Town of Aurora
Council Meeting Agenda

Date: Tuesday, November 28, 2023
Time: 7 p.m.
Location: Council Chambers, Aurora Town Hall

Meetings are available to the public in person and via live stream on the Town's YouTube channel. To participate, please visit aurora.ca/participation.

Pages

1. Call to Order

2. Land Acknowledgement

3. Approval of the Agenda

4. Declarations of Pecuniary Interest and General Nature Thereof

5. Community Presentations

6. Delegations

7. Consent Agenda

That the Consent Agenda, items 7.1 to 7.12 inclusive, be approved.

7.1 Council Meeting Minutes of October 24, 2023 1

1. That the Council Meeting Minutes of October 24, 2023, be adopted as circulated.

7.2 Council Workshop/Education Session Minutes of October 30, 2023 24

1. That the Council Workshop/Education Session minutes of October 30, 2023, be adopted as circulated.

7.3 Central York Fire Services Joint Council Committee Meeting Minutes of October 3, 2023 27

1. That the Central York Fire Services Joint Council Committee Meeting Minutes of October 3, 2023, be received for information.

7.4 Council Closed Session Minutes of October 17, 2023 (confidential

attachment)

1. That the Council Closed Session Minutes of October 17, 2023, be adopted as circulated.

7.5 Council Closed Session Public Meeting Minutes of October 17, 2023 31

1. That the Council Closed Session Public Meeting Minutes of October 17, 2023, be adopted as circulated.

7.6 Council Closed Session Minutes of October 24, 2023 (confidential attachment)

1. That the Council Closed Session Minutes of October 24, 2023, be adopted as circulated.

7.7 Council Closed Session Public Meeting Minutes of October 24, 2023 36

1. That the Council Closed Session Public Meeting Minutes of October 24, 2023, be adopted as circulated.

7.8 Council Closed Session Minutes of November 7, 2023 (confidential attachment)

1. That the Council Closed Session Minutes of November 7, 2023, be adopted as circulated.

7.9 Council Closed Session Public Meeting Minutes of November 7, 2023 40

1. That the Council Closed Session Public Meeting Minutes of November 7, 2023, be adopted as circulated.

7.10 Council Closed Session Minutes of November 14, 2023 (confidential attachment)

1. That the Council Closed Session Minutes of November 14, 2023, be adopted as circulated.

7.11 Council Closed Session Public Meeting Minutes of November 14, 2023 43

1. That the Council Closed Session Public Meeting Minutes of November 14, 2023, be adopted as circulated.

7.12 Council Public Planning Meeting Minutes of November 14, 2023 46

1. That the Council Public Planning Meeting Minutes of November 14, 2023, be adopted as circulated.

8. Standing Committee Reports

That the Standing Committee Reports, items 8.1 to 8.3 inclusive, be received and the recommendations carried by the Committee approved.

8.1 General Committee Meeting Report of November 7, 2023 52

8.1.1 Accessibility Advisory Committee Meeting Minutes of October 11, 2023 60

1. That the Accessibility Advisory Committee Meeting Minutes of October 11, 2023, be received for information.

8.1.2 Mayor's Golf Classic Funds Committee Meeting Minutes of October 26, 2023 64

1. That the Mayor's Golf Classic Funds Committee Meeting Minutes of October 26, 2023, be received for information.

8.1.3 Parks and Recreation Advisory Committee Meeting Minutes of October 19, 2023 68

1. That the Parks and Recreation Advisory Committee Meeting Minutes of October 19, 2023, be received for information.

8.1.4 Active Transportation and Traffic Safety Advisory Committee Meeting Minutes of October 25, 2023 72

1. That the Active Transportation and Traffic Safety Advisory Committee Meeting Minutes of October 25, 2023, be received for information.

8.1.5 FIN23-040 - Proposed 2024 to 2026 Budget and 10-Year Capital Plan 76

1. That Report No. FIN23-040 be received for information.

8.1.6 CMS23-049 - Facility Allocation Policies Review 123

1. That Report No. CMS23-049 be received; and
2. That the Facility Allocation Policy be approved as presented.

8.1.7 CS23-069 - Strong Mayor Powers 138

1. That Report No. CS23-069 be received for information.

8.1.8 CS23-073 - Procedure By-law Review 144

1. That Report No. CS23-073 be received for information.

8.1.9 CMS23-048 - Feasibility of a Permanent Liquor License at the Aurora Community Centre 241

1. That Report No. CMS23-048 be received; and
2. That staff be directed to run a pilot program to provide alcohol sales at Aurora Tigers Jr. A games in accordance with the terms outlined in this report; and
3. That staff be authorized to waive certain requirements of the Municipal Alcohol Policy for the pilot program, as identified in this report.

8.1.10 CS23-068 - Amend Record Classification Structure and Retention By-law Number 5815-16 249

1. That Report No. CS23-068 be received; and
2. That a by-law to amend By-law No. 5815-16, as amended, be brought forward for enactment that reflects the changes noted in the report.

8.1.11 OPS23-026 - Winter Maintenance of Regional Sidewalks 412

1. That Report No. OPS23-026 be received; and
2. That the Region of York be advised that the Town of Aurora will continue to maintain the active transportation infrastructure including, sidewalks, separated cycle track or multi-use pathway on regional roads as per Operational Services service level standards.

8.1.12 PDS23-136 - Application for Draft Plan of Condominium, Silhouette Aurora Inc., 15086, 15094 and 15106 Yonge Street, Part of Lots 1 and 2, Registered Plan 9 and Lost 51 and 52, Registered Plan 246, File Number: CDM-2023-03, Related File Number: SP-2018-03 423

1. That Report No. PDS23-136 be received; and
2. That the Draft Plan of Condominium (Standard Condominium) File No. CDM-2023-03 to establish three

multi-storey stacked townhouse condominium buildings for a total of 53 units, be approved subject to the conditions attached hereto as Schedule “A” of this report.

8.2 General Committee Meeting Report of November 21, 2023 440

8.2.1 Heritage Advisory Committee Meeting Minutes of November 6, 2023 450

1. That the Heritage Advisory Committee Meeting Minutes of November 6, 2023, be received for information.

8.2.2 Accessibility Advisory Committee Meeting Minutes of November 8, 2023 454

1. That the Accessibility Advisory Committee Meeting Minutes of November 8, 2023, be received for information.

8.2.3 Community Recognition Review Advisory Committee Meeting Minutes of November 15, 2023 459

1. That the Community Recognition Review Advisory Committee Meeting Minutes of November 15, 2023, be received for information.

8.2.4 PDS23-131 - Application for Radiocommunication Tower, Northward Infrastructure Inc., 15820 Bayview Avenue, Lot 1, Block 7, Plan 65M-2874, File Number: SP(T)-2023-02 463

1. That Report No. PDS23-131 be received for information.

8.2.5 CMS23-050 - Outdoor Community Reflection Space 535

1. That Report No. CMS23-050 be received; and
2. That Council approve proceeding with the design of a Community Reflection Space.

8.2.6 PDS23-130 - Traffic Calming Measures in School Zones Performance Evaluation 543

1. That Report No. PDS23-130 be received; and
2. That flexible signs (traffic calming bollards) be included in the Traffic Calming Policy and any future installation

follow the warrant criteria outlined in the policy.

8.2.7 CMS23-051 - Aurora Seniors Association Operating Agreement Renewal 551

1. That Report No. CMS23-051 be received; and
2. That the Town enter into a five (5) year agreement, with two 5-year renewal periods that are subject to Council approval, and a termination period of 180 days with the Aurora Seniors Association for the operation of the Seniors' Centre on terms set out in this report.

8.2.8 FIN23-041 - 2023 Yearend Surplus-Deficit Management Bylaw Report and Reserve Management Update 558

1. That Report No. FIN23-041 be received; and
2. That the 2023 Yearend Surplus/Deficit Management By-law to manage the operating budget surplus or deficit through the use of reserves, as detailed in this report, be brought forward to a future Council meeting for approval.

8.2.9 CMS23-055 - Aurora Town Square - Financial Status 565

1. That Report No. CMS23-055 be received for information.

8.3 Budget Committee Meeting Reports of November 2023

8.3.1 Budget Committee Meeting Report of November 13, 2023 571

1. That the Budget Committee Meeting Report of November 13, 2023, be received for information.

8.3.2 Budget Committee Meeting Report of November 20, 2023 576

1. That the Budget Committee Meeting Report of November 20, 2023, be received for information.

9. Consideration of Items Requiring Discussion (Regular Agenda)

9.1 PDS23-126 - Strategies for Minimizing Negative Impacts of Residential Infill Construction 581

(Deferred from Council meeting of October 24, 2023)

1. That Report No. PDS23-126 be received for information.

10. Motions

10.1 Councillor Gilliland; Re: Aurora Cenotaph 100 Year Celebration 601

10.2 Councillor Gilliland; Re: Social Media Policy and Code of Conduct Updates 602

10.3 Councillor Gilliland and Councillor Weese; Re: BIA Bylaw and Governance Model Review 603

10.4 Councillor Gilliland; Re: Wetland Protection and Phragmites Plan of Action 604

11. New Business

12. By-laws

12.1 By-law Number XXXX-23 - Being a By-law to exempt Block 39 on Plan 65M-4731 from part-lot control (File No. PLC-2023-01). 605

12.2 By-law Number XXXX-23 - Being a By-law to establish a schedule of fees and charges for municipal services, activities, and the use of property within the Town of Aurora (Fees and Charges By-law) 607

(General Committee Report No. FIN23-038, Oct 17, 2023)

13. Closed Session

14. Confirming By-law

14.1 By-law Number XXXX-23 - Being a By-law to confirm actions by Council resulting from a Council meeting on November 28, 2023 646

15. Adjournment

Town of Aurora
Council
Meeting Minutes

Date: Tuesday, October 24, 2023
Time: 7 p.m.
Location: Council Chambers, Aurora Town Hall

Council Members:
Mayor Tom Mrakas (Chair)
Councillor Ron Weese
Councillor Rachel Gilliland
Councillor Wendy Gaertner
Councillor Michael Thompson
Councillor John Gallo
Councillor Harold Kim

Other Attendees:
Doug Nadorozny, Chief Administrative Officer
Patricia De Sario, Director, Corporate Services/Town Solicitor
Robin McDougall, Director, Community Services
Marco Ramunno, Director, Planning and Development Services
Sara Tienkamp, Director, Operational Services
Rachel Wainwright-van Kessel, Director, Finance
Carley Smith, Manager, Corporate Communications
John Firman, Manager, Business Support
Bill Jean, Manager, Code Review and Inspection*
Michael de Rond, Town Clerk
Linda Bottos, Council/Committee Coordinator
Emily Freitas, Council/Committee Coordinator

*Attended electronically

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1. Call to Order

The Mayor called the meeting to order at 7:02 p.m.

Council consented to recess the meeting at 9:14 p.m. and reconvened the meeting at 9:28 p.m.

Mayor Mrakas relinquished the Chair to Councillor Thompson at 10:06 p.m. during consideration of item 8.2.2, Report No. CS23-057 - Council Compensation Review 2023, and reassumed the Chair at 10:20 p.m.

Council consented to extend the hour from 10:30 p.m. to 11 p.m.

Council consented to further extend the hour to 11:30 p.m.

2. Land Acknowledgement

Mayor Mrakas acknowledged that the meeting took place on Anishinaabe lands, the traditional and treaty territory of the Chippewas of Georgina Island, recognizing the many other Nations whose presence here continues to this day, the special relationship the Chippewas have with the lands and waters of this territory, and that Aurora has shared responsibility for the stewardship of these lands and waters. It was noted that Aurora is part of the treaty lands of the Mississaugas and Chippewas, recognized through Treaty #13 and the Williams Treaties of 1923.

3. Approval of the Agenda

Moved by Councillor Thompson
Seconded by Councillor Kim

That the revised agenda as circulated by Legislative Services, including the addition of Delegations item 6.3, be approved.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

On a two-thirds majority vote the motion Carried (7 to 0)

4. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

5. Community Presentations

5.1 Tamas Hertel, Manager, Service Planning, York Region Transit; Re: 2024 York Region Transit Initiatives

Tamas Hertel presented an update including: summary of 2023 transit initiatives; overview of annual plan process; summary of stakeholder and public consultation; summary of 2024 transit initiatives; ridership trends; and next steps.

Moved by Councillor Gallo
Seconded by Councillor Gaertner

That the presentation be received for information.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Carried (7 to 0)

5.2 Alison Hughes, Manager, Partnerships, Holland Bloorview Foundation; Re: Presentation of Dear Everybody Agreement and Capes for Kids on behalf of Holland Bloorview Foundation

Alison Hughes presented an overview of the Holland Bloorview Kids Rehabilitation Hospital including: her background and current roles; clients served by the Hospital across Ontario; Hospital staff, students, and volunteers; programs and services; their Dear Everybody Agreement, a symbolic commitment to inclusion through marketing, employment, and anti-ableism; how Holland Bloorview and the Town can work together; and available resources. She noted their annual Capes for Kids fundraising and awareness event and thanked Aurora's five teams for their participation. Alison invited the Mayor and Council to visit the Hospital, be the first municipality to sign the Dear Everybody Agreement, share resources, and create the biggest municipal Capes for Kids team in 2024.

Moved by Councillor Gallo
Seconded by Councillor Thompson

That the presentation be received for information.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Carried (7 to 0)

6. Delegations

6.1 Marco Di Girolamo, Resident; Re: Item 8.2.2 - CS23-057 - Council Compensation Review 2023

Marco Di Girolamo spoke in opposition to the report recommendations.

Moved by Councillor Thompson
Seconded by Councillor Kim

That the comments of the delegation be received and referred to item 8.2.2.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Carried (7 to 0)

6.2 John Hartman, Resident; Re: Item 8.2.2 - CS23-057 - Council Compensation Review 2023

John Hartman spoke in opposition to the report recommendations.

Moved by Councillor Gaertner
Seconded by Councillor Weese

That the comments of the delegation be received and referred to item 8.2.2.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Carried (7 to 0)

6.3 Sandra Humfryes, Resident; Re: Item 8.2.2 - CS23-057 - Council Compensation Review 2023

Sandra Humfryes spoke in opposition to the report recommendations.

Moved by Councillor Kim
Seconded by Councillor Gaertner

That the comments of the delegation be received and referred to item 8.2.2.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Carried (7 to 0)

7. Consent Agenda

Moved by Councillor Thompson
Seconded by Councillor Weese

That the Consent Agenda, items 7.1 to 7.7 inclusive, be approved.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Carried (7 to 0)

7.1 Council Meeting Minutes of September 26, 2023

1. That the Council Meeting Minutes of September 26, 2023, be adopted as circulated.

Carried

7.2 Special Meeting of Council Minutes of September 25, 2023

1. That the Special Meeting of Council Minutes of September 25, 2023, be adopted as circulated.

Carried

7.3 Council Closed Session Minutes of September 19, 2023

1. That the Council Closed Session Minutes of September 19, 2023, be adopted as circulated.

Carried

7.4 Council Closed Session Public Meeting Minutes of September 19, 2023

1. That the Council Closed Session Public Meeting Minutes of September 19, 2023, be adopted as circulated.

Carried

7.5 Council Workshop/Education Session Minutes of September 26, 2023

1. That the Council Workshop/Education Session minutes of September 26, 2023, be adopted as circulated.

Carried

7.6 Council Workshop/Education Session Minutes of October 3, 2023

1. That the Council Workshop/Education Session minutes of October 3, 2023, be adopted as circulated.

Carried

7.7 Central York Fire Services Joint Council Committee Meeting Minutes of September 5, 2023

1. That the Central York Fire Services Joint Council Committee Meeting Minutes of September 5, 2023, be received for information.

Carried

8. Standing Committee Reports

Moved by Councillor Thompson
Seconded by Councillor Kim

That the Standing Committee Reports, items 8.1 to 8.2 inclusive, be received and the recommendations carried by the Committee approved, with the exception of sub-items 8.1.7, 8.1.10, 8.1.11, 8.2.2, and 8.2.9, which were discussed and voted on separately as recorded below.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Carried (7 to 0)

8.1 General Committee Meeting Report of October 3, 2023

8.1.1 Heritage Advisory Committee Meeting Minutes of September 11, 2023

1. That the Heritage Advisory Committee Meeting Minutes of September 11, 2023, be received for information.

Carried

8.1.2 Finance Advisory Committee Meeting Minutes of September 12, 2023

1. That the Finance Advisory Committee Meeting Minutes of September 12, 2023, be received for information.

Carried

8.1.3 Community Recognition Review Advisory Committee Meeting Minutes of September 18, 2023

1. That the Community Recognition Review Advisory Committee Meeting Minutes of September 18, 2023, be received for information.

Carried

8.1.4 Environmental Advisory Committee Meeting Minutes of September 18, 2023

1. That the Environmental Advisory Committee Meeting Minutes of September 18, 2023, be received for information.

Carried

8.1.5 OPS23-024 - Aurora Family Leisure Complex (AFLC) Skatepark Repair and Alternative Location Options

1. That Report No. OPS23-024 be received for information.

Carried

8.1.6 OPS23-021 - Winter Outdoor Rink Status Update

1. That Report No. OPS23-021 be received; and
2. That staff continue to utilize rink kits for construction of outdoor ice rinks versus traditional natural ice; and
3. That a full size (NHL) rink kit system be included in the 2025 Capital Budget as a placeholder for an additional outdoor rink; and
4. That staff present to Council in 2024 a Business Plan that considers the costs and benefits of establishing a Refrigerated Boarded Outdoor Rink.

Carried

8.1.7 CMS23-043 - Sports Dome Operations Review

Main motion
Moved by Councillor Gilliland
Seconded by Councillor Gallo

1. That Report No. CMS23-043 be received; and
2. That the license agreement with the Aurora Youth Soccer Club be amended to replace the requirement to provide Audited Financial Statements with an alternative financial report being a Financial Review.

Amendment
Moved by Councillor Weese
Seconded by Councillor Gilliland

That the main motion be amended by adding the following clause:

1. That Community Services staff be directed to amend the agreement with the Aurora Youth Soccer Club (AYSC) for the work required and reimburse AYSC.

Yeas (5): Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Gallo, and Councillor Kim

Nays (2): Mayor Mrakas, and Councillor Thompson

Carried (5 to 2)

Main motion as amended
Moved by Councillor Gilliland
Seconded by Councillor Gallo

1. That Report No. CMS23-043 be received; and
2. That the license agreement with the Aurora Youth Soccer Club be amended to replace the requirement to provide Audited Financial Statements with an alternative financial report being a Financial Review; **and**

3. **That Community Services staff be directed to amend the agreement with the Aurora Youth Soccer Club (AYSC) for the work required and reimburse AYSC.**

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Carried (7 to 0)

8.1.8 OPS23-023 - Dog Waste Pilot Project

1. That Report No. OPS23-023 be received; and
2. That, based on the positive results of the pilot project for dog waste containers, the new service level be adopted permanently in parks and trails; and
3. That the Operating Budget be increased accordingly to accommodate disposal costs of organic waste; and
4. That staff include dog waste containers in the 2024-2026 Capital Budget.

Carried

8.1.9 PDS23-121 - Additional Properties to Consider for Designation under Part IV of the *Ontario Heritage Act*

1. That Report No. PDS23-121 be received; and
2. That staff consult with the owners of the 30 properties outlined in Attachment 1 to receive feedback on the consideration of the properties for designation under Part IV of the *Ontario Heritage Act*; and
3. That staff report back to Council on the feedback received from the owners prior to any further action being pursued, including the authorization and issuance of any potential Notices of Intention to Designate the properties.

Carried

8.1.10 PDS23-126 - Strategies for Minimizing Negative Impacts of Residential Infill Construction

Moved by Councillor Thompson
Seconded by Councillor Gaertner

1. That Report No. PDS23-126 be received for information.

Motion to defer
Moved by Councillor Gaertner
Seconded by Councillor Thompson

That Report No. PDS23-126 be deferred to the November 28, 2023 Council meeting.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Motion to defer
Carried (7 to 0)

8.1.11 CMS23-038 - Aurora Town Square Business Plan

Moved by Councillor Weese
Seconded by Councillor Thompson

1. That Report No. CMS23-038 be received for information.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Carried (7 to 0)

8.2 General Committee Meeting Report of October 17, 2023

8.2.1 Memorandum from Councillor Thompson; Re: Lake Simcoe Region Conservation Authority Board Meeting Highlights of July 28, 2023

1. That the memorandum regarding Lake Simcoe Region Conservation Authority Board Meeting Highlights of July 28, 2023, be received for information.

Carried

8.2.2 CS23-057 - Council Compensation Review 2023

Council consented to consider item 8.2.2 prior to item 8.1.7.

Council consented to vote separately on the second, sixth, and twelfth clauses of the main motion as amended.

Main motion
Moved by Councillor Kim
Seconded by Councillor Gallo

1. That Report No. CS23-057 be received; and
2. That the annual compensation for Council reflect the recommendations of the Council Compensation Ad Hoc Committee being: The role of Mayor be adjusted to the 60th percentile of the market comparator group and Councillors be adjusted to reflect equal compensation to Newmarket being $52,000.00; and
3. That the annual vehicle allowance for Councillors be increased to $7,000; and
4. That participation in the Ontario Municipal Employees Retirement System (OMERS) pension plan with shared contributions between the Town and participants be extended to all Councillors; and
5. That participation in the health and dental group benefits program at the cost of the Town be extended to all Councillors; and
6. That the severance provision of the Council Compensation By-Law for the role of Mayor and Councillors be increased to one month per year of service to a maximum of 12 months; and
7. That the total increase in compensation for Council be retroactive to the beginning of the current term; and
8. That the total increase in compensation for the 2023 fiscal year be funded by the Tax Rate Stabilization Fund; and
9. That the total increase in compensation for the 2024 fiscal year be funded by the Tax Rate Stabilization Fund; and

10. That the total increase in compensation for the 2025 fiscal year be funded 50% by the Tax Rate Stabilization Fund and 50% on the tax base; and

11. That the total increase in compensation for the 2026 fiscal year be funded by the tax base; and

12. That staff be directed to update the Council Compensation By-Law to include a Council compensation review prior to the end of each term of Council; and

13. That staff be directed to bring forward an amendment to the Council Compensation By-Law for the October Council meeting to reflect the updated compensation and recommendations above.

Motion to refer
Moved by Councillor Kim
Seconded by Councillor Thompson

That this matter be referred back to staff to expand upon the work of the Committee, engage with an external third party for a more in-depth review, and report to Council in the final year of the term with any recommendations effective next term of Council.

Yeas (3): Mayor Mrakas, Councillor Thompson, and Councillor Kim

Nays (4): Councillor Weese, Councillor Gilliland, Councillor Gaertner, and Councillor Gallo

Motion to refer
Defeated (3 to 4)

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

That the main motion be amended as follows:

1. That Councillor salaries be adjusted to the 60th percentile of the comparator group; and

2. That the car allowance be amended from $7,000 to $3,500; and

3. That the seventh clause be removed in its entirety.

Yeas (4): Councillor Weese, Councillor Gilliland, Councillor Gaertner, and Councillor Gallo

Nays (3): Mayor Mrakas, Councillor Thompson, and Councillor Kim

Carried (4 to 3)

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

That the main motion as amended be further amended as follows:

1. That the fifth clause be removed in its entirety; and
2. That the terms of reference for the Council Compensation Review Committee be brought back to Council prior to the end of the term.

Yeas (6): Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Nays (1): Mayor Mrakas

Carried (6 to 1)

Amendment No. 3
Moved by Councillor Weese
Seconded by Councillor Gilliland

That the main motion as amended be further amended as follows:

1. That the sixth clause apply only to Councillors and that this would only take effect after serving more than one full term, and if any Councillor resigns for another job or is elected to another level of government, they will not receive any severance.

Yeas (3): Councillor Weese, Councillor Gilliland, and Councillor Gaertner

Nays (4): Mayor Mrakas, Councillor Thompson, Councillor Gallo, and Councillor Kim

Defeated (3 to 4)

Amendment No. 4
Moved by Councillor Gilliland
Seconded by Councillor Gallo

That the main motion as amended be further amended as follows:

1. That the sixth clause be amended by adding the following wording: “and that any member of Council elected to another level of government not receive severance.”

Yeas (5): Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Gallo, and Councillor Kim

Nays (2): Mayor Mrakas, and Councillor Thompson

Carried (5 to 2)

Amendment No. 5
Moved by Mayor Mrakas
Seconded by Councillor Kim

That the main motion as amended be further amended as follows:

1. That the second clause be amended to not increase the Mayor's annual compensation at this time.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Carried (7 to 0)

Amendment No. 6
Moved by Mayor Mrakas
Seconded by Councillor Kim

That the main motion as amended be further amended as follows:

1. That the thirteenth clause be amended by adding: “and that any change in compensation be implemented for the next term of Council.”

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Carried (7 to 0)

Amendment No. 7
Moved by Mayor Mrakas
Seconded by Councillor Kim

That the main motion as amended be further amended as follows:

1. That the sixth clause be amended to include that the Mayor's severance provision remain at the current level.

Yeas (6): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, and Councillor Kim

Nays (1): Councillor Gallo

Carried (6 to 1)

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

1. That Report No. CS23-057 be received; and
2. **That the annual compensation for the role of Mayor not be adjusted at this time; and**
3. That the annual compensation for Council reflect the recommendations of the Council Compensation Ad Hoc Committee being: That Councillors be adjusted to **the 60th percentile of the market comparator group**; and

4. That the annual vehicle allowance for Councillors be increased to **$3,500**; and
5. That the annual compensation for Council reflect the recommendations of the Council Compensation Ad Hoc Committee being: That participation in the Ontario Municipal Employees Retirement System (OMERS) pension plan with shared contributions between the Town and participants be extended to all Councillors; and
6. **That the severance provision of the Council Compensation By-Law for the role of Mayor remain at the current level; and**
7. That the severance provision of the Council Compensation By-Law for the role of Councillors be increased to one month per year of service to a maximum of 12 months **and that any member of Council elected to another level of government not receive severance**; and
8. That the total increase in compensation for the 2023 fiscal year be funded by the Tax Rate Stabilization Fund; and
9. That the total increase in compensation for the 2024 fiscal year be funded by the Tax Rate Stabilization Fund; and
10. That the total increase in compensation for the 2025 fiscal year be funded 50% by the Tax Rate Stabilization Fund and 50% on the tax base; and
11. That the total increase in compensation for the 2026 fiscal year be funded by the tax base; and
12. That staff be directed to update the Council Compensation By-Law to include a Council compensation review prior to the end of each term of Council **and that any change in compensation be implemented for the next term of Council**; and
13. That staff be directed to bring forward an amendment to the Council Compensation By-Law for the October Council meeting to reflect the updated compensation and recommendations above; **and**

14. **That the terms of reference for the Council Compensation Review Committee be brought back to Council prior to the end of the term**.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Second clause
Carried (7 to 0)

Yeas (6): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, and Councillor Kim

Nays (1): Councillor Gallo

Sixth clause
Carried (6 to 1)

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Twelfth clause
Carried (7 to 0)

Yeas (4): Councillor Weese, Councillor Gilliland, Councillor Gaertner, and Councillor Gallo

Nays (3): Mayor Mrakas, Councillor Thompson, and Councillor Kim

Clauses one, three to five, seven to eleven, thirteen and fourteen
Carried (4 to 3)

8.2.3 FIN23-038 - 2024-26 Rates and Fees Update

1. That Report No. FIN23-038 be received; and
2. That a by-law be enacted to set the 2024, 2025 and 2026 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.

Carried

8.2.4 CMS23-045 - Pickleball Opportunities - Update

1. That Report No. CMS23-045 be received; and
2. That the indoor and outdoor pickleball program opportunities (offered in 2023) be endorsed to continue as an interim solution to support the interest in the sport of pickleball.

Carried

8.2.5 CMS23-044 - Sports Field Development Strategy - Status Update

1. That Report No. CMS23-044 be received for information.

Carried

8.2.6 CS23-062 - 2024 Council and Committee Meeting Schedule

1. That Report No. CS23-062 be received; and
2. That the 2024 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.

Carried

8.2.7 FIN23-039 - Interim Forecast Update - As of August 31, 2023

1. That Report No. FIN23-039 be received for information.

Carried

8.2.8 PDS23-127 - Heritage Permit Application HPA-2023-06 - 56 Spruce Street

1. That Report No. PDS23-127 be received; and
2. That Heritage Permit Application HPA-2023-06 be approved to permit a rear addition and alterations at 56 Spruce Street, as shown in Attachment 2.

Carried

8.2.9 York Regional Council Highlights of September 28, 2023

Moved by Councillor Weese
Seconded by Councillor Gallo

1. That the York Regional Council Highlights of September 28, 2023, be received for information.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Carried (7 to 0)

9. Consideration of Items Requiring Discussion (Regular Agenda)

9.1 CS23-074 - Mayor's Budget 2024-2026 - Process and Timeline

Council consented to vote on each clause separately.

Moved by Councillor Gallo
Seconded by Councillor Kim

1. That Report No. CS23-074 be received; and
2. That the timeline for amendments to the Mayor’s proposed budget be reduced from 30 days to 27 days.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

First clause
Carried (7 to 0)

Yeas (4): Mayor Mrakas, Councillor Weese, Councillor Thompson, and Councillor Kim

Nays (3): Councillor Gilliland, Councillor Gaertner, and Councillor Gallo

Second clause
Carried (4 to 3)

10. Motions

10.1 Councillor Kim; Re: Cannabis Retail Applications for the Town of Aurora

Moved by Councillor Kim
Seconded by Councillor Gilliland

Whereas in January 2019, Council voted in favour of retail Cannabis in the Town of Aurora; and

Whereas the Alcohol and Gaming Commission of Ontario (AGCO) is the legal body overseeing Cannabis Retail; and

Whereas the Town of Aurora with geography of 7 km x 7 km and population of 64,000 currently has 13 Cannabis retail stores and 1 authorized at the AGCO; and

Whereas the long-term vision of the Town's Official Plan supports active and healthy lifestyle choices to complement a complete community; and

Whereas many cannabis stores are within close proximity to schools and daycares which are inhabited by society's most vulnerable; and

Whereas the Province of Ontario Liquor Licence and Control Act, 2019 (LLCA) in its regulation already has a precedent by limiting the number of grocery stores licensed to sell beer, wine, and cider to 450 and is currently not accepting any more applications;

1. Now Therefore Be It Hereby Resolved That the Town of Aurora requests that the Government of Ontario through its Alcohol and Gaming Commission of Ontario (AGCO) no longer accepts any further cannabis retail applications for the Town of Aurora; and
2. Be It Further Resolved That the Town of Aurora requests that the Government of Ontario re-evaluate its "formula" on how many cannabis stores are permissible within the boundaries of a municipality, including but not limited to:
   a. Utilizing a cap or upper limit;
   b. Utilizing a population per capita formula;
   c. Utilizing a distance to the next cannabis retail store formula; and
3. Be It Further Resolved That should the Government of Ontario revisit the retail Cannabis formula guiding the number of cannabis retail stores permissible in a municipality, that it would extend to all existing municipalities; and
4. Be It Further Resolved That a copy of this Motion be sent to the Honourable Doug Ford, Premier of Ontario; the Honourable Doug Downey, Attorney General of Ontario; Dawn Gallagher Murphy, MPP Newmarket—Aurora; and the Honourable Michael Parsa, MPP Aurora—Oak Ridges—Richmond Hill; and

5. Be It Further Resolved That a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Carried (7 to 0)

10.2 Councillor Weese; Re: Request for the Regional Municipality of York to Construct a Crosswalk at St. John's Sideroad and McKinley Gate, Aurora

Moved by Councillor Weese
Seconded by Councillor Kim

Whereas St. John's Sideroad is a Regional Road; and

Whereas the residents of Aurora in the Brentwood and Aspen Leaf subdivisions have no trail access to the south side of St John's Sideroad; and

Whereas there are no crosswalks offering safe pedestrian access to the south side of St. John's Sideroad for the numerous families that reside in these two subdivisions; and

Whereas traffic has increased on St. John's Sideroad due to recent and planned residential and institutional development;

1. Now Therefore Be It Hereby Resolved That the Aurora Town Council requests that the Regional Municipality of York construct a crosswalk at St. John's Sideroad and McKinley Gate entrance to allow safe pedestrian traffic; and

2. Be It Further Resolved That the Regional Municipality of York fund the crosswalk.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Carried (7 to 0)

11. New Business

None.

12. By-laws

12.1 By-law Number 6549-23 - Being a By-law to amend By-law Number 5285-10, as amended, to adopt Official Plan Amendment No. 30 (File No. OPA-2022-04).

12.2 By-law Number 6550-23 - Being a By-law to amend By-law Number 6000-17, as amended, respecting the lands municipally known as 1452-1460 Wellington Street East (File No. ZBA-2022-06).

12.3 By-law Number 6551-23 - Being a By-law to assume highways on Plan 65M-4433 for public use and maintenance by The Corporation of the Town of Aurora.

Moved by Councillor Gallo
Seconded by Councillor Gilliland

That the By-laws, items 12.1 to 12.3 inclusive, be enacted.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Carried (7 to 0)

12.4 By-law Number 6552-23 - Being a By-law to provide for the annual remuneration to be paid to the Mayor and Members of Council.

Moved by Councillor Gallo
Seconded by Councillor Gilliland

That By-laws item 12.4, as amended per the approved amendments for Item 8.2.2., Report No. CS23-057, be enacted.

Yeas (4): Councillor Weese, Councillor Gilliland, Councillor Gaertner, and Councillor Gallo

Nays (3): Mayor Mrakas, Councillor Thompson, and Councillor Kim

Carried (4 to 3)

13. Closed Session

None.

14. Confirming By-law

14.1 By-law Number 6553-23 Being a By-law to confirm actions by Council resulting from a Council meeting on October 24, 2023

Moved by Councillor Gaertner
Seconded by Councillor Thompson

That the confirming by-law be enacted.

Carried

15. Adjournment

Moved by Councillor Gallo
Seconded by Councillor Thompson

That the meeting be adjourned at 11:28 p.m.

Carried

Tom Mrakas, Mayor

Michael de Rond, Town Clerk

Town of Aurora
Council Workshop/Education Session
Minutes

Date:	**Monday, October 30, 2023**
Time:	**6:00 p.m.**
Location:	**Skylight Gallery, Aurora Town Hall**
Council Members:	Mayor Tom Mrakas (Chair) Councillor Ron Weese Councillor Wendy Gaertner Councillor Michael Thompson Councillor Harold Kim
Members Absent:	Councillor Rachel Gilliland Councillor John Gallo
Other Attendees:	Doug Nadorozny, Chief Administrative Officer Patricia De Sario, Director, Corporate Services/Town Solicitor Robin McDougall, Director, Community Services Marco Ramunno, Director, Planning and Development Services Rachel Wainwright-van Kessel, Director, Finance Carley Smith, Manager, Corporate Communications Martin Stefanczyk, Manager, Project Management Office and Business Transformation Gregory Peri, Accessibility Advisor Rahul Varadharajulu, Project Management Office Consultant Jaclyn Grossi, Deputy Town Clerk Emily Freitas, Council/Committee Coordinator

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1. Call to Order

The Mayor called the meeting to order at 6:05 p.m.

2. Land Acknowledgement

Mayor Mrakas acknowledged that the meeting took place on Anishinaabe lands, the traditional and treaty territory of the Chippewas of Georgina Island, recognizing the many other Nations whose presence here continues to this day, the special relationship the Chippewas have with the lands and waters of this territory, and that Aurora has shared responsibility for the stewardship of these lands and waters. It was noted that Aurora is part of the treaty lands of the Mississaugas and Chippewas, recognized through Treaty #13 and the Williams Treaties of 1923.

3. Approval of the Agenda

Moved by Councillor Thompson
Seconded by Councillor Kim

1. That the agenda as circulated by Legislative Services be approved; and
2. That Section 51(a) of the Procedure By-law, which stipulates that all Town Council meetings with quorum must be video recorded, be waived as this is not possible at this location.

On a two-thirds majority vote the motion Carried

4. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

5. Consideration of Items Requiring Discussion

5.1 Council Strategic Planning Session

Doug Nadorozny, Chief Administrative Officer, provided an introduction to the workshop and outlined past strategic planning exercises that the Town of Aurora has completed with JUICE Inc.

Martin Stefanczyk, Manager, Project Management Office and Business Transformation, provided an overview of the strategic planning process and examined the corporate performance, objectives, and key findings.

They also highlighted examples from staff's previous programs and projects.

Brady Wilson, Founder/Thought Leader, from JUICE Inc., provided additional background information on strategic planning at the Town of Aurora and their current perspective on past operations. Brady facilitated an activity between Council and the Executive Leadership Team regarding prioritization of the strategic planning pillars.

6. Adjournment

Moved by Councillor Kim
Seconded by Councillor Gaertner

That the meeting be adjourned at 7:46 p.m.

Carried

Tom Mrakas, Mayor

Michael de Rond, Town Clerk

Central York Fire Services

Minutes

Joint Council Committee

Date:	Tuesday, October 3, 2023
Time:	9:30 AM
Location:	Streamed live from the Municipal Offices 395 Mulock Drive Newmarket, ON L3Y 4X7
Members Present:	Councillor Gallo, Town of Aurora Councillor Broome, Town of Newmarket, Vice Chair Councillor Gilliland, Town of Aurora, Chair Councillor Morrison, Town of Newmarket
Members Absent:	Councillor Gaertner, Town of Aurora Councillor Simon, Town of Newmarket
Staff Present:	I. Laing, Fire Chief, Central York Fire Services R. Wainwright-van Kessel, Director of Finance – Treasurer, Town of Aurora J. Inglis, Deputy Chief, Central York Fire Services R. Volpe, Deputy Chief, Central York Fire Services M. Mayes, Director of Financial Services/Treasurer, Town of Newmarket A. Tang, Manager of Finance & Accounting, Town of Newmarket K. Saini, Deputy Town Clerk, Town of Newmarket S. Granat, Legislative Coordinator

The meeting was called to order at 9:30 AM.
Councillor Gilliland in the Chair.

1. Notice

Chair Gilliland advised that the Municipal Offices were open to the public and that members of the public could attend this meeting in person or view the live stream available at newmarket.ca/meetings.

2. Additions & Corrections to the Agenda

None.

3. Conflict of Interest Declarations

None.

4. Presentations

4.1 Central York Fire Services Draft 2024 Operating and Capital Budgets

Andrea Tang presented the CYFS Draft 2024 Operating and Capital Budget including the Operating Budget, Shared Services Allocation, capital budget, and next steps.

Deputy Chief Inglis presented regarding risks and budget deferrals.

Members of the Joint Council Committee queried Staff regarding the Fire Master Plan, the financial rationale for deferrals, portable radio equipment and rationale for the cost, budgeting related to the asset management fund, cost recovery for radios, increased cost to vehicle repair and maintenance, step process for exclusion of staffing costs, staff shortage for neighbouring and comparable municipalities, risks to Southlake Hospital response, supporting the Fire Service, and the continuation of summer co-op programs.

Moved by: Councillor Broome

Seconded by: Councillor Gallo

1. That the presentation by Andrea Tang, Manager of Financial and Accounting Services and Deputy Treasurer, Town of Newmarket regarding the Central York Fire Services Draft 2024 Operating and Capital Budgets be received.

Carried

5. Deputations

None.

6. Approval of Minutes

6.1 Central York Fire Services Joint Council Committee Meeting Minutes of September 5, 2023

This item was deferred to the November 7, 2023 Central York Fire Services Joint Council Committee meeting.

1. That the Central York Fire Services Joint Council Committee Meeting Minutes of September 5, 2023 be approved.

7. Items

7.1 Central York Fire Services Draft 2024 Operating and Capital Budget

Moved by: Councillor Gallo

Seconded by: Councillor Broome

1. That Fire Services Report JCC-2023-12 Central York Fire Services Draft 2024 Operating and Capital Budgets dated October 3, 2023 be received; and,
2. That the Joint Council Committee (JCC) receive the draft budgets; and,
3. That the JCC recommends the draft budgets to Aurora Council for review and then to Newmarket Council for approval, per the Joint Services Agreement.

Carried

7.2 Fire Services Career Day

This item was deferred to the November 7, 2023 Central York Fire Services Joint Council Committee meeting.

1. That Fire Services Report JCC-2023-11 Fire Service Career Day dated October 3, 2023 be received.

8. New Business

None.

9. Closed Session (if required)

The Central York Fire Services Joint Council Committee did not resolve into Closed Session.

10. Adjournment

Moved by: Councillor Broome

Seconded by: Councillor Morrison

1. That the meeting be adjourned at 10:03 AM.

Carried

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Councillor Gilliland, Chair

_____

Date

Town of Aurora
Council Closed Session Public
Meeting Minutes

Date: **Tuesday, October 17, 2023**
Time: **5:45 p.m.**
Location: **Holland Room, Aurora Town Hall**

Council Members: Mayor Tom Mrakas (Chair)
Councillor Ron Weese
Councillor Rachel Gilliland
Councillor Wendy Gaertner (arrived at 5:58 p.m.)
Councillor Michael Thompson
Councillor John Gallo
Councillor Harold Kim (arrived at 5:52 p.m.)

Other Attendees: Doug Nadorozny, Chief Administrative Officer
Patricia De Sario, Director, Corporate Services/Town Solicitor
Marco Ramunno, Director, Planning and Development Services (arrived at 5:50 p.m.)
Demetre Rigakos, Manager, Human Resources (left at 5:50 p.m.)
Lisa Hausz, Manager, Economic Development and Policy (arrived at 6:25 p.m.)*
Michael de Rond, Town Clerk

Attended Electronically*

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1. Call to Order

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

Council consented to resolved into closed session at 5:47 p.m.

Council reconvened into open session at 6:58 p.m.

2. Approval of the Agenda

Moved by Councillor Weese
Seconded by Councillor Gallo

That the agenda, as circulated by Legislative Services, be approved.

Carried

3. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, C. M.50.*

4. Consideration of Items Requiring Discussion

Moved by Councillor Weese
Seconded by Councillor Gallo

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

1. Council Closed Session Report No. CS23-061 - Tentative Settlement between the Town of Aurora and Canadian Union of Public Employees (CUPE) 905.01 - Economic Increase Non-Union

   Labour relations or employee negotiations as per Section 239(2)(d) of the *Municipal Act, 2001.*

2. Council Closed Session Report No. CS23-064 - Settlement Proposal – 26, 30, 32, 34-38 Berczy Street (OPA-2020-01 and ZBA-2020-01)

   Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board as per Section 239(2)(e) of the *Municipal Act, 2001.*

   Advice that is subject to solicitor-client privilege, including communications necessary for that purpose as per Section 239(2)(f) of the *Municipal Act, 2001.*

3. Council Closed Session Report No. PDS23-128 - Property Matter – Parkland

   A proposed or pending acquisition or disposition of land by the municipality or local board as per Section 239(2)(c) of the *Municipal Act, 2001.*

A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board as per Section 239(2)(k) of the *Municipal Act, 2001.*

Carried

4.1 Council Closed Session Report No. CS23-061 - Tentative Settlement between the Town of Aurora and Canadian Union of Public Employees (CUPE) 905.01 - Economic Increase Non-Union

Labour relations or employee negotiations as per Section 239(2)(d) of the *Municipal Act, 2001.*

Moved by Councillor Gallo
Seconded by Councillor Thompson

1. That Council Closed Session Report No. CS23-061 be received; and
2. That the terms of the tentative settlement contained in this report be approved and that staff be directed to implement upon ratification; and
3. That the annual wage increases for years 2023 to 2026 that are part of the settlement be extended to the non-union group at the same time.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Carried (7 to 0)

4.2 Council Closed Session Report No. CS23-064 - Settlement Proposal – 26, 30, 32, 34-38 Berczy Street (OPA-2020-01 and ZBA-2020-01)

Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board as per Section 239(2)(e) of the *Municipal Act, 2001.*

Advice that is subject to solicitor-client privilege, including communications necessary for that purpose as per Section 239(2)(f) of the *Municipal Act, 2001.*

Moved by Councillor Gilliland
Seconded by Councillor Kim

1. That Council Closed Session Report No. CS23-064 be received; and
2. That the confidential direction to staff be confirmed.

Yeas (5): Mayor Mrakas, Councillor Gilliland, Councillor Thompson, Councillor Gallo, and Councillor Kim

Nays (2): Councillor Weese, and Councillor Gaertner

Carried (5 to 2)

4.3 Council Closed Session Report No. PDS23-128 - Property Matter - Parkland

A proposed or pending acquisition or disposition of land by the municipality or local board as per Section 239(2)(c) of the *Municipal Act, 2001*.

A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board as per Section 239(2)(k) of the *Municipal Act, 2001*.

Moved by Councillor Gaertner
Seconded by Councillor Kim

1. That Council Closed Session Report No. PDS23-128 be received; and
2. That the confidential direction to staff be confirmed.

Yeas (6): Mayor Mrakas, Councillor Weese, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Nays (1): Councillor Gilliland

Carried (6 to 1)

5. Confirming By-law

5.1 By-law Number 6547-23 Being a By-law to confirm actions by Council resulting from a Council Closed Session on October 17, 2023

Moved by Councillor Gallo
Seconded by Councillor Kim

That the confirming by-law be enacted.

Carried

6. Adjournment

Moved by Councillor Gilliland
Seconded by Councillor Weese

That the meeting be adjourned at 7:11 p.m.

Carried

Tom Mrakas, Mayor

Michael de Rond, Town Clerk

Town of Aurora
Council Closed Session Public
Meeting Minutes

Date: Tuesday, October 24, 2023
Time: 5:45 p.m.
Location: Holland Room, Aurora Town Hall

Council Members: Mayor Tom Mrakas (Chair) (arrived at 5:51 p.m.)
Councillor Ron Weese
Councillor Rachel Gilliland
Councillor Wendy Gaertner
Councillor Michael Thompson
Councillor John Gallo
Councillor Harold Kim

Other Attendees: Doug Nadorozny, Chief Administrative Officer
Patricia De Sario, Director, Corporate Services/Town Solicitor
Marco Ramunno, Director, Planning and Development Services
Lisa Hausz, Manager, Economic Development and Policy Planning (arrived at 6:06 p.m.)
Michael de Rond, Town Clerk

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1. Call to Order

Councillor Thompson assumed the Chair.

The Chair called the meeting to order at 5:49 p.m.

The Mayor assumed the Chair at 6:06 p.m.

Council consented to resolve into a Closed Session at 5:49 p.m.

Council reconvened into open session at 6:27 p.m.

2. Approval of the Agenda

Moved by Councillor Gallo
Seconded by Councillor Weese

That the confidential Council Closed Session agenda be approved.

Carried

3. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

4. Consideration of Items Requiring Discussion

Moved by Councillor Weese
Seconded by Councillor Gallo

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

1. Council Closed Session Report No. PDS23-132 - Appeals of Zoning Bylaw Amendment and Site Plan Applications 14700 and 14720-14760 Yonge Street

   Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board as per Section239(2)(e) of the *Municipal Act, 2001*

2. Council Closed Session Report No. PDS23-133 - Property Matter – 14483 Yonge Street Update 2023

   A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board as per Section 239(2)(k) of the *Municipal Act, 2001.*

4.1 Council Closed Session Report No. PDS23-132 - Appeals of Zoning By-law Amendment and Site Plan Applications 14700 and 14720-14760 Yonge Street

Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board as per Section 239(2)(e) of the *Municipal Act, 2001*.

Moved by Councillor Thompson
Seconded by Councillor Weese

1. That Council Closed Session Report No. PDS23-132 be received; and
2. That the confidential direction to staff be confirmed.

Yeas (6): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Thompson, Councillor Gallo, and Councillor Kim

Nays (1): Councillor Gaertner

Carried (6 to 1)

4.2 Council Closed Session Report No. PDS23-133 - Property Matter – 14483 Yonge Street Update 2023

A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board as per Section 239(2)(k) of the *Municipal Act, 2001.*

Moved by Councillor Thompson
Seconded by Councillor Weese

1. That Council Closed Session Report No. PDS23-133 be received; and
2. That the confidential direction to staff be confirmed.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Carried (7 to 0)

5. Confirming By-law

5.1 By-law Number 6548-23 Being a By-law to confirm actions by Council resulting from a Council Closed Session on October 24, 2023

Moved by Councillor Kim
Seconded by Councillor Weese

That the confirming by-law be enacted.

Carried

6. Adjournment

Moved by Councillor Gaertner
Seconded by Councillor Weese

That the meeting be adjourned at 7:03 p.m.

Carried

Tom Mrakas, Mayor

Michael de Rond, Town Clerk

Town of Aurora
Council Closed Session Public
Meeting Minutes

Date: **Tuesday, November 7, 2023**
Time: **5:45 p.m.**
Location: **Holland Room, Aurora Town Hall**

Council Members: Mayor Tom Mrakas (Chair)
Councillor Ron Weese
Councillor Rachel Gilliland
Councillor Wendy Gaertner
Councillor Michael Thompson
Councillor John Gallo
Councillor Harold Kim (arrived at 6:17 p.m.)

Other Attendees: Doug Nadorozny, Chief Administrative Officer
Patricia De Sario, Director, Corporate Services/Town Solicitor
Marco Ramunno, Director, Planning and Development Services
Lisa Hausz, Manager, Economic Development Strategic Planning
Michael de Rond, Town Clerk

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1. Call to Order

The Mayor called the meeting to order at 5:46 p.m.

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

Council reconvened into open session at 6:52 p.m.

2. Approval of the Agenda

Moved by Councillor Weese
Seconded by Councillor Thompson

That the agenda as circulated by Legislative Services be approved.

Carried

3. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

4. Consideration of Items Requiring Discussion

Moved by Councillor Weese
Seconded by Councillor Thompson

That Council resolve into a Closed Session to consider the following matter:

1. Council Closed Session Report No. PDS23-139 - Property Matter – George Street Additional Information

   A proposed or pending acquisition or disposition of land by the municipality or local board as per Section 239(2)(c) of the *Municipal Act, 2001*.

   A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board as per Section 239(2)(k) of the *Municipal Act, 2001.*

Carried

4.1 Council Closed Session Report No. PDS23-139 - Property Matter – George Street Additional Information

A proposed or pending acquisition or disposition of land by the municipality or local board as per Section 239(2)(c) of the *Municipal Act, 2001.*

A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board as per Section 239(2)(k) of the *Municipal Act, 2001.*

Moved by Councillor Weese
Seconded by Councillor Gilliland

1. That Council Closed Session Report No. PDS23-139 be referred back to staff.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Carried (7 to 0)

5. Confirming By-law

5.1 By-law Number 6555-23 Being a By-law to confirm actions by Council resulting from a Council Closed Session on November 7, 2023

Moved by Councillor Gallo
Seconded by Councillor Weese

That the confirming by-law be enacted.

Carried

6. Adjournment

Moved by Councillor Weese
Seconded by Councillor Kim

That the meeting be adjourned at 7:05 p.m.

Carried

Tom Mrakas, Mayor

Michael de Rond, Town Clerk

Town of Aurora
Council Closed Session Public
Meeting Minutes

Date: **Tuesday, November 14, 2023**
Time: **5:45 p.m.**
Location: **Holland Room, Aurora Town Hall**

Council Members: Mayor Tom Mrakas (Chair)
Councillor Ron Weese
Councillor Rachel Gilliland
Councillor Wendy Gaertner (arrived at 5:48 p.m.)
Councillor Michael Thompson
Councillor John Gallo (arrived at 5:51 p.m.)
Councillor Harold Kim

Other Attendees: Doug Nadorozny, Chief Administrative Officer
Patricia De Sario, Director, Corporate Services/Town Solicitor
Marco Ramunno, Director, Planning and Development Services
Sara Tienkamp, Director, Operational Services
Jaclyn Grossi, Deputy Town Clerk

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1. Call to Order

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

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

Council reconvened into open session at 6:45 p.m.

2. Approval of the Agenda

Moved by Councillor Thompson
Seconded by Councillor Weese

That the agenda as circulated by Legislative Services be approved.

Carried

3. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

4. Consideration of Items Requiring Discussion

Moved by Councillor Weese
Seconded by Councillor Kim

That Council resolve into a Closed Session to consider the following matter:

1. Council Closed Session Report No. PDS23-144 - Property Matter - George Street Updated Information

   A proposed or pending acquisition or disposition of land by the municipality or local board as per Section 239(2)(c) of the Municipal Act, 2001.

   A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board as per Section 239(2)(k) of the Municipal Act, 2001.

Carried

4.1 Council Closed Session Report No. PDS23-144 - Property Matter - George Street Updated Information

A proposed or pending acquisition or disposition of land by the municipality or local board as per Section 239(2)(c) of the *Municipal Act, 2001.*

A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board as per Section 239(2)(k) of the *Municipal Act, 2001.*

Moved by Councillor Thompson
Seconded by Councillor Weese

1. That Council Closed Session Report No. PDS23-144 be received; and
2. That the confidential direction to staff be confirmed.

Yeas (6): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Thompson, Councillor Gallo, and Councillor Kim

Absent (1): Councillor Gaertner

Carried (6 to 0)

5. Confirming By-law

5.1 By-law Number 6556-23 Being a By-law to confirm actions by Council resulting from a Council Closed Session on November 14, 2023

Moved by Councillor Weese
Seconded by Councillor Gallo

That the confirming by-law be enacted.

Carried

6. Adjournment

Moved by Councillor Kim
Seconded by Councillor Weese

That the meeting be adjourned at 7:01 p.m.

Carried

Tom Mrakas, Mayor

Jaclyn Grossi, Deputy Town Clerk

Town of Aurora
Council Public Planning
Meeting Minutes

Date:	**Tuesday, November 14, 2023**
Time:	**7 p.m.**
Location:	**Council Chambers, Aurora Town Hall**
Council Members:	Mayor Tom Mrakas (Chair) Councillor Ron Weese Councillor Rachel Gilliland Councillor Wendy Gaertner Councillor Michael Thompson Councillor John Gallo Councillor Harold Kim
Other Attendees:	Marco Ramunno, Director, Planning and Development Services Adam Robb, Associate Manager, Development Planning Kenny Ng, Planner Jaclyn Grossi, Deputy Town Clerk Linda Bottos, Council/Committee Coordinator

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1. Call to Order

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

2. Land Acknowledgement

Mayor Mrakas acknowledged that the meeting took place on Anishinaabe lands, the traditional and treaty territory of the Chippewas of Georgina Island, recognizing the many other Nations whose presence here continues to this day, the special relationship the Chippewas have with the lands and waters of this territory, and that Aurora has shared responsibility for the stewardship of these lands and waters. It was noted that Aurora is part of the treaty lands of the Mississaugas and Chippewas, recognized through Treaty #13 and the Williams Treaties of 1923.

3. Approval of the Agenda

Moved by Councillor Weese
Seconded by Councillor Kim

That the revised agenda as circulated by Legislative Services be approved.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Carried (7 to 0)

4. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

5. Planning Applications

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

5.1 PDS23-126 - Zoning By-law Amendment Application, Land Services Group Ltd. (20 Allaura Boulevard Corp.), 16, 20 and 22 Allaura Boulevard, Lots 19, 20 and 21, Registered Plan M-51, File Number: ZBA-2022-08, Related File Number: SUB-2022-02; SP-2022-13

Planning Staff

Adam Robb, Associate Manager, Development Planning, presented an overview of the staff report regarding the Zoning By-law Amendment application to facilitate the development of 225 stacked, 3.5-storey townhouse units, including a single level of underground parking with 370 spaces, on a common-elements condominium road, noting the applicant proposes to rezone the subject lands from E1(226) Service Employment and E2 General Employment to Townhouse Dwelling Residential R8 zoning with site specific standards to implement the provisions of the Aurora Promenade.

Applicant

Jim Kotsopoulos, Planning Consultant, JKO Planning Services Inc., on behalf of the applicant, presented an overview of the proposed development including land use context, conceptual rendering and elevations, site plan, vehicular and pedestrian circulation plan, cross-section plan, heritage impact assessment and mitigations respecting the Peace Park, landscape plan, traffic, and access points.

Public Comments

Washington Burbano, General Manager of Unimotion Gear, a division of Magna Powertrain located at 245 Edward Street, Aurora, expressed concerns about the proposed development, to be located adjacent to their southern property line, regarding setback distances and the potential to compromise Unimotion's operating obligations under the Ontario *Environmental Protection Act*. They requested that Unimotion be a full party to the proposed development, that all supporting information including technical assessments be made available for their review and comment, and that any actions or decisions by Council be postponed until Unimotion has had the opportunity to review and prepare assessments on the proposed development.

Peter Heidbuechel, co-owner of the property at 19 Allaura Boulevard and owner of Five Star Manufacturing Inc., an industrial automotive parts supplier, stated that their concerns were similar to those of the previous speaker and that the proposed development being located directly across the street may impact their sales in the future.

Moved by Councillor Weese
Seconded by Councillor Kim

1. That Report No. PDS23-126 be received; and
2. That comments presented at the statutory Public Planning meeting be addressed by Planning and Development Services in a report to a future General Committee meeting.

Yeas (6): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Thompson, Councillor Gallo, and Councillor Kim

Nays (1): Councillor Gaertner

Carried (6 to 1)

5.2 PDS23-142 - Application for Official Plan Amendment and Zoning By-law Amendment, TWTH Development Inc., 252, 260 and 272 Old Bloomington Road, Lot 6 and Part of Lot 7, Registered Plan 166, File Number: OPA-2023-02, ZBA-2023-02; Related File Number: SUB-2023-02

Planning Staff

Kenny Ng, Planner, presented an overview of the staff report regarding the Official Plan Amendment and Zoning By-law Amendment applications to facilitate the development of 33 single detached lots, a new public right-of-way from Old Bloomington Road, a block reserved for future connection to lands to the east, and an environmental protection block, noting the applicant proposes to increase the maximum unit density and rezone the subject lands from Estate Residential to a site-specific R3 zone with holding provision over one proposed lot and Environmental Protection Zone.

Applicant

Adam Layton, Principal Planner, Evans Planning, on behalf of the applicant, presented an overview of the proposed development including the draft plan of subdivision, proposed zoning and exceptions, conceptual block plan and clarification on density, proposed landscape plan, and conceptual streetscape.

Public Comments

Aurora resident John Green, on behalf of the Ratepayers of Yonge Street South (RAYS), expressed concerns about the potential impacts of the proposed development on the Oak Ridges Moraine (ORM) and requested that Aurora's By-laws governing residential density and the Official Plan be respected without exception, to protect the functions of the ORM including wildlife corridors, head waters, and environmental protection.

Rosemarie Humphries, Humphries Planning Group Inc., representing the landowners to the immediate west of the subject lands, inquired about aspects of the proposed block plan including: implementation of the block

plan for the entirety of the lands as it relates to density; consideration of subsequent applications in relationship to this block plan; whether the proposed extension of municipal sewers would address adjacent land holdings included within the block plan; accuracy of the block plan; road configuration and connections to adjacent lands; and maintenance of the right-of-way easement for adjacent landowners during construction. They requested that any related plans, studies, and reports submitted be made available for their review and that a meeting be held with Town staff, the applicant and project team to discuss details.

Planning Staff

Staff addressed the comments regarding the block plan process, including road and servicing connections and protection of environmental lands, and agreed to facilitate meetings with adjacent landowners.

Applicant

The applicant addressed the comments regarding the right-of-way easement across the subject lands to the adjacent properties.

Moved by Councillor Thompson
Seconded by Councillor Gaertner

1. That Report No. PDS23-142 be received; and
2. That comments presented at the statutory Public Planning meeting be addressed by Planning and Development Services in a report to a future Public Planning meeting.

Yeas (6): Mayor Mrakas, Councillor Weese, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Nays (1): Councillor Gilliland

Carried (6 to 1)

6. Confirming By-law

6.1 By-law Number 6557-23 Being a By-law to confirm actions by Council resulting from a Council Public Planning meeting on November 14, 2023

Moved by Councillor Thompson
Seconded by Councillor Kim

That the confirming by-law be enacted.

Carried

7. Adjournment

Moved by Councillor Kim
Seconded by Councillor Gaertner

That the meeting be adjourned at 8:42 p.m.

Carried

Tom Mrakas, Mayor

Jaclyn Grossi, Deputy Town Clerk

Town of Aurora
General Committee
Meeting Report

Date:	**Tuesday, November 7, 2023**
Time:	**7:00 p.m.**
Location:	**Council Chambers, Aurora Town Hall**

Council Members:
Mayor Tom Mrakas
Councillor Ron Weese
Councillor Rachel Gilliland
Councillor Wendy Gaertner
Councillor Michael Thompson
Councillor John Gallo
Councillor Harold Kim

Other Attendees:
Doug Nadorozny, Chief Administrative Officer
Patricia De Sario, Director, Corporate Services, Town Solicitor
Robin McDougall, Director, Community Services
Marco Ramunno, Director, Planning and Development Services
Sara Tienkamp, Director, Operational Services
Rachel Wainwright-van Kessel, Director, Finance
Carley Smith, Manager, Corporate Communications
John Firman, Manager, Business Support
Michael de Rond, Town Clerk
Linda Bottos, Council/Committee Coordinator
Emily Freitas, Council/Committee Coordinator

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1. Call to Order

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

2. Land Acknowledgement

The Committee acknowledged that the meeting took place on Anishinaabe lands, the traditional and treaty territory of the Chippewas of Georgina Island,

recognizing the many other Nations whose presence here continues to this day, the special relationship the Chippewas have with the lands and waters of this territory, and that Aurora has shared responsibility for the stewardship of these lands and waters. It was noted that Aurora is part of the treaty lands of the Mississaugas and Chippewas, recognized through Treaty #13 and the Williams Treaties of 1923.

3. Approval of the Agenda

General Committee approved the revised agenda as circulated by Legislative Services.

4. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

5. Community Presentations

None.

6. Delegations

None.

7. Consent Agenda

None.

8. Advisory Committee Meeting Minutes

General Committee recommends:

That the Advisory Committee Meeting Minutes, items 8.1 to 8.4 inclusive, be received for information.

Carried

8.1 Accessibility Advisory Committee Meeting Minutes of October 11, 2023

1. That the Accessibility Advisory Committee Meeting Minutes of October 11, 2023, be received for information.

Carried

8.2 Mayor's Golf Classic Funds Committee Meeting Minutes of October 26, 2023

1. That the Mayor's Golf Classic Funds Committee Meeting Minutes of October 26, 2023, be received for information.

Carried

8.3 Parks and Recreation Advisory Committee Meeting Minutes of October 19, 2023

1. That the Parks and Recreation Advisory Committee Meeting Minutes of October 19, 2023, be received for information.

Carried

8.4 Active Transportation and Traffic Safety Advisory Committee Meeting Minutes of October 25, 2023

1. That the Active Transportation and Traffic Safety Advisory Committee Meeting Minutes of October 25, 2023, be received for information.

Carried

9. Consideration of Items Requiring Discussion (Regular Agenda)

9.1 FIN23-040 - Proposed 2024 to 2026 Budget and 10-Year Capital Plan

General Committee recommends:

1. That Report No. FIN23-040 be received for information.

Carried

9.2 CMS23-049 - Facility Allocation Policies Review

General Committee recommends:

1. That Report No. CMS23-049 be received; and
2. That the Facility Allocation Policy be approved as presented.

Carried

9.3 CS23-069 - Strong Mayor Powers

General Committee recommends:

1. That Report No. CS23-069 be received for information.

Carried

9.4 CS23-073 - Procedure By-law Review

General Committee recommends:

1. That Report No. CS23-073 be received; and
2. That the draft Procedure By-law (attachment 2) be brought forward for enactment to repeal and replace the existing by-law.

Defeated

1. That Report No. CS23-073 be received for information.

Carried

9.5 CMS23-048 - Feasibility of a Permanent Liquor License at the Aurora Community Centre

General Committee recommends:

1. That Report No. CMS23-048 be received; and
2. That staff be directed to run a pilot program to provide alcohol sales at Aurora Tigers Jr. A games in accordance with the terms outlined in this report; and

3. That staff be authorized to waive certain requirements of the Municipal Alcohol Policy for the pilot program, as identified in this report.

Carried

9.6 CS23-068 - Amend Record Classification Structure and Retention By-law Number 5815-16

General Committee recommends:

1. That Report No. CS23-068 be received; and
2. That a by-law to amend By-law No. 5815-16, as amended, be brought forward for enactment that reflects the changes noted in the report.

Carried

9.7 OPS23-026 - Winter Maintenance of Regional Sidewalks

General Committee recommends:

1. That Report No. OPS23-026 be received; and
2. That the Region of York be advised that the Town of Aurora will continue to maintain the active transportation infrastructure including, sidewalks, separated cycle track or multi-use pathway on regional roads as per Operational Services service level standards.

Carried

9.8 PDS23-136 - Application for Draft Plan of Condominium, Silhouette Aurora Inc., 15086, 15094 and 15106 Yonge Street, Part of Lots 1 and 2, Registered Plan 9 and Lost 51 and 52, Registered Plan 246, File Number: CDM-2023-03, Related File Number: SP-2018-03

General Committee recommends:

1. That Report No. PDS23-136 be received; and
2. That the Draft Plan of Condominium (Standard Condominium) File No. CDM-2023-03 to establish three multi-storey stacked

townhouse condominium buildings for a total of 53 units, be approved subject to the conditions attached hereto as Schedule “A” of this report.

Carried

10. Notices of Motion

10.1 Councillor Gilliland; Re: Aurora Cenotaph 100 Year Celebration

Whereas the Aurora Cenotaph is an early example of World War I memorials in Canada; and

Whereas the Aurora Cenotaph predates the Canadian National Vimy Memorial in France (1936) and the National War Memorial in Ottawa (1939); and

Whereas the Aurora Cenotaph built in 1925 is located at the Aurora War Memorial and Peace Park that serves as a significant memorial for local soldiers from Aurora, King, and Whitchurch-Stouffville; and

Whereas Canadian citizens stand united in honouring our veterans for the sacrifices they made for the freedoms to speak without fear, freedom to worship, freedoms to stand for rights, freedoms to oppose what one believes wrong, and the freedom to choose those who shall govern our country in the name of democracy; and

Whereas the Cenotaph is approaching its 100 year anniversary, which should be recognized and celebrated by all;

1. Now Therefore Be It Resolved That the Town of Aurora staff collaborate with the Aurora Legion, King Township, Whitchurch-Stouffville, the Provincial and Federal governments to commemorate this significant celebration; and
2. That staff report back with a collaborative plan of action with possible budget considerations; and
3. That a copy of this resolution be provided to King Township, Whitchurch-Stouffville, the Minister of Veteran Affairs, and the local MPPs and MPs of each municipality.

11. Regional Report

11.1 York Regional Council Highlights of October 26, 2023

General Committee recommends:

1. That the York Regional Council Highlights of October 26, 2023, be received for information.

Carried

12. New Business

Councillor Gaertner expressed residents concerns over contacting the Aurora Water and Sewer Services.

Councillor Gilliland requested that staff include the Aurora Town Square budget on a future agenda for residents to access additional information. Staff advised that this could be included on the November 21, 2023 General Committee agenda.

13. Public Service Announcements

Councillor Gilliland announced that York Regional Police will be hosting an information session on auto theft at the Aurora Community Centre on Saturday, November 18, 2023.

Councillor Gaertner announced that Diwali, the Hindu festival of lights, begins on Sunday, November 12, 2023.

Mayor Mrakas announced that on Saturday, November 11, the Aurora Legion is hosting its annual Remembrance Day Parade and Ceremony. Everyone is welcome to attend. The parade starts at 10:20 a.m, at GW Williams High School and marches south on Yonge Street to the Cenotaph for the service.

Mayor Mrakas announced that applications for the Windrow Removal Pilot Program are open until Thursday, November 30, 2023; visit **aurora.ca/windrow** for more information.

Mayor Mrakas announced the upcoming Santa Under the Stars Parade will be on Saturday, November 25, 2023 at 6 p.m.; visit **aurora.ca/SantaParade** for more information.

Mayor Mrakas announced the Deck the Halls Tour will take place on Monday, December 11, 2023 to Saturday, December 23, 2023; visit **aurora.ca/DeckTheHalls** for more information.

Mayor Mrakas announced that residents can apply for Community Partnership Grants; visit **aurora.ca/CommunityGrants** for more information.

14. Closed Session

None.

15. Adjournment

The meeting was adjourned at 9:08 p.m.

Town of Aurora
Accessibility Advisory Committee
Meeting Minutes

Date: Wednesday, October 11, 2023
Time: 7 p.m.
Location: Holland Room, Aurora Town Hall

Committee Members: Councillor Harold Kim (Chair)
Peter Angelo (Vice Chair)
Lois Davies
Alison Hughes*
Hailey Reiss*
Jo-anne Spitzer

Members Absent: John Lenchak
Jeffrey Preston

Other Attendees: Martin Stefanczyk, Manager, Project Management Office and Business Transformation
Rahul Varadharajulu, Project Management Office Consultant*
Linda Bottos, Council/Committee Coordinator
Emily Freitas, Council/Committee Coordinator

*Attended electronically

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1. Call to Order

The Chair called the meeting to order at 7:02 p.m.

2. Land Acknowledgement

The Committee acknowledged that the meeting took place on Anishinaabe lands, the traditional and treaty territory of the Chippewas of Georgina Island, recognizing the many other Nations whose presence here continues to this day, the special relationship the Chippewas have with the lands and waters of this territory, and that Aurora has shared responsibility for the stewardship of these

lands and waters. It was noted that Aurora is part of the treaty lands of the Mississaugas and Chippewas, recognized through Treaty #13 and the Williams Treaties of 1923.

3. Approval of the Agenda

Moved by Alison Hughes
Seconded by Jo-anne Spitzer

That the agenda as circulated by Legislative Services be approved.

Carried

4. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

5. Receipt of the Minutes

5.1 Accessibility Advisory Committee Meeting Minutes of September 6, 2023

Moved by Peter Angelo
Seconded by Lois Davies

1. That the Accessibility Advisory Committee Meeting Minutes of September 6, 2023, be received for information.

Carried

6. Delegations

None.

7. Matters for Consideration

7.1 Memorandum from Accessibility Advisor; Re: Site Plan Application SP-2022-07 (Submission #2) 25 Mavrinac Boulevard

Staff provided an overview of the site plan and comments submitted to the Planner on behalf of the Committee. The Committee and staff discussed various aspects of the site plan and further suggestions were

made regarding consideration for: demographics and population of development in relation to number of barrier-free parking spaces needed over and above AODA requirements; clarification on requirements for the number of underground and above-ground barrier-free parking spaces; clarification on the dimensions of barrier-free parking spaces and whether the Electric Vehicle (EV) parking spaces are accessible; clarification on the path of travel from barrier-free parking spaces to the main and side entrances; and clarification on whether passcodes or other types of locks will be in use at access points.

Moved by Peter Angelo
Seconded by Jo-anne Spitzer

1. That the memorandum regarding Site Plan Application SP-2022-07 (Submission #2) 25 Mavrinac Boulevard be received; and
2. That the Accessibility Advisory Committee comments regarding Site Plan Application SP-2022-07 (Submission #2) be received and referred to staff for consideration and further action as appropriate.

Carried

7.2 Round Table Discussion; Re: Town of Aurora Multi-Year Accessibility Plan 2022-2026

(Link to Multi-Year Accessibility Plan)

Staff provided background and invited feedback from the Committee. The Committee and staff discussed various matters including: accessibility of the Town's website and planned improvements for better compliance and responsiveness; outreach and citizen feedback on accessibility initiatives and other possible approaches to increase civic engagement; ensuring all community spaces and events are as universally accessible as possible as a standard; suggestion to include in the document an offer for readers to provide feedback/suggestions on the Multi-Year Accessibility Plan; and the installation plan status for audible pedestrian crossing signals.

Moved by Alison Hughes
Seconded by Hailey Reiss

1. That the Accessibility Advisory Committee comments regarding the Town of Aurora Multi-Year Accessibility Plan 2022-2026 be received and referred to staff for consideration and action as appropriate.

Carried

8. Informational Items

None.

9. New Business

The Committee suggested they develop a wish list of minimum standards for all parks for use by Town staff when constructing new parks and upgrading existing parks. It was further noted that such guidelines would also be useful for schools and private businesses.

The Committee inquired about whether they will have an opportunity to review the planned upgrades at the Stronach Aurora Recreation Complex and whether any elements of the Accessibility Plan are being applied to those changes.

The Committee remarked on the lack of demographic information on the Town's disabled community members, their needs, and any accessibility gaps. Staff and the Committee discussed the broad census statistics available from the federal, provincial, and regional levels, and the challenges and limitations on gathering personal information.

10. Adjournment

Moved by Peter Angelo
Seconded by Lois Davies

That the meeting be adjourned at 8:00 p.m.

Carried

Town of Aurora
Mayor's Golf Classic Funds Committee
Meeting Minutes

Date: Tuesday, October 26, 2023
Time: 10 a.m.
Location: Video Conference

Committee Members: Angela Covert (Chair)
Michelle Black
Robert Gaby
Dan Winters

Members Absent: Shaheen Moledina
Abe Reiss (Vice Chair)

Other Attendees: Michael de Rond, Town Clerk
Jason Gaertner, Manager, Financial Management
Jaclyn Grossi, Deputy Town Clerk

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1. Call to Order

The Chair called the meeting to order at 10:09 a.m.

2. Land Acknowledgment

The Committee acknowledged that the meeting took place on Anishinaabe lands, the traditional and treaty territory of the Chippewas of Georgina Island, recognizing the many other Nations whose presence here continues to this day, the special relationship the Chippewas have with the lands and waters of this territory, and that Aurora has shared responsibility for the stewardship of these lands and waters. It was noted that Aurora is part of the treaty lands of the Mississaugas and Chippewas, recognized through Treaty #13 and the Williams Treaties of 1923.

3. Approval of the Agenda

Moved by Michelle Black
Seconded by Robert Gaby

That the agenda as circulated by Legislative Services be approved.

Carried

4. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50.*

5. Receipt of the Minutes

5.1 Mayor's Golf Classic Funds Committee Meeting Minutes of August 22, 2023

Moved by Robert Gaby
Seconded by Michelle Black

1. That the Mayor's Golf Classic Funds Committee meeting minutes of August 22, 2023, be received for information.

Carried

6. Delegations

None.

7. Matters for Consideration

7.1 Application from Yellow Brick House; Re: 2023 Break The Silence, Step In My Shoes Walk

Moved by Dan Winters
Seconded by Michelle Black

1. That the Mayor's Golf Classic Funds Committee receive the application from Yellow Brick House; and

2. That the funding request be granted in the amount of $5,000.00.

Carried

8. Informational Items

None.

9. New Business

None.

10. Closed Session

Moved by Michelle Black
Seconded by Dan Winters

That the Committee resolve into Closed Session to consider the following matter:

1. Personal matters about an identifiable individual, including municipal or local board employees (Section 239(2)(b) of the *Municipal Act, 2001*); Re: Confidential Memorandum from Town Clerk; Re: Update on Financial Assistance Request

Carried

10.1 Confidential Memorandum from Town Clerk; Re: Update on Financial Assistance Request

Personal matters about an identifiable individual, including municipal or local board employees (Section 239(2)(b) of the *Municipal Act, 2001*)

Moved by Dan Winters
Seconded by Michelle Black

1. That the Update to Personal Application for Assistance be received; and,
2. That confidential direction to staff be confirmed.

Carried

11. Adjournment

Moved by Robert Gaby
Seconded by Michelle Black

That the meeting be adjourned at 10:48 a.m.

Carried

Town of Aurora
Parks and Recreation Advisory Committee
Meeting Minutes

Date: Thursday, October 19, 2023
Time: 7 p.m.
Location: Holland Room, Aurora Town Hall

Committee Members: Councillor Ron Weese (Chair)
Irene Clement*
Michelle Dakin (Vice Chair)
Jessie Fraser*
Shaheen Moledina*
Corrina Tai* (arrived 7:43 p.m.)

Members Absent: David Gren
Adrian Martin

Other Attendees: John Firman, Manager, Business Support
Matthew Volpintesta, Manager, Parks and Fleet*
Lisa Warth, Manager, Recreation
Linda Bottos, Council/Committee Coordinator

*Attended electronically

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1. Call to Order

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

2. Land Acknowledgement

The Committee acknowledged that the meeting took place on Anishinaabe lands, the traditional and treaty territory of the Chippewas of Georgina Island, recognizing the many other Nations whose presence here continues to this day, the special relationship the Chippewas have with the lands and waters of this territory, and that Aurora has shared responsibility for the stewardship of these lands and waters. It was noted that Aurora is part of the treaty lands of the

Mississaugas and Chippewas, recognized through Treaty #13 and the Williams Treaties of 1923.

3. Approval of the Agenda

Moved by Jessie Fraser
Seconded by Irene Clement

That the agenda as circulated by Legislative Services be approved.

Carried

4. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

5. Receipt of the Minutes

5.1 Parks and Recreation Advisory Committee Meeting Minutes of June 15, 2023

Moved by Michelle Dakin
Seconded by Shaheen Moledina

1. That the Parks and Recreation Advisory Committee meeting minutes of June 15, 2023, be received for information.

Carried

6. Delegations

None.

7. Matters for Consideration

7.1 Memorandum from Manager, Business Support; Re: Facility Allocation Policies Review

Staff provided an overview of the memorandum. The Committee expressed support for the proposed changes. The Committee and staff discussed various aspects including: the quality and acoustic issues of

meeting rooms available for not-for-profit organizations; new meeting spaces planned at the Stronach Aurora Recreation Complex; allocation procedures and prioritization of youth over adult programs; large youth events that require paid duty officers; appeal process for decisions made at the discretion of the director; diversity and inclusion; allocation and permitting of large tournaments and policies to encourage sport tourism; clarification on definition of adult, youth and Aurora-based organizations; and the vetting process for any un-incorporated organization operating in the spirit of a non-for-profit organization.

The Committee inquired about the possibility of providing a different fee for residents and not-for-profit groups of Aurora versus non-residents. Staff advised that, while fees are outside the scope of the policies review, price changes are being considered across the board.

Moved by Shaheen Moledina
Seconded by Jessie Fraser

1. That the memorandum regarding Facility Allocation Polices Review be received; and
2. That the Parks and Recreation Advisory Committee comments regarding Facility Allocation Policies Review be received and referred to staff for consideration and further action as appropriate.

Carried

7.2 Memorandum from Manager, Business Support; Re: Feasibility of a Permanent Liquor License at the Aurora Community Centre

Staff provided an overview of the memorandum. The Committee and staff discussed various aspects including: impact on the upstairs Auditorium meeting space; justification to undertake the proposed pilot project with special occasion permits considering the lack of a business case to support proceeding at this time; the difference between a permanent liquor license and special occasion permit; Town liability and cost; comparison with pilot project at Concerts in the Park; and the metrics to measure success.

Moved by Irene Clement
Seconded by Jessie Fraser

1. That the memorandum regarding Feasibility of a Permanent Liquor License at the Aurora Community Centre be received; and
2. That the Parks and Recreation Advisory Committee comments regarding Feasibility of a Permanent Liquor License at the Aurora Community Centre be received and referred to staff for consideration and further action as appropriate.

Carried

8. Informational Items

None.

9. New Business

Lisa Warth introduced and welcomed Matt Volpintesta, the Town's new Manager of Parks and Fleet, who will also be regularly attending the Committee meetings.

The Chair noted that they are working with staff on issues previously raised by the Committee regarding playground standards and planned upgrades, and more information is forthcoming.

10. Adjournment

Moved by Jessie Fraser
Seconded by Shaheen Moledina

That the meeting be adjourned at 8:16 p.m.

Carried

Town of Aurora
Active Transportation and Traffic Safety Advisory Committee
Meeting Minutes

Date: Wednesday, October 25, 2023
Time: 7:00 p.m.
Location: Holland Room, Aurora Town Hall

Committee Members:
Councillor John Gallo (Chair)
Owen Heritage
Gino Martino
Giovanni Turla*
Klaus Wehrenberg
Lil Kim*

Members Absent: Steve Fleck

Other Attendees:
Michael Bat, Traffic and Transportation Analyst, Engineering
Services
Jaclyn Grossi, Deputy Town Clerk
Emily Freitas, Council/Committee Coordinator

*Attended electronically

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1. Call to Order

The Chair called the meeting to order at 7:03 p.m.

2. Land Acknowledgement

The Committee acknowledged that the meeting took place on Anishinaabe lands, the traditional and treaty territory of the Chippewas of Georgina Island, recognizing the many other Nations whose presence here continues to this day, the special relationship the Chippewas have with the lands and waters of this territory, and that Aurora has shared responsibility for the stewardship of these lands and waters. It was noted that Aurora is part of the treaty lands of the

Mississaugas and Chippewas, recognized through Treaty #13 and the Williams Treaties of 1923.

3. Approval of the Agenda

Moved by Owen Heritage
Seconded by Gino Martino

That the agenda as circulated by Legislative Services be approved.

Carried

4. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

5. Receipt of the Minutes

5.1 Active Transportation and Traffic Safety Advisory Committee Meeting Minutes of June 28, 2023

Moved by Owen Heritage
Seconded by Gino Martino

1. That the Active Transportation and Traffic Safety Advisory Committee meeting minutes of June 28, 2023, be received for information.

Carried

6. Delegations

None.

7. Matters for Consideration

7.1 Memorandum from Traffic and Transportation Analyst; Re: Traffic Calming Measures in School Zones Performance Evaluation

Staff provided an overview of the Flexible In-Street Sign Pilot Program on Bridgenorth Drive, McClellan Way, and Devins Drive to reduce speed in school zones. Staff noted that based on the traffic data collected before and after the installation of the flexible signs, it is concluded that the flexible signs are effective in reducing the travel speeds. Next steps include a report to General Committee requesting the in-street signs to be included in the Traffic Calming Policy.

The Committee identified and discussed the significance of existing in-street signs that have been effective, reviewed the 3 warrant criteria that must be met: petition, safety requirements, and technical requirements, and suggested reviewing the current Traffic Calming Policy to examine additional changes.

Moved by Gino Martino
Seconded by Owen Heritage

1. That the memorandum regarding Traffic Calming Measures in School Zones Performance Evaluation be received; and
2. That the Active Transportation and Traffic Safety Advisory Committee comments regarding Traffic Calming Measures in School Zones Performance Evaluation be received and referred to staff for consideration and further action as appropriate.

Carried

8. Informational Items

None.

9. New Business

Staff advised that an information session will be hosted to gather feedback on the Active Transportation Master Plan on November 9, 2023 at 7 p.m.

The Committee inquired regarding the process to request items be added to future agendas.

The Committee discussed various topics related to active transportation and traffic safety including: alternative transportation vehicles on the roads and related safety measures, implementing yield signs due to ongoing environmental concerns, and the need for extended pedestrian crossings in Aurora over the Barrie GO line.

10. Adjournment

Moved by Klaus Wehrenberg
Seconded by Gino Martino

That the meeting be adjourned at 8:18 p.m.

Carried

100 John West Way
Aurora, Ontario
L4G 6J1
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aurora.ca

Town of Aurora

General Committee Report

No. FIN23-040

Subject: **Proposed 2024 to 2026 Budget and 10-Year Capital Plan**

Prepared by: Jason Gaertner, Manager, Financial Management

Department: Finance

Date: November 7, 2023

Recommendation

1. **That Report No. FIN23-040 be received for information.**

Executive Summary

As per the Town's multi-year budget process, Council approved the Town's 2023 operating and capital budget relating to the first year of the term. In the second year a budget representing the remaining three years of the Council term is presented. The budget for the second two years (2025 and 2026) must be reaffirmed annually as per provincial legislation.

- New Strong Mayors, Building Homes Act legislation impacts the budget review process this year
- The operating budget proposes tax increases of 3.9, 3.5 and 2.9 percent for 2024, 2025 and 2026, respectively
- Water, wastewater and stormwater services are self-funded through user rates which increase each year
- Inflation continues to be a significant driver of the Town's budget pressures
- The Town's asset management requirements have grown significantly due to increased legislative and financial requirements
- Total capital budget authority of $218.5 million is being requested in 2024 with $62.5 million in planned spending for 2024
- The 10-year capital plan includes $303.8 million of capital investments
- The Fiscal Strategy continues to inform the proposed multi-year budget

Background

On May 30, 2023, Council adopted the Town's new and improved Budget Principles Policy. This policy is a guiding document for the preparation, annual review, and approval of the operating and capital budget for the Town along with the fiscal strategy. It provides guidance on how an effective and efficient budget can lead the Town to the path of long-term financial sustainability. The policy also outlines the multi-year budget framework for the Town of Aurora. The multi-year budgeting framework aligns with each Council term. Council approves the first year's budget of the term and receives an accompanying forecast of the next three budgets. In the second year of the term, Council will approve a three-year operating budget, including all related tax impacts. Year's three and four of this budget will be re-affirmed by Council prior to their commencement. A similar process is followed for its rate funded operations.

On January 31, 2023 Council approved the first year's budget of the term. This budget is for the second year of the term and the budget for the remaining three years will be considered. As per legislation, Council is required to reaffirm/readopt the previously approved 2025 and 2026 operating budgets as shown in Table 1.

Table 1
Multi-year Key Milestones

Year	Action	Status
One	Approve 2023 Receive 2024 to 2026	Complete
Two	Approve 2024 to 2026	In Progress
Three	Re-affirm 2025 to 2026	
Four	Re-affirm 2026	

On October 31, 2023 the Mayor received strong mayor powers under Bill 3, Strong Mayors, Building Homes Act. These new powers have resulted in changes to the Town's usual budget process.

Analysis

New Strong Mayors, Building Homes Act legislation impacts the budget review process this year

In 2023, the province extended strong mayor powers to several municipalities across Ontario, including Aurora. Strong mayor powers impact the budget approval process. With strong mayor powers, the Mayor is required to prepare and provide a proposed budget no later than February 1, or else it becomes Council's budget.

As detailed in CS23-074, Mayor's Budget 2024-2026 – Process and Timelines report on October 24, 2023, the budget process starts when the Mayor provides their budget to Council and the Clerk. After that there are specific timelines which must be followed for adoption of the budget. These timelines specify the maximum number of days for each defined process stage. Each stage may be shortened but cannot be extended. The report also recommended shortening the review period to 27 days. This budget was provided to Council and the Clerk on November 1, starting the review period.

The operating budget proposes tax increases of 3.9, 3.5 and 2.9 percent for 2024, 2025 and 2026, respectively

The Town of Aurora's 2024 to 2026 Operating Budget proposes tax increases of 3.9 percent in 2024, 3.5 percent in 2025 and 2.9 percent in 2026 after assessment growth forecasted at 1.2 percent annually. The annual increases include a one percent annual increase to capital reserve contributions to support the 10-year capital plan. These proposed increases align with Council's recently approved budget principles policy.

Total gross operating expenditures of $118.7M, $124.4M and $128.5M are proposed for 2024, 2025 and 2026, respectively. These planned expenditures are partially offset by non-tax revenues such as water, wastewater and storm rate revenue, investment income, user fees, grants, fines and penalties. All rate funded services are fully offset through rate revenues. The remainder is raised through property taxes. Table 2 presents a summary of the Town's proposed net tax levy for 2024 to 2026 versus previous years.

Table 2
Operating Budget Summary

$000's		Net Actual Results 2021	2022	2023 Net Fcst*	2023 Budget	Budget 2024	Budget 2025	Budget 2026
Aurora Departments:								
Expenditures		109,034.5	90,373.1	117,748.0	95,231.6	101,463.2	106,763.0	110,363.5
Non-Tax Revenues		(72,928.5)	(68,967.5)	(77,883.6)	(55,049.2)	(58,737.3)	(61,603.7)	(63,051.9)
Subtotal		**36,106.0**	**21,405.6**	**39,864.4**	**40,182.4**	**42,725.8**	**45,159.3**	**47,311.7**
Central York Fire Service		11,955.6	8,206.7	12,722.9	12,722.9	13,063.9	13,413.4	13,798.0
Aurora Public Library		3,896.1	49,096.3	4,082.4	4,052.1	4,122.2	4,204.6	4,288.7
Total Budget		**51,957.7**	**78,708.6**	**56,669.7**	**56,957.5**	**59,912.0**	**62,777.2**	**65,398.4**
Assessment Growth	**$**					**683.5**	**718.9**	**753.3**
	%					**1.2%**	**1.2%**	**1.2%**
Tax Increase	**$**					**2,271.0**	**2,146.3**	**1,867.8**
	%					**3.9%**	**3.5%**	**2.9%**

*Net forecast as of August 31, 2023

Water, wastewater and stormwater services are self-funded through user rates which increase each year

Water, wastewater and stormwater operations are fully funded from user fees. The two key factors in the determination of these fees are the costs to deliver theses services and the volumes to be billed.

Two of the most significant cost drivers of this budget are the Town's wholesale water and wastewater management fees, both of which are paid to York Region. York Region Council has approved combined rate increases of 3.3 percent for 2024, 2025 and 2026 wholesale water and wastewater rates.

The Town's previously identified infrastructure funding gap continues to subject all user rate funded services to further budgetary pressures. This funding gap is most pronounced in stormwater services.

Table 3
Proposed User Rates Effective May 1st 2024

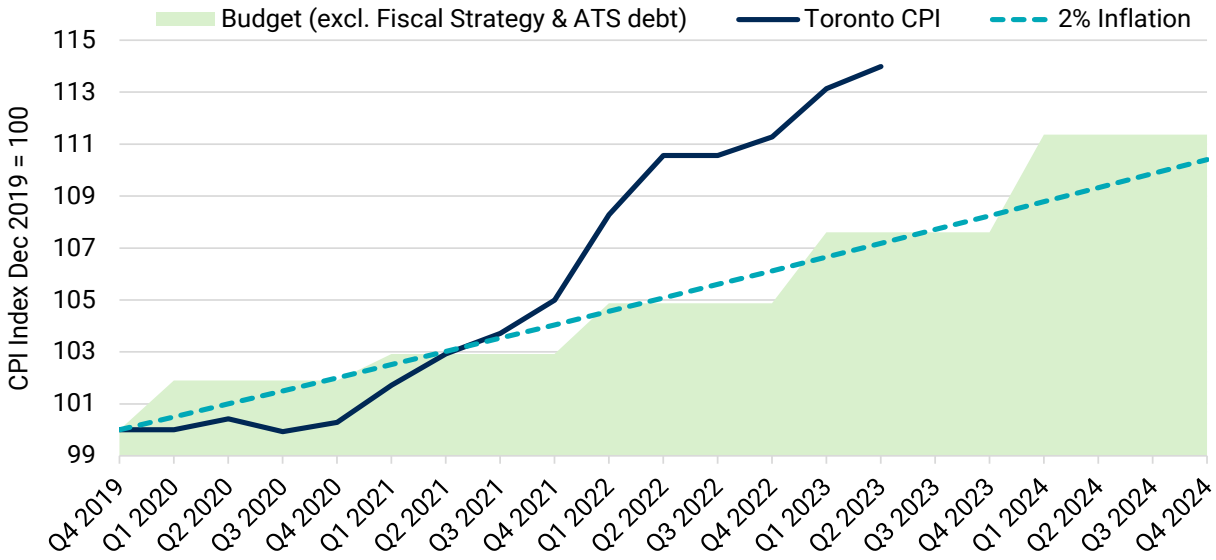
	2023 Rates	2024 Proposed	Rate Change $	Rate Change %	2025 Proposed	Rate Change $	Rate Change %	2026 Proposed	Rate Change $	Rate Change %
Water and Wastwater ($/m^3):										
Water	$ 2.41	$ 2.53	$ 0.12	5.0%	$ 2.67	$ 0.14	5.5%	$ 2.78	$ 0.11	4.1%
Wastewater	$ 2.89	$ 3.00	$ 0.11	3.8%	$ 3.13	$ 0.13	4.3%	$ 3.28	$ 0.15	4.8%
	$ 5.30	$ 5.53	$ 0.23	4.3%	$ 5.80	$ 0.27	4.9%	$ 6.06	$ 0.26	4.5%
Stormwater Rate ($/month):										
Residential	$ 13.41	$ 14.93	$ 1.52	11.3%	$ 16.61	$ 1.68	11.3%	$ 18.35	$ 1.74	10.5%
Non-Residential	$ 170.41	$ 189.75	$ 19.34	11.3%	$ 211.00	$ 21.25	11.2%	$ 233.16	$ 22.16	10.5%

Inflation continues to be a significant driver of the Town's budget pressures

Similar to residents and businesses, the Town's goods and service prices continue to be subject to significant inflationary pressures. To a certain degree, the Town's operating budget had not yet experienced the full impact of the past few years inflationary pressures due to the shelter offered by its existing fixed rate contracts. As these contracts have been renewed over the course of 2023, the Town has started to experience the full impact of this past inflation. Consequently, the Town's 2024 and ongoing operating budgets must catch up for the delayed inflationary impacts of past years, as well as keep pace with continued inflationary pressures.

Overall inflation for all goods and services in Canada remains above the Bank of Canada's two percent target, averaging three to four percent. More specifically, the Town's typical basket of goods and services have been subject to higher inflationary pressures well in excess of the Town's historical average of two percent as can been seen in Figure 1.

Figure 1
Recent Historical Inflationary Trends



CPI Source: Statistics Canada. Table 18-10-0004-12 Consumer Price Index by product group, monthly, percentage change, not seasonally adjusted, provincial cities

The past and continued inflationary price increases will not go away; rather, the Town's average costs for goods and services will have increased for the long term and be subject to further future inflationary pressures.

The Town's asset management requirements have grown significantly due to increased legislative and financial requirements

Over the past five years the Town has been subject to increasing workload demands as the asset management framework undergoes a legislatively prescribed modernization. The modernization as per Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure requirements have significantly increased reporting requirements and data capture complexity, including the introduction of defined levels of service for each asset category upon which all future asset replacement decisions must be based. These increased requirements have resulted in increased staffing and other related financial pressures. Furthermore, the recent significant increase in asset management costs has exasperated the Town's asset management financial pressures, reinforcing the need to become more sophisticated in asset rehabilitation and replacement decisions.

The proposed multi-year operating budget includes multiple measures in support of these resource challenges, including, the proposal of four new positions in support of Asset Management.

Total capital budget authority of $218.5 million is being requested in 2024 with $62.5 million in planned spending for 2024

Capital budget authority represents the approved capital budget commitment for a project. It is made up of four components:

- Actuals spent to the end of the last fiscal year for the life of the project
- The current year's capital forecast
- The cash flow planned in the first budget year
- The cash flow, only as needed, for future budget years where contractual commitments are needed

This means 2024 capital budget authority includes actuals to December 31, 2022, plus the 2023 forecast plus 2024 capital cash flow and capital from 2025 and beyond only as required. This budget proposes a total of $218.5 million in capital budget authority which is made up of $185.2 million in previously approved capital projects and $33.3 million in net new capital budget authority requests. A summary of the proposed 2024 capital budget authority categorized by the traditional funding buckets of Asset Management, Growth and New and Studies and Other is presented in Table 4.

Table 4
Capital Project 2024 Budget Authority Summary

($000s)	Previously Approved Budget	2024 Budget		Capital Budget Authority Cash Flow			
		Capital Budget Authority*	Budget Change	Actuals to Dec/22	2023 Forecast	2024	2025+
Asset Management	65,356.2	92,902.0	27,545.8	21,853.8	20,311.9	46,406.3	161,373.6
Growth & New	115,581.8	120,653.2	5,071.3	72,676.6	30,322.3	14,366.0	77,281.2
Studies & Other	4,271.1	4,932.5	661.4	1,662.2	1,461.4	1,731.6	2,668.6
Approved Budget	**185,209.2**	**218,487.7**	**33,278.5**	**96,192.6**	**52,095.6**	**62,503.9**	**241,323.3**

* Includes all active project budgets, adjustments and new budget commitments

The 10-year capital plan includes $303.8 million of capital investments

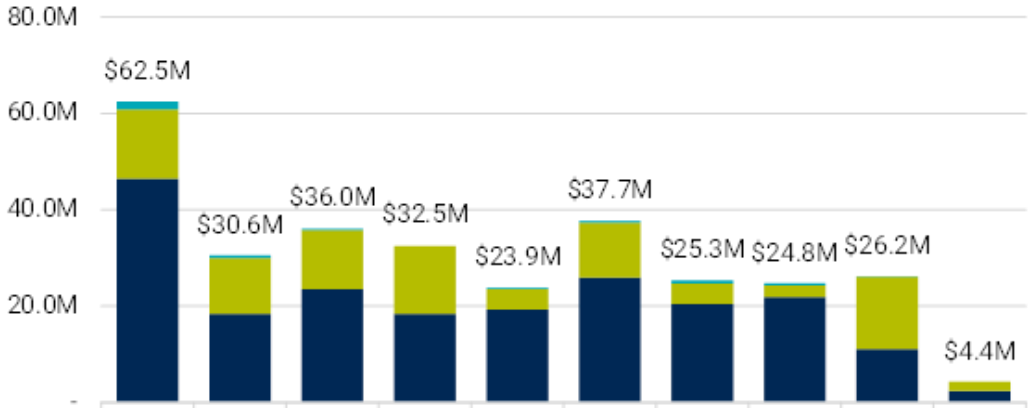
The capital budget proposes a 10-year plan totalling $303.8 million. This 10-year capital plan continues to focus its investments on asset management with asset management projects representing 68.4 percent of the capital plan, growth and new 30.2 percent which includes the construction of Aurora Town Square and studies and other at 1.4 percent.

By focusing on planned capital project cash flows in the 10-year capital plan, the Town is able to better manage its cash, timing of investments and reserve needs on an annual basis.

The 2024 asset management budget is built upon the Town's new and approved asset management plan foundation. The next new and improved version of the Town's asset management plan currently under development will expand upon the previously developed modernized level of service measures for all core asset categories to include all non-core asset categories. At this time, future asset management decisions will begin to be driven by these newly developed levels of service.

A summary of the Town's current 10-year capital plan is presented under Table 5. Details of this plan can be found under chapters 16 to 19 of the budget binder.

Table 5
10-Year Capital Project Summary



	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Studies & Other	1.7M	0.5M	0.2M	0.1M	0.4M	0.3M	0.6M	0.4M	0.1M	-
Growth & New	14.4M	11.6M	12.3M	14.1M	4.2M	11.4M	4.3M	2.4M	15.0M	2.0M
Asset Management	46.4M	18.4M	23.6M	18.4M	19.3M	26.0M	20.4M	21.9M	11.1M	2.4M
Total	62.5M	30.6M	36.0M	32.5M	23.9M	37.7M	25.3M	24.8M	26.2M	4.4M

The fiscal strategy continues to inform the proposed multi-year budget

The Town's fiscal strategy provides a long-term view of financial sustainability through the balancing of the four strategic pillars: Revenue Management (Tab 3 Operating Budget), Capital Planning (Tab 4 Capital Budget) and Reserve Management and Debt Management (Tab 5 Reserves and Debt Management).

This budget supports the fiscal strategy through the following:

- **Revenue management:** Striving to maintain a predictable tax levy while facing very challenging financial circumstances such as extraordinary inflationary pressures by managing budget pressures through expenditure savings and revenue adjustments, while continuing to reduce the budget reliance on supplementary taxes.
- **Capital planning:** Aligning with the asset management plan and identifying future asset management needs over the long-term through the continued modernization of the Town's asset management plan and the accompanying framework, while also planning for future growth needs over the next 10 years.
- **Reserve management:** Increasing contributions to asset management reserves through the one percent increase in the tax levy for fiscal strategy and looking ahead at reserve balances to manage the capital plan.
- **Debt management:** Identifying future debt and managing annual debt repayments over the 10-year plan, recommending policy to convert tax-funded debt repayment costs to asset management reserve contributions once the debt is fully paid off.

Advisory Committee Review

Not applicable.

Legal Considerations

Section 291 of the Municipal Act provides that a municipality may prepare and adopt multi-year budgets. For the second and each subsequent year, Town Council will have the opportunity to re-review the budget, make any necessary changes and re-adopt the budget for the year to which the budget applies.

On October 22, 2019, Council approved By-law Number 6212-19 which updated and defined the Town of Aurora's delegation policies and procedures that were approved by Council in 2007. This bylaw also consolidated and identified specific delegations into a

single bylaw. Under Schedule “C” of this new bylaw, the Treasurer has delegated authority to close any capital project deemed complete including the adjustment to project funding to return or draw from the originating funding sources on behalf of Council and to report to council on an annual basis.

Financial Implications

Residential tax bills contain three different property taxes. Taxes collected for provincial education purposes represents approximately 19 percent of a residential tax bill, while taxes for York Region are approximately 43 percent and the Town’s share is the remaining 38 percent.

The Town’s proposed tax increases of 3.9, 3.5 and 2.9 percent for 2024, 2025 and 2026, respectively would add approximately $11.88, $11.09 and $9.54 per year to the Town’s share of the tax bill for each $100,000 of assessment for 2024, 2025 and 2026, respectively. For an average home in Aurora assessed at $800,000, the Town’s share of the tax bill in 2023 is $2,411. If the proposed tax increases of 3.9, 3.5 and 2.9 percent are approved, this tax bill will increase by $95.00 to $2,506 for 2024.The tax bill would increase by a further $88.72 to $2,595 for 2025 and then grow by $76.29 to $2,671 in 2026.

The average quarterly residential water bill assumes the use of 54 cubic metres of water during the three-month period. The rates for water and wastewater are charged per cubic metre and then the stormwater charge is a monthly fee. So, each residential bill will include three months. The average residential bill in 2023 was $326.43; if approved, the rates in this budget for water, wastewater and stormwater will result in increases to the water, wastewater and stormwater average quarterly bill increasing by $16.98 to $343.41 in 2024, $19.62 to $363.03 in 2025 and $19.26 to $382.29 in 2026.

