



**Community
Advisory Committee
Meeting Agenda**

**Thursday, October 10, 2019
7 p.m.**

**Holland Room
Aurora Town Hall**

Public Release
October 3, 2019



Town of Aurora
Community Advisory Committee
Meeting Agenda

Date: Thursday, October 10, 2019

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

Community Advisory Committee Meeting Minutes of June 20, 2019

Recommended:

That the Community Advisory Committee meeting minutes of June 20, 2019, be received for information.

4. Delegations

5. Consideration of Items

1. CAC19-002 – 276 and 310 Hartwell Way – Non-Programmed Park Design

Recommended:

1. That Report No. CAC19-002 be received; and
2. That the comments and suggestions regarding 276 and 310 Hartwell Way – Non-Programmed Park Design be received and referred to staff for consideration and action as appropriate.

2. CAC19-003 – Future Off-Leash Dog Park Locations

Recommended:

1. That Report No. CAC19-003 be received; and
2. That the comments and suggestions regarding Future Off-Leash Dog Park Locations be received and referred to staff for consideration and action as appropriate.

6. Informational Items

**3. Memorandum from Manager, Business Support
Re: Outdoor Sports Field Development Strategy**

Recommended:

1. That the memorandum regarding Outdoor Sports Field Development Strategy be received for information.

**4. Memorandum from Manager, Recreation
Re: Aquatic Facility Feasibility Study – Update**

Recommended:

1. That the memorandum regarding Aquatic Facility Feasibility Study – Update be received for information.

**5. Memorandum from Deputy Town Clerk
Re: Advisory Committee Chair Rotation**

Recommended:

1. That the memorandum regarding Advisory Committee Chair Rotation be received for information.

7. Adjournment



Town of Aurora
Community Advisory Committee
Meeting Minutes

Date: Thursday, June 20, 2019

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

Committee Members: Sera Weiss (Chair), Denis Heng (Vice Chair), Barry Bridgeford, Councillor Rachel Gilliland, Chris Gordon, Balpreet Grewal, Councillor Harold Kim, Janet Mitchell, and Jennifer Sault

Members Absent: Chris MacEachern

Other Attendees: Anca Mihail, Manager of Engineering and Capital Delivery, Lisa Warth, Manager, Recreation, and Linda Bottos, Council/Committee Coordinator

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

1. Approval of the Agenda

Moved by Councillor Gilliland
Seconded by Janet Mitchell

That the agenda as circulated by Legislative Services be approved.

Carried

2. Declarations of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50.*

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Thursday, June 20, 2019

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3. Receipt of the Minutes

**Moved by Barry Bridgeford
Seconded by Chris Gordon**

That the Community Advisory Committee meeting minutes of May 2, 2019, be received for information.

Carried

4. Delegations

None

5. Matters for Consideration

1. Memorandum from Manager, Recreation Re: Aquatic Facility Feasibility Study

Staff introduced the project consultant, Mr. Stuart Isaac, President of Isaac Sports Group, who provided an overview of the feasibility study goals and objectives including methodology, program development, design options, site options, detailed financial operating analysis, and final report.

The Committee inquired about various aspects of the study including the planned approach and detailed analysis of site options, identification and analysis of community/user group needs and opportunities, carbon footprint reduction, community engagement methodology, alternatives to chlorine, and pool air quality.

The Committee made suggestions regarding community engagement to include surveys, various social media platforms, and reaching out to potential users as well as current users, group homes, private club members, and therapy providers. The Committee further suggested consideration of a subsidized fees assistance program to ensure that all residents have the opportunity to use the facilities.

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**Moved by Barry Bridgeford
Seconded by Councillor Kim**

1. That the memorandum regarding Aquatic Facility Feasibility Study be received for information.

Carried

**2. Memorandum from GIS Infrastructure Analyst
Re: Community Energy Plan (CEP) – Stakeholder Working Group**

Staff provided a brief overview of the memorandum and background to the development process of the Community Energy Plan (CEP), noting that the Stakeholder Working Group will contribute throughout the development of the CEP.

The Committee and staff discussed opportunities for public outreach and input, social media, reduction of greenhouse gas emissions, and the plans being developed by other York Region municipalities. Members of the Committee expressed interested in participating in the development process.

**Moved by Jennifer Sault
Seconded by Councillor Gilliland**

1. That the memorandum regarding Community Energy Plan (CEP) – Stakeholder Working Group be received; and
2. That the Community Advisory Committee nominate Barry Bridgeford to participate in the Community Energy Plan's Stakeholder Working Group (SWG).

Carried

6. Informational Items

None

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7. Adjournment

Moved by Janet Mitchell

Seconded by Councillor Kim

That the meeting be adjourned at 8:32 p.m.

Carried



Town of Aurora
Community Advisory Committee
Report

No. CAC19-002

Subject: 276 and 310 Hartwell Way – Non Programmed Park Design

Prepared by: Sara Tienkamp, Manager of Parks & Fleet

Department: Operational Services

Date: October 10, 2019

Recommendations

1. That Report No. CAC19-002 be received; and
2. That the Community Advisory Committee (CAC) provide a recommendation to Council for their consideration in authorizing that staff commence the detailed design and tendering process for 276 and 310 Hartwell Way and proceed with Capital Project No: 73299, as presented.

