



**Town of Aurora  
Parks and Recreation Advisory Committee  
Meeting Agenda**

**Date:** Thursday, October 19, 2023  
**Time:** 7 p.m.  
**Location:** Holland Room, Aurora Town Hall

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	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. Land Acknowledgement</b>	
<b>3. Approval of the Agenda</b>	
<b>4. Declarations of Pecuniary Interest and General Nature Thereof</b>	
<b>5. Receipt of the Minutes</b>	
<b>5.1 Parks and Recreation Advisory Committee Meeting Minutes of June 15, 2023</b>	<b>1</b>
1. That the Parks and Recreation Advisory Committee meeting minutes of June 15, 2023, be received for information.	
<b>6. Delegations</b>	
<b>7. Matters for Consideration</b>	
<b>7.1 Memorandum from Manager, Business Support; Re: Facility Allocation Policies Review</b>	<b>6</b>
1. That the memorandum regarding Facility Allocation Policies Review be received; and	
2. That the Parks and Recreation Advisory Committee comments regarding Facility Allocation Policies Review be received and referred to staff for consideration and further action as appropriate.	
<b>7.2 Memorandum from Manager, Business Support; Re: Feasibility of a</b>	<b>38</b>

## **Permanent Liquor License at the Aurora Community Centre**

1. That the memorandum regarding Feasibility of a Permanent Liquor License at the Aurora Community Centre be received; and
2. That the Parks and Recreation Advisory Committee comments regarding Feasibility of a Permanent Liquor License at the Aurora Community Centre be received and referred to staff for consideration and further action as appropriate.

### **8. Informational Items**

### **9. New Business**

### **10. Adjournment**



**Town of Aurora  
Parks and Recreation Advisory Committee  
Meeting Minutes**

**Date:** Thursday, June 15, 2023  
**Time:** 7 p.m.  
**Location:** Holland Room, Aurora Town Hall

**Committee Members:** Councillor Ron Weese (Chair)  
Irene Clement  
Jessie Fraser\*  
Adrian Martin\* (departed 7:23 p.m./returned 7:45 p.m.)  
Shaheen Moledina\*  
Corrina Tai\*

**Members Absent:** Michelle Dakin (Vice Chair)  
David Gren

**Other Attendees:** Gary Greidanus, Senior Landscape Architect\*  
Lisa Warth, Manager, Recreation  
Linda Bottos, Council/Committee Coordinator

\*Attended electronically

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**1. Call to Order**

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

**2. Land Acknowledgement**

The Committee acknowledged that the meeting took place on Anishinaabe lands, the traditional and treaty territory of the Chippewas of Georgina Island, recognizing the many other Nations whose presence here continues to this day, the special relationship the Chippewas have with the lands and waters of this territory, and that Aurora has shared responsibility for the stewardship of these lands and waters. It was noted that Aurora is part of the treaty lands of the

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Mississaugas and Chippewas, recognized through Treaty #13 and the Williams Treaties of 1923.

**3. Approval of the Agenda**

**Moved by** Shaheen Moledina

**Seconded by** Irene Clement

That the revised agenda as circulated by Legislative Services be approved.

**Carried**

**4. 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*.

**5. Receipt of the Minutes**

**5.1 Parks and Recreation Advisory Committee Meeting Minutes of April 27, 2023**

**Moved by** Jessie Fraser

**Seconded by** Shaheen Moledina

That the Parks and Recreation Advisory Committee meeting minutes of April 27, 2023, be received for information.

**Carried**

**6. Delegations**

None.

**7. Matters for Consideration**

**7.1 Memorandum from Recreation Supervisor, Community Programs; Re: Recreation Needs Assessment for Persons with Disabilities**

Staff provided an overview of the memorandum noting the project will focus mainly on the inclusive programs and services desired by the community and how to best facilitate their participation in recreation and

leisure activities. The Committee and staff discussed various aspects and suggestions including: overlap between project scope and facilities; planning stages and community consultation; staff training; hiring of qualified staff; needs assessments and resources; accommodation of various special needs; feedback and communication with residents in multiple languages; and an improved registration form to allow greater input from parents/guardians.

**Moved by** Shaheen Moledina

**Seconded by** Jessie Fraser

1. That the memorandum regarding Recreation Needs Assessment for Persons with Disabilities be received; and
2. That the Parks and Recreation Advisory Committee comments regarding Recreation Needs Assessment for Persons with Disabilities be received and referred to staff for consideration and further action as appropriate.

**Carried**

## **7.2 Memorandum from Director of Operations; Re: Shining Hill Neighbourhood Park – Preliminary Design**

Staff provided an overview of the memorandum noting the plan to consolidate any Advisory Committee comments and report back to Council in September with a finalized design and cost estimate. The Committee and staff discussed various aspects and suggestions including: mitigation of park amenity sounds and lighting impact on adjacent residential areas; tree loss and compensation; environmental assessments; type of splash pad; dedicated pickleball court versus multi-use court; multi-sport basketball court; park and amenity lighting; multi-use soccer field; appropriate bike racks; connection to trail system; trail maintenance, lighting and accessibility; playground accessibility; and maintenance cost agreements.

**Moved by** Irene Clement

**Seconded by** Shaheen Moledina

1. That the memorandum regarding Shining Hill Neighbourhood Park – Preliminary Design be received; and

2. That the Parks and Recreation Advisory Committee comments regarding Shining Hill Neighbourhood Park – Preliminary Design be received and referred to staff for consideration and further action as appropriate.

**Carried**

### **7.3 Memorandum from Director of Operations; Re: Summit Park Additional Amenities**

Staff provided an overview of the memorandum noting the plan to consolidate any Advisory Committee comments and report back to Council in September for budget approval. The Committee and staff discussed various aspects and suggestions including consideration of: natural playground structures; a demographic study for the area to determine potential target user groups; public consultation on the proposed playground and park; appropriate bike racks; park and amenity lighting including courts, playground and fitness area; and accessibility.

**Moved by** Irene Clement

**Seconded by** Jessie Fraser

1. That the memorandum regarding Summit Park Additional Amenities be received; and
2. That the Parks and Recreation Advisory Committee comments regarding Summit Park Additional Amenities be received and referred to staff for consideration and further action as appropriate.

**Carried**

### **8. Informational Items**

None.

### **9. New Business**

The Committee inquired about the Town's policy on communicating upcoming community events to residents, and staff advised on the various methods employed including social media, Town website, advertising in local newspapers, and notices posted in facilities and businesses around Town.

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The Committee inquired about musical events in parks, and staff advised on the upcoming schedule of events to be held throughout the summer, for which a printed flyer will be available in The Auroran newspaper.

The Committee suggested that communication and messaging in a variety of languages, including traditional methods of communication, should be considered.

