Mayor Dawe**

That the Finance Advisory Committee meeting minutes of October 12, 2017, be received for information.

**Carried**

### **4. Delegations**

None

### **5. Consideration of Items**

#### **1. 2018 Work Plan for Finance Advisory Committee**

Staff provided an overview of the proposed 2018 Work Plan for the Committee. The Committee reviewed elements of the Work Plan, and noted that a summary incorporating the discussions of the detailed departmental budget reviews should be included.

**Moved by Mayor Dawe**

**Seconded by Councillor Kim**

1. That the 2018 Work Plan for Finance Advisory Committee be received; and
2. That the 2018 Work Plan be approved; **and**
3. **That a summary outlining the detailed departmental budget reviews be added to the Financial Advisory Committee meeting agenda of June 2, 2018.**

**Carried as amended**

**2. 2018 Work Plan for Financial Planning Division**

Staff provided detailed overview of the 2018/2019 Work Plan and highlighted various milestones and associated timelines throughout the year.

**Moved by Councillor Kim  
Seconded by Mayor Dawe**

1. That the 2018 Work Plan for Financial Planning Division be received for information.

**Carried**

**3. Budget Committee Schedule – 2019 Budget Process**

Staff provided an overview of the proposed schedule. The Committee and staff discussed the possibility of alternate schedules with an earlier start to the 2019 budget deliberations.

**Moved by Mayor Dawe  
Seconded by Councillor Kim**

1. That the Budget Committee Schedule – 2019 Budget Process be received;  
**and**
2. **That the comments regarding the proposed Budget Committee schedule be referred to staff for consideration of an alternate schedule.**

**Carried as amended**

**4. Distribution and Introduction of Detailed Financial Budget Information  
Re: Financial Services (FS) Department**

Staff provided a brief overview of the line-by-line analysis of the final approved 2018 budget for Financial Services department, and noted that further information and explanations will be provided for the highlighted items at the next meeting.



Finance Advisory Committee Meeting Minutes  
Thursday, January 24, 2018

Page 4 of 4

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**Moved by Councillor Kim  
Seconded by Mayor Dawe**

1. That the detailed financial budget information for Financial Services department be received and deferred for discussion and detailed review at the February 28, 2018 meeting of the Finance Advisory Committee

**Carried**

5. **Extract from Council Meeting of November 14, 2017  
Re: Finance Advisory Committee Meeting Minutes of September 27, 2017, and October 12, 2017**

**Moved by Mayor Dawe  
Seconded by Councillor Kim**

1. That the Extract from Council Meeting of November 14, 2017, regarding Finance Advisory Committee meeting minutes of September 27, 2017, and October 12, 2017, be received for information.

**Carried**

## **6. New Business**

Staff provided an update on a forthcoming Financial Services report regarding the LED Streetlight Conversion Project.

The Committee inquired about the Community Energy Plan and associated grant from the Federation of Canadian Municipalities (FCM), and staff provided an update.

## **7. Adjournment**

**Moved by Councillor Kim  
Seconded by Mayor Dawe**

That the meeting be adjourned at 6:20 p.m.

**Carried**

Committee recommendations are not binding on the Town unless adopted by Council.



**Town of Aurora  
Environmental Advisory Committee  
Meeting Minutes**

<b>Date:</b>	Thursday, February 1, 2018
<b>Time and Location:</b>	7 p.m., Holland Room, Aurora Town Hall
<b>Committee Members:</b>	Councillor Paul Pirri (Chair), Councillor Tom Mrakas (Vice Chair), Jennifer Sault, Sara Varty, Nancee Webb, Kristina Zeromskiene
<b>Member(s) Absent:</b>	Irene Clement, Larry Fedec, and Melville James
<b>Other Attendees:</b>	Christina Nagy-Oh, Program Manager, Environmental Initiatives, and Linda Bottos, Council/Committee Secretary

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The Chair called the meeting to order at 7:05 p.m.

**1. Approval of the Agenda**

**Moved by Kristina Zeromskiene  
Seconded by Nancee Webb**

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

- Delegation (a) Anu Bidani, STEM MINDs Corp., and Team STEMbotics  
Re: Smart Rainwater Harvesting Project

**Carried**

**2. Declarations of Pecuniary Interest and General Nature Thereof**

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

Environmental Advisory Committee Meeting Minutes  
Thursday, February 1, 2018

Page 2 of 4

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### **3. Receipt of the Minutes**

**Environmental Advisory Committee Meeting Minutes of December 4, 2017**

**Moved by Councillor Mrakas  
Seconded by Kristina Zeromskiene**

That the Environmental Advisory Committee meeting minutes of December 4, 2017, be received for information.

**Carried**

### **4. Delegations**

**(a) Anu Bidani, STEM MINDs Corp., and Team STEMbotics  
Re: Smart Rainwater Harvesting Project**

Ms. Bidani introduced the nine members of Team STEMbotics, each of whom presented aspects of their Smart Rainwater Harvesting innovation, including their solution and approach, benefits, value proposition, key clients, use of technology, research and surveys completed, accomplishments and media presentations. Ms. Bidani and the Team responded to the questions and feedback from the Committee.

**Moved by Sara Varty  
Seconded by Nancee Webb**

That the comments and documentation of the delegation be received for information.

**Carried**

### **5. Matters for Consideration**

None

### **6. Informational Items**

**1. Memorandum from Program Manager, Environmental Initiatives  
Re: Vegetation Management Background**

Environmental Advisory Committee Meeting Minutes  
Thursday, February 1, 2018

Page 3 of 4

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Staff provided a brief overview of the memorandum.

**Moved by Nancee Webb**

**Seconded by Jennifer Sault**

1. That the memorandum regarding Vegetation Management Background be received for information.

**Carried**

**2. Memorandum from Program Manager, Environmental Initiatives  
Re: Wildlife Park Project Update**

Staff provided background to the memorandum.

The Committee inquired about the next steps and how to move this project forward, and the Chair and staff provided a response.

**Moved by Jennifer Sault**

**Seconded by Kristina Zeromskiene**

1. That the memorandum regarding Wildlife Park Project Update be received;  
and
2. That the Environmental Advisory Committee recommend to Council:
  - (a) That further work on the Wildlife Park be endorsed; and
  - (b) That the Environmental Advisory Committee receive regular updates on the progress of the Wildlife Park Project.

**Carried**

**7. New Business**

The Chair noted that the issue of anti-idling was raised at Council, and the Mayor and Chair have committed to addressing this matter further.

The Vice Chair noted that staff reports to Council currently include a section titled "Link to Strategic Plan" and staff have been asked to consider also including "Link to Corporate Environmental Action Plan" in the report template.

Environmental Advisory Committee Meeting Minutes  
Thursday, February 1, 2018

Page 4 of 4

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Staff provided an overview of the Town's draft communications plan for the promotion of the "Bring Your Own Bottle" initiative and campaign. The Committee suggested also using the Yonge Street digital notice board and requested extra copies of posters for Committee members to help spread the word.

Staff reviewed the correspondence and invitation from a member of the Toronto & York Region Labour Council's newly formed Environmental Action Committee, which will be holding an Ecofair and free screening of "Before the Flood" on Tuesday, February 20, 2018, from 6 p.m. to 9 p.m. at the Newmarket Theatre.

The Committee suggested that it would be beneficial for the Environmental Advisory Committee to design a portable pop-up booth, in readiness for display at various events as any opportunity arises, to aid in the promotion and education of its environmental initiatives.

## **8. Adjournment**

**Moved by Nancee Webb**

**Seconded by Jennifer Sault**

That the meeting be adjourned at 8:10 p.m.

**Carried**

Committee recommendations are not binding on the Town unless adopted by Council.



**Town of Aurora  
Accessibility Advisory Committee  
Meeting Minutes**

**Date:** Wednesday, February 7, 2018

**Time and Location:** 4 p.m., Holland Room, Aurora Town Hall

**Committee Members:** Tyler Barker (Chair), John Lenchak (Vice Chair), Gordon Barnes, James Hoyes, and Jo-anne Spitzer

**Member(s) Absent:** Councillor John Abel

**Other Attendees:** Ivy Henriksen, Acting Accessibility Advisor, and Nicole Trudeau, Council/Committee Secretary

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The Chair called the meeting to order at 4:10 p.m.

**1. Approval of the Agenda**

**Moved by James Hoyes  
Seconded by Gordon Barnes**

That the agenda as circulated by Legislative Services be approved.

**Carried**

**2. Declarations of Pecuniary Interest and General Nature Thereof**

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

**3. Receipt of the Minutes**

Accessibility Advisory Committee Meeting Minutes  
Wednesday, February 7, 2018

Page 2 of 5

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**Accessibility Advisory Committee Meeting Minutes of January 10, 2018**

**Moved by John Lenchak  
Seconded by Gordon Barnes**

That the Accessibility Advisory Committee meeting minutes of January 10, 2018, be received for information.

**Carried**

**4. Delegations**

None

**5. Matters for Consideration**

**1. Round Table Discussion  
Re: Leash-Free Dog Park (Canine Commons)**

Due to Councillor Abel's absence, the Committee agreed to defer the Round Table Discussion on the Leash-Free Dog Park (Canine Commons) to the next Accessibility Advisory Committee meeting.

**Motion to defer  
Moved by Jo-anne Spitzer  
Seconded by Gordon Barnes**

1. That the Round Table Discussion regarding Leash-Free Dog Park (Canine Commons) be deferred to the Accessibility Advisory Committee meeting of March 7, 2018.

**Motion to defer  
Carried**

**2. Round Table Discussion  
Re: National Access Awareness Week (NAAW) 2018**

The Committee and staff discussed the draft project plan for National Access Awareness Week 2018 including activities and the resources required to

Accessibility Advisory Committee Meeting Minutes  
Wednesday, February 7, 2018

Page 3 of 5

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highlight and celebrate the following four (4) pillars: education, celebration, participation, and accomplishments.

The Committee supported the following activities for National Access Awareness Week 2018: Information Fair, Accessibility Advisory Committee Public Open House, historical display at Town Hall with the Aurora Museum & Archives, and a lunch and learn session with Town staff and Accessibility Advisory Committee members.

The Committee requested that National Access Awareness Week 2018 be a standing item on each meeting agenda for the Accessibility Advisory Committee leading up to the Week, to include updates on the draft project plan.

**Moved by Gordon Barnes  
Seconded by John Lenchak**

1. That the discussion and comments regarding National Access Awareness Week (NAAW) 2018 be received and referred to staff for consideration and action as appropriate.

**Carried**

## **6. Informational Items**

### **3. Verbal Update from Acting Accessibility Advisor Re: Community Transportation Grant Program – Municipal Stream**

Staff provided an update on the Community Transportation Grant Program – Municipal Stream including the eligibility requirements, program guidelines and application deadline. Staff noted that, to meet the eligibility requirements of the application, the Town will partner with Community & Home Assistance to Seniors (CHATS) and the Alzheimer Society of York Region for local community transportation projects, and the application will be submitted on or before the February 28, 2018 deadline.



Accessibility Advisory Committee Meeting Minutes  
Wednesday, February 7, 2018

Page 4 of 5

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**Moved by John Lenchak  
Seconded by Jo-anne Spitzer**

1. That the verbal update regarding Community Transportation Grant Program – Municipal Stream be received for information.

**Carried**

**4. Memorandum from Acting Accessibility Advisor  
Re: Transit Assistance Program (TAP) Pilot from York Region**

Staff provided an overview of the Transit Assistance Program (TAP) Pilot from York Region and encouraged interested applicants to contact Access York (1-877-464-9675) or visit [www.yrt.ca/tap](http://www.yrt.ca/tap) for more information.

**Moved by Gordon Barnes  
Seconded by James Hoyes**

1. That the memorandum regarding Transit Assistance Program (TAP) Pilot from York Region be received for information.

**Carried**

**5. Correspondence from Penelope Wood, Program Coordinator, Housing Programs, York Region, dated December 14, 2017  
Re: York Region Home Repair Program**

Staff provided an overview of the York Region Home Repair Program and encouraged interest applicants to contact Access York (1-877-464-9675) or visit [www.york.ca/homerepair](http://www.york.ca/homerepair) for more information including the eligibility criteria, program guide and application form.

**Moved by John Lenchak  
Seconded by Gordon Barnes**

1. That the correspondence regarding York Region Home Repair Program be received for information.

**Carried**

Accessibility Advisory Committee Meeting Minutes  
Wednesday, February 7, 2018

Page 5 of 5

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**6. Extract from Council Meeting of December 12, 2017  
Re: Accessibility Advisory Committee Meeting Minutes of November 8,  
2017**

**Moved by John Lenchak  
Seconded by Jo-anne Spitzer**

1. That the Extract from Council Meeting of December 12, 2017, regarding the Accessibility Advisory Committee meeting minutes of November 8, 2017, be received for information.

**Carried**

**7. New Business**

In addition to reviewing site plans and drawings, the Committee requested to be circulated on conceptual drawings for buildings that the Town purchases, constructs, or significantly renovates, including the Aurora Armoury and Library Square, to address accessibility standards and to identify potential partnership opportunities.

Staff provided an update on the status of the second floor washroom at the Aurora Public Library, noting that the physical barrier is listed on Appendix B – Recommended Accessibility Items 2018-2024 to the 2018 -2024 Accessibility Plan and will be completed in Q1 2018.

The Chair indicated that he will provide an update at the Accessibility Advisory Committee meeting of March 7, 2018, on the status of an accessible washroom with a hooyer lift at Upper Canada Mall as part of its new renovations.

**8. Adjournment**

**Moved by Gordon Barnes  
Seconded by Jo-anne Spitzer**

That the meeting be adjourned at 5:28 p.m.

**Carried**

Committee recommendations are not binding on the Town unless adopted by Council.



**Town of Aurora  
General Committee Report**

**No. CS18-001**

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**Subject:** Pending List  
**Prepared by:** Michael de Rond, Town Clerk  
**Department:** Corporate Services  
**Date:** February 6, 2018

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## **Recommendation**

- 1. That Report No. CS18-001 be received for information.**

## **Executive Summary**

To provide Council with an update on staff responses to motions adopted by Council.

## **Background**

This report is accompanied by two attachments; the first is the pending list with the items that staff now consider complete. The second is the pending list with all of the completed items removed. Further pending list updates will resemble the second attachment, with the completed items removed.

## **Analysis**

None

## **Advisory Committee Review**

None

## **Legal Considerations**

None

## **Financial Implications**

None

February 6, 2018

Page 2 of 3

Report No. CS18-001

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### **Communications Considerations**

None

### **Link to Strategic Plan**

None

### **Alternative(s) to the Recommendation**

None

### **Conclusions**

None

### **Attachments**

Attachment #1 – Pending List with completed items

Attachment #2 – Pending List with completed items removed

### **Previous Reports**

LLS16-004 – Pending List

### **Pre-submission Review**

Agenda Management Team review on January 4, 2018

February 6, 2018

Page 3 of 3

Report No. CS18-001

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**Departmental Approval**



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**Techa van Leeuwen  
Director  
Corporate Services**

**Approved for Agenda**



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**Doug Nadorozny  
Chief Administrative Officer**

Revised: January 18, 2018

PENDING LIST

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
CAO1	2015-04-28	Motion (b) Councillor Thompson Re: Corporate Communications Policy	THAT the Town of Aurora's Corporate Communications Plan (2011) and the Corporate Communications Policy be placed on the next Agenda for review and direction from Council; and THAT staff bring forward, for Council's approval, a revised Corporate Communications Plan and Corporate Communications Policy prior to the end of 2015.	CAO	<b>PARTIALLY COMPLETED</b> Council adopted Memo re Communications May 11/15.  Update to Council in April 2016 to be presented to Council.
	2015-05-11	1(16) Memorandum from Chief Administrative Officer Re: Communications	THAT a public Council workshop be scheduled to review the Communications Policies and Corporate Communications Strategic Plan; and THAT staff be directed to engage residents, including at the upcoming 2015 Aurora Chamber Street Festival, to obtain ideas on improving the Town's communication and engagement practices and policies.	CAO	<b>New Communications Manager hired and commenced work July 18/16.</b>
	2015-07-14	4. CAO15-009 – Results of Communications Survey	THAT Report No. CAO15-009 be referred to a future Council Workshop to be scheduled in September 2015.	CAO	Report CAO16-005 was received by Council on Nov. 9/17. Communications Strategy Workshop held on Mar. 27/17
CAO2	2015-08-11	1. CAO15-008 – Community Tourism Plan	THAT Item 1, CAO15-008 – Community Tourism Plan, be referred to the 2016 Budget process.	CAO	<b>COMPLETED</b> To be considered as part of the mandate of Aurora Economic Development Board.
CAO3	2015-09-15	1(3) CAO15-011 – Town of Aurora Strategic Plan (2015) Update	THAT a Strategic Plan Steering Committee, to guide the 2015 Strategic Plan Update process as outlined in this report, be established.	CAO	<b>COMPLETED</b> Strategic Plan Steering Committee established, and an update was brought forward in Report No. PBS17-077.
CAO4	2015-11-03	1(10) Community Recognition Review Ad Hoc Committee Meeting Minutes of October 27, 2015 - New Business Motion No. 1	THAT a policy be established by Council to eliminate the use of individual names for Town-sanctioned awards.	CAO	<b>COMPLETED</b> Last two events have not used individual names for award categories as the category names have been aligned with the Town

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Revised: January 18, 2018

PENDING LIST

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
					of Aurora Strategic Plan.
CAO5	2016-01-26	1(13) PRCS16-003 – Aurora Soccer Club Lease Agreement – Highland Park	THAT the Chief Administrative Officer be directed to report back within six (6) months on options for a process to manage leases and other agreements.	CAO	<b>PENDING</b> Legal Services is currently in the process of standardizing all leases. A Summary report will be presented in 2018 once completed.
CAO6	2016-04-26	Motion (a) Councillor Thompson Re: Development of an Attraction Strategy for the Hotel Industry	THAT the Economic Development Advisory Committee and staff be directed to develop a strategy and comprehensive action plan to enhance the Town's ability to attract and secure a hotel; and THAT staff report back to Council prior to the approval of the 2017 Budget.	CAO	<b>COMPLETED</b> Closed Session Report received.
CAO7	2016-06-28	Motion (b) Councillor Humfryes Re: Ontario Autism Program Changes	THAT Motion (b) Councillor Humfryes, Re: Ontario Autism Program Changes be deferred to the Council meeting of July 12, 2016.	CAO	<b>WITHDRAWN</b> On July 12/16 motion deferred to September 2016. Motion withdrawn Sep.13/16.
CAO8	2016-09-27	Motion (a) Councillor Kim Cultural Partners	That "cultural partners" be identified as any group or organization that is financially supported through direct funding or exclusive use of Town facilities in the delivery of Cultural programming; and That the CAO report to Council with a list of Cultural Partners and a terms of reference for the a review of existing delivery models and a review of possible alternative approaches in the delivery of cultural programs and service to residents; and  That upon acceptance of the terms of reference by Council, the CAO commence the review and report back to Council with delivery options and recommendations by the end March 31, 2017.	CAO	<b>PARTIALLY COMPLETED</b> Staff provided Report No. CAO17-002.  Pending.
	2017-04-25	R1. CAO17-002 – Cultural Partners Review	That the Town conduct a facilitated workshop with its cultural partners; and		

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Revised: January 18, 2018

PENDING LIST

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
			That, following the workshop, staff report back to Council with detailed next steps pertaining to review of the existing Cultural Partnership delivery model and potential for alternative approaches.		
CAO9	2016-09-27	Motion (d) Councillor Pirri Re: Municipal Economic Development Services	That the Chief Administrative Officer investigate and report back to Council with regard to the best model to deliver Economic Development Services for the Town of Aurora moving forward; and That a survey be sent to Council, the Economic Development Advisory Committee, and relevant staff to gauge the effectiveness and areas of improvement for the current economic development model; and That this report be brought back in time to be considered for the 2017 budget.	CAO	<b>COMPLETED</b> Aurora Economic Development Corporation model presented to Council in Report Nos.CAO16-006 and CAO17-001. Aurora Economic Development Board members were confirmed at the Dec. 12/17 Council meeting.
CAO10	2017-02-14	CAO17-001 – Economic Development Board – Terms of Reference	That Report No. CAO17-001 – Economic Development Board – Terms of Reference, be referred to the next meeting of the Economic Development Advisory Committee for comment, and be brought back to Council in the first meeting cycle in March 2017.	CAO	<b>COMPLETED</b> Item was placed on the June 2017 Economic Development Advisory Committee agenda for comment. Aurora Economic Development Board members were confirmed at the Dec. 12/17 Council meeting.
CAO11	2017-10-10	R2. CAO17-006 – Engagement of Review of Joint Operations Centre (JOC) Project and Costs	That staff be directed to provide a cost for a qualitative audit report on the effectiveness of the project management processes of the JOC Project.	CAO	Pending.
CAO12	2017-11-28	R2. CAO17-007 – Branding Concepts for Aurora Armoury	That Report No. CAO17-007 – Branding Concepts for Aurora Armoury be deferred to the Council meeting in January 2018 to allow for public consultation.	CAO	Pending.

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Committee/Central York Fire Services    PRCS – Parks, Recreation and Cultural Services    PBS – Planning & Building Services



Revised: January 18, 2018

PENDING LIST

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
CS1	2015-01-20	Motion (d) Councillor Mrakas Re: Sign By-law Enforcement	THAT staff be directed to report on options to ensure necessary staff to enforce the Temporary Sign By-law as it pertains to municipal election signs.	BBS	Future consideration.
CS2	2015-01-20	1(2) BBS15-001 – Accessibility 2014 Election Report	THAT staff report back to Council on the feasibility and cost of telephone and online voting for the 2018 Municipal Election.	LLS	<b>COMPLETED</b> Report Nos. CS17-015 and CS17-019 brought forward for Council consideration.
CS3	2016-03-09	Motion (c) Councillor Humfryes Re: Aurora Farmers' Market & Artisan Fair	THAT staff be directed to work with the Aurora Farmers' Market & Artisan Fair and the Council Liaison to develop a plan for a revised Market layout at Town Park in view of the opening of the Wells Street Schoolhouse Lofts and report back to Council by the end of March 2016.	BBS/PRCS	<b>COMPLETED</b> A revised layout has been approved for years 2016 and 2017 satisfying all stakeholders.
CS4	2016-04-12	1 (1) BBS16-004 – Mandatory Sewage System Maintenance Inspection Program for Private Properties	THAT a public meeting be held to inform property owners of the Sewage System Maintenance Inspection Program; and THAT the public meeting be used to introduce a new fee related to the Sewage System Maintenance Inspection Program in accordance with the Building Code Act and regulations; and THAT staff bring forward the necessary amendments to Building By-law No. 5402-12, as amended, to implement the Sewage System Maintenance Inspection Program to a future Council meeting.	BBS	<b>COMPLETED</b> Building By-law amendments adopted by Council October 11/16. Maintenance Inspection Program in effect.
CS5	2016-05-24	1 (1) BBS16-007 – Town Park Parking Update	THAT staff bring forward to a future Council meeting for enactment, amendments to Parking By-Law No. 4574-04.T that includes a three (3) hour daytime on-street parking restriction Monday to Friday, affecting all streets within the boundary of Yonge Street to the west, Edward Street to the east, Dunning Avenue to the south, and Centre Street to the north; and THAT staff investigate the ability to allow for temporary overflow GO parking at the north entrance to Sheppard's Bush off of Mary Street.	BBS	<b>COMPLETED</b> By-laws adopted by Council on June 28/16 and July 12/16.

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Committee/Central York Fire Services    PRCS – Parks, Recreation and Cultural Services    PBS – Planning & Building Services

Revised: January 18, 2018

PENDING LIST

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
<b>CS6</b>	2015-05-26	1 (2) LLS15-035 – Request for an Encroachment Agreement (29 Mendy's Forest) and  1 (3) LLS15-036 – Request for an Encroachment Agreement (50 Pineneedle Drive)	THAT Item 1(2) LLS15-035 – Request for an Encroachment Agreement (29 Mendy's Forest) be deferred until such time that staff reports back to Council regarding the policy for management of encroachments throughout the Town.  THAT Item 1(3) LLS15-036 – Request for an Encroachment Agreement (50 Pineneedle Drive) be deferred until such time that staff reports back to Council regarding the policy for management of encroachments throughout the Town.	LLS	<b>PENDING</b> Encroachment By-law in draft form, policy under review. Report to Council expected Q2/18
<b>CS7</b>	2016-09-13	Motion (c) Councillor Kim Re: Proposed Amendment to Sign By-law re Official Languages	That staff report back by the end of the 2016 calendar year regarding a potential amendment to the Sign By-law to include a requirement that a sign contain at least 50% of its text in one of the two official languages.		<b>COMPLETED</b> Staff provided Report No. PBS17-010. By-law No. 5953-17, was enacted on Feb. 14/17
<b>CS8</b>	2015-08-25	Motion (a) Mayor Dawe Re: Special Council Meeting to Review Procedural By-law Number 5330-11	THAT the requirements of Section 11 of the Procedural By-law be waived to permit Council to review the Procedural By-law in the fall of 2015; and THAT a Special Council workshop be scheduled to review staff recommendations to amend the Procedural By-law.	LLS	<b>COMPLETED</b> Workshops held on Nov.24/15, Dec.15/15, and Oct. 6/16. Report to Council and Procedure By-law passed on Nov. 22/16.
<b>CS9</b>	2015-11-10	1(4) LLS15-059 – 2016 Council and Committee Meeting Calendar	THAT staff be directed to report back to Council on alternative dates for the Special General Committee – Capital Budget meeting scheduled on Monday, October 3, 2016.	LLS	<b>COMPLETED</b> Approved as part of the Procedure By-law update on Nov. 22/16
<b>CS10</b>	2016-01-26	1(4) PRCS16-004 – Pre-Development Tree Protection and Compensation Agreement, Brookfield Homes Ltd.	THAT, subject to any requirements of the Municipal Freedom of Information and Protection of Privacy Act, the final Pre-Development Tree Protection and Compensation Agreement with Brookfield Homes Ltd. be placed on a future General Committee meeting agenda for information.	LLS	<b>COMPLETED</b> Memorandum “Brookfield Vegetation Management Agreement” with copy of agreement received by Council on April 12/16.
<b>CS11</b>	2016-02-23	Motion (a) Councillor Kim Re: Publication of Purchase and Sale of Lands by the Town	THAT, subject to the requirements of the Municipal Freedom of Information and Protection of Privacy Act, the Town of Aurora make available on its public website no later than June 30, 2016, a list of all completed land	LLS	<b>COMPLETED</b> List available on Town website.

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Revised: January 18, 2018

**PENDING LIST**

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
			<p>transactions (acquisitions and dispositions), including those completed within the previous five (5) years, that includes the following information:</p> <ul style="list-style-type: none"> <li>(a) the property address;</li> <li>(b) the names of the parties to the transaction;</li> <li>(c) the closing date of the transaction;</li> <li>(d) the purchase/sale price, with any taxes paid as part of the transaction separated out where possible; and</li> </ul> <p>THAT the following types of land transactions be excluded from the list published on the Town's website:</p> <ul style="list-style-type: none"> <li>(a) transfers of land for a nominal amount;</li> <li>(b) transfers of land pertaining to the registration of subdivision agreements; and</li> <li>(c) transfers of land pertaining to property tax sales.</li> </ul>		
<b>CS12</b>	2016-05-24	Motion (a) Councillor Humfries Re: Traffic Advisory Committee/Board	THAT staff report back with options or a Terms of Reference for a Traffic Advisory Committee/Board or other model which includes staff, Councillors, residents, and other applicable stakeholders.	LLS	<b>Moved to IES</b>
<b>CS13</b>	2016-09-13	Motion (b) Councillor Thompson Governance Review Advisory Committee	<p>That a Governance Review Advisory Committee be established to advise on, but not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. Council Compensation</li> <li>2. Ranked Ballots</li> <li>3. Aurora Town Council Composition, Structure and/or Governance; and</li> </ol> <p>Be It Further Resolved That staff be directed to develop Terms of Reference for the Governance Review Advisory Committee, including proposed qualifications for Committee Members with a preference given to former members of Council, and an intended target of January 2017 for the commencement of the Committee.</p>	CS	<b>COMPLETED</b> Report including Terms of Reference approved at the Dec. 12/16 Council meeting. Committee was established in Spring 2017.
<b>CS14</b>	2016-10-11	Motion (b) Councillor Mrakas, Re: vacant and Derelict Buildings By-law	Now Therefore Be It Hereby Resolved That staff be directed to prepare a vacant and derelict buildings by-law for the Town of Aurora and to present said by-law to Council for consideration; and	CS	<b>PARTIALLY COMPLETED</b> Staff provided Report No. CS17-006 recommending a Vacant Building Registry By-law be brought

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*Revised: January 18, 2018*

**PENDING LIST**

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
			Be It Further Resolved That staff present said by-law to Council for consideration in the second quarter of 2017.		forward. By-law currently being drafted expected to be adopted Q1 of 2018.
<b>CS15</b>	2016-10-11	Motion (c) Councillor Abel, Re: Parking Restrictions in Heritage Area	That Motion (c), Councillor Abel, Re: Parking Restrictions in Heritage Area, be referred to staff to investigate any bonusing provisions and legal implications, and report back to Council	CS	<b>WITHDRAWN</b> Council consented to the reconsideration of the Motion at the November 8, 2016 Council meeting. The motion was subsequently withdrawn.
<b>CS16</b>	2016-11-08	1(12) Heritage Advisory Committee Meeting Minutes of October 17, 2016, Item 2 - HAC16-013 – Heritage Permit Application, 82 Centre Street, File Number: NE-HCD-HPA-16-08	That Legal Services explore the possibility of laying a charge against the owner and/or the previous owner for the removal of the original enclosed front wall, removal of windows on the west and east elevations, removal of window openings on the east elevation, removal of the first floor window on the front elevation, removal of the front door, alterations to the front veranda, installation of new front door, installation of new patio door on the front elevation and installation of new windows on the west elevation which were altered in contravention of Section 42(1) of the <i>Ontario Heritage Act</i> .	CS	<b>COMPLETED</b> Closed session report CS17-004 received by Council
<b>CS17</b>	2016-12-13	1(20) Correspondence from Association of Municipalities of Ontario (AMO), dated December 1, 2016, Re: Federal Infrastructure Phase 2 Incrementality Resolution	That the Correspondence from Association of Municipalities of Ontario (AMO), dated December 1, 2016, regarding Federal Infrastructure Phase 2 Incrementality Resolution, be referred to staff to investigate and report back regarding options endorsed by other Councils regarding this matter, including the Region of Halton's motion regarding Federal Infrastructure Program/Incrementality Rules.	CS	<b>COMPLETED</b> <b>Addressed by AMO in time sensitive submission to Federal Government. Staff participated. Incrementality proposal by Federal Government was successfully lobbied against. Incrementality proposal was essentially withdrawn, replaced with the preferred outcomes based approach to project selection criteria. Updated Phase 2 Infrastructure Program now set to launch in 2018 with Aurora poised to apply for funding.</b>

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Revised: January 18, 2018

PENDING LIST

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
CS18	2016-12-13	8. Heritage Advisory Committee Meeting Minutes of December 12, 2016, Item 1 - HAC16-017 – Heritage Permit Application, 82 Centre Street, File Number: NE-HCD-HPA-16-10	That Legal Services continue to explore the possibility of laying charges against the owner for the removal of the window openings on the east elevation and report back to Council and the Heritage Advisory Committee.	CS	<b>COMPLETED</b> Closed session report CS17-004 received by Council
CS19	2017-02-28	R2 ((R4) IES17-008 – Metrolinx Barrie Corridor Expansion Project	That the Town Clerk be directed to forward this report to Metrolinx as the Town’s comments to the Draft Environmental Project Report for the GO Rail Network Electrification Project	CS	<b>COMPLETED</b> Letter sent on March 6, 2017.
CS20	2017-03-28	Motion (a) Councillor Mrakas Re: By-law Right-of-Entry Powers	Now Therefore Be It Hereby Resolved That staff report back to Council with a notification process to private property owners where rights of entry to properties will be exercised; and  Be It Further Resolved That staff provide the options available for when a property owner refuses permission or is absent, including the option of requiring a warrant, to ensure public health and safety, and protection of property and/or the environment; and  Be It Further Resolved That the staff report shall identify protocols where immediate access to property is required, to ensure public health and safety, and protection of property and/or the environment.	CS	<b>PARTIALLY COMPLETE</b> Staff provided Report No. CS17-018. Referred back to staff for further clarification
	2017-09-12	R4 (R3) CS17-018 – Power of Entry	That Report No. CS17-018 – Power of Entry be referred back to staff for further clarification and report back to Council		
CS21	2017-04-11	Motion (a) Mayor Dawe, Re: By-law Number 5642-14 – Relating to the Keeping, Licensing and Controlling of Animals in the Town of Aurora	Now Therefore Be It Hereby Resolved That staff investigate and report back to Council on the implications of introducing amendments to By-law Number 5642-14 similar to those enacted by the City of Toronto.	CS	<b>COMPLETED</b> New Animal Control By-law amendments adopted by Council November 28/17

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<i>Revised: January 18, 2018</i>					
<b>PENDING LIST</b>					
<b>REF. #</b>	<b>MTG DATE yyyy-mm-dd</b>	<b>REPORT TITLE/SUBJECT</b>	<b>ACTION</b>	<b>ACTION DEPT</b>	<b>RESPONSE/STATUS</b>
<b>CS22</b>	2017-04-25	R6. CS17-015 – Alternative Methods of Voting – Next Steps	That staff be directed to bring forward further information regarding alternative methods of voting for the 2018 Municipal Election	CS	<b>COMPLETED</b> Staff provided Report No. CS17-019.
<b>CS23</b>	2017-05-09	Motion (b) Councillor Kim, Re: Ontario Municipal Board (OMB) Statistics	Now Therefore Be It Hereby Resolved That staff be directed to prepare a report to Council that would provide OMB appeals information from December 2006 to present for the Town of Aurora.  Be It Further Resolved That staff be directed to return the report back to Council within a reasonable time frame.	CS	<b>COMPLETED</b> Information Report No. CS17-027 was published on Dec. 5/17.
<b>CS24</b>	2017-06-13	Motion (a) Councillor Abel, Re: Twinning With an Indigenous Community: A Canada 150 Municipal Legacy	Now Therefore Be It Hereby Resolved That staff be directed to investigate twinning with an Indigenous community in Ontario and report back with details for Council consideration; and	CS	<b>PENDING</b> To come to GC in Spring 2018
<b>CS25</b>	2017-10-10	Motion (a) Mayor Dawe, Re: Federal Legalization of Recreational Cannabis	Now Therefore Be It Hereby Resolved That staff be directed to investigate this “opt out” provision with the Province.		<b>PENDING</b> more information from the Province
<b>CS26</b>	2017-10-24	Motion (c) Councillor Humfries, Re: Reduction of Council Size	Be It Further Resolved That staff be directed to bring forward the necessary by-law prior to December 31, 2017, to change the composition of Council for The Corporation of the Town of Aurora from nine (9) members to seven (7) members, comprised of one (1) Mayor, who shall be the Head of Council, and six (6) Councillors.	CS	<b>COMPLETED</b> By-law No. 6019-17 was approved by Council on Nov. 14/17
<b>CS27</b>	2017-11-28	R3. CS17-037 – 2018 Procedure By-law Review and Proposed Meeting Schedule	That Report No. CS17-037 – 2018 Procedure By-law Review and Proposed Meeting Schedule be deferred to a future Council meeting.	CS	<b>PARTIALLY COMPLETED</b> 2018 Meeting Schedule approved as part of Report No. CS17-039. Procedure By-law Review to be brought forward in Q1 2018.

