



**PARKS AND RECREATION
ADVISORY COMMITTEE
MEETING AGENDA**

**THURSDAY, APRIL 21, 2016
7 P.M.**

**HOLLAND ROOM
AURORA TOWN HALL**

PUBLIC RELEASE
April 14, 2016



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

DATE: Thursday, April 21, 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
February 18, 2016** pg. 1

**Special Parks and Recreation Advisory Committee Meeting
Minutes of March 31, 2016** pg. 5

RECOMMENDED:

THAT the Parks and Recreation Advisory Committee meeting minutes of February 20, 2016, and the Special Parks and Recreation Advisory Committee meeting minutes of March 31, 2016, be received for information.

4. DELEGATIONS

5. MATTERS FOR CONSIDERATION

6. INFORMATIONAL ITEMS

- 1. Memorandum from Director of Parks & Recreation Services** pg. 8
**Re: Club Aurora Membership Pass Summary Report for
February 2016**

RECOMMENDED:

THAT the memorandum regarding Club Aurora Membership Pass Summary Report for February 2016 be received for information.

- 2. Memorandum from Councillor Thompson** pg. 12
Re: Parks and Recreation Advisory Committee Terms of Reference

RECOMMENDED:

THAT the memorandum regarding Parks and Recreation Advisory Committee Terms of Reference be received for information.

- 3. Extract from Council Meeting of March 8, 2016** pg. 16
**Re: Parks and Recreation Advisory Committee Meeting
Minutes of February 18, 2016**

RECOMMENDED:

THAT the Extract from Council Meeting of March 8, 2016, regarding Parks and Recreation Advisory Committee meeting minutes of February 18, be received for information.

7. NEW BUSINESS

8. ADJOURNMENT



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

Date: Thursday, February 18, 2016

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

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

Member(s) Absent: Richard Doust and Eric McCartney

Other Attendees: Councillor Wendy Gaertner, Allan Downey, Director of Parks and Recreation Services, and Linda Bottos, 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 Councillor Mrakas
Seconded by Juergen Daurer

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

- Item 4 – Aurora Family Leisure Complex (AFLC) Membership Summary Report (as of January 21, 2016)

CARRIED AS AMENDED

3. RECEIPT OF THE MINUTES

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

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

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

CARRIED

4. DELEGATIONS

None

5. MATTERS FOR CONSIDERATION

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

Staff provided background to the memorandum and draft procedure. The Committee and staff discussed the challenges and concerns of easing access for facility users with disability or mobility challenges, while maintaining control of access and security, and considered various options.

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

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

THAT the following comments of the Parks and Recreation Advisory Committee regarding the Draft Procedure – North Door Access – Aurora Family Leisure Complex (AFLC) be forwarded to Council for consideration:

- ***Concern regarding eligibility and the potential cost of obtaining a note from a medical practitioner;***
- ***Concern regarding north door access not being available to members;***
- ***Suggestion to include north door parking as a benefit of membership;***

- *Suggestion to implement fob access to the entire facility;*
- *Suggestion to track north door access requests for a period of time to assess the demand in order to better understand how best to meet the needs of facility users; and*
- *Suggestion to implement an interim solution to avoid any further delays to opening the north door access while the issues are addressed.*

CARRIED AS AMENDED

6. INFORMATIONAL ITEMS

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

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

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

CARRIED

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

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

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.

CARRIED

- 4. Aurora Family Leisure Complex (AFLC) Membership Summary Report (as
of January 21, 2016)**

(Added Item)

Staff gave a brief overview of the Summary Report and background respecting membership levels during and after the reconstruction of the AFLC. The Committee inquired about membership target thresholds and retention rates, and staff agreed to include this information in future reports.

Parks and Recreation Advisory Committee Meeting Minutes
Thursday, February 18, 2016

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

THAT the Aurora Family Leisure Complex (AFLC) Membership Summary Report (as of January 21, 2016) be received for information.

