



# **General Committee Meeting Agenda**

**Tuesday, December 11, 2018  
7 p.m.**

**Council Chambers  
Aurora Town Hall**



**Town of Aurora  
General Committee  
Meeting Agenda**

Tuesday, December 11, 2018  
7 p.m., Council Chambers

Councillor Kim 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. Community 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 C2, be approved:

- C1. CS18-025 – Access Aurora, Customer Service Quarterly Report**  
(Information Report dated September 11, 2018, included on agenda per Member of Council request)

**Recommended:**

1. That Report No. CS18-025 be received for information.

- C2. PDS18-098 – Planning Application Status List**  
(Information Report dated September 11, 2018, included on agenda per Member of Council request)

**Recommended:**

1. That Report No. PDS18-098 be received for information.

**6. Advisory Committee Meeting Minutes**

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

- R1. CS18-028 – Policy for Ad Hoc/Advisory Committees and Local Boards**

**Recommended:**

1. That Report No. CS18-028 be received; and
2. That Attachment 2, the policy for Ad Hoc/Advisory Committees and Local Boards be approved; and
3. That the following Advisory Committees be established:
  - Community Recognition Review Advisory Committee
  - Community Services Advisory Committee
  - Heritage Advisory Committee
  - Finance Advisory Committee (Council members only)

- Governance Review Ad Hoc Committee; and
4. That staff be directed to advertise for members of the Committees listed above with the exception of the Finance Advisory Committee; and
  5. That the attached Terms of Reference for each Committee be approved.

**R2. CS18-031 – Noise Exemption Request – 440 William Graham Drive**

**Recommended:**

1. That Report No. CS18-031 be received; and
2. That an exemption to the Town's Noise By-law No. 4787-06.P to allow for the construction of cast-in-place concrete slabs at 440 William Graham Drive be approved; and
3. That a by-law to amend the Noise By-law No. 4787-06.P be enacted at a future Council meeting to provide delegated authority to staff to approve noise exemptions for continuous pouring of concrete that cannot be interrupted once the operations have commenced.

**R3. FS18-027 – 2019 Fees and Charges Update**

**Recommended:**

1. That Report No. FS18-027 be received; and
2. That a by-law be enacted to set the 2019 Fees and Charges for applications, permits, use of Town property, the sale of documents and for the prescribed service charges for administrative matters as itemized on the attached schedules, be approved.

**R4. CAO18-007 – Town of Aurora Website Upgrade**

**Recommended:**

1. That Report No. CAO18-007 be received; and
2. That this report satisfy Council's conditional budget approval for Capital Project No. 12037 – Town of Aurora Website in the amount of \$70,000.

**R5. CS18-030 – Approval of 2019 Meeting Schedule**

**Recommended:**

1. That Report No. CS18-030 be received; and
2. That the 2019 Meeting Schedule (Attachment No. 1) be approved; and
3. That the Town Clerk be authorized to make amendments to the Council and Committee Meeting Calendar as required.

**R6. FS18-025 – 2018 Year End Surplus/Deficit Financial Control By-law**

**Recommended:**

1. That Report No. FS18-025 be received; and
2. That a by-law be enacted to authorize the Treasurer and the Chief Administrative Officer to make necessary year-end financial adjustments:
  - (a) to allocate any 2018 Operating Fund surplus or deficit as set out in Report No. FS18-025; and
  - (b) to allocate any 2018 surplus or alternatively fund any deficit in the Water, Wastewater, or Stormwater budgets to or from the appropriate related reserve accounts; and
3. That the Treasurer and Chief Administrative Officer report to Council after the year end surplus/deficit control adjustments and allocations have been completed.

**R7. FS18-026 – Annual Cancellation, Reduction or Refund of Property Taxes under Sections 357 and 358 of the *Municipal Act***

**Recommended:**

1. That Report No. FS18-026 be received; and
2. That a meeting be held in accordance with Sections 357 and 358 of the *Municipal Act, 2001* as amended (the Act) in respect of the applications

filed with the Treasurer by owners of property listed in this report at which applicants may make representation; and

3. That total property taxes in the amount of \$18,544.07 and \$30,118.58 be adjusted under Section 357 and 358 of the Act respectively set out in Attachments #1 and #2; and
4. That any associated interest charged applicable to these adjustments be cancelled in proportion to the total property taxes adjusted.

**8. Notices of Motion**

**9. New Business**

**10. Closed Session**

**11. Adjournment**



**Town of Aurora  
Information Report**

**No.CS18-025**

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**Subject:** Access Aurora, Customer Service Quarterly Report

**Prepared by:** Ivy Henriksen, Manager of Customer Service

**Department:** Corporate Services

**Date:** September 11, 2018

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**In accordance with the Procedure By-law, any Member of Council may request that this Information Report be placed on an upcoming General Committee or Council meeting agenda for discussion.**

## **Executive Summary**

This report is a new quarterly report created for Access Aurora to advise Council of activities conducted in this centralized unit during the 2<sup>nd</sup> quarter.

- Collecting and tracking statistical data related to customer requirements assists customer service in identifying potential gaps that may need to be explored for continuous improvement
- The CRM tool is able to provide staff a central point of access for triaging resident concerns and builds in accountability for staff involved in the life cycle of a complaint from start to finish

## **Background**

Access Aurora is the Town of Aurora's customer service hub located at the Town Hall Municipal office. The hub is a centralized customer service model that has been in place since the fall of 2013.

This centralized unit is responsible for corporate cashiering, front line customer interaction, call center telephony, all Town mail and courier activities, road closure applications, various licensing activities, commission requests and the first point of contact for visitors at Town hall.

The unit also conducts various activities in a supportive role for internal customers with all other departments as the needs arise. This can vary from providing data entry

September 11, 2018

Page 2 of 4

Report No. CS18-025

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support to account reconciliation and working with corporate subject matter experts to complete municipal service requests.

## **Analysis**

### **Collecting and tracking statistical data related to customer requests and requirements, allows Access Aurora to identify potential gaps in customer service that can be explored for continuous improvement**

Access Aurora is a customer service hub and is able to collect statistical data pertaining to the types of services, volumes and trends experienced in the customer service unit. The trends identified help us as a corporation to determine if we need to improve communication to the public, add a potential resource and better determine staff/public expectations.

In the second quarter of 2018, water bill concerns increased. Part of this trend was due to the increased water rates and customers had their previous bills to compare. It was also due to move in and move out situations where administrative charges are applied. Customer service and finance worked together to get ahead of the trend that has led to more consistent messaging to residents regarding their water bills, a new water bill leaflet and changes/increased efficiencies in water account related forms.

### **The CRM tool is able to provide staff a central point of access for triaging resident concerns and builds in accountability for staff involved in the life cycle of a complaint from start to finish.**

The CRM tool is used to track service requests for complaints or actions required on behalf of municipal customers. The CRM tool is in its 2<sup>nd</sup> phase and has the ability to track and manage complaints in specialized subject matter areas. Some of these areas include complaints for winter maintenance concerns/damages, waste management issues, road safety concerns, asphalt/pot hole/curb requests, parking permits, street light outages, parks and trail concerns and several others subject matters related to our municipality.

The CRM tool is able to provide staff a central point of access for triaging resident concerns and builds in accountability for staff involved in the life cycle of a complaint from start to finish.



September 11, 2018

Page 3 of 4

Report No. CS18-025

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The CRM tool is able to save photos, emails and resource documents to the individual resident service ticket and has proven to be an asset for identifying trends, managing vendor service levels and assigning available resources to obtain resolution.

### **Advisory Committee Review**

Not applicable

### **Legal Considerations**

Not applicable

### **Financial Implications**

Not applicable

### **Communications Considerations**

The second quarterly report has been reviewed by corporate communications. Future editions may include other statistics and graphics, to work towards an Annual Report if desired.

### **Link to Strategic Plan**

The development of centralized customer service and implementation of Customer Relationship Management supports the Strategic Goal of Developing a Customer Service Strategy and Implementation Plan.

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

Not applicable

### **Conclusions**

The report has provided an enhanced understanding to Council of how Access Aurora has evolved and the types of transactions included in this centralized unit.

September 11, 2018

Page 4 of 4

Report No. CS18-025

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**Attachments**

Attachment # 1 - Access Aurora Second Quarterly Report

**Previous Reports**

Not applicable

**Pre-submission Review**

Agenda Management Team Review August 28, 2018

**Departmental Approval**



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**Techa Van Leeuwen  
Director of Corporate Services  
Corporate Services**

**Approved for Agenda**



*FOR* **Doug Nadorozny  
Chief Administrative Officer**

TOWN OF AURORA

# ACCESS AURORA QUARTERLY REPORT

▶ Q2 2018



**▶▶▶ Q2 2018 ACCESS AURORA QUARTERLY REPORT**

**Overview**

The Town of Aurora's Customer Service division, Access Aurora provides residents and visitors with information on Town services, processes the corporations electronic financial transactions, receives and posts tax and water bills, processes marriage licenses, reports problems and service requests on behalf of the public, sells pet tags, schedules and conducts civil ceremonies in addition to other customer interactions.

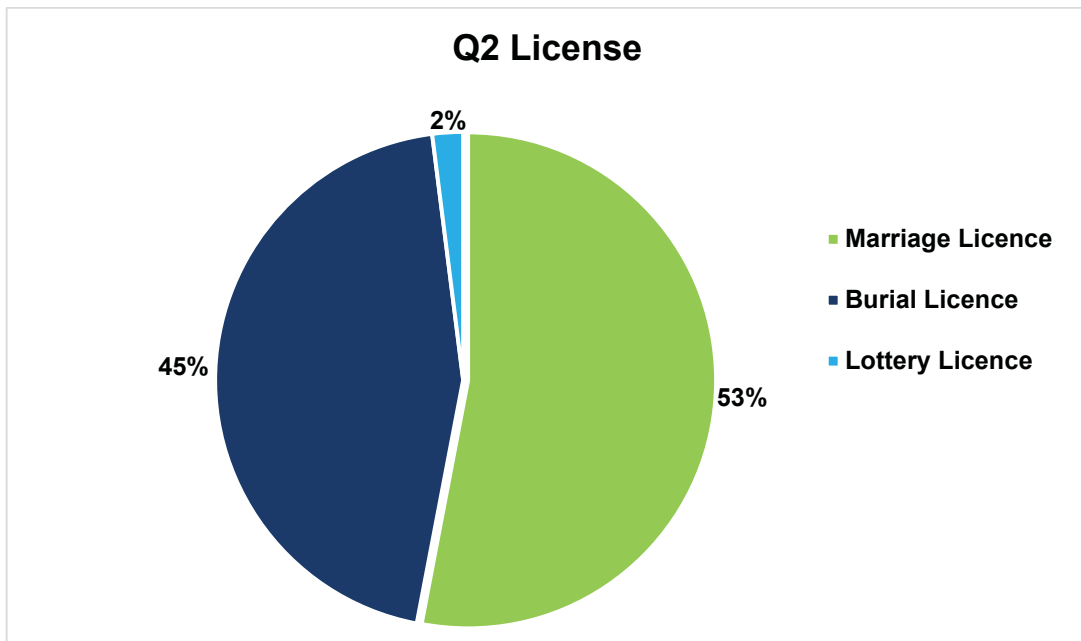
The following document summarizes some of the Customer Service activities completed from **April 1 to June 30, 2018**.

The purpose of this summary is to provide increased awareness of the Customer Service division's ongoing activities and revenue.

In Q2 Access Aurora received **1,567** emails with the majority of them pertaining to inquiries about water and tax accounts, waste and recycling, boulevard trees and complaints and bylaw concerns.

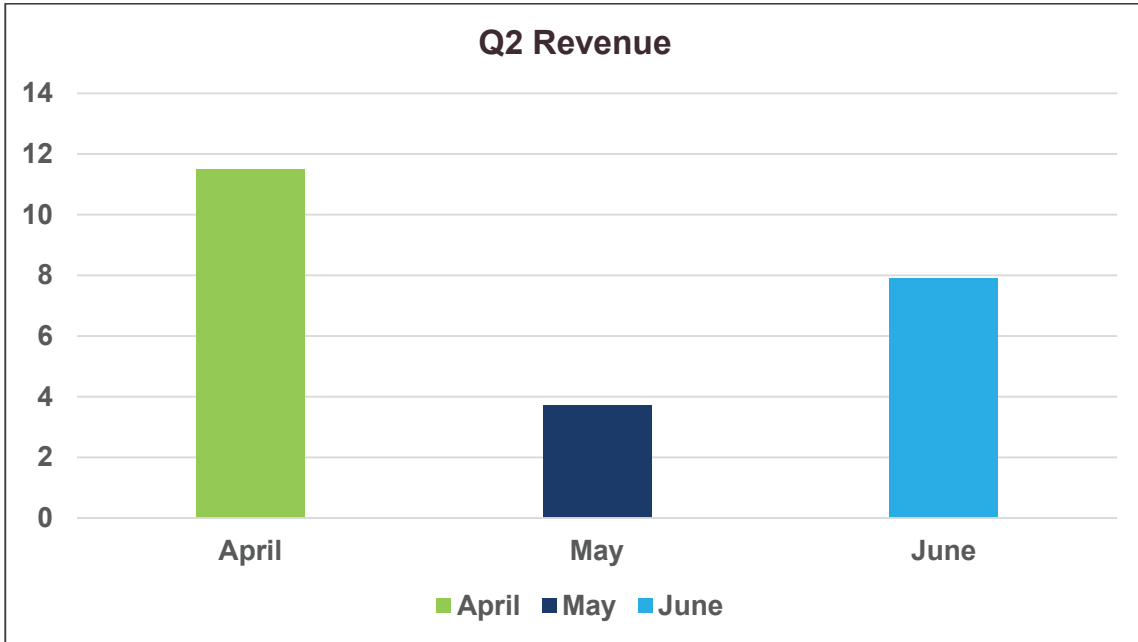
Access Aurora call center answered **12,998** phone calls with **438** abandon calls with a **.24** seconds abandonment time. The overall service level for the call centre was a service level of 89 per cent.

In Q2, Access Aurora issued **127** licenses total. The majority of them being for marriage licenses followed by burial licenses.



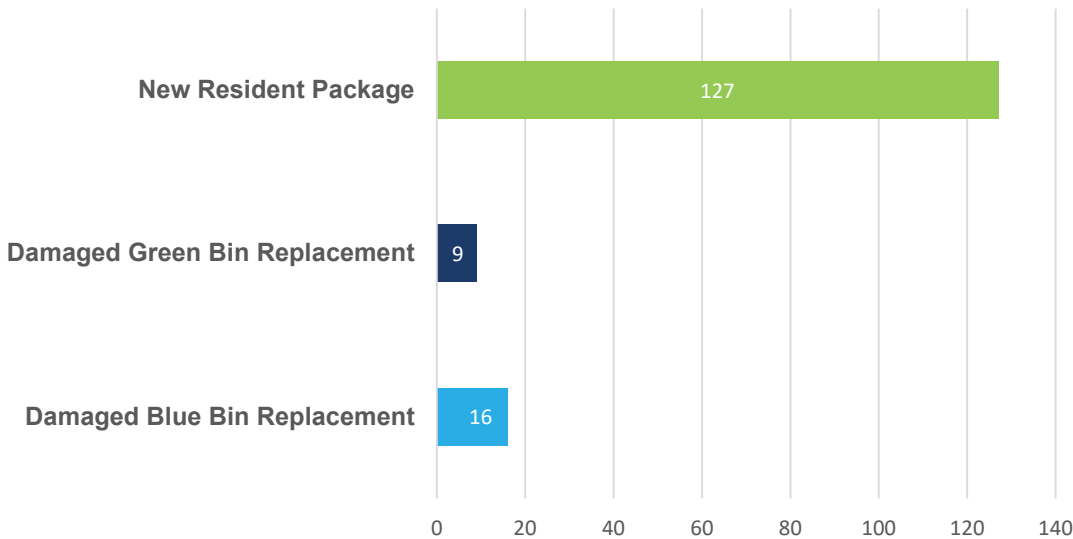
▶▶▶ **Q2 2018 ACCESS AURORA QUARTERLY REPORT**

In Q2 Access Aurora processed **\$23.1 million** dollars in revenue generated through property and water payments, licenses, tax and water certificates, waste and recycling bins, property compliance letters, special event tickets and presto passes.



In Q2 Access Aurora sent out **92 couriers** on behalf of the corporation and distributed **152** waste and recycling bins with **127** of them being new resident packages.

**Q2 Recycling Bin Program**



 **Q2 2018 ACCESS AURORA QUARTERLY REPORT**

In Q2 Access Aurora sorted and processed **2,818** pieces of mail.

Customer service trends observed in Q2 included new resident account set ups, water bill concerns, and an increase in marriage license activity.

### **CRM Data**

Access Aurora are regular frequent users of the CRM tool. The CRM tool is also used by subject matter experts across the corporation. Currently we have approximately 40 CRM licenses assigned to staff within the Town of Aurora. This number is expected to increase by the end of 2018.

CRM has been useful in tracking service requests and being able to follow the customer service request life cycle from start to finish. There are over 100 different options for service tickets and they are unique to each business unit. Most departments have several sub-categories available based on their most common concerns and complaints.

To date we have been able to populate over **6350 individual resident contact cards in CRM**. On a daily basis, new residents are being added to CRM when the resident starts their relationship with the Town of Aurora. A residents first interaction with us is usually of a positive nature, due to them moving into a new home, setting up a new water or tax account, arranging for pre-authorized payments, retrieving their waste calendar or new recycle bin, etc. Having the resident card set up at the onset of their interaction has been beneficial and establishes a relationship with the Access Aurora team, should they require service or need to complain or add concerns in the future.

Open CRM service tickets can be a myriad of topics and range from street light outages, vandalism on a trail, to a special parking permit request. Tickets created on behalf of customers are assigned in the system and then triaged to the appropriate staff member in the department responsible for the municipal service transaction. The staff member or subject matter expert is able to track steps within the service ticket until a resolution is complete. This allows for full life cycle accountability.

At the end of Q2 we had approximately **986 service tickets** in across the corporation.

The CRM is a tool that can help staff manage their own service tickets in addition to their team's tickets. A corporate wide dashboard is also available to the customer service manager and includes the number of cases created, type of subject matter, priority codes (high, low, normal), staff involved, and cases due in the next 7 days.

CRM has the ability to house and create corporate data and statistics that can be shared and exported for reports in Excel or Word documents.



**Town of Aurora  
Information Report**

**No. PDS18-098**

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**Subject:** Planning Application Status List  
**Prepared by:** Lawrence Kuk, Manager of Development Planning  
**Department:** Planning and Development Services  
**Date:** September 11, 2018

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**In accordance with the Procedure By-law, any Member of Council may request that this Information Report be placed on an upcoming General Committee or Council meeting agenda for discussion.**

## **Executive Summary**

This report provides a summary and update of Development Applications that have been received by Planning and Development Services since the previous report of April 17, 2018.

No Council action is required.

## **Background**

Attached is a list updating the status of applications being reviewed by Planning and Development Services. The list supersedes the April 17, 2018 Planning Application Status List and is intended for information purposes. The text in bold italics represents changes in status since the last update of the Planning Applications Status List. It is noted that Part Lot Control Applications are not included on this list as these properties were previously approved for development and are processes through Council approval to allow freehold title to described parcels of land.

## **Analysis**

Since the preparation of the last status list, seven new planning applications have been filed with Planning and Development Services as follows:

- Official Plan Amendment, Zoning By-law Amendment and Plan of Subdivision Applications to subdivide the property into four (4) blocks to facilitate a residential development (91 single-detached dwellings) located along a condominium road;

a future road widening of St. John's Sideroad West, a natural heritage system block, and a future development block (Files: ZBA-2018-02, SUB-2018-02 & OPA-2018-01);

- Condominium Application to permit six (6) condominium townhouses on the subject property (File: CDM-2018-01);
- Site Plan Application to permit a multi-unit, multi-building commercial development (File: SP 2018-05);
- Site Plan Application to permit a six (6) storey, 110 room Holiday Inn Express Hotel (File: SP-2018-04); and
- Site Plan Application to permit a single storey, 60,000 square foot office building (File: SP-2018-06).

### **Advisory Committee Review**

Not applicable.

### **Legal Considerations**

There are no legal considerations.

### **Financial Implications**

There are no financial implications.

### **Communications Considerations**

No communication required. The Planning Application Status List is posted in the Town's website under the Planning and Development Services link.

### **Link to Strategic Plan**

The subject Applications support the Strategic Plan goal of supporting an exceptional quality of life for all through its accomplishment in satisfying requirements in the following key objective within this goal statement:



September 11, 2018

Page 3 of 3

Report No. PDS18-098

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Strengthening the fabric of our community: approval of the subject Applications will assist in collaborating with the development community to ensure future growth includes development opportunities.

### **Alternative to the Recommendation**

None.

### **Conclusions**

Planning and Development Services will continue to provide this update to inform Council of the number and status of planning applications filed with the Town.

### **Attachments**

Figure 1 – [Planning Application Status Map\\*](#)

Figure 2 – Planning Application Status List – September 11, 2018.

### **Previous Reports**

Report No. PDS18-042, dated April 17, 2018

### **Pre-submission Review**

Agenda Management Team Meeting review on August 23, 2018

### **Departmental Approval**



**Marco Ramunno**  
Director of Planning and Development  
Services

### **Approved for Agenda**



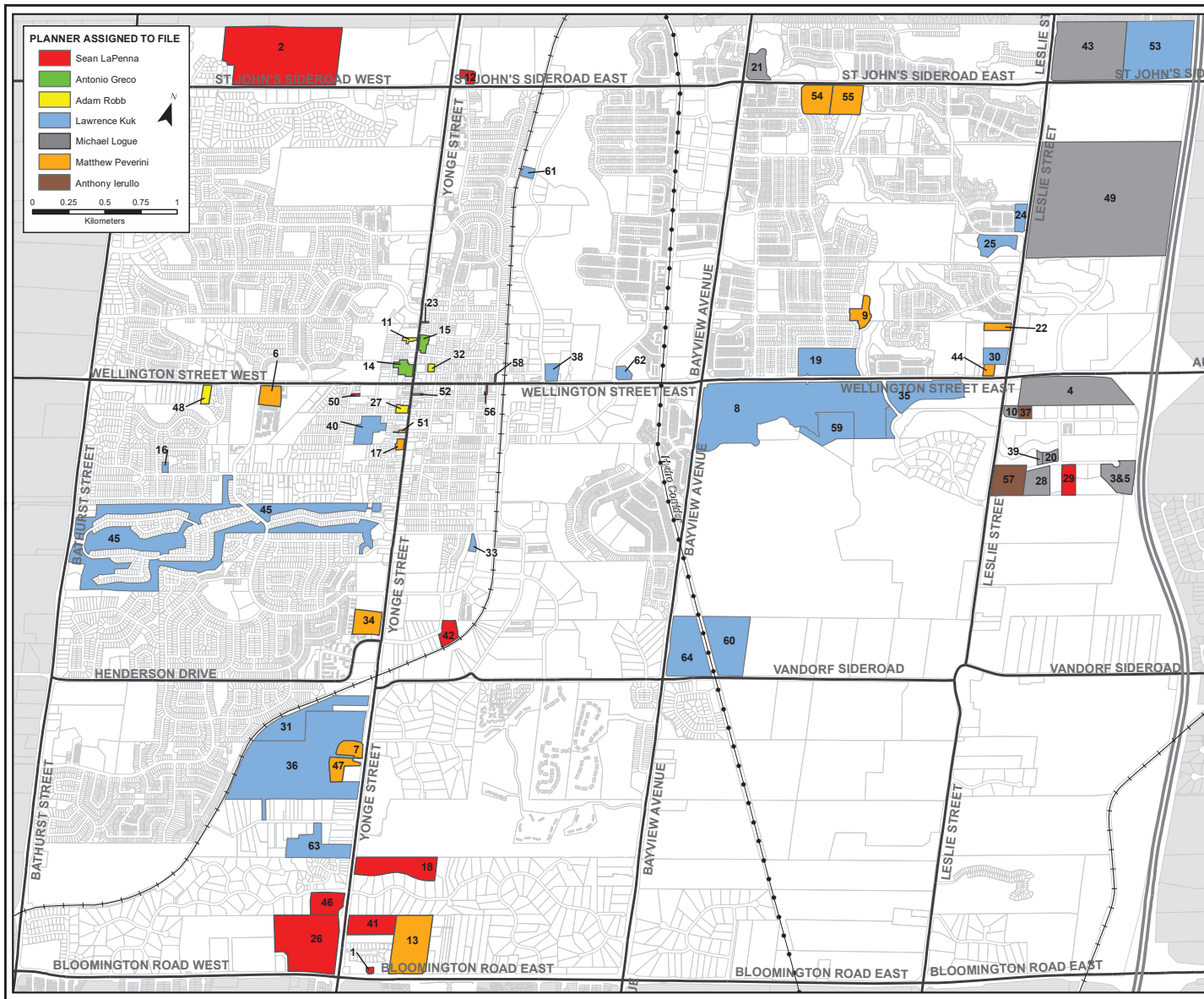
**Doug Nadorozny**  
Chief Administrative Officer

## Town of Aurora Planning Application Status List September 11, 2018

ID	APPLICATION - LOCATION	FILE(S)
1	Spring Cook Holdings Inc. - 74 Old Bloomington Road	CDM-2018-01
2	Sharing Hill Estate Collections Inc. - 306, 310, 424 and 488 St. John's Sideroad West	OPA-2018-01 & SUB-2018-02
3	Costanza Group, Fire Office Building - 68 Eric T. Smith Way	SP-2018-06
4	Smart Centres - 1603 Wellington Street East	SP-2018-05
5	Edwards Group, Holiday Inn Express and Suites - 95 Eric T. Smith Way	SP-2018-04
6	Straight Investments - 145 and 147 Wellington Street West	BA-2018-01
7	Dalmanor Aurora Inc. - 14334, 14338 Yonge Street	SP-2017-10
8	Aurora Bayview Southwest Development Inc. - Part of Lot 18 and 20, Con 20	SUB-2015-01
9	Shreve Investments Ltd. (Pratt Estates Inc. - Preserve Homes Corp.	BA-2017-09 & SUB-2017-04
10	Time Development Group - 4 Don Hibcock Drive	SP-2017-07
11	2578451 Ontario Inc. & c/o Ed Starr - 15356 Yonge Street	BA-2017-06 & SP-2017-05
12	Baldington Homes Aurora Inc. - 48 St. John's Sideroad	OPA-2017-06 & SUB-2017-03
13	Blyden Group - 133-198 Bloomington Rd	OPA-2017-05 & SUB-2017-02
14	Navell Developments Inc. (Carpool) - 15278 Yonge Street	CDM-2017-04
15	Roman Catholic Episcopal Corp. - 15347 Yonge Street	SP-2017-06
16	Joe Stewart - 304 Kennedy Street West	BA-2017-05
17	Bera Group (Aurora) Ltd. - 10086, 10094 & 15106 Yonge Street	BA-2017-04 ASP-2018-03
18	Dorner Hill Inc. - 14029 Yonge Street	OPA-2017-02 & SUB-2017-01
19	TFP Aurora Developments Ltd. - 20 & 22 Mervin Blvd.	OPA-2017-01 & SUB-2017-02
20	MBH Aurora Lodging - 180 Gauding Avenue	SP-2017-04
21	RCG Aurora North (P Rice Group) - 800 St. John's Sideroad	SP-2017-01
22	10370 Leslie (Slate) Inc. - 15370 Leslie Street	BA-2017-02 & SP-2017-02
23	Dorota Simarkiewicz - 15403 Yonge Street	BA-2016-14 & SP-2017-09
24	Brookfield Homes (Ontario) Aurora Ltd. - 550 William Graham Drive	CDM-2016-05
25	York Region Christian Seniors Home Inc. - 440, 460 and 500 William Graham Drive	OPA-2017-04 & SUB-2018-12 & SP-2017-11
26	Manufacture Ontario - 20 Bloomington Road West	OPA-2016-06
27	Board of Trustees of the Aurora United Church - 15188 Yonge Street, 12 & 16 Tyler Street, 46, 47 & 47A Temperance Street	BA-2016-13 & SP-2016-02
28	426922 Ontario Inc. - 21 and 33 Eric T. Smith Way	SP-2016-09
29	Markangel Real Estate Assets Inc. - 55 Eric T. Smith Way	SP-2016-06
30	1754260 Ontario Limited (Pob Club) - 15286 & 15036 Leslie Street	BA-2016-03 & SUB-2018-07
31	Ballymore Building (South Aurora) - 14452 Yonge Street	SUB-2016-02 & SUB-2016-09 & CDM-2016-04
32	1428420 Ontario Limited - 22 & 26 Centre Street	OPA-2016-08
33	The Gathering Place of Aurora - 210 Edward Street	OPA-2016-02 & SUB-2016-06
34	Canadian Tire Corporation - 14700 Yonge Street	BA-2016-06
35	Leslie-Wellington Developments Inc. - 1289 Wellington Street East	SUB-2016-01, OPA-2016-01 & SUB-2016-01
36	BO Properties (Aurora) Inc. - 14222, 14314, 14358 & 14376 Yonge Street	BA-2016-04
37	2010290 Ontario Inc. - 32 Don Hibcock Drive	SP-2016-02
38	Metropolitan Square Inc. - 180, 186 & 202 Wellington Street East	OPA-2015-05 & SUB-2016-15 & SP-2016-10
39	York Region EITC - 30 Eric T. Smith Way	SP-2015-06
40	Charleville Developments Ltd. - 45 Tyler Street	OPA-2015-02 & SUB-2015-06
41	Ashken Holdings Ltd. - 13895, 13875, & 13887 Yonge St.	OPA-2015-03, SUB-2015-08 & SUB-2015-04
42	Green Storage Inc. - 27 Alberta Blvd.	SP-2015-07
43	2352017 Ontario Inc. - Aurora Mills - 1588 St. John's Sideroad	SUB-2015-02 & SUB-2015-05
44	Laswell Investments Inc. - 1452 Wellington Street	BA-2015-04 & SP-2015-04
45	Highland Gate Developments Inc. - 21 Golf Links Drive	OPA-2015-01 & SUB-2015-02 & SUB-2015-01
46	F.A.R.C.E.L. - SW Corner of Yonge & Eldersberry Trail	SP-2014-07
47	David Fraternal - 14288 Yonge Street	SUB-2014-04 & SUB-2014-08
48	2419206 Ontario Inc. - 497 Wellington St. West	BA-2014-07 & SP-2015-01 & CDM-2017-03
49	2301528 Ontario Limited and Aurora - Leslie Developments Limited (Emery Investments) - 15625 and 15775 Leslie Street	BA-2014-01 & SUB-2014-01
50	L.S. Consulting Inc. - 29 George Street	OPA-2014-02 & SUB-2015-05, SP-2014-08 & CDM-2016-02
51	Joe Cars - 15132 Yonge Street	SP-2013-05
52	Yonge Developments Inc. - 15217 Yonge Street	SP-2013-04
53	Coppenhaver Estates Inc. (formerly Northern Thoroughbred Equine Production Ltd. (Skura)) - 1796 St. John's Sideroad	BA-2013-09 & SUB-2015-10
54	Edenbrook (Aurora) Inc. - 929 St. John's Sideroad E	SUB-2012-06 & SUB-2012-15
55	Luxian Homes (Aurora) Limited - 1001 St. John's Sideroad East	SUB-2012-04 & SUB-2012-12
56	99 Wellington Street Limited - 99 Wellington Street East - Part of Lot 15, Plan 68	BA-2011-10 & SP-2012-06
57	Richardson House Developments Inc. (Belwood) - 14885 Leslie Street	SP-2010-01
58	Ford Ameyoun - 118 Wellington Street East	BA-2008-19 & SP-2014-03
59	1207308 Ontario Inc. - 337, 375 & 455 Magna Drive	SP-2008-02
60	Genieve, formerly Clifford Sifton - 908 Vandorf Sideroad	SUB-2007-04 & SUB-2007-12
61	611 Aurora Inc. - 260 Industrial Parkway North (Blocks 1, 2, & Part Block 4, 69A-2718)	SP-2007-09
62	Perwick Inc. (Ontario) - Part of Lot 81, Con 1 NE corner Wellington & John West Way	OPA-2005-03 & SUB-2006-16 & SP-2013-13
63	Pandolfi, et al. - Lot 6, Part Lots 20 & 21, Plan 132 14070 Yonge Street	OPA-2014-23 & SUB-2003-21 & SUB-2003-02
64	Genieve Development Corp. - 14575 Bayview Avenue	BA-2001-04 & SUB-2001-01

Map created by the Town of Aurora Planning Department, November 10, 2017. Map modified August 27, 2018. Base data provided by York Region & the Town of Aurora. Please be advised that the intent of this map is for general informational use only. The Town of Aurora does not warrant or accept responsibility for any errors or omissions on the map and makes no guarantee regarding the accuracy and completeness of the information presented. The Town of Aurora cannot be held liable for any choices made, actions performed or damages sustained by the user based upon the data provided.