**C - Council   CAO – Chief Administrative Officer   CS – Corporate Services   FS –Financial Services   IES – Infrastructure & Environmental Services   JCC – Joint Council Committee/Central York Fire Services   PRCS – Parks, Recreation and Cultural Services   PBS – Planning & Building Services**

Revised: January 18, 2018

**PENDING LIST**

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
FS1	2015-09-29	1(1) IES15-052 – Award of Contract – Town-wide Conversion to L.E.D. Street Lighting	THAT upon completion of the debenture issuance, and settlement with the vendor, that a report be presented to Council with the final details of the financing, including an updated payment schedule for information purposes.	CFS	<b>COMPLETED</b> Report No. CFS16-011 adopted on May 10/16.
FS2	2015-12-08	1(4) CFS15-052 – 2015 Operating Surplus/Deficit Control By-law	THAT the Treasurer and Chief Administrative Officer report to Council through General Committee after the year end surplus/deficit control adjustments and allocations have been performed.	CFS	<b>COMPLETED</b> Report No. FS16-010 adopted on June 28, 2016
FS3	2016-07-12	12. CFS16-022 – 2017 Budget Preparation Directions	THAT the sixth clause of the main motion, “THAT after accommodation of the budget underfunding, the Library Board, the Cultural Centre Board, and the Historical Society will each receive a designated budget funding amount for their respective budget development work”, be referred to the Finance Advisory Committee.	CFS	<b>COMPLETED</b> FAC Meeting scheduled for July 28/16. Report No. CHS16-026 adopted on Aug. 9/16.
FS4	2016-10-11	18. Canada 150 Ad Hoc Committee Meeting Minutes of October 3, 2016	That Item 2, Memorandum from Cash Flow & Investment Co-ordinator/ Financial Analyst, Re: Canada 150 Grant Requests, be referred to the 2017 Capital Budget discussions.	FS	<b>COMPLETED with the approval of the 2017 Capital Budget</b>
FS5	2017-01-31	Motion (c) Councillor Mrakas, Re: Winter Maintenance Service Levels	Now Therefore Be It Hereby Resolved That staff be directed to return the winter maintenance service levels to those in effect for the 2013-2014 winter maintenance season as soon as possible; and  That the winter maintenance service levels be reviewed through the Finance Advisory Committee and options be forwarded to the Budget Committee.	FS	<b>COMPLETED</b>
FS6	2017-02-14	R2. FS17-001 – Fire Station 4-5 Project Funding – Aurora Share	That staff report back with a funding report for Aurora’s share of the construction phase of the project.	FS	<b>PENDING</b> To be included with final design cost in Q2 2018
FS7	2017-02-28	Motion (b) Councillor Mrakas Re: Property Tax Vacancy Rebates	Be It Further Resolved That staff be directed to report back to Council after the matter of the vacant	FS	<b>PENDING</b> Q1 2018

C - Council    CAO – Chief Administrative Officer    CS – Corporate Services    FS –Financial Services    IES – Infrastructure & Environmental Services    JCC – Joint Council Committee/Central York Fire Services    PRCS – Parks, Recreation and Cultural Services    PBS – Planning & Building Services

Revised: January 18, 2018

**PENDING LIST**

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
			unit tax rebate has been addressed by the Region;		
<b>FS8</b>	2017-04-11	C1(R2) FS17-003 – Joint Operations Centre (JOC) Project: Financial Summary Report	That staff be directed to request that York Region conduct an independent auditor’s review of the Joint Operations Centre project; and  That staff be directed to compile a comprehensive list of “lessons learned” respecting the Joint Operations Centre and Aurora Family Leisure Complex projects for future reference by staff and Council; and  That staff be directed to report back on the total cost of the Joint Operations Centre project.	FS	<b>PENDING Q1 2018</b>
<b>FS9</b>	2017-05-09	Motion (a) Councillor Mrakas, Re: Vacant Property Tax	Now Therefore Be It Hereby Resolved That staff be directed to investigate options for imposing a vacant home tax under the new provincial initiative, and report back with recommendations in Q3 for Council’s consideration	FS	<b>PENDING Q2 2018</b>
<b>FS10</b>	2017-09-12	R4 (R1) FS17-038 – Intent to Consider Accessing Hydro Reserve Funds	That staff publish a public notice of Council’s intent to consider allocating funding from the principal component of the Aurora Hydro Sale Investment Reserve Fund as required of By-law No. 5439-12.	FS	<b>COMPLETED Notice on Sept 21/17 and October 5/17</b>
<b>FS11</b>	2017-10-24	R7. FS17-046 – 2018 Operating Budget	That the 2018 draft Operating Budget be referred to Budget Committee for review at its scheduled meetings commencing November 18, 2017; and  That following the completion of the Budget Committee reviews, the Treasurer bring forward a final budget approval report reflecting all adjustments recommended by the Committee.	FS	<b>COMPLETED Approved with 2018 Operating budget on December 12, 2017</b>
<b>FS 12</b>	2017-12-12	C1(R2) FS17-047 – 2017 Year End Surplus/Deficit Financial Control By-law	That a by-law be adopted to authorize the Treasurer and the Chief Administrative Officer to make necessary year-end financial adjustments and to allocate any 2017 Operating Fund surplus or deficit		<b>COMPLETED By-law adopted on December 12, 2017</b>

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Revised: January 18, 2018

PENDING LIST

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
			<p>as set out in Report No. FS17-047; and</p> <p>That the provisions of the by-law also authorize the Treasurer and the Chief Administrative Officer to allocate any 2017 surplus or alternatively fund any deficit in the Water, Wastewater, or Stormwater budgets to or from the appropriate related reserve accounts; and</p> <p>That the adjustments authorized herein are to occur with an effective date of December 31, 2017, and which may be determined prior to or after December 31, 2017; and</p> <p>That the Treasurer and Chief Administrative Officer report to Council through General Committee after the year-end surplus/deficit control adjustments and allocations have been completed.</p>		
FS13	2017-12-12	C1(R3) FS17-051 – Creation of Additional Reserve Funds	<p>That By-law No. 5553-13 be amended to add the Economic Development reserve fund and the Winter Control reserve fund as set out in Attachments #1 and #2 respectively; and</p> <p>That the new Economic Development reserve fund be initially funded by the transfer and closure of the unspent balances in Capital Project #81015: Community Improvement Plan; and</p> <p>That the necessary by-law be presented at a future meeting for adoption.</p>		<b>COMPLETED</b> By-law adopted on December 12, 2017
FS14	2017-12-12	R2. FS17-050 – 2018 Operating Budget Final Approval	That the necessary by-law be enacted at a future Council Meeting to set the final billing 2018 tax rates and payment dates		<b>PENDING</b> Tax rate by-law to come forward in Q2, 2018

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Committee/Central York Fire Services    PRCS – Parks, Recreation and Cultural Services    PBS – Planning & Building Services

Revised: January 18, 2018

PENDING LIST

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IES1	2013-08-13	19. IES13-043 – On-Street Parking and Safety Concerns on Stone Road	THAT this Item be referred back to staff for a report on time restricted parking.	IES	Staff report for Q2-2016
IES2	2016-02-09	1(3) IES16-009 – Speed Cushion Pilot Project Follow-Up	THAT staff be directed to conduct the public consultation as set out in Report No. IES16-009; and THAT staff report back on the outcomes of the public consultation, and include an analysis of alternative measures that can be used to address speed on Town streets.	IES	<b>COMPLETED</b> Survey sent out to residents on Mar.21/16-deadline to respond-Apr.8/16.  Council adopted Report No. IES16-062 on July 12/16 to provide funding.  Council deferred Report No. IES16-069 to Sep. 20/16 GC.  Council adopted Report No. IES16-069 and IES16-074 on Sep.27/16
	2016-05-24	1(8) IES16-051 – Speed Cushion Pilot Project Survey Results	THAT staff be directed to implement the speed cushion pilot project on Kennedy Street West, McMaster Avenue, and Mavrinac Avenue from Borealis Avenue to Spring Farm Road; and THAT the speed cushion pilot project survey results of Conover Avenue and Stone Road be referred to the Traffic Advisory Committee/Board for comment, if confirmed.		
IES3	2015-01-20	Motion (a) Councillor Mrakas Re: Pilot Project for Left Turn Restrictions at Intersection of Yonge	THAT the Regional Municipality of York be requested to provide Aurora Council with a presentation prior to the implementation of a pilot project for left turn restrictions to north and southbound Yonge Street at Wellington Street during AM/PM peak traffic periods for the purposes of addressing traffic congestion at said intersection following any such investigation.	IES	<b>COMPLETED</b> York Region requested to attend General Committee meeting to present on signal timing options in early 2016.  Public information session completed, staff to report back in Q1 of 2018 on the conclusion of the pilot program
	2016-06-28	1(3) IES16-059 – Pilot Project for Left Turn Restrictions at Yonge Street and Wellington Street Intersection	THAT a public information session be included as part of the public engagement strategy; and THAT staff report back to Council following the completion of the pilot period.		
IES4	2016-01-26	1(4) IES16-002 – Street Parking Plan for the Downtown Core – Pilot Project	THAT the Street Parking Plan for the Downtown Core, as described in Report No. IES16-002 be implemented as a pilot from the period of June to October 2016,	IES	Regional input pending. Public survey planned for Q1-2016 with implementation in Q2-2016.

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Revised: January 18, 2018

PENDING LIST

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	2016-05-24	1(2) IES16-046 – Yonge Street Parking Plan Pilot Project Follow-up	subject to Council approval on May 3, 2016. THAT Report No. IES16-046 – Yonge Street Parking Plan Pilot Project Follow-up be referred to the 2017 Budget.		Public Open House planned for Apr.19/16.  <b>COMPLETED</b> Removed from the 2018 budget
IES5	2015-06-23	Motion (d) Councillor Pirri Re: Low Impact Development Reserve Fund	THAT staff be directed to draft a report to Council outlining proposed additional fees for redevelopments which increase lot coverage for the purpose of implementing a low impact development reserve fund.	IES	This item will be included in the capital project to review stormwater charges planned for completion in Q4-2016.  A further report will be coming to Council in Q1 of 2018
IES6	2016-01-26  2016-05-24	Delegation (a) Jimmy Brennan, Executive Director, Aurora Youth Soccer Club, Re: Aurora Youth Soccer Club Facility  1(9) IES16-052 – Aurora Youth Soccer Club Request for Club Building	THAT the comments of the delegation be received and referred to staff to investigate and report back to Council.  THAT this project be referred to the 2017 Budget.	IES	Staff will bring back a report on project capital and operating costs for Q2-2016.  <b>COMPLETED</b> Removed from the 2018 capital budget
IES7	2016-01-26  2016-05-24	Motion (f) Councillor Abel Re: Winter Overnight Parking Restrictions  1(7) IES16-050 – Suspension of Winter Overnight Parking Restrictions	THAT Motion for Which Notice Has Been Given (f); Re: Winter Overnight Parking Restrictions be referred to staff for a report on implementing a pilot project for the 2016/2017 winter season.  THAT a pilot project to suspend winter overnight parking restrictions, except during snow events, be implemented for the 2016/2017 winter season.	IES/BBS	<b>COMPLETED</b>
IES8	2016-03-29	IES16-027– School Travel Planning Program for Aurora Heights Public School Update	THAT staff be directed to prioritize the installation of the sidewalk on Kitimat Crescent, for consideration as part of the 2017 Capital Budget; and <del>THAT staff report back to Council on the provision of a school crossing guard at the intersection of Tecumseh Drive and Kitimat Crescent.</del>	IES	<b>PARTIALLY COMPLETED</b> Report No. IES16-055 adopted by Council on June 14/16 to hire crossing guards.  COMPLETED

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Revised: January 18, 2018

PENDING LIST

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
					Project part of 2018 capital budget
IES9	2016-05-24	1(3 CFS16-006 – Funding and Long-Term Financing Plan – Joint Operations Centre	THAT upon finalization of the long-term financing plan, an informational report to Council be presented with the details of such, including interest rates and net cost of borrowing.	IES	COMPLETED FS17-003 adopted on April 11, 2017
IES10	2016-06-28	Motion (a)Councillor Mrakas Re: Library Square/Downtown Traffic Management Plan	THAT staff investigate the feasibility of the Conceptual Downtown Traffic Management Plan (conceptual plan attached to this motion) and report back to Council in September 2016; and  THAT the Conceptual Downtown Traffic Management Plan be put forward to the “Town Park Area Residents Ratepayer’s Association”, in addition to a public information session, for their review and comment; and  THAT the results of that consultation be brought back to Council along with the staff feasibility study for Council review and approval.	IES	COMPLETED An open house was held for residents and the Downtwon Traffic Management Plan is included in the Terms of Reference for the Master Transportation Study
IES11	2016-05-24	Motion (a) Councillor Humfries Re: Traffic Advisory Committee/Board	THAT staff report back with options or a Terms of Reference for a Traffic Advisory Committee/Board or other model which includes staff, Councillors, residents, and other applicable stakeholders.	IES/LLS	COMPLETED The Town uses PlaceSpeak
IES12	2016-08-09	New Business Motion No. 1	THAT staff be directed to investigate the intended use of the Our Lady of Grace Catholic Church parking lot by Metrolinx; and  THAT staff be directed to contact Metrolinx to request that immediate corrective action be taken regarding the lack of consultation process with the Town, and address traffic, signage and other Town concerns regarding GO Transit parking.	IES	COMPLETE The Metrolinx contract with Church for use of parking ended in 2017.
IES 13	2016-10-11	Motion (a) Mayor Dawe, Re: Implementation of Whistle Cessation for GO Train Crossings	Now Therefore Be It Hereby Resolved That staff be directed to bring back a report on the process required by Transport Canada for implementing		COMPLETED Staff provided Report No. IES17-024.

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Committee/Central York Fire Services    PRCS – Parks, Recreation and Cultural Services    PBS – Planning & Building Services

Revised: January 18, 2018

**PENDING LIST**

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
			whistle cessation and the status of any studies completed by the Town in support of whistle cessation; and  Be it Further Resolved That staff provide an implementation plan and preliminary budget on proceeding with a whistle cessation program for the Town of Aurora.		<b>COMPLETED</b> Whistle cessation included in the 2018 budget
<b>IES14</b>	2016-11-22	Motion (b) Councillor Gaertner, Proposed Community Safety Zone in Town Park Area	Be It Further Resolved That when the provincial government gives municipalities the authority to set up photo radar cameras, staff be directed to report back regarding the implementation of photo radar cameras in all community safety zones.		<b>PENDING</b> Provincial legislation not implemented yet, still requires Royal Assent.
<b>IES15</b>	2016-12-13	New Business Motion No. 1	That staff provide a quarterly report to Council on waste collection service levels, including improvements in service, potential problems, and problem areas within the Town.		<b>COMPLETED</b> Reporting done to N6 CAO's as part of the GFL contract.
<b>IES16</b>	2016-12-13	1(18) Environmental Advisory Committee Meeting Minutes of November 24, 2016, New Business Motion No. 1	That staff be directed to investigate the feasibility of eliminating single-use plastic bottles at all Town facilities, and report back; and  That a "bring your own bottle" initiative be implemented at all Town facilities.		<b>PENDING</b> Q1 2018
<b>IES17</b>	2016-12-13	1(18) Environmental Advisory Committee Meeting Minutes of November 24, 2016, New Business Motion No. 3	That staff be directed to investigate the feasibility of containment or removal of phragmites, and report back to Council within the first quarter of 2017; and  That a public education strategy be developed, regarding phragmites, dog-strangling vine, and		<b>PENDING</b> Q1 2018  <b>COMPLETED</b>

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<i>Revised: January 18, 2018</i>					
<b>PENDING LIST</b>					
REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
			Japanese knotweed.		Info posted on Town's website in 2017
<b>IES18</b>	2016-12-13	1(18) Environmental Advisory Committee Meeting Minutes of November 24, 2016, New Business Motion No. 4	That staff be directed to investigate the feasibility of joining the ClimateWise Business Network.		Postponed until Climate change adaptation plan is developed and GHG reduction targets are in place for the Town.
<b>IES19</b>	2017-01-31	R2 (C1) IES17-001 – Facility Projects Status Report – JOC Final Report	That Report No. IES17-001, Facility Projects Status Report – JOC Final Report, be referred back to staff.		COMPLETED FS17-003 adopted on April 11, 2017
<b>IES20</b>	2017-04-25	Motion (b) Councillor Abel, Re: Community Energy Plan	Now Therefore Be It Hereby Resolved That staff be directed to prepare a Terms of Reference and a budget for a Community Energy Plan for Council's consideration as part of the 2018 Budget.		<b>PENDING Q1 2018</b>
<b>IES21</b>	2017-06-13	R1 (R12) IES17-028 – Cleaning of Catch Basins, Storm Detention Tanks and Oil Grit Separators	That staff report back to Council with the Request for Quotation results including cost implications, recommendations for moving forward with the work and a plan of action associated with a future maintenance program for this infrastructure.		
<b>IES22</b>	2017-11-24	Motion (c) Councillor Abel, Re: Pedestrian Traffic Calming	Now Therefore Be it Hereby Resolved That staff be directed to prepare an information report regarding the suitability and advisability of installing raised pedestrian crossings, and the estimated cost for up to five installations with an identified capital funding source.		<b>PENDING</b> Q1 2018, also included in capital project #34518

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 Committee/Central York Fire Services    PRCS – Parks, Recreation and Cultural Services    PBS – Planning & Building Services**

Revised: January 18, 2018

PENDING LIST

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PBS1	2013-10-08	Motion (a) Councillor Ballard Re: Principles of Shared Space – Aurora Promenade Study Area	THAT staff be directed to investigate the principles of Shared Space and identify any areas where these concepts could be applied within the Promenade Study Area; and THAT staff report to Council with examples of this concept, the principles applicable to Aurora, and recommendations on how this could be implemented within the Promenade Study Area.	PDS	<b>COMPLETED</b> Considered as part of the public consultation for the Cultural Precinct.
PBS2	2014-01-14	8. PL14-002 – Proposed Bell Mobility Telecommunications Tower, 15320 Bayview Ave. Holdings. 650-676 Wellington Street East, File Number D11-(EX)04-13	THAT report PL14-002 be referred back to staff to investigate the feasibility of co-location of services on telecommunication towers.	PDS	<b>PENDING</b> Bell has advised that they still have an interest in site as a co-location tower. Staff will report back to Council at a future date.
PBS3	2015-05-26	1(4) PL15-041 – Proposed Zoning By-law, Medical Marihuana Production, File: ZBA-2014-02	THAT staff be directed to investigate the possibility of the creation of a Town licensing regime for medical marihuana production facilities aligned to that of the City of Mississauga.	PDS/BBS	<b>COMPLETED</b> Report CS17-012
PBS4	2015-06-23	Motion (f) Councillor Kim Re: Unnamed Walkways	THAT staff be directed to identify all of the unnamed walkways in Aurora, investigate the potential to sell or auction off naming rights to these unnamed walkways and use the revenue generated from them toward various community benefits, and report back to Council.	PDS	<b>COMPLETED</b> Report No. PDS26-022 adopted on May 10/16.
PBS5	2015-11-24	Motion (a) Councillor Gaertner Re: Highland Gate Developments Inc. Reports	THAT Council direct staff to provide a report including the following: <ul style="list-style-type: none"> <li>• All of the reports and correspondence related to the application from experts, authorities and staff received by the Town; and a report from the department of Parks and Recreation Services;</li> <li>• A review and report on the newspaper articles about any and all development related to the subject lands preceding and following the time that the one-foot buffers were established; and at the time of the first redevelopment, in order to establish the publicly expressed terms of the</li> </ul>	PDS	<b>COMPLETED</b> Minutes of settlement entered into November 17, 2016

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Revised: January 18, 2018

PENDING LIST

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
			<p>original agreement and its intent;</p> <ul style="list-style-type: none"> <li>• The results of a search, for information about the understanding of the purpose and effect of the one-foot buffer when it was obtained, based on publishing a public notice requesting that any party with knowledge of the decision step forward and provide related historical information to the process; and having a letter sent to all living municipal councillors from the time and to all persons identifiable from the public record at the time as having participated in related public meetings, seeking their best recollections of the facts of the matter;</li> <li>• A thorough report produced by expert legal counsel independent of, but to be retained by, the Town of Aurora and reporting to Aurora Town Council as a whole to objectively summarize the facts and frame the legal context of the buffers, as they relate to the proposed development, in order to properly inform the planning process;</li> <li>• A report on the potential construction impacts, including noise, dust, road and traffic disruption, implications for public health, placement of construction vehicles and materials, safety-related issues including road, property and personal, effect on existing infrastructure including the ability of roads and subsurface utilities facilities to handle weight and volume of construction vehicles without damage; and quality of life effects on the neighbourhood;</li> <li>• A report on growth targets for the Town, including how Aurora is meeting or exceeding its growth targets;</li> <li>• A report on whether the Highland Gate Developments Inc. application will impact the Parks and Recreation Master Plan; and</li> </ul> <p>THAT this information be disclosed publically at a</p>		

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Committee/Central York Fire Services    PRCS – Parks, Recreation and Cultural Services    PBS – Planning & Building Services



Revised: January 18, 2018

PENDING LIST

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
			future General Committee meeting, well ahead of an appeal being heard at the Ontario Municipal Board.		
PBS6	2015-12-08	Motion (b) Councillor Abel Re: Temperance Street Cultural Precinct	THAT staff be directed to conduct a Request for Proposal ("RFP") to engage a design firm to establish a Vision and Conceptual Plan for the Temperance Street Cultural Precinct area; and THAT upon completion of the RFP process, staff report back on the outcomes and any required budget consideration.	PDS	To be considered as part of the Official Plan review.
PBS7	2016-06-14	Motion (c) Councillor Mrakas Re: Cultural Heritage Landscapes Inventory	THAT the Town of Aurora develop the program, policy and/or criteria for identifying and evaluating Cultural Heritage Landscapes (CHL) and the subsequent creation of a Cultural Heritage Landscapes Inventory; and THAT the CHL assessment and inventory be incorporated into the Official Plan review; and THAT the CHL Inventory be referred to the Heritage Advisory Committee (HAC) for consideration at the next HAC meeting; and THAT staff report back to Council with the program, policy and/or criteria for identifying and evaluating Cultural Heritage Landscapes (CHL) and the inventory of landscapes identified at the September 12, 2016 Heritage Advisory Committee meeting for approval at the General Committee meeting of September 20, 2016.	PDS	Considered by the Heritage Advisory Committee on Oct. 17/16.
PBS8		Motion (b) Councillor Gaertner Re: Public Notice for Site Plan Applications	That Council direct Planning staff to formulate a policy that will require the same notification and signage required for Public Planning development applications; and  Be It Further Resolved That this draft policy be presented at a General Committee meeting before the end of 2016.	PBS	<b>COMPLETED</b> New Site Plan Notice Protocol Report presented to Council- November 5, 2016.

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Revised: January 18, 2018

PENDING LIST

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
PBS9	2016-10-25	1(12) PBS16-085 – Town of Aurora Strategic Plan Update – What We Heard	That staff be directed to prepare the draft Strategic Plan update based on the feedback received to date and that the draft Plan form the basis for the remaining planned public consultation activities.		Public information sessions conducted on November 29. Strategic Plan to Council for approval on February 6.
PBS10	2016-10-25	Motion (a) Councillor Abel; Re: Construction of Planned Secondary School in Official Plan	That the first and second operative clauses of the main motion as amended be deferred to a future Council meeting within 30 days, pending the presentation of further information from the York Region District School Board:  1. Now Therefore Let It Be Hereby Resolved That Council supports the Official Plan and the construction of the planned YRDSB Secondary School, on the property purchased by the YRDSB, to serve the needs of the catchment area; and  2. Be It Further Resolved That a copy of the Council resolution be forwarded to the Ministry of Education, MPP Chris Ballard, and York Region; and	PBS	<b>COMPLETED</b> Council Workshop with YRDSB held on Dec. 14/16.
PBS11	2016-10-25	Motion (a) Councillor Abel; Re: Construction of Planned Secondary School in Official Plan	3. Be It Further Resolved That dialogue/collaboration take place beginning in the last quarter of 2016, between the Town of Aurora and the YRDSB, and that invitations be extended to MPP Chris Ballard, York Region, and other interested partners to arrive at a solution; and  4. Be It Further Resolved That a representative or the Aurora-King Trustee from the York Region District School Board be invited to attend a future Council meeting and present further information regarding the proposed secondary school.	PBS	<b>COMPLETED</b> Council Workshop with YRDSB held on Dec. 14/16.
PBS12	2016-11-08	8. PBS16-098 – Additional Information: Comprehensive Zoning By-law Review, File Number: ZBA-2012-ZBR	That staff be directed to review the former policy that provides for indoor amenity space and report back to Council	PBS	Completed as part of New Zoning By-law, June 28, 2017

C - Council    CAO – Chief Administrative Officer    CS – Corporate Services    FS –Financial Services    IES – Infrastructure & Environmental Services    JCC – Joint Council  
Committee/Central York Fire Services    PRCS – Parks, Recreation and Cultural Services    PBS – Planning & Building Services

Revised: January 18, 2018

PENDING LIST

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
PBS13	2017-02-14	R6. PBS17-004 – Application for Zoning By-law Amendment, Canadian Tire Real Estate Limited, 14700 Yonge Street, Part of Lots 76 and 77, Concession 1, File Number: ZBA-2016-05	That Report No. PBS17-004 – Application for Zoning By-law Amendment, Canadian Tire Real Estate Limited, 14700 Yonge Street, Part of Lots 76 and 77, Concession 1, File Number: ZBA-2016-05, be deferred to the last Council meeting of June 2017.		<b>PENDING</b> Canadian Tire has advised staff that the site has not sold and they wish to proceed with the re-zoning of property to add commercial uses.
PBS14	2017-05-09	Motion (c) Councillor Mrakas and Councillor Thom, Re: Commemorative Sesquicentennial Plaques	Be It Further Resolved That staff identify the buildings that were constructed in 1867 to be so plaqued; and  Be It Further Resolved That the plaques be presented during Canada Day Festivities to the properties identified by staff.	PBS	<b>COMPLETED</b>
PBS15	2017-06-13	Motion (b) Councillor Gaertner and Councillor Mrakas, Re: Highland Gate Redevelopment	Now Therefore Be It Hereby Resolved That staff provide a report to Council by July 4, 2017, before any Agreements are signed, that outlines all measures that can be taken to ensure that we have the ability, in writing, to mitigate the impacts of the construction, and that these include, but are not limited to, the following: <ul style="list-style-type: none"> <li>• Conditions that must be met in the Pre-Servicing and Subdivision agreements, including mitigation measures; and</li> <li>• The process should there be any contravention of the Town's Conditions or Requirements; and</li> <li>• The staff person responsible for addressing residents' concerns, and in what required time frame; and</li> <li>• Should any amendments to our By-laws be requested that will affect residents, an outline of the process of how these will be approved and communicated to the affected community; and</li> <li>• Whether the developer's Construction Mitigation Plan, which is provided to the residents for the communication process and construction protocols, will be included in the Conditions of the Subdivision Agreement and Draft Plan or be</li> </ul>	PBS	<b>COMPLETED</b> Staff provided Report No. PBS17-057.