CARRIED

7. NEW BUSINESS

Councillor Thompson advised that the proposed Parks and Recreation Master Plan and Sport Plan would be submitted for Council's consideration through the first meeting cycle in March 2016 and, subsequently, there would be an opportunity for the Parks and Recreation Advisory Committee to review the Plans and advise Council on the best means to achieving the goals.

8. ADJOURNMENT

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

THAT the meeting be adjourned at 8:26 p.m.

CARRIED

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



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

Date: Thursday, March 31, 2016

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: Councillor John Abel (arrived 7:10 p.m.), Councillor Wendy Gaertner, Allan Downey, Director of Parks and Recreation Services, and Samantha Kong, 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 Eric McCartney

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

CARRIED

3. MATTERS FOR CONSIDERATION

1. PRS16-015 – Implementation of the Sport Plan

Staff provided a brief overview of the Sport Plan and discussed next steps to implement the Plan.

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

THAT Report No. PRS16-020 be received; and

THAT Parks and Recreation Advisory Committee recommend to Council:

THAT tasks T1, T3, T15, T16, T17, T21, and T22 be referred to the Parks and Recreation Advisory Committee prior to a recommendation being presented to Council.

CARRIED

2. Parks and Recreation Master Plan Implementation Schedule

Staff provided an overview of the Parks and Recreation Master Plan and the corresponding Implementation Schedule.

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

THAT the Parks and Recreation Master Plan Implementation Schedule be received; and

THAT Parks and Recreation Advisory Committee recommend to Council:

THAT tasks T1, T4, T4a, T4b, T5, T9, T16, T27, T30, T34, and T35 be referred to the Parks and Recreation Advisory Committee prior to a recommendation being presented to Council; and

THAT task T41 be referred to the Trails and Active Transportation Committee prior to a recommendation being presented to Council. .

CARRIED

4. ADJOURNMENT

Special Parks and Recreation Advisory Committee Meeting Minutes
Thursday, March 31, 2016

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Moved by Richard Doust
Seconded by Juergen Daurer

THAT the meeting be adjourned at 8:20 p.m.

CARRIED

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



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Town of Aurora
Parks & Recreation Services

MEMORANDUM

DATE: April 21, 2016
TO: Parks and Recreation Advisory Committee Members
FROM: Allan D. Downey, Director of Parks and Recreation Services
RE: Club Aurora Membership Pass Summary Report for February 2016

RECOMMENDATIONS

THAT the memorandum regarding Club Aurora Membership Pass Summary Report for February 2016 be received for information.

BACKGROUND

The Recreation Division provided its February 2016 Club Aurora Membership Pass Summary reports for your review and information.

MEMBERSHIP PASS SUMMARY REPORT

| | Combo Sold | Equip/Weights Sold | Group Fit. Classes Sold | Total membership passes |
|-----------------------|------------|--------------------|-------------------------|-------------------------|
| <i>December, 2015</i> | 34 | 58 | 6 | 953 |
| <i>January, 2016</i> | 103 | 94 | 13 | 1093 |
| <i>February, 2016</i> | 81 | 79 | 13 | 1111 |

**Parks and Recreation Advisory Committee Meeting Agenda
Thursday, April 21, 2016**

| Membership Summary Report Holds & Withdrawals*: September 1, 2013 - November 30, | | | | | | | | | |
|---|-----------------------|---------------------------|--------------------------------|----------|-------------|----------|-------------------------|--|----|
| Date | Full Memberships Sold | Fitness Memberships Sold | Total # of Members | Holds | Withdrawals | Total | As a % of Total Members | | |
| New membership packages as of Jan 21 | | | | | | | | | |
| | Combo Sold | Equip/Weights Sold | Group Fit. Classes Sold | | | | | | |
| January, 2015 | 7 | 8 | 3 | 0 | 0 | 0 | 0.0% | | |
| February, 2015 | 14 | 35 | 3 | 0 | 0 | 0 | 0.0% | | |
| March, 2015 | 146 | 72 | 13 | 0 | 0 | 0 | 0.0% | | |
| April, 2015 | 75 | 54 | 9 | 0 | 0 | 0 | 0.0% | | ** |
| May, 2015 | 87 | 34 | 3 | 0 | 0 | 0 | 0.0% | | |
| June, 2015 | 67 | 48 | 11 | 0 | 0 | 0 | 0.0% | | |
| August, 2015 | 39 | 29 | 7 | 0 | 0 | 0 | 0.0% | | |
| September, 2015 | 48 | 100 | 10 | 0 | 0 | 0 | 0.0% | | |
| October, 2015 | 48 | 59 | 15 | 0 | 0 | 0 | 0.0% | | |
| November, 2015 | 38 | 65 | 10 | 0 | 0 | 0 | 0.0% | | |
| December, 2015 | 34 | 58 | 6 | 0 | 0 | 0 | 0.0% | | |

