



General Committee Meeting Agenda

**Tuesday, April 17, 2018
7 p.m.**

**Council Chambers
Aurora Town Hall**



Town of Aurora General Committee Meeting Agenda

Tuesday, April 17, 2018
7 p.m., Council Chambers

Councillor Kim in the Chair

1. Approval of the Agenda

Recommended:

That the agenda as circulated by Legislative Services be approved.

2. Declarations of Pecuniary Interest and General Nature Thereof

3. Presentations

4. Delegations

(a) Nathalie Karvonen, Toronto Wildlife Centre
Re: Wildlife Services

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 C6 inclusive, be approved:

- C1. CS18-007 – Amendments to the *Municipal Elections Act, 1996***
(Information Report dated April 3, 2018, included on agenda per Member of Council request)

Recommended:

1. That Report No. CS18-007 be received for information.

- C2. FS18-014 – Capital Close Report as of December 31, 2017**

Recommended:

1. That Report No. FS18-014 be received; and
2. That the capital project closures and capital funding adjustments outlined in Attachments #1 and #2 be approved.

- C3. PDS18-039 – Application for Removal of Holding (H) Provision
Zoning By-law Amendment
Coppervalley Estates Inc.
1756 St. John's Sideroad East
File Number: ZBA-2015-09 (H)
Related File Number: SUB-2015-05**

Recommended:

1. That Report No. PDS18-039 be received; and
2. That the Application to remove the Holding (H) Provision (ZBA-2015-09(H)) from Lots 1 to 22 and 24 to 109 inclusive on the approved Draft Plan of Subdivision (SUB-2015-05) be approved; and
3. That the removal of the holding provision by-law be presented at a future Council meeting.

C4. PDS18-041 – Award of Tender 2018-41-PDS-ENG – For Restoration of Two (2) Culverts on Yonge Street where Tannery Creek Crosses

Recommended:

1. That Report No. PDS18-041 be received; and
2. That Tender 2018-41-PDS-ENG for the restoration of two (2) culverts on Yonge Street where Tannery Creek crosses, be awarded to R&M Construction in the amount of \$136,405.00 excluding taxes; and
3. That the favourable budget variance of \$356,403.77 be returned to source; 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.

C5. Accessibility Advisory Committee Meeting Minutes of March 7, 2018

Recommended:

1. That the Accessibility Advisory Committee meeting minutes of March 7, 2018, be received for information.

C6. Audit Committee Meeting Minutes of March 27, 2018

Recommended:

1. That the Audit Committee meeting minutes of March 27, 2018, be received for information.

6. Consideration of Items Requiring Discussion (Regular Agenda)

R1. OPS18-008 – 100 Vandorf Sideroad – Hallmark Lands Community Park Design

Recommended:

1. That Report No. OPS18-008 be received; and

2. That this report satisfy Council's conditional budget for Capital Project No. 73287 – Hallmark Lands – Baseball Diamonds in the amount of \$3,000,000; and
3. That staff be authorized to commence the detailed design and tendering process for 100 Vandorf Sideroad, and proceed with the Capital Project as presented.

R2. CS18-008 – Fence By-law Review

Recommended:

1. That Report No. CS18-008 be received; and
2. That a by-law to amend the Town's Fence By-law No. 4753-05.P be enacted at a future Council meeting.

R3. PDS18-038 – Petch House – Potential Conversion to a Wedding Chapel Use

Recommended:

1. That Report No. PDS18-038 be received; and
2. That the funding and improvements to the Petch House for either Option 1 or Option 2 as outlined in this report, be approved; and
3. That Capital Project No. 81020 for the Petch House Conversion be approved; and
4. That the appropriate budget for Capital Project No. 81020, to be funded from the Heritage Reserve Fund, be approved.

R4. CMS18-006 – Special Events Corporate Resource Review

Recommended:

1. That Report No. CMS18-006 be received; and

2. That the additional funding for a permanent part-time Special Events Assistant in the amount of \$21,000 for the remainder of 2018, to be funded from the Council Contingency Operating Account, be approved.

R5. FS18-007 – Procurement By-law Threshold Changes

Recommended:

1. That Report No. FS18-007 be received; and
2. That the procurement process changes outlined in Report No. FS18-007 be approved; and
3. That the necessary updated Procurement By-law be enacted at a future Council meeting.

R6. FS18-009 – 2018 In-Year Capital Budget

Recommended:

1. That Report No. FS18-009 be received; and
2. That the ten capital projects outlined in Attachment #1 be approved having a total budget of \$5,978,260, to be funded from the Reserve Funds as outlined in Attachment #1.

R7. PDS18-043 – Award of Contract for Consulting Services – Design for the Reconstruction of Browning Court, Johnson Road, Holman Crescent, and Baldwin Road

Recommended:

1. That Report No. PDS18-043 be received; and
2. That the total approved budget for Capital Project No. 31118 be increased to \$276,411, representing an increase of \$96,411, to be funded from the Storm Sewer Reserve; and
3. That the Request for Proposal No. 2018-43-PDS-ENG for the provision of consulting services for the design of the reconstruction of Browning Court, Johnson Road, Holman Crescent and Baldwin Road, be awarded

to Ainley & Associates Inc. in the amount of \$246,934.25, excluding taxes; 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.

R8. PDS18-044 – Award of Tender 2018-09-PDS-ENG – For Road Reconstruction on Kennedy Street West, Temperance Street, Ransom Street and Ransom Court

Recommended:

1. That Report No. PDS18-044 be received; and
2. That the total approved budget for Capital Project Numbers 31109 and 31114 be increased to \$2,988,257, representing an increase of \$860,991, to be funded from the Water and Road Reserves; and
3. That Tender 2018-09-PDS-ENG for road reconstruction on Kennedy Street West (from George Street to Yonge Street), Temperance Street (from Ransom Street to Kennedy Street West), Ransom Street and Ransom Court, be awarded to Direct Underground Inc. in the amount of \$2,656,837, excluding taxes; and
4. That the Mayor and Town Clerk be authorized to execute the necessary agreement, including any and all ancillary agreements required to give effect to same.

7. Notices of Motion

8. New Business

9. Closed Session

10. Adjournment



Legislative Services
905-727-3123
Clerks@aurora.ca
Town of Aurora
100 John West Way, Box 1000
Aurora, ON L4G 6J1

Delegation Request

This Delegation Request form and any written submissions or background information for consideration by either Council or Committees of Council must be submitted to the Clerk's office by the following deadline:

4:30 p.m. Two (2) Days Prior to the Requested Meeting Date

Council/Committee Meeting and Date: Tuesday, April 17	
Subject: Wildlife Services	
Name of Spokesperson: Nathalie Karvonen	
Name of Group or Person(s) being Represented (if applicable): Toronto Wildlife Centre	
Brief Summary of Issue or Purpose of Delegation: Currently the Town of Aurora has limited ability to respond to requests and concerns from its residents regarding wildlife. Your domestic animal services provider does not provide this service. This delegation is to propose a solution for consideration.	
Please complete the following:	
Have you been in contact with a Town staff or Council member regarding your matter of interest? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If yes, with whom? Councillor Wendy Gaertner	Date: March 19, 2018
<input checked="" type="checkbox"/> I acknowledge that the Procedure By-law permits five (5) minutes for Delegations.	



**Town of Aurora
Information Report**

No. CS18-007

Subject: Amendments to the *Municipal Elections Act, 1996*

Prepared by: Michael de Rond, Town Clerk

Department: Corporate Services

Date: April 3, 2018

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 Council with information regarding recent amendments to the *Municipal Elections Act, 1996*. The amendments touch on a wide variety of election provisions, and can be summarized as follows;

- Both the nomination period and the election campaign period are shorter than in years past.
- Nomination and eligibility procedures now require 25 signatures from eligible electors.
- Campaign finance rules and enforcement have been amended significantly.
- The Act now contains a framework for third party advertising.
- There are other miscellaneous amendments of note.

Background

Bill 181 - *Municipal Elections Modernization Act, 2017* as well as Bill 68 - *Modernizing Ontario's Municipal Legislation Act, 2016* provided amendments to the *Municipal Elections Act, 1996* (the "Act") which were aimed at modernizing the Act to reflect more contemporary methods for administering municipal elections in Ontario.

These amending bills have provided the most significant changes to the way elections are administered in Ontario in over 25 years.

Analysis

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Report No. CS18-007

Both Nomination Period and the Election Campaign Period are shorter than in years past

Nomination period now begins on May 1 of a regular election year and ends on the fourth Tuesday of July at 2:00 p.m. This provision also limits the Election Campaign Period, as that can not begin for any candidate until they have officially filed their nomination with the Town Clerk.

Nomination and Eligibility Procedures now require 25 signatures from eligible electors

Candidates seeking office on Council must submit 25 endorsement signatures from eligible electors with their nomination. Candidates will be asked to sign a declaration that the signatures are from eligible voters. This is only a requirement for Municipal Council nominations and does not apply to School Board candidates.

Campaign Finance rules and enforcement have been amended significantly

The following provides a brief summary of the new provisions in place regarding campaign finance. All candidates are encouraged to consult their accountant, lawyer or a representative from the Ministry of Municipal Affairs should questions arise. The updated Candidates Guide, when available from the Ministry, will provide additional clarity on these matters.

- Contributions by corporations and trade unions to candidates are banned, however, corporations and trade unions can contribute to third party advertisers.
- A candidate may resubmit their financial statement to correct an error up until the filing deadline, which is the last Friday in March of the year following the regular election.
- A candidate who misses the filing deadline may file within a 30 day grace period provided they pay a \$500 late filing fee to the Clerk.
- A new spending limit for post-election parties and expressions of appreciation after voting day will be established by regulation.

Enforcement related updates;

- Candidates will be entitled to a full refund of the nomination fee if they file their campaign financial statement and, if needed, the auditor's report by the deadline

April 3, 2018

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Report No. CS18-007

- The Town Clerk is required to publicly identify the candidates and third parties who filed or did not file a financial statement in a timely manner.
- There will be a new process regarding contribution limits. The Town Clerk who conducted the election is responsible for reviewing the contributions that are reported on the financial statements of council and trustee candidates as well as third party advertisers

The Act now contains a framework for Third Party Advertising

A third party advertisement is a message in any medium (billboard, newspaper, radio, etc.) where a cost is incurred, that supports or opposes a candidate or a “yes” or “no” vote on a question on the ballot.

Individuals, corporations and unions can register as third party advertisers and can also make contributions to third party advertisers. Third party advertisers will need to register with the municipality where they want to advertise. If they want to advertise in more than one municipality, they have to register in each municipality. Regulations for spending limit amounts and forms have not yet been made.

The “restricted period” begins on the day that nominations for the election can be filed, and ends at the close of voting on voting day. Essentially this means that if an individual, corporation or trade union is going to publish advertisements that are in support of or opposed to a candidate or a question on a ballot after May 1st in a regular election year, they must first be registered with the Town Clerk before spending any money on the advertisements.

Once registered, a third-party advertiser is subject to similar campaign finance rules as candidates, such as spending limits, rules on contributions, and the requirement to file a financial statement with the Town Clerk. This also means that the third-party advertisers will be permitted to place campaign signs, which will also be subject to the provisions of the governing sign by-laws for individual Municipalities.

To help combat third party advertisers who are not registered with the Clerk, Candidates and third party advertisers are required to identify themselves on campaign advertisements and signs, so that it is clear who is responsible for each sign and advertisement that appears or is broadcast.

There are other miscellaneous amendments of note

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Report No. CS18-007

- Campaign provisions have also been clarified to allow candidates to access apartment buildings, condominiums, non-profit housing co-ops or gated communities from 9 a.m. until 9 p.m. in order to campaign. Landlords and condominium corporations will not be allowed to prohibit tenants or owners from displaying campaign signs in their windows.
- Voters are prohibited from taking photographs or videos of their marked ballots. In addition, members of the public are able to inspect documents and materials related to the election for 120 days after the results of the election have been declared.
- The Town Clerk is now required to not only declare who wins the election but also provide the public with information regarding the number of votes received by each candidate, the number of votes for “yes” and “no” for a question on the ballot, and the number of declined and rejected ballots.
- The Town Clerk has greater flexibility in determining how certain election documents may be submitted and how notices are sent out. Further, the Clerk now has sole discretion in determining Advanced Voting Days, and if voting locations will have reduced hours.
- The Town Clerk has discretion with additions and deletions to the Voters’ List
- The Town Clerk is now required to prepare an Accessibility Plan for the identification, removal and prevention of barriers that affect voters and candidates with disabilities, and make the plan available to the public before voting day in a regular election.

Advisory Committee Review

None

Legal Considerations

The 2018 Municipal Election will be conducted in accordance with the *Municipal Elections Act, 1996*.

Financial Implications

None

Communications Considerations

April 3, 2018

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Report No. CS18-007

Legislative Services continue to work with Communications staff to ensure that new timelines and procedures are communicated to the general public.

Link to Strategic Plan

This report supports the strategic goal of a fairness for everyone in the community.

Alternative(s) to the Recommendation

None

Conclusions

The recent amendments to the *Municipal Elections Act, 1996*, were designed to enhance the administration of Municipal Elections, and modernize the election process for Ontario residents.

Candidates requiring legal clarification should seek their own legal advice. It is the responsibility of all candidates to ensure that their campaign is compliant with the *Municipal Elections Act, 1996*

Attachments

None

Previous Reports

None

Pre-submission Review

Agenda Management Team review on March 15, 2018

April 3, 2018

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Report No. CS18-007

Departmental Approval



**Techa van Leeuwen
Director
Corporate Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



**Town of Aurora
General Committee Report No. FS18-014**

Subject: Capital Close Report as of December 31, 2017

Prepared by: Karen Oreto, Financial Analyst

Department: Financial Services

Date: April 17, 2018

Recommendation

- 1. That Report No. FS18-014 be received; and**
- 2. That the capital project closures and capital funding adjustments outlined in Attachments #1 and #2 be approved.**

Executive Summary

To present Council with the information necessary to monitor the Town's active capital project status as of December 31, 2017 and to seek authorization for staff to close completed projects and make any necessary funding adjustments.

- Thirty projects to be closed
- One hundred and twenty one projects to remain open

Background

Twice a year, staff bring forward to Council a report that outlines the financial position of the Town's active capital projects. The Capital Projects Status & Closures as of December 31, 2017 report provides an overview of the Town's active capital projects and has been prepared in consultation with the various Town staff who are responsible for managing their department's capital projects. All capital projects have been reviewed and recommendations provided for any budget adjustments and potential closures of projects. Any funding surpluses arising at project completion will be returned to their original funding sources. This report does not include any projects brought forward by the Aurora Library Board.

Analysis

Thirty Projects to be Closed

As of December 31, 2017, the Town had a total of 151 active projects. Staff is recommending the closure of 30 of these projects. Twenty-five of the projects recommended for closure are outlined in Attachment #1, which collectively have a surplus of \$1,290,851 to be returned to their original source of funding.

In addition to the closures identified in Attachment #1, staff also recommends funding adjustments to five projects which can then be closed as outlined in Attachment #2. The funding adjustments total \$45,305 with notes of explanation included in the Attachment.

One Hundred and Twenty One Open Capital Projects – Attachment #3

This schedule provides an inventory and progress status update for the 121 active projects which will remain open as of December 31, 2017. These projects represent a total approved budget value of \$79,147,192 with an unspent balance available as of December 31, 2017 of \$17,078,670.

Projects closed in Attachment #1 and #2 have been removed from Attachment #3.

Advisory Committee Review

None

Legal Considerations

None

Financial Implications

This report recommends the closure of 30 projects in total, with a net funding adjustment of \$1,290,851 (as noted in Attachment #1) to be returned to their original funding sources, and \$45,305 of funding adjustments as noted in Attachment #2 and closure of five projects.

The Town's portfolio of remaining active capital projects contains 121 projects (outlined in Attachment #3), with a total budgeted/funded value of \$79,147,192. To date

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Report No. FS18-014

\$62,068,522 has been spent on these projects, with a remaining approved unspent and funded value of \$17,078,670.

Staff are not authorized to increase the total project budget, or to increase the scope of a capital project without Council's approval.

Communications Considerations

The list of open capital projects will be posted to the Town's Budget and Financial Information web page for openness and accountability.

Link to Strategic Plan

Reporting to Council and the public on the status of approved capital projects and associated funding, and regularly managing and closing these projects demonstrates the Strategic Plan principles of Leadership in Corporate Management, and demonstrates accountability and transparency to the community of the local government.

Alternative(s) to the Recommendation

1. Amend the recommended projects for closure and/or funding adjustments
2. Direct further alternative options as required.

Conclusions

Staff from all departments, continue to work on completing all outstanding active capital projects for which Council has approved and committed funding, and that the community anticipates their completion. This report is intended to update Council on the status of each active approved project: bring closure to some, funding adjustments to others, and provide a status report on all remaining projects.

Attachments

Attachment #1 Capital Projects to be Closed with Funds Returned to Source
Attachment #2 Capital Projects Funding Adjustments and Closure of 5 Projects
Attachment #3 Active Capital Project Listing

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Report No. FS18-014

Previous Reports

FS17-043 Capital Close Report as July 31, 2017

Pre-submission Review

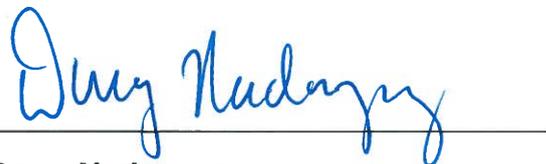
Agenda Management Team review on March 29, 2018

Departmental Approval



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

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**

Town of Aurora
Capital Projects to be Closed with Funds Returned to Source
As of December 31, 2017

Attachment #1

General Committee Meeting Agenda
Tuesday, April 17, 2018

Report Line Ref	Project	Total Approved Funding	Total Expenditures to December 31, 2017	Current Balance Surplus/ (Deficit)	Year of Original Approval	Close Project Account / Disposition of Balance
COMMUNITY SERVICES						
1.01	22 Church St/Library - Exterior Repairs (72219)	120,000	75,489	44,511	2015	Project complete and can be closed. Return \$44,511 to the Facilities R & R Reserve.
1.02	Building Condition Report (72202)	174,830	148,678	26,152	2015	Project complete and can be closed. Original budget of \$150,000 increased to allow for award of tender plus contingency, but was not needed. Return \$26,152 to Studies and Other Reserve.
1.03	Library - LED Light Study (72237)	15,000	-	15,000	2015	Project can be closed as it is being completed as part of the project #72275 - Library Improvements - Canada 150 Intake II. Return \$15,000 to Studies and Other Reserve.
1.04	Library - Brick Works (72248)	30,000	26,966	3,034	2016	Project complete and can be closed. Return \$3,034 to Facilities R & R Reserve.
1.05	AFLC - Roof Top Unit (72250)	35,000	32,156	2,844	2016	Project complete and can be closed. Return \$2,560 to Indoor Recreation DC and \$284 Growth and New Reserve.
1.06	SARC - Cooling Evaporator Tower (72263)	75,000		75,000	2017	Project not proceeding at this time. Return \$75,000 to Fleet R & R Reserve.
1.07	AED Replacement - Various Locations (72269)	35,000	20,683	14,317	2017	Project complete and can be closed. Return \$14,317 to Facilities R & R Reserve.
1.08	SARC - Retrofit Shower Fixtures (72270)	35,000	31,766	3,234	2017	Project complete and can be closed. Return \$3,234 to Facilities R & R Reserve.
1.09	SARC - Replace Inverter Systems for Fire Panel (72271)	15,000	5,653	9,347	2017	Project complete and can be closed. Under budget due to the fact that the successful proponent under bid the sector. Return \$9,347 to Facilities R & R Reserve.
1.1	Victoria Hall - Accessibility Ramp Installation (72259)	20,000		20,000	2017	Project not proceeding at this time. Return \$20,000 to Facilities R & R Reserve.
CORPORATE SERVICES						
1.11	Fibre Optic Infrastructure (14053)	160,000	155,785	4,215	2011/2012	Project complete and can be closed. Return \$4,215 to Growth and New Reserve.
1.12	Eclipse Project Portfolio Management (14058)	25,000		25,000	2012	Project cancelled. Return \$25,000 to Growth and New Reserve.
FINANCIAL SERVICES						
OPERATIONAL SERVICES						
1.13	Bulk Water Station (43058)	60,000	57,842	2,158	2017	Project complete and can be closed. Return \$2,158 to Water & Sewer Reserve.
1.14	JD Zero Turn Mower (#257) (71105)	112,100	112,096	4	2017	Project complete and can be closed. Return \$4 to Fleet R & R Reserve.
1.15	Forklift (34408)	31,088	31,088	0	2017	Project complete and can be closed.
1.16	Back up Cameras for Existing Vehicles (34407)	50,000		50,000	2017	Project not proceeding. Return \$50,000 to Fleet R & R Reserve.

Town of Aurora
Capital Projects to be Closed with Funds Returned to Source
As of December 31, 2017

Attachment #1

**General Committee Meeting Agenda
 Tuesday, April 17, 2018**

Report Line Ref	Project	Total Approved Funding	Total Expenditures to December 31, 2017	Current Balance Surplus/ (Deficit)	Year of Original Approval	Close Project Account / Disposition of Balance
1.17	Ford F 150 (#2) (34197)	45,000	39,143	5,857	2017	Project complete and can be closed. Return \$5,857 to Fleet R & R Reserve.
1.18	Queens Jubilee Park Accessible Park (73252)	567,000	457,689	109,311	2014	Project complete and can be closed. Project came in under budget due to the competitive bid process. Return \$10,931 to CIL Parkland, \$98,380 to Parks Development DC.
1.19	Tennis Court Resurface - N Weller Park (73227)	20,000	17,684	2,316	2017	Project complete and can be closed. Return \$2,316 to Parks R & R Reserve.
1.20	Convert Pathway Lighting to LED (73289)	30,000	29,910	90	2017	Project complete and can be closed. Return \$90 to Parks R & R Reserve.
1.21	Natural Ice Rink Cells (73233)	54,000		54,000	2014	Project not proceeding. Return \$54,000 to Growth and New Reserve.
PLANNING & DEVELOPMENT SERVICES						
1.22	Building Division Website Portal (24013)	75,000		75,000	2017	Project not proceeding at this time. Return \$75,000 to Building Reserve.
1.23	Design - Elderberry Trail, Springmaple Chase, Houdini Way (31079)	2,008,900	1,109,294	899,606	2013	Project complete and can be closed. Project included design and construction under budget due to very competitive bid pricing. Return \$300,524 to Roads & Related R & R Reserve, \$176, 588 to Storm Sewer Reserve and \$422,494 to Federal Gas Tax Reserve.
1.24	Speed Cushion Pilot Project (31154)	142,000	128,706	13,294	2016	Project complete and can be closed. Return \$13,294 to Roads & Related R & R Reserve.
1.25	Town of Aurora Strategic Plan (12015)	50,000		50,000	2015	Project complete and can be closed. Project funded from operating. Return \$50,000 to Studies and Other Reserve.
TOTAL		\$ 3,430,088	\$ 2,139,237	\$ 1,290,851		

**Item C2
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**Town of Aurora
Capital Projects Funding Adjustments
and Closure of 5 Projects
As of December 31, 2017**

Attachment #2

**General Committee Meeting Agenda
Tuesday, April 17, 2018**

Report Item Ref	Project (Project Ref. #)	Total Approved Funding	Total Expenditures as of December 31, 2017	Remaining Available Budget Surplus/ (Deficit)	Proposed Budget Adjustment	Revised Remaining Available Budget	Explanation
CAO							
1.01	Cultural Precinct Plan (73261)	80,000	84,340	(4,340)	4,340	\$0	Project complete. Fund deficit of \$4,340 from Tax Rate Stabilization Reserve.
COMMUNITY SERVICES							
1.02	JOC - Fuel Management System (72195)	67,000	99,613	(32,613)	32,613	\$0	Project complete. Fund deficit of \$32,613 from Fleet R & R Reserve. Originally project was part of a grant application and grant funding in the amount of \$33,000 was not approved.
1.03	22 Church St - Exterior Painting (72267)	25,000	27,984	(2,984)	2,984	\$0	Project complete. Fund deficit of \$2,984 from Facilities R & R Reserve.
CORPORATE SERVICES							
FINANCIAL SERVICES							
OPERATIONAL SERVICES							
1.04	Playground Replacement - Lundy Park (73209)	75,000	75,001	(1)	1	\$0	Project complete. Fund deficit of \$1 from Parks R & R Reserve.
1.05	Canine Commons Leash Free Park Improvement (73301)	72,000	77,367	(5,367)	5,367	\$0	Project complete. Fund deficit of \$5,367 from Parks R & R Reserve.
PLANNING & DEVELOPMENT SERVICES							

Total	\$ 45,305
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*5 Projects that are complete and can be closed (high-lighted above) (45,305)

Projects that require funding adjustments but will remain open -

(45,305)

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**Town of Aurora
Active Capital Project Listing
As of December 31, 2017**

Attachment #3

General Committee Meeting Agenda
Tuesday, April 17, 2018

Report Item Ref	Project Description	Total Approved Funding	Expenditures to December 31, 2017	Current Balance Surplus/ (Deficit)	Year of Approval / # of Projects	Expected Date of Completion	Notes on Project Status As of December 31, 2017
CAO							
3.01	Organization Structural Review (12026)	100,000	41,547	58,453	2015	2018	Project ongoing.
3.02	Music Strategy (12036)	50,000		50,000	2016	2018	Project ongoing.
3.03	89 Mosley St (12041)	200,000		200,000	2017	2018	Design to be completed Q2 2018.
CORPORATE SERVICES							
Access Aurora							
3.04	Accessibility Committee (12002)	475,000	262,801	212,199	2016	2018	Project ongoing. Annual allocation for implementation of multi-year Accessibility Plan. Additional dollars approved for 2018.
3.05	Customer Care Implementation Plan (12016)	453,100	261,450	191,650	2010/2012	2018	Funds committed for wayfinding and signage at Town Hall, project delayed due to re-organization. Other funds earmarked for knowledge management system, survey tools. Etc. based on customer experience plan. Additional money to be spent in 2018.
3.06	Customer Relationship Management (CRM) (12025)	186,000	101,999	84,001	2013	2019	Project ongoing. Continue to deploy CRM requiring configuration, training and possibly integration with other systems.
By Law Services							
3.07	Bylaw Permit Parking Program (24012)	25,000	-	25,000	2016	2019	In progress. Currently working with procurement on the requirements list for the RFP.
3.08	Radios for By-Law Officers (24015)	25,000		25,000	2017	2018	Evaluation of pilot project to be done once new manager is in place.
Human Resources							
Information Technology							
3.09	Computer & Related Infrastructure Evergreening (14047)	151,900	116,831	35,069	2017	Q1 2018	Project ongoing. Additional dollars approved for 2018.
3.10	TH - Council Chambers A/V System (72238)	657,922	606,124	51,798	2015	Q2 2018	Final invoice being held until final project documentation is received.
3.11	IT Strategic Plan (14063)	80,000		80,000	2014	Q3 2018	Other project priorities halted this project. RFP specifications for project finalized. Going out to market for consultant in Q2 2018.

