



General Committee Meeting Agenda

**Tuesday, December 5, 2017
7 p.m.**

**Council Chambers
Aurora Town Hall**



**Town of Aurora
General Committee
Meeting Agenda**

Tuesday, December 5, 2017
7 p.m., Council Chambers

Councillor Thompson 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

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 C3 inclusive, be approved:

- C1. IES17-044 – Update on the Regional Road Projects in Aurora**
(Information Report dated November 21, 2017, included on agenda per Member of Council request)

Recommended:

1. That Report No. IES17-044 be received for information.

- C2. PRCS17-044 – Award of Tender 2017-99-PRCS Construction of Multi-Purpose Synthetic Turf Sports Field at Sheppard’s Bush Park**

Recommended:

1. That Report No. PRCS17-044 be received; and
2. That Tender 2017-99-PRCS Construction of Multi-Purpose Synthetic Turf Sports Field at Sheppard’s Bush Park be awarded to TDI International Ag Inc. dba Eco Blue Systems in the amount of \$1,189,730.13, excluding taxes; and
3. That the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.

- C3. PBS17-088 – Request for Street Name Approval
Ballymore Building (South Aurora) Corporation
14452 Yonge Street, Part Lot 75, Concession 1
Related File Numbers: ZBA-2016-09, SUB-2016-02, CDM-2016-04**

Recommended:

1. That Report No. PBS17-088 be received; and
2. That Street “A” within approved Plan of Subdivision SUB-2016-02 be named Black Walnut Court:

Street “A” Black Walnut Court

6. Consideration of Items Requiring Discussion (Regular Agenda)

R1. PBS17-096 – Preferred Design for Library Square

(Report to be provided as an Additional Item to the Agenda)

R2. FS17-047 –2017 Year End Surplus/Deficit Financial Control By-law

Recommended:

1. That Report No. FS17-047 be received; and
2. That a by-law be adopted to authorize the Treasurer and the Chief Administrative Officer to make necessary year-end financial adjustments and to allocate any 2017 Operating Fund surplus or deficit as set out in Report No. FS17-047; and
3. That the provisions of the by-law also authorize the Treasurer and the Chief Administrative Officer to allocate any 2017 surplus or alternatively fund any deficit in the Water, Wastewater, or Stormwater budgets to or from the appropriate related reserve accounts; and
4. That the adjustments authorized herein are to occur with an effective date of December 31, 2017, and which may be determined prior to or after December 31, 2017; and
5. That the Treasurer and Chief Administrative Officer report to Council through General Committee after the year-end surplus/deficit control adjustments and allocations have been completed.

R3. FS17-051 –Creation of Additional Reserve Funds

Recommended:

1. That Report No. FS17-051 be received; and
2. That By-law No. 5553-13 be amended to add the Economic Development reserve fund and the Winter Control reserve fund as set out in Attachments #1 and #2 respectively; and

3. That the new Economic Development reserve fund be initially funded by the transfer and closure of the unspent balances in Capital Project #81015: Community Improvement Plan; and
4. That the necessary by-law be presented at a future meeting for adoption.

R4. FS17-057 – Annual Cancellation, Reduction or Refund of Property Taxes Under Sections 357 and 358 of the *Municipal Act*

Recommended:

1. That Report No. FS17-057 be received; and
2. That a meeting be held in accordance with Sections 357 and 358 of the *Municipal Act, 2001* as amended (the Act) in respect of the applications filed with the Treasurer by owners of property listed in this report at which applicants may make representation; and
3. That total property taxes in the amount of \$1,687.93 due from the property owners be adjusted pursuant to Section 357 of the Act; and
4. That total property taxes in the amount of \$1,742.27 due to the property owners be adjusted pursuant to Section 358 of the Act; and
5. That any associated interest charged applicable to these adjustments be cancelled in proportion to the total property taxes adjusted; and
6. That the Director of Financial Services – Treasurer be directed to remove said property taxes from the collector's roll reflecting these property tax adjustments.

R5. FS17-058 – 2018 Interim Property Tax Levy

Recommended:

1. That Report No. FS17-058 be received; and
2. That a by-law be adopted to authorize the levying of 2018 Interim Property Taxes on all rateable properties and to establish installment due dates.

R6. IES17-043 – Purchase Order Increase for CIMCO

Recommended:

1. That Report No. IES17-043 be received; and
2. That Purchase Order No. 1149 to CIMCO Refrigeration Division Toromont Industries Ltd. be increased by \$60,000 from the amount of \$90,000 to \$150,000, excluding taxes, for the one-year term of 2017.

R7. IES17-045 – Award of RFP IES2017-125 – Maintenance and Emergency Response to Sanitary Lift and Water Boost Stations

Recommended:

1. That Report No. IES17-045 be received; and
2. That Request for Proposal IES2017-125 – Maintenance and Emergency Response to Sanitary Lift and Water Booster Stations be awarded to 709125 Ontario Limited o/a Pump System Interfacing for five (5) years at the unit prices tendered, including the option to renew for an additional two, one-year periods based on satisfactory performance of the Contractor; and
3. That the Director of the Water/Sewer Division be authorized to obtain a Purchase Order not to exceed a total of \$1,200,945.64, for the five (5) years of the contract, excluding taxes, to be assigned to 709125 Ontario Limited o/a Pump System Interfacing at the discretion of 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.

R8. IES17-046 – Purchase Order Increase for HVAC Services

Recommended:

1. That Report No. IES17-046 be received; and

2. That the Contract for Carmichael Engineering Ltd, and Dunlis Mechanical Services as established through RFP IES 2015-35 be extended to the 2018 option year; and
3. That Purchase Order No. 713 in favour of Carmichael Engineering Ltd. be increased by \$117,000 from the amount of \$321,975 to \$438,975, excluding taxes, for the contract term of 2018; and
4. That the Director of the Facilities Division be authorized to execute future year extensions of their Agreement subject to satisfactory performance; and
5. That Purchase Order No. 714 in favour of Dunlis Mechanical Services be increased by \$151,000 from the amount of \$404,769 to \$555,769, excluding taxes, for the contract term of 2018.

R9. IES17-047 – Purchase Order Increase for Supply and Delivery of Waterworks and Sewer Materials

Recommended:

1. That Report No. IES17-047 be received; and
2. That the Contract for Wolesley Canada Inc. as established through RFQ IES 2016-12 be extended to the 2018 option year; and
3. That Purchase Order No. 745 in favour of Wolesley Canada Inc. be increased by \$50,000 from the amount of \$106,546 to \$156,546, excluding taxes, for the contract term of 2018.

R10. IES17-048 – Award of RFP IES2017-116 – Emergency Sewer and Watermain Repairs

Recommended:

1. That Report No. IES17-048 be received; and
2. That Request for Proposal IES2017-116 – Emergency Repairs to the Town of Aurora Water Distribution and Sewer Systems be awarded to A. Donofrio Construction Ltd. and V. M. DiMonte Construction Ltd., for a (5)

five-year period at the unit prices tendered including the option to renew for an additional two (2), one (1) year periods based on satisfactory performance of the Contractor; and

3. That the Director responsible for Water/Wastewater Division be authorized to obtain a Purchase Order not to exceed a total of \$300,000, for each year of the five (5) year contract, excluding taxes, to be assigned to A. Donofrio Construction Ltd, and V. M. DiMonte Construction Ltd. at the discretion of the Director subject to satisfactory performance; 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.

R11. PRCS17-042 – Sheppard’s Bush Property Use and Maintenance Agreement

Recommended:

1. That Report No. PRCS17-042 be received; and
2. That the Mayor and Town Clerk be authorized to execute the Agreement between the Town of Aurora and the Lake Simcoe Region Conservation Authority for the use and maintenance of the Sheppard’s Bush Conservation Area, including any and all documents and ancillary agreements required to give effect to same.

R12. PRCS17-043 – Facility Sponsorship Program – BionX International Corporation

Recommended:

1. That Report No. PRCS17-043 be received; and
2. That the Director responsible for the Business Support Division be authorized to execute the Agreement between the Town of Aurora and BionX International Corporation for the Facility Sponsorship of the Spin Cycle Room at the Aurora Family Leisure Complex, including any and all documents and ancillary agreements required to give effect to same.

R13. PRCS17-046 – Arboretum Community Partnership Agreement

Recommended:

1. That Report No. PRCS17-046 be received; and
2. That the updated Arboretum Master Plan, as presented on May 31, 2017, be approved; and
3. That the Director of the Parks Division be authorized to enter into a new Community Partnership Agreement between the Town of Aurora and the Aurora Community Arboretum for a ten-year period commencing January 1, 2018, including any and all documents and ancillary agreements required to give effect to same.

7. Notices of Motion

8. New Business

9. Closed Session

10. Adjournment



**Town of Aurora
Information Report**

No. IES17-044

Subject: Update on the Regional Road Projects in Aurora

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

Department: Infrastructure and Environmental Services

Date: November 21, 2017

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

Executive Summary

York Region has no current plans to complete the Wellington Street East road widening project from Yonge Street to the railway corridor within the next 10 years. It is not identified in their current or previous 10-year Capital Plans.

Background

An article in the York Region News in early October identified a number of Regional road projects that will be delayed due to funding constraints.

The projects within the Town of Aurora included:

- Widen to four lanes Wellington Street – Yonge Street to Rail Grade Separation

The Transportation Master Plan (2016) provides a 25-year outlook to deliver transportation projects and programs that will continue to improve mobility and provide options for residents and businesses in York Region.

Analysis

Funding Constraints could impact Road Improvement projects in Aurora.

The projects listed in the article are included in the Regional Transportation Master Plan as being needed by 2031. The Transportation Master Plan however is a document that

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defines the “ideal” scenario without the constraint of funding.

The Region of York uses their annual budget process, which includes their 10-year capital plan to define major infrastructure needs. So, while the project is included in the Transportation Master Plan, it is not included in the Regional 10-year plan and has not been included previously.

Potential Grade Separation of Wellington Street at the rail corridor is a separate project led by Metrolinx

The Region is currently working with Metrolinx for a potential grade separation of Wellington Street at the rail corridor. This is a separate project which is not expected to include any widening on Wellington Street, just grade separations and possible turn lane modifications. This would be a Metrolinx led project as part of the Barrie Rail Corridor Expansions.

Future Interchange – Highway 404 at St. John’s Sideroad

The interchange is also included in the Transportation Master Plan as being needed by 2031, however, it is not identified within the Region’s current 10-year plan.

Aurora Council has previously identified the need for the interchange and passed resolutions requesting that the Region of York advance the timing of the new interchange to be included in the Region’s 10-year construction program.

Advisory Committee Review

Not applicable

Financial Implications

The Region has indicated that there are funding constraints that will impact the timing of certain road current projects within the 10 year capital construction program.

Communications Considerations

Not applicable

Link to Strategic Plan

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Not applicable

Alternative(s) to the Recommendation

Not applicable

Conclusions

The proposed widening of Wellington Street, Yonge to rail grade separation, is included in the Region's Transportation Master Plan as being needed by 2031; however the project has not been included in the Region's current 10-year capital plan.

Attachments

Not applicable

Previous Reports

Not applicable

Pre-submission Review

Reviewed by the Chief Administrative Officer and Director of Planning and Building Services

Departmental Approval



**Marco Ramunno
Acting Director
Infrastructure and Environmental Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



Town of Aurora

General Committee Report No. PRCS17-044

Subject: Award of Tender 2017-99-PRCS Construction of Multi-Purpose Synthetic Turf Sports Field at Sheppard's Bush Park

Prepared by: Sara Tienkamp, Acting Manager of Parks

Department: Parks, Recreation and Cultural Services

Date: December 5, 2017

Recommendation

- 1. That Report No. PRCS17-044 be received; and**
- 2. That Tender 2017-99-PRCS Construction of Multi-Purpose Synthetic Turf Sports Field at Sheppard's Bush Park be awarded to TDI International Ag Inc. dba Eco Blue Systems in the amount of \$1,189,730.13 excluding taxes; and**
- 3. That the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.**

Executive Summary

- To obtain Council approval to award Tender 2017-99-PRCS to TDI International Ag Inc. dba Eco Blue Systems (TDI International);
- Completion of a high priority multi-purpose sports field as recommended in the Parks and Recreation Master Plan;
- Complete a comprehensive procurement process and maintain the Town's reputation as a sound organization to conduct business with;
- Approval of Ontario Heritage Trust to expand proposed multi-purpose field on Sheppard's Bush lands

Background

In June 2012, Council authorized staff to proceed with tendering a multi-purpose synthetic sports field at Stewart Burnett Park. Tender No.2012-51 was issued and Tenders received for this project well exceeded the approved \$1,500,000 budget. As a result of this insufficient funding and several other site related issues Council did not

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award the Tender as recommended in the staff report PR12-037. These drivers, which resulted in the delay of the installation of the field at Stewart Burnett were resolved in the years following, by staff increasing the budget to accurately reflect construction costs. The Town also worked with the 2C developers to install the site servicing to maximize a significant cost savings that would have been borne by the Town.

Council received Report No. PRCS16-048 on December 13, 2106, outlining an action plan addressing a request from Aurora Youth Soccer Club (AYSC) to substitute the proposed multi-purpose facility at Stewart Burnett with a dedicated full sized regulation soccer field.

At its February 28, 2017 meeting, Council authorized the substitution of Stewart Burnett multi-purpose field and Council reallocated \$686,000, the remaining funds from Capital Project No. 73161- Stewart Burnett Park Multi-Purpose Sports field to Capital Project No: 73223 – Sheppard’s Bush Turf Replacement. As well, staff was directed to commence the detailed design and tendering process for Sheppard’s Bush Multi-Purpose field with construction in spring 2018.

Analysis

Multi-Purpose sports field defined as a priority facility since 2012

The multi-purpose sports field has been identified as a high priority facility for a considerable period of time and has appeared in both the previous and current Parks and Recreation Master Plan.

A dedicated multi-use facility is required to fulfill the needs of football, rugby and soccer. Staff has confirmed that the multi-purpose field at Sheppard’s Bush will satisfy the growing needs of the user groups.

Tender results highly competitive

Staff released Tender 2017-99-PRCS for Construction of a Multi-Purpose Synthetic Turf Sports Field at Sheppard’s Bush in the Town of Aurora on October 10, 2017.

Tender 2017-99-PRCS closed on November 2, 2017 and a total of ten (10) firms submitted Tenders. Ten (10) Tenders were deemed compliant.

The lowest compliant Tender was submitted by TDI International at \$1,189,730.13 excluding taxes. The below Table is a breakdown of compliant prices submitted for Tender 2017-99-PRCS.