**AURORA**  
**FIGURE 1**



**PLANNER ASSIGNED TO FILE**

- Sean LaPenna
- Antonio Greco
- Adam Robb
- Lawrence Kuk
- Michael Logue
- Matthew Peverini
- Anthony Ierullo

0 0.25 0.5 0.75 1  
 Kilometers

PLANNING APPLICATION STATUS LIST - FIGURE 2  
September 11, 2018

1	<p><i>Stirling Cook Holidngs Inc.</i> 74 Old Bloomington Road Unit 22, York Region Vacant Land Condo Plan No. 1159</p> <p><i>Macaulay Shiomi Howson Ltd.</i> Attn: Angela Scibberas 905-868-8230</p> <p>File: CDM-2018-01</p>	<p><i>Condominium application to permit six (6) condominium townhouses on the subject property.</i></p>	<p>Apr. 25, 2018</p>	<p><i>Application Received and Circulated.</i></p> <p><i>General Committee approved the Application on June 19, 2018.</i></p> <p><i>Applicant clearing conditions.</i></p>	<p>Sean LaPenna Ext. 4346</p>
2	<p><i>Shining Hill Estate Collections Inc.</i> 306, 370, 434 and 488 St. John's Sideroad West</p> <p><i>Malone Given Parsons Ltd.</i> Attn: Lincoln Lo 905-513-0170</p> <p>Files: OPA-2018-01, ZBA-2018-02 &amp; SUB-2018-02</p>	<p><i>Official Plan Amendment, Zoning By-law Amendment and Plan of Subdivison. The Applicant is proposing to subdivide the property into four (4) blocks to facilitate a residential development (91 single-detached dwellings) located along a condominium road; a future road widening of St. John's Sideroad West, a natural heritage system block, and a future development block.</i></p>	<p>Apr. 24, 2018</p>	<p><i>Application Received and Circulated.</i></p> <p><i>First submission comments provided to Applicant.</i></p>	<p>Sean LaPenna Ext. 4343</p>
3	<p><i>Gottardo Group, Flex Office Building</i> 95 Eric T Smith Way</p> <p><i>Gottardo Group</i> Attn: Paul Arruda 905-761-7707</p> <p>File: SP-2018-06</p>	<p><i>Site Plan for a 60,000 square foot single storey office building.</i></p>	<p>Jun. 26, 2018</p>	<p><i>Application Received and circulated for comment.</i></p> <p><i>Awaiting Second Submission.</i></p>	<p>Michael Logue Ext. 4324</p>
4	<p><i>Smart Centres</i> 1623 Wellington Street East</p> <p><i>Smart Centres</i> Attn: Nikolas Papapetrou 905-326-6400</p> <p>File: SP-2018-05</p>	<p><i>Site Plan to permit multi-building commercial development.</i></p>	<p>Apr. 12, 2018</p>	<p><i>Application Received and circulated for comment.</i></p> <p><i>Awaiting Second Submission.</i></p>	<p>Michael Logue Ext. 4324</p>

PLANNING APPLICATION STATUS LIST - FIGURE 2  
September 11, 2018

5	<p><b>Gottardo Group, Holiday Inn Express and Suites</b> <b>95 Eric T Smith Way</b></p> <p><b>Gottardo Group</b> <b>Attn: Paul Arruda</b> <b>905-761-7707</b></p> <p><b>File: SP-2018-04</b></p>	<p><b>Site Plan for a 6 Storey 110 suite hotel.</b></p>	<p><b>Apr. 6, 2018</b></p>	<p><b>Application Received and circulated for comment.</b></p> <p><b>Awaiting Third Submission.</b></p>	<p><b>Michael Logue</b> <b>Ext. 4324</b></p>
6	<p>Starlight Investments 145 and 147 Wellington Street West</p> <p>Design Plan Services Inc. Attn: TJ Cieciora 416-626-5445</p> <p>File: ZBA-2018-01</p>	<p>The Owner has submitted a Zoning By-law Amendment Application to allow 64 stacked rental townhouse units in 3 separate 3 storey buildings. The existing two apartment buildings will remain on the subject lands.</p>	<p>Feb. 9, 2018</p>	<p>Application Received.</p> <p>Public Planning Meeting held on May 23, 2018.</p>	<p><b>Matthew Peverini</b> <b>Ext. 4350</b></p>
7	<p>Delmanor Aurora Inc. 14314-14388 Yonge Street</p> <p>Tridel 4800 Dufferin Street Attn: Monica Silberberg 416-649-2498</p> <p>File: SP-2017-10</p>	<p>The Applicant is proposing a 5-storey retirement facility with a total of 248 retirement home units with 133 parking spaces and 24 bicycle parking spaces. The development features a large roof-top terrace on the 5th floor with additional outdoor common terrace amenity space on the second floor and at grade.</p>	<p>Nov. 17, 2017</p>	<p>Site Plan circulated for comment.</p> <p>Awaiting for Second Site Plan Submission.</p> <p><b>Site Plan, approved by Council on July 17, 2018.</b></p>	<p><b>Matthew Peverini</b> <b>Ext. 4350</b></p>
8	<p>Aurora Bayview Southeast Development Inc. Part of Lot 19 and 20, Con 20</p> <p>Delta Urban Inc. Attn: Templar Tsang Trinaistich 905-660-7667</p> <p>File: SUB-2018-01</p>	<p>Draft Plan of Subdivision to divide 9 future development blocks and 1 natural heritage block and a public spine road network.</p>	<p>Jan. 24, 2017</p>	<p>Public Planning held on March 28, 2018.</p>	<p>Lawrence Kuk Ext. 4343</p>
9	<p>Shimvest Investments Ltd. / Prato Estates Inc. / Preserve Homes Corp. 323 River Ridge Boulevard</p> <p>Malone Given Parsons Ltd. Attn: Joan MacIntyre 905-513-0177</p> <p>File: ZBA-2017-09 &amp; SUB-2017-04</p>	<p>Zoning By-law Amendment and Draft Plan of Subdivision Applications to allow 25 single detached lots.</p>	<p>Nov. 14, 2017</p>	<p>Applications Received.</p> <p>Public Planning meeting held on January 24, 2018.</p> <p><b>Second Public Planning meeting held on April 25, 2018.</b></p> <p><b>Awaiting for Second Submission.</b></p> <p><b>Applicant Appealed the proposed Applications to LPAT.</b></p>	<p><b>Matthew Peverini</b> <b>Ext. 4350</b></p>

PLANNING APPLICATION STATUS LIST - FIGURE 2  
September 11, 2018

10	<p>Time Development Group 4 Don Hillock Drive</p> <p>API Development Consultants Attn: Cristy Wilson 905-337-7249</p> <p>File: SP-2017-07</p>	<p>Site Plan for 6 storey, 122 room Hotel with pool, bar/ lounge and convention facilities.</p>	<p>Sept. 12, 2017</p>	<p>Site Plan circulated for comment.</p> <p>Awaiting <b>Third</b> Site Plan submission.</p>	<p><b>Michael Logue</b> Ext. 4324</p>
11	<p>2578461 Ontario Inc. c/o Ed Starr 15356 Yonge Street</p> <p>The Planning Partnership Attn: Bruce Hall 416-975-1556 Ext. 234</p> <p>ZBA-2017-06 &amp; SP-2017-05</p>	<p>Zoning By-law Amendment and Site Plan Applications to allow a 34 unit apartment building, 5 storeys in height.</p> <p>Site Plan Application to permit a single existing detached and 5 new townhouse residential infill development.</p>	<p>Sept. 28, 2017</p> <p>May 31, 2006</p>	<p>Application received and circulated. Public Meeting <b>held on</b> November 22, 2017.</p> <p>Awaiting Second Submission.</p> <p>Site Plan Application approved by Council on November 10, 2009.</p> <p>Site Plan Agreement drafted.</p> <p>Owner working on revised Development Application.</p> <p>Inactive.</p>	<p><b>Adam Robb</b> Ext. 4349</p>
12	<p>Biddington Homes Aurora Inc. 46 St. John's Sideroad</p> <p>Bousfields Inc. Attn: Stephanie Kwast 416-947-9744</p> <p>Files: OPA-2017-06 &amp; ZBA-2017-08</p>	<p>Official Plan Amendment and Zoning By-law Amendment to allow 68 stacked townhouse dwellings.</p>	<p>Sept. 20, 2017</p>	<p>Application received and circulated.</p> <p>Public Meeting Scheduled for November 22, 2017.</p> <p><b>Second Submission received and circulated.</b></p>	<p><b>Sean LaPenna</b> Ext. 4346</p>
13	<p>Biglieri Group 132-198 Bloomington Rd</p> <p>Biglieri Group Attn: Anthony Biglieri 416-693-0133</p> <p>Files: OPA-2017-05 &amp; SUB-2017-03</p>	<p>Official Plan Amendment and Draft Plan of Subdivision to allow 50 single detached lots.</p>	<p>Aug. 18, 2017</p>	<p>Application received <b>and circulated.</b></p> <p><b>Comments provided to Applicant.</b></p> <p><b>Awaiting resubmission.</b></p>	<p><b>Matthew Peverini</b> Ext. 4350</p>
14	<p>Navelli Dwellings Inc. (Carpino) 15278 Yonge Street</p> <p>Navelli Dwellings Inc. Attn: Matthew Creador 416-987-5500</p> <p>File: CDM-2017-04</p>	<p>Draft Plan of Condominium to allow 126, two and three bedroom stacked back to back townhouse units in six separate buildings, 4 storeys in height.</p>	<p>Aug. 4, 2017</p>	<p>Application received and circulated.</p> <p>General Committee <b>Approved</b> the Application on March 20, 2018.</p> <p><b>Awaiting Condominium Registration.</b></p>	<p><b>Antonio Greco</b> Ext. 4223</p>

PLANNING APPLICATION STATUS LIST - FIGURE 2  
September 11, 2018

15	<p>Roman Catholic Episcopal Corp. 15347 Yonge Street</p> <p>Larkin Architect Ltd. Attn: Roberto Chiotti 416-504-6054</p> <p>File: SP-2017-06</p>	<p>Church expansion and parking lot reconfiguration.</p>	<p>Aug. 2, 2017</p>	<p>Application received and circulated. Second Submission received and circulated. Comments provided to Applicant. Awaiting Third Submission. <b>General Committee approved the Application on May 15, 2018.</b> <b>Site Plan Agreement being prepared.</b></p>	<p><b>Antonio Greco</b> Ext. 4223</p>
16	<p>Joe Stewart 304 Kennedy Street West</p> <p>Joe Stewart 905-505-6614</p> <p>File: ZBA-2017-05</p>	<p>Rezone subject lands to R2 (currently 3 different zones on property) Future proposal to sever lands into 2 lots.</p>	<p>Jun. 27, 2017</p>	<p>Application received and circulated. <i>Public Planning Meeting held on September 27, 2017.</i> General Committee approved Application on February 20, 2018. Implementing Zoning By-law to be brought forward to Council March 27, 2018. <b>File Closed.</b></p>	<p><b>Lawrence Kuk</b> Ext. 4343</p>
17	<p>Bara Group (Aurora) Ltd. 15086, 15094 &amp; 15106 Yonge Street</p> <p>Stantec Consulting Attn: David Charezenko 905-944-7795</p> <p>File: ZBA-2017-04, SP-2018-03</p>	<p>Two multi-storey stacked townhouse buildings comprised of 29 and 30 units (total 59 stacked townhouse units).</p>	<p>Jun. 20, 2017</p>	<p>Application received and circulated. Public Planning Meeting held on September 27, 2017. Direction to bring back to a second Public Planning Meeting. Site Plan Application received March 22, 2018. Second Public Planning Meeting scheduled for March 28, 2018. <b>Zoning by-law and Site Plan Approved at Council Meeting on June 26, 2018.</b> <b>Applicant to make Final Site Plan Submission.</b></p>	<p><b>Matthew Peverini</b> Ext. 4350</p>

PLANNING APPLICATION STATUS LIST - FIGURE 2  
September 11, 2018

18	<p>Dormer Hill Inc. 14029 Yonge Street</p> <p>Evans Planning Attn: Murray Evans</p> <p>905-669-6992</p> <p>Files: OPA-2017-02, ZBA-2017-01, SUB-2017-01, CDM-2017-01 &amp; SP-2018-01</p>	<p>Proposed 27 detached unit cluster residential, condominium.</p> <p>Site Plan Application</p>	<p>Mar. 15, 2017</p> <p>Feb 16, 2018</p>	<p>Application received as complete and circulated for comments.</p> <p>Public Planning Meeting held May 24, 2017.</p> <p>Second Submission currently under review.</p> <p><b>General Committee approved the Official Plan and Zoning By-law Amendment on June 19, 2018.</b></p> <p><b>General Committee approved the Subdivision and Condominium on July 17, 2018.</b></p> <p><b>Awaiting Site Plan Resubmission.</b></p>	<p><b>Sean LaPenna</b> Ext. 4346</p>
19	<p>TFP Aurora Developments Ltd. 20 &amp; 25 Mavrinac Blvd.</p> <p>Malone Given Parsons Ltd. Attn: Joan MacIntyre</p> <p>905-513-0170 Ext.115</p> <p>Files: OPA-2017-01, ZBA-2017-03 &amp; SUB-2017-02</p>	<p>Redesignation from Business Park to Residential to allow 297 Residential units on two (2) blocks (39 Single Detached Lots and 258 Townhouse units).</p>	<p>Apr. 19, 2017</p>	<p>Application received.</p>	<p>Lawrence Kuk Ext. 4343</p>
20	<p>MBH Aurora Lodging 180 Goulding Avenue</p> <p>Master Built Hotels Attn: Chris Hunter 403-477-4978</p> <p>File: SP-2017-04</p>	<p>Site Plan to permit a four storey, 108 room hotel.</p>	<p>Apr. 5, 2017</p>	<p><b>No outstanding comments related to Application.</b></p> <p>Awaiting revised renderings.</p> <p>Application Approved by Council on June 13, 2017.</p> <p><b>Agreement to be finalized when renderings complete.</b></p>	<p><b>Michael Logue</b> Ext. 4324</p>
21	<p>RCG Aurora North GP (Rice Group) 800 St. John's Sideroad</p> <p>Rice Commercial Group Attn: Zachary Stokes 905-888-1277 Ext. 225</p> <p>File: SP-2017-01</p>	<p>Site Plan to permit six multi-tenant commercial buildings.</p>	<p>Mar. 3, 2017</p>	<p>Application Approved by Council on June 13, 2017.</p> <p><b>Site Plan Agreement Registered.</b></p>	<p><b>Michael Logue</b> Ext. 4324</p>

PLANNING APPLICATION STATUS LIST - FIGURE 2  
September 11, 2018

22	<p>15370 Leslie (Skale) Inc. 15370 Leslie Street</p> <p>Bousfields Inc. Attn: Louis Tinker 416-947-9744</p> <p>File: ZBA-2017-02 &amp; SP-2017-02</p>	<p>Zoning By-law Amendment and Site Plan to allow 30, three storey townhouse condo units in 4 blocks.</p>	Apr. 5, 2017	<p>Application received as complete and circulated.</p> <p>Public Planning Meeting held June 28, 2017.</p> <p>Applicant responding to comments.</p> <p>Second Submission received and circulated.</p> <p>Comments provided to Applicant.</p> <p>Awaiting for Third Submission.</p> <p><b>General Committee to consider the proposed Application on September 11, 2018.</b></p>	<p><b>Matthew Peverini</b> <b>Ext. 4350</b></p>
23	<p>Dorota Smolarkiewicz 15403 Yonge Street</p> <p>Picture This Designs Attn: Kirk Johnstone 613-475-4894</p> <p>Files: ZBA-2016-14 &amp; SP-2017-09</p>	<p>Zoning By-law Amendment and Site Plan to allow an office use in the existing dwelling.</p> <p>Site Plan Application</p>	<p>Dec. 23, 2016</p> <p>Nov. 20, 2017</p>	<p>Application received and circulated.</p> <p>Public Planning Meeting held on February 22, 2017.</p> <p>Comments provided to Applicant.</p>	<p><b>Matthew Peverini</b> <b>Ext. 4350</b></p>
24	<p>Brookfield Homes (Ontario) Aurora. Ltd. 555 William Graham Drive</p> <p>Brookfield Homes Attn: Sarah Mitchell 905-948-4733</p> <p>File: CDM-2016-05</p>	<p>Draft Plan of Condominium to allow 179 residential apartment units and three (3) commercial units.</p>	Dec. 19, 2016	<p>Application received and circulated.</p> <p>General Committee meeting held on June 6, 2017.</p> <p>Council approved Draft Plan of Condominium June 13, 2017.</p> <p>Applicant clearing conditions.</p> <p><b>Condominium Plan registered on May 30, 2018, York Region Standard Condo Plan No. 1372.</b></p> <p><b>File Closed.</b></p>	<p><b>Lawrence Kuk</b> <b>Ext. 4343</b></p>



PLANNING APPLICATION STATUS LIST - FIGURE 2  
September 11, 2018

<p>25</p>	<p>York Region Christian Seniors Home Inc. 440,460 and 500 William Graham Drive</p> <p>Malone Given Parsons Attn: Joan MacIntyre 905-513-0170 Ext.115</p> <p>Files: OPA-2017-04 &amp; ZBA-2016-12 &amp; SP-2017-11</p>	<p>Official Plan Amendment to permit increase in height (to permit 7 storey building/max 28 metres.) Zoning By-law Amendment to amend RA3 zones to allow assisted living units.</p>	<p>Dec. 19, 2016</p>	<p>Application received and circulated. Zoning Public Planning Meeting held January 25, 2017.</p> <p>Revised Official Plan Amendment and Zoning By-law submissions received and circulated for comment.</p> <p>OPA &amp; ZBA Public Meeting held on June 28, 2017.</p> <p>OPA &amp; ZBA approved at General Committee Meeting on September 19, 2017.</p> <p>OPA &amp; ZBA Approved at the November 28, 2017 Council Meeting.</p> <p>Site Plan Application received November 17, 2017.</p> <p>Site Plan Recommendation Report brought forward February 20, 2018.</p> <p><b>Site Plan Agreement Finalized.</b></p>	<p><b>Lawrence Kuk</b> Ext. 4343</p>
<p>26</p>	<p>Infrastructure Ontario 50 Bloomington Road West</p> <p>IBI Group Attn: Amy Shepherd 416-596-1930 Ext. 61248</p> <p>File: OPA-2016-06</p>	<p>To amend the Major Institutional Designation in OPA 34 to allow Cluster Residential, Environmental Function Area and Special Policy Area.</p>	<p>Dec. 23, 2016</p>	<p>Application received and circulated.</p> <p>Public Meeting held April 26, 2017.</p> <p><b>Awaiting Second Submission.</b></p>	<p><b>Sean LaPenna</b> Ext. 4346</p>
<p>27</p>	<p>Board of Trustees of the Aurora United Church 15186 Yonge Street, 12 &amp; 16 Tyler Street, 55, 57 &amp; 57A Temperance Street</p> <p>FOTENN Consultants Inc. Attn: <b>Gavin Bailey</b> 416-789-4530 Ext. 3</p> <p>Files: OPA-2016-05, ZBA-2016-13 &amp; SP-2018-02</p>	<p>Official Plan Amendment and Zoning By-law Amendment to allow a 9 storey, 159 unit retirement home (and two (2) storey place of worship)</p> <p>Site Plan Application to construct a 7 storey, 150 unit retirement home (and 2 storey place of worship)</p>	<p>Dec. 23, 2016</p>	<p>Application received and circulated.</p> <p>Public Meeting held April 26, 2017.</p> <p>OPA Approved by Council July 4, 2017.</p> <p>OPA Appealed to OMB.</p> <p>Site Plan Application Received.</p> <p><b>General Committee Approved the Site Plan Application on June 19, 2018.</b></p>	<p><b>Adam Robb</b> Ext. 4349</p>

PLANNING APPLICATION STATUS LIST - FIGURE 2  
September 11, 2018

28	<p>458021 Ontario Inc. 21 and 33 Eric T Smith Way</p> <p>Weston Consulting Attn: Sabrina Sgotto 905-738-8080</p> <p>File: SP-2016-08</p>	<p>Site Plan Application to allow a 930m2 industrial warehouse.</p>	<p>Nov. 16, 2016</p>	<p>Application received and circulated.</p> <p><b>Site Plan Agreement Registered.</b></p>	<p><b>Michael Logue</b> Ext. 4324</p>
29	<p>Markangel Real Estate Assets Inc. 55 Eric T. Smith Way</p> <p>Attn: lean and Josie Tait 416-648-2887</p> <p>File: SP-2016-06</p>	<p>Site Plan Application for three (3) 4-storey buildings with 6,246.6 m2 total gross floor area.</p>	<p>Aug. 16, 2016</p>	<p>Application received and circulated.</p> <p>Comments provided to Applicant.</p> <p>Fifth submission currently under review.</p> <p>Site Plan Agreement being prepared.</p>	<p><b>Sean LaPenna</b> Ext. 4346</p>
30	<p>1754260 Ontario Limited (Polo Club) 15286 &amp; 15036 Leslie Street</p> <p>Groundswell Urban Planners Inc. Attn: Kerigan Kelly 905-597-8204 Ext.111</p> <p>Files: OPA-2016-03 &amp; ZBA-2016-07</p>	<p>Official Plan Amendment and Zoning By-law Amendment for two (2) 6-storey apartment buildings that contain 150 units each for a total of 300 units with two (2) levels of underground parking.</p>	<p>Jun. 16, 2016</p>	<p>Application received and circulated.</p> <p>Public Planning Meeting held September 28, 2016.</p> <p>Second Submission received and circulated.</p> <p>Comments provided to Applicant.</p> <p><b>Applicant appealed the proposed Applications to LPAT.</b></p>	<p>Lawrence Kuk Ext. 4343</p>
31	<p>Ballymore Building (South Aurora) 14452 Yonge Street</p> <p>Malone Given Parsons Attn: Joan MacIntyre 905-513-0170</p> <p>Files: SUB-2016-02, ZBA-2016-09 &amp; CDM-2016-04</p>	<p>Zoning By-law Amendment, Draft Plan of Subdivision and Draft Plan of Condominium for 40 single detached residential units.</p>	<p>Aug. 11, 2016</p>	<p>Application received and circulated.</p> <p>Public Planning Meeting held October 26, 2016.</p> <p>Comments provided to Applicant.</p> <p>Draft Plan of Subdivision and Condominium approved by Council.</p> <p>Zoning By-law Amendment Approved by Council on November 14, 2017.</p> <p>Subdivision Agreement being prepared.</p>	<p><b>Lawrence Kuk</b> Ext. 4343</p>

PLANNING APPLICATION STATUS LIST - FIGURE 2  
September 11, 2018

32	<p>1428420 Ontario Limited. 22 &amp; 26 Centre Street</p> <p>Urban &amp; Rural Planning Consultants Attn: Stephen Bedford 905-688-2610</p> <p>File: ZBA-2016-08</p>	<p>A Zoning By-law Amendment to permit 12 Row house units.</p>	<p>Jul. 20, 2016</p>	<p>Application received and circulated.</p> <p>Second Submission received and circulated.</p> <p>Public Meeting held on February 22, 2017.</p> <p>Zoning By-law Amendment Application refused by Council at the Public Planning Meeting.</p> <p>Owner appealed Application to OMB.</p> <p>OMB Pre-hearing held on January 9, 2018.</p> <p>OMB Hearing <b>held on</b> May 15, 2018.</p>	<p><b>Adam Robb</b> Ext. 4349</p>
33	<p>The Gathering Place of Aurora 210 Edward Street</p> <p>IBI Group Attn: Mike Crough 905-546-1010 Ext. 2017</p> <p>Files: OPA-2016-02 &amp; ZBA-2016-06</p>	<p>Official Plan Amendment and Zoning By-law Amendment to allow a place of worship.</p>	<p>Jun. 16, 2016</p>	<p>Application received and circulated.</p> <p>Public Meeting held on December 15, 2016.</p> <p>Official Plan and Zoning By-law Amendment Applications approved by General Committee on December 15, 2016.</p> <p>Official Plan Amendment 14 approved by Council and in force.</p> <p>Zoning By-law Amendment Approved by Council on October 24, 2017.</p> <p><b>Site Plan Agreement Registered June 27, 2018</b></p> <p><b>File Closed.</b></p>	<p><b>Lawrence Kuk</b> Ext. 4343</p>
34	<p>Canadian Tire Corporation 14700 Yonge Street</p> <p>Hunter &amp; Associates Ltd Attn: Diana Mercier 416-444-8095</p> <p>File: ZBA-2016-05</p>	<p>Zoning By-law Amendment Application to allow a wider range of commercial uses.</p>	<p>Jun. 3, 2016</p>	<p>Application received and circulated for comment.</p> <p>Public Planning Meeting held on September 28, 2016.</p> <p>On February 14, 2017 Council deferred the Application.</p>	<p><b>Matthew Peverini</b> Ext. 4350</p>

PLANNING APPLICATION STATUS LIST - FIGURE 2  
September 11, 2018

35	<p>Leslie-Wellington Developments Inc. 1289 Wellington Street East</p> <p>Macaulay, Shiomi, Howson Ltd. Attn: Angela Sciberras 416-487-4101 Ext. 309</p> <p>Files: SUB-2016-01, OPA-2016-01 &amp; ZBA-2016-03</p>	<p>Official Plan Amendment, Zoning By-law Amendment Application, and a Draft Plan of Subdivision Application to develop a residential subdivision.</p> <p>The Draft Plan of Subdivision proposes 145 lots for single detached dwellings and an Environmental Protection block.</p>	<p>May 6, 2016</p>	<p>Application received with addendum reports received on May 25, 2016 and circulated for comment.</p> <p>Public Planning Meeting held June 29, 2016.</p> <p>Council Approved the Draft Plan of Subdivision with conditions on December 13, 2016.</p> <p>OPA &amp; ZBA approved by Council October 24, 2017.</p> <p><b>Subdivision Agreement executed on May 2018.</b></p>	<p>Lawrence Kuk Ext. 4343</p>
36	<p>BG Properties (Aurora) Inc. 14222, 14314, 14358 &amp; 14378 Yonge Street</p> <p>Malone Given Parsons Attn: Joan MacIntyre 905-513-0170 Ext. 115</p> <p>Files: SUB 2012-03, ZBA-2012-16 &amp; CDM-2016-03 &amp; CDM-2017-02</p>	<p>Draft Plan of Subdivision and Zoning By-law Amendment Applications proposing 195 residential units.</p> <p>Draft Plan of Condominium for 42 Residential single detached dwelling units (Phase 1).</p> <p>Phase 2 - permits 153 single detached residential units.</p>	<p>Dec. 17, 2012</p> <p>Phase (2) May , 2017</p> <p>Apr. 25, 2016</p>	<p>Draft Plan of Subdivision approved by Council on June 26, 2013.</p> <p>Phase 1 - Zoning By-law 5836-16 enacted on April 26, 2016.</p> <p>Phase 2 - Zoning By-law 6024-17 enacted on November 14, 2017.</p> <p>Draft Plan of Condominium (Phase 1) approved on November 15, 2016</p> <p>Draft Plan of Condominium (Phase 2) approved on October 17, 2017</p> <p>Phase 1 - Subdivision Agreement Registered on February 8, 2018 as 65M-4594.</p> <p><b>Phase 1 - Condominium Registered on August 2018.</b></p>	<p>Lawrence Kuk Ext. 4343</p>
37	<p>2450290 Ontario Inc. 32 Don Hillock Drive</p> <p>A. Fazel Architect Inc. Attn: Alireza Fazel 416-444-5480</p> <p>File: SP-2016-02</p>	<p>Two (2) storey office building with a total gfa of 4,265 m<sup>2</sup>.</p>	<p>Feb. 5, 2016</p>	<p>Application received and circulated for comment.</p> <p>Comments provided to Applicant and awaiting second submission.</p> <p>Inactive.</p> <p>File Maintenance Fee received.</p>	<p><b>Anthony Ierullo</b> Ext. 4742</p>

PLANNING APPLICATION STATUS LIST - FIGURE 2  
September 11, 2018

38	<p>Metropolitan Square Inc. 180, 190 &amp; 220 Wellington Street East</p> <p>MSH Ltd. Attn: Angela Sciberras 905-868-8230</p> <p>Files: OPA-2015-05, ZBA-2015-15 &amp; SP-2016-10</p>	<p>Official Plan Amendment and Zoning By-law Amendment to develop two (2) 10 – storey buildings for a total of 296 residential condominium units.</p> <p>Site Plan submitted.</p>	<p>Nov. 6, 2015</p> <p>Dec. 23, 2016</p>	<p>Application received as complete and circulated.</p> <p>Public Meeting held January 27, 2016.</p> <p>Second Public Planning Meeting held June 29, 2016.</p> <p>Site Plan Application received and circulated for comment.</p> <p>Second Submission received and circulated.</p> <p><b>General Committee considered the proposed Applications on September 11, 2018.</b></p>	<p>Lawrence Kuk Ext. 4343</p>
39	<p>York Region ETFO 30 Eric T Smith Way</p> <p>Weston Consulting Attn: Matt Alexander 905-738-8080</p> <p>File: SP-2015-06</p>	<p>To construct a one storey office building with walk-out basement.</p>	<p>Jul. 14, 2015</p>	<p>Site Plan Application approved by Council on August 11, 2015; Site Plan Agreement not executed.</p> <p>Site changed ownership; pre-existing Application proceeding with minor revisions.</p> <p><b>Site Plan Agreement forwarded to Applicant.</b></p>	<p>Michael Logue Ext. 4324</p>
40	<p>Charleville Developments Ltd. 45 Tyler Street</p> <p>Groundswell Urban Planners Inc. Attn: Kerigan Kelly 905-597-8204</p> <p>Files: OPA-2015-02 &amp; ZBA-2015-06</p>	<p>Official Plan Amendment and Zoning By-law Amendment Applications to develop a 68 unit condominium townhouse development.</p>	<p>Aug. 20, 2015</p>	<p>Application received as complete and circulated.</p> <p>Public Planning Meeting held May 25, 2016.</p> <p>Comments provided to the Applicant.</p> <p>Second Submission received and circulated.</p> <p>Comments provided to the Applicant.</p> <p>Awaiting for Third Submission.</p> <p><b>Applicant appealed the proposed Applications to OMB.</b></p>	<p>Lawrence Kuk Ext. 4343</p>

PLANNING APPLICATION STATUS LIST - FIGURE 2  
September 11, 2018

<p>41</p>	<p>Ashlen Holdings Ltd. 13859, 13875, &amp; 13887 Yonge St.</p> <p>Brutto Consulting Attn: Matthew King 905-761-5497 Ext. 225</p> <p>Files: OPA-2015-03, ZBA-2015-08 &amp; SUB-2015-04</p>	<p>Official Plan Amendment, Zoning By-law Amendment, and Draft Plan of Subdivision Applications to develop 30 single detached dwellings.</p>	<p>Aug. 6, 2015</p>	<p>Application received as complete and circulated.</p> <p>Comments provided to Applicant.</p> <p>Public Planning Meeting held on November 30, 2015.</p> <p>Second Public Planning Meeting held on April 20, 2016.</p> <p>Official Plan Amendment and Zoning By-law Amendment refused by Council on June 28, 2016.</p> <p>Owner appealed Official Plan, Zoning By-law Amendment and Plan of Subdivision Applications to OMB.</p> <p>OMB Pre-hearing held February 27, 2017.</p> <p>OMB hearing held September 18-22, 2017.</p> <p>Approved by OMB on December 15, 2017.</p> <p>Implementing By-laws under review by OMB.</p>	<p><i>Sean LaPenna Ext. 4346</i></p>
<p>42</p>	<p>Green Storage Inc. 27 Allaura Blvd</p> <p>Attn: Al Azevedo 905-424-2947</p> <p>File: SP-2015-07</p>	<p>Site Plan Application to construct a self-storage facility with four buildings with 8,596 m2 gross floor area.</p>	<p>Jul. 13, 2015</p>	<p>Application received as complete and circulated.</p> <p>Comments provided to the Applicant.</p> <p>Second submission circulated for comments.</p> <p>Site Plan Application Approved by Council on October 25, 2016.</p> <p>Site Plan Agreement being prepared.</p> <p>Inactive.</p>	<p><i>Sean LaPenna Ext. 4346</i></p>

