



General Committee Meeting Agenda

**Tuesday, January 15, 2019
7 p.m.**

**Council Chambers
Aurora Town Hall**



Town of Aurora General Committee Meeting Agenda

Tuesday, January 15, 2019
7 p.m., Council Chambers

Councillor Kim in the Chair

1. Approval of the Agenda

Recommended:

That the agenda as circulated by Legislative Services be approved.

2. Declarations of Pecuniary Interest and General Nature Thereof

3. Community Presentations

(a) Robin McDougall, Director, Community Services

**Re: Recognition of Town Staff for Exceptional Service in providing
Lifesaving Assistance**

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 Item, C1, be approved:

**C1. Memorandum from Mayor Mrakas
Re: Aurora Cultural Centre Board of Directors**

Recommended:

1. That the memorandum regarding Aurora Cultural Centre Board of Directors be received; and
2. That Councillors Wendy Gaertner and John Gallo be appointed to the Aurora Cultural Centre Board of Directors for the 2018-2022 Term of Council.

6. Advisory Committee Meeting Minutes

Recommended:

That the Advisory Committee meeting minutes, Item A1, be received and the recommendations carried by the Committees be approved:

A1. Heritage Advisory Committee Meeting Minutes of September 5, 2018

Recommended:

1. That the Heritage Advisory Committee meeting minutes of September 5, 2018, be received; and
2. That Heritage Advisory Committee recommend to Council:
 1. **HAC18-013 – Request to Designate Under Part IV of the Ontario Heritage Act 50-100 Bloomington Road West “De La Salle College” including associated heritage feature “Pine Ridge Trail (Monk’s Walk)”**
 - (a) That the building formerly known as “De La Salle College” located at 50-100 Bloomington Road West, which includes the front garden/ courtyard and associated heritage feature “Pine

Ridge Trail (Monk's Walk)", be Designated under Part IV of the *Ontario Heritage Act* as a property of Cultural Heritage Value or Interest; and

- (b) That the Town Clerk be authorized to publish and serve Council's Notice of Intention to Designate as per requirements of the Act; and
- (c) That the designation by-law be brought before Council for passing if no objections were received within the thirty (30) day objection period as per requirements of the Act.

7. Consideration of Items Requiring Discussion (Regular Agenda)

R1. PDS19-006 – Extension of the Interim Control By-law for the Stable Neighbourhood Study Area

Recommended:

1. That Report No. PDS19-006 be received; and
2. That pursuant to Section 38(2) of the *Planning Act*, a by-law be enacted to extend the period during which Interim Control By-law No. 6048-18 will be in effect by one additional year, from January 30, 2019 to January 30, 2020; and
3. That the implementing Interim Control By-law be presented at the Council meeting of January 22, 2019.

R2. OPS19-001 – Winter Maintenance Report No. 1 Revised Provincial Minimum Maintenance Standards (MMS) and Windrow Clearing Program

Recommended:

1. That Report No. OPS19-001 be received; and

2. That the recommendations and service levels contained in Table 1 associated with the Revised Provincial Municipal Maintenance Standards (MMS) be approved; and
3. That the 2020 Capital Budget contain provisions for road anti-ice pre-treatment equipment, in the amount of \$500,000, and additional \$35,000 operational funds in 2021; and
4. That the Director of Operational Services be appointed as the designated Official for the purposes of declaring a “Significant Weather Event”; and
5. That the Town of Aurora not proceed with a Windrow Clearing Program.

R3. CAO19-001 – Requests for Sponsorship Policy

Recommended:

1. That Report No. CAO19-001 be received; and
2. That the Requests for Sponsorship Policy be approved.

R4. CS19-003 – Building Appraisals – Request for Pre-Budget Approval

Recommended:

1. That Report No. CS19-003 be received; and
2. That Capital Project No. 13020 – Appraisal of Town Buildings, be pre-approved; and
3. That a total budget of \$55,000 be approved for Capital Project No. 13020, to be funded from the Studies and Other Reserve Fund.

R5. CMS19-001 – Sole Source Award for Cimco Refrigeration

Recommended:

1. That Report No. CMS19-001 be received; and
2. That request for the sole source award for the supply of refrigeration equipment service on a contract basis and repair and maintenance on an

as-needed basis be awarded to Cimco Refrigeration at the unit prices specified for a five (5) year contract, commencing January 1, 2019 up to and including December 31, 2023; and

3. That a purchase order in the amount of \$376,534 excluding taxes be approved in favour of Cimco Refrigeration; and
4. That the Director of Community Services be authorized to approve additional expenditures within the scope of the contract to an amount up to the approved annual operating budget for these services over the term of the contract; and
5. 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 the same.

R6. CMS19-002 – Sole Source Award – Johnsons Controls Canada

Recommended:

1. That Report No. CMS19-002 be received; and
2. That request for the sole source award for the supply of Building Automation System (BAS) service on a contract basis and repair and maintenance on an as-needed basis be awarded to Johnson Controls Canada at the unit prices specified for a three (3) year contract, commencing January 1, 2019 up to and including December 31, 2021; and
3. That a purchase order in the amount of \$126,500 excluding taxes, be approved in favour of Johnson Control Canada; and
4. That the Director of Community Services be authorized to approve additional expenditures within the scope of the contract to an amount up to the approved annual operating budget for these services over the term of the contract; and
5. 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 the same.

R7. PDS19-003 – Appointments to the Aurora Business Improvement Area (BIA) Board of Management

Recommended:

1. That Report No. PDS19-003 be received; and
2. That Council appoint (*insert name*) as the Council Representative director to the Aurora BIA Board of Management; and
3. That Council appoint the following eight (8) director nominees as elected by the Aurora BIA membership on December 3, 2018:
 - Mauro Bucci
 - George Condoyannis
 - Sandra Ferri
 - Mary Georgopoulos
 - Jack Laurion
 - Lenard Lind
 - Joanne Russo
 - Kasie Savage; and
4. That the Town Clerk be removed from the Board of Management.

R8. PDS19-007 – Early Approval of Capital Project No. 42808 – Corporate Energy Management Plan Update

Recommended:

1. That Report No. PDS19-007 be received; and
2. That Capital Project No. 42808 – Corporate Energy Management Plan Update be pre-approved; and
3. That a total budget of \$50,000 be approved for Capital Project No. 42808, to be funded from the Studies and Other Reserve Fund.

8. Notices of Motion

9. New Business

10. Closed Session

11. Adjournment



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**Town of Aurora
Office of the Mayor**

Memorandum

Date: January 15, 2019
To: Members of Council
From: Mayor Tom Mrakas
Re: **Aurora Cultural Centre Board of Directors**

Recommendation

1. That the memorandum regarding Aurora Cultural Centre Board of Directors be received;
and
2. That Councillors Wendy Gaertner and John Gallo be appointed to the Aurora Cultural Centre Board of Directors for the 2018-2022 Term of Council.



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

Date: Wednesday, September 5, 2018
Time and Location: 7 p.m., Leksand Room, Aurora Town Hall
Committee Members: Councillor Wendy Gaertner (Chair), Councillor Jeff Thom (Vice Chair), Neil Asselin, Barry Bridgeford, James Hoyes, John Kazilis, Bob McRoberts (Honorary Member), Martin Paivio (arrived 7:06 p.m.), and Ken Turriff
Members Absent: None
Other Attendees: Marco Ramunno, Director of Planning and Development Services, Adam Robb, Planner, and Linda Bottos, Council/Committee Secretary

The Chair called the meeting to order at 7 p.m.

Mr. Ramunno introduced the new Planner, Adam Robb, and introductions were made around the table.

1. Approval of the Agenda

**Moved by John Kazilis
Seconded by James Hoyes**

That the agenda as circulated by Legislative Services be approved.

Carried

2. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

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3. Receipt of the Minutes

Heritage Advisory Committee Meeting Minutes of July 9, 2018

Moved by Ken Turriff

Seconded by Councillor Thom

That the Heritage Advisory Committee meeting minutes of July 9, 2018, be received for information.

Carried

4. Delegations

None

5. Matters for Consideration

- 1. HAC18-013 – Request to Designate Under Part IV of the *Ontario Heritage Act* 50-100 Bloomington Road West “De La Salle College” including associated heritage feature “Pine Ridge Trail (Monk’s Walk)”**

Staff provided a brief summary of the report. The Committee made inquiries and discussed with staff regarding various aspects of the report and property, including the Cultural Heritage Evaluation Recommendation report and associated Ontario Regulations, significant heritage features and status of the remaining property, heritage protection and possible future development, and zoning. The Committee suggested that the “front garden/courtyard” be specifically included in the proposed Part IV Designation.

Moved by Bob McRoberts

Seconded by Councillor Thom

1. That Report No. HAC18-013 be received; and
2. That the Heritage Advisory Committee recommend to Council:

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- (a) That the building formerly known as “De La Salle College” located at 50-100 Bloomington Road West, which includes **the front garden/courtyard and** associated heritage feature “Pine Ridge Trail (Monk’s Walk)”, be Designated under Part IV of the *Ontario Heritage Act* as a property of Cultural Heritage Value or Interest; and
- (b) That the Town Clerk be authorized to publish and serve Council’s Notice of Intention to Designate as per requirements of the Act; and
- (c) That the designation by-law be brought before Council for passing if no objections were received within the thirty (30) day objection period as per requirements of the Act.

Carried as amended

2. HAC18-014 – Doors Open Aurora 2018 – Event Summary Report

Staff gave a brief overview of the report and successes of the Doors Open Aurora 2018 event.

**Moved by Councillor Thom
Seconded by Barry Bridgeford**

- 1. That Report No. HAC18-014 be received; and
- 2. That the Heritage Advisory Committee extend a thank you to the following individuals and groups for their support of Doors Open Aurora 2018:
 - (a) All site owners/operators;
 - (b) All volunteers and site staff;
 - (c) The Auroran newspaper; and
 - (d) The Mayor, Members of Council, and supporting Town staff.

Carried

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6. Informational Items

- 3. Extract from Council Meeting of July 24, 2018
Re: Heritage Advisory Committee Meeting Minutes of June 11, 2018**

**Moved by Bob McRoberts
Seconded by Martin Paivio**

1. That the Extract from Council meeting of July 24, 2018, regarding the Heritage Advisory Committee Meeting Minutes of June 11, 2018, be received for information.

Carried

7. New Business

The Committee discussed the benefits of including a local advocate member or representative from the Aurora Historical Society (AHS) in the membership of the Heritage Advisory Committee, and suggested that the terms of reference be revised to include an AHS representative on future Heritage Advisory Committees.

New Business Motion No. 1

**Moved by Neil Asselin
Seconded by Barry Bridgeford**

1. That the Heritage Advisory Committee recommend to Council:
 - (a) That staff be directed to provide a report to Council on the inclusion of an Aurora Historical Society-appointed member in the terms of reference for the next Heritage Advisory Committee.

Carried

The Committee and staff discussed the process and options for handling any development and building permit applications during the election period. The Committee expressed its commitment to attend any additional meetings if required, and staff agreed to notify the Committee if necessary.

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The Committee inquired about the status of the heritage designation process for the properties on Yonge Street. Staff provided a response regarding public notification, the Conservation Review Board process, and future reporting to Council.

The Committee inquired about the pending list, and staff agreed to circulate a pending list update to the Committee.

The Committee inquired about the obligations of an owner of a vacant, Part IV-designated property, specifically the Readman House on Yonge Street, respecting maintenance of the property and structural integrity of the building. Staff provided a response, referring to the Town's Property Standards By-law and the new Vacant Building Registry By-law, and agreed to follow up with By-law Services and the property owner.

The Chair expressed appreciation to the Vice Chair, Councillor Jeff Thom, and citizen members for their dedication and efforts on the Committee over the past term of Council. The Committee thanked the Councillors for their participation. The Chair also expressed appreciation to staff for their support.

8. Adjournment

Moved by James Hoyes

Seconded by Neil Asselin

That the meeting be adjourned at 8:47 p.m.

Carried

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



Town of Aurora

General Committee Report

No. PDS19-006

Subject: Extension of the Interim Control Bylaw for the Stable Neighbourhood Study Area

Prepared by: Lawrence Kuk, Manager of Development Planning

Department: Planning and Development Services

Date: January 15, 2019

Recommendations

- 1. That Report No. PDS19-006 be received;**
- 2. That, pursuant to Section 38 (2) of the Planning Act, Council enact a by-law to extend the period during which Interim Control By-law No. 6048-18 will be in effect by one additional year, from January 30, 2019 to January 30, 2020; and**
- 3. That the implementing Interim Control By-law be presented at the January 22nd Council Meeting.**

Executive Summary

The existing Interim Control By-law No. 6048-18 will expire on January 30, 2019. This report seeks Council's approval to extend the By-law for an additional year to January 30, 2020.

- An extension of the By-law is required to complete the Stable Neighbourhood Study.
- The content of the By-law cannot be amended, however, Council may continue to grant exemptions to locations affected by the By-law.

Background

On January 30, 2018, the Interim Control By-law No. 6048-18 (the "By-law") was enacted.

On February 28, 2018, the Town of Aurora held a public Open House at the Council Chamber to obtain public feedback on the existing Official Plan and Zoning By-law policies with regard to protecting the Stable Neighbourhood.

On May 29, 2018, a Special Council Meeting was held to provide Council with a compilation of feedback received from the public and a review of municipal best practices related to the Stable Neighbourhood Study.

On June 27, 2018, a statutory Public Planning Meeting was held to consider proposed amendments to the Zoning By-law related to development within the Stable Neighbourhoods. Council did not direct Staff to change the Zoning By-law as recommended. However, Council directed Staff to amend the Site Plan Control By-law to establish Site Plan Review within the Stable Neighbourhood Study Area.

On July 24, 2018, Council enacted Site Plan Control By-law No. 6106-18, which included sections regarding site plan review requirements within the Stable Neighbourhood Study Area.

On September 18, 2018, Council directed Staff to hire a consultant to review the mature residential neighbourhoods and provide an information report for a future Public Planning Meeting. A Public Planning Meeting is scheduled for January 30, 2019 to review the findings from the consultant. As such, an extension of the interim control by-law is required.