C - Council    CAO – Chief Administrative Officer    CS – Corporate Services    FS –Financial Services    IES – Infrastructure & Environmental Services    JCC – Joint Council Committee/Central York Fire Services    PRCS – Parks, Recreation and Cultural Services    PBS – Planning & Building Services

Revised: January 18, 2018

PENDING LIST

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
			binding in any way; and • The enforcement of the Agreements in regard to the developer's Letter of Credit.		
PBS16	2017-06-27	R6. PBS17-055 – Proposed Changes to the Ontario Municipal Board (OMB) and Updates to Four Provincial Land Use Plans	That staff be directed to submit input on Bill 139 to the province	PBS	<b>COMPLETED</b> Input provided to the province
PBS17	2017-06-27	R7. CAO17-001 – Economic Development Board – Terms of Reference	That the attached Economic Development Board – Terms of Reference be endorsed and staff be directed to proceed with the creation of the Aurora Economic Development Board.	PBS	<b>COMPLETED</b> Aurora Economic Development Corporation model presented to Council in Report Nos.CAO16-006 and CAO17-001. Aurora Economic Development Board members were confirmed at the Dec. 12/17 Council meeting.
PBS18	2017-10-24	Motion (a) Councillor Gaertner, Re: Review of Stable Neighbourhoods Policies	Now Therefore Be It Hereby Resolved That staff do a study of the By-laws governing development of stable neighbourhoods to ensure that the intent of our planning policy is being realized and reflected through these By-laws and report back to Council.	PBS	<b>PENDING</b> Q2 2018
PBS19	2017-12-12	Motion(a) Councillor Abel Re: Affordable Housing Plan	Now Therefore Be It Hereby Resolved That staff report back with municipal guidelines for affordable housing, for our Official Plan policies and Zoning By-laws; and  Be It Further Resolved That the report refer to and incorporate guidelines, funding and policies from the three (3) upper tier governments, being the Region, Provincial and Federal governments.		<b>PENDING</b> 2018
PBS20	2017-12-12	Motion (b) Councillor Mrakas Re: Interim Control By-law – Stable Neighbourhoods	Now Therefore Be It Hereby Resolved That staff propose an Interim Control By-law aimed at restricting development or alterations for a period not to exceed one year from the date of the passing of the by-law, which should define a specific area that includes areas within the existing “Stable Neighbourhoods” that contain older housing stock that contains		<b>PENDING</b> Q1 2018

C - Council    CAO – Chief Administrative Officer    CS – Corporate Services    FS –Financial Services    IES – Infrastructure & Environmental Services    JCC – Joint Council  
Committee/Central York Fire Services    PRCS – Parks, Recreation and Cultural Services    PBS – Planning & Building Services

<i>Revised: January 18, 2018</i>					
PENDING LIST					
REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
			<p>predominantly single-storey dwellings, with the purpose of restricting new residential dwellings or additions to an existing residential dwelling that exceeds the current development standards of the existing residential zones; and</p> <p>Be It Further Resolved That, for clarity, no portion of the former Highland Gate Golf Club lands be subject to the proposed Interim Control By-law; and</p> <p>Be It Further Resolved That staff report back to General Committee in the January 2018 meeting cycle with a draft Interim Control By-law for Council's consideration and enactment.</p>		

Revised: January 18, 2018

PENDING LIST

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
PRCS1	2008-08-12	15. LS08-039 – Online Pond Removal and Channel Restoration	THAT staff and the working group present the proposed wildlife park to the Lake Simcoe Region Conservation Authority.	PRCS	Subject to the approval of PRCS14.
<b>PRCS2</b>	2012-12-18	New Business	THAT staff prepare a report regarding the Terms of Reference for the Parks and Recreation Advisory Committee. THAT staff report back on the issue of two or more non-profit sports groups within the Town of Aurora.	PRCS	<b>COMPLETED</b> Identified in PRCS 16-015 adopted by Council on Mar.29/16. On April 21 PRAC agenda.
PRCS3	2015-04-28	1(12) PR15-010 Aurora King Baseball Association Provision of Maintenance Service at Stewart Burnett Park Baseball Diamond	THAT the maintenance service level for Stewart Burnett Park baseball diamond be enhanced as set out in attached Schedule “A” entitled S. B. Maintenance Services; and THAT the requirements of Schedule “A” entitled S. B. Maintenance Services be included in the facility maintenance agreement between the Aurora King Baseball Association (AKBA) and the Town authorized by Council on April 14, 2015; and THAT \$7,000.00 be added to the 2015 Parks Operations Budget for the enhanced baseball diamond maintenance service level; and THAT the Town compensate the AKBA in an amount not to exceed \$7,000.00 for the provision of said maintenance services; and THAT the AKBA provision of enhanced maintenance services at Stewart Burnett Park baseball diamond be identified as a one (1) year pilot project; and THAT staff report back on the pilot project after the conclusion of the 2015 baseball season.	PRCS	Report on Pilot Project to be presented to Council in Q1-2016.  <b>COMPLETED</b>
PRCS4	2010-04-27	1(1) CAO10-006 – Anne Bartley Smith Lands	THAT the Chief Administrative Officer report back to Council with a draft custodial relationship agreement with the Ontario Heritage Trust related to the Anne Bartley Smith Lands when appropriate.	PRCS	<b>REMOVE</b> Ontario Heritage Trust cannot agree with terms and conditions for usage of lands. Recommend closing item.
PRCS5	2014-02-11	New Business	THAT staff explore options for the purchase of 100 Bloomington Road and obtain an appraisal on the land and report back to Council.	PRCS/LLS	<b>PENDING</b>

C - Council    CAO – Chief Administrative Officer    CS – Corporate Services    FS –Financial Services    IES – Infrastructure & Environmental Services    JCC – Joint Council  
Committee/Central York Fire Services    PRCS – Parks, Recreation and Cultural Services    PBS – Planning & Building Services

Revised: January 18, 2018

PENDING LIST

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
PRCS6	2014-02-2	1(6) PR14-008 – Sports Dome	THAT Council authorize staff to explore the concept and carry out the appropriate due diligence for the transfer of ownership of the Sports Dome to the Town of Aurora and the operation of the Sports Dome to the Aurora Youth Soccer Club (AYSC); and THAT staff engage the services of a consultant to inspect and prepare a report on the condition of the Sports Dome; and THAT staff prepare terms and conditions for an agreement with the AYSC on the operation of the Sports Dome.	PRCS	In progress.  <b>COMPLETED</b>
PRCS7	2014-06-24	New Business	THAT Council direct staff to review public safety and access to the McLeod Wood Nature Reserve and report back to Council regarding the costs associated with erecting a fence on the Leslie Street side of the McLeod Nature Reserve and regarding the current maintenance of the property.	PRCS	Awaiting response from Planning on Re-zoning application re: taxes Cost to be included in 2015 Capital Budget. Extract for PR14-029 states THAT report PR14-029 be received for information.
<b>PRCS8</b>	2015-03-10	Motion (b) Councillor Kim Re: Multicultural Festival	THAT staff be directed to investigate and report back to Council on the potential for Aurora to hold a multicultural festival similar to those of other York Region Municipalities with a timeline of an inaugural event to be held sometime in 2016	PRCS	<b>COMPLETED</b> <b>Report No. PRCS16-031 adopted by Council on June 14/16 to provide funding.</b>
	2016-04-12	1(4) PRCS16-021 – Multicultural Festival	THAT staff be directed to begin the Multicultural event prior to the “Dance in the Park” event, and report back to Council if the earlier time is not feasible.		
	2016-04-26	New Business Item #1	THAT the Multicultural Festival be scheduled for Saturday, September 10, 2016, to be held at Ada Johnson Park, in the daytime.		
PRCS9	2015-04-28	1(13) Accessibility Advisory Committee Meeting Minutes of April 1, 2015	THAT staff be directed to bring a report to Council regarding the need for an Inclusion Coordinator for aquatics and recreation services.	PRCS	No new staff being contemplated per Council direction. To be considered with future staffing requests.

**C** - Council    **CAO** – Chief Administrative Officer    **CS** – Corporate Services    **FS** –Financial Services    **IES** – Infrastructure & Environmental Services    **JCC** – Joint Council Committee/Central York Fire Services    **PRCS** – Parks, Recreation and Cultural Services    **PBS** – Planning & Building Services

Revised: January 18, 2018

PENDING LIST

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
PRCS10	15-11-03	1(5) PR15-033 – McMahon Park Neighbourhood Garden Public Survey Results	THAT staff be directed to pursue an alternative location for a neighbourhood garden and report back to Council.	PRCS	<b>COMPLETED</b> Considered for McMahon and Mavrinac Parks but not adopted – Community garden will be considered in future park designs.
PRCS11	2016-02-09	1(11) PRCS16-007 – Injury or Destruction of Trees on Private Property By-law	THAT staff be directed to report back on incentive programs, partnerships and other strategies that the municipality, working with the golf course industry, can use to meet the goal of planting trees on golf course lands.	PRCS	<b>Recommend closing this item</b> By-law to be presented. December 2016.
<b>PRCS12</b>	2015-10-27	1(6) PR15-032 – Aurora Sports Hall of Fame Relocation	THAT staff report back with options for signage, to be located along municipal, regional and provincial roadways, to highlight the location of the Sports Hall of Fame, Stronach Aurora Recreation Complex and the Aurora Cultural Centre.	PRCS	<b>PARTIALLY COMPLETED</b> <b>Report No. PR15-032 adopted on Oct.27/16.</b>
PRCS13	2015-07-14	Delegation (b) Mark Setter and David Tomlinson Re: Progress of 2C Wildlife Park Development Project	THAT the presentation of Mark Setter and David Tomlinson be received and referred to staff for comment and recommended course of action, to be provided to the Parks and Recreation Advisory Committee, Trails and Active Transportation Committee, and Environmental Advisory Committee for comment and recommendation, prior to staff reporting back to Council.	PRCS	<b>COMPLETED</b> Report No. PRCS16-023 adopted by Council on June 14/16 – Award of Tender.
<b>PRCS14</b>	2015-07-14	Motion (c) Councillor Humfryes Re: Church Street School Landscaping	THAT staff review and provide appropriate landscape designs that would be more suitable for the building; and THAT the design options be first presented to the Aurora Cultural Centre Board to ensure that the design is conducive to Cultural Centre programming and vision, followed by a report to Council early in September 2015.	PRCS	<b>Redesign of Library Square in 2018</b>  <b>Report will be presented during 2016 Budget deliberations.</b>  <b>Will be subject of discussions with Cultural Centre staff during ongoing operational meetings.</b>
<b>PRCS15</b>	2015-08-11	Delegation (b) Don Lewis, President, Aurora Lions Club	THAT the presentation of Don Lewis, President, Aurora Lions Club, be received and referred to staff for a report	PRCS	<b>RECOMMEND CLOSURE OF THIS ITEM - 52 &amp; 56 VICTORIA</b>

C - Council    CAO – Chief Administrative Officer    CS – Corporate Services    FS –Financial Services    IES – Infrastructure & Environmental Services    JCC – Joint Council Committee/Central York Fire Services    PRCS – Parks, Recreation and Cultural Services    PBS – Planning & Building Services



Revised: January 18, 2018

PENDING LIST

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
		Re: Home for the Aurora Lions Club	back to Council.		<b>STREET DEMOLISHED</b> To be included in the repurposing study.
<b>PRCS16</b>	2016-01-26	1(15) PRCS16-006 – Status of the Cultural Precinct Plan	THAT Council be provided with the geotechnical report for Blocks One and Three of the Cultural Precinct; and THAT the next Cultural Precinct report include all public comments received to date, and the concerns expressed by the Delegates from the General Committee meeting of January 19, 2016; and THAT the next Cultural Precinct report be accompanied by the report from AECOM unless provided to Members of Council prior to that date.	PRCS/PDS	<b>PARTIALLY COMPLETED</b> Report No. PR15-026 adopted on Sep. 15/15. Geotechnical report provided to Council.
	2016-04-26	1(10) PDS16-026 – Cultural Precinct/Library Square Repurposing Project Plan	THAT staff prepare reports and schedule public consultation meetings in accordance with the approval process.		
	2016-06-28	1(7) PDS16-041 – Cultural Precinct Public Consultation Process and Timeline	THAT Town Advisory Committees provide feedback as part of the public consultation and engagement process.		
<b>PRCS17</b>	2016-03-09	1(9) PRCS16-013 – Block 208 on Mavrinac Boulevard	THAT staff be directed to proceed with the design and development of Block 208 on Mavrinac Boulevard as a park, and report back to Council on potential design options, including but not limited to basketball courts, tennis courts, and accessibility features, by May 3, 2016.	PRCS	<b>COMPLETED 2017</b> Report No. PRCS16-013 adopted on Mar.8/16.  Report No. PRCS16-036 adopted by Council on July 12/16 approving plan and providing budget.  Report (RFP) on Oct. 18/16 GC agenda.
	2016-04-26	1(7) PRCS16-017 – Mavrinac Park Conceptual Design	THAT staff be directed to conduct a Public Open House for the purposes of obtaining input and comments from the public on the proposed design and facilities to be included in the park; and THAT the Mavrinac Park Conceptual Design be referred to the Accessibility Advisory Committee and the Parks and Recreation Advisory Committee for		

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Committee/Central York Fire Services    PRCS – Parks, Recreation and Cultural Services    PBS – Planning & Building Services

Revised: January 18, 2018

PENDING LIST

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
	2016-07-12	6. PRCS16-036 – Mavrinac Park Public Meeting Results and Revised Conceptual Design	comment; and THAT funding from the Cash-in-Lieu of Parkland Reserve, in an amount not to exceed \$1,300,000.00 for the design and construction of the park, be approved; and THAT staff report back to Council with the information and comments received at the Public Open House including any revisions to the park concept plan, cost estimate and a proposed date of construction commencement.  THAT staff report back to Council with the results of the public tender and recommendations on proceeding with construction of the Park.		
PRCS18	2016-01-26	Motion (b) Councillor Thom Re: Facility Sponsorship and Advertising	THAT staff be directed to bring forward a report on the following: •The assessment and inventory of our current facility sponsorship and advertising assets; •The assessment and inventory on any potential facility sponsorship and advertising opportunities; •Best practices for facility sponsorship and advertising strategies from other Ontario municipalities (e.g., City of Oshawa, Town of Whitby, City of Ottawa); and •Recommendations for an enhanced facility sponsorship and advertising strategy for the Town of Aurora; and THAT the report be brought forward to Council before the beginning of the 2017 Budget deliberations.	PRCS	<b>COMPLETED</b> Part of 2018 budget
PRCS19	2014-06-24	Memorandum from Chief Administrative Officer Re: Petch House Open Call to the Public	THAT Council direct staff to report back on the costs of accommodating the suggested uses of the Petch House, categorized by function and level of modification required.	PRCS	<b>COMPLETED</b> Facility uses to be part of Facility-Use Study to be presented by PRCS. Costs to be evaluated once use is established.

C - Council    CAO – Chief Administrative Officer    CS – Corporate Services    FS –Financial Services    IES – Infrastructure & Environmental Services    JCC – Joint Council  
Committee/Central York Fire Services    PRCS – Parks, Recreation and Cultural Services    PBS – Planning & Building Services

Revised: January 18, 2018

PENDING LIST

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
PRCS20	2013-09-24	Motion (b) Councillor Abel Re: Application for Ontario Music Fund Grant	NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to develop a strategy [re: a live music strategy for a provincial grant application].	PRCS	Staff to investigate and apply for grant opportunities where appropriate
	2016-04-12	1(6) PRCS16-018 – Music Strategy	THAT staff be directed to apply for funding from the Ontario Music Fund Grant to support the initiatives identified in the Music Strategy.		
PRCS21	2015-06-23	10. Correspondence from Jill Foster, CEO and Library Board Secretary Re: Presentation (c) Steve Langlois, Principal Planner, Monteith Brown Planning Consultants Re: Aurora Public Library Facility Needs Assessment	THAT the recommendation of the Aurora Public Library Board of Directors be referred back to staff to report back to Council on both the cost implications and effects of the Library's assumptions of the space within the Library.	PRCS	PENDING Staff drafting Transitional agreement with Library for assumption of space
PRCS22	2016-03-09	1(7) PRCS16-011 – Parks and Recreation Master Plan Update	THAT staff present an Implementation Plan to Council.	PRCS	COMPLETED
PRCS23	2016-05-10	1(19) Parks and Recreation Advisory Committee Meeting Minutes of April 21, 2016	THAT a status report regarding water seepage issues at the Skateboard Park be provided to Council and to the Parks and Recreation Advisory Committee for information.	PRCS	PENDING Capital Project scheduled for 2018 to address this
PRCS24	2016-05-24	Presentation (a) Teri Hastings Re: Aurora Music Festival	THAT staff report back on in-kind contributions to the Aurora Music Festival, including the possibility of a Sign By-law exemption.	PRCS	COMPLETED Memo adopted on June 14/16 providing funding for event.
PRCS25	2016-05-24	1(12) PRCS16-025 – Award of Tender PRCS2016-22 for the Construction of the Queen's Diamond Jubilee Park Accessible Playground	THAT Report No. PRCS16-025 – Award of Tender PRCS2016-22 for the Construction of the Queen's Diamond Jubilee Park Accessible Playground be deferred to the General Committee meeting of June 7, 2016, pending final comment from the Accessibility Advisory Committee regarding the final conceptual design.	PRCS	COMPLETED Report No. PRCS16-025 adopted by Council on June 14/16 - Award of Tender.
PRCS26	2016-09-13	GC New Business Motion No.1	That staff be directed to review the Ice Allocation Policy and report back to Council.	PRCS	COMPLETED Staff provided Report No. PRCS17-037.

C - Council    CAO – Chief Administrative Officer    CS – Corporate Services    FS –Financial Services    IES – Infrastructure & Environmental Services    JCC – Joint Council  
Committee/Central York Fire Services    PRCS – Parks, Recreation and Cultural Services    PBS – Planning & Building Services

Revised: January 18, 2018

PENDING LIST

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
PRCS27	2016-09-27	GC New Business Motion No.2	That staff be directed to investigate the possibility of reduced ice costs for the Aurora Tigers Jr. A Hockey Club and report back to Council.	PRCS	COMPLETED New Fees approved for January 1, 2017
PRCS28	2016-10-11	1(6) PRCS17-044 – Leslie Street Underpass Construction	That Item 6, Report No. PRCS16-044 – Leslie Street Underpasses Construction, and previous reports and background, be referred to the Trails and Active Transportation Committee for comment on the usefulness of Underpass C and whether it is needed in the Trails Master Plan, and that staff report back.		COMPLETED
PRCS29	2016-10-11	1(13) Parks and Recreation Advisory Committee Meeting Minutes of September 15, 2016, Memorandum from Manager of Parks Re: Pet Waste in Public Parks and Open Space	That staff be directed to investigate a public education program and public survey regarding pet waste in public parks and open spaces.		REPORT TO BE PRESENTED IN 2018
PRCS30	2016-10-11	1(13) Parks and Recreation Advisory Committee Meeting Minutes of September 15, 2016, New Business Motion No. 1	That staff be directed to provide a review of the ownership, maintenance, and replacements of all existing feature walls in the Town; and  That staff be directed to investigate the feasibility of replacing the feature walls at the north-east and south-east corners Batson Drive and Yonge Street.		
PRCS31	2016-10-11	1(14) Trails and Active Transportation Committee Meeting Minutes of September 16, 2016, Memorandum from Manager of Parks, Re: Atkinson Park Trail Extension to St. John's Sideroad	That staff be directed to investigate the cost of the proposed Atkinson Park trail extension, consult with Lake Simcoe Region Conservation Authority and York Region, and report back to the Trails and Active Transportation Committee for consideration.		2018 CAPITAL BUDGET
PRCS32	2016-10-11	1(14) Trails and Active Transportation Committee Meeting Minutes of September 16, 2016, Memorandum from Manager of Parks, Re: Lake to Lake Trail Update	That the draft plan of the proposed Lake to Lake Cycling Route and Walking Trail be publicly communicated.		COMPLETED

C - Council    CAO – Chief Administrative Officer    CS – Corporate Services    FS –Financial Services    IES – Infrastructure & Environmental Services    JCC – Joint Council  
Committee/Central York Fire Services    PRCS – Parks, Recreation and Cultural Services    PBS – Planning & Building Services

Revised: January 18, 2018

**PENDING LIST**

REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
PRCS33	2016-11-22	Motion (b) Councillor Mrakas and Councillor Humfries, Re: Cycling Master Plan	Now Therefore Be It Hereby Resolved That staff work with the Trails and Active Transportation Committee in developing a strategy to create a Cycling Master Plan that will ultimately be incorporated into the Town's Official Plan.		<b>2019 CAPITAL</b>
PRCS34	2016-12-13	1(17) Parks and Recreation Advisory Committee Meeting Minutes of November 17, 2016, New Business Motion No.1	That staff be directed to investigate the feasibility of control and/or eradication of invasive species in Aurora and report back.		
PRCS35	2017-01-31	C1(R3) PRCS17-002 – Aurora's Multicultural Festival – Information Gathering Sessions	That Report No. PRCS17-002 be received; and  That the scheduling of two (2) public open houses for the purpose of gathering input from the community on the programming elements of Aurora's Multicultural Festival be approved.		<b>COMPLETE</b> Two open houses took place March 2 & 8, 2017
PRCS36	2017-03-28	C1(R5) PRCS17-006 – Tax Exempt Status for Sports Dome and Tennis Dome	That Report No. PRCS17-006, Tax Exempt Status for Sports Dome and Tennis Dome, be referred back to staff for consideration of Council's comments and to bring back a separate report on each facility providing further information.		<b>PARTIALLY COMPLETED</b> Staff provided Report No. PRCS17-027, re: Tax Exempt Status for Sports Dome
PRCS37	2017-04-25	Motion (c) Councillor Kim, Re: Multi-use Sports Facility	Now Therefore Be It Hereby Resolved That staff work with Aurora's various sports partners and come back to Council with a report regarding a proposed facility fit for a new multi-use sports facility; and  Be It Further Resolved That the report be presented to the Finance Advisory Committee and the Parks, Recreation and Cultural Services Advisory Committee prior to Council's 2018 budget deliberations.		<b>COMPLETE</b>
PRCS38	2017-04-25	Motion (d) Councillor Kim, Re: Baseball Diamonds	Now Therefore Be It Hereby Resolved That staff report back to Council in time for the 2018 capital budget deliberations with options for at least two (2) baseball diamonds indicating costs, potential locations and other ancillary needs.		<b>COMPLETE</b>

**C - Council**   **CAO – Chief Administrative Officer**   **CS – Corporate Services**   **FS –Financial Services**   **IES – Infrastructure & Environmental Services**   **JCC – Joint Council Committee/Central York Fire Services**   **PRCS – Parks, Recreation and Cultural Services**   **PBS – Planning & Building Services**

<i>Revised: January 18, 2018</i>					
<b>PENDING LIST</b>					
REF. #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
PRCS39	2017-06-27	R9 (R2) PRCS17-024 – Space Accommodations for Community Groups	That staff continue to work toward finding a solution regarding space for community groups		<b>COMPLETE</b>
PRCS40	2017-09-26	Motion (a) Councillor Mrakas, Re: Aurora Christmas Market (Outdoor)	<p>Now Therefore Be It Hereby Resolved That staff develop a new special event—a one night, outdoor Aurora Christmas Market—to be held prior to Christmas 2017 in Library Square; and</p> <p>Be It Further Resolved That staff report back to Council with dates and costs associated with holding a 2017 Aurora Christmas Market for Council’s approval; and</p>		<b>COMPLETED</b> Staff provided Report No. PRCS17-037.
PRCS41	2017-11-14	C1(R3) PRCS17-037 – Aurora Outdoor Christmas Market	That staff report back to Council on the need for additional staff for Special Events/Communications in Q1 of 2018; and		<b>PENDING Q1, 2018</b>
PRCS42	2017-11-24	Motion (b) Councillor Abel, Re: Aurora Pow-Wow 2018	Now Therefore Be It Hereby Resolved That staff be directed to prepare information in the form of a budget option to hold the Aurora Pow-Wow 2018 for consideration by Budget Committee during the 2018 Budget review.		<b>COMPLETE</b>

**C - Council    CAO – Chief Administrative Officer    CS – Corporate Services    FS –Financial Services    IES – Infrastructure & Environmental Services    JCC – Joint Council Committee/Central York Fire Services    PRCS – Parks, Recreation and Cultural Services    PBS – Planning & Building Services**

Revised: January 18, 2018

PENDING LIST						
Old #	New/ Re-org #	MTG DATE yyyy-mm-dd	REPORT TITLE/SUBJECT	ACTION	ACTION DEPT	RESPONSE/STATUS
CAO 1	CAO 1	2015-04-28  2015-05-11  2015-07-14	Motion (b) Councillor Thompson Re: Corporate Communications Policy  1(16) Memorandum from Chief Administrative Officer Re: Communications  4. CAO15-009 – Results of Communications Survey	THAT the Town of Aurora's Corporate Communications Plan (2011) and the Corporate Communications Policy be placed on the next Agenda for review and direction from Council; and THAT staff bring forward, for Council's approval, a revised Corporate Communications Plan and Corporate Communications Policy prior to the end of 2015.  THAT a public Council workshop be scheduled to review the Communications Policies and Corporate Communications Strategic Plan; and THAT staff be directed to engage residents, including at the upcoming 2015 Aurora Chamber Street Festival, to obtain ideas on improving the Town's communication and engagement practices and policies.  THAT Report No. CAO15-009 be referred to a future Council Workshop to be scheduled in September 2015.	CAO  CAO  CAO	<b>PARTIALLY COMPLETED</b> Council adopted Memo re Communications May 11/15.  Update to Council in April 2016 to be presented to Council.  <b>New Communications Manager hired and commenced work July 18/16.</b>  Report CAO16-005 was received by Council on Nov. 9/17. Communications Strategy Workshop held on Mar. 27/17
CAO 5	CAO 2	2016-01-26	1(13) PRCS16-003 – Aurora Soccer Club Lease Agreement – Highland Park	THAT the Chief Administrative Officer be directed to report back within six (6) months on options for a process to manage leases and other agreements.	CAO	<b>PENDING</b> Legal Services is currently in the process of standardizing all leases. A Summary report will be presented in 2018 once completed.
CAO 8	CAO 3	2016-09-27	Motion (a) Councillor Kim Cultural Partners	That "cultural partners" be identified as any group or organization that is financially supported through direct funding or exclusive use of Town facilities in the delivery of Cultural programming; and That the CAO report to Council with a list of Cultural Partners and a terms of reference for the a review of existing delivery models and a review of possible alternative approaches in the delivery of cultural programs and service to residents; and  That upon acceptance of the terms of reference by	CAO	<b>PARTIALLY COMPLETED</b> Staff provided Report No. CAO17-002.

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<i>Revised: January 18, 2018</i>						
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		2017-04-25	R1. CAO17-002 – Cultural Partners Review	<p>Council, the CAO commence the review and report back to Council with delivery options and recommendations by the end March 31, 2017.</p> <p>That the Town conduct a facilitated workshop with its cultural partners; and</p> <p>That, following the workshop, staff report back to Council with detailed next steps pertaining to review of the existing Cultural Partnership delivery model and potential for alternative approaches.</p>		<b>PENDING</b>
<b>CAO 11</b>	<b>CAO 4</b>	2017-10-10	R2. CAO17-006 – Engagement of Review of Joint Operations Centre (JOC) Project and Costs	That staff be directed to provide a cost for a qualitative audit report on the effectiveness of the project management processes of the JOC Project.	CAO	<b>PENDING</b>
<b>CAO 12</b>	<b>CAO 5</b>	2017-11-28	R2. CAO17-007 – Branding Concepts for Aurora Armoury	That Report No. CAO17-007 – Branding Concepts for Aurora Armoury be deferred to the Council meeting in January 2018 to allow for public consultation.	CAO	<b>PENDING</b>



Revised: January 18, 2018

PENDING LIST						
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CS1	CS 1	2015-01-20	Motion (d) Councillor Mrakas Re: Sign By-law Enforcement	THAT staff be directed to report on options to ensure necessary staff to enforce the Temporary Sign By-law as it pertains to municipal election signs.	BBS	Future consideration.
CS6	CS 2	2015-05-26	1 (2) LLS15-035 – Request for an Encroachment Agreement (29 Mendy’s Forest) and  1 (3) LLS15-036 – Request for an Encroachment Agreement (50 Pineneedle Drive)	THAT Item 1(2) LLS15-035 – Request for an Encroachment Agreement (29 Mendy’s Forest) be deferred until such time that staff reports back to Council regarding the policy for management of encroachments throughout the Town.  THAT Item 1(3) LLS15-036 – Request for an Encroachment Agreement (50 Pineneedle Drive) be deferred until such time that staff reports back to Council regarding the policy for management of encroachments throughout the Town.	LLS	<b>PENDING</b> Encroachment By-law in draft form, policy under review. Report to Council expected Q2/18
CS11	CS 3	2016-02-23	Motion (a) Councillor Kim Re: Publication of Purchase and Sale of Lands by the Town	THAT, subject to the requirements of the Municipal Freedom of Information and Protection of Privacy Act, the Town of Aurora make available on its public website no later than June 30, 2016, a list of all completed land transactions (acquisitions and dispositions), including those completed within the previous five (5) years, that includes the following information: (a) the property address; (b) the names of the parties to the transaction; (c) the closing date of the transaction; (d) the purchase/sale price, with any taxes paid as part of the transaction separated out where possible; and THAT the following types of land transactions be excluded from the list published on the Town’s website: (a) transfers of land for a nominal amount; (b) transfers of land pertaining to the registration of subdivision agreements; and (c) transfers of land pertaining to property tax sales.	LLS	<b>COMPLETED</b> List available on Town website.

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			R4 (R3) CS17-018 – Power of Entry	referred back to staff for further clarification and report back to Council		2018.
<b>CS24</b>	<b>CS 8</b>	2017-06-13	Motion (a) Councillor Abel, Re: Twinning With an Indigenous Community: A Canada 150 Municipal Legacy	Now Therefore Be It Hereby Resolved That staff be directed to investigate twinning with an Indigenous community in Ontario and report back with details for Council consideration; and	CS	<b>PENDING</b> To come to GC in Spring 2018
<b>CS25</b>	<b>CS 9</b>	2017-10-10	Motion (a) Mayor Dawe, Re: Federal Legalization of Recreational Cannabis	Now Therefore Be It Hereby Resolved That staff be directed to investigate this “opt out” provision with the Province.		<b>PENDING</b> more information from the Province
<b>CS27</b>	<b>CS 10</b>	2017-11-28	R3. CS17-037 – 2018 Procedure By-law Review and Proposed Meeting Schedule	That Report No. CS17-037 – 2018 Procedure By-law Review and Proposed Meeting Schedule be deferred to a future Council meeting.	CS	<b>PARTIALLY COMPLETED</b> 2018 Meeting Schedule approved as part of Report No. CS17-039. Procedure By-law Review to be brought forward in Q1 2018.

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<b>FS6</b>	<b>FS 1</b>	2017-02-14	R2. FS17-001 – Fire Station 4-5 Project Funding – Aurora Share	That staff report back with a funding report for Aurora’s share of the construction phase of the project.	FS	<b>PENDING To be included with final design cost in Q2 2018</b>
<b>FS7</b>	<b>FS 2</b>	2017-02-28	Motion (b) Councillor Mrakas Re: Property Tax Vacancy Rebates	Be It Further Resolved That staff be directed to report back to Council after the matter of the vacant unit tax rebate has been addressed by the Region;	FS	<b>PENDING Q1 2018</b>
<b>FS8</b>	<b>FS 3</b>	2017-04-11	C1(R2) FS17-003 – Joint Operations Centre (JOC) Project: Financial Summary Report	That staff be directed to request that York Region conduct an independent auditor’s review of the Joint Operations Centre project; and  That staff be directed to compile a comprehensive list of “lessons learned” respecting the Joint Operations Centre and Aurora Family Leisure Complex projects for future reference by staff and Council; and  That staff be directed to report back on the total cost of the Joint Operations Centre project.	FS	<b>PENDING Q1 2018</b>
<b>FS9</b>	<b>FS 4</b>	2017-05-09	Motion (a) Councillor Mrakas, Re: Vacant Property Tax	Now Therefore Be It Hereby Resolved That staff be directed to investigate options for imposing a vacant home tax under the new provincial initiative, and report back with recommendations in Q3 for Council’s consideration	FS	<b>PENDING Q2 2018</b>
<b>FS14</b>	<b>FS 5</b>	2017-12-12	R2. FS17-050 – 2018 Operating Budget Final Approval	That the necessary by-law be enacted at a future Council Meeting to set the final billing 2018 tax rates and payment dates		<b>PENDING Tax rate by-law to come forward in Q2, 2018</b>

Revised: January 18, 2018

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IES1	PDS 1	2013-08-13	19. IES13-043 – On-Street Parking and Safety Concerns on Stone Road	THAT this Item be referred back to staff for a report on time restricted parking.	IES	Staff report for Q2-2016
IES5	PDS 2	2015-06-23	Motion (d) Councillor Pimi Re: Low Impact Development Reserve Fund	THAT staff be directed to draft a report to Council outlining proposed additional fees for redevelopments which increase lot coverage for the purpose of implementing a low impact development reserve fund.	IES	This item will be included in the capital project to review stormwater charges planned for completion in Q4-2016.  A further report will be coming to Council in Q1 of 2018
IES8	OPS 1	2016-03-29	IES16-027– School Travel Planning Program for Aurora Heights Public School Update	THAT staff be directed to prioritize the installation of the sidewalk on Kitimat Crescent, for consideration as part of the 2017 Capital Budget; and THAT staff report back to Council on the provision of a school crossing guard at the intersection of Tecumseh Drive and Kitimat Crescent.	IES	<b>PARTIALLY COMPLETED</b> Report No. IES16-055 adopted by Council on June 14/16 to hire crossing guards.  COMPLETED Project part of 2018 capital budget
IES1 4	OPS 2	2016-11-22	Motion (b) Councillor Gaertner, Proposed Community Safety Zone in Town Park Area	Be It Further Resolved That when the provincial government gives municipalities the authority to set up photo radar cameras, staff be directed to report back regarding the implementation of photo radar cameras in all community safety zones.		<b>PENDING</b> Provincial legislation not implemented yet, still requires Royal Assent.
IES1 6	PDS 3	2016-12-13	1(18) Environmental Advisory Committee Meeting Minutes of November 24, 2016, New Business Motion No. 1	That staff be directed to investigate the feasibility of eliminating single-use plastic bottles at all Town facilities, and report back; and  That a “bring your own bottle” initiative be implemented at all Town facilities.		<b>PENDING</b> Q1 2018
IES1	PDS 4	2016-12-13	1(18) Environmental Advisory	That staff be directed to investigate the feasibility of		<b>PENDING</b>

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7			Committee Meeting Minutes of November 24, 2016, New Business Motion No. 3	containment or removal of phragmites, and report back to Council within the first quarter of 2017; and  That a public education strategy be developed, regarding phragmites, dog-strangling vine, and Japanese knotweed.		Q1 2018  <b>COMPLETED</b> Info posted on Town's website in 2017
<b>IES18</b>	<b>PDS 6</b>	2016-12-13	1(18) Environmental Advisory Committee Meeting Minutes of November 24, 2016, New Business Motion No. 4	That staff be directed to investigate the feasibility of joining the ClimateWise Business Network.		Postponed until Climate change adaptation plan is developed and GHG reduction targets are in place for the Town.
<b>IES20</b>	<b>PDS 7</b>	2017-04-25	Motion (b) Councillor Abel, Re: Community Energy Plan	Now Therefore Be It Hereby Resolved That staff be directed to prepare a Terms of Reference and a budget for a Community Energy Plan for Council's consideration as part of the 2018 Budget.		<b>PENDING</b> Q1 2018
<b>IES21</b>	<b>OPS 3</b>	2017-06-13	R1 (R12) IES17-028 – Cleaning of Catch Basins, Storm Detention Tanks and Oil Grit Separators	That staff report back to Council with the Request for Quotation results including cost implications, recommendations for moving forward with the work and a plan of action associated with a future maintenance program for this infrastructure.		
<b>IES22</b>	<b>PDS 8</b>	2017-11-24	Motion (c) Councillor Abel, Re: Pedestrian Traffic Calming	Now Therefore Be it Hereby Resolved That staff be directed to prepare an information report regarding the suitability and advisability of installing raised pedestrian crossings, and the estimated cost for up to five installations with an identified capital funding source.		<b>PENDING</b> Q1 2018, also included in capital project #34518

Revised: January 18, 2018

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PBS2	PDS 9	2014-01-14	8. PL14-002 – Proposed Bell Mobility Telecommunications Tower, 15320 Bayview Ave. Holdings. 650-676 Wellington Street East, File Number D11-(EX)04-13	THAT report PL14-002 be referred back to staff to investigate the feasibility of co-location of services on telecommunication towers.	PDS	<b>PENDING</b> Bell has advised that they still have an interest in site as a co-location tower. Staff will report back to Council at a future date.
PBS6	PDS 10	2015-12-08	Motion (b) Councillor Abel Re: Temperance Street Cultural Precinct	THAT staff be directed to conduct a Request for Proposal ("RFP") to engage a design firm to establish a Vision and Conceptual Plan for the Temperance Street Cultural Precinct area; and THAT upon completion of the RFP process, staff report back on the outcomes and any required budget consideration.	PDS	To be considered as part of the Official Plan review.
PBS7	PDS 11	2016-06-14	Motion (c) Councillor Mrakas Re: Cultural Heritage Landscapes Inventory	THAT the Town of Aurora develop the program, policy and/or criteria for identifying and evaluating Cultural Heritage Landscapes (CHL) and the subsequent creation of a Cultural Heritage Landscapes Inventory; and THAT the CHL assessment and inventory be incorporated into the Official Plan review; and THAT the CHL Inventory be referred to the Heritage Advisory Committee (HAC) for consideration at the next HAC meeting; and THAT staff report back to Council with the program, policy and/or criteria for identifying and evaluating Cultural Heritage Landscapes (CHL) and the inventory of landscapes identified at the September 12, 2016 Heritage Advisory Committee meeting for approval at the General Committee meeting of September 20, 2016.	PDS	Considered by the Heritage Advisory Committee on Oct.17/16.
PBS9	PDS 12	2016-10-25	1(12) PBS16-085 – Town of Aurora Strategic Plan Update – What We Heard	That staff be directed to prepare the draft Strategic Plan update based on the feedback received to date and that the draft Plan form the basis for the remaining planned public consultation activities.		Public information sessions conducted on November 29. Strategic Plan to Council for approval on February 6.

