



General Committee Meeting Agenda

**Tuesday, March 21, 2017
7 p.m.**

**Council Chambers
Aurora Town Hall**



**Town of Aurora
General Committee
Meeting Agenda**

Tuesday, March 21, 2017
7 p.m., Council Chambers

Councillor Thom in the Chair

1. Approval of the Agenda

Recommended:

That the agenda as circulated by Legislative Services be approved.

2. Declarations of Pecuniary Interest and General Nature Thereof

3. Presentations

- (a) Dan Elliott, Director of Financial Services
Re: Joint Operations Centre (JOC) Project**

4. Delegations

5. Consent Agenda

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

Recommended:

That the following Consent Agenda Items, C1 to C9 inclusive, be approved:

C1. FS17-008 – Statement of Remuneration and Expenses for Members of Council, Committees and Local Boards

Recommended:

1. That Report No. FS17-008 be received for information.

C2. PRCS17-005 – Aurora Town Park Building Roof and Painting Maintenance for the Bandshell and Washroom

Recommended:

1. That Report No. PRCS17-005 be received; and
2. That this report satisfy Council's conditional budget approval for Capital Project No. 73190 Town Park Bandshell and Washroom Building Roof and Painting Maintenance; and
3. That staff be authorized to proceed with Capital Project No. 73190 Town Park Bandshell and Washroom Building Roof and Painting Maintenance.

**C3. PBS17-011 – Request for Street Name Approval
BG Properties Aurora Inc.
14222, 14314, 14358 and 14378 Yonge Street
File Number: CDM-2016-03
Related File Numbers: SUB-2012-03, ZBA-2012-16**

Recommended:

1. That Report No. PBS17-011 be received; and
2. That the following street names be approved for the proposed private roads within the approved Plan of Condominium, CDM-2016-03:

Street "A"	Butternut Ridge Trail
Street "B"	Cannon Valley Court
Street "C"	Cottonwood Hollow Court

- C4. PBS17-014 – Request for Street Name Approval
Leslie-Wellington Developments Inc.
1289 Wellington Street East
File Number: SUB-2016-01
Related File Numbers: OPA-2016-01, ZBA-2016-03**

Recommended:

1. That Report No. PBS17-014 be received; and
2. That the following street names be approved for the proposed roads within the approved Plan of Subdivision, SUB-2016-01:

Street "A"	Kaleia Avenue
Street "B"	Touch Gold Crescent
Street "C"	Botelho Circle

- C5. Finance Advisory Committee Meeting Minutes of January 25, 2017**

Recommended:

1. That the Finance Advisory Committee meeting minutes of January 25, 2017, be received for information.

- C6. Accessibility Advisory Committee Meeting Minutes of February 1, 2017**

Recommended:

1. That the Accessibility Advisory Committee meeting minutes of February 1, 2017, be received for information.

- C7. Governance Review Ad Hoc Committee Meeting Minutes of February 10, 2017**

Recommended:

1. That the Governance Review Ad Hoc Committee meeting minutes of February 10, 2017, be received for information.

C8. Community Recognition Review Advisory Committee Meeting Minutes of February 22, 2017

Recommended:

1. That the Community Recognition Review Advisory Committee meeting minutes of February 22, 2017, be received for information.

C9. Finance Advisory Committee Meeting Minutes of February 22, 2017

Recommended:

1. That the Finance Advisory Committee meeting minutes of February 22, 2017, be received for information.

6. Consideration of Items Requiring Discussion (Regular Agenda)

R1. FS17-005 – 2017 Water, Wastewater and Stormwater Operations and Rates Budget

Recommended:

1. That Report No. FS17-005 be received; and
2. That the 2017 combined Water, Wastewater and Stormwater budget of \$22,620,969 be approved; and
3. That the 2017 retail water rate of \$2.29 per cubic meter and the retail wastewater rate of \$2.04 per cubic meter of water be approved; and
4. That the 2017 flat rate stormwater charge of \$5.01 per unit per month for residential and condominium properties and \$63.63 per unit per month for metered non-residential commercial/industrial and multi-residential properties be approved; and

5. That the new approved retail water, retail wastewater and stormwater charge rates become effective for all billings issued by the Town on or after May 1, 2017, and be retroactive for all consumption newly billed on such billings; and
6. That the 2017 bulk water purchase rate of \$4.33 per cubic meter dispensed effective May 1, 2017 be approved; and
7. That the necessary by-law be enacted to implement the 2017 retail water rate, retail wastewater rate, stormwater charge and bulk water purchase rate.

**R2. IES17-009 – Water Meter Replacement Program Contract Renewal
Additional Information**

Recommended:

1. That Report No. IES17-009 be received; and
2. That WAMCO be awarded the contract for the replacement of up to 1,500 meters in 2017 at a cost of up to \$502,500 excluding taxes under the single source provisions of the Purchasing By-law, and the Director of Infrastructure and Environmental Services be authorized to renew the contract with WAMCO for 2018 and 2019 pending an annual analysis and performance review by the Director; and
3. That the Director of Infrastructure and Environmental Services be authorized to execute the necessary agreements, including any and all documents and ancillary agreements required to give effect to same.

**R3. FS17-007 – Development Charges Forecast for JOC and Firehall
Projects**

Recommended:

1. That Report No. FS17-007 be received; and

2. That the construction phase of the Fire Station 4-5 Capital Project No. 21006 be funded as set out in Report No. FS17-001, with the final budget and funding to be approved at time of construction tender award.

R4. PRCS17-007 – Amendments to the 2017 Fees and Charges By-law

Recommended:

1. That Report No. PRCS17-007 be received; and
2. That a by-law be enacted to amend Schedule “D” of the 2017 Fees and Charges By-law.

R5. PRCS17-006 – Tax Exempt Status for Sports Dome and Tennis Dome

Recommended:

1. That Report No. PRCS17-006 be received; and
2. That the Marilyn Redvers Tennis Centre be declared a Municipal Capital Facility for the purposes of the municipality and for public use; and
3. That a by-law be enacted authorizing the Mayor and Town Clerk to enter into a Municipal Capital Facility Agreement with the operators of the Marilyn Redvers Tennis Centre; and
4. That, once the Municipal Capital Facility Agreement is entered into, a by-law be enacted to exempt the portion of the lands upon which the Marilyn Redvers Tennis Centre is located from all of the taxes for municipal and school purposes; and
5. That the Aurora Sports Dome be declared a Municipal Capital Facility for the purposes of the municipality and for public use; and
6. That by-law be enacted authorizing the Mayor and Clerk to enter into a Municipal Capital Facility Agreement with the operators of the Aurora Sports Dome; and
7. That, once the Municipal Capital Facility Agreement is entered into, a by-law be enacted to exempt the portion of the lands upon which the Aurora

Sports Dome is located from all of the taxes for municipal and school purposes; and

8. That the Mayor and Town Clerk be authorized to execute any necessary agreements, including any and all documents and ancillary agreements required to give effect to same.

R6. IES17-010 – Award of Tender 2017-06-IES – For the Reconstruction of Algonquin Crescent and Haida Drive from Algonquin Crescent to Aurora Heights Drive

Recommended:

1. That Report No. IES17-010 be received; and
2. That Tender 2017-06-IES – For the reconstruction of Algonquin Crescent and Haida Drive from Algonquin Crescent to Aurora Heights Drive be awarded to Mar-King Construction Company Limited in the amount of \$1,456,100.51, 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.

R7. IES17-011 – Replacement of Shell and Tube Brine Chillers in the McAlpine Ford and McAlpine Lincoln Arenas at the Aurora Community Centre

Recommended:

1. That Report No. IES17-011 be received; and
2. That a single source contract for the replacement of the shell and tube brine chillers in both McAlpine Ford and McAlpine Lincoln arenas at the Aurora Community Centre (ACC) be awarded to CIMCO Refrigeration in the amount of \$367,480, excluding taxes.

R8. IES17-013 – LED Lighting for the SARC and ACC Facilities

Recommended:

1. That Report No. IES17-013 be received; and
2. That a single source contract for LED lighting for the pool and the two (2) arenas in the Stronach Aurora Recreation Complex (SARC) building be awarded to Conrad Lighting Solutions in the amount of \$281,306 excluding taxes; and
3. That a single source Contract for LED lighting for the two (2) arenas in the Aurora Community Centre (ACC) building be awarded to Conrad Lighting Solutions in the amount of \$157,892 excluding taxes.

R9. PBS17-018 – Applications for Zoning By-law Amendment and Site Plan

Marie Debono

24 Larmont Street

Part of Lot 12, South Side of Wellington Street

Registered Plan 68

File Numbers: ZBA-2016-10, SP-2016-07

Recommended:

1. That Report No. PBS17-018 be received; and
2. That the Application to Amend the Zoning By-law File Number ZBA-2016-10 (Marie Debono), to rezone the subject lands from “Special Mixed Density Residential (R5) Zone” to “Special Mixed Density Residential (R5) Exception Zone” to allow a business and professional office be approved; and
3. That Site Plan Application File Number SP-2016-07 (Marie Debono) to permit development of the subject lands for a business and professional office be approved; and
4. That the implementing Zoning By-law Amendment be presented at a future Council meeting; and
5. 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.

7. Notices of Motion

(a) Councillor Mrakas

Re: By-law Right of Entry Powers

8. New Business

9. Closed Session

10. Adjournment



**Town of Aurora
General Committee Report**

No. FS17-008

Subject: Statement of Remuneration and Expenses for Members of Council, Committees and Local Boards

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

Department: Financial Services

Date: March 21, 2017

Recommendation

- 1. That statutory Report No. FS17-008 be received for information.**

Executive Summary

This report is to fulfil the statutory reporting and disclosure requirements of Section 284(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended, (the Act) in respect of the 2016 compensation and expenses paid to members of Council and its Committees and Local Boards.

Background

Under the Act, the Treasurer of every municipality must submit annually to the Council of the municipality an itemized statement of the remuneration and expenses paid to each member of Council in respect of his/her services as a member of Council. The report is also to include remuneration and expenses paid to any appointed member of a Committee of Council or a Local Board in respect of his/her services as a member of the Committee or Board. For Aurora, this would include all persons of appointed Committee's, and the Aurora Public Library Board. The Aurora Cultural Centre Board of Directors is not a Local Board as not all of its members appointed by Council, and accordingly is not included in the statutory report.

Analysis

All remuneration and expenses were properly approved and budgeted.

Attachments #1 through #3 make the statutory disclosures for compensation and expenses of 2016.

March 21, 2017

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Report No. FS17-008

The statutory disclosure requires only “a statement on remuneration and expenses paid to” the respective members. There is no prescribed or regulated format for such disclosure statement. These vary from municipality to municipality. The format used in this report is similar to those used in the last several years.

Many times, the Town of Aurora pays some of the expenses directly by Town cheque or Town credit card on behalf of the member. Items such as airlines, hotels and conference registrations are often, although not always, paid this way. Some of these expenses are incurred directly by the members personally and then reimbursed. To ensure all similar expenses are disclosed for each member, Attachment #2 includes both payments made to reimburse members, separated from the payments made directly on their behalf. Only the amounts actually reimbursed to the members has been carried up to Attachment #1 for compliance with the Act.

Remuneration, travel allowance, expense and conference/seminar expense reimbursements are paid to the Mayor and Councillors in accordance with By-law No. 5564-13 and Administrative Procedure No. 57. Additionally the budgets for such were included in the 2016 Operating Budget which was approved with the passing of confirmatory By-law #5794-15 on December 8, 2015. The Committee of Adjustment members are paid a stipend per meeting attended in accordance with their Terms of Reference approved by Council each term.

The salary compensation paid to elected members of Aurora Council is one-third tax free for income tax purposes in accordance with provisions of Section 283(5) of the Act.

Any remuneration paid to the Town of Aurora’s Regional Councillor (Mayor) on behalf the Regional Municipality of York under the terms of a Joint Service Agreement is not included in the amounts of Attachment #1, as these will be reported on separately by the Regional Municipality of York as the statute applies.

Advisory Committee Review

Not applicable.

Financial Implications

All 2016 Council, Committee and Board members’ remuneration and expenses have been incurred in accordance with Town bylaws and policies and have herein been reported as required under Section 284 (1) of the Act.

Communications Considerations

The whole of this report will be posted to the Members of Council page on the Town's website, as previously requested by Council following receipt by Council.

Link to Strategic Plan

Reporting on the compensation and expenses of members of Council, committees and local boards meets statutory reporting requirements aimed at ensuring and supporting the Town's Strategic Plan principles of transparency and accountability of government.

Alternative(s) to the Recommendation

None: information only.

Conclusions

All 2016 Council, Committee and Board members' remuneration and expenses have been incurred in accordance with Town bylaws and policies and have herein been reported as required under Section 284 (1) of the Municipal Act. Attachments #1 and #2 will be posted to the Town's website as previously directed by Council.

Attachments

Attachment #1 – Statement of Remuneration and Expenses paid to Members of Council
Attachment #2 – Disclosure of Expenditures of Members of Council
Attachment #3 – Remuneration and Expenses paid to Appointed Members of Committees and Boards.

Previous Reports

This is an annual report. Reports for 2011 through to 2015 are currently available on the Members of Council page of the Town's [website](#).

Pre-submission Review

Treasurer and the Acting CAO only. Members of Council reviewed Attachment #2 only.

March 21, 2017

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Report No. FS17-008

Departmental Approval

Approved for Agenda



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



**Doug Nadorozny
Chief Administrative Officer**

Town of Aurora


Statement of Remuneration and Expenses Paid to Elected Members in 2016

Attachment #1

	REMUNERATION	BENEFITS	VEHICLE/TRAVEL ALLOWANCE	EXPENSES REIMBURSED	TOTAL
				See Attachment #2	
Members of Council					
Dawe, Geoffrey, Mayor	** \$ 69,080	\$ 18,406	\$ 8,491	\$ 776	\$ 96,754
John Abel, Deputy Mayor	28,974		1,781	877	31,632
Wendy Gaertner	28,974		1,781	-	30,755
Sandra Humfryes	28,974		1,781	-	30,755
Harold Kim	28,974		1,781	657	31,412
Tom Mrakas	28,974		1,781	803	31,558
Paul Pirri	28,974		1,781	847	31,602
Jeff Thom	28,974		1,781	-	30,755
Michael Thompson	28,974		1,781	710	31,465
	\$ 300,869	\$ 18,406	\$ 22,740	\$ 4,671	\$ 346,686

** Excludes any remuneration paid to the Regional Councillor (Mayor) by the Town of Aurora on behalf of York Region under the Terms of a Joint Services Agreement. Such amounts are reported separately by York Region.

All remuneration and expenses were properly documented, approved and authorized by by-laws, and were within allocated budgets. Prepared for Council pursuant to Section 284(1) of the Municipal Act, 2001.


Dan Elliott, Treasurer
March 21, 2017

General Committee Meeting Agenda Tuesday, March 21, 2017

Town of Aurora
Disclosure of Expenditures of Members of Council
For the period January 1 to December 31, 2016

Attachment #2

Training/ Seminars/ Conferences **	Out of Town mileage/ tolls/ parking	FCM Board Meetings (Member)	Special Events	Meals/ Hospitality (excl. alcohol)	Alcoholic Beverages	Other Expenses	Total
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Expenditure Budgets: (full year)

Unallocated Pooled Budget	\$20,100	\$6,900	\$2,000	\$29,000
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Reimbursed to Member:

Mayor Dawe	-	776	-	-	-	-	776
Deputy Mayor Abel	877	-	-	-	-	-	877
Councillor Gaertner	-	-	-	-	-	-	-
Councillor Humfryes	-	-	-	-	-	-	-
Councillor Kim	657	-	-	-	-	-	657
Councillor Mrakas	803	-	-	-	-	-	803
Councillor Pirri	107	-	741	-	-	-	847
Councillor Thom	-	-	-	-	-	-	-
Councillor Thompson	710	-	-	-	-	-	710

Paid by Town on Behalf of Member:

Mayor Dawe	82	78	-	1,252	1,830	-	-	3,243
Deputy Mayor Abel	1,215	-	-	378	-	-	-	1,592
Councillor Gaertner	-	-	-	158	-	-	-	158
Councillor Humfryes	-	-	-	307	-	-	-	307
Councillor Kim	885	-	-	23	-	-	-	908
Councillor Mrakas	2,429	-	-	264	-	-	-	2,692
Councillor Pirri	2,127	-	2,274	-	-	-	-	4,400
Councillor Thom	768	-	-	23	-	-	-	791
Councillor Thompson	789	-	-	133	-	-	-	922

Total Expenses:

Mayor Dawe	82	855	-	1,252	1,830	-	-	4,019
Deputy Mayor Abel	2,092	-	-	378	-	-	-	2,470
Councillor Gaertner	-	-	-	158	-	-	-	158
Councillor Humfryes	-	-	-	307	-	-	-	307
Councillor Kim	1,542	-	-	23	-	-	-	1,565
Councillor Mrakas	3,232	-	-	264	-	-	-	3,496
Councillor Pirri	2,233	-	3,014	-	-	-	-	5,248
Councillor Thom	768	-	-	23	-	-	-	791
Councillor Thompson	1,499	-	-	133	-	-	-	1,632
Total All	11,449	855	3,014	2,537	1,830	-	-	19,685

** includes related travel, accommodation, and included meals

Note: This report is not intended to reconcile to line account totals, as staff and administrative items have been excluded for purposes of this report.

Training/ Seminars/ Conferences Attended

Mayor Dawe	Federation of Canadian Municipalities (FCM) conference, Winnipeg MB . AMO Windsor ON (both substantially funded by York Region)
Deputy Mayor Abel	Association of Municipalities of Ontario (AMO) conference, Windsor ON, How to Amplify Your Event Workshop, Markham ON
Councillor Gaertner	-
Councillor Humfryes	-
Councillor Kim	AMO Conference, Windsor ON
Councillor Mrakas	FCM Conference, Winnipeg MB, AMO Conference, Windsor ON
Councillor Pirri	FCM Conference, Winnipeg MB
Councillor Thom	-
Councillor Thompson	AMO Conference, Windsor ON

General Committee Meeting Agenda Tuesday, March 21, 2017

Attachment #3

Town of Aurora
Summary of Remuneration and Expenses Paid in 2016
Appointed Members of Committees and Boards

RENUMERATION	OTHER EXPENSES REIMBURSED	TOTAL
\$ 1,159		\$ 1,159
1,264		1,264
1,212		1,212
1,159	\$ 23.91	1,183
948		948
		-
<u>\$ 5,742</u>	<u>\$ 24</u>	<u>\$ 5,765</u>

Appointed Members of Committees and Boards

Tom Plamondon - Vice-Chair	Committee of Adjustment/Property Standards Committee
Roy J. Harrington	Committee of Adjustment/Property Standards Committee
Grace L. Marsh - Chair	Committee of Adjustment/Property Standards Committee
David Mhango	Committee of Adjustment/Property Standards Committee
Carl Barrett (resigned Oct/16)	Committee of Adjustment/Property Standards Committee
Nick Racanelli (eff Dec/16)	Committee of Adjustment/Property Standards Committee

Members with no payments made:

Heritage Advisory Committee

Staff Liaison – Jeff Healey
Councillor Jeff Thom – Chair
Councillor Wendy Gaertner
Neil Asselin (eff Sep/16)
Barry Bridgeford
Kathy Constable (resigned May/16)
Carol Gravelle
Martin Paivio
Bob McRoberts (Honourary Member)
John Kazilis
James Hoyes

Environmental Advisory Committee

Staff Liaison – Christina Nagy-Oh
Councillor Tom Mrakas – Chair
Councillor – Paul Pirri
Irene Clement
Larry Fedec
Danielle Howell (resigned Jun/16)
Melville James
Jennifer Sault (eff Sep/16)
Sara Varty
Nancee Webb
Kristina Zeromskiene

Aurora Public Library Board

Staff Liaison – Jill Foster
Councillor Wendy Gaertner
Councillor Harold Kim
Councillor Paul Pirri
Elaine Copsey
Tom Connor
Nancy E. Browne
C. Jan Freedman
Rino Roncadin
Greg Smith

Economic Development Advisory Committee

Staff Liaison – Anthony Ierullo
Councillor Paul Pirri – Chair
Councillor John Abel
Don Constable
Rosalyn Gonsalves
Marilee Harris
Bruce Walkinshaw
Chamber Rep: Paul Smith (to Jan/16)
Chamber Rep: Javed Khan (eff Mar/16)

Parks and Recreation Advisory Committee

Staff Liaison – Al Downey
Councillor Michael Thompson – Chair
Councillor Tom Mrakas
Juergen Daurer
Richard Doust
Eric McCartney
Brian Trussler
Sport Aurora Rep: Stephen Kimmerer

Community Recognition Review Advisory Committee

Staff – Jennifer Norton, Anthony Ierullo (to Jun/16)
Staff – Shelley Ware (eff Jun/16)
Councillor Tom Mrakas
Councillor Sandra Humfries
Diane Buchanan
Steve Hinder
Tim Jones
Brian North
Jo-anne Spitzer

Trails and Active Transportation Committee

Staff Liaison – Jim Tree
Councillor Sandra Humfries – Chair
Councillor Tom Mrakas
Alison Collins-Mrakas
Bill Fraser
Laura Lueloff
EAC Rep: Nancee Webb
PRAC Rep: Richard Doust

Accessibility Advisory Committee

Staff Liaison – Chris Catania
Councillor Sandra Humfries
Tyler Barker – Chair
Gordon Barnes
James Hoyes
John Lenchak
Jo-anne Spitzer (eff Feb/16)

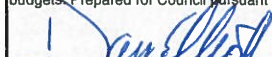
Canada 150 Ad Hoc Committee

Staff Liaisons – Shelley Ware, Laura Sheardown
Mayor Dawe - Chair
Ian Bryan (eff Sep/16)
Damian D'Aguiar
Art Hagopian
Kelly Mathews
Natalia Sidlar (resigned Aug/16)
Ken Turriff

Finance Advisory Committee

Staff Liaisons – Doug Nadorozny, Dan Elliott
Councillor Michael Thompson - Chair
Councillor Harold Kim
Mayor Geoffrey Dawe

All remuneration and expenses were properly documented, approved and authorized by by-laws, and were within allocated budgets. Prepared for Council pursuant to Section 284(1) of the Municipal Act, 2001.


