



General Committee Meeting Agenda

**Tuesday, October 18, 2016
7 p.m.**

**Council Chambers
Aurora Town Hall**



**Town of Aurora
General Committee
Meeting Agenda**

Tuesday, October 18, 2016
7 p.m.
Council Chambers

Councillor Abel in the Chair

- 1. Declaration of Pecuniary Interest and General Nature Thereof**
- 2. Approval of the Agenda**
Recommended:
That the agenda as circulated by Legislative Services be approved.
- 3. Determination of Items Requiring Separate Discussion**
- 4. Adoption of Items Not Requiring Separate Discussion**
- 5. Delegations**
- 6. Presentations by the Advisory Committee Chair**
- 7. Consideration of Items Requiring Separate Discussion**
- 8. Notices of Motion**

9. New Business/General Information

10. Closed Session

11. Adjournment

Agenda Items

1. **PBS16-082 – Application for Site Plan Approval
FGKW Retirement Living Inc.
145 Murray Drive, Part Lot 77, Concession 1, WYS
File Number: SP-2016-04**
(Report to be provided following the Committee of Adjustment meeting on
Thursday, October 13, 2016)
2. **PRCS16-045 – Award of Request for Proposal PRS 2016-60 Detailed Design and
Contract Administration for Construction of Mavrillac Park**
(Report to be provided when available)
3. **IES16-080 – Suspension of Winter Overnight Parking Restrictions –
Introduction to the Program**
Recommended:
 1. That Report No. IES16-080 be received for information.
4. **FS16-033 – Interim Operating Budget Forecast – As at August 31, 2016**
Recommended:
 1. That Report No. FS16-033 be received for information.
5. **CS16-004 – Award of Request for Proposal CS-IT 2016-85 Upgrades to the Audio
Video System in the Council Chamber and the Holland Room**
(Report to be provided when available)
6. **FS16-031 – Procurement By-law Update for eProcurement**
Recommended:
 1. That Report No. FS16-031 be received; and

2. That Procurement By-law No. 5500-13 be repealed and replaced with an updated bylaw to provide for eProcurement services and other minor changes.

7. FS16-032 – Ontario Community Infrastructure Fund Renewed Grant Agreement

Recommended:

1. That Report No. FS16-032 be received; and
2. That the Mayor and Town Clerk be authorized to execute the standardized grant agreements, subject to the satisfaction of the Town Solicitor, for the Ontario Community Infrastructure Fund – Formula Component; and
3. That the Treasurer be authorized to execute on behalf of the Town any progress reports or other submissions required in compliance with the terms of the funding agreements during the course of the funding and approved projects.

8. IES16-078 – Award of Tender No. IES 2016-81

Recommended:

1. That Report No. IES16-078 be received; and
2. That Tender No. IES 2016-81 – Redirection of the Existing Sanitary Services for Houses on Mosley Street and Decommissioning of the Existing Sanitary Sewer, Capital Project No. 41007, be awarded to Capital Sewer Services Inc. in the amount of \$219,811.18, excluding taxes; and
3. That the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all document and ancillary agreements required to give effect to same.

9. IES16-079 – Award of Contract for Consulting Services for the Restoration of 9 Scanlon Court

Recommended:

1. That Report No. IES16-079 be received; and

2. That the Contract for the provision of consulting services to complete site remediation works, environmental site investigations and reporting for the Town's property located at 9 Scanlon Court be awarded to Amec Foster Wheeler Environment & Infrastructure a Division of Amec Foster Wheeler Americas Limited for \$164,498.16, excluding taxes; and
3. That the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.

10. PRCS16-046 – Emerald Ash Borer Control Program Update

Recommended:

1. That Report No. PRCS16-046 be received; and
2. That the Emerald Ash Borer Treatment Program continue in 2017; and
3. That the Emerald Ash Borer Treatment Program continue in future years pending treatment success rates and Council's continued approval of the Emerald Ash Borer Treatment Program.

11. PBS16-081 – Application for Site Plan Approval

Green Storage Inc.

27 Allaura Boulevard

Block B and Part of Block A and Part of Lot 13

Registered Plan M-51

File Number: SP-2015-07

Related File Number: MV-2016-35A-C

Recommended:

1. That Report No. PBS16-081 be received; and
2. That Site Plan Application File SP-2015-07 (Green Storage Inc.) to permit the development of the subject lands for a self-storage facility be approved; and
3. That the Mayor and Town Clerk be authorized to execute the site plan agreement, including any and all documents and ancillary agreements required to give effect to same.

12. PBS16-085 – Town of Aurora Strategic Plan Update – What We Heard

Recommended:

1. That Report No. PBS16-085 be received; and
2. That staff be directed to prepare the draft Strategic Plan update based on the feedback received to date and that the draft Plan form the basis for the remaining planned public consultation activities.

13. Joint Council Committee Meeting Minutes of September 6, and October 3, 2016
(October 3, 2016 Joint Council Committee meeting minutes to be provided when available)



**Town of Aurora
General Committee Report**

No. IES16-080

Subject: Suspension of Winter Overnight Parking Restrictions –
Introduction to the program

Prepared by: Jamal Massadeh, Traffic/Transportation Analyst

Department: Infrastructure and Environmental Services

Date: October 18, 2016

Recommendation

- 1. That Report No. IES16-080 be received for information.**

Executive Summary

To provide Council with additional information regarding the implementation of the suspension of winter overnight on-street parking restrictions pilot project during the 2016/2017 winter season.

- On January 26, 2016 Council passed a motion on implementation of winter overnight parking restrictions during the 2016/2017 winter season
- On May 17, 2016 Council approved a recommendation to implement a pilot project to suspend winter overnight parking except during snow events for the 2016/2017 winter season

Background

On May 17, 2016, the General Committee considered Report IES16-050 – Suspension of Winter Overnight Parking Restrictions, and adopted the following recommendations:

THAT Report No. IES16-050 be received; and

THAT a pilot project to suspend winter overnight parking restrictions, except during snow events, be implemented for the 2016/2017 winter season.

Council approved the General Committee recommendation at their meeting on May 24, 2016.

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Report No. IES16-080

Analysis

Staff is proceeding with the implementation of the pilot project during the 2016/2017 winter season

As per Council direction, staff is proceeding with the suspension of winter overnight parking restrictions starting November 15, 2016 and ending April 15, 2017. This necessitates that a proper planning procedure be initiated and followed to ensure a smooth transition from prior practices to the proposed pilot project:

- Develop a communication plan to inform residents and keep them engaged prior to and during the pilot project
- Remove the existing “Winter Overnight Parking Restrictions” information signs installed around the Town’s periphery and replace with signs requesting that motorists keep their vehicles off the street during snow events to allow for snow removal operations
- Consult with Ottawa staff to learn from their experience and success/failure with their winter parking operations
- In the event of heavy snow winter season, Council has the option of cancelling the pilot project due to a number of risk factors that could occur, such as high windrows, damage to parked vehicles as a result of plowing around them and public safety

During a snow event By-law staff will be required to assist during snow removal activities

During the pilot project, restrictions on overnight parking will be lifted. During a snowfall, when the Town requires that vehicles are removed from the roadway to facilitate thorough plowing, By-law officers will be on duty to initially warn and later enforce the parking By-law, laying the Interfere With Snow Removal charge. By-law and IES staff have determined that a 6:00 a.m. start for parking officers will allow officers to assist IES, ensuring there are no vehicles (with or without parking permit) interfering with snow removal efforts.

On-street parking demand is expected to increase during the pilot project, and consequently increase conflict and compromise safety

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Report No. IES16-080

With overnight winter restrictions, residents had to have an alternative plan for their extra vehicles. It is expected that on-street parking demand will increase during the implementation of the pilot project as residents perhaps won't properly plan ahead for their extra vehicles. It is expected that they will take their chances by leaving their vehicles on the street and worry about an alternative plan only when there is a snow event. Some of the risks expected during the pilot project:

- The likelihood of increased number of resident complaints about parking too long on the street causing windrow pile ups
- The risk of on-street parking in front of neighbour's house instead of own house to avoid windrow

Increased number of parked vehicles during weekends and holidays, and consequently possible increased number of damaged vehicles during snow removal operation

Data will be collected to assess the success of the suspension of overnight parking restrictions pilot project to inform decision for long term solutions

An important component of the implementation of the pilot project is the data collection and feedback received from both staff and residents. The data collection will include number of snow events, residents' complaints, number of parking tickets and loss/gain revenue, in addition to other factors such as safety and risks associated with snow clearance operations.

The results of the data collection and feedback for the pilot project will inform the final decision on the permanent long term solution for the winter overnight parking restrictions. Staff will report back to Council in the spring/summer of 2017 with the results of the pilot project.

Advisory Committee Review

Not applicable.

Financial Implications

There will be no financial impact on Operations budget; however, there will be an impact on reduction in parking fine revenues to By-law of approximately \$75,000.00 to \$85,000.00.

Communications Considerations

Corporate Communications will be developing a comprehensive communications plan which will be two-fold:

1. To ensure residents are aware of the change to the overnight winter parking restrictions
2. To notify residents when a snow event has been called so they can remove vehicles from the roadways

Messaging regarding the change in parking restrictions will be communicated through the Town website, social media, and a short YouTube video. More traditional messaging will include the Notice Board, media release to local media outlets, on-hold messaging through Access Aurora and the Mayor's column in the local newspapers. Corporate Communications is also working with Infrastructure and Environmental Services on replacement of the existing street parking restriction signs.

Notifications regarding snow events will be communicated by media release, messaging on the homepage of the Town website, social media and electronic noticeboards when possible. Staff are also looking into implementing a snow hotline, which would work the same as the weather-related event cancellation hotline, as well as the possibility of a text message alert system that would be opt-in and would text residents if the Town is anticipating a snow event. Communication plan is attached as Appendix "A".

Link to Strategic Plan

Strategic Plan Goal of Supporting an Exceptional Quality of Life for All.

Objective 1: Improve transportation, mobility and connectivity

- Examine traffic patterns and identify potential solutions to improve movement and safety for motorists and pedestrians
- Explore partnership options to support the transportation needs of the Town's changing demographics

Alternative(s) to the Recommendation

As recommended.

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Report No. IES16-080

Conclusions

This report has been prepared to inform Council of the implementation of the pilot project for the suspension of winter overnight parking during the 2016/2017 winter season.

Staff have developed a comprehensive communication plan to help implement the pilot. There is an expectation that there will be a revenue loss due to the parking fines; however staff will provide more information on this with the pilot evaluation report in 2017.

Attachments

Appendix "A" - Communication plan.

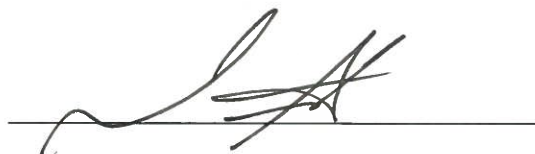
Previous Reports

Report No. IES16-050 - Suspension of Winter Overnight Parking Restrictions.

Pre-submission Review

Agenda Management Meeting review on October 3, 2016

Departmental Approval



Ilmar Simanovskis
Director
Infrastructure and Environmental Services

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer



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TOWN OF AURORA

Communications Plan

2016/2017 Winter Overnight Parking Restrictions

Background

On May 17, 2016, at the General Committee meeting, Aurora Council considered Report IES16-050 – Suspension of Winter Overnight Parking Restrictions. It was recommended to create a pilot project to suspend winter overnight parking restrictions, except during snow events for the 2016/2017 winter season. The project aims to ensure safe and effective snow removal activities by ensuring vehicles are removed from the roadways during snow events. Council approved the above mentioned recommendations at their meeting on May 24, 2016.

Staff is proceeding with the suspension of winter overnight parking starting November 15, 2016 and ending on April 15, 2017. During the pilot, on-street parking will be permitted at all times except when signs are posted and weather conditions require parking prohibitions to allow for snow clearance.

The Director of Infrastructure and Environmental Services will be responsible for contacting Corporate Communications to notify them that a snow event has been called. Snow events will be called 24 hours prior to an expected snow accumulation of 8 cm on primary and secondary roads, as required to provide adequate road treatment. The snow event parking restrictions will continue for 24 hours after the snow has ceased to allow for plowing. Corporate Communications will then be responsible for notifying the public of a snow event through the channels outlined below.

Audiences

- Primary
 - Aurora residents, businesses and visitors
 - Drivers and pedestrians in Aurora
 - Town staff and Council
- Secondary
 - Surrounding GTA municipalities
 - Local media

Key Messages

- The Winter Overnight Parking Restrictions Pilot is for the 2016/2017 winter season.
- Residents are now able to park on residential streets overnight, provided the town has not called a snow event.
- Parking on residential streets at any time during a snow event is still prohibited.
- A snow event will be called by the town 24 hours prior to an expected snow accumulation of 8 cm on primary and secondary roads, as required to provide adequate road treatment. The snow event parking restrictions will continue for 24 hours after the snow has ceased to allow for plowing.
- Education will be conducted before enforcement in order to change resident behaviour. Tickets will be handed out for *Interfere with Snow Removal* after an education period has passed.
- When winter weather hits, residents are responsible for checking the town website or calling the town's snow hotline to determine whether a snow event has been called and winter parking restrictions are in effect.

Objectives

- To inform residents, businesses and visitors about the winter overnight parking pilot.
- To improve transportation, mobility and connectivity in the town.
- To ensure that snow removal on town streets is safe and effective.

Channels

- *Media Release*
- *Notice Board*
- *Website www.aurora.ca/snow*
- *Social Media posts–Facebook and Twitter*
- *Digital screens in Town facilities*
- *Aurora Matters–External Newsletter*
- *Email and text alerts*
- *On-hold messaging*
- *Mayor’s messages/columns*
- *YouTube video*
- *Winter Parking signage*
- *Handout – ticket style informational flyer*

Schedule – First phase: To ensure residents are aware of the change in overnight winter parking restrictions.

Channel	Timing	Description
Media releases	Week of October 12, 2016	Announce overnight winter parking pilot, the purpose and details about the program. Remind residents of approaching start time.
Notice Board	October 20, 2016 October 27, 2016 November 3, 2016 November 10, 2016 November 17, 2016 November 24, 2016 December 1, 2016 December 15, 2016 December 29, 2016 January 12, 2017 January 26, 2017 February 9, 2017 February 23, 2017 March 9, 2017 March 23, 2017	Place ads in the Town Notice Board to announce overnight winter parking pilot, the purpose and details about the program. Remind residents of approaching start time.
Handout – Ticket style	Week of November 14, 2016	Announce overnight winter parking pilot, the purpose and details about the program. Remind residents of approaching

		start time.
Website	Week of October 12, 2016	Overview of overnight winter parking pilot, the purpose and details about the program. Links to parking by-laws. Related snow clearing procedures.
Social media	Week of October 12, 2016	Ongoing posts to coincide with the media product and Notice Board ads. Hashtag #winterparking
Digital screens	November 2016 to April 2017	Ongoing updates to inform the public about the pilot project.
Aurora Matters	November 2016 edition December 2016 edition January 2017 edition February 2017 edition March 2017 edition	Summary for residents on the winter overnight pilot and the regulations to follow.
Mayor's messages/columns	Announcement: November 2016 column Reminder: January 2016 column	Introduction and overview of program.
YouTube video	Week of October 12, 2016	Short video of the Mayor or staff talking about overnight winter parking pilot.
Winter Parking signage	Review and installation of signs beginning of November at the latest.	Signage the responsibility of Roads and Traffic.

Schedule – Second phase: To notify residents about snow events that requires vehicles to be removed from the roadways.

Channel	Timing	Description
Website – webpage dedicated to snow events www.aurora.ca/snow	November 15, 2016 to April 15, 2017	Alerts and updates on www.aurora.ca/snow
Email alerts	November 15, 2016 to April 15, 2017	Email alerts when vehicles are required to be removed from the roadway due to snow clearing.

Social media	November 15, 2016 to April 15, 2017	Social media alerts when vehicles are required to be removed from the roadway due to snow clearing.
Snow hotline	November 15, 2016 to April 15, 2017	Hotline that residents can call in to check in for snow alerts with pre-recorded messages.
Text message alerts	November 15, 2016 to April 15, 2017	Staff are investigating the cost of utilizing a text messaging notification service. The service would allow residents to sign up to receive alerts when a snow event has been called and they are required to remove their vehicles from the roadway.

Measurement

- Media inquiries
- Website visits to page
- Number of calls to Customer Service and By-law about winter overnight parking
- Number of YouTube video views
- Social media metrics



**Town of Aurora
General Committee Report**

No. FS16-033

Subject: Interim Operating Budget Forecast – As at August 31, 2016

Prepared by: Jason Gaertner, Manager Financial Planning Services

Department: Financial Services

Date: October 18, 2016

Recommendation

- 1. That Report No. FS16-033 be received for information.**

Executive Summary

This report presents to Council the information necessary to effectively monitor the financial performance of the corporation's operating budget presented as at August 31, 2016. As of this date, the corporation is forecasted to conclude the fiscal year in a deficit position of \$185,200 on the tax levy budget and a surplus of \$815,700 from the Town's utility operations.

- Staff will continue to strive to minimize this deficit before year end
- If required, any operating budget deficit that remains at fiscal year-end will be offset by an equivalent reduced contribution of excess supplementary tax revenues to reserves
- Any excess rate funded program revenues at fiscal year-end will be contributed to rate reserves

Background

To assist Council in fulfilling its roles and responsibilities with respect to Town finances and accountability, the Financial Services Department has worked with all departments to review the corporation's operating budget financial performance to date. Each Director has reviewed his/her respective department's operating budget with its results to date, and forecasted an expected year end position. Finance staff have reviewed each submission and performed the necessary consolidation.

A budget methodology change was made for 2016

During the 2016 budget development cycle, a methodology change was discussed with ELT and Council and ultimately implemented for the 2016 budget. The change was

with respect to how we budget for supplementary taxes. Supplementary revenues are taxes which are assessed for part of the current or prior year, but which were not included in the assessment roll at the beginning of the year. Council is well aware that we are currently experiencing a large spike in our development activity, which is expected to decline sharply in the next few years, and is expected to settle to all-time lows for the long term.

A multi-year strategy for reducing our budget reliance on supplementary taxes was implemented, which sees annual budgets reducing each year towards the long term level. In the interim, actual supplementary revenues would be very large, creating surpluses. These surpluses arising from supplementary taxes were clouding the year end operating results of all other budget items. For 2016, the change was made to budget for the estimated actual supplementary revenue, together with an offsetting direct contribution to reserves of the excess over the scheduled planned net supplementary budget as per the strategy. The following table illustrates the impact the change is having on reported and forecast values:

	Budget/15	Actual/15	Budget/16	Forecast/16
Supp. Revenue	\$575,000	\$1,341,396	\$1,100,000	\$820,000
Contrib. to Res.	0	0	(600,000)	(320,000)
Net Reliance	575,000	1,341,396	500,000	500,000
Contribution to Year End Surplus	\$0	\$766,396	\$0	\$0

The table shows that in 2015's budget, before the year even began, the Town knew it would end in a surplus position, due only to supplementary taxes. For 2016, that changed, and no year-end surplus was anticipated, except for the additional budgeted contribution to reserves. Without the expected surplus supplementary amounts, budget shortfalls or overspending are more accentuated in 2016 than in past years.

A small year-end deficit is currently forecasted

Staff currently forecast that the town's operating budget will finish the year with an anticipated deficit of \$185,200, a variance of 0.3% of total budgeted expenditures. Another way to look at this result is that it is a net zero year end, with a smaller contribution of surplus to reserves than planned. Similar to previous years, each department's most recently reported forecast is compared to its previous forecast update figures which can be found under Attachment #2.

Staff have similarly reviewed the results of operations to date and the expected year end forecasted positions for the water, wastewater, and storm water program budget which is presented in Attachment #3. Staff currently forecast that the Town's utility operations will finish the year with an anticipated surplus of \$815,700 due primarily to a

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Report No. FS16-033

very dry spring and summer, leading to higher water consumption than expected.

Items of note are presented by department in the Analysis Section below. The forecasts and representations are those of each Director, and have not been revised by finance staff. Each department director is charged with delivering their approved portfolio of municipal services within their approved budget. They may manage issues encountered throughout the year by reallocating approved financial resources amongst their budget detailed line items, so as to best deliver their overall service portfolio in the circumstances of an ever changing community, operating environment and economic conditions.

Analysis

Operating Budget

Overall, the Town's approved budget for 2016 includes \$58,169,900 in approved expenditures, together with \$19,210,800 in revenues consisting of user fees, charges, and investment income, and a total "town purposes" tax levy for the year of \$38,959,100.

Upon detailed review of the consolidated forecast as of the end of August, the corporation is projected to conclude the fiscal year with an estimated operating budget deficit of \$185,200, representing a \$28,600 decrease in deficit since May (see attachment #2 for details). This forecasted deficit will continue to be subject to change over the remainder of the fiscal year, meaning there will continue to be influencing variables that are difficult for staff to estimate such as development driven revenues, investment income as well as what the ultimate level of town services consumed by fiscal year end will be. Staff will continue to remain vigilant to realize budget savings whenever possible in order to minimize or eliminate a deficit at year end.

CAO and Council - \$25,900 favourable

The CAO and Council budget areas are currently forecasting to conclude the fiscal year with a surplus of \$25,900 being primarily attributable to a staff vacancy.

Corporate Services - \$32,500 unfavourable

Corporate Services' forecasted unfavourable variance of \$32,500 (0.5%) arises mostly from lower than anticipated parking fine revenues and greater than expected postage/courier and software maintenance costs.

Financial Services - \$73,600 favourable

The noted favourable forecasted budget variance relates to a position vacancy.

Fire Services - No variance

The Newmarket Finance Department is reporting that the Central York Fire Services

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budget is on track at this point in time.

Infrastructure & Environmental Services - \$207,500 favourable

The Infrastructure & Environmental Services (IES) program is currently forecasting a surplus of \$207,500 (1.7%) on a net operating budget of \$12,012,900. This surplus is being driven by a number of key activities that are creating both cost pressures and potential program savings. The major cost pressures for 2016 continue to arise in the Facilities program with a forecasted deficit of \$216,600 for electricity, and \$242,200 for higher contract costs needed in order to operate the town's multiple buildings. These facility pressures are partially offset by an expected savings in equipment service contracts of \$55,200.

The Roads program is forecast to be in a deficit position by year end primarily due to an on-going deficit pressure in street light electrical costs totalling \$128,400. This deficit is offset by snow removal program savings resulting from changes to program delivery producing a savings of \$162,700.

Parks, Recreation & Cultural Services - \$560,700 unfavourable

The Parks, Recreation & Cultural Services Department is anticipating an overall unfavourable budget variance of \$560,700 (16.0%) on a net operating budget of \$3,505,700. The key contributors to this identified deficit are contract costs that are required in order to operate the Town's various community programs which have historically been underfunded and require adjustment, as well as a growing shortfall in forecasted non-prime time ice rental revenues. These unfavourable variances have been partially offset by anticipated savings in shrub bed maintenance & arboricultural contract costs.

Planning & Building Services - \$238,800 favourable

The Planning & Building Services Department is forecasting an overall favourable budget variance of \$238,800 on a net operating budget of \$14,700 attributable primarily to larger than anticipated development driven revenues from site plan, zoning application and engineering fees.

Building Services is a self-funded function as per provincial legislation. Consequently, if it is unable to recognize sufficient revenues to offset its expenses in a given fiscal year, it will draw from its dedicated reserve in order to balance its operating budget. If it recognizes excess revenues, these revenues are utilized to replenish its reserve. Currently, Building Services is anticipating concluding the fiscal year with an excess of \$908,000 in recognized revenues which it will contribute to its reserve. These excess revenues are driven by stronger than anticipated development activity in 2016.

Corporate Revenues & Expenses - \$296,500 unfavourable

Corporate Revenues & Expenses are projected to conclude the fiscal year with an unfavourable budget variance of \$296,500 (6.9%) on a net operating budget of \$4,299,700. This variance includes the Town's anticipated annual salary savings of

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\$150,000 through normal staff attrition over the course of the year, against which no savings are directly recorded. All such savings are reflected under the department in which they occurred. The other driver of this deficit is the write off of longstanding tax balances for 12 Industrial Parkway South and the related impact of not earning late charges for the balance of the year on those amounts.

Taxation Revenue - \$ 158,700 favorable

A favorable taxation revenue variance is anticipated as a result of late assessment roll adjustments by MPAC that were received following budget approval. The total tax yield is expected to be slightly higher than budgeted.

Operating Budget Summary

Overall, the management team of the Town of Aurora are predicting that the general municipal operations budget will end the year with an unfavorable budget variance of \$185,200 if the budget contribution from supplemental taxes is to be realized. Any deficit that remains at fiscal year-end will be offset by an equivalent reduced contribution of excess supplementary tax revenues to reserves.

Water, Wastewater and Storm Water Budget

The water and wastewater budgets are comprised primarily of fixed operational costs, funded by the net proceeds from the sale of water and wastewater services. These fixed operational costs include staff and service maintenance costs related to maintaining the infrastructure systems, water quality testing, and the billing and customer service functions. These costs all remain reasonably stable, regardless of the volume of water flowing through the system. These fixed costs are funded from the net revenues earned which are variable in nature due to the fact that they are based upon metered water consumption volumes.

The water, wastewater and stormwater operations budget is projected to close the year in a surplus position of \$815,700, which represents 4.0% of budgeted revenues. This surplus arises from lower than forecast salary and operating costs and higher expected net revenues from water sales due to the extremely dry weather being experienced this year. This surplus has grown by a further \$267,700 since May for similar reasons to those described previously.

Advisory Committee Review

Not applicable

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Financial Implications

The actual resultant annual surplus or deficit in Water / Wastewater and General Municipal operational budgets will be allocated by Council to/from various reserves at fiscal year-end as per the Town's surplus/deficit bylaw. There are no other immediate financial implications arising from this report. Council fulfills its role, in part, by receiving and reviewing this financial status report on the operations of the municipality relative to the approved budget.

Communications Considerations

The report will be posted to the Town's Budget and Financial Information web page for transparency and accountability.

Link to Strategic Plan

Outlining and understanding the Town's present financial status at strategic intervals through-out the year contribute 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. Provide direction to staff on specific management actions to be taken in order to further control expenditures, enhance revenues, or alter service levels with the intent of managing the year end results to a balanced position.

Conclusions

Having completed eight months of operations, the management team of the Town is presently forecasting a year end deficit of \$185,200 arising primarily from deficits attributable to underfunded facility / streetlight electricity costs, facility contract costs, and contract costs for community program services; offset by some operating savings throughout the organization. These deficit divers remain consistent with those of 2015. Staff remain vigilant to realize budget savings whenever possible in an effort to minimize or eliminate an operating budget deficit at year end.

Staff and Council will need to carefully review the budgets for the operational cost areas which are currently forecasted to exceed budget while managing the 2016 budget and in preparing the 2017 budgets. Some core adjustments of costs may be necessary.

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Report No. FS16-033

Such discussions continue at the ELT level, as well as with the Finance Advisory Committee.

The water, wastewater and storm water operations are currently projected to conclude the fiscal year in a surplus position of \$815,700.

Staff recommend that this report be received, and suggest that no new budget control measures or budget amendments are required at this time.