Executive Summary

This report provides Council with information associated with the preliminary design concepts of a new neighbourhood park located at 276 and 310 Hartwell Way:

- Parks and Recreation Master Plan recommendations outline high priorities
- Design concepts include a number of amenities for non-programmed park, including Master Plan recommendations.
- Parkland space limitations not conducive to sports fields
- Proximity of park to two (2) future school sites could enhance educational programming

Background

Through the development of the 2C lands, the Town of Aurora acquired .85 hectares of parkland from Brookfield Homes and another .75 hectares from the St. Johns Development Corporation. Both blocks are adjacent to one another on Hartwell Way. The land was identified through the 2C Master Parks agreement and was conveyed as per the 2C Secondary Plan for a total of 1.6 hectares of parkland between the two (2) blocks.

Both the 2010 and 2016 Parks and Recreation Master Plans identified a large deficit in the provision of parkland to address the growing needs of the community, ensuring they have sufficient access to spaces that are capable of range of recreational pursuits. The addition of this parcel has helped address the shortfall.

As part of the 2018 budget deliberations, Council approved Capital Project No: 73299 Non – Programmed Park 2C Lands to design, tender and construct the neighbourhood park for 1.5 million.

Analysis

Parks and Recreation Master Plan recommendations outline priorities

The purpose of the Parks and Recreation Master Plan is to help guide the provision of the Town’s parks and facilities over a five (5) year period. The objectives are to identify trends in sport and recreation, recognize parkland and facility needs and to outline priorities, timing and costs.

Many of the recommendations in the 2010 and 2016 Master Plans have been delivered. The following chart lists the 2016 recommended initiatives still ongoing or outstanding with priority rating, suitable for a 1.6 hectare neighbourhood park.

Park Amenity	Priority
Off Leash Dog Park	Medium
Playgrounds	High
Garden Plot Program	High
Trails and Pathways	High

Design concepts include a number of amenities for non-programmed park, including Master Plan recommendations

The preliminary two (2) concept designs for the park include the following amenities consisting of different layouts:

- Asphalt paved parking lot, +/-28 Cars with accessible space(s)
- Community gardens with raised planting beds
- Shelter area for shade

- Wildlife Park Information Centre
- Integrated pedestrian walkway system with (future) trail connections and multiple access points
- Naturalized interpretive play area/playground
- Natural themed off leash Dog Park.
- Open space features, maze with naturalized planting, native plant material and self sustaining. Gathering area.
- Creation of natural planting areas, with native plant material, varying height landforms and overall integration into the community to encourage pollinators.

The park, in general, will have an overall natural aesthetic recognizing the connection to the natural environment on many levels. The design hopes to inspire free, creative play, link people to the land and provide interesting/unique amenities for the neighbourhood park.

As the parkland sits at the north end of the Community Wildlife Park (CWP), there is an opportunity to connect trails from park into the CWP and provide for a meeting area with interpretive signage and maps for users.

Staff attempted to include garden plots in two (2) parks over the past couple years

(McMahon Park and Thomas Coates Park) but neighbouring residents have been in opposition. Primary concerns have been increased traffic in park and wildlife. Community gardens have great benefits and have been included in this park design. Garden plots are raised off the ground and accessible, so residents unable to bend and kneel can grow vegetables/flowers etc. Gardening can be done solo or is an opportunity to bond with family or friends. It creates a strong sense of community, elevating happiness, the sense of accomplishment and more importantly, reducing stress. Horticultural therapy is a new term in the health and wellness industry, describing the benefits of gardening.

Also included is a small scale dog park so neighbours can have their dogs exercise and interact in a leash free zone. Park will include natural play elements for dogs including tunnel logs/large stones etc. Park maintenance program will be modelled after Canine Commons through an Adopt-a-Park agreement with volunteers.

Amenity will not be included in the design if staff are unable to acquire a volunteer group.

The Parks and Recreation Master Plan recommends playgrounds should be provided in new and existing residential areas where geographic gaps exist, generally calculated through application of an 800 m service radius that is unobstructed by major pedestrian

barriers. Within an 800 m radius of this parkland there are four (4) existing playgrounds (Thomas Coates Park, Ada Johnson Park, Edward Coltham Park and an unnamed park on Radial Drive). Despite this, staff have included a naturalized playground as part of the park design as there have been inquiries from the public about including one in future design, as the Town does not have one. Naturalized playgrounds have advantages over purpose-built playgrounds as they promote diverse physical activity and creative play. Children are encouraged to explore and create without limitations in this inclusive/accessible, designed environment.

Parkland space limitations not conducive to sports fields

Sports fields, primarily rectangular fields are in a shortage. Staff looked at potentially including a sports field on the parkland. When positioned in the optimal north/south orientation the field is not able to be placed in this park as the depth of the park is not conducive. If rotated east/west the field is not ideal for play and limits space for other recreational opportunities.

There is no new available parkland to address the amenities not delivered upon to date in the Master Plan, so use of this land for these items is a priority. In addition, there are opportunities for partnerships with school boards for sports fields, all of which are being explored in the Outdoor Sports Field Development Strategy, being undertaken presently by the Community Services Department.

Proximity of park to two (2) future school sites could enhance educational programming

The new park is located directly across the street from two elementary school board sites. This close proximity will allow schools to utilize the information center and trail access point for the Wildlife Park providing for an educational experience, exploring our trails and learning about the wildlife within the protected park. This being one of the key objectives identified in the Community Wildlife Park Master Plan.