**Town of Aurora
Active Capital Project Listing
As of December 31, 2017**

Attachment #3

General Committee Meeting Agenda
Tuesday, April 17, 2018

Report Item Ref	Project Description	Total Approved Funding	Expenditures to December 31, 2017	Current Balance Surplus/ (Deficit)	Year of Approval / # of Projects	Expected Date of Completion	Notes on Project Status As of December 31, 2017
3.12	Business Continuity/IT Disaster Recovery (14062)	25,000	16,535	8,465	2015	Q2 2018	Additional equipment to be procured in Q2 2018.
3.13	Wireless Upgrades and Enhancements (14068)	18,000	19,489	(1,489)	2017	2,019	Project ongoing. Additional dollars approved for 2018.
3.14	Mobility Solutions (14065)	45,000	30,357	14,643	2015	Q4 2018	Project ongoing. Opportunity to grow customer self serve options.
3.15	Joint Ops LAN Room & DR site (14037)	75,000	70,056	4,944	2017	Q4 2018	Project ongoing. Additional dollars approved for 2018.
Legal Services							
Legislative Services							
3.16	Meeting Management Software (13008)	105,000	47,848	57,152	2013	Q2 2019	Phase 1 complete. Phase 2 in progress.
3.17	Records and Information Management (14035)	700,000	659,787	40,213	2009/2012	Q3 2018	Ongoing. Will be completed by end of 2018. Testing is almost complete
Strategic Initiatives							
3.18	Emergency Response Plan Update & Continuation of Operations Plan (13011)	35,000		35,000	2017	2019	Partnership agreement signed with York. Phase 1 update of plan completion , Q2-2018. Phase 2 - Continuation of Operations Plan - commence Q4 2018.
FINANCIAL SERVICES							
3.19	Financial System Upgrade (14012)	100,000	98,285	1,715	2016	2019	Additional funding requested in 2018 for RFP specification.
3.20	Financial System Optimization (14060)	110,000	96,912	13,088	2013	2018	Additional work to be completed with respect to Financial Information Return preparation.
PLANNING & DEVELOPMENT SERVICES							
OPERATIONAL SERVICES							
Fleet Management							
3.21	Truck Replacement (#6) (34302)	32,000		32,000	2017	2018	To be delivered in 2018
3.22	Sign Truck (34411)	160,000		160,000	2017	2018	To be delivered in 2018
3.23	Snow Equipment Attachments (34413)	80,000		80,000	2017	2018	To be delivered in 2018
Parks							
3.24	Parks/Trails Signage Strategy Study & Implementation (73134)	599,350	274,665	324,685	2011/2012	2018	Project to be completed by Q4 2018.
3.25	Arboretum Development (73085)	740,000	606,056	133,944	2008-2013	ongoing	Entered into a new agreement in 2018
3.26	Former Kwik Kopy Trail Connection (73107)	185,000	110,163	74,837	2009		Delayed due to property ownership.

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Report Item Ref	Project Description	Total Approved Funding	Expenditures to December 31, 2017	Current Balance Surplus/ (Deficit)	Year of Approval / # of Projects	Expected Date of Completion	Notes on Project Status As of December 31, 2017
3.27	Parks Pathway System (73117)	285,000	278,439	6,561	2011/2012	Q3 2018	Project to be completed by end of 2018.
3.28	Street Tree Planting Contract (73119)	739,892	435,869	304,023	2010	2018	Project ongoing.
3.29	Rotary Park Upgrade (73159)	15,893	12,440	3,453	2012	2018	Project to remain open pending further conversation with Rotary Club and TATC.
3.30	Emerald Ash Borer Management Program (73160)	1,094,850	877,311	217,539	2013	ongoing	Multi-year project.
3.31	Site Servicing - Stewart Burnett (73161)	2,040,500	2,096,035	(55,535)	2012	2018	In conjunction with Stewart Burnett Park Playground and Parking Facility
3.32	Stewart Burnett Park Playground and Parking Facility (73286)	400,000	5,835	394,165	2017	2018	Construction to take place in 2018.
3.33	Pedestrian Underpasses (73177)	1,036,218	163,958	872,260	2012	2019	Construction scheduled for 2018
3.34	2C West Ecological Integrity Monitoring (73260)	212,400	71,074	141,326	2014	2023	Project commitment for a 10 year period. Year 4 of 10.
3.35	Playground Surface Restoration (73154)	30,900	3,602	27,298	2015	ongoing	Project ongoing.
3.36	Bridge Assessment (73193)	65,000	509	64,491	2015	2018	LSRCA out for RFQ for design. Staff will need to report back to council pending cost estimates and additional funding if required.
3.37	Wildlife Park - North Dam Rehabilitation (73268)	700,000	123,522	576,478	2015	2018	MNRF approvals pending, works to be completed in 2018.
3.38	Trail Construction as per Trail Master Plan (73147)	150,000		150,000	2015	2018	Waiting on developers to complete access routes.
3.39	Wildlife Park - Phase 1/2/3 (73169)	1,200,000	100,032	1,099,968	2015		Project is currently in design and approval stages involving MNR and LSRCA final approvals date unknown at this time.
3.40	Improvements to Fleury Park Washroom Facility (73242)	100,000	1,506	98,494	2016	2018	Staff are awaiting comments from LSRCA on alternative washroom designs based on prefabricated building. Project may be deferred pending LSRCA comments. Staff to report back to Council on this project.
3.41	Mavrinac Park (73285)	1,723,076	1,621,435	101,641	2016	Q3 2019	Construction complete. Two year holdback to be released in 2019
3.42	Traffic Circle Improvements in 2B (73291)	25,000	2,674	22,326	2017	2018	Additional work to take place in 2018.
3.43	Bandshell/Washroom Roof & Paint (73190)	30,000	17,382	12,618	2017	Q4 2018	Additional work to be done in 2018. Work to be completed by end of 2018.

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Report Item Ref	Project Description	Total Approved Funding	Expenditures to December 31, 2017	Current Balance Surplus/ (Deficit)	Year of Approval / # of Projects	Expected Date of Completion	Notes on Project Status As of December 31, 2017
3.44	Replace Artificial Turf - Sheppard's Bush (73223)	1,386,800	30,698	1,356,102	2017	2018	Tender has been awarded. Work to be completed in 2018.
3.45	Grade Separated Crossing Wellington E of John West Way (73243)	60,000	14,794	45,206	2017	2018	RFP awarded and with consultant
3.46	Picnic Tables/Garbage Receptacles (73292)	15,000	3,803	11,197	2017	2018	Work being completed in house. Additional funds requested as part of the 2018 budget process.
COMMUNITY SERVICES							
3.47	Canada 150 Celebrations (74012)	77,100	58,070	19,030	2017	2018	Project ongoing. Money to be used to mount Canada 150 mosaic once location has been decided.
3.48	Cultural Services Master Plan (74015)	60,000		60,000	2017	2018	Project to be started in 2018.
3.49	Aurora Sports Hall of Fame (74017)	50,500	50,500	-			Project ongoing. Additional funding requested for 2018.
3.50	Sport Aurora Sustainability (74018)	93,700	107,727	(14,027)	2017		Project ongoing. Additional funding requested for 2018.
Culture							
3.51	Museum Collection Infrastructure (74013)	15,000	12,627	2,373	2017	2018	Project ongoing. Additional dollars approved for 2018.
Facilities							
3.52	215 Industrial Pkwy. Exterior Works (72146)	145,000	6,666	138,334	2012	2017	Condition assessment report identifies exterior work that needs to be completed.
3.53	ACC Lot Repave (72133)	1,839,499	1,854,101	(14,602)	2014	2017	Construction complete, still some maintenance
3.54	Work Station Refresh, Carpet, etc (72201)	270,000	113,466	156,534	2015	2020	Project ongoing. Additional funding requested in 2018.
3.55	Cameras - HDIP (72204)	50,000	27,735	22,265	2015	2018	Project ongoing. Additional funding requested in 2018.
3.56	AFLC - Arena Dehumidifiers (72226)	135,000	8,573	126,427	2015	2018	Work to be completed in 2018.
3.57	89 Mosley - Condition Assessment Report (72241)*	425,000	10,715	414,285	2015	2018	Project to be completed by end of Q1 2018.
3.58	Community Radio Station and Sound Studio (74010)	10,000		10,000	2015		
3.59	ACC - Improvement of Aurora Community Centre (72175)*	329,611	346,797	(17,186)	2016	2018	Project complete. Waiting for final invoice and grant money.
3.60	SARC - Improvement to Stronach Aurora Recreation Complex (72221)*	284,700	458,811	(174,111)	2016	2018	Project complete. Waiting for final invoice and grant money.
3.61	AFLC - Whirlpool and Pool Heaters (72247)	50,000	7,675	42,325	2016	2018	Tender awarded.
3.62	ACC - Replace Rooftop HVAC (72132)	250,000	4,701	245,299	2017	2018	Project ongoing. Should be completed by end of Q1 2018.

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Report Item Ref	Project Description	Total Approved Funding	Expenditures to December 31, 2017	Current Balance Surplus/ (Deficit)	Year of Approval / # of Projects	Expected Date of Completion	Notes on Project Status As of December 31, 2017
3.63	AFLC - Signs (72139)	50,000		50,000	2017		Project ongoing. PO has been issued.
3.64	ACC - Auditorium (72155)	70,000		70,000	2017		Design phase.
3.65	3 Stream - Recycling Containers (72182)	40,000		40,000	2017	2018	Project ongoing. Should be completed by end of 2018.
3.66	Library - Accessible Door Installation - Yonge St (72258)	20,000		20,000	2017		Project ongoing. PO has been issued.
3.67	Library - Improvements - Canada 150 Intake II* (72275)	201,000	5,900	195,100	2017	2018	Project ongoing. Work to be completed by end of March 2018.
3.68	SARC - Improvements Canada 150 Intake II* (72276)	375,000		375,000	2017	2018	Project ongoing. Project must be complete by March 2018.
3.69	ACC - Improvements - Canada 150 Intake II* (72277)	268,000	380,982	(112,982)	2017	2018	Project ongoing. Project must be complete by March 2018.
3.70	ACC - Rubber Flooring Repairs (72280)	12,000		12,000	2017	2018	Project ongoing.
3.71	Mobile Two Way Handheld Radios (72273)	40,000		40,000	2017	on hold	Project on hold. Tied to capital project 24015 in By-Law Services.
3.72	JOC - Salt Dome (72311)	25,000		25,000	2017	2018	Project ongoing. To be tendered early in 2018.
3.73	SARC - Refresh Program Room (72272)	20,000		20,000	2017	2018	Design phase.
Recreation							
3.74	Fitness Equipment Replacement (74007)	178,600	171,448	7,152	2012	ongoing	Additional dollars requested in 2018.
PLANNING & BUILDING SERVICES							
Building Division							
3.75	Mobile Devices for BBS (24011)	100,000	32,933	67,067	2016	2018	Finishing project and expect to close by end of 2018.
Development Planning Division							
3.76	Update of Zoning Bylaw (81004)	140,000	94,530	45,470	2007-2011	2018	Waiting for final invoice.
3.77	Official Plan Review/Conformity to Places to Grow (81001)	300,000	-	300,000	2016	2021	Official Plan review to begin in 2019. Completion date changes due to the timing of the Regional and Provincial Plans.
3.78	Library Square Conceptual Plans (81019)	500,000	103,753	396,247	2017	2018	Project ongoing.
Engineering and Capital Delivery							
3.79	Bloomington, Yonge to Bayview Sidewalk/Bike Illumination (31056)	883,569	608,876	274,693	2010/2011	2018	Waiting for final invoice from York Region.
3.80	Reconstruction - Centre St. (Yonge to Walton Dr.) (31103)	884,900	542,522	342,378	2012	Q2 2018	Construction complete, maintenance holdback to be released Q2 2018.
3.81	Recon - Bluegrass, Steeplechase, Woodsend & Skyview (31096)	1,937,700	1,065,142	872,558	2014	Q2 2018	Project complete. Final invoice pending Q1 2018.

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Report Item Ref	Project Description	Total Approved Funding	Expenditures to December 31, 2017	Current Balance Surplus/ (Deficit)	Year of Approval / # of Projects	Expected Date of Completion	Notes on Project Status As of December 31, 2017
3.82	S/W, Multi-Use Trail & Illumination - Leslie St from Wellington St to Don Hillock (34610)	192,810	9,974	182,836	2014	2018	Design complete, construction in progress. Part of a Regional road reconstruction.
3.83	S/W, Multi-Use Trail & Illumination - St John's Sdrd - Bayview Ave to Leslie St. (34635)	1,444,000	602,372	841,628	2014	2017	Design complete, construction in progress. Part of a Regional road reconstruction.
3.84	Recon - Haida Dr & Trillium Dr (31105)	960,700	607,478	353,222	2015	Q4 2018	Construction complete. 1 year maintenance until Q4 2018.
3.85	Recon - Brookland - Yonge to Banbury (31107)	1,864,600	1,429,168	435,432	2015	2017	At base course asphalt, under one year maintenance with top works to be complete Q3 2018.
3.86	Recon - Algonquin Cres & Haida Dr (31108)	1,771,600	1,458,364	313,236	2015	Q4 2018	Top course in 2018.
3.87	Recon - Catherine Ave (31111)	974,300	775,027	199,273	2015	Q2 2018	Holdback to be released Q2 2018.
3.88	Recon - Industrial Pkwy S - Wellington to Industy St (31112)	2,672,031	2,423,632	248,399	2014	Q3 2018	Top course completed Q3 2017. One year maintenance.
3.89	Recon - Kennedy St W & Temperance St (31109)	113,959	18,931	95,028	2016	2018	Construction to be undertaken Q2 2018.
3.90	Recon - Murray Dr (section) and Pinehurst Crt (31113)	120,000		120,000	2016	2020	Construction postponed due to potential conflict with Highland Gate Development. Design may still proceed in 2018 or 2019.
3.91	S/W Repair - Henderson/Tamarac/Poplar (34611)	435,000	5,953	429,047	2016	2019	Design to be done in 2018. Construction to take place in 2019.
3.92	S/W - Industrial Pkwy N - E Side, AFLC - St John's, W Side, Montesorri School to St John's (34627)	515,600	315,841	199,759	2016	2018	Construction completed. Landscape maintenance holdback until Q3 2018.
3.93	S/W - Mary St - Industrial Pkwy S - Wellington St W (34629)	661,000	67,257	593,743	2016	2018	Construction to commence Q2 2018.
3.94	S/W Repair - St John's Sdrd - Gateway to Industrial Pkwy N (34613)	25,000	2,748	22,252	2017	2019	Design to be done in 2018. Construction to take place in late 2018 or 2019.
3.95	Yonge/Wellington Intersection Improvement (34527)	75,000		75,000	2017	2019	Ongoing project. Right turn lane design.
3.96	Street Light Conversion to L.E.D. (34709)	3,354,200	3,032,301	321,899	2014	2018	Project completed. Energy consumption reconciliation in progress. Waiting for final invoice.
3.97	Street Lights (31151)	50,000	9,079	40,921	2016	2018	Waiting for Alectra to make poles hydro ready, after which the Town can install the streetlights.
3.98	Temperance St Parking Lot Retaining Wall and Stairs (31173)	60,000	6,383	53,617	2017	2018	Design and tender process complete. Waiting on confirmation to proceed.
3.99	Maximo Upgrade to 7.6 (31153)	75,000		75,000	2017	2018	Agreement signed Q4 2017. IT completing server and database upgrades late 2017 and early 2018. Project work to begin with consultants Q1 2018.
Policy Planning and Economic Development							
4.00	15059 Leslie Street (12019)	7,459,536	7,389,118	70,419	2011/2012	2018	Pending sale of final lot.

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Report Item Ref	Project Description	Total Approved Funding	Expenditures to December 31, 2017	Current Balance Surplus/ (Deficit)	Year of Approval / # of Projects	Expected Date of Completion	Notes on Project Status As of December 31, 2017
Water, Wastewater and Sewer System							
4.01	Sanitary Sewer on Leslie St to Service 2C Lands (41006)	1,543,300	35,149	1,508,151	2014	2018	Final payment to developer Q1 2018.
4.02	Wastewater Hydraulic Model (41004)	100,000	101,375	(1,375)	2015	2018	Model complete. Staff to get training Q2 2018.
4.03	Decommission Sewer - Wells St PS (41007)	300,000	156,646	143,354	2015	2018	Construction complete. 1 year maintenance until Q2 2018.
4.04	3 Phase Electrical Power (41009)	120,000	-	120,000	2015	2018	RFP complete, decision to move forward to be made in 2018.
4.05	Maintenance of Culverts - Yonge/Batson (42054)	100,000	72,095	27,905	2015	2018	Construction to begin Q2 2018.
4.06	Town Wide Stream Erosion Master Plan (42057)	117,790	69,849	47,941	2015	2018	Design work ongoing.
4.07	Water Meter Replacement Program (43038)	1,583,896	1,441,872	142,024	2012	ongoing	Ongoing project. Looking into installing MXU's fo entire town in 2018, pending a report to Council.
4.08	Backflow Prevention Program (43039)	50,000	-	50,000	2012	2019	Work in progress.
4.09	St John's Sdrd - Leslie to 2C (43048)	1,661,000	1,078,956	582,044	2015	2018	Project ongoing, part of Regional project.
4.10	Reconnection - Bathurst/Orchard Hts (43053)	70,000	-	70,000	2015		Region to put tender out in 2018.
4.11	Water Hydraulic Model (43040)	100,000	70,190	29,810	2015	2018	Model complete. Staff to get training Q2 2018.
4.12	Decommission Well House Behind Ransom Crt (43047)	40,000	-	40,000	2016	2018	Old roof removed by Town staff. New roof to be installed in 2018.
4.13	SCADA Monitoring System (41010)	200,000	16,556	183,444	2016	2018	RFP complete, decision to move forward to be made in 2018.
4.14	Storm Sewer Reserve Fund and Rates Study (42059)	50,000	44,741	5,259	2016	2018	Report to Council in May 2018, after which time project can be closed.
4.15	Sanitary Sewer CCTV Inspection (41011)	150,000	130,320	19,680	2017	ongoing	Multi year project.
4.16	Structural Watermain Relining Program (43054)	779,395	670,312	109,083	2017	2018	Construction complete. Maintenance holdback to be released Q3 2018.
4.17	Flood Study for Tannery Creek (42062)	75,000		75,000	2017	2019	Study to begin Q2 2018.
4.18	Catch Basin Cleaning (42063)	95,000		95,000	2017	2017	Work complete. Waiting for final invoicing.
4.19	Storm Sewer Outlet Cleanup (42064)	50,000		50,000	2017	2019	Design to be completed in 2018 and construction in 2019.
4.20	Oversized Storm Pipe Assessment and Clean Up (42065)	500,000	43,764	456,236	2017	2018	Work complete. Maintenance holdback to be released Q3 2018.
4.21	Damaged Storm Pipe off Henderson Dr (42066)	150,000		150,000	2017	2018/2019	Project in partnership with York Region. Additional money for construction.
Total		79,147,192	62,068,522	17,078,670			

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**Town of Aurora
General Committee Report**

No. PDS18-039

**Subject: Application for Removal of Holding (H) Provision,
Zoning By-law Amendment
Coppervalley Estates Inc.
1756 St. John's Sideroad East
File Number: ZBA-2015-09 (H)
Related File Number: SUB-2015-05**

Prepared by: Lawrence Kuk, Senior Planner, Development

Department: Planning and Development Services

Date: April 17, 2018

Recommendations

- 1. That Report No. PDS18-039 be received;**
- 2. That the Application to Remove the Holding (H) Provision (ZBA-2015-09(H) from Lots 1 to 22 and 24 to 109 inclusive on the approved Draft Plan of Subdivision (SUB-2015-05) be approved; and,**
- 3. That the removal of the holding provision by-law be presented at a future Council Meeting.**

Executive Summary

This report seeks Council approval to remove the Holding (H) provision from the Detached Third Density Residential (R3-470) Exception Zone and Detached Third Density Residential (R3-471) Exception Zone from lots 1 to 22 and 24 to 109 inclusive on the approved Draft Plan of Subdivision (SUB-2015-05). The owner proposes to construct a total of 108 single detached dwelling within the approved Draft Plan of Subdivision.

- Planning Staff is satisfied that all the provisions for removal of the "H" holding have been satisfied;
- On January 4th, 2018, the inter-municipal agreement was executed by the Town of Aurora and the Town of Newmarket;
- The proposed application follows a logical and orderly progression of development;
- The "H" holding provision will not be lifted for Lot 23 and will be conveyed to the Region for the purpose of providing a buffer to the future Hwy 404 interchange.

Background

Application History

On January 31, 2017, Council approved a Draft Plan of Subdivision (SUB-2015-05) and the related Zoning By-law application (ZBA-2015-09) to allow the development of 109 single detached dwelling on the subject lands subject to conditions. The approved zoning by-law #5952-17 included holding provisions to restrict development until the provisions have been satisfied. In general, the provisions are as follows:

- Town of Aurora has approved a transfer of servicing allocation;
- An inter-municipal agreement has been executed;
- The removal of "H" represents a logical and orderly progression of development;
- Specific to Lot 23, York Region to confirm that Lot 23 is not required for an interchange and associated buffer to Highway 404.

Location / Land Use

The subject lands are located north of St. John's Sideroad and West of Highway 404, municipally known as 1756 St. John's Sideroad (Figure 1). The total area of land holding is 18.5 hectares, however the approved Draft Plan of Subdivision (Figure 5) and the subject application is only applicable to the northerly 12.51 hectares of the total area.

Surrounding Land Uses

The surrounding land uses are as follows:

- North: Single Detached Residential uses (Cedar Manor Homes in the Town of Newmarket);
- South: Vacant employment lands and St. John's Sideroad;
- East: Highway 404 and the Town of Whitchurch-Stouville and;
- West: Environmental protection area (woodlot) and vacant employment lands.

Policy Context

Planning Act

Pursuant to s. 36 of the Planning Act, lands subject to a holding provision cannot be used for the permitted use(s) indicated by the underlying zone until specified requirements have been met. Council must approve a By-law authorizing the removal of the "H" holding provision in order for the lands to be developed

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York Region Official Plan (YROP)

The subject lands are designated as “Urban Area” and “Regional Greenlands System” within the York Region Official Plan. York Region’s vision for the Urban Area is to strategically focus growth while conserving resources and to create sustainable lively communities. Under the York Region’s Official Plan, one regional urbanization goal is to enhance the Region’s urban structure through city building, intensification and compact, complete communities. The policies of the Regional Greenlands System are designed to identify, protect and enhance a linked Greenlands System as a permanent legacy for York Region.

Town of Aurora Official Plan – Aurora 2C Secondary Plan – OPA 73

The portion of the subject lands proposing to be developed is designated as “Urban Residential 1 (UR1) and Environmental Protection Area” by the Aurora 2C Secondary Plan (Official Plan Amendment No. 73) (Figure 2). The UR1 designation permits a lower density form of development including single-detached and semi-detached dwellings. The maximum height of any building in UR1 designation shall be 3.5 storeys. The existing UR1 designation permits density levels ranging from 17 and 40 units per net residential hectare.

Zoning By-law 6000-17, as amended

The subject lands are currently zoned “Holding - Detached Third Density Residential (H)(R3-470) Exception Zone”, “Holding - Detached Third Density Residential (H)(R3-471) Exception Zone” and “Environmental Protection” by the Town of Aurora Zoning By-law 6000-17, as amended. (Figure 3) The existing zoning provisions reflect the approved residential Draft Plan of Subdivision (SUB-2015-05) (figure 5).

