



**PARKS AND RECREATION  
ADVISORY COMMITTEE  
MEETING AGENDA**

**THURSDAY, JUNE 18, 2015  
7 P.M.**

**HOLLAND ROOM  
AURORA TOWN HALL**

PUBLIC RELEASE  
June 11, 2015



**TOWN OF AURORA  
PARKS AND RECREATION ADVISORY  
COMMITTEE MEETING AGENDA**

**DATE:** Thursday, June 18, 2015

**TIME AND LOCATION:** 7 p.m., Holland Room, Aurora Town Hall

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**1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

**2. APPROVAL OF THE AGENDA**

RECOMMENDED:

THAT the agenda as circulated by Legal and Legislative Services be approved.

**3. RECEIPT OF THE MINUTES**

**Parks and Recreation Advisory Committee Meeting Minutes of  
April 16, 2015** pg. 1

RECOMMENDED:

THAT the Parks and Recreation Advisory Committee meeting minutes of April 16, 2015 be received for information.

**4. DELEGATIONS**

**5. MATTERS FOR CONSIDERATION**

**1. Appointment of a Parks and Recreation Advisory Committee Member to  
the Trails and Active Transportation Committee**

RECOMMENDED:

THAT a Parks and Recreation Advisory Committee Member be appointed as a representative on the Trails and Active Transportation Committee.

- 2. Extract from Council Meeting of April 28, 2015** pg. 5  
**Re: New Business Motion No. 1 re Community Gardens**

RECOMMENDED:

THAT the Extract from Council Meeting of April 28, 2015, regarding New Business Motion No. 1 re Community Gardens, be received; and

THAT the Parks and Recreation Advisory Committee provide comments.

**6. INFORMATIONAL ITEMS**

- 3. Aurora Family Leisure Complex (AFLC) Membership Summary Report**  
(Information to be provided at meeting)

RECOMMENDED:

THAT the Aurora Family Leisure Complex (AFLC) Membership Summary Report be received for information.

- 4. Trails and Active Transportation Committee Meeting Minutes of April 17, 2015** pg. 11

RECOMMENDED:

THAT the Trails and Active Transportation Committee meeting minutes of April 17, 2015, be received for information.

- 5. Aurora Family Leisure Complex Liaison Committee Meeting Minutes of April 24, 2015 and May 7, 2015** pg. 14

RECOMMENDED:

THAT the Aurora Family Leisure Complex Liaison Committee meeting minutes of April 24, 2015, and May 7, 2015, be received for information.

- 6. Extract from Council Meeting of May 11, 2015** pg. 22  
**Re: Parks and Recreation Advisory Committee Meeting Minutes  
of April 16, 2015**

RECOMMENDED:

THAT the Extract from Council Meeting of May 11, 2015, regarding the Parks and Recreation Advisory Committee meeting minutes of April 16, 2015, be received for information.

**7. NEW BUSINESS**

**8. ADJOURNMENT**



**TOWN OF AURORA  
PARKS AND RECREATION ADVISORY  
COMMITTEE MEETING MINUTES**

**Date:** Thursday, April 16, 2015

**Time and Location:** 7 p.m., Holland Room, Aurora Town Hall

**Committee Members:** Councillor Michael Thompson (Chair), Councillor Tom Mrakas (Vice Chair), Juergen Daurer, Eric McCartney, Brian Trussler, and Stephen Kimmerer

**Member(s) Absent:** Richard Doust

**Other Attendees:** Al Downey, Director of Parks and Recreation Services, Jennifer Norton, Web Services and Special Events Coordinator, Stephen Huycke, Town Clerk, and Samantha Kong, Council/Committee Secretary

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The Chair called the meeting to order at 7:02 p.m.

**1. DECLARATION OF PECUNIARY INTEREST**

Stephen Kimmerer, Sport Aurora representative, declared an interest in the Outstanding Achievement Award – Non-Profit, Bob Harman Memorial Award, and the Volunteer Service Awards – 5 year, and did not participate in the consideration of these awards. Brian Trussler declared an interest in Community Organization of the Year and did not participate in consideration of this item.