The properties subject to the By-law will remain unchanged as shown in Figure 1.

Staff recommends that Council approve a one (1) year extension to the By-law to the maximum permitted time period to January 30, 2020.

Analysis

An extension of the By-law is required to complete the Stable Neighbourhood Study.

Notwithstanding the significant progress of the Stable Neighbourhoods Study to date, in order to complete the Consultant's review of the Stable Neighbourhood Study and present to Council with additional information for consideration, an extension to the By-law is required. If Council chooses to extend the By-law, subsection 38(2) of the *Planning Act* states that the total period of an interim control by-law ("ICBL") cannot exceed two years from the date of the passing of the original ICBL. Council passed the By-law on January 30, 2018 and therefore, the By-law cannot be extended past January 30, 2020.

Upon the completion of the Stable Neighbourhood Study, Council may repeal the By-law, or keep it in place for the full one year period pending approval of planning documents to implement Council's decision on the Stable Neighbourhood Study recommendations.

The content of the By-law cannot be amended, however, Council may continue to grant exemptions to locations affected by the By-law.

Subsection 38(7) of the *Planning Act* prohibits Council from passing a new ICBL for the same area as the original ICBL. Therefore, according to the *Planning Act*, Council cannot amend the content of the By-law and apply it to the same properties within the study area since that would be considered passing a new ICBL for the same area.

During the initial one-year period of the By-law, Council approved an exemption to the By-law through a delegation to Council. On September 18, 2018, Council exempted 11 Patrick Drive from the By-law. The purpose of the exemption was to allow the Owner to submit a minor variance application to construct a one storey single detached dwelling with an increase lot coverage of 40%. On August 2018, the Committee of Adjustment approved a minor variance application to increase the lot coverage from 35% to 40%.

With the extension of the By-law, Council will continue to be able to grant site-specific exemptions.

Advisory Committee Review

N/A

Legal Considerations

Subsection 38(2) of the *Planning Act* allows the municipality to amend an interim control by-law to extend the period of time during which it will be in effect, provided that the total period of time does not exceed two years from the date of the passing of the ICBL.

Subsection 38 (4.1) permits any person or public body who was given notice of the amending by-law to, within 60 days after the date of the passing of the by-law, appeal to the Tribunal by filing with the clerk of the municipality a notice of appeal setting out the objection to the by-law and the reasons in support of the objection.

Financial Implications

There is no financial impact associated with this report.

Communications Considerations

Section 38 (3) of the *Planning Act* states that no notice of hearing is required prior to the passing of a by-law under subsection (1) or (2) but the clerk of the municipality shall,

provide notice of Council's approval of the extension of the By-law within 30 days of its passing. *Planning Act* notice will be given by newspaper advertisement in the Auran and Banner. Notice of passing of the extensions of the By-law will also be posted on the Town's website.

Link to Strategic Plan

The proposed extension to the By-law and associated study support the Strategic Plan goal of Supporting an exceptional quality of life for all through its accomplishment in satisfying requirements in the following key objectives within this goal statement:

Objective 5: Strengthening the fabric of our community

- Collaborate with the development community to ensure future growth includes housing opportunities for everyone; and
- Prepare and regularly update the Town's Official Plan and Zoning By-law

Alternative(s) to the Recommendation

Receive the report for information only. Council may choose to not extend the By-law. If the By-law is not extended, then the existing zoning related to the Stable Neighbourhoods would come back into force and Council may not pass a further ICBL within the same area for a period of three (3) years.

Conclusions

Planning and Development Services recommends that Council extend the Interim Control By-law 6048-18 for an additional year, from January 30, 2019 to January 30, 2020, to ensure Council receive all the necessary information before considering making any amendments to the Zoning By-law within the Stable Neighbourhood Study Area.

Attachments

Figure 1- Map of the Interim Control By-law area

Previous Reports

General Committee Report No. PBS18-007, dated January 23, 2018

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Report No. PDS19-006

Pre-submission Review

Agenda Management Team Meeting review on January 7, 2019

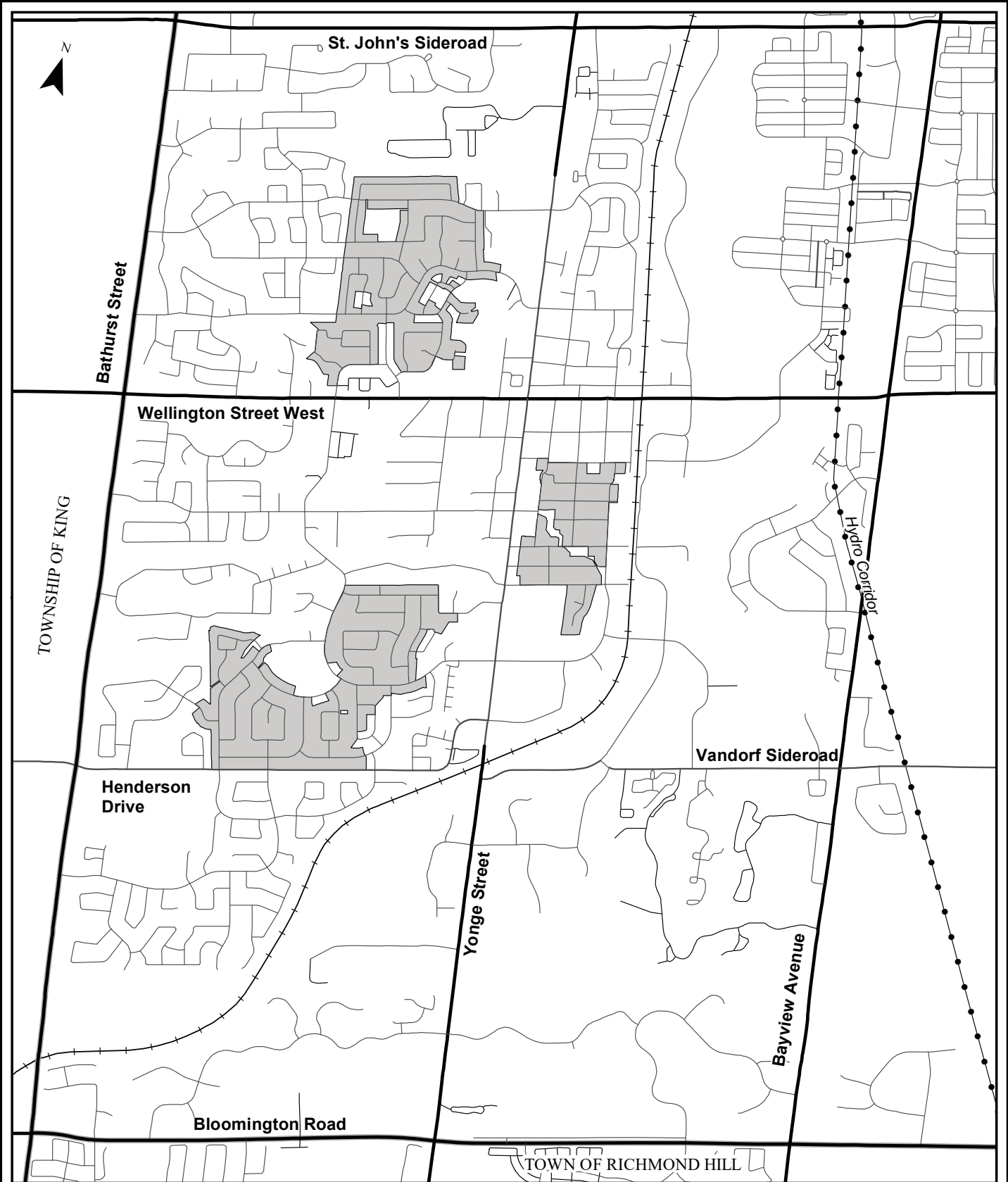
Departmental Approval

Approved for Agenda



**Lawrence Kuk, MCIP, RPP
Acting Director of Planning and
Development Services**

**Doug Nadorozny
Chief Administrative Officer**



Map of the Interim Control By-law area

Study Areas

0 0.25 0.5 0.75 1
Kilometers



FIGURE 1

Map created by the Town of Aurora Planning and Building Services Department, December 18, 2018. Base data provided by York Region & the Town of Aurora.



Town of Aurora

General Committee Report

No. OPS19-001

Subject: Winter Maintenance Report No.1 Revised Provincial Minimum Maintenance Standards (MMS) and Windrow Clearing Program

Prepared by: Jim Tree, Manager of Roads & Water (Acting)

Department: Operational Services

Date: January 15, 2019

Recommendation

- 1. That Report No. OPS19-001 be received; and**
- 2. That the recommendations and service levels contained in Table 1 associated with the Revised Provincial Municipal Maintenance Standards (MMS) be approved; and**
- 3. That the 2020 Capital and Operating Budgets contain provisions for road anti-ice pre-treatment equipment, in the amount of \$500,000, and additional \$35,000 operational funds in 2021; and**
- 4. That the Director of Operational Services be appointed as the designated Official for the purposes of declaring a “Significant Weather Event”; and**
- 5. That Council recommend that the Town of Aurora not proceed with a Windrow Clearing Program.**

Executive Summary

- This report will be the first of three separate reports that deal with winter roads maintenance.**

Report #1 will discuss the revised Provincial Minimum Maintenance Standards for Roads (MMS) and potential service level increase to provide Snow Plow Windrow clearing.

Report #2 will follow in mid-February and will be dedicated to future winter roads maintenance operations and all aspects of contract service providers' verses in-house services.

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Report No. OPS19-001

Report #3 will follow in mid-March and will be dedicated to a single issue associated with rear yard private laneways in the Hollidge Boulevard and Ochalski Road area and the Baywell Crescent and Hollandview Trail area. This report will deal with matters regarding the Town's current role in maintaining these private laneways.

Staff believe the complexities associated with these individual issues warrants considerable time and attention. As such, presenting the issues in a single report would be far too lengthy and potentially time consuming. In an effort to streamline the process, breaking the issues down in this fashion, should result in a more focused and efficient discussion on each issue.

- **Province amends Municipal Act Regulations for Roads and Sidewalks Minimum Maintenance Standards (MMS).**
- **MMS Standards now specify that roads within the municipality are to be pre-treated to prevent the formation of ice.**
- **MMS Standards now include a provision to permit Municipality to declare a Significant Weather Event.**
- **MMS Standards now requires Winter Sidewalk Patrol and Weather Monitoring including application of salt to prevent formation of ice.**
- **Exploring the cost of Windrow Clearing programs and the issues that need to be considered.**
- **The approximately 18,900 private driveways in Aurora would likely exceed \$1,500,000 annually not including Capital Costs for contracted equipment.**
- **Spring 2018 Ice Storm generated fewer than 175 individual windrow removal complaints to Access Aurora.**
- **Conflict with the placement of garbage and recycling may impact both Contracted Service Providers for Garbage, Recycling and Windrow Clearing.**
- **Surveying the public may be a potential next step in determining the desirability of a Windrow Clearing Program.**
- **Limited scope Windrow Clearing Program for seniors or medically challenged requires a substantial validation process to qualify.**

Background

The topic of winter roads maintenance has been an area of significant focus by staff, Council and the community over the past two years and, as such, much information has been conveyed to Council in this regard via two (2) reports (IES2017-37 and OPS18-

012). In addition the former Director of Public Works had presented four (4) reports in 2008/2009 on the subject being:

- PW08-26 Investigation of a Snow Windrow Clearing Program for Seniors and Physically Challenged residents
- PW08-41 Implementation of a Snow Windrow Clearing Programs for Seniors and Physically Challenged Residents
- PW08-47 Implementation of a Snow Windrow Clearing Programs for Seniors and Physically Challenged Residents
- PW09-023 Update on Windrow Clearing Program

The above reports were all centred on a “Pilot” Windrow Clearing Program for seniors and medically challenged residents. The final report, PW09-023, recommended that the program be cancelled. Staff suggest that it may be useful for Council to review these reports as it will help to serve as additional background context for some of the information contained in this report.

Analysis

Province amends Municipal Act Regulations for Roads and Sidewalks Minimum Maintenance Standards (MMS).

Since the submission of the above-noted reports, there have been several new developments that will have an impact on the Town’s winter roads maintenance operation. Most notably, the Province of Ontario amended the Municipal Act Regulations that deal with Minimum Maintenance Standards for Municipal Highways (MMS) as follows:

On May 3, 2018, Ont Reg 366/18 came into force, amending O.Reg 239/02 under the *Municipal Act, 2001*, SO 2001, c.25.

While there are a significant number of changes in the Regulation, many of the changes will have little impact on the Town’s winter roads operations and there are no changes anticipated to the Town’s current winter roads maintenance levels of service; however, there are several new standards that Council should be aware of.

It is also important to note that virtually all these new standards are prefaced in the Regulation with the words “where, or as soon as, practicable”. This leaves the impression that there is some flexibility in the actual need to conduct a recommended procedure or not to conduct the procedure.

MMS AMENDMENT	CURRENT STATUS OF COMPLIANCE	RECOMMENDATION	IMPACTS
Pre-treatment of road surface to prevent ice formation	Not Completely Compliant	To increase service level to become completely compliant commencing in the winter of 2021/2022	Purchase pre-treatment equipment in early 2020 at an estimated cost of \$500,000
Monitor weather forecast 3 times per day from October 1-April 30	Compliant	Continue to monitor weather forecast in accordance with amended standards	No appreciable impact as this function has been an ongoing routine practice
Declaration of a Significant Weather Event	Not Compliant	Appoint a Municipal Official with authority to declare a significant weather event	Positive impact with this standard provides the Town with greater flexibility in dealing with a major weather event no financial implications
Surface treatment of bicycle lanes on roadways	Compliant	Continue to maintain cycling routes as part of the traveled road surface	No appreciable impact as this amendment applies to on road cycling lanes
Remove snow on sidewalks to a depth of less than 8 centimeters within 48 hours following a snowfall	Generally Compliant	Continue to remove snow from sidewalks as per current standards	No appreciable impact as the Town currently meets this standard with the exception of extenuating circumstances
Pre-treatment of sidewalks to prevent ice formation	Not Completely Compliant	Monitor weather and sidewalk surface conditions and apply anti-icing materials as required	Additional cost for contracted services to be allocated in future operational budgets
Establish a representative sidewalk route and schedule regular inspection patrols	Compliant	N/A	N/A

For greater clarity, the following brief overview will focus on the areas of non-compliance as outlined in Table 1 below:

MMS Standards now specify that roads within the municipality are to be pre-treated to prevent the formation of ice.

