



**Parks, Recreation
and Cultural Services
Advisory Committee
Meeting Agenda**

**Thursday, April 20, 2017
7 p.m.**

**Holland Room
Aurora Town Hall**

Public Release
April 19, 2017



**Town of Aurora
Parks, Recreation and Cultural Services
Advisory Committee
Meeting Agenda**

Date: Thursday, April 20, 2017

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

1. Approval of the Agenda

Recommended:

That the agenda as circulated by Legislative Services be approved.

2. Declarations of Pecuniary Interest and General Nature Thereof

3. Receipt of the Minutes

**Parks, Recreation and Cultural Services Advisory Committee Meeting Minutes
of February 16, 2017**

Recommended:

That the Parks, Recreation and Cultural Services Advisory Committee meeting minutes of February 16, 2017, be received for information.

4. Delegations

5. Matters for Consideration

1. PRCSAC17-002 – Canine Commons Update

Recommended:

1. That Report No. PRCSAC17-002 be received; and
2. That the Parks, Recreation and Cultural Services Advisory Committee (PRCSAC) recommend to Council:
 - (a) That staff proceed with the priority site capital upgrades and maintenance requirements; and
 - (b) That these upgrades be funded in the 2017 Capital and Operational budgets and all related works be completed in 2017; and
 - (c) That future PRCSAC Operational budgets be funded sufficiently to conduct the ongoing service level increase at the Canine Commons Leash Free Park, as outlined in this report.

6. Informational Items

2. Extract from Council Meeting of March 28, 2017 Re: Parks, Recreation and Cultural Services Advisory Committee Meeting Minutes of February 16, 2017

Recommended:

1. That the Extract from Council Meeting of March 28, 2017, regarding the Parks, Recreation and Cultural Services Advisory Committee meeting minutes of February 16, 2017, be received for information.

7. New Business

8. Adjournment



**Town of Aurora
Parks, Recreation and Cultural Services
Advisory Committee
Meeting Minutes**

Date: Thursday, February 16, 2017

Time and Location: 7 p.m., Leksand 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, Recreation and Cultural Services, and Samantha Kong, Council/Committee Secretary

The Chair called the meeting to order at 7:05 p.m.

1. Approval of the Agenda

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

That the agenda as circulated by Legislative Services, with the following addition, be approved:

- Delegation (b) Howard Crangle, Resident; Re: Item 1 – PRCSAC17-001 – Leash Free Park

Carried

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2. Declarations of Pecuniary Interest and General Nature Thereof

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

3. Receipt of the Minutes

Parks and Recreation Advisory Committee Meeting Minutes of November 17, 2016

**Moved by Richard Doust
Seconded by Stephen Kimmerer**

That the Parks and Recreation Advisory Committee meeting minutes of November 17, 2016, be received for information.

Carried

4. Delegations

**(a) Reg Chappell, Sport Aurora
Re: Future Facility Development**

Mr. Chappell discussed the increased demand for sport facilities due to population growth and inquired whether staff and Council have considered investigating the current and future needs for facility development in the Town. The Committee expressed support regarding the investigation.

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

That the comments of the delegation be received for information.

Carried

**(b) Howard Crangle, Resident
Re: Item 1 – PRSCAC17-001 – Leash Free Park**

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Mr. Crangle discussed the list of improvements within the staff report and identified the parking lot, gate, and fence as high priorities for replacement or repairs.

Moved by Stephen Kimmerer
Seconded by Juergen Daurer

That the comments of the delegation be received and referred to Item 1.

Carried

5. Matters for Consideration

1. PRCSAC17-001 – Leash Free Park

Staff provided background information regarding Canine Commons which was a resident-initiated request to use and maintain the land. Staff advised that the parking lot was constructed using permeable materials since it is located within the flood plain.

The Committee discussed creating separate sections within Canine Commons for smaller and larger dogs, as well as investigating alternative locations. The Committee expressed support for the list of improvements; however, it was suggested that Council consider rectifying the top priority concerns this year, and consider the rest within the 2018 Capital and Operating budgets. Staff indicated that the estimated cost of the proposed 2017 improvements would be \$170,000.

Moved by Councillor Thompson
Seconded by Richard Doust

1. That Report No. PRCSAC17-001 be received; and
2. That the Parks, Recreation and Cultural Services Advisory Committee recommend to Council:
 - (a) That the Canine Commons continue to be operated based on the status quo; and

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- (b) That all upgrades and operational requirements be presented in both the 2018 Capital and Operating budgets; and
- (c) That staff be directed to work with the Canine Commons Committee to determine priority issues, expectations and overall satisfaction of the existing facility and future uses; and
- (d) That staff be directed to report back to Council with a list of priorities for improvements to Canine Commons; and
- (e) That the following issues be considered as top priority, and to be undertaken in 2017:
 - i. Paving of parking lot; and
 - ii. Replacement of fencing and gate.