In addition the garden plots could be utilized on a similar manner with educational programming opportunities for school children.

Advisory Committee Review

Not applicable.

Legal Considerations

None.

Financial Implications

Following Council approval of the parkland concept, staff will complete a more detailed design and final cost estimate.

Communications Considerations

There are no external communication required at this time.

Link to Strategic Plan

The Non Programmed Park Design supports the Strategic Plan Goal of Supporting an Exceptional Quality of Life for All, by encouraging an active and healthy lifestyle.

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

1. Council could recommend the staff go out for public consultation on park design prior to approval.

Conclusions

Staff recommends that the Capital Project proceed as presented and designed.

Attachments

Attachment #1 – Non Programmed Park Concept Plan – Option 1

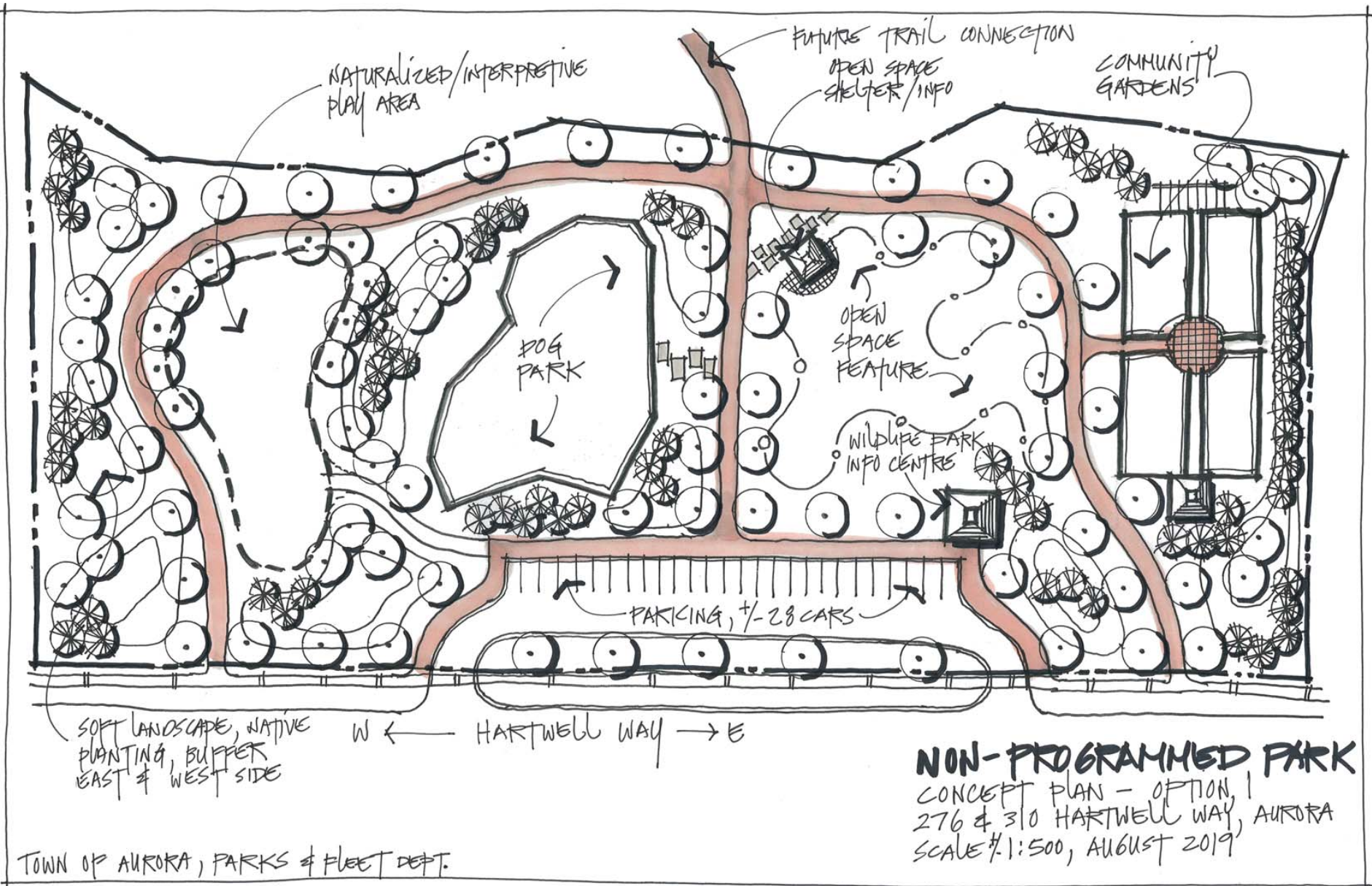
Attachment #2 – Non Programmed Park Concept Plan – Option 2

