



**PARKS AND RECREATION
ADVISORY COMMITTEE
MEETING AGENDA**

**THURSDAY, SEPTEMBER 17, 2015
7 P.M.**

**HOLLAND ROOM
AURORA TOWN HALL**



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

DATE: Thursday, September 17, 2015

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

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
June 18, 2015** pg. 1

RECOMMENDED:

THAT the Parks and Recreation Advisory Committee meeting minutes of June 18, 2015, be received for information.

4. DELEGATIONS

(a) **Todd Brown, President/Principal Planner, Monteith Brown
Planning Consultants** pg. 6

**Re: Item 1 – Memorandum from the Director of Parks & Recreation
Services; Re: Sport Plan and Parks & Recreation Master Plan**

5. MATTERS FOR CONSIDERATION

- 1. Memorandum from Director of Parks & Recreation Services** pg. 7
Re: Sport Plan and Parks & Recreation Master Plan

RECOMMENDED:

THAT the memorandum regarding Sport Plan and Parks & Recreation Master Plan be received; and

THAT the Parks and Recreation Advisory Committee's roundtable discussion be considered by the consultants and staff in the development of a Sport Plan and Parks & Recreation Master Plan.

6. INFORMATIONAL ITEMS

- 2. Aurora Family Leisure Complex Liaison Committee Meeting** pg. 8
Minutes of May 27, 2015, and June 23, 2015

RECOMMENDED:

THAT the Aurora Family Leisure Complex Liaison Committee meeting minutes of May 27, 2015, and June 23, 2015, be received for information.

- 3. Extract from Council Meeting of July 14, 2015** pg. 13
Re: Parks and Recreation Advisory Committee Meeting
Minutes of June 18, 2015

RECOMMENDED:

THAT the Extract from Council Meeting of July 14, 2015, regarding Parks and Recreation Advisory Committee meeting minutes of June 18, 2015, be received for information.

7. NEW BUSINESS

8. ADJOURNMENT



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

Date: Thursday, June 18, 2015

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

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

Member(s) Absent: Councillor Michael Thompson (Chair)

Other Attendees: Al Downey, Director of Parks and Recreation Services, and Samantha Kong, Council/Committee Secretary

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

1. DECLARATION OF PECUNIARY INTEREST

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act*.

2. APPROVAL OF THE AGENDA

**Moved by Eric McCartney
Seconded by Stephen Kimmerer**

THAT the agenda as circulated by Legal and Legislative Services, ***with the following addition***, be approved:

- Delegation (a) Klaus Wehrenberg, Resident; Re: Item 2 – Extract from Council Meeting of April 28, 2015; Re: New Business Motion No. 1 re Community Gardens

CARRIED AS AMENDED

3. RECEIPT OF THE MINUTES

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

**Moved by Richard Doust
Seconded by Juergen Daurer**

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

CARRIED

4. DELEGATIONS

**(a) Klaus Wehrenburg, Resident
Re: Item 2 – Extract from Council Meeting of April 28, 2015
Re: New Business Motion No. 1 re Community Gardens**

(Added Item)

Mr. Wehrenburg provided a brief history of the neighbourhood community gardens initiative and reviewed the benefits and overall concept.

**Moved by Stephen Kimmerer
Seconded by Juergen Daurer**

THAT the delegation by Klaus Wehrenburg be received for information.

CARRIED

5. MATTERS FOR CONSIDERATION

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

**Moved by Stephen Kimmerer
Seconded by Brian Trussler**

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

CARRIED

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

The Committee consented to consider Item 2 prior to Item 1.

The Committee was informed that Council has directed staff to report back through the Environmental Advisory Committee and Parks and Recreation Advisory Committee on the opportunity to develop community gardens on public land, and the proposed site for a pilot neighbourhood community garden was identified. The Committee expressed their support for the initiative and inquired about an opportunity to donate a portion to the food bank. Mr. Wehrenberg indicated that the proposed steering committee may establish terms to permit donations to the food bank, and he reiterated the significance and benefits of community engagement and involvement. The Committee requested that clarification be provided regarding the Town's role, responsibilities, and involvement on an on-going basis and requested information regarding the financial implications associated with neighbourhood community gardens.