The proposed 2024 capital plan is affordable in the short to medium term based on the contributions to capital reserves proposed in the operating budget. The Town’s future 10-year capital plan will be updated to reflect the newly developed levels of service measures. It is anticipated that an increase to the Town’s ongoing contributions in support of asset renewal will be necessary. The affordability of the 10-year capital plan is reviewed annually as part of the Town’s Fiscal Strategy.

Communications Considerations

The Regulation requires the proposed budget to be made available to the public. The proposed budget will be posted on the Town's website and communications will inform and educate the public about the budget and budget process through various channels.

Climate Change Considerations

The recommendations from this report do not directly impact greenhouse gas emissions or climate change adaptation. The Town's climate change action plan has been considered in the development of the proposed multi-year budget.

Link to Strategic Plan

Developing the annual budget supports all aspects of the Strategic Plan. Specifically, this report supports the Plan principles of Leadership in Corporate Management, Leveraging Partnerships, and Progressive Corporate Excellence and Continuous Improvement.

Alternative(s) to the Recommendation

1. Council may propose amendments to the presented multi-year budget.

Conclusions

The proposed 2024-26 operating budget represents the remaining three years of the term's multi-year budget. The proposed tax rate increase strives to minimize the impact on taxpayers in light of the considerable budget pressures faced by the Town such as those arising from inflation and asset management.

The Town's recommended water, wastewater and stormwater rates reflect all necessary changes at this time and strive to manage any upward pressure on water, wastewater and stormwater rates responsibly.

The presented 2024 capital budget is affordable with Council's approval of the proposed operating budget support of the Town's capital asset sustainability.

The 2024 Budget binder containing all supporting material for this year's proposed budgets was provided to Council on November 1, 2023. The budget materials will also be made available on the Town's website.

Attachments

Attachment 1: Budget presentation

Previous Reports

FIN23-012, Council Budget Principles Policy

FIN23-023, 2024 Budget Timelines and Process

CS23-074, Mayor's Budget 2024-2026 – Process and Timelines

Pre-submission Review

Agenda Management Team review on October 19, 2023

Approvals

Approved by Rachel Wainwright-van Kessel, CPA, CMA, Director, Finance/Treasurer

Approved by Doug Nadorozny, Chief Administrative Officer

Attachment 1

2024-2026 Operating Budget and10-Year Capital Plan

General Committee

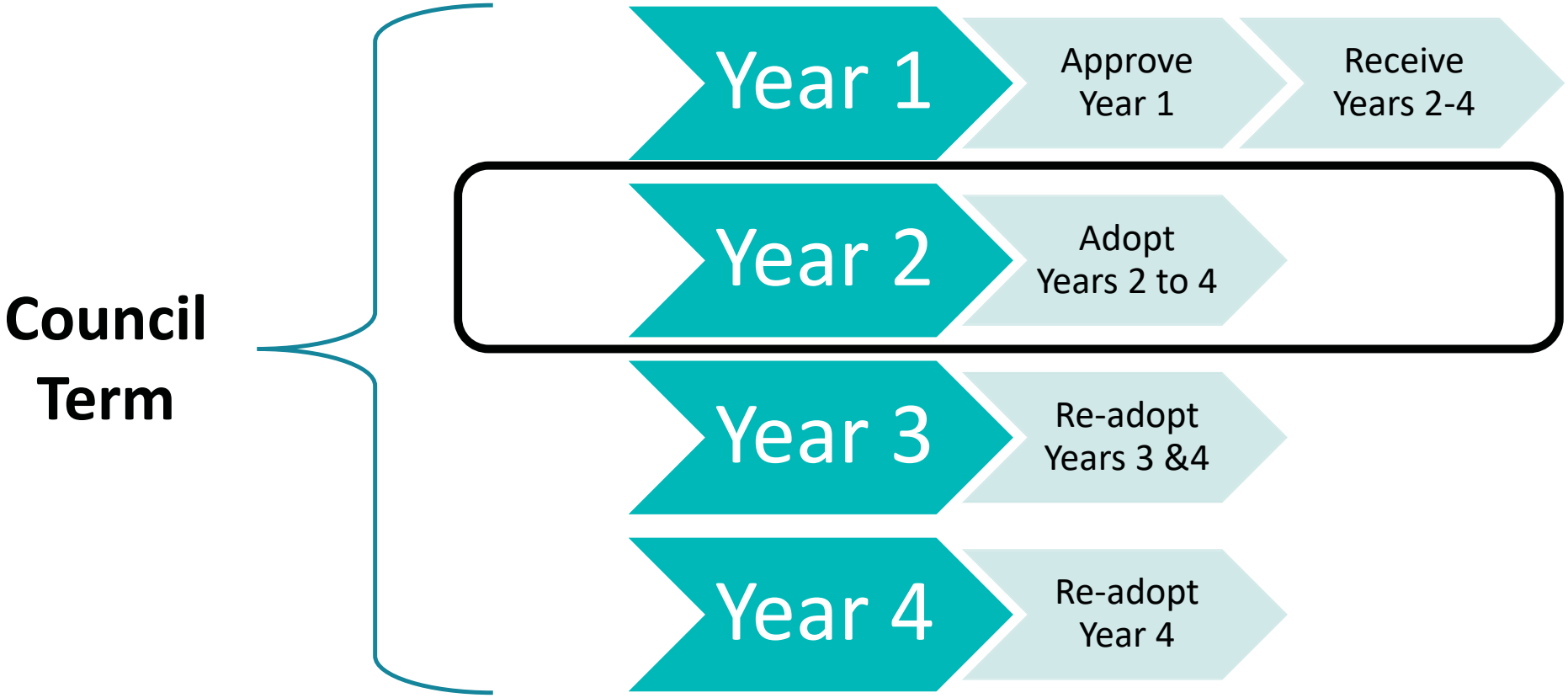
November 7, 2023

AURORA

Agenda

- Budget overview
- Operating budget
- Capital budget
- Reserves and debt management
- Next steps

Multi-year budget process



Proposed budget at a glance

Operating budget:	**2024**	**2025**	**2026**
Gross expenditures	$118.7M	$124.4M	$128.5M
Net levy	$59.9M	$62.8M	$65.4M
Tax levy increase	3.9%	3.5%	2.9%
Capital budget:			
2024 expenditures		$62.5M	
New: capital budget authority		$33.3M	
10-year capital plan		$303.8M	
New: Debt authority		None	

Average household impact

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AURORA

Annual tax increase

Average house assessed at $800,000

Quarterly water bill increase* with average consumption of 54m^3/quarter

*Includes water, wastewater and stormwater charge

Operating budget

2024 – 2026 proposed operating budget

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AURORA

$000's	2024 Budget		Net Change		2025 Proposed		Net Change		2026 Proposed		Net Change	
	Gross	Net	$	%	Gross	Net	$	%	Gross	Net	$	%
Council	723.8	648.8	48.9	8.1%	738.0	693.0	44.2	6.8%	754.4	754.4	61.4	8.9%
Office of the CAO	1,726.3	1,622.0	118.8	7.9%	1,671.5	1,671.2	49.2	3.0%	1,718.3	1,718.0	46.8	2.8%
Community Services	21,405.6	12,850.7	1,075.8	9.1%	22,355.3	13,543.6	692.8	5.4%	22,968.9	14,004.4	460.9	3.4%
Corporate Services	7,241.6	6,380.7	286.3	4.7%	7,617.2	6,639.3	258.6	4.1%	8,025.5	7,067.8	428.4	6.5%
Finance	8,206.7	7,241.2	711.6	10.9%	8,448.7	7,650.5	409.3	5.7%	8,800.3	8,022.1	371.6	4.9%
Operational Services:												
Roads, Parks & Waste	13,985.8	12,389.6	428.7	3.6%	14,462.5	12,778.2	388.6	3.1%	13,290.4	11,794.7	(983.4)	(7.7%)
Water, Wastewater & Stormwater	35,110.5	-	-	-	37,425.1	-	-	-	39,391.9	-	-	-
Planning & Development Services	6,954.7	(522.8)	(535.2)	(4324%)	7,439.3	(412.7)	110.1	(21.1%)	7,751.7	(376.8)	35.9	(8.7%)
Corporate Items	6,108.2	2,115.5	408.4	23.9%	6,605.3	2,596.1	480.6	22.7%	7,662.2	4,327.0	1,730.9	66.7%
Departmental Total	**101,463.2**	**42,725.8**	**2,543.4**	**6.3%**	**106,763.0**	**45,159.3**	**2,433.6**	**5.7%**	**110,363.5**	**47,311.7**	**2,152.4**	**4.8%**
Central York Fire	13,063.9	13,063.9	341.0	2.7%	13,413.4	13,413.4	349.4	2.7%	13,798.0	13,798.0	384.6	2.9%
Aurora Public Library	4,177.2	4,122.2	70.1	1.7%	4,259.6	4,204.6	82.4	2.0%	4,343.7	4,288.7	84.1	2.0%
Total	**118,704.3**	**59,912.0**	**2,954.5**	**5.19%**	**124,435.9**	**62,777.2**	**2,865.4**	**4.8%**	**128,505.2**	**65,398.4**	**2,621.1**	**4.2%**
Assessment Growth		**683.5**	**683.5**	**1.2%**		**718.9**	**718.9**	**1.2%**		**753.3**	**753.3**	**1.2%**
Net Tax Increase		**2,271.0**	**2,271.0**	**3.9%**		**2,146.3**	**2,146.3**	**3.5%**		**1,867.8**	**1,867.8**	**2.9%**
Total Tax Levy	**118,704.3**	**59,912.0**	**2,954.5**	**5.1%**	**124,435.9**	**62,777.2**	**2,865.3**	**4.8%**	**128,505.2**	**65,398.4**	**2,621.1**	**4.2%**

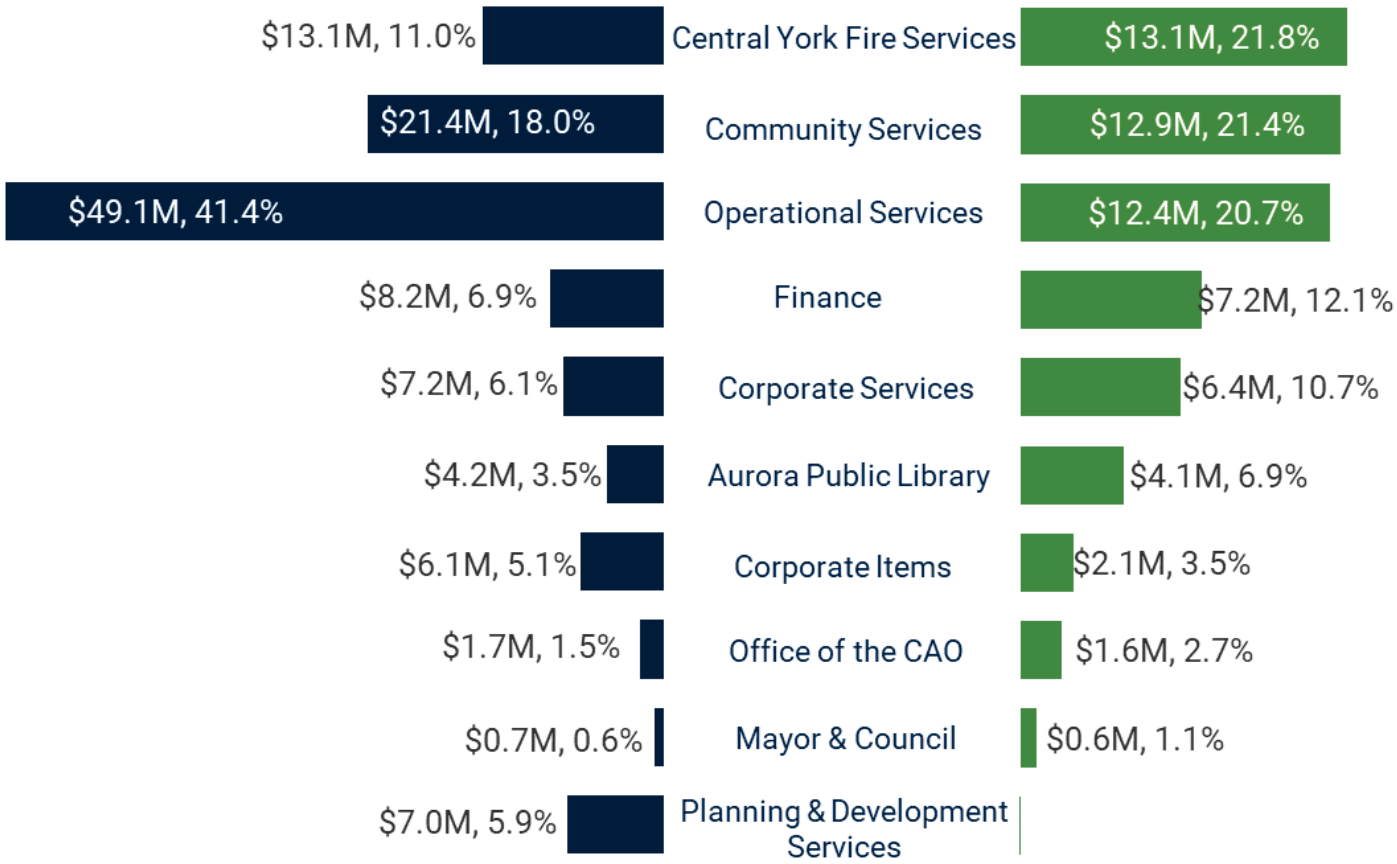
Budget is balanced

Page 3-3

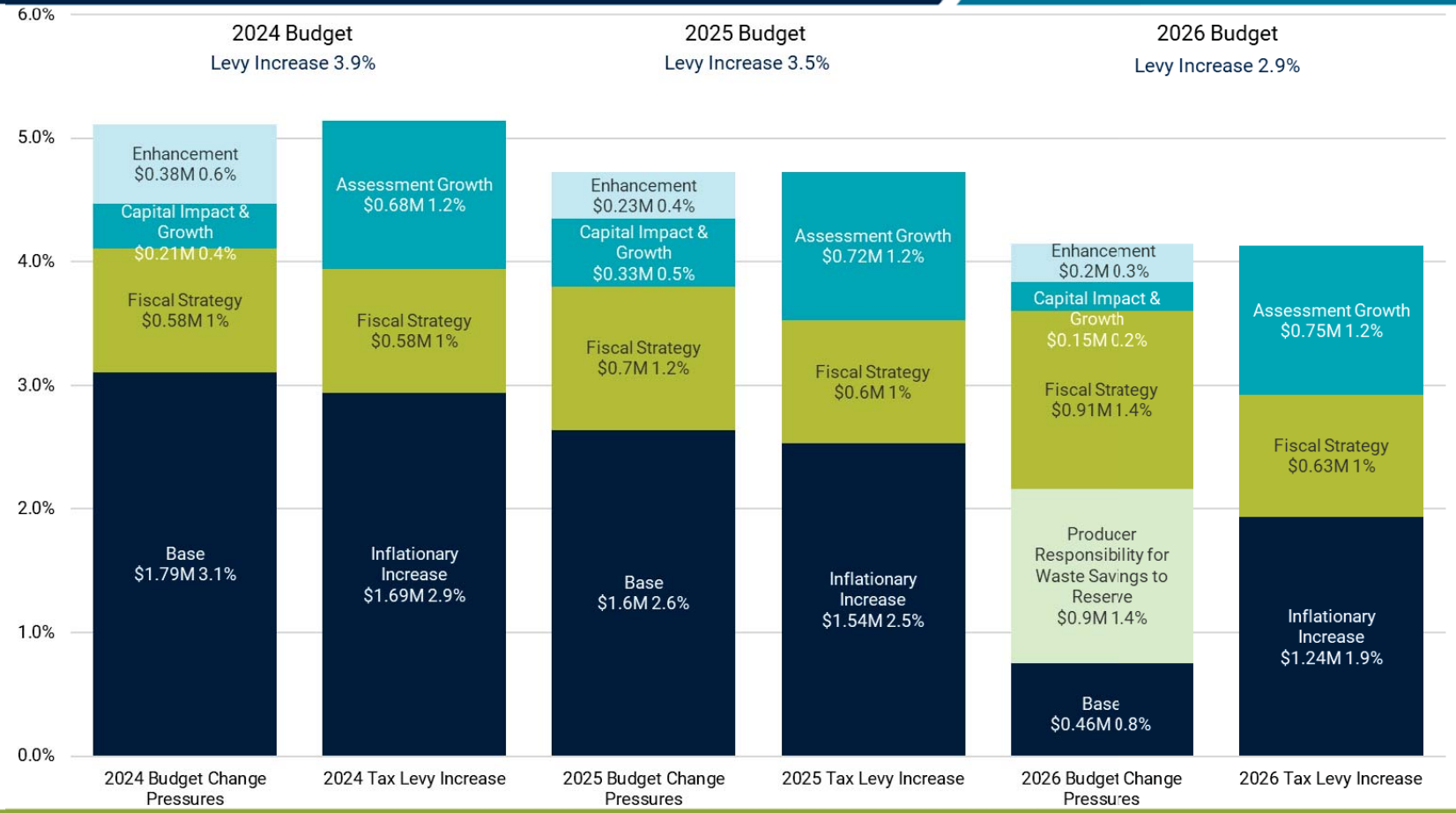
AURORA

Gross spending vs….. Net budget

Page 1-6



Changes to the tax funded budget



Changes to the tax funded budget

Page 3-6

AURORA

	2024			2025			2026		
	FTE	$000's	%	FTE	$000's	%	FTE	$000's	%
Starting Budget	**261**	**56,957.5**		**275**	**59,912.0**		**279**	**62,777.3**	
Budget Changes:									
Base	-	1,788.9	3.1%	-	1,599.4	2.6%	-	464.8	0.7%
Capital Operating Costs	5	155.3	0.3%	-	356.0	0.6%	-	136.5	0.2%
Fiscal Strategy	-	576.4	1.0%	-	704.1	1.2%	-	1,809.6	2.8%
Maintaining Service Levels for Growth	1	56.4	0.1%	1	(24.1)	0.0%	1	13.4	0.0%
Enhancements and Transformation	8	377.5	0.7%	3	230.0	0.4%	2	196.8	0.3%
	14	2,954.5	5.1%	4	2,865.4	4.7%	3	2,621.1	4.1%
Proposed Budget	**275**	**59,912.0**		**279**	**62,777.3**		**282**	**65,398.5**	
Assessment Growth		683.5	1.2%		718.9	1.2%		753.3	1.2%
Net Levy Increase		2,271.0	3.9%		2,146.4	3.5%		1,867.8	2.9%

Inflation is trending much higher than budget increases

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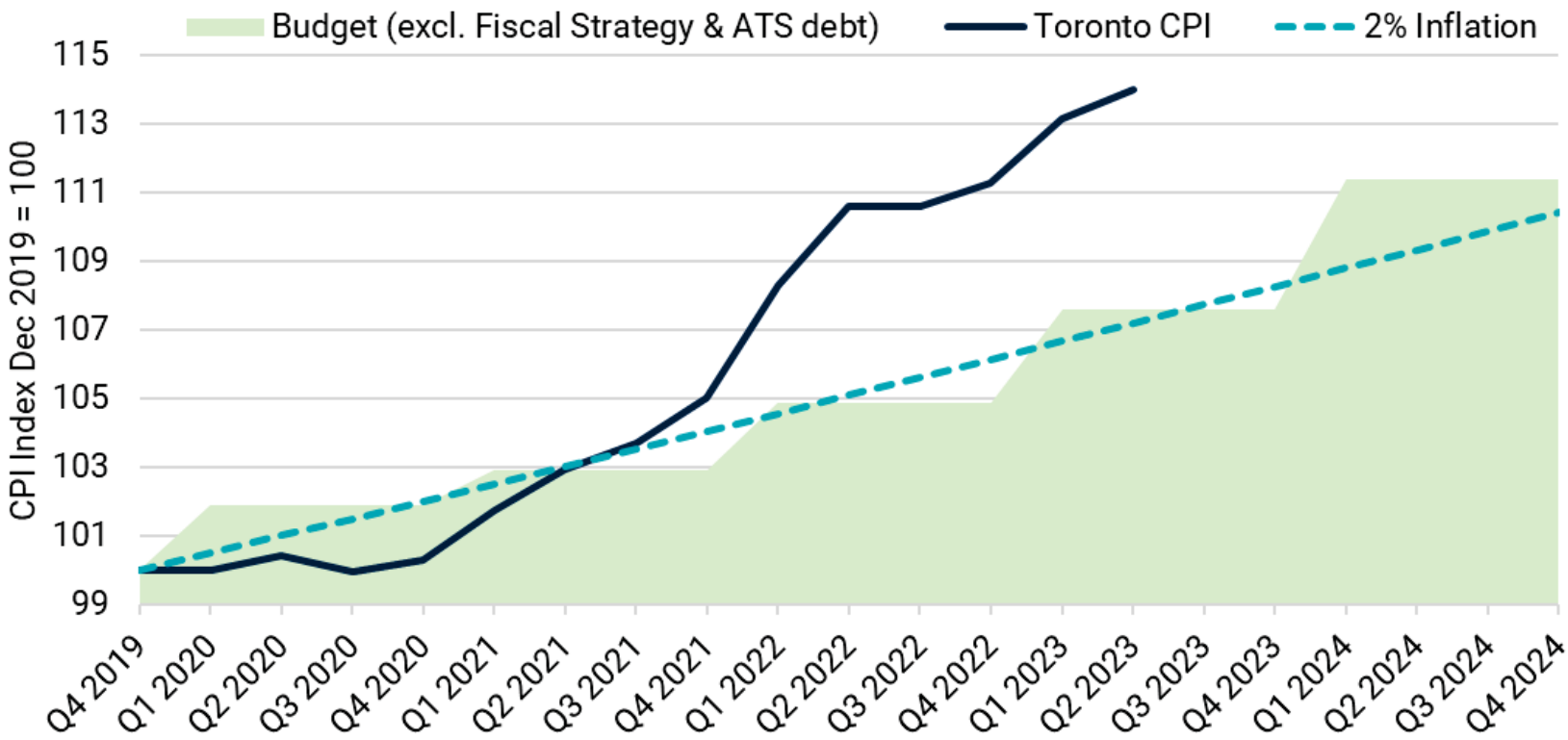
AURORA



CPI Source: Statistics Canada. Table 18-10-0004-12 Consumer Price Index by product group, monthly, percentage change, not seasonally adjusted, provincial cities

Levy increase drivers

- Base pressures:
  - Salary and benefits
  - Inflation on goods and contracted services
  - Partially offset by savings and revenues
- New capital impact:
  - Aurora Town Square
  - SARC gym
  - New systems (financial and HRIS)
  - Disposal fees for dog waste receptacles
- Fiscal strategy:
  - One percent increase for reserves
  - Savings allocated to reserve from:
    - Move to producer responsibility for waste
    - Completion of LED debt
  - Multi-year budget contingency
- Growth:
  - Community programs
  - Parks and road operations
    - Includes permanent and seasonal staff
  - Fleet fuel and supplies

Focus on asset management

Page 3-9

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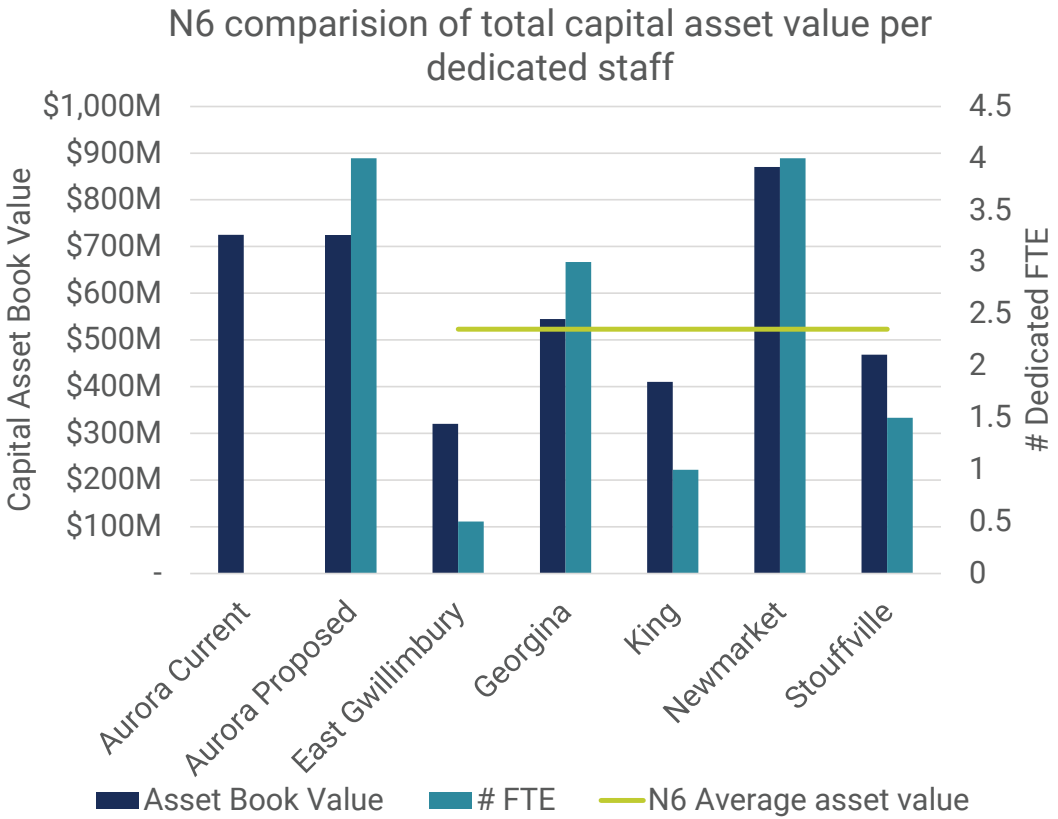
- New staffing across four teams
  - Program Manager
  - Financial Reporting & Policy Advisor
  - Facilities Asset Management Coordinator
  - PMO Coordinator
- Supports:
  - Operationalization of asset management plan
  - New public sector accounting standards
  - Effective long-term use of funds



Savings from service changes

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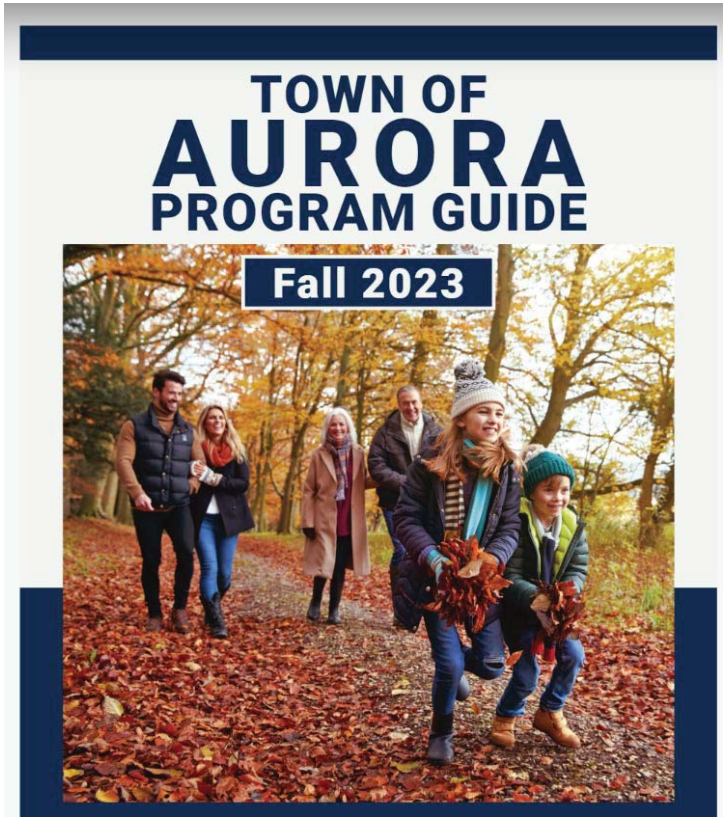
- $75,000 – ending phragmites mitigation in parks
- $40,300 – bringing HVAC services in-house
- $6,000 – moving to online only recreation guides



Cultural Services partnership

- Aurora Town Square expanded cultural services $150,000
- Partnering with Aurora Cultural Centre on program delivery

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Initiatives supported through proposed new staff

- Uplifting a collections position to full-time to support the museum
- Supporting sport tourism with a part-time programmer
- Converting a contract Animal Services Officer to full-time to support Aurora and our service partner Georgina
- Improving policy management and development with a coordinator in Legislative Services
- Adding two Bylaw Officers to support the transformation of the business resulting from changes to legislation and expanded services
- Improving the Town's success in grants with the addition of a Financial Management Advisor
- Providing more supervisory support to parks and roads to manage a team which has grown over the past few years and continues to grow
- Enhance the Town's response to climate change with the addition of a Program Manager

Proposed staffing changes

FTEs	2023			2024		2025		2026	
	Budget	In-Year	Total	Change	Total	Change	Total	Change	Total
Council*	1.0	-	1.0	-	1.0	-	1.0	-	1.0
Office of the CAO	9.0	-	9.0	-	9.0	-	9.0	-	9.0
Community Services	73.0	-	73.0	7.0	80.0	1.0	81.0	-	81.0
Corporate Services	36.0	-	36.0	2.0	38.0	1.0	39.0	2.0	41.0
Finance	42.0	1.0	43.0	1.0	44.0	1.0	45.0	-	45.0
Operational Services	57.0	-	57.0	2.0	59.0	1.0	60.0	1.0	61.0
Planning & Development Services	42.0	-	42.0	2.0	44.0	-	44.0	-	44.0
Departmental Total FTEs	**260.0**	**1.0**	**261.0**	**14.0**	**275.0**	**4.0**	**279.0**	**3.0**	**282.0**

* Excludes 7 elected officials

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Proposed user rates

	2023 Rates	2024 Proposed	Rate Change $	Rate Change %	2025 Proposed	Rate Change $	Rate Change %	2026 Proposed	Rate Change $	Rate Change %
Water and Wastwater ($/m^3):										
Water	$ 2.41	$ 2.53	$ 0.12	5.0%	$ 2.67	$ 0.14	5.5%	$ 2.78	$ 0.11	4.1%
Wastewater	$ 2.89	$ 3.00	$ 0.11	3.8%	$ 3.13	$ 0.13	4.3%	$ 3.28	$ 0.15	4.8%
Combined	$ 5.30	$ 5.53	$ 0.23	4.3%	$ 5.80	$ 0.27	4.9%	$ 6.06	$ 0.26	4.5%
Stormwater Rate ($/month):										
Residential	$ 13.41	$ 14.93	$ 1.52	11.3%	$ 16.61	$ 1.68	11.3%	$ 18.35	$ 1.74	10.5%
Non-Residential	$ 170.41	$ 189.75	$ 19.34	11.3%	$ 211.00	$ 21.25	11.2%	$ 233.16	$ 22.16	10.5%

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Average residential water bill

	2023 Rates	2024 Proposed	Rate Change $	Rate Change %	2025 Proposed	Rate Change $	Rate Change %	2026 Proposed	Rate Change $	Rate Change %
Water 54m^3	$130.14	$136.62	$6.48	5.0%	$144.18	$7.56	5.5%	$150.12	$5.94	4.1%
Wastewater 54m^3	$156.06	$162.00	$5.94	3.8%	$169.02	$7.02	4.3%	$177.12	$8.10	4.8%
Stormwater	$40.23	$44.79	$4.56	11.3%	$49.83	$5.04	11.3%	$55.05	$5.22	10.5%
Average Quarterly Bill	**$326.43**	**$343.41**	**$16.98**	**5.2%**	**$363.03**	**$19.62**	**5.7%**	**$382.29**	**$19.26**	**5.3%**
Average Annual Bill	$1,305.72	$1,373.64	$67.92	5.2%	$1,452.12	$78.48	5.7%	$1,529.16	$77.04	5.3%

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Key operating budget assumptions

- Inflation will continue to be a budget pressure
- York Region will increase water rates by 3.3% annually
- User rate reserve funding per Asset Management Plan
- 1% of tax levy for Fiscal Strategy
- Assessment growth revenue of 1.2% for 2024-2026

Capital budget

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Proposed Capital Budget Authority

($000s)	Previously Approved Budget	2024 Budget		Capital Budget Authority Cash Flow			
		Capital Budget Authority*	Budget Change	Actuals to Dec/22	2023 Forecast	2024	2025+
Asset Management	65,356.2	92,902.0	27,545.8	21,853.8	20,311.9	46,406.3	161,373.6
Growth & New	115,581.8	120,653.2	5,071.3	72,676.6	30,322.3	14,366.0	77,281.2
Studies & Other	4,271.1	4,932.5	661.4	1,662.2	1,461.4	1,731.6	2,668.6
Approved Budget	**185,209.2**	**218,487.7**	**33,278.5**	**96,192.6**	**52,095.6**	**62,503.9**	**241,323.3**

* Includes all active project budgets, adjustments and new budget commitments

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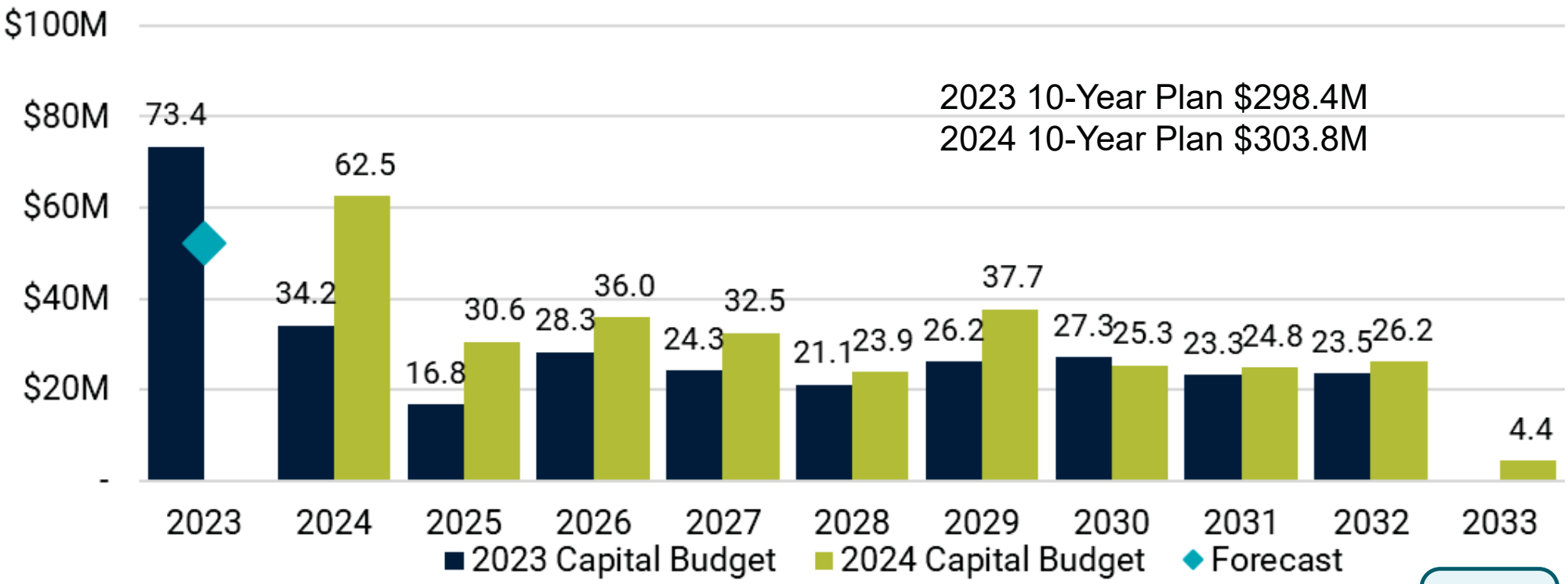
The plan is $49.3M higher this year



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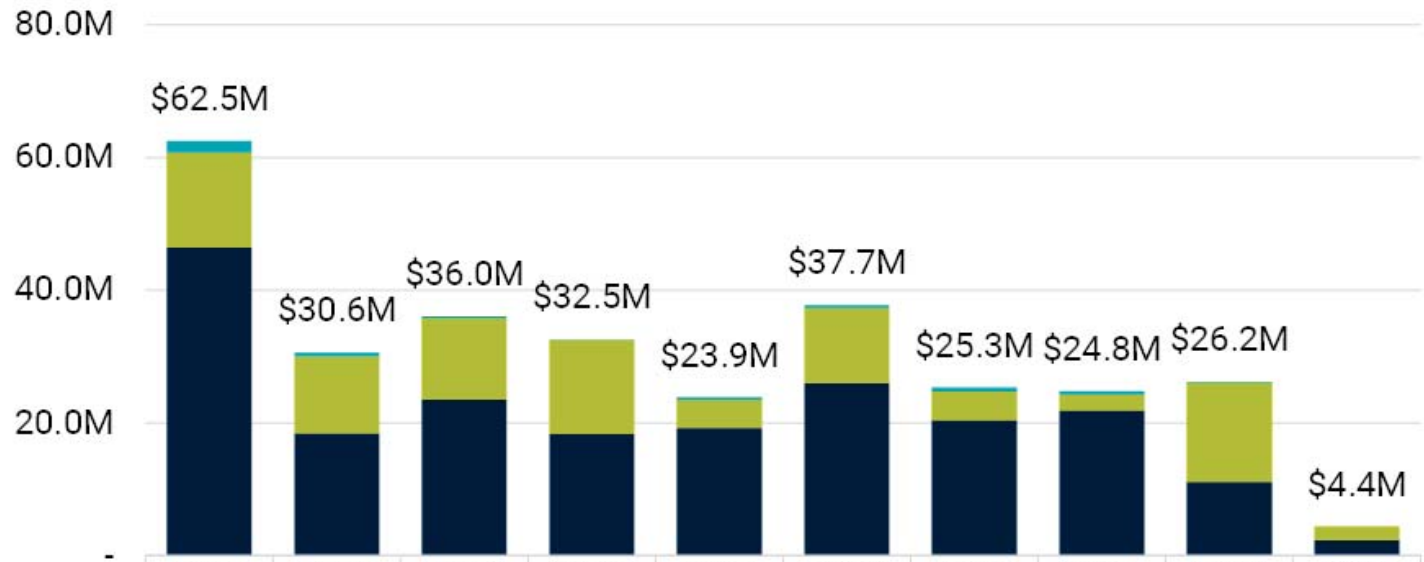
Asset management and growth make up most of the 10-year capital plan



	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Studies & Other	1.7M	0.5M	0.2M	0.1M	0.4M	0.3M	0.6M	0.4M	0.1M	-
Growth & New	14.4M	11.6M	12.3M	14.1M	4.2M	11.4M	4.3M	2.4M	15.0M	2.0M
Asset Management	46.4M	18.4M	23.6M	18.4M	19.3M	26.0M	20.4M	21.9M	11.1M	2.4M
Total	62.5M	30.6M	36.0M	32.5M	23.9M	37.7M	25.3M	24.8M	26.2M	4.4M

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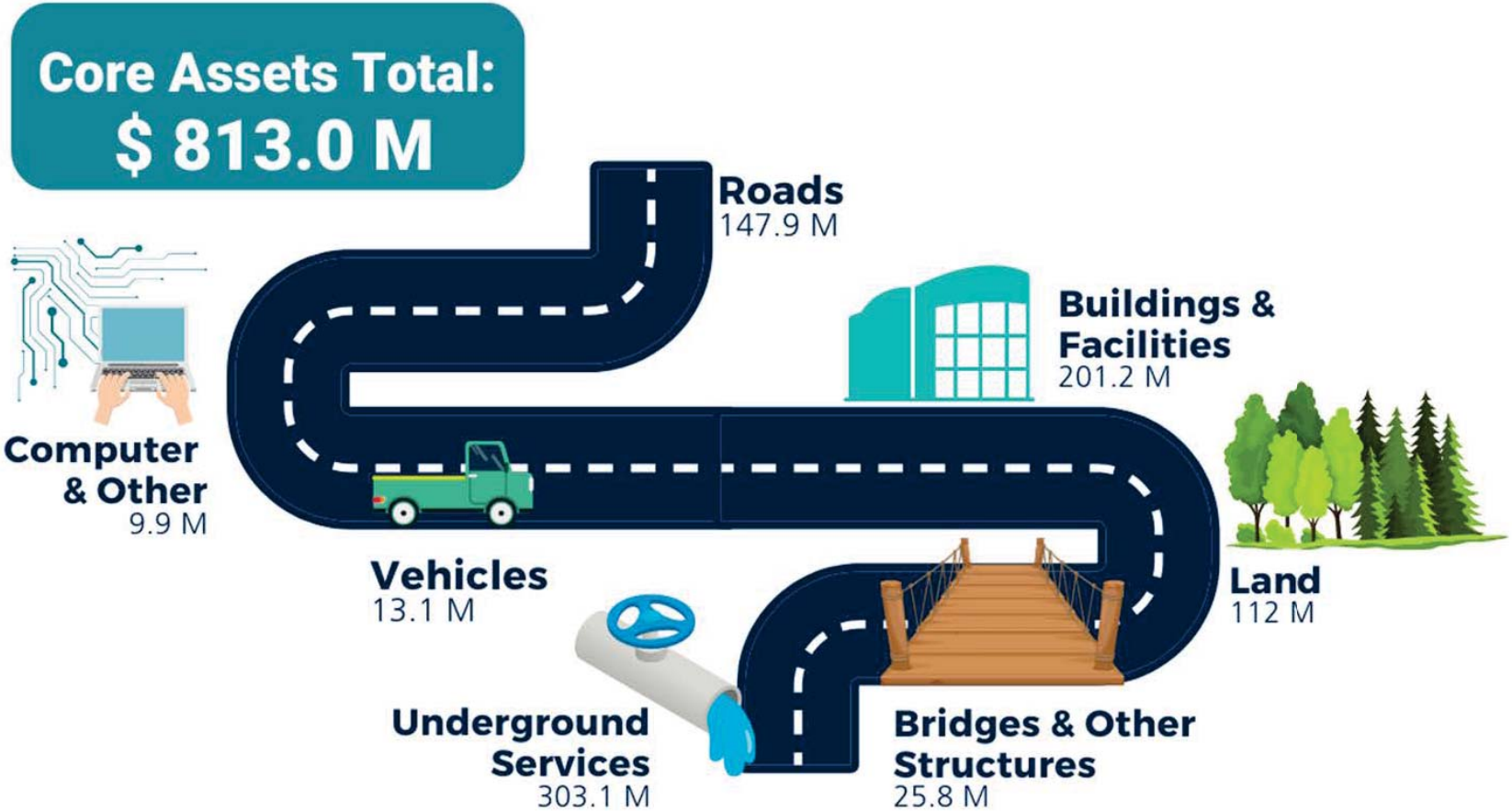
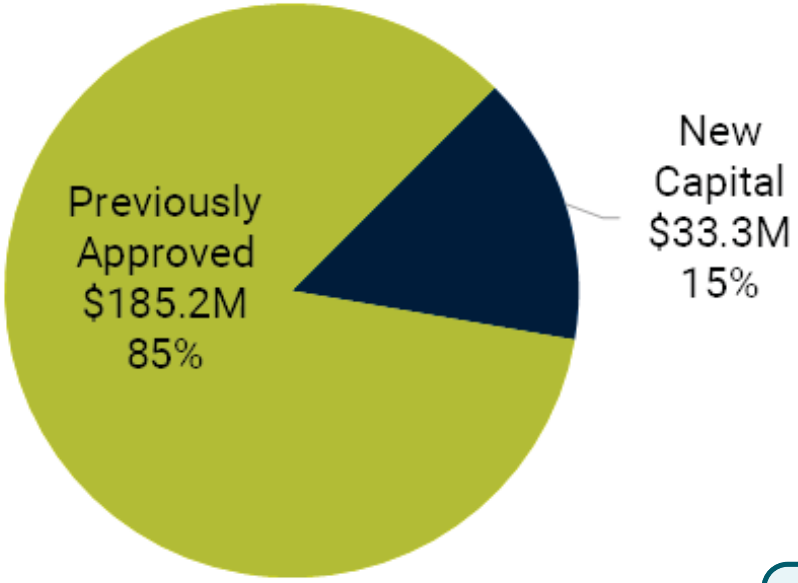
Core Assets Valuation



$33.3M of new Capital Budget Authority is proposed

Larger projects with capital budget authority include:

- $14.6M roads program
- $4.9M Storm Sewer Program
- $2.8M artificial turf – Aurora Barbarians
- $1.7M playgrounds replacement projects
- $1.3 M facilities program



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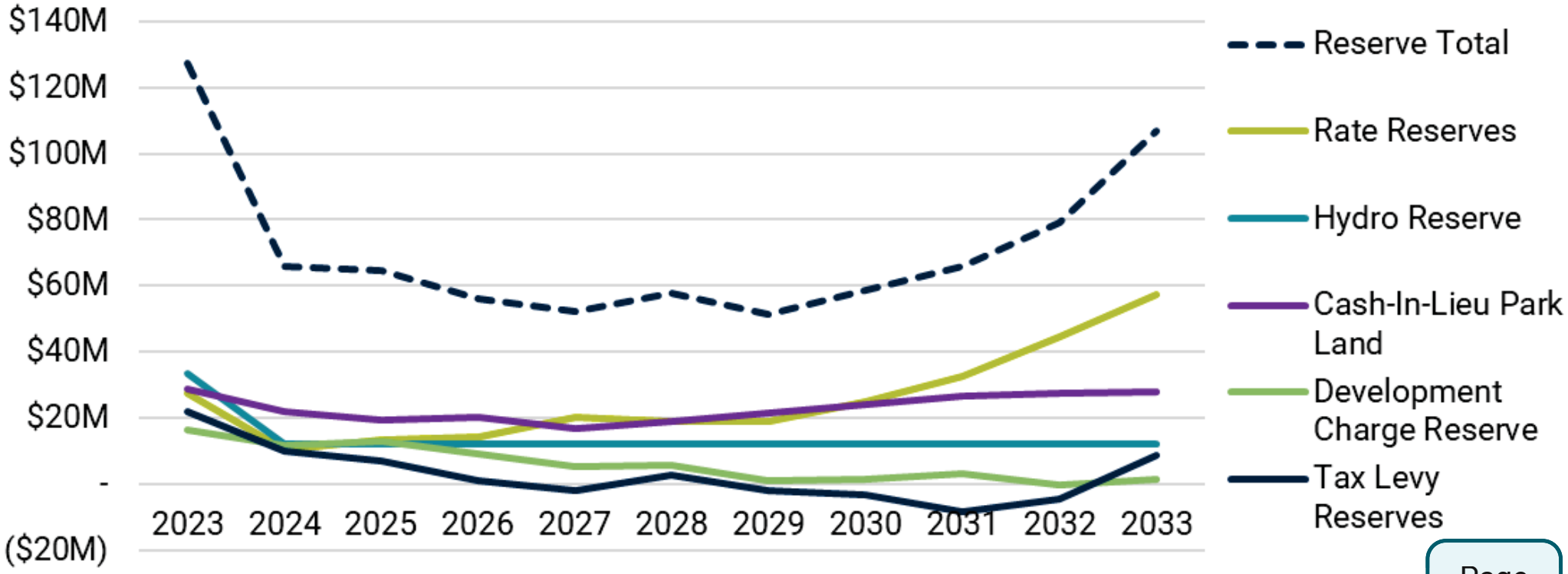
Reserve and debt management

10-year capital reserve balances



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The budget considers some changes to development charges

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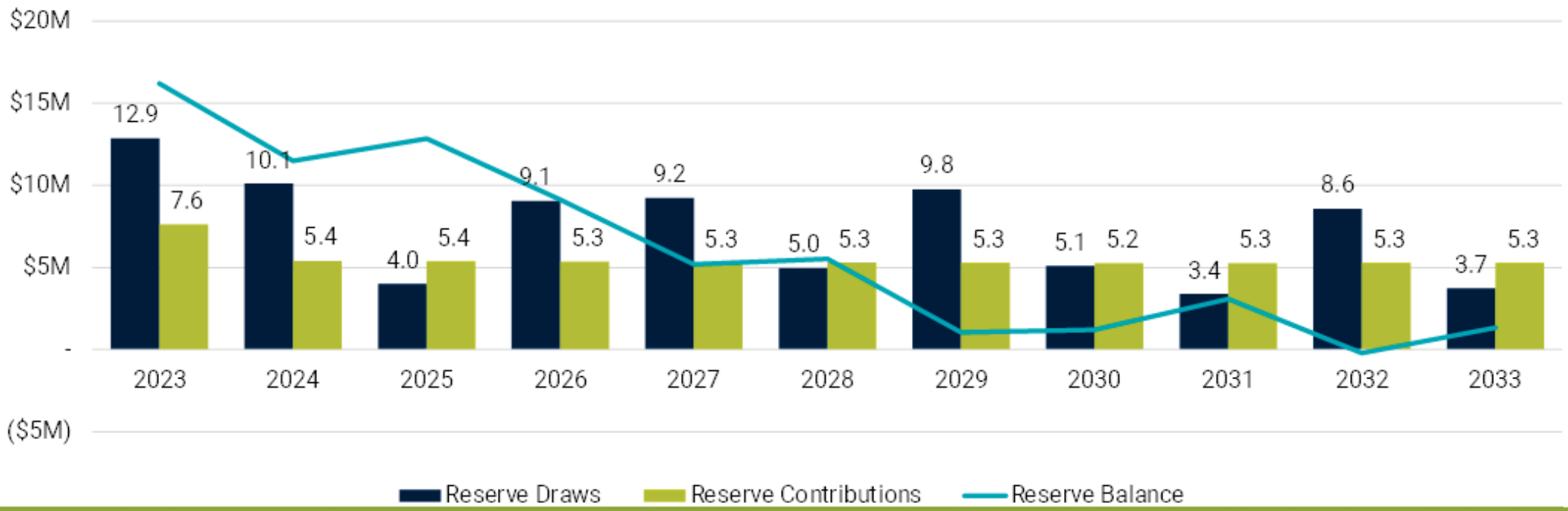
- Revised 10-year revenue forecast
- Funding for master plans updated
- Building Faster Fund will be used once funds are confirmed



Asset Management Plan recommendation

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Tax-Funded ASSETS
Average Annual Tax Change
2.9%

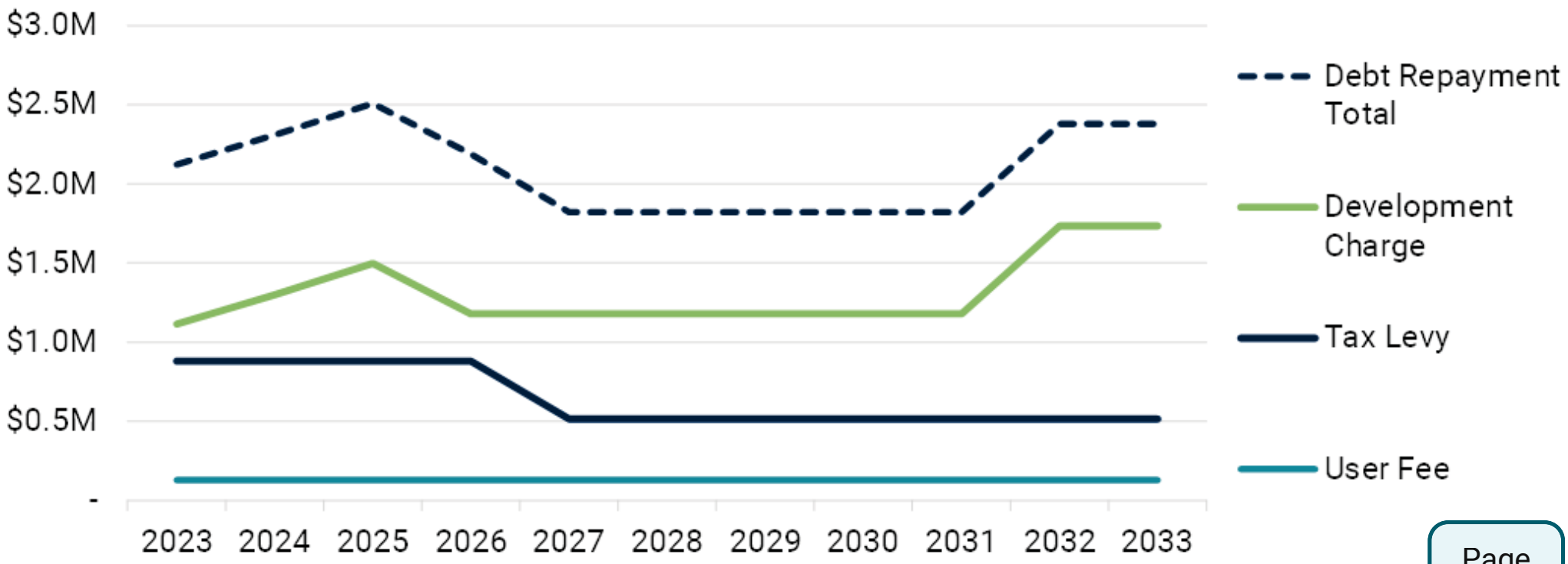
Rate-Funded WATER
Average Annual Rate Change
2.2%

Rate-Funded SANITARY
Average Annual Rate Change
0.4%

Rate-Funded STORM
Average Annual Rate Change
11%

Rate funded reserve contributions follow the recommended increases

Debt repayment in the 10-year plan



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Fiscal Strategy and the budget

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Capital planning	• Identifying future asset management needs over the long-term
Reserve management	• 1% fiscal strategy levy • Capital reserve forecast
Debt management	• Identifying debt projects in the 10-year plan • Managing cashflow to repay debt
Revenue management	• Levy increase below inflation

Next steps

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Budget timeline

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Budget Published
- Nov 1 Budget Published
- Review Period Starts

Council Review Period
- Nov 7 Budget Presentation
- Nov 13 Departmental Presentations
- Nov 20 Community Partners
- Nov 23 Amendments Due to Clerk
- Nov 27 Council Amendments
- If no amendments Budget is adopted

Mayor Veto Period
- 10 Days Max Mayoral Declaration
- If no veto Budget is adopted

Council Veto Review
- 15 Days Max Council Meeting

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Town of Aurora

General Committee Report

No. CMS23-049

Subject: Facility Allocation Policies Review

Prepared by: John Firman, Manager, Business Support

Department: Community Services

Date: November 7, 2023

Recommendation

1. **That Report No. CMS23-049 be received; and**
2. **That the Facility Allocation Policy be approved as presented.**

Executive Summary

The purpose of this report is to present an updated and consolidated Facility Allocation Policy.

- The Town's existing facility allocation policies are currently due for review.
- Extensive consultation has taken place prior to preparing the new Facility Allocation Policy.
- A short list of key issues was identified that needed to be addressed.
- The new policy and procedures will be implemented following allocation processes currently underway.

Background

The Town's existing facility allocation policies are currently due for review.

The following policies are due to be reviewed and updated as needed:

- Ice Allocation Policy (2017)
- Room-Hall Permitting Policy (2018)
- Sports Field and Park Use Policy (2020)

All of these policies last underwent a comprehensive review in 2017, with the Ice Allocation Policy and Sports Field and Park Use Policy being approved by Council in 2017 and the Room-Hall Policy approved in early 2018. A minor review of the Sports Field and Park Use Policy occurred in 2020 to address specific concerns related to tennis and pickleball court permitting only.

Analysis

Extensive consultation has taken place prior to preparing the new Facility Allocation Policy.

For the past several months staff have been reviewing the existing policies and consulting with stakeholders, including:

- Interviews with members of Council.
- One-on-one and group meetings with various user groups.
- Meetings with staff in other business units.
- Reviewing community and user group input collected through the development of the Sports Field Development Strategy and the Parks and Recreation Master Plan.

Through this consultation process, the following key issues were identified:

- There is a need to improve access to facilities for program growth.
- Aurora-based groups have difficulty accessing facilities due to the legacy rights held by groups from outside of Aurora.
- Not all groups operating as non-profit organizations meet our existing definition which requires non-profit incorporation.
- Concerns were raised about for-profit organizations having the same access as non-profit community organizations.

The majority of other issues identified were administrative or procedural in nature.

A short list of key issues was identified that needed to be addressed.

To help ensure consistency and to better enable the Town to respond to the need for minor procedural changes, staff have consolidated the three existing policies into one “Facility Allocation Policy” and several individual allocation procedures.

The key changes to the previous policies are summarized as follows:

- Combined the Room/Hall Permitting Policy, Ice Allocation Policy and Sport Field and Park Use Policy into one Facility Allocation Policy

- Standardized allocation priority as follows:
  1. Town of Aurora
  2. Junior Hockey: Aurora Tigers Jr. A and Central York Panthers U22AA Elite (applies to ice rentals only)
  3. 3rd Party Summer Camps booked elsewhere at the same site (applies only to gymnasiums in the months of July and August)
  4. Aurora-based non-profit youth
  5. Representative/regional non-profit youth
  6. Aurora-based non-profit adult
  7. Representative/regional non-profit adult
  8. Aurora School Groups
  9. Aurora-based for-profit youth
  10. Aurora-based for-profit adults
  11. Representative/regional for-profit
  12. Other groups and private individuals

  - Non-profit groups have been separated from for-profit groups, with higher priority being given to adult non-profit groups than for-profit youth groups.
  - Added special priority for 3rd party summer camps in gymnasiums.
  - Adjusted Junior Hockey priority to include Panthers U22AA.

- Updated legacy rights to apply to Town of Aurora or Aurora-based and Representative/Regional groups only, as opposed to everyone.

- Adjusted definition of non-profit organization to include those operating in the spirit of non-profit:

  Any incorporated not-for-profit organization or registered charitable organization. Proof of status may be required at the discretion of the Director.

  Any group operating in the spirit of a non-profit organization may also qualify, provided that the group is willing to keep detailed financial records showing only incidental surplus revenue on an annual basis. These records must be disclosed to the Town on an annual basis during the seasonal permitting period for the previous year.

- Added language to formalize several existing administrative matters, including:
  - Collect deposit at time of booking.
  - Permits created for the following calendar year will be subject to the rates and fees as set out by Council and may be subject to increase.
  - Weather-related cancellation requests must be submitted within 48 hours following the cancelled activity.
  - Permit revisions for seasonal requests are due by a set deadline in order to qualify for legacy rights.

The primary changes to existing procedures are summarized as follows:

- Added specific seasonal deadlines.
- Added the Dome turf to field procedures.
- Incorporated updated language re: pickleball into court procedure.
- Removed Town Hall meeting rooms from list of rooms available to non-profit groups at no charge.

The new policy and procedures will be implemented following allocation processes currently underway.

The allocation process and timelines vary depending on the type of facility and seasonality of programming. Table #1 below, indicates the current status and implementation timeline for each allocation procedure:

Table #1

Allocation Procedure	Current Status	New Procedure Implementation
Arenas	Summer allocation currently in progress.	Regular season (Fall) 2024
Ball Diamonds	2024 allocation currently in progress.	2025
Courts	2024 allocation currently in progress.	2025
Fields (outdoor)	2024 allocation currently in progress.	2025
Fields (dome)	Summer 2024 allocation currently in progress.	Indoor season (Fall) 2024

Allocation Procedure	Current Status	New Procedure Implementation
Parks	2024 allocation currently in progress.	2025
Rooms (includes gymnasium)	Spring/Summer 2024 currently in progress.	Fall 2024

Given that the seasonal allocation process for most categories is either already completed or well underway for the next scheduling season, it is not feasible to implement the new policy immediately. This timetable identifies the next scheduling season in which we can implement the Policy and procedures. This will also enable the Town to provide adequate notice to user groups, so that they can plan accordingly.

Advisory Committee Review

Parks and Recreation Advisory Committee. The Committee was supportive of the new policy, especially the changes to legacy rights, emphasizing the importance of providing opportunities for Aurora-based program growth.

Legal Considerations

The proposed policy has been reviewed by the Corporate Management Team and the Executive Leadership Team in accordance with the Town's policy program.

Financial Implications

There are no direct financial implications as a result of this report.

Communications Considerations

Staff will notify all existing permit holders of the new policy/procedures and indicate when they will be effective. Staff will also provide links to the policy/procedures on the Town's website.

Climate Change Considerations

The recommendations from this report do not impact greenhouse gas emissions or impact climate change adaptation.

Link to Strategic Plan

Ensuring appropriate facility allocation policies and procedures are in place supports the Strategic Plan goal of ***Supporting an exceptional quality of life for all*** in its accomplishment in satisfying requirements in the following key objective within this goal statement: ***Encouraging an active and healthy lifestyle.***

Alternative(s) to the Recommendation

1. Council can provide further direction.

Conclusions

That the Facility Allocation Policy be approved as presented, replacing the former Ice Allocation Policy (2017), Room-Hall Permitting Policy (2018), and Sports Field and Park Use Policy (2020).

Attachments

1. Facility Allocation Policy

Previous Reports

N/A

Pre-submission Review

Agenda Management Team review on October 19, 2023

Approvals

Approved by Robin McDougall, Director, Community Services

Approved by Doug Nadorozny, Chief Administrative Officer

Attachment 1

100 John West Way
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aurora.ca

Town of Aurora

Facility Allocation Policy

Community Services

Contact: Manager, Business Support

Approval Authority: Council

Effective: November 29, 2023

Purpose

To provide transparency and structure for user groups and individuals pertaining to the fair allocation and use of Town owned and/or operated facilities.

To ensure consistency in the programming and ongoing use of the Town's facility inventory; both municipally owned and/or managed facilities.

To provide a framework and consistent approach to the ongoing and occasional use of the Town's community spaces in a fair and equitable manner.

To ensure that the Town's investment in community spaces is managed in the best interest of all users and the citizens of Aurora.

To establish clear guidelines and communication between the Business Support Division, the Facility Management Division, Parks Division, and other internal stakeholders and/or the user group contacts.

To accommodate the needs of a growing municipality and the increased demands on the Town's community spaces.

To clearly define the rules of use and procedures in maintaining compliance.

Scope

This policy is an amalgamation of the following policies, and replaces said policies:

- Ice Allocation Policy (2017)
- Room/Hall Permitting Policy (2018)
- Sports Field and Park Use Policy (2020)

This policy applies to all facility permit holders and all individual and/or user groups requesting use of Town owned and/or operated community spaces, including Town

staff requesting use of these facilities and Town staff responsible for the operation of these facilities.

This policy applies to all Town owned/operated indoor and outdoor facilities, with the following exclusions:

- Facilities whose use is governed by lease or other agreement
- Tannery Room and departmental meeting rooms at Town Hall and the Joint Operations Centre.

Definitions

Adult Organization
A group that does not meet the requirements to be classified as a “Youth” organization.

Aurora-Based
A group that demonstrates that it meets the minimum requirements for its age category as follows:

- For an Adult Organization, a minimum of 50% participation from Aurora residents or ratepayers from the Town of Aurora.
- For a Youth Organization, a minimum of 70% participation from Aurora residents or ratepayers from the Town of Aurora.

Director
The Director of Community Services or his/her designate or successor.

Facility
Any Town owned and/or operated permittable space, not including the spaces identified as exclusions in the Scope.

Junior Hockey Team
An Aurora-based or regional representative Junior level hockey team. At the time of writing of this policy, the teams included are the Aurora Tigers Jr. A Hockey Club and the Central York Girls Hockey Association Panthers U22AA.

Non-Profit Organization
Any incorporated not-for-profit organization or registered charitable organization. Proof of status may be required at the discretion of the Director.

Any group operating in the spirit of a non-profit organization may also qualify, provided that the group is willing to keep detailed financial records showing only incidental surplus revenue on an annual basis. Records for the previous year must be disclosed to the Town on an annual basis during the seasonal permitting period.

Normal Operating Hours
The hours in which the facility is usually staffed and available for permitting. This may not coincide with normal business hours for Town operations within the facility.

Permit Holder
The organization, group or individual to which a facility rental permit has been issued, including any and all participants, volunteers, guests and invitees of the permit holder and their participants, volunteers, guests and invitees.

Representative/Regional Organization
An organization that does not meet the minimum participation required to be deemed Aurora-based but offers a particular program to Aurora residents that is not offered by an Aurora-based group.

School Group
A school group that is located in Aurora, including public, catholic, and private primary and secondary schools.

Seasonal Permit Holder
Refers to the organization, group or individual to which a seasonal facility rental permit has been issued, including any and all participants, volunteers, guests and invitees of the permit holder and their participants, volunteers, guests and invitees. A seasonal permit includes regular, repeating dates that spans the length of a season, or majority thereof.

Town
Refers to The Corporation of the Town of Aurora.

Youth Organization
An organization that demonstrates that it has a minimum of 80% participation of youth aged 17 or younger.

Policy

Allocation Procedures

Submission of external requests

All requests for use of facilities by individuals, businesses, community groups and all other requests other than from Town staff, shall be submitted to the Facility Bookings Administrator in accordance with annual or seasonal submission deadlines, and in no event later than two weeks prior to the permit date. Regardless of facility availability, requests submitted with less than two weeks' notice may not be able to be accommodated.

Submission of annual and seasonal requests
All seasonal facility requests shall be submitted in the format prescribed by the Facility Bookings Administrator, no later than the published deadline each year. Permit revisions received after the published deadline may not qualify for legacy rights.

Designated permit holder contacts
Prior to the issuance of a permit, individuals and user groups must provide to the Facility Bookings Administrator, the name, address, telephone number and email contact information of the individual to be named on the permit. This individual is responsible for all obligations of the Permit Holder in accordance with this policy, and other applicable Town policies, procedures, and by-laws.

Changes or deletions and additions to any permit must be sent by the person to whom the contract was issued, unless written authorization has been received by the Facility Bookings Administrator including a list of persons authorized to do so.

All user groups shall submit a list of executives, if any, including contact information, on an annual basis, within seven days following the election/appointment of the executives at the organization's Annual General Meeting, or upon request of the Director. Any permit change requests as a result of a board changeover will be reviewed on a case-by-case basis to determine feasibility, if made outside the regular permit request schedule.

Legacy Rights
Legacy rights apply to the Town of Aurora or Aurora-based and Representative/Regional groups seasonal permit holders and annual special events/tournaments only. Due to the rotating ice maintenance schedule, legacy rights do not apply to spring/summer arena permits. Legacy rights do not apply to rooms and halls.

All Aurora-based and Representative/Regional group seasonal permit holders will maintain their existing permit times on an annual basis, until such time as the permit holder surrenders that time, subject to availability. Times are approximate and do not guarantee a specific location. All reasonable efforts will be made to maintain time and location; however, the Town has the right to make adjustments to meet overall needs.

Exceptions may be made at the mutual agreement of an existing permit holder and the Director for the release of permitted time on a one-time basis to accommodate the needs of another organization or for facilities re-allocated at the discretion of the Director.

Allocation Priority
The following allocation procedures apply only to new requests, time surrendered by an existing permit holder, or in the event that new facilities are made available.

The following allocation priority will be utilized for all seasonal requests submitted in accordance with seasonal permitting request procedures. In all other cases, permits will be issued on a first come first serve basis with the established priority ranking applied when deemed necessary by the Director.

Facilities will be allocated in the following priority order:

- Town of Aurora
- Junior Hockey: Aurora Tigers Jr. A and Central York Panthers U22AA Elite (applies to ice rentals only)
- 3rd Party Summer Camps booked in another facility at the same site (applies only to gymnasiums in the months of July and August)
- Aurora-based non-profit youth
- Representative/regional non-profit youth
- Aurora-based non-profit adult
- Representative/regional non-profit adult
- Aurora School Groups
- Aurora-based for-profit youth
- Aurora-based for-profit adults
- Representative/regional for-profit
- Other groups and private individuals

Any organization claiming either “Youth” or “Aurora-based” status shall be required to submit a participant list for the organization along with the request. The participant list shall be in the form of a letter signed by the president of the sports organization and submitted to the attention of the Facilities Booking Administrator outlining the total number of registered participants/members, including name, municipality of residency, and age (if requesting “Youth” status) from the previous season. Providing false information may result in the loss of current and/or future permits.

Allocation Procedures

Facility allocation shall be in accordance with the attached Allocation Procedures, as established under authority of the Director, at their discretion.

Rental Periods

Permits will only be issued for rental periods, as follows:

- Minimum period of one hour, unless approved by Community Services;
- Minimum increments of 30 minutes, unless approved by Community Services

Special Circumstances

Community Services staff reserves the right to alter facility permits to accommodate special events, play-off requirements, tournaments, and for other special circumstances as may be required. Any such alterations will be done on a one-time basis and impacted

permit holders will resume their legacy rights in the following season. In the event that the re-allocation of facility time is necessary, Community Services staff will work with the affected permit holder to re-allocate facility time in as fair a manner as possible and in an effort to minimize any impact.

Fees and Charges

1. User fees shall be applied in accordance with the current Town of Aurora Fees and Charges By-Law applicable at the time of booking.
2. User fees reflect the hourly rates charged and include the costs associated with facility lighting, ongoing facility maintenance and repair, including various supplies required to operate the facility. User fees do not include additional services required by user groups. Additional set-up fees may be applied for extensive set-up requests.
3. Additional fees may be applied where required in accordance with this policy.
4. A deposit may be required at the time of booking to reserve the requested time.
5. Additional fees and/or security deposits will be applicable for special events, tournaments, and other special circumstances as determined by the Director. The amount of these fees shall be based on the actual cost incurred by the Town, and in accordance with the Fees and Charges By-law existing at the time of the special event/activity. Security deposits will be required for any booking that may incur additional costs due to damage, setup/cleanup etc. and are mandatory in some facility locations.
6. All fees and charges levied by third parties related to additional licences, permits, insurance or other requirements, are the sole responsibility of the permit holder and are not subject to refund or reimbursement by the Town under any circumstances.
7. All organizations will be issued a permit for the full amount of time that has been booked for the entire season of play. Selected permit holders may be issued monthly statements on the 1st of each month to each group and payments are due within 30 days of the issuance of each statement. Failure to remit payments on time may result in the cancellation of facility permits and/or reallocation of facilities to other user groups at the discretion of the Director.
8. Permits for a calendar year that are booked in the previous calendar year will be subject to any fee increases in accordance with the Town's Fees and Charges By-law as may be approved by Council from time to time. Annual fee increases, if applicable, are typically, but not always, approved in the Fall to become effective January 1st of the next calendar year.

Facility Use Regulations

1. All classes of facilities will be scheduled for organized use by the Town of Aurora's Facility Bookings Administrators based on the Town's facility allocation criteria and upon receipt of the user group's written facility permit request.
2. All permit requests beyond the normal opening or closing time of a specific facility are subject to the approval of the Director.
3. Permit holders must disclose any and all planned usage of the facilities when requesting a permit. The Town reserves the right to deny permits for any usage deemed by the Director to be potentially detrimental to the good and safe maintenance and condition of the facility, or to be inappropriate to be held within the facility.
4. All permits must be signed and returned to the Facility Bookings Administrator a minimum of 2 weeks prior to any facility usage. Failure to submit signed permit(s) will result in the group not being permitted to use the facility. In the event that a facility is booked less than 2 weeks in advance, the permit must be signed and returned prior to any facility usage.
5. All permit holders must abide by the terms and conditions outlined in the facility permit.
6. All permit holders must abide by the Town's Municipal Alcohol Policy and all other applicable policies, procedures, regulations and legislation including, but not limited to those listed in the References section.
7. Permit holders are required to follow the direction of Town of Aurora staff regarding the use of Town facilities and the conduct of all participants, staff, volunteers, guests and invitees of the permit holder at all times.
8. All permit holders shall remove from their permitted facility all garbage, refuse or debris. This includes but is not limited to rooms, hallways, sidelines, dugouts, player areas and spectator areas. Failure to do so may result in the permit holder being invoiced for the Towns costs to clean up the affected area. No further permits will be issued to the offending permit holder until payment has been received by the Town.
9. Damages to a playing surface and/or other area of the facility and restoration expenses incurred by the Town resulting from unauthorized use of the facility at any time will be assessed to the associated permit holder or to the affiliated organization of the permit holder. The amount of damages will be based on the time and materials required to repair the damages and any lost facility rental revenue resulting from the closing of the facility for repairs. All payments in relation to the above shall be paid in full prior to the permit holder's further use of the facility or the re-issuance of facility use permits.
10. The Town of Aurora reserves the right to require police supervision or security staff at any event at the expense of the permit holder. The Town of Aurora

reserves the right to require a Security Deposit for any event. The eligibility and the amount of the refund for a Security Deposit will be considered the week following the event.

11. Sub-leasing or booking of facilities by the permit holder to a third party will not be permitted under any circumstances. Any and all agreements to permanently or temporarily release permitted time to another user group shall be administered by the Facility Bookings Administrator, subject to the approval of the Director. No user group shall be permitted to use any facility without a permit being issued in that user group's name.
12. Should it be determined that there is unauthorized use of facilities by a permit holder, or being permitted by a Permit Holder, the Town reserves the right to suspend or refuse renewal of the Permit Holder's permits indefinitely. Upon confirmation of unauthorized use of a facility the associated Permit Holder or user group may be fined a financial penalty based on 10 times the normal hourly rental rate of the facility. The penalty shall be paid in full prior to the issuance of any further facility use permits or any resumption of use by the affected user group.

Cancellations

1. The Facility Bookings Administrator must be notified in writing at least 14 days in advance of any facility use cancellations to be entitled to a refund of the permit fees. Cancellations of any ice facilities are subject to a 20% cancellation fee if 14 days, or more, written notice is provided. No refunds shall be issued for any cancellations with less than 14 days' written notice. Seasonal permits do not allow for individual date cancellations.
2. All internal Town of Aurora bookings for programs, special events or other initiatives will be cancelled a minimum of two weeks prior to the booking date for purposes of operational scheduling and re-permitting the facility.
3. Any group or individual that commits two (2) "no-shows" may be subject to cancellation or denial of future permits, at the discretion of the Director.
4. Weather related cancellations or facility closures will not constitute cause for a refund of user fees for lost time experienced by the permit holder. The Town will accept requests from the permit holder that have been impacted by a facility weather event closure to reschedule lost playing time at no additional cost to the affected group(s), provided the request is sent within 48 hours of the weather event. For individual bookings that cannot be reasonably rescheduled due to the nature of the activity or availability of suitable facilities, refunds may be provided at the discretion of the Director.

References

- Arena Allocation Procedure
- Baseball Diamond Allocation Procedure
- Court (Pickleball and Tennis) Allocation Procedure
- Field Allocation Procedure
- Park Allocation Procedure
- Room/Hall Allocation Procedure

Other regulations, policies, and procedures applicable to facility permits, include but are not limited to:

- Fees and Charges By-law
- Municipal Alcohol Policy
- Third Party Events in Outdoor Town Facilities Policy
- Health Protection and Promotion Act, R.S.O. 1990, c. H.7
- Liquor Licence Act, R.S.O. 1990, c. L.19
- Liquor Control Act, R.S.O. 1990, c. L.18
- Gaming Control Act, S.O. 1992, c. 24
- Council Chambers and Holland Room Use Policy
- Smoke-Free Ontario Act, S.O. 1994, c. 10
- Parks Bylaw
- Noise By-law

Review Timeline

This policy will be reviewed 2 years after the initial approval date.

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Town of Aurora

General Committee Report

No. CS23-069

Subject:	**Strong Mayor Powers**
Prepared by:	Michael de Rond, Town Clerk
Department:	Corporate Services
Date:	November 7, 2023

Recommendation

1. **That Report No. CS23-069 be received for information.**

Executive Summary

The purpose of this report is to provide an overview of the recently provided Strong Mayor Powers.

- Thus far, Strong Mayor Powers have been implemented in varying ways around Ontario.
- Strong Mayor Powers include unilateral authority regarding the administrative and political structure of the Town.
- Strong Mayor Powers includes provisions designed to enable the Mayor to advance prescribed Provincial priorities.
- The Mayor is required to propose the annual Town budget .
- Strong Mayor Powers are implemented and exercised through Mayoral decisions which will be posted on the Town's website and communicated through the Town's various channels.

Background

On November 1, 2023, the Town of Aurora was provided Strong Mayor Powers by the Province of Ontario. Aurora is now one of 49 municipalities in Ontario to be provided these powers.

Strong Mayor Powers were enacted as part of Bill 3, Strong Mayors, Building Homes Act, 2022. The Minister has also prescribed regulations associated with these powers under Ontario Regulation 580/22 regarding Provincial Priorities and Ontario Regulation 530/22 regarding Part VI.1 of the *Municipal Act, 2001* (the 'Act').

Analysis

Thus far, Strong Mayor Powers have been implemented in varying ways around Ontario.

It is important to note that many of the Strong Mayor Powers are discretionary and can be exercised, not exercised, or delegated by the Mayor to either Council as a whole, or to the CAO. Town staff have been collaborating with municipalities who have been granted Strong Mayor Powers, to understand how practices and norms relating to Strong Mayor Powers are evolving. Early indications suggest that there is a variety of approaches taking form, with some Mayors indicating that they do not intend to use the new powers, some indicating that they do, and others who are preparing to delegate some powers (in particular, those relating to the administrative and political structure of the Town) to the CAO or Council, as the case may be.

Strong Mayor Powers include unilateral authority regarding the administrative and political structure of the Town.

Council Governance

The Mayor is granted power to establish Committees of Council, assign their functions, and appoint the Chairs and Vice-Chairs. This power applies only to Committees that are comprised solely of Members of Council. This would include the following bodies currently enacted; General Committee, Budget Committee, Audit Committee and Finance Advisory Committee.

Direction to Staff

The Mayor may direct Town staff to undertake research, provide advice to the Mayor and Council on Town policies and programs, and direct the implementation of Mayoral decisions related to the powers under Part VI.1 of the Municipal Act. Such direction must be provided in writing to the CAO and Clerk.

Organizational Structure

The Mayor is given the power to determine the organizational structure of the municipality. This includes the authority to hire and dismiss department heads. This

wording is taken to permit the Mayor to hire or dismiss members of the Executive Leadership Team. Certain officials are excluded from the Mayor's power to hire and dismiss, being primarily positions that are appointed and/or required by statute such as the Chief Building Official, Fire Chief, Town Clerk, Deputy Clerk, Treasurer and Deputy Treasurer. Officers under the accountability and transparency framework of the Act are also excluded, such as the Integrity Commissioner, Ombudsman, and Closed Meeting Investigator.

Power to Appoint the Chief Administrative Officer

The Mayor is assigned the powers of the municipality under section 229 of the Act, which permits the Mayor to appoint a Chief Administrative Officer (CAO). Once appointed, the CAO would then be responsible for the general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality.

Strong Mayor Powers includes provisions designed to enable the Mayor to advance prescribed Provincial priorities.

Provincial Priorities

The Mayor has the ability to exercise specific powers related to "Provincial Priorities" defined in O. Reg. 580/22. The Mayor can exercise these powers in order for Council to consider, advance and decide on matters that are in the opinion of the Mayor, related to the Provincial Priorities. Those priorities are described as:

1. Building 1.5 million new residential units by December 31, 2031.
2. Constructing and maintaining infrastructure to support housing, including,
    i. transit,
    ii. roads,
    iii. utilities, and
    iv. servicing.

Practically, this means that the Mayor may add matters to the Council meeting agenda for consideration by Council if the Mayor is are of the opinion that the matters could advance a Provincial Priority. There is no requirement for the Mayor to abide by the procedure by-law in adding the matter to the agenda, and no authority for Council to refuse or deny consideration of the matter.

Bringing Forward Bylaws for Consideration

The Mayor may bring forward a bylaw for consideration of Council if the Mayor is of the opinion that the bylaw could potentially advance a Provincial Priority. The Mayor may require Council to consider and vote on the proposed bylaw at the meeting.

Under this authority, more than one-third (or 3 members of Council) would be required to pass the bylaw brought forward by the Mayor. However, this power does not allow the Mayor or Council to advance a bylaw that requires specific procedural steps to be taken before passed by Council. For example, a zoning bylaw that the Mayor brings for consideration at Council would still require a statutory public meeting and public notice prior to its passage.

Veto Powers

The Mayor may veto all or any part of a Municipal Act, Planning Act, or Development Charge bylaw that, in the opinion of the Mayor, could potentially interfere with a Provincial Priority. There are specific procedural requirements for the Mayor to exercise this veto authority;

- The Mayor must inform the Clerk in writing within two days of the passage of the bylaw of the intent to consider vetoing the bylaw.
- Following the notice of consideration, the Mayor has 14 days to decide whether to proceed with the veto.
- If the Mayor proceeds with the veto, the Mayor must provide the Clerk with a written veto and include reasons for the veto.

Once the veto has been received, the Clerk must provide written notice of the veto to the rest of Council and make the veto document available to the public. Within 21 days of the Clerk's notice of the veto, Council may override the veto upon a two-thirds majority vote. The Mayor may vote in the Council decision to override the veto.

The Mayor is required to propose the annual Town budget.

A report regarding the process for the 2024-2026 Town of Aurora multi-year budget was provided to Council on October 24, 2023.

Strong Mayor Powers are implemented and exercised through Mayoral decisions which will be posted on the Town's website and communicated through the Town's various channels.

Mayoral decisions have been and will continue to be posted on the Town's website and communicated to members of the public. Mayoral decisions can be made at any time without the requirement of a public meeting. All Mayoral decisions will be sent to members of Council and posted on the Town's website.

Advisory Committee Review

None

Legal Considerations

The Mayor has the sole discretion in determining whether to exercise the powers under this part of the Act. As long as the decisions made by the Mayor or any powers exercised by the Mayor, including the veto power, are exercised legally and in good faith, the decision or power cannot be quashed or open to any review by a court, even if they may be considered unreasonable.

Financial Implications

There are no direct financial implications to this report.

Communications Considerations

Communications will inform the public of the legislative changes by updating the Mayor and Council page on the Town's website.

Climate Change Considerations

None

Link to Strategic Plan

None

Alternative(s) to the Recommendation

None

Conclusions

This report provides an overview of the recently provided Strong Mayor Powers.

Attachments

None

Previous Reports

None

Pre-submission Review

Agenda Management Team review on October 19, 2023

Approvals

Approved by Patricia De Sario, Director, Corporate Services/Town Solicitor

Approved by Doug Nadorozny, Chief Administrative Officer

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Town of Aurora

General Committee Report

No. CS23-073

Subject:	**Procedure By-law Review**
Prepared by:	Michael de Rond, Town Clerk
Department:	Corporate Services
Date:	November 7, 2023

Recommendation

1. **That Report No. CS23-073 be received; and**
2. **That the draft Procedure Bylaw (attachment 2) be brought forward for enactment to repeal and replace the existing bylaw.**

Executive Summary

This report provides recommended changes to the Town's Procedure Bylaw and includes the following;

- The most salient changes being recommended to the Procedure Bylaw have to do with the implementation of Strong Mayor Powers

Background

The *Municipal Act, 2001* (the "Act") requires Council to pass a bylaw to govern its rules of procedure for Council and Committee meetings. Council's current Procedure Bylaw has been in effect as of January 1, 2020.

The purpose of the review is to evaluate the effectiveness of the current Procedure Bylaw and propose amendments to further enhance and ensure it is keeping within the guiding principles of the initial Bylaw review:

- Aurora Town Council and the Mayor through the recently granted Strong Mayor Powers are the decision-making bodies of the Corporation
- Public and stakeholder input is a valued part of the decision-making process
- Council's decision-making process should be:

    - Open and transparent
    - Conducted in an environment which is respectful of all participants
    - Balance debate with the need to make recommendations and decisions in a timely manner
- Procedural rules should facilitate and not hinder the business of Council
- Procedural rules should comply with Robert's Rules of Order and should be written in plain language

Analysis

The most salient changes being recommended to the Procedure Bylaw have to do with the implementation of Strong Mayor Powers

The recent designation of the Town of Aurora under Part VI.1 of Act and regulations filed under this Act, particularly O. Reg 580/22 and 180/23 (collectively, 'Strong Mayors Powers regime') into the Strong Mayor Powers regime of the Province has necessitated changes to the Procedure Bylaw. The changes are as follows:

- Clarity regarding the Mayor's ability to create and dissolve committees with only members of Council, and the Mayor's responsibility to appoint the Chair of these committees
- The form and process for the Mayor's power to veto specific bylaws
- The way in which the Mayor may introduce an agenda item for Council's consideration without the requirement for a mover and seconder
- The way in which the Mayor may propose a bylaw if it could potentially advance a prescribed provincial priority

Other recommended changes to the Procedure Bylaw are minor in nature and meant to reflect the way in which this term of Council operates when in the public forum making decisions for the municipality.

Advisory Committee Review

None

Legal Considerations

The new powers in the Act given to the Mayor under the Strong Mayor Powers regime are in effect, despite any procedure bylaw passed by Council. However, it is good practice to ensure that the procedure bylaw is updated to reflect the legislation.

Financial Implications

There are no direct financial implications to this report.

Communications Considerations

The updated Procedural Bylaw will be posted to the Town's website.

Climate Change Considerations

None

Link to Strategic Plan

The proposed Procedure Bylaw supports progressive corporate excellence and continuous improvement by implementing policy and processes that reflect sound and accountable governance.

Alternative(s) to the Recommendation

1. Council provide direction.

Conclusions

The Procedure Bylaw is the guiding governance document for the municipality and is reviewed at least once a term. The recommended changes reflect the way Council currently operates while also including provisions regarding Strong Mayor Powers.

Attachments

Attachment 1 – Track changed Procedure By-law

Attachment 2 – Draft Procedure By-law (clean)

Previous Reports

None

Pre-submission Review

Agenda Management Team review on October 19, 2023

Approvals

Approved by Patricia De Sario, Director, Corporate Services/Town Solicitor

Approved by Doug Nadorozny, Chief Administrative Officer

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The Corporation of the Town of Aurora

By-law Number 6228-19

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

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

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

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

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

And whereas Council considers it necessary to enact a by-law in this regard and to repeal Procedure By-law Number 6068-18;

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

1. Definitions

In this Procedure By-law:

a) "CAO" means the Chief Administrative Officer of the Town or his/her designate;

b) "Chair" means the presiding officer at a meeting of Council or a Committee;

c) "Clerk" means the Clerk of the Town or his/her designate;

d) "Closed Session" means a Meeting, or part of a Meeting of Council or a Committee, which is closed to the public as permitted by the *Municipal Act, 2001*;

e) "Code of Ethics" means the "Code of Ethics", a declaration of the principles of good conduct and ethics.

f) "Committee" means any Standing Committee of Council or an advisory or special Committee established by Council from time to time;

g) "Confirming By-law" means a by-law passed for the purpose of giving effect to a previous decision or proceeding of Council;

h) "Council" means the Members of Council of the Town of Aurora;

i) "Delegation" means an address to Council or a Committee at the request of a person wishing to speak;

j) "Deputy Mayor" means the Member appointed to assume the duties, rights, powers and authority of the Mayor in the circumstances set out in Section 242 of the Municipal Act, 2001; ~~**(amended per By-law No. 6453-22)**~~

k) "Director" means a Director of the Town or his/her designate or successor in title;

l) "Emergency Weather Event" means an emergency weather event as defined by Town Policy No. HR-23 – Facility Closure – Inclement Weather/Power Failure – as may be amended from time to time;

m) "Friendly Amendment" means an amendment to the Motion under debate with the consent of the mover and seconder only, and without the requirement for an amending Motion to be made;

n) "Frivolous" means without merit or substance or is trivial;

o) "Head" means the individual or body determined to be head under the *Municipal Freedom of Information and Protection of Privacy Act, 1990*

p) "Inaugural Meeting" means the first Meeting of Council after a regular election;

q) "Local Board" means a local board defined by the *Municipal Act, 2001*;

r) "Mayor" means the Mayor of the Town;

s) "Meeting" means any regular, special or other Meeting of Council or a Committee and includes a Workshop;

t) "Member" means any individual elected to Council or a person appointed by Council to a Committee;

u) "Motion" means a proposal moved by a Member, and seconded by another Member, to adopt, amend, or otherwise deal with a matter before Council or a Committee;

v) "*Municipal Act, 2001*" means the *Municipal Act, 2001,* S.O. 2001, c.25, as amended;

w) "Municipal Conflict of Interest Act" means the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended;

x) "Municipality" means The Corporation of the Town of Aurora;

y) "Notice" means written notice, except where legislation, by-law or policy of the Town provides for another form and manner of notice;

z) "Offending Member" means a Member who has been found by the Chair or by Council or by a Committee to have disobeyed a rule in this Procedure By-law or a Chair's ruling;

aa) "Point of Order" means a Motion raised by a Member drawing attention to an infraction of this Procedure By-law;

bb) "Point of Personal Privilege" means a Motion raised by a Member which concerns the health, safety, rights, or integrity of the Member, the Council, a Committee, Staff or anyone present at a Meeting;

cc) "Procedural Matter" means a matter or Motion of a procedural nature;

dd) "Public Planning Meeting" means a Meeting held pursuant to the *Planning Act,* R.S.O. 1990, c. P.13*, as amended,* or other statute;

ee) "Quorum" means the number of Members required for the legal conduct of the business of Council or a Committee.

ff) "Resolution" means the decision of Council on any Motion;

gg) "Robert's Rules of Order" means the most current edition of Robert's Rules of Order, Newly Revised;

hh) "Rules of Procedure" means the rules and regulations contained in this Procedure By-law and that govern the proceedings of Council and its Committees;

ii) "Staff" means an employee(s) of the Town;

jj) "Standing Committee" means a Committee established by Council and consisting solely of all Members of Council;

kk) "Town" means The Corporation of The Town of Aurora;

ll) "Town Hall" means the municipal offices located at 100 John West Way, Aurora, Ontario;

mm) "Vexatious" means without merit and pursued in a manner that is malicious or intended to embarrass or harass the recipient or others;

nn) "Workshop" means a Meeting of Council or Committee for the purpose of discussing issues in an informal venue.

2. Purpose and Application

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

3. Principles of the Procedure By-law

a) The principles of openness, transparency and accountability to the public guide the Town's decision-making process. In the context of Council and Committee proceedings, this is accomplished by:

i) Ensuring the decision-making process is understood by the public and other stakeholders;

ii) Providing access to information and opportunities for input by the public and other stakeholders consistent with the requirements of this Procedure By-law and other statutory requirements;

iii) Exercising and respecting individual and collective roles and responsibilities provided for in this Procedure By-law and other statutory requirements.

b) The protection of basic rights by recognizing the right of the majority to decide, the minority to be heard and individuals to have the opportunity to participate.

c) The principles of parliamentary law governing Council and Committee Meetings include:

i) Every Member has the right to one vote, unless prevented by law;

ii) Each Member has the right to be heard on a matter, unless prevented by law;

iii) Each Member has the right to information to help make decisions, unless prevented by law;

iv) Each Member has the right to an efficient meeting;

v) Each Member has the right to be treated with respect and courtesy;

vi) Each Member represents the public and will first and foremost consider the well-being and interests of the Municipality.

4. Interpreting the Procedure By-law

a) In the event of conflict between this Procedure By-law and legislation, the provisions of the legislation prevail.

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

5. Suspension of Rules

a) Rules of Procedure provided for in this Procedure By-law may be suspended by a two-thirds majority vote of Council or a Committee, with the exception of the following circumstances:

i) Where required by law;

ii) Contractual agreements binding the Town;

iii) Quorum requirements.

b) A Motion to suspend the Rules of Procedure required by this Procedure By-law shall not be debatable or amendable.

6. Standing Committees

~~6.~~As Per Section 284.8 of the *Municipal Act, 2001* and associated Ontario Regulation 530/22, the Mayor has the unilateral power to create and dissolve committees made up of members of Council. The Mayor also has the authority to appoint the Chairs of these committees. The following committees are currently enacted:

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a) General Committee

i) The General Committee shall be comprised of all Members of Council.

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

b) Audit Committee

i) The Audit Committee shall be comprised of all Members of Council.

ii) The Audit Committee shall:

(a) Review audited financial statements;
(b) Review significant management letter comments and related recommendations;
(c) Review the appointment of auditors; and
(d) Make recommendations regarding the above to Council.

iii) The Committee's mandate shall include operational reviews.

iv) Meetings will be held at the call of the Chair. Agendas will be distributed to Members of Council at least forty-eight (48) hours prior to the Meeting.

c) Budget Committee

i) The Budget Committee will be comprised of all Members of Council.

ii) The Budget Committee shall ~~make recommendations to Council on approval of the Town's annual operating and capital budgets.~~receive presentations from staff and community partners regarding annual budgets.

~~ii) The Budget Committee has delegated authority to:~~

~~(a) Approve the Meeting minutes of the Budget Committee;~~

~~(b) Direct staff to bring forward information to the Budget Committee as needed, and defer matters to a future General Committee or Budget Committee meeting; and~~

~~(c) Direct staff to prepare and bring forward for Council's consideration a report summarizing Committee recommendations on the annual capital and operating budgets.~~

iii) Budget Committee Meetings will be held as outlined in the Meeting Schedule, as approved by Council.

7. Committees

a) When not provided for in the Committees' Terms of Reference or the Town Policy for Ad Hoc/Advisory Committees and Local Boards, the Rules of

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Procedure set out in this Procedure By-law shall govern all Meetings of all Committees, including any ad hoc, Advisory Committees, or Local Boards.

8. Chair of Meeting

a) The Chair is the presiding officer at a Meeting of Council or a Committee.

b) The Chair of a Meeting of Council, Audit Committee, Budget Committee, a Closed Session or a Workshop Meeting is the Mayor. In the absence of the Mayor, the ~~Deputy Mayor is Chair.~~Mayor will appoint a Chair.

c) The Chair of a Meeting of General Committee shall be ~~be the Deputy Mayor as provided for in Section 10 of this By-law. **(amended per By-law No. 6453-22)**~~the Mayor or a member of Council appointed by the Mayor.

d) In the absence of the Mayor or~~f~~ the person appointed as Chair, the Members shall appoint one of the~~ir~~ Members as Chair for the purpose of that Meeting.

e) The Chair and any Vice Chairs of other Committees are appointed in accordance with the Town's Policy for Ad Hoc/Advisory Committees and Local Boards, or their Terms of Reference.

9. Duties of the Chair

a) The Chair is responsible for, where applicable:

i) Carrying out the roles and responsibilities of his/her role as described in the *Municipal Act, 2001*;

ii) Chairing the Meeting in an objective manner in accordance with this Procedure By-law;

iii) Enforcing the Rules of Procedure in this Procedure By-law;

iv) Enforcing order and good behaviour of all Members at all times;

v) Announcing the business before Council or a Committee and the order in which it is to be considered;

vi) Receiving, stating and framing all Motions presented to clarify their intent as moved;

vii) Ruling on whether a Motion is in order;

viii) Protecting Council or a Committee from a Motion that is obviously Frivolous or tending to cause delay by refusing to acknowledge the Motion;

ix) Providing information to Members on any matter related to the business of Council or a Committee;

x) Deciding to acknowledge, and ruling on, whether a Point of Order or Point of Personal Privilege is in order subject to an appeal by any Member to the Council or a Committee on any question of order in respect to business before the Council or a Committee, and giving the facts, circumstances and reasons for the ruling;

xi) Calling a vote on the question of sustaining the ruling of the Chair, and announcing the results of the vote, if there is an appeal to the ruling of the Chair. In this regard, the Chair may provide further explanation of the ruling prior to calling the vote;

xii) Recessing a Meeting for a brief, specified time to consult the Clerk, the CAO or other staff person if necessary;

xiii) Recessing the Meeting for a specified time if there is a threat or imminent threat to the health or safety of any person, or if there is a possibility of public disorder;

xiv) Ensuring that Members take a health break by announcing a minimum ten (10) minute recess after two (2) hours have passed since the last break;

xv) Ensuring that all Members who wish to speak on a Motion have spoken;

xvi) Ensuring clarity, where required, by reading, or requesting the Clerk, recording secretary or other appropriate person to read Motions before voting;

xvii) Putting all Motions to a vote and announcing results;

xviii) Voting on all matters unless the *Municipal Conflict of Interest Act* prohibits it;

xix) Declining to put to a vote any Motion which contravenes this Procedure By-law;

xx) Calling Members to order;

xxi) Adjourning the Meeting when the business of the Meeting has concluded; and,

xxii) Signing all by-laws, Resolutions, and minutes when required.

10. Deputy Mayorw ~~(section added per By-law No. 6453-22)~~

a) The Deputy Mayor shall be composed of all Ward Council Members with appointments running concurrently on a monthly rotation basis. The Clerk shall prepare and circulate a schedule for the rotation of the Deputy Mayor at the beginning of each term of Council for the entire term of Council, as follows:

i) Each Ward Councillor shall hold the position of Deputy Mayor for seven (7) non-consecutive months throughout the term of Council;

ii) Each Ward Councillor shall be the Deputy Mayor in July or August once over the course of the term of Council; and,

iii) No Deputy Mayor will be appointed in July, August, September, October, November and December of a Municipal Election Year.

b) Ward Councillors shall notify the Clerk of any exchanges of their appointed months with other Ward Councillors due to a foreseen absence.

~~c) In the absence of the Deputy Mayor, the Mayor will Chair any General Committee meetings.~~

~~d)~~c) The Deputy Mayor shall act in the absence of the Mayor in the following circumstances:

i) When the Office of Mayor is vacant;

ii) When the Mayor is absent due to illness, or scheduling conflict;

iii) When the Mayor is absent from the Town;

iv) When the Mayor refuses to act; or

v) When the Mayor declares a conflict of interest.

~~e)~~d) The Deputy Mayor has, and may exercise all the rights, powers, and authority of the Mayor as Head of Council in the Mayor's absence, as defined in Section 241 and 242 of the *Municipal Act, 2001*.

11. Members of Council and Committees

a) Members are responsible for, where applicable:

i) Carry out the responsibilities of the role of Council as described in the *Municipal Act, 2001, Municipal Conflict of Interest Act* and any other legislation;

ii) Attending scheduled Meetings;

iii) Carefully considering and making decisions about Meeting business, including seeking information and advice from staff prior to and during a Meeting;

iv) Voting on Motions put to a vote, unless the *Municipal Conflict of Interest Act* prohibits it;

v) Respecting the Rules of Procedure in this Procedure By-law;

vi) Listening attentively, participating in a Meeting and not interrupting, unless to raise a Point of Order or Point of Personal Privilege;

vii) Remaining silent in their seats while Council or a Committee votes and until the Chair announces the result of the vote;

viii) Refraining from using indecent, offensive or insulting language or speak disrespectfully of any individual.

ix) Refraining from engaging in private conversation while in the Meeting or using communication devices in any manner that disrupts the Member speaking or interrupts the business of Council;

x) Respecting and following the decisions of Council or a Committee;

xi) Not disclosing any of the content of a Meeting that was closed to the public or provide confidential documents or materials to unauthorized individuals;

xii) Complying with the Chair's rulings and Council's decisions; and

xiii) Complying with the Council Code of Ethics.

12. Breach of Rules

a) If a Member disobeys a rule in this Procedure By-law or a Chair's ruling:

i) After the first occurrence, the Chair calls the Member to order.

ii) After the second occurrence, if the Member continues to disobey this Procedure By-law or the Chair's ruling, the Chair will immediately order the Member to leave his/her seat and observe the Meeting from the audience for the remainder of the Meeting.

iii) Any Member other than the Offending Member may appeal the Chair's ruling in ii), and Council or a Committee may overturn or uphold the Chair's ruling. Should the Chair's ruling be overturned, the Offending Member may return to his/her seat.

iv) At the next available opportunity in the Meeting, the Chair will offer the Offending Member the opportunity to apologize to Council or a Committee. The apology will not include additional comments or debate by the Offending Member or by Council or a Committee.

v) After an apology is made by the Offending Member, Council or a Committee may consent to allow the Offending Member to return to the Meeting.

vi) Should, at any point, the Offending Member create a disturbance while seated in the audience in accordance with subsection 10.b)ii),

the Chair will order the Offending Member to leave the Council chamber or meeting room.

vii) Council cannot appeal the Chair's ruling in accordance with subsection 10.b) vi).

viii) If the Offending Member refuses to leave his/her seat or leave the Council chamber or meeting room as required in subsection 10.b)vi), the Chair may request the CAO to contact security or the police for assistance.

13. Right of Public Input and Notice

a) The public has the right to have input and receive Notice on Council's decision-making process. The methods for doing so include: writing to Council through the Clerk; submitting a petition; or speaking as a Delegation. The public will receive Notice in accordance with the requirements of legislation, this Procedure By-law and the Town's Notice By-law.

b) Should an individual wish to be provided with further Notice related to a matter of business before Council or Committee, he/she is required to indicate this wish to the Clerk on the prescribed form, which is available on the Town's website or at the Town Hall.

14. Members of the Public

a) The Chair may expel or exclude any person who disrupts a Meeting, and may request security and/or police assistance in doing so.

b) No persons, other than Members and Town staff, are permitted to approach the area where Members and staff are seated.

c) Attendees will submit all materials for Council or Committee through the Clerk.

d) Attendees are responsible for:

i) Maintaining order and not heckling, or engaging in conversations, displaying placards or props or any behavior that may be considered disruptive;

ii) Speaking respectfully at all times;

iii) Using recording, broadcasting or streaming devices respectfully, and should the Chair direct it, moving or ceasing to use recording, broadcasting or streaming devices.

e) All communication devices shall be turned off or set to silent mode during any meeting, with the exception of assistive devices for people with disabilities.

15. Preparation of Agendas

a) The CAO and ~~his/her~~their staff are charged with providing guidance and recommendations to Council or Committee related to municipal business, and implementing the decisions of Council.

b) The ~~CAO~~ Clerk chairs a regularly scheduled internal meeting to review draft agenda items in order to support the business of Council.

c) The Clerk provides an administrative process to support the approval, preparation, Notice, publication and distribution/public access to agendas and agenda items, following approval by the CAO and/or Director.