Dan Elliott, Treasurer
March 21, 2017



Town of Aurora

General Committee Report No. PRCS17-005

Subject: Aurora Town Park Building Roof and Painting Maintenance for the Bandshell and Washroom

Prepared by: Jim Tree, Manager of Parks

Department: Parks, Recreation and Cultural Services

Date: March 21, 2017

Recommendation

- 1. That Report No. PRCS17-005 be received; and**
- 2. That this report satisfy Council's conditional budget approval for Capital Project No. 73190 Town Park Bandshell and Washroom Building Roof and Painting Maintenance; and**
- 3. That staff be authorized to proceed with Capital Project No. 73190 Town Park Bandshell and Washroom Building Roof and Painting Maintenance.**

Executive Summary

- To obtain Council approval to approve Capital Project No. 73190 Town Park Bandshell and Washroom Building Roof and Painting.
- To obtain competitive price quotations for the required works.

Background

The Town Park Bandshell and Washroom facilities were constructed in 2000 and have continued to serve the needs of the Parks and Recreation programs and events since that time.

There have not been any significant repairs or maintenance requirements above and beyond the regular ongoing facility maintenance which is the standard level service and upkeep of any public build or facility.

Staff have identified two areas of repair and maintenance that must be completed in order for the buildings to be protected from further decline and, in addition, to provide an acceptable level of service and appearance in this high-profile park location.

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Report No. PRCS17-005

Capital Project No.73190 Town Park Bandshell and Washroom Building Roof and Painting was deferred by Council in the 2017 capital budget deliberation process until such time as the Cultural Precinct study was completed.

At the Special council meeting held on December 5, 2016 Council direction on this matter was as follows:

That the main features of Town Park (ball diamond, band shell, etc.) be preserved; and

On the basis of this direction staff are prepared to move forward with the necessary roof and paint restoration work prior to the 2017 season of use.

Analysis

Maintenance upgrade works can commence based on Councils direction to preserve the Band shell and washroom buildings

Based on the age of the Bandshell and the Washroom building, together with Council direction to preserve these buildings, it will be necessary to complete the aforementioned maintenance upgrades to ensure the continued stability and protection of the physical building components, there is no further need to defer this work.

Request for Quotation to be released for the purposes of obtaining competitive price quotations

Staff have prepared a specification document for the purposes of obtaining price quotations for the necessary works. Upon Council approval of Project 73190, the Procurement Department will release the Request for Quotation.

A contractor will be selected and the work will commence as soon as possible in May/June of 2017 such that the works will be completed prior to the schedule use of the facilities for the 2017 season.

Advisory Committee Review

No review.

Financial Implications

The approved Capital Budget for 73190 Town Park Bandshell and Washroom Building Roof and Painting Maintenance is \$30,000 and below the \$100,000 threshold requiring Council approval of the expenditure.

Communications Considerations

No communication considerations at this time.

Link to Strategic Plan

The Award of Tender 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:

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

Alternative(s) to the Recommendation

1. Council could choose to defer the work for a period of time.

Conclusions

That Council approve Capital Project No. 73190 Town Park Bandshell and Washroom Building Roof and Painting Maintenance and staff proceed to obtain competitive price quotations and conduct the works.

Attachments

- Attachment 1 – Capital Project No. 73190 Town Park Bandshell and Washroom Building Roof and Painting Maintenance budget detail sheet
Attachment 2 – Photos of Bandshell and washroom building roof and paint work

March 21, 2017

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Report No. PRCS17-005

Previous Reports

None.

Pre-submission Review

Agenda Management Meeting review on February 23, 2017.

Departmental Approval



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

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer

Attachment #1

**Town of Aurora
Capital Projects**

Project	73190 Bandshell/Washroom Roof & Paint		
Department	Parks, Recreation & Cultural Services		
Version	Draft 1	Year	2017

Description
PURPOSE:
To reshingle the roof and paint the band shell/washroom at Town Park.
PERFORMANCE/ACTIVITY IMPACTS:
To enhance the appearance of the band shell facility. To prolong the life cycling of the band shell facility. To maintain high profile image and standards of the band shell facility.
EXPLANATION/HIGHLIGHTS
The band shell and washroom facilities were constructed in 2001 in conjunction with the Town Park redevelopment Master Plan Project. The facilities have provided a high level of service and profile within the municipality in the hosting of numerous events and concerts since 2001 without a great deal of investment in the building infrastructure or major upgrades. The original roofing consists of an architectural asphalt based shingle which has served its useful life and now requires replacement in order to protect the building roof and wooden timber structure. It is proposed to remove and replace the existing shingles with a similar product with an estimated useable service life of 30 years. In addition, the band shell and washroom exterior structure surfaces will be prepared and refinished with the appropriate paint and stains as necessary. Project was not included in the 2015 Ten Year Capital Investment Plan.

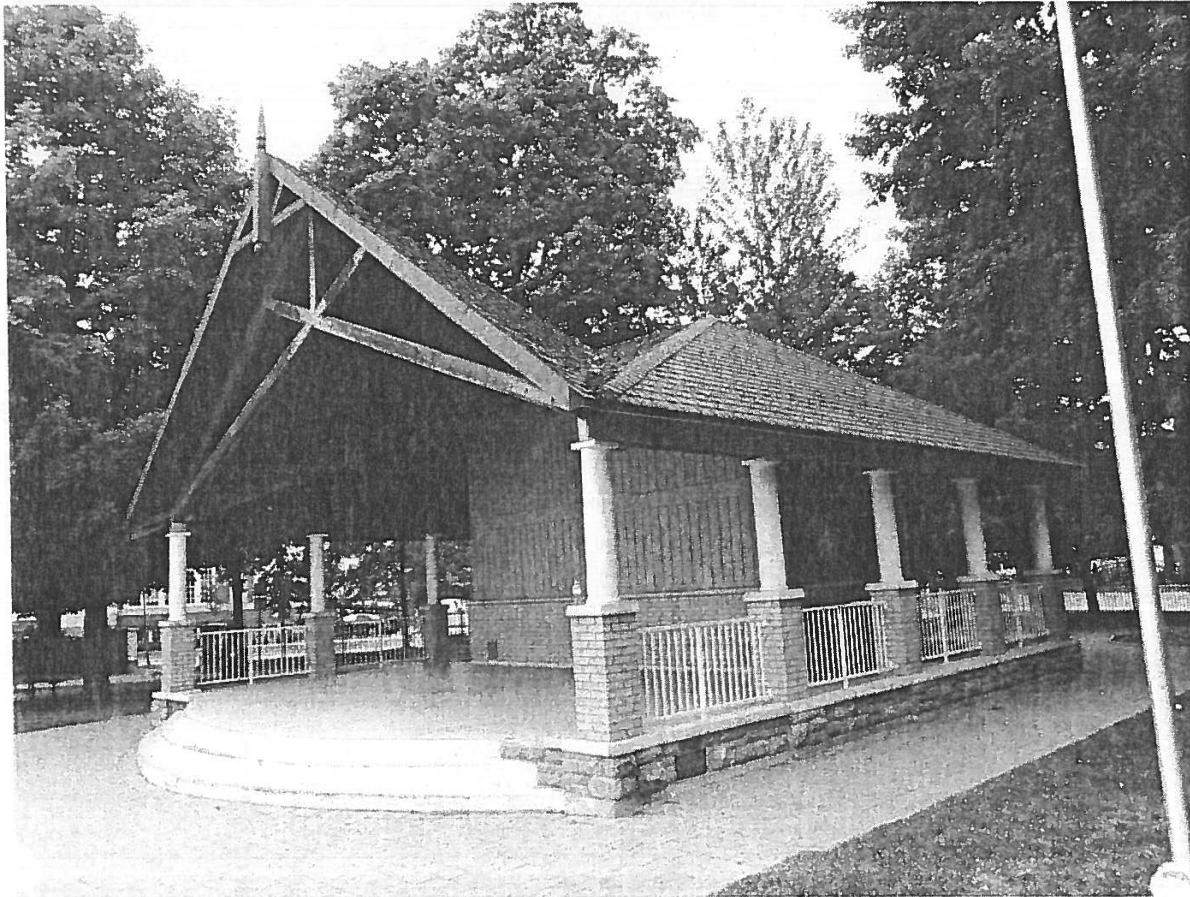
		Budget							
		Total	2017	2018	2019	2020	2021	2022	Future
Expenditures									
Estimated Expenditures									
CONTRACTS		30,000	30,000						
		30,000	30,000						
	Expenditures Total	30,000	30,000						
Funding									
Infrastructure Sustainability Reserves									
PARKS R&R RESERVE CONT'N		30,000	30,000						
		30,000	30,000						
	Funding Total	30,000	30,000						
Total Over (Under) Funded									

**Town of Aurora
Capital Projects**

Project	73190 Bandshell/Washroom Roof & Paint		
Department	Parks, Recreation & Cultural Services		
Version	Draft 1	Year	2017

Gallery

C:\Users\Jim Tree\Desktop\BAND SHELL 1.jpg



Attachment #2

BANDSHELL





WASHROOM





Town of Aurora

General Committee Report

No. PBS17-011

**Subject: Request for Street Name Approval
BG Properties Aurora Inc.
14222, 14314, 14358 & 14378 Yonge Street
File Number: CDM-2016-03
Related File Numbers: SUB-2012-03, ZBA-2012-16**

Prepared by: Mark Lemmon, GIS Analyst

Department: Planning and Building Services

Date: March 21, 2017

Recommendation

- 1. That Report No. PBS17-011 be received; and**
- 2. That the following street names be approved for the proposed private roads within the approved Plan of Condominium, CDM-2016-03:**

Street "A"	Butternut Ridge Trail
Street "B"	Cannon Valley Court
Street "C"	Cottonwood Hollow Court

Executive Summary

This report seeks approval of three street names proposed by BG Properties Aurora Inc. for the planned development at 14222 - 14378 Yonge Street. The names were proposed by the developer and have been approved by York Region and Central York Fire Services.

- The Plan of Condominium was approved by Council on November 15, 2016.
- The developer has proposed the following names: Butternut Ridge, Cannon Valley, and Cottonwood Hollow. Staff recommends that the names Butternut Ridge, Cannon Valley, and Cottonwood Hollow be approved for the private road servicing the proposed condominium development.

Background

In accordance with the Town of Aurora's Street Naming Policy, developers have the option of selecting a street name from the Bank of Approved Street Names. Or requesting a specific street name, pending clearance by the York Region and acceptance by the Central York Fire Services. The Owner has indicated a desire to proceed with three names that are currently not found on the Town of Aurora Bank of Approved Street Names, but reflect the lands topography, existing vegetation and previous land ownership.

Application History

The Town received the Site Plan Application from BG Properties Aurora Inc. on June, 26, 2013. Council previously considered the Plan of Condominium on November 15, 2016. At that meeting Council passed the following resolution:

“That report PL13-027 be received; and

That application for Draft Plan of Subdivision D12-03-12 (Rod Coutts and Brian Coutts) be approved, subject to the conditions outlined in Schedule A of this report; and

That Zoning By-law Amendment file D14-16-12 (Rod Coutts & Brian Coutts) be approved; and

That a total of 195 units (580 person's equivalent) of water and sewage capacity be allocated to the draft plan of subdivision; and

That the Mayor and Town Clerk be authorized to execute a Subdivision Agreement, including all of the Agreements referenced in the Conditions of Approval, and all documents and ancillary agreements required to give effect to same.”

Analysis

The street names were proposed by BG Properties Aurora Inc. following a review of the Approved Bank of Street Names. The applicant has proposed that: Street A take the name “Butternut Ridge”, to reflect a type a rare tree species that can be found on the property. Street B take the name “Cannon Valley”, to reflect the topography of the land as well as to honor the Cannon Family who were early land owners. Street C take the name “Cottonwood Hollow”, to reflect a tree species that abundantly grows on the property. The proposed name has been approved by Central York Fire Services and the Regional Municipality of York.

Link to Strategic Plan

The proposed Site Plan Application supports the Strategic Plan goal of supporting and exception quality of life for all through its accomplishment in satisfying requirements in the objectives of strengthening the fabric of our community.

Alternative to the Recommendation

1. Council has the option to not approve the proposed names, at which point the developer would have to re-submit an alternate request to the applicable agencies for review at a future General Committee date.

Conclusions

In keeping with Council’s resolution respecting the naming of roads, staff recommends that the name Butternut Ridge Trail, Cannon Valley Court, and Cottonwood Hollow Court be considered for the road servicing the proposed development.

Attachments

Figure 1 – Location Map

Figure 2 – Plan of Condominium (Phase 1)

Previous Reports

General Committee Report Number PL13-027, June, 26, 2013; and

General Committee Report Number PBS16-092, November 15, 2016

March 21, 2017

Page 4 of 4

Report No. PBS17-011

Pre-submission Review

Agenda Management Team Meeting review on February 23, 2017.

Departmental Approval

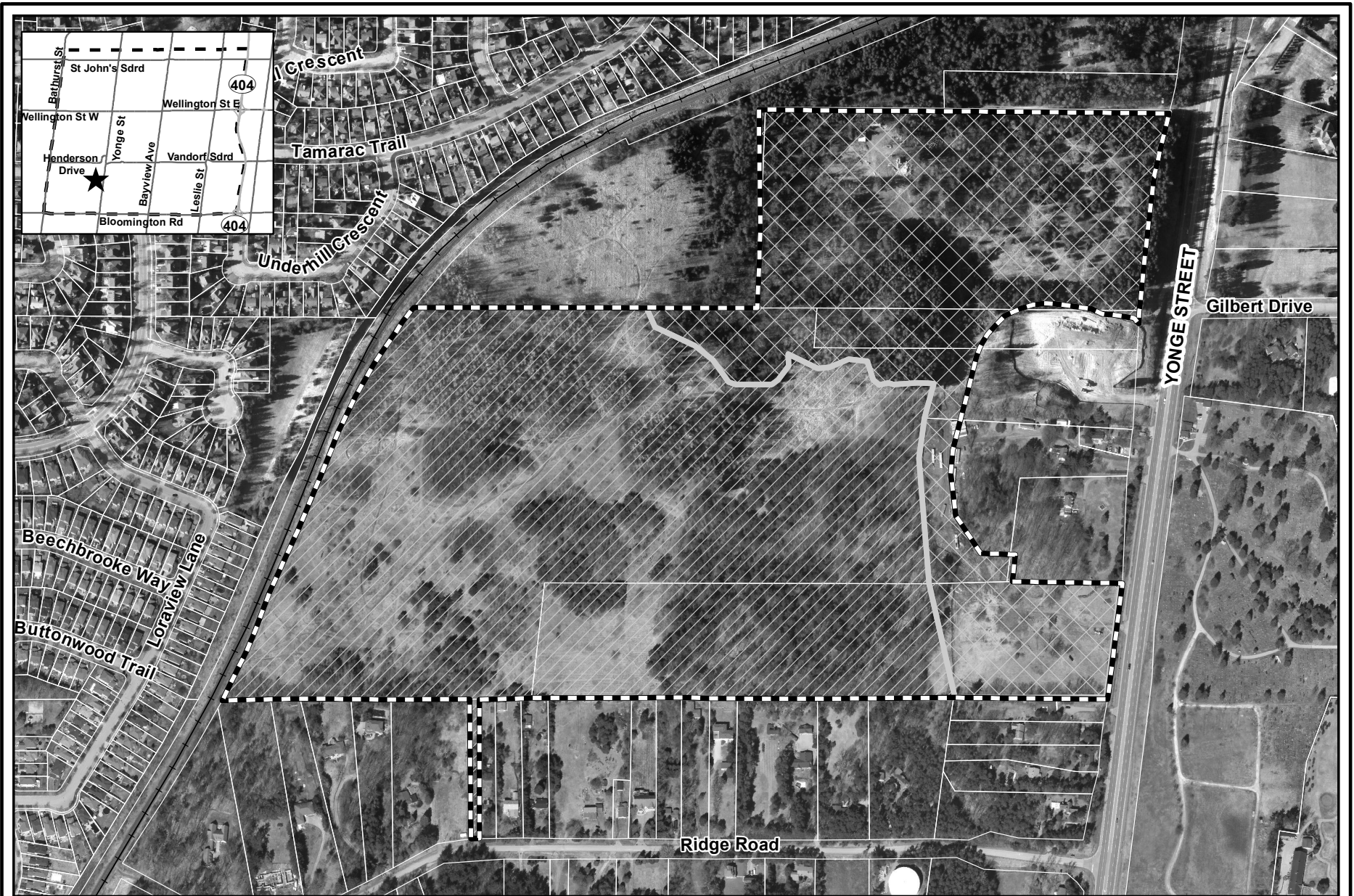
Approved for Agenda



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






**Doug Nadorozny
Chief Administrative Officer**

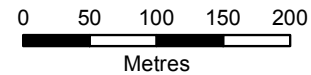


LOCATION MAP

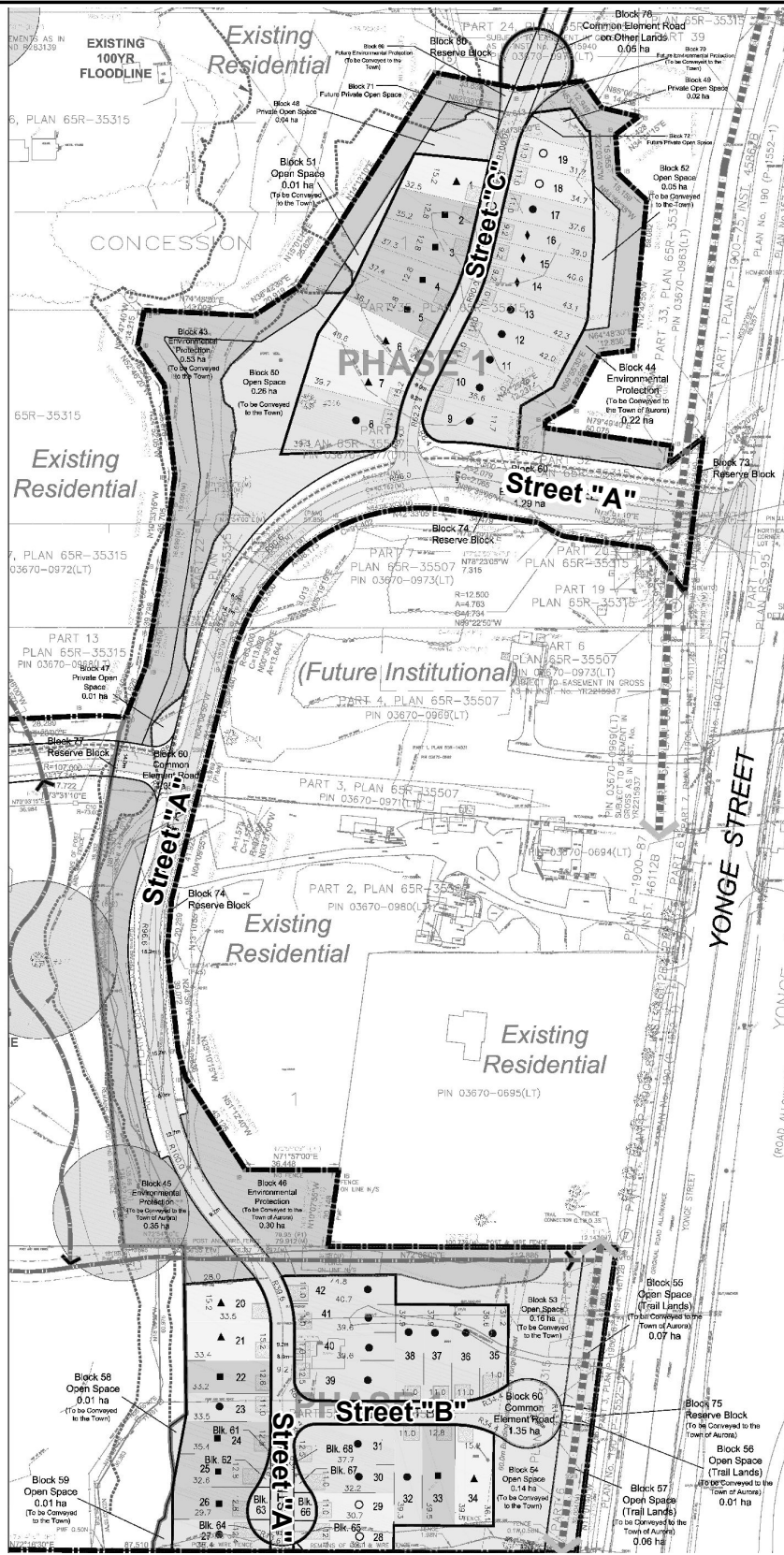
APPLICANT: BG Properties Aurora Inc.
 FILE: CDM-2016-03, Related files: SUB-2012-03, ZBA-2012-16

FIGURE 1

-  Draft Plan Approved Area
-  Phase 1 Draft Approved Plan Area
-  Phase 2 Draft Approved Plan Area



Map created by the Town of Aurora Planning & Development Services Department, February 1, 2017. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2016, © First Base Solutions Inc., 2016 Orthophotography.