Carried

6. Informational Items

- 2. **Extract from Council Meeting of December 13, 2016
Re: Parks and Recreation Advisory Committee Meeting Minutes of
November 17, 2016**

**Moved by Councillor Thompson
Seconded by Stephen Kimmerer**

- 1. That the Extract from Council Meeting of December 13, 2016, regarding the Parks and Recreation Advisory Committee meeting minutes of November 17, 2016, be received for information.

Carried

7. New Business

The Committee discussed facility requirements to meet the demands of the growing population.

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New Business Motion No. 1

Moved by Juergen Daurer

Seconded by Stephen Kimmerer

1. That the Parks, Recreation and Cultural Services Advisory Committee recommend to Council:

- (a) That staff be directed to investigate the current and future needs for facility development in the Town, and report back to the Parks, Recreation and Cultural Services Advisory Committee.

Carried

Steven Kimmerer advised that Reg Chappell would be the second representative from Sport Aurora to be joining the Parks, Recreation and Cultural Services Advisory Committee, as per the new Terms of Reference.

Steven Kimmerer extended an invitation to the Committee to join in an event held by Sport Aurora at the Aurora Public Library, Magna Room, on February 22, 2017, at 7 p.m.

Eric McCartney discussed the need for creating educational programs and videos to inform residents about trail etiquette, as the use of Town trails is increasing.

Staff provided a verbal update with regard to projects and initiatives that the Committee has resolved.

8. Adjournment

Moved by Councillor Thompson

Seconded by Juergen Daurer

That the meeting be adjourned at 8:59 p.m.

Carried

Committee recommendations are not binding on the Town unless otherwise adopted by Council at a later meeting.



Town of Aurora

Parks, Recreation and Cultural Services

Advisory Committee Report No. PRCSAC17-002

Subject: Canine Commons Update

Prepared by: Jim Tree, Manager of Parks

Department: Parks, Recreation and Cultural Services

Date: April 20, 2017

Recommendation

- 1. That Report No. PRCSAC17-001 be received; and**
- 2. That the Parks, Recreation and Cultural Services Advisory Committee (PRCSAC) recommend to Council:**
 - (a) That staff proceed with the priority site capital upgrades and maintenance requirements; and**
 - (b) That these upgrades be funded in the 2017 Capital and Operational budgets and all related works be completed in 2017; and**
 - (c) That future PRCSAC Operational budgets be funded sufficiently to conduct the ongoing service level increase at the Canine Commons Leash Free Park, as outlined in this report.**

Executive Summary

The purpose of this report is:

- To provide PRCSAC with information on priority Capital improvements requested by the Canine Commons Adopt-A-Park Partner for the Leash Free Park
- To provide PRCSAC with the information on operational improvements requested by the Canine Commons Adopt-A-Park Partner for the Leash Free Park
- To provide PRCSAC with the financial information and impacts associated with these improvements on both Capital and Operating budgets
- To state a clear process for the Adopt-A-Park Partner to follow when future Capital upgrades or additional service levels are requested

Background

At the February 16, 2017 PRCSAC meeting staff presented report PRCSAC17-001 wherein a number of informational items and issues were addressed and PRCSAC made the following recommendations to Council:

That Report No. PRCSAC17-001 be received; and

That the Parks, Recreation and Cultural Services Advisory Committee recommend to Council:

(a) That the Canine Commons continue to be operated based on the status quo; and Parks,

(b) That all upgrades and operational requirements be presented in both the 2018 Capital and Operating budgets; and

(c) That staff be directed to work with the Canine Commons Committee to determine priority issues, expectations and overall satisfaction of the existing facility and future uses; and

(d) That staff be directed to report back to Council with a list of priorities for improvements to Canine Commons; and

(e) That the following issues be considered as top priority, and to be undertaken in 2017:

- i. Paving of parking lot; and
- ii. Replacement of fencing and gate.

Council approved the February 16, 2107 PRCSAC Minutes and its recommendations at their meeting held on March 28, 2017.

Analysis

Upgraded parking lot drainage and perimeter fencing have been identified as the highest priorities

As noted above in item (e) of the PRCSAC minutes for their February 16, 2017 meeting the highest priority issues that our Adopt-A-Park Partner has identified are the existing

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Parking Lot surface conditions and the perimeter fencing currently enclosing the leash free area.