PLANNING APPLICATION STATUS LIST - FIGURE 2  
September 11, 2018

<p>43</p>	<p>2352017 Ontario Inc. Aurora Mills 1588 St. John's Sideroad</p> <p>Humphries Planning Group Inc. Attn: Rosemarie Humphries 905-264-7678 Ext. 244</p> <p>Files: SUB-2015-02 &amp; ZBA-2015-05</p>	<p>Zoning By-law Amendment and Draft Plan of Subdivision Applications to develop a 10 block business park and 10 ha EP on the 19.8 ha lands.</p>	<p>May 29, 2015</p>	<p>Comments provided to the Applicant.</p> <p>Public Planning Meeting held November 16, 2015.</p> <p>Second Submission received and circulated.</p> <p>Applications are scheduled for June 6, 2017 General Committee Meeting for Council Approval.</p> <p>Zoning By-law Amendment and Draft Plan of Subdivision Applications approved by General Committee on June 6, 2017.</p> <p><b>Implementing Zoning By-law Approved in July 2018.</b></p> <p>Draft Plan of Subdivision Application appealed to the OMB.</p> <p>Appeal was withdrawn.</p> <p>Subdivision Agreement being prepared.</p>	<p><b>Michael Logue</b> Ext. 4324</p>
<p>44</p>	<p>Leswell Investments Inc. 1452 Wellington Street</p> <p>Michael Smith Planning Consultants Attn: Michael Smith 905-989-2588</p> <p>Files: ZBA-2015-04 &amp; SP-2015-04</p>	<p>Zoning By-law Amendment and Site Plan Application to permit the development of two (2) commercial buildings on the subject property.</p>	<p>May 13, 2015</p>	<p>Applications received as complete and circulated.</p> <p>Public Planning Meeting held on September 21, 2015.</p> <p>Council approved the Zoning By-law and Site Plan Application on August 9, 2016.</p> <p>Site Plan Agreement being prepared.</p> <p>Inactive.</p>	<p><b>Matthew Peverini</b> Ext. 4350</p>

<p>45</p>	<p>Highland Gate Developments Inc. 21 Golf Links Drive</p> <p>Malone Given Parsons Attn: Matthew Cory 905-513-0170 Ext. 138</p> <p>Files: OPA-2015-01, ZBA-2015-02 &amp; SUB-2015-01</p>	<p>Official Plan Amendment, Zoning By-law Amendment Application and a Draft Plan of Subdivision Application to develop a residential subdivision including 184 single detached lots and 144 unit apt. block with commercial.</p> <p>OMB Settlement includes: Reduction in single detached lots from 184 to 159, reduction in height of apt. block from 10 storeys to 7 storeys and number of apt units from 144 units to 114 units.</p>	<p>Feb. 27, 2015</p>          <p>Nov. 18, 2016</p>	<p>Applications received as complete and circulated.</p> <p>First Public Planning Meeting for June 24, 2015.</p> <p>Second Public Planning Meeting scheduled for September 30, 2015.</p> <p>Third Public Planning Meeting held on October 28, 2015.</p> <p>Owner appealed Applications to OMB.</p> <p>Following extensive mediation with the Ontario Municipal Board, Minutes of Settlement regarding the redevelopment of the Highland Gate Golf Course have been signed by the Town of Aurora, Highland Gate Development Inc. and Highland Gate Ratepayer's Association.</p> <p>The Ontario Municipal Board issued its Decision on January 23, 2017.</p>	<p>Lawrence Kuk Ext. 4343</p>
<p>46</p>	<p>P.A.R.C.E.L S/W Corner of Yonge &amp; Elderberry Trail</p> <p>Weston Consulting Attn: Mark Emery 905-738-8080 Ext. 240</p> <p>File: SP-2014-07</p>	<p>A Site Plan Application to facilitate a wellness living and health centre, 20 unit adult living facility and doctor's residence.</p>	<p>Oct. 8, 2014</p>	<p>Application received as complete and circulated.</p> <p>Second submission comments provided to Applicant for review and resubmission.</p> <p>Third submission received March 2017 and circulated for review and comment.</p> <p>Site Plan Application Approved at Council on June 27, 2017.</p> <p>Applicant to submit final plans package for review &amp; Site Plan Agreement preparation.</p>	<p>Sean LaPenna Ext. 4350</p>
<p>47</p>	<p>David Frattaroli 14288 Yonge Street</p> <p>Brutto Consulting Attn: Matt King 905-761-9890</p> <p>Files: SUB-2014-04 &amp; ZBA-2014-08</p>	<p>Draft Plan of Subdivision and Re-Zoning Applications for nine (9) townhouse units and two (2) semi-detached units.</p>	<p>Sept. 29, 2014</p>	<p>Application received as complete and circulated.</p> <p>Comments provided to Applicant.</p> <p>Public Planning Meeting held March 25, 2015.</p> <p>Awaiting 2nd Draft Plan of Subdivision Submission.</p> <p>2nd Submission circulated comments received and forwarded to the Applicant for response.</p> <p><b>Third Submission recieved and circulated.</b></p>	<p>Matthew Peverini Ext. 4350</p>



PLANNING APPLICATION STATUS LIST - FIGURE 2  
September 11, 2018

48	<p>2419059 Ontario Inc. 497 Wellington St. West</p> <p>Markets on Main Street Inc. Attn: Jack Dougan 416-759-1093</p> <p>Files: ZBA-2014-07, SP-2015-01 &amp; CDM-2017-03</p>	<p>A Zoning By-law Amendment to permit 11 single detached units.</p> <p>Site Plan Application to permit 11 single detached units.</p> <p>Plan of Condominium to permit a condominium road accessing 11 residential lots.</p>	<p>Sept. 3, 2014</p> <p>Feb. 2, 2015</p> <p>Aug. 2, 2017</p>	<p>Application received as Complete and circulated.</p> <p>Public Planning Meeting held on February 25, 2015.</p> <p>Public Planning Meeting held on September 21, 2015.</p> <p>Zoning By-law Amendment Application refused by Council at the Public Planning Meeting.</p> <p>Owner appealed Applications to OMB.</p> <p>Appeal allowed by OMB, Interim Order Issued on August 10, 2016.</p> <p>1st submission of Plan of Condominium Application received and circulated. Comments provided to Applicant.</p> <p>Awaiting response to Site Plan and Condominium Application comments.</p>	<p><b>Adam Robb</b> Ext. 4349</p>
49	<p>2351528 Ontario Limited and Aurora- Leslie Developments Limited (Emery Investments) 15625 and 15775 Leslie Street</p> <p>KLM Planning Attn: Bill Tam 905-669-4055</p> <p>Files: ZBA-2014-01 &amp; SUB-2014-01</p>	<p>Zoning By-law Amendment Application and a Draft Plan of Subdivision Application to develop a business park over the 76.6 hectare of land.</p> <p>The business park development proposes Employment Blocks, Office Employment Blocks, a Retail Block, an Institutional Block, a Park Block and open space, woodlot, stormwater management, buffers and road widening.</p>	<p>Mar. 26, 2014</p>	<p>Applications received as complete and circulated.</p> <p>Public Planning Meeting held June 25, 2014.</p> <p>Draft Plan of Subdivision and Zoning By-law Applications approved by Council on September 16, 2014.</p> <p>By-law approved by Council on November 25, 2014.</p> <p>No appeals, Zoning Bylaw Amendment in effect.</p> <p><b>Applicant clearing Conditions.</b></p> <p><b>Subdivision Agreement drafted and circulated to the Applicant.</b></p>	<p><b>Michael Logue</b> Ext. 4324</p>

PLANNING APPLICATION STATUS LIST - FIGURE 2  
September 11, 2018

50	<p>L.S. Consulting Inc. 29 George Street</p> <p>Larkin Associates Attn: Aaron Gillard 905-895-0554</p> <p>Files: OPA-2013-02, ZBA-2013-05, SP-2014-08 &amp; CDM-2016-02</p>	<p>Official Plan Amendment and Zoning By-law Amendment Applications to permit a four (4) storey apartment building.</p> <p>Site Plan Application to permit a four (4) storey, 12 unit apartment building.</p> <p>Condominium Application.</p>	<p>Dec. 11, 2013</p> <p>Oct. 8, 2014</p> <p>Feb. 29, 2016</p>	<p>Official Plan Amendment, Zoning By-law Amendment and Site Plan Applications approved by Council on January 28, 2015.</p> <p>OPA No.7 and By-law 5712-15 approved by Council on May 11, 2015.</p> <p>Condominium Application comments provided to Applicant.</p> <p>Condominium Application approved by Council on July 12, 2016.</p> <p>Site Plan Agreement being prepared.</p> <p>Inactive.</p>	<p><b>Sean LaPenna</b> Ext. 4346</p>
51	<p>Joe Cara 15132 Yonge Street 647-300-2272</p> <p>File: SP-2013-05</p>	<p>Site Plan Application to construct a three (3) storey mixed use building including 12 residential units and 240 sqm of commercial space.</p>	<p>Apr. 24, 2013</p>	<p>Application received and circulated.</p> <p>Comments provided to Applicant.</p> <p>Third submission received and circulated.</p> <p>Site Plan Application approved by Council on May 23, 2017.</p> <p>(Minor Variance Application approved).</p> <p><b>Site Plan Agreement being prepared.</b></p>	<p><b>Matthew Peverini</b> Ext. 4350</p>
52	<p>Yonge Developments Inc. 15217 Yonge Street</p> <p>Markets on Mainstreet Inc. Attn: Jack Dougan 416-759-1093</p> <p>File: SP-2013-04</p>	<p>Site Plan Application to construct a 5 storey mixed-use building including 12 residential units and 195 m2 of commercial space.</p> <p>Site Plan revised to commercial floor space.</p>	<p>Apr. 9, 2013</p>	<p>Application received as complete and circulated for comment.</p> <p>Site Plan Application approved by General Committee on March 4, 2014.</p> <p>Revised Plans received and circulated.</p> <p>Site Plan Agreement being prepared.</p>	<p><b>Adam Robb</b> Ext. 4349</p>

PLANNING APPLICATION STATUS LIST - FIGURE 2  
September 11, 2018

53	<p>Coppervalley Estates Inc. Formally: Northern Thoroughbred Equine Production Ltd. (Sikura) 1756 St. John's Sideroad</p> <p>KLM Planning Partners Inc. Attn: Roy Mason 905-669-4055</p> <p>Files: ZBA-2015-09 &amp; SUB-2015-05</p>	<p>Application for a Draft Plan of Subdivision &amp; Zoning By-law Amendments for 101 single family detached lots.</p>	<p>Nov. 13, 2012</p>	<p>Applications received as complete and circulated.</p> <p>Comments provided to Applicant.</p> <p>Application File closed and transferred to a new File Number.</p> <p>Public Planning Meeting held on October 14, 2015.</p> <p>Council Approved the Draft Plan of Subdivision with conditions on January 31, 2017.</p> <p>Council enacted the Zoning By-law on February 14, 2017. By-law in force.</p> <p><b>Subdivision Agreement executed on July 2018.</b></p>	<p>Lawrence Kuk Ext. 4343</p>
54	<p>Edenbrook (Aurora) Inc. 929 St. John's Sideroad E</p> <p>Evans Planning Attn: Murray Evans 905-669-6992</p> <p>Files: SUB-2012-06 &amp; ZBA-2012-15</p>	<p>Draft Plan of Subdivision and Zoning By-law Amendment Applications to allow 33 single detached lots.</p>	<p>Nov. 29, 2012</p>	<p>Applications received as complete and circulated.</p> <p>Public Planning Meetings held on March 27, 2013 and June 25, 2014.</p> <p>Draft Plan of Subdivision approved by Council on July 29, 2014.</p> <p>Zoning By-law 5659-14 approved by Council on September 9, 2014, is in force and effect.</p> <p>Subdivision Agreement being prepared.</p> <p>Inactive.</p>	<p><b>Matthew Peverini</b> Ext. 4350</p>
55	<p>Luvian Homes (Aurora) Limited 1001 St. John's Sideroad East</p> <p>GHD Inc. Attn: Glen Easton 905-752-4300</p> <p>Files: SUB-2012-04 &amp; ZBA-2012-12</p>	<p>Draft Plan of Subdivision and Zoning By-law Amendment Applications to permit 30 single detached dwellings and a 2.03 ha open space block.</p>	<p>Oct. 3, 2012</p>	<p>Applications received as complete and circulated.</p> <p>Public Planning Meeting held March 27, 2013.</p> <p>Inactive.</p>	<p><b>Matthew Peverini</b> Ext. 4350</p>

PLANNING APPLICATION STATUS LIST - FIGURE 2  
September 11, 2018

56	<p>99 Wellington Street Limited 99 Wellington Street East Part of Lot 15, Plan 68</p> <p>Lepek Consulting Inc. Attn: Helen Lepek 416-485-3390</p> <p>Files: ZBA-2011-10 &amp; SP-2012-06</p>	<p>Zoning By-law Amendment Application to permit business and professional office use.</p> <p>Site Plan Application to convert the existing house to 177.6 m2 of office space.</p>	<p>Oct. 31, 2011</p> <p>Jun. 7, 2012</p>	<p>Zoning By-law 5490-13 approved by Council on February 26, 2013, is in force and effect.</p> <p>Site Plan 2nd submission comments provided to Applicant.</p> <p>Inactive.</p>	<p><i>Sean LaPenna Ext. 4346</i></p>
57	<p>Richardson House Developments Inc. (Bellwood) 14985 Leslie Street</p> <p>Rendl Associates Attn: Martin Rendl 416-291-6902</p> <p>File: SP-2010-01</p>	<p>Site Plan Application to permit four (4) storey health and wellness centre.</p>	<p>Apr. 13, 2010</p>	<p>Site Plan Application approved by Council on September 14, 2010.</p> <p>Inactive.</p>	<p><i>Anthony Ierullo Ext. 4742</i></p>
58	<p>Farid Ameryoun 118 Wellington Street East</p> <p>Intelliterra Inc. Attn: Bruce Hall 416-525-1133</p> <p>Files: ZBA-2008-19 &amp; SP-2014-03</p>	<p>Zoning By-law Amendment Application to permit a personal service shop (hair salon) &amp; business &amp; professional office within existing building.</p> <p>Site Plan Application to permit business and professional offices, and personal shop uses, as well as related parking on the subject lands.</p>	<p>Nov. 3, 2008</p> <p>Jun. 9, 2014</p>	<p>Public Planning Meeting held May 27, 2009.</p> <p>Public Planning Meeting held November 27, 2013.</p> <p>Zoning By-law Application approved by Council on August 12, 2014.</p> <p>Zoning By-law 5652-14 passed by Council on September 9, 2013 is in full force and effect.</p> <p>Site Plan Agreement finalized, waiting on Applicant for additional information.</p> <p>Inactive.</p>	<p><i>Sean LaPenna Ext.4346</i></p>
59	<p>1207309 Ontario Inc. 337, 375 &amp; 455 Magna Drive</p> <p>Stronach Group Attn: Frank Tozzi 905-726-7607</p> <p>File: SP-2008-02</p>	<p>Site Plan Application for three (3) storey 9600m2 (103,333ft2) Arts and Education building.</p>	<p>Mar. 14, 2008</p>	<p>Applicant required to obtain Infrastructure Easement prior to executing Site Plan Agreement.</p> <p>Inactive.</p>	<p><i>Lawrence Kuk Ext. 4343</i></p>

PLANNING APPLICATION STATUS LIST - FIGURE 2  
September 11, 2018

60	<p>Genview, formerly Clifford Sifton 908 Vandorf Sideroad.</p> <p>Malone Given Parsons Ltd. Attn: Joan MacIntyre 905-513-0170 Ext. 115</p> <p>Files: SUB-2007-04 &amp; ZBA-2007-12</p>	<p>Draft Plan of Subdivision and Zoning By-law Amendment Application to allow for a 20 lot residential development within Settlement Area of the Oak Ridges Moraine.</p>	<p>Oct. 15, 2007</p>	<p>Draft Plan of Subdivision approved on August 1, 2012.</p> <p>Zoning By-law passed at Council on June 26, 2012 and is now in full force and effect.</p> <p>Detailed Engineering Drawings submitted to the Town for review.</p> <p>Subdivision Agreement being prepared.</p>	<p><i>Lawrence Kuk Ext. 4343</i></p>
61	<p>Hamil Inc. 260 Industrial Parkway North Blocks 1, 2, 3 &amp; Part Block 4, 65M-2718</p> <p>Attn: Michael Langer 416-398-0747</p> <p>File: SP-2007-09</p>	<p>Minor Site Plan Application to permit an addition to an existing 4,879 m2 industrial building.</p>	<p>May 25, 2007</p>	<p>Applicant has requested the File to be held in abeyance.</p> <p>Inactive.</p> <p><b>File Closed.</b></p>	<p><i>Lawrence Kuk Ext. 4343</i></p>
62	<p>Perwick Inv. (Deltera) Part of Lot 81, Con 1 N/E corner Wellington &amp; John West Way</p> <p>Tridel Attn: Gouled Osman 416-661-9290</p> <p>Files: OPA-2005-03, ZBA-2005-16 &amp; SP-2013-13</p>	<p>Application to Amend the Official Plan and Zoning By-law to permit a 1,255m2 multi-unit retail commercial plaza.</p> <p>Site Plan Application to develop a 1,255 sqm one storey commercial plaza.</p>	<p>Oct. 11, 2005</p> <p>Revised Appl. Rec'd</p> <p>June 1, 2011.</p> <p>Dec. 23, 2013</p>	<p>Council Approved Report July 16, 2013.</p> <p>Official Plan Amendment adopted by Council on August 13, 2013.</p> <p>Regional approval granted November 5, 2013.</p> <p>Site Plan Application received as complete and circulated.</p> <p>Site Plan Application approved by Council on May 26, 2015.</p> <p>Inactive.</p> <p><b>File Closed.</b></p>	<p><i>Lawrence Kuk Ext. 4343</i></p>

PLANNING APPLICATION STATUS LIST - FIGURE 2  
September 11, 2018

<p>63</p>	<p>Pandolfo, et al. Lot 8, Part Lots 20 &amp; 21, Plan 132 14070 Yonge Street</p> <p>Templeton Planning Consulting Attn: Gary Templeton 905-727-8672</p> <p>Files: OPA-2012-03, ZBA-2003-21 &amp; SUB-2003-02</p>	<p>Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision to permit 29 single detached dwellings and two (2) open space blocks.</p>	<p>May. 7, 2003</p>	<p>Public Planning Meeting held February 27, 2013. Additional Public Planning Meetings held November 27, 2013 and March 26, 2014.</p> <p>Official Plan Amendment and Zoning By-law Amendment Applications approved by General Committee on June 17, 2014.</p> <p>Official Plan Amendment No. 6 (By-law 5656-14) and Zoning By-law Amendment 5657-14 enacted by Council on August 12, 2014 are in full force and effect.</p> <p>Draft Plan of Subdivision approved by Council on September 23, 2014.</p> <p>OMB Decision / Minutes of Settlement issued April 23, 2015, Case No. PL141259.</p> <p><b>Subdivision Agreement Registered on June 2018 as 65M-4614.</b></p> <p><b>File Closed.</b></p>	<p>Lawrence Kuk Ext. 4343</p>
<p>64</p>	<p>Genview Development Corp. 14575 Bayview Avenue</p> <p>Malone Given Parsons Attn: Joan MacIntyre 905-513-0170 Ext. 115</p> <p>Files: ZBA-2001-04 &amp; SUB-2001-01</p>	<p>Plan of Subdivision to permit 61 residential lots.</p>	<p>Jan. 4, 2001</p>	<p>Phase 1 consisting of 56 lots was registered on October 20, 2011.</p> <p>Registered Plan 65M-4292.</p> <p>Phase II (5 lots) to be developed with adjacent lands: SUB-04-07.</p> <p>Revised Engineering Drawings submitted to the Town for review.</p> <p>Phase II Subdivision Agreement being prepared in conjunction with File No. SUB-2007-04.</p>	<p>Lawrence Kuk Ext. 4343</p>



**Town of Aurora  
General Committee Report No. CS18-028**

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**Subject:** Policy for Ad Hoc/Advisory Committees and Local Boards  
**Prepared by:** Michael de Rond, Town Clerk  
**Department:** Corporate Services  
**Date:** December 11, 2018

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### **Recommendation**

- 1. That Report No. CS18-028 be received; and**
- 2. That Attachment 2, the policy for Ad Hoc/Advisory Committees and Local Boards be approved;**
- 3. That the following Advisory Committees be established:**
  - Community Recognition Review Advisory Committee**
  - Community Services Advisory Committee**
  - Heritage Advisory Committee**
  - Finance Advisory Committee (Council members only)**
  - Governance Review Ad-Hoc Committee**
- 4. That Staff be directed to advertise for members of the Committees listed above with the exception of the Finance Advisory Committee**
- 5. That the attached Terms of Reference for each Committee be approved.**

### **Executive Summary**

This report seeks the adoption of a modified policy for the Town's Ad Hoc/Advisory Committees and Local Boards. The following are the key points from the report;

- The proposed committee structure would resemble the previous term with the exception of consolidating the Parks, Recreation and Cultural Services Committee, Environmental Advisory Committee and the Trails and Active Transportation Advisory Committee**
- Staff are proposing the Governance Review Ad-Hoc Committee be enacted at the beginning of the Council term.**

- Staff are proposing minor amendments to the Ad Hoc/Advisory Committee and Local Board policy.
- The draft Terms of Reference for the proposed committees are similar to the previous term of Council with minor changes being recommended
- As per Provincial Legislation, members of Ad Hoc/Advisory Committees and Local Boards will be bound by a code of conduct.

## **Background**

Ad Hoc/Advisory Committees and Local Boards provide residents of Aurora with a meaningful way to participate in their local government between elections. The appointment of members of the community allows for a wide range of viewpoints regarding the direction of local government policy in Aurora.

Council may establish discretionary advisory committees each term to operate in conjunction with the term of Council, or Council may from time to time establish such advisory committees as it deems appropriate to provide direction on a specific initiative or matter. The terms of reference for any such committee, as well as the procedural rules to be followed by those committees, are at the sole discretion of Council.

Staff are in the midst of recruiting for the committees that are required by legislation including the Aurora Public Library Board, Accessibility Advisory Committee and Committee of Adjustment (includes membership on the Aurora Appeals Tribunal and the Property Standards Committee).

## **Analysis**

**The proposed committee structure would resemble the previous term with the exception of consolidating the Parks, Recreation and Cultural Services Committee, Environmental Advisory Committee and the Trails and Active Transportation Advisory Committee**

More efficiency can be achieved by consolidating the Parks, Recreation and Cultural Services Advisory Committee, Environmental Advisory Committee and the Trails and Active Transportation Advisory Committee to form the Community Advisory Committee. The Legislative Services division experienced multiple occasions where meetings were cancelled from these three committees due to lack of agenda items. Doing this would help ensure more substance and substantial discussion at the meetings.



December 11, 2018

Page 3 of 6

Report No. CS18-028

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Staff are recommending the following discretionary Advisory Committees be enacted for the 2018-2022 Council term;

- Community Recognition Review Advisory Committee
- Community Services Advisory Committee
- Heritage Advisory Committee
- Finance Advisory Committee (Council members only)
- Governance Review Ad Hoc Committee

As in described in the attached Terms of Reference, staff are recommending the Finance Advisory Committee be comprised of three Members of Council, to be chosen on with the remainder of the Advisory Committee members in January.

**Staff are proposing the Governance Review Ad Hoc Committee be enacted at the beginning of the Council term.**

The Governance Review Ad Hoc Committee was enacted in 2017 and tasked with reviewing the potential for instituting a ward system in Aurora prior to the 2018 Municipal Election and also with looking at compensation of Members of Council. The committee recommended a change to Council compensation, and ultimately decided that the issue of wards should be raised this term as it was too late in the last term to make a change to the electoral system. One of the final recommendations of the committee was to enact the committee early in 2018-2022.

Staff have heard from some Members of Council as well as the public that the system of governance in Aurora should be studied with alternatives to the current at-large system being presented. Enacting this committee from the beginning of term would ensure a good start to these initiatives.

**Staff are proposing minor amendments to the Ad Hoc/Advisory Committee and Local Board policy.**

Although the policy for the previous term of Council stipulated that Ad Hoc and Advisory Committees advise Town Staff, in practice, motions from advisory committees were presented to Council with little or no further information. When these motions were the result of a staff report regarding a particular matter, Council was able to learn more by consulting the report. Staff are concerned about the rare occurrences when a motion passed in the New Business portion of the committee meeting leaving Council with a decision on whether to move forward on an initiative with a lack of information. In an effort to provide Council with the most information as possible, Staff are recommending

December 11, 2018

Page 4 of 6

Report No. CS18-028

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that all committee recommendations be reviewed by the Agenda Management Team to ascertain whether Senior Staff recommend that Council moves forward or if the matter should be referred back to staff for a report.

Staff are also recommending that the role of members of Council be a liaison role, rather than directly driving the business of the committee. To that end, the policy being recommended includes citizen Chairs of Committees. This is a common practice in other municipalities and helps create a sense of ownership for the Chair and Vice-Chair of the work being done by the committee. The Governance Review Ad Hoc Committee that was struck in 2017 was chaired by a resident of Aurora and obtained great results.

**The draft Terms of Reference for the proposed Committees are similar to the previous term of Council with minor changes being recommended**

The Terms of Reference for each recommend committee are contained in attachments to this report. Two changes are being recommended to the Heritage Advisory Committee. The first is reducing the size of the committee from nine to seven members. The committee would consist of one Council member, four members of the public, one honorary member and one member from the Aurora Historical Society (as recommended by last term's Heritage Advisory Committee). This would be concurrent with Council's reduction from nine to seven members and help mitigate the heavier workload for this term's Council.

The second change is to schedule the meetings bi-monthly, rather than every month. This would create more efficiency at the staff level while aligning the Heritage Committee with other advisory committees that meet bi-monthly.

The terms are also written more parallel with the proposed Ad Hoc/Advisory Committee and Local Board Policy, which notes that committees and boards advise Town staff and not Council directly.

**As per Provincial Legislation, members of Ad Hoc/Advisory Committees and Local Boards will be bound by a code of conduct.**

Bill 68, the *Modernizing Ontario's Municipal Legislation Act, 2017*, mandates that members of Ad Hoc/Advisory Committees and Local Boards must be bound by a Code of Conduct. Staff recommend that the Council Code of Conduct, to be brought forward to Council early in 2019, contain language which includes that all committee and Board Members be required to follow the provisions of that policy.

December 11, 2018

Page 5 of 6

Report No. CS18-028

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## **Legal Considerations**

None

## **Financial Implications**

None

## **Communications Considerations**

Legislative Services staff will work with Communications staff to ensure that the advertisements for committee membership are posted in all locations.

## **Link to Strategic Plan**

The proposed Ad-Hoc/Advisory Committee and Local Boards policy supports **progressive corporate excellence and continuous improvement** by implementing policy and processes that reflect sound and accountable governance.

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

1. That the policy for Ad Hoc/Advisory Committees and Local Boards from the 2014-2018 term of Council, including the same committees from the term, be enacted.
2. Council provides direction

## **Conclusions**

A strong system of Ad Hoc/Advisory Committees and Local Boards helps foster good governance in municipalities. Staff believe the recommendations in this report help achieve good governance in Aurora by creating an efficient system where citizens can participate and help decide on policy directions.

## **Attachments**

Attachment 1 – 2014–2018 Policy for Ad Hoc/Advisory Committees and Local Boards

December 11, 2018

Page 6 of 6

Report No. CS18-028

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Attachment 2 – Proposed 2018-2022 Policy for Ad Hoc/Advisory Committees and Local Boards

Attachment 3 – Terms of Reference for the Community Recognition Review Advisory Committee

Attachment 4 – Terms of Reference for the Community Advisory Committee

Attachment 5 – Terms of Reference for the Heritage Advisory Committee

Attachment 6 – Terms of Reference for the Finance Advisory Committee

Attachment 7 – Terms of Reference for the Governance Review Ad Hoc Committee

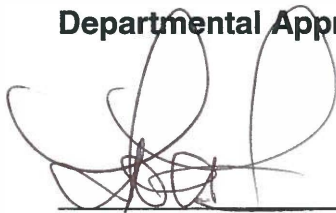
### **Previous Reports**

None

### **Pre-submission Review**

Agenda Management Team review on November 22, 2018

#### **Departmental Approval**



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**Techa van Leeuwen  
Director  
Corporate Services**

#### **Approved for Agenda**



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**Doug Nadorozny  
Chief Administrative Officer**



TOWN OF AURORA  
Legal & Legislative Services Department

**Corporate Policies, Programs and Procedures  
Policy for Ad Hoc/Advisory Committees and Local Boards**

<b>Title of Policy:</b>	Policy for Ad Hoc/Advisory Committees and Local Boards	<b>Affects:</b>	All Employees, Elected Officials and the members of the public appointed to Ad Hoc Committees, Advisory Committees and Local Boards
<b>Section:</b>	Legislative Services	<b>Replaces:</b>	N/A
<b>Original Policy Date:</b>		<b>Revision Date:</b>	December 16, 2014
<b>Effective Date:</b>	December 16, 2014	<b>Next Review Date:</b>	As Required
<b>Prepared By:</b>	Legal & Legislative Services	<b>Approval Authority:</b>	Council

**1.0 Purpose**

Council for the Corporation of the Town of Aurora is required by provincial legislation to establish certain local boards and committees. Additionally, Council may establish Ad hoc or Advisory Committees to provide opportunities for members of the public to have input into the decisions of the Town. To ensure effective and efficient operation of all local Boards and committees this policy establishes:

- (a) the procedures to be followed in establishing Ad Hoc Committees, Advisory Committees and Local Boards (not otherwise required by provincial legislation).
- (b) the procedures for recruiting and appointing members of the public to serve on any Ad Hoc Committees, Advisory Committees and Local Boards, including any Statutory Board or Committee.
- (c) the procedural requirements, not provided for in the Procedural By-law, necessary for the effective and efficient operations of an Ad Hoc Committees, Advisory Committees and Local Boards, including any Statutory Board or Committee.

**2.0 APPLICATION**

- 2.0 This Policy applies to all Ad Hoc committees, Advisory Committees and Local Boards established by Council for the Corporation of the Town of Aurora.
- 2.1 In respect to Statutory Board and Committees, this policy is intended to supplement provincial legislation where applicable to such appointments.
- 2.2 In the event of conflict with provincial legislation, the provisions of the provincial legislation shall prevail.
- 2.3 This policy does not apply to a Compliance Audit Committee established by Council under the provisions of subsection 81.1(1) of the *Municipal Elections Act, 1996, S.O. 1996, c.32, Sch, s.1(1)*, as amended.
- 2.4 This policy does not apply to any standing committees comprised of all Council Members.
- 2.5 The Clerk is responsible for interpreting this policy and establishing any forms which may be required by this policy.

### **3.0 DEFINITIONS**

In this Policy, the following words have the following meanings:

- a) “C.A.O.” means the means the Chief Administrative Officer appointed by Council, or his or her designate;
- b) “Clerk” means the Town Clerk, or his or her designate;
- c) “Council” means the Council of The Corporation of the Town of Aurora;
- d) “Council Members” means the Mayor or a Councillor;
- e) “Director” means the person appointed by the C.A.O. or Council as head of one of the Town’s administrative departments, or his or her designate;
- f) “Member” means a person, including a Council Member, appointed to serve on a Committee established under this policy
- g) “Procedural By-law” means Town of Aurora Procedural By-law 5330-11, as amended, and any successor procedural by-law adopted by Council; and,
- h) “Statutory Board or Committee” means a committee or local board that Council is required by provincial legislative to establish.

### **4.0 CREATION AND DISPOSITION OF COMMITTEES**

#### ***Ad Hoc Committees***

- 4.1 Council may from time to time, by resolution, establish such Ad Hoc Committees as it deems appropriate.
- 4.2 Ad Hoc Committees shall be discontinued by Council resolution when their recommendations upon the specified initiative or matter have been provided and further recommendations are no longer required.

#### ***Advisory Committees***

- 4.3 Council may from time to time, by resolution, establish such Advisory Committees as it deems appropriate to provide recommendations to such Department Heads as it may designate on a specific initiative or matter.

