



# **General Committee Meeting Agenda**

**Tuesday, April 4, 2017  
7 p.m.**

**Council Chambers  
Aurora Town Hall**



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

Tuesday, April 4, 2017  
7 p.m., Council Chambers

Councillor Gaertner in the Chair

## **1. Approval of the Agenda**

### **Recommended:**

That the agenda as circulated by Legislative Services be approved.

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

## **3. Presentations**

### **(a) Anca Mihail, Manager, Engineering and Capital Delivery**

**Re: Item R1 – IES17-015 – Ten-Year Capital Road Reconstruction Program**

### **(b) Dan Elliott, Director of Financial Services - Treasurer**

**Re: Item R2 – FS17-003 – Joint Operations Centre (JOC) Project: Financial Summary Report**

## **4. Delegations**

## **5. Consent Agenda**

Items listed under the Consent Agenda are considered routine or no longer require further discussion, and are enacted in one motion. The exception to this rule is that a Member may request for one or more items to be removed from the Consent Agenda for separate discussion and action.

**Recommended:**

That the following Consent Agenda Items, C1 to C5 inclusive, be approved:

- C1. IES17-014 – Submission of Annual Drinking Water Quality Report**  
(Information Report dated March 21, 2017, included on agenda per Member of Council request)

**Recommended:**

1. That Report No. IES17-014 be received for information.

- C2. IES17-016 – Award of Tender IES 2016-103 – Closed Circuit Television (CCTV) Sewer Inspection Services**

**Recommended:**

1. That Report No. IES17-016 be received; and
2. That Tender No. IES 2016-103 for Capital Project No. 41011 – Closed Circuit Television (CCTV) Sewer Inspection Services for sewer inspection services at various locations in the Town of Aurora for one (1) Year (with an option to renew for an additional two (2) one (1) year periods), be awarded to Infrastructure Intelligence Services Inc. in the amount of \$134,460 excluding taxes; and
3. That the Director of Infrastructure and Environmental Services be authorized to renew Tender IES 2016-103 for an additional two (2), one (1) year periods, pending an annual analysis and satisfactory performance review by the Director; and
4. That the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.

**C3. IES17-017 – Award of Tender 2017-26-IES – For the Reconstruction of Brookland Avenue from Yonge Street to Banbury Court**

**Recommended:**

1. That Report No. IES17-017 be received; and
2. That Tender No. 2017-26-IES for the reconstruction of Brookland Avenue, from Yonge Street to Banbury Court, be awarded to MGI Construction Corp. in the amount of \$1,567,450.35, excluding taxes; and
3. That the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.

**C4. PRCS17-011 – Purchase Order Increase for Summer Camp Bussing**

**Recommended:**

1. That Report No. PRCS17-011 be received; and
2. That the option to renew the Student Transportation of Canada contract be exercised for the third and final year of the Contract ending December 31, 2017; and
3. That Purchase Order No. 957 be increased by \$40,000, excluding taxes, to a total of \$103,547, excluding taxes, to accommodate bussing for 2017.

**C5. PBS17-020 – Planning Applications Status List**

(Information Report dated March 21, 2017, included on agenda per Member of Council request)

**Recommended:**

1. That Report No. PBS17-020 be received for information.

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

### **R1. IES17-015 – Ten-Year Capital Road Reconstruction Program**

#### **Recommended:**

1. That Report No. IES17-015 be received; and
2. That a service standard be approved whereby the road network be maintained at a Pavement Quality Index (PQI) score of 65 (“Fair”), on average; and
3. That the Town’s 2018 operating and ten-year capital plans for the Reconstruction and Rehabilitation (R&R) of its road network, as well as the Asset Management Plan (AMP), be updated to align with a service standard of maintaining a Pavement Quality Index (PQI) of 65 (“Fair”), on average.

### **R2. FS17-003 – Joint Operations Centre (JOC) Project: Financial Summary Report**

#### **Recommended:**

1. That Report No. FS17-003 and Report No. IES17-001 (Attachment #3) be received; and
2. That the overspending of \$103,027 on Capital Project No. 34217 be funded as set out in Report No. FS17-003, and that the capital project be closed; and
3. That the JOC Financial Monitoring Task Force Committee previously established by Council be disbanded; and
4. That the outstanding items be referred to future capital budgets.

### **R3. FS17-014 – Proposed Changes to Regional Property Tax Ratios**

#### **Recommended:**

1. That Report No. FS17-014 be received; and

2. That the Town of Aurora supports revenue neutral tax ratios when the matter is considered by York Region at its Committee of the Whole meeting of April 13, 2017.

**R4. FS17-015 – Results of Tax Sale Held April 23, 2015**

**Recommended:**

1. That Report No. FS17-015 be received; and
2. That the Treasurer be authorized to write off the outstanding property tax balances as uncollectible, and vest the parcel of land, Property Roll number 1946-000-096-70000-0000, that was not sold in the Tax Sale of April 23, 2015, and that this parcel of land be offered for sale to the abutting landowners.

**R5. CS17-001 – Council Chambers and Holland Room Use Policy**

**Recommended:**

1. That Report No. CS17-001 be received; and
2. That Policy No. CORP-13 – Council Chambers and Holland Room Use, be approved; and
3. That the 2017 Fees and Charges By-law be amended to include the associated staff resourcing fee for Council Chambers and Holland Room bookings; and
4. That the attached list of Town Council Events be approved.

**R6. CS17-006 – Vacant Buildings Registry**

**Recommended:**

1. That Report No. CS17-006 be received; and
2. That a Vacant Buildings Registry By-law be enacted at a future Council meeting.

**R7. FS17-006 – 2018 Town of Aurora Budget Workplan**

**Recommended:**

1. That Report No. FS17-006 be received; and
2. That the proposed 2018 budget workplan be approved; and
3. That Council provide direction with respect to the handling of requests for funding, assistance or services in kind received during the budget year outside of the planned special Budget Committee consultation meeting.

**R8. PRCS17-009 – Property Use Agreement – St. Andrew’s College Soccer Fields**

**Recommended:**

1. That Report No. PRCS17-009 be received; and
2. That a License Agreement for the 2017 playing season for the use of soccer fields owned by St. Andrew’s College be approved; and
3. That the Director of Parks, Recreation and Cultural Services be authorized to execute the 2017 License Agreement, including any and all documents and ancillary agreements required to give effect to same; and
4. That, going forward, the Director of Parks, Recreation and Cultural Services be authorized to renew the License Agreement on an annual basis, provided that there is no financial impact to the Town, with the Director of Parks, Recreation and Cultural Services being authorized to execute the necessary renewal Agreements, including any and all documents and ancillary agreements required to give effect to same.

**7. Notices of Motion**

**(a) Councillor Gaertner**

**Re: Appreciating Diversity in Aurora**

**8. New Business**

**9. Closed Session**

**10. Adjournment**



**Town of Aurora  
Information Report**

**No. IES17-014**

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**Subject: Submission of Annual Drinking Water Quality Report**

**Prepared by: Lindsay Hayworth, Supervisor, Water and Wastewater**

**Department: Infrastructure and Environmental Services**

**Date: March 21, 2017**

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

## **Executive Summary**

This report fulfills the requirements mandated under Schedule 22 of Ontario Regulation (O. Reg.) 170/03, Drinking Water Systems (the “Regulation”), by providing the municipal Council an annual summary report on the quality of the drinking water system for the 2016 reporting year. This report is required to be submitted to Council and publicly posted no later than March 31 following the reporting year ending December 31.

## **Background**

Legislative amendments to the Safe Drinking Water Act, 2002, S.O. 2002, c.32 (the “Act”) released in 2004 resulted in substantial changes to Water and Wastewater operations. Amendments to O. Reg. 170/03 increased the regulatory compliance requirements on system operations. The amendments also required an increase in reporting by system owners on the performance of systems to the Ministry of the Environment and applicable stakeholders.

Reporting under Schedule 22 and Section 11 of O. Reg. 170/03 was mandated, requiring the owner of a drinking water system to prepare an annual report in accordance with the Regulation and submit these reports to Council and the public. Staff has regularly submitted these reports to Council since 2003 and has made the information available to the public through the Town website.

## **Analysis**

### **Ontario Regulation 170/03 Drinking Water System outlines the testing and reporting requirements for water systems**

The above regulation is in support of the Act and outlines all the testing and reporting requirements for drinking water systems. The attached report fulfills the requirements of this regulation.

### **Results of water quality testing indicate a very reliable and secure water supply for Aurora**

The attached report provides a summary of the legislative requirements under the Act, and includes the prescribed actions taken to address samples failing to meet parameters referred to in the Regulation.

Two (2) adverse samples were reported out of a total of 867 samples. All retest samples passed with no issues. An adverse sample is the result of the presence of bacteria in a test referred to as a “presence/absence test”. In each case there was chlorine present in the sampled water which indicates a secure water system and in all cases the necessary re-sampling protocol resulted in favorable outcomes. This is a very low rate of occurrence and is indicative of a secure water supply.

An adverse chlorine residual event occurs when the combined chlorine residual is below the 0.25 mg/L and free chlorine is below 0.05mg/L. There were no adverse chlorine events during the year of 2016.

## **Advisory Committee Review**

Not applicable.

## **Financial Implications**

There are no financial implications.

March 21, 2017

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Report No. IES17-014

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## **Communications Considerations**

This report is required to be submitted to Council and publicly posted no later than March 31 following the reporting year ending December 31.

## **Link to Strategic Plan**

Objective 2: Invest in sustainable infrastructure

Maintain and expand infrastructure to support forecasted population growth through technology, waste management, roads, emergency services and accessibility.

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

There are no alternatives to the recommendations presented in this report.

## **Conclusions**

The findings from the 2016 reporting year continue to demonstrate that the Town of Aurora meets all regulatory compliance requirements prescribed through applicable legislation.

## **Attachments**

Appendix "A" – Drinking Water Quality Report – January 1 to December 31, 2016

## **Previous Reports**

None.

## **Pre-submission Review**

Agenda Management Meeting review on February 23, 2017

March 21, 2017

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Report No. IES17-014

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**Approved for Agenda**



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**Doug Nadorozny  
Chief Administrative Officer**



**OPTIONAL ANNUAL REPORT TEMPLATE**

<b>Drinking-Water System Number:</b>	
<b>Drinking-Water System Name:</b>	
<b>Drinking-Water System Owner:</b>	
<b>Drinking-Water System Category:</b>	
<b>Period being reported:</b>	

<p><b><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></b></p> <p>Does your Drinking-Water System serve more than 10,000 people? Yes [ ] No [ ]</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [ ] No [ ]</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<p><b><u>Complete for all other Categories.</u></b></p> <p>Number of Designated Facilities served: <input style="width: 50px;" type="text"/></p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [ ] No [ ]</p> <p>Number of Interested Authorities you report to: <input style="width: 50px;" type="text"/></p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [ ] No [ ]</p>
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**Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report**

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?  
Yes [ ] No [ ]



Indicate how you notified system users that your annual report is available, and is free of charge.

- Public access/notice via the web
- Public access/notice via Government Office
- Public access/notice via a newspaper
- Public access/notice via Public Request
- Public access/notice via a Public Library
- Public access/notice via other method \_\_\_\_\_

**Describe your Drinking-Water System**

**List all water treatment chemicals used over this reporting period**

**Were any significant expenses incurred to?**

- Install required equipment
- Repair required equipment
- Replace required equipment

**Please provide a brief description and a breakdown of monetary expenses incurred**

**Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre**

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date

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**Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.**

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw					
Treated					
Distribution					

**Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.**

	Number of Grab Samples	Range of Results (min #)-(max #)	Unit of Measure
Turbidity			
Chlorine			
Fluoride (If the DWS provides fluoridation)			

*NOTE: For continuous monitors use 8760 as the number of samples.*

**Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.**

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure

**Summary of Inorganic parameters tested during this reporting period or the most recent sample results**

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony				
Arsenic				
Barium				
Boron				
Cadmium				
Chromium				
*Lead				
Mercury				
Selenium				
Sodium				
Uranium				
Fluoride				



**Ontario Drinking-Water Systems Regulation O. Reg. 170/03**

Nitrite				
Nitrate				

\*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

**Summary of lead testing under Schedule 15.1 during this reporting period**

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Unit of Measure	Number of Exceedances
Plumbing				
Distribution				

**Summary of Organic parameters sampled during this reporting period or the most recent sample results**

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor				
Aldicarb				
Aldrin + Dieldrin				
Atrazine + N-dealkylated metabolites				
Azinphos-methyl				
Bendiocarb				
Benzene				
Benzo(a)pyrene				
Bromoxynil				
Carbaryl				
Carbofuran				
Carbon Tetrachloride				
Chlordane (Total)				
Chlorpyrifos				
Cyanazine				
Diazinon				
Dicamba				
1,2-Dichlorobenzene				
1,4-Dichlorobenzene				
Dichlorodiphenyltrichloroethane (DDT) + metabolites				
1,2-Dichloroethane				
1,1-Dichloroethylene (vinylidene chloride)				
Dichloromethane				
2,4 Dichlorophenol				
2,4-Dichlorophenoxy acetic acid (2,4-D)				



**Ontario Drinking-Water Systems Regulation O. Reg. 170/03**

Diclofop-methyl				
Dimethoate				
Dinoseb				
Diquat				
Diuron				
Glyphosate				
Heptachlor + Heptachlor Epoxide				
Lindane (Total)				
Malathion				
Methoxychlor				
Metolachlor				
Metribuzin				
Monochlorobenzene				
Paraquat				
Parathion				
Pentachlorophenol				
Phorate				
Picloram				
Polychlorinated Biphenyls(PCB)				
Prometryne				
Simazine				
THM (NOTE: show latest annual average)				
Temephos				
Terbufos				
Tetrachloroethylene				
2,3,4,6-Tetrachlorophenol				
Triallate				
Trichloroethylene				
2,4,6-Trichlorophenol				
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)				
Trifluralin				
Vinyl Chloride				

**List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.**

Parameter	Result Value	Unit of Measure	Date of Sample



**Town of Aurora**

**General Committee Report**

**No. IES17-016**

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**Subject: Award of Tender IES 2016-103 – Closed Circuit Television (CCTV)  
Sewer Inspection Services**

**Prepared by: Phillip Galin, Acting Operations Manager**

**Department: Infrastructure and Environmental Services**

**Date: April 4, 2017**

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### **Recommendation**

- 1. That Report No. IES17-016 be received; and**
- 2. That Tender No. IES 2016-103 for Capital Project No. 41011 – Closed Circuit Television (CCTV) Sewer Inspection Services for sewer inspection services at various locations in the Town of Aurora for one (1) Year (with an option to renew for an additional two (2) one (1) year periods), be awarded to Infrastructure Intelligence Services Inc. in the amount of \$134,460 excluding taxes; and**
- 3. That the Director of Infrastructure and Environmental Services be authorized to renew Tender IES 2016-103 for an additional two (2), one (1) year periods, pending an annual analysis and satisfactory performance review by the Director; and**
- 4. That the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.**

### **Executive Summary**

This report seeks Council approval to award the tender for the services of the Closed Circuit Television (CCTV) of sewer mains, service laterals and catch basins.

## **Background**

As part of the Town's standard waterworks maintenance and rehabilitation practices, a number of ongoing maintenance and rehabilitation programs are undertaken to extend the lifespan of the watermain infrastructure that provide safe drinking water to the Town's residents.

This contract will perform internal inspections of sewer mains, service laterals and catch basins.

As part of the Town's standard sewer maintenance and rehabilitation practices, storm and sanitary sewers are inspected using CCTV inspection techniques to determine the existing conditions of sewers throughout the Town. A thorough sewer condition assessment is warranted to identify deficiencies that could cause damage to property and to the environment. This project will allow staff to identify potential deficiencies in a timely manner, identify future projects, and more accurately predict future budget needs.

Particular attention will be given to the sewers located on streets that have been identified in the Town's Ten-Year Road Reconstruction Plan to determine what, if any, repair or replacement of the existing sewers should be included for the streets being designed for reconstruction.

## **Analysis**

**Table 1 shows a summary of the bids received for this project:**

**Table 1**

	<b>Firm Name</b>	<b>Total Bid (excluding taxes)</b>
1	Infrastructure Intelligence Services Inc.	\$134,460.00
2	Capital Sewer Services Inc.	\$135,937.50
3	Clearwater Structures Inc.	\$138,635.00
4	Wessuc Inc.	\$176,771.50
5	Empipe Solutions Ltd.	\$186,954.50
6	Nieltech Services Ltd.	\$216,666.08
7	T2 Utility Engineers Inc.	\$226,625.00
8	Liqui-Force Services (Ontario) Inc.	\$242,096.20
9	Dambro Environmental Inc.	\$248,178.00
10	614128 Ontario Ltd o/a Trisan Construction	\$297,466.00
11	D.M. Robichaud Associates Limited	\$837,827.50

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Report No. IES17-016

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Eleven firms submitted bids and each of the bids was deemed compliant. Bid prices quoted above are for one (1) year. The Capital budget for this project is \$150,000.

Table 2 shows a summary of the bid prices for the current year and for the following two (2) years the contract is renewed:

**Table 2**

<b>Year</b>	<b>Firm Name</b>	<b>Total Bid (excluding taxes)</b>
2017	Infrastructure Intelligence Services Inc.	\$134,460.00
2018	Infrastructure Intelligence Services Inc.	\$138,637.50
2019	Infrastructure Intelligence Services Inc.	\$142,750.00

Verification of the tenders was undertaken by Town staff. The lowest compliant bid was submitted by Infrastructure Intelligence Services Inc. in the amount of \$134,460, excluding taxes.

### **Advisory Committee Review**

Not applicable.

### **Financial Implications**

Funding in the amount of \$150,000 has been approved in the 2017 Capital Budget for Project No. 41011.

### **Communications Considerations**

There is no external communication required.

### **Link to Strategic Plan**

This project supports the Strategic Plan goal of ***Supporting and Exceptional Quality of Life for All*** through its accomplishment in satisfying requirements in the following key objective within this goal statement:

**Invest in sustainable infrastructure:** Maintain and expand infrastructure to support forecasted population growth through technology, waste management, roads, emergency services and accessibility.

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

1. Council may choose to not award this project. The tender evaluation process meets all requirements of the Procurement By-law, and awarding this contract is the next step in fulfilling the requirements of the tendering process. Should Council choose to not award this contract, this will prevent the completion of routine and emergency waterworks maintenance and rehabilitation operations performed under this contract as part of ongoing maintenance of Town infrastructure.

### **Conclusions**

The tender review meets the Procurement By-law requirements and staff recommends that Tender No. IES 2016-103 for the CCTV Sewer Inspection Services at various locations in the Town of Aurora for one (1) year (with an option to renew for an additional two (2) one (1) Year Periods) be awarded to Infrastructure Intelligence Services Inc. in the amount of \$134,460, excluding taxes.

### **Attachments**

None.

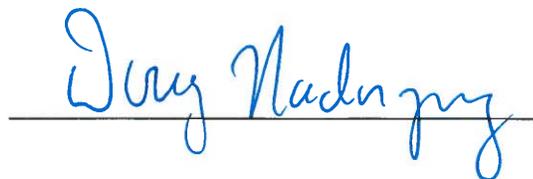
### **Previous Reports**

None.

### **Pre-submission Review**

Agenda Management Meeting review on March 17, 2017

### **Approved for Agenda**



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



**Town of Aurora**

**General Committee Report**

**No. IES17-017**

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**Subject:** Award of Tender 2017-26-IES – For the Reconstruction of Brookland Avenue from Yonge Street to Banbury Court

**Prepared by:** Anca Mihail, Manager, Engineering and Capital Delivery

**Department:** Infrastructure and Environmental Services

**Date:** April 4, 2017

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## **Recommendation**

- 1. That Report No. IES17-017 be received; and**
- 2. That Tender No. 2017-26-IES for the reconstruction of Brookland Avenue, from Yonge Street to Banbury Court, be awarded to MGI Construction Corp. in the amount of \$1,567,450.35, excluding taxes; and**
- 3. That the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.**

## **Executive Summary**

This report seeks Council approval to award the tender for the reconstruction of Brookland Avenue from Yonge Street to Banbury Court. The reconstruction work includes road, sidewalk, watermain, sanitary sewer, storm sewer and culvert replacement.

## **Background**

Brookland Avenue is a local road currently constructed to two-lane urban cross-section. The road consists of a 20m road right of way width, 9.75m asphalt width. The existing roadway is in poor condition and in need of replacement. The existing watermain, culvert, sanitary and storm sewers have aged and need to be replaced.

The reconstruction of Brookland Avenue will improve the road condition, provide safer driving conditions, improve drainage qualities and provide safer pedestrian traffic with new sidewalks.

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Report No. IES17-017

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The reconstruction of Brookland Avenue from Yonge Street to Banbury Court is included in the Town of Aurora ten-year Capital Reconstruction program for 2017 with design work completed in 2016.

This project has been presented to the community through a public open house and design modifications have been considered where possible to accommodate any comments received through the consultation process.

There will be no interaction between the reconstruction of Brookland Avenue and the Highland Gate redevelopment project. The construction access into the Highland Gate redevelopment site will be from Bathurst Street only, in order to prevent any possible pavement damage due to heavy traffic on Brookland Avenue.

The capital funding for this project has been approved by Council for delivery in 2017; this report provides the details of the tendering results and recommendation to proceed to construction.

## **Analysis**

### **Tender Opening**

A total of 29 companies picked up the tender documents, and on February 28, 2017 the Tender Opening Committee received seven (7) compliant bids. The lowest compliant bidder for this tender was MGI Construction Corp. as summarized in the following table:

**Table 1**

	<b>Firm Name</b>	<b>Total Bid (excl. taxes)</b>
1	MGI Construction Corp.	\$1,567,450.35
2	Direct Underground Inc	\$1,910,647.21
3	Trisan Construction	\$1,984,152.60
4	Wyndale Paving Co. Ltd.	\$2,016,920.50*
5	Moretti Excavating Limited	\$2,086,235.74
6	MAR-KING Construction Company Ltd.	\$2,632,985.39
7	DIG-CON International Ltd.	\$2,692,175.95*

\*Corrected total due to math errors(s) in Tender.

The Capital budget for this project is \$1,816,600.

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Report No. IES17-017

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Verification of the tenders was undertaken by Town staff. The lowest compliant bid was submitted by MGI Construction Corp. in the amount of \$1,567,450.35, excluding taxes.

### **Project Schedule**

The Contract is expected to commence in May 2017.

### **Advisory Committee Review**

Not applicable.

### **Financial Implications**

Funding in the amount of \$1,816,600 has been approved in the 2017 Capital Budget under Project No. 31107.

<b>Approved Budget</b>	
Capital Project 31107	\$1,816,600
<b>Total Approved Budget</b>	<b>\$1,816,600</b>
Less previous commitments	\$0
<b>Funding available for subject Contract</b>	<b>\$1,816,600</b>
Contract Award excluding HST	<b>\$1,567,450</b>
Non-refundable taxes (1.76%)	\$27,587
Geotechnical Inspection (Under Separate P.O.)	\$10,000
Arborist Inspection (Under Separate P.O.)	\$5,000
<b>Sub-Total</b>	<b>\$1,610,037</b>
Contingency amount (10%)	\$161,003
<b>Total Funding Required</b>	<b>\$1,771,041</b>
Favorable Budget Variance	\$45,558

## **Communications Considerations**

There is no external communication required.

## **Link to Strategic Plan**

This report 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:

**Invest in sustainable infrastructure:** Maintain and expand infrastructure to support forecasted population growth through technology, waste management, roads, emergency services and accessibility.

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

1. Council may choose to not award this contract. The tender evaluation process meets all requirements of the Procurement By-law and awarding this contract is the next step in fulfilling the requirements of the tendering process. If Council chooses to not award this contract, there will continue to be significant maintenance costs to provide safe vehicular access.

## **Conclusions**

The tender review meets the Procurement By-law requirements and it is recommended that Tender No. 2017-26-IES for the reconstruction of Brookland Avenue be awarded to MGI Construction Corp. in the amount of \$1,567,450.35, excluding taxes.

## **Attachments**

Appendix 'A' – Key plan showing the location of proposed road reconstruction.

## **Previous Reports**

Not applicable.