The Committee inquired about whether any assessments would be done on Town parks respecting accessibility and inclusivity, and staff advised that a comprehensive study would be completed in 2024.

**10. Adjournment**

**Moved by** Corrina Tai

**Seconded by** Jessie Fraser

That the meeting be adjourned at 8:18 p.m.

**Carried**



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Town of Aurora  
**Memorandum**  
Community Services

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**Re:** Facility Allocation Policies Review

**To:** Parks and Recreation Advisory Committee

**From:** John Firman, Manager, Business Support

**Date:** October 19, 2023

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## Recommendation

1. That the memorandum regarding Facility Allocation Policies Review be received; and
2. That the Parks and Recreation Advisory Committee comments regarding Facility Allocation Policies Review be received and referred to staff for consideration and further action as appropriate.

## Background

The Town's existing facility allocation policies are currently overdue for review. These policies being:

- Ice Allocation Policy
- Room-Hall Permitting Policy
- Sports Field and Park Use Policy

All of these policies were last reviewed and updated in 2017, with the exception of a minor review of the Sports Field and Park Use Policy in 2020 to address specific concerns related to tennis and pickleball court permitting.

## Analysis

For the past several months staff have been reviewing the existing policies, consulting with user groups, other business units and Council. Through this consultation process, the following key issues were identified:

- There is a need to improve access to facilities for program growth.



- Aurora-based groups have difficulty accessing facilities due to the legacy rights held by groups from outside of Aurora.
- Not all groups operating as non-profit organizations meet our existing definition which requires non-profit incorporation.
- Concerns were raised about for-profit organizations having the same access as non-profit community organizations.

The majority of other issues identified were administrative or procedural in nature.

To help ensure consistency and to better enable the Town to respond to the need for minor procedural changes, staff have consolidated the three existing policies into one “Facility Allocation Policy” and several individual allocation procedures.

The key changes to the previous policies are summarized as follows:

- Combined the Room/Hall Permitting Policy, Ice Allocation Policy and Sport Field and Park Use Policy into one Facility Allocation Policy
- Standardized allocation priority as follows:
  1. Town of Aurora
  2. Junior Hockey: Aurora Tigers Jr. A and Central York Panthers U22AA Elite (applies to ice rentals only)
  3. 3<sup>rd</sup> Party Summer Camps booked elsewhere at the same site (applies only to gymnasiums in the months of July and August)
  4. Aurora-based non-profit youth
  5. Representative/regional non-profit youth
  6. Aurora-based non-profit adult
  7. Representative/regional non-profit adult
  8. Aurora School Groups
  9. Aurora-based for-profit youth
  10. Aurora-based for-profit adults
  11. Representative/regional for-profit
  12. Other groups and private individuals
    - Non-profit groups have been separated from for-profit groups, with higher priority being given to adult non-profit groups than for-profit youth groups
    - Added special priority for 3<sup>rd</sup> party camps in gymnasiums

- Adjusted Junior Hockey priority to include Panthers U22AA
- Adjusted definition of non-profit organization to include those operating in the spirit of non-profit:

Any incorporated not-for-profit organization or registered charitable organization. Proof of status may be required at the discretion of the Director.

Any group operating in the spirit of a non-profit organization may also qualify, provided that the group is willing to keep detailed financial records showing only incidental surplus revenue on an annual basis. These records must be disclosed to the Town on an annual basis during the seasonal permitting period for the previous year.

- Updated legacy rights to apply to Town of Aurora or Aurora-based and Representative/Regional groups only, as opposed to everyone.
- Added language to formalize several existing administrative matters, including:
  - Collect deposit at time of booking.
  - Permits created for the following calendar year will be subject to the rates and fees as set out by Council and may be subject to increase.
  - Weather-related cancellation requests must be submitted within 48 hours.
  - Permit revisions for seasonal requests are due by a set deadline in order to qualify for legacy rights.

The primary changes to existing procedures are summarized as follows:

- Added specific seasonal deadlines.
- Added the Dome turf to field procedures.
- Incorporated updated language re: pickleball into court procedure.
- Removed Town Hall meeting rooms from list of rooms available to non-profit groups at no charge.

## Attachments

Attachment 1 - Draft – Facility Allocation Policy

Attachment 2 - Draft – Arena Allocation Procedure

Attachment 3 - Draft – Ball Diamond Allocation Procedure

Attachment 4 - Draft – Court Allocation Procedure

Attachment 5 - Draft – Field Allocation Procedure

Attachment 6 - Draft – Park Allocation Procedure

Attachment 7 - Draft – Room Allocation Procedure



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Town of Aurora

Attachment 1

# Facility Allocation Policy

Community Services

Contact: Manager, Business Support

Approval Authority: Council

Effective: November 29, 2023

## Purpose

To provide transparency and structure for user groups and individuals pertaining to the fair allocation and use of Town owned and/or operated facilities.

To ensure consistency in the programming and ongoing use of the Town's facility inventory; both municipally owned and/or managed facilities.

To provide a framework and consistent approach to the ongoing and occasional use of the Town's community spaces in a fair and equitable manner.

To ensure that the Town's investment in community spaces is managed in the best interest of all users and the citizens of Aurora.

To establish clear guidelines and communication between the Business Support Division, the Facility Management Division, Parks Division, and other internal stakeholders and/or the user group contacts.

To accommodate the needs of a growing municipality and the increased demands on the Town's community spaces.

To clearly define the rules of use and procedures in maintaining compliance.

## Scope

This policy is an amalgamation of the following policies, and replaces said policies:

- Ice Allocation Policy (2017)
- Room/Hall Permitting Policy (2018)
- Sports Field and Park Use Policy (2020)

This policy applies to all facility permit holders and all individual and/or user groups requesting use of Town owned and/or operated community spaces, including Town staff requesting use of and/or responsible for the operation of these facilities.

This policy applies to all Town owned/operated indoor and outdoor facilities, with the following exclusions:

- Facilities whose use is governed by lease or other agreement
- Tannery Room and departmental meeting rooms at Town Hall and the Joint Operations Centre.

## **Definitions**

### **Adult Organization**

A group that does not meet the requirements to be classified as a “Youth” organization, and that demonstrates a minimum of 50% participation from Aurora residents, or ratepayers in the Town of Aurora, to be deemed “Aurora Based”.

### **Aurora-Based**

A group that demonstrates that it meets the minimum requirements for its age category (Adult or Youth), of participation from Aurora residents or ratepayers in the Town of Aurora.

### **Director**

The Director of Community Services or his/her designate or successor.

### **Facility**

Any Town owned and/or operated permittable space, not including the spaces identified as exclusions in the Scope.

### **Junior Hockey Team**

An Aurora-based or regional representative Junior level hockey team. At the time of writing, the teams included are Aurora Tigers Jr. A Hockey Club and Central York Girls Hockey Association Panthers U22AA.

