

The Corporation of the Town of Ajax
GENERAL GOVERNMENT COMMITTEE



Thursday, October 8, 2015
In-Camera at 1:30 p.m.
Open Meeting at 2:00 p.m.
Balance of In-Camera after Open Meeting
River Plate Room, Town Hall
65 Harwood Avenue South

Confirmed by: *[Signature]*

AGENDA

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Anything in **blue** denotes an attachment/link. By clicking the links on the agenda page, you can jump directly to that section of the agenda. To manoeuvre back to the agenda page use the **Ctrl + Home** keys simultaneously **OR** use the "Bookmark" icon to the left of your screen to navigate from one report to the next

P. Brown, Chair
J. Dies, Vice Chair

Open Meeting

1. **Call To Order**
2. **Disclosure of Pecuniary Interest**
3. **Adoption of In-Camera Minutes – September 24, 2015** (circulated separately)
 - *Any discussion will be held in the In-Camera Session*

In-Camera

4. **Authority to Hold a Closed Meeting and Related In-Camera Session**
 - *A matter of advice subject to solicitor-client privilege, including communications necessary for that purpose [Sec. 239 (2)(f), Municipal Act, 2001, as amended]*
- 4.1 **Confidential Legal Matter**

2:00 p.m. Open Meeting

5. **Consent Agenda – Considered to be routine, these items may be approved by one motion. Items may be separated and referred to the Discussion Agenda**
 - 5.1 **2016 Finance Department User Fees**, S. Strain, Director of Finance / T. Simkin, Manager of Taxation4

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5.13	2016 Meeting Schedule and Committee Chair and Vice Chair Appointments , M. de Rond, Director of Legislative & Information Services/Clerk / L. Billings, Legislative Services Associate.....	167

6. Presentations / Discussion

6.1	IMPACT Ajax Community Conversation Series , T. Vaughan Barrett, Director of Recreation & Culture / C. da Silva, Community Development Coordinator / S. Joseph, Diversity & Community Engagement Coordinator.....	171
6.2	Youth Entrepreneur & Employment Program (upNextAjax) , P. Allore, Director of Planning & Development Services / L. Hausz, Manager, Business Development & Marketing	174

7. Departmental Updates

In-Camera

8. Authority to Hold a Closed Meeting and Related In-Camera Session

- *A matter pertaining to the proposed or pending acquisition or disposition of land by the municipality or local board [Sec. 239 (2)(c), Municipal Act, 2001, as amended]*
- *A matter pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board [Sec. 239 (2)(e), Municipal Act, 2001, as amended]*

8.1 Confidential Property Matter

8.2 Durham Live OMB update

9. Adjournment

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Sheila Strain, CPA, CGA
Director of Finance/Treasurer

PREPARED BY: Terry Simkin,
Manager of Taxation

SUBJECT: **2016 Finance Department User Fees**

WARD(S): All

DATE OF MEETING: October 8, 2015

REFERENCE: *Municipal Act, 2001*

RECOMMENDATION:

That the recommended Finance Department fees, effective January 1, 2016, be approved and that the appropriate by-law be presented to Council.

BACKGROUND:

All in accordance with the requirements of the *Municipal Act, 2001* and the Town's policy for the Annual Review of User Fees/Charges, the Finance Department has completed a review of user fees/charges. Schedule "A" provides a comparison to neighboring municipalities based on 2015 fees charged.

DISCUSSION:

The Town's current fees are consistent with those charged by the comparator municipalities. As a result, no changes or new fees will be implemented for 2016.

The following chart summarizes the fee schedule which will be in place for 2016:

TAX SECTION**NOTE: All Tax Section fees are exempt from HST**

SERVICES	FEE
Tax Certificate	\$65.00
Tax Receipt/Letters	\$10.00
Statement of Account, Re-print of Tax Bill, Pap Letter, Adjustment, Apportionment Notification etc.	\$10.00
Refund of Incorrect Electronic or Manual Payments	\$45.00
Change of Ownership Fee	\$30.00
New Tax Account Set-Up Fee	\$50.00
Research/Archival Fee	\$30.00/hr (1 hour min.)
Post Dated Cheque Removal or Date Change	\$25.00
Mortgage Company Information (per roll)	\$10.00
Addition of Region Water/Sewer Lien, Development Charges, POA Arrears	\$25.00

PURCHASING SECTION**NOTE: HST will be added to all fees marked with an asterisk (*)**

SERVICES	FEE
Bid Document	\$25.00 to \$400.00 *

FINANCIAL IMPLICATIONS:

While future volumes will fluctuate, the fees charged by the Finance Department will generate an estimated total of \$299,300.00 in annual revenue, based on the 2015 budget.

COMMUNICATION ISSUES:

Where applicable, taxpayers, mortgage companies, lawyers and potential bidders are advised of the fees charged at the time of each request. In addition, all Finance User Fees are posted on the Town's website.

CONCLUSION:

The recommended fees for 2016 will keep the Town consistent with the fees charged by the Durham Region lakeshore municipalities.

Terry Simkin – Manager of Taxation

Sheila Strain, CPA, CGA – Director of Finance/Treasurer

**SCHEDULE "A" – FINANCE DEPARTMENT
FEE COMPARISON**

[For comparative purposes HST is excluded]

TAX SECTION

SERVICE	Ajax (2015)	Whitby (2015)	Pickering (2015)	Oshawa (2015)	Clarington (2015)
Tax Certificate	\$65.00	65.00	65.00	60.00	60.00
Tax Receipts/Letters	\$10.00	10.00	10.00	10.00	7.00
Statement of Account	\$10.00	10.00	10.00	10.00	7.00
Refund of incorrect payments by Lawyers, Mortgage Companies and non-residents	\$45.00	40.00	45.00	30.00	33.33
Refund of incorrect electronic payment by Ajax resident	\$45.00	40.00	45.00	30.00	0.00
Re-print Tax Bill, PAP Letter, Adjustment, Apportionment Notification, etc.	\$10.00	10.00	10.00	10.00	7.00
Change of Ownership Fee	\$30.00	25.00	30.00	15.00	25.00
New Tax Account Set-up Fee	\$50.00	50.00	50.00	50.00	25.00
Research/Archival Fee	1 hour min. - \$30.00/hr	N/A	35.00	N/A	35.00hr
Post Dated Cheque Removal Or Date Change	\$25.00	20.00	45.00	N/A	25.00
Mortgage Company Information (per roll)	\$10.00	10.00	12.50	10.00	10.00
Addition of Region Water/Sewer Lien, Development Charges, POA Arrears	\$25.00	25.00	25.00	25.00	25.00
Collection Letter	\$0.00	0.00	30.00	N/A	25.00
Section 357/358 Applications	\$0.00	0.00	25.00	N/A	0.00
Apportionments	\$0.00	0.00	50.00	N/A	0.00

PURCHASING SECTION

SERVICES	Ajax (2015)	Whitby (2015)	Pickering (2015)	Oshawa (2015)	Clarington (2015)
Bid Documents	\$25.00 - \$400.00	(see Note Below)			

Note: Most Municipalities charge a fee for various types of Bid Documents, but the actual amount charged varies by municipality. Where applicable, Ajax charges a minimum of \$25.00 and a higher fee is charged for larger Bid Documents or where there are a number of technical drawings that must be reproduced.

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: D. Sheen
Fire Chief

PREPARED BY: K. Doucette
Chief Fire Prevention Officer

SUBJECT: **2016 Fire & Emergency Service Fees**

WARD(S): All

DATE OF MEETING: October 8, 2015

REFERENCE: *Municipal Act, 2001*

Recommendation:

That the recommended Fire & Emergency Service fees, effective January 1, 2016 be approved and that the appropriate by-law be presented to Council.

Background:

In accordance with the *Municipal Act, 2001* and the Town's Corporate Policy 129 "Annual Review of User Fees and Charges", Fire & Emergency Services has completed a review of its user fees/charges. Schedule "A" provides a comparison to neighbouring municipalities based on 2015 fees charged.

Fees for service are calculated on a cost recovery basis and assist in the reduction of operational costs of Ajax Fire and Emergency Services (AFES). It is important to understand that these fees for services and cost recovery are intended only to offset some or all of the costs in delivering services and do not in any way compromise access by the public to fire protection services. Additionally, these fees do not in any manner jeopardize public fire safety.

Discussion:

Fees are generally determined by considering the amount of staff time and other costs involved in order to reflect the true value of services rendered. Currently, a number of services performed by AFES including fire prevention inspections, requests for letters/reports, issuance of permits relative to fire inspection and code compliance, etc. are invoiced based on an established fee schedule. Staff have also examined the rationale for the fees applied for similar services in other municipalities.

Based on this analysis, it is recommended that no changes be made to the 2016 fee schedule;

The following chart summarizes the recommended fee schedule for 2016:

AJAX FIRE & EMERGENCY SERVICES Council Approved Fee Schedule - Effective January 1, 2016		
HST will be added to all fees marked with an asterisk (*)		Fee
Information / Documents		
101	Copy of Emergency Response Report - within past 2 years	\$ 75.00
102	Copy of Emergency Response Report - over 2 years - Archival	\$ 150.00
103	File Search for buildings 4 units or less Additional units - \$10.00 per unit	\$ 75.00
104	Fire Regulation Compliance Letter	\$ 75.00*
Inspections		
201	Boarding / Lodging / Rooming House - upon request	\$ 195.00*
202	Educational Institutions - upon request	\$ 195.00*
203	Foster Care - upon request	\$ 195.00*
204	Group Home - upon request	\$ 195.00*
205	Institutional - upon request	\$ 195.00*
206	Licensed Day Care - upon request	\$ 195.00*
207	Private Home Day Care - upon request	\$ 195.00*
208	Liquor Licensing - upon request - includes occupant load calculations	\$ 195.00*
209	Liquor Licensing for outdoor patios - includes full inspection	\$ 195.00*
210A	Non-Residential Inspection - 1000m ² or less - upon request	\$ 195.00*
210B	Non-Residential Inspection - each additional 1000m ² or each additional floor	\$ 25.00*
211	Non-Residential Inspection - multiple unit occupancy - per tenant (strip mall)	\$ 195.00*
212A	Residential Inspection - upon request - (includes apartment complex / hotel / motel)	\$ 195.00*
212B	Residential Inspection - each additional storey - above or below grade	\$ 25.00*
213	Two Unit Residential Inspection -Retrofit - upon request or complaint	\$ 195.00*
214	Wood Burning Appliance - upon request	n/c

Permits		
301	Open Air Burning Permit	\$ 70.00
302	Fire Extinguisher Training Permit for residents, employers/employees within the municipal limits AFES facilitates (per 20 participants) - Additional persons \$10.00* per person	\$ 70.00
303	Open Air Burning - farm waste	n/c
Emergency Services		
401A	Standby Requests - MTO Rates - per vehicle for the first hour or part thereof	\$ 410.00*
401B	Standby Requests - MTO Rates - per vehicle for each additional one-half hour	\$ 205.00*
402A	Motor Vehicle Collisions on Hwy 401 - (cost recovery through MTO) – per vehicle for the first hour or part thereof	\$ 410.00
402B	Motor Vehicle Collisions on Hwy 401 - cost recovery through MTO - per vehicle for each additional one-half hour	\$ 205.00
403A	Response to Hazardous Material Incident - per vehicle for first hour or part thereof - plus any additional clean-up costs	\$ 410.00*
403B	Response to Hazardous Material Incident - per vehicle for each additional one-half hour or thereof	\$ 205.00*
404A	Response to Dangerous Goods Incident - per vehicle for first hour or part thereof, plus any additional clean-up costs	\$ 410.00*
404B	Response to Dangerous Goods Incident - per vehicle for each additional one-half hour or thereof	\$ 205.00*
405	Additional Expenses – to retain a private contractor, rent special equipment, preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation	Actual Costs*
406A	Attending Natural Gas Incident - per vehicle for first hour or part thereof	\$ 410.00*
406B	Attending Natural Gas Incident - per vehicle for each additional one-half hour or thereof	\$ 205.00*
407A	Attending a Non-Emergency Elevator Incident - per vehicle for first hour or part thereof	\$ 410.00*
407B	Attending a Non-Emergency Elevator Incident - per vehicle for each additional one-half hour or thereof	\$ 205.00*
Preventable Fires and Alarm Services		
501A	Response to Unapproved Open Air Burning - following one warning - per vehicle for first hour or part thereof	\$ 410.00*
501B	Response to Unapproved Open Air Burning - per vehicle for each additional one-half hour or thereof	\$ 205.00*

502	Response to fires on or beside rail lines caused by railway company	Actual Costs*
503A	Response to Malicious and Nuisance Alarms - following second response per calendar year - per vehicle for the first hour or part thereof	\$ 410.00*
503B	Response to Malicious and Nuisance Alarms - per vehicle for each additional one-half hour or thereof	\$ 205.00*
504A	Response to false alarm as a result of work being performed on a fire alarm system or emergency system following one false alarm in a calendar year - per vehicle for the first hour or part thereof	\$ 410.00*
504B	Response to false alarm as a result of work being performed on a fire alarm system or emergency system following one false alarm in a calendar year - per vehicle for each additional one-half hour or thereof	\$ 205.00*

Financial Implications:

During 2014, a total of \$51,215.00 was invoiced, which includes \$42,435.00 for emergency responses onto Highway 401. The remaining balance of the \$8,780.00 was collected from residential inspections and file searches.

Communication Issues:

Residents, taxpayers, mortgage companies, and lawyers are advised of the fee for services at the time of each request and all Fire & Emergency Service fees are posted on the Town of Ajax website.

Conclusion:

The 2016 recommended fees to be charged by Fire & Emergency Services are consistent with other municipalities in the Durham Region.

K. Doucette – Chief Fire Prevention Officer

D. Sheen – Fire Chief

Schedule “A” – AJAX FIRE & EMERGENCY SERVICES – FEE COMPARISON
For comparative purposes HST is excluded

2015 FEE SCHEDULE COMPARISON*	Ajax	Whitby	Pickering	Oshawa	Clarington	Cobourg	Scugog
INFORMATION							
Copy of Emergency Response Report - within past 2 years	75.00	75.00	125.00	75.00	78.00	75.00	75.00
Copy of Emergency Response Report - over 2 years - Archival	150.00	75.00	125.00	150.00	156.00	75.00	75.00
File Search	Up to 4 units- 75.00 >4 units 10.00/unit	<4 units- 75.00 >4 units 225.00+ 20.00/unit	125.00	75.00	78.00	75.00	75.00
Fire Regulation Compliance Letter	75.00	75.00	125.00	75.00	78.00	N/C	75.00
INSPECTIONS							
Boarding / Lodging / Rooming House upon request	195.00	75.00/hr	150.00	75.00/hr Min. 2hrs	<600m ² - 234.00 >600m ² - 468.00	95.00	101.77
Educational Institutions upon request	195.00	75.00/hr	150.00	75. Min. 2hrs 00/hr	<600m ² - 234.00 >600m ² - 468.00	95.00	N/C
Foster Care - upon request	195.00	75.00/hr	150.00	75.00/hr Min. 2hrs	<600m ² - 234.00 >600m ² - 468.00	95.00	101.77
Group Home - upon request	195.00	75.00/hr	150.00	75.00/hr Min. 2hrs	<600m ² - 234.00 >600m ² - 468.00	95.00	101.77
Institutional - upon request	195.00	75.00/hr	125.00	75.00/hr Min. 2hrs	<600m ² - 234.00 >600m ² - 468.00	95.00	N/C
Licensed Day Care - upon request	195.00	75.00/hr	150.00	75.00/hr Min. 2hrs	<600m ² - 234.00 >600m ² - 468.00	95.00	88.50
Private Home Day Care - upon request	195.00	75.00/hr	150.00	75.00/hr Min. 2hrs	<600m ² - 234.00 >600m ² - 468.00	95.00	88.50/hr
Liquor Licensing - upon request - includes occupant load calculations	195.00	75.00/hr	150.00	75.00/hr Min. 2hrs	<600m ² - 234.00 >600m ² - 468.00	95.00	88.50/hr
Liquor Licensing for outdoor patios - includes full inspection	195.00	75.00/hr	150.00	75.00/hr Min. 2hrs	<600m ² - 234.00 >600m ² - 468.00	95.00	88.50/hr
Non-Residential Inspection - 1000m ² or less - upon request	195.00	75.00/hr	150.00	75.00/hr Min. 2hrs	<600m ² - 234.00 >600m ² - 468.00	95.00	88.50/hr
Non-Residential Inspection - each additional 1000m ² or each additional floor	25.00	N/A	N/A	N/A	39.00 per storey	N/A	N/A