April 4, 2017

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Report No. IES17-017

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**Pre-submission Review**

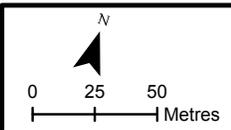
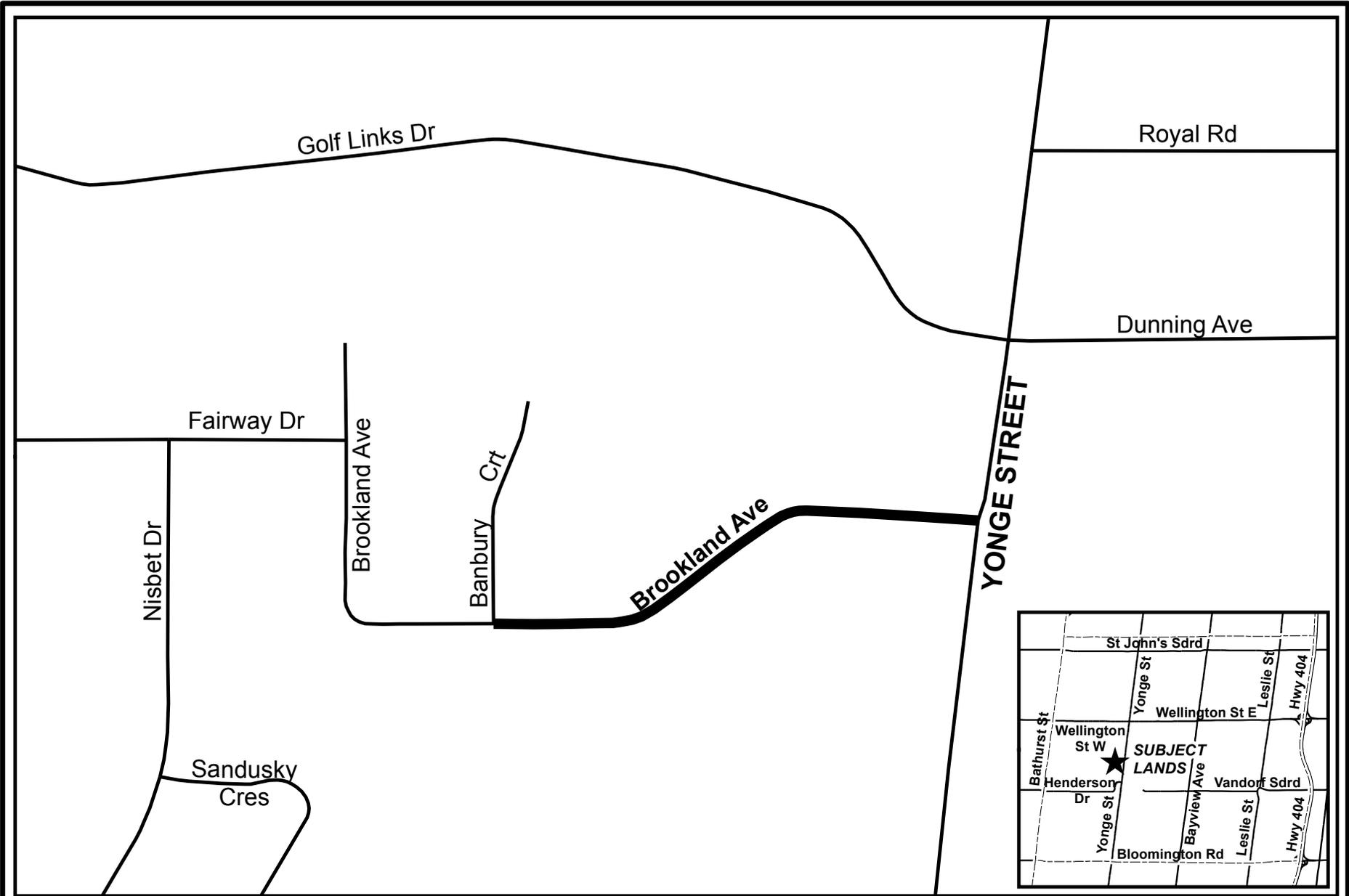
Agenda Management Meeting review on March 17, 2017

**Approved for Agenda**



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**Doug Nadorozny  
Chief Administrative Officer**



**KEY PLAN**  
**RECONSTRUCTION OF BROOKLAND AVENUE**  
**FROM YONGE STREET TO BANBURY COURT**

Appendix A



Map created by the Town of Aurora Infrastructure & Environmental Services Department, March 14th, 2017. Base data provided by York Region and Aurora - GIS. This is not a legal survey.



**Town of Aurora**

**General Committee Report No. PRCS17-011**

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**Subject: Purchase Order Increase for Summer Camp Bussing**

**Prepared by: Lisa Warth, Manager of Recreation Services**

**Department: Parks, Recreation and Cultural Services**

**Date: April 4, 2017**

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### **Recommendation**

- 1. That Report No. PRCS17-011 be received; and**
- 2. That the option to renew the Student Transportation of Canada contract be exercised for the third and final year of the Contract ending December 31, 2017; and**
- 3. That Purchase Order No. 957 be increased by \$40,000, excluding taxes, to a total of \$103,547, excluding taxes, to accommodate bussing for 2017.**

### **Executive Summary**

This purpose of this report is to outline the need to renew the third and final year option with Student Transportation of Canada and to increase the purchase order by \$40,000, excluding taxes. Student Transportation of Canada provides transportation for the summer camp program.

### **Background**

Staff issued a Request for Quotation in Spring 2015 for the provision of a bus service for summer day camps. Bussing needs include daily extended care shuttles from the Stronach Recreation Complex (SARC) to various camp locations, skating days, swimming days, trip days and periodic pick-ups to relocate campers during inclement weather.

These services are required to ensure quality day camp programming and to maintain service levels.

April 4, 2017

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Report No. PRCS17-011

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QB-RFQ # 2015-26 was released on April 15, 2015 for a one-year term and included an option to renew the agreement for two additional one year periods.

## **Analysis**

### **Excellent Service**

Student Transportation of Canada has provided exceptional service to the summer day camp program in both 2015 and 2016. Their drivers are friendly, knowledgeable and flexible. The service is reliable and safe and the busses are in good condition. Administration has been smooth with required documents, questions etc. always provided in a timely manner.

### **Quality programming**

Swimming, skating, trips and extended care all contribute to the exceptional programming campers experience when they participate in a Town of Aurora Day Camp. Bus service is essential in offering this programming to families.

### **Advisory Committee Review**

None required

### **Financial Implications**

\$40,000, excluding taxes, has been allocated in the 2017 operating budget.

### **Communications Considerations**

None.

### **Link to Strategic Plan**

The Purchase Order increase for Summer Camp bussing supports the Strategic Plan goal of Supporting an exceptional quality of life for all through satisfying the requirements in the following key objectives within this goal statement:

Encouraging an active and healthy lifestyle.

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

None.

### **Conclusions**

It is recommended that the option to renew the contract with Student Transportation Canada be exercised for the third and final year and that Purchase Order 957 (Student Transportation of Canada) be increased by \$40,000, excluding taxes. This will ensure the quality and service levels of the summer day camp program are maintained.

### **Attachments**

None.

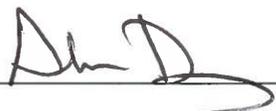
### **Previous Reports**

None.

### **Pre-submission Review**

Agenda Management Meeting review on March 17, 2017.

### **Departmental Approval**



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**Allan D. Downey**  
Director, Parks, Recreation and Cultural  
Services

### **Approved for Agenda**



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**Doug Nadorozny**  
Chief Administrative Officer



**Town of Aurora  
Information Report**

No. PBS17-020

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**Subject:** Planning Applications Status List

**Prepared by:** Glen Letman, Manager of Development Planning

**Department:** Planning and Building Services

**Date:** March 21, 2017

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

### **Executive Summary**

This report provides a summary and update of development applications that have been received by Planning and Building Services since its previous report of December 6, 2016. No Council action is required.

### **Background**

Attached is a list updating the status of applications being reviewed by Planning and Building Services. The list supersedes the December 6, 2016 Planning Applications Status list and is intended for information purposes. The text in bold italics represents changes in status since the last update of the Planning Applications Status List. It is noted that Part Lot Control Applications are not included on this list as these properties were previously approved for development and are processed through Council approval to allow freehold title to described parcels of land

### **Analysis**

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

- Site Plan Application to allow an industrial warehouse, (File: SP-2016-08).
- Official Plan and Zoning By-law Amendment to allow a 159 unit retirement home (and place of worship), (File:OPA- 2016-05 and ZBA-2016-13).
- Official Plan Amendment to redesignate Institutional lands to Cluster Residential, Environmental Function and Special Policy Areas, (File:OPA 2016-06).

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Report No. PBS17-020

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- Zoning Bylaw Amendment to allow assisted living units and maximum building height of 26m, (File: ZBA 2016-12).
- Draft Plan of Condominium to allow 179 residential apartment units and 3 commercial units, (File: CDM-2016-05).
- Zoning Bylaw Amendment to allow an office use (File: ZBA-2016-14).
- Lifting of Hold Zoning to all two residential lots to be built. (File: ZBA(H)-2016-01).

### **Advisory Committee Review**

Not applicable.

### **Financial Implications**

There are no financial implications.

### **Communications Considerations**

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

### **Link to Strategic Plan**

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

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

None.

### **Conclusions**

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

### **Attachments**

Figure 1 – Planning Applications Status Map\*

March 21, 2017

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Report No. PBS17-020

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Figure 2 – Secondary Plan Map

Figure 3 – Planning Applications Status List – March 21, 2017

\*[Planning Applications Status Map](#) (large colour version available via Town's website or by visiting Planning and Building Services)

### **Previous Reports**

General Committee Report No. PDS16-101, dated December 6, 2016.

### **Pre-submission Review**

Agenda Management Team Meeting review on March 2, 2017.

### **Departmental Approval**



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

### **Approved for Agenda**



**Doug Nadorozny  
Chief Administrative Officer**

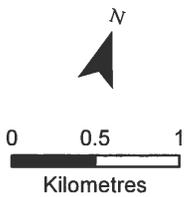
**FIGURE 1**

**PLANNING APPLICATIONS MAP**

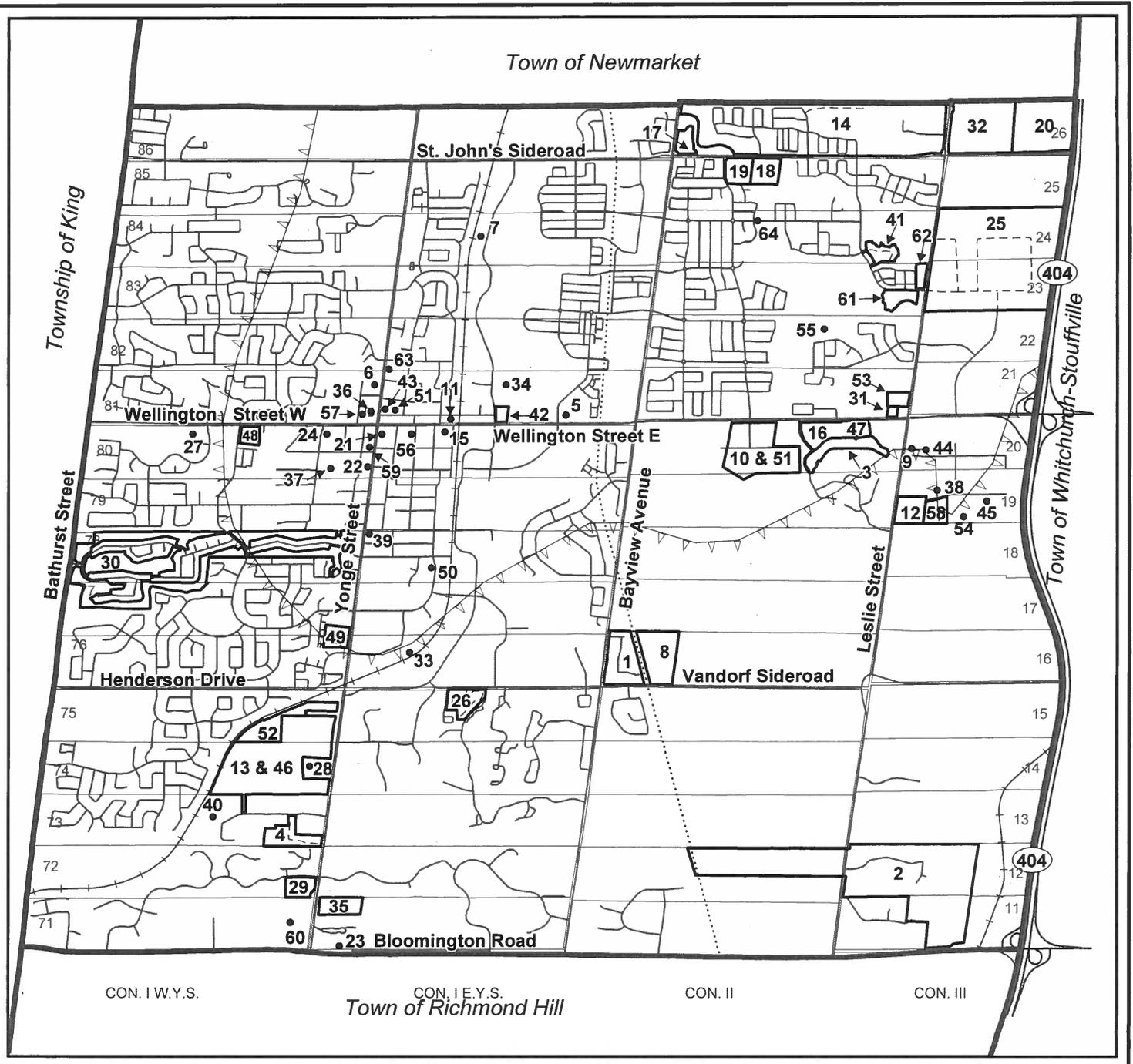
**LEGEND**

**APPLICATIONS**

- Approximate Location
- Large Application
- Municipal Boundary
- Street
- - - Proposed Street
- ∇ Oak Ridges Moraine Boundary Line
- +— Railway
- ..... Hydro Corridor
- Concession Line



Planning Applications Map created by the  
 Town of Aurora Planning & Development  
 Services Department, November 12th,  
 2002. Updated on February 22, 2017.  
 Base Data provided by the Region of York.



CON. I W.Y.S.

CON. I E.Y.S.  
 Town of Richmond Hill

CON. II

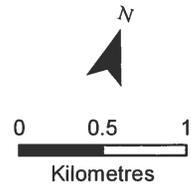
CON. III

**FIGURE 2**

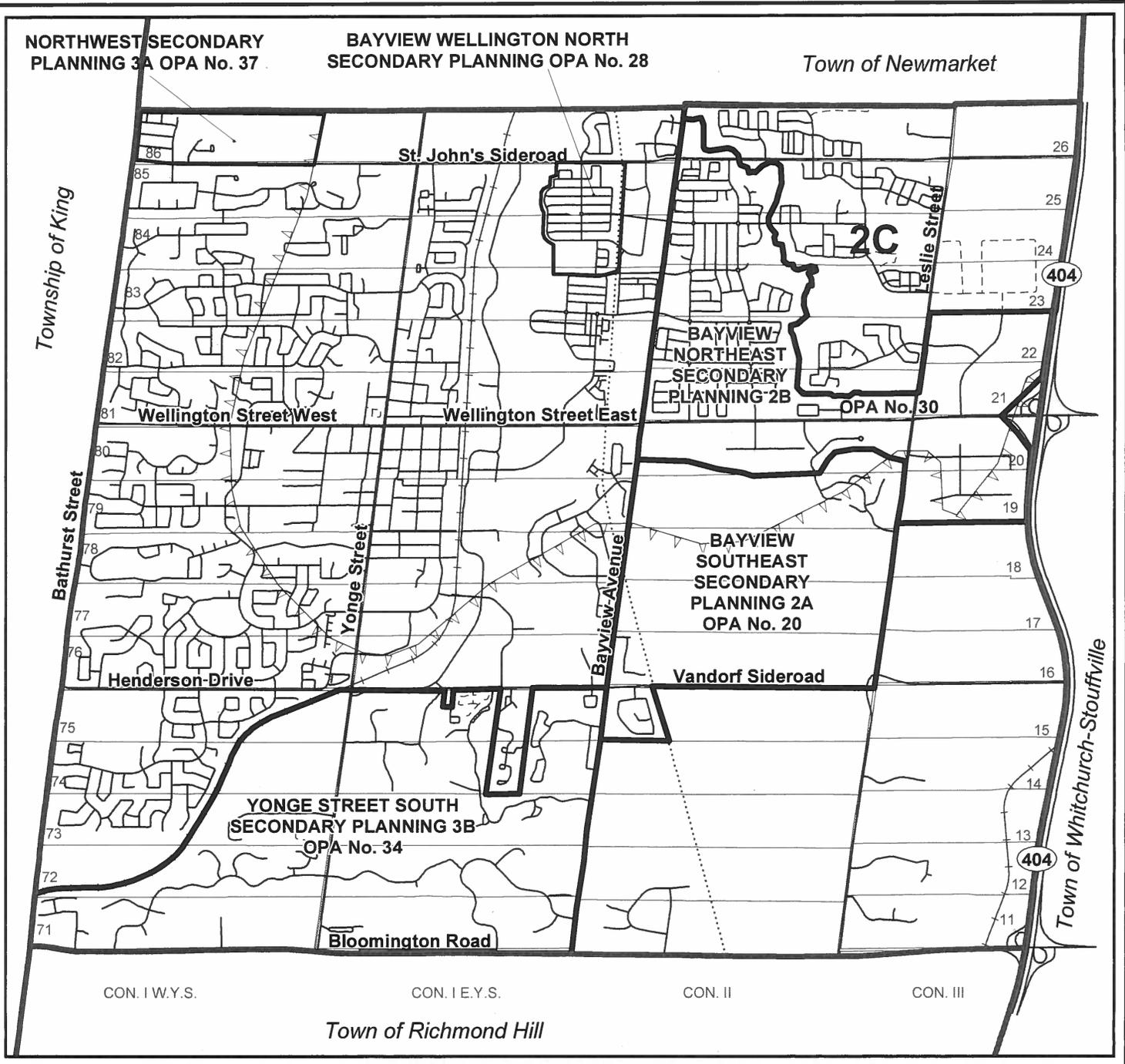
**SECONDARY PLANS MAP**

**LEGEND**

-  Secondary Plan
-  Municipal Boundary
-  Street
-  Proposed Street
-  Oak Ridges Moraine Boundary Line
-  Railway
-  Hydro Corridor
-  Concession Line



Secondary Plans Map created by the  
 Town of Aurora Planning & Development  
 Services Department, November 12th,  
 2002. Updated on February 16, 2017.  
 Base Data provided by the Region of York.



CON. I W.Y.S.

CON. I E.Y.S.

CON. II

CON. III

Town of Richmond Hill

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 21, 2017**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>	<b>STAFF</b>
1.	<p>Genview Development Corp. 14575 Bayview Avenue</p> <p>Malone Given Parsons Attn: Joan MacIntyre 905-513-0170 Ext. 115</p> <p>Files: ZBA-2001-04 &amp; SUB-2001-01</p>	<p>Plan of Subdivision to permit 61 residential lots.</p>	<p>Jan.4, 2001</p>	<p>Phase 1 consisting of 56 lots was registered on October 20, 2011.</p> <p>Registered Plan 65M-4292.</p> <p>Phase II (5 lots) to be developed with adjacent lands: SUB-04-07.</p> <p>Detailed Engineering Drawings submitted to the Town for review.</p>	<p>Glen Letman Ext. 4346 &amp; Jeff Healey Ext. 4349</p>
2.	<p>Lebovic Enterprises Limited <i>(Formerly Westhill Redevelopment Co.)</i> 13927 &amp; 14012 Leslie Street and 1796 Bloomington Road</p> <p>GHD Investments. Attn:Glen Easton 905-752-4369</p> <p>Files: OPA-2000-04, ZBA-2000-12 &amp; CDM-2000-03</p> <p>OMB Case No. PL030997, PL080014 OMB File Nos. O030373 Z030149 S030085</p>	<p>Applications for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision and Draft Plan of Condominium to permit 75 condo units and 18 hole golf course.</p>	<p>May 3, 2000</p>	<p>Ontario Municipal Board Hearing held September 14, 2010 to January 5, 2011.</p> <p>Ontario Municipal Board approved appeals on April 14, 2011.</p> <p>Ontario Municipal Board issued Order approving; OPA 74, ZBA 5361-11 Plan of Subdivision and Condominium Draft Plan approval on September 15, 2011.</p> <p>OMB issued Order approving Draft Plan of Subdivision on November 14, 2011.</p> <p>Top soil removal permit issued.</p> <p>Subdivision Agreement Executed by Owner and Town.</p>	<p>Glen Letman Ext. 4346 &amp; Lawrence Kuk Ext. 4346</p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
 March 21, 2017

	OWNER/LOCATION/ AGENT & FILE NUMBER	PROPOSAL	DATE REC'D	STATUS	STAFF
3.	MI Developments Inc. Leslie & Wellington Street E.  Stronach Group Attn: Ari Huber 905-726-7607  Files: ZBA-2003-19 & CDM-2003-03	Zoning By-law Amendment and Vacant Land Condominium Applications to permit 14 units detached residential.	May. 5, 2003	Revised Draft Plan of Condominium approved on October 9, 2012.  Notice of Decision issued.  Certification of notification with Draft Plan of Condominium sent out on November 13, 2012.  Applicant to clear conditions.  Inactive.  <b>File Closed.</b>	Lawrence Kuk Ext. 4343