### **Non-Profit Organization**

Any incorporated not-for-profit organization or registered charitable organization. Proof of status may be required at the discretion of the Director.

Any group operating in the spirit of a non-profit organization may also qualify, provided that the group is willing to keep detailed financial records showing only incidental surplus revenue on an annual basis. These records must be disclosed to the Town on an annual basis during the seasonal permitting period for the previous year.

### **Normal Operating Hours**

The hours in which the facility is usually staffed and available for permitting. This may not coincide with normal business hours for Town operations within the facility.

**Permit Holder**

The organization, group or individual to which a facility rental permit has been issued, including any and all participants, volunteers, guests and invitees of the permit holder and their participants, volunteers, guests and invitees.

**Representative/Regional Organization**

An organization that does not meet the minimum participation required to be deemed Aurora-based but offers a particular program to Aurora residents that is not offered by an Aurora-based group.

**School Group**

A school group that is located in Aurora, including public, catholic, and private primary and secondary schools.

**Seasonal Permit Holder**

Refers to the organization, group or individual to which a seasonal facility rental permit has been issued, including any and all participants, volunteers, guests and invitees of the permit holder and their participants, volunteers, guests and invitees. A seasonal permit includes regular, repeating dates that spans the length of a season, or majority thereof.

**Town**

Refers to the Town of Aurora.

**Youth Organization**

An organization that demonstrates that it has a minimum of 80% participation of youth aged 17 or younger, with a minimum of 70% participation from Aurora residents or ratepayers in the Town of Aurora, to be "Aurora-based".

**Policy****Allocation Procedures****Submission of external requests**

All requests for use of facilities by individuals, businesses, community groups and all other requests other than from Town staff, shall be submitted to the Facility Bookings Administrator in accordance with annual or seasonal submission deadlines, or a minimum of two weeks prior to the permit date. Regardless of facility availability, requests submitted with less than two weeks' notice may not be able to be accommodated.

### **Submission of annual and seasonal requests**

All seasonal facility requests shall be submitted in the format prescribed by the Facility Bookings Administrator, no later than the published deadline each year. Permit revisions received after the published deadline may not qualify for legacy rights.

### **Designated permit holder contacts**

Prior to the issuance of a permit, individuals and user groups must provide to the Facility Bookings Administrator, the name, address, telephone number and email contact information of the individual to be named on the permit. This individual is responsible for all obligations of the Permit Holder in accordance with this policy, and other applicable Town policies, procedures, and Bylaws.

Changes or deletions and additions to any permit must be sent by the person to whom the contract was issued, unless written authorization has been received by the Facility Bookings Administrator including a list of persons authorized to do so.

All user groups shall submit a list of executives, if any, including contact information, on an annual basis, within seven days following the election/appointment of the executives at the organization's Annual General Meeting, or upon request of the Director. Any permit change requests as a result of a board changeover will be reviewed on a case-by-case basis to determine feasibility if made outside the regular permit request schedule.

### **Legacy Rights**

Legacy rights apply to the Town of Aurora or Aurora-based and Representative/Regional groups seasonal permit holders and annual special events/tournaments only. Due to the rotating ice maintenance schedule, legacy rights do not apply to spring/summer arena permits. Legacy rights do not apply to rooms and halls.

All Aurora-based and Representative/Regional group seasonal permit holders will maintain their existing permit times on an annual basis, until such time as the permit holder surrenders that time. Times are approximate and do not guarantee a specific location. All reasonable efforts will be made to maintain time and location; however, the Town has the right to make adjustments to meet overall needs.

Exceptions may be made at the mutual agreement of an existing permit holder and the Director for the release of permitted time on a one-time basis to accommodate the needs of another organization or for facilities re-allocated at the discretion of the Director.

### **Allocation Priority**

The following allocation procedures apply only to new requests, time surrendered by an existing permit holder, or in the event that new facilities are made available.

The following allocation priority will be utilized for all seasonal requests submitted in accordance with seasonal permitting request procedures. In all other cases, permits will be issued on a first come first serve basis with the established priority ranking applied when deemed necessary by the Director.

Facilities will be allocated in the following priority order:

- Town of Aurora
- Junior Hockey: Aurora Tigers Jr. A and Central York Panthers U22AA Elite (applies to ice rentals only)
- 3<sup>rd</sup> Party Summer Camps booked elsewhere at the same site (applies only to gymnasiums in the months of July and August)
- Aurora-based non-profit youth
- Representative/regional non-profit youth
- Aurora-based non-profit adult
- Representative/regional non-profit adult
- Aurora School Groups
- Aurora-based for-profit youth
- Aurora-based for-profit adults
- Representative/regional for-profit
- Other groups and private individuals

Any organization claiming either “Youth” or “Aurora-based” status shall be required to submit a participant list for the organization along with the request. The participant list shall be in the form of a letter signed by the president of the sports organization and submitted to the attention of the Facilities Booking Administrator outlining the total number of registered participants/members, including name, municipality of residency, and age (if requesting “Youth” status) from the previous season. Providing false information may result in the loss of current and/or future permits.

### **Rental Periods**

Permits will only be issued for rental periods, as follows:

- Minimum period of one hour, unless approved by Community Services
- Minimum increments of 30 minutes, unless approved by Community Services

### **Special Circumstances**

Community Services staff reserves the right to alter facility permits to accommodate special events, play-off requirements, tournaments, and for other special circumstances as may be required. Any such alterations will be done on a one-time basis and impacted permit holders will resume their legacy rights in the following season. In the event that the re-allocation of facility time is necessary, Community Services staff will work with the affected permit holder to re-allocate facility time in as fair a manner as possible and in an effort to minimize any impact.



## **Fees and Charges**

1. User fees shall be applied in accordance with the current Town of Aurora Fees and Charges By-Law applicable at the time of booking.
2. User fees reflect the hourly rates charged and include the costs associated with facility lighting, ongoing facility maintenance and repair, including various supplies required to operate the facility. User fees do not include additional services required by user groups. Additional set-up fees may be applied for extensive set-up requests, at the discretion of the Director.
3. Additional fees may be applied where required in accordance with this policy.
4. A deposit may be required at the time of booking to reserve the requested time.
5. Additional fees and/or security deposits will be applicable for special events, tournaments, and other special circumstances as determined by the Director. The amount of these fees shall be based on the actual cost incurred by the Town, and in accordance with the Fees and Charges By-law existing at the time of the special event/activity. Security deposits will be required for any booking that may incur additional costs due to damage, setup/cleanup etc. and are mandatory in some facility locations.
6. All fees and charges levied by third parties related to additional licences, permits, insurance or other requirements as determined by the Director, are the sole responsibility of the permit holder and are not subject to refund or reimbursement by the Town under any circumstances.
7. All organizations will be issued a permit for the full amount of time that has been booked for the entire season of play. Selected permit holders may be issued monthly statements on the 1st of each month to each group and payments are due within 30 days of the issuance of each statement. Failure to remit payments on time may result in the cancellation of facility permits and or reallocation of facilities to other user groups at the discretion of the Director.
8. Permits for a calendar year that are booked in the previous calendar year will be subject to any fee increases in accordance with the Town's Fees and Charges Bylaw as may be approved by Council from time to time. Annual fee increases, if applicable, are typically, but not always, approved in the Fall to become effective January 1<sup>st</sup> of the next calendar year.