Firm	Bid Amount
TDI International Ag Inc.	\$1,189,730.13
Gateman-Milloy Inc.	\$1,199,496.37
Melfer Construction Inc.	\$1,215,000.00
39 Seven Inc.	\$1,219,892.90
Rutherford Contracting Inc.	\$1,251,667.07
Latitude 67 Inc.	\$1,330,463.35
Loc Pave Construction Ltd.	\$1,364,405.00
Davan Group Inc.	\$1,400,831.27
Pine Valley Corporation	\$1,494,298.00
Edgefield Construction Inc.	\$2,246,680.00

Ontario Heritage Trust grants approval of field expansion at Sheppard's Bush

Lake Simcoe Conservation Authority (LSRCA) provides stewardship at Sheppard's Bush on behalf of Ontario Heritage Trust (OHT), the land owners of the property. As such, it was necessary that staff gain approval from both organizations to reconfigure the existing sports field to facilitate a new multi-purpose field. Both LSRCA and OHT have provided written support of the expansion of the facility on the Sheppard's Bush lands and Staff will continue to provide LSRCA and OHT with updates and notifications as the project work commences and progresses.

Advisory Committee Review

Not Applicable.

Financial Implications

The approved Capital Budget for Project 73223 Sheppard's Bush is \$1,386,000. The below Table is a financial summary for Capital Project 73223 as based on the Tender submitted by TDI International:

Approved Budget	
Capital Project 73223	\$1,386,800
Total Approved Budget	\$1,386,800
Less previous commitments	*30,698
Funding available for subject Contract	\$1,359,101
Contract Award excluding HST	\$1,189,730
Non-refundable taxes (1.76%)	\$20,939
10% Project Contingency	\$118,973
Sub-Total	\$1,329,642
Total Funding Required	\$1,329,642
Budget Surplus	\$29,459

*Previous Commitments included site surveying, and detailed design costs

Communications Considerations

There is no external communication required.

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

None.

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. 2017-99-PRCS the Construction of the Synthetic Turf Sports Field at Sheppard's Bush Park be awarded to TDI International Ag Inc.in the amount of \$1,189,730, excluding taxes.

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Attachments

None.

Previous Reports

PRCS16-026 Multi-Purpose Synthetic Turf Sports Field at Stewart Burnett Park, May 17, 2016

PRCS16-048 Award of Tender PRS 2016-59 Construction of Multi-Purpose synthetic Turf Sports Field at Stewart Burnett Park, December 6, 2016

PRCS17-004 Redesign of Stewart Burnett Park and Sheppard's Bush Artificial Turf Field, February 21, 2017

Pre-submission Review

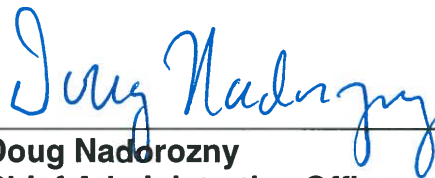
Agenda Management Meeting review on November 16, 2017.

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. PBS17-088

**Subject: Request for Street Name Approval
Ballymore Building (South Aurora) Corporation
14452 Yonge Street
Part Lot 75, Concession 1
Related File Numbers: ZBA-2016-09, SUB-2016-02, CDM-2016-04**

Prepared by: Mark Lemmon, GIS Analyst

Department: Planning and Building Services

Date: December 5, 2017

Recommendation

- 1. That Report No. PBS17-088 be received; and**
- 2. That Street "A" within approved Plan of Subdivision SUB-2016-02 be named Black Walnut Court**

Street "A"

Black Walnut Court

Executive Summary

This report seeks approval of the street name proposed by Ballymore Building (South Aurora) Corporation for the planned development at 14452 Yonge Street. The name was proposed by the developer and has been approved by York Region and Central York Fire Services.

- On July 4, 2017, Council approved the Zoning By-law Amendment, Draft Plan of Subdivision and Draft Plan of Condominium applications for the proposed 40 lot residential development.
- The developer has put forward the name "Black Walnut" and staff recommends that the name Black Walnut be approved for the road servicing the proposed development.

Background

In accordance with the Town of Aurora's Street Naming Policy, developers have the option of selecting a street name from the Bank of Approved Street Names. Alternatively, the developer has the option to request a specific street name, pending clearance by the York Region and acceptance by the Central York Fire Services. The Owner has decided to proceed with a name that is currently not in the Town of Aurora Bank of Approved Street Names.

Application History

The Draft Plan of Subdivision, Draft Plan of Condominium, and Zoning By-law Amendment applications were submitted to the Town on August 19, 2016. On July 4, 2017, Council Approved the following recommendations related to Plan of Subdivision (SUB-2016-02) and Plan of Condominium (CDM-2016-04):

“That Report No. PBS17-047 be received; and

That Application for Draft Plan of Subdivision SUB-2016-02 (Ballymore Building (South Aurora) Corporation) be approved, subject to the conditions outlined in Schedule 'A' of this report; and

That Application for Draft Plan of Subdivision SUB-2016-02 (Ballymore Building (South Aurora) Corporation) be approved, subject to the conditions outlined in Schedule 'A' of this report; and

That the Application for Draft Plan of Condominium CDM-2016-04 (Ballymore Building (South Aurora) Corporation) be approved, subject to the conditions outlined in Schedule 'B' of this report; and

That a total of 40 units of water and sewage capacity be allocated to the Draft Plan of Subdivision; and

That the Mayor and Town Clerk be authorized to execute the site plan agreement, including any and all documents and ancillary agreements required to give effect to same.”

Analysis

The proposed street name was requested by Ballymore Building (South Aurora) Corporation who first had the opportunity of reviewing the Approved Bank of Street Names. The applicant has proposed that "Street A" take the name "Black Walnut", which is species of tree native to the area. The proposed name has been approved by both Central York Fire Services and the Regional Municipality of York.

Link to Strategic Plan

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

Alternative to the Recommendation

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

Conclusions

Staff recommends that the name Black Walnut Court be approved for the road serving the proposed residential development.

Attachments

Figure 1 – Location Map

Figure 2 – Approved Plan of Subdivision

Previous Reports

Public Planning Meeting Report No. PBS16-079, dated October 26, 2016; and

General Committee Report No. PBS17-047, dated July 4, 2017.

Pre-submission Review

Agenda Management Team Meeting review on November 16, 2017.

Departmental Approval

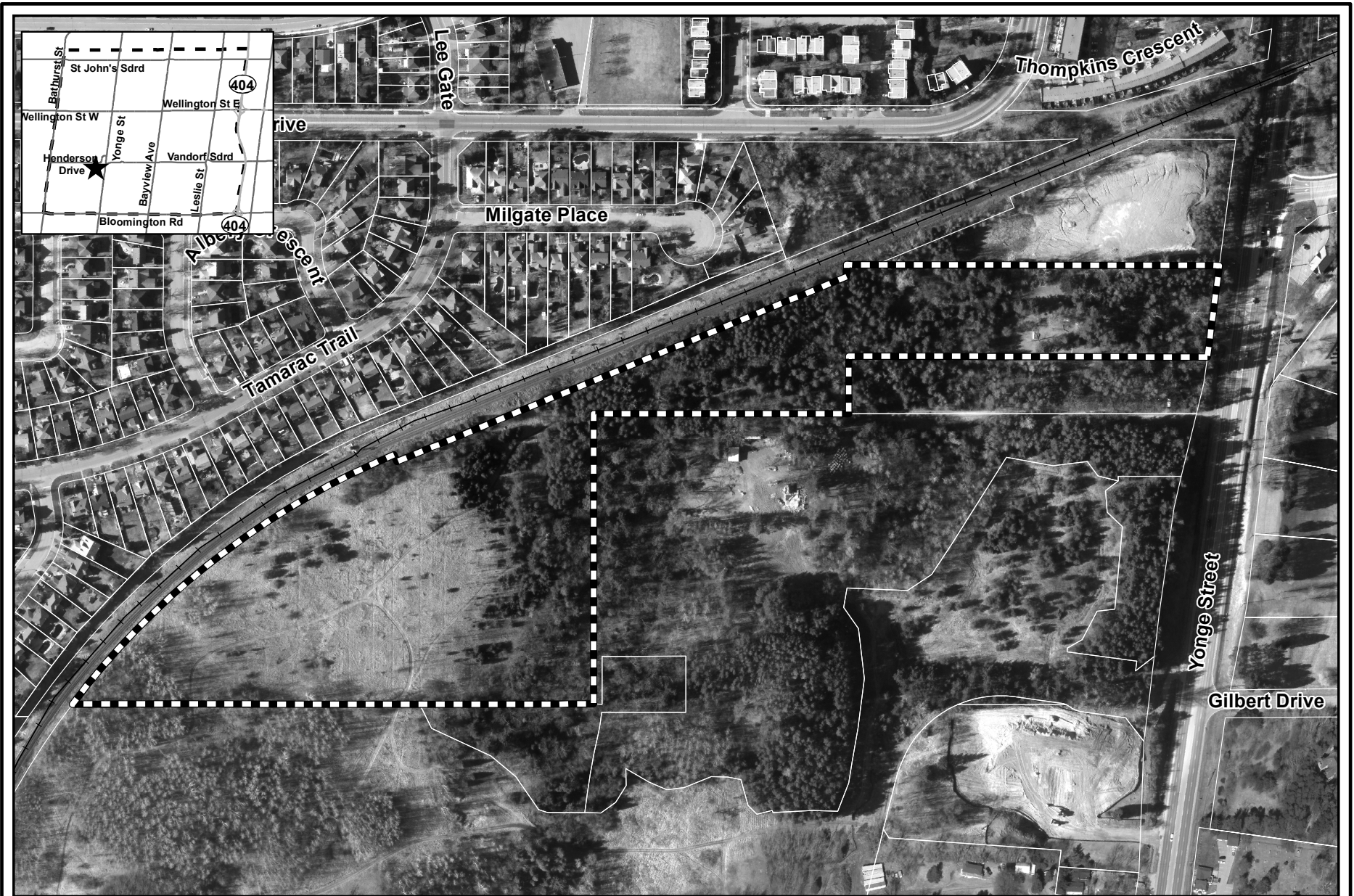


**Marco Ramunno, MCIP, RPP
Director
Planning and Building Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



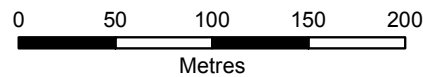
LOCATION MAP

APPLICANT: Ballymore Building (South Aurora) Corporation
 FILES: ZBA-2016-09, SUB-2016-02, CDM-2016-04

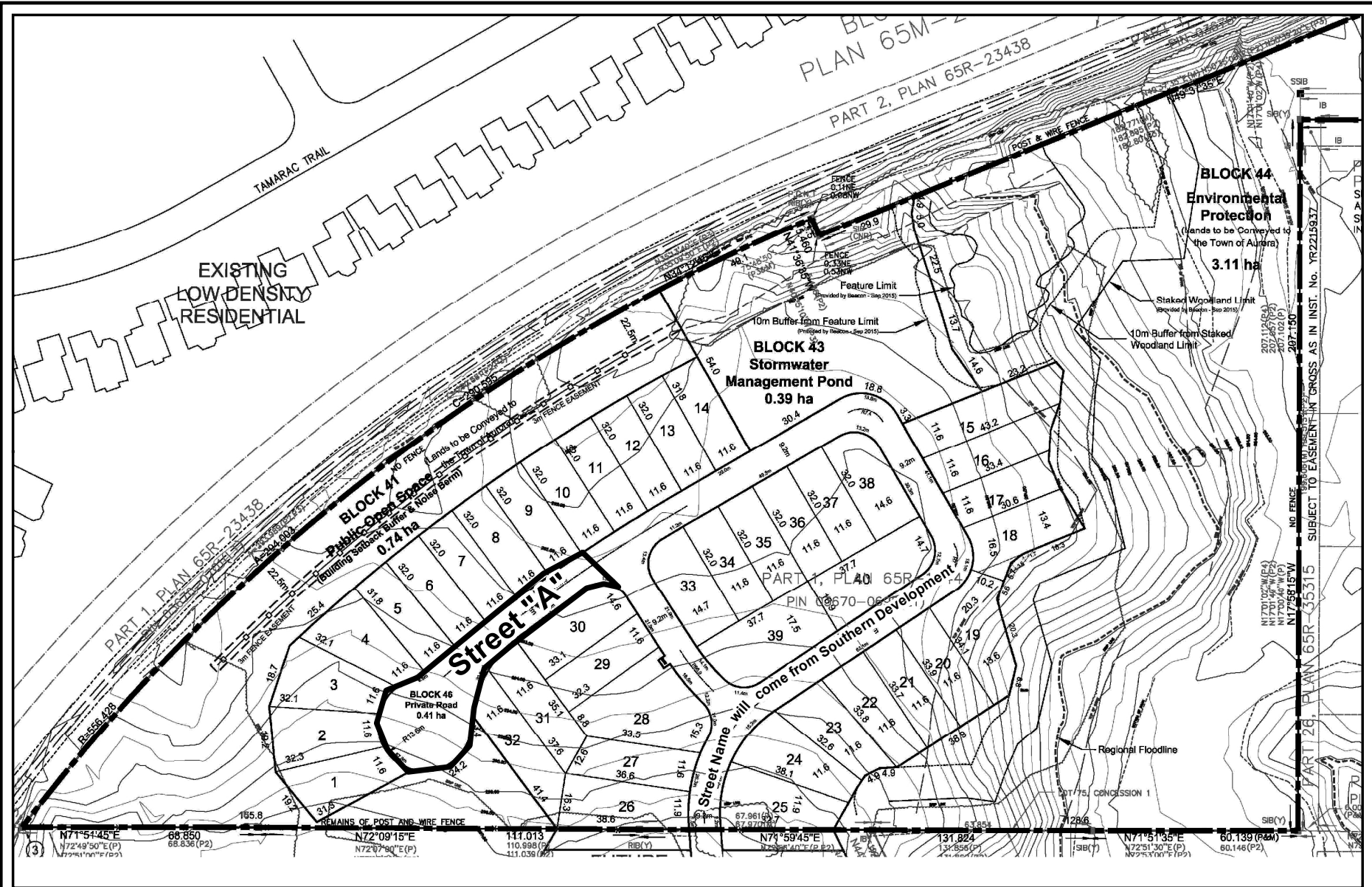
FIGURE 1



Subject Lands



Map created by the Town of Aurora Planning and Building Services Department, November 3, 2017. Base data provided by York Region & the Town of Aurora. Air Photos taken Spring 2016, © First Base Solutions Inc., 2016 Orthophotography.



APPROVED PLAN OF SUBDIVISION

APPLICANT: Ballymore Building (South Aurora) Corporation
 FILES: ZBA-2016-09, SUB-2016-02, CDM-2016-04

FIGURE 2



Map created by the Town of Aurora Planning and Building Services Department, November 3, 2017. Drawing provided by Malone Given Parsons LTD.



