



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora
Accessibility Advisory Committee
Terms of Reference

Purpose

The purpose of the Accessibility Advisory Committee is to encourage and facilitate accessibility on behalf of all persons with disabilities by promoting public awareness and sensitivity; encouraging co-operation among all service and interest groups to ensure an inclusive community for all persons; identifying and documenting relevant issues and concerns; improving access to housing, transportation, education, recreation, and employment which are all qualities of a five-star community; improving communication among all levels of government and service agencies to make recommendations regarding policy, procedure and legislation; to educate and champion needs that arise based on the *Accessibility for Ontarians with Disabilities Act (2005)*; and recognizing that the needs of all persons, including persons with disabilities, are constantly changing.

Membership

The Committee shall be comprised of six (6) members, encompassing:

- Six (6) citizen members, the majority of whom shall be persons with a disability and the minority of whom shall be citizen volunteers, parents of a child with a disability, or professionals from the stakeholder community.

One (1) member of Council shall be appointed as Council liaison to the Committee and that such member shall be “ex-officio”.

Term

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

Remuneration

The Committee member shall be compensated for his/her expenses as provided by the current legislation. The remuneration practice should take into consideration that people with disabilities might have additional expenses related to travel, disability accommodations and attending meetings in general. This may include, for example, sign language interpretation for individuals who are deaf, specialized transportation and support care and/or attendant services for Committee meetings.

Duties and Functions

The Committee assists Council by advising, reviewing, and making comments and recommendations of interest to/for people with disabilities and dealing with community issues relevant to persons with disabilities.

Some of the items to be reviewed by the Committee include:

- Providing advice to Council each year regarding the preparation, implementation and effectiveness of the annual municipal Accessibility Plan and making recommendations on the outstanding accessible project list or items based on Council's funding allocation for accessibility;
- Providing advice to Council and staff for compliance purposes as per the Accessibility for Ontarians with Disabilities Act (2005);
- Establishing guidelines pertaining to accessibility, that staff may consider in the review of site plans and subdivision agreements (i.e., building accessibility, curb cuts on roadways, audible traffic signals, etc.);
- Commenting on selected designated accessible parking, including: ensuring that it is as convenient to the entrance as possible, ensuring that it is properly identified and signed as designated accessible parking, reviewing the total number of designated accessible parking spots in relation to the total number of parking spaces in new development (1:30 ratio), reviewing ways to improve the placement of existing designated parking within the municipality, suggesting ways to increase, wherever possible, on both public and private lands, the number of designated accessible parking spaces within the municipality;
- Commenting on the accessibility for persons with disabilities to a building, structure, or premises or part of a building, structure or premises that the municipality purchases, contracts or significantly renovates or for which a new lease is entered into;
- Commenting on the proposed and existing by-laws, services, practices, programs and policies of the municipality and how they relate to the general public, including persons with disabilities;
- Commenting on how the needs of persons with disabilities can be better served through the municipality's purchasing of goods and services;

- Monitoring federal and provincial government directives and regulations and advising Council regarding same;
- Conducting research on accessibility issues; and
- Liaising with other municipalities, York Region and local stakeholder groups on accessibility and disability issues/interests.

Reporting

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

Meeting Time and Location

The Accessibility Advisory Committee meets on the second Wednesday of each month at 7 p.m., or at a time as agreed to by the Committee, with the exception of July and August. Meeting agendas are available for members the week before the meeting. The location is usually an accessible meeting room at the Aurora Town Hall.

Staff Support

Legislative Services staff provides administrative support services to the Committee.

Additional staff such as the Accessibility Advisor (when/where available) and Senior Building Inspector shall also attend as required, to be determined by agenda items.

Other staff representatives will attend Committee meetings when/if required and if the issues are relevant to the Accessibility Advisory Committee (i.e., Facilities Manager for updates on physical access improvements within Town facilities, updates on annual accessibility plan items, Human Resources staff regarding recruitment policy, etc.).



