



**PARKS AND RECREATION
ADVISORY COMMITTEE
MEETING AGENDA**

**THURSDAY, FEBRUARY 18, 2016
7 P.M.**

**HOLLAND ROOM
AURORA TOWN HALL**



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

DATE: Thursday, February 18, 2016

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
September 17, 2015** pg. 1

RECOMMENDED:

THAT the Parks and Recreation Advisory Committee meeting minutes of September 17, 2015, be received for information.

4. DELEGATIONS

5. MATTERS FOR CONSIDERATION

- 1. Memorandum from Director of Parks and Recreation Services** pg. 5
**Re: Draft Procedure – North Door Access – Aurora Family Leisure
Complex (AFLC)**

RECOMMENDED:

THAT the memorandum regarding Draft Procedure – North Door Access – Aurora Family Leisure Complex (AFLC) be received; and

THAT the Draft Procedure – North Door Access – Aurora Family Leisure Complex (AFLC) be endorsed by the Parks and Recreation Advisory Committee and recommended for Council approval.

6. INFORMATIONAL ITEMS

- 2. Memorandum from Acting Manager of Corporate Communications** pg. 8
Re: 2016 Community Recognition Awards

RECOMMENDED:

THAT the memorandum regarding 2016 Community Recognition Awards be received for information.

- 3. Extract from Council Meeting of October 13, 2015** pg. 14
Re: Parks and Recreation Advisory Committee Meeting
Minutes of September 17, 2015

RECOMMENDED:

THAT the Extract from Council Meeting of October 13, 2015, regarding Parks and Recreation Advisory Committee meeting minutes of September 17, 2015, be received for information.

7. NEW BUSINESS

8. ADJOURNMENT



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

Date: Thursday, September 17, 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, Richard Doust, Stephen Kimmerer, Eric McCartney, and Brian Trussler

Member(s) Absent: None

Other Attendees: Allan Downey, Director of Parks and Recreation Services, Linda Bottos, Council/Committee Secretary, and Samantha Yew, Council/Committee Secretary

The Chair called the meeting to order at 7 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 Juergen Daurer
Seconded by Councillor Mrakas**

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

CARRIED

3. RECEIPT OF THE MINUTES

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

**Moved by Richard Doust
Seconded by Eric McCartney**

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

CARRIED

4. DELEGATIONS

- (a) **Todd Brown, President/Principal Planner, Monteith Brown Planning Consultants, and Claire Tucker-Reid, President, Tucker-Reid & Associates**
Re: Item 1 – Memorandum from the Director of Parks & Recreation Services; Re: Sport Plan and Parks & Recreation Master Plan

Mr. Brown informed the Committee that community engagement has been a large focus of the Sport Plan process, and that the launch event, held on September 8, 2015, was very successful. He advised that there is an online survey available to capture public opinions regarding Parks and Recreation, and a stakeholder survey that has gone out to sports groups asking for information about their organizations. Mr. Brown advised that there will be a number of consultations with the community once the draft Plan is completed in November, which will then be brought to the Committee, Council, and the community for feedback. He informed the Committee that the final Sport Plan will be presented for Council approval in January 2016.

Ms. Tucker-Reid presented and discussed the strengths and challenges of key focus areas, specifically Leadership and the Sport Delivery system in Aurora, Sport Participants, Sport Promotion and Communications, Sport Tourism and Infrastructure Needs.

The Committee agreed that there is good sport leadership in Aurora, as there are a large number of diverse sport groups and that many sport groups receive support from the Town, and from Council. However, they noted that there is no coordinated, 'single voice' amongst sport groups. The Committee also indicated that there is a need to sustain sport leadership within the community, and that sport leadership programs are often neglected and difficult to maintain and finance.

The Committee identified partnerships and sponsorships as a challenge, as many sport groups seek sponsorships from the same organizations and businesses. They also noted the challenges to recruit, train, and retain volunteers.

The Committee agreed that there could be better access to sport participation through a greater online presence, promotion, and better inclusion of groups such as people with disabilities, low income families, and seniors. The Committee noted that there are also many program gaps in organized sports, specifically certain age groups and gendered sports.