PLAN OF CONDOMINIUM (PHASE 1)

APPLICANT: BG Properties Aurora Inc.

FILE: CDM-2016-03, Related files: SUB-2012-03, ZBA-2012-16

FIGURE 2





Town of Aurora

General Committee Report No. PBS17-014

**Subject: Request for Street Name Approval
Leslie-Wellington Developments Inc.
1289 Wellington Street East
File Number: SUB-2016-01
Related File Numbers: OPA-2016-01, ZBA-2016-03**

Prepared by: Mark Lemmon, GIS Analyst

Department: Planning and Building Services

Date: March 21, 2017

Recommendation

- 1. That Report No. PBS17-014 be received; and**
- 2. That the following Street Names be approved for the proposed roads within the approved Plan of Subdivision, SUB-2016-01:**

Street "A"	Kaleia Avenue
Street "B"	Touch Gold Crescent
Street "C"	Botelho Circle

Executive Summary

This report seeks approval of three Street Names proposed by Leslie-Wellington Developments Inc. for the planned development at 1289 Wellington Street East. The names were created by the developer and have been approved by York Region and Central York Fire Services.

- The Plan of Subdivision was approved by Council on June 29, 2016.
- The developer has proposed the following names: Kaleia, Touch Gold, and Botelho. Staff recommends that the names Kaleia, Touch Gold, and Botelho be approved for the road servicing the proposed condominium development.

Background

In accordance with the Town of Aurora's Street Naming Policy, developers have the option of selecting a street name from the Bank of Approved Street Names. Or requesting a specific street name, pending clearance by the York Region and acceptance by the Central York Fire Services. The Owner has indicated a desire to proceed with two names (Kaleia & Botelho) that are currently not found on the Town of Aurora Bank of Approved Street Names, but are tribute to close relatives of the Manziana Builders Corp. The third name (Touch Gold) is an existing Private Street that currently exists on the land parcel 1289 Wellington Street East. It will be decommissioned and rebuilt as part the proposed development.

Application History

The Town received the Draft Plan of Subdivision from Leslie-Wellington Developments Inc. on May 25, 2016. Council considered the Draft Plan of Subdivision on December 13, 2016. At that meeting council passed the following resolution:

“That Report No. PDS16-091 be received; and

that Application to Amend the Official Plan File No. OPA-2016-01 (Leslie – Wellington Developments Inc.) to re-designate the land use to allow single detached uses on the subject lands be APPROVED; and

that Application for Draft Plan of Subdivision File No. SUB-2016-01 (Leslie – Wellington Developments Inc.), to allow the development of 145 single detached dwellings on the subject lands be APPROVED, subject to the conditions outlined in Schedule “A” of this report; and

that the implementing Official Plan and Zoning By-law Amendments be presented at a future Council Meeting; and

that a total of 145 units of water and sewage capacity be allocated to the Draft Plan of Subdivision; and

that the Mayor and Town Clerk be authorized to execute a Subdivision Agreement, including all of the Agreements referenced in the Conditions of Approval, and all documents and ancillary agreements required to give effect to same.”

Analysis

The proposed street names were requested by Leslie-Wellington Developments Inc. who first had the opportunity of reviewing the Approved Bank of Street Names. The applicant has proposed that: Street A take the name “Kaleia”, which is the name of the current property owner (Manziana Builders Corp) youngest daughter. Street B take the name “Touch Gold”, to honor the name of an existing private road that has already been constructed on the land parcel. Street C take the name “Botelho”, to honour the deceased grandfather of an officer of the corporation (Manziana Builders Corp). The proposed name has been approved by Central York Fire Services and the Regional Municipality of York.

Link to Strategic Plan

The proposed Site Plan Application supports the Strategic Plan goal of supporting and exception quality of life for all through its accomplishment in satisfying requirements in the objectives of strengthening the fabric of our community.

Alternative to the Recommendation

1. Council has the option to not approve the proposed names, at which point the developer would have to re-submit an alternate request to the applicable agencies for review at a future General Committee date.

Conclusions

In keeping with Council's resolution respecting the naming of roads, staff recommends that the names Kaleia Avenue, Touch Gold Crescent, and Botelho Circle be considered for the road servicing the proposed development.

Attachments

Figure 1 – Location Map

Figure 2 – Conceptual Site Plan

March 21, 2017

Page 4 of 4

Report No. PBS17-014

Previous Reports

Public Planning Meeting Report Number PL16-048, June, 29, 2016; and
General Committee Report Number PBS16-091, December 6, 2016.

Pre-submission Review

Agenda Management Team Meeting review on February 23, 2017.

Departmental Approval



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

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



LOCATION PLAN

APPLICANT: Leslie-Wellington Developments Inc.
 FILES: SUB-2016-01, OPA-2016-01 & ZBA-2016-03

 **SUBJECT LANDS**

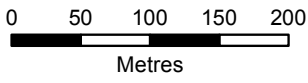
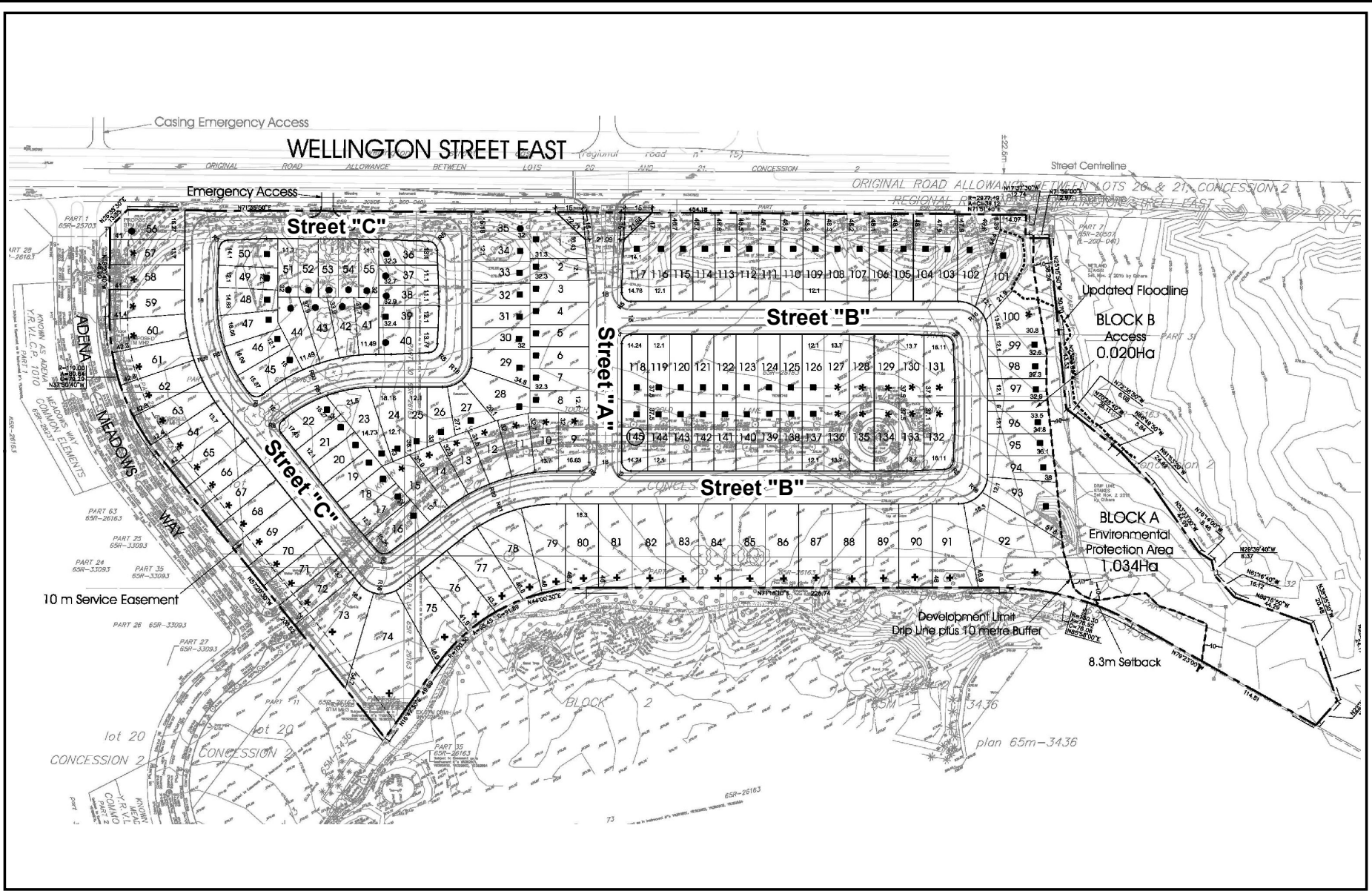


FIGURE 1

Map created by the Town of Aurora Planning and Building Services Department, February 7, 2016. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2016, © First Base Solutions Inc., 2016 Orthophotography.



CONCEPTUAL SITE PLAN

APPLICANT: Leslie-Wellington Developments Inc.
 FILES: SUB-2016-01, OPA-2016-01 & ZBA-2016-03

FIGURE 2



Map created by the Town of Aurora Planning & Building Services Department, February 7, 2016. Drawing provided by Architectural CAAD Studio.



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

Date: Wednesday, January 25, 2017

Time and Location: 5:30 p.m., Leksand Room, Aurora Town Hall

Committee Members: Councillor Michael Thompson (Chair), Councillor Harold Kim (arrived 5:46 p.m.), and Mayor Geoffrey Dawe

Member(s) Absent: None

Other Attendees: Councillor Wendy Gaertner, Councillor Tom Mrakas, Doug Nadorozny, Chief Administrative Officer, Dan Elliott, Director of Corporate and Financial Services/Treasurer, Jason Gaertner, Manager, Financial Planning, Karen Oreto, Financial Analyst, and Linda Bottos, Council/Committee Secretary

The Chair called the meeting to order at 5:30 p.m.

1. Declaration of Pecuniary Interest and General Nature Thereof

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

2. Approval of the Agenda

**Moved by Mayor Dawe
Seconded by Councillor Thompson**

That the agenda as circulated by Legislative Services be approved.

Carried

3. Receipt of the Minutes

Finance Advisory Committee Meeting Minutes
Wednesday, January 25, 2017

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Finance Advisory Committee Meeting Minutes of July 28, 2016

Moved by Mayor Dawe

Seconded by Councillor Thompson

That the Finance Advisory Committee meeting minutes of July 28, 2016, be received for information.

Carried

4. Delegations

None

5. Consideration of Items

1. 2017 Work Plan for Finance Advisory Committee

Staff briefly reviewed elements of the first proposal of the 2017 Work Plan for the Committee, and noted that the Work Plan was not all-inclusive and other items will be added as required.

Moved by Mayor Dawe

Seconded by Councillor Thompson

1. That the 2017 Work Plan for Finance Advisory Committee be approved.

Carried

2. 2017 Work Plan for Financial Planning Division

Staff distributed an abbreviated version of the 2017/2018 Budget Work Plan to the Committee and highlighted various milestones and associated timelines throughout the year. The Committee inquired about multi-year budgeting, financial planning in relation to growth projections, and the Town's financial system, and staff responded.

Moved by Councillor Kim

Seconded by Mayor Dawe

1. That the 2017 Work Plan for Financial Planning Division be received for information.

Carried

**3. General Discussion by Committee
Re: Use of Citizen Budget Survey Tool for 2017**

Staff provided background on the past use of the Citizen Budget Survey tool. The Committee expressed support of the concept and suggested that the questions need to be reframed and more specific to gain better insights. It was further suggested to consider how to engage citizens, demonstrate the value, and make it easier to participate. Staff agreed to engage the expertise of the Manager of Communications and provide feedback to the Committee.

**Moved by Mayor Dawe
Seconded by Councillor Kim**

1. That the comments and suggestions of the discussion regarding continued use of the Citizen Budget Survey tool be referred to staff for consideration and action as appropriate.

Carried

**4. Distribution and Introduction of Detailed Financial Information
Re: Infrastructure and Environmental Services (IES)**

Staff distributed the line-by-line analysis of the final approved 2017 budget for IES (consolidated and by division) to the Committee, and noted that further information and explanations would be provided for the highlighted items.

**Moved by Mayor Dawe
Seconded by Councillor Kim**

1. That the detailed financial information for IES be received and referred for discussion and detailed review at the February 22, 2017 meeting of the Finance Advisory Committee.

Carried

**5. General Discussion by Committee
Re: Topics of Focus for IES Review**

The Committee requested that the topics of focus for IES review include snow removal, utilities, and the capital asset maintenance process and strategy.

Finance Advisory Committee Meeting Minutes
Wednesday, January 25, 2017

Page 4 of 4

**Moved by Councillor Kim
Seconded by Mayor Dawe**

1. That the comments and suggestions of the discussion regarding Topics of Focus for IES Review be referred to staff for consideration and action as appropriate.

Carried

6. **Extracts from Council Meeting of August 9, 2016
Re: Finance Advisory Committee Meeting Minutes of July 12, 2016, and
July 28, 2016; and Item 14, CFS16-026 – Budget Allocation 2017 –
Cultural Partners**

**Moved by Mayor Dawe
Seconded by Councillor Kim**

1. That the Extracts from Council Meeting of August 9, 2016, regarding the Finance Advisory Committee meeting minutes of July 12, 2016, and July 28, 2016, and Item 14, CFS16-026 – Budget Allocation 2017 – Cultural Partners, be received for information.

Carried

6. New Business

None

7. Adjournment

**Moved by Councillor Kim
Seconded by Mayor Dawe**

That the meeting be adjourned at 6:25 p.m.

Carried

Committee recommendations are not binding on the Town unless adopted by Council at a later meeting.



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

Date:	Wednesday, February 1, 2017
Time and Location:	4 p.m., Leksand Room, Aurora Town Hall
Committee Members:	Tyler Barker (Chair), John Lenchak (Vice Chair), Gordon Barnes, James Hoyes, Jo-anne Spitzer, and Councillor Sandra Humfryes
Member(s) Absent:	None
Other Attendees:	Chris Catania, Accessibility Advisor, and Linda Bottos, Council/Committee Secretary

The Vice Chair, acting as Chair, called the meeting to order at 4:10 p.m.

1. Approval of the Agenda

Moved by James Hoyes

Seconded by Jo-anne Spitzer

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

- Item 2 – Memorandum from Planner, Re: Site Plan Application (Submission #3), Joe Cara, 15132 and 15136 Yonge Street, Part of Lots 4 and 5, Registered Plan 9, File No. SP-2013-05
- Item 3 – Memorandum from Accessibility Advisor, Re: Canadian Institute of Transportation Engineers (CITE) Canadian Accessibility Guidelines Survey

Carried

Accessibility Advisory Committee Meeting Minutes
Wednesday, February 1, 2017

Page 2 of 5

2. Declaration of Pecuniary Interest and General Nature Thereof

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

3. Receipt of the Minutes

Accessibility Advisory Committee Meeting Minutes of December 1, 2016

Moved by James Hoyes

Seconded by Gordon Barnes

That the Accessibility Advisory Committee meeting minutes of December 1, 2016, be received for information.

Carried

4. Delegations

None

5. Matters for Consideration

1. Memorandum from Planner

Re: Application for Site Plan, Metropolitan Square Inc., 180, 190 and 220 Wellington Street East, Part of Lot 106, Registered Plan 246, Lot 81, Con. 1, EYS, Related File Numbers: OPA-2015-05 and ZBA-2015-15, File Number: SP-2016-10

Staff provided background and an overview of the Application, and the Committee reviewed drawings and discussed various aspects of the Site Plan.

Moved by James Hoyes

Seconded by Tyler Barker

1. That the memorandum regarding Application for Site Plan, Metropolitan Square Inc., 180, 190 and 220 Wellington Street East, Part of Lot 106,

Accessibility Advisory Committee Meeting Minutes
Wednesday, February 1, 2017

Page 3 of 5

Registered Plan 246, Lot 81, Con. 1, EYS, Related File Numbers: OPA-2015-05 and ZBA-2015-15, File Number: SP-2016-10, be received; and

2. That the following Accessibility Advisory Committee comments regarding the Site Plan be considered by staff:
 - (a) Request to ensure barrier-free access in the turning circle with two accessible parking spaces; and
 - (b) Request to ensure the proper location of accessible visitor parking spaces; and
 - (c) Request to install accessible doors at all access points to the building; and
 - (d) Request to ensure straight-line (centre) access to elevators; and
 - (e) Request for provisions for accessible units.

Carried

2. Memorandum from Planner

Re: Site Plan Application (Submission #3), Joe Cara, 15132 and 15136 Yonge Street, Part of Lots 4 and 5, Registered Plan 9, File No. SP-2013-05

Staff provided background and an overview of the Application, and the Committee reviewed drawings and discussed various aspects of the Site Plan.

**Moved by Councillor Humfryes
Seconded by James Hoyes**

1. That the memorandum regarding Site Plan Application (Submission #3), Joe Cara, 15132 and 15136 Yonge Street, Part of Lots 4 and 5, Registered Plan 9, File No. SP-2013-05, be received; and
2. That the following Accessibility Advisory Committee comments regarding the Site Plan be considered by staff:

Accessibility Advisory Committee Meeting Minutes
Wednesday, February 1, 2017

Page 4 of 5

- (a) Request to builder to consider providing accessible living units on the ground level; and
- (b) Request to ensure that all public and basement-level washrooms are accessible.

Carried

3. Memorandum from Accessibility Advisor

Re: Canadian Institute of Transportation Engineers (CITE), Canadian Accessibility Guidelines Survey

Staff provided an overview of the memorandum and encouraged Committee members to participate in the Survey and provide feedback through the link provided at <https://www.surveymonkey.com/r/8FB8FKN>.

Moved by Jo-anne Spitzer

Seconded by Councillor Humfryes

- 1. That the memorandum regarding Canadian Institute of Transportation Engineers (CITE), Canadian Accessibility Guidelines Survey, be received for information.

Carried

6. Informational Items

None

7. New Business

Councillor Humfryes noted that the Trails and Active Transportation Committee is organizing a Bike Aurora Day event to take place in the spring of 2017, and a representative would be delegating at a future Accessibility Advisory Committee meeting.