Attachments

Attachment #1 – Net Operating Forecast Update

Attachment #2 – Current versus Prior Operating Budget Forecast Comparison

Attachment #3 – Water, Wastewater and Storm Water Net Operating Forecast Update

Previous Reports

CFS16-023, Interim Operating Budget Forecast – As of May 31, 2016; August 9, 2016

Pre-submission Review

Agenda Management Meeting review on October 3, 2016

Departmental Approval



**Dan Elliott
Director
Financial Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**

Town of Aurora
Net Operating Forecast Update
as at August 31, 2016

Shown in \$,000's	APPROVED BUDGET	Y.T.D. ACTUAL	REMAINING PLANS	FORECAST TO YEAR END	Variance Favourable / (Unfavourable)	
<u>COUNCIL</u>						
Council Administration	\$ 521.8	\$ 344.7	\$ 177.1	\$ 521.8	\$ -	-
Council Programs/Grants	4.0	4.4	0.0	4.4	(0.4)	(10.0 %)
Advisory Committees	7.0	2.8	4.2	7.0	-	-
Council Office Total	\$ 532.8	\$ 351.8	\$ 181.4	\$ 533.2	\$ (0.4)	(0.1 %)
<u>CHIEF ADMINISTRATIVE OFFICE</u>						
CAO Administration	\$ 635.4	\$ 304.6	\$ 325.8	\$ 630.4	\$ 5.0	0.8 %
Communications	604.4	347.5	235.6	583.2	21.3	3.5 %
Chief Administrative Office Total	\$ 1,239.8	\$ 652.1	\$ 561.5	\$ 1,213.5	\$ 26.3	2.1 %
Council and C.A.O. Combined	\$ 1,772.6	\$ 1,003.9	\$ 742.8	\$ 1,746.7	\$ 25.9	1.5 %
<u>CORPORATE & STRATEGIC SERVICES</u>						
Legal Services	\$ 915.4	\$ 534.0	\$ 348.6	\$ 882.6	\$ 32.8	3.6 %
Legislative & Administrative Services	1,127.5	865.7	203.9	1,069.6	57.9	5.1 %
Human Resources	628.7	415.1	259.7	674.8	(46.1)	(7.3 %)
Elections	82.5	43.3	41.3	84.6	(2.1)	(2.6 %)
Information Technology	1,821.8	1,149.2	690.8	1,840.1	(18.3)	(1.0 %)
Telecommunications	233.3	127.9	114.2	242.1	(8.8)	(3.8 %)
By-law Services	527.1	286.7	266.1	552.8	(25.7)	(4.9 %)
Animal Control	207.9	109.9	95.8	205.6	2.3	1.1 %
Customer Service	648.9	494.0	176.8	670.8	(21.9)	(3.4 %)
Emergency Preparedness	20.5	11.2	11.8	23.0	(2.5)	(12.2 %)
Corporate & Strategic Services Total	\$ 6,213.6	\$ 4,037.1	\$ 2,209.0	\$ 6,246.1	\$ (32.5)	(0.5 %)
<u>FINANCIAL SERVICES</u>						
Policy & Planning Administration	\$ 306.8	\$ 189.0	\$ 108.4	\$ 297.4	\$ 9.4	3.1 %
Accounting & Revenue	322.5	133.6	\$ 99.6	233.3	89.2	27.7 %
Financial Planning	421.1	290.1	\$ 135.8	425.9	(4.8)	(1.1 %)
Procurement Services	314.7	223.0	\$ 111.9	334.9	(20.2)	(6.4 %)
Financial Services Total	\$ 1,365.1	\$ 835.8	\$ 455.7	\$ 1,291.5	\$ 73.6	5.4 %
<u>FIRE SERVICES</u>						
Central York Fire	9,774.8	7,207.5	2,567.3	9,774.8	-	-
Total Fire Services	9,774.8	7,207.5	2,567.3	9,774.8	-	-
<u>INFRASTRUCTURE & ENVIRONMENTAL SERVICES</u>						
IES Administration	\$ 508.7	\$ 507.2	\$ (16.8)	\$ 490.4	\$ 18.3	3.6 %
Engineering Service Operations	126.9	(326.4)	138.2	(188.2)	315.1	248.3 %
Facilities & Fleet	5,908.2	4,037.5	2,138.5	6,176.0	(267.8)	(4.5 %)
Snow Management	1,507.4	995.5	349.2	1,344.7	162.7	10.8 %
Road Network Operations	2,239.8	1,436.1	1,006.3	2,442.4	(202.6)	(9.0 %)
Waste Collection & Recycling	1,721.9	996.1	544.0	1,540.0	181.9	10.6 %
Infrastructure & Environmental Services Total	\$ 12,012.9	\$ 7,646.0	\$ 4,159.4	\$ 11,805.4	\$ 207.5	1.7 %
<u>PARKS, RECREATION & CULTURAL SERVICES</u>						
Parks & Recreation Administration	\$ 908.3	\$ 652.5	\$ 253.6	\$ 906.1	\$ 2.2	0.2 %
Business Support	(869.6)	(459.9)	(306.1)	(766.0)	(103.6)	(11.9 %)
Parks/Open Spaces	2,517.7	1,092.4	1,245.5	2,337.9	179.8	7.1 %
Recreational Programming/Community Dev.	949.3	376.3	1,212.1	1,588.4	(639.1)	(67.3 %)
Parks, Recreation & Cultural Services Total	\$ 3,505.7	\$ 1,661.2	\$ 2,405.2	\$ 4,066.4	\$ (560.7)	(16.0 %)

Town of Aurora
Net Operating Forecast Update
as at August 31, 2016

Shown in \$,000's	APPROVED BUDGET	Y.T.D. ACTUAL	REMAINING PLANS	FORECAST TO YEAR END	Variance Favourable / (Unfavourable)	
<u>PLANNING & BUILDING SERVICES</u>						
Development Planning	\$ (526.0)	\$ (1,098.4)	\$ 337.6	\$ (760.8)	\$ 234.8	44.6 %
Long Range & Strategic Planning	540.7	488.8	47.9	536.7	\$ 4.0	0.7 %
Net Building Department Operations	\$ (493.4)	\$ (908.0)	\$ (0.0)	\$ (908.0)	\$ 414.6	84.0 %
Contribution to Building Reserve	493.4	-	908.0	908.0	\$ (414.6)	(84.0 %)
Total Building Services	-	(908.0)	908.0	-	-	-
Planning & Building Department Total	\$ 14.7	\$ (1,517.6)	\$ 1,293.5	\$ (224.1)	\$ 238.8	1,624.3 %
<u>CORPORATE REVENUE & EXPENSE</u>						
Supplementary Taxes & Payments-in-Lieu	\$ (786.0)	\$ (1,021.1)	226.7	\$ (794.4)	\$ 8.4	1.1 %
Penalties on Unpaid Property Taxes	(975.0)	(571.0)	(349.0)	(920.0)	\$ (55.0)	(5.6 %)
Salary Gapping	(150.0)	-	-	-	\$ (150.0)	(100.0 %)
Overhead Cost Re-allocation to Building Services	(476.6)	(238.3)	(238.3)	(476.6)	\$ -	-
All Other Revenue	(4,447.0)	(3,685.4)	(3,470.4)	(4,447.0)	\$ -	-
Cash to Capital	4,594.7	2,297.4	2,297.4	4,594.7	\$ -	-
All Other Expense	6,539.6	1,983.8	4,655.7	6,639.5	\$ (99.9)	(1.5 %)
	\$ 4,299.7	\$ (1,234.6)	\$ 3,122.0	\$ 4,596.2	\$ (296.5)	(6.9 %)
<u>TOTAL TAX LEVY FUNDED OPERATIONS</u>	\$ 38,959.1	\$ 19,639.4	\$ 16,954.9	\$ 39,303.0	\$ (343.9)	(0.9 %)
<u>TOTAL TAX LEVY</u>	\$ (38,959.1)	\$ (39,117.7)	\$ -	\$ (39,117.8)	\$ 158.7	0.4 %
<u>OPERATING (SURPLUS) DEFICIT</u>	-	\$ (19,478.4)	\$ 16,954.9	\$ 185.2	\$ (185.2)	(0.3 %)
				Deficit	Deficit	

Attachment 2

Town of Aurora
Current Versus Prior Operating Budget Forecast Comparison
as at August 31, 2016

Shown in \$,000's	APPROVED BUDGET (Revised*)		FORECAST TO YEAR END AS OF MAY 31, 2016 (As reported)		FORECAST TO YEAR END AS OF AUGUST 31, 2016		Change in Forecasted Variance Favourable / (Unfavourable)	Change in Variance From May to August Explanations
	FORECAST	VARIANCE	FORECAST	VARIANCE	FORECAST	VARIANCE		
COUNCIL								
Council Administration	\$ 521.8	\$ -	\$ 521.8	\$ -	\$ 521.8	\$ -	\$ -	
Council Programs/Grants	\$ 4.0	-	\$ 4.0	-	\$ 4.4	(0.4)	(0.4)	(10.0 %)
Advisory Committees	\$ 7.0	-	\$ 7.0	-	\$ 7.0	-	-	
Council Office Total	\$ 532.8	\$ -	\$ 532.8	\$ -	\$ 533.2	\$ (0.4)	\$ (0.4)	(0.1 %)
CHIEF ADMINISTRATIVE OFFICE								
CAO Administration	\$ 635.4	\$ -	\$ 635.4	\$ -	\$ 630.4	\$ 5.0	\$ 5.0	0.8 %
Communications	\$ 604.4	-	\$ 604.4	-	\$ 583.2	\$ 21.3	\$ 21.3	3.5 %
Chief Administrative Office Total	\$ 1,239.8	\$ -	\$ 1,239.8	\$ -	\$ 1,213.5	\$ 26.3	\$ 26.3	2.1 %
Council and C.A.O. Combined	\$ 1,772.6	\$ -	\$ 1,772.6	\$ -	\$ 1,746.7	\$ 25.9	\$ 25.9	1.5 %
CORPORATE & STRATEGIC SERVICES								
Legal Services	\$ 915.4	\$ 10.4	\$ 905.0	\$ 10.4	\$ 882.6	\$ 32.8	\$ 22.4	2.4 %
Legislative & Administrative Services	\$ 1,127.5	1.2	\$ 1,126.3	1.2	\$ 1,069.6	\$ 57.9	\$ 56.7	5.0 %
Human Resources	\$ 628.7	1.0	\$ 627.7	1.0	\$ 674.8	\$ (46.1)	\$ (47.1)	(7.5 %)
Elections	\$ 82.5	(2.1)	\$ 84.6	(2.1)	\$ 84.6	\$ (2.1)	\$ (0.0)	(0.0 %)
Information Technology	\$ 1,821.8	46.0	\$ 1,775.8	46.0	\$ 1,840.1	\$ (18.3)	\$ (64.3)	(3.5 %)
Telecommunications	\$ 233.3	35.6	\$ 197.7	35.6	\$ 242.1	\$ (8.8)	\$ (44.4)	(19.0 %)
By-law Services	\$ 527.1	(86.3)	\$ 613.4	(86.3)	\$ 552.8	\$ (25.7)	\$ 60.6	11.5 %
Animal Control	\$ 207.9	(5.1)	\$ 213.0	(5.1)	\$ 205.6	\$ 2.3	\$ 7.4	3.6 %
Customer Service	\$ 648.9	(2.7)	\$ 651.6	(2.7)	\$ 670.8	\$ (21.9)	\$ (19.2)	(3.0 %)
Emergency Preparedness	\$ 20.5	-	\$ 20.5	-	\$ 23.0	\$ (2.5)	\$ (2.5)	(12.2 %)
Corporate & Strategic Services Total	\$ 6,213.6	\$ (2.0)	\$ 6,215.6	\$ (2.0)	\$ 6,246.1	\$ (32.5)	\$ (30.5)	(0.5 %)
FINANCIAL SERVICES								
Policy & Planning Administration	\$ 306.8	\$ 2.7	\$ 304.2	\$ 2.7	\$ 297.4	\$ 9.4	\$ 6.7	2.2 %
Accounting & Revenue	\$ 322.5	56.5	\$ 266.0	56.5	\$ 233.3	\$ 89.2	\$ 32.7	10.1 %
Financial Planning	\$ 421.1	-	\$ 421.1	-	\$ 425.9	\$ (4.8)	\$ (19.8)	(6.3 %)
Procurement Services	\$ 314.7	(0.4)	\$ 315.1	(0.4)	\$ 334.9	\$ (20.2)	\$ (19.8)	(6.3 %)
Financial Services Total	\$ 1,365.1	\$ 58.8	\$ 1,306.4	\$ 58.8	\$ 1,291.5	\$ 73.6	\$ 19.6	1.4 %
FIRE SERVICES								
Central York Fire	\$ 9,774.8	-	\$ 9,774.8	-	\$ 9,774.8	\$ -	\$ -	-
Total Fire Services	\$ 9,774.8	\$ -	\$ 9,774.8	\$ -	\$ 9,774.8	\$ -	\$ -	-
INFRASTRUCTURE & ENVIRONMENTAL SERVICES								
IES Administration	\$ 508.7	\$ 14.1	\$ 494.6	\$ 14.1	\$ 490.4	\$ 18.3	\$ 4.2	0.8 %
Engineering Service Operations	\$ 126.9	153.9	\$ (27.0)	153.9	\$ (188.2)	\$ 315.1	\$ 161.2	127.0 %
Facilities & Fleet	\$ 5,908.2	(182.7)	\$ 6,090.9	(182.7)	\$ 6,176.0	\$ (267.8)	\$ (85.1)	(1.4 %)

Additional forecasted short-fall since May is predominantly driven by lower than anticipated parking fine revenues arising from 'gift in exchange for fine' program and greater than expected postage/courier and software maintenance costs.

Additional savings attributed to further delays in staffing.

Attachment 2

Town of Aurora
Current Versus Prior Operating Budget Forecast Comparison
as at August 31, 2016

Shown in \$,000's	APPROVED BUDGET (Revised*)	FORECAST TO YEAR END AS OF MAY 31, 2016		FORECAST TO YEAR END AS OF AUGUST 31, 2016		Change in Forecasted Variance Favourable / (Unfavourable)	Change in Variance From May to August Explanations
		FORECAST	VARIANCE (As reported)	FORECAST	VARIANCE		
Snow Management	\$ 1,507.4	1,381.4	126.0	\$ 1,344.7	162.7	36.7	2.4 %
Road Network Operations	\$ 2,239.8	2,342.6	(102.9)	\$ 2,442.4	(202.6)	(99.7)	(4.5 %)
Waste Collection & Recycling	\$ 1,721.9	1,684.6	37.3	\$ 1,540.0	181.9	144.6	8.4 %
Infrastructure & Environmental Services	\$ 12,012.9	\$ 11,967.1	\$ 45.7	\$ 11,805.4	\$ 207.5	\$ 161.8	1.3 %
<u>PARKS, RECREATION & CULTURAL SERVICES</u>							
Parks & Recreation Administration	\$ 908.3	\$ 902.4	\$ 5.9	\$ 906.1	\$ 2.2	\$ (3.7)	(0.4 %)
Business Support	\$ (869.6)	(839.6)	(30.0)	\$ (766.0)	(103.6)	(73.6)	(8.5 %)
Parks/Open Spaces	\$ 2,517.7	2,475.2	42.5	\$ 2,337.9	179.8	137.3	5.5 %
Recreational Programming/Community Dev.	\$ 949.3	1,281.4	(332.1)	\$ 1,588.4	(639.1)	(307.0)	(32.3 %)
Parks & Recreation Services Total	\$ 3,505.7	\$ 3,819.4	\$ (313.7)	\$ 4,066.4	\$ (560.7)	\$ (247.0)	(7.0 %)
<u>PLANNING & BUILDING SERVICES</u>							
Development Planning	\$ (526.0)	\$ (724.7)	\$ 198.7	\$ (760.8)	\$ 234.8	\$ 36.1	6.9 %
Long Range & Strategic Planning	\$ 540.7	540.7	-	\$ 536.7	4.0	\$ 4.0	0.7 %
Net Building Department Operations	(493.4)	(493.4)	-	(908.0)	414.6	414.6	84.0 %
Contribution to Building Reserve	493.4	493.4	-	908.0	(414.6)	(414.6)	(84.0 %)
Planning & Building Services Total	\$ 14.7	\$ (184.0)	\$ 198.7	\$ (224.1)	\$ 238.8	\$ 40.1	272.6 %
<u>CORPORATE REVENUE & EXPENSE</u>							
Supplementary Taxes	\$ (786.0)	\$ (786.0)	\$ -	\$ (794.4)	\$ 8.4	\$ 8.4	1.1 %
Penalties on Unpaid Property Taxes	\$ (975.0)	(935.0)	(40.0)	\$ (920.0)	(55.0)	(15.0)	(1.5 %)
Salary Gapping	\$ (150.0)	-	(150.0)	\$ -	(150.0)	-	-
Overhead Cost Re-allocation to Building Ser	\$ (476.6)	(476.6)	-	\$ (476.6)	-	-	-
All Other Revenue	\$ (4,447.0)	(4,447.0)	-	\$ (4,447.0)	-	-	-
Cash to Capital	\$ 4,594.7	4,594.7	-	\$ 4,594.7	-	-	-
All Other Expense	\$ 6,539.6	6,709.6	(170.0)	\$ 6,639.5	(99.9)	70.1	1.1 %
Corporate Revenue & Expense Total	\$ 4,299.7	\$ 4,659.7	\$ (360.0)	\$ 4,596.2	\$ (296.5)	\$ 63.5	1.5 %
<u>TOTAL TAX LEVY FUNDED OPERATIONS</u>							
	\$ 38,959.1	\$ 39,331.6	\$ (372.5)	\$ 39,303.0	\$ (343.9)	\$ 28.6	0.1 %
TOTAL TAX LEVY	\$ (38,959.1)	\$ (39,117.8)	\$ 158.7	\$ (39,117.8)	\$ 158.7	\$ -	-
OPERATING (SURPLUS) DEFICIT	-	\$ 213.8	\$ (213.8)	\$ 185.2	\$ (185.2)	\$ 28.6	0.1 %
		Deficit	Deficit	Deficit	Deficit		

* The Revised Budget may have changed from what was reported in previous Interim Forecast Update as a result of subsequent council decisions.

Town of Aurora
Water, Wastewater and Storm Water Net Operating Forecast Update
as at August 31, 2016

Shown in \$,000's	APPROVED BUDGET	Y.T.D. ACTUAL	REMAINING PLANS	FORECAST TO YEAR END	Variance Favourable / (Unfavourable)
<u>RETAIL REVENUES</u>					
Water	\$ (10,291.8)	\$ (5,532.5)	\$ (5,047.8)	\$ (10,580.3)	\$ 288.5 2.8 %
Wastewater	(8,733.3)	(4,678.1)	(4,090.4)	(8,768.5)	\$ 35.2 0.4 %
Storm Water	(1,325.8)	(722.3)	(555.5)	(1,277.8)	\$ (48.0) (3.6 %)
Retail Revenues Total	\$ (20,350.9)	\$ (10,932.8)	\$ (9,693.8)	\$ (20,626.6)	\$ 275.7 1.4 %
<u>RATE STABILIZATION (FROM RESERVES)</u>					
Water	-	-	-	-	- n/a
Wastewater	-	-	-	-	- n/a
Storm Water	-	-	-	-	- n/a
	-	-	-	-	- #DIV/0!
TOTAL REVENUE	(20,350.9)	(10,932.8)	(9,693.8)	(20,626.6)	275.7 1.4 %
<u>WHOLESALE COSTS OF WATER & SEWER</u>					
Water	\$ 5,963.7	\$ 2,803.7	\$ 3,458.3	\$ 6,262.0	\$ (298.3) (5.0 %)
Sewage Discharge Fee	6,756.6	3,958.8	3,135.5	7,094.4	(337.8) (5.0 %)
Wholesale Costs Of Water & Sewer Total	\$ 12,720.3	\$ 6,762.6	\$ 6,593.8	\$ 13,356.4	\$ (636.1) (5.0 %)
NET CONTRIBUTION TO OPERATING COST	\$ (7,630.6)	\$ (4,170.2)	\$ (3,099.9)	\$ (7,270.2)	\$ (360.4) (4.7 %)
<u>OPERATING COSTS:</u>					
Water Administration & Billing	\$ 1,179.0	\$ 577.3	\$ 500.7	\$ 1,078.1	\$ 100.9 8.6 %
Water System Operations	1,509.1	229.5	559.6	789.1	\$ 720.0 47.7 %
Wastewater System Operations	1,139.3	251.8	616.2	868.0	\$ 271.3 23.8 %
Storm Water Management Operations	424.8	39.1	319.7	358.8	\$ 66.0 15.5 %
Pumping Stations (Net)	176.4	90.0	68.5	158.5	\$ 17.9 10.2 %
Reserve Contributions OUT	3,202.0	186.0	3,016.0	3,202.0	\$ - -
TOTAL OPERATING COSTS	\$ 7,630.6	\$ 1,373.8	\$ 5,080.7	\$ 6,454.5	\$ 1,176.1 15.4 %
UTILITY BUDGET (SURPLUS) / DEFICIT	\$ 0.0	\$ (2,796.5)	\$ 1,980.8	\$ (815.7)	\$ 815.7 4.0 %
				Surplus	Surplus



Town of Aurora
General Committee Report

No. FS16-031

Subject: Procurement By-law Update for eProcurement

Prepared by: Anna Ruberto, Procurement Manager

Department: Financial Services

Date: October 18, 2016

Recommendation

- 1. That Report No. FS16-031 be received; and**
- 2. That the Procurement By-law No. 5500-13 to be repealed and replaced with an updated bylaw to provide for eProcurement services and other minor changes.**

Executive Summary

The Town is implementing eProcurement through eSolutions Group Limited's (eSolutions) as a no cost solution, effective November 1, 2016 and the Procurement bylaw requires enabling updates accordingly as follows:

- Add the provision for electronic bidding and eProcurement so that bidders can provide their entire submission electronically.
- Minor updates to reflect new organizational structure and title changes
- Align the Black-Out Period provision set out in section 26 with the Lobbying provision set out in section 27.

Background

Historically the Town has received paper bid submissions from vendors in the traditional sealed envelope method. eProcurement allows for electronic submission of all materials by Bidders. The Procurement bylaw needs to be updated to enable such process.

In addition, as a result to the recent restructuring, the Purchasing Division evolved into the Procurement Services Division (the division) and the title of the Manager changed from Manager of Purchasing to Procurement Manager.

October 18, 2016

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Report No. FS16-031

Lastly, the Black-Out Period clause's start date set out in section 26 of the current bylaw starts with the Bidder's submission. In order to better protect the Town and reduce possible risk and litigation, the Black-Out Period should be aligned with the Lobbying clause, set out in section 27, which is effective from the release of the solicitation by the Town. All changes related to the eProcurement and the Black-out Period are noted in the track changes version of the Procurement bylaw. See Attachment #1. Other minor changes for titles, spelling and grammatical corrections will be made in the bylaw version brought forward to Council for approval. No changes are being proposed to purchasing thresholds or approval processes, including the role of Council.

Analysis

eProcurement will provide the town processes with efficiencies

The division has identified a number of disconnected manual processes and a growing need for reduced administrative processes. As a result, the division is looking for ways to introduce business process efficiencies through automation, to ensure consistency of procurement processes for all Client departments and to ensure that excellent supports are in place for both our internal and external Clients.

The benefits of eProcurement include:

1. Greater exposure of our bid opportunities to vendors
2. Reduced costs through process efficiencies
3. Reduce and/or eliminate bid irregularities
4. Reduce administration and processing time spent on manual bid administration tasks
5. Improve timelines from bid close to Purchase Order cycle time
6. Quickly create real-time reports of each bid process
7. Reduced risk of exposure to litigation
8. Improved Customer Service for our internal and external Clients

It is intended to improve the efficiencies within the town, to minimize noncompliant bids, and greatly reduce the risk of error inherent in the existing manual processes. Administrative errors expose the Town of Aurora to risks of litigation.

Objectives

The Objectives of eProcurement include:

- Introduce electronic bidding, including receipt of electronic submissions
- Improve vendor access to bid opportunities

- Accommodate self-service vendor registration and vendor updates
- Reduce administrative time spent on updating vendor profiles
- Simplify and automate the bid and addendum notification process
- Reduce the overall environmental impact of paper based tendering processes
- Reduce and eliminate bid irregularities and non-compliant bids
- Improve and streamline internal processes

This project will include a web hosted system that provides the division staff with the ability to manage the bid posting process from start to finish. A public facing vendor portal will provide access to the bids, addenda and all other associated bid details posted for the end users and vendors to see. Vendors will be able to create an account, manage their account and register for bids online. By registering and properly categorizing their business lines, vendors will receive automatic notifications of bid opportunities from the Town of Aurora, but also all other agencies posting bids on the selected eProcurement platform. After registration, vendors will be able to download and view the bid documents. This process will include several automated notifications and reminders. By posting solicitations with full eProcurement on its website, the Town of Aurora's bid opportunities will be readily accessible to potential bidders. This approach is an effective and easy way to connect with vendors and provides an essential, efficient public service.

The division team will be able to build online submission forms that include pricing, bonding, references and subcontractor information. To further improve processing efficiencies, the pricing tables (bid forms) can be uploaded from MS Excel and imported into the system. These forms can integrate necessary mandatory requirements and ensure all submissions are compliant and on time.

Reporting

This project also aims to improve reporting. Immediately after the bid closes the results are available to staff in real time (within seconds) with a tabulated view that displays the lowest bidder overall and a breakdown side by side comparison of the unit prices and lowest bidder.

Other Reporting examples include:

- Ontario Municipal Benchmarking Initiative (OMBI) Statistic reporting
- Estimated vs. Actual Budget
- Number of tenders, quotes, proposals per department with amounts
- Export full submission by vendor (includes a folder with all documents that were submitted, an excel file that has all of the cost data that was submitted. Each

October 18, 2016

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Report No. FS16-031

table that was setup is on a separate tab with a summary tab with all of the calculations completed)

- Export of all completed submissions for a bid, each vendor's data is in a folder with their name. The folder also contains two price reports, a summary report with the total bid price for each vendor and a price analysis report which includes a line by line comparison of the unit price/ or submitted values side by side.
- Price analysis summary report (price evaluation) with breakdown of price per vendor for each submission table
- Price analysis detail report (price evaluation) with line by line breakdown of price for each vendor with the lowest unit price and lowest overall bidder

A public report will be posted by the division staff shortly after the bid closes and all bidders are notified. Not all available reports from the system are intended or permitted to be made public to protect bidder business interests.

Internal IT Staff Requirements

There are no tasks required by IT for the implementation as this is a hosted, Software as a Service model. Town of Newmarket implemented eProcurement over one year ago. The Town's IT Manager has confirmed with the Town of Newmarket this solution is successful from an IT perspective and will work for the Town of Aurora. As an overview:

- Hosted in eSolutions Group Limited's (eSolutions) Tier 3 Data Centre, which is owned and operated by eSolutions
- The Data Centre is located in Waterloo ON, Canada
- PCI Compliant to DSS 3.1 Certification
- Annually audited by third party security company
- All products and servers are updated with the latest patches, features at no extra cost
- Monitoring and maintenance is provided by eSolutions
- eSolutions provides staff support of the system and end user community

Solution Selection Process

As per the Procurement By-law, Schedule "A" – Exceptions, the acquisitions methods described in the by-law are not required for the Procurement of the following items: 4. Professional and Special Services (n) Goods, Services, or Construction where one hundred percent (100%) of the total cost is being paid by or reimbursed by a third party. The eProcurement "vendor pay" model is at no cost to the Town. Therefore this selection is compliant with the Town Procurement bylaw.

October 18, 2016

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Report No. FS16-031

Other eProcurement supplier's (Biddingo, Merx, Bravo and Bonfire) offerings were researched. As part of the review, the cost to vendors was taken into consideration and eSolutions was the lowest cost for vendors. As well the following York Purchasing Co-operative Agencies have also selected eSolutions as their selected eProcurement partner.