Previous Reports

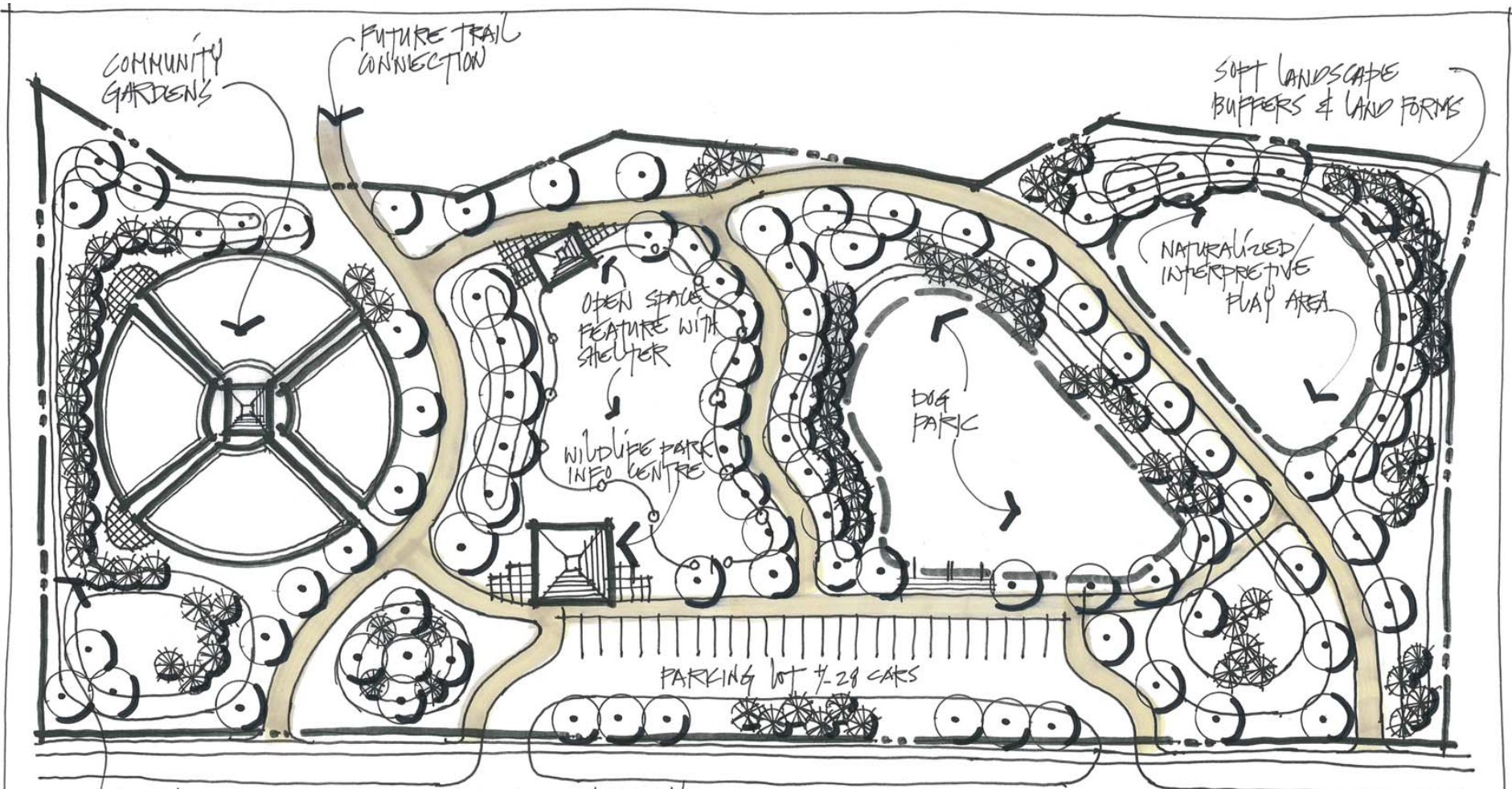
None.

Pre-submission Review

Agenda Management Team review electronically on September 25, 2019.



Attachment 1



NON-PROGRAMMED PARK
CONCEPT PLAN - OPTION 2
276 & 310 HARTWELL WAY, AURORA
SCALE 1/1:500, AUGUST 2019

TOWN OF AURORA, PARKS & FLEET DEPT.



Town of Aurora
Community Advisory Committee
Report

No. CAC19-003

Subject: Future Off-Leash Dog Park Locations
Prepared by: Sara Tienkamp, Manager of Parks & Fleet
Department: Operational Services
Date: October 10, 2019

Recommendations

- 1. That Report No. CAC19-003 be received; and**
- 2. That Block 166 in Phase 2 of the Highland Gate Development be approved for an Off-Leash Dog Park and staff be directed to develop the design and construction of the park with HGD through the future subdivision agreement; and**
- 3. That staff prepare a Capital Budget Project for the development of the Hydro One Corridor lands between Wellington Street East and St. Johns Sideroad for Council deliberations during the 2021 Capital Budget Review.**

Executive Summary

This report provides Council with information associated with potential future off-leash dog park locations:

- Land within Phase 2 of Highland Gate Development identified for neighbourhood off-leash facility
- Additional off-leash park locations that potentially could be considered
- Dog parks benefit owners as well as their pets
- Dog Waste Diversion programs in place at many municipal off-leash parks in GTA

Background

The Parks and Recreation Master Plan helps guide the provision of the Town's parks and facilities over a five (5) year period, identifying trends in sport and recreation.

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Report No. CAC19-003

Off-leash dog parks are recommended within the plan as a medium priority. It also indicates that a similar model to that for “Canine Commons” be used, whereby a community organization is primarily involved with the establishment, general maintenance and ongoing operation of the park.

The Town of Aurora currently has one (1) community off-leash dog park being “Canine Commons” which was established in 2003 located on Industrial Parkway North on a 1.8 hectares parcel of land inclusive of 20+ vehicle parking lot. The park serves the whole community and is very popular with residents/visitors. Due to its popularity, staff have had many inquires regarding the establishment of additional parks by the public, as well through the former Parks and Recreation Services Advisory Committee.