Staff noted that Sport Aurora is holding a meeting from 11 a.m. to 1 p.m. on Thursday, February 23, 2017, in the Leksand Room at Town Hall, regarding the Sport Plan and supporting persons with a disability.

Accessibility Advisory Committee Meeting Minutes
Wednesday, February 1, 2017

Page 5 of 5

Tyler Barker advised that the Government of Canada's final in-person consultation session regarding new planned accessibility legislation is being held from 4 p.m. to 7:30 p.m. on Wednesday, February 8, 2017, in the Churchill Ballroom at the Chelsea Hotel Toronto, and the online public survey will continue until February 28, 2017. Staff agreed to forward the website link to Committee members to access further information at <https://www.canada.ca/en/employment-social-development/programs/disability/consultations/accessibility-legislation.html>.

James Hoyes noted the audio-visual upgrades that have been implemented in Council Chambers to facilitate General Committee and Council meetings and improve accessibility.

Staff advised that a new hotel in Aurora is being considered, and the Accessibility Advisory Committee would have an opportunity to provide comment.

Committee members discussed the recent Council motion regarding snow removal service levels, and raised issues respecting the timing of snow removal and snow being ploughed into handicapped spaces in commercial/retail parking lots.

8. Adjournment

Moved by Tyler Barker
Seconded by Gordon Barnes

That the meeting be adjourned at 5:33 p.m.

Carried

Committee recommendations are not binding on the Town unless adopted by Council at a later meeting.



**Town of Aurora
Governance Review Ad Hoc Committee
Meeting Minutes**

Date: Friday, February 10, 2017

Time and Location: 3 p.m., Leksand Room, Aurora Town Hall

Committee Members: Anita Moore (Chair), Anna Lozyk Romeo (Vice-Chair), Steve Hinder, Bill Hogg, and Terry Jones

Member(s) Absent: None

Other Attendees: Doug Nadorozny, CAO, Techa van Leeuwen, Director, Corporate Services, and Samantha Yew, Deputy Clerk

The Deputy Clerk called the meeting to order at 3:05 p.m.

Anita Moore assumed the chair at 3:09 p.m.

Appointment of Chair and Vice-Chair

**Moved by Steve Hinder
Seconded by Bill Hogg**

That Anita Moore be appointed as Chair of the Governance Review Ad Hoc Committee.
Carried

**Moved by Bill Hogg
Seconded by Steve Hinder**

That Anna Lozyk Romeo be appointed as Vice Chair of the Governance Review Ad Hoc Committee.
Carried

Governance Review Ad Hoc Committee Meeting Minutes
Friday, February 10, 2017

Page 2 of 4

1. Approval of the Agenda

**Moved by Bill Hogg
Seconded by Steve Hinder**

That the agenda as circulated by Legislative Services be approved.

Carried

2. Declaration of Pecuniary Interest and General Nature Thereof

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

3. Receipt of the Minutes

None

4. Delegations

(a) Samantha Yew, Deputy Clerk

Re: Item 1 – Governance Review Ad Hoc Committee Terms of Reference

The Deputy Clerk gave a brief presentation on Committee membership and the Committee Terms of Reference. The Committee asked various questions regarding procedure.

**Moved by Terry Jones
Seconded by Bill Hogg**

That the comments of the delegation be received for information.

Carried

5. Matters for Consideration

None

6. Informational Items

1. Governance Review Ad Hoc Committee Terms of Reference

Moved by Bill Hogg

Seconded by Steve Hinder

1. That the Governance Review Ad Hoc Committee Terms of Reference be received for information.

Carried

2. Extract from Council Meeting of December 13, 2016

**Re: Item 1(3) – CS16-014 – Governance Review Ad Hoc Committee
Terms of Reference**

Moved by Bill Hogg

Seconded by Steve Hinder

1. That the Extract from Council Meeting of December 13, 2016, regarding Item 1(3) – CS16-014 – Governance Review Ad Hoc Committee Terms of Reference be received for information.

Carried

7. New Business

The Committee agreed to meet on a bi-weekly basis beginning on Tuesday, February 28, 2017, in order to meet election-related deadlines.

The Committee discussed the various aspects of the Committee mandate including election topics, and requested that information regarding past governance and Council remuneration committees be circulated to the Committee. Staff agreed to provide any relevant information.

The Committee requested that past reports regarding questions on the ballot, ward system, and other election topics be circulated prior to the next meeting. Staff agreed to circulate the reports.

Governance Review Ad Hoc Committee Meeting Minutes
Friday, February 10, 2017

Page 4 of 4

8. Adjournment

Moved by Steve Hinder

Seconded by Anna Lozyk Romeo

That the meeting be adjourned at 3:41 p.m.

Carried

Committee recommendations are not binding on the Town unless adopted by Council at a later meeting.



**Town of Aurora
Community Recognition Review
Advisory Committee Meeting Minutes**

Date:	Tuesday, February 22, 2017
Time and Location:	3 p.m., Leksand Room, Aurora Town Hall
Committee Members:	Councillor Tom Mrakas (Chair), Diane Buchanan, Steven Hinder (arrived 3:15 p.m.), Tim Jones, Brian North, and Jo-anne Spitzer
Members Absent:	Councillor Sandra Humfryes
Other Attendees:	Shelley Ware, Supervisor, Special Events, Linda Bottos, Council/Committee Secretary, and Nicole Trudeau, Council/Committee Secretary

The Chair called the meeting to order at 3:04 p.m.

1. Approval of the Agenda

**Moved by Brian North
Seconded by Tim Jones**

That the agenda as circulated by Legislative Services be approved.

Carried

2. Declarations of Pecuniary Interest and General Nature Thereof

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

Community Recognition Review Advisory Committee Meeting Minutes
Tuesday, February 22, 2017

Page 2 of 4

3. Receipt of the Minutes

Community Recognition Review Advisory Committee Meeting Minutes of December 5, 2016

Moved by Tim Jones

Seconded by Diane Buchanan

That the Community Recognition Review Advisory Committee meeting minutes of December 5, 2016, be received for information.

Carried

4. Delegations

None

5. Matters for Consideration

1. 2017 Awards Event – Sponsorship Update and Discussion

Staff provided an update regarding the food and beverage sponsorships. The Committee discussed alternatives and staff agreed to follow up with the vendors. The Committee agreed to the provision of an oyster shucker. Staff advised that the photography and video sponsorships have been confirmed, and the print sponsorship remains outstanding.

Moved by Brian North

Seconded by Tim Jones

1. That the 2017 Awards Event – Sponsorship Update and Discussion be received and the comments of the Committee be referred to staff for consideration.

Carried

2. 2017 Awards Event – Nominations Update and Discussion

Staff provided an update on nominations received to date and distributed the proposed Marketing Plan from Corporate Communications for review. The Committee and staff discussed various options and suggested additional avenues of communication, including local television and website videos.

**Moved by Diane Buchanan
Seconded by Brian North**

1. That the 2017 Awards Event – Nominations Update and Discussion be received and the comments of the Committee be referred to staff for consideration.

Carried

3. 2017 Awards Event – Logistics Update and Discussion

Staff provided an update regarding event invitations, and presented a selection of sample award trophies for the Committee's consideration from which a selection was made. Councillor Mrakas advised, on behalf of Councillor Humfryes, that the emcee has been confirmed.

**Moved by Jo-anne Spitzer
Seconded by Steve Hinder**

1. That the 2017 Awards Event – Logistics Update and Discussion be received and the comments of the Committee be referred to staff for consideration.

Carried

4. 2017 Awards Event – Venue Update and Discussion

Councillor Mrakas provided an update.

**Moved by Brian North
Seconded by Tim Jones**

1. That the 2017 Awards Event – Venue Update and Discussion be received and the comments of the Committee be referred to staff for consideration.

Carried

6. Informational Items

- 5. Extract from Council Meeting of December 13, 2016
Re: Community Recognition Review Advisory Committee Meeting
Minutes of October 25, 2016, and December 5, 2016**

**Moved by Tim Jones
Seconded by Diane Buchanan**

1. That the Extract from Council Meeting of December 13, 2016, regarding the Community Recognition Review Advisory Committee meeting minutes of October 25, 2016, and December 5, 2016, be received for information.

Carried

7. New Business

It was agreed that the Selection Committee, including Diane Buchanan, Steve Hinder, Tim Jones, Brian North, and Jo-anne Spitzer, would meet at 11 a.m. on Wednesday, April 12, 2017, to review the nominations and select the winners of the 2017 Community Recognition Awards.

The working group of the Committee agreed to meet again prior to the Awards Event at 11 a.m. on Monday, May 1, 2017.

8. Adjournment

**Moved by Steve Hinder
Seconded by Brian North**

That the meeting be adjourned at 3:56 p.m.

Carried

Committee recommendations are not binding on the Town unless adopted by Council at a later meeting.



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

Date: Wednesday, February 22, 2017

Time and Location: 5:30 p.m., Leksand Room, Aurora Town Hall

Committee Members: Councillor Michael Thompson (Chair), Councillor Harold Kim (arrived 5:47 p.m.), and Mayor Geoffrey Dawe

Member(s) Absent: None

Other Attendees: Councillor Tom Mrakas, Doug Nadorozny, Chief Administrative Officer, Dan Elliott, Director of Financial Services/Treasurer, Jason Gaertner, Manager, Financial Planning, Stephanie Mackenzie-Smith, Manager of Corporate Communications, Karen Oreto, Financial Analyst, Tracy Evans, Financial Analyst, Budget, and Linda Bottos, Council/Committee Secretary

The Chair called the meeting to order at 5:45 p.m.

1. Declaration of Pecuniary Interest and General Nature Thereof

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

2. Approval of the Agenda

**Moved by Mayor Dawe
Seconded by Councillor Thompson**

That the agenda as circulated by Legislative Services be approved.

Carried

Finance Advisory Committee Meeting Minutes
Wednesday, February 22, 2017

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3. Receipt of the Minutes

Finance Advisory Committee Meeting Minutes of January 25, 2017

Moved by Mayor Dawe

Seconded by Councillor Thompson

That the Finance Advisory Committee meeting minutes of January 25, 2017, be received for information.

Carried

4. Delegations

None

5. Consideration of Items

1. Revised 2017 Work Plan for Finance Advisory Committee

Staff highlighted the revisions and the Committee requested staff to ensure that the Work Plan continues to capture any Council suggestions for items to be reviewed by the Finance Advisory Committee.

Moved by Mayor Dawe

Seconded by Councillor Kim

1. That the Revised 2017 Work Plan for Finance Advisory Committee be received; and
2. That the Revised 2017 Work Plan for Finance Advisory Committee be approved.

Carried

2. Draft Report No. FS17-006 – 2018 Town of Aurora Budget Workplan

Staff reviewed the draft report, including the Budget Workplan and proposed “Pre-Budget” and “In-Year” Funding Request or Other Budget Input forms, and noted that the forms were created in order to formalize the process and facilitate funding requests and budget input from external stakeholders. The Committee expressed support of the report and concepts, and suggested that the Funding Request or Other Budget Input forms be reworked in order to

include criteria and capture greater detail from the requester. Staff was also asked to ensure alignment with the Town's Procedure By-law.

Ms. Mackenzie-Smith provided a presentation on public stakeholder engagement budget input tools, including an overview of the challenges and usage of the existing Citizen Budget Survey tool, possible improvements, use of sliders and ranking, other options, and next steps. The Committee noted that engaging citizens is a major challenge and discussed various solutions. The Committee approved the proposed next steps and staff agreed to report back to the Committee on the comparative costs of the discussed options for the functionality and content of a budget input tool.

**Moved by Councillor Kim
Seconded by Mayor Dawe**

1. That Draft Report No. FS17-006 be received; and
2. That the Finance Advisory Committee endorse the proposed 2018 Town of Aurora Budget Workplan.

Carried

3. Consideration of a Separate Fire Services Line in the Tax Bill

The Committee acknowledged that the Fire Services budget represents approximately 25% of the tax levy, over which the Town does not have direct control, and agreed to explore the concept of a separate Fire Services line.

**Moved by Mayor Dawe
Seconded by Councillor Kim**

1. That staff be directed to communicate with Town of Newmarket staff regarding the establishment of a separate Fire Services line in the tax bill.

Carried

**4. Distribution and Introduction of Detailed Financial Information
Re: Planning and Building Services (PBS)**

Staff distributed the line-by-line analysis of the final approved 2017 budget for PBS (consolidated and by division) to the Committee, and advised that further information and explanations would be provided for the highlighted items.

Finance Advisory Committee Meeting Minutes
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**Moved by Councillor Kim
Seconded by Mayor Dawe**

1. That the detailed financial information for PBS be received and referred for discussion and detailed review at the March 22, 2017 meeting of the Finance Advisory Committee.

Carried

**5. General Discussion by Committee
Re: Topics of Focus for PBS Review**

**Moved by Mayor Dawe
Seconded by Councillor Kim**

1. That the comments and suggestions of the discussion regarding Topics of Focus for PBS Review be referred to staff for consideration and action as appropriate.

Carried

6. New Business

Councillor Kim inquired about the possibility of staff providing a running tally of Development Charges (DC) revenues. Staff advised that an assessment of DC reserve health has been historically provided as part of the Ten-Year Capital Investment Plan. Staff also indicated that they are presently performing a more in-depth analysis of the Town's long-term growth projections, which will be integrated into the DC health analysis included with the 2017 Ten-Year Capital Investment Plan.

7. Adjournment

**Moved by Councillor Kim
Seconded by Mayor Dawe**

That the meeting be adjourned at 6:51 p.m.

Carried

Committee recommendations are not binding on the Town unless adopted by Council at a later meeting.



**Town of Aurora
General Committee Report**

No. FS17-005

Subject: 2017 Water, Wastewater and Stormwater Operations and Rates
Budget

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

Department: Financial Services

Date: March 21, 2017

Recommendation

1. That Report No. FS17-005 be received; and
2. That the 2017 combined Water, Wastewater and Stormwater budget of \$22,620,969 be approved; and
3. That the 2017 retail water rate of \$2.29 per cubic meter and the retail wastewater rate of \$2.04 per cubic meter of water be approved; and
4. That the 2017 flat rate stormwater charge of \$5.01 per unit per month for residential and condominium properties and \$63.63 per unit per month for metered non-residential commercial/industrial and multi-residential properties be approved; and
5. That the new approved retail water, retail wastewater and stormwater charge rates become effective for all billings issued by the Town on or after May 1, 2017, and be retroactive for all consumption newly billed on such billings; and
6. That the 2017 bulk water purchase rate of \$4.33 per cubic meter dispensed effective May 1, 2017 be approved; and
7. That the necessary by-law be enacted to implement the 2017 retail water rate, retail wastewater rate, stormwater charge and bulk water purchase rate.

Executive Summary

The purpose of this report is to present the budget for rate supported utility programs and to set the 2017 rates for the water, wastewater and stormwater services for billings issued on or after May 1, 2017.

Background

2017 Budget Overview

The proposed changes in the operating budget are summarized as follows:

	2016 Budget \$	2017 Budget	% Change
Required rate revenues			
• Water	10,010,762	11,139,829	11.2%
• Wastewater	8,733,314	10,029,503	14.8%
• Stormwater	1,325,841	1,451,637	9.5%
Less: Region Wholesale Charges			
• Water	5,963,737	6,795,950	14.0%
• Wastewater	6,756,565	7,699,412	14.0%
Contribution to Fixed Costs	7,349,615	8,125,607	10.6%
Town Operations and Maintenance			
• Water	1,754,063	1,753,086	-0.1%
• Wastewater	1,385,749	1,146,191	-17.3%
• Stormwater	425,841	451,636	6.1%
Administration and Billing	701,861	740,468	5.5%
Corporate Overhead Allocation	477,100	603,225	26.4%
Infrastructure Reserve Contributions			
• Water	1,600,000	1,700,000	6.3%
• Wastewater	700,000	1,250,000	78.6%
• Stormwater	900,000	1,000,000	11.1%
Less: Misc Revenue and direct cost recoveries			
• Water	(317,000)	(410,000)	29.3%
• Wastewater	(109,000)	(109,000)	-
• Parks Charge for unmetered use	(169,000)	-	
Subtotal Town Costs	7,349,615	8,125,607	10.6%
Net Budget	-	-	-
Total Expenditures: Region Wholesale Charges plus Town Costs	20,069,917	22,620,969	12.7%

The increase in the budget of 13 percent is attributable to an increase in the regional wholesale rates for water and for wastewater treatment of 9 percent, an increase in contributions to reserves for the maintenance of underground infrastructure and an increase in forecasted volume sales of 4.5 percent. This is the first year since 2014 where an increased sales volume is being included, due to growth outpacing conservation.

2017 Water, Wastewater & Storm Water Rates

The following rates have been calculated to recover the estimated required revenues based on the estimated volumes of water flow.

Table 1

<i>Rate</i>	<i>2016 Rate</i>	<i>2017 Proposed Per cu.m.</i>	<i>Change (%)</i>
Retail Water Rate			
Wholesale Cost	\$1.11	\$1.21	
Operating Costs	\$1.03	\$1.08	
Total Retail Water Rate	\$2.14	\$2.29	7.0%
Retail Wastewater Rate			
Wholesale Cost	\$1.26	\$1.37	
Operating Costs	\$0.63	\$0.67	
Total Retail Wastewater Rate	\$1.89	\$2.04	7.9%
Combined Water & Wastewater Rate/Bulk Water	\$4.03	\$4.33	7.4%
Stormwater Flat Rate			
Residential/year	\$60.14	\$60.14	nil
Residential/month	\$5.01	\$5.01	
Non-Residential/year	\$763.57	\$763.57	nil
Non-Residential/month	\$63.63	\$63.63	

Advisory Committee Review

Not applicable

Financial Implications

The water, wastewater and stormwater budgets are all full cost recovery driven. In developing the budgets, water flow estimates are made, wholesale costs then determined, operating and administrative costs developed, internal charges confirmed, and contribution requirements for reserves established. Ultimately, the full costs of these services are then recovered by establishing rates required to do so for the forecast volumes.

This year's budget sees the internal charge for Parks use of water cancelled, however, the corporate overhead allocation increases include additional funding contributions towards Access Aurora for increasing workload related to water accounts, funding for a portion of a new procurement services position, normal inflationary pressures of staffing costs, including a one-time cost for additional short term assistance in the Water Administration section.

Communications Considerations

Staff will work with Communications in preparing a press release regarding the adoption of the utilities budgets and the impacts to be expected.

Link to Strategic Plan

Strategic Plan Goal of Supporting an Exceptional Quality of Life for All Objective 2: Invest in Sustainable Infrastructure

Both legislation and fiscal management lead to creating sustainable water, wastewater and stormwater infrastructure. Providing the appropriate rates ensures that sufficient revenues are generated to create financial sustainability and maintain the assets accordingly.

Alternative(s) to the Recommendation

The rates for the various services are established each year based on coming into effect May 1st of the current year and are applied to all consumption, regardless of reading interval, on all billings prepared and issued on or after May 1st. Approval of the recommendations in advance of May 1st will allow the revised rates to be charged at the appropriate time to fulfil budget projections.

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Report No. FS17-005

Conclusions

The water, wastewater and stormwater programs are all funded through a rate structure based on consumption and full cost recovery. The budget for 2017 rates outlined in the recommendations are in line with previous year's increases and represent a prudent approach to achieving full cost recovery for future years. All rates are forecast to become effective for all billings issued by the Town on or after May 1, 2017, and be retroactive for all consumption newly billed on such billings. This approach is consistent with past years, and ensures all properties receive four quarterly bills at the old rates and four quarterly bills at the new rates each year.

Attachments

Not applicable

Previous Reports

Not applicable

Pre-submission Review

Agenda Management Team review on February 23, 2017

Departmental Approval



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

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer



Town of Aurora

General Committee Report

No. IES17-009

Subject: Water Meter Replacement Program Contract Renewal Additional Information

Prepared by: Lindsay Hayworth, Supervisor, Water/Wastewater

Department: Infrastructure and Environmental Services

Date: March 21, 2017

Recommendation

- 1. That Report No. IES17-009 be received; and**
- 2. That WAMCO be awarded the contract for the replacement of up to 1,500 meters in 2017 at a cost of up to \$502,500 excluding taxes under the single source provisions of the Purchasing By-law, and the Director of Infrastructure and Environmental Services be authorized to renew the contract with WAMCO for 2018 and 2019 pending an annual analysis and performance review by the Director; and**
- 3. That the Director of Infrastructure and Environmental Services be authorized to execute the necessary agreements, including any and all documents and ancillary agreements required to give effect to same.**

Executive Summary

This report provides additional information requested by Council based on the following resolution of Council dated November 15, 2016:

That Report No. IES16-082 be deferred to a future General Committee meeting, pending further information from staff regarding the Water Meter Replacement Program.