#### ***Local Boards***

- 4.4 Council may from time to time, by by-law, establish such Local Boards as it deems appropriate to carry out those functions which Council may lawfully authorize such Local Boards to perform, pursuant to the statute authorizing the creation of the Local Boards.
- 4.5 Local Boards shall only be discontinued by Council By-law, provided such Local Boards are not mandated by provincial legislation.

### **5.0 TERMS OF REFERENCE**

- 5.1 Ad Hoc and Advisory Committees may consider delegations, correspondence, staff reports and matters for discussion in relation to their Terms of Reference in order to provide advice or recommendations to General Committee Council.
- 5.2 Whenever possible, the Terms of Reference for a committee shall be established by Council concurrent with the creation of the Ad Hoc or Advisory Committee. In circumstances where to do so is not possible as a prelude to undertaking any other action, staff may be directed to prepare a proposed Terms of Reference for approval concurrent with the recruitment and first meeting(s) of the Committee.

- 5.3 The Terms of Reference for a Local Board shall be provided in the Council By-law establishing the Local Boards or subsequent amendments thereto within the jurisdiction of Council and in the provincial legislation authorizing creation of the Local Boards.

## **6.0 TERMS OF OFFICE**

- 6.1 A Member, other than Council Members, shall not be considered for reappointment to a Local Board or Committee after having served two (2) consecutive terms on that Local Board or Committee.
- 6.2 A Member may serve any number of consecutive terms on different Local Boards or Committees.
- 6.3 A Member, other than Council Members, may not serve on more than one (1) Local Boards or Committees at the same time. Council may choose to appoint a Member, other than Council Members, to more than one (1) committee by resolution, or by approving a Terms of Reference for a Local Board or Committee that specifically includes one or more Members serving on another Local Board or Committee.

### ***Resignation, Withdrawal or Removal from Office***

- 6.4 Members may resign from office at any time by submitting a letter of resignation to the Clerk and such resignation shall be effective upon receipt of such letter by the Clerk. Normally resignations are tabled for the information of Council at a subsequent Meeting.
- 6.5 Members may temporarily withdraw from office, upon the consent by resolution of Council, for a period of time not to exceed three (3) months. Such withdrawal shall be effective upon receipt of a notice of withdrawal by the Clerk and Council's consideration.

### ***Continuation Where a Member Is Retired***

- 6.6 It is intended that all Local Boards and Committees shall have the membership as set forth in the Terms of Reference for that entity. Where a Member resigns or is removed from office, Council shall determine within two (2) months whether to select a new Member or amend the Terms of Reference respecting the membership of that entity.

### ***Attendance***

- 6.7 Members are expected to attend all Meetings. Should an appointee engage in a course of absenteeism, as reflected in the minutes of the Local Boards and Committees, Council may, with or without a recommendation from the Local Boards and Committees, resolve to remove said Member from office.

### ***Remuneration***

- 6.8 Generally, Members who sit on Local Boards and Committees do not receive compensation; however, remuneration may be established at the discretion of Council. If Council decides by resolution to grant remuneration to Members who sit on Local Boards and Committees, the Terms of Reference for that Local Board or Committee shall be amended by the Clerk to reflect the change.

## **7.0 MEMBERSHIP**

- 7.1 The Mayor (or Deputy Mayor when acting in the place and stead of the Mayor) shall be an ex-officio Member of all Ad Hoc and Advisory Committees and Local Boards as may be established from time to time. Ex-officio Member may take part in Committee discussions but may not take part in the vote unless that Member is counted in order to form a quorum.
- 7.2 The Members for each Local Board shall be appointed from time to time by By-law or resolution.
- 7.3 Council shall appoint by resolution all of the Members to its Ad Hoc and Advisory Committees and such persons may be such Council Members, or members of the public as Council determines may be of assistance to its Ad Hoc and Advisory Committees.

- 7.4 Council Members who are not Committee Members shall be entitled to attend all Advisory Committee Meetings, including any Closed Session portion of the Meeting, and shall be entitled to speak at a Committee Meeting upon requesting recognition from the Chair, but shall not be entitled to vote. This privilege shall not be extended to Statutory Committees or Boards such as the Committee of Adjustment or the Library Board.

***Advertising***

- 7.5 All vacancies for Local Boards and Committees shall be advertised in the local media and any manner determined by the Clerk.

***Application Form***

- 7.6 All applications shall be submitted on a form established by the Clerk. Such applications shall be considered public documents. All applications received shall be kept by the Clerk until the end of the term of the current Council.

***Selection Process***

- 7.7 After a vacancy has been advertised, the Clerk shall provide Council with all applications received to date in relation to that office and all applications received during the term of the current Council provided such applications indicate a general willingness to hold an office such as the one that is vacant.
- 7.8 Where an applicant is clearly disqualified from a particular office by virtue of this Policy or other applicable law, the Clerk is authorized not to provide such applications to Council.
- 7.9 The selection of applicants shall be confirmed in an open Council Meeting. Nonetheless, given that aspects of the selection process may touch upon matters of a personal nature, Council may, at its discretion, review applications for office in a Closed Session Meetings prior to confirming appointments at an open Council Meeting.
- 7.10 In consideration of applications, Council may review any materials it wishes, including the applications, any references, conduct interviews with applicants and/or solicit recommendations from existing Local Boards and Committees.
- 7.11 Applicants will be selected based upon suitability, in the opinion of Council, to perform the tasks required by the office. Council shall avoid making an appointment which would create a conflict of interest or a perception of a conflict of interest relative to the activities of the Local Boards and Committees and the affiliation, profession or occupation of the appointee. Council shall have regard for legislation which may restrict or impinge upon Council's latitude with respect to Local Boards and Committees appointments.

***Qualifications***

- 7.12 All Members of Local Boards and Committees must at all times during their term of office be a resident within the municipality, or an owner of land within the municipality, or a tenant for the purposes of business tax as shown on the last revised Assessment Rolls for the municipality.
- 7.13 No person who is an "employee" within the meaning of Town Administration Procedure No. 1 may be appointed by Council to Local Boards and Committees. Employees should give consideration, prior to accepting appointments from other bodies empowered to appoint Members to Local Boards and Committees, as to whether a potential for conflict may exist.

***Declaration of Office***

- 7.14 Upon selection by Council and prior to undertaking any activity associated with the Local Boards and Committees, all appointees shall complete a Committee Declaration of Appointed Office and Authorization Form to Release Personal Information approved by the Clerk. The format of the Committee Declaration of Appointed Office and Authorization Form to Release Personal Information shall be approved by the Clerk.



***Training***

- 7.15 The Clerk will provide Members of Local Boards and Committees with information or training on their respective roles and duties.

**8.0 CHAIR**

- 8.1 The Chair and Vice Chair of the Advisory Committees shall be Council Members, with the exception of the Accessibility Advisory Committee, and shall have such responsibilities and powers as are provided for the Chair in Section 4 of the Procedural By-law.
- 8.2 The Chair of each Local Board and the term of the Chair shall be determined by the Members of the Local Board except to the extent that provincial legislation or a Council By-law relating specifically to that Local Board provides otherwise.
- 8.3 In the absence of the Chair and Vice Chair, the Members shall elect one of their Members as Chair for the purposes of that Meeting.
- 8.4 The Chair shall provide leadership and direction to the Committee or Local Board.
- 8.5 The Chair shall direct the affairs of the Committee or Local Board in accordance with the provisions of this Policy, applicable by-laws and procedures of the Town and provincial legislation.
- 8.6 The Chair shall ensure that Committees and Local Boards respect the authority of Council, and shall not permit debate of issues for which Council has made a final determination unless authorized to do so by Council.

**9.0 QUORUM**

- 9.1 A quorum for Ad Hoc and Advisory Committees shall require the attendance of a majority of the Members who may have been appointed.
- 9.2 Except to the extent that provincial legislation or a Council By-law relating specifically to that Local Board provides otherwise, a quorum for the Local Boards shall require the attendance of a majority of the Local Boards Members who may have been appointed.

**10.0 ADMINISTRATIVE SUPPORT**

- 10.1 The duties of the Secretary to each Ad Hoc or Advisory Committee or Local Board shall be carried out by staff as appointed by the C.A.O. in consultation with the Chair, and each Secretary shall continue under the supervision of their respective Director.
- 10.2 The duties of the Secretary to each Advisory Committee shall be carried out by staff as directed by the Clerk.
- 10.3 Where the staff person appointed by the C.A.O. is unavailable, the Committee or Local Board Members shall appoint a person as Secretary for the purposes of that Meeting.
- 10.4 The Secretary shall prepare an Agenda and Attachments at the direction of the appropriate Director and shall make such materials available to all Council Members, to the Members, to the C.A.O. and the Clerk.
- 10.5 The Secretary shall provide Notice of the Meeting to the public in accordance with the provisions in Section 2 of the Procedural By-law or any other applicable provincial legislation.
- 10.6 Where materials are provided for the Committee's consideration that were not previously circulated with the Agenda and Attachments, the Secretary shall make such materials available to all Council Members, the C.A.O. and the Clerk as soon as is practicable after the Committee Meeting by placing a copy of such materials in the internal mail system of the Town or by electronic mail.

- 10.7 The duties of the Ad Hoc or Advisory Committee Secretary shall not include circulation of correspondence arising from adoption of the Ad Hoc or Advisory Committee recommendations by Council, since that function will be provided by the Clerk.
- 10.8 It shall also be open to the C.A.O to provide the Ad Hoc Committee with staff technical support should the matters to be considered by the Committee require such expertise and, in such cases, the role of the Secretary may be separated or consolidated with the role of the technical support person.
- 10.9 The Secretary of an Ad Hoc Committee or Advisory Committee shall prepare and provide draft minutes of all Committee's Meetings to the Clerk.
- 10.10 The Secretary of a Local Board shall prepare minutes of the Local Board's Meetings to be provided for the information of General Committee under the signature of the Chair, if so directed by the Chair of the Local Board, or shall prepare an informal minutes of the Board's Meetings to form part of the files retained by the Town, subject to applicable provincial legislation.

## **11.0 OPEN MEETINGS AND NOTICE OF MEETINGS**

- 11.1 Meetings of Ad Hoc and Advisory Committees and Local Boards appointed by Council shall be held at the Aurora Town Hall or other disability accessible Town-owned facility at a time and date established by the Committee at the beginning of the year/term, unless it is in the public interest to temporarily convene a Meeting at another location within the Town of Aurora.
- 11.2 Any Meeting of Ad Hoc and Advisory Committees and Local Boards may be cancelled or rescheduled subject to the approval of the majority of the Committee, and proper Notice of the change shall be circulated to the media and posted on the Town's Notice Board if possible.
- 11.3 The Secretary shall give Notice of all Meetings by making available for pick-up a copy of the Agenda and Attachments to all Council Members, to the Committee Members, to the C.A.O. and to the Clerk.
- 11.4 The Secretary shall also place a copy of the Agenda on the bulletin board in the lobby of Town Hall and shall make a copy of the Agenda available to the Aurora Public Library and to those members of the press who have requested that they be placed on the circulation list, and the Agenda shall be posted on the Town website.
- 11.5 Where a Meeting is called upon with less than twenty-four (24) hours advance Notice, it shall be the responsibility of the Chair and the Secretary to make reasonable efforts to provide Notice to those concerned.
- 11.6 All Meetings of Ad Hoc and Advisory Committees and Local Boards shall be open to the public, except as provided for in Section 2 of the Procedural By-law, and Committee/Board Members shall observe all provisions respecting Closed Session Meetings in this Policy. Materials supplied for Closed Session consideration must previously have been circulated to all Members of Council, the C.A.O. and the Clerk, taking due care to ensure the confidentiality of such materials.

## **12.0 PROCEDURES AND RULES OF DEBATE**

- 12.1 Procedures and rules of debate as set out in the Procedural By-law shall apply in the conduct of all Ad Hoc and Advisory Committee Meetings.
- 12.2 It is intended that the conduct of all Local Board Meetings shall be formal, and the Meeting shall incorporate all statutory requirements in relation to that Local Board.
- 12.3 The order of business shall include disclosures of interest.

- 12.4 The Ad Hoc or Advisory Committee shall have authority to hear Delegations and to consider staff reports and correspondence in addition to topics for general discussion within the mandate of the Committee's Terms of Reference.
- 12.5 Debate on any matter shall proceed formally under the direction of the Chair, except that Committee/Board Members may speak to any issue more than once provided all other Committee Members who wish to speak have had an opportunity to do so.
- 12.6 Members shall refrain from criticizing staff or decisions of Council.
- 12.7 No vote taken at an Ad Hoc or Advisory Committee Meeting shall be a recorded vote and any vote previously taken during that Meeting may be reconsidered.
- 12.8 The Chair shall have authority to determine the conduct of Members in accordance with Section 4 of the Procedural By-law.

### **13.0 REPORTING**

- 13.1 No discussion or recommendation of an Ad Hoc, Advisory Committee or Local Board shall constitute an act of Council.
- 13.2 The Clerk or Secretary will circulate the draft minutes referred to in section 10.9 of this policy to Members for comment. The Clerk will consider any comments received and prepare final Minutes which will be deemed approved by the Committee.
- 13.3 Minutes of all Ad Hoc Committees, Advisory Committee or Local Board meetings, including any recommendations contained therein, shall be provided to General Committee or Council for information purposes only.
- 13.4 Where an Ad Hoc, Advisory Committee or Local Board has adopted a recommendation, the C.A.O. or Director may reference any such recommendation in his or her reports to General Committee or Council.
- 13.5 Each Local Board shall report to the entity set forth in its enabling provincial legislation or the Council By-law enacted in relation to that Board.



TOWN OF AURORA  
Legislative Services Department

**Corporate Policies, Programs and Procedures  
Policy for Ad Hoc/Advisory Committees and Local Boards**

<b>Title of Policy:</b>	Policy for Ad Hoc/Advisory Committees and Local Boards	<b>Affects:</b>	All Employees, Elected Officials and the members of the public appointed to Ad Hoc Committees, Advisory Committees and Local Boards
<b>Section:</b>	Legislative Services	<b>Replaces:</b>	N/A
<b>Original Policy Date:</b>		<b>Revision Date:</b>	December 11, 2018
<b>Effective Date:</b>	December 11, 2018	<b>Next Review Date:</b>	As Required
<b>Prepared By:</b>	Legislative Services	<b>Approval Authority:</b>	Council

**1.0 Purpose**

Council for The Corporation of the Town of Aurora is required by provincial legislation to establish certain local boards and committees. Additionally, Council may establish Ad hoc or Advisory Committees to provide opportunities for members of the public to have input into the decisions of the Town. To ensure effective and efficient operation of all local Boards and committees this policy establishes:

- (a) the procedures to be followed in establishing Ad Hoc Committees, Advisory Committees and Local Boards (not otherwise required by provincial legislation).
- (b) the procedures for recruiting and appointing members of the public to serve on any Ad Hoc Committees, Advisory Committees and Local Boards, including any Statutory Board or Committee.
- (c) the procedural requirements, not provided for in the Procedure By-law 6068-18, as amended, necessary for the effective and efficient operations of an Ad Hoc Committees, Advisory Committees and Local Boards, including any Statutory Board or Committee.

**2.0 APPLICATION**

- 2.0 This Policy applies to all Ad Hoc committees, Advisory Committees and Local Boards established by Council for the Corporation of the Town of Aurora, **except for the Aurora Economic Development Corporation.**
- 2.1 In respect to Statutory Board and Committees, this policy is intended to supplement provincial legislation where applicable to such appointments.
- 2.2 In the event of conflict with provincial legislation, the provisions of the provincial legislation shall prevail.
- 2.3 This policy does not apply to a Compliance Audit Committee established by Council under the provisions of subsection 81.1(1) of the *Municipal Elections Act, 1996, S.O. 1996, c.32, Sch, s.1(1)*, as amended.
- 2.4 This policy does not apply to any standing committees comprised of all Council Members.
- 2.5 The Clerk is responsible for interpreting this policy and establishing any forms which may be required by this policy.

### **3.0 DEFINITIONS**

In this Policy, the following words have the following meanings:

- a) “C.A.O.” means the means the Chief Administrative Officer appointed by Council, or his or her designate;
- b) “Clerk” means the Town Clerk, or his or her designate;
- c) “Council” means the Council of The Corporation of the Town of Aurora;
- d) “Council Members” includes the Mayor or a Councillor;
- e) “Director” means the person appointed by the C.A.O. or Council as head of one of the Town’s administrative departments, or his or her designate;
- f) “Member” means a person, including a Council Member, appointed to serve on a Committee established under this policy **and may include a Member of Council unless stated otherwise.**
- g) “Procedure By-law” means Town of Aurora Procedure By-law 6068-18, as amended, and any successor procedure by-law adopted by Council; and,
- h) “Statutory Board or Committee” means a committee or local board that Council is required by provincial legislative to establish.

**Any term not defined by this policy shall have the same meaning as it does in the Procedure By-law.**

### **4.0 CREATION AND DISPOSITION OF COMMITTEES**

#### ***Ad Hoc Committees***

- 4.1 Council may from time to time, by resolution, establish such Ad Hoc Committees as it deems appropriate.
- 4.2 Ad Hoc Committees shall be discontinued by Council resolution when their recommendations upon the specified initiative or matter have been provided and further recommendations are no longer required.

#### ***Advisory Committees***

- 4.3 Council ~~may from time to time,~~ **shall** by resolution, establish such Advisory Committees as it deems appropriate to provide recommendations to such ~~Department Heads~~ **Directors** as it may designate on a specific initiative or matter.

#### ***Local Boards***

- 4.4 Council may from time to time, by by-law, establish such Local Boards as it deems appropriate to carry out those functions which Council may lawfully authorize such Local Boards to perform, pursuant to the statute authorizing the creation of the Local Boards.
- 4.5 Local Boards shall only be discontinued by Council By-law, provided such Local Boards are not mandated by provincial legislation.

### **5.0 TERMS OF REFERENCE**

- 5.1 Ad Hoc and Advisory Committees may consider delegations, correspondence, staff reports and matters for discussion in relation to their Terms of Reference in order to provide advice or recommendations, **through staff,** to General Committee Council.
- 5.2 Whenever possible, the Terms of Reference for a committee shall be established by Council concurrent with the creation of the Ad Hoc or Advisory Committee. In circumstances where to do so is not possible as a prelude to undertaking any other action, staff may be directed to

prepare a proposed Terms of Reference for approval concurrent with the recruitment and first meeting(s) of the Committee.

- 5.3 The Terms of Reference for a Local Board shall be provided in the Council By-law establishing the Local Boards or subsequent amendments thereto within the jurisdiction of Council and in the provincial legislation authorizing creation of the Local Boards.

## **6.0 TERMS OF OFFICE**

- 6.1 A Member, other than Council Members, shall not be considered for reappointment to a Local Board or Committee after having served two (2) consecutive terms on that Local Board or Committee.
- 6.2 A Member may serve any number of consecutive terms on different Local Boards or Committees, **subject to section 6.3 of this policy.**
- 6.3 A Member, other than Council Members, may not serve on more than one (1) Local Boards or Committees at the same time. Council may choose to appoint a Member, other than Council Members, to more than one (1) committee by resolution, or by approving a Terms of Reference for a Local Board or Committee that specifically includes one or more Members serving on another Local Board or Committee.

### ***Resignation, Withdrawal or Removal from Office***

- 6.4 Members may resign from office at any time by submitting a letter of resignation to the Clerk and such resignation shall be effective upon receipt of such letter by the Clerk. Normally resignations are tabled for the information of Council at a subsequent Meeting.
- 6.5 Members may temporarily withdraw from office, upon the consent by resolution of Council, for a period of time not to exceed three (3) months. Such withdrawal shall be effective upon receipt of a notice of withdrawal by the Clerk. ~~and Council's consideration.~~

### ***Continuation Where a Member Is Retired***

- 6.6 It is intended that all Local Boards and Committees shall have the membership as set forth in the Terms of Reference for that ~~entity~~ **Committee/Board**. Where a Member resigns or is removed from office, Council shall determine within two (2) months whether to select a new Member or amend the Terms of Reference respecting the membership of that entity.

### ***Attendance***

- 6.7 Members are expected to attend all Meetings. Should an appointee **be absent for three (3) consecutive meetings**, ~~engage in a course of absenteeism~~, as reflected in the minutes of the Local Boards and Committees, Council may, with or without a recommendation from the Local Boards and Committees, resolve to remove said Member from office.

### ***Remuneration***

- 6.8 Generally, Members who sit on Local Boards and Committees do not receive compensation; however, remuneration may be established at the discretion of Council. If Council decides by resolution to grant remuneration to Members who sit on Local Boards and Committees, the Terms of Reference for that Local Board or Committee shall be amended by the Clerk to reflect the change.

## **7.0 MEMBERSHIP**

- 7.1 The Mayor (or Deputy Mayor when acting in the place and stead of the Mayor) shall be an ex-officio Member of all Ad Hoc and Advisory Committees and Local Boards as may be established from time to time. Ex-officio Member may take part in Committee discussions but may not take part in the vote unless that Member is counted in order to form a quorum.
- 7.2 The Members for each Local Board shall be appointed from time to time by By-law or resolution.

- 7.3 Council shall appoint by resolution all of the Members to its Ad Hoc and Advisory Committees and such persons may be such Council Members, or members of the public as Council determines may be of assistance to its Ad Hoc and Advisory Committees.
- 7.4 Council Members who are not Members shall be entitled to attend all Advisory Committee Meetings, ~~including any Closed Session portion of the Meeting~~, and shall be entitled to speak at a Committee Meeting upon requesting recognition from the Chair, but shall not be entitled to vote. This privilege shall not be extended to **any Closed Session portion of the meeting** or Statutory Committees or Boards such as the Committee of Adjustment or the Library Board.

#### **Advertising**

- 7.5 All vacancies for Local Boards and Committees shall be advertised in the local media and any manner determined by the Clerk.

#### **Application Form**

- 7.6 All applications shall be submitted on a form established by the Clerk. Such applications shall be considered public documents. ~~All applications received shall be kept by the Clerk until the end of the term of the current Council.~~

#### **Selection Process**

- 7.7 After a vacancy has been advertised, the Clerk shall provide Council with all applications received to date in relation to that office. ~~and all applications received during the term of the current Council provided such applications indicate a general willingness to hold an office such as the one that is vacant.~~
- 7.8 Where an applicant is clearly disqualified from a particular office by virtue of this Policy or other applicable law, the Clerk is authorized not to provide such applications to Council.
- 7.9 The selection of applicants shall be confirmed in an open Council Meeting. Nonetheless, given that aspects of the selection process may touch upon matters of a personal nature, Council ~~may, at its discretion,~~ **shall** review applications for office in a Closed Session Meetings prior to confirming appointments at an open Council Meeting.
- 7.10 In consideration of applications, Council may review any materials it wishes, including the applications, any references, conduct interviews with applicants and/or solicit recommendations from existing Local Boards and Committees.
- 7.11 Applicants will be selected based upon suitability, in the opinion of Council, to perform the tasks required by the office. Council shall avoid making an appointment which would create a conflict of interest or a perception of a conflict of interest relative to the activities of the Local Boards and Committees and the affiliation, profession or occupation of the appointee. Council shall have regard for legislation which may restrict or impinge upon Council's latitude with respect to Local Boards and Committees appointments.

#### **Qualifications**

- 7.12 All Members of Local Boards and Committees must at all times during their term of office be a resident within the municipality, or an owner of land within the municipality, or a tenant for the purposes of business tax as shown on the last revised Assessment Rolls for the municipality.
- 7.13 No person who is an "employee" within the meaning of Town Administration Procedure No. 1 may be appointed by Council to Local Boards and Committees. Employees should give consideration, prior to accepting appointments from other bodies empowered to appoint Members to Local Boards and Committees, as to whether a potential for conflict may exist.

#### **Declaration of Office**

- 7.14 Upon selection by Council and prior to undertaking any activity associated with the Local Boards and Committees, all appointees shall complete a Committee Declaration of Appointed Office and Authorization Form to Release Personal Information approved by the Clerk. The format of the required documents shall be approved by the Clerk.

**Training**

- 7.15 The Clerk will provide Members of Local Boards and Committees with information or training on their respective roles and duties.

**8.0 CHAIR**

- 8.1 The Chair and Vice Chair of the Advisory Committees shall be ~~Council Members~~ **appointed by a vote of the members at the first meeting**, with the exception of the ~~Accessibility Advisory Committee~~, and shall have such responsibilities and powers as are provided for the Chair in ~~Section 4 of the Procedure By-law~~, **as amended from time to time. The Chair may not be a member of Council.**
- 8.1.1 **To select a Chair and Vice Chair, the Clerk or other assigned staff person will call on Members two (2) times to move a motion to nominate a Member as Chair, which must be duly seconded. The Committee will vote on the motions in order in which they are made until a majority vote affirms the selection of the Chair.**
- 8.2 The Chair of each Local Board and the term of the Chair shall be determined by the Members of the Local Board except to the extent that provincial legislation or a Council By-law relating specifically to that Local Board provides otherwise.
- 8.3 In the absence of the Chair and Vice Chair, the Members shall elect one of their Members as Chair for the purposes of that Meeting.
- 8.4 The Chair shall provide leadership and direction to the Committee or Local Board.
- 8.5 The Chair shall direct the affairs of the Committee or Local Board in accordance with the provisions of this Policy, applicable by-laws and procedures of the Town and provincial legislation.
- 8.6 The Chair shall ensure that Committees and Local Boards respect the authority of Council, and shall not permit debate of issues for which Council has made a final determination unless authorized to do so by Council.

**9.0 QUORUM**

- 9.1 A quorum for Ad Hoc and Advisory Committees shall require the attendance of a majority of the Members who may have been appointed.
- 9.2 Except to the extent that provincial legislation or a Council By-law relating specifically to that Local Board provides otherwise, a quorum for the Local Boards shall require the attendance of a majority of the Local Boards Members who may have been appointed.

**10.0 ~~ADMINISTRATIVE~~ STAFF SUPPORT**

- 10.1 The duties of the ~~Secretary~~ **Staff Liaison** to each Ad Hoc or Advisory Committee or Local Board shall be carried out by staff as appointed by the C.A.O. in consultation with the Chair, and each ~~Secretary~~ **Staff Liaison** shall continue under the supervision of their respective Director, **if applicable.**
- 10.2 The duties of the **Committee Coordinator** for each Advisory Committee shall be carried out by staff as directed by the Clerk.
- 10.3 Where the staff person appointed by the C.A.O. is unavailable, the Committee or Local Board Members shall appoint a person as Secretary for the purposes of that Meeting.
- 10.4 The Committee Coordinator shall prepare an Agenda and Attachments at the direction of the appropriate Director and shall make such materials available to all Council Members, to the Members, to the C.A.O. and the Clerk.



- 10.5 The Committee Coordinator shall provide notice of the Meeting to the public in accordance with the provisions in Section 15(f) of the Procedure By-law or any other applicable provincial legislation.
- 10.6 Where materials are provided for the Committee's consideration that were not previously circulated with the Agenda and Attachments, the Committee Coordinator shall make such materials available to all Council Members, the C.A.O. and the Clerk as soon as is practicable after the Committee Meeting by placing a copy of such materials in the internal mail system of the Town or by electronic mail, **and by posting materials on the Town's webpage.**
- 10.7 The duties of the Ad Hoc or Advisory Committee Coordinator shall not include circulation of correspondence arising from adoption of the Ad Hoc or Advisory Committee recommendations by Council, since that function will be provided by the Clerk.
- 10.8 It shall also be open to the C.A.O to provide the Ad Hoc Committee with staff technical support should the matters to be considered by the Committee require such expertise and, in such cases, the role of the Committee Coordinator may be separated or consolidated with the role of the technical support person.
- 10.9 The Committee Coordinator of an Ad Hoc Committee or Advisory Committee shall prepare and provide draft minutes of all Committee's Meetings to the Clerk.
- 10.10 The Secretary/Committee Coordinator of a Local Board shall prepare minutes of the Local Board's Meetings to be provided for the information of General Committee ~~under the signature of the Chair~~, if so directed by the Chair of the Local Board, or shall prepare an informal minutes of the Board's Meetings to form part of the files retained by the Town, subject to applicable provincial legislation.

#### **11.0 OPEN MEETINGS AND NOTICE OF MEETINGS**

- 11.1 Meetings of Ad Hoc and Advisory Committees and Local Boards appointed by Council shall be held at the Aurora Town Hall or other disability accessible Town-owned facility at a time and date established by the Committee at the beginning of the year/term, unless it is in the public interest to temporarily convene a Meeting at another location within the Town of Aurora.
- 11.2 Any Meeting of Ad Hoc and Advisory Committees and Local Boards may be cancelled or rescheduled subject to the approval ~~of the majority of the Committee~~ **of the Chair and Staff Liaison**, and proper notice of the change shall be circulated to ~~all Members the media~~ and posted on the ~~Town's website Notice Board~~ **if possible as per the Procedure By-law.**
- 11.3 The Committee Coordinator shall give notice of all Meetings by making available for pick-up a copy of the Agenda and Attachments to all Council Members, to the Committee Members, to the C.A.O., to the Clerk, **and the Agenda shall be posted on the Town website.**
- 11.4 ~~The shall also place a copy of the Agenda on the bulletin board in the lobby of Town Hall and shall make a copy of the Agenda available to the Aurora Public Library and to those members of the press who have requested that they be placed on the circulation list, and the Agenda shall be posted on the Town website.~~
- 11.4 Where a Meeting is called upon with less than twenty-four (24) hours advance notice, it shall be the responsibility of the Chair and the Committee Coordinator to make reasonable efforts to provide notice to those concerned, **as per the Procedure By-law.**
- 11.5 All Meetings of Ad Hoc and Advisory Committees and Local Boards shall be open to the public, except as provided for in the Procedure By-law, and Committee/Board Members shall observe all provisions respecting Closed Session Meetings in this Policy. Materials supplied for Closed Session consideration must previously have been circulated to all Members of Council, the C.A.O. and the Clerk, taking due care to ensure the confidentiality of such materials, **and the materials shall be collected at the end of the Closed Session meeting.**

**12.0 PROCEDURES AND RULES OF DEBATE**

- 12.1 Procedures and rules of debate as set out in the Procedure By-law shall apply in the conduct of all Ad Hoc and Advisory Committee Meetings.
- 12.2 It is intended that the conduct of all Local Board Meetings shall be formal, and the Meeting shall incorporate all statutory requirements in relation to that Local Board.
- 12.3 The order of business shall include disclosures of interest.
- 12.4 The Ad Hoc or Advisory Committee shall have authority to hear Delegations and to consider staff reports and correspondence in addition to topics for general discussion within the mandate of the Committee's Terms of Reference.
- 12.5 Debate on any matter shall proceed formally under the direction of the Chair, ~~except~~ and that Committee/Board Members may speak to any issue **no more than twice**. ~~more than once provided all other Committee Members who wish to speak have had an opportunity to do so.~~
- 12.6 Members shall refrain from criticizing staff or decisions of Council.
- 12.7 No vote taken at an Ad Hoc or Advisory Committee Meeting shall be a recorded vote. ~~and any vote previously taken during that Meeting may be reconsidered.~~
- 12.8 The Chair shall have authority to determine the conduct of Members in accordance with Section 10 of the Procedure By-law.

**13.0 REPORTING**

- 13.1 No discussion or recommendation of an Ad Hoc, Advisory Committee or Local Board shall constitute an act of Council.
- 13.2 The Clerk or Committee Coordinator will circulate the draft minutes referred to in section 10.9 of this policy to Members for comment. The Clerk will consider any comments received and prepare final Minutes which will be deemed approved by the Committee.
- 13.3 Minutes of all Ad Hoc Committees, Advisory Committee or Local Board meetings, including any recommendations contained therein, shall be provided to General Committee or Council for information purposes only. **The receipt of minutes from Ad Hoc Committees, Advisory Committees or Local Board by Council does not constitute endorsement by the Town of any recommendations or actions contained therein.**
- 13.4 **All Committee recommendations shall proceed to an Agenda Management Team Meeting where Senior Staff will decide whether the recommendation should proceed to Council to be enacted or whether Council could benefit from a further report from staff before making a decision.**
- 13.5 Where an Ad Hoc, Advisory Committee or Local Board has adopted a recommendation, the C.A.O. or Director may reference any such recommendation in his or her reports to General Committee or Council.
- 13.6 Each Local Board shall report to the entity set forth in its enabling provincial legislation or the Council By-law enacted in relation to that Board.