Staff attended the Canine Commons leash free park on Monday April 10, 2017 with our Adopt-A-Park agreement representative to discuss these issues and potential remedies to the current issues. It was suggested by our partner that inadequate drainage appears to be one of the two most significant issues in that during wet periods the lime stone granular parking lot becomes quite “sloppy” with a fine silty material coating the surface. As a result, this material is picked up by the paws of dogs as they exit the leash free area and transferred to the interiors of user’s vehicles etc.

Adopt-A-Park partner suggests upgrading and maintaining a granular parking lot

It was suggested by our Partner that in view of the costs associated with paving the parking lot that it need not be reconstructed or paved, it was suggested that the installation of barrier curbing and surface grading to improve drainage would be sufficient in addressing this issue.

It was also suggested that regular parking lot grooming and leveling would make a significant improvement to the parking surface and staff have addressed this in the financial section of this report.

While staff agree that these upgrades may result in some improvement, it should be stated that these improvements on their own will not entirely resolve the wet and muddy conditions that are experienced depending of the time of year. The only way to permanently resolve this problem on a year round basis would be to install a hard surface.

Removal and replacement of existing fencing will satisfy all pet owners concerns as well as LSRCA non-compliance issues.

The second highest priority identified by our Partner is the replacements of the perimeter leash free area fencing and entrance gate latch system.

The current fence system is the original fencing which was installed in 2003. It consists of a “Page Wire” type fence which is widely used in agricultural operations; however, there are a number of concerns from pet owners, particularly the owners of smaller breed dogs where these dogs have a tendency to escape the leash free area through the large fence wire openings. This has led to the Partners attaching plastic construction fencing along the bottom half of the fence. This fence has a small opening space which successfully

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contains pets; however, it does not meet LSRCA flood zone regulations as storm water cannot flow freely through this type of fence. LSRCA has advised our staff that this plastic fencing must be removed so staff have sourced replacement fencing that will satisfy all concerns and will also ensure that the partner approves the use of this fencing prior to its installation. In addition to this fencing, the entrance gate latch system has also been identified as an issue which is a relatively small and inexpensive matter that can be easily addressed by staff.

Adopt-A-Park Partner requests scheduled wood mulch top dressing and parking lot grooming

During the site meeting with our Partner it was requested that the provision of wood chip mulch be provided on a regularly scheduled basis as opposed to the current agreement where wood chips are provided subject to their availability.

Staff suggested that the provision of sufficient amounts of wood chip mulch would be purchased and applied in two annual applications, perhaps once in the spring and fall seasons, or at the request of our Partner. The material used for this purpose would be higher quality mulch which is currently used in our playground areas as a safety surface.

Initially, there will be a need to conduct some Capital related site preparation works and a larger quantity of mulch required in order to get the site in a suitable condition. Following this, a smaller quantity of mulch would be provided to “top dress” the areas in need of attention. This would be considered more of an operational issue.

Our Partner has also requested that the parking lot be maintained on a more regular basis to prevent ponding water and potholing. Currently staff provide parking lot grooming when numerous potholes are observed and staff respond to the site to fill the holes and grade the lot. This can prove challenging during winter months due to frozen ground conditions and obtaining suitable non-frozen granular materials. As the parking lot will remain a granular surface, this problem will not be completely avoided; however, staff will make their best efforts to improve the condition with the materials available. A cost to provide more frequent grooming of the parking lot has been included.

Future requests for Capital Improvements or service level increases to be provided in writing prior to April 1st each year

There are a number of other improvements and upgrades that have been suggested by our Partner over the years; however, at this time these upgrades have not been requested and it is unclear as to whether or not they will be requested in future years.

For the purposes of clarity and consistency in communicating the Partners future Capital or Operational needs, staff recommend that any requests for Capital improvements or service level increases be forwarded in writing to the Director of Parks, Recreation and Cultural Services prior to April 1st each year, for consideration by Council, in the following years budget review process (e.g. a request made in April 2017 would be considered by council in the 2018 budget review).

Financial Implications

Table 1 below includes only those works that have been deemed as priority works by our Adopt-A-Park Partner:

Table 1

LEASH FREE PARK ESTIMATED CAPITAL IMPROVEMENT COST	
ITEM	CAPITAL COST
Removal and/or spreading of degraded/composted wood chip mulch and replace with new screened wood chip mulch	\$45,000
Perimeter fence replacement	\$22,000
Install barrier curbing and re-grade parking lot	\$5,000
Total Capital Improvement Costs	\$72,000

Table 2 below is based on an approximate estimated cost only. A more comprehensive cost estimate would be provided as part of developing a Parks, Recreation and Cultural Services Level Standard for the Leash Free Park:

Table 2

LEASH FREE PARK ANNUAL OPERATIONAL COST TOWN OF AURORA OPERATED	
ITEM	COST to PRCS
Cutting of weeds and long turf inside leash free area	\$1,000
Annual snow plowing and sanding of parking area within the Leash Free area	\$2,000
Monthly parking lot grooming and top dressing with granular (assuming granular surface)	\$2,500
Delivery and spreading of wood chips two applications per year	\$10,000
Grass cutting around parking area	\$500
Annual Total Maintenance Cost	\$16,000

Communications Considerations

There is no external communication required at this time

Link to Strategic Plan

Develop a long-term needs assessment for recreation programs, services and operations to match the evolving needs of the growing and changing population.