Section 11.117.4 and 11.118.4 of the approved By-law #5952-17 states that before the ‘H’ prefix is removed on the subject lands, the following shall have been complied with:

- “ i) the Town of Aurora has approved a transfer of servicing allocation to this development that is not dependent upon the completion of infrastructure; or York Region has advised in writing that the required infrastructure to support the capacity assignment associated with this development will be completed within a time period acceptable to the Region to permit the plan registration, or the Regional Commissioner of Environmental Services has confirmed servicing allocation for this development by a suitable alternative method and the Town of Aurora has allocated the capacity to this development;
- ii) An inter-municipal agreement have been approved by the Region of York and a subdivision agreement or any other agreement(s) as required, have been executed between the Owner of the lands and the Corporation of the Town of Aurora;

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- iii) the removal of the “H” represents a logical and orderly progression of development in accordance with the relevant policies of the 2C Secondary Plan (OPA No. 73);
- iv) Pursuant to section 11.117.4, “Specific to Lot 23 on the approved Draft Plan of Subdivision (Sub-2015-05), the “H” shall not be lifted until the Region of York confirms in writing that Lot 23 is not required for an interchange and associated buffers at King’s Highway 404 and St. John’s sideroad. All other lots within the approved subdivision do not require confirmation from the Region with regards to the potential interchange and associated buffers.”

Proposed Application

Proposed Zoning By-law Amendment to remove the (H) holding provision

The owner of the subject lands is requesting the Town to remove the holding provisions over the subject lands, except for Lot 23 on the approved Draft Plan of Subdivision (Figure 4 and 5). As a condition of approval, York Region required the Owner to provide a functional design plan to show the potential future design of the southbound Highway 404 off-ramp and westbound to southbound loop ramp on the west side of Highway 404, north of St. John’s Sideroad. As a result, Lot 23 has been identified as lands that will be required to be conveyed to the Region for the purposes of a buffer to the future highway 404 interchange. Therefore, the (H) holding provision will remain on Lot 23 on the approved Draft Plan of Subdivision until the Owner conveys the land to York Region through the subdivision agreement process.

Analysis

Planning Considerations

Removal of “H” Holding Provision

Planning Staff is satisfied that all the provisions for removal of the “H” holding have been satisfied.

Planning Staff has reviewed the subject application and the following is a discussion on how each provision has been satisfied.

Servicing allocation

On January 31, 2017, Council approve a Draft Plan of Subdivision and the related Zoning By-law Amendment with a resolution to allocate a total of 109 units of sewage capacity. Furthermore, the Owner has entered into a servicing incentive program (SIP)

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and executed a tri-party servicing agreement with the Town of Aurora and York Region. Section 4 of the SIP tri-party agreement confirms that upon execution of the SIP agreement, the Owner shall receive the Servicing Capacity Assignment Credit.

Inter-municipal Agreement and other agreements

On January 4th, 2018 the inter-municipal agreement was executed by the Town of Aurora and the Town of Newmarket to facilitate the approved Plan of Subdivision

Given that the proposed Draft Plan of Subdivision is located in the Town of Aurora with vehicular access through the Town of Newmarket, an inter-municipal agreement is required to secure arrangements such as the on-going maintenance on the road, waste management, by-law enforcement, parks, trails and Development Charges. Given that the inter-municipal agreement does not include provisions on servicing. Planning Staff received confirmation from York Region that the inter-municipal agreement does not required Regional approval.

Area 2C Secondary Plan (OPA No. 73)

The proposed development follows a logical and orderly progression of development.

Planning Staff has reviewed the policies of the Area 2C Secondary Plan and have no concerns with the Owner lifting of the “H” holding provisions. The proposed development is consistent with the policies of the “Urban Residential 1” designation and other policies related to urban design and amenities.

Lot 23 on the approved Draft Plan of Subdivision

The “H” holding will not be lifted on Lot 23 and will be conveyed to the Region for the purpose of providing a buffer to the future highway 404 interchange

York Region has confirmed that Lot 23 will be required to be conveyed to the Region for the purposes of a buffer to the future highway 404 interchange. As a result, prior to the registration of the subdivision agreement, the Owner will convey Lot 23 on the approved Draft Plan of Subdivision to the Region through the subdivision process.

April 17, 2018

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Report No. PDS18-039

Department / Agency Comments

The proposed removal of “H” holding provision application was circulated to internal and external agencies for review and comment. No departments or agencies have concerns with the application. Planning staff are satisfied that the provisions have been met and recommend a By-law be enacted at a future Council meeting to remove the ‘H’ holding.

Public Comments

Planning Staff have not received any comments from the public as of the preparation of this report.

Advisory Committee Review

No communication required.

Legal Considerations

Pursuant to section 36(3) of the Planning Act, the application to Removal of “H” Holding Provision can only be appealed by the applicant if council refuses the application or refuses to make a decision within 120 days after the receipt of the application.

Should Council approve this application Legal Services will also review any By-laws required implementing the final approval of this application.

Financial Implications

A surcharge fee will be collected before the passing of the implementing Zoning By-law.

The future development of the site would be subject to a subdivision agreement; as such fees & securities will be required with the implementing Subdivision Agreement. The future development of this site will also generate Development Charges and collected at the time of the Building Permit application.

Communications Considerations

Pursuant to section 8(2) in O.reg 545/06 of the Planning Act, municipality must “give the public reasonable notice” of Council’s intention to pass an amending by-law.

April 17, 2018

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Report No. PDS18-039

As such, on March 29, 2018, a Notice of Council's Intention to Remove a Holding 'H' Provision was published in the Aurora Banner and Auroran newspapers. Public notification has been provided in accordance with the Planning Act. All interested parties were notified that the proposed Removal of "H" Application would be heard at the April 17, 2018 General Committee Meeting.

Link to Strategic Plan

The proposed Removal of "H" Application 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:

Strengthening the fabric of our community: Through the proposed removal of "H" holding provision on the subject lands, the application will assist in ensuring future growth includes housing opportunities for everyone.

Alternative(s) to the Recommendation

1. Direct staff to report back to another General Committee Meeting addressing any issues that may be raised at the General Committee Meeting.
2. Refusal of the Application with an explanation for the refusal.

Conclusions

Planning and Development Services have reviewed the proposed Removal of "H" Holding Provision application in accordance with the provisions of the Provincial and Regional policies, the Town's Official Plan, Zoning By-law and municipal development standards respecting the subject lands. The criteria for removal of the 'H' provision on the subject lands have been satisfied. Therefore, Staff recommends approval to application ZBA-2015-09(H), to remove the holding (H) provisions on the subject lands except for lot 23, thereby allowing the development of the lands to proceed.

Attachments

- Figure 1 – Location Map
- Figure 2 – Existing Official Plan
- Figure 3 – Existing Zoning By-Law
- Figure 4 – Proposed Zoning By-Law
- Figure 5 – Approved Draft Plan of Subdivision

April 17, 2018

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Report No. PDS18-039

Previous Reports

General Committee Report No. PBS17-001, dated January 24, 2017.
Public Planning Report No. PL15-067, dated October 14, 2015.

Pre-submission Review

Agenda Management Team review on March 29, 2018.

Departmental Approval

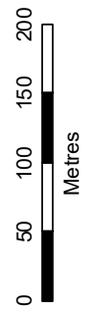
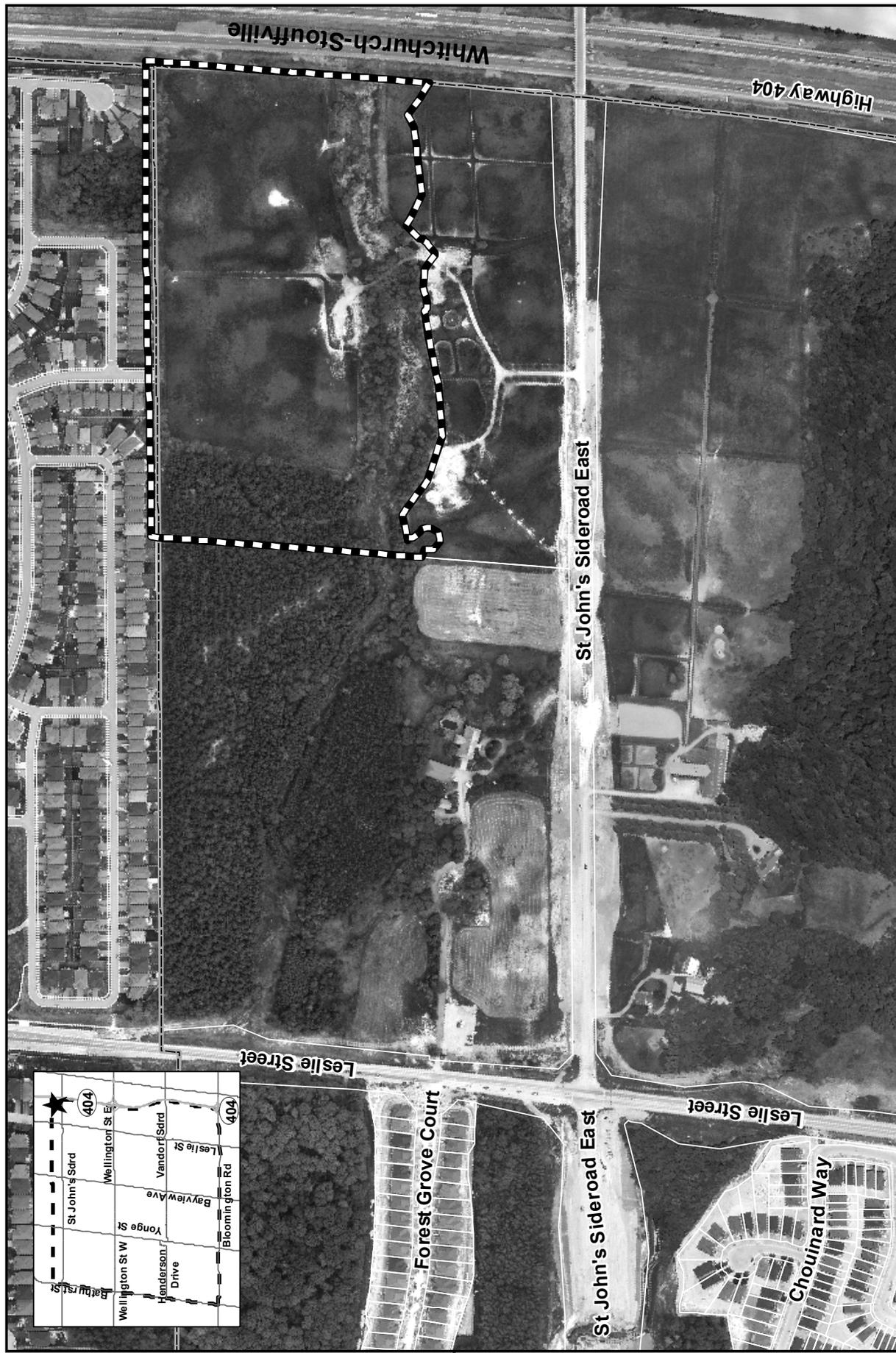


**Marco Ramunno, MCIP, RPP
Director
Planning and Development Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**

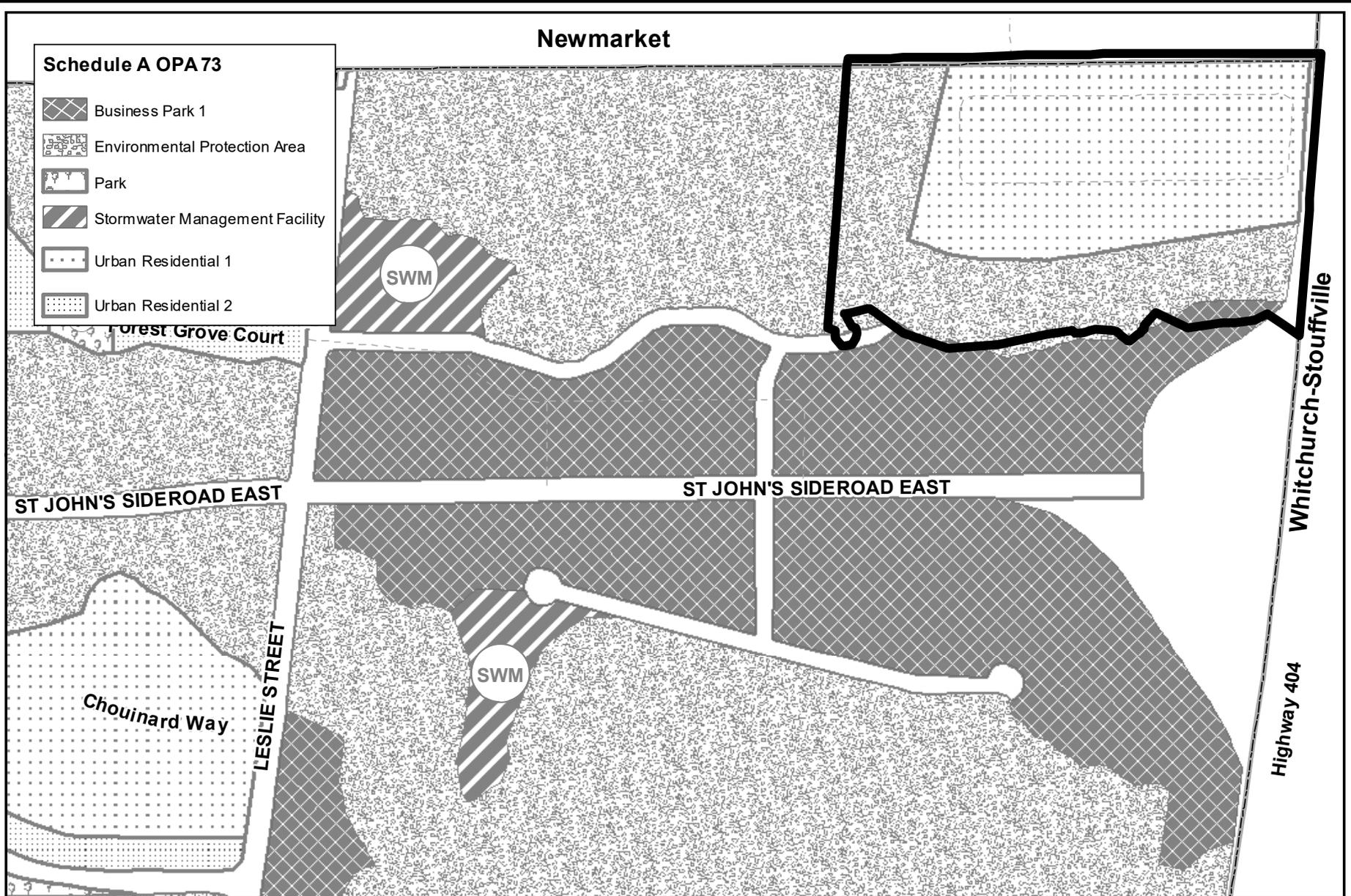


 **SUBJECT LANDS**

LOCATION MAP

APPLICANT: Coppervalley Estates Inc
FILES: ZBA-2015-09(H)
FIGURE 1

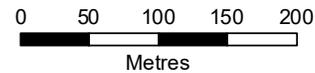
Map created by the Town of Aurora Planning and Building Services Department, March 21, 2018. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2017. © First Base Solutions Inc., 2017 Orthophotography.



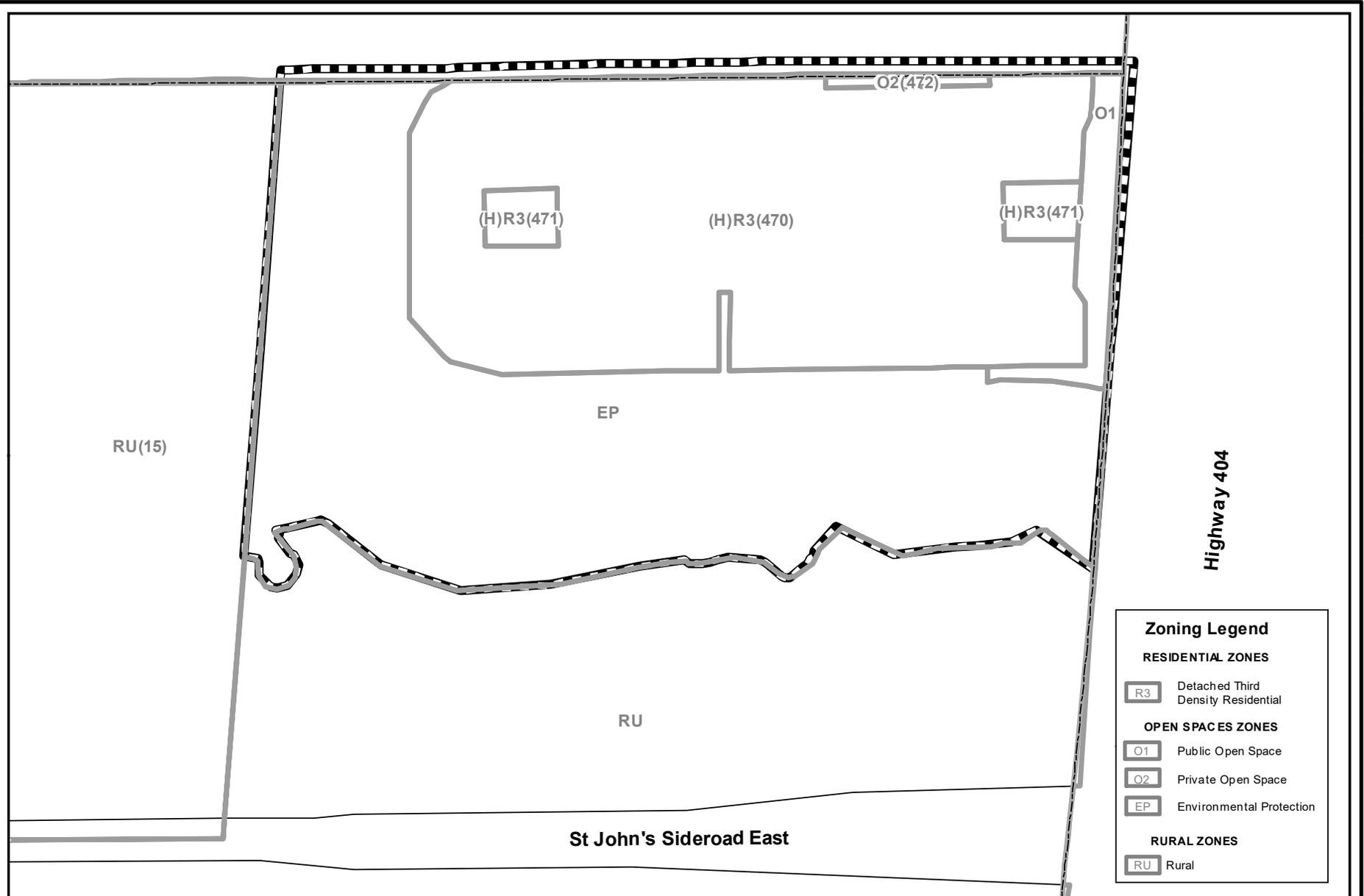
EXISTING OFFICIAL PLAN DESIGNATION

APPLICANT: Coppervalley Estates Inc
 FILES: ZBA-2015-09(H)
 FIGURE 2

 SUBJECT LANDS



Map created by the Town of Aurora Planning and Building Services Department, March 21, 2018. Base data provided by York Region & the Town of Aurora.



Zoning Legend	
RESIDENTIAL ZONES	
	Detached Third Density Residential
OPEN SPACES ZONES	
	Public Open Space
	Private Open Space
	Environmental Protection
RURAL ZONES	
	Rural

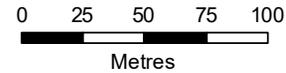
EXISTING ZONING BY-LAW

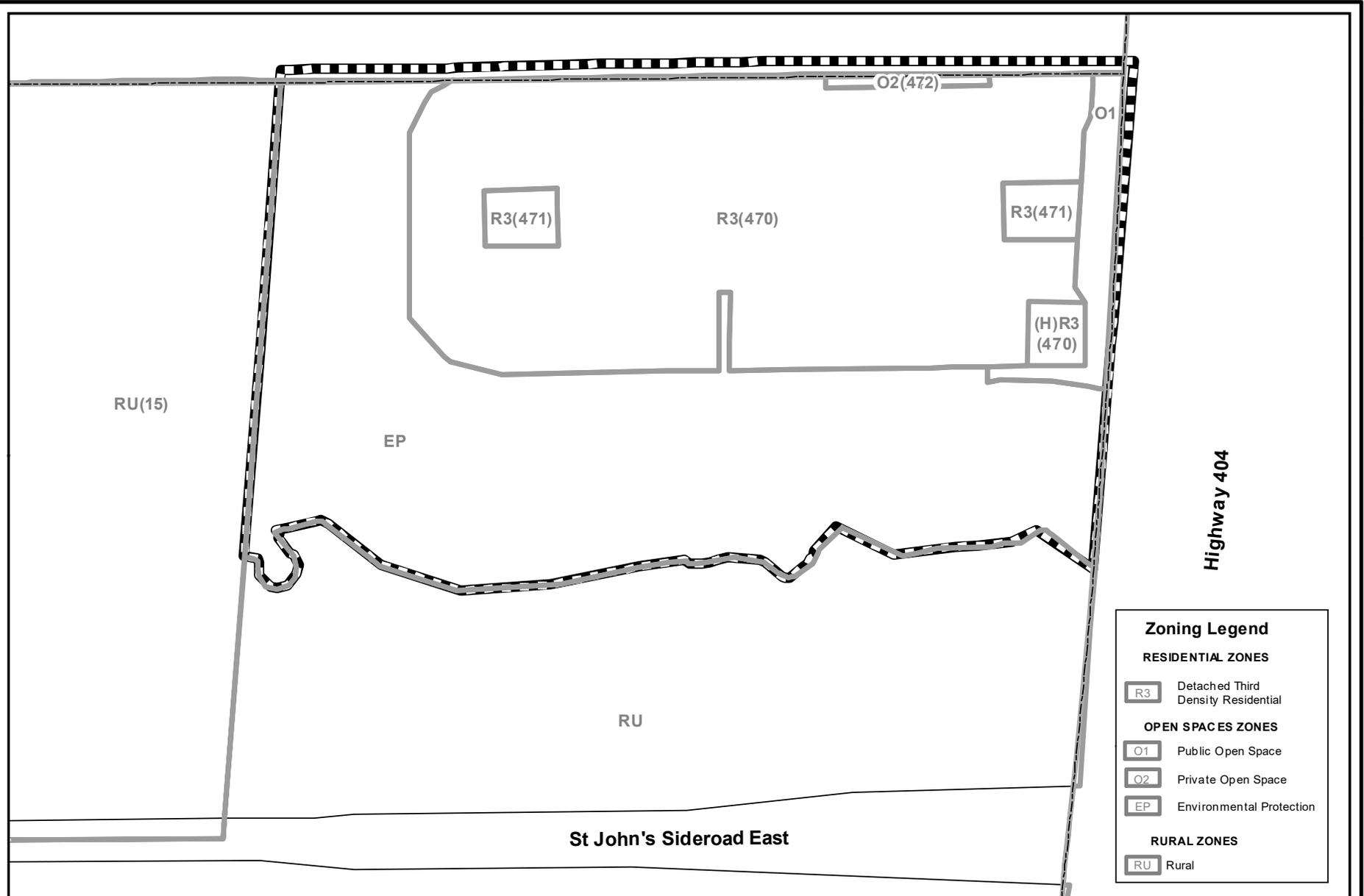
APPLICANT: Coppervalley Estates Inc
 FILES: ZBA-2015-09(H)

FIGURE 3



SUBJECT LANDS





Zoning Legend

RESIDENTIAL ZONES

R3 Detached Third Density Residential

OPEN SPACES ZONES

O1 Public Open Space

O2 Private Open Space

EP Environmental Protection

RURAL ZONES

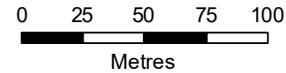
RU Rural

PROPOSED ZONING BY-LAW

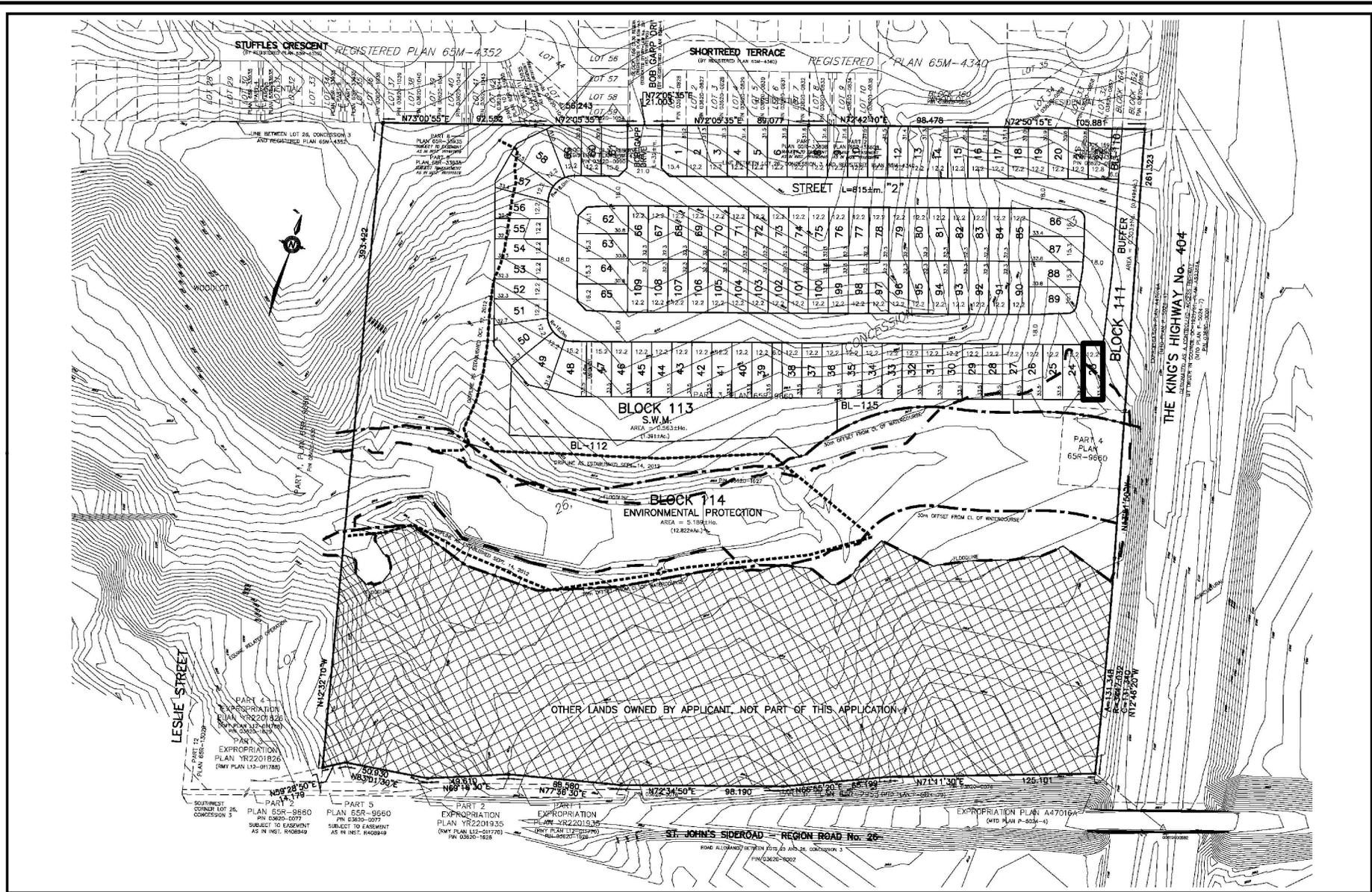
APPLICANT: Coppervalley Estates Inc
 FILES: ZBA-2015-09(H)

FIGURE 4

 SUBJECT LANDS



Map created by the Town of Aurora Planning and Building Services Department, March 22, 2018. Base data provided by York Region & the Town of Aurora.