**2. APPROVAL OF THE AGENDA**

**Moved by Councillor Mrakas  
Seconded by Eric McCartney**

THAT the agenda as circulated by Legal and Legislative Services be approved.

**CARRIED**

**3. RECEIPT OF THE MINUTES**

None

**4. DELEGATIONS**

- (a) Stephen M. A. Huycke, Town Clerk**  
**Re: Advisory Committee Member Education and Training**

Mr. Huycke provided a PowerPoint presentation and handout entitled "Advisory Committee Orientation 2014-2018", dated April 2015, and highlighted the roles and responsibilities of advisory committees, committee members, and staff. He also reviewed the political decision-making process and relationships, including procedural matters within the framework of civic engagement between the public and Council. Members received a copy of the "Corporate Policies, Programs and Procedures Policy for Ad Hoc/Advisory Committees and Local Boards", dated December 16, 2014, the Town's Procedural By-law Number 5330-11, and the Terms of Reference for the Parks and Recreation Advisory Committee 2014-2018 term.

**Moved by Juergen Daurer**  
**Seconded by Brian Trussler**

THAT the delegation by Stephen Huycke be received for information.

**CARRIED**

- (b) Al Downey, Director of Parks and Recreation Services**  
**Re: Parks and Recreation Advisory Committee Update**

Mr. Downey provided a brief overview of the current initiatives of Parks and Recreation Services and highlighted the relevant plans and studies including the Parks and Recreation Master Plan, Sports Plan, and Facility Utilization Study, with which the Committee may be interested in being involved. He further noted the goal to have these items completed by October 2015, and encouraged the Members to discuss any comments that they may receive from the public.

**Moved by Councillor Mrakas**  
**Seconded by Juergen Dauer**

THAT the delegation by Al Downey be received for information.

**CARRIED**

**5. MATTERS FOR CONSIDERATION**

- 3. Memorandum from Town Clerk**  
**Re: Appointment of a Parks and Recreation Advisory Committee Member to the Trails and Active Transportation Committee**

Staff advised that the membership of the Trails and Active Transportation Committee (TATC) includes one member of the Parks and Recreation Advisory Committee (PRAC). The Committee discussed the possibility of rotating the appointment to the TATC among the members of the PRAC. Staff indicated that Town policy would permit this. The Chair noted that the Vice Chair is a member of both Committees and may provide updates to each Committee. Committee members indicated that they were not able to commit to serving on the TATC at this time and agreed to consider the required appointment at the June meeting.

**Moved by Councillor Mrakas**  
**Seconded by Stephen Kimmerer**

THAT the memorandum regarding Appointment of a Parks and Recreation Advisory Committee Member to the Trails and Active Transportation Committee be received for information.

**CARRIED**

**6. INFORMATIONAL ITEMS**

None

**7. CLOSED SESSION**

**Moved by Councillor Mrakas**  
**Seconded by Stephen Kimmerer**

THAT the Parks and Recreation Advisory Committee resolve into a Closed Session meeting to consider:

1. Personal matters about an identifiable individual, including a Town or Local Board employee; Re: 2015 Community Recognition & Citizen of the Year Awards Nominations

**CARRIED**

The Committee recessed into a Closed Session meeting at 8:15 p.m. following New Business and reconvened into open session at 8:45 p.m.

**8. NEW BUSINESS**

The Committee inquired about designating a Member to attend the Aurora Family Leisure Complex (AFLC) Liaison Committee meetings for the purposes of reporting back to the Committee. The Chair stated that the AFLC Liaison Committee would be meeting frequently and that the meeting minutes may be placed on the Committee's agenda for information purposes.

Parks and Recreation Advisory Committee Meeting Minutes  
Thursday, April 16, 2015

Page 4 of 4

The Committee inquired about an outstanding item on the pending list of the previous term regarding the AFLC membership data. Staff indicated that a pending list would be placed on the agenda for the next Committee meeting.