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Town of Aurora
Aurora Appeal Tribunal
Terms of Reference

Purpose

The Aurora Appeal Tribunal is appointed by Council to conduct quasi-judicial hearings in respect to appeals pertaining to the Town's Licensing By-law and Animal Control By-law.

Membership

The Tribunal shall be comprised of five (5) members of the public and are Members of the Property Standards Committee.

Term

The Tribunal shall be appointed for a four-year term and will remain in office until a new Committee has been appointed by Council.

Remuneration

None.

Duties and Functions

To conduct hearings and perform the duties assigned to the Aurora Appeal Tribunal under By-law 5558-13, as amended, being a By-law to create the Aurora Appeal Tribunal and establish its Rules of Procedure.

Reporting

None.

Meeting Time and Location

The Tribunal will meet on an as-required basis, as appeals are received.

Staff Support

Legislative Services staff provides administrative support services to the Committee.



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Town of Aurora
Aurora Public Library Board
Terms of Reference

Purpose

The purpose of the Board is to oversee the planning and policy decisions related to the Aurora Public Library service.

Membership

The Board shall be comprised of seven (7) members, including two (2) Members of Council and five (5) Members of the public who are:

- At least eighteen years of age;
- A Canadian citizen;
- A resident of Aurora; and
- Not employed by the Town of Aurora or by the Aurora Public Library.

Term

The Board shall be appointed for a four-year term, and will remain in office until a new Board has been appointed by Council.

Remuneration

None.

Duties and Functions

Strategic Planning

- Identify needs and approve appropriate plans to ensure that Aurora Public Library services are responsive to changing community circumstances and are accessible to all.

Policy Development

- Determine and adopt written policies to govern the services and operations of the Library.

Advocacy

- Ensure that the important and essential role of the Library in the community is communicated clearly;

- Ensure that its value and contribution are understood and appreciated by all key stakeholders;
- Actively promote Library services in the community.

Financial management:

- Ensure that community needs for Library services are met in a cost-effective manner;
- Develop and recommend to Town Council required operating and capital budgets.

Reporting

Not applicable.

Meeting Time and Location

The Board meets on the third Wednesday of each month at 7 p.m. at the Aurora Public Library.

Staff Support

The Library provides technical and administrative support services to the Board.



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Town of Aurora

Community Advisory Committee

Terms of Reference

Purpose

The Community Advisory Committee is formed to support and advise Town staff in various issues that affect the Town of Aurora as a whole.

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

Membership

The Committee will be composed of up to ten (10) members, as follows:

- One (1) member of Council; and
- Up to nine (9) citizen members selected by Council.

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

Term

The 2022-2026 Term of Council.

Remuneration

None.

Duties and Functions

- To support and advise Town staff on initiatives and matters relating to the Community Services department of the Town, including Recreation, Facilities and Cultural Services;
- To support and advise Town staff on initiatives and matters relating to the Operational Services department of the Town, including Parks and Infrastructure Operations; and
- To support and advise Town staff on initiatives and matters relating to the Planning and Development Services department of the Town, including Trails, Traffic and Engineering.

Reporting

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

Meeting Time and Location

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

Staff Support

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

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



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Town of Aurora
Committee of Adjustment
Terms of Reference

Purpose

The Committee considers the merits of applications for land severances and minor variances to land, buildings or structures, in accordance with the *Planning Act*.

Membership

The Committee shall be comprised of five (5) Members of the public.

Term

The Committee shall be appointed for a four-year term and will remain in office until a new Committee has been appointed by Council

Remuneration

Chair - \$125.00 per meeting

Members - \$120.00 per meeting.

Duties and Functions

The Committee shall:

Some of the items to be reviewed by the Committee include:

- Meet in a public forum to hear applications for severances and minor variances;
- Listen to presentations by the applicant, Town Staff and any other interested parties;
- Receive written submissions and Staff reports;
- Render a decision on applications that are placed before the Committee, including imposing any conditions of approval that it deems desirable.

