



General Committee Meeting Agenda

**Tuesday, April 18, 2017
7 p.m.**

**Council Chambers
Aurora Town Hall**



Town of Aurora General Committee Meeting Agenda

Tuesday, April 18, 2017
7 p.m., Council Chambers

Councillor Gaertner in the Chair

1. Approval of the Agenda

Recommended:

That the agenda as circulated by Legislative Services be approved.

2. Declarations of Pecuniary Interest and General Nature Thereof

3. Presentations

4. Delegations

(a) Kevin McHenry, St. Andrew's College

**Re: Item R1, Report No. IES17-020 – Agreement with St. Andrew's
College to Display Banners on Town Property**

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 C7 inclusive, be approved:

C1. FS17-002 – Financial Health Review

Recommended:

1. That Report No. FS17-002 be received for information.

C2. FS17-012 – Capital Projects Status and Closures as of December 31, 2016

Recommended:

1. That Report No. FS17-012 be received; and
2. That the capital project closures and capital funding adjustments outlined in Attachments #1 and #2 be approved.

C3. IES17-018 – Award of Tender 2017-10-IES – Water Box Repairs and Cathodic Protection of Watermains

Recommended:

1. That Report No. IES17-018 be received; and
2. That unit price Tender No. 2017-10-IES for Water Box Repairs and Cathodic Protection of Watermains be awarded to Grand-Mac Construction Ltd. in the upset limit of \$300,000 excluding taxes for three (3) years, with an option to renew for an additional two (2) one (1) year periods; and
3. That the Director of Infrastructure and Environmental Services be authorized to renew Tender 2017-10-IES for an additional two (2), one (1) year periods, pending an annual analysis and satisfactory performance review by the Director; and

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

C4. IES17-019 – Award of Tender 2017-16-IES – Street Lighting Maintenance

Recommended:

1. That Report No. IES17-019 be received; and
2. That unit price Tender No. 2017-16-IES for Street Lighting Maintenance be awarded to ALine Utility Limited in the upset limit amount of \$270,000 excluding taxes, for three (3) years, with an option to renew for an additional two (2) one (1) year periods; and
3. That the Director of Infrastructure and Environmental Services be authorized to renew Tender 2017-16-IES for an additional two (2), one (1) year periods, pending an annual analysis and satisfactory performance review by the Director; and
4. That the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.

C5. PRCS17-014 – Award of Tender 2017-51-PRCS – Boulevard Tree Plantings in 2C Development Area

Recommended:

1. That Report No. PRCS17-014 be received; and
2. That Tender 2017-51-PRCS Boulevard Tree Plantings in 2C Development Area be awarded to Royal Oak Tree Services Inc. in the amount of \$442,857, excluding taxes, for a two-year term; 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.

C6. Trails and Active Transportation Committee Meeting Minutes of February 17, 2017

Recommended:

1. That the Trails and Active Transportation Committee meeting minutes of February 17, 2017, be received for information.

C7. Governance Review Ad Hoc Committee Meeting Minutes of February 28, 2017, and March 28, 2017

Recommended:

1. That the Governance Review Ad Hoc Committee meeting minutes of February 28, 2017, and March 28, 2017, be received for information.

6. Consideration of Items Requiring Discussion (Regular Agenda)

R1. IES17-020 – Agreement with St. Andrew’s College to Display Banners on Town Property

Recommended:

1. That Report No. IES17-020 be received; and
2. That the use of Town-owned light standards for displaying banner signs be authorized in accordance with section 3.5 of By-law No. 5840-16; and
3. That the Mayor and Town Clerk be authorized to execute an agreement to facilitate St. Andrew’s College (“SAC”) use of the space on Town-owned light standards for a five (5) year term.

R2. CS17-010 – Machell Avenue Parking Permits

Recommended:

1. That Report No. CS17-010 be received; and

2. That the parking permit fees as established in the Town's Fees and Charges By-law be applied to the designated permitted parking spaces on Machell Avenue.

R3. CS17-011 – 2018 Municipal Election – Adoption of Voting Method

Presentation to be provided by Michael de Rond, Town Clerk, and Samantha Yew, Deputy Clerk.

Recommended:

1. That Report No. CS17-011 be received; and
2. That an internet-only voting model for the 2018 Municipal Election be approved; and
3. That in accordance with Section 42 (a) and (b) of the *Municipal Elections Act, 1996*, a by-law be brought forward to the April 25, 2017 Council meeting authorizing the use of alternative voting equipment and an alternative voting method in the 2018 Municipal Election.

R4. CAO17-002 – Cultural Partners Review

Recommended:

1. That Report No. CAO17-002 be received; and
2. That the Town conduct a facilitated workshop with its cultural partners; and
3. That, following the workshop, staff report back to Council with detailed next steps pertaining to review of the existing Cultural Partnership delivery model and potential for alternative approaches.

**R5. FS17-016 – Canada 150 Community Infrastructure Program (Intake II)
Grant Approvals**

Recommended:

1. That Report No. FS17-016 be received; and

2. That the Town of Aurora enter into a contribution agreement to receive a total of \$227,100 in funding through the Canada 150 Community Infrastructure Program (Intake II) in support of the following approved capital projects:
 - Rehabilitation of the Aurora Community Centre \$130,100
 - Improvement of the Aurora Public Library 97,000
3. That the Mayor and Town Clerk be authorized to execute standardized grant agreements, subject to the satisfaction of the Town Solicitor, for the two (2) projects; and
4. That the Treasurer be authorized to execute on behalf of the Town any progress reports or other such submissions required as per the contribution agreement.

R6. PRCS17-013 – Ice Allocation Policy

Recommended:

1. That Report No. PRCS17-013 be received; and
2. That staff be authorized to return the ice times previously allocated to Knuff Hockey and Monday Night Hockey in 2012 for the 2017-18 season; and
3. That the revised Ice Allocation Policy be approved.

R7. PRCS17-015 – Aurora’s Multicultural Festival

Recommended:

1. That Report No. PRCS17-015 be received; and
2. That Aurora’s Multicultural Festival take place at Town Park on Saturday, September 9, 2017.

R8. PRCS17-017 – Award of Tender 2017-18-PRCS – Construction of Mavrinac Park

Recommended:

1. That Report No. PRCS17-017 be received; and
2. That Capital Project No. 73285 Mavrinac Park budget be increased by \$423,076 with the funding source for this project being Cash-in-Lieu of Parkland; and
3. That Tender 2017-18-PRCS Construction of Mavrinac Park be awarded to Melfer Construction Inc. in the amount of \$1,502,690, excluding taxes; and
4. That the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.

R9. PBS17-026 – Removal of Holding (H) Provision, Zoning By-law Amendment

**St. John's Road Development Corp. (Metrus)
88 Cosford Street and 119 Pointon Street
Lot 55 Plan 65M-4075, Lot 101 Plan 65M-4082
File Number: ZBA(H)-2017-01
Related File Number: D12-00-1A (SUB-2000-1A)**

Recommended:

1. That Report No. PBS17-026 be received; and
2. That Application ZBA(H)-2017-01 to remove the Holding (H) provisions from Lot 55 Plan 65M-4075 and Lot 101 Plan 65M-4082 be approved; and
3. That the removal of the Holding provisions by-law be enacted at the next available Council meeting.

7. Notices of Motion

- (a) Councillor Abel**
Re: Community Energy Plan

8. New Business

9. Closed Session

10. Adjournment



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

Delegation Request

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

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

Council/Committee/Advisory Committee Meeting Date: April 18, 2017	
Subject: St. Andrew's College banners along Yonge St.	
Name of Spokesperson: Kevin McHenry	
Name of Group or Person(s) being Represented (if applicable): St. Andrew's College	
Brief Summary of Issue or Purpose of Delegation: St. Andrew's College (SAC) seeks approval on banners placed on the west side of Yonge St. from St. John's Sideroad to St. Andrew's Plaza. SAC owns the property at 15800 and 15900 Yonge St. As part of the beautification process of 15900, the School wishes to beautify this area as well as have the general public understand that the property is owned by SAC. The banners will achieve both objectives. We also seek to extend our current agreement for the banners in front of 15800, which expired in 2014. Banners placed here are representative of SAC and the Town of Aurora at large.	
Please complete the following:	
Have you been in contact with a Town staff or Council member regarding your matter of interest? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If yes, with whom? Nadia Quattromini	Date: Feb. 7, 2017
<input checked="" type="checkbox"/> I acknowledge that the Procedure By-law permits five (5) minutes for Delegations.	



**Town of Aurora
General Committee Report**

No. FS17-002

Subject: Financial Health Review

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

Department: Financial Services

Date: April 18, 2017

Recommendation

- 1. That Report No. FS17-002 be received for information.**

Executive Summary

The Town of Aurora continues to experience strong financial health, positioning it well for the future challenges of infrastructure replacement and maintenance, while being able to support the growing community with great facilities, programs and amenities.

- Key fiscal indicators previously reported show strengthening and improvement for 2015 results in all but two indicators.
 - Increasing debt levels related to the Joint Operations Centre project financing.
 - Minor increases in tax arrears balances due to temporary economic conditions, but indicator well within acceptable range.

Background

In the late fall of each year, a comprehensive review of 105 participating municipalities is published. It is primarily a consolidating reporting tool, which allows for comparisons, ranking, and benchmarking of a municipalities relative to all other participants on many fronts. While mainly financial and taxation issues are addressed, other areas such as socio-economic indicators, economic development activities and programs, water utility are also included. Information in this report has been sourced from the published BMA Management Consulting Inc.'s 2015 Municipal Study and from the Town's audited 2015 financial statements. Final 2016 values have not been used as they have not yet been audited or otherwise reported to Council in the normal course or reporting.

Unfortunately, due to the time required to compile the consultant's report, it is not received by municipalities until December each year. This makes this type of financial

health comparative analysis report nearly a year out of date by the time Council receives it.

Analysis

Strong asset planning lead to strong financial planning

The Town's 2015 financial statements reflect relatively strong fiscal health and improved sustainability. The Town undertakes long range infrastructure planning for both existing assets and their needed repair, as well as new assets required to accommodate growth and meet strategic goals of the Town. These long term plans are evaluated and coupled with a long range financial plan and reserve fund strategy to ensure financial resources will be available to fund the plan when required. Existing and planned assets are managed using modern asset management strategies and tools, including evaluation tools and proactive maintenance plans to ensure assets are planned to be serviced, refurbished or replaced at optimal times for financial efficiency. A funding model is created and evaluated to ensure financial resources are available at the planned times for these expenses.

Key Fiscal Indicators	<u>2014</u>	<u>2015</u>
Net Financial Position	\$444,356,000*	\$488,191,000
Cash and Financial Investments	\$76,550,000	\$100,653,000
Total Reserve Funds, incl. deferred revenue types	\$68,000,000	\$82,535,000
Total Capital Assets: amortized cost	\$395,727,000	\$434,742,000
Tax Receivables as % of total taxes levied	5.7%	5.9%
Asset Consumption Ratio	28.0%	27.9%
Capital Reserve Contribution incl. OCIF, gas tax	\$8,292,900**	\$9,087,333
Capital Reserve Contribution as % of Amortization	76.0%	77.9%
Total External Long Term Debt, incl. JOC	\$4,286,000	\$11,947,000
Debt and Interest Payment Limit – 25% Net Revenues	\$16,159,809	\$15,781,763
Total Debt and Interest Payments	\$1,757,684	\$1,927,000
Debt Payments as % of Limit	10.88%	12.2%
Debt and Interest Payment Limit unused	\$14,402,125 annually	\$13,854,763 annually

*restated due to financial statement restatement for 2015

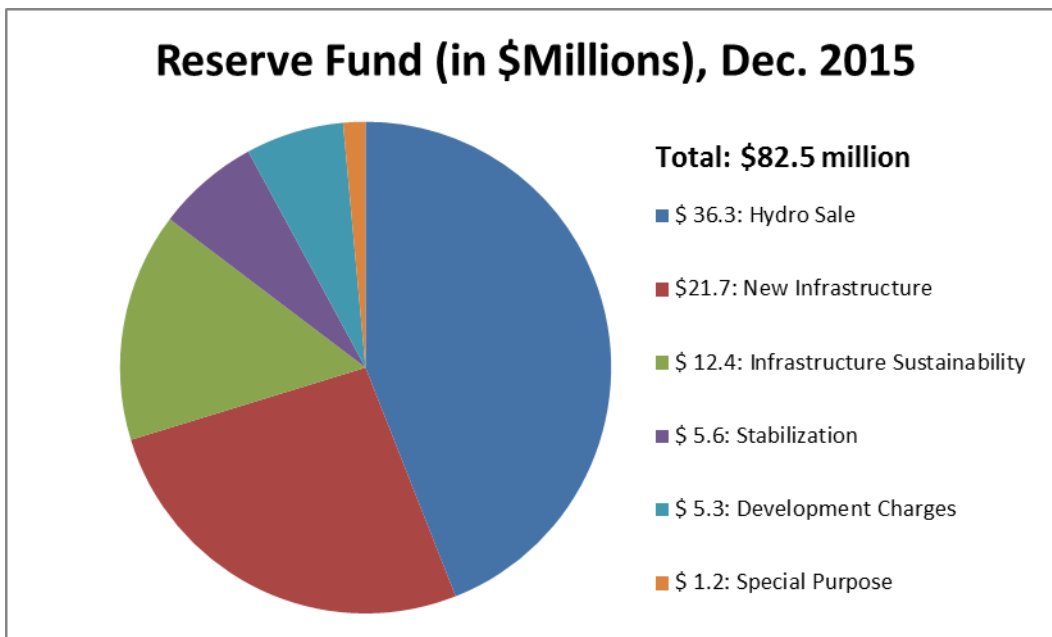
**restated to include OCIF and gas tax contributed to capital reserves

Net Financial Position: \$488,200,000 (strengthening)

This term refers to the remainder of book value of the corporation's assets after deducting all liabilities. Positive balances indicate the Town's ability to meet its debt responsibilities, and to have funds set aside for future sustainability. The value is growing, indicating a growing infrastructure base and/or growing cash reserves. Infrastructure grows with the growth of the community and through investment in renewing existing assets. Reserves grow through planned contributions from the operating budgets, but also fluctuate as capital investments are made each year. On a Financial Position per capita basis, Aurora was the twenty-seventh highest municipality in the BMA study (seventh among the GTA municipalities) with a per capita value of \$899, compared to a study average of \$357 (GTA average \$523). Aurora's trend is one of increasing Financial Position per capita over the last five years, with a decrease for 2015 due to the new debt for the Joint Operations Centre.

Reserve Balances: \$82,535,000 (strengthening)

Net Financial Position is substantially the combination of Net Capital Assets at book value and all other assets net of all liabilities. This second portion is then apportioned to reserve funds over time by Council. The following table outlines the Towns Reserve Funds at December 31, 2015.



In the BMA Study Aurora is reported as having "tax funded discretionary reserve funds as a percentage of taxation of 145% for 2013, and now 161% for 2016, second highest in the study, compared to a study average of 72%. Tax reserves per capita for Aurora have been reported as \$1,032, fifteenth highest in the study reporting an average of \$641 per capita of tax reserves. This strong percentage is an indicator of the Town's financial flexibility to address one-time or short term taxation pressures, face uncontrollable factors such as local economic issues of unemployment or vacancy,

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provides a source of internal financing, and ensures adequate operating cash flows to meet daily cash obligations. The Town's reserve funds are all detailed on the Town's website, with the balances updated periodically through the year.

Cash and Financial Investments: \$100,653,000 (strengthening)

Taken from the financial statements, this represents the amount of cash available to the corporation for various purposes. This balance fluctuates through the year, and includes operating cash balances, investment portfolio balances, and by nature, includes the reserve balances from above. The actual reserve accounts document how much of this balance can be used for which purposes. Some, like development charges, are highly restricted by provincial legislation, while others, like tax rate stabilization or perhaps our Hydro Sale Investment Reserve can be invested in anything that Council sees is in the best interest of the corporation. Maintaining the daily operations of the Town also requires a certain amount of cash available due to fluctuations in cash receipts and payments due on a week to week basis.

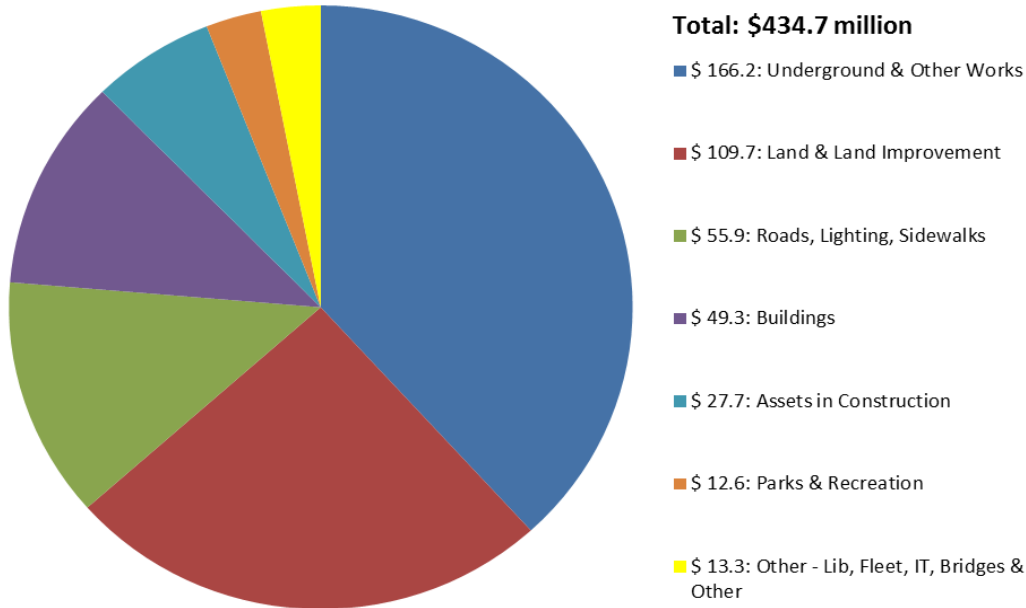
Property Taxes Receivable as % of total taxes levied: 5.9% (weakening)

This value is a general reflection of the state of the local economy and the community's ability to pay their property taxes. This indicator shows a slight decrease between 2014 and 2015 results, and may be due to economic circumstances. Staff will continue to monitor this indicator. GTA municipal average is 5.7% with a high of over 15%. Credit rating agencies consider a value over 8% as a negative factor for their ratings. Taxes receivable form a lien on the title of the property in priority over all claims except those of the provincial or federal governments. Unpaid taxes pay interest and penalty charges prescribed at 1.25% per month. There is very little risk to the municipality of collection losses of rightfully assessed and levied taxes.

Total Capital Assets: Amortized Cost \$435 Million (strengthening)

This value represents the original value of all the Town's assets, less an amount called "amortization" which represents an estimate of the assets already consumed through time, use or wear. While an accounting value only, it is important to bear in mind that the cost to replace an older asset has been subject to inflation, and so costs to replace our assets are much higher in some cases than our original costs. Particularly susceptible to this are long life assets such as our underground pipes which have expected lives of 75 years or more in some cases. Financial sustainability relies upon planning for the actual cost to replace these assets, and the timing for such replacement, to ensure funds are on hand to complete the work when required. The chart below outlines the current composition of the Town's total assets at Net Book Value, or amortized cost.

2015 Tangible Capital Assets (Net) (Million\$)



Asset Consumption Ratio: 27.9% down from 28.0% (strengthening)

This value represents the portion of the existing assets that are estimated to have already been consumed through time, use or wear. On average, our assets are estimated to be 27.9% of the way through their useful service life. In the 2016 BMA study of 105 municipalities, the average consumption ratio was 39.8%, increasing from 39.4% the prior year. The low ratio for Aurora reflects a generally younger age of assets, as well as strong asset management initiatives to manage the service condition of the Town's assets.

Capital Reserve Contribution as % of Amortization: 77.9% (strengthening)

This value reflects the amount of annual contribution to asset sustainability reserves compared to the amount of annual amortization of the assets on hand. Most municipalities are well below 100%, when in reality this value ought to be more than 100%. The reason for this is that amortization is based on the historic cost of the existing assets, but replacing those assets will cost much more than that historic cost due to inflation over time. Just how much the annual contribution amount ought to be is the role of long term financial planning. For Aurora, we update our long term financial plan every year, and we have a detailed ten year asset management and investment plan to ensure we keep all of our assets delivering the service levels our residents have come to expect, whether this is from a watermain, grass cutting equipment or a community centre. Increasing the contributions to these reserves each year is required, and is included in our financial planning. Unfortunately, such increases add pressure to tax and water rate levels. In past years when assets were not measured, reported or regularly evaluated as a whole, contribution to these reserves were not seen to be

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important decisions to make. However, in today's regulated environment, continuing to underfund asset sustainability is not really an option. In part, the tax increases arising could be seen as increases which were previously deferred. These increases should not be seen as related to daily operations, rather seen as tax level corrections. Without continuing such planned annual dedicated tax increase for funding future infrastructure funding, the Town's financial sustainability will be significantly diminished.

Total External Debt: \$11,947,000 (increasing)

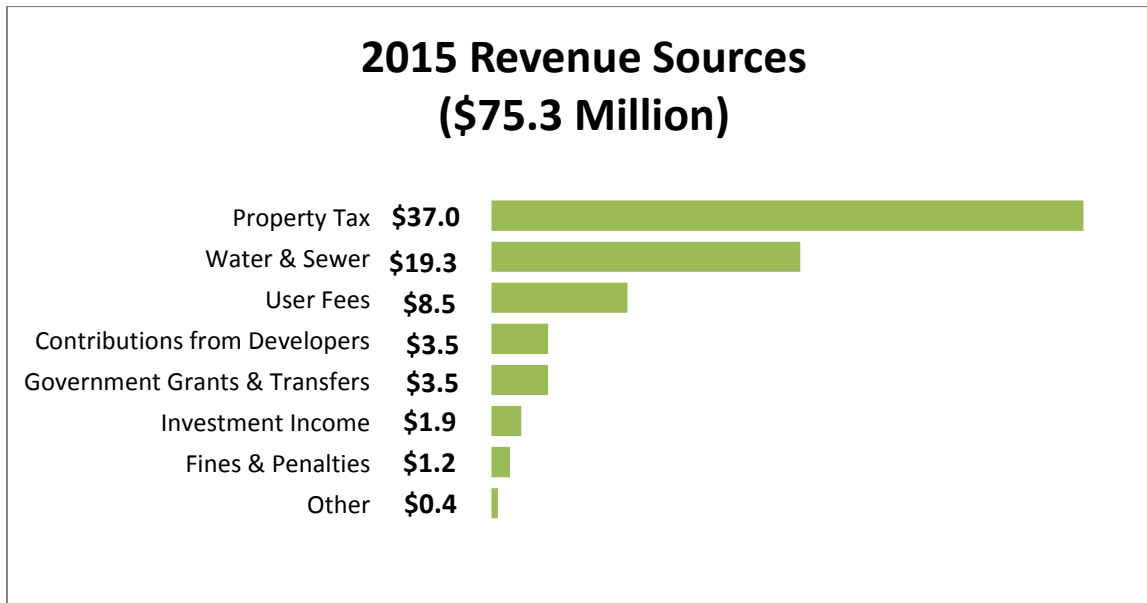
When the Stronach Aurora Recreation Complex (SARC) was built, it was built larger than necessary at the time. The Town financed part of the construction with external debt. The debt is long term, and is being paid off over time from development charges collected from new homes and buildings being constructed. With the future growth of the town in mind at the time, this financing plan made sense then, and still makes sense today. This debt will be fully paid off in 2025. The Town did a similar overbuild of the central library; however the debt was created from internal cash reserves on hand. Similar to the SARC debt, this library debt is being paid off by the collection of development charges from the growing community. The new Joint Operations Center was funded by current and future development charges, as well as the proceeds of sale of lands currently for sale by the Town. At the time of completion of the project, the shortfall in development charges collected to date and land sales proceeds was funded from debt. At the end of 2015, the total debt of the Town was \$11,947,000 up from \$4,286,000, with the increase entirely from the Operations Center project.