Alternative(s) to the Recommendation

- Option 2 PRCSAC could recommend that only certain items be considered for upgrading over a phased period of time based on annual budget approvals and available resources.

- Option 3 PRCSAC could recommend that the current Adopt-A-Park agreement is terminated and establish a new Parks Service Level for Council to consider in having staff assume all aspects of operating the Leash Free Park.

- Option 4 Continue to operate the Leash Free Park based on the status quo and recommend that all upgrades and operational requirements be presented in both the 2018 Capital and Operational Budgets and in

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the interim conduct a survey of the Leash Free Park Users to better determine priority issues, expectations and overall satisfaction of the existing facility.

Conclusions

It can be concluded that our Adopt-A-Park Partner has determined the priority related works and ongoing maintenance functions that need to be considered in meeting the Partners expectations. As such, staff have provided the information on all aspects of these priority items and recommend that PRCSAC endorse the recommendations in this report and that the works be funded and implemented as outlined.

Attachments

Attachment #1 - Letter of Request from Adopt-A-Park Partner

Previous Reports

PRCSAC17-001 Leash Free Dog Park, February 16, 2017

PRAC12-006 Leash Free Dog Park Needs Analysis, December 20, 2012

Pre-submission Review

None.

Departmental Approval



Allan D. Downey
Director, Parks, Recreation and Cultural
Services



Attachment #1

4/18/2017

Helen Clarke
Canine Commons Volunteer

Al Downey
Director Parks, Recreation and Cultural Services
Town of Aurora
100 John West Way
Aurora, On, L4G 6J1

Dear Al,

Thank you for meeting with me to do a walkthrough of Canine Commons on April 10, 2017.

As requested, here is the follow-up letter to confirm our discussion and reiteration of Canine Commons requirements.

For 2017 we would like to see the following improvements:

1. Parking lot. The goal is to eliminate the mud going to and from the parking lot. Suggested curbs to keep mud puddles from forming. Provide additional wood chips from the parking lot to the gate.
2. Fencing. New improved fencing approved by conservation area. Also, a section added for small dogs
3. Gate and Latch system. Current latch system is not adequate as the gate shifts due to weather and fails to latch. A drop bolt or magnetic system would be preferred.
4. Additional wood chips/mulch for the entire park. Eliminate grass areas. Infuse 3 of the wettest areas with additional chips.
5. A maintenance schedule for work to be completed. I.e. regular intervals for site inspection, chip delivery, parking lot maintenance, tree cutting etc.

For future (2018/2019) budget considerations we would like to request the following improvements:

6. Additional trees/landscaping
7. Lighting
8. Water
9. Signage - Canine commons entry signage visible whether north or south bound. Improved rules and regulation signage. Caution signage on Industrial Park way indicating dogs and walkers. Signage in the park to remind pet parents to clean up after their dogs. Will also need signage for small dog area if approved.
10. Accessibility - safer park entry in winter months. Salt/sand, steps & railing/grading
11. Cement pad with shelter (not discussed but on the list for improvements)

Thank you for all of your assistance. I look forward to working more closely with you and your team.

Helen Clarke

Helen Clarke
Canine Commons Volunteer





**Extract from
Council Meeting of
Tuesday, March 28, 2017**

5. Consent Agenda

**Moved by Councillor Thompson
Seconded by Councillor Pirri**

That the following Consent Agenda item be approved:

**C10. Parks, Recreation and Cultural Services Advisory Committee Meeting Minutes
of February 16, 2017**

1. That the Parks, Recreation and Cultural Services Advisory Committee meeting minutes of February 16, 2017, be received for information.

Carried

R2. Summary of Committee Recommendations Report No. 2017-02

**Moved by Councillor Abel
Seconded by Councillor Pirri**

1. That Summary of Committee Recommendations Report No. 2017-02 be received; and
2. That the Committee recommendations contained within this report respecting the Parks, Recreation and Cultural Services Advisory Committee Meeting Minutes of February 16, 2017, be approved.

Carried