	Ajax	Whitby	Pickering	Oshawa	Clarington	Cobourg	Scugog
Non-Residential Inspection - multiple unit occupancy - per tenant (strip mall)	195.00	75.00/hr	150.00	75.00/hr Min. 2hrs	<600m ² - 234.00 >600m ² - 468.00	95.00	88.50/hr
Residential Inspection - upon request - (includes apartment complex/ hotel / motel)	195.00	75.00/hr	150.00	75.00/hr Min. 2hrs	<600m ² - 234.00 >600m ² - 468.00	95.00	88.50
Residential Inspection - each additional storey - above or below grade	25.00	N/A	N/A	N/A	N/A	N/A	N/A
Two Unit Residential Inspection - Retrofit - upon request or complaint	195.00	75.00/hr	N/C-500.00 for registration	75.00/hr Min. 2hrs	<600m ² - 234.00 >600m ² - 468.00	95.00	101.77
Re-inspections	N/C	75.00/hr	N/C	75.00/hr Min. 2hrs	N/C	95.00 after 1	N/C
Wood Burning Appliance - upon request	N/C	N/A	N/C	N/A	78.00 for insurance companies	N/A	N/C
Fireworks	200.00 By-law collects	200.00	100.00 By-law collects	75.00	78.00 for sales trailer	100.00 for sales & 100.00 display	N/C
Fire Safety Presentations/training	N/C	N/C	N/C	N/C	N/C	N/C	N/C
Requests of SFD inspection by homeowner	N/C	N/C	N/C	N/C	N/C	N/C	N/C
Fire Route Applications	N/C	N/C	N/C	N/C	N/C	N/C	N/C
Inspection initiated by F.D.	N/C	N/C	N/C	N/C	N/C	N/C	N/C
Security key- box	N/C	N/C	125.00	Actual cost	N/C	110.00	N/C
Fire Safety Plan Development	N/C	75.00/hr	N/C	75.00/hr	N/C	45.00/hr	N/C
Misc. Inspections	195.00	75.00/hr	150.00	75.00/hr Min. 2hrs	<600m ² - 234.00 >600m ² - 468.00	95.00	88.50/hr
PERMITS							
Open Air Burning	70.00	75.00	N/C	75.00	39.00/mth 78.00/yr	75.00 Residntl. 200.00 Comm.	25.00
Open Air Burning /extinguisher training for residents, employers/employees within the municipal limits	70.00/20 persons+ 10.00per over 20 persons	10-15.00 per person	150.00	150.00/hr normal working hours	N/C	N/C	N/C
Open Air Burning –Farm	N/C	75.00	N/C	N/C	N/C	N/C	25.00

	Ajax	Whitby	Pickering	Oshawa	Clarington	Cobourg	Scugog
EMERGENCY SERVICES							
Standby Requests - MTO Rates - per vehicle for the first hour or part thereof/ per vehicle & crew to standby for filming, social functions etc.	410.00	410.00	410.00	410.00	350.00	65.00 per F/F	5hrs -500+ 125.00/hr over 5hrs 10hrs- 800+125. /hr over 10hrs plus manpower
Standby Requests - MTO Rates - per vehicle for each additional one-half hour or part thereof	205.00	205.00	N/A	205.00	N/A	MTO rates	N/A
Motor Vehicle Collisions on Hwy 401 - (cost recovery through MTO) -per vehicle for the first hour or part thereof	410.00	410.00	410.00	410.00	356.50	410.00	N/A
Motor Vehicle Collisions on Hwy 401 - cost recovery through MTO -per vehicle for each additional one-half hour or part thereof	205.00	205.00	N/A	205.00	N/A	MTO rates	N/A
Response to Hazardous Material Incident - per vehicle for first hour or part thereof - plus any additional clean-up costs	410.00 + Costs	410.00 + Costs	N/C	410.00 + Costs	Costs	410.00 plus Costs MTO rates	N/C
Response to Hazardous Material Incident - per vehicle for each additional one-half hour or part thereof	205.00	205.00	N/A	205.00	N/A	Costs	N/A
Response to Dangerous Goods Incident - per vehicle for first hour or part thereof, plus any additional clean-up costs	410.00	Costs	N/C	410.00	Costs	Costs	N/C
Response to Dangerous Goods Incident - per vehicle for each additional one-half hour or part thereof	205.00	205.00	N/A	205.00	N/A	N/A	N/C
Additional Expenses - in order to eliminate an emergency, retain private contractor, rent special equipment, preserve or secure property	Actual Costs	Actual Costs	Actual Costs	Actual Costs	Actual Costs	Actual Costs	500.00/hr/ truck plus manpower costs(ice rescue)
Attending Natural Gas Incident - per vehicle for first hour or part thereof	410.00	410.00	N/C	410.00	N/C	N/C	N/C
Attending Natural Gas Incident - per vehicle for each additional one- half hour or part thereof	205.00	205.00	N/A	205.00	N/A	N/A	N/C

	Ajax	Whitby	Pickering	Oshawa	Clarington	Cobourg	Scugog
Attending a Non-Emergency Elevator Incident - per vehicle for first hour or part thereof	410.00	N/C	N/C	410.00	N/C	N/C	N/C
Attending a Non-Emergency Elevator Incident - per vehicle for each additional one-half hour or part thereof	205.00	N/A	N/A	205.00	N/A	N/A	N/C
PREVENTABLE FIRES & ALARM SERVICES							
Response to Unapproved Open Air Burning -per vehicle for first hour or part thereof	410.00 following one warning	410.00 following one warning	410.00 following one warning	410.00 following one warning	356.50	410.00+ manpower costs	500.00/hr/ truck plus manpower costs
Response to Unapproved Open Air Burning - per vehicle for each additional one-half hour or part thereof	205.00	205.00	N/C	205.00	N/A	N/A	250.00+ Manpower costs
Response to fires on or beside rail lines caused by railway company	Actual Costs	205.00 per ½ hr	Actual Costs	Actual Costs	Actual Costs	N/C	N/C
Response to Malicious and Nuisance Alarms - per vehicle for the first hour or part thereof	410.00	410.00 More than 2 per year	410.00 following one warning	410.00 More than 2 per year	356.50	300.00 More than 3 per year	500.00/hr/ truck+ manpower costs after 3 in 6mths
Response to Malicious and Nuisance Alarms - per vehicle for each additional one-half hour or part thereof	205.00	205.00	N/A	205.00	N/A	N/A	250+ manpower
Response to false alarm as a result of work being performed on a fire alarm system or emergency system following one false alarm in a calendar year - per vehicle for the first hour or part thereof	410.00	410.00	410.00 following one warning	410.00	356.50	300.00 More than 3 per year	500.00/hr/ truck+ manpower costs after 3 in 6mths
Response to false alarm as a result of work being performed on a fire alarm system or emergency system following one false alarm in a calendar year - per vehicle for each additional one-half hour or part thereof	205.00	205.00	N/A	205.00	N/A	N/A	250.00/hr/ truck+ manpower costs

*HST not included in fee

TOWN OF AJAX REPORT



REPORT TO: General Governmental Committee

SUBMITTED BY: Dave Meredith
Director, Operations and Environmental Services

PREPARED BY: Amanda Brown
Supervisor, Environmental Services

SUBJECT: **2016 Operations and Environmental Services User Fees**

WARD(S): All

DATE OF MEETING: October 9, 2015

REFERENCE: Municipal Act, 2001

RECOMMENDATION:

That the recommended Operations and Environmental Services fees, effective January 1, 2016 be approved, with the exception of the Seniors Snow Removal Program, which becomes effective November 1st, 2015.

BACKGROUND:

The *Municipal Act, 2001* requires that all fees and charges be set by by-law. The Town's "Annual Review of User Fees/Charges" Policy, approved in 2003 requires each department to review all user fees and charges on an annual basis. The table appended to this report as Schedule "A" summarizes the present fee structure for certain services performed in the Operations and Environmental Services Department, provides comparisons with fees for similar services in neighboring municipalities, and recommends an appropriate fee schedule for implementation effective January 1, 2016.

DISCUSSION:

Operations and Environmental Services offer a broad range of services that require the payment of user fees. Staff have completed a review of the current fees, and are recommending the introduction of new fees, or an increase in fees in the following areas:

- i) Filming Permits
- ii) Premium Baseball Diamonds
- iii) Bench Dedication Program
- iv) Seniors Snow Removal Program
- v) Portable Tent/Canopy
- vi) Municipal Consents

Filming Permits

A new film fee has been recommended based on an increase in requests to film movies, television shows and/or commercials within the Town of Ajax. Production crews are routinely in contact with the Town, expressing interest in permitting the Town's parks and open spaces for filming purposes. Staff have typically negotiated fees with the production companies on a case-by-case basis. Staff are recommending the formalization of a fee, to be captured within the Fee By-law.

Premium Baseball Diamonds

The Town of Ajax recently constructed two baseball diamonds to accommodate the baseball and softball sporting events for the 2015 Pan-Am/Parapan Am Games. Staff are recommending that the two (2) baseball diamonds (diamonds #5 and #6) be classified as premium baseball diamonds, and that a two-tier fee structure be established. The fee for youth and adult community groups will be 10% greater than the Type One fields, while a commercial rate will be established, for private organizations that permit the fields.

Currently, baseball diamonds are classified as Type 1, 2 and 3 fields. Staff are not recommending any fee increase with respect to these class of fields.

Bench Dedication Program

The Town has been successful in offering a bench dedication program for a number of years. Dedicated benches exist through the Town's parks, open space and trail system, and remain popular with the community. Staff are recommending a fee increase in line with the Town's associated costs to provide the benches. The recommended fee is also in line with the Town's neighboring municipalities.

Seniors Snow Removal Program

The Town of Ajax has offered a Seniors Snow Removal Program for a number of years. This program involves the snow clearing of a residential windrow, driveway, sidewalk and walkway from the front door to the driveway. This service is provided 24 hours after a snow event, once the plows have cleared the snow from the streets. This program is delivered by Town staff. The recommended fee increase is intended to cover staff costs associated with the delivery of this service, and assumes 220 residents sign-up for the program annually.

Portable Tent/Canopy

As part of the Town's inventory of items that support special events within the Town's parks and open space system, portable tents and canopies (20 x 20 and 10 x 10) have been procured in recent years. These purchases were originally intended for Town sponsored events, however recent requests for these tents/canopies for private functions have been requested, and have been offered as part of the Town's Special Event permitting process. As a result, staff have recommended a fee, which supports the delivery, set-up and take-down of these elements.

Municipal Consents

The Municipal Consent Requirements (MCR) provide for the efficient review of applications pertaining to installations within municipal streets. All applications are reviewed with consideration to their impact on the physical and social environment, including municipal infrastructure.

The impact on the physical and social environment is controlled through the establishment of pedestrian and vehicular traffic restrictions, setting out the timing and physical extent of the work, and the enforcement of the Town's standards and By-laws. Protection of the underground infrastructure is achieved through the implementation and enforcement of drawing and construction standards established by the Town. This process involves the circulation of drawings for planned construction to all affected stakeholders and adherence to minimum clearances and depths.

Municipal consents apply to all utility companies, commissions, agencies, boards, associations, municipal departments and private stakeholder applicants proposing to undertake work within Town of Ajax streets. Staff are recommending a fee increase, in line with the costs incurred by Town staff to deliver the service required.

Current Fees and Recommended Changes (effective January 1, 2016)

Services	Ajax (current)	Ajax (recommended)
Soccer Pitches	Type One: Youth - \$24.20 Adult - \$37.78	No change recommended
	Type Two: Youth - \$19.97 Adult - \$29.28	No change recommended
	Type Three: Youth - \$12.10 Adult - \$19.97	No change recommended
Ball Diamonds	None	Premium Baseball: Youth - \$30.55 Adult - \$48.40 Commercial - \$96.80
	Type One: Youth - \$27.78 Adult - \$44.00	No change recommended
	Type Two: Youth - \$21.78 Adult - \$35.09	No change recommended
	Type Three: Youth - \$15.13 Adult - \$24.20	No change recommended
Artificial Turf Fields	Prime Time Rates (May 1st – September 30th) Youth - \$85.00 Adult - \$120.00 Commercial - \$150.000 Non-Prime Time Rates (March 1st – April 30th and October 1st – December 15th) Flat Hourly Rate - \$65.00	No change recommended

Services	Ajax (current)	Ajax (recommended)
Paulynn Park	<p><u>Group Fees With Picnic Shelter</u> 0-30 people = \$125.00 (with one picnic shelter) 31-60 people = \$225.00 (with two picnic shelters) (30 people maximum per shelter and two shelters maximum per group)</p> <p><u>Group Fees Without Picnic Shelter</u> 0-30 = \$60.00 (with 4 picnic tables) 31-60= \$120.00 (with 8 picnic tables) Groups exceeding 60 people or requiring a fire permit are re-directed to Greenwood Conservation Area.</p>	No change recommended
Greenwood Conservation Area	<p><u>Group Rates With Picnic Shelter</u> 0-30 people = \$125.00 (with one picnic shelter) 31-99 people = \$225.00 (with one picnic shelter) 100-500 people = \$450.00 (with two picnic shelters)</p> <p><u>Group Rates Without Picnic Shelter</u> 0-30 = \$60.00 (with 4 picnic tables) 31-99= \$120.00 (with 8 picnic tables) Camping rates - \$3.50 per person, per night, minimum of \$50.00 Fire permit - free Firewood - \$8.00/bundle</p>	No change recommended
Waterfront	<p><u>Group Fees With Picnic Shelter</u> 0-30 people = \$125.00 (with one picnic shelter) (30 people maximum per shelter - only one shelter exists at Lions Point)</p> <p><u>Group Fees Without Picnic Shelter</u> 0-30 = \$60.00 (with 4 picnic tables)</p> <p>It is recommended that groups exceeding 30 people, or requiring a fire permit be directed to Greenwood Conservation Area or may require a special event permit.</p>	No change recommended
Mobile Stage	<p>Flat rate nonprofit fee - \$300.00</p> <p>Flat rate private rental fee - \$750.00 (maximum 8 hour rental)</p>	No change recommended
Picnic Tables	\$100 per load (8 tables)	No change recommended
Tent/Canopy Rental	None	<p>20 x 20 Canopy - \$100</p> <p>10 x 10 Canopy - \$50</p>
Portable washrooms and hand wash stations	<p>Washroom - \$250.00</p> <p>Hand wash - \$175.00</p>	No change recommended

Services	Ajax (current)	Ajax (recommended)
Special Events	Groups 15-99 - \$100.00 Groups >99 - \$200.00 *Plus any other direct costs (ie. Portable toilets, hand washing stations, tents, security, mobile stage etc.)	No change recommended
Tree/Bench/ Picnic Table Dedication	Tree dedication - \$300.00 Bench dedication - \$400.00 Picnic table dedication - \$500.00	Bench Dedication - \$1,000.00
Culverts	7m installation - \$1,500 (plus HST)	No change recommended
Newspaper pads and Hitching Posts	Application pre inspection - \$25.00 Installation - \$400.00 Annual inspection - \$25.00	No change recommended.
Snow Removal Program	Option 1 - \$139.00 includes service to municipal sidewalk, pathway to door, complete driveway and windrow removal Option 2 - \$30.00 includes service to municipal sidewalk and windrow removal	Option 1 - \$160.00 includes service to municipal sidewalk, pathway to door, complete driveway and windrow removal
Film Permits	None	Set-up/tear down/Filming - \$1,000.00/day
Road Occupancies	\$50.00	No change recommended
Municipal Consents	\$350.00 per application	\$400.00 per application (per street up to 300 metres) An additional fee of \$0.50/metre for each metre beyond 300 metres)

CONCLUSION:

That the recommended Operations and Environmental Services fees, effective January 1, 2016 be approved, with the exception of the Seniors Snow Removal Program, which becomes effective November 1st, 2015.

Amanda Brown, Supervisor, Environmental Services

Dave Meredith, Director of Operations and Environmental Services

SCHEDULE "A"

Services	Ajax	Pickering	Whitby	Oshawa	Clarington
Soccer Pitches	Type One: Typically includes lights and accommodates senior pitch, (Includes Senior Sportsplex Fields) Youth - \$24.20 Adult - \$37.78	Youth and adult \$25.00/per field/season Tournaments \$250.00 per day \$500.00 for 2-3 days Lighting fees: Adult \$21.00/hour Youth \$11.00/hour	Adults no lights \$22.03/hour Adults with lights \$36.04/hour Youth no lights no charge Youth with lights \$12.97	Class A - lit fields \$35.28/hour for adult permits Youth \$5.00/hour	Adults \$21.00/hour Youth \$7.00/hour Tournaments \$300.00/day Lighting \$30.00/hour Non-resident fee \$40/hour
	Type Two: Typically has no lights, but can accommodate a senior pitch Youth - \$19.97 Adult - \$29.28	Same as above.	Same as above.	Class B - lit fields \$22.36/hour for adult permits Youth \$5.00/hour	\$35.00/hour or \$75.00/evening
	Type Three: Junior pitch or mini pitch Youth - \$12.10 Adult - \$19.97	Same as above.	N/A	Class C - lit fields \$14.12/hour for adult permits Youth \$5.00/hour	Same as above.
	Artificial Turf: Youth - \$85.00 Adult - \$120.00 Commercial - \$150.000	Artificial Turf: Adult groups \$60/hour Youth groups \$30/hour	N/A	Field only: Adult Prime Time Hourly: \$121.85 Commercial: \$152.45 Adult non-prime: \$99.70 Commercial: \$124.73 Minor Prime Hourly: \$85.35 Commercial \$106.72 Minor Non-Prime Hour \$69.85 Commercial: \$87.32	Artificial Turf: Adult \$115/hour Youth \$80/hour Lights \$35/hour or \$75/evening Non-resident \$150/hour

Services	Ajax	Pickering	Whitby	Oshawa	Clarington
Ball Diamonds	Type One: typically includes lights/accommodates senior play (includes Sportsplex fields) Youth - \$27.78 Adult - \$44.00	Youth and Adult \$25.00/per field/season Tournaments \$250.00/day \$500.00/2-3 days	Adults no lights \$26.61/hour Youth no lights no charge	Class A \$27.04/hour Youth \$5.00/hour	Adults \$21.00/hour Youth \$7.00/hour Tournaments \$300.00/day Non-resident fee \$40/hour
	Type Two: no lights, allows senior play. Youth - \$21.78 Adult - \$35.09	Lighting fees Adult \$21.00/hour Youth \$11.00/hour	Lighting fees Adult \$38.62/hour Youth \$11.12/hour	Class B Adult \$17.65/hour Youth \$5.00/hour Lighting fees Flat rate \$29.76	Lighting fees \$35/hour
	Type Three: no lights, may/may not restrict senior play. Youth - \$15.13 Adult - \$24.20	Same as above.	N/A	Class C \$14.12/hour Youth \$5.00/hour	Same as above.
Culverts	7 m installation - \$1,500	Up to 9 metres \$1405.00. plus 155.00 per metre for larger than 9 metres	\$1,150. for 6 m installation - \$190. each additional m.- \$910. temporary installation - \$365. minimum extension fee for 1.5 m. - \$245. for each additional m.	\$1,200. standard installation Includes HST residents can also have this work completed	
Newspaper Pads and Hitching Posts	Application pre- inspection - \$25. Installation of concrete pad and hitching post - \$400.	Pad and hitching post - \$250.00 to 500.00	N/A	Application pre- inspection - \$15.	