16. Availability of Agendas

a) Council Meeting agendas are generally available to Members of Council and the public on each Thursday preceding a Meeting.

b) General Committee Meeting agendas are generally available to Members on the ~~Monday~~ Tuesday that is seven~~eight~~ (7~~8~~) days preceding a General Committee Meeting~~-~~ and are generally available to the public on the ~~following Tuesday.~~same day.

c) Closed Session agendas will be provided to Council in accordance with the publishing timeframes set out in Section 15 a) where required.

d) Council Public Planning Meeting agendas are generally available to Members of Council and the public seven (7) days prior to the Meeting date.

e) Special General Committee and Council, Workshop and emergency Meeting agendas will be provided to Members in accordance with the

publishing timeframes set out in the Notice of Meetings section of this Procedure By-law, where required.

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

17. Additional Items and Corrections

a) An additional item is any item that is to be added to a Council or Committee agenda following publication of the original agenda.

b) Any corrections to the agendas of Council or Committee may be listed on the ~~additional items~~revised agenda to be distributed.~~, for information only.~~

c) Committees are required to consent to the introduction of additional items by approving the agenda, as amended.

d) Requests for items to be added to the agenda as an additional item shall have met at least one of the following conditions:

i) Government/agency deadlines;

ii) Legal implications;

iii) Contractual implications;

iv) Financial implications;

v) Council or General Committee direction; or

vi) As directed by the CAO.

e) Additional items to Council or General Committee Meeting agenda are available on each Monday preceding the Meeting, and further additional items may be provided up to and including the Meeting day.

18. Reports of Council and General Committee

a) In accordance with established administrative protocols, reports prepared by staff are submitted in writing to the Clerk and distributed with the agenda for the applicable Meeting of Council or General Committee.

b) Reports prepared by staff members contain information and recommendations prepared in the context of their professional, technical and administrative expertise independent of any particular political, constituent or stakeholder interest.

19. Information Reports

a) An information report is prepared for the information of Council and generally relates to a matter considered at Council or General Committee, or is a matter of Town business.

b) An information report does not contain recommendations.

c) An Information Report may be requested by Council or General Committee in the form of a motion.

d) Information reports are circulated directly to Council Members by email and made available to the public on the Town's website in accordance with the timelines set out in the Availability of Agendas section of this Procedure By-law. Information reports are not published on a General Committee or Council agenda unless a Council Member makes such a request to the Clerk.

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

20. Meetings

a) Meetings Open to the Public

i) All Meetings shall be open to the public except as provided for in the Closed Session section of this Procedure By-law.

b) Inaugural Meeting

i) The first Meeting of a newly elected Council after a regular municipal election shall be held on ~~the first Tuesday in December~~November 15, or the first Monday after if that falls on a

weekend, at 7 p.m. or such other date and time as determined by the Clerk.

c) Approval of the Meeting Schedule

i) Prior to January 1 of every year, Council approves a Meeting schedule of Council and Standing Committees for each calendar year, which may be amended. The Meeting Schedule is made available to the public on the Town's website.

ii) The Meeting schedule of Committees is determined by its Members, in accordance with each Committee's Terms of Reference and/or prescribed mandate.

d) Location of Meetings

i) Meetings shall take place at Town Hall, or at another location within the municipality or adjacent to the municipality, as authorized by the Mayor or by Council, or as provided for in the *Municipal Act, 2001* when Notice is given.

e) Schedule of Meetings

i) Meetings shall take place in accordance with the Meeting Schedule as prepared by the Clerk and approved by Council.

ii) All Council Meetings will generally be held on the fourth Tuesday of each month at 7 p.m. and General Committee Meetings will generally be held on the first and third Tuesday of each month at 7 p.m. Where a Council Meeting day is a public or civic holiday, Council will meet at the same hour on the Wednesday immediately following the holiday.

iii) Unless otherwise determined by the Clerk, Council Closed Session will be scheduled at 5:45 p.m. immediately prior to a Council or General Committee Meeting, and will recess or adjourn at least ten (10) minutes prior to the scheduled time of the meeting.

f) Public Planning Meetings

i) Council will meet on the second Tuesday of each month at 7 p.m. for a Council Meeting to consider development-related applications and other matters that have been submitted under the *Planning Act*, R.S.O. 1990, c. P.13, as amended.

g) Quorum

i) A majority of Members shall constitute a Quorum.

ii) As soon as there is a Quorum after the time appointed for commencement of a Meeting, the Mayor or Chair will call the Meeting to order. If a Quorum is not present 30 minutes after the time appointed for commencement of a Meeting, the Clerk shall indicate that no Quorum is present and the Meeting shall not commence.

iii) If during the course of a Meeting, Quorum is lost, the Chair shall declare that the Meeting shall be adjourned until the date of the next scheduled Meeting. The agenda items are deemed to be deferred to the next scheduled Meeting.

h) Late Arrival

i) If a Member arrives late at a Meeting, any prior discussion is not reviewed without the consent of the Members present.

i) Electronic Participation ~~(section added per By-law No. 6275-20)~~

i) Any member may participate electronically in a Meeting that is open to the public or in Closed Session.

ii) Any Member who is participating electronically in a Meeting shall be counted in determining whether or not a Quorum is present at any point in time during the Meeting.

iii) For staffing and scheduling purposes, any Council Member who is participating electronically in a General Committee or Council Meeting shall notify the Clerk, at least twenty-four (24) hours prior to the General Committee or Council Meeting.

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iv) Delegates may participate electronically in a Meeting, by completing and submitting a~~n Electronic~~ Delegation Request Form and noting their preference to be electronic to **clerks@aurora.ca**, in accordance with the Delegation protocols and submission deadlines outlined in this by-law.

v) A Member who participates electronically in a Meeting shall have the same rights and responsibilities as if they were in physical attendance, including the right to vote.

vi) Electronic participation in a Meeting shall be conducted by way of electronic means, including, but not limited to, audio teleconference, video teleconference, or by means of the internet, following instructions provided by the Clerk in order to ensure that a Meeting may proceed in the most transparent and successful manner under the current timelines and circumstances.

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21. Notice of Meetings

a) General Provisions

i) The Clerk gives Notice of a Meeting by:

(a) Posting the annual approved schedule of Meetings; or
(b) Using the Town's social media accounts and website; or
(c) Publishing Notice on the Town's regular advertising page in the local newspaper; or
(d) Providing the agenda to Members and the public; or
(e) All of the above.

ii) Every Notice of a Meeting shall indicate the date, time and place of the Meeting, and the contact information for the Clerk's office.

iii) Nothing in this Procedure By-law shall prevent the Clerk from using more extensive methods of Notice.

iv) Nothing in this Procedure By-law shall prevent the Clerk from using longer timeframes for providing Notice.

b) Special Meetings of Council or General Committee

i) A special Meeting of Council or General Committee may be called by the Mayor at any time. A special Meeting of Council or General Committee is limited to business matters included in the Notice of Meeting.

ii) Upon receipt of a written petition from a majority of the Members of Council, the Clerk will summon a special Meeting of Council or General Committee for the specific purpose and time identified in the petition.

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

c) Workshop Meetings

i) The Mayor and/or CAO may hold a Workshop Meeting for Members of Council to discuss issues in an informal venue. With the exception of Procedural Matters, no Motions are passed.

ii) A record describing, in general terms, the Meeting and the subject matter discussed is made at all Workshop Meetings and placed on a future Council agenda to be received only for the purposes of information.

iii) In addition to the general Notice provisions in this section of the Procedure By-law, the Clerk shall give Notice of a Workshop Meeting by providing an agenda at least twenty-four (24) hours prior to the Meeting.

iv) Delegations shall not be permitted at Workshop Meetings.

d) Cancellation or Postponement of Meetings

i) A Meeting may be cancelled or postponed where it is known in advance that Quorum will not be achieved, by Council Resolution, in the event of an emergency or Emergency Weather Event, or where the Meeting is no longer required, as deemed by the CAO.

ii) Where possible, the Clerk shall give Notice of cancellations or postponements of Meetings by:

(a) Providing Notice to each Member by email notification no less than forty-eight (48) hours prior to the time set for the Meeting; or

(b) Providing Notice to the public no less than 3 hours by:
Posting a Notice on the Town website;
Sending a Notice via the Town's social media accounts;
Posting a Notice on the Town's regular advertising page in the local newspaper, if time permits; and
Where (c) cannot be achieved, posting a Notice at the main entrance to Town Hall.

(c) Notwithstanding subsection 19.d) ii), in the case of an emergency or an Emergency Weather Event, the Clerk shall provide Notice to each Member and the public as soon as practically possible.

iii) Meetings of Committees may be cancelled or postponed by the Clerk, recording secretary, Chair or other assigned person where Quorum cannot be achieved, by Committee resolution, or in the event of an emergency or Emergency Weather Event.

e) Invalidation of Notice of Meeting

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

~~**22. 21.1 (Former section 20.1 removed per By-law No. 6275-20)**~~

~~**23.**~~**22. Closed Session**

a) Matters of Closed Session

i) Council or a Committee may, by Resolution, close a Meeting or part of a Meeting to the public in accordance with section 239 of the *Municipal Act*, *2001*.

ii) Council or a Committee may also resolve into a Closed Session to the public for the following purposes:

(a) An ongoing investigation respecting the Municipality, a Local Board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of the *Municipal Act, 2001*, or the investigator referred to in subsection 239.2 (1) of the *Municipal Act, 2001*.

b) Notice of Closed Session

i) Where a matter may be considered by Council or General Committee for discussion in Closed Session, wherever possible, written Notice by way of a published agenda will include:

(a) The fact that the Meeting will be closed to the public as provided for in the *Municipal Act, 2001;* and
(b) The general nature of the matter to be considered at the Closed Session.

c) A Motion to close a Meeting or part of a Meeting to the public shall state the:

i) Intention to close the Meeting to the public; and

ii) General nature of the matter to be considered at the Closed Session, and the grounds for closing the Meeting as set out in the *Municipal Act, 2001*.

d) Voting during Closed Session

i) Only votes relating to procedural matters or direction to staff may be taken during a Closed Session, unless otherwise authorized.

e) Upon completion of the Closed Session:

i) The Members shall immediately reconvene in open session;

ii) The Mayor shall report any outcomes on the Closed Session as necessary; and,

iii) If applicable, the Members shall vote on any Resolution(s) originating from the Closed Session.

f) Reporting Out and Confidentiality of Closed Session Discussions

i) Any required vote will occur following the Closed Session discussion of a Council or Committee Meeting.

ii) Public General Committee and Council Closed Session agendas, minutes or reports shall provide sufficient detail without detrimentally affecting the confidentiality of the matter(s) discussed in Closed Session and the position of the Municipality.

iii) Minutes of a Closed Session shall be presented for adoption at a scheduled Meeting of Council that does not occur on the same day.

iv) No Member shall disclose or discuss, through written, electronic or verbal communication or any other means, to any individual or corporate third party, any information that has been or will be discussed at a Closed Session of Council or a Committee until such time that Council or a Committee has determined or has been advised by staff that the matter, or any part of the matter, may be made public, subject to review by the head or designate under the *Municipal Freedom of Information and Protection of Privacy Act* or if directed to do so by a court.

~~**g)** (section removed per By-law No. 6350-21)~~

~~**h)**~~**g)** Closed Meeting Investigation

i) A person may request that an investigation be undertaken to determine whether Council or Committee complied with the requirements of the *Municipal Act, 2001* and this Procedure By-law in respect of a Meeting or part of a Meeting closed to the public. A person may initiate such a request by submitting a written request to the Town Clerk.

~~24.~~23. Speaking Order and Limit

a) The Chair shall maintain a list of Members who have requested to speak or ask questions. The Chair shall designate Members to speak or ask

questions in the order in which they appear on the list. The Chair shall give priority to Members who have not spoken to the matter previously.

b) At Committee Meetings, Members are permitted to speak two (2) times on a matter, the first time being for a maximum of ten (10) minutes, and the second time being for a maximum of five (5) minutes; and

c) At Council Meetings, Members are permitted to speak two (2) times on a matter for a maximum of five (5) minutes each time.

~~25.~~24. Rules of Debate

a) Members' comments are relevant to the matter of business before Council or a Committee. Members should avoid comments intended to be statements or assertions.

b) Any Member may require a Motion or question under discussion to be read at any time during the debate but not so as to interrupt the Member speaking.

c) Members shall express themselves succinctly without repetition.

d) Questions may be asked only of:

i) The Chair;

ii) Staff;

iii) A previous speaker; and,

iv) A delegation.

~~26.~~25. Order of Business – General Committee

a) The order of business of General Committee is set out in the agenda, as follows, where provided for:

i) Approval of the Agenda

ii) Declarations of Pecuniary Interest and General Nature Thereof

iii) Community Presentations

iv) Delegations

v) Consent Agenda

vi) Advisory Committee Meeting Minutes

vii) Consideration of Items Requiring Discussion (Regular Agenda)

viii) Notices of Motion

ix) New Business

~~ix)~~x) Public Service ~~Annoucements~~Announcements

~~x)~~xi) Closed Session

~~xi)~~xii) Adjournment

~~27.~~26. Order of Business – Council

a) The order of business for the Council is set out in the agenda as follows, where provided for:

i) Approval of the Agenda

ii) Declarations of Pecuniary Interest and General Nature Thereof

iii) Community Presentations

iv) Delegations

v) Consent Agenda

vi) Standing Committee Reports

vii) Consideration of Items Requiring Discussion (Regular Agenda)

viii) Motions

ix) Regional Report

x) New Business

~~xi) Public Service Announcements~~

~~xii)~~xi) By-laws

~~xiii)~~xii) Closed Session

~~xiv)~~xiii) Confirming By-law

~~xv)~~xiv) Adjournment

~~28.~~27. Order of Business – Other

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

~~29.~~28. Record of Meetings

a) The Clerk records the minutes of Meetings of General Committee and Council without note or comment. The minutes record:

i) The date, time and location of the Meeting;

ii) The name of the Chair and a record of the attendance at the Meeting;

iii) The name and nature of presenters and Delegations; and

iv) All Resolutions, decisions and other proceedings of the Meeting;

b) Minutes of Committees, excluding standing Committees are submitted to General Committee for receipt.

c) The receipt of Committee minutes, excluding standing Committee minutes, by Council does not constitute endorsement by the Town of any recommendations or actions contained in the minutes.

d) A General Committee report is submitted to the next regular Council meeting for consideration of the recommendations to Council. The report from General Committee that is presented to Council shall not contain the mover or seconder on each item but rather shall only show recommendations endorsed by the General Committee.

e) Minutes of each Meeting of Council are presented to the subsequent regular Meeting of Council for approval. The approved minutes form the official record of the Meeting.

f) After the Council Meeting minutes have been approved by Council, they shall be signed by the Mayor and Clerk.

g) Approved minutes of Council, including the report of the General Committee, will be posted on the Town's website as they become available.

h) The Clerk shall ensure that the minutes of each Meeting are made available to Members within a reasonable amount of time after the holding of such Meeting.

~~30. Changes in Order of Agenda~~

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

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~~31.~~29. Declarations of Pecuniary Interest

a) Members are required to make declarations of pecuniary interest in accordance with the requirements of the *Municipal Conflict of Interest Act* and/or other relevant legislation and shall refrain from speaking to and voting on the matter. At a Meeting at which a Member discloses a pecuniary interest, or as soon as possible afterwards, the Member shall file a written statement of the interest and its general nature with the Clerk or the secretary of the Committee or Local Board.

b) A public registry of all declarations of pecuniary interest will be maintained by the Clerk in accordance with the *Municipal Conflict of Interest Act*.

c) Where a Meeting is not open to the public, in addition to complying with the requirements set out in the Closed Session section of this Procedure By-law, the Member shall leave the Meeting or the part of the Meeting during which the matter is under consideration.

d) Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular Meeting, the Member shall disclose the Member's interest and otherwise comply at the first Meeting of

Council or Committee, as the case may be, attended by the Member after the particular Meeting.

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

~~32.~~30. Staff and Community Presentations

a) Staff Presentations

i) Staff presentations, if related to a report on the agenda shall occur at the time the report is discussed. Presentations by Staff at Meetings shall be a maximum of ten (10) minutes.

b) Community Presentations

i) Community Presentations may be made by third-parties invited by staff to Council or General Committee on matters of interest to the Town. Such presentations are received or presented by the Chair.

ii) Requests to be added to the Community Presentations section of an agenda shall be submitted to the Clerk at least two~~three~~ (2~~3~~) weeks prior to the Meeting date.

iii) Any accompanying materials must be submitted to the Clerk in an electronic format at least three (3) business days prior to the Meeting date.

iv) Community Presentations may be up to five (5) minutes. The consent of Council or General Committee is required to extend a presentation beyond five (5) minutes.

v) The Clerk may limit the frequency and/or number of times a group or individual may appear before General Committee or Council.

~~33.~~31. Delegations at Meetings of Council and General Committee

a) General Provisions

i) Delegates shall be encouraged to appear at the appropriate Committee first rather than Council.

ii) Anyone wishing to appear before General Committee shall register as a delegate by submitting the prescribed form to the Clerk no later than 9 a.m. on the scheduled Meeting date.

iii) Anyone wishing to appear before Council shall register as a delegate by submitting the prescribed form to the Clerk no later than 9 a.m. ~~one (1) business day prior to the scheduled Meeting date.~~on the scheduled meeting date.

iv) Delegates shall advise the Clerk that the audio-visual equipment will be required and shall submit supporting material to the Clerk for approval in an electronic format no later than 4:30 p.m. on the Friday prior to the Meeting date.

v) Delegates requesting specific financial assistance or services in-kind from General Committee or Council shall be directed to a Budget Committee meeting. Requests made outside the Budget Committee Meeting must include a detailed written request to the Clerk prior to the Meeting, which will be forwarded to the appropriate department for review. A decision will not be made at the Meeting where the Delegation is heard.

vi) The Clerk shall give due consideration to the length of the agenda and the number of Delegations and shall advise to the requester the earliest possible date when his/her Delegation may be accommodated. A limit of four (4) Delegations will be considered at a Meeting of General Committee, and two (2) Delegations will be considered at a Meeting of Council.

vii) The Clerk may limit the frequency and/or number of times a group or individual may appear before General Committee or Council.

viii) Delegation requests received after the deadline or limit has been reached will be ~~acknowledged by the Clerk but not placed on an agenda.~~placed on the agenda but only considered if Council agrees to waive the Procedure By-law by 2/3 vote.

ix) Delegations at General Committee and Council Meetings shall be on a subject that is within the jurisdiction or influence of local

government. Delegations at a Meeting of Council shall be related to an item of business on the agenda.

x) Delegations regarding active planning applications will not be permitted at a Council Meeting

xi) Delegates shall refrain from making statements or comments that are, in the opinion of the Chair, frivolous or vexatious in nature.

xii) Delegates who share the same position on a matter or are from the same organization, are encouraged to speak in one delegation.

xiii) Delegates shall be restricted to a speaking limit of five (5) minutes, regardless of whether they are representing an organization, association or other group.

xiv) The consent of Council or General Committee is required to grant a delegate one (1) extension of up to five (5) minutes at a Council or General Committee Meeting, and to consider more than two (2) Delegations at a Council Meeting.

xv) Delegates who appear before General Committee are not permitted to make a Delegation in relation to the same item at the following Council Meeting, but may submit written material to Members of Council through the Clerk's Office.

b) Conduct of Delegates

i) Delegates shall not make detrimental, offensive or insulting comments, or speak ill of, or malign the integrity of Staff, the public, Council or Committee or other external public agencies.

ii) Delegates who contravene this section will not be permitted to finish their delegation and will be asked by the Chair to take their seat in the audience.

c) Delegations at Council Meetings

i) Anyone wishing to speak on an item that is not on the Council agenda may be placed on a Committee agenda to address an issue that is not on the Council agenda.

d) Delegations at Public Planning Meetings

i) Any person may speak on a matter on the agenda at a Public Planning Meeting. The delegate shall not speak for more than five (5) minutes and shall speak no more than twice on the agenda item. ~~**(amended per By-law No. 6531-23)**~~

~~34.~~32. Consent Agenda

a) Consent Agenda will include the following items that do not have presentations or Delegations:

i) Receipt of the Minutes (i.e., Special Council, Workshop, Closed Session) (Council Meeting agenda only);

ii) Procurement items that are within the approved budget;

iii) ~~Communications~~ Correspondence addressed to Council;

iv) Information reports requested by Council ~~through motions~~; and

v) Items as directed by the CAO or Clerk.

b) Questions of clarification may be asked by Members about any consent item during the adoption of the Consent Agenda without requiring a separate vote.

c) Members shall identify any items contained on the Consent Agenda which they wish to speak to and the matter shall be extracted from the Consent Agenda to be dealt with separately under Consideration of Items Requiring Discussion (Regular Agenda).

d) In the event that a Member declares a pecuniary interest on an item that is included on the Consent Agenda, that item shall be considered under Consideration of Items Requiring Discussion (Regular Agenda).

e) Items on the Consent Agenda or the balance of the items, as the case may be, shall be adopted in one Motion.

~~35.~~33. Notice of Motion

a) A Member desiring to introduce a subject for discussion by Council will provide the proposed Notice of Motion to the Clerk in writing for inclusion in a regular agenda of General Committee by 12 p.m. on the Wednesday prior to the meeting.

b) The Motions will be included on the next Council agenda for consideration and disposition. Motions that are not in order, as determined by the Clerk, will not be included.

c) Closed Session Notices of Motion may be published as part of a General Committee or Council agenda to fulfil Notice provisions. The subsequent Motion will be brought forward to the next scheduled Council Closed Session meeting, or to a meeting agreed to by the authoring Member and the Clerk.

d) The CAO or Staff may be requested to comment on the Motion raised in this section, but no staff report will be prepared unless the Motion, once adopted by Council, is referred to staff for a further report.

e) It is the duty of the Member to:

i) Prepare the proposed Motion in writing

ii) Submit the proposed Motion to the Clerk

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

~~36.~~34. Regional Report

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

~~37.~~35. New Business

a) Any Member of Council or a Committee, at any Meeting, may present and introduce any matter of new business during the New Business portion of the Meeting, and shall have regard to the following guidelines:

i) Members are encouraged to raise operational matters prior to the Meeting through the CAO, Director or appropriate Staff;

ii) Members are discouraged from raising substantive policy matters, in particular consideration of corporate policies or by-laws; and,

iii) Members of Council are encouraged to raise announcements and community events under the Public Service Announcements portion of the Council agenda.

~~38.~~36. Public Service Announcements

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

~~39.~~37. By-laws

a) By-laws are considered by Council and approved by Motion.

b) Every by-law adopted by Council is done so under the seal of the Town and signed by the Clerk and the Mayor.

c) All by-laws shall be given first, second and third readings in a single Motion, unless a Member wishes to discuss the contents of a by-law, at which time the subject by-law shall be removed from the Motion and dealt with separately.

d) The following types of by-laws may be presented directly to Council without an accompanying staff report:

i) Those directed to be presented directly to Council by General Committee or Council;

ii) The appointment of statutory positions, staff for by-law inspection, municipal law enforcement and provincial offences administration;

iii) Consolidation of by-laws or housekeeping amendments;

iv) General by-laws where the purpose and intent of the by-law has been clearly authorized by a previous resolution;

v) A by-law to levy interim property taxes;

vi) A by-law to set tax rates in accordance with the approved budget;

vii) Part-lot control by-laws;

viii) Assumption by-laws;

ix) A by-law to establish a public highway;

x) Minor amendments resulting from changes to provincial enabling legislation; and,

xi) Other administrative by-laws deemed appropriate by the CAO.

e) Every Council Meeting shall be confirmed by by-law so that every decision of Council at that Council Meeting and every Resolution of the Meeting shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.

f) All amendments to any by-law approved by Council shall be deemed to be incorporated into the by-law and if the by-law proposing the amendment is enacted by Council, the amendments shall be inserted by the Clerk.

g) All by-laws, including the confirming by-law, shall be voted on prior to Adjournment.

h) As per section 284.1.11 of the *Municipal Act, 2001* the Mayor may veto all or any part of a Municipal Act, Planning Act, or Development Charge b~~B~~y-law that, in the opinion of the Mayor, could interfere with a Provincial priority. This power may be exercised in the following way;

i) The Mayor must inform the Clerk within two (2) days of the passage of a by-law of the intent to consider vetoing the by-law

ii) Following the Notice of Consideration, the Mayor has 14 days to decide whether to proceed with the veto

iii) If the Mayor proceeds with the veto, the Mayor must provide the Clerk with a written veto and include reasons for the veto

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iv) Once the veto has been received, the Clerk will provide written notice of the veto to the rest of Council and make the veto document available to the public. Within 21 days of the Clerk's notice of the veto, Council may override the veto upon a two-third majority vote. The Mayor may vote in the Council decision to override the veto. The override shall be introduced by motion:

(a) Without notice at any regular Council meeting; or

(b) At a Special meeting called for this purpose and in the form required in accordance with Section 21(b)(ii).

i) In the case where the Mayor will not be vetoing any of the by-laws passed by Council at a particular meeting, the Mayor will issue a Mayoral decision noting that their veto power will not be used, and the decision will be posted on the Town's website.

g)

40.38. Adjournment

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

39. Matters Proposed by the Mayor

a) As per section 284.10 of the *Municipal Act, 2001* the Mayor may add a matter to the agenda, including by-laws, if they are of the opinion that it could potentially advance a provincial priority, which Council is required to consider,

b) Matters introduced by the Mayor do not require compliance with the notice requirements, agenda deadlines, or additional items sections of this by-law. Items added by the Mayor do not require a mover and seconder to be put on the floor.

41.40. Correspondence

a) Where correspondence is not requested to be included in a Council or General Committee agenda, it is circulated by the Clerk to Members, the

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CAO, Directors and applicable Staff for their information, and forms a part of the Clerk's records.

b) Where correspondence has been requested to be included on a Council or General Committee Meeting agenda or on the request of a Member to the Clerk, correspondence is placed on the General Committee meeting agenda for consideration. Where required due to urgency or timing, correspondence may be considered directly by Council as an Additional Item.

c) The Council's receipt of correspondence does not constitute endorsement of the correspondence by the Town of any recommendations it may contain or actions it may advocate.

~~42.~~41. Petitions

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

b) If the petition meets the requirements of the Petition Policy and/or any other related Town Policies, the request conveyed in the petition will be considered by General Committee for disposition. Where required due to urgency or timing, petitions may be considered directly by Council.

c) Staff may prepare recommendations related to the matter for Council's consideration.

d) The Town is not accountable for the accuracy or reliability of petitions that are submitted.

~~43.~~42. Motions from Other Municipalities

a) All requests for endorsement of resolutions from other municipalities will be electronically circulated to Council and acknowledged by the Clerk, with the advice that the Town does not take action on resolutions received from other municipalities, but rather makes its position known through the appropriate municipal association, or alternatively, directly to the relevant Minister or government leader.

b) A Member of Council may request that a resolution from another municipality be added to a General Committee agenda for consideration.

c) The Council's receipt of resolutions from other municipalities does not constitute endorsement by the Town of any recommendations or actions they may contain.

~~44.~~43. Motions – Impact on Corporate Resources

a) The CAO will advise on the appropriate means of disposition for matters that make an impact on administration.

b) Council is not required to pass a Motion that makes an impact on corporate resources where a matter:

i) Has already been approved by Council;

ii) Is considered by the CAO to be minor in nature; and/or,

iii) Falls within existing service levels.

~~45.~~44. Procedures Concerning Motions

a) General Rules

i) Every Motion in any Meeting of Council or Committee requires a mover and a seconder.

ii) When duly moved and seconded, every Motion, other than a Motion to adjourn, recess, table or suspend the rules of this Procedure By-law, is open for discussion.

iii) No debate is permitted on any Motion or amending Motion until it has been properly seconded.

iv) A Member may move a Motion in order to initiate discussion and debate, but vote in opposition to the Motion. A seconder of the Motion may vote against the Motion.

v) A Motion or amending Motion may not be withdrawn without the consent of the mover and seconder.

vi) The Chair of a Meeting of Council or a Committee will not move or second a Motion.

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

b) Motion under Debate

i) When a Motion is under debate, no other Motion may be considered except for the following Motions, to be considered in the listed order of priority:

(a) To adjourn;
(b) To recess;
(c) To table an item;
(d) To put the question to a vote or call the vote;
(e) To defer;
(f) To refer;
(g) To amend.

c) Motion to Adjourn

i) A Motion to adjourn means a Motion to end a Meeting.

ii) A Motion to adjourn is not debatable and shall always be in order except when:

(a) Another Member is in possession of the floor;
(b) A vote has been called; or
(c) Members are voting.

iii) A Motion to adjourn is not amendable, except when moved to set future time for adjourning.

iv) A Motion to adjourn shall take precedence over any other Motion and shall be put immediately without debate.

d) Motion to Recess

i) A Motion to recess means to suspend a meeting for a specific length of time.

ii) A Motion to recess when other business is before the Meeting:

(a) Specifies the length of time of the recess;
(b) Is debatable as to the length or timing of the recess; and
(c) Can only be amended with respect to the length of the recess.

e) Motion to Table

i) A Motion to table means to postpone a matter without setting a definite date for future discussion for a matter. A tabled Motion that has not been decided on by Council during the term of Council in which the Motion was introduced is deemed to have been withdrawn.

ii) A Motion to table:

(a) Is not to be amended or debated; and
(b) Applies to the Motion and any amendments thereto under debate at the time when the Motion to table was made.

iii) If the Motion to table carries, in the absence of any direction from Council, the matter may not be discussed until the CAO, or a Member through a Motion, brings it forward to a subsequent Meeting.

f) Motion “To Put the Question to a Vote” or “To call the Vote”

i) A Motion “To Put the Question to a Vote” or “To call the Vote” means to stop debate and immediately proceed to vote on the Motion.

ii) Any Member may request the Chair “To Put the Question to a Vote” or “To call the Vote” by presenting a Motion that the question “now be put to a vote.” A Motion to put the question to a vote must:

(a) Be seconded;
(b) Is not open to debate;
(c) Immediately put to a vote without debate;
(d) Requires a 2/3 majority vote to close debate.

g) Motion to Refer

i) A Motion to refer means to direct a matter under discussion by Council or a Committee to Staff or another Committee for further examination or review.

ii) A Motion to refer a matter under consideration to a Committee or to Staff:

(a) Shall be debatable as to the rationale of referring, and cannot go into the merits of the Motion or subject being referred; and
(b) May be amended as to the Committee or group to whom it is being referred, as to the time the Committee or Staff reports back, and as to directions given to the Committee or Staff; and
(c) Includes the terms on which the Motion is being referred and the time at which the matter is to be returned; and
(d) Includes the reasons for the referral.

iii) This Motion may be delayed by the Chair in order to permit Members on the speaking list to speak.

h) Motion to Defer

i) A Motion to defer means to postpone all discussion on a matter until a future date or time, one which is established as part of the Motion.

ii) A Motion to defer to a certain time or date:

(a) Is open to debate as to advisability of postponement and cannot go into the merits of the Motion or subject being postponed; and
(b) May be amended as to the time or date to which the matter is to be deferred.

iii) This Motion may be delayed by the Chair in order to permit Members on the speaking list to speak.

i) Motion to Amend

i) The purpose of this Motion is to modify a Motion. It cannot be used to directly contradict or negate the effect of another Motion.

ii) A Motion to amend:

(a) Is open to debate; and,
(b) Is to be relevant to the main Motion; and
(c) Is applied to a Motion at one time, and that amendment may be amended [by a secondary amendment], which then cannot be amended.

iii) If a Motion to amend is not considered a Friendly Amendment, then the Motion to amend:

(a) If more than one Motion, will be put to a vote in the reverse order to that in which they were moved;
(b) Will be decided upon or withdrawn before the main Motion is put to the vote;
(c) Will not be amended more than once, provided that further amendments may be made to the main Motion; and,
(d) Will not be directly contrary to the main Motion.

j) Motion Containing Two or More Matters

i) When the Motion under consideration concerns two (2) or more matters, the Chair, upon the request of any Member, will direct that the vote upon each matter be taken separately. Such request may also be made by the Chair.

ii) A vote on the main Motion or the Motion, as amended, may be split for the purpose of complying with the *Municipal Conflict of Interest Act*, or at the discretion of the Chair.

k) Withdrawal of Motion

i) A request to withdraw a Motion:

(a) May only be made by the mover of the Motion;
(b) Requires consent of the seconder of the Motion; and,
(c) Is in order any time during the debate.

l) Adoption in a Single Motion

i) One or more items on an agenda may be adopted in a single Motion.

~~46.~~45. Voting

a) General Rules

i) After a Motion is finally put to a vote by the Chair, no Member speaks to it nor will any other Motion be made until after the vote is taken and the result has been declared.

ii) All Members of Council or a Committee will vote on all Motions. Failure by any Member to announce his/her vote openly and individually, including an "abstention," is deemed to be a vote in the negative.

iii) Each Member present and voting announces or indicates his/her vote upon the Motion openly and individually, and no vote is taken by ballot, or any other method of secret voting.

b) Majority Vote

i) A majority means more than half of the Members present, or:

(a) If 7 Members present: 4
(b) If 6 Members present: 4
(c) If 5 Members present: 3

ii) Unless this Procedure By-law states otherwise, a matter passes when a majority of Members present vote in the affirmative.

iii) Where required in this Procedure By-law, a two-thirds majority means 2/3 of the Members present, or:

(a) 2/3 of 7: 5
(b) 2/3 of 6: 4

(c) 2/3 of 5: 4
(d) 2/3 of 4: 3

c) Tie Vote

i) Any Motion on which there is a tie vote is deemed to be defeated.

d) Recorded Vote

i) A recorded vote is only permitted at Council Meetings and will be taken at the request of a Member prior to the commencement of the vote being taken or immediately thereafter.

ii) A Member of Council's failure to participate in a recorded vote when he/she has not declared a pecuniary interest is deemed to be a negative vote.

iii) A recorded vote at Council Meetings will be taken as set out in a) or b) below:

(a) Each Member announces his/her vote openly, and the Clerk records his/her vote in the minutes. Votes are called in random order as determined by the Clerk.
(b) Each Member first indicates his/her vote by using an electronic device. Each Member's vote is then electronically displayed on a screen, and the Clerk announces the outcome of the vote and records each Member's vote in the minutes.

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

~~47.~~46. Reconsideration of a Matter

a) Council cannot reconsider a matter until six (6) months have passed from the date of the matter's original disposition by Council, except upon a vote in the affirmative of two-thirds majority of the Members present.

b) Decisions which contractually bind the Town shall not be reconsidered.

c) Unless the provisions of this section are waived by 2/3 vote, ~~A~~a Motion to reconsider shall be introduced by way of a Notice of Motion and

considered either at the next Council Meeting or at a special Meeting called to reconsider the Motion unless the Council, without debate, dispenses with the requirement for a Notice of Motion on a two-thirds vote.

d) A Motion to reconsider is debatable, which debate will be restricted to the rationale for reconsidering the matter, and no debate of the main Motion shall be allowed until the Motion for reconsideration is carried.

e) Once the reconsideration Motion has carried, the matter is reopened in its entirety unless the reconsideration Motion specifies otherwise.

f) If the matter is reopened, all previous decisions of the Council remain in force until the Council decides otherwise.

g) No Motion to reconsider may, itself, be the subject of a Motion to reconsider.

h) Notwithstanding the time period set out in s. 45 (a), if a Council matter was lost as a result of a tie vote due to an absent Member, the matter may be reconsidered at the next Council meeting via a Motion to reconsider carried by a majority of the Members present.

~~48.~~47. Point of Order

a) A Member may interrupt the person who has the floor to raise a Point of Order when such Member feels that there has been:

i) A deviation or departure from this Procedure By-law; or

ii) A deviation from the matter under consideration and the current discussion is not within the scope of the proposed Motion.

b) Upon hearing such Point of Order, the Chair decides and states his/her ruling on the matter.

c) Upon hearing the Point of Order ruling, a Member only addresses the Chair for the purpose of appealing the Chair's decision to the Council or a Committee.

d) If no Member appeals, the decision of the Chair is final.

e) If a Member appeals the Chair's ruling to the Council or a Committee, the Member has the right to state his/her case, the Chair has the right to reply and the Council or Committee decides the question of whether the decision of the Chair be sustained without further debate. The decision of the majority of the Members who are present at the Meeting is final.

~~49.~~48. Point of Personal Privilege

a) A Member may rise at any time on a Point of Personal Privilege where such Member feels that the health, safety, rights, or integrity of his/her own person, the Council, a Committee Member, Staff or anyone present at the Meeting has been called into question by another Member or by anyone present at the Meeting.

b) Upon hearing such Point of Personal Privilege, the Chair decides and states his/her ruling on the matter.

c) Where the Chair rules that a breach of privilege has taken place, he/she demands that the offending Member or individual apologize and, failing such apology, requires said Member or individual to vacate the Meeting room for the duration of the Meeting.

d) With the exception of providing an apology, the Member addresses the Chair for the purpose of appealing the Chair's ruling of a breach of privilege to the Council or a Committee.

e) If no Member appeals, the decision of the Chair is final.

f) If a Member appeals the Chair's ruling to the Council or a Committee, the Member has the right to state his/her case, the Chair has the right to reply and the Council or Committee decides the question of whether the decision of the Chair be sustained without further debate. The decision of a majority of the Members who are present at the Meeting is final.

~~50.~~49. Public Record

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

~~51.~~50. Administrative Authority of Clerk

a) The Clerk is authorized to amend by-laws, minutes and other Council and Committee documentation for technical, typographical or other administrative errors and omissions for the purpose of ensuring an accurate and complete record of proceedings.

b) The Clerk is authorized to create and amend an annotated version of the Procedure By-law from time to time, to assist Members in complying with the rules as enforced and interpreted.

~~52.~~51. Recording, Broadcasting and/or Live Streaming Meetings

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

b) All Meetings of Committee of Adjustment, Property Standards Committee, and other quasi-judicial bodies or Committees of the Town shall be audio and/or visually recorded, broadcast and/or live streamed publicly by the Town, with the exception of Meetings closed to the public provided for in the Closed Session section of this Procedure By-law.

c) Attendees using their own recording, broadcasting and/or streaming devices are encouraged to inform the Clerk or recording secretary to ensure attendees at the Meeting are notified through the Chair.

d) The approved minutes of a Meeting will form the official record of the Meeting. Any audio, video, or other record of the Meeting shall not be considered an official record.

~~53.~~52. Review of Procedure By-law

a) Council shall review this By-law within ~~the first six (6) months of the second year of each term of Council.~~the first calendar year following the year of the election.

b) The Clerk shall bring forward housekeeping amendments, as required or as directed by Council.

~~54.~~53. Severability

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

~~55.~~54. Enactment

a) By-law Number 6228-19~~068-18~~ be and is hereby repealed.

b) This By-law shall come into full force and effect on January 1, 202~~0~~4.

The Corporation of the Town of Aurora

By-law Number XXXX-23

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

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

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

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

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

And whereas Council considers it necessary to enact a by-law in this regard and to repeal Procedure By-law Number 6068-18;

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

1. Definitions

In this Procedure By-law:

a) "CAO" means the Chief Administrative Officer of the Town or his/her designate;

b) "Chair" means the presiding officer at a meeting of Council or a Committee;

c) "Clerk" means the Clerk of the Town or his/her designate;

d) "Closed Session" means a Meeting, or part of a Meeting of Council or a Committee, which is closed to the public as permitted by the *Municipal Act, 2001*;

e) "Code of Ethics" means the "Code of Ethics", a declaration of the principles of good conduct and ethics.

f) "Committee" means any Standing Committee of Council or an advisory or special Committee established by Council from time to time;

g) "Confirming By-law" means a by-law passed for the purpose of giving effect to a previous decision or proceeding of Council;

h) "Council" means the Members of Council of the Town of Aurora;

i) "Delegation" means an address to Council or a Committee at the request of a person wishing to speak;

j) "Deputy Mayor" means the Member appointed to assume the duties, rights, powers and authority of the Mayor in the circumstances set out in Section 242 of the Municipal Act, 2001;

k) "Director" means a Director of the Town or his/her designate or successor in title;

l) "Emergency Weather Event" means an emergency weather event as defined by Town Policy No. HR-23 – Facility Closure – Inclement Weather/Power Failure – as may be amended from time to time;

m) "Friendly Amendment" means an amendment to the Motion under debate with the consent of the mover and seconder only, and without the requirement for an amending Motion to be made;

n) "Frivolous" means without merit or substance or is trivial;

o) "Head" means the individual or body determined to be head under the *Municipal Freedom of Information and Protection of Privacy Act, 1990*

p) "Inaugural Meeting" means the first Meeting of Council after a regular election;

q) "Local Board" means a local board defined by the *Municipal Act, 2001*;

r) "Mayor" means the Mayor of the Town;

s) "Meeting" means any regular, special or other Meeting of Council or a Committee and includes a Workshop;

t) "Member" means any individual elected to Council or a person appointed by Council to a Committee;

u) "Motion" means a proposal moved by a Member, and seconded by another Member, to adopt, amend, or otherwise deal with a matter before Council or a Committee;

v) "*Municipal Act, 2001*" means the *Municipal Act, 2001,* S.O. 2001, c.25, as amended;

w) "Municipal Conflict of Interest Act" means the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended;

x) "Municipality" means The Corporation of the Town of Aurora;

y) "Notice" means written notice, except where legislation, by-law or policy of the Town provides for another form and manner of notice;

z) "Offending Member" means a Member who has been found by the Chair or by Council or by a Committee to have disobeyed a rule in this Procedure By-law or a Chair's ruling;

aa) "Point of Order" means a Motion raised by a Member drawing attention to an infraction of this Procedure By-law;

bb) "Point of Personal Privilege" means a Motion raised by a Member which concerns the health, safety, rights, or integrity of the Member, the Council, a Committee, Staff or anyone present at a Meeting;

cc) "Procedural Matter" means a matter or Motion of a procedural nature;

dd) "Public Planning Meeting" means a Meeting held pursuant to the *Planning Act,* R.S.O. 1990, c. P.13*, as amended,* or other statute;

ee) "Quorum" means the number of Members required for the legal conduct of the business of Council or a Committee.

ff) "Resolution" means the decision of Council on any Motion;

gg) "Robert's Rules of Order" means the most current edition of Robert's Rules of Order, Newly Revised;

hh) "Rules of Procedure" means the rules and regulations contained in this Procedure By-law and that govern the proceedings of Council and its Committees;

ii) "Staff" means an employee(s) of the Town;

jj) "Standing Committee" means a Committee established by Council and consisting solely of all Members of Council;

kk) "Town" means The Corporation of The Town of Aurora;

ll) "Town Hall" means the municipal offices located at 100 John West Way, Aurora, Ontario;

mm) "Vexatious" means without merit and pursued in a manner that is malicious or intended to embarrass or harass the recipient or others;

nn) "Workshop" means a Meeting of Council or Committee for the purpose of discussing issues in an informal venue.

2. Purpose and Application

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

3. Principles of the Procedure By-law

a) The principles of openness, transparency and accountability to the public guide the Town's decision-making process. In the context of Council and Committee proceedings, this is accomplished by:

i) Ensuring the decision-making process is understood by the public and other stakeholders;

ii) Providing access to information and opportunities for input by the public and other stakeholders consistent with the requirements of this Procedure By-law and other statutory requirements;

iii) Exercising and respecting individual and collective roles and responsibilities provided for in this Procedure By-law and other statutory requirements.

b) The protection of basic rights by recognizing the right of the majority to decide, the minority to be heard and individuals to have the opportunity to participate.

c) The principles of parliamentary law governing Council and Committee Meetings include:

i) Every Member has the right to one vote, unless prevented by law;

ii) Each Member has the right to be heard on a matter, unless prevented by law;

iii) Each Member has the right to information to help make decisions, unless prevented by law;

iv) Each Member has the right to an efficient meeting;

v) Each Member has the right to be treated with respect and courtesy;

vi) Each Member represents the public and will first and foremost consider the well-being and interests of the Municipality.

4. Interpreting the Procedure By-law

a) In the event of conflict between this Procedure By-law and legislation, the provisions of the legislation prevail.

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

5. Suspension of Rules

a) Rules of Procedure provided for in this Procedure By-law may be suspended by a two-thirds majority vote of Council or a Committee, with the exception of the following circumstances:

i) Where required by law;

ii) Contractual agreements binding the Town;

iii) Quorum requirements.

b) A Motion to suspend the Rules of Procedure required by this Procedure By-law shall not be debatable or amendable.

6. Standing Committees

As Per Section 284.8 of the *Municipal Act, 2001* and associated Ontario Regulation 530/22, the Mayor has the unilateral power to create and dissolve committees made up of members of Council. The Mayor also has the authority to appoint the Chairs of these committees. The following committees are currently enacted;

a) General Committee

i) The General Committee shall be comprised of all Members of Council.

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

b) Audit Committee

i) The Audit Committee shall be comprised of all Members of Council.

ii) The Audit Committee shall:

(a) Review audited financial statements;
(b) Review significant management letter comments and related recommendations;
(c) Review the appointment of auditors; and
(d) Make recommendations regarding the above to Council.

iii) The Committee's mandate shall include operational reviews.

iv) Meetings will be held at the call of the Chair. Agendas will be distributed to Members of Council at least forty-eight (48) hours prior to the Meeting.

c) Budget Committee

i) The Budget Committee will be comprised of all Members of Council.

ii) The Budget Committee shall receive presentations from staff and community partners regarding annual budgets.

iii) Budget Committee Meetings will be held as outlined in the Meeting Schedule, as approved by Council.

7. Committees

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

8. Chair of Meeting

a) The Chair is the presiding officer at a Meeting of Council or a Committee.

b) The Chair of a Meeting of Council, Audit Committee, Budget Committee, a Closed Session or a Workshop Meeting is the Mayor. In the absence of the Mayor, the Mayor will appoint a Chair.

c) The Chair of a Meeting of General Committee shall be the Mayor or a member of Council appointed by the Mayor.

d) In the absence of the Mayor or the person appointed as Chair, the Members shall appoint one of the Members as Chair for the purpose of that Meeting.

e) The Chair and any Vice Chairs of other Committees are appointed in accordance with the Town's Policy for Ad Hoc/Advisory Committees and Local Boards, or their Terms of Reference.

9. Duties of the Chair

a) The Chair is responsible for, where applicable:

i) Carrying out the roles and responsibilities of his/her role as described in the *Municipal Act, 2001*;

ii) Chairing the Meeting in an objective manner in accordance with this Procedure By-law;

iii) Enforcing the Rules of Procedure in this Procedure By-law;

iv) Enforcing order and good behaviour of all Members at all times;

v) Announcing the business before Council or a Committee and the order in which it is to be considered;

vi) Receiving, stating and framing all Motions presented to clarify their intent as moved;

vii) Ruling on whether a Motion is in order;

viii) Protecting Council or a Committee from a Motion that is obviously Frivolous or tending to cause delay by refusing to acknowledge the Motion;

ix) Providing information to Members on any matter related to the business of Council or a Committee;

x) Deciding to acknowledge, and ruling on, whether a Point of Order or Point of Personal Privilege is in order subject to an appeal by any Member to the Council or a Committee on any question of order in respect to business before the Council or a Committee, and giving the facts, circumstances and reasons for the ruling;

xi) Calling a vote on the question of sustaining the ruling of the Chair, and announcing the results of the vote, if there is an appeal to the ruling of the Chair. In this regard, the Chair may provide further explanation of the ruling prior to calling the vote;

xii) Recessing a Meeting for a brief, specified time to consult the Clerk, the CAO or other staff person if necessary;

xiii) Recessing the Meeting for a specified time if there is a threat or imminent threat to the health or safety of any person, or if there is a possibility of public disorder;

xiv) Ensuring that Members take a health break by announcing a minimum ten (10) minute recess after two (2) hours have passed since the last break;

xv) Ensuring that all Members who wish to speak on a Motion have spoken;

xvi) Ensuring clarity, where required, by reading, or requesting the Clerk, recording secretary or other appropriate person to read Motions before voting;

xvii) Putting all Motions to a vote and announcing results;

xviii) Voting on all matters unless the *Municipal Conflict of Interest Act* prohibits it;

xix) Declining to put to a vote any Motion which contravenes this Procedure By-law;

xx) Calling Members to order;

xxi) Adjourning the Meeting when the business of the Meeting has concluded; and,

xxii) Signing all by-laws, Resolutions, and minutes when required.

10. Deputy Mayor

a) The Deputy Mayor shall be composed of all Ward Council Members with appointments running concurrently on a monthly rotation basis. The Clerk shall prepare and circulate a schedule for the rotation of the Deputy Mayor at the beginning of each term of Council for the entire term of Council, as follows:

i) Each Ward Councillor shall hold the position of Deputy Mayor for seven (7) non-consecutive months throughout the term of Council;

ii) Each Ward Councillor shall be the Deputy Mayor in July or August once over the course of the term of Council; and,

iii) No Deputy Mayor will be appointed in July, August, September, October, November and December of a Municipal Election Year.

b) Ward Councillors shall notify the Clerk of any exchanges of their appointed months with other Ward Councillors due to a foreseen absence.

c) The Deputy Mayor shall act in the absence of the Mayor in the following circumstances:

i) When the Office of Mayor is vacant;

ii) When the Mayor is absent due to illness, or scheduling conflict;

iii) When the Mayor is absent from the Town;

iv) When the Mayor refuses to act; or

v) When the Mayor declares a conflict of interest.

d) The Deputy Mayor has, and may exercise all the rights, powers, and authority of the Mayor as Head of Council in the Mayor's absence, as defined in Section 241 and 242 of the *Municipal Act, 2001*.

11. Members of Council and Committees

a) Members are responsible for, where applicable:

i) Carry out the responsibilities of the role of Council as described in the *Municipal Act, 2001*, *Municipal Conflict of Interest Act* and any other legislation;

ii) Attending scheduled Meetings;

iii) Carefully considering and making decisions about Meeting business, including seeking information and advice from staff prior to and during a Meeting;

iv) Voting on Motions put to a vote, unless the *Municipal Conflict of Interest Act* prohibits it;

v) Respecting the Rules of Procedure in this Procedure By-law;

vi) Listening attentively, participating in a Meeting and not interrupting, unless to raise a Point of Order or Point of Personal Privilege;

vii) Remaining silent in their seats while Council or a Committee votes and until the Chair announces the result of the vote;

viii) Refraining from using indecent, offensive or insulting language or speak disrespectfully of any individual.

ix) Refraining from engaging in private conversation while in the Meeting or using communication devices in any manner that disrupts the Member speaking or interrupts the business of Council;

x) Respecting and following the decisions of Council or a Committee;

xi) Not disclosing any of the content of a Meeting that was closed to the public or provide confidential documents or materials to unauthorized individuals;

xii) Complying with the Chair's rulings and Council's decisions; and

xiii) Complying with the Council Code of Ethics.

12. Breach of Rules

a) If a Member disobeys a rule in this Procedure By-law or a Chair's ruling:

i) After the first occurrence, the Chair calls the Member to order.

ii) After the second occurrence, if the Member continues to disobey this Procedure By-law or the Chair's ruling, the Chair will immediately order the Member to leave his/her seat and observe the Meeting from the audience for the remainder of the Meeting.

iii) Any Member other than the Offending Member may appeal the Chair's ruling in ii), and Council or a Committee may overturn or

uphold the Chair's ruling. Should the Chair's ruling be overturned, the Offending Member may return to his/her seat.

iv) At the next available opportunity in the Meeting, the Chair will offer the Offending Member the opportunity to apologize to Council or a Committee. The apology will not include additional comments or debate by the Offending Member or by Council or a Committee.

v) After an apology is made by the Offending Member, Council or a Committee may consent to allow the Offending Member to return to the Meeting.

vi) Should, at any point, the Offending Member create a disturbance while seated in the audience in accordance with subsection 10.b)ii), the Chair will order the Offending Member to leave the Council chamber or meeting room.

vii) Council cannot appeal the Chair's ruling in accordance with subsection 10.b) vi).

viii) If the Offending Member refuses to leave his/her seat or leave the Council chamber or meeting room as required in subsection 10.b)vi), the Chair may request the CAO to contact security or the police for assistance.

13. Right of Public Input and Notice

a) The public has the right to have input and receive Notice on Council's decision-making process. The methods for doing so include: writing to Council through the Clerk; submitting a petition; or speaking as a Delegation. The public will receive Notice in accordance with the requirements of legislation, this Procedure By-law and the Town's Notice By-law.

b) Should an individual wish to be provided with further Notice related to a matter of business before Council or Committee, he/she is required to indicate this wish to the Clerk on the prescribed form, which is available on the Town's website or at the Town Hall.

14. Members of the Public

a) The Chair may expel or exclude any person who disrupts a Meeting, and may request security and/or police assistance in doing so.

b) No persons, other than Members and Town staff, are permitted to approach the area where Members and staff are seated.

c) Attendees will submit all materials for Council or Committee through the Clerk.

d) Attendees are responsible for:

i) Maintaining order and not heckling, or engaging in conversations, displaying placards or props or any behavior that may be considered disruptive;

ii) Speaking respectfully at all times;

iii) Using recording, broadcasting or streaming devices respectfully, and should the Chair direct it, moving or ceasing to use recording, broadcasting or streaming devices.

e) All communication devices shall be turned off or set to silent mode during any meeting, with the exception of assistive devices for people with disabilities.

15. Preparation of Agendas

a) The CAO and their staff are charged with providing guidance and recommendations to Council or Committee related to municipal business, and implementing the decisions of Council.

b) The Clerk chairs a regularly scheduled internal meeting to review draft agenda items in order to support the business of Council.

c) The Clerk provides an administrative process to support the approval, preparation, Notice, publication and distribution/public access to agendas and agenda items, following approval by the CAO and/or Director.

16. Availability of Agendas

a) Council Meeting agendas are generally available to Members of Council and the public on each Thursday preceding a Meeting.

b) General Committee Meeting agendas are generally available to Members on the Tuesday that is seven (7) days preceding a General Committee Meeting and are generally available to the public on the same day.

c) Closed Session agendas will be provided to Council in accordance with the publishing timeframes set out in Section 15 a) where required.

d) Council Public Planning Meeting agendas are generally available to Members of Council and the public seven (7) days prior to the Meeting date.

e) Special General Committee and Council, Workshop and emergency Meeting agendas will be provided to Members in accordance with the publishing timeframes set out in the Notice of Meetings section of this Procedure By-law, where required.

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

17. Additional Items and Corrections

a) An additional item is any item that is to be added to a Council or Committee agenda following publication of the original agenda.

b) Any corrections to the agendas of Council or Committee may be listed on the revised agenda to be distributed.

c) Committees are required to consent to the introduction of additional items by approving the agenda, as amended.

d) Requests for items to be added to the agenda as an additional item shall have met at least one of the following conditions:

i) Government/agency deadlines;

ii) Legal implications;

iii) Contractual implications;

iv) Financial implications;

v) Council or General Committee direction; or

vi) As directed by the CAO.

e) Additional items to Council or General Committee Meeting agenda are available on each Monday preceding the Meeting, and further additional items may be provided up to and including the Meeting day.

18. Reports of Council and General Committee

a) In accordance with established administrative protocols, reports prepared by staff are submitted in writing to the Clerk and distributed with the agenda for the applicable Meeting of Council or General Committee.

b) Reports prepared by staff members contain information and recommendations prepared in the context of their professional, technical and administrative expertise independent of any particular political, constituent or stakeholder interest.

19. Information Reports

a) An information report is prepared for the information of Council and generally relates to a matter considered at Council or General Committee, or is a matter of Town business.

b) An information report does not contain recommendations.

c) An Information Report may be requested by Council or General Committee in the form of a motion.

d) Information reports are circulated directly to Council Members by email and made available to the public on the Town's website in accordance with the timelines set out in the Availability of Agendas section of this Procedure By-law. Information reports are not published on a General Committee or Council agenda unless a Council Member makes such a request to the Clerk.

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

20. Meetings

a) Meetings Open to the Public

i) All Meetings shall be open to the public except as provided for in the Closed Session section of this Procedure By-law.

b) Inaugural Meeting

i) The first Meeting of a newly elected Council after a regular municipal election shall be held on November 15, or the first Monday after if that falls on a weekend, at 7 p.m. or such other date and time as determined by the Clerk.

c) Approval of the Meeting Schedule

i) Prior to January 1 of every year, Council approves a Meeting schedule of Council and Standing Committees for each calendar year, which may be amended. The Meeting Schedule is made available to the public on the Town's website.

ii) The Meeting schedule of Committees is determined by its Members, in accordance with each Committee's Terms of Reference and/or prescribed mandate.

d) Location of Meetings

i) Meetings shall take place at Town Hall, or at another location within the municipality or adjacent to the municipality, as authorized by the Mayor or by Council, or as provided for in the *Municipal Act, 2001* when Notice is given.

e) Schedule of Meetings

i) Meetings shall take place in accordance with the Meeting Schedule as prepared by the Clerk and approved by Council.

ii) All Council Meetings will generally be held on the fourth Tuesday of each month at 7 p.m. and General Committee Meetings will generally be held on the first and third Tuesday of each month at 7 p.m. Where a Council Meeting day is a public or civic holiday, Council will meet at the same hour on the Wednesday immediately following the holiday.

iii) Unless otherwise determined by the Clerk, Council Closed Session will be scheduled at 5:45 p.m. immediately prior to a Council or General Committee Meeting, and will recess or adjourn at least ten (10) minutes prior to the scheduled time of the meeting.

f) Public Planning Meetings

i) Council will meet on the second Tuesday of each month at 7 p.m. for a Council Meeting to consider development-related applications and other matters that have been submitted under the *Planning Act*, R.S.O. 1990, c. P.13, as amended.

g) Quorum

i) A majority of Members shall constitute a Quorum.

ii) As soon as there is a Quorum after the time appointed for commencement of a Meeting, the Mayor or Chair will call the Meeting to order. If a Quorum is not present 30 minutes after the time appointed for commencement of a Meeting, the Clerk shall indicate that no Quorum is present and the Meeting shall not commence.

iii) If during the course of a Meeting, Quorum is lost, the Chair shall declare that the Meeting shall be adjourned until the date of the next scheduled Meeting. The agenda items are deemed to be deferred to the next scheduled Meeting.

h) Late Arrival

i) If a Member arrives late at a Meeting, any prior discussion is not reviewed without the consent of the Members present.

i) Electronic Participation

i) Any member may participate electronically in a Meeting that is open to the public or in Closed Session.

ii) Any Member who is participating electronically in a Meeting shall be counted in determining whether or not a Quorum is present at any point in time during the Meeting.

iii) For staffing and scheduling purposes, any Council Member who is participating electronically in a General Committee or Council Meeting shall notify the Clerk, at least twenty-four (24) hours prior to the General Committee or Council Meeting.

iv) Delegates may participate electronically in a Meeting, by completing and submitting a Delegation Request Form and noting their preference to be electronic to **clerks@aurora.ca**, in accordance with the Delegation protocols and submission deadlines outlined in this by-law.

v) A Member who participates electronically in a Meeting shall have the same rights and responsibilities as if they were in physical attendance, including the right to vote.

vi) Electronic participation in a Meeting shall be conducted by way of electronic means, including, but not limited to, audio teleconference, video teleconference, or by means of the internet, following instructions provided by the Clerk in order to ensure that a Meeting may proceed in the most transparent and successful manner under the current timelines and circumstances.

21. Notice of Meetings

a) General Provisions

i) The Clerk gives Notice of a Meeting by:

(a) Posting the annual approved schedule of Meetings; or
(b) Using the Town's social media accounts and website; or
(c) Publishing Notice on the Town's regular advertising page in the local newspaper; or
(d) Providing the agenda to Members and the public; or
(e) All of the above.

ii) Every Notice of a Meeting shall indicate the date, time and place of the Meeting, and the contact information for the Clerk's office.

iii) Nothing in this Procedure By-law shall prevent the Clerk from using more extensive methods of Notice.

iv) Nothing in this Procedure By-law shall prevent the Clerk from using longer timeframes for providing Notice.

b) Special Meetings of Council or General Committee

i) A special Meeting of Council or General Committee may be called by the Mayor at any time. A special Meeting of Council or General Committee is limited to business matters included in the Notice of Meeting.

ii) Upon receipt of a written petition from a majority of the Members of Council, the Clerk will summon a special Meeting of Council or General Committee for the specific purpose and time identified in the petition.

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

c) Workshop Meetings

i) The Mayor and/or CAO may hold a Workshop Meeting for Members of Council to discuss issues in an informal venue. With the exception of Procedural Matters, no Motions are passed.

ii) A record describing, in general terms, the Meeting and the subject matter discussed is made at all Workshop Meetings and placed on a future Council agenda to be received only for the purposes of information.

iii) In addition to the general Notice provisions in this section of the Procedure By-law, the Clerk shall give Notice of a Workshop

Meeting by providing an agenda at least twenty-four (24) hours prior to the Meeting.

iv) Delegations shall not be permitted at Workshop Meetings.

d) Cancellation or Postponement of Meetings

i) A Meeting may be cancelled or postponed where it is known in advance that Quorum will not be achieved, by Council Resolution, in the event of an emergency or Emergency Weather Event, or where the Meeting is no longer required, as deemed by the CAO.

ii) Where possible, the Clerk shall give Notice of cancellations or postponements of Meetings by:

(a) Providing Notice to each Member by email notification no less than forty-eight (48) hours prior to the time set for the Meeting; or

(b) Providing Notice to the public no less than 3 hours by:
Posting a Notice on the Town website;
Sending a Notice via the Town's social media accounts;
Posting a Notice on the Town's regular advertising page in the local newspaper, if time permits; and
Where (c) cannot be achieved, posting a Notice at the main entrance to Town Hall.

(c) Notwithstanding subsection 19.d) ii), in the case of an emergency or an Emergency Weather Event, the Clerk shall provide Notice to each Member and the public as soon as practically possible.

iii) Meetings of Committees may be cancelled or postponed by the Clerk, recording secretary, Chair or other assigned person where Quorum cannot be achieved, by Committee resolution, or in the event of an emergency or Emergency Weather Event.

e) Invalidation of Notice of Meeting

i) If a Meeting Notice is substantially given, but varies from the form and manner provided in this Procedure By-law, the ability to hold

the Meeting and the actions taken at the Meeting are not invalidated.

22. Closed Session

a) Matters of Closed Session

i) Council or a Committee may, by Resolution, close a Meeting or part of a Meeting to the public in accordance with section 239 of the *Municipal Act*, *2001*.

ii) Council or a Committee may also resolve into a Closed Session to the public for the following purposes:

(a) An ongoing investigation respecting the Municipality, a Local Board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of the *Municipal Act, 2001*, or the investigator referred to in subsection 239.2 (1) of the *Municipal Act, 2001*.

b) Notice of Closed Session

i) Where a matter may be considered by Council or General Committee for discussion in Closed Session, wherever possible, written Notice by way of a published agenda will include:

(a) The fact that the Meeting will be closed to the public as provided for in the *Municipal Act, 2001;* and
(b) The general nature of the matter to be considered at the Closed Session.

c) A Motion to close a Meeting or part of a Meeting to the public shall state the:

i) Intention to close the Meeting to the public; and

ii) General nature of the matter to be considered at the Closed Session, and the grounds for closing the Meeting as set out in the *Municipal Act, 2001*.

d) Voting during Closed Session

i) Only votes relating to procedural matters or direction to staff may be taken during a Closed Session, unless otherwise authorized.

e) Upon completion of the Closed Session:

i) The Members shall immediately reconvene in open session;

ii) The Mayor shall report any outcomes on the Closed Session as necessary; and,

iii) If applicable, the Members shall vote on any Resolution(s) originating from the Closed Session.

f) Reporting Out and Confidentiality of Closed Session Discussions

i) Any required vote will occur following the Closed Session discussion of a Council or Committee Meeting.

ii) Public General Committee and Council Closed Session agendas, minutes or reports shall provide sufficient detail without detrimentally affecting the confidentiality of the matter(s) discussed in Closed Session and the position of the Municipality.

iii) Minutes of a Closed Session shall be presented for adoption at a scheduled Meeting of Council that does not occur on the same day.

iv) No Member shall disclose or discuss, through written, electronic or verbal communication or any other means, to any individual or corporate third party, any information that has been or will be discussed at a Closed Session of Council or a Committee until such time that Council or a Committee has determined or has been advised by staff that the matter, or any part of the matter, may be made public, subject to review by the head or designate under the *Municipal Freedom of Information and Protection of Privacy Act* or if directed to do so by a court.

g) Closed Meeting Investigation

i) A person may request that an investigation be undertaken to determine whether Council or Committee complied with the requirements of the *Municipal Act, 2001* and this Procedure By-law

in respect of a Meeting or part of a Meeting closed to the public. A person may initiate such a request by submitting a written request to the Town Clerk.

23. Speaking Order and Limit

a) The Chair shall maintain a list of Members who have requested to speak or ask questions. The Chair shall designate Members to speak or ask questions in the order in which they appear on the list. The Chair shall give priority to Members who have not spoken to the matter previously.

b) At Committee Meetings, Members are permitted to speak two (2) times on a matter, the first time being for a maximum of ten (10) minutes, and the second time being for a maximum of five (5) minutes; and

c) At Council Meetings, Members are permitted to speak two (2) times on a matter for a maximum of five (5) minutes each time.

24. Rules of Debate

a) Members' comments are relevant to the matter of business before Council or a Committee. Members should avoid comments intended to be statements or assertions.

b) Any Member may require a Motion or question under discussion to be read at any time during the debate but not so as to interrupt the Member speaking.

c) Members shall express themselves succinctly without repetition.

d) Questions may be asked only of:

i) The Chair;

ii) Staff;

iii) A previous speaker; and,

iv) A delegation.

25. Order of Business – General Committee

a) The order of business of General Committee is set out in the agenda, as follows, where provided for:

i) Approval of the Agenda

ii) Declarations of Pecuniary Interest and General Nature Thereof

iii) Community Presentations

iv) Delegations

v) Consent Agenda

vi) Advisory Committee Meeting Minutes

vii) Consideration of Items Requiring Discussion (Regular Agenda)

viii) Notices of Motion

ix) New Business

x) Public Service Announcements

xi) Closed Session

xii) Adjournment

26. Order of Business – Council

a) The order of business for the Council is set out in the agenda as follows, where provided for:

i) Approval of the Agenda

ii) Declarations of Pecuniary Interest and General Nature Thereof

iii) Community Presentations

iv) Delegations

v) Consent Agenda

vi) Standing Committee Reports

vii) Consideration of Items Requiring Discussion (Regular Agenda)

viii) Motions

ix) Regional Report

x) New Business

xi) By-laws

xii) Closed Session

xiii) Confirming By-law

xiv) Adjournment

27. Order of Business – Other

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

28. Record of Meetings

a) The Clerk records the minutes of Meetings of General Committee and Council without note or comment. The minutes record:

i) The date, time and location of the Meeting;

ii) The name of the Chair and a record of the attendance at the Meeting;

iii) The name and nature of presenters and Delegations; and

iv) All Resolutions, decisions and other proceedings of the Meeting;

b) Minutes of Committees, excluding standing Committees are submitted to General Committee for receipt.

c) The receipt of Committee minutes, excluding standing Committee minutes, by Council does not constitute endorsement by the Town of any recommendations or actions contained in the minutes.

d) A General Committee report is submitted to the next regular Council meeting for consideration of the recommendations to Council. The report from General Committee that is presented to Council shall not contain the mover or seconder on each item but rather shall only show recommendations endorsed by the General Committee.

e) Minutes of each Meeting of Council are presented to the subsequent regular Meeting of Council for approval. The approved minutes form the official record of the Meeting.

f) After the Council Meeting minutes have been approved by Council, they shall be signed by the Mayor and Clerk.

g) Approved minutes of Council, including the report of the General Committee, will be posted on the Town's website as they become available.

h) The Clerk shall ensure that the minutes of each Meeting are made available to Members within a reasonable amount of time after the holding of such Meeting.

29. Declarations of Pecuniary Interest

a) Members are required to make declarations of pecuniary interest in accordance with the requirements of the *Municipal Conflict of Interest Act* and/or other relevant legislation and shall refrain from speaking to and voting on the matter. At a Meeting at which a Member discloses a pecuniary interest, or as soon as possible afterwards, the Member shall file a written statement of the interest and its general nature with the Clerk or the secretary of the Committee or Local Board.

b) A public registry of all declarations of pecuniary interest will be maintained by the Clerk in accordance with the *Municipal Conflict of Interest Act.*

c) Where a Meeting is not open to the public, in addition to complying with the requirements set out in the Closed Session section of this Procedure By-law, the Member shall leave the Meeting or the part of the Meeting during which the matter is under consideration.

d) Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular Meeting, the Member shall disclose

the Member's interest and otherwise comply at the first Meeting of Council or Committee, as the case may be, attended by the Member after the particular Meeting.

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

30. Staff and Community Presentations

a) Staff Presentations

i) Staff presentations, if related to a report on the agenda shall occur at the time the report is discussed. Presentations by Staff at Meetings shall be a maximum of ten (10) minutes.

b) Community Presentations

i) Community Presentations may be made by third-parties invited by staff to Council or General Committee on matters of interest to the Town. Such presentations are received or presented by the Chair.

ii) Requests to be added to the Community Presentations section of an agenda shall be submitted to the Clerk at least two (2) weeks prior to the Meeting date.

iii) Any accompanying materials must be submitted to the Clerk in an electronic format at least three (3) business days prior to the Meeting date.

iv) Community Presentations may be up to five (5) minutes. The consent of Council or General Committee is required to extend a presentation beyond five (5) minutes.

v) The Clerk may limit the frequency and/or number of times a group or individual may appear before General Committee or Council.

31. Delegations at Meetings of Council and General Committee

a) General Provisions

i) Delegates shall be encouraged to appear at the appropriate Committee first rather than Council.

ii) Anyone wishing to appear before General Committee shall register as a delegate by submitting the prescribed form to the Clerk no later than 9 a.m. on the scheduled Meeting date.

iii) Anyone wishing to appear before Council shall register as a delegate by submitting the prescribed form to the Clerk no later than 9 a.m. on the scheduled meeting date.

iv) Delegates shall advise the Clerk that the audio-visual equipment will be required and shall submit supporting material to the Clerk for approval in an electronic format no later than 4:30 p.m. on the Friday prior to the Meeting date.

v) Delegates requesting specific financial assistance or services in-kind from General Committee or Council shall be directed to a Budget Committee meeting. Requests made outside the Budget Committee Meeting must include a detailed written request to the Clerk prior to the Meeting, which will be forwarded to the appropriate department for review. A decision will not be made at the Meeting where the Delegation is heard.

vi) The Clerk shall give due consideration to the length of the agenda and the number of Delegations and shall advise to the requester the earliest possible date when his/her Delegation may be accommodated. A limit of four (4) Delegations will be considered at a Meeting of General Committee, and two (2) Delegations will be considered at a Meeting of Council.

vii) The Clerk may limit the frequency and/or number of times a group or individual may appear before General Committee or Council.

viii) Delegation requests received after the deadline or limit has been reached will be placed on the agenda but only considered if Council agrees to waive the Procedure By-law by 2/3 vote.

ix) Delegations at General Committee and Council Meetings shall be on a subject that is within the jurisdiction or influence of local

government. Delegations at a Meeting of Council shall be related to an item of business on the agenda.

x) Delegations regarding active planning applications will not be permitted at a Council Meeting

xi) Delegates shall refrain from making statements or comments that are, in the opinion of the Chair, frivolous or vexatious in nature.

xii) Delegates who share the same position on a matter or are from the same organization, are encouraged to speak in one delegation.

xiii) Delegates shall be restricted to a speaking limit of five (5) minutes, regardless of whether they are representing an organization, association or other group.

xiv) The consent of Council or General Committee is required to grant a delegate one (1) extension of up to five (5) minutes at a Council or General Committee Meeting, and to consider more than two (2) Delegations at a Council Meeting.

xv) Delegates who appear before General Committee are not permitted to make a Delegation in relation to the same item at the following Council Meeting, but may submit written material to Members of Council through the Clerk's Office.

b) Conduct of Delegates

i) Delegates shall not make detrimental, offensive or insulting comments, or speak ill of, or malign the integrity of Staff, the public, Council or Committee or other external public agencies.

ii) Delegates who contravene this section will not be permitted to finish their delegation and will be asked by the Chair to take their seat in the audience.

c) Delegations at Council Meetings

i) Anyone wishing to speak on an item that is not on the Council agenda may be placed on a Committee agenda to address an issue that is not on the Council agenda.

d) Delegations at Public Planning Meetings

i) Any person may speak on a matter on the agenda at a Public Planning Meeting. The delegate shall not speak for more than five (5) minutes and shall speak no more than twice on the agenda item.

32. Consent Agenda

a) Consent Agenda will include the following items that do not have presentations or Delegations:

i) Receipt of the Minutes (i.e., Special Council, Workshop, Closed Session) (Council Meeting agenda only);

ii) Procurement items that are within the approved budget;

iii) Correspondence addressed to Council;

iv) Information reports requested by Council; and

v) Items as directed by the CAO or Clerk.

b) Questions of clarification may be asked by Members about any consent item during the adoption of the Consent Agenda without requiring a separate vote.

c) Members shall identify any items contained on the Consent Agenda which they wish to speak to and the matter shall be extracted from the Consent Agenda to be dealt with separately under Consideration of Items Requiring Discussion (Regular Agenda).

d) In the event that a Member declares a pecuniary interest on an item that is included on the Consent Agenda, that item shall be considered under Consideration of Items Requiring Discussion (Regular Agenda).

e) Items on the Consent Agenda or the balance of the items, as the case may be, shall be adopted in one Motion.

33. Notice of Motion

a) A Member desiring to introduce a subject for discussion by Council will provide the proposed Notice of Motion to the Clerk in writing for inclusion in a regular agenda of General Committee by 12 p.m. on the Wednesday prior to the meeting.

b) The Motions will be included on the next Council agenda for consideration and disposition. Motions that are not in order, as determined by the Clerk, will not be included.

c) Closed Session Notices of Motion may be published as part of a General Committee or Council agenda to fulfil Notice provisions. The subsequent Motion will be brought forward to the next scheduled Council Closed Session meeting, or to a meeting agreed to by the authoring Member and the Clerk.

d) The CAO or Staff may be requested to comment on the Motion raised in this section, but no staff report will be prepared unless the Motion, once adopted by Council, is referred to staff for a further report.

e) It is the duty of the Member to:

i) Prepare the proposed Motion in writing

ii) Submit the proposed Motion to the Clerk

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

34. Regional Report

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

35. New Business

a) Any Member of Council or a Committee, at any Meeting, may present and introduce any matter of new business during the New Business portion of the Meeting, and shall have regard to the following guidelines:

i) Members are encouraged to raise operational matters prior to the Meeting through the CAO, Director or appropriate Staff;

ii) Members are discouraged from raising substantive policy matters, in particular consideration of corporate policies or by-laws; and,

iii) Members of Council are encouraged to raise announcements and community events under the Public Service Announcements portion of the Council agenda.

36. Public Service Announcements

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

37. By-laws

a) By-laws are considered by Council and approved by Motion.

b) Every by-law adopted by Council is done so under the seal of the Town and signed by the Clerk and the Mayor.

c) All by-laws shall be given first, second and third readings in a single Motion, unless a Member wishes to discuss the contents of a by-law, at which time the subject by-law shall be removed from the Motion and dealt with separately.

d) The following types of by-laws may be presented directly to Council without an accompanying staff report:

i) Those directed to be presented directly to Council by General Committee or Council;

ii) The appointment of statutory positions, staff for by-law inspection, municipal law enforcement and provincial offences administration;

iii) Consolidation of by-laws or housekeeping amendments;

iv) General by-laws where the purpose and intent of the by-law has been clearly authorized by a previous resolution;

v) A by-law to levy interim property taxes;

vi) A by-law to set tax rates in accordance with the approved budget;

vii) Part-lot control by-laws;

viii) Assumption by-laws;

ix) A by-law to establish a public highway;

x) Minor amendments resulting from changes to provincial enabling legislation; and,

xi) Other administrative by-laws deemed appropriate by the CAO.

e) Every Council Meeting shall be confirmed by by-law so that every decision of Council at that Council Meeting and every Resolution of the Meeting shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.

f) All amendments to any by-law approved by Council shall be deemed to be incorporated into the by-law and if the by-law proposing the amendment is enacted by Council, the amendments shall be inserted by the Clerk.

g) All by-laws, including the confirming by-law, shall be voted on prior to Adjournment.

h) As per section 284.1.11 of the *Municipal Act, 2001* the Mayor may veto all or any part of a Municipal Act, Planning Act, or Development Charge by-law that, in the opinion of the Mayor, could interfere with a Provincial priority. This power may be exercised in the following way;

i) The Mayor must inform the Clerk within two (2) days of the passage of a by-law of the intent to consider vetoing the by-law

ii) Following the Notice of Consideration, the Mayor has 14 days to decide whether to proceed with the veto

iii) If the Mayor proceeds with the veto, the Mayor must provide the Clerk with a written veto and include reasons for the veto

iv) Once the veto has been received, the Clerk will provide written notice of the veto to the rest of Council and make the veto document available to the public. Within 21 days of the Clerk's notice of the veto, Council may override the veto upon a two-third majority vote. The Mayor may vote in the Council decision to override the veto. The override shall be introduced by motion:

(a) Without notice at any regular Council meeting; or

(b) At a Special meeting called for this purpose and in the form required in accordance with Section 21(b)(ii)

i) In the case where the Mayor will not be vetoing any of the by-laws passed by Council at a particular meeting, the Mayor will issue a Mayoral decision noting that their veto power will not be used, and the decision will be posted on the Town's website.

38. Adjournment

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

39. Matters Proposed by the Mayor

a) As per section 284.10 of the *Municipal Act, 2001* the Mayor may add a matter to the agenda, including by-laws, if they are of the opinion that it could potentially advance a provincial priority, which Council is required to consider,

b) Matters introduced by the Mayor do not require compliance with the notice requirements, agenda deadlines, or additional items sections of this by-law. Items added by the Mayor do not require a mover and seconder to be put on the floor.

40. Correspondence

a) Where correspondence is not requested to be included in a Council or General Committee agenda, it is circulated by the Clerk to Members, the

CAO, Directors and applicable Staff for their information, and forms a part of the Clerk's records.

b) Where correspondence has been requested to be included on a Council or General Committee Meeting agenda or on the request of a Member to the Clerk, correspondence is placed on the General Committee meeting agenda for consideration. Where required due to urgency or timing, correspondence may be considered directly by Council as an Additional Item.

c) The Council's receipt of correspondence does not constitute endorsement of the correspondence by the Town of any recommendations it may contain or actions it may advocate.

41. Petitions

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

b) If the petition meets the requirements of the Petition Policy and/or any other related Town Policies, the request conveyed in the petition will be considered by General Committee for disposition. Where required due to urgency or timing, petitions may be considered directly by Council.

c) Staff may prepare recommendations related to the matter for Council's consideration.

d) The Town is not accountable for the accuracy or reliability of petitions that are submitted.

42. Motions from Other Municipalities

a) All requests for endorsement of resolutions from other municipalities will be electronically circulated to Council and acknowledged by the Clerk, with the advice that the Town does not take action on resolutions received from other municipalities, but rather makes its position known through the appropriate municipal association, or alternatively, directly to the relevant Minister or government leader.

b) A Member of Council may request that a resolution from another municipality be added to a General Committee agenda for consideration.

c) The Council's receipt of resolutions from other municipalities does not constitute endorsement by the Town of any recommendations or actions they may contain.

43. Motions – Impact on Corporate Resources

a) The CAO will advise on the appropriate means of disposition for matters that make an impact on administration.

b) Council is not required to pass a Motion that makes an impact on corporate resources where a matter:

i) Has already been approved by Council;

ii) Is considered by the CAO to be minor in nature; and/or,

iii) Falls within existing service levels.

44. Procedures Concerning Motions

a) General Rules

i) Every Motion in any Meeting of Council or Committee requires a mover and a seconder.

ii) When duly moved and seconded, every Motion, other than a Motion to adjourn, recess, table or suspend the rules of this Procedure By-law, is open for discussion.

iii) No debate is permitted on any Motion or amending Motion until it has been properly seconded.

iv) A Member may move a Motion in order to initiate discussion and debate, but vote in opposition to the Motion. A seconder of the Motion may vote against the Motion.

v) A Motion or amending Motion may not be withdrawn without the consent of the mover and seconder.

vi) The Chair of a Meeting of Council or a Committee will not move or second a Motion.

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

b) Motion under Debate

i) When a Motion is under debate, no other Motion may be considered except for the following Motions, to be considered in the listed order of priority:

(a) To adjourn;
(b) To recess;
(c) To table an item;
(d) To put the question to a vote or call the vote;
(e) To defer;
(f) To refer;
(g) To amend.

c) Motion to Adjourn

i) A Motion to adjourn means a Motion to end a Meeting.

ii) A Motion to adjourn is not debatable and shall always be in order except when:

(a) Another Member is in possession of the floor;
(b) A vote has been called; or
(c) Members are voting.

iii) A Motion to adjourn is not amendable, except when moved to set future time for adjourning.

iv) A Motion to adjourn shall take precedence over any other Motion and shall be put immediately without debate.

d) Motion to Recess

i) A Motion to recess means to suspend a meeting for a specific length of time.

ii) A Motion to recess when other business is before the Meeting:

(a) Specifies the length of time of the recess;
(b) Is debatable as to the length or timing of the recess; and
(c) Can only be amended with respect to the length of the recess.

e) Motion to Table

i) A Motion to table means to postpone a matter without setting a definite date for future discussion for a matter. A tabled Motion that has not been decided on by Council during the term of Council in which the Motion was introduced is deemed to have been withdrawn.

ii) A Motion to table:

(a) Is not to be amended or debated; and
(b) Applies to the Motion and any amendments thereto under debate at the time when the Motion to table was made.

iii) If the Motion to table carries, in the absence of any direction from Council, the matter may not be discussed until the CAO, or a Member through a Motion, brings it forward to a subsequent Meeting.

f) Motion “To Put the Question to a Vote” or “To call the Vote”

i) A Motion “To Put the Question to a Vote” or “To call the Vote” means to stop debate and immediately proceed to vote on the Motion.

ii) Any Member may request the Chair “To Put the Question to a Vote” or “To call the Vote” by presenting a Motion that the question “now be put to a vote.” A Motion to put the question to a vote must:

(a) Be seconded;
(b) Is not open to debate;
(c) Immediately put to a vote without debate;
(d) Requires a 2/3 majority vote to close debate.

g) Motion to Refer

i) A Motion to refer means to direct a matter under discussion by Council or a Committee to Staff or another Committee for further examination or review.

ii) A Motion to refer a matter under consideration to a Committee or to Staff:

(a) Shall be debatable as to the rationale of referring, and cannot go into the merits of the Motion or subject being referred; and
(b) May be amended as to the Committee or group to whom it is being referred, as to the time the Committee or Staff reports back, and as to directions given to the Committee or Staff; and
(c) Includes the terms on which the Motion is being referred and the time at which the matter is to be returned; and
(d) Includes the reasons for the referral.

iii) This Motion may be delayed by the Chair in order to permit Members on the speaking list to speak.

h) Motion to Defer

i) A Motion to defer means to postpone all discussion on a matter until a future date or time, one which is established as part of the Motion.

ii) A Motion to defer to a certain time or date:

(a) Is open to debate as to advisability of postponement and cannot go into the merits of the Motion or subject being postponed; and
(b) May be amended as to the time or date to which the matter is to be deferred.

iii) This Motion may be delayed by the Chair in order to permit Members on the speaking list to speak.

i) Motion to Amend

i) The purpose of this Motion is to modify a Motion. It cannot be used to directly contradict or negate the effect of another Motion.

ii) A Motion to amend:

(a) Is open to debate; and,
(b) Is to be relevant to the main Motion; and
(c) Is applied to a Motion at one time, and that amendment may be amended [by a secondary amendment], which then cannot be amended.

iii) If a Motion to amend is not considered a Friendly Amendment, then the Motion to amend:

(a) If more than one Motion, will be put to a vote in the reverse order to that in which they were moved;
(b) Will be decided upon or withdrawn before the main Motion is put to the vote;
(c) Will not be amended more than once, provided that further amendments may be made to the main Motion; and,
(d) Will not be directly contrary to the main Motion.

j) Motion Containing Two or More Matters

i) When the Motion under consideration concerns two (2) or more matters, the Chair, upon the request of any Member, will direct that the vote upon each matter be taken separately. Such request may also be made by the Chair.

ii) A vote on the main Motion or the Motion, as amended, may be split for the purpose of complying with the *Municipal Conflict of Interest Act*, or at the discretion of the Chair.

k) Withdrawal of Motion

i) A request to withdraw a Motion:

(a) May only be made by the mover of the Motion;
(b) Requires consent of the seconder of the Motion; and,
(c) Is in order any time during the debate.

l) Adoption in a Single Motion

i) One or more items on an agenda may be adopted in a single Motion.

45. Voting

a) General Rules

i) After a Motion is finally put to a vote by the Chair, no Member speaks to it nor will any other Motion be made until after the vote is taken and the result has been declared.

ii) All Members of Council or a Committee will vote on all Motions. Failure by any Member to announce his/her vote openly and individually, including an “abstention,” is deemed to be a vote in the negative.

iii) Each Member present and voting announces or indicates his/her vote upon the Motion openly and individually, and no vote is taken by ballot, or any other method of secret voting.

b) Majority Vote

i) A majority means more than half of the Members present, or:

(a) If 7 Members present: 4
(b) If 6 Members present: 4
(c) If 5 Members present: 3

ii) Unless this Procedure By-law states otherwise, a matter passes when a majority of Members present vote in the affirmative.

iii) Where required in this Procedure By-law, a two-thirds majority means 2/3 of the Members present, or:

(a) 2/3 of 7: 5
(b) 2/3 of 6: 4

(c) 2/3 of 5: 4
(d) 2/3 of 4: 3

c) Tie Vote

i) Any Motion on which there is a tie vote is deemed to be defeated.

d) Recorded Vote

i) A recorded vote is only permitted at Council Meetings and will be taken at the request of a Member prior to the commencement of the vote being taken or immediately thereafter.

ii) A Member of Council's failure to participate in a recorded vote when he/she has not declared a pecuniary interest is deemed to be a negative vote.

iii) A recorded vote at Council Meetings will be taken as set out in a) or b) below:

(a) Each Member announces his/her vote openly, and the Clerk records his/her vote in the minutes. Votes are called in random order as determined by the Clerk.
(b) Each Member first indicates his/her vote by using an electronic device. Each Member's vote is then electronically displayed on a screen, and the Clerk announces the outcome of the vote and records each Member's vote in the minutes.

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

46. Reconsideration of a Matter

a) Council cannot reconsider a matter until six (6) months have passed from the date of the matter's original disposition by Council, except upon a vote in the affirmative of two-thirds majority of the Members present.

b) Decisions which contractually bind the Town shall not be reconsidered.

c) Unless the provisions of this section are waived by 2/3 vote, a Motion to reconsider shall be introduced by way of a Notice of Motion and

considered either at the next Council Meeting or at a special Meeting called to reconsider the Motion unless the Council, without debate, dispenses with the requirement for a Notice of Motion on a two-thirds vote.

d) A Motion to reconsider is debatable, which debate will be restricted to the rationale for reconsidering the matter, and no debate of the main Motion shall be allowed until the Motion for reconsideration is carried.

e) Once the reconsideration Motion has carried, the matter is reopened in its entirety unless the reconsideration Motion specifies otherwise.

f) If the matter is reopened, all previous decisions of the Council remain in force until the Council decides otherwise.

g) No Motion to reconsider may, itself, be the subject of a Motion to reconsider.

h) Notwithstanding the time period set out in s. 45 (a), if a Council matter was lost as a result of a tie vote due to an absent Member, the matter may be reconsidered at the next Council meeting via a Motion to reconsider carried by a majority of the Members present.

47. Point of Order

a) A Member may interrupt the person who has the floor to raise a Point of Order when such Member feels that there has been:

i) A deviation or departure from this Procedure By-law; or

ii) A deviation from the matter under consideration and the current discussion is not within the scope of the proposed Motion.

b) Upon hearing such Point of Order, the Chair decides and states his/her ruling on the matter.

c) Upon hearing the Point of Order ruling, a Member only addresses the Chair for the purpose of appealing the Chair's decision to the Council or a Committee.

d) If no Member appeals, the decision of the Chair is final.

e) If a Member appeals the Chair's ruling to the Council or a Committee, the Member has the right to state his/her case, the Chair has the right to reply and the Council or Committee decides the question of whether the decision of the Chair be sustained without further debate. The decision of the majority of the Members who are present at the Meeting is final.

48. Point of Personal Privilege

a) A Member may rise at any time on a Point of Personal Privilege where such Member feels that the health, safety, rights, or integrity of his/her own person, the Council, a Committee Member, Staff or anyone present at the Meeting has been called into question by another Member or by anyone present at the Meeting.

b) Upon hearing such Point of Personal Privilege, the Chair decides and states his/her ruling on the matter.

c) Where the Chair rules that a breach of privilege has taken place, he/she demands that the offending Member or individual apologize and, failing such apology, requires said Member or individual to vacate the Meeting room for the duration of the Meeting.

d) With the exception of providing an apology, the Member addresses the Chair for the purpose of appealing the Chair's ruling of a breach of privilege to the Council or a Committee.

e) If no Member appeals, the decision of the Chair is final.

f) If a Member appeals the Chair's ruling to the Council or a Committee, the Member has the right to state his/her case, the Chair has the right to reply and the Council or Committee decides the question of whether the decision of the Chair be sustained without further debate. The decision of a majority of the Members who are present at the Meeting is final.

49. Public Record

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

50. Administrative Authority of Clerk

a) The Clerk is authorized to amend by-laws, minutes and other Council and Committee documentation for technical, typographical or other administrative errors and omissions for the purpose of ensuring an accurate and complete record of proceedings.

b) The Clerk is authorized to create and amend an annotated version of the Procedure By-law from time to time, to assist Members in complying with the rules as enforced and interpreted.

51. Recording, Broadcasting and/or Live Streaming Meetings

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

b) All Meetings of Committee of Adjustment, Property Standards Committee, and other quasi-judicial bodies or Committees of the Town shall be audio and/or visually recorded, broadcast and/or live streamed publicly by the Town, with the exception of Meetings closed to the public provided for in the Closed Session section of this Procedure By-law.

c) Attendees using their own recording, broadcasting and/or streaming devices are encouraged to inform the Clerk or recording secretary to ensure attendees at the Meeting are notified through the Chair.

d) The approved minutes of a Meeting will form the official record of the Meeting. Any audio, video, or other record of the Meeting shall not be considered an official record.

52. Review of Procedure By-law

a) Council shall review this By-law within the first calendar year following the year of the election.

b) The Clerk shall bring forward housekeeping amendments, as required or as directed by Council.

53. Severability

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

54. Enactment

a) By-law Number 6228-19be and is hereby repealed.

b) This By-law shall come into full force and effect on January 1, 2024.

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aurora.ca

Town of Aurora

General Committee Report

No. CMS23-048

Subject:	**Feasibility of a Permanent Liquor License at the Aurora Community Centre**
Prepared by:	John Firman, Manager, Business Support
Department:	Community Services
Date:	November 7, 2023

Recommendation

1. **That Report No. CMS23-048 be received;**
2. **That staff be directed to run a pilot program to provide alcohol sales at Aurora Tigers Jr. A games in accordance with the terms outlined in this report; and**
3. **That staff be authorized to waive certain requirements of the Municipal Alcohol Policy for the pilot program, as identified in this report.**

Executive Summary

The purpose of this report is to provide Council with information relating to the feasibility of obtaining a permanent liquor license for the Aurora Community Centre, and to recommend a pilot program before coming to a final decision.

- Staff have surveyed other municipalities and found a variety of existing scenarios.
- Staff have consulted with regular user groups of the Aurora Community Centre (ACC) McAlpine Ford Arena.
- Staff have reviewed the existing Town policy and procedural requirements and next steps in obtaining a liquor license and operating a bar service within the ACC.
- Staff recommend a pilot program to evaluate whether a business case can be made to support a permanent liquor license.

- The Town will need to take a more active role during the pilot program.
- Staff will report back to Council with lessons learned following completion of the pilot program.

Background

At the February Council Meeting the following Motion was passed:

1. Now Therefore Be It Hereby Resolved That staff be directed to investigate and report back to Council on the feasibility of a permanent liquor license at the Aurora Community Centre arena; and
2. Be It Further Resolved That staff report back with the recommended amendments to the Municipal Alcohol Policy that would need updating to facilitate this opportunity.

Analysis

Staff have surveyed other municipalities and found a variety of existing scenarios.

Staff surveyed several municipalities within York Region and southern Ontario and have identified three typical scenarios in which each operate:

1. Some do not allow alcohol under any circumstances.
2. Some allow alcohol only through Special Occasion Permit (SOP) for special events.
3. Some have permanent liquor licenses through restaurants or other vendors in place at major centres, usually where high-profile teams play.

Scenario #2 is how the Town of Aurora currently operates, and Scenario #3 is most comparable to what is being proposed for the Aurora Community Centre where we have a large seating area and is home to the Aurora Tigers Jr. A Hockey Club (the Tigers).

The municipalities surveyed did not identify any major concerns, however, it should be noted that in almost all cases the liquor license was associated with a full-service restaurant on the premises. These are typically located in larger facilities that have multiple amenities (arenas, gymnasiums) and multiple teams/groups that can sustain this type of business. Through consultation with our existing concession operator, they

have identified that the average attendance for a Tigers' game is likely inadequate to support profitability of alcohol sales.

Staff have consulted with regular user groups of the Aurora Community Centre (ACC) McAlpine Ford Arena.

Staff also surveyed regular user groups of the Aurora Community Centre's McAlpine Ford Arena. While none of the user groups had any objection to the Town obtaining a liquor license, the Aurora Tigers Jr. A Hockey Club was the only group that expressed interest in utilizing the license to allow alcohol at their events. One group specifically requested that alcohol not be offered during their permit times.

The other groups that utilize this arena are either youth focused, such as Aurora Minor Hockey or Central York Girls Hockey and expressed no desire in having alcohol available for their spectators, or adult recreational leagues that do not have spectators.

Occasional special events within the arena may also be interested in having alcohol available for participants in their events. These events are few and no previous event holders were contacted for this report.

Staff have reviewed the existing Town policy and procedural requirements and next steps in obtaining a liquor license and operating a bar service within the ACC.

In accordance with the Municipal Alcohol Policy (MAP) the persons/organizations operating a bar service must:

- Obtain general liability insurance of $5,000,000 naming the Town of Aurora as "additional insured".
- Provide security sufficient to the event
- Absorb all costs related to operating the bar service
- Have food available (for purchase or free of charge) while alcohol is sold
    - The bar service does not have to have food themselves, as long as food is available at the event
- Have a security plan in place
- Provide specific signage as outlined
- Complete and sign a Release, Waiver, and Indemnity

Bar service can be coordinated with our snack bar operator to help reduce or eliminate the need for the bar service to provide food, and security requirements can be reviewed on a case-by-case basis. Staff recommend that these requirements all remain within the MAP, however, Council has the authority to waive specific conditions for any

agreement that may be entered into for a permanent or temporary licensing situation, therefore no changes to the MAP are required at this time.

For the purposes of the pilot program, given the anticipated attendance, staff recommend waiving the MAP requirements for security guards and a security plan. The Tiger's will provide volunteers to ensure alcoholic beverages are not removed from the licensed areas.

Staff recommend a pilot program to evaluate whether a business case can be made to support a permanent liquor license.

While it may be feasible to proceed with obtaining a liquor license, the challenge will be in presenting a business case to support the expense and identify the appropriate operating model. There is limited opportunity to generate enough revenue to offset costs, which may include:

- Purchase and storage of alcohol.
- Hiring, training, certification and scheduling of staff.
- Security and/or Paid Duty Police during events.
- Licensing fees.

As the Tigers are the only group interested in utilizing a liquor license, and with an average attendance of 100 -150 people, there is limited opportunity to generate enough sales to make this endeavour profitable. Therefore, if we were to move forward the Town would have to consider options such as waiving room rental fees for the Auditorium where the bar service would be operated.

Upon review of the current permitting schedule, the Auditorium is often permitted by another group at the same time as the Tigers' games. The Auditorium is currently vacant for the last four home games of the Tigers' 2023/24 schedule, and therefore would not be impacted by this pilot. Waiving the rental fee in support of providing a bar service for the pilot is not anticipated to have a detrimental effect on revenue, however, this will need to be re-evaluated should there be a subsequent recommendation to proceed with a permanent license.

Given the attendance numbers and the willingness of the Tigers to provide volunteers in support of this effort, the security required in the MAP can be waived for this pilot and potentially for subsequent licensing of Tigers' games. Additional security may be required in future for larger events.

If the Town were to proceed with obtaining a permanent liquor license it is recommended that a 3rd party operator be contracted to provide this service, as this would be more efficient and cost effective compared to the Town managing the service.

Based on the information gathered to date, staff do not recommend proceeding with a permanent liquor license at this time, as it is anticipated that the Town would operate this service at a financial loss. Staff recommended that we undertake a pilot program by obtaining SOP's for selected Aurora Tigers' games only and partner with a 3rd party operator to assess the viability of providing alcohol sales.

The Town will need to take a more active role during the pilot program.

For the purposes of a pilot program the Town will need to make some concessions and absorb some costs, in order to create the best possible environment for success. The following terms are suggested for the pilot program:

- The Town will engage a 3rd party operator to run the bar service.
- The Town will issue a facility permit in accordance with terms of the MAP for the bar service to operate out of the Auditorium at the ACC.
- The Town will waive the permit fees.
- The 3rd party operator will obtain SOP's for each event and invoice the Town for reimbursement. The cost of an SOP is $150 per event.
- The Tigers will provide volunteers in order to ensure alcohol is not removed from the licensed area.
- The pilot program will include the final four games of the Tiger season (February 10, 17, 24, and March 8) and possibly extend into the playoffs.

The total estimated cost to the Town to operate a four-game pilot program is $600.00, and the additional cost of extending the pilot program into the playoffs is an additional $150.00 per game.

As these events are not normally staffed by the Town, we will need to schedule staff to observe and monitor the pilot program.

If the first four event dates prove unsuccessful then continuation of the pilot program will not be necessary. However, if the pilot program is successful, it is recommended that it be continued into the playoffs to provide continuity. Cancelling a successful program entering the playoffs might prove detrimental to future events.

Staff will report back to Council with lessons learned following completion of the pilot program.

Upon completion of the pilot program staff will report back to Council with a summary of the program and recommendations. Recommendations will include further details regarding the acquisition of a permanent liquor license, preferred operating model and next steps.

Advisory Committee Review

Parks and Recreation Advisory Committee, October 19, 2023. The committee expressed concern about the viability of the business model, but generally supported proceeding with a pilot program.

Legal Considerations

Allowing alcohol consumption in municipal spaces exposes the Town to additional legal liability risks. Under the *Occupier's Liability Act*, the Town owes a duty of care to all patrons utilizing the Town's amenities. Anyone involved in the service of alcohol can potentially be held liable for damages or injuries where alcohol is deemed to have been a contributing factor.

In cases where alcohol is served, liability does not only extend to incidents that occur on the premises where alcohol is being served; liability can extend to incidents that occur off premises. For example, if someone leaves a hockey game after being served alcohol in a Town arena and gets into an accident, the Town could face liability for any injuries or damages sustained, if the alcohol served to the person is deemed to be a factor in the causation.

The Town could mitigate its risk by having the facility user obtain the liquor license with the Alcohol and Gaming Commission of Ontario to make the user responsible for the service of the alcohol. The Town could also require the facility user to provide insurance covering the Town and enter into an agreement to waive claims against the Town and indemnify the Town. Having the license in the name of the facility user and an agreement in place would minimize the Town's risk.

Alternatively, if the Town were to take out a permanent liquor license, it could enter into waiver and indemnification agreements and require insurance coverage from the alcohol vendor. Although such an approach may shield the Town from some liability in

the event of a claim, the Town could still face liability as the Town would hold the liquor license and may be held responsible for the actions of the vendor.

Financial Implications

If approved by Council, the Town's share of this pilot's costs will include the reimbursement of the 3rd party service provider's Special Occasion Permit costs at $150 per event, plus any supporting staff costs. At a minimum, the Town's estimated costs for the special occasion permits will be $600; this cost may be larger should the team be successful in making the playoffs. Additionally, costs may be incurred for security if Council does not approve waiving the need for security guards.

As this venue will be set up in the Aurora Community Centre's auditorium, there is a potential that it may need to forego potential rental revenues while the auditorium is in use for this purpose. These potential revenue impacts are difficult to estimate at this time.

All arising incremental costs or revenue losses arising from this pilot will be absorbed within the Town's existing approved operating budget.

Communications Considerations

None

Climate Change Considerations

The recommendations from this report do not impact greenhouse gas emissions or impact climate change adaptation.

Link to Strategic Plan

Providing additional services to attract more spectators supports the Strategic Plan goal of ***Enabling a diverse, creative and resilient economy*** in its accomplishment in satisfying requirements in the following key objective within this goal statement: ***Supporting small business and encouraging a more sustainable business environment.***

Alternative(s) to the Recommendation

1. Council may choose not to proceed with the pilot project.

2. Council may direct staff to proceed with obtaining a permanent liquor license without a pilot project.

3. Council may provide further direction.

Conclusions

That Council direct staff to proceed with the pilot project as outlined in this report.

Attachments

None

Previous Reports

None

Pre-submission Review

Agenda Management Team review on October 19, 2023

Approvals

Approved by Robin McDougall, Director, Community Services

Approved by Doug Nadorozny, Chief Administrative Officer

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Town of Aurora

General Committee Report

No. CS23-068

Subject:	**Amend Record Classification Structure & Retention By-law 5815-16**
Prepared by:	**Dan Johnson, Program Manager, Records Management**
Department:	Corporate Services
Date:	November 7, 2023

Recommendation

1. **That Report No. CS23-068 be received; and**
2. **That a by-law to amend By-law No. 5815-16, as amended, be brought forward for enactment that reflects the changes noted in the report.**

Executive Summary

This report proposes staff recommendations to update the Record Classification Structure and Retention By-law.