**Town of Aurora
General Committee Report**

No. FS17-047

Subject: 2017 Year End Surplus/Deficit Financial Control Bylaw

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

Department: Financial Services

Date: December 5, 2017

Recommendation

- 1. That Report No. FS17-047 be received; and**
- 2. That a by-law be adopted to authorize the Treasurer and the Chief Administrative Officer to make necessary year-end financial adjustments and to allocate any 2017 Operating Fund surplus or deficit as set out in Report No. FS17-047; and**
- 3. That the provisions of the by-law also authorize the Treasurer and the Chief Administrative Officer to allocate any 2017 surplus or alternatively fund any deficit in the Water, Wastewater, or Stormwater budgets to or from the appropriate related reserve accounts; and**
- 4. That the adjustments authorized herein are to occur with an effective date of December 31, 2017, and which may be determined prior to or after December 31, 2017; and**
- 5. That the Treasurer and Chief Administrative Officer report to Council through General Committee after the year end surplus/deficit control adjustments and allocations have been completed.**

Executive Summary

This report proposes a surplus/deficit control bylaw for the 2017 fiscal year end, similar to the one used in past years; thus allowing the town to control its year end surplus amounts by making specific allocations to various reserve funds. Should the town finish the year in a deficit position, this bylaw would also provide the necessary authority to allocate additional funds from its rate stabilization reserve in order to balance its operating budget. This report is an annual report to General Committee/Council prior to year-end.

- Legislatively, surpluses or deficits of one fiscal year must be incorporated into the following year's budget unless controlled in this manner
- Budget Carry-forwards may occur resulting in approved funding to move from one year into the next year.
- The 2017 Operating Budget may end the year with a small surplus or a small deficit.

Background

Surplus Control

Surpluses and deficits created by operating results for municipalities must carry into the following budget years as set out in subsection 290(4) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (hereinafter the "Act"). Often, the annual budget of one year is approved prior to the final accounting results of the prior year being known.

To manage the unpredictable impacts that such carry-overs could have on long range tax rates, budgets and budget pressures, the Town should control the year-end surplus amounts by making specific allocations to various reserve funds as part of the year end accounting process. However, any such allocation must be authorized by Council before the end of the fiscal year. Since the final results of the calendar year are not known for some time until after the close of the year, a formula approach to surplus allocations is necessary, followed by a detailed report back to Council. Today's report and bylaw will set this budget control approach in place for the current year. A number of municipalities utilize the same approach as it results in separating the disposition of surpluses of one year from the following year's budget process. It simplifies both the budget process and the year-end reporting process, while also assisting with transparency to the community.

Budget Carry-Forwards

A Budget Carry-Forward is a related technique utilized to move unused Operating Budget funding in relation to a specific project or initiative from one year into the next budget year, without the process of formally budgeting the item a second time. For example, the use of a budget carry-forward would be applicable if a major economic development initiative funded in one year as a special project in the operating budget did not get started by year end, and it was the intent to complete the project in the following year. Council could separately approve a budget carry-forward for this item, allocating budget dollars from the old year into the new-year, despite having already approved the new budget without its inclusion.

Any budget carry-forwards must be approved first by the Treasurer, followed by Council. Council would approve any such carry-forwards as part of the report from the Treasurer and CAO detailing the disposition of year end surplus/deficits.

Analysis

The 2017 year end operating budget could end in either a surplus or deficit

Staff are presently in the process of undertaking another review of the Town's forecasted 2017 financial position of which the results are not yet known. As of the previous forecast review which took place in early fall, the corporation was on track to conclude the fiscal year with a small surplus, which would result in a slightly larger contribution to reserves than previously planned. Before the results from the forecast work presently underway are known, a surplus or deficit financial outcome is possible.

Advisory Committee Review

Not applicable.

Financial Implications

2016 Surplus/Deficit Control

The Act requires that any surplus or deficit be carried forward into the following year's budget, unless otherwise controlled as proposed in this report. Using the controls, the surplus or deficit will become zero, save for any validated budget carry-forwards as described above. In that event, the carry-forward amount or "surplus" then gets carried forward in accordance with the Act. The following outlines the formula for disposition of any year end surplus or deficits:

i) Operating Budget

If a surplus in Operating results for 2017, the following allocations are recommended:

- a) Any unexpended portions of the 2017 Operating Budget funding allocations provided from Reserves for specific expenditures are returned to their respective funding sources. The 2017 budget funding allocations from such Reserves to fund operating budget items were as follows:

<u>Reserve Fund</u>	<u>Amount</u>
Tax Stabilization	437,000
Indoor Rec. Development Charges (Debt Payment)	320,500
Engineering Fees	315,800
Library Development Charges (Debt Payment)	289,500
Roads & Related Repair & Replacement	204,700
Storm	171,800
Parks Development & Facilities Development Charge	136,200
General Government Development Charges	130,000
WSIB	85,000
Water	36,700
Landscape Fee	15,900
Cash-in-Lieu Parkland	10,000
Arts and Cultural	5,000
Recreation Sponsorship	5,000

b) As required for Bill 124, a Building Permit Fees Reserve Fund was established in which provisions for potential recessionary years may be made. Any surplus in these activities is required by legislation to be allocated to the Building Permit Fees Reserve Fund, while any deficit arising may be funded from this source. The 2017 Budget included a \$269,500 contribution to the building permit fees reserve fund reflecting a budgeted permit revenue surplus driven by 2C lands growth. Any budgetary surplus or deficit in the Building Services Division budget is to be allocated to or funded from the Reserve Fund.

c) That any net Winter Control operations budget surplus be allocated to the Winter Control reserve fund if the overall operating budget ends the year in a surplus.

d) Any remaining surplus may be allocated toward approved carry-forwards to 2017, if any.

e) It is wise for a municipality to maintain reserves specifically intended to stabilize or cushion annual tax rates from significant one-time or temporary pressures. Such pressures could include the impacts from significant new service or facility costs, market conditions affecting revenues, adverse weather or climate events, or other factors. Staff recommend transferring up to a maximum of 1% of tax revenue annually to the Stabilization reserve, until such time that this reserve's balance reaches approximately 10% of annual tax revenue, which is a benchmark used by many municipalities. For 2017, 1% of tax revenue equates to \$418,200.

- f) Any remaining surplus thereafter is allocated proportionately to the various tax rate funded Repair & Replacement reserves.

Alternatively, should an operating deficit occur in 2017, adjustments a), and b) above are still required, with the remaining net shortfall to be funded from the tax rate stabilization reserve.

ii) Water, Wastewater, Stormwater Budgets

It is recommended that any surplus or deficit in these budgets be allocated to or be funded from the appropriate related reserve fund(s). This will assist in meeting the requirements of Bill 175 which includes a full cost recovery provision for the replacement of water and wastewater infrastructure.

Communications Considerations

Finance and Corporate Communications staff will work together to ensure that this bylaw is accessible via the town's web site.

Link to Strategic Plan

Outlining a strategic approach to managing year end surpluses and/or deficits, and thereby avoiding the need to complicate the following year's budget with such matters, contributes to achieving the Strategic Plan guiding principle of "Leadership in Corporate Management" and improves transparency and accountability to the community.

Alternative(s) to the Recommendation

1. Council could choose not to approve the Surplus/Deficit Control Bylaw and address any year end results by way of budget amendment following early budget approval.

Conclusions

Staff are recommending that a by-law be adopted which will authorize the Director of Financial Services – Treasurer and the Chief Administrative Officer to control the 2017 Operating Fund surplus/deficit and the surpluses or deficits in the Water, Wastewater, Stormwater budgets by giving them authority to make adjustments and allocate surplus funds or fund deficits strictly as itemized in this report. Not doing so will cause all fund surpluses or deficits to be carried forward into the 2018 budgets which would likely result in the budget adjustments being made after Council has already approved the

December 5, 2017

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Report No. FS17-047

Town's budget for 2018. As part of the year-end procedures, staff will report back to the General Committee as to the actual year-end results and the final surplus allocations made for 2017.

Attachments

None

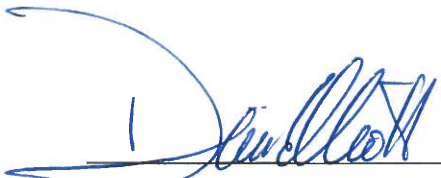
Previous Reports

None: A new bylaw is required each year, this equivalent report for 2016 was CFS16-038 which went to General Committee on December 6, 2016.

Pre-submission Review

CAO only.

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. FS17-051

Subject: Creation of Additional Reserve Funds
Prepared by: Dan Elliott, Director of Financial Services - Treasurer
Department: Financial Services
Date: December 5, 2017

Recommendation

- 1. That Report No. FS17-051 be received; and**
- 2. That Bylaw No. 5553-13 be amended to add the Economic Development reserve fund and the Winter Control reserve fund as set out in Attachments #1 and #2 respectively; and**
- 3. That the new Economic Development reserve fund be initially funded by the transfer and closure of the unspent balances in Capital Project #81015: Community Improvement Plan; and**
- 4. That the necessary bylaw be presented at a future meeting for adoption.**

Executive Summary

This report and recommendations are housekeeping in nature. Council previously approved the creation of two new reserve funds. This report is to bring forward the required bylaw amendments to formalize the new reserve funds.

- All Town reserve funds are defined by bylaw for accountability and transparency.
- Council previously approved the creation of the Economic Development reserve fund
- Council previously approved the creation of the Winter Control reserve fund.

Background

All Town reserve funds have been defined within Bylaw No. 5553-13 as amended, with the exception of the two reserve funds created with the proceeds of the sale of Aurora Hydro which have a separate bylaw for each of them. The Town's website includes a periodically updated listing of reserve funds and balances for public information,

accountability and transparency. Each reserve fund is defined in a separate schedule to the bylaw, and links to the schedules are available for each reserve fund on the website.

This report is to formalize by bylaw two reserve funds previously approved for creation by Council.

Analysis

Council previously approved the creation of the Economic Development reserve fund.

At its meeting of August 9, 2016, Council approved recommendations arising from report PDS16-049, Small Cell Technology Pilot Project with Bell Canada. These recommendations included the creation of the Economic Development reserve fund to capture proceeds of revenues from this and other economic development initiatives, to be used in future to fund other economic development initiatives. Attachment #1 sets out the proposed bylaw schedule to define this reserve fund. In discussions with the Economic Development Advisory Committee, staff recommended that this reserve fund be initially funded by the transfer of the full balance remaining in Capital Project #81015: Community Improvement Plan, and that the capital project be closed following the transfer.

Council previously approved the creation of the Winter Control reserve fund.

At its meeting of June 13, 2017, Council approved recommendations arising from report FS17-025, Creation of New Winter Control Reserve Fund. The new reserve fund is to serve to buffer the operating budgets of the Town from adverse swings in winter severity. Light winters result in surpluses in the Town's winter control budget, which will be contributed to the reserve fund, while heavy winters over strain the annual budget, and the reserve fund would be used to fund the additional costs of the severe weather. Attachment #2 sets out the proposed bylaw schedule to define this reserve fund.

Re-indexing of existing reserve schedules within the bylaw.

Staff recommend re-indexing three existing reserve fund schedules of the existing bylaw as follows:

Existing Schedule No.	Existing Category	Reserve Fund Name	Revised Schedule No.	Revised Category
UR1	Unearned Revenue	Building Permit Fees	SP11	Special Purposes
UR2	Unearned Revenue	Engineering Inspection Fees	NI8	New Infrastructure
UR3	Unearned Revenue	Landscape Inspection Fees	NI9	New Infrastructure

No changes to the names, purposes or text of these reserve fund schedules is proposed. Only the indexing is changing. Doing so removes the “Unearned Revenue” category, as this term conflicts with technical accounting terminology which is not applicable to the nature of these reserve funds. The subject amending by-law will include these changes.

Advisory Committee Review

None. Finance Advisory Committee supported the creation of the Winter Control reserve fund.

Financial Implications

There are no direct financial implications of the creation of the two new reserve funds. They will be used as appropriate in future years.

Communications Considerations

Once the proposed bylaw amendments have been adopted, staff will update the online schedule of reserve funds, including the new schedules of the bylaw.

Link to Strategic Plan

Outlining and understanding the Town’s purposes and uses of its financial reserve funds contributes to achieving the Strategic Plan guiding principle of “Leadership in Corporate Management” and improves transparency and accountability to the community.

December 5, 2017

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Report No. FS17-051

Alternative(s) to the Recommendation

None, Council may choose to amend the proposed wording of the reserve funds schedules.

Conclusions

Council previously approved the creation of two new reserve funds. This report formalizes these new reserve funds by amending the Town's reserve fund bylaw to insert separate schedules for each of the new items.

Attachments

Attachment #1 - Schedule SP10 Economic Development reserve fund

Attachment #2 - Schedule S5 Winter Control reserve fund

Previous Reports

PDS16-049 - Small Cell Technology Pilot Project with Bell Canada, Council August 9, 2016

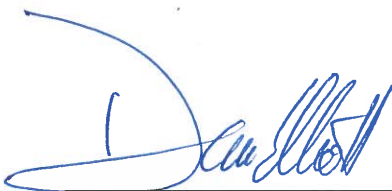
FS17-025 - Creation of New Winter Control Reserve Fund, Council June 13, 2017

Pre-submission Review

Agenda Management Team review on November 16, 2017

Departmental Approval

Approved for Agenda



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



Doug Nadorozny
Chief Administrative Officer

By-law Number 5633-14

**Attachment #1
To Report FS17-051**

Schedule:	SP10
Reserve Fund Category:	Special Purpose Reserve Funds
Reserve Fund Name:	Economic Development

The Economic Development Reserve Fund is hereby established to receive and hold all funds received from various special economic development initiatives undertaken with the approval of the Aurora Economic Development Board or its successor.

Balances in the Fund will be planned for specific projects by the Aurora Economic Development Board or its successor including supporting the implementation of the Aurora Promenade Community Improvement Plan, deemed to be in the best interest of the Town and expected to further the economic development of the Town. Such funding allocations are to be recommended to or by Council during the annual budget process, or other times throughout the year.

Due to the nature of this reserve fund, there is no specific target balance identified.

At any time, acting in the best interests of the Town, Council may direct that some or all balances in the Fund be transferred to other reserve funds, or used for other purposes, provided that the transfer or use of tax sourced funding is appropriate in the circumstances.

The Fund is established by transfer and closure of the current balance in the Town's capital project account #81015: Community Improvement Plan.

