



**TOWN OF AURORA**  
**ADDITIONAL ITEMS**  
**FOR COUNCIL MEETING**

**Tuesday, September 15, 2015**  
**7 p.m.**  
**Council Chambers**

➤ **Withdrawn: Presentation (a) Stephen Kimmerer, Sport Aurora; Re: Sport Plan**

➤ **Item 5 – PR15-026 – Award of Request for Proposal PRS 2015-77** pg. 1  
**Cultural Precinct Plan**

RECOMMENDED:

THAT Report No. PR15-026 be received; and

THAT the 2015 Capital Budget be increased by \$58,815.00 to be funded from the Tax Rate Stabilization Reserve Fund; and

THAT Request for Proposal PRS 2015-77 – Cultural Precinct Plan be awarded to Fotenn Consultants Inc. in the amount of \$57,797.50, excluding HST.

➤ **Item 6 – Memorandum from Director of Corporate & Financial** pg. 4  
**Services/Treasurer**  
**Re: Updated 2016 Budget Meeting Schedule**

RECOMMENDED:

THAT the memorandum regarding Updated 2016 Budget Meeting Schedule be received; and

THAT the 2015 Council and Committee Meeting Calendar be amended as set out in this memorandum.



**TOWN OF AURORA**  
**COUNCIL REPORT**

**No. PR15-026**

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**SUBJECT:** *Award of Request for Proposal PRS 2015-77 – Cultural Precinct Plan*  
**FROM:** *Allan D. Downey, Director of Parks and Recreation Services*  
**DATE:** *September 15, 2015*

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**RECOMMENDATIONS**

*THAT Report No. PR15-026 be received; and*

*THAT the 2015 Capital Budget be increased by \$58,815.00 to be funded from the Tax Rate Stabilization Reserve Fund; and*

*THAT Request for Proposal PRS 2015-77 – Cultural Precinct Plan be awarded to Fotenn Consultants Inc. in the amount of \$57,797.50, excluding HST.*

**PURPOSE OF THE REPORT**

To engage a consultant in the preparation of a Cultural Precinct Plan.

**BACKGROUND**

At the Council meeting of August 11, 2015, staff received direction to conduct an Request for Proposal (RFP) to engage a design firm to establish a conceptual plan for the Cultural Precinct Area.

**COMMENTS**

Staff prepared RFP PRS 2015-77 and issued it for release on August 20, 2015. The RFP closed on September 10, 2015 and one proposal was received.

The proposal was reviewed by the Purchasing Division for compliancy and oversaw the evaluation process. The proposal was evaluated based on a pre-determined set of criteria:

1. Company Profile.
2. Work Plan and Process.
3. Demonstrated Qualifications and Project Team.

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4. Relevant Past Experience.
5. Value Added Services.
6. Fees.

The evaluation team comprised of the Director of Parks and Recreation, the Director of Planning and the Manager, Long Range & Strategic Planning.

The Evaluation Committee, in concert with the Interim CAO, recommend that the Manager, Long Range and Strategic Planning assist the consultant team in working with the development community to ensure the commercial viability of the private sector components of the Cultural Precinct.

As part of the due diligence process by the Purchasing Division, all firms were contacted to solicit comments and concerns or issues related to the RFP and the bid process.

A total of 45 firms picked up the RFP; however, only nine firms responded to our inquiry. Reason for not submitting included a lack of relevant experience, an aggressive completion date of November 30, 2015, and previous commitments.

#### **LINK TO STRATEGIC PLAN**

A Cultural Precinct Plan supports the Strategic Plan goal of Supporting an exceptional quality of life for all through its accomplishment in Celebrating and promoting our culture in the following key objectives within this goal statement:

Develop a Cultural Master Plan that includes heritage, music and art to promote more cohesive and coordinated cultural services.

#### **ALTERNATIVE(S) TO THE RECOMMENDATIONS**

Council may choose not to Award this proposal. Funding has not been approved; however, a funding source has been recommended. The proposal evaluation process meets all requirements of the Purchasing By-Law and awarding this contract is the next step in fulfilling the requirements of the RFP process. If Council chooses not to award the contract at this time, the RFP in its present form without substantial modification cannot be released again.

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**FINANCIAL IMPLICATIONS**

Staff recommend funding the study project from the tax rate stabilization reserve fund in the amount of \$58,815 (being \$57,797.50, excluding HST, plus non-recoverable portion of HST).

**CONCLUSIONS**

The development of a Cultural Precinct Plan is another step in the re-development of the downtown core. Staff will be monitoring and assisting the consultant in order to maximize the opportunity for the completion of a successful vision..

**PREVIOUS REPORTS**

None.

**ATTACHMENTS**

None.

**PRE-SUBMISSION REVIEW**

CAO review.

***Prepared by: Allan D. Downey, Director, Parks and Recreation Services- Ext. 4752***

  
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**Allan D. Downey**  
**Director of Parks and Recreation**

  
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**Patrick Moyle**  
**Interim Chief Administrative Officer**



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**Corporate and Financial Services**

**INTERNAL MEMO**

**DATE:** September 15, 2015  
**TO:** Mayor Dawe and Members of Council  
**FROM:** Dan Elliott, Director, Corporate and Financial Services  
**RE:** Updated 2016 Budget Meeting Schedule

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**RECOMMENDATIONS:**

*THAT the memorandum regarding Updated 2016 Budget Meeting Schedule be received; and*

*THAT the 2015 Council and Committee Meeting Calendar be amended as set out in this memorandum.*

Due to changes in the approach to preparing and reviewing budgets for 2016, staff have prepared an updated Budget meeting schedule reflecting the more streamlined approach, which will ensure Operating Budget approval on December 8, 2015, as follows:

<b>Meeting Date and Time</b>	<b>Purpose</b>
Monday, Sep. 28, 7 p.m.	Kick-off Capital Review
Monday, Oct. 5, 9 a.m.	Capital Budget Review
Monday, Nov. 2, 7 p.m.	Kick-off Operating Budget
Saturday, Nov. 7, 9 a.m.	Operating Budget Review
Monday, Nov. 16, 7 p.m.	Aurora Public Library Board, Aurora Cultural Centre Board, and Aurora Historical Society presentations only
Monday, Nov. 23, 7 p.m.	Hold for Budget Review follow-up if necessary
Tuesday, Dec. 8, 7 p.m.	Regular Council – Budget Approval Report

The official calendar of Council and Committee meetings should be updated to reflect the new schedule for Budget meetings.