The Committee identified the changing demographic as something that should be explored in the Sport Plan, as many of the new families that are moving to Aurora play different sports than those that are currently offered, and adaptability to these changes should be taken into consideration. The Committee also identified an opportunity to host low-cost sports in Town-owned parks and facilities to engage the community.

Sport tourism was noted as a challenge by the Committee and advised that it is difficult to attract sport tournaments as there is no hotel in Aurora. The Committee noted that there could be opportunities to promote the Town through tourist information packages that could be distributed to teams during sporting events along with website information. The Committee also indicated that there could be opportunities for partnerships with other municipalities and local businesses for larger tournaments.

The Committee noted that many residents use walkways and trails year-round for walking and running, and that having year-round access and maintenance of these areas would benefit the community.

The Chair encouraged members to pass the survey along to residents to complete, and the Committee suggested making paper copies of the survey available to seniors in as many ways as possible.

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

THAT the delegation by Todd Brown and Claire Tucker-Reid be received for information.

CARRIED

5. MATTERS FOR CONSIDERATION

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

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

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.

CARRIED

6. INFORMATIONAL ITEMS

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

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

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

CARRIED

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

**Moved by Councillor Mrakas
Seconded by Juergen Daurer**

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.

CARRIED

7. NEW BUSINESS

The Committee briefly discussed the mandate of the AFLC Liaison Committee.

Staff provided the Committee with a fitness membership summary report, and reported that membership sales have increased.

**New Business Motion No. 1
Moved by Councillor Mrakas
Seconded by Juergen Daurer**

THAT the document titled "Membership Summary Report" be received for information.

CARRIED

8. ADJOURNMENT

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

THAT the meeting be adjourned at 8:56 p.m.

CARRIED

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



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: February 18, 2016
TO: Parks and Recreation Advisory Committee Members
FROM: Allan D. Downey, Director of Parks and Recreation Services
RE: Draft Procedure – North Door Access – Aurora Family Leisure Complex (AFLC)

RECOMMENDATIONS

THAT the memorandum regarding Draft Procedure – North Door Access – Aurora Family Leisure Complex (AFLC) be received; and

THAT the Draft Procedure – North Door Access – Aurora Family Leisure Complex (AFLC) be endorsed by the Parks and Recreation Advisory Committee and recommended for Council approval.

BACKGROUND

At the November 24, 2015 Council meeting, Council authorized the modification of the north door entrance to the Aurora Family Leisure Complex to accommodate facility users with disabilities and mobility challenges. In order to control access and security, the attached procedure was drafted.

Please review the attached draft document and provide your feedback and/or questions to me at adowney@aurora.ca or via telephone at 905-727-3123, ext. 4752.

ATTACHMENTS

Attachment #1 – Draft Procedure – North Door Access - AFLC

Attachment #1



100 John West Way
Aurora, Ontario
L4G 6J1
Phone: 905-727-1375
Web: www.aurora.ca

TOWN OF AURORA
Parks and Recreation Services Department

PROCEDURE
North Door Access - AFLC

At the November 24, 2015 Council meeting, Council authorized the modification of the north door entrance to the Aurora Family Leisure Complex to accommodate facility users with disabilities and mobility challenges.

In order to control access and security, the following procedure will be used:

Communication:

The full-time Fitness Coordinator, fitness attendants/assistants, class instructors, other program staff and reception staff shall inform facility users of the option to utilize the north doors.

It is incumbent upon the facility user to self-declare that they have a disability or mobility challenge.

Eligibility:

1. Facility users must demonstrate eligibility for north door access. Eligibility can be demonstrated in two ways:
 - a. A valid, accessible parking permit in the name of the person requesting north door access. The actual pass must be shown or a photocopy of both sides of the permit must be provided.

OR

- b. A note from a physician, chiropractor, registered nurse practitioner, physiotherapist, occupational therapist, chiropodist or a podiatrist. The note must state that the facility user has a disability or mobility challenge that requires access through the AFLC north entrance. The Town of Aurora will not reimburse the cost of obtaining a note.
2. The use of the north doors is restricted to those who use the facility on a pay-as-you-go, drop-in or ticket basis. It is impossible to maintain admissions control if members enter through the north doors, as there is no way to verify a valid, current membership.
3. Eligibility must be renewed on an annual basis.