Total Debt and Interest Payments, Limits and Capacity: (slight weakening)

The amount of external debt that a municipality carries is limited by a formula in provincial legislation. Basically, the total interest and principal payments due in a year cannot exceed 25% of revenues. This threshold is referred to as the Annual Repayment Limit or ARL and is calculated each year by the province for each municipality. For the 2015 year, the Town's debt service payment was \$1,927,000, including interest on the JOC construction line of credit, representing only 12.2% of our ARL of \$15,781,763. While not likely to be financially prudent to do so, based on the ARL remaining available, the Town has the capacity to borrow a further \$198,000,000, for 20 years at an interest rate of 3.5%, as an example. Many municipalities are struggling to keep within their ARL restrictions. The Town's low usage of debt reflects prudent financial decisions, using debt only in sustainable ways. In 2015, the Town expanded its use of debt to include financing some portions of the new Joint Operations Centre on Industrial Parkway North. This debt will be paid off through collection of future development charges and through the sale of lands already listed for sale by the Town.

The BMA Study reports Tax Debt Interest as a percent of Own Source Revenues as an indicator of financial capacity and health. A lower value is better than higher. For 2015, Aurora is reported at 0.3% down from 0.4%, with a study average of 1.4% for both years. The recent increase in debt for the Joint Operations Centre, and beginning in late 2017 or 2018 for the planned construction of a new fire hall will increase Aurora's numbers somewhat.

Other Financial Information:



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Report No. FS17-002

Advisory Committee Review

N/A

Financial Implications

None. This report is for information only and expresses a variety of facts and comparators about the Town's financial condition, health and sustainability.

Communications Considerations

This report will be made available on the Town's website in the Budget and Financial Information pages.

Link to Strategic Plan

Outlining and understanding the Town's long term financial planning and use of financial reserves to buffer fluctuating financial requirements from year to year contribute to achieving the Strategic Plan guiding principle of "***Leadership in Corporate Management***" and improves transparency and accountability to the community.

Alternative(s) to the Recommendation

1. N/A, information report only.

Conclusions

The Town continues to be in a relatively strong financial condition and health. It will continue so if annual increases of contributions to infrastructure reserves remains a key budget priority of Council. The Town's ten year capital investment plan includes annual dedicated tax increases of not more than 1% for such contribution increases each year for the full ten years of the plan.

Attachments

None

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Report No. FS17-002

Previous Reports

The last financial health report was Report No. CFS15-040, to Budget Committee on September 28, 2015

Pre-submission Review

Agenda Management Team review on March 30, 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. FS17-012

Subject: Capital Projects Status & Closures as of December 31, 2016

Prepared by: Karen Oreto, Financial Analyst

Department: Financial Services

Date: April 18, 2017

Recommendation

- 1. That Report No. FS17-012 be received; and**
- 2. That the capital project closures and capital funding adjustments outlined in Attachments #1 and #2 be approved.**

Executive Summary

To present Council with the information necessary to monitor the Town's active capital project status as at December 31, 2016 and to seek authorization for staff to close completed projects and make any necessary funding adjustments.

Background

Twice a year, staff bring forward to Council a report that outlines the financial position of the Town's active capital projects. The Capital Projects Status & Closures as of December 31, 2016 report provides an overview of the Town's active capital projects and has been prepared in consultation with various Town staff who are responsible for managing their department's capital projects. All capital projects have been reviewed and recommendations provided for any budget adjustments and potential closures of projects. Any funding surpluses arising at project completion will be returned to their original funding sources. This report does not include any projects brought forward by the Aurora Library Board.

Analysis

As of December 31, 2016, the Town had a total of 139 active projects. Staff is recommending the closure of 36 of these projects. Twenty eight of the projects

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recommended for closure are outlined in Attachment #1, which collectively have a surplus of \$2,118,022 to be returned to their original source of funding.

In addition to the closures identified in Attachment #1, staff also recommends funding adjustments to 10 projects, 8 of which can then be closed as outlined in Attachment #2. These funding adjustments total a net of \$60,193 with notes of explanation included in the Attachment.

Status of Remaining Open Capital Projects – Attachment #3

This schedule provides an inventory and progress status update for the 101 active projects which will remain open as of December 31, 2016. These projects represent a total approved budget value of \$76,568,126 with an unspent balance of available as at December 31, 2016 of \$22,809,215.

This listing includes projects which are included in Attachment #2 as receiving funding adjustments without closure. For purposes of preparing this status schedule, any such proposed adjustments are presumed approved and are reflected in the list of open projects. Projects closed in Attachment #1 and #2 have been removed.

Advisory Committee Review

None

Financial Implications

This report recommends the closure of 28 capital projects, with a net funding adjustment of \$2,118,022 (as noted in Attachment #1) to be returned to their original funding sources, and \$60,193 of net funding adjustments or transfer to other Capital Projects as noted in Attachment #2, with the resultant closure of eight additional projects.

The Town's portfolio of remaining active capital projects contains 101 projects (outlined in Attachment #3), with a total budgeted/funded value of \$76,568,126. To date \$53,748,459 has been spent on these projects, with a remaining approved unspent and funded value of \$22,809,215.

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

Communications Considerations

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

Link to Strategic Plan

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

Alternative(s) to the Recommendation

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

Conclusions

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

Attachments

Attachment #1 – Capital Projects to be Closed with Funds Returned to Source
Attachment #2 – Capital Projects Funding Adjustments and Closure of 7 Projects
Attachment #3 – Active Capital Project Listing

Previous Reports

FS16-028, Capital Projects Status & Closures as of July 31, 2016, to General Committee September 20, 2016

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Report No. FS17-012

Pre-submission Review

Agenda Management Team review on March 31, 2017

Departmental Approval



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

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**

Town of Aurora
Capital Projects to be Closed with Funds Returned to Source
As of December 31, 2016

Attachment #1

General Committee Meeting Agenda
 Tuesday, April 18, 2017

Report Line Ref	Project	Total Approved Funding	Total Expenditures to December 31, 2016	Current Balance Surplus/ (Deficit)	Year of Original Approval	Close Project Account / Disposition of Balance
CORPORATE SERVICES						
1.01	Telephone System Upgrade (14048)	250,000	218,609	31,391	2012	Project complete and can be closed. Return \$31,391 to Information Technology R & R Reserve.
FINANCIAL SERVICES						
INFRASTRUCTURE & ENVIRONMENTAL SERVICES						
Engineering and Capital Delivery						
1.02	Asphalt Paving - Old Bloomington Rd (31025)	889,618	279,924	609,695	2015	Project complete and can be closed. Return \$609,695 to Roads & Related R & R Reserve.
1.03	Child Dr Channel Improvements (42052)	1,045,850	645,620	400,230	2014	Project complete and can be closed. Return \$400,230 to Stormwater Reserve.
1.04	Bridge Assessment (42058)	100,000	9,158	90,842	2015	Project complete and can be closed. Return \$90,842 to Stormwater Reserve.
1.05	Speed Cushion Pilot Project (31154)	142,000	115,477	26,523	2016	Project complete and can be closed. Return \$26,523 to Roads and Related DC.
1.06	Traffic Calming - Mark St & Walton Dr (34521)	61,000	49,551	11,449	2012	Project complete and can be closed. Return \$11,449 to Roads R & R Reserve.
1.07	Hydro-Seeding Leslie St Lands (12030)	100,000	73,945	26,055	2015	Project complete and can be closed. Return \$26,055 to Growth and New Reserve.
1.08	Reconstruction - Vandorf Sideroad Sections (31101)	3,559,798	3,480,034	79,764	2012	Project complete and can be closed. Return \$75,776 to Roads & Related DC, \$3,190 to Roads & Related R & R Reserve and \$798 to Stormwater Reserve.
1.09	Field Asset Data Wireless Devices (31144)	152,000	104,164	47,836	2015	Project complete and can be closed. Return \$37,312 Roads and Related R & R Reserve and \$10,524 to Facilities R & R Reserve.
Infrastructure Operations						
Fleet Management						
1.10	Frt/FL80 #31 (34236)	205,980	205,980	(0)	2016	Project complete and can be closed.
1.11	Streetsweeper (34238)	310,418	310,419	(0)	2016	Project complete and can be closed.
Facilities						
1.12	Water Bottle Fill Stations (72194)	40,000	24,971	15,029	2015	Project complete and can be closed. Return \$15,029 to Growth and New Reserve.
1.13	AFLC - Rink Floor (72228)	45,000	13,001	31,999	2015	Project complete and can be closed. Return \$31,999 to Facilities R & R Reserve.
1.14	Tennis Club - Exterior Windows (72188)	20,000	10,092	9,908	2016	Project complete and can be closed. Return \$9,908 to Facilities R & R Reserve.
1.15	SARC - Replacement of Floor Scrubber (72240)	18,000	16,207	1,793	2016	Project complete and can be closed. Return \$1,793 to Facilities R & R Reserve.
1.16	AFLC - Lower roof Section (older section) (72264)	35,000	23,812	11,188	2016	Project complete and can be closed. Return \$11,188 to Facilities R & R Reserve.

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Town of Aurora
Capital Projects to be Closed with Funds Returned to Source
As of December 31, 2016

Attachment #1

Report Line Ref	Project	Total Approved Funding	Total Expenditures to December 31, 2016	Current Balance Surplus/ (Deficit)	Year of Original Approval	Close Project Account / Disposition of Balance
1.17	Bldg Dept Counter Enhancements (24010)	175,000		175,000	2016	Project not going forward at this time. Return funds to Building Reserve.
1.18	TH - Building Humidifiers (72203)	35,000	3,576	31,424	2015	Project complete and can be closed. Return \$31,424 to Facilities R & R Reserve.
PARKS, RECREATION & CULTURAL SERVICES						
1.19	Museum Curator (74009)	100,000	100,000		2014	Project complete and can be closed.
1.20	WAMS Mobile Devices (73186)	85,900	55,487	30,413	2013	Project complete and can be closed. Return \$30,413 to CIL Parkland Reserve.
1.21	Playground Replacement - E Hader Park (73206)	100,000		100,000	2015	Project deferred to 2018. Return funds to \$100,000 to Parks R & R Reserve.
1.22	Community Buildings Use Study (73195)	50,000	40,806	9,194	2015	Project complete and can be closed. Return \$9,194 to Studies & Other Reserve.
1.23	Playground Replacement - James Lloyd Park (73208)	150,000	137,730	12,270	2016	Project complete and can be closed. Return \$12,270 to Parks R & R Reserve.
1.24	Tennis Court Resurface - Fleury Park (73228)	40,000	30,361	9,639	2016	Project complete and can be closed. Return \$9,639 to Parks R & R Reserve.
1.25	Tennis Court Resurface - Summit Park (73229)	20,000	19,143	857	2016	Project complete and can be closed. Return \$857 to Parks R & R Reserve.
1.26	Tennis Court Resurface - McMahon Park (73230)	75,000	25,753	49,247	2016	Project complete and can be closed. Return \$49,247 to Parks R & R Reserve.
1.27	Light Armoured Vehicle at Aurora Cenotaph (73282)	15,000	8,724	6,276	2016	Project complete and can be closed. Return \$6,276 to Council Discretionary Reserve.
1.28	Hartwell Way Overpass Contribution (73271)	300,000		300,000	2015	Project complete and can be closed. Payment was made through the Plan of Subdivision. Return \$270,000 to Parks DC and \$30,000 to CIL.
PLANNING & BUILDING SERVICES						
TOTAL		\$ 8,120,564	\$ 6,002,542	\$ 2,118,022		

**Town of Aurora
Capital Projects Funding Adjustments
and Closure of 8 Projects
As of December 31, 2016**

Report Item Ref	Project (Project Ref. #)	Total Approved Funding	Total Expenditures as of December 31, 2016	Remaining Available Budget Surplus/ (Deficit)	Proposed Budget Adjustment	Revised Remaining Available Budget	Explanation
CAO							
CORPORATE SERVICES							
1.01	Sub Committee Internet Live Streaming (12029)	25,000		25,000	(25,000)	\$0	Combining with 72238, close project and transfer \$25,000 to 72238.
1.02	TH - Council Chambers A/V System (72238)	110,000	-	110,000	25,000	\$135,000	Combining with 12029, transfer \$25,000 from 12029 to 72238.
1.03	HRIS/Payroll System (12028)	80,000	88,290	(8,290)	(8,920)	\$0	Project complete. Fund deficit of \$8,920 from Growth & New Reserve.
FINANCIAL SERVICES							
INFRASTRUCTURE & ENVIRONMENTAL SERVICES							
1.04	Recon - Ransom Crt and Ransom St (31114)	50,000	28,407	21,593	(21,593)	\$0	Combining with 31109, close project and transfer \$21,593 to 31109
1.05	Recon - Kennedy St W & Temperance St (31109)	105,000	35,931	69,069	21,593	\$90,662	Combining with 31114, transfer \$21,593 from 31114 to 31109
1.06	Relocation of Sports Hall of Fame (74011)	66,350	74,302	(7,952)	(7,952)	\$0	Project complete and can be closed. Fund deficit of \$7,962 from Facilities R & R Reserve.
PARKS, RECREATION & CULTURAL SERVICES							
1.07	Library Square Investigation (73278)	-	32,314	(32,314)	(32,314)	\$0	Project complete and can be closed. Fund deficit of \$32,314 from Sale of Lands Reserve.
1.08	Purchase of Magna Lands (73170)		4,070	(4,070)	(4,070)	\$0	Project complete and can be closed. Fund deficit of \$4,070 from Sale of Land Reserve.
1.09	Walkway Repaving- James Lloyd Park (73235)	50,000	50,455	(455)	(455)	\$0	Project complete and can be closed. Fund deficit of \$455 from Parks R & R Reserve.
PLANNING & BUILDING SERVICES							
1.10	15085 Yonge St Investigation (12034)		6,482	(6,482)	(6,482)	\$0	Project complete and can be closed. Fund deficit of \$6,482 from Sale of Land Reserve.

Total	\$ (60,193)
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*8 Projects that are complete and can be closed (high-lighted above) (106,786)

2 Projects that require funding adjustments but will remain open 46,593
(60,193)

**Town of Aurora
Active Capital Project Listing
As of December 31, 2016**

Attachment #3

**General Committee Meeting Agenda
Tuesday, April 18, 2017**

Report Item Ref	Project Description	Total Approved Funding	Expenditures to December 31, 2016	Current Balance Surplus/ (Deficit)	Year of Approval / # of Projects	Expected Date of Completion	Notes on Project Status
CAO							
3.01	Organization Structural Review (12026)	100,000	31,135	68,865	2015	2018	Project ongoing.
3.02	Cultural Precinct Plan (73261)	80,000	59,491	20,509	2015	Q2 2017	Project ongoing. Consultant still has some deliverables which should be completed by the end of Q2 2017.
CORPORATE SERVICES							
Access Aurora							
3.03	Accessibility Committee (12002)	775,000	498,236	276,764	2010/2011	2017	Projects as outlined in the Accessibility Plan are ongoing.
3.04	Customer Care Implementation Plan (12016)	453,100	253,376	199,724	2010/2012	Q4 2017	Further requirements to come from Customer Experience Plan and Excellence Canada
3.05	Customer Relationship Management (CRM) (12025)	186,000	92,261	93,739	2013	2018	Phase 2 complete. Phase 3 to start Q2 2017.
By Law Services							
3.06	Bylaw Permit Parking Program (24012)	25,000	-	25,000	2016	2018	Project delayed until late 2017 with completion anticipated early 2018.
Human Resources							
Information Technology							
3.07	Mobile and Remote Worker Strategy (14046)	15,000		15,000	2012	Q4 2017	Study with N6 partners resuming Q2 2017. Keep funds open as a result.
3.08	Computer & Related Infrastructure Evergreening (14047)	658,658	636,348	22,310	2016	Q3 2017	Project ongoing. Existing funds will be used in conjunction with 2017 funds. Completion expected Q4 2017.
3.09	Fibre Optic Infrastructure (14053)	160,000	155,785	4,215	2011/2012	Q2 2017	Remaining funds will be used by end of Q2 2017.
3.10	Eclipse Project Portfolio Management (14058)	25,000		25,000	2012	Q4 2017	Decision to centralize project management preceding the acquisition of software. Project on hold. Funds anticipated to be utilized by end of 2017.
3.11	TH - Council Chambers A/V System (72238)	657,922	369,736	288,186	2015	Q2 2017	Project near to completion. Fine tuning of the system and new requests for change are being addressed. Project estimated to be finalized by the end of Q2 2017.
3.12	IT Strategic Plan (14063)	80,000		80,000	2014	Q3 2017	Sourcing a consultant to assist in the development of the plan. Estimated to be finalized September 2017.
3.13	Business Continuity/IT Disaster Recovery (14062)	25,000	5,205	19,795	2015	Q4 2017	Business Continuity/IT Disaster Recovery infrastructure work underway. Expected completion Q4 2017.
3.14	Mobility Solutions (14065)	45,000	7,692	37,308	2015	Q3 2017	Technology acquisitions partially complete for Meeting Management project. Remaining funds to source additional components as needed once voting has launched.
Legal Services							
Legislative Services							

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**Town of Aurora
Active Capital Project Listing
As of December 31, 2016**

Attachment #3

**General Committee Meeting Agenda
Tuesday, April 18, 2017**

Report Item Ref	Project Description	Total Approved Funding	Expenditures to December 31, 2016	Current Balance Surplus/ (Deficit)	Year of Approval / # of Projects	Expected Date of Completion	Notes on Project Status
3.15	Meeting Management Software (13008)	105,000	19,964	85,036	2013	2018	Two phase project. Phase 1 is in progress. Phase 2 will begin following the completion of Phase 1.
3.16	Records and Information Management (14035)	700,000	481,543	218,457	2009/2012	Q3 2017	Phase 4 - software has been installed. Testing is currently underway.
Strategic Initiatives							
FINANCIAL SERVICES							
3.17	Financial System Upgrade (14012)	100,000	83,603	16,397	2016	2,017	Additional work to be completed in 2017.
3.18	Financial System Optimization (14060)	110,000	96,912	13,088	2013	2018	Ongoing support for implementation of Caseware FIR.
INFRASTRUCTURE & ENVIRONMENTAL SERVICES							
Engineering and Capital Delivery							
3.19	Bloomington, Yonge to Bayview Sidewalk/Bike Illumination (31056)	883,569	608,876	274,693	2010/2011	Q2 2017	Waiting for final invoice from York Region.
3.20	Design - Elderberry Trail, Springmaple Chase, Houdini Way (31079)	2,008,900	981,060	1,027,840	2013	Q2 2017	Line painting required. One year maintenance for line painting.
3.21	Reconstruction - Centre St. (Yonge to Walton Dr.) (31103)	884,900	792,490	92,410	2012	Q2 2017	A few minor items to be completed.
3.22	Recon - Bluegrass, Steeplechase, Woodsend & Skyview (31096)	1,937,700	1,011,957	925,744	2014	Q2 2017	Line painting required. One year maintenance for line painting.
3.23	S/W, Multi-Use Trail & Illumination - Leslie St from Wellington St to Don Hillock (34610)	10,000	9,974	26	2014	2018	Design complete, construction scheduled for 2018. Part of a Regional project.
3.24	S/W, Multi-Use Trail & Illumination - St John's Sdrd - Bayview Ave to Leslie St. (34635)	32,700	20,216	12,484	2014	2017	Design complete, construction scheduled for 2017. Part of a Regional project.
3.25	Recon - Haida Dr & Trillium Dr (31105)	960,700	268,423	692,277	2015	2017	Project complete, still need to do top coat
3.26	Recon - Brookland - Yonge to Banbury (31107)	48,000	47,973	27	2015	2017	Construction to take place in 2017
3.27	Recon - Algonquin Cres & Haida Dr (31108)	100,000	85,139	14,861	2015	Q3 2017	Tender to be issued Q1 2017.
3.28	Recon - Catherine Ave (31111)	974,300	694,774	279,526	2015	Q2 2017	Top course to be done in 2017.
3.29	Recon - Industrial Pkwy S - Wellington to Industy St (31112)	2,672,031	2,418,160	253,871	2014	Q2 2017	Top course to be done in 2017.
3.30	Recon - Kennedy St W & Temperance St (31109)	126,593	35,931	90,661	2016	2018	Construction to take place in 2018.
3.31	Recon - Murray Dr (section) and Pinehurst Crt (31113)	120,000		120,000	2016	Q3 2018	Construction to take place in 2018
3.32	S/W Repair - Henderson/Tamarac/Poplar (34611)	25,000		25,000	2016	2019	Design postponed to Q4 2017, construction to be done in 2019.
3.33	S/W - Industrial Pkwy N - E Side, AFLC - St John's, W Side, Montessorri School to St John's (34627)	515,660	315,440	200,221	2016	2017	Project complete. Final invoice to be paid early 2017.
3.34	S/W - Mary St - Industrial Pkwy S - Wellington St W (34629)	75,000	16,144	58,856	2016	2017	Design in progress.
Water, Wastewater and Sewer System							
3.35	Sanitary Sewer on Leslie St to Service 2C Lands (41006)	1,543,300	25,749	1,517,551	2014	2017	To be constructed by 2C developer, Town will pay
3.36	Wastewater Hydraulic Model (41004)	100,000	4,453	95,547	2015	Q3 2017	Work in progress

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**Town of Aurora
Active Capital Project Listing
As of December 31, 2016**