## **Facility Use Regulations**

1. All classes of facilities will be scheduled for organized use by the Town of Aurora's Facility Bookings Administrators based on the Town's facility allocation criteria and upon receipt of the user group's written facility permit request.
2. All permit requests beyond the normal opening or closing time of a specific facility are subject to the approval of the Director.
3. Permit holders must disclose any and all planned usage of the facilities when requesting a permit. The Town reserves the right to deny permits for any usage

deemed by the Director to be potentially detrimental to the good and safe maintenance and condition of the facility, or to be inappropriate to be held within the facility.

4. All permits must be signed and returned to the Facility Bookings Administrator a minimum of 2 weeks prior to any facility usage. Failure to submit signed permit(s) will result in the group not being permitted to use the facility. In the event that a facility is booked less than 2 weeks in advance, the permit must be signed and returned prior to any facility usage.
5. All permit holders must abide by the terms and conditions outlined in the facility permit.
6. All permit holders must abide by the Town's Municipal Alcohol Policy and all other applicable policies, procedures, regulations and legislation including, but not limited to those listed in the References section.
7. Permit holders are required to follow the direction of Town of Aurora staff regarding the use of Town facilities and the conduct of all participants, staff, volunteers, guests and invitees of the permit holder at all times.
8. All permit holders shall remove from their permitted facility all garbage, refuse or debris. This includes but is not limited to, rooms, hallways, sidelines, dugouts, player areas and spectator areas. Failure to do so may result in the permit holder being invoiced for the Town's costs to clean up the affected area. No further permits will be issued to the offending permit holder until payment has been received by the Town.
9. Damages to a playing surface and/or other area of the facility and restoration expenses incurred by the Town resulting from unauthorized use of the facility at any time will be assessed to the associated permit holder or to the affiliated organization of the permit holder. The amount of damages will be based on the time and materials required to repair the damages and any lost facility rental revenue resulting from the closing of the facility for repairs. All payments in relation to the above shall be paid in full prior to the permit holder's further use of the facility or the re-issuance of facility use permits.
10. The Town of Aurora reserves the right to require police supervision or security staff at any event at the expense of the permit holder. The Town of Aurora reserves the right to require a Security Deposit for any event. The eligibility and the amount of the refund for a Security Deposit will be considered the week following the event.
11. Sub-leasing or booking of facilities by the permit holder to a third party will not be permitted under any circumstances. Any and all agreements to permanently or temporarily release permitted time to another user group shall be administered by the Facility Bookings Administrator, subject to the approval of the Director. No user group shall be permitted to use any facility without a permit being issued in that user group's name.

12. Should it be determined that there is unauthorized use of facilities at any time without a permit the Town reserves the right to suspend or refuse renewal of the permit holder's permits indefinitely. Upon confirmation of the unauthorized use of the facility the associate user group may be fined a financial penalty based on 10 times the normal hourly rental rate of the facility. The penalty shall be paid in full prior to the issuance of any further facility use permits or any resumption of use by the affected user group.

## **Cancellations**

1. The Facility Bookings Administrator must be notified in writing at least 14 days in advance of any facility use cancellations to be entitled to a refund of the permit fees. No refunds shall be issued for cancellations with less than 14 days' written notice. Ice cancellations are subject to a 20% cancellation fee if 14 days' written notice is provided. Seasonal permits do not allow for individual date cancellations.
2. All internal Town of Aurora bookings for programs, special events or other initiatives will be cancelled a minimum of two weeks prior to the booking date for purposes of operational scheduling and re-permitting the facility.
3. Any group or individual that commits two (2) "no-shows" may be subject to cancellation or denial of future permits, at the discretion of the Director.
4. Weather related cancellations or facility closures will not constitute cause for a refund of user fees for lost time experienced by the permit holder. The Town will accept requests from the permit holder that have been impacted by a facility closure to reschedule lost playing time at no additional cost to the affected group(s), provided the request is sent within 48 hours of the weather incident. For individual bookings that cannot be reasonably rescheduled due to the nature of the activity or availability of suitable facilities, refunds may be provided at the discretion of the Director.

## **References**

- Arena Allocation Procedure
- Baseball Diamond Allocation Procedure
- Court (Pickleball and Tennis) Allocation Procedure
- Field Allocation Procedure
- Park Allocation Procedure
- Room/Hall Allocation Procedure

Other regulations, policies, and procedures applicable to facility permits, include but are not limited to:

- Fees and Charges By-law
- Municipal Alcohol Policy
- Third Party Events in Outdoor Town Facilities Policy
- Health Protection and Promotion Act, R.S.O. 1990, c. H.7
- Liquor Licence Act, R.S.O. 1990, c. L.19
- Liquor Control Act, R.S.O. 1990, c. L.18
- Gaming Control Act, S.O. 1992, c. 24
- Council Chambers and Holland Room Use Policy
- Smoke-Free Ontario Act, S.O. 1994, c. 10
- Parks Bylaw
- Noise By-law

### **Review Timeline**

This policy will be reviewed 5 years after the initial approval date.



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Town of Aurora

Attachment 2

## Arena Allocation Procedure

Community Services

Contact: Supervisor, Business Support, Community Services

Effective: November 29, 2023

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### Procedure for Facility Allocation Policy

The purpose of this procedure is to outline the arena-specific considerations of the allocation policy.

#### Allocation Procedures

Seasonal requests are due on or before the following dates:

- Fall/Winter: April 1
- Special Events (following year): April 1
- Spring/Summer (following year): October 15

Seasonal permits must be reviewed, and revisions must be submitted within 21 days of receipt from the Facility Bookings Administrator. If seasonal permits are not confirmed by the deadline, legacy rights may not be maintained.

Out of season ice allocation (Spring and Summer or May through August) and all arena floor allocation will be made available and scheduled by the Community Services Department according to programming opportunities serving the interest of Aurora residents.

The mandate of the Community Services Department is to provide a variety of leisure opportunities for all Aurora residents. To this end, Community Services Department programs or initiatives and youth programs are recognized as a high priority in terms of arena allocation.

The Community Services Department will allocate sufficient time for arena maintenance activities to ensure arena surfaces, equipment and fixtures are maintained to industry standards.