Attachment 3

## **COMMUNITY RECOGNITION REVIEW ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

#### **1. PURPOSE**

The Community Recognition Review Advisory Committee is formed to support Town staff in various aspects of the Community Recognition Awards Event.

#### **2. MEMBERSHIP**

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

- Two (2) members of Council; and
- Five (5) citizen members selected by Council.

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

#### **3. TERM**

The 2018-2022 Term of Council.

#### **4. REMUNERATION**

None

#### **5. DUTIES AND FUNCTIONS**

- Support Town staff in the delivery of the Community Recognition Awards by supporting community participation through the nomination process and sponsorship opportunities;
- Advise staff on opportunities to continuously improve the Community Recognition Awards.
- Appoint an independent Selection Committee, which has the delegated authority to formally approve the recipients of the Community Recognition Awards.



**Attachment 3**

**Community Recognition Review Ad Hoc Committee  
Terms of Reference  
Page 2 of 2**

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**6. REPORTING**

When necessary, the Committee shall report through the staff liaison to General Committee

**7. MEETING TIMES AND LOCATIONS**

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

**8. STAFF SUPPORT**

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

The Legislative Services division will provide administrative support services to the Committee.



Attachment 4

## **COMMUNITY ADVISORY COMMITTEE TERMS OF REFERENCE**

### **1. PURPOSE**

The Community Advisory Committee is formed to support and advise Town staff in various issues that affect the Town of Aurora as a whole. The Committee is the result of combining the Parks, Recreation and Cultural Services Advisory Committee, Environmental Advisory Committee and the Trails and Active Transportation Advisory Committee from the previous term.

The mandate of the committee is meant to be broad and include matters and initiatives outside the jurisdiction of other, narrower mandated committees.

### **2. MEMBERSHIP**

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

- Two (2) members of Council; and
- Five (5) citizen members selected by Council.

In making its citizen appointments, Council will look for members of the public with different and diverse backgrounds to support the types of items that the Committee will consider.

### **3. TERM**

The 2018-2022 Term of Council.

### **4. REMUNERATION**

None

### **5. DUTIES AND FUNCTIONS**

- To support and advise Town Staff on initiatives and matters relating to the Community Services Department of the Town, including Recreation, Facilities and Cultural Services



**Attachment 4**

**Community Advisory Committee  
Terms of Reference  
Page 2 of 2**

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- To support and advise Town Staff on initiatives and matters relating to the Operations Department of the Town, including Parks and Infrastructure Operations
- To support and advise Town Staff on initiatives and matters relating to the Planning and Development Department of the Town, including Trails, Traffic and Engineering (which includes Environment).

**6. REPORTING**

The Committee shall advise staff on initiatives and matters that will go before General Committee and Council for approval.

**7. MEETING TIMES AND LOCATIONS**

The Committee will meet on the third Thursday of every second month at 7 p.m. with the exception of July and August. Additional meetings of the Committee may be called by the Chair to address urgent matters.

**8. STAFF SUPPORT**

Staff Liaisons will consist of staff from the Community Services, Operations and Planning and Development Departments, depending on which items are on a given agenda.

The Legislative Services division will provide administrative support services to the Committee.



Attachment 5

## **HERITAGE ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

#### **1. PURPOSE**

The Heritage Advisory Committee shall advise staff (and assist Council) on all matters relating to the conservation of buildings of historic or architectural value and on all matters relating to the designation and preservation of heritage conservation districts in accordance with the *Ontario Heritage Act*, and not on new planning and development, except for new applications within the heritage resource area, as identified in the Town of Aurora's Official Plan and on all properties as defined in Parts IV and V of the *Ontario Heritage Act*.

#### **2. MEMBERSHIP**

The Committee shall be comprised of seven (7) Members:

- One (1) Member of Council; and,
- Four (4) Members of the public, one (1) Honorary Member and one (1) member of the Aurora Historical Society

#### **3. TERM**

The Committee shall be appointed for a two-year term, with the option of a further two-year term and will be concurrent with the term of Council.

#### **4. REMUNERATION**

None.

#### **5. DUTIES AND FUNCTIONS**

- To encourage heritage preservation in Aurora by examining, researching and evaluating properties and areas that may deserve recognition and protection;
- To recommend to Staff the designation of architecturally significant properties or districts under the *Ontario Heritage Act*;
- To promote heritage conservation within the Town through newsletters, guides, exhibits and other educational material about notable buildings, streets, and districts in the Town in order to raise community awareness;



**Attachment 5**

**Heritage Advisory Committee  
Terms of Reference  
Page 2 of 2**

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- To compile data and other information on heritage buildings and features that may have historical or architectural significance; and
- To provide comment to Staff on proposed development applications and demolition permits on properties within the heritage area, as identified within the Town of Aurora's Official Plan.

**6. MEETING TIMES AND LOCATIONS**

The Committee will meet on the first Monday of every second month at 7 p.m. with the exception of July and August. Additional meetings of the Committee may be called by the Chair to address urgent matters

**7. STAFF SUPPORT**

The Planning and Development Services Department provides technical support services and the Legislative Services division provides administrative support services to the Committee.

Other Staff representatives will attend Committee meetings on an as-required basis and will provide technical assistance to the Committee.

**8. Agendas**

Agendas are set by the Director in consultation with the Chair.





Attachment 6

## **FINANCE ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

#### **1. PURPOSE**

The primary function of the Finance Advisory Committee is to assist staff and Council and the Corporation in fulfilling its fiscal responsibilities by reviewing and recommending on the long range corporate financial planning process; capital planning initiatives and fiscal policy matters.

The Committee mandate shall include proactive advance input into the annual budgeting processes with a view to enhancing reporting and analysis mechanisms to ensure we are delivering values programs and services in the most effective and efficient manner.

#### **2. MEMBERSHIP**

The Committee shall be composed of three (3) Councillors.

#### **3. TERM**

The Committee shall hold office for a term of four years concurrent with the term of Council.

#### **4. REMUNERATION**

None

#### **5. DUTIES AND FUNCTIONS**

The Committee shall review and make recommendations to Council in the following areas:

- long-range, corporate financial planning policy/process that would enhance the long-term financial health of the Corporation
- the annual capital and operating budget process and financial reporting process to enhance:
  1. the higher level policy decision-making role of Council
  2. the existing reporting/analysis tools to assist Council's decision-making



**Attachment 6**

**Finance Advisory Committee  
Terms of Reference  
Page 2 of 2**

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process

3. the timing and extent of public participation in the process

- the business practices of the organization, identifying opportunities that would increase effectiveness and efficiencies
- fiscal policy matters
- the annual performance measures report to the Province, noting the relative position of Aurora with comparator municipalities in the designated categories
- undertake other assignments as may be requested by Council from time to time.

**6. MEETING TIMES AND LOCATIONS**

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

**7. STAFF SUPPORT**

Technical support shall be provided by the CAO and the Director of Financial Services - Treasurer. The Legislative Services division shall provide administrative support services to the Committee.

**8. AGENDAS**

Agendas are set by the Director in consultation with the Chair.



Attachment 7

## **Governance Review Ad Hoc Committee Terms of Reference**

### **1. Purpose**

The purpose of the Committee shall be to review and provide advice on governance issues related to the Town, including Council structure and election provisions.

### **2. Membership**

The Committee shall be comprised of three (3) or five (5) citizen Members.

In making its citizen appointments, Council will give preference to applicants who have experience participating on Council, Boards or Committees, demonstrated expertise in governance, municipal expertise, financial expertise, and/or legal expertise in municipal or ethical issues.

### **3. Term**

The term of the Committee terminate upon the acceptance of the Committee's final report to Council.

### **4. Remuneration**

None.

### **5. Duties and Functions**

The Committee shall review and make recommendations to Council at General Committee in the following areas:

- Policies and procedures governing elections;
- Composition and structure of Council; and

### **6. Reporting**

The Town Clerk will provide the recommendations of the committee to Council through a report to General Committee

Attachment 7

Governance Review Ad Hoc Committee  
Terms of Reference  
Page 2 of 2

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The Chair will preside at the meetings using the Town of Aurora's Procedure By-law and keep discussion on topic and focussed on the mandate of the Committee.

## **7. Meeting times and Locations**

The Governance Review Ad Hoc Committee shall meet on an as required basis, with the specific dates and times for meetings determined by the Committee. Additional meetings may be called by the Chair. The Chair may cancel any meeting.

## **8. Staff Support**

The Legislative Services division provides administrative support services to the Committee, including:

- Record and report its recommendations to General Committee; and
- Complete the minutes of the meeting which will be presented for adoption at the next meeting of the Governance Review Ad Hoc Committee.

Other Staff representatives will attend Committee meetings when required.



**Town of Aurora  
General Committee Report No. CS18-031**

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**Subject:** Noise Exemption Request – 440 William Graham Dr.  
**Prepared by:** Techa van Leeuwen, Director of Corporate Services  
**Department:** Corporate Services  
**Date:** December 11, 2018

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### **Recommendation**

- 1. That Report No. CS18-031 be received; and**
- 2. That an exemption to the Town’s Noise By-law No. 4787-06.P to allow for the construction of cast-in-place concrete slabs at 440 William Graham Dr. be approved; and**
- 3. That a by-law to amend the Noise By-law No. 4787-06.P be enacted at a future Council meeting to provide delegated authority to staff to approve noise exemptions for continuous pouring of concrete that cannot be interrupted once the operations have commenced.**

### **Executive Summary**

The purpose of this report is to obtain Council approval for an exemption to the Town’s Noise By-law No. 4787-06.P (the “Noise By-law”) for the pouring and finishing of cast-in-place concrete slabs during the construction of the 7-story apartment building located at 440 William Graham Dr.

- Concrete finishing for cast-in-place construction is common practice and requires significant time for the required end product
- The Town has provided this type of exemption for other construction projects of similar scale.
- Other Municipalities have provided for an exemption in their Noise By-law or have delegated authority to staff to approve an exemption for continuous pour of concrete
- If staff receive delegated authority, a process will be established to provide notice of the exemption

## **Background**

On June 29, 2018 a building permit was issued for the foundation of a 7-story retirement residence and apartment building at 440 William Graham Dr. A full building permit was subsequently issued on September 27, 2018. Construction is in progress and on October 19, 2018 Lisgar Construction Company submitted a formal request for a noise exemption for the construction of the cast-in-place concrete slabs.

## **Analysis**

### **Concrete finishing for cast-in-place construction is common practice and requires significant time for the required end product**

The construction of cast-in-place concrete slabs requires significant time to achieve a quality product. The concrete pour of a large slab can take several hours which will occur during the day. The concrete then requires time to cure and properly set. Once the concrete has set enough to walk on it the power troweling can commence. The troweling will occur in the evening and into the early morning hours. The expected timeframe for completion of the slabs is September of 2019. This is standard construction design and practice and for larger construction projects we will continue to receive requests for a noise exemption.

### **The Town has provided this type of exemption for other construction projects of similar scale**

During the construction of Centro condominiums a similar request was made to Council through a delegation. At the time Council delegated the authority to staff to approve the ongoing noise exemption for the duration of the construction project. A process was established with the construction company where they provided Notice to the Town on a regular basis of when the finishing of the slabs would be occurring. Ongoing communication was key to ensure the Town and surrounding residents were aware of the construction activities.

### **Other Municipalities have provided for an exemption in their Noise By-law or have delegated authority to staff to approve an exemption for continuous pour of concrete**

As continuous concrete slab pours are common construction practice, other municipalities have provided for out- right exemptions in their Noise By-law or have

December 11, 2018

Page 3 of 4

Report No. CS18-031

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delegated authority to staff to approve the exemptions. For example City of Toronto construction noise prohibitions does not apply to continuous pouring of concrete activity.

**If staff receive delegated authority, a process will be established to provide notice of the exemption**

Larger scale construction projects will continue to occur within the Town and these types of projects will be constructed with concrete cast-in-place slabs. Staff are recommending the Noise By-law be amended to provide delegated authority to staff to approve these requests. If delegated authority is received staff will establish an application process for the exemption that will include notification of when the noise during the restricted period will occur.

**Advisory Committee Review**

N/A

**Legal Considerations**

Section 3.4 of the Noise By-law allows Council to consider exemption requests. Council's decision is final. Further, to delegate authority to staff, Council is required to enact a by-law.

**Financial Implications**

If delegated authority is received for staff to approve requests for continuous pouring of concrete, staff will establish an application process that may include a nominal administration fee.

**Communications Considerations**

Staff will work with Lisgar Construction Ltd. to ensure notification is provided to surrounding areas that will contain details and contact information.

**Link to Strategic Plan**

This report supports the Strategic Plan goal of strengthening the fabric of our community.

December 11, 2018

Page 4 of 4

Report No. CS18-031

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

1. Council deny the request for exemption. This would cause significant issues as compliance with the Noise By-law would be impossible for the constructor.
2. Council approve the noise exemption request for 440 William Graham Dr. but does not delegate authority to staff for these types of approvals. This option creates significant inefficiencies and time delays.
3. Council provide direction.

### **Conclusions**

For reasons outlined in this report staff are recommending a noise exemption be granted and staff be given delegated authority through a Noise By-law amendment for these types of construction noise exemptions.

### **Attachments**

N/A

### **Previous Reports**

None

### **Pre-submission Review**

Agenda Management Team review on November 22, 2018

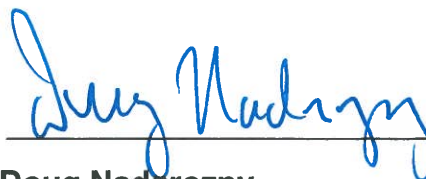
#### **Departmental Approval**



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**Techa van Leeuwen  
Director  
Corporate Services**

#### **Approved for Agenda**



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**Doug Nadrozny  
Chief Administrative Officer**





**Town of Aurora  
General Committee Report No. FS18-027**

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**Subject:** 2019 Fees and Charges Update  
**Prepared by:** Laura Sheardown, Financial Analyst – Cash Flow & Investments  
**Department:** Financial Services  
**Date:** December 11, 2018

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## **Recommendation**

- 1. That Report No. FS18-027 be received; and**
- 2. That a by-law be enacted to set the 2019 Fees and Charges for applications, permits, use of Town property, the sale of documents and for the prescribed service charges for administrative matters as itemized on the attached schedules be approved.**

## **Executive Summary**

All fees and charges listed on the schedules attached to the Fees and Charges Bylaw are for user pay services, where the requesting party is the sole beneficiary from the service. Most of the fees are on a full cost recovery basis, which allows the Town to fully recover the costs of providing a specific service or use of property.

The annual review of the Fees and Charges bylaw allows staff the opportunity to ensure that the Town is recovering the cost of user pay services and make changes if required.

## **Background**

Council last reviewed the Town's Fees and Charges Bylaw in October of 2017. The bylaw is structured to align fees with departmental owners in the form of schedules for each department in order to facilitate reviews and updates as required. It has been the Town's practice to review the attached schedules annually and to make revisions as required.

## **Analysis**

Most of the changes on the schedules are as a result of a minimum 2.5% increase to reflect the impact of inflation on the cost of each service's delivery as per the direction of Council. These inflationary increases are necessary in order to maintain desired applicable service cost recovery benchmarks. All fees increased for other reasons or rationales will be explained within the individual schedules listed below and are flagged with the "\*" symbol on the right hand side. The final schedules to the Fees and Charges Bylaw will only include the 2019 fees column.

### **Schedule A – General Fees and Charges**

Inflationary indexing increases only. The Tender document fee is being eliminated as they are all available electronically through Bids and Tenders ([www.bidsandtenders.ca](http://www.bidsandtenders.ca)).

### **Schedule B – Planning and Development Services**

Planning and Development Services has eliminated several fees as they are no longer applicable as the documents have become outdated or unavailable. The pricing schedule for service connection fees has been simplified to be just the cost of construction plus a percentage based administrative fee instead of listing each possible type of connection and their individual costs.

### **Schedule C – Corporate Services**

Corporate Services are proposing the following changes to its fees:

- **Civil Marriage Services** – The prices are mostly being kept at the same level as last year to ensure that we are still in line with the rest of York Region and still considered competitive in the market.
- **Attendance Supervisory Fee** – The fee has been increased to reflect the true cost of providing the supervisory services. For comparisons, the City of Toronto charges \$108.00/hour and the City of Barrie charges \$105.00/hour.
- **Property Standards Appeal** - This new fee would be charged when an appeal of a Property Standards Order is submitted. This fee would assist

in recovering the cost of an officer(s) time and town resources in reinvestigating the issue.

### **Schedule D – Community Services**

Community Services are proposing the following changes to its fees:

- **Section 2 (c), (d) & (e) Youth, Adult & Senior’s Activities** – Activity fee ranges have been dropped to reflect either a lower starting price or some are free to the public as they have been covered by outside grants or sponsors.
- **Section 5 (b) & (e) Youth Drop-in & Other** – No increase to these fees is being recommended as they are currently comparable to other municipalities.
- **Section 10 Memberships** – No increase to these fees is being recommended as they are currently comparable to other municipalities.
- **Section 16 (b) Public Skating (all)** – No increase is being recommended as well as the addition of more packages for public skating passes.
- **Section 20 Playing Field User Fees** – An adjustment in the date from May 1<sup>st</sup> to April 30 to align with the turf rentals within the dome.

### **Schedule E – Operational Services**

All increases are inflationary only. Some of the fees charged for most recycling containers have been reduced to reflect the latest tender prices received by the Town.

### **Schedule F – Financial Services**

Financial Services are proposing the following new fees:

- **Mortgage Administrative Fee** (\$10 per account paid) – Twice a year the mortgage companies send a list of properties that they are paying the taxes for and staff are required to reconcile this information with existing records. This charge recognizes the time and effort that goes into managing this program and is in line with other municipalities within York Region.

- **Tax Reminder Notices** (\$7 per notice) – In addition to producing more than 20,000 tax bills twice a year, staff are also finding the need to produce reminder notices for about 25% of these accounts in order to provide reminders for outstanding accounts after the scheduled due dates. Although this is a new fee for the Town of Aurora, other municipalities within York Region have been charging it for several years.
- **Water and Wastewater Reminder Notices** (\$7 per notice) – Similar to the tax reminder notices, staff are finding the need to produce reminder notices for 25% of the more than 17,000 water accounts that exist. Although this is a new fee for the Town, other municipalities within York Region have been charging it for several years.
- **Tax and Water/Wastewater Certificate** (\$140 per combined certificate) – When properties are sold, most lawyers require proof from the Town that the tax and water accounts are up to date with not amounts outstanding. This fee will cover certificates for both tax and water/wastewater at a lower rate than purchasing both certificates separately.
- **Addition of Unpaid Provincial Offences Act Fines to Tax Bill** (\$50 per addition) – The province has the ability to collect unpaid amounts charged under the *Provincial Offences Act* through residents' tax accounts. This fee recognizes the administration that is required to properly distribute the amounts transferred from the Province onto the correct property account, and make the necessary remittances and communications with the Province.

All other increases that were larger than inflationary are a result of trying to bring more of our fees in line with similar ones charged throughout York Region.

#### **Schedule G – Building Division**

Inflationary increases only.

#### **Schedule H – Development Planning Division**

Inflationary increases only.

## **Advisory Committee Review**

The Finance Advisory Committee is not mandated to review the proposed fee changes prior to the review by General Committee.

## **Legal Considerations**

Section 11(2)(3) and Section 391(1) of the Municipal Act allow a municipality to enact by-laws for its financial management, and in particular, to impose fees or charges on persons for services or activities provided or done by or on behalf of it. Other legislation affecting the setting of fees and charges appear in the Planning Act and the Building Code Act.

## **Financial Implications**

With regards to the Fees and Charges Bylaw, the revised fees proposed here will be used by departments to complete their revenue projections for the 2019 Operation Budget.

The proposed 2019 fees and charges have been adjusted in order to reflect changes to departmental costs in providing applicable services to users. All fee increases will alleviate pressure on the 2019 tax base, when costs increase as a result of inflation, but non-tax revenues do not increase, the tax revenues must therefore increase by more than inflation to balance the budget. Council should be aware that the fees presented in these schedules include HST where applicable.

## **Communications Considerations**

Finance and Corporate Communications staff will work together to ensure the proposed fee changes are posted in accordance with the Town's Notice Provision Policy.

## **Link to Strategic Plan**

Reviewing and updating the Town's fees and charges annually for user pay services contributes to achieving the Strategic Plan guiding principle of 'Leadership in Corporate Management' and improves transparency and accountability to the community.

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

1. Council may choose to accept, amend or reject any or all of the recommendations of this report.
2. Leave fees at 2018 levels and absorb incremental costs of providing related services within the Town's tax levy.

### **Conclusions**

Staff recommend endorsement of the proposed changes to the Fees and Charges Bylaw.

As part of the annual update of the Town's fees and charges, staff have ensured that all changes brought forward are a fair representation of the cost of these services and that they are in line with surrounding municipalities for similar services.

### **Attachments**

Schedule A – General Fees and Charges

Schedule B – Planning and Development Services

Schedule C – Corporate Services

Schedule D – Community Services

Schedule E – Operational Services

Schedule F – Financial Services

Schedule G – Building Division

Schedule H – Development Planning Division

### **Previous Reports**

None.

December 11, 2018

Page 7 of 7

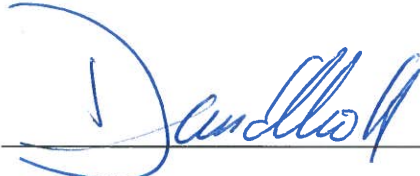
Report No. FS18-027

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**Pre-submission Review**

Agenda Management Team review on November 21, 2018

**Departmental Approval**



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

**Approved for Agenda**



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**Doug Nadorozny**  
**Chief Administrative Officer**

**By-Law XXXX-19  
Schedule A  
General Fees and Charges  
Effective February 1, 2019**

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)
<b>GENERAL FEES</b>			
Photocopies (8 1/2 X 11 and 8 1/2 X 14)	per page	\$ 0.80	\$ 0.80
Photocopies (11x 17)	per page	\$ 1.45	\$ 1.40
Fax Transmittal	first page	\$ 7.25	\$ 7.05
	per additional page	\$ 2.50	\$ 2.40
<b>TENDER DOCUMENTS</b>			
Tender documents per set depending on size of document	per tender	n/a	\$45.00 to \$375.00 *
<b>DISBURSEMENTS</b>			
As required to reimburse costs incurred by the Town of Aurora, including but not limited to Registration Fees, Courier Fees, Corporate and Title Search Fees, external File Retrieval Costs, etc., at the discretion of the Director.	each	Disbursement Cost	Disbursement Cost



**By-Law XXXX-19  
Schedule B  
Planning and Development Services Department  
Effective February 1, 2019**

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)
<b>Development Planning Division</b>			
<b>Maps</b>			
Official Plan Schedule 'A' Map (18x24 inches) (colour)	per map	\$ 18.50	\$ 18.00
Official Plan Schedules other than 'A' (11x17) (b/w)	per map	\$ 8.25	\$ 8.00
Urban Design Areas Map (11 x 17) (colour)	per map	n/a	\$ 16.00
Town Street Plan Map (b/w) (24x36 inches)	per map	\$ 8.25	\$ 8.00
Town Street Plan Map (colour) (24x36 inches)	per map	\$ 13.25	\$ 13.00
Town Air Photo Map (30x39 inches)	per map	\$ 40.00	\$ 39.00
Application Status List Map (24x36 inches)	per map	\$ 13.25	\$ 13.00
Oak Ridges Moraine Map Schedule 'J' as per Official Plan 48 (11 x 17) (b/w)	per map	\$ 16.50	\$ 16.00
<b>Official Plans</b>			
Official Plan	per OP	\$ 55.25	\$ 54.00
2C Secondary Plan	per copy	\$ 33.75	\$ 33.00
Secondary Plans	per Secondary Plan	\$ 23.50	\$ 23.00
Aurora Promenade Study	per copy	\$ 55.25	\$ 54.00
Secondary Plans Consolidation	per copy	\$ 44.00	\$ 43.00
Official Plan Amendment (Various)	per copy	n/a	\$ 11.00
Urban Design Guidelines (Various)	per copy	n/a	\$ 31.00
<b>Zoning</b>			
Zoning By-law 2213-78 (2014 Consolidation)	per By-law	n/a	\$ 85.00
Comprehensive Zoning By-law	per copy	\$ 30.75	\$ 30.00
Comprehensive Zoning Exceptions	per copy	\$ 87.00	\$ 85.00
<b>Heritage</b>			
Northeast Old Aurora Heritage Conservation District Plan	per copy	\$ 29.75	\$ 29.00
<b>Other</b>			
GIS Analysis	per hour	\$ 79.00	\$ 77.00
Application Status Listing	per copy	\$ 18.50	\$ 18.00
Vacant Employment Land Inventory	per copy	\$ 18.50	\$ 18.00
Circulation Fees, including Labels	per circulation	\$ 80.00	\$ 78.00
<b>Building Division</b>			
<b>Permitted Use Letter</b>			
To respond in writing to enquires related to uses of specific properties with respect to permitted uses as set in the Town of Aurora Zoning By-law 2213-78, as amended	each	\$ 42.00	\$ 41.00
<b>Administrative Costs</b>			
Additional costs associated with the administration fee internal processing model homes applications with respect to outside agencies, and engineering review, and corporate policies and procedures	per unit	\$ 445.00	\$ 434.00

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Planning and Development Services Department  
Effective February 1, 2019**

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)
<b>Construction Activity Report</b>			
Reports generated upon request providing permit numbers, location, description and construction value	each	\$ 84.00	\$ 82.00
<b>Zoning Review - Residential (single, semi or street townhomes)</b>			
Zoning review of applications other than a building permit application including zoning review of Committee of Adjustment or Consent applications and determination of legal non-conforming status.	each	\$ 84.00	\$ 82.00
<b>Zoning Review - All Other Building Types</b>			
Zoning review of applications other than a building permit application including zoning review of Committee of Adjustment or Consent applications and determination of legal non-conforming status.	each	\$ 168.00	\$ 164.00
<b>Sign Review</b>			
Sign By-law review of applications other than a sign permit application including Sign By-law review of Planning Applications.	each	\$ 168.00	\$ 164.00
<b>Permit fees related to By-law Number 4753-05.P</b>			
Pool Enclosure Permits	each	\$ 315.00	\$ 307.00
Hot Tub Permits	each	\$ 168.00	\$ 164.00
<b>Engineering and Capital Delivery Division</b>			
Subdivision and Site Plan Engineering Fees	percentage of servicing costs	6.0%	6.0%
Benchmarks	per benchmark	\$78.00	\$76.35
Plot WIMS/SIMS Maps, Engineering Drawings - drawings printed in-house	per sheet of map	\$4.00	\$3.85
Plot WIMS/SIMS Maps, Engineering Drawings - drawings sent out for reproducing	per sheet of map	\$20.00 or \$4.00 per sheet, whichever is greater	\$19.40 or \$3.85 per sheet, whichever is greater
Request for digital drawings	per drawing	\$4.00 (fee applies only for large requests: over 10 drawings)	\$3.85 (fee applies only for large requests: over 10 drawings)
Topsoil Preservation Permit	flat fee + price per ha of site area	\$668.00 Flat Fee + \$38.00/ha	\$651.95 Flat Fee + \$36.95/ha
Request for Information	per request	\$66.00	\$64.35
<b>REQUEST FOR TRAFFIC DATA</b>			
7-Day Traffic Counts	per location	\$65.00	\$63.85
8-Hour Turning Movement Count	per intersection	\$168.00	\$163.90
Traffic Signal Timings	per intersection	\$81.00	\$79.40
Lot Grading review and inspection	per lot	\$289.00	\$281.55
Grading review and inspection for pool construction (securities of \$1,000 will be collected at the time of permit fee payment)	per lot	\$393.00	\$383.65

**By-Law XXXX-19  
Schedule B  
Planning and Development Services Department  
Effective February 1, 2019**

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)
<b>Service Connections Fees</b>			
25mm Water Service	flat rate portion + price per metre of service	n/a	\$603.00 flat rate + \$977.00 per metre *
40mm Water Service	flat rate portion + price per metre of service	n/a	\$725.00 flat rate + \$1,183.00 per metre *
50mm Water Service	flat rate portion + price per metre of service	n/a	\$1,068.00 flat rate + \$1,450.00 per metre *
125mm Sanitary Service	per metre of service	n/a	\$1,450.00 per metre *
150mm Storm Service	per metre of service	n/a	\$1,450.00 per metre *
125mm Sanitary Service & 150mm Storm Service in same trench	per metre of longer service	n/a	\$1,679.00 per metre *
Clean-out/Inspection Chamber	each	n/a	\$2,289.00 *
Existing Water Services Disconnection In Conjunction with New Service Installation	each	n/a	\$1,145.00 *
Existing Sewer Services Disconnection In Conjunction with New Service Installation	each	n/a	\$2,289.00 *
Existing Water Services Disconnection Not In Conjunction with New Service Installation	each	n/a	\$1,526.00 *
Existing Sewer Services Disconnection Not In Conjunction with New Service Installation	each	n/a	\$3,814.00 *
Construction of new service connections by the Town	each	Actual cost, plus 10% administration subject to HST	n/a *
Inspection of services installed by Owner	each	10% of construction cost	10% of construction cost

**By-Law XXXX-19  
Schedule C  
Corporate Services Department  
Effective January 1, 2019**

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)
<b>LEGAL SERVICES</b>			
<b>DOCUMENT PREPARATION/REVIEW (General) - includes but is not limited to easements, permissions to enter, development charges deferral, purchase and sale agreements</b>			
Basic (Standard template - no changes required)	per document	\$ 697.00	\$ 680.00
Complex (requires changes to standard template)	per document	\$ 1,845.00	\$ 1,800.00
<b>DOCUMENT PREPARATION/REVIEW (Specific)</b>			
Condominium Agreement	per document	\$ 6,406.00	\$ 6,250.00
Subdivision Agreement	per document	\$ 8,560.00	\$ 8,350.00
Subdivision Registration Process	per plan	\$ 2,050.00	\$ 2,000.00
Site Plan/Development Agreement	per document	\$ 1,690.00	\$ 1,650.00
Encroachment/Licence Agreement	per document	\$ 697.00	\$ 680.00
Amending Agreement	per document	\$ 697.00 (minimum)	\$ 680.00 (minimum)
<b>SERVICES RELATED TO EXISTING DEVELOPMENT AGREEMENTS (excluding documents or agreements that fall under Document Preparation/Review (General))</b>			
Information regarding the status of existing agreements and/or registered documents, including agreements and by-laws	per document	\$ 128.00	\$ 125.00
Highway Dedication/Subdivision Assumption By-law Legal Administration Fee	per by-law	\$ 805.00	\$ 785.00
<b>GENERAL LEGAL FEES</b>			
Law Clerk	per hour	\$ 113.00	\$ 110.00
Paralegal	per hour	\$ 154.00	\$ 150.00
Solicitor	per hour	\$ 256.00	\$ 250.00
Town Insurance Claim Legal Administration Fee	per claim	10% of the value of the claim made by the Town plus disbursements	10% of the value of the claim made by the Town plus disbursements
REGISTRATION FEE (i.e. processing of any type of document that requires registration)	per document	\$ 215.00	\$ 210.00
CERTIFIED PHOTOCOPIES	per page	\$ 11.25	\$ 11.00
<b>Note:</b> All Legal Services fees and/or service charges may be adjusted based on the complexity and nature of the agreement, document, or service as determined by the Town Solicitor to be fair and reasonable.			
<b>LEGISLATIVE SERVICES</b>			
<b>FREEDOM OF INFORMATION (F.O.I.) REQUESTS</b> (Fees related to search and records preparation are prescribed by legislation)			
Application Fee	per application	\$ 5.00	\$ 5.00
Manual Search Time and Preparation Time	per 15 minutes	\$ 7.50	\$ 7.50
Photocopies	per page	\$ 0.20	\$ 0.20
Computer Programming (develop program to retrieve information)	per 30 minutes	\$ 30.00	\$ 30.00
Disks	per disk	\$ 10.00	\$ 10.00