- The replacement program has been successful to date with 3,000 meters being replaced over the past three (3) years
- Results of a LEAN efficiency audit on the water billing process identified a number of efficiency opportunities including advancing automated meter data collection through a radio tower from 2022 to 2019

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- To maximize the number of available meters that can transmit data, it is recommended that the change out program be increased to 1,500 meters per year for the next three (3) years
- WAMCO, being the regional supplier of the Sensus meter selected by the Town, be awarded a single source contract for the next three (3) years as outlined in the financial section

Background

In the early 1990's water meter installations were initiated as part of a program to move from a flat rate billing system to metered billing. Subsequent to the initial installations, all new homes have received a meter as part of the development approvals process.

Prior to the meter replacement program being instituted, older or failed residential meters were replaced on an as needed basis, based on complaints or identified billing anomalies. Analysis completed in 2014 recommended that a perpetual meter replacement program be instituted to allow for a proactive and sustainable meter renewal strategy. This report recommends continuation of the meter replacement program by extending the contract with WAMCO for an additional three (3) years.

At the General Committee (GC) meeting of November 15, 2016, GC requested additional information on the pricing of the meters.

Staff clarified with the vendor, WAMCO that the difference in pricing was due to a difference in the size of the meters, not increasing annual costs as indicated in the previous report. The unit price, excluding taxes, for the supply and installation of the Sensus Flexnet meters is as follows: \$335 for the 5/8" meter, \$378 for the 3/4" meter, and \$442 for the 1" meter. The Town uses the 5/8" meters for the water meter replacement program.

The difference in pricing was not representative of a yearly increase due to the US exchange rate as stated in error at the GC meeting. There is no annual increase in the cost of any of the meters. The pricing is fixed for the term of the contract and the possible extensions.

The questions around the financial benefits of the meter replacement program will be addressed in the Analysis section of this report under the heading "Calculated Savings".

Analysis

Water Meter Inventory Update

The water meter replacement program is progressing to bring the average age below the 20 year threshold. Based on the initial 2014 business case, the optimum change out rate was determined to be 1,000 meters per year. With this current plan, change out will continue on an annual basis until 2026, after which change out can be adjusted to occur every third year as the average age of the meter inventory come in line with the 20 year average replacement cycle.

Calculated Savings

The old meters currently in our system are mechanical meters with moving parts which measure the consumption. The movement is powered by the flow of water through the meter. The meter cannot move without water movement. As the meter ages, its moving parts used in the measurement of water begin to wear. In particular, the moving disc which is in contact with the water must maintain a seal with the meter body to remain accurate. When new the seal is sound, and the meter is accurate. With wear, this seal begins to open allowing water to slip through the meter unmeasured. The meter cannot wear to the favour of the Town. The Town has tested meters, and found aged meters running typically 5 percent to 10 percent to the favour of the customer. Due to changing consumptions of households, differing weather patterns and the like, it is not practical to attempt to demonstrate that a home with a replaced meter is experiencing higher consumption. There are many factors affecting household consumptions. We do know from various samplings and meter tests of the old meters, that when worn, they run "slow" to the favour of the client.

For a client being billed \$1,000 per year for water and sewer services based on the meter readings, and a replacement cost of \$378 as set out in this report, the payback on the cost of the change out is as follows:

Percentage of Accuracy of Removed Meter	Dollars lost as not billed in one year	Years Payback, if client was being billed \$1000 per year on old meter
90%	\$111.11	3.4 years
95%	\$52.63	7.18 years
99%	\$10.10	37 years

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Report No. IES17-009

It is important to understand that the meter cannot be tested in the client's home, and must be removed to be tested. Accordingly, using industry averages from tests conducted in various water types and hardness, meters generally should be changed out when they in the age range of 15 to 20 years. Currently, our oldest meters were installed in 1991 and are not 25 years old.

LEAN Efficiency Audit on Water Billing Process Identified Improvement Opportunity

As part of IES ongoing efficiency exercises, a joint investigation was conducted in collaboration with the water staff, Finance, and Access Aurora to identify opportunities to increase efficiency and improve the customer service experience related to water billing and meter replacement activities.

A number of improvement opportunities were identified through this process. One area where efficiency can be realized is in the advancement of automated data collection from the new water meters. Currently, all meters are read through manual data collection involving in-field work. The existing older meters require that each meter be accessed through a touch pad at the side of each home. This means that the contractor is required to walk to each home to gather the billing data.

With the new meters, this information is now transmitted and the data can be collected by the contractor by simply driving down the street. This is resulting in reduced collection time.

The next phase of automation would be the installation of a radio receiving tower within the Town to allow for near continuous data collection without the need for field data collection. The only in-field activity would then be for issues or customer complaints that could not be addressed from the automatic data collection results.

To take advantage of this opportunity and reduce staff efforts in data management, an opportunity can be created to advance installation from the initial plan for 2022 to 2019. To increase the advantage of advancing this installation, it is also recommended that the meter replacement program be accelerated for three (3) years to increase the number of meters available for automatic reading and further increase efficiency in data management. This will achieve the following:

- Increase to new meter inventory by 1,500 over the next three (3) years further reducing the need for field reads by that amount thereby making the program more cost effective

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- Reach change out stability three (3) years sooner in 2023 resulting in a reduced change out cycle thereafter
- Take advantage of automated data collection three (3) years sooner resulting in increased billing efficiencies

There will be additional effort required to administer the increased number of meter installations which may extend the duration of the change out program within each year. This can be accommodated by the contractor and will allow for an appropriate rate of replacement that can be successfully managed by staff. The radio receiver installation will be considered in the next ten-year capital plan update and programmed for completion in 2019 to accommodate this change.

Sensus water meters as supplied by WAMCO selected as preferred product based on both technical benefits and ongoing meter reading support that is needed during the transition.

WAMCO is the designated area distributor for Sensus meters which is the only brand of water meter equipment used by the Town. Due to the nature of metering, there is great benefit in maintaining a relationship with WAMCO for both current and future meter technology. The key benefits are:

- Ongoing technical and equipment support to ensure that meter reading is occurring as needed
- Compatibility with meter reading technology to avoid having more than one reading and data management system
- Efficient and seamless integration of new meters due to direct compatibility with reading systems and communications protocols

The single source provisions of the Purchasing By-law allow for single source contracts when there is need for standardization, warrant, function or service such as technical qualifications. It is under these requirements that staff are recommending a single source approach to procuring the needed supplies and services through WAMCO. Maintaining the same meter supplier allows us to use one meter reading technology and reading software. Further, it will allow us to begin to use the radio reading features of the new meters using an antenna based system in the short term.

Implementation strategy based on WAMCO experience in meter replacement programs

WAMCO would oversee the meter replacement program based on their experience in similar projects in other communities. The program consists of the following:

- Media information and door to door pre-start information brochures
- Contractor door to door visits to initiate installations
- Reporting to the Town on status and activation of meters

These steps are outlined as follows:

- Meter age will be mapped to identify where the oldest meters are located and change out areas will be selected
- There will be a media release with a general community notification of the meter change out program
- The current years' installations will receive a letter with their water bill stating that they require a water meter upgrade (10-20 minute installation)
- WAMCO will deploy licensed uniformed installers that are clearly identified as sub-contractors for the town and will door knock with the first of three (3) notifications
- Notices will only be left if the resident is not home, or unable to let WAMCO in; the notice has a local phone number for a call in appointment
- When the meter and upgraded reading device is installed the contractor will have the homeowner sign a work order form that states that the installer has completed the installation
- The homeowner will also be given a pre-start water conservation brochure that outlines the work completed, why the program is being undertaken, and ways they can reduce their water consumption
- Town GIS mapping will be updated to reflect the replaced meters

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Advisory Committee Review

There is no advisory committee related to the rate program.

Financial Implications

The cost per meter for this program is quoted at \$335 excluding taxes, for the 5/8" meter mainly used by the Town. For the three (3) year program, the annual replacement cost would be \$502,500 for 2017, 2018 and 2019 for a total cost over the three (3) years of \$1,507,500 excluding taxes.

Recent efforts to improve the Town's reserve position on the water and wastewater programs have resulted in an accumulation of reserve funds to accommodate planned system maintenance for future years. Increases in contributions to the reserve accounts are occurring on an annual basis to better support the Town's overall capital sustainability strategy to comply with legislative requirements. The increase in annual investment in the water meter program will be reflected in the next iteration of the ten-year capital plan and is a provincial requirement in creating full cost recovering for these programs.

Communications Considerations

There is an ongoing communication program in place that includes Access Aurora, Finance and the contractor. This program involves direct information distribution to target change out areas and ongoing engagement and follow up with residents through the meter replacement process.

Link to Strategic Plan

Objective 2: Invest in sustainable infrastructure

Maintain and expand infrastructure to support forecasted population growth through technology.

Alternative(s) to the Recommendation

1. Council may choose to cancel or suspend the residential meter replacement program. Current meter inventory is aged as the original meter installation for over

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half the remaining inventory was circa 1990 putting these meters beyond the recommended 20 year change out cycle. As meters age they tend to lose accuracy or fail in the favour of the home owner resulting in lost revenue to the Town.

Conclusions

The annual residential water meter replacement program is proceeding and the first three year contract term ended in 2016 with a total of 3,000 meters being replaced.

A LEAN efficiency audit was completed in 2016 related to water billing and associated services. One recommendation to increase operational efficiency is to advance automatic data collection capability from 2022 to 2019 to enhance the billing process and improve work flow. In order to achieve this goal, it is recommended that the meter replacement rate increase to 1,500 meters for the next three (3) years.

As our current meter inventory is supplied through WAMCO, and as WAMCO is the regional supplier of this product, and a reputable supplier of residential meters to the municipal sector, it is recommended that they continue to support the meter change out program on behalf of the Town as provided through the single source provisions of the Purchasing By-law.

To continue the program in 2017, it is recommended that the contract be awarded to WAMCO as a single source contract for replacement of 1,500 meters at the value of \$502,500 excluding taxes, and that this program be extended for two (2) additional years at the appropriate rates submitted by WAMCO pending satisfactory performance.

Attachments

None.

Previous Reports

IES14-018, April 1, 2014, Water Meter Replacement Program

IES16-082, November 15, 2016, Water Meter Replacement Program Contract Renewal

Pre-submission Review

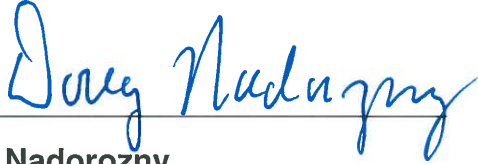
Agenda Management Meeting review on February 23, 2017

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Report No. IES17-009

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



**Town of Aurora
General Committee Report**

No. FS17-007

Subject: Development Charges Forecast for JOC and Firehall Projects

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

Department: Financial Services

Date: March 21, 2017

Recommendation

- 1. That Report No. FS17-007 be received; and**
- 2. That the construction phase of the Fire Station 4-5 capital project #21006 be funded as set out in Report No. FS17-001, with the final budget and funding to be approved at time of construction tender award.**

Executive Summary

This report provides additional detail in support of the Joint Operations Centre (JOC) and Firehall project funding proposals currently before council in separate reports FS17-003 and FS17-001 respectively. Both projects are to be financed with debt; JOC externally, while the firehall will be financed internally.

- Future Development Charges (DCs) to fund the JOC financing needs are estimated to be recovered within 13.3 years
- Future DC's to fund the firehall needs are expected to be recovered within 12.8 years.
- The report also seeks adoption of a recommendation from the prior report which was deferred by Council pending the receipt of this additional information report.

Background

On February 14, 2017, Council considered report FS17-001 regarding the funding strategy for Aurora's share of the cost of the new Firehall project. The funding plan for the construction phase of this project was not adopted by Council pending receipt of additional information regarding the timelines and calculations for future development charges necessary to fund the anticipated debt. Council has expressed interest in

details of the long range development activity forecasts and the resultant DC collections to occur, particularly as the DCs will be used to fund the planned debt financing of the JOC and the Firehall projects.

Staff from the Planning and Building Services Department are currently preparing a detailed long range development forecast for the Town, upon which all departments will rely for preparing budget forecasts, activity level plans, and long range financial plans.

Although that work in detail has not been completed at this time, staff have identified the expected development activities, by unit type, for the next two five-year planning horizons, 2017 to 2021, and 2022 to 2026 as follows:

Type/# of units	Horizon 2017-2021	Horizon 2022 to 2026
Singles and Semis	1,350	600
Towns and Multiples	200	200
Apartments	650	550
Non-res sq.feet of build	1,300,000	1,500,000

Analysis

Staff have forecast DC revenue collections

Based on the unit count forecasts for the two five-year planning horizons, using estimated average DC unit rates for each period, staff have calculated the amount of DC revenue for the Roads, Parks and Fire components of the Town's Development Charges. The calculations are included in Attachment # 1 for the JOC and Attachment #2 for the Firehall projects.

For the firehall, as it and the related apparatus are all that are included in the growth related capital forecast at this time, 100% of the forecast DC revenue can be applied to the project financing.

For the JOC, there are other elements of growth capital which were included in the DC background study and the 10 year growth capital plans of the Town. Accordingly, only a portion of the DC collections can be allocated to the project, allowing DC revenues to remain available for these other projects of the Town.

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Report No. FS17-007

Attachment #1 shows the detailed calculation for the future Roads and Parks DC components collections. It is estimated that the full amount of funding required for the JOC project will be recovered in approximately 13.3 years.

Attachment #2 shows the detailed calculation for the future Fire component DC collections. It is estimated that the full amount of the funding required for this project will be recovered in approximately 12.8 years based on today's forecast development activity.

The amounts shown in the tables, including the recovered portion, only pertain to the construction costs. Financing costs are a separate component of the DC background study, and will be collected in parallel with the cost components. These financing costs are not included in the schedules.

For comparison reference, the Town overbuilt the SARC to accommodate future growth and funded the debt financing with future DC collections of the Recreation DC component. The debt was issued over a total of 20 years. Accordingly, today, DC collections from current growth, are in part funding the SARC project, in similar fashion to how future DC collections will fund these two current growth related construction projects.

Advisory Committee Review

None

Financial Implications

Future DC collections from growth development activity will be used to fund the debt balances of these two projects. The attached forecast worksheets are based on the best information available to the Town staff at this time. Debt financing of both projects was anticipated in part in the most recent DC Background study, so financing costs are fully recoverable from the DC funding source and are being collected in addition to the amounts shown in the tables attached.

Communications Considerations

None, this report is to provide details of calculations recently requested by Council.

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Report No. FS17-007

Alternative(s) to the Recommendation

None, information report only.

1. None, as this is an information report in support of report FS17-003 JOC report, and report FS17-001 Fire Station Construction Project funding report.

Conclusions

Future DC collections will see the JOC debt extinguished in an estimated 13.3 years, while the debt on the pending fire hall project would be extinguished in approximately 12.8 years from now.

Attachments

Attachment #1 – DC collections forecast: Roads and Parks components re JOC

Attachment #2 – DC collections forecast: Fire component re Firehall project.

Attachment #3 – Report No. FS17-001“Fire Station 4-5 Project Funding – Aurora Share”

Previous Reports

None, however this report provides additional support and detail to report FS17-003 JOC Financial report, and FS17-001 Firehall construction funding reports, both currently before Council.

Pre-submission Review

Agenda Management Team review on February 23, 2017

Departmental Approval



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

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer

**Town of Aurora
DC revenue forecast for JOC Funding**
February 2017 - Planning and Finance Divisions

**FS17-007
Attachment #1**

Project Funding Requirement from Future DC's

	Roads	Parks
Share of Project Budget Funding	\$7,072,501	\$4,859,903
Funding to Date	(4,195,070)	(1,712,872)
Project funding requirement from future DC's	\$2,877,431	\$3,147,031

Development Activity and DC Revenue Forecast

	number of units	Roads DC		Parks DC	
		Estimated avg. DC rates per unit	Estimated DC Collections	Estimated avg. DC rates per unit	Estimated DC Collections
Planning Horizon: 2017-2021					
singles	1,350	5,346	7,217,100	4,749	6,411,150
towns	200	4,140	828,000	3,677	735,400
large apts	650	2,903	1,886,950	2,578	1,675,700
non-residential:					
(square feet)	1,300,000				
(square meters)	120,800	25.04	3,024,832	1.81	218,648
Total Collections for 5 years			<u>12,956,882</u>		<u>9,040,898</u>
Planning Horizon: 2022-2026					
singles	600	5,855	3,513,000	5,201	3,120,600
towns	200	4,534	906,800	4,027	805,400
large apts	550	3,180	1,749,000	2,824	1,553,200
non-residential:					
(square feet)	1,500,000				
(square meters)	140,000	27.43	3,840,200	1.98	277,200
Total Collections for 5 years			<u>10,009,000</u>		<u>5,756,400</u>
			22,965,882		14,797,298
Share to the JOC			<u>9.70%</u>		<u>16.90%</u>
			<u>2,227,691</u>		<u>2,500,743</u>
Funding requirement beyond Ten Year horizon - expected 3.3 more years			649,740		646,287
Total Future Funding Required for the Project - total 13.3 years			\$2,877,431		\$3,147,031

**Town of Aurora
DC revenue forecast for Fire DC
February 2017 - Planning and Finance Divisions**

**FS17-007
Attachment #2**

<u>Project Funding Requirement from Future DC's</u>	
Town Share of Construction Project	\$3,606,600
Town Share of Equipment/Apparatus Costs	<u>300,000</u>
Total Town Share of Project	3,906,600 All Fire DC funding
Current Fire DC balance	<u>505,700</u>
Project funding requirement from future DC's	\$3,400,900

<u>Development Activity and DC Revenue Forecast</u>				
	number of units	Estimated avg. Fire DC rates per unit	Estimated Fire DC Collections	Total for Horizon
Planning Horizon: 2017-2021				
singles	1,350	\$633	\$854,550	
towns	200	\$490	98,000	
large apts	650	\$344	223,600	
non-residential:				
(square feet)	1,300,000			
(square meters)	120,800	\$3.00	<u>362,400</u>	\$1,538,550
Planning Horizon: 2022-2026				
singles	600	\$693	\$415,800	
towns	200	\$537	107,400	
large apts	550	\$377	207,350	
non-residential:				
(square feet)	1,500,000			
(square meters)	140,000	\$3.29	<u>460,600</u>	<u>1,191,150</u>
				2,729,700
Funding requirement beyond Ten Year horizon - expected 2.8 more years				<u>671,200</u>
Total Future Funding Required for the Project		Total 12.8 years to recover		\$3,400,900



**Town of Aurora
General Committee Report**

Attachment #3

No. FS17-001

Subject: Fire Station 4-5 Project Funding – Aurora Share

Prepared by: Dan Elliott, Director Financial Services

Department: Financial Services

Date: February 7, 2017

Recommendation

1. That Report No. FS17-001 be received; and
2. That the design phase and construction phase of the Fire Station 4-5 capital project #21006 be funded as set out in Report No. FS17-001; and
3. That a budget of \$520,000 be approved and funded for the location and design phases of the project as set out in Report No. FS17-001.

Executive Summary

Joint Council Committee (JCC) overseeing Central York Fire Services is recommending to Council the approval to proceed with the detailed design of a new Fire Services administrative headquarters, firehall, and training centre (collectively (Fire Station 4-5).

- JCC has received and approved concept block plan and is proceeding to detailed design phase.
- JCC is anticipating a 2019 opening for the new station
- Project will be jointly funded in proportion with Town of Newmarket
 - Aurora's share is 40.4%
- As the site is located in Aurora, Aurora is the lead party responsible for the design and construction of the facility.
- This report supplements the project outline report recently presented to JCC, outlining the financing sources for the project for Aurora.

Background

In a recently updated Fire Master Plan, jointly approved by the Councils of Aurora and Newmarket, construction of a new facility which would house the Central York Fire Services (CYFS) administration, training division, and an operations fire hall was recommended. A site was secured, in joint, pro-rata ownership earlier in 2016, located in Aurora at the northwest corner of Earl Stewart Drive and Isaacson Crescent at a total cost of \$3,656,031.

Analysis

JCC has received information regarding a concept block design of the site and preliminary construction project estimate.

An architect was previously secured for a block plan design of the site, and the development of a preliminary project budget estimate. The project estimate is \$11,000,000 as detailed to JCC at its November 29, 2016 meeting in report CYFS-2016-02.