Reporting

Not applicable.

Meeting Time and Location

The Committee meets on the second Thursday of each month at 7 p.m.

Staff Support

The Planning and Development Services Department provides technical and administration support services to the Committee.



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Town of Aurora

Community Recognition Review Advisory Committee

Terms of Reference

Purpose

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

Membership

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

- One (1) member of Council; and
- Six (6) citizen members selected by Council.

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

Term

The 2022-2026 Term of Council.

Remuneration

None.

Duties and Functions

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

Reporting

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

Meeting Time and Location

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

Staff Support

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

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



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Town of Aurora

Environmental Advisory Committee

Terms of Reference

Purpose

The Environmental Advisory Committee is established to address ongoing climate change, adaptation and mitigation initiatives, energy conservation, environmental matters, and to contribute comments on the development of the Climate Change Adaptation Plan and toward implementation of the Community Energy Plan, the Corporate Energy Conservation and Demand Management Plan, the Corporate Environmental Action Plan, and York Region's Climate Change Action Plan.

Membership

The Committee will be composed of up to ten (10) members, as follows:

- Two (2) members of Council; and
- Up to eight (8) citizen members selected by Council.

Term

The 2022-2026 Term of Council.

Remuneration

None.

Duties and Functions

- To act as a link between citizens and Town staff to facilitate the resolution of environmental concerns and to assist in implementing projects that will enhance our community environment.
- To support and advise Town staff on initiatives and matters relating to:
 - environmental issues impacting Aurora;
 - environmental policies, procedures and regulations;
 - environmental education, outreach, public awareness, public consultation; and
 - the promotion of green space, environmental restoration, environmental rehabilitation and enhancement projects.

Reporting

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

Meeting Time and Location

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

Staff Support

Staff Liaisons will consist of staff from the Planning and Development Services department. The Legislative Services division will provide administrative support services to the Committee.



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Town of Aurora
Finance Advisory Committee
Terms of Reference

Purpose

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

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

Membership

The Committee shall be composed of three (3) members of Council.

Term

The 2022-2026 Term of Council. The Committee shall hold office for a term of four years concurrent with the term of Council.

Remuneration

None.

Duties and Functions

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

- Long-range, corporate financial planning policy/process that would enhance the long-term financial health of the Corporation;
- The annual capital and operating budget process and financial reporting process to enhance:
 - the higher level policy decision-making role of Council

- the existing reporting/analysis tools to assist Council's decision-making process
 - the timing and extent of public participation in the process;
- The business practices of the organization, identifying opportunities that would increase effectiveness and efficiencies;
- Fiscal policy matters;
- The annual performance measures report to the Province, noting the relative position of Aurora with comparator municipalities in the designated categories; and
- Undertake other assignments as may be requested by Council from time to time.

Meeting Time and Location

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

Staff Support

The Technical support shall be provided by the Chief Administrative Officer and the Director of Financial Services/Treasurer.

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



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Town of Aurora

Heritage Advisory Committee

Terms of Reference

Purpose

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

Membership

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

- One (1) Member of Council;
- Four (4) citizen members selected by Council;
- One (1) Honorary citizen member; and
- One (1) member of the Aurora Historical Society.

Term

The 2022-2026 Term of Council.

Remuneration

None.

Duties and Functions

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

- To provide comment to Staff on proposed development applications and demolition permits on properties within the heritage area, as identified within the Town of Aurora's Official Plan.

Reporting

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

Meeting Time and Location

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

Staff Support

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

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



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Town of Aurora

**Joint Council Committee – Central York
Fire Services**

Terms of Reference

Purpose

A Joint Committee of the Municipal Councils of Aurora and Newmarket shall be formed and constituted as of January 1, 2002 for the purposes of providing and administering fire protection and preventative services for both municipalities in accordance with the Consolidated Fire Services Agreement.