This Reserve Fund schedule has been appended to existing By-law 5553-13 by amending By-law xxxx-17, adopted by Council December 12, 2017.

By-law Number 5633-14

**Attachment #2
To Report FS17-051**

Schedule:	S5
Reserve Fund Category:	Stabilization Reserve Funds
Reserve Fund Name:	Winter Control

The Winter Control Reserve Fund (the "Fund") is hereby established to receive and hold annual surpluses arising within the Town's Winter Control budget due to lighter than expected winter weather, which are not required otherwise to balance the overall annual operating budget results of the Town. Funding transfers will arise by allocations during the annual year-end processes and surplus/deficit control activities as approved by Council.

Balances in the Fund will be used to fund overspending in the Town's Winter Control budget which arise due to abnormally severe winter weather, where required to balance the overall annual operating budget results of the Town.

The upset limit of this reserve fund is set at 1.5 times the annual winter control budget of the prior year.

At any time, acting in the best interests of the Town, Council may direct that some or all balances in the Fund be transferred to other reserve funds, or used for other purposes, provided that the transfer or use of tax sourced funding is appropriate in the circumstances.

The Fund is established by transfer of \$500,000 from the Town's Tax Rate Stabilization reserve fund.

This Reserve Fund schedule has been appended to existing By-law 5553-13 by amending By-law xxxx-17, adopted by Council December 12, 2017.



**Town of Aurora
General Committee Report**

No. FS17-057

Subject: Annual Cancellation, Reduction or Refund of Property Taxes under Sections 357 and 358 of the Municipal Act

Prepared by: Clayton Pereira, Manager of Accounting and Revenues/Deputy Treasurer

Department: Financial Services

Date: December 5, 2017

Recommendation

- 1. That Report No. FS17-057 be received; and**
- 2. That a meeting be held in accordance with Sections 357 and 358 of the *Municipal Act, 2001* as amended (the Act) in respect of the applications filed with the Treasurer by owners of property listed in this report at which applicants may make representation; and**
- 3. That total property taxes in the amount of \$1,687.93 due from the property owners be adjusted pursuant to Section 357 of the Act; and**
- 4. That total property taxes in the amount of \$1,742.27 due to the property owners be adjusted pursuant to Section 358 of the Act; and**
- 5. That any associated interest charged applicable to these adjustments be cancelled in proportion to the total property taxes adjusted; and**
- 6. That the Director of Financial Services, Treasurer be directed to remove said property taxes from the collector's roll reflecting these property tax adjustments.**

Executive Summary

To obtain statutory approval to adjust property taxes and interest pursuant to the provisions of Sections 357 and 358 of the Act. These adjustments are as a result of changes in current value assessment as determined and verified by the Municipal Property Assessment Corporation.

Background

Adjustments under Section 357

Under Section 357 of the Act, property owners or their agents may make application for the cancellation of property taxes for the current year in response to changes in current value assessment that result in an increase or decrease in property taxes. This property tax adjustment is not as a result of the Town having failed to collect rightful taxes but rather adjusts the property taxes to the correct and proper amount.

Adjustments under Section 358

Under Section 358 of the Act, property owners or their agents may make application for the cancellation of property taxes due to gross or manifest errors made by Municipal Property Assessment Corporation in the current value assessment for two years prior to the current taxation year. This property tax adjustment is not as a result of the Town having failed to collect rightful taxes but rather adjusts the property taxes to the correct and proper amount.

Analysis

Section 357 Applications

Five (5) applications were received prior to February 28, 2017 for the 2016 taxation year for property taxes to be adjusted under Section 357 totaling \$5,945.74 as listed in Attachment #1 titled "2016 Tax Adjustments under Section 357 of the Municipal Act". Four of the applications result in overall tax reductions to the property, while one application is to update the assessment from Exempt to Taxable, (sale of Scanlon Court property) resulting in a tax increase to the property.

Two (2) applications were received to date for the 2017 taxation year for property taxes to be adjusted under Section 357 totaling \$4,257.81 as listed in Attachment #2 titled "2016 Tax Adjustments under Section 357 of the Municipal Act". This amount represents an overall tax reduction to the properties.

Table #1 below summarizes the 357 adjustments for both taxation years representing total property tax adjustments of \$1,687.93 by the respective shares.

Table #1 – Summary of 357 Adjustments

Tax Year	Town of Aurora (\$)	Region of York (\$)	Boards of Education (\$)	Total (\$)
2016	537.79	637.25	4,770.70	5,945.74
2017	(1,555.46)	(1,823.33)	(879.02)	(4,257.81)
Total	(1,017.67)	(1,186.08)	3,891.68	1,687.93

The Town, as legislated, will adjust the appropriate portions due to/from the Regional Municipality of York and the respective York Region Boards of Education.

Property owners have until February 28, 2018 to apply under Section 357 for adjustments in respect of the 2017 taxation year.

Section 358 Applications

Applications were received under Section 358 for the taxation years 2014, 2015 and 2016. These adjustments are listed in Attachment #3 titled “Tax Adjustments under Section 358 of the Act” and result in an overall tax reduction to the affected properties. Table #2 summarizes the total property tax adjustment of \$1,742.27 that will be refunded to the property owners.

Table #2 – Summary of 358 Adjustments

Tax Year	Town of Aurora (\$)	Region of York (\$)	Boards of Education (\$)	Total (\$)
2014	(70.50)	(84.38)	(41.11)	(195.99)
2015	(429.55)	(506.50)	(243.02)	(1,179.07)
2016	(133.73)	(158.47)	(75.01)	(367.21)
Total	(633.78)	(749.35)	(359.14)	(1,742.27)

Property owners have until December 31, 2017 to apply under Section 358 for adjustments in respect of the 2016 and 2017 taxation years.

Municipal Property Assessment Corporation Review/Verification

All applications have been reviewed by Municipal Property Assessment Corporation and they have verified assessment values and taxation periods used to determine the property tax adjustments

Advisory Committee Review

Not applicable

Financial Implications

Table #3 below summarizes the total property tax adjustments for 357 and 358 applications. The Town's share of the property tax adjustments results in a net amount of \$1,651.45 being refunded to the property tax owners.

Table #3 – Summary of 357 and 358 Adjustments

Adjustment Type	Town of Aurora (\$)	Region of York (\$)	Boards of Education (\$)	Total (\$)
357	(1,017.67)	(1,186.08)	3,891.68	1,687.93
358	(633.78)	(749.35)	(359.14)	(1,742.27)
Total	(1,651.45)	(1,935.43)	3,532.54	(54.34)

The Town's 2017 budget for our share of property tax adjustments such as 357's, 358's, Assessment Review Board decisions and Municipal Property Assessment Corporation's minutes of settlement is \$200,000. As at November 14, 2017, the Town incurred \$184,986.65 including the adjustments contained in this report.

Communications Considerations

Financial Services staff will advise each property owner in writing of Council's decision in this matter, and update the property tax accounts as required.

Link to Strategic Plan

Adjusting tax accounts to reflect verified adjustments to assessment values contributes to achieving the Strategic Plan guiding principal of "Leadership in Corporate Management" and improves transparency and accountability to the community.

Alternative(s) to the Recommendation

There are no alternatives to the recommendations contain in this report. The adjustments recommended are statutory, have been validated by Municipal Property Assessment Corporation and are now rightfully due to the property owners.

Conclusions

That the adjustment of property taxes as recommended in this report under Sections 357 and 358 of the Act totaling \$54.34 be approved.

Attachments

Attachment #1 – 2016 Tax Adjustments under Section 357 of the Municipal Act
Attachment #2 – 2017 Tax Adjustments under Section 357 of the Municipal Act
Attachment #3 – 2014, 2015 and 2016 Tax Adjustments under Section 358 of the Municipal Act

Previous Reports

None

December 5, 2017

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Report No. FS17-057

Pre-submission Review

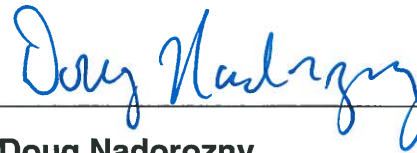
Agenda Management Meeting review on November 16, 2017

Departmental Approval

Approved for Agenda



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



**Doug Nadorozny
Chief Administrative Officer**

TOWN OF AURORA

2016 Tax Adjustments under Section 357 of the Municipal Act

For Hearing at General Committee on November 21, 2017

ATTACHMENT #1 TO FS17-057

Application No.	Roll Number	Location	Reason for Application	PROPERTY TAX (REDUCTION) / INCREASE			
				TOWN	REGION	EDUCATION	TOTAL
MUNICIPAL ACT, SECTION 357 FOR THE TAXATION YEAR 2016							
2016-0032	1946-000-022-10100-0000	10 Scanlon Court	Ceased to be exempt (Sale of Town Owned Property) - 357 (1) (a)	\$ 2,094.83	\$ 2,482.27	\$ 5,644.07	\$ 10,221.17
2016-0033	1946-000-107-10000-0000	1766 Vandorf Sdrd	Razed by fire, demolition or otherwise - 357 (1) (d) (i)	\$ (429.67)	\$ (509.14)	\$ (241.01)	\$ (1,179.82)
2016-0034	1946-000-067-85448-0000	23 Sisman Avenue	Gross or manifest clerical error by MPAC - 357 (1) (f)	\$ (73.74)	\$ (87.37)	\$ (41.36)	\$ (202.47)
2016-0035	1946-000-067-71146-0000	140 Willis Drive	Gross or manifest clerical error by MPAC - 357 (1) (f)	\$ (462.53)	\$ (548.08)	\$ (259.44)	\$ (1,270.05)
2016-0036	1946-000-124-32500-0000	15338 Leslie Street	Became exempt-Church - 357 (1) (c)	\$ (591.10)	\$ (700.43)	\$ (331.56)	\$ (1,623.09)
2016 Section 357 TOTAL				\$ 537.79	\$ 637.25	\$ 4,770.70	\$ 5,945.74

TOWN OF AURORA

2017 Tax Adjustments under Section 357 of the Municipal Act For Hearing at General Committee on November 21, 2017

ATTACHMENT #2 TO FS17-057

Application No.	Roll Number	Location	Reason for Application	PROPERTY TAX (REDUCTION) / INCREASE			
				TOWN	REGION	EDUCATION	TOTAL
MUNICIPAL ACT, SECTION 357 FOR THE TAXATION YEAR 2017							
2017-0001	1946-000-124-32500-0000	15338 Leslie Street	Became exempt-Church - 357 (1) (c)	\$ (1,412.69)	\$ (1,658.69)	\$ (798.34)	\$ (3,869.72)
2017-0002	1946-000-043-16500-0000	100 Gurnett Street	Repairs/Reno's preventing normal use (Minimum of 3 mos) 357 (1) (g)	\$ (142.77)	\$ (164.64)	\$ (80.68)	\$ (388.09)
2017 Section 357 TOTAL				\$ (1,555.46)	\$ (1,823.33)	\$ (879.02)	\$ (4,257.81)

TOWN OF AURORA

Tax Adjustments under Section 358 of the Municipal Act For Hearing at General Committee on November 21, 2017

ATTACHMENT #3 TO FS17-057

Application No.	Roll Number	Location	Reason for Application	PROPERTY TAX (REDUCTION) / INCREASE			
				TOWN	REGION	EDUCATION	TOTAL
MUNICIPAL ACT, SECTION 358 FOR THE TAXATION YEAR 2014							
2014-0006	1946-000-067-85448-0000	23 Sisman Avenue	Gross or manifest clerical/factual error by MPAC - 358 (1)	\$ (70.50)	\$ (84.38)	\$ (41.11)	\$ (195.99)
2014 Section 358 Total				\$ (70.50)	\$ (84.38)	\$ (41.11)	\$ (195.99)
MUNICIPAL ACT, SECTION 358 FOR THE TAXATION YEAR 2015							
2015-0002	1946-000-067-85448-0000	23 Sisman Avenue	Gross or manifest clerical/factual error by MPAC - 358 (1)	\$ (72.81)	\$ (85.85)	\$ (41.19)	\$ (199.85)
2015-0003	1946-000-067-71146-0000	140 Willis Drive	Gross or manifest clerical/factual error by MPAC - 358 (1)	\$ (356.74)	\$ (420.65)	\$ (201.83)	\$ (979.22)
2015 Section 358 Total				\$ (429.55)	\$ (506.50)	\$ (243.02)	\$ (1,179.07)
MUNICIPAL ACT, SECTION 358 FOR THE TAXATION YEAR 2016							
2016-0001	1946-000-043-16500-0000	100 Gurnett Street	Gross or manifest clerical/factual error by MPAC - 358 (1)	\$ (133.73)	\$ (158.47)	\$ (75.01)	\$ (367.21)
2016 Section 358 Total				\$ (133.73)	\$ (158.47)	\$ (75.01)	\$ (367.21)
Section 358 Total all years				\$ (633.78)	\$ (749.35)	\$ (359.14)	\$ (1,742.27)



**Town of Aurora
General Committee Report**

No. FS17-058

Subject: 2018 Interim Property Tax Levy

Prepared by: Clayton Pereira, Manager of Revenues & Accounting, Deputy Treasurer

Department: Financial Services

Date: December 5, 2017

Recommendation

- 1. That Report No. FS17-058 be received; and**
- 2. That a Bylaw be adopted to authorize the levying of 2018 Interim Property Taxes on all rateable properties and to establish installment due dates.**

Executive Summary

To authorize the levying of interim property taxes for 2018 and adopting the necessary bylaw in accordance with Section 317 of the *Municipal Act, 2001* as amended (the "Act").

Background

Section 317 of the Act allows a municipality to levy interim property taxes on all rateable property prior to the adoption of final budgets for each tax year. The maximum allowable interim levy is 50 percent of the prior year's annualized total taxes.

Interim property tax levies for properties added to the assessment roll for 2018 that do not have prior year taxes, will be calculated using 50 percent of the 2017 property tax rates.

Analysis

Due Dates

Consistent with prior year's interim property tax levies, it is recommended that the 2018 interim property tax levy be due in two installments as follows:

First Installment	Thursday, February 22, 2018
Second Installment	Tuesday, April 24, 2018

Historically, due dates have been set to four (4) business days before month end to ensure that all payments have been processed. This practice ensures that all past due property taxes are charged interest on the first business day of each month. Furthermore, taxpayers on fixed incomes will benefit from an unofficial grace period to make their payments on or before the last day the month without incurring interest charges.

Application of Payments

Upon the request from a taxpayer, the Act gives the Treasurer or his designate the authority to apply a partial payment to an account in a manner different from the legislated payment application rules. Despite this flexibility, it is recommended that all payments be applied on a consistent basis to ensure fair and consistent treatment for all taxpayers. Accordingly, the bylaw speaks to consistent payment application rules.