The project funding will be shared with Newmarket

In the same manner as the purchase of the lands, the design and construction of this project is recommended to be funded pro-rata between the two municipalities. Both municipalities will contribute based on the allocation formula percentage established for the year in which it's budgeted which when blended result in a rate of 59.6% Newmarket; 40.4% Aurora. Each municipality is responsible for identifying and approving funding sources for their respective share of the project.

The new facility was anticipated in past and current development charge programs, and will continue into future studies.

It is normal that construction of fire halls be covered substantially by Development Charges; however, an element of replacement funding is required as the existing training facility located in Newmarket is being replaced within this project. This replacement component is to be funded from the CYFS Asset Replacement Reserve Fund, which over the years has been developed with joint funding from the two municipalities.

Due to timing, not all DC's for this fire project are currently on hand. Internal or external debt will be required until future collections of Fire DC's are made.

The project budget can be grouped as follows:

Location Phase: Previously approved concept plan and budget estimate development	\$25,000
Design Phase: Detailed Design Contract currently recommended	495,000
Construction and Project Management Phase	<u>10,480,000</u>
Total Budget	\$11,000,000

Funding requirements for the Aurora driven project is as follows:

Funding Source	Amount	Percentage of Total
Replacement component funded by CYFS replacement reserve fund (ARF)	2,072,800	18.84%
Aurora Share funded by Fire DC (40.4%)	3,606,600	32.79%
Newmarket Share (funding determined by Newmarket)	<u>5,320,600</u>	<u>48.37%</u>
Total Budget	\$11,000,000	100.00%

Current phases of the project require funding allocation.

JCC previously approved \$25,000 for location consulting and concept plan and project budget development. At its most recent meeting, JCC approved a further \$495,000 funding for detailed architectural design work. No funding sources or allocation was identified in these reports. Using the allocation percentages above, funding sources for this combined \$520,000 is identified as follows:

Funding source	% of total Project Funding	Amount
CYFS Asset Replacement Reserve Fund	18.84%	98,000
Aurora Fire DC	32.79%	170,500
Recovery from Newmarket	48.37%	251,500
	100.00%	\$520,000

Advisory Committee Review

The Joint Council Committee overseeing Central York Fire Services has reviewed and recommended for approval proceeding to detailed design of the new fire administration, training and suppression facility. How the two municipalities fund their respective shares is not the domain of the JCC. This report has been reviewed by the Fire Chief, and the Treasurer for Newmarket.

Financial Implications

Aurora's share to be financed with Development Charges

Aurora's share of the funding as noted above is \$3,606,600, to be funded from Development Charges – Fire Services component. In addition to the construction, the Fire Services DC will also be required to fund Aurora's share of the new fire apparatus and bunker gear for the new crew to be located at this hall for a combined estimate of an additional \$300,000. Total requirement for Fire DC for this facility for Aurora is \$3,906,600.

Development Charges on hand insufficient for project

Following the purchase of the land, the Town's fire DC balance is \$505,700 as at October 31, 2016. If all funding was required for this project immediately, the DC reserve would be overdrawn in the amount of \$3,400,900. Fire DC's amount to \$590 per single/semi residential unit today, and accordingly, amounts to approximately 6,000 units. Accordingly it will take more than ten years of future development to fully pay for this new facility.

This long term funding approach is consistent with the requirements of the Development Charges Act; our DC background study shows significant benefits of this new facility are expected to accrue to future construction beyond the current planning horizon.

Shortfall to be financed internally

Fire DC's are typically expended in infrequent bursts for the construction of new fire halls such as the one at hand. Fire DC's have been collected in the past towards this project and were substantially used to purchase the lands. Given the relatively small amount of funding required for Aurora's share, and the transaction costs of debt financing, it is recommended that external debt not be used, but rather internal financing be implemented, similar to that used for the overbuild of the library building. Debt repayments, including interest costs would be fully funded from future development

February 7, 2017

Page 5 of 6

Report No. FS17-001

charge collections over time. There would be no impact to the tax rate budget from this financing approach.

Newmarket will fund their proportionate share of the project on an as required basis to meet the needed cash flow of the project.

This report is intended to approve the funding model for the whole of the project

While the JCC has not yet formally approved the construction of the project, they have directed detailed design to begin based on a preliminary design/build estimate of \$11,000,000. At this time, through the minutes of the JCC, Council of Aurora will approve the funding required for the detailed design phase. By adopting this report, Council is approving the funding approach for the allocation of funds to be used for the whole of the project, including the detailed design phase. The funding commitment for the construction phase is yet to be approved by JCC or either council of Newmarket or Aurora.

Communications Considerations

None, a Council Highlight will reference the approval to proceed with detailed design of the facility and its location.

Link to Strategic Plan

Outlining the detailed funding model for Aurora's share of the new jointly owned Fire Headquarters contributes to improved transparency and accountability, and demonstrates progressive corporate management and excellence through the financial planning and foresight which is active at Aurora.

Alternative(s) to the Recommendation

JCC has approved and is recommending that Aurora and Newmarket move forward with the detailed design and ultimately the construction of a new fire station, complete with spaces for administration, training division, indoor and outdoor training areas and space, as well as a fully operational fire station.

1. Council may approve only the design phase funding rather than full project funding in principle, thereby requiring another separate funding report for Aurora's share of the construction phase of the project.
2. Other

February 7, 2017

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Report No. FS17-001

Conclusions

Proceeding with the detailed design of the new fire headquarters and training facility located in Aurora will be a major step towards meeting the recommendations set out in the recently approved Fire Master Plan Update. The funding will be shared proportionately between Newmarket and Aurora. This report has outlined how the project, and in particular Aurora's share will be funded and financed.

Attachments

None


Previous Reports

CYFS Report 2016-02 regarding Fire Station 4-5 Project Plan to Joint Council Committee meeting held November 29, 2016

Pre-submission Review

Agenda Management Team review on January 19, 2017

Departmental Approval



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

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



Town of Aurora

General Committee Report No. PRCS17-007

Subject: Amendments to the 2017 Fees and Charges By-law

Prepared by: Lisa Warth, Manager of Recreation Services

Department: Parks, Recreation and Cultural Services

Date: March 21, 2017

Recommendation

- 1. That Report No. PRCS17-007 be received; and**
- 2. That a By-law be enacted to amend Schedule “D” of the 2017 Fees & Charges By-law.**

Executive Summary

This report outlines changes to the 2017 Fees and Charges By-law, specifically Schedule D – Parks, Recreation & Cultural Services. These fees allow for more flexibility in offering programs, services and memberships the community while ensuring fiscal responsibility.

Background

At its November 8, 2016 meeting, Council enacted By-law 5900-16, approving changes in fees and charges.

Analysis

During a review of the Fees and Charges By-law, the need for some revisions was identified.

The Parks, Recreation and Culture section (Schedule D) requires an update to various sections:

Section 1 – Administration Fees

d) Aurora Seniors Centre Membership Fee – This fee is not charged by the Corporation of the Town of Aurora and should be removed from the Bylaw. This fee is charged by the Aurora Seniors Association.

Section 2 – Registered Seasonal Programs

c) Youth Activities – Increase the range of this category from \$3.35 - \$31.15 per class to **\$3.35 - \$40.00 per class** to accommodate new specialty programs with higher price points.

Section 10 – Memberships

The addition of an Equipment & Weights membership at the following fees:

Category	1 month renewal	1 month renewal	3 month	3 month	6 month	6 month	12 month	12 month
	Resident	Non-Res	Resident	Non-Res	Resident	Non-Res	Resident	Non-Res
Adult	\$55.85	\$69.80	\$132.10	\$165.10	\$219.80	\$274.75	\$363.10	\$453.90
Older adult, youth, student, additional family member, spouse	\$44.90	\$56.10	\$105.85	\$132.30	\$175.45	\$219.90	\$290.70	\$363.40

j) Youth Summer Gymnasium Fee – offer a one month (July OR August) membership for use of drop in programs in the gymnasium at the Aurora Family Leisure Complex for **\$23.00**.

Section 15 – Complex Rental Fees

Lifeguard Fee of **\$18.25 per hour** needs to be added as pool rentals sometimes require additional lifeguards.

Advisory Committee Review

None required

March 21, 2017

Page 3 of 3

Report No. PRCS17-007

Financial Implications

No significant implications are expected. A minimal amount of additional revenue may be realized.

Communications Considerations

Parks, Recreation and Cultural Services staff and Corporate Communications staff will work together to ensure the proposed fee changes are posted in accordance with the Town's Notice Provision Policy.

Staff will communicate approved changes in the Fall 2017 Program Guide.

Link to Strategic Plan

Reviewing and updating the Town's fees and charges supports the Strategic Plan guiding principle of Leadership in corporate management by showing transparency and accountability to the community.

Attachments

None

Previous Reports

FS16-030 – October 4, 2016 – 2017 Fees and Charges Update.

Pre-submission Review

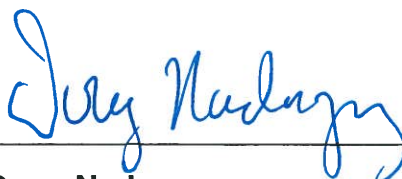
Agenda Management Meeting review on February 23, 2017.

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. PRCS17-006

Subject: Tax Exempt Status for Sports Dome and Tennis Dome

Prepared by: Allan D. Downey, Director, Parks, Recreation and Cultural Services

Department: Parks, Recreation and Cultural Services

Date: March 21, 2017

Recommendation

- 1. That Report No. PRCS17-006 be received; and**
- 2. That the Marilyn Redvers Tennis Centre be declared a Municipal Capital Facility for the purposes of the municipality and for public use; and**
- 3. That a by-law be enacted authorizing the Mayor and Town Clerk to enter into a Municipal Capital Facility Agreement with the operators of the Marilyn Redvers Tennis Centre; and**
- 4. That, once the Municipal Capital Facility Agreement is entered into, a by-law be enacted to exempt the portion of the lands upon which the Marilyn Redvers Tennis Centre is located from all of the taxes for municipal and school purposes; and**
- 5. That the Aurora Sports Dome be declared a Municipal Capital Facility for the purposes of the municipality and for public use; and**
- 6. That by-law be enacted authorizing the Mayor and Clerk to enter into a Municipal Capital Facility Agreement with the operators of the Aurora Sports Dome; and**
- 7. That, once the Municipal Capital Facility Agreement is entered into, a by-law be enacted to exempt the portion of the lands upon which the Aurora Sports Dome is located from all of the taxes for municipal and school purposes; and**
- 8. That the Mayor and Town Clerk be authorized to execute any necessary agreements, including any and all documents and ancillary agreements required to give effect to same.**

Executive Summary

- Applying for tax exemption under the provisions of the *Municipal Act, 2001* (the “Act”) for the Marilyn Redvers Tennis Centre and the Aurora Sports Dome.
- Tax exemption will eliminate payment of Municipal, Regional and Educational Taxes.
- Tax exemption on the Aurora Sports Dome will create a reduction in the Operating Budget of the Town.
- Tax exemption on the Marilyn Redvers Tennis Centre will eliminate the requirement to pay municipal taxes by the operator.

Background

The Town entered into a lease agreement with Marilyn Redvers Tennis Centre Inc. regarding the installation and operation of the Marilyn Redvers Tennis Centre (the “Tennis Bubble”) on April 26, 2016. The facility is located on a portion of land within the Stewart Burnett Park, located north and adjacent to the Stronach Aurora Recreation Complex at 1400 Wellington Street East. The operators of the Tennis Bubble have agreed to pay all taxes as a condition of the lease Agreement with the Town. They have now submitted a request for a tax exemption for the facility as the facility may qualify as a municipal capital facility under the Act.

The Aurora Sports Dome (the “Sports Dome”) is a soccer facility located on Legion Field, a portion of lands within the Lambert Wilson Park, and is being operated by 1651883 Ontario Inc., which entity is managed by the same group as the Tennis Bubble. The Sports Dome is subject to an agreement that was entered into in 2005 and is currently subject to regional and school board taxes, which have been covered by the Town.

Analysis

Section 110 of the *Municipal Act, 2001* permits tax exemptions

Section 110 of the the Act allows municipalities to declare facilities as Municipal Capital Facilities and to exempt the land or a portion of the lands upon which they are situated from taxes levied for municipal and school purposes, provided that certain requirements are met under the Act and Ontario Regulation 603/06. One of those requirements is that the subject facility be declared “for the purpose of the municipality and for public use”. Once this declaration is approved through a Council resolution, a Municipal Capital

Facility Agreement may be entered into with respect to the subject facility and a by-law exempting the land from the taxation may be passed.

Ontario Regulation 603/06 sets out classes of facilities that may be exempted under section 110 of the Act and the associated requirements under such classes. In the case of the Tennis Bubble and the Soccer Dome, both the facilities may be classified under two categories:

- Category 14 - Municipal community centre
 - The facilities are primarily used for local community activities.
- Category 16 - Municipal facilities used for cultural, recreational or tourist purposes
 - The facilities are used for recreational purposes.
 - Pursuant to the agreements for both the facilities, upon expiry of the lease agreements with the operators, the facility is either owned or will revert to the Town along with the land on which it is situated.

Tax Exempt Status applies to Municipal, Regional and Educational taxes

The provisions of the Act allow for an exemption from all taxes including Municipal, Regional and Educational. Presently, the Town pays the Regional and Educational portion.

Agreement should apply to both the Tennis Dome and the Sports Dome

In addition to the request made by Terry Redvers with respect to the Tennis Dome, staff are recommending that consideration of tax exempt status be extended to both facilities operated by the Redvers group. The Town has been paying taxes on the Sports Dome since its opening, with the funds being carried in the Parks, Recreation and Cultural Services Operating Budget for that purpose.

Advisory Committee Review

No review.

Financial Implications

The tax exempt status for the Sports Dome would reduce the Operating Budget by \$50,992 per year.

Communications Considerations

No communication considerations at this time.

Link to Strategic Plan

The tax exempt status for the Sports Dome and the Tennis Dome 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:

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

Alternative(s) to the Recommendation

1. Option 1: Council may choose not to explore tax exempt status.
2. Option 2: Council may choose to only explore tax exempt status for the Sports Dome.

Conclusions

Staff have explored the tax exemption process and find it beneficial to both the Town and its private partner to facilitate a tax exemption status for both the Sports Dome and the Tennis Bubble. Both facilities are operated under agreement with the Town, provide recreational opportunities to the residents of Aurora and may qualify for a tax exemption under the Act.

Attachments

Attachment 1 – Correspondence received from Terry Redvers dated September 20, 2016

Previous Reports

None.

March 21, 2017

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Report No. PRCS17-006

Pre-submission Review


Agenda Management Meeting review on February 23, 2017.

Departmental Approval

Approved for Agenda



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



Doug Nadorozny
Chief Administrative Officer



TENNIS CLUBS OF CANADA
SOMETHING FOR EVERYONE

Attachment 1

114 Blackmore Avenue
Richmond Hill, Ontario L4B 2B1
Tel: 905 886-4030 Fax: 905 886-7294
Website: www.tennisclubs.ca

September 20, 2016

Mr. Allan D. Downey
Parks and Recreations Services
100 John West Way
Box 1000, Aurora, ON L4G 6J1

Dear Mr. Downey:

For property taxes, we are requesting that The Town of Aurora exempts the tennis facility as a "municipal capital facility" pursuant to the Municipal Act. This request is based on the understanding that The Town is receiving a benefit for the community.

The City of Markham is currently working on a potential exemption by-law for a dome (Mount Joy) to exempt the facility as a "municipal capital facility" pursuant to the Municipal Act as The City is receiving a benefit for the community.

We hope that the precedent in motion in the City of Markham can be applied to our arrangement with the Town of Aurora.

Thank you in advance for your consideration in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Terry Redvers".

Terry Redvers
Owner
Marilyn Redvers Tennis Centre



Town of Aurora

General Committee Report

No. IES17-010

Subject: Award of Tender 2017-06-IES – For the Reconstruction of Algonquin Crescent and Haida Drive from Algonquin Crescent to Aurora Heights Drive

Prepared by: Glen McArthur, Municipal Engineer

Department: Infrastructure and Environmental Services

Date: March 21, 2017

Recommendation

- 1. That Report No. IES17-010 be received; and**
- 2. That Tender 2017-06-IES – For the reconstruction of Algonquin Crescent and Haida Drive from Algonquin Crescent to Aurora Heights Drive be awarded to Mar-King Construction Company Limited in the amount of \$1,456,100.51, 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

To receive Council's authorization to award Tender 2017-06-IES to Mar-King Construction Company Limited.

Background

The reconstruction of Algonquin Crescent and Haida Drive from Algonquin Crescent to Aurora Heights Drive is included in the Town of Aurora 10-Year Capital Reconstruction program. The design was completed in 2016.

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

March 21, 2017

Page 2 of 5

Report No. IES17-010

The capital funding for this project has been approved by Council for delivery in 2017 in the amount of \$1,671,600 and this report provides the details of the tendering results and recommendation to proceed to construction.

Analysis

Tender Opening

A total of 28 companies picked up the tender documents and on February 16, 2017 the Tender Opening Committee received 11 compliant bids. The lowest compliant bidder for this tender was Mar-King Construction Company Limited as summarized in Table 1.

Table 1

	FIRM NAME	TOTAL BID (excluding taxes)
1	MAR-KING CONSTRUCTION COMPANY LIMITED	\$1,456,101
2	DIRECT UNDERGROUND INC.	\$1,539,789
3	ROBERT B. SOMERVILLE CO. LIMITED	\$1,619,923*
4	IL DUCA CONTRACTING INC.	\$1,748,571
5	MORETTI EXCAVATING LIMITED	\$1,769,868
6	PENNORTH GROUP LIMITED	\$1,814,284*
7	WYNDALE PAVING CO. LTD.	\$1,847,099
8	BEV-CON CONSTRUCTION + PAVING LTD.	\$1,963,837*
9	DIG-CON INTERNATIONAL LTD.	\$2,051,656 *
10	SKYVIEW GENERAL CONTRACTING LTD.	\$2,263,062*
11	RA CRETE-SCAPE LTD.	\$2,722,957*

* Corrected total due to math error(s) in Tender

Verification of the tenders was undertaken by Town staff. Mar-King Construction Company Limited has successfully completed similar projects in the Town of Whitchurch-Stouffville, Bradford West Gwillimbury and Richmond Hill.

March 21, 2017

Page 3 of 5

Report No. IES17-010

Project Schedule

The Contract is expected to commence in May 2017.

Advisory Committee Review

Not applicable.

Financial Implications

Table 2 is a financial summary for Capital Project No. 31108 as based on the tender submitted by Mar-King Construction Company Limited

Table 2

Approved Budget	
Capital Project 31108	\$1,671,600
Total Approved Budget	\$1,671,600
Less previous commitments	\$0
Funding available for subject Contract	\$1,671,600
Contract Award excluding HST	\$1,456,104
Non-refundable taxes (1.76%)	\$25,627
Geotechnical Inspection (Under Separate P.O.)	\$10,000
Arborist Inspection (Under Separate P.O.)	\$5,000
Sub-Total	\$1,496,728
Contingency amount (10%)	\$149,673
Total Funding Required	\$1,646,401
Favorable Budget Variance	\$25,199

March 21, 2017

Page 4 of 5

Report No. IES17-010

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** by Investing in Sustainable Infrastructure. This ensures road safety is provided to meet the needs and expectations of our community.

Alternative(s) to the Recommendation

1. Council may choose to not award this project. The Tender evaluation process meets all requirements of the Procurement By-law and awarding this contract is the next step in fulfilling the requirements of the tendering process. If Council chooses to not award this contract, these roads will not be urbanized with new curbs and a sidewalk, improving pedestrian safety, and there will also be continued costs to maintain the existing aging watermain.

Conclusions

The tender review has complied with the Procurement By-law requirements and it is recommended that Tender 2017-06-IES for the reconstruction of Algonquin Crescent and Haida Drive from Algonquin Crescent to Aurora Heights Drive be awarded to Mar-King Construction Company Limited in the amount of \$1,456,100.51, excluding taxes.