Analysis

Land within Phase 2 of Highland Gate Development identified for neighbourhood off-leash facility.

In 2018 a resident, who resides in the south/west area of Town, approached Town staff interested in establishing an off-leash park in the area.

During discussions, staff presented the example for establishment and the ongoing operation governance model, which the resident was more than receptive. Staff also identified .35 hectares of land within the Highland Gate Development (HGD) that could potentially be developed into an off-leash park. The area is Block 166 (Attachment #1) within Phase 2 and at this time is proposed for a trail with pathway lighting. Due to the size of the parcel of land and location, this potential off-leash park would be for neighbourhood use and residents would gain access by walking to the park through the trail system.

As this land is located within HGD, staff met with the Chair of the Highland Gate Ratepayers Group (HGRG) and presented a Concept Plan in the fall of 2018. The plan and potential location were distributed to HGRG. The Town was informed that the plan was received and that there was not any opposition to the initiative.

The concept plan (Attachment #2) for the park includes a continuous trail through the park, enhanced buffer plantings along residential property lines to the south, fenced dog park including plantings and seating areas, with naturalized environmental protection lands to the north.

If it is determined that this land is to be established into an off-leash park, staff will work with HGD on the future park design and construction though Phase 2 of the subdivision agreement.

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Report No. CAC19-003

Additional Off-leash Park locations that potentially could be considered.

Two (2) other locations have been identified by staff for off-leash parks:

Non Programmed Park – 276 & #10 Hartwell Way

As part of the concept design for the new parkland on Hartwell Way staff have included a small scale dog park so neighbours can have their dogs exercise and interact in a leash free zone. Park will include natural play elements for dogs including tunnel logs/ large stones etc. Park maintenance program will be modelled after “Canine Commons” through an Adopt-a-Park agreement with volunteers. Amenity will not be included in the design if staff are unable to acquire a volunteer group.

Hydro One Corridor Lands

The land within the Hydro One Corridor (east of Bayview Ave) could potentially be turned into a leash free trail, running from Wellington to St. John’s Sideroad. Currently these lands are utilized by many local dog walkers.

Staff would need to explore many factors prior to this undertaking. First and foremost, getting approval from Hydro One to utilize the lands, entering into a formal agreement if project proceeded (Town currently has two (2) agreements, one (1) being a portion of Queens Diamond Jubilee Park).

In addition, fencing would need to be evaluated, as not all of the corridor is fenced nor is bordered by residential rear yards. Gates and signage would need to be installed and turf maintenance would need to be considered as lands are currently mowed once a month by Hydro One during the growing season. Other considerations from an operational perspective would be increased demands on staff both in the By-law Division and Parks Division. Staff would prepare a capital budget sheet reflecting the proposed initiative for Council deliberation should this location be a consideration.

Dog parks benefit owners as well as their pets

There are several benefits a dog park has to offer as far as pets are concerned but owners can garner the effects of many of the same advantages which include:

- Socialization – while this is important for pets it is just as important for people and provides an opportunity to meet and get to know you neighbours;
- No leash – allows both you and your pet to roam free without being tethered to one another, less effort and stress on both parties;

- Shared experiences – allows you to converse with like-minded individuals and share information regarding your pet experiences;
- Pets playing – owners enjoy seeing their pets having fun, creates a sense of happiness; and
- Taking a break – park setting provides for an overall sense of calm as there are seating areas, trees, greenery and fresh air, allows for change of pace/routine.

Dog Waste Diversion programs in place at many municipal off-leash parks in GTA

Disposal of pet waste is an ongoing issue at dog parks. It creates unpleasant odours, needs frequent removal and is typically contaminated with other debris (coffee cups/paper etc.).

Currently at “Canine Commons”, the volunteer group picks and up and disposes of pet waste from the park in green bins provided by the Town. These bins are then moved to the curbside for weekly pick up. This is especially unpleasant in the summer months as the heat intensifies the odours of the waste.

Other municipalities in the GTA (Pickering, Mississauga) have successfully introduced ground collection containers at many of their dog parks and regular parks to deal with pet waste issues and cross-contamination. These large capacity containers are installed below ground where the depth allows for cooler conditions and no direct sunlight, eliminating odours and maximizing capacity and frequency of service. The containers are serviced by waste diversion companies who transfer the waste to an anaerobic biogas digester facility where it is safely converted into energy and/or fertilizer. Objectives that can be achieved are:

- Secure containment with no odour and no cross-contamination due to design;
- Control (avoid) stormwater and waste fluid leachate;
- Maximize volume of material containment, reducing frequency of service/truck emissions;
- Creation of green energy;
- Park only requires one (1) pet waste receptacle; and
- Cleaner, more efficient process.

Initial capital costs are greater, for the purchase and installation of the in-ground systems and requires a private company to collect and dispose of the waste. These could, however, be offset by corporate sponsorship and license fees which could help offset the dispenser program. Staff will investigate this technology further including capital and operational costs and if included in future parks, financial impacts will be presented for budget consideration.

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Report No. CAC19-003

Advisory Committee Review

Not applicable.

Legal Considerations

None.

Financial Implications

Cost for the construction of the HGD Off-Leash Park will be negotiated through Phase 2 of the Highland Gate Subdivision Agreement. Future potential off leash park location financial implications will be presented for future Capital Budget deliberations.