The Committee requested that a report about the criteria and communication of the Community Recognition Awards be brought to the Committee for information.

**Moved by Eric McCartney**  
**Seconded by Juergen Daurer**

THAT a report about the criteria and communication of the Community Recognition Awards be brought to the Committee for information.

**CARRIED**

The Committee inquired about signage at parks and trails. Staff stated that Council has approved a trails study as well as a budget for signage for trails and parks.

The Committee inquired about receiving an update on the demographics detailed within the Parks and Recreation Master Plan. Staff stated that a request for proposal (RFP) is currently being prepared for the Parks and Recreation Master Plan study and that the consultant would provide information on demographics and impacts.

Staff inquired about the level of participation desired by the Committee. The Committee expressed interest in participating in the review of all plans and studies including the Parks and Recreation Master Plan, Sports Plan, and Facilities Utilization Study, as well as receiving presentations regarding development charges and the facility development process. Staff also noted that the Committee may discuss the pricing policy.

The Committee inquired about receiving a report regarding the number of residents and non-residents within all registered programs in the Town. Staff indicated that they are unable to provide such statistics for external sport organizations, but they are able to provide the statistics within all Town-registered programs.

## **9. ADJOURNMENT**

**Moved by Juergen Dauer**  
**Seconded by Stephen Kimmerer**

THAT the meeting be adjourned at 8:46 p.m.

**CARRIED**

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



**EXTRACT FROM  
COUNCIL MEETING OF  
TUESDAY, APRIL 28, 2015**

**12. NEW BUSINESS/GENERAL INFORMATION**

Councillor Abel requested that staff report back through the Environmental Advisory Committee and Parks and Recreation Advisory Committee on the opportunity to develop community gardens.

**Moved by Councillor Abel  
Seconded by Councillor Humfries**

THAT staff report back through the Environmental Advisory Committee and Parks and Recreation Advisory Committee on the opportunity to develop community gardens.

**CARRIED**

**ATTACHMENTS**

- Attachment 1 – Neighbourhood Garden Proposal for McMahon Park
- Attachment 2 – Community Gardens Concept Plan
- Attachment 3 – Community Gardens Location Map
- Attachment 4 – Resident Survey for Neighbourhood Garden Proposal for McMahon Park

Attachment 1

March 2015

**Re: Neighbourhood Garden Proposal for (McMahon Park)**

**Background**

Since (Spring 2014), the Town of Aurora has been working with local residents and community groups to explore the possibility of establishing a new neighbourhood garden on public land. This neighbourhood garden initiative falls within Aurora's Official plan of action of "Continue to support and enhance community planting programs in appropriate locations". This action supports both the Community Goal and Natural Environment Goal through the following objectives: Encouraging an Active and Healthy Lifestyle, Promoting and Advancing Green Initiatives.

The proposed site for a pilot neighbourhood community garden is McMahon Park. This site has been identified through discussions with local resident groups. Community gardens can offer residents a place to meet neighbours; a place to get fresh air and exercise; a place to feel accomplishment; and most importantly, a place to grow their own food. Community gardens are important tools towards reducing our carbon footprint by allowing those who choose to live in urban areas, the opportunity to spend time working with nature by growing food, and being able to walk or cycle to the garden.

A 'community garden' is defined as a site operated by volunteers where:

- A parcel of land is used for the production of produce for the personal use of its members, through allotted or shared plots
- Demonstration gardening or other instructional programming may be offered
- Plots and services such as water, tilling and shared tools are usually provided to members, in exchange for a fee.

**Project Details**

Existing community gardens in Aurora have waiting lists, and the proposed neighbourhood garden at McMahon Park will be designed to meet the increasing need for garden space and offer the neighbourhood, a place for community members to gather, a sustainable food source, gardening space, mentoring and educational opportunities, prospect of community partnerships, joint stewardship of public spaces, while contributing to active and healthy lifestyles. McMahon Park is a large public space, with areas of high sun exposure and acceptable soil. The project also intends to maintain the integrity of this public space, by respecting the current layout of the land and developing the community garden in an underutilized portion of the park, where it will not disrupt current park uses.