- Staff are proposing minor updates to the Records Classification Structure and Retention By-law.

Background

The Clerk has authority to make technical and administrative amendments to the Record Classification Structure & Retention By-law and has been doing so as a matter of routine maintenance since it's inception. Staff have recommendations that extend beyond technical changes to the document and are proposing them for Council's review and approval.

Analysis

Staff are proposing minor updates to the Record Classification Structure and Retention By-law

The effects of the amendments would be to add the following:

- The addition of a record series called “Contact Tracing”;
- The inclusion of “Schedule B”.

Contact Tracing

In response to the COVID-19 pandemic, the Town worked with York Region Public Health to determine the type of information and retention terms they required to fulfil their role in managing COVID-19. As a best-practice in alignment with other agencies and levels of government, the Town should formalize the terms for collection, security and retention of this type of data should the need to collect and maintain it arise in the future. These records will be classified as confidential and have a 30-day retention period after which they will be destroyed.

Schedule B

Schedule A cites provincial and federal legislation for the logic or background for retention terms in the Town's bylaw. The citations are abbreviated.

Schedule B is a list of the legislation being mapped to in Schedule A, with hyperlinks to the official sources of legislation.

Staff recommend having the citations and sources in the same document.

Advisory Committee Review

None

Legal Considerations

If Council approves the changes noted above, Council will be required to pass a bylaw to amend the Record Classification Structure and Retention Bylaw to effect the changes.

Financial Implications

There are no direct financial implication arising as a result of this report.

Communications Considerations

None required.

Climate Change Considerations

The recommendations from this report do not impact greenhouse gas emissions or impact climate change adaptation.

Link to Strategic Plan

Updating the by-law **promotes progressive corporate excellence and continuous improvement** by implementing policy and processes that reflect sound and accountable governance.

Alternative(s) to the Recommendation

1. Council to provide direction

Conclusions

Council has deemed it appropriate to add a record series for Contact Tracing and to include a Schedule B as a reference to legislation relevant to the Record Classification Structure & Retention by-law.

Attachments

Attachment 1 – Schedule A - Draft Proposed Record Classification Structure & Retention By-law with track changes

Attachment 2 – Schedule B - Town of Aurora Federal and Provincial Citation Table

Previous Reports

None

Pre-submission Review

Agenda Management Team review on October 19, 2023

Approvals

Approved by Patricia De Sario, Director, Corporate Services/Town Solicitor

Approved by Doug Nadorozny, Chief Administrative Officer

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~~Town of Aurora Record Classification Structure & Retention By-law~~TOWN OF AURORA RECORD CLASSIFICATION STRUCTURE AND RETENTION BY-LAW 5815-16 SCHEDULE A-20231004.DOCX

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

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By-law Number 5815-16

Schedule "A"

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OVERVIEW

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

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

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

The functions of the Town of Aurora are as follows:

Administration
Asset Management and Maintenance
Communications and ~~Stakeholder~~Contributor Relations
Environment, Safety and Sustainability
Financial Management
Governance
Human Resources Management
Information Technology and Records Management
Legal, Licensing and Permits
Planning, Development and Building
Recreation and Cultural Services

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DEFINITIONS

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

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

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

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

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

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

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

Convenience Copies

- Convenience copies are, by definition, not considered records as they are usually duplicates of the official record. They could also be a FYI copy (for your information). However, recent legal actions have drawn attention to the use of convenience copies for purposes of evidence or discovery. Incidents have occurred where primary documents have been destroyed as per established retention by-law but convenience copies still existed in the organization. These copies have been deemed to be official and subject to discovery or legal proceedings. Given these legal implications

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it is important for the Town of Aurora, if required, to classify convenience copies and ensure they are tracked and destroyed or disposed of no later than the retention period of the original document.

- Convenience copy holders are encouraged to destroy these copies on a regular basis. Convenience copies can be destroyed at any time before the retention period of the original document as the official or original document is held by the originator/ primary area of accountability and subject to the approved retention period. A convenience copy cannot be held longer than the original document's retention period. Convenience copies cannot be sent to off-site storage. Only the original document from the originator/ primary office of accountability identified on the retention by-law will be sent to off-site storage, as applicable, and in accordance with the retention by-law.

TABLE HEADINGS

RECORD SERIES

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

FILING METHODOLOGY

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

ACCOUNTABILITY

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

RETENTION

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

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

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

DISPOSITION

The column labelled "**Disposition**" refers to how the records are disposed of at the end of their lifecycle. Once the records have reached the end of their total retention period they may be totally destroyed/ expunged, or all or part of the record series may be designated as archival selection or archival which means the entire record series is kept for future generations. Records identified in the classification structure and retention by-law can only be destroyed/ disposed of in accordance with the Town of Aurora's records destruction procedures and in conjunction with approval from Department Heads, Legal and Clerk. All destroyed records should be documented by a certificate of destruction as proof of final disposition. The certificate of destruction is a permanent document to prove destruction took place, what records were destroyed and when they were destroyed.

SECURITY CLASSIFICATION

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

SECURITY CLASSIFICATION LEVELS

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

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

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

CITATIONS AND COMMENTS

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

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LEGEND FOR RETENTION & DISPOSITION TERMS

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

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SUMMARY OF TOWN OF AURORA FUNCTIONS, ACTIVITIES AND RECORD SERIES

FUNCTIONS	ACTIVITIES	RECORD SERIES
ADMINISTRATION	ACCESS & PRIVACY	• Access to Information & Personal Information Protection - Access Requests • Access to Information & Personal Information Protection - Compliance
	CORRESPONDENCE MANAGEMENT	• Administrative Records – Executive • Administrative Records – Office Administration
	ADMINISTRATIVE SERVICES MANAGEMENT	• Books / Subscriptions / Reference Materials • Courier, Postal & Custom Services • Board Room Bookings • Office Supplies • Templates & Forms – Blank
	MEETING MANAGEMENT	• Meetings & Committees – Internal
	POLICIES & PROCESS MANAGEMENT	• Policies, Procedures, Standards, Guidelines
	PROJECT MANAGEMENT - ADMINISTRATIVE	• Projects / Research / Special Studies
ASSET MANAGEMENT AND MAINTENANCE	MAINTENANCE & OPERATIONS MANAGEMENT – FIXED ASSETS	• Asset Register • Town Buildings' Construction Renovation • Building Operations & Maintenance • Town Facilities' Drawings • Work Orders • Service & Repair Requests
	FLEET / VEHICLE MAINTENANCE	• Fleet / Vehicle History & Maintenance Records for Fleet
	ROAD / LINEAR ASSET DESIGN & MAINTENANCE	• Road & Linear Asset Design Planning / Reconstruction • Maintenance & Repairs • Utility Location Records
	TRANSPORTATION STUDIES	• Transportation Studies
	TRAFFIC MANAGEMENT	• Traffic Counts • Traffic Count Reports

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

FUNCTIONS	ACTIVITIES	RECORD SERIES
	PARKS MANAGEMENT	• Parks Maintenance Files • Tree Inventory
COMMUNICATION AND CONTRIBUTOR RELATIONS	MEDIA & PUBLIC RELATIONS	• Achievement / Recognition Rewards • Complaints, Commendations, Issues from Residents • Media Relations • Media Coverage about the Town of Aurora • Photographs – Town of Aurora Events • Presentations & Speeches
	GRAPHIC DESIGN / PUBLICATIONS / WEBSITE CREATION & COORDINATION	• Corporate Identity • Promotional, Publication Material & Information Packages • Promotional, Publication Material & Information Packages Production & Distribution • Website / Intranet Content Management • Web / Social Media Analytics
	EVENTS MANAGEMENT	• Event Arrangements & Logistics – Corporate, Employee or Community Event • Attendee / Participant Relations – Corporate, Employee or Community Event
	COMMUNITY ~~STAKEHOLDER~~CONTRIBUTOR RELATIONSHIP MANAGEMENT	• External Sector Organizations & Associations
ENVIRONMENT, SAFETY AND SUSTAINABILITY	ENVIRONMENTAL PLANNING & PROTECTION	• Environmental Applications & Approvals • Environmental Assessments • Environmental Monitoring & Control • Air Pollution & Control • Noise Pollution & Control • Weather Monitoring • Pesticide / Herbicide Application • Waste Management • Drinking Water Quality Management System(DWQMS) • Recreation Pool Water Testing • Weed Control • Tree Inspections

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FUNCTIONS	ACTIVITIES	RECORD SERIES
	HEALTH, SAFETY & SECURITY MANAGEMENT	• Occupational Health & Safety Program Management • Hazardous Materials • Fire Monitoring & Safety • Emergency Management Planning • Property Security Administration • Contact Tracing
FINANCIAL MANAGEMENT	TOWN REVENUES ADMINISTRATION	• Accounts Receivable Processing • Cash Receipts • Income Tax Deductible Donations & Receipts • Development Charges • Grants To Town • Grants From Town
	MUNICIPAL TAX ADMINISTRATION	• Tax Billing – Municipal • Tax Account Auto Pay Documentation • Tax Certificates – Municipal • Property Tax Assessment, Levy Adjustments & Appeals • Tax Appeals By Town • Property Tax: Charity & Vacancy Rebates • Property Assessment Rolls • Tax Account – General Administration
	WATER ACCOUNT ADMINISTRATION	• Water Billings • Water Account Auto Pay Documentation • Water Certificates – Municipal • Water Collections • Water Account – General Administration
	ACCOUNTING ADMINISTRATION	• Accounts Payable Processing • Commodity Tax Filings & Returns • Debt • Securities – Letters of Credit (LC) & Cash • Banking Transactions & Reconciliations • General Ledger • General Ledger Reconciliation

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FUNCTIONS	ACTIVITIES	RECORD SERIES
		• Month-end Closing & Analysis
	FINANCIAL PLANNING & INVESTMENT MANAGEMENT	• Annual Business Planning & Budgeting (Operational & Capital) – Working Papers (For Departments) • Budget – Operating & Capital Working Papers (For Finance) • Long Range Capital Plans – Working Papers • Long Range Capital Plans Approved – Final • Capital Asset Accounting • Investments & Reconciliations • Reserve Fund Accounts
	FINANCIAL REPORTING	• Financial Reporting – Monthly & Quarterly Working Papers (For Departments) • Financial Reporting – Monthly & Quarterly (For Finance) • Financial Statements & Auditor's Reports • Year End & Audit Reporting – Preparation Working Papers • Financial Information Returns (FIR) & Municipal Performance Management Program (MPMP) Reporting
	AUDIT	• Auditor Relationship Management • Internal Audit of Services
	PAYROLL ADMINISTRATION	• Payroll Processing • Time & Attendance Reporting • Payroll – Remittances
	PROCUREMENT	• Proposals & Submissions Management • Vendor / Contractor / Consultant Performance Management • Purchase-Card Management
GOVERNANCE	BY-LAWS ADMINISTRATION	• By-Laws
	COUNCIL ADMINISTRATION	• Council Orientation & Administration
	COUNCIL & COMMITTEE MEETINGS MANAGEMENT	• Council Agenda & Minutes • Council / Committee Audio & Visual • Staff Reports to Council

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FUNCTIONS	ACTIVITIES	RECORD SERIES
		• Meeting Records – Closed Session • Committees – Appointments • Committees Appointed – Meeting Management • Committee of Adjustment (CoA)
	ELECTION MANAGEMENT	• Municipal Election Administrative Records • Municipal Election Records – Campaign Finance • Election Results • Election Records – Voters / Poll Lists / Ballots
	STRATEGIC & LONG RANGE PLANNING	• Strategic & Administrative Plans • Master Plans
	GOVERNMENT RELATIONS MANAGEMENT	• Government / Intergovernmental Relations • Accessibility for Ontarians with Disabilities Act (AODA)
HUMAN RESOURCE MANAGEMENT	ORGANIZATION & POSITION MANAGEMENT	• Job Descriptions • Organization Design
	RECRUITMENT & SELECTION	• Recruitment & Staff Selection
	EMPLOYEE MANAGEMENT	• Employee Files • Employee Medical Files • Employee Recognition Program • Employee Surveys • Volunteer Files • Workers' Compensation & Disability Management • Workforce / Talent Management & Planning
	EMPLOYEE COMPENSATION & BENEFIT ADMINISTRATION	• Employee Compensation • Employee Benefit Programs • Pay Equity
	TRAINING & SKILLS DEVELOPMENT	• Employee Orientation Program • Training & Learning – Internal • Training Opportunities – External • Training / Certification Records

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FUNCTIONS	ACTIVITIES	RECORD SERIES
		• Attendance of Participants
	LABOUR & EMPLOYEE RELATIONS	• Human Rights Complaints & Investigations • Grievances & Arbitrations – Union & Non-Union • Labour Negotiations
	PENSION ADMINISTRATION	• See Employee Management, Employee Files
INFORMATION TECHNOLOGY AND RECORDS MANAGEMENT	INFORMATION TECHNOLOGY - COMPUTER & INFORMATION SECURITY	• Computer System Access & Security • Disaster Preparedness & Recovery Planning • System Back-up
	APPLICATIONS & SYSTEMS DEVELOPMENT	• Business Process Models & Reviews • Product Evaluations • Systems Development & Implementation
	COMPUTER OPERATIONS & SUPPORT	• Hardware & Software Manuals / Instructions / Operating Procedures • GIS Data (Also known as Geomatics) • Help Desk Logs & Reports • System Operations • Internet & Intranet Development / Management • Telecommunications & Electronic Communication Systems
	RECORDS/DOCUMENT MANAGEMENT	• Classification & Records Retention By-law • Records Destruction Certificates • Records Centre Operations
LEGAL, LICENSING AND PERMITS	AGREEMENTS & CONTRACTS/LEASE ADMINISTRATION	• Agreements / Contracts / Leases • Dispute Resolution & Contract Negotiations
	MATTER MANAGEMENT	• Departmental Legal Matters • Precedents • Land Tribunal Case Files
	INSURANCE, RISK & COMPLIANCE MANAGEMENT	• Insurance & Risk Management • Compliance Letters • Legal Opinions / Advice / Briefs

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FUNCTIONS	ACTIVITIES	RECORD SERIES
		• Accident & Incident / Occurrence Reporting
	REAL PROPERTY MANAGEMENT	• Real Property Acquisition / Expropriation/ Disposition
	LITIGATION / CLAIMS	• Claims By the Municipality • Claims Against the Municipality – Insured & Not Insured
	USE & PERMISSION AUTHORIZATION	• Consent Release Forms & Waivers
	LICENCES & PERMITS PROCESSING	• Licences & Permits
	BY-LAW ENFORCEMENT	• Provincial Offenses • Complaints, Citations, Notices of Violations & Investigations • Municipal By-law Infractions
	VITAL STATISTICS	• Vital Statistics Applications • Vital Statistics Register - Marriage, Death & Births
PLANNING, DEVELOPMENT AND BUILDING	BUILDING, PLANNING & ZONING	• Development Inquiries / Pre-Application Consultation & Complete Application Checklist • Planning Applications • Building Permits • Property Reference File (Residential & Non-Residential) • Inspections – Building
	ENGINEERING PLANNING & DEVELOPMENT	• Design & Development Review Documentation • Design Standards
	PROJECT MANAGEMENT – MUNICIPAL PROPERTIES	• Municipal Property Design & Development
	URBAN PLANNING	• Official Plan & Amendments - Development • Secondary Plans - Development
	PROPERTY / FACILITY DRAWINGS & IMAGES	• Engineering Drawings / Plans – Non-Town Assets • Air Photography • Maps

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FUNCTIONS	ACTIVITIES	RECORD SERIES
	MUNICIPAL ADDRESSING	• Street Names & Numbers
	HERITAGE PLANNING	• Heritage Resources
RECREATIONAL AND CULTURAL SERVICES	PROGRAM MANAGEMENT	• Recreational Program Records • Program Registration & Memberships • Recreation Attendance Records • Permission Slips • Programs – Aquatics – Swim Results • Activity / Statistical Reports • Training Records for Certifications • Travel Arrangements for Participants
	FACILITY RESERVATIONS – RECREATIONAL	• Facility Bookings
	CULTURAL ACTIVITIES	• Twinning Cities

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RECORD CLASSIFICATION AND RETENTION TABLE

ADMINISTRATION	The function of managing the administrative activities of the departments. Records relating to general office information such as executive correspondence, office administration records, internal and staff committee meetings, minutes, agendas, contact lists, office supplies, blank template/ forms, as well as the management of access requests under the MFIPPA legislation.

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
ACCESS & PRIVACY								
ACCESS TO INFORMATION & PERSONAL INFORMATION PROTECTION – ACCESS REQUESTS Records related to the receipt and processing of access requests for of Aurora records and privacy complaints. Documents may include formal and informal requests for information, consultation documentation, correspondence, access decisions, fee estimates, third party notices, written appeal submissions to the Information and Privacy Commissioner of Ontario (IPC), IPC orders and decisions, and IPC compliance findings and recommendations.	By year, sequential number (YYYY-###), then alphabetical by last name or name of organization	Legislative Services	CY+1	4	CY+5	Destroy	Confidential	PIB ONT 95, ONT 119, ONT 206, ONT 219
ACCESS TO INFORMATION & PERSONAL INFORMATION PROTECTION – COMPLIANCE Records relating to strategies and initiatives undertaken, to ensure the Town of Aurora is in compliance with the public's right of access to Town records and the protection of personal information resources. Documents may include annual reporting to the IPC, impact assessments, **copies** of policies and guidelines, data-sharing checklists and supporting correspondence.	By topic	Legislative Services	S/O+2	0	S/O+2	Destroy	Public .	
CORRESPONDENCE MANAGEMENT								
ADMINISTRATIVE RECORDS – EXECUTIVE Executive records are the administrative and operational records of the offices of senior executive.	Alphabetic by subject	Management & Executive	CY+6	0	CY+6	Destroy	Confidential	

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

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

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
Recreation. **FOR: RECREATION FACILITY BOOKINGS** **SEE:** RECREATION AND CULTURAL SERVICES - FACILITY RESERVATIONS RECREATIONAL – FACILITY BOOKINGS								
OFFICE SUPPLIES Records related to the provision of office supplies and consumables, including stationery and letterhead. Records may include copies of invoices, packing slips, and requests for supplies. ~~Documents related to office supplies.~~	By type of document	Originator	CY+2	0	CY+2	Destroy	Internal	
TEMPLATES & FORMS – BLANK Templates and forms relating to Town of Aurora business. The blank master document provides a standard format for data collection and formatting, or provides a best practice format for document creation. Records may include blank, printable forms and checklists, letterhead, PowerPoint templates, electronic templates that standardize data capture and display, excel spreadsheet tools, etc.	By department then alphabetical by topic **Finance** Expenses Claim Form Letters of Credit **Human Resources** Absence Request Benefit New Hires **Information Technology** Help Request **Licensing** Business Driving Schools Lottery Refreshment Taxi **Provincial** Burial Building Permit Forms Marriage **Planning** Planning Application Forms Planning Template Correspondence	Originator	S/O	2	S/O+2	Destroy	Public	

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
	Recreation Report cards							
MEETING MANAGEMENT								
MEETINGS & COMMITTEES – INTERNAL Records relating to departmental meetings and committees of Town staff that are not related to governance issues, events, projects/ special studies or the like. Documents may include meeting agendas, terms of reference, membership list, minutes for committees such as the Executive Leadership Team, departmental staff meetings and retreats. **FOR: PROJECT MEETINGS** **SEE:** ADMINISTRATION - PROJECT MANAGEMENT ADMINISTRATIVE – PROJECTS / RESEARCH / SPECIAL STUDIES **FOR: COUNCIL COMMITTEE MEETINGS** **SEE:** GOVERNANCE – COUNCIL & COMMITTEE MEETING MANAGEMENT - COUNCIL AGENDA & MINUTES	Alphabetical by committee/ meeting name Holiday Celebration Committee Finance Advisory Committee Executive Leadership Team Departmental Meetings Executive IT Steering Committee (EITSC) Retreats	Originator	CY+3	0	CY+3	Destroy	Internal	
POLICIES & PROCESS MANAGEMENT								
POLICIES, PROCEDURES, STANDARDS AND GUIDELINES Records related to the production and formal approval of official corporate and departmental policy statements, standard operating procedures, guidelines, and manuals such as travel policy, cell phone policy, vacation policy, etc. **FOR: EQUIPMENT OPERATING MANUALS** **SEE:** ASSET MANAGEMENT & MAINTENANCE – MAINTENANCE & OPERATIONS MANAGEMENT – FIXED ASSETS - BUILDINGS OPERATIONS & MAINTENANCE	By function and then by topic **Administrative** FOI requests Flag Policy & Etiquette Travel Policy **Human Resources** AODA Policy **Information Technology** Mobile Devices Remote Access Policy	Originator	S/O+2	0	S/O+2	Destroy Archival Selection	Public	ONT 173, ONT 197

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

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

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
MAINTENANCE & OPERATIONS MANAGEMENT – FIXED ASSETS								
ASSET REGISTER These records describe assets such as land, parks, structure and equipment, computer equipment and any other large purchases. They may contain a description of the asset, purchasing information, asset location, inventory of the asset such as network infrastructure/ equipment/ servers/ computers/ telecom and mobility hardware and client software/ application inventory.	By type of asset	Originator	T/E	6	T/E+6 T/E= disposition of asset	Destroy	Internal	
TOWN BUILDINGS' CONSTRUCTION RENOVATION Records relating to construction and renovation of Town facilities, including parks. Documents may include, reports, commentary, guidelines, architectural and engineering drawings, consultant reports, land appraisals, photographs, material and environment testing reports and building phase reports. May also include **copies** of contracts, building permits, and insurance damage claims and drawing release letters. **FOR: NEW DESIGN DEVELOPMENT BUILDS** **SEE:** PLANNING, DEVELOPMENT AND BUILDING – ENGINEERING PLANNING & DEVELOPMENT - DESIGN & DEVELOPMENT REVIEW DOCUMENTATION	By location	Originator	T/E+2	13	T/E+15 T/E = file closed after site has been decommissioned	Destroy Archival Selection	Internal	ONT 9, ONT 15, ONT 96
BUILDING OPERATIONS & MAINTENANCE Records related to the monitoring and scheduling of condition and maintenance of building structures, and internal property systems. Consists also of monitoring and maintaining components forming part of the property systems in accordance with manufacturer's recommendations, industry standards, legislated requirements and best practices. Property	By property address	Originator	T/E+2	5	T/E+7 T/E = file closed after site has been decommissioned	Destroy	Internal	ONT 11, ONT 16, ONT 17, ONT 18, ONT 19, ONT 20, ONT 21, ONT 95, ONT 180, ONT 182, ONT 184, ONT 185, ONT 186, ONT 187,

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

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
Requests from the public or from other local government departments on street hazards, potholes, other needed repairs on roads, streets, and rights-of-way and requests for traffic signs, lights, changes to traffic flow, pool, facilities, ice etc.					addressed and closed			
OPERATION / TECHNICAL MANUALS **SEE:** BUILDING, OPERATIONS & MAINTENANCE								
FLEET / VEHICLE MAINTENANCE								
FLEET / VEHICLE HISTORY & MAINTENANCE RECORDS FOR FLEET Master record on each vehicle including the following: complete description including identification and license numbers; title and registration papers; annual beginning and ending odometer readings; total annual fuel, maintenance, labor, and parts costs; and complete maintenance and inspection history (in summary form showing date and nature of inspection, service and repair). Records include backup to the history of vehicle repairs such as fleet master list, CVOR vehicle inspection list and warranty information.	By type of vehicle/ serial number	Operational Services	T/E+2	0	T/E+2 T/E = termination of lease or sale/ disposal of vehicle	Destroy	Public	FED 13, ONT 95, ONT 165, ONT 166, ONT 167, ONT 168, ONT 170, ONT 171, ONT 172
ROAD / LINEAR ASSET DESIGN & MAINTENANCE								
ROAD & LINEAR ASSET DESIGN PLANNING / RECONSTRUCTION Records include test results, analysis reports, status reports, notice to public, copy of the payment certificate and copy of the tender regarding the design, planning and construction of specific new and existing roads; such as, resurfacing, widening, paths, bicycle lanes and bridge underpasses.	By type of project and location	Operational Services	S/O+2	0	S/O+2	Destroy	Public	ONT 9, ONT 10, ONT 15, ONT 95
MAINTENANCE & REPAIRS	By type, then location, then date [yyyy-mm-dd]	Operational Services	T/E+2	13	T/E+15	Destroy	Internal	ONT 12, ONT 95, ONT 165, ONT 170

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
Records include inspection logs, maintenance records, daily material usage reports for bridge inspection and maintenance, general roads maintenance general, winter roads, salt management plan, snow removal, maintenance of regional sidewalks and streetlights, inspection and maintenance of storm water management facilities, pumping stations, storm and sanitary sewers and water mains.					T/E= completion of inspection or completion of maintenance			Highway Traffic Act O.Reg. 239-02
UTILITY LOCATION RECORDS Records related to utility stake-outs required for excavation work performed on various Town of Aurora streets and right-of-ways.	By location	Operational Services	CY+2	0	CY+2	Destroy	Internal	
TRANSPORTATION STUDIES								
TRANSPORTATION STUDIES Records include all types of studies conducted by the Town and Region regarding transportation. Includes control signal studies, illumination studies, public transit, traffic impact studies, etc.	By type of report	Operational Services	S/O+2	0	S/O+2	Destroy Archival Selection	Public	ONT 12, ONT 13, ONT 14, ONT 95
TRAFFIC MANAGEMENT								
TRAFFIC COUNTS Records include traffic counts and traffic calming request letters to residents, sketches and notes for traffic counts for various streets.	By location	Operational Services	T/E+1	1	T/E+2 T/E = when project completed	Destroy	Confidential	PIB
TRAFFIC COUNT REPORTS	By location	Operational Services	CY+5	5	CY+10	Destroy	Internal	

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

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
Records include reports of traffic passage on streets, roads, bridges, intersections, sketches and notes for traffic counts for various streets, etc.								
PARKS MANAGEMENT								
PARKS MAINTENANCE FILES Records related to documenting the maintenance of parks such as trails maintenance, snow ploughing, and the services being used. These records may include **copies** of work orders, inspection checklists, cost, hours, repair history, product information, etc.	By location, then by year	Operational Services	CY+3	0	CY+3	Destroy	Internal	ONT 95
TREE INVENTORY These files contain information about trees planted and/ or maintained by the Town of Aurora. They identify the type of tree, location, activity dates, damage, maintenance, etc.	By location	Operational Services	CY+2	3	CY+5	Destroy Archival Selection	Internal	

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COMMUNICATIONS AND ~~STAKEHOLDER~~CONTRIBUTOR RELATIONS	The function of managing communications at the Town of Aurora including media, public, and ~~stakeholder~~contributor relationships and the events to attract townspeople and ~~stakeholder~~contributors. Records include presentations and speeches; corporate image; media relations; and the coordination of print and electronic publications such as those on websites, video and social media forums. Includes event planning and logistics required to attract and cultivate ~~stakeholder~~contributors and the tracking of attendees.

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
MEDIA & PUBLIC RELATIONS								
ACHIEVEMENT / RECOGNITION AWARDS Recognition awards created by the Town of Aurora that publicly recognize individuals and organizations for their commitment to excellence and their accomplishments that are making a difference. Records include selection of judging panel, nominee forms, certificates and congratulatory letters. **FOR: EMPLOYEE RECOGNITION PROGRAMS** **SEE:** HUMAN RESOURCE MANAGEMENT – EMPLOYEE MANAGEMENT – EMPLOYEE RECOGNITION PROGRAM	By name of award Business Achievement Award Service Awards Citizen of the Year	Originator	CY+2	0	CY+2	Destroy Archival Selection	Confidential (nominee forms) Public	PIB
COMPLAINTS, COMMENDATIONS, ISSUES FROM RESIDENTS Records include general complaints, responses to complaints, petitions and commendations about the Town of Aurora and its services. **FOR: BY-LAW COMPLAINTS** **SEE:** LEGAL, LICENSING & PERMITS - BY-LAW ENFORCEMENT - COMPLAINTS, CITATIONS, NOTICES OF VIOLATIONS AND INVESTIGATIONS **FOR: WASTE COMPLAINTS** **SEE:** ENVIRONMENT, SAFETY, AND SUSTAINABILITY - ENVIRONMENTAL PLANNING & PROTECTION - WASTE MANAGEMENT **FOR: WATER BILLING COMPLAINTS**	By date, then individual or organization	Originator	T/E+2	0	T/E+2 T/E = file closed upon completion of case	Destroy Archival Selection	Confidential	PIB ONT 119,

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
SEE: FINANCIAL MANAGEMENT - WATER ACCOUNT ADMINISTRATION - WATER ACCOUNT GENERAL ADMINISTRATION **FOR: WEED COMPLAINTS** **SEE:** ENVIRONMENT, SAFETY AND SUSTAINABILITY - ENVIRONMENTAL PLANNING & PROTECTION – WEED CONTROL								
MEDIA RELATIONS Records relating to the fostering of positive and ongoing relationships with news media and the promotion of the Town and its role in fostering the business community, cultural and recreational activities, economic and tourism development. Records may include background information such as key message development material and media response, correspondence, press releases, Public Notices, Mayor articles, Proclamations and media announcements.	Alphabetical by topic	Originator	CY+6	0	CY+6	Destroy Archival Selection	Internal	
MEDIA COVERAGE ABOUT TOWN OF AURORA Records related to media coverage, media scans and media monitoring about the Town of Aurora and its initiatives. Records include newspaper articles, journal articles, television and radio sound/ video files, web pages, social media sites and the like.	By topic, then by date	Communications	CY+3	0	CY+3	Destroy Archival Selection	Public	
PHOTOGRAPHS – TOWN OF AURORA EVENTS Photographs relating to Town events, staff and ~~stakeholder~~contributors. **FOR: CONSENT RELEASE / WAIVERS FORMS** **SEE:** LEGAL / LICENSING / PERMITS – USE & PERMISSION AUTHORIZATION – CONSENT RELEASE FORMS & WAIVERS	Alphabetical by subject/ event	Communications	CY+6	0	CY+6	Destroy Archival Selection	Internal	
PRESENTATIONS & SPEECHES	Alphabetical by event and date	Originator	CY+4	0	CY+4	Destroy	Public	

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
Records relating to presentations and speeches prepared and/ or delivered by Town staff or Council members to external parties at special events, conferences and other public events.						Archival Selection		
GRAPHIC DESIGN / PUBLICATIONS / WEBSITE CREATION & COORDINATION								
CORPORATE IDENTITY Records relating to the planning, development and administration of the corporate identity. Records may relate to design elements, logos, word-marks, PowerPoint template design, letterhead design, branding and visual identity guidelines. Includes approved logo masters used to create corporate documents and signs. **FOR: LIBRARY OF TEMPLATES READY TO BE FILLED WITH DATA** **SEE:** ADMINISTRATION - ADMINISTRATION SERVICES MANAGEMENT - TEMPLATES & FORMS - BLANK.	Alphabetical by subject	Communications	S/O	2	S/O+2	Destroy Archival Selection	Internal	
PROMOTIONAL, PUBLICATION MATERIAL & INFORMATION PACKAGES Records including the final copy of promotional materials, publications and information packages used by the Town of Aurora to promote the Town and its activities. Includes marketing material such as posters and brochures, newsletters, community profiles used for events, information packages and other related activities.	Alphabetical by subject	Communications Community Services	T/E+3	2	T/E+5 T/E = when promotion is complete	Destroy Archival Selection	Public	
PROMOTIONAL, PUBLICATION MATERIAL & INFORMATION PACKAGES PRODUCTION & DISTRIBUTION Records relating to the production and coordination of Town publications. Records may relate to execution planning, layout, graphic design, printing; distribution, and vendor relations regarding printing, use and distribution of reports, brochures, posters, information packages, etc.	Alphabetical by publication	Communications Community Services	T/E+3	2	T/E+5 T/E = when content published	Destroy	Internal	

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
WEBSITE / INTRANET CONTENT MANAGEMENT Records relating to the development, capture and coordination of website content (pages, posts, forms, calendar events). Records may relate to content specifications for website posting, upload status checklists, content developed for website posting and website snapshots. NOTE: Documents attached to web pages should be copies of official records.	By topic and date	Communications ~~Community Services~~Originator	~~CY~~S/O+~~2~~1	0	~~CY~~S/O+~~2~~1	Destroy Archival Selection	Internal NOTE: External website is Public	
WEB / SOCIAL MEDIA ANALYTICS Documentation relating to web analytics including the measurement, collection, analysis and reporting of Internet data for the purposes of understanding and optimizing web usage. Analytics may study the habits and behaviour of users, ~~stakeholder~~contributors, partners and trends.	By topic	Communications Community Services	CY+3	0	CY+3	Destroy	Public	
EVENTS MANAGEMENT								
EVENT ARRANGEMENTS & LOGISTICS – CORPORATE, EMPLOYEE OR COMMUNITY EVENT Records relating to event planning such as ceremonies or fundraising, visits by representatives from other cities or countries and the coordination of facilities or services such as sponsorships as well as post event evaluation. Events include small business events, employee events and third party events. Records may include: execution planning (planning committee membership list; critical path plan; meeting scheduling; meeting planning tools and checklists); facility/ venue logistics (catering, meal choices and banquet planning; orders for space, ads, AV and the like; room setup, layouts, and maps; exhibit and booth logistics); speaker	Alphabetical by event name: AURA Art Show Home Show New Business openings Renovation Forum Ribfest Santa Float Staff appreciation BBQ	Originator	S/O+3	0	S/O+3	Destroy Archival Selection	Internal	

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

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ENVIRONMENT, SAFETY AND SUSTAINABILITY	The function of managing the environment, ensuring sustainability and safety. Records include the assessment, preservation and conservation of the natural environment, natural life forms and natural resources. Includes records on environmental approvals and compliance, occupational health and safety program, fire safety, ergonomics, air and water records, pollution, conservation and energy efficiency, pollution, hazardous materials and waste recycling.

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
ENVIRONMENTAL PLANNING & PROTECTION								
ENVIRONMENTAL APPLICATIONS & APPROVALS Records related to any facility that releases emissions to the atmosphere, discharges contaminants to ground or surface water, provides potable water supplies, or stores, transports or disposes of waste. Records include Certificates of Approval from the Ministry of the Environment (MOE) applications, approvals for air and noise, waste disposal site approvals, waste management system approvals, sewage work approvals, municipal and non-municipal drinking water approvals, Lake Simcoe Region Conservation Authority (LSRCA) applications and requirements are included within this series as well as any approvals from federal, provincial or municipal governments.	By type of approval	Operational Services	T/E+2	8	T/E+10 T/E = approval of application	Destroy	Public	ONT 22, ONT 23, ONT 24, ONT 25, ONT 26, ONT 27, ONT 28, ONT 29, ONT 31, ONT 32, ONT 35, ONT 36, ONT 37, ONT 66, ONT 67, ONT 68, ONT 69, ONT 70, ONT 72, ONT 106, ONT 107, ONT 108, ONT 109, ONT 110, ONT 113, ONT 175
ENVIRONMENTAL ASSESSMENTS Records relating to environmental assessments within the Town of Aurora and outside of the Town if they impact land within Aurora's boundaries. Records include information relating to soil, tree preservation and mitigation, geotechnical, infrastructure expansion, water, air, and other environmental issues. Documents include special studies such as diesel emissions and reports, environment planning documents, engineering plans and correspondence. **NOTE: PDS participates in environmental land studies**	By type of assessment	Operational Services Community Services Planning & Development Services	T/E+5	10	T/E+15 T/E = completion of assessment/ study	Destroy Archival Selection	Public	ONT 22, ONT 34, ONT 35, ONT 36, ONT 37, ONT 38, ONT 39, ONT 40, ONT 96, ONT 112, ONT ONT 194
ENVIRONMENTAL MONITORING & CONTROL Records include material relating to natural resources, pollution, spill response and any other environmental concerns. Records	By subject	Operational Services	T/E+2	5	T/E+7 T/E = when the matter has been	Destroy	Public	ONT 22

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
include reports, general correspondence, copies of public notices (e.g. road closures), etc. **FOR: PUBLIC NOTICES** **SEE:** COMMUNICATIONS AND ~~STAKEHOLDER~~CONTRIBUTOR RELATIONS – MEDIA & PUBLIC RELATIONS - MEDIA RELATIONS					dealt with and closed			
ENVIRONMENTAL MASTER & OTHER SUSTAINABILITY PLANS **SEE:** GOVERNANCE - STRATEGIC & LONG RANGE PLANS – MASTER PLANS								
AIR POLLUTION & CONTROL Includes material relating to monitoring air pollution and control in Town recreation facilities. ~~-~~Records may include air quality reports, inspection logs, and emissions tests which monitor carbon dioxide, propane, and ammonia levels.	By type of document	~~Operational Services~~Community Services - Facilities	T/E+1	6	T/E+7 T/E = end of reporting period to which the information relates	Destroy	Public	ONT 38, ONT 95, ONT 195, ONT 199, ONT 207
NOISE POLLUTION & CONTROL Records related to the monitoring of noise pollution and control, air traffic noise and noise walls.	By type of document	Operational Services	CY+2	0	CY+2	Destroy	Public	ONT 95
WEATHER MONITORING Records related to information on the conditions of the atmosphere. Records may include reports, general correspondence and public notices.	By date	Operational Services	CY+1	5	CY+6	Destroy	Public	Minimum Maintenance Standards (Roads)
PESTICIDE / HERBICIDE APPLICATION Records related to the application of pesticide/ herbicide chemicals in parks and on government owned golf courses. The file may include a work order and a schedule of spraying.	By location and date	Operational Services Parks	T/E+3	0	T/E+3 T/E = completion of when pesticide/ herbicide	Destroy	Public	ONT 95, ONT 208

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
					chemicals have been applied			
WASTE MANAGEMENT Records related to the reduction, reuse, recycling or diversion of solid and liquid waste materials. Includes the recycling of newspapers, cardboard, other curb-side materials, automobile tires, white goods, scrap metal, and soil. Documents may include lists of recyclable versus non-recyclable materials, logs, customer complaints and waste studies.	By topic	Operational Services	CY+2	0	CY+2	Destroy Archival Selection	Internal Complaints are a PIB	PIB ONT 23, ONT 24, ONT 25, ONT 26, ONT 27, ONT 28, ONT 29
DRINKING WATER QUALITY MANAGEMENT SYSTEM (DWQMS) Records related to the Drinking Water Quality Management System (DWQMS), including, reports, certificates, system audits, lead testing/ water sampling log, permits & licences, meeting minutes, training records, water quality complaints log, forms, operational plan, standard operating procedures, emergency contact list, etc. The testing may be performed internally or by outside companies. These files may also document the application of aquacades. **FOR: WATER / WASTEWATER CERTIFICATION TRAINING** **SEE:** HUMAN RESOURCE MANAGEMENT - TRAINING & SKILLS DEVELOPMENT – TRAINING / CERTIFICATION RECORDS	By document type	Operational Services	CY+2	13	CY+15	Destroy Archival Selection	Public	ONT 22, ONT 30, ONT 36, ONT 37, ONT 39, ONT 41, ONT 42, ONT 43, ONT 44, ONT 45, ONT 46, ONT 47, ONT 48, ONT 49, ONT 50, ONT 51, ONT 52, ONT 53, ONT 54, ONT 55, ONT 56, ONT 57, ONT 58, ONT 59, ONT 60, ONT 61, ONT 62, ONT 63, ONT 64, ONT 65, ONT 66, ONT 96, ONT 118, ONT 231
RECREATION POOL WATER TESTING Records include the daily log as outlined in the regulations, including bi-monthly and monthly testing, sample tests and results for a certified analysis for coliform bacteria, pH and chlorine/ bromine.	By location and date	Operational Services Community Services	CY+2	0	CY+2	Destroy	Public	ONT 233
WEED CONTROL Records related to the control of weeds, for aesthetic and safety reasons as well as to protect the land's native	By location and type of document	Operational Services	CY+2	0	CY+2	Destroy	Public	

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

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
FIRE MONITORING & SAFETY Records relating to documenting the planning and preparation necessary so that individual buildings will comply with required fire provisions. May include information relating to firefighting equipment locations within buildings, fire alarm systems, locations of exits and staircases, evacuation and emergency guidelines, names of emergency contact personnel, vehicle access to the respective building, locations of elevators, owner responsibilities, and firefighting equipment inspection and maintenance. Documents include fire safety plan reports, self-compliance surveys, risk assessments and all supporting correspondence.	By topic	Operational Services	S/O+2	0	S/O+2	Destroy	Internal	ONT 86, ONT 95, ONT 180, ONT 181, ONT 182, ONT 183, ONT 184, ONT 185, ONT 186, ONT 187, ONT 188, ONT 189, ONT 190, ONT 191, ONT 192
EMERGENCY MANAGEMENT PLANNING Records related to the coordination of emergency measures pertaining to the Town of Aurora and its residents to ensure safety in the event of an emergency or disaster. Records include business continuity planning, operational plans, co-ordination of emergency services. **FOR: IT DISASTER RECOVERY** **SEE:** INFORMATION TECHNOLOGY AND RECORDS MANAGEMENT – DISASTER PREPAREDNESS & RECOVERY PLANNING	By type of document	Originator	S/O+2	0	S/O+2	Destroy	Internal	ONT 109, ONT 182, ONT 229, ONT 230, ONT 232, ONT 232, ONT 233, ONT 234, ONT 235
PROPERTY SECURITY ADMINISTRATION Records related to the physical security of Town buildings, properties, and facilities. Security measures are intended to guard against damage, vandalism and unauthorized intrusion and to ensure personal safety. May include information on identification tags, security and alarm systems, authorized use of keys and access cards. Records may include video or audio recordings, security clearance files, security logs and security user guide books. Note that security footage on most devices continuously overwrite. Once the footage is viewed, it becomes a record. It should then be transferred to the appropriate record series like By-law Enforcement, Claims by the Municipality, or	By topic	Operational Services	S/O+2	0	S/O+2	Destroy	Confidential	

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
Accident & Incident / Occurrence Reporting.~~Documents may include security clearance files, security logs and security user guide books.~~								
CONTACT TRACING Records related to visitor and staff access to Town facilities and properties during an epidemic or pandemic. The purpose of which is to enable contact tracing if required by health authorities. Examples include staff and visitor screening logs and program screening waivers.	By last name, alphabetically	Human Resources	30 days	0	30 days	Destroy	Confidential	HPPA, MFIPPA, PHIPPA

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FINANCIAL MANAGEMENT	The function of managing the financial resources of the Town of Aurora through the execution of financial transactions and accounting processes including the receipt, control and expenditure of funds and the reporting and auditing of results.

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
TOWN REVENUES ADMINISTRATION								
ACCOUNTS RECEIVABLE PROCESSING Records relating to revenues received by the Town through the sale of goods or services. This includes revenues generated from charging parking, permits and other fees. May include information on the administration and receipt of refunds and credits/ credit notes received from vendors for return of materials/ products. Documents may include hand-written and machine-readable receipts, invoices documenting the receipt of payment from customers, accounts receivable and revenue reconciliation statements, and usage fees -such as registration fees, usage/ rental fees, concessions, tickets, advertising fees and merchandise sales, etc. **SEE: TAX OR WATER AUTO PAY SUCH AS PAP OR MORTGAGE, OR TAX SALES OR OTHER TAX COLLECTION OR UTILITY COLLECTION MATERIALS.**	By fiscal year, then alphabetical by vendor name	Finance - Accounting and Revenues Originator	FY+1	5	FY+6	Destroy	Internal	FED 1, FED 2, FED 5, ONT 79, ONT 91
CASH RECEIPTS Records related to processing payments received by the Town. Records include cashier batches, documentation, deposit slips, payment card machine batches and all related documents, excluding bank reconciliation materials.	By fiscal year, then by batch number or date or cashier	Originator	FY+1	5	FY+6	Destroy	Internal	FED 1, FED 2
INCOME TAX DEDUCTIBLE DONATIONS & RECEIPTS	By fiscal year, then by month or receipt number	Finance	FY+1	5	FY+6	Destroy	Confidential	FED 1, 2, 5 + CRA 2012 donations review directives report to Aurora

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

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
Records of all donations to the Town, such as for trees in the arboretum, trails upkeep, benches in parks dedicated to a loved one, etc.								
DEVELOPMENT CHARGES Records related to monies collected from land developers to offset that portion of the costs of services incurred as a direct result of the new developments.	By fiscal year, then by month	Finance - Accounting and Revenues	FY+1	5	FY+6	Destroy	Internal	FED 1, FED 2, FED 5
GRANTS TO TOWN Records related to grants received from federal, provincial, regional and/ or private sources. These grants are used to support the acquisition or maintenance of property or equipment and for the running of programs or special events such as Lake Simcoe Clean Lake Fund, Federal gas tax funding, municipal infrastructure, etc. They may document that the Town used the funds in accordance with the terms of the grant. The files may contain a copy of the grant, correspondence, purchases, expenses and any other supporting documents.	By year and name of grant	Financial Management Services Community Services	CY+6	0	CY+6	Destroy	Internal	FED 1, FED 2
GRANTS FROM TOWN Records related to grants paid or made by the Town to others, such as under Community Grants or Arts and Culture Grants programs or other similar or successor programs. Records would include application information, assessments, responses and communications, **copies** of reports to Council, and administrative documentation to action the grant payment/ internal funding transfer as the case may be.	By year and name of grants used for payment	Community Services	CY+6	0	CY+6	Destroy	Internal	FED 1, FED 2
MUNICIPAL TAX ADMINISTRATION								
TAX BILLING – MUNICIPAL Records related to the process of preparing and issuing a taxation billing batch, can be interim, final or supplementary. Batch files and documentation related only, not related to individual property accounts.	By fiscal year, then by type	Finance - Accounting and Revenues	FY+1	5	FY+6	Destroy	Internal	FED 1, 2

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
TAX ACCOUNT AUTO PAY DOCUMENTATION Records include mortgage company correspondence, enrollments/ cancellations, and pap plan enrolment/ cancellation for individual property accounts.	By roll number	Finance - Accounting and Revenues	S/O+2	0	S/O+2	Destroy	Confidential	PIB ONT 119
TAX CERTIFICATES – MUNICIPAL Records related to the creation and use of municipal taxation certificates. This series includes letters from solicitors (lawyer's letters), financial Institutions, taxpayers, and internal lawyers requesting that a tax certificate be generated.	By roll number	Finance	CY+1	7	CY+8	Destroy	Confidential	PIB ONT 74, ONT 75, ONT 76, ONT 119
PROPERTY TAX ASSESSMENT, LEVY ADJUSTMENTS & APPEALS Records relating to the evaluation, assessment, appeal, modification and cancellation of municipal property taxes. Includes the assessment evaluation of individual commercial and residential properties by the town, the assessment appeal process under the assessment act, and the tax appeal process under the municipal act for cancellation, refund or reduction of tax. Documents include summaries of assessments, aerial photographs, inspection reports, Municipal Property Assessment Corporation (MPAC) listings, rental income statements and appraisals, recalculation of property taxes and minutes of settlement.	By roll number until approved for adjustment, then by type of adjustment, then by adjustment batch number	Finance - Accounting and Revenues	T/E+2	6	T/E+8 T/E = end of the appeal process	Destroy	Public	PIB ONT 75, ONT 76, ONT 77, ONT 78, ONT 119
TAX APPEALS BY TOWN Records related to proceedings related to assessment appeals initiated by the Town, and any general assessment roll reviews related to searches for such ~~target~~ eligible properties.	By property address	Finance - Accounting and Revenues	T/E+1	6	T/E+7 T/E = end of the appeal process	Destroy	Confidential Litigation or quasi-litigation being outbound tax appeals against other property owners.	PIB ONT 105, ONT 119, ONT 123

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
PROPERTY TAX: CHARITY & VACANCY REBATES Records related to issuing a rebate if commercial or industrial building was entirely or partially vacant during the taxation year and eligibility criteria was met.	By fiscal year, then by roll number	Finance - Accounting and Revenues	FY+1	5	FY+6	Destroy	Public	
PROPERTY ASSESSMENT ROLLS Records related to the creation or receipt, use, and maintenance of property assessment records within the Town of Aurora. Property assessment information details specifications, such as location and size of lots and buildings, assessed property market values and legal descriptions. Includes property assessments for Town residential, commercial, industrial, and all other Town properties. This information is used to help determine appropriate property tax billing rates amongst individual taxpayers, to determine property ownership and to compare property values to see if they are assessed at comparable rates. Documents may include assessment rolls, supplementary assessment rolls, property assessment listings and supporting correspondence. Assessment rolls are produced by the Municipal Property Assessment Corporation (MPAC) and forwarded to the Town. These records have no legal value.	By year of assessment	~~Legislative Services~~ Finance - Manager ~~of Revenues~~ of Financial Reporting & Revenues	T/E+1	6	T/E+7 T/E = dissolution of the corporation	Destroy	Public	ONT 105, Ont-123
TAX ACCOUNT – GENERAL ADMINISTRATION Records related to individual tax account administration: including ownership/address changes, correspondence including complaints about tax, payment plans and seniors deferrals etc. **FOR: PAP PAYMENT PLAN ENROLMENT / CANCELLATION** **SEE:** TAX ACCOUNT AUTO PAY DOCUMENTATION	By roll number	Finance - Tax	FY+1	5	FY+6	Destroy	Confidential	PIB ONT 119
WATER ACCOUNT ADMINISTRATION								
WATER BILLINGS	By month	Finance – Accounting	CY+1	5	CY+6	Destroy	Public	FED 1, 2, 5

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
Records related to batch billings for water accounts, including readings, batches, final billings etc.								
WATER ACCOUNT AUTO PAY DOCUMENTATION Records related to pre-authorized payment plan enrolment/ cancellation for individual property accounts.	By account number	Finance – Accounting	S/O+2	0	S/O+2	Destroy	Confidential	PIB ONT 119
WATER CERTIFICATES – MUNICIPAL Records related to the creation and use of municipal water certificates. This series includes letters from solicitors (lawyer's letters), financial institutions, taxpayers and internal lawyers requesting that a utility certificate be generated.	By account number	Finance	CY+1	7	CY+8	Destroy	Confidential	PIB ONT 74, ONT 75, ONT 76, ONT 119
WATER COLLECTIONS Records related to cyclical collection efforts on batch basis.	By calendar year	Finance - Accounting and Revenues	CY+1	2	CY+3	Destroy	Public	Collection files only, not related to financial reporting, or official financial books of record.
WATER ACCOUNT – GENERAL ADMINISTRATION Records related to individual water account administration including ownership/ address changes, correspondence including complaints about water billings, payment plans etc. **FOR: PAP PAYMENT PLAN ENROLMENT / CANCELLATION (WATER)** **SEE:** WATER ACCOUNT ADMINISTRATION - WATER ACCOUNT AUTO PAY DOCUMENTATION	By account number, then by year	Finance - Accounting and Revenues	CY+1	5	CY+6	Destroy	Confidential	PIB ONT 119
ACCOUNTING ADMINISTRATION								
ACCOUNTS PAYABLE PROCESSING	By fiscal year, then by payment date	Finance - Accounting and Revenues	FY+2	4	FY+6	Destroy	Confidential for individuals	PIB FED 1, FED 2

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
Records related to the processing of payables and payments made by the Town of Aurora. Records may include AP cheque register, cheque requisitions, purchase order payment approvals and summaries, cheque copies, invoices, credit card and ~~P-card~~Purchase Card statements, travel expense claims and employee expenses.							Public for Vendors	
COMMODITY TAX FILINGS & RETURNS Records related to the preparation and submission of statutory commodity tax filings such as HST, GST, fuel, excise, customs and duties.	By year, then by document type	Finance - Accounting and Revenues	FY+1	7	FY+8	Destroy	Internal	Fed 1, Fed 2, Fed 6, Fed 7, Fed 8,ONT 74, ONT 75, ONT 76
DEBT Records related to all town debt, internal and external, documentation of approval, transactions, history, issuance, correspondence, etc.	By issuance	Finance – Accounting and Revenues	T/E+2	4	T/E+6 T/E = when debt paid	Destroy	Public	
SECURITIES – LETTERS OF CREDIT (LC) & CASH Records related to letters issued by a bank authorizing the bearer to draw a stated amount of money from the issuing bank, its branches, or other associated banks or agencies. Includes similar documentation with respect to cash securities posted in lieu of letters of credit. Also includes notification of works completed and letter of credit release.	By purpose, then file number, then developer name	Finance – Accounting and Revenues	T/E+6	0	T/E+6 T/E = file closed or cashed out or cancelled	Destroy	Confidential	
BANKING TRANSACTIONS & RECONCILIATION Records relating to banking and account reconciliation such as the reconciliation of bank statements. Records may include electronic funds/ wire transfers, confirmations, stop payments, bank statements and bank reconciliations.	By fiscal year, then by month	Finance – Accounting and Revenues	FY+1	5	FY+6	Destroy	Internal	FED 1, FED 2
GENERAL LEDGER	By fiscal year	Finance – Capital Asset	FY+1	T/E+2	T/E+2	Destroy	Internal	FED 1, FED 2, FED 3, ONT 76

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
Records related to the documentation of all financial accounts and statements summarizing year over year financial transactions. Records include all books of original and final entry summarizing year over year transactions. Also includes the chart of accounts.					T/E = dissolution of the corporation			
GENERAL LEDGER RECONCILIATION Records relating to the reconciliation of all general ledger accounts.	By fiscal year	Finance – Accounting and Revenues	FY+1	5	FY+6	Destroy	Internal	ONT 76
MONTH END CLOSING & ANALYSIS Records relating to month end close. Records include month-end process checklist, statement of financial position, statement of operations, expense analysis, and accrued liability schedule and adjustments.	By year, then by month	Finance - Accounting and Revenues	FY+1	5	FY+6	Destroy	Internal	ONT 76
FINANCIAL PLANNING & INVESTMENT MANAGEMENT								
ANNUAL BUSINESS PLANNING & BUDGETING (OPERATIONAL & CAPITAL) WORKING PAPERS (FOR DEPARTMENTS) Records related to the development and monitoring of business plans and budgeting both operational and capital for departments. Annual business plans may include information on goals and objectives to implement the Town's strategic plans, specific periods, key events and issues. May range from simple timetables to complex plans. Documents may include directions to staff, financial spreadsheets, planning reports, supporting work plans, documentation on decisions, and progress monitoring reports. **FOR: STRATEGIC PLANNING** **SEE:** GOVERNANCE- STRATEGIC & LONG RANGE PLANNING	By year	Originating department	FY+1	5	FY+6	Destroy	Internal	

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
BUDGETS – OPERATING & CAPITAL WORKING PAPERS (FOR FINANCE) Records related to the development, management and administration of the operating and capital budget accounts. Includes copies of budget, internal charge back reports, budget process procedures, directives, variance reports, expenditure forecasts and reports, fees and charges working papers, and budget submission.	By year, then by budget type	Treasurer	FY+2	4	FY+6	Destroy	Internal	
LONG RANGE CAPITAL PLAN – WORKING PAPERS Records related to the development, consolidation, distribution, etc. of the annual ten-year or long-range capital-planning document for Council.	By fiscal year	Financial Management Services	FY+2	9	FY+11	Destroy	Internal	
LONG RANGE CAPITAL PLAN APPROVED – FINAL Records include approved budgets, including line-by-line detail or council summary versions, departmental presentations and key supporting documentation.	By fiscal year	Financial Management Services	FY+11	0	FY+11	Destroy	Public	
CAPITAL ASSET ACCOUNTING Records include documents related to accounting for capitalization, disposal, and amortization of fixed assets. Documents include capital assets inventories, capital depreciation schedules and capital asset reports and registers all necessary for public sector accounting purposes.	Alphabetical by document type: Capital asset reports Depreciation schedules	Financial Management Services	FY+1	5	FY+6	Destroy	Internal	
INVESTMENTS & RECONCILIATIONS Records relating to tracking of investments made by the Town of Aurora. Records include the monthly and quarterly investment reporting, redeemed investments bank receipts, invest log, interest income calculation, statement of accounts, investments confirmations, cash flow documentation and schedules.	By year	Financial Management Services	CY+1	5	CY+6	Destroy	Internal	FED 1, FED 2, ONT 76

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
RESERVE FUND ACCOUNTS Records related to the administration of the reserve fund. Records include the history, purposes, by-laws, analysis, strategies, etc. related to reserve accounts.	By reserve fund	Financial Management Services	S/O+2	0	S/O+2	Destroy	Internal	
FINANCIAL REPORTING								
FINANCIAL REPORTING – MONTHLY & QUARTERLY WORKING PAPERS (FOR DEPARTMENTS) Records related to the working papers of departments relating to monthly and quarterly reporting of financial position. May include quarterly and monthly interim financial statements and risk management checklist and reports.	By year, then by month/ quarter	Originator	CY+2	0	CY+2	Destroy	Internal	
FINANCIAL REPORTING – MONTHLY & QUARTERLY (FOR FINANCE) Records relating to monthly and quarterly reporting of financial position submitted to Council. May include quarterly and monthly interim financial statements and risk management checklist and reports.	By year, then by month/ quarter	Financial Management Services	CY+2	0	CY+2	Destroy	Internal	Not related to official financial books records or annual financial statements. All reports to Council retained with Legislative Services.
FINANCIAL STATEMENTS & AUDITOR'S REPORTS Records relating to the final, audited year-end financial statements. Records include the year end audited financial statements and notes to the statements includes auditor's report.	By fiscal year	Financial Management Services	FY+3	3	FY+6	Archival	Public	FED 1, FED 2
YEAR END & AUDIT REPORTING – PREPARATION WORKING PAPERS Records related to the preparation of year-end auditing and financial statements. Records include analysis, master	By fiscal year	Financial Management Services	FY+1	5	FY+6	Destroy	Internal	

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
schedule of documents provided to third parties, confirmation letters regarding payment receipt and funding allocated, and auditor's report.								
FINANCIAL INFORMATION RETURN (FIR) & MUNICIPAL PERFORMANCE MANAGEMENT PROGRAM (MPMP) REPORTING Records include all working papers and supporting documentation for Financial Information Return (FIR) and Municipal Performance Management Program (MPMP) filings and final copies.	By fiscal year	Financial Management Services	FY+2	8	FY+10	Destroy	Public	
AUDIT								
AUDITOR RELATIONSHIP MANAGEMENT Records related to maintaining auditor relationship and engagement, including include general correspondence and administrative materials.	By audit company name	Treasurer	S/O+2	0	S/O+2	Destroy	Internal	
INTERNAL AUDIT OF SERVICES Records related to the audit of services performed by the Town for internal purposes, including infrastructure and capital delivery, waste collection, and water billing audits. Records include internal audits, reports, related documentation and procurement.	By type, then by fiscal year	Originator	FY+3	3	FY+6	Destroy	Internal	
PAYROLL ADMINISTRATION								
PAYROLL PROCESSING Records related to the regular entry, posting and reconciliation of employee payroll details and related reports such as payroll audit reports, payroll stub confirmation, Records of Employment (ROE), TD1, T4, T4A, payroll transfers, timesheets, Canada Savings Bonds and relevant Statistics Canada reports. This includes the production of an employee record detailing	By year, then by document type and date	Financial Management Services	FY+1	5	FY+6	Destroy	Confidential	PIB FED 11, ONT 119, ONT 216, ONT 217, ONT 218

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
deductions including family support (garnishments), pay and termination of pay at the end of employment. Includes the payroll register.								
TIME & ATTENDANCE REPORTING Records relating to identifying hours worked and vacation/sick days taken by Town staff. Records include timesheets and the attendance spreadsheet with approvals for each payroll run.	By year, then by pay run date	Financial Management Services Human Resources	CY	3	CY+3	Destroy	Confidential	PIB ONT 119
PAYROLL – REMITTANCES Records related to the annual summaries of year-end reporting to government (reconciliation for the year) such as to Canada Revenue Agency (CRA), Workers' Compensation, Employee Heath Tax and Ontario Municipal Employees Retirement Savings (OMERS) reports.	By year	Financial Management Services	CY+1	5	CY+6	Destroy	Internal	ONT 87, ONT 88, ONT 89, ONT 90
PROCUREMENT								
PROPOSALS & SUBMISSIONS MANAGEMENT Records relating to the procurement of goods and services, the negotiation of contracts and the management of the engagement with both successful and unsuccessful bidders. Records includes documents pertaining to the administration, plans and schedules for procurement, such as, business case or purchase justification, all communications related to call for and responses to RFPs, RFQs, RFIs, and bid submissions, correspondence, decisions, letters, notifications, amendments and purchase order change requests. **FOR: SIGNED / APPROVED CONTRACT** **SEE:** LEGAL / LICENSING / PERMITS: AGREEMENTS / CONTRACTS / LEASE ADMINISTRATION	By year, then by procurement number	Finance - Procurement Services	T/E +1	6	T/E + 7 T/E = contract completed	Destroy	Internal	

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
VENDOR / CONTRACTOR / CONSULTANT PERFORMANCE MANAGEMENT Records related to bidders' performance for consideration for future initiatives.	By name of vendor	Finance - Procurement Services	CY+5	2	CY+7	Destroy	Confidential	
~~P-CARD~~PURCHASE CARD MANAGEMENT Records include personal documentation from staff to set-up the ~~p-card~~Purchase Card program, changes to card status, related procurement reports and spend analysis document.	Alphabetical by last name	Finance	T/E+2	0	T/E+2 T/E when ~~P-card~~Purchase Card is cancelled.	Destroy	Confidential	PIB ONT 119

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GOVERNANCE	The function of governing the organization and exercising authority and control to ensure transparency and accountability. Records related to the ways in which the Town of Aurora is governed and regulated to ensure efficiency, effectiveness and compliance with statutory requirements. Includes records of the Town's legislative process, by-laws and agendas and minutes of Council and its Committees. Also includes information received from federal, provincial and other municipal governments.

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
BY-LAWS ADMINISTRATION								
BY-LAWS All approved By-Laws set by Council and ~~Ontario Municipal Board (OMB)~~ Land Tribunals including zoning amendments, licensing, animal control, appointments, building, including 'Official Plans and Amendments as per the Planning Act, etc.	By number and name of by-law	Legislative Services	P	0	P	Permanent	Public	ONT 162
COUNCIL ADMINISTRATION								
COUNCIL ORIENTATION & ADMINISTRATION Records relating to the administration of Council activities including biographical sketches and profiles of councillors, general information about the council such as the annual meeting calendar, board orientation packages and protocol book.	Alphabetical by topic	Legislative Services	S/O+2	0	S/O+2	Destroy	Internal	ONT 157
COUNCIL & COMMITTEE MEETINGS MANAGEMENT								
APPOINTMENTS TO COMMITTEES, BOARDS / COMMISSIONS **SEE:** COMMITTEES – APPOINTMENTS								

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
COUNCIL AGENDAS & MINUTES Records include agendas, minutes, notices, resolutions of Council and standing committees meetings.	~~Chronological by date~~By year, then by meeting date	Legislative Services	CY+10	P	P	Permanent	Public	ONT 157, ONT 160
COUNCIL / COMMITTEE AUDIO & VISUAL Records including audio and visual records of Council meetings and Committees appointment by Council.	By council/ committee name then chronological by date	Legislative Services	T/E + 4	8	T/E + 12 T/E = End of Term of Council	Destroy	Public	ONT 157
STAFF REPORTS TO COUNCIL Records including final versions of staff reports which have gone to Council with a signature - includes memorandums.	By year~~date~~ then by department	Legislative Services	CY+10	Archival	Archival	Archival	Public	
MEETING RECORDS – CLOSED SESSION Records including minutes, agendas, and audio recordings taken during a closed session. Approved closed session minutes must be sealed and retained by the Clerk.	~~Chronological by date~~By date	Legislative Services	CY+10	P	P	Permanent	Confidential	ONT 157
COMMITTEES – APPOINTMENTS Records related to committee appointments by Council. Records include terms of reference, appointment notices, applications for all ad hoc/ advisory committees and statutory boards and committees.	By term of council, then committee name	Legislative Services	T/E+~~4~~	0~~8~~	T/E+~~12~~4 T/E = Term of Council	Destroy	Confidential for application forms Public	PIB ONT 5, ONT 119, ONT 157
COMMITTEES APPOINTED – MEETING MANAGEMENT Records include appointed committees meeting records, agendas, minutes, and reports. ~~Includes agendas and minutes.~~ **FOR: APPOINTED COMMITTEES' REPORTS (except COA)** **SEE:** STAFF REPORTS TO COUNCIL	By committee name, then by year	Legislative Services	T/E+4 T/E = Term of Council	P	P	Permanent	Public Confidential for closed sessions.	
~~**COMMITTEE OF ADJUSTMENT (COA)**~~**QUASI-JUDICIAL COMMITTEES**	By ~~topic, then by year~~committee name, then by year	Planning & Development Services	CY+5	P	P	Permanent	Public	Planning Act

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
Records include appointments, terms of reference, agenda, minutes and reports of ~~CoA~~ Committee of Adjustment (COA), Aurora Appeal Tribunal and Property Standards Committee meetings and relevant documentation as administered by the Planning & Development Services and Clerks departments. ~~department.~~		Legislative Services Note: Committee of Adjustment (COA) is an independent governing body as per the Planning Act.						
ELECTION MANAGEMENT								
MUNICIPAL ELECTION ADMINISTRATIVE RECORDS Records including documents and materials related to an election or by-election such as nomination papers, Deputy Returning Officer Statements, election forms, ward system, etc.	By election date	Legislative Services	T/E+8	0	T/E+8 T/E = day election or by-election results are declared	Destroy	Public	ONT 121, ONT 122, ONT 128, ONT 129, ONT 130, ONT 131, ONT 132, ONT 133, ONT 135, ONT 136, ONT 137, ONT 139, ONT 143, ONT 144, ONT 145, ONT 146, ONT 147, ONT 148, ONT 150, ONT 151, ONT 152, ONT 153, ONT 154, ONT 155, ONT 156, ONT 129
MUNICIPAL ELECTION RECORDS – CAMPAIGN FINANCE Records including documents filed under the Municipal Elections Act (financial statement and auditor's report) which the Clerk shall retain until the members of the council or local	By election date	Legislative Services	T/E+4	0	T/E+4 T/E = date on which members of Council have taken office	Destroy	Public	Municipal Elections Act Sec 78, Sec 79(1), Sec 88(4)

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

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

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HUMAN RESOURCE MANAGEMENT	The function of managing Town of Aurora employees and their relationship with the organization. Activities included defining the organization through organization charts and job descriptions, recruitment, compensation and benefits administration, employee training.

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
ORGANIZATION & POSITION MANAGEMENT								
JOB DESCRIPTIONS Records related to identifying the positions within the Town of Aurora and detailing job specifications, duties and responsibilities and performance expectation levels.	Alphabetical by position title	Human Resources	S/O+2	0	S/O+2	Destroy	Public	
ORGANIZATION DESIGN Records related to identifying the organizational structure of the Town of Aurora including staff positions/ titles, employee names and hierarchy of authority and responsibility. Records include organization charts and re-organization documentation.	Alphabetical by department	Human Resources	S/O+2	0	S/O+2	Destroy Archival Selection	Public	
RECRUITMENT & SELECTION								
RECRUITMENT & STAFF SELECTION Records relating to general resource planning and the recruitment and hiring of staff for specific Town of Aurora positions. Records include job posting/ ads, resumes under consideration, interview guides and questions, interview notes, candidate evaluation, reference checking notes and regret letters. Successful candidates' information moves to employee file.	Alphabetical by position title and by recruitment number	Human Resources	CY+2	0	CY+2	Destroy	Confidential	PIB ONT 119
EMPLOYEE MANAGEMENT								
EMPLOYEE FILES	Alphabetical by employee last name	Human Resources	T/E+1	2	T/E+3	Destroy	Confidential	PIB ONT 80, ONT 81, ONT 82, ONT 119

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

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

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
EMPLOYEE HEALTH AND SAFETY **SEE:** ENVIRONMENT, SAFETY & SUSTAINABILITY - HEALTH, SAFETY & SECURITY MANAGEMENT								
EMPLOYEE COMPENSATION & BENEFIT ADMINISTERING								
EMPLOYEE COMPENSATION Records related to the management of remuneration models for Town of Aurora employees. Includes annual salary plans, salary administrative guidelines and the management compensation plan. Records may include meetings, job evaluation results and appeals.	By subject	Human Resources	CY+5	0	CY+5	Destroy	Confidential	
EMPLOYEE BENEFIT PROGRAMS Records relating to employee benefits and deductions, group insurance, medical and dental plans, pensions, employee counselling and tuition reimbursements. Includes records relating to the employee assistance program.	By topic: Medical Dental Pension	Human Resources	T/E+6	0	T/E+6 T/E = end of year for which records and books of account are kept or written permission for their prior disposal is given by Minister, or end of appeal period.	Destroy	Confidential	FED 9, FED 10, FED 12, ONT 99
PAY EQUITY Records related to the evaluation of job positions by comparing duties, skills and responsibilities of similar positions. The objective is to ensure equal pay for work of equal value. Documents may include **copies** of policies, hiring reports, classification ratings, job evaluation information, position description questionnaires, action plans and information about designated worker groups.	Alphabetical by position title	Human Resources	S/O+2	0	S/O+2	Destroy	Internal	ONT 95

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
TRAINING & SKILLS DEVELOPMENT								
EMPLOYEE ORIENTATION PROGRAM Records relating to the development and delivery of the employee orientation program and the on-boarding of new employees. Records include orientation checklists and on-boarding documents.	Alphabetical by document type	Human Resources Parks	S/O+2	0	S/O+2	Destroy	Internal	
TRAINING & LEARNING~~-~~ PROGRAMS – INTERNAL Records relating to the development and delivery of training and development related courses or presentations. Records include, departmental and ongoing employee training presentation materials, lunch and learn sessions and instructional material at the corporate and departmental level.	Alphabetical by type of training: Customer Service Interpersonal Conflict Training Violence & Harassment	Human Resources Community Services	S/O+2	0	S/O+2	Destroy	Internal	FED 14, FED 15, FED 18, ONT 71, ONT 198
TRAINING OPPORTUNITIES – EXTERNAL Records relating to external courses, seminars and workshops available or of possible interest to Town employees. Records include course descriptions, course notes, materials from attending the sessions and general information regarding program offerings.	Alphabetical by type of training: Legal Continuing Education By-law Bike Certification Wildlife Training AMCTO Workshops N6 Training Courses	Originator	CY+3	0	CY+3	Destroy	Public	ONT 71
TRAINING / CERTIFICATION RECORDS Records include training records of staff which are required under Regulation 128/04 and Regulation 129/04 to provide proof of operator training to the Ontario Water & ~~Waste water~~Wastewater Certification Office (OWWCO) for training renewals and upgrades. ***Copies*** are to be sent to HR for the employee file. Other training records that require certification by government bodies may also be included here.	Alphabetical by employee last name	Operational Services Originator	CY+3	3	CY+6	Destroy	Confidential	PIB ONT 119, ONT 231, ONT 232

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
ATTENDANCE OF PARTICIPANTS Attendance records of those who participated in Town of Aurora sponsored course/ workshop.	By course name, then by participant last name	Human Resources	CY+1	1	CY+2	Destroy	Confidential	PIB ONT 119
LABOUR & EMPLOYEE RELATIONS								
HUMAN- RIGHTS -COMPLAINTS & INVESTIGATIONS Records relating to receiving, investigating and resolving complaints from Town staff concerning discrimination or harassment. Documents may include statements of complaints or completed complaints forms, investigation reports and recommendations, witness interview notes and supporting documentation and correspondence regarding the exploration and resolution of the complaints and consultations.	Alphabetically by last name	Human Resources	T/E+2	3	T/E+5 T/E = when investigation completed and complaint resolved and/ or closed	Destroy	Confidential	PIB ONT 92, ONT 93, ONT 94, ONT 95, ONT 119, ONT 198
GRIEVANCES & ARBITRATIONS – UNION & NON-UNION Records relating to complaints received from Town of Aurora employees concerning workplace and personal treatment, benefits, discipline, promotions and any other issues as defined in the collective agreement and the investigations to identify and resolve the complaint or issue. Includes information on addressing and resolving the grievances, such as mediation and formal adjudication hearings involving arbitrators. Documents may include completed grievance forms, **copies** of meeting minutes, adjudication hearing schedules, arbitration notices, solicitor's correspondence minutes of settlements, memorandum of settlement and all supporting correspondence.	Alphabetical by last name	Human Resources	T/E+2	0	T/E+2 T/E = after receiving award or complaint is resolved	Destroy	Confidential	PIB ONT 95, ONT 119 ONT 220
LABOUR NEGOTIATIONS Records relating to conducting labour negotiations, which involve discussions and meetings between Town of Aurora and employee groups, such as unions, to achieve resolution on a wide range of issues pertaining to unionized employees. These issues may include staff reductions and layoffs, staff recalls, promotions and wage increases, working conditions, disciplinary actions, seniority rights and restructuring. May	By type of union and year	Human Resources	T/E+1	9	T/E+10 T/E = end of the contracted period	Destroy Archival Selection	Confidential	

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citations/ Comments
include information on collective bargaining, dispute mediation and conflict resolution. **FOR: COLLECTIVE AGREEMENTS** **SEE:** LEGAL, LICENSING AND PERMITS – AGREEMENTS & CONTRACT ADMINISTRATION – AGREEMENTS / CONTRACTS / LEASES								
PENSION ADMINISTRATION								
PENSION RECORDS **SEE:** EMPLOYEE MANAGEMENT - EMPLOYEE FILES								

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

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

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

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
and database management. Would also include source code. Documents may include project charter, project scope, project plans, project management reports, **copies** of purchase orders and requests for proposals, system testing statements, data control impact documents, quality assurance investigations and reports, deficiencies and gaps and related correspondence. **FOR: PROJECTS THAT ARE NOT RELATED TO AN IT INITIATIVE** **SEE:** ADMINISTRATION - PROJECT MANAGEMENT - ADMINISTRATIVE								
COMPUTER OPERATIONS & SUPPORT								
HARDWARE & SOFTWARE MANUALS / INSTRUCTIONS / OPERATING PROCEDURES Records from vendors and external organizations such as standards, procedures and operating instructions that provide instructions on the operation and maintenance of computer hardware and software. Includes user guides, maintenance support materials, desktop service manuals and instructions, backup instructions and related documentation for the maintenance of the mainframe.	Alphabetical by name of application	Information Technology Services	T/E	2	T/E+2 T/E= end of life/ decommissioning of the application or system asset	Destroy	Public	
HARDWARE / SOFTWARE INVENTORY – **SEE:** ASSET MANAGEMENT AND MAINTENANCE – MAINTENANCE & OPERATIONS MANAGEMENT – FIXED ASSETS - ASSET REGISTER								
GIS DATA (ALSO KNOWN AS GEOMATICS) Records related to research, planning, design, development, implementation and execution of geospatial specific programs for parks, planning and elections.	By Activity Elections Planning Parks	Planning & Development Services Community Services Operational Services	S/O+3	0	S/O+3	Destroy Archival Selection	Internal	

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
HELP DESK LOGS & REPORTS Records tracking computer end-user problems (tickets), requests and the action taken to resolve the problems. Also includes customer surveys and user complaint information.	~~Alphabetical by type of request~~By date and priority	Information Technology Services	CY+2	0	CY+2	Destroy	Internal	
SYSTEM OPERATIONS Records related to managing the IT hardware, software and networks required to support the organization's operations. This includes IT hardware, software, networks, installation and testing and the operation of hardware, software and networks. **FOR: HARDWARE & SOFTWARE MANUALS** **SEE:** HARDWARE AND SOFTWARE MANUALS / INSTRUCTIONS / OPERATING PROCEDURES **FOR: IT SECURITY** **SEE:** COMPUTER SYSTEM ACCESS & SECURITY	Alphabetical by system name, then by subject: Common Operating Procedures Configurations Standards Tracking Documents Performance Reports	Information Technology Services	CY+5	0	CY+5	Destroy	Internal	
INTERNET & INTRANET DEVELOPMENT / MANAGEMENT Records related to the development and maintenance of the Town's internet and intranet online web sites and services. Includes information on website development, technical design information, and user requirements. Documents may include Internet and Intranet review statements and reports, website information content specifications and correspondence.	Alphabetical by topic	Information Technology Services	T/E+2	0	T/E+2 T/E = end of project or new update	Destroy Archival Selection	Internal	
TELECOMMUNICATIONS & ELECTRONIC COMMUNICATION SYSTEMS Records related to the installation, maintenance, operation and use of telecommunications equipment and systems. Includes information on telephone, cable, fibre optics, electronic mail, voice mail, fax, pager, cell phone, and emergency systems and processes. Documents include requests for installation or maintenance, change requests and service call requests to service providers.	Alphabetical by topic	Information Technology Services	CY+5	0	CY+5	Destroy	Internal	

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
FOR: SUPPLIER AGREEMENTS AND CONTRACTS **SEE:** LEGAL, LICENSING AND PERMITS – AGREEMENTS / CONTRACTS / LEASE ADMINISTRATION								
RECORDS / DOCUMENT MANAGEMENT								
CLASSIFICATION & RECORDS RETENTION BY-LAW Records related to the development and maintenance of the records classification structure and the retention and disposition by-law. Documents may include federal and provincial legislation, legal opinions and all supporting correspondence.	Alphabetical by topic	Legislative Services	S/O+2	0	S/O+2	Destroy	Public	ONT 157
RECORDS DESTRUCTION CERTIFICATES Records related to the identification, authorization and confirmation of disposition activities. Includes content lifecycle reports, executive approvals and vendor destruction certificates.	By year, then alphabetical by department name	Legislative Services	P	0	P	Permanent		ONT 158, ONT 159, ONT 160 Destruction certificates may be needed in litigation to prove the information was destroyed in the normal course of business.
RECORDS CENTRE OPERATIONS Records related to the operations and management of the Town of Aurora's records storage facilities. Documents may include information relating to inactive records retrieval and storage, as well as supporting correspondence.	By type of document	Legislative Services	~~P~~CY+2	0	~~P~~CY+2	~~Permanent~~Destroy	Internal	ONT 158, ONT 159, ONT 160

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LEGAL, LICENSING AND PERMITS	The function of providing legal services to the organization by the Legal Department or external counsel. Records relating to legal matters involving the Town of Aurora. Includes leases, agreements, contracts, licenses, permits, insurance policies. Also includes records relating to lawsuits and legal issues.

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
AGREEMENTS & CONTRACTS / LEASE ADMINISTRATION								
AGREEMENTS / CONTRACTS / LEASES All official agreements, contracts & leases between the Town of Aurora and external organizations or individuals. Records may include drafts and final agreements, memoranda of understanding and supporting correspondence relating to the negotiation, formation and use of official agreements. This record series also includes software license agreements, facility and equipment leases subdivision agreements and site plan agreements.	By vendor-/ service provider name/ organization	Legal Services & Legislative Services	T/E+15	0	T/E+15 T/E= completion or termination of contract	Destroy Archival status for collective agreements	Confidential	PIB ONT 95, ONT 96 ONT 119
DISPUTE RESOLUTION & CONTRACT NEGOTIATIONS Records used to negotiate contracts and resolve issues surrounding those contracts. Records may include reference materials on the client or matter, background information correspondence, Council Extracts, Committee/ Council reports, minutes, including closed session, legal advice/ opinion, corporate searches, title searches, Town By-Laws, policies, etc.	By vendor/ service provider name	Legal Services	T/E+1	2	T/E+3 T/E= completion of negotiation	Destroy	Confidential	PIB ONT 95 ONT 119
MATTER MANAGEMENT								
DEPARTMENTAL LEGAL MATTERS Records related to Departments and Council who require ongoing or specific legal information or advice about a specific case or one-time issue. Information can relate to a specific transaction or matter. Information may include reference materials on the matter or organization, background information, correspondence, council extracts, committee/	By case topic	Legal Services	T/E+1	14	T/E+15 T/E = file closed upon resolution or abandonment	Destroy	Confidential	PIB Ont119

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
council reports, minutes including closed sessions, **copies** of legal advice, title searches and town by-laws and policies.								
PRECEDENTS Records to documentation documents that that may be used as an example in dealing with subsequent similar instances. Records include precedents of subdivision plans, encroachments, road and lane closures and variances.	By topic	Legal Services	S/O+2	0	S/O+2	Destroy	Internal	
LAND TRIBUNAL CASE FILES ~~ONTARIO MUNICIPAL BOARD (OMB) CASE FILES~~ Records related to Town of Aurora cases before ~~the Ontario Municipal Board~~Land Tribunals. Records include legal correspondence and background material~~ for OMB~~. Case files for tax and property issues. May include development applications, notices of appeal, ~~OMB~~ orders and notices, pleadings, case law, reports, final decisions and correspondence. NOTE: Land Tribunal entities may be named and renamed overtime. This record series will also include records belonging to former names of land tribunals with similar functions. This includes the Ontario Municipal Board (OMB), ~~and~~ the Local Planning Appeal Tribunal (LPAT), and the Ontario Land Tribunal (OLT).	By address and case number	Planning & Development Services Legal Services NOTE: Planning & Development Services will be accountable until Council requests Legal Services' involvement; at which time, there will be dual accountability for Case Files by both departments.	T/E+3	12	T/E+15 T/E= completion of assumption of Plan	Destroy	Confidential Public for ~~OMB~~ Land Tribunal Decisions	
INSURANCE, RISK & COMPLIANCE MANAGEMENT								
INSURANCE & RISK MANAGEMENT Records related to insuring the Town of Aurora against risk and fiscal exposure. Insurance policies include: errors and omissions insurance, umbrella liability and property insurance. Records include insurance statement of values applications,	Alphabetical by company name	Legislative Services	CY+3	0	CY+3	Destroy	Internal	ONT 1, ONT 2, ONT 3, ONT 4, ONT 77, ONT 95

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
policies, renewals, certificate of insurance and related information. **FOR: INSURANCE CLAIMS** **SEE:** LEGAL LICENSING AND PERMITS – LITIGATION / CLAIMS								
COMPLIANCE LETTERS Records related to the processing of requests from lawyers regarding whether or not a property is in compliance with municipal by-laws and development agreements.	By property address	Legal Services Building Services By-law Services	CY+2	0	CY+2	Destroy	Internal	
LEGAL OPINIONS / ADVICE / BRIEFS Records related to legal opinions provided by the municipality's legal staff and legal opinions provided to the municipality, departments and Council.	Alphabetical by topic	Legal Services	CY+15	0	CY+15	Destroy Archival Selection	Confidential	
ACCIDENT & INCIDENT / OCCURRENCE REPORTING Records related to the Town's reporting of accidents or incidents that have occurred on Town properties and that may involve members of the public, staff, buildings and structures. Accident reporting concerns events such as vandalism, arson, vehicle accidents and personal injuries that have occurred. Records include completed accident investigation reports, corrective action forms, witness statements, functional ability forms, first aid records and hazardous reporting forms. NOTE: Parks & Recreation will be accountable for minor external incidents where the probability of a claim is very low (minor). Legal will be accountable for external incidents where the probability of a claim is high (major). Human Resources will be accountable for all staff incidents.	Alphabetical by last name	Legal Services Human Resources Community Services	T/E+3	0	T/E+3 T/E = file closed upon resolution or matter of incident **NOTE FOR MINORS:** T/E is the earlier of reaching the age of majority or obtaining litigation guardian **NOTE FOR INCAPABLE PERSONS:** T/E for a person who cannot start	Destroy	Confidential	PIB FED 13, ONT 84, ONT 85, ONT 95 ONT 119 Age of majority = 18th birthday

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
					a claim because of physical, mental or psycho- logical condition is the time such a person obtains a litigation guardian			
REAL PROPERTY MANAGEMENT								
REAL PROPERTY ACQUISITION / EXPROPRIATION / DISPOSITION Records related to the acquisition, expropriation and purchase of land, buildings and property by the Town.	By property address	Legal Services	T/E+1	9	T/E+10 T/E = last payment of any part of principal or interest	Destroy	Confidential	ONT 100, ONT 101, ONT 102, ONT 103, ONT 104
LITIGATION / CLAIMS								
CLAIMS BY THE MUNICIPALITY Records related to the administration of and consultation for, legal matters and litigation affecting or initiated by the Town of Aurora such as contractual claims or extensions. This may include information **copies** of legal opinions and decisions, litigation fees, legal challenges and issues, by-law enforcement court cases and judicial decisions. Documents may include subpoenas, **copies** of contracts and legislation, **copies** of property plans, legal exhibits such as photographs, legal research documentation and supporting correspondence.	By name of claimant	Legal Services Building Services By-law Services	T/E+1	14	T/E+15 T/E = file closed upon resolution	Destroy	Confidential	PIB FED 13, ONT 84, ONT 85, ONT 95 ONT 119
CLAIMS AGAINST THE MUNICIPALITY – INSURED & NOT INSURED Records related to the administration of and consultation for, legal matters and litigation affecting or initiated by employees	Alphabetical by last name of person/ organization	Legal Services	T/E+1	14	T/E+15 T/E = file closed upon resolution	Destroy	Confidential	PIB FED 13, ONT 84, ONT 85, ONT 95 ONT 119

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

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
or other parties; such as, first party claims made by the Town of Aurora to the Town's Insurer(s) (for example, property and crime losses) and third party liability claims that are made against the Town. This may include information on legal opinions and decisions, litigation fees, legal challenges and issues, by-law enforcement court cases, personal injury and judicial decisions. Third party liability claims may arise from alleged negligence or omission by the Town, for example, its failure to clear ice and snow from walkways, potholes and collisions involving Town vehicles. Documents may include subpoenas, **copies** of contracts and legislation, **copies** of property plans, legal exhibits such as photographs, legal research documentation, claims and affidavits, damage and injury reports, medical reports and all supporting correspondence.					**NOTE FOR MINORS:** T/E is the earlier of reaching the age of majority or obtaining litigation guardian **NOTE FOR INCAPABLE PERSONS:** T/E for a person who cannot start a claim because of a physical, mental or psycho-logical condition is the time such a person obtains a litigation guardian			Age of majority = 18th birthday
USE & PERMISSION AUTHORIZATION								
CONSENT RELEASE FORMS & WAIVERS ~~Release/ waiver forms are written agreements that release/ forego any current or potential rights to sue or demand compensation from another party. The purpose is to protect the Town against lawsuits from other parties that might arise as a result of activities permitted by the Town or conducted by the Town with the permission of another party.~~ Records related to the collection of release/ waiver forms that release/ forgo any current or potential rights to sue or demand compensation from another party as a result of activities permitted or conducted by the Town. Records include insurance waivers, liability waivers, parental consent forms and consent release forms.	By type of waiver	Originator	T/E+3	0	T/E+3 T/E = expiry of waiver/ release or conclusion of activity to which waiver/ release relates	Destroy	Confidential	PIB ONT 95 ONT 119 If an accident occurs to any person covered by a signed waiver of liability, it must be retained for the same period as accident reports

LICENCES & PERMITS PROCESSING								
LICENCES & PERMITS Business, commercial, recreational and all other licences & permits received by the Town of Aurora that are not classified as building or planning. Includes excavation permits for encroachment to all town owned properties and requests for road closure events. **FOR: PLANNING & BUILDING PERMITS** **SEE:** PLANNING, DEVELOPMENT & BUILDING – APPLICATIONS **OR** PLANNING, DEVELOPMENT & BUILDING - BUILDING PERMITS **FOR: WATER PERMITS** **SEE:** ENVIRONMENT, SAFETY AND SUSTAINABILITY - ENVIRONMENTAL PLANNING & PROTECTION - DRINKING WATER QUALITY MANAGEMENT SYSTEM (DWQMS) **FOR MARRIAGE LICENCES** **SEE:** LEGAL, LICENSING AND PERMITS - VITAL STATISTICS	By type of permit/ licence Animal Control Bulk Water Use Business Excavations Farmer's market Lottery Pet Radio Licence Road Closure Taxi Water Meter	Originator	T/E+1	3	T/E+4 T/E = expiry date of licence/ permit	Destroy	Confidential	PIB ONT 119, ONT 164, ONT 166, ONT 168, ONT 230
BY-LAW ENFORCEMENT								
PROVINCIAL OFFENSES Records related to infractions under municipal by-laws and the follow-up of these cases. This may include orders to comply, notices of violation, general letters, part 1 and part 3 occurrences, complaints, office notes and logs, court briefs, POA tickets, court summons, inspection photos, and property ownership documents. ~~Orders to Comply~~ ~~Notice of Violation~~ ~~General Letters~~ ~~Part 1, Part 3 occurrences,~~ ~~Complaints~~ ~~Note taking logs~~ ~~Court briefs~~ ~~POA tickets~~ ~~Summons~~ ~~Inspection photos~~	By address, then by year	Originator	T/E+1	2	T/E+3 T/E = matter closed upon resolution or abandonment	Destroy	Confidential	PIB ONT 95, ONT 119 ONT 221, ONT 222, ONT 223

~~Ownership of property~~								
COMPLAINTS, CITATIONS, NOTICES OF VIOLATIONS & INVESTIGATIONS Records related to by-law complaints, citations, violations, and investigations. Records may include the nature of the complaint, details of the incident, investigation information, building complaints, orders to comply, appeals to orders and court briefs.	By year, then by case/ complaint	By-law Services	T/E+2	1	T/E+3 T/E = matter closed upon resolution or abandonment	Destroy	Confidential	PIB ONT 95 ONT 119
MUNICIPAL BY-LAW INFRACTIONS Records related to the prosecution, appeal and follow-up of municipal infractions. Records include certificate of conviction, court filing for unpaid parking infractions, notice of intention to appear form, original parking tickets, court papers, set application, decision, trials, etc.	By year, then by case/ complaint	Originator	T/E+1	2	T/E+3 T/E = matter closed upon rendering or verdict or abandonment	Destroy	Confidential	PIB FED 13, ONT 84, ONT 85, ONT 95 ONT 119
VITAL STATISTICS								
VITAL STATISTICS APPLICATIONS Records relating to vital statistics registration applications and licences/ certificates of vital events such as births, deaths and marriages that occur in the Town of Aurora. Applications must be accurately completed, accompanied by an administrative fee and submitted to the Town of Aurora. The Town will match and confirm the information and forward the completed documents to the Office of the Registrar General. Documents include record of appointments of Deputy Division Registrars & Commissioners of Oath & civil marriage officiants, completed application forms, travel letters and all supporting documents.	By type of application then name of person	Legislative Services	T/E+2	0	T/E+2 T/E = completion of the application	Destroy	Confidential	PIB ONT 6, ONT 91, ONT 95, ONT 97 ONT 119
VITAL STATISTICS REGISTER – MARRIAGE, DEATH & BIRTHS Register of births, deaths and marriages which occurred in the Town of Aurora.	By name of person	Legislative Services	T/E+2	0	T/E+2 T/E = completed and signed date of register	Destroy Archival Selection	Confidential	PIB ONT 6, ONT 98

FOR: MARRIAGE LICENCES **SEE:** VITAL STATISTICS APPLICATIONS								

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PLANNING, -DEVELOPMENT AND BUILDING	The function of managing the physical growth and development of the Town of Aurora. Activities include reviewing and amending the official plan and development regulations, preparing appeals and representing the Town at appeal hearings, handling development inquiries and pre-application consultation, issuing building permits, street naming nomenclature, review of major development applications and providing mapping support to other departments.

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
BUILDING, PLANNING & ZONING **APPLICATIONS BY CONTRACTORS AND INDIVIDUALS FOR PERMITS FOR THE DEVELOPMENT, CONSTRUCTION AND USE OF COMMERCIAL, INDUSTRIAL, INSTITUTIONAL OR RESIDENTIAL PROPERTIES AND BUILDINGS.**								
DEVELOPMENT INQUIRIES / PRE-APPLICATION CONSULTATION & COMPLETE APPLICATION CHECKLIST Records related to requests for information regarding developments and development pre-consultations to assist in determining requirements for a complete application. May include concept plans.	By name of applicant	Planning	CY+2	0	CY+2	Destroy	Confidential	PIB ONT 119
PLANNING APPLICATIONS Records related to development planning applications including pre-consultation checklist, formal planning applications(s), record of fee payments, all plans, drawings, photos, reports, studies and background information associated with the planning application submission. Also includes records of comments (both internal and external, sent and received), correspondence related to the planning application(s), copies of public notices, status checklist and Committee of Adjustment applications. **FOR: BUILDING PERMITS** **SEE:** BUILDING, PLANNING & ZONING - BUILDING PERMITS	By type of application: Condominium Consent/ Severance Minor Variance Official Plan Amendments Part lot control Site Plan & exemption Subdivision Zoning Municipal Address Changes Radio-communication towers Interim Control By-law Lifting of Hold zone	Planning	T/E+1	6	T/E+7 T/E = project finished and securities for the file has been released	Destroy	Internal	PIB ONT 7, ONT 8, ONT 15, ONT 33, ONT 34, ONT 119, ONT 162, ONT 177, ONT 178, ONT 179

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

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
DESIGN STANDARDS Records of engineering design standards for Town of Aurora infrastructures.	By name of standard	Operational Services	T/E+2	13	T/E+15 T/E = when a standard becomes obsolete	Destroy Archival Selection	Internal	ONT 10, ONT 96
PROJECT MANAGEMENT – MUNICIPAL PROPERTIES								
MUNICIPAL PROPERTY DESIGN & DEVELOPMENT Records relating to internal initiatives intended to ensure effective construction and renovation of Town of Aurora property, including buildings and other structures, through analysis of, and in compliance with, all issues that may affect the actual work. This is performed prior to the construction or renovation work actually being undertaken. May include information on floor load capacity, space planning, need for ventilation and other design requirements. Documents may include parks development, project proposals, structural investigation reports, feasibility studies, preventative maintenance studies, technical and development reviews, noise and signage studies, safety plans or studies, consultant selection criteria, staffing layout plans, detailed needs analysis reports, parks development and **copies** of capital budget statements.	By name of project/ location	Engineering Operational Services	T/E+2	13	T/E+15 T/E = when study or project is completed	Destroy Archival Selection	Internal	ONT 10, ONT 96
URBAN PLANNING								
OFFICIAL PLAN & AMENDMENTS - DEVELOPMENT Records related to the development of the Official Plans & Amendments (land use policy directions for long term growth and development in the Town). Includes drafts, "reference" versions and related information. NOTE: Approved Official Plans & Amendments are held by Legislative Services under Governance, By-laws Administration. **FOR: PLANNING APPLICATIONS**	By plan number	Planning & Development Services	CY+5	10	CY+15	Destroy	Internal	ONT 162 ~~Shall be lodged in office of Clerk of each municipality~~

FILE

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
SEE: BUILDING PLANNING & ZONING – PLANNING APPLICATIONS								
SECONDARY PLANS - DEVELOPMENT Records related to the development of Secondary Plans (local land development use policies to guide growth and development in areas where significant redevelopment or where major physical changes are expected). NOTE: Approved Official Secondary Plans are held by Legislative Services under Governance, By-laws Administration.	By plan number	Planning & Development Services	CY+5	10	CY+15	Destroy	Internal	
ENVIRONMENTAL MASTER & OTHER SUSTAINABILITY PLANS **SEE:** GOVERNANCE - STRATEGIC & LONG RANGE PLANS - MASTER PLANS								
PROPERTY / FACILITY DRAWINGS & IMAGES								
ENGINEERING DRAWINGS / PLANS – ~~NON TOWN~~NON-TOWN ASSETS Records include As-built and construction architectural, structural, mechanical and electrical drawings and plans for assets that do not belong to the Town of Aurora. Includes records regarding detailed engineering drawings for facilities, buildings, road reconstruction, parking lot, drawings for water sewer, storm water, street, landscape, lights, sidewalks, floor plans, mechanical layouts, electrical drawings, renovations, wire plans, structural plan, etc. **FOR: TOWN DRAWINGS** **SEE:** ASSET MANAGEMENT & MAINTENANCE – MAINTENANCE & OPERATION MANAGEMENT – FIXED ASSETS - TOWN FACILITIES' DRAWINGS	By type of drawing, then by location: Roads Sewers Parking lots Facilities Sidewalks Subdivision lot Grading Plans Landscape	Originator	T/E+2	13	T/E+15 T/E = when a project is completed and all securities are returned	Destroy Archival Selection	Internal	ONT 15, ONT 96

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
AIR PHOTOGRAPHY Aerial photography of Town of Aurora properties, including prints and slides. **FOR: EVENT AND COMMUNITY PHOTOGRAPHS** **SEE:** COMMUNICATIONS & ~~STAKEHOLDER~~CONTRIBUTOR RELATIONS – MEDIA & PUBLIC RELATIONS - PHOTOGRAPHY – TOWN OF AURORA EVENTS	By topic, then by address if available: Urban Design photos Heritage	Originator	S/O	2	S/O+2	Destroy Archival Selection	Public	
MAPS Maps related to the Town of Aurora including community facilities, zoning, flood plain, geologic survey, subdivision, land use, typographic and water and soil.	By type of map: Facilities Land Use Subdivision	Originator	S/O	2	S/O+2	Destroy Archival Selection	Public	ONT 107
MUNICIPAL ADDRESSING								
STREET NAMES & NUMBERS Records related to road/ street names and unit numbers. Includes the original applications and notifications sent out to agencies regarding the proposed and final addressing for corner lots, and notifications for address confirmation. NOTE: Naming of Facilities & Parks is included under AMM/Asset Register.	By location	Planning	S/O	2	S/O+2	Destroy Archival Selection	Public	
HERITAGE PLANNING								
HERITAGE RESOURCES Records related to the identification and conservation of significant heritage resources which can include buildings, natural resources monuments, structures and landscapes. Records include heritage studies, Aurora Register of properties	By topic	Heritage Planning Division	T/E+1	2	T/E+3 years T/E = end of period identified as 'Heritage'	Destroy Archival Selection	Public	ONT 34, ONT 114, ONT 115, ONT 116, ONT 117

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
of cultural value or interests, processing heritage designations, and applications related to Heritage designations.								

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RECREATIONAL AND CULTURAL SERVICES	This function of managing, operating and supporting sports and other recreational activities, the arts, social and cultural organizations.

Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
PROGRAM MANAGEMENT								
RECREATIONAL PROGRAM RECORDS Records relating to sports, recreational, or cultural activities and programs sponsored by the Town of Aurora, including activity schedules, programs, participants' list, status sheets, scorebooks, rules and regulations, activity planning records and all other similar records.	By name of program Aquatics Community Partnership Fitness Seniors Youth	Community Services	CY+1	2	CY+3	Destroy Archival Selection	Confidential	PIB ONT 91 ONT 119
PROGRAM REGISTRATION & MEMBERSHIPS Records related to the registration and membership of individuals for recreation programs including: teams, leagues, camp programs, special events, campgrounds, golf, etc. Records may include registration forms, medical forms, and **copies** of invoices or receipts.	By name of person	Community Services	CY+1	5	CY+6	Destroy	Confidential	PIB ONT 91 ONT 119
RECREATION ATTENDANCE RECORDS Records related to documenting attendance for Town of Aurora recreation programs. Records may include class rosters, sign-up sheets, and emergency contact information.	By name of person	Community Services	CY+1	5	CY+6	Destroy	Confidential	PIB ONT 119
PERMISSION SLIPS Documentation which contains information used to allow participation in sporting events.	By name of person	Community Services	CY	2	CY+2	Destroy	Confidential	PIB ONT 119
PROGRAMS – AQUATICS – SWIM RESULTS List of names indicating passing and failing of the swim test.	By name of person	Community Services	CY	2	CY+2	Destroy	Confidential	PIB ONT 119

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

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Record Series	Filing Methodology	Accountability	Active Retention	Inactive Retention	Total Retention	Disposition	Security Classification	Citation/ Comments
ACTIVITY / STATISTICAL REPORTS Records related to the collection of narrative and statistical data about the Town of Aurora's programs, activities, and services. Records may include periodic reports such as the number of participants in attendance etc.	By name of facility or program	Community Services	CY+1	2	CY+3	Destroy Archival Selection	Internal	ONT 228
WAIVERS OF LIABILITY / PARENTAL CONSENTS. **SEE:** LEGAL / LICENSING / PERMITS – USE & PERMISSIONS AUTHORIZATION – CONSENT RELEASE FORMS & WAIVERS								~~If an accident occurs to any person covered by a signed waiver of liability, records must be retained for the same period as accident reports~~
TRAINING RECORDS FOR CERTIFICATIONS Records related to the administration of classes to prepare students for certification in water safety instruction, CPR, lifeguard, etc. Records may include attendance sheets, exams, answer sheets, pass/ fail status or grades, personal contact information, sign-in sheets, etc.	By name of participant	Community Services	T/E	2	T/E+2 T/E = expiry of certification	Destroy	Confidential	PIB ONT 119
TRAVEL ARRANGEMENTS FOR PARTICIPANTS Records related to all administrative trip planning such as travel and accommodation arrangements for program participants. Records may include airline, bus and train ticketing and confirmation, travel arrangements, hotel rates and arrangements, itineraries, documentation on individual tours and car rentals.	By name of participant	Community Services	T/E	2	T/E+2 T/E= completion of trip	Destroy	Confidential	PIB ONT 119

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

Final D

Town of Aurora Federal and Provincial Citation Table

Citation Table for Federal Legislation

Citation Table No.	FileLaw™ Entry Code	Federal Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Fed.1		Canada Revenue Agency, GST/HST Memoranda Series Chapter 15: Books and Records (Revised July 1999) 15.2 Computerized Records, June 2005 Electronic records Records, books of account, documents and other information in electronic form used for purposes of the verification of the Goods and Services Tax / Harmonized Sales Tax (GST/HST) charged and remitted on taxable supplies of goods and services as well as the tax paid on purchases.	6 years 286(3.1) 8. Persons who keep records in an electronic format are required to retain them in an electronically readable format for a period of six years from the end of the latest year to which they relate. This means that a person must retain the electronic records even when hard copy is available.