Attachment #3

**General Committee Meeting Agenda
Tuesday, April 18, 2017**

Report Item Ref	Project Description	Total Approved Funding	Expenditures to December 31, 2016	Current Balance Surplus/ (Deficit)	Year of Approval / # of Projects	Expected Date of Completion	Notes on Project Status
3.36	Decommission Sewer - Wells St PS (41007)	300,000	95	299,905	2015	Q2 2017	Construction to take place in 2017
3.37	3 Phase Electrical Power (41009)	60,000	-	60,000	2015	2018	Waiting for SCADA report
3.38	Maintenance of Culverts - Yonge/Batson (42054)	100,000	43,801	56,199	2015	Q3 2018	Design in progress. Construction in 2018.
3.39	Town Wide Stream Erosion Master Plan (42057)	117,800	-	117,800	2015	Q2 2018	Tender has been awarded. Work has begun.
3.40	Water Meter Replacement Program (43038)	1,283,896	875,239	408,657	2012	2022	Ongoing project - 10 year plan in total
3.41	Backflow Prevention Program (43039)	50,000	-	50,000	2012	2018	Design to be completed in 2017 by compliance officer
3.42	Bulk Water Meter Installation (43044)	380,000	-	380,000	2014		Project to be undertaken by compliance officer.
3.43	St John's Sdrd - Leslie to 2C (43048)	216,700	-	216,700	2015	2017	To be constructed by 2C developer, Town will pay. Construction scheduled for 2017.
3.44	Reconnection - Bathurst/Orchard Hts (43053)	70,000	-	70,000	2015	2018	Work to be completed by York Region. Compliance officer to oversee.
3.45	Water Hydraulic Model (43040)	100,000	20,815	79,185	2015	Q2 2017	Project in progress.
3.46	Decommission Well House Behind Ransom Crt (43047)	40,000	-	40,000	2016	2018	Project to be undertaken by compliance officer.
3.47	SCADA Monitoring System (41010)	200,000	12,317	187,683	2016	2018	Phase 1 assessment complete Phase 2 Design - 2017 Phase 3 Implementation - 2018
3.48	Storm Sewer Reserve Fund and Rates Study (42059)	50,000	1,043	48,957	2016	Q4 2017	Tender has been awarded.
3.49	Street Light Improvements - Wellington St. (34707)	546,940	19,251	527,689	2013	2017	Project to be tendered in conjunction with 34710 and 34711. To be tendered Q2 of 2017. Work will begin Q3 2017.
3.50	Street Light Conversion to L.E.D. (34709)	3,354,200	2,499,906	854,294	2014	2017	Project nearing completion, waiting on supply of coach lights
3.51	Street Light Poles St John's (34710)	119,100	21,042	98,058	2014	2017	Project to be tendered in conjunction with 34707 and 34711. To be tendered Q2 of 2017. Work will begin Q3 2017.
3.52	Street Light Poles - Bayview (34711)	225,000	-	225,000	2015	2017	Project to be tendered in conjunction with 34707 and 34710. To be tendered Q2 of 2017. Work will begin Q3 2017.
3.53	Street Lights (31151)	50,000		50,000	2016		Ongoing streetlight gap installation.
3.54	Speed Message Board (34522)	28,000	9,548	8,000	2013	2017	Project to be completed by end of Q2 2017.
3.55	IES Closed Projects Contingency (31115)	50,000	-	50,000			Project remains open in case of contingency requirements.
Infrastructure Operations							
Fleet Management							
3.56	Woodchipper (#300) (34229)	60,000		60,000	2016	Q2	To be re-tendered in 2017.
Facilities							
3.57	215 Industrial Pkwy. Exterior Works (72146)	145,000	6,666	138,334	2012	2017	Waiting for condition report. Possibility of doing work in 2017.
3.58	ACC Lot Repave (72133)	1,839,499	1,527,902	311,597	2014	Q3 2017	Project complete but there are still deficiencies. Top course asphalt still needs to be done.
3.59	Work Station Refresh, Carpet, etc (72201)	180,000	63,958	116,042	2015	2020	Project ongoing, next phase to be completed in 2017 (CS & Corporate Communications, Finance Boardroom)

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**Town of Aurora
Active Capital Project Listing
As of December 31, 2016**

Attachment #3

General Committee Meeting Agenda
Tuesday, April 18, 2017

Report Item Ref	Project Description	Total Approved Funding	Expenditures to December 31, 2016	Current Balance Surplus/ (Deficit)	Year of Approval / # of Projects	Expected Date of Completion	Notes on Project Status
3.60	Cameras - HDIP (72204)	50,000	-	50,000	2015	2021	Project ongoing. Will be starting with TH based on ELT and security survey.
3.61	22 Church St/Library - Exterior Repairs (72219)	80,000	7,577	72,423	2015	Q3	Work to be completed in 2017.
3.62	AFLC - Arena Dehumidifiers (72226)	135,000	8,573	126,427	2015	2018	Work to be completed in 2018. Retaining mechanical engineer consultant for review and specifications.
3.63	89 Mosley - Condition Assessment Report (72241)*	425,000	8,904	416,096	2015	Q3/Q4	Waiting for Pinchinto do an asbestos assessment.
3.64	Building Condition Report (72202)	174,830	-	174,830	2015	2017	Project ongoing and awaiting completion by end of Q2.
3.65	Library - LED Light Study (72237)	15,000	-	15,000	2015	Q3/Q4	Site inspection to be done to determine next steps.
3.66	AFLC - Pool Dehumidification Replacement (72211)	237,300	201,568	35,732	2015	2017	Near completion. Whirlpool to be brought online.
3.67	Community Radio Station and Sound Studio (74010)	10,000		10,000	2015		Project awaiting further direction.
3.68	ACC - Improvement of Aurora Community Centre (72175)*	425,000	136,013	288,987	2016	2018	Ice plant condensers installed. Boilers and rink lights to be completed in 2017.
3.69	SARC - Improvement to Stronach Aurora Recreation Complex (72221)*	425,000	2,849	422,151	2016	2018	LED upgrades quotes received. Pool liner replaced scheduled for September 2017.
3.70	AFLC - Whirlpool and Pool Heaters (72247)	50,000		50,000	2016	2017	Project ongoing. Need consultation with mechanical consultant first.
3.71	Library - Brick Works (72248)	30,000		30,000	2016	Q3/Q4	Engineering took oversight. Tender to close Q2 2017.
3.72	AFLC - Roof Top Unit (72250)	35,000		35,000	2016	2017	Waiting for consultation with mechanical consultant.
3.73	JOC - Solar Panels (72265)	130,000	81,274	48,726	2016	Q2	Panels and wiring connected. IT to coordinate the data lines.
PARKS, RECREATION & CULTURAL SERVICES							
Culture							
Parks							
3.74	Parks/Trails Signage Strategy Study & Implementation (73134)	503,000	157,446	345,554	2011/2012	2018	Project ongoing. Next phase, Q2 2017 remaining trail signage to be completed in 2017. Parks signage complete end of 2018.
3.75	Arboretum Development (73085)	655,000	558,683	96,317	2008-2013	ongoing	Project ongoing
3.76	Former Kwik Kopy Trail Connection (73107)	185,000	110,163	74,837	2009		Regional approval is still pending. Staff continue to follow up, however no firm date has been provided by the Region.
3.77	Parks Pathway System (73117)	285,000	278,439	6,561	2011/2012	2017	One location remains to be completed early summer.
3.78	Street Tree Planting Contract (73119)	164,892	177,816	(12,924)	2010	2018	Tender for a portion of work to go out Q1 2017. Planting to occur over a two year period.
3.79	Rotary Park Upgrade (73159)	15,893	12,440	3,453	2012	2017	Project to remain open pending further conversation with Rotary Club and TACT.
3.80	Emerald Ash Borer Management Program (73160)	859,850	626,393	233,457	2013		Project ongoing
3.81	Site Servicing - Stewart Burnett (73161)	2,727,300	133,602	2,593,698	2012	2017	Project to commence Q2 2017.
3.82	Pedestrian Underpasses (73177)	887,882	134,258	753,624	2012	2019	Two underpasses approved by council to be cost shared with the Region of York. Construction scheduled for 2018.

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**Town of Aurora
Active Capital Project Listing
As of December 31, 2016**

Attachment #3

Report Item Ref	Project Description	Total Approved Funding	Expenditures to December 31, 2016	Current Balance Surplus/ (Deficit)	Year of Approval / # of Projects	Expected Date of Completion	Notes on Project Status
3.83	2C West Ecological Integrity Monitoring (73260)	212,400	66,190	146,210	2014	2023	Project commitment for a 10 year time period. Year 3 of 10.
3.84	Natural Ice Rink Cells (73233)	54,000		54,000	2014		Waiting for legal advice.
3.85	Queens Jubilee Park Access (73252)	567,000	185,367	381,633	2014	2017	Project to commence spring 2017. Contractor has been put on official notice to complete the project by May 31, 2017.
3.86	Playground Surface Restoration (73154)	20,300	3,602	16,698	2015		Project ongoing.
3.87	Bridge Assessment (73193)	65,000	509	64,491	2015	2017	LSRCA has mad a request to remove saw mill dam ruins. Staff may be reporting back to council for a reallocation of remaining funds for this project.
3.88	Wildlife Park - North Dam Rehabilitation (73268)	700,000	97,322	602,678	2015	2018	Project to be tendered Q1 2017 pending LSRCA and MNR approvals.
3.89	Trail Construction as per Trail Master Plan (73147)	150,000		150,000	2015	2018	One section to be completed in 2017 followed by remaining sections in 2018 in conjunction with developers completion of access routes.
3.90	Wildlife Park - Phase 1/2/3 (73169)	200,000		200,000	2015		Project is currently in design and approval stages involving MNR and LSRCA final approvals date unknown at this time.
3.91	Artificial Turf Repair - soccer goal areas (73189)	35,000	-	35,000	2016	2017/18/19	Staff to complete this work in house potentially utilizing sections of used artificial turf salvaged from Sheppard's Bush Turf Replacement.
3.92	Improvements to Fleury Park Washroom Facility (73242)*	150,000	6,662	143,338	2016		Architectural assessment and cost estimate to refurbish this facility has been completed. Staff are awaiting comments from LSRCA on alternative washroom designs based on prefabricated building. Project may be deferred pending LSRCA comments. Staff to report back to Council on this project.
3.93	Mavrinac Park (73285)	1,300,000	21,631	1,278,369	2016	2017	Construction to take place in 2017.
3.94	PRS Closed Projects Contingency (73187)	50,000		50,000			Project remains open in case of contingency requirements.
Recreation							
3.95	Fitness Equipment Replacement (74007)	125,600	121,367	4,233	2012	ongoing	Project ongoing, additional equipment to be purchased in 2017.
PLANNING & BUILDING SERVICES							
Building Division							
3.96	Mobile Devices for BBS (24011)	100,000	21,662	78,338	2016	Q2 2017	Project to be completed by end of Q2 2017.
Development Planning Division							
3.97	Update of Zoning Bylaw (81004)	140,000	79,530	60,470	2007-2011	Q2 2017	
3.98	Community Improvement Plan (81015)	746,473	4,000	742,473	2014		Project ongoing
3.99	Official Plan Review/Conformity to Places to Grow (81001)	300,000	-	300,000	2016		Project delayed due to Provincial Plan Review and Regional Official Plan Review.
Long Range & Strategic Planning							
4.00	15059 Leslie Street (12019)	7,459,536	7,382,644	76,893	2011/2012		Project ongoing
4.01	Town of Aurora Strategic Plan (12015)	50,000		50,000	2015	Q2 2017	
Total		76,568,126	53,748,459	22,809,215			



**Town of Aurora
General Committee Report**

No. IES17-018

Subject: Award of Tender 2017-10-IES – Water Box Repairs and Cathodic Protection of Watermains

Prepared by: Phillip Galin, Acting Operations Manager

Department: Infrastructure and Environmental Services

Date: April 18, 2017

Recommendation

- 1. That Report No. IES17-018 be received; and**
- 2. That unit price Tender No. 2017-10-IES for Water Box Repairs and Cathodic Protection of Watermains be awarded to Grand-Mac Construction Ltd. in the upset limit of \$300,000 excluding taxes for three (3) years, with an option to renew for an additional two (2) one (1) year periods; and**
- 3. That the Director of Infrastructure and Environmental Services be authorized to renew Tender 2017-10-IES for an additional two (2), one (1) year periods, pending an annual analysis and satisfactory performance review by the Director; and**
- 4. That the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.**

Executive Summary

This report seeks Council approval to award the unit price tender for the removal and replacement of water service boxes and the supply and installation of anodes on watermains for the Water department.

Background

As part of the Town's standard waterworks maintenance and rehabilitation practices, a number of ongoing maintenance and rehabilitation programs are undertaken to extend

April 18, 2017

Page 2 of 5

Report No. IES17-018

the lifespan of the watermain infrastructure that provide safe drinking water to the Town's residents.

This contract will perform the following services:

Water Service Box Rehabilitation

- The continuous and proper operation of the valve located on a water service at the property line is vital so as to ensure that in the event of an emergency, water can be quickly turned off to prevent flooding damage.

Cathodic Protection of Watermains

- Cathodic protection is a reliable and cost effective method of minimizing the effects of external corrosion on existing ductile iron watermains. This program involves attaching sacrificial anodes (the cathodic protection device) to existing ductile iron watermains. The anode corrodes instead of corroding the watermain resulting in extended life of the watermains, reduction in disruptions due to watermain breaks, and provides an overall safer drinking water system.

Analysis

Fifteen firms picked up bid documents and four (4) bids were submitted. Each of the four (4) bids was deemed compliant.

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

Table 1

	Firm Name	Total Bid for three (3) years (excluding taxes)
1	Grand-Mac Construction Ltd.	\$639,301.75
2	Ontario Excavac Inc.	\$974,400.25
3	614128 Ontario Ltd. o/a Trisan Construction	\$1,182,825.00
4	Global Cathodic Protection Inc.	\$2,195,858.03

Bid prices quoted are for three (3) years. The unit prices tendered have been used to determine the correct total bid price.

The total bid prices in Table 1 represent the sum of the costs of the individual items listed in the tender document and provide the basis of a price comparison between the tenders received. The actual costs will be based on an “as needed” basis whereby the Town pays only for the repairs performed.

The Operating budget for this project is \$100,000 per year totalling \$300,000 for three (3) years.

Verification of the tenders was undertaken by Town staff. The lowest compliant bid was submitted by Grand-Mac Construction Ltd. in the amount of \$639,301.75, excluding taxes, for three (3) years.

Advisory Committee Review

Not applicable.

Financial Implications

Funding implications are summarized in Table 2:

Table 2

Description	Amount
Tender Amount	\$639,302
Other Items	N/A
Sub-Total	\$639,302
Total	\$639,302
Budget	\$300,000
Variance	(\$339,302)

The tender amount exceeds the budget as it is based on unit costs. It is recommended that the contract be awarded to an upset limit of \$100,000 per year for three (3) years totalling \$300,000, to match the available operating budget for this project.

Communications Considerations

There is no external communication required.

Link to Strategic Plan

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

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

Alternative(s) to the Recommendation

1. Council may choose to not award this 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, this will prevent the completion of routine and emergency waterworks maintenance and rehabilitation operations performed under this contract as part of ongoing maintenance of Town infrastructure.

Conclusions

The tender review meets the Procurement By-law requirements and staff recommends that Tender No. 2017-10-IES for the removal and replacement of water service boxes and the supply and installation of anodes on watermains be awarded to Grand-Mac Construction Ltd. for an upset limit of \$100,000 per year excluding taxes for three (3) years totaling \$300,000.

Attachments

None.

Previous Reports

None.

April 18, 2017

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Report No. IES17-018

Pre-submission Review

Agenda Management Meeting review on March 30, 2017

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



Town of Aurora

General Committee Report

No. IES17-019

Subject: Award of Tender No. 2017-16-IES - Street Lighting Maintenance

Prepared by: Phillip Galin, Acting Operations Manager

Department: Infrastructure and Environmental Services

Date: April 18, 2017

Recommendation

- 1. That Report No. IES17-019 be received; and**
- 2. That unit price Tender No. 2017-16-IES for Street Lighting Maintenance be awarded to ALine Utility Limited in the upset limit amount of \$270,000 excluding taxes, for three (3) years, with an option to renew for an additional two (2) one (1) year periods; and**
- 3. That the Director of Infrastructure and Environmental Services be authorized to renew Tender 2017-16-IES for an additional two (2), one (1) year periods, pending an annual analysis and satisfactory performance review by the Director; and**
- 4. That the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.**

Executive Summary

This report seeks Council approval to award Tender No. 2017-16-IES for street lighting maintenance in the Town to ALine Utility Ltd.

Background

The Town contracts street lighting maintenance services as part of its road maintenance program. The existing contract has now expired and as such, a new tender was issued on March 1, 2017.

Analysis

Project Description

The work to be performed includes the supply of all labour, material and equipment necessary for the Town's external street lighting infrastructure maintenance. The length of the contract is three (3) years with an optional two (2), one (1) year periods.

Tender Results

On March 21, 2017, the Tender Opening Committee received five (5) compliant bids.

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

Table 1 - Summary of Bids

	Company Name	Total Bid (excluding taxes)
1	ALine Utility Ltd.	\$522,358.27
2	Fellmore Electrical Contractors Ltd.	\$574,696.16
3	Guild Electric Ltd.	\$603,564.75
4	Tri-Star Electric Inc.	\$838,532.50
5	Beacon Utility Contractors Ltd.	\$955,108.79

Verification of the tenders was undertaken by Town staff. The lowest compliant bid was submitted by ALine Utility Ltd. in the amount of \$522,358.27.

The total bid prices in Table 1 represent the sum of the costs of the individual items listed in the tender document and provide the basis of a price comparison between the tenders received. The actual costs will be based on an "as-needed" basis whereby the Town pays only for the work performed.

Project Schedule

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

Advisory Committee Review

Not applicable.

Financial Implications

Table 2 is a financial summary of the tender submitted by ALine Utility Ltd.

Table 2 – Financial Summary

Description	Amount
Tender Amount	\$522,358
Other Items	N/A
Total	\$522,358
Budget Amount: Roads Dept.	\$210,000
Budget Amount: Parks Dept.	\$60,000
Variance	(\$252,358)

The tender amount exceeds the budget as it is based on unit costs. It is recommended that the contract be awarded to an upset limit of \$270,000 to match the available operating budget.

Communications Considerations

There are no communication related issues.

Link to Strategic Plan

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

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

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Report No. IES17-019

Alternative(s) to the Recommendation

1. Council may choose to not award this project. The tender process meets all of the requirements of the Procurement By-law and awarding this contract is the next step in fulfilling the requirements of the tendering process. If Council chooses to not award this contract, the Town will be without a street lighting maintenance provider.

Conclusions

Staff recommends that Tender No. 2017-16-IES – Street Lighting Maintenance, be awarded to ALine Utility Ltd. for an upset limit of \$270,000 excluding taxes.

Attachments

None.

Previous Reports

None.

Pre-submission Review

Agenda Management Meeting review on March 30, 2017

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer



Town of Aurora

General Committee Report No. PRCS17-014

Subject: Award of Tender 2017-51-PRCS Boulevard Tree Plantings in 2C Development Area

Prepared by: Jim Tree, Manager of Parks

Department: Parks, Recreation and Cultural Services

Date: April 18, 2017

Recommendation

- 1. That Report No. PRCS17-014 be received; and**
- 2. That Tender 2017-51-PRCS Boulevard Tree Plantings in 2C Development Area be awarded to Royal Oak Tree Services Inc. in the amount of \$442,857, excluding taxes, for a two-year term; and**
- 3. That the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.**

Executive Summary

The purpose of this report is to approve the Award of Tender 2017-51-PRCS Boulevard Tree Plantings in the 2C Development Area as follows:

- To complete the Corporation's obligation to provide street trees in accordance with the applicable 2C Development Agreements;
- To utilize the funds collected from the Developer's for the planting of street trees;
- To provide quality control in the selection of suitable trees, site preparation and ongoing maintenance for newly planted trees on municipal boulevards;
- To properly phase the planting of trees over a two-year period to ensure the timely planting of trees in new development areas;
- To obtain Council approval to award Tender 2017-51-PRCS to Royal Oak Tree Services Ltd.

Background

With the completion of various sections of several new residential subdivisions within the 2C area, the Town is responsible for planting municipal street trees on the boulevards within several of these development areas.

During the development approvals process, staff worked with the individual Developer's in determining responsibility for the planting of street trees and have allowed an option for the Developer to provide a cash payment to the Town for the purposes of the Town assuming tree planting obligations.

This option mainly allowed the Town to gain more control over the selection of nursery stock, planting operation, stricter adherence to the Town's planting standards and planting site preparation including ongoing maintenance. It is also attractive to some of the Developers as it relieves them from the obligations of posting significant sums of securities that will be held by Town until subdivision assumption, which could be several years following that date that trees were planted.

Analysis

Planting of street trees within the 2C Development area will fulfill area resident's expectations and the Town's obligations with the applicable Development agreements

With the completion of homes, final grading and sodding of the municipal Boulevards in the 2C Development, it is typical that the street trees are the final component of landscape works that is scheduled to occur. Area residents are often very eager to see new trees being planted on their streets and staff is equally as interested in satisfying both the residents' expectations and the Town's obligations within the development agreement.

As such, staff have been receiving enquires from new homeowners in the area regarding the timing of the proposed street tree planting. Staff have advised those owners who have made an enquiry that this project was approved in the 2017 Capital Budget and that subject to Council approval planting would occur in 2017.

April 18, 2017

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Report No. PRCS17-014

Funds for boulevard tree planting purposes were collected from the individual Developers upon execution of the Development agreement

Funds for the purchase and planting of boulevard trees have been collected as separate non-Development Charges fees by the Town and were placed in our Landscaping Reserve Account for this specific purpose the fees collected are inclusive of all costs associated with the purchase, installation and regular maintenance needs of the trees for a two-year period.

Following this period, these trees will have established themselves in their new location and will then be included in the Town's urban tree inventory and receive the applicable Standard Maintenance Service Level for street trees.

Parks Division Arborist and Landscape Architect assigned to ensure all aspects of quality control are closely monitored in the selection, planting and maintenance of all trees.

Quality control is considered to be the single most influential component in the long term health and vitality of street trees. As such, the Parks Division will be assigned to inspect and monitor all aspects of the tree planting contract with a significant focus on the overall quality of the trees and compliance with the Town's detailed planting specifications. In the event that any work found not to be compliant with the Town's specifications will be rejected.

Tree planting to occur over a two-year period with a spring and fall 2017 planting followed by a spring and fall planting season in 2018

Planting of trees will be scheduled during the prime planting seasons and as boulevards have been completed and sodded in the new 2C development areas.

Tender Results

Staff released Tender 2017-51-PRCS for the Planting of Trees in the 2C development Area on March 3, 2017 and it closed on March 21, 2017.

A total of nine (9) firms submitted Tenders. All nine (9) Tenders were deemed compliant.

The lowest compliant Tender was submitted by Royal Oak Tree Services Inc. at \$442,857, excluding taxes.

Table 1 below is a breakdown of compliant prices submitted for Tender 2017-51-PRCS:

Table 1

	FIRM NAME	TOTAL BID (excluding taxes)
1	ROYAL OAK TREE SERVICE INC.	\$442,857
2	LOMCO LIMITED	\$449,832
3	AQUAGRAN LANDSCAPING AND CONSTRUCTION LTD.	\$459,894
4	GARDENGROVE LANDSCAPING INC.	\$467,618
5	M+S ARCHITECTURAL CONCRETE LTD.	\$501,219
6	MICHAEL SCOTT'S LANDSCAPING (1430866 ONTARIO)	\$505,744
7	GEOSCAPE CONTRACTING	\$519,254
8	CSL GROUP LTD.	\$540,923
9	TITANIUM CONTRACTING INC.	\$676,465

Advisory Committee Review

None required.