Adjustment to Interim Taxes as Levied

The bylaw also includes a provision to authorize the Treasurer or his designate to adjust the interim tax levy for a property if it is too high or low in relation to the estimated property taxes for the year. This can occur when a property is severed for the current year thereby significantly reducing the returned assessment for that year. Levying 50 percent of the prior year taxes in these cases often results in the interim levy being much higher than 50 percent of the estimated taxes for the year. Such adjustments are permitted under Subsection 317(9) of the Act.

Advisory Committee Review

Not applicable

Financial Implications

The interim property levy is required to provide the necessary cash flow to meet the obligations of the Town including interim payments to the Regional Municipality of York and the four (4) York Region boards of education.

Once the 2018 final property tax rates have been formally adopted by the Town, the Regional Municipality of York and the Province of Ontario, the Town then prepares the final tax notices. The final tax notices are typically billed in June of each year.

Communications Considerations

Financial Services staff will work with the Corporate Communications to prepare a brochure for mailing with the interim property tax bill.

Link to Strategic Plan

The levying of interim property taxes provides funding for operational activities of all Town departments, and thereby supports the advancement of the Town's strategic plan.

Alternative(s) to the Recommendation

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

Conclusions

This report recommends that the Town bill and collect the 2018 interim property tax levies as prescribed in the Act for all rateable properties and to establish installment dates.

Until the 2018 budget is approved and a final tax rating bylaw has been established, the Town must bill and collect sufficient funds from its taxpayers to support its day-to-day operations including its obligations to the Regional Municipality of York and the York Region district school boards.

Attachments

None

Previous Reports

None

Pre-submission Review

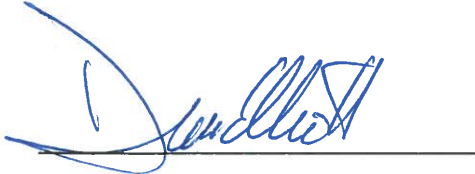
Reviewed by Agenda Review Committee November 16, 2017

December 5, 2017

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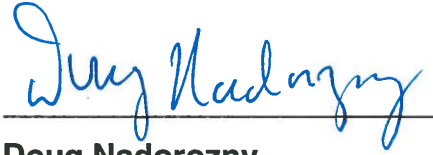
Report No. FS17-058

Departmental Approval



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

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



**Town of Aurora
General Committee Report**

No. IES17-043

Subject: Purchase Order Increase for Cimco

Prepared by: Philip Galin, Manager, Facilities, Property & Fleet

Department: Infrastructure and Environmental Services

Date: December 5, 2017

Recommendation

- 1. That Report No. IES17-043 be received; and**
- 2. That PO No. 1149 to CIMCO Refrigeration Division Toromont Industries Ltd. be increased by \$60,000 from the amount of \$90 000 to \$150,000, excluding taxes, for the one year term of 2017.**

Executive Summary

This report seeks council approval to extend PO No. 1149 for 2017 for a new bitzer screw compressor for the SARC refrigeration plant (supply and install) and to supply a new water tank and two pumps for the ACC refrigeration plant.

- CIMCO Refrigeration will facilitate the project management of the installation process, and provide proper disposal and project commissioning for the new compressor.
- This report seeks council approval to issue one (1) single source contract to supply a new water tank and two pumps at the Aurora Community Centre (ACC) and to supply and install a new bitzer screw compressor at the SARC.

Background

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

- Reduce ongoing maintenance and repair costs of the facility due to its age
- Maintain ability to provide programs for the citizens of Aurora utilizing the ice arenas.

December 5, 2017

Page 2 of 3

Report No. IES17-043

Analysis

The present equipment has surpassed this life expectancy as they are need of replacement. We have funds available in the operations budget and want to plan this expenditure within the 2017 year. In 2018 we have a capital request to replace a second compressor at the SARC. In 2018 we would plan for the \$20,000 installation costs of the ACC new water tank and pump during the 2018 summer shut down.

If we are not proactive, our cost will increase as we would need emergency service on this equipment over time and the goal is for the Town to be able to maintain the ice plant to a high standard and incur minimal unplanned repair costs.

Advisory Committee Review

Not applicable.

Financial Implications

The Town has \$60,000 within the operations budget to do this PO increase.

The financial implications are:

- In 2018 we would plan for the \$20,000 installation costs of the ACC new water tank and pump during the 2018 summer shut down.
- We would capitalize all of these expenditures.

Communications Considerations

There is no external communication required.

Link to Strategic Plan

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

December 5, 2017

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Report No. IES17-043

Alternative(s) to the Recommendation

Council may choose to not authorize this replacement. The arenas would continue to operate with the current equipment, and the replacement would be submitted for consideration in the 2019 capital budget.

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

Conclusions

It is recommended that PO No. 1149 be increased by \$60,000 for 2017 to an upset limit of \$150,000, excluding taxes and issue a single source for 2018 to an upset limit of \$110,000, excluding taxes, to CIMCO Refrigeration Division Toromont Industries Ltd.

The benefits are increased reliability, reduced maintenance cost, complete project management of the installation process including project commissioning.

Attachments

None.

Previous Reports

None

Pre-submission Review

Agenda Management Meeting review on November 16, 2017

Departmental Approval



**Al Downey
Acting Director
Infrastructure and Environmental Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



Town of Aurora

General Committee Report

No. IES17-045

Subject: Award of RFP IES2017-125 – Maintenance and Emergency
Response to Sanitary Lift and Water Boost Stations

Prepared by: Jim Tree, Acting Manager of Operations

Department: Infrastructure and Environmental Services

Date: December 5, 2017

Recommendation

- 1. That Report No. IES17-045 be received; and**
- 2. That Request for Proposal IES2017-125 – Maintenance and Emergency Response to Sanitary Lift and Water Booster Stations be awarded to 709125 Ontario Limited o/a Pump System Interfacing for five (5) Years at the unit prices tendered, including the option to renew for an additional two, one-year periods based on satisfactory performance of the Contractor; and**
- 3. That the Director of the Water/Sewer Division be authorized to obtain a Purchase Order not to exceed a total of \$1,200,945.64, for the five (5) years of the contract, excluding taxes, to be assigned to 709125 Ontario Limited o/a Pump System Interfacing at the discretion of 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 RFP IES2017-125 Maintenance and Emergency Response to Sanitary Lift and Water Boost Stations to 709125 Ontario Limited o/a Pump System Interfacing.

Background

Providing maintenance and emergency response to sanitary lift and water booster stations has been an ongoing part of the Town's standard contracted maintenance practice and has traditionally been provided through third party contracts. This is the

preferred method of service due to specialty of equipment and service required to perform the work specified under this contract.

The Town currently maintains six sanitary lift stations and one water booster station. It is anticipated that three additional sanitary lift stations will be assumed by the Town in 2019.

Analysis

1.0 Proposal Opening

A total of three companies picked up the RFT documents and on November 16, 2017, the Tender Opening Committee received two bids.

Table 1

	Company Name	Total Bid Price including two (2) optional years (excluding taxes)
1	709125 Ontario Ltd o/a Pump System Interfacing	\$1,200,945.64
2	Rapid Plumbing Inc.	\$ 2,704,300.00

Verification of the tenders was undertaken by Town staff.

Pump System Interfacing has successfully performed the work included in this contract for the Town of the Aurora for the last six years.

2.0 Project Schedule

The work to be performed under this contract is expected to commence January 1, 2018.

Advisory Committee Review

Not applicable.

Financial Implications

Table 2 is a financial summary for Tender IES2017-125 based on the tender submitted by Pump System Interfacing.

The funding for Maintenance and Emergency Response to Sanitary Lift and Water Boost Stations is provided from the Water and Wastewater Reserve.

Table 2

Contract Year	Yearly Bid Price
2018	\$183,067.96
2019	\$248,019.91
2020	\$252,262.07
2021	\$256,587.97
2022	\$261,007.73
Total	\$1,200,945.64

Sufficient funding for 2018 has been identified in the 2018 budget.

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** by maintaining and expanding infrastructure to support forecasted population growth through technology, waste management, roads, emergency services and accessibility.

Alternative(s) to the Recommendation

1. The Tender process meets all requirements of the purchasing by-law and awarding this contract is the next step in fulfilling the requirements of the tendering process. If Council chooses to not award this contract, the Department will have no contractor to provide maintenance and emergency response to sanitary lift and water booster stations as of January 1, 2018.

December 5, 2017

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Report No. IES17-045

Conclusions

Staff recommend awarding Tender IES2017-125 – Maintenance and Emergency Response to Sanitary Lift and Water Boost Stations for a five Year Period to Pump System Interfacing at the unit prices tendered.

Attachments

None.

Previous Reports

None.

Pre-submission Review

CAO review on November 20, 2017

Departmental Approval



**Al Downey
Acting Director
Infrastructure and Environmental Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



**Town of Aurora
General Committee Report**

No. IES17-046

Subject: Purchase Order Increase for HVAC Services

Prepared by: Phillip Galin, Manager Facilities, Property and Fleet

Department: Infrastructure and Environmental Services

Date: December 5, 2017

Recommendation

1. That Report No. IES17-046 be received; and
2. That the Contract for Carmichael Engineering Ltd, and Dunlis Mechanical Services as established through RFP IES 2015-35 be extended to the 2018 option year; and
3. That Purchase Order No. 713 in favour of Carmichael Engineering Ltd. be increased by \$117,000 from the amount of \$321,975 to \$438,975 excluding taxes, for the contract term of 2018; and
4. That the Director of the Facilities Division be authorized to execute future year extensions of their Agreement subject to satisfactory performance.
5. That Purchase Order No. 714 in favour of Dunlis Mechanical Services be increased by \$151,000 from the amount of \$404,769 to \$555,769, excluding taxes, for the contract term of 2018.

Executive Summary

This report seeks council approval to extend the contract for 2018 for mechanical services for the two approved vendors as selected through RFP IES 2015-35.

- This RFP provides for contracted services from 2016 to 2020 being a total of five (5) years with current approvals being confirmed for 2016 and 2017;
- The PO for each contractor being increased per our 2018 budget request for the 2018 service needs.

Background

Town staff prepared and released RFP IES 2015-35 for HVAC mechanical services at all Town of Aurora facilities. The contracts were awarded for one year for 2016 with the option to renew for an additional four, one year periods based on satisfactory performance of the Contractors. The services include both regular maintenance and hourly rates for unplanned breakdowns and emergency service needs.

These service requirements have been shared between two contractors to provide the Town with redundancy in case of service issues with either occurs.

Analysis

Planned maintenance services to our mechanical building equipment

The purpose for retaining these vendors is to provide planned maintenance services to our mechanical building equipment. However, periodic unplanned failures do occur resulting in the need for reactive maintenance or equipment replacement. The program has an allowance for a reasonable amount of unplanned work.

The purchase order for the two vendors has been approved for 2016/2017 services. Council approval is required to increase these purchase orders for the 2018 service year. Both vendors have performed satisfactorily and it is recommended that the 2018 budget of \$268,000 continue between the two vendors.

Advisory Committee Review

Not applicable

Financial Implications

The below Table summarizes the financial implications of this report.

Table 1- Purchase Order Change Summary

<u>Carmichael Engineering- PO 713</u>	
2016 Approved Purchase Order Value (Year 1)	125,000
2017 Request for Purchase Order Increase (Year 2)	170,000
2017 Request for Purchase Order Increase (Capital)	26,975
2018 Request for Purchase Order Increase (Year 3)	117,000
Revised Purchase Order Value	438,975
<u>Dunlis Mechanical- PO 714</u>	
2016 Approved Purchase Order Value (Year 1)	125,000
2016 Request for Purchase Order Increase (Year 1)	100,000
2017 Request for Purchase Order Increase (Year 2)	170,000
2017 Request for Purchase Order Increase (Capital)	9,769
2018 Request for Purchase Order Increase (Year 3)	151,000
Revised Purchase Order Value	555,769

Funding for these services is available in the 2018 budget.

Communications Considerations

There is no external communication required.

Link to Strategic Plan

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

December 5, 2017

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Report No. IES17-046

Alternative(s) to the Recommendation

Council may choose to not authorize these purchase order increases which will result in the Town no longer having HVAC contract services available to maintain building HVAC equipment.

Conclusions

Staff recommends continuing with the contracts to Dunlis Mechanical Services Ltd. and Carmichael Engineering Ltd.

It is recommended that the Purchase Order for Carmichael Engineering be increased by \$117,000 for 2018 service needs to a revised value of \$438,975, excluding taxes.

It is recommended that the Purchase Order for Dunlis Mechanical be increased by \$151,000 for part of 2018 service needs to a revised value of \$555,769, excluding taxes.

Attachments

None.

Previous Reports

IES16-039 - Purchase Order Increases PO No. 713 and PO No. 714 - HVAC Maintenance Services

IES16-089 - Purchase Order Increases PO No. 713 and PO No. 714 - HVAC Maintenance Services

Pre-submission Review

Agenda Management Meeting review on November 16, 2017

December 5, 2017

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Report No. IES17-046

Departmental Approval



**Al Downey
Acting Director
Infrastructure and Environmental Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



**Town of Aurora
General Committee Report**

No. IES17-047

Subject: Purchase Order Increase for Supply and Delivery of Waterworks and Sewer Materials

Prepared by: Jim Tree, Acting Manager Roads Operations

Department: Infrastructure and Environmental Services

Date: December 5, 2017

Recommendation

- 1. That Report No. IES17-047 be received; and**
- 2. That the Contract for Wolesley Canada Inc. as established through RFQ IES 2016-12 be extended to the 2018 option year; and**
- 3. That Purchase Order No. 745 in favour of Wolesley Canada Inc. be increased by \$50,000 from the amount of \$106,546 to \$156,546, excluding taxes, for the contract term of 2018.**

Executive Summary

This report seeks council approval to extend the contract for 2018, for supply and delivery of waterworks and sewer materials for the Water Department approved vendor as selected through RFQ IES 2016-12.

- This RFQ provides for contracted services from 2016 to 2018 being a total of 3 years with current approvals being confirmed for 2018
- The total approved funding is \$50,000 per year
- The PO for the final contract year requires Council approval as it is over the \$100,000 limit

Background

Town staff prepared and released RFQ IES 2016-12 for supply and delivery of waterworks and sewer materials for the Water Wastewater Department.

December 5, 2017

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Report No. IES17-047

The contract was awarded for one year for 2016 with the option to renew for an additional two, one-year periods based on satisfactory performance of the Contractor. The contract includes rates up to the third option year.

Analysis

The extension of a Purchase Order is an annual procurement process and has no impact on Council approved budgets. The Contractors have fulfilled the requirements of the contracts in a satisfactory manner within 2016 and 2017, and staff recommend extending the contract for option year two, 2018.