Fed.2		Canada Revenue Agency, GST/HST Memoranda Series Chapter 15: Books and Records (Revised July 1999) 15.1 General Requirements for Books and Records, June 2005 Records that enable the determination of the tax charged and remitted on taxable supplies of goods and services as well as the tax paid on business purchases and claimed as an input tax credit (ITC) or rebate	24. Persons carrying on a business or engaged in a commercial activity, persons who are required to file a GST/HST return, and persons who make an application for a rebate are required to keep their books and records for a period of **six years** from the end of the latest year to which they relate. Electronic records ss 286(3.1) 25. Persons who keep records electronically are required to retain them in an electronically readable format for a period of **six years** from the end of the latest year to which they relate. This means that a person must retain the electronic records even when hard copy is available. Minimum retention period 26. The minimum retention period for books and records is generally determined by the last year when a record may be required for purposes of the Act, and not the year when the transaction occurred and the record was created. For example, records supporting the acquisition and capital cost of property should be maintained until the day that is six years from the end of the last

Citation Table No.	FileLaw™ Entry Code	Federal Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
			year in which such an acquisition could enter into any calculation for GST/HST purposes, including the basic tax content of the property.
Fed.4	FFD-Fn.Ad.-25	Financial Administration Act, R. S. C. 1985, c. F-11, ss. 161.(1),(2),(3); as am. S. C. 2004, c. 12, s. 20 Protection of Computer Systems	Event = Retain only data essential to identify, isolate or prevent harm to computer system
Fed.5	FFD-Fn.Ad.-4	Financial Administration Act, R.S.C. 1985, c. F-11, s. 17(3). Public Money Receivables	Not specified
Fed.6	FF-Exc.Tx.-1	Excise Tax Act, R. S. C. 1985, c. E-15, s. 298.(1)(f); as am. S. C. 1990, c. 45, s. 12; as am. S. C. 1993, c. 27, s. 131.(2); as am. S. C. 2000, c. 30, s. 89.(1). Assessment Period Liability – Limitation Period	Event + 4 years (Event = Person liable/person paid or remitted the amount; as applicable)
Fed.7	FF-Exc.Tx.-12	Excise Tax Act, R. S. C. 1985, c. E-15, s. 286; as am. S. C. 1990, c. 45, s. 12; as am. S. C. 1998, c. 19, s. 282 Commercial Activities — Records Requirements	Event + 6 years (Event = End of year to which relate or such other period as may be prescribed in Canada)

Citation Table No.	FileLaw™ Entry Code	Federal Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Fed.8	FF-Exc.Tx.-4	Excise Tax Act, R. S. C. 1985, c. E-15, s. 98.(1), as am. R. S. C. 1985 (1st Supp.), c. 15, s. 36; as am. R. S. C. 1985 (2nd Supp.), c. 7, s. 45.(1); ss. 100.(2) to (4); as am. S. C. 2002, c. 22, s. 386. Excise Tax Records and Books of Account	Event + 6 years (Event = End of calendar year for which records kept; or until written permission for prior disposal by Minister given; or longer if appeal)
Fed.9	FHR-CPP-2	Canada Pension Plan, R. S. C. 1985, c. C-8, s. 24; as am. S. C. 1991, c. 49, s. 207; as am. S. C. 1997, c. 40, s. 64; as am. S. C. 1998, c. 19, s. 253. Canada Pension Plan Records	Event + 6 years (Event = end of year for which records and books of account are kept or written permission for their prior disposal is given by Minister, or end of appeal period.)

Citation Table No.	FileLaw™ Entry Code	Federal Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Fed.10	FHR-Em.Ins.-10	Employment Insurance Act, S.C. 1996, c. 23, s. 87, as am., S.C. 1998, c. 19, s. 267. Employers — Books of Account	Event + 6 years (Event = end of year for which they are kept, or until written permission for their prior disposal is given by the Minister or if appeal until the ruling is made or the appeal is disposed of and any further appeal is disposed of or the time for filing a further appeal has expired.) Electronic records ((3.1) Every employer required by this section to keep records who does so electronically shall retain them in an electronically readable format for the retention period referred to in subsection (3).)
Fed.11	FHR-Em.Ins.-13	Employment Insurance Regulations, under the Employment Insurance Act, SOR/96-332, ss. 19.(2), (4)(b) Employers — Undeliverable Record of Employment	Earliest of: 1 year or Event = copy is requested by the Commission or by person
Fed.12	FHR-Em.Ins.-9	Employment Insurance Act, S. C. 1996, c. 23, s. 85.(3). Employment Insurance Assessment -Limitation Period	Event + 3 years (Event = end of year in which any premium should have been paid, unless misrepresentation or fraud)

Town of Aurora Federal and Provincial Citation Table

Citation Table No.	FileLaw™ Entry Code	Federal Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Fed.13	FMV-MVT-1	Motor Vehicle Transport Act, R. S. C. 1985 (3rd Supp.), c. 29, s. 18.(2). Motor Vehicle Transport Offence Proceedings — Limitation Period	1 year
Fed.14	FS-Lb.Cd.-133	Canada Occupational Health and Safety Regulations, under the Canada Labour Code, SOR/86-304, ss. 20.3, 20.8.(2); as en. SOR/2008-148, s. 1. Posting of Work Place Violence Prevention Policies and Emergency Notification Procedures	Not specified
Fed.15	FS-Lb.Cd.-134	Canada Occupational Health and Safety Regulations, under the Canada Labour Code, SOR/86-304, ss. 20.6.(3), 20.7.(1), 20.8.(1); as en. SOR/2008-148, s. 1 Work Place Violence Procedures and Emergency Notification Procedures	Not specified “shall establish and update every 3 years”
Fed.16	FS-Lb.Cd.-135	Canada Occupational Health and Safety Regulations, under the Canada Labour Code, SOR/86-304, s. 20.7.(3); as en. SOR/2008-148, s. 1. Work Place Violence Records	3 years; in written or electronic form

Citation Table No.	FileLaw™ Entry Code	Federal Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Fed.17	FS-Lb.Cd.-136	Canada Occupational Health and Safety Regulations, under the Canada Labour Code, SOR/86-304, s. 20.9.(5); as en. SOR/2008-148, s. 1. Investigation of Workplace Violence Reports	Not specified “shall keep”
Fed.18	FS-Lb.Cd.-137	Canada Occupational Health and Safety Regulations, under the Canada Labour Code, SOR/86-304, ss. 20.10.(2),(4),(5); as en. SOR/2008-148, s. 1. Workplace Violence Training Records	Event + 2 years (Event = Date employee ceases to perform activity that has risk of work place violence associated with it; in paper or electronic form)

Citation Table for Provincial Legislation

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.1	OBF-CAI-1	Compulsory Automobile Insurance Act, R.S.O. 1990, c. C.25, s. 2(10). Automobile Insurance Offence Proceedings — Limitation Period	Event + 3 years (Event = date offence alleged to have been committed)
Ont.2	OBF-Insu.-2	Statutory Conditions — Automobile Insurance Regulation, under the Insurance Act, O. R. 777/93, Schedule, s. 9.(4). Auto Insurance Proceedings Statutory Conditions — Limitation Period	Automobile or Contents: Event + 1 year (Event = loss) And: Persons and Other Property Event + 2 years (Event = cause of action arose)
Ont.3	OBF-Insu.-3	Insurance Act, R. S. O. 1990, c. I.8, s. 281.1.(1); as am. S. O. 2002, c. 24, Sched. B, s. 39.(6). Auto Insurance Mediation Proceedings or Evaluations — Limitation Period	Event + 2 years (Event = insurer's refusal to pay benefit claimed)
Ont.4	OBF-Insu.-4	Insurance Act, R.S.O. 1990, c. I.8, s. 148(2), Stat. Cond. 14. Fire Insurance Claims – Limitation Period	One year

Town of Aurora Federal and Provincial Citation Table

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.5	OBS-AOD-1	Accessibility for Ontarians with Disabilities Act, 2005, S. O. 2005, c. 11, ss. 14.(1) to (4), 17. Persons or Organizations to whom Accessibility Standard Applies — Accessibility Reports	Keep to make available to the public on request
Ont.6	OBS-Vt.St.-3	Vital Statistics Act, R. S. O. 1990, c. V.4, s. 59. Offence Prosecutions — Limitation Period	Event + 1 year (Event = Dep. Registrar General becomes aware of facts on which proceeding based)
Ont.7	OCON-OHS-23	Construction Projects Regulation, under the Occupational Health and Safety Act, O. Reg. 213/91, s. 5, as am., O. Reg. 145/00, s. 3. Constructors — Construction Registration Forms	Event = Keep while employer is working there
Ont.8	OCON-OHS-24	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, ss. 6.(3),(6), 19; as am. O. R. 145/00, s. 4. Constructors — Posting and Retention of Construction Notification Form	Event + 1 year (Event = project finished)

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.9	OCON-OHS-25	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, s. 19; ss. 26.8.(4),(5); as am. O. R. 145/00, s. 14; as am. O. R. 85/04, s. 9. Engineer's Safety Net Inspections/Tests Documentation	Event + 1 year (Event = project finished).
Ont.10	OCON-OHS-26	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, s. 26.9.(8) pars. 1, 6; as am. O. R. 145/00, s. 14. Constructors — Lifeline System Designs	Event = Keep design at project while system in use.
Ont.11	OCON-OHS-27	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, ss. 29.(9),(12); as am. O. R. 145/00, s. 15. Constructors — Record of Servicing, Cleaning and Sanitizing of Facilities and Facilities Location Change Documents	Event = Keep for duration of project

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.12	OCON-OHS-28	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, s. 19; ss. 67.(4),(5); as am. O. R. 145/00, s. 21. Employers — Traffic Protection Plan	Event + 1 year (Event = project finished)
Ont.13	OCON-OHS-29	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, ss. 69.(4)(d),(5); as am. O. R. 145/00, s. 23. Traffic Signal Instructions	Event = Shall be kept at project
Ont.14	OCON-OHS-30	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, s. 106.(1.5); as am. O. R. 145/00, s. 28. Employers — Signaller Instructions	Event = Keep at project
Ont.15	OCON-OHS-6	Construction Projects Regulation, under the Occupational Health and Safety Act, O.R. 213/91, ss. 19, 236(7). Constructors — Design Drawings / Specifications	Event + 1 year (Event = project finished).

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.16	OC-TSS-1	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. Reg. 209/01, s. 30. Owners — Posting of Elevator Licences	Not Specified
Ont.17	OC-TSS-2	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. R. 209/01, ss. 33.(6),(7), 4.(2). Elevating Devices — Inspection and Tests Records Logbook	Event + 5 years (Event = Date of last entry)
Ont.18	OC-TSS-3	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. R. 209/01, s. 34; as am. O. R. 252/08, s. 19. Owner/Contractors — Elevating Device Log Books	Event + 5 years (Event = date of last entry)
Ont.19	OC-TSS-4	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. R. 209/01, s. 37.(e); as am. O. R. 252/08, s. 22. Owners — List of Emergency Contacts	Keep to make available on request

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.20	OC-TSS-5	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. R. 209/01, ss. 25.(2), 37.(f),(g). Owners — Elevating Device Registered Design Submissions/ Maintenance Instructions	Keep to make available on request and transfer to new owners
Ont.21	OC-TSS-6	Elevating Devices Regulation, under the Technical Standards and Safety Act, 2000, O. Reg. 209/01, s. 38. Owners — Passenger Elevator Contractor Contacts	Keep to make available on request
Ont.22	OENV-Ev.Pr.-10	Environmental Protection Act, R.S.O. 1990, c. E.19, s. 195. Environmental Offence Prosecutions — Limitation Period	Event + 2 years (Event = later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5.)
Ont.23	OENV-Ev.Pr.-22	General - Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, ss. 18(8), (9). Generator — Waste Disposal Records	2 years.

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.23	OENV-Ev.Pr.-23	General — Waste Management Regulation, under the Environmental Protection Act, R. R. O. 1990, R. 347, ss. 23.(5)(a),(c),(5.1); as am. O. R. 501/01, s. 7.(4); as am. O. R. 337/09, s. 13.(2). Receivers — Waste Transportation Manifests Copy 5 (Blue) / Electronic Copy	2 years; at receiving facility or head office of receiver
Ont.24	OENV-Ev.Pr.-24	General - Waste Management Regulation, under the Environmental Protection Act, R.R.O. 1990, Reg. 347, s. 23(6). Carriers — Waste Transportation Manifests Copy 4 (Pink)	2 years.
Ont.25	OENV-Ev.Pr.-25	General — Waste Management Regulation, under the Environmental Protection Act, R. R. O. 1990, R. 347, ss. 23.(7),(8); as am. O. R. 501/01, s. 7.(6); as am. O. R. 337/09, s. 13.(4); as am. O. R. 234/11, s. 24.(5). Carriers — Waste Transportation Manifests — Copy 4 (Pink)	2 years.

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.26	OENV-Ev.Pr.-26	General — Waste Management Regulation, under the Environmental Protection Act, R. R. O. 1990, R. 347, ss. 24.(4),(4.1)(a),(b),(5); as am. O. R. 501/01, s. 8.(1); as am. O. R. 337/09, s. 14. Generators — Waste Transportation Manifests Copy 2 (Green)	2 years; at generator's head office and at waste generation facility
Ont.27	OENV-Ev.Pr.-27	General — Waste Management Regulation, under the Environmental Protection Act, R. R. O. 1990, R. 347, ss. 24.(7)(a) to (c),(10); as am. O. R. 501/01, s. 8.(5). Carrier — Waste Transportation Manifests Copy 4 (Pink)	2 years.
Ont.28	OENV-Ev.Pr.-30	General — Waste Management Regulation, under the Environmental Protection Act, R. R. O. 1990, R. 347, ss. 25.(9),(10); as am. O. R. 501/01, s. 9.(9); as am. O. R. 234/11, ss. 1.(3), 25.(4). Waste Transportation System Operators — Waste Transportation Manifests Copy 4 (Pink)	2 years.

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.29	OENV-Ev.Pr.-31	General — Waste Management Regulation, under the Environmental Protection Act, R. R. O. 1990, R. 347, ss. 27.(5),(5.1); as am. O. R. 501/01, s. 11.(3). Generator — Waste Transportation Manifests Copy 6 (Brown)	2 years.
Ont.30	OENV-Ev.Pr.-33	Environmental Protection Act, R.S.O. 1990, c. E.19, s. 47(9). Well Security Fund Compensation — Limitation Period	Event + 6 months (Event = Director received notice or such longer period as determined by Director)
Ont.31	OENV-Ev.Pr.-408	Renewable Approvals Under Part V.0.1 of the Act Regulation, under the Environmental Protection Act, O. R. 359/09, ss. 13.(1),(3) Renewable Energy Applicants — Approvals Documents	Not specified “shall submit/shall be in writing”

Town of Aurora Federal and Provincial Citation Table

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.32	OENV-Ev.Pr.-409	Renewable Approvals Under Part V.0.1 of the Act Regulation, under the Environmental Protection Act, O. R. 359/09, ss. 14.(1)(b) Renewable Energy Project Applicants — List of Aboriginal Communities	Not specified “shall obtain”
Ont.33	OENV-Ev.Pr.-411	Renewable Approvals Under Part V.0.1 of the Act Regulation, under the Environmental Protection Act, O. R. 359/09, ss. 16, 17.(1),(1.1); as am. O. R. 521/10, ss. 8, 10.(1) to (3). Renewable Energy Project Description Reports and Draft Documents	Not specified “shall make available/shall post”
Ont.34	OENV-Ev.Pr.-412	Renewable Approvals Under Part V.0.1 of the Act Regulation, under the Environmental Protection Act, O. R. 359/09, ss. 22.(2)(a), 23.(1)(b),(2)(b), 24.(1) par. 1,(2), 25.(1),(3) Renewable Energy Project Applicants — Archaeological Assessments / Heritage Assessment Reports and Summaries / Records Review Reports	Not specified “shall ensure conducted/prepare”

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.35	OENV-Ev.Pr.-413	Renewable Approvals Under Part V.0.1 of the Act Regulation, under the Environmental Protection Act, O. R. 359/09, ss. 26.(3). 27.(1); as am. O. R. 521/10, ss. 15.(3), 16. Renewable Energy Project Applicants — Natural Heritage, Site Investigation Reports	Not specified “shall prepare”
Ont.36	OENV-Ev.Pr.-414	Renewable Approvals Under Part V.0.1 of the Act Regulation, under the Environmental Protection Act, O. R. 359/09, ss. 29.(1) par. 1. 30 Renewable Energy Project Applicants — Water Assessments Records Reports	Not specified “shall prepare”
Ont.37	OENV-Ev.Pr.-415	Renewable Approvals Under Part V.0.1 of the Act Regulation, under the Environmental Protection Act, O. R. 359/09, ss. 31.(2),(4),(5); as am. O. R. 521/10, s. 18.(2). Renewable Energy Project Applicants — Water Site Investigation Reports	Not specified “shall prepare”

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.38	OENV-Ev.Pr.-418	Greenhouse Gas Emissions Reporting, under the Environmental Protection Act, O. R. 452/09, s. 18 Emissions and Verification Reports and Other Greenhouse Gas Emissions / Biomass Documentation / Data / Facility Information and Logs	Event + 7 years (Event = End of reporting period to which relates)
Ont.39	OENV-LSP-2	Lake Simcoe Protection Act, 2008, S. O. 2008, c. 23, s. 24.(2) Proceedings related to Lake Simcoe Region Conservation Authority under Conservation Authorities Act — Limitation Period	Event + 2 years (Event = Later of: day offence committed; or: day evidence of offence first came to attention of officer)
Ont.40	OENV-ORMC-1	Oak Ridges Moraine Conservation Act, 2001, S. O. 2001, c. 31, s. 24.(7) Oak Ridges Moraine Conservation Plan Offence Prosecutions — Limitation Period	2 years after the day on which the offence was alleged to have been committed

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.41	OENV-SDW-22	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, ss. 8.(8) to (9); as am. O. R. 247/06, s. 6 Owners of Drinking–Water Systems — Warning Notice Check Records	1 year (12 months) in location where can be conveniently accessed by provincial officer
Ont.42	OENV-SDW-23	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, ss. 12.(1) par. 3,(3); as am. O. R. 253/05, s. 9.(1).; as am. O. R. 247/06, s. 11; s. 13.(2) par. 1.(3); ss. 11.(1) to (2.1),(6) to (11); as am. O. R. 269/03, s. 6; as am. O. R. 253/05, s. 8.(1); as am. O. R. 247/06, s. 10; as am. O. R.418/09, s. 8. Owners of Drinking–Water Systems — Annual Reports	6 years; 2 years readily available
Ont.43	OENV-SDW-24	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, ss. 12.(1) pars. 1 to 4,(4),(5); as am. O. R. 253/05, s. 9; as am. O. R. 247/06, s. 11; as am. O. R. 418/09, s. 9. Owners of Drinking–Water Systems — Test Results, Approvals, Annual Report, Schedule 21/22 Reports	2 years readily available

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.44	OENV-SDW-25	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, ss. 13.(1) pars. 1, 2,(5),(6); as am. O. R. 247/06, s. 12; as am. O. R. 418/09, s. 10.(1). Drinking–Water System Owners — Chlorine Distribution Sample Records, Microbiological Sampling and Testing Records, Maintenance and Operational Checks Records, Approval Records	2 years
Ont.45	OENV-SDW-26	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, ss. 13.(2) par. 1,(5),(6); as am. O. R. 247/06, s. 12; as am. O. R. 399/07, ss. 4.(1),(2); as am. O. R. 418/09, s. 10.(3). Drinking–Water System Owners — Chemical and Lead Test Records	6 years

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.46	OENV-SDW-27	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, ss. 13.(3) par. 1, 3, (5),(6); as am. O. R. 399/07, s. 4.(3). Drinking–Water System Owners — Sodium, fluoridation and Trace Chemicals (Schedule 23/24) Test Records, Raw Water Supply Records	15 years
Ont.47	OENV-SDW-28	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 14.(2). Documents — Electronic Format	Not specified
Ont.48	OENV-SDW-29	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, Schedule 1: Treatment Equipment Municipal: Large Residential Small Residential, s. 1.6.(3). System Owner — Disinfection Equipment Records	Not specified “shall ensure records”

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.49	OENV-SDW-30	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, Schedule 2: Treatment Equipment (Municipal Non–Residential; Non–Municipal Residential; Non–Municipal Non–Residential), s. 2.2.(1) par. (6). Drinking–Water System Owners — Water Treatment Equipment Operating Instructions	Event = Ensure instructions kept near equipment
Ont.50	OENV-SDW-31	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 13.(1) par. 4, Schedule 3: Point of Entry Treatment (Small Municipal Residential; Municipal Non–Residential; Non–Municipal Residential; Non–Municipal Non–Residential), ss. 3–1.1.(1) par. 4,(5),(6)(7)(a); as am. O. R. 418/09, s. 13. Drinking–Water System Owners — Records of Entry Treatment Units, Dates, Locations, Approvals and Failures to Obtain Access	2 years

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.51	OENV-SDW-32	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, Schedule 4: Relief from Schedule 1, s. 4.4; as am. O. R. 418/09, s. 13. Schedule 4 Approval Conditions — Written Assessments	Not specified “shall ensure prepared”
Ont.52	OENV-SDW-33	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, Schedule 5: Relief from Schedule 2 Municipal: Large Non–Residential Small Non–Residential Non–Municipal: Year–Round Residential Seasonal Residential Large Non–Residential Small Non–Residential, ss. 5.4.(1),(2) Schedule 5: Approval Conditions — Written Assessments	Not specified “shall ensure prepared”

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.53	OENV-SDW-34	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 13.(1) par. 1, ss. ii; Schedule 6: Operational Checks, Sampling and Testing — General, ss. 6-5.(1) pars. 1-3, (1.1); as am. O. R. 418/09, s. 15.(14). Drinking–Water Systems Owners — Continuous Monitoring Equipment Tests	2 years
Ont.54	OENV-SDW-35	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 13.(1) par. 1, ss. ii; Schedule 6: Operational Checks, Sampling and Testing — General, ss. 6.10.(1),(2); as am. O. R. 418/09, s. 15.(17). Owner/Operating Authority of Drinking–Water System — Sample Records	2 years

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.55	OENV-SDW-36	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 13.(1) par. 3; Schedule 8: Maintenance and Operational Checks Municipal: Large Non–Residential Non–Municipal: Year–Round Residential Large Non–Residential, ss. 8–2.(5), ss. 8–2.(5). Owner/Operating Authority of Drinking–Water System — Maintenance and Operational Checks Records	2 years
Ont.56	OENV-SDW-37	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 13.(1) par. 3; Schedule 9: Maintenance and Operational Checks Municipal: Small Non–Residential Non–Municipal: Seasonal Residential Small Non–Residential, s. 9.2.(5). Owner/Operating Authority of Drinking–Water System — Maintenance and Operational Checks Records	2 years

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.57	OENV-SDW-38	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03,Schedule 19: Warning Notice of Potential Problems , ss. 19–2,19–3.(1),(2); as am. O. R. 249/03, s. 22; as am. O. R. 247/06, s. 30. Posting of Warning Notices of Potential Problems	Not specified
Ont.58	OENV-SDW-39	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 12.(1) par. 4, ss. 13.(3) pars. 2, 4, (4);Schedule 21: Engineering Evaluation Reports, Municipal: Large Non–Residential Small Non–Residential Non–Municipal: Year–Round Residential Seasonal Residential Large Non–Residential Small Non–Residential, ss. 21–2.(1), 21–2.(3), 21–6. Owner/Operating Authority of Drinking–Water System — : Municipal: Large Non–Residential Small Non–Residential Non–Municipal: Year–Round Residential Seasonal Residential Large Non–Residential Small Non–Residential — Engineering Evaluation Reports and OWRA Approvals	15 years; 2 years readily accessible during normal business hours at facility

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.59	OENV-SDW-40	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 12.(1) par. 4,(3) to (5), 13.(2) par. 4;Schedule 22: Summary Reports For Municipalities, Municipal: Large Residential Small Residential, ss. 22–2.(1),(4). Owners of Drinking–Water Systems — Municipal: Large Residential, Small Residential, Summary Reports	6 years; 2 years readily accessible during business hours at facility
Ont.60	OENV-SDW-41	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 13.(1) par. 3;Schedule 17: Corrective Action Large Municipal Residential, ss. 17–5 to 17–9. Owner of Drinking–Water System: Large Municipal Residential — Corrective Action Reports for Aeromonas spp., E–coli and Coliforms	2 years

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.61	OENV-SDW-42	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 13.(2) par. 1, ss. iii;Schedule 17: Corrective Action Large Municipal Residential, ss. 17–10 to 17–12; as am. O. R. 418/09, s. 24. Drinking–Water System Owner: Large Municipal Residential — Radiological, Pesticide and other Health Related Parameter Testing Results	6 years
Ont.62	OENV-SDW-43	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 13.(3) par. 1, ss. iii;Schedule 17: Corrective Action Large Municipal Residential, s. 17–13. Drinking–Water System Owner: Large Municipal Residential — Sodium Test Results	15 years

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.63	OENV-SDW-44	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 13.(1) par. 4;Schedule 18: Corrective Action (Small Municipal Residential; Municipal Non–Residential; Non–Municipal Residential; Non–Municipal Non–Residential), ss. 18–5 to 18.–9. Owner of Drinking–Water System; Municipal Residential, Non–Municipal Residential and Seasonal Residential — Corrective Action Reports	2 years
Ont. 64	OENV-SDW-45	Drinking–Water Systems Regulations, under the Safe Drinking–Water Act, 2002, O. R. 170/03, s. 13.(3) par. 1, ss. 4;Schedule 18: Corrective Action (Small Municipal Residential; Municipal Non–Residential; Non–Municipal Residential; Non–Municipal Non–Residential), ss. 18–10 to 18.–13; as am. O. R. 418/09, s. 25.(2). Owner of Drinking–Water System: Municipal Residential, Non–Municipal Residential and Seasonal Residential — Corrective Action Reports	15 years

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.65	OENV-Wt.Rs.-1	Ontario Water Resources Act, R. S. O. 1990, c. O. 40, s. 94; as am. S. O. 2001, c. 9, Sched. G, s. 6.(38). Ontario Water Resources Act Offence Proceedings — Limitation Period	Event + 2 years (Event = later of: date offence committed and date: offence first came to attention of designated person)
Ont.66	OENV-Wt.Rs.-34	Licensing of Sewage Works Operators Regulation, under the Ontario Water Resources Act, O. R. 129/04, s. 4.(5) Facility Owners — Posting of Certificate of Classification of Facility	Not specified
Ont.67	OENV-Wt.Rs.-35	Licensing of Sewage Works Operators Regulation, under the Ontario Water Resources Act, O. R. 129/04, s. 13. Facility Owner — Posting of Licensed Operator Licences	Not specified
Ont.68	OENV-Wt.Rs.-36	Licensing of Sewage Works Operators Regulation, under the Ontario Water Resources Act, O. R. 129/04, s. 17.(2). Facility Owner — Operator–in–charge Records	Not specified

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.69	OENV-Wt.Rs.-37	Licensing of Sewage Works Operators Regulation, under the Ontario Water Resources Act, O. R. 129/04, ss. 18.(2)(c)(d). Operator–in–charge — Adjustment and Equipment Operating Status Records	Not specified
Ont.70	OENV-Wt.Rs.-38	Licensing of Sewage Works Operators Regulation, under the Ontario Water Resources Act, O. R. 129/04, s. 19 Facility Owner — Logs and Record–keeping Mechanisms	2 years
Ont.71	OENV-Wt.Rs.-40	Licensing of Sewage Works Operators Regulation, under the Ontario Water Resources Act, O. R. 129/04, ss. 21.(3),(4). Facility Owner — Training Records	Not specified

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.72	OE-OEB98-142	Ontario Energy Board Act, 1998, S. O. 1998, c. 15, Sch. B, s. 25.37.(1); as en. S. O. 2009, c. 12, Sched. B, s. 9 Distributors, Transmitters, OPA and IESO — Distribution / Transmission System's Ability to Accommodate Generation from Renewable Energy Generation Facility Information	Not specified "shall provide"
Ont.73	OE-OEB98-69	*Ontario Energy Board Act*, 1998, SO 1998, c 15, Sch B, s 4.2(4) Electricity Reporting and Record Keeping Requirements Retailers — Offers, Promotional Material, Applications/ Registration Forms, Form Letters, Sample Identity Cards, Reference Material (Utility Bills, Price Comparisons and Forecasts)	Not specified
Ont.74	OF-Corp.Tx.-7	Corporations Tax Act, R. S. O. 1990, c. C.40, s. 13.3.(10); as am. S. O. 1998, c. 34, s. 31; as am. S. O. 2004, c. 16, s. 2.(2). Workplace Accessibility Tax Incentive Certificates	Not specified "retains"

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.75	OF-In.Tx.-1	Income Tax Act, R. S. O. 1990, c. I.2, s. 48.(3); as am. S. O. 2004, c. 16, s. 3. Provincial Offence Tax Prosecutions — Limitation Period	8 years
Ont.76	OF-In.Tx.-2	Income Tax Act, R. S. O. 1990, c. I.2, s. 39; as am. S. O. 1993, c. 29, s. 2; as am. S. O. 2004, c. 16, s. 3. Income Tax Accounting Records and Books of Account	Event + 6 years (Event = End of last taxation year to which records relate; at person's place of business or residence in Ontario; unless exceptions apply)
Ont.77	OF-In.Tx.-4	Income Tax Act, R. S. O. 1990, c. I.2, s. 38.(4); as am. S. O. 2004, c. 16, s. 3. Director's Liability for Income Tax — Limitation Period	Event + 2 years (Event = director last ceased to be a director of that corporation.)
Ont.78	OF-LTT-5	Land Transfer Tax Act, R. S. O. 1990, c. L.6, s. 9.3; as en. S. O. 2004, c. 31, Schedule 21, s. 16. Land Transfer Tax Act Collectors — Documents, Records and Accounts	Event + 7 years (Event = date conveyance registered or information given to Minister unless written permission for earlier disposal received from Minister; at principal place of business in Ontario)

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.79	OF-RST-9	Definitions, Exemptions and Rebates Regulation, under the Retail Sales Tax Act, R.R.O. 1990, Reg. 1012, s. 22; as am. O.Reg. 35/91, s. 4. Retail Sales Tax Accounting Records	Event + 6 years (72 months)(Event = start of fiscal year during which records destroyed unless Minister approves earlier, and no outstanding court action).
Ont.80	OHR-Em.St2000-2	Employment Standards Act, 2000, S. O. 2000, c. 41, ss. 15.(1) par. 1, 15.(5) par. 1; s. 16; as am. S. O. 2004, c. 21, s. 3. Employers — Employee Name and Address Records	Event + 3 years (Event = date employee ceased to be employed by employer)
Ont.81	OHR-Em.St2000-3	Employment Standards Act, 2000, S. O. 2000, c. 41, ss. 15.(1) par. 2, 15.(5) par. 2; s. 16; as am. S. O. 2004, c. 21, s. 3. Employers — Employee Records / Date of Birth	Event + 3 years (Event = earliest of: employee's 18th birthday or date employee ceased to be employed by employer)
Ont.82	OHR-Em.St2000-4	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15.(1) par. 3, 15.(5) par. 1; s. 16; as am. S. O. 2004, c. 21, s. 3. Employers — Employment Records / Date Employment Started	Event + 3 years (Event = date employee ceased to be employed by employer)

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.83	OHR-WSI-1	Workplace Safety and Insurance Act, 1997, S. O. 1997, c. 16, Schedule A, s. 80; as am. S. O. 2001, Schedule I, s. 4.(2). Schedule 1 Employers — Wages Record	Not specified
Ont.84	OHR-WSI-10	First Aid Requirements Regulation, under the Workplace Safety and Insurance Act, 1997, R.R.O. 1990, R. 1101, s. 5. Accident and First Aid Records	Not specified
Ont.85	OHR-WSI-10	First Aid Requirements Regulation, under the Workplace Safety and Insurance Act, 1997, R.R.O. 1990, R. 1101, s. 5. Accident and First Aid Records	Not specified.
Ont.86	OHR-WSI-8	Workplace Safety and Insurance Act, 1997, S. O. 1997, c. 16, Schedule A, s. 157.1.(1); as am. S. O. 2001, c. 9, Schedule I, s. 4.(5). Offence Prosecutions — Limitation Period	Event + 2 years (Event = most recent act or omission upon which prosecution is based comes to knowledge of Board)

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.87	OLA-EHT-1	Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 37. Employer Health Tax Act Offence Prosecutions — Limitation Period	Six years
Ont.88	OLA-EHT-2	Employer Health Tax Act, R. S. O. 1990, c. E.11, s. 6.(1)(b); as am. S. O. 1994, c. 8, s. 6.(1); as am. S. O. 2001, c. 23, s. 75. Employer Health Tax Refunds — Limitation Period	Event + 4 years (Event = day return required to be delivered)
Ont.89	OLA-EHT-3	Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 8(1), as am., S.O. 1994, c. 8, s. 8(1). Health Tax – Limitation Period	Event + 4 years (Event = later of (1) the day on which the return was delivered or received by the Minister and (2) the day the return was required to be delivered.)
Ont. 90	OLA-EHT-4	Employer Health Tax Act, R. S. O. 1990, c. E.11, s. 12; as am. S. O. 1994, c. 8, s. 13; as am. S. O. 2004, c. 16, Sched. D, Table; s. 33; as am. S.O. 2009, c. 18, Sched. 11, s. 3. Employer Health Tax — Self–Employed Accounting Records	Not specified “shall keep in Ontario”

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.91	OLA-El. Rg.-1	*Electronic Registration Act (Ministry of Consumer and Business Services Statutes), 1991* , SO 1991, c 44, ss 4(2),(6) Electronic Documents	Event = May be filed in electronic format if recorded on EDP system that is capable of being read by the computer or other equipment used in the filing system
Ont.92	OLA-Hm.Rg-2	*Human Rights Code*, RSO 1990, c H.19, s 34(1); as am. SO 2006, c 30, s 5 Complaints — Limitation Period	Event + 1 year (Event = incident to which application relates or last incident in series)
Ont.93	OLA-Hm.Rg-3	*Human Rights Code*, RSO 1990, c H.19, s 45.9(3); as am. S O 2006, c 30, s 5 Applications regarding Contravened Settlements — Limitation Period	Event + 6 months (Event = contravention or last of contravention in series)
Ont.94	OLA-Hm.Rg-4	*Human Rights Code*, RSO 1990, c H.19, s 14(6); as am. S O 2006, c 30, s 1 Designations of Special Programs — Limitation Period	Event + 5 years (Event = day issued or earlier as may be specified by Commission)

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.95	OLA-Limi02-1	*Limitations Act*, 2002, SO 2002, c 24, Sch B, s 4. General Limitation Period	2 years T+ 6 (T=18th birthday) Actual claims with infant claimant (no Litigation Guardian) Claims commenced up to Dec. 31, 2003 T+2 (T=18th birthday) Claims commenced after Dec. 31, 2003
Ont.96	OLA-Limi02-7	*Limitations Act*, 2002, SO.2002, c 24, Sch B, ss 15(1),(2). Ultimate Limitation Period	Event + 15 years (Event = act or omission on which claim is based took place)
Ont.97	OLA-Marr.-1	*Marriage Act*, RSO 1990, c M.3, s 13; as am. SO 1999, c 12, Sch F, s 31. Issuers — Marriage Licences	Not specified "shall keep in his or her office"
Ont.98	OLA-Marr.-2	*Marriage Act*, RSO 1990, c M.3, s 28(1). Marriage Register	Not specified
Ont.99	OLA-Pn.Bn.-1	*Pension Benefits Act*, RSO 1990, c P.8, s 110(6), as am, SO 1997, c 28, s 220(2). Pension Benefits Offence Prosecutions — Limitation Period	Event + 5 years (Event = Offence occurred or alleged occurred)

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.100	OLA-RPL-14	*Real Property Limitations Act*, RSO 1990, c L.15, s 22. Mortgages Arrear Claims — Limitation Period	Event + 10 years (Event = last payment of any part of principal or interest)
Ont.101	OLA-RPL-17	*Real Property Limitations Act*, RSO1990, c L.15, s 19. Mortgage Claims — Limitation Period	Event + 10 years (Event = mortgagee obtained possession or: receipt of profits of land or: acknowledgments)
Ont.102	OLA-RPL-18	*Real Property Limitations Act*, RSO 1990, c L.15, s 6(1). Recovery of Future Estate Claims — Limitation Period	Longer of: Event + 5 years (Event = Estate of entitled person vested in possession) And: Event + 10 years (Event = Right to make entry or distress or bring action for recovery of land or rent first accrued)
Ont.103	OLA-RPL-19	*Real Property Limitations Act*, RSO 1990, c L.15, s 4. Recovery of Land and Rent Claims — Limitation Period	Event + 10 years (Event = Right to make such entry or distress, or bring such action, first accrued to person through whom claim made)
Ont.104	OLA-RPL-20	*Real Property Limitations Act*, RSO1990, c L.15, s 17(1). Rent Arrear Claims — Limitation Period	Event + 6 years (Event = Rent became due or acknowledgment in writing of same given)

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.105	OMUN-Asse.-1	Assessment Act, R. S. O. 1990, c. A.31, ss. 14.(1); as am. S. O. 2006, c. 33, Sched. A, s. 13.(1); s. 39.(2); as am. S. O. 1997, c. 43, s. 18.(28), Schedule G; as am. S. O. 2006, c. 33, Sched. A, s. 28. Assessment Rolls	Not specified
Ont.106	OMUN-Ev.Pr.-1	Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, O. R. 101/94, s. 23 par. 23. Municipal Waste Recycling Site Owners / Operators — Operating Plans	Not specified
Ont.107	OMUN-Ev.Pr.-2	Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, O. R. 101/94, s. 23 par. 22. Municipal Waste Recycling Site Owners / Operators — Vicinity Maps and Recycling Site Plans	Not specified

Town of Aurora Federal and Provincial Citation Table

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.108	OMUN-Ev.Pr.-3	Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, O. R. 101/94, s. 23 pars. 26, 27, 28. Municipal Waste Recycling Site Owners / Operators — Waste Records	Event + 2 years (Event = Event to which information relates; at site)
Ont.109	OMUN-Ev.Pr.-4	Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, O. R. 101/94, s. 23 par. 24. Municipal Waste Recycling Site Owners / Operators — Emergency Response Plans	Not specified
Ont.110	OMUN-Ev.Pr.-6	Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, O. Reg. 101/94, s. 31, para. 11. Leaf / Yard Waste Composting Site Owners / Operators — Composting Mass Records	Event + 3 years (Event = mass cured).

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
nt.111	OMUN-Ev.Pr.-7	Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, O. Reg. 101/94, s. 31, para. 13. Leaf / Yard Waste Composting Site Owners / Operators — Odour Complaints	Not specified
Ont.112	OMUN-Ev.Pr.-8	Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, O. Reg. 101/94, s. 31, para. 17. Leaf / Yard Waste Composting Site Owners / Operators — Compost Analysis Reports	Event + 3 years (Event = analysis performed).
Ont.113	OMUN-Ev.Pr.-9	Recycling and Composting of Municipal Waste Regulation, under the Environmental Protection Act, O. Reg. 101/94, s. 31, para. 19. Leaf / Yard Waste Composting Site Owners / Operators — Shipment Records	Event + 10 years (Event = shipment).

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.114	OMUN-Heri.-1	Ontario Heritage Act, R. S. O. 1990, c. O.18, ss. 27.(1),(2); as am. S. O. 2002, c. 18, Sched. F, s. 2.(6); as am. S. O. 2005, c. 6, s. 15. Municipal Clerk — Heritage Properties Register	Not specified
Ont.115	OMUN-Heri.-3	Ontario Heritage Act, R. S. O. 1990, c. O. 18, s. 39.2 Municipal Clerk — Register of Heritage Conservation Districts	Not specified “shall keep”
Ont.116	OMUN-Heri.-4	Ontario Heritage Act, R. S. O. 1990, c. O.18, ss. 40.1.(1),(6); as am. S. O. 2005, c. 6, s. 29 Heritage Conservation Study Area Designations — Limitation Period	Event + 3 years (Event = end of designated year)
Ont.117	OMUN-Heri.-7	Ontario Heritage Act, R. S. O. 1990, c. O.18, s. 41.1.(12); as am. S. O. 2005, c. 6, s. 31 Heritage Conservation District Plans	Keep to provide on request
Ont.118	OMUN-HPP-1	Public Pools Regulation, under the Health Protection and Promotion Act, R. R. O. 1990, R. 565, ss. 8, 9. Daily Pool Records	1 year

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.119	OMUN-MFIPP-1	General Regulation under the Municipal Freedom of Information and Protection of Privacy Act, R.R.O. 1990, Reg. 823, s. 5. Personal Information Retained by Institutions	1 year or shorter "as set out in by-law or resolution made by the institution. . ." or on consent
Ont.120	OMUN-Mn.El96-1	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 69.(1)(f) to (j.1); as am. S. O. 2002, c. 17, Sched. D, s. 26. Campaign Expenses, Loan and Contribution Records	Event = Retain for term of office of council or local board members and until their successors are elected and new council or board organized)
Ont.121	OMUN-Mn.El96-11	*Municipal Elections Act, 1996*, SO1996, c 32, s 15(4). Clerk — Delegations to Deputy Returning Officers or Election Officers	Not specified
Ont.122	OMUN-Mn.El96-12	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 16.(5),(6) Municipal Elections — Scrutineer Appointments	Not specified

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.123	OMUN-Mn.El96-13	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 19.(1),(1.1),(1.2),(3) to (4); as am. S. O. 2009, c. 33, Sched. 21, s. 8; ss. 21.(1),(2); ss. 23.(3) to (5); as am. S. O. 2009, c. 33, Sched. 21, s. 8. Municipal Property Assessment Corporation — Annual School Preliminary List / Voters List Extracts	Keep to provide on request / on written request
Ont.124	OMUN-Mn.El96-16	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 25.(2). Clerk — Removal of Name from Voters List Applications	Not specified
Ont.125	OMUN-Mn.El96-17	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 27 Clerk — Interim and Final List of Changes	Not specified
Ont.126	OMUN-Mn.El96-18	Municipal Elections Act, 1996, S.O. 1996, c. 32, s. 28(1) Clerk — Voters List	Not specified
Ont.127	OMUN-Mn.El96-19	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 30.(2) Council / Local Boards — Written Notices of Leave to be Candidate	Not specified

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.128	OMUN-Mn.El96-2	*Municipal Elections Act*, 1996, SO 1996, c 32, s 94.2 . Municipal Elections Prosecutions — Limitation Period	Regular Election: Event +4 years (Event = Dec 1, after the next regular election) By-Election: Event = Dec 1, after the next regular election
Ont.129	OMUN-Mn.El96-20	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 32 Clerk — Notice of Offices	Not specified
Ont.130	OMUN-Mn.El96-21	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 33.1; as am. S. O. 2002, c. 17, Sched. D, s. 12 Clerk — Notices of Penalties	Not specified
Ont.131	OMUN-Mn.El96-22	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 35.(4) Clerk — Notices of Rejection of Nomination	Not specified
Ont.132	OMUN-Mn.El96-23	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 39.1.(1),(3); as am. S. O. 2000, c. 5, s. 31 Clerk of Municipality — Notices of Registration	Not specified

Town of Aurora Federal and Provincial Citation Table

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont133.	OMUN-Mn.El96-24	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 40 Clerk — Notices of Election Information	Not specified
Ont.134	OMUN-Mn.El96-25	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 43.(5)(b),(6). Clerk — List of Advance Voters	Keep to make available on request
Ont.135	OMUN-Mn.El96-26	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 47.(5) Access to Election Documents	Not specified
Ont.136	OMUN-Mn.El96-27	Municipal Elections Act, 1996, S.O. 1996, c. 32, ss. 55.(1)(a),(d),(2) Clerk — Statement of Results	Keep to provide copy on request
Ont.137	OMUN-Mn.El96-28	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 63.(9) Clerk — Certified Copy of Orders	Not specified

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.138	OMUN-Mn.El96-29	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 76.(7)(b) Clerk /Candidate — Certificate of Maximum Expenses	Not specified
Ont.139	OMUN-Mn.El96-3	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 8.(3) to (6) Municipal Elections Clerk — Notice to Electors of By–laws and Questions	Not specified
Ont.140	OMUN-Mn.El96-30	*Municipal Elections Act, 1996*, SO 1996, c 32, s 77; as am. SO 2000, c 5, s 34; as am. SO 2002, c 17, Sch D, s 28. Municipal Elections — Expense Reporting – Limitation Period	Regular Election: Event = last Friday in March , following election Regular Election Supplementary Period: Event + 6 months (Event = End of 12th month (year) after election) By–Election: Event + 3 months (60 days) (Event = voting day) By-Election Supplementary Period: Event + 6 months (Event =60th day after voting day)

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.141	OMUN-Mn.El96-31	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 78.(1); ss. 88.(4) to (7),(9.1); as am. S. O. 2009, c. 33, Sched. 21, s. 8.(53); ss. 79.(4),(6); as am. S. O. 2009, c. 33, Sched. 21, s. 8; ss. 79.1.(5),(6); as am. S. O. 2009, c. 33, Sched. 21, s. 8.(44). Clerk — Financial Statements / Supplementary Statements and Auditor Reports	Event = Shall retain until members of council or local board elected at next regular election take office
Ont.142	OMUN-Mn.El96-32	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 78.(2) Municipal Elections — Supplementary Financial Statements and Auditor's Reports	Not specified
Ont.143	OMUN-Mn.El96-33	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 78.(6); as am. S. O. 2002, c. 17, Sched. D, s. 29.(3). Municipal Elections — Notices of Filing Requirements	Not specified

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.144	OMUN-Mn.El96-34	Municipal Elections Act, 1996, S.O. 1996, c. 32, s. 78(7); as am. S. O. 2002, c. 17, Sched. D, s. 29.(4) Municipal Elections — Electronic Filing Format	Not specified
Ont.145	OMUN-Mn.El96-35	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 83.(2); as am. S. O. 2002, c. 17, Sched. D, s. 34 Municipal Election Controverted Election Applications — Limitation Period	Event + 3 months (90 days) (Event = voting day)
Ont.146	OMUN-Mn.El96-36	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 88.(1) to (3); as am. S. O. 2009, c. 33, Sched. 21, ss. 8.(49, 50). Clerk — Ballots and Election Documents	Event + 4 months (120 days) (Event = election day, unless court order or recount not disposed of)
Ont.147	OMUN-Mn.El96-38	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 88.(5) to (9),(10); as am. S. O. 2009, c. 33, Sched. 21, s. 8. Access to Municipal Election Records	PRIVACY

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.148	OMUN-Mn.El96-39	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 88.(6),(11) Access to Records Exceptions	PRIVACY
Ont.149	OMUN-Mn.El96-4	*Municipal Elections Act, 1996*, SO1996, c 32, s 8.1(1). Municipal Elections Questions to Electors By–law — Limitation Period	Not specified
Ont.150	OMUN-Mn.El96-40	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 54.(4)(b),(c); as am. S. O. 1996, c. 32, Sched., s. 54.(4) Deputy Returning Officer — Objections List	Not specified
Ont.151	OMUN-Mn.El96-41	General Regulation, under the Municipal Elections Act, 1996, O. R. 101/97, s. 6. Posting of Voter's List	Not specified
Ont.152	OMUN-Mn.El96-42	Municipal Elections Act, 1996, S. O. 1996, c. 32, ss. 8.3.(1),(5) Municipal By–law Votes — Limitation Period	Event + 4 years (Event = day action took effect, or voting day)

Town of Aurora Federal and Provincial Citation Table

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.153	OMUN-Mn.El96-5	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 8.1.(4) Municipal Elections — Notices of Passing of By–law	Not specified
Ont.154	OMUN-Mn.El96-6	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 8.1.(9); as am. S. O. 2007, c. 15, s. 40.(1), Table 1 Municipal Elections Appeals — Limitation Period	Event + 2 months (60 days)(Event = receiving notices)
Ont.155	OMUN-Mn.El96-7	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 9.(1) Municipal Elections — Forms	Shall be made available in English only unless Council passes a By-law requesting another language.
Ont.156	OMUN-Mn.El96-8	Municipal Elections Act, 1996, S. O. 1996, c. 32, s. 9.1.(2). Municipal Elections — Notices Format	Shall be made available in English and French
Ont.157	OMUN-Muni01-14	Municipal Act, 2001, S. O. 2001, c. 25, s. 254.(2) Local Board Records	Not specified “shall retain in secure and accessible manner”

Town of Aurora Federal and Provincial Citation Table

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.158	OMUN-Muni01-15	Municipal Act, 2001, S. O. 2001, c. 25, ss. 254.(3),(4),(5),(6); as am. S. O. 2006, c. 32, Sched. A, s. 108. Records Agreement Transferred Records	Shall retain and preserve transferred records in a secure and accessible manner
Ont.159	OMUN-Muni01-18	Municipal Act, 2001, S. O. 2001, c. 25, ss. 255.(1) to (5); as am. S. O. 2006, c. 32, Sched. A, ss. 109.(1),(2). Destruction of Records According to Retention Periods	Event = Destroy only if retention period expired or if is copy
Ont.160	OMUN-Muni01-2	Municipal Act, 2001, S. O. 2001, c. 25, s. 254.(1) and 253 Municipal Records Retention	Not specified “shall retain and maintain in secure and accessible manner”
Ont.161	OMUN-Pb.Lb.-1	Public Libraries Act, R.S.O. 1990, c. P.44, s. 15(3). Public Library Boards, Secretary — Minutes	Not specified
Ont.162	OMUN-Plan.-2	Planning Act, R.S.O. 1990, c. P.13, s. 20. Official Plans	Not specified “shall be lodged in office of clerk of each municipality”

Town of Aurora Federal and Provincial Citation Table

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.163	OMUN-PLAN.-7	Delegation of Authority of Minister to Give Consents Regulation, under the Planning Act, O. Reg. 136/95, Sched. 4, Municipal Approval Authority Records	Not specified
Ont.164	OMUN-Pounds-1	Pounds Act, R.S.O. 1990, c. P.17, ss. 9(3), (4). Clerk — Book of Distrained Animals / Pound Notices	Not specified
Ont.165	OMV-Hi.Tr.-1	Highway Traffic Act, R. S. O. 1990, c. H.8, ss. 190.(3) to (5),(7)(a),(b); as am. S. O. 2009, c. 5, s. 52. Commercial Motor Vehicle Daily Logs	Every driver shall maintain a daily log and shall carry it at all times while in charge of a commercial motor vehicle on the highway
Ont.166	OMV-Hi.Tr.-15	Highway Traffic Act, R. S. O. 1990, c. H.8, s. 121.(3); as am. S. O. 1996, c. 9, s. 26; ss. 121.(1) to (3); as am. S. O. 2002, c. 18, Schedule P, s. 27. Drivers — Motor Vehicle Receipts	Carry while driving to provide on request
Ont.167	OMV-Hi.Tr.-18	Highway Traffic Act, R.S.O. 1990, c. H.8, s. 60(1). Second Hand Vehicles Records	Not specified

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.168	OMV-Hi.Tr.-2	Highway Traffic Act, R. S. O. 1990, c. H.8, ss. 16.(3),(4),(5); as am. S. O. 2002, c. 18, Schedule P, s. 3.(5). Drivers, Commercial Motor Vehicles — CVOR Certificates, Leases, Fleet Limitation Certificates	Shall carry while driving to produce on request
Ont.169	OMV-Hi.Tr.-5	Highway Traffic Act, R. S. O. 1990, c. H.8, s. 20.(1); as am. S. O. 2002, c. 18, Schedule P, s. 7. Commercial Motor Vehicle Leasors — Leases	Event + 1 year (Event = termination of lease)
Ont.170	OMV-Hi.Tr.-55	Commercial Motor Vehicle Inspections Regulations, under the Highway Traffic Act, O. R. 199/07, ss. 9.(3), 15. Operators — Driver's Daily Inspection Reports	6 months
Ont.171	OMV-Hi.Tr.-7	Highway Traffic Act, R. S. O. 1990, c. H.8, ss. 107.(1)(4) to (7),(8)(c),(10),(13),(14); as am. S. O. 2005, c. 26, Sched. A, s. 16. Commercial Motor Vehicle Operators — Daily Inspection Records	Shall be carried by operator of vehicle and be provided upon request by an officer.

Town of Aurora Federal and Provincial Citation Table

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.172	OMV-Pb.Vh.-2	General Regulation, under the Public Vehicles Act, R.R.O. 1990, Reg. 982, s. 24. Public Vehicles Hours of Labour/Trip Reports	1 year
Ont.173	OPM-AOD-1	Accessibility for Ontarians with Disabilities Act, 2005, S. O. 2005, c. 11, s. 10.(1). Minister — Posting of Accessibility Standards	Not specified
Ont.174	OPM-AOD-2	Accessibility for Ontarians with Disabilities Act, 2005, S. O. 2005, c. 11, s. 11.(2). Minister — Posting of Progress Reports	Not specified
Ont.175	OPM-Ev.As.-10	Environmental Assessment Act, R. S. O. 1990, c. E.18, s. 30; as am. S. O. 1996, c. 27, s. 10; as am. S. O. 2000, c. 26, Schedule F, s. 11.(6) par. 14. Director, Environmental Assessment — Undertaking Application Records	Not specified The Director shall maintain a record for every undertaking in respect of which an application is submitted under Part II and for every application submitted under Part II.1.
Ont.176	OPM-Lg.As.-9	Legislative Assembly Act, R. S. O. 1990, c. L.10, ss. 103.1.(1),(4); as am. S. O. 2001, c. 32, s. 28. Speaker — Accessibility Plans	Keep to make available on request

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.177	OPM-Plan.-1	Delegation of Authority of Minister to Give Consents Regulation, under the Planning Act, O. Reg. 136/95, Sched. 4, s. 5(a), as am., O. Reg. 426/96, s. 2. Approval Authority Applications / Correspondence	Not specified
Ont.178	OPM-Plan.-2	Delegation of Authority of Minister to Give Consents Regulation, under the Planning Act, O. Reg. 136/95, Sched. 4, s. 5(b), as am., O. Reg. 426/96, s. 2. Approval Authority Meeting Minutes	Not specified
Ont.179	OPM-Plan.-3	Delegation of Authority of Minister to Give Consents Regulation, under the Planning Act, O. Reg. 136/95, Sched. 4, s. 5(c), as am., O. Reg. 426/96, s. 2. Approval Authority Records	Not specified
Ont.180	OS-Fir.PP-29	Fire Code, under the Fire Protection and Prevention Act, 1997, O. R. 213/07, Division B, s. 1.1.2.2 Operational Procedures, Tests and Corrective Measures Records	Event + 2 years (Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request)

Town of Aurora Federal and Provincial Citation Table

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.181	OS-Fir.PP-31	Fire Code, under the Fire Protection and Prevention Act, 1997, O. R. 213/07, Division B, Part II, s. 2.8.2.1, Division C, s. 1.3.2.5.(3) Fire Safety Plans	Not specified "shall be kept in building in an approved location"
Ont. 182	OS-Fir.PP-32	Fire Code, under the Fire Protection and Prevention Act, 1997, O. R. 213/07, Division B, Part II, ss. 2.8.2.5.(1),(2) Posting of Fire Emergency Procedures	Not specified
Ont.183	OS-Fir.PP-33	Fire Code, under the Fire Protection and Prevention Act, 1997, O. R. 213/07, Division B, Part II, s. 2.8.3.2.(3) Fire Drill Records	Event + 1 year (12 months)(Event = fire drill)
Ont.184	OS-Fir.PP-53	Fire Code, under the Fire Protection and Prevention Act, 1997, O. R. 213/07, Division B, Part VI, ss. 6.2.1.5, 6.2.4.4 Posting of Portable Extinguisher Locations/Operating Instructions	Not specified

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.185	OS-Fir.PP-54	Fire Code, under the Fire Protection and Prevention Act, 1997, O. R. 213/07, Division B, Part VI, s. 6.2.7.4.(2) Untagged Portable Extinguishers — Maintenance / Recharge Records	Not specified "tags not apply where approved records maintained"
Ont.186	OS-Fir.PP-55	Fire Code, under the Fire Protection and Prevention Act, 1997, O. R. 213/07, Division B, Part VI, s. 6.2.7.5 Portable Extinguisher — Maintenance Records	Not specified "shall be maintained"
Ont.187	OS-Fir.PP-56	Fire Code, under the Fire Protection and Prevention Act, 1997, O. R. 213/07, Division B, Part VI, s. 6.2.7.9.(2) Unlabelled Portable Extinguishers — Permanent Test Records	Not specified "label not apply where permanent record kept"
Ont.188	OS-Fir.PP-57	Fire Code, under the Fire Protection and Prevention Act, 1997, O. R. 213/07, Division B, Part VI, s. 6.3.2.2.(4), Division A, s. 1.1.2.1 Tests Records of Devices, Components and Circuits of Fire Alarm Systems	Event + 2 years (Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request)

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.189	OS-Fir.PP-58	Fire Code, under the Fire Protection and Prevention Act, 1997, O. R. 213/07, Division B, Part VI, s. 6.3.2.2.(5), Division A, s. 1.1.2.1 Test Records of Fire Alarm Monitoring Signals	Event + 2 years (Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request)
Ont.190	OS-Fir.PP-61	Fire Code, under the Fire Protection and Prevention Act, 1997, O. R. 213/07, Division B, Part VI, ss. 6.5.1.8.(1),(2) Sprinkler Systems Inspections Records	Not specified “shall be kept”
Ont.191	OS-Fir.PP-65	Fire Code, under the Fire Protection and Prevention Act, 1997, O. R. 213/07, Division B, Part VI, s. 6.8.2.2, Division A, s. 1.1.2.1 Special Fire Suppression Systems — Inspection, Maintenance and Testing Records	Event + 2 years (Event = Report prepared; as long as current and immediately preceding report are available; retained at building premises for examination on request)
Ont.192	OS-Fir.PP-76	Fire Code, under the Fire Protection and Prevention Act, 1997, O. R. 213/07, Division B, s. 1.1.2.2 Fire Protection Systems — Verification and Test Reports	Event = Shall be retained throughout life of systems.

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.193	OS-OHS-187	Confined Spaces Regulations, under the Occupational Health and Safety Act, O. R. 632/05, ss. 4.(2),(4), 21; as am. O. R. 95/11, ss. 3.(1),(3), 10. Lead Employers / Contractors — Confined Space Co–ordination Documents	Longer of: Event + 1 year (Event = document created) Or: Event = Period necessary to ensure 2 most recent records retained
Ont.194	OS-OHS-189	Confined Spaces Regulations, under the Occupational Health and Safety Act, O. R. 632/05, ss. 6.(1) to (4) Employers — Confined Space Assessments	Not specified “shall ensure carried out/recorded in writing”
Ont.195	OS-OHS-191	Confined Spaces Regulations, under the Occupational Health and Safety Act, O. R. 632/05, ss. 18.(1) to (6); s. 21.(1); as am. O. R. 95/11, s. 10. Employers — Confined Space Atmospheric Test Records	Longer of: Event + 1 year (Event = Document created) Or: Event = Period necessary to ensure 2 most recent records retained

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.196	OS-OHS-206	Confined Spaces Regulations, under the Occupational Health and Safety Act, O. R. 632/05, s. 5.(1); as am. O. R. 95/11, s. 4. Employers — Confined Space Programs	Not specified "shall ensure maintained"
Ont.197	OS-OHS-207	Confined Spaces Regulations, under the Occupational Health and Safety Act, O. R. 632/05, s. 7.(1) Employers — Confined Space Plans	Not specified "shall ensure developed"
Ont.198	OS-OHS-212	Occupational Health and Safety Act, R. S. O. 1990, c. O.1, ss. 32.0.1.(1),(2), 32.0.5.(2) to (4), 32.0.7; as en. S. O. 2009, c. 23, s. 3; s. 55.1; as am. S. O. 2011, c. 1, Schedule 7, s. 2.(9). Employers — Workplace Violence / Harassment Policies and Information	Not specified "shall prepare/keep to provide on request"

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.199	OS-OHS-217	Designated Substances Regulation, under the Occupational Health and Safety Act, O. R. 490/09, s. 25.(c) Employers — Worker Exposure to Airborne Concentrations of Designated Substances Results	5 years
Ont.200	OS-OHS-218	Designated Substances Regulation, under the Occupational Health and Safety Act, O. R. 490/09, s. 27 Employers — Worker Personal Exposure Records	Not specified “shall provide”

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.201	OS-OHS-219	Designated Substances Regulation, under the Occupational Health and Safety Act, O. R. 490/09, s. 30 Physicians — Worker Personal Exposure Records	Later of: Event + 40 years (Event = Date first record created in personal exposure record) And: Event + 20 years (Event = Date last record added to personal exposure record) And If not able to keep shall forward to Provincial Physician or employer who shall keep until end of retention dates. An employer would only have to keep these records if a physician cannot keep the record or is not required to under s 30(1)
Ont.202	OS-OHS-220	Designated Substances Regulation, under the Occupational Health and Safety Act, O. R. 490/09, s. 31 Physicians — Worker Clinical Tests and Examination Records	Later of: Event + 40 years (Event = Date first record created) And: Event + 20 years (Event = Date last record created) And If not able to keep shall forward to Provincial Physician or employer who shall keep until end of retention dates. No obligation for employers to retain such records

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.203	OS-OHS-48	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 69. Health and Occupational Safety Offence Prosecutions — Limitation Period	Event + 1 year (Event = last act or default)
Ont.204	OS-OHS-49	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 9(32). Constructors or Employers — Posting of Health/Safety Committee Information	Shall post and keep posted at the workplace in a conspicuous place where they are most likely to come to the attention of the workers.
Ont.205	OS-OHS-53	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 9(22). Joint Health & Safety Committee — Minutes of Proceedings	Not specified “shall maintain and keep”
Ont.206	OMUN-MFIPP-8	General Regulation, under the Municipal Freedom of Information and Protection of Privacy Act, R. R. O. 1990, R. 823, s. 11; as am. O. R. 35/11, s. 2; as am. O. R. 47/12 Access Requests — Format	Not specified “shall be in written form”

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.207	OCON-OHS-85	Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operations Regulation, under the Occupational Health and Safety Act, OR 278/05, s 18(8). Building Owners / Employers — Posting of Clearance Air Testing Results	Event + 1 year (Event =Receiving the testing results)
Ont.208	OAF-Pest.-3	Pesticides Act, R. S. O. 1990, c. P.11, s. 48; as am. S. O. 2009, c. 33, Sched. 15, s. 9.(7) Pesticide Offence Proceedings — Limitation Period	Event + 2 years (Event = Later of: day offence committed; and day evidence of offence first came to attention of provincial officer or Director)
Ont.209	OS-OHS-182	Workplace Hazardous Materials Information System (WHMIS) Regulations, under the Occupational Health and Safety Act, R. R. O. 1990, R. 860, ss. 17, 18 WHMIS Supplier and Employer Material Safety Data Sheets — Limitation (Expiry) Period	3 years

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.210	OS-OHS-185	Workplace Hazardous Materials Information System (WHMIS) Regulations, under the Occupational Health and Safety Act, R. R. O. 1990, R. 860, s. 25 WHMIS — Toxicological Data for Material Safety Sheets	Keep to provide on request
Ont.211	OS-OHS-92	Occupational Health and Safety Act, R. S. O. 1990, c. O.1, s. 39 Employers — Assessment for Hazardous Materials	Keep to make available on request
Ont.212	OS-OHS-46	Occupational Health and Safety Act, R. S. O. 1990, c. O.1, ss. 41.(1),(2) Posting of Warning of Hazardous Physical Agents	Not specified
Ont.213	OS-OHS-47	Occupational Health and Safety Act, R. S. O. 1990, c. O.1, ss. 41.(3),(4) Posting of Hazardous Physical Agents Notices	Not specified
Ont.214	OS-OHS-92	Occupational Health and Safety Act, R. S. O. 1990, c. O.1, s. 39 Employers — Assessment for Hazardous Materials	Keep to make available on request

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.215	OS-OHS-210	Control of Exposure to Biological or Chemical Agents Regulations, under the Occupational Health and Safety Act, R. R. O. 1990, R. 833, s. 8.(4) Employers — Hazardous Biological or Chemical Agent Exposure Records	To provide to a physician who examines the worker or under whose supervision clinical tests are performed
Ont.216	OJPP-Cr.Js.-33	Rules of the Small Claims Court Regulation, under the Courts of Justice Act, O. R. 258/98, rule 20.08.(2.1); as am. O. R. 393/09, s. 20 Notice of Garnishment Extension Orders — Limitation Period	Event + 6 years (Event = Order made; unless leave of court)
Ont.217	OJPP-Cr.Js.-34	Rules of the Small Claims Court Regulation, under the Courts of Justice Act, O. R. 258/98, rule 20.08.(2.2),(2.3); as am. O. R. 393/09, s. 20 Notice of Garnishment where Extension Order — Limitation Period	Event + 1 year (Event = Date order granting leave to issue made)
Ont.218	OJPP-Cr.Js.-35	Rules of the Small Claims Court Regulation, under the Courts of Justice Act, O. R. 258/98, rule 20.08.(5.1),(5.2); as am. O. R. 393/09, s. 20 Notices of Garnishment — Limitation Period	Event + 6 years (Event = Date of issue or renewal)

Town of Aurora Federal and Provincial Citation Table

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.219	OMUN-MFIPP-58	Municipal Freedom of Information and Protection of Privacy Act, R. S. O. 1990, c. M. 56, ss. 17.(3) to (5); as en. S. O. 2006, c. 34, Sched. C, s. 14.(2) Extended Requests — Limitation Period	2 years
Ont.220	OLA-Arbi.-1	Arbitration Act, 1991, S. O. 1991, c. 17, s. 52.(3) Arbitration Enforcements — Limitation Period	Event + 2 years (Event = Day applicant receives award)
Ont.221	OMUN-Muni01-10	Municipal Act, 2001, S. O. 2001, c. 25, s. 222.(6) Municipality — Appeal Information	Keep to provide on request to Board
Ont.222	OMUN-Plan.-10	*Planning Act*, RSO 1990, c P.13, ss 17(29)(29.1)(31)(32)(42)(42.1), 22(9)(9.1), 34(23), 51(35)(50)(51), 53(15)(16)(16.1)(28)(29)(29.1). Appeal Records	Not specified

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.223	OMUN-Plan.-13	Development Permits Regulation, under the Planning Act, O. R. 608/06, s. 13 Municipal Clerk — Development Permits Appeal Record	Not specified "ensure is compiled"
Ont.224	OLA-Pr.Of.-2	Provincial Offences Act, R. S. O. 1990, c. P.33, s. 18.1.(2); as am. S. O. 1993, c. 31, s. 1.(12); s. 18.2.(5); as am. S. O. 1992, c. 20, s. 1.(1) Parking Offence Prosecutions after Notice of Appearance Filed or No Notice of Dispute Filed — Limitation Period	75 days
Ont.225	OLA-Pr.Of.-3	Provincial Offences Act, R. S. O. 1990, c. P.33, s. 18.2.(6); as am. S. O. 1993, c. 31, s. 1.(17) Court Clerk — Parking Conviction Records	Not specified "shall record"

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.226	OCON-Bl.Cd.-12	Building Code Regulation, OR 332/12, Division 3, s 3.7.4.7, in *Building Code Act*, 1992, SO 1992, c 23. Registered Code Agency Records — Construction Inspections and Orders	Not specified "shall prepare" 3.7.4.7 of Reg 322/12 provides that a registered code agency shall maintain records of all plans review and inspection activity in accordance with 3.4.3.2.(1)(d), which requires that the quality management plan be acceptable to the director…
Ont.227	OCON-OHS-25	Construction Projects Regulation, under the Occupational Health and Safety Act, O. R. 213/91, s. 19; ss. 26.8.(4),(5); as am. O. R. 145/00, s. 14; as am. O. R. 85/04, s. 9 Engineer's Safety Net Inspections/Tests Documentation	Any record required under Regulation: Event + 1 year (Event = Project finished) Inspection report shall be kept at the project while safety net is in service
Ont.228	OENV-Ev.Pr.-420	Environmental Protection Act, R. S. O. 1990, c. E.19, s. 20.22.(2); as en. S. O. 2010, c. 16, Sched. 7, s. 2.(19) Persons Engaged in Registered Activity — Confirmations of Registration	Not specified "shall ensure retained"

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont.229	OS-OHS-180	Workplace Hazardous Materials Information System (WHMIS) Regulations, under the Occupational Health and Safety Act, R. R. O. 1990, R. 860, ss. 3.(1), 7	Not specified "shall ensure developed/assess"
Ont. 230	Not in Filelaw – received from Town of Aurora to include in citation table	Alcohol & Gaming Regulation & Public Protection Act, 1996, S.O. 1996, C.26, Sched. S. 46(2)	The licensee shall maintain books, records, and other documents in support of financial reports or statements. These records shall be kept up to date and be retained for no less than four (4) years from the date of the raffle.

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont. 231		*Certification of Drinking Water System Operators and Water Quality Analysts Regulation* OR 128/04, in *Safe Drinking Water Act, 2002*, SO 2002, c 32, ss 27(6)), 29(7).	A water quality analyst's certificate expires three years after it is issued or, as provided in subsection (7), on an earlier date specified on the certificate but an individual may apply to the Director before it expires to have the certificate renewed. **Logs:** The owner or operating authority shall ensure that **logs** and other record-keeping mechanisms are accessible at the subsystem: (a) for at least 5 years after *last* entry, in the case of a log or record-keeping mechanism that is kept in a **book or document form** or kept on a similarly fixed basis; or (b) for at least 5 years after *each* entry, in the case of a log or record-keeping mechanism that is kept on a **loose-leaf or electronic basis** or kept on a similarly continuous basis. **Training Records:** Records of **on-the-job practical training** completed by operators employed in subsystem shall be maintained by owners or the operating authority for **at least 5 years** (including names of operators who attend training, dates of training, method used for training, instructor, duration of each training session and subjects covered).

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont. 232		Licensing of Sewage Works Operators Regulation, OR 129/04, s 19(6), Ontario Water Resources Act, RSO 1990, c O.40.	The owner shall ensure that the logs & other records keeping are accessible in the facility for at least 2 years after each entry

Citation Table No.	FileLaw™ Entry Code	Ontario Citations and FileLaw™ Title Words	Retention Requirement or Limitation Period
Ont. 233	OMUN-HPP-1	Public Pools Regulation, RRO 1990, R 565, ss 8, 9, under Health Protection and Promotion Act, RSO 1990, c H.7.	Retention: Event + 1 year (Event = day record is made) Description of daily records that shall be kept: 8. Every operator shall keep and sign daily records that shall set out, a) the free available chlorine and the total chlorine residuals in the pool water or where a bromine compound is used, the total bromine residual; b) the pH value of the pool water; c) the total number of bathers admitted to the pool each day; d) the reading of the make–up water meter; e) any emergencies, rescues or breakdowns of equipment that have occurred; and f) the time of day that the actions required under subsection 16.(2) have been taken. 9. A record required to be kept under section 8 shall be retained for a period of one year from the date of making the record.

Town of Aurora Federal and Provincial Citation Table

100 John West Way
Aurora, Ontario
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aurora.ca

Town of Aurora

General Committee Report

No. OPS23-026

Subject:	**Winter Maintenance of Regional Sidewalks**
Prepared by:	Dan Naccarato, Supervisor of Roads
Department:	Operational Services
Date:	November 7, 2023

Recommendation

1. **That Report No. OPS23-026 be received; and**
2. **That the Region of York be advised that the Town of Aurora will continue to maintain the active transportation infrastructure including, sidewalks, separated cycle track or multi-use pathway on regional roads as per Operational Services service level standards.**

Executive Summary

The purpose of this report is to provide Council with staff's position and recommendation on winter maintenance of sidewalks adjacent to regional roadways.

- Report presented to Regional Council on Winter Maintenance of Sidewalks on June 16, 2022.
- Sidewalk service levels are currently dictated through Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways (MMS).
- York Region service levels consist of an aggressive bare pavement policy.
- Regional sidewalks and multi-use pathways make up thirteen (13) percent of the total network in Aurora.
- Regional staff work with local municipal staff on opportunities to improve coordination of winter maintenance.

- Maintenance of sidewalks on regional roadways requires specialized equipment and the use of additional resources following a snow event.

Background

Report presented to Regional Council on Winter Maintenance of Sidewalks on June 16, 2022.

On June 16, 2022, a report entitled “Winter Maintenance of Sidewalks Adjacent to Regional Roads” was presented to Regional Council. This report was prepared in response to a resolution to review regional winter maintenance roles brought forward by Regional Councillor Linda Jackson of the City of Vaughan. Regional Council made the following decision on June 30th, 2022:

1. Councils of local municipalities confirm their positions regarding the Region assuming winter maintenance of sidewalks adjacent to regional roads, given the regional tax levy implication.
2. Regional staff work with local municipal staff on opportunities to improve coordination of winter maintenance of sidewalks adjacent to regional roads for the 2022/2023 winter season.
3. The Region investigates ownership and maintenance of separated cycling lanes as part of the 2022 Transportation Master Plan Focus Area and report to Council in 2023.
4. The Regional Clerk forward a copy of this report to local municipalities and request confirmation of their position by September 30, 2022.

Sidewalk service levels are currently dictated through Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways (MMS).

Winter maintenance of sidewalks adjacent to regional roads has always been the responsibility of the Town of Aurora who services 251 km of sidewalk which includes 32.6 km on behalf of the Region.

Currently, the Town’s winter sidewalk maintenance service level is among one of the highest in the GTA as the Town maintains all sidewalks within the municipality. The amended MMS now requires that municipalities conduct winter patrols and inspections on a representative sidewalk route. In addition, the MMS requires that, based on weather monitoring, if there is a high probability of ice forming on a sidewalk, the sidewalk be treated to prevent the formation of ice within 48 hours from the time the municipality determines that there is a high probability of ice formation.

Aurora's Council approved winter maintenance service level for sidewalks and multi-use pathways is to plow all sidewalks within 24 hours of the end of a snowfall, when accumulations reach five (5) cm or more, and currently exceeds the MMS requirements.

Aurora's sidewalk maintenance routes are divided into Primary and Secondary routes. The division of classification is based on the road classification as identified in the MMS. Primary routes consist of sidewalks along arterial and collector roadways as well as school zones, this would include sidewalks along regional roads. Secondary routes consist of lower volume local roads.

The Operational Services Department currently deploys seven (7) sidewalk plows to clear 251 km of sidewalk, which typically takes 24 to 48 hours to complete depending on the winter storm. This averages 36 km of sidewalk per sidewalk machine not including travel time.

York Region service levels consists of an aggressive bare pavement policy.

The Region deploys an average of 21 combination plow trucks to clear 1,021.3 lane km of region roads within Central District. This operation takes on average 2.5 hours per round to complete with multiple rounds of plowing taking place per winter event. The regional road service level(s) in addition to complying with the MMS, is compliant with the Regional Council approved Bare Pavement Policy. Sidewalks adjacent to regional roadways in Town include:

- St. John's Sideroad
- Wellington Street East and West
- Bloomington Road
- Leslie Street
- Bayview Avenue
- Portion of Yonge Street, north of Batson Drive and south of Industrial Parkway South

At the completion of one (1) cycle of the Town's winter sidewalk maintenance, the regional roads could potentially have been plowed five (5) or more times increasing the snow loading to areas with limited to no snow storage. This snow loading on regional curb facing sidewalks, road bridge decks and road intersections requires additional resources to load and to haul the snow to a suitable storage area, and to conduct snow blowing operations during or following a winter storm. During the coordination and implementation of these activities, this part of the regional road network is frequently blocked and access to the sidewalks can become limited.

Analysis

Regional sidewalks and multi-use pathways make up thirteen (13) percent of the total network in Aurora.

Operational Services department maintains 251 km of sidewalks, and multi-use pathways with the following breakdown:

Table 1: Sidewalk Network Analysis

Town-owned sidewalks	Sidewalks and multi-use pathways on regional roads	Total Town maintained sidewalks/multi-use pathways
218.4 km	*32.6 km or 13% of all Town maintained *9.6 km are curb face sidewalks and 13.8 km are multi-use pathways	251 km

Of the total number of regional sidewalks maintained, 9.6 km are curb face sidewalks and have limited or no snow storage area. While sidewalks with adequate snow storage can be cleared efficiently, sidewalks with no snow storage result in blockages and can remain obstructed for extended periods of time. These obstructions on primary priority sidewalks can prevent residents from access to transit, commerce, and schools.

Regional roads vary in width from two (2) to four (4) lanes producing large heavy snow and ice piles or windrows directly on top of the sidewalk. This leaves sidewalk plows unable to move the snow without enlisting additional equipment such as snow blowers or loaders to assist, adding delays to the overall service.

Regional staff work with local municipal staff on opportunities to improve coordination of winter maintenance.

Coordination between regional road plows and Town sidewalk machines has proven to be challenging over the years due to varying service levels.

During the 2022/2023 winter season, the Region committed to increasing lines of communication and offering support to municipalities through various channels to assist with the pressures of maintaining sidewalks adjacent to regional roadways:

- Town staff meet bi-weekly, November to April, with key regional roads operations staff to discuss challenges, pressure points and to work on areas of improvement for subsequent storms.
- The Region implemented regular communication using group chats during storm events between staff, access to the Region's on-call Snow Centre Supervisor as well as access to web maps identifying where regional trucks are deployed on regional roadways.
- Aided in removal of snow in locations with limited snow storage, when required.
- Winter workshops with staff representing all municipalities in the Region are also held annually.

As a result of the changes implemented in 2022/2023, Town staff have seen a significant improvement in the coordination efforts of maintaining sidewalks during, prior to, and following a winter event.

Maintenance of sidewalks on regional roadways requires specialized equipment and the use of additional resources following a snow event.

Sidewalk maintenance is currently performed by seven (7) contracted machines. The contractor deploys a full crew during the onset of a snow event and works continuously under normal conditions until all sidewalks have been serviced. Regional sidewalks often require multiple passes throughout the event to keep up with the snow, ice and slush that is deposited by regional plows.

During larger snow events or consecutive events, larger more specialized equipment is required to address snow accumulations on regional roadways that have limited snow storage space. This includes the deployment of snow blowers, trucks with plows as well as the mechanical removal of snow using loaders and dump trucks. The Region has been able to assist with areas that have limited snow storage space including curb faced sidewalks when resources are available using internal or contracted staff.

Advisory Committee Review

None.

Legal Considerations

Pursuant to the *Municipal Act, 2001*, sidewalks, and the maintenance of such sidewalks, on regional roads are the responsibility of the lower tier municipality, unless the municipalities agree otherwise. Winter sidewalk maintenance is directed through MMS. In 2018, Ontario Regulation 366/18 was enacted which amended the MMS to include winter maintenance of sidewalks.

Financial Implications

Should Council approve staff's recommendations as presented, the Town's status quo will prevail meaning its existing and proposed future operating budgets remain in alignment with anticipated requirements.

Communications Considerations

The Town will inform the public of winter maintenance service levels in advance of and throughout the winter season on all channels and our website.

Climate Change Considerations

None.

Link to Strategic Plan

The maintenance of regional sidewalks supports the Strategic Plan goal of Strengthening the Fabric of our Community through its accomplishment in developing a plan to review and realign service levels to reflect current and future demographic trends.

Alternative(s) to the Recommendation

1. That the Region assume winter maintenance of sidewalks on regional roads.
2. That the Region assume winter maintenance of active transportation infrastructure including, but not limited to, separated cycle track and multi-use pathways on regional roads.

3. That the Region prepare and outline the total cost and tax implications to the Town of Aurora to affect the assumption of winter maintenance of regional sidewalks and active transportation infrastructure.

4. Council provide further direction.

Conclusions

Winter maintenance of regional sidewalks has traditionally been performed by the Town. Continued maintenance of these sidewalks allows the Town to have control in maintaining consistent service levels over the Town's entire sidewalk network. This allows for seamless connection for users from sidewalks on Town roads to sidewalks on regional roads.

If the Region were to assume winter maintenance of sidewalks adjacent to regional roads, this would result in an additional pressure to the regional tax levy with no new service provided to residents.

Staff will continue to evaluate the impacts of regional snow clearing on the sidewalks adjacent to these roads and work with regional staff to mitigate and address these issues. Ongoing efforts between the Town and Regional staff have proven to be beneficial and significant improvements on the regional sidewalk network have been made.

Staff recommend the Town continue to maintain sidewalks on regional roads.

Attachments

Attachment #1 – Regional MUP Network

Attachment #2 – Regional Sidewalk Network Map

Attachment #3 – Regional Curb Facing Sidewalk Map

Previous Reports

None.

Pre-submission Review

Agenda Management Team review on October 19, 2023.

Approvals

Approved by Sara Tienkamp, Director, Operational Services

Approved by Doug Nadorozny, Chief Administrative Officer

Attachment 1

AURORA
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Town of Aurora Multiuse Paths Located on Regional Roads

N

Legend

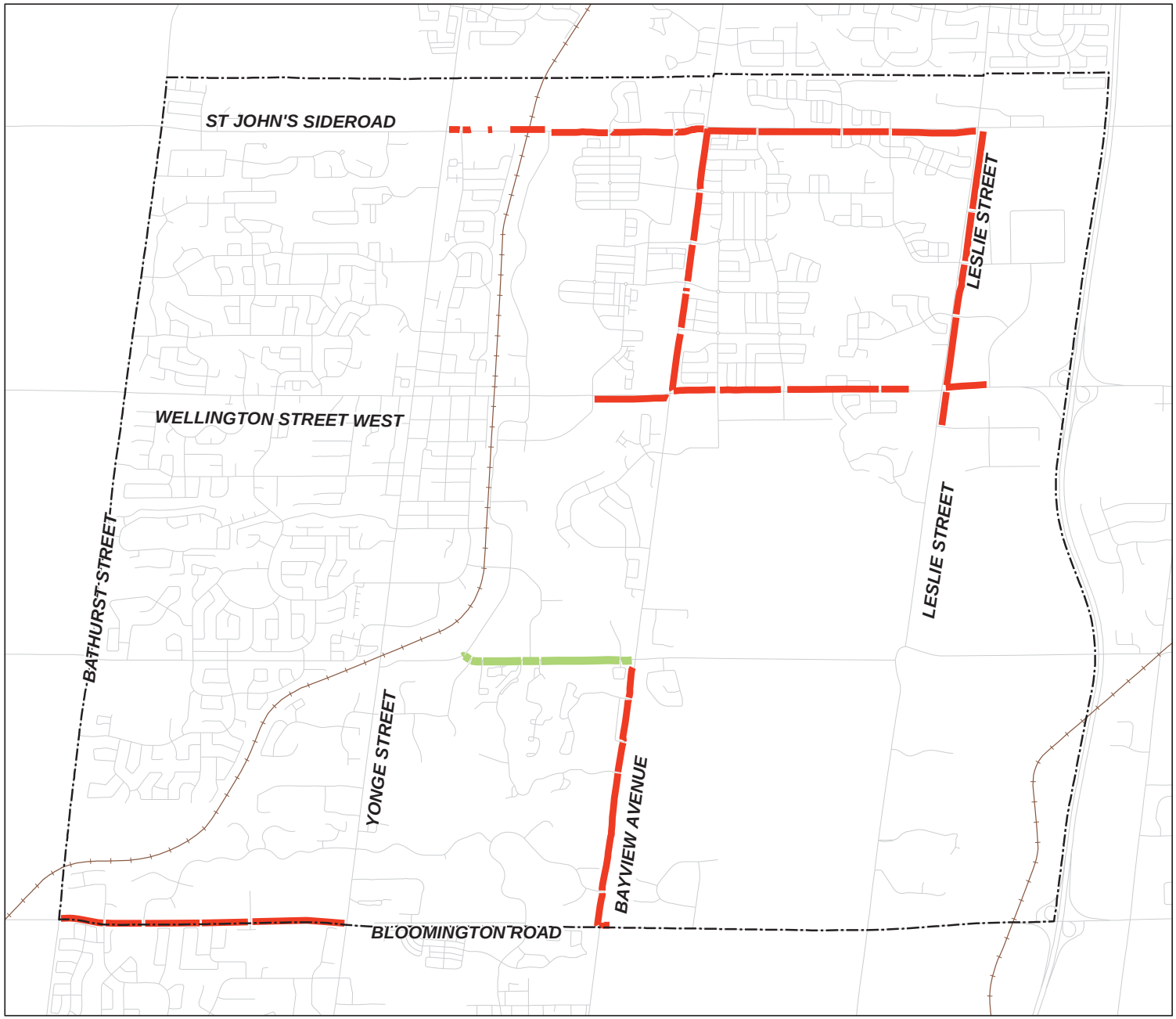
Multiuse Paths on Town of Aurora Roads (Approx. 1.3 Kilometres)

Multiuse Paths on Regional Roads (Approx. 14.4 Kilometres)

Total Multiuse Paths on Regional Roads & Town of Aurora Roads*

(Approx. 15.7 Kilometres)

0 0.5 1 2 Kilometres



Attachment 2

AURORA
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Town of Aurora Sidewalks Located on Regional Roads

N

Legend

Sidewalks on Town of Aurora Roads (Approx. 205.0 Kilometres)

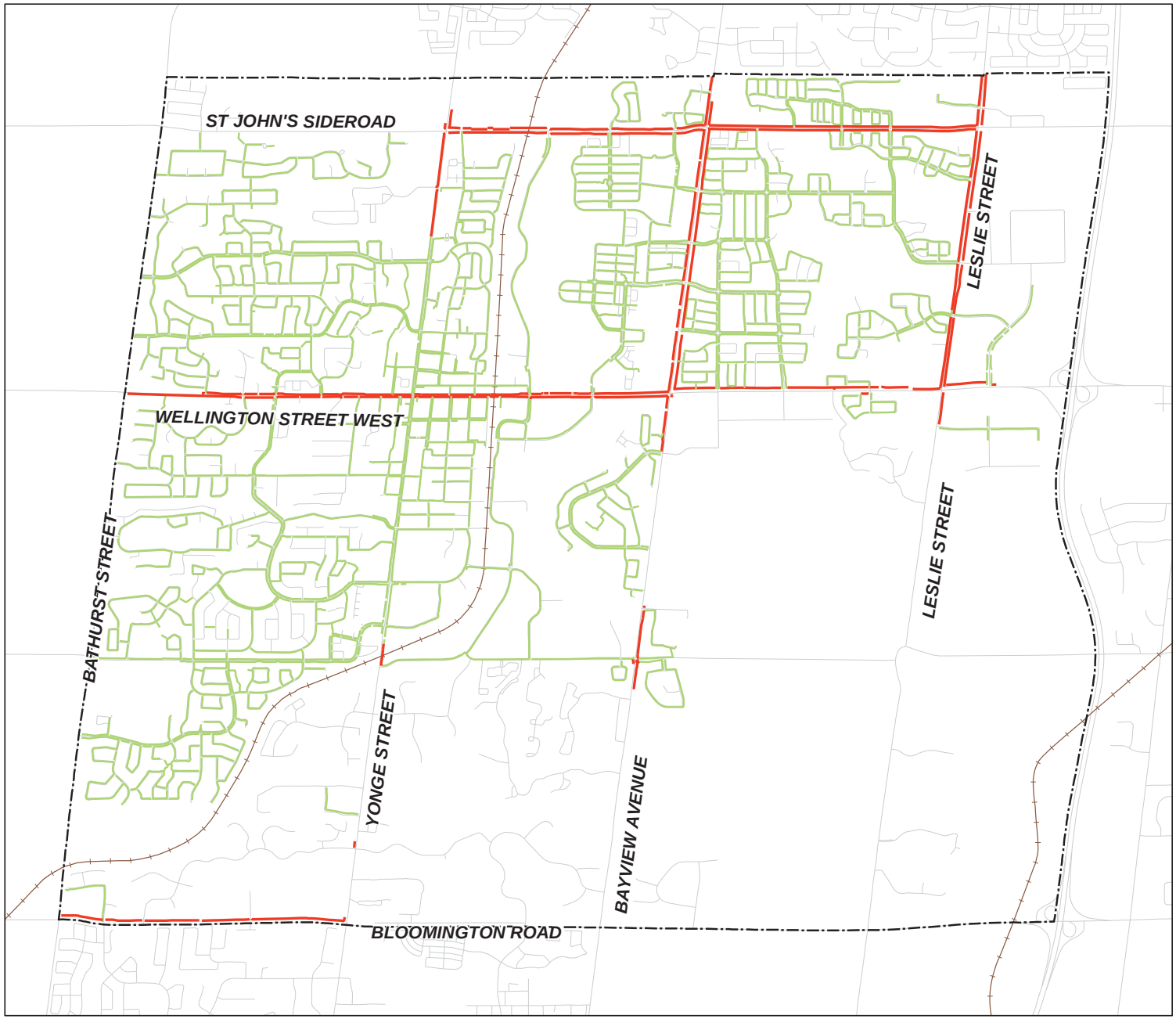
Sidewalks on Regional Roads (Approx. 31.3 Kilometres)

Total Sidewalks on Regional Roads & Town of Aurora Roads*

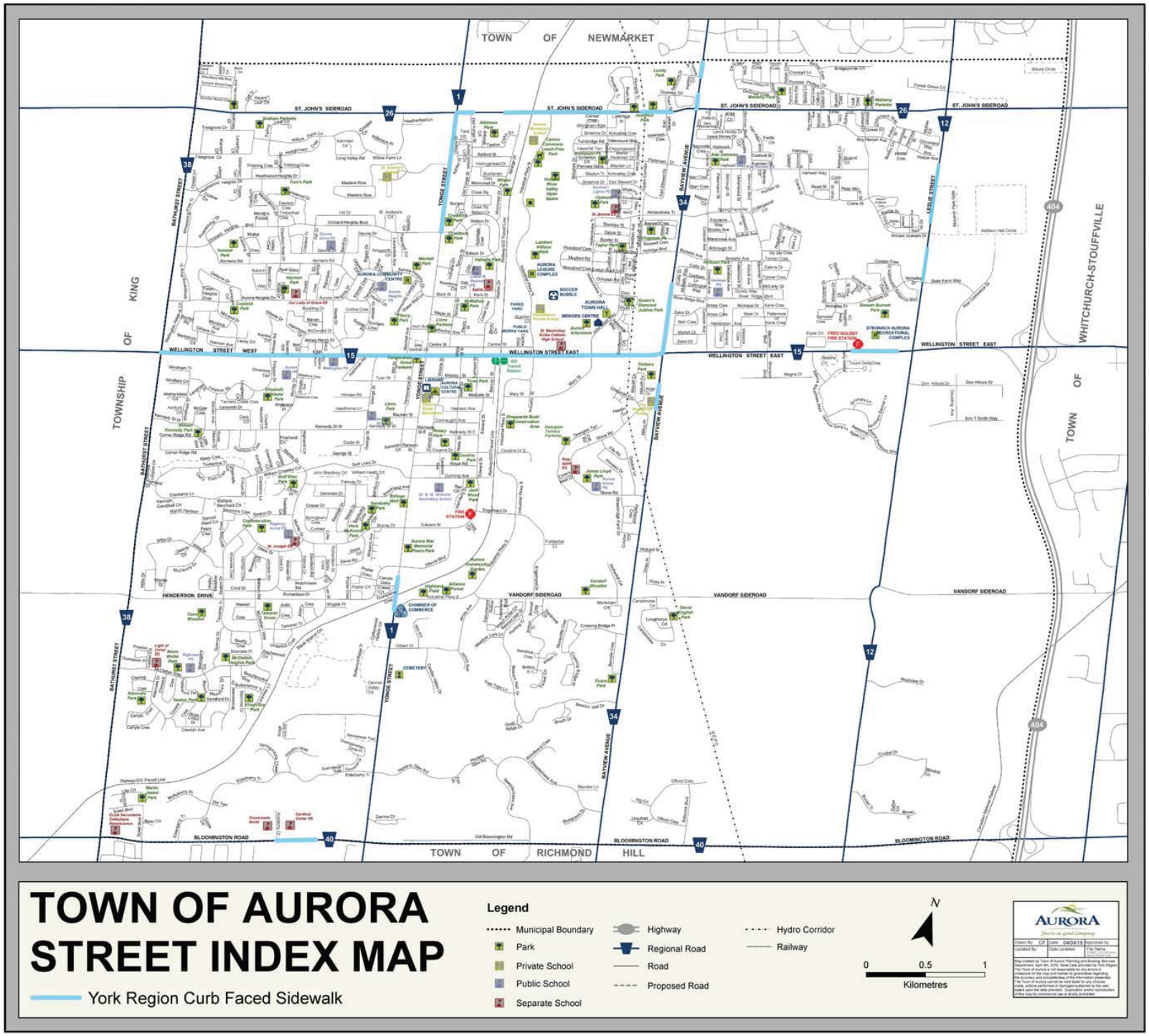
(Approx. 236.3 Kilometres)

** The values calculated above are for sidewalks only. This does not include bike lanes/multi-use lanes.*

0 0.5 1 2 Kilometres



Attachment 3


TOWN OF NEWMARKET
TOWNSHIP OF KING
TOWN OF WHITCHURCH-STOUFFVILLE
TOWN OF RICHMOND HILL
ST. JOHN'S SIDEROAD
WELLINGTON STREET WEST
WELLINGTON STREET EAST
VANDORF SIDEROAD
BLOOMINGTON ROAD
HENDERSON DRIVE
BATHURST STREET
YONGE STREET
BAYVIEW AVENUE
LEWIS STREET
AURORA COMMUNITY CENTRE
AURORA LEISURE COMPLEX
AURORA TOWN HALL
SENIORS CENTRE
SOCCER BUBBLE
PARKS YARD
PUBLIC WORKS YARD
LIBRARY
AURORA CULTURAL CENTRE
FIRE STATION
CHAMBER OF COMMERCE
CEMETERY
STRONACH AURORA RECREATIONAL COMPLEX
FRED BOLSBY FIRE STATION
GO Transit Station
Aurora Arboretum
St. Maximilian Kolbe Catholic High School
St. Joseph CS
Aurora War Memorial Peace Park
Aurora Community Garden
Alliance Forest
Highland Field
Vandorf Woodlot
Cassie Gowan Woodlot
Cassie Gowan Park
Hunter River Valley Open Space
Landwehr Hillside Park
Cassie Gowan Linear Park
Mayyards Bush Conservation Area
Georgian Terrace Parkette
Matamy Parkette
Stewart Burnett Park
Fleetwood Park
Leslie Park
Aurora Heights Park
Our Lady of Grace ES
Light of Christ Catholic Elementary School
St. Elizabeth Catholic High School
Cardinal Carter HS
Crossroads North
Dr. G. W. Williams Secondary School
Aurora Heights Public School
Addison Hall Circle
Kennedy Park
Tom's Park
Masters Row
Hillcrest Park
Hillside Park
Machell Park
Mary Park
Leslie Park
Yonge Park
Tyndale Park
Stewart Park
Bayview Park
Bayview Ridge Park
Bayview Hill Park
Bayview Fairway Park
Bayview Woods Park
Bayview Glen Park
Bayview Wellington Park
Aurora Highlands Park
Aurora Grove Park
Aurora Heights

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Town of Aurora

General Committee Report

No. PDS23-136

Subject:	**Application for Draft Plan of Condominium Silhouette Aurora Inc. 15086, 15094 and 15106 Yonge Street Part of Lots 1 and 2, Registered Plan 9 and Lots 51 and 52, Registered Plan 246 File Number: CDM-2023-03 Related File Number: SP-2018-03**
Prepared by:	Lawrence Kuk, Manager of Development Planning
Department:	Planning and Development Services
Date:	November 7, 2023

Recommendation

1. **That Report No. PDS23-136 be received; and**
2. **That the Draft Plan of Condominium (Standard Condominium) File No. CDM-2023-03 to establish three multi-storey stacked townhouse condominium buildings for a total of 53 units, be approved subject to the conditions attached hereto as Schedule "A" of this report.**

Executive Summary

This report seeks Council's approval to the application for a Draft Plan of Standard Condominium at 15086 to 15106 Yonge Street (the 'subject lands').

- Proposed Condominium application is to establish a freehold standard condominium corporation to manage the future 53 stacked townhouse units and other common amenities, services and infrastructure as described in the Draft Condominium Declaration.
- The proposed application is consistent with the related Provincial, Regional and local municipal policies.
- All circulated agencies are satisfied with the revisions and have no further comments.

Background

Application History

On June 22, 2021, Council approved the site plan application (SP-2018-03) with respect to the construction of 53 stacked townhouse units with conditions (Figure 4, 5a and 5b). The related site plan agreement was entered into on May 8, 2023. The proposed Draft Plan of Condominium application was submitted on August 30, 2023 (Figure 6).

Location

The subject lands are located on the west side of Yonge Street, just north of Reuben Street (south of Church Street). The subject lands are municipally known as 15086, 15094 and 15106 Yonge Street (see Figure 1).

Surrounding Land Uses

The surrounding land uses are as follows:

North: Commercial Uses

South: Poplar Villa, a designated heritage property;

East: A vacant building lot and commercial buildings, Yonge Street;

West: Single detached residential.

Policy Context

Provincial Policies

All *Planning Act* development applications are subject to provincial policies. The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest. These policies support the development of strong communities through the promotion of efficient land use and development patterns. The Growth Plan for the Greater Golden Horseshoe is a guiding document for growth management within the Greater Golden Horseshoe (GGH) Area to 2051. The Growth Plan provides a framework which guide decisions on how land will be planned, designated, zoned and designed. The Lake Simcoe Protection Plan (LSPP) is a provincial document that provides policies which addresses aquatic life, water quality, water quantity, shorelines and natural

heritage, other threats and activities (including invasive species, climate change and recreational activities) and implementation.

York Region Official Plan (YROP)

The YROP designates the subject lands as “Urban Area”. The planning vision for the Urban Area is to strategically focus growth while conserving resources; and to create sustainable, lively communities. A primary goal of the YROP is to enhance the Region’s urban structure through city building, intensification and compact, complete vibrant communities. The subject lands are located within Wellhead Protection Areas (WHPA) B and Q.

Town of Aurora Official Plan

The subject lands are located within the Aurora Promenade Secondary Plan, and are designated “Downtown Shoulder” by the Official Plan (see Figure 2). The “Downtown Shoulder” designation permits a range of uses including single detached and semi-detached dwellings; multiple-unit buildings, townhouses and apartment buildings; and small-scale retail and service commercial uses and restaurants among others.

Zoning By-law 6000-17, as amended

The subject lands are zoned “Promenade Downtown Shoulder-Central Commercial Exception 502 Zone PDS1(502)” and “Environmental Protection EP” by the Town of Aurora Zoning By-law 6000-17, as amended (Figure 3).

Reports and Studies

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

- Plan of Survey
- Approved Site Plan
- Proposed Draft Plan of Condominium
- Draft Condominium Declaration

Proposed Application

Draft Plan of Condominium

As shown on Figure 6, the applicant submitted a Draft Plan of Condominium application to establish a freehold standard condominium corporation to manage the future 53

stacked townhouse units and other common amenities, services and infrastructure as described in the Draft Condominium Declaration. The proposed condominium has an approved access driveway off Yonge Street.

Table 1 – Summary of the Proposed Draft Plan of Condominium

	North Block	East Block	South Block	Total
Height	11.53m	11.61m	12.35m	
Storey	3	3	3	
Units	13	20	20	53
Parking				54
Amenity Space				1,962 m^2

Analysis

Planning Considerations

The proposed application is consistent with the related Provincial, Regional and local municipal policies.

Provincial Policy Statement (PPS)/Places to Grow Plan (Growth Plan)

The proposed Draft Plan of Condominium is consistent with the PPS and Growth Plan by providing intensification within settlement areas, capitalizes on existing infrastructure, contributes to a range of housing tenure within the Town and minimizes environmental impacts.

Lake Simcoe Protection Plan (LSPP)

The Lake Simcoe Region Conservation Authority (LSRCA) has reviewed the proposed Draft Plan of Condominium application and has no objection to its approval. All comments from the related Site Plan application will be implemented through the execute site plan agreement.

York Region Official Plan (YROP)

The Regional Municipality of York has reviewed the proposed application has no objection or conditions for the proposed condominium. The subject application will contribute to a mix of housing stock and tenure within the Region.

Town's Official Plan and Zoning By-law

The proposed application conforms to the land use policies of Town of Aurora Official Plan and the Town's Comprehensive Zoning By-law 6000-17, as amended. The proposed residential use is a permitted use in accordance with the existing designation. In addition, Staff evaluated the proposed development and have determined the subject proposal meets the performance standards of the applicable zone categories.

Department / Agency Comments

The proposed application were circulated to all internal and external agencies for review and comments. In general, all circulated agencies are satisfied with the revisions and have no further comments. The draft conditions of approval (Schedule "A") is related to administrative process for the future registration of the Condominium plan.

Public Comments

Planning Staff have received no comments from the public on the proposed application.

Advisory Committee Review

No Communication Required.

Legal Considerations

Section 9(2) of the *Condominium Act, 1998* states that the requirements of the *Planning Act* that apply to a plan of subdivision apply to a plan of condominium with necessary modifications. Under the *Planning Act*, Council has 120 days to make a decision on subdivision applications before the Owner can appeal. Staff deemed the application complete on September 11, 2023; therefore, Council has until January 9, 2024 to make a decision before the applicant can appeal this application on a non-decision.

Financial Implications

All applicable development fees and charges in this regard have been and will continue to be collected by the Town as required.

Communications Considerations

In accordance with the *Planning Act*, applications for Standard Condominium do not require a statutory public planning meeting. The Town will inform the public of the information in this report by posting it to the Town's website.