Financial Implications

Table 2 is a financial summary for Capital Project No. 73119 as based on the Tender submitted by Royal Oak Tree Services Inc.:

Table 2

Approved Budget	
Capital Project 73119	\$575,000
Total Approved Budget	\$575,000
Less previous commitments	0
Funding available for subject Contract	\$575,000
Contract Award excluding HST	\$442,857
Non-refundable taxes (1.76%)	\$7,794
Contingency amount (10%)	\$0
Sub-Total	\$450,651
Total Funding Required	\$450,651
Budget Variance (returned to source)	\$124,348

Communications Considerations

There are no communication related issues.

Link to Strategic Plan

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

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

Alternative(s) to the Recommendation

There are no available options if Council wishes to continue to provide the current existing minimum service level standards on all municipal streets.

Conclusions

Based on the lowest compliant bid submitted for this project and the positive references obtained by staff on the past performance of this contractor, staff recommends awarding Tender No. 2017-51 for the Supply of All Labour, Materials and Equipment for Boulevard Tree Planting in the 2C Development Area be awarded to Royal Oak Tree Services Inc. in the amount of \$442,857, excluding taxes.

Attachments

Attachment #1 – Key Plan – 2C Area Boulevard Tree Plantings

Attachment #2 – Budget for Capital Project No. 73119 Street Tree Planting Contract

Previous Reports

None.

Pre-submission Review

Agenda Management Meeting review on March 30, 2017.

Departmental Approval

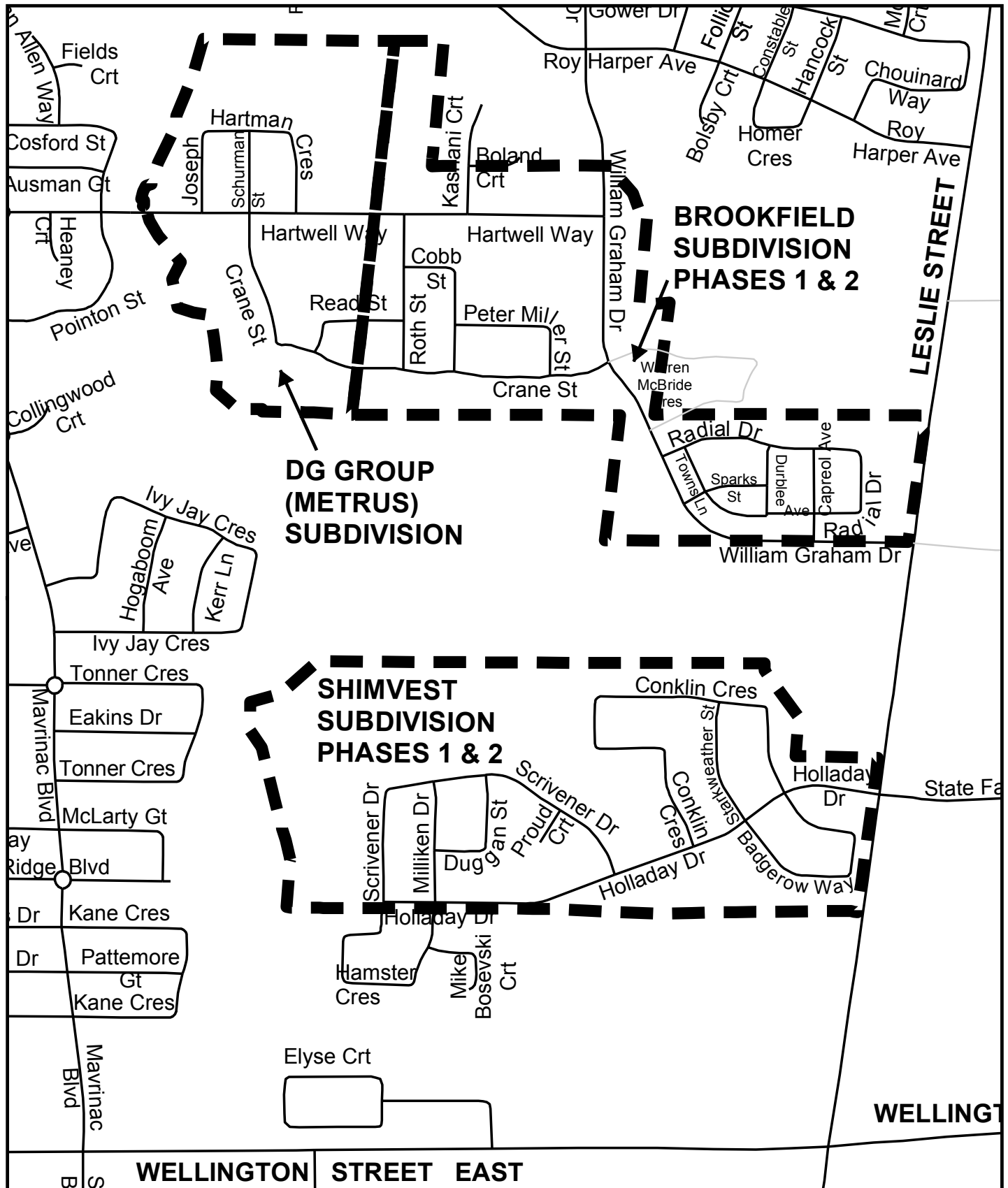


Allan D. Downey
Director, Parks, Recreation and Cultural
Services

Approved for Agenda



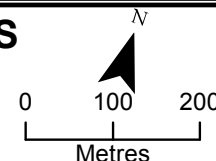
Doug Nadorozny
Chief Administrative Officer



KEY PLAN - 2C AREA BOULEVARD TREE PLANTINGS

Area of Boulevard Tree Plantings (PRCS 2017-51)

Attachment #1





**Town of Aurora
Trails and Active Transportation Committee
Meeting Minutes**

Date:	Friday, February 17, 2017
Time and Location:	10 a.m., Council Chambers, Aurora Town Hall
Committee Members:	Councillor Tom Mrakas (Chair), Richard Doust (PRCSAC Representative), Bill Fraser, Laura Lueloff, and Nancee Webb (EAC Representative)
Members Absent:	Councillor Sandra Humfries (Vice Chair) and Alison Collins-Mrakas
Other Attendees:	Jim Tree, Manager of Parks, Lawrence Kuk, Planner, and Linda Bottos, Council/Committee Secretary

The Chair called the meeting to order at 10:12 a.m.

1. Approval of the Agenda

**Moved by Richard Doust
Seconded by Laura Lueloff**

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

- Delegation (a) Bruce Corbett, Aurora Chapter Chair, Oak Ridges Trail Association; Re: Proposed Re-routing of Oak Ridges Trail through Rotary Park
- Delegation (b) Klaus Wehrenberg, Resident; Re: Trails Signage and Murray Drive Underpass

Carried as amended

Trails and Active Transportation Committee Meeting Minutes
Friday, February 17, 2017

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2. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest and general nature thereof under the *Municipal Conflict of Interest Act*.

3. Receipt of the Minutes

Trails and Active Transportation Meeting Committee Minutes of November 18, 2016

Moved by Bill Fraser

Seconded by Nancee Webb

That the Trails and Active Transportation Committee meeting minutes of November 18, 2016, be received for information.

Carried

4. Delegations

**(a) Bruce Corbett, Aurora Chapter Chair, Oak Ridges Trail Association
Re: Proposed Re-routing of Oak Ridges Trail through Rotary Park**

Mr. Corbett requested that consideration be given to re-routing the Oak Ridges Trail through Rotary Park, from Kennedy Street East and Gurnett Street to Cousins Drive, instead of continuing on Kennedy Street East to Wells Street to Cousins Drive.

Moved by Bill Fraser

Seconded by Laura Lueloff

That the comments of the delegation be received for information.

Carried

**(b) Klaus Wehrenberg, Resident
Re: Trails Signage and Murray Drive Underpass**

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Mr. Wehrenberg presented images of trail signage used in Santiago, Chile, which he suggested could be considered for use at future trail connections in Aurora to indicate trail usage and encourage the caution of vehicular traffic.

Mr. Wehrenberg provided an update on his discussions with Highland Gate Developments Inc. regarding the Murray Drive underpass and options for a looped trail from Yonge Street to stay off-road completely.

**Moved by Richard Doust
Seconded by Nancee Webb**

That the comments of the delegation be received for information.

Carried

5. Matters for Consideration

None

6. Informational Items

1. Verbal Update from Manager of Parks Re: Metrolinx Rail Expansion

Staff gave an update on the progress of the Barrie Rail Corridor Expansion project from Toronto to Barrie, and noted that two of the eight proposed underpasses or level crossings have been approved. Staff advised that Metrolinx is aware of the Town's priorities, but Metrolinx has not committed to building or funding any underpasses. The Committee stressed that the crossings need to be prioritized and built in conjunction with the expansion. Staff agreed to forward a copy of the site drawings to Committee members.

**Moved by Nancee Webb
Seconded by Richard Doust**

1. That the verbal update regarding Metrolinx Rail Expansion be received for information.

Carried

2. Verbal Update from Manager of Parks

Re: Leslie Street Underpasses

Staff provided an update regarding the plans for construction of Leslie Street Underpasses C and D, which are estimated to be completed within five years, Staff noted that the costs would be shared equally with York Region, and the Town has requested that the administration and inspection costs be waived.

Moved by Nancee Webb

Seconded by Richard Doust

1. That the verbal update regarding Leslie Street Underpasses be received for information.

Carried

3. Verbal Update from Manager of Parks

Re: Yonge Street South Development and Trails Issues

Staff gave an update on the Yonge Street South Development and trails issues, and noted that there are technical issues respecting noise walls and grading, and further information has been requested. The Committee inquired about trail alignment and the Butternut tree, and staff confirmed that there will be replantings and setbacks for trees.

Moved by Nancee Webb

Seconded by Bill Fraser

1. That the verbal update regarding Yonge Street South Development and Trails Issues be received for information.

Carried

4. Verbal Update from Manager of Parks

Re: Wellington Street Crossing Feasibility Study

Staff provided an update and advised that trail users are currently diverted to the Wellington Street East and John West Way intersection. Staff noted that this matter is addressed in the Trails Master Plan and the Feasibility Study

Trails and Active Transportation Committee Meeting Minutes
Friday, February 17, 2017

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would consider various crossing options, with the preliminary designs and costs to be reviewed by the Committee prior to consideration by Council.

**Moved by Richard Doust
Seconded by Bill Fraser**

1. That the verbal update regarding Wellington Street Crossing Feasibility Study be received; **and**
2. **That the Trails and Active Transportation Committee recommend to Council:**
 - (a) **That the Wellington Street Crossing Feasibility Study be first submitted to the Trails and Active Transportation Committee for review.**

Carried as amended

**5. Verbal Update from Manager of Parks
Re: Current Trails Maintenance Standards and Emerging Needs**

Staff provided a brief overview of the trails maintenance standards for various surfaces and areas within the Town, and advised that there is more pressure to increase the maintenance service levels, and lighting, through all seasons. The Committee inquired about accessibility and staff confirmed that a sign strategy, which would indicate surface and grade, is in progress.

**Moved by Nancee Webb
Seconded by Laura Lueloff**

1. That the verbal update regarding Current Trails Maintenance Standards and Emerging Needs be received; **and**
2. **That the Trails Maintenance Standards and emerging needs be brought forward for review by the Trails and Active Transportation Committee at a future meeting.**

Carried as amended

Trails and Active Transportation Committee Meeting Minutes
Friday, February 17, 2017

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6. Extract from Council Meeting of December 13, 2016

**Re: Trails and Active Transportation Committee Meeting Minutes of
November 18, 2016**

Moved by Richard Doust

Seconded by Bill Fraser

1. That the Extract from Council Meeting of December 13, 2016, regarding the Trails and Active Transportation Committee meeting minutes of November 18, 2016, be received for information.

Carried

7. New Business

Further to Delegation (a) regarding the proposed re-routing of the Oak Ridges Trail through Rotary Park, the Committee put forward a motion.

New Business Motion No. 1

Moved by Nancee Webb

Seconded by Laura Lueloff

1. That the Trails and Active Transportation Committee recommend to Council:
 - (a) That the Oak Ridges Trail be re-routed through Rotary Park, subject to notification of area residents.

Carried

Mr. Doust gave an update on the progress of the Bike Aurora Day initiative and advised that the tentative event date is Saturday, June 24, 2017.

Councillor Mrakas inquired about the development of the Cycling Master Plan, and staff suggested that information could be provided on the agenda of the next meeting.

Trails and Active Transportation Committee Meeting Minutes
Friday, February 17, 2017

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8. Adjournment

Moved by Nancee Webb

Seconded by Richard Doust

That the meeting be adjourned at 11:40 a.m.

Carried

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



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

Date: Tuesday, February 28, 2017

Time and Location: 10 a.m., Holland 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: Samantha Yew, Deputy Clerk and Nicole Trudeau, Council/Committee Secretary

The Chair called the meeting to order at 10 a.m.

1. Approval of the Agenda

**Moved by Terry Jones
Seconded by Steve Hinder**

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

- Item 2 – Draft Governance Review Ad Hoc Committee Work Plan

Carried

2. Declarations 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

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

Moved by Bill Hogg

Seconded by Anna Lozyk Romeo

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

Carried

4. Delegations

None

5. Matters for Consideration

1. Round Table Discussion

Re: 2018 Municipal Election – Voting Method

Staff and the Committee discussed various voting methods for the 2018 municipal election including the use of voting and vote-counting equipment, such as vote tabulators and the use of an alternative voting method that does not require electors to attend at a voting place in order to vote, such as internet and telephone.

The Committee agreed that discussing voting method is a priority, and requested information on alternative voting methods, such as internet and telephone, including accessibility, budget, staffing and security implications, communication and change management plan. In addition, the Committee requested information from other Ontario municipalities regarding internet and telephone voting including statistics and best practices, along with the position of the provincial and federal governments on internet and telephone voting.

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

1. That the Round Table Discussion regarding 2018 Municipal Election – Voting Method be received and the comments of the Committee be referred to staff for consideration.

Carried

2. Draft Governance Review Ad Hoc Committee Work Plan

The Chair introduced the draft work plan.

Staff and the Committee reviewed and discussed the three activities listed on the draft work plan, being the duties and functions of the Committee, including policies and procedures governing elections, composition and structure of Council, and remuneration and benefits for members of Council.

The Committee requested information related to the activities on the draft work plan including data from other municipalities on remuneration and benefits for members of Council. In addition, the draft work plan is to include a timeline with set targets and deadlines for the Committee to review and provide comment.

The Committee agreed that further information regarding questions on the ballot will not be required as it will not be recommended.

**Moved by Terry Jones
Seconded by Anna Lozyk Romeo**

1. That the draft Governance Review Ad Hoc Committee Work Plan be received and the comments of the Committee be referred to staff for consideration.

Carried

6. Informational Items

None

Governance Review Ad Hoc Committee Meeting Minutes
Tuesday, February 28, 2017

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7. New Business

Staff and the Committee confirmed that the next meeting date will be on Tuesday, March 14, 2017.

8. Adjournment

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

That the meeting be adjourned at 11:45 a.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: Tuesday, March 28, 2017

Time and Location: 10 a.m., Holland Room, Aurora Town Hall

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

Member(s) Absent: Anita Moore

Other Attendees: Samantha Yew, Deputy Clerk, and Michael de Rond, Deputy Clerk, Township of Uxbridge

The Vice Chair called the meeting to order at 10:05 a.m.

1. Approval of the Agenda

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

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*.

3. Receipt of the Minutes

Governance Review Ad Hoc Committee Meeting Minutes
Tuesday, March 28, 2017

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Governance Review Ad Hoc Committee Meeting Minutes of February 28, 2017

**Moved by Terry Jones
Seconded by Steve Hinder**

That the Governance Review Ad Hoc Committee meeting minutes of February 28, 2017 be received for information.

Carried

4. Delegations

None

5. Matters for Consideration

1. GRAHC17-001

Re: 2018 Municipal Election – Voting Methods

Staff and the Committee discussed various aspects of tabulator and internet voting. The Committee suggested that when a report is brought forward to Council, it include further information regarding a communications plan, standardized and alternative voting locations, the possibility of an online “help desk” for voter support, the use of telephone voting, best practices of other municipalities, long-term internet voting strategies, and a cost breakdown.

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

1. That Report No. GRAHC17-001 be received; and
2. That the Governance Review Ad Hoc Committee recommend to Council:
 1. That internet only voting be implemented for the 2018 municipal election; and

Governance Review Ad Hoc Committee Meeting Minutes
Tuesday, March 28, 2017

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2. That a report be brought forward to Council outlining internet voting options, including the comments and suggestions from the Committee.

Carried

6. Informational Items

None

7. New Business

Staff indicated that the next topic for Committee discussion will be municipal ward systems which will be discussed in April, and Council composition and compensation is scheduled to be discussed in May.

8. Adjournment

Moved by Bill Hogg

Seconded by Steve Hinder

That the meeting be adjourned at 11:15 a.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. IES17-020

Subject: Agreement with St. Andrew's College to display banners on Town Property

Prepared by: Phillip Galin, Acting Operations Manager

Department: Infrastructure and Environmental Services

Date: April 18, 2017

Recommendation

- 1. That Report No. IES17-020 be received; and**
- 2. That the use of Town-owned light standards for displaying banner signs be authorized in accordance with section 3.5 of By-law No. 5840-16; and**
- 3. That the Mayor and Town Clerk be authorized to execute an agreement to facilitate St. Andrew's College ("SAC") use of the space on Town-owned light standards for a five (5) year term.**

Executive Summary

This report seeks Council authorization to permit the use of Town-owned light standards in accordance with By-law 5840-16, being a by-law respecting signs within the Town of Aurora (the "Sign By-law") and for the Town of Aurora to enter into an agreement with St. Andrews College ("SAC") for the purpose of placing banners on Town-owned light standards.

- The banners proposed are intended to support a recognition and awareness campaign
- Staff have reviewed locations for this request and have identified 14 light standards along Yonge Street in front of Addresses 15800 and 15900 Yonge Street adjacent to the SAC property
- Use of banners will create a higher awareness of the college for a five (5) year term
- Staff has approved this request in accordance with the Town's Policy No. 63, being the Street Banner Policy

April 18, 2017

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Report No. IES17-020

- As part of the agreement the Town, upon request, will be able to install special event banners on every other light standard

Background

In 2012 SAC requested an awareness campaign via banner placements in front of the college property on Yonge Street from April 2012 to April 2014. Report IES12-022 dated April 17, 2012 was approved. The purpose of the 2012 report was to inform Council of the deviation from the Infrastructure and Environmental Services Department Street Banners Policy, and By-law 4897-07.P, being the temporary sign by-law in place at the time of the report, to accommodate the request.

The original banner placement request proposed by SAC was for the use of six (6) town owned light standards for a two (2) year period to assist in promoting public awareness for the school. This period has expired, and SAC has recently purchased additional property at 15900 Yonge Street, and expanded the College. Therefore SAC is requesting permission for the use of eight (8) additional light standards along 15900 Yonge Street. Staff has approved this request and is proposing that this be permitted for a five (5) year period.

The current Sign By-law does not permit signs on public lands, unless authorized by Council.

Analysis

Council authorization is required to permit the banners on Town-owned property

Section 3.5 of the Sign By-law does not permit signs on public lands unless authorized by Council; Staff recommend that Council provide such authorization.

SAC has been in Aurora since 1926 and has grown with the Town

SAC, established in 1926, is a prominent institution of higher learning located in the Town of Aurora attracting students from around the world. The banners will reflect the diversity of the students at SAC.

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Report No. IES17-020

The Town would have access to display banners for special events

As part of the agreement the Town, upon request, will have access to install special event banners on every other light standard, being seven (7) light standards.

Advisory Committee Review

Not applicable.

Financial Implications

No fee would be paid by SAC to the Town. There will be no cost incurred by the Town for this service. SAC has agreed to pay for the installation, repairs and maintenance of the brackets and the banners at the 14 light standard locations along Yonge Street in front of Addresses 15800 and 15900 Yonge Street adjacent to the SAC property

Communications Considerations

There is no external communication required.

Link to Strategic Plan

Permitting SAC to display its banners on Town owned light standards supports the Strategic Plan goal of ***enabling a diverse, creative and resilient economy*** through its accomplishment in satisfying the requirement in the following key objective within this goal statement:

Promoting economic opportunities that facilitate the growth of Aurora as a desirable place to do business: Leverage partnerships with local boards, chambers and business organizations to promote Aurora as a preferred location for business.

Alternative(s) to the Recommendation

1. Council may choose to not authorize the use of Town-owned light standards for the banner placements. SAC would not be permitted to display banners representing its institution.

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Report No. IES17-020

Conclusions

Staff has reviewed the request from SAC to place banners on Town-owned light standards along Yonge Street adjacent to the school property. The Town has identified a total of 14 light standards for this purpose.