As a site for a community garden, the park provides both adequate space and conditions ideal for growing food. The proposed community garden may contain:

- Up to 668 m<sup>2</sup> of garden space, less during the initial phase (first couple of years)
- Fence
- Shed
- Fruit tree orchard
- Community seating area for educational seminars/demonstrations

#### **Proposed Community Garden Development Timeline and Resources**

To determine interest in developing a community garden at McMahon Park, in 2014/ 2015 the Town of Aurora will be conducting ...

- A Community interest survey
- Public meeting (Date to be determined)
- Design of garden space by town staff
- Public outreach to follow garden design

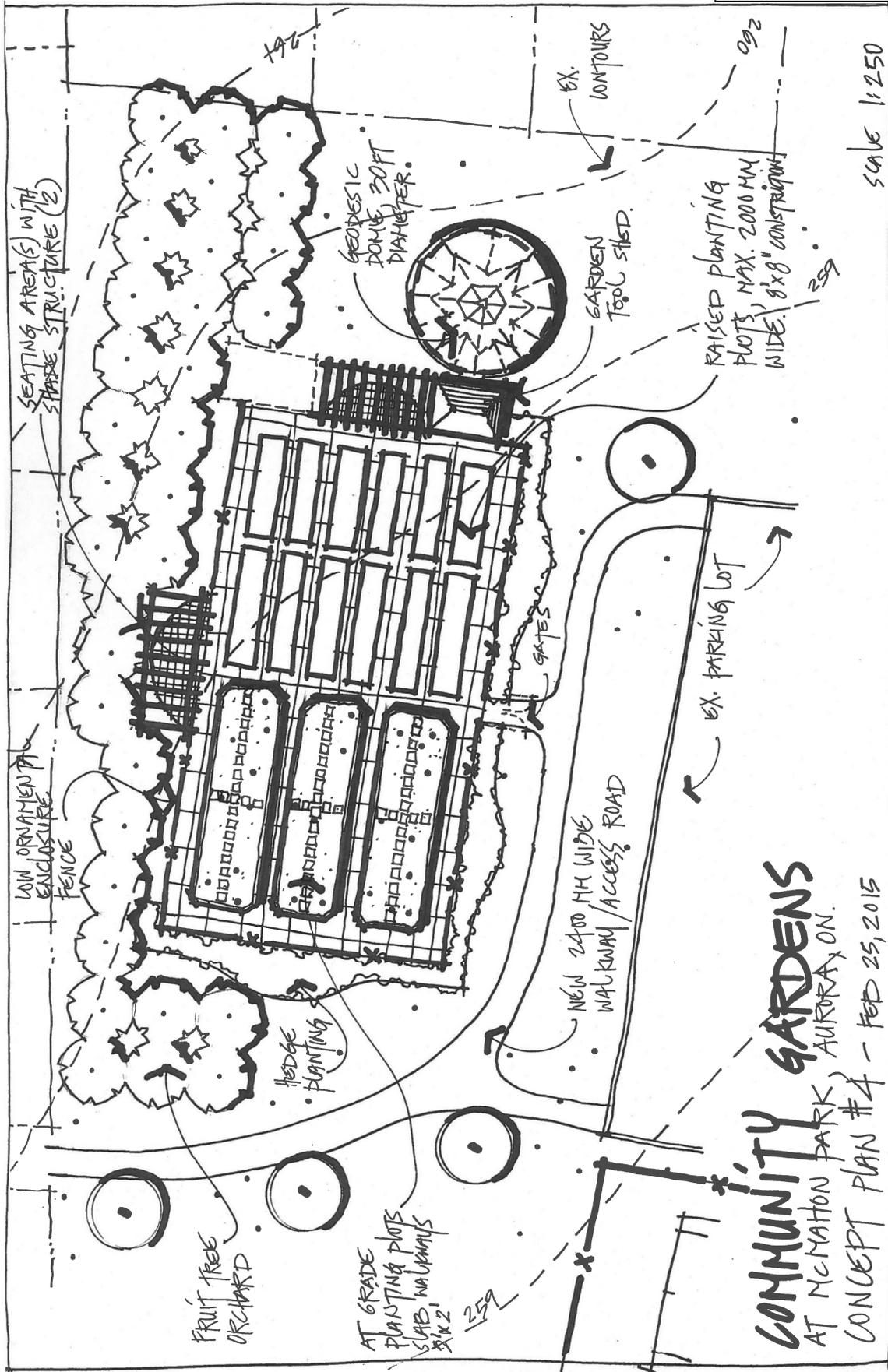
Subject to community support for the proposed community garden at McMahon Park and Council approval, the Town of Aurora will:

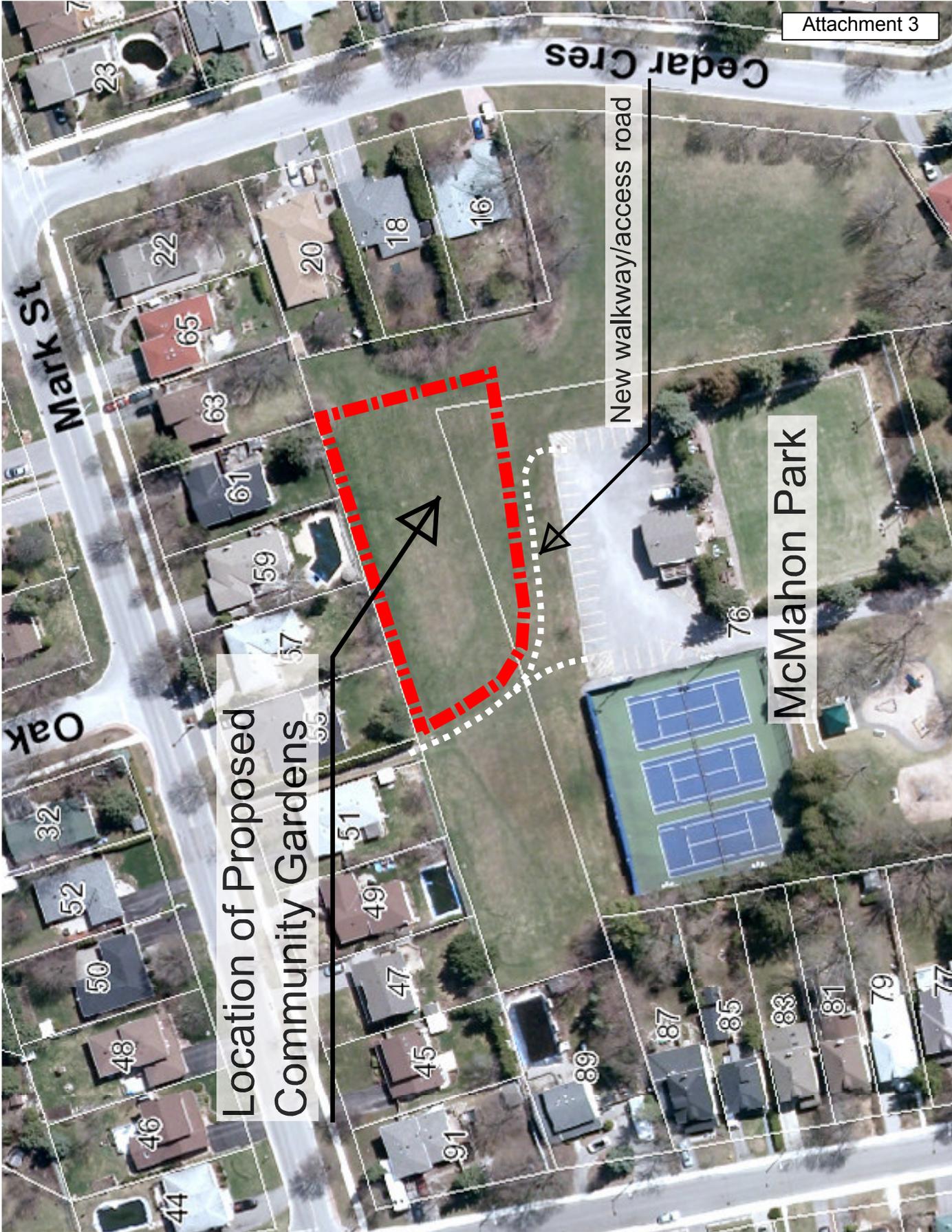
- Provide in-kind support to the pilot neighbourhood garden site through provision of compost, mulch, raised beds, access to Parks irrigation
- Provide shed and fence
- Provide soil testing
- Provide horticultural support
- Provide insurance
- Participate in annual review of garden