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 21, 2017**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>	<b>STAFF</b>
4.	<p>Pandolfo, et al.                      Lot 8, Part Lots 20 &amp; 21,                      Plan 132                      14070 Yonge Street</p> <p>Templeton Planning Consulting                      Attn: Gary Templeton                      905-727-8672</p> <p>Files: OPA-2012-03, ZBA-2003-21                      &amp; SUB-2003-02</p>	<p>Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision to permit 29 single detached dwellings and two (2) open space blocks.</p>	<p>May. 7, 2003</p>	<p>Public Planning Meeting held February 27, 2013.</p> <p>Additional Public Planning Meetings held November 27, 2013 and March 26, 2014.</p> <p>Official Plan Amendment and Zoning By-law Amendment Applications approved by General Committee on June 17, 2014.</p> <p>Official Plan Amendment No. 6 (By-law 5656-14) and Zoning By-law Amendment 5657-14 enacted by Council on August 12, 2014 are in full force and effect.</p> <p>Draft Plan of Subdivision approved by Council on September 23, 2014.</p> <p>OMB Appeal to Council's Decision to Draft Plan Approval.</p> <p>OMB Decision / Minutes of Settlement issued April 23, 2015, Case No. PL141259.</p> <p>Subdivision Agreement being prepared.</p>	<p>Glen Letman                      Ext. 4346</p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 21, 2017**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>	<b>STAFF</b>
5.	<p>Perwick Inv. (Deltera)                      Part of Lot 81, Con 1                      N/E corner Wellington &amp; John West Way</p> <p>Tridel                      Attn: Gouled Osman                      416-661-9290</p> <p>Files: OPA-2005-03, ZBA-2005-16 &amp; SP-2013-13</p>	<p>Application to Amend the Official Plan and Zoning By-law to permit a 1,255m<sup>2</sup> multi-unit retail commercial plaza.</p> <p>Site Plan Application to develop a 1,255 sqm one storey commercial plaza.</p>	<p>Oct. 11, 2005</p> <p>Revised Appl. Rec'd June 1, 2011.</p> <p>Dec. 23, 2013</p>	<p>Council Approved Report July 16, 2013.</p> <p>Official Plan Amendment adopted by Council on August 13, 2013.</p> <p>Regional approval granted November 5, 2013.</p> <p>Site Plan Application received as complete and circulated.</p> <p>Site Plan Application approved by Council on May 26, 2015.</p> <p>Inactive.</p>	<p>Glen Letman                      Ext. 4346</p>
6.	<p>1087931 Ontario Ltd.                      c/o Bruce Spragg                      Lot 13, Part Lot 14, Plan 246                      15356 Yonge Street</p> <p>Planning Partnership                      Attn: Bruce Hall                      416-686-3563</p> <p>Files: ZBA-2006-11 &amp; SP-2006-13</p>	<p>Zoning By-law Amendment Application to permit a single existing detached and 5 new townhouse residential infill development.</p>	<p>Apr. 12, 2006 (ZBA)</p> <p>May 31, 2006 (Site Plan)</p>	<p>Zoning By-law Amendment and Site Plan Application approved by Council on November 10, 2009.</p> <p>LSRCA approval granted.</p> <p>Site Plan Agreement drafted.</p> <p>Owner working on revised Development Application.</p>	<p>Glen Letman                      Ext. 4346                      &amp;                      Jeff Healey                      Ext. 4349</p>
7.	<p>Hamil Inc.                      260 Industrial Parkway North                      Blocks 1, 2, 3 &amp; Part Block 4,                      65M-2718</p> <p>Attn: Michael Langer                      416-398-0747</p> <p>File: SP-2007-09</p>	<p>Minor Site Plan Application to permit an addition to an existing 4,879 m<sup>2</sup> industrial building.</p>	<p>May 25, 2007</p>	<p>Applicant has requested the File to be held in abeyance.</p> <p>Inactive.</p>	<p>Marty Rokos                      Ext. 4350</p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 21, 2017**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>	<b>STAFF</b>
8.	<p>Genview, formerly Clifford Sifton 908 Vandorf Sdrd.</p> <p>Malone Given Parsons Ltd. Attn: Joan MacIntyre 905-513-0170 Ext. 115</p> <p>Files: BLK-2007-04 &amp; ZBA-2007-12</p>	<p>Draft Plan of Subdivision and Zoning By-law Amendment</p> <p>Application to allow for a 20 lot residential development within Settlement Area of the Oak Ridges Moraine.</p>	<p>Oct. 15, 2007</p>	<p>Draft Plan of Subdivision approved on August 1, 2012.</p> <p>Zoning By-law passed at Council on June 26, 2012 and is now in full force and effect.</p> <p>Detailed Engineering Drawings submitted to the Town for review.</p>	<p>Glen Letman Ext. 4346 &amp; Jeff Healey Ext. 4346</p>
9.	<p>2292863 Ontario Inc. (Best Western Hotel) 4 Don Hillock Drive</p> <p>Turner Fleischer Attn: Claudio Rabalino 416-425-2222 Ext. 245</p> <p>File: SP-2008-06</p>	<p>Revised Site Plan Application for four (4) storey hotel with pool, bar/lounge and convention facilities.</p>	<p>Revised proposal by new owner,</p> <p>Dec. 23, 2011</p>	<p>Awaiting final Site Plan submission.</p> <p>Inactive.</p>	<p>Fausto Filipetto Ext. 4347</p>
10.	<p>1207309 Ontario Inc. 337, 375 &amp; 455 Magna Drive</p> <p>Stronach Group Attn: Frank Tozzi 905-726-7607</p> <p>File: SP-2008-02</p>	<p>Site Plan Application for three (3) storey 9600m<sup>2</sup> (103,333ft<sup>2</sup>) Arts and Education building.</p>	<p>Mar. 14, 2008</p>	<p>Applicant required to obtain Infrastructure Easement prior to executing Site Plan Agreement.</p> <p>Inactive.</p>	<p>Lawrence Kuk Ext. 4349</p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 21, 2017**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>	<b>STAFF</b>
11.	<p>Farid Ameryoun                      118 Wellington Street East</p> <p>Intelliterra Inc.                      Attn: Bruce Hall                      416-525-1133</p> <p>Files: ZBA-2008-19 &amp; SP-2014-03</p>	<p>Zoning By-law Amendment                      Application to permit a personal service shop (hair salon) &amp; business &amp; professional office within existing building.</p> <p>Site Plan Application to permit business and professional offices, and personal shop uses, as well as related parking on the subject lands.</p>	<p>Nov. 3, 2008</p> <p>Jun. 9, 2014</p>	<p>Public Planning Meeting held May 27, 2009.</p> <p>Public Planning Meeting held November 27, 2013.</p> <p>Zoning By-law Application approved by Council on August 12, 2014.</p> <p>Zoning By-law 5652-14 passed by Council on September 9, 2013 is in full force and effect.</p> <p>Site Plan, approved by Council on August 12, 2014.</p> <p>Site Plan Agreement being prepared.</p>	<p>Glen Letman                      Ext. 4346</p>
12.	<p>Richardson House Developments Inc.                      (Bellwood)                      14985 Leslie Street</p> <p>Rendl Associates                      Attn: Martin Rendl                      416-291-6902</p> <p>File: SP-2010-01</p>	<p>Site Plan Application to permit four (4) storey health and wellness centre.</p>	<p>Apr. 13, 2010</p>	<p>Site Plan Application approved by Council on September 14, 2010.</p> <p>Inactive.</p>	<p><b>Fausto Filipetto</b>                      Ext. 4342</p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 21, 2017**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>	<b>STAFF</b>
13.	<p>BG Properties (Aurora) Inc. (formerly, Rod Coutts &amp; Brian Coutts)                  222 Ridge Roads &amp; 14222, 14314, 14338 &amp; 14378 Yonge Street</p> <p>Brutto Consulting                  Attn: Matthew King                  905-851-1201 Ext. 225</p> <p>Files: SUB 2012-03 &amp; ZBA-2012-16</p>	<p>Draft Plan of Subdivision and Zoning By-law Amendment Applications proposing 195 residential units.</p>	<p>Dec. 17, 2012</p>	<p>Draft Plan of Subdivision was approved by Council on June 26, 2013.</p> <p>Zoning By-law 5836-16 enacted on April 26, 2016.</p> <p>Zoning By-law in effect for Phase I.</p>	<p><i>Lawrence Kuk</i>  <i>Ext. 4343</i></p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 21, 2017**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>	<b>STAFF</b>
14.	<p>Mattamy (Aurora) Ltd.                  2C (West) Area                  Part Lot 26, Concession 2                  (NE corner of Bayview Avenue and St. John's Sideroad)</p> <p>Malone Given Parsons Ltd.                  Attn: Joan MacIntyre                  905-513-0170 Ext. 115</p> <p>Files: SUB-2011-02 &amp; ZBA-2011-08</p>	<p>Draft Plan of Subdivision and Zoning By-law Amendment                  Applications to permit a 760 unit residential subdivision.</p>	<p>Aug. 25, 2011</p>	<p>Applications received as complete and circulated.</p> <p>Public Planning Meeting held on June 27, 2012.</p> <p>General Committee Meeting held on April 16, 2013.</p> <p>Zoning By-law Amendment and Plan of Subdivision Draft Plan approved by Council April 23, 2013.</p> <p>Zoning By-law 5522-13 approved by Council, is in force and effect.</p> <p>Council approved Lifting of "H" symbol on December 10, 2013.</p> <p>Subdivision Agreements Executed by the Town and the Owner.</p> <p>The Plan of Subdivision Registered as Numbers 65M-4407, 65M-4408 and 65M-4423.</p> <p>Subdivision Agreement (Phase 3) Registered as 65M-4461.</p> <p>Subdivision Agreement (Phase 4) Registered as 65M-4520.</p> <p><b>Subdivision Agreement (Phase 5) Registered as 65M-4542.</b></p> <p><b>File Closed.</b></p>	<p>Lawrence Kuk                  Ext. 4343</p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 21, 2017**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>	<b>STAFF</b>
15.	<p>99 Wellington Street Limited            99 Wellington Street East            Part of Lot 15, Plan 68</p> <p>Lepek Consulting Inc.            Attn: Helen Lepek            416-485-3390</p> <p>Files: ZBA-2011-10 &amp; SP-2012-06</p>	<p>Zoning By-law Amendment            Application to permit business and professional office use.</p> <p>Site Plan Application to convert the existing house to 177.6 m<sup>2</sup> of office space.</p>	<p>Oct. 31, 2011</p> <p>June 7, 2012</p>	<p>Zoning By-law 5490-13 approved by Council on February 26, 2013, is in force and effect.</p> <p>Site Plan second submission comments provided to Applicant.</p> <p>Inactive.</p>	<p>Marty Rokos            Ext. 4350</p>
16.	<p>Stronach Group            1289 Wellington Street            MHBC</p> <p>Attention: Mr. Ryan Moore            905-761-5588</p> <p>File: ZBA-2012-03</p> <p>Site Plan Application:            Adena Wellington Developments Inc.</p> <p>Atn: Mr. Andrew Gerth            905-726-0995</p> <p>File: SP-2012-08</p>	<p>Zoning By-law Amendment            Application to permit four (4) residential condominium buildings consisting of 116 units, a sales/recreation centre; and tennis courts.</p> <p>Site Plan Application to implement the above proposal.</p>	<p>Mar. 15, 2012</p>	<p>Application for Zoning Approved by Council on October 9, 2012.</p> <p>By-law to proceed in conjunction with Site Plan Application.</p> <p>Site Plan Application received as complete and circulated.</p> <p>Inactive.</p> <p><b>File Closed.</b></p>	<p>Lawrence Kuk            Ext. 4343</p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 21, 2017**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>	<b>STAFF</b>
17.	<p>RCG Aurora North Limited Partnership            800 St. John's Sideroad            (North East corner of Bayview Ave. and St. John's Sideroad.)</p> <p>Rice Group            Attn: Michael Mendes            905-888-1277 Ext. 227</p> <p>Files: OPA-2012-02 &amp; ZBA-2012-09</p>	<p>Official Plan Amendment and Zoning By-law Amendment</p> <p>Applications seek to permit a commercial development including three (3) one (1) storey buildings having an approximate gross floor area of 5600 m<sup>2</sup>.</p>	Jun. 5, 2012	<p>Applications received as complete and circulated.</p> <p>Public Planning Meeting held on September 24, 2012.</p> <p>File Maintenance Fees received on November 6, 2013.</p> <p>Revised Official Plan and Zoning Amendment received and circulated for comments.</p> <p>Public Planning Meeting held March 25, 2015.</p> <p>Council Adopted the Official Plan Amendment No. 11 and enacted the Zoning By-law on August 9 2016.</p> <p>OPA No. 11 approved by York Region.</p> <p><b>File Closed.</b></p>	Lawrence Kuk Ext. 4343
18.	<p>Luvian Homes (Aurora) Limited            1001 St. John's Sideroad East</p> <p>GHD Inc.            Attn: Glen Easton            905-752-4300</p> <p>Files: SUB-2012-04 &amp; ZBA-2012-12</p>	<p>Draft Plan of Subdivision and Zoning By-law Amendment</p> <p>Applications to permit 30 single detached dwellings and a 2.03 ha open space block.</p>	Oct. 3, 2012	<p>Applications received as complete and circulated.</p> <p>Public Planning Meeting held March 27, 2013.</p> <p>Inactive.</p>	Marty Rokos Ext. 4350

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 21, 2017**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>	<b>STAFF</b>
19.	Edenbrook (Aurora) Inc. 929 St. John's Sdrd E  Evans Planning Attn: Murray Evans 905-669-6992  Files: SUB-2012-06 & ZBA-2012-15	Draft Plan of Subdivision and Zoning By-law Amendment Applications to allow 33 single detached lots.	Nov. 29, 2012	Applications received as complete and circulated.  Public Planning Meetings held on March 27, 2013 and June 25, 2014.  Draft Plan of Subdivision approved by Council on July 29, 2014.  Zoning By-law 5659-14 approved by Council on September 9, 2014, is in force and effect.  Subdivision Agreement being prepared.	Marty Rokos Ext. 4350
20.	Coppervalley Estates Inc. formally Northern Thoroughbred Equine Production Ltd. (Sikura) 1756 St. John's Sideroad  KLM Planning Partners Inc. Attn: Roy Mason 905-669-4055  Files: ZBA-2015-09 & SUB-2015-05	Application for a Draft Plan of Subdivision & Zoning By-law Amendments for 101 single family detached lots.	Nov. 13, 2012	Applications received as complete and circulated.  Comments provided to Applicant.  Application File closed and transfer to a new File Number.  Public Planning Meeting held on October 14, 2015.  <b>Council Approved the Draft Plan of Subdivision with conditions on January 31, 2017.</b>  <b>Council enacted the Zoning By-law on February 14, 2017.</b>	Lawrence Kuk Ext. 4343

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21.	<p>Yonge Developments Inc. 15217 Yonge Street</p> <p>Markets on Mainstreet Inc. Attn: Jack Dougan 416-759-1093</p> <p>File: SP-2013-04</p>	<p>Site Plan Application to construct a 5 storey mixed-use building including 12 residential units and 195 m<sup>2</sup> of commercial space.</p> <p><b>Site Plan revised to commercial floor space.</b></p>	Apr. 9, 2013	<p>Application received as complete and circulated.</p> <p>Site Plan Application approved by General Committee on March 4, 2014.</p> <p>Revised Plans received and circulated.</p> <p><b>Sixth submission received.</b></p>	Jeff Healey Ext. 4349
22.	<p>Joe Cara 15132 Yonge Street 647-300-2272</p> <p>File: SP-2013-05</p>	<p>Site Plan Application to construct a three (3) storey mixed use building including 12 residential units and 240 sqm of commercial space.</p>	Apr. 24, 2013	<p>Application received and circulated.</p> <p>Comments provided to Applicant.</p> <p><b>Third</b> submission received and circulated.</p>	Glen Letman Ext. 4346 & Jeff Healey Ext. 4346
23.	<p>Stirling Cook Aurora Ltd. 74 Old Bloomington Road YRVLCP – 1159 Level 1, Unit 22</p> <p>Macaulay, Shiomi, Howson Ltd. Attn: Angela Sciberras 905-868-8230</p> <p>File: ZBA-2013-04</p>	<p>Zoning By-law Amendment Application to permit six (6) row house units on the subject lands.</p> <p>Site Plan Application to permit six (6) row house units on the subject lands.</p>	<p>Nov. 15, 2013</p> <p>Aug. 6, 2014</p>	<p>Application received as complete and circulated.</p> <p>Public Planning Meetings were held on March 26, 2014 and May 28, 2014.</p> <p>Zoning By-law 5661-14 passed by Council on September 23, 2013.</p> <p>Site Plan Application received as complete and circulated.</p> <p>Site Plan Application approved by Council on September 23, 2014.</p> <p>Site Plan Agreement sent to the Owner for execution.</p>	Glen Letman Ext. 4346

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24.	<p>L.S. Consulting Inc. 29 George Street</p> <p>Larkin Associates Attn: Aaron Gillard 905-895-0554</p> <p>Files: OPA-2013-02, ZBA-2013-05, SP-2014-08 &amp; CM-2016-02</p>	<p>Official Plan Amendment and Zoning By-law Amendment Applications to permit a four (4) storey apartment building.</p> <p>Site Plan Application to permit a four (4) storey, 12 unit apartment building.</p> <p>Condominium Application.</p>	<p>Dec. 11, 2013</p> <p>Oct. 8, 2014</p> <p>Feb. 29, 2016</p>	<p>Applications received as complete and circulated. Awaiting second submission.</p> <p>Public Planning Meeting held on April 30, 2014. A report to be brought back to a future Public Planning Meeting.</p> <p>Official Plan Amendment, Zoning By-law Amendment and Site Plan Applications approved by Council on January 28, 2015.</p> <p>OPA No.7 and By-law 5712-15 approved by Council on May 11, 2015.</p> <p>Condominium Application comments provided to Applicant.</p> <p>Condominium Application approved by Council on July 12, 2016.</p> <p>Site Plan Agreement being prepared.</p>	<p>Marty Rokos Ext. 4350</p>

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25.	<p>2351528 Ontario Limited and Aurora-Leslie Developments Limited (Emery Investments)                      15625 and 15775 Leslie Street</p> <p>KLM Planning                      Attn: Bill Tam                      905-669-4055</p> <p>Files: ZBA-2014-01 &amp; SUB-2014-01</p>	<p>Zoning By-law Amendment Application and a Draft Plan of Subdivision Application to develop a business park over the 76.6 hectare of land.                      The business park development proposes Employment Blocks, Office Employment Blocks, a Retail Block, an Institutional Block, a Park Block and open space, woodlot, stormwater management, buffers and road widening.</p>	Mar. 26, 2014	<p>Applications received as complete and circulated.                      Public Planning Meeting held June 25, 2014.                      Draft Plan of Subdivision and Zoning By-law Applications approved by Council on September 16, 2014.                      By-law approved by Council on November 25, 2014.                      No appeals, Zoning Bylaw Amendment in effect.                      Subdivision Agreement being prepared.</p>	Lawrence Kuk Ext. 4343



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27.	<p>2419059 Ontario Inc. 497 Wellington St. West</p> <p>Markets on Main Street Inc. Attn: Jack Dougan 416-759-1093</p> <p>Files: ZBA-2014-07 &amp; SP-2015-01</p>	<p>A Zoning By-law Amendment to permit 22 Row house units.</p> <p>Site Plan Application to permit 22 Row house units.</p>	<p>Sept. 3, 2014</p> <p>Feb. 2, 2015</p>	<p>Application received as Complete and circulated.</p> <p>Public Planning Meeting held on February 25, 2015.</p> <p>Public Planning Meeting held on September 21, 2015.</p> <p>Zoning By-law Amendment Application refused by Council at the Public Planning Meeting.</p> <p>Owner appealed Applications to OMB.</p> <p>Appeal allowed by OMB, Interim Order Issued on August 10, 2016.</p> <p><b><i>Final Site Plan submission received and circulated. Comments provided to Applicant for response.</i></b></p>	<p>Jeff Healey Ext. 4349</p>
28.	<p>David Frattaroli 14288 Yonge Street</p> <p>Brutto Consulting Attn: Matt King 905-761-9890</p> <p>Files: SUB-2014-04 &amp; ZBA-2014-08</p>	<p>Draft Plan of Subdivision and Re-Zoning Applications for nine (9) townhouse units and two (2) semi-detached units.</p>	<p>Sept. 29, 2014</p>	<p>Application received as complete and circulated.</p> <p>Comments provided to Applicant.</p> <p>Public Planning Meeting held March 25, 2015.</p> <p>Awaiting 2<sup>nd</sup> Draft Plan of Subdivision Submission.</p>	<p>Glen Letman Ext. 4346 &amp; Lawrence Kuk Ext. 4343</p>



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31.	<p>Leswell Investments Inc. 1452 Wellington Street</p> <p>Michael Smith Planning Consultants Attn: Michael Smith 905-989-2588</p> <p>Files: ZBA-2015-04 &amp; SP-2015-04</p>	<p>Zoning By-law Amendment and Site Plan Application to permit the development of two commercial buildings on the subject property.</p>	<p>May 13, 2015</p>	<p>Applications received as complete and circulated.</p> <p>Public Planning Meeting held on September 21, 2015.</p> <p>Council approved the Zoning By-law and Site Plan Application on August 9, 2016.</p>	<p>Lawrence Kuk Ext. 4343</p>
32.	<p>2352017 Ontario Inc. Aurora Mills 1588 St. John's Sideroad</p> <p>Humphries Planning Group Inc. Attn: Rosemarie Humphries 905-264-7678 Ext. 244</p> <p>Files: SUB-2015-02 &amp; ZBA-2015-05</p>	<p>Zoning By-law Amendment and Draft Plan of Subdivision Applications to develop a 10 block business park and 10 ha EP on the 19.8 ha lands.</p>	<p>May 29, 2015</p>	<p>Applications received as complete and circulated.</p> <p>Comments provided to the Applicant.</p> <p>Public Planning Meeting held November 16, 2015.</p> <p>Second Submission received and circulated.</p>	<p>Lawrence Kuk Ext. 4343</p>
33.	<p>Green Storage Inc. 27 Allaura Blvd</p> <p>Attn: Al Azevedo 905-424-2947</p> <p>File: SP-2015-07</p>	<p>Site Plan Application to construct a self-storage facility with four buildings with 8,596 m<sup>2</sup> gross floor area.</p>	<p>Jul. 13, 2015</p>	<p>Application received as complete and circulated.</p> <p>Comments provided to the Applicant.</p> <p>Second submission circulated for comments.</p> <p>Site Plan Application Approved by Council on October 25, 2016.</p> <p>Site Plan Agreement being prepared.</p>	<p>Marty Rokos Ext. 4350</p>

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34.	<p>1525366 Ontario Ltd. 67 Industrial Parkway North</p> <p>AECOM Canada Ltd. Attn: Arthur Diamond 905-668-9363 Ext. 2212</p> <p>File: SP-2015-05</p>	<p>Site Plan Application to build a 334 m<sup>2</sup> addition and a new 156 m<sup>2</sup> storage structure.</p>	<p>Jul. 27, 2015</p>	<p>Application received as complete and circulated.</p> <p>Comments provided to Applicant.</p> <p>Site Plan Application approved by Council on October 13, 2015.</p> <p>Site Plan Agreement <i>executed</i>.</p>	<p>Marty Rokos Ext. 4350</p>
35.	<p>Ashlen Holdings Ltd. 13859, 13875, &amp; 13887 Yonge St.</p> <p>Brutto Consulting Attn: Matthew King 905-761-5497 Ext. 225</p> <p>Files: OPA-2015-03, ZBA-2015-08 &amp; SUB-2015-04</p>	<p>Official Plan Amendment, Zoning By-law Amendment, and Draft Plan of Subdivision Application to develop 30 single detached dwellings.</p>	<p>Aug. 6, 2015</p>	<p>Application received as complete and circulated.</p> <p>Comments provided to Applicant.</p> <p>Public Planning Meeting held on November 30, 2015.</p> <p>Second Public Planning Meeting held on April 20, 2016.</p> <p>Official Plan Amendment and Zoning By-law Amendment refused by Council on June 28, 2016.</p> <p>Owner appealed Official Plan, Zoning By-law Amendment and Plan of Subdivision Applications to OMB.</p> <p><b><i>OMB Pre-hearing scheduled for February 27, 2017.</i></b></p>	<p>Marty Rokos Ext. 4350</p>

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36.	<p>Carpino Construction Inc. c/o                      Treasure Hill Homes                      15278 Yonge Street</p> <p>Malone Given Parsons                      Attn: Joan MacIntyre                      905-513-0170 Ext.115</p> <p>Files: OPA-2015-04, ZBA-2015-10 &amp;                      SP-2015-08</p>	<p>Official Plan                      Amendment, Zoning                      By-law Amendment                      and Site Plan                      Application to develop                      a 126 unit stacked                      townhouse                      development.</p>	<p>Aug. 20,                      2015</p>	<p>Application received as complete.</p> <p>Comments provided to Applicant.</p> <p>Public Planning Meeting held November 25, 2015.</p> <p>Second Public Planning Meeting held March 30,                      2016.</p> <p>Official Plan Amendment No. 9 (By-law 5862)                      Approved June 14, 2015. OPA 9 in effect.</p> <p>Zoning By-law 5873-16 approved July 12, 2016 By-                      law in effect.</p> <p>Site Plan Approved by Council July 12, 2016.</p> <p>Drafting Site Plan Agreement being prepared.</p> <p><b><i>Site Plan Agreement executed by the Mayor and                      Clerk.</i></b></p> <p><b><i>File Closed.</i></b></p>	<p>Glen                      Letman                      Ext. 4347</p>
37.	<p>Charleville Developments Ltd.                      45 Tyler Street</p> <p>Groundswell Urban Planners Inc.                      Attn: Kerigan Kelly                      905-597-8204</p> <p>Files: OPA-2015-02 &amp; ZBA-2015-06</p>	<p>Official Plan                      Amendment, Zoning                      By-law Amendment to                      develop a 68 unit                      condominium                      townhouse                      development.</p>	<p>Aug. 20,                      2015</p>	<p>Application received as complete and circulated.</p> <p>Public Planning Meeting held May 25, 2016.</p>	<p>Lawrence                      Kuk                      Ext. 4343</p>

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38.	Matheson Constructors Ltd. 30 Eric T Smith Way  Attn: Michael Card 905-669-7999 Ext. 336  File: SP-2015-06	To construct a two storey office building.	July 14, 2015	Application received and circulated for comment.  Site Plan Application approved by Council on August 11, 2015.  Site Plan Agreement finalized waiting for the fees and securities from the Applicant.  <i>Inactive.</i>	Lawrence Kuk Ext. 4343
39.	Grossi, Nunzio 7, 15, 19 Cousins Drive  MPlan Inc. Attn: Michael Mannett 905 889-6309  File: ZBA-2015-12	Zoning Bylaw Amendment Application to allow four (4) new and one retained lots.	Sept. 8, 2015	Application received as complete and circulated.  Comments provided to Applicant.  Public Planning Meeting held on December 16, 2015.  Second Submission received and circulated for comment.  Comments provided to Applicant.  <i>Second Public Planning Meeting scheduled for March 22, 2017.</i>	Marty Rokos Ext. 4350
40.	Frank Luciani 340 Ridge Road  Brutto Consulting Attn: Matthew King 905-761-5497 Ext. 225  File: ZBA-2015-13	Zoning By-law Amendment Application to facilitate a severance on the subject lands, to create one (1) additional residential lot.	Sept. 23, 2015	Application received as complete and circulated.  Comments provided to Applicant.  Public Planning Meeting held January 27, 2016.  Second Submission received and circulated for comment.  <i>Comments provided to Applicant.</i>  <i>File Closed.</i>	Jeff Healey Ext. 4349

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41.	<p>Brookfield Homes (Ontario) Aurora Ltd.                      15778 Leslie Street</p> <p>Malone Given Parsons                      Attn: Joan MacIntyre                      905-513-0170 Ext.115</p> <p>Files: CDM-2015-01</p>	<p>Draft Plan of Condominium Application to allow 49 single detached dwelling units on a private condominium road.</p>	<p>Oct. 6, 2015</p>	<p>Application received as complete and circulated.</p> <p>Comments provided to Applicant.</p> <p>Draft Plan of Condominium Conditions of Approval approved by Council on January 26, 2016.</p> <p>Notice of Confirmation of Draft Plan of Condominium Approval issued Feb 18, 2016.</p> <p>Common Elements Condominium Agreement Executed and Registered.</p> <p>Final Condo Plan Registered YRCECP No. 1327.</p> <p><b>File Closed.</b></p>	<p>Glen Letman                      Ext. 4346</p>
42.	<p>Metropolitan Square Inc.                      180, 190 &amp; 220 Wellington Street East</p> <p>MSH Ltd.                      Attn: Angela Sciberras                      905-868-8230</p> <p>Files: OPA-2015-05, ZBA-2015-15 &amp; <b>SP-2016-10</b></p>	<p>Official Plan Amendment, Zoning By-law Amendment to develop two (2) 10 – storey buildings for a total of 296 residential condominium units.</p> <p><b>Site Plan submitted.</b></p>	<p>Nov. 6, 2015</p> <p><b>Dec. 23, 2016</b></p>	<p>Application received as complete and circulated.</p> <p>Public Meeting held January 27, 2016.</p> <p>Second Public Planning Meeting held June 29, 2016.</p> <p><b>Site Plan Application received and circulated for comment.</b></p>	<p>Lawrence Kuk                      Ext. 4343</p>

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43.	Kaitlin Estates Ltd, 15277 Yonge Street  Kaitlin Corporation Attn: Kelvin Whalen 905-642-7050  File: CDM-2015-03	95 residential unit, 3 commercial Draft Plan of Condominium.	Dec. 22, 2015	Application approved at March 1, 2016 General Committee Meeting.  Council approved the Plan of Condominium on April 2016.  <i>Final Condo Plan Registered.</i>  <i>File Closed.</i>	Lawrence Kuk Ext. 4343
44.	2450290 Ontario Inc. 32 Don Hillock Drive  A. Fazel Architect Inc. Attn: Alireza Fazel 416-444-5480  File: SP-2016-02	2 storey office building with a total gfa of 4,265 m2	Feb. 5, 2016	Application received and circulated for comment.  Comments provided to Applicant and awaiting second submission.	Lawrence Kuk Ext. 4343
45.	MHJH Holdings Inc. 75 Eric T Smith Way  Hallmark Design Build Attn: Scott Byers  File: SP-2016-01	One storey industrial building with a total gfa of 3,611.5 m2	Jan. 25, 2016	Application received and circulated for comment.  Comments provided to Applicant and awaiting second submission.  Site Plan Application approved by Council on May 17, 2016.  Site Plan Agreement being finalized.	Lawrence Kuk Ext. 4343

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46.	<p>BG Properties (Aurora) Inc.                      14222, 14314, 14358 &amp; 14378 Yonge Street</p> <p>Malone Given Parsons                      Attn: Joan MacIntyre                      905-513-0170 ext. 115</p> <p>File: CDM-2016-03</p>	<p>42 Residential single detached dwelling units (Phase 1) Draft Plan of Condominium.</p>	Apr. 25, 2016	<p>Application received and circulated for comment.</p> <p>Draft Plan of Condominium conditions of Approval and Report scheduled for Nov. 15, 2016 General Committee.</p> <p><b><i>Condominium Draft Plan Approved.</i></b></p>	Lawrence Kuk Ext. 4343
47.	<p>Leslie-Wellington Developments Inc.                      1289 Wellington Street East</p> <p>Macaulay, Shiomi, Howson Ltd.                      Attn: Angela Sciberras                      416.487.4101 ext. 309</p> <p>Files: SUB-2016-01, OPA-2016-01 &amp; ZBA-2016-03</p>	<p>Official Plan Amendment, Zoning By-law Amendment Application, and a Draft Plan of Subdivision</p> <p>Application to develop a residential subdivision.</p> <p>The Draft Plan of Subdivision proposes 145 lots for single detached dwellings and an Environmental Protection block.</p>	May 6, 2016	<p>Application received with addendum reports received on May 25, 2016 and circulated for comment.</p> <p>Public Planning Meeting held June 29, 2016.</p> <p><b><i>Council Approved the Draft Plan of Subdivision with conditions on December 13, 2016.</i></b></p>	Lawrence Kuk Ext. 4343
48.	<p>FGKW Retirement Living Inc.                      145 Murray Drive</p> <p>Fieldgate Properties                      Attn: Todd Cullen                      416-221-3335 ext. 422</p> <p>File: SP-2016-04</p>	<p>Rear addition to allow 78 additional retirement home suites/units on the subject lands.</p>	May 20, 2016	<p>Application received and circulated for comment.</p> <p>Site Plan Approved by Council on October 25, 2016.</p> <p><b><i>Final submission received.</i></b></p> <p><b><i>Site Plan Agreement being prepared.</i></b></p>	Glen Letman Ext. 4346 & Jeff Healey Ext. 4349