**Moved by Stephen Kimmerer
Seconded by Eric McCartney**

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

CARRIED

6. INFORMATIONAL ITEMS

3. Aurora Family Leisure Complex (AFLC) Membership Summary Report

The Committee reviewed the AFLC Membership Summary Report and were pleased about the significant membership growth since the reopening of the AFLC. The Committee inquired about membership saturation point, and impacts of new fitness centres. Staff indicated that overall there is room for membership growth and if a saturation point is reached, additional programs or extended hours may be offered to allow for more growth. Staff further noted that the impacts of new fitness centres do not significantly affect memberships to Town leisure facilities because the services provided are not the same.

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

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

CARRIED

4. Trails and Active Transportation Committee Meeting Minutes of April 17, 2015

**Moved by Richard Doust
Seconded by Brian Trussler**

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

CARRIED

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

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

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

CARRIED

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

**Moved by Richard Doust
Seconded by Brian Trussler**

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.

CARRIED

7. NEW BUSINESS

Eric McCartney requested that closure times for all Town parks that abut residential properties be included on park signage for educational and by-law enforcement purposes. Staff suggested that specific signs may be posted where necessary and applicable, and that issues that occur at specific parks may be addressed on an individual basis.

**New Business Motion No. 1
Moved by Eric McCartney
Seconded by Brian Trussler**

THAT the Parks and Recreation Advisory Committee recommend to Council:

THAT signage at all Town parks that abut residential properties, include a notification to inform the public that the parks are closed from 11 p.m. to 6 a.m., or as otherwise stated in the Town By-law.

DEFEATED

The Vice Chair recommended that an agenda heading be added to future meeting agendas to allow representatives of other committees update the Parks and Recreation Advisory Committee.

The Committee was informed that staff would be selecting a consultant to review the Parks and Recreation Master Plan and create the Sport Plan in the near future, and indicated that a special meeting may be called in the summer months to obtain information from the Committee regarding the review and creation of the Plans.

8. ADJOURNMENT

**Moved by Eric McCartney
Seconded by Stephen Kimmerer**

THAT the meeting be adjourned at 8:01 p.m.

CARRIED

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



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

DELEGATION REQUEST

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

4:30 P.M. ON THE BUSINESS DAY PRIOR TO THE REQUESTED MEETING DATE

COUNCIL/COMMITTEE/ADVISORY COMMITTEE DATE: Thursday, September 17, 2015

SUBJECT: Completion of the Sport Plan and Parks and Recreation Master Plan

NAME OF SPOKESPERSON: Todd Brown, President/Principal Planner

NAME OF GROUP OR PERSON(S) BEING REPRESENTED (if applicable):

Monteith Brown Planning Consultants

BRIEF SUMMARY OF ISSUE OR PURPOSE OF DELEGATION:

This roundtable discussion will enable PRAC to add their input regarding community issues, priorities, challenges, and opportunities with respect to the provision of parks, recreation, and sport.

PLEASE COMPLETE THE FOLLOWING:

Have you been in contact with a Town staff or Council member regarding your matter of interest?

Yes **No** **IF YES, WITH WHOM?** Alan Downey, Director of Parks and Recreation Services **DATE** May 6, 2015

Todd Brown requires 1.5 to 2 hrs to complete this workshop

I acknowledge that the Procedural By-law permits five (5) minutes for Delegations.



100 John West Way
Box 1000
Aurora, Ontario
L4G 6J1
Phone: 905-727-3123 ext. 4752
Email: adowney@aurora.ca
www.aurora.ca

**Town of Aurora
Parks and Recreation
Services**

MEMORANDUM

DATE: September 17, 2015
TO: Parks and Recreation Advisory Committee Members
FROM: Allan D. Downey, Director of Parks and Recreation Services
RE: Sport Plan and Parks & Recreation Master Plan

RECOMMENDATIONS

THAT the memorandum regarding Sport Plan and Parks & Recreation Master Plan be received; and

THAT the Parks and Recreation Advisory Committee's roundtable discussion be considered by the consultants and staff in the development of a Sport Plan and Parks & Recreation Master Plan.