APPROVED DRAFT PLAN OF SUBDIVISION

APPLICANT: Coppervalley Estates Inc
 FILES: ZBA-2015-09(H)

Lot 23 - Holding Provision to Remain

FIGURE 5



Map created by the Town of Aurora Planning and Building Services Department, December 8, 2016. Updated March 26, 2018. Drawing provided by KLM Planning Partners Inc.



**Town of Aurora
General Committee Report**

No. PDS18-041

Subject: Award of Tender 2018-41-PDS-ENG - For Restoration of Two (2) Culverts on Yonge Street where Tannery Creek Crosses

Prepared by: Glen McArthur, Municipal Engineer

Department: Planning and Development Services

Date: April 17, 2018

Recommendations

- 1. That Report No. PDS18-041 be received; and**
- 2. That Tender 2018-41-PDS-ENG For the restoration of two (2) culverts on Yonge Street where Tannery Creek crosses be awarded to R&M Construction in the amount of \$136,405.00 excluding taxes; and**
- 3. That the favourable budget variance of \$356,403.77 be returned to source; 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

To receive Council's authorization to award Tender 2018-41-PDS-ENG to R&M Construction.

Background

The restoration of 2 culverts located on Yonge Street approximately 80m south of Batson Drive to 120m north of Batson Drive is included in the Town of Aurora 10-Year Capital Reconstruction program. The design was completed in 2017.

Analysis

A total of 18 plan takers picked up the tender documents and on March 15, 2018 the Tender Opening Committee received 6 compliant bids. The lowest compliant bidder for this tender was R&M Construction as summarized in Table 1.

Table 1

	FIRM NAME	TOTAL BID (excluding taxes)
1	R&M Construction	\$136,405.00
2	Todd Brothers Contracting Ltd.	\$167,640.00
3	Barcon Construction Inc.	\$268,880.00
4	JARLIAN CONSTRUCTION INC.	\$283,170.00
5	Dig-Con international Ltd.	\$343,150.00
6	614128 Ontario Ltd. o/a Trisan Construction	\$393,345.50

Verification of the Tenders was undertaken by Town staff. R&M Construction has successfully completed similar projects for the Town and other Municipalities.

Project Schedule

The Contract is expected to commence July 3, 2018

Advisory Committee Review

Not applicable

Legal Considerations

The awarding of this tender is in accordance with the Town's Procurement By-law.

The Town has obtained an executed permission to enter form between the Town and the property owner at 2-24 Orchard Heights Boulevard, which gives the Town permission to temporarily enter onto the private property in order to remove sediment from the Town's culvert and sediment just downstream of it.

Financial Implications

Table 2 is a financial summary for Capital Project Number 42054 as based on the Tender submitted by R&M Construction.

Table 2

Approved Budget	
Capital Project 42054	\$520,000.00
Total Approved Budget	\$520,000.00
Less previous commitments	\$1,150.00
Funding available for Subject Contract	\$518,850.00
Contract Award excluding HST	\$136,405.00
Non-refundable taxes (1.76%)	\$2,400.73
Arborist (Under Separate P.O.)	\$5,000.00
Signs (Under Separate P.O.)	\$5,000.00
Sub-Total	\$148,805.73
Contingency amount (10%)	\$13,640.50
Total Funding Required	\$162,446.23
Favourable Budget Variance	\$356,403.77

Communications Considerations

Staff have anticipated a low impact to local residents, schools, and facilities. However, staff have anticipated higher impacts to local businesses and will include extra signage and communication before and during construction. Two businesses along Yonge Street will have their driveways closed temporarily (the driveway closure is anticipated to be for 10 business days). However, these businesses have alternative entrances off of Orchard Heights Boulevard that their patrons may use. One bus stop on the west side of Yonge Street just south of the intersection of Yonge and Orchard Heights Boulevard will be closed for an anticipated duration of 10 business days. All other entrances to local business and bus stops on Yonge Street will remain open. Construction is anticipated to commence in July 3, 2018 and be completed within fifty (50) working days, weather permitting.

Link to Strategic Plan

This project supports the Strategic Plan goal of Supporting and **Exceptional Quality of Life for All** by Investing in Sustainable Infrastructure. By ensuring the culverts beneath Yonge Street operate at their full capacity the potential for flooding of property and of the road is reduced meeting needs and expectations of our community for providing adequate road safety and property protection.

Alternative(s) to the Recommendation

1. Council may choose to not award this project. The Tender evaluation process meets all requirements for 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 is the possibility of flooding to occur due to the restricted flow of water through the culverts.

Conclusions

The Tender review has complied with the procurement By-law requirements and it is recommended that Tender 2018-41 PDS-ENG for the Restoration of Two (2) Culverts on Yonge Street where Tannery Creek Crosses be awarded to R&M Construction and in the amount of \$136,405.00, excluding taxes.

Attachments

Appendix 'A' – Key Plan showing the location of proposed works

Previous Reports

None

Pre-submission Review

Agenda Management Team Meeting review on March 29, 2018

April 17, 2018

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Report No. PDS18-041

Departmental Approval

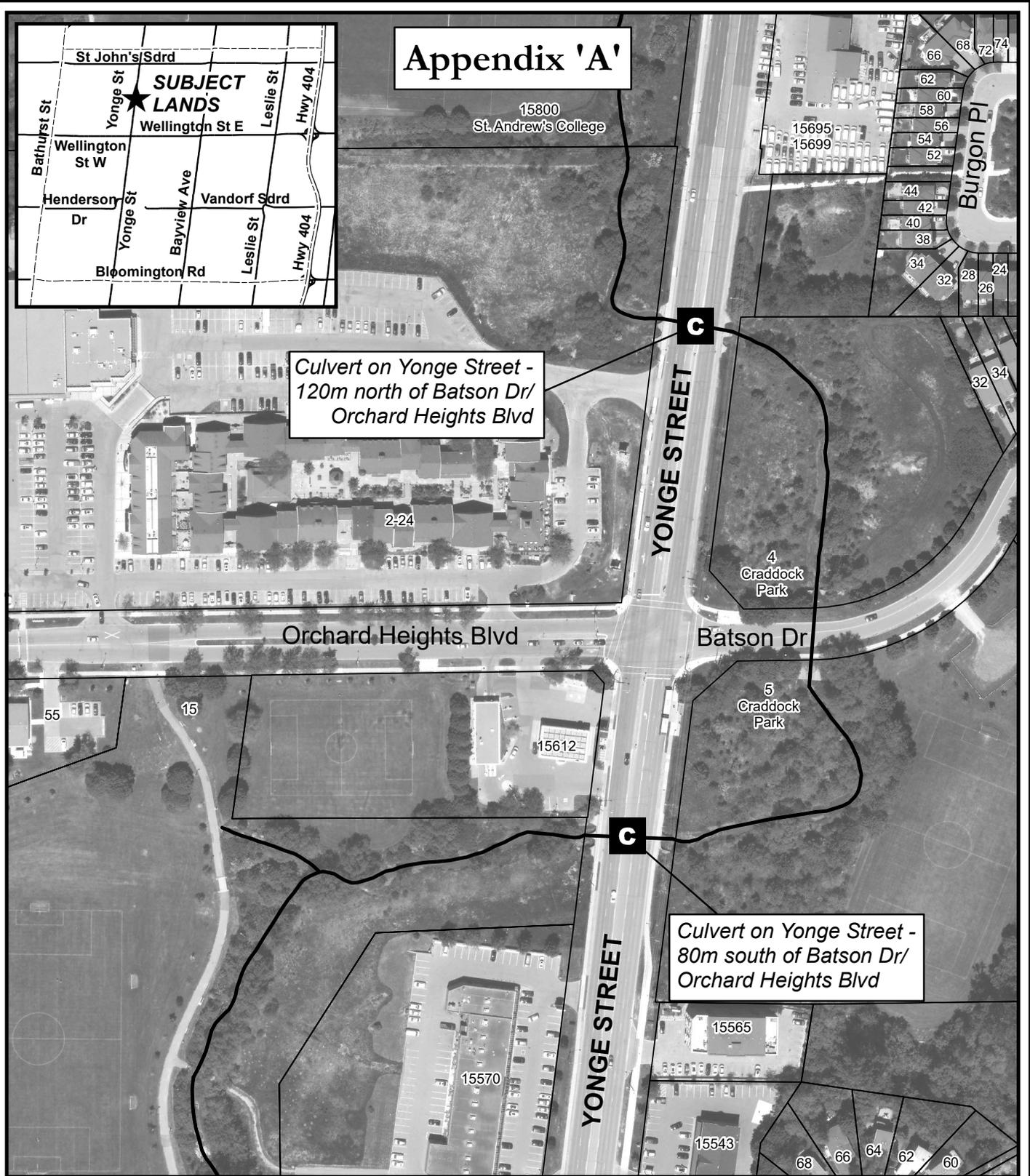
Approved for Agenda



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



**Doug Nadorozny
Chief Administrative Officer**



Appendix 'A'

KEY PLAN

RESTORATION OF TWO CULVERTS ON YONGE STREET



PDS18-041

Map created by the Town of Aurora Planning and Development Services Department, March 20th, 2018. Base data provided by York Region and Aurora - GIS. This is not a legal survey.



**Town of Aurora
Accessibility Advisory Committee
Meeting Minutes**

Date: Wednesday, March 7, 2018

Time and Location: 4 p.m., Holland Room, Aurora Town Hall

Committee Members: Tyler Barker (Chair), Gordon Barnes, James Hoyes, and Councillor John Abel

Member(s) Absent: John Lenchak (Vice Chair) and Jo-anne Spitzer

Other Attendees: Anthony Ierullo, Manager, Long Range and Strategic Planning, Ivy Henriksen, Acting Accessibility Advisor, Nicole Trudeau, Council/Committee Secretary

The Chair called the meeting to order at 4:12 p.m.

1. Approval of the Agenda

**Moved by Councillor Abel
Seconded by Gordon Barnes**

That the agenda as circulated by Legislative Services, with the following addition, be approved:

- Item 3 – Memorandum from Planner, Re: Application for Site Plan, 2nd Submission, Metropolitan Square Inc., 180, 190 and 220 Wellington Street East, File Number: SP-2016-10

Carried

2. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of*

Accessibility Advisory Committee Meeting Minutes
Wednesday, March 7, 2018

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Interest Act.

3. Receipt of the Minutes

Accessibility Advisory Committee Meeting Minutes of February 7, 2018

Moved by Gordon Barnes

Seconded by James Hoyes

That the Accessibility Advisory Committee meeting minutes of February 7, 2018, be received for information.

Carried

4. Delegations

None

5. Matters for Consideration

1. Memorandum from Planner

Re: Site Plan Application, 5th Submission, Markangel Real Estate Assets Inc., 55 Eric T. Smith Way, Lot 6 and Part of Block 11, Registered Plan 65M-4324, File No. SP-2016-06

Staff provided an overview of the site plan application, including comments submitted by the applicant in response to previous comments made by the Committee.

The Committee reviewed the site plan and drawings and discussed the comments submitted by the applicant together with accessibility standards to be considered as part of the site plan application.

The Committee expressed gratitude and acknowledged the applicant for addressing and responding to previous comments made by Committee.

Moved by Gordon Barnes

Seconded by Councillor Abel

Accessibility Advisory Committee Meeting Minutes
Wednesday, March 7, 2018

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1. That the memorandum regarding Site Plan Application, 5th Submission, Markangel Real Estate Assets Inc., 55 Eric. T. Smith Way, Lot 6 and Part of Block 11, Registered Plan 65M-4324, File No. SP-2016-06, be received; and
2. That the following Accessibility Advisory Committee comments regarding the Site Plan Application, 5th Submission be considered by staff:
 - (a) That the Committee has no further comments on this Site Plan Application.

Carried

2. Memorandum from Planner

Re: 89 Mosley Street, Aurora Armoury Renovation

Mr. Jim Burkitt provided an overview of the restoration and renovation of the Aurora Armoury, including the architectural elements and specifications of the overall floor plan.

The Committee reviewed the overall floor plan, entrance and washroom plan, and discussed accessibility standards to be considered as part of the renovation.

Moved by Gordon Barnes

Seconded by James Hoyes

1. That the memorandum **and presentation of Jim Burkitt, Gow Hastings Architects**, regarding the 89 Mosley Street, Aurora Armoury Renovation, be received; and
2. That the following Accessibility Advisory Committee comments regarding the Aurora Armoury Renovation be considered by staff:
 - (a) Request to exceed the minimum number of accessible parking spaces;
 - (b) Request for the regrading of the outdoor hard surface to allow for access and barrier-free entrances and connectivity to the common areas of the park;
 - (c) Request for a barrier-free path of travel extending from the entrance vestibule to other common or public use areas, including accessible turning spaces, doorway and corridor widths, and power door operators;

- (d) Request for an accessible reception area, including counter height and signage;
- (e) Request for power door operators to be provided at entrances to the men's and women's washrooms;
- (f) Request for automatic sliding doors with motion sensors, where possible; and
- (g) Request that digital infrastructure for current and future uses be considered, including projection drops.

Carried as amended

3. Memorandum from Planner

**Re: Site Plan Application, 2nd Submission, Metropolitan Square Inc.,
180, 190 and 220 Wellington Street East, File No. SP-2016-10**

Staff provided an overview of the site plan application, including comments submitted by the applicant in response to previous comments made by the Committee.

The Committee discussed the site plan application and comments submitted by the applicant, together with accessibility standards to be considered as part of the site plan application. However, due to the timing of the site plan application submission, the Committee did not have an opportunity to review the drawings.

Moved by James Hoyes

Seconded by Gordon Barnes

1. That the memorandum regarding Site Plan Application, 2nd Submission, Metropolitan Square Inc., 180, 190 and 220 Wellington Street East, Part of Lot 106, Registered Plan 246, Lot 81, Con. 1, EYS, File No. SP-2016-10, be received; and
2. That the following Accessibility Advisory Committee comments regarding the Site Plan Application, 2nd Submission, be considered by staff:

Accessibility Advisory Committee Meeting Minutes
Wednesday, March 7, 2018

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- (a) That the Committee did not have an opportunity to review the nineteen (19) sets of drawings, due to the timing of the site plan application submission; and
- (b) That the Committee looks forward to receiving a third submission.

Carried

4. Round Table Discussion

Re: Leash-Free Dog Park (Canine Commons)

The Committee and staff discussed the renovations made to the Leash-Free Dog Park (Canine Commons) including the parking lot, entrance gate and fence, along with the Machell Park field entrance for comparison.

As the Committee was not given an opportunity to provide comments on the renovations, the Committee requested to be circulated on conceptual drawings for buildings and public spaces that the Town purchases, constructs, or significantly renovates, including the Leash-Free Dog Park (Canine Commons) to address accessibility standards.

Moved by Councillor Abel

Seconded by Gordon Barnes

1. That the discussion and comments regarding Leash-Free Dog Park (Canine Commons) be received and referred to staff for consideration and action as appropriate.

Carried

6. Informational Items

5. Verbal Update from Acting Accessibility Advisor

Re: National Access Awareness Week (NAAW) 2018

Staff provided an update on the activities for National Access Awareness Week 2018 including an Information Fair, Accessibility Advisory Committee Public Open House, and historical display at Town Hall with the Aurora Museum & Archives, along with piggyback options with The Regional Municipality of York.

Accessibility Advisory Committee Meeting Minutes
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**Moved by Gordon Barnes
Seconded by Councillor Abel**

1. That the verbal update from Acting Accessibility Advisor regarding National Access Awareness Week (NAAW) 2018 be received for information.

Carried

**6. Extract from Council Meeting of January 30, 2018
Re: Accessibility Advisory Committee Meeting Minutes of December 6, 2017**

**Moved by Gordon Barnes
Seconded by James Hoyes**

1. That the Extract from Council Meeting of January 30, 2018, regarding the Accessibility Advisory Committee meeting minutes of December 6, 2017, be received for information.

Carried

7. New Business

The Chair provided an update on the status of a new, fully-accessible washroom at Upper Canada Mall, noting that the long-term solution is to have the washroom completed with a change table and ceiling lift. He advised that the short-term solution is to use a hooyer lift until the new, fully-accessible washroom is complete.

The Committee discussed the Town's contribution towards the purchase of the accessible washroom trailer, and expressed interest in learning more about its availability for future use.

8. Adjournment

**Moved by Councillor Abel
Seconded by Gordon Barnes**

That the meeting be adjourned at 5:48 p.m.

Carried

Committee recommendations are not binding on the Town unless adopted by Council.



**Town of Aurora
Audit Committee
Meeting Minutes**

Council Chambers, Aurora Town Hall
Tuesday, March 27, 2018

Attendance

Council Members Mayor Dawe in the Chair; Councillors Abel, Gaertner, Mrakas, Pirri, Thom, and Thompson

Members Absent Councillors Humfryes and Kim

Other Attendees Doug Nadorozny, Chief Administrative Officer, Dan Elliott, Director of Financial Services, Michael de Rond, Town Clerk, and Ishita Soneji, Council/Committee Secretary

The Chair called the meeting to order at 6:17 p.m.

1. Approval of the Agenda

Moved by Councillor Thom

Seconded by Councillor Pirri

That the agenda as circulated by Legislative Services be approved.

2. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act*.

3. Delegations

- (a) **Andrea Nauss, Manager, BDO Canada LLP**
Re: Item R1 – FS18-010 – 2017 Year End Audit Plan

Audit Committee Meeting Minutes
Tuesday, March 27, 2018

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Ms. Nauss presented a detailed overview of the 2017 fiscal year-end audit plan for the Town, including the materiality and status of the audit.

**Moved by Councillor Pirri
Seconded by Councillor Abel**

That the comments of the delegation be received for information.

Carried

4. Consideration of Items Requiring Discussion

1. FS18-010 – 2017 Year End Audit Plan

**Moved by Councillor Gaertner
Seconded by Councillor Mrakas**

1. That Report No. FS18-010 be received; and
2. That the 2017 Year-End Audit Plan as proposed by BDO Canada LLP, be endorsed.

Carried

5. Adjournment

**Moved by Councillor Thompson
Seconded by Councillor Abel**

That the meeting be adjourned at 6:28 p.m.

Carried

Geoffrey Dawe, Mayor

Michael de Rond, Town Clerk



Town of Aurora

General Committee Report

No.OPS18-008

Subject: 100 Vandorf Sideroad – Hallmark Lands Community Park Design

Prepared by: Sara Tienkamp, Manager of Parks & Fleet

Department: Operational Services

Date: April 17, 2018

Recommendations

- 1. That Report No. OPS18-008 be received; and**
- 2. That this report satisfy Council's conditional budget for Capital Project No. 73287 – Hallmark Lands – Baseball Diamonds in the amount of \$3,000,000; and**
- 3. That Council authorize staff to commence detailed design and Tendering process for 100 Vandorf Sideroad and proceed with Capital Project as presented.**

Executive Summary

This report provides Council with information associated with the preliminary design concepts of a new community park located at 100 Vandorf Sideroad:

- Parks and Recreation Master Plan recommendations outline high priorities
- Aurora King Baseball Association (AKBA) enrollment pressures require additional fields
- Hallmark Lands can accommodate two senior sports facilities
- Cost Estimates for two (2) facility fit options
- Direction of Council required to proceed with detailed design and tender process

Background

The Town of Aurora acquired approximately 13 acres of land at 100 Vandorf Sideroad, formerly Hallmark Cards on March 5, 2015.

April 17, 2018

Page 2 of 6

Report No. OPS18-008

The 2010 and 2016 Parks and Recreation Master Plan identified a deficit in the provision of Community Parkland and the procurement of this parcel of land helped address this shortfall. Also identified in the 2016 plan were facility pressures in both soccer and baseball.

On April 25, 2017, the following motion was carried following delegation from AKBA regarding finding relief to their diamond capacity needs:

That staff report back to Council in time for the 2018 capital budget deliberations with options for at least two (2) baseball diamonds indicating costs, potential locations and ancillary needs.

Staff included a project to design, tender and construct two (2) baseball diamonds in the 2018 budget for deliberations. Council requested information on costing for individual amenities and different layout options for the design, with the possible addition of a soccer field.

Analysis

Parks and Recreation Master Plan recommendations outline high priorities

The purpose of the Parks and Recreation Master Plan is to help guide the provision of the Town's parks and facilities over a five (5) year period. The objectives are to identify trends in sport and recreation, recognize parkland and facility needs and to outline priorities, timing and costs.

Both the 2010 and 2016 Master Plans identified a large deficit in the provision of community parkland to address the growing needs of the community ensuring they have sufficient access to spaces that are capable of range of recreational pursuits.

Both soccer and baseball facilities were also rated as a high priorities in the Master Plan.

It was recommended that additional rectangular, full-sized lit fields were required to meet user needs. In addition, the Town was to continue to work with educational, industrial and other suitable partners to provide sports fields on non-municipal lands with adjustments to this supply be considered and reconciled utilizing existing or future lands.

An additional baseball facility was also identified as high priority. The plan suggested consultation with local ball associations to construct a new ball diamond to accommodate use by minor ball, adult and/or hardball users.

The acquisition of the former Hallmark Lands provides an opportunity for the much needed facilities recommended in the Master Plan.

Aurora King Baseball Association enrollment pressures require additional fields

At the April 4, 2017 General Committee meeting, AKBA delegated emphasizing the need for two (2) additional softball diamonds due to increased enrollment pressures as the Town does not have the facilities to support the organization's needs.

Between 2014 and 2017 registration went from 553 to 1,062 players. The league tried to accommodate the demand by increasing team numbers, playing Sunday nights and practicing on fields not appropriate to age groups. Unfortunately, in 2016 AKBA had to turn away players.

AKBA proposed two (2) softball fields similar with a footprint similar to Optimist Park, inclusive of lighting and fencing. The addition of sports field lighting would allow them to expand their programs with the added benefit of allowing adult leagues to play later into the evenings.

In addition to the diamonds, they expressed a need for more parking and washroom facilities. These amenities would assist them in hosting double headers and tournaments, increasing sport tourism in Aurora.

Hallmark Lands can accommodate two senior sports facilities

Attached to this report are two (2) facility fit drawings. One of the concept designs incorporates two (2) fenced senior softball fields which illustrates how the fields would fit on the Hallmark lands along with the inclusion of an 80 vehicle parking lot with access off of Engelhard Drive and a centralized washroom facility between the playing fields.

The second concept design illustrates a fenced senior softball field and a senior soccer field with the same sized parking lot and washroom facility.

Both of these concepts maximize the available land at the Hallmark Lands.

Cost Estimates for facility fit options

The following chart summarizes each of the suggested amenities and associated preliminary cost estimates:

Park Amenity	Quantity	Unit Price	Unit Totals
Senior Softball Diamond complete, including grading, infield, sod	1	Allowance	\$250,000
LED Sports Field Lighting Senior Softball Diamond	1	Per Diamond	\$288,000
Senior Softball Diamond Fencing (homerun and backstop)	1	Allowance	\$75,000
Senior Soccer Field complete sodded	1	Allowance	\$400,000
LED Sports Field Lighting Senior Soccer Field	1	Per Field	\$288,000
Washroom building	1	\$300,000	\$300,000
Parking Lot	1	\$400,000	\$400,000
Site Preparation		Allowance	\$ 25,000
Site servicing (electrical, storms, sewer)		Allowance	\$260,000
Earthworks		Approximate Quantity subject to grading plan	\$275,000
Engineering/Geotechnical consulting services		Allowance	\$70,000
Park Pathways	Per Square Metre (M2)	\$55.00	Total M2 to be determined during detailed design.
Terra seeding and Planting		Allowance	\$110,000

Direction of Council required to progress with detailed design and tender process

Following presentation and deliberations of the 2018 Capital budget, project No. 73287 Hallmark Lands – Baseball Diamonds was conditionally approved with Council requesting additional information on concept designs and a breakdown of costs for amenities.