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49.	Canadian Tire Corporation 14700 Yonge Street  Hunter & Associates Ltd Attn: Diana Mercier 416-444-8095  File: ZBA-2016-05	Zoning By-law Amendment Application to allow a wider range of commercial uses.	June 3, 2016	Application received and circulated for comment.  Public Planning Meeting held on September 28, 2016.  <b><i>On February 14, 2017 Council deferred the Application.</i></b>	Marty Rokos Ext. 4350
50.	The Gathering Place of Aurora 210 Edward Street  IBI Group Attn: Mike Crough 905-546-1010 ext. 2017  Files: OPA-2016-02 & ZBA-2016-06	Official Plan Amendment and Zoning By-law Amendment to allow a place of worship.	June 6, 2016	Application received and circulated.  Public Meeting scheduled for December 15, 2016.  <b><i>Official Plan and Zoning By-law Amendment Applications approved by General Committee on December 15, 2016.</i></b>	Marty Rokos Ext. 4350
51.	1428420 Ontario Limited. 22 & 26 Centre Street  Urban & Rural Planning Consultants Attn: Peter J. Smith 416-409-4867  File: ZBA-2016-08	A Zoning By-law Amendment to permit 12 Row house units.	July 20, 2016	Application received and circulated.  <b><i>Second Submission received and circulated.</i></b>  <b><i>Public Meeting scheduled for February 22, 2017.</i></b>	Jeff Healey Ext. 4349
52.	Ballymore Building (South Aurora) 14452 Yonge Street  Malone Given Parsons Attn: Joan MacIntyre 905-513-0170  Files: SUB-2016-02, ZBA-2016-09 & CDM-2016-04	Zoning By-law Amendment and Draft Plan of Subdivision and Draft Plan of Condominium for 40 single detached residential units.	Aug. 11, 2016	Application received and circulated.  Public Planning Meeting held October 26, 2016.  <b><i>Comments provided to Applicant.</i></b>	Lawrence Kuk Ext. 4343

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53.	1754260 Ontario Limited (Polo Club) 15286 & 15036 Leslie Street  Groundswell Urban Planners Inc. Attn: Kerigan Kelly 905-597-8204 ext. 111  Files: OPA-2016-03, ZBA-2016-07	Official Plan Amendment and Zoning By-law Amendment for two (2) 6-storey apartment buildings that contain 150 units each for a total of 300 units with 2 levels of underground parking.	June 16, 2016	Application received and circulated.  Public Planning Meeting held September 28, 2016.	Lawrence Kuk Ext. 4343
54.	Markangel Real Estate Assets Inc. 55 Eric T. Smith Way  Attn: lean and Josie Tait 416-648-2887  File: SP-2016-06	Site Plan Application for three (3) 4-storey buildings with 6,246.6 m <sup>2</sup> total gross floor area.	Aug. 16, 2016	Application received and circulated.  Comments provided to Applicant.  <b><i>Applicant advises Site Plan will be revised and resubmitted.</i></b>	Marty Rokos Ext. 4350
55.	Shimvest Investments Ltd. Scrivener Drive 65M-4485, Block 161  Lindvest Attn: Edward Mak 416-373-7682  File: SP-2016-05	Site Plan Application for 11 townhouse and semi-detached dwellings.	July 19, 2016	Application received and circulated.  <b><i>Comments provided to Applicant.</i></b>  <b><i>General Committee Meeting scheduled for February 21, 2017.</i></b>	Marty Rokos Ext. 4350

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56.	<p>Marie Debono 24 Larmont Street</p> <p>The Planning Partnership Attn: Bruce Hall 416-975-1556 ext. 234</p> <p>Files: ZBA-2016-10, SP-2016-07</p>	<p>Zoning By-law Amendment and Site Plan Applications to allow an office in the existing building, parking on site.</p>	<p>Sept. 28, 2016</p>	<p>Application received and circulated.</p> <p><b>Comments provided to Applicant.</b></p> <p><b>Second submission received and circulated.</b></p> <p><b>General Committee Meeting scheduled for March 21, 2017.</b></p>	<p>Marty Rokos Ext. 4350</p>
57.	<p>Rob Worthman and Bernadette Cwenar 19-21 Machell Avenue</p> <p>Templeton Planning Ltd. Attn: Gary Templeton 905-727-8672</p> <p>File: ZBA-2016-11</p>	<p>Zoning by-law Amendment to rezone the subject lands from C2 to R5-XX exception zone to legalize two existing semi-detached dwelling units on two lots on the subject lands.</p>	<p>Nov. 2, 2016</p>	<p>Application received and circulated.</p> <p>Public Planning Meeting held December 15, 2016.</p> <p><b>Application approved at February 14, 2017 Council Meeting.</b></p>	<p>Glen Letman Ext. 4346</p>
58.	<p><b>458021 Ontario Inc. 21 and 33 Eric T Smith Way</b></p> <p><b>Weston Consulting Attn: Sabrina Sgotto 905-738-8080</b></p> <p><b>File: SP-2016-08</b></p>	<p><b>Site Plan Application to allow a 930m2 industrial warehouse.</b></p>	<p><b>Nov. 16, 2016</b></p>	<p><b>Application received and circulated.</b></p>	<p><b>Fausto Filipetto Ext. 4342</b></p>

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 March 21, 2017

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>	<b>STAFF</b>
59.	<p><i>Board of Trustees of the Aurora United Church                      15186 Yonge Street, 12&amp; 16 Tyler Street, 55, 57 &amp; 57A Temperance Street</i></p> <p><i>FOTENN Consultants Inc.                      Attn: Sarah Millar                      416-789-4530 Ext. 1</i></p> <p><i>Files: OPA-2016-05 &amp; ZBA-2016-13</i></p>	<p><i>Official Plan Amendment and Zoning By-law Amendment to allow a 9 storey,159 unit retirement home (and 2 storey place of worship)</i></p>	<p><i>Dec. 16, 2016</i></p>	<p><i>Application received and circulated.</i></p> <p><i>Public Meeting scheduled for March 22, 2017.</i></p>	<p><i>Glen Letman                      Ext. 4346</i></p>
60.	<p><i>Infrastructure Ontario                      50 Bloomington Road West</i></p> <p><i>IBI Group                      Attn: Amy Shepherd                      416 596 1930 Ext. 61248</i></p> <p><i>File: OPA-2016-06</i></p>	<p><i>To amend the Major Institutional Designation in OPA 34 to allow Cluster Residential, Environmental Function Area and Special Policy Area.</i></p>	<p><i>Dec. 23, 2016</i></p>	<p><i>Application received and circulated.</i></p>	<p><i>Glen Letman                      Ext. 4346</i></p>
61.	<p><i>York Region Christian Seniors Home Inc.                      440,460 and 500 William Graham Drive</i></p> <p><i>Malone Given Parsons                      Attn: Joan MacIntyre                      905-513-0170 Ext.115</i></p> <p><i>File: ZBA2016-12</i></p>	<p><i>To amend RA3 zones to allow assisted living units and 26m building height.</i></p>	<p><i>Dec. 19, 2016</i></p>	<p><i>Application received and circulated.</i></p> <p><i>Public Planning Meeting held January 25, 2017.</i></p>	<p><i>Glen Letman                      Ext. 4346</i></p>

**PLANNING APPLICATION STATUS LIST – FIGURE 3**  
**March 21, 2017**

	<b>OWNER/LOCATION/ AGENT &amp; FILE NUMBER</b>	<b>PROPOSAL</b>	<b>DATE REC'D</b>	<b>STATUS</b>	<b>STAFF</b>
62.	<p><b>Brookfield Homes (Ontario) Aurora. Ltd.</b>  <b>555 William Graham Drive</b></p> <p><b>Brookfield Homes,</b>  <b>Attn: Sarah Mitchell</b>  <b>905 948-4733</b></p> <p><b>File CDM-2016-05</b></p>	<p><b>Draft Plan of Condominium to allow 179 residential apartment units and 3 commercial units.</b></p>	<p><b>Dec. 19, 2016</b></p>	<p><b>Application received and circulated.</b></p>	<p><b>Glen Letman</b>  <b>Ext. 4346</b></p>
63.	<p><b>Dorota Smolarkiewicz</b>  <b>15403 Yonge Street</b></p> <p><b>Picture This Designs</b>  <b>Attn: Kirk Johnstone</b>  <b>613-475-4894</b></p> <p><b>File ZBA-2016-14</b></p>	<p><b>Zoning By-law Amendment and Site Plan to allow an office use in the existing dwelling.</b></p>	<p><b>Dec. 23, 2016</b></p>	<p><b>Application received and circulated.</b></p> <p><b>Public Planning Meeting held on February 22, 2017.</b></p>	<p><b>Marty Rokos</b>  <b>Ext. 4350</b></p>
64.	<p><b>St. John's Road Development Corp.</b>  <b>119 Pointon St and 88 Cosford Street</b></p> <p><b>Malone Given Parsons Ltd.</b>  <b>Attn: Joan MacIntyre</b>  <b>905-513-0170</b></p> <p><b>File ZBA(H)-2017-01</b></p>	<p><b>Removal of Holding 'H' By-law to allow the construction of two (2) detached dwellings.</b></p>	<p><b>Feb. 10, 2017</b></p>	<p><b>Application received.</b></p>	<p><b>Marty Rokos</b>  <b>Ext. 4350</b></p>



**Town of Aurora**

**General Committee Report**

**No. IES17-015**

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**Subject: Ten-Year Capital Road Reconstruction Program**

**Prepared by: Anca Mihail, Manager, Engineering and Capital Delivery**

**Department: Infrastructure and Environmental Services**

**Date: April 4, 2017**

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### **Recommendation**

- 1. That Report No. IES17-015 be received; and**
- 2. That a service standard be approved whereby the road network be maintained at a Pavement Quality Index (PQI) score of 65 (“Fair”), on average; and**
- 3. That the Town’s 2018 operating and ten-year capital plans for the Reconstruction and Rehabilitation (R&R) of its road network, as well as the Asset Management Plan (AMP), be updated to align with a service standard of maintaining a Pavement Quality Index (PQI) of 65 (“Fair”), on average.**

### **Executive Summary**

This report evaluates Aurora’s road network level of service and recommends a strategy for the maintenance, Reconstruction and Rehabilitation (R&R) of the Town’s road network whose resultant operating and capital plans are based upon a clearly defined service standard of a desired average pavement condition rating.

- The maintenance and rehabilitation of Aurora’s road system follows the principles of a Sustainable Asset Management Strategy
- Aurora’s road network is currently operating at a “Fair” level of service
- The roads R&R analysis was conducted for four (4) scenarios
- Each scenario was analyzed for a 20-year period to confirm long term financial stability
- The same level of service, “Fair”, is recommended to be maintained for Aurora’s roads network for the next ten (10) years and beyond
- Staff recommend that an average road Pavement Quality Index (PQI) of 65 be approved by Council as the standard level of service for the Town’s road network

## **Background**

The Town of Aurora, like all Canadian Municipalities, is a steward of its community's infrastructure. Well maintained infrastructure fosters prosperity, growth and quality of life for the community's residents, businesses and visitors. As such, the subject of asset management has been gaining increased public awareness with an emphasis on the practice of Sustainable Asset Management which requires an intimate understanding of what will be required to maintain these services in perpetuity, or as long as they are required, through the use of life cycle costing.

It has been the practice of the Engineering Division to report to Council on the ten-year road R&R Program. It is necessary that such a schedule be formulated in advance in order that essential activities leading up to the proposed road reconstruction and/or rehabilitation are properly scheduled. These activities include engineering designs, public input, agency approvals, coordinating utility relocations, etc.

The Town of Aurora began formal pavement management investigation using software in 2002 with the use of AECOM's INFRA/PAVE pavement management system. Staff used the same system from 2002 to 2010. From the data compiled between 2002 and 2010, it was estimated that the road pavements in Aurora were losing about \$3.25 million (in 2010 dollars) in value per year. As such the previous roads R&R strategy has been to maintain an average annual investment into the Town's road network of approximately \$3.25 million in combined budget for R&R. The roads replacement strategy was based on "worst-first" policy.

In 2015, the Town commissioned Stantec Consulting Ltd. to provide pavement management services for its road system. As a result, a new pavement management system, RoadMatrix, was implemented in conjunction with a Town-wide pavement condition assessment. The pavement condition assessment was completed at the end of 2015, followed by the road analysis which was completed in the summer of 2016.

## **Analysis**

### **The maintenance and rehabilitation of Aurora's road system follows the principles of a Sustainable Asset Management Strategy**

The Town currently owns approximately 195 centerline-km, or approximately 398 lane-km of roadways. The current replacement value of the Town roads is approximately \$275 million. Pavement condition data was collected on all Town roads in the fall of

2015 and various pavement distresses were captured and evaluated. This resulted in a PQI assigned to each road segment in the road network. The average PQI for the Town of Aurora road network was found to be 67.8 in 2015.

Knowing and tracking the current performance level of the road system, through the average overall PQI, allows the Town to assess if the road network is deteriorating over time under current funding practices.

The pavement management philosophy is to “apply the right treatment to the right road at the right time”. A well-implemented pavement management system allows the Town to maximize its benefits realized from lower-cost treatments such as preventive maintenance and rehabilitation activities, by targeting interventions within the road network before more costly replacement and construction alternatives become necessary.

The RoadMatrix pavement management software analysis provides the Town with an ability to set service level targets, and determine the most cost-beneficial pavement maintenance and rehabilitation strategies to be applied, at the most optimal time.

The system uses the results of the pavement condition survey, coupled with predictive pavement deterioration curves and decision tree models, to determine appropriate maintenance and rehabilitation treatments for each pavement segment in the Town’s road network.

**Aurora’s road network is currently operating at a “Fair” level of service with a PQI of 67.8 recorded in 2015**

The results of the pavement condition assessment have determined that the Town of Aurora’s road network is currently operating at a “Fair” level of service as indicated by an overall average PQI of 67.8. Table No. 1 summarizes the PQI ranges for all the roads in the Town:

**Table No. 1**

PQI Range	Description	Lane-km	% of Road Network
90-100	Excellent	12.2	3.1%
70-89	Good	147.4	37.1%
50-69	Fair	219.8	55.3%
30-49	Poor	18.3	4.6%
0-29	Failed	0	0.0%
Total:		397.7	100%

Less than five (5) percent of roads fall into the “Poor” and “Failed” categories which indicates that the Town’s asset management approach to pavement maintenance and rehabilitation has been implemented effectively over many years. However, greater funding and proactive maintenance practices will be required to maintain the road network at the current level as the overall system continues to age.

Previous experience shows that a “worst-first” approach in addressing the rehabilitation needs of the roads network can have a limited impact or even a potentially negative impact on the overall condition of the road network over time. By allocating the majority of the viable funding to reconstruction needs, far fewer lane-km of roads can be addressed versus if the same level of funding was used to address roads at a more cost-effective and higher level of service in their life cycle.

In general, light rehabilitation or preventive maintenance is more cost-effective than major rehabilitation by minimizing the deterioration of a road at a fraction of the cost needed for a full-depth road reconstruction. Over time, this can reduce the backlog of costly major rehabilitation needs. Allocating more of the available funding to roads at a currently higher level of service can be difficult to implement as it often raises public concerns when some streets in Poor condition may not be looked at as a priority, and the reconstruction is delayed. However, over time, maintaining the focus on keeping more roads operating at an optimal desired level of service will ultimately free up available budgets to address the diminishing backlog of reconstruction needs.

**A roads R&R analysis was conducted for four scenarios for a period of 20 years to confirm long-term financial stability**

The following four (4) scenarios have been analyzed:

1. Do nothing
2. \$3.25 million combined R&R annual budget
3. Maintain an average overall PQI of 65 for the road system
4. Improve the average overall PQI to 70 for the road system.

The results of the analysis for all four (4) scenarios are presented in detail below:

1) Do nothing:

This scenario has no financial impact on the Town’s finances, however after ten (10) years the road network average PQI is expected to fall from 65 in 2017 to 40 in 2027 moving the road network from a “Fair” level of service into the “Poor” level of service.

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This strategy is not recommended since it will cause the road infrastructure to deteriorate considerably over the next ten (10) years.

- 2) Maintain a \$3.25 million combined R&R annual budget based on the previous ten-year roads R&R spending per year:

Under this funding scenario the network average PQI of 65 in 2017 is expected to fall to 55.9 by 2027 and to 40 by 2037. The total required budget for ten (10) years is \$32,490,000 with an average spending per year from the R&R reserve of \$3,249,000.

This scenario produces a healthy road R&R balance at the end of 2028. However, the general condition of the Town's roads would have deteriorated to a PQI score lower than our current PQI of 65, with funding in the roads R&R reserve being underutilized.

- 3) Maintain a Town-wide average PQI of 65

This scenario was run to maintain a network PQI of 65 for the next 20 years with an average of \$4.8 million spent annually for the first ten (10) years (2018 to 2027). This scenario also confirms long-term financial stability by showing a healthy balance in 2039 (please see Appendix "A").

- 4) Improve the average Town-wide PQI to 70

Under this funding scenario the average network PQI is gradually improved over the next ten-year period resulting in a final average PQI of 70 by 2027. This scenario would move the roads' network level of service from "Fair" to "Good". Based on a 10-year term the required annual average budget is \$5.4 million.

This scenario is very aggressive since it will allow the roads R&R reserve to fall below the desired target level for the next 20 years and put substantial pressure on the roads reserve, however in the long term it is still financially sustainable (please see Appendix "A").

### **A PQI of 65 is proposed for the next ten (10) years for the Town's road system**

A road R&R Program has to be established solely upon achieving or maintaining a clearly defined asset service standard, financially sustainable over a desired time period. Based on this principle, once the roads R&R program is established, it has to be adjusted to address project delivery capacity constraints and to ensure alignment with the R&R of underground integrated assets such as watermain, sanitary and storm sewers.

Based on this strategy, staff recommend that Scenario 3, to maintain the average overall PQI of 65, be considered as the roads R&R service standard and that the Town's ten-year road R&R Program be developed based upon this scenario. The Program will also consider the condition of the underground infrastructure and pedestrian access (e.g. sidewalks). Additionally, grouping deficient roads in close proximity to each other to make larger projects will be done wherever possible, to reduce design and construction costs and to minimize impact to the local residents due to multiple disruptions. The ten-year road R&R will be incorporated into the ten-year Capital Investment Plan and will be presented to Council at a future date.

### **Advisory Committee Review**

Not applicable.

### **Financial Implications**

As described in detail in the **Analysis** section above, four (4) scenarios have been analyzed from a financial point of view:

1. Do nothing
2. \$3.25 million combined R&R annual budget
3. Maintain an average overall PQI of 65 for the road system
4. Improve the average overall PQI to 70 for the road system

Scenario 1 has no impact on the Town's road network R&R reserve, however it is not recommended since it will move the overall road system's level of service from "Fair" to "Poor" which is unacceptable.

Scenarios 2 and 3 are financially feasible, however under Scenario 2 the road network will further deteriorate and this will result in underutilized monies in the roads R&R reserve.

For Scenario 3 there is a potential need to accelerate the replenishing of the R&R reserve beyond 2039, however this is far in the future and involves many unknown factors related to the road system degradation, and it is too early to consider these now.

Scenario 4 is financially feasible in the long term, however it will produce funding pressure on the roads R&R reserve, resulting in a reserve balance that is below the desired target level until 2038 (Appendix "A").

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Staff recommend Scenario 3. This scenario provides the benefit of maintaining the Town road system's level of service in a "Fair" condition on average, with manageable financial spending and resource capacity for all required R&R needs. Furthermore, staff recommend that an average road PQI of 65 be approved by Council as the standard level of service for Town's roads.

In addition, there is a growing requirement by the Province of Ontario for municipalities to base their infrastructure rehabilitation and replacement decisions upon maintaining clearly defined service standards. For Aurora's road system, maintaining an average PQI of 65 represents a sustainable service level strategy that is based upon feasible financial spending. This demonstrates that the Town understands the principles of Sustainable Asset Management that requires the maintenance of the road system in perpetuity which is in alignment with the Province's direction.

## **Communications Considerations**

Communication through the budget process as required.

## **Link to Strategic Plan**

The ten-year Road Reconstruction Program supports the Strategic Plan goal of **Supporting an Exceptional Quality of Life for All** through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

**Invest in sustainable infrastructure:** Maintain and expand infrastructure to support forecasted population growth through technology, waste management, roads, emergency services and accessibility.

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

Alternatives to the recommendation are as follows:

1. Do nothing: this is not recommended since it will decrease the existing level of service.
2. Maintain an annual budget need of \$3.25 million: not recommended since it will decrease the existing level of service.

3. Increase the road system PQI to 70: this strategy, although financially sustainable in the long term, it is not recommended since it will put a great deal of pressure on the roads reserve for the first ten (10) years at the least.
4. Further options as recommended by Council.

## **Conclusions**

Staff recommend that a clear service standard be established for the Town's road network being to maintain of an average overall road PQI of 65, "Fair".

The recommended Scenario 3 outlined above offers the benefit of maintaining the road system as per the recommended service standard in a "Fair" condition for the next ten (10) years where all necessary R&R requirements are financially feasible as well.

## **Attachments**

Appendix "A" – Financial Analysis.

## **Previous Reports**

None.

## **Pre-submission Review**

Agenda Management Meeting review on March 17, 2017

## **Approved for Agenda**

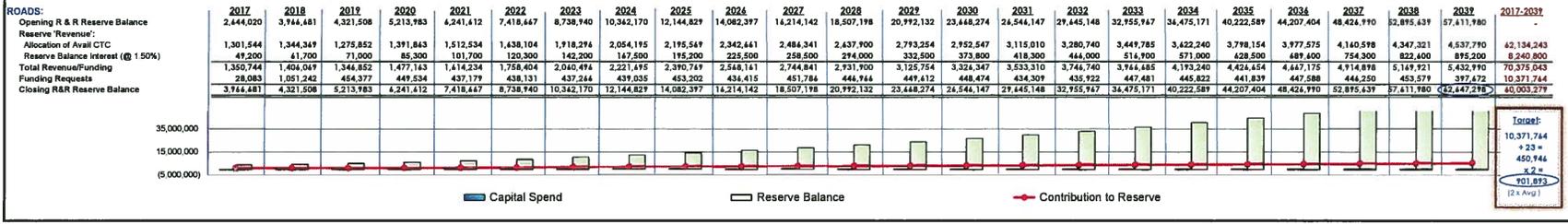


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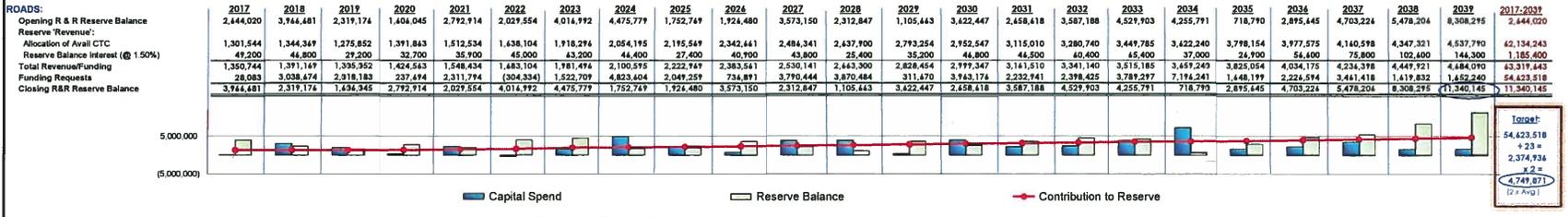
**Doug Nadorozny**  
**Chief Administrative Officer**

Financial Analysis

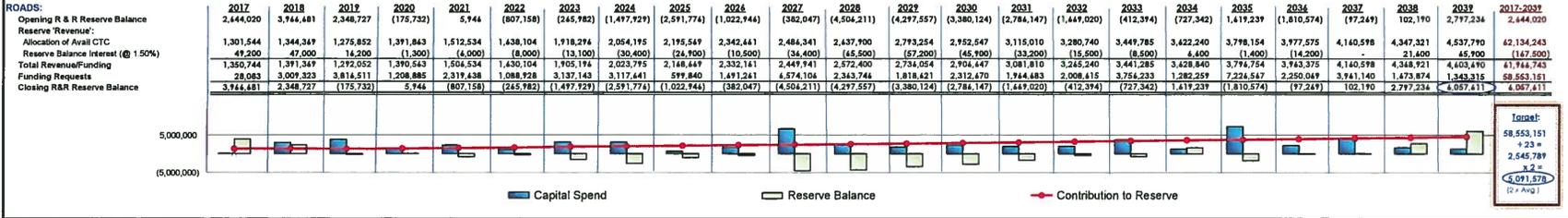
Scenario #2 - Maintain an Average Annual Roads R&R Requirement of \$ 3.25m producing a Road Network Average PQI of 48 over 20 year period ----- ( NOT RECOMMENDED ) -----



Scenario #3 - Maintain a Road Network Average PQI of 65 ----- ( RECOMMENDED ) -----



Scenario #4 - Improve Road Network Average PQI to 70 and maintain at this level ----- ( NOT RECOMMENDED ) -----





**Town of Aurora  
General Committee Report**

**No. FS17-003**

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**Subject: Joint Operations Centre (JOC) Project: Financial Summary Report**

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

**Department:** Financial Services

**Date:** April 4, 2017

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**Recommendation**

- 1. That Report No. FS17-003 and Report No. IES17-001 (Attachment #3) be received; and**
- 2. That the overspending of \$103,027 on Capital Project #34217 be funded as set out in Report No. FS17-003, and that the capital project be closed; and**
- 3. That the JOC Financial Monitoring Task Force Committee previously established by Council be disbanded; and**
- 4. That the outstanding items be referred to future capital budgets.**

**Executive Summary**

At its meeting of January 24, 2017, General Committee was presented with report IES17-001 Facilities Projects Status Report – JOC Final Report. This report was referred back to staff for additional clarity, and to address a number of questions from members of Committee. The following summary tables pull together some key figures:

	<u>Budget</u>	<u>Actual</u>
<u>JOC Lands:</u>		
Purchase of JOC lands	\$4,058,826	\$4,058,826

	<u>Budget</u>	<u>Actual</u>
<b><u>JOC Construction:</u></b>		
Design & Construction	\$20,385,589	\$20,488,616
Contract Extension Costs	<u>169,500</u>	<u>169,500</u>
Total charged to capital project to date	\$20,555,089	\$20,658,116
Costs to Complete (items removed from scope)	0	<u>1,493,200</u>
<b>Total Construction Costs</b>	<b>\$20,555,089</b>	<b>\$22,151,316</b>

	<u>Budget</u>	<u>Actual</u>
<b><u>JOC Financing Costs:</u></b>		
Financing costs to date		206,174
Financing costs future est.		<u>884,100</u>
<b>Total Financing Costs</b>		<b>\$1,090,274</b>

- Funding sources for the project have remained consistent, and are detailed in the funding section of this report.
- Estimated net proceeds of \$2.5 to 2.9 million from the sale of Scanlon Court yard properties will be used to recharge the Proceeds of Sale of Lands reserve fund, which was used as a source of funding for the project.