Attachments

Appendix "A" – Location of Light Standards from 15800 to 15900 Yonge Street


Previous Reports

Report IES12-022, Banner Request for St. Andrew's College

Pre-submission Review

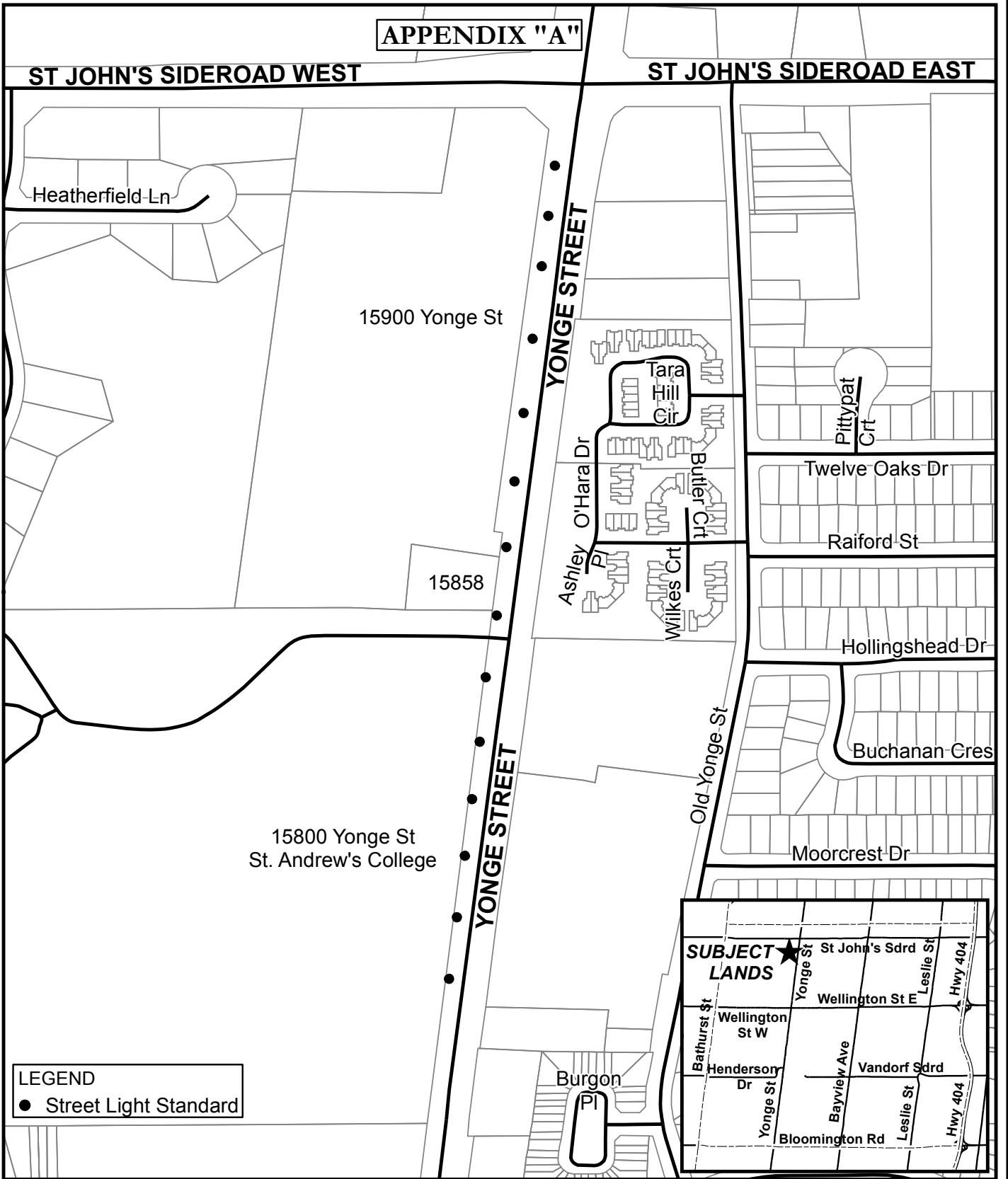
Agenda Management Meeting review on March 30, 2017

Approved for Agenda

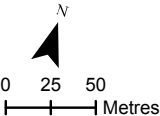


Doug Nadorozny
Chief Administrative Officer

APPENDIX "A"



LEGEND
 ● Street Light Standard



KEY PLAN
LOCATION OF LIGHT STANDARDS ALONG YONGE STREET
FROM 15800 TO 15900 YONGE STREET (WEST SIDE)



IES17-020

Map created by the Town of Aurora Infrastructure & Environmental Services Department, March 24th, 2017.
 Base data provided by York Region and Aurora - GIS. This is not a legal survey.



**Town of Aurora
General Committee Report**

No. CS17-010

Subject: Machell Avenue Parking Permits

Prepared by: Techa van Leeuwen, Director of Corporate Services

Department: Corporate Services

Date: April 18, 2017

Recommendation

- 1. That Report No. CS17-010 be received; and**
- 2. That the parking permit fees as established in the Town's Fees and Charges By-law be applied to the designated permitted parking spaces on Machell Avenue.**

Executive Summary

The purpose of this report is to provide relevant information respecting Machell Avenue parking and the Town's overall parking permit program.

- A historical survey on file from 1960 indicates that 22 and 24 Machell Avenue did not have driveways or on-lot parking accommodations at that time
- Many properties in our downtown heritage area have sub-standard parking accommodations
- In 2015 Council approved an expanded parking permit program, allocating 15 spaces at Town Park to local residents for a fee
- Staff has designated parking spaces with signage for permit holders at Town Hall, Town Park and Machell Avenue and is committed to providing enforcement efforts on behalf of permit holders.
- Waiving parking permit fees for Machell Avenue may be viewed as unfair and set a precedent for future requests from other parking permit holders

Background

In response to resident's concerns regarding the lack of on-lot residential parking in the development around Town Hall and the overnight restrictions, the Town established an

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Report No. CS17-010

overnight parking permit program at Town Hall for a fee. This program has been in place for several years. In 2016 Council approved the expansion of the parking permit program allocating 15 spaces at Town Park for a fee to residents around Town Park who may have insufficient parking due to the heritage aspects of the neighbourhood.

There are two dwellings on Machell Avenue (number 22 and number 24) constructed circa 1900 where, due to the topography and minimal setback to the street do not have driveways or on-lot parking. The property owners of 22 and 24 Machell Avenue are requesting the Town provide designated on street parking spaces to them with signage indicating for permit holders only, at no cost. The current property owners of 22 and 24 Machell Avenue purchased these properties in 2016 and 2012 respectively, knowing that parking was not available on their lots.

Analysis

A historical survey on file from 1960 indicates that 22 and 24 Machell Avenue did not have driveways or on lot parking accommodations at that time

Staff has researched Town records and found several historical documents relating to Machell Avenue lots and road construction. Records indicate that in 1931, 22 and 24 Machell Avenue was one lot. A historical survey from 1960 indicates the location of the houses on the lots with no driveways for both 22 and 24 Machell Avenue. In 1977 Machell Avenue road reconstruction did alter the overall grades by approximately one (1) foot but was not the cause of the lack of on-lot parking.

Many properties in our downtown heritage area have sub-standard parking accommodations

In the historical parts of Town particularly the downtown core, there are many properties that have sub-standard parking accommodations. Houses with very small parking pads for one (1) compact car only, lots with driveway access from other streets, shared driveways and converted multi-unit dwellings all contribute to parking challenges for occupants.

In 2015 Council approved an expanded parking permit program, allocating 15 spaces at Town Park to local residents for a fee

For many years, residents in close proximity to Town Park were parking at Town Park due to lack of sufficient parking at their dwellings. In December of 2015 Council approved expanding the parking permit program from Town Hall to include Town Park.

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Report No. CS17-010

Fifteen spaces at Town Park were allocated and offered to residents living in close proximity for a fee. The parking program is flexible and offers a variety of permits in terms of duration and cost. The most popular permit for Town Park is the six (6) month permit at a cost of \$200. Currently all 15 spaces are permitted and there is a short waiting list.

Staff has designated parking spaces with signage for permit holders at Town Hall, Town Park and Machell Avenue and is committed to providing enforcement efforts on behalf of permit holders

Parking spaces that are available for permits are identified with signs stating "Permit Parking – Permit Holders Only". The attached photo was taken recently on Machell Avenue. There are four (4) parking spaces allocated with a sign at the north and south end of the designated spaces. Town Park permit holders have occasionally experienced unauthorized cars parking in their space. Bylaw Services responded with active patrols and enforcement and is committed to continuing enforcement efforts ensuring permit holder have access to their space.

Waiving parking permit fees for Machell Avenue may be viewed as unfair and set a precedent for future requests from other parking permit holders

Currently we have approximately 25 parking permit holders between Town Hall and Town Park. All of these permit holders have paid a fee in accordance with our Fees and Charges By-law even though for many years they may have enjoyed free parking at Town Park. As the Town offer a variety of permits, the fee ranges depending on the duration of the permit. Waiving fees for Machell Avenue may be viewed as unfair and set a precedent for future requests.

Advisory Committee Review

N/A

Financial Implications

The Town's Parking Permit program offers a variety of permits as follows;

6 months - \$200	5 months - \$150	1 month - \$75
1 week - \$30	3 days - \$20	1 day - \$10

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Report No. CS17-010

The 15 spaces at Town Park are all permitted, most of which are the six (6) month duration. There is a waitlist for spaces at Town Park. Town Hall permits are more diversified particularly this year with the suspension of overnight parking restrictions. The fee for a one (1) year parking solution for property owners on Machell Avenue is \$400 per space. Total parking permit revenue collected in 2016 was \$6890.

Communications Considerations

N/A

Link to Strategic Plan

The recommendations in the report support the Strategic Plan goal of Supporting an exceptional quality of life for all.

Alternative(s) to the Recommendation

1. Council could waive the parking permit fees. This may be viewed by other parking permit holders as unfair and may set a precedent.

Conclusions

The Town does have a parking permit program as approved by Council. Designated parking spaces are permitted for a fee as outlined in this report. The parking permit program was established to address concerns of insufficient parking in certain locations. The property owners on Machell Avenue purchased their homes knowing that there was no on-site parking, Staff have agreed to designate parking on-street identified by signage and will provide enforcement efforts. Staff recommends the parking fees as established in the Town's parking permit program and through the Fees and Charges By-law be applied to these spaces.

Attachments

Attachment No. 1 – Permit Parking Signs

Attachment No. 2 – Location Map – 22 and 24 Machell Avenue

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Report No. CS17-010

Previous Reports

Report No. BBS15-017 – December 1, 2015

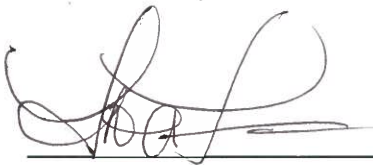
Report No. BBS15-009 – September 8, 2015

Report No. BBS 15-002 – January 13, 2015

Pre-submission Review

Agenda Management Meeting review on March 30, 2017

Departmental Approval



**Techa van Leeuwen
Director
Corporate Services**

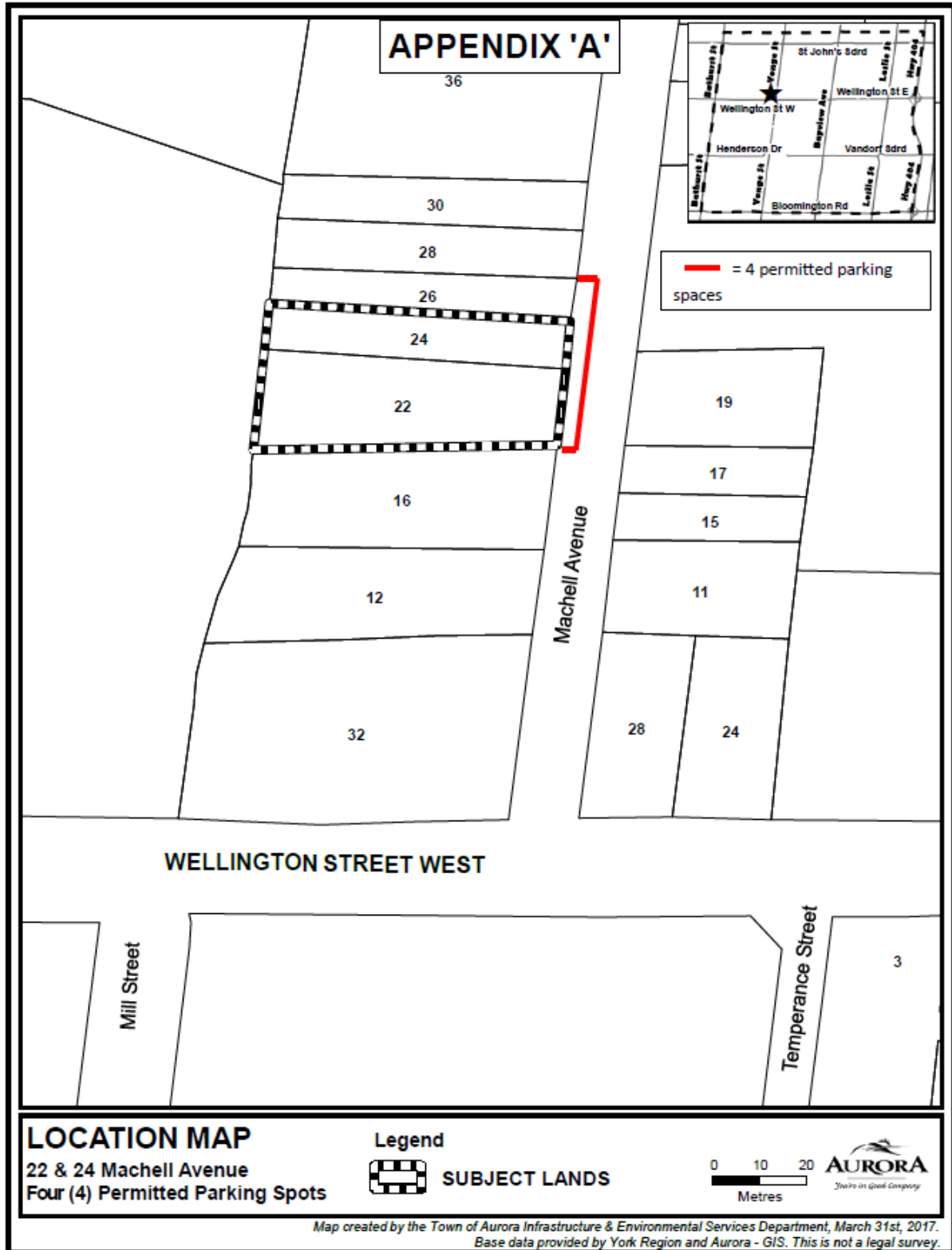
Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



Permit Parking Signs at 22 and 26 Machell Avenue





**Town of Aurora
General Committee Report**

No. CS17-011

Subject: 2018 Municipal Election – Adoption of Voting Method

Prepared by: Samantha Yew, Deputy Clerk

Department: Corporate Services

Date: April 18, 2017

Recommendations

- 1. That Report No. CS17-011 be received; and**
- 2. That an internet only voting model for the 2018 Municipal Election be approved; and**
- 3. That in accordance with Section 42 (a) and (b) of the *Municipal Elections Act, 1996*, a by-law be brought forward to the April 25, 2017 Council meeting authorizing the use of alternative voting equipment and an alternative voting method in the 2018 Municipal Election.**

Executive Summary

The purpose of this report is to provide information regarding voting method options for the 2018 municipal election. This report will discuss the potential adoption of a tabulator only voting model (status quo), an internet only voting model, and a hybrid voting model. Staff recommends the adoption of an internet only voting model as it would allow for many enhancements to the voting process, including:

- Modernization of the voting process
- Enhanced convenience and accessibility for voters
- Fewer staffing requirements
- Fast, accurate election results on Voting Day
- Fewer lines at voting locations
- Fewer resources required, such as paper ballots and other supplies

Background

The 2018 municipal election will be held on Monday, October 22, 2018. In accordance with the *Municipal Elections Act, 1996*, S.O. (“MEA”), a by-law must be passed by municipalities on or before May 1 of the year before the year of the election if the municipality is to provide electors the option of alternative voting methods that do not require attendance at a voting place in order to cast a vote. Additionally, the same deadline applies to a by-law that must also be passed to authorize the use of voting and vote-counting equipment. The last Council meeting before this deadline will be held on Tuesday, April 25, 2017.

Since the 2003 municipal election, the Town of Aurora (“Town”) has used optical scan vote tabulators (“tabulators”) and touch screen voting units for Advance Voting and Voting Day. When properly programmed and tested, tabulators have been shown to efficiently provide accurate election results. Tabulators reduce the amount of spoiled ballots and limit the chance of human error or misinterpretation of ballots. This method is used by numerous municipalities in Ontario.

Touch screen voting units allow voters with disabilities to vote in an independent fashion, and generally include assistive devices. The use of this equipment supports the Town’s accessibility policies and the *Accessibility for Ontarians with Disabilities Act*.

All approved voting methods must be in compliance with the MEA and related legislation. Voting methods are often informed by election principles that have been developed over time, and referred to when evaluating matters related to the MEA. The following principles can be used when evaluating methods of voting:

- Secrecy and confidentiality of individual votes cast;
- Fairness and non-bias;
- Accessibility for all voters;
- Maintain the integrity of voters, candidates and election officials;
- Certainty that the results of the election reflect the votes cast;
- Fair and consistent treatment of voters and candidates; and
- Ensuring valid votes are counted and invalid votes are rejected.

The implementation of online election tools, such as voters lists, is not new and has been in use by many municipalities including Aurora. Municipalities are further leveraging the use of technology in elections in the form of internet voting. This report

will focus on three (3) voting options: tabulator only voting (status quo), internet only voting, and a hybrid voting model consisting of tabulator and internet voting.

Analysis

Tabulator only voting (status quo)

Tabulator voting is the status quo for the Town. Tabulators are known to provide accurate and reliable vote counting, are familiar to most voters, and provide a “traditional” voting experience. For these reasons, tabulator voting is widely used in Ontario.

Tabulator voting requires the voter to indicate their selections on a paper ballot by a user-generated mark, such as filling in a bubble. The ballot is fed into the tabulator, which reads the ballot and generates a tally of votes based on the marks on all accepted ballots. Tabulators can be programmed to identify and reject ballots that contain errors, giving voters the option to correct the ballot if necessary.

Touch screen tabulators have also been used by the Town in past elections, including the 2014 municipal election, during the advanced vote and at alternative voting locations. These tabulators allow voters to vote by selecting candidates on a touch screen. Once the voter has finished voting, an electronic ballot is cast which is later tabulated.

As far back as the 2003 municipal election, the Town has used tabulator voting. In the 2014 municipal election, the Town utilized 21 optical scan vote tabulators and four (4) touch screen tabulators. Currently, the Town owns all 21 optical scan vote tabulators, most of which were purchased in 2003, and two (2) touch screen tabulators, purchased in 2006. The optical scan vote tabulators owned by the Town are considered old technology and the software is no longer supported by the manufacturer. Therefore, they will require replacement prior to the 2018 election. Increased contributions to the Election Reserve have been made to account for the rental of tabulators for the 2018 municipal election.

Internet Voting

Internet voting is the process of casting a ballot on an electronic device that is connected to the internet. It has been used by Ontario municipalities since 2003. There are many different types of internet voting, including:

- Remote Internet Voting – Voting using a device with internet access such as a computer, laptop, tablet or smartphone from anywhere
- Kiosk Internet Voting – Unsupervised voting at a kiosk set up at a convenient location in the Town, such as a Town Hall, a community centre, or shopping mall
- Internet Voting at Voting Location – Voting using an electronic device at a designated polling station

Increased adoption of internet voting has been the trend amongst Ontario municipalities. Only twelve municipalities utilized internet voting in 2003, and this number has increased to 97 in 2014, representing nearly 22 percent of all Ontario municipalities. It is anticipated that this number will increase significantly for the 2018 municipal election.

The increasing popularity of internet voting can be largely attributed to the convenience it provides to voters. The ability to vote from anywhere, at any time, provides access to many parts of the electorate, including persons with disabilities, students, seasonal residents, retirees, shift workers. Another benefit of internet voting is that internet browsers can adjust text font size, translate pages to different languages, and convert text to speech for voters who require these services. Typically, telephone voting is bundled with internet voting systems at no additional cost to provide an option for voters who do not have access to the internet but wish to vote. Voters would dial a secure number and cast their vote using the keypad on their phone. Once the vote is complete, the data is transferred to a secure server and tabulated on voting day.

Advantages of internet voting include:

- The opportunity for voters with internet access to vote at any time of day, from nearly any location;
- Accessibility and independence for persons with disabilities;
- The reduction in the amount of paper and other stationary required; and
- The reduction of the need for voter proxies.

Internet voting challenges include:

- The perceived reduction in voting process oversight;
- Availability of internet access for voters;
- Quality of internet at voting locations; and
- Security concerns around internet voting.

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Report No. CS17-011

One of the greatest concerns with adopting internet voting is security. Typically, there are two (2) processes by which internet voting is administered:

“One Step” Authentication

- A package is sent to the voter that includes instructions and a personal identification number (“PIN”)
- The voter logs on to the voting website and verifies their identity by entering the provided PIN and other credentials
- Once verified, the voter is given access to vote via the internet

Typically “one step” authentication is used when internet voting is used as a primary voting method.

“Two Step” Authentication

- A package is sent to the voter that includes instructions and PIN
- The voter registers for internet voting by logging onto the voting website with the PIN and other credential in order to create unique credential
- The voter is sent a package by mail or secure email with a second PIN
- The registered voter enters their second PIN and unique credential to access voting website
- The registered voter is given access to vote online

Typically “two step” authentication is used when internet voting is used as a supplemental voting method.

If internet voting is approved, a limited number of voting locations equipped with tablets or laptops would be available for voters without a device or internet access the ability to vote. These locations would also allow electors to be added to the voters list, and provide assistance to voters who are unfamiliar with the internet. These locations would be available during advance voting and on voting day, and elections staff will be present to provide appropriate support for voters.

Alternative voting locations, such as seniors’ facilities, would be identified and available for voters who may not be able to attend a location or require assistance to vote. Staff would be available at these locations to provide appropriate support as required.

Further support for voters would also be provided through the Town in the form of telephone assistance. Regular hours would be identified throughout the voting period during which staff would be available to answer phone calls regarding internet voting

procedures. Email support would be provided by staff through a dedicated email address.

As with all internet transactions, such as online shopping and banking, there are potential benefits and risks when applying the use of technology to a process. Election Officials are unable to control the devices used by voters or the system they are connected to while voting, and internet security threats such as hacking and viruses are concerns. To mitigate risks, many municipalities undertake a third-party security audit as part of the internet voting implementation process to identify any system vulnerabilities.

Additional concerns include voter authentication and fraud as internet voting is unsupervised. If adopted, the Town would need to develop processes with the software vendor to ensure the development of a robust voter identification and authentication system.

There is no evidence suggesting that internet voting increases voter turnout. However some municipalities who have implemented internet voting have seen an increase in voter turnout during the advance voting period.

Hybrid voting method - tabulators and internet

A hybrid approach that includes tabulator and internet voting would allow voters to cast their ballot in person or by using the internet. This option is convenient as it allows the voter to vote remotely during the advance voting period and on voting day. Voters who prefer casting a paper ballot would also have the opportunity to participate in advance voting on identified days, and on voting day. A hybrid voting model could also enhance the voting experience for persons with disabilities by providing more options to vote in an independent fashion.

Advisory Committee Review

The Governance Review Ad Hoc Committee has reviewed a draft of this report and provided the following recommendation for Council consideration:

1. That internet only voting be implemented for the 2018 municipal election; and
2. That a report be brought forward to Council outlining internet voting options, including the comments and suggestions from the Committee.

The Committee spoke in support of the internet only voting model, and requested that more information be provided to Council regarding a communications plan, standardized and alternative voting locations, the possibility of an online “help desk” for voter support, the use of telephone voting, best practices of other municipalities, long-term internet voting strategies, and a cost breakdown.

Financial Implications

Since 2015, the Town has made an annual contribution of \$82,500 to the Election Reserve Fund. It is projected that the budget for the Town of Aurora 2018 municipal election will be \$330,000. The budget for the 2014 municipal election was \$180,000.

As tabulator voting has been the status quo for many years, there are few additional budget implications if the Town were to continue to use tabulators only. However, due to the age of the equipment, tabulators will need to be rented for the 2018 municipal election. The estimated cost of tabulator rental in the amount of \$85,000 has been included in the projected election budget.

The cost of an internet voting platform has been estimated at approximately \$2.50 to \$3 per voter. In 2014, there were 36,529 eligible voters. Growth trends indicate that the number of eligible voters will increase for the 2018 municipal election. It is difficult to provide an accurate estimated total cost based on costs reported by other municipalities as not all budgets and costs are calculated in the same manner; however it is estimated that an internet voting platform would cost approximately \$120,000 for a municipality with 40,000 eligible voters. Additional funding will be required for an enhanced communication plan, staffing, and the potential rental or purchase of voting devices such as tablets or laptops, depending on the approved type of internet voting.