BACKGROUND

Todd Brown, President/Principal Planner for Monteith Brown will be holding a roundtable discussion with the Parks and Recreation Advisory Committee (PRAC). The intent is to ensure that Town representatives are engaged in the preparation of the Plans, the Consulting Team will hold a roundtable discussion with both Town staff and PRAC to solicit the opinions and perspectives of participants.

The purpose is to gather input regarding community issues, priorities, challenges and opportunities with respect to the provision of parks, recreation and sport and to leverage project efficiencies with the Consulting Team preparing all presentations, lead discussions and summarizing the notes taken for the workshops.

ATTACHMENTS

None.



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

Date: Wednesday, May 27, 2015

Time and Location: 4 p.m., Program Room B, Aurora Family Leisure Complex

Committee Members: Councillor Sandra Humfryes (Chair), Councillor John Abel, Deni Crescenzi, Juergen Daurer, Frans LeRoi, Janet Matthews, and Jo-anne Spitzer

Member(s) Absent: Councillor Michael Thompson, Wendy Frappier, and Gene Scherrer

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

The Chair called the meeting to order at 4:05 p.m.

1. OPENING REMARKS

Councillor Humfryes welcomed the group and acknowledged the additional handout provided by Frans LeRoi, which included questions and concerns regarding safety and security, as well as general and program questions.

The Committee discussed the security concerns, including the advantages and disadvantages of fob entry versus the current front desk control and wristband system. Staff reviewed the past and present entry procedures and concerns, and noted that Council had approved a motion directing staff to report on the feasibility of rear door access. Staff reviewed the reporting process and delegation opportunities, and advised that the report to Council would include options, costs and implications, and the impact on programming. It was agreed that the Committee members would be informed when the report is ready for General Committee and Council.

AFLC Liaison Committee Meeting Minutes
Wednesday, May 27, 2015

Page 2 of 3

The Committee inquired about staff training with respect to safety and security including intruder and emergency procedures, the fire safety plan, and security and monitoring of the skateboard park. Staff assured the Committee that all procedures were in place and staff were fully trained. Staff noted that, while there is no dedicated monitoring staff, the skateboard park is placed in a visible area and issues would be addressed as they occur.

The Committee inquired about staff orientation with respect to the HVAC and other systems. Staff indicated that the HVAC automated systems were under third-party control, but Parks and Recreation Services staff and Infrastructure and Environmental Services staff have received the appropriate training, including cross-training through the various facilities.

It was noted that there were now nine accessible parking spaces at the front of the building and staff have been directed to park at the back of the building.

2. PREVIOUS MEETING MINUTES OF MAY 7, 2015

The Aurora Family Leisure Complex Liaison Committee meeting minutes of May 7, 2015, were provided for information.

3. UPDATE AFLC OUTSTANDING DEFICIENCY LIST

The Committee was provided with an updated AFLC Outstanding Deficiency List, dated May 27, 2015, for review. The Committee acknowledged that much had been accomplished and many of the issues had been improved and resolved. The Committee requested that the Deficiency List be reorganized by area/space for better ease of reference and follow-up.

The Committee provided further comments including:

1. Family dressing room cubicle has gap that allows view to next cubicle;
2. Fitness centre bulletin board not in appropriate location;
3. Need more, better quality fans (health and safety issues);
4. Lack of stretching area (only small space available near fountain);
5. Fountain overshoots and spills on floor;
6. Lack of storage space for outdoor shoes, boots, coats; and
7. Fitness centre music source needs to be upgraded to improve clarity.

It was noted that the fitness centre ceiling fans would be installed in July 2015. The Committee inquired about the budget process and funding for the facility and staff provided a brief overview.

4. PROGRAM DISCUSSION

The Committee inquired about the babysitting program and staff indicated that this service would no longer be offered, and added that any programs not supporting themselves have been or would be discontinued.

The Committee inquired about membership data and staff advised that membership had increased based on the monthly count of paid members. Staff advised that the dedicated space for youth after school is not dictated by use numbers from a programming perspective, and suggested that there may be an opportunity to adjust the time and use of the gym for programs during non-youth periods. Staff discussed the challenges of both the drop-in philosophy and registered programming, noting that the majority of aquafit participants are “drop-in” and 13-14 members are needed in order to break even. The Committee inquired about the manner of counting members at classes and noted that members who remain for a second class are not included in the count and only new arrivals are counted. It was further noted that two wristbands are required for two classes.