The Town of Aurora is supportive of having junior hockey programs in Town. As such, the Town will allocate appropriate ice time and provide facility support to the teams for the benefit of Aurora residents and businesses.

The Community Services Department will host a mandatory ice allocation meeting each year to discuss annual Fall/Winter ice allocation, no later than June 15th of each calendar year. The Community Services Department will schedule user group meetings as required throughout the year.

### **Submission of Town-run recreation program requests**

All requests for use of facilities for recreation programming shall be submitted to the Business Support Services division as part of the seasonal program guide process. Advanced Aquatics, Special Events and arenas are booked for a year at a time in advance of the seasonal process.

Booking of facility spaces and supporting equipment shall be the responsibility of the Business Support staff, under the direction of the Recreation team for each respective program season, including entry into the permitting system with set-up requirements.

### **Facility Maintenance**

All 60-minute ice rental periods include a 10-minute maintenance period for ice resurfacing, during which the permit holder is not permitted on the ice and no objects may be placed on the arena boards or allowed to overhang the arena boards.

The Town of Aurora reserves the right to schedule the 10-minute ice-resurfacing period at either the beginning or the end of the rental period. For ice rental periods of greater than one consecutive hour, ice resurfacing will be conducted at the discretion of Town of Aurora staff. Staff will make reasonable efforts to consult with the permit holder, however, the decision of the Town of Aurora staff shall be final.

Town of Aurora staff may sound the horn to signal the end of a rental period or to indicate the need for all participants to vacate the ice immediately for resurfacing or reasons of safety or security.

### **Rental Rate Categories**

- |                 |                                    |
|-----------------|------------------------------------|
| 1. Non-Prime    | Between 8 a.m. to 4 p.m. weekdays  |
| 2. Morning Time | Between 6 a.m. to 8 a.m. weekdays  |
| 3. Prime-Time   | Between 4 p.m. to closing weekdays |
|                 | Between 6 a.m. to closing weekends |

### **References / Codes**

- Facility Allocation Policy



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Town of Aurora

Attachment 3

## **Ball Diamond Allocation Procedure**

Contact: Supervisor, Business Support, Community Services

Effective: November 29, 2023

### **Procedure for Facility Allocation Policy**

The purpose of this procedure is to outline the ball diamond-specific considerations of the allocation policy.

#### **Allocation Procedures**

Seasonal requests are due on or before the following dates:

- Special Events (following year): April 1
- Tournaments (following year): September 15
- Spring/Summer (following year): October 15

Seasonal permits must be reviewed, and revisions must be submitted within 21 days of receipt from the Facility Bookings Administrator. If seasonal permits are not confirmed by the deadline, legacy rights may not be maintained.

For tournaments and special events that have been approved by the Manager of Parks Operations and/or Manager of Business Support, diamond use limitations outlined above may be waived.

All Class "A" and "E" sports fields are subject to an 11:00pm curfew. Continued play beyond 11:00pm and/or use of the facility lighting system beyond 11:15pm will not be permitted without approval from the Director.

Permit holders are advised that regularly scheduled maintenance is conducted on a routine basis, and such routine maintenance may be cancelled or delayed should the facility be in use at the time of scheduled maintenance.

#### **Submission of Town-run recreation program requests**

All requests for use of facilities for recreation programming shall be submitted to the Business Support Services division as part of the seasonal program guide process. Advanced Aquatics, Special Events and arenas are booked for a year at a time in advance of the seasonal process.

Booking of facility spaces and supporting equipment shall be the responsibility of the Business Support staff, under the direction of the Recreation team for each respective program season, including entry into the permitting system with set-up requirements.

## **Facility Use Regulations**

1. All required field maintenance will be provided in accordance with the Town's service level maintenance standards, excluding the provision of labour and equipment required to prepare the playing surface of softball/baseball diamonds, e.g., infield lining, lining equipment, bases, and equipment storage box padlocks.
2. For softball/baseball diamonds, the Town will provide one (1) storage box with pad lock and one (1) key for the containment of line marking chalk and a sufficient supply of line marking chalk will be provided in each location required by the permit holder upon notification to the Facility Bookings Administrator. Extra keys may be obtained from the Facility Bookings Administrator.
3. Should the permit holder require equipment storage on site at any softball/baseball diamond, the permit holder will be required to purchase an equipment storage box from the Town. The Town will permit one (1) storage box per permit holder to be located at the facility of its choice. Additional storage boxes may be approved at the discretion of the Town. All additional costs will be borne by the user group.
4. To ensure consistency, storage boxes must be purchased from the Town and the box must be fitted with a pad lock provided by the permit holder and remained locked at all times. Storage boxes found to be unlocked will be locked by the Town and the permit holder will be billed a minimum of \$175.00 for the time required to secure the box and for the provision of a Town lock. Contact the Parks Operations office for further information and pricing of equipment storage boxes.
5. Prior to the issuance of a permit the user group shall provide to the Facility Bookings Administrator, the name, address and telephone contact numbers of the primary contact person responsible for field bookings for the organization. This contact information will be used by the Town to notify the organization of all pertinent facility information concerning short-term weather-related field closings or other facility related information.

## **Facility Classification and Schedule of Usage**

### **Class A Baseball**

Description: Town owned and/or managed senior baseball facility with lighting and irrigation.

Locations: Lambert Willson Park, Stewart Burnett Park

Total: 2



Schedule: Permitted for use seven (7) days per week between the hours of 8:30 a.m. to 11 p.m.

### **Class A Softball**

Description: Town owned and/or managed senior softball facility with lighting and irrigation.

Locations: Town Park, Norm Weller Park, Fleury Park, Lambert Willson Park (3), James Lloyd Park, Optimist Park, Hallmark Lands (2)

Total: 10

Schedule: Permitted for use seven (7) days per week between the hours of 8:30 a.m. to 11 p.m.

### **Class B Softball**

Description: Town owned and/or managed senior softball facility without lights.

Locations: Copland Park

Total: 1

Schedule: Permitted for use seven (7) days per week between the hours of 3:30- p.m. to sundown.

### **Class C Softball**

Description: Town owned and/or managed junior softball facility without lights.

Locations: Confederation Park (2), Machell Park (2), Elizabeth Hader Park, Summit Park

Total: 6

Schedule: Permitted for use seven (7) days per week between the hours of 3:30 p.m. to sundown. Aurora schools may permit during the school day upon approval.

## **References / Codes**

- Facility Allocation Policy



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Town of Aurora

Attachment 4

## **Court Allocation Procedure**

Community Services

Contact: Supervisor, Business Support, Community Services

Effective: November 29, 2023

### **Procedure for Facility Allocation Policy**

The purpose of this procedure is to outline the court-specific considerations of the allocation policy. This applies to tennis and pickleball courts.