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Revised: January 18, 2018

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PBS1 2	<b>PDS 13</b>	2016-11-08	8. PBS16-098 – Additional Information: Comprehensive Zoning By-law Review, File Number: ZBA-2012-ZBR	1. That staff be directed to review the former policy that provides for indoor amenity space and report back to Council	PBS	Completed as part of New Zoning By-law, June 28, 2017
PBS1 3	<b>PDS 14</b>	2017-02-14	R6. PBS17-004 – Application for Zoning By-law Amendment, Canadian Tire Real Estate Limited, 14700 Yonge Street, Part of Lots 76 and 77, Concession 1, File Number: ZBA-2016-05	That Report No. PBS17-004 – Application for Zoning By-law Amendment, Canadian Tire Real Estate Limited, 14700 Yonge Street, Part of Lots 76 and 77, Concession 1, File Number: ZBA-2016-05, be deferred to the last Council meeting of June 2017.		<b>PENDING</b> Canadian Tire has advised staff that the site has not sold and they wish to proceed with the re-zoning of property to add commercial uses.
PBS1 8	<b>PDS 15</b>	2017-10-24	Motion (a) Councillor Gaertner, Re: Review of Stable Neighbourhoods Policies	Now Therefore Be It Hereby Resolved That staff do a study of the By-laws governing development of stable neighbourhoods to ensure that the intent of our planning policy is being realized and reflected through these By-laws and report back to Council.	PBS	<b>PENDING</b> Q2 2018
PBS1 9	<b>PDS 16</b>	2017-12-12	Motion(a) Councillor Abel Re: Affordable Housing Plan	Now Therefore Be It Hereby Resolved That staff report back with municipal guidelines for affordable housing, for our Official Plan policies and Zoning By-laws; and  Be It Further Resolved That the report refer to and incorporate guidelines, funding and policies from the three (3) upper tier governments, being the Region, Provincial and Federal governments.		<b>PENDING</b> 2018
PBS2 0	<b>PDS 17</b>	2017-12-12	Motion (b) Councillor Mrakas Re: Interim Control By-law – Stable Neighbourhoods	Now Therefore Be It Hereby Resolved That staff propose an Interim Control By-law aimed at restricting development or alterations for a period not to exceed one year from the date of the passing of the by-law, which should define a specific area that includes areas within the existing “Stable Neighbourhoods” that contain older housing stock that contains predominantly single-storey dwellings, with the purpose of restricting new residential dwellings or additions to an existing residential dwelling that exceeds the current development standards of the existing residential		<b>PENDING</b> Q1 2018

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				zones; and  Be It Further Resolved That, for clarity, no portion of the former Highland Gate Golf Club lands be subject to the proposed Interim Control By-law; and  Be It Further Resolved That staff report back to General Committee in the January 2018 meeting cycle with a draft Interim Control By-law for Council's consideration and enactment.		

Revised: January 18, 2018

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PRC S1	<b>PDS 18</b>	2008-08-12	15. LS08-039 – Online Pond Removal and Channel Restoration	THAT staff and the working group present the proposed wildlife park to the Lake Simcoe Region Conservation Authority.	PRCS	Subject to the approval of PRCS14.
PRC S5	<b>PDS 19</b>	2014-02-11	New Business	THAT staff explore options for the purchase of 100 Bloomington Road and obtain an appraisal on the land and report back to Council.	PRCS/LS	<b>PENDING</b>
PRC S7	<b>OPS 4</b>	2014-06-24	New Business	THAT Council direct staff to review public safety and access to the McLeod Wood Nature Reserve and report back to Council regarding the costs associated with erecting a fence on the Leslie Street side of the McLeod Nature Reserve and regarding the current maintenance of the property.	PRCS	Awaiting response from Planning on Re-zoning application re: taxes Cost to be included in 2015 Capital Budget. Extract for PR14-029 states THAT report PR14-029 be received for information.
PRC S9	<b>CMS 1</b>	2015-04-28	1(13) Accessibility Advisory Committee Meeting Minutes of April 1, 2015	THAT staff be directed to bring a report to Council regarding the need for an Inclusion Coordinator for aquatics and recreation services.	PRCS	No new staff being contemplated per Council direction. To be considered with future staffing requests.
<b>PRC S12</b>	<b>CMS 2</b>	2015-10-27	1(6) PR15-032 – Aurora Sports Hall of Fame Relocation	THAT staff report back with options for signage, to be located along municipal, regional and provincial roadways, to highlight the location of the Sports Hall of Fame, Stronach Aurora Recreation Complex and the Aurora Cultural Centre.	<b>PRCS</b>	<b>PARTIALLY COMPLETED</b> <b>Report No. PR15-032 adopted on Oct.27/16.</b>
<b>PRC S16</b>	<b>CMS 3</b>	2016-01-26	1(15) PRCS16-006 – Status of the Cultural Precinct Plan	THAT Council be provided with the geotechnical report for Blocks One and Three of the Cultural Precinct; and THAT the next Cultural Precinct report include all public comments received to date, and the concerns expressed by the Delegates from the General Committee meeting of January 19, 2016; and THAT the next Cultural Precinct report be accompanied by the report from AECOM unless provided to Members of Council prior to that date.	PRCS/PDS	<b>PARTIALLY COMPLETED</b> Report No. PR15-026 adopted on Sep. 15/15. Geotechnical report provided to Council.
		2016-04-26	1(10) PDS16-026 – Cultural Precinct/Library Square	THAT staff prepare reports and schedule public consultation meetings in accordance with the approval process.		

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		2016-06-28	Repurposing Project Plan 1(7) PDS16-041 – Cultural Precinct Public Consultation Process and Timeline	THAT Town Advisory Committees provide feedback as part of the public consultation and engagement process.		
PRCS 20	CMS 4	2013-09-24	Motion (b) Councillor Abel Re: Application for Ontario Music Fund Grant	NOW THEREFORE BE IT HEREBY RESOLVED THAT staff be directed to develop a strategy [re: a live music strategy for a provincial grant application].	PRCS	Staff to investigate and apply for grant opportunities where appropriate
		2016-04-12	1(6) PRCS16-018 – Music Strategy	THAT staff be directed to apply for funding from the Ontario Music Fund Grant to support the initiatives identified in the Music Strategy.		
PRCS 21	CMS 5	2015-06-23	10. Correspondence from Jill Foster, CEO and Library Board Secretary Re: Presentation (c) Steve Langlois, Principal Planner, Monteith Brown Planning Consultants Re: Aurora Public Library Facility Needs Assessment	THAT the recommendation of the Aurora Public Library Board of Directors be referred back to staff to report back to Council on both the cost implications and effects of the Library's assumptions of the space within the Library.	PRCS	PENDING Staff drafting Transitional agreement with Library for assumption of space
PRCS 23	OPS 5	2016-05-10	1(19) Parks and Recreation Advisory Committee Meeting Minutes of April 21, 2016	THAT a status report regarding water seepage issues at the Skateboard Park be provided to Council and to the Parks and Recreation Advisory Committee for information.	PRCS	PENDING Capital Project scheduled for 2018 to address this
PRCS 29	OPS 6	2016-10-11	1(13) Parks and Recreation Advisory Committee Meeting Minutes of September 15, 2016, Memorandum from Manager of Parks Re: Pet Waste in Public Parks and Open Space	That staff be directed to investigate a public education program and public survey regarding pet waste in public parks and open spaces.		REPORT TO BE PRESENTED IN 2018

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PRC S 3 0	<b>OPS 7</b>	2016-10-11	1(13) Parks and Recreation Advisory Committee Meeting Minutes of September 15, 2016, New Business Motion No. 1	That staff be directed to provide a review of the ownership, maintenance, and replacements of all existing feature walls in the Town; and  That staff be directed to investigate the feasibility of replacing the feature walls at the north-east and south-east corners Batson Drive and Yonge Street.		
PRC S 3 1	<b>OPS 8</b>	2016-10-11	1(14) Trails and Active Transportation Committee Meeting Minutes of September 16, 2016, Memorandum from Manager of Parks, Re: Atkinson Park Trail Extension to St. John's Sideroad	That staff be directed to investigate the cost of the proposed Atkinson Park trail extension, consult with Lake Simcoe Region Conservation Authority and York Region, and report back to the Trails and Active Transportation Committee for consideration.		<b>2018 CAPITAL BUDGET</b>
PRC S 3 3	<b>OPS 10</b>	2016-11-22	Motion (b) Councillor Mrakas and Councillor Humfries, Re: Cycling Master Plan	Now Therefore Be It Hereby Resolved That staff work with the Trails and Active Transportation Committee in developing a strategy to create a Cycling Master Plan that will ultimately be incorporated into the Town's Official Plan.		<b>2019 CAPITAL</b>
PRC S 3 4	<b>OPS 11</b>	2016-12-13	1(17) Parks and Recreation Advisory Committee Meeting Minutes of November 17, 2016, New Business Motion No.1	That staff be directed to investigate the feasibility of control and/or eradication of invasive species in Aurora and report back.		
PRC S 3 6	<b>CMS 6</b>	2017-03-28	C1(R5) PRCS17-006 – Tax Exempt Status for Sports Dome and Tennis Dome	That Report No. PRCS17-006, Tax Exempt Status for Sports Dome and Tennis Dome, be referred back to staff for consideration of Council's comments and to bring back a separate report on each facility providing further information.		<b>PARTIALLY COMPLETED</b> Staff provided Report No. PRCS17-027, re: Tax Exempt Status for Sports Dome

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PRC S 3 8	<b>OPS 12</b>	2017-04-25	Motion (d) Councillor Kim, Re: Baseball Diamonds	Now Therefore Be It Hereby Resolved That staff report back to Council in time for the 2018 capital budget deliberations with options for at least two (2) baseball diamonds indicating costs, potential locations and other ancillary needs.		<b>COMPLETE</b>
PRC S 4 1	<b>CMS 7</b>	2017-11-14	C1(R3) PRCS17-037 – Aurora Outdoor Christmas Market	That staff report back to Council on the need for additional staff for Special Events/Communications in Q1 of 2018; and		<b>PENDING Q1, 2018</b>



**Town of Aurora  
General Committee Report**

**No. CMS18-005**

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**Subject:** Request for Proposal for Vending and Concession Operations

**Prepared by:** John Firman, Manager of Business Support

**Department:** Community Services

**Date:** March 20, 2018

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## **Recommendation**

- 1. That Report No. CMS18-005 be received; and**
- 2. That the Director of Community Services be authorized to issue a Request For Proposal for the operation of vending machines and concession stands in Town facilities; and**
- 3. That the Request For Proposal include mandatory requirements for a minimum of 55% healthy food and beverage options, as described herein; and**
- 4. That the Request For Proposal include specific requirements as selected by Council from the options listed herein.**

## **Executive Summary**

The purpose of this report is to approve the issuance of a Request For Proposal (RFP) for vending and concession operations in Town of Aurora (Town) facilities, with the inclusion of mandatory requirements for healthy food options and non-sugary drinks, and to seek Council's direction regarding the inclusion of other specifications, including

- Inclusion or removal of vending machines from recreation facilities
- Appearance of concessions
- Inclusion or removal of bottled water
- Education and marketing

At the General Committee meeting of February 20, 2018, several items were discussed and Report CMS18-003 was referred back to staff for further review. This report reviews the following items, provides options for Council's consideration, and includes staff recommendations:

- Overview of the Town's healthy options pilot program
- Staff review of the Real Food First delegates submission
- Southlake Regional Health Centre vending & concession program for comparison
- Options and recommendations for minimum requirements for healthy food and beverage options
- Healthy options product display and pricing
- Inclusion or removal of vending machines
- Appearance of concessions
- Inclusion or removal of bottled water, including environmental considerations
- Education and marketing related to making healthy eating choices

## **Background**

Staff submitted Report *CMS 18-003 Request for Proposals for Vending and Concession Operations* to Council for consideration at the General Committee meeting on February 20, 2018. At its meeting on February 27, 2018, Council directed staff to increase the minimum healthy food and beverage options requirement in the RFP to a minimum of 55%, and further directed staff to report back on a number of items raised at the February 20 General Committee meeting.

Staff has reviewed the information provided by delegates to the February 20 meeting, conducted additional research, and are now reporting back on these findings and seeking further direction from Council on specific requirements to be included in the RFP.

The RFP includes the following locations:

### Concessions

- Stronach Aurora Recreation Complex (SARC) = one (1) concession
- Aurora Community Centre (ACC) = three (3) concessions

As Council is aware, the concession at the Aurora Family Leisure Complex is closing effective end of day on April 30, 2018.

Vending Machines

- SARC = four (4) machines
- AFLC = four (4) machines
- ACC = four (4) machines
- Town Hall\* = two (2) machines
- JOC\* = two (2) machines

\*The vending machines at Town Hall and the JOC are for staff use and will be excluded from the Healthy Options provisions discussed herein.

**Analysis**

**Town of Aurora pilot program**

As described in detail in the previous staff report, the following is a summary of the pilot program conducted in Aurora recreation facilities from August to October, 2017.

- Initiated by the Town, supported by York Region Public Health
- Three (3) month pilot program with Healthy Kids Community Challenge (HKCC)
- HKCC funding offset cost of implementing healthy choices
- Included concessions at three (3) facilities and vending machines in one (1) facility
- Added healthy choices to overall product offerings, but did not remove any traditional items from concessions
- Removed sugary drinks from vending machines
- Conducted survey with 80% support for the program
- Actual sales did not support survey results

**Real Food First delegates submission**

Staff reviewed the report provided by the Real Food First delegates at the February 20 General Committee meeting, in which the delegates identified four (4) success stories of municipalities that had successfully implemented healthy food programs in municipal recreation facilities. All four (4) programs were implemented by the respective regional Public Health Units.



March 20, 2018

Page 4 of 14

Report No. CMS18-005

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In an effort to learn from those programs and incorporate their findings and program successes into the Town's RFP, staff contacted each of the Public Health Units identified. A summary of the information provided by them is as follows:

#### Thunder Bay

- Initiative of Public Health Unit
- 3 month pilot program with HKCC
- HKCC funding offset cost of healthy choices
- Partnered with arena concessions run by the City
- Healthy menu at one (1) arena only
  - 1/3 healthy products (ie: smoothies, whole fruit)
  - 1/3 modified products (ie: popcorn with reduced salt, smaller portion sizes of traditional items)
  - 1/3 traditional menu
  - Removed some traditional menu items (ie: hot dogs)
- Overall revenues decreased
- Conducted survey
  - 60% - 70% of survey respondents very positive
  - High percentage of negative comments from people upset about the removal of traditional items (ie: hot dogs)

Conclusion: Pilot program has just finished, and program review is not yet completed. Based on preliminary review, Thunder Bay has discontinued the program and returned to a traditional menu.

#### Chatham-Kent

- Initiative of Public Health Unit
- 3 month pilot program with HKCC
- HKCC offset cost of healthy choices
- Partnered with three (3) municipal arenas
- Added healthy options to existing menu, but did not remove any traditional items
- Concessions only
- Could not find a vending contractor willing to carry healthy options in vending machines
- Conducting survey of arena patrons

Conclusion: Pilot still ongoing; no results as of yet.

March 20, 2018

Page 5 of 14

Report No. CMS18-005

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Oxford County

- Initiative of Public Health Unit
- Hired a consultant to look at affordable and accessible recreation, as well as healthy eating
- Approached all eight (8) municipalities within region, asking them to run a healthy choices pilot project at arena concessions
- Only two (2) municipalities agreed (Blandford-Blenheim and Zorra)
- Both removed some unhealthy choices and added healthy choices to menu for the 2015/16 hockey season
  - Tracked all food purchases
    - Healthy vs unhealthy
    - Economic impact (revenues decreased)

Conclusion: Both municipalities subsequently closed their concessions completely.

Windsor-Essex

Staff have been unable to contact the Windsor-Essex County Health Unit to discuss their program, but were able to contact one of the four municipalities that participated. LaSalle Township provided the following information:

- Initiative of the Public Health Unit
- Funded by Public Health Unit
- Concessions only
- Provided the municipal recreation centre with gift cards to purchase specified healthy options:
  - Whole fruit
  - Pre-packaged apple sauce cups
  - Pre-packaged fruit cups
- Incentive program: make eight purchases, and receive a free water bottle
- No reduction in traditional concession items
- No formal monitoring or research was conducted; general observations only

Conclusion: (LaSalle Township) continues to offer the same items in addition to the traditional concession items. Patrons seem generally pleased with having the options available, although fruit cup sales are very minimal.

March 20, 2018

Page 6 of 14

Report No. CMS18-005

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## **Southlake Regional Health Centre**

Staff also contacted Southlake Regional Health Centre to inquire about their vending and concession programs. While Southlake does place an emphasis on healthy options, they do not have any specific programs or requirements in place. Their vending machines, cafeteria and gift shops sell traditional snack items, and they also contract with franchises; Tim Horton's, Druxy's, and Subway, with no menu restrictions.

### **Minimum requirements for healthy food and beverage options**

As directed by Council, staff will include a minimum requirement of 55% healthy options for all food and beverages in the vending machines and concessions.

Staff has worked in consultation with a Nutritionist from York Region Public Health to prepare a sample list of foods and beverages deemed to be healthy choices (Attachment 1), and have confirmed that the Nutritionist will continue work with staff to review and approve other vendor offered choices.

### **Product display and pricing**

In order to support the promotion and sale of healthy choices, the RFP will mandate that healthy options be placed in high visibility priority locations, and products not considered as healthy choices will be placed in less visible, lower priority locations.

Although the option of including pricing controls in the RFP (i.e. mandating that healthy options be priced at or lower than unhealthy options) was discussed, legally the Town cannot do this.

### **Inclusion or removal of vending machines**

As of May 1, 2018 the Town will have concessions in two (2) locations only, which currently maintain the following operating hours:

SARC: September 1 – May 31

Monday – Friday: 4:00 p.m. to 9:00 p.m.

Saturday & Sunday: 7:00 a.m. to 8:00 p.m.

SARC: June 1 – June 30

Closed. May open at the discretion of the operator, subject to Town approval.

March 20, 2018

Page 7 of 14

Report No. CMS18-005

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SARC: July 1 – August 31

Monday – Friday: 7:00 a.m. to 6:00 p.m.

Saturday & Sunday: At the discretion of the operator, subject to Town approval.

SARC: Holidays

At the discretion of the operator, subject to Town approval.

ACC: September 1 – April 30

Monday – Friday: 5:00 p.m. to 9:00 p.m.

Saturday & Sunday: 7:00 a.m. to 8:00 p.m.

ACC: May 1 – August 31

Closed. May open at the discretion of the operator, subject to Town approval.

ACC: Holidays

At the discretion of the operator, subject to Town approval.

Typically the recreation centres are open from as early as 5:45a.m. to as late as 12:00a.m., Monday to Friday; and 6:00a.m. to 10:00p.m., Saturday and Sunday, depending upon programming and rentals.

During operating hours when the concessions are closed and at all locations without concessions, vending machines provide the only option for patrons to purchase a snack or beverage, other than water. Water is available at water bottle refilling stations at all locations.

Staff is requesting direction from Council on whether or not to continue to provide vending machines to supplement service at times and locations where concessions are not available.

### **Appearance of concessions**

Currently, concessions are made available for lease through RFP in accordance with the Town's Procurement By-law, and no staff resources are committed to the ongoing operation of vending machines or concessions. These spaces are available on an as-is basis and the operator is responsible for all equipment, materials and promotion/advertising of the concession.

Should it be determined to enhance the appearance of the concessions, it will fall upon either the Town or the operator to incur the costs associated with the enhancements. While more time and information is required in order to provide accurate costing, it is estimated that these enhancements could cost anywhere from \$5,000 to \$30,000 per

March 20, 2018

Page 8 of 14

Report No. CMS18-005

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location, or more, depending on the specific nature of the work to be completed. There are currently four (4) concessions that would require enhancements.

Staff is requesting direction from Council on whether or not to enhance the appearance of the concessions in order to better promote healthy options, and whether the Town will incur this cost or have it included in the RFP as a responsibility of the operator.

### **Inclusion or removal of bottled water**

Currently, all Town locations included in the RFP have water bottle refilling stations, as well as bottled water for sale in the vending machines. Some of the offerings of a healthy options menu in the concessions and vending machines would include products such as:

- Plain bottled water (no flavouring or carbonation)
- Flavoured bottled water
- Carbonated/flavoured bottled water

Staff can include requirements in the RFP to eliminate plain bottled water, eliminate all bottled water, or allow for the full inclusion of bottled water. Staff can also include a requirement for vending machines to include for sale refillable bottles that people can then use at the existing water bottle refilling stations.

Additional consideration should be given to the environmental impact of selling bottled water. While alternate options for flavoured and/or carbonated water products do not currently exist in the Town's facilities, all Town facilities have been equipped with water fountains and water bottle refilling stations, which would enable the removal of plain bottled water from the vending machines and concessions. The option for water would still be available for patrons, while the reduction of plastic bottles would have a positive environmental impact.

Staff is requesting direction from Council on whether or not to include, eliminate or limit the bottled water content in vending machines.

### **Education and marketing**

Currently, it is the sole responsibility of the vending and concession operator to provide all marketing and promotion of the vending and concession operations. The Community Services department does not have the resources to conduct ongoing marketing for private businesses operating within our facilities.

Currently, the Town does not undertake any health promotion education, as this is generally the responsibility of York Region Public Health.

At this time, staff does not have enough information to report back on the costs and resources that would be required for the Town to assume these responsibilities. Should Council direct, staff can conduct further research and report back on the staffing resources and other costs associated with taking on these responsibilities.

Staff can work, within its existing capacity, with the operator and facility user groups to help promote any changes to the product options available through vending and concession operations.

### **Advisory Committee Review**

Not applicable.

### **Legal Considerations**

An agreement will be prepared by Legal Services in accordance with the terms of the RFP, following approval of the selected vendor.

### **Financial Implications**

In 2017 the vending machines and concessions generated the following gross sales, before operating costs:

Concessions =	\$118,000 (SARC and ACC)
Concessions =	\$ 29,700 (AFLC – closing April 30, 2018)
Vending Machines =	<u>\$ 80,000</u>
	\$227,700

March 20, 2018

Page 10 of 14

Report No. CMS18-005

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Total annual revenue paid to the Town by the operator in accordance with the current contract is \$48,000 (as reduced to offset AFLC snack bar construction). Total annual value of existing contract prior to construction offset is \$73,200.

Staff already included a projected revenue reduction in the 2018 operating budget; however, several variables resulting from this report may impact the overall revenue the Town may obtain from entering into this agreement.

Given the variety of options presented in this report, staff is unable to predict the financial impact.

### **Communications Considerations**

No communication considerations at this time.

### **Link to Strategic Plan**

The inclusion of healthy food and beverage options in the vending and concession RFP supports the Strategic Plan goal ***Supporting an Exceptional Quality of Life for All*** through its accomplishment in satisfying requirements in the following key objective within this goal statement:

***Encouraging an Active and Healthy Lifestyle:*** through the offering of healthy food and beverage choices.

### **Alternative(s) to the Recommendation**

Staff is requesting direction from Council with regard to the following options for inclusion in the RFP:

Inclusion or removal of vending machines:

<b>Option</b>	<b>Description</b>	<b>Staff Recommendation</b>
1	Vending machines to be included at all locations currently identified for the RFP.	✓
2	Vending machines to be included at selected locations only, as identified by Council.	
3	Vending machines to be eliminated from Town Recreation Centres (SARC, ACC, AFLC).	
4	Other options as directed.	

Appearance of concessions:

<b>Option</b>	<b>Description</b>	<b>Staff Recommendation</b>
1	Include in the RFP the vendor's requirement to enhance the appearance of the concessions.	
2	Staff to include concession enhancements in the 2019 Capital Budget for Council consideration.	
3	No change to current practice of requiring the concession operator to provide all marketing and promotion in a neat and professional manner.	✓
4	Other options as directed.	



Inclusion or removal of bottled water:

<b>Option</b>	<b>Description</b>	<b>Staff Recommendation</b>
1	Allow bottled water in vending machines and concessions without restriction.	
2	Eliminate plain bottled water, but continue to allow the sale of flavoured and/or carbonated water. (Empty refillable bottles can be made available for sale.)	✓
3	Eliminate all bottled water sales. (Empty refillable bottles can be made available for sale.)	
4	Other options as directed.	

Education and marketing

<b>Option</b>	<b>Description</b>	<b>Staff Recommendation</b>
1	Staff to work within existing resources to promote the inclusion of healthy choices by working with facility user groups and York Region Public Health.	✓
2	Staff can report back to Council on the staffing resources and other costs associated with undertaking the responsibilities of conducting and educational and/or marketing campaign.	
3	Other options as directed.	

In addition to the items noted above, staff have identified the following alternative options for Council's consideration regarding the healthy options content requirements:

<b>Option</b>	<b>Description</b>	<b>Staff Recommendation</b>
1	Issue the RFP without a healthy food and/or beverage requirement.	
2	Issue the RFP with a 25% healthy food and/or beverage requirement, or other percentage as determined by Council.	✓
3	Issue the RFP with a requirement for only healthy food and/or beverage products.	
4	Not proceed with the issuance of an RFP and discontinue offering vending and concession services.	
5	Take other steps as directed.	

## **Conclusions**

Staff will prepare an RFP for vending and concession operations in accordance with Council's direction regarding the options presented in this report, and include a minimum requirement of 55% healthy options for all food and beverages in facility concessions and vending machines.

## **Attachments**

Attachment 1 – RFP Appendix “F” – Sample list of healthy options

## **Previous Reports**

PRCS17-023 Healthy Kids Community Challenge: Healthy Food Options in Community Recreation Centres

CMS18-003 Request for Proposals for Vending and Concession Operations

March 20, 2018

Page 14 of 14

Report No. CMS18-005

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**Pre-submission Review**

Agenda Management Team review on March 1, 2018

**Departmental Approval**

**Approved for Agenda**



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**Lisa Warth  
Acting Director  
Community Services**



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**Doug Nadorozny  
Chief Administrative Officer**

## **Appendix “F” – Healthy Options**

The vending and concession operator shall include a variety of ready-to-eat breakfast, lunch and snack options that are low-fat, low-sodium, low-sugar, and high-fibre, and ensure that the healthy choices are placed at a more prominent location, easily visible to patrons, and marketed prominently.

Operator shall include a variety of healthy beverages, such as 100% fruit juice without added sugar, flavoured water, milk and milk alternatives, and other sugar-free or low-sugar beverages. Caffeine-based energy drinks are prohibited.

Healthy food and beverage options must be competitively priced with the majority of the healthy items costing the same or less than items deemed less healthy.

Examples of Approved Healthy Food Options:

### **Concessions**

Fruit smoothies  
Whole fruit (e.g. apples, bananas, grapes, etc.)  
Prepared fruit cup with no sugar added  
Broth-based soups  
Chili  
Sandwiches and wraps made on whole grain bread  
Salads (e.g. greens, grain-based like pasta, couscous or quinoa)  
Sushi  
Trail mix (e.g. seeds, pretzel, dried fruit)  
Hummus with whole grain crackers or pita  
Vegetables with low-fat dip  
Unsweetened apple sauce  
Canned/packaged fruit, unsweetened  
Instant oatmeal (non-flavoured)  
Yogurt (single-serve)  
Yogurt/granola/fruit parfait  
Individually packaged cheese  
Baked goods (e.g. muffins, scones)

### **Vending Machines**

Dried fruit  
Pretzels  
Baked pita chips  
Nuts and seeds  
Air-popped corn  
Low sugar, grain based cereal/granola bars  
Vegetable and fruit chips

Additional options may be accepted, subject to Town approval. Nutrition standards will be used to determine healthier food and beverage options.



**Town of Aurora  
General Committee Report No. FS18-013**

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**Subject: 2018 Water, Wastewater, Stormwater Budgets and Rates**

**Prepared by: Dan Elliott, Director Financial Services - Treasurer**

**Date: March 20, 2018**

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### **Recommendation**

- 1. That Report No. FS18-013 be received; and**
- 2. That the 2018 combined Water, Wastewater and Stormwater budget of \$23,637,600 be approved; and**
- 3. That the 2018 retail water rate of \$2.01 per cubic metre and the retail wastewater rate of \$2.72 per cubic metre of water be approved; and**
- 4. That the 2018 flat rate stormwater charges of \$5.28 per unit per month for residential and condominium properties and \$67.07 per unit per month for metered non-residential commercial/industrial and multi-residential properties be approved; and**
- 5. That the new approved retail water, retail wastewater and stormwater charge rates 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; and**
- 6. That the 2018 bulk water purchase rate of \$4.73 per cubic metre dispensed effective May 1, 2018 be approved; and**
- 7. That the Town's full time staff complement for all work areas except Library and Central York Fire be increased by 2 to 223 to reflect the operational requirements of the water, wastewater and stormwater areas; and**
- 8. That the necessary by-law be enacted to implement the 2018 retail water rate, retail wastewater rate, stormwater charge and bulk water purchase rate.**

## **Executive Summary**

The purpose of this report is to present the budget for rate supported utility programs and to set the 2018 rates for the water, wastewater and stormwater services for billings issued on or after May 1, 2018.