To proceed with detailed design and tendering of the park construction, staff requires approval from Council.

Advisory Committee Review

Not applicable.

Legal Considerations

None.

Financial Implications

Following Council approval of the parkland design, staff will complete a more detailed design and final cost estimate, including a new grading plan that takes into account current site conditions.

Communications Considerations

Communications to update Town's website with new information as necessary.

Link to Strategic Plan

The Award of Tender supports the Strategic Plan Goal of Supporting an Exceptional Quality of Life for All, by encouraging an active and healthy lifestyle.

Develop a long-term needs assessment for recreation programs, services and operations to match the evolving needs of the growing and changing population.

Alternative(s) to the Recommendation

1. Council could defer the construction of the Community Park at 100 Vandorf Sideroad.
2. Council could recommend that only one ball diamond be constructed at this time.
3. Council could reduce the scope of the Capital Project by eliminating amenities from the budget.

Conclusions

Staff recommends that the Capital Project proceed as presented during the budget deliberations.

Attachments

- Attachment #1 – 2017-04-24 Preliminary Softball Field Concept Plans
Attachment #2 – 2018 Capital Budget Project No. 73287

April 17, 2018

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Report No. OPS18-008

Previous Reports

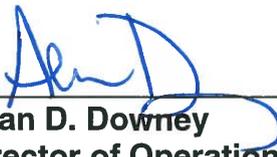
None.

Pre-submission Review

Agenda Management Meeting review on March 1, 2018 and March 29, 2018.

Departmental Approval

Approved for Agenda

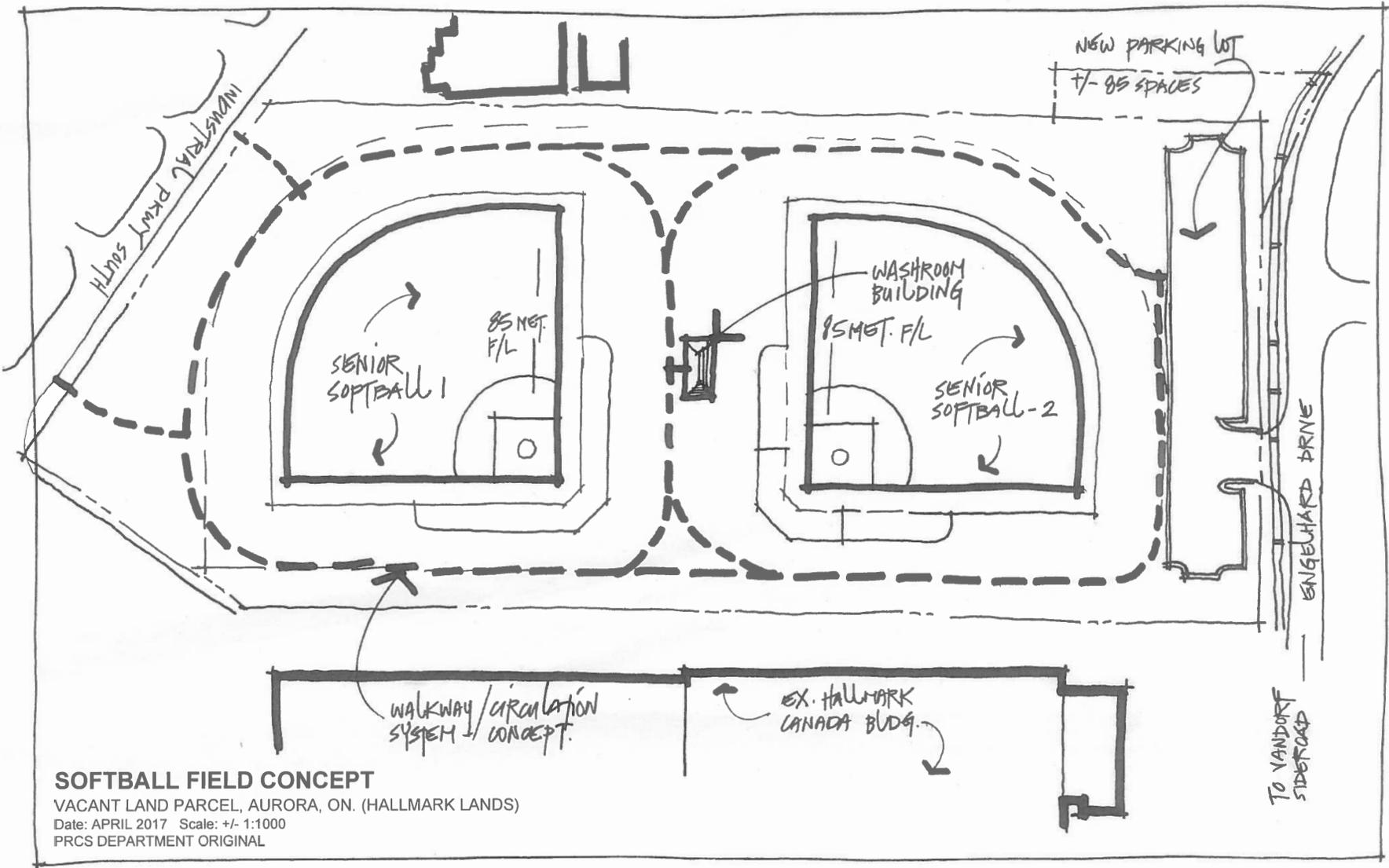


**Allan D. Downey
Director of Operations
Operational Services**



**Doug Nadorozny
Chief Administrative Officer**

Attachment #1

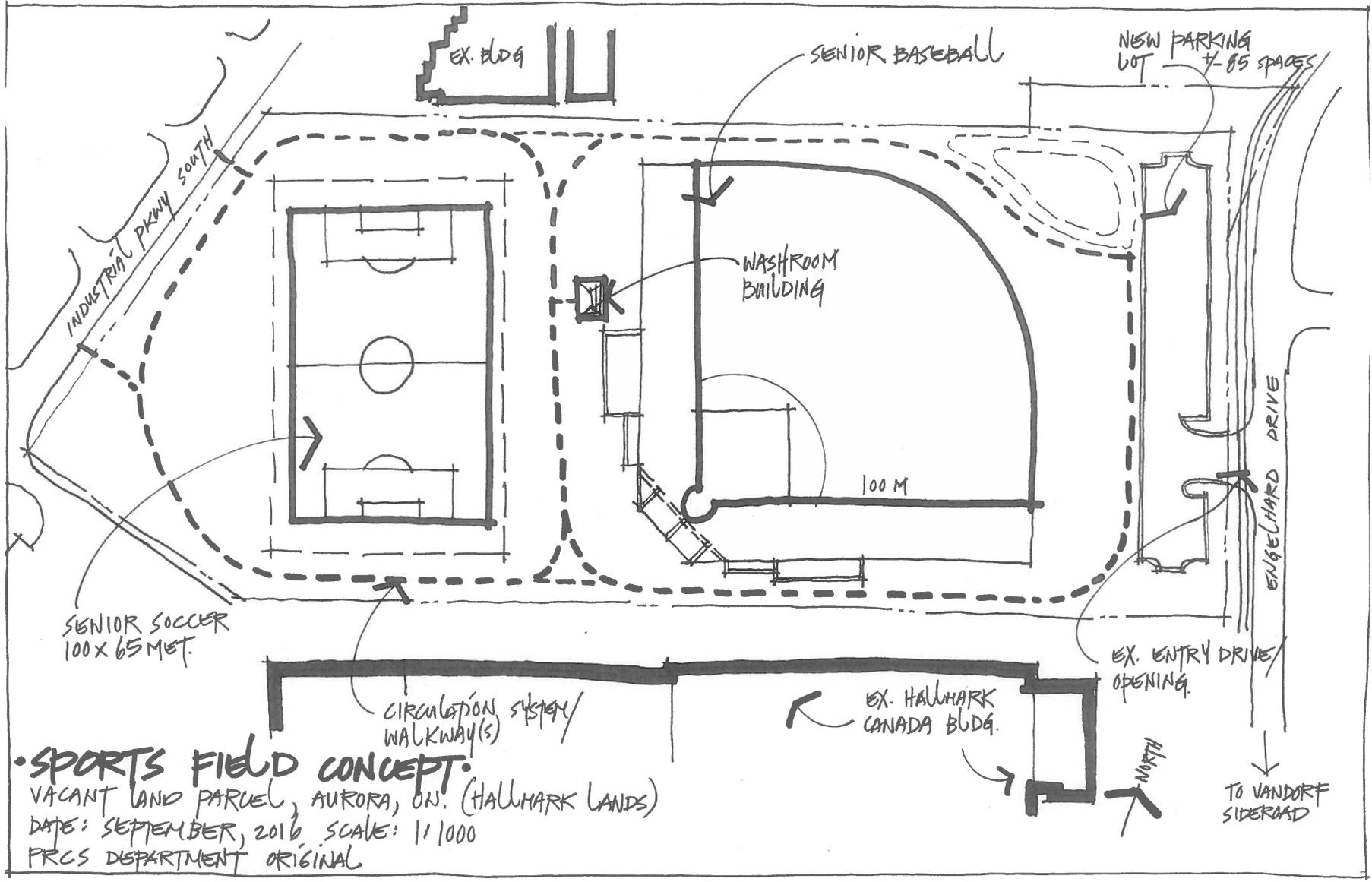


SOFTBALL FIELD CONCEPT

VACANT LAND PARCEL, AURORA, ON. (HALLMARK LANDS)

Date: APRIL 2017 Scale: +/- 1:1000

PRCS DEPARTMENT ORIGINAL



SPORTS FIELD CONCEPT.
 VACANT LAND PARCEL, AURORA, ON. (HALHARK LANDS)
 DATE: SEPTEMBER, 2016. SCALE: 1/1000
 PRCS DEPARTMENT ORIGINAL



**Town of Aurora
General Committee Report**

No. CS18-008

Subject: Fence By-law Review
Prepared by: Techa van Leeuwen, Director of Corporate Services
Department: Corporate Services
Date: April 17, 2018

Recommendation

- 1. That Report No. CS18-008 be received; and**
- 2. That a by-law be enacted to amend the Town's Fence By-law No. 4753-05.P at a future Council meeting.**

Executive Summary

This reports responds to a Motion of Council to review the Town's Fence By-law with an objective of establishing regulations that would avoid the erection of fences that impede maintenance access to adjacent homes.

- The Town's Fence By-law regulates the height and description of all fences within the Town including fences acting as pool enclosures
- Introducing reasonable regulatory provisions to accommodate access to adjacent buildings for the purpose or maintenance and repair would balance property owner rights
- With the exception of pool enclosures, fences do not require a permit to erect, therefore enforcement will be complaint driven

Background

At the Council of January 30, 2018 Council adopted the following motion;

Now Therefore Be It Resolved That staff be directed to review the Town's Fence By-law and report back with amending provisions that would restrict the erection of fences in situations where the fence would impede access to the home.

Analysis

The Town's Fence By-law regulates the height and description of all fences within the Town including fences acting as pool enclosures

Fence By-law No. 4753-05.P, being a by-law for prescribing the height and description of lawful fences in the Town of Aurora and for requiring the owners of privately owned outdoor pools to erect and maintain fences and gates around such pools, was enacted in 2005 under section 11 of the *Municipal Act, 2001*. It is common practice for municipalities to regulate fences through a by-law and to only require a permit for a fence acting as a pool enclosure. Staff have reviewed many other municipal fence by-laws and they all contain very similar regulations and language. Typically, fence by-laws regulate height depending on the location of the fence, front yard, side yard, rear yard and if the fence is a pool enclosure there are other requirements related to securing the pool area ensuring public health and safety.

Introducing reasonable regulatory provisions to accommodate access to adjacent buildings for the purpose of maintenance and repair would balance property owner rights

The Town's Fence by-law does not currently contain provisions that would restrict the erection of fences where access to adjacent properties would be impeded. In the older parts of Town there are some properties where buildings were constructed prior to any Zoning By-law being in place and buildings may be located in close proximity to the property line. In these situations where a building is less than two feet to the property line and an adjacent property owner erects a fence on/or just inside his/her property line, maintenance and repair of the building will be difficult and/or impossible without removing sections of the fence.

Staff are proposing that portions of any fence erected within two feet of a building on an adjoining property be constructed with either removable panels or hinged to provide reasonable and ease of access to adjacent property owners for the purpose of maintenance and repair.

With the exception of pool enclosures, fences do not require a permit to erect, therefore enforcement will be compliant driven

The erection of fences is very common and provides property owners with privacy and enjoyment of their lands. Fences, other than pool enclosures, may be erected without a

April 17, 2018

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Report No. CS18-008

permit. Property owners and fence contractors for the most part are responsible and compliant. The Town receives very few complaints related to the erection of fences.

Pool enclosures do require a permit ensuring public health and safety is not compromised. Permits are issued through the Building Division and inspected by our Bylaw Officers. Minor amendments to clarify when a permit is required will also be brought forward.

Advisory Committee Review

N/A

Legal Considerations

Section 11 of the *Municipal Act, 2001* provides authority to municipalities to pass bylaws respecting structures including fences. If the proposed by-law amendments are enacted they will not apply to existing lawfully erected fences.

Further, By-law No. 5754-15, being a by-law to regulate the access to adjoining land for the purpose of making repairs and alterations to property, would still apply in the situation whereby an owner requires access to his/her property being impeded by the fence of an adjoining landowner in that the owner would have to provide notification of entry, proper service and restoring the land to its original condition.

Financial Implications

There are no financial implications

Communications Considerations

Staff will work with Corporate Communications to develop educational material to be posted on the Town's website and other social media channels.

Link to Strategic Plan

This reports supports the strategic goal of Supporting an Exceptional Quality of Life for All by ensuring the rights of property owners are balanced.

Alternative(s) to the Recommendation

1. That Report No. CS18-008 – Fence By-law Review be received only.

Conclusions

Staff are proposing amendments to the fence by-law be brought forward to a future Council meeting that would introduce provisions for reasonable access for the purpose of maintenance and repair where a building on adjoining land is less than two feet to the property line. Other minor amendments will include clarification on pool enclosure permit requirements.

Attachments

N/A

Previous Reports

N/A

Pre-submission Review

Agenda Management Team review on March 29, 2018

Departmental Approval



**Techa van Leeuwen
Director
Corporate Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



**Town of Aurora
General Committee Report**

No. PDS18-038

Subject: Petch House – Potential Conversion to a Wedding Chapel Use
Prepared by: Wm. Jean, Manager of Code Review & Inspections/CBO
Department: Planning and Development Services
Date: April 17, 2018

Recommendations

- 1. That Report No. PBS18-038 be received;**
- 2. That Council approve the funding and improvements to the Petch House for either Option 1 or 2 as outlined in this report; and**
- 3. That Capital Project No. 81020 for the Petch House Conversion be approved; and**
- 4. That the appropriate budget be approved for Capital Project No. 81020, to be funded from the Heritage Reserve Fund.**

Executive Summary

This report is to provide information to Council on the feasibility and costs to convert the Petch House for the use as a wedding chapel.

Background

At the February 27, 2018 meeting of Town Council, Council passed the following resolution:

Whereas the future use of the Petch House has been discussed for many years with no resolution to date; and

Whereas the building as a result remains empty and under-utilized;

and Whereas the Town has begun to provide chapel services for marriages, which have been very successful;

April 17, 2018

Page 2 of 9

Report No. PDS18-038

1. Now Therefore Be It Hereby Resolved That staff investigate the feasibility and costs for the Petch House to be used for marriage services and/or as a wedding chapel; and
2. Be It Further Resolved That staff bring a report to the May 2018 meeting cycle for Council to make a decision on the future use of the Petch House.

Analysis

On October 23, 2012, the Building Division issued a building permit for the relocation and framing of the Petch House at 86 John West Way. The permit was issued as a shell building with no defined proposed use.

At the February 27, 2018 meeting of Town Council, Council requested staff investigate the feasibility and costs for the Petch House to be used as a wedding chapel.

Ontario Building Code issues

The conversion of this building to the wedding chapel use would be required to comply with the Ontario Building Code (OBC), Part 11, Renovations to existing buildings. The building would be deemed a “change of use” from a former residential occupancy to an assembly occupancy for the purpose of performing wedding ceremonies. The following are the Building Code regulations that would be required to be evaluated.

1. Building Code Classification

A wedding chapel use would be deemed to be an assembly occupancy as per the Ontario Building Code. When evaluating buildings for a change of change such as, in this case, from a residential use to an assembly use, the hazard indexes (as defined in the Ontario Building Code) of the new and former use must be compared. In this case, the hazard index is increased for the new use and, therefore, the following building systems would need to be evaluated.

2. Plumbing

Currently, there are no plumbing or drainage systems in the building. The Ontario Building Code (OBC) requires every building to be provided with or have accessible to its occupants a plumbing system including a potable water supply, a sanitary drainage system and plumbing fixtures. Further, the OBC states that plumbing fixtures need not be provided in a building that is not normally occupied by persons where such installations are impractical and other fixtures are available in nearby buildings when the subject building is in use. It is the opinion of the Chief Building Official that as long as the wedding chapel is used concurrently and with the same hours of operation as the

Seniors Centre or Town Hall, the subject building would not be required to provide any sanitary facilities such as washrooms.

3. Barrier Free Accessibility for the Building

Any change of use to buildings that are over 5 years in age and less than 300 square meters in area are not subject to any upgrading for barrier free access to the building or for the provision of any barrier free washroom facilities. The Acting Accessibility Advisor has reviewed the proposal and she states that the proposed use would need to be identified as inaccessible seasonal space if no upgrades were to be performed. This is due to the lack of lighting, heating and cooling for the building and its location. Access to the building can be obtained either from the pathway from John West Way or through the Senior's Centre. While the pathway from the Senior's Centre does not meet the current Ontario Building Code or the Accessibility for Ontarians with Disabilities Act (AODA) regulations, there is an acceptable path of travel from John West Way.

4. Heating and Cooling Systems

The building currently does not have a heating or cooling system. Buildings intended for occupancy in the winter months are required to be equipped with heating facilities to maintain a minimum indoor temperature of 18 degrees Celsius (64.4 degrees Fahrenheit). Cooling systems are not required under the OBC. However, an air conditioning system could be installed concurrently with the heating system. This system could be either gas fueled or electric. The necessary utility taps would be required.

This minimum temperature requirement would allow the current building to be occupied only during the summer months and parts of spring and autumn for any use of the building except for storage purposes.

The building would need to be evaluated for ventilation air, as, this is a mandatory requirement in the Ontario Building Code for any change of use. Outdoor air is required to be supplied either by mechanical or natural means. For this building, as the windows are operable and the doors may be kept in an open position, natural means of ventilation can be obtained. Mechanical ventilation would not be necessary. The amount of ventilation in terms of cubic feet per second required is regulated by the Ontario Building Code through ASRAE 62.2. Based on the number of existing operable windows and doors, a maximum occupant load of 10 persons would be permitted. A limit on the occupant load of the building would need to be posted. However, this occupant load would be allowed to increase if a HVAC system was installed

5. Electrical Facilities

Currently, the building is not equipped with any electrical fixtures or lighting. Lighting fixtures controlled by a wall switch will be required to illuminate the public area with a minimum illumination level of 100 lx (9.3 foot-candles). There is an existing electric panel box located in the building. This panel box will be required to be isolated from any public areas. An emergency lighting fixture providing an average level of illumination of not less than 10 lx (0.93 foot-candles) in the public space would be optional. A permit would be required through the Electrical Safety Authority.

6. Floor System

The building has been placed on a concrete slab that is approximately 8 inches lower than the entrance doors. As the building is not required to be upgraded to provide barrier free accessibility, the existing floor may remain. However, it is possible to provide a wood flooring system on top of the existing slab with wood sleepers, a plywood subfloor and a chosen finished flooring.

7. Energy Efficiency Requirements

As the building has been deemed to fall under Part 11 of the OBC, there is no need to upgrade the building to energy efficiency requirements such as providing insulation to the walls and roof space.

8. Evacuation Systems

There is presently two (2) egress doors for the building. Exiting for persons would not be an issue. However, based on the limitations for ventilation, a maximum occupant load of 10 persons would be permitted.

9. Other Issues

The Aurora Seniors Association were notified that a report will be heard by Town Council on April 17, 2018 regarding the implications of converting the Petch house into a wedding chapel use. They have expressed concerns regarding the building being used as a wedding chapel. The Seniors Association has also requested Council consider relocating the Petch House to a location where there is adequate parking and washroom facilities.

Advisory Committee Review

None

April 17, 2018

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Report No. PDS18-038

Legal Considerations

None

Link to Strategic Plan

None

Alternative(s) to the Recommendation

1. Provide upgrades to the building by installing an electrical facilities and a HVAC system to allow for the use as a wedding chapel year round as outlined in this report at a cost estimated at \$35,000.
2. Provide full upgrades to allow use of the building as a wedding chapel, including general office use on a year round basis as outlined in this report at a cost estimated at \$97,500.

Financial Implications

The following would be the estimated costs to upgrade the building as per the comments in this report:

1. Electric outlets, lighting and service - \$15,000
2. New wood floor system - \$7,000
3. HVAC system - \$20,000
4. Sewer and water tap to municipal services – \$25,000
5. Two (2) washrooms \$15,000
6. Architect and Engineering fees - \$15,000
7. Building Permit/ESA Permit - \$500

Total – \$97,500

It should be noted that these are rough estimates only. The implementation of lighting and a heating/ventilation system could bring the building for use on an everyday basis as a wedding chapel. The new floor system, building servicing and washrooms would enhance the building but would not be a requirement for occupancy

If Council were to choose to use the building as it presently exists on a conditional seasonal basis, there would be no or little cost implications.

If this building were to be used for wedding ceremonies on a year round basis, the building would need to be upgraded by the installation of electrical facilities including

lighting and a heating system. Sanitary facilities could be utilized at either the Seniors Centre or Town Hall.

If this building were to be converted to any other use such general offices where there is a daily occupancy, the building would need to be fully upgraded to provide sanitary facilities within the building. The use of sanitary facilities in other nearby buildings would not meet the Ontario Building Code regulations for the use of general offices. This would include the need for a HVAC system and an electrical system.

Communications Considerations

Should Council decide to move ahead with turning the Petch House into a wedding chapel, Corporate Communications will work closely with Access Aurora to promote the facility as a venue. This will be done by utilizing the Town website, social media, brochures and other promotional materials that are used to promote our wedding services at bridal shows and other community engagement events.

Conclusions

It would be possible to use the existing building as it presently exists as a wedding chapel with at a minimum cost of upgrading. The use of the building would not be capable of the use on a year round day by day basis if the upgrading in this report is not performed. The use of the building as it presently exists for a wedding chapel would be possible with the following conditions:

- Wedding ceremonies would not be allowed during the winter when temperatures are less than 18 degrees Celsius (64.4 degrees Fahrenheit);
- Sanitary facilities are available at the Senior Building or Town Hall provided permission is obtained;
- Natural air ventilation to be provided by use of openable windows and doors. Insect screens could be installed at a minimal cost.
- A maximum occupant load of ten (10) persons would be allowed

A building permit will be required for any upgrading of the building for use as a wedding chapel as outlined in this report. It will be required to obtain the services of an Architect and a Professional Engineer registered in the Province of Ontario to perform the design and site supervision during construction. If Council chooses to do the minimum, a change of use permit would be required.

April 17, 2018

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Report No. PDS18-038

Attachments

Appendix A – Pictures of existing building interior

Previous Reports

Report No. BBS14-004, dated January 14, 2014.

Pre-submission Review

Executive Leadership Team Meeting review on March 29, 2018



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



**Doug Nadorozny
Chief Administrative Officer**

APPENDIX A



East wall



South wall



West wall



North wall



Electrical box



Roof Structure



East Wall



West wal



**Town of Aurora
General Committee Report No. CMS18-006**

Subject: Special Events Corporate Resource review
Prepared by: Lisa Warth, Manager, Recreation
Department: Community Services
Date: April 17, 2018

Recommendation

- 1. That Report No. CMS18-006 be received; and**
- 2. That Council approve additional funding for a permanent part-time Special Events Assistant in the amount of \$21,000 for the remainder of 2018 to be funded from the Council Contingency Operating Account.**

Executive Summary

The ongoing desire to increase the number of special events the Town of Aurora directly produces and delivers has had an impact on the capacity of staff in several areas of the Corporation but particularly the Special Events division. This report will outline the growth in the number of special events being delivered, the time required by staff to properly manage these events and the resources required.

- Event production is complex
- Estimated time required to produce each event (Annual events only)
- Additional one-time events
- Corporate Communications special event responsibilities
- Other responsibilities of special event staff
- Current special event staff resources
- Gap between available special event staff resources and required responsibilities

Background

The Town of Aurora prides itself on delivering high quality special events in the community. Since 2015, the Special Events division has assumed responsibility for 10 additional events, bringing the annual number of events produced to 23. In addition to this, each year there are typically two (2) to four (4) one-time events such as grand openings or significant milestones that the special events team must produce.

Staff are also responsible for attending committee meetings, programming the Skylight Gallery, sponsorships (for events specifically), the sale of advertising in the program guide, volunteer management, marketing and other responsibilities.

Analysis

Event production is complex

The special events industry is experiencing increasing complexities with respect to planning, safety, emergency planning, legislation, sponsor recognition, volunteer training and management and more. This means more time is required in the planning, production, and execution of each event.