	Annual inspection - \$25.	Admin. fee - \$50.			
Paulynn Park	General Admission = free Group rates with shelter : 0-30 people = \$50 31-99 people = \$100 Group rates without shelter: 0-30 people= \$25 (with 5 tables) 31-60 people= \$50 (with 10 picnic tables)	Same as above.	Same as above.	Same as above.	
Greenwood Conservation Area	General Admission = free Group rates with shelter : 0-30 people =\$125 31-99 people = \$225 100-500 = \$450 Group rates without shelter: 0-30 people= \$60 (with 4 tables) 31-99 people= \$120 (with 8 picnic tables) Fire Permit = free Firewood = \$8.00 / bundl	Flat rate Resident - \$407.08/ day Non-resident - \$486.73/ day 4 hour rental - \$121.31	General Permit = \$41.33 Gazebo rental - \$82.65	Lakeview Park and Memorial Park only - for 50 or less - \$46.68 - 50 to 249 people - \$318.27 - 250 - 500 people - \$645.03 Picnic Shelter rental - \$198.78/ day	
Mobile Stage	Flat rate nonprofit fee - \$300.00 Flat rate private rental fee - \$750.00 (maximum 8 hour rental)	Does not offer this service.	Does not offer this service.	Does not offer this service.	

Picnic Tables	Up to 8 tables - free - subject to availability. For every additional 8 tables - \$100.00	Up to 5 tables - \$100.00	Up to 7 tables and 4 waste receptacles - \$250.00	\$100. deposit for Admin. fee. Individuals have to pick up and return tables	
Tree/Bench/Picnic Table Dedication	Tree dedication - \$300.00 Bench dedication - \$400.00 Picnic tables dedication - \$500.00 Plus HST	Tree \$500.00 Bench \$1000.00	Tree dedication - \$214.00 Bench dedication - \$1,565.00 Plus HST	N/A	
Snow Removal Program	Option 1 - \$139.00 includes service to municipal sidewalk, pathway to door, complete driveway and windrow removal Option 2 - \$30.00 includes service to municipal sidewalk and windrow removal	Free - there is a limit of 200 people. Will shovel a 9 to 12 ft. apron at bottom of driveway and one shovel width to front door and full sidewalk.	Free - clear snow from driveway, windrow and parking for one vehicle. Walkway access to the home is also provided.	Free - clear sidewalk and windrow, do not clear the driveway.	
Road Occupancy Permits	\$50.00	\$55.00	Variable fees depending on work being carried out.	Simple - \$29.00 Complex - \$47.00	None
Municipal Consents	\$350.00 per application	\$350.00 per application	\$410.00 per application (up to 250 metres) + 15% administration fee	\$615.00 per application	None

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Paul Allore, MCIP, RPP
Director of Planning and Development Services

PREPARED BY: Elizabeth Wood
Administrative Coordinator

SUBJECT: **2016 Planning and Development Services
Annual Fee Review**

WARD(S): All

DATE OF MEETING: October 8, 2015

REFERENCE: Municipal Act, 2001, Planning Act, R.S.O. 1990, c. P.13

RECOMMENDATION:

1. That the fees for Planning applications be revised for 2016 as identified in 'ATT-1' to this report; and,
2. That Engineering and Landscape Design Services fees be revised for 2016 as identified in 'ATT-2' to this report.

BACKGROUND:

The Town's "Annual Review of User Fees/Charges Policy" approved in 2003 requires each department to review all user fees and charges on an annual basis. This policy requires these departmental annual reviews to include a summary of the fees being charged for similar services in Durham's other lakeshore municipalities. Attachments 1 & 2 appended to this report summarize the present Planning and Engineering fee structure for applications and services performed by Planning and Development Services.

A Building Permit Fees Review Study which contained a fee for service analysis of the administration of the Building Code Act in Ajax and proposed increases to building permit fees was endorsed by the General Government Committee on May 8, 2014. A revised Building By-law incorporating the new building permit fees came into effect on June 10, 2014 and is therefore not part of this report. The next Building Permit Fee review is anticipated for 2017.

DISCUSSION:

With respect to most planning applications, an increase of approximately 2% has been recommended to reflect increases in operating costs. Exceptions to this approach are with respect to external preparation of legal agreements or additional advertising costs which are covered by the applicant.

The following changes to the Planning fee structure are recommended:

- i) An increase of Pickering Beach Site Plan Applications from \$950 to \$1,050, to reflect the increased complexity and staff resources for application processing, relating to matters such as on-site drainage, tree preservation and agreement preparation;
- ii) An increase of the Tree Cutting Permit Appeal to GGC fee from \$550 to \$650 to reflect staff time associated with the preparation of a report;
- iii) An increase for Telecommunication Tower applications from \$8,250 to \$8,500, to reflect the increased complexity and staff resources for application processing, relating to siting of proposed installation and the increased time involved during public consultations;
- iv) An increase for Municipal Council Support for Roof-top Solar Photovoltaic Project applications from \$300 to \$450, to reflect the increased amount of staff time associated with the application review and design of the roof-top solar installations.
- v) The inclusion of a new note that would grant applicants a 50% discount from the requisite fee when applying for a minor variance application associated with the installation of an accessibility device, ramp or driveway widening for the purposes of providing barrier free access to single/semi-detached/link or townhouse dwelling units.

The following changes to the Engineering fee structure is recommended:

- i) An increase of approximately 1% for engineering fees has been recommended for infill development applications and 0.25% for subdivision applications. The increase is to keep pace with additional service delivery cost for review and inspections.

All the above increases remain comparable to neighbouring lakeshore municipalities in Durham Region.

The Town of Ajax Economic Development office provides a variety of services without fees. This is in line with the services offered in other Region of Durham municipalities.

FINANCIAL IMPLICATIONS:

While future application volumes will fluctuate, the fee changes will result in additional revenues estimated at \$5,385 for the Planning Section, and \$7,500 in the Engineering Section. Based on the 2016 budget the fees charged by the Planning Section, will result in total revenue of approximately \$692,000 while the fees charged by the Engineering Section will generate a total of \$334,500 in revenue.

COMMUNICATION ISSUES:

The fees by-law will be posted on the Town website which will provide a listing of all planning fees noting the increases identified in this report, effective January 1, 2016.

CONCLUSION:

Upon completion of an annual review of current fees charged by Planning and Development Services, it is recommended that the fees for Planning and Engineering be revised.

The increase in fees associated with planning applications of an average of 2% and an increase in engineering fees for infill development applications of 1% and subdivision applications of 0.25%, will still allow the Town to remain competitive in the GTA marketplace while approaching cost recovery associated with providing these services.

ATTACHMENTS:

- ATT-1: Comparison of Fees for Planning Applications
- ATT-2: Comparison of Fees for Engineering and Landscape Design Services

Elizabeth Wood
Administrative Coordinator

Paul Allore, MCIP, RPP
Director, Planning and Development Services

ATTACHMENT-1

Comparison of Fees for Planning Applications

HST will be added to all fees marked with an asterisk (*) - For comparative purposes HST is excluded

Application	Ajax 2015	Pickering (April 1, 2015)	Whitby (September 1, 2014)	Oshawa (January 1 st 2015)	Clarington (July 1, 2015)	Ajax 2016 (Recommended)
Local Official Plan Amendment Application	simple: \$16,900 complex: \$39,000	Major: \$20,500 Minor: \$10,500 Recirculation: \$1,000 Oak Ridges Moraine premium: \$1,000	Simple: \$16,000 Complex: \$25,400 Combined OPA and ZBA: Simple: \$25,000 Complex: \$34,000	\$13,090	Major: \$17,340 Minor: \$10,200 Pit/Quarry: \$30,600 Adoption: \$2,350	simple: \$17,200 complex: \$39,700 (~2% increase)
Regional OPA Review Fee	\$5,625	\$5,500 if not part of a local OPA	n/a	\$2,575	\$2,550	\$5,750 (~2% increase)
Zoning By-law Amendment and Application for a Temporary Use By- law	simple: \$10,100 complex: \$21,500	Major: \$12,500 Minor: \$6,500 Recirculation: \$1,000 Oak Ridges Moraine Premium: \$1,000	Simple: \$7,000 Complex: \$13,000 Oak Ridges Moraine: \$4,500 Temporary Use: \$6,400 Temporary Use for Second Residence: \$3,200	\$8,240	Major: \$8,160 Minor: \$4,080	simple: \$10,400 complex: \$22,000 (~2% increase)
Zoning Compliance Letter	Zoning Information: \$110 Building Information: \$50	Zoning Compliance Letter: \$125 Lawyer Within 10 days:	n/a	Regular: \$100 (10 business days) Rush: \$175 (48 hours)	Zoning: \$128 Subdivision: \$128 Miscellaneous (work orders & building	Zoning Information: \$110 Building Information: \$50 By-law Information: \$50

Application	Ajax 2015	Pickering (April 1, 2015)	Whitby (September 1, 2014)	Oshawa (January 1st 2015)	Clarington (July 1, 2015)	Ajax 2016 (Recommended)
	By-law Information: \$50 Ontario Heritage Act: \$50 Legal Inquiries: \$75	\$150 Within 2 days: \$250			compliance): \$128	Ontario Heritage Act: \$50 Legal Inquiries: \$100
Subdivision Application	Residential: \$15,150 plus per unit fee as follows: First 200: \$370 per unit (\$110 apts) Over 200: \$185 per units (\$55 apts) Non-residential: \$14,730	\$11,250 + \$160/unit	Residential: \$20,000 plus \$400 per lot/block (Max. 500 lots/blocks) Non-Residential: \$20,000	\$12,300 (base fee)+ \$0.32 per sq. m. of land area	Residential: \$11,220 + \$300 per unit (\$60 per apt) Non-Residential: \$6,120.00 Extension of Draft approval: \$2,350.00	Residential: \$15,500 plus per unit fee as follows: First 200: \$370 per unit (\$110 apts) Over 200: \$185 per units (\$55 apts) Non-residential: \$15,000 (~2% increase)
Revisions to a Subdivision Application (i.e. not draft approved, but requiring full recirculation)	\$7,450	\$1,000 for recirculation Oak Ridges Moraine Premium \$1,000	n/a	n/a	Applications filed prior to July 1, 2000: \$11,220 + \$300 per unit (\$60 per apt) Applications filed between July 1, 2000 to Dec. 31, 2006: \$6,120 + \$300	\$7,600 (~2% increase)

Application	Ajax 2015	Pickering (April 1, 2015)	Whitby (September 1, 2014)	Oshawa (January 1 st 2015)	Clarington (July 1, 2015)	Ajax 2016 (Recommended)
					per unit (\$60 per apt) Applications filed after Dec. 31, 2006: \$6,120	
Revisions to a Draft Approved Plan of Subdivision (i.e. red-line revision)	Major: \$7,625 (where substantial changes are proposed and recirculation is required) Minor: \$1,550 (change to a condition and /or minor plan change)	\$1,200	Major Redline: \$6,000 plus \$400 per lot/block Minor Redline: \$6,000 plus \$400 per lot/block	\$12,300 (base fee)+ \$0.32 per sq. m. of land area	Major: \$8,160 + \$300 per unit (\$60 per apt) Minor: \$4,080 + \$300 per unit (\$60 per apt)	Major: \$7,775 (where substantial changes are proposed and recirculation is required) (~2% increase) Minor: \$1,575 (change to a condition and /or minor plan change) (~2% increase)
Preparation of a Subdivision, Condominium, Site Plan or Development Agreement	The Applicant is required to reimburse the Town for its legal costs associated with preparing the agreement.	\$5,000 Site Plan: Standard \$1,017 Custom: \$1,695 Amendment: \$452	Subdivision: \$5,000 Condominium Agreement: \$2,000	Subdivision Agreement \$4,120.00 Condo Agreement \$2,060 Amendment to Condo Agreement: \$2,060 Amendment to	Subdivision and Condo: \$745.80 Amendments: \$745.80 Site Plan Agreement and Amendment: \$418 Condo Agreement: \$3,808.10	The Applicant is required to reimburse the Town for its legal costs associated with preparing the agreement. (No change)

Application	Ajax 2015	Pickering (April 1, 2015)	Whitby (September 1, 2014)	Oshawa (January 1st 2015)	Clarington (July 1, 2015)	Ajax 2016 (Recommended)
				Condo Description or Declaration: \$2,091 Site Plan Agreement - \$2,060 Combined Site Plan/Condominiu m Agreement \$3,708	Condo Agreement Amendment: \$745.80	
Request to Extend Draft Approval	\$1,125	n/a	n/a	\$773	\$2,350	\$1,150 (~2% increase)
Final Approval, Subdivision Clearance Fee	\$2,270	\$1,100	\$3,000	\$2,163	\$2,350	\$2,325 (~2% increase)
Condominium Application	\$10,050	\$7,000 Recirculation: \$1,000 Conversion: \$1,200 Redline Revisions: \$1,200	\$6,800 Conversion: \$6,800 plus \$320 per unit	\$9,270 Amendment to a Condominium Description or Declaration: \$2,091	\$5,610 Condo Conversion: \$8,160	\$10,250 (~2% increase)
Final Approval, Condominium Clearance Fee	\$1,850	Clearance Release Fee: \$1,100	n/a	\$2,163	\$1,840	\$1,900 (~2% increase)
Reactivation of Official Plan	\$1,650 applies after 3 years	n/a	n/a	Subdivision: Reactivation fee of	25% of initial application fee	\$1,675 applies after 3 years and

Application	Ajax 2015	Pickering (April 1, 2015)	Whitby (September 1, 2014)	Oshawa (January 1st 2015)	Clarington (July 1, 2015)	Ajax 2016 (Recommended)
Amendment, Zoning By-law Amendment, Draft Plan of Subdivision or Condominium, Site Plan or Site Plan Amendment	and where plans have changes significantly			\$1,554 applies after 3 years Condo: Reactivation fee of \$1,160 applies after 3 years	or \$1,000 (whichever is greater)	where plans have changes significantly (~2% increase)
Lift Part-Lot Control	\$2,260 plus \$250 per unit (max. \$5,900)	\$565 + \$25 per unit Recirculation: \$113	\$350 per unit/lot/block	\$1545 plus cost of registration of by-law (Includes extensions)	\$820 + \$60 per unit	\$2,300 plus \$250 per unit (max. \$6,000) (~2% increase)
Extension of Part Lot Control Exemption	\$2,000	n/a	n/a	\$773	n/a	\$2,050 (~2% increase)
Site Plan Approval	<p>\$7,580 plus a per unit fee as follows:</p> <p><u>Residential</u> First 25: \$750 per unit 26-100: \$565 per unit 101-200: \$285 per unit Over 200: \$145 per unit</p> <p><u>Non-residential:</u> \$77 per 100m² of gfa</p>	<p>Residential: \$3,000 + \$200 per unit</p> <p>Commercial: \$3,000 + \$950 for each 2,000 sq. m.</p> <p>Industrial: \$3,000 + \$550 for each 2,000 sq. m.</p> <p>Compliance Inspections/ Conformity/ LC Release: \$300</p>	<p>Residential: \$9,000 Plus: First 25 units: \$200 per unit 25-100: \$230 per unit Over 100: \$110 per unit (Max. \$60,000)</p> <p>Retirement Home: \$9,000 (where units not self-contained)</p> <p>Mixed-use/ non-residential: Residential fee apply to residential</p>	<p>Non-residential: \$3296 plus 32 per sq. m of site area</p> <p>Residential - \$3,296 plus \$279/unit (Max. \$27,810 per unit fee)</p> <p>Engineering - \$3,090 plus 0.21/sq m. of land area</p> <p>Site Inspection - \$247 for 3rd</p>	<p>Residential: \$4,000 + First 100: \$210 per unit More than 100: \$125 per unit</p> <p>Commercial: \$4,080 + \$1.00 per sq m of gfa</p> <p>Mixed Uses: \$4,080 + \$0.40 per sq. m commercial gfa + \$60 per residential unit to a max of</p>	<p>\$7,725 plus a per unit fee as follows:</p> <p><u>Residential</u> First 25: \$750 per unit 26-100: \$565 per unit 101-200: \$285 per unit Over 200: \$145 per unit</p> <p><u>Non-residential:</u> \$78 per 100m² of gfa</p>