Although accountable to both the Council of the Town of Aurora and the Town of Newmarket, it is the responsibility of Committee Members to make decisions which shall favour neither municipality, but will provide an equal level of service to all of the combined residents of both municipalities.

Membership

The Committee shall total six (6) Members, composed of three (3) Members of the Municipal Council of Aurora and three (3) Members of the Municipal Council of Newmarket, whose terms shall be concurrent with the term of the Councils which appointed them. No Member shall be permitted or eligible for membership for more than two (2) consecutive terms.

Quorum

In order to constitute a quorum, at least two (2) Members appointed by Newmarket and two (2) Members appointed by Aurora shall be present at all times, and all matters shall be decided by a majority vote of the Members attending, each of whom shall have one (1) vote including the Chair. In the event of a tie, the matter shall be deemed to have been denied or refused.

Majority

Any decision or recommendation of the Committee shall require the following:

- a) The concurring vote of a majority of the Members present, and
- b) A concurring vote from at least one representative of each municipality.

A tie vote is considered a defeated vote.

Term

The appointment is for a term to be determined by Council and the Member will remain in office until a new appointee has been appointed by Council.

Remuneration

None.

Duties and Functions

The Joint Council Committee for Central York Fire Services shall be delegated the following responsibilities in fulfilling the mission statement:

1. Conduct planning for the provision of effective and efficient fire and emergency services, in accordance with the Consolidated Fire Services Agreement including fire suppression, fire prevention, fire safety, education, communication, training of persons involved in the provision of fire protection services, rescue and emergency services and delivery of all these services, in a fiscally prudent manner within the municipalities;
2. Present and maintain a Fire & Emergency Services Master Plan to meet the community needs and provide strategic direction for approval of the Municipal Councils;
3. Recommend service levels, capital budgets, and operating budgets in accordance with the consolidated Fire Services Agreement and the approved Fire & Emergency Services Master Plan;
4. Administer the provision of fire services to the municipalities in accordance with the approved plans and budgets including the provision and use of facilities, equipment, human resources and programs;
5. Ensure that any agreements currently in effect relating to communications services and mutual aid with other municipalities are maintained and properly performed; and
6. Provide regular and proactive information to the Councils of the participating municipalities on the operations of the consolidated fire services.

The Committee shall make recommendations in accordance with the Consolidated Fire Services Agreement with respect to the service standards, namely:

- Fire & Emergency Services Master Plan
- Annual capital and operating budgets
- Labour contracts and amendments
- Fire communication services and mutual aid agreements
- Purchases or contracts related to fire services

Notwithstanding the above-referenced responsibilities, the Town of Newmarket shall be responsible for any negotiations and execution of agreements related to any labour relation contracts and amendments thereto.

The Committee will be responsible for coordinating the Central York Fire Services, which includes both full-time and volunteer firefighters. The Committee shall ensure the efficient and proper delivery of fire and emergency services throughout the municipal boundaries of Aurora and Newmarket in accordance with the Consolidated Fire Services Agreement and service standards approved by the Council of both municipalities including and extending to the following:

- a) Establish a program in the municipalities, which must include public education with respect to fire safety and certain components of fire prevention;
- b) Establish and maintain an annual fees for services schedule;
- c) Engage in mutual aid relationships with adjacent Fire and Emergency Services providers in York Region;
- d) Provide a tiered response to emergency events in Aurora and Newmarket;
- e) Examine the feasibility of providing fire and emergency services to other municipalities and the receipt of like services from other municipalities, subject to the collective bargaining agreement;
- f) Meet all obligations and responsibilities of Aurora and Newmarket under the Fire Protection and Prevention Act, as amended, and any regulations there under;

- g) Consider the recommendations of the Fire Marshal concerning the operation of the department and delivery of service to Aurora and Newmarket and report to the Municipal Council of the parties concerning these recommendations;
- h) From time to time as needed, participate in the process for the recruitment of a Fire Chief;
- i) Develop, with the Fire Chief, an ongoing communication process, including a quarterly report between the Department and the Municipal Councils;
- j) Review departmental organization; and
- k) Review such other matters as the Municipal Councils may determine.

