



**TOWN OF AURORA
AURORA FAMILY LEISURE COMPLEX (AFLC)
LIAISON COMMITTEE MEETING MINUTES**

Date: Thursday, April 24, 2015

Time and Location: 2 p.m., Program Room B, Aurora Family Leisure Complex

Committee Members: Councillor Sandra Humfryes (Chair), Councillor John Abel, Councillor Michael Thompson, Deni Crescenzi, Juergen Daurer, Wendy Frappier, Janet Matthews, Gene Scherrer, and Jo-anne Spitzer

Member(s) Absent: Frans LeRoi

Other Attendees: Councillor Tom Mrakas, Neil Garbe, Chief Administrative Officer, Al Downey, Director of Parks & Recreation Services, Ilmar Simanovskis, Director of Infrastructure & Environmental Services, and Linda Bottos, Council/Committee Secretary

The Chair called the meeting to order at 2 p.m.

1. INTRODUCTIONS

The Chair asked the Committee Members and other attendees to briefly introduce themselves and express their interest in, or connection with, the Aurora Family Leisure Complex (AFLC). Introductions were made around the table.

2. PURPOSE OF COMMITTEE

The Chair reviewed the purpose of the Committee in assisting with the tracking and implementation of improvements related to the AFLC. Suggestions were offered for the approach to be taken in reviewing the AFLC Outstanding Deficiency List, determining priorities, and identifying the items that staff may address quickly.

3. REVIEW OF AFLC OUTSTANDING DEFICIENCY LIST

The Committee discussed various elements of the AFLC deficiencies with reference to “Attachment 1 – Memorandum from Director of Infrastructure & Environmental Services (dated April 14, 2015); Re: Aurora Family Leisure Complex (AFLC) Outstanding Deficiency List”, as well as the “AFLC List of Concerns – Space by Space” (dated April 23, 2015) and photographs of various areas of the AFLC, which were provided by citizen members at the meeting. The following items were highlighted (staff comments in brackets):

Deficiencies	Comments/Suggestions
Approach	Prioritize deficiencies; identify action items; determine feasibility, accountability, dates; use holistic approach based on user needs; find ways to make it work
Accountability	Too many layers, e.g., contractors, subcontractors, supervisors; need accountability at all layers; need single point of contact; identify name and responsibility; need continued accountability afterwards (Phillip Galin oversees changes)
Communication to users	Need communication to users on regular basis; weekly or bi-weekly; display lists on easels; should indicate if temporary fix; add column on chart for interim solution; need orientation or meet and greet
Communication from users	Need to determine process for users to communicate issues to staff; need more user engagement; task someone to survey members; hold open houses and meet with groups to get feedback (already have suggestion box and message board)
Communication within staff	Staff are overwhelmed; need to be informed of their “go to” staff person
Design	Seems done by novices; if wish to attract new members, need to focus on accommodating more members
Quality control	Determine responsibility; some deficiencies not resolved professionally
Back door locked – inaccessible	Four programs for seniors; too far to walk to front door; mobility issue for seniors; use of back door worked well before; need fob system or monitoring; need staff to investigate options (discussed during design phase; more efficient with one control desk; challenge is control and safety; staff to park in back lot with key entry at back door)

Deficiencies	Comments/Suggestions
Change room – benches	Two benches insufficient; need two more; (previously no lockers in fitness change room; design added lockers; need to remove lockers to add benches to maintain wheelchair accessibility; staff to place warning stickers on lockers to be removed to accommodate added benches)
Change room – floor mats	Previously had perforated floor mats; need mats returned to help prevent slippery floors
Change room – hair dryers	Too high; one dryer dropped down (quick fix); need all hair dryers lowered
Change room – handicapped	Need more hooks
Change room – men’s shower	Hot water tap releases cold water and cold water tap releases hot water; potential liability issue (staff will test each shower head)
Change room – women’s cubicles	Two cubicles insufficient and too large; need minimum of four cubicles
Change room – women’s shower	Low water pressure; replace eco shower heads with regular heads; use same heads as new ones at SARC which work well; test pressure vs. SARC
Change room – women’s shower	Soap dishes missing; plastic soap dish was affixed to wall (quick fix)
Construction garbage	General construction garbage present on site
Fitness centre – aerobics/yoga room	Privacy issue; use kraft paper temporarily; (blinds have been ordered; staff will check delivery date and report back)
Fitness centre – equipment	Orientation of equipment (staff responsible; could meet with members to discuss changes needed)
Fitness centre - program room size	Too small to accommodate number of users; users asking if gymnasium space could be used when not in use for youth
Fitness centre - program room and track temperature	Users complaining rooms are too hot; no windows open; wires draped; not enough outlets; no water available; suggested using fan to take heat out; wall control not working; liability issue (staff will investigate and report back)
Fitness centre – windows	Sun and dimpled glass causing visual discomfort; users suggested that classes and equipment face the other direction, away from sun
Garden atrium	Uneven; need to check for proper base
Lockers	Too small; unable to fit bag, coat (same lockers, no issues previously; new lockers only in Family change room)

Deficiencies	Comments/Suggestions
Parking – accessibility	Need more than four handicapped parking spaces (sufficient per rules; can designate four more)
Parking – Sports Dome users	Saturday morning issues when Sports Dome users park at AFLC (overflow is Legion parking lot but space is limited; part of agreement with Sports Dome is to use AFLC parking lot; Town is receiving benefit)
Skateboard park	Cracks already in concrete (contractor responsible); sharp stones around edges should be moved back to sidewalk; need grass buffer; area lacking supervision; need more signage respecting indemnity and responsibility
Squash area	Need to reach out to key users for feedback
Suit water extractor	Located in change room with no drain; bucket was placed underneath; needs monitoring (quick fix)
Wristbands	Staff to provide costs

4. DETERMINATION OF TOP PRIORITIES

The Committee agreed on the following priorities:

Top Priorities	Actions
Communication	<ul style="list-style-type: none"> • Staff to post current list of deficiencies/status in AFLC lobby • Staff to report back with updated, consolidated list • Staff to post updated list in AFLC lobby, make paper copies available for pickup, and e-mail updates to AFLC members • Communications staff to assist in communicating with AFLC members • Staff to be kept informed of developments
Back door locked – inaccessible	<ul style="list-style-type: none"> • Staff to investigate and report back on options, costs, and feasibility of opening back door
Parking – accessibility	<ul style="list-style-type: none"> • Staff to designate four additional handicapped parking spaces at front of facility and post signage
Skateboard park	<ul style="list-style-type: none"> • Staff to remove sharp stones from proximity to skateboarders

5. NEXT MEETING

The Committee agreed to meet next on Thursday, May 7, 2015, at 2 p.m. in Program Room B of the Aurora Family Leisure Complex. It was also agreed that the meeting would include a tour of the AFLC facility.

6. ADJOURNMENT

The meeting was adjourned at 3:53 p.m.

COMMITTEE RECOMMENDATIONS ARE NOT BINDING ON THE TOWN UNLESS ADOPTED BY COUNCIL AT A LATER MEETING.