* Holds & Withdrawals specific to the AFLC Renovation/Fitness Centre relocation
 Total Holds & Withdrawals shown as a percentage of total membership at September 1, 2013

**Parks and Recreation Advisory Committee Meeting Agenda
Thursday, April 21, 2016**

07/03/2016

**Membership Summary Report
Holds & Withdrawals*: September 1, 2013 - November 30,**

| Date | Full Memberships Sold | | Fitness Memberships Sold | | Total # of Members | Holds | Withdrawals | Total | As a % of Total Members |
|-----------------|-----------------------|------------------|--------------------------|------------------|--------------------|-------|-------------|-------|-------------------------|
| | Memberships Sold | Memberships Sold | Memberships Sold | Memberships Sold | | | | | |
| September, 2013 | 0 | 0 | 94 | 0 | 967 | 0 | 0 | 0 | 0.0% |
| October, 2013 | 1 | 0 | 80 | 0 | 960 | 4 | 0 | 4 | 0.4% |
| November, 2013 | 0 | 0 | 47 | 0 | 895 | 36 | 45 | 81 | 9.1% |
| December, 2013 | 1 | 0 | 50 | 0 | 737 | 20 | 8 | 28 | 3.8% |
| January, 2014 | 0 | 0 | 88 | 0 | 705 | 1 | 18 | 19 | 2.7% |
| February, 2014 | 0 | 0 | 43 | 0 | 675 | 2 | 18 | 20 | 3.0% |
| March, 2014 | 2 | 0 | 71 | 0 | 674 | 1 | 1 | 2 | 0.3% |
| April, 2014 | 0 | 0 | 59 | 0 | 651 | 3 | 0 | 3 | 0.5% |
| May, 2014 | 0 | 0 | 71 | 0 | 647 | 3 | 0 | 3 | 0.5% |
| June, 2014 | 1 | 0 | 52 | 0 | 673 | 2 | 0 | 2 | 0.3% |
| July, 2014 | 0 | 0 | 46 | 0 | 707 | 0 | 0 | 0 | 0.0% |
| August, 2014 | 0 | 0 | 30 | 0 | 696 | 0 | 0 | 0 | 0.0% |
| September, 2014 | 0 | 0 | 87 | 0 | 596 | 0 | 1 | 1 | 0.2% |
| October, 2014 | 2 | 0 | 65 | 0 | 599 | 0 | 0 | 0 | 0.0% |
| November, 2014 | 1 | 0 | 45 | 0 | 613 | 0 | 0 | 0 | 0.0% |
| December, 2014 | 0 | 0 | 56 | 0 | 585 | 0 | 0 | 0 | 0.0% |
| | | | | | | 72 | 91 | 163 | 16.9% |

**

* Holds & Withdrawals specific to the AFLC Renovation/Fitness Centre relocation
Total Holds & Withdrawals shown as a percentage of total membership as September 1, 2013

John Firman

C:\Users\Marianna Saavedra\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\QYMWQ30\Membership Summary Report - 2016-.xlsx



MEMORANDUM

Councillor Michael Thompson

Date: April 21, 2016

To: Parks and Recreation Advisory Committee

From: Councillor Thompson, Chair

Re: Parks and Recreation Advisory Committee Terms of Reference

RECOMMENDATION

THAT the Parks and Recreation Advisory Committee:

- Receive the memorandum for information
- Endorse the recommendations
- Provide direction



PARKS AND RECREATION ADVISORY COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

To provide policy advice and assistance to Council through the Parks and Recreation Services Department respecting the delivery of Parks and Recreation programs and activities within the Town of Aurora; to act as a liaison with the community, providing an informal mechanism to both obtain and disseminate information relevant to the Department's mandate.