Climate Change Considerations

The proposal will result in development of parcels within the urban boundary that are currently underutilized. The impact on GHG emissions is mitigated due to the subject lands' proximity to existing infrastructure and services, as well as energy efficient building using Passive House design. Existing environmental features will not be disturbed by the proposed development while sufficient trees are preserved on site. The project increases the Town's ability to adapt to climate change by incorporating sustainable housing construction materials and practices into the development reducing heat island effect and allows for water saving measures through low impact development practices. This project supports the objectives from the Community Energy Plan, and Section 5 of the Official Plan.

Link to Strategic Plan

The proposed Draft Plan of Condominium supports 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: Strengthening the fabric of our community: Through the addition of 53 residential units, housing is provided in accordance with the objective to collaborate with the development community to ensure future growth includes housing opportunities for everyone

Alternative(s) to the Recommendation

1. That Council provides a direction.

Conclusions

Planning and Development Services reviewed the proposed Draft Plan of Condominium application against the relevant Provincial plans, Regional and Town Official Plans, the Comprehensive Zoning By-law and municipal development standards. The development is considered good planning and conforms to Provincial and Regional policies and is consistent with policies of the Town's Official Plan. Therefore, Staff recommend approval of Draft Plan of Condominium File No. CDM-2023-03 and related conditions of approval.

Attachments

Attachment 1:
Figure 1 – Location Map
Figure 2 – Existing Official Plan Designation
Figure 3 – Existing Zoning By-Law
Figure 4 – Approved Site Plan
Figure 5a) – Conceptual Renderings (street level)
Figure 5b) - Conceptual Renderings (Overview)
Figure 6 – Proposed Draft Plan of Condominium

Attachment 2:
Schedule "A" – Conditions of Draft Plan Approval

Previous Reports

PDS21-064, Application for Site Plan Approval SP-2018-03, June 1, 2021

Pre-submission Review

Agenda Management Team review on October 19, 2023

Approvals

Approved by Marco Ramunno, Director, Planning and Development Services

Approved by Doug Nadorozny, Chief Administrative Officer

Attachment 1

LOCATION MAP

Applicant: Silhouette Aurora Inc.
Application: CDM-2023-03
FIGURE 1

SUBJECT LANDS

0 30 60 90 120
Metres

N

AURORA
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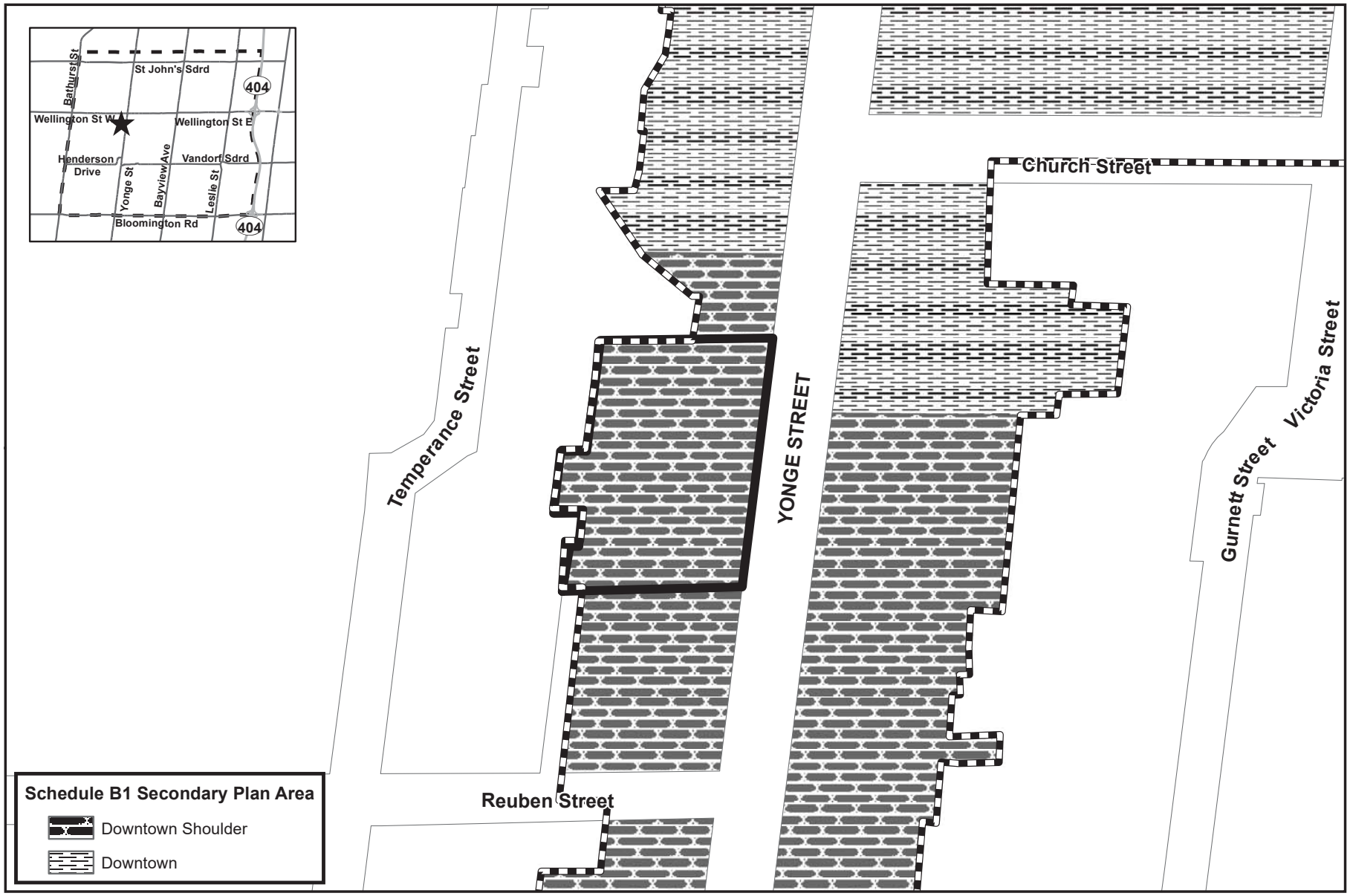
Map created by the Town of Aurora Planning and Building Services Department, 04/10/2023. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2022, © First Base Solutions Inc., 2022 Orthophotography.



EXISTING OFFICIAL PLAN DESIGNATION

Applicant: Silhouette Aurora Inc.
Application: CDM-2023-03
FIGURE 2

SUBJECT LANDS
THE AURORA PROMENADE

0 10 20 30 40 50
Metres

N

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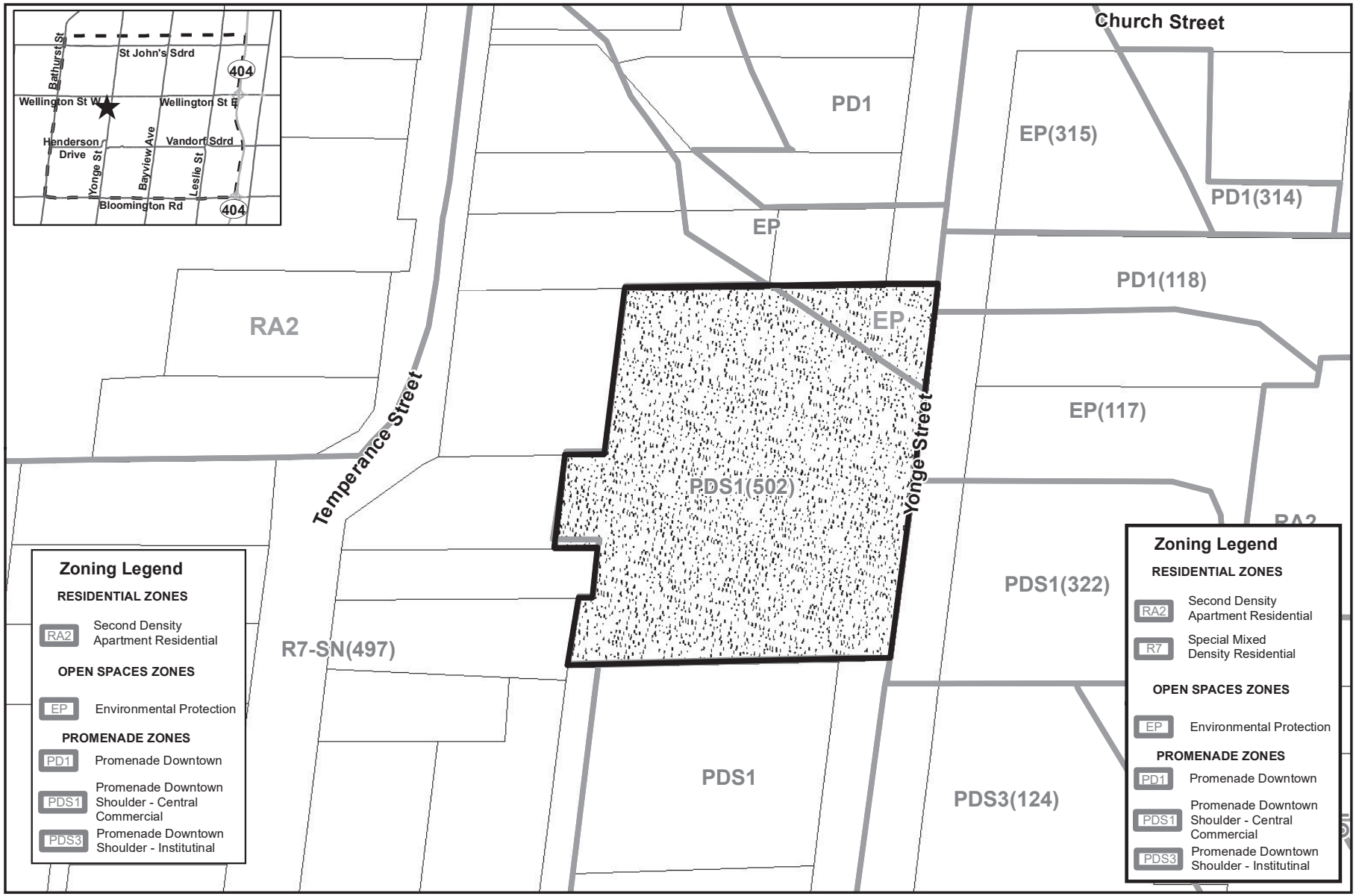
Map created by the Town of Aurora Planning and Building Services Department, 05/10/2023. Base data provided by York Region & the Town of Aurora.



EXISTING ZONING

Applicant: Silhouette Aurora Inc.
Application: CDM-2023-03

FIGURE 3

SUBJECT LANDS

0 10 20 30 40 50
Metres

N

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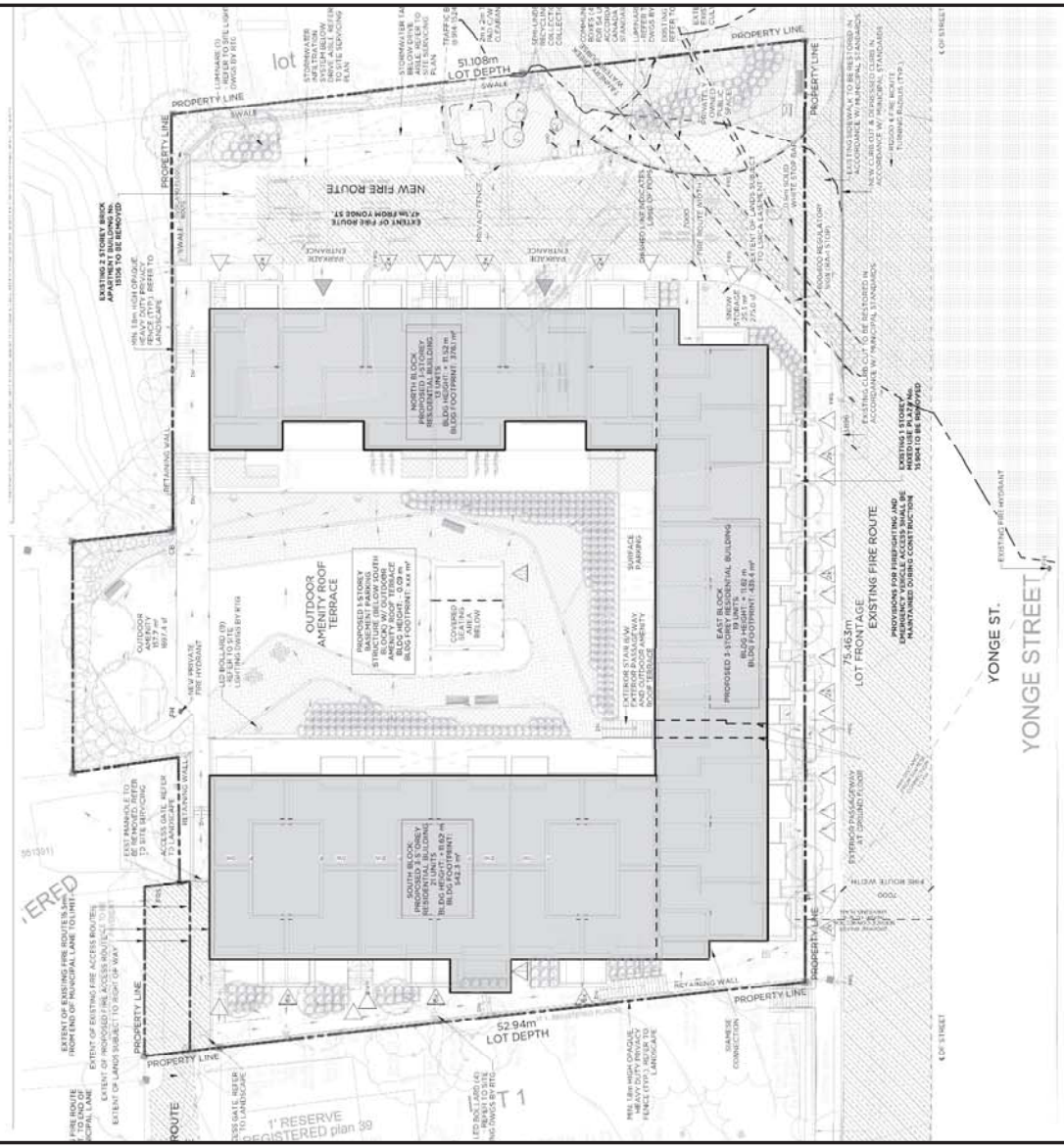

APPROVED SITE PLAN

Applicant: Silhouette Aurora Inc.
Application: CDM-2023-03

FIGURE 4

AURORA
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Map created by the Town of Aurora Planning and Building Services Department, May 3, 2021. Drawing provided by RAW Design.

CONCEPTUAL RENDERINGS (STREET LEVEL)

Applicant: Silhouette Aurora Inc.
Application: CDM-2023-03

FIGURE 5A

AURORA
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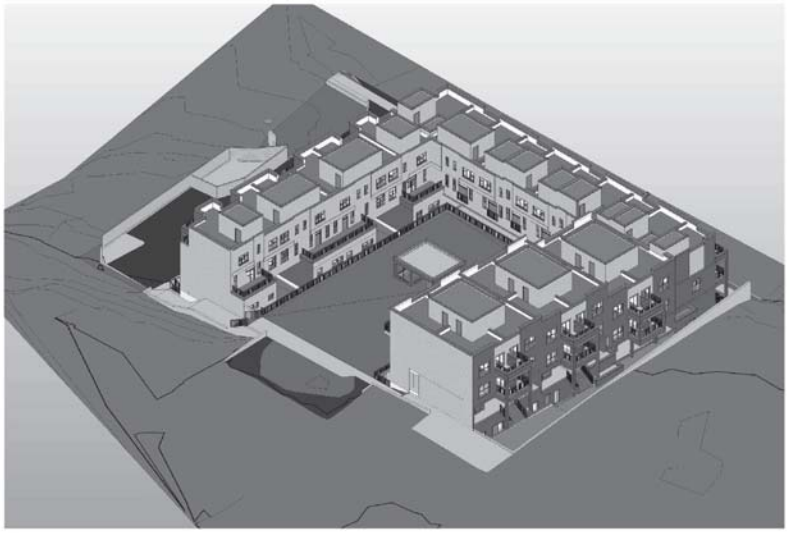
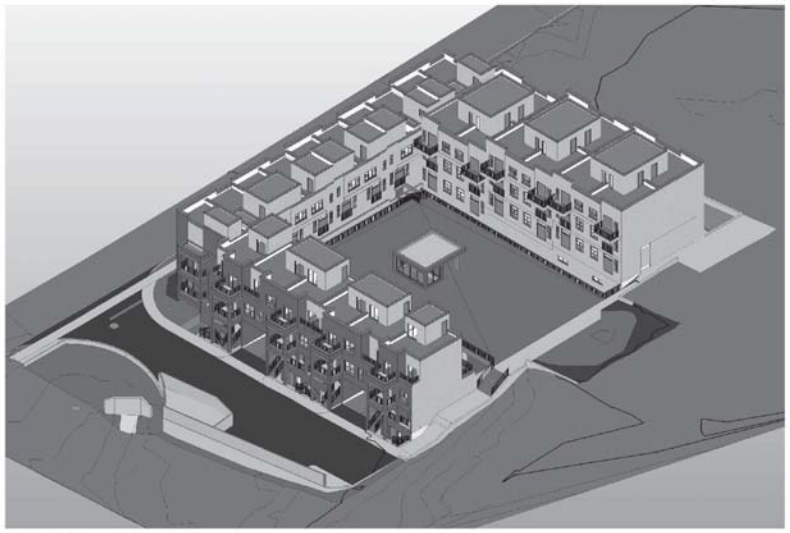
Map created by the Town of Aurora Planning and Building Services Department, May 3, 2021. Drawing provided by RAW Design

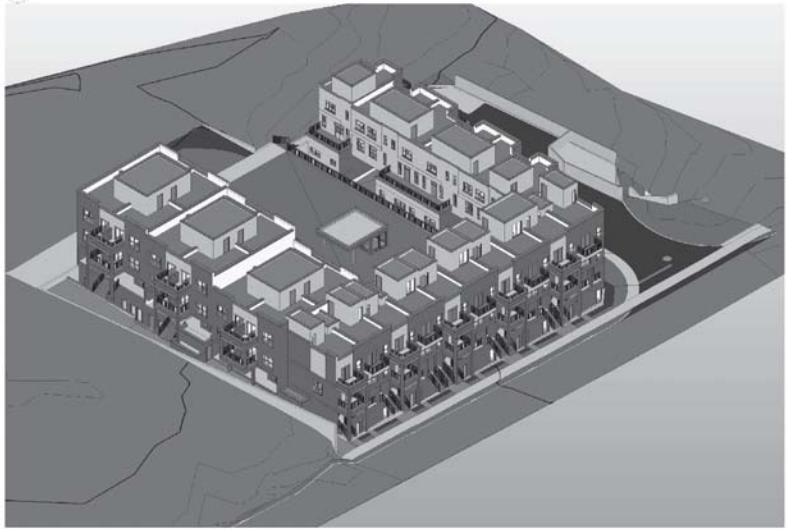
Document Path: J:\data\data\Planning Maps\15086, 15088, 15094 & 15106 Yonge Street (Silhouette Aurora Inc.) (CDM-2023-03)\Report_Maps_Oct_2023\Figure_5A_Conceptual_Renderings.mxd



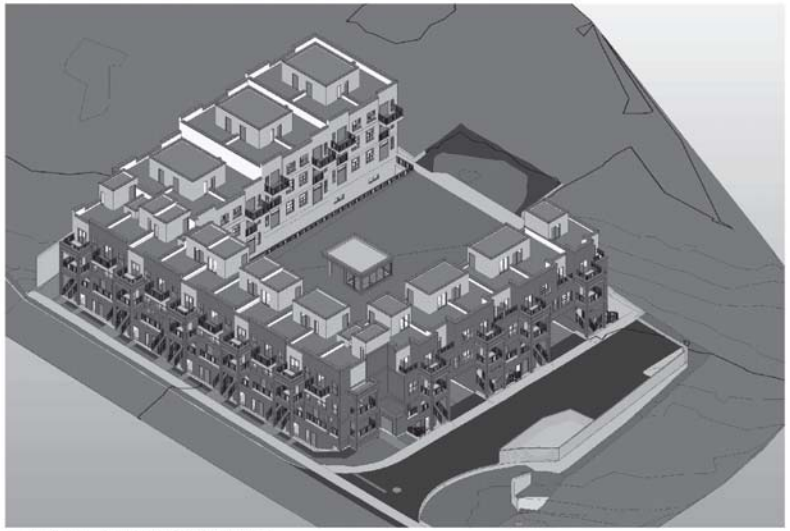
4 MASSING - AERIAL VIEW (SOUTH-WEST)



2 MASSING - AERIAL VIEW (NORTH-WEST)



3 MASSING - AERIAL VIEW (SOUTH-EAST)



1 MASSING - AERIAL VIEW (NORTH-EAST)

CONCEPTUAL RENDERINGS (OVERVIEW)

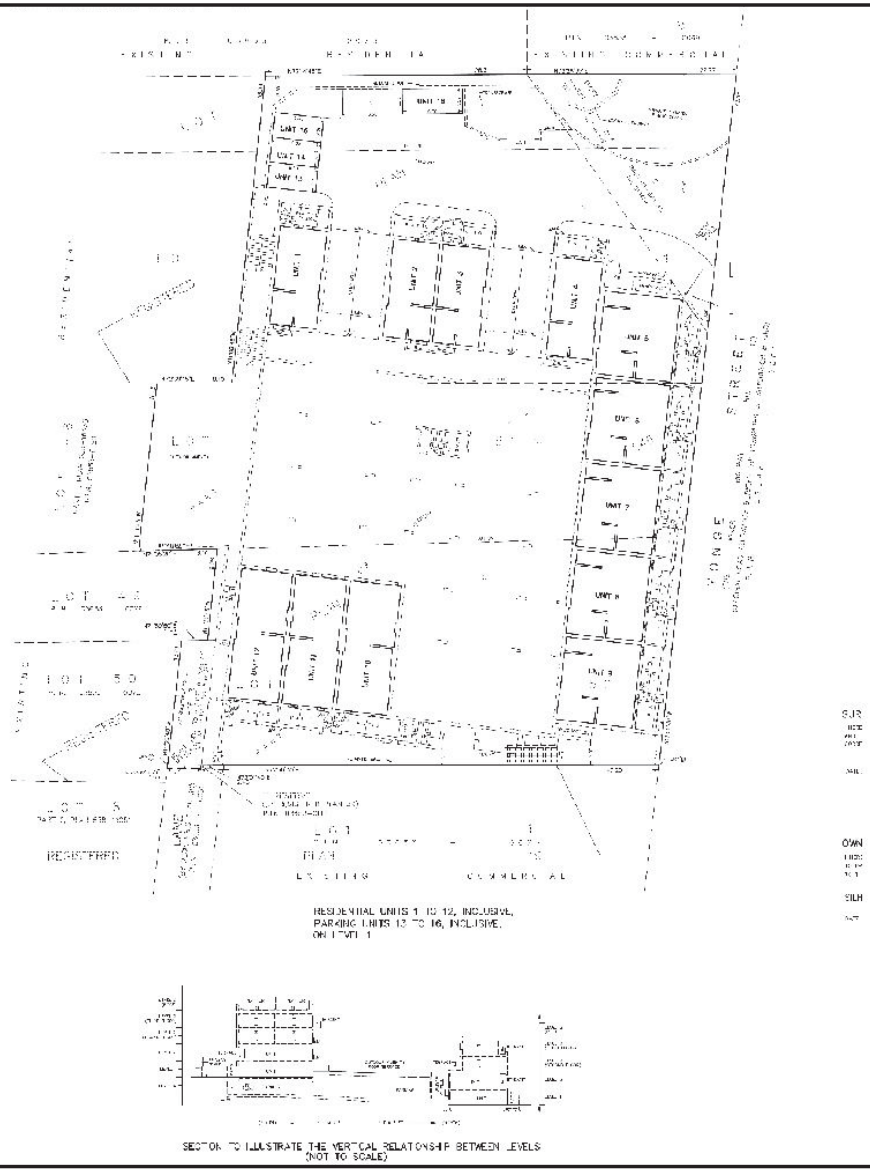
Applicant: Silhouette Aurora Inc.
Application: CDM-2023-03

FIGURE 5B

AURORA
You're in Good Company

Map created by the Town of Aurora Planning and Building Services Department, May 3, 2021. Drawing provided by RAW Design

Document Path: J:\data\data\Planning Maps\15086, 15088, 15094 & 15106 Yonge Street (Silhouette Aurora Inc.) (CDM-2023-03)\Report_Maps_Oct_2023\Figure_5B_Conceptual_Renderings.mxd



PROPOSED DRAFT PLAN OF CONDOMINIUM

Applicant: Silhouette Aurora Inc.
Application: CDM-2023-03

FIGURE 6

Map created by the Town of Aurora Planning and Building Services Department, 05/10/2023. Drawing provided by R-PE Surveying Ltd.

Document Path: J:\data\data\Planning Maps\15086, 15088, 15094 & 15106 Yonge Street (Silhouette Aurora Inc.) (CDM-2023-03)\Report_Maps_Oct_2023\Figure_6_Proposed_Draft_Plan_Condominium.mxd

Attachment 2
Schedule "A"

CONDITIONS OF APPROVAL

Draft Plan of Standard Condominium
SILHOUETTE AURORA INC.
15086, 15094 and 15106 Yonge Street
legally described as Part Lots 1 and 2, West of Yonge Street, Plan 9 and Lots 51 and 52, Plan 246, designated as Parts 1, 2, 3 and 4 on Plan 65R-38151 (the "Lands")
CDM-2023-03

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

Planning Division Conditions

1. The final draft plan prepared by R-PE Surveying Limited dated October 11, 2023 with respect to the creation of fifty-three (53) stacked residential townhouse units on the Lands (the "Draft Plan") and these associated conditions of Draft Plan approval may be amended by the Town if revisions are required to implement or integrate any recommendations resulting from studies required to be submitted as a condition of Draft Plan approval. Further, minor redline revisions to the Draft Plan may also be required to ensure property alignment with existing or proposed lots, blocks, units, streets, and/or facilities on lands adjacent to the Draft Plan.

Legal Services Division Conditions

2. Prior to the Town's release for registration of the Plan, the Owner shall submit to the Town for approval the related draft Condominium Declaration and Description containing all the required provisions in accordance with the *Condominium Act, 1998,* S.O. 1998, c.19, as amended, and any other provisions as may be required by the Town, including but not limited to any right(s)-of-way and easements (the "Declaration"). Together with the final version of the Declaration ad Plan as preapproved by the Land Registry Office, the Owner shall provide a solicitor's undertaking indicating that:

    a) the Declaration and Plan provided to the Town are the final versions to be submitted for registration on title to the Lands;

    b) the Town will be notified of any changes to the Declaration and Plan prior to registration on title to the Lands and certification of same by the Land Registrar; and

    c) a copy of the registered Declaration and Plan will be provided to the Town within ten (10) business days after registration.

Engineering Division Conditions

3. Prior to the Town's release for registration of the Plan, the Owner shall submit to the satisfaction of the Town, a certificate from the Owner's Engineer stating that all Servicing Works as defined in the Development Agreement dated May 8, 2023 between the Owner and the Town registered on title to the Lands as Instrument No. YR3549378 on May 9, 2023 have been substantially completed.

Clearances

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

The Town's Legal Services Division shall advise that Condition 2 has been satisfied, stating briefly how this Condition has been met.

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

Town of Aurora
General Committee
Meeting Report

Date:	**Tuesday, November 21, 2023**
Time:	**7 p.m.**
Location:	**Council Chambers, Aurora Town Hall**

Council Members:	Councillor John Gallo (Chair) Mayor Tom Mrakas Councillor Ron Weese Councillor Rachel Gilliland Councillor Wendy Gaertner Councillor Michael Thompson Councillor Harold Kim
Other Attendees:	Doug Nadorozny, Chief Administrative Officer Patricia De Sario, Director, Corporate Services, Town Solicitor Robin McDougall, Director, Community Services Marco Ramunno, Director, Planning and Development Services Sara Tienkamp, Director, Operational Services Rachel Wainwright-van Kessel, Director, Finance Carley Smith, Manager, Corporate Communications Michael de Rond, Town Clerk Linda Bottos, Council/Committee Coordinator

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1. Call to Order

The Chair called the meeting to order at 7:02 p.m.

2. Land Acknowledgement

General Committee acknowledged that the meeting took place on Anishinaabe lands, the traditional and treaty territory of the Chippewas of Georgina Island, recognizing the many other Nations whose presence here continues to this day, the special relationship the Chippewas have with the lands and waters of this

territory, and that Aurora has shared responsibility for the stewardship of these lands and waters. It was noted that Aurora is part of the treaty lands of the Mississaugas and Chippewas, recognized through Treaty #13 and the Williams Treaties of 1923.

3. Approval of the Agenda

General Committee approved the revised agenda as circulated by Legislative Services.

4. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

5. Community Presentations

None.

6. Delegations

6.1 Shaheen Moledina, Resident; Re: Feeling Safe in Aurora

Shaheen Moledina spoke about the ongoing conflict in Israel and the Gaza Strip and conveyed sincere condolences to those families who have deep kinship with citizens living in Israel. Shaheen expressed the need for the community to stand together to actively combat hate in all its forms and to support initiatives that promote dialogue, understanding and peace building, and requested that Council join others across Canada to demand a ceasefire for peace so no more children and civilians die on both sides.

General Committee received the comments of the delegation for information.

6.2 Shehryar Khan, Northward Infrastructure Inc.; Re: Item 9.1 - PDS23-131 - Application for Radiocommunication Tower, Northward Infrastructure Inc., 15820 Bayview Avenue

Shehryar Khan, Director of Real Estate, presented a brief overview of the proposed telecommunication tower, digital sign, and electric vehicle

charging stations, including company background, site location and site context maps, and noted they are seeking concurrence on the wireless infrastructure component and a variance on the digital media sign.

General Committee received and referred the comments of the delegation to item 9.1.

7. Consent Agenda

None.

8. Advisory Committee Meeting Minutes

General Committee recommends:

That the Advisory Committee Meeting Minutes, items 8.1 to 8.3 inclusive, be received for information.

Carried

8.1 Heritage Advisory Committee Meeting Minutes of November 6, 2023

1. That the Heritage Advisory Committee Meeting Minutes of November 6, 2023, be received for information.

Carried

8.2 Accessibility Advisory Committee Meeting Minutes of November 8, 2023

1. That the Accessibility Advisory Committee Meeting Minutes of November 8, 2023, be received for information.

Carried

8.3 Community Recognition Review Advisory Committee Meeting Minutes of November 15, 2023

1. That the Community Recognition Review Advisory Committee Meeting Minutes of November 15, 2023, be received for information.

Carried

9. Consideration of Items Requiring Discussion (Regular Agenda)

9.1 PDS23-131 - Application for Radiocommunication Tower, Northward Infrastructure Inc., 15820 Bayview Avenue, Lot 1, Block 7, Plan 65M-2874, File Number: SP(T)-2023-02

General Committee recommends:

1. That Report No. PDS23-131 be received for information.

Carried

9.2 CMS23-050 - Outdoor Community Reflection Space

General Committee consented to vote on each of the three clauses separately.

General Committee recommends:

1. That Report No. CMS23-050 be received.

Carried

General Committee recommends:

2. That Council approve proceeding with the design of a Community Reflection Space.

Carried

General Committee recommends:

3. That Council approve the eastern portion of the Queen's Diamond Jubilee Park as the preferred site for the Community Reflection Space.

Defeated

9.3 PDS23-130 - Traffic Calming Measures in School Zones Performance Evaluation

General Committee recommends:

1. That Report No. PDS23-130 be received; and
2. That flexible signs (traffic calming bollards) be included in the Traffic Calming Policy and any future installation follow the warrant criteria outlined in the policy.

Carried

9.4 CMS23-051 - Aurora Seniors Association Operating Agreement Renewal

General Committee recommends:

1. That Report No. CMS23-051 be received; and
2. That the Town enter into a five (5) year agreement, **with two 5-year renewal periods that are subject to Council approval, and a termination period of 180 days** with the Aurora Seniors Association for the operation of the Seniors' Centre on terms set out in this report.

Carried as amended

9.5 FIN23-041 - 2023 Yearend Surplus-Deficit Management Bylaw Report and Reserve Management Update

General Committee recommends:

1. That Report No. FIN23-041 be received; and
2. That the 2023 Yearend Surplus/Deficit Management By-law to manage the operating budget surplus or deficit through the use of reserves, as detailed in this report, be brought forward to a future Council meeting for approval.

Carried

9.6 CMS23-055 - Aurora Town Square - Financial Status

General Committee recommends:

1. That Report No. CMS23-055 be received for information.

Carried

10. Notices of Motion

10.1 Councillor Gilliland; Re: Social Media Policy and Code of Conduct Updates

Whereas social media has become a popular conduit for political leaders to communicate with the public; and

Whereas social media has shown to have both positive and negative impacts all over the world; and

Whereas censorship, controlled narratives, misinformation and political intermeddling has become a growing concern worldwide within social media platforms and other forms of communications; and

Whereas the Integrity Commissioner recommends that Members of Council would benefit from a social media policy and more detailed provisions on what they can and can't do on overall communication; and

Whereas updates to the Code of Conduct should also reflect addressing how Members of Council use Town-owned and created graphics and images, such as altering, manipulating or modification;

1. Now Therefore Be it Hereby Resolved That Council request the Integrity Commissioner develop a separate social media policy for inclusion in the Council code of conduct; and
2. Be It Further Resolved That the Integrity Commissioner reviews the Town's Code of Conduct to strengthen and protect any violation of political intermeddling, bullying and harassment in the workplace, undermining of Council decisions and copyright of altering Town images.

10.2 Councillor Gilliland and Councillor Weese; Re: BIA Bylaw and Governance Model Review

Whereas a new BIA was formed in 2019 to reinvigorate the downtown core; and

Whereas the Economic Development Board and Town supports and recognizes a vibrant downtown revitalization as a key priority; and

Whereas to streamline the order of business, budget and procedures it was discovered that some barriers and challenges in the bylaw still exist that hinder the progressive development of the organization, such as budget, resources, procedures and public engagement retention; and

Whereas the BIA would benefit from an overall review of the bylaw to ensure their mission and strategic plan progressively aligns with policies and procedures within that are set up for success; and

Whereas the BIA may benefit from an exploratory governance or collaboration model with either the Town, the Economic Development

Board and/or the Aurora Chamber of Commerce to avoid duplication of work efforts and costs;

1. Now Therefore Be It Hereby Resolved That Town staff investigate and explore a collaboration and/or various governance models that will best serve the progression of the downtown Business Improvement Area. This could mean either a partnership, committee, or collaboration; and
2. Be It Further Resolved That staff report back with various governance models as a result; and
3. Be It Further Resolved That the BIA bylaw be reviewed and updated to remove barriers to reflect such progressive success of the downtown revitalization mandate.

10.3 Councillor Gilliand; Re: Wetland Protection and Phragmites Plan of Action

Whereas Phragmites has been recognized as one of Canada's worst invasive plants that threaten the existence of meaningful wetlands and ecosystems; and

Whereas wetlands are vital ecosystems that contribute to biodiversity, purifying water, reducing flooding, and are an identified asset to help adapt to climate change; and

Whereas Phragmites is known to thrive in our wetlands causing all other life to be choked out by outcompeting native wetland plants, leaving frogs and turtles without vital habitat, and blocking shoreline views and access; and

Whereas Phragmites has been identified as a known threat in Aurora such as: the Arboretum, Mackenzie Marsh, Salamander Pond and the Dave Tomlinson Nature Reserve; and

Whereas staff were directed to identify areas of concern and remediate Phragmites within a certain budget; and

Whereas staff have chosen to pause the scope of this program due to the severity of the infestation;

1. Now Therefore Be It Hereby Resolved That staff report back to Council identifying our current threat status, include government grant

opportunities, engage in agency collaborations, and present recommendations on a plan of action, including a budget, service delivery model, operational impacts to continue protecting our wetlands and attempt to remediate phragmites.

11. Regional Report

None.

12. New Business

Mayor Mrakas noted that the province has reversed all modifications and has implemented the original Official Plan as approved by York Regional Council, which is significant for the Town of Aurora due to one specific modification made by the former Minister of Municipal Affairs concerning the number of storeys to be erected at the corner of Leslie Street and Wellington Street East.

Councillor Gilliland inquired about the speed humps on Aurora Heights Drive near Bathurst Street noting that some residents are not happy with the low profile that doesn't seem to slow down the vehicle speeds. Staff provided a response and agreed to follow up and report back to Council.

Councillor Gilliland acknowledged the efforts toward resolving the parking issues on Temperance and Tyler Streets during the ongoing construction of the church and retirement home on Yonge Street. Staff confirmed that the developer will communicate with the trades and construction crews regarding parking.

Councillor Gilliland inquired about some of the downtown lighting not working between buildings and on the stairs, and staff provided a response.

Councillor Gilliland advised that several downtown businesses have noticed some mischievous behaviour and inquired about whether the increased presence of By-law Services staff or their parked vehicle could act as a deterrent. Staff provided a response and agreed to follow up with the By-law Services Manager.

13. Public Service Announcements

Councillor Weese advised that the Construction Liaison Committee will hold its first meeting at 3 p.m. on November 23, 2023, at the Aurora Family Leisure

Complex where they look forward to updates from Metrolinx on matters including traffic, construction of the second track and platform, and grade separation.

Mayor Mrakas noted the recent opening of The Residences on Yonge, a seniors retirement community built on the former site of the Howard Johnson's Hotel.

Councillor Gilliland announced the following activities and events:

- Hot Chocolate on the Verandah will be offered at Hillary House from 5:30 p.m.to 7:30 p.m. on Saturday, November 25, 2023.
- Holiday Wreath-Making Workshop sessions will be held at Hillary House on Saturday, December 2, 2023.
- Aurora's Christmas Market will take place at Town Park from 5 p.m. to 9 p.m. on December 1-3 and December 8-10, 2023; visit **aurora.ca/ChristmasMarket** for more information.
- The Royal Rose Art Gallery will be presenting a Holiday Group Show exhibit, Ten By Ten, from late November 2023 until early January 2024.
- To celebrate the opening of Aurora Town Square, a public art mentorship opportunity with Oddside Arts is calling on artists (aged 16-24) to participate; visit **auroraculturalcentre.ca/open-calls** for information and to apply by December 17, 2023.
- Anne of Green Gables - The Musical is now playing at Theatre Aurora.
- Aurora ComiCon 2023 will be held at the Aurora Legion on Saturday, November 25, 2023; admission is $5, children 12 and under are free.
- The Salvation Army has launched its annual Christmas Kettle Campaign and Councillor Gilland will be volunteering at the LCBO in the Metro plaza at noon on December 7, 2023.
- A reminder that the Windrow Removal Pilot Program deadline for applications is November 30, 2023.
- Aurora's Annual Tree Lighting Ceremony will take place at 5:15 p.m. at Town Park on December 1, 2023.

Mayor Mrakas announced the following activities and events:

- Aurora's annual Santa Under the Stars Parade will be held on Saturday, November 25, 2023, starting at 6 p.m. on Yonge Street between Orchard Heights and Murray Drive; visit **aurora.ca/SantaParade** for more details.
- Winter parking restrictions are now in effect; visit **aurora.ca/parking** for more information.
- The final draft of the Town's Official Plan amendment is available for further comments; residents are encouraged to visit **EngageAurora.ca/OPR** to review the plan and submit feedback by November 24, 2023.
- Join the Holiday Eco Challenge Bingo and check off eco-friendly actions to win prizes during December 2023; visit **aurora.ca/HolidayEcoChallenge** for details and to download a bingo card.
- The Toys for Tickets campaign will be held from November 22 to December 15, 2023; visit **aurora.ca/parking** for information.
- Applications for the Community Partnership Grant are being accepted until December 1, 2023; visit **aurora.ca/CommunityGrants** for details and to apply.

Councillor Gaertner provided clarification on the eligibility requirements for the Windrow Removal Pilot Program to assist seniors and residents with a disability.

Councillor Weese announced that the Aurora Youth Soccer Club will be holding a Toy and Food Drive from December 10 to 17, 2023, at the Sports Dome.

14. Closed Session

None.

15. Adjournment

The meeting was adjourned at 8:51 p.m.

Town of Aurora
Heritage Advisory Committee
Meeting Minutes

Date:	**Monday, November 6, 2023**
Time:	**7 p.m.**
Location:	**Holland Room, Aurora Town Hall**
Committee Members:	Councillor John Gallo (Chair) Cynthia Bettio John Green David Heard Kevin Hughes* Bob McRoberts
Members Absent:	Jeff Lanthier (Vice Chair)
Other Attendees:	Adam Robb, Associate Manager, Development Planning Linda Bottos, Council/Committee Coordinator

*Attended electronically

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1. Call to Order

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

2. Land Acknowledgement

The Committee acknowledged that the meeting took place on Anishinaabe lands, the traditional and treaty territory of the Chippewas of Georgina Island, recognizing the many other Nations whose presence here continues to this day, the special relationship the Chippewas have with the lands and waters of this territory, and that Aurora has shared responsibility for the stewardship of these lands and waters. It was noted that Aurora is part of the treaty lands of the Mississaugas and Chippewas, recognized through Treaty #13 and the Williams Treaties of 1923.

3. Approval of the Agenda

Moved by John Green
Seconded by Bob McRoberts

That the agenda as circulated by Legislative Services be approved.

Carried

4. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

5. Receipt of the Minutes

5.1 Heritage Advisory Committee Meeting Minutes of September 11, 2023

Moved by Bob McRoberts
Seconded by Cynthia Bettio

1. That the Heritage Advisory Committee Meeting Minutes of September 11, 2023, be received for information.

Carried

6. Delegations

None.

7. Matters for Consideration

7.1 Memorandum from Associate Manager of Development Planning; Re: Heritage Permit Application File: HPA-2023-07, 53 Spruce Street

Staff provided a brief overview of the memorandum and proposed alterations at the subject property located within the Town's Northeast Old Aurora Heritage Conservation District. Staff highlighted that, as no major architectural alterations are proposed through the subject application, staff are still reviewing and considering the application for delegated authority approval by staff. The Committee expressed support for the

request and for moving forward with delegated authority approval should the application meet the criteria.

Moved by John Green
Seconded by Bob McRoberts

1. That the memorandum regarding Heritage Permit Application File: HPA-2023-07, 53 Spruce Street, be received; and
2. That the Heritage Advisory Committee comments regarding Heritage Permit Application File: HPA-2023-07, 53 Spruce Street, be received and referred to staff for consideration and further action as appropriate.

Carried

7.2 Memorandum from Associate Manager of Development Planning; Re: Requested Heritage Impact Assessment, 16, 20, and 22 Allaura Boulevard

Staff gave a brief overview of the memorandum and Heritage Impact Assessment, which was provided in response to the Committee's review of the subject development proposal at its meeting of July 31, 2023.

The Committee and staff discussed a number of concerns and suggestions including: the requirement for high quality fencing and coniferous landscape plantings along the shared property boundary that respects the esthetic and importance of the Peace Park; area compatibility of the proposed development, height, and facades; request for conceptual renderings of the development including fencing, landscaping, and views from Yonge Street; and the importance of maintaining the significance and privacy of the Peace Park so that it not be overshadowed by the proposed development. Staff advised that these matters would be included in the conditions of approval for the application.

The Committee inquired about provisions to prevent any impact on the Peace Park from the development’s waste. Staff advised that the proposal is reviewed for conformity with turning radiuses for garbage trucks and collection, that the waste pickup is to be revised to be located further away from the Peace Park, and that this concern would be carried forward.

The Committee further inquired about the possibility of naming streets in the development to reflect the history of local veterans. Staff agreed to

follow up on this suggestion and confirmed that the street name inventory has been updated to reflect all names on the Cenotaph.

Moved by Cynthia Bettio
Seconded by John Green

1. That the memorandum regarding Requested Heritage Impact Assessment, 16, 20, and 22 Allaura Boulevard, be received; and
2. That the Heritage Advisory Committee comments regarding Requested Heritage Impact Assessment, 16, 20, and 22 Allaura Boulevard, and development proposal be received and referred to staff for consideration and further action as appropriate.

Carried

8. Informational Items

None.

9. New Business

The Committee expressed concerns regarding the deteriorating condition of the Town's downtown core and heritage area due to an increase in graffiti, dumped waste and cigarette butts, sidewalks with uneven grades, and vandalism of businesses and heritage properties. Staff agreed to discuss this matter with the appropriate Town departments.

10. Adjournment

Moved by Cynthia Bettio
Seconded by Bob McRoberts

That the meeting be adjourned at 7:29 p.m.

Carried

Town of Aurora
Accessibility Advisory Committee
Meeting Minutes

Date: Wednesday, November 8, 2023
Time: 7 p.m.
Location: Holland Room, Aurora Town Hall

Committee Members: Peter Angelo* (Vice Chair)
Alison Hughes*
John Lenchak
Hailey Reiss*
Jo-anne Spitzer*

Members Absent: Councillor Harold Kim (Chair)
Lois Davies
Jeffrey Preston

Other Attendees: Gregory Peri, Accessibility Advisor*
Linda Bottos, Council/Committee Coordinator

*Attended electronically

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1. Call to Order

The Vice Chair called the meeting to order at 7:04 p.m.

2. Land Acknowledgement

The Committee acknowledged that the meeting took place on Anishinaabe lands, the traditional and treaty territory of the Chippewas of Georgina Island, recognizing the many other Nations whose presence here continues to this day, the special relationship the Chippewas have with the lands and waters of this territory, and that Aurora has shared responsibility for the stewardship of these lands and waters. It was noted that Aurora is part of the treaty lands of the Mississaugas and Chippewas, recognized through Treaty #13 and the Williams Treaties of 1923.

3. Approval of the Agenda

Moved by Alison Hughes
Seconded by Hailey Reiss

That the agenda as circulated by Legislative Services be approved.

Carried

4. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

5. Receipt of the Minutes

5.1 Accessibility Advisory Committee Meeting Minutes of October 11, 2023

Moved by Alison Hughes
Seconded by Hailey Reiss

1. That the Accessibility Advisory Committee Meeting Minutes of October 11, 2023, be received for information.

Carried

6. Delegations

None.

7. Matters for Consideration

7.1 Memorandum from Accessibility Advisor; Re: Site Plan Application SP-2023-12 (Submission #1) 1588 St. John's Sideroad

Staff provided an overview of the site plan and comments to be submitted to the Planner on behalf of the Committee. The Committee and staff discussed various aspects of the site plan and further suggestions were made regarding: consideration for customer services counters to have an accessibility spot and induction loop; and emergency evacuation chairs to be located at all staircase locations. The Committee discussed the

possibility of locating accessible units closer to the entrances of the building.

Moved by Alison Hughes
Seconded by Jo-anne Spitzer

1. That the memorandum regarding Site Plan Application SP-2023-12 (Submission #1) 1588 St. John's Sideroad be received; and
2. That the Accessibility Advisory Committee comments regarding Site Plan Application SP-2023-12 (Submission #1) be received and referred to staff for consideration and further action as appropriate.

Carried

7.2 Memorandum from Accessibility Advisor; Re: Site Plan Application SP-2023-13 (Submission #1) 65 St. John's Sideroad

Staff provided an overview of the site plan and comments to be submitted to the Planner on behalf of the Committee. The Committee and staff discussed various aspects of the site plan and further suggestions were made regarding: consideration for offering accessible housing for residents including accessible curb ramps and barrier-free visitor parking. The Committee and staff discussed the possibility of including stairlifts or enclosed elevators in residences for future site plans.

Moved by Hailey Reiss
Seconded by Alison Hughes

1. That the memorandum regarding Site Plan Application SP-2023-13 (Submission #1) 65 St. John's Sideroad be received; and
2. That the Accessibility Advisory Committee comments regarding Site Plan Application SP-2023-13 (Submission #1) be received and referred to staff for consideration and further action as appropriate.

Carried

7.3 Round Table Discussion; Re: Town of Aurora Multi-Year Accessibility Plan 2022-2026

(Link to Multi-Year Accessibility Plan)

Staff provided an update on various matters to the Committee including: increasing the number of required accessible spaces for units and assigned parking; providing surveys to residents regarding using accessibility services in the community; conducting a thorough review of the Multi-Year Accessibility Plan in 2025 to update the current plan; providing more information on future projects to install more Audible Pedestrian Signals; the new report of the AODA's Design of Public Spaces Standard that will be distributed to the Committee when available; and ways that companies will have to follow the Accessibility Standards Canada regulations.

Staff updated the Committee on web accessibility including the BrowseAloud tool; visit aurora.ca/en/town-services/browsealoud.aspx for more information.

Moved by Alison Hughes
Seconded by Hailey Reiss

1. That the Accessibility Advisory Committee comments regarding the Town of Aurora Multi-Year Accessibility Plan 2022-2026 be received and referred to staff for consideration and further action as appropriate.

Carried

8. Informational Items

None.

9. New Business

The Committee announced the upcoming 20th anniversary of the Town’s Accessibility Advisory Committee.

Staff provided an update on National Disability Employment Awareness Month that took place in October.

10. Adjournment

Moved by Hailey Reiss
Seconded by Alison Hughes

That the meeting be adjourned at 8:35 p.m.

Carried

Town of Aurora
Community Recognition Review Advisory Committee
Meeting Minutes

Date: **Wednesday, November 15, 2023**
Time: **10 a.m.**
Location: **Holland Room, Aurora Town Hall**

Committee Members: Councillor Ron Weese (Chair)
Diane Buchanan
Phiona Durrant*
Elaine Martini
Jo-anne Spitzer (arrived at 10:03 a.m.)
Patricia Wallace

Members Absent: Glenda Raketti

Other Attendees: Shelley Ware, Supervisor, Special Events
Jaclyn Grossi, Deputy Town Clerk

*Attended electronically

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1. Call to Order

The Chair called the meeting to order at 10:01 a.m.

2. Land Acknowledgement

The Committee acknowledged that the meeting took place on Anishinaabe lands, the traditional and treaty territory of the Chippewas of Georgina Island, recognizing the many other Nations whose presence here continues to this day, the special relationship the Chippewas have with the lands and waters of this territory, and that Aurora has shared responsibility for the stewardship of these lands and waters. It was noted that Aurora is part of the treaty lands of the Mississaugas and Chippewas, recognized through Treaty #13 and the Williams Treaties of 1923.

3. Approval of the Agenda

Moved By Diane Buchanan
Seconded By Patricia Wallace

That the agenda as circulated by Legislative Services be approved.

Carried

4. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

5. Receipt of the Minutes

5.1 Community Recognition Review Advisory Committee Meeting Minutes of September 18, 2023

Moved By Diane Buchanan
Seconded By Patricia Wallace

1. That the Community Recognition Review Advisory Committee meeting minutes of September 18, 2023, be received for information.

Carried

6. Delegations

None.

7. Matters for Consideration

7.1 Memorandum from Recreation Supervisor, Special Events; Re: 2024 Community Recognition Awards – Senior Volunteer Award

Staff provided an overview of the memorandum regarding the senior volunteer award for the 2024 Community Recognition Awards, noting that based on previous committee comments and researched best practices staff recommend that the award be renamed to the Older Adults Award. The Committee expressed their general support of the recommendations

and noted the different language used and accepted by residents in this category varies.

Moved By Jo-anne Spitzer
Seconded By Elaine Martini

1. That the memorandum regarding 2024 Community Recognition Awards – Senior Volunteer Award be received; and
2. That the Community Recognition Review Advisory Committee comments regarding 2024 Community Recognition Awards – Senior Volunteer Award be received and referred to staff for consideration and further action as appropriate.

Carried

7.2 Memorandum from Recreation Supervisor, Special Events; Re: 2024 Community Recognition Awards – Nominee Composition

Staff provided an overview of the memorandum regarding the nominee composition for the 2024 Community Recognition Awards, noting the options to include voluntary questions about nominee demographics and the intended use of the data collected. The Committee discussed the legality of the data collection, increased marketing efforts within all community groups, and improvements to all Town forms by including language related to diversity, equity, and inclusion. They further agreed that optional questions related to nominee demographics should be included in the 2024 Community Recognition Award forms. Staff advised that a final nomination form, including these revisions, would be circulated for the Committee's information.

Moved By Diane Buchanan
Seconded By Phiona Durrant

1. That the memorandum regarding 2024 Community Recognition Awards – Nominee Composition be received; and
2. That the Community Recognition Review Advisory Committee comments regarding 2024 Community Recognition Awards – Nominee Composition be received and referred to staff for consideration and further action as appropriate.

Carried

8. Informational Items

None.

9. New Business

None.

10. Adjournment

Moved By Diane Buchanan
Seconded By Jo-anne Spitzer

That the meeting be adjourned at 10:55 a.m.

Carried

100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

General Committee Report

No. PDS23-131

Subject:	**Application for Radiocommunication Tower Northward Infrastructure Inc. 15820 Bayview Avenue Lot 1, Block 7, Plan 65M-2874 File Number: SP(T)-2023-02**
Prepared by:	**Katherine Gatzos**
Department:	Planning and Development Services
Date:	November 21, 2023

Recommendations

1. **That Report No. PDS23-131 be received; and**
2. **That the installation by Northward Infrastructure Inc. of a 23.2 metre (76.1 feet) tall, concealed telecommunication tower at 15820 Bayview Avenue be supported; and**
3. **That Innovation, Science and Economic Development Canada be advised that the applicant has complied with the Town's Radiocommunication and Broadcasting Antenna Systems Protocol; and**
4. **That the Ground Sign variances by Northward Infrastructure Inc. at 15820 Bayview Avenue be approved.**

Executive Summary

The purpose of this report is to inform Council that the applicant has completed the Town's Radiocommunication and Broadcasting Antenna Systems Protocol and that staff have no concerns with the proposed telecommunication tower, digital sign and electric vehicle charging stations. The approval authority for telecommunication tower in Canada is Innovation, Science, and Economic Development Canada (formally known as Industry Canada). In addition, Staff have no concerns with proposed variance to the Town's Sign By-law 5840-16.

- The proposal maintains the parking requirements of the Town's Zoning By-law
- The proposal will help minimize the number of towers in the area by providing co-location opportunities
- The proposed telecommunications tower has been designed to minimize visual impacts to surrounding residential properties
- The proposed LED Digital Signage has no adverse impacts to adjacent properties and staff recommend approval of the requested variances

Background

Proposed Development

The applicant is proposing the following:

- A 23.2 metres (76.1 feet) tall, concealed telecommunication tower with a 21.8 square metre sign (3.4m x 6.4m).
- A LED digital sign attached to the telecommunication tower (to be used for privately initiated advertisements).
- 4 Electric vehicle (EV) DC fast charging stations.

Proposed Variance to the Sign By-law 5840-16

- The applicant is proposing a ground sign with a sign face area of 21.8 square metres whereas the Town's Sign By-law limits the sign area to 10 square metres.
- The applicant is proposing a ground sign with a height of 10.5 metres whereas the Town's Sign By-law limits the highest point of the sign to 7.5 metres.

Application History

The initial preliminary consultation was held between the applicant and Town Planning and Development Services Staff in February 2023. The applicant submitted the Radiocommunication Tower/Antenna Facilities Application on April 11, 2023, which was deemed complete on April 25, 2023.

Location / Land Use

The subject property is located on the west side of Bayview Avenue, south of St John's Sideroad, east of Earl Stewart Drive, and north of Peterson Drive. The site is municipality

known as 15820 Bayview Avenue with an area of approximately 1.2 hectares (2.97 acres) and a frontage of approximately 78.6 metres on Bayview Avenue.

The property is currently used for retail commercial purposes, which presently includes The Beer Store and LCBO. The site is accessed via the south side of a private road from Bayview Avenue that provides access to a multitude of commercial businesses within the local area.

The proposed telecommunication tower is specifically located at the northeast corner of the site, and the charging stations are located in existing parking spaces just south of the proposed tower, as shown in Figure 2 – Conceptual Site Plan.

One tree will be relocated to accommodate the construction of the tower and related equipment; however staff have no concerns and will work with the applicant to find a suitable alternate location for the tree.

The proposed tower is accessible via the existing parking area and as such, does not require significant alterations to accommodate construction or future maintenance.

Surrounding Land Uses

The surrounding land uses are as follows:

North: Various commercial retailers

South: Various commercial retailers

East: Bayview Avenue and residential development

West: Offices and various commercial retailers

Policy Context

Innovation, Science, and Economic Development Canada (ISEDC) exempts telecommunication towers from planning policies on private lands

ISEDC approves licenses for radio and telecommunication companies to operate and ultimately authorizes and approves locations of telecommunication antennas and towers. Although telecommunication towers are not subject to municipal land use policies including the Town of Aurora Official Plan, Town of Aurora Zoning By-law 6000-17, or *Planning Act* regulations for Site Plan Control, ISEDC requires all proponents to

comply with any local telecommunication protocols and consult with the local municipality.

Town of Aurora Radiocommunication and Broadcasting Antenna Systems Protocol

For all telecommunication towers over 15 metres in height, the proponents are required to provide the following:

- Site Selection Report which outlines the location of non-tower and sharing options that have been considered and why the proponent's proposal is the preferred and/or only option.
- Needs Assessment which details the coverage and capacity of existing tower / antenna facilities in the surrounding area, confirming the need for a new tower at the proposed location.
- Map/inventory of all antenna systems within the surrounding area.
- Letter of authorization from the property owner, including a property survey.
- Visual Assessment study including colour photographs with the tower structure superimposed from various directions.
- Site layout plan showing all structures and distances to lot lines and adjacent structures, landscaping (removal/proposed) and proposed vehicular access points.
- Elevation drawings showing structure from all four sides, height and size of facilities, and grading plans.
- Hold a Public Information Session and provide mail notice to all properties within 120 metres of the site.
    - The proponent must submit to the Town a record of attendees, minutes, and a formal written response to concerns or issues raised at the Public Information Session.

York Region Official Plan (YROP)

The subject lands are designated "Urban Area" within the YROP and front onto Regional Road 34 (Bayview Avenue). The subject lands are located within the 100 metre Wellhead Protection Area (WHPA-D) Zone. The subject lands are not located within the Oak Ridges Moraine Conservation Plan (ORMCP) area.

Section 6.7 of the YROP outlines that as population growth continues in York Region's Urban Areas, additional utility infrastructure is required to support a high standard of living for residents and the function of business services.

Town of Aurora Official Plan and Zoning By-law 6000-17, as amended

The Town's Official Plan and Zoning By-law provide for public utilities in all designations and zones, subject to approval by the appropriate Public Authority (Innovation, Science, and Economic Development Canada under the jurisdiction of the Federal government).

Planning Considerations

The proposal maintains the parking requirements of the Town's Zoning By-law.

The proposed four EV charging stations will be DC fast chargers. Installation and maintenance of the EV components will be managed by the charge station operator, proposed to be FLO Charging Networks. The charging stations are to be located in the parking spaces along the south side of the tower.

The removal of two parking spaces to accommodate the DC fast chargers is not anticipated to cause concerns as the site still has a surplus of parking spaces and maintains the parking requirements of the Town's Zoning By-law.

The proposal will help minimize the number of towers in the area by providing co-location opportunities.

The applicant has reported that co-location was studied for all existing towers within the general area, however there were no suitable candidates as all are at capacity. The proposed tower is designed to support co-location opportunities for other carriers, as required by ISEDC. The Town's Protocol identifies that proponents of such towers be encouraged to minimize the number of towers.

The applicant has advised that the proposed telecommunications tower is required to improve coverage for the area surrounding the subject site, particularity for surrounding residential areas east of Bayview Avenue. As the Town's housing supply increases in line with the goals of the Province, additional telecommunication infrastructure is required to ensure adequate service is provided for current and future residents.

Further, the applicant indicates that the proposed design will help to minimize the number of towers in the area by providing co-location opportunities and has demonstrated formal co-location requests from wireless carriers.

Staff are satisfied that the submitted report appropriately justifies the needs for a new tower at the proposed location.

The proposed telecommunications tower has been designed to minimize visual impacts to surrounding residential properties.

The applicant is proposing a structure that supports multiple carriers and is aesthetically pleasing with no external antennas visible to the public, thus not compromising the streetscape. A tower of this height is difficult to minimize; therefore the applicant has focused on a tower design that is uniform and concealed. The proposed tower consolidates wireless services, digital media, and EV charging infrastructure into one multi-use hybrid structure that aims to reduce the amount of street furniture onsite and maintain existing open spaces.

Placing the tower further away from the street may result in impacts to parking and site circulation. Further, an evaluation of the subject property has identified limited suitable locations for tower construction due to the geotechnical conditions.

There is a significant grade change of approximately six metres over the embankment along Bayview Avenue, which provides some screening of the proposed concealed tower structure from Bayview Avenue. Further, an existing utility building provides some additional screening of the tower base. The closest residential development is located approximately 95 metres from the proposed tower, which staff are of the opinion provides adequate separation and minimizes potential visual impacts.

The proposed LED Digital Signage has no adverse impacts to adjacent properties and staff recommend approval of the requested variances.

The applicant is requesting variances to the Town's Sign By-law 5840-16, as amended to install a LED Digital sign on the proposed telecommunications tower. This type of sign is deemed to be a "Dynamic Sign" and a "Third Party Sign" as defined under the Town's Sign Bylaw 5840-16, as defined below:

Dynamic Sign *shall mean a sign created, designed, manufactured or modified in such way that its display message can change from time to time manually, electronically or using other mechanism but does not include a mobile sign.*

Third-Party Sign *shall mean a sign erected and maintained to advertise, market or promote a business, product, service or activity not conducted or produced, sold, stored or assembled within the building or upon the lot or premises on which the sign is erected and does not include off-site residential development sign or a sign advertising a special event.*

Further, the proposed sign must comply with Section 6.2 Regulations for Ground Signs as defined in the Sign By-law 5840-16, as defined below:

Ground Sign *shall mean a sign, erected in a fixed location and supported by one or more uprights, poles, braces, or on a structural base placed in or upon the ground, but does not include a third-party sign.*

1. *"The maximum area for Ground Signs Wall shall be 10 sqm"*
    a. The applicant is proposing a ground sign with a sign face area of 21.8 sqm.

2. *"The maximum height for Ground Signs shall be 7.5m"*
    a. The applicant is proposing a ground sign with a height of 10.5m.

The proposed LED Digital Sign face is to be constructed perpendicular to Bayview Avenue in order to be visible for passing pedestrians and vehicles. The sign is proposed at a height of 10.5 metres, with an area of 21.8 square metres (3.4m x 6.4m). As the sign will be perpendicular to Bayview Avenue, it will not directly face the residential development east of Bayview Avenue, thus limiting light impacts. Further, staff have reviewed the Light Analysis (Appendix "B") submitted in support of the subject sign and are of the opinion that luminescence impacts to the surrounding residential neighbourhood will be negligible; the sign is located approximately 95 metres from residential development, which staff are of the opinion is a sufficient distance to limit potential negative impacts.

Due to the proposed height and size of the sign, variances to the Town's Sign By-law are required. Section 4.10 of Sign By-law 5840-16, as amended, states that when considering an application for a variance to the Sign By-law, the following criteria is to be used to determine approval:

Evaluation Criteria: In considering the application for a variance, the proposed signage shall have regard for:

1. **Physical difficulties:** Where due to special circumstances, pre-existing conditions of the building, layout or topography of the subject land, it is difficult to comply with the provisions of this by-law.

2. **Consistency with the architectural features of the building:** Where the proposed sign blends well with the architectural features of the building and granting the sign variance will result in a more aesthetically pleasing visual appearance of the building for the community.

3. **Consistency with the character of the neighbourhood:** Where the sign variance, if granted, will not alter the essential character of the neighbourhood and will have no adverse impact on the Town's cultural heritage.

4. **No adverse impact to the adjacent property or general public:** Such adverse impact may include but is not limited to: illumination, obstruction of other signage, obstruction of natural light, distance to the adjacent buildings and properties, etc.

5. **Adherence to Corporate Branding:** Where not granting a sign variance results in a conflict in corporate branding requirements such as updated/new logos or trademarks.

6. **Amount of deviation:** Consideration shall be given to minimize the amount of deviation from this bylaw where possible.

7. **Impact on safety, traffic, and accessibility:** The proposed sign variance, if granted, will not increase fire or traffic hazard or otherwise endanger public safety or negatively impact accessibility.

8. **Result in greater convenience to the public:** Granting of the variance will result in greater convenience to the public in identifying the business location for which a sign variance is sought.

Full LED Digital Signs began in large cities in and around 2007. The Town’s Sign By-law was approved by Council on March 21, 2017. The Sign By-law anticipated this form of digital signage and regulations regarding digital signs were introduced, which include the following:

5.1 DYNAMIC SIGNS:

(a) Dynamic signs are permitted only as an integral part of a ground sign.

(b) The dynamic portion of a ground sign shall be located in a secure enclosure or equipped with tamper-proof mechanism that prevents unauthorized persons from changing or modifying the display message.

(c) Where display message changes use light emitting diodes (LEDs) or other illumination technology, a minimum distance of fifteen metres shall be maintained between the sign and a traffic light.

As such, staff is of the opinion that the proposed LED Digital Signage will meet the above eight Evaluation Criteria, as well as the regulations for Dynamic Signs. A Third-Party sign must be authorized by Council under Section 3.6, sentence 3.6(c) of the Town's Sign By-law 5480-16, as amended. It is recommended the proposed sign be approved.

Department / Agency Comments

The proposed application was circulated to all internal and external agencies for review and comments. In general, all circulated agencies are satisfied with the proposal and have no further comments at this time.

The subject application conforms to the YROP as it facilitates additional telecommunication utility infrastructure to support residents and businesses within the Region. Further, the YROP provides for public utilities in all designations. York Region Development Engineering has no comments / concerns regarding the subject application.

Public Comments

As per the Town's Radiocommunication and Broadcasting Antenna Systems Protocol, a Public Information Session was held on September 29, 2023, at the Stronach Aurora Recreation Complex. A member of Town staff was present at the event.

In summary, the agent identified that health concerns regarding telecommunication towers are governed by Health Canada's guidelines identified as Safety Code 6. It is a requirement of Innovation, Science, and Economic Development Canada that all telecommunication providers comply with these guidelines for all related infrastructure at all times. The applicant has indicated that the equipment proposed in this application will comply with the Federal health guidelines.

Three (3) public comments were received by the proponent, and three (3) residents attended the Public Information Session hosted by the applicant. The Public Consultation Summary Report provided by the applicant is attached to this report (Appendix 'A').

Advisory Committee Review

No communication required.

Legal Considerations

ISEDC's approval process is set out in CPC-2-0-03 – Radiocommunication and Broadcasting Antenna Systems – and requires applicants to consult with municipalities and the public by requiring that applicants follow the consultation process put in place by the municipality.

The Town has a Radiocommunication and Broadcasting Antenna Systems Protocol that sets out the consultation process and other requirements. Once all of the requirements have been met and all issues have been addressed by the applicant, staff is required to bring a report to Council for approval. Since it is the ISEDC that approves these types of applications, Council's approval is based only upon the applicant complying with the Town's protocol. In this report, staff have confirmed that the applicant has complied with this protocol.

Financial Implications

Staff will ensure that any applicable fees and charges to this application are collected when they arise.

Communications Considerations

In accordance with the Town's Radiocommunication and Broadcasting Antenna Systems Protocol, and per Council directive, the applicant issued a Notice of Public Information Session respecting the subject application by mail to all addressed property Owners within a minimum of 240 metres (787 feet) of the subject lands. Notice of the Public Information Session signs was also posted on the subject lands by the applicant.

Climate Change Considerations

The construction of the proposed EV charging stations helps realize the Town's goals of reducing harmful greenhouse gas emissions released by vehicles that use fossil fuels (natural gas, gasoline, diesel).

Link to Strategic Plan

Investing in sustainable infrastructure: Maintain and expand infrastructure to support forecasted population growth through technology, waste management, roads, emergency services and accessibility.

Strengthening the fabric of our community: Work with residents and stakeholders to manage the significant changes that will impact the community as a result of growth through residential intensification.

Alternative(s) to the Recommendation

1. Refusal of the application with an explanation for the refusal.

Conclusions

Planning and Development Services reviewed the proposed Telecommunications Tower Site Plan application in accordance with applicable standards and recommends approval of the Telecommunications Tower Site Plan application (SP(T)-2023-02). Further, staff have reviewed the proposed Digital Sign in accordance with the Town's Sign By-law 5480-16 and recommended the proposed sign be approved.

Attachments

Attachment 1:
Figure 1 – Location Map
Figure 2 – Conceptual Site Plan
Figure 3 – Renderings of Tower

Appendix A – Public Consultation Summary Report
Appendix B – Light Analysis

Pre-submission Review

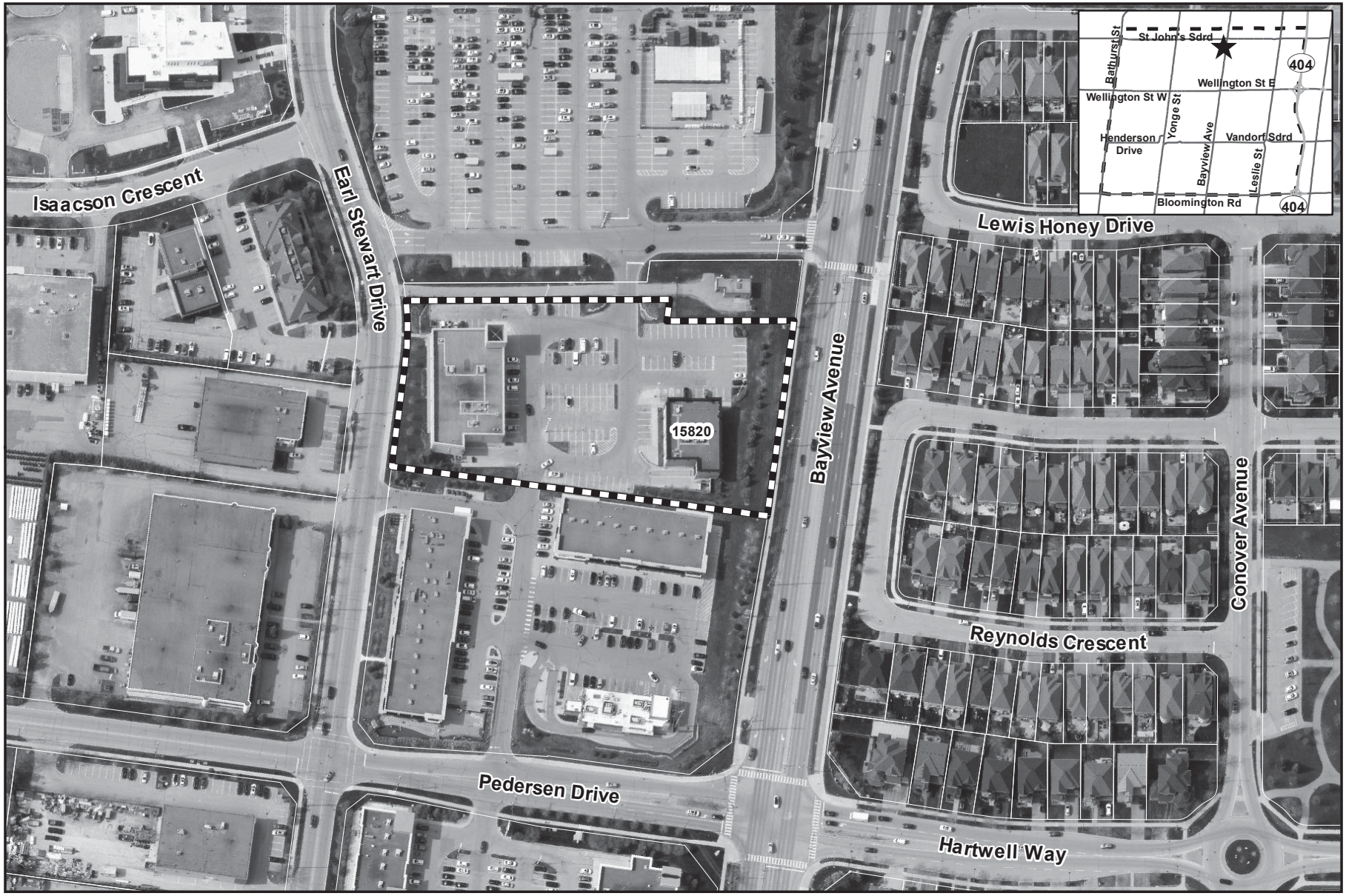
Agenda Management Team review on November 2, 2023

Approvals

Approved by Marco Ramunno, Director, Planning and Development Services

Approved by Doug Nadorozny, Chief Administrative Officer

Attachment 1



LOCATION MAP

Applicant: Northward Infrastructure Inc.
Application: SP(T)-2023-02
Site Address: 15820 Bayview Avenue
FIGURE 1

SUBJECT LANDS

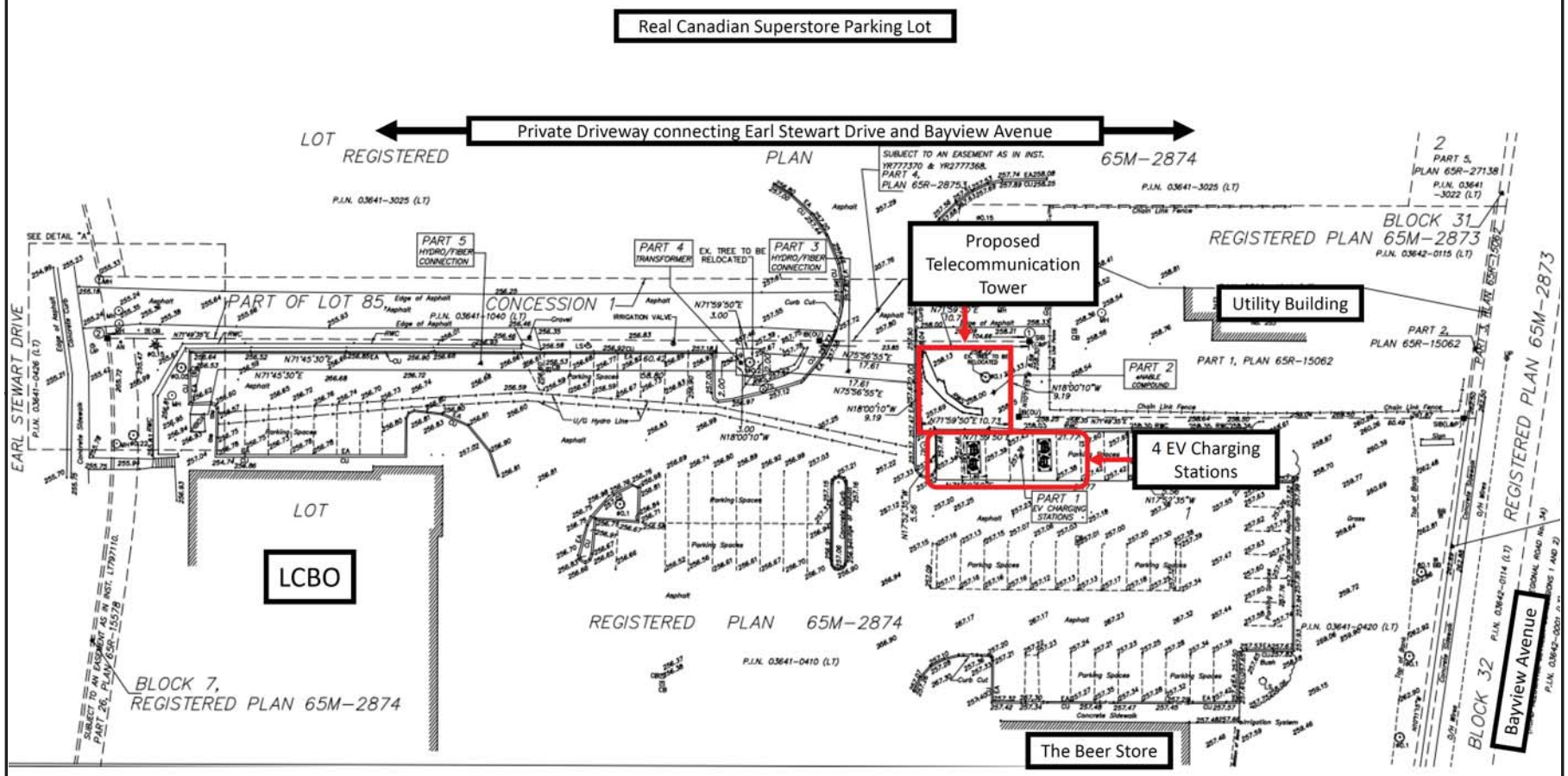
0 25 50
Metres

N

AURORA
You're in Good Company

Map created for the Town of Aurora Planning and Development Services Department, 2023-10-23. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2022, © First Base Solutions Inc., 2022 Orthophotography.

Document Path: J:\data\data\Planning Maps\15820 Bayview Avenue (Northward Infrastructure Inc.) (SP(T)-2023-02)\Report_Maps_October_2023\Figure_1_Location_Map.mxd



CONCEPTUAL SITE PLAN

Applicant: Northward Infrastructure Inc.
Application: SP(T)-2023-02
Site Address: 15820 Bayview Avenue
FIGURE 2

Map created for the Town of Aurora Planning and Development Services Department, 2023-10-23. Drawing provided by the applicant.

Document Path: J:\data\data\Planning Maps\15820 Bayview Avenue (Northward Infrastructure Inc.) (SP(T)-2023-02)\Report_Maps_October_2023\Figure_2_Conceptual_Site_Plan.mxd

Tower rendering from site entrance

Tower rendering from Bayview Avenue

TOWER RENDERINGS

Applicant: Northward Infrastructure Inc.
Application: SP(T)-2023-02
Site Address: 15820 Bayview Avenue
FIGURE 3

AURORA
You're in Good Company

Map created for the Town of Aurora Planning and Development Services Department, 2023-10-23. Drawing provided by the applicant.

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NORTHWARD INFRASTRUCTURE

Public Consultation Summary Report

Prepared for the Town of Aurora

Proposed Hybrid Structure and Wireless Telecommunications Facility

15820 Bayview Avenue, Aurora, Ontario

SP(T)-2023-02

October 13, 2023

October 13, 2023

Katherine Gatzos, Planner
Planning and Development Services
Town of Aurora www.aurora.ca
100 John West Way, Box 1000
Aurora, Ontario L4G 6J1
Phone: 365-500-3106
kgatzos@aurora.ca

Re: Public Consultation Summary for proposed hybrid telecommunication structure
ON00009 - 15820 Bayview Avenue, Aurora, L4G 7Y3

Dear Katherine,

Please be advised that the public commenting period for the proposed Northward Infrastructure telecommunication hybrid structure at 15820 Bayview Avenue has concluded. Throughout the 30-day plus commenting period starting August 31, 2023 and ending October 6, 2023, three comments were received directly to the proponent and responded to, see appendix F. A public information meeting was held on September 29, 2023 at the Stronach Aurora Recreation Complex in Aurora to address these concerns. Three residents attended the meeting, see sign-in sheet in appendix E.

Overall, we believe Northward Infrastructure has demonstrated that the proposed wireless telecommunication facility meets the language and intent of Innovation, Science and Economic Development guideline document CPC 2-0-03 Issue 5 and the Town of Aurora's policy for establishing telecommunication facilities. In terms of our circulation to the Town, we feel that all technical concerns and requirements received through and after the circulation have been addressed and no outstanding issues remain.

We feel that our proposal does not impede on the use and enjoyment of surrounding land uses. The proposed structure is a unique design which is first of its kind in Canada. Northward believes it has completed the consultation process in accordance with ISED and the Town of Aurora standards, and respectfully asks that the Town of Aurora issue a statement of concurrence.

If you have any questions or you require any further information, please do not hesitate to contact me.

Sincerely,

Shehryar Khan, MCIP RPP
Director of Real Estate
Northward Infrastructure Inc.

Introduction

The following report is a follow up to the site selection/justification report sent on April 1, 2023 regarding the proposed 23-metre hybrid telecommunication tower at 15820 Bayview Ave. Public circulation and consultation has been undertaken in accordance with the Town of Aurora requirements and ISED's guideline document CPC 2-0-03 Issue 5.

Public Notification

The public was notified of the proposed structure in accordance with the Town's Consultation Process and ISED's CPC 2-0-03 Issue 5. Accordingly, residents and property owners within 240 metre radius were sent an information brochure via regular mail (Appendix A) that arrived on or before August 31, 2023. The notification radius was doubled from the request of the Town. The notification was sent to all mailing addresses (Appendix C) generated from the Town of Aurora's planning department, see notification radius map (Appendix B). In addition, a public notice sign was published at the start of consultation on two frontages of the subject property (Appendix D).

Consultation

During the 30-day plus commenting period (August 31 – October 6), Northward Infrastructure corresponded with five members of the public with respect to the proposal. This correspondence is contained within Appendix F. Prior to the public meeting, we received two comments from the public via email. The concerns were regarding:

- The installation at the proposed location in relation to a nearby Montessori school
- Opposition to electric vehicle charging stations

Correspondence was received after the public meeting from a resident that attended the meeting. The concerns were regarding:

- Health and Safety risks (safety code 6)
- 5G Technology and risks
- Decrease in property values
-

Public Information Meeting

A public information meeting was held on September 29, 2023 at the Stronach Aurora Recreation Complex, from 6:00pm. to 8:00pm. A formal PowerPoint presentation (Appendix G) was given and attendees were given the opportunity to comment on the proposal and ask representatives of Northward Infrastructure questions about the proposal.

Three people attended the meeting, along with two representatives from Northward Infrastructure and the Town Planner from Town of Aurora, see sign-in sheet in Appendix. All attendees were residents that received a notification and expressed interest in the proposal. A number of questions were asked of Northward representatives, and answers were provided as below:

Question	Answer
Why is a tower needed here? It is close to residential.	The intention of the tower is to provide coverage to passerby traffic and to the residential area. As more people are working from home the demand is

	coming from within and requires the antenna to be closer to the user. There is also a capacity issue where towers that used to be 2-4km apart are now 500m apart within dense neighbourhoods.
Why can't you piggyback on a nearby tower?	There is a nearby Freedom tower, however, the tower is at capacity and does not allow for co-location at the height required. The purpose for Northward's hybrid structure is to also provide electric vehicle charging stations and a digital media sign.
Is the tower designed for equipment from additional carriers? Will there be more than one carrier initially?	The tower is designed to accommodate equipment from carriers in addition to the initial carrier, Rogers Communication.
When is this tower expected to be built?	Construction would take approximately 4 weeks, barring any unforeseen circumstances. It is expected to be erected in the spring of 2024
Safety Code 6 is outdated, and cannot be trusted.	The proposed installation will be in compliance with Health Canada's Safety Code 6 guidelines.Safety Code 6 is continuously being monitored and researched. The scientific methodology review time is quite lengthy, however, many expert scientists and doctors and ministers have stated that the measures set out in Safety Code 6 are adequate.
What will the tower look like?	Photo simulations were completed from multiple angles. This is a state of the art structure that has not been seen in the Canadian landscape. The structure is completely concealed and is aesthetically pleasing compared to all tower types seen in the landscape. Like any structure, it requires a tall height to meet coverage antenna needs.

The general process with respect to a decision from the Town of Aurora was also a topic of discussion. It was explained to attendees that shortly after the public meeting, a summary report (this report) would be submitted to the Town for review; sometime after this process, the Planning Division will prepare a report and schedule a meeting at the Development committee for which they will be notified.

Conclusion

Given that the official public comment period has expired (formally as of October 6, 2023) and that a response has been provided to all comments received, Northward Infrastructure is formally requesting that the Town of Aurora formally acknowledge this report as the conclusion of consultation procedures for this telecommunication tower and issue a statement of concurrence.

Should you have any further questions or concerns pertaining to the consultation process associated with this proposal please do not hesitate to contact the undersigned.

Sincerely,
Shehryar Khan, MCIP RPP
Director of Real Estate
Northward Infrastructure Inc.

Health & Safety?

Health and safety are paramount to Northward Infrastructure. Health Canada has established electromagnetic exposure guidelines to ensure the safe operation of wireless antenna installations which is known as Safety Code 6. The wireless carriers co-locating will attest that the radio installation described in this notification package will be installed and operated on an ongoing basis to comply with Health Canada's Safety Code 6 for the protection of the general public including any combined effects of nearby installations within the local radio environment.

Moreover, Northward Infrastructure ensures all structures are constructed pursuant to the National Building Code which includes all applicable CSA Radio Communications Regulations.

Regulatory and consultative procedures for telecommunications antennas can be found in ISED's CPC 2-0-03 Issue 5.

In accordance with the Federal Aeronautical regulations, clearances from NAV Canada and Transport Canada have been received and no lighting or painting is required on this structure.

For More Information

Innovation, Science and Economic Development CPC 2-0-03:
https://ised-isde.canada.ca/site/spectrum-management-telecommunications/en/safety-and-compliance/facts-about-towers

Health Canada's Safety Code 6:
https://www.canada.ca/en/health-canada/services/health-risks-safety/radiation/occupational-exposure-regulations/safety-code-6-radiofrequency-exposure-guidelines.html

How do I get involved?

Northward is committed to consultation. In order to ensure your comments are considered you must respond by close of business on **October 6th, 2023** to the attention of:

Shehryar Khan, MCIP RPP
Northward Infrastructure Inc.
✉: ON00009.info@northwardinfrastructure.com

For your convenience Northward Infrastructure will also be hosting a **Public Information Session** on **September 29th, 2023** at the **Stronach Aurora Recreation Complex** located at 1400 Wellington St. E, Aurora, ON, L4B 7G6 anytime between the hours of **6:00pm and 8:00pm** in the SARC Lakeside Realty Meeting Room.

Northward Infrastructure will respond to relevant and reasonable concerns and will provide copies of all written comments received and any responses to the Town of Aurora and the local Ward Councilor. If any modifications to the proposal are agreed upon as a result of the public comments, revised drawings and plans must be submitted to the Town of Aurora.

Your ISED Contact

ATTENTION: Tower Issue – 15820 Bayview Avenue – ON00009

Toronto District Office
151 Yonge Street, 4th floor Toronto, Ontario, M5C 2W7
Telephone: +1 (855) 465-6307
Fax: (418) 954-3553
✉ : ic.spectrumtoronto-spectretoronto.ic@canada.ca

Your Municipal Contact

Katherine Gatzos [Planner - Planning & Development Services]
Town of Aurora [www.aurora.ca]
100 John West Way, Box 1000 Aurora, Ontario, L4G 6J1
Telephone: (365) 500-3106
✉: kgatzos@aurora.ca

Town Application Number: SP(T)-2023-02

NORTHWARD INFRASTRUCTURE

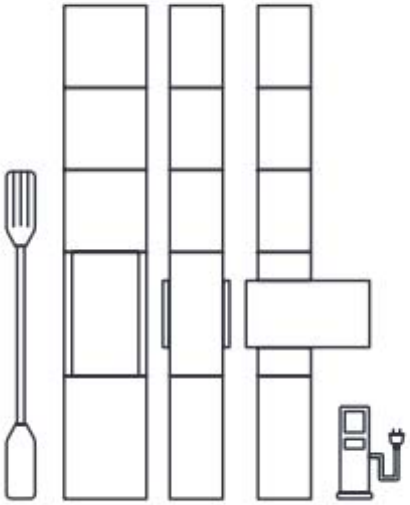
Public Notification Aurora

Site Code - ON00009

- 23.2 m Hybrid Structure
- Fenced in Cabinent
- 4 Electric Vehicle Charging Stations

LOCATION
15820 Bayview Avenue, Aurora

Town Application Number: SP(T)-2023-02



Your local land use authority

In recognition of the Federal Government's exclusive jurisdiction and to promote balance, Innovation, Science and Economic Development (ISED) requires that proponents of telecommunication facilities consult with land use authorities as part of their licensing process. The requirement to consult can be found in ISED's document, Client Procedure Circular CPC 2-0-03 Issue 5. According to the CPC, the purpose of consultation is to ensure that land use authorities are aware of significant antenna structures and/or installations proposed within their boundaries so antenna systems are deployed in a manner which considers local surroundings.

Consultation must respect the Federal Government's exclusive jurisdiction and specifically does not give a municipality the right to veto the proposal. As a result of the Federal Government's exclusive jurisdiction, this proposed wireless facility does not require permitting of any kind. Similarly, zoning by-laws and Site Plan approvals do not apply to these facilities.

Notwithstanding the Federal Government's exclusive jurisdiction, Northward Infrastructure is committed to consultation with the Local Land-use Authority (the Town of Aurora). This public notification has been designed to provide the necessary information as required by ISED.

What about the environment?

This site is exempt from assessment under the Canadian Environmental Assessment Act, Exclusion List Regulations, Schedule I, Part I, Subsection 20.

Why is a new structure required?

The proposed structure has multiple benefits and has combined services of electric vehicle charging, digital media signage and wireless co-location capabilities. The height of the structure is to allow radio communication system. The antenna is needed to send and receive signals for the radio station. The tower raises the antenna above obstructions such as trees and buildings so that it can send and receive these signals clearly. Each radio station and its antenna system provide radio coverage to a specific geographic area, often called a cell. The antenna system must be carefully located to ensure that it provides a good signal over the whole cell area, without interfering with other stations. In areas where there are many cells, the antennas do not need to be very high. Where the cells are larger, the antennas must be higher above the ground level in order to provide good radio coverage for the whole area.

In this case, Rogers Communications RF Engineering department has determined the need for an upgrade to adequately provide contiguous cell coverage and service to our existing and future customer base in the area of Bayview Ave and St. John Sideroad. Currently, our network is burdened by a combination of poor voice and data quality in these areas. In some cases, the coverage is so poor that a handset would be unable to place a mobile call at all in the subject location and surrounding area, more importantly access to data for work-at-home commerce. The result of this situation is ongoing customer complaints, high "dropped call" rates and wireless data connection.

Where will it be located?

The proposed site of the tower will be at 15820 Bayview Avenue.

The geographic coordinates for the site are:
Latitude (NAD 83) 44° 1' 14.8872"
Longitude (NAD 83) -79° 26' 53.8254"

Northward Infrastructure strongly supports co-location on existing towers and structures. The use of existing structures minimizes the number of new towers required in a given area and is generally a more cost-effective way of doing business. Unfortunately, due to existing towers in the area being at capacity from other providers, co-location in this instance was not an option. However, it should be noted that this facility will be able to accommodate an additional carrier. It is important to note that the purpose of this structure is also tied to electrical vehicle charging and digital media signage.

What will it look like?

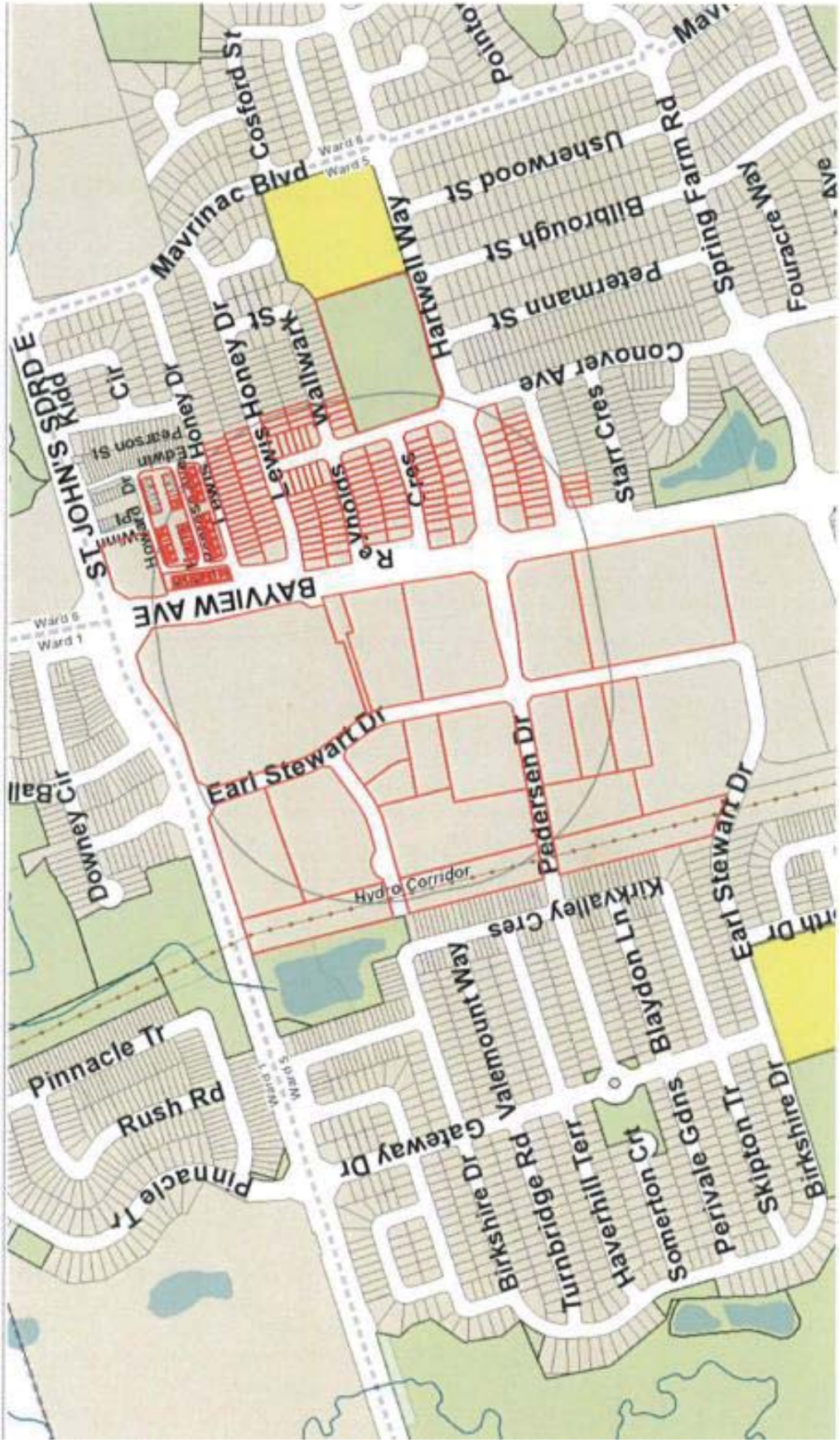
Northward is proposing a 23.2m unique state-of-the-art structure new to the Canadian landscape.

This is a pilot project with wireless telecommunications antennas to improve upon the overall poor coverage in your area.

The proposed site's compound will be protected from parking area traffic by concrete bollards and will be completely concealed.

This structure will also encompass four (4) DC fast charging stations provided by FLO.

Appendix B- Public Mailing List - Circulation Map - 240 metres (doubled circulation)



Appendix C- Public Mailing List

OwnerNames	StreetAddress1
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
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[redacted]	[redacted]
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[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

Appendix D- Public Notice Sign

Appendix E- Public Meeting Sign-In Sheet

NORTHWARD INFRASTRUCTURE

Sign-in Sheet

Public Information Session
Proposed Telecommunication Tower located at: 15820 Bayview Avenue, Aurora

Name (Please Print)	Address	Signature
[redacted]		

Northward Infrastructure Contact
E-mail: ON00009.info@northwardinfrastructure.com | Phone: +1-888-937-2355 | Location: 6300 Ordan Drive, Mississauga, Ontario, L5T 1W6

Appendix F- Public Correspondence

Re: Charging S-ON00009

ON00009 info <ON00009.info@northwardinfrastructure.com>
Fri 9/22/2023 10:15 PM
To [redacted]

Hi Jinhuan,

Thank you for your comments.

We are currently in the public consultation phase and a decision has not been made. Please note that your comments will be placed in the final report to the Town of Aurora. Once a report is finalized an item will be created in the Town Agenda for review by the Development Committee.

Feel free to send any comments/concerns or questions you may have regarding this proposal.

Take care,

Shehryar Khan
Director, Real Estate
Northward Infrastructure Inc.

From: [redacted]
Sent: Friday, September 22, 2023 12:14 AM
To: ON00009 info <ON00009.info@northwardinfrastructure.com>
Subject: Charging S-ON00009

Hi Shehryar Khan,

We are not in favor of building charging station in this location.

[redacted]

Re: Antenna Tower Concern - 15820 Bayview Avenue - ON00009

ON00009 info <ON00009.info@northwardinfrastructure.com>
Thu 9/14/2023 3:45 PM
To:[redacted]
Cc:Gatzos, Katherine <KGatzos@aurora.ca>

1 attachments (134 KB)
Response to Public Comment - ON0009 - 15820 Bayview Ave.pdf;

Hi Mark,

Please see attached letter in response to your concerns regarding the proposed structure at 15820 Bayview Ave, Aurora.

Let me know if the response is satisfactory. If you have any further questions or concerns feel free to email. I will also be available at the public information session on September 29, 2023 at 6pm at the Stronach Aurora Recreation Complex.

Thanks,

SHEHRYAR KHAN,MCIP RPP |
DIRECTOR, REAL ESTATE
905 564 0620
www.northwardinfrastructure.com

From: Gatzos, Katherine <KGatzos@aurora.ca>
Sent: Thursday, September 7, 2023 9:06 AM
To: [redacted]
Cc: Shehryar Khan <Shehryar.Khan@northwardinfrastructure.com>
Subject: RE: Antenna Tower Concern - 15820 Bayview Avenue - ON00009

Good morning [redacted]

Thank you for your email; I appreciate your concerns regarding this application.

For telecommunications towers on private property, as proposed through the subject application, Federal legislation limits the scope of power for municipalities, and as such, **the Town cannot prohibit the installation of a tower or an antenna on private property**; the role of the municipality is to facilitate the public consultation process for telecommunications towers, and to ensure that all comments and concerns are addressed by the applicant. Innovation, Science and Economic Development Canada (branch of the Federal government that approves all telecommunication towers) is of the position that telecommunications facilities licensed by the

Federal Government are not subject to municipal land use policies including the Town of Aurora Official Plan, Town of Aurora Zoning By-law 6000-17, or *Planning Act* regulations for Site Plan Control.

Shehryar Khan (cc'd) of Northward Infrastructure Inc. (the applicant) will be able to provide more information on the tower and Health Canada's guidelines for telecommunication towers, Safety Code 6.

Kind Regards,
--
Katherine Gatzos (she/her)
Planner
Planning and Development Services

Town of Aurora www.aurora.ca
100 John West Way, Box 1000
Aurora, Ontario L4G 6J1

Phone: 365-500-3106
kgatzos@aurora.ca

AURORA
You're in Good Company

--

From: [redacted]
Sent: Thursday, September 7, 2023 8:51 AM
To: Gatzos, Katherine <KGatzos@aurora.ca>
Subject: Antenna Tower Concern - 15820 Bayview Avenue - ON00009

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Katherine,

In regard to the Northward construction for a wireless antenna at the location of 15820 Bayview Ave, Aurora (Site Code - ON00009).

There is a Montessori School at the same plaza, which I believe is a concern with the electromagnetic exposure against toddler or young children. The radiating field near the antenna is much higher (the extent of the reactive near-field region is equal to the wavelength divided by twice the value of the constant pi).

I wonder if this would be the best place for the antenna.

Town Application Number: SP(T)-2023-02

Best Regards,

[redacted]

6300 Ordan Drive
Mississauga, ON, L5T 1 W6
Email: ON00009.info@northwardinfrastructure.com

NORTHWARD INFRASTRUCTURE

September 14, 2023

[redacted]

RE: RESPONSE TO PUBLIC CONCERN. TELECOMMUNICATION TOWER AT 15820 BAYVIEW AVE, AURORA, ON; NORTHWARD FILE NO. ON00009 TOWN OF AURORA FILE NO. SP(T)-2023-02

Dear [redacted]

I am writing in response to your comment submitted on September 7, 2023. You have concerns regarding the siting of the antenna and whether it is the best location given the distance to an existing Montessori School.

Northward's site acquisition team feels the location of the structure is a suitable location that respects the neighbouring property owners. The distance of the proposed structure location to the Montessori School is roughly 178 metres. However, there is an existing Freedom Mobile tower that has been there since 2013 that is closer in distance at roughly 148 metres. The construction of the plaza and school came well after. Unfortunately, we are unable to use that existing tower due to capacity constraints and because our structure encompasses EV charging stations and an LED digital media sign.

Northward understands that many may have concerns regarding health and safety. It is important to know that Northward does not hold the regulation itself and can only follow the guidelines produced by Health Canada and Innovation, Science and Economic Development Canada. The guidelines used by Health Canada is through a scientific-based document called Safety Code 6. Here is a link in understanding Safety Code 6 and its technical guide
https://www.canada.ca/en/health-canada/services/health-risks-safety/radiation/occupational-exposure-regulations/safety-code-6-radiofrequency-exposure-guidelines.html

Similar to WiFi, telecommunication towers are under the same regulations. Northward attests that the installation will respect good engineering practices including structural adequacy. Northward attests that the radio antenna system proposed will be constructed in compliance with the National Building Code of Canada which includes all applicable CSA Radio Communications Regulations. Northward will hold all wireless carriers co-locating on the structure to issue safety code 6 compliance reports.

It is a condition of the antenna operator and any broadcasters licence that it must meet Safety Code 6. In public areas wireless carriers are typically hundreds if not thousands of times below the limit of Safety Code 6. Health Canada has stated there will be no adverse health effects provided that the exposure limits set in Safety Code 6 are respected.

If you have any questions, please do not hesitate to contact by email at ON00009.info@northwardinfrastructure.com. I will also be available to speak one-on-one at the public information session scheduled on September 29, 2023 at 6pm at the Stronach Aurora Recreation Complex.

Kind Regards,

Shehryar Khan, MCIP RPP
Director, Real Estate
Northward Infrastructure Inc.