There will be a public open house to discuss the Neighbourhood Garden Proposal for McMahon Park **date?..... at McMahon Park from 6-7pm**. Come out to ask questions, give your feedback, and meet some neighbors who garden.

For more information about the proposed community garden at McMahon Park, please contact 905-727-3123 Sara Tienkamp @ ext. 3223.

Attachment 2





Attachment 3

Location of Proposed  
Community Gardens

New walkway/access road

McMahon Park

**Resident Survey for Neighbourhood Garden Proposal for (McMahon Park)**

**\*\*\*The following Survey is available on line @ <https://www.surveymonkey.com/s/McMahonPark>**

***Resident Contact Information (optional)***

1) Name:

2) Email address:

3) Phone Number:

4) Do you  Support  Somewhat Support  Not Support  
the development of a neighbourhood garden in McMahon Park open to nearby residents?

5) Do you agree with the proposed location of the garden within McMahon Park?  yes  no

6) a) Would you be interested in having a garden plot in the Neighbourhood Garden?  yes  no

b) Would you prefer a raised garden plot or a plot at grade?  at grade  
 raised

7) Do you have any physical needs we should be aware of when it comes to designing the garden space  
e.g. wheelchair or scooter accessibility?  yes  no

8) Are you interested in participating in this project?  yes  no

9) What would you like included in the garden. (please check all that apply)

- Up to a maximum of 668 m<sup>2</sup> of garden space
- Fence
- Shed
- Fruit tree orchard (outside of gardening area)
- Community seating area for educational seminars/demonstrations

10) Please add any additional comments you may have:

There will be a public open house to discuss the Neighbourhood Garden Proposal for McMahon Park on **date? Tbd..... at McMahon Park from 7 – 8 pm.**



**TOWN OF AURORA**  
**TRAILS AND ACTIVE TRANSPORTATION COMMITTEE**  
**MEETING MINUTES**

**Date:** Friday, April 17, 2015

**Time and Location:** 10:00 a.m., Leksand Room, Aurora Town Hall

**Committee Members:** Councillor Sandra Humfryes (Chair) (arrived 10:20 a.m.), Councillor Tom Mrakas (Vice Chair), Alison Collins-Mrakas, Bill Fraser, Laura Lueloff

**Member(s) Absent:** Nancee Webb (EAC Representative), and (PRAC Representative)

**Other Attendees:** Stephen M. A. Huycke, Town Clerk, Lawrence Kuk, Planner, Jamal Massadeh, Traffic/Transportation Analyst, Jim Tree, Manager of Parks, and Gloria Hardychuk, Council/Committee Secretary

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Members provided brief introductions.

The Vice Chair called the meeting to order at 10:03 a.m.

**1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

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

**2. APPROVAL OF THE AGENDA**

**Moved by Laura Lueloff**  
**Seconded by Alison Collins-Mrakas**

THAT the agenda as circulated by Legal and Legislative Services be approved.