Estimated time required to produce each event (Annual events only)

Event	Number of special event staff hours to produce and execute	Number of Communications staff hours to support event	Number of Parks staff hours to support event	Number of Roads staff hours to support event	Number of Bylaw staff hours to support event	Number of Facility staff hours to support event
Arctic Adventure	192	30	56	36	12	
Easter Egg Hunt	244	35	16		10	25
Aurora Art Show and Sale	193	5				104
Teen Idol	49	40				5
Canada Day	363	40	135	32	20	60
Canada Day Parade	75	8		118		
Concerts in the Park	199	40	9		18	
Movies in the Park	150	60	12			
Aurora's Ribfest	345	70	348	38	72	15
Colours of Fall Concert	32	20	12		4	
Haunted Forest	257	30	134	40	8	35
Santa Claus Parade	99	30	42	189	16	4

Tree Lighting & *Christmas Market (2018)	256	70	170	57	16	82
Family First Night	79	30				20
*Movies in the SARC	49	20				10
*Multicultural Festival	255	35	16		12	
*Community Recognition Awards	150	42				16
*Pow Wow	143	30	16	32	16	4
*Youth Innovation Fair	200	20				16
*Corporate Christmas Lunch	40	3				
*Corporate Kids Christmas Party	55	5				8
*Mayor & Council New Year's Levee	30	10				12
*Menorah Lighting Ceremony	40	10				10
Total # of hours	3,495	685	950 (389 hours O.T.)	542(112 hours O.T.)	204	426

*New or added responsibility to Special Events division since 2015

Additional one-time events

Each year, the Special Events division is tasked to produce two (2) to four (4) additional events that are one-time in nature such as grand openings, ribbon cuttings, commemorative or celebratory events. These events can take anywhere from 25 to 100 hours each to produce. The Special Events team also assists other departments with department-specific events such as Aurora's Eco-Festival, Paws in the SARC and others.

Corporate Communications special event responsibilities

Each event, whether a one-time event or annual event, requires a significant investment in time, resources and budget from Corporate Communications. Events may require up to 80 hours of staff time. For each event, Corporate Communications typically produces pre and post event materials and support on the day of the event in the form of event photography, videography and social media support. The support required could include:

- Print posters & postcards
- Mobile signs
- Digital signs
- Event signage
- Event photography
- Event videography
- Video promotions/commercials/web banner
- Web content
- Newspaper ad booking and design
- Notice Board
- Social media graphics (three different platforms)
- Social media posts/events before, during and after event
- Support material (passports, selfie frames etc.)
- Media release
- Media follow up and monitoring

Other responsibilities of special event staff

In addition to producing and executing each event, staff are responsible for a sponsorship program, volunteer program, advertising sales for the program guide, curating the Skylight Gallery with monthly art shows; and general administration such as processing payroll and invoices, budget preparation and monitoring. These responsibilities take approximately the following number of hours annually:

Task	Number of hours annually
Sponsorship program & grant applications	450
Advertising sales for program guide	150
Volunteer program	400
Skylight Gallery art program	120
General Administration	600
Total	1,720

Current special event staff resources

The Special Events division currently includes three (3) full time staff. Based on a 35 hour work week and accounting for vacations, sick time, statutory holidays and training, each staff person is available for work approximately 1,520 hours per year. Three (3) full time staff are available 4,560 hours annually (3 staff x 1,520 hours).

Gap between available special events staff resources and required responsibilities

The current staff available for work (4,560 hours) and the number of hours required to properly complete all responsibilities (5,415) results in a gap of 855 hours. Staff are currently working these hours as overtime, mainly on a volunteer basis (i.e.; no compensation). This practice needs to stop immediately. It is not sustainable and will lead to job dissatisfaction and staff burn-out.

Advisory Committee Review

Not applicable.

Legal Considerations

Not applicable.

Financial Implications

A part-time special events position, 24 hours per week position plus benefits will cost approximately \$21,000 for the remainder of 2018 to be funded from the Council contingency operating fund. The position will then be included in the 2019 operating budget on a go forward basis.

This request does not address other department impacts, therefore, future staff resources may be submitted to be considered as part of the 2019 operating budget from the other departments.

Communications Considerations

Should Council endorse the recommendation to hire additional staff to support special events, the job posting will be shared on the Town website, relevant job boards and on social media. There are no external communications over and above advertising for a new position.

Link to Strategic Plan

Producing and executing special events supports the Strategic Plan goal of ***Supporting an exceptional quality of life for all.***

Alternative(s) to the Recommendation

1. Pay overtime to special events staff for 855 hours of work annually to maintain existing workload. These overtime hours will result in costs over budget.
2. Eliminate 855 hours of work by producing fewer events.

Conclusion

The resources available to produce and execute special events currently falls short of the actual time required to produce these events. In order to maintain service levels, ensure high quality events, minimize overtime, and ensure job satisfaction, additional resources are required.

Attachments

None.

Previous Reports

Report PRCS17-037 – Aurora Outdoor Christmas Market – November 7, 2017

April 17, 2018

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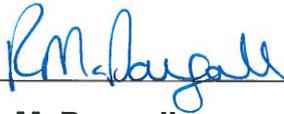
Report No. CMS18-006

Pre-submission Review

Agenda Management Team review on March 29, 2018

Departmental Approval

Approved for Agenda



**Robin McDougall
Director
Community Services**



**Doug Nadorozny
Chief Administrative Officer**



**Town of Aurora
General Committee Report No. FS18-007**

Subject: Procurement By-law Threshold Changes

Prepared by: Anna Ruberto, Procurement Manager

Department: Financial Services

Date: April 17, 2018

Recommendation

- 1. That Report No. FS18-007 be received; and**
- 2. That the procurement process changes outlined in report FS18-007 be approved; and**
- 3. That the necessary updated Procurement By-law be enacted at a future Council Meeting.**

Executive Summary

Staff have been undertaking a review of the Town's procurement processes, and the Town's Procurement By-law, being By-law No. 5997-17. This report seeks approval to amend the Procurement By-law for thresholds for procurement processes, thresholds for authority to award purchases, and thresholds requiring a formal contract. Other changes include maximum length of contract provisions and contingency approval authority.

- Raising thresholds will reduce administration and improve the lead time for delivering projects
- Procurement process threshold changes introduces a mid value process
- Threshold changes for the authority to award purchases proposes to remove Council from contract award stage
- Thresholds for formal legal contracts proposed to increase slightly
- Limiting the length of contract term to seven (7) years ensures best price for the Town and opportunities for vendors
- Additional authority levels to the contingency provisions will streamline project delivery within budget
- No changes to Single or Sole Source provisions of bylaw proposed
- Compliance review processes will ensure accountability.

Background

In 2017 the procurement processes were standardized for all departments which has resulted in greater consistency for all procurements. At that time, the Town's Procurement By-law was amended on July 11th, 2017 which included changes to the following areas:

- Emergency purchases
- Black-out period
- Exceptions and schedule of exceptions to procurement processes
- Piggybacking contracts
- Other minor grammatical/spelling or minor amendments

Staff continue to review the Town's procurement processes. The current review is focused on the existing thresholds, length of contract term, and contingency percentage amount. In preparing this report, staff made reference to the current procurement processes in place at York Region, Markham, Richmond Hill, Newmarket and Sudbury. Staff also consulted with client department staff involved in the procurement processes.

As this report proposes multiple changes to the Town's procurement processes, and the thresholds triggering different actions, it is very important to bear in mind that no purchase can be made without approved funding in place. If funding is not in place, a report to Council seeking additional funding continues to be required. The procurement process does not approve budgets or funding towards projects, rather only secures and contracts the goods and services for the Town through processes approved in the by-law.

The draft by-law to be presented to Council for adoption will also reflect other minor administrative amendments to reduce ambiguity, and grammatical or spelling corrections.

Analysis

Raising thresholds will reduce administration and improve the lead time for delivering projects

Current procurement thresholds apply progressively more administration to the purchasing processes. More administration increases the timelines to award and deliver projects. Thresholds are applicable to three (3) categories identified below. The

April 17, 2018

Page 3 of 12

Report No. FS18-007

tables identify the current Procurement By-law and the proposed Procurement By-law updates as follows:

Procurement process threshold changes introduces a mid value process

These thresholds determine the process to follow for acquiring goods, services or construction for the Town. The higher the value, the more competitive process is required. Currently the Town has only two processes; low value purchases, and high value purchases which require a full competitive procurement process, with the cut-off threshold at \$5,000.

Currently, no formal procurement process is required for low value purchases, set at \$5,000, while a full competitive procurement process is required for purchases over \$5,000. This has been found to add too much administrative effort to purchases just above this limit. Comparators show the use of a three (3) quotes process is well used by other agencies to cover these lower value items, while the full competitive procurement process is reserved for the higher value purchases.

This report proposes to increase the low value purchase from “up to \$5,000” to “up to \$10,000”, and to introduce a mid value threshold for purchases between \$10,000 and \$25,000. All purchases over \$25,000 will require a full competitive procurement process handled by Procurement Services. The mid value process will be conducted by client departments, and requires mandatory three (3) written quotations to be obtained before proceeding with the purchase. A standard form must be used to ensure each bidder is provided the same information upon which to base their quotation.

It was interesting to note that several comparators have exempted consulting services from the mandatory three (3) quotations for these mid value purchases. In consultation with our client departments, this was suggested as helpful, as smaller consulting engagements are often assigned to firms already familiar with the Town from past assignments, and can leverage this familiarity in their pricing and total time to complete the assignment. When looking for these consultants, staff refer to past consultants, as well as check with colleagues in surrounding municipalities for references to suitable consultants for the type of assignment at hand. Accordingly, the proposed amendments includes an exemption from the three (3) mandatory quotes for consulting services, up to \$25,000.

The Town has always applied thresholds based on the anticipated annual spend for same or similar goods or services. For clarity and practical reasons, the amendments include clarifying that this is to be determined at the departmental level rather than the corporate level. Where more than one department requires the goods or services,

departments will be encouraged to combine their anticipated quantity requirements prior to their procurement process for better outcomes.

The client department will remain fully responsible for all purchases up to \$25,000 in accordance with the Procurement By-law. A process will be in place to assist client departments in identifying potential bidders for the three quote price. Their three (3) required quotations will be submitted with the selected vendor's invoice at time of payment.

TABLE 1: PROCUREMENT PROCESS THRESHOLDS				
Item	Current		Proposed	
	Annual Spend	Overview	Annual Spend	Overview
1	Up to \$5,000	<ul style="list-style-type: none"> Client department responsible 3 quotes encouraged PO not required Payment via PCard or Invoice (quotes to be attached) 	Up to \$10,000 Up to \$25,000 (Consulting Services)	Note: Same as Current Overview with change in Annual Spend <ul style="list-style-type: none"> Client department responsible 3 quotes encouraged PO not required Payment via PCard or Invoice (quotes to be attached)
2			\$10,001 to \$25,000	<ul style="list-style-type: none"> Client department responsible Mandatory 3 competitive written quotes required using IRFQ form PO not required Payment via Invoice (quotes to be attached)
3	Over \$5,001	<ul style="list-style-type: none"> Competitive procurement process through Procurement Services 	Over \$25,001	Note: Same as Current Overview with change in Annual Spend <ul style="list-style-type: none"> Competitive procurement process through Procurement Services

A chart outlining the processes involved in each of the three (3) procurement processes noted above has been included as Attachment #1. Procurement Services is only

April 17, 2018

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involved in the full competitive procurement process proposed to be required for all high value purchases over \$25,000.

Threshold changes for the authority to award purchases proposes to remove Council from contract award stage

Distinct from the process thresholds is the approval authority thresholds. Currently client departmental staff with assigned approval authority approve purchases up to \$100,000, beyond which Council approval is required.

A number of municipalities have eliminated the need for Council to participate in the final procurement award process for several reasons:

- The current Aurora requirement for a Council report adds thirty or more days to the procurement process, delaying getting the work commenced in the field
- Since all procurements have to have approved funding in place, Council has already approved the project including its general scope at budget approval stage.
- If Council was unsure and wanted additional information about a project, the contract award stage is too late; Council should be reviewing final designs and pre-tender estimates if it wanted more involvement in the project.
- Due to legal reasons, Council does not have flexibility to change the staff recommendation for contract award, except perhaps to not award the contract. The decision to proceed should be made at budget time or prior to contract tendering.

For these reasons, the current proposal is to have the Department Heads approve contract awards up to \$1 million, while the CAO must approve awards beyond \$1 million. Again, approved funding must be in place, and the award is to the lowest compliant bidder or the highest scoring proposal.

Similar to other municipalities who have removed Council from the award process, to ensure Council is kept informed of major procurement contract awards, a quarterly report to Council summarizing the approved contracts over \$250,000 will be provided.

Currently, all single source or sole source contracts over \$100,000 require Council approval. This report is not proposing to change this. Additional information reports summarizing all single and sole source contracts over \$10,000 approved by staff will be provided to Council on a quarterly basis.

TABLE 2: AUTHORITY TO AWARD THRESHOLDS				
Item	Current		Proposed	
	Award Amount	Overview	Award Amount	Overview
1	Up to \$99,999	<ul style="list-style-type: none"> Client department to approve award when within budget. Approvals for the award of purchases based on A/P invoice approval delegated authority. 	Up to \$999,999	<p>Note: Same as Current Overview with change in Award Amount</p> <ul style="list-style-type: none"> Client department to approve award when within budget. Approvals for the award of purchases based on A/P invoice approval delegated authority.
2	Over \$100,000	<ul style="list-style-type: none"> Council approves by staff report 	Over \$1,000,000	<ul style="list-style-type: none"> CAO to approve award when within budget to lowest compliant bidder or highest scoring proposal.

Thresholds for formal legal contracts proposed to increase slightly

Currently, all contracts over \$30,000 require the preparation and execution of a separate town contract. The Town Solicitor has reviewed the risks to the corporation, and is comfortable with the recommendation that this threshold be increased to \$50,000. As these agreements are for generally standard templates, the requirement does not add a lot of additional administration to the procurement process. However, it is believed the Town would be well served with the higher threshold for legal contract requirements.

TABLE 3: LEGAL FORMAL CONTRACT THRESHOLDS				
Item	Current		Proposed	
	Contract Amount	Overview	Contract Amount	Overview
1	Over \$30,000	<ul style="list-style-type: none"> When required, Legal will prepare a contract when requested for below threshold contract amounts for complex or high risk projects 	Over \$50,000	<p>Note: Same as Current Overview with change in Contract Amount</p> <ul style="list-style-type: none"> When required, Legal will prepare a contract when requested for below threshold contract amounts for complex or high risk projects

Limiting the length of contract term to seven (7) years ensures best price for the Town and opportunities for vendors

Currently the Town’s bylaw has no parameters regarding the length of contract term as a minimum or a maximum. Under this, the Town may be going out to market on an annual basis for the same service which causes unnecessary extra workload for staff, or avoids a competitive process otherwise required. Another scenario is that the Town could have a twelve year contract which may impact market fluctuations in pricing and our ability to have benefited from lower pricing from new or other vendors. Staff propose to introduce a seven year maximum contract length, following which a new competitive process must be used.

Procurement Services has been working with our Client departments to go out to the competitive marketplace for a term of three (3) years as a minimum, with two (2), one (1) year extensions based on satisfactory vendor performance reports. This practice ensures that we are not conducting the same work to procure the same items or service on a yearly basis. With a seven (year) contract term maximum, there is reassurance to Council that the contract is forced out to a competitive process within a reasonable period of time to allow opportunity for bidders. In some circumstances, a limit of seven (7) years for contracts is not practical, such as the typical ten year contract for solid waste collection. Client departments would be able to have a longer than seven (7)

year term by providing an explanation and seeking Council approval for the longer term prior to going to market or making the commitment.

For procurements where the annual purchase is less than \$10,000 per year for the same service or product, there is no proposed limit to the number of years before a competitive process is used for the procurement.

TABLE 4: LENGTH OF CONTRACT TERM

Item	Current		Proposed	
	Contract Length	Comment	Contract Length	Comment
1	No lengths of contract terms	<ul style="list-style-type: none"> No minimum or maximum contract length 	Establish set length of contract terms	<ul style="list-style-type: none"> Procurements led by Procurement Services to have a minimum contract term of 3 years where practical and appropriate. Contract terms over 7 years require a Council report for approval by Council prior to going to competitive marketplace or making the commitment Not applicable to low value purchases of less than \$10,000 per year.

Additional authority levels to the contingency provisions will streamline project delivery within budget

The contingency percent amount is currently set at 10 percent (10%) in the Procurement By-law section 17.1 for additional work approval for unknown/unexpected conditions or circumstances affecting the Contract work. This additional work must be required to complete the specifications set out in the original Contract. Contingency should not be used to award additional work beyond the specifications and will be applied strictly. A more disciplined approach to this contingency authorization requires greater diligence in project scoping and specification details. Again, approved funding must be in place prior to making the additional commitment.

This report proposes to increase the Department Head’s authority to approve up to a combined amount of 20% increase in base contract amount for contingency items. Further, the CAO is proposed to have authority to approve amounts more than 20% contingency for a project, as well as any increase to the specified scope of the contract

deemed necessary to complete the project and bring it into effective service for the Town. Again, Council approved funding must be in place prior to any such commitment.

TABLE 5: CONTINGENCY PERCENTAGE AMOUNT				
Item	Current		Proposed	
	Contingency %	Overview	Contingency %	Overview
1	10%	<ul style="list-style-type: none"> PO under \$100,000 with increase is approved at Director level PO over \$100,000 with increase is approved by Council 	20%	<ul style="list-style-type: none"> Approval by Department Head for contingency only, not scope changes
2			20% +	<ul style="list-style-type: none"> Approval by CAO for contingency or scope changes

No changes to Single or Sole Source provisions of bylaw proposed

Currently, Single and Sole Source purchases which meet the bylaw criteria may be approved by departmental staff and the Procurement Manager up to \$50,000, and by the CAO and the Procurement Manager up to \$100,000. Over \$100,000 requires a report to Council. No changes are proposed in these thresholds, however, quarterly information reports to Council will include information regarding single and sole source contracts under \$100,000 awarded by staff. For clarity of process within the bylaw, an clause to allow appeal by the Department Head to the CAO should the Procurement Manager not believe the bylaw criteria for single and sole source awards are met. The Procurement Manager's reasons would be set out in writing for review by the CAO.

Compliance review processes will ensure accountability

Procedures will be developed internally for ensuring compliance, including internal audits, reviews, and progressive disciplinary and reporting for those who fail to follow

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the proper processes or obtain and retain the appropriate documentation required of the processes.

Advisory Committee Review

Financial Advisory Committee reviewed and provided comments on change proposals on March 28, 2018. During that discussion, concern was raised regarding the proposal to permit direct purchases for consultants up to \$25,000. Staff advised that before doing so, staff often seek referrals from their colleagues in other municipalities when selecting consultants. Larger consultant assignments would be done through the competitive process or, when meeting the criteria of the bylaw, through the single source or sole source process, to which additional review and rigor is attached, including reporting to Council.

Another concern raised was ensuring that checks and balances are in place before engaging vendors. Staff responded that additional training is planned, coupled with a project management initiative. The specifications for tenders and proposals can include clear mandated minimum experience requirements for similar work, and references to be provided. Post submission processes will be reviewed regarding the questions asked during references, and will include confirming the principle parties of the vendor during contract preparation stages. Further staff currently have a process for post contract vendor evaluations. These are to be provided to the vendor, and will be used as a reference in the Town's reference check process, in addition to checking the vendor supplied references. Additional rigor will be applied to completing the vendor evaluations by project managers.

Legal Considerations

Section 270 of the Municipal Act requires municipalities to have documented policies regarding its procurement of goods and services. The periodic review and update of these policies is appropriate. The recommended amendments set out in this report and the draft proposed Procurement By-law have been reviewed by Legal Division, and do not conflict with any other legislation or international trade treaties to which the Town is required to comply from a procurement process perspective.

Financial Implications

None, all procurement activity and approvals must be made within existing Council approved budgets and funding allocations. Where insufficient funding exists, a separate

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funding report to Council must be brought forward to secure the necessary funding approval prior to committing to a vendor for the supply of goods or services. For practical reasons, purchases made under the Emergency Purchases provisions of the Procurement By-law are exempt from this requirement, however, a Council report outlining any such purchases must be made promptly following the emergency.

This report seeks to improve the overall speed, efficiency and effectiveness of the procurement processes used by the Town while guarding the public accountability and openness of process, while also increasing the accountability to Council through increased informational reports.

The recommendations of this report continue to support seeking best value for the corporation in all of its procurement activities, safeguarding of the integrity of the process, empowering staff with reasonable delegated authority, and providing reasonable and open opportunity to vendors to provide competitive quotations for the goods and services required by the town. Through various information reports, Council will stay informed of the procurement activities authorized by delegated staff.

Communications Considerations

The proposed changes to the Procurement By-law will be covered in detailed update training to all staff involved in the procurement processes of the Town. Vendors are not directly affected by the proposed changes. The amended Procurement By-law will continue to be available on the Town's website for public review by any party.

Link to Strategic Plan

Updating and clarifying the Town's procurement bylaw contributes to achieving the Strategic Plan guiding principle of "Leadership in Corporate Management" and improves transparency and accountability to the community.

Alternative(s) to the Recommendation

1. Council may choose to not grant authority to update the Procurement By-law for any or all proposed updates detailed within this report.

Conclusions

Staff are recommending changes to amend the Procurement By-law. These changes will raise the process and approval thresholds, remove Council from the contract award process, limit the length of contract term to seven (7) years, provide additional authority for contingency spending, and add quarterly information reports to Council on procurement activity and contracts awards. The amendments will reduce administrative workload of the process and improve the lead time for delivering on Town projects without exposing the Town to increased risk.

Approved funding must be in place prior to making any purchase for the Town. Where approved funding is insufficient or does not exist, a funding request report must be presented for Council approval. Procedures will be developed for internal audits and reviews, as well as progressive discipline for failing to adhere to the by-law provisions. Council will be provided information reports summarizing awarded contracts over \$250,000 and all single or sole source contracts between \$10,000 and \$100,000.

Attachments

Attachment #1 Procurement Processes Summary Chart

Previous Reports

Report No. FS17-032 Procurement By-law Amendments July 4, 2017

Pre-submission Review

Agenda Management Team review on March 29, 2018

Departmental Approval



**Dan Elliott
Director - Treasurer
Financial Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**

Procurement Processes Overview		Attachment #1	
Type	Low Value Purchases (Best value)	Mid Value Purchase (Three quick quotes)	High Value Purchase (Full competitive procurement)
	Currently under \$5k Proposed under \$10k (consulting under \$25k)	Currently not used Proposed \$10k to \$25k	Currently over \$5k Proposed over \$25k
Process Flow	<pre> graph TD A[Identify need/specifications] --> B[Source, commit, purchase, manage, pay] </pre>	<pre> graph TD A[Prepare market-ready specifications and pricing sheet] --> B[Prepare documents for release] B --> C[Bid period] C --> D[Evaluation period] D --> E[Source, commit, purchase, manage, pay] </pre>	<pre> graph TD A[Prepare market-ready specifications and pricing sheet (evaluation scheme for RFPs)] --> B[Prepare documents for release (by Procurement Services Division (PSD))] B --> C[Bid period 2-5 weeks depending on value, nature and int'l trade treaties] C --> D[Evaluation and references - tenders] C --> E[Evaluation period - RFPs] D --> F[Council report and approval - 30 days (eliminated)] E --> F F --> G[Prepare contract documents and transmit (PSD)] G --> H[Execution and return of documents by vendor] H --> I[Process and issue Purchase Order (PSD)] I --> J[Manage and pay] </pre>
Duration	<ul style="list-style-type: none"> As short as same-day 100% client-department controlled 	<ul style="list-style-type: none"> As short as same-day 100% client-department controlled 	<ul style="list-style-type: none"> Procurement Svcs 4-10 days Balance is bid-period and vendor/client-department controlled



**Town of Aurora
General Committee Report No. FS18-009**

Subject: 2018 In-year Capital Budget
Prepared by: Karen Oreto, Financial Analyst
Department: Financial Services
Date: April 17, 2018

Recommendation

- 1. That Report No. FS18-009 be received; and**
- 2. That the ten capital projects outlined in Attachment #1 be approved having a total budget of \$5,978,260, to be funded from the Reserve Funds as outlined in Attachment #1.**

Executive Summary

The pending municipal election is anticipated to delay the approval of the annual operating and capital budget. Late approval of budget would delay the tendering and commencement of routine replacement and maintenance projects. Staff have identified a list of capital projects for which they require Council's approval to avoid any delays in the completion of this necessary planned capital work.

- Only select projects are proposed for approval
- All proposed projects were in last year's ten year capital plan and are routine in nature.

Background

A small number of the Town's planned 2019 projects of a repair and replacement nature should be brought forward for Council's approval as a 2018 in year capital budget. In an effort to ensure no delays in the completion of required capital work, staff undertook a review of the Town's planned 2019 repair and replacement capital plans with this intent in mind.

Analysis

Only select projects are proposed for approval

When undertaking its review of the planned 2019 capital works, staff subjected each identified project to the following five criteria being:

1. Project must be a repair and replacement project that appeared as a 2019 item in the 10 year capital plan as published as part of the 2018 capital budget;
2. The current value of the project must be within +/- 15% of the value previously published;
3. The scope of work and specifications must be completed between November 1, 2018 and March 31, 2019;
4. The responsible department must have the capacity to commence the project no later than July 1, 2019; and
5. Project manager must have director sign-off.