## **Background**

The Joint Operations Center project was necessary in order to expand the physical capacity of the current operations center to meet the needs of the growing community, both past growth, and future growth of the Town.

The current project began with discussions in 2010 or before, and moved through a space needs study, followed by a property search and evaluation. Ultimately, in 2012, the site on Industrial Parkway North was purchased.

The project then moved from site design concepts through to detailed final design specifications. From there, in 2014, the project was tendered for construction.

This report will provide clear financial details in the following areas:

- The purchase of the lands, and funding sources
- The budget evolution
- Costs of the design and construction of the JOC
- The funding sources used to pay for the project
- The costs of interim financing, and long term estimates of financing costs
- Details about the sale of the Scanlon Court properties

This report is intended to deliver clear factual numbers about this project. It is not intended to revisit the decision to proceed or the value for money outcomes.

## **Analysis**

### **Purchase of Land was made with separate budget**

Council approved the purchase of the land for the new JOC at its Closed Session meeting of July 17, 2012, confirming a final offer on September 18, 2012. The total cost for the 11 acre site was \$4 million, with net closing and legal costs amounting to a further \$58,826. This total land purchase cost was funded from reserves in a similar proportional relationship to that of the construction phase of the JOC as follows:

• Proceeds of Sale of Land Reserve	\$ 1,683,052
• Development Charges – Public Works	1,408,154
• Development Charges – Parks	<u>967,620</u>
	\$ 4,058,826

The land purchase was not a part of any budget for the JOC construction presented to Council. It was anticipated at the time of purchase that land improvements in the way of grading and cut/fill operations would need to be completed as part of the construction phase. These works were included in the scope of work for the construction contract.

Based on other similar parcels and appraisals, the land was purchased at a discount of \$100,000 to \$200,000 per acre (\$1.1M to \$2.2million) due to the site grading issues.

**Budget for Project Design and Construction went through a number of iterations**

The project estimates and budget for the JOC's Design and Construction began many years ago. As we know, at original project conception, an estimate is made by staff for discussion purposes with staff. As the concept gains traction, and more details are clarified, the estimates continue to change over time.

At the beginning of 2014, Council was asked for direction with respect to elements to include in the base building, and elements to be shown in the tender documents as optional pricing. The following table shows the Optional Items not included in the Budget and Contract Award:

	<b>Class B Estimate (from architect)</b>	<b>Contractor Option Price</b>
Drive in shed	\$482,600	Combined
Heritage materials storage	151,000	\$241,000
Covered vehicles storage area	592,300	179,000
IT disaster recovery equipment	130,000	Not bid

The final designs and tender documents were finalized to reflect the direction of Council with respect to the optional elements. The following table details the 2012 Class D concept estimate, the 2014 Class B pre-tender estimate, and the contract award bid pricing arising from the tender. The low bid tender was \$1,868,000 lower than the second low bid on the contract. The tender was awarded by Council on August 12, 2014 on consideration of report IES14-042.

	<b>Class D Estimate</b>  (2012 concept plus escalation to Nov/13) as per IES14-001	<b>Class B Estimate</b>  (after detailed design) as per IES14-001	<b>Contract Award Budget</b>  August 2014 IES14-042
Building	9,785,000	9,807,000	12,271,219
Salt Dome	721,000	844,000	223,920
Site works	3,152,000	5,443,000	<u>4,508,858</u>
Construction Contract			17,004,000
Non-refundable taxes			299,270
Architect fees	820,000	820,000	954,084
FFE & IT	77,000	125,000	125,000
Escalation Allowance		322,000	
Contingency	Included above	1,610,000	1,853,235
Third Party Testing			150,000
Subtotal	14,555,000	18,971,000	20,385,589
Added to Base by Council IES14-001:			
Third Floor Shell		940,800	Included in construction contract
Back-up Generator		434,000	
Rain Harvesting		47,800	
LED lighting		103,500	
Green Roofs		82,500	
Base Budget	14,555,000	20,579,600	20,385,589
December 2016 budget amendment for Contract Extension Costs			169,500
Final Approved Project Budget			<b>\$20,555,089</b>

April 4, 2017

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Report No. FS17-003

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Despite a formal budget approval of Council of \$20,579,600 in January 2014, at time of Contractor award by Council in August 2014, the project budget was formalized by staff for reporting purposes at the \$20,385,589 amount, based on the contract award report IES14-042 of August 12, 2014. This staff reporting budget was \$194,011 lower than the budget formally approved by Council. There was no provision in the budget for the use of a third party project manager.

In December 2016, staff presented a confidential report regarding contract extension costs of the contractor. Council approved a budget amendment of a further \$169,500, to be funded in the same proportions from the same sources as the rest of the construction budget.

### **Actual Costs for Construction have recently been reported in detail**

The recent report IES17-001 on January 24, 2017 included a lot of details regarding the costs of construction. Attachment #1 sets out a table which attempts to summarize this information differently. The top portion of the schedule focusses on the financials with regard to the Buttcon contract for the construction, while the balance of the schedule speaks to all other costs of the project for the construction.

The costs included for OneSpace the architects includes \$95,152 of costs related to space needs studies, and location search and evaluation leading to site selection. It is unclear whether these costs incurred prior to 2013 were considered by IES staff when setting the budgets presented to Council in 2014.

The attachment shows both Change Order cost reductions for items removed from the project, as well as a list of costs required to complete the project not included in the project budget. Internal construction staff prepared a detailed estimate sheet to develop the costs to complete the asphalt paving works.

Prior to final tendering, staff and the architect worked to “value engineer” the project to bring the estimated costs to within a budget target. In that process, a number of elements of the project scope were dropped. Some of these items are now considered required for the safety and security of the facility and have now been shown on Attachment #1 as costs to complete the project. Two other items were removed which are considered necessary by staff for operational efficiencies; a staircase from the greenhouse down to the south paved secured area, and a dumpster bin with truck dumping access. Costs for these two items are yet to be determined. The Matchell yard currently has a dump facility which is being used until one can be constructed at the JOC. These two projects will be presented to Council for consideration in future year budgets.

Top soil from the site was stripped and stockpiled near the rear of the lot at the beginning of construction, to be respread upon completion prior to sodding. At the time of sodding, this stockpiled soil was found to be of very poor quality. At this time, it is not clear if this material will be sufficient for the Arboretum to complete their planned tree plantings in this area, or whether it will need to be removed or covered with better material. Costs, if any, are unknown at this time.

The Town is currently holding a \$40,000 deficiencies holdback from the contractor pending resolution of various minor items. The full \$40,000 will be paid to the contractor, and has been charged to the Capital project, and is held as an accounts payable holdback in the Town's records. Accordingly, it has been included as spent in the details of this report.

As noted earlier in the budget section above, Council formally approved a final capital budget amount of \$20,579,600, while staff set at the construction budget and began reporting using the project cost estimate from Report IES14-042 of \$20,385,589, later revised by \$169,500 to a total of \$20,555,089. The difference of \$194,011 approved funding was never adjusted by Council formally.

Depending on which budget number used, the results of the project spending to date and costs to complete are as follows:

	<b>Staff's reporting budget</b>	<b>Council Approved Funding</b>
Budget	\$20,385,589	\$20,579,600
Contract Extension Costs approved by Council	169,500	169,500
Revised Budget Amount	20,555,089	\$20,749,100
Total Expected Costs of Construction project, excluding financing, from Attachment #1	22,151,316	22,151,316
Project Variance	\$1,596,227	\$1,402,216
	7.77%	6.76%

**Sources of Funding for the project has remained constant**

This project was included for funding in the recent Development Charges Background Study as it relates to expanding operational capacity as demanded by past and future growth of the community. As the JOC supports both roads and parks operations, funding was included in both components of the development charges. Since the old facility is being replaced by this new facility, not all of the cost of the new project can be cast upon the DC source; a related component must be funded from other sources such as Infrastructure Repair and Replacement (R&R) reserves. Due to the magnitude of this project, and the lack of sufficient funds in the infrastructure R&R reserves, alternative funding was identified to be sourced from the sale of lands via the reserve. It was recognized at that time that this reserve would be receiving sufficient funding contributions from both the sale of the existing Scanlon Court operations facilities as

well as the sale of vacant lands which the Town had recently developed and had listed for sale known as the Leslie Street lands.

The Joint Operations Center project was approved with the budget and funding sources presented in the following table. The funding for the contract extension administration costs was approved by Council in a confidential report in December 2016, and was funded from the same sources in the same proportions as shown in the table.

<b>Funding Sources</b>	<b>Approved Budget for Construction</b>	<b>Additional</b>	<b>Revised Construction Budget</b>
Parks Development Charges	\$4,859,903	\$40,700	\$4,900,603
Roads Development Charges	\$7,072,501	\$59,400	\$7,131,901
Sale of Lands Proceeds	\$8,453,185	\$69,400	\$8,522,585
Total	\$20,385,589	\$169,500	\$20,555,089

**Insufficient funding from identified sources was on hand, requiring interim financing**

As the funding sources were not fully in hand, but had a reasonable expectation of being collected within a 10 year time frame (staff will provide more details in regards to the Town's anticipated development activity in a future report to council), Council authorized that funding shortfalls be financed in the interim by a Construction Line of Credit, (CLOC) to a maximum of the full project budget amount, until the project was completed. At the conclusion of the project construction, the CLOC would be refinanced.

No specific financing strategy for the long term was approved at the time of approval of the CLOC. The CLOC was sourced through Infrastructure Ontario who offered the lowest available rate at the time. The CLOC is a secured structure, with a variable interest rate which is updated each month. Interest only payments must be made each month. The line of credit can be paid down in any increment at any time.

Upon completion of the project, the CLOC was extended by Council and Infrastructure Ontario until January 31, 2018, at which time debenture options would be explored. The extension gives the Town additional time to collect outstanding DC's from the 2C growth.

At this time, the project budget has been funded through some collection of DC's, some collection of sales of lands, and the balance by way of the Line of Credit as follows:

	<b>Revised Construction Budget (from table above)</b>	<b>Current Funding Applied to Jan 2017</b>	<b>% of Funding Applied</b>
Funded by Parks DC's	\$4,900,603	\$1,712,872	35.0%
Funded by Roads DC's	7,131,901	4,195,070	58.8%
Funded by Sale of Lands Reserve	8,522,585	8,522,585	100%
Funded by Construction Line of Credit	0	6,124,562	-
<b>Total</b>	<b>\$20,555,089</b>	<b>\$20,555,089</b>	

The Roads DC portion of funding is both larger, and further advanced as the previous DC Background study included the JOC all under Roads, and accordingly, past collections have been applied, but all are categorized as Roads contributions.

Due to year end work within Finance, the funding from the DC's has now been updated, and a payment to the CLOC is pending to reduce the CLOC to the \$6,124,562 amount above.

**Financing Costs to date and expected**

As at December 31, 2016, the balance on the CLOC was \$7,218,815, and only \$6,124,562 on February 28, 2017. Interest costs to December 31, 2016 total \$206,174, with a current variable interest rate of 1.53%. Interest charges for the debt are paid directly by the DC reserve accounts, as financing costs were not included in the construction budget approved by Council. (This is consistent with the budget approach for the SARC where financing was also used)

While the existing CLOC will stay fully open for the next year, if the CLOC were debentured today at a market ten year rate of 2.64%, the total interest incurred for the debenture would be \$884,100 with annual payments of \$700,864. The DC Background Study report incorporated the anticipated financing charges into setting the DC rates, and accordingly, all future interest incurred can be funded by the DC collections.

**Sale of Scanlon Court Properties**

The old site of the Operations Center was actually two adjoining properties. For reference here, the Parks side is the "north lot", while the IES side is the "south lot".

The Town entered a conditional confidential sales agreement to sell both properties to an adjacent land owner for purposes of their business expansion needs. The Town

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moved out of both lots into the new JOC in April 2016, with final move out completed in June. The north lot, including the old salt shed was transferred to the buyer in June 2016 for a net compensation of \$1,000,000.

During the nearly forty year ownership by the Town, the south lot became contaminated through fuel spills and other accidental releases of materials. The Town has entered a contract for the rehabilitation, ongoing monitoring, and certification of record of site conditions. The contract, based on preliminary investigations, was awarded in the amount of \$164,500 which includes the removal of the old fueling systems and tanks, removal and proper disposal of contaminated soils, and year- long monitoring of ground water and soils as required to prepare the Record of Site Condition. This contracted work includes performing additional tests. Depending on the results of the additional testing work, there may be additional discoveries and requisite costs not included in the current contract.

The details of the sale transaction for the south lot remain confidential as Council has addressed this sale in closed session and the transaction has not yet closed. Accordingly, staff cannot specify the sale price for this property in this report.

Based on the above information, and other information previously reported or discussed by staff regarding the sale or expected sale proceeds of the Scanlon properties, it is fair to suggest the total expected proceeds from these two sales, net of the costs of remediation will be in the \$2.5 to 2.9 million range.

The net proceeds of the sale of the Scanlon properties will be contributed to the Proceeds of Sale of Lands reserve fund. This reserve has been a key funding source for the both the purchase of lands for and the construction of the new JOC.

### **Advisory Committee Review**

In January 2014, Council requested the formation of a “Joint Operations Center construction budget control task force” to oversee and monitor the JOC construction project financials on a regular basis. In July 2014, the Terms of Reference for the Financial Monitoring Task Force was approved by Council. The Task Force met monthly throughout the construction period for the project, reviewing progress of the project, change orders issued, overall project spending, and funding matters. The reports prepared for the Task Force by staff appeared on regular GC agendas following the Task Force review. With the completion of the project, the Financial Monitoring Task Force should now be formally disbanded.

### **Financial Implications**

The financial facts arising from the project have been disclosed in this report. All costs have been disclosed. The JOC Land Purchase, and the JOC Construction capital projects are now ready to close. No further charges are being incurred to either project. The overspent budget amount of \$103,027 is recommended to be funded in the same proportions and funding sources as the main project costs.

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Financing costs will continue to be incurred and funded directly by the DC reserve funds affected until fully paid.

Some of the future costs to complete the project have already been incorporated into the 2017 budget, while others are planned for future years' capital budgets.

### **Lessons learned**

Staff have reviewed the history, handling, management processes and interim reporting related to this project. Several areas for improvement for future major projects have been identified as follows:

- Standardization of the town's internal project management framework
- Improved internal financial reporting and project management financial skills
- Larger projects should have a financial analyst assigned to assist in the monitoring of project expenses
- Greater clarification of the roles of any steering or monitoring committee
- Improved clarity of project scope, inclusions and exclusions from the beginning, with clarity for Council as well.
- Improved understanding of the evolution of initial concept estimates through to final construction tender budgets.
- Clear separation of pre construction costs and budgets (space needs, concept plans, location and site selection and acquisition costs) from detailed design, construction and commissioning costs and budget.

### **Communications Considerations**

This report is intended to conclude all internal reporting with respect to the JOC construction project.

### **Link to Strategic Plan**

Open and transparent financial reporting supports the principles accountability to the public set out in the Town's Strategic Plan.

### **Alternatives to the Recommendations**

This is primarily an information report. Council can provide other direction if desired.

### **Conclusions**

The construction phase of the building and yards is now complete, the contractor has been paid in full, save for a few minor deficiencies. Accordingly, Council's project monitoring committee can be dissolved.

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This is a financial facts disclosure report prepared by the Financial Services Department to meet the informational needs of Council with respect to the financial affairs surrounding the JOC Project.

### **Attachments**

Attachment #1 – Final Financial Report – Details of Capital Spending

Attachment #2 – Graphs of Budget and Funding to date

Attachment #3 – Report IES17-001 Facility Projects Status Report – JOC Final Report

### **Previous Reports**

The status of this project, both in progress, issues, financials and funding were reported monthly to the Financial Monitoring Task Force Committee, and formed regular Project Status reports to Council throughout the project. Most recent report attached.

### **Pre-submission Review**

Agenda Management Team review on February 23, 2017

#### **Departmental Approval**

#### **Approved for Agenda**



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



**Doug Nadorozny  
Chief Administrative Officer**

Report # FS17-003  
Attachment #1

**Aurora Joint Operations Center  
Final Financial Report - Details of Capital Spending**

**Buttcon Construction Contract**

Buttcon Contract - Original Award Amount, excl. taxes		\$17,004,000
Change orders:		
Major Scope Reductions:		
Green roof becomes white roof	(44,963)	
Delete entry pylon sign, but install conduits	(40,000)	
Delete on-site landscaping	(71,125)	
Delete wire cages for equipment storage	(43,000)	
Delete rear parking area asphalt	(492,400)	
Delete top coat asphalt front and sides	(125,715)	
	<u>(817,203)</u>	
Soils issues change orders	843,912	
Other Change Orders throughout project - net	634,102	
Net all Change Orders, as last reported IES16-049 May 17, 2016	<u>660,811</u>	
Final Change Orders - May to October 2016	48,871	709,682
		<u>709,682</u>
Final Amended Contract Billing per Final Buttcon Progress Billing Invoice		\$17,713,682
Contract Extension Administration adjustment		<u>169,500</u>
Total Paid to Buttcon in respect of project		\$17,883,182
Plus non-refundable taxes		<u>311,761</u>

**Total cost to project budget in respect of Buttcon. \$18,194,943**

OneSpace Architects: - space needs and site selection/evaluation costs to Dec. 2012	95,152
- all costs January 2013 to date, incl detail design	1,077,169
Project Management Fees - MHPM	123,834
Testing, Soil Engineering, Inspection	203,300
Other Direct Expenses of Project	<u>860,691</u>

Total Capital Budget Approved, incl. Contract Extension Funding \$20,555,089

Other direct expenses, overspent budget amount 103,027

**Total Costs charged to Capital Budget, including all non-refundable taxes \$20,658,116**

**Costs required to complete project, not in budget**

2016 Operating Funds used to complete greenhouse floor	60,000
Landscaping to be completed with 2017 operating costs	30,000
Fuel monitoring system 2017 capital budget	100,000
Entry Pylon sign future budget (conduits already installed)	40,000
Complete rear parking asphalt previously deleted from contract - 2 layers	890,200
Complete top coat asphalt previously deleted from contract	270,000
Furniture to complete as spec'd	45,000
Ext.wayfinding and ident.signage (excluding pylon sign) deleted pre tender	8,000
Automated security entry gate, deleted pre tender	50,000
	<u>1,493,200</u>

**Total Expected Costs of Construction Project, excluding financing \$22,151,316**

**Approved Construction Budget (\$20,385,589 plus \$169,500) 20,555,089**

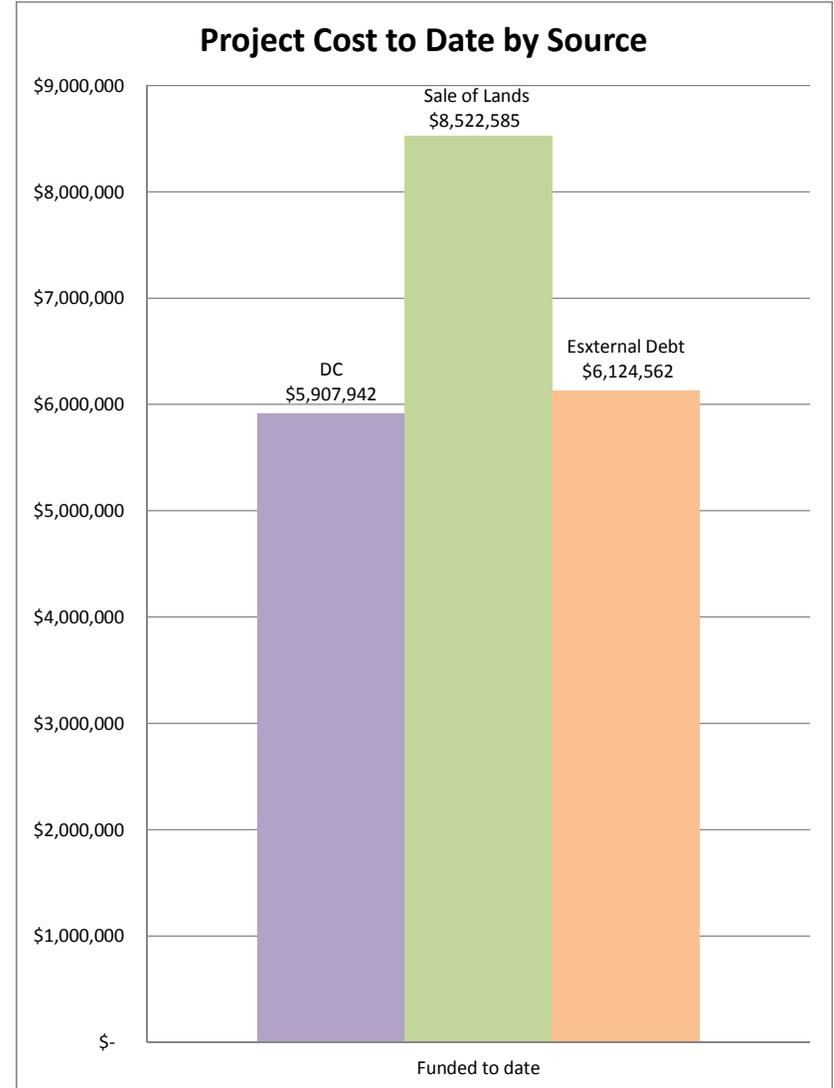
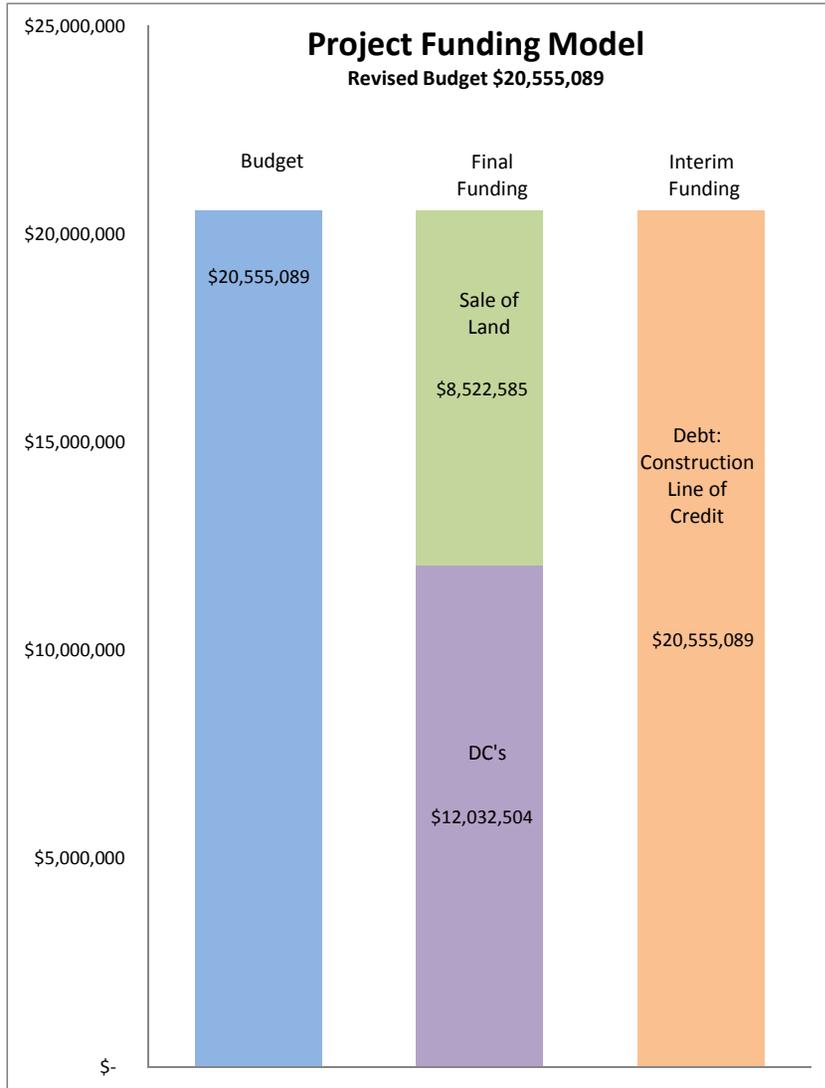
**Project Variance \$1,596,227  
Over Budget 7.77%**

Note: \$130,000 solar panel installation project on the JOC is a separate capital project and was never considered as part of the project. It has not been reflected in the values above.