#### **Allocation Procedures**

Seasonal requests are due on or before the following dates

- Special Events (following year): April 1
- Tournaments (following year): September 15
- Spring/Summer (following year): October 15

Seasonal permits must be reviewed and revisions must be submitted within 21 days of receipt from the Facility Bookings Administrator. If seasonal permits are not confirmed by the deadline, legacy rights may not be maintained.

#### **Submission of Town-run recreation program requests**

All requests for use of facilities for recreation programming shall be submitted to the Business Support Services division as part of the seasonal program guide process. Advanced Aquatics, Special Events and arenas are booked for a year at a time in advance of the seasonal process.

Booking of facility spaces and supporting equipment shall be the responsibility of the Business Support staff, under the direction of the Recreation team for each respective program season, including entry into the permitting system with set-up requirements.

#### **Scheduling Considerations**

1. Tennis court permitting is prohibited at all locations, with the exception of Fleury Park.
2. Pickleball court permitting is prohibited at all locations, with the exception of Thomas Coates Park.
3. Permits shall be limited to a maximum of two (2) tennis courts and one (1) pickleball court at any given time.
4. The following exemptions apply to the sections above:
  - Programs operated by or on behalf of the Town of Aurora

- Aurora Community Tennis Club
  - Schools in Aurora
  - Tournaments or special events approved by the Director
5. Drop-in play at all dedicated tennis courts shall be on a first-come-first-served basis, with a mandatory requirement that the court(s) be vacated every hour, on the hour to allow the next person(s) in line to play.
  6. Drop-in play at all dedicated pickleball courts shall be on a first-come-first-served basis, with a mandatory requirement that the paddle method is used to allow the next player(s) in line to play.
  7. Drop-in play at all shared tennis/pickleball courts shall be on a first-come-first-serve basis, utilizing the paddle method for pickleball and on the hour for tennis.
  8. Prior to the issuance of a permit the user group shall provide to the Facility Bookings Administrator, the name, address and telephone contact numbers of the primary contact person responsible for field bookings for the organization. This contact information will be used by the Town to notify the organization of all pertinent facility information concerning short-term weather-related field closings or other facility related information.

## **Facility Classification and Schedule of Usage**

### **Tennis Courts**

Description: Town owned and/or managed tennis courts lined for tennis only.

Locations: David English Park (2), Summit Park (2), Thomas Coates Park (2), McMahon Park (3)

Total: 9

Schedule: McMahon Park only, permitted under separate agreement to the Aurora Community Tennis Club.

### **Tennis/Pickleball Courts**

Description: Town owned and/or managed tennis courts lined for both tennis and pickleball.

Locations: Norm Weller Park (2), Fleury Park (4)

Total: 6

Schedule: Fleury Park only, permitted for use seven (7) days per week between the hours of 9 a.m. to dusk, for unlit courts and 9 a.m. to 11 p.m. for lit courts up to a maximum of two (2) courts.

### **Pickleball Courts**

Description: Town owned and/or managed pickleball courts lined for pickleball only.

Locations: Thomas Coates Park (2), Trent Park (2)

Total: 4

Schedule: Thomas Coates Park only, permitted for use seven (7) days per week between the hours of 9 a.m. to dusk, to a maximum of one (1) court.

For tournaments and special events that have been approved by the Manager of Parks Operations and/or Manager of Business Support, court use limitations outlined above may be waived.

### **References / Codes**

- Facility Allocation Policy



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Town of Aurora

Attachment 5

## Field Allocation Procedure

Community Services

Contact: Supervisor, Business Support, Community Services

Effective: November 29, 2023

### Procedure for Facility Allocation Policy

The purpose of this procedure is to outline the field-specific considerations of the allocation policy.

#### Allocation Procedures

Seasonal requests are due on or before the following dates:

- Special Events (following year): April 1
- Tournaments (following year): September 15
- Spring/Summer (following year): October 15

Seasonal permits must be reviewed, and revisions must be submitted within 21 days of receipt from the Facility Bookings Administrator. If seasonal permits are not confirmed by the deadline, legacy rights may not be maintained.

#### Allocation of Artificial Turf Fields

As the St. Maximillian Kolbe and Stewart Burnett artificial turf fields have been designed, in part, to support specific community programming, the following additional allocation priority will be applied:

##### *St. Maximillian Kolbe artificial turf field:*

First priority shall be given to all sports other than soccer, in accordance with seasonal booking procedures, and in accordance with the allocation priority listed in the Facility Allocation Policy.

Once all non-soccer related sports have been accommodated, soccer requests will then be considered, in accordance with seasonal booking procedures, and in accordance with the allocation priority listed in the Facility Allocation Policy.

##### *Stewart Burnett Park artificial turf field:*

First priority shall be given to the Aurora Youth Soccer Club's League 1 and Ontario Player Development League programming, in accordance with seasonal booking procedures, and in accordance with the allocation priority listed in the Facility Allocation Policy.

Second priority shall be given to all other soccer requests, in accordance with seasonal booking procedures, and in accordance with the allocation priority listed in the Facility Allocation Policy.

Once all soccer related requests have been accommodated, non-soccer requests will then be considered, in accordance with seasonal booking procedures, and in accordance with the allocation priority listed in the Facility Allocation Policy.

*Sheppard's Bush artificial turf field:*

Allocation of the Sheppard's Bush artificial turf field shall be in accordance with the Facility Allocation Policy.

### **Submission of Town-run recreation program requests**

All requests for use of facilities for recreation programming shall be submitted to the Business Support Services division as part of the seasonal program guide process. Advanced Aquatics, Special Events and arenas are booked for a year at a time in advance of the seasonal process.

Booking of facility spaces and supporting equipment shall be the responsibility of the Business Support staff, under the direction of the Recreation team for each respective program season, including entry into the permitting system with set-up requirements.

### **Scheduling Considerations**

Prior to the issuance of a permit the user group shall provide to the Facility Bookings Administrator, the name, address, and telephone contact numbers of the primary contact person responsible for field bookings for the organization. This contact information will be used by the Town to notify the organization of all pertinent facility information concerning short-term weather-related field closings or other facility related information.

Permit holders are advised that regularly scheduled maintenance is conducted on a routine basis, and such routine maintenance may be cancelled or delayed should the facility be in use at the time of scheduled maintenance.

All Class "A" and "E" sports fields are subject to an 11 p.m. curfew. Continued play beyond 11 p.m. and/or use of the facility lighting system beyond 11:15 p.m. will not be permitted without approval from the Director.