The Committee and staff discussed the pros and cons of various access and control systems including wristbands, shoe tags, fobs, and programmable cards. The Committee remarked that the previous fob system worked well, users are now complaining about waiting too long at the front desk, and wristbands are being discarded everywhere. The Committee also commented on the design of the front desk and suggested that it is further from the public, less inviting, and there is less eye contact because of the glass barrier. Staff indicated that staff had requested the glass and believes it allows for more individualized contact with the AFLC members and the public.

5. NEXT MEETING

The Committee agreed to meet next on Wednesday, June 17, 2015, at 4 p.m. in Program Room B of the Aurora Family Leisure Complex, subject to change.

6. ADJOURNMENT

The meeting was adjourned at 6 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: Tuesday, June 23, 2015

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

Committee Members: Councillor John Abel (Chair), Councillor Michael Thompson, and Frans LeRoi

Member(s) Absent: Councillor Sandra Humfryes, Deni Crescenzi, Juergen Daurer, Wendy Frappier, Janet Matthews, Gene Scherrer, and Jo-anne Spitzer

Other Attendees: Councillor Wendy Gaertner, Councillor Tom Mrakas, Neil Garbe, Chief Administrative Officer, Ilmar Simanovskis, Director of Infrastructure and Environmental Services, Al Downey, Director of Parks and Recreation Services, Chris Catania, Accessibility Advisor, and Samantha Kong, Council/Committee Secretary

The Chair called the meeting to order at 2:05 p.m.

1. OPENING REMARKS

Councillor Abel welcomed the group and acknowledged that this may be the last meeting of the Aurora Family Leisure Complex (AFLC) Liaison Committee, contingent on Council's discretion and completion of the outstanding deficiencies.

2. PREVIOUS MEETING MINUTES OF MAY 27, 2015

The Aurora Family Leisure Complex Liaison Committee meeting minutes of May 27, 2015, were provided for information.

3. UPDATE AFLC OUTSTANDING DEFICIENCY LIST

The Committee was provided with an updated AFLC Outstanding Deficiency List, dated June 23, 2015, for review. Staff indicated that the fans have been ordered and would be installed in July 2015, and the installation of benches in the change rooms had been completed. The Committee commented on the quality of the benches and inquired if meeting minimum standards was sufficient. Staff stated that minimum standards refer to the dimensions of the benches rather than quality, and consideration of the quality, functionality, and cost is given when selecting finishes. Staff further noted that the entrance and exit areas of the track would be switched to address safety concerns.

The Committee inquired about the status of additional storage space for outdoor footwear and coats, as well as the size of lockers. Staff stated that the current shelves outside of the program rooms would be repurposed for outdoor footwear storage, and modifications would be made in the gym area and aerobic room to provide additional storage space. Staff further indicated that the proposed new lockers would be full-sized with an integrated bench to accommodate the needs of all users, and would require Council's approval.

The Committee inquired about the cost of the items indicated as "in progress" or "pending" on the list. Staff stated that items that indicate "in progress" would be allocated from the capital budget, and the items that indicate "pending" would require approval by Council.

The Committee inquired about babysitting services, family memberships, and alternatives to wrist bands. Staff indicated that babysitting services would no longer be offered and that family memberships would be a pricing policy discussion, which does not fit within the Committees mandate. Staff noted that wrist bands are cost-effective and that the cost and feasibility of alternatives would be presented in a future report to Council.

6. NEXT MEETING

None

7. ADJOURNMENT

The meeting was adjourned at 3:12 p.m.

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



**EXTRACT FROM
COUNCIL MEETING OF
TUESDAY, JULY 14, 2015**

7. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION

Items 6, 7, 13, 15, 16, 19, 21, and 22 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:

19. Parks and Recreation Advisory Committee Meeting Minutes of June 18, 2015

THAT the Parks and Recreation Advisory Committee meeting minutes of June 18, 2015, be received for information.

CARRIED