Town of Aurora
Parks and Recreation Services Department

Procedure: North Door Access - AFLC
Page 2 of 2

Admission Procedure:

After eligibility has been confirmed, users will be issued a FOB at the AFLC customer service desk that can be used on the electronic reader that will unlock the interior door to the pool corridor. Users will be required to pay a \$10 deposit for the FOB. Reception staff will issue and track FOB's.

In accordance with existing admissions procedures, facility users will still need to show wristbands and/or tickets to program staff, fitness instructor etc., in order to participate in the program. Eligible users will need to purchase their tickets/wristbands at the main reception counter at the front of the building. Where the user participates in a program that requires a wristband, wristbands will be issued at time of purchase instead of tickets. The participant is responsible for their wristbands and must wear a new one each time they come to the facility for a program. Where the user is participating in a program that doesn't require wristbands (i.e., gym drop-in program), tickets will be issued at time of purchase and must be turned in the program staff prior to participation. Tickets and wristbands should be treated the same as cash. The Town is not responsible for lost or stolen tickets and wristbands.

Participants are responsible for informing reception staff, at the time they purchase their tickets, that they are a north door user. This will ensure they get wristbands instead of tickets.

Facility reception staff will monitor expiration dates and notify the facility user approximately one month in advance of an upcoming expiration/renewal date.



100 John West Way
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Aurora, Ontario
L4G 6J1
Phone: 905-727-3123 ext. 4742
Email: Aierullo@aurora.ca
www.aurora.ca

Town of Aurora
Office of the Chief Administrative Officer
Corporate Communications

MEMORANDUM

DATE: February 18, 2016
TO: Parks and Recreation Advisory Committee
FROM: Anthony Ierullo, Acting Manager of Corporate Communications
RE: 2016 Community Recognition Awards

RECOMMENDED

THAT the memorandum regarding the 2016 Community Recognition Awards be received for information.

BACKGROUND

In the fall of 2015, Council appointed a Community Recognition Review Ad Hoc Committee to review the structure, format and content of the Town's Community Recognition Awards. Based on the Committee's recommendations, Council recently approved a revised format for the 2016 awards that includes a number of new award categories and re-naming some existing award categories such as the "*Achievement in Sports Award*, inspired by Bob Harman" formally the Bob Harman Memorial Award.

The *Achievement in Sports Award*, inspired by Bob Harman, is presented to an individual who has made a distinct contribution to sports in Aurora.

In support of the initiative, the Community Recognition Review Advisory Committee has requested that the Parks and Recreation Advisory Committee assist in promoting the 2016 Community Recognition Awards as well as encouraging the nomination of individuals that warrant consideration for the *Achievement in Sports Award*.

Detailed information and nomination forms are available at www.aurora.ca/cra.

ATTACHMENTS

Attachment 1 – 2016 Community Recognition Awards Nomination Package



100 John West Way,
Box 1000,
Aurora, ON L4G 6J1
Phone: 905-727-3123

TOWN OF AURORA

**2016 COMMUNITY RECOGNITION
AWARDS – CATEGORIES & CRITERIA**

The Town of Aurora recognizes and honours volunteers who help create a community where individuals, groups and businesses actively support the Town's development and enhance the overall community.

Do you know an individual, corporation or business who deserves to be recognized for their outstanding contributions to our community? If so, please complete the nomination form below along with a detailed description to support your nomination and submit your signed form no later than **Friday, March 4, 2016**.

Winners will be recognized at an event on **Monday, May 30, 2016**.

VOLUNTEER SERVICE AWARD

Awarded to individuals with 20 or more (25, 30, 35, 40) years of continuous service to the Aurora Community

Criteria:

- Nomination form must be accompanied by a letter of reference verifying the years of continuous service.