**CARRIED**

**3. ADOPTION OF MINUTES**

None

**4. DELEGATIONS**

**(a) Stephen M. A. Huycke, Town Clerk**  
**Re: Advisory Committee Member Education and Training**

Stephen M. A. Huycke provided a handout and a PowerPoint presentation entitled "Advisory Committee Orientation 2014-2018", dated April 2015. Members also had before them the "Corporate Policies, Programs and Procedures Policy for Ad Hoc/Advisory Committees and Local Boards", dated December 16, 2014 and the Town's Procedural By-law. The presentation touched upon the roles and responsibilities of Advisory Committees in best practices, the role of Advisory Committees in civic engagement, and the relationship between Advisory Committees and members of the public, Town Staff and Council.

**Moved by Alison Collins-Mrakas**  
**Seconded by Councillor Tom Mrakas**

THAT the comments of the delegation and material provided be received for information.

**CARRIED**

Councillor Sandra Humfryes (Chair), assumed the Chair.

**(b) Jim Tree, Manager of Parks**  
**Re: Trails and Active Transportation Committee Update**

Jim Tree, Manager of Parks, presented a Committee update and provided background on the Trails Master Plan. He noted that the Plan was adopted during the previous Term of Council, and reported that the Plan consists of the best comprehensive alignment of trails Town-wide envisioned for the next 50 years. He advised that the Plan is a result of the previous Committee's input. He noted that the Committee has played an integral role and will continue to be provided with opportunities to comment on trail design, construction, maintenance and critical pieces in order to guide the development of the trails systems.

**Moved by Alison Collins-Mrakas  
Seconded by Councillor Tom Mrakas**

THAT the comments of the delegation be received for information.

**CARRIED**

**5. MATTERS FOR CONSIDERATION**

None

**6. INFORMATIONAL ITEMS**

- 1. Memorandum from Manager of Parks  
Re: Town of Aurora Trails Master Plan**

**Moved by Bill Fraser  
Seconded by Laura Lueloff**

THAT the memorandum from the Manager of Parks regarding the Town of Aurora Trails Master Plan, dated April 17, 2015 be received for information.

**CARRIED**

**7. NEW BUSINESS**

None

**8. ADJOURNMENT**

**Moved by Councillor Tom Mrakas  
Seconded by Alison Collins-Mrakas**

THAT the meeting be adjourned at 11:08 a.m.

**CARRIED**

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



**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 LeRojj

**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

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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):

<b>Deficiencies</b>	<b>Comments/Suggestions</b>
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)

<b>Deficiencies</b>	<b>Comments/Suggestions</b>
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)

<b>Deficiencies</b>	<b>Comments/Suggestions</b>
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:

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

AFLC Liaison Committee Meeting Minutes  
Thursday, April 24, 2015

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Page 5 of 5

**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.



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

**Date:** Thursday, May 7, 2015

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

**Committee Members:** Councillor Sandra Humfryes (Chair) (arrived 2:04 p.m.), Councillor John Abel, Councillor Michael Thompson, Wendy Frappier (departed 3:05 p.m.), Frans LeRoj, Janet Matthews, Gene Scherrer, and Jo-anne Spitzer

**Member(s) Absent:** Deni Crescenzi and Juergen Daurer

**Other Attendees:** Neil Garbe, Chief Administrative Officer, Phillip Galin, Manager, Facilities, Property and Fleet Services, Chris Catania, Accessibility Advisor, and Linda Bottos, Council/Committee Secretary

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Councillor Thompson, in the absence of the Chair, called the meeting to order at 2:02 p.m.

Councillor Humfryes assumed the Chair at 2:08 p.m.

**1. OPENING REMARKS**

Mr. Garbe suggested that the Committee refer to the updated AFLC Outstanding Deficiency List, included in the meeting agenda as Item 3, to continue with the prioritization of issues. Copies of the blueprints, marked with the proposed changes, were distributed to the members. The Committee members were invited to each identify their top three priorities and to add any items that may have been missing from the List. Councillor Humfryes reiterated the intent of the List and purpose of the Committee in helping to interpret the issues and represent the AFLC users. She noted that staff have committed to expediting the Committee's top three priorities, including communication and progress updates of the priorities.

