



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

**Date:** Thursday, November 21, 2024  
**Time:** 7 p.m.  
**Location:** Holland Room, Aurora Town Hall

Meetings are available to the public in person and via live stream on the [Town's YouTube channel](#). To participate, please visit [aurora.ca/participation](http://aurora.ca/participation).

---

	<b>Pages</b>
1. Call to Order	
2. Land Acknowledgement	
3. Approval of the Agenda	
4. Declarations of Pecuniary Interest and General Nature Thereof	
5. Receipt of the Minutes	
5.1 Parks and Recreation Advisory Committee Meeting Minutes of September 19, 2024	1
1. That the Parks and Recreation Advisory Committee meeting minutes of September 19, 2024, be received for information.	
6. Delegations	
7. Matters for Consideration	
8. Informational Items	
8.1 Memorandum from Manager, Recreation; Re: Sport Plan Refresh – Status Update	5
1. That the memorandum regarding Sport Plan Refresh – Status Update be received for information.	
8.2 Memorandum from Manager, Recreation; Re: Town of Aurora – High Five Registered Municipality	9
1. That the memorandum regarding Town of Aurora – High Five	

Registered Municipality be received for information.

9. **New Business**
10. **Adjournment**



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

**Date:** Thursday, September 19, 2024  
**Time:** 7 p.m.  
**Location:** Holland Room, Aurora Town Hall

**Committee Members:** Councillor Ron Weese (Chair)  
 Bo Brkic  
 Irene Clement\*  
 Michelle Dakin (Vice Chair)  
 Jessie Fraser\*  
 Shaheen Moledina\*

**Members Absent:** Adrian Martin  
 Corrina Tai

**Other Attendees:** Ishita Soneji, Deputy Town Clerk\*  
 Lisa Warth, Manager, Recreation  
 Linda Bottos, Council/Committee Coordinator

\*Attended electronically

**1. Call to Order**

The Chair called the meeting to order at 7:01 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 Mississaugas and Chippewas, recognized through Treaty #13 and the Williams Treaties of 1923.

**3. Approval of the Agenda**

**Moved by** Michelle Dakin

**Seconded by** Bo Brkic

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 May 16, 2024**

**Moved by** Jessie Fraser

**Seconded by** Bo Brkic

1. That the Parks and Recreation Advisory Committee meeting minutes of May 16, 2024, be received for information.

**Carried**

**6. Delegations**

None.

**7. Matters for Consideration****7.1 Memorandum from Manager, Recreation; Re: Sport Plan Refresh Project**

Staff provided a brief overview of the memorandum and introduced the project consultants, David Lynch, Partner, and Jeremy Geisler, Senior Analyst, of Optimus SBR. The consultants presented a project overview, noting the current phase of engagement with community and local sport organizations, and facilitated a discussion with the Committee focused on: the distinction between sport and recreation; current support for local sport organizations; the potential four main pillars of the Sport Plan,

ensuring a lens of diversity, equity, and inclusion; and ways to increase participation and involvement in sports.

The Committee provided input and additional feedback included suggestions to: organize sport fairs/drop-ins with communications in multiple languages; revise the Sport Plan title to include "Recreation"; extend the conversation to a more diverse audience; provide opportunities for big sports events; work with corporate partners to provide scholarships and funding; investigate opportunities to work with provincial bodies on leadership and development; encourage more diversity on sports boards; and explore options to address financial barriers to participation.

The consultants agreed to follow up on their recent distribution of a Sport Plan survey to confirm that all community and local sport organizations and members receive the communications to ensure a greater response.

**Moved by** Shaheen Moledina

**Seconded by** Irene Clement

1. That the memorandum regarding Sport Plan Refresh Project be received; and
2. That the Parks and Recreation Advisory Committee comments regarding Sport Plan Refresh Project be received and referred to staff for consideration and further action as appropriate.

**Carried**

## **8. Informational Items**

### **8.1 Memorandum from Deputy Town Clerk; Re: 2025-2026 Citizen Member Recruitment for Advisory Committees**

Staff provided an overview of the memorandum, highlighting that current citizen members must reapply for the second half of the Council term to be considered for this committee or any other committee of interest. It was noted that the application process is open as of September 19 until November 1, 2024.