Communications Considerations

There are no external communication required at this time.

Link to Strategic Plan

The Off-Leash Dog Park supports the Strategic Plan Goal of Supporting an Exceptional Quality of Life for All, by encouraging an active and healthy lifestyle.

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 #1 – Council provide further direction

Conclusions

Staff recommend with proceeding with the development of an off leash dog park within Block 166, Phase 2, of the Highland Gate Development.

Attachments

Attachment #1 – Proposed Off-leash Dog Park Location Map

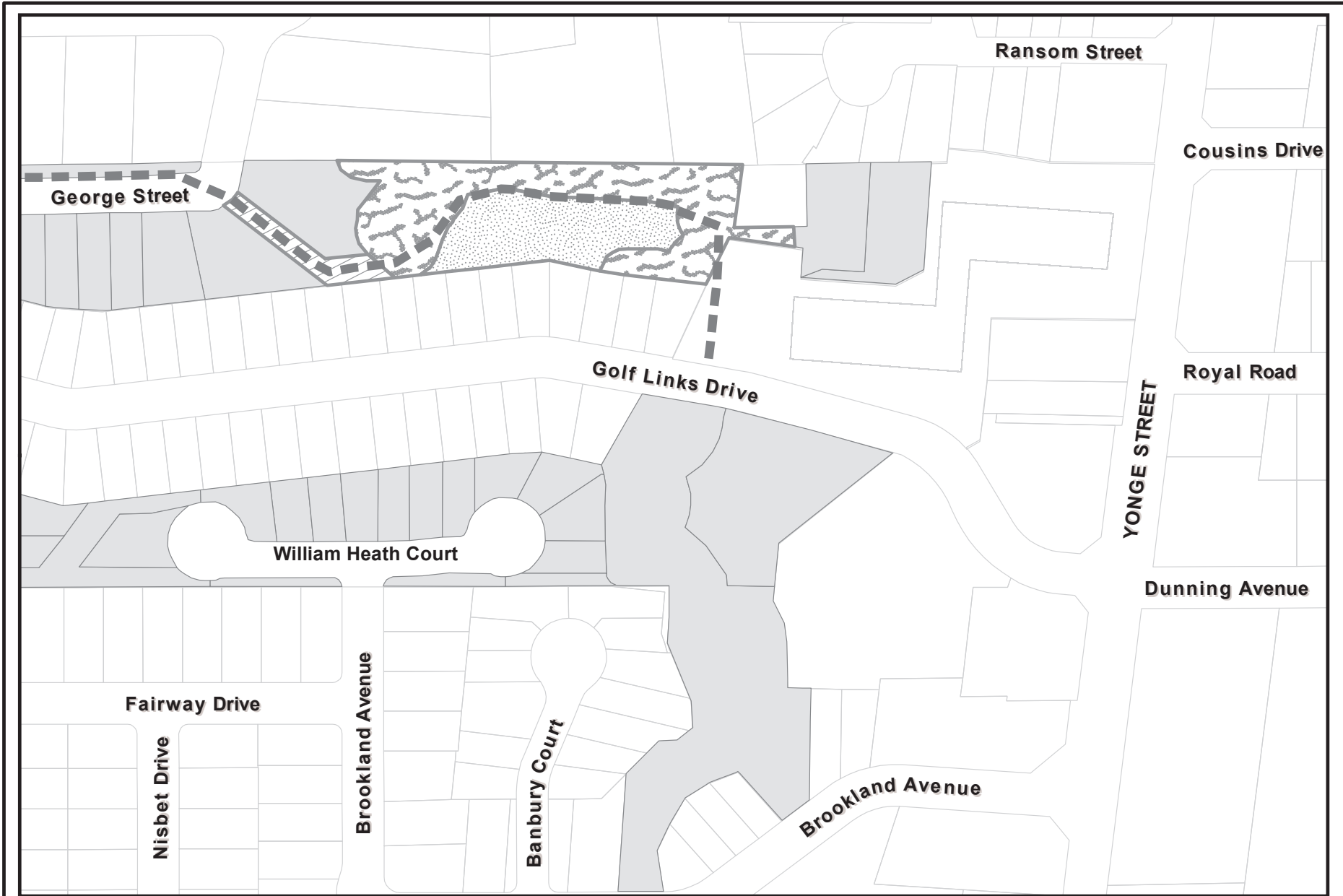
Attachment #2 – Concept Plan HGD Off-leash Dog Park

Previous Reports

None.

Pre-submission Review

Agenda Management Team review electronically on September 25, 2019.