Proposed Cell Tower - Site Code - ON00009

[redacted]

Fri 10/6/2023 8:53 PM

To:ON00009 info <ON00009.info@northwardinfrastructure.com>
Cc:kgatzos@aurora.ca <kgatzos@aurora.ca>

Attn: Shehryar Khan

Hi Shehryar,

It was nice meeting the three of you last Friday and appreciated the opportunity to share any concerns. Thank you to all of you for answering our questions.

I'm writing to you about the proposed cell tower at 15820 Bayview Avenue in Aurora. My concern is with the cell antenna as it emits harmful radiofrequency radiation and my home is located only 120 metres away from the proposed location.

Cancer Risk

I'm concerned about the potential cancer risk this poses because in 2011, the World Health Organization's International Agency for Research on Cancer (WHO/IARC) classified radiofrequency electromagnetic fields as possibly carcinogenic to humans - Group 2B.[1] This classification refers to all sources of radiofrequency (RF) radiation such as cell phones and other wireless devices, as well as cell towers.[2]

In light of new evidence, the WHO/IARC's advisory committee has recommended the classification be reevaluated by 2024 as a "high priority" and upgraded to a "probable" carcinogen.[9]. In addition to cancer, there are other health and environmental effects as well.[3]

Our exposure to RF radiation will only increase with this cell tower and increased exposure means increased risk. Especially considering the fact that there's another cell antenna in the near vicinity.

Safety Code 6

You stated several times the cell tower is in accordance with Health Canada's Safety Code 6 (SC6) and while I'm sure that's true, the problem is with SC6 itself.

According to Canadians for Safe Technology (C4ST.org), whose CEO is Frank Clegg, former president of Microsoft Canada, SC6 was created in the 1970s and hasn't had any major updates over the years as technology has evolved and our exposure to RF radiation has increased.[4] So, SG6 is outdated and doesn't adequately protect Canadians as it is based on the heating effects of wireless technology rather than the biological health effects.[3]

While SC6 was to be updated in 2015 and a report created with 12 recommendations, none of the recommendations have been implemented.[3] The bottom line is that SG6 does not adequately protect Canadians and gives us all a false sense of security as there is plenty of scientific evidence of biological harms far below Canada's exposure limits.[3]

While Canada's exposure limits fall in line with the US (there are also efforts in place to encourage the US government to have safer exposure limits), other countries such as China, Russia, Italy and

Switzerland have safety standards 100 times safer than Canada.[4]

5G Technology

Our risk only increases with 5G technology since it involves higher frequencies and requires many cell towers and antennas to be installed closer together, lower to the ground.[5] Doctors are aware of the health effects in patients from wireless technology that in 2019, concerned Ontario doctors and scientists held a media briefing at Queen's Park warning of the rise in health care costs after the 5G rollout and asked the Ontario government to take necessary steps to protect public health.[6]

Other parts of the world are playing it safer with the rollout of 5G and some are stopping it altogether. For instance, Switzerland will monitor radiation levels amidst 5G rollout, Italy refuses to increase the safety limit for 5G [7] while 15 municipalities in Italy have stopped the deployment of 5G, and Brussels has halted 5G deployment due to radiation concerns.[5]

Invisible Toxin

Radiation from wireless technology is known as an invisible toxin because you can't see or hear it. I've attached a link with a video by Canadian expert Dr. Magda Havas, PhD that shows the radiation from cell antennas (start at 3:30 min) that you can see (measured) and hear. As Dr. Havas states in the video, living within a few hundred metres from a cell antenna would mean constant 24/7 exposure to RF radiation. As my home would be only 120 metres away from the cell tower, this is a legitimate concern. Distance matters!!!
https://magdahavas.com/5g-and-mm-waves/iarc-declares-rf-from-cell-phones-and-cell-towers-dangerous/

Clearly the health concern is real or else residents living within a specific radius of the cell tower (I believe in this case it's approximately 300 metres) would not have been required to be notified of the actual distance from the tower.

Drop in Property Values

I'm also concerned about the devaluation of my home due to the proximity to the cell tower. A study done in 2018 found cell towers near homes drops property values by 2.4 to 9.7%.[8]

Bottom Line

No safety testing has been done on 5G[3]. Remember cigarettes, asbestos, and mercury were deemed safe until it was discovered that they weren't. The safety of all residents from children to seniors and all those in between should be a top priority. Distance matters, so if this cell tower is truly required, why can't it be installed a safe distance away from residential areas?

Thank you for the opportunity to voice my concerns.

Regards,
[redacted]

References
[1] https://www.iarc.who.int/wp-content/uploads/2018/07/pr208_E.pdf

[2] https://magdahavas.com/5g-and-mm-waves/iarc-declares-rf-from-cell-phones-and-cell-towers-dangerous/
[3] https://c4st.org/5gappeal/
[4] https://c4st.org/safety-code-6/
[5] https://c4st.org/5g-2/
[6] https://c4st.org/ontario-doctors-warn-of-rising-health-care-costs-after-5g-roll-out/
[7] https://ehtrust.org/italy-refuses-to-loosen-wireless-radiation-limits-for-5g/
[8] https://ehtrust.org/new-study-finds-cell-towers-near-homes-drops-property-value-2-4-to-9-7/
[9] https://ehtrust.org/world-health-organization-scientists-recommend-wireless-be-upgraded-for-cancer-causing-effects/

NORTHWARD INFRASTRUCTURE

October 17, 2023

[redacted]

Subject: Response to Concerns Regarding Health and Property Value Implications of 5G Technology for proposed hybrid telecommunications structure at 15820 Bayview Ave

Dear [redacted]

I hope this letter finds you in good health. I appreciate the time and effort you have taken to express your concerns regarding the potential health implications of 5G technology and its impact on property values. Your questions and concerns are valid and warrant a thoughtful and detailed response. I would like to address each of your concerns individually.

Cancer Risk:

While I appreciate your concern regarding the potential cancer risk associated with radiofrequency electromagnetic fields (RF-EMF), it's important to consider a more comprehensive view of the available scientific evidence and the current understanding of this issue.

First, the classification made by the World Health Organization's International Agency for Research on Cancer (WHO/IARC) in 2011 categorized RF-EMF as "possibly carcinogenic to humans - Group 2B." It's essential to note that the 2B classification is used for agents that have limited evidence of carcinogenicity in humans and inadequate evidence in experimental animals. This classification does not equate RF-EMF with a proven carcinogen. In fact, many substances and factors fall under this category, including coffee and pickled vegetables.

Health Canada stated, "In 2011, the International Agency for Research on Cancer (IARC), which is part of the World Health Organization, classified radiofrequency EMFs as possibly carcinogenic to humans (Group 2B). This decision was based on limited evidence showing

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an increased risk for glioma, a malignant type of brain cancer, associated with wireless phone use.

However:

- IARC did not find a direct link between radiofrequency EMF exposure and cancer.
- The vast majority of research to date does not support a link between radiofrequency EMF exposure and cancers in humans.
- We agree with the World Health Organization that additional research in this area is warranted."

The WHO/IARC's advisory committee recommending a reevaluation of this classification by 2024 is indeed a part of the normal scientific process. Such reevaluations are intended to ensure that our understanding of potential risks is based on the most up-to-date and comprehensive scientific data available. However, it's crucial to emphasize that a recommendation for reevaluation does not automatically imply an upgrade to a "probable" carcinogen. The reevaluation process will involve a thorough review of existing research and will take into account any new evidence that has emerged since the initial classification.

It's also important to consider the overall body of scientific research on this topic. While some studies have suggested possible links between RF-EMF exposure and health concerns, many others have found no clear evidence of harmful effects. The scientific consensus remains that the current RF exposure limits set by regulatory authorities, such as Health Canada, are designed to protect public health and safety.

In terms of increased exposure due to the presence of additional cell towers or antennas, it's worth noting that regulatory agencies impose strict limits on RF-EMF emissions to ensure they remain within safe levels. These limits are based on years of scientific research and are regularly reviewed and updated. While it's understandable to have concerns, these regulations are put in place to mitigate any potential risks associated with RF-EMF exposure.

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Safety Code 6:

I appreciate your concerns about Safety Code 6 (SC6) and its relevance in today's world. However, it's important to consider a few points in response:

The Historical Context: SC6 was established in the 1970s, and it has been updated 6 times. In 1979, 1991, 1999, 2009, 2014, 2015. While this might seem outdated, it's important to note that SC6 is continuously reviewed, and Health Canada monitors emerging research. Health Canada requested The Royal Society of Canada to convene an expert panel to conduct a review of safety code 6. The Panel was charged with determining whether the proposed changes to the Code provide adequate protection from established adverse health effects, whether there are other potential health impacts that should be considered, and whether additional precautionary measures should be recommended. The Panel considered not only Health Canada's rationale for the proposed revisions to SC6,, but also published peer-reviewed scientific studies and authoritative or comprehensive reviews conducted by academic, governmental and non-governmental organizations. The Panel also accepted external submissions by the general public and concerned stakeholder groups and conducted a public meeting to solicit further input. The overall conclusion was that the SC6 reference levels provide adequate measures in protecting the general public. There were many other recommendations regarding education and continue studies which Health Canada have adopted on their website and are continuing to work on.

The Biased Source: The information you've provided is from Canadians for Safe Technology (C4ST.org), which has a clear agenda related to radiofrequency radiation safety. The CEO's background might be in the technology industry, but it's important to assess the credibility of sources that might have a specific interest in promoting a certain viewpoint.

The Update Efforts: While there were recommendations made for updating SC6 in 2015, it's not uncommon for regulatory processes to take time. In the interim, it doesn't necessarily mean that SC6 is entirely inadequate. It's also crucial to ensure that any updates are based

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on sound, evidence-based science. Similar to your concern, a petition was filed in 2020 to the Government of Canada by citizens and residents of Canada on the same issue regarding the update of SC6, regarding exposure to children and preventing installing towers away from schools and playgrounds. A response was tabled by the Minister of Health and Minister of Innovation, Science and Economic Development. You can find it here https://petitions.ourcommons.ca/en/Petition/Details?Petition=e-2424

International Variations: Different countries have varying standards for exposure limits. While some may have stricter standards, it doesn't automatically imply that those are necessarily better or safer. The variation in standards often reflects differing risk assessments, social, political, and economic factors, and it doesn't inherently make one country's approach superior.

Example Study Conducted by Innovation, Science and Economic Development.

Many individuals and organizations have attempted to measure radiofrequency using equipment available to the general public. The fact is, these tools do not have the ability to separate the individual services to the overall field exposure. The common tools used by individuals are known as electrosmog meters, what this does is measure all signals currently available. At the current moment you will find AM, FM, TV, Paging, Aeronautical and many other devices in any given area. In order to dissect how much power output is actually being produced one must use two sets of calibrated instruments to measure the radio frequency fields. These instruments are the Narda Electromagnetic Survey Meter 8718B with the probe C8722D; and the Narda Selective Radiation Meter SRM-3006 with an isotropic antenna. These are very expensive pieces of equipment that must be calibrated every year.

Industry, Science and Economic Development staff conducted radio frequency field measurements in the vicinity of the broadcasting towers on Triangle Mountain in Colwood, British Columbia. The objective was to verify compliance with respect to Safety Code 6 in the area around the Triangle Mountain antenna site as there were broad frequency ranges available. The conclusion was that this site was compliant with Safety Code 6 for the general public. The chart below displays the total radio frequency field contributions of individual

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services to the overall field exposure. The results indicated that the FM signals constituted 99.978% of the overall RF emission. FM signal was still determined to be 4.631% of Safety Code 6, which meets the code. If you take a look at the Personal Communication Services (PCS) devices, you will see that the percentages are well below 1% of Safety Code 6.

Safety Code 6 Measurement on Triangle Mountain in Colwood, British Columbia

Service	Value % SC6 GP	Frequency Range (MHz)
TV Channel 2-6	0.0002460 %	54.000 to 88.000
FM Radio	4.631 %	88.000 to 108.000
Paging	0.0000163 %	152.000 to 159.000
TV Channel 7-13	0.0000784 %	174.000 to 216.000
TV Channel 14-69	0.0001302 %	470.000 to 806.000
SMR Tx	0.0000026 %	806.000 to 821.000
Private Land Mobile	0.0000005 %	821.000 to 824.000
Cellular AMPS	0.0000039 %	824.000 to 849.000
ESMR/ Land Mobile	0.0000849 %	849.000 to 869.000
Cellular AMPS	0.0000047 %	869.000 to 894.000
Aeronautical Mobile	0.0000002 %	894.000 to 896.000
Private Land Mobile	0.0000006 %	896.000 to 901.000
PCS Narrowband	0.0000001 %	901.000 to 902.000
Land Mobile & Ham	0.0000778 %	902.000 to 930.000
PCS Narrowband	0.0000001 %	930.000 to 931.000
Paging	0.0000015 %	931.000 to 932.000
PCS Narrowband	0.0000002 %	940.000 to 941.000
Public Land Mobile	0.0000023 %	941.000 to 960.000

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PCS Broadband	0.0000206 %	1850.000 to 1990.000
Others	0.0004619 %	
Total	**4.632 %**	**54.000 to 1990.000**

Table 3: Display of the total RFF and contributions of individual services to the overall field exposure at Trainagle Mountain in Colwood, British Columbia.

5G Technology:

I understand your concerns about the rollout of 5G technology and its potential health implications. However, it's important to address these points in a more balanced context:

Higher Frequencies: Yes, 5G technology does involve higher frequencies, which allow for faster data transfer. These frequencies are in the millimeter-wave range. While this raises questions, it's important to note that the exposure levels are strictly regulated by government agencies like Health Canada. These regulations are based on a comprehensive assessment of scientific evidence.

Density of Cell Towers and Antennas: 5G technology indeed requires more cell towers and antennas installed closer together. This is necessary to provide the improved network coverage and capacity that 5G promises. The goal is to reduce network congestion and deliver faster, more reliable service. However, this doesn't necessarily mean an increase in health risks. Regulatory authorities set strict exposure limits to protect public health.

Ontario Doctors and Scientists: While some doctors and scientists have expressed concerns about 5G technology, it's important to remember that the medical community's opinion on this matter is not unanimous. The scientific consensus remains that there is no conclusive evidence linking 5G technology to adverse health effects. However, many Medical Health Officers such as York Region, City of Hamilton and City of Vancouver have agreed with the measures of SC6. Also, the following hospitals have rooftop/cell towers on their buildings/properties:

- North York General Hospital

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- Etobicoke General Hospital
- Toronto General Hospital
- St. Josephs Hospital
- Toronto East General Hospital

- Sunnybrook Hospital
- Brampton Civic Hospital
- South Lake Regional Health Centre, Aurora
- Markham Stouffville Hospital

International Variations: Different countries have different approaches to the rollout of 5G technology. Switzerland, Italy, and Brussels might have their reasons for monitoring or halting the deployment of 5G, but these decisions are often influenced by a range of factors, including regulatory frameworks, public opinion, and risk assessments.

In summary, while concerns about the rollout of 5G technology exist, it's crucial to rely on the established regulatory authorities and the broader scientific consensus. These agencies and experts base their assessments on rigorous research and aim to ensure that public health is protected. The decisions made in various parts of the world reflect differing approaches and circumstances and don't necessarily indicate inherent risks associated with 5G technology.

Invisible Toxin:

I understand your concerns about the invisibility of radiation from wireless technology, and I appreciate the link to Dr. Magda Havas' video. However, it's essential to address this issue in a more comprehensive context:

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Invisible Radiation: It's true that radiofrequency (RF) radiation, which includes signals from cell antennas, is invisible and imperceptible to our senses. This can understandably lead to concerns because we cannot directly observe its presence.

Expert Opinions: Dr. Magda Havas may be a respected researcher in the field of electromagnetic fields (EMF) and health. However, it's important to note that the views of individual experts may vary, and the scientific community doesn't universally accept all claims regarding the health impacts of RF radiation.

Distance Matters: You're correct that proximity to a cell tower can affect the level of exposure. It's important to rely on regulatory agencies, such as Health Canada, which establish safe exposure limits. These agencies consider factors like distance when setting these limits to ensure that potential risks are minimized.

Measurement and Safety: While it's possible to measure RF radiation, the key is to ensure that exposure levels are within established safety guidelines. These guidelines are based on extensive research and are designed to protect public health.

In summary, while the concerns about the invisible nature of RF radiation and proximity to a cell tower are valid, it's important to rely on established regulatory standards and the broader scientific consensus when assessing the potential risks. Regulatory agencies set exposure limits that take factors like distance into account to ensure that people are not exposed to harmful levels of RF radiation. Decisions about safety should be made based on the best available evidence and expert consensus.

Drop in Property Values:

I understand your concern about the potential devaluation of your home due to its proximity to a cell tower. While it's reasonable to be concerned about property values, it's important to note there are other market factors that exert a strong influence on the price/value of real

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property. These factors include: strength of market demand, interest rates, employment/unemployment levels, tax levels, utility costs etc.

The cellular industry commissioned a study looking at the influence a tower can have on home sales. The study looked at an area in London Ontario where a 1000 foot (305m) broadcast tower was located in the middle of a residential neighbourhood at 1 Communications Rd, London, ON N6J 4Z1. The houses in the neighbourhood literally backed onto the tower property and surrounded it. The tower has been in the neighbourhood for in excess of 50 years so the study looked at home sale prices in that neighbourhood for 50 years. The study compared home sale prices for similar homes in the study area with a

control area in London with similar homes and a similar socio-economic population. The study showed that home sale prices in the area with the tower were statistically identical to the home sale prices in the control area for the 50 year time period. The study concluded that the tower did not have any impact on the price of the homes even when it was directly beside the homes in question.

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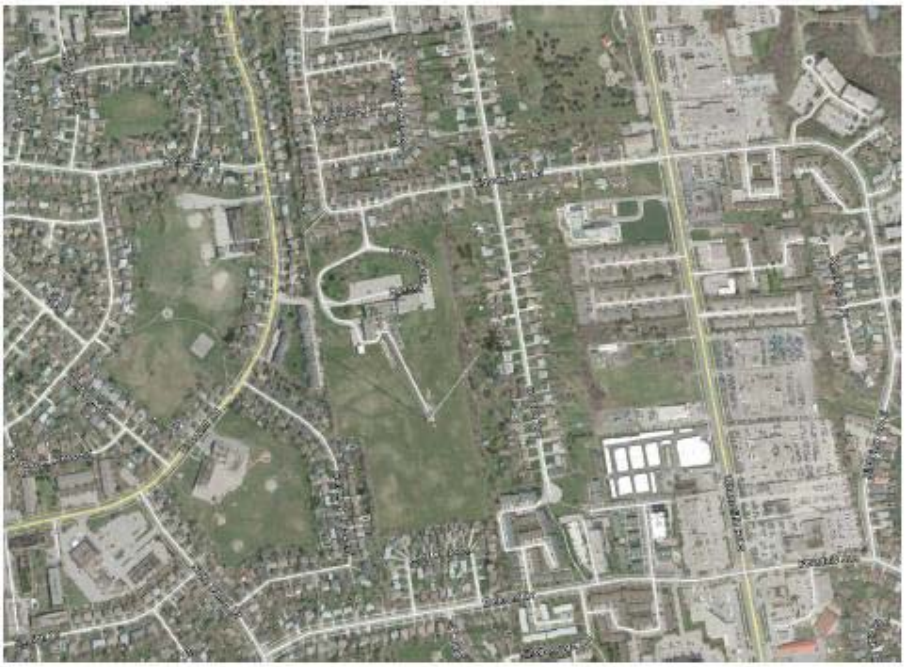

Figure 4: Existing tower used in study analyzing property value. The tower is located near Wharncliffe Road S and Highview Ave W, London, Ontario. 1 Communications Rd, London, ON N6J 4Z1

Overall:

I appreciate your concern about the safety of 5G technology and its potential risks. Safety Testing: It's important to clarify that safety testing on 5G technology has been conducted, but ongoing research continues to assess its long-term effects. Regulatory agencies like

Health Canada have established exposure limits based on the available scientific evidence. These limits are designed to protect the public from potential harm.

Historical Comparisons: It's true that in the past, certain products like cigarettes, asbestos, and mercury were initially considered safe until later research uncovered their dangers.

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However, regulatory agencies have learned from these historical mistakes and now implement stringent testing and safety protocols. The scientific understanding of electromagnetic fields has evolved, and 5G technology is developed with these insights in mind.

Top Priority: Ensuring the safety of residents is undoubtedly a top priority for regulatory agencies and telecommunications companies. They are bound by regulations to operate within established safety limits, and compliance is closely monitored. The ongoing research aims to further refine these limits, if necessary, to protect public health.

Distance Considerations: The installation of cell towers is subject to regulatory guidelines, including considerations for distance from residential areas. These guidelines aim to strike a balance between providing adequate network coverage and minimizing potential risks. The goal is to ensure that RF radiation levels near residential areas remain within safe limits.

In summary, while it's essential to remain vigilant about public safety, it's also important to trust the regulatory processes and the scientific community's efforts to ensure the safety of new technologies like 5G. Safety testing is an ongoing process, and distance considerations are part of the regulatory framework to protect residents. It's advisable to stay informed about safety measures and regulations while participating in the discussion about the placement of cell towers in your community. ISED has a great fact sheet on understanding radiofrequency energy and health at https://www.ic.gc.ca/eic/site/smt-gst.nsf/vwapj/faq-energy-health.pdf/$FILE/faq-energy-health.pdf

I hope this response addresses your concerns comprehensively. If you have any further questions or require additional information, please feel free to reach out to me. Your feedback and engagement on these important matters are valued and contribute to a well-informed community.

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Thank you for taking the time to communicate your concerns and engage in a constructive dialogue. Your comments will be included in the final public summary report to the Town of Aurora and you will be notified when the item will be discussed at the scheduled Committee meeting.

Sincerely,

Shehryar Khan

Shehryar Khan, MCIP RPP

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Appendix G- Powerpoint Presentation at Public Meeting

On September 29, 2023

Agenda

1. Our Vision & Solution
2. Telecom Towers & Cellular
3. Site Specific Information
4. Health & Safety
5. Next Steps
6. Comments & Questions

Who Are We?

Our Vision & Solution

NORTHWARD INFRASTRUCTURE: OUR HYBRID NODE

Our Hybrid Node

The Northward team came together to create a new solution for the deployment of next-generation technologies, our the "eNable Hybrid Node."

We have developed an aesthetically pleasing single structure and installation footprint on a property that can hosts mobile broadband network equipment, digital out-of-home advertising billboard screens, electric vehicle charging systems, and mobile edge compute or IoT (Internet of things) networking equipment.

Challenges & Solutions

Industry Challenge

Increased demand from Mobile Broadband (5G), EV Charging, and Digital Signage operators to utilize properties. Each request proposes one-dimensional solutions to meet only the requester's single line of business.

Consequences

Disjointed sequencing of requests, potential projects, disaggregated use of space, multiple construction disruptions to tenants and their customers.

Our Solution: eNABLE Hybrid Node

- Mobile Broadband network operator(s).
- Digital-Out-of-Home billboards.
- EV charging station(s).
- Mobile Edge Compute/IoT network operators.

NORTHWARD INFRASTRUCTURE: MICRO SOLUTION

Micro Solution

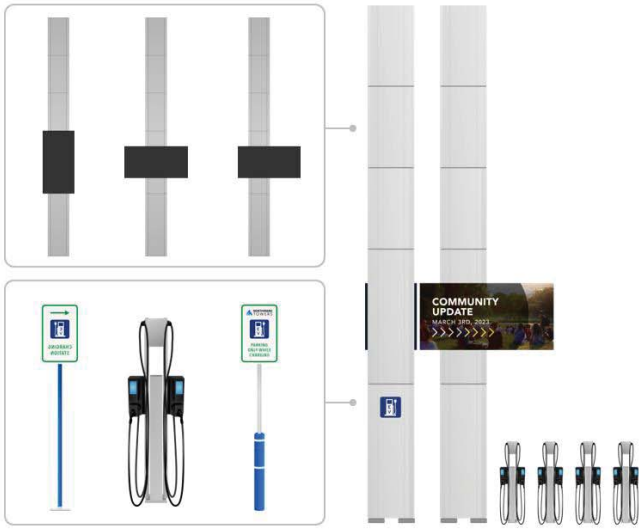
SOLUTION
Up to 30m modular design capable of supporting up to two mobile broadband operators, optional 10ft x 20ft digital billboard, optional 4-10 EV charging stations at the base, future-ready for IoT/Mobile Edge Compute (power/fiber).

Mobile Broadband
The modular "building block" design is upgradeable for future tenancies, expansion, or uses.

Digital Signage
Optional 10 ft x 20 ft digital media billboard.

Static Signage
Optional pylon sign replacement that provides enhanced property visibility.

EV Chargers
Optional 4-10 EV charging stations at the base. Working with well-known EVCS brands.



Typical Telecom Tower Installations & How Cellular Works

Telecom Towers & Cellular

NORTHWARD INFRASTRUCTURE: HOW CELLULAR WORKS

How Cellular Works

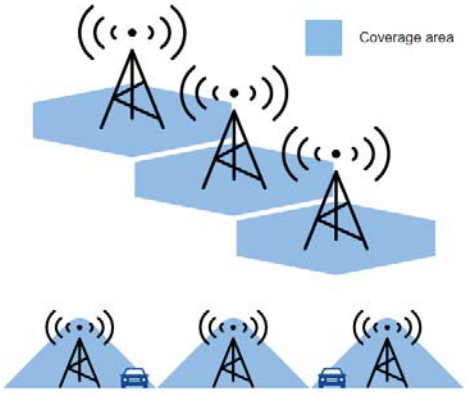
Cellular networks use radio frequencies for communication between mobile devices and base stations, which are connected to a network of servers and switches responsible for managing calls, texts messages and data transmissions.

When a device connects to the network, it is assigned a frequency and 'cell' to communicate with but can switch cells depending on signal strength. Coverage reduces with increased demand causing poor connection. Different technologies like 2G, 3G, 4G, and 5G optimize efficiency and offer security and privacy features to users.

Overall, cellular networks enable communication and access to a range of services anytime, anywhere.

Continuous Wireless Service Network

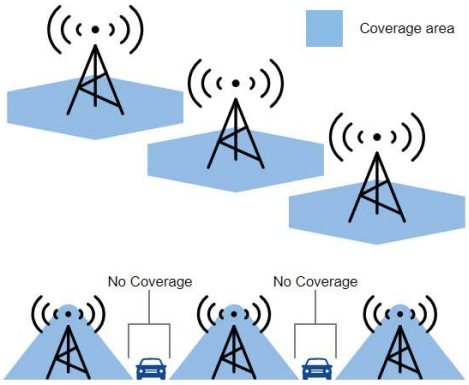
Each coverage area only serves a fixed number of calls
Shown below is a continuous wireless service network



NORTHWARD INFRASTRUCTURE: TELECOM

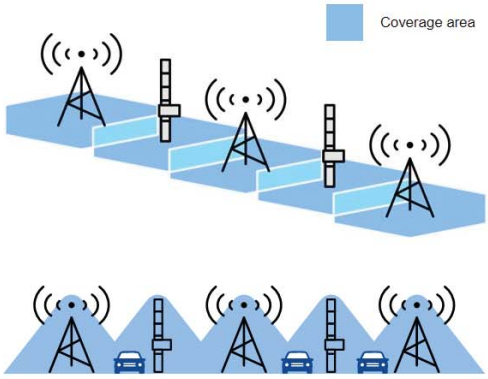
Increased Users Creates Reduced Coverage

Number of calls in a coverage area is limited. When a coverage area reaches its maximum capacity, it reduces its footprint in order to provide service to the strongest (closest) signals.



Continuous coverage restored by filling gaps

By adding more base stations with antennas, or telecom structures, fills in the gaps where the reduced coverage areas exist.



Information on the Site & Location

Site Specific Information

NORTHWARD INFRASTRUCTURE: SITE CONTEXT MAP

NORTHWARD INFRASTRUCTURE: PHOTO SIMULATION

NORTHWARD INFRASTRUCTURE: PHOTO SIMULATION

Photo Simulation of the Micro Solution

NORTHWARD INFRASTRUCTURE: PUBLIC NOTICE SIGN & BROCHURE

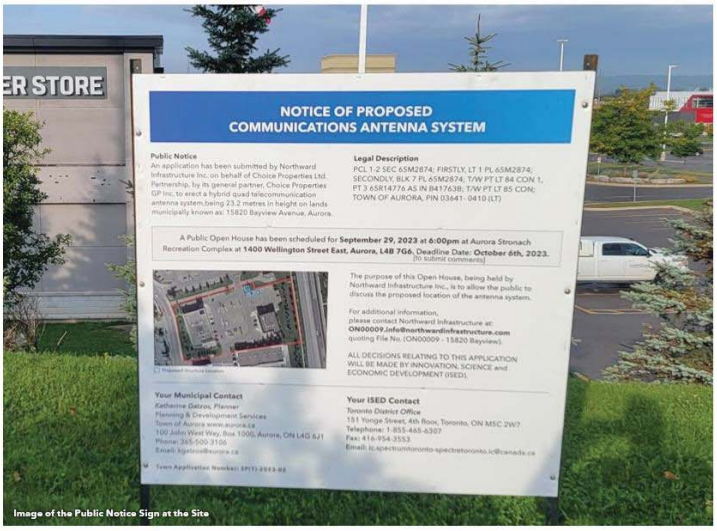
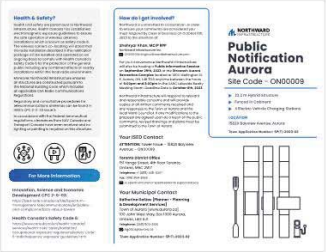
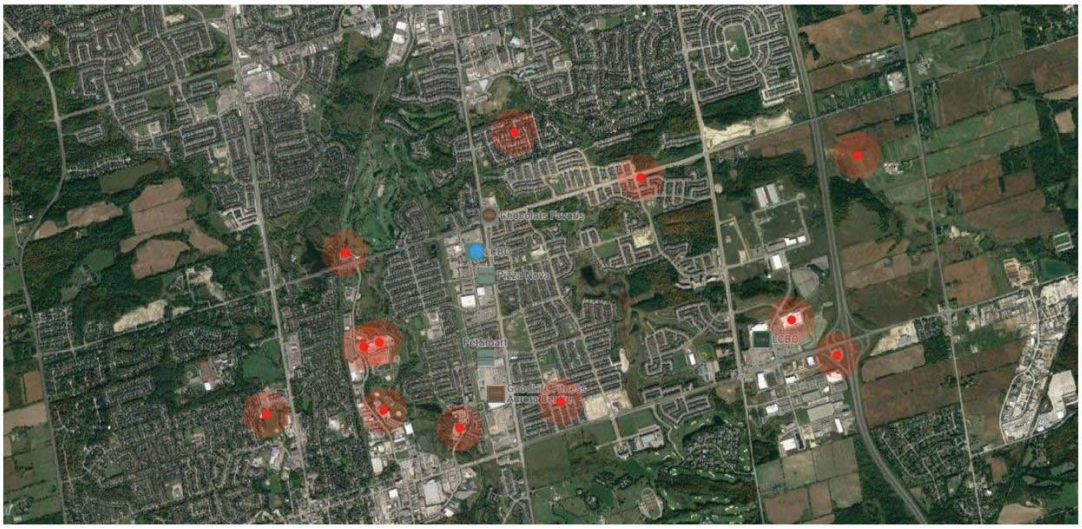


Image of the Public Notice Sign at the Site



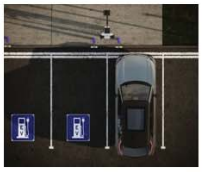
NORTHWARD INFRASTRUCTURE: PROXIMITY TO AREAS

NORTHWARD INFRASTRUCTURE: EXISTING TOWERS NEARBY



NORTHWARD INFRASTRUCTURE: EXISTING TOWERS NEARBY

NORTHWARD INFRASTRUCTURE: EV CHARGING STATIONS



Electric Vehicle Charging Stations

The Government of Canada has created zero emission vehicle (ZEV) charging infrastructure targets of 84,500 chargers to be deployed by 2029. Natural Resources Canada (NRCan) data shows that Canadian EV drivers have access to at least 8,732 charging station locations across the country.

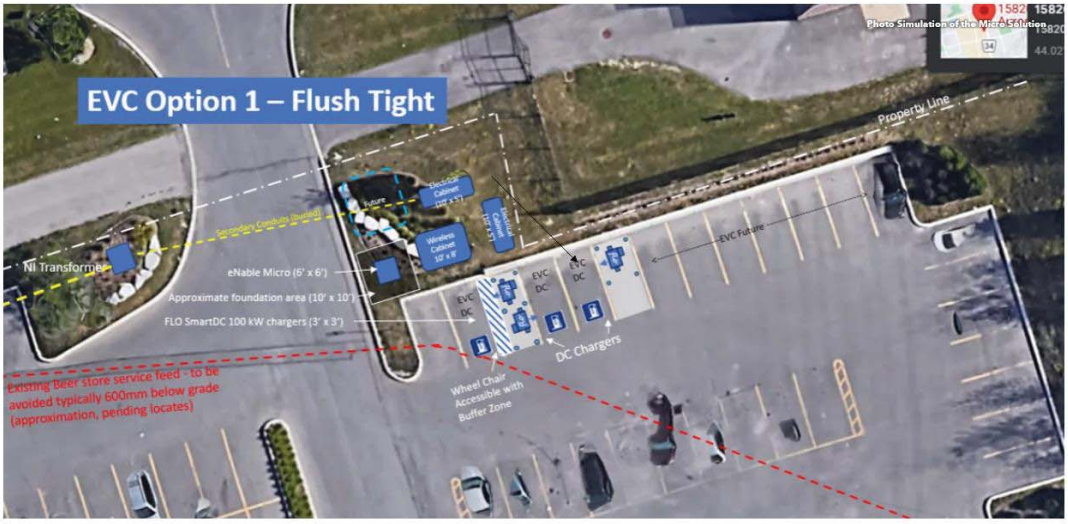
The 4 collective footprint of Canada's public EV charging networks has grown by almost one-third since the start of 2022. In all, 7,549 stations are Level 2 chargers and 1,483 stations are DC fast chargers.

Since 2016, Canada has invested over $1 billion to make EVs more affordable and chargers more accessible for Canadians. These investments are supporting the establishment of a coast-to-coast network of chargers in local areas where Canadians live, work, and play, while federal rebates of up to $5,000 are helping more Canadians make the switch to an EV.

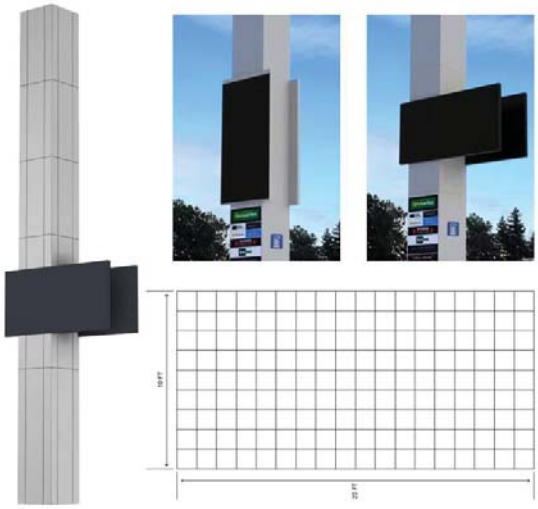
Northward Infrastructure Inc. has partnered with EV Charging companies to deploy their network and meet these targets to cover the gap in the EV charging network. At the subject property, there will be four (4) DC fast chargers and two (2) level II chargers. A charge station operator is one that installs and maintains charge stations so drivers can charge their electric vehicles. The charge operator proposed is FLO Charging Networks.

There should be no exclusivity offered to any EV charging operator on any property. This is to encourage price and service quality competition and to be inclusive for all EV drivers and brands. Below is a map indicating all electric vehicle charging stations within a 5km radius of the proposed location. Currently there are 22 Level II charging stations and zero (0) DC Fast Charging stations.

NORTHWARD INFRASTRUCTURE: EVCS LAYOUT



NORTHWARD INFRASTRUCTURE: DIGITAL MEDIA SIGNS



Electronic Media Signs

Digital out of home (DOOH) signage, also known as digital outdoor advertising, is an important tool for reaching consumers when they are outside of their homes or offices.

With the increased usage of mobile devices and the increasing amount of time people spend outside of their homes, digital out of home signage has become an increasingly effective way to reach consumers.

This type of signage can be used to enhance the customer experience in public spaces such as airports, shopping malls/ plazas, and stadiums. By providing useful information, entertainment, or wayfinding, it can improve the overall satisfaction of customers and increase their engagement with the brand.

Adding digital signage into the hybrid structure is another element that helps reduce street furniture into one space. Advertising content displayed will comply with the Canadian Code of Advertising Standards, applicable statutes in Canada and Ontario, and Bylaws & policies through the Town of Aurora.

Information

Health & Safety

NORTHWARD INFRASTRUCTURE: 15820 BAYVIEW AVENUE, AURORA

Health Canada's Safety Code 6 Compliance

Innovation, Science, and Economic Development Canada mandates strict energy limits for all antenna systems that are accessible to the general public. These limits are designed to safeguard the public, and Health Canada's guidelines (Safety Code 6) govern the RF exposure limits used to enforce them.

Safety Code 6, which Health Canada recently updated to incorporate the latest scientific evidence and measurement techniques, ensures the safety of Canadians. All antenna installations, wireless devices, and equipment available on the market conform to the new limits established under Safety Code 6 and the corresponding technical specifications. To ensure compliance, Innovation, Science, and Economic Development Canada regularly audits antenna installations, wireless devices, and equipment.

Northward will uphold that all wireless carriers co-located on the structure will comply with Safety Code 6. In all, it is a mandate for all wireless carriers to comply in order to maintain their operating licences.

NORTHWARD INFRASTRUCTURE: NEXT STEPS

In Conclusion

Northward Infrastructure Inc. looks forward to working with the Town of Aurora and community members in building the infrastructure needed for today's society.

These structures are really important in order for us to commute and communicate. It is our duty to bring forward aesthetically pleasing structures that blend with the surrounding area that allows us to keep up the character of the neighbourhood and push forward good urban design practices.

We hope you appreciate our efforts.

1-800-667-4554
1387 Cornwall Rd.
Oakville, ON L6J 7T5
mediaresources.com

Re: Use of digital display at 15820 Bayview Avenue, Aurora, ON.

To whom it may concern,

Media Resources Inc. has been engaged by Northward Infrastructure to review and assess the lighting impact of the proposed digital billboard installation at 15820 Bayview Avenue. This document will describe the lighting impacts of our VISIONiQ digital billboards in this specific application, and further commit a maximum luminance value of the display as observed from the nearby light-sensitive areas.

Background on Media Resources Digital Display Ambient-Aware Brightness Controls

During dusk, dawn, or cloudy days, the operation of the digital display according to ambient light readings is the ideal way to maintain a glare-free, light-trespass free image. Media Resources digital billboards are all equipped with factory-mounted dual photocell sensors that are redundant and capable of reading ambient brightness even if one unit suffers a hardware failure. The ambient brightness to output brightness response curves have been carefully developed into a standard to provide good readability on the display while keeping in line with the brightness of the overall visual context.

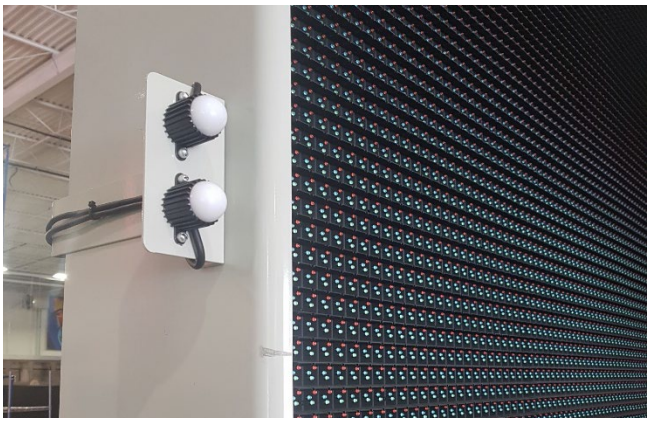


Figure 1. Media Resources standard - dual ambient brightness measuring photocells for hardware redundancy

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During night-time, brightness control becomes critical as the digital billboards must be operated at a small percentage of its maximum brightness in order to avoid glare or light trespass. Media Resources endeavors to have the most comprehensive system of safeties and traceability for night-time brightness management. The proposed digital billboards are well equipped with modern brightness controls. Besides the redundant photocells above, a number of secondary fail-safes are also implemented including a communications watchdog (automatic reduction to night-time brightness in the event of a communication loss), and failback to a location/season aware time-based schedule in the event of catastrophic photocell system failure. With these safety features in place, it becomes extremely unlikely for the digital billboard to operate at high brightness levels at night.

Additionally, the Media Resources Network Operations Centre can monitor brightness and recall brightness history for traceability. See Figure 2 and Figure 3 below on our internal control system for configuring brightness and recalling brightness history.

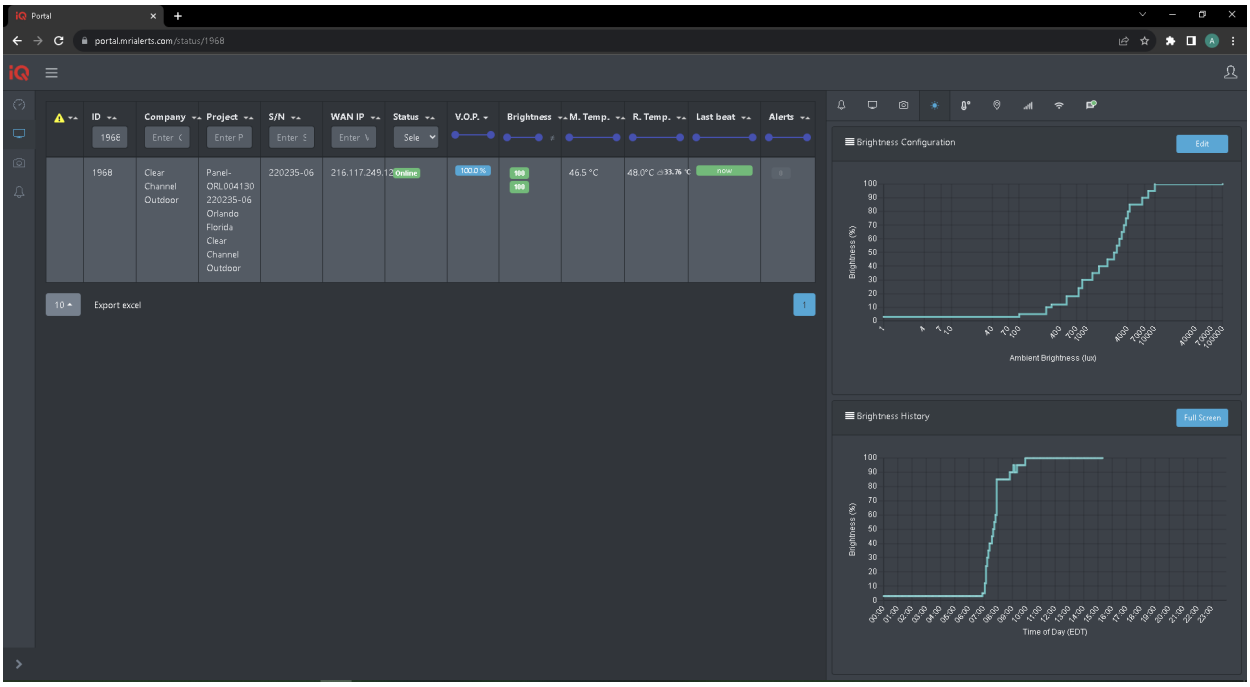

Figure 2. Media Resources web portal showing brightness configuration and history of the current day

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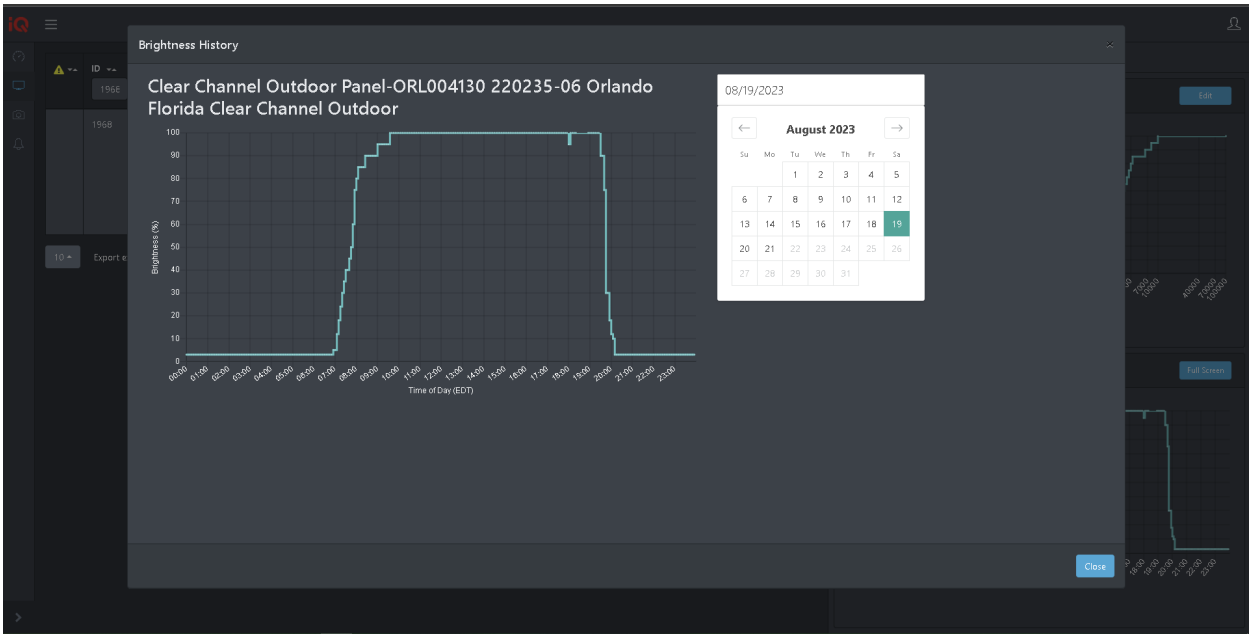

Figure 3. Media Resources web portal showing brightness history of any selected previous date. Brightness history data is logged indefinitely on Media Resources servers.

Media Resources commits to the effectiveness of this light restriction technology when deployed at 15820 Bayview Avenue. We have calculated the expected illuminance impact to surrounding areas of concern, shown in Figure 6, along with a table showing fc values at various distances and angles from the face of the display. Media Resources guarantees that the display will operate within 20% of illuminance impact calculated below. If approved and constructed, we can provide on-site lighting measurements to confirm correct installation and light restriction performance.

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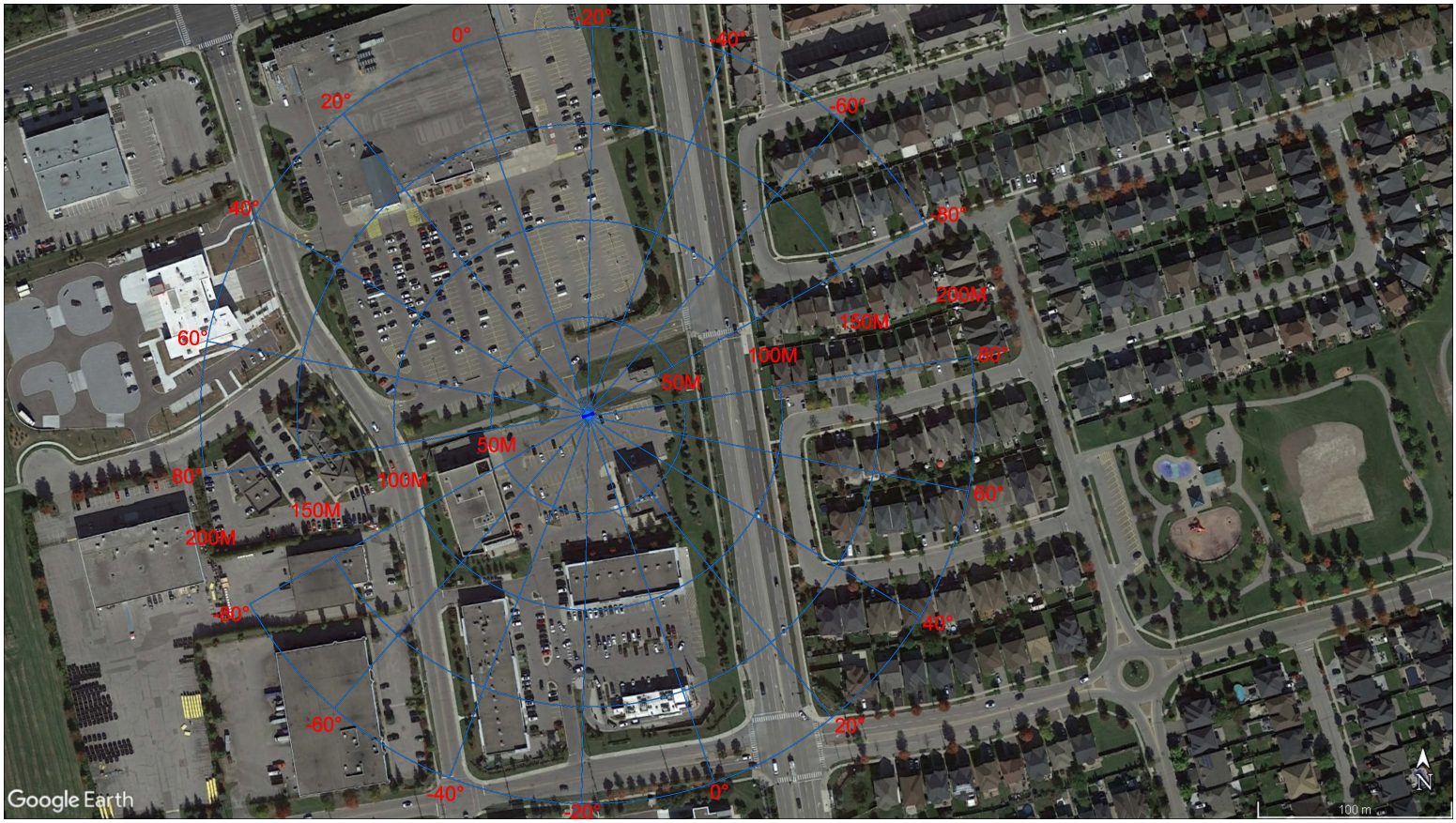

Figure 6. Site satellite photo overlay of distances and angles from proposed digital billboard site, corresponding to calculated illuminance figures in lux provided in Table 1.

Site Calculations - 10' x 20' 300 NITS Standard									
Measurement Angle									
Distance (M)	-80°	-60°	-40°	-20°	0°	20°	40°	60°	80°
50	0.289lux	0.945lux	2.133lux	2.882lux	3.032lux	2.882lux	2.133lux	0.945lux	0.289lux
100	0.073lux	0.239lux	0.541lux	0.735lux	0.780lux	0.735lux	0.541lux	0.239lux	0.073lux
150	0.032lux	0.106lux	0.241lux	0.328lux	0.349lux	0.328lux	0.241lux	0.106lux	0.032lux
200	0.018lux	0.060lux	0.136lux	0.184lux	0.197lux	0.184lux	0.136lux	0.060lux	0.018lux

Table 1. Site calculations in lux based on MRI VIQ RGB Standard Modules.

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Oakville, ON L6J 7T5
mediaresources.com

We are always committed to the responsible application of LED digital technology and are happy to engage with regulatory stakeholders at any time. Please feel free to contact us if you have any questions.

Sincerely,

Anthony Knight
Product Implementation Specialist
Media Resources Inc.
289-681-0035
aknight@mediaresources.com

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Aurora, Ontario
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aurora.ca

Town of Aurora

General Committee Report

No. CMS23-050

Subject:	**Outdoor Community Reflection Space**
Prepared by:	**Michelle Johnson, Collections and Exhibitions Coordinator**
Department:	Community Services
Date:	November 21, 2023

Recommendation

1. **That Report No. CMS23-050 be received; and**
2. **That Council approve proceeding with the design of a Community Reflection Space; and**
3. **That Council approve the eastern portion of the Queen's Diamond Jubilee Park as the preferred site for the Community Reflection Space.**

Executive Summary

The purpose of this report is to provide Council with information about budget item AM-F-0373 Community Reflection Space.

- There is a need for a dedicated public space within Aurora for the purpose of bringing the community together when faced with tragic histories and current events.
- Gathering as a community in times of shared grief is important for social wellbeing.
- The proposed location requires modification in terms of land division, naming, service levels and amenities.
- Staff will continue to undertake public consultation concerning features, amenities, outdoor interpretation, and art installations.

- Based on feedback and direction received during the design phase, staff propose proceeding with the capital project in 2025.

Background

On January 16, 2023, the Town's Indigenous Relations Committee (IRC), discussed establishing a public space for the community to gather and share condolences related to Truth and Reconciliation. The absence and importance of such a space within Aurora was identified and a small working group met to determine possible locations, features and project scope.

On February 13, 2023, the IRC was presented with the findings of the working group. The scope of the space was modified to include reflection for all tragic situations regardless of their location and cause. Some recent examples include the conflicts in Ukraine, Israel and Palestine respectively.

As a result of inter-department consultation during the summer months, the eastern parkette, within the Queen's Diamond Jubilee Park, was identified as an ideal location for a Community Reflection Space.

Staff included a funding request in the 2024 and 2025 budgets to advance this project, including consultation and capital costs.

Analysis

There is a need for a dedicated public space within Aurora for the purpose of bringing the community together when faced with tragic histories and current events.

Events that provoke public grieving occur spontaneously at the local, national and global level. Whether it's a fatal accident, findings related to past atrocities, or the escalation of an armed conflict, members of the public are often confronted with tragic news. A Community Reflection Space would provide a location where individuals could participate in memorials and reflection when faced with these events.

Gathering as a community in times of shared grief is important for social wellbeing.

There is a tendency to gather and share expressions of loss and mourning when faced with tragedy. The use of public space to express private sentiments takes many forms, including roadside memorials, vigils, and offerings of tangible items in common spaces. The desire to come together as a community when faced with troubling events is part of the human condition. A designated Community Reflection Space acknowledges the

complexity of emotions evoked during tragic circumstances and the importance of community gathering to our collective wellbeing.

The creation of a reflection space would provide a consistent location for the community to come together in times of sorrow, with a unified purpose of paying respects to those affected by tragic events.

The proposed location requires modification in terms of land division, naming, service levels and amenities.

The eastern portion of Queen's Diamond Jubilee Park, located at 18 Civic Square Gate, has been identified as the ideal location for the Community Reflection Space due to the various amenities already in place, including a sensory garden, fountain, accessible pathways, art and labyrinth garden, and formal seating area with decorative gardens.

Its proximity to Town Hall and public transportation add to its appeal as an accessible Community Reflection Space. To formally identify the area, if it is feasible, staff recommend severing the eastern portion of the park and assigning it a new address and name that better expresses the types of gatherings that will take place in this space (See Attachment 1).

The intention of the Community Reflection Space is to operate year-round, which will require an increase in snow removal and de-icing service levels (See Attachment 2).

The Community Reflection Space will also require additional enhanced features and amenities, including, but not limited to:

- Security lighting
- Benches
- Weatherproof shelter and changeable signage
- Inclusion of a public art component
- Flag pole

Staff will consider these future operational details and enhanced features as part of the design development phase and report back with further details.

Staff will continue to undertake public consultation concerning features, amenities, outdoor interpretation, and art installations.

As part of the proposed planning process, staff will continue to consult with colleagues, but also undertake public consultation concerning features, amenities, outdoor

interpretation, and art installation opportunities. Some important considerations related to the naming of the Community Reflection Space, service levels, amenities have already been identified.

The planning process will begin in 2024 and staff will engage with colleagues and the public at multiple points to collect insight and ideas for the Community Reflection Space. Staff will report back to Council in 2024 to share results from the consultation process, along with a design proposal and final budget for Council consideration.

Based on feedback and direction received during the design phase, staff propose proceeding with the capital project in 2025.

Informed by public feedback and Council direction, the development and construction of the Community Reflection Space would commence in early 2025, with an anticipated completion by the end of 2025.

Advisory Committee Review

The Parks Recreation Committee and the Accessibility Advisory Committee will be engaged during the consultation phase of the project.

Legal Considerations

The eastern portion of the Queen's Diamond Jubilee Park, on which the reflection space is proposed to be located, is owned by the province as part of the Hydro One power transmission corridor that runs across Town. The lands are licensed to the Town and form part of the park. Town staff will coordinate the placement of any improvements on the licensed lands with Hydro One, as the license requires the Town to obtain written approval for new improvements. The license for the use of that portion of the park has been in place since 2013 and is normally renewed every 5 years. Should the license expire in the future, the Town could be required to remove any of its fixtures or improvements from the licensed lands.

Financial Implications

A new project has been included in the 2024 proposed capital budget which requests funding for the consultation and design of a proposed Community Reflection Space for Council's consideration. Should Council approve the proposed design in the fall of 2024,

approval for the construction of this space will be sought as part of the proposed 2025 capital budget.

Communications Considerations

Throughout the project, staff will continue to consult with colleagues, but also undertake public consultation concerning features, amenities, outdoor interpretation, and art installation opportunities. As the project progresses and nears completion, Communications will inform residents about the space through all channels including media release, advertising, website and more.

Climate Change Considerations

The recommendations from this report do not immediately impact greenhouse gas emissions or impact climate change adaptation; however, if approved, when the project progresses to detailed design, green infrastructure and green procurement will be considered to minimize the impacts of a changing climate.

Link to Strategic Plan

The Community Reflection Space supports the following Strategic Plan goals and key objectives:

Supporting an exceptional quality of life for all in its accomplishment in satisfying requirements in the following key objectives within these goal statements:

- Celebrating and promoting our culture
- Strengthening the fabric of our community
- Encouraging an active and healthy lifestyle

Alternative(s) to the Recommendation

1. Council may provide further direction.

Conclusions

A Community Reflection Space will benefit the social wellbeing of the community by providing a location to gather when faced with challenging history, news, and world events. It positively impacts social wellbeing by acknowledging the myriad of emotional complexities that arise when confronted with local, national, or global tragedy.

Attachments

Attachment 1 - Map of Queen's Diamond Jubilee Park with proposed Community Reflection Space outlined

Attachment 2 - Map of Queen's Diamond Jubilee park with pathways requiring snow removal

Previous Reports

None.

Pre-submission Review

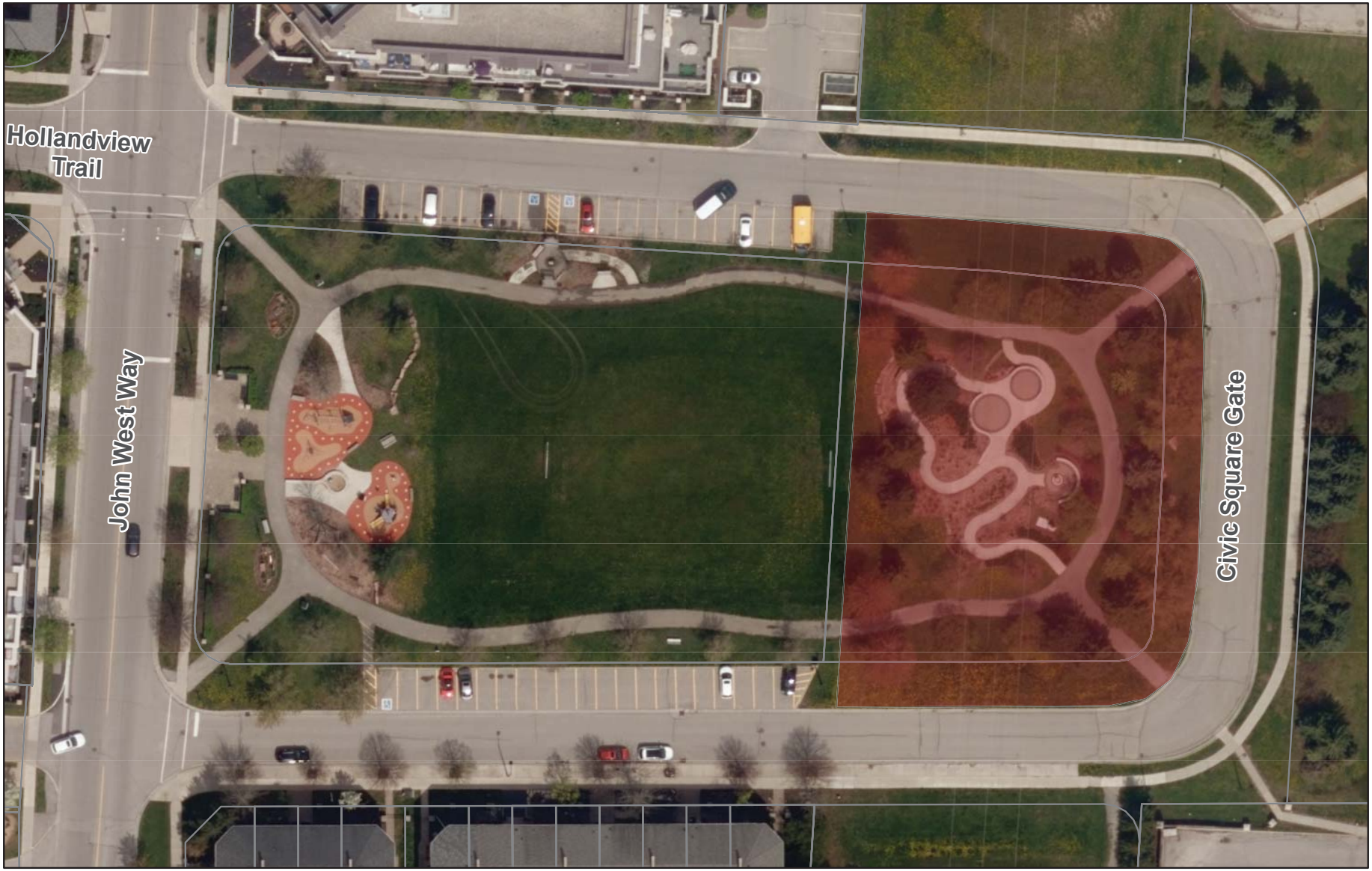
Agenda Management Team review on November 2, 2023

Approvals

Approved by Robin McDougall, Director, Community Services

Approved by Doug Nadorozny, Chief Administrative Officer

Attachment 1



Queen's Diamond Jubilee Park: Proposed Reflection Space

Attachment 1, CMS23-050

Proposed Reflection Space

N

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Metres

AURORA

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Map created for the Town of Aurora Community Services Department, 31/10/2023. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2023, © First Base Solutions Inc., 2023 Orthophotography.

Document Path: J:\data\data\Other Various Projects\Maps for Customer and Legislative Services\QueensDiamondJubileePark\QueensDiamondJubileePark.aprx

Attachment 2

Queen's Diamond Jubilee Park:
Pathways Requiring Additional Service

Attachment 2, CMS23-050

Pathways Requiring Additional Service

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Metres

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Map created for the Town of Aurora Community Services Department, 31/10/2023. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2023, © First Base Solutions Inc., 2023 Orthophotography.

Document Path: J:\data\data\Other Various Projects\Maps for Customer and Legislative Services\QueensDiamondJubileePark\QueensDiamondJubileePark.aprx

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Town of Aurora

General Committee Report

No. PDS23-130

Subject:	**Traffic Calming Measures in School Zones Performance Evaluation**
Prepared by:	Michael Bat, Traffic and Transportation Analyst
Department:	Planning and Development Services
Date:	November 21, 2023

Recommendation

1. **That Report No. PDS23-130 be received; and**
2. **That flexible signs (traffic calming bollards) be included in the Traffic Calming Policy and any future installation follow the warrant criteria outlined in the policy.**

Executive Summary

This report presents to Council the results of the Flexible In-Street Signs Pilot Program (Staff Report No. PDS19-061: Approval for Capital Project No. 34533 – Traffic Calming Measures in School Zones).

- The installation of flexible signs is effective in reducing overall vehicle travel speed. Staff recommend that flexible signs be included in the Traffic Calming Policy to ensure consideration for any future installation follow the warrant criteria outlined in the policy; and,
- Staff recommend the installation of any future flexible signs follow a general set of criteria to ensure overall effectiveness in promoting road safety for all road users and minimize concerns from residents.

Background

At its meeting on July 23, 2019, Council provided staff direction to implement a Flexible In-Street Sign Pilot Program at the following locations:

- Bridgenorth Drive for the Northern Lights Public School and St. Jerome Catholic Elementary School
- McClellan Way for the Highview Public School and Light of Christ Catholic Elementary School
- Devins Drive for the Devins Drive Public School

As part of the program, staff installed flexible in-street signs at each identified location. The purpose of the flexible in-street signs is to reduce vehicle travel speed by creating a “narrowing effect” on the lane and roadway using physical barriers. The flexible signs are durable and are designed to resist impact from vehicles if hit. If the sign is struck by a vehicle, it will collapse and rebound back to its initial position.

These signs are removed typically in November to facilitate winter maintenance activities and reinstated in the spring.

Analysis

Flexible signs are effective in reducing overall vehicle travel speed. Staff recommend that flexible signs be included in the Traffic Calming Policy to ensure consideration for any future installation follow the warrant criteria outlined in the policy

Traffic data was collected at each location identified in the pilot using traffic counters which consist of tubes in the road that collect information when a vehicle drives over it, for a period of seven days. Data was captured before and after the installation of the flexible signs to measure the effectiveness of the signs in speed reduction. The findings are summarized in Table 1.

Table 1: Flexible In-Street Sign Pilot Program Evaluation

School Sites	Flexible Sign Locations	Posted Speed Limit	Recorded Vehicular Speed (85th Percentile)	
			Without Flexible Signs	With Flexible Signs
Northern Lights Public School and St. Jerome Catholic Elementary School	Bridgenorth Drive	40 km/h	49 km/h	44 km/h (Reduced by 5 km/h or approximately 10%)
Highview Public School and Light of Christ Catholic Elementary School	McClellan Way	40 km/h	54 km/h	48 km/h (Reduced by 6 km/h or approximately 11%)
Devins Drive Public School	Devins Drive	40 km/h	45 km/h	42 km/h (Reduced by 3 km/h or approximately 7%)

As summarized above, the program has been effective at reducing the 85th percentile speeds (the speed at or below which 85 per cent of the drivers travel on a road segment) by 3 to 6 km/h.

Since its inception, the Flexible In-Street Sign Pilot Program has improved driver compliance and has generally been positively received by residents. However, some concerns have been communicated to staff during the pilot, which include:

- The flexible signs being located too close to individual residential driveways resulting in accessibility concerns
- Insufficient communication to residents when installing the flexible signs

To address the above noted concerns, staff recommend that flexible signs be included in the Traffic Calming Policy to ensure consideration for any future installation and follow the warrant criteria outlined in the policy.

Warrant No. 1 (Petition):	To ensure that residents in the immediate area are in support of traffic calming measures. The minimum threshold is 70 per cent of households on the street.
Warrant No. 2 (Safety Requirements):	To ensure traffic calming measures are installed to improve traffic safety. A continuous sidewalk must be on at least one side of the street.
Warrant No. 3 (Technical Requirements):	To ensure that traffic calming measures are implemented on streets that have a proven need for such measures. The 85th percentile speed over a seven-day period must be a minimum of 15 km/h over the posted speed limit, and the minimum traffic volume is 1,500 vehicles per day.

Staff recommend the installation of any future flexible signs follow a general set of criteria to ensure overall effectiveness in promoting road safety for all road users and minimize concerns from residents

The recommended layout for flexible signs on two-way streets with eight metres or greater pavement width is one centreline flexible sign accompanied with edge-line flexible signs on both sides.

In addition, based on findings gathered during the pilot program, the following general criteria is recommended to be met prior to the installation of flexible signs:

- Two lane streets with single lane per travel direction
- Ability to maintain a minimum lane width of 3.3 to 3.5 metres
- Ability to install a minimum of 80 metres from a curve in the road
- Ability to install a minimum of 80 metres from a traffic control device
- A minimum distance of 10 metres from residential driveways; and
- A minimum distance of 25 metres from intersections

The recommended general configuration is illustrated in Figure 1.

Advisory Committee Review

A memorandum (Report No. PDS23-124) was presented at the Active Transportation and Traffic Safety Advisory Committee (Committee) meeting on October 25, 2023. The Committee is in support of continuing to use flexible signs as a possible traffic calming measure tool, and that any future installation be considered following the Traffic Calming Policy warrant requirements.

Legal Considerations

None.

Financial Implications

There are no direct financial implications as a result of this report.

Communications Considerations

The Town will inform the public about the information contained in this report by posting this report to the Town's website. In advance of installing future flexible signs, residents will be contacted to ensure that residents in the immediate area are in support of traffic calming measures. Communications will also inform the public through annual awareness campaigns regarding traffic calming measures.

Climate Change Considerations

The implementation of traffic calming measures may result in elevated pollutant emissions created from the constant acceleration, deceleration, and speed adjustments necessary to navigate and drive over the installed traffic calming devices.

Link to Strategic Plan

This report supports the Strategic Plan goal of Support an Exceptional Quality of Life for All by examining traffic patterns and identify potential solutions to improve movement and safety at key intersections in the community.

Alternative(s) to the Recommendation

1. That Council provide direction.

Conclusions

In a continuous effort to promote traffic safety and raise motorist awareness and attentiveness, the Town implemented the Flexible In-Street Sign Pilot Program at the following school sites:

- Bridgenorth Drive for the Northern Lights Public School and St. Jerome Catholic Elementary School
- McClellan Way for the Highview Public School and Light of Christ Catholic Elementary School
- Devins Drive for the Devins Drive Public School

The installation of flexible signs has demonstrated effectiveness in reducing the 85th percentile speeds by 3 to 6 km/h. The pilot program has also improved driver compliance and has been positively received by the school communities and residents.

To ensure a consistent approach, staff recommends that flexible signs be included in the Traffic Calming Policy and any future installation to follow the warrant criteria outlined in the policy.

Attachments

Figure 1: Recommended General Configuration

Previous Reports

PDS19-061, Approval for Capital Project No. 34533 – Traffic Calming Measures in School Zones, July 16, 2019; and,

PDS23-124, Memo – Traffic Calming Measures in School Zones Performance Evaluation, October 25, 2023.

Pre-submission Review

Agenda Management Team review on November 2, 2023

Approvals

Approved by Marco Ramunno, Director, Planning and Development Services

Approved by Doug Nadorozny, Chief Administrative Officer

Attachment 1

Source: City of Markham

N

FIGURE 1
RECOMMENDED GENERAL CONFIGURATION

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PDS23-130

Map created by the Town of Aurora Planning and Development Services Department, February 1st, 2018. Base data provided by York Region and Aurora - GIS. This is not a legal survey.

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Town of Aurora

General Committee Report

No. CMS23-051

Subject:	**Aurora Seniors Association - Operating Agreement**
Prepared by:	**Franco De Marco, Recreation Supervisor – Community Programs**
Department:	Community Services
Date:	November 21, 2023

Recommendation

1. **That Report No. CMS23-051 be received; and**
2. **That the Town enter into a five (5) year agreement with the Aurora Seniors Association (ASA) for the operation of the Seniors' Centre on terms set out in this report.**

Executive Summary

The purpose of this report is to obtain authorization from Council for the execution of a new five-year agreement between the Aurora Seniors Association ("ASA") and the Town of Aurora ("Town") for the use and operation of the Aurora Seniors Centre for the period from January 1, 2024, to December 31, 2028.

- ASA hours of operation would be increased from 53 hours per week to 65.5 hours per week
- Proposed agreement sets out parameters regarding programming of the facility and use of the Centre between the ASA and the Town
- Proposed payments to be made by the ASA to the Town include a slight annual increase to account for inflation
- Proposed agreement has been updated to address current needs

Background

The current operating agreement in place between the Aurora Seniors Association and the Town for the use and operation of the Aurora Seniors' Centre ("the Centre") was entered into in 2015 and is set to expire on December 31, 2023. The current agreement was originally for a five (5) year period, with five (5) year renewal terms. However, due to service disruptions and unpredictability caused by the COVID-19 pandemic, the agreement term was extended on an annual basis since 2020 up to end of 2023.

In recent months, staff have been meeting with representatives of the ASA to review the existing agreement and make changes, updates and amendments, which have been mutually agreed upon by both parties. The amendments from the existing agreement are mostly minor in nature, serve to clarify various matters and are within the same overall scope of the original agreement as intended. As a result of this, the existing agreement cannot be renewed for the renewal term and, instead, a new agreement will be required.

Analysis

ASA hours of operation would be increased from 53 hours per week to 65.5 hours per week

Under the terms of the proposed agreement, subject to statutory holiday closure, the ASA would have use of the Centre on a weekly basis, which includes both exclusive and shared use of space during operating hours listed below.

Day of Week	Hours of Operation	Total number of hours (current)	Total number of hours (new)	Difference in number of hours
Monday	8:30 a.m. to 5:00 p.m.	8.5	8.5	0
Tuesday	8:30 a.m. to 9:00 p.m.	12.5	12.5	0
Wednesday	8:30 a.m. to 5:00 p.m.	8.5	8.5	0
Thursday	8:30 a.m. to 9:00 p.m.	8.5	12.5	4
Friday	8:30 a.m. to 11:30 p.m.	15	15	0
Saturday	8:30 a.m. to 5:00 p.m.	0	8.5	8.5
	Totals	53	65.5	12.5

The recommended increase in hours of operation is due to growth of ASA and their need for additional use of the Centre. The ASA membership currently sits at 1,550 members. Pre-COVID total membership was 1,200, representing a 30 per cent increase since 2020. Due to this growth and current utilization of the Centre, there is no capacity to expand within existing operating hours and additional hours are required to meet current demand. Additional hours proposed are conditional, subject to availability and approval by the Town.

The Town also intends to provide the ASA with use of the gymnasium at the Aurora Family Leisure Complex (AFLC) at no charge for 7.5 hours per week to accommodate current demand. Such use would be subject to AFLC availability and regular booking procedures. The need for additional time at the AFLC results from a lack of available facility space at the Aurora Seniors Centre. The ASA has been provided with use of the AFLC gymnasium since it opened in 2016. This time is typically used for pickleball and the ASA charges their customary $1.00 activity fee to those members who use the AFLC gymnasium.

Proposed agreement sets out parameters regarding programming of the facility and use of the Centre between the A.S.A. and the Town

The ASA would be the principal user, with exclusive use of the woodshop, billiards room, the ASA office (which includes the front reception desk), the ASA storage room behind reception, the reading room, the games room, the lounge and the computer room located at the Centre. The Town and ASA would share the use of the West-McKenzie Multi-use Room, Priestly Activity Room, Craft Rooms, Muriel Lanaway Activity Room, the kitchen, the deck area, and the program supply rooms. Within the ASA's hours of operation, the Town would have priority access for its recreation programs/services over ASA activities for any shared use spaces.

The Town would be entitled to rent any of the above shared use spaces to third parties, provided such rental does not conflict with ASA programming and the revenues from such rentals would be retained by the Town.

Proposed payments to be made by the ASA to the Town include a slight annual increase to account for inflation

The proposed fees that would be payable by the ASA and are as follows:

- 2024 - $50,263
- 2025 - $51,269

- 2026 - $52,294
- 2027 - $53,340
- 2028 - $54,407

for a total of $261,573 over the life of the term of the proposed agreement.

The Town would be required to account for the HST and remit it as required as part of its accounting. The amounts include small annual inflationary increases.

For comparison, the payments made by the ASA to the Town under the current agreement were as follows:

- 2016 - $42,900
- 2017 - $43,758
- 2018 - $44,633
- 2019 - $45,525

Due to impacts of the COVID-19 Pandemic, for years 2020 to 2022, the actuals paid were negotiated based on the numbers of months the Centre was able to operate throughout these years. The base fees for those years were subject to 2 per cent annual increase since 2020 to account for inflation. Actual payment amounts for years 2020 to 2023 were as set out below.

Year	Payment
2020	base fee was $46,436 / actual paid was $13,352
2021	base fee was $47,365 / actual paid was $3,483
2022	base fee was $48,312 / actual paid was $38,313
2023	base fee is $49,278

Historically, payments to the Town have been calculated as percentage of ASA membership fees and are not based on facility utilization and total operating hours.

Proposed agreement has been updated to address current needs

The proposed agreement consists of updates and adjustments from the previous version, most of which are minor in nature and serve to clarify the relationship between the parties. Some of the more important aspects of the proposed agreement, which are not already addressed elsewhere in this report, include the following:

- Five-year term from January 1, 2024, to December 31, 2028. The term is not renewable, and any renewal or extension will be subject to future negotiation and Council approval.
- A termination for convenience clause on 60-days notice for both parties.
- The Town is generally responsible for and has ownership of all furnishing and fixtures within the Centre, with the exception of items provided by the Centre as set out in the agreement.
- The ASA would assume responsibility with respect to all aspects of the woodshop and its programming, apart from the Town's responsibility to maintain base building fixtures, such as lighting and HVAC in the woodshop room.
- The ASA would ensure that any of their staff, members or volunteers are properly trained with respect to accessibility, alcohol service, food preparation and workshop use.

Advisory Committee Review

None.

Legal Considerations

A new agreement is being proposed between the Town and the ASA to govern the operational relationship with respect to the Aurora Seniors' Centre. The proposed agreement would replace the current agreement, which is set to expire at the end of 2023. Given the need to update the wording of the agreement and a few aspects of the relationship between the parties, as outlined throughout this report, a new agreement is proposed. If approved by Council as requested in this report, staff will be authorized to finalize and execute a new 5-year agreement with the ASA.

Financial Implications

The proposed five-year renewal agreement's user fees include a catch-up increase for the past three years in consideration of the Town's foregone inflationary pressure cost recovery. Further, the proposed ASA user fees include inflationary increases of 2 percent per annum for the next five years in recognition that the Town will continue to be subject to inflationary pressures into the future.

Communications Considerations

None.

Climate Change Considerations

The recommendations from this report do not impact greenhouse gas emissions or impact climate change adaptation.

Link to Strategic Plan

The renewal of the operating agreement with the Aurora Seniors Association supports the following Strategic Plan goals and key objectives:

Supporting an exceptional quality of life for all in its accomplishment in satisfying requirements in the following key objectives within these goal statements:

- Encourage an active and healthy lifestyle

Alternative(s) to the Recommendation

1. Council may ask staff to amend certain aspects of the agreement through further discussions with the ASA.
2. Council may choose not to approve payment amounts by ASA to the Town for 2024-2028 as presented.

Conclusions

Staff recommend that Council authorize the execution of a new agreement to govern the operational relationship with respect to the Centre between the ASA and the Town The ASA and staff have worked well together to identify issues of mutual interest and concerns and have reached agreement regarding these interests within the new proposed operating agreement.

Attachments

None.

Previous Reports

No. PR15-038 – Aurora Seniors Centre Operating Agreement Renewal 2016-2021

Pre-submission Review

Agenda Management Team review on November 2, 2023

Approvals

Approved by Robin McDougall, Director, Community Services

Approved by Doug Nadorozny, Chief Administrative Officer

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Town of Aurora

General Committee Report

No. FIN23-041

Subject:	**2023 Yearend Surplus-Deficit Management Bylaw Report and Reserve Management Update**
Prepared by:	**Sandeep Dhillon, Senior Financial Management Advisor**
Department:	Finance
Date:	November 21, 2023

Recommendation

1. **That Report No. FIN23-041 be received; and**
2. **That the 2023 Yearend Surplus/Deficit Management By-law to manage the operating budget surplus or deficit through the use of reserves, as detailed in this report, be brought forward to a future Council meeting for approval**

Executive Summary

This report proposes the Surplus/Deficit Control By-law for the 2023 fiscal yearend which identifies how the yearend variances will be managed by making allocations to, or from, reserve funds for The Town and the Aurora Public Library.

- Allocations to and from reserve funds are used to manage the impact of surpluses or deficits at year end
- A tax-funded surplus or deficit allocation to reserves follows specific steps and criteria to determine which reserves are impacted
- A surplus or deficit for building services, water, wastewater and storm water operating budgets are managed through their own reserves
- Aurora Public Library surpluses are managed by the Surplus/Deficit Management By-law
- New insurance reserve was created to better manage any fiscal shocks associated with insurance claims

Background

On an annual basis Council approves a bylaw to manage the surplus or deficit in the tax and user rate funded operating budgets. This bylaw has directed the surpluses to specific reserves or managed the deficits through reserve draws. This action has avoided the requirement under subsection 290(4) of the *Municipal Act, 2001,* S.O. 2001, c. 25, as amended to carryover the surpluses or deficits to the following year's budget.

Analysis

Allocations to and from reserve funds are used to manage the impact of surpluses or deficits at yearend

The Surplus/Deficit Management By-law identifies the reserves to be used to offset the overall surplus or deficit for tax and user rate funded operations. This avoids the need to carryover these variances to future years' operating budgets. The bylaw uses a formula approach to allocate the surplus and identifies the reserves to be used to fund any deficits. The results are reported back to Council as part of the yearend budget variance report.

A tax-funded surplus or deficit allocation to reserves follows specific steps and criteria to determine which reserves are impacted

The Surplus/Deficit Management By-law outlines the steps to allocate a tax-funded operating surplus and manage a deficit using reserves. It is recommended at yearend a tax-funded surplus be managed as follows in order:

1. The excess 2023 supplementary tax revenue growth be allocated to the Growth and New reserve.
2. Any net operating budget surplus in Winter Control operations be allocated to the Winter Control reserve. This contribution is not to exceed the Town's total tax-funded surplus.
3. Any net operating budget surplus in insurance account be allocated to the insurance reserve. This contribution is not to exceed the Town's total tax-funded surplus.
4. If the funds in Tax Rate Stabilization reserve is at or above the required 10 percent of annual levy target balance, then any remaining 2023 net operating surplus be allocated to tax-funded asset management reserves based on the future asset management plan requirements. Otherwise, 50 percent of the annual surplus will be used to replenish the Tax Rate Stabilization reserve balance to its

target level and the remaining 50 percent to be allocated to the tax-funded asset management reserves.

Alternatively, should a net operating deficit occur in 2023, it would be funded from the tax rate stabilization reserve.

The tax rate stabilization reserve helps protect the 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. A standard practice is to keep the tax rate stabilization reserve at a target balance of about 10 percent of annual tax revenue.

A surplus or deficit for building services, water, wastewater and stormwater operating budgets are managed through their own reserves.

The operating budgets for building services, water, wastewater and stormwater are fully funded through the user rates and do not impact the tax levy. Any yearend variance within these operations will be managed through a contribution or draw to/from their appropriate reserve funds.

Aurora Public Library surpluses are managed by the Surplus/Deficit Management By-law.

Any 2023 surplus recognized by the library will be directed to Facilities Repair and Replacement reserve to support asset management of the Town-owned facilities used by the Aurora Public Library. Should the Library experience a yearend operating deficit, it will continue to manage the variance through a draw from its general capital reserve.

New insurance reserve was created to better manage any fiscal shocks associated with insurance claims.

Currently, any surplus in the Town's insurance budget gets allocated to the Tax Rate Stabilization reserve as part of the annual surplus management. As per the Delegation of Authority By-law No. 6212-19, the treasurer has the authority to create new reserves. Therefore, a new insurance reserve was created to allocate tax funded operating surplus and manage a deficit in the Town's overall insurance budget. In 2023, if deficit occur in the insurance budget it will be funded from the Tax Rate Stabilization reserve as the current Insurance reserve balance is nil. In future years, balance accumulated in the reserve from the annual insurance budget surplus if any will be used to pay unexpected insurance claims which are above and beyond the annual insurance fees included in the annual Town's budget.

Advisory Committee Review

Not applicable

Legal Considerations

Paragraph 3 of subsection 11(2) of the *Municipal Act, 2001* allows the municipality to pass bylaws respecting the financial management of the municipality and its local boards.

Financial Implications

This report outlines how the yearend surplus or deficit in the tax and rate funded operations will be managed. The *Municipal Act* requires that any surplus or deficit be carried forward into the following year's budget, unless controlled through reserves as proposed in this report. The bylaw will balance the budget and eliminate any surplus or deficit, avoiding the need for any budget carry forwards.

Communications Considerations

The Town will inform the public of the information contained in this report by making it available on the Town's website.

Climate Change Considerations

The information contained within this report does not impact greenhouse gas emissions or impact climate change adaption.

Link to Strategic Plan

Outlining a strategic approach to managing yearend 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 yearend results by way of budget amendment following budget approval.

Council could choose not to approve the Surplus/Deficit Control By-law and address any yearend results by way of budget amendment following budget approval.

Conclusions

Staff are recommending that a bylaw be adopted which will authorize the Director of Finance – Treasurer to apply the yearend variance funding adjustments as outlined in the bylaw and this report. This will balance the tax levy and rate funded operating budgets. As part of the yearend procedures, staff will report back to the General Committee as to the actual yearend results and the final surplus allocations made for 2023.

Attachments

Attachment #1 – 2023 Surplus/Deficit Financial Management Bylaw

Previous Reports

None. A new bylaw is required each year. This equivalent report for 2022 was FIN22-028 which went to General Committee on September 13, 2022)

Pre-submission Review

Agenda Management Team review on November 2, 2023

Approvals

Approved by Rachel Wainwright-van Kessel, Director, Finance

Approved by Doug Nadorozny, Chief Administrative Officer

Attachment 1

The Corporation of the Town of Aurora

By-law Number XXXX-23

Being a By-law to allocate any 2023 Operating Fund surplus and any 2023 Water, Wastewater, and Stormwater Operating Fund surplus or deficit.

Whereas paragraph 290(4)(b) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "Act"), provides that in preparing the budget for a year, the local municipality shall treat as estimated revenues any surplus of any previous year;

And whereas paragraph 290(4)(c) of the Act provides that in preparing the budget for a year, the local municipality shall provide for any deficit of any previous year;

And whereas paragraph 290(4)(g) of the Act provides that in preparing the budget for a year, the local municipality may provide for such reserve funds as the municipality considers necessary;

And whereas paragraph 11(2)(3) of the Act provides that municipalities may pass by-laws respecting the financial management of the municipality and its local boards;

And whereas the Council of The Corporation of the Town of Aurora (the "Town") deems it necessary and expedient to control the 2023 Operating Fund surplus or deficit as it may arise;

And whereas the Council of the Town deems it necessary and expedient to control the 2023 Operating Fund surplus for the Aurora Public Library as it may arise;

And whereas the Council of the Town deems it necessary and expedient to control the 2023 Water, Wastewater, and Stormwater Operating Fund surplus or deficit as it may arise;

And whereas the Council of the Town adopted the recommendations and controls contained in Report No. FIN23-041 with respect to the 2023 Operating Fund surplus and the 2023 Water, Wastewater, and Stormwater Operating Fund surplus or deficit at the Council meeting of November 21, 2023;

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

1. The Treasurer is hereby authorized to make the adjustments and allocations in accordance with the approved resolutions arising from Report No. FIN23-041 by re-allocating an amount or amounts from any 2023 Operating Fund surplus to one or more of the reserve funds of the Town.

2. The Treasurer is hereby authorized to allocate any 2023 Operating Fund deficit from the appropriate stabilization reserve funds of the Town.

3. The Treasurer is hereby authorized to allocate any 2023 Water, Wastewater, and Stormwater Operating Fund surplus, net of any approved budget carry forwards, to the Water and Sewer capital reserve funds in accordance with Report No. FIN23-041.

4. The Treasurer is hereby authorized to fund any 2023 Water, Wastewater, and Stormwater Operating Fund deficit from the Water, Wastewater, and Stormwater

capital reserve funds in accordance with Report No. FIN23-041.

5. The Treasurer shall report to Council on all amounts allocated as authorized by this By-law, either before or at the time when the 2023 annual statements are presented to Council or a Committee of Council.

Enacted by Town of Aurora Council this XXth day of December, 2023.

_____
Tom Mrakas, Mayor

_____
Michael de Rond, Town Clerk

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Town of Aurora

General Committee Report

No. CMS23-055

Subject: **Aurora Town Square – Financial Status**

Prepared by: **Robin McDougall, Director of Community Services**

Department: Community Services

Date: November 21, 2023

Recommendation

1. **That Report No. CMS23-055 be received for information.**

Executive Summary

Aurora Town Square's financial status has been provided regularly throughout the course of the capital project and in operating reports. This report will pull a summary of the current financial status together in one report.

- Capital budget summary including tax levy impact and debt repayment
- Operating budget summary including staffing, opening celebrations and the tax levy impact

Background

During the November 7 General Committee meeting, a request was made for staff to compile a summary of the current financial status of both capital and operating costs and show the tax levy impact of Aurora Town Square. With so many reports provided since the start of construction (both capital and operating), this summary will bring the information into one report for ease of reference.

Analysis

Capital budget summary including tax levy impact and debt repayment.

Table 1 – Capital Financial status as of November 1, 2023

Description	Total Budget	Committed	Forecast Cost at Completion
Consultant Fees	$5,717,413	$5,577,413	$5,717,413
Construction Costs	$41,009,865	$41,009,865	$41,009,865
Town Allowances	$1,264,805	$581,646	$1,264,805
Contingency and Reserve	$4,228,534	$3,236,021	$4,228,534
HST	$919,083	$887,127	$919,083
Total	$53,139,700	$51,292,072	$53,139,700

As shown, the project is currently within budget. The capital costs should be completed within the 2024 calendar year.

As for the debt impact on the tax levy, report FIN20-019 identified that up to $7,500,000 of this project's cost would be financed through tax-funded debt. In support of the tax levy funded repayment of the debt for this project, Council approved a total increase to the levy of $510,000, or an equivalent 1 percent tax rate increase, which was phased in equally over two years as part of the 2020 and 2021 approved operating budgets. The remainder of this project's anticipated long-term debt is to be funded from parks & recreation development charges.

Operating budget summary including staffing, opening celebrations and the tax levy impact.

In 2019, at the time of the original business plan approval, Council endorsed an operating budget increase of $720,000. This increase was to be implemented over 3 years with $240,000 being added to the approved operating budget in 2019, 2020 and 2021. This resulted in a tax levy impact of 0.5 percent for each of these three years (or a 1.5 percent total tax levy impact for the $720,000).

In 2023, an updated business plan and operating budget was presented to Council outlining the need for an additional $350,000 based on a number of factors including inflation, scale of project and hours of operation in 2024. This amount decreases over the three years of the multi-year budget as new programs and revenues are added,

resulting in the total tax impact decreasing to $267,300 by 2026. The additional cost is phased in over the three years of the multi -year budget resulting in tax pressures of $87,300 or 0.2 percent in 2024, $105,700 or 0.2 percent in 2025 and $74,300 or 0.1 percent in 2026.

In addition to this pressure, a further $150,000 resulting in a tax rate impact of 0.3 percent has been included in the proposed 2024 budget for additional production support that is required for all Aurora Town Square performances to be provided by the Aurora Cultural Centre

Also included in the proposed three-year operating budget are some additional costs that are being funded through tax rate stabilization. These costs are expected to taper off by 2027 as the Aurora Cultural Centre establishes their operations in the new facility. These costs include temporary costs to rent performance space and other off-site costs while the Aurora Cultural Centre is displaced from its home at the Church Street School.

The staffing model and operation details were shared in the September 25, 2023 reports. All of these costs are captured within either the original $720,000 or the additional $350,000 (which decreases by 2026). Therefore, the tax levy impact is already addressed above. There is not a separate tax levy impact for staffing, much like we don’t identify the tax levy impact for utilities or supplies specifically. This total is a compilation of all expenses and revenues to operate the Aurora Town Square.

The Grand Opening Celebrations has been proposed to cost approximately $100,000 over the 28-day showcase. This cost is to be partially offset by revenues from sponsorships and ticket sales; the remaining $40,000 pressure will be funded from past Aurora Town Square operating budget savings that have been collected within the tax rate stabilization reserve. Presently, the tax rate stabilization reserve contains a total of $704,000 in past ATS operating budget savings. As a result, there will not be any additional tax levy impact in relation to the proposed ATS opening celebrations.

Advisory Committee Review

N/A

Legal Considerations

None.

Financial Implications

There are no direct financial implications resulting from this report. The report only summarizes the financial implications previously presented in other reports and budgets.

Tax levy impact

Operating

- 0.5 + 0.5 + 0.5 = 1.5% ($720,000)
- 0.2 + 0.2 + 0.1 = 0.5% ($267,300)
- 0.3 = 0.3% ($150,000)* as requested by ACC

Total = 2.3% implemented incrementally 2019-2026

Capital

- 0.5 + 0.5 = 1.0% ($510,000)

Total = 1.0% implemented incrementally 2020-2021

Communications Considerations

The Town will inform residents about the information in this report by posting it to the Town's website. Climate Change Considerations

Link to Strategic Plan

Aurora Town Square supports the following Strategic Plan goals and key objectives:

Supporting an exceptional quality of life for all in its accomplishment in satisfying requirements in the following key objectives within these goal statements:

- **Invest in sustainable infrastructure**
- **Celebrating and promoting our culture**
- **Encourage an active and healthy lifestyle**
- **Strengthening the fabric of our community**

Enabling a diverse, creative, and resilient economy in its accomplishment in satisfying requirements in the following key objectives within these goal statements:

- **Promoting economic opportunities that facilitate the growth of Aurora as a desirable place to do business**

Alternative(s) to the Recommendation

1. Council may provide direction.

Conclusions

Aurora Town Square's financial status has been consistently disclosed in various formats throughout the capital project and in subsequent reports including operating. This report is designed to consolidate a comprehensive summary of the current financial status into a singular document.

Attachments

None

Previous Reports

CMS23-037 Aurora Town Square Report Chronology, September 25, 2023 (contains all previous reports and links to the documents)

CMS23-036 Aurora Town Square – Heritage, Programming and Special Events, September 25, 2023

CMS23-038 Aurora Town Square Business Plan, September 25, 2023

CMS23-042 Aurora Cultural Centre Staffing Plan, September 25, 2023

CMS23-034 Aurora Town Square Grand Opening, September 25, 2023

CMS23-039 Aurora Public Library – Memorandum of Understanding, September 25, 2023

Pre-submission Review

Reviewed by Finance, Legal, Communications and the CAO November 13, 2023

Approvals

Approved by Robin McDougall, Director, Community Services

Approved by Doug Nadorozny, Chief Administrative Officer

Town of Aurora
Budget Committee
Meeting Report

Date:	**Monday, November 13, 2023**
Time:	**6 p.m.**
Location:	**Council Chambers, Aurora Town Hall**

Council Members:
Mayor Tom Mrakas (Chair)
Councillor Ron Weese
Councillor Rachel Gilliland
Councillor Wendy Gaertner
Councillor Michael Thompson
Councillor John Gallo
Councillor Harold Kim (left at 8:29 p.m.)

Other Attendees:
Doug Nadorozny, Chief Administrative Officer*
Patricia De Sario, Director, Corporate Services/Town Solicitor
Robin McDougall, Director, Community Services
Marco Ramunno, Director, Planning and Development Services
Sara Tienkamp, Director, Operational Services
Rachel Wainwright-van Kessel, Director, Finance
Jason Gaertner, Manager, Financial Management
Nancy Fleming, Manager, Engineering Services
Doug Bertrand, Manager, Facilities Management
Michael de Rond, Town Clerk
Emily Freitas, Council/Committee Coordinator

* Attended electronically

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1. Call to Order

The Mayor called the meeting to order at 6:02 p.m.

Mayor Mrakas relinquished the Chair to Councillor Thompson at 7:18 p.m. and reassumed the Chair at 7:21 p.m.

2. Land Acknowledgement

Budget Committee acknowledged that the meeting took place on Anishinaabe lands, the traditional and treaty territory of the Chippewas of Georgina Island, recognizing the many other Nations whose presence here continues to this day, the special relationship the Chippewas have with the lands and waters of this territory, and that Aurora has shared responsibility for the stewardship of these lands and waters. It was noted that Aurora is part of the treaty lands of the Mississaugas and Chippewas, recognized through Treaty #13 and the Williams Treaties of 1923.

3. Approval of the Agenda

Budget Committee approved the revised agenda as circulated by Legislative Services.

4. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

5. Delegations

None.

6. Consideration of Items

6.1 2024-2026 Departmental Budget Presentations

6.1.1 Council

(Binder Tab 6)

Rachel Wainwright-van Kessel, Director, Finance, presented an overview of the operating budget for Council, including financial summary and proposed budget changes.

Budget Committee recommends:

1. That the 2024-2026 Council Budget presentation be received for information.

Carried

6.1.2 Office of the Chief Administrative Officer

(Binder Tab 7)

Carley Smith, Manager, Communications, presented an overview of the operating budget for the Office of the Chief Administrative Officer, including 2023 accomplishments, 2024 key objectives, financial summary, and proposed budget changes.

Budget Committee recommends:

1. That the 2024-2026 Office of the Chief Administrative Officer Budget presentation be received for information.

Carried

6.1.3 Community Services

(Binder Tab 8)

Robin McDougall, Director, Community Services, presented an overview of the operating and capital budgets for the Community Services department, including 2023 accomplishments, 2024 key objectives, financial summary, and proposed budget changes.

Budget Committee recommends:

1. That the 2024-2026 Community Services Budget presentation be received for information.

Carried

6.1.4 Corporate Services

(Binder Tab 9)

Patricia De Sario, Director, Corporate Services/Town Solicitor, presented an overview of the operating and capital budgets for the Corporate Services department, including 2023 accomplishments, 2024 key objectives, financial summary, and proposed budget changes.

Budget Committee recommends:

1. That the 2024-2026 Corporate Services Budget presentation be received for information.

Carried

6.1.5 Finance

(Binder Tab 10)

Rachel Wainwright-van Kessel, Director, Finance, presented an overview of the operating and capital budgets for the Finance department, including 2023 accomplishments, 2024 key objectives, financial summary, and proposed budget changes.

Budget Committee recommends:

1. That the 2024-2026 Finance Budget presentation be received for information.

Carried

6.1.6 Operational Services

(Binder Tab 11)

Sara Tienkamp, Director, Operational Services, presented an overview of the operating and capital budgets for the Operational Services department, including 2023 accomplishments, 2024 key objectives, financial summary, and proposed budget changes.

Budget Committee recommends:

1. That the 2024-2026 Operational Services Budget presentation be received for information.

Carried

6.1.7 Planning and Development Services

(Binder Tab 12)

Marco Ramunno, Director, Planning and Development Services, presented an overview of the operating and capital budgets for the Planning and Development Services department, including 2023 accomplishments, 2024 key objectives, financial summary, and proposed budget changes.

Budget Committee recommends:

1. That the 2024-2026 Planning and Development Services Budget presentation be received for information.

Carried

6.1.8 Corporate Items

(Binder Tab 13)

Rachel Wainwright-van Kessel, Director, Finance, presented an overview of the operating budget for Corporate Items, including a financial summary and proposed budget changes.

Budget Committee recommends:

1. That the 2024-2026 Corporate Items Budget presentation be received for information.

Carried

7. Adjournment

The meeting was adjourned at 8:44 p.m.

Town of Aurora
Budget Committee
Meeting Report

Date: Monday, November 20, 2023
Time: 6 p.m.
Location: Council Chambers, Aurora Town Hall

Council Members:
Mayor Tom Mrakas (Chair)
Councillor Ron Weese
Councillor Rachel Gilliland
Councillor Wendy Gaertner (arrived 6:05 p.m.)
Councillor Michael Thompson
Councillor John Gallo (arrived 6:05 p.m.)
Councillor Harold Kim

Other Attendees:
Doug Nadorozny, Chief Administrative Officer
Robin McDougall, Director, Community Services
Rachel Wainwright-van Kessel, Director, Finance
Carley Smith, Manager, Corporate Communications*
Jason Gaertner, Manager, Financial Management
Sandy Dhillon, Senior Financial Management Advisor*
Tracy Evans, Financial Management Advisor*
Michael de Rond, Town Clerk
Linda Bottos, Council/Committee Coordinator

*Attended electronically

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1. Call to Order

The Mayor called the meeting to order at 6:04 p.m.

2. Land Acknowledgement

Budget Committee acknowledged that the meeting took place on Anishinaabe lands, the traditional and treaty territory of the Chippewas of Georgina Island, recognizing the many other Nations whose presence here continues to this day,

the special relationship the Chippewas have with the lands and waters of this territory, and that Aurora has shared responsibility for the stewardship of these lands and waters. It was noted that Aurora is part of the treaty lands of the Mississaugas and Chippewas, recognized through Treaty #13 and the Williams Treaties of 1923.

3. Approval of the Agenda

Budget Committee approved the agenda as circulated by Legislative Services, on a two-thirds majority vote, with the addition of a delegation by Klaus Wehrenberg, Resident; Re: Budget for Active Transportation and Environmental Initiatives.

4. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

5. Delegations

5.1 Klaus Wehrenberg, Resident; Re: Budget for Active Transportation and Environmental Initiatives

Klaus Wehrenberg expressed disappointment with the Town's progress, communication, and budget plans for increasing active transportation and implementing environmental improvements such as reducing emissions and promoting heat pump systems. Mr. Wehrenberg requested to be informed of the planned actions and budget allocated for environmental and active transportation initiatives over the next two to three years.

Budget Committee received the comments of the delegation for information.

6. Consideration of Items

6.1 2024 Operating Budget - Community Partner Business Plans and Presentations

6.1.1 Central York Fire Services

(Binder Tab 14)

Fire Chief Ian Laing provided an introduction and Deputy Chief Jeremy Inglis presented an overview of the Fire Services 2024 Budget submission including: budget process and highlights; operating budget; risks with growth deferral; operating budget analysis; wages and benefits; other operating expenses; and 2024-2026 new capital budget requests. Mike Mayes, Director, Financial Services/Treasurer, Town of Newmarket, was also present.