Joint Operations Centre Financial Monitoring Task Force

JOC Monthly Financial Funding Report

as at December 31, 2016

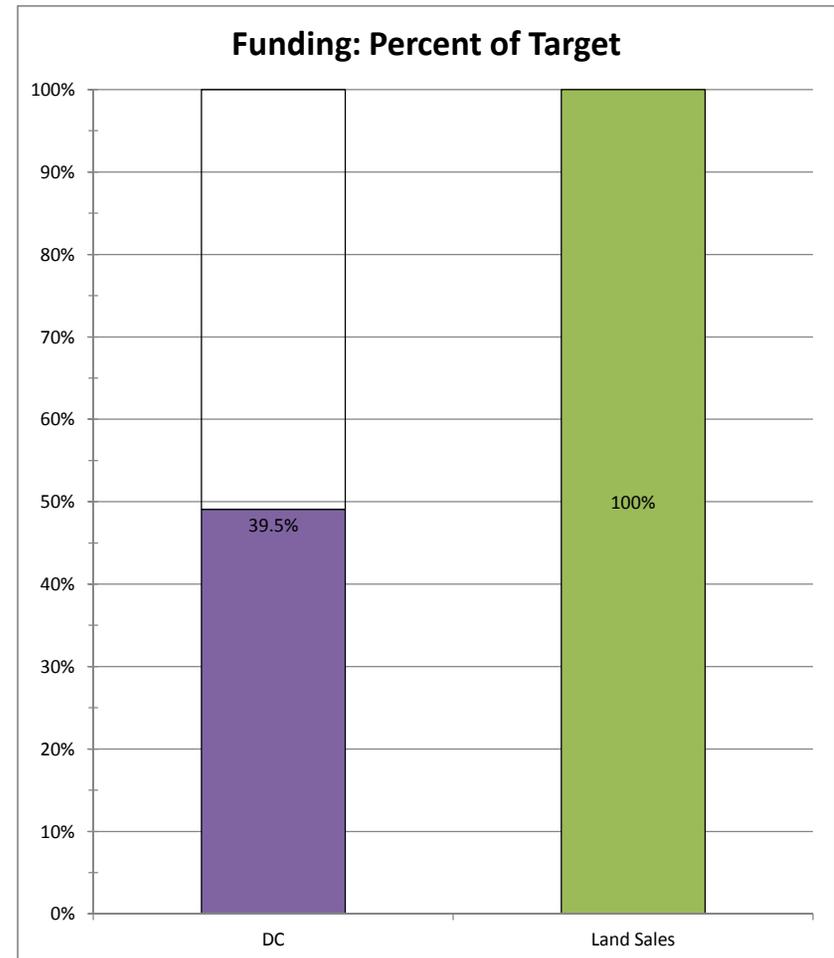
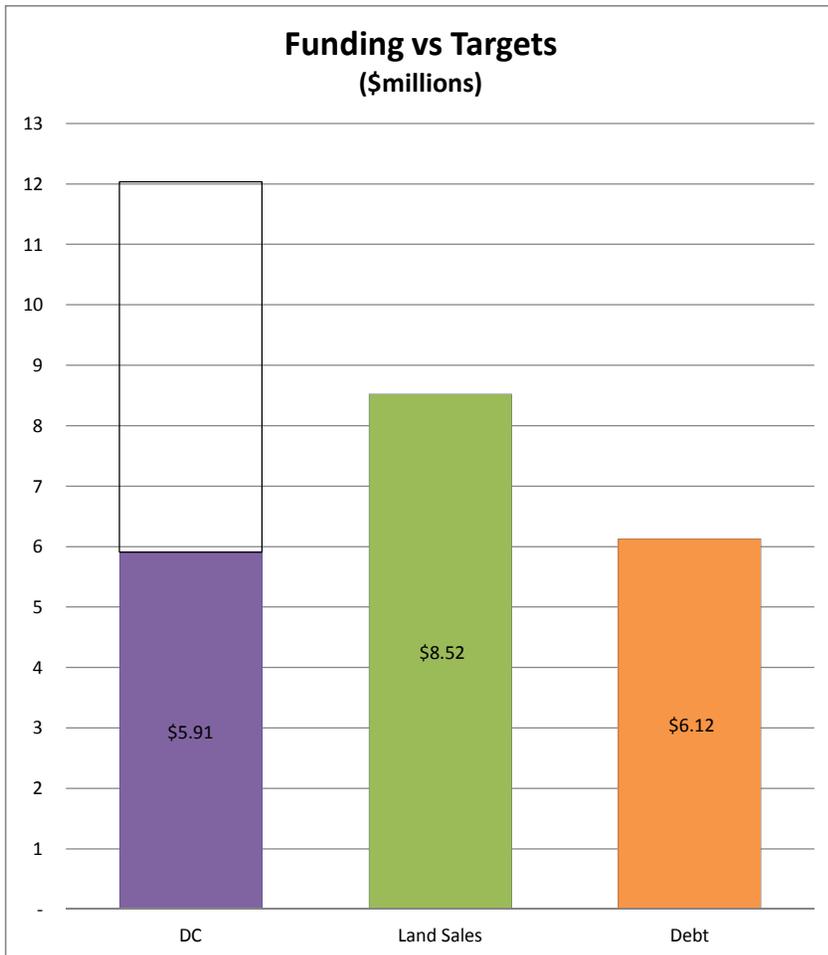


External Debt: current monthly variable rate: 1.50%

# Joint Operations Centre Financial Monitoring Task Force

## JOC Monthly Financial Funding Report

as at December 31, 2016





**Town of Aurora  
General Committee Report**

Attachment #3  
No. IES17-001

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**Subject:** Facility Projects Status Report- JOC Final Report

**Prepared by:** Ilmar Simanovskis, Director

**Department:** Infrastructure and Environmental Services

**Date:** January 24, 2017

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## **Recommendation**

**1. That Report No. IES17-001 be received for information.**

## **Executive Summary**

This report provides Council with a final update on the new Joint Operations Centre (JOC) project. This report is intended to provide a comprehensive summary of the project and concluding comments on the closeout of the contract and use of the facility.

- Overall project delivery period was from mid-2008 to December 2016
- Project scope and budget developed through several needs studies and design requirements iterations culminating in a suitable project that met Town operational needs and satisfied funding envelope requirements
- Land market conditions and purchase of a challenging site resulted in significant benefit to Town as site improvement costs were at a significant discount compared to cost of a comparable high quality site
- Additional investment of \$616,000 to address unforeseen site condition costs was offset by removing or deferring project elements to maintain overall budget target
- Future work valued at \$600,000 will be budgeted in future capital program starting 2018
- Staff occupied the building in April 2016 and have been successfully operating on the site

## **Background**

Council approved Capital Project No. 34217 for the construction of the Joint Operations Centre through a series of annual budget cycles and staff reports starting in 2008.

Monthly reporting of project progress and financial status has been provided to Council during the construction period of the project. This report is the final reconciliation and closeout report of the project.

## **Analysis**

### **This report provides a summary of key decisions and outcomes for the project**

As part of the closeout process of the construction of a new operations centre, a number of aspects have been evaluated based on early project risk considerations and final project outcomes. This review is intended to provide Council with a comprehensive summary of key project decisions made following award of the tender through to construction and final delivery of the building.

### **Project scope and budget verified during pre-tender approval process**

At the Special General Committee meeting of January 7, 2014 the scope and budget of the JOC was verified and approved. The capital construction budget of \$18,971,000 excluding optional items was approved.

<b>Option Description</b>	<b>Cost Estimate</b>	<b>Council Direction</b>
Third Floor Shell Space (5,600 SF)	940,800	Include in project
Full Back-up Generator	434,000	Include in project
Rain Water Harvesting System	47,800	Include in project
LED Lighting in Garage Bays	103,500	Include in project
Green Roofs	82,555	Include in project
Savings if LEED Certification was Deleted (LEED Standard with no Certification)	-95,500	LEED cert to remain
<b>Subtotal Included items</b>		<b>1,608,655</b>
Drive In Shed (8,600 SF)	482,600	Optional item
Heritage Building Material Storage (2,700 SF)	151,000	Optional item
Covered Vehicle Storage Area (8,000 SF)	592,300	Optional item
IT Disaster Recovery Centre	130,000	Optional item
<b>Subtotal Optional Items</b>		<b>1,355,900</b>
Paper Records Archives (1,500 SF)	281,000	Delete from project

The revised budget including the additional items of \$1,608,600 above was \$20,579,655 assuming budget values for all “included” items above. The optional items would require separate approval pending the results of the overall tender and the value of each optional item.

**Project tender approval granted in August 2014 and awarded to Buttcon Ltd.**

At the Council meeting of August 12, 2014 the project was awarded to Buttcon Limited for the value of \$17,004,000. All of the optional items were deleted from the project to stay within the Council approved budget of \$20,579,655. When including all other committed costs related to Architect fees etc., the total committed project budget was \$20,385,589 (Part 1 of financial table) resulting in the project coming in \$194,066 under the approved budget.

**Building completion on time based on overall delivery and move-in targets**

The construction duration of the project was set at 14 months as stipulated in the tender documents. Early tendering resulted in the project start advancing one month and starting September 2014. Although the tendered schedule forecasted the project completing in early November 2015, a schedule contingency was factored into the overall project to accommodate unplanned delays and manage building completion expectations. The target occupancy and move-in schedule was set for the spring of 2016 and this move in target was achieved.

**Overall land purchase and improvement costs proved significant financial benefit to project**

The following table summarizes the land investment costs for the 11 acre site purchase for the new operations centre.

<b>Option</b>	<b>Cost per Acre</b>	<b>Total Cost</b>
Industrial Site (Purchased Oct 2012)	363,000	4,000,000
Site Development Premium (based on actual costs)	167,860	1,846,506
<b>Total cost for JOC site</b>	<b>531,820</b>	<b>5,846,506</b>
<b>Land Valuation for Comparable site (2015)</b>	<b>950,000</b>	<b>10,450,000</b>
<b>Net financial benefit to Town</b>		<b>4,603,494</b>

The use of this site has resulted in an increased intrinsic project value of \$4.6M (2015 valuation) compared to the next best option. The decision to invest in land improvements has been extremely favourable to the Town as it has left the other commercially marketable lands owned by the Town to be made available for sale at full market value.

The tendered cost of the site improvements component of the contract was \$1,230,000. An additional cost of \$616,506 was incurred to address unexpected soil conditions that made completion of the parking areas unachievable with the native materials found on site. This increase resulted in the site costs increasing to \$1,846,506 actual cost for site improvements.

### **Approved scope reductions achieve budget target**

Staff Report IES15-068 recognized the net impact of additional site development costs and offered a number of scope reduction options to bring the project costs in line with the budget. Reductions that were considered were identified as work that could either be completed at a later date, at a lower cost (by staff or other contracted services), or that could be deleted with minimal impact to the project. These scope reductions were approved by Council to maintain the project budget targets.

### **Final project completed within budget but future needs remain to be completed**

There are two groups of additional needs that required consideration as an impact to the overall project budget. These additions include costs for additional general conditions costs for the contractor related to contract duration extension (overall project schedule relative to the contracted construction schedule), and the cost of providing additional fuel monitoring equipment.

This additional cost is \$269,500 of which \$100,000 for fuel monitoring is approved as part of the 2017 capital program. The remaining \$169,500 is to be funded from the same original capital project sources.

The greenhouse floor was also considered separately and completed at a cost of \$160,470 of which \$60,000 was funded from the operating budget.

In addition, there is need for future works being a pylon entrance sign, remaining landscaping, and asphalt and road base construction. These items total \$590,000 and will be brought forward in the 2018 capital budget.

### **LEED certification progressing**

Documentation of all the planned elements for LEED certification have been compiled and submitted for review and approval. Timing for completion of this review is uncertain and a separate report will be provided to Council once the results are known.

## **Financial Implications**

The financial table summarizes the financial stages of the project as described in the analysis.

Part 1 is the approved construction budget as reported in Staff report IES14-042 which was reduced from the approved capital budget of \$20,579,600 based on final tender results and approved options additions and deletions.

Part 2 summarizes the project additions and deletions excluding the impact of the additional soils remediation requirements which were funded from the \$1,853,235 contingency allowance. These changes have a negative impact of \$102,069 on the approved budget.

Part 3 represents the additional soils remediation costs that, **although considered in the land value analysis, were not expressly funded during budget development.**

Part 4 are the scope reduction items that would allow the project to remain within the approved funding envelope without impacting immediate operational needs. The benefit of approving these scope reductions was to 1) maintain target funding approvals, 2) seek alternate delivery methods for items that could be procured at a lower cost, 3) eliminate items that did not provide as much of a project benefit as initially anticipated.

For each item the recommendation to remove these elements from the project scope was based on the following:

- Green Roof: this did not impact LEED points and was identified as a deletion that would also reduce long term maintenance costs. This option can always be brought forward as the building was constructed to accommodate this feature.
- Entry Pylon Sign: this item was recommended for deferral as it can be added at any point in the future if deemed beneficial to the site.
- On-site Landscaping: this work was deleted as it was possible to complete this work with in-house resources at a reduced cost.
- Equipment Storage: this item was deleted as it was possible to complete this work with in-house resources, and staff was in support of allowing build out of storage needs to match operational needs.

January 24, 2017

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Report No. IES17-001

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- **Parking Asphalt:** Site conditions in the eastern zone of the lower area required time for the fill and soils to consolidate and proceeding with paving during 2015 would have put the final product at risk of premature failure. This work is not critical to current operations but will need to be addressed in the future as soils stabilize and future needs grow. Also there is an opportunity to save some costs through a combination of in-house and contracted efforts to complete the work.

By approving these scope reductions, the project costs were contained to the approved project budget.

Part 5 represents current additional needs related to extension of contract costs to the contractor and enhancement of the fuel dispensing system to fully leverage dispensing and monitoring features.

The contract allows for recovery of administrative costs by the contractor when the duration of the contract (defined as the start date to the point of substantial completion) is beyond the contracted construction time frame. This cost has been carefully reviewed and is net of a benefitting recovery to the Town for liquidated damages associated with additional staff related administrative costs.

The fuel monitoring system was not essential to the operation of the fuel dispensing system and was excluded from the initial procurement as a budget control measure. However, to take full benefit of the monitoring and control features of the fueling system, staff requested consideration of the controls component in the 2017 capital program as a separate capital project.

These items result in a total net budget impact of \$269,500 or 1.3 percent over the approved budget.

Part 6 represents future items to complete the project based on ultimate needs. The road pylon sign, although not essential to building operations, will provide an additional means of communicating information about Town activities and operations similar to the signage at the SARC and on Yonge Street at Orchard Heights. The JOC would be a valuable location for community information messaging.

Landscaping remains to be completed on the site in the yard area. This work will be completed primarily by in-house resources with some contractor support and can be completed through operating funding.

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Asphalt paving for the east section of the lower yard was deleted from the project as part of the reported scope reduction. This area had some portions that were softer than desired for pavement and required additional time to consolidate. Asphalt paving on the lower east portion should proceed now and will be proposed as part of the 2018 capital funding request. This area is needed by operations and completion will fulfil the additional space needs for the operation.

With all project considerations included, the overall budget impact is expected to be \$860,000 over the approved budget, or about 4 percent.

In considering the decision made during site selection for this project, even with the additional costs in site remediation and construction, there remains a net benefit in using this site over other options, both in the premium cost of a comparable marketable site (Leslie land being the only option), in the value add of improving the marginal site that was selected, and in maintaining a central location for the Town which results in long term operational efficiency related to access to Town assets.

	Changes	Cost Impact	Net Change	Percent Impact
<b>1. Approved Budget</b>				
Project Budget		18,532,354		
Contingencies (10%)		1,853,235		
<b>Total</b>		<b>20,385,589</b>		
<b>2. Gross Project Cost Less Soils Issue</b>				
Buttcon- Other Changes	425,352			
Onespace Arch- Fee Increases	212,029			
FF&E Savings	(12,148)			
Third Party Engineering Increases	87,788			
Fuelling System	127,098			
Landscaping (In-House Costs to complete front)	14,580			
Greenhouse Floor (Part 2016 operating funding)	160,470			
Furniture Through Municipal Vendor Agreement (Contingency)	281,110			
Less: Contribution from Operating Budget	(60,000)			
<b>Total</b>	<b>1,236,279</b>	<b>20,487,658</b>	<b>- 102,069</b>	<b>0.50%</b>
<b>3. Additional Impact of Soils Issues</b>				
Soils Remediation Costs	616,506			
<b>Total</b>	<b>616,506</b>	<b>21,104,164</b>	<b>- 718,575</b>	<b>3.40%</b>
<b>4. Approved Project Scope Reductions (Report IES15-068)</b>				
Delete Green Roof	(50,300)			
Delete entry pylon message sign allowance	(60,000)			
Delete On-Site Landscaping	(76,125)			
Delete Wire Cages for equipment storage	(43,000)			
Delete parking area asphalt	(489,600)			
<b>Total</b>	<b>(719,025)</b>	<b>20,385,139</b>	<b>450</b>	<b>0.00%</b>
<b>5. Current Additional Project Needs</b>				
Contract Extension Administration Costs	169,500			
Fuel Monitoring System (2017 Capital Program)	100,000			
<b>Total</b>	<b>269,500</b>	<b>20,654,639</b>	<b>- 269,050</b>	<b>1.30%</b>
<b>6. Future Project Needs (Estimates only)</b>				
Road Side Pylon Sign	60,000			
Landscaping	30,000			
Asphalt paving and base	500,000			
<b>Total</b>	<b>590,000</b>	<b>21,244,639</b>	<b>- 859,050</b>	<b>4.04%</b>

### **Summary of Funding Sources for the Project**

The funding sources for the project are derived from the following sources:

Parks Development Charges	24 percent
Roads Development Charges	35 percent
Sale of Lands Proceeds	41 percent

Debt was also required for this project as the parks and roads DC funds are collected over many years. The current shortfall in funding from these two sources is approximately \$7.2M. Interest costs in the amount of \$165,260 have been incurred to the end of September 2016 at an interest rate of 1.45 percent.

Interest charges for the debt are paid directly by the DC reserve accounts, as financing costs were not included in the construction budget approved by Council.

Assuming annual principle and interest payments, and a rate of 2.5 percent over a 10 year amortization period, the total interest costs will be approximately \$950,000 for the 10 years. With interest to date, total financing costs for the project will be approximately \$1.1M, funded by development charges.

### **Communications Considerations**

The information in this report summarizes and concludes the activities related to the construction of the new Joint Operations Centre and is provided as a consolidation of all project activities.

### **Link to Strategic Plan**

**Investing in Sustainable Infrastructure:** By using new technologies and energy and environmentally conscious design and building practices.

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

Not applicable.

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## **Conclusions**

This report is provided to Council as a final summary and consolidation of relevant activities related to the delivery of the new Joint Operations Centre for the Town of Aurora.

## **Attachments**

Not applicable.

## **Previous Reports**

To be provided as requested based on extensive reporting history.

## **Pre-submission Review**

Agenda Management Meeting review on January 5, 2017

### **Departmental Approval**



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**Ilmar Simanovskis**  
Director  
Infrastructure and Environmental Services

### **Approved for Agenda**



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**Doug Nadorozny**  
Chief Administrative Officer



**Town of Aurora  
General Committee Report**

**No. FS17-014**

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**Subject:** Proposed Changes to Regional Property Tax Ratios

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

**Department:** Financial Services

**Date:** April 4, 2017

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## **Recommendation**

1. That Report No. FS17-014 be received; and
2. That the Town of Aurora supports revenue neutral tax ratios when the matter is considered by York Region at its Committee of the Whole meeting of April 13, 2017.

## **Executive Summary**

Tax ratios represent the amount of taxation to be borne by each dollar of assessed value in each property class in relation to the residential property class. Since the introduction of Ontario's Current Value Assessment system, York Region has tax ratio setting authority. Review of tax ratios is required each four years at each reassessment as the assessment values in each property class change at different rates depending on the local real estate economy. A couple of tax ratio options are being considered by the Region at its Committee of the Whole meeting of April 13, 2017 as follows:

- Applying the existing tax ratios to the new assessments resulting in a significant tax burden shift from the non-residential property classes onto the residential property class.(status quo option)
- The "revenue neutral" option seeks to adjust the tax ratios to minimize the tax burden shifts onto the residential class.
- The Region's staff report and recommendations are not final at the time of writing this Aurora report.

## **Background**

**Setting of tax ratios can shift tax burden from one property class onto another property class, and from one municipality to another municipality**

Setting of tax ratios is highly complex in the regional context. Assessments change at different rates between classes, as well as at different rates for the same class between area municipalities. There are also multiple property classes, some with sub-classes to be considered, plus other complicating factors. However, Attachment #1 attempts to provide a numerical example of tax ratio and tax burden dynamics in a very simplified example of only one municipality with only two property classes. Property tax reassessment results in shifting of tax burden between property tax classes within the Region as a whole, between local municipalities within the Region, between properties within the same class depending on their assessment change relative to the average for that class.

### **Ranges of Fairness for tax ratios have been established by the province**

The province has established Ranges of Fairness for each property class ratio as suggested targets for municipalities to consider moving towards. Outside of a reassessment, the ratios, if moved, can only be moved closer to the Range of Fairness. If the ratio becomes inside the Range of Fairness, it can only be moved around within the range, and not back outside.

In response to a general reassessment, a jurisdiction may move the ratio of any property class further from the Range of Fairness, but not beyond the revenue neutrality point. If already inside the range of fairness, the ratio is permitted to be moved back outside the range of fairness, but not beyond the point of revenue neutrality.

### **Significant tax burden shifts are possible depending on ratio decision**

The issue of tax ratio setting generally only comes up once every four years. In most recent years the Region has been applying revenue neutrality to retain tax burdens within property class. It has become an issue this year, as initially it appeared that the Regional staff were to be recommending using a status quo approach and allowing significant tax burden to be shifted off of the non-residential property classes and onto the residential property class.

Staff have attended several staff meetings of treasurers, tax collectors and most recently, with the CAOs of the area municipalities. The data presented in this report is taken from the most recent presentation to the Area CAOs on this issue held on March 8, 2017.

There are several principles to consider in setting tax ratios as follows:

Fairness: the level of taxation on a property class should be related to the cost of services provided to that class of property.

Equity: every dollar of assessed value should generate the same level of revenue, regardless of class.

Economic Competitiveness: Setting tax ratios closer to the Ranges of Fairness reduces the relative burden on the commercial and industrial classes.

Current tax ratios and ranges of fairness are set out in Table 1 below.

**Table 1:**

	<b>Residential</b>	<b>Multi-Residential</b>	<b>Commercial</b>	<b>Industrial</b>	<b>Pipeline</b>
2016 Council-approved ratios	1.0000	1.0000	1.1172	1.3124	0.9190
Ranges of Fairness	1.0	1.0 to 1.1	0.6 to 1.1	0.6 to 1.1	0.6 to 0.7

Changes in reassessment vary across the region and across property classes. Table 2 below shows that in Aurora, residential properties increased by 41.2% in the reassessment while Commercial properties increased only 17.9%. Keeping the tax ratios the same as they are today will result in the commercial properties paying less than last year, while the residential would pay more tax in total, excluding growth factors.

**Table 2:**

<b>Reassessment</b>	<b>Residential</b>	<b>Commercial</b>	<b>Industrial</b>	<b>Other</b>	<b>Total</b>
Aurora	41.2%	17.9%	38.9%	29.3%	38.6%
East Gwillimbury	41.8%	21.7%	11.8%	48.5%	39.9%
Georgina	35.2%	21.2%	13.9%	45.8%	34.7%
King	29.4%	48.2%	89.5%	38.5%	31.1%
Markham	46.7%	17.9%	10.5%	20.8%	41.8%
Newmarket	39.7%	27.5%	16.0%	36.5%	37.5%
Richmond Hill	50.1%	20.5%	7.3%	28.1%	46.5%
Vaughan	35.6%	18.9%	10.8%	39.5%	31.4%
Whitchurch-Stouffville	40.9%	23.5%	13.5%	35.8%	39.0%
York Region	42.2%	19.6%	12.1%	32.8%	38.3%

## Analysis

### Tax Ratios vary significantly in the GTA

Table 3 outlines the 2016 tax ratios in use across the GTA. (In Peel Region, the lower tiers set their own tax ratios as a chosen local policy.) As one can see, the Region has the lowest tax ratios for the Commercial and Industrial property classes. Of course, it is not currently known what direction the other jurisdictions will be taking for setting tax ratios for 2017. However, it seems that the tax ratios are not hurting employment growth significantly in the GTA, and accordingly may not be a significant factor in locating business and employment opportunities in the area.

**Table 3**

<b>2016</b>	<b>Multi-Res</b>	<b>Commercial</b>	<b>Industrial</b>	<b>Pipeline</b>	<b>Farm /Forest</b>
York Region	1.0	1.1172	1.3124	0.919	0.25
Durham	1.8665	1.45	2.2598	1.2294	0.2/ 0.25
Halton	2.2619	1.4565	2.3599	1.0617	0.2/0.25
Toronto	2.9044	2.9044	2.9044	1.9236	0.25
Caledon	1.6843	1.3124	1.5805	0.9239	0.1668/ 0.25
Mississauga	1.7050	1.4098	1.5708	1.1512	0.25
Brampton	1.7788	1.2971	1.4700	0.9239	0.25

### Maintaining the Status Quo Tax Ratios results in large burden shift onto the Residential Class

Table 4 below shows the shifts of tax burden within the classes across the region if the current tax ratios were maintained status quo. (Positive numbers are shifts into this property classes, and negatives are shifts out from this class.)

