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Town of Aurora  
**General Committee Report**  
No. CMS22-019

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**Subject:** Aurora Town Square – Space Usage and Room Permitting Policy

**Prepared by:** Phil Rose, Manager of Aurora Town Square

**Department:** Community Services

**Date:** April 5, 2022

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## Recommendation

1. That Report No. CMS22-019 be received; and
2. That the Aurora Town Square Space Usage and Room Permitting Policy be approved.

## Executive Summary

This report seeks approval of the Aurora Town Square Space Usage and Room Permitting Policy (the Policy).

- The Policy provides transparency and structure for user groups and individuals pertaining to the fair allotment and use of interior and exterior space at Aurora Town Square.
- The Policy identifies which Town staff are responsible for administering, monitoring and ensuring compliance.
- The Policy establishes a ranking that prioritizes the allocation of space and how to address conflicting requests when they arise.
- The Policy grants grandfathering provisions, but only to specific groups.

## Background

Below is a summary of Council resolutions related to the development of the Space Usage and Room Permitting Policy.

June 16, 2020 - "That the Director of Community Services form a Space Allocation Working Group comprised of Town staff and key stakeholders that will provide recommendations regarding rental and booking responsibilities for Library Square, including all spaces at 22 Church St. School, the New Addition, Outdoor Square, Bridge and Aurora Public Library."

June 16, 2020 – "That the Director of Community Services form a Collaborative Programming Working Group comprised of Town staff and key stakeholders that will provide recommendations regarding program delivery strategies and create a programming and performance schedule for Year 1 and Year 2 of Library Square operations."

June 15, 2021 – "That staff assume responsibility for all facility bookings across the entire Library Square complex, including the meeting spaces adjoining the Aurora Public Library, but not the remainder of the Library."

## Analysis

**The Policy provides transparency and structure for user groups and individuals pertaining to the fair allotment and use of interior and exterior space at Aurora Town Square.**

The Policy applies to all facility permit holders and all individuals and/or user groups requesting use of Town owned and/or operated space at Aurora Town Square (ATS), as well as Town staff responsible for the use and/or operation of ATS.

Its objectives are to:

- Ensure consistency in the programming and ongoing use of space at ATS.
- Ensure that the highest quality facility is maintained and available for all user groups.
- Provide a framework and consistent approach to the use of space at ATS in a fair and equitable manner.
- Ensure that the Town's investment in ATS is managed in the best interest of all users and the citizens of Aurora.
- Establish clear guidelines and communication between applicable Town divisions, stakeholders, and user groups.
- Clearly define the rules of use in maintaining compliance

**The Policy identifies which Town staff are responsible for administering, monitoring and ensuring compliance.**

The following table summarizes staff responsibilities related to the Policy:

Staff or Division Responsible	Responsibility
Manager of Aurora Town Square	To review and recommend updates to the Policy as required from time to time.  Note: the Policy will be reviewed two (2) years after the initial approval date.
Manager of Business Support Services	To supervise the staff that process facility permits and communicate with staff, individuals and user groups regarding use of space and related equipment at ATS.
Manager of Facilities	To ensure individuals and user groups receive all facility-related support as stipulated in facility permits.
Manager of IT	To ensure individuals and user groups receive all IT-related support as stipulated in facility permits.
Director of Community Services	To consider any exceptions to the Policy as it relates to submission deadlines, grandfathering, allocation priority, conflicting requests, waiving of fees, cancellation notices, and facility use regulations.
Business Support Services Division	To process facility permits for space and related equipment at ATS in accordance with the Policy.

**The Policy establishes a ranking that prioritizes the allocation of space and how to address conflicting requests when they arise.**

The priority order is as follows:

- Town of Aurora (including Aurora Museum & Archives)
- Aurora Cultural Centre (ACC) and Aurora Public Library (APL)
- Cultural Partners as defined in this Policy
- Aurora-based not-for-profit groups
- District School Boards
- Aurora-based commercial groups/individuals
- Other groups and individuals

**The Policy grants grandfathering provisions, but only to specific groups.**

Grandfathering rights are only to be applied to the following groups:

- Town of Aurora
- Aurora Cultural Centre
- Aurora Public Library
- Cultural Partners, as defined in the Policy
- Aurora based groups, as defined in the Policy
- Representative groups, as defined in the Policy

These rights would go into effect following year 1 of ATS operations and allow the groups named above to maintain those times on an annual basis thereafter, or until such time as they surrender that time.

### **Advisory Committee Review**

Not applicable.

### **Legal Considerations**

Although the Town's Delegation By-law gives delegated authority to the CAO to approve administrative policies, Council may request that it be the approval authority for a particular policy, as it has done in this case.

### **Financial Implications**

All revenues generated from the ATS' space usage and room permitting will be directed in support of the ATS' ongoing operations. Permit holders will not be permitted to sub-let their booking time.

## Communications Considerations

The policy, once approved, will be posted on the Town's website.

## Climate Change Considerations

The recommendations from this report do not impact greenhouse gas emissions or impact climate change adaptation.

## Link to Strategic Plan

Aurora Town Square supports the following Strategic Plan goals and key objectives:

**Supporting an exceptional quality of life for all** in its accomplishment in satisfying requirements in the following key objectives within these goal statements:

- Invest in sustainable infrastructure
- Celebrating and promoting our culture
- Encourage an active and healthy lifestyle
- Strengthening the fabric of our community

**Enabling a diverse, creative, and resilient economy** in its accomplishment in satisfying requirements in the following key objectives within these goal statements:

- Promoting economic opportunities that facilitate the growth of Aurora as a desirable place to do business

## Alternative(s) to the Recommendation

1. Council may provide further direction.

## Conclusions

This report recommends the approval of the ATS Space Usage and Room Permitting Policy. Staff will continue to provide Council with regular progress updates regarding the ongoing implementation of the Hybrid Governance Model.

## Attachments

Aurora Town Square Space Usage and Room Permitting Policy

## **Previous Reports**

CMS20-008, Library Square – Governance Review, March 3, 2020

CMS20-012, Library Square – Governance Review, June 16, 2020

CMS20-026, Library Square – Governance Review, November 3, 2020

CMS21-022, Library Square Governance Update, June 15, 2021

CMS21-029, Aurora Town Square Governance Update, September 21, 2021

CMS22-013, Aurora Town Square Status Update – Space Usage and Room Permitting Policy, March 1, 2022

## **Pre-submission Review**

Agenda Management Team review on March 17, 2022

## **Approvals**

**Approved by Robin McDougall, Director, Community Services Department**

**Approved by Doug Nadorozny, Chief Administrative Officer**