This particular amendment in the MMS is perhaps the most significant service level increase which will have a measurable impact on all municipalities and their ability to implement this major new undertaking. This practice has been implemented by several municipalities including the Regional Municipality of York, Richmond Hill and in East Gwillimbury.

The purpose of this treatment is to apply a liquid brine to the bare pavement in advance of a probably winter weather event to prevent the formation of ice. The solution is allowed to dry on the road and remain in place until it becomes activated at the very

beginning of a precipitation event. Depending on the ambient temperature there is a rapid formation of a salt brine solution and the inability for ice to form very early in the event. This provides a more rapid de-icing effect and greater road safety. It also provides a window of time to enable the fleet of salt trucks to be dispatched for traditional salting and sanding operations.

In discussion with our N6 neighbours, the majority are not yet in a position to immediately comply with this Regulation due to the high costs and the need to obtain the specialized equipment; however, it is likely that most of the N6 will, at some point, be phasing in this new level of service over the coming years in an effort to remain compliant with the MMS.

Given the specialized nature of the equipment required to conduct this work (see fig. 1) it will be necessary to purchase a dedicated truck and brine application equipment at a considerable cost. It will not be necessary to employ additional staff resources as the pre-treatment applications occur well before our crews are dispatched for snow removal or routine road salting. Staff recommend that the pre-treatment equipment be placed in the 2020 Capital Budget and that the program be initiated in the winter of 2021/2022. During the interim period, staff will continue to monitor road conditions and although not optimum, staff will make best efforts to comply with the MMS using our existing road salting equipment and are confident that this course of action demonstrates due diligence by the Corporation in meeting the MMS where practical, based on our best efforts to comply

Fig.1 anti-icing equipment



MMS Standards now include a provision to permit Municipality to declare a Significant Weather Event.

This amendment to the MMS is considered to be a significant benefit to municipalities as it allows for a wider window of opportunity and additional period of time for a municipal road authority to return road conditions to the standard level of service during and following a significant weather event.

For example, in the event of an approaching or during a severe weather event, if it is determined by the municipality there is a need to declare a “Significant Weather Event” that is likely to over tax our resources and our ability to maintain service levels within the set MMS timeframes, the Designated Municipal Official can, through the proper channels, declare a significant weather event and by doing so extend the road maintenance period. Once declared, the Regulation deems the roads to be in a state of repair until such time as determined by the Municipality that the significant weather event has ended.

Following this period, the Municipality shall declare an end to the significant weather event and complete any required road and sidewalk maintenance within the time frames set out in the MMS.

Notification for declaring and ending a significant weather event must be communicated in one or more of the following ways:

- Website posting
- Social Media platform
- Press or news release to media outlets
- Notification through the police service
- Any other public notification process as defined by applicable municipal by-law

Municipalities should appoint a Designated Official for the purposes of declaring the commencement and ending of a significant weather event.

Staff recommend that the Director of Operational Services be appointed in this capacity given the close connection to the operational functions and limitations of the Department when faced with a major weather event.

It is important to note that declaring a significant weather event should not be viewed as a normal business practice or a method for municipalities to reduce or extend service level response times for an event where there is even moderate pressure on the

resources. Clearly this should only be considered for the more major and exceptional weather events. Two previous events come to mind when the Town would have been well advised to declare such an event, the first being the ice storm in late December of 2013 and the second being April 13th through 15th in 2018.

MMS Standards now requires Winter Sidewalk Patrol and Weather Monitoring including application of salt to prevent formation of ice.

Currently the Town's winter sidewalk maintenance service level is among one of the highest in the GTA in that we maintain all sidewalks within the municipality. The amended MMS now requires that Municipalities conduct winter patrols and inspections on a representative sidewalk route. In addition the MMS now requires that based on weather monitoring , if there is a high probability of ice forming on a side walk that the sidewalk be treated to prevent the formation of ice within 48 hours from the time the Municipality determines that there is a high probability of said ice formation.

Staff have already established the representative sidewalk route and implemented the sidewalk patrol and we continue dispatch the sidewalk maintenance equipment well within the 48 hour window; however, there may be occasions where it becomes necessary to apply deicing materials in advance of an approaching winter weather event and this may have a yet to be determined financial impact. Staff will monitor this situation over the winter and depending on the frequency of this requirement, any additional costs will be identified and included in future roads operations budgets.

Exploring the cost of Windrow Clearing programs and the issues that need to be considered.

Fig.2



Driveway window clearing has been a topic of much discussion and a very difficult issue for many years in all urban municipalities. Our roads maintenance staff have a front window view of this issue and take little satisfaction from depositing large amounts of snow at the end of a residents drive way.

Unfortunately at this time there is nothing in terms of equipment or process that is either cost effective or efficient in eliminating this problem.

Some municipalities have implemented limited scope windrow removal programs for seniors or citizens or for persons with medical related limitations however the only municipality that has a full service windrow program in the GTA is the City of Vaughan where the City provides this service for approximately 80,000 driveways.

There has been much discussion among the N6 municipal roads officials on this topic and the common sentiment that continues to be widely shared, is to avoid a windrow clearing program if at all possible.

This position is primarily based on the number of issues and problems associated with the program and the negative experiences that other municipalities have encountered not the least of which is the additional costs of a windrow clearing program.

The approximately 18,900 private driveways in Aurora would likely exceed \$1,500,000 annually not including Capital costs for contracted equipment.

Without actually going out to the market it is difficult to provide an accurate estimated cost of a full windrow clearing service for all private driveways.

Costs do not include the capital costs that would be incurred in purchasing the specialized equipment required to facilitate the program (see fig.2). In addition, it would be necessary to contract the service out as it is done in several other municipalities due to the limited staff and equipment resources currently available. As such, it is a very reasonable assumption that the annual costs of a full windrow removal program could exceed \$1,500,000.

This figure would include the capital costs for the windrow equipment that would form part of the contract price. In considering both a full or partial windrow clearing program we need to touch on all aspects of the program, both the beneficial impacts as well as the negative impacts. The following Table 2 provides a brief overview of these issues:

Table 2: Windrow Clearing Impacts

Ranking:

A = Highly Beneficial to Residents

B = Somewhat Beneficial to Residents

C = Variably Beneficial to Residents

D = Generally little or no Benefit to Residents

Aspects of windrow clearing	Beneficial impact	Ranking	Negative impact	Ranking
Town-wide windrow clearing program tax based funding	Very high service level to residents	A	High cost and a significant tax increase	D
	Some satisfied residents	B	Residents may not buy into service level increase and tax increase	D
	Brings resolution to long standing issue	A	Potential to create further issues over new financial burden	D
Town wide windrow clearing user pay for participants	No impact to municipality	A	costly to residents to provide this service and difficult to predict participation and resources required	D
	Residents who do not wish to participate not impacted financially	B	Potentially significant administration process and complaint mitigation	D
Windrow removal timing	Timing for windrow removal can vary depending on the individual residence	B	Typical windrow removal time frame from start to finish is up to 16 hours depending on the snow event ,far to long for some residents which will result in complaints	D
Quality of windrow removal work	Quality of windrow clearing work will vary depending on the amount of snow	C	Windrow typically cleared to allow the passage of a single driveway width leaving the remaining snow to be removed by resident, significant impact to residents with double or triple wide driveways.	D
	Potentially mixed benefits in snow events less than 8 centimeters, satisfactory results should be achieved	C	Depending on snow fall spillage may occur on each driveway resulting in poor quality work and complaints	D
Clearing windrows with obstacles present	Little adverse impact on non-garbage collection days	B	Major conflict with garbage and recycling placed along the bottom of driveway entrance will impact the ability to remove windrow	D

Aspects of windrow clearing	Beneficial impact	Ranking	Negative impact	Ranking
Parked Cars or other obstructions along curb	None		Parked cars along the curb anywhere in proximity to the driveway will not permit windrow clearing. Where a previously parked car resulted in a snowplow windrow in the street the windrow cannot be completely removed	D
Risk of damage to driveways and landscaping	None		Potential risk of damaging driveways particularly driveways surfaced with paving stones , patterned concrete and other landscape upgrades resulting in complaints and costly repairs	D
Snow storage encroaching travelled road width	None		A result of continued storage of snow on one side of the driveway the stored snow will incrementally encroach further out to the traveled portion of the road depending on the severity of the winter. In some cases it may become necessary to remove snow on streets where narrowing begins to impact traffic	D
			Additional significant costs would be incurred to remove accumulated snow from travelled road	D
Windrow clearing program for seniors and physically challenged	Satisfies residents needs and resolves their ongoing concerns and difficulties coping with this issue	A	Depending on the individual timing of windrow removal. The service may not meet expectations as well as quality of windrow removal previously noted	D
	May be a potential cost to individual residents	C	Potential significant cost of the service to be incurred by the rate payers Including an ongoing administration process required to validate applications	D
Eligibility for windrow clearing	Qualifies residents for service following presentation of validation documents	C	Complex validation process in meeting criteria .potentially unqualified residents apply for and are granted the provision of service	D

As shown in Table 2, the number of negative impacts significantly exceeds the benefits of both a full and partial windrow removal program. Notwithstanding these impacts, the

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notion of a windrow clearing program may appear on the surface to be a very popular program that would be well received in the community, perhaps even with the additional costs; however, staff suggest that a cautious approach be taken in this matter as many of these negative impacts have been experienced in municipalities who have elected to introduce either a full or partial windrow clearing service.

Spring 2018 Ice Storm generated fewer than 175 individual windrow removal complaints to Access Aurora.

The winter weather event that happened April 13-15, 2018 was one of the most significant ever recorded in that the combination of well below normal temperatures and the heavy accumulation of ice pellets over a very prolonged 48-hour period made for some very unique and unprecedented road conditions. As a result, it became necessary to plow the roads multiple times over a three-day period to remove an accumulation of up to 10 centimeters of frozen ice pellets throughout the municipality. Unfortunately this led to significant frozen ice being deposited at the entrance to virtually every private driveway in town and rendering many driveways impassable.

In response to this issue, Access Aurora received approximately 172 complaints from residents conveying their displeasure and or inability to deal with the situation in clearing their windrow. In cases where there was a pressing medical urgency, Operations staff was able to assist; however, these request were minimal and had no significant impact on our resources or primary responsibilities.

Similar to Members of Council, our frontline Operations staff are well positioned to understand many of the issues or problems facing our residents as staff are directly involved in the day to day operations many of which have an impact on people's lives. Staff also placed a significant amount of value in the feedback we received (both good and bad) and, that very often, no feedback from residents usually indicates that residents are satisfied with the service they received. The best way to analyze this is to consider the number of residents that were impacted by the April 13-15, 2018 winter weather event verses the number of complaints received.as follows:

There are 18,900 residential homes and approximately 800 commercial properties in the municipality, excluding apartment buildings and business blocks. The 172 complaints received represents less than 0.91% of all property owners and only .03% of Aurora's estimated 62,000 population.

It is not assumed that the balance of homeowners and residents were satisfied with the Town's service level in this event or that this single statistic is sufficient evidence to

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guide a decision on whether or not to implement a windrow clearing program; however, staff believe this finding should be considered in the larger picture surrounding this issue.

Conflict with the placement of garbage and recycling may impact both Contracted Service Providers for Garbage, Recycling and Windrow Clearing.

Table 2 notes there is potential for conflict between the garbage and recycling contractor and the windrow clearing contractor depending on the day of the weather event. Staff had preliminary discussions with the municipal waste and recycling service provider who indicated that a windrow removal program will conflict with residential waste and recycling pick-ups such that it may be difficult or impossible to clear a windrow or pick up waste and recycling depending on where the resident places the waste and recycling containers. For instance, if containers are placed on the driveway entrance, windrow clearing may not be possible. Alternatively, if containers are placed too far up the driveway, considerable additional time will be required to retrieve and return the containers. Our service garbage and recycling Provider indicated that this will result in a potential contract dispute and perhaps additional costs to the municipality.

Surveying the public may be a potential next step in determining the desirability of a windrow clearing program.

The City of Vaughan provides a city-wide Windrow Removal Program utilizing a contract service provider, the program came about as a result of a Municipal plebiscite where the residents voted in favor of a windrow removal program and a corresponding mill rate increase. Staff were advised that the Windrow Removal Program virtually doubled the roads snow plowing budget and a tax rate increase by as much as 2%. Notwithstanding this, the program continues.

The Town of Richmond Hill, in considering a town-wide Windrow Clearing Program, completed a public survey which was conducted by an outside agency in 2015 (via live telephone interview of 100 residents in each of the municipalities 6 wards). In total, 600 interviews were completed. The survey results were 42% in favour of the program, 52% opposing the program and 6% were unsure. It was reported that adding this service throughout the municipality would cost \$2.65 million in 2016 and lead to a property tax increase of 2.8% or an annual cost of \$43.75 for a home assessed at \$600,000.

(Information cited: Richmond Hill Liberal News Feb 15, 2016 by Kim Zarzour).

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Limited scope Windrow Clearing Program for seniors or medically challenged requires a substantial validation process to qualify.

In considering a limited scope Windrow Program for qualified residents, it will be necessary to follow a similar process that other municipalities have utilised in order to determine ones eligibility for the program.

This process can be complicated and perhaps intrusive as very often a medical certificate must be obtained from the applicant's physician stating that the individual is not able to exert themselves. While this may appear to satisfy the application process it should not be considered to be effective in all cases and very often depending on the situation a physician's note is not unreasonably withheld. Based on other municipalities' experiences in this regard, a sworn statement may also be required, stating that there are no other able bodied occupants residing in the subject property.