AFLC Liaison Committee Meeting Minutes  
 Thursday, May 7, 2015

Page 2 of 3

**2. PREVIOUS MEETING MINUTES OF APRIL 24, 2015**

The Aurora Family Leisure Complex Liaison Committee meeting minutes of April 24, 2015, were provided for information.

**3. REVIEW OF UPDATED AFLC OUTSTANDING DEFICIENCY LIST**

The Committee was provided with an updated AFLC Outstanding Deficiency List for review, which included additional columns for Estimated Cost, Recommendation, Target Completion, and Status.

**4. DETERMINATION OF TOP PRIORITIES**

The Committee identified the following top priorities (staff comments in brackets):

<b>Top Priorities</b>	<b>Comments/Suggestions</b>
Back door access, security	Estimated 50-60 users would need back door access; proposed double-layer fob system for parking and door access; option to install camera and buzzer at back door; front door not secure as not everyone checks in at front desk (primary driver is security and public safety; fob systems, etc. still provide opportunities for risk; additional accessible parking at front and side; if individuals need help, staff could accommodate)
Change room issues	Need more benches, etc. per Outstanding Deficiency List
Gym space allocation	Gym often empty; could be used for overflow; should be open/utilized when not being used by youth; Why can't kids show up and shoot hoops outside of scheduled program times? (staff will discuss with programmers; space is meant to generate revenue)
Program space allocation, including fitness studio	Need to look at how building is utilized in relation to programs; building should serve users; fitness studio and other spaces now too small; need to reconsider space allocation; re-evaluate use of space
Slippery floors	Floors should be resurfaced to provide a non-slip surface in wet areas (mats will not be returned as they are considered a health hazard)

<b>Top Priorities</b>	<b>Comments/Suggestions</b>
Storage for coats, boots, bags	Need more hooks, larger and more cubbies and lockers; SARC has good size (staff have ideas on how to reorganize the fitness studio for storage; need advice on sizes needed)
Ventilation, heating and cooling air management	Yoga class and other program areas too hot; consider options, e.g., large fans, ceiling fans, heat retractors; install large scale thermometers on walls and window area (each room has thermostat; will advise staff to monitor; new HVAC system will take time to balance and calibrate in each space through the seasons; blinds to be installed in gym today; portable air units should alleviate issues in mean time)
Water fountain	Need water available (water fountain bottle fill to be installed)
Water pressure	Water pressure too low; investigate alternate shower heads that would meet OBC standards (mandated to use low flow restrictors; unable to guarantee completion within 16 weeks)

**5. REVIEW OF FEEDBACK PROCESS**

The Committee was provided with a "Facility Service Request Workflow" chart for information.

**6. NEXT MEETING**

The Committee agreed to meet next during the week of May 25, 2015, (at a time later than 2 p.m.) in Program Room B of the Aurora Family Leisure Complex.

**7. ADJOURNMENT**

The meeting was adjourned at 3:30 p.m.

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



**EXTRACT FROM  
COUNCIL MEETING OF  
MONDAY, MAY 11, 2015**

**7. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION**

Items 1 (with the exception of sub-items 3, 8, 11, and 16), and 3 were identified as items not requiring separate discussion.

**Moved by Councillor Pirri  
Seconded by Councillor Kim**

THAT the following recommendations with respect to the matters listed as “Items Not Requiring Separate Discussion” be adopted as submitted to Council and staff be authorized to take all necessary action required to give effect to same:

**1. General Committee Meeting Report of May 5, 2015**

THAT the General Committee meeting report of May 5, 2015 be received and the following recommendations carried by the Committee be approved:

**(14) Parks and Recreation Advisory Committee Meeting Minutes of  
April 16, 2015**

THAT the Parks and Recreation Advisory Committee meeting minutes of April 16, 2015 be received for information.

**CARRIED**