The cost of implementing a hybrid approach would be approximately the combined cost of a tabulator election and internet election. Although this method is more expensive, it provides the opportunity for voter to choose which method they are more comfortable with and could be used to measure the potential for internet only voting in future elections.

Communications Considerations

If Council adopts internet voting either wholly or through a hybrid model, a comprehensive communications plan would be required to inform and educate voters on internet voting. This would include, but is not limited to:

- Enhanced social media presence
- Town Noticeboard
- Digital signage
- Promotion at Town and community events
- Infographics and handouts
- Workshops and open houses with demonstrations
- Multi-lingual educational materials
- Radio exposure
- Media coverage
- Extensive voter support through social media, telephone, and email prior to and during the Advance Voting period and on voting day.

If approved, the implementation of a communications plan would begin as soon as details around the Town's internet voting processes have been confirmed. Any communications plan will require resources from the Town Clerk's department, Communications department, and IT Services department.

Alternative(s) to the Recommendation

1. Council could choose to endorse a tabulator only voting model for the 2018 municipal election.
2. Council could choose to endorse a hybrid (tabulator and internet) voting model for the 2018 municipal election. If Council chooses this option, a funding source for the additional costs incurred outside of the budgeted amount must be identified.

If a by-law authorizing the use of alternative voting methods and alternative voting equipment is not passed by May 1, 2017, the 2018 municipal election will default to a paper ballot election.

Conclusions

The adoption of technology in elections continues to grow in popularity amongst Ontario municipalities. Although there are risks with implementing internet voting, staff support this option as enhancements such as improved convenience and accessibility, fewer required resources, and voting modernization would be beneficial to a range of voters and the Town.

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Report No. CS17-011

Attachments

Attachment 1 – Projected Election Scenario Budgets

Previous Reports

None

Pre-submission Review

Reviewed by CAO and Director of Corporate Services

Departmental Approval



Techa van Leeuwen
Director
Corporate Services

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer

Attachment 1 – Projected Election Scenario Budgets

Report No. CS17-011

	Status Quo	Internet Only	Hybrid	Comments/ Explanation
Number of voting locations	18	6	At least 6	Far fewer locations required with internet only or hybrid. Expect that vast majority of residents would choose to vote from home/work.
Staffing and overtime	\$145,000	\$110,000	\$145,000	Additional staff required if voting locations have choice of computer terminal or paper ballot. Fewer staff would be required with internet only as fewer voting locations would be used. This cost includes the salary for a full-time Elections Coordinator.
Printing, ballots and signage	\$15,000	\$2,500	\$15,000	Only signage required for internet only.
Consumable supplies	\$14,000	\$7,500	\$14,000	
Advertising/communications	\$12,000	\$20,000	\$20,000	Slightly higher than 2014 due to new voting method/option.
Voting system rental/purchase, including hardware rental	\$85,000	\$120,000	\$205,000	The Town would be required to rent vote tabulators for both the status quo and hybrid options.
Network Security Audit	\$0	\$12,000	\$12,000	An independent security audit would be undertaken as part of the voting process.

Attachment 1 – Projected Election Scenario Budgets

Report No. CS17-011

Other costs/ contingency	\$30,000	\$35,000	\$35,000	Website, apps, voter notification, postage, Voterview (live voters list)
Recount contingency, to reserve for by- election	\$25,000	\$5,000	\$30,000	A recount with an internet voting only election would be much less expensive and less time consuming due to the lack of paper.
Total estimated cost for 2019 Election	\$326,000	\$312,000	\$476,000	



Town of Aurora

General Committee Report No. CAO17-002

Subject: Cultural Partners Review

Prepared by: Jim Kyle, Manager of Special Projects

Department: Office of the Chief Administrative Officer

Date: April 18, 2017

Recommendation

- 1. That Report No. CAO17-002 be received; and**
- 2. That the Town conduct a facilitated workshop with its cultural partners; and**
- 3. That following the workshop, staff report back to Council with detailed next steps pertaining to review of the existing Cultural Partnership delivery model and potential for alternative approaches.**

Executive Summary

The Town of Aurora has numerous cultural partners and the details of the partnerships along with the role of the partners vary significantly. This report provides details pertaining to arts and heritage partners and recommends that a facilitated workshop be held with the listed partners. This workshop will help identify strengths and weaknesses of the existing partnerships along with the cultural needs of the partners and community.

- Arts and heritage cultural partners are to be separated from sport organizations that have partnerships with the Town.
- There are currently inconsistencies between the various cultural partnership agreements and utilization of facilities.
- The approved Cultural Master Plan identifies strategies and actions to improve cultural partnerships.
- The Town and its cultural partners should investigate additional partnership, grant and other opportunities with Central Counties Tourism and the York Region Art Council.
- A facilitated workshop with all the cultural partners would be beneficial to identify next steps.

Background

On September 27, 2017 Council enacted the following:

Now Therefore It Be Hereby Resolved That “cultural partners” be identified as any group or organization that is financially supported through direct funding or exclusive use of Town facilities in the delivery of Cultural programming; and

Be It Further Resolved That the CAO report to Council with a list of Cultural Partners and a terms of reference for the a review of existing delivery models and a review of possible alternative approaches in the delivery of cultural programs and service to residents; and

Be It Further Resolved That upon acceptance of the terms of reference by Council, the CAO commence the review and report back to Council with delivery options and recommendations by the end March 31, 2017.

Analysis

Arts and heritage cultural partners are to be separated from sport organizations that have partnerships with the Town

The definition of Culture is wide ranging and includes arts, festivals/events, heritage, and sports along with other cultural organizations/industries. The full list is included within the Cultural Master Plan. It is suggested that the review focus on the arts and heritage cultural partners and not on the sports partners. The rationale for this is that the sports partnerships have different requirements and complexities and could be dealt with more efficiently as a separate undertaking.

The Sports Hall of Fame would fit within the arts and heritage category and be included within the review.

There are currently inconsistencies between the various cultural partnership agreements and utilization of facilities

Currently there is no consistency in partnership agreements between the Town and its cultural partners and also little direction in the determination of which partners should benefit from the utilization of Town facilities/rooms. The following table provides a list of all the cultural partners along with details on financial and other support provided by the Town.

Table 1 – Existing Cultural Partners

	Organization	Service Provided	Financial Support	Other Support	Partnership Agreement
1	Aurora Bridge Club	Social and Competitive Bridge	None	Exclusive rental of 1873 sq. ft. room at 56 Victoria St. Annual fee = \$16,305	No
2	Aurora Cultural Centre	Cultural Programming	\$405,600 (grant) \$114,480 IES Operating costs		Yes
3	Aurora Historical Society	Heritage Programming	\$70,500 (grant)		No
4	Pine Tree Potters Guild	Pottery crafts	None	They pay lease payments for dedicated space	No/Just lease
5	Society of York Region Artists	Art Display and show	\$1,000		Yes
6	Theatre Aurora	Theatrical productions	None	Exclusive rental of Factory Theatre (5,500 sq.ft.) for \$10 per year.	Yes
7	Aurora Sports Hall of Fame	Sports Hall of Fame	\$50,500	SARC lobby, including showcases, wall space, and columns	No

	Organization	Service Provided	Financial Support	Other Support	Partnership Agreement
				for displays. No fee. Removal of advertising to accommodate.	
8	Library	Cultural programming	\$3,767,000 (grant) \$415,647 IES Operating Costs		No
9	Aurora Seniors Association	Various cultural programing	\$72,639 PR&C Operating costs \$231,252 IES Operating costs		Yes

Culture & Recreation Grants

In addition to the support provided in the above table the Town also has The Culture & Recreation Grant Policy which has identified the following two goals.

- To provide temporary financial assistance (maximum three years within a five-year period) to community culture and recreation-based programs. These grants are to be used to assist these groups in becoming stable community organizations and strong partners with the Town.
- To provide programs that have no other Municipal funding assistance, but are recognized as a culture and recreational community program meritorious of Council's support.

April 18, 2017

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Report No. CAO17-002

This program provides individual grants to a maximum value of \$1,000 to a total combined upset limit of \$25,000.00 annually.

The approved Cultural Master Plan identifies strategies and actions to improve cultural partnerships

The approved Cultural Master Plan approved by Council on June 10, 2014 should form the basis of any initiative to move forward with the Town's cultural partners.

The Cultural Master Plan includes a detailed implementation section which includes four major strategic directions. Strategic Direction One is the most relevant to existing partnerships as detailed below:

Strategic Direction 1: Define the Municipality's Role and Build Partnerships

Strategies:

1.1.3 Strengthen marketing and promote greater use of the Town's current Recreation and Culture Community Grants.

1.2.1 Recruit champions from the community to act as advocates to support implementation of the Cultural Master Plan and ongoing cultural development.

1.2.4. Explore opportunities for establishing a Community Leadership Group to support implementation of the Cultural Master Plan. Look at models in other municipalities such as Richmond Hill for guidance. Ensure strong representation from Council and staff on the Community Leadership Group.

The first phase step of defining the municipality's role and building partnerships could be accomplished by holding the facilitated workshop with existing cultural partners. Additional steps would be identified based on the outcome and feedback received at the workshop.

The Cultural Master Plan also includes strategies to expand culture's role in economic development, building a strong a vital cultural sector and enhancing access to cultural resources.

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Report No. CAO17-002

The Town and its cultural partners should investigate additional partnership, grant and other opportunities with Central Counties Tourism and the York Region Art Council

Central Counties Tourism and the York Region Arts Council provide York Region municipalities with additional resources (financial and other) to promote tourism. Central Counties focuses on tourism from outside of the Region and York Region Arts Council focuses on tourism within the Region. Most cultural organizations are tourism generators and as such the Town and its cultural partners should research and leverage any additional resources available from these agencies.

A facilitated workshop with all the cultural partners would be beneficial to identify next steps

It is important to identify the range of needs of all cultural partners and to identify all overlapping services. A facilitated workshop with all the partners would be an excellent method to identify a current baseline of services provided by existing partnerships and also identify the future needs of such partners as well as identifying any overlap of the services currently provided to the community.

Next Steps

As mentioned above, the results of the facilitated workshop will help identify next steps pertaining to the review of the existing model and review of potential alternative approaches in the delivery of cultural services.

The main goal would be to create a consistent methodology/framework for cultural partnerships based on guiding principles that will be established as part of the review of the existing delivery model.

Advisory Committee Review

The terms of reference for the review of existing delivery models and possible alternative approaches will be presented to the Financial Advisory Committee for review prior to reporting back to Council.

Financial Implications

Currently various financial implications exist with different cultural partners. The eventual goal is to have a clearer understanding of these commitments and to develop a plan pertaining to the financial distribution mechanisms and funding processes.

Communications Considerations

Not applicable

Link to Strategic Plan

Objective number three of the Strategic Plan is “Celebrating and promoting our culture” and indicates that the Town should expand opportunities and partnerships that contribute to the celebration of culture in the community.

Alternative(s) to the Recommendation

1. Not applicable

Conclusions

In order to define the municipal role pertaining to culture it is important to focus on organizations that currently have partnerships with the Town.

It is suggested that the Town conducts a facilitated workshop with all the cultural partners listed in this report, in order to review the existing framework pertaining to cultural partnerships and to determine the needs of said partners and the community.

Following the workshop it is suggested that staff completes a detailed report indicating next steps pertaining to the review of existing delivery model and possible alternative approaches.

The end goal is to build on these existing partnerships and develop a framework that can be equitably implemented for all cultural organizations.

Attachments

None

April 18, 2017

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Report No. CAO17-002

Previous Reports

None

Pre-submission Review

CAO review on April 7, 2017

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer



**Town of Aurora
General Committee Report**

No. FS17-016

Subject: Canada 150 Community Infrastructure Program (Intake II) Grant Approvals

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

Department: Financial Services

Date: April 18, 2017

Recommendation

- 1. That Report No. FS17-016 be received; and**
- 2. That the Town of Aurora enter into a contribution agreement to receive a total of \$227,100 in funding through the Canada 150 Community Infrastructure Program (Intake II) in support of the following approved capital projects:**

- Rehabilitation of the Aurora Community Centre	\$130,100
- Improvement of the Aurora Public Library	97,000
- 3. That the Mayor and Town Clerk be authorized to execute standardized grant agreements, subject to the satisfaction of the Town Solicitor, for the two (2) projects; and**
- 4. That the Treasurer be authorized to execute on behalf of the Town any progress reports or other such submissions required as per the contribution agreement.**

Executive Summary

Originally the Economic Action Plan 2015 announced \$150 million nationally over two years for the new Canada 150 Community Infrastructure Program (CIP 150). However, in its 2016 Budget the Government of Canada allocated an additional \$150 million to the CIP 150 to be distributed through a second intake process.

- Town staff submitted six (6) applications as part of Intake II, two of which were approved for funding by the program administrators
- The grant requires a specific resolution and a funding agreement for any projects for which grant money has been approved.

Background

Under the theme 'Giving back to Canada' – shaping the future, leaving a lasting legacy and giving a gift to Canada – the CIP 150 program supports the rehabilitation, renovation and expansion of existing public infrastructure assets such as community centres, recreational facilities, local arenas, cultural centres and other community infrastructure. All projects must be completed by March 31, 2018. The grant program is being administered by the Federal Economic Development Agency for Southern Ontario.

Analysis

Six applications for the CIP 150 Intake II were submitted by staff, two of which were approved for funding by the program administrators. The projects were also approved by Aurora in its 2017 capital budget.

In an effort to make the wisest use of any grant funding received, it was ensured that all projects proposed for this funding were previously listed within our ten Year Capital Investment Plan as anticipated projects in the near term. Thus allowing the Town to address some of its short term capital asset repair and replacement requirements slightly earlier than planned allowing it to achieve advantages of required capital investment subsidization as well as earlier on-going asset operation savings.

Under the terms of the approval, these projects may now incur eligible expenses. Prior to any grant funds being paid, a resolution confirming Council's commitment to these projects must be submitted.

Advisory Committee Review

Not applicable.

Financial Implications

In preparing submissions for the short lived application window, staff identified current projects and other projects from the 2016 outlook. Each identified project was assessed against the grant eligibility project criteria and best aligned ones selected to be included in a grant application. In some instances, several projects were bundled into the same application for submission. Six applications were submitted, two of which have been approved for funding by the CIP 150 program administrators. All costs of each approved project are eligible for one third grant funding, up to a maximum grant amount

identified for each project. The Town's portion of the required funding was approved as part of the 2017 Capital Budget.

Projects	Total Project Cost	Grant Funding	Town Funding
Rehabilitation of the Aurora Community Centre (72277)	\$400,000	\$130,100	\$269,900
Improvement of the Aurora Public Library (72275)	\$300,000	\$ 97,000	\$203,000
Totals	\$700,000	\$227,100	\$472,900

Project Details:

Rehabilitation of the Aurora Community Centre (\$400,000)

- Ice Plant Motor Controls Centre Panel Upgrade
- Shell and Tube Brine Chillers Replacement
- Ammonia Compressor Replacement

Improvement of the Aurora Public Library (\$300,000)

- Roof Top Heating Units Conversion
- LED Facility Lighting Retrofit
- Digital Cameras

Communications Considerations

Staff are working with the grant approval organization in order to ensure that all communications regarding these grant approvals meet their requirements as per the grant contribution agreement.

Link to Strategic Plan

The Community Infrastructure Improvement Program (Intake II) Grant Report supports the Strategic Plan goal of **supporting an exceptional quality of life for all** through the following key objective within this goal statement:

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

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Report No. FS17-016

Alternative(s) to the Recommendation

1. None – grant agreement requires specific approvals.

Conclusions

The funding offered to the Town of Aurora through the CIP 150 is assigned to specific project components that must be completed within the timeframe identified. The opportunity to accept federal funding towards infrastructure renewal projects is welcome assistance to ease the burden placed upon the town's existing repair and replacement reserves and their limited funds.

Staff will continue to submit grant applications in effort to ensure that the Town takes full advantage of any funding opportunities as they arise.

Attachments

Attachment #1 – Capital Budget Sheet Project #72277 – ACC Improvements
Attachment #2 – Capital Budget Sheet Project #72275 – Library Improvements

Previous Reports

CFS15-036 – Canada 150 Community Infrastructure Program Grant Approvals

Pre-submission Review

Agenda Management Team review on April 6, 2017

Departmental Approval

Approved for Agenda

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

**Doug Nadorozny
Chief Administrative Officer**



Town of Aurora

General Committee Report No. PRCS17-013

Subject: Ice Allocation Policy

Prepared by: John Firman, Manager of Business Support

Department: Parks, Recreation and Cultural Services

Date: April 18, 2017

Recommendation

- 1. That Report No. PRCS17-013 be received; and**
- 2. That staff be authorized to return the ice times previously allocated to Knuff Hockey and Monday Night Hockey in 2012 for the 2017-18 season; and**
- 3. That the revised Ice Allocation Policy be approved.**

Executive Summary

The purpose of this report is to make changes to current ice time allocations and to approve the revised Ice Allocation policy.

At its September 13, 2016 meeting, Council received a delegation on behalf of Knuff Hockey and Monday Night Hockey, two men's hockey league user groups, regarding changes made to their previously allocated ice times. At this meeting Council directed staff to review the Ice Allocation Policy and report back to Council.

Staff reviewed the existing policy, held a user group meeting, and conducted a survey of user groups to solicit input from Town user groups. The key changes incorporated into the revised Ice Allocation Policy have been reviewed with the user groups that participated and have met with majority approval.

The most significant change made is to the allocation procedures whereby staff are recommending that Knuff Hockey and Monday Night Hockey have their historically allocated ice time returned to them and that a grandfathering clause be included in the allocation procedures. The grandfathering clause would ensure that all user groups continue to retain their ice time each year, until such time as the user group releases that ice time. Once that happens, the allocation procedures would take effect. No

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Report No. PRCS17-013

objections to this recommendation were raised by any of the user groups impacted by this change or by any user group in attendance at the February 9, 2017 user group meeting held to discuss these recommendations.

Background

At its September 13, 2016 meeting, Council received a delegation on behalf of Knuff Hockey and Monday Night Hockey, two men's hockey league user groups, regarding changes made to their previously allocated ice times. Ice previously allocated to these two groups has been reallocated to other groups having priority status in accordance with the existing Ice Allocation Policy. Both groups have stated that these changes have caused undue hardship to their membership wherein staff was directed to review the Ice Allocation Policy and report back to Council.

Analysis

Return of previously allocated ice time

Staff conducted a review of the policy and recommend that the ice time previously allocated to Knuff Hockey and Monday Night Hockey, based upon the 2012 schedule prior to changes being made, be returned effective the 2017-18 season. Following the delegation of these groups at Council, a meeting was held with the user groups that would be impacted by this change. All of the affected user groups raised objections to having the ice time returned to Knuff Hockey and Monday Night Hockey for the 2016-17 season, with the primary reason for that objection being that they had already been issued permits for these times and planned their seasons accordingly. Changing the times after the season had already started would not be feasible; however, during the consultation process for this policy review, no objections were raised regarding the recommendation to return the ice time effective next season.

Key policy change recommendations

In addition to this recommendation, staff is recommending a number of other changes to the policy, including:

- Including a grandfathering clause that would ensure user groups always retain their allocated ice time every year, unless they choose to release it. Once released, the Town would then allocate the ice time in accordance with the allocation process outlined in the revised Ice Allocation Policy.

- Reducing the required percentage of Aurora residents as members of a user group, in order to be considered “Aurora based” for the purposes of prioritizing ice allocation;
 - from 80% to 70% for youth organizations; and
 - from 80% to 50% for adult organizations with this group further prioritized based on a comparison of Aurora resident representation as a percentage of each organization.
- Amending the prioritization of ice allocation to better reflect current needs.
- Defining “Representative” groups to include any organization that does not meet the criteria to be considered “Aurora based”, but offers the only program option for Aurora residents (e.g. York Simcoe Express and Central York Girls Hockey Association).
- Amending permit cancellation procedures to allow more flexibility for user groups to release ice time.
- Various housekeeping amendments to ensure the efficient and safe use of Town facilities and to incorporate existing procedures into the policy document.

Defining “Aurora based” user groups

The changes to the percentage of Aurora residents required for a group to be considered “Aurora based”, which offers priority status in the allocation process, is based on existing needs of the user groups and the existing reality of the percentage of Aurora residents in groups that have historically been considered “Aurora based”. For example, only one of our existing youth groups and only nine of our existing adult groups currently meets the 80% standard, thereby relegating a large number of groups that have historically been considered as Aurora groups to a lower priority status.

User Group meeting

There are 46 user groups, representing the primary users of ice time, both adult and youth, were invited to participate in a user group meeting for the purpose of providing them with the opportunity to have input into the policy review process. This meeting was held on Thursday, February 9, 2017 with 15 attendees representing 13 user groups, including all three of our largest youth ice user groups. The attendees were supportive of the recommendations.

User Group survey

Following the meeting, 46 user groups were invited to participate in a brief online survey to provide their input into the key changes recommended. Of the 46 groups invited to

participate, we received 38 responses (83% participation), including 12 who identified as youth organizations and 26 who identified as adult organizations.

Summary of survey results

- Of the 12 youth group respondents, ten consider themselves as “Aurora based”, even though only one youth group meets the current 80% resident criteria in the existing policy.
- Of the 26 adult group respondents, 23 consider themselves to be “Aurora based”, even though staff estimate only nine adult groups meet the current 80% resident criteria in the existing policy.
- When asked if they support the recommendation to return the historical ice time to Knuff Hockey and Monday Night Hockey and include a grandfathering clause in the ice allocation procedures 84% responded in support of this.
- When asked if the residency percentage should be reduced for youth organizations to be considered “Aurora based”, only 33% of youth group respondents said yes. Staff believe that this confirms the premise that most youth organizations do not realize that they do not meet the current criteria, as only one of the 12 respondents currently meet the residency level required.
- When asked if the residency percentage should be reduced for adult organizations to be considered “Aurora based”, 69% of adult group respondents said yes.
- When asked what the percentage should be for adult organizations to be considered “Aurora based”, 83% of respondents recommended 60% or lower.
- 81% of respondents supported the recommended priority order for allocating “Prime Time” ice. (4:00pm – closing on weekdays and open to close on weekends).
- 86% of respondents supported the recommended priority order for allocating “Morning Prime Time” ice. (6:00am – 8:00am on weekdays).

Advisory Committee Review

None required.

Financial Implications

There are no anticipated financial implications.

Communications Considerations

No communication considerations at this time.

Link to Strategic Plan

Revising the Ice Allocation Policy 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 its goal statement:

Encouraging an active and healthy lifestyle by developing a long-term needs assessment for recreation programs, services and operations to match the evolving needs of the growing and changing population.

Alternative(s) to the Recommendation

- Option 1: Council can decline to approve one or both of the recommendations with status quo remaining as is accordingly.
- Option 2: Council can provide further direction.
- Option 3: As directed by Council.