In addition a medical condition may only be a temporary concern where a resident will, after a period of time, regain their full capacity. In stating these issues, we are not inferring that there is a tendency toward level of dishonesty or circumvention of the eligibility process, this is simply to illustrate that, if we are to have confidence that only those residents who actually require assistance are to get it, then there is a need for a robust application process with a sound eligibility criteria for one to qualify followed by ongoing monitoring.

In the event Council wishes to pursue a Windrow Clearing Program, staff would suggest that a similar public survey be undertaken well ahead of plans to implement a program of any magnitude. Richmond Hill retained an experienced polling firm and the survey was tailored to the Municipality's requirements. Staff recommend that a cautious approach be taken in this regard, as with any survey, the results may vary depending on the time of year, the questions posed and the target audience participation in the survey.

As was the case with public feedback we received from our residents following the April 2018 winter weather event, information obtained through a public survey may be one more useful tool in assisting us in coming to a suitable conclusion on this matter.

Advisory Committee Review

Not applicable.

Legal Considerations

The revised MMS standards are discussed throughout this report. Most of these new standards are prefaced in the Regulation with the words “where, or as soon as, practicable”. This leaves the impression that there is some flexibility in the actual need to conduct a recommended procedure or not to conduct the procedure. By approving the recommendations set out in this report, Council will be compliant, where, or as soon as, practicable.

Financial Implications

In view of the number of suggested considerations for improvement that have been listed in Table 2, and for the purposes of clarity in the providing the financial implications associated with each area of change, staff provides the following Table 3 Financial Impacts:

TABLE 3 FINANCIAL IMPACTS

ITEM OR SERVICE LEVEL	PROPOSED YEAR OF IMPLEMENTATION	ESTIMATED CAPITAL COST	ESTIMATED ONGOING ANNUAL OPERATIONAL COST
Purchase of Road Pre-treatment brine application vehicle and bulk brine storage equipment	2020	\$500,000	\$35,000
Pre-treatment of sidewalks	2019/2020	\$0	To be determined
Windrow clearing public survey	2019/2020	\$14,000	\$0
Full town-wide windrow clearing program	If considered, to be determined following public survey results	Included in multi-year contract service providers contract price	\$1,500,000
Limited windrow removal program	If considered, to be determined following public survey results	To be determined based on public demand	To be determined based on number of participants

As outlined in the above Table, it is currently difficult to provide accurate costing information for a Windrow Clearing Program, of any scale, due to the lack of information and the fact that the work is subject to market conditions.

In terms of the New Equipment required for pre-treating our roads for the prevention of ice formation Staff have obtained budget estimates from the various equipment sales representatives.

Communications Considerations

In the event Council wishes to pursue the matter of windrow clearing further through a public survey, the Operational Services Department will involve our communications staff to assist in guiding the process.

Any significant changes to service levels will be posted to the Town of Aurora website and shared with the community through the Notice Board, social media and News and Notices.

If a Significant Weather Event (SWE) is called, the Director of Operations will contact the Manager of Corporate Communications, or designate, to advise that a SWE has been commenced. A notice will then be posted to the Town of Aurora website and postings to social media will be completed as soon as possible. At the end of a SWE, notification will be provided to the Manager of Corporate Communications, or designate, and will be communicated in the same manner as the commencement announcement. Mandatory wording regarding the beginning and end of an SWE has been provided by the provincial government.

Link to Strategic Plan

This project supports the Strategic Plan Goal of Supporting an Exceptional Quality of Life for All by improving transportation, mobility and connectivity. This project establishes a program that enhances the accessibility and safety of vehicular and pedestrian traffic during the winter season.

Alternative(s) to the Recommendation

1. Council could select any items in Table 1 that staff have identified as not being completely compliant or not compliant and provide further direction to staff on any aspect of the recommendations.

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2. Council could direct staff to advance the purchase of the specialized road pre-treatment equipment sooner than 2020 or postpone the purchase of this equipment and or Tender the provision of this service at a date of Council's choosing.
3. Council could select an alternative Municipal official to be charged with the responsibility of both declaring and ending a significant weather event.

Conclusions

Staff recommend that the Town of Aurora not proceed with a Windrow Clearing Program based on many negative impacts that have been identified within this report. Also, in light of the most recent amendment to *Ontario Municipal Act Regulation No. Reg 366/18, Minimum Maintenance Standards for Municipal Highways (MMS)*, the recommendations outlined in Table 1 are appropriate and in the best interest of the Corporation to implement.

Attachments

None.

Previous Reports

PW08-26 Investigation of a Snow Windrow Clearing Program for Seniors and Physically Challenged residents, June 17, 2008
PW08-41 Implementation of a Snow Windrow Clearing Programs for Seniors and Physically Challenged Residents, October 21, 2008
PW08-47 Implementation of a Snow Windrow Clearing Programs for Seniors and Physically Challenged Residents, November 18, 2008
PW09-023 Update on Windrow Clearing Program, May 5, 2009
IES2017-37 Winter Maintenance 2017/18 Report, September 5, 2017
OPS18-012 Winter Maintenance 2017/2018 Report, June 5, 2018

Pre-submission Review

Agenda Management Team review on January 7, 2019

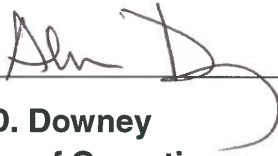
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Report No. OPS19-001

Departmental Approval

Approved for Agenda



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



**Doug Nadorozny
Chief Administrative Officer**



**Town of Aurora
General Committee Report No. CAO19-001**

Subject: Requests for Sponsorship Policy
Prepared by: Stephanie Mackenzie-Smith, Corporate Communications Manager
Department: Office of the Chief Administrative Officer
Date: January 15, 2019

Recommendation

- 1. That Report No. CAO19-001 be received; and**
- 2. That the Requests for Sponsorship Policy attached to Report No. CAO19-001 as Attachment 1 be approved.**

Executive Summary

The Town of Aurora, through the Corporate Communications Department, welcomes public requests for sponsorship to assist community organizations and groups deliver services or stage events that are beneficial to the residents of Aurora and serve to promote the business plan objectives of the Town. With limited funds of \$10,000 currently budgeted annually for sponsorship, it is necessary to evaluate all requests critically to evaluate their potential impact to the community. The purpose of the policy is to:

- Provide clear and transparent guidelines for evaluating sponsorship requests
- Ensure events or programs seeking sponsorship meet specific criteria related to community benefit
- Define instances when sponsorship will not be provided by the Town of Aurora

Background

Council has traditionally had a \$10,000 annual budget allocation for sponsoring community events and programs. Requests for sponsorship would usually be directed to Council for decision, often during the budget process or by organizations delegating to Council.

It is proposed that the \$10,000 annual budget allocation, as mentioned above, will be transferred to Corporate Communications in 2019 and be evaluated by the Manager of

Corporate Communications using the guidelines as laid out in the attached Sponsorship Policy. As part of the 2019 budget process, the \$10,000 allocation may be reassessed.

For the purposes of this report, sponsorship is defined as a mutually beneficial business arrangement wherein the Town provides cash and/or in-kind services to an external organization in return for commercial advantage. This advantage may take the form of publicity, promotional consideration, speaking opportunities and/or logo/brand exposure.

This policy does not apply to sponsorship of Town events, activities, programs or facilities by other organizations. External sponsorship, advertising and facility naming rights are governed by separate policies.

Analysis

Provide clear and transparent guidelines for evaluating sponsorship requests

A public policy ensures that members of the community and those requesting sponsorship have a clear understanding of the factors used by the Town of Aurora in evaluating requests.

It is the goal of the Town of Aurora to ensure sponsorships are allocated in a way that delivers the greatest benefit to the community and in a manner that is reflective of the mission, vision and values of the Town.

Twice annually, the Manager of Corporate Communications will provide an Information Report to Council reporting on the allocation of sponsorship funds. With the exception of 2019, requests for sponsorship must be received by Corporate Communications before the second Monday in October in order to be considered for the next year. In 2019, requests will be considered on a first come, first serve basis.

Ensure events or programs seeking sponsorship meet specific criteria related to community benefit

The Requests for Sponsorship Policy outlines the criteria that the Town of Aurora will use to assist in making decisions regarding sponsorship requests. Events or programs must:

- Meet a specific community need, enhance the community, assist residents or promote projects, services or events that contribute to the positive image of the

municipality.

- Promote an economic development or tourism opportunity in the Town of Aurora.
- Promote and deliver projects, services and events within the boundaries of the Town of Aurora.
- Promote projects, services and events that address a community need, contribute to the positive image of the municipality and/or enhance the quality of life for residents.
- Benefit a number of people and have a measurable community impact.
- Be guided by goals, objectives and results that are clearly defined.
- Provide high visibility recognition opportunities for the Town of Aurora (i.e. Posting photos and thank you to the Town on social media, effective branding at event site, etc.)
- Be a non-profit organization or have the characteristics of a non-profit group.
- For-profit events may be considered but non-profit events will be given higher priority in the evaluation process.

Define instances when sponsorship will not be provided by the Town of Aurora

The Requests for Sponsorship Policy provides direction regarding when requests from organizations will be denied. Sponsorship will not be provided for:

- Individuals, unless said individual would be representing Aurora provincially, nationally or internationally.
- Political candidates.
- Religious organizations; however, we will consider organizations with religious affiliations seeking funding for non-denominational initiatives that are open to the community-at-large.
- Expenses such as salaries, travel costs, fees for workshops or foundations, debt repayment or to subsidize donations to a third party.
- Organizations that duplicate the services of the Town of Aurora.
- Organizations seeking relief from water, garbage or other municipal service fees.
- Programs or events which are already receiving funding from another department within the municipality.

Advisory Committee Review

Not applicable.

Legal Considerations

Not applicable.

Financial Implications

Budget allocation previously designated for corporate sponsorship will move from the Council Administration budget to the 2019 Operating Budget for Corporate Communications. During the 2019 budget considerations, staff may request additional funding for sponsorship.

Communications Considerations

Information regarding the policy and how organizations can apply for sponsorship will be posted to the Town of Aurora website.

Link to Strategic Plan

Introducing a Requests for Sponsorship Policy supports the Strategic Plan goals of supporting small business and encouraging a more sustainable business environment, as well as and celebrating and promoting culture.

Alternative(s) to the Recommendation

1. Council can decline to approve the policy and continue with the status quo.
2. Council can provide further direction.

Conclusions

That Council approve the Requests for Sponsorship Policy as attached.

Attachments

Attachment #1 – Requests for Sponsorship Policy

Attachment #2 – Sponsorship Request Submission Form

Previous Reports

None.

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Report No. CAO19-001

Pre-submission Review

Agenda Management Team review on January 7, 2019

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



Administrative Policies & Procedures

Policy No. xx – Requests for Sponsorship

Topic:	Requests for Sponsorship	Affects:	Corporate Communications
Section:	Insert section based on numbering system	Replaces:	N/A
Original Policy Date:	Insert approval date of original policy/ procedure	Review Date:	Insert most recent approval date
Effective Date:	Insert effective date of current revision	Proposed Revision Date:	Insert approval date + two (2) years
Prepared By:	Corporate Communications	Approval Authority:	Council

1.0 Policy Statement

The Town of Aurora, through the Corporate Communications Department, welcomes public requests for sponsorship to assist community organizations and groups deliver services that are beneficial to the residents of Aurora and serve to promote the business plan objectives of the Town.

2.0 Purpose

To provide guidelines for the management and allocation of sponsorship dollars and ensure a consistent and transparent approach to the allocation of Town sponsorship dollars.

3.0 Scope

This policy applies to members of the Community and serves to guide the Manager of Corporate Communications and the Office of the CAO in the allocation of Town funds as it relates to sponsoring external projects, services, programs and/or events.

This policy does not apply to sponsorship of Town events, activities, programs or facilities by other organizations. External sponsorship, advertising and facility naming rights are governed by separate policies.

4.0 Definitions

Policy No. XX - Requests for Sponsorship

Sponsorship: "Sponsorship" is a mutually beneficial business arrangement wherein the Town provides cash and/or in-kind services to an external organization in return for commercial advantage. This advantage may take the form of publicity, promotional consideration, speaking opportunities and/or logo/brand exposure.

External party: An organization, company or individual who is seeking sponsorship in the form of funding or goods in-kind from the Town of Aurora in return for commercial advantage.

In-kind: A contribution received in the form of goods and/or services rather than cash.

5.0 Responsibilities

Employees:

- Ensure all requests for the Town to sponsor events are handled in a manner consistent with this policy and other applicable Town policies and procedures.

Management:

- Ensure all employees are aware of the policy.

Department Heads:

- Ensure all managers are aware of the policy.

Corporate Communications Manager:

- Evaluate all formal and informal application requests as per this policy and act as liaison with the requesting organization.

External Parties:

- Follow sponsorship request procedure as outlined in this policy.

6.0 Procedure

1. Maximum funding requests

Policy No. XX - Requests for Sponsorship

- Organizations can request sponsorship up to \$500 by contacting communications@aurora.ca or the Manager or Corporate Communications directly.
 - Requests in excess of \$500 require the submission of a written application form in order to be considered by the Town of Aurora.
 - Requests over \$10,000 will require special funding and therefore must be approved by Aurora Town Council. Requestors must contact communications@aurora.ca or the Manager of Corporate Communications directly to begin the request process.
2. Events or programs seeking sponsorship, regardless of amount, must:
- 6.2.1 Meet a specific community need or enhance the community and assist its residents.
 - 6.2.2 Promote an economic development or tourism opportunity for the Town of Aurora.
 - 6.2.3 Promote and deliver projects, services and events within the boundaries of the Town of Aurora.
 - 6.2.4 Promote projects, services and events that address a community need, contribute to the positive image of the municipality and/or enhance the quality of life for residents.
 - 6.2.5 Benefit a number of people and have a measurable community impact.
 - 6.2.6 Be guided by goals, objectives and results that are clearly defined.
 - 6.2.7 Provide high visibility recognition opportunities for the Town of Aurora (i.e. Posting photos and thank you to the Town on social media, effective branding at event site, etc.)
 - 6.2.8 Be a non-profit organization or have the characteristics of a non-profit group.
 - 6.2.9 For-profit events may be considered but non-profit events will be given higher priority in the evaluation process.

