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Town of Aurora  
**Council Report**  
No. CMS23-039

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**Subject:** Aurora Public Library – Memorandum of Understanding

**Prepared by:** Phil Rose, Manager of Cultural Services

**Department:** Community Services

**Date:** September 25, 2023

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## Recommendation

1. That Report No. CMS23-039 be received for information.

## Executive Summary

This report provides a summary of a Memorandum of Understanding between Aurora Public Library and the Town of Aurora (the Town) that is intended to establish a partnership regarding meeting and program space located at 15145 Yonge Street.

- The Memorandum of Understanding covers a total of six spaces and establishes the responsibilities of both parties regarding their day-to-day oversight and usage.

## Background

In a June 2021 General Committee report, staff committed to reporting back with a status update regarding a service level agreement with the Aurora Public Library (APL).

Since 2021, staff have worked with the Aurora Public Library CEO to develop a Memorandum of Understanding (MOU) that fosters a positive working relationship between APL and the Town and ensures the dynamic use of space for the community's benefit.

## Analysis

**The Memorandum of Understanding covers a total of six spaces and establishes the responsibilities of both parties regarding their day-to-day oversight and usage.**

In particular, the MOU covers the following spaces (collectively, the “Spaces”):

- (a) Magna Room (MR);
- (b) Lebovic Room (LR);
- (c) Program Room One (PR1 West);
- (d) Program Room Two (PR2 East);
- (e) Town Square Boardroom (TSB); and
- (f) Reading Garden (RG).

The APL will be responsible for the management of the MOU, and for conducting regular reviews of its terms with Town staff to ensure that the needs of both parties are being met.

The MOU proposes the following space usage:

APL will have exclusive use of the Magna Room during these times:

- Monday, Tuesday, Wednesday, Thursday – 9:30 am to 9:00 pm
- Friday – 9:30 am to 6:00 pm
- Saturday – 9:30 am to 5:00 pm
- Sunday – 9:30 am to 5:00 pm
- Holidays – as needed for holiday programming

APL will also be granted use of the Town Square Board Room every Wednesday from 5 pm to 9 pm to conduct Library business and host Board meetings.

Setup of the spaces, including supporting equipment, shall be the responsibility of the Town’s Facilities Division, under the direction of the Manager of Facilities.

APL shall provide best effort to inform the Town of program names, and set-up requirements a minimum of four (4) weeks prior to the program. For any additional room usage, APL shall inform the Town of all requests and other required information in accordance with the Aurora Town Square Space Usage and Permitting Policy, which grants APL priority access to:

- Lebovic Room;

- Program Room One;
- Program Room Two;
- Town Square Boardroom; and
- Reading Garden.

The Town shall respond to a room booking request from APL within three (3) regular workdays. In the event of a last-minute booking, the Town would make every effort to accommodate APL if the room requested is not already reserved.

The Town shall provide best efforts to inform APL with a minimum four (4) weeks' notice if it requires use of any of the Spaces identified in the MOU for large events such as conferences and corporate events.

Once executed, the MOU would be in effect for a three year period.

### **Advisory Committee Review**

Not applicable.

### **Legal Considerations**

The MOU has been reviewed, revised and approved by Legal Services. The Director of Community Services has delegated authority to sign the MOU on behalf of the Town.

### **Financial Implications**

There are no direct financial implications as a result of this report.

### **Communications Considerations**

There are no communication considerations as a result of this report.

### **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 summarizes a MOU between Aurora Public Library and the Town regarding how several programming spaces will be managed and used to deliver high-quality and in-demand programs and services to the community.

### **Attachments**

None

### **Previous Reports**

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

### **Pre-submission Review**

Agenda Management Team review on August 31, 2023

### **Approvals**

Approved by Robin McDougall, Director, Community Services

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