- Budgets for water operations, wastewater operations and stormwater operations should be viewed as separate cost recovery budgets
- Water, Wastewater and Stormwater Rates Require Rebalancing
- 2017 Water and Wastewater budgets had errors in forecasting flows, and allocating retail revenues and wholesale costs.
- Corporate overhead charge was increased, and now allocated
- Additional staffing required to support the growing community demands for services
- Region wholesale rate increases add pressure to underlying costs
- Demand per household continues to decline
- Community growth continues, but rate increases are required
- Core operational budgets reduced for 2018
- Stormwater rate structure will be revisited in 2018
- Staff are developing a proposed 2018 capital project for future consideration
- 2018 budget summaries are attached
- Overall 2018 Water, Wastewater & Stormwater rate increases are moderate
- Upward retail rate pressure is expected to continue into the future

## **Background**

Annually, the water, wastewater and stormwater utility budgets must be prepared on a balanced, cost recovery basis. In setting the water, wastewater and stormwater utility budgets, the following steps are required:

- Using the ten year capital plan, establish reserve contributions required for infrastructure
- Determine overhead charges for costs incurred within the tax budget, to be recovered from the utility budgets.
- Determine the operating costs directly related to operating the growing systems of infrastructure, maintaining water quality and testing requirements, and administration costs.

- Estimate total water volume to be purchased from the Region of York, and the related wholesale costs for water and wastewater services.
- Using an iterative process, set retail rates, to be applied to the wholesale volumes, which result in balanced budgets.

This year, the utilities budgets have been developed collaboratively with Operations staff, Billing Administration staff, and Financial Planning staff. The ten year capital requirements were known last year. Operating costs have been reduced, however new staff have been requested adding new costs. During the tax budget work, the allocation of corporate overhead to the utilities budgets was adjusted to reflect actual costs and time allocations of staff directly and indirectly involved in the utility operations.

The largest challenge in developing the utilities budgets is in estimating the expected water volumes to be purchased from the Region of York. It is the water volume purchased together with rates that determine wholesale water costs, wholesale wastewater costs, and the required retail water revenue and retail wastewater revenues. To do this, staff met with the Region and developed strong confidence in an estimate developed by them. This expected water flow to Aurora was used for the basis of setting wholesale cost estimates, and balancing the budgets by setting retail rates.

## **Analysis**

### **Water, Wastewater and Stormwater Utility Budgets should be viewed as separate budgets for cost recovery**

As provincial regulations require the water budget specifically to be full cost recovery, likewise the wastewater and stormwater utility budgets should also be viewed as distinct operating budgets, each balanced for full cost recovery. Except for corporate overhead allocation and administration and billing costs, the Town has been able to separate out the stormwater costs and revenues into a separate balanced budget.

### **Water, Wastewater and Stormwater Rates Require Rebalancing**

The 2018 budget has been reviewed interdepartmentally. Due to two key drivers, the 2018 utilities budget will reallocate costs as between the three components; water, wastewater and stormwater budgets. After correcting cost allocations between the components, all rates will be rebalanced for full cost recovery for each component.

The two key drivers are:

March 20, 2018

Page 4 of 11

Report No. FS18-013

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- Errors in cost allocation and budgets between water and wastewater occurred during 2017 budget process and prior. Too much wholesale cost was allocated to water, requiring a shift to wastewater.
- In the past, all corporate overhead, and the Billing & Administration costs of the budget were allocated only to the water component, with minimal allocation to wastewater and stormwater components.

The 2018 budget will correct the cost allocation issues above, and will result in significant shifts in the separate rates for water and wastewater in particular, but with some added pressure to the stormwater rates. Overall, the rate increase and impact to the average homeowner is within the expected range.

During 2018, staff are working to confirm the operational cost allocations as between the three components. No significant variations are expected at this time.

**2017 Water and Wastewater budgets had errors in forecasting flows, and allocating retail revenues and wholesale costs.**

The 2017 budget had errors in forecasting the wholesale flows, and resultant retail revenues. The wholesale costs for water appear to have been overstated by more than \$1million, while wholesale costs for wastewater were understated by more than \$1million. These issues contributed directly to the \$1.4million surplus in water operations for 2017 preliminary results, with \$890,000 deficit in wastewater results. Without significant curtailment of operating costs, the combined results would have been a deficit due to the above noted budget errors.

The 2018 budgets will correct these budget errors. However, this will result in significant reduction in costs in water, with significant budget cost increases in wastewater. The retail rates will require rebalancing, as these adjustments will reduce retail rate pressures in water, with significant rate pressures in wastewater.

**Corporate overhead charge was increased, and now allocated**

During the preparation of the Town's main 2018 Operating Budget, the cost recovery charge to the three utility budgets for corporate overhead allocations was reviewed. The methodology was made consistent with the approach used for allocating corporate overhead charges to the Building Services budget. For 2018, the corporate charge made to the utilities budget was nearly doubled. This amount cannot be amended at this time, as the Operating Budget has been approved.



March 20, 2018

Page 5 of 11

Report No. FS18-013

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In addition to a corporate charge for overhead, the utilities budgets also are budgeted direct costs for Billing & Administration functions performed by Financial Services staff. Both the overhead and the billing administration costs have all been charged only to the water component, with very little directed to the wastewater or stormwater budgets. Administrative costs such as these should be appropriately shared between the three utility budget components for more accurate cost recovery pricing of the services.

For 2018, the corporate overhead, and the billing and administration charges which are budgeted directly have been allocated between the three components. The allocation was a proration of these charges in the same allocation as the direct operational costs charged to each area by the Operational Services Department.

The result of this new allocation is a reduction in costs attributed to water operations, with an increase in costs attributed to wastewater and stormwater.

### **Additional staffing required to support the growing community demands for services**

During 2017, a contract position was added to the Financial Services Department specifically to support the growth demands of the water billing administration. The water billing administration to that point was substantially run by a single staff position, with the support of the divisional manager. With the increase in growth, a booming real estate market causing additional sales and ownership changes, together with addition of a meter change out program, additional support was added. Despite the additional staff, two positions are still unable to keep up to all administrative functions necessary, including efforts for the collection of arrears accounts. Staff are requesting the permanent status conversion of the current contract position. An additional resource will be hired on a one year contract basis. This new position will assure sufficient resources are in place to maintain all necessary functions for the water administration section, including meter changes, meter reading, move-in/move-outs final billings, ownership/tenant changes, collections and monitoring for low or high consumption patterns. This position will also support the activities of the pending new capital project to bring radio reading to all meters in the Town.

In addition, the fleet group within Operational Services, has been struggling to maintain the demands of a larger and growing fleet, both of licensed and unlicensed vehicles, and other powered equipment. They are requesting an additional mechanic to keep the fleet of vehicles and equipment operational for the growing activities. While some fleet charge is currently allocated to the three utility budgets, it is minimal and does not

March 20, 2018

Page 6 of 11

Report No. FS18-013

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reflect the work or costs required to maintain the fleet which supports the utility operations.

The budget business documents for the contract conversion and the new mechanic are included as Attachments # 5 and #6.

### **Region wholesale rate increases add pressure to underlying costs**

For 2018, as part of their long range financial plan, the Region of York imposed an 11.3% rate increase for water, and 7.5% rate increase for wastewater services. Similar increases are expected to continue for the next several years as the Region increases its contributions to reserves for infrastructure sustainability for the related utility assets.

### **Demand per household continues to decline**

There are three key contributors to households using less water each year on average:

- New construction and renovation has seen reductions in family water use through the implementation of better water saving and water efficient devices and fixtures in the home. Businesses seek water saving processes in their operations as well.
- With water rates increasing and the resultant increases in the household water billings, families are becoming even more wise and sensitive in how they use and conserve water use within their homes. Water demand is seemingly fairly elastic to price increases.
- The restriction on outdoor pesticide and herbicide use has resulted in significant infestation of dandelions and other weeds. With the increasingly difficult fight against these weeds, together with price sensitivity to increasing rates, many families have simply stopped watering or significantly reduced watering their lawns, further reducing demand per household.

### **Community growth continues, but rate increases are required**

The increasing demand for water from new residents is being substantially offset by falling average demand as noted above. With increases in the overhead allocations, and the Region's wholesale cost rate increase, the retail rate for combined water and sewer must increase. With the rebalancing discussed above, the 2018 water rate is being reduced, while the sewer rate is bearing all of the upward pressure.

March 20, 2018

Page 7 of 11

Report No. FS18-013

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Stormwater revenue is charged per property, and accordingly community growth results in higher revenues initially. With the planned increase in reserve contributions for stormwater infrastructure, and the first introduction of an allocation of Administration & Billing and Corporate Overhead charges, the stormwater rates require a 5.4% rate increase for 2018 to balance this budget. Stormwater rates have not increased May 1, 2016.

### **Core operational budgets reduced for 2018**

During staff review of the budgets, every line item was closely examined and reset to reflect planned activities to maintain and service the growing utility systems, and meet legislative requirements for delivery of safe, clean drinking water. Several line items saw reductions, with overall base operating costs charged directly to the utility budgets reduced.

### **Stormwater rate structure will be revisited in 2018**

During 2018, a report from our Engineering group will be proposing alternative approaches to allocating stormwater revenues amongst various properties. Any approved changes in billing approaches for stormwater rates will be implemented for 2019.

### **Staff are developing a proposed 2018 capital project for future consideration**

The Town's water meters all have a remote reading device on the outside of the property. Traditionally the contracted meter reader touches the outside device with a reading device to capture the meter reading. With the meter change out program, all changed meters are also having a smart-point device attached to the outside device, allowing the meter reads to be read remotely by radio signal. Staff are currently researching the feasibility of converting all existing meters to the radio reading device and installing collection antennae into the community to improve client service, billing accuracy and completeness. The new device has the ability to track recent water consumption history between regular billings. For homes with the newer style water meter, it will also report any alerts or alarms from that meter for tampering, or high or low flows. A separate report will be presented to Council to outline the planned program and seek approval of capital funding for the conversion project.

### **2018 budget summaries are attached**

Attachments #1 through #4 outline the budget details for each of water operations, wastewater operations, and stormwater operations, together with a similar format showing all three combined into one schedule.

**Overall 2018 Water, Wastewater & Stormwater rate increases are moderate**

The following rates have been calculated to recover the estimated required revenues based on the estimated volumes of water flow.

<b>Rate</b>	<b>2017 Rate Per cu.m</b>	<b>2018 Proposed Per cu.m.</b>	<b>Change (%)</b>
Retail Water Rate	\$2.29	\$2.01	-12.2%
Retail Wastewater Rate	\$2.04	\$2.72	33.3%
<b>Combined Water &amp; Wastewater Rate/Bulk Water</b>	<b>\$4.33</b>	<b>\$4.73</b>	<b>9.2%</b>
<b>Stormwater Flat Rate</b>			
Residential/year	\$60.14	\$63.36	5.4%
Residential/month	\$5.01	\$5.28	
Non-Residential/year	\$763.57	\$804.84	5.4%
Non-Residential/month	\$63.63	\$67.07	

The average residential household uses approximately 62 cubic metres of water per quarter. The impact of these rate changes on their quarterly bill are summarized below:

	<b>Current rates billing</b>	<b>Proposed rates billing*</b>	<b>Dollar Increase (Decrease)</b>	<b>% Increase (Decrease)</b>
Water services	\$141.98	\$124.62	(\$17.36)	(12.2%)
Wastewater	126.48	168.64	42.16	33.3%
Stormwater	15.03	15.84	0.81	5.4%
<b>Total Billing</b>	<b>\$283.49</b>	<b>\$309.10</b>	<b>\$25.61</b>	<b>9.0%</b>

- Effective for billings issued after May 1, including all newly billed consumption thereon.

Based on the above, the impact of the proposed rate increase for a residential property is approximately \$102.44 per year (\$25.61 times four billings)

### **Upward rate pressure expected to continue**

The Region of York is forecasting continuing significant annual wholesale rate increases as they continue to ramp up their reserve fund contributions for infrastructure sustainability. In past years, the Town of Aurora was able to ramp up its contributions related to water and wastewater infrastructure, and they are currently not under further pressure to increase. This will result in the Town needing to continue water and wastewater rate increases to offset the Region's rate increases.

The Town's stormwater infrastructure contributions require continued annual increases as the cost of rehabilitation of ponds and underground infrastructure continues to escalate. The stormwater rate will experience upward pressures in the coming years as the Town continues to ramp up its contributions for these assets and their sustainability. Due to its relatively small budget size, the calculated rates are very sensitive to relatively small budgetary increases.

### **Advisory Committee Review**

Not applicable

### **Legal Considerations**

The budgets and rates for water, wastewater and stormwater utilities operations must be approved by Council. The proposed budgets provide sufficient resources for the Town staff to meet all statutory responsibilities of the Town as an owner and operator of systems for water distribution, wastewater collection and stormwater collection and management.

### **Financial Implications**

The water, wastewater and stormwater budgets are all full cost recovery driven. In developing the budgets, water flow estimates are made, wholesale costs then determined, operating and administrative costs developed, internal charges confirmed, and contribution requirements for reserves established. Ultimately, the full costs of these services are then recovered by establishing rates required to do so for the forecast volumes.

This year's budget sees the internal charge for corporate overhead allocation increased, as was detailed during the tax budget discussions. In addition, costs have been redistributed among the water, wastewater and stormwater budgets, resulting in required rate rebalancing. Also, this budget seeks conversion of a contract position to full time, and the addition of two other full time positions to support the operational demands of the growing community.

### **Communications Considerations**

Staff will work with Communications in preparing a press release regarding the adoption of the utilities budgets and the impacts to be expected.

### **Link to Strategic Plan**

#### **Strategic Plan Goal of Supporting an Exceptional Quality of Life for All Objective 2: Invest in Sustainable Infrastructure**

Both legislation and fiscal management lead to creating sustainable water, wastewater and stormwater infrastructure. Providing the appropriate rates ensures that sufficient revenues are generated to create financial sustainability and maintain the assets accordingly.

### **Alternative(s) to the Recommendation**

The rates for the various services are established each year based on coming into effect May 1st of the current year and are applied to all consumption, regardless of reading interval, on all billings prepared and issued on or after May 1st. Approval of the recommendations in advance of May 1st will allow the revised rates to be charged at the appropriate time to meet budget projections.

### **Conclusions**

The water, wastewater and stormwater programs are all funded through a rate structure based on consumption and full cost recovery. This year's budget rebalances retail rates between water, wastewater and stormwater charges, as costs have been reallocated across them. Overall, the proposed rate changes result in an increase of \$102.44 annually for the average residential household. On a combined basis, the rates outlined

in the recommendations are in line with previous year's increases and represent a prudent approach to achieving full cost recovery for future years. All new rates are to 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. This approach is consistent with past years, and ensures all properties receive four quarterly bills at the old rates and four quarterly bills at the new rates each year.

### **Attachments**

- Attachment #1: Summary Water Operations Budget
- Attachment #2: Summary Wastewater Operations Budget
- Attachment #3: Summary Stormwater Operations Budget
- Attachment #4: Summary Combined Utility Operations Budgets
- Attachment #5: New Staffing Request – Contract Conversion Water Administration
- Attachment #6: New Staffing Request - Mechanic

### **Previous Reports**

None

### **Pre-submission Review**

Agenda Management Team review on March 1, 2018

#### **Departmental Approval**



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**Dan Elliott**  
Director - Treasurer  
Financial Services

#### **Approved for Agenda**



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**Doug Nadorozny**  
Chief Administrative Officer

## Water

	2017 Actuals	2017 Budget	2017 Budget/Actual variance fav(unfav)	2018 Budget	% Change Budget
Required rate revenues	(10,898,159)	(11,139,829)	(241,670)	(9,764,000)	-12.4%
Less: Region Wholesale Charges	5,712,217	6,795,950	1,083,733	5,865,500	-13.7%
<b>Gross Contribution to Fixed Costs</b>	<b>(5,185,942)</b>	<b>(4,343,879)</b>	<b>842,063</b>	<b>(3,898,500)</b>	<b>-10.3%</b>
<b><u>Town Operational, Administrative and Fiscal Costs</u></b>					
Town Operations and Maintenance	1,557,886	1,753,086	195,200	1,571,435	-10.4%
additional mechanic			-	42,500	
Administration and Billing	647,247	740,468	93,221	365,465	-50.6%
contract conversion and additional FTE			-	36,000	
Corporate Overhead Allocation	578,840	560,325	(18,515)	668,100	19.2%
Infrastructure Sustainability Reserve Contributions	1,700,000	1,700,000	-	1,700,000	0.0%
Less: Misc Revenue and direct cost recoveries	(698,474)	(410,000)	288,474	(485,000)	18.3%
<b>Total Fixed Town Costs</b>	<b>3,785,499</b>	<b>4,343,879</b>	<b>558,380</b>	<b>3,898,500</b>	<b>-10.3%</b>
<b>Net Budget - (surplus)deficit</b>	<b>(1,400,443)</b>	<b>-</b>	<b>1,400,443</b>	<b>-</b>	
<b>Total Expenditures: Region Wholesale Charges plus Town Costs</b>	<b>9,497,716</b>	<b>11,139,829</b>	<b>1,642,113</b>	<b>9,764,000</b>	<b>-12.4%</b>



## Wastewater

	2017 Actuals	2017 Budget	2017 Budget/Actual variance fav(unfav)	2018 Budget	% Change Budget
Required rate revenues	(9,560,191)	(9,929,503)	(369,312)	(12,121,200)	22.1%
Less: Region Wholesale Charges	8,900,202	7,699,412	(1,200,790)	9,039,000	17.4%
<b>Gross Contribution to Fixed Costs</b>	<b>(659,989)</b>	<b>(2,230,091)</b>	<b>(1,570,102)</b>	<b>(3,082,200)</b>	<b>38.2%</b>
<b><u>Town Operational, Administrative and Fiscal Costs</u></b>					
Town Operations and Maintenance	380,194	1,146,191	765,997	1,125,800	-1.8%
additional mechanic			-	30,300	
Administration and Billing			-	261,400	
contract conversion and additional FTE			-	25,800	
Corporate Overhead Allocation	10,725	42,900	32,175	477,900	
Infrastructure Sustainability Reserve Contributions	1,250,000	1,250,000	-	1,250,000	0.0%
Less: Misc Revenue and direct cost recoveries	(88,476)	(209,000)	(120,524)	(89,000)	
<b>Total Fixed Town Costs</b>	<b>1,552,443</b>	<b>2,230,091</b>	<b>677,648</b>	<b>3,082,200</b>	<b>38.2%</b>
<b>Net Budget - (surplus)deficit</b>	<b>892,454</b>	<b>-</b>	<b>(892,454)</b>	<b>-</b>	
			-		
<b>Total Expenditures: Region Wholesale Charges plus Town Costs</b>	<b>10,452,645</b>	<b>9,929,503</b>	<b>(523,142)</b>	<b>12,121,200</b>	<b>22.1%</b>

## Stormwater

	2017 Actuals	2017 Budget	2017 Budget/Actual variance fav(unfav)	2018 Budget	% Change Budget
Required rate revenues	(1,470,415)	(1,351,637)	118,778	(1,752,400)	29.7%
Less: Region Wholesale Charges			-		
<b>Gross Contribution to Fixed Costs</b>	<b>(1,470,415)</b>	<b>(1,351,637)</b>	<b>118,778</b>	<b>(1,752,400)</b>	<b>29.7%</b>
<b><u>Town Operational, Administrative and Fiscal Costs</u></b>					
Town Operations and Maintenance	381,889	451,637	69,748	453,400	0.4%
additional mechanic			-	12,300	
Administration and Billing			-	105,400	
contract conversion and additional FTE			-	10,400	
Corporate Overhead Allocation			-	20,900	
Infrastructure Sustainability Reserve Contributions	1,000,000	1,000,000	-	1,150,000	15.0%
Less: Misc Revenue and direct cost recoveries		(100,000)	(100,000)	-	
<b>Total Fixed Town Costs</b>	<b>1,381,889</b>	<b>1,351,637</b>	<b>(30,252)</b>	<b>1,752,400</b>	<b>29.7%</b>
<b>Net Budget - (surplus)deficit</b>	<b>(88,526)</b>	<b>-</b>	<b>88,526</b>	<b>-</b>	
-					
<b>Total Expenditures: Region Wholesale Charges plus Town Costs</b>	<b>1,381,889</b>	<b>1,351,637</b>	<b>(30,252)</b>	<b>1,752,400</b>	<b>29.7%</b>

**Total**

	2017 Actuals	2017 Budget	2017 Budget/Actual variance fav(unfav)	2018 Budget	% Change Budget
Required rate revenues	(21,928,765)	(22,420,969)	(492,204)	(23,637,600)	5.4%
Less: Region Wholesale Charges	14,612,419	14,495,362	(117,057)	14,904,500	2.8%
<b>Gross Contribution to Fixed Costs</b>	<b>(7,316,346)</b>	<b>(7,925,607)</b>	<b>(609,261)</b>	<b>(8,733,100)</b>	<b>10.2%</b>
<b><u>Town Operational, Administrative and Fiscal Costs</u></b>					
Town Operations and Maintenance	2,319,969	3,350,914	1,030,945	3,150,635	-6.0%
additional mechanic	-	-	-	85,100	
Administration and Billing	647,247	740,468	93,221	732,265	-1.1%
contract conversion and additional FTE	-	-	-	72,200	
Corporate Overhead Allocation	589,565	603,225	13,660	1,166,900	93.4%
Infrastructure Sustainability Reserve Contributions	3,950,000	3,950,000	-	4,100,000	3.8%
Less: Misc Revenue and direct cost recoveries	(786,950)	(719,000)	67,950	(574,000)	
<b>Total Fixed Town Costs</b>	<b>6,719,831</b>	<b>7,925,607</b>	<b>1,205,776</b>	<b>8,733,100</b>	<b>10.2%</b>
<b>Net Budget - (surplus)deficit</b>	<b>(596,515)</b>	<b>-</b>	<b>596,515</b>	<b>-</b>	
	-	-	-	-	
<b>Total Expenditures: Region Wholesale Charges plus Town Costs</b>	<b>21,332,250</b>	<b>22,420,969</b>	<b>1,088,719</b>	<b>23,637,600</b>	<b>5.4%</b>



<b>Decision Unit: #2</b>	<b>Year: 2018</b>
<b>New Staffing</b>	
<b>Category: Full-time</b>	
<b>Department: Operational Services</b>	<b>Division: Fleet Division</b>
<b>Request:</b> Additional funding for one Class A Mechanic in Fleet Services complement	
<b>Description/Impact:</b> Currently there are 3 fulltime mechanics in the fleet division who are responsible for the entire corporate fleet consisting of over 300 vehicles and equipment. More than 30 pieces of equipment and vehicles are dedicated to the Water and Sewer division, with many others shared with the other functions. With the restructuring of the Parks and Roads Operations, the Fleet Division now falls under the responsibility of Operational Services. Parks and Roads staff have had a close relationship with the Fleet Division over the years and they have always strived to meet the needs of both Roads and Parks. Over the past few years, both Roads and Parks have seen an incremental yet progressive decline in the ability of fleet staff to keep up with the demands of the operation on a number of fronts. There are a number of improvements that have been identified that will greatly improve how fleet functions. Among the current issues, staff are finding that equipment is taking longer to repair, down time periods are more lengthy and highly sensitive seasonal time frames for fleet preparedness for example plows, sanders and turf equipment are not being met in a timely manner. This is a troubling situation in that key operational equipment is often unavailable to the operators during peak seasonal periods in both Roads and Parks. Management has sufficient familiarity of the operation and the employees charged with the responsibility of maintaining the fleet and can confidently state that the fleet mechanics are well organized and extremely diligent in their day to day efforts to keep up with demand. Due to the nature of the Town's operational business needs, there is little that can be done to stream line or reduce the work load given the growth that has occurred and the need to maintain municipal service level standards in both Roads and Parks. Based on the current situation and the pressures we are facing, we must supplement the work force or risk falling further behind and compromising the Towns operations. The proportionate salary expenses must be recovered from the rate based revenue generating accounts in order to properly address and reflect the true cost and overhead of maintaining the Water and Sewer fleet to reduce the financial burden on the tax based fleet funding. Based on the current division of fleet responsibilities, staff recommend that the costs associated with 1.0 FTE be funded through the Water and Sewer budget. As a result, there will be no impact to the tax base fleet funding in any future year.	

**Summary:**

Value	FTE +/-	Council Priority										Budget Impact		
		Communications	Park Service Levels	Road Service Levels	By-law & Building Process	Economic Development	Cultural Services	Succession Planning	Capital Project Delivery	Animal Control on Town's Trails	Other Strategic Plan Driven	Existing Funding	Non Levy Funding	Levy Impact
85,100	+1										√	-	√	-

<b>Annualization</b>	<b>2018</b>	-
	<b>2019</b>	-



**Town of Aurora  
General Committee Report No. CS18-005**

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**Subject:** Amendments to the Use of Corporate Resources for Election Campaign Purposes Policy  
**Prepared by:** Michael de Rond, Town Clerk  
**Department:** Corporate Services  
**Date:** March 20, 2018

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## **Recommendation**

- 1. That Report No. CS18-005 be received; and**
- 2. That amendments to the Use of Corporate Resources for Election Campaign Purposes Policy regarding Third Party Advertisers and Nomination Day be approved.**

## **Executive Summary**

This report seeks approval for minor amendments to the Use of Corporate Resources for Election Campaign Purposes Policy to ensure that Third Party Advertisers are subject to the same rules as Council, Candidates for Council, and Municipal Staff;

- The Use of Corporate Resources for Election Campaign Purposes Policy does not address Third Party Advertisers
- An amendment to the Nomination Day definition is also required

## **Background**

The Municipal Elections Act has been amended to regulate, for the first time, third-party advertisers. Third-party advertisers are those that support, promote or oppose a candidate, or support, promote or oppose a “yes” or “no” question on the ballot. Individuals, corporations or trade unions that incur expenses by advertising in any broadcast, print, electronic or other medium during the “restricted period” will be required to register with the Town Clerk before incurring expenses.

## **Analysis**

### **The Use of Corporate Resources for Election Campaign Purposes Policy does not address Third Party Advertisers**

The policy refers to Candidates, Council Members and Town Staff, but does not include Third Party Advertisers. This amendment, adding a definition Third Party Advertisers, would ensure that Third Party Advertisers are subject the provisions of this policy.

### **An amendment to the Nomination Day definition is also required**

A further amendment to the policy to reflect the new Nomination Day, as per amendments to the Municipal Elections Act in 2017, is required. The last day to submit nominations is the fourth Friday in July at 2:00 p.m. For the 2018 Municipal Election, Nomination Day is Friday, July 27, 2018 at 2:00 p.m.

## **Advisory Committee Review**

None

## **Legal Considerations**

None

## **Financial Implications**

None

## **Communications Considerations**

The Policy will be made available with other Election material on the Town's website and will be provided in Candidate Information packages.

## **Link to Strategic Plan**

This report supports the strategic goal of a fairness for everyone in the community.

## **Alternative(s) to the Recommendation**

March 20, 2018

Page 3 of 3

Report No. CS18-005

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Council receives the report and takes no further action. Third Party Advertisers would then not be subject to the requirements of the Use of Corporate Resources for Election Campaign Purposes Policy.

## **Conclusions**

This report recommends that minor amendments be made to the Use of Corporate Resources for Election Campaign Purposes Policy to ensure that Third Party Advertisers are subject to the same rules as Council, Candidates for Council, and Municipal Staff.

## **Attachments**

Policy No. 76 - Use of Corporate Resources for Election Campaign Purposes Policy


## **Previous Reports**

None

## **Pre-submission Review**

Agenda Management Team review on March 20, 2018

### **Departmental Approval**



**Techa van Leeuwen  
Director  
Corporate Services**

### **Approved for Agenda**



**Doug Nadorozny  
Chief Administrative Officer**





TOWN OF AURORA  
Legal & Legislative Services Department

Attachment 1

**Corporate Policies, Programs and Procedures  
Use of Corporate Resources for Election Campaign Purposes – Policy No. 76**

<b>Topic:</b>	Elections	<b>Affects:</b>	Members of Council, Municipal Election Candidates, and all Town Staff
<b>Section:</b>	Use of Corporate Resources	<b>Replaces:</b>	Administration Procedure No. 33 – Political Issues
<b>Original Policy Date:</b>	April 8, 2014	<b>Revision Date:</b>	
<b>Effective Date:</b>	April 8, 2014	<b>Next Revision Date:</b>	
<b>Prepared By:</b>	Legal & Legislative Services	<b>Approval Authority:</b>	Council

**1.0 PURPOSE**

The purpose of this Policy is to clarify that all municipal election Candidates, **Third Party Advertisers**, Members of Council, and Town Staff are required to follow the provisions of the Act with regard to the use of corporate resources for election purposes. This Policy also ensures that the Town’s operations, events, and facilities are used for non-partisan purposes and are not used for election campaign related purposes/activities.

**2.0 SCOPE**

This Policy applies to all Town Staff, all municipal election Candidates (whether for Council or for school trustee), **Third Party Advertisers**, any Acclaimed Candidate, and Members of Council (including a Member not seeking re-election).

**3.0 DEFINITIONS**

“**Acclaimed**” means a Candidate elected by acclamation pursuant to section 37 of the Act.

“**Act**” means the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended.

“**Campaigning**” means a municipal election-related activity for the purpose of supporting or opposing the election of a Candidate or a question on the ballot, and includes, without limiting the generality of the foregoing, the distribution of materials, advertising, display of signage, etc.

“**Candidate**” means a person who has filed a nomination for an office pursuant to section 33 of the Act, and includes a person who has filed a nomination for election to a school board pursuant to the *Education Act*, R.S.O. 1990, c. E.2, as amended.

“**Clerk**” means the Clerk of the Town or his/her designate.

“**Council**” means the Council of the Town.

“**Member**” means a member of the Council of the Town, and includes the Mayor of the Town.

“**Nomination Day**” means, in the case of a regular election, **the fourth Friday in July** in the year of the election -or- in the case of a by-election, the 45<sup>th</sup> day prior to the voting day, as noted in section 31 and subsection 65(4) of the Act.

“**Policy**” means this Use of Corporate Resources for Election Campaign Purposes – Policy No. 76.

“**Staff**” means all full-time and part-time persons hired by the Town, including but not limited to the Chief Administrative Officer, Directors, Managers, Supervisors, Coordinators, salaried employees, union employees, administrative staff, and contract, temporary, student, secondment, and co-operative placement staff.

“**Third Party Advertisers**” means those that incur a cost to support, promote or oppose a candidate, or support, promote or oppose a “yes” or “no” question on the ballot.

“**Town**” means The Corporation of the Town of Aurora.

“**Town resources**” means real property, goods and/or services owned, controlled, leased, acquired, or operated by the Town including but not limited to: facilities, parks, materials, equipment, monetary funds, technology, Town IT systems and resources, databases, intellectual property, and supplies.

“**Voting Day**” means, in the case of a regular election, the fourth Monday in October in the year of the election -or- in the case of a by-election, the 45<sup>th</sup> day after Nomination Day, as noted in section 5 and subsection 65(4) of the Act.

#### **4.0 POLICY**

##### **4.1 Campaigning – General**

- (a) No person shall use Town resources for Campaigning.
- (b) Notwithstanding subsection 4.1(a), “All-Candidates” meetings may be held in a Town facility at the discretion of the Clerk, subject to the usual rental charges and permit procedures for such use and provided that subsection 4.1(d) is adhered to.
- (c) Notwithstanding subsection 4.1(a), Campaigning on public walkways, thoroughfares, and rights-of-way are permitted, provided that all Campaigning is in compliance with Town by-laws.
- (d) No Campaigning signs or material may be displayed in any Town owned or operated facilities.
- (e) Campaigning shall not be permitted at any Town-operated events, e.g., Concerts in the Park, Ribfest, Canada Day celebrations, etc.
- (f) No person shall use the services of Staff for Campaigning during normal working hours of such Staff, unless such Staff are on a leave of absence without pay, lieu time, float day, maternity/parental leave, or vacation leave.
- (g) In any material printed, distributed, or paid for by the Town, a Candidate is not permitted to:
  - i. illustrate that an individual is a Candidate;
  - ii. identify where they or any other individual will be running for office; or
  - iii. profile or make reference to a Candidate.
- (h) Websites or domain names that are funded, owned, or operated by the Town shall not include any Campaigning, other than non-partisan election information material that is required for the proper administration of the election under the Act and basic contact information for Candidates.
- (i) The Town’s voicemail system shall not be used to record Campaigning messages, and the Town resources comprising the computer network, e-mail, and related IT systems shall not be used for Campaigning.

- (j) The Town's logo, crest, coat of arms, slogan, brand, other marks, chain of office, etc. shall not be used in any Campaigning or included on any Campaigning related website, social media, or electronic publication.
- (k) Photographs and videos produced for and owned by the Town may not be used for Campaigning.
- (l) As provided for in section 11 of the Act, the Clerk is responsible for conducting elections within the Town. Accordingly, any decision regarding the conduct of an election, including the interpretation and application of this Policy, shall fall under the authority of the Clerk.