Conclusions

That Council approve the recommendation to return the 2012 ice allocations to Knuff Hockey and Monday Night Hockey, and that Council approve the replacement of the Ice Allocation Policy with the new Arena Permitting Policy as presented.

Attachments

Attachment #1 – Revised Ice Allocation Policy. The Corporation has implemented a new policy format and this policy will be re-written using this new format.

Previous Reports

None.

April 18, 2017

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Report No. PRCS17-013

Pre-submission Review

Agenda Management Meeting review on March 30, 2017.

Departmental Approval

Approved for Agenda



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



Doug Nadorozny
Chief Administrative Officer

Attachment #1

Town of Aurora

Parks, Recreation and Cultural Services Department

Ice Allocation Policy

2017

Prepared by:

Allan D. Downey, Director

Parks, Recreation and Cultural Services

TOWN OF AURORA

PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT

ICE ALLOCATION POLICY

SECTION 1

DEFINITIONS:

Adult organizations are those groups that do not meet the requirements to be classified as a "Youth" organization, and must demonstrate a minimum of 50% participation from Aurora residents, or ratepayers in the Town of Aurora, to be deemed "Aurora Based".

Arena is any Town of Aurora arena operating as either an ice pad or arena floor.

Aurora Based Groups are required to demonstrate that they meet the minimum requirements for their age category (Adult or Youth), of participation from Aurora residents, or ratepayers in the Town of Aurora.

Permit Holder refers to the organization, group or individual to which a facility rental permit has been issued, including any and all participants, volunteers, guests and invitees of the permit holder and their participants, volunteers, guests and invitees.

Representative organizations are those that do not meet the minimum participation required to be deemed "Aurora Based", but are the only organization that offers that particular program to Aurora residents.

Youth organizations are required to demonstrate that they have a minimum 80% participation of youth aged 17 or younger, and must demonstrate a minimum of 70% participation from Aurora residents, or ratepayers in the Town of Aurora, to be deemed "Aurora Based".

SECTION II

GENERAL INFORMATION:

1. The Ice Allocation Policy will apply to the permitting of ice and arena floors in all Town owned arenas.
2. Ice allocation procedures outlined in Section IV of this policy will apply to the permitting of ice time for the Fall/Winter Season (September through April) each year.
3. Out of season ice allocation (Spring and Summer or May through August) and all arena floor allocation will be made available and scheduled by the Parks,

Recreation and Cultural Services Department according to revenue generation or programming opportunities serving the interest of Aurora residents.

4. The mandate of the Parks, Recreation and Cultural Services Department is to provide a variety of leisure opportunities for all Aurora residents. To this end, Parks, Recreation and Cultural Services Department programs or initiatives and Recreational Skating Programs are recognized as a high priority in terms of arena allocation.
5. The Parks, Recreation and Cultural Services Department will allocate sufficient time for arena maintenance activities to ensure arena surfaces, equipment and fixtures are maintained to industry standards.
6. It is acknowledged that all categories of user groups may experience cancellations or adjustments to their arena allocation over the course of their seasonal permit due to Parks, Recreation and Cultural Services Department approval of Special Events i.e. tournaments, carnivals, competitions, etc., from other Community Groups or through building closures.
7. All Aurora based arena users and any organization applying to be deemed as "Aurora Based" are required to provide participation lists with full name and address for each participant, at the same time as any request for new ice time, to confirm residency. The arena users are required to provide a list of their executive, if any to the Parks, Recreation and Cultural Services Department by October 15th each year.

Non-compliance in providing this information will result in loss of ice privileges.

8. The Town of Aurora is supportive of having a Junior A franchise in Town. As such, the Town will allocate appropriate ice time and provide facility support to the team for the benefit of Aurora residents and businesses.
9. Submission of all initial annual arena requests are due by the following dates:
Fall/Winter Season (September to April): April 1st each calendar year
Spring/Summer (May to August): October 15th each calendar year
10. The Parks, Recreation and Cultural Services Department will host an ice allocation meeting each year to discuss annual Fall/Winter ice allocation, no later than June 15th of each calendar year.
11. In an effort to foster open communication with all arena users, to avoid conflicts between arena users and to appropriately track arena use and schedule facilities appropriately all arena users must permit all arena times through the Parks, Recreation and Cultural Services Department, Business Support Division. A

hard copy of the permit will be generated for each booking. This includes all internal Town of Aurora bookings including programs, special events and initiatives. All arena users must comply with the deadlines for request submissions and cancellation as indicated in this document.

12. All arenas booked must have a valid permit booked through the Parks, Recreation and Cultural Services Department, Business Support Division, with the exception of arenas booked for Town programs, events and activities. Sub-letting of arenas or sub-agreements for arenas will not be permitted. Any bookings not cancelled with a minimum of two weeks (14 calendar days) notice in writing by either email, fax or regular mail to permitting staff will result in the user group or individual being charged a fee as indicated in this document.
13. All internal Town of Aurora bookings for programs, special events or other initiatives will be cancelled a minimum of two weeks prior to the booking date for purposes of operational scheduling and re-permitting the arena.
14. All 60 minute ice rental periods include a 10 minute maintenance period for ice resurfacing, during which the permit holder is not permitted on the ice and no objects may be placed on the arena boards or allowed to overhang the arena boards.

The Town of Aurora reserves the right to schedule the 10 minute ice-resurfacing period at either the beginning or the end of the rental period. For ice rental periods of greater than one consecutive hour, ice resurfacing will be conducted at the discretion of Town of Aurora staff. Staff will make reasonable efforts to consult with the permit holder, however, the decision of the Town of Aurora staff shall be final.

Town of Aurora staff may sound the horn to signal the end of a rental period or to indicate the need for all participants to vacate the ice immediately for resurfacing or reasons of safety or security.

15. Permit holders are required to follow the direction of Town of Aurora staff regarding the use of Town facilities and the conduct of all participants, staff, volunteers, guests and invitees of the permit holder at all times.
16. Permits will only be issued for arena rental periods, as follows:
 - Minimum period of one hour for ice or arena floors, unless approved by Parks, Recreation and Cultural Services
 - Minimum increments of 30 minutes for ice in any double pad facility
 - Minimum increments of 15 minutes for ice in any single pad facility
 - Minimum increments of 15 minutes for arena floors
- 17.

SECTION III

RENTAL RATE CATEGORIES

- | | |
|-----------------|--|
| 1) Non-Prime | Between 8:00 a.m. - 4:00 p.m. weekdays |
| 2) Morning Time | Between 6:00 a.m. - 8:00 a.m. weekdays |
| 3) Prime-Time | Between 4:00 p.m. - closing weekdays |
| | Between 6:00 a.m. - closing weekends |

SECTION IV

ICE ALLOCATION PRIME TIME/MORNING TIME/NON-PRIME

Grandfathering

All ice permit holders will maintain their existing ice permit times on an annual basis, until such time as the permit holder surrenders that time. The following allocation procedures apply only to new requests, time surrendered by an existing permit holder, or in the event that new facilities are made available.

Exceptions may be made at the mutual agreement of an existing permit holder and Parks, Recreation and Cultural Services for the release of permitted time on a one-time basis to accommodate the needs of another organization or for ice re-allocated at the direction of Parks, Recreation and Cultural Services.

Grandfathering applies to ice permits within the Fall/Winter (September through April) season only.

Play-offs and other Special Circumstances

Parks, Recreation and Cultural Services reserves the right to alter ice allocation permits on an annual basis to accommodate play-off requirements and for other special circumstances as may be required. Any such alterations will be done on a one-time basis and the grandfathering rules shall apply for the following season. In the event that the re-allocation of ice time is necessary, Parks, Recreation and Cultural Services staff will work with all affected permit holders to re-allocate ice time in as fair a manner as possible and in an effort to minimize any impact.

Prime Time Ice

Monday - Friday	4:00 p.m. - closing
Saturday	6:00 a.m. - closing
Sunday	6:00 a.m. - closing

NOTE: During the above times, priority will be given to:

- **Town programs**
- **Aurora Jr. A Hockey Club**
- **Aurora based youth hockey/skating programs**
- **Representative Organizations, Teams and Leagues providing hockey and skating programs wherein they are the only program of that nature offered to Aurora residents. (e.g. Central York Girls Hockey, York Simcoe Express, York Old-Timers)**
- **Aurora based adult hockey leagues/users**
- **Other rentals**

MORNING TIME

Monday - Friday 6:00a.m. - 8:00 a.m.

During the above times priority will be given to:

- **Town programs**
- **Aurora based youth hockey and skating programs**
- **Aurora based adult hockey and skating programs**
- **Aurora residents**
- **School groups located in Aurora**
- **Other rentals**

NON-PRIME TIME

Monday - Friday 8:00 a.m. - 4:00 p.m.

During the above times priority will be given to:

- **Town programs**
- **Aurora based youth hockey/skating programs**
- **School groups located within the Town of Aurora**
- **Other Rentals**

SECTION V

FACILITY PERMIT CONDITIONS AND REGULATIONS

1. The Town of Aurora will not be responsible for damages, loss or theft of equipment or clothing of any permit holder or anyone attending on the invitation of the permit holder.
2. The permit holder shall indemnify and save harmless the Town of Aurora and/or its agents from and against any and all claims, actions, causes of action, and demands which may be brought against or made upon The Town of Aurora and/or its agents and from all losses, costs, charges and/or expenses including claims for loss of profit or economic loss, and legal costs as the result of bodily injury or death to any persons or for property damage arising out of the permit holder's use of the Town facilities or the use by any person of said facilities under the sponsorship and/or invitation of the permit holder before, after or during use of the Town facilities pursuant to this permit.
3. The permit holder shall be responsible for the conduct and supervision of all participants in the event for which this permit is issued, and/or of those persons who are invitees of the event participants. For children and youth events, a minimum of 1 adult for every 10 children or youth participants under the age of 18 is required. The permit holder shall ensure that all regulations contained in the permit are strictly observed. Any vandalism, littering or abusive language occurring during use of the Town facilities pursuant to the permit shall result in immediate cancellation of the permit and/or rejection of future permit applications by the permit holder.
4. The permit holder shall pay for all damages to Town property arising from the use of the Town facilities where the permit holder is deemed responsible. Parks, Recreation and Cultural Services reserves the right to impose a liability deposit. Liability deposits must be submitted with the signed permits no later than 14 calendar days in advance to the event or rental date.
5. Facilities' permits are valid for the location, date, time and use intended only as specified on the permit and may not be changed or altered in any manner. All additions or changes must be approved in writing by both the permit holder and Parks, Recreation and Cultural Services. The name of the person listed on the permit will be the only person allowed to make changes, additions and deletions to the permit. In the event of a dispute regarding the status of a permit, the Parks, Recreation and Cultural Services' copy of the permit shall govern.
6. The permit holder is responsible for the removal of all rented or privately owned property and personal effects by the end time specified on the permit unless prior arrangements have been made with the Parks and Recreation Services.
7. Authorization from Parks, Recreation and Cultural Services must be secured prior to affixing any decorations to the Town facilities. Once authorization has been granted, the permit holder must ensure that all decorations are fireproof, affixed with masking tape and removed by the specified permit end time.

8. Maximum attendance is governed by Fire Regulations, Liquor License Act Regulations and/or Public Health Regulations and the permit holder is responsible for ensuring compliance with all these applicable rules and regulations.
9. The permit/agreement is not to be assigned.
10. All organizations and individuals using Town facilities are responsible for keeping the facilities clean. An extra cleaning charge will be assessed if the facilities are left in an unsuitable condition.
11. The Town of Aurora may require the permit holder to carry comprehensive general liability insurance in an amount of no less than two million dollars up to five million dollars depending on the nature of the event for which the permit is issued. Such insurance will be carried for the rental period and will have the Town of Aurora shown as an additional insured to the policy.
12. A copy of a permit signed by an authorized representative of the Town of Aurora and by the permit holder(s) must be submitted to the Town at least fourteen (14) calendar days in advance of the date of the event, unless the permit holder has made other arrangements in writing with the Parks and Recreation Services.

Alcoholic Beverages/Smoking/Lotteries

13. The sale and/or consumption of alcoholic beverages is strictly forbidden at all sport facilities and park locations in the Town of Aurora. Failure to comply with this regulation will result in the immediate cancellation of the permit and the request for attendance of the respective authorities.
14. Proof of issuance of a Liquor License Board of Ontario ("L.L.B.O.") permit must be submitted to Parks, Recreation and Cultural Services for any event that will include liquor in a permitted hall or meeting room no later than 14 calendar days in advance to the event or rental date. Said permits must be posted near the bar on the premises for which the permit is issued.
15. In the case where the end time of the L.L.B.O. permit conflicts with that of the Facility Permit, the end time contained on the Facility Permit shall prevail.
16. Smoking is prohibited in all Town facilities in accordance with applicable Provincial and municipal laws and regulations.
17. The holding of any form of lottery at a Town facility, including raffles, wheels of fortune, bingos, or social gaming events such as blackjack, is strictly forbidden, unless a lottery license has been obtained by the permit holder from the Town or the Alcohol and Gaming Commission of Ontario. Proof of issuance of a lottery license must be submitted to Parks, Recreation and Cultural Services for any event that will include the holding of a lottery in a permitted hall or meeting room. Submission of a

lottery license will be made no later than 14 calendar days in advance to the event or rental date.

Payment

18. Rental Fees, where applicable, are to be paid upon signing of the permit and submitted to the Town of Aurora a minimum of 14 calendar days in advance to the event or rental date, unless other arrangements have been made with Parks, Recreation and Cultural Services. Where invoicing has been approved, the Town of Aurora reserves the right to cancel the permit if the permit holder defaults in payments.

Cancellations

19. The Town of Aurora reserves the right to cancel the permit should there be a breach of any conditions or regulations, including the failure of a permit holder to submit a signed permit and rental fee and, if requested, a damage deposit, or on 24 hours' notice as required. Facility permits may be cancelled on short notice due to mechanical failures. The Town of Aurora shall not be liable in any manner whatsoever for any losses, claims or damages resulting from such changes or cancellations including any claims for loss of profit or economic loss.

20. The Town of Aurora must be notified in writing of any cancellations at least 14 days in advance. Permit holders are responsible for all costs in the permit. Refunds will not be made unless notification is given in writing only. Refunds will be made less 20% of contract price if notification is given at least 14 days in advance.

Security

21. The Town of Aurora reserves the right to require police supervision or security staff at any event at the expense of the permit holder. The Town of Aurora reserves the right to require a Security Deposit for any event. The eligibility and the amount of the refund for a Security Deposit will be considered the week following the event.

Emergency

22. In the event that the permit holder is unable to gain entrance to the permitted facility, the permit holder shall contact the Town of Aurora for assistance by using the emergency telephone contact number provided with this permit.

23. In the event that a plumbing, electrical or other mechanical failure occurs at the permitted facility, the permit holder shall immediately notify the Town of Aurora using the emergency telephone call number provided with this permit.

BEFORE YOU ARE GIVEN ACCESS TO ANY TOWN FACILITY (INCLUDING PARKS AND SPORTS FIELDS) PLEASE ENSURE THAT YOU HAVE DONE THE FOLLOWING AND RETURN THIS CHECKLIST ALONG WITH YOUR SIGNED PERMIT AND ALL SUPPORT DOCUMENTS LISTED BELOW:

Signed Permit (14 Calendar Days Prior)		Permit Holder Initial
Damage Deposit (Only if Requested, 14 Calendar Days Prior)		Permit Holder Initial
Payment (Cash, Cheque, Debit, Visa or Master Card, 14 Calendar Days Prior)		Permit Holder Initial
LCBO Permit and Smart Serve Certified Bar Tenders (Licensed Events Only, 14 Calendar Days Prior)		Permit Holder Initial
Lottery License (Licensed Events Only, 14 Calendar Days Prior)		Permit Holder Initial
RETURN THIS CHECKLIST ALONG WITH YOUR SIGNED PERMIT AND ALL SUPPORT DOCUMENTS LISTED ABOVE		



Town of Aurora

General Committee Report No. PRCS17-015

Subject: Aurora's Multicultural Festival

Prepared by: Shelley Ware, Supervisor – Special Events
Lisa Warth, Manager of Recreation

Department: Parks, Recreation and Cultural Services

Date: April 18, 2017

Recommendation

1. That Report No. PRCS17-015 be received; and
2. That Aurora's Multicultural Festival take place at Town Park on Saturday, September 9, 2017.

Executive Summary

This purpose of this report is to outline the findings of the Multicultural Festival information gathering sessions and the online surveys and to provide information on the programming and logistics of the 2017 event including moving the event to Town Park to take advantage of the infrastructure available at that location. The considerations for programming contained in this report include:

- Feedback from a survey used at the 2016 event
- Findings from the public information gathering sessions
- Findings from the online surveys
- Current best practices at similar Festivals

Background

At its January 31, 2017 meeting, Council approved two public open houses and an online survey for the purpose of gathering input from the community on the programming elements of Aurora's Multicultural Festival.

This festival, now heading into its second year, will build upon the foundation created for the event held on Saturday September 10, 2016 at Ada Johnson Park. The festival was

April 18, 2017

Page 2 of 5

Report No. PRCS17-015

extremely successful with 95% of event attendees surveyed reporting that the festival at a minimum met their expectations.

Analysis

Information gathering sessions and online survey

A total of 19 people attended two public information gathering sessions held on March 2 and March 8 and six online surveys were completed. Representatives from the Aurora Historical Society, Town Council, local media and the Aurora Public Library were among the participants.

Summary of Feedback

Several common themes emerged in the results from both the public sessions and the online survey which include:

- Participants felt very strongly that a variety of culinary experiences is important including free samples and small portions so people can try several different things.
- A variety of cultures should be showcased
- Most participants were indifferent to which cultures are showcased
- There should be vibrant, energetic entertainment
- Interactive opportunities through culturally based games, crafts and dancing
- Involvement from local organizations/cultural groups/clubs is paramount
- A “passport” method be utilized at the event to encourage guests to visit all areas of the event.
- Guests want to experience something new with respect to cultures they are not familiar with.

There was strong consensus that having many cultures showcased was preferable to having a focused approach on a few specific cultures. Results indicated that they wanted to learn about other cultures they don't identify with or conversely, others wanted to showcase what their culture is. Based on this feedback, staff suggest the 2017 festival focus on four main pillars:

- Culinary experiences
- Entertainment
- Artisan Marketplace/Exhibition
- Cultural games/activities

These pillars allow for sustainability and growth of the event. Interactive opportunities will be infused throughout all pillars and program deliverables.

Program Plan

Culinary Experiences – Providing culinary experiences will be a priority. While the event is growing, it may be difficult to attract a large variety of food vendors/trucks etc. However, culinary experiences can still be realized through free food samples, scheduled food demonstrations and activities such as recipe trading.

Other organizations have had success focusing on a specific food staple and showcasing how different cultures rely on it in their own culturally specific way. For example, rice is an example of a global staple that is relied on in almost all cultures but used in a variety of different flavourings and presentations worldwide. This is one approach to consider.

Live food demonstrations, educational workshops, or hands on workshops could take place throughout the day.

A Beverage Café could also be set up where guests can taste test a variety of hot and cold beverages such as Turkish coffee or Asian bubble teas.

Entertainment – The entertainment featured should include both spectator and participatory opportunities. Similar to last year, the stage entertainment will continue to be vibrant in colour and rhythm, showcasing a variety of cultures. Some of these presentations could be interactive and allow guests to be active and educated.

Small group and hands-on demonstrations could also be scheduled. These would include activities such as drumming circles and storytelling quadrants.

Artisan Marketplace/Exhibition – Opportunities will be made available for exhibitors to display culturally authentic items available for retail sale or on display as educational. This could include items such as wood carvings, soap carvings, clay masks and jewellery. This marketplace would provide guests with exposure to items they may not see every day or would only see in their travels.

Cultural Games/Activities – A variety of interactive games and activities could be set up throughout the event. Staff will endeavour to provide games and activities that are authentic and new to event attendees. Ideally, the development and delivery of these activities will be organized and facilitated by local community groups and will be suitable for all ages.

April 18, 2017

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Report No. PRCS17-015

Event Location – In order to implement and execute the event based on the feedback received, a location with more infrastructure than is available at Ada Johnson Park (site of the 2016 festival) is required. Staff recommend the event take place at Aurora Town Park and the Armoury. The Armoury would be used for the culinary and some artisan elements of the event. The indoor location, access to water and electrical service will make the Health Unit regulations for food handling easier to adhere to.

Holding the event at Ada Johnson park will require funding from the approved budget be allocated to renting a stage, electrical service, tents etc., leaving less funding available for programming and promoting the Festival.

Advisory Committee Review

None required.

Financial Implications

\$24,400 has been allocated in the 2017 operating budget for Aurora's Multicultural Festival.

Communications Considerations

Parks, Recreation and Culture staff will work with Corporate Communications to:

- Advertise opportunities to become involved in the Festival
- Create a comprehensive strategy to promote the Festival

Link to Strategic Plan

Aurora's Multicultural Festival supports the Strategic Plan goal of ***Supporting an exceptional quality of life for all*** through satisfying the requirements of the objective of ***Celebrating and promoting our culture.***

Alternative(s) to the Recommendation

Option 1: Council could propose other programming and/or locations for the Festival.

April 18, 2017

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Report No. PRCS17-015

Conclusions

The information gathering sessions and online survey were extremely helpful to staff in providing direction for the 2017 Festival. Programming suggestions, identification of local resources and methods for engagement from the community were all realized through the process and will help to sustain and strengthen the Festival for the future. Staff remain committed to ensuring that Aurora's Multicultural Festival is current, memorable and authentic.

Attachments

None

Previous Reports

PRS16-031 Aurora's Multicultural Festival, June 7, 2016

PRS17-002 Aurora's Multicultural Festival, Information Gathering Session, January 24, 2017

Pre-submission Review

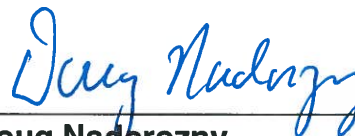
Agenda Management Meeting review on March 30, 2017.

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. PRCS17-017

Subject: Award of Tender 2017-18-PRCS Construction of Mavrinac Park

Prepared by: Jim Tree, Manager of Parks

Department: Parks, Recreation and Cultural Services

Date: April 18, 2017

Recommendation

- 1. That Report No. PRCS17-017 be received; and**
- 2. That Capital Project No. 73285 Mavrinac Park budget be increased by \$423,076 with the funding source for this project being Cash-in-Lieu of Parkland; and**
- 3. That Tender 2017-18-PRCS Construction of Mavrinac Park be awarded to Melfer Construction Inc. in the amount of \$1,502,690, excluding taxes; and**
- 4. That the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.**

Executive Summary

The purpose of this report is to approve the Award of Tender 2017-18-PRCS Construction of Mavrinac Park and secure additional funding.

Background

Following the public consultation process, which was conducted on May 31, 2016, Council approved the design for the park and directed staff to proceed with detailed design and construction of the Mavrinac Drive Neighbourhood Park at its July 12, 2016 meeting.