**Table 4**

<b>Status Quo Option (\$000s) Into (from)</b>	<b>Res</b>	<b>Comm</b>	<b>Indust</b>	<b>Other<sup>1</sup></b>	<b>Subtotal</b>	<b>Notional Tax Rate Adjusts</b>	<b>Total</b>
Aurora	471	(718)	(157)	(26)	(430)	127	(557)
East Gwillimbury	(409)	(177)	(53)	13	(626)	30	(657)
Georgina	(209)	(146)	(14)	(5)	(373)	80	(453)
King	(1,609)	40	83	(4)	(1,490)	69	(1,559)
Markham	15,615	(5,461)	(973)	(266)	8,916	956	7,959
Newmarket	1,265	(431)	(250)	2	586	463	124
Richmond Hill	13,592	(1,935)	(512)	(29)	11,117	252	10,864
Vaughan	(3,031)	(7,477)	(3,742)	(205)	(14,455)	1,659	(16,114)
Whitchurch- Stouffville	863	(237)	(140)	(10)	476	85	391
<b>York Region</b>	<b>26.550</b>	<b>(16.542)</b>	<b>(5.759)</b>	<b>(529)</b>	<b>3.720</b>	<b>3.720</b>	

**Tax burden shifts can be mitigated with Revenue Neutral Option tax ratios**

In contrast to the above, the following table shows the mitigation effects of the Revenue Neutral Option, which adjusts the tax ratios to minimize any shifting into or out of any class in total for the Region.

**Table 5**

<b>Revenue Neutral Option</b>								
<b>(\$000s)</b>								
<b>Into(from)</b>	<b>Res</b>	<b>Comm</b>	<b>Indust</b>	<b>Other</b>	<b>Subtotal</b>	<b>Notional Tax Rate Adjusts*</b>	<b>Total</b>	
Aurora	(791)	(17)	60	(41)	(788)	96	(884)	
East Gwillimbury	(907)	65	12	2	(828)	23	(851)	
Georgina	(888)	64	3	(20)	(841)	60	(901)	
King	(2,346)	193	160	(23)	(2,017)	52	(2,069)	
Markham	8,018	178	111	(358)	7,948	722	7,226	
Newmarket	(201)	719	83	(27)	574	350	225	
Richmond Hill	8,460	471	12	(103)	8,840	191	8,649	
Vaughan	(10,230)	(47)	480	(248)	(10,046)	1,253	(11,299)	
Whitchurch- Stouffville	(174)	137	29	(24)	(33)	64	(97)	
York Region	941	1,762	950	(842)	2,811	2,811	(0)	

A third option was considered by the Region, being to move the tax ratio's to the outer bounds of the ranges of fairness. This action results in even greater shifts onto the Residential class than the Status Quo option and has not been discussed further in this report.

Municipalities have spent many months reviewing and approving their annual budgets for 2017, each with an eye on the impact such budget would have on the tax bill of the residents. All of this has been completed on the premise of revenue neutral tax ratios being used to minimize the tax burden shifting of the reassessment of the properties. Regional staff have been concerned with the impact of increasing tax ratios on the non-residential classes to minimize the shifting onto the residential class, at the expense of having adverse effects on the economic competitiveness and attractiveness of the

Region as a place to do business. Many of the Area Treasurers and CAOs do not feel that this impact is significant, and are more particularly concerned with the adverse impacts the shift onto the Residential class will have on the overall tax satisfaction level of the voters. Detailed analysis shows that within the Residential property class, the shift is clearly more onto the higher valued properties while actually off of the below average valued properties.

While the Revenue Neutral option does not fully eliminate inter-municipal shifting of tax burden, nor does it eliminate interclass shifting within all municipalities, it definitely mitigates the shifts and impacts otherwise experienced by the residential properties in all municipalities if the tax ratios were left at the status quo values.

**Summary:**

**Option 1: Maintain existing ratios status quo (Table 4)**

- Shifts \$26.5 million tax burden from non-residential onto residential Region -wide, particularly to higher valued properties in Markham and Richmond Hill
- Results in significant inter-municipal shifts, particularly from Vaughan onto Markham and Richmond Hill.
- Shifts \$471,000 onto Aurora Residential (mainly higher valued properties, with a net shift out of Aurora of \$557,000 Region of York tax burden.

**Option 2: Use tax ratios which are revenue neutral minimizing inter-class shifts of tax (Table 5)**

- Mitigates amount of inter-class shifting, only \$941,000 onto residential class Region wide.
- Results in optimizing maintaining tax burden in same class as it was last year to extent possible.
- Mitigates degree of inter-municipal shifts, particularly from Vaughan onto Markham and Richmond Hill.
- Shifts \$791,000 of Regional tax burden from Aurora's residential, with a net shift out of Aurora of \$884,000 Region of York tax burden.
- Moves the Region of York generally further away from the Ranges of Fairness for tax ratios as established by the Province of Ontario.

Based on the above, Town staff recommend that Aurora advise the Region of York staff and council of a preference for the Revenue Neutral tax ratio option.

## **Advisory Committee Review**

None

## **Financial Implications**

There is no direct financial cost to the Town of Aurora in respect of the direction the Region takes on setting tax ratios for 2017. The impact is borne entirely by the property tax payers as set out in this report. Aurora's 3.1% tax bill impact of our approved 2017 budget was premised on a revenue neutral position on tax ratios. If the Region were to choose to move to status quo tax ratios, the impacts to residents would be slightly higher overall tax bill impacts due to the shifting among classes, and the shifting among the area municipalities. For Aurora, the differences are minor, however, in Markham and Richmond Hill the differences between the two options has significant impacts on the residents' tax bills.

## **Communications Considerations**

None, the setting of tax ratios is within the Region of York's legislated authority. Ratios are required to be set prior to the setting of final tax rates by each municipality and consequently prior to the issuance of final tax billings.

## **Link to Strategic Plan**

Providing information regarding tax ratios and the impact of Region of York policy decisions on the Town of Aurora residents and businesses 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 to recommend to the Region adoption of status quo tax ratios option.

## **Conclusions**

The Region of York has the authority to set tax ratios applicable for all municipalities. The setting of tax ratios influences the relative burden of taxes paid by one property tax class relative to another class, particularly the residential class. Staff of the Region have consulted with the CAOs, Treasurers and Tax Administrators from all municipalities. At the time of writing this report, the final position of the Region staff recommendation to be considered on April 13, 2017 Regional meeting is unclear. Based on the analysis, the principles of tax ratios, and the impacts to Aurora, particularly its residents, Town staff recommend that the Town of Aurora advise the Region of York, both at the staff level and the Council level of our preference for adoption of "revenue neutral" tax ratios for 2017 and the following three tax years until the next general reassessment.

## **Attachments**

Attachment #1 – Simplified numerical example of impacts of reassessment and tax ratios on tax billings.

## **Previous Reports**

None – setting of tax ratios only occurs once each four years at reassessment.

## **Pre-submission Review**

Agenda Management Team review on March 17, 2017

### **Departmental Approval**



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

### **Approved for Agenda**



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

**Illustrative example of the role of tax ratios in a year of reassessment**

<b><u>Year 1: Year prior to Reassessment</u></b>			
	<u>Residential</u>	<u>Non-Res</u>	
Assessment \$	800,000	200,000	
Tax Ratio	1	1.1	
Tax Rate	2.000000%	2.200000% (res x ratio)	
Tax Burden	\$16,000	\$4,400	\$20,400

<b><u>Year 2: Year of Reassessment</u></b>		
	<u>Residential</u>	<u>Non-Res</u>
Reassess. Change	25%	14%
New Assessment \$	1,000,000	228,000

<b><u>Year 2 Option A: Status Quo Tax ratios</u></b>			
Assessment \$	1,000,000	228,000	
Tax Ratio	1	1.1	
Tax Rate	1.631000%	1.794100% (res x ratio)	
Tax Burden	\$16,310	\$4,091	\$20,400
Status Quo ratios results in \$310 shift in burden from non-res onto residential property			

**Notes/Observations**

**Assumptions:** only two property classes, no growth, and no budget increases.

**Year 1** demonstrates assessments, ratios, rates and burden prior to the reassessment.

**Year 2**, both Option A and B have updated assessed values, however the reassessments for residential increased by a higher percentage than for non-res.

**Option A "Status Quo"** demonstrates that leaving the tax ratios as they were in the prior year results in a \$310 shift of tax burden from the non-res onto the residential properties.

**Option B "Revenue Neutral"** demonstrates that tax burden shifts can be eliminated by altering the tax ratios, and setting them to the points required to maintain tax burden by class as it was in the prior year.

<b><u>Year 2 Option B Change to Revenue Neutral Tax Ratios</u></b>			
Assessment \$	1,000,000	228,000	
Tax Ratio	1	1.20614	
Tax Rate	1.600000%	1.929824% (res x ratio)	
Tax Burden	\$16,000	\$4,400	\$20,400
Revenue Neutral ratios keep tax burden in same class as prior year.			



**Town of Aurora  
General Committee Report**

**No. FS17-015**

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**Subject: Results of Tax Sale Held April 23, 2015**

**Prepared by:** Paul Dillman, Manager of Revenues & Accounting, Deputy Treasurer

**Department:** Financial Services

**Date:** April 4, 2017

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## **Recommendation**

- 1. That Report No. FS17-015 be received; and**
- 2. That the Treasurer be authorized to write-off the outstanding property tax balances as uncollectible, and vest the parcel of land, Property Roll number 1946-000-096-70000-0000, that was not sold in the Tax Sale of April 23, 2015, and that this parcel of land be offered for sale to the abutting landowners.**

## **Executive Summary**

To present the results of the Tax Sale that took place on April 23, 2015 and obtain approval to vest this property as set out in Part XI of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended (the "Act")

- Property arose due to conveyancing or surveying errors
- Title in name of previous owner of adjacent lands
- To correct situation, Town needs to vest title to its self under the Tax Sales provisions, and transfer to an adjacent owner to be combined with their lands.

## **Background**

The Town may conduct Tax Sales from time to time to collect property tax arrears that have been outstanding more than three years. The process and requirements of the Tax Sale process is set out in Part XI of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended (the "Act"). Before the process can begin the property must have taxes owing relating to three prior tax years. Attachment #1 sets out a brief summary of the process, including all mandatory notices to the owners, possible owners, and parties with registered interests in the property such as mortgage holders or lien holders. Due to the specialized and strict legislative framework for a long process, the Town utilized the

April 4, 2017

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Report No. FS17-015

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services of a specialist firm to handle all documents and processes to ensure full compliance with the legislation and regulations.

On April 23, 2015, the Town offered for sale three (3) properties that had property taxes outstanding. The sale was being conducted due to the owners' lack of response to adhere to numerous notifications for payment or their failure to enter into a progressive payment plan that would retire the outstanding debt. Two of the properties advertised as included in the sale were withdrawn as the owners paid the property taxes in full prior to the sale date.

No bids were received for the one remaining property.

At this point, the Town may choose to vest this property to become Town owned. If vested or sold by tax sale, the tax arrears are written off, (shared with the other taxing authorities), and a clear title is registered, removing any other registered interests from the title with exceptions for certain federal and provincial interests and claims should these exist for the subject property.

The property described below is an unusable small parcel which likely arose due to conveyancing or surveying errors. To correct title records it needs to be conveyed to abutting owners. It can only be conveyed to abutting owners if the Town first takes title by way of vesting. Once vested, the lands will belong to the Town clear of any tax arrears, liens and encumbrances. They may be retained, or offered for sale, including for nominal value if necessary. Failure to vest the lands will result in property taxes continuing to be levied requiring another tax sale. The success of another sale is even less likely given that the amount required to redeem these properties will increase, lessening the interest of any prospective buyer.

## **Analysis**

The subject property is legally described as Roll No. 1946-000-096-70000-0000; PIN 03675-0115-(R); Part of Lot 12, Concession 2; designated as Part 3 on Reference Plan 65R9301, in the Town of Aurora (formerly the Township of Whitchurch), in the Land Registry Division of York Region (No. 65); File 12-02. It is a long rectangular parcel, approximately 12.5 meters by 221 meters, or about 2,760 square meters (29,700) square feet in size.

This property is a land locked strip of land running behind 26 and 27 Offord Crescent, along the western edge of the hydro corridor easement which is upon the property to the east of the subject lands. The subject lands and those on all four sides are zoned Natural Linkage – Oak Ridges Moraine. (NL-ORM). Attachment #2 provides an Aerial Photo of the subject property. There is no value or possible use of the property for the

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Town, other agencies, or other parties. It is of value to the owners of the two Offord Crescent properties, or the owner of the adjacent lands to the east.

It is recommended that the Town vest the property to its self, and then offer the property to abutting landowners effectively extending their properties. It is unlikely the Town will realize much more than nominal value for this parcel of land.

### **Advisory Committee Review**

None applicable

### **Financial Implications**

The resale value of this land is very limited. If the Town vests this property as recommended, we must write-off the property taxes receivable totaling \$94,870.99. However, we would charge tax losses applicable to the Region and Boards of Education amounting to \$24,982.42, leaving the Town's share of the taxes and interest to be \$69,888.57. Provisions for such losses have been recorded in the 2016 accounts.

### **Communications Considerations**

None applicable

### **Link to Strategic Plan**

Providing background information to support Council in making informed decisions 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**

None applicable. If not vested, the taxes will continue to accrue unpaid. If vested, this land locked parcel will be of no value to the Town, and present liability risks to the Town if not transferred to adjacent property owners as extensions to their current parcels.

### **Conclusions**

This property had no bids in the tax sale process, and as such may be vested to the Town and become part of its holdings. Once this process has been completed, the lands will belong to the Town clear of any tax arrears, liens and encumbrances. They

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Report No. FS17-015

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may be retained, or offered for sale. Staff recommends the vesting of this property at this time, and that staff begin negotiations with adjacent property owners for its prompt disposal.

### **Attachments**

Attachment #1      Summary of provisions of Ontario legislated Tax Sale Process  
Attachment #2      Aerial photo of property, Roll #1946-000-096-70000-0000

### **Previous Reports**

None

### **Pre-submission Review**

Agenda Management Team review on March 17, 2017

### **Departmental Approval**

### **Approved for Agenda**



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



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**Doug Nadorozny  
Chief Administrative Officer**

Report No. FS17-015

Attachment #1

**Executive Summary of the Tax Sales Process of the *Municipal Act, 2001, Ontario***

Part XI of the *Municipal Act* sets out a highly prescribed process for collecting longstanding tax arrears, which if not paid in full prior, includes ultimately selling the property by a public process. Below is a summary of the process.

The start of the formal process: (the start of the One Year Period)

Any property which owes any taxes relating to three or more prior calendar years is eligible to be “registered for tax sale”. This involves the registering of a prescribed document on title, and giving notice of such to various prescribed parties, including those with any registered interest including finance companies. All such notices are sent by Registered Mail.

Once “registered for tax sale”, a one year time clock begins counting, during which the property may be redeemed with the full payment of the then current tax balance by certified funds. No partial account payments can be accepted following Registration. If full payment is made, the property is Deregistered by registering a Cancellation Certificate on title, and providing notice of such to the various parties, again by Registered Mail.

During the One Year Period:

During the one year period following Registration, if not paid, a Final Notice in prescribed form must be sent to all parties again at a specified time. At any time during the period, the owner or a qualified party may request Council to adopt a bylaw to suspend the “clock” during which a staff recommended payment arrangement can be completed. Should the agreement be breached, the clock begins again on the date of breach, from where it previously was suspended.

After One Year Period:

At the expiry of the one year period, if not paid, the property is to be promptly advertised for sale by public auction or sealed bid tender. Specific notices and advertising must occur prior to the sale date, including advertising in the local paper. During the sale process, the Town by resolution may submit a bid to purchase any of the properties following the bid processes of the sale. Staff and Members of Council who have no Conflict of Interest in doing so, may also submit bids for the purchase of any or all of the properties. Should Council pass any resolutions in regards to the process of selling the properties, seek advice as to value or risks of a subject property purchase, or in relation to a Town submission of a bid for the purchase of any property subject to the sale, this may place members in a conflict, should they submit a bid personally. As the Town does not have ownership or property rights of the property, there is no availability of on-site or in premises inspection by the Town or interested bidders.

**Report No. FS17-015**

**Attachment #1**

Upon sale, the property is:

- deeded by the municipality to the successful purchaser (municipality is never the owner)
- the tax arrears are fully written-off
- All registered liens and encumbrances are invalidated, with the exception of certain federal and provincial claims should they exist
- Transfer deed is provided with no warranty or assurance of condition or of vacant possession: the sale is “as-is”. Removal of occupants, tenants, or previous owners is the new owner’s responsibility.

Until the new deed is actually registered on title, the current owner may pay the cancellation price to redeem the property. Once registered, the new deed is final and binding.

Key Fact:

A significant fact must be recognized. In subsection 379(2.1), the Act states that the minimum bid or minimum tender amount shall be the cancellation price, which is the tax account balance plus process costs. Further, in subsection 379(14), the Act specifically states that in selling the property, “the Treasurer is not bound to inquire into or form any opinion of the value of the land before conducting a sale under this Part and the Treasurer is not under any duty to obtain the highest or best price for the land.” Together, these are interpreted to mean the property must be sold to the highest bid/tender amount received which exceeds the cancellation price, but this amount does not need to be market value.

No Sale Situation:

Where the property does not sell, the Town may write off all taxes and deed it to itself, or may write off a portion of the taxes owing and reoffer the property for tax sale by repeating the advertising and sale process, but not the entire one year process.

The Town Uses a Specialist for all Details:

To ensure full and complete defensible processes, the Town utilizes the services of a firm specialized in all the details, documentation, handling and communication from the beginning of the process through to the sale of the land. Our Legal Division monitors each such file and the process, and would monitor all actions through to the registration of a new deed for each property.



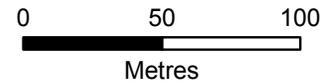
**LOCATION MAP**

1946-000-096-70000-0000

File No. 12-02

Attachment #2

 **SUBJECT LANDS**



Map created by the Town of Aurora Planning & Building Services Department, March 17, 2017. Base data provided by York Region and Aurora - GIS. Air Photos taken Spring 2016, © First Base Solutions Inc., 2016 Orthophotography.



**Town of Aurora  
General Committee Report**

**No. CS17-001**

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**Subject:** Council Chambers and Holland Room Use Policy

**Prepared by:** Techa van Leeuwen, Director, Corporate Services

**Department:** Corporate Services

**Date:** April 4, 2017

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### **Recommendation**

- 1. That Report No. CS17-001 be received; and**
- 2. That Policy No. CORP-13 – Council Chambers and Holland Room Use, be approved; and**
- 3. That the 2017 Fees and Charges By-law be amended to include the associated staff resourcing fee for Council Chambers and Holland Room bookings; and**
- 4. That the attached list of Town Council Events be approved.**

### **Executive Summary**

The purpose of this report is to obtain Council approval on the policy outlining the appropriate use of the Council Chambers and the Holland Room.

- The new Audio Visual systems in the Council Chambers and Holland Room were a significant expenditure and the system sophistication requires specialized knowledge to operate.
- A policy identifying the appropriate use of the Council Chambers and the Holland Room is necessary to protect the Town's investment.
- Council Chambers will be limited to meetings of Council, General Committee, quasi-judicial bodies and other formal Town-supported events.
- The Holland Room will be limited to Council Advisory Committees, internal staff meetings and public rentals at a cost recovery fee.

April 4, 2017

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Report No. CS17-001

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## **Background**

On October 25, 2016, Council provided early approval of the 2017 Capital Project No. 72238 – Council Chambers Audio Visual System Upgrades and awarded the Request for Proposal to Advanced Presentation Products Inc. in the amount of \$539,919.

Early approval was required to allow the construction and replacement of the equipment during the Christmas holiday recess of Council. The equipment is state of the art and the system integration is sophisticated.

As part of the scope of work, staff has worked with the vendor to customize the equipment programming to fit the needs of the Town. As such, the equipment is sensitive and requires a trained staff member to operate it in order to maintain its integrity.

## **Analysis**

**The new Audio Visual system in the Council Chambers and Holland Room was a significant expenditure and the system sophistication requires specialized knowledge to operate**

Staff from IT Services and Legislative Services have undergone extensive system testing and training in order to operate the many components of the audio visual system. The system includes a sophisticated touch screen interface which controls the table microphones, and audio and video outputs. There is extensive cabling throughout the Council Chambers and Holland Room, not all of which is housed in a conduit making it easily accessible for staff, but also sensitive to movement.

In order to maintain the integrity of the equipment, it is recommended that trained staff are present for any meetings that require its use.

**A policy identifying the appropriate use of the Council Chambers and the Holland Room is necessary to protect the Town's investment**

The Council Chambers and Holland Room Use Policy ("Policy") has been developed to identify the appropriate uses of these meeting rooms. By identifying these uses and establishing a comprehensive room booking process, the risks to the equipment in these rooms is mitigated as the rooms will only be used for specific purposes, and in most instances, with trained staff present.

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Municipalities that have established similar policies typically restrict use of their Council Chambers to Committee and Council meetings or have a priority scale in order to determine the availability and use of their meeting rooms.

**Council Chambers will be available for meetings of Council, General Committee, quasi-judicial bodies and other formal Town Council-supported events**

In the past, the Council Chambers has mainly been used for Council and General Committee meetings, public consultations and open houses, Ontario Municipal Board hearings, and Town-officiated weddings. In 2016, the Council Chambers hosted only three (3) external events.

The proposed Policy would prioritize room bookings based on the following scale:

- First Priority: Town Council and official Town Council events
- Second Priority: Public meetings by other government organizations
- Third Priority: Meetings of Town Boards and Advisory Committees
- Fourth Priority: Town-officiated Weddings
- Fifth Priority: Meetings called by Town departments
- Sixth Priority: (Holland Room only) Other Users

All Council Chambers room bookings require trained staff to attend to ensure the equipment is correctly used, and to provide support in the event of a complication. Staff resources are limited and have an associated cost. In order to manage Council Chamber booking requests and the associated staff resourcing in respect to Town events, a list of proposed Town Council events will be submitted annually for Council approval. Once Council endorses this list, any further events must receive Council approval by resolution to be held in Council Chambers.

**The Holland Room will be limited to Council Advisory Committees, internal staff meetings and community groups at a cost recovery fee**

The Holland Room is the second largest meeting room in Town Hall and held eight to ten external meetings per month in 2016, including meetings for not-for-profit organizations who use the room at no cost. The Holland Room is in the process of being equipped with the same technology as the Council Chambers. It is primarily designated for use by Advisory Committees, but can be booked by internal staff, and

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external groups for a fee. If an external room booking requires the use of the new technology in the Holland Room, a staff resource fee will be charged in addition to the room booking fee.

### **Staff are working to provide an alternative meeting room for use by non-profit and charitable organizations**

Staff is identifying an alternative meeting room for use at no charge by non-profit and charitable organizations. It is anticipated that this space will be made available as part of a forthcoming review of the Town's Room/Hall Booking Policy, subject to Council approval, which is projected to be completed in 2017.

### **Advisory Committee Review**

N/A

### **Financial Implications**

The contract to Advanced Presentation Products Inc. was awarded at a cost of \$539,919. The system is sophisticated and complex and any manipulation of the system may induce system failure. Fixing and replacing equipment would be costly.

IT Services and Legislative Services staff have been trained on the use of the equipment and how to troubleshoot should there be issues. Therefore, appropriate staff must be present during meetings. Staff resources are limited and do have an associated cost. The 2017 hourly rate of staff is estimated at \$75. External community and user groups who are permitted to use the Holland Room will be charged for the rental and the cost of staffing (with a three (3) hour minimum charge).

### **Communications Considerations**

The policy will be posted on the Town website and provided to Council Committees, staff, community groups and other agencies and boards affected by the Policy.

### **Link to Strategic Plan**

If approved, the Policy would support the Strategic Plan goal of **supporting an exceptional quality of life for all**, through strengthening the fabric of our community by

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identify new formats, methods and technologies to effectively and regularly engage the community.

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

1. Council could not approve the Policy.
2. Council could choose to amend the proposed Policy.

### **Conclusions**

The Audio Visual equipment in the Council Chambers and Holland Room was a significant investment. Protecting the equipment and system integrity to ensure its longevity is a priority and therefore staff recommends that the attached Policy placing limitations on the use of both Council Chambers and the Holland Room be approved.

### **Attachments**

Attachment No. 1- Policy No. CORP-13 – Council Chambers and Holland Room Use

Attachment No. 2 – Proposed list of Town Council Events

### **Previous Reports**

None.

### **Pre-submission Review**

Agenda Management Meeting review on March 16, 2017

### **Departmental Approval**



**Techa van Leeuwen  
Director  
Corporate Services**

### **Approved for Agenda**



**Doug Nadorozny  
Chief Administrative Officer**



**Administrative Policies & Procedures**

Attachment 1

**Policy No. CORP-13 – COUNCIL CHAMBERS AND HOLLAND ROOM USE**

<b>Topic:</b>	COUNCIL CHAMBERS AND HOLLAND ROOM USE	<b>Affects:</b>	ALL ELECTED OFFICIALS, EMPLOYEES, OTHER GOVERNMENT ORGANIZATIONS AND MEMBERS OF THE PUBLIC REQUESTING THE USE OF THESE ROOMS
<b>Section:</b>	CORP	<b>Replaces:</b>	N/A
<b>Original Policy Date:</b>	N/A	<b>Revision Date:</b>	N/A
<b>Effective Date:</b>	APRIL 11, 2017	<b>Proposed Revision Date:</b>	APRIL 11, 2019
<b>Prepared By:</b>	LEGISLATIVE SERVICES	<b>Approval Authority:</b>	COUNCIL

**1.0 POLICY STATEMENT**

The Council Chambers is designed for the conduct of formal Town business. The Council Chambers are a special part of Town Hall, reserved for the conduct of Council meetings, formal civic functions of Council and Town staff meetings. The Holland Room is designated for Town Boards and Advisory Committee use. The Council Chambers and Holland Room has been fitted with sophisticated equipment and therefore a Policy regarding the use of these rooms is required to ensure the equipment integrity.