Application	Ajax 2015	Pickering (April 1, 2015)	Whitby (September 1, 2014)	Oshawa (January 1st 2015)	Clarington (July 1, 2015)	Ajax 2016 (Recommended)
	(~3% increase) Pickering Beach site plans – \$950		plus \$4.40 per sq m of gfa Commercial/Industrial: \$9,000 + \$4.40 per sq m of gfa Institutional: \$9,000 plus \$3.90 per sq m of gfa Sales Trailer: \$700 Environmental/Hazard Land Designation: \$500	inspection or more	\$20,000 All other non-residential: \$1,330 plus \$0.20 per sq. m. gfa to a max of \$10,000 Plans for approval only (no agreement) \$1,330 Minor Site Plan Oak Ridges Moraine: \$590 Sales Trailer / Model Home: \$1,220	(~2% increase) Pickering Beach site plans – \$1050
Site Plan Amendment	Minor A: Patios, outdoor play areas, and/or changes to building facades: \$2,100 Minor B: Where the expansion to an existing building is less than 50% of total floor	Minor: \$850 Major: \$3000 Minor Revisions to Approved Condo Site Plan (by unit owner i.e. decks, sheds and fences): \$100	Commissioner's Approval of Expansion less than 300 sq m: \$1,000 Expansion greater than 300 sq m: \$4,500 Site Plan Heritage Minor (less than 100 sq m of gfa)Amendment in HCD: \$100 Site Plan Heritage Minor (greater than	Non-residential: \$3296 plus 32 per sq. m of site area Residential - \$3,296 plus \$279/unit (Max. \$27,810 per unit fee) Oak Ridges Moraine \$299	Residential: \$710 + \$30 per unit to a maximum of \$5,400 Commercial: \$1,630 + \$1.00 per sq. m. commercial gfa to a maximum of \$16,000 Mixed Uses: \$1,630 + \$0.40 per sq. m	Minor A: Patios, outdoor play areas, and/or changes to building facades: \$2,150 Minor B: Where the expansion to an existing building is less than 50% of total floor space or 5,000 m ² (whichever is less), or an

Application	Ajax 2015	Pickering (April 1, 2015)	Whitby (September 1, 2014)	Oshawa (January 1 st 2015)	Clarington (July 1, 2015)	Ajax 2016 (Recommended)
	<p>space or 5,000 m² (whichever is less), or an expansion to a parking area: \$7,350</p> <p>Major: Where a new building is proposed or an expansion to the building is greater than 50% or 5,000 m² (whichever is less): \$16,700</p> <p>Model Homes and Sales Trailers: \$2,850</p>		<p>100 sq m of gfa)Amendment in HCD: \$500</p> <p>Site Plan Amendment in downtown CIP (less than 100 sq m gfa): \$100</p> <p>Site Plan Amendment in downtown CIP (more than 100 sq m gfa): \$500</p>		<p>commercial gfa + \$30 per residential unit to a max of \$16,000</p> <p>Industrial/Other: \$710 + \$0.20 per sq. m. gfa to a maximum of \$6,400</p>	<p>expansion to a parking area: \$7,500</p> <p>Major: Where a new building is proposed or an expansion to the building is greater than 50% or 5,000 m² (whichever is less): \$17,000</p> <p>Model Homes and Sales Trailers: \$2,900 (~2% increase)</p>
Minor Variance	<p>Accessory Buildings, structures and platforms, driveway widening, below grade entrances: \$550</p> <p>Residential Minor (single or semi detached</p>	<p>Accessory Structure: \$250</p> <p>At Grade Residential \$525</p> <p>All Other Land Use Categories: \$1,650</p> <p>Tabling Fee: \$250</p> <p>Special Meeting: \$850</p>	<p>Existing Building: \$800</p> <p>Vacant Land: \$1,000</p> <p>Draft Approved and Registered Plans of Subdivision and Condominium: \$1,000 plus \$100 per lot/block/POTL (Max \$5,000)</p> <p>Tabling Fee: \$500</p>	<p>Residential: Detached, semi-detached, duplex, street townhouse, or converted dwelling \$614 per lot</p> <p>All other Residential: \$1,476 per lot</p> <p>Non-Residential: \$1,476</p>	<p>Accessory Building and Structures: \$510</p> <p>Residential Minor (single, semi, townhouse or proposed lot): \$660</p> <p>Residential Major (all other residential)</p>	<p>Accessory Buildings, structures and platforms, driveway widening, below grade entrances: \$550</p> <p>Residential Minor (single or semi detached dwellings, duplex, triplex, townhouse</p>

Application	Ajax 2015	Pickering (April 1, 2015)	Whitby (September 1, 2014)	Oshawa (January 1 st 2015)	Clarington (July 1, 2015)	Ajax 2016 (Recommended)
	<p>dwellings, duplex, triplex, townhouse dwellings): \$775</p> <p>Residential Major (condominium, apartment, mixed use buildings): \$1,000</p> <p>Non-residential: \$2,350 for first 3 variance requests; \$550 per additional variance request. Enlargement, expansion or , conversion of a legal non-conforming use/ and uses defined in general terms: \$2,350</p> <p>Tabling Fee: \$200</p> <p>Special</p>			<p>Special Meeting: \$1,231</p> <p>Tabling Fee: \$247</p>	<p>\$1,020</p> <p>Commercial: \$1,530 Other non-residential: \$660</p> <p>Tabling fee and recirculation (applicant initiated): \$210</p> <p>Application for the construction of an accessibility device to provide access to a single/link or town house dwelling is exempt from the fee.</p>	<p>dwellings): \$800</p> <p>Residential Major (condominium, apartment, mixed use buildings): \$1,050</p> <p>Non-residential: \$2,400 for first 3 variance requests; \$550 per additional variance request.</p> <p>Enlargement, expansion or , conversion of a legal non-conforming use/ and uses defined in general terms: \$2,400</p> <p>Tabling Fee: \$200</p> <p>Special Hearing \$3,875 (plus applicable application fee)</p> <p>Post Development Variance: Double the Applicable Fee</p>

Application	Ajax 2015	Pickering (April 1, 2015)	Whitby (September 1, 2014)	Oshawa (January 1st 2015)	Clarington (July 1, 2015)	Ajax 2016 (Recommended)
	Hearing \$3,800 Post Development Variance: Double the Applicable Fee					50% discount from the requisite fee when applying for a minor variance application associated with the installation of an accessibility device, ramp or driveway widening for the purposes of providing barrier free access to single/semi- detached/link or townhouse dwelling units.
Land Division Administration Fee	\$2,200	\$775 Clearance Fee: \$400 Council Authorization to proceed by land division instead of draft plan: \$2,500 Creation of up to three additional lots: \$5,000	\$750	\$618 per application Clearance of Conditions - \$300	Review Fee: \$510 Preparation of Agreement: \$508.50	\$2,250 (~2% increase)

Application	Ajax 2015	Pickering (April 1, 2015)	Whitby (September 1, 2014)	Oshawa (January 1st 2015)	Clarington (July 1, 2015)	Ajax 2016 (Recommended)
Sign By-law Variance	Amendment: \$2,250 Variance: \$1,125	\$525	Amendment: \$2,000 Variance: \$800	Residential: \$567 All others: \$1,005 CBD Zone \$200	Amendment: \$1,530 Variance: \$510	Amendment: \$2,300 Variance: \$1,150 (~2% increase)
Removal of a Holding Symbol	\$2,810	\$2,500	\$2,000	\$2,678	\$2,350	\$2,875 (~2% increase)
By-law to Extend the time limit for a Temporary Use	\$2,260	\$2,500	\$3,000	\$2266	\$2,040	\$2,300 (~2% increase)
Tree Cutting Permit	\$750 Appeal to GGC: \$550	n/a	\$1000	n/a	n/a	\$775 Appeal to GGC: \$650
Telecommunications Towers	\$8,250	\$3,000	\$5,000	\$5150 plus site plan fees	\$5,710	\$8,500
Additional Public Meeting	Where more than one public open house, and Community Affairs and Planning Committee meeting \$1,000 per meeting	n/a	\$1,000	Special Meeting: \$1,126	\$1,840 + Facility Rental Where notice is published in a local newspaper: \$1,595 + Facility Rental	Where more than one public open house, and Community Affairs and Planning Committee meeting \$1,000 per meeting (No change)

Application	Ajax 2015	Pickering (April 1, 2015)	Whitby (September 1, 2014)	Oshawa (January 1st 2015)	Clarington (July 1, 2015)	Ajax 2016 (Recommended)
Advertising*	Where it is not possible for notice to be placed in the Ajax News-Advertiser's Community Page, the applicant shall pay the Town's advertising costs in respect of the matter.	n/a	n/a	\$1,600 where published in 2 public newspapers	n/a	Where it is not possible for notice to be placed in the Ajax News-Advertiser's Community Page, the applicant shall pay the Town's advertising costs in respect of the matter. (No change)
Street Addressing	\$370 plus \$50 per municipal address (\$1,500 maximum)	n/a	\$750 plus \$50 per municipal address	n/a	\$1,718.00	\$375 plus \$50 per municipal address (to a maximum of \$1500). (~2% increase)
Street Naming Request	\$150	n/a	\$1,000 plus \$100 per address	n/a	Name Change: \$1020 plus \$50 per address.	\$150
Traffic Data	Collision Data - \$56.00 Turning Movement Count - \$51.50 Automated Traffic Recorder - \$50.00	n/a	n/a	n/a	n/a	Collision Data - \$57.00 Turning Movement Count - \$52.50 Automated Traffic Recorder - \$51.00 (~2% increase)

Application	Ajax 2015	Pickering (April 1, 2015)	Whitby (September 1, 2014)	Oshawa (January 1 st 2015)	Clarington (July 1, 2015)	Ajax 2016 (Recommended)
	Region of Durham: Collision Data – \$56.00 Turning Movement Count - \$51.50 Automated Traffic Recorder - \$50.00					
Municipal Council Support for Roof-top Solar Photovoltaic Projects	\$300	Solar (single Dwelling): \$150 Solar (all buildings): \$150 per 10 panels Wind Turbines: \$10.50 per \$1,000 construction value	n/a	\$319	microFIT: \$128 FIT (solar): \$410 FIT (other than solar): \$5,710	\$450
Hourly Rates	\$100/hr	n/a	n/a	n/a	n/a	Planner - \$100/hr

ATTACHMENT-2

Comparison of Fees for Engineering & Landscape Design Services

HST will be added to all fees marked with an asterisk (*) – For comparative purposes HST is excluded

Service	Ajax 2015	Pickering 2015	Whitby 2015	Oshawa 2015	Clarington 2015	Ajax 2016 (Recommended)
Engineering Review, Inspection and Administration of Subdivisions Agreements, Development Agreements, Lot Grading Agreements and Infill Lots	<p>Where the value of work is less than \$500,000: 5.5%</p> <p>Where the value of work is \$500,000 to \$1 million: 5%</p> <p>Where the value of work is greater than \$1 million: 4.5%</p> <p>Where the value of work or securities are less than \$14,000. Minimum fee of \$750 per lot is required</p>	<p>Based on total cost of works</p> <p>Eng Review Fee – Detailed design Package 1.25% with min of \$2000</p> <p>Inspection Fee <\$250,000 = 8% with min of \$5000</p> <p>\$250,000 - \$500,000 = 6%</p> <p>\$500,000 - \$1.5 million = 4.5%</p> <p>\$1.5 million - \$5 million = 3.75%</p> <p>>\$5 million = 3.5%</p> <p>Letter of Credit Draw Down Fee \$262.00</p>	<p>Review: 1.28% of the estimated cost. Minimum fee \$2,000.00 Plus Inspection <\$200,000 = \$5125 or 5.33% of total estimated cost (whichever is greater) Total = 6.61%</p> <p>\$200,000.01 - \$500,000 = 4.72% of total estimated cost Total = 6.0%</p> <p>\$500,000.01 - \$1,000,000 = 4.0% of total estimated cost Total = 5.28%</p> <p>\$1,000,000.01 - \$200,000 = 3.38% of total estimated cost Total = 4.66%</p> <p>\$2000,000.01 -</p>	<p>Application or amendment to Subdivision Agreement = \$4120</p> <p>Engineering Fees \$154/lot with 1st Engineering Submission. Where no services are provided or servicing costs are less than \$45,000.00, minimum fee of \$2461 otherwise:</p> <p><\$500,000 = 3.6%</p> <p>\$500,000 - \$1 million = \$15,000 or 3% (whichever is greater)</p> <p>>\$1 million = \$25,000 or 2.7% (whichever is greater)</p> <p>Inspection Fees <\$500,000 = 3%</p>	<p>Authorization Fee prior to commence 1.25% of Final Works Cost Estimate or \$2,000 (whichever greater)</p> <p>After Drawings have been submitted 3 times, and additional fee of \$1,000/ subsequent submission</p> <p>Up to \$500,000 = \$8000 or 3.5% of estimated cost (whichever greater)</p> <p>\$500,000 to \$1,000,000 = \$17,500 or 3% of estimated cost</p>	<p>Where the value of work is less than \$500,000: 6.5%</p> <p>Where the value of work is \$500,000 to \$1 million: 5.25%</p> <p>Where the value of work is greater than \$1 million: 4.75%</p> <p>Where the value of work or securities are less than \$14,000. Minimum fee of \$900 per lot is required</p>

Service	Ajax 2015	Pickering 2015	Whitby 2015	Oshawa 2015	Clarington 2015	Ajax 2016 (Recommended)
			<p>\$3,000,000 =2.97% of total estimated cost Total = 4.25%</p> <p>\$3,000,000.01 and over =2.67% of total estimated cost Total = 3.95%</p> <p>In-fill Lots fix fee of \$1000</p>	<p>\$500,000 - \$1 million = \$12,500 or 2.4% (whichever is greater)</p> <p>>\$1 million = \$20,000 or 2.1% (whichever is greater)</p> <p>Application to draft plan approval or amendment to draft plan approval for subdivisions \$12,300 + \$0.32 per m² of land area</p>	<p>(whichever greater)</p> <p>\$1,000,000 to \$2,000,000 = \$30,000 or 2.5% of estimated cost (whichever greater)</p> <p>\$2,000,000 to \$3,000,000 = \$50,000 or 2.25% of estimated cost (whichever greater)</p> <p>\$3,000,000 or greater = \$67,500 or 2% of estimated cost (whichever greater)</p>	
Review of Subdivision and Land Division Engineering Drawings (After 3 rd Submission)	Engineering costs are invoiced on an actual cost basis	<p>33.3% of total Engineering Design Review Fee</p> <p>After 4th submission 20% of total</p>	Engineering costs are invoiced on an actual cost basis. \$500 per additional after 3 subdivisions	Engineering costs are invoiced on an actual cost basis	\$318.00 Land Division Review Fee	No Change

Service	Ajax 2015	Pickering 2015	Whitby 2015	Oshawa 2015	Clarington 2015	Ajax 2016 (Recommended)
		Engineering Design Review Fee Re-circulation of drawings due to revisions by owner \$2600				
Landscape Architectural and Environmental Services Review and Inspection for Subdivision, Development and Site Plan Agreements	5.5% of the value of landscape work Where the value of work or securities are less than \$14,000. Minimum fee of \$750 per site.	Incorporated with subdivision fee	Incorporated with subdivision fee	Incorporated with subdivision fee Processing of Engineering Drawings for Site Plan Applications = \$3090 plus \$0.21/ sq metre of land area		No Change
Engineering Review and Inspection for Street Lights in Subdivisions	Actual costs	Actual costs	Actual costs	Actual costs	100% of the Municipality's costs of retaining a consultant	No Change
Pre-servicing Agreements	\$1,500 per application	No Fee	No Fee Ensure securities are in place	\$1,000 plus \$100 per lot (the money collected is actually credited to towards the Engineering fees paid prior to	No fee	No Change

Service	Ajax 2015	Pickering 2015	Whitby 2015	Oshawa 2015	Clarington 2015	Ajax 2016 (Recommended)
				registration of the agreement)		
Benchmarks	\$750 per 200 lots, minimum \$750	No Fee	No Fee	No Fee	No Fee	No Change
Digital Drawing Management Fee	Where the value of works is less than \$100,000: \$300 Where the value of works is \$100,000 to \$500,000: \$500 Where the value of works is greater than \$500,000: \$1,000	No Fee	No Fee	\$250.00 per electronic copy	No Fee	No Change
Storm Water Maintenance	\$2,000 per hectare	\$2,000 per hectare	\$20,000 per pond for future maintenance thru subdivision agreement	No Fee	No Fee	No Change
Municipal Consent	\$350 per application	\$350.00 per application	\$360 per each (per street up to 250m)	\$615 per consent	\$300 each application \$405 each to Bell & Rogers	No Change

Service	Ajax 2015	Pickering 2015	Whitby 2015	Oshawa 2015	Clarington 2015	Ajax 2016 (Recommended)
Design Criteria*	\$80 (book and cd) \$25 (cd only) All Design Criteria and Standard Drawing are available online for free	\$50.00	\$85.00/book	\$25.00 (cd only)	No fee	No Change
Benchmark Data	Benchmark Map and Data on Website	No fee	No fee	No fee	No fee	No Change
Engineering Review, Inspection and Administration of Site Plan Agreements	Value of Work for Multi-Family Residential/ Commercial/ Industrial/ Institutional (excludes site servicing permit construction value) Where the value of work is less than \$500,000: 5.5% Where the value of work is	Engineering Review Fee Detailed Design Package – Development site area <= 1000 m2, fix fee of \$1000 Development site area 1,001-3000 m2 fix fee of \$3000 Development site area >3001 m2 based on the sliding scale of Total cost of civil	Development Site Area <=1,000 m2, fix fee of \$1,025 Development Site Area 1,001 to 3,000 m2, fix fee of \$3,075 Development Site Area >3,001 m2, sliding scale based on construction value of civil works as per below: <\$200,000 = \$5,125 or 5.33% of total cost (whichever is	Engineering related site plan fees are included in application to Planning Department	No fee	Where the value of work or securities are less than \$16,500. Minimum fee of \$900 per site.