Policy No. XX - Requests for Sponsorship

3. Sponsorship is not provided for:
 - 6.3.1 Individuals, unless said individual would be representing Aurora provincially, nationally or internationally.
 - 6.3.2 Political candidates.
 - 6.3.3 Religious organizations; however, we will consider organizations with religious affiliations seeking funding for non-denominational initiatives that are open to the community-at-large.
 - 6.3.4 Expenses such as salaries, travel costs, fees for workshops or foundations, debt repayment or to subsidize donations to a third party.
 - 6.3.5 Organizations that duplicate the services of the Town of Aurora.
 - 6.3.6 Organizations seeking relief from water, garbage or other municipal service fees.
 - 6.3.7 Programs or events which are already receiving funding from another department within the municipality.
4. Application Process
 - 6.4.1 Formal applications are required for requests between \$500 and \$10,000. Please see Appendix A.
 - 6.4.2 Formal applications must be received by the second Monday in October of each year for consideration as part of the following year's sponsorship allocation. The sole exception to this is 2019, when requests will be considered on a first come, first serve basis.
 - 6.4.3 Requests more than \$10,000 require Council approval. Requestor should contact communications@aurora.ca or the Manager of Corporate Communications for more information.
5. Requests that meet the requirements listed under Section 2 will be evaluated on the following factors:
 - 6.5.1 Number of Aurora residents and/or businesses impacted by the program/service/event.

Policy No. XX - Requests for Sponsorship

- 6.5.2 Reach and exposure of the Town brand as part of the sponsorship agreement.
- 6.5.3 Economic impact to the Town of Aurora.
- 6.5.4 Community impact to the Town of Aurora and its residents and businesses.
- 6.5.5 Alignment of the organization and the program/service/event with the Town's Strategic Plan and the mission, vision and values of the municipality.
- 6.5.6 Inclusivity of the event. Programs/services/events that are accessible, inclusive and reflective of the values of diversity will be given higher priority.
- 6.5.7 Non-profit programs/services/events will be given higher priority.
- 6.5.8 Amount of sponsorship dollars available from the Town to support community programs/services/events.

7.0 Regulatory/References/Codes/Standards

Appendix A – Sponsorship Request Submission Form

Town of Aurora Facility Naming Rights Policy, 2006

CMS18-017 Facility Advertising and Sponsorship, 2018

Attachment #2



Manager, Corporate Communications
Phone: (905) 727-3123, Ext. 4238
E-Mail: communications@aurora.ca

**SPONSORSHIP REQUEST SUBMISSION FORM
TOWN OF AURORA – Appendix A**

INSTRUCTIONS: Please complete this form. Additional pages may be added.

RETURN TO: Manager of Corporate Communications, Town of Aurora
100 John West Way
Box No. 1000
Aurora, Ontario L4G 6J1
or
Communications@aurora.ca

Date of Request:

Name of Organization:

Address:

Contact Person:

Telephone number:

Email:

Type of request:

Financial Sponsorship

○ Amount Requested:

In-kind Sponsorship

○ Resources Requested:

Details of how funds will be utilized:

What will be the economic impact to the Town of Aurora:

What will be the community impact to the Town of Aurora and its residents and businesses?

Please specify the amount of funding requested from other organizations or governments:

If sponsorship is for an event, please provide the following information:

Event date:

Event location:

Event attendees *(Please include information on how many people will be attending and who the attendees will be. Please specify if the event is members-only, or restrictive in any capacity):*

Information Regarding the Requestor

What services or activities does your organization provide to Aurora residents and/or businesses?

Principal objectives/mandate: *Please describe in broad terms the principal objective or mandate of your organizations:*

Provide any additional information you consider relevant:

How will your organization acknowledge Town sponsorship?

TO BE COMPLETED BY TOWN OF AURORA STAFF:

MANAGER OF CORPORATE COMMUNICATIONS COMMENTS:
--

	FULL NAME	SIGNATURE	DATE
REQUESTED BY:			
CORPORATE COMMUNICATIONS MANAGER:			
CAO:			



**Town of Aurora
General Committee Report**

No. CS19-003

Subject: Building Appraisals – Request for Pre-Budget Approval

Prepared by: Sarah Gill, Paralegal – Insurance, Claims & Litigation

Department: Corporate Services

Date: January 15, 2019

Recommendation

- 1. That Report No. CS19-003 be received; and**
- 2. That Capital Project No. 13020 – Appraisal of Town Buildings be pre-approved; and**
- 3. That a total budget of \$55,000 be approved for Capital Project No. 13020, to be funded from the Studies and Other Reserve.**

Executive Summary

The purpose of this report is to seek pre-budget approval from Council for Capital Project Number 13020 – Appraisal of Town Buildings.

- Completing the building appraisals will ensure the Town has full replacement coverage of the buildings in the event of a catastrophic loss so that significant contributions will not be required from the Town's tax base or reserves.
- To ensure Church Street School would be reconstructed with its heritage attributes, the Town must complete a heritage appraisal.

Background

The Town's most valuable assets are its capital facilities. The Town's buildings and structures have not been appraised for replacement cost value since September 2003. While there is no corporate policy driven timeline for establishing the interval in which appraisals should be completed; Legal Services recommends that buildings should be appraised every five (5) years due to increased construction, labour and commodity costs, inflation and changes to the real estate market.

The Town's insurance policy will expire on January 1, 2020. The Town procures insurance with the Northern Six Municipalities ("N6"). The N6 will issue the RFP for Insurance and Risk Management Services around March 2019, in order to have an insurance policy in place by December 31, 2019. The current insurance policy has an eighteen (18) month term; however, the N6 will be seeking a longer term of insurance. Building values are required for insurance purposes, therefore, Capital Project No. 13020 – Appraisal of Town Buildings was added to the 2019 draft Budget. However, with the Town's insurance policy expiring on January 1, 2020, and the N6's tight schedule for release of the RFP in the spring, the completion of the appraisals has become time sensitive and therefore, pre-budget approval for this capital project is necessary. Delays in completing the appraisals will affect the project schedule, which may result in delays to the N6 Partners.

Analysis

Completing the building appraisals now will ensure the Town has full replacement coverage of the buildings in the event of a catastrophic loss so that significant contributions will not be required from the Town's tax base or reserves.

Since 2003, upon each renewal of the Town's insurance policy, the Town's insurance broker has increased the "Current Insured Values", as shown on the attached 2017 Statement of Values, in accordance with the Consumer Price Index. Notwithstanding this increase, construction and commodity values have changed drastically since 2003 and the insured values are likely considerably different than those reflected on the Town's Statement of Values.

Completing the appraisals is a good risk management practice, improves marketability to insurance underwriters, avoids surprises at the time of loss and allows for quicker loss settlement.

To ensure Church Street School would be reconstructed with its heritage attributes, the Town must complete a heritage appraisal.

The Town invested approximately \$2.2 Million into renovating and preserving the heritage attributes of Church Street School. Currently the building is only insured for the estimated replacement cost value. In the event of a catastrophic loss, the Town's insurer would not reconstruct the facility preserving the heritage attributes. To ensure

the building would be reconstructed with its heritage attributes, the Town must complete a heritage appraisal. This appraisal is included in this capital project.

Advisory Committee Review

None.

Financial Implications

The budget for the capital project is \$55,000. Failure to complete the appraisals could, in the event of a loss, result in significant contributions needing to be made from the Town's tax base or reserves.

Communications Considerations

None.

Link to Strategic Plan

Supporting an exceptional quality of life for all by protecting the Town's capital infrastructure and assets.

Alternative(s) to the Recommendation

1. That Council not approve the request for pre-budget approval, which may result in the Town's buildings and structures being under-insured that could lead to significant financial losses.

Conclusions

The Town's buildings and structures have not been appraised for replacement cost value since September 2003 and as a result, the Town is likely under-insured and may suffer significant financial losses in the event of a catastrophic loss.

Pre-budget approval is necessary to ensure the appraisals are completed by March 2019. Delays in completing the appraisals may affect the project schedule, which may result in delays to our N6 Partners.

January 15, 2019

Page 4 of 4

Report No. CS19-003

Attachments

Attachment 1 - Capital Project Information Sheet

Attachment 2 - 2017 Statement of Values

Previous Reports

None.

Pre-submission Review

Agenda Management Meeting review on January 7, 2019

Departmental Approval



**Techa van Leeuwen
Director
Corporate Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**

Attachment 2

STATEMENT OF VALUES

NAME OF INSURED: Corporation of the Town of Aurora

PROPERTY POLICY NUMBER: 2600178

POLICY PERIOD: January 1, 2017 to July 1, 2018

ITEM NO.	STREET NAME AND #	CITY	OCCUPANCY	TYPE	CONSTRUCT'N	FIRE PROT'N	BUILDING VALUE	CONTENT / EQUIPMENT VALUE	CURRENT INSURED VALUE
1	220 Edward Street	Aurora	Fire Hall	FIRE	Steel framing. Exterior walls consist of a combination of concrete block and mortared brick veneer over concrete block.	Heat/smoke detectors	\$ 4,371,425	\$ -	\$ 4,371,425
2	1344 Wellington Street	Aurora	Fire Hall	FIRE	Steel framing. Exterior walls are mortared brick veneer over concrete block.	Heat/smoke detectors/sprinklered	\$ 3,824,545		\$ 3,824,545
3	100 John West Way	Aurora	Town Hall	ADMINISTRATION	Reinforced concrete framing. Exterior walls are mortared brick veneer over studs.	Heat/smoke detectors/sprinklered	\$ 19,309,020	\$ 1,074,647	\$ 20,383,667
4	Yonge Street	Aurora	War Memorial	ADMINISTRATION	Construction consists of mortared ornamental granite stones.	Outdoors	\$ 848,720		\$ 848,720
5	90 John West Way	Aurora	Seniors Centre	ADMINISTRATION	Steel framing. Exterior walls consist of a combination of concrete block, brick veneer and stucco over studs.	Heat/smoke detectors/back up generator/ sprinklered	\$ 4,304,559	\$ 477,621	\$ 4,782,179
6	215 Industrial Parkway South	Aurora	Hydro Building	HYDRO	Steel framing with concrete block exterior walls.	Heat/smoke detectors & sprinklers	\$ 4,058,584		\$ 4,058,584
7	135 Industrial Parkway North	Aurora	arboretum storage building	PARKS AND RECREATION	Concrete	None	\$ 47,762		\$ 47,762
8	Industrial parkway south	Aurora	Sheppard's bush washroom concession	PARKS AND RECREATION	Concrete ,steel	None	\$ 71,643		\$ 71,643
9	1300 Wellington Street	Aurora	Stronach Aurora Recreation Complex (Arena & Pool)	PARKS AND RECREATION	Combination of steel in concrete casing, steel, pre-engineered steel and glue laminate framing. Exterior walls consist of a combination of brick veneer over masonry, glass curtain wall and pre-finished aluminium panels.	Heat/smoke detectors/sprinklered	\$ 31,423,277	\$ 1,014,944	\$ 32,438,222

STATEMENT OF VALUES

NAME OF INSURED: Corporation of the Town of Aurora

PROPERTY POLICY NUMBER: 2600178

POLICY PERIOD: January 1, 2017 to July 1, 2018

ITEM NO.	STREET NAME AND #	CITY	OCCUPANCY	TYPE	CONSTRUCT'N	FIRE PROT'N	BUILDING VALUE	CONTENT / EQUIPMENT VALUE	CURRENT INSURED VALUE
10	135 Industrial Parkway North	Aurora	Aurora Family Leisure Complex	PARKS AND RECREATION	Framing is a combination of pre-engineered steel and steel. Exterior walls are concrete block.	Pull stations/heat/smoke detectors, back-up generator/sprinklered.	\$ 19,968,777		\$ 19,968,777
11	1 Community Centre Lane	Aurora	Aurora Community Centre - Double Rink Arena & Community Centre	PARKS AND RECREATION	Framing is a combination of reinforced concrete and steel. Exterior walls consist of a mixture of concrete block and metal panels on studs/girts.	Heat/smoke detectors/sprinklered	\$ 15,619,398	\$ 1,014,944	\$ 16,634,343
12	150 Henderson Drive	Aurora	Factory Theatre	PARKS AND RECREATION	Steel framing. Exterior walls are a combination of concrete block and stucco over masonry.	Heat/smoke detectors/sprinklered	\$ 1,814,064		\$ 1,814,064
13	Machell Street North	Aurora	Quonset Hut	PARKS AND RECREATION	Wood framing with corrugated metal walls.	None	\$ 92,241	\$ 109,273	\$ 201,513
14	Fleury Park	Aurora	Washrooms	PARKS AND RECREATION	Masonry framing with concrete block walls.	None	\$ 159,884		\$ 159,884
15	McMahon Park	Aurora	Lawn Bowling & Tennis Clubhouse	PARKS AND RECREATION	Wood framing. Exterior walls are a combination of concrete block and wood boards on stud.	Heat/smoke detectors	\$ 381,261	\$ 5,970	\$ 387,231
16	Town Park	Aurora	Bandshell & Changeroom	PARKS AND RECREATION	Framing is a combination of steel and glue laminate. Exterior walls are a combination of mortared brick over masonry and wood boards on stud.	none	\$ 477,405		\$ 477,405
17	Town Park	Aurora	Washrooms & Canteen	PARKS AND RECREATION	Steel framing. Exterior walls are a combination of mortared brick and stone over masonry and wood boards on stud.	Heat/smoke detectors	\$ 273,182		\$ 273,182
18	22 Church Street	Aurora	Cultural Centre	PARKS AND RECREATION	Combination of wood framing, steel and masonry. Exterior is mortared brick.	Heat/smoke detectors/sprinklered	\$ 7,502,231	\$ 453,205	\$ 7,955,436
19	100 John West Way	Aurora	Storage Garage	PARKS AND RECREATION	Reinforced concrete framing. Exterior walls are mortared brick over masonry.	None	\$ 20,908	\$ 38,245	\$ 59,153