Attachments

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

Previous Reports

None

Pre-submission Review

Agenda Management Meeting review on February 23, 2017

March 21, 2017

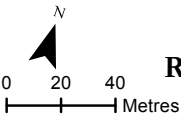
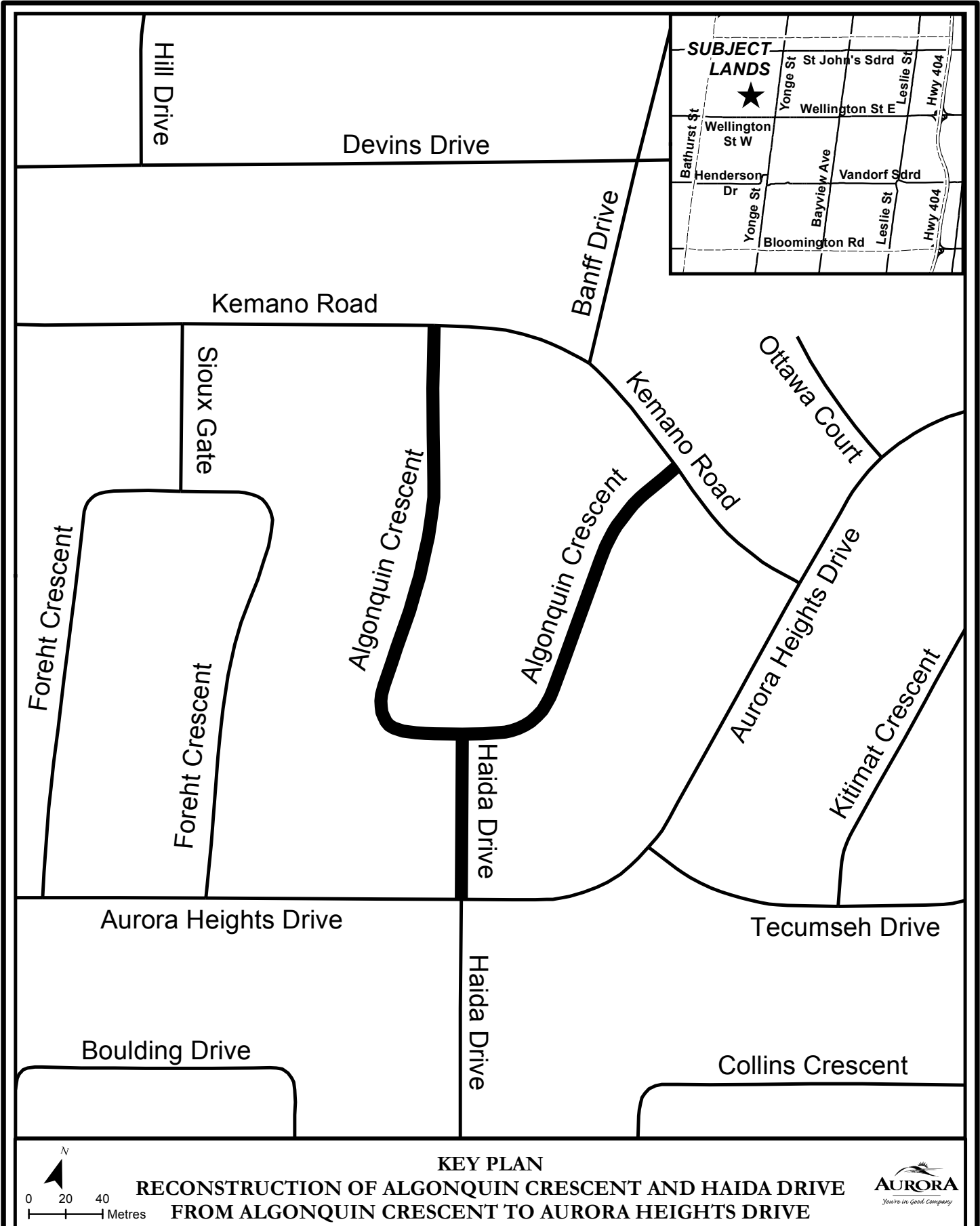
Page 5 of 5

Report No. IES17-010

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



KEY PLAN
RECONSTRUCTION OF ALGONQUIN CRESCENT AND HAIDA DRIVE
FROM ALGONQUIN CRESCENT TO AURORA HEIGHTS DRIVE



Appendix A

Map created by the Town of Aurora Infrastructure & Environmental Services Department, March 13th, 2015.
Base data provided by York Region and Aurora - GIS. This is not a legal survey.



Town of Aurora

General Committee Report

No. IES17-011

Subject: Replacement of Shell and Tube Brine Chillers in the McAlpine Ford and McAlpine Lincoln Arenas at the Aurora Community Centre

Prepared by: Charlene Waters, Supervisor, Facilities

Department: Infrastructure and Environmental Services

Date: March 21, 2017

Recommendation

1. That Report No. IES17-011 be received; and
2. That a single source contract for the replacement of the shell and tube brine chillers in both McAlpine Ford and McAlpine Lincoln arenas at the Aurora Community Centre (ACC) be awarded to CIMCO Refrigeration in the amount of \$367,480, excluding taxes.

Executive Summary

This report seeks council approval to issue one (1) single source contract for the removal and replacement of the existing shell and tube brine chillers (“chillers”) in both arenas at the Aurora Community Centre (ACC) including brine pumps with more energy efficient models; upgrade current ice plant motor controls center panel; and replace the reciprocating ammonia compressor installed 40 years ago with a more efficient model.

- This will result in reduced energy consumption associated through the shell and tube chillers, pumps and compressor and increase the safety of the facility with the replacement of the electrical panel
- CIMCO Refrigeration will facilitate the project management of the installation process, and provide proper disposal and project commissioning
- The total approved funding is \$400,000 excluding taxes with grant funding from the Canada 150 Grant II program

March 21, 2017

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Report No. IES17-011

Background

This project would assist the Town in addressing the following problems:

- Help manage the escalating energy costs due to rising prices and non-energy efficient equipment
- Reduce ongoing maintenance and repair costs of the facility due to its age
- Maintain ability to provide programs for the citizens of Aurora utilizing the ice arenas

Analysis

Industry standards indicate that the lifespan of a chiller typically does not exceed 20 years

The present chillers have surpassed this life expectancy as they are already approximately 23 years old. Should there be a catastrophic loss of one (1) or both of these chillers, the Town would not be able to provide ice for the Town programs for an extended period of time. An example of a catastrophic loss would be if one of the tubes inside the chillers (there are approximately 100 per unit) was to have a leak. The brine and the ammonia would cross contaminate resulting in the failure of the chillers. Given the present configuration of the chillers, it is not possible to isolate one (1) chiller; therefore both chillers would be nonoperational. The Town would not be able to maintain ice and would incur substantial costs to clean up and dispose of the contaminated brine and ammonia, and the chiller would need to be replaced.

The present configuration of the two (2) chillers (one (1) serving the McAlpine Ford arena and one (1) serving the McAlpine Lincoln arena) does not readily permit the replacement of a single chiller; both chillers would have to be shut down to allow repairs or replacement. The new units would be much smaller than the present units and the reconfiguration of the chiller room would provide additional working space.

An unexpected failure would cause unplanned loss of revenue as a result of the inability to provide ice surfaces for the various programs.

The proposed timeline for this work is as follows:

- Supply and installation of the new electrical panel supplying the ice plant will take approximately one (1) week and will be completed in conjunction with the removal and disposal of the present chillers

- Also included is the removal, disposal and replacement of a 40-year old reciprocating ammonia compressor
- CIMCO Refrigeration is the vendor for all of the Town's ammonia ice plants and staff recommend that this vendor continue to service the Town as this is a specialized field of expertise
- CIMCO Refrigeration was advised of and understand the urgency of the deadline of August 3, 2017 in order to mitigate any potential program issues by removing the ice from both arenas and they will ensure startup of the full ice plant no later than August 4, 2017
- In order to qualify for the Canada 150 Grant II, all work must be completed no later than March 31, 2018. The program schedule presently allows for the ice in one (1) arena to be removed and the floor will have a full schedule of activities

Advisory Committee Review

Not applicable.

Financial Implications

The Town has a capital project for these improvements and upgrades to the Aurora Community Centre; ACC Capital project No. 72277 for \$400,000. This project is part of the Canada 150 Grant II submission.

Capital Project No. 72277: ACC Improvements – Canada 150 Intake II		
Event/Item	Original Budget Request Amount	Revised Budget Proposed
Ice plant motor controls centre panel	\$100,000	\$61,500
Replace shell and tube brine chillers in both arenas	200,000	277,000
Replace ammonia compressor	100,000	28,980
Total Expenditures	\$400,000	\$367,480
Revenue Sources		
Building R & R Reserve	269,900	244,987
Federal Grant	130,100	122,493
Net Budget Funding Request	\$400,000	\$367,480

Communications Considerations

Corporate Communications will include this project in a media release outlining Canada 150 Grant funded projects.

Link to Strategic Plan

Maintaining the Town's facilities supports the Strategic Plan goal of **Investing in Sustainable Infrastructure** by maintaining infrastructure to support forecasted population growth through technology, waste management, roads, emergency services and accessibility.

Alternative(s) to the Recommendation

Council may choose to not authorize this upgrade and replacement. The arenas would continue to operate with the current equipment, and the replacement and upgrades would be submitted for consideration in the 2018 capital budget.

Should a catastrophic loss of any kind occur with either of the present chillers, the Town would be faced with an unplanned shut-down of the facility resulting in potential loss of revenue for several months.

Conclusions

Staff recommend proceeding with this project, and that the contract be awarded to CIMCO Refrigeration in the amount of \$367,480, excluding taxes.

The benefits are: reduced energy costs, reduced maintenance cost, and receipt of rebates from "Save on Energy" and the Canada 150 Grant II. CIMCO Refrigeration will provide complete project management of the installation process including project commissioning.

Attachments

None.

March 21, 2017

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Report No. IES17-011

Previous Reports

None.

Pre-submission Review

Agenda Management Meeting review on February 23, 2017

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



**Town of Aurora
General Committee Report**

No. IES17-013

Subject: LED Lighting for the SARC and ACC Facilities

Prepared by: Philip Galin, Acting Manager, Operations

Department: Infrastructure and Environmental Services

Date: March 21, 2017

Recommendation

- 1. That Report No. IES17-013 be received; and**
- 2. That a single source contract for LED lighting for the pool and the two (2) arenas in the Stronach Aurora Recreation Complex (SARC) building be awarded to Conrad Lighting Solutions in the amount of \$281,306 excluding taxes; and**
- 3. That a single source Contract for LED lighting for the two (2) arenas in the Aurora Community Centre (ACC) building be awarded to Conrad Lighting Solutions in the amount of \$157,892 excluding taxes.**

Executive Summary

This report seeks council approval to issue two (2) single source contracts for the removal and replacement of the existing lighting in the Town's four (4) ice pads and the Stronach Aurora Recreation Complex (SARC) pool. The contractor was preselected through Local Authority Services (LAS).

- This RFP provides for the supply and installation of new LED lighting systems that will increase lighting levels and decrease costs
- The total approved funding is \$439,198, excluding taxes, with grant funding from the Canada 150 Grant program
- The lighting has a five (5) to three (3) year pay back in energy efficiency prior to any of the Canada 150 Grant funding of 33 percent
- This will reduce staffing and electrical service costs
- LAS and the contractors have provided an assessment of the Town's lighting systems and requirements

March 21, 2017

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Report No. IES17-013

- LAS and the contractor have developed a solution that optimizes energy efficiency, minimizes the cost, and satisfies all safety and liability concerns according to recognized standards
- LAS will complete all incentive applications, facilitate the project management of the installation process, and provide proper disposal and project commissioning

Background

The two (2) contracts are turnkey solutions through the LAS program and Conrad Lighting Solutions.

The Town is relying on the competitive process and selection criteria defined by LAS through the Association of Municipalities of Ontario (AMO). In their process, Conrad Lighting Solutions was the preferred partnership to implement LED conversions.

A competitive process has been followed and Conrad Lighting Solutions is the preferred vendor recommended by LAS. This simplifies the tendering and evaluation process for the Town while still benefiting from a competitive process. Energy savings are guaranteed through the service contract.

The LAS Recreation Facility LED Lighting Program provides the Town of Aurora with high quality products and services that will achieve optimal energy and maintenance cost savings, and lower greenhouse gas emissions while prioritizing all public safety and liability concerns. LAS recognized that there are different lighting requirements, risk tolerance levels and offers the expert and financial capacity to implement the proposed LED upgrades. Therefore LAS turnkey service program is designed to provide the solutions that meet all the needs and requirements of the Municipal Sector.

LAS undertook a competitive RFP process to identify the best value for the highest quality and range of products along with the expert services required to implement the LED high bay lighting upgrades specific to the unique project demands within the Town's recreation facilities.

As a result, the LAS Recreation Facility LED Lighting Program offers an alternative collective solution to engaging in an individual RFP process.

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Report No. IES17-013

Analysis

In January 2015, LAS put out two (2) RFPs: one (1) for product and another for service provision

LAS was careful to ensure that the RFP met and surpassed municipal procurement standards supporting a transparent and competitive search for suppliers and service providers offering quality products and services at an affordable price. Both RFP documents and subsequent submissions were reviewed by an Evaluation Committee comprised of 10 experts from across Ontario. Independent third party (Welch LLP) analysis was conducted on the financial background of the proponents, and the entire RFP process was overseen by Kim Dooling of KDE Procurement Advisors.

RFP results for Fixture Supply

The RFP was posted on Merx and the LAS website from January 16, 2015 to February 20, 2015. Five (5) submissions were received. The committee evaluated those submissions meeting mandatory requirements in two (2) distinct phases.

After a careful and thorough analysis of the submissions, the evaluation committee decided to award the supply contract to the proponent with the highest score and best overall value. LAS is pleased to partner with Acuity Brands Lighting Canada for the provision of lighting products related to the LAS Recreation Facility LED Lighting Service.

RFP Results for Service Provider

The RFP was posted on Merx and the LAS website from January 16, 2015 to February 20, 2015. As a result of the RFP process, 12 firms requested full documents. Two (2) firms fulfilled mandatory submission requirements. The committee evaluated those submissions meeting mandatory requirements.

The evaluation committee conducted a careful and thorough analysis of the submissions. LAS is pleased to partner with Conrad Lighting Solutions Inc. to design and manage the LAS Recreation Facility LED Lighting projects from commencement to full completion.

Advisory Committee Review

Not applicable.

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Report No. IES17-013

Financial Implications

The Town has two (2) capital projects for the LED conversions; the SARC Capital Project No. 72221 for \$425,000 and the ACC Capital Project No. 72175 for \$425,000. Both are part of the Canada 150 Grant submission and include other pending projects.

Capital Project No. 72221 - Improvements to the SARC		
Event/Item	Original Budget Request	Revised Budget Proposed
Pool liner	\$ 250,000	\$ 92,000
LED lighting	125,000	281,306
Domestic water boilers	50,000	50,000
Total Expenditures	\$ 425,000	\$ 423,306
Revenue Sources		
Building R & R Reserve	284,700	284,700
Federal Grant	140,300	140,300
Net Budget Funding Request	\$ 425,000	\$ 425,000

Capital Project No. 72175 – Improvements to the ACC		
Event/Item	Original Budget Request	Revised Budget Proposed
New condensers	\$ 250,000	\$ 136,013
Hot water boilers	100,000	125,000
LED lighting	55,000	157,892
Exterior painting	20,000	10,000
Total Expenditures	\$ 425,000	\$ 428,905
Revenue Sources		
Building R & R Reserve	284,700	284,700
Federal Grant	140,300	140,300
Net Budget Funding Request	\$ 425,000	\$ 425,000
Forecasted Variance		\$ 3,905

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Report No. IES17-013

The forecasted variance for Capital Project No. 72175 will be reported through the closed capital report if the funding is required.

Communications Considerations

Corporate Communications will include this project in a media release outlining Canada 150 Grant funded projects.

Link to Strategic Plan

Maintaining the Town's facilities supports the Strategic Plan goal of **Investing in Sustainable Infrastructure** by maintaining infrastructure to support forecasted population growth through technology, waste management, roads, emergency services and accessibility.

Alternative(s) to the Recommendation

1. Council may choose to not authorize this purchase and the facilities will continue to operate with the existing lights.
2. The Town may independently do an LED RFP in the future.

Conclusions

Staff recommend proceeding with these projects. The benefits are: short payback, increased light levels, reduced maintenance cost, improved customer experience, receipt of rebates from "Save on Energy" and the Canada 150 Grant. LAS and Conrad Lighting Solutions will provide complete project management of the installation process including project commissioning.

In consultation with the Recreation department all LED lighting installations can be completed during the scheduled preventative maintenance periods and the contractor has stated they can work around facility scheduling, with minimal impact to operations.

It is recommended that the Town proceeds with these projects for a total value of \$439,198, excluding taxes and rebates, and that they be awarded to Conrad Lighting Solutions.

March 21, 2017

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Report No. IES17-013

Attachments

None.

Previous Reports

None.

Pre-submission Review

Agenda Management Meeting review on February 23, 2017

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



**Town of Aurora
General Committee Report No. PBS17-018**

**Subject: Applications for Zoning By-law Amendment and Site Plan
Marie Debono
24 Larmont Street
Part of Lot 12, South Side of Wellington Street, Registered Plan 68
File Numbers: ZBA-2016-10, SP-2016-07**

Prepared by: Marty Rokos, Planner

Department: Planning and Building Services

Date: March 21, 2017

Recommendations

- 1. That Report No. PBS17-018 be received; and**
- 2. That the Application to Amend the Zoning By-law File Number ZBA-2016-10 (Marie Debono), to rezone the subject lands from “Special Mixed Density Residential (R5) Zone” to “Special Mixed Density Residential (R5) Exception Zone” to allow a business and professional office be approved; and**
- 3. That Site Plan Application File Number SP-2016-07 (Marie Debono) to permit development of the subject lands for a business and professional office be approved; and**
- 4. That the implementing Zoning By-law Amendment be presented at a future Council meeting; and**
- 5. 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’s approval for the Applications for Site Plan and Zoning By-law Amendment at 24 Larmont Street. The owner proposes to rezone the subject lands from “Special Mixed Density Residential (R5) Zone” to “Special Mixed Density Residential (R5) Exception Zone” to allow a business and professional office in the existing building.

- The second Site Plan submission has been circulated for comment;
- No written or verbal public comments were received. One (1) person registered as an interested party;
- The proposed Zoning By-law Amendment is consistent with Provincial, Regional, and the Town's Official Plan policies;
- All departments and agencies have provided comment and support the planning applications provided technical comments are addressed; and
- 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 applications.

Background

Application History

The Application for the Zoning By-law Amendment was heard at the Public Planning Meeting on November 30, 2016. At that meeting, Council received the report and directed the Applications to proceed to a future General Committee meeting for consideration.

Council passed the following resolution:

“That Report No. PBS16-102 be received; and

That comments presented at the Public Planning meeting be addressed by Planning and Building Services in a comprehensive report outlining recommendations and options at a future General Committee meeting.”

Location / Land Use

The subject lands, municipally known as 24 Larmont Street, are located between Wellington Street East and Mosley Street (Figure 1). The property has a lot area of 472 m² and a frontage of 30.4 m on Larmont Street. The existing building is a 168.4 m² GFA two storey single detached dwelling.

The subject lands have the following characteristics:

- Existing single detached dwelling constructed in 1920;
- Existing driveway from Larmont Street;
- Property is wide and shallow with primary outdoor amenity space on the south side.

Surrounding Land Uses

The surrounding land uses are as follows:

North: Commercial

South: Residential

East: Larmont Street and residential

West: Residential

Policy Context

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.

York Region Official Plan (YROP)

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 “Stable Neighbourhoods” by the Town of Aurora Official Plan (Figure 2). The “Stable Neighbourhoods” designation is intended to ensure that the area is protected from incompatible forms of development and, at the same time, be permitted to evolve and be enhanced over time.

Permitted uses in the “Stable Neighbourhoods” designation include ground-related residential uses, existing multiple-unit buildings, secondary suites, communal housing, special needs housing, home occupations, bed and breakfast establishments, elementary schools, places of worship, child care facilities, local convenience/service retail, office uses, parks and recreation facilities, public uses, and utilities.

Zoning By-law 2213-78, as amended

The subject lands are currently zoned “Special Mixed Density Residential (R5) Zone” by the Town of Aurora Zoning By-law 2213-78, as amended (Figure 3). The R5 Zone permits one detached dwelling per lot, one semi-detached dwelling per lot, one duplex dwelling per lot, one triplex or double duplex dwelling per lot, one converted dwelling per lot, and a private home day care. An amendment to the By-law is required to allow an office use.

Reports and Studies

The owner submitted documents as part of a complete application to the proposed Zoning By-law Amendment Application as well as the Site Plan Application as identified in staff report PBS16-102. The second submission included a Parking Manoeuvring Demonstration Plan and a Tree Inventory.