Service	Ajax 2015	Pickering 2015	Whitby 2015	Oshawa 2015	Clarington 2015	Ajax 2016 (Recommended)
	<p>\$500,000 to \$1 million: 5.0%</p> <p>Where the value of work is greater than \$1 million: 4.5%</p> <p>Where the value of work or securities are less than \$14,000. Minimum fee of \$750 per site.</p>	<p>works below</p> <p>Inspection Fee based on total cost of works</p> <p><\$250,000 = 8% with min of \$5000</p> <p>\$250,000 - \$500,000 = 6%</p> <p>\$500,000 - \$1.5million = 3.75%</p> <p>>\$5 million = 3.5%</p> <p>Surcharge for more than two inspections required due to unaddressed deficiencies \$820/ inspection</p> <p>Letter of Credit Draw Down Fee \$262.00</p>	<p>greater)</p> <p>\$200,000.01 to \$500,000 = 4.72% of total estimated cost</p> <p>\$500,000.01 to \$1,000,000 = 4.0% of total estimated cost</p> <p>\$1,000,000.01 to \$2,000,000.00 = 3.38% of total estimated cost of service</p> <p>\$3,000,000.01 and over = 2.67% of total estimated cost</p>			
Site Inspections for Site Plan Applications and Agreements	\$200 per inspection for 3 rd inspection or more	Inspection Fee Only	1.28% review, inspection <\$200,000=4.1%	\$247 per inspection for 3 rd inspection or more	No fee	No Change

Service	Ajax 2015	Pickering 2015	Whitby 2015	Oshawa 2015	Clarington 2015	Ajax 2016 (Recommended)
Driveway Apron Widening	\$125 per application	No fee	Driveway Entrance Culverts New Culverts (460mm x 340mm) Length of 6.0m \$2360.00/l.s. Additional lengths at time of installation \$320.00/m Culverts having larger diameter Fee Pro-rated Temporary Culverts (460mm x 340mm) Length of 6.0m or less \$1175.00/l.s. Additional lengths at time of installation \$195.00/m Relocation of Existing Culverts – Actual Costs Administration Fee \$90.00/ea	No fee	\$75 inspection fee to be credited once application has been approved	No Change
Curb Cuts	\$175 for up to 4 metres plus \$40 for each additional metre	Min charge \$207.00 (5.3m or less) \$39.00/m (5.3m plus) Curb Infill: \$185.00/m	First 2.0m = \$82.00 Each add. M = \$26.65 Additional curb-cutting both sides \$82.00 Additional cost per order for rush order	Min charge – 3.0m = \$217 Price per m (over 3m) = \$27 Min for 2 nd cut at same location up to 3m = \$85	\$30/m Minimum \$125	No Change

Service	Ajax 2015	Pickering 2015	Whitby 2015	Oshawa 2015	Clarington 2015	Ajax 2016 (Recommended)
			\$256.25 Admin Fee \$90.00/each			
Sedimentation and Erosion Control Permit Fee	\$500 plus \$100 per hectare plus \$500 per renewal	\$1000.00 + \$1000.00/hectare to a max of \$5000.00 or \$1.00/m3, whichever is greater \$500.00 for one yr extension	Site area <1.0 ha \$540 Site area <1.0 ha \$815	a) Single lot with residential building (1 or 2 dwellings) \$184.59 initial application for permit. \$92.29 renewal. b) Single lot with res building (more than 2 dwellings) \$369.19 initial permit. \$184.59 renewal c) Single vacant lot, zoned res \$369.19 initial permit. \$184.59 renewal. d) Any property consisting of 1-2 lots, with zoning other than res \$369.19 for initial permit. \$184.59 renewal.	No fee	No Change

Service	Ajax 2015	Pickering 2015	Whitby 2015	Oshawa 2015	Clarington 2015	Ajax 2016 (Recommended)
				<p>e) Any property consisting of 3 or more lots, with zoning other than res, and consisting of < 0.1 hectare \$369.19 for initial permit. \$184.59 for renewal.</p> <p>f) Any property which does not meet the criteria in items (a) – (e) above \$615.32 plus \$30.76/ hectare, for initial permit. \$307.74 for renewal.</p>		
Road Occupancy Permit	\$50	\$55.00	\$100.00/each Yearly oversize permit \$155/yr Use of metered parking space \$25/day/meter Asphalt Pavement (Arterial Roads) \$160.00/m2	Simple \$29.00 Complex \$47.00	No charge for permit \$250.00 for Road Closure	No Change

Service	Ajax 2015	Pickering 2015	Whitby 2015	Oshawa 2015	Clarington 2015	Ajax 2016 (Recommended)
			Asphalt Pavement (Local and Collector roads) \$145.00/m2 Infrared Joint Treatment (per meter) \$80.00 Infrared Treatment at Misc. Locations \$425.00/ea Concrete Sidewalk \$115.00/m2 Concrete Curb and Gutter \$135.00/m Brick Pavers \$130.00/m2 Asphalt Boulevard/Multi-Use Path \$85.00/m2			
Hourly Rate	Engineer \$100 per hour Engineering Technician/Technologist \$85 per hr Landscape Architect: \$100 per hour	Actual costs	Actual costs	Time and 1/2 of individual pay rate.	Actual costs	No Change

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Tracey Vaughan-Barrett
Director, Recreation & Culture

PREPARED BY: Debbie Nickerson Donna Gibson
Manager, Administration Financial Analyst

SUBJECT: **2016 RECREATION & CULTURE FEES**

WARD(S): All

DATE OF MEETING: October 8, 2015

REFERENCE: Municipal Act, 2001
Corporate Strategic Plan - 2.6 Provide effective and sustainable levels of service

RECOMMENDATION:

That the recommended Recreation & Culture fees be approved, effective January 1, 2016, unless otherwise noted, and that the appropriate by-law be presented to Council.

BACKGROUND:

The *Municipal Act, 2001* requires that all fees and charges be set by by-law. The Town's "Annual Review of User Fees/Charges" Policy, approved in 2003, requires each department to review all user fees and charges on an annual basis. The table appended to this report summarizes the present fee structure for programs/services performed in Recreation & Culture, provides comparisons with fees for similar services in neighbouring municipalities, and recommends an appropriate fee schedule for implementation effective January 1, 2016, unless otherwise noted.

DISCUSSION:

Recreation & Culture continues to strive for fiscal accountability while ensuring the delivery of quality services to all residents. As our role within the community evolves and services expand to meet growth and need, it is important to ensure our fee schedule allows for the recovery of the costs associated with the delivery of services and the maintenance and repair of the facilities and equipment.

In most cases, user fees are calculated on a cost recovery basis and assist in the reduction of department operational costs. Recreation & Culture offers basic tax subsidized recreation opportunities at a nominal cost (public swimming/skating, youth basketball) or in some limited cases, at no cost (Playground program, Playday Mondays, Grade 5 Action Pass, Community Festivals and Events). These opportunities are deemed as essential services for any healthy community and should be maintained at low or no cost where possible.

While setting fees for 2016, staff considered increased operational costs as well as the impact of current economic conditions that have affected affordability for families in Ajax. In 2008 Council approved the Affordable Access to Recreation Policy which, year-to-date, has provided 500 families with financial assistance. This policy will continue to be an important tool of engaging lower income families. Additional demand for and funding received from the Canadian Tire Jumpstart program is also demonstrating a need for financial assistance for Ajax families.

The fee schedule proposed for 2016 includes the following:

- increases to meeting and banquet rooms, ice, floor and gymnasiums
- increases to public swim and skate fees
- increases to the Neighbourhood Programs and Active Living fees, such as group fitness classes, swimming lessons, day camps, as well as Fitness and Health Centre memberships
- continued discount of room rental fees as per the revised Community Group Affiliation Policy that will assist groups in capacity building and sustainability development throughout the different stages of their development

Any new fee has been developed using a market comparison analysis, a review of industry standards and is aligned with our existing fee structure. That said, every effort was made to maintain modest increases wherever feasible to do so.

ATT-1 identifies all services provided by Recreation & Culture including the existing 2015 rates and the recommended rates for 2016. This schedule of fees has been reviewed and endorsed by Management Committee.

FINANCIAL IMPLICATIONS:

As part of the annual service fee review, a comparative list of fees charged by other local municipalities has been included in this report as ATT-2. In deciding our fees, we not only consider this comparison but also consider the uniqueness of Ajax and the rationality of any increase.

While future volumes will fluctuate, the fee changes will result in an estimated \$111,700 in additional revenues.

The following chart is a summary of the proposed changes to our current fees and the budget impact in 2016.

AREA	EFFECTIVE DATE	2015 BUDGET	AVERAGE INCREASE	BUDGET IMPACT (based on a 12 month period)
Brochure Advertising (no increase on cover pages)	Jan. 1, 2016	\$33,000	3%	\$500
Ice: Village Arena ACC - all pads	Spr/Sum: March 28, 2016 Regular Season: Sept. 2016	\$262,800 <u>\$1,393,800</u> \$1,656,600	3%	\$48,100
Floor: Village Arena ACC	Jan. 1, 2016	\$41,500	2%	\$900
Hall Rentals	Jan. 1, 2016	\$368,500	3%	\$10,000
Pool Rentals	Jan. 1, 2016	\$122,000	2%	\$2,700
Gymnasiums	Jan. 1, 2016	\$67,000	3%	\$2,200
Recreational Swim/Skate	Jan. 1, 2016	\$232,100	5%	\$11,500
Group Fitness Classes	Jan. 1, 2016	\$156,700	1%	\$2,300
Health & Fitness Centre Services & Membership Fees	Jan. 1, 2016	\$1,110,700	1%	\$11,600
Aquatics (no increase Swim 1 - 4)	Jan. 1, 2016	\$1,217,400	2%	\$10,100
General Programs & Summer Camps	Jan. 1, 2016	\$1,150,800	1%	\$11,800
Total Budget Impact				\$111,700

COMMUNICATION ISSUES:

Fee increases will be communicated through the Community Recreation & Parks Guide. A list of Recreation & Culture Fees and Charges will be available for public interest at the customer service counters at the Ajax and McLean Community Centres, Audley Recreation Centre, and will also be available on the Town's website. Additional communication will be sent to existing community groups and regular facility users advising them of the revised fee structure.

CONCLUSION:

Recreation & Culture continues to focus on efforts to maintain a wide range of high quality programs and services delivered in a manner which is affordable and fiscally responsible. This report and supporting documentation reflects the cost of providing these services.

ATTACHMENTS:

ATT-1

ATT-2

Tracey Vaughan-Barrett, Director, Recreation & Culture

Debbie Nickerson, Manager Administration,
Recreation & Culture

Donna Gibson, Financial Analyst, Recreation & Culture

ATT - 1

RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES		
ADMIN - BROCHURE ADVERTISING RATES		
HST will be added to all fees marked with an asterisk (*)		
PROGRAM (effective January 1, 2016)	2015 Rates	PROPOSED 2016 Rates
Commercial Rates: *		
Business card size	\$250.00	\$260.00
Quarter Page	\$380.00	\$390.00
Half Page	\$620.00	\$640.00
Full Page	\$1,000.00	\$1,030.00
Inside Covers - full page (front & back & centre; full color glossy)	\$1,910.00	\$1,910.00
Inside Glossy - half page front & back & center (full color)	\$940.00	\$940.00
Back Cover Glossy	\$1,950.00	\$1,950.00
Community Group Rates: *		
Directory Line	Free	
Business card size - Affiliate incorporated 2 years or less - one annually; maximum 2 ads	N/C	
Affiliate incorporated 3 -5 years (applicable for Business card & Quarter page size ads only = one annually; maximum 3 ads)	50% reduction in Community Group Rates	
Business card size	\$100.00	\$100.00
Quarter page	\$215.00	\$220.00
Half Page	\$430.00	\$440.00
Half page (full color glossy) - Inside front or back cover	\$490.00	\$490.00
Full page	\$740.00	\$760.00

ATT - 1				
RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES				
FACILITIES				
HST will be added to all fees marked with an asterisk (*)				
			DURATION	2015 RATES
(Effective January 1, 2016)				PROPOSED 2016 RATES
Recreational Skating				
Public Skating Single Admission - Youth		*	Per Visit	2.04
Public Skating Single Admission - Senior		*	Per Visit	2.04
Public Skating Single Admission - Adult		*	Per Visit	3.67
Public Skating Group Admission		*	Per Visit	10.42
10-Passes - Youth		*	Per Visit	15.52
10-Passes - Seniors		*	Per Visit	15.52
10-Passes - Adult		*	Per Visit	29.15
Shinny - Youth/Senior		*	Per Visit	3.10
Shinny - Adult		*	Per Visit	5.84
Ticket Ice - Figure Skating		*	Per Visit	9.71
Recreational Swimming				
Public Swimming - Youth		*	Per Visit	2.04
Public Swimming - Seniors		*	Per Visit	2.04
Public Swimming - Adult		*	Per Visit	3.67
Public Swimming - Group		*	Per Visit	10.42
10-Passes - Youth		*	Per Visit	15.52
10-Passes - Seniors		*	Per Visit	15.52
10-Passes - Adult		*	Per Visit	29.15
Halloween & Holiday passes - Youth (book of 10) offered twice annually		*		10.00
Preschool - 3 years and under				FREE

ATT - 1				
RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES				
FACILITIES				
HST will be added to all fees marked with an asterisk (*)				
			DURATION	2015 RATES
				PROPOSED 2016 RATES
Child Supervision				
On-site			Hour	3.71
Off-site			Hour	4.33
5-hour pass on-site			5 Hours	18.55
5-hour pass off-site			5 Hours	21.63
10-hour pass on-site			10 Hours	33.39
Arenas *				
Regular Season Fees - Sept. 12/16 - March 30/17				
Prime-time Ice Minor Organizations	standard pad			162.50
	international pad			172.00
	no surcharge fee			
Prime-time Ice - Adult, Commercial Tournaments	standard pad			210.00
	international pad			218.00
	no surcharge fee			
Non-Prime Ice - Adult, Commercial	standard pad			143.00
	international pad			143.00
Non-Prime Minor Organizations	standard pad			102.00
	international pad			111.00
Summer - March 29/16 - Sept. 11/16	no surcharge on summer season ice			
Prime-time Minor Organizations				181.50
Prime-time Ice				211.00
Non-prime Minor Organizations				104.00
Non-prime Ice				143.00
Professional Development Days school			Hour	62.00

ATT - 1				
RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES				
FACILITIES				
HST will be added to all fees marked with an asterisk (*)				
			DURATION	2015 RATES
				PROPOSED 2016 RATES
Arena Floors - March 23/16 - Sept. 6/16				
Youth			Hour	73.50
				75.00
Adult			Hour	80.00
				82.00
Shows/Events - Commercial			12 Hours	1,282.00
				1,308.00
Shows/Event - Community Groups			12 Hours	964.00
				983.00
Set-up/Break-down			Hour	75.50
			Hour	77.00
Banquet Halls/Meeting Rooms *				
Note: Ajax is the only municipality to offer permit holders insurance				
HMS - Full Hall			Hourly	
			4 Hours	369.00
			Daily	
				739.00
				760.00
HMS - Half Hall			Hourly	
			4 Hours	244.00
			Daily	
				489.00
				504.00
Commodores - Full Hall			4 Hours	160.00
			Daily	
				320.00
Captains Room - Full Hall			4 Hours	94.00
			Daily	187.00
				193.00

ATT - 1				
RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES				
FACILITIES				
HST will be added to all fees marked with an asterisk (*)				
			DURATION	2015 RATES
MCC - Banquet Hall - Full Hall			Hourly	
			4 Hours	244.00
			Daily	489.00
MCC - Banquet Hall - Half Hall			Hourly	
			4 Hours	132.00
			Daily	262.00
MCC - Community Room 3, ARC - Community Room			Hourly	
			4 Hours	132.00
			Daily	262.00
St. Andrew's			4 Hours	244.00
			Daily	489.00
Heritage Centre/Masonic Hall			4 Hours	260.00
			Daily	489.00
Site Supervisor			Hour	26.00
Set-up/Rehearsal Fee (booked a maximum of 14 days in advance of rental - 4 hrs on the previous day of the rental)				95.86
Meeting Rooms				
Admiral's Room, Youth Rooms (ACC/MCC)			Hourly	35.50
			4 Hours	94.00
			Daily	187.00