- City of Markham
- City of Vaughan
- Region of York
- Town of Newmarket
- Town of Georgina
- York Region District School Board
- York Regional Police

Summary of Advantages:

- Fully electronic streamlined process
- Secure access to tender information, not allowing access to tenders before the applicable dates - improved security
- Allows downloading of electronically submitted tenders in a form suitable for evaluation purposes without having to manually re-enter data
- Less time spent on routine administration
- Easier for businesses to obtain tender documentation and to submit an offer on time from anywhere
- Reduced cost of printing, shipping, faxing and paper document storage
- No cost solution to Town
- Tenders are submitted in a consistent, standardized format which makes it easier to compare and evaluate
- Less likeliness of late bids
- Tenders are always legible
- Ensures there is a transparent process
- The entire process can be fully audited
- Provides internal vision into the entire process
- Ensures that tenders are fully compliant with no math errors
- Fully automating the post-closing staff hours required to manually combine and calculate unit pricing and bid pricing
- Reduces time required to validate submissions

Advisory Committee Review

None.

Financial Implications

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eSolutions will supply the Town with the Bids & Tenders eProcurement solution at no cost. This includes all software, hosting, maintenance, training, and ongoing support.

eSolutions will charge each Vendor an annual profile fee for unlimited use and access to all agencies at a rate of \$165/year with their vendor pay model. This will allow each vendor to create a profile, select categories, bid online, and fully manage their profile with an unlimited number of vendor contacts. Vendors who pay the profile fee will be sent notifications to view and download all of the Town's advertised solicitations that match the vendor's profile, as well as those of all other agencies using the eSolutions platform. Only one vendor annual payment is required to access all agencies. Vendors will also be able to visit the Town website to view and download any or all of the Town's advertised bids and tenders directly.

For those non-member vendors interested in a single bid or tender, eSolutions will charge them a "one-time access fee" to create a temporary profile at a rate of \$45 per bid, allowing a submission for one single solicitation.

Communications Considerations

Communication Plan to include both external and internal Clients as follows:

1. Internal Client Departments
 - Announcement - Inside Aurora and Intranet
 - Information sessions to explain the upcoming changes, benefits and what this means to them
 - Training
2. External Vendors
 - Announcement – Town website and eSolutions website
 - Vendor information demo and webinar training session (how to create an account, submit a bid and manager their profile)
 - Cross advertising on other bid posting forums such as Biddingo and Ontario Public Buyers Association

Link to Strategic Plan

Implementation of the eProcurement process will assist the Town in its strategic objective of Investing in sustainable infrastructure, and particularly in its goal of maintaining and expanding infrastructure to support growth through technology. Further, this project will assist in the strategic objective of strengthening the fabric of our community, by identifying new formats, methods and technologies to effectively and

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regularly engage the community. An overall principle of the strategic plan is demonstrating progressive corporate excellence and continuous improvement, which will also be furthered by this project.

Alternative(s) to the Recommendation

1. To not proceed with eProcurement and not update the Procurement bylaw.

Conclusions

An eProcurement system will streamline the internal process for staff, create efficiencies within the division, client departments and reduce the number of non-compliant bids being submitted by vendors. The Town will be implementing eProcurement on or about November 1, 2016. The Procurement bylaw requires updating to enable electronic bidding. At the same time include minor updates to align the requirements of the Black-Out Period and Lobbying will be made. Other minor grammatical and spelling corrections will be made in the final version. No changes to purchasing thresholds or approval processes including the role of Council are being made.

Attachments

Attachment #1 Procurement bylaw (with track changes)

Previous Reports

None.

Pre-submission Review

Agenda Management Meeting review on October 3, 2016

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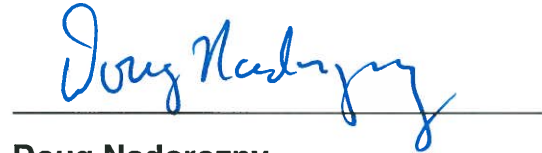
Report No. FS16-031

Departmental Approval



Dan Elliott
Director
Financial Services

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer



THE CORPORATION OF THE TOWN OF AURORA

By-law Number XXXX-XX

**BEING A BY-LAW to
define the procurement
policies and procedures
for The Corporation of
the Town of Aurora.**

WHEREAS paragraph 3 of subsection 270(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended provides that a municipality shall adopt and maintain policies with respect to its procurement of goods and services;

AND WHEREAS on May 28, 2013 The Corporation of the Town of Aurora (the "Town") passed a by-law regarding its procurement of goods and services, being By-law Number 5500-13;

AND WHEREAS on March 25, 2003 the Town adopted a corporate policy regarding procurement policies and procedures, being Town Administration Procedure No. 50;

AND WHEREAS it is deemed necessary to adopt a policy by by-law with respect to the Town's procurement of goods and services to replace By-law Number 4621-04.F and Administration Procedure No. 50;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF AURORA HEREBY ENACTS AS FOLLOWS:

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**PART 1: PRINCIPLES, DEFINITIONS, APPLICATION, AND
AUTHORITY**

1. PURPOSES, GOALS, AND OBJECTIVES OF THIS BY-LAW

The purposes, goals, and objectives of this by-law, and of each of the methods of Procurement authorized herein, are:

- (a) to encourage competition among Bidders, Proponents, and Contractors;
- (b) to ensure that Bidders, Proponents, and Contractors are accountable to the Town and the public;
- (c) to provide the highest level of government service at the least possible cost;
- (d) to ensure fairness and objectivity toward and amongst Bidders during the procurement process;
- (e) to ensure openness, accountability and transparency while protecting the financial best interests of the Town;
- (f) to obtain the best value for the Town when procuring Goods, Services, and Construction;
- (g) to avoid conflicts between the interests of the Town and those of the Town's employees and elected officials;
- (h) to ensure compliance with international/interprovincial trade treaties or agreements, as amended;
- (i) to reduce waste, harmful emissions, and substances, and to increase the development and awareness of environmentally responsible procurement and/or other best green procurement practices available when developing the Bid Document for Goods, Services, and Construction; and
- (j) to incorporate, where applicable, the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005*, as amended ("AODA") in Procurement activities of the Town as well as any requirements contained in other legislation (either provincial or federal) which may impact the Procurement activities of the Town.

2. PROCUREMENT PRINCIPLES AND PRACTICES

Procurement affects and is affected by the public sector organization as a whole, and the community it serves, whether at the local, provincial, or national level. Therefore, the Town has adopted the Public Procurement Principles and Practices, as follows:

Accountability:

Taking ownership and being responsible to stakeholders for our actions. This value is essential to preserve the public trust and protect the public interest.

Ethics:

Acting in a manner true to the values listed herein. Acting ethically is essential to preserve the public's trust.

Impartiality:

Unbiased decision-making and action. This value is essential to ensure fairness for the public good.

Professionalism:

Upholding high standards of job performance and ethical behavior. This value is essential to balance diverse public interests.

Service:

Obligation to assist stakeholders. This value is essential to support the public good.

Transparency:

Easily accessible and understandable policies and processes. This value is essential to demonstrate responsible use of public funds.

3. DEFINITIONS OF THIS BY-LAW

3.1 In this by-law, the following words have the following meanings:

- (a) **“Authority”** or **“Authorized”** means the legal right to conduct the tasks outlined in this by-law as may be directed by Council and/or delegated to the CAO or a Department Head pursuant to this by-law or by resolution of Council. Authorized Purchases are those that have prior approval of Council either through resolution or through the Department budget;
- (b) **“Award”, “Awarded”,** or **“Acceptance”** means authorization to proceed with the Purchase for Goods, Services, or Construction from a selected Bidder;
- (c) **“Bid”** means a Tender, Proposal, or Quotation submitted in response to a Solicitation from the Town;
- (d) **“Bidding System”** means the Town’s online web-based solution for issuing solicitations and/or receiving online bid submissions and posting bid results.
- (e)(e) **“Bid Bond”** means a monetary or financial Bond by which a third party (the surety) accepts liability and guarantees that: (i) the Bidder will not withdraw the Bid, (ii) the Bidder will furnish other Bonds as required, and (iii) if the contract is awarded to the bonded (insured) Bidder, the Bidder will accept the Contract as Bid, or else the surety will pay a specific amount;
- (e)(f) **“Bid Deposit”** means a sum of money, a negotiable instrument, a cheque, another acceptable cash alternative (such as an irrevocable Letter of Credit), or a guarantee that the Bidder will enter into a Contract with the Town if the Bid is accepted. The form and type of Bid Deposit will be specified in the Bid Document;
- (e)(g) **“Bid Document”** means the Town’s Solicitation document which may be in the form of a Quick Bid Request for Quotation (QB-RFQ), Quick Bid Request for Proposal (QB-RFP), Request for Quotation (RFQ), Request for Tender (RFT), Request for Proposal (RFP), Request for Pre-Qualification (RFPQ), or Sale;
- (e)(h) **“Bidder”** means the individual or legal entity submitting a Bid. For clarity, in this by-law only, the word “Bidder” shall also include “Proponent”, “Respondent” and “Offeror”. The definition shall also include any principal, director, or officer of that Bidder, bidding directly for Town Contracts or indirectly through another legal entity;
- (e)(i) **“Bid Review Committee”** or **“BRC”** means a committee constituted to review Irregularities and other issues pertaining to Bids as required;

- | ~~(h)~~(i) **"Bond"** means a form of financial protection against damages; a binding agreement executed by a Contractor/Bidder and a third party (surety) to guarantee the performance of certain obligations or duties to the Town;
- | ~~(h)~~(k) **"CAO"** means the Chief Administrative Officer of the Town, or his/her designate;
- | ~~(h)~~(l) **"Compliant Bidder"** means a Bidder whose Bid does not vary from the specifications and terms set out in the Bid Document.
- | ~~(k)~~(m) **"Conflict of Interest"** means a situation where a personal or business interest of a Council member, officer, or employee of the Town may be in conflict with the best interests of the Town, and includes a situation where:
- (i) a Council member, officer, or employee of the Town (or a family member thereof) may receive a direct or indirect pecuniary personal gain, benefit, advantage or privilege, from any individual or business (or any person related to such business) that wishes to provide or provides Goods, Services, or Construction to the Town; or
 - (ii) a Council member, officer, or employee of the Town (or a family member thereof) that has a direct or indirect pecuniary interest in any business that wishes to provide or provides Goods, Services or Construction to the Town,
- and such Conflict of Interest shall be declared prior to Bid submission, to be addressed prior to Award, in accordance with subsection 7.5 of this by-law;
- | ~~(h)~~(n) **"Construction"** means the process of utilizing labour to build, alter, repair, improve or demolish any structure, building or public improvement and includes any associated preparation, investigation, and supply of materials and equipment, but generally does not apply to routine maintenance, repair or operations of existing Real Property;
- | ~~(m)~~(o) **"Contract"** means the agreement in writing governing the performance of the work which has been executed by the Town and the selected Bidder following Acceptance by the Town of the selected Bidder's Bid. Generally, the term "Contract" shall also mean an obligation, such as an accepted offer, between competent parties upon a legal consideration to do or abstain from doing some act. Generally, the essential elements of a Contract are: (i) an offer and an acceptance of that offer; (ii) the capacity of the parties to contract; (iii) consideration to support the contract; (iv) a mutual identity of consent; (v) legality of purpose; and (vi) sufficient certainty of terms. A Contract is also an agreement between parties with binding legal and moral force, usually exchanging Goods, Services, Sale of Real or Personal Property, or Construction for money or other consideration;
- | ~~(m)~~(p) **"Contractor"** means the selected Bidder to whom the Contract is awarded and whom is undertaking the execution of the work under the terms of the Contract. Also, an individual or business having an agreement with the Town to furnish Goods, Services, or Construction for an agreed upon price. For clarity, in this by-law only, "Contractor" shall also include "Vendor";
- | ~~(e)~~(q) **"Co-operative Purchasing"** means: (i) the action taken when two or more entities combine their requirements to obtain advantages of volume purchases including administrative savings and other benefits; and (ii) a variety of arrangements whereby two or more public

procurement entities purchase from the same Vendor(s) or Contractor(s) using a single Solicitation;

(p)(r) **"Council"** means the Council of The Corporation of the Town of Aurora;

(q)(s) **"Department"** means a department of the Town;

(r)(t) **"Department Head"** means a Director, or his/her designate, of the Town who is responsible for a Department, and shall include the CAO with respect to his/her direct responsibilities for a Department;

(s)(u) **"Election Period"** means the period of time in the year of a regular municipal election starting from nomination day and ending on the day that is fixed for the beginning of the next term of Council, as such days may be defined in the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended;

(t)(v) **"Electronic Bidding"** means a method of issuing Solicitations and/or receiving written Bids where the process of issuing and/or receiving Bids by email, or internet is considered appropriate and valid;

(u)(w) **"Emergency Purchase"** means an event or circumstance where the immediate purchase for Goods or Services, or the entering into of a Construction Contract, is essential or necessary in accordance with subsection 13.4 of this by-law. An Emergency Purchase shall also include any other expenditure that is necessary to respond to any emergency of the Town or as required under the *Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9*, as amended;

(v)(x) **"Evaluation Committee"** means a component of the Request for Proposal process, whereby a committee is established to conduct proposal evaluations, interviews, and negotiations during Proposal evaluation for Goods, Services, or Construction;

(w)(y) **"Financing Lease"** means a lease which allows for the provision of Goods, Services, or Construction if the lease may or will require payment by the Town of financing, interest, bonuses, premiums, or other charges or costs for the Goods, Services or Construction in compliance with: (i) O. Reg. 653/05, as amended, made under the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, or any successor to such regulation; and (ii) Town Administration Procedure No. 60, or any successor thereto;

(z) **"Formal"** means a form of response to a Solicitation or submission of a Bid that requires the response or Bid to be submitted inside of a sealed envelope or package; and may include Electronic Bidding;

(x)(aa)

(y)(bb) **"Goods"** means moveable property including: (i) the costs of installing, operating, maintaining, or manufacturing such moveable property; and (ii) raw materials, products, supplies, equipment, and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic form, unless they are procured as part of a Construction Contract;

(z)(cc) **"In-House Bid"** means a bid made by a Department, submitted in response to a Solicitation, where the provision of the Goods, Services or Construction will be provided entirely by the employees of the Town;

| (aa)(dd) “
| **Informal**” means a form of response to a Solicitation or submission of a Bid that does not require the response or Bid submission to be submitted inside of a sealed envelope or package, and may include Electronic Bidding;

| (bb)(ee) “
| **Irregularity**” means a defect in a Bid or Proposal, or a deviation between the requirements of a Solicitation and the information provided in a Bid or Proposal. Schedule “B” - Bid Irregularities of this by-law establishes the action that will be taken if a Bid Irregularity exists in relation to a Bid submitted in response to an Quick Bid Request for Quotation (QB-RFQ), Request for Quotation (RFQ), Request for Tender (RFT), Request for Pre-Qualification (RFPQ), or Sale. For the purposes of this definition, an Irregularity in a Proposal submitted in response to a Request for Proposal (RFP) or Quick Bid Request for Proposal (QB-RFP) are specifically addressed separately under Schedule “C”- Proposal Irregularities of this by-law, which establishes the action that will be taken if a Proposal Irregularity exists;

| (ee)(ff) “**Letter of Credit**” means a document issued by a Canadian Schedule I or II bank authorizing the bearer to draw a specified amount from that bank or its agent; a letter or similar statement extending credit up to a given amount at a Canadian Schedule I or II bank for a person who has paid or guaranteed that amount to the issuing bank;

| (ed)(gg) “
| **Labour and Material Bond**” means a bond that assures payments, as required to all persons supplying labour or material for the completion of work under the Contract. The Labour and Material payment bond in the form of CCDC 222 (as may be amended) or the most recent applicable Canadian Construction Documents Committee Form may be acceptable to the Town depending on the requirements of the Bid Document;

| (ee)(hh) “
| **Litigation**” means any formal dispute between the Town and any other party, adverse in interest, including third party and cross claims, where a legal proceeding has been commenced for an injunction, a mandatory order, a declaration, the recovery of money, or an arbitration proceeding;

| (ff)(ii) “**Local Board**” means a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any statute with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority;

| (gg)(ii) “**Low Value Purchase**” or “**LVP**” means a purchase of Goods, Services, or Construction which is not included as part of an existing Contract and is not available out of the Town's inventory. LVPs shall not exceed the amount stated in Schedule “D” - Bid Thresholds of this by-law;

| (hh)(kk) “
| **Multi-Step Solicitation**” means a method of source selection involving at least two competitive Procurement steps;

| (ii)(ll) “**Offeror**” means an individual or legal entity that makes an offer in response to a sale of Personal Property;

- | ~~(jj)~~(mm) _____ “
Performance Security” means monetary or financial security by which a third party accepts liability and guarantees that a Bidder selected for Award of a Contract will complete the work required under the Contract; this security can take the form of a Bond, certified cheque, cash, or Letter of Credit as directed by the Bid Document. The Performance Security protects the Town from loss due to the Bidder’s inability to complete the Contract as agreed by financially securing the fulfillment of Contract requirements;
- | ~~(kk)~~(nn) _____ “
Personal Property” means tangible or intangible property, other than Real Property, and includes moveable property subject to ownership, with exchange value;
- | ~~(ll)~~(oo) **“Piggyback”** means a form of intergovernmental Co-operative Purchasing in which the Town can extend the pricing and terms of a Contract established by another governmental entity to enter into a similar Contract with the provider of the Goods, Service, or Construction. The Town may participate with other government agencies or public authorities in co-operative purchasing where it is in the best interests of the Town to do so;
- | ~~(mm)~~(pp) _____ “
Procurement” means: (i) purchasing, renting, leasing or otherwise acquiring any Goods, Services, or Construction, and includes all functions that pertain to such acquisition, including the description of requirements, preparation, Solicitation, selection, and Award of Contract and all phases of Contract administration; and (ii) the combined functions of purchasing, inventory control, traffic and transportation, receiving, inspection, storekeeping, salvage and disposal operations with respect to Goods, Services, and Construction;
- | ~~(nn)~~(qq) _____ “
Proponent” means the individual or legal entity who submits a response to a Request for Proposal (RFP) or Quick Bid Request for Proposal (QB-RFP);
- | ~~(oo)~~(rr) _____ “
Proposal” means a document submitted by a Proponent in response to a Request for Proposal (RFP) or Quick Bid Request for Proposal (QB-RFP) to be used as the basis for negotiation or for entering into a Contract;
- | ~~(pp)~~(ss) _____ “
Purchase” means the act and function of responsibility for the Procurement for Goods, Services, or Construction;
- | ~~(qq)~~(tt) **“Purchase Order”** means the Town’s written order to a Contractor/Vendor formally stating all terms and conditions for the purchase of Goods, Services, or Construction or a written acceptance of an offer received in accordance with this by-law;
- | ~~(rr)~~(uu) _____ “
Purchasing Card” or **“P-Card”** means a payment method whereby employees of the Town are Authorized by the CAO and/or Department Head to deal directly with Contractors for LVPs or as otherwise specified by the Procurement Manager, using a Town credit card issued by a chartered bank or major credit card provider. The Purchasing Card is to be used in accordance with the Town’s Purchasing Card Program Policies and Procedures, as amended;

- ~~(ss)~~(vv) _____ “
Procurement Services Division” means the division or section of a Town Department that is responsible for the Procurement of Goods, Services, and Construction for the Town;
- (ww) _____ “**Procurement Manager**” means the Manager of Procurement for the Town, or his/her designate;
- ~~(tt)~~(xx) _____ “**Quotation**” means a document submitted by a Bidder in response to a Request for Quotation (RFQ) or Information Request for Quotation (IRFQ), to be used as the basis for entering into a Contract;
- ~~(uu)~~(yy) _____ “
Real Property” means land and its permanently affixed buildings or structures, and includes any property which is not Personal Property;
- ~~(vv)~~(zz) _____ “
Request for Expressions of Interest” or “**RFEI**” means a non-binding Procurement method whereby the Town makes a request to the marketplace for the purposes of compiling a list of individuals or legal entities who may be interested in providing Goods, Services, or Construction to the Town;
- ~~(www)~~(aaa) _____ “
Request for Information” or “**RFI**” means a non-binding Procurement method whereby the Town states its need for input from interested parties for a possible upcoming Solicitation. A Procurement practice used to obtain comments, feedback or reactions from potential Contractors prior to the issuing of a Solicitation;
- ~~(xxx)~~(bbb) _____ “
Request for Pre-Qualification” or “**RFPQ**” means a request for the submission of pre-qualification Bid documents relating to, among other information that may be requested by the Town, experience, financial strength, and personnel who may, from time to time, qualify to supply Goods, Services, or Construction to the Town, but which generally does not create any contractual obligation between the Respondent submitting the pre-qualification submission and the Town, but which may be a pre-condition to further Procurement Contracts with the Town;
- ~~(yy)~~(ccc) _____ “
Request for Proposal” or “**RFP**” and the associated “**Quick Bid Request for Proposal**” or “**QB-RFP**” means the document used to solicit Proposals from Proponents for Goods, Services, or Construction or as may be required in accordance with the thresholds stated in Schedule “D” - Bid Thresholds of this by-law. For further clarification, price is usually not the primary evaluation factor in these Proposals. An RFP or QB-RFP may provide for negotiation of all terms, including price, prior to Contract Award. An RFP or QB-RFP may include the provision for the negotiation of best and final offers and may be a single step or multi-step process;
- ~~(zz)~~(ddd) _____ “
Request for Quotation” or “**RFQ**” and the associated “**Quick Bid Request for Quotation**” or “**QB-RFQ**” means a request by the Town for prices for the provisions for Goods, Services, or Construction up to the threshold amount stated in Schedule “D” - Bid Thresholds of this by-law;
- ~~(aaa)~~(eee) _____ “
Request for Tender” or “**RFT**” means a request for Tenders for the provision of Goods, Services or Construction to the Town or as may be

required in accordance with the thresholds stated in Schedule "D" - Bid Thresholds of this by-law;

{bbb}{fff} _____ "
Respondent" means the individual or legal entity submitting a response to a Request for Pre-Qualification, Request for Expressions of Interest, or Request for Information;

{eee}{ggg} _____ "
Responsible Bidder" means a Bidder whose reputation, past performance, and business and financial capabilities are such that the Bidder would be judged by the Town to be capable of satisfying the Town's needs for a specific Contract. A Bidder, as the context requires, that is fully capable to meet all the requirements of the Solicitation or other process and subsequent Contract. Such Bidder shall possess the full capability, including financial and technical, satisfactory past performance, including a satisfactory Town's Contractor performance evaluation (where applicable) to perform as contractually required and shall be able to fully document the ability to provide good faith performance;

{ddd}{hhh} _____ "
Sale" means the act of selling Town Personal Property or Real Property that is no longer needed by the Town and is designated for disposal;

{eee}{iii} _____ "
Service" or "**Services**" means: (i) the furnishing of labour, time or effort by a Contractor, which may involve the delivery or supply of products; (ii) a Contract for labour to perform a service to meet a specific requirement; or (iii) any professional or general service work performed which does not result in the delivery of Goods or materials;

{fff}{jjj} "**Single Source**" means a method of Procurement used after soliciting and negotiating with only one Contractor where there is more than one potential source available for the Procurement of the Goods, Services, or Construction;

{ggg}{kkk} _____ "
Sole Source" means a method of Procurement used where there is only one source or Contractor able to meet the requirements of the Procurement;

{hhh}{lll} _____ "
Solicitation" means an invitation for Bids or Proposals;

{iii}{mmm} _____ "
Tender" means a document submitted by a Bidder in response to a Request for Tender (RFT), to be used as the basis for entering into a Contract;

{jjj}{nnn} _____ "
Treasurer" means the Director of Financial Services for the Town, or his/her designate;

{kkk}{ooo} _____ "
Town" means The Corporation of the Town of Aurora;

{lll}{ppp} "**Town Solicitor**" means the solicitor of the Town or his/her designate;

{mmm}{qqq} _____ "
Undertaking to Provide a Bond or Letter of Credit" means a pledge

or guarantee by an insurance company, bank, corporation, entity, or individual on behalf of the Bidder through which the surety protects against default or failure of the principal to satisfy the obligations of a Contract;

{rrr}{rrr} _____ “
Unsolicited Bid/Proposal” means a Bid or Proposal submitted by a Bidder in the absence of a Solicitation from the Town, which may be submitted in response to a perceived need but not in response to a Solicitation;

{sss}{sss} _____ “
Vendor” means a supplier/seller of Goods or Services; and

{ttt}{ttt} _____ “
Working Day” means Monday to Friday inclusive, and excludes: (i) Saturday and Sunday; (ii) any statutory holiday recognized by the Town; and (iii) any day that the Town's main office (Town Hall) is closed.

3.2 To establish the definition of any other Procurement terms not herein included, reference may be made to the latest edition of the Institute for Public Procurement (NIGP) Public Procurement Dictionary of Terms and the Purchasing Management Association of Canada (PMAC) Dictionary of Purchasing Terms.

4. APPLICATION

- 4.1 This by-law shall apply to all Departments of the Town. For clarity, this by-law does not apply to purchases of Central York Fire Services, Aurora Public Library Board or any municipal services corporation established by the Town.
- 4.2 No purchase of Goods, Services, or Construction or Sale of Personal Property shall be authorized unless it is in compliance with this by-law.
- 4.3 This by-law does not apply to the lease, use, purchase, disposal, or Sale of Real Property or to any matter to which Town Administration Procedure No. 55 applies, or any successor thereto.

5. RESPONSIBILITIES

- 5.1 Department Heads shall be responsible for:
 - (a) all Procurement activity in their Department within the prescribed limits of this by-law, including recommendation of Award and preparing the necessary report to Council if required;
 - (b) delegating spending authority limits to Department staff in compliance with this by-law and all applicable Town policies;
 - (c) ensuring that that all of provisions of section 1 of this by-law are complied with;
 - (d) ensuring that all Procurement activities and decisions are Authorized by this by-law and are carried out within the financial and other limits set out in Schedule “D” - Bid Thresholds;
 - (e) ensuring that no Procurement activity or decision in their Department is contrary to this by-law and informing Council, in consultation with the Procurement Manager and Town Solicitor, when serious and material non-compliance has occurred;

- (f) monitoring of all contract expenditures and ensuring that financial limitations have been complied with;
 - (g) ensuring that all required documentation (e.g., WSIB clearance, insurance certificate, executed agreement) has been received prior to commencement of any work;
 - (h) ensuring that all accounts are paid within the times set out in a Contract (provided a Contractor has met all conditions of the applicable Contract);
 - (i) ensuring that all Goods, Services, or Construction contracted for have been received as per the terms of Contract;
 - (j) ensuring that all Awards are subject to the identification and availability of sufficient approved funding in appropriate accounts, and that the required funding for future years of a Contract can reasonably be expected to be made available in the current or future yearly budgets based on historical spending on similar Contracts; and
 - (k) ensuring that Contracts are monitored and documented in compliance with the Contractor performance procedures contained in this by-law to ensure that performance is in accordance with the requirements of the Contract, and notifying the Procurement Manager if action is to be taken to correct the performance of a Contractor where it falls below the standard required by the applicable Contract, including the completion of a Contractor performance report.
- 5.2 The Procurement Manager shall be responsible for:
- (a) providing Procurement advice and services to each Department, the CAO, Council, and Local Boards for the purposes of fulfilling the Procurement needs of the Town;
 - (b) ensuring that all required documentation (e.g., WSIB clearance, insurance certificate, executed Contract) has been received prior to commencement of any work;
 - (c) all aspects of the Solicitation process and ensuring compliance to the terms and conditions of Bid Documents;
 - (d) ensuring compliance by Town staff with this by-law and reporting non-compliance to the appropriate Department Head, and to the Town Solicitor and CAO as necessary;
 - (e) developing appropriate processes or procedures to ensure that the provisions of this by-law are met and to ensure the proper functioning of Procurement for the Town;
 - (f) the standardization of Goods and Services where appropriate and possible, in collaboration with the user Department(s);
 - (g) the disposal of Personal Property which has been declared surplus by a Department Head;
 - (h) participating in Co-operative Purchasing with other levels of government, municipalities, boards, agencies, commissions, or private sector entities where it is in the best interests of the Town; and
 - (i) compliance with section 1 of this by-law.