The Committee inquired about the possibility to include "Sport" in the Committee name and Terms of Reference. Staff provided clarification regarding the Committee's Terms of Reference and opportunities for

review, and noted the Terms of Office for citizen members according to the Town's Ad Hoc/Advisory Committees and Local Boards Policy.

**Moved by** Michelle Dakin

**Seconded by** Shaheen Moledina

1. That the memorandum regarding 2025-2026 Citizen Member Recruitment for Advisory Committees be received for information.

**Carried**

**9. New Business**

None.

**10. Adjournment**

**Moved by** Bo Brkic

**Seconded by** Michelle Dakin

That the meeting be adjourned at 8:08 p.m.

**Carried**



100 John West Way  
Aurora, Ontario  
L4G 6J1  
(905) 727-3123  
aurora.ca

Town of Aurora  
**Memorandum**  
Community Services

---

**Re:** Sport Plan Refresh – Status Update  
**To:** Parks and Recreation Advisory Committee  
**From:** Lisa Warth, Manager, Recreation  
**Date:** November 21, 2024

---

## Recommendation

1. That the memorandum regarding Sport Plan Refresh – Status Update be received for information.

## Background

Over the past several months, staff in Community Services have been working with consultants from Optimus SBR, to refresh and update the Town's existing Sport Plan. An engagement plan was developed to gather information from Local Sport Organizations (LSO's), community organizations and the general public to gather information on status of sport in the community from various perspectives. Engagement activities included focus groups, interviews and surveys and research.

This memorandum provides a summary of the preliminary findings gathered through the engagement activities.

## Analysis

### Who we heard from:

- 19 Local Sport Organizations
- 7 Community Partners
- 268 Public surveys
- 5 jurisdictional scans
- 1 staff engagement
- 1 Council engagement

## What we heard:

### Facility Availability and Quality

- Concerns that facilities for some sports do not meet the needs or expectations of users with respect to access and functionality
- Better access in general

### Program Accessibility and Affordability

- Financial barriers were a recurring theme, especially among newcomers and low income families
- Affordability is a barrier to participation
- The scheduling of programs and services is a barrier to some

### Leadership Development and Volunteer Support

- Concerns over sustainability of volunteer base for many organizations
- A need for leadership training particularly for underrepresented groups
- A need for coach's training
- High satisfaction with the Town's current role in providing leadership and support for sport programs

### Diversity, Equity and Inclusion (DEI)

- DEI issues were mentioned frequently with a focus on cultural sensitivity in programming
- 75% of survey respondents felt the sports landscape was fostering diversity, equity and inclusion
- There are language barriers and a need for multilingual marketing materials

### Communication and Booking Systems

- Challenges with the existing booking system (outdated)
- Better communication in general about sport events and programs is needed
- Multilingual communication may assist some community members in accessing sports programming



### **Sport Tourism and Community Engagement**

- There are opportunities to expand sport tourism, but some limitations due to facilities
- Enhanced community partnerships could help promote sport tourism and community events
- Sponsorships and partnering with national and international organizations would help grow sport tourism

### **SWOT Analysis**

#### **Strengths**

- Strong community support for sport programs
- Commitment to Diversity and Inclusion
- Engaged community
- Positive momentum regarding the Town's leadership in Sports

#### **Weaknesses**

- Barriers to participation
- Volunteer burnout
- Limited leadership development
- Challenges associated with administrative support for LSO's
- Facility availability and access

#### **Opportunities**

- Increased sport tourism
- Expansion of inclusive programs
- Leadership and volunteer training
- Promotion of multilingual and culturally sensitive programming
- Upgrading of facilities

### **Threats**

- Volunteer fatigue and attrition
- Economic barriers
- Competition for hosting events

As this project progresses, this information will be used to develop actions and an implementation plan to update the existing Sport Plan. This updated plan is scheduled to be presented to Council early in the new year and staff will follow up with the Parks and Recreation Advisory committee at that time.