#### **4.2 Town Staff**

- (a) Staff shall not use any Town resources for Campaigning.
- (b) Staff shall neither canvass nor actively work in support of a Candidate during normal working hours, unless such Staff is on a leave of absence without pay, lieu time, float day, maternity/parental leave, or vacation leave.
- (c) Staff shall neither canvass nor actively work in support of a Candidate while wearing a Town uniform, badge, crest or other item identifying them as a member of Town Staff, or while using a Town owned or leased vehicle.
- (d) Staff working directly for a Member of Council (i.e., Executive and Administrative Assistants), shall not be assigned to work as Voting Clerks, Returning Officers, Deputy Returning Officers, or in any part of the voting process.
- (e) Staff who are also relatives of any Member of Council or Candidate shall not be assigned to work as Voting Clerks, Returning Officers, Deputy Returning Officers, or in any part of the voting process.
- (f) Staff shall not use their official authority or influence for the purpose of interfering with or affecting the result of a municipal election or a question on the ballot, nor use their official title while participating in otherwise permissible political activities.
- (g) Staff are advised to be especially mindful of public perception during municipal elections, and to ensure that their activities neither conflict with nor adversely affect their duties as members of Town Staff. Moreover, Staff have a responsibility to ensure that public resources are not used for Campaigning by any person.
- (h) Any member of Staff who considers being a Candidate in a municipal election should familiarize themselves with the rules set out in the Act and the *Education Act*, R.S.O. 1990, c. E.2, as amended.

#### **4.3 Members of Council**

- (a) A Member of Council is responsible for ensuring that the content of any communication material that is printed, sponsored, hosted, or distributed by the Town at the request of such Member of Council is not for Campaigning.
- (b) A Member of Council shall not print or distribute Campaigning material using Town resources and/or paid for by Town funds.
- (c) Office furnishings, office/desk locations, stationary, and other supplies normally provided for Members of Council will remain status quo from Nomination Day until the end of the Council term. However, none of these Town resources may be used for Campaigning.

**5.0 LIMITATIONS**

- (a) Nothing in this Policy shall prohibit a Member of Council from performing his/her job as a Member of Council, nor impede them from representing the interests of his/her constituents.
- (b) Nothing in this Policy shall preclude a Staff member from exercising his/her civic right and duty to participate in the municipal election process as a private citizen.
- (c) Nothing in this Policy shall prevent Staff from conducting an election in accordance with the Act, or providing non-partisan election information material on behalf of the Town so as to inform the public about the election and the election process.

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**Town of Aurora  
General Committee Report**

**No. FS18-004**

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**Subject:** 2019 Budget Development Direction  
**Prepared by:** Dan Elliott, Director of Financial Services - Treasurer  
**Department:** Financial Services  
**Date:** March 20, 2018

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## **Recommendation**

- 1. That Report No. FS18-004 be received; and**
- 2. That the key principals for the 2019 operating budget development be endorsed.**

## **Executive Summary**

This report provides budget development directions and guidance to staff as they prepare the draft 2019 Operating Budget for presentation to the Budget Committee during the first quarter of 2019.

- Council's Budget Principles and Budget Process are set out in the foundational documents approved by Council in 2016, which are publicly available on the Town's website, and will serve as guidance to staff in budget preparations.
- Finance Advisory Committee continues its detailed reviews of department operations which allows for more strategic reviews of the 2019 draft budget by the Budget Committee.
- Key directives include:
  - The budget consultation meeting that was introduced as a component of the 2018 budget process will continue in 2019.
  - Fire Services budget continues to grow beyond inflation due to the phased plan to hire four new firefighters per year, leading to the opening of the new fire hall, and as set out in the updated Fire Master Plan. The Town of Aurora previously adopted a budget strategy to phase the whole increase equally over a five-year period. This budget strategy will continue into 2019.
  - The Town's fiscal strategy to add special levy increases in addition to CPI to meet needed increases for contributions to the infrastructure sustainability reserve funds and other purposes continues for 2019. These

strategies are confirmed each year as part of the regular updates to the Town's 10 Year Capital Investment Plan.

## **Background**

In preparation for staff's creation of the town's draft 2019 operating budget, it is important for Council to set out its expectations with respect to tax impacts to the residents and businesses of the planned budget. Such direction has allowed the town to recognize considerable efficiency gains in its past three budget processes. When the provided targets were achieved by staff and presented, only minor changes to the presented draft operating were required by Council through the addition of new priority special projects or initiatives. These additions have consistently been accommodated within the draft operating budget target provided by Council. As 2019's budget must be approved by the newly elected Council, this report is simply seeking endorsement rather than formal approval of the budget preparation directions. The direction proposed is consistent with that of the last three years.

## **Analysis**

### **Key principles for the 2019 budget development.**

(Numbering corresponds to the numbered principles in the Council Budget Principles document.)

2) The budget process will include the use of budget consultation approaches to allow residents the opportunity to provide input into budget priorities.

8) Council will not rely on budget surplus from one year to support or mitigate budget pressures in the following budget year.

10) Council and staff will continually look to implement changes in technique, tools, or approaches in delivering all services and functions which would reduce cost, or improve efficiency or effectiveness of our work.

12) Council is committed to adequately fund infrastructure renewal through annual increases to infrastructure reserve contributions. These additional increases will be part of the fiscal strategy budget, and may require overall budget increases beyond inflation for the residents of the Town.

13) The operating budget shall include outlooks for the next three years, for a total of four years, to allow the current budget to be considered within the context of the Town's short term future funding requirements.

March 20, 2018

Page 3 of 8

Report No. FS18-004

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14) A special phasing budget will be used to continue to phase in the expected sharp increase in Fire Services costs with the anticipated addition of a new crew currently being added to Central York Fire Services. This special phasing budget will be funded from a portion of the growth revenue.

16) Inflation is recognized as having a direct impact on the Town's costs of delivering its existing services. Residents and Council should expect their base taxes to increase by inflation each year, with the fiscal strategy budget pushing this tax increase beyond inflation in efforts to reposition the Town's long-range financial situation.

18) While the Town is intent on advancing strategic priorities, it is likely not possible to advance all issues in every year, and Council will need to make these key priority decisions in a scarce resource environment.

19) Innovation, efficiencies, maintaining service excellence and service improvements come through the continuous learning and development of our staff. Training and development funding will be provided in the budget.

21) The Province is providing the opportunity for additional revenue to municipalities through deliberately holding the line on school tax rate increases. To accept this additional funding, the municipalities must increase their local portions by a rate higher than inflation, failing which, the opportunity to accept this additional funding is lost.

### **The Finance Advisory Committee has reviewed some budget areas in detail**

Since its inception in 2015, the Finance Advisory Committee (FAC) has reviewed the Parks, Recreation & Culture department (now Community & Cultural Services, plus Parks Division of Operations), Corporate Accounts, and Planning and Building Services (now Planning and Development Services) department budgets in detail. During the course of these reviews, certain budget concern areas were explored and addressed as part of future town budgets; such as the necessary budget right-sizing of certain budget lines that was undertaken as part of the 2017 and 2018 budget processes. No further right sizing is expected for 2019 as no further concern areas have been identified.

The Advisory Committee has scheduled their detailed review of the Financial Services, Corporate Services, Operational Services and Waste/Wastewater/Storm utility departmental operating budgets over the course of 2018. At the conclusion of these noted reviews, the Finance Advisory Committee will have completed a detailed review of all of the town's departments within its desired four year review cycle.

### **Recommended budget preparation directions for 2019**

Based on the highlighted budget principles, it is recommended that the following budget directions be endorsed for the preparation of the 2019 Operating Budget:

#### Public Consultation

- 1) A public consultation meeting will be held to provide opportunity for individuals and groups to provide suggestions, advice or requests and proposals to Budget Committee with regards to the 2019 Operating or Capital budget.

#### Base Operating Budget

- 1) The overall Aurora net residential tax bill increase for the Base Operating be limited to the reported July 2017 to June 2018 Consumer Price Index (CPI) for the Toronto Area.
- 2) All fees, rates and charges are to be indexed by the same CPI reported value, and new revenue sources identified.
- 3) New taxes from new community growth be incorporated into the base budget and be used to extend existing services to these new communities, residents and businesses.
- 4) For strategic priorities separately identified by Council, a further levy increase should be considered for such new funding. Council may consider a multi-year phased approach to increasing service levels.
- 5) After the CPI factor is known, the Treasurer is to provide the Library Board, the Cultural Centre Board, and the Historical Society a clear budget funding allocation early in the budget development stage for their consideration when preparing their business plans.
- 6) A current plus three year forecast will be prepared, and will include a staffing needs analysis and forecast for the same period.

#### Phase-In Budget

- 7) The phase-in budget strategy currently approved for Fire Services expansion will be funded from within the inflationary and growth components of the base operating budget, as applicable, with any excess planned increase being a separate component of the overall tax increase.



### Fiscal Strategy Budget

- 8) In addition to the base budget increase for inflation, a dedicated Fiscal Strategy tax levy increase will be imposed to fund additional contributions to Infrastructure Reserves in accordance with the long range fiscal strategies adopted in the recent Ten Year Capital and Asset Management Plan, and reduce budgetary reliance on unsustainable levels of supplementary tax revenues.

### Capital Budget

The 2019 capital budget will be developed based upon the foundational principles as set out in the town's approved asset management plan (AMP), as well as, its Ten Year Capital Investment Plan in an effort to maintain existing capital asset service standards and to accommodate our growing community needs. Both of these noted plans are scheduled for review and approval by Council as part of the 2019 budget process. Staff are currently preparing an in-year capital budget amendment for 2018 which will include a limited number of R&R type projects which are routine in nature, and will be ready for early tendering before the 2019 construction season.

### Expected Budget Timing for Council

Staff are currently planning for the Budget Committee to commence its review of the 2019 capital budget during February following the election, with the operating budget to follow immediately thereafter. In the event that there is a minimal change to Council after the election, staff will be prepared to commence the capital and operating budgets during December, subject to approval of such schedule by that new Council. Similarly, the planned public consultation process currently anticipated for January could be advanced into December.

### **Advisory Committee Review**

The Finance Advisory Committee reviewed a draft of this report at its February 28<sup>th</sup> meeting.

### **Legal Considerations**

While this Council may influence the preparation of the 2019 operating budget development, it is not permitted to formally approve it. Accordingly, in support of this,

this report is setting out the planned budget development approach to be used by staff, and is seeking endorsement of that approach only.

## **Financial Implications**

It is anticipated that strong assessment base growth from new structures (not reassessment increases) will occur for another year, following which growth is anticipated to begin to decline. New revenue from growth is necessary funding to extend existing services at their same levels to these new residents and businesses which results in additional costs, and in some cases, additional staffing requirements. Generally, growth revenue is not used to fund service enhancements to the whole community.

Inflation is a reality that if not accommodated on the full revenue side (taxes and all other revenue sources), dilutes funding available for the maintenance of base services at their existing service levels, resulting in dilution of service. Operating cost increases exceed inflation for such things as insurance, benefits plans, minimum wage increments, petrochemicals, electricity and other fuels, among others. Accordingly, inflationary increases to taxes and service fees are necessary and should be expected by Council and taxpayers to maintain services year to year.

In its Budget Principles document, Council has made very transparent that its reference inflationary indicator is the July to June annual CPI published by Statistics Canada for the Toronto area. This public declaration eliminates use of different CPI values by staff or others during the budget review process. The CPI value for the end of June is expected to be published by Statistics Canada in late July or August.

In addition to inflation, residents and Council need to recognize that infrastructure sustainability funding is currently insufficient for maintaining the service levels from our aging infrastructure. This is a reality facing most municipalities across Canada. Accordingly, increased funding for infrastructure should be expected to be funded as an incremental beyond a base operating budget inflationary adjustment.

As of the end of January, the CPI was projected to be 2.0%. On this information, using the principles set out above, the Base Budget would have a 2% tax increase, plus a 1% increase for Fiscal strategy. Any new services introduced by Council will add further increase pressure. Therefore the potential tax rate impact for 2019 could fall in the range of 3.0% to 3.4% depending on the extent of any new services and the final CPI when published in July.

## **Communications Considerations**

The budget directions of Council are primarily aimed at staff as they prepare the draft 2019 budget. However, in forthcoming pieces, the Communications Division will include some information which will advise residents of Council's budget expectations and the resultant increase to taxes and fees.

A strong communications plan in regards to the development of the Town's 2019 operating and capital budget is absolutely critical. Consequently, staff will develop a clear communication strategy for the entire 2019 budget cycle. This communication strategy will utilize all communication tools available to the Town including its social media channels.

The public consultation process will be delayed due to the election, and will take place in mid-January, with advertising to begin mid-December.

## **Link to Strategic Plan**

Developing the annual budget supports all aspects of the Strategic Plan. Specifically, this report supports the Plan principles of Leadership in Corporate Management, Leveraging Partnerships, and Progressive Corporate Excellence and Continuous Improvement. By setting out the approach to be taken in developing the 2019 Operating Budget.

Approval of the 2019 operating and capital budgets provides funding support and approval for all initiatives, services and operations of the Town, all of which support and advance the Strategic Plan's objectives. Overall, these budgets lead to an improvement in the quality of life for the community that we serve.

## **Alternative(s) to the Recommendation**

1. Council may choose to endorse alternate budget preparation direction to staff.

## **Conclusions**

Clear budget preparation directions have assisted immensely in ensuring a smooth and highly successful budget process for 2016, 2017 and 2018. The entire budget development cycle is now supported by Council approved foundational documents, being the Council Budget Principles and Council Budget Process. Members of the

March 20, 2018

Page 8 of 8

Report No. FS18-004

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public and Council are reminded that in-depth budget discussions with each individual department continues off-line throughout the year on a rotating basis by the Finance Advisory Committee as set out in the Council Budget Processes document. The Budget Directives recommended in this report are anticipated to result in a fair, progressive and affordable budget for the Town for 2019. The draft budget presented by staff will also include a forecast outlook for the following three years.

### **Attachments**

Nil


### **Previous Reports**

Nil

### **Pre-submission Review**

Agenda Management Team review on March 1, 2018

### **Departmental Approval**



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**Dan Elliott, CPA, CA**  
Director  
Financial Services - Treasurer

### **Approved for Agenda**



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**Doug Nadorozny**  
Chief Administrative Officer



**Town of Aurora**

**General Committee Report**

**No. PDS18-023**

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**Subject:** Application for Draft Plan of Condominium  
Navelli Dwellings Inc.  
15278 Yonge Street  
File Number: CDM-2017-04  
Related File Numbers: SP-2015-08, OPA-2015-04 and ZBA-2015-10

**Prepared by:** Lawrence Kuk, Senior Planner, Development

**Department:** Planning and Development Services

**Date:** March 20, 2018

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### **Recommendation**

- 1. That Report No. PDS18-023 be received; and**
- 2. That the Application for Draft Plan of Condominium (Standard Condominium) CDM-2017-04 (Navelli Dwellings Inc.) be approved, subject to the conditions outlined in Appendix “A” of this report; and**
- 3. That the Mayor and Town Clerk be authorized to execute any Agreement(s) referenced in the Conditions of Approval, including any and all documents and ancillary agreements required to give effect to same.**

### **Executive Summary**

The report seeks Council’s approval to the application for Draft Plan of Condominium (standard condominium) on 15278 Yonge Street.

- The proposed Draft Plan of Condominium consists of 126 stacked back-to-back townhouse units.
- The proposed Draft Plan of Condominium application is consistent with the PPS Growth Plan and LSPP.
- The proposed Draft Plan of Condominium is consistent with the approved Official Plan Amendment (OPA-2015-04), the approved Zoning By-law Amendment application (ZBA-2015-10) and approved Site Plan application (SP-2015-08).
- Departments and agencies have no objections to the approval of the Draft Plan of Condominium subject to the conditions outlined in Appendix “A”.

## **Background**

On June 14, 2016, Council approved an Official Plan Amendment application (OPA-2015-04) and Zoning By-law Amendment application (ZBA-2015-10) to permit residential uses (stacked, back-to-back townhouses) at grade and/or below grade with amendments to development standards.

Subsequently, on July 12, 2016 Council approved the related Site Plan application (SP-2015-08) to develop 126 stacked, back-to-back townhouse units with a total allocation of 126 units of water and sewage capacity. The Site Plan agreement was executed with all fees and securities paid on November 11, 2016.

The subject Draft Plan of Condominium application (CDM-2017-04) was submitted to the Town to establish a standard condominium with common elements such as visitors parking areas and private roads. The future of this development will be required to pay a monthly condominium fee to the condominium corporation for maintenance of common element areas. The back-to-back common elements condominium townhouses are currently under construction.

## **Location**

The subject lands are located at the northwest corner of Yonge Street and Wellington Street West, municipally known as 15278 Yonge Street (Figure 1). The eastern portion of the site has 82.0 m of frontage on Yonge Street and the western portion has 38.5 m of frontage on Machell Avenue. The site has a total lot area of 1.1 hectares.

## **Surrounding Land Uses**

The surrounding land uses are:

North: Automotive service shops and vacant lot;

South: Dollarama store and Bank of Montreal;

East: Yonge Street, TD Bank and one storey retail/ commercial uses; and

West: Machell Avenue, single detached residential units and one six (6) storey apartment building.

### **Policy Context**

Pursuant to the Condominium Act, 1998, section 9(2) states that an application for a condominium are subject to section 51, 51.1 and 51.2 of the Planning Act. Accordingly, the Draft Plan of Condominium must have regards to the matters of provincial interest, consistent with the Provincial Policy Statement and other provincial plans, conformity with the upper and lower tier official plan and conformity to the local zoning by-law.

Note: Application for Standard Condominium does not require notices or statutory public planning meeting.

#### **York Region Official Plan (2010)**

The subject lands are designated as “Urban Area” within the York Region Official Plan. York Region’s vision for the Urban Area is to strategically focus growth while conserving resources and to create sustainable lively communities. Under the York Region’s Official Plan, one regional urbanization goal is to enhance the Region’s urban structure through city building, intensification and compact, complete communities.

#### **Town of Aurora Official Plan – Site Specific Policy No. 41**

The subject lands are designated as “Upper Downtown Special – Site Specific Policy No. 41” by Official Plan Amendment No.9 (Figure 2). The site specific policy allows for residential units at grade with amendments to the development standards. Details of the amendments were discussed in report number PDS16-037.

#### **Town of Aurora Zoning By-law 6000-17**

The subject property is zoned “Promenade Downtown (PD1 - 462) Exception Zone” by the Town of Aurora Zoning By-law 6000-17, as amended (Figure 3). The PD1(462) exception zone permits stacked, back-to-back townhouse dwelling units with site specific development standards. Details of the amendments were discussed in report number PDS16-037.

### **Reports and Studies**

The Owner submitted the following documents as part of a complete application to the proposed Draft Plan of Condominium application:

<b>Submission Requirement</b>	<b>Author</b>
Draft Plan of Condominium	Schaeffer Dzaldov Bennett Ltd.
Plan of Survey	Schaeffer Dzaldov Bennett Ltd.
Approved Site Plan	Guthrie Muscovitch Architects
Covering Letter	Malone Given Parsons Ltd.

## **Proposed Application**

### Proposed Draft Plan of Condominium

As illustrated on Figure 4, the subject Draft Plan of Condominium proposes a total of 126 stacked back-to-back townhouse condominium units. The proposed townhouse units are divided into six 4 storey buildings with a private common element road and visitors parking and landscaped areas. One level of underground parking will be provided for the residents. The common element road will have vehicular access from Machell Avenue.

As illustrated in Figure 5 and 6, the approved site plan permits each unit to have outdoor amenity space in the form of patios and balconies for the ground floor units and balconies and roof top terraces for the aboveground units. The proposed amenity spaces will be exclusive use by the individual owners.

## **Analysis**

### **Planning Considerations**

Provincial Policy Statement (2014) & Places to Grow: Growth Plan for the Greater Golden Horseshoe

**It is Planning Staff's opinion that the proposed Draft Plan of Condominium application is consistent with the PPS and the Growth Plan.**

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. The Growth Plan for the Greater Golden Horseshoe (Growth Plan) manages growth in the region.

According to policy 1.1.3.1 of the PPS, the proposed condominium is located within a Settlement Area which growth and development shall be promoted. In addition, policy 1.1.1 of the PPS promotes an appropriate mix of residential unit type to the Town. Similarly, section 2.2 of the Growth Plan emphasizes accommodating population growth through intensification of the existing "built-up areas" and providing a range and mix of housing types.

Discussions on PPS and Growth Plan conformity were outlined within the Staff report PDS16-037 (approved Official Plan and Zoning By-law Amendment) and PDS16-057 (approved Site Plan application). Given that the proposed Draft Plan of Condominium is consistent with the previous approvals, the proposed Draft Plan of Condominium is consistent with the policies within the PPS and Growth Plan.



March 20, 2018

Page 5 of 8

Report No. PDS18-023

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Lake Simcoe Protection Plan (LSPP)

**It is Planning Staff's opinion that the proposed Draft Plan of Condominium application is consistent with the LSPP.**

The subject property is located within the East Holland Subwatershed, which is a regulated area of the Lake Simcoe Protection Plan. According to the LSPP, any major developments shall be accompanied by a Stormwater Management Plan and minimize and/or mitigate impacts associated with the quality and quantity of urban run-offs. The Lake Simcoe Region Conservation Authority (LSRCA) have reviewed technical documents related to stormwater management during the Official Plan, Zoning By-law Amendment and Site Plan process. Therefore, the LSRCA has no objection to the approval of the Draft Plan of Condominium subject of conditions of approval outlined in Appendix 'A'.

York Region Official Plan (YROP)

**York Region has no objection to the approval of the Draft Plan of Condominium subject to the conditions outlined in Appendix "A".**

Prior to registration of the proposed condominium, the Owner shall execute all Regional agreements and obtain all of the necessary permits required as part of the site plan approval for the subject property issued under File No. SP-A-009-15 (SP-2015-08). In addition, the Owner shall obtain all necessary permits with the Region and provide confirmation that all transfers of obligation have been completed where Regional agreements require responsibility to change from the Owner to the Condominium Corporation.

Town of Aurora Official Plan

**The proposed Draft Plan of Condominium conforms to the approved Official Plan Amendment application (OPA-2015-04).**

The proposed use of stacked back-to-back townhouses is permitted within the site specific land use designation. As indicated on figure 6, the building elevations, materials and architecture will be built in accordance with the approved site plan application. Overall, the proposed building is designed in a consistent manner and displays positive architectural and neighbourhood massing qualities.

March 20, 2018

Page 6 of 8

Report No. PDS18-023

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Zoning By-law 6000-17, as amended

**The proposed Draft Plan of Condominium conforms to the approved Zoning By-law Amendment application (ZBA-2015-10).**

Staff has evaluated the proposed development and have determined the subject proposal is consistent with the approved site specific zoning provisions and performance standards of the Town's Comprehensive By-law.

**Department/Agency Comments**

The proposed application was circulated to all internal and external agencies for review and comments. In general, all circulated agencies are satisfied with the revisions and have no further comments at this time, subject to conditions of approval outlined in Appendix 'A'. All technical matters will be resolved prior to the registration of the Condominium or releasing any securities as described within the executed site plan agreement.

**Advisory Committee Review**

Not required.

**Legal Considerations**

The subject Draft Plan of Condominium has been submitted to the Town pursuant to the provisions of the Planning Act, and as such may be subject to future OMB (Land Tribunal) appeal and litigation, which may require Legal Services review and comments for Council consideration.

Should Council approve this planning application Legal Services will attend the registration of the proposed condominium to implement final approval of this application.

**Financial Implications**

All financial implication was considered during the site plan application and implemented through the site plan agreement. The development of the subject lands will generate development charges and cash in lieu of parkland fees. The proposed development will generate yearly tax assessment to the Town.

## **Communications Considerations**

No Communication required.

## **Link to Strategic Plan**

The Draft Plan of Condominium application supports the Strategic Plan goal of Supporting an exceptional quality of life for all through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

Strengthening the fabric of our community: Through the addition of 126 stacked, back-to-back townhouse dwelling units, housing is provided through collaborations with the development community to ensure future growth includes housing opportunities for everyone.

Strengthening the fabric of our community: Through the approval of an infill residential development, the Work with the development community to meet intensification targets to 2031 as identified in the Town's Official Plan action item is realized.

## **Alternative(s) to the Recommendation**

1. Direct staff to report back to another Council Meeting addressing any issues that may be raised at the Council Meeting.
2. Refusal of the application with an explanation for the refusal.

## **Conclusions**

Planning and Development Services reviewed the proposed Draft Plan of Condominium application in accordance with the provisions of the Provincial, Regional, the Town's Official Plan and Zoning By-law respecting the subject lands. The proposed Draft Plan of Condominium application for 126 stacked, back-to-back townhouse units is considered to be in keeping with the development standards of the Town. The lands will be developed in accordance with the executed site plan agreement that will address all site plan related issues. Staff recommends approval of the Draft Plan of Condominium application file: CDM-2017-04; subject to the conditions set out in 'Appendix A' to this report.

March 20, 2018

Page 8 of 8

Report No. PDS18-023

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## **Attachments**

Figure 1 – Location Map  
Figure 2 – Existing Official Plan  
Figure 3 – Existing Zoning By-law  
Figure 4 – Proposed Draft Plan of Condominium  
Figure 5 – Approved Site Plan  
Figure 6 – Approved Elevation

Appendix “A” – Condition of Approval

## **Previous Reports**

Council Report Number PDS16-057, July 12, 2016  
General Committee Report Number PDS16-037, June 7, 2016.  
Public Planning Report Number PDS16-04, March 30, 2016.  
Public Planning Report Number PL15-080, November 25, 2015.

## **Pre-submission Review**

Agenda Management Team review on March 1, 2018

### **Departmental Approval**



**Marc6 Ramunno, MCIP, RPP  
Director  
Planning and Development Services**

### **Approved for Agenda**



**Doug Nadorozny  
Chief Administrative Officer**



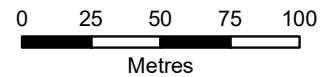
**LOCATION MAP**

APPLICANT: Navelli Dwellings Inc.

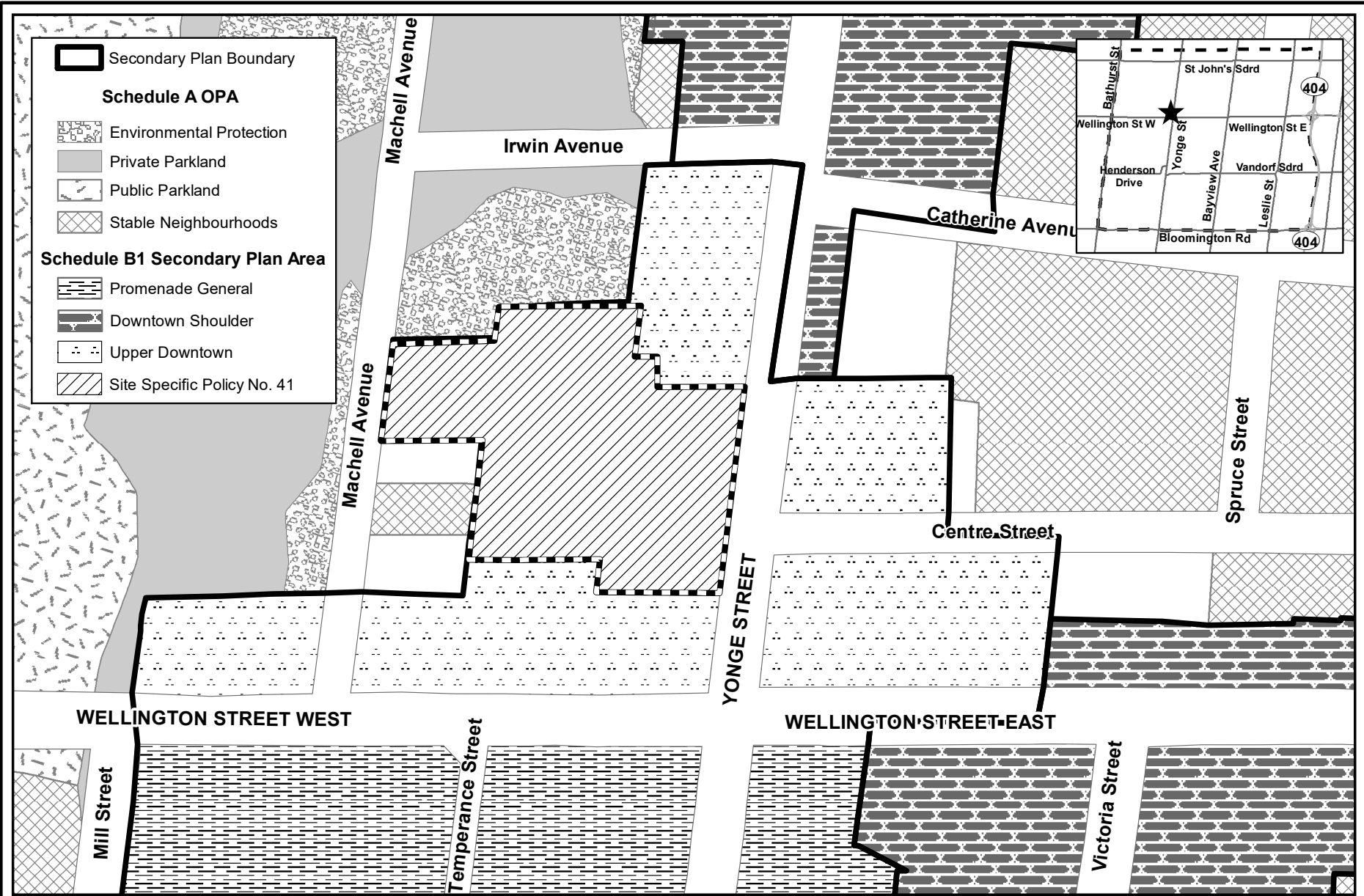
FILES: CDM-2017-04

FIGURE 1

 SUBJECT LANDS



Map created by the Town of Aurora Planning & Building Services Department, February 9, 2018. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2017, © First Base Solutions Inc., 2017 Orthophotography.



**Secondary Plan Boundary**

**Schedule A OPA**

- Environmental Protection
- Private Parkland
- Public Parkland
- Stable Neighbourhoods

**Schedule B1 Secondary Plan Area**

- Promenade General
- Downtown Shoulder
- Upper Downtown
- Site Specific Policy No. 41

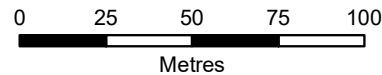
**EXISTING OFFICIAL PLAN**

APPLICANT: Navelli Dwellings Inc.  
 FILES: CDM-2017-04

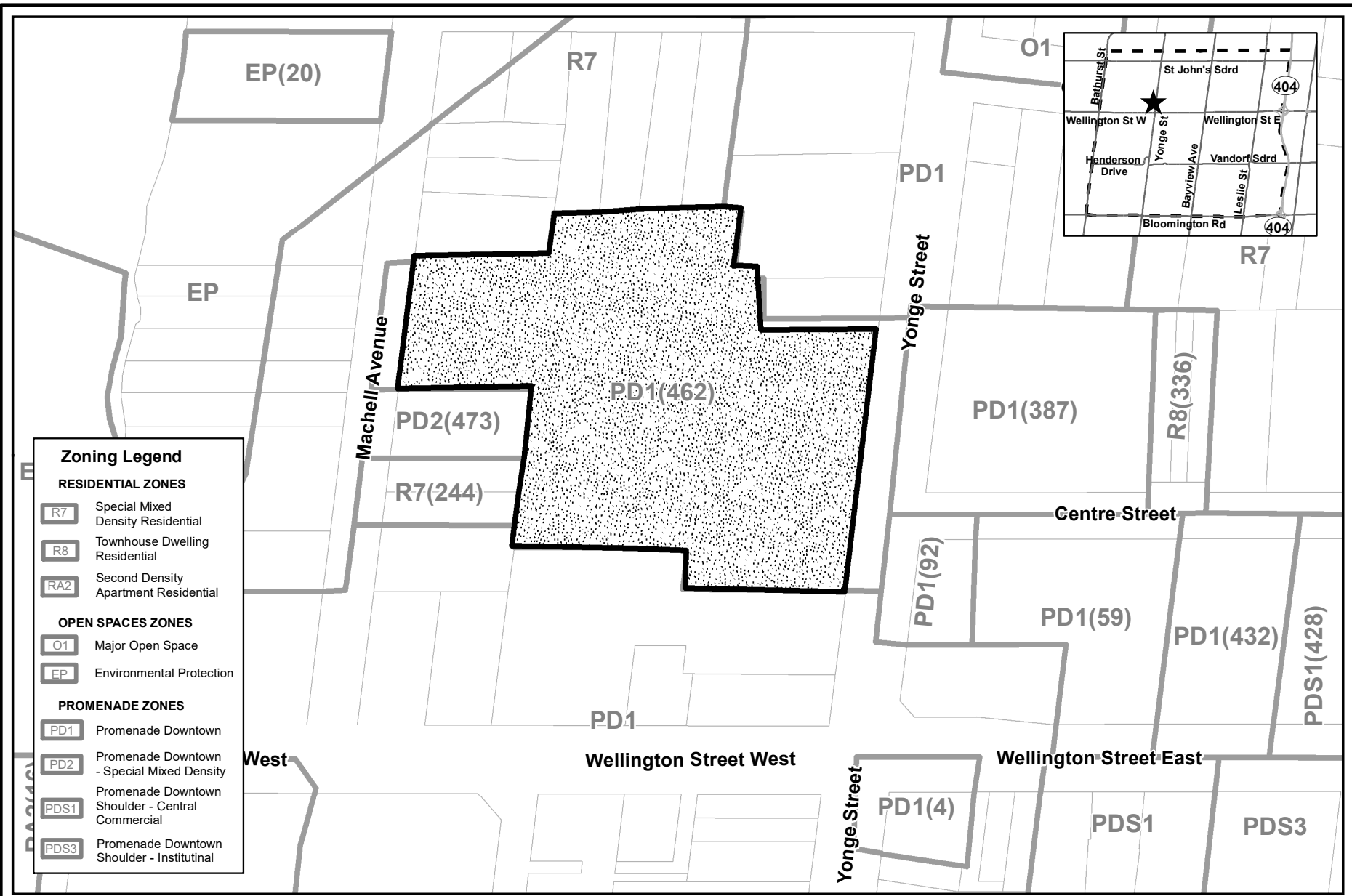
FIGURE 2



Subject Lands



Map created by the Town of Aurora Planning & Building Services Department, February 9, 2018. Base data provided by York Region & the Town of Aurora.