6. AUTHORITY

- 6.1 In the event that a Bid has been approved by Council and Awarded to the

selected Bidder and the selected Bidder fails to enter into a Contract, the Procurement Manager shall be granted the Authority to proceed to the next lowest Compliant and Responsible Bidder or the next highest evaluated Compliant and Responsible Proponent for the Award of a Contract, without going back to Council for approval to Award, providing the requirements remain unchanged and the new Contract is within budget. Prior to such new Award, the Procurement Manager shall obtain approval from both the responsible Department Head and the CAO. The Department Head shall prepare a report to Council for information purposes.

- 6.2 The CAO has the Authority to:
- (a) instruct Department Heads not to Award Contracts, notwithstanding their Authority to do so under this by-law, and instead to submit recommendations for Contract Award to Council for approval; in addition, the CAO may provide additional restrictions concerning Procurement where such action is considered necessary and in the best interest of the Town;
 - (b) Award Contracts during the time that regular Council meetings are suspended, during a period of Council recess in excess of thirty (30) days, or during the Election Period, as a result of a Solicitation that normally requires Council approval, provided that a report is submitted to Council (as soon as reasonably possible) setting out the details of any Contract Awarded pursuant to this Authority;
 - (c) Award Contracts for an Emergency Purchase, in accordance with section 13.4 of this by-law; and
 - (d) delegate spending authority limits to staff in compliance with this by-law and all applicable Town policies.

7. RESTRICTIONS AND EXCEPTIONS

- 7.1 The acquisition methods described in this by-law are not required for the Purchase of those items listed in Schedule "A" – Exceptions, or as otherwise listed in this by-law.
- 7.2 No Contract or Purchase Order for Goods, Services, or Construction may be divided into two or more parts to avoid the application of the provisions of this by-law.
- 7.3 No Town employee, Council member, or Local Board member or employee shall personally obtain any Real or Personal Property of the Town that has been declared surplus unless it is obtained through a public process.
- 7.4 No Town employee or Council member shall Purchase on behalf of the Town any Goods, Services or Construction, except in accordance with this by-law.
- 7.5 All Council members and employees of the Town shall declare any Conflict of Interest to the Procurement Manager and the CAO (and to their Department Head if they are an employee of the Town), and such persons shall not participate in the Procurement process to which the Conflict of Interest relates.
- 7.6 All Procurement undertaken by the Town shall be undertaken in accordance with this by-law, the Corporate Policies and Procedures of the Town, and in accordance with the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended.
- 7.7 The Town may only enter into a Financing Lease in accordance with the Town's policies related thereto.

- 7.8 The Town may use any privilege clause contained in the Town's Bid Documents for consideration of the acceptance or rejection of any Bid received by the Town pursuant to this by-law.
- 7.9 During the consideration of Award of Contracts, or during consideration to determine whether a Bidder is a Responsible Bidder, the Town may consider, among other items: previously completed Contractor evaluations, past performance, and performance evaluation reports. In addition, where the Procurement Manager, in consultation with the relevant Department Head and the Town Solicitor, is of the opinion that an Award to a Bidder would undermine the business reputation of the Town or undermine the public's confidence in the integrity of the Town's Procurement process as a result of the Town having knowledge or information of such Bidder's criminal activity, bid-rigging, anti-competitive practices, or other activities that are meant to undermine the Procurement process (whether at the Town or elsewhere), the Procurement Manager may then determine that such Bidder is not a Responsible Bidder and disqualify such Bidder. At his/her sole discretion, the Procurement Manager has the right to disqualify a Bidder based on any unresolved performance or financial disputes.

PART 2: PROCUREMENT APPROVAL AND METHODS

8. PRESCRIBED COUNCIL APPROVAL

- 8.1 Save and except for the circumstances in Section 6 of this by-law, setting out additional and alternative Authority, the following Awards are subject to Council approval:
- (a) where there is no provision in the Town's annual budget for the item subject to the Contract or Purchase Order;
 - (b) any Contract requiring approval from the Ontario Municipal Board;
 - (c) any Contract required by statute to be made by Council;
 - (d) any Contract prescribed by a court order;
 - (e) any Award where Council has requested final approval to Award;
 - (f) any Award having a total cost (excluding taxes) that would be higher than the Council-approved capital estimates or capital budget for such Award, and the necessary adjustments cannot be made;
 - (g) where Authority to approve has not been expressly delegated by Council or by Schedule "D" – Bid Thresholds of this by-law;
 - (h) any Award having a total cost (excluding taxes) that falls within a threshold category that requires Council approval as set out in Schedule "D" - Bid Thresholds;
 - (i) where an Award is being recommended pursuant to a RFQ or RFT and the recommended Bidder is not the lowest Compliant Bidder, because the lowest Compliant Bidder has been determined not to be a Responsible Bidder; or
 - (j) as otherwise requested to obtain approval by the CAO.

9. BID REVIEW COMMITTEE (BRC) AND BID IRREGULARITIES

- 9.1 There shall be a Bid Review Committee, hereinafter referred to as the "BRC", composed of, at a minimum, the following members of Town staff:

- the Procurement Manager or designate; and
- a lawyer from the Legal Services Division, or designate.

Furthermore, if deemed to be required by the above members of the BRC, a representative from the Town Department requesting the Procurement and/or any other party deemed appropriate by the BRC, may be added to the BRC.

- 9.2 In the event that a Bid contains an Irregularity that cannot be resolved by the Procurement Services Division, or where there is a challenge to the Procurement process, the Bid at issue shall be referred to the BRC. The BRC shall review any such Bid or challenge and take the action prescribed in Schedule "B" - Bid Irregularities or Schedule "C" - Proposal Irregularities, as appropriate. The decision of the BRC shall be final.

10. PROCUREMENT PROCESS

- 10.1 Where applicable, each of the Procurement methods set out in this by-law shall be undertaken in compliance with the following:
- (a) the scope of the Goods, Services or Construction shall be clearly and extensively defined by the Bid Document;
 - (b) the Bid document shall be, to the extent possible, standardized using common forms and processes;
 - (c) the Solicitation shall be advertised, if applicable, to ensure the most comprehensive and competitive response reasonably possible to the Solicitation, at the discretion of the Procurement Manager;
 - (d) all Bids received by the Town shall be kept together unopened in a secure place until the closing date and time.;
 - (e) all Bids shall be evaluated using an open, fair, and transparent process as may be possible under the circumstances of a particular Solicitation;
 - (f) for Proposals, the evaluation criteria, and evaluation rating shall be identified in the Request for Proposal document and shall be evaluated by the Evaluation Committee based on that criteria and rating, unless superseded by an Addendum, using a standardized form of evaluation record;
 - (g) all Bid Documents shall clearly set out the requirements for the price element of the Bid, specifying whether the Bid price is submitted on a unit price or subtotal or total price basis and whether it is net of any taxes; in addition, a Bid Document may include provisions for early payment discounts, premiums, financing charges, administrative costs, cost of living or other escalations, contingencies or other deductions or additions and how any contract extras shall be dealt with;
 - (h) Bid records shall be filed and maintained in accordance with any applicable record retention by-law and/or policy of the Town;
 - (i) Bids shall be Awarded based on the terms and conditions specified in the Town's Bid Documents and in accordance with this by-law;
 - (j) all Bidders shall, where required by this by-law, be required to comply with the Contract preparation and execution requirements of section 14 of this by-law if they are Awarded the Contract;
 - (k) Contracts shall be monitored and documented by the Department Head in accordance with section 15 of this by-law, to ensure that performance is in accordance with the requirements of the Contract and steps shall be taken to correct the performance of a Contractor where it falls below the standard required by the Contract; and

(l) all Contracts, once Awarded and executed by the Town, are public documents, save and except for detailed pricing submissions (but excluding the totals as set out in the pricing document of the Bid Documents) and personal information protected under the *Municipal Freedom of Information and Protection of Privacy Act*. No Bidder may insert conditions to exempt their Contract from such public disclosure or accessibility.

(m) For Bids only (excluding Proposals) and in consultation with the relevant Department Head, prior to Award the Procurement Manager may release some or all of the Bidders who have been determined not to be the lowest Compliant Bidder, together with their securities held by the Town (including Bid Deposits, Labour and Material Bonds, and Performance Security).

Comment [RA1]: Moved and unchanged from the Blackout Period section.

11. PRE-QUALIFICATION

11.1 REQUEST FOR PRE-QUALIFICATION (RFPQ)

- (a) The Procurement Manager may conduct a RFPQ for the purpose of selecting qualified Bidders to respond to a subsequent Solicitation.
- (b) When a RFPQ is issued, a pre-qualification Bid Document shall be provided to potential bidders setting out the criteria for pre-qualification.
- (c) The Town may use any information provided by a Bidder in response to a RFPQ in the evaluation of a subsequent related Bid and/or select a limited number of Bidders to be qualified to Bid on the subsequent related Solicitation.
- (d) Advertisement of the RFPQ shall be based on the estimated Contract value, in accordance with Schedule "D" - Bid Thresholds of this by-law.
- (e) The selection of Bidders following a RFPQ shall not create any contractual obligation between the Town and a pre-qualified Bidder and does not oblige the Town to issue any subsequent Solicitation.
- (f) Pre-qualification under a RFPQ may be made a specific pre-condition to any other Procurement method utilized by the Town, in which case the Town may restrict participation in a subsequent related Solicitation to only those RFPQ responding parties who meet the requirements established in the RFPQ or the selected limited number of Bidders that are deemed to be most qualified to Bid on the subsequent related Solicitation, and choose to advertise a subsequent Solicitation to only those parties.

12. STANDARD PROCUREMENT METHODS

Unless any other section or exception of this by-law applies, the method of Procurement for Goods, Services, or Construction shall be in accordance with the methods described in this section as determined by the Procurement Manager. All Procurement methods noted in this section shall comply with the reporting and approval requirements set out in Schedule "D" - Bid Thresholds.

12.1 REQUEST FOR EXPRESSIONS OF INTEREST (RFEI) / REQUEST FOR INFORMATION (RFI)

- (a) The Procurement Manager may conduct a RFEI or a RFI for the purpose of determining the availability of any Goods, Services or Construction, or for the purpose of developing a subsequent Solicitation.
- (b) The Solicitation for a RFEI or RFI shall be advertised in accordance with Schedule "D" – Bid Thresholds.

- (c) The receipt of a submission by a Respondent in response to a RFEI or a RFI does not create any contractual obligation on the part of the Town.

12.2 LOW VALUE PURCHASE (LVP)

- (a) LVPs can be used for the Procurement of Goods, Services, or Construction not covered by a term Contract or co-operative Contract, having an estimated total cost within the applicable threshold set out in Schedule "D" - Bid Thresholds.
- (b) The Department Head may appoint individuals and assign a limit of spending authority to make LVPs. Such purchases are at the discretion of the Department Head, who shall ensure that they are made at fair value.
- (c) Competition or advertisement are not required to make a LVP, but can be made and handled by any Department or the Procurement Manager.
- (d) LVPs may be made utilizing a Purchase Order or a Purchasing Card.
- (e) A Contractor subject to a LVP shall be required to comply with the contractor performance requirements set out in section 15 of this by-law.

**12.3 INFORMAL QUICK BID REQUEST FOR QUOTATION (QB-RFQ) /
INFORMAL QUICK BID REQUEST FOR PROPOSAL (QB-RFP)**

- (a) QB-RFQs or QB-RFPs can be used for the Procurement of Goods, Services, or Construction not covered by a term Contract or co-operative Contract, having an estimated total cost within or below the applicable threshold set out in Schedule "D" - Bid Thresholds.
- (b) A Solicitation for a QB-RFQ or a QB-RFP may be released by a Department Head (or a designate) or the Procurement Manager, on an invitational basis and/or advertised as set out in Schedule "D" - Bid Thresholds.
- (c) Any Irregularities in a Bid submitted in response for a Solicitation of a QB-RFQ or a QB-RFP shall be dealt with in accordance with Schedule "B" - Bid Irregularities or Schedule "C" - Proposal Irregularities and in compliance with the procedures of this by-law.

12.4 FORMAL REQUEST FOR QUOTATION (RFQ)

- (a) RFQs can be used for the Procurement of Goods, Services, or Construction having an estimated total cost within or below the applicable threshold set out in Schedule "D" - Bid Thresholds.
- (b) The Solicitation for a RFQ shall be advertised in accordance with Schedule "D" - Bid Thresholds. In the case of a pre-qualified RFQ, only the selected pre-qualified Bidders shall be notified about the Solicitation.
- (c) Any Irregularities in a Bid responding to a RFQ shall be dealt with in accordance with Schedule "B" - Bid Irregularities and in compliance with the procedures stated in this by-law.

12.5 REQUEST FOR TENDER (RFT)

- (a) RFTs can be used for any dollar value for the Procurement of Goods, Services, or Construction, but a RFT shall be used for the Procurement of Goods, Services, or Construction having an estimated total cost within the applicable threshold set out in Schedule "D" - Bid Thresholds.

- (b) A RFT may be used where all of the following criteria apply:
 - (i) two or more sources are considered capable of supplying the Goods, Services or Construction;
 - (ii) the Goods, Services, or Construction is adequately defined to permit the evaluation of Bids against clearly stated criteria and/or specifications; and
 - (iii) the market conditions are such that Bids can be submitted on a competitive pricing basis.
- (c) The Solicitation for a RFT shall be advertised in accordance with Schedule "D" – Bid Thresholds. In the case of a pre-qualified RFT, only the selected pre-qualified Bidders shall be notified about the Solicitation and be eligible to submit a Bid.
- (d) Any Irregularities in a Bid responding to an RFT shall be dealt with in accordance with Schedule "B" - Bid Irregularities and in compliance with the procedures stated in this by-law.

12.6 REQUEST FOR PROPOSAL (RFP)

- (a) RFPs can be used for any dollar value for the Procurement of Goods, Services, or Construction, but a RFP shall be used for the Procurement of Goods, Services, or Construction having an estimated total cost within the applicable threshold set out in Schedule "D" - Bid Thresholds.
- (b) The goal of a RFP is to implement an effective, objective, fair, open, transparent, accountable and efficient process for obtaining unique Proposals designed to meet broad outcomes to a complex problem or need for which there is no clear or single solution, and to select a Proposal that best meets the requirements specified in the competition, based on qualitative, technical and pricing considerations.
- (c) A RFP may provide for negotiation of all terms, including price, prior to Award. The scope of negotiability may be restricted in a RFP. A RFP may include the provision for the negotiation of best and final offers, and may be a single or multi-step process.
- (d) A RFP may be used where any of the following criteria apply:
 - (i) the selection of the Proponent depends more upon the effectiveness of the proposed solution than the price alone;
 - (ii) it is expected that negotiation with one or more Proponents may be required with respect to any aspect of the Contract; or
 - (iii) the precise Goods, Services, or Construction, or the specifications are not known or are not definable and it is expected that the Proponent will further define them, or for which a variety of solutions to the requirement are likely to exist.
- (e) The Solicitation for a RFP shall be advertised in accordance with Schedule "D" – Bid Thresholds. In the case of a pre-qualified RFP, only the selected pre-qualified Proponents shall be notified about the Solicitation.
- (f) Any Irregularities in a Bid responding to a RFP shall be dealt with in accordance with Schedule "C" - Proposal Irregularities and in compliance with the procedures stated in this by-law.

13. ALTERNATIVE PROCUREMENT METHODS

13.1 MULTI-STEP BID CALL

- (a) A Multi-Step Bid Call is a Solicitation consisting of at least two stages. The specific process being implemented will be set out in the Bid Documents and established by the Procurement Manager. Generally, it will consist of the following two steps:
 - (i) Step 1: a request for a technical Bid is made followed by evaluations and discussion, without considering any prices, and the selection of Compliant Bidders and Responsible Bidders whose technical requirements are considered most acceptable; and
 - (ii) Step 2: the review of sealed Bid prices from only those Bidders whose technical requirements have been rated acceptable in Step 1.
- (b) A Multi-Step Bid Call shall be advertised in accordance with Schedule "D" – Bid Thresholds. In the case of a pre-qualified Multi-Step Bid Call, only the selected pre-qualified Respondents shall be notified about the Solicitation.

13.2 UNSOLICITED BID/PROPOSAL

- (a) An Unsolicited Bid/Proposal received by the Town may be reviewed by the relevant Department Head and the Procurement Manager.
- (b) Any Procurement activity resulting from the receipt of an Unsolicited Bid/Proposal shall comply with any pertinent provisions of this by-law. The provisions relating to LVPs, Single Source, Sole Source, or Emergency Purchases, as appropriate, shall apply to a non-competitive Contract resulting from an Unsolicited Bid/Proposal.

13.3 NEGOTIATION

- (a) Negotiation may be used in conjunction with any other Procurement methods set out in this by-law for the procurement of Goods, Services, or Construction, or for the Sale of Personal Property, or for the development of any Contract, when any of the following criteria apply:
 - (i) the Goods, Services, or Construction are deemed necessary by the CAO or Department Head as a result of an Emergency Purchase which would not reasonably permit the use of any other prescribed Procurement method;
 - (ii) due to abnormal market conditions, the Goods, Services, or Construction required are in short supply;
 - (iii) where there is a Single Source or Sole Source of the Goods, Services, or Construction which would be acceptable, permitted under this by-law, and is cost effective;
 - (iv) where only one Proposal/Bid is received and it exceeds the amount budgeted for the procurement, negotiations may be conducted, if appropriate under the circumstances;
 - (v) after the Request for Proposal process closed, if appropriate under the circumstances, to clarify any terms of the Proposal and any resulting Contract;
 - (vi) with the highest evaluated Compliant and Responsible Bidder to a Request for Proposal; however, if a negotiated agreement cannot be reached, the Town may proceed to negotiate with the next highest evaluated Compliant and Responsible Bidder;
 - (vii) where the extension or reinstatement of an existing Contract,

with Council approval, would be more cost effective or beneficial to the Town;

- (viii) where, for security or confidentiality reasons, it is in the best interest of the Town;
 - (ix) with the highest Offeror in response to a Sale of Personal Property; or
 - (x) where authorized by Council to do so.
- (b) The award of any negotiated Contract shall comply with the Contract execution provisions contained in section 14 and the contractor performance provisions contained in section 15 of this by-law.

13.4 EMERGENCY PURCHASES

- (a) In the case of an emergency declared pursuant to the Town's Municipal Emergency Management Program and Emergency Response Plan, purchases shall be authorized as set out in such Program and Plan, and the Treasurer shall prepare the required accountability and financial reports for Council for information following the declaration of the termination of the emergency. During such emergency, this by-law shall serve only as a reference for those officials in authority during such emergency, and otherwise is suspended for all Purchases directly or indirectly related to addressing and managing such emergency. The overriding Procurement guideline in such an emergency shall be to address the emergency as quickly and safely as possible so as to protect human life, while minimizing costs to the Town.
- (b) In the event of an emergency that does not fall into paragraph (a) of this section, an Emergency Purchase may be made when an event occurs that is determined by the Mayor and the CAO to be a threat to any of the following:
- (i) public health;
 - (ii) the maintenance of essential Town services or to prevent disruption of essential Town services;
 - (iii) the safety or welfare of persons or of public property; or
 - (iv) the security of the Town's interests and the occurrence requires the immediate delivery for Goods, Services, or Construction;

and time does not permit for competitive Bids.

- (c) The following process shall be conducted for any Emergency Purchases pursuant to paragraph (b) of this subsection:
- (i) Where it is estimated that the expenditure is within the Authority of the Department Head as stated in Schedule "D" - Bid Thresholds of this by-law, the Procurement Manager, upon the recommendation of the Department Head, shall secure any Goods, Services, or Construction required in an efficient, expeditious manner that is in the best interest of the Town.

A Purchase Order shall be issued or a Purchasing Card shall be used. In case of an after-hour emergency, if a Purchasing Card is not available, a Purchase Order shall be issued the next Working Day.

- (ii) Where it is estimated that the expenditure exceeds the Authority of the Department Head as stated in Schedule "D" - Bid

Thresholds of this by-law, the approval of the CAO shall be required. The Procurement Manager, upon the recommendation of the CAO, shall secure any Goods, Services, or Construction required in an efficient, expeditious manner that is in the best interest of the Town.

An information report shall be submitted by the CAO to Council, as soon as reasonably possible, explaining the actions taken and the reasons therefore.

A Purchase Order shall be issued or a Purchasing Card shall be used. In case of an after-hour emergency, if a Purchasing Card is not available, a Purchase Order shall be issued the next Working Day.

13.5 SOLE SOURCE PURCHASES

- (a) A Sole Source Purchase may be utilized for the Procurement of Goods, Services, or Construction without the competitive Procurement process when there is only one source that is able to meet the requirements of the Procurement, which may be due to their unique ability or skill, possession of proprietary technology, copyright, patent or other intellectual property.
- (b) The Procurement Manager shall require satisfactory justification from the requesting Department Head explaining the reasons for the Sole Source Purchase.
- (c) Sole Source Purchases shall be arranged by the Procurement Manager and shall be in compliance with Schedule "D" - Bid Thresholds of this by-law.
- (d) Sole Source Purchases shall comply with the reporting and approval requirements set out in Schedule "D" - Bid Thresholds of this by-law.
- (e) Sole Source Purchases shall be required to comply with the Contract execution requirements of section 14 and the Contractor performance requirements of section 15 of this by-law.
- (f) A semi-annual report of all Sole Source Purchases not requiring Council approval shall be prepared by the Procurement Manager and reported to the CAO.

13.6 SINGLE SOURCE PURCHASES

- (a) Single Source purchasing may be conducted for the Procurement of Goods, Services, or Construction without the competitive Procurement process, when any of the following circumstances apply:
 - (i) for reasons of standardization, warranty, function or service, such as technical qualifications;
 - (ii) where compatibility with an existing product, equipment, facility or services is a paramount consideration;
 - (iii) where a Good is purchased for testing or trial use, or for resale;
 - (iv) where the Town has a rental contract and an offer to buy-out the equipment or extend the rental contract may be beneficial to the Town;
 - (v) for matters involving security, police matters, or confidential or privileged issues where the disclosure of such matters through an open Solicitation process could reasonably be expected to

compromise confidential or privileged information, interfere with the Town's ability to maintain security or order or to protect human, animal or plant life or health, cause economic disruption, or otherwise be contrary to the public interest;

- (vi) a Contract is to be awarded under a Co-operative Purchase or a Piggyback arrangement;
 - (vii) in the absence of any Bids in response to a Solicitation for Bids made in accordance with this by-law;
 - (viii) in an Emergency Purchase situation pursuant to section 13.4 of this by-law;
 - (ix) notwithstanding anything in this by-law, where a purchase is determined by Council to be fair and reasonable and is made from a non-profit corporation for the purpose of achieving charitable Town objectives; or
 - (x) for the extension or renewal of an existing Contract where the amount of the extended or renewed Contract is within the budgeted amount for the provision of such Goods, Services, or Construction, or is otherwise approved by Council.
- (b) The Procurement Manager shall require satisfactory justification from the requesting Department Head explaining the reasons for the Single Source Purchase.
 - (c) Single Source Purchases shall be arranged by the Procurement Manager and shall be in compliance with Schedule "D" - Bid Thresholds of this by-law.
 - (d) Single Source Purchases shall comply with the reporting and approval requirements set out in Schedule "D" - Bid Thresholds.
 - (e) Single Source Purchases shall be required to comply with the Contract execution requirements of section 14 and the Contractor performance requirements of section 15 of this by-law.
 - (f) A semi-annual report of all Single Source purchases not requiring Council approval shall be prepared by the Procurement Manager and reported to the CAO.

13.7 CO-OPERATIVE PURCHASING AND PIGGYBACK

- (a) The Town may participate with other government agencies or public authorities in Co-operative Purchasing where it is in the best interests of the Town to do so. The Town is not required to adhere to the advertising requirements under this by-law and does not need to conduct its own competition when engaged in Co-operative Purchasing. The policies and procedures regarding the Solicitation and Procurement process of the government agencies or public authorities calling the Co-operative Purchasing Bid on behalf of the participants are to be accepted policies and procedures for that particular Bid.
- (b) The Town may Piggyback by accepting the results of a competitive Procurement process of another government agency or public authority where the provisions of the original Solicitation allow for such Piggyback. The Town is not required to adhere to the advertising requirements under this by-law and does not need to conduct its own competition when engaged in a Piggyback purchase.
- (c) Co-operative Purchasing and Piggyback Purchases shall comply with the reporting and approval requirements set out in Schedule "D" - Bid

Thresholds.

13.8 IN-HOUSE BIDS

In-House Bids shall only be utilized where external sources have also been requested to submit Bids and where Council has approved such Bids.

13.9 "NO COST" PROCUREMENT

- (a) "No Cost" Procurement occurs where the Town does not bear any cost (expense or capital expenditure). This type of Procurement activity includes revenue generating opportunities and cost pass-through to a third party for a particular project.
- (b) Revenue generating opportunities shall be acquired by the Town using the same Procurement methods and approval requirements according to the dollar amount thresholds in Schedule "D" – Bid Thresholds for Procurement that has a cost to the Town, which shall be determined based on an actual value (if available) or reasonable estimate of the value/expected revenue of the "No Cost" Procurement.
- (c) Cost pass-through to a third party where the third party is covering less than one hundred percent (100%) of the total costs for a particular project shall be acquired by the Town using the same Procurement methods and approval requirements according to the dollar amount thresholds in Schedule "D" – Bid Thresholds for Procurement that has a cost to the Town, which shall be determined based on an actual value (if available) or reasonable estimate of the value/expected revenue of the "No Cost" Procurement. Full cost coverage by a third party is dealt with in Schedule "A" – Exceptions to this by-law.

PART 3: POST-AWARD REQUIREMENTS AND PERFORMANCE

14. CONTRACT EXECUTION

- 14.1 Prior to the commencement of the provision of Goods, Services, or Construction, the selected Bidder shall be required to: (a) execute a Contract; (b) acquire a Purchase Order; or (c) obtain a written requisition from the Town, depending on the type and dollar amount threshold of the Procurement as set out in Schedule "D" – Bid Thresholds of this by-law. Where applicable for LVPs, Town staff may utilize P-Cards for the acquisition of Goods and Services.
- 14.2 Where applicable, a selected Bidder shall be required to submit any and all such documents, certificates, and securities as a condition precedent to, and for the performance of, a Contract, at the discretion of the Procurement Manager. Such items may include, without limiting the generality of the foregoing: a Bond, other security for damages in the form of a negotiable instrument, insurance certificates, a certificate of clearance from the Workplace Safety and Insurance Board (WSIB), the contractor's Health & Safety policy, confirmation of compliance with the AODA, and a project schedule.

15. CONTRACTOR PERFORMANCE

- 15.1 The Department Head shall be responsible for monitoring the performance of Contractors. The Department Head shall document evidence related to same and advise the Procurement Manager in writing where the performance of a Contractor has been unsatisfactory in terms of failure to meet Contract specifications, performance, invoicing conditions, health and safety

requirements, environmental protections, or any other Town requirements set by the Procurement Manager from time to time.