PO No. 745 was issued by the Town for the first year of the contract only. The purchase order was issued in the amount of \$50,000, excluding taxes, for work performed by the Contractor in 2016. In December 2016 the PO was increased by \$50,000.00 for extension of the contract to 2017, the first optional year of the contract. The extension of the contract to the second optional year will require the PO to be increased by \$50,000.00, bringing the total value of the PO over \$100,000.00. Council authorization to extend the PO No. 745 is required.

Advisory Committee Review

Not applicable.

Financial Implications

The Town has an approved annual budget of \$50,000 for purchasing materials required for maintenance and repairs on the water and sewer systems.

Purchase order No. 745 is required to be revised from \$106,546.76 to \$156,546.76. As this is a multi-year purchase order, the current purchase order value reflects costs incurred for the years spanning 2016 and 2017.

Communications Considerations

There is no external communication required.

Link to Strategic Plan

Maintaining the Town's facilities supports the Strategic Plan Goal of **Investing in Sustainable Infrastructure** by maintaining infrastructure to support forecasted

December 5, 2017

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Report No. IES17-047

population growth through technology, waste management, roads, emergency services and accessibility.

Alternative(s) to the Recommendation

1. Materials supply is a vital condition in maintaining and repairing Town's water and sewer systems. There are currently no other viable options.

Conclusions

Staff recommends continuing with the contract to Wolesley Canada Inc.

It is recommended that the Purchase Order be increased by \$50,000 for supply and delivery of waterworks and sewer materials for 2018 to a revised value of \$156,546.76, excluding taxes.

Attachments

None.

Previous Reports

None.

Pre-submission Review

Agenda Management Meeting review on November 16, 2017

Departmental Approval



Al Downey
Acting Director
Infrastructure and Environmental Services

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer



**Town of Aurora
General Committee Report**

No. IES17-048

Subject: Award of RFP IES2017-116 – Emergency Sewer and Watermain Repairs

Prepared by: Jim Tree, Acting Manager Roads Operations

Department: Infrastructure and Environmental Services

Date: December 5, 2017

Recommendation

- 1. That Report No. IES17-048 be received; and**
- 2. That Request for Proposal IES2017-116 – Emergency Repairs to the Town of Aurora Water Distribution and Sewer Systems be awarded to A. Donofrio Construction Ltd. and V. M. DiMonte Construction Ltd., for a (5) five year period at the unit prices tendered including the option to renew for an additional two (2), one (1) year periods based on satisfactory performance of the Contractor; and**
- 3. That the Director responsible for Water/Wastewater Division be authorized to obtain a Purchase Order not to exceed a total of \$300,000, for each year of the five (5) year contract, excluding taxes, to be assigned to A. Donofrio Construction Ltd, and V. M. DiMonte Construction Ltd. at the discretion of the Director subject to satisfactory performance; and**
- 4. That the Mayor and Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.**

Executive Summary

The purpose of this report is to receive Council authorization to award Request for Proposal IES2017-116 to A. Donofrio Construction Ltd, and V. M. DiMonte Construction Ltd., for emergency related sewer and water main repairs to ensure that these essential municipal services continue to be delivered as follows:

- Minimization of sewer or water service disruption and provision of prompt and efficient repairs and service

- Control costs and reduce overhead
- Deliver the best possible customer service experience

Background

Emergency sewer and watermain repairs are provided by external contracted services as part of the Town of Aurora's standard contracted maintenance practice. This contract involves the provision of all labour, materials and equipment required to repair sewer and watermain breaks 24 hours per day, 7 days per week.

Analysis

IES provides residents and businesses with reliable municipal services and minimizes any disruptions due to service failures

Typically, a rapid response is required to repair sewer and watermain failures to minimize the damage and impact to the surrounding area.

Staff issued this bid in a Request for Proposal format with the expressed intention of retaining multiple contractors to fulfil the requirements of this project. Retaining more than one contractor will provide the Town with an increased likelihood of receiving a prompt response to an emergency in the event that one contractor is indisposed or in the event of multiple, simultaneous sewer and water main emergencies.

Contracted service delivery in this particular area of municipal infrastructure maintenance and repair is the most cost efficient method of conducting repairs

IES staff has utilized an external contractor for many years to provide emergency repairs to our sanitary sewer and watermain systems. In recognition of the additional responsibilities assigned to our water operations, staff in the day-to-day maintenance of the Town's water and sewer infrastructure, as well as winter roads maintenance, it is not possible to conduct this work in-house.

Based on this method of external contracted service delivery, staff believe there is further value in retaining more than one contractor to conduct the service repairs as this will allow staff to obtain prices for non-emergency repairs to the sewer and watermain infrastructure from both contractors to ensure that a competitive cost is received.

IES's goal is to provide the best customer service experience in all sewer and water service repairs by minimizing service interruptions and a rapid deployment of resources

Staff take great pride in providing excellent customer service when there is a report of infrastructure failure. This is due in large part to staff working very closely with the affected resident or place of business in concert with the service repair contractor to ensure rapid deployment of the contracted services in repairing the infrastructure and a more rapid deployment of staff who communicate directly with and support the people and property impacted by the failure.

This combination of resources has proven, over the years, to be a very effective and successful method of service delivery.

1.0 Proposal Opening

A total of ten (10) companies picked up the RFP documents and on November 16, 2017. The Tender Opening Committee received three (3) proposals. An evaluation of the proposals was performed based on pre-defined criteria as identified in the RFP. The results of the evaluation are summarized in Table 1 below:

Table 1

	Firm	Technical Score	Cost Score	Total Score
1	A. Donofrio Construction Ltd.	55%	30%	85%
2	V. M. DiMonte Construction Ltd.	55.8%	24.4%	80.2%
3	614128 Ontario Ltd a/o Trisan Construction	51.8%	19.2%	71.0%

Verification of the tenders was undertaken by staff. A. Donofrio Construction Ltd. and V.M. DiMonte Construction Ltd. have both successfully performed the work included in this contract for various York Region municipalities for more than five (5) years.

2.0 Project Schedule

The work to be performed under this contract is expected to commence January 1, 2018.

Advisory Committee Review

Not applicable.

Financial Implications

Funding for this project is allocated in the annual Sewer and Water Operating budget in the amount of \$300,000 which is the average annual historical expenditure. The Request for Proposal documents include various quantities and unit prices that can be applied to repair work required in the event of a failure.

With the award of this Request for Proposal, staff have the ability to retain either one of the two approved contractors to provide their services as determined by staff.

Communications Considerations

There is no external communication required.

Link to Strategic Plan

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

Alternative(s) to the Recommendation

1. The tender process meets all requirements of the Purchasing By-law and awarding this contract is the next step in fulfilling the requirements of the tendering process. If Council chooses to not award this contract, there will be no contracted sewer and watermain repair services available to the Town as of January 1, 2018.

Conclusions

Staff recommend awarding Tender IES2017-116 –Emergency Repairs to the Town of Aurora Water Distribution and Sewer Systems for a five (5) year period be awarded to A. Donofrio Construction Ltd. and V.M. DiMonte Construction Ltd. at the unit prices tendered.

Attachments

None.

December 5, 2017

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Report No. IES17-048

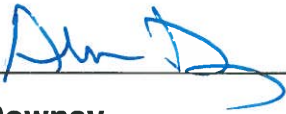
Previous Reports

None.

Pre-submission Review

CAO review on November 21, 2017

Departmental Approval



**Al Downey
Acting Director
Infrastructure and Environmental Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



Town of Aurora

General Committee Report No. PRCS17-042

Subject: Sheppard's Bush Property Use and Maintenance Agreement

Prepared by: John Firman, Manager of Business Support

Department: Parks, Recreation and Cultural Services

Date: December 5, 2017

Recommendation

- 1. That Report No. PRCS17-042 be received; and**
- 2. That the Mayor and Town Clerk be authorized to execute the Agreement between the Town of Aurora and the Lake Simcoe Region Conservation Authority for the use and maintenance of the Sheppard's Bush Conservation Area, including any and all documents and ancillary agreements required to give effect to same.**

Executive Summary

The current property use and maintenance agreement for the Sheppard's Bush Conservation Area (Sheppard's Bush) between the Town and the Lake Simcoe Region Conservation Authority (LSRCA) expires December 31, 2017. Staff has reviewed the agreement with staff from the LSRCA and have updated the agreement to reflect current operational norms and costs. The new agreement is proposed for a five(5) year term with three(3) renewal options for an additional five(5) years each. There are no other significant changes to the agreement. This report explains:

- Key agreement change recommendations
- Property Use
- Property maintenance

Background

The Town and the LSRCA entered into an agreement for the property use and maintenance of Sheppard's Bush dated June 27, 1983 and have continued to renew and/or amend that agreement on an ongoing basis. The current agreement, last amended March 18, 2008 expires December 31, 2017.

This agreement allows for the Town's use of the sports field portion of Sheppard's Bush for programming and facility permitting, and in return the Town contributes toward the annual maintenance and repair of the recreational facilities and structures at Sheppard's Bush, and the north and south parking lots, off of Industry Street and Industrial Parkway South, respectively.

The costs associated with the maintenance and repair, which are provided as and in-kind service, are included in the Parks Division operating budget and are updated annually at a rate of 2% to reflect the anticipated Consumer Price Index.

Analysis

Key agreement change recommendations

There are no significant changes proposed for this agreement. Staff from the Town and the LSRCA have reviewed the agreement and updated it to reflect current operational norms as well as the current and future value of the in-kind services provided by the Town.

Property Use

The recreational facilities and structures at Sheppard's Bush include:

- One artificial turf soccer field, being converted to a multi-sport artificial turf field in 2018;
- 10 grass soccer fields, being reduced to nine fields in 2018 to accommodate the larger artificial turf field;
- Ancillary equipment;
- One picnic shelter;
- One washroom/snack bar building;
- Two parking lots;
- Fitness trail and eight exercise stations; and
- Recreational trails.

Several user groups, including the Aurora Youth Soccer Club, depend upon these facilities for their annual programming, and the trails are used year-round by the community.

Property maintenance

The Town provides the following in-kind repair and maintenance services for Sheppard's Bush:

- Parking lot maintenance for the north and south parking lots;
- Trail maintenance;
- Laneway maintenance between Industrial Parkway South and the large Sheppard House;
- Snow removal and sanding for the north parking lot and Sheppard House laneway;
- Grass cutting and garbage pick-up around the Picnic Pavilion and large Sheppard House; and
- Support to LSRCA staff for removal of hazard trees.

The Town is also responsible for the maintenance and repair of all Town sports fields located on the property.

Advisory Committee Review

None.

Financial Implications

There are no anticipated financial implications. The annual operating costs associated with the in-kind services and sports fields continue to be included in the Parks Division operating budget.

Communications Considerations

None.

Link to Strategic Plan

Renewal of the Sheppard's Bush property use and maintenance agreement relates to 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

1. Council can decline to enter into this agreement, terminating the property use and maintenance of Sheppard's Bush, effective December 31, 2017.
2. Council can provide further direction.

Conclusions

That Council approve the recommendation to enter into a new property use and maintenance agreement with the LSRCA for the Sheppard's Bush Conservation Area as presented.

Attachments

None.

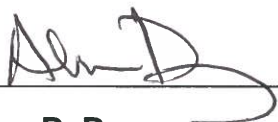
Previous Reports

None.

Pre-submission Review

Agenda Management Meeting review on November 16, 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. PRCS17-043

Subject: Facility Sponsorship Program – BionX International Corporation

Prepared by: John Firman, Manager of Business Support

Department: Parks, Recreation and Cultural Services

Date: December 5, 2017

Recommendation

1. That Report No. PRCS17-043 be received; and
2. That the Director responsible for the Business Support Division be authorized to execute the Agreement between the Town of Aurora and BionX International Corporation for the Facility Sponsorship of the Spin Cycle Room at the Aurora Family Leisure Complex, including any and all documents and ancillary agreements required to give effect to same.

Executive Summary

The purpose of this report is to inform Council of the Facility Sponsorship commitment from BionX International Corporation (BionX) to rename the Spin Cycle Room at the Aurora Family Leisure Complex (AFLC).

Background

Council, at its meeting of June 11, 2013 adopted the “Town of Aurora Together With...” Sponsorship Signage program for facility sponsorships. In 2014 staff began the process of soliciting potential recreation facility sponsors and has now received a commitment from BionX.

Analysis

BionX has agreed to a three-year commitment at \$3,000/year for the naming rights of the BionX Spin Cycle Room. The AFLC Spin Cycle Room will be renamed to the BionX Spin Cycle Room, and BionX shall pay to the Town a sponsorship fee of \$3,000/year for three years.

December 5, 2017

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Report No. PRCS17-043

In accordance with Report CFS15-006 these funds, less sponsorship program expenses (i.e. signage) shall be placed in the Recreation Sponsorships Reserve account to be drawn upon for Youth Programming.

This sponsorship is to come into effect as of December 1, 2017.

Advisory Committee Review

None required.

Financial Implications

The Town of Aurora shall receive additional revenue of \$9,000 paid at \$3,000 per year from 2017 through 2019, less program expenses.

Communications Considerations

Communications will provide support the Business Support team to ensure the sponsor receives appropriate brand recognition.

Link to Strategic Plan

Facility sponsorship supports the Strategic Plan goal of enabling a diverse, creative and resilient economy through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

Leverage partnerships with local boards, chambers and business organizations to promote Aurora as a preferred location for business.

Alternative(s) to the Recommendation

None.

Conclusions

That Council receive this report for information.

December 5, 2017

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Report No. PRCS17-043

Attachments

None.

Previous Reports

None.

Pre-submission Review

Agenda Management Team review on November 16, 2017

Departmental Approval



Al Downey
Director
Parks, Recreation and Cultural Services

Approved for Agenda



Doug Nadorozny
Chief Administrative Officer



Town of Aurora

General Committee Report No. PRCS17-046

Subject: Arboretum Community Partnership Agreement

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

Department: Parks, Recreation and Cultural Services

Date: December 5, 2017

Recommendation

- 1. That Report No. PRCS17-046 be received; and**
- 2. That the updated Arboretum Master Plan, as presented on May 31, 2017, be approved; and**
- 3. That the Director of the Parks Division be authorized to enter into a new Community Partnership Agreement between the Town of Aurora and the Aurora Arboretum for a ten year period commencing January 1, 2018, including any and all documents and ancillary agreements required to give effect to same.**

Executive Summary

This report seeks Council approval of the updated Aurora Community Arboretum Master Plan, 2018-2028:

- Updated Master Plan was presented to Council on May 31, 2017
- Council approval of the updated Master Plan required
- The 2018 Capital Budget request has been approved by Council
- New 10-year Agreement is required

Background

The Town of Aurora entered into a Community Partnership Agreement with the Aurora Community Arboretum (ACA) in 2007 for a ten (10) year period. The Agreement was executed to permit the ACA to provide services to the Town of Aurora on the development of a newly approved Master Plan for the Arboretum. Funding was identified for the development of the Arboretum and Council approved funding each

year as part of the Capital Budget process. The Agreement expires on December 31, 2017.