Rental Rate categories for Class "F" sports fields are as follows:

<b>Prime Time</b>	Between 4 p.m. to closing weekdays Between 6 a.m. to closing weekends Holidays (including March Break)
<b>Non-Prime Time</b>	All other times not listed above

## Facility Use Regulations

1. The season of play for all class A, B, C and D sports field facilities, as classified in the [Facility Classification](#) section of this procedure, shall commence on or about the 15th of May and continue through to September 30th, pending weather and field conditions. To conduct seasonal field maintenance operations, no facility permits will be issued prior to or after this period unless approved in writing by the Manager of Parks Operations.
2. The season of play for class E artificial turf fields, as classified in Section 8.0 of this policy, shall commence on or about April 1st and continue through to November 30th each year pending field conditions.
3. Permits may be issued for class E artificial turf fields, as classified in the [Facility Classification](#) section of this procedure, at other times, subject to the approval of the Manager of Parks Operations pending field conditions.
4. Each permit holder shall be responsible for shutting off of the facility lighting system immediately following use of the facility. Should the permit holder fail to ensure the system is shut off following the use of the facility the Town will issue a formal notice of warning to the permit holder. Following a second occurrence the permit holder will be assessed a penalty of \$250.00.
5. All required field maintenance will be provided in accordance with the Town's service level maintenance standards, excluding the provision of labour and equipment required to prepare the playing surface of softball/baseball diamonds, e.g. infield lining, lining equipment, bases, and equipment storage box padlocks.
6. Permitted times for all outdoor sport facilities include a 5-minute changeover period at the end of each booking. The last hour of each booking will be 55 minutes long to allow the following permit to commence at the scheduled start time.
7. Should the permit holder require equipment storage on site at any field, the permit holder will be required to purchase an equipment storage box from the Town. The Town will permit one (1) storage box per permit holder to be located at the facility of its choice. Additional storage boxes may be approved at the discretion of the Town. All additional costs will be borne by the user group.

To ensure consistency, storage boxes must be purchased from the Town and the box must be fitted with a pad lock provided by the permit holder and remained locked at all times. Storage boxes found to be unlocked will be locked by the Town and the permit holder will be billed a minimum of \$175.00 for the time required to secure the box and for the provision of a Town lock. Contact the Parks Operations office for further information and pricing of equipment storage boxes.

## Facility Classification and Schedule of Usage

### Class A Senior Soccer

Description: Full sized (11 v 11) Town owned and/or managed senior soccer pitch with lighting and irrigation.

Locations: Fleury Park, Highland Park\*, Optimist Park

Total: 3

Schedule: Permitted for use not more than five (5) days in a seven (7) day period with two (2) consecutive days of rest in a seven (7) day period throughout the playing season.

Permitted for use for regularly scheduled games only and not more than two (2) games in a 24-hour period. Practise play is not permitted on any class "A" facility.

\*Highland Park is operated under separate agreement with the Aurora Soccer Club.

### Class B Senior Soccer

Description: Full sized (11 v 11) Town owned and/or managed senior soccer pitch without lights.

Locations: Summit Park, Craddock Park, Lambert Willson Park (Legion), Norm Weller Park, Machell Park, Confederation Park, Stronach(2)

Total: 8

Schedule: Permitted for use not more than six (6) days in a seven (7) day period with one (1) day of rest in a seven (7) day period throughout the playing season.

Permitted for use for not more than one (1) game during a 24 hour period.

### Class C Mini Soccer

Description: Medium sized (9 v 9 and 7 v 7) Town owned and/or managed soccer pitches.

Locations (9 v 9): Sheppard's Bush (3), Hamilton Park, Stronach (2)

Total: 6



Locations (7 v 7): Sheppard's Bush (5), Harmon Park, Queen's Diamond Jubilee Park, Hickson Park, Ada Johnson Park, Stronach (2), Machell Park (Sunoco)

Total: 12

Schedule: Permitted for seven (7) days per week for not more than two (2) games in a 24-hour period.

#### **Class D Micro Soccer**

Description: Small sized (5 v 5 and 3 v 3) Town owned and/or managed soccer pitches.

Locations (5 v 5): Stronach (10), other locations as may be temporarily approved.

Total: 10

Locations (3 v 3): Town Park (2), Stronach (3), other locations as may be temporarily approved.

Total: 5

Schedule: Permitted for seven (7) days per week for not more than two (2) games in a 24-hour period.

#### **Class E Senior Soccer**

Description: Full sized Town owned and/or managed artificial turf sports field with lighting.

Locations: Sheppard's Bush, St. Maximillian Kolbe CHS, Stewart Burnett Park

Total: 3

Schedule: Permitted for use seven (7) days per week between the hours of 7 a.m. to 11 p.m. unless otherwise dictated through shared use agreements.

#### **Class F Indoor Artificial Turf Field**

Description: One-third full-sized Town owned and/or managed artificial turf sports field with lighting.

Locations: Aurora Sports Dome (3)

Total: 3

Schedule: Permitted for use seven (7) days per week between the hours of 7 a.m. to 11 p.m.

For tournaments and special events that have been approved by the Manager of Parks Operations and/or Manager of Business Support, field use limitations outlined above may be waived.

### **References / Codes**

- Facility Allocation Policy



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Town of Aurora

Attachment 6

## **Park Allocation Procedure**

Community Services

Contact: Supervisor, Business Support, Community Services

Effective: November 29, 2023

### **Procedure for Facility Allocation Policy**

The purpose of this procedure is to outline the park-specific considerations of the allocation policy.

#### **Allocation Procedures**

Seasonal requests are due on or before the following dates:

- Special Events (following year): April 1
- Tournaments (following year): September 15
- Spring/Summer (following year): October 15

Seasonal permits must be reviewed, and revisions must be submitted within 21 days of receipt from the Facility Bookings Administrator. If seasonal permits are not confirmed by the deadline, legacy rights may not be maintained.

#### **Scheduling Considerations**

Permit holders are advised that regularly scheduled maintenance is conducted on a routine basis, and such routine maintenance may be cancelled or delayed should the facility be in use at the time of scheduled maintenance.

#### **Submission of Town-run recreation program requests**

All requests for use of facilities for recreation programming shall be submitted to the Business Support Services division as part of the seasonal program guide process. Advanced Aquatics, Special Events and arenas are booked for a year at a time in advance of the seasonal process.

Booking of facility spaces and supporting equipment shall be the responsibility of the Business Support staff, under the direction of the Recreation team for each respective program season, including entry into the permitting system with set-up requirements.

#### **Fees and Charges**

Fees will be charged for the delivery and removal of picnic tables, waste containers, other equipment and additional park maintenance requirements associated with

maintenance, restoration, garbage collection, and increased washroom maintenance during and after the special event/activity.

Park use fees and/or security deposits will also apply to any organized event occurring in a park where, in the opinion of the Manager of Parks Operations or Manager of Business Support, the nature of the event poses a risk of damage to the park or facility or where the Town will incur additional expense associated with restoration and cleanup.

**References / Codes**

- Facility Allocation Policy



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Town of Aurora

Attachment 7

## Room Allocation Procedure

Community Services

Contact: Supervisor, Business Support, Community Services

Effective: November 29, 2023

### Procedure for Facility Allocation Policy

The purpose of this procedure is to outline the room-specific considerations of the allocation policy.