- 15.2 Upon completion of a Contract or the supply of Goods, Services, or Construction for the Town by a Contractor, a written performance evaluation of the Contractor shall be completed by the relevant Department Head and the Procurement Manager and the evaluation shall be placed in the Town file corresponding to the Contractor. A copy of the evaluation and supporting documentation may be made available to persons requesting Town references for a future Contract and also may be reviewed and may form part of the criteria when considering the Town's future Award of Contracts.
- 15.3 In a case where an interim performance evaluation is done prior to the completion of a Contract or the supply of Goods, Services, or Construction, and where the interim evaluation has determined the Contractor performance to be unsatisfactory for any reason, a Department Head or the Procurement Manager may request an interim evaluation meeting with a Contractor to discuss any deficiencies and to establish a time for their rectification.
- 15.4 A Contractor deemed, in the sole opinions of the relevant Town staff and the Procurement Manager, to have poor or unsatisfactory performance of a Contract may:
 - (a) be refused the Award of a future Contract;
 - (b) have Town staff recommend that Council not Award a future Contract to the Contractor; or
 - (c) be placed on a probationary period.

A probationary period may specify additional requirements as determined by the Procurement Manager, including the requirement of additional Contract performance security or interim performance evaluations to ensure that the terms of a future Contract are strictly adhered to.

16. CONTRACT TERMINATION

- 16.1 Where a Contract is required pursuant to Schedule "D" – Bid Thresholds, and the authority to execute the Contract is delegated therein to a Department Head, then the CAO, upon the recommendation of the Procurement Manager, has the Authority to terminate such a Contract at any time under the following circumstances:
 - (a) where a Contractor is in default of terms and/or obligations under an applicable Contract and has failed to remedy such default as agreed upon during an interim evaluation meeting to address the issue;
 - (b) where a Contractor commits an act of bankruptcy, a receiver is appointed on account of insolvency of a Contractor or in respect of any of its property, or if the Contractor makes a general assignment for the benefit of its creditors; or
 - (c) where it is discovered that the award of a Contract was induced through illegal or fraudulent means or that the Contractor has acted in violation of any federal or provincial laws during the performance of the Contract.
- 16.2 Where a Contract is required pursuant to Schedule "D" – Bid Thresholds, and the authority to execute the Contract requires Council approval, then only Council shall have the Authority to terminate such Contract, on the advice of the relevant Department Head and the Procurement Manager.

PART 4: SPECIFIC BID AND PROCUREMENT ISSUES

17. CONTINGENCIES

- 17.1 Where any Purchase of Goods, Services, or Construction has been Authorized under this by-law, the relevant Department Head may Authorize the disbursement of additional funds for unknown/unexpected conditions or circumstances affecting the Contract work, provided that such additional funds shall not exceed ten percent (10%) of the original Contract amount, and provided that the additional funds are required to complete work set out in the original Contract.

18. CANCELLATION OF SOLICITATION

- 18.1 The Procurement Manager may cancel any Solicitation where:
- (a) no Bids were received in response to the Solicitation or none of the received Bids were from a Compliant and Responsible Bidder;
 - (b) the prices contained in all the submitted Bids in response to the Solicitation exceed the approved budget amount for the project or Purchase, and there is a cancellation request from the Department Head who initiated the Solicitation; or
 - (c) in the opinion of the Department Head responsible for the Solicitation:
 - (i) a material change in the scope of work or specifications is required and a new Solicitation should be issued according to the Procurement Manager;
 - (ii) none of the Bids received adequately address the purpose or intent of the Solicitation or the goal or need of the Town that was to be addressed through the Solicitation;
 - (iii) the Goods, Services, or Construction to be provided by the Solicitation are no longer required by the Town; or
 - (iv) in the opinion of the Procurement Manager, the integrity of the Solicitation has been compromised or the Procurement process was materially flawed.

19. ACCESS TO INFORMATION

- 19.1 The disclosure of information received pursuant to any Procurement process, Solicitation, or the Award of a Contract shall be made in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* and the *Personal Health Information Protection Act*, as amended.
- 19.2 Evaluation score sheets of individual Town staff evaluators for each Bidder or Proponent shall remain confidential. Members of Council may not be part of any Bid evaluation process.

PART 5: PERSONAL AND REAL PROPERTY

20. DISPOSAL OF PERSONAL PROPERTY

- 20.1 Personal Property of the Town, such as furniture, vehicles, equipment, stocks of all supplies, and other Goods and materials, which are no longer used by the Town or which have become obsolete, worn out, or incapable of being used, shall be identified as surplus by the applicable Department Head. Any

disposal or Sale of such surplus items shall be in accordance with the provisions of this by-law where applicable. The terms of such disposal or Sale shall be documented.

20.2 Personal Property shall be disposed of using the following process:

- (a) The Town's Procurement Services Division (in consultation with the relevant Department Head) shall first offer surplus Personal Property to other Departments or Local Boards.
- (b) Should any Personal Property remain available after the provisions of paragraph (a) have been carried out, the Procurement Manager shall dispose of such items by one of following methods, which method is determined by the Procurement Manager according to the potential for the highest monetary return for the Personal Property and the resources available to engage such a process:
 - (i) Sale: A Sale Solicitation shall be issued and advertised on an ~~electronic-Electronic tender~~ Bidding system, daily newspaper, or through the York Purchasing Cooperative. Offers shall be received by facsimile, electronically, or by sealed Bid, as determined by the Procurement Manager;
 - (ii) Public auction: The Procurement Manager shall arrange for the Personal Property to be sold at a public auction. A minimum bid may or may not be set and shall be determined by the Procurement Manager with input from other Town staff as appropriate; or
 - (iii) Sale or return/trade-in to a Vendor: Sale or trade-in of the Personal Property directly to a Vendor or Contractor in the applicable line of business.
- (c) Any Personal Property still available after the provisions of paragraphs (a) and (b) have been carried out shall be disposed of by one of the following methods:
 - (i) The Procurement Manager shall notify community and/or non-profit agencies, as applicable, of the Town's intent of disposal and negotiate such disposal with any groups or individuals that indicate interest in a manner that is in the best interest of the Town.
 - (ii) Any other reasonable manner, including disposal as waste, at the discretion of the Procurement Manager.
- (d) Where an item or a group of similar items has been declared surplus and has a value of less than One Hundred Dollars (\$100.00), all as determined by the Procurement Manager, the Department Head responsible for such item(s) may dispose of such item(s) in a manner alternative to, and not in accordance with, the methods set out under paragraphs (a), (b), and (c), at the discretion of the applicable Department Head.

20.3 No Town staff member, Council member, or Local Board member shall personally obtain any Personal Property that has been declared surplus unless it has been obtained in accordance with any applicable provisions of this by-law.

21. REAL PROPERTY

21.1 This by-law shall not apply to the acquisition or Sale of Real Property. Real Property interests of the Town shall be acquired or disposed of in accordance

with the Town's Administration Procedure No. 55 – Real Estate Sales, Purchases, and Leases, as may be amended or successor thereof, together with any other applicable process or by-laws dealing with the acquisition, disposal, or Sale of Real Property, which are separate from this by-law.

**PART 6: MISCELLANEOUS CONSIDERATIONS AND GENERAL
ITEMS**

22. TIE BIDS RECEIVED

- 22.1 In the case of tie between two Compliant and Responsible Bidders and where multiple awards are not possible, the Town shall determine the winning Bid from the two tied Bids by a coin toss conducted by the Procurement Manager.
- 22.2 In the case of a tie between three or more Compliant and Responsible Bidders and where multiple awards are not possible, the Town shall determine the winning Bid from the group of tied Bids by a random lottery draw conducted by the Procurement Manager.

23. NO LOCAL PREFERENCE

- 23.1 The Town will endeavour to achieve the best value in its transactions. The Town will not be bound to Purchase Goods or Services based upon Canadian content, nor shall the Town practice local preference in awarding Contracts, unless specifically required to do so by an upper-tier government body. All Procurement processes are to be conducted so as not to unduly exclude local vendors while at the same time maintaining the duty to conduct a fair competition and adhere to the generally accepted legal principles applicable to Procurement.

24. ENVIRONMENTAL CONSIDERATIONS

- 24.1 For the purposes of this section:

"**Environmentally Preferred**" means Goods and Services that have a lesser impact on human health and the environment when compared with competing products or services. This comparison may consider raw material acquisition, production, recycled content, manufacturing, waste management, packaging, distribution, re-use, operation, maintenance or disposal. An environmentally preferred Good or Service will meet the criteria of a recognized third party certification program, where such a specification exists for that product class.

"**Third Party Environmental Certification**" means an independent organization that licenses and certifies products that meet environmental standards developed by that organization. The certification programs most frequently used to certify environmentally preferred products are provided in the Town's Green Procurement Policy.

- 24.2 To encourage the procurement of Environmentally Preferred Goods and Services with due regard to the preservation and enhancement of the natural environment, Bid Documents may require methods resulting in the least damage to the environment, such as those products which have a recognized Third Party Environmental Certification, where practicable and in accordance with the Town's Green Procurement Policy.

25. ACCESSIBILITY CONSIDERATIONS

- 25.1 The Town is committed to giving people with disabilities the same opportunity to access Town Goods and Services and allowing them to benefit from the same Services, in the same place and in a similar way as other customers.

Pursuant to the provisions of the AODA and s. 5(1) of O. Reg. 191/11, as amended, the Town shall incorporate accessibility design, criteria, and features when procuring or acquiring Goods, Services, or facilities, except where it is not practicable to do so. Programs, Goods, Services, facilities, etc. should be accessible to persons with disabilities (visible and invisible), including (without limitation): hearing loss, vision loss, physical or mobility related impairments, temporary disabilities, learning, speech, language, cognitive, psychological, psychiatric, intellectual and developmental disabilities, allergies, and multiple chemical sensitivities.

- 25.2 If it is determined not to be practicable to incorporate accessibility design, criteria, and features when Purchasing Goods, Services, or facilities, the Department Head responsible for any such Procurement shall, upon request, provide an explanation.

26. BLACK-OUT PERIOD

~~26.1 Any communication between initiated by Bidders to and Council members, Town staff, or Town consultants relating to any solicitation pending Award or submitted Bids, other than to Town staff in the Procurement Services Division, is prohibited during the period of time from the submission release of the Bid solicitation up to and including the date that the Contract or Purchase Order with the selected Bidder is duly executed or and a Purchase Order has been approved by the Procurement Manager. Town. Any such communication in violation of this subsection will entitle the Purchasing Manager Procurement Manager to disqualify the offending Bidder from consideration for Award.~~

~~26.2 Where reports to Council for award are to be prepared, such reports become public upon the publication of the agenda by the Clerk.~~

~~26.2 For Bids only (excluding Proposals) and in consultation with the relevant Department Head, prior to Award the Purchasing Manager may release some or all of the Bidders who have been determined not to be the lowest Compliant Bidder, together with their securities held by the Town (including Bid Deposits, Labour and Maternal Bonds, and Performance Security).~~

Comment [RA2]: Moved to Part 2, section 10

27. LOBBYING

27.1 From the time the Bid Documents are released in a Solicitation until after the Award by the Town, no solicitations or lobbying may be made to any Town staff member, Council member, Town consultant, or to the news media by any director, officer, principal, employee, agent, family relation, or other representative of a Bidder (including any other parties that may be involved in a business relationship with the Bidder) with respect to the merits or value of the Bidder's Bid. Any such communication in violation of this section will entitle the Procurement Manager to disqualify the offending Bidder from consideration for Award. This subsection does not apply to presentations or delegations expressly requested by Town staff or by Council, whether in the Bid Documents or otherwise.

28. BY-LAW REVIEW

28.1 This by-law shall be monitored and evaluated for effectiveness continuously by the Procurement Manager and shall be comprehensively reviewed upon specific request by the CAO or by Council.

29. REPEAL, PRECEDENCE, AND TRANSITION

29.1 By-law Number 5500-13, as amended, and all schedules thereto, is hereby repealed on the day of this by-law coming into force and effect.

29.2 Town Administration Procedure No. 50, as amended, is hereby repealed on the day of this by-law coming into force and effect.

29.3 This by-law shall take precedence in the case of any conflict with any other Town policies or procedures relating to Procurement.

29.4 Notwithstanding section 29.1, for the purposes of transition to this by-law, all Procurement that commenced (being the date that Bid Documents were released to the public in a Solicitation) prior to the effective date of this by-law are subject to the provisions of By-law Number 5500-13 up to and including the Award of the Contract or Purchase Order.

30. SHORT TITLE

30.1 This by-law may be referred to as the "Procurement By-law".

31. IN FORCE

31.1 This by-law shall come into full force and effect on the date of final passage hereof.

READ A FIRST AND SECOND TIME THIS XXTH DAY OF XXX, 2016

READ A THIRD TIME AND FINALLY PASSED THIS XXTH DAY OF XXX, 2016.

GEOFFREY DAWE, MAYOR

LISA LYONS, TOWN CLERK

SCHEDULE "A"

EXCEPTIONS

The acquisition methods described in this by-law are not required for the Procurement of the following items:

- 1. Training and Education**
 - (a) conferences, conventions, courses, and seminars
 - (b) magazines, books, and periodicals (including subscriptions thereto)
 - (c) membership dues/fees, continuing education, or certification processes
 - (d) facilitators and program hosts
 - (e) staff development, training, and workshops (including all related equipment, resources, and supplies)

- 2. Refundable Employee Expenses**
 - (a) as per the approved Town Corporate Policy for employee reimbursement and allowances

- 3. Town General Expenses**
 - (a) payroll, benefit premiums, and employee remittances
 - (b) medical evaluations, consultations, or expenses required by the Town
 - (c) licences and certificates (e.g., vehicle, elevators, software, etc.)
 - (d) debenture payments and sinking fund payments
 - (e) purchase or disposition of financial investments
 - (f) insurance premiums and expenses
 - (g) claim and litigation settlements
 - (h) adjuster service expenses
 - (i) grants to agencies (in accordance with any applicable Town policies)
 - (j) newspaper, social media, or other media advertising/notices
 - (k) Town promotional material
 - (l) ancillary banking or financial services
 - (m) bank charges and brokerage fees
 - (n) payments regarding Real Property (e.g., lease payments, etc.)
 - (o) remittances of all forms of taxes
 - (p) charges to and from other governmental bodies (e.g., school boards, federal and provincial ministries/bodies/agencies, Teranet, LSRCA, etc.)
 - (q) payments for employment and temporary help
 - (r) petty cash replacement

- 4. Professional and Special Services**
 - (a) committee fees
 - (b) honorariums
 - (c) legal fees, expert witness/consultant fees, and other court fees/costs
 - (d) appraiser
 - (e) special forensic auditor
 - (f) land surveyor
 - (g) real estate agent
 - (h) arbitrator, mediator, and other similar professionals
 - (i) postage and courier services
 - (j) utility charges – including: water, sewer, electricity, natural gas, telecommunication services, internet, cable television, maintenance charges, utility relocations, utility construction, and utility acquisition
 - (k) events or programs supporting non-profit organizations
 - (l) Town-sponsored employee purchase plans
 - (m) suppliers and entertainers for special events and programs
 - (n) Goods, Services, or Construction where one hundred percent (100%) of the total cost is being paid by or reimbursed by a third party

SCHEDULE "B"

BID IRREGULARITIES – SEALED ENVELOPE

For the purposes of this by-law, the following actions shall be taken regarding Bid Irregularities (as defined in this by-law) ~~excluding Proposal Irregularities~~.

Comment [RA3]: Updated for Paper Sealed Envelope submissions and to include all types of Bids (to ensure that there are no limitations on the Town – or we can remove this if we need to). Please advise.

ITEM	DESCRIPTION	ACTION
1.	Late Bid.	Automatic rejection.
2.	Bid not submitted at location specified in the Solicitation.	
3.	Bid submitted in other format than specified in the Solicitation.	
4.	Bid not submitted using required forms.	
5.	Bid envelope not sealed.	
6.	Bid not legible.	
7.	Bid Document not signed in ink with an original signature (if required by Solicitation) or not signed by all Bidders (if Bid is on behalf of a joint-venture).	
8.	Signature page not provided in the Bid (if specified and required in the Solicitation).	
9.	Pages requiring completion of information or specification not submitted with the Bid (if specified and required in the Solicitation).	
10.	Failure to submit a list of subcontractors (if required in the Bid Document).	
11.	Unit price in the "price schedule" which has been changed but not initialed and the unit price extension/total price is <u>not</u> consistent with the unit price as amended.	
12.	Pricing page(s) not submitted with the Bid (if specified and required in the Solicitation).	
13.	Bid Deposit (if requested) not submitted with the Bid.	
14.	Bid submitted from a Bidder that has not been pre-qualified, where pre-qualification was required in the Solicitation.	
15.	Bidder did not attending a mandatory site meeting (if required in the Solicitation).	
16.	Undertaking to Provide a Bond or Letter of Credit, or actual Bond not submitted with the Bid or not original signed copy (if requested).	
17.	Undertaking to Provide a Bond or Letter of Credit, or actual Bond, submitted on a form or in a format not permitted in accordance with the Bid Document.	
18.	Bond, Bid Bond, Undertaking to Bond, or Agreement to Bond missing: a corporate seal, proof of authority to bind bonding company, signature of Bidder, or seal and signature of surety (as applicable).	
19.	Incomplete Bid.	Automatic rejection, unless it is stated in the Solicitation that partial Bids are acceptable, and the Bid is complete in respect of the portion of the scope of work or deliverable(s) that is Bid upon. If a unit/item price in a Bid is blank, it shall be interpreted as no charge for that item.
20.	<u>Proposal does not address all components identified in the Bid Document.</u>	<u>Missing component will be scored zero. If the component has been identified in the Bid Document as requiring a response for that component but no response is given, then automatic rejection.</u>
20-21.	All Addenda not acknowledged as specified in the Bid Document or each addendum (if issued).	Automatic rejection, unless the relevant addendum issued is solely for the purpose of revising a closing date and/or time and the Bid is received in accordance with revised date and/or time.

ITEM	DESCRIPTION	ACTION
24-22	Bid submitted by a Bidder (or by an affiliate, related entity, principal, officer, or director of such Bidder), who is in unresolved Litigation with the Town or is the subject of third party claims involving the Town.	Possible rejection. Referred to Bid Review Committee for review, consideration, and determination. Factors to be considered will include, but are not limited to: (a) the severity, materiality, and nexus between the Litigation and the work for which the Bid is submitted; (b) where the Town has been named as plaintiff or defendant pursuant to a subrogated interest, an appropriate arrangement has been made to indemnify the Town; and (c) the Bidder's performance under previous Contracts with the Town, the Town's claims history with the Bidder, and an assessment of the overall risk and total cost in entering into a Contract with the Bidder.
22-23	Alterations, additions, deletions or qualifying statements (referred to as a "variation") made to the Bid Documents or provided with the Bid.	Automatic rejection, unless in the opinion of the Bid Review Committee, such variation is considered to be immaterial to the Town.
23-24	Alternate and/or substitute items bid in whole or in part that were not requested in the Solicitation.	Rejection of any alternative and/or substitute items not requested by the Solicitation.
24-25	Bids containing minor clerical errors	If in the opinion of the Purchasing Manager/Procurement Manager the errors are of a minor nature and are not material to the Bid, they can be waived at the option of the Purchasing Manager/Procurement Manager. Otherwise, the Bid shall be rejected. May be referred to the Bid Review Committee for final determination.
25-26	Strikeouts, erasures, whiteouts, or overwrites made to the Bid form, not initialed by an authorized person.	Automatic rejection, unless in the opinion of the Purchasing Manager/Procurement Manager, the failure to initial is minor in nature and is not material to the determination of the Bid. Otherwise, the Bid shall be rejected. May be referred to the Bid Review Committee for final determination.
26-27	Mathematical errors for total price which are not consistent with the unit price or mathematical errors such as tax calculation errors.	Bidders shall accept corrections to total bid price or tax calculation that is made by the Purchasing Manager/Procurement Manager. Unit prices shall always govern.
27-28	Unit price in the "price schedule" which has been changed but not initialed and the unit price extension/total price is consistent with the unit price as amended.	Bid will be accepted unless, in the opinion of the Purchasing Manager/Procurement Manager, the changes to the unit prices create ambiguity and uncertainty – in such case, the Bid shall be rejected. May be referred to the Bid Review Committee for final determination.
28-29	Bid Deposit (if requested) contains insufficient funds as called for in the Bid Document.	Automatic rejection unless insufficient amount is <i>de minimis</i> (\$2.00 or less).
29-30	Other Bid Irregularities	Referred to the Bid Review Committee for review, consideration, and determination.

The above list of Irregularities is not to be considered as all-inclusive. All Bid Irregularities (except late bids that were automatically rejected) may be forwarded to the Bid Review Committee for review, consideration, and determination in accordance with this by-law.

The application of this Schedule "B" Bid Irregularities shall not apply to non-binding Procurement.

SCHEDULE "C"

Comment [RA4]: Less bid irregularities with Electronic Bidding. Updated for Electronic Bidding and to include all types of Bids

PROPOSAL BID IRREGULARITIES – ELECTRONIC BIDDING

For the purpose of this by-law, the following actions shall be taken regarding Proposal Bid Irregularities (as defined in this by-law, excluding Bid Irregularities).

ITEM	DESCRIPTION	ACTION
	Late Proposal Bid.	
1.	Proposal Bid not submitted at location as specified in the Solicitation.	
2.	Proposal Bid submitted in other format than specified in the Solicitation.	
3.	Proposal Bid not submitted using required forms.	
4.	Proposal envelope not sealed.	
5.	Proposal not legible.	
6.	Proposal Bid not signed in ink with an original signature (if required by the Solicitation) or not signed by all Proponents parties (if Proposal Bid is on behalf of a joint-venture).	
7.	Signature page not provided in the Proposal Bid (if specified and required in the Solicitation).	
8.	Pages requiring completion of information or specification not submitted with the Proposal Bid (if specified and required in the Solicitation).	
9.	Failure to submit a list of subcontractors (if required in Bid Document).	
10.	Unit price in the "price schedule" which has been changed but not initialed and the unit price extension/total price is not consistent with the unit price as amended.	Automatic rejection.
	Pricing page(s) not submitted with the Proposal (if specified and required in the Solicitation).	
11.	Proposal Bid Deposit (if requested) not submitted with the Bid Proposal.	
12.	Proposal Bid submitted from a Bidder Proponent that has not been pre-qualified, where pre-qualification was required in the Solicitation.	
13.	Proponent Bidder did not attending a the mandatory site meeting (if required in the Solicitation).	
14.	Undertaking to Provide a Bond or Letter of Credit, or actual Bond (if requested) not submitted with the Proposal.	
15.	Undertaking to Provide a Bond or Letter of Credit, or actual Bond, submitted on a form or in a format not permitted in accordance with the Bid Document.	
16.	Bond Bid Bond, Undertaking to Bond or Agreement to Bond missing a corporate seal, proof of authority to bind bonding company, signature of Proponent, or seal and signature of surety (as applicable).	
17.	Proposal does not address all components identified in the Bid Document.	Missing component will be scored zero. If the component has been identified in the Bid Document as requiring a response for that component but no response is given, then automatic rejection.
18.	All Addenda not acknowledged as specified in the Bid Document or each addendum or the (if issued).	Automatic rejection, unless the relevant addendum issued is solely for the purpose of revising a closing date and/or time and the Proposal is received in accordance with revised date and/or time.

ITEM	DESCRIPTION	ACTION
19.	Proposal-Bid submitted by a Proponent (or by an affiliate, related entity, principal, officer, or director of such Proponent), who is in unresolved Litigation with the Town or is the subject of third party claims involving the Town.	Possible rejection. Referred to Bid Review Committee for review, consideration, and determination. Factors to be considered will include, but are not limited to: (a) the severity, materiality, and nexus between the Litigation and the work for which the Proposal-Bid is submitted; (b) where the Town has been named as plaintiff or defendant pursuant to a subrogated interest, an appropriate arrangement has been made to indemnify the Town; and (c) the Proponent's-Bidder's performance under previous Contracts with the Town, the Town's claims history with the ProponentBidder , and an assessment of the overall risk and total cost in entering into a Contract with the ProponentBidder .
20.	Alterations, additions, deletions or qualifying statements (referred to as a "variation") made to the Bid Documents or provided with the Bid.	Automatic rejection, unless in the opinion of the Bid Review Committee, such variation is considered to be immaterial to the Town.
21.	Alternate and/or substitute items bid in whole or in part that were not requested in the Solicitation.	Rejection of any alternative and/or substitute items not requested by the Solicitation.
20-22.	Proposal-Bids containing minor clerical errors.	If in the opinion of the Purchasing Manager/ Procurement Manager the errors are of a minor nature and are not material to the ProposalBid , they can be waived at the option of the Purchasing Manager/ Procurement Manager . Otherwise, the Proposal-Bid shall be rejected. May be referred to the Bid Review Committee for final determination.
24-23.	Proposal-Deposit-Bid Deposit (if requested) contains insufficient funds as called for in the Bid Document.	Automatic rejection unless insufficient amount is <i>de minimis</i> (\$2.00 or less).
22-24.	Mathematical errors for total price which are not consistent with the unit price or mathematical errors such as tax calculation errors.	Bidders shall accept corrections to total price or tax calculation that is made by the Purchasing Manager. Unit prices shall always govern.
23-25.	Unit price in the "price schedule" which has been changed but not initialed and the unit price extension/total price is consistent with the unit price as amended.	Proposal will be accepted unless, in the opinion of the Purchasing Manager, the changes to the unit prices create ambiguity and uncertainty. In such case, the Proposal shall be rejected. May be referred to the Bid Review Committee for final determination.
24-26.	Other Proposal-Bid Irregularities.	Referred to the Bid Review Committee for review, consideration, and determination.

~~The above list of Irregularities is not to be considered as all-inclusive. All Proposal Irregularities (except late proposals that were automatically rejected) shall be forwarded to the Bid Review Committee for review, consideration, and determination in accordance with this by-law.~~

~~The application of this Schedule "C" Proposal Irregularities shall not apply to non-binding Procurement.~~

SCHEDULE "D"

BID THRESHOLDS

For the purpose of this by-law, the following are the required Procurement methods, approval Authority, reporting requirements, and Contract requirements for the specified amount thresholds.