Analysis

Updated Master Plan was presented to Council on May 31, 2017

As part of the 2018 budget process, community groups were given an opportunity to present requests for Council consideration. The ACA made a presentation on the next phase of development for the Arboretum along with a funding request of \$960,000 over the next ten (10) years to support their vision.

Council approval of the updated Master Plan required

The previous Master Plan was approved by Council, which supported staff's recommendation each year during the budget process to request funding for the project. Staff are requesting that the updated Master Plan be approved and that funding requested be presented each year to support the approved plan.

The 2018 Capital Budget request has been approved by Council

As a result of the May 31, 2017 presentation by the ASA, staff included in the 2018 Capital budget submission a request for \$96,000. This was approved by Council on November 14, 2017.

New 10-year Agreement is required

With the approval of the updated Master Plan and initial funding, staff recommend that the Town of Aurora enter into a new ten (10) year Community Partnership Program Agreement, similar to the previous Agreement. Staff have met with the President of the ACA and have developed a new Agreement that will be executed upon receipt of Council approval.

Advisory Committee Review

None.

Financial Implications

The funding requested over the next ten (10) years is \$960,500 and will be subject to Council approval each year.

Communications Considerations

None.

Link to Strategic Plan

Renewal of the Arboretum Partnership Agreement relates to 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

1. Council may consider not entering into the Agreement and request staff to recommend an alternative development and Operating Agreement.

Conclusions

The Partnership with the ACA over the past ten (10) years has been very successful and developed an Arboretum that has become a valued greenspace within the community. Staff are recommending that this partnership continue.

Attachments

Attachment #1 – Aurora Community Arboretum Updated Master Plan, 2018-2028

Previous Reports

None.

Pre-submission Review

Agenda Management Meeting review on November 16, 2017

December 5, 2017

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Report No. PRCS17-046

Departmental Approval

Approved for Agenda



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



Doug Nadorozny
Chief Administrative Officer

Aurora Community Arboretum Inc.

Introduction

The Aurora Community Arboretum Inc. (ACA) is a not-for-profit corporation staffed by volunteers, whose main objective was and is to establish and maintain an arboretum in Aurora for the use, benefit and education of residents and visitors. The Arboretum was established in 1996 and ran under 2 successive 5-year Adopt-A-Park contracts until the initiation in 2007 of the current 10-year partnership agreement (PKS-009-06) with the Town of Aurora. The Arboretum consists of 100 acres of town parkland along the East Holland River, from Wellington Street in the south to St. John's Sideroad in the north. It comprises a number of unique ecosystems such as meadow, forests and wetlands. The original master plan, drawn by landscape architect David Tomlinson, was approved by Town Council in 2006 and led to Town funding of the Arboretum starting in 2007. With the Town's financial support over the last 10 years, large parts of the master plan have been successfully completed.

The first 20 years, and more specifically, the last 10 years with Town funding, allowed for establishment and growth of the Arboretum. The next 10-year plan sees consolidation and maintenance of what has been achieved and further enhancement and expansion of the Arboretum's many features.

It is important to note that the achievements realized would not have been possible without strong cooperation and mutual support of the Aurora Parks Department. The Arboretum wishes to thank Mr. Jim Tree and Ms. Sara Tienkamp and their staff for their support, shared vision and for the important part they played in making this a reality. Likewise the ACA Board of Directors wishes to express our recognition and appreciation for the cooperation and support of the Lake Simcoe Region Conservation Authority. The Arboretum is truly a partnership that works!

The Aurora Community Arboretum is developing a reputation as a respected and appreciated natural destination, drawing visitors and groups from across York Region, from the GTA, and from across Ontario. The Arboretum has been honoured by multiple awards at local, regional and provincial levels.

The Arboretum Board of Directors, again under the expert guidance of David Tomlinson, has updated the master plan to build on what has already been achieved and to reflect goals for a second 10-year partnership agreement. We are requesting that Council recommit to the partnership, and approve both this updated master plan and the funding required to cover anticipated costs for its' implementation. This will allow us to continue to develop this park of unique character and value, a major Town asset, *Aurora's Urban Oasis*.

A list of the 2017 ACA Board of Directors is given in Appendix 1 and a Glossary is provided in Appendix 2 that provides an explanation of some of the words used in this document.

Background

The 2006 approved Master Plan covered the environmental development envisioned for the Aurora Community Arboretum, primarily by focusing on suitable plantings in each major segment and also included development of Flora Aurora, a wader scrape and creation/maintenance of specific habitats such as grasslands. ACA implemented the majority of this Master Plan and has updated the plans to continue development of this diverse parkland in the heart of Aurora.

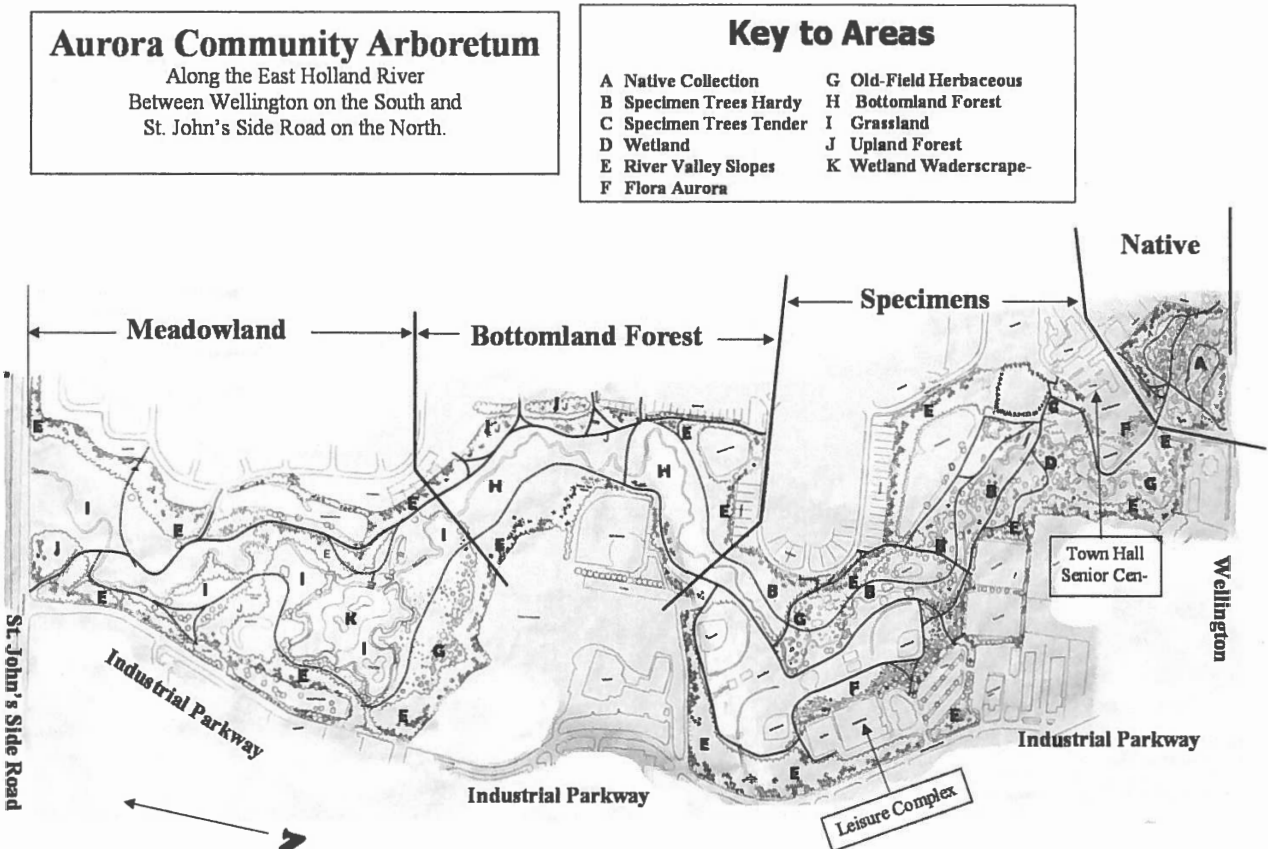
The original Master Plan divided the body of the Arboretum into four major segments:

- Meadowland to the north
- Bottomland Forest
- Specimen Area in the centre
- Native Collection in the south

Aurora Community Arboretum
 - Updated Master Plan, 2018 to 2028

May 2017

MAP OF AURORA COMMUNITY ARBORETUM from 2006 Master Plan



Aurora Community Arboretum
 Along the East Holland River
 Between Wellington on the South and
 St. John's Side Road on the North.

Key to Areas

A Native Collection	G Old-Field Herbaceous
B Specimen Trees Hardy	H Bottomland Forest
C Specimen Trees Tender	I Grassland
D Wetland	J Upland Forest
E River Valley Slopes	K Wetland Waderscape-
F Flora Aurora	

The Updated Master Plan covering 2018 to 2028.

With the progress made in implementing many parts of the master plan, the updated master plan has slightly regrouped ACA into 3 main areas as follows:

Note: The target list of trees and shrubs being planted in each area remains unchanged from the 2006 approved master plan.

1. North Section: The northern portion of the Arboretum consists of:

Meadow - This is in the north end near St John's Sideroad and includes a wide range of grasses. This provides a grazing area for migrating waterfowl and resident meadowland birds, and diversity to the Arboretum.

Old Field Herbaceous - Old-field herbaceous and old-field shrubs are two of the richest wildlife habitats, supporting a large number of different species of birds, mammals and insects.

Upland Forest - These are plantings on the high ground on the edge of the valley.

Wetland Waterscape - This area will be created if agreement is reached with LSRCA, to replace the areas of wetland that have been lost in Aurora. It will be attractive to migrating waterfowl and wading birds and provide educational and passive recreation opportunities.

Bottomland Forest - An extensive area of the valley lands is being planted with typical bottomland tree species. Large trees such as Willows and Cottonwoods are being planted along the banks of the river to create a large area of full-canopy cover, providing a desirable habitat for forest birds. Additional intensive planting will be done in this area.

River Valley Slopes - The valley slopes are being re-forested to create a visual screen between the valley lands and surrounding development. A mixture of native and exotic trees and shrub species are being used here and these plantings will be continued/intensified as required.

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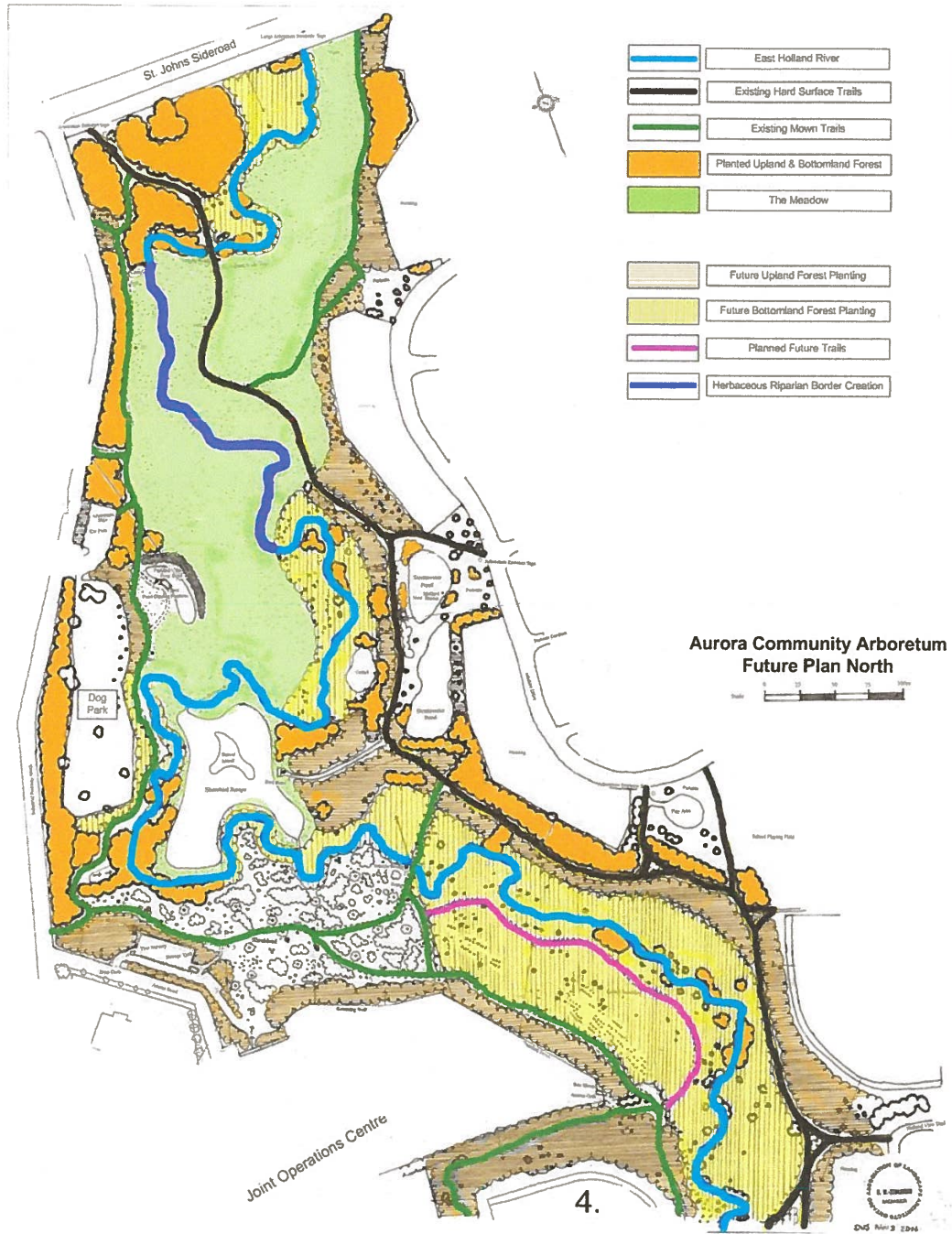


Figure 1: Arboretum North Section Development Plan: 2018-2028

2. Middle Section: the large mid section of the Arboretum consists of:

Bottomland Forest: typical bottomland forest trees, continued as above.

Wetland Tree Collection - These are trees that need ample moisture during their growing season, but most will not grow in standing water.