STATEMENT OF VALUES

NAME OF INSURED: Corporation of the Town of Aurora

PROPERTY POLICY NUMBER: 2600178

POLICY PERIOD: January 1, 2017 to July 1, 2018

ITEM NO.	STREET NAME AND #	CITY	OCCUPANCY	TYPE	CONSTRUCT'N	FIRE PROT'N	BUILDING VALUE	CONTENT / EQUIPMENT VALUE	CURRENT INSURED VALUE
20	Highland Park	Aurora	Soccer Clubhouse	PARKS AND RECREATION	Wood framing. Exterior walls are a combination vinyl siding and wood boards over studs.	Heat/smoke detectors	\$ 780,970	\$ 23,881	\$ 804,851
21	Lambert Wilson Park	Aurora	Washrooms	PARKS AND RECREATION	Framing is load-bearing masonry and exterior walls are predominantly concrete	None	\$ 212,180		\$ 212,180
22	Ada Johnson Park	Aurora	Washrooms	PARKS AND RECREATION	Prefab concrete structure	None	\$ 212,180		\$ 212,180
23	90 John West Way	Aurora	Petch House	PARKS AND RECREATION	Wooden Structure - historical building	None	\$ 424,360		\$ 424,360
24	Various locations	Aurora	Artificial Turf	PARKS AND RECREATION		None	\$ 1,092,727		\$ 1,092,727
25	Various locations		9 Picnic Shelters	PARKS AND RECREATION	4 shelters are combination of wood timber and conventional framing - 5 shelters are all steel construction. Framing is wood posts with side braces. Exterior wall consists of wood posts with siding on both ends at roof level.	None	\$ 530,450		\$ 530,450
26	Various locations		3 Gazebos	PARKS AND RECREATION	Framing is wood post columns.	None	\$ 94,700		\$ 94,700
27	Various locations		Floodlighting Equipment	PARKS AND RECREATION		None	\$ 3,874,103		\$ 3,874,103
28	Various locations		Playground Equipment	PARKS AND RECREATION		None	\$ 2,705,723		\$ 2,705,723
29	Various locations		Spectator Bleachers	PARKS AND RECREATION		None	\$ 135,286		\$ 135,286
30	Various locations		Recreational Fencing	PARKS AND RECREATION		None	\$ 2,582,735		\$ 2,582,735
31	15145 Yonge Street	Aurora	New Library	LIBRARY	Framing is reinforced concrete. Exterior walls consist of a combination of mortared brick veneer with masonry back-up and glass curtain wall.	Heat/smoke detectors, sprinklers	\$ 17,464,209	\$ 7,792,945	\$ 25,257,154
32	85 Vandorf Road	Aurora	Booster Station	WATER	Underground concrete structure with metal grating cover at ground level.	None	\$ 1,199,127		\$ 1,199,127

STATEMENT OF VALUES

NAME OF INSURED: Corporation of the Town of Aurora

PROPERTY POLICY NUMBER: 2600178

POLICY PERIOD: January 1, 2017 to July 1, 2018

ITEM NO.	STREET NAME AND #	CITY	OCCUPANCY	TYPE	CONSTRUCT'N	FIRE PROT'N	BUILDING VALUE	CONTENT / EQUIPMENT VALUE	CURRENT INSURED VALUE
33	Vandorf Road	Aurora	Pumping Station	SEWAGE	Framing is load-bearing masonry and exterior walls consist of concrete panels.	Heat/smoke detectors	\$ 491,950		\$ 491,950
34	79 Temperance Street	Aurora	Pumping Station	SEWAGE	Reinforced concrete framing. Exterior walls are concrete panels.	None	\$ 153,734		\$ 153,734
35	Brentwood Sewer Lift Station - 3 Woodland Hills Blvd.	Aurora	Pumping Station	SEWAGE			\$ 762,843		\$ 762,843
36	560 St. Johns Sideroad	Aurora	Pumping Station	SEWAGE	Reinforced concrete framing. Exterior walls are concrete panels.	None	\$ 553,443		\$ 553,443
37	89 Mosley	Aurora	Aurora Armoury	PARKS AND RECREATION	Exterior Walls are wood stud with batt insulation and plywood or drywall finishing. Concrete foundation, Interior slab on grade. Vinyl Siding.	Portable Fire Extinguishers, Stand pipe system	\$ 636,540		\$ 636,540
38	229 Industrial Parkway North	Aurora	Joint Operations Centre		Concrete, Masonry and Steel		\$ 10,300,000	\$ 463,500	\$ 10,763,500
TOTAL							\$ 158,776,143	\$ 12,469,177	\$ 171,245,319
A			Gross Profits					\$ 100,000	\$ 100,000
B			Extra Expense					\$ 500,000	\$ 500,000
C			Valuable Papers					\$ 2,500,000	\$ 2,500,000
D			Accounts Receivable					\$ 2,500,000	\$ 2,500,000
E			Fine Arts					\$ 500,000	\$ 500,000
F									
G									
H			Computer & Media					\$ 1,500,000	\$ 1,500,000
I			Rental Income					\$ 3,000,000	\$ 3,000,000
J									
K									
L									
M			Aurora Museum & Archives Collection					\$ 170,769	\$ 170,769
									\$ 10,770,769
			Total Blanket Limit						\$ 182,016,088



**Town of Aurora
General Committee Report No. CMS19-001**

Subject: Sole Source Award for Cimco Refrigeration
Prepared by: Mike Spatafora, Manager Facilities and Property
Department: Community Services
Date: January 15, 2019

Recommendation

- 1. That Report No. CMS19-001 be received; and**
- 2. That request for the sole source award for the supply of refrigeration equipment service on a contract basis and repair and maintenance on an as-needed basis be awarded to Cimco Refrigeration at the unit prices specified for a five (5) year contract; commencing January 1, 2019 up to and including December 31, 2023; and**
- 3. That a purchase order in the amount of \$376,534 excluding taxes, be approved in favour of Cimco Refrigeration; and**
- 4. That the Director of Community Services be authorized to approve additional expenditures within the scope of the contract to an amount up to the approved annual operating budget for these services over the term of the contract; and**
- 5. That the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.**

Executive Summary

The purpose of this report is to seek Council approval to award a contract to Cimco Refrigeration to provide proprietary service to refrigeration plants in three (3) Town owned facilities.

- Town arena refrigeration ice making systems are controlled by proprietary programs owned by Cimco Refrigeration

- The Cimco Refrigeration service contract expired December 31, 2018
- A sole source award is utilized without a competitive procurement bid

Background

The Town of Aurora installed Cimco refrigeration equipment in three (3) ice arenas when they were constructed. The controllers for the equipment are proprietary so that only Cimco can update, program and maintain them. Without this service, the Town would lose control of the ice arena refrigeration systems in the facilities.

Analysis

Town arena refrigeration ice making systems are controlled by proprietary programs owned by Cimco Refrigeration

The Cimco Refrigeration contract covers proprietary ice making controller/program technology and ammonia sensor emergency equipment systems at Town facilities.

Cimco Refrigeration provides these services at the Stronach Aurora Recreation Centre (SARC), the Aurora Community Centre (ACC) and the Aurora Family Leisure Complex (AFLC).

The Cimco Refrigeration service contract expired December 31, 2018

The contract for Cimco Refrigeration expired on December 31, 2018 therefore a new contract is required. Staff recommends that the Town enter into a five (5) year service agreement with Cimco Refrigeration in order to provide necessary service.

A sole source award is utilized without a competitive procurement bid

A sole source award may be utilized for the procurement of goods, services, or construction without the competitive procurement process when there is only one source that is able to meet the requirements of the procurement, which may be due to their unique ability or skill, possession of proprietary technology, copyright, patent or other intellectual property as outlined in the procurement By-law No. 6076-18 article 13.5.

Advisory Committee Review

Not Applicable

Legal Considerations

The Town's Procurement By-law requires that Sole Source Awards of over \$100,000 be approved by Council. Consequently, Council authorization being requested in this report is required for staff to proceed with the proposed procurement. An agreement will be entered into with the vendor for the services that will be reviewed by Legal Services

Financial Implications

The following is a summary of projected costs over the five (5) year contract (excluding taxes).

Table 1

Year	Total Cost	Contract	Repairs and Maintenance
2019	\$73,305	\$22,305	\$51,000
2020	\$73,805	\$22,305	\$51,500
2021	\$74,330	\$22,305	\$52,025
2022	\$76,919	\$24,373	\$52,545
2023	\$78,175	\$25,104	\$53,070

This is a unit contract with facility systems identified in the agreement documents that were based on historic knowledge of service requirements. The operating budget for this service is outlined in Table 1. Annual operating budgets will be prepared as outlined in Table 1.

Communications Considerations

Not applicable

Link to Strategic Plan

Maintaining the Town's refrigeration plants supports the strategic plan goal of **Supporting an Exceptional Quality of Life for All** through its accomplishment in satisfying the requirement in the following key objective within this goal statement:

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

Alternative(s) to the Recommendation

1. Council may choose to not award this contract to Cimco Refrigeration. The Town will be without a qualified refrigeration contractor to work and perform maintenance on proprietary ice making controller/program technology and ammonia sensor emergency equipment systems.

Conclusions

Staff recommend proceeding with the award of a contract to Cimco Refrigeration for a contract period of five (5) years, in the amount of \$376,534 excluding taxes.

Attachments

None

Previous Reports

None

January 15, 2019

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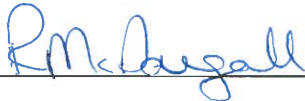
Report No. CMS19-001

Pre-submission Review

Agenda Management Team review on January 7, 2019

Departmental Approval

Approved for Agenda



**Robin McDougall
Director
Community Services**



**Doug Nadorozny
Chief Administrative Officer**



**Town of Aurora
General Committee Report No. CMS19-002**

Subject: Sole Source Award - Johnson Controls Canada
Prepared by: Mike Spatafora, Manager Facilities and Property
Department: Community Services
Date: January 15, 2019

Recommendation

- 1. That Report No. CMS19-002 be received; and**
- 2. That request for the sole source award for the supply of Building Automation System (BAS) service on a contract basis and repairs and maintenance on an as-needed basis be awarded to Johnson Controls Canada at the unit prices specified for a three (3) year contract; commencing January 1, 2019 up to and including December 31, 2021; and**
- 3. That a purchase order in the amount of \$126,500 excluding taxes, be approved in favour of Johnson Controls Canada; and**
- 4. That the Director of Community Services be authorized to approve additional expenditures within the scope of the contract to an amount up to the approved annual operating budget for these services over the term of the contract; and**
- 5. That the Mayor and Town Clerk be authorized to execute the necessary Agreement, including any and all documents and ancillary agreements required to give effect to same.**

Executive Summary

The purpose of this report is to seek Council approval to award a contract to Johnson Controls Canada to provide proprietary services.

- Most Town facility Building Automation System (BAS) and Heating, Ventilating and Air Conditioning (HVAC) systems are controlled by proprietary programs owned by Johnson Controls Canada

- The Johnson Controls Canada service contract expired December 31, 2018
- A sole source award is utilized without a competitive procurement bid

Background

The Town of Aurora installed Johnson Controls Canada BAS equipment in most buildings when they were constructed and/or when locations changed HVAC equipment. The system is proprietary that only Johnson Controls Canada can update, program and maintain. Without this service, the Town could lose control of the heating and air conditioning systems in the various facilities.

Analysis

Most Town facility BAS and Heating, Ventilating and Air Conditioning (HVAC) systems are controlled by proprietary programs owned by Johnson Controls Canada

The Johnson Controls Canada contract covers proprietary systems for building automation controls and programming technology and equipment at most Town facilities. Johnson Controls Canada provides these services in order for the properties to maintain a suitable indoor climate through programmed systems. The BAS system in most of the Town facilities is proprietary that only Johnson Controls Canada can update, program and maintain. The BAS equipment is proprietary to Johnson Controls Canada.

The Johnson Controls Canada service contract expired December 31, 2018

The contract for Johnson Controls Canada expired on December 31, 2018 and therefore a new contract is required. Staff is requesting that the Town enters into a three (3) year service agreement with Johnson Controls Canada in order to provide necessary service.

A sole source award is utilized without a competitive procurement bid

A sole source award may be utilized for the procurement of goods, services, or construction without the competitive procurement process when there is only one source that is able to meet the requirements of the procurement, which may be due to their unique ability or skill, possession of proprietary technology, copyright, patent or other intellectual property as outlined in the procurement By-law No. 6076-18 article 13.5.

Advisory Committee Review

Not Applicable

Legal Considerations

The Town's Procurement By-law requires that Sole Source Awards of over \$100,000 be approved by Council. Consequently, Council authorization is required for staff to proceed with the proposed procurement. An agreement will be entered into with the vendor for the services that will be reviewed by Legal Services.

Financial Implications

The following is a summary of projected costs over the three (3) year contract (excluding taxes).

Table 1

Year	Total Cost	Contract	Repairs and Maintenance
2019	\$41,593	\$23,267	\$18,326
2020	\$42,160	\$23,834	\$18,326
2021	\$42,742	\$24,415	\$18,326

This is a unit contract with facility systems identified in the agreement documents that were based on historic knowledge of service requirements. The operating budget for this service is outlined in Table 1. Annual operating budgets will be prepared as outlined in Table 1.

Communications Considerations

Not applicable

Link to Strategic Plan

Maintaining the Town's BAS equipment supports the strategic plan goal of **Supporting an Exceptional Quality of Life for All** through its accomplishment in satisfying the requirement in the following key objective within this goal statement:

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

Alternative(s) to the Recommendation

1. Council may choose to not award this contract to Johnson Controls Canada. The Town would be without a qualified BAS contractor to work and perform maintenance on proprietary program controls and facility emergency equipment systems.

Conclusions

Staff recommend proceeding with the award of a contract to Johnson Controls Canada for a contract period of three (3) years; in the amount of \$126,500 excluding taxes.