DOLLAR THRESHOLDS (EXCLUDING TAXES)	METHOD OF PROCUREMENT	SOURCE OF BIDS (ADVERTISING)	REPORT TO	APPROVAL/ AWARD	CONTRACT TYPE
1. BIDS AND PROPOSALS					
Up to \$5,000.00	Low Value Purchase (LVP)	Purchases made from the competitive marketplace where possible and practicable. Obtaining a minimum of three (3) written quotes is recommended. Advertising is not required.	Not applicable	Town staff as delegated by the applicable Department Head	P-Card or Purchase Order
\$5,000.01 to \$30,000.00	Informal Quick Bid Request for Quotation (QB-RFQ) - or - Informal Quick Bid Request for Proposal (QB-RFP)	(a) Advertising at the discretion of the Purchasing Manager, in consultation with the applicable Department Head is required in such manner as directed by Procurement Manager (b) Solicitation to list of pre-qualified Bidders; (c) Obtaining a minimum of three (3) written quotes where possible - or (d) Direct negotiation with a single source or sole source Bidder.	Not applicable	Department Head	Purchase Order
\$30,000.01 to \$100,000.00	Formal Request for Quotation (RFQ) - or - Formal Request for Proposal (RFP)	Advertising is required in such manner as directed by the Procurement Manager	Not applicable	Department Head	Purchase Order and Contract (executed by the applicable Department Head)
Over \$100,000.00	Formal Request for Tender (RFT) - or - Formal Request for Proposal (RFP)	Advertising is required in such manner as directed by the Procurement Manager	Council (from the applicable Department Head or designate)	Council	Purchase Order and Contract (executed by the Mayor and Town Clerk as per Council direction)
2. EMERGENCY PURCHASES					
Up to \$50,000.00	Not applicable	Advertising not required	Not applicable	Department Head	P-Card or Emergency Purchase Order
\$50,000.01 to \$100,000.00	Not applicable	Advertising not required	Not applicable	CAO	Emergency Purchase Order

DOLLAR THRESHOLDS (EXCLUDING TAXES)	METHOD OF PROCUREMENT	SOURCE OF BIDS (ADVERTISING)	REPORT TO	APPROVAL/ AWARD	CONTRACT TYPE
Over \$100,000.00	Not applicable	Advertising not required	Council as soon as reasonably possible by the CAO explaining actions taken and reasons therefore (may be after the emergency is over and after Purchase is Awarded)	CAO	Emergency Purchase Order and Contract (if emergency situation permits; executed by the CAO)
3. SOLE SOURCE, SINGLE SOURCE, CO-OPERATIVE PURCHASING, & PIGGYBACK					
Up to \$5,000.00	Sole Source, Single Source, Co-operative Purchasing, or Piggyback	Advertising not required	Not applicable	Department Head	P-Card or Purchase Order
\$5,000.01 to \$50,000.00	Sole Source, Single Source, Co-operative Purchasing, or Piggyback	Advertising not required	Not applicable	Department Head	Purchase Order
\$50,000.01 to \$100,000.00	Sole Source, Single Source, Co-operative Purchasing, or Piggyback	Advertising not required	CAO (from the applicable Department Head or designate)	CAO	Purchase Order and Contract (executed by the CAO)
Over \$100,000.00	Sole Source, Single Source, Co-operative Purchasing, or Piggyback	Advertising not required	Council (from the applicable Department Head or designate)	Council	Purchase Order and Contract (executed by the Mayor and Town Clerk as per Council direction)
4. DETERMINATION OF AVAILABILITY OF GOODS AND SERVICES					
Not applicable	Request for Expressions of Interest (RFI) - or - Request for Information (RFI)	Advertising is required in such manner as directed by the Procurement Manager. May be followed by another Procurement method.	Not applicable	Not applicable	Not applicable
5. PRE-QUALIFICATION AND MULTI-STEP BIDS					
May be used in conjunction with another Procurement method listed in Schedule "D" – Bid Thresholds	Request for Pre-Qualification - or - Multi-Step Bid Call	Advertising is required in such manner as directed by the Procurement Manager	As specified in related Procurement method	As specified in related Procurement method	As specified in related Procurement method

Methods of Procurement listed in this Schedule are minimum methods only in accordance with sections 11, 12, and 13 of this by-law. Formal Requests for Tender (RFT) and Formal Requests for Proposal (RFP) may be used for any dollar thresholds at the discretion of the applicable Department Head. Similarly, Council approval to Award may also be sought at the discretion of the applicable Department Head or the CAO.

All Contracts that are to be executed and required by this Schedule "D" – Bid Thresholds shall be reviewed and approved as to form by Legal Services prior to execution.



**Town of Aurora
General Committee Report**

No. FS16-032

Subject: Ontario Community Infrastructure Fund Renewed Grant Agreement

Prepared by: Laura Sheardown, Financial Analyst – Cash Flow & Investments

Department: Financial Services

Date: October 18, 2016

Recommendation

- 1. That Report No. FS16-032 be received; and**
- 2. That the Mayor and Town Clerk be authorized to execute the standardized grant agreements, subject to the satisfaction of the Town Solicitor, for the Ontario Community Infrastructure Fund – Formula Component; and**
- 3. That the Treasurer be authorized to execute on behalf of the Town any progress reports or other submissions required in compliance with the terms of the funding agreements during the course of the funding and approved projects.**

Executive Summary

To advise and obtain Council approval to execute a standard grant agreement with Ontario, allowing staff to pursue pre-approved grant funding from the provincial government through the Ontario Community Infrastructure Fund (OCIF) to a maximum of \$2.3 million over the period covering 2017 to 2019.

Background

The Government of Ontario created the OCIF in 2014 to provide stable funding to help small communities address critical core infrastructure needs in relation to roads, bridges, water and wastewater and further strengthen municipal asset management practices.

As announced in the 2016 Ontario Budget, funding for the OCIF will triple from \$100 million to \$300 million per year by 2018-19, which includes \$200 million in predictable, formula-based funding and \$100 million in application based funding.

Analysis

The OCIF Formula-based grant funding component is pre-approved, and therefore does not require an application. The Town has received notification that our grant allocation for the next three years is:

Year	Amount
2017	\$481,917
2018	\$687,740
2019	\$1,101,046

The amounts for 2018 and 2019 are considered proposed until the budgets for those years have been approved by the province.

The amount of our grant is based on our Town's fiscal circumstances and its total core infrastructure assets.

The funds provided through this grant can be used for 'core infrastructure' renewal projects such as roads, bridges, culverts, water and wastewater or asset management plans.

In order to access these pre-approved funds, the contribution agreement must be signed and returned by November 2, 2016 at the very latest.

Advisory Committee Review

Not applicable.

Financial Implications

The Town has been pre-approved to receive \$481,917 in 2017, \$687,740 proposed in 2018 and \$1,101,049 proposed in 2019, contingent upon the signing of the contribution agreement. Additional details on the restrictions and requirements are available should Council need additional information.

Communications Considerations

Within the agreement, there are specific protocols regarding communication of this grant including signage, media events and awareness of the specific projects that

require staff to ensure that the Province is provided the opportunity to participate and proper recognition of the funding provided by the Province.

Link to Strategic Plan

The Ontario Community Infrastructure Fund Grant supports the Strategic Plan goal of **supporting an exceptional quality of life for all** through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

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

Alternative(s) to the Recommendation

None. The agreement is required in order to receive conditional grant funding sourced from the OCIF, and the standardized 35 page agreement text and content is not negotiable by any municipality.

Conclusions

Staff recommend the execution of the said contribution agreement to allow the Town to continue to access these material pre-approved grant funds in support of the Town's infrastructure renewal projects, which will help ease the burden placed upon the existing repair and replacement reserves and their limited funds.

Staff continue to explore and take full advantage of applicable grant opportunities as they become available.

Attachments

None.

Previous Reports

CFS14-038 Approval of previous grant agreement.

October 18, 2016

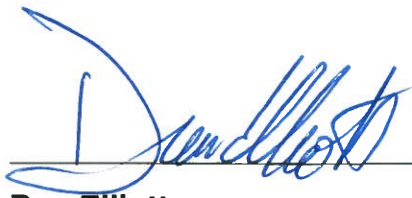
Page 4 of 4

Report No. FS16-032

Pre-submission Review

Agenda Management Meeting review on September 29, 2016

Departmental Approval



**Dan Elliott
Director
Financial Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



Town of Aurora

General Committee Report

No. IES16-078

Subject: Award of Tender No. IES 2016-81

Prepared by: Steve Wilson, Coordinator, Project Delivery

Department: Infrastructure and Environmental Services

Date: October 18, 2016

Recommendation

- 1. That Report No. IES16-078 be received; and**
- 2. That Tender No. IES 2016-81 – Redirection of the Existing Sanitary Services for Houses on Mosley Street and Decommissioning of the Existing Sanitary Sewer, Capital Project No. 41007, be awarded to Capital Sewer Services Inc. in the amount of \$219,811.18, excluding taxes and;**
- 3. That the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all document and ancillary agreements required to give effect to same.**

Executive Summary

To receive Council's authorization to award Tender No. IES 2016-81 to Capital Sewer Services Inc.

Background

The houses on the south side of Mosley Street, between Wells Street and Victoria Street are connected to an old, clay tile sanitary sewer behind their homes on the former Wells Street School property. The existing clay tile sewer is in poor condition.

The redevelopment of the Wells Street School property has eliminated the need for this sewer to provide service to their property. In order to abandon this sewer, six homes on Mosley Street need to be connected to the sewer on Mosley Street.

Analysis

Project Description

The project involves connecting the 6 homes to the existing sewer service lines already installed from the sewer on Mosley Street to the front of these homes. The work to be performed will primarily take place within the private property of each home. When all homes have been connected to the sewer on Mosley Street, the sewer behind these homes will be permanently abandoned by filling it with concrete.

Tender Results

On August 30, 2016, the Tender Opening Committee received two (2) compliant bids. The lowest compliant and responsible bidder for this tender was Capital Sewer Services Inc. as summarized in Table 1 below which is a summary of the bids received for this project.

Table 1 - Summary of Bids

	Company Name	Total Bid (excluding taxes)
1	Capital Sewer Services Inc.	\$219,811.18
2	Trisan Construction	\$323,657.00

Verification of the tenders was undertaken by Town staff. Capital Sewer Services Inc. satisfactorily completed similar projects for the City of Toronto.

Project Schedule

The Contract is expected to commence on May 1, 2017.

Advisory Committee Review

Not applicable.

Financial Implications

Table 2 is a financial summary on the tender submitted by Capital Sewer Services Inc.

Table 2 – Financial Summary

Approved Budget	
Capital Project No. 41007 – construction budget	\$300,000.00
Total Approved Budget for Construction	\$300,000.00
Less previous commitments	\$0.00
Funding available for subject Contract	\$300,000.00
Contract Award excluding HST	\$219,811.18
Non-refundable taxes (1.76%)	\$3,868.68
Sub-Total	\$223,679.86
Contingency amount (10%)	\$22,367.99
Total Funding Required	\$246,047.84
Budget Variance	\$53,952.16

Funding in the amount of \$300,000.00 was provided for this project in the 2015 Capital Budget. Table 2 shows that this project is \$53,952.16 under budget.

Communications Considerations

There are no communication related issues.

Link to Strategic Plan

This project supports the strategic plan goal of investing in sustainable infrastructure.

Alternative(s) to the Recommendation

Council may choose to not award this project. The tender process meets all of the requirements of the purchasing 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 six (6) homes on Mosley Street, described in this report, will continue to be connected to the clay tile sanitary sewer located behind their homes on private property.

October 18, 2016

Page 4 of 4

Report No. IES16-078

Conclusions

Staff recommends awarding Tender No. IES 2016-81 – Redirection of the Existing Sanitary Services for Houses on Mosley Street and Decommissioning of the Existing Sanitary Sewer be awarded to Capital Sewer Services Inc. in the amount of \$219,811.18, excluding taxes.

Attachments

Appendix "A" – Conceptual Plan for Redirection of the Existing Private Sanitary Services for Houses on Mosley Street.

Previous Reports

None.

Pre-submission Review

Agenda Management Team review October 3, 2016

Departmental Approval

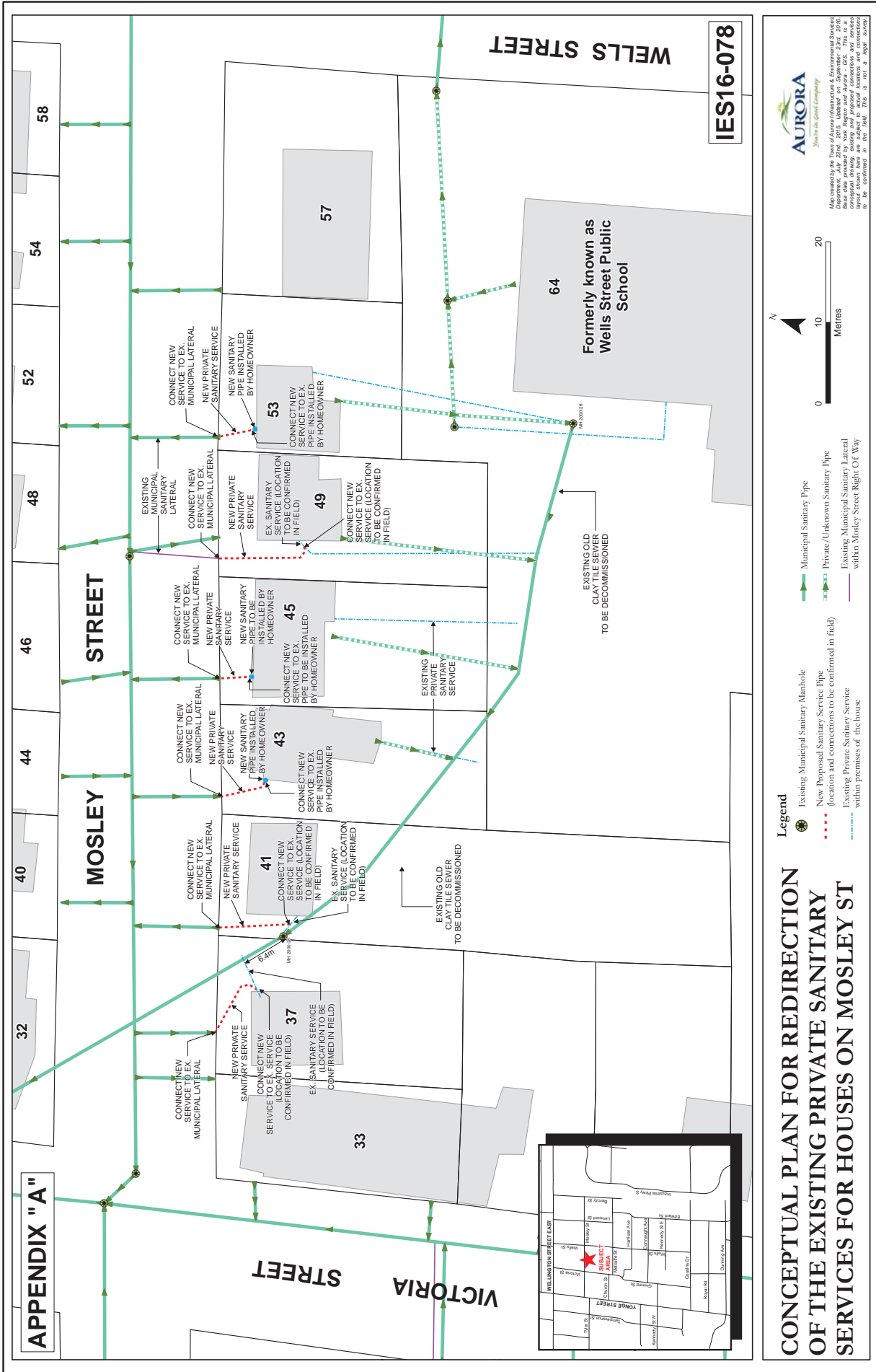


**Ilmar Simanovskis
Director
Infrastructure and Environmental Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



AURORA
Joining the Good Company

Map created by the Town of Aurora Infrastructure & Environmental Services Department, July 27th, 2016, updated on September 7 2016. This map is for informational purposes only. It is not a legal survey. All proposed connections and services shown on this map are subject to approval by the relevant authorities. No liability is assumed for any errors or omissions that may be contained in this file. This is not a legal survey.

Legend

- Existing Municipal Sanitary Manhole
- Municipal Sanitary Pipe
- New Proposed Sanitary Service Pipe (location and connections to be confirmed in field)
- Existing Private Sanitary Service (location and connections to be confirmed in field)
- Existing Private Sanitary Service within premises of the house
- Existing Municipal Sanitary Lateral (within Mosley Street Right Of Way)

CONCEPTUAL PLAN FOR REDIRECTION OF THE EXISTING PRIVATE SANITARY SERVICES FOR HOUSES ON MOSLEY ST

APPENDIX "A"

IES16-078



**Town of Aurora
General Committee Report**

No. IES16-079

Subject: Award of Contract for Consulting Services for the Restoration of 9 Scanlon Court

Prepared by: Glen McArthur, Municipal Engineer

Department: Infrastructure and Environmental Services

Date: October 18, 2016

Recommendation

- 1. That Report No. IES16-079 be received; and**
- 2. That the Contract for the provision of consulting services to complete site remediation works, environmental site investigations and reporting for the Town's property located at 9 Scanlon Court be awarded to Amec Foster Wheeler Environment & Infrastructure a Division of Amec Foster Wheeler Americas Limited for \$164,498.16, excluding taxes; and**
- 3. That the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.**

Executive Summary

The purpose of this report is to receive Council's authorization to award the contract for consulting services to complete site remediation works, environmental site investigations and reporting for the Town's property located at 9 Scanlon Court, to Amec Foster Wheeler Environment & Infrastructure a Division of Amec Foster Wheeler Americas Limited.

Background

The property located at 9 Scanlon Court served as the Town's Public Works yard, prior to the construction of the Town's new operation centre at 229 Industrial Parkway North.

The Town is in the process of divesting the 9 Scanlon Court property.

October 18, 2016

Page 2 of 4

Report No. IES16-079

In order to meet the requirements of an agreement of sale for the 9 Scanlon Court property, the Town is to complete all environmental site investigations, reporting and site remediation necessary to file and receive acknowledgement of a Record of Site Condition for the property pursuant to the Records of Site Condition O.Reg. 153/04. The Record of Site Condition is to be based on a Phase II Environmental Site Assessment demonstrating compliance with full depth generic Site Condition Standards applicable to the continued industrial use of the property.

Analysis

Proposal evaluations

A Request for Proposal (RFP IES 2016-75) – Consulting Services to Complete Site Remediation Works, Environmental Site Investigations and Reporting for the Town's Property Located at 9 Scanlon Court was issued on August 4, 2016 and on August 30, 2016 the Tender Opening Committee received five (5) proposals.

A review of the proposals was undertaken with each proposal evaluated based on pre-defined criteria as identified in the RFP. The Amec Foster Wheeler Environment & Infrastructure a Division of Amec Foster Wheeler Americas Limited proposal received the highest combined score based on staff's evaluation. Two Proponents, Cambium Inc. and MGI Construction Corp. did not pass the RFP's minimum technical score requirements and therefore their cost scores were not evaluated, since they were no longer eligible to be awarded the project.

Project schedule

The above Consulting Services project will commence in November with project completion planned for late 2017.

Advisory Committee Review

Not applicable.

Financial Implications

Table 1 is a financial summary for Capital Project No. 72163 as based on the Proposal submitted by Amec Foster Wheeler Environment & Infrastructure a Division of Amec Foster Wheeler Americas Limited. Funding for this project will be provided from the sale of the 9 Scanlon Court property.

Table 1

Approved Budget	
2016 Capital Project No. 72163	As needed
Total Approved Budget	As needed
Less previous commitments	\$0.00
Funding available for subject Contract	As needed
Contract Award excluding HST	\$164,498.16
Non-refundable taxes (1.76%)	\$2,895.17
Sub-Total	\$167,393.33
Contingency amount (10%)	\$16,739.33
Total Funding Required	\$184,132.66
Budget Variance	n/a

As noted above it is recommended that funding be provided from the sale of the 9 Scanlon Court property.

Communications Considerations

There are no communication related issues.

Link to Strategic Plan

This project supports the strategic plan goal of supporting an exceptional quality of life for all because it will allow the sale of the 9 Scanlon Court property providing money to the Town that may be re-invested in sustainable infrastructure or other Town initiatives.

Alternative(s) to the Recommendation

Council may choose to not award this project. The RFP evaluation process meets all requirements of the procurement By-law and awarding the contract is the next step in fulfilling the requirements of the tendering process. If Council chooses to not award this contract, the Town will not be able to satisfy the conditions of sale for 9 Scanlon Court, which may result in the loss of sale.

October 18, 2016

Page 4 of 4

Report No. IES16-079

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 to complete site remediation works, environmental site investigations and reporting for the Town's property located at 9 Scanlon Court, be awarded to Amec Foster Wheeler Environment & Infrastructure a Division of Amec Foster Wheeler Americas Limited for \$164,498.16, excluding taxes.

Attachments

Appendix 'A' – Key Plan showing location of 9 Scanlon Court.

Previous Reports

None.

Pre-submission Review

Agenda Management Meeting review on October 3, 2016

Departmental Approval

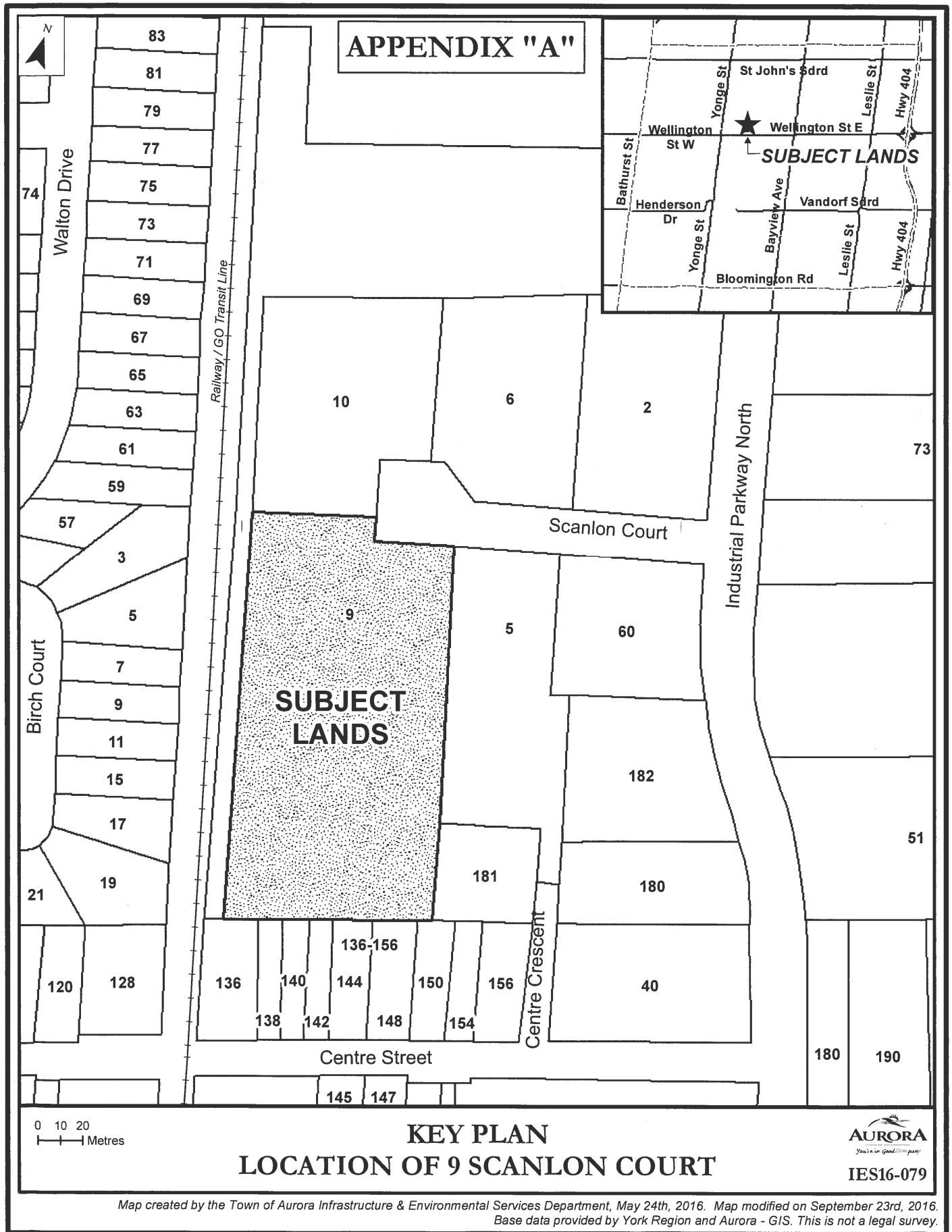


Ilmar Simanovskis
Director
Infrastructure and Environmental Services

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer



Map created by the Town of Aurora Infrastructure & Environmental Services Department, May 24th, 2016. Map modified on September 23rd, 2016. Base data provided by York Region and Aurora - GIS. This is not a legal survey.



Town of Aurora

General Committee Report No. PRCS16-046

Subject: Emerald Ash Borer Control Program Update

Prepared by: Jim Tree, Manager of Parks

Department: Parks, Recreation and Cultural Services

Date: October 18, 2016

Recommendation

- 1. That Report No. PRCS16-046 be received; and**
- 2. That the Emerald Ash Borer Treatment Program continue in 2017; and**
- 3. That the Emerald Ash Borer Treatment Program continues in future years pending treatment success rates and Council's continued approval of the Emerald Ash Borer Treatment Program.**

Executive Summary

The Emerald Ash Borer (EAB) Treatment Program has been ongoing since initially introduced in the summer of 2013. Staff is providing Council with an update on the results of the EAB treatment program to date. Recommendations on continuing with the Treatment Program in future years are supported by the following:

- Statistics on the success and losses of treated Ash trees;
- Results and findings on the effects of treatment of Ash trees;
- Continued Monitoring and updates to Council;
- Discontinuing treatment of Ash trees not recommended at this time; and
- Town grown nursery trees to begin supplementing EAB replacement planting by 2017.

Background

Staff have informed Council through several previous reports on the status of the EAB infestation in Aurora and the ongoing EAB Management Plan. The most recent of the EAB update reports was tabled at the May 17 General Committee Meeting and resulted in the following resolution:

THAT Report No. PRS16-024 be received; and

THAT the Emerald Ash Borer (EAB) treatment program continue as outlined in this report; and

THAT an expenditure, not to exceed \$140,000.00, to engage Tru Green Ltd. to conduct the treatment of the Ash tree inventory in 2016 be approved.

CARRIED

Report PRS16-024 also contained information regarding the current status of the EAB Treatment contract and that it would be necessary to retender the Treatment service in 2017 as the contract has now expired.

Analysis

Recent request for information on the statistics of tree mortality provided to Mayor and Members of Council on September 2, 2016

Staff responded to a request for information on September 2, 2016 from a member of Council concerning a number of trees that had recently been removed from the street boulevard on Henderson Drive. The information that staff provided was related to the numbers of Ash trees that had been treated for EAB then subsequently expired. This information is included below:

Year	# of Treated Trees	# of Treated Trees that have Died	# of Non Treated Trees that have Died*	Remaining Inventory of Treated Trees	Average Cost to Treat One 20cm Tree
2015/16	2,308	114	576	2,194	\$50.00

*Majority of Non-Treated trees below 100mm in Diameter and under sized to tolerate treatment

As noted above, many of the trees that were not treated and eventually succumbed to EAB were small diameter trees that were not candidates for treatment given the potential impacts that would result from the somewhat invasive drilling required to insert the Treatment material. Treating these smaller diameter trees would compromise their structural integrity such that they would not survive.

October 18, 2016

Page 3 of 6

Report No. PRCS16-046

Staff finding that some treated trees do not respond favourably

As the EAB infestation progresses, it is apparent that not all trees that appear worthy of treatment respond favourably to treatment. This could be for a number of reasons including the trees overall health condition and its ability to take up the Treatment material or perhaps a may be infested with EAB larvae but showing no outward signs of infestation.

We are finding that it is sometime difficult to determine what is actually occurring within a particular tree as very often the outward appearance indicates that the tree was a suitable candidate for treatment one year, and then the following year we observe a rapid decline in the foliage and eventual death of the tree. This situation appears to be contained to the minority of Ash trees.

EAB Treatment Program proven to have varying degrees of success

Based on the Ash tree treatment program to-date, it can be concluded that the treatment has had varying degrees of success as our current remaining Ash tree Inventory has survived a major infestation of and spike in the EAB population.

In can also be confidently stated that without such EAB Treatment, our entire inventory of Ash trees would be significantly infested and a loss of all Ash trees would have occurred.

The treatment program cannot be considered a guarantee that all our remaining Ash trees will survive as there does seem to be a pattern of losses occurring year-over-year. This situation may be further aggravated with the extreme dry summer this year which will most likely have an impact on overall street tree health given the drought-like conditions on our boulevards. The effects of this of this drought condition combined with EAB impacts will not be completely known until the late spring and summer of 2017.

Staff will continue to monitor the effects of EAB and report back to Council on the effectiveness of the EAB Treatment Program

It is expected that the number of trees that expire will stabilize as time passes and as the insect population starts to decline; however, it is difficult to predict when this will occur. It also appears from the results of four years of treatment that we will continue to experience some losses mostly within the weakest, less responsive trees until such time that all that remains are the most robust Ash trees.