Tender 2017-18-PRCS Construction of Mavrinac Park was released on March 10, 2017. Twelve (12) compliant Tenders were received. Prices ranged from the low bid of \$1,502,690 to a high of \$2,294,465.

The budget approved for this project is currently \$1,300,000, with only \$1,256,330 available for construction following design costs that had been incurred.

Analysis

Tender Results

Staff released Tender 2017-18-PRCS for the Construction of Mavrinac Park on March 10, 2017 and it closed on March 28, 2017.

A total of fifteen (15) firms submitted Tenders and twelve (12) Tenders were deemed compliant. The lowest compliant Tender was submitted by Melfer Construction Inc. at \$1,502,690, excluding taxes and contingency. Table 1 below is a breakdown of compliant bidders and prices submitted for Tender 2017-18-PRCS:

Table 1

	FIRM NAME	TOTAL BID (excluding taxes)
1	MELFER CONSTRUCTION INC.	\$1,502,690
2	LOC PAVE CONSTRUCTION LIMITED	\$1,545,657
3	M+S ARCHITECTURAL CONCRETE LTD.	\$1,573,099
4	LATITUDE 67 LTD.	\$1,617,634
5	LANDTAR CONSTRUCTION INC.	\$1,685,549
6	RAFAT GENERAL CONTRACTOR INC.	\$1,730,788
7	LOMBARDI CONSTRUCTION INC.	\$1,798,579
8	LOMCO LIMITED	\$1,803,281
9	BOND PAVING & CONSTRUCTION INC.	\$1,871,995
10	DIG-CON INTERNATIONAL LTD.	\$1,891,029
11	ULTIMATE CONSTRUCTION INC.	\$1,904,745
12	ROCHON BUILDING CORPORATION	\$2,294,464

Site grading requirements are contributing to a significant cost increase in construction costs

In view of the limited preliminary data that was used to prepare the estimated cost of constructing the park, it became apparent, through the detail design process, that substantial amounts of surplus earth (estimated 12,000 cubic metres) will be generated as a result of the park grade contours that must be achieved in order to facilitate the intended park design.

Through the design process, staff have had much discussion with the park design consultants in seeking a number of alternatives aimed at minimizing the amount of surplus earth by shifting of facilities, creating berms and raising grades. In fact, some revisions were made in order to accommodate surplus soil; however, there is a limit to this accommodation such that staff cannot compromise the functionality of the space if the end goal is to deliver a park that meets industry standards and the community's expectations.

The primary cause of this grading issue is that the existing site drops several meters across its entire plain such that it will be necessary to create level plateau's on which to locate the flat surfaces required for the parking, play court and playground areas. The result of this plateauing will generate several thousand cubic meters of earth that is surplus to the site and must be excavated and moved off the site. The cost to remove this material alone is \$225,000.

It is not possible to accommodate the quantity of surplus soil that will be generated on site.

Individual elements driving the costs include park electrical works, project site mobilization, project contingency and general market conditions

There are several other elements of the park that have driven the project cost higher than estimated in the preliminary cost estimate. The primary factors being the costs of mobilization / de-mobilization, park electrical and surplus soil removal. Staff have also included a contingency for this project which was not part of the original budget.

Construction to commence in May 2017 with a completion date on or before September 31, 2017

The construction dates and timelines are based on the award of this Tender immediately following Council approval at its April 25, 2017 Council meeting. Given the very critical time constraints that must be adhered to, the stated construction and completion dates cannot be met if there are any delays awarding the Tender.

Advisory Committee Review

None required.

Financial Implications

Table 2 is a financial summary for Capital Project No. 73285 based on the Tender submitted by Melfer Construction Inc.:

Table 2

Approved Budget	
Capital Project 73285	\$1,300,000
Total Approved Budget	\$1,300,000
Less previous commitments	\$43,670*
Funding available for subject Contract	\$1,256,330
Contract Award excluding HST	\$1,502,690
Non-refundable taxes (1.76%)	\$26,447
Contingency Amount (10%)	\$150,269
Sub-Total	\$1,679,406
Total Funding Required	\$1,679,406
Budget Variance - additional funding requested	(\$423,076)

*Previous Commitments included site surveying, detailed design and contract administration

Capital Project 73285 funding source has been identified as Cash In lieu of Parkland.

Additional Annual maintenance costs are currently estimated at \$20,000

In addition to capital construction costs, there will be annual operation maintenance and repair expenditures of approximately \$20,000. Staff is currently reviewing the planned maintenance programed needs of this park and will include the associated costs in all future operational budgets.

Communications Considerations

There are no communication related issues.

Link to Strategic Plan

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

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

Alternative(s) to the Recommendation

Option 1: Council could direct staff to remove various elements of the Park Design to reduce the overall costs of the project; however, this will require a significant redesign process which will impact the project commencement date and very likely jeopardize completion of the park in the 2017 season. Removing any item from the current design may also result in dissatisfaction of the residents and users in view of the fact that input received during the public consultation process and approved in the conceptual design is not mirrored in the product that will be delivered.

Table 3 below lists a number of items that Council may wish to consider removing from the project; however, as stated above, doing so will dramatically alter the parks design and programing:

Table 3

PROJECT ITEM	SAVINGS
Park water supply and bottle filling station	\$21,480
Remove Park shade structures	\$98,000
Remove picnic tables	\$29,400
Remove all park electrical components ,e.g. pathway lights, tennis lights, shade structure lights, and pickle ball lights	\$258,500
Reduction of plant material	\$15,696
Total Value of Items Removed from Contract	\$423,076

Conclusions

Based on the lowest compliant bid submitted for this project as well as the positive references obtained by staff on the past performance of this contractor, staff recommend awarding Tender No. 2016-18-PRCS Construction of Mavrinac Park to Melfer Construction Inc. in the amount of \$1,502,690, excluding project contingency and taxes.

Attachments

Attachment #1 – Mavrinac Park Final Concept Design

Previous Reports

PRS16-036 Mavrinac Park Public Meeting Results and Revised Conceptual Design, July 12, 2016

April 18, 2017

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Report No. PRCS17-017

Pre-submission Review

CAO review on April 5, 2017.

Departmental Approval



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

Approved for Agenda

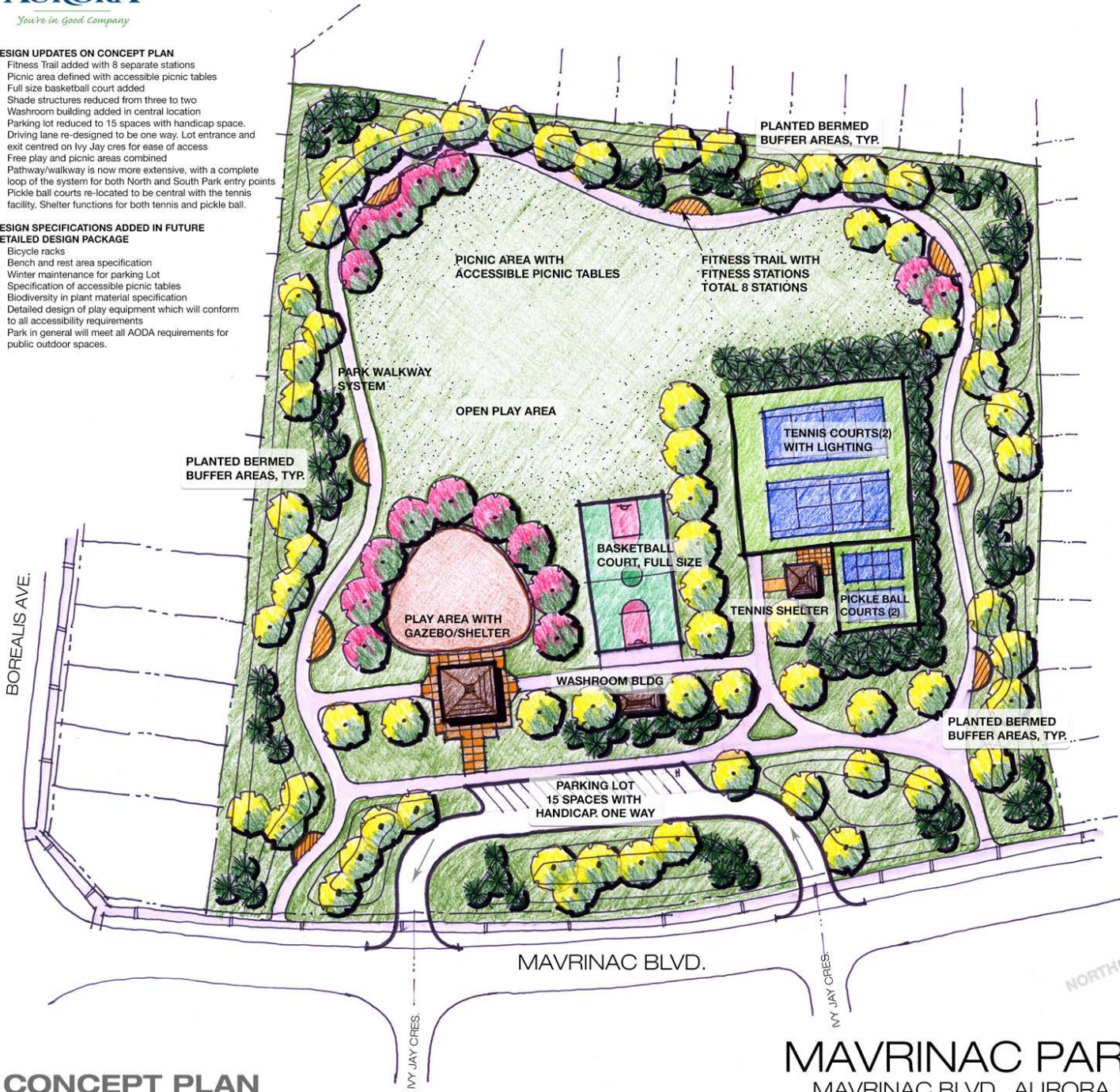


Doug Nadorozny
Chief Administrative Officer

Attachment #1



- DESIGN UPDATES ON CONCEPT PLAN**
- Fitness Trail added with 8 separate stations
 - Picnic area defined with accessible picnic tables
 - Full size basketball court added
 - Shade structures reduced from three to two
 - Washroom building added in central location
 - Parking lot reduced to 15 spaces with handicap space.
 - Driving lane re-designed to be one way. Lot entrance and exit centred on Ivy Jay cres for ease of access
 - Free play and picnic areas combined
 - Pathway/walkway is now more extensive, with a complete loop of the system for both North and South Park entry points
 - Pickle ball courts re-located to be central with the tennis facility. Shelter functions for both tennis and pickle ball.
- DESIGN SPECIFICATIONS ADDED IN FUTURE DETAILED DESIGN PACKAGE**
- Bicycle racks
 - Bench and rest area specification
 - Winter maintenance for parking Lot
 - Specification of accessible picnic tables
 - Biodiversity in plant material specification
 - Detailed design of play equipment which will conform to all accessibility requirements
 - Park in general will meet all AODA requirements for public outdoor spaces.



CONCEPT PLAN

MAVRINAC PARK
MAVRINAC BLVD., AURORA, ON
SCALE: +/- 1:500 . JUNE 27, 2016
TOWN OF AURORA PARKS DEPARTMENT



Town of Aurora

General Committee Report

No. PBS17-026

Subject: Removal of Holding (H) Provision, Zoning By-law Amendment
St. Johns Road Development Corp. (Metrus)
88 Cosford Street and 119 Pointon Street
Lot 55 Plan 65M-4075
Lot 101 Plan 65M-4082
File Number: ZBA(H)-2017-01
Related File Number: D12-00-1A (SUB-2000-1A)

Prepared by: Marty Rokos, Planner

Department: Planning and Building Services

Date: April 18, 2017

Recommendations

- 1. That Report No. PBS17-026 be received; and**
- 2. That Application ZBA(H)-2017-01 to remove the Holding (H) provisions from Lot 55 Plan 65M-4075 and Lot 101 Plan 65M4082 be APPROVED; and**
- 3. That the removal of the Holding provision by-law be enacted at the next available Council meeting.**

Executive Summary

This report seeks Council approval to remove the Holding (H) prefix from the Detached Dwelling Second Density Residential (R2-71) Exception Zone at 88 Cosford Street and 119 Pointon Street. The owner proposes to construct a single detached dwelling on each lot.

- Planning and Building Services has reviewed the subject applications in accordance with the provisions of the Town's Official Plan and Zoning By-law respecting the subject lands.
- All departments and agencies have provided comment and support the application.
- Staff recommend approval of the application.

Background

Application History

The subject lands are part of a Draft Plan of Subdivision developed as part of the Aurora 2B Secondary Plan in the early 2000s (File No. D12-00-1A (SUB-2000-1A)). The subdivision was approved by the Ontario Municipal Board on August 11, 2006 and released for registration by Council on April 22, 2008. This subdivision is now built out with the exception of the two subject properties. The 'H' prefix was retained on these properties until the Hartwell Way bridge was completed connecting to the lands east of the creek.

Location / Land Use

As illustrated in Figure 1, the subject lands are located at the intersection of Hartwell Way, Cosford Street and Pointon Street.

The subject lands have the following characteristics:

- 88 Cosford Street has 18.6 m of frontage on Cosford Street and 33 m of flankage on Hartwell Way;
- 119 Pointon Street has 16.2 m of frontage on Pointon Street and 40 m of flankage on Hartwell Way;
- Both properties are currently vacant.

Surrounding Land Uses

The surrounding land uses are as follows:

North: Residential and Hartwell Way
South: Residential and Hartwell Way
East: Environmental protection, Cosford Street and Pointon Street
West: Residential

Policy Context

Town of Aurora Official Plan

The Official Plan allows land to have an 'H' prefix removed subject to an agreement on such matters as the provisions of schools, open space and other support facilities, need for additional sites for the proposed use, a completed Environmental Impact Study, and compliance with the growth management policies of the Official Plan. The proposed removal of the 'H' prefix complies with the Official Plan.

April 18, 2017

Page 3 of 5

Report No. PBS17-026

Zoning By-law 2213-78, as amended

Section 11.73.3 of the Zoning By-law states that before the 'H' prefix is removed on the subject lands, the following shall have been complied with:

- i) The Region of York has confirmed that adequate servicing capacity is available and the Town of Aurora has allocated such capacity;
- ii) A subdivision agreement, and other such agreement(s) as required, have been executed between the Owner of the lands and the Corporation of the Town of Aurora; and
- iii) The Town of Aurora is satisfied that the removal of the "(H)" represents a logical and orderly progression of development.

Analysis

Removal of Holding 'H' Prefix Requirements

The pre-conditions for removal of the 'H' prefix (identified above) have been satisfied as follows:

- i) The subject lands are part of two registered plans of subdivision. 88 Cosford Street is within Plan 65M-4075 and 119 Pointon Street is within Plan 65M-4082, both of which were registered in 2008. Servicing capacity has been allocated by the Town.
- ii) The 'H' prefix was retained on the zoning of the subject properties to allow for the future extension of Hartwell Way across the creek to the east. The extension would serve future residential neighbourhoods within the Aurora 2C Secondary Plan area. The lots were left undeveloped to minimize potential conflicts with the bridge design. Residential development in the 2C area is now nearly complete and the bridge has been constructed. With the bridge complete, development of the two properties is considered to be a logical and orderly progression of development.

The subject application has been circulated to internal departments and external agencies for their review and comment. No departments or agencies have concerns with the application. Planning staff are satisfied that the preconditions as identified above have been met and a by-law to remove the 'H' prefix may be passed.

Opening of Hartwell Way

The extension of Hartwell Way across the valley to connect the 2B Area with the 2C Area was completed in the fall of 2016 by the Developers Group. The bridge has not been opened as of yet due to the amount of construction activity still occurring in the 2C Area. During the summer of 2017, Town staff will monitor the amount of housing construction remaining with the goal of having the Hartwell Way extension open prior to September 2017.

Servicing Allocation

Water and sanitary servicing capacity has been allocated for the subject lands.

Financial Implications

A surcharge fee will be collected before the passing of the implementing Zoning By-law. Development charges will be collected at the time of the Building Permit application. Fees and securities were collected at the time of the Subdivision Agreement.

Communications Considerations

On April 5, 2017, a Notice of Council's Intention to Remove a Holding 'H' Symbol was published in the Aurora Banner and Auroran newspapers. Public notification has been provided in accordance with the *Planning Act*.

Alternatives to the Recommendation

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

Conclusions

The criteria for removal of the 'H' provision on the subject lands have been satisfied. Therefore, Staff recommends that Council remove the Holding (H) provision on the subject lands thereby allowing the development of the lands to proceed.

Attachments

Figure 1 – Location Map

Figure 2 – Area Subject to Removal of Holding (H) Prefix

Previous Reports

General Committee Report PL08-024, dated April 22, 2008.

Pre-submission Review


Agenda Management Team Meeting review on March 30, 2017.

Departmental Approval

Approved for Agenda



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



**Doug Nadorozny
Chief Administrative Officer**

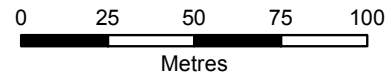


LOCATION MAP

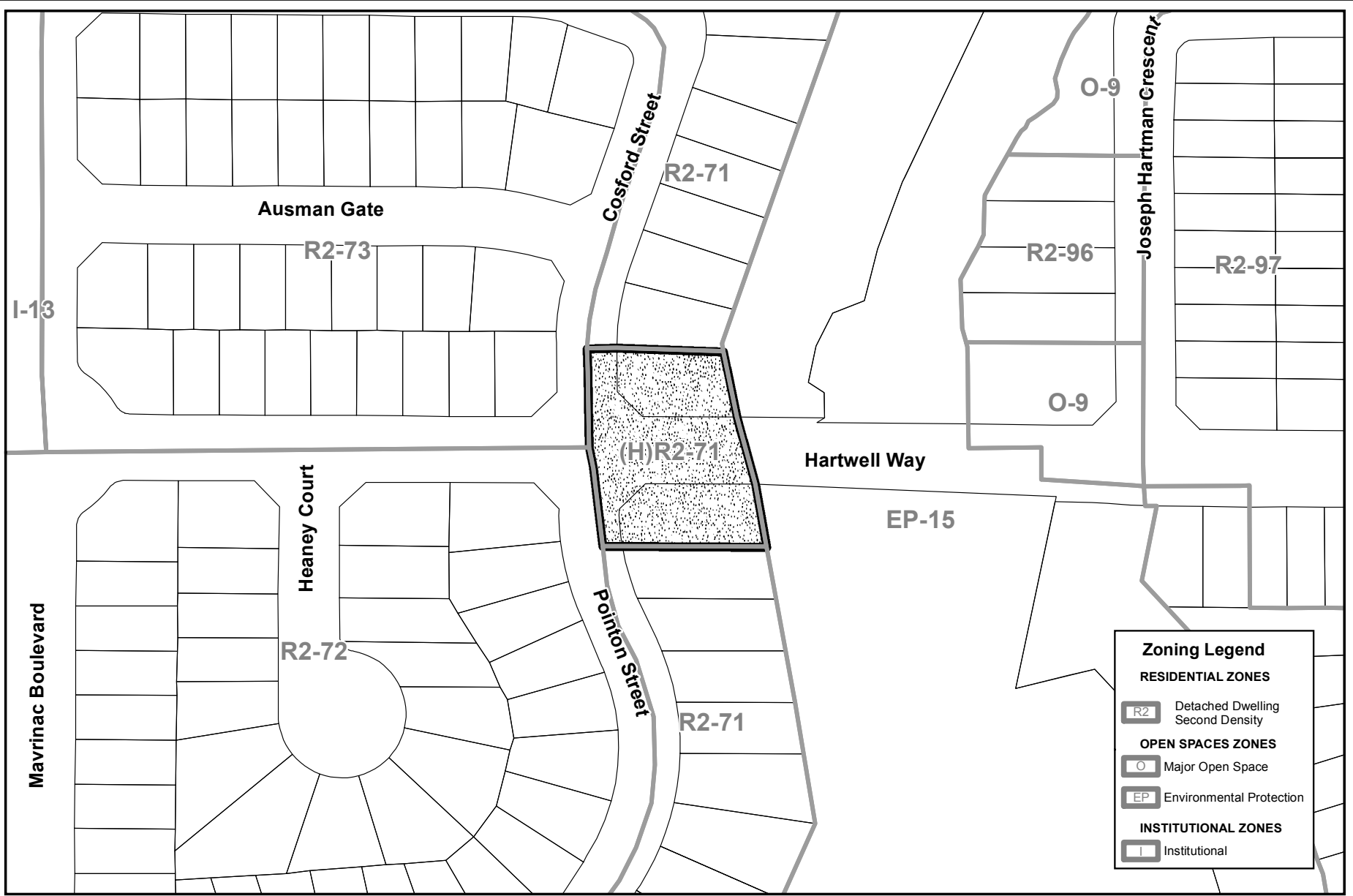
APPLICANT: St. John's Road Development Corp.
 FILES: ZBA(H)-2017-01

FIGURE 1

 SUBJECT LANDS



Map created by the Town of Aurora Planning and Building Services Department, March 22, 2017. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2016, © First Base Solutions Inc., 2016 Orthophotography.



Zoning Legend

RESIDENTIAL ZONES

- R2** Detached Dwelling Second Density

OPEN SPACES ZONES

- O-9** Major Open Space

ENVIRONMENTAL PROTECTION ZONES

- EP** Environmental Protection

INSTITUTIONAL ZONES

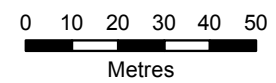
- I-13** Institutional

AREA SUBJECT TO REMOVAL OF HOLDING (H) PREFIX

APPLICANT: ST. JOHN'S ROAD DEVELOPMENT CORP.
 FILES: ZBA(H)-2017-01

FIGURE 2

 **SUBJECT LANDS**



Map created by the Town of Aurora Planning & Building Services Department, March 22, 2017. Base data provided by York Region & the Town of Aurora.



Notice of Motion	Councillor John Abel
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Date: April 18, 2017

To: Mayor and Members of Council

From: Councillor Abel

Re: **Community Energy Plan**

Whereas municipalities around the world are taking the lead on climate change with sustainable and responsible policies that will reduce their Carbon Footprint; and

Whereas municipalities are developing Energy Plans that are both environmentally progressive and economically viable; and

Whereas Aurora's Infrastructure and Environmental Services (IES) Project 10-Year Plan has already allocated \$100,000 for such a potential project, for future Budget consideration; and

Whereas the Provincial Ministry of Energy has established, and is funding through the Ministry of Environment, a Municipal Energy Plan Program, which may offer municipalities matching funds of up to \$90,000 to support the development of a Community Energy Plan; and

Whereas Newmarket's Community Energy Plan received \$90,000, Markham's received \$90,000, and Vaughan's received \$54,000;

1. Now Therefore Be It Hereby Resolved That staff be directed to prepare a Terms of Reference and a budget for a Community Energy Plan for Council's consideration as part of the 2018 Budget.