The Council Chambers and Holland Room shall be made available based on the following priority scale:

- First Priority: Town Council and official Town Council events
- Second Priority: Public meetings by other government organizations
- Third Priority: Meetings of Town Boards and Advisory Committees
- Fourth Priority: Town-officiated Weddings
- Fifth Priority: Meetings called by Town departments
- Sixth Priority: (Holland Room only) other users

In the event of a conflict between this Policy and the Town of Aurora Room/Hall Booking Policy, the provisions of this Policy prevail.

**2.0 PURPOSE**

To establish rules governing the use of the Town Hall Council Chambers and Holland Room meeting rooms.

**3.0 SCOPE**

All Elected Officials, employees, other government organizations and members of the public requesting the use of these rooms.

**4.0 DEFINITIONS**

**Council:** Council of the Town.

**Town:** The Corporation of the Town of Aurora.

**Town Boards and Advisory Committees:** A Board, Ad Hoc, or Advisory Committee established by Council.

**Town Clerk:** The staff person appointed by Council pursuant to requirements of section 228 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, or his/her designate.

**Town Council Event:** An official Town event wherein Town Council approves by Council resolution.

**Other government organization:** Other quasi-judicial bodies such as Ontario Municipal Board, Assessment Review Board and the Coroner's Office.

**Procedure By-law:** the by-law that governs the calling, place and procedures of meetings of the Town, and that is enacted by Council in accordance with the requirements of subsection 238(2) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended.

## **5.0 RESPONSIBILITIES**

### **Facility Booking Staff:**

- Receive the original booking request and seek authorization from the Town Clerk prior to booking the room;
- Book the rooms if approved.

### **IT Staff:**

- Provide technical support for the Council Chambers and Holland Room.

### **Facilities Staff:**

- Provide room support as identified in the booking request and in the Town of Aurora Room/Hall Booking Policy.

### **Town Clerk:**

- Exercise any authority delegated to the Town Clerk by this Policy;
- Provide authorization for use of the Council Chambers and the Holland Room;
- Administer and interpret the Policy;
- Notify the relevant support staff once the room is approved for booking
- Create any procedure that the Town Clerk deems necessary for the effective and efficient implementation of this Policy.

### **Elected Officials:**

- Approve this Policy;
- Decide on any matter referred by the Town Clerk to Council regarding this Policy.

## **6.0 PROCEDURE**

### **1. Room Booking Process**

- A list of all Town Council events is submitted annually for Town Council approval. Any additional Town Council event outside of the approved list requires Council approval by

resolution, prior to the booking.

- All requests for Council Chamber and Holland Room bookings are subject to the provisions of the Booking Procedures in the Town of Aurora Room/Hall Booking Policy and require two (2) weeks processing time to accommodate suitable resourcing.

2. Approval and Cancellations

- All requests for the Council Chambers will be approved by the Office of the Town Clerk and all requests for the Holland Room, excluding internal staff requests that do not require staff resources, must be approved by the Office of the Town Clerk.
- The Town of Aurora reserves the right to cancel any booked meeting, if there is an urgent need for Council Chambers for a higher priority use.
- The Town assumes no liability for displacing such groups or forcing cancellation and is not obligated to provide alternative accommodations at other Town facilities.
- Refunds will be made available in accordance with the Town of Aurora Room/Hall Booking Policy.

3. Technical Staff Support

- Due to the nature of the equipment housed in the Council Chambers and Holland Room there is a requirement for technical support staff to support the rooms.
- The cost for staff support service will be covered by external agencies that are renting the room. Costs are stipulated within the Fees and Charges By-Law. All bookings are subject to a minimum three (3) hour fee in addition to the rental rate.

**7.0 REGULATORY REFERENCES/CODES/STANDARDS**

**Attachment 2**

**List of 2017 Approved Town Council Events**

<b>Date</b>	<b>Event</b>
Friday, May 5, 2017	Aurora Art Show and Sale Opening Gala Reception
Monday, May 29, 2017	Community Recognition Awards Ceremony



**Town of Aurora  
General Committee Report**

**No. CS17-006**

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**Subject:** Vacant Buildings Registry

**Prepared by:** Mandie Crawford, Manager of Bylaw Services

**Department:** Corporate Services

**Date:** April 4, 2017

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## **Recommendation**

- 1. That Report No. CS17-006 be received; and**
- 2. That a Vacant Buildings Registry By-law be enacted at a future Council meeting.**

## **Executive Summary**

The purpose of this report is to provide an overview of Council's authority to enact a Vacant Buildings Registry By-Law and seek direction from Council on the options for enactment.

- Vacant buildings left unoccupied for extended periods of time present concerns to business owners, residents and the Town of Aurora
- The Town's current Property Standards By-Law respecting vacant buildings is limited in scope
- Property Standards By-Laws are passed under the authority of the *Building Code Act* and Orders to Comply may be appealed, thereby possibly delaying enforcement efforts
- A Vacant Building Registry By-Law passed under the authority of the *Municipal Act 2001* is not appealable and would supplement the Town's current Property Standards By-Law
- Registration requirements would include primary and secondary contact information, insurance, and inspections where required

- Buildings under construction with an active building permit would be exempt from the Vacant Building Registry By-law
- Cities such as London, Hamilton and Brantford have implemented Vacant Building Registries
- The Fees and Services By-law would require amendments should Council enact a Vacant Building Registry

## **Background**

At the Council Meeting of Tuesday, October 11<sup>th</sup> 2016, Council resolved:

“That staff be directed to prepare a vacant and derelict buildings by-law for the Town of Aurora and to present said by-law to Council for consideration”

Although Aurora’s property standards by-law addresses some of the issues that vacant and derelict buildings present, other issues such as ensuring owners have the building regularly inspected and have sufficient insurance can be problematic.

Over the past several years, cities such as Brantford, London and Hamilton have enacted Vacant Building Registry By-laws to ensure that staff are aware of vacant buildings and can monitor them to prevent against further deterioration.

## **Analysis**

### **Vacant buildings left unoccupied for extended periods of time present concerns to business owners, residents and the Town of Aurora**

Businesses owners are concerned about vacant units that having a negative impact on their businesses due to reduced property values and increased crime. Additionally, local residents want vacant homes in their areas to have houses and yards maintained for their enjoyment and to ensure property values are not affected.

The Fire Department and Police in cities such as Hamilton and Brantford have expressed concerns about the safety of unoccupied buildings as they are often a target for arson and other criminal activity

Complaints about vacant homes and businesses also impact resources of by-law staff who when responding to concerns about the conditions must locate current owners and

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make arrangements to inspect , which at times is challenging. Inspections may lead to Orders to Comply and further follow-up inspections.

**The Town's current Property Standards By-Law respecting vacant buildings is limited in scope**

Although the Town's Property Standards By-law addresses buildings left vacant for more than 90 days, it only requires property owners to shut off all non-essential services and ensure that the buildings are kept secure.

There is no requirement for registering these buildings under the Property Standards By-law and staff are unaware that there may be a property standards issue until a complaint is received. Locating the owners in these instances can be difficult, often delaying remedial work or enforcement actions on unkempt or derelict buildings.

**Property Standards By-Laws are passed under the authority of the *Ontario Building Code Act* and Orders to Comply may be appealed, thereby possibly delaying enforcement efforts**

When a property is found to be not in compliance with the Towns Property Standards By-law, an order to comply with the by-law is issued under *The Ontario Building Code Act* (BCA). The appeal process delays enforcement efforts which require owners to bring the property into compliance.

These delays may negatively impact adjacent property owners and contribute to further deterioration of unsafe conditions.

**A Vacant Building Registry passed under the authority of the *Municipal Act 2001* is not appealable and would supplement the Town's current Property Standards By-Law**

*The Municipal Act 2001* authorizes the passing of by-laws respecting the economic, social and environmental well-being of the municipality, the health, safety and well-being of persons and the protection of properties and structures.

A Vacant Building Registry By-Law would supplement the Property Standards By-law 4044-99.P, adding requirements that would ensure the vacant buildings are continually maintained. As a legislative requirement, it would not be subject to the appeal process.

**Registration requirements would include primary and secondary contact information, insurance, and inspections where required**

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Owner of buildings after 90 days of vacancy would have to:

- Register vacant buildings with the Town
- Ensure that their current contact information was correct
- Provide secondary emergency contact information
- Provide proof of insurance
- Permit inspection of the building to confirm that it meets requirements under the current Property Standards By-law.
- Provide inspection reports from qualified persons where necessary
- Require an inspection by Town Staff and Fire Safety Officer prior to re-occupancy

A fee would be charged for registering the building and would require the owners to renew annually.

Owners failing to maintain or register their vacant buildings could be fined.

**Buildings under construction with an active building permit would be exempt from the Vacant Building Registry By-law**

Buildings with an active building permit that are unoccupied and under construction or being redeveloped, are already regulated and monitored and by Building Inspectors. These buildings must adhere to regulations as set out by the *Ontario Building Code Act* and would not be subject to the Vacant Building Registry.

**Cities such as London, Hamilton and Brantford have implemented Vacant Building Registries**

The City of London has implemented a Vacant Building Registry and together with the Fire Department monitor these buildings. Buildings that fall into disrepair are managed under their property standards by-law.

The City of Brantford implemented a Vacant Property Registry By-law in early 2016 and have several buildings registered. Brantford is still in the educational phase of implementing the by-law.

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Hamilton has a robust Vacant Building Registry By-law with over 200 buildings registered and dedicated staff to monitor them quarterly. If by-law staff confirm a building is vacant and it is not registered, they add it to the list and begin enforcement efforts. By dedicating two by-law officers to this project, in the last year they have increased registration by 120 percent.

All three cities have set fees for registering and renewals ranging in cost to cover administration of the program. Hamilton's renewal fee includes four annual inspections.

The City of Hamilton considers their program to be very successful. London and Brantford are still in the early stages of the program and could not comment as to whether their programs were successful.

### **The Fees and Services By-law would require amendments should Council enact a Vacant Building Registry**

If Council enacts a Building Registry By-law, amendments to the Fee By-law would be necessary to enable implementation of the registration fee. These registration fees would fall into the range as set out by other municipal Vacant Building Registry By-laws

### **Advisory Committee Review**

N/A

### **Financial Implications**

Implementing a Vacant Building Registry will require a minimal amount of staff resources, offset in part by the initial registration and yearly fees. Fees for registering buildings would range between \$250.00 to \$450.00, dependent on the cost of the administrative process.

### **Communications Considerations**

If a Vacant Building By-law is enacted by Council, a communication strategy would include all local media outlets, social media and the web site. Additionally, pamphlets would be developed to assist with education.

## **Link to Strategic Plan**

A Vacant Building Registry By-law would support the Town's vision of an innovative and sustainable community where neighbours care and businesses thrive by ensuring that vacant buildings are well maintained and communities and businesses are not plagued with derelict buildings.

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

Council may consider the following options as alternatives:

1. Amend the current Property Standards By-Law, making it more robust when addressing vacant buildings. This option may require staff resources time to be effective as the Property Standards By-Law provides an option for appeal.
2. Council may choose to take no action at this time. Staff may only become aware of a vacant building if a complaint is received.

## **Conclusions**

As the Property Standards By-Law 4044-99.P does not require owners of vacant buildings to register with the Town, the Town is often not aware of these buildings until the condition of the buildings generates a complaint. Responding to these complaints negatively impact staff resources as they often have to locate the owner and the enforcement for purposes of compliance is an appealable process.

A Vacant Building Registry would give staff more tools to ensure that these buildings do not fall into disrepair or present a safety concern for the community and would supplement the current Property Standards By-law.

## **Attachments**

None

## **Previous Reports**

None

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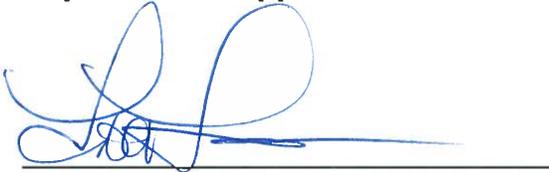
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**Pre-submission Review**

Agenda Management Meeting review on March 16, 2017

**Departmental Approval**



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**Techa van Leeuwen  
Director  
Corporate Services**

**Approved for Agenda**



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**Doug Nadorozny  
Chief Administrative Officer**



**Town of Aurora  
General Committee Report**

**No. FS17-006**

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**Subject:** 2018 Town of Aurora Budget Workplan

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

**Department:** Financial Services

**Date:** April 4, 2017

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## **Recommendation**

- 1. That Report No. FS17-006 be received; and**
- 2. That the proposed 2018 budget workplan be approved; and**
- 3. That Council provide direction with respect to the handling of requests for funding, assistance or services in kind received during the budget year outside of the planned special Budget Committee consultation meeting.**

## **Executive Summary**

The purpose of this report is to present staff's proposed 2018 Town of Aurora budget workplan to Council for its review and approval.

- A new annual special Budget Committee meeting for public input is planned, to receive suggestions on revenues, expenditures, efficiencies, new services, or requests from groups or individuals requesting financial assistance, funding and/or services in kind from the Town.
- Direction is sought with respect to handling of requests from individuals or groups for financial assistance, funding and/or services in kind received during other times of the budget year.

## **Background**

### **Requirement to formally document the Town's annual budget workplan**

As a part of its normal course of business, staff undertake a review at the end of each annual budget cycle with the intent of continued improvement of the town's budgeting and reporting framework. These reviews have indicated a need for the Town to more formally document and obtain Council's approval of its annual budget workplan.

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### **Greater structure is required to facilitate requests for funding from external stakeholders**

Staff's review of the recently completed 2017 budget exercise has also identified a requirement for greater structure in regards to the facilitation of funding requests or suggestions for budget savings/efficiencies that are received from external organizations and citizens that arise both pre and post budget approval.

### **Analysis**

#### **Formal 2018 Town of Aurora Budget Workplan has been developed**

Staff have formally documented the Town's 2018 Budget Workplan. Many of the key budget process milestones found within this workplan are not new. What is new is they have now been formally captured all in a single document making it easier for Council and staff to visualize how these milestones all fit together. Some key highlights from the workplan include:

- Completion of the Town's longer term development activity forecasting
- Town Key Performance Indicator (KPI) review and update
- Council approval of the Town's 2018 budget workplan
- Public stakeholder consultation on the Town's operating and capital budgets
- Council direction to staff regarding 2018 operating budget parameters
- 2017 ten year capital plan review and approval
- 2018 capital plan approval
- 2018 operating budget review and approval

The detailed 2018 budget workplan can be found in Attachment #1.

#### **New Budget Process relating to external stakeholder funding requests or suggestions for budget savings**

As part of the 2018 budget development, the Town will schedule one public Budget Committee meeting near the end of May or early June where external stakeholders will be given an opportunity to delegate to Council any budget input that they might have. In particular, any groups and individuals seeking funding assistance, and or services in kind from the Town will be encouraged to also attend. Those requesting funding or services in kind will be required to complete an information form two weeks ahead of the scheduled meeting. All delegate forms received will be provided to Committee for its review prior to the scheduled meeting. This form's benefit is three-fold;

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- i. it ensures that each delegate provides a similar level of core information to Council;
- ii. it allows staff to obtain an understanding as to the number of delegates which must be accommodated at the public meeting; and
- iii. it allows Council to obtain a general understanding of each delegate's item for discussion prior to the scheduled meeting, including the formulation of any questions that they might have.

As noted in our current Procedural By-law, no decisions will be made at the public consultation meeting. Stakeholder requests/input received at the public meeting(s) will be consolidated by staff and brought back to council with a recommendation on each under one of the following groupings:

- the item be incorporated into the draft operating or capital budget
- the item be presented as a budget option in the budget
- the item is already included or be deferred to a future budget year
- the item is not considered feasible by staff at this time

Public stakeholders will be able to continue to share budget input at scheduled budget committee meetings; however, they will be unable to make any formal funding requests via this mechanism.

Best efforts will be used to communicate to the community the purpose and significance of this one special Budget Committee meeting. All existing funding recipients will be contacted directly.

#### In-Year Funding or Services in Kind Request

Council previously challenged staff to develop approaches which would improve the handling of in-year funding or services in kind requests. Despite efforts to channel all funding requests to the one special meeting, in-year funding requests will still arise.

Procedural By-law (No. 5920.16) Section 32a (iv) reads as follows:

- (iv) Delegates requesting specific financial assistance or services in-kind from General Committee or Council must submit 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.

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Staff propose the following suggestions for consideration and direction by Council for bringing improved process and control to such requests.

1. Requests for support, assistance and/or services in kind with a combined total of less than \$2,000 be permitted at any other time of the budget year. For any such requests, staff would require completion of a specialized form to gather consistent and pertinent information on which a decision can be made. No decision would be made at the meeting of the delegation. Requests of less than \$2,000 are likely to be funded from within approved operating funding or from Council's operating contingency account.
2. Requests larger than \$2,000 (or other threshold) be required to be reviewed with and obtain the support of two members of Council prior to being placed on an agenda other than the special budget consultation meeting. This approach allows for some vetting of the ideas or request. The support of the two members is anticipated to suggest that, in the absence of any new information, those members are supportive of the Town funding the request. Again, a special form to gather details of the request would be required, and no decision would be expected at the meeting of the delegation. Requests larger than \$2,000 may require use of Town reserve funds and greater consideration for the financial impacts to the Town.
3. To protect the valuable meeting time of members of Council, staff also suggest that each financial request or variation of same be permitted to be supported by a delegation only once. The same or other parties or groups in support of the first delegation would not be permitted, even at subsequent meetings. Delegations contrary to the first would be permitted. Implementation of this option would require prompt by-law amendment prior to the public consultation meeting of Budget Committee.

The implementation of any of the above options would require a clarifying amendment to the provisions of the Procedural By-law (No. 5920-16). If implementation was directed, staff will bring forward the necessary amendment in a separate report as a follow-up action.

### **Advisory Committee Review**

Finance Advisory Committee, February 22, 2017 reviewed a draft of this report, however significant changes have been made based on the feedback received.

## **Financial Implications**

Financial implications will be determined by outcomes of the annual budget process. There is minimal cost to the Town to hold a special consultation meeting for budget purposes.

## **Communications Considerations**

A strong communications plan in regards to the development of the Town's 2018 operating and capital budget is absolutely critical due to the new special consultation meeting. Consequently, staff will develop a clear communication strategy for the entire 2018 budget cycle. This communication strategy will utilize all communication tools available to the Town including its social media channels. One key component of this communication strategy will relate to the town's strategy for the solicitation of budget input and/or funding requests from the town's citizens and other external organizations. Special advertising and notices will be developed for all communication channels. Further, groups already receiving funding from the town, including the Chamber of Commerce, will be personally invited to provide budget input to Council.

## **Link to Strategic Plan**

Approval of the 2018 Operating Budget provides funding support and approval for all initiatives, services and operations of the Town, all of which support and advance the Strategic Plan objectives. Overall, the budget leads to improving the quality of life of the community we serve.

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

1. Council may modify the 2018 Town of Aurora Budget Workplan as desired.
2. Council may direct the implementation of any or several of the staff proposed suggestions for handling of in-year requests for funding or services in-kind which arise from groups or individuals from time to time. The thresholds of \$2,000 could be increased or lowered. As well, if considered, the number of councilors prepared to support larger requests could be increased or decreased in the direction of Council.

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## **Conclusions**

The formal documentation of the key milestones of the Town of Aurora's budget workplan is necessary in order to provide clarity and ensure that all participant expectations are aligned. In addition, the formalization of a process for external stakeholders to present requests for funding and other budget ideas to Council both pre and post budget approval is necessary. Staff have presented a 2018 budget workplan to Council for the Town which addresses these issues, and seeks direction with respect to controlling or limiting the number of in-year requests for funding brought forward to Council for consideration. Staff recommend that the 2018 Town of Aurora budget workplan schedule as presented be approved by Council.

## **Attachments**

Attachment #1 – 2018 Town of Aurora Budget Workplan

## **Previous Reports**

Nil

## **Pre-submission Review**

Agenda Management Team review on February 16, 2017

### **Departmental Approval**



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

### **Approved for Agenda**



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**Doug Nadorozny  
Chief Administrative Officer**







**Town of Aurora**

**General Committee Report No. PRCS17-009**

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**Subject: Property Use Agreement: St. Andrew's College Soccer Fields**

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

**Department: Parks, Recreation and Cultural Services**

**Date: April 4, 2017**

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### **Recommendation**

- 1. That Report No. PRCS17-009 be received; and**
- 2. That a License Agreement for the 2017 playing season for the use of soccer fields owned by St. Andrew's College be approved; and**
- 3. That the Director of Parks, Recreation and Cultural Services be authorized to execute the 2017 License Agreement, including any and all documents and ancillary agreements required to give effect to same; and**
- 4. That, going forward, the Director of Parks, Recreation and Cultural Services be authorized to renew the License Agreement on an annual basis, provided that there is no financial impact to the Town, with the Director of Parks, Recreation and Cultural Services being authorized to execute the necessary renewal Agreements, including any and all documents and ancillary agreements required to give effect to same.**

### **Executive Summary**

The purpose of this report is to ensure that there are enough Town-owned facilities to meet the full need for soccer fields by various user groups, and in particular, the Aurora Youth Soccer Club (AYSC), the Town has arranged to use third-party sports fields to supplement Town-owned facilities.

Each year St. Andrew's College (SAC) leases five of their fields to the Town for the exclusive use of the AYSC. SAC has requested that the fields be leased to the Town, and that the Town manage all scheduling of use for these fields during the term of the agreement and the AYSC, in turn, pay the full cost of the lease back to the Town.

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At its May 14, 2013 meeting, Council authorized the Director of Parks, Recreation and Cultural Services to renew this agreement on an ongoing annual basis, provided that there is no increase in fees, which at that time were \$10,725 + HST per season. SAC has now increased the fee to \$11,700 per season which now requires Council approval for the renewal.

## **Background**

The purpose of this agreement is to assist the AYSC in securing additional private lands within the Town of Aurora to conduct their Youth Soccer program.

In the past, the AYSC, with assistance from Parks, Recreation and Cultural Services, have enjoyed the use of the lower playing fields at SAC provided that the Town enters into a Field Use Agreement with SAC. The rationale for this request is not dissimilar to the Property Use Agreement with The Stronach Group Property Use Agreement whereby the Town will be required to indemnify SAC for liability purposes as well as setting out the rules for use of the premises.

At its meeting of May 14, 2013, Council authorized the Director of Parks, Recreation and Cultural Services to renew this agreement on an ongoing, annual basis, provided that there is no increase in fees, which at that time were \$10,725 + HST per season. As such, the Director has renewed this agreement on an annual basis. SAC has since increased the fee to \$11,700 per season.

## **Analysis**

### **Highlights of the Agreement**

- SAC property is licensed by the Town for use of the soccer fields;
- Separately, AYSC indemnifies the Town for the use of the soccer fields through the Town's permit process;
- Typically the term is from early June to early September;
- If inclement weather prevents use of the soccer fields for more than five consecutive days, then the license fee is reimbursed on a per field and per diem basis;
- Termination by either party on 60 days' notice; and
- The Town supplements SAC's maintenance of the soccer fields (e.g. lining the soccer fields and cleaning up refuse).

### **Ongoing annual renewal**

The renewal of the agreement is handled annually, on request, and is subject to the availability of the soccer fields from SAC. Usage dates and times will change from year-to-year, but typically falls within the period of early evenings, Monday-Friday, from early June to early September.

### **Agreement form and content**

The original agreements were reviewed by Legal Services to ensure they are satisfactory, with the only changes made on an annual basis being that of the specific dates and/or times for field use.

### **Advisory Committee Review**

None required.

### **Financial Implications**

The Town is invoiced in two equal installments with one half payable prior to June and one half payable prior to September each year. The Town invoices AYSC for the equivalent payments and receives the funds from AYSC prior to issuing payment to SAC. Therefore, there is no financial impact to the Town.

### **Communications Considerations**

No communication considerations at this time.

### **Link to Strategic Plan**

The property use agreement with SAC supports the Strategic Plan goal of Supporting an Exceptional Quality of Life for all through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

Encouraging an active and healthy lifestyle by supporting multi-generational programming in cultural and recreational activities to encourage every age cohort to interact and share experiences.

April 4, 2017

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

- Option 1: Council can decline entering into this agreement and leave responsibility of obtaining playing field locations to AYSC; however, this would be a significant departure from previous process and may jeopardize their playing field opportunities.
- Option 2: Council can enter into this agreement, but decline to provide authorization to the Director for annual ongoing renewals.
- Option 3: As directed by Council.

### **Conclusions**

That Council authorize the Director of Parks, Recreation and Cultural Services to execute the 2017 License Agreement and subsequent annual renewal agreements for so long as the fields are available.

### **Attachments**

None.

### **Previous Reports**

PR13-025 Property Use Agreements, May 7, 2013

### **Pre-submission Review**

Agenda Management Meeting review on March 17, 2017.

### **Departmental Approval**

  
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**Allan D. Downey**  
Director, Parks, Recreation and Cultural  
Services

### **Approved for Agenda**

  
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**Doug Nadorozny**  
Chief Administrative Officer



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<b>Notice of Motion</b>	<b>Councillor Wendy Gaertner</b>
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**Date:** April 4, 2017

**To:** Mayor and Members of Council

**From:** Councillor Gaertner

**Re:** **Appreciating Diversity in Aurora**

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Whereas Aurora is a community that values inclusion, acceptance and diversity; and

Whereas the Town Council affirms that diversity is welcome and serves to make our community stronger; and

Whereas we want to send a strong message that we reject intolerance based on race, religion, ethnicity, gender and sexual orientation; and

Whereas respect and acceptance for our differences are fostered by knowledge and understanding; and

Whereas the Town of Aurora has the capability to use its communication tools to provide information and foster positive conversations about our diversity;

1. Now Therefore Be It Hereby Resolved That the Town utilize communications opportunities to provide information, share knowledge and promote events that celebrate the values of inclusion, acceptance and diversity; and
2. Be It Further Resolved That the Town's social media platforms be used to celebrate and recognize key community and global events that further LGBTQ rights, human rights, and serve to assist in the elimination of discrimination of any kind. These events include—but are not limited to—Pride Week, the Town of Aurora Multicultural Festival, International Day for the Elimination of Racial Discrimination, Black History Month, Asian Heritage Month, and International Women's Day.