All proposed projects were in last year's ten year capital plan and are routine in nature

Attachment #1 presents a summary of ten routine repair and replacement projects with a total value of \$5,978,260 that staff are recommending be part of the 2018 In-year Capital budget for Council's consideration. In addition, behind this summary page are the detailed capital sheets outlining details of each recommended project as well as their sources of funding.

Advisory Committee Review

None

Legal Considerations

None

Financial Implications

All applicable funding is sourced from the existing reserve funds of the Town, and not directly from the tax rate budget or utility rate budgets. In making its recommendation staff have ensured that its proposed list of projects can be delivered in a financially

feasible fashion, including an assurance that all impacted reserves remain healthy over the longer term. The noted reserve health is dependent upon Council's ongoing support of a sustainable contribution of funding into a variety of reserve funds in support of the town's ten year capital investment requirements.

Communications Considerations

The report along with all attachments will be posted to the Town's website on the Budget and Financial Information page.

Link to Strategic Plan

Developing, reviewing and presenting capital investment in our infrastructure supports several aspects of the Strategic Plan. This report supports the Plan principles of Leadership in Corporate Management, Leveraging Partnerships, and Progressive Corporate Excellence and Continuous Improvement.

Alternative(s) to the Recommendation

1. May provide alternative directions with respect to the projects being presented for approval.

Conclusions

In an effort to ensure that no delays are experienced in the delivery of the Town's planned routine repair and replacement capital works, it is recommended that Council approve the proposed 2018 In-year Capital budget consisting of ten repair and replacement projects with a total estimated budget of \$5,978,260. This plan will fully commence before the end of 2018.

Attachments

Attachment #1 2018 In-year Repair & Replacement Capital Projects

Previous Reports

FS17-048: 2018 Final Capital Budget Approval

April 17, 2018

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Report No. FS18-009

Pre-submission Review

Agenda Management Team review on March 29, 2018

Departmental Approval



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

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**

Attachment #1

2018 In Year Repair and Replacement Capital Projects

Summarized by Results of Council Discussions

Project ID	Project	New 2018 Requests
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Community Services

72225	AFLC - LED Lighting Arena, Pool Squash Courts and Ceiling Repair	350,000
Community Services Sub Total		\$ 350,000

Operational Services

73154	Playground Surface Restoration - Various Parks	11,300
73160	Emerald Ash Borer Mgmt Program	235,000
73207	Playground Replacement - Wm Kennedy Park	125,000
73214	Playground Replacement - Tamarac Park	97,750
73241	Walkway/Basketball Repaving - Wm Kennedy Park	25,000
Operational Services Sub Total		\$ 494,050

Planning and Development Services

31116	M&O - Dunning Ave, Edward St., Golf Links Dr., Ind. Pkwy S., McClellan Way, Orchard Hts. Blvd., Tamarac Tr.	3,283,710
31155	Pavement Condition Assessment - 2019	50,500
Planning and Development Services Sub Total		\$ 3,334,210

Rates

42064	Storm Sewer Outlet Cleanup	300,000
42066	Damaged Storm Pipe off Henderson Dr	1,500,000
Rate Sub Total		\$ 1,800,000

TOTAL PROJECT FUNDING \$ 5,978,260

**Town of Aurora
Capital Projects**

Project	73160 Emerald Ash Borer Management Program		
Department	Operational Services		
Version	In Year	Year	2018

Description

TARGET START DATE AND END DATE: Use format Q4 2017 - Q1 2018

PROJECT DESCRIPTION:

Provide a brief overview of the project and include the key goals, objectives and performance measures.

To manage the Emerald Ash Borer (EAB) infestation of the municipal street tree inventory, parks and wood lots, further funding is required in support of this program. This is year 7 of 10 for this program.

PROJECT JUSTIFICATION/CAPITAL SERVICE LEVEL IMPACT:

Provide the reasons the project should be approved and what will be the impact of the project to service levels.

The implementation of year 7 of the EAB Management Plan will involve the continued treatment of approximately 900 ash trees. Not all ash street trees will qualify for treatment based on their declining condition as a result of EAB infestation. It was indicated that the number of EAB infested trees was on the incline in 2014. As such the situation is unfolding as predicted in terms of timing and effects of this insect. Staff are continuing to monitor the Ash tree inventory to gauge the effectiveness of the treatment program.

PROJECT BENEFITS:

Explain the benefits of the project which could include Citizen/Client, compliance, financial, internal, learning & growth or utility benefits.

To maintain public safety associated with the removal of dying and potentially dangerous trees, to maintain acceptable neighbourhood aesthetics and to re-establish the tree canopy by replacing trees that are removed.

IMPACT TO THE ORGANIZATION IF THE PROJECT WAS NOT APPROVED:

Please provide an explanation of what the outcomes would be if the project was not approved.

All ash trees on municipal lands would perish due to EAB. Perishing trees may result in safety concerns for home owners or pedestrians and a decline in neighborhood aesthetics.

Budget

	Total	2019	2020	2021	2022	2023	2024	Future
Expenditures								
Estimated Expenditures								
CONTRACTS	945,000	235,000	235,000	240,000	235,000			
Expenditures Total	945,000	235,000	235,000	240,000	235,000			
Funding								
Special Purpose Reserve Funds								
EMERALD ASH BORER RESERVE	945,000	235,000	235,000	240,000	235,000			
Funding Total	945,000	235,000	235,000	240,000	235,000			
Total Over (Under) Funded								

**Town of Aurora
Capital Projects**

Project	73207 Playground Replacement- Wm Kennedy Park		
Department	Operational Services		
Version	In Year	Year	2018

Gallery

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**Town of Aurora
Capital Projects**

Project	73207 Playground Replacement- Wm Kennedy Park		
Department	Operational Services		
Version	In Year	Year	2018

Gallery

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**Town of Aurora
Capital Projects**

Project	73207 Playground Replacement- Wm Kennedy Park		
Department	Operational Services		
Version	In Year	Year	2018

Gallery

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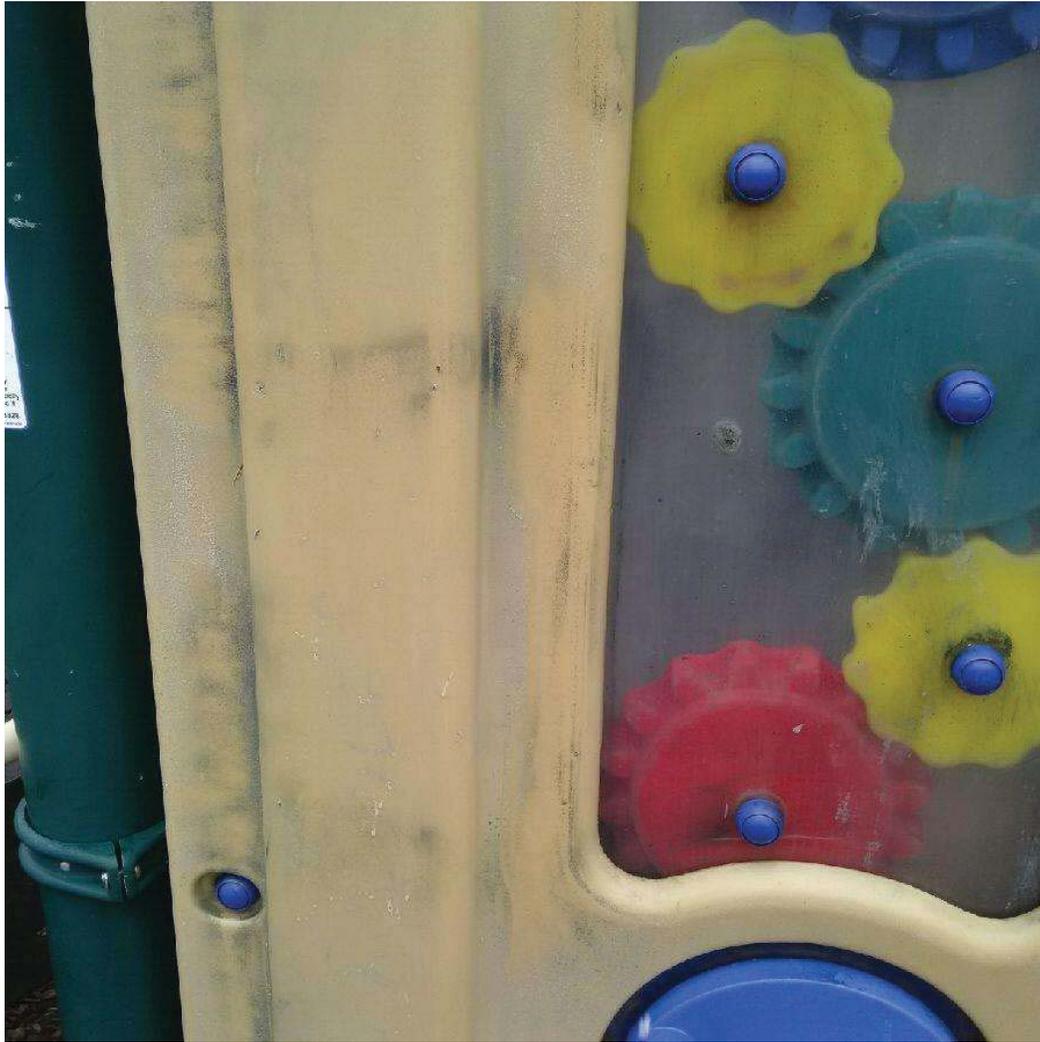


**Town of Aurora
Capital Projects**

Project	73207 Playground Replacement- Wm Kennedy Park		
Department	Operational Services		
Version	In Year	Year	2018

Gallery

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**Town of Aurora
Capital Projects**

Project	73207 Playground Replacement- Wm Kennedy Park		
Department	Operational Services		
Version	In Year	Year	2018

Gallery

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**Town of Aurora
Capital Projects**

Project	73214 Playground Replacement- Tamarac Park		
Department	Operational Services		
Version	In Year	Year	2018

Gallery

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**Town of Aurora
Capital Projects**

Project	73214 Playground Replacement- Tamarac Park		
Department	Operational Services		
Version	In Year	Year	2018

Gallery

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**Town of Aurora
Capital Projects**

Project	73214 Playground Replacement- Tamarac Park		
Department	Operational Services		
Version	In Year	Year	2018

Gallery

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**Town of Aurora
Capital Projects**

Project	73214 Playground Replacement- Tamarac Park		
Department	Operational Services		
Version	In Year	Year	2018

Gallery

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**Town of Aurora
Capital Projects**

Project	73241 Walkway/Basketball Repaving- Wm Kennedy Park		
Department	Operational Services		
Version	In Year	Year	2018

Gallery

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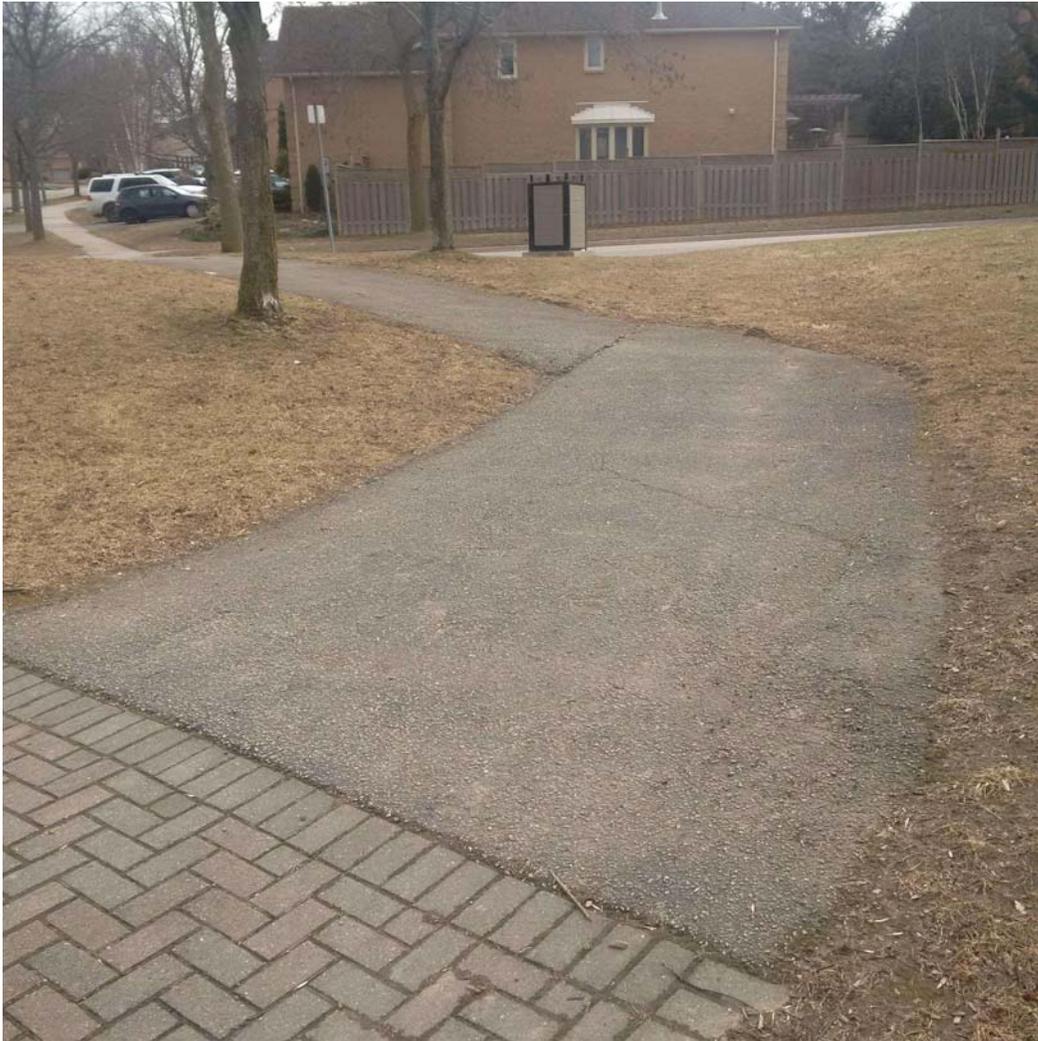


**Town of Aurora
Capital Projects**

Project	73241 Walkway/Basketball Repaving- Wm Kennedy Park		
Department	Operational Services		
Version	In Year	Year	2018

Gallery

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Project	73241 Walkway/Basketball Repaving- Wm Kennedy Park		
Department	Operational Services		
Version	In Year	Year	2018

Gallery

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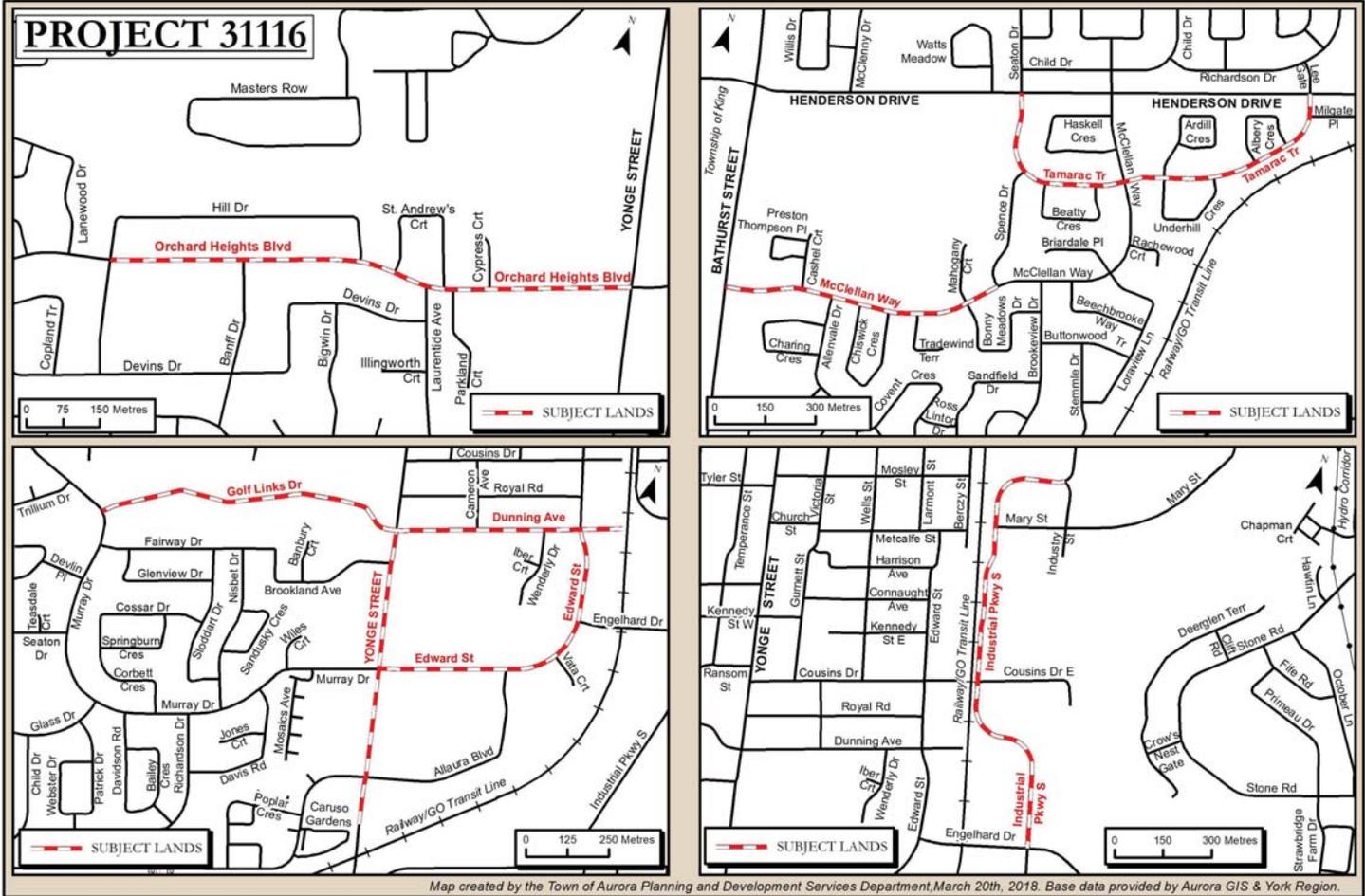


Town of Aurora
Capital Projects

Project	31116 M & O - Dunning Ave, Edward St, Golf Links Dr, Ind Pkwy S, McClellan Way, Orchard		
Department	Planning & Development Services		
Version	In Year	Year	2018

Gallery

Q:_Departments_space\Works\Capital Projects\CP 31116 - Reconstruction of Dunning Edward Golf Links Industrial Pkwy S McClellan Orchard Heights



**Town of Aurora
Capital Projects**

Project	31155 Pavement Condition Assessment - 2019		
Department	Planning & Development Services		
Version	In Year	Year	2018

Description

TARGET START DATE AND END DATE: Use format Q4 2017 - Q1 2018

Q4 2018- Q3 2019

PROJECT DESCRIPTION:

Provide a brief overview of the project and include the key goals, objectives and performance measures.

To provide the necessary funding to conduct a pavement condition survey/assessment for the Town's entire road network. This survey is conducted for the road system every 3 to 5 years. The survey helps staff in the assessment of the overall health of the Town's road network and provides decision support information for the development of the 10-year capital Roads R&R Program and the annual road resurfacing and rehabilitation projects. Also, the pavement condition data assists in the planning of operational, tactical and strategic initiatives. The project involves hiring a contractor to conduct the pavement inspection on the Town's road system for identification, classification and measurement of individual pavement distresses and establishes a rating scale to describe the pavement condition on each road.

PROJECT JUSTIFICATION/CAPITAL SERVICE LEVEL IMPACT:

Provide the reasons the project should be approved and what will be the impact of the project to service levels.

LINK TO STRATEGIC PLAN: Supporting an exceptional quality of life for all, Objective 2: Invest in sustainable infrastructure - maintain and expand infrastructure

This survey is conducted for the entire road system every 3 to 5 year since roads are degrading differently with time based on network definition, traffic data, construction methodology etc. The project is included in the most recent capital plan.

PROJECT BENEFITS:

Explain the benefits of the project which could include Citizen/Client, compliance, financial, internal, learning & growth or utility benefits.

The Town-wide pavement condition assessment identifies and measures pavement imperfections and distresses and classifies roads based on a condition rating. This provides decision support information for the 10-year capital roads R&R.

IMPACT TO THE ORGANIZATION IF THE PROJECT WAS NOT APPROVED:

Please provide an explanation of what the outcomes would be if the project was not approved.

The survey needs to be conducted every 3 to 5 years since roads are depreciating differently. The survey helps to assess the road system. The 10-year capital roads R&R is based on the most recent survey and is revised accordingly.

Budget

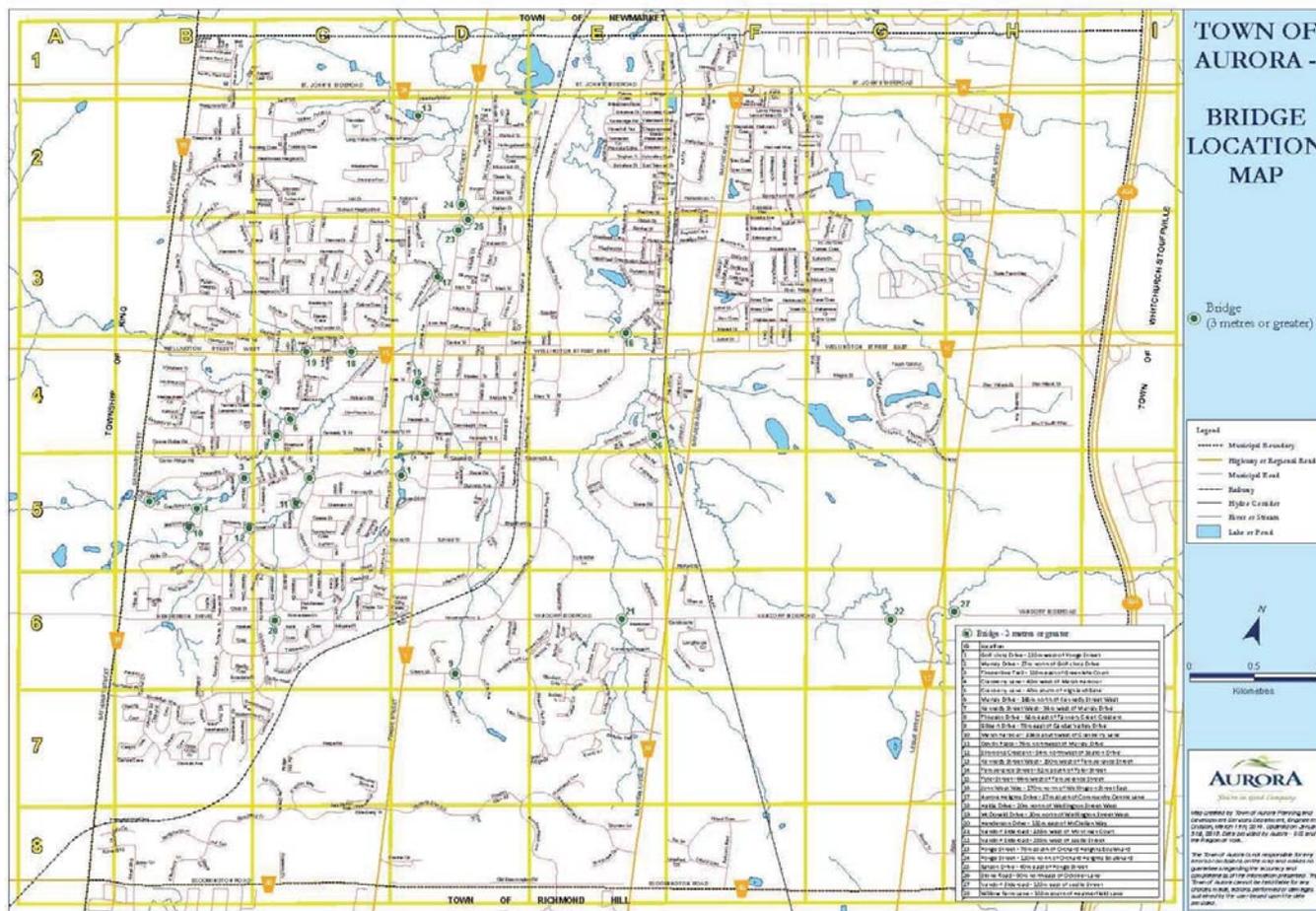
	Total	2019	2020	2021	2022	2023	2024	Future
Expenditures								
Estimated Expenditures								
CONSULTING	50,500	50,500						
	50,500	50,500						
Expenditures Total	50,500	50,500						
Funding								
Infrastructure Sustainability Reserves								
RDS/SDWLKS/ST LGTS R&R	50,500	50,500						
	50,500	50,500						
Funding Total	50,500	50,500						
Total Over (Under) Funded								

**Town of Aurora
Capital Projects**

Project	31155 Pavement Condition Assessment - 2019		
Department	Planning & Development Services		
Version	In Year	Year	2018