Budget Committee recommends:

1. That the Central York Fire Services presentation be received for information.

Carried

6.1.2 Aurora Historical Society Board

(Binder Tab 15)

Alan Lambert, Interim Co-President, Geoffrey Dawe, Interim Co-President and Treasurer, and Kathleen Vahey, Curator/Manager, presented an overview of the Board's funding request including: background and 60th anniversary; mission statement; 2023 highlights, goals and achievements; continued impacts of COVID-19; key performance indicators; ongoing challenges; partnerships; 2023 funding; 2024 request for funding; Godfrey collection; Hillary House restoration; 2024 goals; and feedback from the community.

Budget Committee recommends:

1. That the Aurora Historical Society Board presentation be received for information.

Carried

6.1.3 Aurora Sports Hall of Fame

(Binder Tab 15)

Javed S. Khan, President and Chair, presented an overview of the Board's funding request including: background and mission; 10th anniversary and acknowledgement of those who have contributed to their success; open conversation and support for mental health; Class of 2023 Inductees; nominations for Class of 2024 Inductees;

2023 Future Hall of Famers; 2023 key highlights; invitation to the 2nd Annual Celebrity Golf Classic on June 20, 2024; education programs; 2024 operating grant request; and invitation to the 11th Annual Induction Celebration Evening on November 4, 2024.

Budget Committee recommends:

1. That the Aurora Sports Hall of Fame presentation be received for information.

Carried

6.1.4 Aurora Public Library Board

(Binder Tab 15)

Adam Mobbs, Board Chair, provided an introduction and Bruce Gorman, Chief Executive Officer, presented an overview of the Board's funding request including: the Library's community-led service model; place of possibilities; in-person programming; virtual programs; creative studio; community partnerships; key performance indicators; libraries in the media; budget pressures; 2024 operating budget and municipal request; feedback from the community; and the case for investment in public libraries. Julie Rocca, Business Manager, was also present.

Budget Committee recommends:

1. That the Aurora Public Library Board presentation be received for information.

Carried

6.1.5 Aurora Cultural Centre Board

(Binder Tab 15)

John De Faveri, President, provided an introduction and Suzanne Haines, Executive Director, presented the Board’s funding request including: mission, vision and core values; 2023 programming review and key performance indicators; volunteer program; community investment through Town grant; 2023 financial summary; 2023 Aurora Town Square (ATS) displacement costs, additional key performance indicators; and 2024-2026 budget

including objectives, activation in ATS, operating budgets, and 2024 ATS displacement costs. Michelle Lockie, Treasurer, was also present.

Budget Committee recommends:

1. That the Aurora Cultural Centre Board presentation be received for information.

Carried

7. Adjournment

The meeting was adjourned at 8:10 p.m.

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Town of Aurora

General Committee Report

No. PDS23-126

Subject:	**Strategies for Minimizing Negative Impacts of Residential Infill Construction**
Prepared by:	**Wm. Jean – Manager Building Division/CBO**
Department:	Planning and Development Services
Date:	October 3, 2023

Recommendation

1. **That Report No. PDS23-126 be received for information.**

Executive Summary

The purpose of this report is in response to Council's request that staff be directed to review our existing by-laws and provide a report to Council on possible improvements including penalties, which would benefit affected residents for new building construction in established residential areas.

This report provides information and strategies regarding nuisance issues on infill residential properties.

- Residential infill development is building activity in established residential neighbourhoods.
- Residential infill development may create nuisance issues and existing legislation on the issues needs to be reviewed.
- Dust from construction can cause a nuisance to the neighbourhood.
- A Departmental procedure has been established to deal with vibration issues for both Planning Act developments and non Planning Act developments.

- Strategies have been established for minimizing negative impacts of residential construction.
- A Pre-Screening Questionnaire for construction or demolition has been created.
- Creation of a Residential Infill Website
- Improve communication with residents with the implementation of a Residential Infill Construction Site Public Notice.
- Review the current Enforcement and Penalties practices.

Background

On May 25, 2021, Council directed staff to review our existing by-laws and provide a report to Council on possible improvements, including penalties, which would benefit affected residents for construction of new builds in older residential areas due to nuisance issues during construction such as noise, vibrations, and dust.

Analysis

Residential infill development is building activity in established residential neighbourhoods.

Residential infill housing for the purposes of this report consists of the following scenarios:

- construction of a new house on a vacant lot
- demolition of an existing house and construction of a new house on an existing lot
- demolition where there is no proposed construction of a replacement new house
- the construction of an addition or additions to an existing house where the combined total area of the additions is 100 square metres or more

Residential infill development is an important process which allows the built environment of the Town's existing neighbourhoods to continually evolve. The Town, its residents and builders are all partners in this on-going process. When demolition and construction activity increases, the potential for negative impacts associated with the process increases as well. This is especially the case in existing neighbourhoods. A

survey was performed seeking information from a number of Ontario municipalities on their practices. The results on listed in Attachment 1.

Residential infill development may create nuisance issues and existing legislation on the issues needs to be reviewed.

The process of demolishing a house in existing neighbourhoods and constructing a new house creates challenges for both the neighbourhood and the builder. Residents who reside in close proximity to construction sites can be negatively impacted by nuisance issues such as noise, vibration, dust, debris, property standards and the parking of cars and construction vehicles on the street and on the right of way. Builders, when working in a very closed environment face these issues with how construction affects existing properties. This results in Town staff having to deal with complaints from the neighbourhood residents. With the increase in construction activity in established neighbourhoods, there is more impact. The Building Division is usually the first point of contact when construction site issues arise. The Building Inspector will normally discuss the issue with the builder to gain voluntary compliance. However, if enforcement is necessary, the matter is referred to the appropriate Division to resolve the matter.

Dust from construction can cause a nuisance to the neighbourhood.

Dust from construction activity is generally caused by cutting stone, rock, concrete, tile and insulation. Also, significant volumes of dust are created during demolition and excavation. These activities happen not only on residential infill projects, but also for a simple landscaping project to install tiling or concrete on a driveway or walkway.

Nuisance dust, created by residential construction activities, is currently unregulated in the Town. Several Provincial Ministries are responsible for dust-related issues and concerns. Through the *Environmental Protection Act*, the Ministry of the Environment and Climate Change (MOECC) regulates contaminants released to the natural environment by industrial and commercial facilities. These facilities must apply for an environmental approval through the MOECC. Facilities that have air emissions, including particles emitted into air such as dust, must comply with Ontario's Local Air Quality Regulation (O.Reg 419/05). This regulation does not apply to residential construction activities. The local Board of Health may investigate general dust complaints if a complainant indicates a possible health hazard. Public Health Inspectors then investigate the complaint to determine if a health hazard exists. Under the Health Protection and Promotion Act, they may also notify the MOECC of the complaint and investigate if there are environmental concerns. The *Occupational Health and Safety*

Act regulates dust if it is a hazard to workers and requires that either dust be adequately controlled or that workers are given personal protective equipment. The *Environmental Protection Act* regulates dust produced in facilities and generally does not address construction dust.

There are no general regulations regarding construction dust in the Town's Property Standards Bylaw for projects, such as some home construction, home renovations, and landscaping work that usually produce dust at low levels. The following are the number of dust related complaints for the past five years.

Table 1: Construction Dust Complaint Data from Town of Aurora By-law Enforcement Division

	2017	2018	2019	2020	2021	2022	Total
Construction dust-related complaints	4	2	2	4	8	12	32

A survey was conducted with 22 Ontario municipalities to determine their practices on dust mitigation measures. This survey is attached to this report as Attachment 1. The approach taken to regulate dust from residential buildings varies for each municipality examined.

Due to the low number of dust complaints, it is recommended that the current complaint process be maintained.

A Department procedure has been established to deal with vibration issues for both Planning Act developments and non Planning Act developments.

Vibrations emanate from two general types of development: i) development that is permitted under the Planning Act (e.g., residential subdivisions and any other large developments, and ii) non-Planning Act development (e.g., driveway repaving, parking lot paving).

The Town currently does not have a Vibration Policy to address vibration issues from Planning Act developments or non-Planning developments such as additions or new construction in residential areas.

Development Applications through the Planning Act

In general, vibration issues are a civil matter between the complainant and the person(s) allegedly causing the vibration issue. The Town's Building Bylaw currently has a clause where the Chief Building Official may require a Vibration Study prior to the issuance of a building if he/she deems the construction method may cause vibration issues on neighbouring lands. Further, it is proposed that the Town establish a Vibration Departmental Practice for Planning Act developments (Attachment 3). This will be included in the Town's Site Plan Control Application Guide. It will involve the activities that can cause vibrations, the impacts that vibrations can have, the challenges of regulating vibrations, and the range of sensitivity to vibration that people can experience. The Practice will set out vibration limits depending on the types of structures that may be impacted by the anticipated vibrations. This requirement will be included in Site Plan Control and Development Agreements.

Under this Practice, proponents of development applications are required to provide a "Vibration Impact Assessment," prepared by a Professional Engineer. Based on the construction methods that would be employed, this assessment would estimate the vibrations that would be caused. The assessment would demonstrate what vibrations might be expected within a "zone of influence."

The Practice would set limits on vibration as set out in the below Table, which vary depending on whether the vibrations caused were expected to impact buildings which are considered more sensitive to vibration impacts. These values are recommended limits normally used in Canada in assessing the limit when a building is affected by vibrations. There are no specific standards for vibrations in Canada. These vibration limits are taken from the City of Toronto Vibration Control Bylaw.

1. For dwellings with concrete foundations, wood framed, drywall finish or equivalent, the maximum Peak Particle Velocity (PPV) is 5 mm/sec.

2. For structures that are particularly sensitive to vibrations due to their age or construction technique the maximum Peak Particle Velocity (PPV) is 3 mm/sec.

Peak Particle Velocity (PPV) is the favoured method to determine if vibration due to construction will cause damage to a building. To provide a perspective on these values, the following are vibration levels and their effects:

Vibration Level	Effect
0.14 mm/s	Vibration might be just perceptive in the most sensitive situations for most vibration frequencies associated with construction. At lower frequencies, people are less sensitive to vibrations.
0.3 mm/s	Vibration might be just perceptive in residential environments.
1.0 mm/s	It is likely that vibration of this level in residential environments will cause complaint but can be tolerated if prior warning and explanation has been given to residents.
10 mm/s	Vibration is likely to be intolerable for any more than a very brief exposure to this level.

Based on this data, it is noted that at a PPV of 0.3 mm/s, people will perceive vibrations. However, it would take a vibration energy of 17 times or 5 mm/s to potentially cause any damage to a building.

Construction Applications not requiring Planning Approvals

The following outlines three options for consideration to address vibration from construction not requiring Planning approval.

1. **Take no action and continue to monitor vibration complaints.**

Due to the low number of vibration complaints received for non-Planning Act developments, no further action may be necessary from the Town at this time. Information from the Bylaw Enforcement Division has indicated that over the past 2 years there has been only three (3) vibration complaints. Staff would take an educational approach to vibration complaints to achieve voluntary compliance with contractors or property owners directly. In the event that damage is sustained to an adjacent property due to vibration, property owners would need to pursue the matter through the courts.

2. **The Town's Noise By-law to be amended to include vibration control.**

Many municipalities have vibration control incorporated into their Noise By-law. The City of Toronto has established a Vibration Control Bylaw under the Toronto Municipal Code,

which requires a Vibration Control Form as part of the building permit application package. The Vibration Control Form is primarily for building and structures from construction and demolition and does not address vibration impacts from non-Planning Act development (e.g. driveway or parking lot paving).

The Region of York municipalities were surveyed to determine on how they deal with vibration issues from construction activities on non-Planning Act developments within their communities. All York municipalities regulate sound, vibration, or nuisance that cause disturbance to residents directly through their Noise By-laws except for the Town of Newmarket and the Town of Aurora.

The definition of “sound” within the by-law is, “the sensation produced by stimulation of the organs of hearing by vibrations transmitted through the air or other medium.” In order to properly enforce vibration under the Noise By-law, an amendment to the definition of “sound” will be required. In addition to this amendment, new regulations will need to be proposed to meet the compliance objectives of the By-law.

Under this option, Council would also have an opportunity to increase regulations specifically pertaining to vibration. This could include by-law provisions which requires vibration to be monitored on large sites that employ construction methods which can result in vibrations being transmitted to neighbouring properties. Other vibration-producing activities (e.g. pile driving) on smaller residential sites could also be clearly established within the regulations of the by-law. Should Option 3 be pursued, an updated Noise By-law would be prepared and presented to Council at a future date.

However, due to the low number of vibration complaints received for non-Planning Act developments, it is recommended that the status quo be continued, and no further action is necessary from the Town at this time. Town staff would continue to monitor complaints received in relation to vibration for non-Planning Act developments. Staff would take an educational approach to vibration complaints to achieve voluntary compliance with contractors or property owners directly. In the event that damage is sustained to an adjacent property due to vibration, property owners would need to pursue the matter through the courts. Research was done by reviewing the best practices of other municipalities and it should be noted that the procedures to be implemented are the same as currently used by the Town of Newmarket.

Strategies have been established for minimizing negative impacts of residential construction.

The following will be a number of recommendations for a comprehensive inter-divisional strategy to address the issues associated with the construction and demolition of residential buildings in existing neighbourhoods. These proposed recommendations procedures will minimize nuisance issues such as garbage, dust and impacts on the street.

The overall objective is to minimize the impact of residential infill construction activity by implementing new procedures and policies. The goal is also to improve communication with residents.

Research was done by reviewing the best practices of other municipalities and it should be noted that the procedures to be implemented are the same as currently used by the City of Toronto.

A Pre-Screening Questionnaire for construction or demolition has been created

In 2019, after consultations between the Building Division and Operations Division, a Pre-Screening Questionnaire was created (Attachment 2 to this report). This is to ensure that permit holders who may wish to use the Town's Right of Way obtain the necessary Road Occupancy Permit from Operations to utilize Town lands during construction and to post securities in the event damage is done to Town lands. Since the implementation of this questionnaire, the number of incidents regarding damaged Town lands have significantly decreased.

Creation of a Residential Infill website

To provide information and to further communicate with the Public, an online source for residential infill will be created in the Building Division website. On this site, residents can get details of the proposed construction, as well as, providing information on the Town's Residential Infill property.

Improve communication with residents with the implementation of a Residential Infill Construction Site Public Notice

Currently, the building permit placard is the only on-site communications tool to provide the public with basic information about a residential infill project. Builders often post their company name and information on-site; however, there is nothing to provide the public with guidance on how they can obtain further information (such as the permit

search website) on the Town approvals related to the project. As a result, the public does not have immediate information which can help them understand the construction project and resolve issues should they arise.

The objective of the proposed residential infill construction site public notice is to provide the public with a gateway to “real time” information concerning the Town’s approvals and enforcement activities.

The Building Code requires only that the permit be posted on site. It does not authorize the inclusion of additional information on the permit placard. There is a positive obligation on the Chief Building Official to issue the permit if all applicable law as defined by the Building Code has been met. A municipal by-law cannot interfere with this process, or conflict with the requirements of the *Building Code Act* or the Building Code. In keeping with the first principles of the infill initiative, the proposed requirements for the public notice to be posted as a construction site are intended to be run parallel with the permit process as a separate and distinct municipal requirement. The proposed Infill Notice will not in any way, nor is it intended to, regulate construction; rather, it has the purpose of disseminating key information regarding the project to the public.

A number of North American cities already require that construction sites contain notices, signs, or placards providing the public with information about the construction or demolition occurring on-site. The objectives of the proposed Infill Notice are consistent with the other jurisdictions; namely, to help foster clarity about the rules and support good construction practices for infill construction and disseminate information to the public. The content of the proposed public notice, including builder contact information and a rendering of the proposed construction, is also consistent with the requirements of other jurisdictions. It is recommended that the Building By-law be amended to reflect this new procedure.

Information contained on the proposed notice would include project-specific information such as:

- Site address
- Builder’s company name
- Builder’s working telephone number and email address
- Building permit number and date of issuance
- Building general contact information

The notice would also contain information on areas such as tree protection, parking, dust, litter, and noise. Implementation of the Infill Notice will result in each residential

infill construction site containing information on the specific hours when the operation of equipment generating noise in residential areas is permitted. It has been designed to not only assist in communication with residents, but as an instrument to communicate construction practices, so that the project has a minimal impact on neighbours.

Part of the infill strategy is improved communication with the residents. The following actions will facilitate easy and understandable public access to information including:

The public notice shall be posted on-site where there is a permit to construct or demolish a building which meets the residential infill criteria. The proposed requirements set out that applicants for residential infill projects must submit project-specific information to the Building Division. The Division will then provide the applicants with a document (either electronic or non-electronic) containing the specific design and information for the public notice related to the infill project. The applicant will then be responsible for manufacturing, installing, and maintaining the public notice on-site in accordance with the provisions of the Building By-law.

Review the current Enforcement and Penalties practices

The Building Division is frequently the first point of contact for the public when a construction site issue arises. When a Building inspector addresses the issue onsite, compliance is often achieved following a verbal warning. Where subsequent enforcement is required for a nuisance-related issue, the Building Inspector refers the matter to the appropriate division to handle the matter, usually By-law Enforcement. Enforcement of orders, however, may be time consuming and sometimes relies on the court system to achieve compliance. For some issues, where the offence is continuing and more immediate enforcement is required, orders are not always the most effective tool. A potential strategy would be the greater use of tickets as an enforcement tool. Divisions of the Town such as By-law Enforcement, currently, use tickets issued by Provincial Offences Officers to enforce by-law infractions (e.g. parking) because they can be issued on the spot, with immediate impact. Increased use of tickets may be part of developing the proposed strategy for a more effective tool to gain compliance. However, based on the number of complaints received in the past, it is the recommendation that the status quo in enforcement be maintained.

Advisory Committee Review

Not Applicable.

Legal Considerations

Pursuant to sections 128 and 129 of the Municipal Act, municipalities have authority to regulate and prohibit matters relating to noise, odour, vibration and public nuisances. The Town currently has a Noise By-law, which was recently updated, dealing with noise regulation. The Town's Occupancy and Encroachment of Highways By-law has prohibitions relating to fouling of highways. The Town does not currently have by-laws or other regulations dealing with matters of vibration or public nuisances. As discussed in the report, certain matters relating to dust and health hazards are regulated by the MOECC, MOL and the local Board of Health.

Financial Implications

Should Council recommend that staff increase enforcement as per Option 2 in this report, there will be incremental cost requirements to the Town including one-time costs for the purchase of necessary vibration monitoring equipment and ongoing operating costs for the training and certification of staff. If approved, these incremental costs will be included in the appropriate proposed capital or operating budget for Council's review and approval.

With regards to the Construction Site Public Notice, no fee is required. As these costs are expected to be minimal, the Building Division would absorb and manage any associated costs of providing this Notice to the applicant.

Communications Considerations

The Town will inform residents about the information contained in this report by posting it to the Town's website. If Council approves the recommendations in this report, the Building Division will work with the Communications team to create a Residential Infill webpage on aurora.ca, as well as the Residential Infill Construction Site Public Notice.

Strategies in this report if approved by Council will be posted on the Building Division's website.

Climate Change Considerations

While the intent of this report is to minimize affects of noise and vibration on adjacent properties due to construction and the recommendations contained herein do not directly affect carbon dioxide emissions, buildings and their construction together do

account for 36 percent of global energy use and 39 percent of energy-related carbon dioxide emissions annually, according to the United Nations Environment Program. The recommendations in this report do not impact the Town's ability to adapt to a changing climate.

Link to Strategic Plan

The recommendations support the Strategic Goal of Supporting Exceptional Quality of Life

Alternative(s) to the Recommendation

1. Council to provide direction.

Conclusions

With regards to dust, noise and vibration issues it is recommended that the current practices be maintained for these types of complaints due to the low amount received.

To address the issues of impact of nuisance issues on properties in proximity to established neighbourhoods, staff is recommending that a number of recommendations be put in place to ensure existing residents are minimally impacted and informed during infill residential construction.

Attachments

Attachment 1 – Survey of municipalities on Nuisance issues

Attachment 2 – Pre-Screening Questionnaire for Construction or Demolition

Attachment 3 – Departmental Practice – Vibration Assessment for Planning Developments

Previous Reports

N/A

Pre-submission Review

Agenda Management Team review on September 14, 2022

Approvals

Approved by Marco Ramunno, Director, Planning and Development Services

Approved by Doug Nadorozny, Chief Administrative Officer

Attachment 1					
Survey of Municipalities - Nuisance Issues					
Municipality	**Are there any demolition mitigation control requirements beyond what the BCA/OBC requests**	**If you seek any further information about building material content, dust mitigation/ dust management plan etc., from the applicant and if so, under what authority?,**	**If there is anything else you do, e.g. notify neighbours prior to demolitions of large sites, get property standards involved**	**If you have a process to address demolition, who else do you involve? Health Department etc.**	**Other Comments**
Ajax	No	No	No	We have a Utility Clearances form that we collect that confirms removal of the utility's meter/equipment	
Barrie	No	No	No	We do have a few internal sign offs we get (water , tax, heritage) prior to issuing the permit	
Belleville	No	No	No		
Brampton	No				
Brantford	No				As such we do have issues/complaints regarding dust etc. which we refer to the ministry level.
Burlington	No	No	No		Hoping to revise our Building Bylaw to remove wording in relation to dust/debris and the need to contact MOE (MECP).
Caledon (via Dufferin)	No				The only issue from my past in Caledon was concerns of construction debris like Styrofoam floating in and around neighbourhoods where a demolition occurred. We contacted the MOL to investigate the site and they had the contractor clean up the debris.
Dufferin County	No				We have not had to deal with this concern being mostly rural.
Guelph	Not with regards to dust. We have a demolition control bylaw under the Planning Act requiring Council Approval (delegated to the GM of Planning) for the demolition of residential buildings.	No	No	Nothing with regards to dust. Prior to permit issuance we have a utility sign off sheet that needs to be submitted from Gas, Hydro and Water. Just confirming that they are aware and their services are set to be disconnected or already disconnected and in some cases removed. For properties identified as being of Heritage concern or Tree Removal By-law concern there are processes added for them to close, prior to permit issuance as well.	Complainants about dust, etc from the demolition site itself are advised to contact the MOL/MOE. Mud and dust on streets is handled by our Engineering / Public Works departments.
Halton Hills	No	No. However, we do advise the applicant about contractors' obligation regarding removal or disposal of any hazardous materials	No	We ask for Heritage approval (Appl. Law) and also have internal Clearance requirement (re: hydro, gas, water sign offs).	
Kitchener	No			we require service disconnection acknowledgment from the various utility agencies	There is a disconnect on these demos similar to the disconnect on dealing with unsafe building that is listed under heritage.
London	No	No	No	No	

Mississauga		the City (through the demo BP process) ensures that 'large' demo projects, which are subject to P.Eng. general review, will incorporate dust control measures in their demo plan. Some engineering demo plans already include information on dust control, however for those that don't, we ensure that something in this regard is included.		PEO Demolition guidelines included	potential liability concerns. If we ask for something we have to make sure we make it clear what our level of review and responsibility is going to be, i.e. are we only accepting the dust control plan and not approving it (in other words we are not reviewing it), are we doing a cursory review (of what items), do we forward the plan to another agency for approval (Health Unit), etc.
Newmarket	No	we do not even want to see non-applicable items like designated substance reports, vibration assessments or demolition management plans. Once you start accepting these there may be an implied liability on enforcement for which you have minimal (if any) protection under 31(1) of the BCA. As previously mentioned, other than in a few instances, the OBC does not regulate how work is performed.		We use a number of forms to mitigate our involvement in non OBC items and to ensure we process Demolition Permits within our mandated turnaround times (we address heritage review internally). Our Pre-screening Questionnaire form is used to assist Public Works (Operations) and Engineering Services with the enforcement of issues such as road occupancy, fill, etc. We advise both the applicant and these Departments to work together but don't require their approvals prior to the issuance of Demolition Permits. Where water/sewer service disconnects are involved we pick those up through Operations on our utility Acknowledgment Form. All Permits cov including H & S and environmental.	
Norfolk County	No	No	No		
Oshawa	No	No	No		We had GM demolish their old factories on several blocks in our downtown several years ago. They setup air monitoring sensors around the site and put out flyers to all of the neighbourhoods. Any issues were handled by specially-assigned GM staff.
Peterborough	the only thing we do in addition to OBC permit requirements is a utility disconnect sign-off, which is a demo permit submission requirement in our Building Bylaw.				We have been reviewing environmental concerns on dust as well, our issues stem from the demolition of several old industrial smoke stacks in the city near residential areas, and we still have about 20 remaining. MECP will respond to dust/particulate complaints from a demolition but we have not yet established any practice. We also recommend project proponents contact MECP/MOL
Pickering	For demolition of buildings that do not have site plan control, we may request additional documentation as enabled through the Building Code Act.			any substantial demolition activity in Pickering is usually connected to a site plan application, which precedes our receipt of a permit application. Matters concerning a number of items, including fencing and construction management, are further reviewed through the site plan approval (SPA) process. We typically require a construction management plan, which establishes operating hours, controls to limit noise and vibration, traffic management and proper management of air, dust, sediment control and waste management.	

Richmond Hill	No	No. However, we do advise the applicant to Consult with MOL/MOE regarding removal or disposal of any hazardous material and dust control	No	We only have internal clearance requirement (Tax & Water and Heritage sign off). We notify the owner to contact Alectra & Enbridge (as applicable) separately for any disconnections and Works department for water meter removal	
Sault Ste Marie	Yes. (pest control certificate) ***Do you have a by-law that you use to collect a pest control certificate?*** No, and I don't seem have anything even in our Building By-law or Office Procedures/ Policies. Fencing is also required in the Building By-Law	For buildings under 600m2 – just a pest control certificate. For buildings greater than 600m2 as per art. 1.2.2.3 Div. C, Part 3(and also in our building bylaw), we request a submission from a Professional Engineer regarding the demolition methodology.	through review of the methodology we ensure contact/ arrangements have been made to our public water works for which hydrants will be used for dust control and the need for backflow prevention. Public works for any sidewalk and road closures. No public/neighbour notice. Property Standards only if the property is not left in a clean and level condition. ***Is there a process that determines when site watering must be used?*** It's usually in the P. Eng.'s methodology	Not a formal process	any high risk demos, we would request the applicant to obtain P-Eng. review prior.
Toronto (via Caledon)					From Mike Sraga: introduced a Dust By-law to address airborne dust from residential construction projects. This was a direction from Council due to the fact there was a significant amount of in-fill residential projects that created dust from mostly concrete cutting of masonry or hardscape materials (some hi-end neighbourhoods had a significant amount of projects with lots of natural stone or concrete elements on the façade's that created large dust blooms and coated their neighbours expensive cars or patio furniture in a film of dust). While the impetus was concrete cutting, it was written in such a manner that could be applicable to demolition work. Also, we purposely did not want to attempt to regulate construction projects such as hi-rise condo's, commercial or institutional projects so we only focused on residential low-rise projects.

Welland	as part of the recent update to the Building Bylaw , we included a section on Environmental Impacts which addresses such things as vibration, dust control measures and presence of hazardous materials with recommendations to contact the MOECP. Thus far we have not received any pushback from developers demolishing and remediating existing brownfield sites similar to those in the north end of Hamilton.	No. However, we do advise the applicant to Consult with MOL/MOE regarding removal or disposal of any hazardous material and dust control			
Whitchurch Stouffville			warning labels on the permit refer to MECP for environmental pollutants and decommissioning of unused wells, and TSSA for decommissioning of buried fuel tanks		

Attachment 2

AURORA
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Town of Aurora, Operational Services
229 Industrial Parkway North
Aurora, ON L4G 4C4
(905) 727-3123 ext. 3443
Fax: (905) 727-7616

Pre-Screening Questionnaire for Construction or Demolition

Project Address	Date
Owner	Applicant
Current Address	Work Proposed
Estimated Start and Completion Date	Phone Number
E-mail	

	Yes	No
1. Is your project subject to a Planning Application Process or an Encroachment Agreement?	☐	☐
2. Have you obtained or will you be applying for a minor variance to widen your driveway?	☐	☐
3. Will you require heavy equipment for your project (backhoe, forklift, etc.)?	☐	☐
4. Are you planning to excavate for footings or services (water and/or sewer)?	☐	☐
5. Is your property currently serviced by a septic system?	☐	☐
6. Will you require a new service from the municipal water main and/or sanitary connection (do you anticipate increasing the size of your water service)?	☐	☐
7. Are you constructing a swimming pool?	☐	☐
8. Are you planning on removing any trees?	☐	☐

If you answered "Yes" to any of the above questions, a copy of this questionnaire will be sent to the Engineering Division and/or Operational Services; as you may need to obtain additional approvals from these departments. You are responsible to follow up with the respective departments to secure any necessary approvals. Depending on the scope of your project, the additional approvals could include the following:

- **Site Alteration Permit:** This permit may be required to change the grade on private property. For cost and further information regarding Site Alteration Permits, please contact the Engineering Division at (905) 727-3123 ext. 4373

- **Road Occupancy Permit:** A contractor intending to transport heavy equipment across Town of Aurora property (boulevards, etc.) in order to facilitate construction on private property and a contractor proposing to excavate within the Town's right-of-way is required to obtain a Road Occupancy Permit. Applications are available online or by contacting Operational Services at roadpermits@aurora.ca or (905) 727-3123 ext. 3443. An approved Road Occupancy Permit must be obtained prior to starting any work.

Signature _____ Date _____

Attachment 3

BUILDING ADMINISTRATION
POLICIES/PROCEDURES

SUBJECT: Vibration Assessment for Planning Developments	
AUTHORITY:	REVISION NO.:
REFERENCES:	
PREPARED BY: Bill Jean	APPROVED BY: Marco Ramunno

PURPOSE: To establish a policy respecting a Vibration Assessment for Planning Application Developments

BACKGROUND:

The Town of Aurora recognizes the need for a Vibration Assessment Policy. This is to minimize the impact of construction vibration on adjacent properties. This would include the early identification of any vibration issues caused by the construction and identify the controlling of vibration in a manner that reflects the types of properties that are impacted, as well as, providing communication with the neighbours.

POLICY:

Vibration testing and monitoring will be required for any developments that includes the following construction activities:

1. Deep foundations
2. Drilled caissons or piles
3. Large scale soil compaction
4. Blasting
5. Any other construction activity where vibrations may negatively impact neighbouring buildings

Peak Particle Velocity (PPV) is the generally acceptable descriptor for evaluating vibration effects on buildings. The following are the general acceptable vibration limits measured at the foundation for buildings and structures within the zone of influence established.

1. Dwellings with concrete foundations, wood framed, drywall finish – Maximum Acceptable Peak Particle Velocity (PPV) – 5 mm/sec.

2. Structures that are sensitive to vibration due to age or construction techniques – Maximum Acceptable Peak Particle Velocity (PPV) – 3 mm/sec

Procedure

1. A geotechnical report is required which assesses the soil and ground water information for the proposed site.
2. The applicant's Geotechnical Engineer will review and comment on the need for pre-condition surveys and vibration monitoring during construction. In the event the construction activities may have a potential to cause vibration, the report will include a minimum zone of vibration influence of 30 metres of the site's property line, identifying all properties within this zone.
3. The report will identify any risk structures within the zone of influence that may be susceptible to vibration issues. The report will make recommendations on whether vibration monitoring is required or recommended based on the review of the structures on the property.
4. Where vibrations are expected on neighbouring properties, all properties within the zone will be contacted by the developer requesting the owner permit a pre-construction survey to be performed.
5. Residents within the zone of influence will be provided notice prior to any activities occurring that may cause vibrations.
6. Prior to the commencement of construction activity that may cause vibrations, the applicant will provide a Notice to the Town and owners and occupants of properties within the zone of influence of the scheduled construction activity.

The Notice will include the following:

A) Address of the proposed construction.
B) Contact Information
C) An explanation of the proposed construction activity and its potential to produce vibrations.
D) The statement of the levels of construction vibration that are prohibited.
E) Any other pertinent information related to the project as deemed necessary by the Consultant or Town.

7. If a complaint is received the applicant/development shall immediately cause a Professional Engineer to perform a vibration assessment measurement at the location of the complainant.
8. The Professional Engineer shall provide a copy of the results of the measurements to the complainant and the Town.
9. The Professional Engineer shall provide his/her assessment and any recommendations.
10. If the resulting measurements exceed the permitted vibration limits in this policy, construction will cease until such time as mitigation measures are implemented.

100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Motion

Notice given November 7, 2023

Re: **Aurora Cenotaph 100 Year Celebration**

To: Mayor and Members of Council

From: Councillor Rachel Gilliland

Date: November 28, 2023

Whereas the Aurora Cenotaph is an early example of World War I memorials in Canada; and

Whereas the Aurora Cenotaph predates the Canadian National Vimy Memorial in France (1936) and the National War Memorial in Ottawa (1939); and

Whereas the Aurora Cenotaph built in 1925 is located at the Aurora War Memorial and Peace Park that serves as a significant memorial for local soldiers from Aurora, King, and Whitchurch-Stouffville; and

Whereas Canadian citizens stand united in honouring our veterans for the sacrifices they made for the freedoms to speak without fear, freedom to worship, freedoms to stand for rights, freedoms to oppose what one believes wrong, and the freedom to choose those who shall govern our country in the name of democracy; and

Whereas the Cenotaph is approaching its 100-year anniversary, which should be recognized and celebrated by all;

1. Now Therefore Be It Hereby Resolved That the Town of Aurora staff collaborate with the Aurora Legion, King Township, Whitchurch-Stouffville, the Provincial and Federal governments to commemorate this significant celebration; and

2. Be It Further Resolved That staff report back with a collaborative plan of action with possible budget considerations; and

3. Be It Further Resolved That a copy of this resolution be provided to King Township, Whitchurch-Stouffville, the Minister of Veteran Affairs, and the local MPPs and MPs of each municipality.

100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Motion

Notice given November 21, 2023

Re: **Social Media Policy and Code of Conduct Updates**

To: Mayor and Members of Council

From: Councillor Rachel Gilliland

Date: November 28, 2023

Whereas social media has become a popular conduit for political leaders to communicate with the public; and

Whereas social media has shown to have both positive and negative impacts all over the world; and

Whereas censorship, controlled narratives, misinformation, and political intermeddling has become a growing concern worldwide within social media platforms and other forms of communications; and

Whereas the Integrity Commissioner recommends that Members of Council would benefit from a social media policy and more detailed provisions on what they can and can't do on overall communication; and

Whereas updates to the Code of Conduct should also reflect addressing how Members of Council use Town-owned and created graphics and images, such as altering, manipulating or modification;

1. Now Therefore Be it Hereby Resolved That Council request the Integrity Commissioner develop a separate social media policy for inclusion in the Council code of conduct; and

2. Be It Further Resolved That the Integrity Commissioner reviews the Town's Code of Conduct to strengthen and protect any violation of political intermeddling, bullying and harassment in the workplace, undermining of Council decisions and copyright of altering Town images.

100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Motion

Notice given November 21, 2023

Re: **BIA Bylaw and Governance Model Review**

To: Mayor and Members of Council

From: **Councillor Rachel Gilliland and Councillor Ron Weese**

Date: November 28, 2023

Whereas a new BIA was formed in 2019 to reinvigorate the downtown core; and

Whereas the Economic Development Board and Town supports and recognizes a vibrant downtown revitalization as a key priority; and

Whereas to streamline the order of business, budget, and procedures it was discovered that some barriers and challenges in the bylaw still exist that hinder the progressive development of the organization, such as budget, resources, procedures, and public engagement retention; and

Whereas the BIA would benefit from an overall review of the bylaw to ensure their mission and strategic plan progressively aligns with policies and procedures within that are set up for success; and

Whereas the BIA may benefit from an exploratory governance or collaboration model with either the Town, the Economic Development Board and/or the Aurora Chamber of Commerce to avoid duplication of work efforts and costs;

1. Now Therefore Be It Hereby Resolved That Town staff investigate and explore a collaboration and/or various governance models that will best serve the progression of the downtown Business Improvement Area. This could mean either a partnership, committee, or collaboration; and

2. Be It Further Resolved That staff report back with various governance models as a result; and

3. Be It Further Resolved That the BIA bylaw be reviewed and updated to remove barriers to reflect such progressive success of the downtown revitalization mandate.

100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Motion

Notice given November 21, 2023

Re: **Wetland Protection and Phragmites Plan of Action**

To: Mayor and Members of Council

From: Councillor Rachel Gilliland

Date: November 28, 2023

Whereas Phragmites has been recognized as one of Canada's worst invasive plants that threaten the existence of meaningful wetlands and ecosystems; and

Whereas wetlands are vital ecosystems that contribute to biodiversity, purifying water, reducing flooding, and are an identified asset to help adapt to climate change; and

Whereas Phragmites is known to thrive in our wetlands causing all other life to be choked out by outcompeting native wetland plants, leaving frogs and turtles without vital habitat, and blocking shoreline views and access; and

Whereas Phragmites has been identified as a known threat in Aurora such as; the Arboretum, Mackenzie Marsh, Salamander Pond and the Dave Tomlinson Nature Reserve; and

Whereas staff were directed to identify areas of concern and remediate Phragmites within a certain budget; and

Whereas staff have chosen to pause the scope of this program due to the severity of the infestation;

1. Now Therefore Be it Hereby Resolved That staff report back to Council identifying our current threat status, include government grant opportunities, engage in agency collaborations, and present recommendations on a plan of action, including a budget, service delivery model, operational impacts to continue protecting our wetlands and attempt to remediate phragmites.

The Corporation of the Town of Aurora

By-law Number XXXX-23

Being a By-law to exempt Block 39 on Plan 65M-4731 from part-lot control (File No. PLC-2023-01).

Whereas subsection 50(7) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended (the "Act"), provides that the council of a local municipality may by by-law provide that the part-lot control provisions in subsection 50(5) of the Act, does not apply to the land that is within a registered plan of subdivision as is designated in the by-law;

And whereas the Council of The Corporation of the Town of Aurora deems it necessary and expedient to enact a by-law to exempt Block 39 on Plan 65M-4731 from those provisions of the Act dealing with part-lot control;

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

1. Subsection 50(5) of the Act shall not apply to the following lands, all situated in the Town of Aurora, Regional Municipality of York:

   Block 39 on Plan 65M-4731, designated as Parts 1 to 249 on Plan 65R-40584.

2. A copy of this by-law shall be registered in the proper land registry office against the lands to which it applies.

3. This by-law shall come into full force and effect upon final passage hereof, shall remain in force and effect for a period of two (2) years from the date of its passing, and shall expire on the 27th day of November, 2025.

Enacted by Town of Aurora Council this 28th day of November 2023.

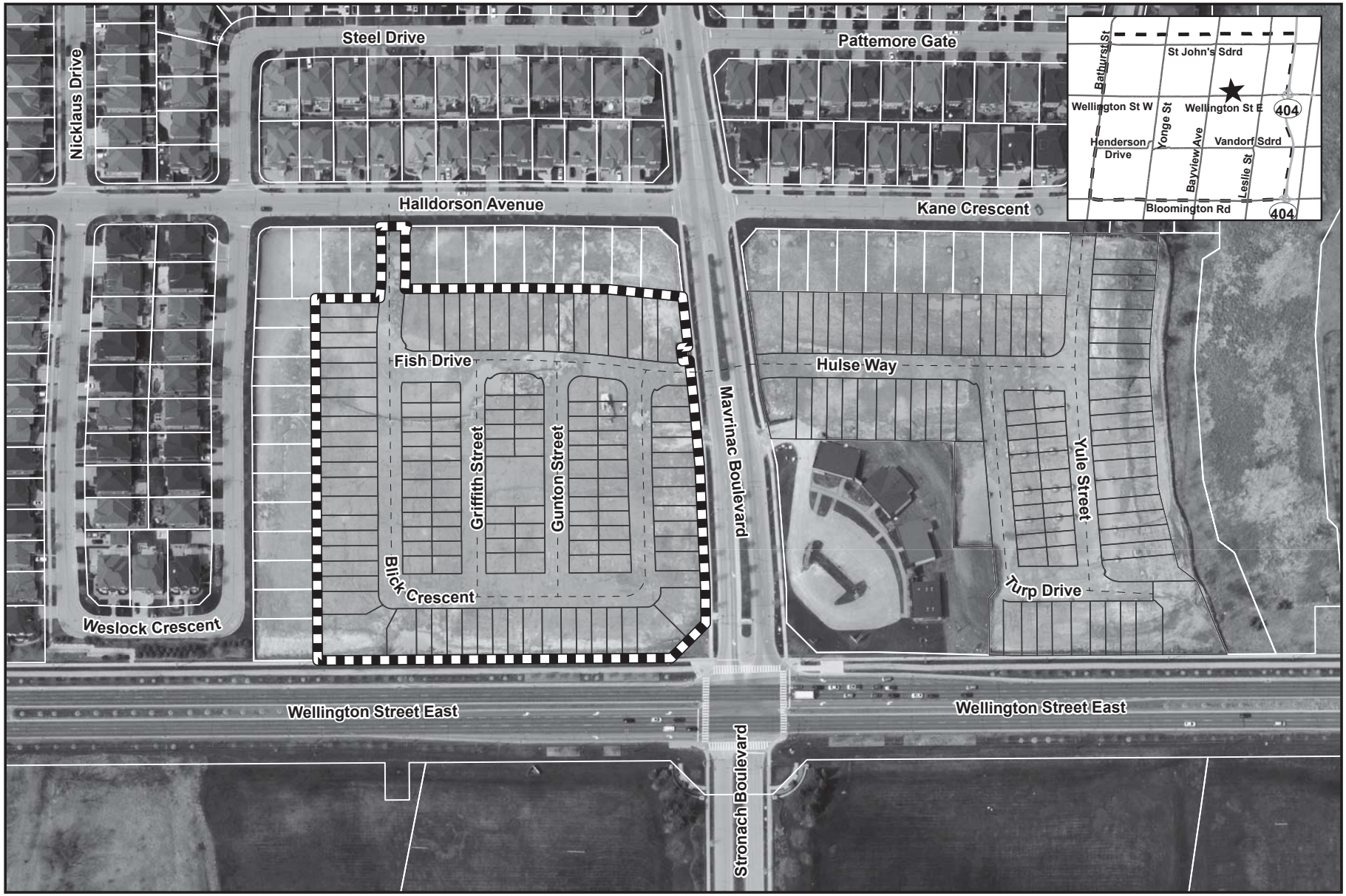
_____

Tom Mrakas, Mayor

_____

Michael de Rond, Town Clerk

For reference only; this map does not form part of the by-law.



LOCATION MAP

APPLICANT: TFP Aurora Developments Ltd.
FILE: PLC-2023-01
FIGURE 1

SUBJECT LANDS

N

0 25 50
Metres

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Map by the Town of Aurora Planning and Development Services Department, 2023-11-06. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2023, © First Base Solutions Inc., 2023 Orthophotography.

Document Path: J:\data\data\Planning Maps\20 Mavrinac Boulevard (TFP Aurora Developments Ltd.) (PLC-2023-01)\PLC_2023_01_20_Mavrinac_Blvd.aprx

The Corporation of the Town of Aurora

By-law Number XXXX-23

Being a By-law to establish a schedule of fees and charges for municipal services, activities, and the use of property within the Town of Aurora (Fees and Charges By-law).

Whereas subsection 391(1) of the *Municipal Act, 2001,* S.O. 2001, c. 25 as amended, authorizes a municipality to impose fees and charges on persons (a) for services or activities provided or done by or on behalf of it; (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and (c) for the use of its property including property under its control;

And whereas on January 31, 2023, the Council of The Corporation of the Town of Aurora (the "Town") enacted By-law Number 6471-23, to establish a schedule of fees and charges for municipal services, activities and the use of property within the Town of Aurora;

And whereas on July 11, 2023, the Council of the Town enacted By-law Number 6530-23, to amend By-law Number 6471-23, to update the fees and charges for the Community Services Department, as set in Schedule "D" – Community Services Department;

And whereas the Town has conducted an annual corporate-wide review of its fees and charges and deems it necessary to alter the fees and charges for municipal services, activities and the use of property within the Town of Aurora;

And whereas the Council of the Town deems it necessary and expedient to enact a by-law setting out the fees and charges for municipal services, activities and the use of the property within the Town of Aurora;

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

1. By-law Number 6471-23 and By-law Number 6530-23 be and are hereby repealed.

2. The following Schedules attached (collectively referred to as the "Schedules") shall be deemed to form part of this By-law:

   Schedule "A" – General Fees and Charges;
   Schedule "B" – Planning and Development Services Department;
   Schedule "C" – Corporate Services Department;
   Schedule "D" – Community Services Department;
   Schedule "E" – Operational Services Department;
   Schedule "F" – Finance Department;
   Schedule "G" – Building Division;
   Schedule "H" – Development Planning Division;
   Schedule "I" – By-law Services Division;
   Schedule "J" – Animal Services Division;
   Schedule "K" – Access Aurora Division; and
   Schedule "L" – Short Term Rentals.

3. Council hereby delegates to the Chief Administrative Officer and any head of a department, or any of their designates, the authority to waive, reduce, or otherwise vary the fee(s) or charge(s) imposed by their department.

4. Any person who obtains any of the Town's services, activities, or use of the Town's property as described in the Schedules shall pay to the Town the applicable fees or charges set out in the Schedules. Unless otherwise provided for in another by-law, such fees or charges are payable upon the person making such application, request, or purchase of the Town's services, activities, or use of the Town's property and shall not be refundable.

5. No request by any person for a service or activity listed in the Schedules shall be acknowledged or performed by the Town unless and until the person requesting the service or activity has paid the fee or charge for the service or activity as set out in the attached schedules, unless noted otherwise.

6. The Town may request a deposit of up to fifty percent (50%) of the applicable fee or charge, payable in advance, if one or more of the following circumstances are applicable:

   (a) the applicant is a non-resident;

   (b) the applicant does not carry on business in the Town;

   (c) the applicant is a first time applicant;

   (d) the applicant:

      (i) has previously failed to pay a fee or charge imposed by the Town in a timely manner; or

      (ii) is currently or has previously been indebted to the Town;

   (e) the service or activity to be provided by the Town is for a substantial period of time;

   (f) the service or activity requested by the applicant is not the usual type of service or activity provided by the Town; or

   (g) the past conduct of the applicant or, if applicable, of the organization he or she represents has been such that the Town on reasonable grounds may anticipate damage resulting.

7. All Town accounts and invoices are due and payable when rendered. Outstanding Town accounts and invoices shall bear interest of one and one quarter percent (1.25%) (being fifteen percent (15%) per annum), calculated from the first day of the month after the account is overdue.

8. The Treasurer shall add the fees and charges imposed pursuant to this By-law to the tax roll for any real property in the Town for which all of the owners are responsible for paying fees and charges under this By-law and collect them in the same manner as municipal taxes.

9. If a court of competent jurisdiction declares any provision, or any part of a provision of this By-law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this By-law, that each and every other provision of

this By-law authorized by law, be applied and enforced in accordance with its terms to the extent possible by law.

10. Payment for any fees, charges and any applicable interest shall be accepted in the form of Canadian currency, debit, money order or cheque made payable to The Corporation of the Town of Aurora.

11. In the event of a conflict between this By-law and any other By-law, the fees and charges set out in this By-law shall prevail.

12. This By-law shall be referred to as the “Fees and Charges By-law”.

13. This By-law shall come into full force and effect on January 1, 2024.

Enacted by Town of Aurora Council this 28th day of November, 2023.

_____

Tom Mrakas, Mayor

_____

Michael de Rond, Town Clerk

By-law Number XXXX-23
Schedule "A"
General Fees and Charges
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
General Fees		
Photocopies (8 1/2 X 11 and 8 1/2 X 14)	per page	$1.25
Photocopies (11x 17)	per page	$1.75
Fax Transmittal	first page	$8.00
	per additional page	$2.75
Disbursements		
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
Fire & Emergency Services		
All fees and charges associated with Central York Fire Services are managed and approved through the Town of Newmarket. For more information please visit https://www.newmarket.ca/fees-and-charges	each	

By-law Number XXXX-23
Schedule "B"
Planning and Development Services Department
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
Development Planning Division		
Maps		
Official Plan Schedules other than 'A' (11x17) (colour)	per map	$9.50
Oak Ridges Moraine Map Schedule 'J' as per Official Plan 48 (11 x 17) (b/w)	per map	$19.00
Official Plans		
Official Plan	per OP	$62.00
2C Secondary Plan	per copy	$37.75
Secondary Plans	per Secondary Plan	$26.25
Aurora Promenade Study	per copy	$62.00
Secondary Plans Consolidation	per copy	$49.25
Zoning		
Comprehensive Zoning By-law	per copy	$34.50
Comprehensive Zoning Exceptions	per copy	$97.50
Heritage		
Northeast Old Aurora Heritage Conservation District Plan	per copy	$33.50
Other		
Circulation Fees, including Labels	per circulation	$90.00
Pre-Application Consultation	per consultation	$436.00
Electric Vehicle Charging Stations	per hour	$2.50
REQUEST FOR TRAFFIC DATA		
7-Day Traffic Counts	per location	$71.25
8-Hour Turning Movement Count	per intersection	$185.50
Traffic Signal Timings	per intersection	$91.00
Grading Review		
Lot Grading review and inspection	per lot	$322.00
Grading review and inspection for pool construction (securities of $3,000 will be collected at the time of permit fee payment)	per lot	$437.00
Service Connections Fees		
Construction of new service connections by the Town	each	Actual cost, plus 10% administration subject to HST
Inspection of services installed by Owner	each	10% of construction cost

By-law Number XXXX-23
Schedule "B"
Planning and Development Services Department
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
Building Division		
Permitted Use Letter		
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	$47.00
Administrative Costs		
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	$495.00
Construction Activity Report		
Reports generated upon request providing permit numbers, location, description and construction value	each	$94.50
Zoning Review - Residential (single, semi or street townhomes)		
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	$94.50
Zoning Review - All Other Building Types		
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	$185.50
Sign Review		
Sign By-law review of applications other than a sign permit application including Sign By-law review of Planning Applications.	each	$185.50
Permit fees related to By-law Number 4753-05.P		
Pool Enclosure Permits	each	$350.00
Hot Tub Permits	each	$185.50
Engineering and Capital Delivery Division		
Subdivision and Site Plan Engineering Fees	percentage of servicing costs	7.0%
Benchmarks	per benchmark	$88.00
Plot, Engineering Drawings - 10 Drawings Maximum	per sheet of map	$9.50
Request for digital drawings	per drawing	$5.00
Site Alteration Permit	flat fee + price per ha of site area	$743.25 Flat Fee + $43.00/ha
Site Alteration Permit Renewal Fee (half the cost of the original permit)	flat fee + price per ha of site area	$371.75 Flat Fee + $21.50/ha
Request for Information	per hour	$89.00

By-law Number XXXX-23
Schedule "C"
Corporate Services Department
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2022 (Including H.S.T. where applicable)	2023 (Including H.S.T. where applicable)
LEGAL SERVICES			
DOCUMENT PREPARATION/REVIEW (General)			
Basic (Standard template - minor changes required)	per document	$740.00	$776.00
Complex	per document	$1,958.00	$2,053.00
DOCUMENT PREPARATION/REVIEW (Specific)			
Condominium Agreement	per document	$6,798.00	$7,126.00
Subdivision Agreement	per document	$9,084.00	$9,523.00
Inhibiting Order Registration Process	per plan	$2,176.00	$2,281.00
Site Plan Agreement	per document	$1,794.00	$1,881.00
Minor Site Plan Agreement, including Stable Neighbourhood (non-owner occupied)	per document	$227.00	$776.00
Encroachment/Licence Agreement	per document	$740.00	$776.00
Amending Agreement	per document	$740.00 (minimum)	$776.00 (minimum)
Amendment/Renewal of Existing Encroachment Agreement (includes registration fee)	per document	n/a	n/a
Amendments to Condominium and Subdivision Agreement	per document	n/a	n/a
Amendments to Site Plan/Development Agreement	per document	n/a	n/a
Site Plan/Development Agreement for Condominium	per document	n/a	n/a
Amendments to Site Plan/Development Agreement for Condominium	per document	n/a	n/a
SERVICES RELATED TO EXISTING DEVELOPMENT AGREEMENTS (excluding documents or agreements that fall under Document Preparation/Review (General))			
Information regarding the status of existing agreements and/or registered documents, including agreements and by-laws	per document	$137.00	$144.00
Highway Dedication/Subdivision Assumption By-law Legal Administration Fee	per by-law	$854.00	$895.00
GENERAL LEGAL FEES			
Law Clerk	per hour	$119.00	$125.00
Paralegal	per hour	$163.00	$171.00
Solicitor	per hour	$271.00	$284.00
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 a title search or registration on title)	per document	$227.00	$238.00
CERTIFIED PHOTOCOPIES	per page	$12.00	$12.50
Note: 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.			
LEGISLATIVE SERVICES			

By-law Number XXXX-23
Schedule "C"
Corporate Services Department
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2022 (Including H.S.T. where applicable)	2023 (Including H.S.T. where applicable)
FREEDOM OF INFORMATION (F.O.I.) REQUESTS and ROUTINE DISCLOSURE REQUESTS (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 Programing (develop program to retrieve information)	per 30 minutes	$30.00	$30.00
Disks	per disk	$10.00	$10.00

By-law Number XXXX-23
Schedule "C"
Corporate Services Department
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2022 (Including H.S.T. where applicable)	2023 (Including H.S.T. where applicable)
COUNCIL MATERIALS/ANNUAL SUBSCRIPTION PICK-UP COST			
Council (agenda only)	annually	n/a	n/a
General Committee (agenda only)	annually	n/a	n/a
Public Planning (agenda only)	annually	n/a	n/a
Advisory Committees/Boards (agenda only)	annually per Committee/Board	n/a	n/a
Council (agenda & attachments)	annually	n/a	n/a
General Committee (agenda & attachments)	annually	n/a	n/a
Public Planning (agenda & attachments)	annually	n/a	n/a
Advisory Committees/Boards (agenda & attachments)	annually per Committee/Board	n/a	n/a
Council (minutes)	annually	n/a	n/a
General Committee (minutes)	annually	n/a	n/a
Public Planning (minutes)	annually	n/a	n/a
Advisory Committees/Boards (minutes)	annually per Committee/Board	n/a	n/a
ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA) TRAINING			
Provision of AODA Training	per person	$58.00	$61.00
By-Law Inspection and Attendance Fees			
Attendance Supervisory Fee	Hourly/per Officer	$111.00	$116.50
Non Compliance Re-Inspection Fee	Hourly/per Officer	$111.00	$116.50
Pool Enclosure Re-Inspection Fee	Per Visit	$57.00	$60.00
Property Standards Appeal	Per Order	$106.00	$111.00
Parking Permit Fees			
Parking permits	per permit	$11.00 - $371.00	$11.50 - $388.00

By-law Number XXXX-23
Schedule "C"
Corporate Services Department
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2022 (Including H.S.T. where applicable)	2023 (Including H.S.T. where applicable)
Property Information Request			
Review of departmental files and documents related to specific property requests relating to zoning, permits, occupancy and general property status	each	$152.00	$159.50
By-law Exemption			
By-law Exemption	per exception	$118.00	$124.00
Road Closure Fees (previously part of By-law 4750-05.T)			
Road Closure Deposit for Filming and Athletic Events	per event	$3,000.00	$3,145.00
Road Closure Deposit for Parades and Processions	per event	$500.00	$524.00
Parades and Events	per event	$364.00	$382.00
Athlettic Events	per event	$572.00	$600.00
Filming	per event	$364.00	$382.00

By-law Number XXXX-23
Schedule "D"
Community Services Department
Effective January 1, 2024

	Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
1. ADMINISTRATION			
a)	Membership Refunds (Except Medical Reasons)	per refund	$43.50
b)	Membership On Hold (Except Medical Reasons)	per hold	$43.50
c)	Program Refund (Except Medical Reasons)	per refund	$24.25
g)	Vendor Permit Fee	per event/ per day	$60.75 - $602.00
h)	Park Clean Up Fee - Refundable Deposit	each	$100.00 - $1,000.00
i)	Program/Event Promotional Material	each	$0.50 - $12.75
j)	Aquatic Pro Shop Items	each	$2.00 - $35.00
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	$396.00
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	$150.00
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 - $600.00
n)	Park/Picnic Shelter Clean-up Fee (As required for groups of 25-79.)	per event/ per day	$116.50
o)	Park/Picnic Shelter Clean-up Fee (As required for groups of 24 or less.)	per event/ per day	$42.75
p)	Facility Permit Maintenance/Damage Deposit (Refundable)	per event/per day	$0 - $1,150.00
q)	Program Guide Advertisement	Per ad	$220.00 - $1,571.50
2. REGISTERED SEASONAL PROGRAMS			
a)	Pre-School Activities	per class	$5.00 - $25.25
b)	Children's Activities	per class	$6.25 - $36.25
c)	Youth Activities	per class	Free - $57.00
d)	Adult Activities	per class	$5.50 - $66.25
e)	Senior's Activities	per class	Free - $30.25
f)	Family Activities	per class	$5.00 - $12.50
g)	Fitness Programs	per class	$2.15 - $36.25
h)	Seniors Bus Trips	per person	$6.25 - $325.00

By-law Number XXXX-23
Schedule "D"
Community Services Department
Effective January 1, 2024

Description of Service for Fee or Service Charge		Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
3. REGISTERED AQUATICS PROGRAMS (Note: Learn to Swim fees apply to Aurora residents only. Non-Residents are subject to a 20% surcharge.)			
a)	Lessons - Learn to Swim	per class	$8.00 - $40.00
b)	Leadership Programs	per program	$36.25 - $565
4. REGISTERED CAMP PROGRAMS (Note: All camp fees apply to Aurora residents only. Non-Residents are subject to a 20% surcharge.)			
a)	Day Camps	per day	$12.50 - $59.75
b)	Specialty Camps	per day	$14.50 - $107.00
c)	Extended Care	per person	$30.25 - $127.25
5. DROP-IN ACTIVITIES			
a)	Youth Drop-in	per visit	Free - $5.50
b)	Youth Drop-in	10 visits	$26.75/10 visits
c)	Adult Drop-In	per visit	Free - $8.00
d)	Other	per visit	Free - $3.50
e)	Other	10 visits	$26.75 - $53.50/10 visits
6. P.A. DAY PROGRAMS		per person	Free - $114.00
7. WORKSHOP/ CLINICS/ TOURNAMENTS			
a)	Individual	per person	$2.75 - $109.00
b)	Team	per team	$24.65 - $32.50
9. SPECIAL EVENTS			
a)	Individual	per person	$3.15 - $24.65
b)	Family	per family	$20.00 - $30.35
c)	Float Registration Fees	Resident Commercial	$85.00
		Non-Resident Commercial	$170.25
d)	Ribfest Vendors	each	$481.00 - $4,208.00
e)	Art Show Entry Fees	each	$12.50 - $48.25
f)	Food Vendors - Non Profit Groups	per day	$60.25
g)	Food Vendors	per day	$60 - $602.00
h)	Senior Centre Special Event Vendors	per day	Free - $61.00

By-law Number XXXX-23
Schedule "D"
Community Services Department
Effective January 1, 2024

	Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
10. MEMBERSHIPS (Note: All memberships apply to Aurora residents only. Non-Residents are subject to a 25% surcharge.)			
a)	COMBO MEMBERSHIP (Equipment and Group Fitness) ADD ON: Pool Squash	Adult	1 mo. 3 mo. 1 yr. $39.75/$166.16/$457.90
		Additional Family/ Youth/~~Student~~/ Senior	1 mo. 3 mo. 1 yr. $31.75/$132.80/$366.10
		1 Month Trial	n/a
		1 Month Renewal	n/a
		Winter Student Special - Home for the Holidays - 1 mth max	n/a
		Spring Break Student Special - 2wk max	n/a
		Summer Student Special May 31 - Aug 31 (4mth)	n/a
		Summer Student Special July 1 - Aug 31 (2mth)	n/a
b)	GROUP FITNESS MEMBERSHIP ADD ON: Pool Squash	Adult	1 mo. 3 mo. 1 yr. $33.25/$148.65/$406.53
		Youth/Older Adult	1 mo. 3 mo. 1 yr. $26.43/$118.04/$325.65
c)	POOL MEMBERSHIP Lane & Leisure Only	Adult	1 mo. 3 mo. 1 yr. $18.30/$86.40/$210.90
		Youth/Older Adult	1 mo. 3 mo. 1 yr. $14.70/$68.90/$169.40
d)	SQUASH MEMBERSHIP	Adult	1 mo. 3 mo. 1 yr. $40.30/$167.20/$464.50
		Youth/Older Adult	1 mo. 3 mo. 1 yr. $32.25/$134.40/$371.60
e)	ADD-ON OPTIONS	Pool Package	3 mo. 1 yr. $24.06/$60.12
		Squash	3 mo. 1 yr. $77.65/$197.80
f)	CORPORATE MEMBERSHIPS - Per Company	Group of 4+	25% Discount
g)	Youth Summer Gymnasium Membership	Youth - each	1 month (July or August) $24.65
h)	Fitness Assessment	Per Person	$37.48
i)	FIT Club	Per Person	$34.40
j)	Youth Gymnasium Monthly Membership	Youth - each	1 month $24.65
k)	EQUIPMENT AND WEIGHTS MEMBERSHIP	Adult	1 mo. 3 mo. 1 yr. $33.70/$141.42/$388.66
		Additional Family/ Youth/Student/ Senior	1 mo. 3 mo. 1 yr. $27.00/$113.30/$311.15
l)	Promotional Membership Discount (with Director Approval)	each	15 - 25% Discount on selected membership packages

By-law Number XXXX-23
Schedule "D"
Community Services Department
Effective January 1, 2024

Description of Service for Fee or Service Charge		Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
11. DAILY USER FEES			
a)	Fitness Centre - Casual User Fee (access to group fitness classes, including cyclefit and aquafit)	Youth/Adult	$8.70/class or $69.90/10 visits
		Senior	$6.70/class or $53.60/10 visits
b)	Pool - Casual User Fee	each - Under 4 years	Free
		each - 4 -17 years	$3.00/use or $24.00/10 visits
		each - Adult	$4.50/use or $36.00/10 visits
		each - Older Adult	$3.70/use or $29.60/10 visits
c)	Squash - Daily User Fee (40 min Court Fee)	Prime	$10.45/use or $83.60/10 visits
d)	Squash - Daily User Fee (40 min Court Fee)	Non Prime	$6.00/use or $48.00/10 visits
e)	Squash - Daily User Fee (40 min Court Fee)	Senior	20% off listed fee
12. SQUASH			
a)	Lessons (40 min)	Private	$36.27
		Semi Private (per person)	$27.10
		3 or more (per person)	$21.70
b)	Clinics	per class	$10.00 - $20.00
c)	House League (40 min) - Member	Per Session	$41.62
	House League (40 min) - Non-Member	Per Session	$83.55 - $131.40
13. SEASONAL PACKAGES			
a)	Summer Splash Pass	per family	$140.10
b)	Summer Squash Special	each	$127.25
14. PERSONAL TRAINING PACKAGES		**Note: All fees are for members. Non-members are subject to a 25% surcharge.**	
a)	Land Based Training - Single Session rate	Private	$69.85
		Semi-Private (per person)	$52.90
b)	Land Based Training - 3 Session Rate (Get Started) One Time Offer	Private	$163.50
		Semi-Private (per person)	$122.75
c)	Land Based Training - 5 Sessions	Private	$285.35
		Semi-Private (per person)	$213.30
d)	Land Based Training - 10 Sessions	Private	$540.80
		Semi-Private (per person)	$406.30
e)	Land Based Training - 20 Sessions	Private	$1,061.45
		Semi-Private (per person)	$751.25

By-law Number XXXX-23
Schedule "D"
Community Services Department
Effective January 1, 2024

	Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
15.	**POOL RENTAL RATES**		
a)	AFLC Pool - Private Rental	per lane/per hour (plus lifeguard costs)	$14.50
b)	SARC 8 Lane Pool - Private Rental	per lane/per hour (plus lifeguard costs)	$14.50
c)	SARC Therapy Pool - Private Rental	per hour (plus lifeguard costs)	$26.60
d)	SARC Leisure Pool/Slide - Private Rental	per hour (plus lifeguard costs)	$43.40
f)	Pool - School Instructional Lessons (30 mins)	per person	$28.50/class (1 or 2) $15.60/class (3 or 4) $13.25/class (5 to 10) $9.80/class (11 or more)
h)	Additional Instructor Fee	per hour	$26.05
h)	Lifeguard Fee	per hour	$23.00
16.	**PUBLIC SKATING PROGRAMS**		
a)	Shinny Hockey	per person	$6.75 or 54.75/10 visits
b)	Public Skating (all)	per person	$3.15 or $26.25/10 visits, $49.25/20 visits, $71.30/30 visits
c)	Family Skate Pass	each	$34.15 - $342.05
17.	**ICE RENTALS**		
a)	Ice Rental Prime Time	per hour	$232.10
b)	Ice Rental Prime (Aurora Based Minor Hockey/Skating Club only)	per hour	$217.60
c)	Ice Rental Non-Prime - Weekday (8:00am to 4:00pm) - and all Junior A Hockey at any time.	per hour	$142.05
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	$150.40
18.	**FACILITY RENTALS - INDOOR (Note: Damage/cleaning deposits may apply. Staff support charges may apply depending on the space rentals.)**		
a)	Meeting Room and Performance Space Rental	per hour per room	Free - $262.10
b)	Arena Floor Rental - Aurora based Youth groups	per hour	$50.10
c)	Arena Floor Rental - Other	per hour	$66.40
d)	Arena Floor Event Rental - Not for profit in Aurora	per day - multi day event (open - close)	$910.40/surface
e)	Arena Floor Event Rental - Other	per day - multi day event (open - close)	$1,286.55/surface

By-law Number XXXX-23
Schedule "D"
Community Services Department
Effective January 1, 2024

	Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
f)	TEACHING KITCHEN	per hour	$31.45/hour (plus $62.90 clean-up deposit)
g)	Gymnasium - Prime Time - Aurora based Youth	Full Gym - per hour	$90.80
h)	Gymnasium - Prime Time - Other	Full Gym - per hour	$122.30
i)	GYMNASIUM - Non-Prime - 7:00am to 4:00pm Weekdays	Full Gym - per hour	$67.56
j)	Gymnasium Equipment (per rental)	Basketball/volley ball/dodge ball (10 balls)	$5.25
		Volley Ball nets per net (maximum 2 nets)	$10.50
		Hockey nets per net (maximum 2 nets)	$5.25
		Hockey sticks and balls (12 sticks and 3 balls)	$10.50
		Tennis balls (3 balls)	$5.25
k)	Squash Courts	per court per hour	$14.60
l)	TOWN HALL - Coffee Service	Per 25 people or less	$33.80/25 people
m)	TOWN HALL - COUNCIL CHAMBERS (Staff support fee may apply)	Aurora Based Groups	$67.55/hour
		Non-Aurora Based Groups	$140.25/hour
		Professional/Commercial Groups	$274.81/hour
n)	TOWN HALL - SKYLIGHT GALLERY	per hour	$67.55
o)	TOWN HALL - EQUIPMENT SUPPORT	Staffing charge for the use of the equipment in either the Holland Room and/or Council Chambers	$87.40/hour (3 hour min)
p)	Locker Rental	Per Person	1 mo. / 3 mo. / 6 mo. / 12 mo. $7.45/$21.40/$40.20/$76.70
q)	Box Office Fees	per ticket	$1.00 - $5.00
r)	Staff Support	Staffing costs per staff member per hour in support of space rental	$20.00 - $55.00 (3 hour min)
s)	Equipment Support (Other Than Town Hall)	Equipment rental costs per rental in support of space rental	$5.00 - $150.00

By-law Number XXXX-23
Schedule "D"
Community Services Department
Effective January 1, 2024

Description of Service for Fee or Service Charge		Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
19. FACILITY RENTALS - OUTDOOR			
a)	BAND SHELL	Park Event/Large Company/School Picnic	$395.85
		Hourly (no set-up or staff support required)	$33.80
b)	McMAHON PARK	Aurora Lawn Bowling Club	$1,212.30/year
		Aurora Community Tennis Club	$1,970.20/year
c)	TENNIS COURTS	per hour	$9.40
20. PLAYING FIELD USER FEES			
a)	Ball Diamonds - Adult	per hour	$18.80
b)	Ball Diamonds - Youth	per hour	$11.80
c)	Rectangular Fields - Youth	per hour	$10.35
d)	Rectangular Fields - Adult	per hour	$12.40
g)	Tournaments	each	$260.65/ tournament plus hourly rate per field
h)	ARTIFICIAL TURF FIELD - Aurora based/representative Youth/Adult clubs/academies - May 15 - September 30 (regular season)	Youth - per hour	$10.35
		Adult - per hour	$12.40
i)	ARTIFICIAL TURF FIELD - Aurora based/representative Youth/Adult clubs/academies - Oct 1 - May 14	per hour	$26.70
j)	ARTIFICIAL TURF FIELD - All schools and Aurora based private people - May 15 - September 30 (regular season)	per hour	$32.75
k)	ARTIFICIAL TURF FIELD - All schools and Aurora based private people - October 1 - May 14	per hour	$72.75
l)	ARTIFICIAL TURF FIELD - All non-Aurora based groups Youth/Adult - Any time of year	per hour	$90.90

By-law Number XXXX-23
Schedule "D"
Community Services Department
Effective January 1, 2024

Description of Service for Fee or Service Charge		Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
21. CULTURAL SERVICES			
a)	Visiting Researcher	per 2 hours	$29.00
b)	Corresponding Researcher	per hour	$52.60
c)	Photocopies / scans of text	per page	$0.60
d)	High Resolution Image (existing)	per image	$32.85
e)	High Resolution Scan	per image	$65.80
22. AURORA SPORTS DOME			
a)	Prime Time (October 1 - May 14)	1/3 Field per hour	$198.31
		Full Field per hour	$594.94
b)	Prime Time Non-Profit Groups (October 1 - May 14)	1/3 Field per hour	$178.48
		Full Field per hour	$535.45
c)	Prime Time Aurora Youth Soccer Club (October 1 - May 14)	1/3 Field per hour	$158.65
		Full Field per hour	$475.95
d)	Non-Prime Time (October 1 - May 14)	1/3 Field per hour	$142.38
		Full Field per hour	$427.14
e)	Non-Prime Time Aurora Youth Soccer Club (October 1 - May 14)	1/3 Field per hour	$113.90
		Full Field per hour	$341.71
f)	Non-Prime Time Event Rate (min 4 consecutive hours) (excludes March Break & Christmas Break) (October 1 - May 14)	1/3 Field per hour	$100.00
		Full Field per hour	$300.00
g)	Non-Prime Time Aurora Youth Soccer Club Event Rate (min 4 consecutive hours) (excludes March Break & Christmas Break) (October 1 - May 14)	1/3 Field per hour	$80.00
		Full Field per hour	$240.00
h)	Summer - All Times (May 15 - Sept. 30)	1/3 Field per hour	$50.00
		Full Field per hour	$150.00
i)	Summer - All Times Non-Profit Groups - Adult (May 15 - Sept. 30)	1/3 Field per hour	$40.00
		Full Field per hour	$120.00
j)	Summer - All Times Non-Profit Groups - Youth (May 15 - Sept. 30)	1/3 Field per hour	$35.00
		Full Field per hour	$105.00
k)	Summer - All Times Aurora Youth Soccer Club (May 15 - Sept. 30)	1/3 Field per hour	$30.00
		Full Field per hour	$90.00

By-law Number XXXX-23
Schedule "E"
Operational Services Department
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (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
Hydrant Deposit	Each	$2,200.00
Fire Flow Test	Each	$300.00
Sewer Camera Rate	lump sum	actual cost plus 15% administrative fee, subject to HST
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)
Water Meter Wire Charge	per box	$140.50
Bulk Water Fee (during Construction)	per residential/town house unit	$ 150.00
	per high density/apartment unit	$ 90.00
	non-residential (per 100m^2)	$ 62.00
Road Encroachment and Occupancy Fees		
Road Occupany Permit Damage Deposit	each	$611.00 - $10,000.00
Road Occupancy Permit Rush Fee	each	$109.00
Road Occupancy Permit	each	$419.00
Additional Inspection Fee	per inspection	$160.00
Encroachment Application Fee	per application	$321.00
Sanitary Sewer Remediation		
Private Side Sanitary Sewer Remediation	each	Actual cost plus 15% administrative fee, subject to HST
Water Turn On/Off Service Charges (previously included in By-law 5716-15)		
24 hours or more of notice during business hours (8:00am - 4:00pm)	each	$0.00
Less than 24 hours notice during business hours (8:00am - 4:00pm)	each	$96.00
Outside business hours	each	$190.00
Waste Collection Fees		
Blue Boxes	each	$16.00
Blue Totes	each	$167.00 + delivery charge of $38.00 for the 95 gal totes (which includes picking up old damaged totes)
Green Bins	each	$31.50
Kitchen Catcher	each	$8.50
Backyard Composters	each	$46.00
Replacement Blue Tote wheel set	each	$22.53
Residential Waste Bag Tag	each	$5.00

By-law Number XXXX-23
Schedule "E"
Operational Services Department
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
Landscape Fees		
Landscaping Administration Fees	each	8.168% - less than $100K 7.148% - $100K to $250K 6.126% - $250K to $500K 5.105% - more than $500k
Landscape Maintenance Fees	each	25.525% of estimated value of landscape works installed on municipal property (excludes open space plantings)
Tree Permit Fees		
Tree Permit Fees	up to 3 trees that are between 20 cm and 69 cm	$233.00
	up to 4 trees that are between 20 cm and 69 cm	$349.00
	up to 5 trees that are between 20 cm and 69 cm	$467.00
	up to 6 trees that are between 20 cm and 69 cm	$583.00
	up to 7 trees that are between 20 cm and 69 cm	$698.00
	8 or more trees that are between 20 cm and 69 cm (cost per tree)	$116.00
	A tree that is greater than 70 cm	$556.00
Memorial Tree Fees		
Bronze Plaque	each	$700.00
Coniferous Trees	150mm - 300 mm	$350.00 - $1,050.00
Deciduous Trees	50mm - 70 mm	$500.00 - $750.00
Memorial Bench Fees		
New Bench or dedication of existing	each	$500.00 - $1,500.00
Park Access Agreement		
Administrative Fee	each	$400.00
Security Deposit	each	$5,000.00 - $10,000.00

By-law Number XXXX-23
Schedule "F"
Finance Department
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
Finance		
Tax Bill Reprint - Per Tax Year	per document	$ 22.50
Returned Cheques	per cheque	$ 55.50
Payment Recalled by Bank	per item	$ 22.50
Mortgage Administrative Fee	per transaction	$ 11.25
Tax Reminder Notices	per property	$ 7.75
Water and Wastewater Reminder Notices	per property	$ 7.75
Tax and Water/Wastewater Certificate (for all properties)	per property	$ 156.00
Online Tax and Water/Wastewater Certificate (for all properties)	per property	$ 156.00
Tax Certificate (Vacant Land Only)	per property	$ 126.00
Water/Wastewater Certificate	per property	$ 126.00
Water Bill Reprint - Per Billing Period	per document	$ 22.50
Official Tax Receipt Letter for Government Agencies	per document	$ 39.00
Duplicate Receipt	per receipt	$ 16.75
Detailed Analysis of Tax Account - Per Tax Year	per property	$ 39.00
Tax Roll Ownership Change	per property	$ 61.00
Water Account Ownership Change/ New Account Set-up	per property	$ 61.00
Letter of Reference for Utilities	each	$ 33.00
Addition of Unpaid Provincial Offences Act Fines to Tax Bill	per addition	$ 55.50
Addition of Unpaid Charges to Tax Bill	per addition	$ 33.00
DC Administration Fee	per application	$ 1,743.00
GIS Division		
GIS Analysis	per hour	$89.00
Town Street Plan Map (b/w) (24x36 inches)	per map	$9.50
Town Street Plan Map (colour) (24x36 inches)	per map	$14.75
Town Air Photo Map (30x39 inches)	per map	$45.00

By-law Number XXXX-23
Schedule "G"
Building Division
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
Minimum Permit Fee for Part 9 Residential Building	per application	$ 312.50
Minimum Permit Fee for all Other Buildings	per application	$ 629.00
Group A Assembly (Applies to New Buildings and Additions)		
Restaurants/ Banquet Halls (Finished)	per square metre	$ 20.25
Restaurant/ Banquet Hall (Shell)	per square metre	$ 12.25
Recreation Facilities, Schools, Libraries, Churches, Theatres and All Other Group A Occupancies	per square metre	$ 20.25
Group A Assembly (Alterations)	per square metre	$ 6.75
Group B Institutional (Applies to New Buildings and Additions)		
Residential Care Facilities, Nursing Homes and All Other Group B	per square metre	$ 20.25
Group B Institutional (Alterations)	per square metre	$ 6.75
Group C Residential (Applies to New Buildings and Additions)		
Single Family Detached Semi, Row House, Link Dwellings* *Permit includes Building, HVAC, Plumbing and Residential Occupancy Permits.	per square metre	$ 18.25
Multiple Residential and Apartments	per square metre	$ 17.25
Other Group C (Hotel/Motel Lodging Houses, Rooming Houses, Shelters, etc.)	per square metre	$ 17.25
Group C Residential (Alterations)	per square metre	$ 6.75
Second Suite Dwelling Unit	per square metre	$ 6.75
Group D Business and Personal Services (Applies to New Buildings and Additions)		
Business and Personal Services (Finished)	per square metre	$ 17.25
Business and Personal Services (Shell)	per square metre	$ 13.75
Group D Business and Personal Services (Alterations)	per square metre	$ 8.00
Group E Mercantile (Applies to New Buildings and Additions)		
Mercantile (Finished)	per square metre	$ 17.25
Mercantile (Shell)	per square metre	$ 13.75
Group E Mercantile (Alterations)	per square metre	$ 8.00
Group F Industrial (Applies to New Buildings and Additions)		
Industrial (Finished - Including Self-Storage Buildings)	per square metre	$ 11.50
Industrial (Shell)	per square metre	$ 9.25
Storage Garages	per square metre	$ 5.75
Gas Stations/Repair Stations	per square metre	$ 10.25
Farm Buildings	per square metre	$ 5.00
Group F Industrial (Alterations)	per square metre	$ 5.50
Designated Structures		
Wind Turbine Support Structure	per structure	$ 362.75
Exterior Tank and Support not regulated by *TSSA, 2000*	per structure	$ 307.00
Retaining Walls	per linear metre	$ 9.00
Solar Collectors	per structure	$ 362.75

By-law Number XXXX-23
Schedule "G"
Building Division
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
Stand Alone		
Accessory Structures (Residential)	flat fee	$ 312.50
Accessory Structures (All Other)	flat fee	$ 601.00
Alternative Solutions	per application	$1,168.00 - plus consulting costs as applicable
Change of Use	per square metre	$ 8.00
Construction and Sales Trailers	per square metre	$ 12.00
Construction and Sales Trailers (Pre-Fabricated)	per square metre	$ 6.00
Conditional Permits	per square metre of applicable residential or commercial fee	$1,168.00 - plus agreement preparation costs (min $1,112.00)
Demolition (Singles, Semis, Row Houses, Accessory Structures)	$55m^2$ or less - flat fee	$ 312.50
	Over $55m^2$ - flat fee	$ 368.00
Demolition (Others)	flat fee	$ 601.00
Electromagnetic Locks	per lock	$35.50 - to a maximum of $355.00
Fire Alarm Retrofit	per application	$ 356.00
Fireplaces, Woodstoves and Chimneys	each	$ 312.50
Foundation for Relocated Buildings	per square metre	$ 4.30
HVAC Systems	per residential system	$ 312.50
	per all other systems	$ 629.00
Kitchen Exhaust System	per system	$ 601.00
Marijuana Grow-OP Remediation	minimum fee - includes 10 hours of plan review and inspection	$ 1,258.00
	per hour (after)	$ 127.00
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	tbd
Model Certification	per square metre	$ 6.50
Permits for Certified Plans	per square metre	$ 11.75
Model Type Change	per square metre	$ 912.00
Outdoor Public Pool (3.11 OBC)	per square metre	$ 7.25
Occupancy of an Unfinished Building Permit	per application - up to 4 hours of combined inspection time for building, plumbing and fire services	$ 500.00
	per hour (additional time)	$ 124.75
Partial Permits (Foundation, Structural and Foundation/Structural)	per application	$ 629.00
Portables	per portable	$182.00 - to a maximum of $1,820.00
Revision to Permit Plan	per application - up to 3 hours of review time	$ 315.00
Shoring	per linear metre	$ 8.75
Solar Domestic Hot Water Systems	per system	$ 537.00

By-law Number XXXX-23
Schedule "G"
Building Division
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
Sprinkler Retrofit	per square metre	$ 0.75
Temporary Building/Tent	per structure	$182.00 - to a maximum of $1,820.00
Transit/Bus and Terminal/Bus Shelter	per square metre (see Group A Occupancies)	$ 15.75
Underpinning	per linear metre	$ 8.75
Plumbing		
On Site Sewage Systems - New Systems (200m^2 or less)	per system	$ 629.00
On Site Sewage Systems - New Systems (Greater than 200m^2)	per square metre	$4.30 - to a maximum of $3,599.00
Alterations to Sewage Disposal System	per application	$ 301.00
Headers, Tank Removal or Decommissioning	each	$ 301.00
Stand Alone Plumbing Fixtures, Equipment, Roof Drains - Single Family Dwelling	per fixture	$ 18.25
Stand Alone Plumbing Fixtures, Equipment, Roof Drains - All Other Buildings	per fixture	$ 18.25
Water Service (Residential)	per application	$ 28.75
Each Residential Drain and Sewer (Includes both Storm and Sanitary, Inside, Outside and Floor Drains)	per application	$ 68.00
Commercial, Industrial, Institutional and Apartment (Buildings and Units)		
Water Services		
50mm (2") or less	each	$ 28.75
100mm (4")	each	$ 51.25
150mm (6")	each	$ 73.50
200mm (8")	each	$ 97.50
250mm (10")	each	$ 119.50
300mm (12") or larger	each	$ 143.50
Drains (Storm or Sanitary Drains - Inside or Outside)		
100mm (4")	each	$ 56.50
150mm (6")	each	$ 87.00
200mm (8")	each	$ 108.00
250mm (10")	each	$ 130.00
300mm (12") or larger	each	$ 154.00
Miscellaneous Plumbing		
Manhole, Catch-Basin, Area Drain or Interceptors	each	$ 41.00
Testable Back-Flow Preventer	each	$ 73.50
Other Fees		
Re-Inspection Fee (Applicable at the discretion of the Chief Building Inspector)	each	$ 124.75
Review of Plans	per hour	$ 124.75
Permit Reactivation Fee	per permit	$ 177.00

By-law Number XXXX-23
Schedule "G"
Building Division
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
Administration Fee for Occupancy of a Residential Building Prior to Issuance of the Required Residential Occupancy Permit under the Building Code	per unit	$ 901.50
Special Inspection Fee - per Hour, per Person (Applicable at the discretion of the Chief Building Inspector)	per hour per person	$ 124.75

By-law Number XXXX-23
Schedule "G"
Building Division
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (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 $283.00, whichever is greater
Transfer of Permit	per application	$ 124.75
Zoning and Applicable Law Review	per proposal	$ 154.00
Sewage System Maintenance Inspection	per inspection	$ 172.00
Project by the Municipality	each	No Fees Charged

Notes

General Notes - Interpretation and Application of Schedule G

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.

Detached single family dwelling, semi-detached dwelling, row house and link house

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 bot be charged the stand alone fee for such structures.

The measurement of a floor area for a dwelling unit shall br measuredd 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, basement and cellar.

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.

All Other Classes of Permits

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.

Security Deposits

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.

In accordance with the Town of Aurora Policy regarding demolition permits for Listed Heritage Buildings or Structures, a security deposit in the amount of $10,000 is required prior to the issuance of the permit.

By-law Number XXXX-23
Schedule "H"
Development Planning Division
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
Official Plan Amendment		
Official Plan Amendment	base fee (includes processing fee)	$ 46,970.00
	revision fees	$ 2,566.00
Zoning By-law Amendment		
Major (see Note 3)	base fee (includes processing fee)	$ 27,263.00
	revision fees	$ 2,566.00
Minor (see Note 4)	base fee (includes processing fee)	$ 14,762.00
	revision fees	$ 1,967.00
Removal of Hold	base fee (includes processing fee)	$ 10,575.00
Temporary Use	base fee (includes processing fee)	$ 17,702.00
	extension of the Temporary By-law	$ 9,611.00
Draft Plan of Subdivision		
Draft Plan of Subdivision	base fee (includes registration of subdivision agreement)	$ 48,730.23
	residential processing fee/surcharge 0 - 25 units (per unit)	$851/unit and $10,315/hectare or part thereof for all other lands (see Note 5)
	residential processing fee/surcharge 26 - 100 units (per unit)	$724/unit and $10,315/hectare or part thereof for all other lands (see Note 5)
	residential processing fee/surcharge 101 - 200 units (per unit)	$615/unit and $10,315/hectare or part thereof for all other lands (see Note 5)
	residential processing fee/surcharge > 200 units (per unit)	$523/unit and $10,315/hectare or part thereof for all other lands (see Note 5)
	processing fee/surcharge (non-residential)	$10,102/hectare or part thereof for all other lands (see Note 5)

By-law Number XXXX-23
Schedule "H"
Development Planning Division
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
Draft Plan of Subdivision (con't)	revision fee (where applicant makes revisions to plans requiring recirculation)	$ 2,782.00
	revisions to a Draft Approved Plan of Subdivision, or Conditions of Draft Approval	$ 6,670.00
	extension of Draft Approval	$ 3,493.00
Draft Plan of Condominium		
(All Types)	base fee (includes registration of subdivision agreement)	$ 32,255.00
	revisions to Approved Draft Plan of Condominium	$ 4,693.00
	extension of Draft Approval	$ 2,566.00
Part Lot Controls		
Part Lot Controls	base fee	$ 4,358.00
Block Plans		
Block Plans	base fee	$ 12,054.00
	processing fee/surcharge	$630/hectare or part thereof
Site Plan Approval		
Major	base fee	$ 16,360.00
	plus: per unit for residential 0 - 25 units (per unit)	$ 708.00
	plus: per unit for residential 26 - 100 units (per unit)	$ 425.00
	plus: per unit for residential 101 - 200 units (per unit)	$ 255.00
	plus: per unit for residential > 200 units (per unit)	$ 151.00
	plus: ICI buildings for first 2,000m^2 - per m^2 of GFA	$ 7.25
	plus: ICI buildings portion of GFA between 2,001m^2 and 10,000m^2 - per m^2 of GFA	$ 4.75
	plus: ICI buildings portion of GFA beyond 10,000m^2 - per m^2 of GFA	$ 2.40

By-law Number XXXX-23
Schedule "H"
Development Planning Division
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
Minor and Amending Plans (see Note 6: per m2 fee applicable only if there is an increase in GFA)	base fee	$ 8,786.00
	plus: ICI buildings for first 2,000m^2 - per m^2 of GFA	$ 7.25
	plus: ICI buildings portion of GFA between 2,001m^2 and 10,000m^2 - per m^2 of GFA	$ 4.75
	plus: ICI buildings portion of GFA beyond 10,000m^2 - per m^2 of GFA	$ 2.40
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)	Major Site Plan (each)	$ 8,786.00
	Minor Site Plan (each)	$ 4,718.00
Site Plan Review (Stable Neighbourhood)	each	$ 1,141.00
Site Plan Review (Stable Neighbourhood - non-owner occupied)	each	$ 1,603.00
Site Plan Exemption	base fee	$ 1,119.00
	request for site plan exemption beyond 2nd submission	$ 284.00
Radio Communication Tower/Antenna Facilities	base fee	$ 9,291.00
Committee of Adjustment		
Consent		
Lot Creation, Lot Addition, Establishment of Easements, Mortgage change over, Lease over 21 years	base fee	$ 5,555.00
	plus: per new lot created	$ 2,790.00
	change of conditions (only before a final consent is granted)	$ 1,023.00
	recirculation fee (see Note 7)	$ 2,910.00
Minor Variances or Permission		
Ground Related Residential Zoned Lands	base fee	$ 3,068.00
Oak Ridges Moraine Residential	base fee	$ 2,563.00
More than one Variance related to a Draft Approved Plan of Subdivision	base fee	$ 3,068.00
	plus: per lot or unit	$ 1,608.00
All Other Uses, including ICI	base fee	$ 3,760.00
Minor Variance (non-owner occupied)	each	$ 4,896.00
Recirculation/Revisions (see Note 7)	each	$ 1,543.00
Minor Variance for Outdoor Swim Schools	each	$ 267.00
General Fees		
Owner's Request to Cancel Public Planning Meeting	base fee	$ 3,878.00
Ontario Land Tribunal Referral Fee (including all development applications)	base fee	$ 675.00
Ontario Land Tribunal Referral Fee (Minor Variances, Consent and other appeals)	base fee	$ 349.00

By-law Number XXXX-23
Schedule "H"
Development Planning Division
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
File Maintenance Fee	per year	$ 799.00
Cash in Lieu of Parking Agreement	base fee	$ 5,713.00

By-law Number XXXX-23
Schedule "H"
Development Planning Division
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
Section 37 (Bonusing Agreement)	base fee	n/a
Municipal Street Name Change	each	$ 1,833.00
Municipal Addressing Change	each	$ 1,192.00
Deeming By-law Fee	each	$ 4,446.00
Additional Public Meeting Fee	each	$ 1,162.00
Water Model Fee	each	$ 1,000.00
Sanitary Sewer Fee	each	$ 1,000.00

Notes

1) Major Official Plan Amendment

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.

2) Minor Official Plan Amendment

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.

3) Major Zoning By-law Amendment

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.

4) Minor Zoning By-law Amendment

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.

5) Draft Plan of Subdivision

All other lands within the draft plan excluding roads, road widenings and environmental protection lands.

6) Minor and Amending Site Plans

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.

7) Recirculation Fee

Required due to an Owner's or Applicant's revisions or deferrals.

8) Applications for Non-Owner Occupied Applications

The fees for Stable Neighbourhood Site Plan and Minor Variance applications for non-owner occupied applicants be based on full cost recovery.

Payment of Fees

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.

By-law Number XXXX-23
Schedule "I"
By-law Services Division
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
Adult Entertainment Parlour (previously included in By-law 5630-14)		
Owner/Operator - Initial	each	$1,992.00
Owner/Operator - Renewal	each	$1,713.00
Entertainer - Initial	each	$179.00
Entertainer - Renewal	each	$164.00
Entertainer - Late Fee	each	$54.50
Entertainer - I.D. Card	each	$12.50
Auctioneers (previously included in By-law 5630-14)		
Initial	each	$151.00
Renewal	each	$76.50
Billiard Hall (previously included in By-law 5630-14)		
Initial	each	$405.75
Renewal	each	$76.50
Body Rub Parlour (previously included in By-law 5630-14)		
Owner - Initial	each	$2,147.00
Owner - Renewal	each	$1,847.00
Operator - Initial	each	$1,015.00
Operator - Renewal	each	$912.00
Provider - Initial	each	$127.00
Provider - Renewal	each	$108.00
Provider - Late Fee	each	$54.50
Provider - I.D. Card	each	$12.50
By-law Officer Paid Duty		
Officer Paid Duty (minimum three hours and two officers)	per hour, per officer	$60.00
Door to Door Sales Agents (previously included in By-law 5630-14)		
Initial	each	$85.00
Renewal	each	$77.00
Driving School Instructors (previously included in By-law 5630-14)		
Instructors with vehicle - Initial	each	$114.00
Instructors with vehicle - Renewal	each	$103.00
Instructor with vehicle - Late Fee	each	$62.00
Instructor without vehicle - Initial	each	$108.00
Instructor without vehicle - Renewal	each	$91.00
Instructor without vehicle - Late Fee	each	$62.00
Change of Vehicle Fee	each	$62.00
Replacement Plate	each	$109.00

By-law Number XXXX-23
Schedule "I"
By-law Services Division
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
Farmers Market (previously included in By-law 6092-18)		
Stall Permit	per season	$85.00
	per day	$39.00
Fence Exemption Fee		
Application fee for an Existing Fence	each	$267.00
Application fee for a New Unconstructed Fence	each	$188.00
Horse Riding Establishments (previously included in By-law 5630-14)		
Initial	each	$278.00
Renewal	each	$222.00
Kennels (previously included in By-law 5630-14)		
Initial	each	$464.00
Renewal	each	$327.00
Limousines (previously included in By-law 5630-14)		
Owner - Initial	each	$182.00
Owner - Renewal	each	$95.00
Owner - Late Fee	each	$55.50
Driver - Initial	each	$90.00
Driver - Renewal	each	$76.50
Driver - Late Fee	each	$55.50
Change of Vehicle Fee	each	$55.50
Replacement Plate	each	$109.00
I.D. Card	each	$12.50
Mobile Sign Installers (previously included in By-law 5630-14)		
Initial	each	$310.00
Renewal	each	$292.00
Place of Amusement (previously included in By-law 5630-14)		
Owner/Operator - Initial	each	$301.00
Owner/Operator - Renewal	each	$127.00
Property Standards (previously included in By-law 4044-99.P)		
Certificate of Compliance	each	$67.00
Insp (as per subsection 8.6.1 of By-law 4044-99.P)	each	$114.00

By-law Number XXXX-23
Schedule "I"
By-law Services Division
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
Refreshment Vehicles and Vendors (previously included in By-law 5630-14)		
Owner - Motorized - Initial	each	$278.00
Owner - Motorized - Renewal	each	$244.00
Owner - Motorized - Late Fee	each	$55.50
Owner - Motorized - Short Term	each	$55.50
Owner - No Motor - Initial	each	$257.00
Owner - No Motor - Renewal	each	$244.00
Owner - No Motor - Late Fee	each	$55.50
Vendor - Initial	each	$109.00
Vendor - Renewal	each	$83.00
Vendor - Late Fee	each	$55.50
Change of Vehicle Fee	each	$55.50
Replacement Plate	each	$109.00
I.D. Card	each	$12.50
Second Hand Goods Vendors, Pawnbrokers and Salvage Yard Owners (previously included in By-law 5630-14)		
Initial	each	$278.00
Renewal	each	$239.00
Sign Application - Administered by By-law Services (previously included in By-law 5840-14)		
Mobile Sign	each	$120.00
Banner Sign	each	$120.00
Feather Banner Sign	each	$120.00
Portable Sign	each	$120.00
Special Event Sign	each	$120.00
Sign Retreival Fee	per sign	$52.00
Security Deposit	Initial Application Only	$556.00
Sign Application - Administered by Building Services (previously included in By-law 5840-14)		
Application for General Sign Permit (unless specified below)	each	$167.00 per application plus $11.11/square metre of total aggregate areas of all proposed signs
Application for Billboard or Mural Sign	per application	$333.00
Application for revision/renewal of a sign permit	per application	$167.00
Security Deposit	per sign	$556.00
Application for Sign Variance Request (within the scope limits described in 4.10(b) of By-law 5840.14)	each	$333.00
Application for Appeal to Council (pursuant to 4.10(d) of By-law 5840.14)	each	$333.00
Application for Sign Variance Request (exceeding the scope limits described in 4.10(e) of By-law 5840.14)	each	$667.00

By-law Number XXXX-23
Schedule "I"
By-law Services Division
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
Taxicabs (previously included in By-law 5630-14)		
Owner License - Initial	each	$558.00
Owner License - Renewal	each	$483.00
Owner License - Late Fee	each	$103.00
Broker License - Initial	each	$246.00
Broker License - Renewal	each	$91.00
Broker License - Late Fee	each	$91.00
Taxicab Driver License - Initial	each	$91.00
Taxicab Driver License - Renewal	each	$62.00
Taxicab Driver License - Late Fee	each	$62.00
Transfer of Owner License - General	each	$180.00
Transfer of Owner to Estate	each	$180.00
Transfer of Taxicab Plate to New Vehicle	each	$55.50
Annual Priority List Fee	each	$28.00
Replacement Taxicab Plate	each	$109.00
Taxicab Meter Reseal	each	$44.00
I.D. Card and Tariff Card	each	$12.50
Taxi Test Re-write	each	$33.00
Taxicab Identification Holder	each	$11.00
Vacant Registry (previously included in By-law 6114-18)		
Property Zoned Residential	Initial	$196.00
	Renewal	$278.00
Property Zoned Commercial	Initial	$222.00
	Renewal	$333.00
Property Zoned Institutional	Initial	$222.00
	Renewal	$333.00
Property Zoned Industrial	Initial	$222.00
	Renewal	$333.00
Property Zoned Promenade	Initial	$222.00
	Renewal	$333.00
Inspection	per hour	$122.00
Re-Occupancy Inspection	each	$55.50
Miscellaneous Fees		
Remedial Action Administration Fee	Value of remedial work is less than $1,000.00	$150.00 per hour
	Value of remedial work is greater than $1,000	10% of total remedial value

By-law Number XXXX-23
Schedule "J"
Animal Services Division
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
Cat License (previously included in By-law 6197-19)		
Regular License	each	$ 22.00
License for cat owned by Resident fifty-five (55) years of age or older	each	$ 11.00
Dog License (previously included in By-law 6197-19)		
Regular License	each	$ 33.00
License for 'Dangerous Dog'	each	$ 111.50
License for dog owned by Resident fifty-five (55) years of age or older	each	$ 17.00
License for guide dog or service animal (with proper documentation)	each	no charge
Impound (previously included in By-law 6197-19)		
First Impound	each	$ 25.00
Second Impound	each	$ 40.00
Third Impound	each	$ 75.00
Daily Maintenance	each	$ 16.75
Replacement Tag (previously included in By-law 6197-19)		
Cat or dog	each	$ 5.50
Animal Control Services		
Trapping Fee (Includes food and trap)	per day	$ 13.00
Private Property deceased wildlife removal (bagged)	per animal	$ 11.00
Private Property deceased wildlife removal (unbagged)	per animal	$ 21.75
Deceased Domestic - Small Size (up to 15 lbs)	per animal	$ 16.25
Deceased Domestic - Medium Size (between 16 and 40 lbs)	per animal	$ 32.75
Deceased Domestic - Large Size (between 41 and 100 lbs)	per animal	$ 49.25
Officer Paid Duty (minimum three hours, two Officers)	per hour, per officer	$ 59.75

By-law Number XXXX-23
Schedule "K"
Access Aurora Division
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2022 (Including H.S.T. where applicable)	2023 (Including H.S.T. where applicable)
CIVIL MARRIAGE SERVICES			
Civil Marriage Fee	per service	$500.00	$500.00
Marriage Licences	per licence	$147.00	$150.00
Witness Fee *(if Town staff are required to be witnesses)*	per witness	$64.00	$67.00
Rehearsal Fee for offsite Civil Marriage ceremony	per service	$96.00	$100.75
Administrative Fee to be charged for change of wedding date within 7 days of scheduled ceremony	per change	$35.00	$36.75
Administrative Fee to be charged for cancellation of Civil Marriage ceremony before consultation meeting	each	$66.00	$69.25
Administrative Fee to be charged for cancellation of Civil Marriage ceremony after consultation meeting	each	$190.00	$199.00
ADMINISTER OATHS/TAKE AFFIDAVITS This fee is to commission documents for work that is not in connection with business of the Town (i.e. third party)			
Commission Service (Pension documents for seniors are completed at no charge)	per commission	$22.50	$25.00
VITAL STATISTICS INFORMATION			
Burial Permits (HST Exempt)	per permit	$40.00	$42.00
LOTTERY LICENSING			
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
Media Bingo (HST Exempt)	regulated by Province of Ontario	3% of prize board	3% of prize board

By-law Number XXXX-23
Schedule "K"
Access Aurora Division
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2022 (Including H.S.T. where applicable)	2023 (Including H.S.T. where applicable)
Letters of Approval (HST Exempt) Town approval of Lottery Schemes Licenced by the Province of Ontario	per application	$40.00	$42.00
LIQUOR LICENSE CLEARANCE LETTER	each	$195.00	$205.00
NO OBJECTION LETTER	each	$88.00	$92.00

By-law Number XXXX-23
Schedule "L"
Short-Term Rentals
Effective January 1, 2024

Description of Service for Fee or Service Charge	Unit of Measure (i.e. per hour, page, document, etc.)	2023 (Including H.S.T. where applicable)
Short-Term Rentals (Company providing service - i.e. Airbnb, VRBO, Expedia)		
STR Companies - Initial License Fee (each)	up to 10 properties	$ 500.00
	11 to 50 properties	$ 1,000.00
	51 to 100 properties	$ 5,000.00
	Over 100 properties	$ 11,000.00
STR Companies - Renewal License Fee (each)	up to 10 properties	$ 400.00
	11 to 50 properties	$ 800.00
	51 to 100 properties	$ 4,000.00
	Over 100 properties	$ 8,800.00
Short-Term Rental Operators (Local host/owner of individual Short-Term Rental)		
Initial License Fee (1-3 bedrooms)	each	$ 380.00
Renewal License Fee (1-3 bedrooms)	each	$ 360.00
Miscellaneous Fees		
License Renewal Late Fee (Company)	each	$ 500.00
License Renewal Late Fee (Host)	each	$ 50.00
Replacement License Placard	each	$ 50.00

The Corporation of The Town of Aurora

By-law Number XXXX-23

Being a By-law to confirm actions by Council resulting from a Council meeting on November 28, 2023.

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

1. That the actions by Council at its Council meeting held on November 28, 2023, in respect of each motion, resolution and other action passed and taken by the Council at the said meeting is hereby adopted, ratified and confirmed.

2. That the Mayor and the proper officers of the Town are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and to execute all documents as may be necessary in that behalf and the Clerk is hereby authorized and directed to affix the corporate seal to all such documents.

Enacted by Town of Aurora Council this 28th day of November, 2023.

Tom Mrakas, Mayor

Michael de Rond, Town Clerk