2. MEMBERSHIP

The Committee shall be comprised of five (7) Members as follows:

- Two (2) Members of Council; one appointed as Chair for a two-year term, the other appointed as Chair for the following two-year term;
- Four (4) citizen Members;
- One (1) citizen Member from the Sports Council.

3. TERM

The Committee shall be appointed for a two-year term, with the option of a further two-year term and will be concurrent with the term of Council.

4. REMUNERATION

None.

5. DUTIES AND FUNCTIONS

- Solicit and assess community feedback with respect to service levels, costs, priorities, issues and concerns pertaining to the delivery of leisure services within the community;
- Provide analysis and commentary on policy initiatives, core document review/updates and similar departmental recommendations to Council on Leisure Services matters;
- Assist the Parks and Recreation Services Department in evaluating community needs, prioritizing and recommending changes to Council regarding the Leisure Services Master Plan;



- Facilitate communication by serving as a liaison along with a citizen liaison between the Town and various community groups;
- Review and comment on annual Parks and Recreation Services capital objectives within the context of the Town of Aurora Strategic Plan, the Master Plan, the Departmental Pricing Policy and long-range community development objectives;
- Receive and comment on the merits of proposals and concepts for new Parks and Recreation Services-related projects brought forward by the Department, individuals, community groups and the public or private sector;
- Become fully conversant with existing Parks and Recreation Services programs and facilities in the community;
- Review the Strategic Plan, the Parks and Recreation Services Master Plan, the mission statement of the Department and become familiar with their contents;
- Review policy-related reports prepared by the Director of Parks and Recreation Services and provide input on those reports;
- Liaise with and provide ongoing encouragement to community groups and agencies which provide recreation-related programs and activities;
- Periodically seek input on matters relevant to the provision of leisure services, especially in areas where service levels could potentially be impacted by such factors as budget constraints, user fees, financial reallocations, etc.;
- Form sub-committees to deal with specific new initiatives, policy issues, problems areas and identify strategic solutions;
- Meet on an as-required basis with volunteer groups, community organizations and associations to foster partnerships, promote and encourage communication, determine problem areas and identify strategic solutions;
- Undertake other assignments as may be requested by Council from time to time; and
- Provide advice and consent to the Parks and Recreation Services Department through the Special Events Co-ordinator with respect to the delivery of Department-operated annual events.

6. MEETING TIMES AND LOCATIONS

Third Thursday of every second month at 7 p.m. with the exception of July and August. Additional meetings of the Committee may be called by the Chair to address urgent matters.



7. STAFF SUPPORT

The Parks and Recreation Services Department provides technical support to the Committee.

The Legal and Legislative Services Department provides administrative support services to the Committee.

8. AGENDAS

Agendas are set by the Director in consultation with the Chair.



**EXTRACT FROM
COUNCIL MEETING OF
TUESDAY, MARCH 8, 2016**

9. CONSIDERATION OF ITEMS REQUIRING SEPARATE DISCUSSION

- 1. General Committee Meeting Report of March 1, 2016**
- (17) Parks and Recreation Advisory Committee Meeting Minutes of February 18, 2016**

**Main motion as amended
Moved by Councillor Gaertner
Seconded by Councillor Mrakas**

THAT the Parks and Recreation Advisory Committee meeting minutes of February 18, 2016, be received; and

THAT staff report back on additional options to address back door fob access at the Aurora Family Leisure Complex that take into consideration the comments from the Parks and Recreation Advisory Committee; *and*

THAT staff proceed to issue rear door access fobs, on the basis of an honour system, for users who express a need due to disability or mobility issues.

CARRIED AS AMENDED