#### Allocation Procedures

Seasonal requests are due on or before the following dates:

- Fall/Winter: April 1
- Special Events (following year): April 1
- Spring/Summer (following year): October 15

Seasonal permits must be reviewed, and revisions must be submitted within 21 days of receipt from the Facility Bookings Administrator. If seasonal permits are not confirmed by the deadline, legacy rights may not be maintained.

The following allocation priority will be utilized for all annual and seasonal requests submitted in accordance with annual/seasonal permitting request procedures. In all other cases, permits will be issued on a first come first serve basis with the established priority ranking applied when deemed necessary by the Director.

1. Town Council and Council Committees.
2. Town of Aurora special events and recreation programming, including programming/events operated by third parties on behalf of the Town of Aurora.
3. Town of Aurora departmental meetings, open houses, training programs and other Town activities.
4. Non-Town groups as outlined in the Facility Allocation Policy

#### Submission of Town-run recreation program requests

All requests for use of facilities for recreation programming shall be submitted to the Business Support Services division as part of the seasonal program guide process. Advanced Aquatics, Special Events and arenas are booked for a year at a time in advance of the seasonal process.

Booking of facility spaces and supporting equipment shall be the responsibility of the Business Support staff, under the direction of the Recreation team for each respective program season, including entry into the permitting system with set-up requirements.

For Town use requests, this policy does not apply to:

- Tannery Room
- Department meeting rooms at Town Hall and the Joint Operations Centre

## **Fees and Charges**

There will be no charge for room reservation or coffee service (where coffee service is available) when Department staff or Council members are in attendance conducting Town business or acting as representatives of the Town, or where an organization wishes to hold a Federal or Provincial All Candidates event.

Aurora based non-profit groups, excluding other levels of government, agencies, boards and commissions, may permit the following rooms free of charge during the normal operating hours of the facility:

- Meeting Room #1 and Meeting Room #2, Aurora Community Centre
- Meeting Room, Aurora Family Leisure Complex
- Meeting Room, Stronach Aurora Recreation Complex

Any organization requesting to have fees waived for a meeting room booking may be required to submit supporting documentation satisfactory to the Director at the time of submission.

## **Facility Use Regulations**

1. No open flame is permitted inside any Town facility without the approval of the Director.
2. No food preparation equipment is permitted in Town facilities without the approval of the Director, and from Public Health and/or York Central Fire Services where applicable.
3. For youth events (i.e.: band competitions) and other events as determined by the Director, paid duty police officers must be present for the duration of the event, with a minimum adult: youth supervision ratio of 1:10.
4. Alcohol is not permitted at any event specific to children/youth or where children/youth are anticipated to make up the majority of the participants.
5. All permit holders must supply their own dishes, glasses and other food/beverage service supplies. Catering is permitted in Town facilities.
6. Permits issued are for use of the permitted space only, and do not include use of Town owned equipment or materials, unless otherwise specified in the permit.

7. Requests for use of Town owned equipment or materials, including but not limited to use of tables and chairs, and any set-up requirements must be submitted in writing no later than 14 days prior to the permit date.
8. All permits shall start and end promptly at the time specified on the permit. Any additional time required by the permit holder for set-up and clean-up, must be included in the permit request and shall form part of the permit, and is subject to all fees in accordance with this policy.
9. No permits shall be issued beyond 12 a.m., or prior to the normal scheduled opening time of any facility unless authorized by the Director. All permits for Victoria Hall shall end no later than 11 p.m.

### **References / Codes**

- Facility Allocation Policy



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Town of Aurora  
**Memorandum**  
Community Services

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**Re:** Feasibility of a Permanent Liquor License at the Aurora Community Centre

**To:** Parks and Recreation Advisory Committee

**From:** John Firman, Manager, Business Support

**Date:** October 19, 2023

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## Recommendation

1. That the memorandum regarding Feasibility of a Permanent Liquor License at the Aurora Community Centre be received; and
2. That the Parks and Recreation Advisory Committee comments regarding Feasibility of a Permanent Liquor License at the Aurora Community Centre be received and referred to staff for consideration and further action as appropriate.

## Background

At the February Council Meeting the following Motion was passed:

1. Now Therefore Be It Hereby Resolved That staff be directed to investigate and report back to Council on the feasibility of a permanent liquor license at the Aurora Community Centre arena; and
2. Be It Further Resolved That staff report back with the recommended amendments to the Municipal Alcohol Policy that would need updating to facilitate this opportunity.

## Analysis

Staff have surveyed other municipalities and found a variety of existing scenarios:

- Some do not allow alcohol under any circumstances.
- Some allow alcohol only through Special Occasion Permit (SOP) for special events.



- Some have permanent liquor licenses through restaurants or other vendors in place at major centres, usually where high-profile teams play,

The latter being most comparable to the Aurora Community Centre where we have a large seating area and is home to the Aurora Tigers Jr. A Hockey Club.

The municipalities surveyed did not identify any major concerns, however, it should be noted that in almost all cases the liquor license was associated with a full-service restaurant on the premises. These are typically located in larger facilities that have multiple amenities (arenas, gymnasiums) and multiple teams/groups that can sustain this type of business.

Staff also surveyed regular user groups of the Aurora Community Centre's McAlpine Ford Arena. While none of the user groups had any objection to the Town obtaining a liquor license, only one group expressed interest in utilizing the license to allow alcohol at their events. One group specifically requested that alcohol not be offered during their permit times.

While it may be feasible to proceed with obtaining a liquor license, the challenge will be in presenting a business case to support the expense and identify the appropriate operating model. There is limited opportunity to generate enough revenue to offset costs, which may include:

- Purchase and storage of alcohol.
- Ensuring food is available for sale at the same time.
- Hiring, training, certification and scheduling of staff.
- Security and/or Paid Duty Police during events.

In order to make this financially viable it may be necessary to waive permit fees for the Auditorium for licensed events.

If the Town were to proceed, it is recommended that a 3rd party operator be contracted to provide this service, as this would be more efficient and cost effective compared to the Town managing the service.

The Legal & Legislative Services team is currently reviewing this matter and will provide comments related to risk management in the upcoming Council Report.

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Based on the information gathered to date, staff do not recommend proceeding at this time, as it is anticipated that the Town would operate this service at a financial loss. If Council wishes to proceed, it is recommended that we undertake a pilot project by obtaining SOP's for selected Aurora Tigers' games only and partner with a 3<sup>rd</sup> party operator to assess the viability of providing alcohol sales.

Obtaining a permanent liquor license may require minor amendments to the Municipal Alcohol Policy, and may require an amendment to the Fees and Charges Bylaw to waive permit fees, resulting in lost revenue.

## **Attachments**

None.