PROPOSED DOG PARK

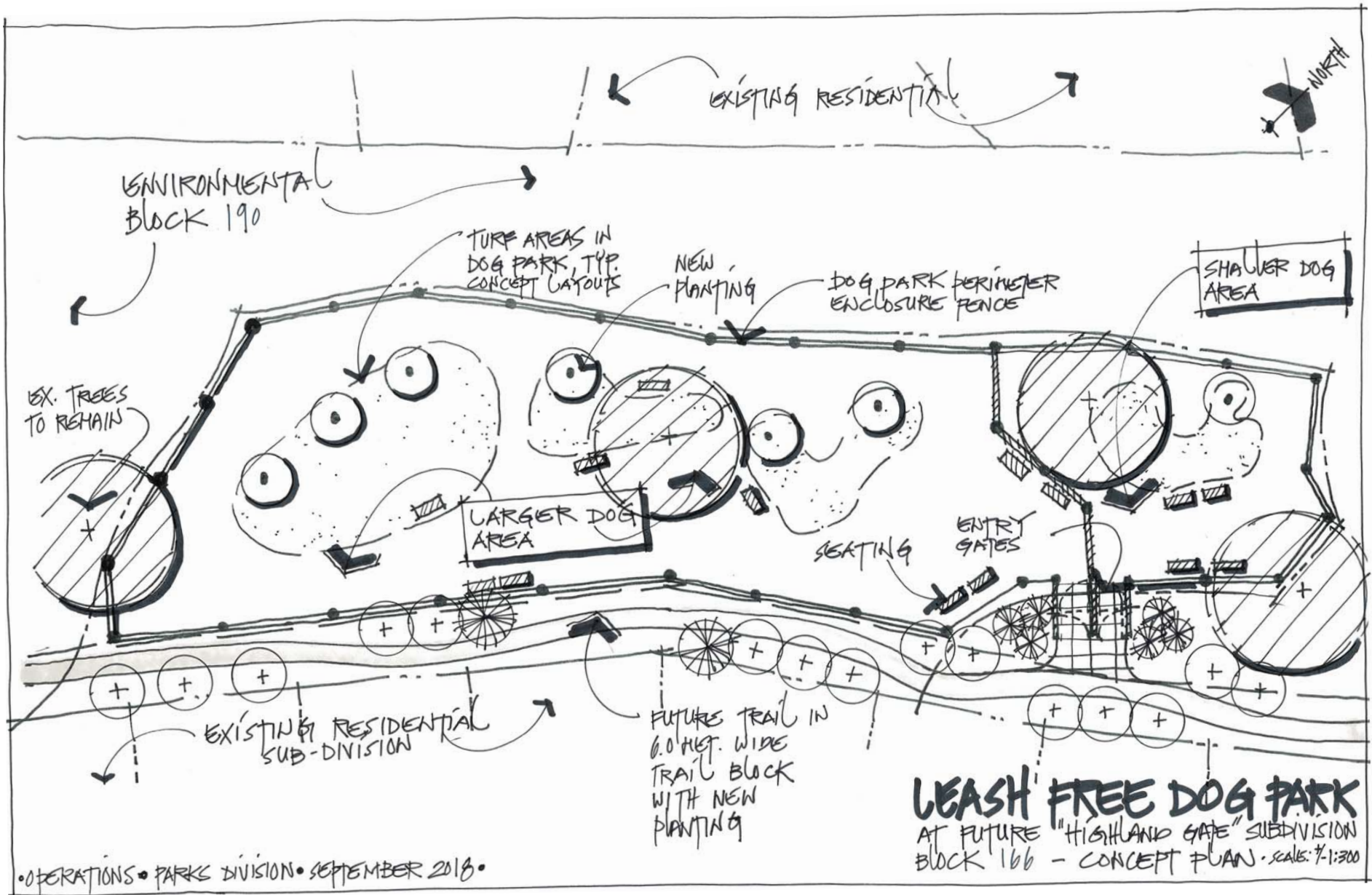
FIGURE 1

Attachment 1

-  Proposed Dog Park (0.35 hectares)
-  Environmental Protection
-  Servicing
-  Highland Gate Lots
-  Proposed Trail



Map created by the Town of Aurora Planning & Development Services Department, September 17, 2019. Base data provided by York Region and Aurora - GIS.



Attachment 2



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Town of Aurora
Community Services

Memorandum

Date: October 10, 2019
To: Community Advisory Committee
From: John Firman, Manager, Business Support
Re: **Outdoor Sports Field Development Strategy**

Recommendation

- 1. That the memorandum regarding Outdoor Field Development Strategy be received for information.**

Background

The Town of Aurora has engaged Monteith Brown Planning Consultants to undertake research and prepare an Outdoor Field Development Strategy.

The need for a comprehensive sports field development strategy was identified through 2018 discussions at Council and with various sport field user groups regarding the development of the Hallmark Lands. With the various inputs required from user groups and other stakeholders, and extensive research required to properly develop a strategy, staff recommended an independent consultant be retained to conduct this research and develop a strategy.

Project description:

To conduct research and develop an outdoor sports field development strategy, including:

- Evaluating existing field inventory and utilization rates
- Assessing past, present and projected membership data for primary sports field user groups
- Consulting with sports field user groups and other stakeholders regarding field use requirements

Outdoor Sports Field Development Strategy
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The scope of work ensures fulsome recommendations are provided as an outcome of the study, including recommendations for:

- Re-purposing existing assets
- Acquisition/development of new assets
- Alternative strategies for multi-use assets, rather than one-for-one replacements
- Replacement of third party fields that are expected to be lost in the near future

Staff would like the Committee to be aware of this study and the upcoming presentation to Council of the Outdoor Sports Field Development Strategy and have an opportunity to comment or ask questions related to the study. The anticipated completion date for this strategy is November 2019. Staff will be in attendance to speak to the study.

Attachments

None



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**Town of Aurora
Community Services**

Memorandum

Date: October 10, 2019
To: Community Advisory Committee
From: Lisa Warth, Manager, Recreation
Re: Aquatic Facility Feasibility Study – Update

Recommendation

- 1. That the memorandum regarding Aquatic Facility Feasibility Study – Update be received for information.**

Background

The Town of Aurora has engaged Isaac Sports Group (ISG) as a consultant to undertake an aquatics feasibility study.