ATT - 1				
RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES				
FACILITIES				
HST will be added to all fees marked with an asterisk (*)				
			DURATION	2015 RATES
ACC - Meeting Rooms Mtg. Room 1, Duffins, Mgr's Mtg. Room, Carruther's Rm			Hour	25.00
			4 Hours	62.00
			Daily	123.00
MCC - Community Room 1, ARC - Room 2			4 Hours	94.00
			Daily	187.00
Carruther's Marsh Pavilion/ Greenwood Discovery Pavilion			4 Hours	132.00
			Daily	262.00
Rotary Park Pavilion			4 Hours	94.00
			Daily	187.00
Village CC - Hall 1 or 2			Hour	23.50
			4 Hours	94.00
			Daily	187.00
Village CC - Community Groups			4 Hours	39.00
Daytime Fees - Mon - Fri / 8am - 4pm (does not apply to for Profit Groups)				
Small meeting rooms - Duffins, Carruthers, Meeting Room 1			Hour	22.75
Medium - Large Rooms - Admirals, Captains, Commodores, HMS, Community Room 1, Community Room 3, MCC Banquet Hall, Rotary Park Pavilion, Carruther's Marsh Pavilion, Greenwood Pavilion			Hour	34.00
Birthday Parties & Facility Rental** (Comm. Room 1, Duffin's, Captain's, Carruther's)			4 Hours	70.00
Birthday Parties & Facility Rental** (Community Room 3)			4 Hours	93.00
** Applies to Pool , Ice, Floor or Gym Rentals				

ATT - 1				
RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES				
FACILITIES				
HST will be added to all fees marked with an asterisk (*)				
			DURATION	2015 RATES
Pool Rentals *				PROPOSED 2016 RATES
Prime - Commercial	effective September 1, 2016		Hour	71.00
Prime - Non-Profit			Hour	59.00
Non-Prime - Commercial			Hour	60.00
Non-Prime - Non-Profit			Hour	50.00
Ajax CC and Outdoor Pool with 2 guards			Hour	106.60
McLean CC Pool, ARC Pool with 2 guards			Hour	130.56
NEW Swim to Survive Instructor			Hour	
Extra Instructor			Hour	24.00
Extra guards			Hour	18.00

ATT - 1				
RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES				
FACILITIES				
HST will be added to all fees marked with an asterisk (*)				
		DURATION	2015 RATES	PROPOSED 2016 RATES
Gymnasiums *				
McLean Gym, Lakeside CC, Westney Heights, ARC				
Full Gym - Youth		Hour	34.00	35.00
Half Gym - Youth		Hour	23.75	25.00
Full Gym - Adult		Hour	45.00	46.00
Half Gym - Adult		Hour	34.00	35.00
Community Rooms (Lakeside, Lincoln Alexander) With Gym Rental - 1 hr minimum		Hour	17.00	20.00
Room only - 2 hr minimum		Hour	28.00	30.00
St Francis Centre *				
Not-for-Profit/Community Group		4 hours M-Thr	156.00	156.00
		4 hours Fri -Sun	234.00	234.00
		8 hours M-Thr	312.00	312.00
		8 hours Fri-Sun	470.00	470.00
		Additional Hourly Fee M-Sun	52.00	52.00
Regular Seasonal Fees for Not-for-Profit/Community Groups: Effective September 1, 2016 - June 30, 2017 (minimum of one 4 hour rental/week)		4 hours M-Thr	62.00	62.00
Individual/Commercial		4 hours M-Thr	319.00	319.00
		4 hours Fri -Sun	474.00	474.00
		8 hours M-Thr	628.00	628.00
		8 hours Fri-Sun	937.00	937.00
		Additional Hourly Fee M-Sun	96.00	96.00
Sound & Light Tech		Hourly	25.00	25.00
Piano Rental (includes \$30 rental and \$140 tuning fee)			170.00	170.00

ATT - 1				
RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES				
FACILITIES				
HST will be added to all fees marked with an asterisk (*)				
			DURATION	2015 RATES
				PROPOSED 2016 RATES
Community Group Affiliate *				
Groups incorporated for 2 years or less				
Meeting room for Executive meetings (max capacity 40 pple - Max 12 bookings/yr)			No Charge	No Charge
Meeting room for Members meetings (max capacity 64 pple - Max 12 bookings/yr)			No Charge	No Charge
Meeting room for AGM (Max 1/yr)			No Charge	No Charge
Meeting room for Program Registrations (Max 3/yr)			No Charge	No Charge
Groups incorporated for 3 - 5 years				
Meeting room for Executive meetings (max capacity 40 pple - Max 12 bookings/yr)			No Charge	No Charge
Meeting room for Members meetings (max capacity 64 pple - Max 12 bookings/yr)			60% reduction in regular room rental fees	60% reduction in regular room rental fees
Meeting room for AGM (Max 1/yr)			60% reduction in regular room rental fees	60% reduction in regular room rental fees
Meeting room for Program Registrations (Max 3/yr)			60% reduction in regular room rental fees	60% reduction in regular room rental fees
Groups incorporated for 5 years +				
Meeting room for Executive meetings (max capacity 40 pple - Max 12 bookings/yr)			40% reduction in regular room rental fees	40% reduction in regular room rental fees
Meeting room for Members meetings (max capacity 64 pple - Max 12 bookings/yr)			40% reduction in regular room rental fees	40% reduction in regular room rental fees
Meeting room for AGM (Max 1/yr)			40% reduction in regular room rental fees	40% reduction in regular room rental fees
Meeting room for Program Registrations (Max 3/yr)			40% reduction in regular room rental fees	40% reduction in regular room rental fees
Neighbourhood Associations *				
Endorsed by Town designate				
- Meeting room maximum capacity 32 pple - Max 10 bookings/yr			25.00	25.00
Other Administrative Fees				
Program/Membership Transfer/cancellation/medical hold			10.00	10.00
Permit processing fee			25.00	25.00

ATT - 1					
RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES					
FACILITIES					
HST will be added to all fees marked with an asterisk (*)					
			DURATION	2015 RATES	PROPOSED 2016 RATES
Facility Transfer fee				10.00	10.00
Facility Cancellation Fee				40.00	40.00
NSF Fee				40.00	45.00

ATT - 1				
RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES NEIGHBOURHOOD PROGRAMS & ACTIVE LIVING				
HST will be added to all fees marked with an asterisk (*)				
PROGRAM (effective January 1, 2016)		DURATION	2015 RATES	PROPOSED 2016 RATES
Programs are generally 1 hour unless otherwise noted			Per Class	Per Class
The per class rate will be applied to the number of classes determined by Recreation and Culture. The total fee will be rounded up or down to the nearest dollar.				
Pre-School				
45 minute class			6.44	6.63
1 hour class			6.94	7.15
1.25 hour class			7.44	7.66
1.5 hour class			7.94	8.18
2 hour class			8.94	9.21
Kinderstart (2.25 hrs)			9.97	10.27
Holiday Workshops		Workshop	15.15	15.15
Summer Fun For Preschoolers		6 hrs	11.58	11.81
Friday Fun Club		2 hrs once per week	5.25	5.25
Ready Set School		2 hrs/2 days	9.47	9.56
Wee Wigglers (Formerly Roll Play Movement Adventure)		45 mins	8.00	8.16
Family Fun Time		2 hrs/child	6.07	6.47
Family Fun Time		1.5 hrs/child	6.07	6.07
Cooking Monsters		1.25 hrs	8.27	8.52
Children/Youth/Teens				
Youth Programs				
Skateboard		1.25	12.00	12.00
Dance Crew		1.5 hr	8.00	8.00
Leadership Camp March Break		5 days	19.46	19.65
Youth on the Move March Break		5 days	46.23	48.57
ARC Cooking Classes		1.5hr	20.00	20.00
Sign Language Workshop - (Youth & Adult)			100.00	100.00
Self Defense (Discontinued)		1.5 hr	8.33	0.00
Drop-in Sports - POS	*	2 hr	2.04	2.10
Computer Programming (Kids Great Minds) - 1hr			136.00	136.00
Computer Programming (Kids Great Minds) - 1.5hr		1.5 hr	196.00	196.00
Children's Dance		1 hr	7.28	7.35
Preschool Dance - Wee Can Dance and Dancing Duos		45 minutes	6.80	6.86

ATT - 1			
RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES NEIGHBOURHOOD PROGRAMS & ACTIVE LIVING			
HST will be added to all fees marked with an asterisk (*)			
PROGRAM (effective January 1, 2016)	DURATION	2015 RATES	PROPOSED 2016 RATES
Programs are generally 1 hour unless otherwise noted		Per Class	Per Class
The per class rate will be applied to the number of classes determined by Recreation and Culture. The total fee will be rounded up or down to the nearest dollar.			
Arts & Culture			
Children/Youth Art Specialty 2 hr class	2 hr	8.14	8.50
Children/Youth Art Specialty 1.5 hr class	1.5 hr	7.64	8.00
Children/Youth Art 1.5 hr class	1.5 hr	7.25	7.25
Children/Youth Art 1 hr class	1 hr	6.75	6.75
Children Art Workshop	1.5 hr		30.00
Parent & Child Art (Discontinue)	1.5 hr	7.64	0.00
Mad Science/Kinder Scientists		17.50	17.50
Adventures @ Greenwood	1.5hr	8.42	8.50
Young Chefs		20.00	20.00
Cooking Duos	1.5 hr	20.00	20.00
Ajax Improv Crew	1 hr	6.12	6.18
Theatre (GLEE: The Next Generation, Drama, etc)	2 hr	12.24	12.36
The Drama Club - Kinderstars (Discontinued)	45 min	8.00	0.00
The Drama Club - ShowTyme (Discontinued)	1.5 hr	13.00	0.00
Guitar Lessons - (children & adults)			
	1 hr	8.75	8.84
Karate			
Karate Kidz	1 hr	5.10	5.15
Karate- Traditional (children)	1.5 hr	6.43	6.50
Karate- Traditional (youth & adult)	2 hr	8.24	8.32
Karate Black Belt	1 hr	6.00	6.06
Sports			
Sportball		17.25	17.25
Fencing - (children & adult)	1.25hr	12.90	12.90
Children/Youth Multi Sport Programs	1.25 hr	5.48	5.59
Basketball (1.5hr)	1.5 hr	5.66	5.72
Basketball (2hr)	2 hr	7.55	7.63
Parent and Child Sports	1 hr	5.87	5.93
Specialty Skill Based Sport (Indoor Tennis)	1 hr	9.00	9.09
Introductory Skill Based Sport (Cricket Kids, Soccer, Hockey) (1.25 hrs)	1.25 hr	5.74	5.80
Cricket Youth/Adult (1.5 hrs)	1.5 hr	6.49	6.49
Cricket Advanced (Discontinue)	1.5 hr	7.20	0.00
Friday Night Youth - Effective September 1, 2016			

ATT - 1				
RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES NEIGHBOURHOOD PROGRAMS & ACTIVE LIVING				
HST will be added to all fees marked with an asterisk (*)				
PROGRAM (effective January 1, 2016)		DURATION	2015 RATES	PROPOSED 2016 RATES
Programs are generally 1 hour unless otherwise noted			Per Class	Per Class
The per class rate will be applied to the number of classes determined by Recreation and Culture. The total fee will be rounded up or down to the nearest dollar.				
Friday Night Fun Centres - POS	*	Once per week	3.25	3.25
Friday Night Youth Dances - POS	*	one day	7.74	7.74
General Interest				
First Aid Course - Standard First Aid CPR/C		16 hr	6.79	6.86
Principles of Healthy Child Development (High Five)		one day	65.00	72.00
Camps				
School Break Drop In Program		2 hr	3.25	3.25
March Break Camp		5 days	33.22	34.00
March Break Camp - One Day Options		1 day	39.00	40.00
Winterrific Fun Days		1 day	43.00	43.45
Youth Camps				
Counsellor in Training: Level I & Level II: (incl High Five PHCD)		2 weeks	25.75	26.00
		3 weeks	25.75	26.00
Youth On The Move		5 days	47.62	48.57
Youth Adventure Camp		5 days	40.44	41.65
Youth Art Expression & Photography		5 days	33.95	34.63
Youth Sport Experience		5 days	33.22	33.88
Skateboarding Camp		5 days	33.00	33.00
Day Trippers Camp		5 days	47.62	49.04
Mad Science Camp		5 days	49.00	49.00
Dramatic Arts Camp		Summer Camp/1 wk	35.00	35.00
Paulynn Park Camp - Cardinals/ Hawks		5 days	33.22	33.88
Playgrounds				
			No charge	

ATT - 1			
RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES NEIGHBOURHOOD PROGRAMS & ACTIVE LIVING			
HST will be added to all fees marked with an asterisk (*)			
PROGRAM (effective January 1, 2016)		DURATION	2015 RATES
Programs are generally 1 hour unless otherwise noted			PROPOSED 2016 RATES
			Per Class
The per class rate will be applied to the number of classes determined by Recreation and Culture. The total fee will be rounded up or down to the nearest dollar.			
Lake to Land Exploration (Formerly Waterfront Adventure Camp)		5 days	34.14
We Got Game Camp			
Dodgeball Camp - children		5 days	33.22
Fencing Camp		5 days	55.00
Sportball Camp		5 days	36.50
Sports Centre (Formerly We Got Game Camp)		5 days	33.22
Summer Blowout Camp		5 days	33.22
Kindercamp		5 days	17.15
Kids Great Minds Camp		5 days	58.00
Creative Kids (ARC Camp)		5 days	35.20
Greenwood Camp - Robins Extreme Eco-Adventure Camp		5 days	37.60
Greenwood Camp - Eagles (overnight) Youth-Wilderness-Survival Camp-		5 days	48.05
Early Morning/ After Hours		5 days	6.90
Busing		5 days	4.50
Late pick up fee for Camps		15 minutes	20.00
Adult			
Dance	*		
Dance (Line Dance, Latin, Ballroom, Retro, Hip Hop)	*	1.5 hr	7.50
NEW * Specialized Dance (Dance Fusion, Bellydance, Bollywood)	*	1 hr	
Belly Dancing (discontinue)		1.25 hr	7.73
Arts & Culture			
Adult Art (Oil painting, watercolour painting, drawing)	*	2 hr	8.75
Cooking	*	2 hr	22.66
Cooking Workshops	*	2hr	30.00
Holiday Decore Workshops	*	2hr	20.00
Adult Acrylic	*	2 hr	10.00
Photography	*	2 hr	13.72

ATT - 1			
RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES NEIGHBOURHOOD PROGRAMS & ACTIVE LIVING			
HST will be added to all fees marked with an asterisk (*)			
PROGRAM (effective January 1, 2016)		DURATION	2015 RATES
Programs are generally 1 hour unless otherwise noted			PROPOSED 2016 RATES
			Per Class
The per class rate will be applied to the number of classes determined by Recreation and Culture. The total fee will be rounded up or down to the nearest dollar.			
Sports			
Drop-in Sports (Adult) - POS	*	2 hr	3.32
Drop-in Sports Seniors - POS	*	2hr	2.03
Adult Sports - (Volleyball, Badminton)	*	2 hr	6.64
Aquatics			
Preschool /Swim 1 - 4/ Girls Only / (Spr/Fall 10 weeks)		30 mins	9.15
Swim 5 - 10 (Spr/Fall 10 weeks)		45 mins	10.18
Adult Swim Lessons /Teens/ Ladies Only	*	60 min	10.08
Adult Private	*	30 min	27.95
Swim Patrol	*	60 min	9.60
Bronze Star	*	60 min	9.62
Bronze Medallion Emergency First Aid & CPR B	*	2hours Exam fee of \$30 included	18.09
Bronze Cross	*	2 hours Exam fee of \$20 included	16.70
Assistant Water Safety Instructor Course includes PHCD	*	10 classes	26.50
NEW Part 1 WSI (format varies greatly btwn municipalities)	*	2 hrs/ 10 classes	24.20
NEW Part 2 WSI (format varies greatly btwn municipalities)	*	3 hrs/10 classes	16.00
NEW LSS Instructors & Emergency First Aid Instructor	*	2.5 hrs 10 classes	19.70
NLS (National Lifeguard Service Award) Standard First Aid and CPR C	*	40 hours - over 10 classes Exam fee of \$50 included	28.90
Red Cross Water Safety Instructor Course + Lifesaving Instructor Course	*	10 classes	27.64
Private Lessons	*	30 min	27.89
Low Ratio Lessons (was Semi Private)	*	30 min	16.68
Special Needs	*	30 min	16.68

ATT - 1

**RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES
PAYGO & MEMBERSHIPS**

HST will be added to all fees marked with an asterisk (*)