Attachments

None

Previous Reports

None

January 15, 2019

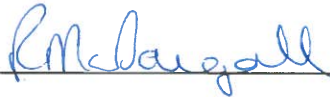
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Report No. CMS19-002

Pre-submission Review

Agenda Management Team review on January 7, 2019

Departmental Approval



**Robin McDougall
Director
Community Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



**Town of Aurora
General Committee Report**

No. PDS19-003

Subject: Appointments to the Aurora BIA Board of Management
Prepared by: Nick Kazakoff, Economic Development Officer
Department: Planning and Development Services
Date: January 15, 2019

Recommendations

1. That Report No. PDS19-003 be received; and
2. That Council appoint the following (*insert name*) Representative director to the Aurora BIA Board of Management; and
3. That Council appoint the following eight (8) director nominees as elected by the Aurora BIA membership on December 3rd, 2018 as follows:

**Mauro Bucci
George Condoyannis
Sandra Ferri
Mary Georgopoulos
Jack Laurion
Lenard Lind
Joanne Russo
Kasie Savage; and**

4. That the Town Clerk be removed from the Board of Management.

Executive Summary

This report seeks Council's appointment of eight (8) director nominees as elected by the Aurora BIA Meeting of Members on Monday, December 3rd, 2018, it is also recommended that Council appoint a Council Representative to serve on the Board.

Background

On September 18th, 2018, Council enacted By-law Number 6128-18, being a by-law to Designate the Improvement Area to be known as the Aurora Business Improvement Area and to establish the Aurora BIA Board of Management (the "By-law").

The By-law sets the composition of the Board to be one director appointed directly by the Council, and the remaining eight (8) directors to be selected by a vote of the Members and subsequently appointed by Council.

Analysis

On November 1st, 2018, Town Staff sent notice to all commercial rateable property owners and business tenants within the Aurora BIA Boundary to notify them of the Meeting of Members – Election of Directors and details of the nomination process for the inaugural Aurora BIA Board of Management. In accordance with the By-law, the minimum thirty (30) day notice period was adhered to.

The Town Clerk received a total of ten (10) candidate nomination forms prior to the meeting. Nominations to Aurora BIA Board of Management were open to anyone, however only Members of the BIA were able to vote and no person had more than one vote.

On Monday, December 3rd, 2018 at 7pm at Town Hall, the Aurora BIA membership held a meeting and voted by ballot to elect eight (8) directors to the BIA's Board of Management. The Town Clerk and Staff conducted the election and the eight candidates who received the most votes were the following:

- Mauro Bucci
- George Condoyannis
- Sandra Ferri
- Mary Georgopoulous
- Jack Laurion
- Lenard Lind
- Joanne Russo
- Kasie Savage

Following appointment by Council, the term of the Directors will run until the end of the current Council (November 2022), unless otherwise rescinded or vacated. With each term of Council, the Aurora BIA membership will be required to elect its Board of Management.

Advisory Committee Review

None.

Legal Considerations

Business Improvement Areas are established pursuant to Section 204 of the Municipal Act. Subsection 204(3) which sets out that a board of management of a Business Improvement Area shall be composed of one (or more) director appointed directly by the municipality and the remaining ones are to be selected by a vote of the membership and then appointed by the municipality. An election has been held among the members and the elected individuals now have to be appointed by Council in order for their term to become effective.

Further, the Aurora BIA requires the appointment of one director directly by Council, without a nomination or election of such a candidate by the BIA. Consequently, Council is required to select and appoint one Director by putting forth a resolution to that effect. The appointed director is not required to be a resident of the Town of Aurora.

Each appointed director shall hold office from the time of his or her appointment until a successor is appointed, unless the appointment is otherwise removed or expired. The circumstances in which an appointment could be revoked or expired, as well as the responsibilities places on a director, are described in the By-law.

Financial Implications

There are no financial implications.

Communications Considerations

Communications will announce the appointments through the News and Notices section of the website.

Link to Strategic Plan

The report supports the Strategic Plan goal of enabling a diverse, creative and resilient economy and to promote and support a plan to revitalize the downtown.

Alternative to the Recommendation

1. Council may choose not to appoint any or some of the proposed nominees. This would result in vacancies in the composition of the Board of Management and would require additional recruitment.

Conclusions

Town staff supports the recommendation from the Aurora BIA to appoint the following eight (8) Directors: Mauro Bucci, George Condoyannis, Sandra Ferri, Mary Georgopoulous, Jack Laurion, Lenard Lind, Joanne Russo, and Kasie Savage to the Board of Management for the current term of Council. The appointment of such directors is now required by Council in order for the board to be able to commence its operations. In addition, Council is required to appoint one additional board director that is to be selected by the Council directly.

Attachments

Attachment 1 - Town of Aurora Business Improvement Area Meeting Minutes, dated December, 3rd, 2018.

Attachment 2 - By-law Number 6128-18, Being a By-law to Designate the Improvement Area to be known as the Aurora Business Improvement Area and to establish the Aurora BIA Board of Management

Previous Reports

General Committee Report No. PDS18-095, dated September, 11, 2018.

Pre-submission Review

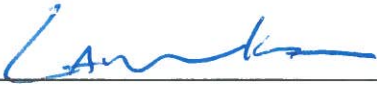
Agenda Management Team Meeting review on January 7, 2019.

January 15, 2019

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Report No. PDS19-003

Departmental Approval



**Lawrence Kuk, MCIP, RPP
Acting Director of
Planning and Development Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**



**Town of Aurora
Business Improvement Area
Meeting Minutes**

Date: Monday, December 3, 2018
Time and Location: 7 p.m., Holland Room, Aurora Town Hall
Committee Members: Michael de Rond, Town Clerk
Also in attendance were business owners and representatives from in and around the BIA boundaries
Other Attendees: Anthony Ierullo, Manager of Policy Planning and Economic Development, Nick Kazakoff, Economic Development Officer

The Town Clerk called the meeting to order at 7:45 p.m.

1. Approval of the Agenda

**Moved by Joanne Russo
Seconded by Mary Georgopoulos**

That the agenda as circulated by Economic Development be approved.

Carried

2. Matters for Consideration

1. Election of Directors for the Board of Management

Preceding the meeting, Town staff prepared an election for the first Board of Management for the Aurora BIA. The results of the election are contained in the motion below

**Moved by Joanne Russo
Seconded by Mary Georgopoulos**

Business Improvement Area Minutes
Monday, December 3, 2019

Page 2 of 2

1. That, as per the results of the election, the Aurora BIA recommends to Council that the following eight people be appointed to the Board of Management;

- Mauro Bucci
- George Condoyannis
- Sandra Ferri
- Mary Georgopoulos
- Jack Laurion
- Lenard Lind
- Joanne Russo
- Kasie Savage

Carried

3. Adjournment

**Moved by Mary Georgopoulos
Seconded by Joanne Russo**

That the meeting be adjourned at 7:50 p.m.

Carried

Attachment 2

The Corporation of the Town of Aurora

By-law Number 6128-18

**Being a By-law to Designate the Improvement Area to be known as
the Aurora Business Improvement Area and to establish the
Aurora BIA Board of Management.**

Whereas subsection 204(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, provides that a local municipality may designate a geographic area as a Business Improvement Area and may establish a board of management for the designated improvement area;

And Whereas notice has been provided of the Council's intention to design the area identified in Schedule "A" as a business improvement area;

And Whereas Council wishes to establish a business improvement area boundaries as outlined in Schedule "A" and to establish a board of management to manage and operate it;

Now therefore the Council of The Corporation of the Town of Aurora hereby enacts as follows:

1. Definitions

1.1 For the purpose of this by-law:

- (a) **"Aurora Business Improvement Area"** means the area as shown and identified on the map in Schedule "A";
- (b) **"Board of Management"** means the corporation established under this by-law under the name the Aurora BIA Board of Management;
- (c) **"Council"** means the Council of the Town;
- (d) **"Member"** means the persons who are assessed, on the last returned assessment roll, with respect to rateable property in the area that is in a prescribed business property class and tenants of such property within the Aurora Business Improvement Area;
- (e) **"Municipal Act"** means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended;
- (f) **"Town Treasurer"** means the treasurer of the Town as appointed pursuant to the Municipal Act;
- (g) **"Town"** means The Corporation of the Town of Aurora; and
- (h) **"Town Clerk"** means the clerk of the Town as appointed pursuant to the Municipal Act.

2. Designation of the Business Improvement Area

- 2.1 The area as shown and identified on the map in Schedule "A" is hereby designated as a business improvement area pursuant to section 204 of the Municipal Act to be known as the "Aurora Business Improvement Area".

3. Board of Management Established

- 3.1 A board of management is hereby established to govern the Aurora Business Improvement Area pursuant to section 204 of the Municipal Act to be known as the "Aurora BIA Board of Management".

4. Board of Management

- 4.1 The Board of Management is a corporation consisting of the number of directors established by the Town.
- 4.2 The Board of Management is a local board of the Town for all purposes.
- 4.3 The objects of the Board of Management are:
- (a) to oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally; and
 - (b) to promote the area as a business or shopping area.
- 4.4 The Board of Management shall not:
- (a) spend money, or incur debts or other financial obligations except in compliance with the requirements set out in this by-law;
 - (b) offer or provide support in any form to political candidates or political parties;
 - (c) advertise or pay for advertisements in any political publication;
 - (d) participate in a hearing of the Ontario Municipal Board, Local Planning Appeal Tribunal, Committee of Adjustment, Property Standards Committee, Aurora Appeal Tribunal or any other similar tribunal, unless the Board of Management has conducted a general meeting of the membership to obtain approval to participate in a specific hearing, and to get approval of any related expenditures, or if the Board of Management has been called as a witness; or
 - (e) pass a resolution or take a position contrary to any Council-approved policy or decision.
- 4.5 The head office for the Board of Management shall be located in the Town of Aurora.

5. Board Composition and Appointment

- 5.1 The Board of Management shall be composed of nine (9) directors as follows:
- (a) one (1) director appointed directly by the Council; and
 - (b) the remaining directors selected by a vote of the Members and subsequently appointed by the Council.
- 5.2 Directors are appointed at the pleasure of Council and Council retains the right to remove any appointed director at any time for any reason and may make the director ineligible to serve on a board for a period of up to four years.
- 5.3 Council may refuse to appoint to the Board of Management an individual selected by the members of the business improvement area, in which case Council may leave the position vacant, appoint another person or direct that a meeting of the members of the business improvement area be held to elect or select another candidate for Council's consideration.
- 5.4 The seat of a director becomes vacant and a director's appointment becomes automatically revoked if such a director is absent from the meetings of the Board of Management for three (3) consecutive meetings without being authorized to do so by a resolution of the Board of Management.
- 5.5 If the seat of a director becomes vacant for any reason, the Council may fill the vacancy for the remainder of the vacant director's term and the appointed person is not required to be a member of the improvement area.
- 5.6 If the Board of Management resolves to seek the removal of a director from the board or the appointment of a replacement or additional director to the board, it shall provide to the Town Clerk a written request for board appointment, nomination or removal and signed minutes of the meeting at which the vote was held on this matter, and the Town Clerk shall bring the matter forward to Council for consideration.
- 5.7 Directors are not required to be residents of the Town of Aurora.
- 5.8 The term of the directors of a Board of Management is the same as the term of the Council in office at the time of their appointment.
- 5.9 Each director shall hold office from the time of his or her appointment until a successor is appointed, unless the appointment is otherwise removed or expired.
- 5.10 Each director is eligible for reappointment on the expiration of the term of his or her office.
- 5.11 Each director and the Board of Management shall operate in compliance with all applicable law and Town policies including, but not limited to, the Municipal Act, the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 and the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50.

5.12 Every director of the Board of Management shall:

- (a) exercise the powers and discharge the duties of the office honestly, in good faith, and in the best interests of the business improvement area;
- (b) exercise the degree of care, diligence, and skill that a reasonable and prudent person would exercise in comparable circumstances; and
- (c) comply with the decisions of the board.

5.13 The directors of the Board of Management shall serve without remuneration.

6. Board Procedures

6.1 Council may pass by-laws governing the Board of Management and the affairs of the Board of Management and the Board of Management shall comply with such by-laws.

6.2 The Board of Management shall pass by-laws governing its proceedings, the calling and conduct of meetings, and the keeping of its minutes, records and decisions consistent with any requirements set out in the Municipal Act and by-laws of the Town.

6.3 Quorum of the Board of Management shall be half the number of directors, excluding any vacant positions, rounded up to the nearest integer. However, quorum shall always be no less than (3) three, regardless of the number of directors appointed.

6.4 No business shall be transacted at a meeting of the Board of Management unless quorum is physically present in the meeting location.

6.5 Despite any vacancy or absence among the directors, a quorum of directors may exercise the powers of the Board of Management.

6.6 Every director has only one vote.

6.7 Meetings of the Board of Management shall be open to the public. The Board of Management may close a meeting, or a part of a meeting, to the public only in accordance with section 239 of the Municipal Act.

6.8 Only those persons that the Board of Management considers to have engaged in improper conduct at a meeting may be excluded from a meeting.

6.9 The Board of Management shall elect a chair, vice-chair, secretary, and treasurer and such other officers from its directors as the board may deem necessary to properly conduct the business of the board, as soon as possible after its members are appointed. Such officers of the board are eligible for re-election.

6.10 The Board of Management shall keep proper minutes and records of every meeting of the board and shall forward board-approved copies of the minutes and records to all directors and, if requested, to the Town Clerk.

6.11 The Board of Management shall hold at least four meetings each year, including at least one (1) meeting of the Members in each calendar year.