** If your organization would like to recognize service awards for 5, 10 or 15 years of continued service, please submit a nomination form indicating the years of service and the Mayor and Members of Council would be happy to present these awards to the volunteers at your Annual General Meeting.

YOUTH VOLUNTEER ACHIEVEMENT AWARD

This award is presented to a young citizen for volunteer efforts (excluding school requirements) who has made a significant contribution to the community.

Criteria:

- Nominee must be 19 years of age or younger and have volunteered on behalf of or within the Town of Aurora for at least two (2) years.
- Nomination form must be accompanied by a letter detailing the nominee's contribution.

ENVIRONMENTAL AWARD

Awarded to an individual or organization that has made a significant contribution to the protection, preservation and conservation of our environment and green space in Aurora.

Criteria:

- Nomination form must be accompanied by a letter detailing the individual's or organization's contribution.

ACHIEVEMENT IN SPORTS AWARD

Inspired by Bob Harman, this award will be presented to an individual who has made a distinct contribution to sports in Aurora.

Criteria:

- Nominee must have made a distinct contribution to the field of recreation in the Town of Aurora.
- Nominee should have made a significant volunteer contribution to the Town of Aurora.
- Nominee should have demonstrated leadership and direction to the community.
- Nominee must have at least 15 years of continuous volunteerism ending no more than three (3) years ago.
- Nomination form must be accompanied by a letter detailing the nominee's contribution.



100 John West Way,
Box 1000,
Aurora, ON L4G 6J1
Phone: 905-727-3123

TOWN OF AURORA

ATTACHMENT 1

**2016 COMMUNITY RECOGNITION
AWARDS – CATEGORIES & CRITERIA**

ARTS AND CULTURE AWARD

Inspired by the Johnsons family, this award will be presented to an individual or group that made a significant contribution to the enhancement of the community through support or promotion of culture, music, visual, performing or literary arts.

Criteria:

- Nominee must have made a significant impact on the arts locally or provincially in the previous year.
- Nomination form must be accompanied by a letter detailing the individual's or group's contribution.

COMMUNITY ORGANIZER/ORGANIZATION OF THE YEAR AWARD

Awarded to an individual or organization that has provided outstanding contribution, commitment and leadership to our community over the preceding year.

Criteria:

- Nomination form must be accompanied by a letter detailing the organizer/organization's contribution.

GOOD NEIGHBOUR AWARD

Inspired by Frank Camenzuli, this award will be presented to an Aurora resident who has proven themselves to be a "good neighbour" by virtue of volunteerism, considerate actions and/or attitude.

Criteria:

- This award will be presented annually to one resident of Aurora.
- Nominee cannot be an elected official, seeking elected office or employed by the Town of Aurora.
- Nominees will not be considered for this award if their nomination involved monetary compensation or fulfilling duties of their employment.
- Nomination form must be accompanied by a letter detailing the individual's contribution.

NOT-FOR-PROFIT ORGANIZATION AWARD

Awarded to a not-for-profit organization that has made a significant contribution to the enhancement of the community through their organization.

Criteria:

- Nomination form must be accompanied by a letter detailing the non-profit organization's contribution.

GOOD BUSINESS AWARD

Awarded to a business that has contributed to community capacity and involvement while supporting the overall health and well-being of our community.

Criteria:

- Nomination form must be accompanied by a letter detailing the businesses contributions to the overall health and well-being of our community.



100 John West Way,
Box 1000,
Aurora, ON L4G 6J1
Phone: 905-727-3123

TOWN OF AURORA

ATTACHMENT 1

**2016 COMMUNITY RECOGNITION
AWARDS – CATEGORIES & CRITERIA**

ACCESSIBILITY AWARD

Awarded to an individual, group or business that has contributed to the elimination of barriers for people with disabilities in Aurora.

Criteria:

- Nomination form must be accompanied by a letter detailing the individual's, group's or business's contribution to eliminating barriers for people with disabilities in Aurora.

CITIZEN OF THE YEAR AWARD

The Town of Aurora's Citizen of the Year Award is an annual event recognizing the exceptional contributions made by a local citizen to our community.