**By-Law XXXX-19  
Schedule C  
Corporate Services Department  
Effective January 1, 2019**

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)
<b>MAIL OUT COST (Annual Subscription)</b>			
AudioCD/DVD/ Tape - Council/General Committee/Public Planning/Advisory Committees/Boards meeting	per CD/DVD/tape	\$ 33.00	\$ 32.00
<b>CIVIL MARRIAGE SERVICES</b>			
Civil Marriage Solemnization Fee	per service	\$ 491.00	\$ 490.50 *
Marriage Licences	per licence	\$ 138.00	\$ 138.00 *
Witness Fee ( <i>if Town staff are required to be witnesses</i> )	per witness	\$ 61.00	\$ 61.30 *
Rehearsal Fee for offsite Civil Marriage ceremony	per service	\$ 90.00	\$ 92.00 *
Administrative Fee to be charged for change of wedding date within 7 days of scheduled ceremony	per change	\$ 32.00	\$ 30.75
Administrative Fee to be charged for cancellation of Civil Marriage ceremony before consultation meeting	each	\$ 63.00	\$ 61.30
Administrative Fee to be charged for cancellation of Civil Marriage ceremony after consultation meeting	each	\$ 178.00	\$ 177.75 *
<b>ADMINISTER OATHS/TAKE AFFIDAVITS</b> This fee is to commission documents for work that is not in connection with business of the Town (i.e. third party)			
Commission Service	per commission	\$ 21.00	\$ 20.50
<b>VITAL STATISTICS INFORMATION</b>			
Burial Permits (HST Exempt)	per permit	\$ 37.00	\$ 35.75
<b>LOTTERY LICENSING</b>			
Bingo Events (HST Exempt)	regulated by Province of Ontario	3% of prize board	3% of prize board
Raffles (HST Exempt)	regulated by Province of Ontario	3% of prize board	3% of prize board
BREAK OPEN TICKETS (NEVADA) (HST Exempt)	regulated by Province of Ontario	3% of prize board	3% of prize board

**By-Law XXXX-19  
Schedule C  
Corporate Services Department  
Effective January 1, 2019**

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)
Media Bingo (HST Exempt)	regulated by Province of Ontario	3% of prize board	3% of prize board
Letters of Approval (HST Exempt) Town approval of Lottery Schemes Licenced by the Province of Ontario	per application	\$ 37.00	\$ 36.50
<b>LIQUOR LICENSE CLEARANCE LETTER</b>	each	\$ 183.00	\$ 178.75
<b>NO OBJECTION LETTER</b>	each	\$ 82.00	\$ 81.75
<b>ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA) TRAINING</b>			
Provision of AODA Training	per person	\$ 55.00	\$ 52.75
<b>By-Law Inspection and Attendance Fees</b>			
Attendance Supervisory Fee	Hourly/per Officer	\$ 105.00	\$52.50/per hour *
Non Compliance Re-Inspection Fee	Hourly/per Officer	\$ 105.00	\$107.25/ per visit *
Pool Enclosure Re-Inspection Fee	Per Visit	\$ 54.00	\$ 52.50
Property Standards Appeal	Per Order	\$ 100.00	n/a *
<b>Parking Permit Fees</b>			
Parking permits	per permit	\$10.25 - \$350.00	\$10.25 - \$307.50
<b>Property Information Request</b>			
Review of departmental files and documents related to specific property requests relating to zoning, permits, occupancy and general property status	each	\$ 143.00	\$ 143.00 *

**By-Law XXXX-19  
Schedule D  
Community Services  
Effective February 1, 2019**

Description of Service for Fee or Service Charge		Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)
<b>1. ADMINISTRATION</b>				
a)	Membership Refunds (Except Medical Reasons)	per refund	39.05	\$ 38.10
b)	Membership On Hold (Except Medical Reasons)	per hold	39.05	\$ 38.10
c)	Program Refund (Except Medical Reasons)	per refund	21.75	\$ 21.20
e)	Landscaping Administration Fees	each	8.168% - less than \$100K 7.148% - \$100K to \$250K 6.126% - \$250K to \$500K 5.105% - more than \$500k	8.168% - less than \$100K 7.148% - \$100K to \$250K 6.126% - \$250K to \$500K 5.105% - more than \$500k
f)	Landscape Maintenance Fees	each	25.525% of estimated value of landscape works installed on municipal property (excludes open space plantings)	25.525% of estimated value of landscape works installed on municipal property (excludes open space plantings)
g)	Vendor Permit Fee	per event/ per day	54.55-541.20	\$53.20 - \$528.00
h)	Park Clean Up Fee - Refundable Deposit	each	\$100.00 - \$1,000.00	\$ 100.00 - \$1,000.00
i)	Program/Event Promotional Material	each	.50 - 11.28	\$ 0.50 - \$11.00
j)	Swim Diapers & Swim Goggles	each	11.30 -22.15	\$11.00 - \$21.60
k)	Park Event Set-Up Fee (Mandatory for all groups of 80 or more.) (Includes up to 6 tables + 6 garbage receptacles, access to electrical, water, washrooms, where available.)	per event/ per day	\$ 355.88	\$ 347.20
l)	Additional Parks Set-Up Fee (In addition to Park Event Set-Up Fee, for up to 6 additional tables and 6 additional garbage receptacles.)	per event/ per day	\$ 82.00	\$ 80.00
m)	Park Permit Maintenance/Damage Deposit (Refundable) (For groups of 25 or more, not requiring an event set-up.)	per event/ per day	\$100.00 - \$500.00	\$100.00 - \$500.00
n)	Park/Picnic Shelter Clean-up Fee (Mandatory for all groups of 79 or less.)	per event/ per day	\$ 104.65	\$ 102.10
o)	Facility Permit Maintenance/Damage Deposit (Refundable)	per event/per day	\$0 - \$1,000.00	\$ 0 - \$1,000.00
p)	Program Guide Advertisement	Per ad	\$198.00 - \$1413.00	
<b>2. REGISTERED SEASONAL PROGRAMS</b>				
a)	Pre-School Activities	per class	\$4.55-22.75	\$ 4.45 - \$22.20
b)	Children's Activities	per class	\$5.65-32.60	\$ 5.50 - \$31.80
c)	Youth Activities	per class	Free- \$51.25	\$ 0 - \$50.00 *
d)	Adult Activities	per class	\$5.00-59.65	\$ 7.60 - 58.20 *
e)	Senior's Activities	per class	Free-\$27.25	\$ 2.85 - \$26.60 *
f)	Family Activities	per class	\$4.50-11.30	\$ 4.45 - \$11.00
g)	Fitness Programs	per class	\$1.90-32.60	\$ 1.85 - \$31.80
h)	Seniors Bus Trips	per person	\$5.70-216.10	\$ 5.55 - \$210.85

**By-Law XXXX-19  
Schedule D  
Community Services  
Effective February 1, 2019**

Description of Service for Fee or Service Charge		Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)
<b>3. REGISTERED AQUATICS PROGRAMS</b>				
a)	Lessons - Learn to Swim	per class	\$7.20-25.10	\$ 7.05 - \$24.50
b)	Leadership Programs	per program	\$32.60-507.60	\$ 31.80 - \$495.20
c)	Aquatics Specialty Programs	per class	\$7.20-25.10	\$ 7.05 - \$24.50
<b>4. REGISTERED CAMP PROGRAMS</b>				
a)	Day Camps	per day	\$11.25-53.50	\$ 11.00 - \$52.20
b)	Specialty Camps	per day	\$13.10-96.20	\$ 12.80 - \$93.85
c)	Extended Care	per person	\$27.25-114.40	\$ 26.60 - \$111.60
<b>5. DROP-IN ACTIVITIES</b>				
a)	Youth Drop-in	per visit	Free-\$3.20	Free - \$3.10
b)	Youth Drop-in	10 visits	\$24.00/10 visits	\$24.00/10 visits
c)	Adult Drop-In	per visit	Free - \$5.00	n/a
d)	Other	per visit	Free - \$3.25	Free - \$3.15
e)	Other	10 visits	\$24.00-48.00/10 visits	\$24.00 - \$48.00/10 visits
<b>6. P.A. DAY PROGRAMS</b>		per person	FREE - \$102.50	\$ 0 - \$100.00
<b>7. WORKSHOP/ CLINICS/ TOURNAMENTS</b>				
a)	Individual	per person	\$2.40-17.10	\$ 2.35 - \$16.70
b)	Team	per team	\$21.95-28.35	\$ 21.40 - \$27.65
<b>8. POOL PARTY PACKAGES</b>		each	\$176.30-325.95	\$172.00 - \$318.00
<b>9. SPECIAL EVENTS</b>				
a)	Individual	per person	\$2.90-21.95	\$ 2.85 - \$21.40
b)	Family	per family	\$17.95-27.30	\$ 17.50 - \$26.65
c)	Float Registration Fees	Resident Commercial	\$81.25	\$ 79.25
		Non-Resident Commercial	\$162.40	\$ 158.45
d)	Ribfest Vendors	each	\$432.75-3782.75	\$ 422.20 - \$3,690.50
e)	Art Show Entry Fees	each	\$11.25-43.30	\$ 11.00 - \$42.25
f)	Food Vendors - Non Profit Groups	per day	\$54.20	\$ 52.90
g)	Food Vendors	per day	\$54.20-540.75	\$ 52.90 - \$527.55
h)	Senior Centre Special Event Vendors	per day	Free-\$55.00	\$ 0 - \$50.00



**By-Law XXXX-19  
Schedule D  
Community Services  
Effective February 1, 2019**

Description of Service for Fee or Service Charge		Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)	
<b>10. MEMBERSHIPS (Note: All memberships apply to Aurora residents only. Non-Residents are subject to a 25% surcharge.)</b>					
a)	COMBO MEMBERSHIP (Equipment and Group Fitness) ADD ON: Pool Aquafit Squash	Adult	3 mo. 6mo. 1 yr. \$158.50/\$264.80/\$436.80	3 mo. 6mo. 1 yr. \$158.50/\$264.80/\$436.80	*
		Additional Family/ Youth/Student/ Senior	3 mo. 6mo. 1 yr. \$126.70/\$211.65/\$349.25	3 mo. 6mo. 1 yr. \$126.70/\$211.65/\$349.25	*
		1 Month Trial	\$ 40.15	\$ 40.15	*
		1 Month Renewal	\$ 66.75	\$ 66.75	*
		Winter Student Special - Home for the Holidays - 1 mth max	\$ 42.25	\$ 42.25	*
		Spring Break Student Special - 2wk max	\$21.15/week	\$21.15/week	*
		Summer Student Special May 31 - Aug 31 (4mth)	\$ 126.70	\$ 126.70	*
		Summer Student Special July 1 - Aug 31 (2mth)	\$ 63.40	\$ 63.40	*
b)	GROUP FITNESS MEMBERSHIP ADD ON: Pool Aquafit Squash	Adult	3 mo. 6mo. 1 yr. \$141.80/\$235.60/\$387.80	3 mo. 6mo. 1 yr. \$141.80/\$235.60/\$387.80	*
		Youth/Student/ Senior	3 mo. 6mo. 1 yr. \$112.60/\$187.65/\$310.65	3 mo. 6mo. 1 yr. \$112.60/\$187.65/\$310.65	*
		1 Month Renewal	\$ 59.50	\$ 59.50	*
c)	POOL MEMBERSHIP Lane & Leisure Only	Adult	3 mo. 6mo. 1 yr. \$82.40/\$124.10/\$201.20	3 mo. 6mo. 1 yr. \$82.40/\$124.10/\$201.20	*
		Youth/ Student/ Senior	3 mo. 6mo. 1 yr. \$65.70/\$99.05/\$161.60	3 mo. 6mo. 1 yr. \$65.70/\$99.05/\$161.60	*
		Child	3 mo. 6mo. 1 yr. \$41.70/\$62.55/\$101.15	3 mo. 6mo. 1 yr. \$41.70/\$62.55/\$101.15	*
d)	AQUAFIT MEMBERSHIP ADD ON: Pool	Adult	3 mo. 6mo. 1 yr. \$141.80/\$235.60/\$387.80	3 mo. 6mo. 1 yr. \$141.80/\$235.60/\$387.80	*
		Youth/Student/Senior	3 mo. 6mo. 1 yr. \$112.60/\$187.65/\$310.65	3 mo. 6mo. 1 yr. \$112.60/\$187.65/\$310.65	*
		1 Month Renewal	\$ 59.50	\$ 59.50	*
f)	SQUASH MEMBERSHIP	Adult	3 mo. 6mo. 1 yr. \$159.50/\$265.85/\$443.05	3 mo. 6mo. 1 yr. \$159.50/\$265.85/\$443.05	*
		Youth/Student/Senior	3 mo. 6mo. 1 yr. \$128.25/\$212.70/\$354.45	3 mo. 6mo. 1 yr. \$128.25/\$212.70/\$354.45	*
		1 Month Renewal	\$ 55.25	\$ 55.25	*
g)	ADD-ON OPTIONS	Pool Package	3 mo. 6mo. 1 yr. \$22.95/\$33.40/\$57.35	3 mo. 6mo. 1 yr. \$22.95/\$33.40/\$57.35	*
		Aquafit Package	3 mo. 6mo. 1 yr. \$22.95/\$33.40/\$57.35	3 mo. 6mo. 1 yr. \$22.95/\$33.40/\$57.35	*
		Squash	3 mo. 6mo. 1 yr. \$74.05/\$113.65/\$188.70	3 mo. 6mo. 1 yr. \$74.05/\$113.65/\$188.70	*
h)	CORPORATE MEMBERSHIPS Per Company	Group of 4+	25% Discount	25% Discount	*
i)	Youth Summer Gymnasium Membership	Youth - each	1 month (July or August) \$23.50	1 month (July or August) \$23.50	*
j)	Fitness Assessment	Per Person	\$ 35.75	\$ 35.75	*
k)	FIT Club	Per Person	\$ 32.75	\$ 32.75	*
l)	Youth Gymnasium Monthly Membership	Youth - each	1 month \$23.50	1 month \$23.50	*

**By-Law XXXX-19  
Schedule D  
Community Services  
Effective February 1, 2019**

Description of Service for Fee or Service Charge		Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)	
m)	EQUIPMENT AND WEIGHTS MEMBERSHIP	Adult	3 mo. 6mo. 1 yr. \$134.90/\$224.45/\$370.75	3 mo. 6mo. 1 yr. \$134.90/\$224.45/\$370.75	*
		Additional Family/ Youth/Student/ Senior	3 mo. 6mo. 1 yr. \$108.10/\$179.15/\$296.80	3 mo. 6mo. 1 yr. \$108.10/\$179.15/\$296.80	*
		1 Month Renewal (Adult)	\$ 57.05	\$ 57.05	*
		1 Month Renewal (Additional Family, youth, student, senior)	\$ 45.85	\$ 45.85	*
n)	Promotional Membership Discount (with Director Approval)	each	15 - 25% Discount on selected membership packages	15 - 25% Discount on selected membership packages	*
<b>11. DAILY USER FEES</b>					
a)	Fitness Centre - Casual User Fee (access to group fitness classes, including cyclefit and aquafit)	Youth/Adult	\$7.80/class or 60.95/10 visits	\$7.60/class or \$59.45/10 visits	
		Senior	\$6.05/class or 47.90/10 visits	\$5.90/class or \$46.75/10 visits	
b)	Leisure Pool - Casual User Fee	each	\$3.55/use or 26.20/10 visits	\$3.45/use or \$25.55/10 visits	
c)	Squash - Daily User Fee (40 min Court Fee)	Prime	\$9.35/use or 73.75/10 visits	\$9.15/use or \$71.95/10 visits	
d)	Squash - Daily User Fee (40 min Court Fee)	Non Prime	\$5.40/use or 42.80/10 visits	\$5.25/use or \$41.75/10 visits	
e)	Squash - Daily User Fee (40 min Court Fee)	Senior	20% of listed fee	20% off listed fee	
f)	Recreation Complex Day Pass	each	\$13.10/visit	\$12.80/visit	
<b>12. SQUASH</b>					
a)	Lessons (40 min)	Private	\$32.60	\$ 31.80	
		Semi Private (per person)	\$24.35	\$ 23.75	
		3 or more (per person)	\$19.50	\$ 19.05	
b)	Clinics	per 1.5 hour clinic	\$12.55	\$ 12.25	
c)	House League (40 min) - Member (three times per week)	Per Session	\$37.40	\$ 36.50	
	House League (40 min) - Non-Member	Per Session	\$75.10-118.15	\$ 73.25 - \$115.25	
d)	Junior Squash Program	per week	\$12.55	\$ 12.25	
<b>13. SEASONAL PACKAGES</b>					
a)	Summer Splash Pass	per family	\$110	\$ 107.40	
b)	Summer Squash Special	each	\$114.30	\$ 111.55	

**By-Law XXXX-19  
Schedule D  
Community Services  
Effective February 1, 2019**

Description of Service for Fee or Service Charge		Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)
<b>14. PERSONAL TRAINING PACKAGES</b> Note: All fees are for members. Non-members are subject to a 20% surcharge.				
a)	Land Based Training - Single Session rate	Private	\$62.80	\$ 61.25
		Semi-Private (per person)	\$47.55	\$ 46.40
b)	Land Based Training - 3 Session Rate (Get Started) One Time Offer	Private	\$146.95	\$ 143.35
		Semi-Private (per person)	\$110.35	\$ 107.65
c)	Land Based Training - 5 Sessions	Private	\$256.45	\$ 250.20
		Semi-Private (per person)	\$191.70	\$ 187.05
d)	Land Based Training - 10 Sessions	Private	\$486.20	\$ 474.35
		Semi-Private (per person)	\$365.20	\$ 356.30
e)	Land Based Training - 20 Sessions	Private	\$954.15	\$ 930.90
		Semi-Private (per person)	\$675.30	\$ 658.85
<b>15. POOL RENTAL RATES</b>				
a)	AFLC Pool - Private Rental	per lane/per hour (plus lifeguard costs)	12	\$ 11.75
b)	SARC 8 Lane Pool - Private Rental	per lane/per hour (plus lifeguard costs)	12	\$ 11.75
c)	SARC Teaching Pool - Private Rental	per hour (plus lifeguard costs)	23.85	\$ 23.25
d)	SARC Leisure Pool/Slide - Private Rental	per hour (plus lifeguard costs)	39	\$ 38.10
f)	Pool - School Instructional Lessons (30 mins)	per person	\$22.45/class (1 or 2) \$11.80/class (3 or 4) \$9.65/class (5 to 10) \$7.50/class (11 or more)	\$21.90/class (1 or 2) \$11.50/class (3 or 4) \$9.40/class (5 to 10) \$7.30/class (11 or more)
h)	Additional Instructor Fee	per hour	21.7	\$ 21.15
h)	Lifeguard Fee	per hour	19.15	\$ 18.65
<b>16. PUBLIC SKATING PROGRAMS</b>				
a)	Adult Shiny Hockey	per person	\$6.15 or 49.20/10 visits	\$6.00 or \$48.00/10 visits
b)	Public Skating (all)	per person	\$3.00 or 24.00/10 visits, 45.00/20 visits, 65.00/30 visits	\$3.00 or \$24.00/10 visits *
c)	Family Skate Pass	each	\$30.75-307.50	\$ 30.00 - \$300.00
<b>17. ICE RENTALS</b>				
a)	Ice Rental Prime Time	per hour	\$ 208.64	\$ 203.55
b)	Ice Rental Prime (Aurora Based Minor Hockey/Skating Club only)	per hour	\$ 195.57	\$ 190.80
c)	Ice Rental Non-Prime - Weekday (8:00am to 4:00pm) - and all Junior A Hockey at any time.	per hour	\$ 127.72	\$ 124.60
d)	Ice Rental Non-Prime - 6:00am to 8:00am Weekday - 8:00am to 4:00pm Summer Ice (July 1 - Aug. 31) - Weekend Summer Ice (July 1 - Aug. 31)	per hour	\$ 135.20	\$ 131.90

**By-Law XXXX-19  
Schedule D  
Community Services  
Effective February 1, 2019**

Description of Service for Fee or Service Charge		Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)
<b>18. FACILITY RENTALS - INDOOR</b>				
a)	AURORA ARMOURY	Full Facility - Monthly (rooms & event space)	N/A	\$ 1,594.85
		Event/ Activity Space - Monthly	N/A	\$ 1,062.90
		Event/ Activity Space - Daily (8hrs)	N/A	\$ 399.25
		Event/ Activity Space - Hourly	N/A	\$ 53.65
		Office/ Meeting/ Storage Spaces - Monthly	N/A	\$159.80 - \$372.70
		Office/ Meeting/ Storage Spaces - Hourly	N/A	\$16.85 - \$43.15
b)	COMMUNITY CENTRE - Auditorium	per hour	\$ 60.73	\$ 59.25
c)	COMMUNITY CENTRE - Auditorium	per day (8 hours) Hourly Rate applies beyond 8 hours	\$ 361.06	\$ 352.25
d)	COMMUNITY CENTRE - ACC#1 Meeting Room - available free of charge to Aurora non-profit groups	per hour	\$ 32.44	\$ 31.65
e)	COMMUNITY CENTRE - ACC#2 Meeting Room - available free of charge to Aurora non-profit groups	per hour	\$ 25.11	\$ 24.50
f)	Arena Floor Rental - Aurora based Youth groups	per hour	\$ 45.00	\$ 43.90
g)	Arena Floor Rental - Other	per hour	\$ 59.66	\$ 58.20
h)	Arena Floor Event Rental - Not for profit in Aurora	per day - multi day event (open - close)	\$818.41/surface	\$798.45/surface
i)	Arena Floor Event Rental - Other	per day - multi day event (open - close)	\$1,156.46/surface	\$1,128.25/surface
j)	LEISURE COMPLEX	Meeting Room - available free of charge to Aurora non-profit groups	\$32.44/hour	\$31.65/hour
		Program Room C (2nd Floor)	\$37.72/hour	\$36.80/hour
		Program Room A (Main Floor - small)	\$32.44/hour	\$31.65/hour
		Program Room B (Main Floor - large)	\$37.72/hour	\$36.80/hour
		Teaching Kitchen	\$28.29/hour (plus \$50.00 clean-up deposit)	\$27.60/hour (plus \$50.00 clean-up deposit)
k)	Gymnasium - Prime Time - Aurora based Youth	Full Gym - per hour	\$ 81.64	\$ 79.65
l)	Gymnasium - Prime Time - Other	Full Gym - per hour	\$ 109.93	\$ 107.25
m)	GYMNASIUM - Non-Prime - 7:00am to 4:00pm Weekdays	Full Gym - per hour	\$ 60.73	\$ 59.25
n)	Squash Courts	per court per hour	\$ 13.12	\$ 12.80
		Activity Room A	\$32.44/hour	\$31.65/hour
		Activity Room B	\$32.44/hour	\$31.65/hour
		Activity Room A & B	\$37.72/hour	\$36.80/hour
		Activity Room A & B & Kitchen	\$59.66/hour	\$58.20/hour
		Activity Room C	\$32.44/hour	\$31.65/hour

**By-Law XXXX-19  
Schedule D  
Community Services  
Effective February 1, 2019**

Description of Service for Fee or Service Charge		Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)
p)	SENIORS CENTRE	Activity Room & Kitchen	\$53.92/hour	\$52.60/hour
		Craft Room	\$37.72/hour	\$36.80/hour
		Multi-Purpose Room/Kitchen - Hourly	\$121.41/hour	\$118.45/hour
		Multi-Purpose Room/Kitchen - Daily (8 hours)	\$720.01/day	\$702.45/day
q)	STRONACH AURORA RECREATION COMPLEX	Meeting Room - available free of charge to Aurora non-profit groups	\$32.44/hour	\$31.65/hour
r)	TOWN HALL - Coffee Service	Per 25 people or less	\$30.39/25 people	\$29.65/ 25 people
s)	TOWN HALL - Aurora Based Non-Profit Groups (as defined by Town Policy)	Leksand Room	No Charge	No Charge
		Holland Room (Staff support fee may apply)	No Charge	No Charge
t)	TOWN HALL - Aurora Based Groups	Leksand Room	\$32.44/hour	\$31.65/hour
		Holland Room (Staff support fee may apply)	\$38.75/hour	\$37.80/hour
u)	TOWN HALL - Non-Aurora Based Groups	Leksand Room	\$38.75/hour	\$37.80/hour
		Holland Room (Staff support fee may apply)	\$44.49/hour	\$43.40/hour
	TOWN HALL - COUNCIL CHAMBERS (Staff support fee may apply)	Aurora Based Groups	\$60.73/hour	\$59.25/hour
		Non-Aurora Based Groups	\$126.13/hour	\$123.05/hour
		Professional/Commercial Groups	\$247.03/hour	\$241.00/hour
v)	TOWN HALL - SKYLIGHT GALLERY	per hour	\$ 60.73	\$ 59.25
w)	TOWN HALL - EQUIPMENT SUPPORT	Staffing charge for the use of the equipment in either the Holland Room and/or Council Chambers	\$78.52/hour (3 hour min)	\$76.60/hour (3 hour min)
x)	VICTORIA HALL	per hour	\$37.72/hour	\$ 36.80
		Daily (8 hours)	\$222.94/hour	\$ 217.50
y)	Locker Rental	Per Person	1 mo. / 3 mo. / 6 mo. / 12 mo. \$6.66/\$19.22/\$36.13/\$68.93	1 mo. / 3 mo. / 6 mo. / 12 mo. \$6.50/\$18.75/\$35.25/\$67.25
<b>19. FACILITY RENTALS - OUTDOOR</b>				
a)	BAND SHELL	Park Event/Large Company/School Picnic	\$ 355.83	\$ 347.15
		Hourly (no set-up or staff support required)	\$ 30.39	\$ 29.65
b)	McMAHON PARK	Aurora Lawn Bowling Club	\$1089.78/year	\$1,063.20/year
		Aurora Community Tennis Club	\$1771.05/year	\$1,727.85/year
c)	TENNIS COURTS	per hour	\$8.41	\$ 8.20

**By-Law XXXX-19  
Schedule D  
Community Services  
Effective February 1, 2019**

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)
<b>20. PLAYING FIELD USER FEES</b>			
a) Ball Diamonds - Adult	per hour	\$ 16.91	\$ 16.50
b) Ball Diamonds - Youth	per hour	\$ 10.66	\$ 10.40
c) Rectangular Fields - Youth	per hour	\$ 9.28	\$ 9.05
d) Rectangular Fields - Adult	per hour	\$ 11.12	\$ 10.85
g) Tournaments	each	\$234.32/ tournament field per hour rate	\$228.60/ tournament field per hour rate
h) ARTIFICIAL TURF FIELD Aurora based non-profit May 1 - September 30 (regular season)	Youth - per hour	\$ 9.28	\$ 9.05 *
	Adult - per hour	\$ 11.12	\$ 10.85 *
i) ARTIFICIAL TURF FIELD Aurora based non-profit Youth/Adult - Oct 1 - April 30	per hour	\$ 23.99	\$ 23.40 *
j) ARTIFICIAL TURF FIELD All schools and Aurora based private people - May 1 - September 30 (regular season)	per hour	\$ 29.47	\$ 28.75 *
k) ARTIFICIAL TURF FIELD All schools and Aurora based private people - October 1 - April 30	per hour	\$ 65.40	\$ 63.80 *
l) ARTIFICIAL TURF FIELD All non-Aurora based groups Youth/Adult - Any time of year	per hour	\$ 207.05	\$ 202.00 *
<b>21. CULTURAL SERVICES</b>			
a) Visiting Researcher	per 2 hours	\$ 26.04	\$ 25.40
b) Corresponding Researcher	per hour	\$ 47.30	\$ 46.15
c) Photocopies / scans of text	per page	\$ 0.52	\$ 0.51
d) High Resolution Image (existing)	per image	\$ 29.57	\$ 28.85
e) High Resolution Scan	per image	\$ 59.14	\$ 57.70

**By-Law XXXX-19  
Schedule E  
Operational Services  
Effective February 1, 2019**

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)
Work Performed for Residents, Contractors and Developers		Actual Labour, Material & Equipment plus 35% overhead or full cost of contracted services plus 15% administrative fee, subject to HST	Actual Labour, Material & Equipment plus 35% overhead and full cost of contracted services plus 15% administrative fee, subject to HST
Hydrant Deposit	Each	\$2,182.00	\$2,128.80
Fire Flow Test	Each	\$267.00	\$260.65
Sewer Camera Rate	lump sum	actual cost plus 15% administrative fee, subject to HST	actual cost plus 15% administrative fee
Water Sampling - New Subdivisions	each	n/a	\$109.50 + lab costs
Water Meters and Water Meter Accessories	each	Actual cost plus 35% overhead, subject to HST (overhead limited to a maximum of \$513 per meter or accessory)	Actual cost plus 35% overhead, subject to HST (overhead limited to a maximum of \$500 per meter or accessory)
Water Meter Wire Charge	per box	\$125.00	\$107.50, subject to HST
<b>Road Excavation Fees</b>			
Road Excavation Permit Deposit	each	\$575.00 - \$5,000.00	\$561.55
Road Excavation/Occupancy Permit	whichever is greater	\$225.00 or 10%	\$135.55 or 10%
<b>Sanitary Sewer Remediation</b>			
Private Side Sanitary Sewer Remediation	each	Actual cost plus 15% administrative fee, subject to HST	n/a
<b>Water Turn On/Off Service Charges (previously included in By-law 5716-15)</b>			
24 hours or more of notice during business hours (8:00am - 4:00pm)	each	\$0.00	\$0.00
Less than 24 hours notice during business hours (8:00am - 4:00pm)	each	\$86.00	\$83.50
Outside business hours	each	\$171.00	\$166.95
<b>Waste Collection Fees</b>			
Blue Boxes	each	\$10.00	\$16.35
Blue Totes	each	\$150.00 + delivery charge of \$33.00 for the 95 gal totes (which includes picking up old damaged totes)	\$146.00 + delivery charge of \$32.00 for the 95 gal totes (which includes picking up old damaged totes)
Green Bins	each	\$22.00	\$26.55
Kitchen Catcher	each	\$5.00	\$7.65
Backyard Composters	each	\$41.00	\$37.00
Replacement Blue Tote wheel set	each	\$20.00	\$41.00
<b>Tree Permit Fees (as presented and approved in PRS16-022)</b>			
Tree Permit Fees	up to 3 trees that are less than 20 cm	\$ 209.36	\$ 204.25
	4 trees that are less than 20 cm	\$ 313.96	\$ 306.30
	5 trees that are less than 20 cm	\$ 418.61	\$ 408.40
	6 trees that are less than 20 cm	\$ 523.26	\$ 510.50
	7 trees that are less than 20 cm	\$ 627.92	\$ 612.60
	8 or more trees that are less than 20 cm (cost per tree)	\$ 104.65	\$ 102.10
	A tree that is greater than 20cm, but less than 70 cm	\$ 523.26	\$ 510.50

**By-Law XXXX-19  
Schedule F  
Financial Services  
Effective February 1, 2019**

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)
Tax Bill Reprint - Per Tax Year	per document	\$ 20.00	\$ 16.85 *
Returned Cheques	per cheque	\$ 50.00	\$ 43.90 *
Payment Recalled by Bank	per item	\$ 20.00	\$ 15.85 *
Mortgage Administrative Fee	per property	\$ 10.00	n/a *
Tax Reminder Notices	per property	\$ 7.00	n/a *
Water and Wastewater Reminder Notices	per property	\$ 7.00	n/a *
Tax and Water/Wastewater Certificate (for all properties)	per property	\$ 140.00	n/a *
Tax Certificate	per property	\$ 85.00	\$ 81.45
Water/Wastewater Certificate	per property	\$ 85.00	\$ 81.45
Water Bill Reprint - Per Billing Period	per document	\$ 20.00	\$ 16.85 *
Official Tax Receipt Letter for Government Agencies	per document	\$ 35.00	\$ 31.40 *
Duplicate Receipt	per receipt	\$ 15.00	\$ 13.80 *
Detailed Analysis of Tax Account - Per Tax Year	per property	\$ 35.00	\$ 33.45
Tax Roll Ownership Change	per property	\$ 55.00	\$ 33.45 *
Water Account Ownership Change/ New Account Set-up	per property	\$ 55.00	\$ 52.35 *
Letter of Reference for Utilities	each	\$ 30.00	\$ 27.35 *
Addition of Unpaid Provincial Offences Act Fines to Tax Bill	per addition	\$ 50.00	n/a *
Addition of Unpaid Charges to Tax Bill	per addition	\$ 30.00	\$ 15.85 *