Notwithstanding, the above-referenced functions, the Committee shall not interfere with any of the Fire Chief's statutory duties.

The Committee shall review and maintain a Master Fire and Emergency Services Plan that would establish and harmonize service levels throughout Aurora and Newmarket and standardize operating procedures for the department. The Committee shall be responsible for providing at no time less than the current level of service in existence for the delivery of fire and emergency services of each municipality, at the time of the effective date of this agreement.

The Committee may meet with any other municipalities that are interested, with the objective of expanding the service area of the Committee for the provision of fire and emergency services beyond Aurora and Newmarket and consolidating Regional fire and emergency services. Following such discussions, the Committee shall report to Aurora and Newmarket concerning the proposed amendments to this agreement to implement such arrangements..

Reporting

None.

Meeting Time and Location

The Committee meets on a monthly basis and the meetings in July and August are at the call of the Chair of the Committee.

Staff Support

Central York Fire Services staff will provide technical support to the Committee.

Corporate Services staff of the Town of Newmarket shall provide administrative support to the Committee and the meetings shall be governed by the Town of Newmarket's Procedural By-law



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Town of Aurora

Mayor's Golf Classic Funds Committee

Terms of Reference

Purpose

The primary function of the Mayor's Golf Classic Funds Committee is to oversee the distribution of a Community Initiatives Fund generated from the annual Aurora Mayor's Charity Golf Classic.

Membership

The Committee shall be comprised of seven (7) representatives, from service clubs and community organizations who provide a variety of services to those in need within the boundaries of the Town of Aurora. Examples of organizations represented on the application review committee Optimist Club, Rotary Club, Welcoming Arms, Salvation Army, York Regional Police, United Way, CHATS, etc.).

- At least eighteen years of age;
- A Canadian citizen;
- Not employed by the Town of Aurora; and
- At least one (1) member with a background in Finance.

Term

The 2022-2026 Term of Council. The Committee shall be appointed for a term of four years concurrent with the term of Council.

Remuneration

None.

Duties and Functions

Application for Funding

- Develop and make available a "grant application form" electronically to all groups or individuals;

- Review and update, as required, the eligibility criteria for funding each term; and
- Intake and review applications against eligibility criteria.

Financial Support

- To determine the amount of financial support to not-for-profit community groups and individual needs that otherwise have limited options to get assistance from;
- To determine the amount of financial support to both individuals and community groups to help them participate in or organize various activities offered throughout the Town of Aurora;
- Funding to groups or individuals not to exceed \$5,000 in a calendar year and the approval is at the sole discretion of the Application Review and Disbursement Committee;
- Committee members will be expected to declare a conflict of interest if their organization has a funding application before the committee.

Reporting

- Aurora Town Council will be provided with a report of funding allocation on an annual basis for information;
- Identifiable individuals receiving support will not be publically disclosed as per the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* requirements.

Meeting Time and Location

Meetings of the Committee will be scheduled by the Legislative Services Division on an as needed basis.

Staff Support

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



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Town of Aurora

Property Standards Committee

Terms of Reference

Purpose

The Property Standards Committee is appointed by Council to sit and hear appeals of any Orders to Comply issued by staff under the Town's Property Standards By-law relating to the conditions of properties in Town.

Membership

The Tribunal shall be comprised of five (5) members of the public and are Members of the Aurora Appeal Tribunal.

Term

The Committee shall be appointed for a four-year term and will remain in office until a new Committee has been appointed by Council.

Remuneration

None.

Duties and Functions

To review and make recommendations relating to any appeals that may be filed in relationship to the Property Standards By-law, as amended, and associated orders.

Reporting

None.

Meeting Time and Location

The Committee will meet on an as-required basis, as appeals are received.

Staff Support

Legislative Services staff provides administrative support services to the Committee.