October 18, 2016

Page 4 of 6

Report No. PRCS16-046

Alternative to continued treatment of Ash trees and allowing remaining inventory to expire is not recommended at this time

Staff has addressed the issue of discontinuing the EAB Treatment Program and allowing the remaining inventory to die off. This is certainly an alternative that could be chosen; however, staff does not recommend this alternative at this time as it would result in dramatic impacts to the streetscape in many neighbourhoods. It would also result in significantly higher costs over the short term.

Depending on the future effects and success of the continued EAB treatment program this alternative may in fact be the desired course of action; however, staff does not feel that the current situation warrants a complete discontinuation of treatment at this time.

Based on the moderate losses of Ash trees to date, we have observed the following:

- Untreated Trees are dying in a random pattern for the most part where they have been replaced without a major impact on the streetscape appearance and within the confines of the approved EAB Capital Budget;
- Significant numbers of healthy Ash trees remain prominent in many neighbourhoods;
- Few public complaints or concerns being received regarding the loss of Ash tree or the timing required to remove and replace a deceased Ash tree; and
- Reduced short-term costs as fewer Ash trees are dying in rapid succession which has resulted in the efficient orderly removal and replacement of deceased trees.

Town grown nursery trees nearing maturity for use as replacement street trees

The Parks Division nursery trees that were planted as part of the EAB Management Strategy are nearing the size deemed suitable for planting on our Boulevards and Parks. As such, many trees can be used to supplement the 2017 replacement tree planting programs. Staff will continue to harvest these trees as required to offset and reduce costs associated with the EAB Management Plan. Nursery Trees will also be replaced to ensure that we have a continuous supply of replacements for future years.

Advisory Committee Review

Not applicable.

Financial Implications

Sufficient funds for the EAB Management Plan are available in Capital Project No.73160. The four year contract with the EAB Treatment Service Provider has now expired.

Subject to Council approving the recommendations in this Report and the 2017 Capital Budget, staff will be reissuing a Tender for EAB Treatment Service in early 2017 and will report back to Council with all relevant financial information.

Communications Considerations

Communications associated with the EAB Management Program are included within the Parks and Trees Section of the Town of Aurora website and any Public Notices required to be posted for EAB Treatment purposes continue to be managed by Corporate Communications.

Link to Strategic Plan

EAB Treatment for Ash trees supports the Strategic Plan goal of Supporting Environmental Stewardship and Sustainability for all through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

Encouraging the stewardship of Aurora's natural resources: Assess the merits of measuring the Town's natural capital assets.

Alternative(s) to the Recommendation

Option 1: Council can choose to discontinue the EAB Treatment Program; however, this would result in the rapid decline and death of over 2,000 remaining Ash trees with a dramatic impact on the streetscape in many neighbourhoods. Staff does not recommend this alternative.

Conclusions

Based on the successful results of the current Treatment program, the continuation of the EAB Treatment program is the most reasonable approach at this time.

October 18, 2016

Page 6 of 6

Report No. PRCS16-046

Attachments

None.

Previous Reports

PRS16-024 – Emerald Ash Borer Management Plan Update, May 17, 2016

Pre-submission Review

Agenda Management Meeting review on October 3, 2016.

Departmental Approval



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

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer



Town of Aurora

General Committee Report

No. PBS16-081

Subject: Application for Site Plan Approval
Green Storage Inc.
27 Allaura Boulevard
Block B and Part of Block A and Part of Lot 13,
Registered Plan M-51
File Number: SP-2015-07
Related File Number: MV-2016-35A-C

Prepared by: Marty Rokos, Planner

Department: Planning and Building Services

Date: October 18, 2016

Recommendations

- 1. That Report No. PBS16-081 be received; and**
- 2. That Site Plan Application File SP-20115-07 (Green Storage Inc.) to permit the development of the subject lands for a self-storage facility be approved; and**
- 3. That the Mayor and Town Clerk be authorized to execute the site plan agreement, including any and all documents and ancillary agreements required to give effect to same.**

Executive Summary

This report seeks Council approval to a site plan application.

- This report provides background information, evaluation and recommendations regarding the Site Plan Application submitted by Green Storage Inc. to permit the development of the subject lands for a self-storage facility with four (4) buildings and a total of 9,527 m² GFA.
- Planning and Building Services has reviewed the subject application in accordance with the provisions of the Town's Official Plan, Zoning By-law and municipal development standards respecting the subject lands.
- All departments and agencies have provided comment and are able to support the site plan application provided technical comments are addressed.

- All technical revisions to the proposed plans will be reviewed by Town Staff prior to the execution of the Site Plan Agreement. Staff recommend approval of Site Plan Application File: SP-2015-07.

Background

There have been two previous site plan applications on this site. The first, File D11-04-10 (SP-2010-04), was for a self-storage facility with 4,270 m² GFA. The applicant later changed the development concept and submitted a second Site Plan Application, File D11-14-12 (SP-2012-14) for four (4) multi-tenant industrial buildings with a total of 4,415 m² GFA. The property has since been sold to the current owners, who submitted the current application. The Town received the Site Plan Application from Green Storage Inc. on July 13, 2015.

A Minor Variance Application has been submitted under File MV-2016-35A-C. The minor variance seeks to reduce the minimum required parking from 124 to 35, increase the maximum height of Building A from 10 m to 15 m, and reduce the minimum interior side yard from 3.0 m to 6.0 m.

Location / Land Use

As illustrated in Figure 1, the subject lands are located on the east side of Allaura Boulevard between Yonge Street and Edward Street. The GO Transit rail line borders the subject lands to the southeast. The total area of the subject lands is 1.62 ha.

The subject lands have the following characteristics:

- 50.2 m of frontage on Allaura Boulevard;
- The site is partially within protected low lying lands, which follow the creek that runs around the easterly side of the property;
- One road access from Allaura Boulevard;
- The site is currently vacant.

Surrounding Land Uses

The surrounding land uses are as follows:

North: Environmental protection (creek valley)
South: GO Transit rail line
East: Stormwater management pond owned by the Town
West: Allaura Boulevard and employment lands

Policy Context

The Site Plan Application is consistent with the policies of the PPS, the Growth Plan for the Greater Golden Horseshoe, the Regional OP and the Lake Simcoe Protection Plan.

Provincial Policies

All Planning Act development applications are subject to provincial policies. The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest. These policies support the development of strong communities through the promotion of efficient land use and development patterns. The Growth Plan for the Greater Golden Horseshoe is a guiding document for growth management within the Greater Golden Horseshoe (GGH) Area to 2041. The Growth Plan provides a framework which guide decisions on how land will be planned, designated, zoned and designed. The Lake Simcoe Protection Plan (LSPP) is a provincial document that provides policies which addresses aquatic life, water quality, water quantity, shorelines and natural heritage, other threats and activities (including invasive species, climate change and recreational activities) and implementation.

Oak Ridges Moraine Conservation Plan (ORMCP)

The proposed development conforms to the Oak Ridges Moraine Conservation Plan. The proposed Site Plan is located within the Settlement Area Designation of the Oak Ridges Moraine Conservation Plan (ORMCP) implemented by OPA 48.

York Region Official Plan

The subject lands are designated as “Urban Area” 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.

Town of Aurora Official Plan

The subject lands are designated as “Existing Employment – General Industrial”, “Environmental Protection”, “Private Parkland”, and “Public Parkland” by the Town of Aurora Official Plan. The subject lands are also partially with the Oak Ridges Moraine (ORM). As such, the Official Plan designates the subject lands as “Oak Ridges Moraine Settlement Area”, “Permanent and Intermittent Streams”, and “Permanent and Intermittent Streams Minimum Vegetation Protection Zone” (MVPZ). Further, the subject lands are identified to be within a “Category 1 – Complex Landform” and fall within a “High Vulnerability Aquifer Area”.

The Existing Employment – General Industrial designation is intended to ensure the long term protection and continued evolution of existing, older industrial areas. The other designations are on portions of the east, south and west sides of the property. They form part of a strong, interconnected Greenlands System throughout Aurora that provide health benefits, opportunities for recreation, and contribute to overall health and a high quality of life. The ORM designations are intended to provide long term protection to the Moraine, including its Key Natural Heritage Features.

Zoning By-law 2213-78, as amended

The subject lands are zoned “General Industrial (M2) Zone”, “Oak Ridges Moraine Environmental Protection (EP-ORM) Zone” and “Major Open Space (O-9) Exception Zone” by the Town of Aurora Zoning By-law 2213-78, as amended. Schedule ‘B’ of the Zoning By-law indicates that the lands are zoned “Permanent and Intermittent Streams” and “Permanent and Intermittent Streams Minimum Vegetation Protection Zone”, Schedule ‘C’ indicates that the subject lands are in a “High Vulnerability Aquifer Area”, and Schedule ‘E’ indicates the lands are within a “Landform Conservation Area Category 1 – Complex Landform”. The four buildings are proposed within the M2 Zone and outside the environmental zones, Key Natural Heritage Features, and MVPZs.

Proposed Application

Proposed Site Plan

As illustrated on Figure 3, the site plan proposes four (4) new self-storage buildings. Building ‘A’ would be the largest building, with three (3) storeys and 7,692 m² GFA including 628 m² of office space. Buildings ‘B’, ‘C’ and ‘D’ are single storey buildings. The total GFA is 9,527 m². Vehicular access would be via a driveway from Allaura Boulevard that extends east through the property. 35 parking spaces and 5 loading spaces are proposed. Information on each building is summarized below:

Building	Gross Floor Area (m²)	Storeys
Building ‘A’	7,692	3
Building ‘B’	483	1
Building ‘C’	655	1
Building ‘D’	697	1
Total	9,527	

The portions of the property within the Greenlands System are proposed to be planted with trees and shrubs.

The pertinent site statistics are as follows:

Site Statistics	Proposed	Zoning By-law Requirements
Permitted Uses	Self-storage facility	Self-storage facility
Lot Area (minimum)	16,197 m ²	4,000 m ²
Lot Frontage (minimum)	50.2 m	30.0 m
Front Yard (minimum)	12.0 m	3.0 m
Rear Yard (minimum)	15.3 m	9.0 m
Side Yard (minimum)	3.0 m*	Buildings up to 10 m in height: 3.0 m Buildings over 10 m in height: 6.0 m
Floor Area (maximum)	9,527 m ²	n/a
Lot Coverage (maximum)	27%	n/a
Building Height (maximum)	14.9 m*	10.0 m
Parking (minimum)	35 parking spaces*	124 parking spaces
Minimum manoeuvring distance for 90 degree parking spaces	7.4 m	7.4 m
Accessible parking spaces (minimum)	2 parking spaces	2 parking spaces

*Proposed Site Plan provision does not conform to the Zoning By-law and will require a minor variance to the Committee of Adjustment to address the deficiency.

Reports and Studies

The Owner submitted the following documents as part of the complete site plan application:

Name	Report Author
Proposed Site Plan, Elevations and Floor Plans	Atkins + Van Groll Inc.
Landscape Plan and Details	MHBC
Site Plan - Photometrics and Transformer	WTG Engineers
Site Servicing and Grading drawings	Setchell & McKinnon Ltd.
Functional Servicing and Storm Water Management Report	Ec ² E

Analysis

Planning Considerations

Town of Aurora Official Plan

The proposed Site Plan development conforms to the Official Plan.

The subject lands are designated as “Existing Employment – General Industrial” by the Town of Aurora Official Plan. Permitted uses on lands identified as “General Industrial” include manufacturing, assembly, fabrication, processing, warehousing, storage of goods and materials, transportation, transit and railway related uses, automotive repair facilities and public garages, utilities and wholesaling, printing establishments, limited accessory office and retail uses which shall not detract from the character of the industrial area, business and professional offices with the exception of medical offices, limited institutional and recreational uses, and accessory uses which are subordinate to and directly related to the functioning of a permitted use.

Zoning By-law

Minor variances to the provisions of the Zoning By-law are required before final approval (as outlined in the Site Design chart on page 5).

The subject property is zoned “General Industrial (M2) Zone” by the Town of Aurora Zoning By-law 2213-78, as amended. The proposed Site Plan as prepared by the applicant does not comply with all current Zoning By-law performance standards. Minor Variance applications have been submitted under File MV-2016-35A-C to adjust these performance standards. The Minor Variance applications will be considered by the Committee of Adjustment when the Site Plan has been considered and approved by Council.

The site plan agreement will not be executed and registered until the Site Plan and the Minor Variances are approved.

Urban Design and Elevations

Staff have reviewed the urban design and building materials. Staff are satisfied with the submission.

The proposed Site Plan development will be designed and constructed in accordance with the Official Plan General Urban Design and Architectural policies. The proposed Site Plan design will ensure best practice urban design and architectural detail is adhered to with regards to the proposed Site Plan application. The portion of Building

'A' that faces Allaura Boulevard is a three storey office building clad in masonry, aluminium composite panels, and curtain wall windows. This portion of the building is intended to be an attractive visual feature. The other buildings are clad in a combination of masonry veneer, white insulated metal panels, and black aluminum composite. Metal roll-up doors will provide exterior access to the storage units.

Landscaping

The owner proposes landscape plantings along the Allaura Boulevard frontage as well as the southerly and easterly portions of the property. The plantings consist of a mixture of deciduous shrubs, perennials and mostly deciduous trees.

Department / Agency Comments

The Accessibility Advisory Committee and Building division have no concerns regarding the proposed Site Plan application. The Lake Simcoe Region Conservation Authority, Development Engineer and Parks, Recreation & Cultural Services Department have no concerns subject to further technical information being provided.

Development Planning Engineer

The Development Services Engineer has no objections to the approval of the Site Plan subject to additional technical information being provided, including a detailed cost estimate and servicing information. It has also been identified that an encroachment agreement will be required for works in the Town easement on the property.

Lake Simcoe Region Conservation Authority

The Lake Simcoe Region Conservation Authority has no objections to the approval of the Site Plan subject to the applicant providing additional technical information regarding stormwater management.

Parks, Recreation & Cultural Services Department

Parks staff have no objections to site plan approval provided that the plans are updated to show an increased intensity of plantings in the southerly area of the property near the railway tracks. The owner is currently preparing a third site plan submission to address these comments.

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Accessibility Advisor

The Accessibility Advisor has no concerns or comments regarding the site plan application subject to consideration being given to include sequencing of vestibule doors to the entrance of Building 'A'.

Planning and Building Services, Building Division

Building division staff identified the zoning non-compliances that will need to be addressed by minor variance application MV-2016-35A-C as well as some minor inconsistencies in the site plan drawings.

Central York Fire Services

CYFS has reviewed the site plan and requires additional dimensions to be shown on the drawings and changes to the sprinkler connections and signage.

Other Agencies

GO Transit, Rogers Communications, Enbridge, and PowerStream have reviewed the application and have no comments.

Advisory Committee Review

No Communication Required.

Financial Implications

At the time of Site Plan agreement, fees and securities will be applied to the development. The development of the subject lands generates development charges and cash in lieu of parkland fees.

Communications Considerations

Site plan applications submitted under Section 41 of the Planning Act do not require public notification. All planning applications are listed on the Town's website which is reported to Council and updated quarterly. The required minor variance applications will be circulated to abutting property owners as part of the Committee of Adjustment requirements.

Link to Strategic Plan

The proposed Site Plan application supports the Strategic Plan goal of Enabling a diverse, creative and resilient economy through its accomplishment in satisfying requirements in the following key objective within this goal statement:

Promoting economic opportunities that facilitate the growth of Aurora as a desirable place to do business: Through the proposed Site Plan application on the subject lands, the application will assist in attracting business in accordance with the Develop plans to attract businesses that provide employment opportunities for our residents action item.

Alternatives to the Recommendation

1. Direct staff to report back to Council 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 Building Services reviewed the subject Site Plan application in accordance with the provisions of the Town's Official Plan, Zoning By-law and municipal development standards respecting the subject lands. Subject to Committee of Adjustment approval of minor variances, the Site Plan application is considered to be in keeping with the development standards of the Town. All technical revisions to the proposed plans will be reviewed by Town Staff prior to the execution of the Site Plan agreement. Staff recommend approval of the Site Plan application File: SP-2015-07.

Attachments

- Figure 1 – Location Map
- Figure 2 – Zoning Plan
- Figure 3 – Proposed Site Plan
- Figure 4 – Proposed Building Elevations – Building 'A'
- Figure 5 – Proposed Building Elevations – Building 'B'
- Figure 6 – Proposed Building Elevations – Building 'C'
- Figure 7 – Proposed Building Elevations – Building 'D'

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Report No. PBS16-081

Previous Reports

None.

Pre-submission Review

Agenda Management Team Meeting review on September 29, 2016.