**By-Law XXXX-19 Schedule G  
Building Division  
Effective February 1, 2019**

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)
Minimum Permit Fee for Part 9 Residential Building	per application	\$ 280.00	\$ 275.00
Minimum Permit Fee for all Other Buildings	per application	\$ 565.00	\$ 550.00
<b>Group A Assembly (Applies to New Buildings and Additions)</b>			
Restaurants/ Banquet Halls (Finished)	per square metre	\$ 18.10	\$ 17.70
Restaurant/ Banquet Hall (Shell)	per square metre	\$ 11.00	\$ 10.70
Recreation Facilities, Schools, Libraries, Churches, Theatres and All Other Group A Occupancies	per square metre	\$ 18.10	\$ 17.70
Group A Assembly (Alterations)	per square metre	\$ 6.20	\$ 6.00
<b>Group B Institutional (Applies to New Buildings and Additions)</b>			
Residential Care Facilities, Nursing Homes and All Other Group B	per square metre	\$ 18.10	\$ 17.70
Group B Institutional (Alterations)	per square metre	\$ 6.20	\$ 6.00
<b>Group C Residential (Applies to New Buildings and Additions)</b>			
Single Family Detached (Semi, Row House, Link Dwellings)* *Permit includes Building, HVAC, Plumbing and Residential Occupancy Permits.	per square metre	\$ 16.40	\$ 16.00
Multiple Residential and Apartments	per square metre	\$ 15.40	\$ 15.00
Other Group C (Hotel/Motel Lodging Houses, Rooming Houses, Shelters, etc.)	per square metre	\$ 15.40	\$ 15.00
Group C Residential (Alterations)	per square metre	\$ 6.20	\$ 6.00
Second Suite Swelling Unit	per square metre	\$ 6.20	\$ 6.00
<b>Group D Business and Personal Services (Applies to New Buildings and Additions)</b>			
Business and Personal Services (Finished)	per square metre	\$ 15.40	\$ 15.00
Business and Personal Services (Shell)	per square metre	\$ 12.30	\$ 12.00
Group D Business and Personal Services (Alterations)	per square metre	\$ 7.20	\$ 7.00
<b>Group E Mercantile (Applies to New Buildings and Additions)</b>			
Mercantile (Finished)	per square metre	\$ 15.40	\$ 15.00
Mercantile (Shell)	per square metre	\$ 12.30	\$ 12.00
Group E Mercantile (Alterations)	per square metre	\$ 7.20	\$ 7.00

**By-Law XXXX-19 Schedule G  
Building Division  
Effective February 1, 2019**

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)
<b>Group F Industrial (Applies to New Buildings and Additions)</b>			
Industrial (Finished - Including Self-Storage Buildings)	per square metre	\$ 10.30	\$ 10.00
Industrial (Shell)	per square metre	\$ 8.20	\$ 8.00
Storage Garages	per square metre	\$ 5.10	\$ 5.00
Gas Stations/Repair Stations	per square metre	\$ 9.20	\$ 9.00
Farm Buildings	per square metre	\$ 4.40	\$ 4.25
Group F Industrial (Alterations)	per square metre	\$ 5.10	\$ 5.00
<b>Designated Structures</b>			
Wind Turbine Support Structure	per structure	\$ 325.00	\$ 315.00
Exterior Tank and Support not regulated by TSSA, 2000	per structure	\$ 275.00	\$ 265.00
Retaining Walls	per linear metre	\$ 8.00	\$ 7.50
Solar Collectors	per structure	\$ 325.00	\$ 315.00
<b>Stand Alone</b>			
Accessory Structures (Residential)	flat fee	\$ 280.00	\$ 275.00
Accessory Structures (All Other)	flat fee	\$ 540.00	\$ 525.00
Alternative Solutions	per application	\$1,050.00 - plus consulting costs as applicable	\$1,025.00 - plus consulting costs as applicable
Change of Use	per square metre	\$ 7.20	\$ 7.00
Construction and Sales Trailers	per square metre	\$ 10.80	\$ 10.50
Construction and Sales Trailers (Pre-Fabricated)	per square metre	\$ 5.40	\$ 5.25
Conditional Permits	per square metre of applicable residential or commercial fee	\$1,050.00 - plus agreement preparation costs (min \$1,000.00)	\$1,025.00 - plus agreement preparation costs (min \$1,000.00)
Demolition (Singles, Semis, Row Houses, Accessory Structures)	55m <sup>2</sup> or less - flat fee	\$ 280.00	\$ 275.00
	Over 55m <sup>2</sup> - flat fee	\$ 330.00	\$ 325.00
Demolition (Others)	flat fee	\$ 540.00	\$ 525.00
Electromagnetic Locks	per lock	\$32.00 - to a maximum of \$320.00	\$31.50 - to a maximum of \$315.00
Fire Alarm Retrofit	per application	\$ 320.00	\$ 315.00
Fireplaces, Woodstoves and Chimneys	each	\$ 280.00	\$ 275.00

**By-Law XXXX-19 Schedule G  
Building Division  
Effective February 1, 2019**

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)
Foundation for Relocated Buildings	per square metre	\$ 3.80	\$ 3.75
HVAC Systems	per residential system	\$ 280.00	\$ 270.00
	per all other systems	\$ 565.00	\$ 550.00
Kitchen Exhaust System	per system	\$ 540.00	\$ 525.00
Marijuana Grow-OP Remediation	minimum fee - includes 10 hours of plan review and inspection	\$ 1,130.00	\$ 1,100.00
	per hour (after)	\$ 115.00	\$ 110.00
Miscellaneous Permits - Where a permit application is for a Class not listed herein, the Unit of Measure and Fee shall be determined by the Chief Building Official	each	tdb	tdb
Model Certification	per square metre	\$ 5.90	\$ 5.80
Permits for Certified Plans	per square metre	\$ 10.50	\$ 10.20
Model Type Change	per square metre	\$ 820.00	\$ 800.00
Outdoor Public Pool (3.11 OBC)	per square metre	\$ 6.50	\$ 6.30
Occupancy of an Unfinished Building Permit	per application - up to 4 hours of combined inspection time for building, plumbing and fire services	\$ 450.00	\$ 440.00
	per hour (additional time)	\$ 113.00	\$ 110.00
Partial Permits (Foundation, Structural and Foundation/Structural)	per application	\$ 565.00	\$ 550.00
Portables	per portable	\$165.00 - to a maximum of \$1,640.00	\$160.00 - to a maximum of \$1,600.00
Revision to Permit Plan	per application - up to 3 hours of review time	\$ 282.00	\$ 275.00
Shoring	per linear metre	\$ 7.70	\$ 7.50
Solar Domestic Hot Water Systems	per system	\$ 482.00	\$ 470.00
Sprinkler Retrofit	per square metre	\$ 0.65	\$ 0.60
Temporary Building/Tent	per structure	\$165.00 - to a maximum of \$1,640.00	\$160.00 - to a maximum of \$1,600.00
Transit/Bus and Terminal/Bus Shelter	per square metre (see Group A Occupancies)	\$ 14.00	\$ 13.65
Underpinning	per linear metre	\$ 7.70	\$ 7.50

**By-Law XXXX-19 Schedule G  
Building Division  
Effective February 1, 2019**

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)
<b>Plumbing</b>			
On Site Sewage Systems - New Systems (200m <sup>2</sup> or less)	per system	\$ 565.00	\$ 550.00
On Site Sewage Systems - New Systems (Greater than 200m <sup>2</sup> )	per square metre	\$3.85 - to a maximum of \$3,235.00	\$3.75 - to a maximum of \$3,155.00
Alterations to Sewage Disposal System	per application	\$ 270.00	\$ 265.00
Headers, Tank Removal or Decommissioning	each	\$ 270.00	\$ 265.00
Stand Alone Plumbing Fixtures, Equipment, Roof Drains - Single Family Dwelling	per fixture	\$ 16.50	\$ 16.00
Stand Alone Plumbing Fixtures, Equipment, Roof Drains - All Other Buildings	per fixture	\$ 16.50	\$ 16.00
Water Service (Residential)	per application	\$ 26.00	\$ 25.00
Each Residential Drain and Sewer (Includes both Storm and Sanitary, Inside, Outside and Floor Drains)	per application	\$ 62.00	\$ 60.00
<b>Commercial, Industrial, Institutional and Apartment (Buildings and Units)</b>			
<b>Water Services</b>			
50mm (2") or less	each	\$ 26.00	\$ 25.00
100mm (4")	each	\$ 46.00	\$ 45.00
150mm (6")	each	\$ 67.00	\$ 65.00
200mm (8")	each	\$ 87.00	\$ 85.00
250mm (10")	each	\$ 108.00	\$ 105.00
300mm (12") or larger	each	\$ 128.00	\$ 125.00
<b>Drains (Storm or Sanitary Drains - Inside or Outside)</b>			
100mm (4")	each	\$ 51.00	\$ 50.00
150mm (6")	each	\$ 77.00	\$ 75.00
200mm (8")	each	\$ 97.00	\$ 95.00
250mm (10")	each	\$ 118.00	\$ 115.00
300mm (12") or larger	each	\$ 138.00	\$ 135.00
<b>Miscellaneous Plumbing</b>			
Manhole, Catch-Basin, Area Drain or Interceptors	each	\$ 36.00	\$ 35.00
Testable Back-Flow Preventer	each	\$ 67.00	\$ 65.00
<b>Other Fees</b>			
Re-Inspection Fee (Applicable at the discretion of the Chief Building Inspector)	each	\$ 113.00	\$ 110.00
Review of Plans	per hour	\$ 113.00	\$ 110.00
Permit Reactivation Fee	per permit	\$ 160.00	\$ 155.00
Administration Fee for Occupancy of a Residential Building Prior to Issuance of the Required Residential Occupancy Permit under the Building Code	per unit	\$ 810.00	\$ 790.00
Special Inspection Fee - per Hour, per Person (Applicable at the discretion of the Chief Building Inspector)	per hour per person	\$ 113.00	\$ 110.00

**By-Law XXXX-19 Schedule G  
Building Division  
Effective February 1, 2019**

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)
Special Investigation Fee - Where work for which a permit is required by the Building By-law has commenced without the authorization of a permit, in addition to all other fees)	each	Half the permit fee payable pursuant to this By-law or \$255.00, whichever is greater	Half the permit fee payable pursuant to this By-law or \$250.00, whichever is greater
Transfer of Permit	per application	\$ 113.00	\$ 110.00
Zoning and Applicable Law Review	per proposal	\$ 138.00	\$ 135.00
Sewage System Maintenance Inspection	per inspection	\$ 155.00	\$ 150.00
Project by the Municipality	each	No Fees Charged	No Fees Charged
<b>Notes</b>			
<b>General Notes - Interpretation and Application of Schedule G</b>			
A building permit or permit fee is not required for any detached structure having an area of less than 10 square metres, except where plumbing is installed. However, the Town of Aurora Zoning By-law Number 2213-78, as amended, applies to all structures.			
<b>Detached single family dwelling, semi-detached dwelling, row house and link house</b>			
The service index applied to the construction of a new dwelling includes the building, plumbing, HVAC and occupancy permit components.			
Where a proposal for the construction of a new dwelling unit includes a deck, porch or similar amenity structures those amenities are included in the permit fee and will not be charged the stand alone fee for such structures.			
The measurement of a floor area for a dwelling unit shall be measured from exterior face of exterior wall to same or centerline of party wall, firewall or common wall including the floor area of an attached garage, basements and cellars.			
Where a proposal for construction includes an addition, alteration, accessory structures or any combination thereof the permit fee shall be the sum of the fees for the individual components.			
<b>All Other Classes of Permits</b>			
The service index applied to the construction of a new dwelling includes the Building, Fire Services and HVAC components but does not include plumbing or site services which shall be charged a separate fee in accordance with this Schedule.			
The occupancy classifications in this schedule correspond with the Ontario Building Code. For mixed use floor areas, the service index for each applicable occupancy may be used.			
Where a storage garage is located below a principle building and is considered a separate building the fee for the storage garage shall be calculated in accordance with the Group F industrial occupancy fees.			
Mechanical penthouses and floors, mezzanines, lofts and balconies are to be included in all floor area calculations. No deductions shall be made for openings in a floor area with the exception of interconnected floor areas.			
<b>Security Deposits</b>			
In accordance with the Town of Aurora Infill Housing Policy a security deposit of \$10,000.00 is required prior to the issuance of a permit for the construction of new dwellings.			
In accordance with the Town of Aurora By-law Number 4744-05P, as amended, additions and accessory structures to dwelling units and demolitions require a road damage deposit in the amount of \$25/metre of frontage to a maximum of \$750.00.			
In accordance with the Town of Aurora Policy regarding temporary sales trailers and construction trailers, a security deposit in the amount of \$5,000.00 is required to cover the cost of removal, should it become necessary.			

**By-Law XXXX-19 Schedule H  
Development Planning Division  
Effective February 1, 2019**

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)
<b>Official Plan Amendment</b>			
Major (see Note 1)	base fee	\$ 21,168.00	\$ 20,652.00
	processing fee/surcharge prior to adoption of OPA	\$ 5,353.00	\$ 5,222.00
	revision fees	\$ 2,307.00	\$ 2,251.00
Minor (see Note 2)	base fee	\$ 12,013.00	\$ 11,720.00
	processing fee/surcharge prior to adoption of OPA	\$ 5,353.00	\$ 5,222.00
	revision fees	\$ 1,768.00	\$ 1,725.00
<b>Zoning By-law Amendment</b>			
Major (see Note 3)	base fee	\$ 12,684.00	\$ 12,375.00
	processing fee/surcharge prior to enactment of ZBA	\$ 5,353.00	\$ 5,222.00
	revision fees	\$ 2,307.00	\$ 2,251.00
Minor (see Note 4)	base fee	\$ 6,868.00	\$ 6,700.00
	processing fee/surcharge prior to enactment of ZBA	\$ 5,353.00	\$ 5,222.00
	revision fees	\$ 1,768.00	\$ 1,725.00
Removal of Hold	base fee	\$ 4,343.00	\$ 4,237.00
	processing fee/surcharge prior to enactment of ZBA	\$ 5,353.00	\$ 5,222.00
Temporary Use	base fee	\$ 6,358.00	\$ 6,203.00
	processing fee/surcharge prior to enactment of ZBA	\$ 5,353.00	\$ 5,222.00
	extension of the Temporary By-law	\$ 6,358.00	\$ 6,203.00
<b>Draft Plan of Subdivision</b>			
Draft Plan of Subdivision	base fee	\$ 15,693.00	\$ 15,310.00
	processing fee/surcharge (residential)	\$644/unit and \$8,467/hectare or part thereof for all other lands (see Note 5)	\$628/unit and \$8,260/hectare or part thereof for all other lands (see Note 5)
	processing fee/surcharge (non-residential)	\$8,292/hectare or part thereof for all other lands (see Note 5)	\$8,090/hectare or part thereof for all other lands (see Note 5)
	registration of Subdivision per agreement	\$ 4,315.00	\$ 4,210.00
	revision fee (where applicant makes revisions to plans requiring recirculation)	\$ 1,837.00	\$ 1,792.00
	revisions to a Draft Approved Plan of Subdivision, or Conditions of Draft Approval	\$ 4,405.00	\$ 4,298.00

**By-Law XXXX-19 Schedule H  
Development Planning Division  
Effective February 1, 2019**

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)
	extension of Draft Approval	\$ 2,307.00	\$ 2,251.00
<b>Draft Plan of Condominium</b>			
(All Types)	base fee	\$ 20,406.00	\$ 19,908.00
	registration of Subdivision per agreement	\$ 4,405.00	\$ 4,298.00
	revisions to Approved Draft Plan of Condominium	\$ 3,610.00	\$ 3,522.00
	extension of Draft Approval	\$ 2,307.00	\$ 2,251.00
<b>Part Lot Controls</b>			
Part Lot Controls	base fee	\$ 2,486.00	\$ 2,425.00
<b>Block Plans</b>			
Block Plans	base fee	\$ 10,836.00	\$ 10,572.00
	processing fee/surcharge	\$566/hectare or part thereof	\$552/hectare or part thereof
<b>Site Plan Approval</b>			
Major	base fee	\$ 6,420.00	\$ 6,264.00
	plus: per unit for residential	\$ 644.00	\$ 628.00
	plus: per unit for multi-residential (apartments)	\$ 330.00	\$ 322.00
	plus: ICI buildings for first 2,000m <sup>2</sup> - per m <sup>2</sup> of GFA	\$ 3.37	\$ 3.29
	plus: ICI buildings portion of GFA between 2,001m <sup>2</sup> and 10,000m <sup>2</sup> - per m <sup>2</sup> of GFA	\$ 2.19	\$ 2.14
	plus: ICI buildings portion of GFA beyond 10,000m <sup>2</sup> - per m <sup>2</sup> of GFA	\$ 1.10	\$ 1.07
Minor and Amending Plans (see Note 6: per m2 fee applicable only if there is an increase in GFA)	base fee	\$ 3,448.00	\$ 3,364.00
	plus: ICI buildings for first 2,000m <sup>2</sup> - per m <sup>2</sup> of GFA	\$ 3.37	\$ 3.29
	plus: ICI buildings portion of GFA between 2,001m <sup>2</sup> and 10,000m <sup>2</sup> - per m <sup>2</sup> of GFA	\$ 2.19	\$ 2.14
	plus: ICI buildings portion of GFA beyond 10,000m <sup>2</sup> - per m <sup>2</sup> of GFA	\$ 1.10	\$ 1.07

**By-Law XXXX-19 Schedule H  
Development Planning Division  
Effective February 1, 2019**

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)
Recirculation/Revisions (where the applicant fails to revise drawings as requested by the Town beyond the third submission or the Applicant changes the plans/proposal)	each	\$ 1,230.00	\$ 1,200.00
Site Plan Review (Stable Neighbourhood)	each	\$ 1,025.00	\$ 1,000.00
Site Plan Exemption	base fee	\$ 617.00	\$ 602.00
	request for site plan exemption beyond 2 <sup>nd</sup> submission	\$ 256.00	\$ 250.00
Radio Communication Tower/Antenna Facilities	base fee	\$ 8,352.00	\$ 8,148.00
<b>Committee of Adjustment</b>			
<b>Consent</b>			
Lot Creation, Lot Addition, Establishment of Easements, Mortgage change over, Lease over 21 years	base fee	\$ 3,480.00	\$ 3,395.00
	plus: per new lot created	\$ 1,748.00	\$ 1,705.00
	change of conditions (only before a final consent is granted)	\$ 920.00	\$ 898.00
	recirculation fee (see Note 7)	\$ 2,617.00	\$ 2,553.00
<b>Minor Variances or Permission</b>			
Ground Related Residential Zoned Lands	base fee	\$ 1,998.00	\$ 1,949.00
Oak Ridges Moraine Residential	base fee	\$ 1,669.00	\$ 1,628.00
More than one Variance related to a Draft Approved Plan of Subdivision	base fee	\$ 1,998.00	\$ 1,949.00
	plus: per lot or unit	\$ 1,047.00	\$ 1,021.00
All Other Uses, including ICI	base fee	\$ 2,449.00	\$ 2,389.00
Recirculation/Revisions (see Note 7)	each	\$ 1,387.00	\$ 1,353.00
<b>General Fees</b>			
Owner's Request to Cancel Public Planning Meeting	base fee	\$ 3,485.00	\$ 3,400.00
Local Planning Appeal Tribunal Referral Fee (for all types of development applications)	base fee	\$ 607.00	\$ 592.00
Local Planning Appeal Tribunal Referral Fee (Minor Variances and Consent)	base fee	\$ 314.00	\$ 306.00
File Maintenance Fee	per year	\$ 718.00	\$ 700.00
Cash in Lieu of Parking Agreement	base fee	\$ 5,125.00	\$ 5,000.00
Section 37 (Bonusing Agreement)	base fee	\$ 5,125.00	\$ 5,000.00
Municipal Street Name Change	each	\$ 1,648.00	\$ 1,608.00
Municipal Addressing Change	each	\$ 1,072.00	\$ 1,046.00



**By-Law XXXX-19 Schedule H  
Development Planning Division  
Effective February 1, 2019**

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2019 (Including H.S.T. where applicable)	2018 (Including H.S.T. where applicable)
<b>Notes</b>			
<b>1) Major Official Plan Amendment</b>			
An application that is significant in scale and scope which may have greater impact or policy implication beyond the subject lands. Such applications may include those relating to multiple properties; site specific proposals that represent large scale development/significant change in use; and applications involving significant changes to the text/policies of the Official Plan.			
<b>2) Minor Official Plan Amendment</b>			
An application that is a small scale amendment to the Official Plan policies and designations, having limited impact or policy implications beyond the subject lands.			
<b>3) Major Zoning By-law Amendment</b>			
An application that is significant in scale and scope which may have greater impact or policy implication beyond the subject lands. Such applications may include: - an application relating to more than one property; - a site specific application, if considered to represent large scale redevelopment; - significant change in use and/or zone category; or - an application involving significant changes to the development standards or general provisions of the by-law.			
<b>4) Minor Zoning By-law Amendment</b>			
An application for minor and small scale zoning amendment having no significant impact on adjoining lands. Minor application must be site specific and include: - a request for additional permitted use, within an existing building or with no significant impact on existing development standards; and - changes in development standards to accommodate a minor development or severance.			
<b>5) Draft Plan of Subdivision</b>			
All other lands within the draft plan excluding roads, road widenings and environmental protection lands.			
<b>6) Minor and Amending Site Plans</b>			
Shall include amendments to existing site plan agreements for those properties with development agreements executed and registered after 2000. Staff shall determine, in consultation with other departments, if a site plan application is considered minor, an amendment or if a new site plan application is required.			
<b>7) Recirculation Fee</b>			
Required due to an Owner's or Applicant's revisions or deferrals.			
<b>Payment of Fees</b>			
All fees set out herein shall be payable to the Town of Aurora upon the submission of the related application to the Town, unless otherwise provided herein. The fee amount shall be completed by the Applicant on the Fee Calculation Worksheet included with each Application Form. 50% of fees refunded if application is withdrawn prior to any Council or Committee of Adjustment consideration.			



**Town of Aurora  
General Committee Report No. CAO18-007**

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**Subject:** Town of Aurora Website Upgrade  
**Prepared by:** Stephanie Mackenzie-Smith, Corporate Communications Manager  
**Department:** Office of the Chief Administrative Officer  
**Date:** December 11, 2018

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## **Recommendation**

- 1. That Report No. CAO18-007 be received; and**
- 2. That this report satisfy Council's conditional budget approval for Capital Project No. 12037– Town of Aurora Website in the amount of \$70,000.**

## **Executive Summary**

This report seeks Council's approval for staff to proceed with Capital Project No. 12307, which received conditional approval during the 2018 budget deliberations. Additional information regarding metrics and improved tools and technologies, as requested by Council, have been included in this report.

A website upgrade will enable the Town to increase service delivery to the community by doing the following:

- Increase the tools and online services available to residents
- Improve the design, navigation and search capabilities, increasing overall website usability
- Better promote popular services and revenue-generating programs
- Ensure website is mobile device responsive as mobile access is increasing
- Move the website to an external hosting service to increase convenience and security

Upon budget approval for Capital Project No. 12037 – Town of Aurora Website, the Town will proceed with entering into a sole source agreement with our existing vendor of eSolutions for the upgrade and hosting. Continuing with the same vendor will allow for easier transfer of existing data and content.

## **Background**

During the 2018 Capital Budget deliberations, Council provided conditional approval of \$70,000 to redevelop the Town of Aurora website.

The capital budget request came as a result of Council expressing the need for website improvements as a result of comments from residents. These comments were formally expressed to Corporate Communications during the May 2017 Council Workshop.

The current Town website was built in 2015 at a cost of \$70,000 (actual cost was \$140,000 split equally between the Town of Newmarket and the Town of Aurora). The website was part of a joint contract between the Town of Aurora and the Town of Newmarket with eSolutions. eSolutions is a website design, development and hosting company that works with most major municipalities in Ontario. The current Town website was built by eSolutions and hosted with the Town of Newmarket.

There are multiple challenges with the existing website related to back-end technology, usability and navigation. In addition to the above mentioned resident feedback, the website is not mobile device responsive and requires a third-party service to display website content in a way that is accessible to mobile devices. This service does not work seamlessly for all devices and prevents many website pages and tools from being viewed and used in the appropriate manner when viewed on a mobile device.

The Town website is one of our primary methods of communication with our community. On a monthly basis, the site sees between 26,000 and 30,000 users with more than 40,000 sessions between them. Approximately 68 per cent of visitors are returning visitors, with 32 per cent being new visitors. The site receives more than 100,000 page views per month with the average user visiting two to three pages for two to three minutes. Approximately one-quarter of all website traffic is via mobile device.

In 2018, the Town transitioned to a new search function on the website in order to improve search functionality and increase analytics related to search. Ensuring residents and visitors are quickly and easily able to obtain information is a key priority. Search data indicates that the most popular information residents are searching for relate to recreation programs (swimming, camp, skating) as well as jobs, parking and Town events and programs (election, Haunted Forest, Remembrance Day, etc.) Search data is consistent with website analytics, which indicate the most visited pages of the website as being Jobs, Special Events, Program Registration, Recreation Schedules and Waste and Recycling.

December 11, 2018

Page 3 of 7

Report No. CAO18-007

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As 2018 was an election, Communications elected not to proceed with moving this project forward earlier due to resourcing strains and concerns over making changes to the website during an election, particularly with the introduction of online voting.

## **Analysis**

### **Increase the tools and online services available to residents**

Upgrading the Town of Aurora website will allow for additional tools and online services to be integrated into the site to increase our service delivery to the community. As an example, the following tools will be included in the scope of work:

- News tool that allows residents to sign up to receive news alerts
- Emergency banner on website to communicate more effectively with residents during extreme weather events and other emergencies
- Social media integration with the new tool
- Contact module to more effectively manage communication with residents using the communication channel of their choice
- Make PlaceSpeak tool more prominent for users
- Poll module to enable the Town to post ongoing polls to solicit feedback on key issues
- Calendar to share information regarding Council and committee meetings, community events and Town programs and events
- Photo gallery to share photos of Town events, activities and programs
- Facility search tool. Fully integrated with Google maps, the tool allows residents to search for Town parks, splash pads, sports field, meeting rooms, trails, arenas and recreation fields.
- Bylaw and document library to allow for the easy search of bylaws and other frequently requested documents

Upgrading the website will also allow the Town to integrate additional features in the future, at a cost. Some of those features include a live chat module, which enables online customer services in real-time; online tax certificate portal; online marriage license application tool; property tax calculator; and wastewater calculator, to allow residents and businesses to calculate consumption and proactively manage water billing expectations.

### **Improve the design, navigation and search, increasing overall website usability**

As part of the scope of work drafted by eSolutions and the Town of Aurora, the website upgrade would include extensive work regarding website structure and navigation. In addition, eSolutions would host a public focus group that would allow Town staff, Councillors and citizens to provide feedback on the proposed website navigation and structure. This process increases overall usability and ensures that website navigation and structure is more intuitive to end-users.

eSolutions will also provide training for staff on Writing for the Web and Accessibility Standards to ensure that content revisions are done so in a manner consistent with plain language best practices and current Accessibility legislation. This work will increase the overall usability of the website.

### **Better promote popular services and revenue-generating programs**

Website analytics have shown that many of the most popular pages and searches on the website are related to recreation programs and services. A redesign of the website layout will allow the Town to highlight and promote popular content and the programs and services that generate revenue for the municipality. A strong visual layout that makes it easy for users to find the content they are looking for will increase user satisfaction.

### **Ensure website is mobile responsive as mobile access is increasing**

As previously mentioned, the Town website is viewed on mobile devices approximately 25 per cent of the time. That number is expected to increase as mobile use Canada-wide continues to increase. Mobile responsiveness is a key part of increasing website usability and ensuring that all functions and features of the website work seamlessly regardless of device. The website upgrade would make the entire website accessible on all devices and increase usability.

### **An external hosting service offers additional convenience and security**

The Town website is currently hosted by the Town of Newmarket. This presents certain challenges with regards to the timing of server updates that impact our community. In one day, the website experienced more than 20 outages lasting from several minutes to more than one hour. Additionally, the fact that Newmarket does not have IT staff working 24/7, the monitoring of issues and in-person technical assistance is generally only available during regular business hours.

December 11, 2018

Page 5 of 7

Report No. CAO18-007

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Hosting the website on an external server will allow the website to be hosted by a company that specializes in municipal websites. Upgrades would be able to take place during overnight hours, minimizing the impact to residents. In addition, the site would be monitored 24/7 for outages and security breaches.

Currently, when eSolutions needs access to the server to make changes to the back-end of the website, it must be done via Newmarket and presents numerous scheduling challenges. By hosting the website on the server eSolutions regularly uses, updates can take place faster and with less down time and scheduling required.

The Town is currently paying \$215 a month for Newmarket to host the Town website. Hosting through eSolutions will cost \$350 a month and include the following:

- Google Analytics web statistics reports
- Backups and Disaster Recovery
- e-Commerce capabilities

### **Advisory Committee Review**

N/A.

### **Legal Considerations**

None.

### **Financial Implications**

The Website upgrade project received conditional budget approval and funding in the 2018 Capital Budget. This report is to lift the condition, allowing the project to commence.

### **Communications Considerations**

Prior to updating the new website Corporate Communications will undertake a number of communications initiatives, including website and social media surveys and polls to contribute to the needs assessment.

Participation in the above mentioned focus group will be advertised in print and online, including social media. It will be important that a wide-range of demographics be represented in the focus group and recruiting will reflect that.

December 11, 2018

Page 6 of 7

Report No. CAO18-007

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Extensive communication will take place regarding any service disruptions as a result of the upgrade, although impacts are expected to be minimal.

The Town will utilize all available communication platforms including social media, Notice Board, media release and newsletter to promote upgrades to the website and share information on improvements to online services and the introduction of new tools.

Bi-annual user satisfaction surveys will also be conducted in order to evaluate the new website as part of overall analytics and data review.

### **Link to Strategic Plan**

An updated website will fulfill the Strategic Plan goal of “Supporting an exceptional quality of life for all” by:

- Identifying new methods and technologies to effectively and regularly engage the community
- Developing a strategy to expand e-services where possible

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

1. Maintain the current Town of Aurora website as is with minimal improvements and changes in 2019

### **Conclusions**

The web presence of the Town is an increasingly important tool to inform the community and solicit feedback. The proposed upgrade of the website will modernize the Town’s online presence and improve the usability for citizens and staff.

### **Attachments**

N/A

### **Previous Reports**

N/A

December 11, 2018

Page 7 of 7

Report No. CAO18-007

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### **Pre-submission Review**

Agenda Management Team review on November 22, 2018

### **Approved for Agenda**



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**Doug Nadorozny  
Chief Administrative Officer**





**Town of Aurora  
Council Report**

**No. CS18-030**

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**Subject:** Approval of 2019 Meeting Schedule

**Prepared by:** Michael de Rond, Town Clerk

**Department:** Corporate Services

**Date:** December 11, 2018

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### **Recommendation**

- 1. That Report No. CS18-030 be received; and**
- 2. That the 2019 Meeting Schedule (Attachment No. 1) be approved; and,**
- 3. That Town Clerk be authorized to make amendments to the Council and Committee Meeting Calendar as required.**

### **Executive Summary**

The purpose of this report is to establish a 2019 Meeting Schedule for Council and Committee meetings. The schedule resembles what has been done in the year following a municipal election previously. At the time of writing this report, discretionary Ad Hoc/Advisory Committees or Local Boards have not been approved by Council. It is for this reason staff are seeking approval to add Committee meeting dates into the schedule at a later time.

- Approval of a 2019 Meeting Schedule is required as per the Procedure By-law.
- Staff are requesting approval to amend the schedule to add committee meeting dates once the Ad Hoc/Advisory Committees and Local Boards are approved.

### **Background**

As per Section 19 of By-law Number 6068-18 (the Procedure By-law), Council approves a Meeting Schedule of Council and Standing Committee meetings for each calendar year.

### **Analysis**

December 11, 2018

Page 2 of 3

Report No. CS18-030

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### **Approval of a 2018 Meeting Schedule is required as per the Procedure By-law**

Section 19 of the Procedure By-law establishes rules for the timing of Standing Committee and Council meetings. The proposed 2019 Meeting Schedule is provided as Attachment No. 1. As per past practice, staff are recommending that January, March (March Break), July and August contain just one cycle. Due to budget meetings as well as fewer agenda items than usual, staff are also recommending that February only have one cycle.

The schedule also contains the proposed dates for Council to consider the 2019 Operating and Capital Budget.

### **Staff are requesting approval to amend the schedule to add committee meeting dates once the Ad Hoc/Advisory Committees and Local Boards are approved.**

As has occurred in years following an election before, staff are requesting the ability to amend the schedule to add committee meeting dates after the committees have been struck.

### **Advisory Committee Review**

None

### **Financial Implications**

None

### **Communications Considerations**

Upon Council approval, the 2019 Meeting Schedule will be posted to the Town website.