The Citizen of the Year Award has been awarded by the Town of Aurora since 1970. The award recipient is selected by the Office of the Mayor in consultation with a small group of dedicated community volunteers who evaluate nominations submitted by residents.

Criteria:

- Nominee must be a citizen of the Town of Aurora who is at least 16 years of age, excluding elected Members of Council or employees of the Town of Aurora.
- Nominations may be made by an individual citizen, a group of citizens, and/or a Town organization.
- Nomination form must be accompanied by a letter of no more than two (2) pages, detailing the recent or ongoing activities or contributions of the nominee in the Town of Aurora. These activities should demonstrate all-round community involvement rather than a specific activity or contribution.

Special consideration may be given to nominees younger than 16 years of age, if the evaluation group deems such a nomination applicable and the nominee meets all other criteria.

The evaluation group will give priority to nominations that recognize a nominee's recent or ongoing activities or contributions to the Town of Aurora. Special consideration may be given to posthumous nominations or to nominees whose activities or contributions occurred more than three (3) years ago, if the evaluation group deems such nominations applicable and the nominee meets all other criteria.

Nominations will be accepted until **Friday, March 4, 2016**. All nominations must be submitted in writing to:

Town of Aurora
100 John West Way, Box 1000
Aurora, Ontario, L4G 6J1
ATTENTION: JENNIFER NORTON
2016 COMMUNITY RECOGNITION AWARD NOMINATION



100 John West Way,
Box 1000,
Aurora, ON L4G 6J1
Phone: 905-727-3123

TOWN OF AURORA

ATTACHMENT 1

**2016 COMMUNITY RECOGNITION
AWARDS – CATEGORIES & CRITERIA**

Please complete all fields of the 2016 Community Recognition Awards Nomination Form (print) ensuring the correct spelling of each name. Nominations will be accepted until **Friday, March 4, 2016**.

Date _____

Nominator _____

Organization (if applicable) _____

Address _____

Postal Code _____

Telephone (daytime) _____

Telephone (evening) _____

Email address _____

Category:

- | | |
|--|--|
| <input type="checkbox"/> Volunteer Service Awards (5, 10, 15 years)
<small>(Will be presented by Mayor and Members of Council at the organizations AGM)</small> | <input type="checkbox"/> Volunteer Service Awards (20, 25, 30, 35, 40 years) |
| <input type="checkbox"/> Good Neighbour Award | <input type="checkbox"/> Youth Volunteer Achievement Award |
| <input type="checkbox"/> Not-for-profit Organization Award | <input type="checkbox"/> Environmental Award |
| <input type="checkbox"/> Good Business Award | <input type="checkbox"/> Achievement in Sports Award |
| <input type="checkbox"/> Accessibility Award | <input type="checkbox"/> Arts and Culture Award |
| <input type="checkbox"/> Community Organizer/Organization of the Year Award | <input type="checkbox"/> Citizen of the Year Award |

Date _____

I Nominate _____

Address _____

Postal Code _____

Telephone (daytime) _____

Telephone (evening) _____

Email address _____

Please attach a letter detailing your nominee's contributions and reasons for making this nomination on the following page.



100 John West Way,
Box 1000,
Aurora, ON L4G 6J1
Phone: 905-727-3123

TOWN OF AURORA

ATTACHMENT 1

**2016 COMMUNITY RECOGNITION
AWARDS – CATEGORIES & CRITERIA**

Please provide as much information on the nominee as you can as it pertains to the category chosen.



**EXTRACT FROM
COUNCIL MEETING OF
TUESDAY, OCTOBER 13, 2015**

7. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION

Items 1 (with the exception of sub-item 4), 2, 4, 5, and 6 were identified as items not requiring separate discussion.

**Moved by Councillor Pirri
Seconded by Councillor Humfryes**

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 October 6, 2015

THAT the General Committee meeting report of October 6, 2015, be received and the recommendations carried by the Committee be approved:

(8) Parks and Recreation Advisory Committee Meeting Minutes of September 17, 2015

THAT the Parks and Recreation Advisory Committee meeting minutes of September 17, 2015, be received for information.

CARRIED