### **Attachments**

None



100 John West Way  
Aurora, Ontario  
L4G 6J1  
(905) 727-3123  
aurora.ca

Town of Aurora  
**Memorandum**  
Community Services

---

**Re:** Town of Aurora – High Five Registered Municipality  
**To:** Parks and Recreation Advisory Committee  
**From:** Lisa Warth, Manager, Recreation  
**Date:** November 21, 2024

---

## Recommendation

1. That the memorandum regarding Town of Aurora – High Five Registered Municipality be received for information.

## Background

The Town of Aurora prides itself on providing quality recreation, sport and leisure programs for all ages. The complexity of managing programs is always evolving and numerous considerations need to go into developing and managing participant programs with the well being, satisfaction and safety of every participant being a top priority. The Town has always had quality standards when it comes to program planning and delivery, however the High Five program offers benefits such as training resources, the latest research, benchmarks, credibility and more which will assist in achieving ongoing operational excellence.

## Analysis

**High Five is a national quality standard focusing on recreation and sport programs for children ages 4 to 12 and adults 55+**

High Five is a national quality standard for recreation and sport developed by Parks and Recreation Ontario (PRO) with the support and endorsement of the Province of Ontario. High Five was launched in 1994 with training, tools and processes that have been continually refined with input from sport and recreation professionals as well as experts in healthy child development, quality assurance and quantitative and qualitative research. The High Five program is based on research and statistics.

---

The foundation of the High Five program is built on five principles of healthy child development and healthy aging essential for quality programs and three design guidelines. These principles come from research into what constitutes quality experiences for participants. These five principles of healthy child development and healthy aging are:

- A caring leader
- The opportunity to make friends
- The opportunity to play
- The opportunity to master skills
- The opportunity to participate

The three design guidelines that are necessary to implement the five principles are:

- Programs that are welcoming of diversity and uniqueness
- Programs that are safe
- Programs that are developmentally appropriate

The premise of High Five is that staff are trained and coached on how to incorporate these five principles and three design guidelines into program planning and delivery. Evaluations are done on a regular basis to ensure adherence to the principles.

Over 500 organizations nationally are Registered or Accredited High Five organizations.

### **The Town's commitment includes staff training and program evaluations**

The foundation of the High Five program is the five principles of healthy child development and healthy aging and the three design principles listed above. Training on these principles equips staff with the knowledge and skills necessary to create and deliver positive program experiences within the developmental abilities of specific age groups. This can improve services and potentially reduce liabilities. This also enhances staff skills and can assist in attracting and retaining staff resources. Training can be completed online or in-person, accommodating diverse staff needs. High Five recognizes the transient nature of part time staff and recommends that 75% of all staff are trained in the principles of healthy child development and healthy aging.

Once staff have been trained on the five principles of healthy child development and healthy aging and the three design principles, and how to incorporate them into program planning and delivery, regular program evaluations must take place to ensure

---

compliance. Training is required on how to use the evaluation tool (called a Quest 2), to ensure evaluators know how to align the evaluation tool with the program they are evaluating. Several full time and part time staff will be trained on using this tool.

There are opportunities for internal staff to become High Five trainers and several full-time staff are pursuing this option. This will provide flexibility and a cost savings to the Town, so external trainers do not always have to be secured.

An annual review of policies and procedures (called a Quest 1) is also required. This tool examines, measures and evaluates the extent to which policies and procedures support the principles of healthy child development and healthy aging. Training is also required to use this tool and several full-time staff will be trained on using this tool.

### **The Town may consider becoming an Accredited municipality in future**

After two to three years of being a Registered High Five Municipality, the Town would have the option to move towards full Accreditation. The benefits of becoming a fully accredited organization include:

- **Elevated Quality Standards** where 85% of all recreation staff would be trained in the Principles of Healthy Child Development and more frequent program evaluations take place.
- **Enhanced Reputation** that demonstrates a commitment to excellence, increasing trust and credibility in the community.
- **Additional Resources and Support** that will assist in continuous improvement and innovation in programming.

### **Attachments**

None