Departmental Approval

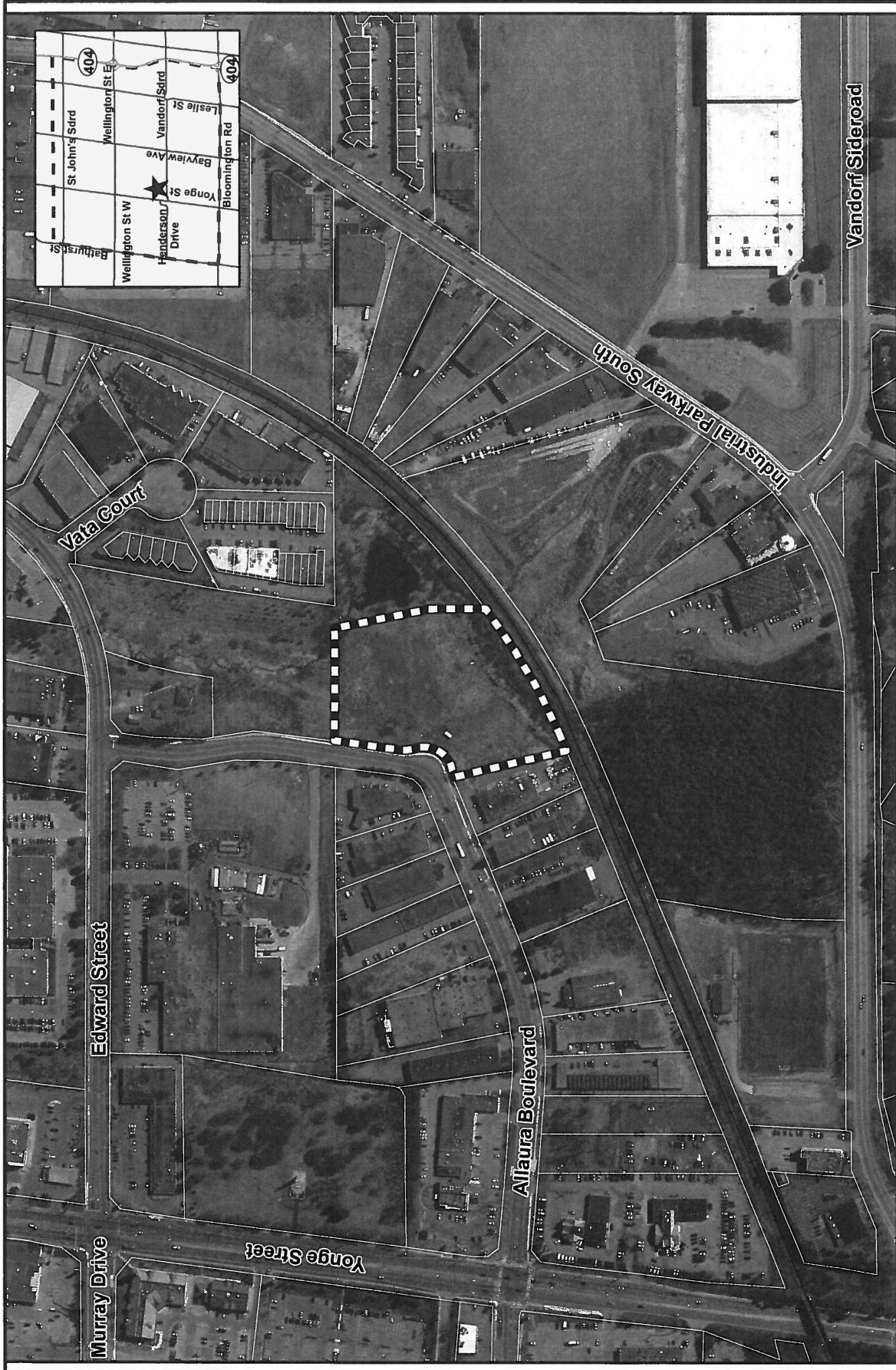
Approved for Agenda



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



**Doug Nadorozny
Chief Administrative Officer**



LOCATION MAP

APPLICANT: Green Storage
 FILE: SP-2015-07

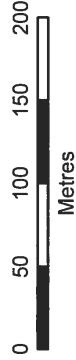
FIGURE 1



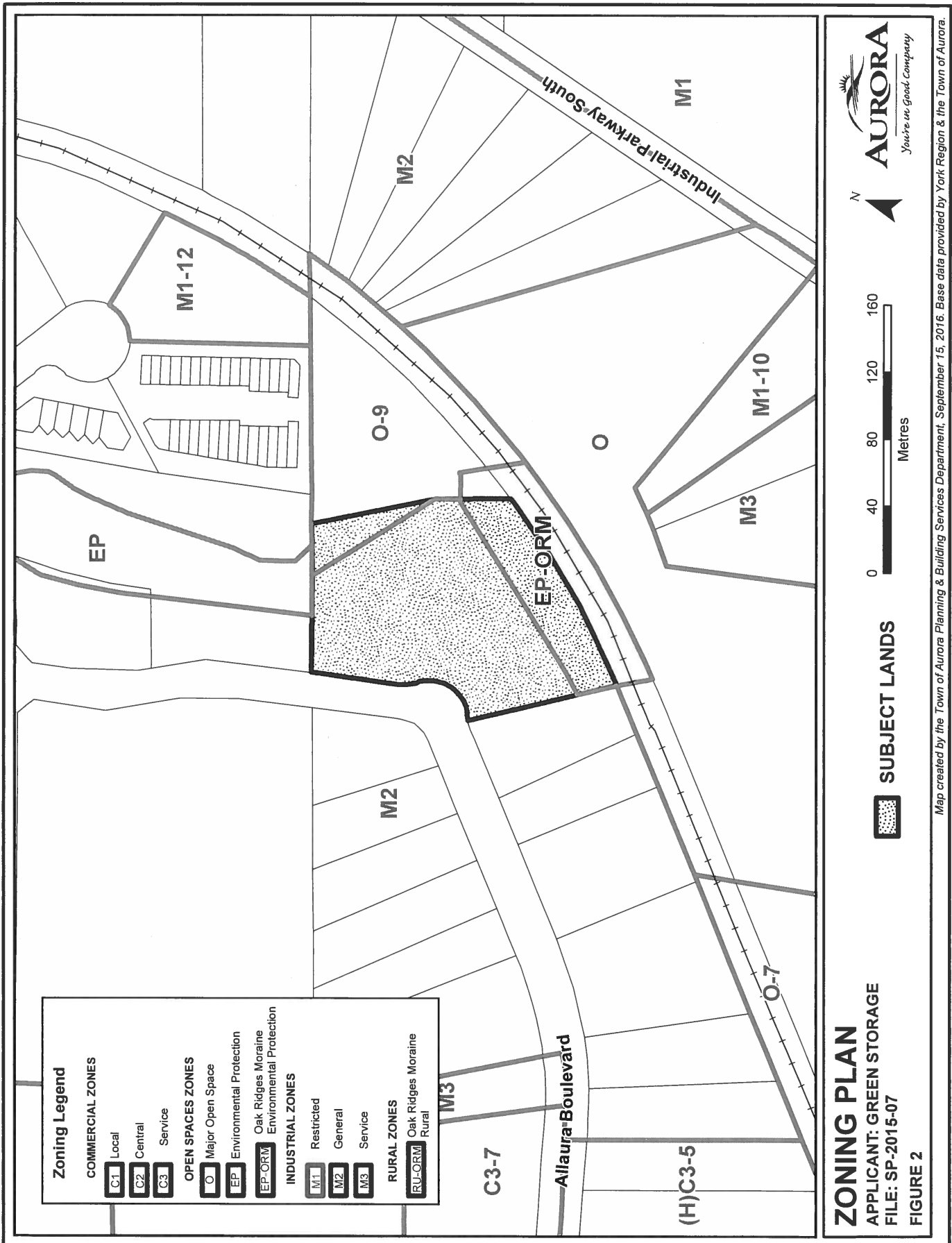
SUBJECT LANDS

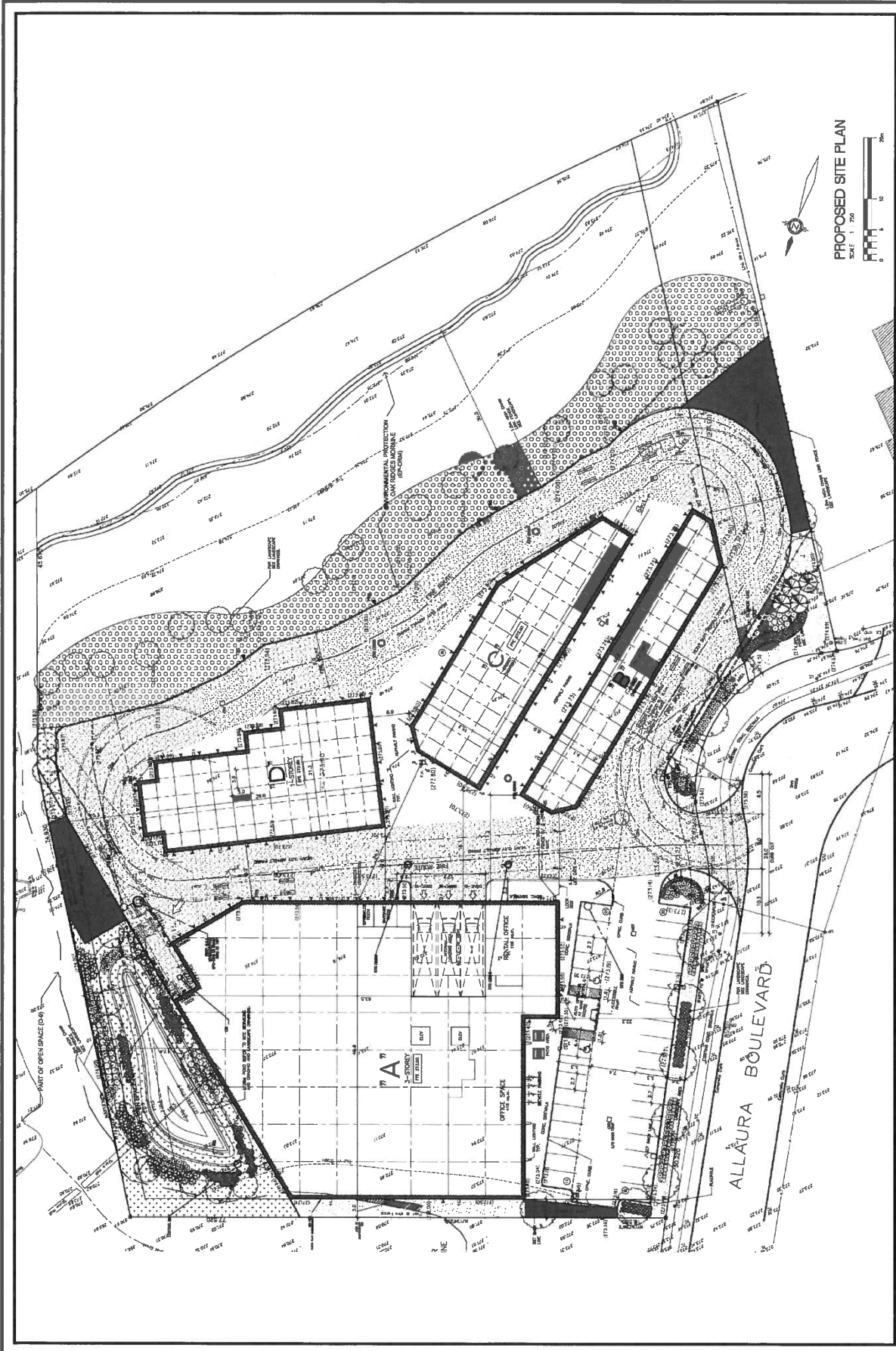


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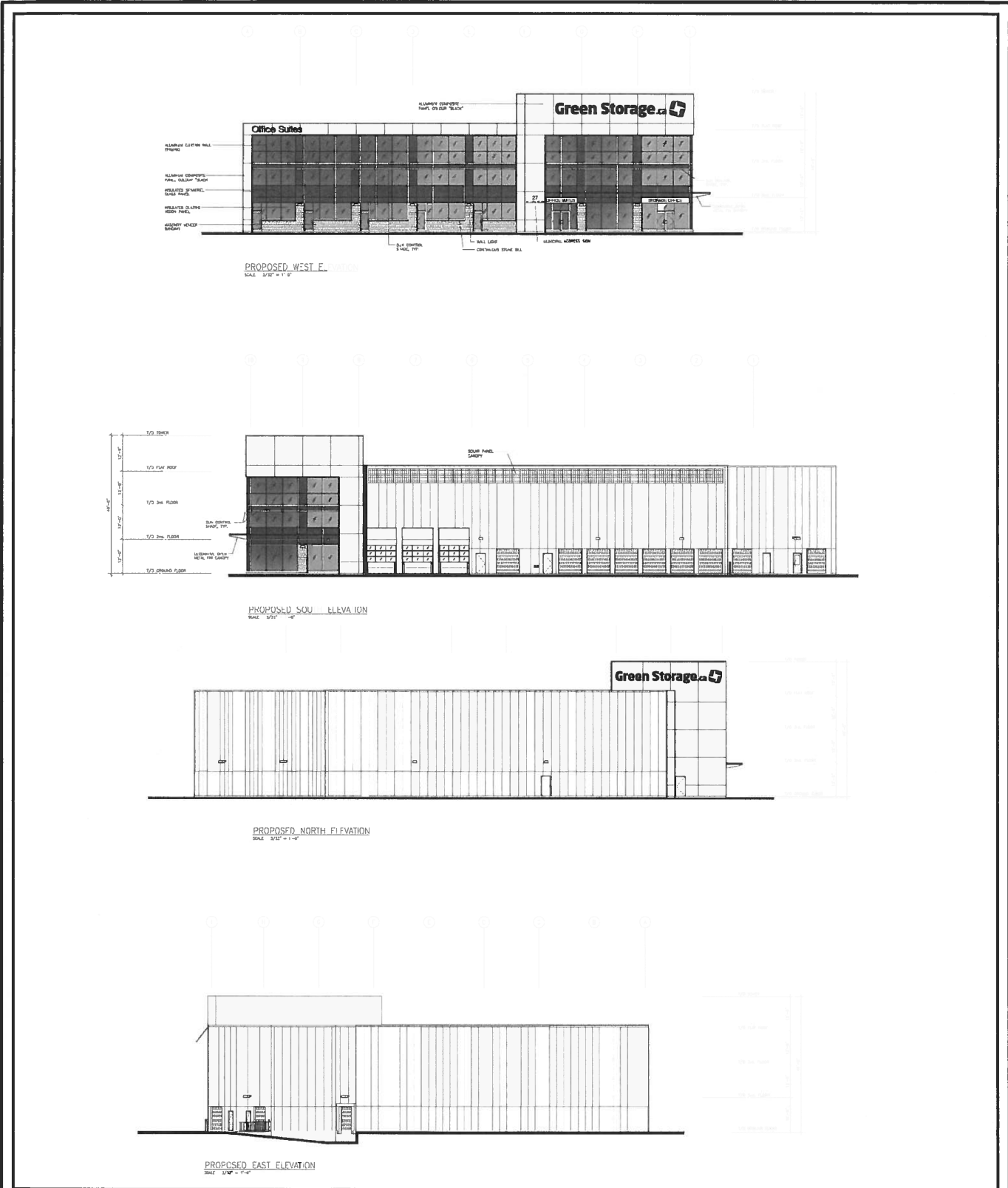
Map created by the Town of Aurora Planning & Building Services Department, September 15, 2016. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2015, © First Base Solutions Inc. 2015 Orthophotography.





PROPOSED SITE PLAN
APPLICANT: Green Storage
FILE: SP-2015-07
FIGURE 3

Map created by the Town of Aurora Planning & Building Services Department, September 15, 2016. Drawing provided by Stronach Group.

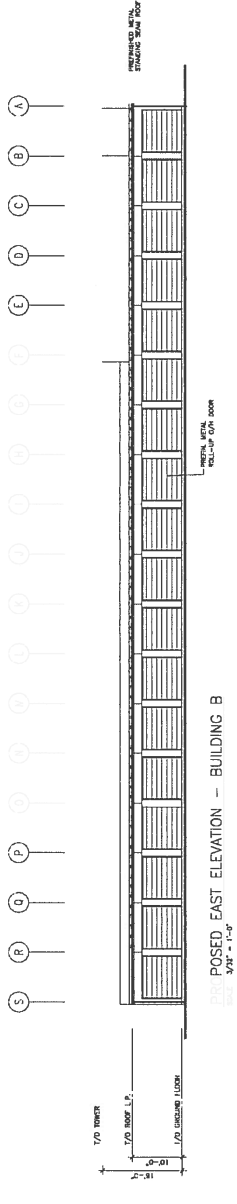
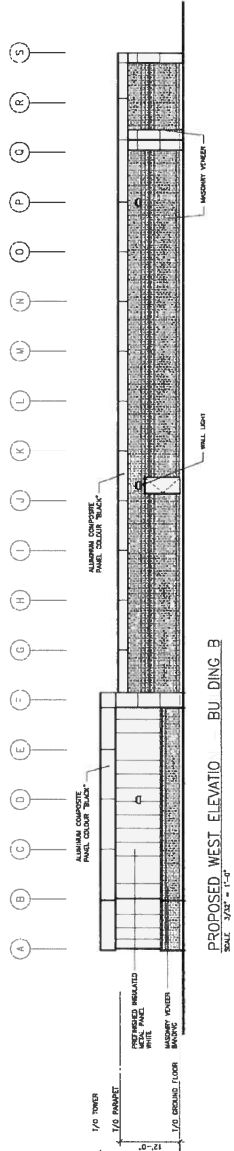
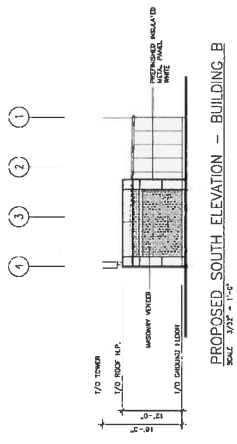
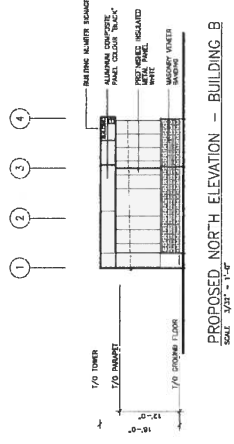


PROPOSED BUILDING ELEVATIONS – BUILDING ‘A’

APPLICANT: Green Storage
 FILE: SP-2015-07

FIGURE 4

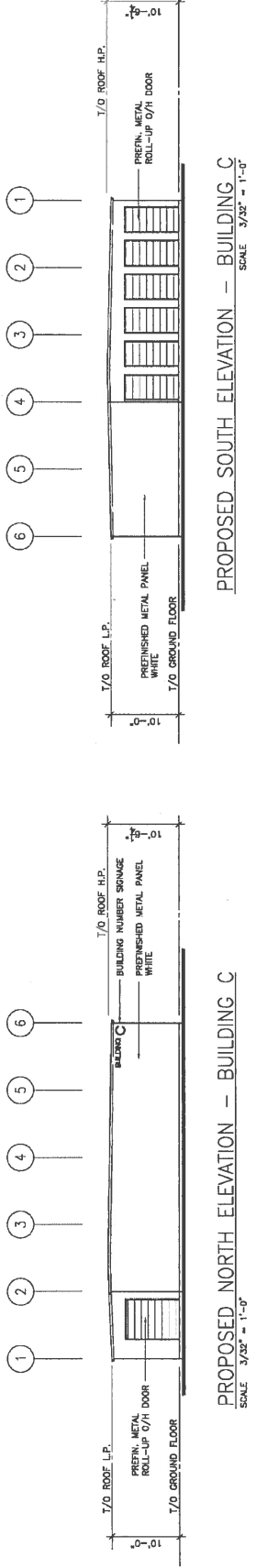
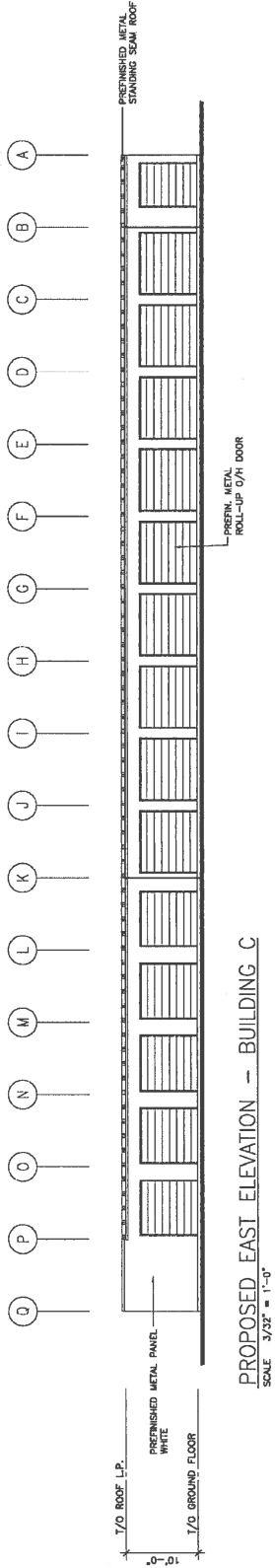
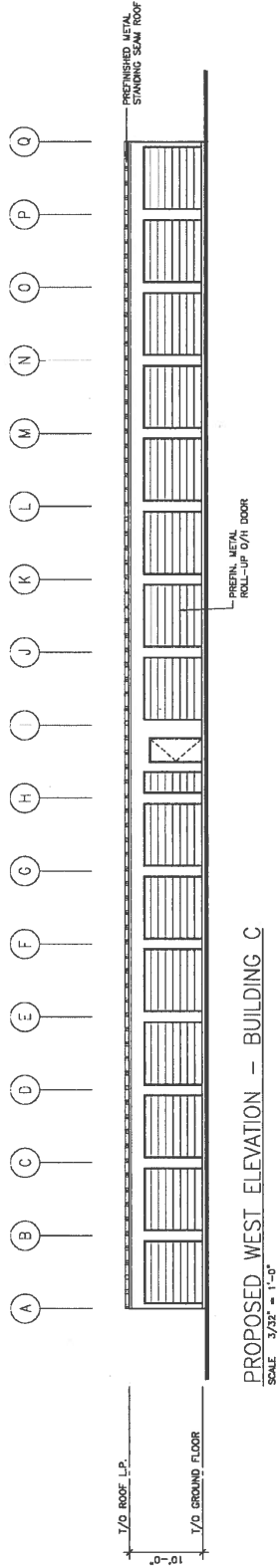




PROPOSED BUILDING ELEVATIONS - BUILDING 'B'

APPLICANT: Green Storage
 FILE: SP-2015-07
 FIGURE 5



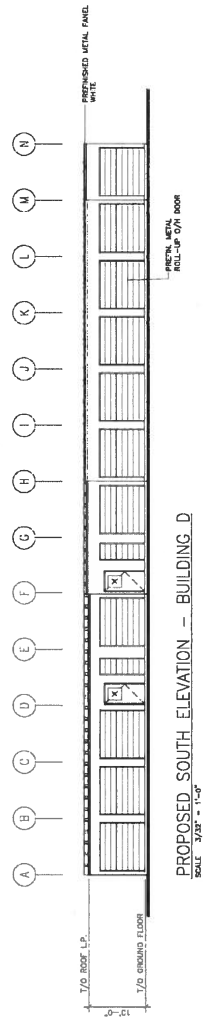


PROPOSED SOUTH ELEVATION - BUILDING C
 SCALE 3/32" = 1'-0"

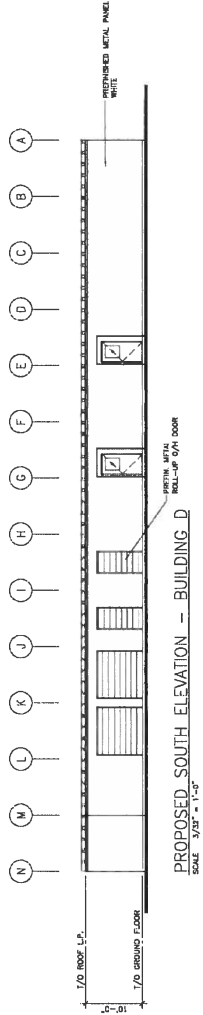
PROPOSED BUILDING ELEVATIONS - BUILDING 'C'

APPLICANT: Green Storage
 FILE: SP-2015-07
 FIGURE 6

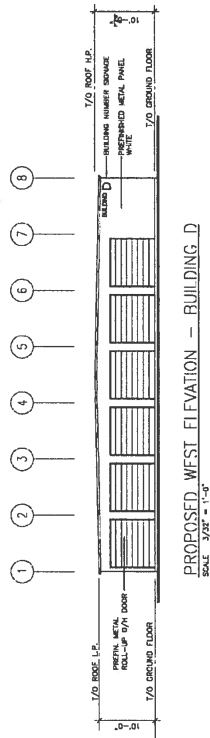




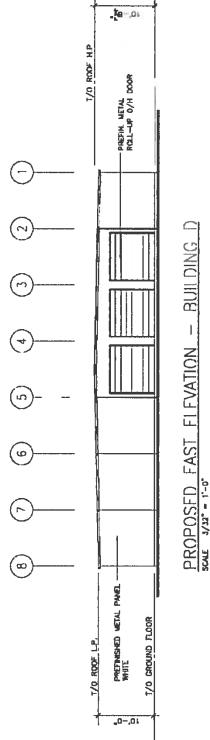
PROPOSED SOUTH ELEVATION -- BUILDING D
 SCALE: 3/32" = 1'-0"



PROPOSED SOUTH ELEVATION -- BUILDING D
 SCALE: 3/32" = 1'-0"



PROPOSED WEST ELEVATION -- BUILDING D
 SCALE: 3/32" = 1'-0"



PROPOSED EAST ELEVATION -- BUILDING D
 SCALE: 3/32" = 1'-0"

PROPOSED BUILDING ELEVATIONS -- BUILDING 'D'

APPLICANT: Green Storage
 FILE: SP-2015-07

FIGURE 7





Town of Aurora

General Committee Report No. PBS16-085

Subject: Town of Aurora Strategic Plan Update – What We Heard

Prepared by: Anthony Ierullo, Manager of Long Range and Strategic Planning

Department: Planning and Building Services

Date: October 18, 2016

Recommendation

- 1. That Report No. PBS16-085 be received; and**
- 2. That staff be directed to prepare the draft Strategic Plan update based on the feedback received to date and that the draft Plan form the basis for the remaining planned public consultation activities.**

Executive Summary

- The purpose of the report is to update Council on the status of the Strategic Plan update.
- In September 2015, Council directed staff to initiate an update of the Strategic Plan. As directed by Council, the Strategic Plan update is focused on the update of the Strategic Plan actions and measures.
- In late 2015, the project was temporary delayed due to a reallocation of staff resources. In the spring of 2016, the project was re-initiated and staff completed consultation with Council, senior staff and initiated key stakeholders consultation.
- The consultation was focused on several open-ended questions aimed at identifying significant issues and challenges facing the Town over the next 5-10 years and specific actions to address the issues and challenges.
- Staff are recommending that an updated Strategic Plan be drafted on the basis of the feedback received to date. The draft Plan will form the basis for additional public consultation in late 2016.

Background

First Strategic Plan Approved in 1994

In 1992, the Town of Aurora established a Strategic Plan Steering Committee with the responsibility of developing the Town's first Strategic Plan. The purpose of the Plan was to "guide Aurora's overall growth and direction". The Plan was approved by By-law 3526-94 and adopted by Council in February 1994. Council also approved a process to update the Strategic Plan in 1998, 2006 and 2011.

On March 29, 2011, Council approved a work plan for the update of the Town's Strategic Plan and directed staff to prepare and issue a request for proposal for professional consulting related to the update of the Plan. Subsequently, a Strategic Plan Steering Committee comprised of members of Council and staff was established to guide the development of the Plan. The Plan was developed using a sustainability framework and functions as both the Town's Strategic Plan and Sustainability Plan. The Plan was approved by Council on June 26, 2012.

In addition to the Town's Strategic Plan, Council has also approved a number of Action Plans and Master Plans that also provide strategic direction. Examples include the Parks and Recreation Master Plan, the Corporate Environmental Action Plan, the Town Official Plan and the Aurora Promenade Study. Moreover, Council, through the annual budget, provide direction on specific operating and capital expenditures. In support of Council's strategic direction, staff have also developed departmental plans and individual performance plans.

In September 2015, Council directed staff to initiate an update of the Strategic Plan. As directed by Council, the Strategic Plan update is focused on the update of the Strategic Plan actions and measures. This process utilizes the current Strategic Plan Vision, Principles, Goals and Objectives as the basis for consultation activities. This approach was envisioned as part of the 2011 Strategic Plan process to allow for a consistent long term vision for the community. In late 2015, the project was temporary delayed due to a reallocation of staff resources. In the spring of 2016, the project was re-initiated and staff completed consultation with senior staff and initiated key stakeholders consultation. The following stakeholders have been engaged to date:

- Mayor Dawe and Members of Council
- Senior staff
- Sport Aurora

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- Aurora Seniors Association
- Aurora Chamber of Commerce
- Aurora Public Library
- Aurora Cultural Centre

Analysis

The consultation was focused on several open-ended questions aimed at identifying significant issues and challenges facing the Town over the next 5-10 years and specific actions to address the issues and challenges. The following summarizes the feedback received to date:

Summary of Highlighted Challenges/Issues facing the Town over the next 5-10 years

Service Accountability

- Municipal Services must represent good value for investment. Balancing tax pressures with key initiatives is essential.
- Appropriately defining, re-defining and meeting community expectations over a 10 year period. Municipal structures/organizations in the 21st century need to be nimble in order to respond to rapid change.

Growth and Development

- Transition towards a mature community. The Town is approaching buildout and needs to transition towards an organization that can best support a mature community. The Town also needs to prepare for added pressure towards infill development and the related community impact.
- The Town is growing and the demographics of the Town are changing with more diversity. The Town has an active role in:
 - controlling the pace of growth to ensure that services are available when growth occurs;
 - bring people from different backgrounds, socio-economic status and physical location together;

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- maintaining the “spirit” and “uniqueness” of Aurora as a community; and,
 - leading the integration of services to meet the needs of a more diverse resident base.
- Traffic congestion is growing both inside and outside Aurora. Growth in neighboring municipalities to the north will impact traffic in Aurora. There is a need for better:
 - east-west connections;
 - commuter transportation; and,
 - transit infrastructure.
- Increased foreign real estate investment has the potential to create an increase in vacant landlords with a variety of associated challenges.

Excellence and Innovation

- The Town has a role in driving innovation in the community. The Strategic Plan should have a stronger link to excellence and good governance.

Environmental Protection

- There is an ongoing need to focus on environmental protection and building a culture of environmentalism in Aurora. Planning for climate change and the related impacts on municipal services is essential.

Summary of Highlighted Actions Council to address Issues/Challenges by Theme Area

Service Accountability

- Continue to implement and promote engagement tools such as the citizen budget to engage residents on the annual budget process.
- Work community partners to develop a Plan to review and realign service levels to reflect current and future demographic trends.
- Develop a strategy to expand e-services where possible.

- Continue to pursue inter-municipal partnerships/initiatives to drive efficiency and potential cost savings.
- Continue to work towards multi-year budgeting and performance-based budgeting to drive efficiencies.

Growth and Development

- Update and implement a plan to promote downtown revitalization.
- Update the Town's Official Plan to consider the potential impact of infill growth as the Town transitions to a mature municipality.
- Complete a study to examine traffic issues at the Yonge-Wellington intersection.
- Continue to advocate for the improvement of key Regional infrastructure such as necessary road widenings.
- Advocate for the improvement of key Regional infrastructure such as necessary road widenings.
- Continue to advocate for the construction of a new highway interchange at St. Johns Sideroad and highway 404.
- Consider transportation capacity when determining the location of new municipal services/amenities.
- Consider removing parking and/or reducing lanes to promote downtown revitalization.
- Create and enforce a property standards program to ensure that properties are maintained to a Town standard.
- Develop a coordinated approach to Town planning that manages growth, plans for the necessary infrastructure and aligns fiscal accountability.
- Develop policies to ensure that growth is phased and coordinated with existing and planned infrastructure.

Excellence and Innovation

- Develop and implement a customer engagement plan.
- Work with community partners to pursue the establishment of business incubators as a driver of economic activity.
- Identify and engage in the promotion of “premium” events in Aurora to help advance the Aurora brand.
- Work with community partners to deliver a series of community building events that celebrate diversity and multiculturalism.

Environmental Protection

- Continue to invest in green initiatives and infrastructure to promote environmentalism locally.
- Develop policies to ensure the protection of the Town’s urban tree canopy.
- Examine opportunities to implement a bottle ban at town owned facilities in Aurora.
- Develop a climate change adaptation plan for the Town of Aurora.

The comments received to date generally align with the themes and structure of the Strategic Plan. As a result, staff are recommending that the preliminary 2016 Strategic Plan be drafted on the basis of the feedback received to date to support future public consultation activities planned for late 2016. It may also be appropriate for Council to establish a Strategic Plan Steering Committee at this time to lead to review of the preliminary draft Plan prior to proceeding with public consultation. Staff will continue to engage key stakeholders, the public and the Town Advisory Committees as previously directed to inform the further refinement of the Strategic Plan.

Advisory Committee Review

None. It is anticipated that Town advisory committees will be engaged in late 2016

Financial Implications

As directed by Council, the proposed workplan can be undertaken within existing budgets.

Communications Considerations

The update of the Strategic Plan will include two public consultation sessions in the coming months that will be promoted through local media, online through the Town's website and through social media.

Link to Strategic Plan

This report was prepared in support of the Strategic Plan and directly relates to the principle of the Town's Commitment to the strategic Plan as a long-term planning document.

Alternative(s) to the Recommendation

1. Council may choose to not authorize the update of the Town of Aurora Strategic Plan.

Conclusions

In September 2015, Council directed staff to initiate an update of the Strategic Plan. As directed by Council, the Strategic Plan update is focused on the update of the Strategic Plan actions and measures. The consultation was focused on several open-ended questions aimed at identifying significant issues and challenges facing the Town over the next 5-10 years and specific actions to address the issues and challenges. Staff are recommending that an updated Strategic Plan be drafted on the basis of the feedback received to date. The draft Strategic Plan will form the basis for additional public consultation in late 2016.

Attachments

None

Previous Reports

Report number CAO15-005 dated March 24, 2015; and
Report number CAO15-011 dated September 8, 2015.

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Report No. PBS16-085

Pre-submission Review

Agenda Management Team Meeting review on October 3, 2016.

Departmental Approval

Approved for Agenda



Marco Ramunno
Director
Planning and Building Services



Doug Nadorozny
Chief Administrative Officer



MINUTES

CYFS - JCC

Tuesday, September 6, 2016 at 9:30 AM
Town of Newmarket - Cane A & B

The meeting of the CYFS - JCC was held on Tuesday, September 6, 2016 in Town of Newmarket - Cane A & B, 395 Mulock Drive, Newmarket.

- Members Present:
- Aurora: Councillor Abel, Chair
Councillor Mrakas
Councillor Thompson
 - Newmarket: Councillor Bisanz
Councillor Hempen
Councillor Twinney
- Staff Present:
- Aurora: D. Elliott, Director, Corporate & Financial Services – Treasurer
L. Lyons, Town Clerk
 - Newmarket: R.N. Shelton, Chief Administrative Officer
A. Brouwer, Director of Legislative Services/Town Clerk
L. Georgeff, Director of Human Resources
M. Mayes, Director of Financial Services/Treasurer
 - CYFS: R. Comeau, Deputy Fire Chief
C. Duval, Assistant Deputy Fire Chief
R. Volpe, Deputy Fire Chief

The meeting was called to order at 9:30 a.m.

Councillor Abel in the Chair.

Open Forum

None.

Additions & Corrections to the Agenda

None.

Declaration of Pecuniary Interest

None.

Approval of Minutes

1. Central York Fire Services - Joint Council Committee Minutes and (Closed Session) Minutes of June 7, 2016.

Moved by: Councillor Thompson
Seconded by: Councillor Twinney

THAT the Central York Fire Services - Joint Council Committee Minutes and (Closed Session) Minutes of June 7, 2016 be approved.

Carried

Items

2. Joint Central York Fire Services and Corporate Services Report - Finance 2016-35 dated August 9, 2016 regarding the Central York Fire Services Budget Report - Second Quarter.

The Director of Financial Services/Treasurer, Town of Newmarket provided a verbal update on the second quarter budget report and reported that the budget target should be met.

Moved by: Councillor Mrakas
Seconded by: Councillor Thompson

THAT Joint Central York Fire Services and Corporate Services Report - Finance 2016-35 dated August 9, 2016 regarding the Central York Fire Services Budget Report - Second Quarter be received for information purposes.

Carried

3. Joint Central York Fire Services and Corporate Services - Financial Services Report 2016-39 dated August 26, 2016 regarding the Draft 2017 Operating and Capital Budgets.

The Director of Financial Services/Treasurer, Town of Newmarket advised that the proposed operating budget is within the parameters established by Council of both Aurora and Newmarket. He further advised of increases to the infrastructure levy, adjustments to cost allocations and reviewed the proposed employment positions for 2017. Feedback on the draft 2017 operating and capital budgets from JCC members will be collected at the October meeting. Discussion ensued regarding the total cost to build the new fire hall. A memo detailing the total costs for the new fire hall will be provided to JCC Members.

Moved by: Councillor Thompson
Seconded by: Councillor Bisanz

a) THAT Joint Central York Fire Services and Corporate Services - Financial Services Report 2016-39 dated August 26, 2016 regarding the Draft 2017 Operating and Capital Budgets be received and the following recommendations be adopted:

i) THAT the Joint Council Committee (JCC) receive and review the draft budgets;

ii) AND THAT the October 4 JCC meeting be used to finalize a recommendation to be sent to Aurora Council for review and then to Newmarket Council for approval.

Carried

New Business

a) Councillor Thompson requested an update on the status of discussions with Richmond Hill for consolidated fire services. The Chief Administrative Officer, Town of Newmarket, advised that meetings have taken place between Richmond Hill, Aurora and Newmarket staff and that a further update will be provided in the fall.

Closed Session

The Chair advised that there was no requirement for a Closed Session.

Adjournment

Moved by: Councillor Thompson
Seconded by: Councillor Twinney

THAT the meeting adjourn.

Carried

There being no further business, the meeting adjourned at 9:45 a.m.

Date

Oct 4/16

Councillor Abel, Chair

[Signature]