Specimen Area: is the portion where commemorative trees are located and where trees are planted with enough space between them that their growth characteristics are easily seen:

Specimen Tree Collection, Hardy Species - This is a representative selection of large and smaller growing trees, both native and exotic species, and varieties that are hardy and can be grown in the Town of Aurora and surrounding area.

Specimen Tree Collection, Tender Species - These specimen trees are at the northern edge of their hardiness zone. They need to be carefully located in sheltered locations where they will be protected by topography or existing trees and shrubs.

'Flora Aurora' Ornamental Flowering Trees and Shrubs - This is an extensive collection of trees and shrubs that are spring flowering, display good fall colour and colourful winter berries. This area is complete and is now in maintenance mode.

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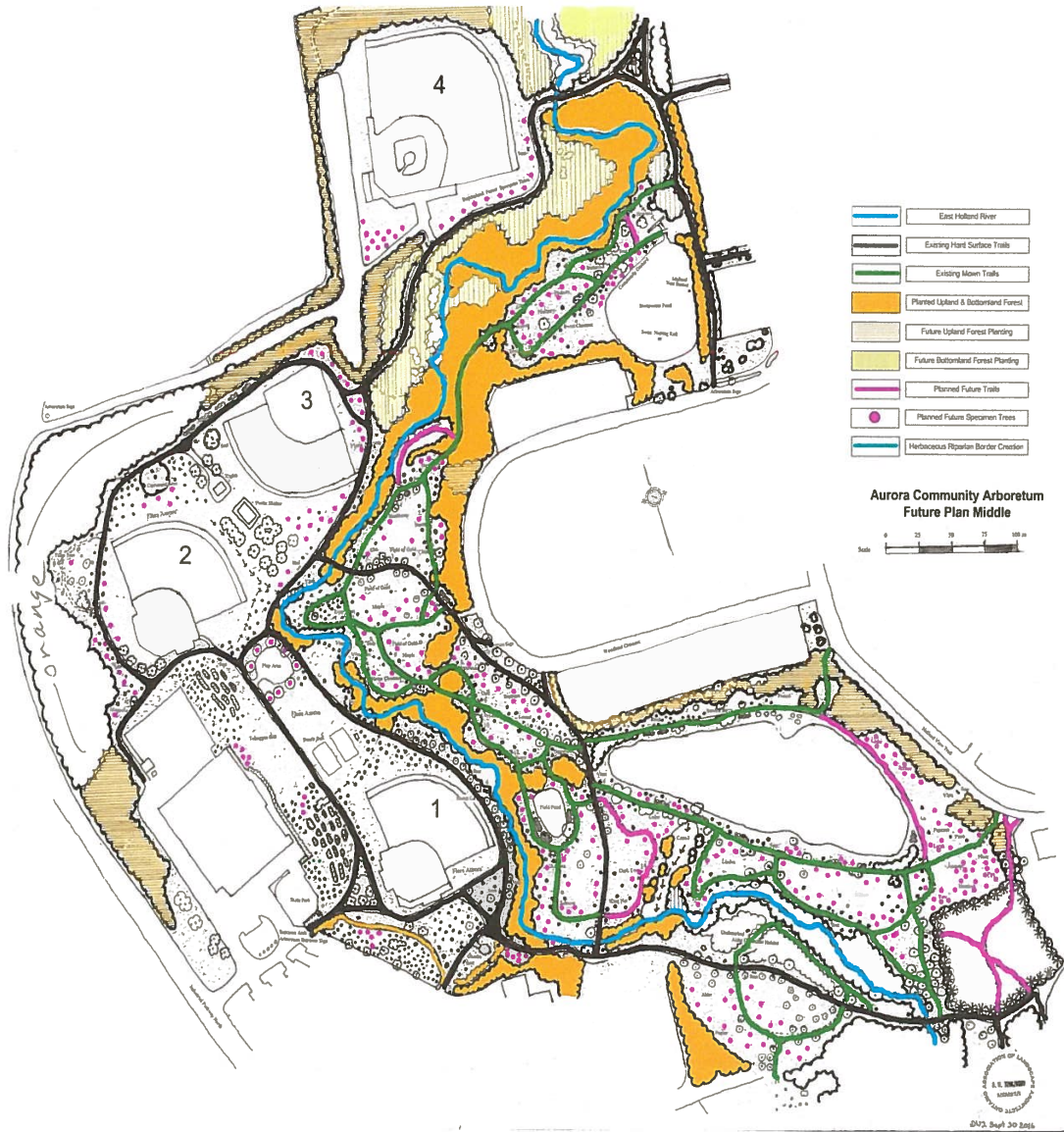


Figure 2: Arboretum Middle Section Development Plan: 2018-2028

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3. South Section: The south section includes the specimen trees around the Seniors Center and also a native and Carolinian area south of John West Way. These areas currently have considerable infestations of invasive Buckthorn and Phragmites that must be dealt with prior to any significant planting in the areas.

Specimen trees: most southern continuation of this area as in preceding section.

Native Trees, Carolinian species - This area consists largely of native species, occurring in a natural environment and they are not specimen trees. Many Carolinian species did not grow in Aurora in the past but with climate change, more are now able to survive here.



Figure 3: Arboretum South Section Development Plan: 2018-2028

Updated Master Plan Summary (2018-2028): Vision and Actions

North section:

Vision: An unfragmented meadow area providing optimal grasslands ecosystem and a fully planted bottomland forest area, both surrounded by perimeter plantings. It includes an old-field herbaceous section (shrub land) consisting of a variety of shrubs and wildflowers. Also planned are the development and protection of eco-diverse areas for migrating waterfowl (the wader scrape), a frog pond and protection for reptiles and bees. The mown grass trail system currently established and maintained by Arboretum volunteers, will need to be maintained and some may be upgraded to stone trails for greater accessibility.

Planned Development: To implement this vision, we will take the following actions over the next 10 years:

- Regular, periodic meadow mowing
- Maintain mowed trails, upgrade selected portions to stone trail
- Reduce fragmentation of meadow by developing a herbaceous riparian zone on a short section of river and relocating/removing trees/shrubs to perimeter plantings or other riparian sections
- Remove/control invasive species
- Plant Joint Operations Centre berm area after any necessary remediation
- Continue forest planting
- Add more educational signs
- Enhanced area for bees, snakes and frogs, and associated educational signage
- Shorebird scrape development
- Maintain shrub and wildflower meadow zone (old-field herbaceous)

Middle section:

Vision: A reforested bottomland forest zone and a specimen area containing 1,000 different species or varieties. As of the end of 2016 we have 570 species/varieties confirmed by GPS location, of which 198 are commemorated (plus 10 commemorated benches). Total number of specimen trees planted by the end of 2016 was approximately 3000. We plant more than 1 of each type to ensure there is always at least 1 representative variety. A network of mowed trails is in place in this sector as well and will be maintained and extended. Some may be converted to stone trails over the next 10 years. A few trails will have additional sections added to complete the loop. We also envision an expanded Field of Gold daffodil feature.

Planned Development: To implement this vision, we will take the following actions over the next 10 years.

- Continue planting forest (bottomland) area
- Continue perimeter and riparian plantings where needed
- Source and plant additional species/varieties of specimen trees
- Continue Commemorative tree and bench programme

- Maintain specimen/commemorated trees/shrubs
- Continue and expand efforts to control invasive species
- Maintain Flora Aurora
- Add more educational signage and hold more events
- Maintain/upgrade grass trails and extend selected ones
- Continue annual planting of daffodil bulbs until the area is extended on either side of the trail

South Section:

Vision: Establish a Carolinian forest, including native trees in the most southerly part of the Arboretum after controlling or eradicating invasive Phragmites from this area. Remove invasive Buckthorn from the area west of the Seniors Centre and develop a network of trails, educational signage and additional specimen trees.

Planned Development: To implement this vision, we will take the following actions over the next 10 years.

- Invasive species removal and control
- Plant Carolinian tree species on south side of John West Way
- Develop and maintain new trails
- Educational signage
- Continue commemorative programme
- Maintain specimen trees, commemorated trees and benches

Financial Request

ACA is requesting commitment from the Town of Aurora to support the updated master plan. The execution of the updated master plan is a 10-year project, which is in line with both the Parks and Recreation Master Plan (2016 update) and the York Region Greening Strategy. We estimate the cost to the Town of Aurora over the 10 years will be \$960,000 with an annual approximate cost of \$96,000. This will pay for maintenance, sourcing additional and increasing difficult to find specimen trees, (also source and plant approximately 10,000 trees and shrubs), cover fees for needed engineering and other expert services for new or upgraded trails, the wader scrape, and educational signs. ACA is asking for this financial commitment over the next 10 year period from the Town in order to execute the plan. ACA will continue to leverage its' volunteer base to provide in-kind services, which for the past 10 years has averaged an equivalent of approximately 1.5-2 full-time equivalents per year. This is a significant contribution to the Town by our volunteers.

The following tables provide expenditure details for the first 2 years of the plan and an overall summary for the 10-year project.

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Year 1 and 2 Plan

Year	Area of Focus	Budgeted Cost Estimate*
2018	Bottomland Forest continue planting	600
	Community planting (partner with LSRCA)	1000
	Remove scrub and weed trees from meadow	3200
	Move riparian cedars	3450
	Overall Maintenance (mainly Specimen area-prune, mulch, fertilize and FA beds)	36000
	Specimen Area –Daffodil expand into Maple Area	300
	Specimen Area – Source & plant 30-35 new variety /species, up to 200cm tall.	5000
	Purchase seedlings for nursery stock growing on	500
	Invasive species removal/control (Phragmites in south section (native)	5000
	Educational Signs and tree ID labels	6000
	Field Operations Maint & Repairs, Fuel, equip rental, small tools, tree pits, mowing	7200
	Trail upgrade to stone - Field of Gold 200M	18000
	Meadow-rough grade and mow grassland area late summer/early fall	10000
	Total	96250

2019	Area of Focus	Budget Estimate*
	Specimen Area - Daffodil expand (maple area)	300
	Specimen Area – Source & Plant 30-35 new variety/species 200cm tall or less (hand planting)	5200
	Bottomland Forest continue planting	600
	Community planting (partner with LSRCA)	1000
	Site preparation/deposit for new storage building	15000
	Overall Maintenance (Mainly specimen & FA area)	36775
	Purchase Nursery Stock Plants to increase # and diversity	500
	Field Operations Maint & Repairs, Fuel, equip rental, small tools, tree pits	7400
	Educational signs & labels	6150
	Snake hibernacula	1500
	Remove weed & invasive trees (Field of Gold)	500
	Trail upgrade to stone, 200M, Maple area	18000
	Mow meadow late summer & remove material	3000
	Total	95925

- Assumes approx 2.5% inflation increase/yr for major items

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Budget Summary for 10-year project plan:

Items	Estimated 10 year cost	Benefit
Obtain & plant: Specimen trees, bottomland/upland forest, slopes, perimeter & riparian edges	75,000	300 -350 different species/varieties trees Specimen trees plus another approx 10,000 trees/shrubs that improve the environment and support the York Region Greening Strategy. Also supports the Parks & Recreation Master plan and long term strategy for a healthy community.
Educational signage	61,500	Provides education & identification, interest and location information.
Maintenance: Pruning, weeding, edging, mulching, mowing trails & commemorative tree areas, planting, removing weed trees & invasives, equip rentals, etc	494,000	Overall enhanced maintenance, care & enhancement of 100 acres town parkland using contracts (with diligent oversight) and leveraged by volunteer in-kind services. Provides healthy environment. Enhances the quality of life for current and future generations.
Projects: To further develop and enhance areas of the Arboretum, e.g. Wader scrape, Frog pond, trail extensions and improvements (upgrade some mown trails to stone)	330,000	To highlight unique, educational and ecologically diverse features. Increases accessibility and maintains walkability of this vast park in the centre of Aurora
Total over 10 years	960,500	

Conclusion:

In partnership with the Town of Aurora and the Lake Simcoe Region Conservation Authority, The Aurora Community Arboretum has been established as a key focal natural asset for the Town. The benefits from this partnership are available to all the community as the Arboretum is accessed and enjoyed by many thousands of residents and visitors each year. This 'Urban Oasis' is a key resource in Aurora for passive recreation and enjoyment of nature.

The Aurora Community Arboretum is requesting the Council of the Town of Aurora to renew the partnership with the Arboretum, and to approve and support the execution of the Arboretum's Updated Master Plan for maintenance and further development and enhancement of the Arboretum over the next 10 years, at a total estimated cost of approximately \$960,000 with an approximate annual expenditure of \$96,000.

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Appendix 1: Board of Directors 2017

Directors of the Aurora Community Arboretum in 2017 are:

Gordon Barnes
Karen Bender
Michael Bender
Irene Clement
John Clement
Elizabeth Evans
Karen Fullbrook

John Grant
Keith Saunders
Ken Smith
David Tomlinson
Nancee Webb
Catherine Willems
John Wilson

Appendix 2: Glossary

We are including an explanation of some of the words used in the Master Plan in order to assist you in understanding the document.

Arboretum: An Arboretum is a place where trees and shrubs are cultivated for scientific and educational interest. Think of a 'Living Gallery of Trees'. The Aurora Arboretum includes diverse ecological zones, valuable wildlife habitat and space for passive and active recreation.

Caliper tree: A nursery-grown specimen with a trunk diameter of 2" (50mm) or more. Caliper trees are spaced upon planting according to the trees' future space needs. However, caliper trees are very expensive, approximately \$350 each and require mechanical planting assistance. Thus the ACA implemented a policy to plant smaller trees in the specimen area and nurture them for at least 3 years prior to making them available for commemoration. These smaller trees generally adapt more quickly and become established successfully.

Riparian: Related to, living or located on the bank of a natural watercourse. The planned riparian areas will help establish and maintain and stabilize the river's edge and cool the water to encourage fish habitat. Riparian habitats include woodland, shrub and herbaceous riparian zones or any combination of these.

Seedling: Seedlings are small coniferous (evergreen) trees, 2 to 3 years old. They are usually closely planted and greatly depend on the weather for survival, as in a forest. They are an economical way to re-create forest conditions with controlled species. Planting can be done by trained volunteer groups. Coniferous forest areas provide four-season habitat and winter cover for birds and mammals.

Shrub: Shrubs are multi-stemmed and variable in size. They are important as appropriate specimens as well as for defining space, providing colour contrast and diversity in an Arboretum. They are often an important food source for wildlife. They are a critical part of the spring blossom area we created known as 'Flora Aurora'.

Whip: Whips are small deciduous trees, 3 to 5 years old. They are usually closely planted and greatly depend on nature's bounty for survival. They are an economical way to re-create forest conditions with controlled species.