### **Link to Strategic Plan**

The proposed 2019 Meeting Schedule supports **progressive corporate excellence and continuous improvement** by implementing policy and processes that reflect sound and accountable governance.

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

December 11, 2018

Page 3 of 3

Report No. CS18-030

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1. Council may choose to approve an alternative Meeting Schedule.
2. Council may choose to provide direction on amendments they deem appropriate.

## **Conclusions**

This report has been prepared to provide Council with a proposed 2018 Meeting Schedule. In order to allow for efficient report forecasting, agenda planning, and sufficient public notice, approval of the 2019 Meeting Schedule is required.

## **Attachments**

Attachment No. 1 – Proposed 2019 Meeting Schedule

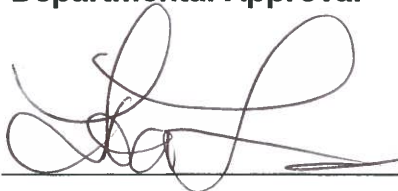
## **Previous Reports**

None

## **Pre-submission Review**

Agenda Management Team review on November 22, 2018

### **Departmental Approval**



**Techa van Leeuwen  
Director  
Corporate Services**

### **Approved for Agenda**



**Doug Nadorozny  
Chief Administrative Officer**



# January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> New Year's Day	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> 7 p.m. Committee of Adjustment (CC)	<b>11</b> 1 p.m. Council-Special - Orientation	<b>12</b> 8:30 a.m. – Council-Special - Orientation
<b>13</b> 7 p.m. Budget Committee (Special Budget Public Consultation)	<b>14</b>	<b>15</b> 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	<b>16</b> 7 p.m. Aurora Cultural Centre Board 7 p.m. Aurora Public Library Board	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b> 7 p.m. Council-Special (CC)	<b>21</b>	<b>22</b> 7 p.m. Council (CC)	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b> 7 p.m. Public Planning (CC)	<b>31</b>		

(CC) Council Chambers (1<sup>st</sup> floor)

(HR) Holland Room (1<sup>st</sup> floor)

(LR) Leksand Room (1<sup>st</sup> floor)

(TR) Tannery Room (2<sup>nd</sup> floor)

Revision: DRAFTv2



# February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 9 a.m. Budget Committee (Capital Budget Review)
3	4	5	6	7	8	9
10	11	12 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	13 7 p.m. Aurora Cultural Centre Board	14 7 p.m. Committee of Adjustment (CC)	15	16
17	18 Family Day	19	20 7 p.m. Aurora Public Library Board	21 5:45 p.m. Budget Committee (Operating Budget Review-Water Budget)	22	23
24 7 p.m. Budget Committee (Operating Budget Review-Fire, Library, ACC, AHS)	25	26 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. Council (CC)	27 7 p.m. Public Planning (CC)	28		

(CC) Council Chambers (1<sup>st</sup> floor)(HR) Holland Room (1<sup>st</sup> floor)(LR) Leksand Room (1<sup>st</sup> floor)(TR) Tannery Room (2<sup>nd</sup> floor)

Revision: DRAFTv2



# March 2019

General Committee Meeting Agenda  
Tuesday, December 11, 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b> 7 p.m. Budget Committee (Operating Budget Review)	<b>5</b>	<b>6</b> 4 p.m. Accessibility Advisory Committee (HR)	<b>7</b> 7 p.m. Committee of Adjustment (CC)	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b> March Break	<b>12</b> March Break	<b>13</b> 6:30 p.m. Aurora Cultural Centre Board (Public Meeting) March Break	<b>14</b> March Break	<b>15</b> March Break	<b>16</b>
<b>17</b>	<b>18</b> 7 p.m. Budget Committee (Operating Budget Review)	<b>19</b> 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	<b>20</b> 7 p.m. Aurora Public Library Board	<b>21</b>	<b>22</b>	<b>23</b>
<b>24/31</b>	<b>25</b>	<b>26</b> 7 p.m. Council (CC)	<b>27</b> 7 p.m. Public Planning (CC)	<b>28</b>	<b>29</b>	<b>30</b>

(CC) Council Chambers (1<sup>st</sup> floor)

(HR) Holland Room (1<sup>st</sup> floor)

(LR) Leksand Room (1<sup>st</sup> floor)

(TR) Tannery Room (2<sup>nd</sup> floor)

Revision: DRAFTv2

Item R5  
Page 6 of 15



# April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b>	<b>2</b> 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	<b>3</b> 4 p.m. Accessibility Advisory Committee (HR)	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b> 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. Council (CC)	<b>10</b> 7 p.m. Aurora Cultural Centre Board	<b>11</b> 7 p.m. Committee of Adjustment (CC)	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b> 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	<b>17</b> 7 p.m. Aurora Public Library Board	<b>18</b>	<b>19</b> Good Friday	<b>20</b> Passover (First Day)
<b>21</b> Easter Sunday	<b>22</b> Easter Monday	<b>23</b> 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. Council (CC)	<b>24</b> 7 p.m. Public Planning (CC)	<b>25</b>	<b>26</b>	<b>27</b> Passover (Last Day)
<b>28</b>	<b>29</b>	<b>30</b>				

(CC) Council Chambers (1<sup>st</sup> floor)(HR) Holland Room (1<sup>st</sup> floor)(LR) Leksand Room (1<sup>st</sup> floor)(TR) Tannery Room (2<sup>nd</sup> floor)

Revision: DRAFTv2



# May 2019

General Committee Meeting Agenda  
Tuesday, December 11, 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
			Art Show	Art Show	Art Show	Art Show
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
Art Show		5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	4 p.m. Accessibility Advisory Committee (HR) 7 p.m. Aurora Cultural Centre Board	7 p.m. Committee of Adjustment (CC)		
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
		5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. Council (CC)	7 p.m. Aurora Public Library Board			
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
	Victoria Day	5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	7 p.m. Public Planning (CC)			
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	
		5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. Council (CC)	7 p.m. Budget Committee (Special Budget Consultation)	FCM Conference Québec City	FCM	

(CC) Council Chambers (1<sup>st</sup> floor)

(HR) Holland Room (1<sup>st</sup> floor)

(LR) Leksand Room (1<sup>st</sup> floor)

(TR) Tannery Room (2<sup>nd</sup> floor)

Revision: DRAFTv2

Item R5  
Page 8 of 15





# June 2019

**General Committee Meeting Agenda  
Tuesday, December 11, 2018**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b>  FCM
<b>2</b>  FCM	<b>3</b>	<b>4</b> 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	<b>5</b> 4 p.m. Accessibility Advisory Committee (HR)	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b> 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. Council (CC)	<b>12</b> 6:30 p.m. Aurora Cultural Centre Board (AGM, Public Meeting)	<b>13</b> 7 p.m. Committee of Adjustment (CC)	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b> 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	<b>19</b> 7 p.m. Aurora Public Library Board	<b>20</b>	<b>21</b>	<b>22</b>
<b>23/30</b>	<b>24</b>	<b>25</b> 6:15 p.m. Audit Committee (CC) 7 p.m. Council (CC)	<b>26</b> 7 p.m. Public Planning (CC)	<b>27</b>	<b>28</b>	<b>29</b>

(CC) Council Chambers (1<sup>st</sup> floor)

(HR) Holland Room (1<sup>st</sup> floor)

(LR) Leksand Room (1<sup>st</sup> floor)

(TR) Tannery Room (2<sup>nd</sup> floor)

Revision: DRAFTv2

**Item R5  
Page 9 of 15**



# July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Canada Day	2	3	4	5	6
7	8	9	10 7 p.m. Aurora Cultural Centre Board	11 7 p.m. Committee of Adjustment (CC)	12	13
14	15	16 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	17	18	19	20
21	22	23 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. Council (CC)	24	25	26	27
28	29	30	31			

(CC) Council Chambers (1<sup>st</sup> floor)

(HR) Holland Room (1<sup>st</sup> floor)

(LR) Leksand Room (1<sup>st</sup> floor)

(TR) Tannery Room (2<sup>nd</sup> floor)

Revision: DRAFTv2



# August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Civic Holiday	6 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	7	8 7 p.m. Committee of Adjustment (CC)	9	10
11	12	13 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. Council (CC)	14 7 p.m. Aurora Cultural Centre Board	15	16	17
18	19 AMO Conference Ottawa	20 AMO	21 AMO	22 AMO	23	24
25	26	27	28	29	30	31

(CC) Council Chambers (1<sup>st</sup> floor)

(HR) Holland Room (1<sup>st</sup> floor)

(LR) Leksand Room (1<sup>st</sup> floor)

(TR) Tannery Room (2<sup>nd</sup> floor)

Revision: DRAFTv2



# September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labour Day	3 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	4 4 p.m. Accessibility Advisory Committee (HR)	5	6	7
8	9	10 5:45 p.m. Council Closed Session (if required) (LR) 7 p.m. Council (CC)	11 6:30 p.m. Aurora Cultural Centre Board (Public Meeting)	12 7 p.m. Committee of Adjustment (CC)	13	14
15	16	17 5:45 p.m. Council Closed Session (if required) (LR) 7 p.m. General Committee (CC)	18 7 p.m. Aurora Public Library Board	19	20	21
22	23	24 5:45 p.m. Council Closed Session (if required) (LR) 7 p.m. Council (CC)	25 7 p.m. Public Planning (CC)	26	27	28
29	30 Rosh Hashanah					

(CC) Council Chambers (1<sup>st</sup> floor)(HR) Holland Room (1<sup>st</sup> floor)(LR) Leksand Room (1<sup>st</sup> floor)(TR) Tannery Room (2<sup>nd</sup> floor)

Revision: DRAFTv2



# October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	<b>2</b> 4 p.m. Accessibility Advisory Committee (HR)	<b>3</b>	<b>4</b>	<b>5</b> 9 a.m. Budget Committee (Capital Budget Review)
<b>6</b>	<b>7</b> 7 p.m. Budget Committee (Capital Budget Review)	<b>8</b> 5:45 p.m. Council Closed Session (if required) (LR) 7 p.m. Council (CC)	<b>9</b> 7 p.m. Aurora Cultural Centre Board  Yom Kippur	<b>10</b> 7 p.m. Committee of Adjustment (CC)	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b> Thanksgiving Day	<b>15</b> 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	<b>16</b> 7 p.m. Aurora Public Library Board	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b> 5:45 p.m. Council Closed Session (if required) (LR) 7 p.m. Council (CC)	<b>23</b> 7 p.m. Public Planning (CC)	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>		

General Committee Meeting Agenda  
Tuesday, December 11, 2018

Page 13 of 15  
Item R5

(CC) Council Chambers (1<sup>st</sup> floor)

(HR) Holland Room (1<sup>st</sup> floor)

(LR) Leksand Room (1<sup>st</sup> floor)

(TR) Tannery Room (2<sup>nd</sup> floor)

Revision: DRAFTv2



# November 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	6 4 p.m. Accessibility Advisory Committee (HR)	7	8	9
10	11 Remembrance Day	12 5:45 p.m. Council Closed Session (if required) (LR) 7 p.m. Council (CC)	13 7 p.m. Aurora Cultural Centre Board	14 7 p.m. Committee of Adjustment (CC)	15	16 9 a.m. Budget Committee (Operating Budget Review-Water Budget)
17 7 p.m. Budget Committee (Operating Budget Review-Cultural Partners)	18	19 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	20 7 p.m. Aurora Public Library Board	21	22	23
24 7 p.m. Budget Committee (Operating Budget Review)	25	26 5:45 p.m. Council Closed Session (if required) (LR) 7 p.m. Council (CC)	27 7 p.m. Public Planning (CC)	28 7 p.m. Budget Committee (Operating Budget Review)	29	30

(CC) Council Chambers (1<sup>st</sup> floor)(HR) Holland Room (1<sup>st</sup> floor)(LR) Leksand Room (1<sup>st</sup> floor)(TR) Tannery Room (2<sup>nd</sup> floor)

Revision: DRAFTv2



# December 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. General Committee (CC)	4 4 p.m. Accessibility Advisory Committee (HR)	5	6	7
8	9	10 5:45 p.m. Council Closed Session (if required) (HR) 7 p.m. Council (CC)	11 6:30 p.m. Aurora Cultural Centre Board (Public Meeting) 7 p.m. Aurora Public Library Board	12 7 p.m. Committee of Adjustment (CC)	13	14
15	16	17	18 7 p.m. Public Planning (CC)	19	20	21
22	23 Hanukkah (First Day)	24 Christmas Eve	25 Christmas Day	26 Boxing Day	27 Town Hall Closed	28
29	30 Hanukkah (Last Day)	31 New Year's Eve				

(CC) Council Chambers (1<sup>st</sup> floor)

(HR) Holland Room (1<sup>st</sup> floor)

(LR) Leksand Room (1<sup>st</sup> floor)

(TR) Tannery Room (2<sup>nd</sup> floor)

Revision: DRAFTv2



**Town of Aurora  
General Committee Report**

**No. FS18-025**

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**Subject:** 2018 Year End Surplus/Deficit Financial Control Bylaw

**Prepared by:** Jason Gaertner, Manager, Financial Planning Services

**Department:** Financial Services

**Date:** December 11, 2018

---

## **Recommendation**

- 1. That Report No. FS18-025 be received; and**
- 2. That a by-law be enacted to authorize the Treasurer and the Chief Administrative Officer to make necessary year-end financial adjustments**
  - a) to allocate any 2018 Operating Fund surplus or deficit as set out in Report No. FS18-025; and**
  - b) to allocate any 2018 surplus or alternatively fund any deficit in the Water, Wastewater, or Stormwater budgets to or from the appropriate related reserve accounts; and**
- 3. That the Treasurer and Chief Administrative Officer report to Council after the year end surplus/deficit control adjustments and allocations have been completed.**

## **Executive Summary**

This report proposes a surplus/deficit control bylaw for the 2018 fiscal year end, similar to the one used in past years; thus allowing the town to control its year end surplus amounts by making specific allocations to various reserve funds. Should the town finish the year in a deficit position, this bylaw would also provide the necessary authority to allocate additional funds from its rate stabilization reserve in order to balance its operating budget. This report is an annual report to General Committee/Council prior to year-end.

- Legislatively, surpluses or deficits of one fiscal year must be incorporated into the following year's budget unless controlled in this manner



- Budget Carry-forwards may occur resulting in approved funding to move from one year into the next year.

## **Background**

### Surplus Control

Surpluses and deficits created by operating results for municipalities must carry into the following budget years as set out in subsection 290(4) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (hereinafter the “Act”). Often, the annual budget of one year is approved prior to the final accounting results of the prior year being known.

To manage the unpredictable impacts that such carry-overs could have on long range tax rates, budgets and budget pressures, the Town should control the year-end surplus amounts by making specific allocations to various reserve funds as part of the year end accounting process. However, any such allocation must be authorized by Council before the end of the fiscal year. Since the final results of the calendar year are not known for some time until after the close of the year, a formula approach to surplus allocations is necessary, followed by a detailed report back to Council. Today’s report and bylaw will set this budget control approach in place for the current year. A number of municipalities utilize the same approach as it results in separating the disposition of surpluses of one year from the following year’s budget process. It simplifies both the budget process and the year-end reporting process, while also assisting with transparency to the community.

### Budget Carry-Forwards

A Budget Carry-Forward is a related technique utilized to move unused Operating Budget funding in relation to a specific project or initiative from one year into the next budget year, without the process of formally budgeting the item a second time. For example, the use of a budget carry-forward would be applicable if a major economic development initiative funded in one year as a special project in the operating budget did not get started by year end, and it was the intent to complete the project in the following year. Council could separately approve a budget carry-forward for this item, allocating budget dollars from the old year into the new-year, despite having already approved the new budget without its inclusion.

Any budget carry-forwards must be approved first by the Treasurer, followed by Council. Council would approve any such carry-forwards as part of the report from the Treasurer and CAO detailing the disposition of year end surplus/deficits.

## **Analysis**

### **The 2018 year end operating budget could end in either a surplus or deficit**

Staff are presently in the process of undertaking another review of the Town's forecasted 2018 financial position of which the results are not yet known. As of the previous forecast review which took place in early fall, the corporation was on track to conclude the fiscal year with a small surplus, which would result in a slightly larger contribution to reserves than previously planned. Before the results from the forecast work presently underway are known, a surplus or deficit financial outcome is possible.

## **Advisory Committee Review**

Not applicable.

## **Legal Considerations**

The Municipal Act, subsection 11(2)(3) allows the municipality to pass by-laws respecting the financial management of the municipality and its local boards.

## **Financial Implications**

### **2018 Surplus/Deficit Control**

The Act requires that any surplus or deficit be carried forward into the following year's budget, unless otherwise controlled as proposed in this report. Using the controls, the surplus or deficit will become zero, save for any validated budget carry-forwards as described above. In that event, the carry-forward amount or "surplus" then gets carried forward in accordance with the Act. The following outlines the formula for disposition of any year end surplus or deficits:

### **i) Operating Budget**

If a surplus in Operating results for 2018, the following allocations are recommended:

- a) Any unexpended portions of the 2018 Operating Budget funding allocations provided from Reserves for specific expenditures are returned to their respective funding sources. The 2018 budget funding allocations from such Reserves to fund operating budget items were as follows:

<u>Reserve Fund</u>	<u>Amount</u>
Tax Stabilization	569,900
Elections Reserve	368,900
Indoor Rec. Development Charges (Debt Payment)	320,500
Library Development Charges (Debt Payment)	289,500
Roads & Related Repair & Replacement	220,400
Storm	187,600
General Government Development Charges	130,000
Parks Development & Facilities Development Charge	115,600
WSIB	85,000
Water	42,200
Sanitary Sewer	18,800
Landscape Fee	13,900
Cash-in-Lieu Parkland	10,000
Recreation Sponsorship	10,000
Arts and Cultural	5,000

- b) As required for Bill 124, a Building Permit Fees Reserve Fund was established in which provisions for potential recessionary years may be made. Any surplus in these activities is required by legislation to be allocated to the Building Permit Fees Reserve Fund, while any deficit arising may be funded from this source. The 2018 Budget included a \$1,022,400 contribution to the building permit fees reserve fund reflecting a budgeted permit revenue surplus driven by 2C lands growth. Any budgetary surplus or deficit in the Building Services Division budget is to be allocated to or funded from the Reserve Fund.
- c) That any net Winter Control operations budget surplus be allocated to the Winter Control reserve fund if the overall operating budget ends the year in a surplus. Alternatively should a Winter Control operations net operating deficit occur that cannot be accommodated within the overall operating budget, any remaining net shortfall will be funded from the Winter Control reserve fund.
- d) Any remaining surplus may be allocated toward approved carry-forwards to 2019, if any.
- e) Any remaining net operating surplus after approved carry-forwards will be allocated in a ratio of 50 percent to the Town's rate stabilization reserve and 50 percent to be allocated proportionately to the Town's tax funded Repair & Replacement reserves.

It is wise for a municipality to maintain reserves specifically intended to stabilize or cushion annual tax rates from significant one-time or temporary pressures. Such pressures could include the impacts from significant new service or facility costs, market conditions affecting revenues, adverse weather or climate events, or other factors. Staff recommend that the town's rate stabilization reserve's balance should not exceed a ceiling of approximately 10% of annual tax revenue, which is a benchmark used by many municipalities. Once this reserve's ceiling has been reached any remaining eligible funds to be allocated will instead be re-directed toward other town reserves as required. Presently, the Town's tax rate stabilization reserve balance has reached its ceiling; consequently, its full share of any available 2018 operating surplus will instead be allocated to other town reserves as required.

Alternatively, should a net operating deficit occur in 2018, adjustments a), and b) above are still required, with the remaining net shortfall to be funded from the tax rate stabilization reserve.

#### **ii) Water, Wastewater, Stormwater Budgets**

It is recommended that any surplus or deficit in these budgets be allocated to or be funded from the appropriate related reserve fund(s). This will assist in meeting the requirements of Bill 175 which includes a full cost recovery provision for the replacement of water and wastewater infrastructure.

The adjustments authorized by the surplus control bylaw are to have an effective date of December 31, 2018, whether determined prior to or after that date.

### **Communications Considerations**

Finance and Corporate Communications staff will work together to ensure that this bylaw is accessible via the town's website.

### **Link to Strategic Plan**

Outlining a strategic approach to managing year end surpluses and/or deficits, and thereby avoiding the need to complicate the following year's budget with such matters, contributes to achieving the Strategic Plan guiding principle of "Leadership in Corporate Management" and improves transparency and accountability to the community.

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

1. Council could choose not to approve the Surplus/Deficit Control Bylaw and address any year end results by way of budget amendment following early budget approval.

### **Conclusions**

Staff are recommending that a by-law be adopted which will authorize the Director of Financial Services – Treasurer and the Chief Administrative Officer to control the 2018 Operating Fund surplus/deficit and the surpluses or deficits in the Water, Wastewater, Stormwater budgets by giving them authority to make adjustments and allocate surplus funds or fund deficits strictly as itemized in this report. Not doing so will cause all fund surpluses or deficits to be carried forward into the 2019 budgets which would likely result in the budget adjustments being made after Council has already approved the Town's budget for 2019. As part of the year-end procedures, staff will report back to the General Committee as to the actual year-end results and the final surplus allocations made for 2018.

### **Attachments**

None

### **Previous Reports**

None: A new bylaw is required each year, this equivalent report for 2017 was FS17-047 which went to General Committee on December 5, 2017.

December 11, 2018

Page 7 of 7

Report No. FS18-025

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## **Pre-submission Review**

Agenda Management Meeting review on November 22, 2018.

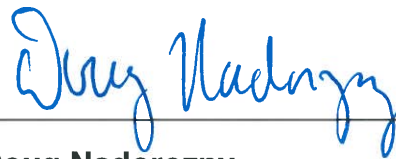
### **Departmental Approval**



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

### **Approved for Agenda**



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**Doug Nadorozny**  
**Chief Administrative Officer**



**Town of Aurora  
General Committee Report**

**No. FS18-026**

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**Subject:** Annual Cancellation, Reduction or Refund of Property Taxes under Sections 357 and 358 of the Municipal Act

**Prepared by:** Lindsay Lee, Tax Administrator and Clayton Pereira, Manager of Accounting and Revenues - Deputy Treasurer

**Department:** Financial Services

**Date:** December 11, 2018

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### **Recommendation**

- 1. That Report No. FS18-026 be received; and**
- 2. That a meeting be held in accordance with Sections 357 and 358 of the *Municipal Act, 2001* as amended (the Act) in respect of the applications filed with the Treasurer by owners of property listed in this report at which applicants may make representation; and**
- 3. That total property taxes in the amount of \$18,544.07 and \$30,118.58 be adjusted under Sections 357 and 358 of the Act respectively as set out in Attachments #1 and #2; and**
- 4. That any associated interest charged applicable to these adjustments be cancelled in proportion to the total property taxes adjusted.**

### **Executive Summary**

To obtain statutory approval to adjust property taxes and interest pursuant to the provisions of Sections 357 and 358 of the Act. These adjustments are because of changes in current value assessment as determined and verified by the Municipal Property Assessment Corporation.

- Twelve Section 357 Applications Received – Town Share \$6,172
- Five Section 358 Applications Received – Town Share \$10,986

## **Background**

### **Adjustments under Section 357**

Under Section 357 of the Act, property owners or their agents may make application for the cancellation of property taxes for the current year in response to changes in current value assessment that result in an increase or decrease in property taxes. This property tax adjustment is not because of the Town having failed to collect rightful taxes but rather adjusts the property taxes to the correct and proper amount.

### **Adjustments under Section 358**

Under Section 358 of the Act, property owners or their agents may make application for the cancellation of property taxes due to gross or manifest errors made by Municipal Property Assessment Corporation in the current value assessment for two years prior to the current taxation year. This property tax adjustment is not because of the Town having failed to collect rightful taxes but rather adjusts the property taxes to the correct and proper amount.

## **Analysis**

### **Twelve Section 357 Applications Received – Town Share \$6,172**

Two (2) applications were received prior to the deadline of February 28, 2018 for the 2017 taxation year for property taxes to be adjusted under Section 357 totaling \$1,322.33 as listed in Attachment #1 titled “Tax Adjustments under Section 357 of the Municipal Act”. This amount represents an overall tax reduction to the properties.

Ten (10) applications were received at the time of authoring the Council report for the 2018 taxation year for property taxes to be adjusted under Section 357 totaling \$17,221.74 as listed in Attachment #1 titled “Tax Adjustments under Section 357 of the Municipal Act”. This amount represents an overall tax reduction to the properties.

Table #1 below summarizes the 357 adjustments for both taxation years representing total property tax adjustments of \$18,544.07 by the respective shares.



**Table #1 – Summary of 357 Adjustments**

<b>Tax Year</b>	<b>Town of Aurora (\$)</b>	<b>Region of York (\$)</b>	<b>Boards of Education (\$)</b>	<b>Total (\$)</b>
2017	(482.73)	(566.80)	(272.80)	(1,322.33)
2018	(5,688.83)	(6,629.12)	(4,903.79)	(17,221.74)
<b>Total</b>	<b>(6,171.56)</b>	<b>(7,195.92)</b>	<b>(5,176.59)</b>	<b>(18,544.07)</b>

The Town, as legislated, will adjust the appropriate portions due to/from the Regional Municipality of York and the respective York Region Boards of Education.

**Five Section 358 Applications Received – Town Share \$10,986**

Five applications were received under Section 358 for the taxation years 2016 and 2017. These adjustments are listed in Attachment #2 titled “Tax Adjustments under Section 358 of the Municipal Act” and result in an overall tax reduction to the affected properties. Table #2 summarizes the total property tax adjustment of \$30,118.58 that will be refunded to the property owners.

**Table #2 – Summary of 358 Adjustments**

<b>Tax Year</b>	<b>Town of Aurora (\$)</b>	<b>Region of York (\$)</b>	<b>Boards of Education (\$)</b>	<b>Total (\$)</b>
2016	(3,744.47)	(4,437.01)	(2,100.33)	(10,281.81)
2017	(7,241.66)	(8,502.69)	(4,092.42)	(19,836.77)
<b>Total</b>	<b>(10,986.13)</b>	<b>(12,939.70)</b>	<b>(6,192.75)</b>	<b>(30,118.58)</b>

### **Municipal Property Assessment Corporation has confirmed all adjustments**

The Municipal Property Assessment Corporation has reviewed all applications and they have verified assessment values and taxation periods used to determine the property tax adjustments.

### **Advisory Committee Review**

Not applicable

### **Legal Considerations**

Municipalities are obliged to process MPAC approved assessment changes as set out in Sections 357 and 358 of the Municipal Act.

### **Financial Implications**

Table #3 below summarizes the total property tax adjustments for 357 and 358 applications. The Town's share of the property tax adjustments results in a net amount of \$17,157.69 being refunded to the property tax owners.

**Table #3 – Summary of 357 and 358 Adjustments**

<b>Adjustment Type</b>	<b>Town of Aurora (\$)</b>	<b>Region of York (\$)</b>	<b>Boards of Education (\$)</b>	<b>Total (\$)</b>
357	(6,171.56)	(7,195.92)	(5,176.59)	(18,544.07)
358	(10,986.13)	(12,939.70)	(6,192.75)	(30,118.58)
<b>Total</b>	<b>(17,157.69)</b>	<b>(20,135.62)</b>	<b>(11,369.34)</b>	<b>(48,662.65)</b>

The Town's 2018 budget for our share of property tax adjustments such as 357's, 358's, Assessment Review Board decisions and Municipal Property Assessment Corporation's minutes of settlement is \$200,000. With several significant Assessment Review Board decisions previously posted, the budget for 2018 will be exceeded, but is beyond the control of staff or Council. The budget for 2019 is being re-evaluated.

Property owners have until December 31, 2018 to apply under Section 358 for adjustments in respect of the 2016 and 2017 taxation years.

### **Communications Considerations**

Financial Services staff will advise each property owner in writing of Council's decision in this matter, and update the property tax accounts as required.

### **Link to Strategic Plan**

Adjusting tax accounts to reflect verified adjustments to assessment values contributes to achieving the Strategic Plan guiding principal of "Leadership in Corporate Management" and improves transparency and accountability to the community.

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

There are no alternatives to the recommendations contain in this report. The adjustments recommended are statutory and have been validated by Municipal Property Assessment Corporation and are now rightfully due to the property owners.

### **Conclusions**

That the adjustment of property taxes as recommended in this report under Sections 357 and 358 of the Act totaling \$48,662.65 be approved. Property owners have until February 28, 2019 to apply under Section 357 for adjustments in respect of the 2018 taxation year.

### **Attachments**

Attachment #1 – Tax Adjustments under Section 357 of the Municipal Act  
Attachment #2 – Tax Adjustments under Section 358 of the Municipal Act

### **Previous Reports**

None

December 11, 2018

Page 6 of 6

Report No. FS18-026

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**Pre-submission Review**

Agenda Management Meeting review on November 22, 2018.

**Departmental Approval**



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

**Approved for Agenda**



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**Doug Nadorozny  
Chief Administrative Officer**

**Attachment #1**

**Tax Adjustments under Section 357 of the Municipal Act**

**TOWN OF AURORA**

**2018 TAX WRITE OFFS AND ADJUSTMENTS**

**MUNICIPAL ACT, SECTION 357 - 2017 applications**

<b>TRANS #</b>	<b>TOWN</b>	<b>REGION</b>	<b>EDUCATION</b>	<b>TOTAL</b>
2017-0003	\$ 360.47	\$ 423.24	\$ 203.71	\$ 987.42
2017-0005	\$ 122.26	\$ 143.56	\$ 69.09	\$ 334.91
<b>TOTAL</b>	<b>\$ 482.73</b>	<b>\$ 566.80</b>	<b>\$ 272.80</b>	<b>\$ 1,322.33</b>

Note: Application 2017-0004 was disregarded because property owners filed a Request for Reconsideration with MPAC

**MUNICIPAL ACT, SECTION 357 - 2018 applications**

<b>TRANS #</b>	<b>TOWN</b>	<b>REGION</b>	<b>EDUCATION</b>	<b>TOTAL</b>
2018-0001	\$ 441.04	\$ 513.67	\$ 249.07	\$ 1,203.78
2018-0002	\$ 360.47	\$ 423.24	\$ 203.71	\$ 987.42
2018-0003	\$ 503.49	\$ 586.41	\$ 284.34	\$ 1,374.24
2018-0004	\$ 196.62	\$ 229.00	\$ 1,802.03	\$ 2,227.65
2018-0005	\$ 2,685.29	\$ 3,127.54	\$ 1,516.47	\$ 7,329.30
2018-0006	\$ 404.31	\$ 470.90	\$ 228.33	\$ 1,103.54
2018-0007	\$ 434.53	\$ 506.09	\$ 245.39	\$ 1,186.01
2018-0008	\$ 246.50	\$ 287.09	\$ 139.20	\$ 672.79
2018-0009	\$ 296.80	\$ 345.68	\$ 167.61	\$ 810.09
2018-0010	\$ 119.78	\$ 139.50	\$ 67.64	\$ 326.92
<b>TOTAL</b>	<b>\$ 5,688.83</b>	<b>\$ 6,629.12</b>	<b>\$ 4,903.79</b>	<b>\$ 17,221.74</b>

**Attachment #2**

**Tax Adjustments under Section 358 of the Municipal Act**

**TOWN OF AURORA**

**2018 TAX WRITE OFFS AND ADJUSTMENTS**

**MUNICIPAL ACT, SECTION 358 - 2016 applications**

<b>TRANS #</b>	<b>TOWN</b>	<b>REGION</b>	<b>EDUCATION</b>	<b>TOTAL</b>
2016-0003	\$ 3,583.81	\$ 4,246.64	\$ 2,010.21	\$ 9,840.66
2016-0004	\$ 160.66	\$ 190.37	\$ 90.12	\$ 441.15
<b>TOTAL</b>	<b>\$ 3,744.47</b>	<b>\$ 4,437.01</b>	<b>\$ 2,100.33</b>	<b>\$ 10,281.81</b>

<b>TRANS #</b>	<b>TOWN</b>	<b>REGION</b>	<b>EDUCATION</b>	<b>TOTAL</b>
2017-0001	\$ 3,574.06	\$ 4,196.43	\$ 2,019.78	\$ 9,790.27
2017-0002	\$ 3,595.07	\$ 4,221.10	\$ 2,031.65	\$ 9,847.82
2017-0003	\$ 72.53	\$ 85.16	\$ 40.99	\$ 198.68
<b>TOTAL</b>	<b>\$ 7,241.66</b>	<b>\$ 8,502.69</b>	<b>\$ 4,092.42</b>	<b>\$ 19,836.77</b>