**Zoning Legend**

**RESIDENTIAL ZONES**

- R7 Special Mixed Density Residential
- R8 Townhouse Dwelling Residential
- RA2 Second Density Apartment Residential

**OPEN SPACES ZONES**

- O1 Major Open Space
- EP Environmental Protection

**PROMENADE ZONES**

- PD1 Promenade Downtown
- PD2 Promenade Downtown - Special Mixed Density
- PDS1 Promenade Downtown Shoulder - Central Commercial
- PDS3 Promenade Downtown Shoulder - Institutional

**EXISTING ZONING BY-LAW**

APPLICANT: Navelli Dwellings Inc.  
 FILES: CDM-2017-04

**SUBJECT LANDS**

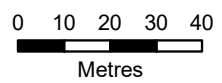
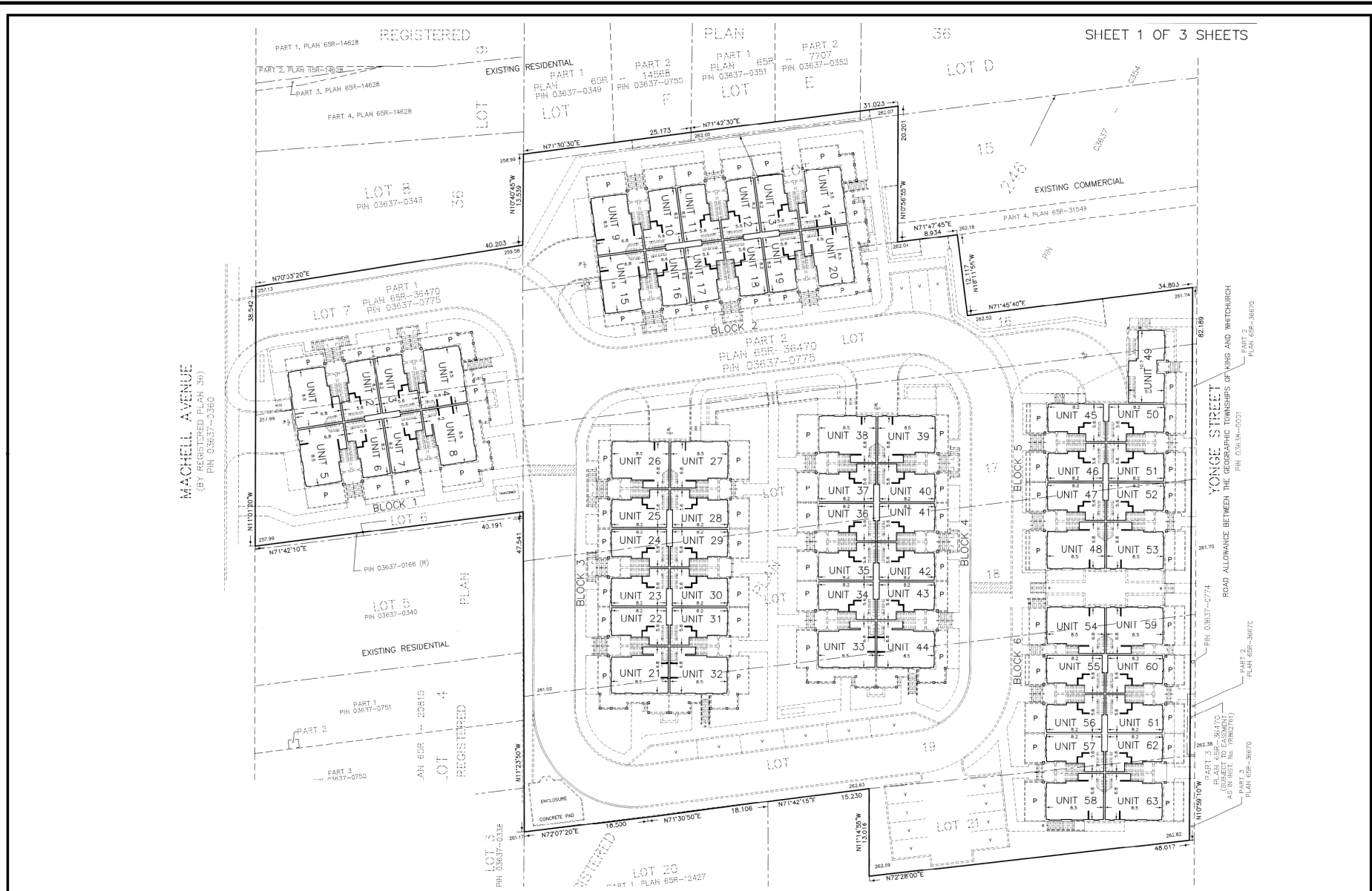


FIGURE 3

Map created by the Town of Aurora Planning and Building Services Department, February 9, 2018. Base data provided by York Region & the Town of Aurora.



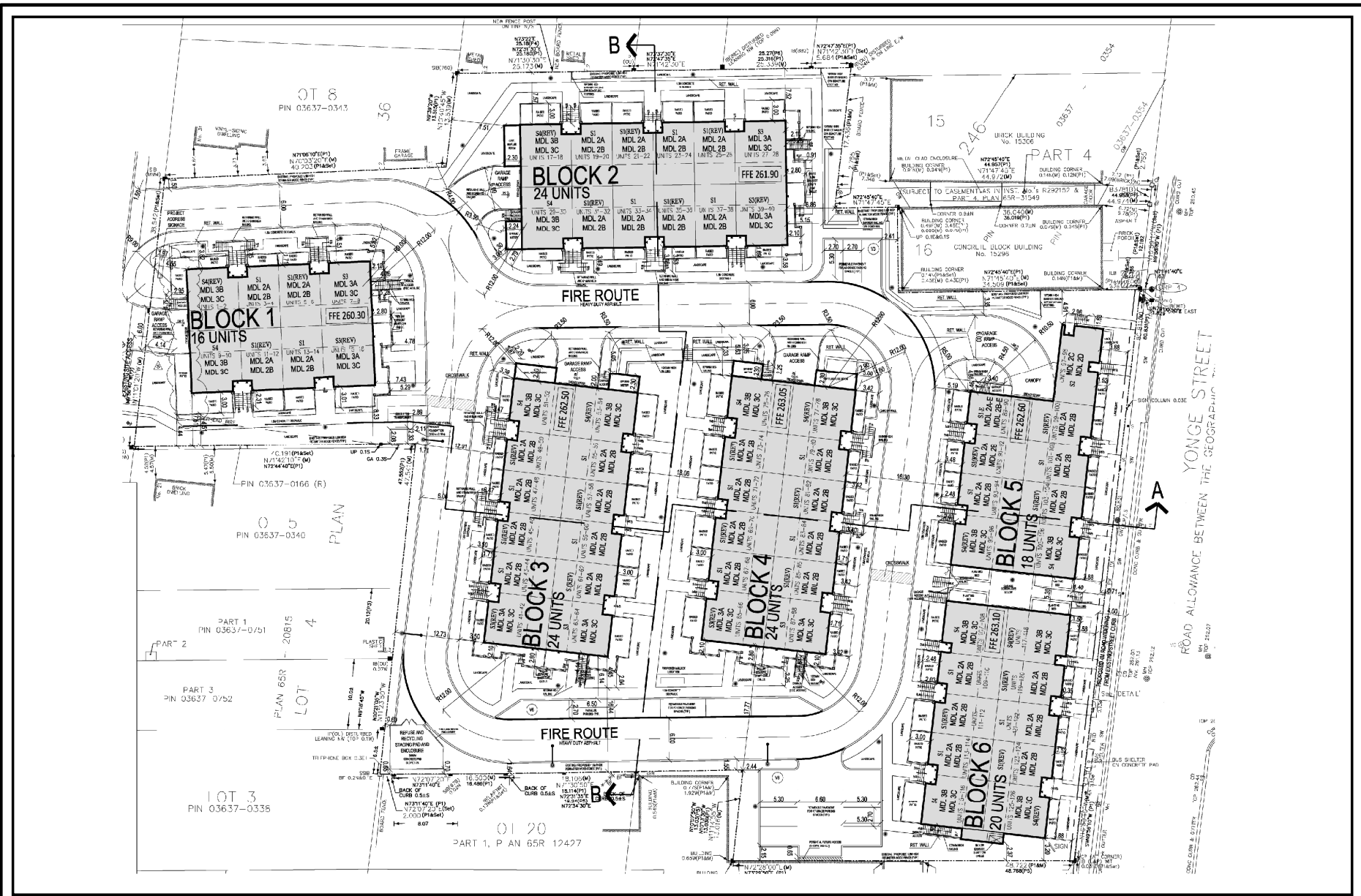
**PROPOSED DRAFT PLAN OF CONDOMINIUM**

APPLICANT: Navelli Dwellings Inc.  
 FILES: CDM-2017-04  
 FIGURE 4



Map created by the Town of Aurora Planning & Building Services Department, February 9, 2018. Photo provided by Schaeffer Dzaldiv Bennett Ltd.





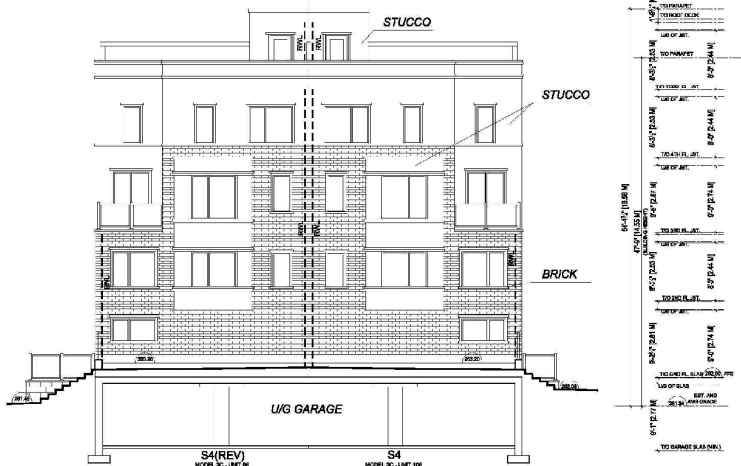
**APPROVED SITE PLAN**

APPLICANT: Navelli Dwellings Inc.  
 FILES: CDM-2017-04

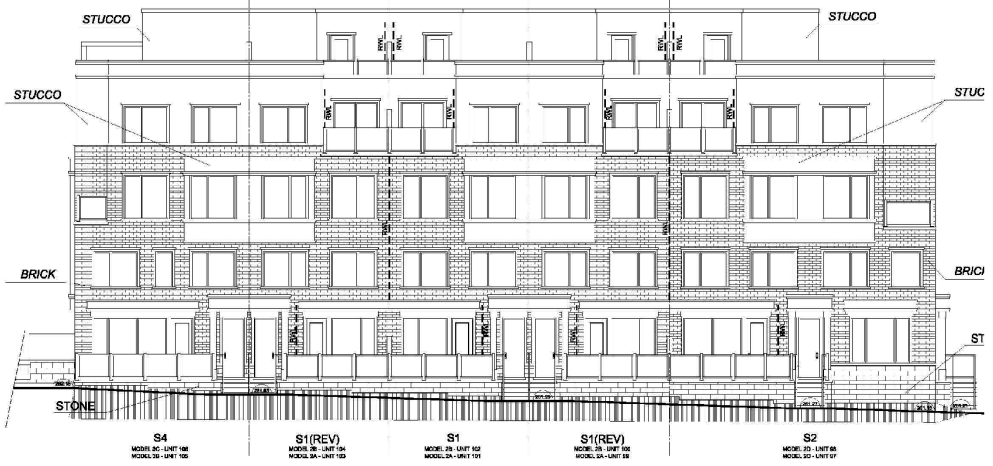
FIGURE 5



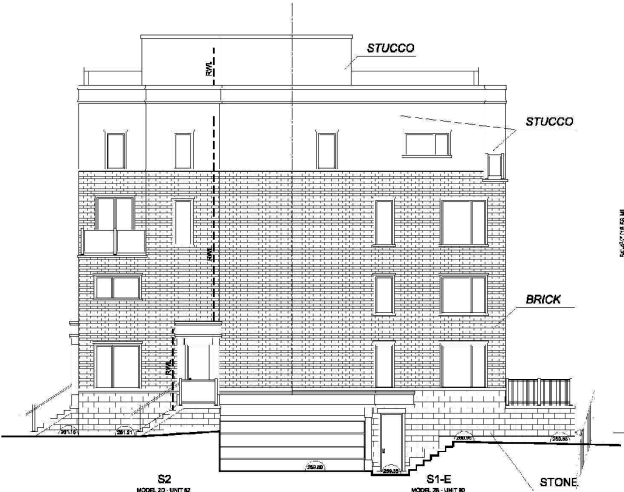
Map created by the Town of Aurora Planning & Building Services Department, September 9, 2016. Photo provided by Guthrie Muscovitch Architect.



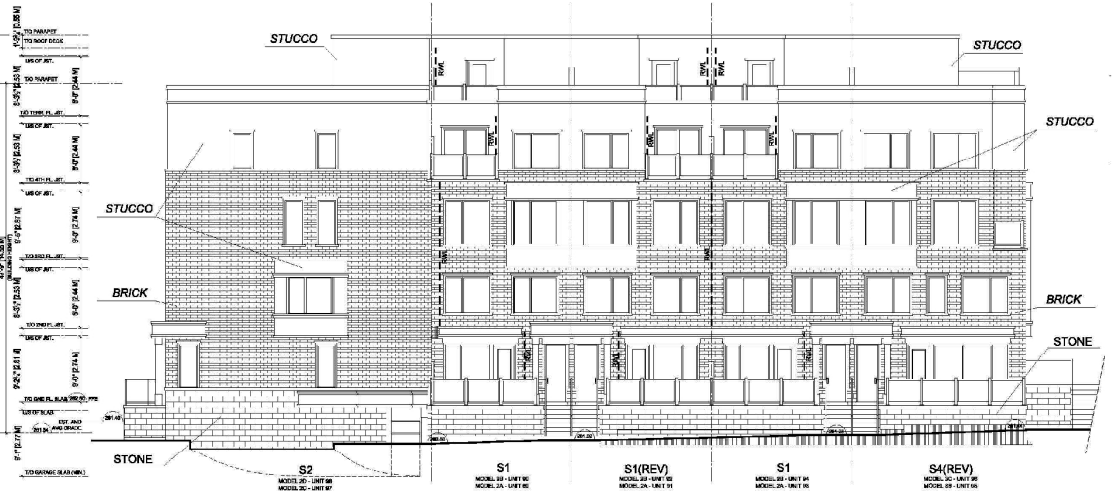
**BLOCK 5  
 SOUTH ELEVATION**  
 1:100



**BLOCK 5  
 EAST ELEVATION**  
 1:100



**BLOCK 5  
 NORTH ELEVATION**  
 1:100



**BLOCK 5  
 WEST ELEVATION**  
 1:100

**APPROVED ELEVATION**

APPLICANT: Navelli Dwellings Inc.  
 FILES: CDM-2017-04

FIGURE 6





100 John West Way  
Box 1000  
Aurora, Ontario  
L4G 6J1  
Phone: 905-727-3123 ext. 4343  
Email: Lkuk@aurora.ca  
www.aurora.ca

TOWN OF AURORA  
Planning & Development Services

**DRAFT PLAN OF CONDOMINIUM**  
Conditions of Draft Approval

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**Appendix "A"**

**CONDITIONS OF APPROVAL**

**Draft Plan of Standard Condominium CDM-2017-04**

**Navelli Dwellings Inc. (the "Owner")**

**15278 Yonge Street**

**legally described as Lot 7, Part Lot 6, Part Lots D, E and F, Plan 36; Lots 17, 18, 21, Part Lots 15, 16 and 19, Plan 246, Parts 1, 2 and 3 on Plan 65R-36470 save and except Parts 1, 2 and 3 on Plan 65R-36670 (the "Lands")**

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**THE CONDITIONS OF AURORA COUNCIL THAT SHALL BE SATISFIED BY THE OWNER PRIOR TO THE RELEASE FOR REGISTRATION OF ANY CONDOMINIUM PLAN OF THE LANDS (the "Plan"), ARE AS FOLLOWS:**

- 1) Approval of the final Plan shall relate to the Draft Plan of Standard Condominium CDM-2017-04 prepared by Schaeffer Dzaldov Bennett Ltd. dated July 20, 2017 (the "Draft Plan").
- 2) The Draft Plan and associated conditions of Draft Plan approval may require revisions, to the satisfaction of the Town, to implement or integrate any recommendations resulting from studies required as a condition of draft approval. Minor redline revisions to the Draft Plan may also be required to ensure property alignment with existing or proposed units and/or facilities on lands adjacent to the Draft Plan, or as a result of the Land Registry Office's pre-approval of the Draft Plan.
- 3) Prior to the Town's release of the Plan for registration, the Owner shall provide to the Town for approval, the Condominium Declaration and Description for the Plan, containing all required provisions in accordance with the *Condominium Act, 1998*, and any other provision as may be requested as a condition of draft approval by the Town (the "Declaration"). If requested by the Town, the Owner shall incorporate into the Declaration reference to any right(s)-of-way and easements for vehicular access, including access for fire and emergency services, to the satisfaction of the Town. Together with the final version of the Declaration, the Owner shall provide a solicitor's undertaking indicating that:
  - a. the Declaration is the final version to be submitted for registration, subject only to changes requested by the Land Registrar;
  - b. the Town will be notified of any required changes prior to registration; and
  - c. immediately following registration of the Declaration, a copy will be provided to the Town along with a copy of the registered Plan.
- 4) Prior to the Town's release of the Plan for registration, the Owner shall provide to the satisfaction of the Town, a certificate from the Owner's consultant stating that the buildings have been substantially completed in accordance with the *Condominium Act, 1998*, S.O. 1998, c. 19, as amended, and that they have been surveyed and built including all site works in accordance

Navelli Dwellings Inc.  
CDM-2017-04  
Conditions of Approval  
Page 2

with the plans forming part of the Site Plan Agreement dated November 11, 2016 between Carpino Construction Inc. and the Town registered on title to the Lands as Instrument No. YR2581828 on November 21, 2016.

### **York Region**

- 5) Prior to final approval, the Owner shall provide confirmation that all of the Conditions of the site plan approval issued for the subject property on October 20, 2016 under Regional File No. SP-A-009-15, have been satisfied.
- 6) Prior to final approval, the Owner shall execute all Regional Agreements and obtain all of the necessary permits required as part of the site plan approval for the subject property issued on October 20, 2016 under Regional File No. SP-A-009-15.
- 7) Prior to final approval, the Owner shall confirm that all of the works within the Regional ROW have been completed to the satisfaction of the Region or that the Region holds sufficient securities to cover the cost of any outstanding works. Should there be insufficient securities to cover the cost of the remaining works, the Owner shall arrange for the deposit of additional securities in the amount sufficient to cover the cost of all outstanding works.
- 8) Prior to final approval, the Owner shall provide confirmation that all transfer of obligation have been completed where Regional agreements require responsibility to change from the Owner to the Condominium Corporation.

### **Lake Simcoe Region Conservation Authority**

- 9) That prior to final plan approval and any major site alteration, the following shall be prepared to the satisfaction of the LSRCA and the Town:
  - a) a detailed Stormwater Management Report in accordance with Lake Simcoe Region Conservation Authority Technical Guidelines for Stormwater Management Submissions and in conformity with the Stormwater Management Master Plan approved under Strategic Action 4.5-SA of the Lake Simcoe Protection Plan;
  - b) a detailed erosion and sediment control plan;
  - c) a detailed grading and drainage plan;
  - d) a detailed water balance and phosphorus budget in concert with 4.8-DP of the Lake Simcoe Protection Plan and 6.40-DP of the Lake Simcoe Protection Plan if applicable; and
  - e) a Detailed Low Impact Development (LID) Evaluation demonstrating the means to maximize the use of LID measures consistent with Policy 1.6.6.7 of the Provincial Policy Statement (2014).
- 10) That the owner shall agree in the Condominium Agreement to carry out, or cause to be carried out, the recommendations and requirements contained within the plans and reports as approved by the LSRCA and the Town.

Navelli Dwellings Inc.  
CDM-2017-04  
Conditions of Approval  
Page 3

- 11) That the owner shall agree in the Condominium Agreement to retain a qualified professional to certify in writing that the works were constructed in accordance with the plans and reports as approved by the LSRCA and the Town.
- 12) That the owner shall agree in the Condominium Agreement to ensure that proper erosion and sediment control measures will be in place in accordance with the approved Grading and Drainage Plan, and Erosion and Sediment Control Plan prior to any site alteration or grading.
- 13) That the owner shall agree in the Condominium Agreement to grant any easements required for storm water management purposes to the Town.
- 14) That prior to final plan approval, the owner shall pay all development fees to the LSRCA in accordance with the approved fees policy, under the *Conservation Authorities Act*.
- 15) That the owner shall agree in the Condominium Agreement to maintain all existing vegetation up until a minimum of 30 days prior to any grading or construction on-site in accordance with 4.20b.-DP of the Lake Simcoe Protection Plan.
- 16) That the Owner shall agree in the Subdivision/Condominium Agreement to indemnify and save harmless the municipality and LSRCA from all costs, losses, damages, judgments, claims, demands, suits, actions, or complaints resulting from any increased flooding or erosion to property and people as a result of the approved storm water management scheme. The Owner shall obtain and maintain in full force and effect during the term of this Agreement general liability insurance with respect to the storm water management works and system.

### **Canada Post**

- 17) The owner/developer will consult with Canada Post to determine suitable permanent locations for the placement of Community Mailboxes and to indicate these locations on appropriate servicing plans.
- 18) The Builder/Owner/Developer will confirm to Canada Post that the final secured permanent locations for the Community Mailboxes will not be in conflict with any other utility; including hydro transformers, bell pedestals, cable pedestals, flush to grade communication vaults, landscaping enhancements (tree planting) and bus pads.
- 19) The owner/developer will install concrete pads at each of the Community Mailbox locations as well as any required walkways across the boulevard and any required curb depressions for wheelchair access as per Canada Post's concrete pad specification drawings.
- 20) The owner/developer will agree to prepare and maintain an area of compacted gravel to Canada Post's specifications to serve as a temporary Community Mailbox location. This location will be in a safe area away from construction activity in order that Community Mailboxes may be installed to service addresses that have occupied prior to the pouring of the permanent mailbox pads. This area will be required to be prepared a minimum of 30 days prior to the date of first occupancy.
- 21) The owner/developer will communicate to Canada Post the excavation date for the first foundation (or first phase) as well as the expected date of first occupancy.
- 22) The owner/developer agrees to include in all offers of purchase and sale a statement, which advises the prospective new home purchaser/tenants that mail delivery will be from a designated Community Mailbox, and to include the exact locations (list of lot #s) of each of these

Navelli Dwellings Inc.  
CDM-2017-04  
Conditions of Approval  
Page 4

Community Mailbox locations; and further, advise any affected homeowners/tenants of any established easements granted to Canada Post.

- 23) The owner/developer will be responsible for officially notifying the purchasers of the exact Community Mailbox locations prior to the closing of any home sales with specific clauses in the Purchase offer, on which the homeowners do a sign off.

***Clearances***

The Town's Planning Division shall advise that Conditions 1 and 2 have been satisfied, stating briefly how each Condition has been met.

The Town's Legal Services Division shall advise that Condition 3 has been satisfied, stating briefly how this Condition has been met.

The Town's Engineering Division and Building Division shall advise that Condition 4 has been satisfied, stating briefly how this Condition has been met.

York Region shall advise the Town of Aurora that Conditions 5 to 8 have been satisfied; the clearance letter shall include a brief statement detailing how each Condition has been met.

Lake Simcoe Conservation Authority shall advise the Town of Aurora that Conditions 9 to 16 have been satisfied; the clearance letter shall include a brief statement detailing how each Condition has been met.

Canada Post shall advise the Town of Aurora that Conditions 17 to 23 have been satisfied; the clearance letter shall include a brief statement detailing how each Condition has been met.



**Town of Aurora  
Council Report**

**No. PDS18-026**

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**Subject:** Implementation of Train Whistle Cessation for GO Train Crossings  
Design and Peer Review Budget

**Prepared by:** Michael Bat, Traffic/Transportation Analyst

**Department:** Planning and Development Services

**Date:** March 20, 2018

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### **Recommendation**

- 1. That Report No. PDS18-026 be received; and**
- 2. That this report satisfy Council's conditional budget approval for capital project no. 34532 – Train Whistle Cessation in the amount of \$235,000; and**
- 3. That approval be given for staff to proceed with capital project No. 34532; and**
- 4. That the Mayor and Town Clerk be authorized to execute agreements between the Town of Aurora, the Region and/or Metrolinx, including any and all documents and ancillary agreements required to give effect to same.**

### **Executive Summary**

This report seeks Council approval to include the Train Whistle Cessation Project within the 2018 Budget year.

The design cost is estimated at \$135,000 and an additional \$100,000 is estimated for the peer review consultant as per Metrolinx requirements.

\$235,000 will be included in the 2018 budget and the construction cost estimate of \$1,075,000 has be included in the 2019 budget.

Council may choose to defer this project to the 2019 budget deliberations.

### **Background**

On June 27, 2017, Council considered Report No. IES17-024 – Implementation of Train Whistle Cessation for GO Train Crossings and passed the following resolution:

THAT Report No. IES17-024 – Implementation of Train Whistle Cessation for GO Train Crossings be referred back to staff for more information during the 2018 Budget deliberations.

## **Budget**

In accordance to Report No. IES17-024 – Implementation of Train Whistle Cessation for GO Train Crossings, the total budget for construction and design is provided in Table 1.

The budget has been updated to remove the cost of \$800,000 for the four pedestrian gates at Wellington Street East, since this will be part of the future Mextrolinx improvements program with proposed grade separation at Wellington Street East.

**Table 1 – Budget for Construction and Design**

Crossing	Maze Barrier	Pedestrian Gates	Road Authority	Estimated Cost
Engelhard Drive	2		Aurora	\$20,000
Centre Street	2		Aurora	\$20,000
St. John's Sideroad		4	York Region	\$800,000
Detailed Design				\$135,000
Peer Review Consultant				\$100,000
<b>Total</b>	<b>4</b>	<b>8</b>		<b>\$1,075,000</b>

The design cost estimated at \$135,000 and the peer review estimated at \$100,000 will be part of the 2018 budget and the construction cost estimated at \$1,075,000 has be included in the 2019 budget.

## **Advisory Committee Review**

Not applicable.

## **Legal Considerations**

The following agreements must be entered and executed prior to implementing the train whistle cessation project:



1. Cost Sharing Agreement: required to be signed by Metrolinx, the Region and the Town;
2. At-Grade Crossing Modification Agreement: required to be signed by Metrolinx and the Town; and,
3. Metrolinx Indemnity Agreement: required to be signed by Metrolinx, the Region and the Town.

## **Financial Implications**

It is recommended that Council authorize funding of \$235,000 (excluding taxes) for the design and peer review stage of the train whistle cessation project in the 2018 Capital Budget.

Council may choose to defer the design and peer review component of the project to the 2019 budget deliberations.

## **Communications Considerations**

Plans for the train whistle cessation for GO train crossings will be communicated to via the usual channels: Town website, social media, Council Highlights, media release, Notice Board in the Auroran and eNewsletter. Any construction-related impacts will also be communicated to any residents and affected businesses via mail and personal visits (where appropriate) as well as through the usual channels noted above.

## **Link to Strategic Plan**

None.

## **Alternative to the Recommendation**

Council could choose not to proceed with the project.

## **Conclusions**

It is recommended Council approve lifting the conditional budget approval for capital project no. 34532 – Train Whistle Cessation in the amount of \$235,000 and approval be given for staff to proceed with capital project No. 34532.

## **Attachments**

None.

## **Previous Reports**

- Report Number IES17-024, dated June 20, 2017; and,
- Report Number IES17-042, dated November 14, 2017.

## **Pre-submission Review**

Agenda Management Team Meeting review on March 1, 2018

### **Departmental Approval**

### **Approved for Agenda**



**Marco Ramunno, MCIP, RPP  
Director  
Planning and Development Services**



**Doug Nadorozny  
Chief Administrative Officer**



**Town of Aurora  
General Committee Report No. PDS18-028**

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**Subject:** Application for Zoning By-law Amendment  
Canadian Tire Real Estate Limited  
14700 Yonge Street  
Part of Lots 76 and 77 Concession 1  
File Number: ZBA-2016-05

**Prepared by:** Marty Rokos, Planner

**Department:** Planning and Development Services

**Date:** March 20, 2018

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## **Recommendations**

- 1. That Report No. PDS18-028 be received;**
- 2. That the Application to Amend the Zoning By-law File Number ZBA-2016-05 (Canadian Tire Real Estate Limited), to amend the site specific C4-15 zoning provisions to allow additional commercial uses be approved;**
- 3. That the implementing Zoning By-law Amendment be presented at a future Council Meeting.**

## **Executive Summary**

This report seeks Council's approval for the application for Zoning By-law Amendment at 14700 Yonge Street. The owner proposes to amend the site specific C4-15 Zoning provisions to allow additional commercial uses on the subject lands.

- The application has been circulated for comment. Comments have been provided to the owner;
- One written public comment has been received in addition to the verbal comments received at the Public Planning Meeting. 12 people registered as interested parties;
- The proposed Zoning By-law Amendment is consistent with Provincial, Regional, and the Town's Official Plan policies; and
- A Site Plan Exemption application will be required for the proposed site changes.

## **Background**

### **Application History**

The application for the Zoning By-law Amendment was heard at the Public Planning Meeting on September 28, 2016. At that meeting, Council received the report and directed the applications to proceed to a future General Committee meeting for consideration.

At that meeting, Council passed the following resolution:

“That Report No. PBS16-070 be received; and

That comments presented at the Public Planning meeting be addressed by Planning and Building Services in a comprehensive report outlining recommendations and options at a future General Committee meeting.”

The application was then heard at the General Committee Meeting on February 7, 2017. At the following Council meeting on February 14, Council passed the following resolution:

“That Report No. PBS17-004 – Application for Zoning By-law Amendment, Canadian Tire Real Estate Limited, 14700 Yonge Street, Part of Lots 76 and 77, Concession 1, File Number: ZBA-2016-05, be deferred to the last Council meeting of June 2017.”

Canadian Tire had the property up for sale and were in discussions with potential buyers through most of 2017. The property has not sold and is no longer for sale. Canadian Tire now plans to rent the building on the subject lands to commercial tenants as originally proposed.

### **Location / Land Use**

The subject lands, municipally known as 14700 Yonge Street, are located between Henderson Drive and Murray Street (Figure 1). The property has a lot area of 3.06 hectares and a frontage of 156.6 m on Yonge Street. The existing building is a 7,781 m<sup>2</sup> GFA former Canadian Tire store that is now vacant. 350 parking spaces are currently provided.