Proposed Application

Proposed Zoning By-law Amendment

As shown in Figure 3, the Applicant proposes to amend the R5 Zone. The owner has submitted a draft Zoning By-law which is currently under review by staff. The proposed Zoning By-law amendment would add business and professional offices as a permitted use and amend provisions related to parking and screening from neighbouring properties. It would also recognize existing site conditions such as the front and rear yard setbacks and minimum distance separation for steps, which are currently established as legal non-complying. The following is a table to compare the difference between the current R5 zoning requirements with the proposed zoning requirements.

	Existing R5 Zone Requirements	Proposed R5-X Exception Zone Requirements
Permitted Uses	One detached dwelling per lot, one semi-detached dwelling per lot, one duplex dwelling per lot, one triplex or double duplex dwelling per lot, one converted dwelling per lot, and a private home day care	One detached dwelling per lot, one semi-detached dwelling per lot, one duplex dwelling per lot, one triplex or double duplex dwelling per lot, one converted dwelling per lot, a private home day care, and business and professional offices*
Lot Area (minimum)	460.0 m ²	460.0 m ²
Lot Frontage (minimum)	15.0 m	15.0 m

Front Yard (minimum)	6.0 m	2.2 m*
Rear Yard (minimum)	7.5 m	0.0 m*
Interior Side Yard (minimum)	1 storey: 1.2 m 2 storeys: 1.5 m	1 storey: 1.2 m 2 storeys: 1.5 m
Floor Area (minimum)	1 storey: 120.0 m ² 2 storeys: 130.0 m ²	1 storey: 120.0 m ² 2 storeys: 130.0 m ²
Lot Coverage (maximum)	35%	35%
Height (maximum)	10.0 m	10.0 m
Encroachments Into Yards	Steps: 4.5 m minimum distance separation from front lot line	Steps: 1.1 m minimum distance separation from front lot line*
Parking (minimum)	1 parking space	3.2 parking spaces per 90 m ² commercial floor area*
Parking Space Dimensions (minimum)	2.7 x 5.3 m	One parking space: 2.7 x 4.9 m* All other parking spaces: 2.7 x 5.3 m
Manoeuvring Space (minimum)	7.4 m	6.0 m*
Curbing	15 cm high curb required	No required curb*
Parking in Yards	Parking separated from street line by 1.5 m landscaped strip	Parking separated from street line by 1.5 m landscaped strip*
Buffer Strips (minimum)	3.0 m grass strip with a berm and minimum 1.5 m high trees/shrubs Or a 1.5 m grass strip with a minimum 1.5 m solid wood fence	West: Minimum 1.5 m high wood privacy fence above retaining wall for minimum 22.0 m from south property line* South: Minimum 0.5 m wide planting strip for minimum 11.0 m and minimum 1.5 m high wood privacy fence above retaining wall for minimum 3.0 m from west property line*

Note: The proposed bylaw exceptions are highlighted and labelled with an asterisk “*”.

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Report No. PBS17-018

Final zoning performance standards will be evaluated by Staff in detail prior to the implementing Zoning By-law Amendment being brought forward to Council for enactment.

Proposed Site Plan

As illustrated on Figure 4, the applicant is proposing to use the existing building for the proposed business and professional office use. The existing building has 257 m² GFA including the basement and 168 m² commercial floor area, which is used to calculate the parking requirement. Six (6) parking spaces are proposed south of the existing building including one (1) barrier free space and one (1) small vehicle space. Driveway access would be in the same general location as the existing driveway. A wood privacy fence is proposed atop a retaining wall along portions of the west and south property lines.

Analysis

Planning Considerations

Provincial Policy Statement (PPS)

It is Planning Staff's opinion that the proposed Zoning By-law Amendment application is consistent with the PPS.

The PPS encourages the development of strong communities through the promotion of efficient land use and development patterns. The proposed business and professional office use is in an existing building, which minimizes land consumption and uses the existing servicing infrastructure. The proposed development is located along a major transit route and near the Aurora GO Station which promotes alternative modes of transportation. The proposed amendment will encourage and provide opportunities for economic development and community investment. As a result, it is Planning Staff's opinion that the proposed Zoning By-law Amendment application is consistent with the PPS.

Places to Grow Plan for the Greater Golden Horseshoe

The proposed Zoning By-law Amendment application is consistent with the Places to Grow Growth Plan.

Places to Grow promotes and encourages new growth in built-up areas of a community through intensification. It also encourages heritage conservation as built-up areas are intensified. The application to amend the Zoning By-law is consistent with the Places to Grow Growth Plan by directing new growth to the built up area along a major transit corridor and conserving a listed heritage building. As such, it is Planning Staff's opinion that the proposed Zoning By-law Amendment application is consistent with the Places to Grow Growth Plan.

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Lake Simcoe Protection Plan (LSPP)

It is Planning Staff's opinion that the proposed Zoning By-law Amendment application conforms to the LSPP.

The subject lands are located within the Lake Simcoe watershed and are subject to the applicable policies of the Lake Simcoe Protection Plan. The Lake Simcoe Conservation Authority reviewed the proposed applications with no objections. As such, it is Planning Staff's opinion that the proposed Zoning By-law Amendment application will conform to the Lake Simcoe Protection Plan.

York Region Official Plan

It is Planning Staff's opinion that the proposed Zoning By-law Amendment application conforms to the YROP.

The lands are designated "Urban Area" in the YROP. It is York Region's opinion that the proposed Zoning By-law Amendment is in keeping with the policies of the YROP. York Region has no objection to the application.

Town of Aurora Official Plan

It is Planning Staff's opinion that the proposed Zoning By-law Amendment application and Site Plan development conform to the Official Plan.

As noted earlier, the subject lands are designated as "Stable Neighbourhoods" by the Town of Aurora Official Plan. The proposed business and professional office use falls within the range of permitted uses in the Official Plan.

Planning Staff are of the opinion that the proposed Zoning By-law Amendment and Site Plan development conform to the land use and development policies of the Official Plan and are compatible with the surrounding land uses.

Zoning By-law 2213-78, as amended

Planning staff have evaluated the Zoning By-law amendment and Site Plan development in the context of the Official Plan and municipal development standards. The proposed business and professional office use complies with the policies of the "Stable Neighbourhoods" designation in the Official Plan. The proposed parking rate of 3.2 spaces/90 m² commercial floor area (CFA) is slightly lower than the existing rate for offices of 3.3 spaces/90 m² CFA. While the subject property is within a "Stable Neighbourhoods" designation, it is adjacent to the "Downtown Shoulder" designation of the Aurora Promenade. The "Downtown Shoulder" designation requires a reduced parking rate of 2.0-3.0 spaces/100 m² GFA, which would result in a minimum of 6 parking spaces for the subject property. Infrastructure & Environmental Services staff have reviewed the application and have no objections to the proposed minimum parking rate.

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Report No. PBS17-018

The existing dwelling was constructed in 1920 and Building staff have confirmed that the existing front yard setback, rear yard setback and front step encroachment have legal non-complying status.

As a result, Planning staff are of the opinion that the proposed rezoning is appropriate and consistent with the development standards of the Town and compatible with adjacent and neighbouring development.

Cultural Heritage

The existing dwelling is listed on the Aurora Register of Properties of Cultural Heritage Value or Interest. It was designed in a bungalow/arts and crafts architectural style. The owner proposes to remove the balcony on the front façade, construct an accessibility ramp along the south wall of the dwelling, and expand the rear second floor dormer. The subject application was reviewed by the Heritage Advisory Committee on February 13, 2017, with minor comments being provided.

Parking and Access

A parking lot with six (6) parking spaces is proposed in the current side yard of the subject property. One of the parking spaces has a depth of 4.9 m and is identified for small vehicles. The proposed parking lot wraps around an existing White Birch tree, which is proposed to be retained. That area of the parking lot will have permeable unit paving. A Parking Manoeuvring Demonstration Plan illustrates vehicle turning movements in the reduced 6.0 m driving aisle. An existing concrete walkway provides pedestrian access to the proposed office use from the municipal sidewalk.

Landscaping

The owner proposes new planting beds along the south and part of the east property lines. Existing planting beds in front of the dwelling would be retained. The new planting beds would be made up of various grasses, shrubs and perennials. The planting beds as well as a 1.5 m privacy fence on top of a retaining wall along the west property line would screen the parking lot from surrounding residential properties. The proposed planting beds along the east property line also provide visual screening to the parking lot.

Department / Agency Comments

The proposed application was circulated to internal departments and external agencies for review and comments. In general, all circulated agencies are satisfied with the Zoning By-law Amendment and Site Plan applications and have no further comments at this time. Parks, Recreation and Cultural Services has no concerns subject to further technical information being provided.

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Report No. PBS17-018

Parks, Recreation and Cultural Services Department

Parks staff have no objections to the approval of the subject applications provided that a detailed landscape cost estimate is provided before the site plan agreement is finalized. The owner is currently preparing a detailed cost estimate to be submitted to the Town.

Public Comments

No written public comments have been received to date and no verbal comments were received at the Public Planning Meeting on November 30, 2016.

Advisory Committee Review

The subject applications were reviewed by the Heritage Advisory Committee on February 13, 2017.

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

Communications Considerations

On November 10, 2016, a Notice of Complete Application and Public Planning Meeting was published in the Aurora Banner and Auroran newspapers and given by mail to all addressed property owners within a minimum of 120 metres of the subject lands. On the same date, a Notice of Public Planning Meeting sign was also posted on the subject lands fronting Yonge Street. Public notification has been provided in accordance with the *Planning Act*.

The sole interested party was notified that the Zoning By-law Amendment application would be heard at the March 21, 2017 General Committee Meeting.

Link to Strategic Plan

Promoting economic opportunities that facilitate the growth of Aurora as a desirable place to do business: By rezoning the subject lands to permit a business and professional office use and approving the related site plan development, this will help *Develop plans to attract businesses that provide employment opportunities for our residents.*

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Report No. PBS17-018

Alternatives to the Recommendation

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

Conclusions

Planning and Building Services have reviewed the proposed Zoning By-law Amendment and Site Plan applications in accordance with the provisions of the Provincial and Regional policies, the Town's Official Plan, Zoning By-law and municipal development standards respecting the subject lands. The proposed planning applications are considered to be in keeping with the development standards of the Town. Any technical revisions to the proposed plans will be reviewed by Town Staff prior to the passing of the by-law and executing the Site Plan Agreement. Staff recommend approval of Zoning By-law Amendment application ZBA-2016-10 and Site Plan application SP-2016-07.

Attachments

- Figure 1 – Location Map
- Figure 2 – Official Plan Map
- Figure 3 – Zoning By-Law
- Figure 4 – Proposed Site Plan

Previous Reports

Public Planning Report No. PBS16-102, dated November 30, 2016.

Pre-submission Review

Agenda Management Team Meeting review on February 23, 2017.

Departmental Approval



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

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



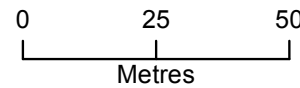
LOCATION MAP

APPLICANT: MARIE DEBONO
FILE: ZBA-2016-10

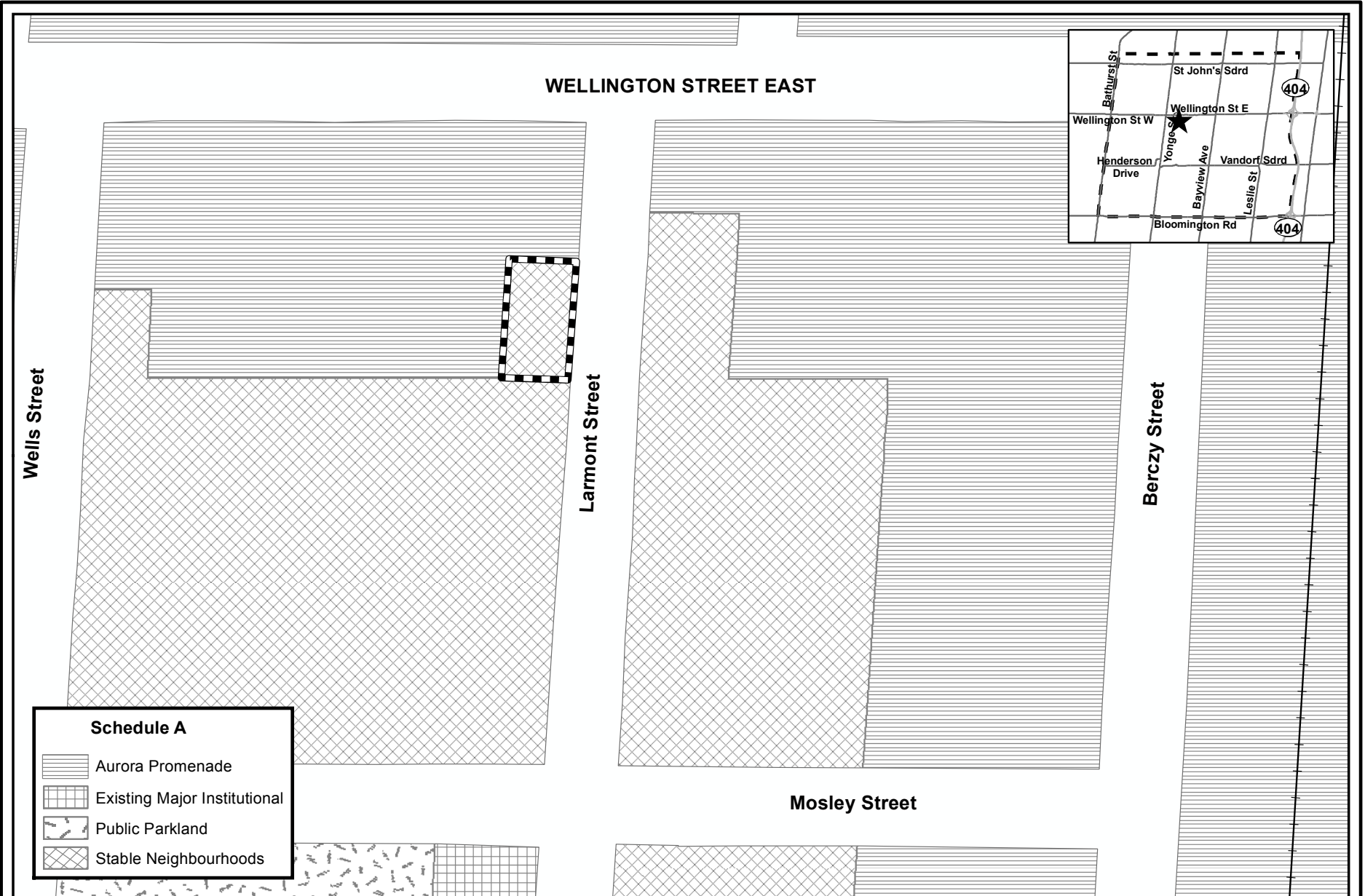
FIGURE 1







SUBJECT LANDS



Map created by the Town of Aurora Planning & Building Services Department, November 9, 2016. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2016, © First Base Solutions Inc., 2016 Orthophotography.



Schedule A

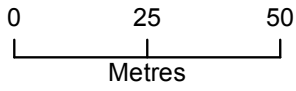
-  Aurora Promenade
-  Existing Major Institutional
-  Public Parkland
-  Stable Neighbourhoods

OFFICIAL PLAN MAP

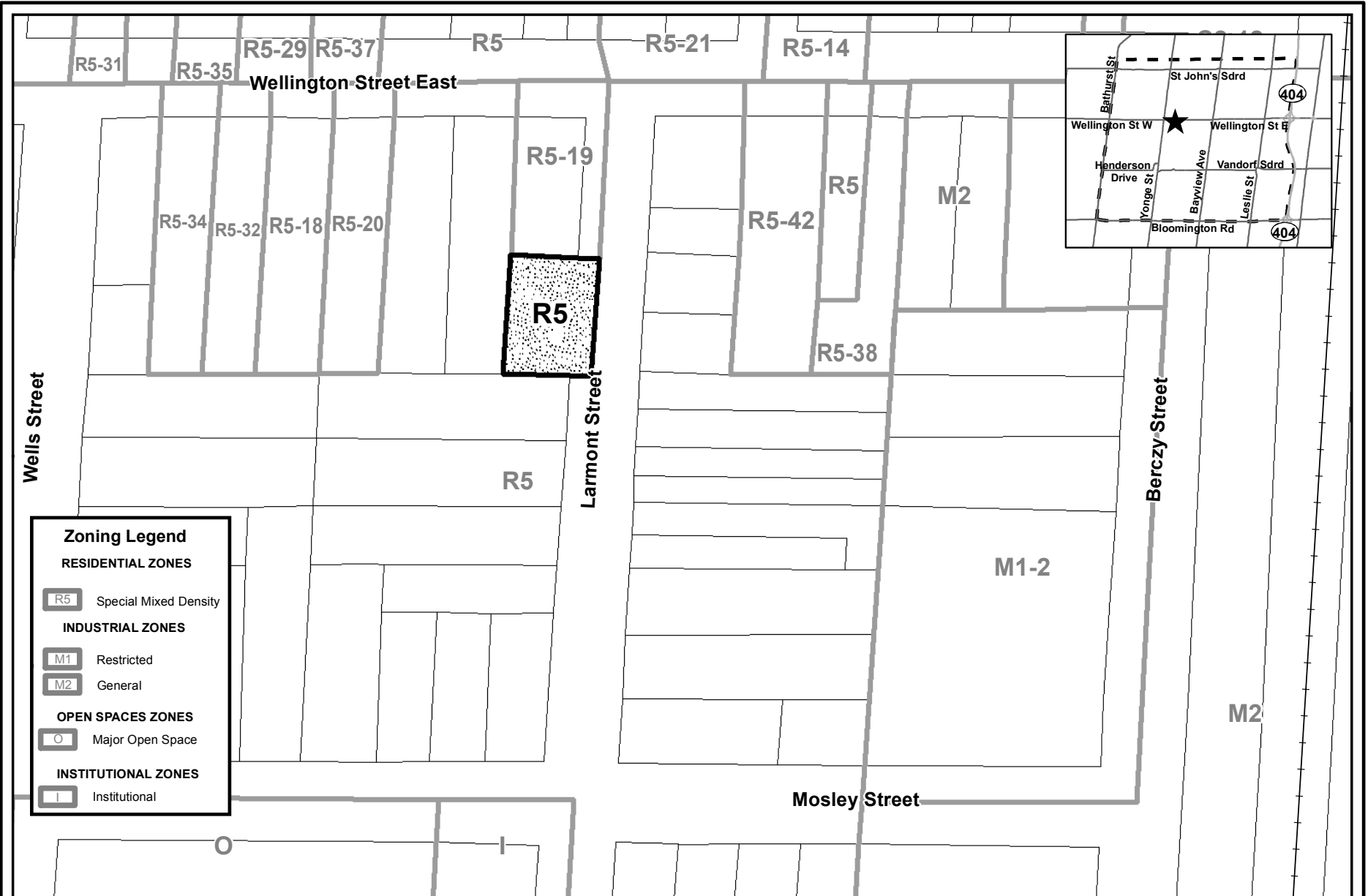
APPLICANT: MARIE DEBONO
 FILE: ZBA-2016-10

FIGURE 2

 SUBJECT LANDS



Map created by the Town of Aurora Planning & Building Services Department, November 9, 2016. Base data provided by York Region & the Town of Aurora.



Zoning Legend

RESIDENTIAL ZONES

R5 Special Mixed Density

INDUSTRIAL ZONES

M1 Restricted

M2 General

OPEN SPACES ZONES

O Major Open Space

INSTITUTIONAL ZONES

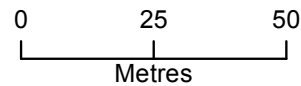
I Institutional

ZONING BY-LAW

APPLICANT: MARIE DEBONO
 FILE: ZBA-2016-10

FIGURE 3

 **SUBJECT LANDS**



Map created by the Town of Aurora Planning & Building Services Department, November 9, 2016. Base data provided by York Region & the Town of Aurora.



Notice of Motion	Councillor Tom Mrakas
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Date: March 21, 2017

To: Mayor and Members of Council

From: Councillor Mrakas

Re: By-law Right of Entry Powers

Whereas the provinces of Alberta, Manitoba and Saskatchewan all require that bylaw officers give reasonable notice before showing up on private property; and

Whereas they must then seek a warrant if the property owner does not give permission for them to take a look about;

1. Now Therefore Be It Hereby Resolved That staff report back to Council with a notification process to private property owners where rights of entry to properties will be exercised; and
2. Be It Further Resolved That the staff report shall identify protocols where immediate access to property is required, to ensure public health and safety, and protection of property and/or the environment.