- 6.12 Business and resolutions at meetings of the Board of Management shall be conducted through motions. Motions arising at any meeting of the Board of Management shall be decided by a majority vote of Members physically present at the meeting.
- 6.13 A special meeting of the Board of Management can be requisitioned at any time by:
- (a) quorum of directors by serving a copy of a written notice on the chair and any other directors not forming part of the quorum requesting the meeting;
 - (b) the chair of the Board of Management by serving a copy of the written notice on all the other board directors; and
 - (c) the Town's appointed director, appointed pursuant to 5.1 (a) of this by-law, by providing to written notice to the other directors.
- 6.14 The secretary appointed by the Board of Management shall:
- (a) give notice of the meetings of the Board of Management;
 - (b) keep all minutes of meetings and proceedings of the Board of Management;
 - (c) record without note or comment all resolutions, decisions and other proceedings at a meeting of the Board of Management whether it is closed to the public or not; and
 - (d) perform such duties, in addition to those set out in paragraphs (a), (b) and (c) as the Board of Management may from time to time direct.
- 6.15 The Board of Management has the authority to establish task, issue or function-related sub-committees of the board and the sub-committees may include non-Members provided the sub-committee is chaired by a board member director.
- 6.16 Council may designate an appointed official of the Town who shall have the right to attend meetings of the Board of Management and its committees and to participate in their deliberations, including sessions closed to the public, but such official of the Town is not entitled to vote, to be the chair or vice-chair or act as the presiding officer at a meeting.
- 6.17 The Board of Management shall comply with all applicable provisions of the Municipal Act and any other laws or regulations that are applicable to the Board of Management and its conduct, including, but not limited to, those relating to business improvement areas, meetings, records, remuneration and expenses, the development of policies and procedures and financial administration.
- 6.18 The Board of Management shall appoint a director or a business improvement area staff person to be the designated contact for the business improvement area and shall provide a dedicated business improvement area phone number or e-mail address for this person to the Town Clerk and the Town may post this contact information on its website, include it in public information materials and provide such information to the public.

7. Financial Requirements of the Board of Management

- 7.1 The Board of Management shall not:
- (a) spend any money unless it is included in the budget approved by the Council or in a reserve fund established by the Council under section 417 of the Municipal Act;
 - (b) incur any indebtedness extending beyond the current year without the prior approval of the Council; or
 - (c) borrow money.
- 7.2 The Board of Management shall prepare a proposed budget for each fiscal year by the date and in the form required by the Town Treasurer and, prior to submitting the budget to Council for consideration, shall hold one or more meetings of the members of the improvement area for discussion of the proposed budget.
- 7.3 The Board of Management shall submit the budget to Council for consideration by the date and in the form required by the Town Treasurer and the Council may approve it in whole or in part, but may not add expenditures to it.
- 7.4 The fiscal year of the Board of Management is the same as the fiscal year of the Town.
- 7.5 The accounts and transactions of the Board of Management shall be audited annually by the auditor of the Town.
- 7.6 The Board of Management shall prepare and submit to Council, not later than March 31st of each year, an annual report for the preceding year that shall include the audited financial statements.
- 7.7 The Board of Management shall keep proper books of account and accounting records with respect to all financial and other transactions of the Board of Management, including, and without limiting the generality of the foregoing:
- (a) records of all sums of money received from any source whatsoever and disbursed in any manner whatsoever; and
 - (b) records of all matters with respect to which receipts and disbursements take place in consequence of the maintenance, operation and management of the Board of Management.
- 7.8 In addition to the requirements set out above, the Board of Management shall keep, or cause to be kept, and maintained, all such books of accounts and accounting records as the Town Treasurer may require.
- 7.9 The Board of Management shall:
- (a) file with the Town Treasurer all such information records, accounts, agendas, notices, statements, paper and all other materials as the Town Treasurer may require; and

- (b) make such reports file such statements within the time specified by the Town Treasurer and containing such content as the Town Treasurer may require.
- 7.10 The Board of Management shall make all of its information, books and records available at all times to such persons as the Town Treasurer may require and shall provide certified true copies of such minutes, documents, books, records or any other writing as the Town Treasurer may require.
- 7.11 The Council may require the Board of Management:
 - (a) to provide information, records, accounts, agendas, notices or any paper or writing; and
 - (b) to make a report on any matter, as Council determines, relating to the carrying out of the purposes and objects of the Board of Management;in a form as required by Council.
- 7.12 Upon dissolution of the Board of Management, the assets and liabilities of the Board of Management become the assets and liabilities of the Town.
- 7.13 If the Board of Management is dissolved and the liabilities exceed the assets assumed by the Town, the Council may recover the difference by imposing a charge on all rateable property in the former business improvement area that is in a prescribed business property class

8. Meeting of Members

- 8.1 The Board of Management shall call at least one (1) meeting of the Members in each calendar year.
- 8.2 A meeting of the Members can be called at any time by:
 - (a) the Board of Management; or
 - (b) the Town's appointed director appointed pursuant to 5.1 (a) of this by-law;by providing notice to all the Members as required herein and by the Municipal Act.
- 8.3 Notice for all Members' meetings shall be provided to each Member by:
 - (a) sending it by prepaid mail to each Member not less than thirty (30) days prior to the meeting to the address last provided by the Member to the Board of Management or, where no address is provided, to the property address of the owner(s) indicated on the last municipal assessment roll; or
 - (b) delivering it personally.
- 8.4 Notice of a meeting of the Members shall include an agenda. New business may be received at the meeting after the agenda has been completed.
- 8.5 Meetings of the Members shall be open to the public.

- 8.6 Quorum for any meeting of Members is 10% of all the Members or ten (10) Members, whichever is less. No business shall be transacted at any meeting of Members unless the requisite quorum is present.
- 8.7 Each Member has one vote at a Members meeting regardless of the number of properties that the Member may own or lease in the business improvement area.
- 8.8 A Member that is a corporation may nominate in writing one individual to vote on its behalf. Individuals may be nominated for voting purposes by two or more corporations that are members of an improvement area, but such an individual will have one vote at any Members meeting.
- 8.9 Business and resolutions at Members meetings shall be conducted through motions. Motions arising at any meeting of Members shall be decided by a majority vote of Members physically present at the meeting.
- 9. Indemnification and Insurance**
- 9.1 Every director or officer of the Board of Management, and his or her heirs, executors or administrators, may from time to time be indemnified and saved harmless by the Board of Management from and against:
- (a) any liability and all costs, charges and expenses that he or she sustains or incurs in respect of any action, suit or proceeding that is proposed or commenced against him or her for or in respect of anything done or permitted by him or her in respect of the execution of the duties of his or her office; and
 - (b) all other costs, charged and expenses that he or she sustains or incurs in respect to the affairs of the Board of Management.
- 9.2 Notwithstanding the above, no director or officer of the Board of Management shall be indemnified by the Board of Management in respect of any liability, costs, charges or expenses that he or she sustains or incurs in or about any action, suit or other proceeding as a result of which he or she is adjudged to be in breach of any duty or responsibility imposed upon him or her under any act, unless in an action brought against him or her in his or her capacity as director or officer, he or she has achieved complete or substantial success as a defendant.
- 9.3 The Board of Management shall obtain and maintain, at all times, insurance coverage in a form acceptable to the Town of the types and amounts appropriate for a Board of Management of its size and business type which coverage shall include the Town with respect to any loss, claims or demands made against the Board of Management.
- 10. General**
- 10.1 The part and section headings contained throughout this document are for reference purposes only and do not form a part of this by-law. This by-law is to be interpreted without reference to such headings.
- 10.2 If a court of competent jurisdiction declares any provision, or any part of a provision, of this by-law to be invalid or to be of no force and effect, it is the intention of the Town in enacting this by-law that such provision or part of a

By-law Number 6128-18

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provision shall be severable, and such a decision shall not affect the validity of the remaining sections, subsections, clauses or phrases of this by-law.

10.3 The following Schedules attached to this by-law form and are part of this by-law;

(a) Schedule "A" – Aurora Business Improvement Area Map

10.4 This by-law may be referred to as the "Aurora Business Improvement Area By-law".

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

Enacted by Town of Aurora Council this 18th day of September, 2018.



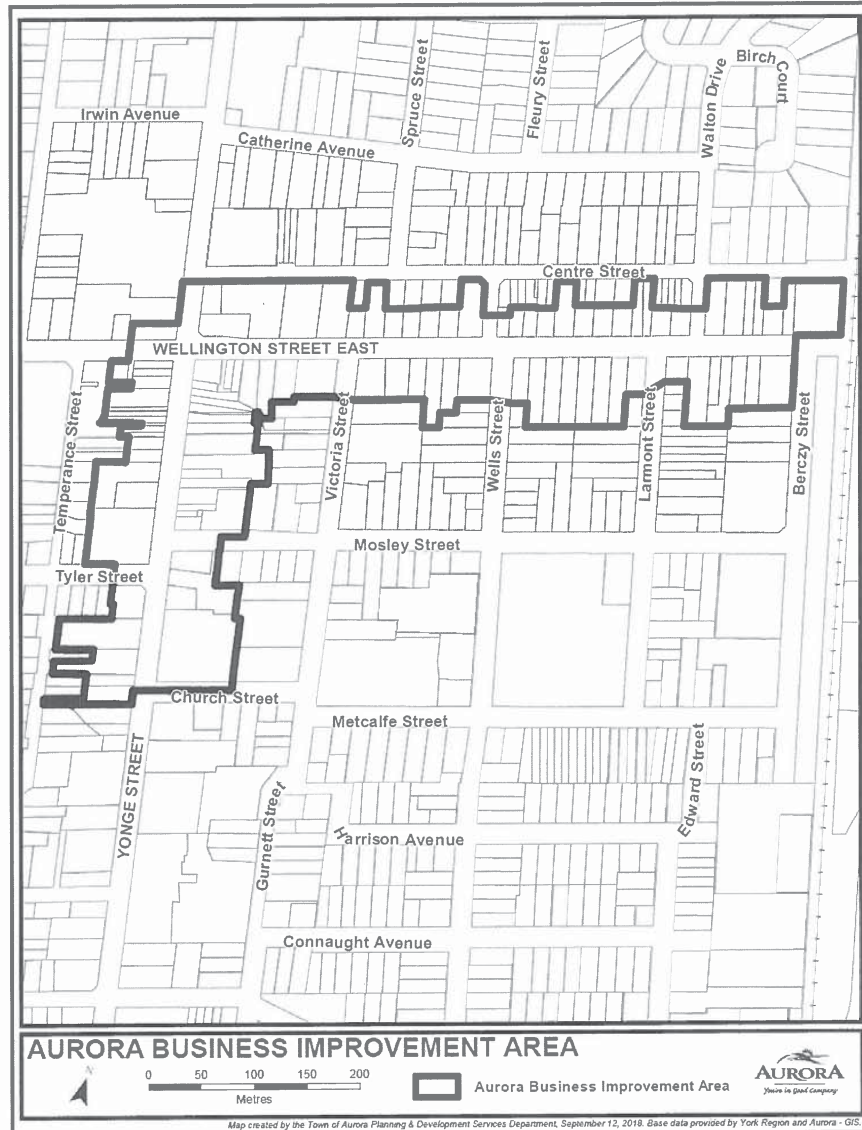
Geoffrey Dawe, Mayor



Michael de Rond, Town Clerk

Schedule A

Aurora Business Improvement Area Map





**Town of Aurora
General Committee Report No. PDS19-007**

Subject: Early Approval of Capital Project No. 42808 - Corporate Energy Management Plan Update

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

Department: Planning and Development Services

Date: January 15, 2019

Recommendation

- 1. That Report No. PDS19-007 be received; and**
- 2. That Capital Project No. 42808 - Corporate Energy Management Plan Update be pre-approved; and**
- 3. That a total budget of \$50,000 be approved for Capital Project No. 42808 to be funded from the Studies and Other Reserve Fund.**

Executive Summary

In an effort to ensure that no delays are experienced in the delivery of the Capital Project No. 42808, Corporate Energy Management Plan Update, staff request its early approval.

- Only Capital Project No. 42808 is proposed for approval
- The proposed project is included in the Town's ten-year capital plan.

Background

Ontario Regulation 397/11 made under the Green Energy Act, 2009 requires that on July 1, 2014 and on or before every fifth anniversary thereafter, every public agency shall prepare, publicly report and implement energy conservation and demand management (CDM) measures. The Town's Corporate Energy Management Plan (CEMP 2014) will expire on July 1, 2019.

The Corporate Energy Management Plan (CEMP) provides a 5-year road map for energy conservation and management specific to Town's facilities, operations and

service delivery and does not include activities by the broader community within Aurora's municipal boundary.

The Community Energy Plan (CEP) also called Municipal Energy Plan (MEP) provides a road map for the broader community within Aurora's municipal boundary. At Council request, to complete this study, staff applied for funding from Ontario's Ministry of Environment and from the federal government, the Federation of Canadian Municipalities (FCM). At this time, FCM has approved the funding for Aurora, however the Ontario Ministry of Environment has indicated that they are waiting to receive direction on the future of MEP program and will inform the Town when the funding is available.

In an effort to ensure there are no delays in the completion of the required CEMP, staff request the early approval of Capital Project No. 42808 - Corporate Energy Management Plan Update.

Analysis

Only Capital Project No. 42808 - Corporate Energy Management Plan Update, is proposed for early approval

The estimated timeline for completion of this project is within a four (4) month period from the award of the contract. Given the tight timeline for the project delivery, staff is requesting the early approval of the project. Staff will issue the RFQ requirements for hiring a qualified consultant as soon as the budget for this project is approved by Council.

The proposed project is included in the ten year capital plan

Capital Project No. 42808 is included in the 10-year capital plan. In addition, Attachment #1, provides the detailed capital sheet outlining details of the recommended project as well as its source of funding.

Advisory Committee Review

Not Applicable.

Legal Considerations

The Town is required to update the Corporate Energy Management Plan by July 1, 2019 in order to remain in compliance with Ontario Regulation 397/11 and the Green Energy Act.

Financial Implications

The applicable funding for the project is sourced from the Town's Studies and Other reserve fund.

Communications Considerations

Not Applicable.

Link to Strategic Plan

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

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

Alternative to the Recommendation

1. Capital Project No. 42808 is included in the 2019 budget and if it is not pre-approved by Council will be discussed part of the 2019 budget deliberations, however this will delay the delivery of the project by at least one month.

Conclusions

In an effort to ensure that no delays are experienced in the delivery of the Capital Project No. 42808, Corporate Energy Management Plan Update, staff request the early approval of the project. The total budget for the project is \$50,000 to be funded from Studies and Other reserve fund.

January 15, 2019

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Report No. PDS19-007

Attachments

Attachment #1 Capital Project No. 42808 - Detailed Capital Budget Sheet

Previous Reports

None.

Pre-submission Review

Agenda Management Team review on January 7, 2019.

Departmental Approval



**Anca Mihail,
Acting Director
Planning and Development Services**

Approved for Agenda



**Doug Nadorozny
Chief Administrative Officer**