The subject lands have the following characteristics:

- Former Canadian Tire store;
- The driveway along the northerly property line is shared with the adjacent Winners Plaza and the driveway at the southerly property line is used by the adjacent townhouses on Mosaics Avenue.
- The topography generally slopes down from Yonge Street to the west.

March 20, 2018

Page 3 of 12

Report No. PDS18-028

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## **Surrounding Land Uses**

The surrounding land uses are as follows:

North: Commercial

South: Residential and commercial

East: Yonge Street, Aurora War Memorial Peace Park and commercial

West: Residential

## **Policy Context**

### Provincial Policies

All Planning Act development applications are subject to provincial policies. The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest. These policies support the development of strong communities through the promotion of efficient land use and development patterns. The Growth Plan for the Greater Golden Horseshoe is a guiding document for growth management within the Greater Golden Horseshoe (GGH) Area to 2041. The Growth Plan provides a framework which guide decisions on how land will be planned, designated, zoned and designed. The Lake Simcoe Protection Plan (LSPP) is a provincial document that provides policies which addresses aquatic life, water quality, water quantity, shorelines and natural heritage, other threats and activities (including invasive species, climate change and recreational activities) and implementation.

### York Region Official Plan (YROP)

The subject lands are designated as “Urban Area” within the York Region Official Plan. York Region’s vision for the Urban Area is to strategically focus growth while conserving resources and to create sustainable, lively communities. Under the York Region’s Official Plan, one regional urbanization goal is to enhance the Region’s urban structure through city building, intensification and compact, complete communities.

### Town of Aurora Official Plan – “Promenade General” and “Promenade Focus Area”.

The “Promenade General” designation is intended to promote transformation into a vibrant, pedestrian-oriented area through the introduction of higher densities and high quality mid-rise forms placed close to the street, while providing appropriate transitions to adjacent neighbourhood. Areas within the “Promenade Focus Area” designation share many characteristics with the “Promenade General” designation but present exceptional opportunities afforded by their entryway locations, existing or planned infrastructure, and major community amenities/services. This designation is intended to provide enhanced development potential.

Permitted uses in both designations include multiple unit buildings, townhouses, apartment buildings, communal housing, live-work units, commercial uses including retail stores, restaurants and personal services, tourist accommodation, commercial and/or government offices, research and data processing facilities, child care facilities, institutional uses,

cultural, recreational and entertainment uses, conference centres, parking facilities at grade and/or in structure, a variety of parks and urban squares, public uses, and utilities. Prohibited uses include single detached and semi-detached dwelling units and automotive-oriented uses of any kind including, but not limited to sales, service and gas stations.

Zoning By-law 2213-78, as amended

The subject lands are currently zoned “Shopping Centre Commercial (C4-15) Exception Zone” by the Town of Aurora Zoning By-law 2213-78, as amended (Figure 3). The C4-15 Zone permits a retail store selling home products, automotive supply and sports and leisure products within a single building, which may include ancillary uses such as automotive service and repair, garden and nursery sales including seasonal outside storage, food services which are ancillary and accessory to the main permitted uses, and associated warehousing and office space.

Reports and Studies

The Owner submitted documents as part of a complete application to the proposed Zoning By-law Amendment application as identified in staff report PBS16-070.

**Proposed Application**

Proposed Zoning By-law Amendment

As shown in Figure 3, the owner proposes to amend the site specific C4-15 Exception Zone. The Owner proposes to expand the list of permitted commercial uses and exceptions to the parking provisions of the By-law. The Owner has submitted a draft Zoning By-law which is currently under review by staff. The following is a table to compare the difference between the current C4-15 zoning requirements with the proposed zoning requirements.

	<b>Existing C4-15 Exception Zone Requirement</b>	<b>Proposed C4-15 Exception Zone Requirement</b>
Permitted Uses	Retail store selling home products, automotive supply and sports and leisure products	Bake shops special, banks or financial establishments, bowling alleys, business and professional offices, clinics, drug stores, dry cleaning establishments, libraries, post offices and government administrative offices, laundries, medical and dental laboratories, places of entertainment, personal service shops, private and commercial clubs, restaurants, retail stores, supermarkets, 1 apartment suite for a caretaker*

	<b>Existing C4-15 Exception Zone Requirement</b>	<b>Proposed C4-15 Exception Zone Requirement</b>
Lot Area (minimum)	28,000.0 m <sup>2</sup>	28,000.0 m <sup>2</sup>
Lot Frontage (minimum)	130.0 m	130.0 m
Front Yard (minimum)	110.0 m for main building 12.0 m for other buildings	110.0 m for main building 6.0 m for other buildings
Rear Yard (minimum)	6.0 m	6.0 m
Side Yard (minimum)		
South:	17.0 m	17.0 m
North:	8.5 m	8.5 m
Floor Area (maximum)	8,200.0 m <sup>2</sup>	8,200.0 m <sup>2</sup>
Lot Coverage (maximum)	35%	35%
Height (maximum)	10.0 m	10.0 m
Parking (minimum)	<ul style="list-style-type: none"> <li>• 6 spaces/100 m<sup>2</sup> of retail and/or accessory food storage</li> <li>• 1 space/90 m<sup>2</sup> of warehouse use</li> <li>• 3.3 spaces/90 m<sup>2</sup> of office use</li> <li>• 6 spaces/100 m<sup>2</sup> of service centre use</li> </ul>	4.5 spaces/100 m <sup>2</sup> of GFA*
Stacking lane for drive-through facilities	n/a	Minimum 10 spaces*
Permitted Encroachments (maximum)	Fire access stairs and landings: 1.2 m into required westerly yard setback	Fire access stairs and landings: 1.2 m into required westerly yard setback Patio: 2.0 m into required side yard setback*

	<b>Existing C4-15 Exception Zone Requirement</b>	<b>Proposed C4-15 Exception Zone Requirement</b>
Outside Storage	Only as an accessory use to garden and nursery sales, maximum 1,700 m <sup>2</sup> in accordance with approved site plan	Temporary seasonal storage only as an accessory to retail use on site*

Note: The proposed bylaw exceptions are highlighted and labelled with an asterisk “\*”.

Final zoning performance standards will be evaluated by Staff in detail prior to the implementing Zoning By-law Amendment being brought forward to Council for enactment.

### Conceptual Site Plan

As illustrated on Figure 4, the conceptual site plan is mostly unchanged from the current site layout, the difference being the two the two (2) new loading docks proposed at the south end of the building and conceptual future drive-through restaurant at the northeast corner of the site. A site plan for the restaurant will be submitted at a later date. The existing building is proposed to be divided into three (3) commercial units. The following is a summary of the conceptual commercial development:

	<b>Proposed Use</b>	<b>GFA</b>
Existing Building	Commercial units (former Canadian Tire)	7,781 m <sup>2</sup>
Proposed addition	Loading docks	119 m <sup>2</sup>
Proposed new building	Restaurant with drive-through	167 m <sup>2</sup>

## Analysis

### Planning Considerations

Provincial Policy Statement (PPS)

**It is Planning Staff’s opinion that the proposed Zoning By-law Amendment application is consistent with the PPS.**

The PPS encourages the development of strong communities through the promotion of efficient land use and development patterns. The proposed rezoning is on an existing commercial property, which minimizes land consumption and uses the existing servicing infrastructure to provide services to a wider range of residents in the area. The proposed development is located along a major transit route which promotes alternative modes of transportation. The proposed amendment will encourage and provide opportunities for economic development and community investment. As a result, it is Planning Staff’s opinion that the proposed Zoning By-law Amendment application is consistent with the PPS.



March 20, 2018

Page 7 of 12

Report No. PDS18-028

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Places to Grow Plan for the Greater Golden Horseshoe

**The proposed Zoning By-law Amendment application is consistent with the Places to Grow Growth Plan.**

Places to Grow promotes and encourages new growth in built-up areas of a community through intensification. The application to amend the Zoning By-law is consistent with the Places to Grow Plan by directing new growth to the built up area along a major transit corridor. As such, it is Planning Staff's opinion that the proposed Zoning By-law Amendment application is consistent with the Places to Growth Growth Plan.

Lake Simcoe Protection Plan (LSPP)

**It is Planning Staff's opinion that the proposed Zoning By-law Amendment application conforms to the LSPP.**

The subject lands are located within the Lake Simcoe watershed and are subject to the applicable policies of the Lake Simcoe Protection Plan. The Lake Simcoe Conservation Authority reviewed the proposed applications with no further comments. As such, it is Planning Staff's opinion that the proposed Zoning By-law Amendment application will conform to the Lake Simcoe Protection Plan.

York Region Official Plan

**It is Planning Staff's opinion that the proposed Zoning By-law Amendment application conforms to the YROP.**

The lands are designated "Urban Area" in the YROP. It is York Region's opinion that the proposed Zoning By-law Amendment is in keeping with the policies of the YROP. York Region has no objection to the application.

Town of Aurora Official Plan

**It is Planning Staff's opinion that the proposed Zoning By-law Amendment application conforms to the Official Plan.**

As noted earlier, the "Promenade General" and "Promenade Focus Area" designations permit a wide variety of commercial and institutional uses. The proposed permitted uses fall within the range of permitted uses in the Official Plan. The proposed additional loading bays will be evaluated by staff through a Site Plan Exemption. A restaurant with a drive-through has been shown conceptually on the site plan (see Figure 4), to be developed at a later date. A site plan application will be required at that time, which will be evaluated for conformity to the development policies of the "Promenade Focus Area" designation.

March 20, 2018

Page 8 of 12

Report No. PDS18-028

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Planning Staff are of the opinion that the proposed Zoning By-law Amendment conforms to the land use and development policies of the Official Plan and is compatible with the surrounding land uses.

Zoning By-law 2213-78, as amended

Planning staff have evaluated the Zoning By-law amendment in the context of the Official Plan. The proposed uses comply with the policies of the “Promenade General” and “Promenade Focus Area” designations in the Official Plan. The proposed parking rate of 4.5 spaces/100 m<sup>2</sup> GFA is consistent with the existing rate for shopping centres and the policies of the Official Plan. As a result, Planning staff are of the opinion that the proposed rezoning is appropriate and consistent with the development standards of the Town and compatible with adjacent and neighbouring development.

### **Department / Agency Comments**

The proposed application was circulated to internal departments and external agencies for review and comments. In general, all circulated agencies are satisfied with the Zoning By-law Amendment application and have no further comments at this time. Any technical comments related to the revised site plan can be addressed through the Site Plan Exemption application.

### **Public Comments**

Planning Staff have received comments from the public circulation. At the time of writing this report, residents from the surrounding neighbourhood of the subject site provided written and verbal comments expressing their concerns and questions regarding the proposed planning application, summarized as the following issues:

- Hours of operation of businesses;
- Noise;
- Type of clientele attracted by potential bars, adult entertainment shops, tattoo parlours, and vehicle repair shops;
- Litter;
- Responsibility for maintenance of the site;
- Snow removal and grounds keeping;
- Traffic and parking;
- Three party agreement between the owners of the three original parcels of the Sterling Drugs property;
- Soil contamination; and
- Potential for the development of high rise buildings.

March 20, 2018

Page 9 of 12

Report No. PDS18-028

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Response to Public Comments

*Hours of operation*

The Official Plan and Zoning By-law do not regulate hours of operation for businesses.

*Noise*

Concerns about noise from a potential outdoor patio were raised as well as from traffic, nighttime deliveries, garbage pickup, and drive-throughs. The future drive-through is proposed near Yonge Street, away from nearby residences. Noise from patios, drive-throughs, deliveries, and garbage pickup is regulated by the Town of Aurora Noise By-law.

*Type of clientele attracted by potential bars, adult entertainment parlours, tattoo parlours, and vehicle repair shops*

The policies of the Official Plan prohibit vehicle related uses such as vehicle sales and vehicle repair shops. The owner proposes to remove the vehicle related uses from the existing zoning on the property. The owner has not proposed to permit adult entertainment parlours. A tattoo parlour is considered a personal service shop and would be permitted by the proposed by-law.

*Litter*

Litter is regulated by the Town of Aurora Property Standards By-law.

*Responsibility for maintenance of the site*

Maintenance of the site is the responsibility of the property owner.

*Snow removal and grounds keeping*

The Town of Aurora Property Standards By-law requires the site to be kept in good condition. Snow removal and grounds keeping are the responsibility of the property owner.

*Traffic and parking*

The original site plan for Canadian Tire, approved in 1996, was reviewed from the perspective of traffic and parking and subsequently approved. The current application was reviewed by the Town's traffic analyst, who has no concerns with traffic or the layout of the proposed loading bays. The function of the intersection of Murray Drive and Mosaics Avenue will not be impacted by the subject Zoning By-law Amendment application.

March 20, 2018

Page 10 of 12

Report No. PDS18-028

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*Three party agreement between the owners of the three original parcels of the Sterling Drugs property*

The three party agreement that is registered on title is a private agreement that is not regulated by the Town. A rezoning application or a sale of the land to another owner would have no effect on an agreement registered on title.

*Soil contamination*

A Record of Site Condition is required in development applications where the land is being converted to a more sensitive use. The current application does not propose a more sensitive use. As such a Record of Site Condition is not required. Construction practices are regulated by the building permit process. Any soil removal from the site will be required to follow engineering and construction best practices.

*Potential for the development of high-rise buildings*

The “Promenade General” and “Promenade Focus Area” designations in the Official Plan envision the future development of mid-rise building forms placed close to the street while providing appropriate transitions to adjacent neighbourhoods. The owner is not proposing mid-rise or high-rise buildings at this time. Any potential future development application will be evaluated for conformity with Official Plan policies.

## **Advisory Committee Review**

No Communication Required.

## **Legal Considerations**

This planning application file has been submitted to the Town pursuant to the provisions of the Planning Act, and as such may be subject to future OMB (Land Tribunal) appeal and litigation, which may require Legal Services review and comments for Council consideration. Should Council approve this planning application Legal Services will also review the Zoning By-law Amendment and Site Plan Exemption application required to implement final approval of this application.

## **Financial Implications**

There are no financial implications.

## **Communications Considerations**

On July 14, 2016, a Notice of Complete Application was published in the Aurora Banner and Auroran newspapers. On September 8, 2016, a Notice of Public Planning Meeting was published in both newspapers and given by mail to all addressed property owners within a minimum of 120 metres of the subject lands. A Notice of Public Planning Meeting sign was also posted on the subject lands fronting Yonge Street. Public notification has been provided in accordance with the *Planning Act*.

All interested parties were notified that the Zoning By-law Amendment application would be heard at the February 7, 2017 General Committee Meeting.

## **Link to Strategic Plan**

Promoting economic opportunities that facilitate the growth of Aurora as a desirable place to do business: By rezoning the subject lands to permit additional commercial uses, this will help *Develop plans to attract businesses that provide employment opportunities for our residents.*

## **Alternatives to the Recommendation**

1. Direct staff to report back to another General Committee Meeting addressing any issues that may be raised at the General Committee Meeting.
2. Refusal of the application with an explanation for the refusal.

## **Conclusions**

Planning and Development Services have reviewed the proposed Zoning By-law Amendment application in accordance with the provisions of the Provincial and Regional policies, the Town's Official Plan, Zoning By-law and municipal development standards respecting the subject lands. The proposed Zoning By-law Amendment application is considered to be in keeping with the development standards of the Town. Any technical revisions to the proposed plans will be reviewed by Town Staff prior to the passing of the by-law. Staff recommend approval of Zoning By-law Amendment application ZBA-2016-05.

March 20, 2018

Page 12 of 12

Report No. PDS18-028

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**Attachments**

Figure 1 – Location Map  
Figure 2 – Official Plan Map  
Figure 3 – Zoning By-Law  
Figure 4 – Conceptual Site Plan

**Previous Reports**

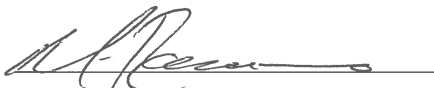
Public Planning Report No. PDS16-070, dated September 28, 2016; and  
General Committee Report No. PBS17-004, dated February 7, 2017.

**Pre-submission Review**

Agenda Management Team Meeting review on March 1, 2018.

**Departmental Approval**

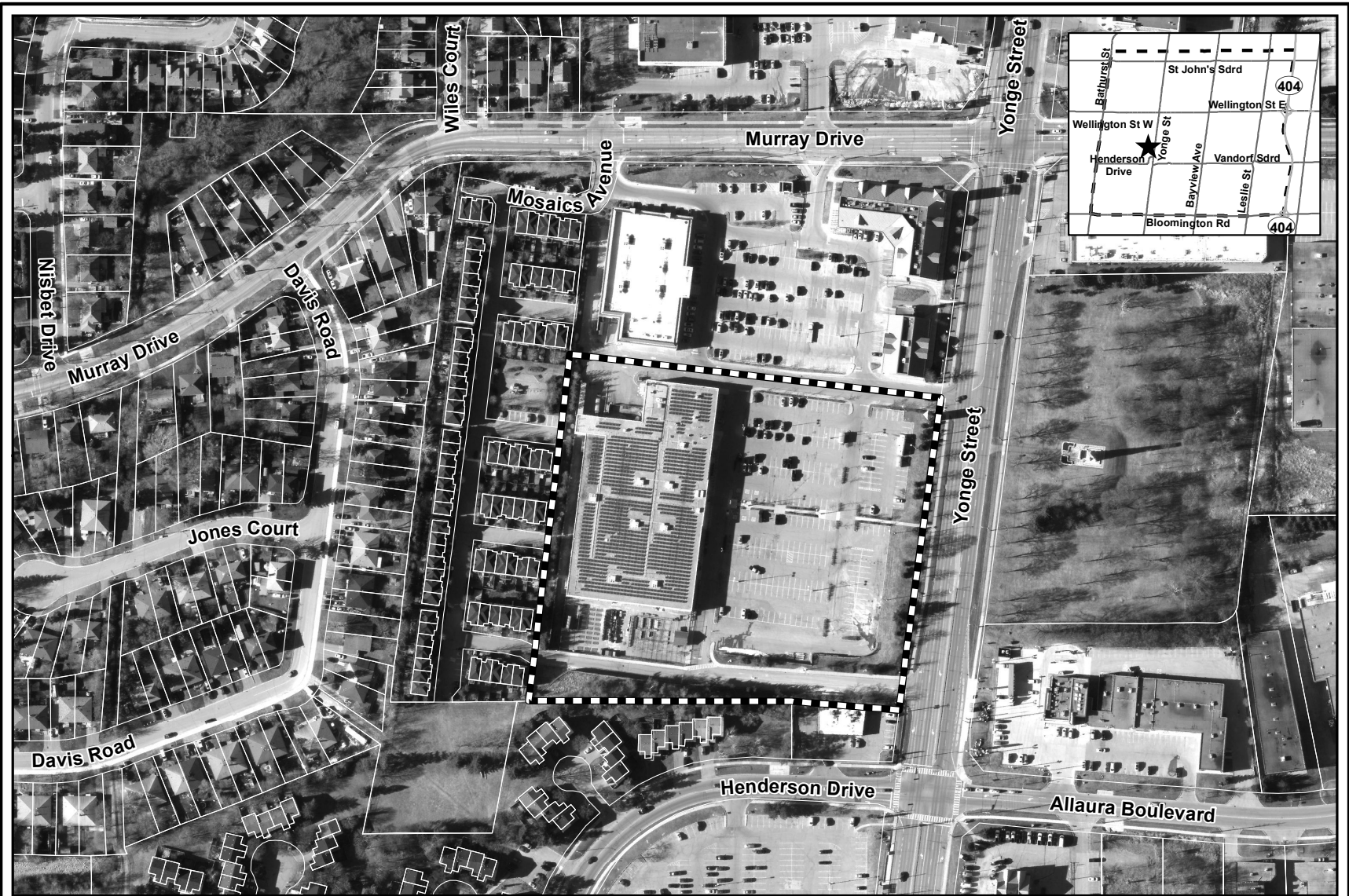
**Approved for Agenda**



**Marco Ramunno, MCIP, RPP  
Director  
Planning and Development Services**



**Doug Nadorozny  
Chief Administrative Officer**



**LOCATION MAP**  
 APPLICANT: 14700 Yonge Street  
 FILES: ZBA-2016-05  
 FIGURE 1

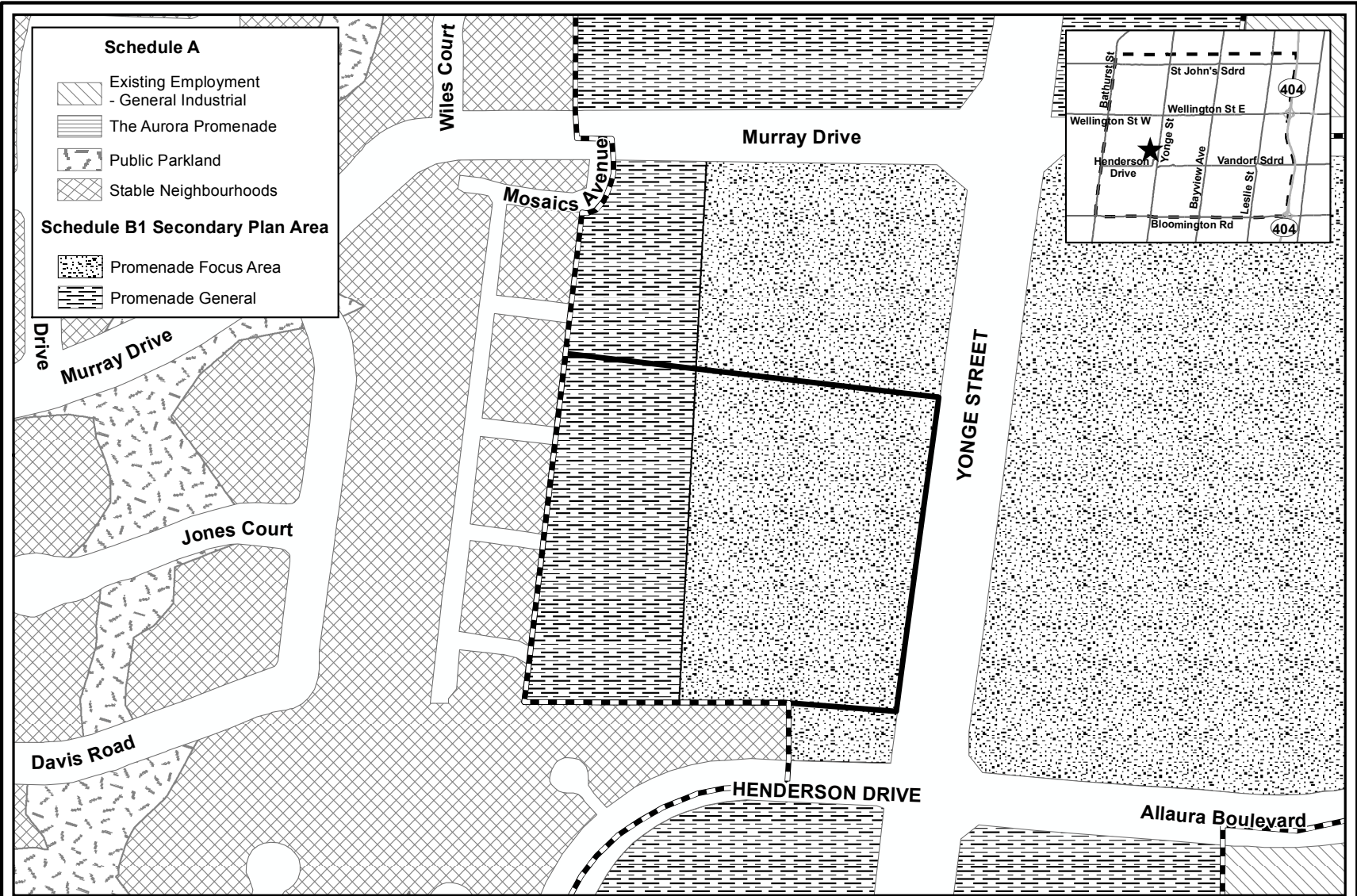
 **SUBJECT LANDS**

0 25 50 75 100  
 Metres





  
 You're in Good Company

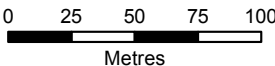
Map created by the Town of Aurora Planning and Building Services Department, December 9, 2016. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2016, © First Base Solutions Inc., 2016 Orthophotography.



**OFFICIAL PLAN MAP**

APPLICANT: 14700 Yonge Street  
 FILES: ZBA-2016-05  
 FIGURE 2

-  SUBJECT LANDS
-  THE AURORA PROMENADE



Map created by the Town of Aurora Planning and Building Services Department, December 9, 2016. Base data provided by York Region & the Town of Aurora.





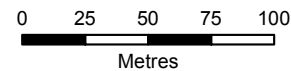
**ZONING BY-LAW**

APPLICANT: 14700 YONGE STREET

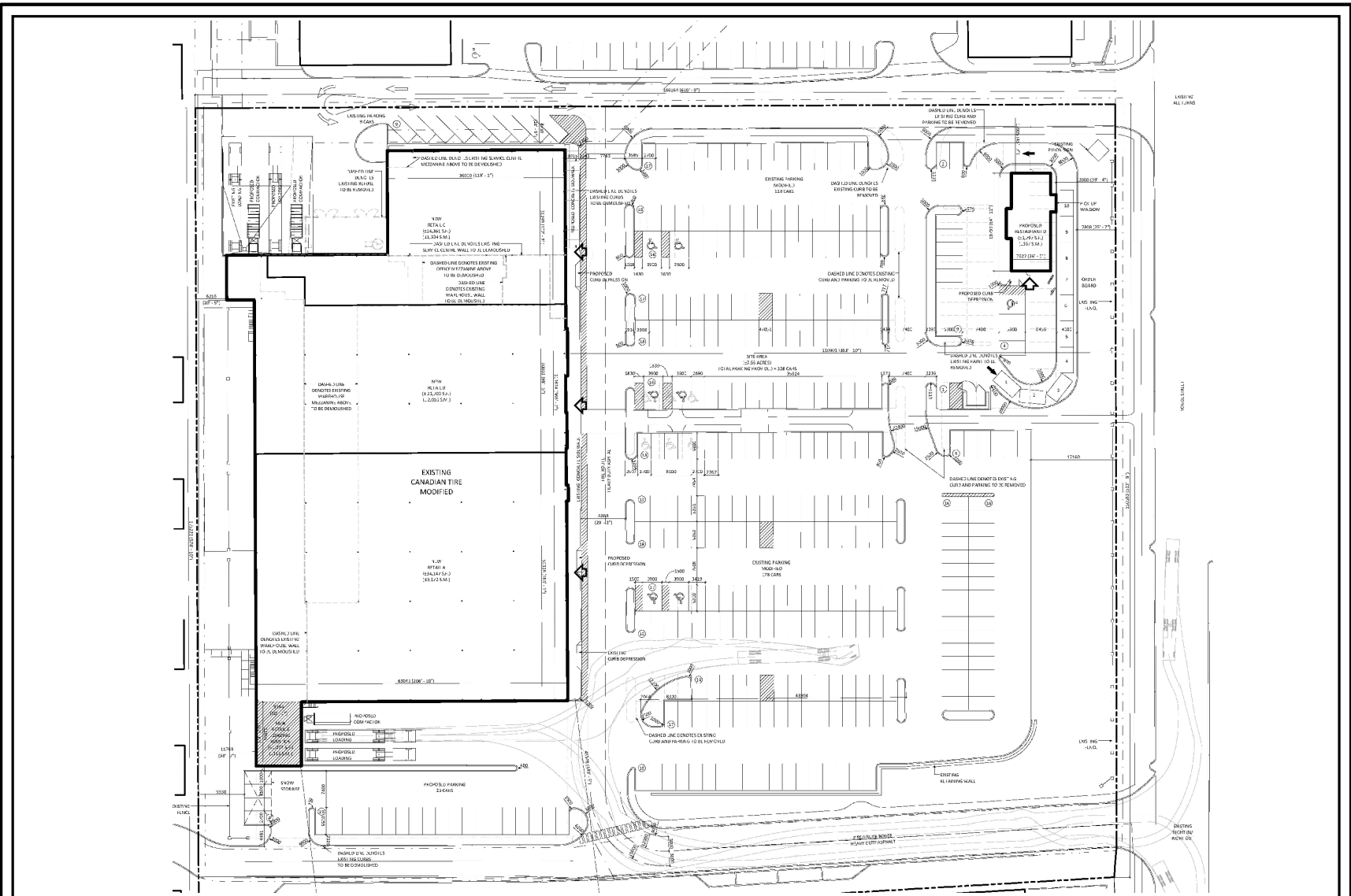
FILES: ZBA-2016-05

FIGURE 3

 **SUBJECT LANDS**



Map created by the Town of Aurora Planning and Building Services Department, December 9, 2016. Base data provided by York Region & the Town of Aurora.



**CONCEPTUAL SITE PLAN**

APPLICANT: 14700 Yonge Street  
 FILES: ZBA-2016-05  
 FIGURE 4



Map created by the Town of Aurora Planning and Building Services Department, December 9, 2016. Drawing provided by Turner Fleischer Architects Inc.



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<b>Notice of Motion</b>	<b>Councillor Tom Mrakas</b>
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**Date:** March 20, 2018

**To:** Mayor and Members of Council

**From:** Councillor Mrakas

**Re: Complete Streets**

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Whereas municipalities are moving towards becoming complete communities; and

Whereas the Town's Official Plan establishes the vision, corresponding principles and supporting policies to guide the Town's evolution and development, for all lands in the Town of Aurora; and

Whereas the Official Plan is written to direct change in accordance with Provincial and York Region policy, with a new emphasis on the development of a complete community, environmental responsibility, support for transit and the efficient use of infrastructure; and

Whereas residents and businesses, current and future, have a right to complete streets, streets that are "designed for all ages, abilities, and modes of travel, with safe and comfortable access for pedestrians, bicycles, transit users and the mobility-impaired as an integral planning feature; and

Whereas a Complete Streets policy ensures that transportation planners and engineers consistently design and operate the entire street network for all road users, not only motorists; and

Whereas Complete Streets offer wide-ranging benefits, are cost effective, sustainable, and safe;

1. Now Therefore Be It Hereby Resolved That staff add a Complete Streets policy as part of the Official Plan update, so that a "complete streets" philosophy be applied to the future development of the Town's road network; and

Notice of Motion  
Re: Complete Streets  
March 20, 2018

Page 2 of 2

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2. Be It Further Resolved That a focus on “Designing, constructing and integrating new streets and retrofitting existing streets, where appropriate, to focus on the needs of pedestrians, cyclists and persons with disabilities and ensuring safety, accessibility, convenience, and comfort of all street users be considered”.



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<b>Notice of Motion</b>	<b>Councillor Tom Mrakas</b>
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**Date:** March 20, 2018

**To:** Mayor and Members of Council

**From:** Councillor Mrakas

**Re:** **Centre of Excellence**

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Whereas the York Region District School Board has announced the relocation of Dr. G. W. Williams Secondary School from Dunning Avenue to Bayview Avenue; and

Whereas the Dunning Avenue property is located in the middle of the downtown core; and

Whereas the relocation of the school will have an impact on businesses in the downtown area; and

Whereas one of the pillars of success identified in the Town Strategic Plan is to actively promote and support the plan to revitalize the downtown; and

Whereas the Strategic Plan identifies that the Town continue to pursue partnerships/initiatives to drive efficiency and potential cost savings; and

Whereas the relocation of Dr. G. W. Williams Secondary School provides an opportunity for the Town and York Region District School Board to collaborate and partner on community initiatives; and

Whereas this site would be an ideal location of a new sport facility, that would be another anchor to the downtown core;

1. Now Therefore Be It Hereby Resolved That staff contact the York Region District School Board and begin conversations about a possible partnership in developing the Dunning Ave property into a Centre of Excellence (Sport Facility).



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<b>Notice of Motion</b>	<b>Mayor Geoffrey Dawe</b>
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**Date:** March 20, 2018

**To:** Members of Council

**From:** Mayor Dawe

**Re:** **Future Vision with York Region District School Board**

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Whereas the Ministry of Education and the York Region District School Board (YRDSB) recently announced a new high school will be built in east Aurora replacing Dr. G. W. Williams by 2023; and

Whereas discussions have commenced between the Town of Aurora and the newly appointed York Region District School Board Director of Education with respect to the proposed new high school; and

Whereas the YRDSB is open to receiving comments from the Town of Aurora on what is envisioned for the new high school to best serve our residents and school community at large; and

Whereas the YRDSB is commencing their visioning process for the proposed new high school; and

Whereas there may be an opportunity to develop a “shared space” agreement with YRDSB when planning the development of the new high school;

1. Now Therefore Be It Hereby Resolved That staff initiate discussions with YRDSB and prepare a report that outlines a vision for the new proposed high school in east Aurora that includes a “shared space” opportunity and meets the needs of students, parents, faculty and residents of Aurora.