Gallery

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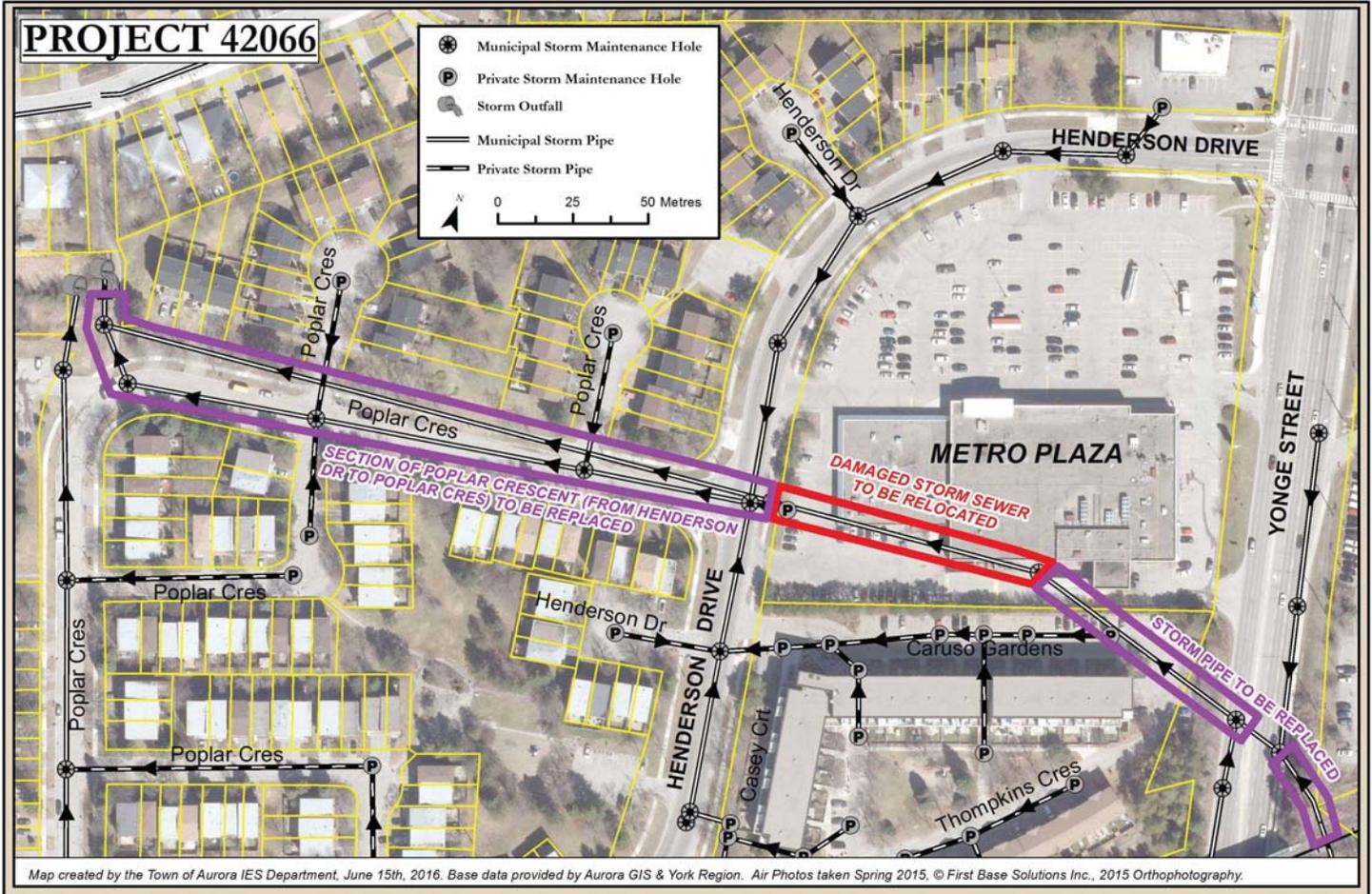


**Town of Aurora
Capital Projects**

Project	42066 Damaged Storm Pipe off Henderson Dr		
Department	Planning & Development Services		
Version	In Year	Year	2018

Gallery

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Town of Aurora

General Committee Report

No. PDS18-043

Subject: Award of Contract for Consulting Services – Design for the Reconstruction of Browning Court, Johnson Road, Holman Crescent, Baldwin Rd

Prepared by: Glen McArthur, Municipal Engineer

Department: Planning and Development Services

Date: April 17, 2018

Recommendation

- 1. That Report No. PDS18-043 be received; and**
- 2. That the total approved budget for Capital Project No. 31118 be increased to \$276,411, representing an increase of \$96,411 to be funded from the storm sewer reserve; and**
- 3. That the Request for Proposal No. 2018-43-PDS-ENG for the provision of consulting services for the design of the reconstruction of Browning Court, Johnson Road, Holman Crescent and Baldwin Road, be awarded to Ainley & Associates Inc. in the amount of \$246,934.25, excluding taxes; 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

To receive Council's authorization to award the contract for consulting services for the reconstruction design of Browning Court, Johnson Road, Holman Crescent and Baldwin Road between Johnson Road and Child Drive to Ainley & Associates Inc.

The reconstruction design for these streets will:

- improve the road condition;
- reduce road and water main maintenance costs;
- provide safer driving and pedestrian access;

- improve control of stormwater runoff; and
- improve roadway and boulevard drainage.

The RFP 2018-43-PDS-ENG was issued on February 20, 2018 and closed on March 13 2018.

The evaluation determined that the highest ranked proposal was made by Ainley & Associates Inc. for \$246,934.25 excluding taxes.

Background

This project is included in the Ten-year Capital Plan with a \$180,000 design budget for the year 2018.

The roadways to be reconstructed are all local residential with a semi-rural cross-section with gravel shoulders and ditches for drainage. The roadways currently have no sidewalks.

This project will involve fully urbanizing these streets replacing the gravel shoulders and ditch with new curb and gutter and storm sewer system as well as new sidewalk on one side of each street.

The new storm sewer system will utilize low impact development (LID) techniques as recommended in the Town's Comprehensive Stormwater Management Master Plan to improve the control and treatment of storm water runoff.

The streets have an existing 150mm diameter water main that requires replacement with a new 200mm diameter water main and a sanitary sewer system that will be assessed and replaced if required.

Existing street lights are attached to hydro poles within the street boulevards. A photometric assessment and design for street lighting will be completed as part of this project.

The existing roadway surfaces within the project limits are in fair to good condition, however to urbanize these roads they will need to be fully reconstructed with all road asphalt and granular being replaced.

These semi-rural roadways with ditches are among only a few remaining within the Town to be fully urbanized.

Analysis

Proposal evaluations

The Request for Proposal (RFP 2018-43-PDS-ENG) for the design of the reconstruction of Browning Court, Johnson Road, Holman Crescent and Baldwin Road was issued on February 20, 2018 and closed on March 13, 2018. The Tendering Opening Committee received five (5) proposals from the following firms:

- Ainley & Associates Inc.
- Cole Engineering Group Ltd.
- Exp Services Inc.
- Morrison Hershfield
- Noveen Engineering Inc.

A review of the proposals was undertaken with each proposal evaluated based on pre-defined criteria as identified in the RFP.

Proponents were required to achieve a minimum score of 70% to proceed to the pricing phase (52.5 out of 70 possible points).

Four (4) of the firms that submitted proposals scored above the 70% threshold and their pricing was opened and evaluated. The evaluation team determined that the highest ranked proposal was made by Ainley & Associates Inc. with a cumulative score of 85.3 and total proposal price of \$246,934.25.

Project Schedule

The project will commence in June with final design completed in late 2018. Construction is planned for the spring of 2019.

Advisory Committee Review

Not applicable.

Legal Considerations

The awarding of this contract is in accordance with the Town's Procurement By-law.

Financial Implications

Table 1 below is a financial summary based on the Proposal submitted by Ainley & Associates Inc.

Table 1

Approved Budget for Design	
Capital Project # 31118	\$180,000
Total Approved Budget for Design	\$180,000
Less previous commitments	\$0
Funding available for subject Project	\$180,000
Contract Award excluding HST	\$246,934.25
Non-refundable taxes (1.76%)	\$4,347
Sub-Total	\$251,282
Contingency amount (10%)	\$25,129
Total Funding Required	\$276,411
Budget Variance	(\$96,411)

The \$180,000 budget amount submitted for the 2018 Capital Budget was based on preliminary cost estimates for the project. The unfavourable budget variance is a result of the addition of provisional items for potential extra works involving mostly additional soil, groundwater and infiltration investigations related to the LID design.

The unfavorable budget variance for this project of \$96,411 is recommended to be funded from the Storm Sewer Reserve.

Communications Considerations

Not applicable.

Link to Strategic Plan

This project supports the **Strategic Plan Goal of Supporting an Exceptional Quality of Life** for all by investing in sustainable infrastructure. This ensures vehicular and pedestrian safety is provided to meet the needs and expectations of our community

Alternative(s) to the Recommendation

Council may choose to not award this project. The RFP evaluation process meets all of the 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, the reconstruction of Browning Court, Johnson Road, Holman Crescent and Baldwin Road will not proceed.

Conclusions

The RFP review has complied with the Procurement By-law requirements and it is recommended that the Contract for the provision of consulting services for the design of the reconstruction of Browning Court, Johnson Road, Holman Crescent and Baldwin Road, RFP 2018-43-PDS-ENG, be awarded to Ainley & Associates Inc. for \$246,934.25, excluding taxes.

The total approved budget for Capital Project No. 31118 has to be increased to \$276,411, representing an increase of \$96,411 to be funded from the storm sewer reserve.

Attachments

Appendix 'A' – Key Plan showing the location of proposed road reconstruction design works

Previous Reports

None

Pre-submission Review

Agenda Management Meeting review on March 29, 2018

April 17, 2018

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Report No. PDS18-043

Departmental Approval

Approved for Agenda

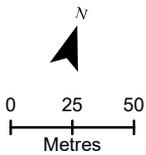
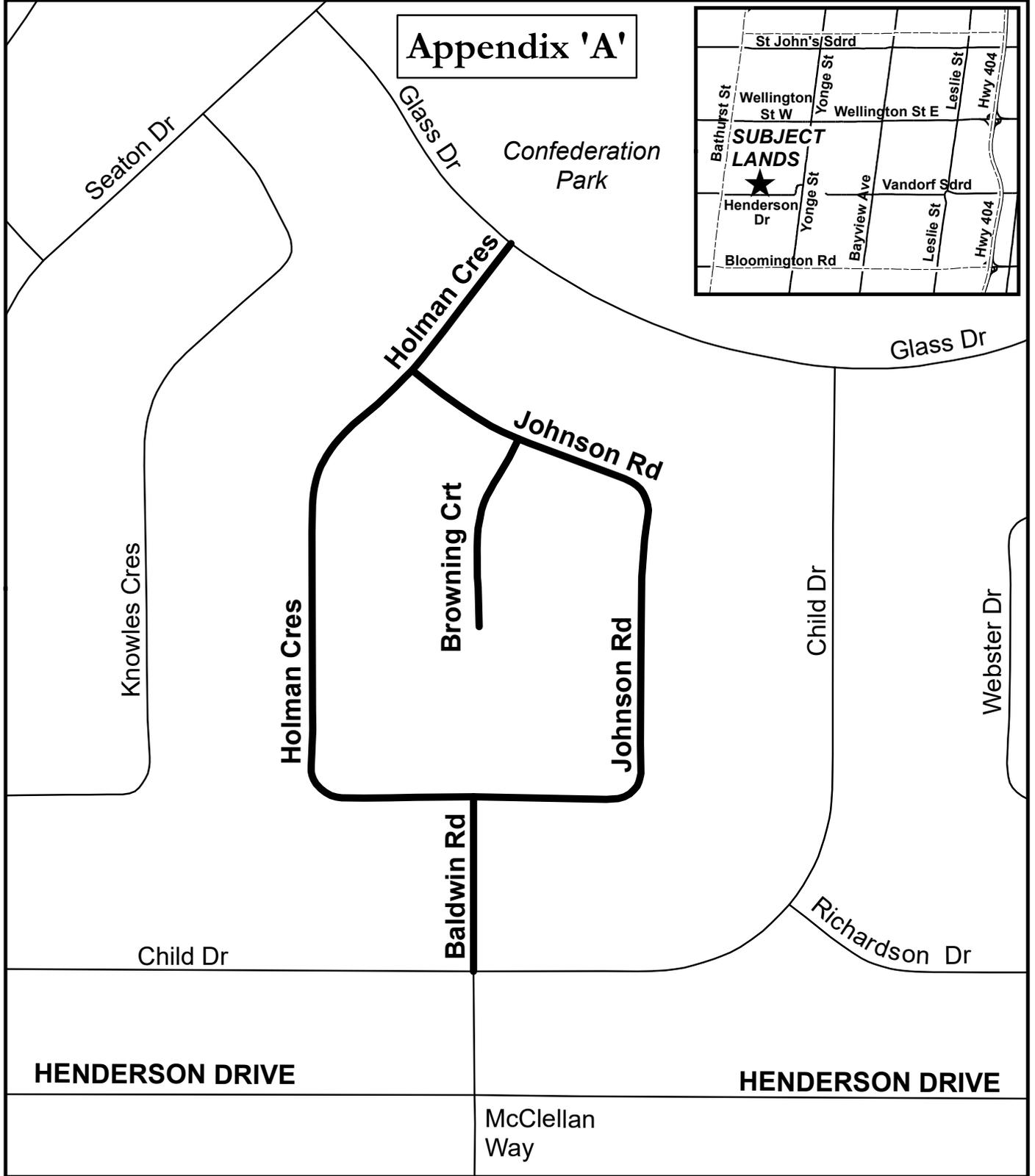
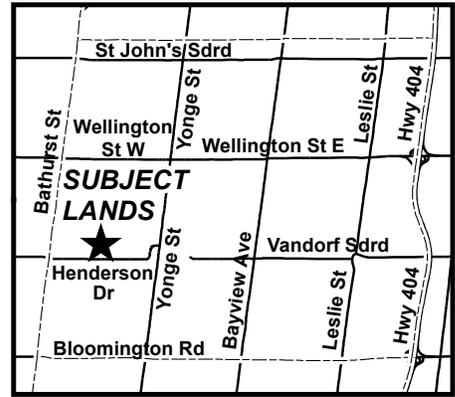


**Marco Ramunno
Director of Planning
and Development Services**



**Doug Nadorozny
Chief Administrative Officer**

Appendix 'A'



KEY PLAN
LOCATION OF PROPOSED ROAD RECONSTRUCTION DESIGN FOR
BROWNING CRT, JOHNSON RD, HOLMAN CRES & BALDWIN RD



PDS18-043

Map created by the Town of Aurora Planning and Development Services Department, March 21st, 2018. Base data provided by York Region and Aurora - GIS. This is not a legal survey.



**Town of Aurora
General Committee Report**

No. PDS18-044

Subject: Award of Tender 2018-09-PDS-ENG - For Road Reconstruction on Kennedy Street West, Temperance Street, Ransom Street and Ransom Court

Prepared by: Patrick Ngo, Municipal Engineer

Department: Planning and Development Services

Date: April 17, 2018

Recommendations

- 1. That Report No. PDS18-044 be received; and**
- 2. That the total approved budget for Capital Project Numbers 31109 and 31114 be increased to \$2,988,257, representing an increase of \$860,991 to be funded from the Water and Road Reserves; and**
- 3. That Tender 2018-09-PDS-ENG – For Road Reconstruction on Kennedy Street West (from George Street to Yonge Street), Temperance Street (from Ransom Street to Kennedy Street West), Ransom Street and Ransom Court be awarded to Direct Underground Inc. in the amount of \$2,656,837 excluding taxes; 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

To receive Council's authorization to award Tender 2018-09-PDS-ENG to Direct Underground Inc.

Background

The full depth road reconstruction of Kennedy Street West (from George St. to Yonge St.), Temperance Street (from Ransom Street to Kennedy St. W.), Ransom Street and Ransom Court) is included in the Town of Aurora 10-Year Capital Reconstruction program.

April 17, 2018

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Report No. PDS18-044

The capital funding for this project has been approved by Council for delivery in 2018 in the amount of \$2,127,266 and this report provides the details of the tendering results and recommendation to proceed to construction.

This project has been presented to the community through a public open house to provide interested residents the opportunity to view the drawings, ask questions and provide comments prior to the completion of the design drawings.

The capital funding for this project has been approved by Council for delivery in 2018 and this report provides the details of the tendering results and recommendation to proceed to construction.

Analysis

A total of 39 plan takers picked up the tender documents and on March 7, 2018, the Tender Opening Committee received Ten (10) compliant bids. The lowest compliant bidder for this tender was Direct Underground Inc. as summarized in Table 1.

Table 1

	FIRM NAME	TOTAL BID (excluding taxes)
1	Direct Underground Inc.	\$2,656,837
2	Rabcon Contractors Ltd.	\$2,676,472
3	Mar-King Construction Company Ltd.	\$2,823,412
4	North Rock Group Ltd	\$2,916,181
5	Blackstone Paving & Construction Limited	\$3,052,524
6	614128 Ontario Ltd o/a Trisan Construction	\$3,083,582
7	GRASCAN CONSTRUCTION LTD.	\$3,355,000
8	Wyndale Paving Co. Ltd	\$3,943,322
9	Robert B. Somerville Co. Limited	\$4,064,937
10	Sanscon Construction Ltd	\$4,208,894

April 17, 2018

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Report No. PDS18-044

Verification of the Tenders was undertaken by Town staff. Direct Underground Inc. has successfully completed similar projects for the Town Aurora and other Municipalities.

Project Schedule

The Contract is expected to commence in May 2018.

Advisory Committee Review

Not applicable

Legal Considerations

The awarding of this tender is in accordance with the Town's Procurement Bylaw.

Financial Implications

Kennedy Street, Temperance Street (project number 31109), Ransom Court and Ransom Street (project number 31114) are in very close proximity to each other, as such, it is more cost effective in combining these two projects in one tender.

Table 2 is a financial summary for Capital Project Numbers 31109 and 31114 as based on the Tender submitted by Direct Underground Inc.

Table 2

Approved Budget	
Funding Available for Capital Projects 31109	\$1,534,109
Funding Available for Capital Projects 31114	\$593,157
Total Construction Budget Available for Project #31109 & 31114	\$2,127,266
Contract Award excluding HST	
Capital Projects 31109	\$2,114,972
Capital Projects 31114	\$541,865
Total Contract Price for Projects #31109 & 31114 excluding HST	\$2,656,837
Non-refundable taxes (1.76%)	\$46,760

April 17, 2018

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Report No. PDS18-044

Geotechnical Inspection (Under Separate P.O.)	\$5,000
Arborist Inspection (Under Separate P.O.)	\$3,000
Construction Signage (Under Separate P.O.)	\$5,000
Sub-Total	\$2,716,597
Contingency amount (10%)	\$271,660
Total Funding Required	\$2,988,257
Budget Variance	
Capital Projects 31109	(-\$847,606)
Capital Projects 31114	(-\$13,385)
Budget Variance	(-\$860,991)

Additional funding is required to proceed with this road reconstruction project. It is recommended that this budget variance of \$860,991 be provided from the Water and Roads Reserves.

The difference between the estimated budget and the tender price is mostly due to the fact that a detailed cost estimate was not available from the engineering consultant at the time of the 2018 capital budget preparation.

Communications Considerations

Staff have anticipated a medium to high impact to local residents as the proposed full depth road reconstruction will include, replacement of the road including granular base and asphalt surface, new sidewalk and curb, new watermain and sanitary sewer, and improvements to the existing storm sewer system. This will restrict traffic to one lane on occasion, disrupt water service on occasion, and limit access to driveways for short periods of time. Nevertheless, there will be low impact to schools, facilities and businesses. Staff will include extra signage on the road and communication before and during construction.

Construction is anticipated to commence in May 2018 and be completed within eighty (80) working days, weather permitting.

Link to Strategic Plan

This project supports the Strategic Plan goal of Supporting and **Exceptional Quality of Life for All** by Investing in Sustainable Infrastructure. This ensures road safety is provided to meet the needs and expectations of our community.

Alternative(s) to the Recommendation

Council may choose to not award this project. The Tender evaluation process meets all requirements for 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, these road segments will not be rehabilitated and future road maintenance will be more extensive and costly.

Conclusions

The Tender review has complied with the procurement By-law requirements and it is recommended that Tender 2018-09-PDS-ENG for road reconstruction of Kennedy Street West (from George St. to Yonge St.), Temperance Street (from Ransom Street to Kennedy St. W.), Ransom Street and Ransom Court) be awarded to Direct Underground Inc. in the amount of \$2,656,837 excluding taxes.

Staff recommended that the total approved budget for Capital numbers 31109 and 31114 be increased to \$2,988,257, representing a total increase of \$860,991. That is, \$210,000 to be funded from Water Reserve and \$650,991 from Road Reserve.

As mentioned before, the difference between the estimated budget and the tender price is mostly due to the fact that a detailed cost estimate was not available from the engineering consultant at the time of the 2018 capital budget preparation.

Attachments

Appendix 'A' – Key Plan showing the locations of proposed roadway reconstruction.

Previous Reports

None

April 17, 2018

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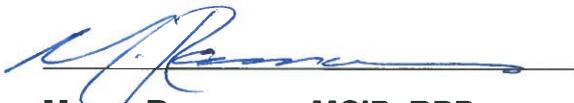
Report No. PDS18-044

Pre-submission Review

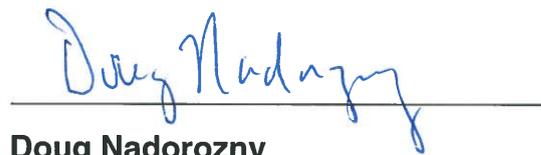
Agenda Management Team Meeting review on March 29, 2018

Departmental Approval

Approved for Agenda

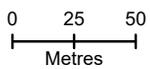
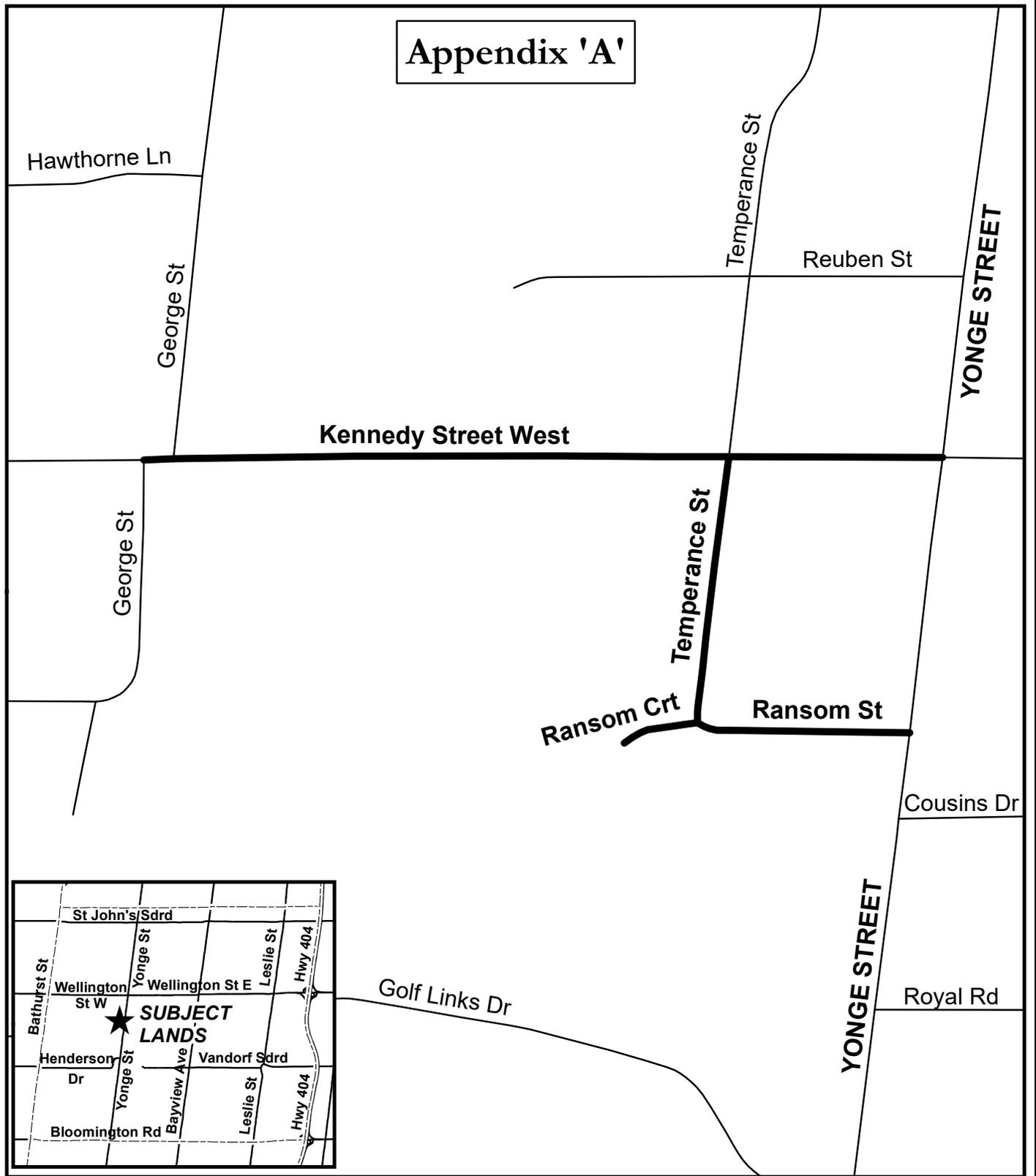


**Marco Ramunno, MCIP, RPP
Director
Planning and Development Services**



**Doug Nadorozny
Chief Administrative Officer**

Appendix 'A'



KEY PLAN
LOCATION OF PROPOSED ROAD RECONSTRUCTION
KENNEDY ST W, TEMPERANCE ST, RANSOM ST AND RANSOM CRT



PDS18-044

Map created by the Town of Aurora Planning and Development Services Department, March 21st, 2018. Base data provided by York Region and Aurora - GIS. This is not a legal survey.