Staff introduced the study and the consultant was in attendance at the June 20, 2019 meeting of CAC.

The study is now in its final stages, with most research and stakeholder engagement complete. Since the last update to CAC, ISG has completed the following:

- Two community open house meetings, drawing over 50 people from a wide range of current and potential aquatic users and stakeholders
- Visited several aquatic facilities in surrounding communities
- Visited regional best practice and aspirational facilities
- Worked with aquatic user groups/stakeholders to quantify their needs, potential for growth and potential incremental rental and event revenue for the Town
- Analyzed the designs, spaces and programs in current Aurora aquatic and recreation facilities

Several needs and challenges related to current facilities have been identified through this research including:

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- Water temperature, depth and concurrent programming flexibility to accommodate a full range of aquatic programming and recreation, especially during prime time
- Down time for maintenance both routine and unplanned
- The need for better support spaces such as locker rooms, storage, seating and deck space, function space adjacent to pool deck
- Current water space and lanes limit the growth of the competitive aquatic stakeholders
- Use of the pool by competitive programs during prime after school and evening hours limits public access and programming during these key times
- Current facilities can only support small competitive aquatic events

Numerous opportunities have emerged including:

- A well-designed new aquatic facility can meet all current and future projected programming needs.
- A new facility can create new and enhanced aquatic programs and recreation, incorporating new trends and features in aquatics that are not currently available in Aurora and the surrounding communities.
- A properly designed new aquatic facility creates the opportunity for some cost-effective modifications of the existing pools to make them more beneficial to a wide range of community users.
- A 50-metre main pool can provide significant growth opportunities for local competitive aquatic programs and open up space in existing facilities for a wide range of programs, lessons, lane swims, etc.
- A 50-metre option can generate significant additional revenue from outside teams and user groups and attract event revenue that will help cover a portion of the facility operating costs while not limiting ongoing community programming and daily revenue.
- New water handling and pool technology can significantly reduce annual and long-range operating and maintenance costs, resulting in new pools that are much more energy and water efficient and environmentally friendly.

Design Options

2 design options are emerging as the most viable:

- Expansion of existing facility
 - This option would see a single additional pool added to the existing SARC site. This option limits the need for additional pools and all new support and common spaces. This option would include some cost-effective updates of

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the existing 25-metre pool to make it more suitable to a wide range of community programming and recreation. This would also include expanded locker rooms and changing areas.

- New standalone facility
 - A new standalone facility (or in conjunction with a new facility) would require a minimum of two new pools, to create the optimum configurations, depth, temperatures and multi-concurrent programming and scheduling to meet the full range of community aquatic needs.

The final study will quantify the program and financial impact of these two options and discuss site implications.

Staff would like the Committee to be aware of the progress to date and the emerging findings on this important study. Staff anticipate the final report by the end of October and a presentation to Council on this topic at the beginning of December 2019.

Attachments

None



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**Town of Aurora
Corporate Services**

Memorandum

Date: October 10, 2019
To: Community Advisory Committee
From: Samantha Yew, Deputy Town Clerk
Re: **Advisory Committee Chair Rotation**

Recommendation

- 1. That the memorandum regarding Advisory Committee Chair Rotation be received for information.**

Background

At the Council meeting of July 23, 2019, Council passed a motion to amend the Town's Policy for Ad Hoc/Advisory Committees and Local Boards ("Policy"). Changes to the Policy include:

- The position of Chair and Vice Chair be held for a one-year term, with elections being held at the beginning of every calendar year;
- Citizen members may not act as a Chair or Vice Chair for more than two years in a single term; and
- Should no citizen member put their name forward for the role of Chair, Councillors are able to serve as Chair without any term restrictions.

As the new provisions of the Policy are now in effect, the next Chair and Vice Chair will be elected at the first Committee meeting of 2020.

Attachments

Attachment 1 – Extract from July 23, 2019 Council meeting, Motion (a) Councillor Thompson Re: Advisory Committee Chair Rotation

Attachment 1



**Extract from
Council Meeting of
Tuesday, July 23, 2019**

8. Motions

(a) Councillor Thompson

Re: Advisory Committee Chair Rotation

Moved by Councillor Thompson

Seconded by Councillor Humfries

Whereas the Town's Procedure By-Law and Policy for Ad/Hoc Advisory Committees and Local Boards govern all meetings; and

Whereas in the interest of good governance there is value in rotating the Committee Chair; and

Whereas the rotation of roles and responsibilities can develop/enhance a committee member's skillset, create additional engagement, and help build a stronger 'team' environment; and

Whereas some committees/boards, such as Aurora Public Library Board, Joint Council Committee, and Finance Advisory Committee, already rotate the Chair;

1. Now Therefore Be It Hereby Resolved That the Town's Policy for Ad Hoc/Advisory Committees and Local Boards be amended so that the position of Chair and Vice Chair of each Advisory Committee be for a one-year term; and
2. Be It Further Resolved That at the start of each calendar year elections be held for the Chair and Vice Chair positions, and that no citizen member may act as Chair or Vice Chair for more than two years in a single term of Council; and
3. Be It Further Resolved That members of Council may serve as Chair should no citizen member put their name forward, and that members of Council not be subject to any term restrictions.

Carried