PROGRAM (effective January 1, 2016)	DURATION		2015 RATES	PROPOSED 2016 RATES
<i>Programs are generally 1 hour unless otherwise noted</i>			Per Class	Per Class
<i>The per class rate will be applied to the number of classes determined by Recreation and Culture. The total fee will be rounded up or down to the nearest dollar.</i>				
<i>YOUTH AND FAMILY PROGRAMS</i>				
Family Program - additional participant			4.30	4.34
Family Program		*	8.00	8.08
KickBoxing for Kids (fee includes hand wraps)	45 mins.		7.20	7.27
Mother & Daughter Yoga		*	8.00	8.08
Racquets & Fitness Camp (15 hrs.)	5 classes	*	24.00	25.00
Teen Fitness Camp	15 hrs	*	23.00	24.00
Teen March Break Fitness Camp DELETE	15 hrs	*	23.00	
Teen Weight Training (TWT) Course	5 days 2hr/day	*	15.45	15.60
Teen Weight Training & Manual	1 day	*	26.00	26.00
ZUMBA for Teens/ NEW Special Needs	45 mins.	*	7.20	7.20
<i>PARENT AND BABY PROGRAMS</i>				
Parent N' Babe Yoga		*	8.00	8.08
Parent N' Babe Fitness		*	8.00	8.08
Parent N' Babe AquaFit		*	8.00	8.08
StrollerFit		*	8.00	8.08
<i>ADULT PROGRAMS</i>				
Cycle Fit Classes	30-60 mins.	*	7.25	7.50
Cardio Core	60 mins.	*	7.25	7.50
Group Personal Training (4-6 pple, 2x/wk x 12 wks)		*	21.00	21.00
Kickboxing DELETE	55 mins.	*	7.25	-
Kickboxing Bootcamp DELETE	1.25 hrs.	*	8.50	-

ATT - 1				
RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES PAYGO & MEMBERSHIPS				
HST will be added to all fees marked with an asterisk (*)				
PROGRAM (effective January 1, 2016)	DURATION		2015 RATES	PROPOSED 2016 RATES
<i>Programs are generally 1 hour unless otherwise noted</i>			Per Class	Per Class
<i>The per class rate will be applied to the number of classes determined by Recreation and Culture. The total fee will be rounded up or down to the nearest dollar.</i>				
Bootcamp	1 hr.	*	7.50	7.50
Obstacle Course Training DELETE	1 hr.	*	8.25	-
Older Adult Fitness	1 hr.	*	7.50	7.50
Older Adult Fitness - Just Starting Out	1 hr.	*	7.50	7.50
Older Adult Yoga	1.5 hrs.	*	11.50	12.00
Stay Strong & Keep Fit	60 mins.	*	7.50	7.50
Pilates	1 hr.	*	8.75	8.75
Pilates Personal Training (semi-private - 2 pple)	1 hr.	*	87.00	87.00
Pilates Personal Training (semi-private - 2 pple) - 5 sessions	per session	*	78.00	78.00
Pilates Reformer Training	1 hr.	*	37.00	37.00
Pilates/Aquatic Personal Training - One-on-One	1 hr.	*	60.00	60.00
Pilates/Aquatic Personal Training - 5 sessions	per session	*	54.00	54.00
Strength Training Programs DELETE		*	10.00	
Tai Chi	1.25 hrs.	*	8.50	8.50
TRX Combined NEW	1 hr.	*		7.50
Yoga Core	1 hr.	*	8.50	8.75
Yoga	1.5 hrs.	*	12.75	13.00
Squash Learn to Play NEW	40 mins.	*		19.20
Squash Learn to Play Senior NEW	40 mins.	*		9.60
Triathlon Training NEW	1 hr.	*		8.00
ZUMBA	1 hr.	*	8.50	8.50

ATT - 1			
RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES PAYGO & MEMBERSHIPS			
HST will be added to all fees marked with an asterisk (*)			
PROGRAM (effective January 1, 2016)	DURATION	2015 RATES	PROPOSED 2016 RATES
<i>Programs are generally 1 hour unless otherwise noted</i>			
SERVICES - POS *			
Fitness Appraisal	2 hrs	67.00	67.00
Fitness Appraisal + PT session		86.00	86.00
Fitness Appraisal + 2 PT sessions	2 sessions	118.00	118.00
Non-member Fitness Appraisal	1 session	77.00	77.00
Personal Training	1 session	47.00	47.00
Personal Training	5 sessions	223.00	223.00
Personal Training	10 sessions	437.00	437.00
Personal Training	20 sessions	846.00	846.00
Personal Training	30 sessions	1,240.00	1,240.00
Personal Training Semi-private - 2 pple	1 session	74.20	74.20
Personal Training Low Ratio - 3 pple	1 session	98.70	98.70
Teen/Student Personal Training	1 session	37.00	37.00
Teen/Student Personal Training	5 sessions	176.00	176.00
Teen/Student Personal Training	10 sessions	344.10	344.10
Teen/Student Personal Training Semi-private - 2 pple	1 session	59.20	59.20
Teen/Student Personal Training Group - 3 pple	1 session	77.70	77.70
Non-member Personal Training	1 session	65.00	65.00
Pilates/Aquatic Personal Training	1 session	60.00	60.00
Pilates/Aquatic Personal Training	5 sessions	285.00	285.00
Pilates/Aquatic Personal Training Semi-private	1 session	96.00	96.00
Pilates/Aquatic Personal Training Semi-private	5 sessions	432.00	432.00
Fitness Centre Pay-go Pass		9.75	10.00
Fitness Centre Pay-go Pass (senior/student)		4.88	5.00
Obstacle Course Training DELETE	10 visits	87.75	-
Fitness Centre Pay-go TEN Pass (senior/student)	10 visits	43.92	45.00
Group fitness pay-go		9.75	10.00
Group fitness pay-go (senior/student)		4.88	5.00
Group fitness TEN pay-go	10 visits	87.75	90.00
Group fitness TEN pay-go (senior/student)	10 visits	43.92	45.00
Aqua Fit Pay-go pass		9.75	10.00
Aqua Fit Pay-go pass (senior/student)		4.88	5.00
Aqua Fit Pay-go TEN pass	10 visits	87.75	90.00
Aqua Fit Pay-go TEN pass (senior/student)	10 visits	43.92	45.00
Membership Admin Fee For Pre-authorized payment		15.00	15.00
Security Card - replacement		9.00	9.00

ATT - 1			
RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES PAYGO & MEMBERSHIPS			
HST will be added to all fees marked with an asterisk (*)			
PROGRAM (effective January 1, 2016)			
	DURATION	2015 RATES	PROPOSED 2016 RATES
Memberships *			
Fitness Centre: Adult	Annual	425.00	429.00
	6 month	245.00	247.00
	3 month	160.00	162.00
Fitness Centre: Senior/Student	Annual	212.50	215.00
	6 month	123.00	124.00
	3 month	80.00	81.00
Group Fitness: Adult	Annual	368.00	372.00
	6 month	213.00	215.00
	3 month	138.00	139.00
Group Fitness: Senior/Student	Annual	184.00	186.00
	6 month	106.00	107.00
	3 month	69.00	70.00
Squash: Adult	Annual	368.00	372.00
	6 month	213.00	215.00
	3 month	138.00	139.00
Squash: Senior/Student	Annual	184.00	186.00
	6 month	106.00	107.00
	3 month	69.00	70.00
Combo.: Adult	Annual	490.00	495.00
	6 month	284.00	287.00
	3 month	184.00	186.00
Combo.: Senior/Student	Annual	245.00	247.00
	6 month	142.00	143.00
	3 month	92.00	93.00

ATT - 1			
RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES PAYGO & MEMBERSHIPS			
HST will be added to all fees marked with an asterisk (*)			
PROGRAM (effective January 1, 2016)	DURATION	2015 RATES	PROPOSED 2016 RATES
Ultimate: Adult	Annual	565.00	571.00
	6 month	326.00	329.00
	3 month	212.00	214.00
Ultimate: Senior/Student	Annual	282.50	285.00
	6 month	163.00	165.00
	3 month	106.00	107.00
Swim/Skate: Adult	Annual	230.00	232.00
	6 month	134.00	135.00
	3 month	87.00	88.00
Swim/Skate: Senior/Student	Annual	115.00	116.00
	6 month	67.00	68.00
	3 month	43.00	43.00
Active Family Membership-Swim/Skate Membership up to 3 children with purchase of any adult, non-discount, annual Membership		99.00	99.00
Additional Child - to the Active Family Membership		35.00	35.00
CORPORATE/GROUP ANNUAL MEMBERSHIP (20% discount on minimum 10 employees)			
Fitness Centre: Adult	Annual	340.00	343.00
Squash: Adult	Annual	295.00	298.00
Group Fitness: Adult	Annual	295.00	298.00
Combo (TC & SQ): adult	Annual	392.00	396.00
Ultimate: Adult	Annual	452.00	457.00
Swim: Adult	Annual	200.00	202.00

ATT - 1		
RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES COMMUNITY & CULTURAL DEVELOPMENT - VENDOR FEES		
HST will be added to all fees marked with an asterisk (*)		
PROGRAM (effective January 1, 2016)	2015 Rates	PROPOSED 2016 RATES
Vendor Fees *		
First Time Events and Events with an expected attendance of 2000 pple or less		
- single item food and beverage	75.00	75.00
- multi-item food and beverage	100.00	100.00
-Non-Food and beverage	100.00	100.00
- Handicraft Vendor	50.00	50.00
Established Events with an expected attendance of 2000 - 4000		
- single item food and beverage	100.00	100.00
- multi-item food and beverage	150.00	150.00
-Non-Food and beverage	200.00	200.00
- Handicraft Vendor	50.00	50.00
Established Events with an expected attendance of more than 4000		
- single item food and beverage	175.00	175.00
- multi-item food and beverage	275.00	275.00
-Non-Food and beverage	300.00	300.00
- Handicraft Vendor	50.00	50.00

Event industry standards recommend there should be one food and beverage vendor for every 1500 attendees and that vendors should be charged approximately \$40.00 per every 1000 attendees in general. Fees do not apply to not for profit organizations, community groups, including sport groups or service clubs UNLESS they are selling food or beverages.

ATT - 2

RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES									
ADMIN - BROCHURE ADVERTISING RATES									
For comparative purposes HST is excluded									
PROGRAM (effective January 1, 2016)	2015 Rates	PROPOSED 2016 Rates		PICKERING	** NEWMARKET	OSHAWA	CLARINGTON	NEWS ADVERTISER - AJAX	2016 Budget Forecast
Commercial Rates:									
Business card size	\$250.00	\$260.00					B&W \$290 4 Colour \$360	\$299.00	60.00
Quarter Page	\$380.00	\$390.00			\$500 full colour	\$312.45	B&W \$500 4 Colour \$620	\$599.00	60.00
Half Page	\$620.00	\$640.00		\$466.80	\$700 full colour	\$597.71	B&W \$600 4 Colour \$750	\$1,000.00	80.00
Full Page	\$1,000.00	\$1,030.00		\$691.13	\$1,050 full colour	\$1,138.50	B&W \$915 4 Colour \$1,150		180.00
Inside Covers - full page (front & back & centre; full color glossy)	\$1,910.00	\$1,910.00			\$1,700.00	\$1,631.06	4 colour \$1,675		0.00
Inside Glossy - half page front & back & center (full color)	\$940.00	\$940.00			\$850.00				0.00
Back Cover Glossy	\$1,950.00	\$1,950.00			\$2,200.00	\$2,174.74	4 colour \$2,195		0.00
Community Group Rates:					NOTE: offers discounted packages if ad in all issues	1/4, 1/2 and Full page 25% surcharge for colour	Design/Redesign fee \$80 Cost for Spr/Sum or Fall/Winter		
Directory Line	Free					Free			
Business card size - Affiliate incorporated 2 years or less - one annually; maximum 2 ads	N/C								
Affiliate incorporated 3 -5 years (applicable for Business card & Quarter page size ads only = one annually: maximum 3 ads)	50% reduction in Community Group Rates								
Business card size	\$100.00	\$100.00							0.00
Quarter page	\$215.00	\$220.00				\$233.65	B&W \$375 4 Colour \$465		80.00
Half Page	\$430.00	\$440.00				\$456.44	B&W \$450 4 Colour \$570		10.00
Half page (full color glossy) - Inside front or back cover	\$490.00	\$490.00							0.00
Full page	\$740.00	\$760.00				\$815.06			0.00

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RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES																
FACILITIES																
For comparative purposes HST is excluded																
		DURATION	2015 RATES	PROPOSED 2016 RATES	PICKERING			WHITBY			OSHAWA		CLARINGTON		% INCREASE AJAX	Budget Impact (based on a 12 month period)
(Effective January 1, 2016)											3.5 % increase					
Recreational Skating																Total swim/skate
Public Skating Single Admission - Youth		Per Visit	2.04	2.08		n/c	2.88			2.97		2.42	9.09% Inc	3.00	2%	
Public Skating Single Admission - Senior		Per Visit	2.04	2.08		n/c	0.89			2.97		1.06	9.09%	3.00	2%	
Public Skating Single Admission - Adult		Per Visit	3.67	3.76		n/c	3.98			4.43		3.75	6.20%	3.76	2%	
Public Skating Group Admission		Per Visit	10.42	10.71		n/c	8.85			11.90		7.96	7.46%	9.51	3%	
10-Passes - Youth		Per Visit	15.52	17.08					11.20%	21.59		21.86	9.09%	27.00	10%	
10-Passes - Seniors		Per Visit	15.52	17.08		n/c	23.01		11.20%	21.59		9.66	9.09%	27.00	10%	
10-Passes - Adult		Per Visit	29.15	32.08		n/c	31.86		6.14%	35.40		33.61	6.20%	33.84	10%	
Shinny - Youth/Senior		Per Visit	3.10	3.27						4.51		4.28	No Increase	4.50	5%	
Shinny - Adult		Per Visit	5.84	5.84		n/c	4.43			6.46		5.49	No Increase	6.20	0%	
Ticket Ice - Figure Skating		Per Visit	9.71	9.71						6.95		8.80	No Increase	6.20	0%	
Recreational Swimming																11,500
Public Swimming - Youth		Per Visit	2.04	2.08		7.50%	2.43			2.97		2.42	9.09% Inc	3.00	2%	
Public Swimming - Seniors		Per Visit	2.04	2.08			2.43			2.97		1.06	9.09%	3.00	2%	
Public Swimming - Adult		Per Visit	3.67	3.76		6.20%	3.76		3.26%	4.43		3.75	6.20%	3.76	2%	
Public Swimming - Group		Per Visit	10.42	10.71		n/c	7.30			11.90		7.96	7.46%	9.51	3%	
10-Passes - Youth		Per Visit	15.52	17.08		3.07%	19.47					21.86	9.09%	27.00	10%	
10-Passes - Seniors		Per Visit	15.52	17.08		3.07%	19.47					9.66	9.09%	27.00	10%	
10-Passes - Adult		Per Visit	29.15	32.08		4.32%	31.86					33.61	6.20%	33.84	10%	
Halloween & Holiday passes - Youth (book of 10) offered twice annually			10.00	10.00										10.15		
Preschool - 3 years and under			FREE	FREE										free		
Child Supervision																
On-site		Hour	3.71	3.71	Member/Non	n/c	3.50/5.00	Member	n/c	5.40		2.55			0%	
Off-site		Hour	4.33	4.55											5%	
5-hour pass on-site		5 Hours	18.55	18.55											0%	
5-hour pass off-site		5 Hours	21.63	22.75											5%	
10-hour pass on-site		10 Hours	33.39	33.39	Member/Non	n/c	35.00/50.00	Member	n/c	45.90					0%	

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RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES																
FACILITIES																
For comparative purposes HST is excluded																
		DURATION	2015 RATES	PROPOSED 2016 RATES	PICKERING			WHITBY			OSHAWA		CLARINGTON		% INCREASE AJAX	Budget Impact (based on a 12 month period)
Arenas											3.5% Increase					
Regular Season Fees - Sept. 12/16 - March 30/17																
Prime-time Ice Minor Organizations	standard pad		162.50	167.00		n/c	173.19		2%	158.92		142.32	1.00%	164.92	3%	Total Ice
	international pad		172.00	177.00									Increase		3%	
	no surcharge fee				surcharge \$5			additional \$22.12 surcharge			surcharge \$25		no surcharge			
Prime-time Ice - Adult, Commercial Tournaments	standard pad		210.00	216.00	Adults & Res. Affiliate	n/c	194.21		2%	210.49	Adult	185.84	3.00%	199.85	3%	
	international pad		218.00	225.00	Com & Non Res	n/c	215.23				Commercial	235.50	Increase		3%	
	no surcharge fee				surcharge \$5			additional \$22.12 surcharge			surcharge \$25		no surcharge			
Non-Prime Ice - Adult, Commercial	standard pad		143.00	147.00	Adults & Res Affiliate	n/c	142.77		2%	111.61	Adult	140.46	3.00%	150.57	3%	
	international pad		143.00	147.00	Com & Non Res	n/c	168.29						Increase		3%	
					surcharge \$5			additional \$22.12 surcharge								
Non-Prime Minor Organizations	standard pad		102.00	105.00		n/c	126.44		2%	96.91		111.91	1.00%	111.33	3%	
	international pad		111.00	114.00	surcharge \$5			additional \$22.12 surcharge			no surcharge		Increase		3%	
Summer - March 29/16 - Sept. 11/16	no surcharge on summer season ice							\$13.27 surcharge								Included in above Total
Prime-time Minor Organizations			181.50	187.00				for Luther Vipond - Youth only			August	147.02	see above	164.92	3%	
Prime-time Ice			211.00	217.00		n/c	215.23				August	185.84	see above	199.85	3%	
Non-prime Minor Organizations			104.00	107.00									1% incr	132.66	3%	
Non-prime Ice			143.00	147.00									see above	150.57	3%	
Professional Development Days school		Hour	62.00	64.00											3%	
Arena Floors - March 23/16 - Sept. 6/16																900
Youth		Hour	73.50	75.00		n/c	76.54	Non Prime/Prime	2%	43.85/71.99	Community	70.80		69.20	2%	
								\$7.96 surcharge			Commercial	78.24				
Adult		Hour	80.00	82.00		n/c	81.13	Non Prime/Prime	2%	57.03/92.74	Community	78.24		81.31	3%	
								on Non Prime								
								\$7.96 surcharge			Commercial	97.64				
Shows/Events - Commercial		12 Hours	1,282.00	1,308.00		n/c	1,750.57		2%	1,364.19		1,323.26		1,217.82	2%	
Shows/Event - Community Groups		12 Hours	964.00	983.00								1,058.62		1,024.30	2%	
Set-up/Break-down		Hour	75.50	77.00							Commercial	77.85	daily - 5% incr	401.45	2%	
		Hour						Hourly	2%	108.54	Community	70.46				

RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES																	
FACILITIES																	
For comparative purposes HST is excluded																	
		DURATION	2015 RATES	PROPOSED 2016 RATES	PICKERING			WHITBY			OSHAWA		CLARINGTON		% INCREASE AJAX	Budget Impact (based on a 12 month period)	
Banquet Halls/Meeting Rooms																	
Note: Ajax is the only municipality to offer permit holders insurance					Mon - Sunday			Inc for 2016 - 2%					add'l charge for kitchen rental				
HMS - Full Hall		Hourly			6 hrs resident	n/c	665.00	hrly resident/non	146.18/170.90					151.44		1,600	
		4 Hours	369.00	380.00	6 hrs non	n/c	810.00	Sun-Thr 5hrs	419.19/492.28					379.12	3%		
		Daily			resident	n/c	1,280.00	Fri&Sat Resident		973.98							
					non		1,655.00	Fri&Sat Non		1,149.02				Unlic Mon -Sun	671.71		
			739.00	760.00									Lic Mon - Sun	972.77	3%		
HMS - Half Hall																	
		Hourly			6 hrs resident	n/c	360.00							75.72			
		4 Hours	244.00	250.00	6 hrs non		465.00							212.23	2%		
		Daily			resident	n/c	690.00										
					non resident	n/c	900.00						Unlic Mon -Sun	373.97			
489.00	504.00										Lic Mon - Sun	541.01	3%				
Commodores - Full Hall		4 Hours	160.00	165.00				Sun-Thr 5hrs	439.61						3%	600	
		Daily						Fri&Sat Resident		1,025.41		Unlicensed	452.86				
								Fri&Sat Non		1,205.99							
			320.00	330.00				hrly resident/non	153.70/179.50		Licensed	905.70			3%		
Captains Room - Full Hall		4 Hours	94.00	97.00				resident/non	54.81/56.97						3%	100	
		Daily	187.00	193.00				resident/non	382.65/390.17						3%		
MCC - Banquet Hall - Full Hall		Hourly			hrly resident/non	n/c	90 / 125				unlic/lic	99.99/123.52				2,600	
		4 Hours	244.00	250.00	resident	n/c	460.00								2%		
		Daily			non	n/c	565.00					Unlicensed	452.86				
489.00	504.00									Licensed	905.70			3%			
MCC - Banquet Hall - Half Hall		Hourly			hrly resident/non	n/c	45 / 80										
		4 Hours	132.00	136.00	resident	n/c	360.00								3%		
		Daily	262.00	270.00	non	n/c	545.00								3%		
MCC - Community Room 3, ARC - Community Room		Hourly									Non Profit	32.94				1,000	
											Commercial	82.32					
		4 Hours	132.00	136.00								Non Profit	197.64		3%		
		Daily	262.00	270.00								Commercial	494.01		3%		

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RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES																
FACILITIES																
For comparative purposes HST is excluded																
		DURATION	2015 RATES	PROPOSED 2016 RATES	PICKERING			WHITBY			OSHAWA		CLARINGTON		% INCREASE AJAX	Budget Impact (based on a 12 month period)
St. Andrew's		4 Hours	244.00	250.00	hrly resident/non	n/c	80 / 115								2%	300
					resident	n/c	655.00									
		Daily	489.00	504.00	non	n/c	850.00								3%	
Heritage Centre/Masonic Hall		4 Hours	260.00	268.00											3%	Included in above
		Daily	489.00	504.00											3%	
Site Supervisor		Hour	26.00	27.00											4%	
Set-up/Rehearsal Fee (booked a maximum of 14 days in advance of rental - 4 hrs on the previous day of the rental)			95.86	99.00											3%	
Meeting Rooms																
Admiral's Room, Youth Rooms (ACC/MCC)		Hourly	35.50	37.00												500
		4 Hours	94.00	97.00										3%		
		Daily	187.00	193.00										3%		
ACC - Meeting Rooms Mtg. Room 1, Duffins, Mgr's Mtg. Room, Carruther's Rm		Hour	25.00	26.00	hrly resident/non	n/c	30 / 45	hrly resident/non	29.02/33.32	non/Commercial	32.943/82.32	non res	38.63	4%	500	
		4 Hours	62.00	64.00	resident	n/c	165.00					10% surcharge	106.11	3%		
		Daily	123.00	127.00	non	n/c	210.00						183.38	3%		
MCC - Community Room 1, ARC - Room 2		4 Hours	94.00	97.00											3%	
		Daily	187.00	193.00											3%	
Carruther's Marsh Pavilion/ Greenwood Discovery Pavilion		4 Hours	132.00	136.00											3%	1,200
		Daily	262.00	270.00											3%	
Rotary Park Pavilion		4 Hours	94.00	97.00											3%	500
		Daily	187.00	193.00											3%	
Village CC - Hall 1 or 2		Hour	23.50	24.00											2%	200
		4 Hours	94.00	97.00											3%	
		Daily	187.00	193.00											3%	
Village CC - Community Groups		4 Hours	39.00	40.00											3%	
Daytime Fees - Mon - Fri / 8am - 4pm (does not apply to for Profit Groups)																
Small meeting rooms - Duffins, Carruthers, Meeting Room 1		Hour	22.75	23.00											1%	impact included in meeting rooms total
Medium - Large Rooms - Admirals, Captains, Commodores, HMS, Community Room 1, Community Room 3, MCC Banquet Hall, Rotary Park Pavilion, Carruther's Marsh Pavilion, Greenwood Pavilion		Hour	34.00	35.00											3%	
Birthday Parties & Facility Rental** (Comm. Room 1, Duffin's, Captain's, Carruther's)		4 Hours	70.00	72.00											3%	
Birthday Parties & Facility Rental** (Community Room 3)		4 Hours	93.00	96.00											3%	

RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES																
FACILITIES																
For comparative purposes HST is excluded																
		DURATION	2015 RATES	PROPOSED 2016 RATES	PICKERING			WHITBY			OSHAWA		CLARINGTON		% INCREASE AJAX	Budget Impact (based on a 12 month period)
** Applies to Pool , Ice, Floor or Gym Rentals																
Pool Rentals																
Prime - Commercial	effective September 1, 2016	Hour	71.00	72.00		n/c	68.70/72.10					47.06	1.50 % Youth	60.58	1%	2,000
Prime - Non-Profit		Hour	59.00	60.00		n/c	64.81								2%	
Non-Prime - Commercial		Hour	60.00	61.00											2%	
Non-Prime - Non-Profit		Hour	50.00	51.00											2%	
Ajax CC and Outdoor Pool with 2 guards		Hour	106.60	110.00	Rec Com 19	n/c	105.30	lrg/sm to30		138.66		76.46	1.50%	141.85	#DIV/0!	700
					Rec Com 50	n/c	127.05	lrg/sm to 125		162.30						
					Dunbarton 19	n/c	93.72	lrg/sm to 250		191.32						
					Dunbarton 50	n/c	111.00	Whitby Civic								
McLean CC Pool, ARC Pool with 2 guards		Hour	130.56	134.00											3%	
NEW Swim to Survive Instructor		Hour		18.60												
Extra Instructor		Hour	24.00	24.00		n/c	27.13						1.50%	21.65	0%	
Extra guards		Hour	18.00	20.00		n/c	23.06								11%	
Gymnasiums																
McLean Gym, Lakeside CC, Westney Heights, ARC					Resident		45.00									
Full Gym - Youth		Hour	34.00	35.00	Non Resident		55.00						Newcastle	33.96	3%	2,200
Half Gym - Youth		Hour	23.75	25.00										22.81	5%	
Full Gym - Adult		Hour	45.00	46.00				Resident/Non		59.86/70.42		66.63		47.44	2%	
Half Gym - Adult		Hour	34.00	35.00				Resident/Non		34.53/40.63		31.50		35.30	3%	
Community Rooms (Lakeside, Lincoln Alexander) With Gym Rental - 1 hr minimum		Hour	17.00	20.00											18%	impact included in hall rentals
Room only - 2 hr minimum		Hour	28.00	30.00											7%	
St Francis Centre								Whitchurch - Stouffville								
Not-for-Profit/Community Group																
		4 hours M-Thr	156.00	156.00			Community room		4hrs	105.00					0%	
		4 hours Fri -Sun	234.00	234.00			Sun - Thurs 20% off all packages listed below							0%		
		8 hours M-Thr	312.00	312.00										0%		
		8 hours Fri-Sun	470.00	470.00										0%		
		Additional Hourly Fee M-Sun	52.00	52.00										0%		
Regular Seasonal Fees for Not-for-Profit/Community Groups: Effective September 1, 2016 - June 30, 2017 (minimum of one 4 hour rental/week)		4 hours M-Thr	62.00	62.00											0%	

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RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES																
FACILITIES																
For comparative purposes HST is excluded																
		DURATION	2015 RATES	PROPOSED 2016 RATES	PICKERING			WHITBY			OSHAWA		CLARINGTON		% INCREASE AJAX	Budget Impact (based on a 12 month period)
Individual/Commercial		4 hours M-Thr	319.00	319.00			Party Package (Birthday, Showers etc)	6 hrs	525.00						0%	
		4 hours Fri -Sun	474.00	474.00			Theatre Package (Lrg Productions, Fundraisers)	12 hrs	840.00						0%	
		8 hours M-Thr	628.00	628.00			Seminar & Lecture Package	3hrs	472.50						0%	
		8 hours Fri-Sun	937.00	937.00				8 hrs	787.50						0%	
		Additional Hourly Fee M-Sun	96.00	96.00			Dance School	6 hrs	945.00							
							4hr setup + Weddings	12hr rental	1,260.00							
Sound & Light Tech		Hourly	25.00	25.00			included in package pricing								0%	
Piano Rental (includes \$30 rental and \$140 tuning fee)			170.00	170.00			6' Conservatory piano tuned			210.00					0%	
Community Group Affiliate																
Groups incorporated for 2 years or less							has community group rates for					NO mention of affiliation or length of incorporation				
Meeting room for Executive meetings (max capacity 40 pple - Max 12 bookings/yr)			No Charge	No Charge	12/yr	n/c	133.00	all facilities					1 hr	28.33		
Meeting room for Members meetings (max capacity 64 pple - Max 12 bookings/yr)			No Charge	No Charge									4 hrs	75.72		
Meeting room for AGM (Max 1/yr)			No Charge	No Charge									8 hrs	132.38		
Meeting room for Program Registrations (Max 3/yr)			No Charge	No Charge												
Groups incorporated for 3 - 5 years																
Meeting room for Executive meetings (max capacity 40 pple - Max 12 bookings/yr)			No Charge	No Charge												
Meeting room for Members meetings (max capacity 64 pple - Max 12 bookings/yr)			60% reduction in regular room rental fees	60% reduction in regular room rental fees												
Meeting room for AGM (Max 1/yr)			60% reduction in regular room rental fees	60% reduction in regular room rental fees												
Meeting room for Program Registrations (Max 3/yr)			60% reduction in regular room rental fees	60% reduction in regular room rental fees												
Groups incorporated for 5 years +																
Meeting room for Executive meetings (max capacity 40 pple - Max 12 bookings/yr)			40% reduction in regular room rental fees	40% reduction in regular room rental fees												
Meeting room for Members meetings (max capacity 64 pple - Max 12 bookings/yr)			40% reduction in regular room rental fees	40% reduction in regular room rental fees												
Meeting room for AGM (Max 1/yr)			40% reduction in regular room rental fees	40% reduction in regular room rental fees												
Meeting room for Program Registrations (Max 3/yr)			40% reduction in regular room rental fees	40% reduction in regular room rental fees												

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RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES																
FACILITIES																
For comparative purposes HST is excluded																
		DURATION	2015 RATES	PROPOSED 2016 RATES	PICKERING			WHITBY			OSHAWA		CLARINGTON		% INCREASE AJAX	Budget Impact (based on a 12 month period)
Neighbourhood Associations																
Endorsed by Town designate																
- Meeting room maximum capacity 32 pple - Max 10 bookings/yr			25.00	25.00												
Other Administrative Fees																
Program/Membership Transfer/cancellation/medical hold			10.00	10.00	Program	n/c	9.43						10.00	0%		
					Membership		35.00									
Permit processing fee			25.00	25.00											0%	
Facility Transfer fee			10.00	10.00											0%	
Facility Cancellation Fee			40.00	40.00									10 % of Total rental cost min 15 business days. 1-5 days 50%		0%	
NSF Fee			40.00	45.00		n/c	42.50					30.00		35.00	13%	

RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES NEIGHBOURHOOD PROGRAMS & ACTIVE LIVING																	
For comparative purposes HST is excluded																	
PROGRAM (effective January 1, 2016)	DURATION	2015 RATES	PROPOSED 2016 RATES	PICKERING			WHITBY			OSHAWA		CLARINGTON			% INCREASE AJAX	2016 Budget Forecast	Budget Impact (based on a 12 month period)
Programs are generally 1 hour unless otherwise noted		Per Class	Per Class	Per Class			Per Class			Per Class		Per Class					
The per class rate will be applied to the number of classes determined by Recreation and Culture. The total fee will be rounded up or down to the nearest dollar.							Community Connection runs majority of programs										
Pre-School							Reflects % Increase			3.5 % Increase				-			
45 minute class		6.44	6.63		n/c	7.67		2.0%	7.16		5.38	2% inc	6.39	0.19	3%	163,600	4,300
1 hour class		6.94	7.15		n/c	8.42		2.0%	7.16		7.17			0.21	3%		
1.25 hour class		7.44	7.66		n/c	10.92								0.22	3%		
1.5 hour class		7.94	8.18					2.0%	12.53			20 classes	12.78	0.24	3%		
2 hour class		8.94	9.21		n/c	12.08								0.27	3%		
Kinderstart (2.25 hrs)		9.97	10.27		n/c	14.17								0.30	3%		
Holiday Workshops	Workshop	15.15	15.15											-	0%		
Summer Fun For Preschoolers	6 hrs	11.58	11.81											0.23	2%		
Friday Fun Club	2 hrs once per week	5.25	5.25					2.0%	7.16					-			
Ready Set School	2 hrs/2 days	9.47	9.56					2.0%	13.21		14.34			0.09	1%		
Wee Wiggles (Formerly Roll Play Movement Adventure)	45 mins	8.00	8.16		n/c	7.67	Characters		10.00		8.00	1.50% inc	8.70	0.16	2%		
Family Fun Time	2 hrs/child	6.07	6.47	NEW 1hr		10.25								0.40	7%		
Family Fun Time	1.5 hrs/child	6.07	6.07											-			
Cooking Monsters	1.25 hrs	8.27	8.52											0.25	3%		
Children/Youth/Teens														-			
Youth Programs														-			
Skateboard	1.25	12.00	12.00									decr	3.86	-	0%	21,092	(2,708)
Dance Crew	1.5 hr	8.00	8.00											-	0%		
Leadership Camp March Break	5 days	19.46	19.65									2% Inc	43.25	0.19	1%		
Youth on the Move March Break	5 days	46.23	48.57											2.34	5%		
ARC Cooking Classes	1.5hr	20.00	20.00		n/c	10.13						decr	8.83	-	0%		
Sign Language Workshop - (Youth & Adult)		100.00	100.00											-	0%		
Self Defense (Discontinued)	1.5 hr	8.33	0.00											(8.33)	-100%		
Drop-in Sports - POS	2 hr	2.04	2.10								2.42		Free	0.06	3%		
Computer Programming (Kids Great Minds) - 1hr		136.00	136.00														
Computer Programming (Kids Great Minds) - 1.5hr	1.5 hr	196.00	196.00							per class - 1.5hr	27.13						
Children's Dance	1 hr	7.28	7.35										6.67	0.07	1%	46,000	400
Preschool Dance - Wee Can Dance and Dancing Duos	45 minutes	6.80	6.86		n/c	7.08	45 min	n/c	4.71	30 mins	4.12		6.39	0.06	1%		

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RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES
NEIGHBOURHOOD PROGRAMS & ACTIVE LIVING

For comparative purposes HST is excluded

PROGRAM (effective January 1, 2016)	DURATION	2015 RATES	PROPOSED 2016 RATES	PICKERING			WHITBY			OSHAWA		CLARINGTON			% INCREASE AJAX	2016 Budget Forecast	Budget Impact (based on a 12 month period)
Programs are generally 1 hour unless otherwise noted		Per Class	Per Class	Per Class			Per Class			Per Class		Per Class					
The per class rate will be applied to the number of classes determined by Recreation and Culture. The total fee will be rounded up or down to the nearest dollar.							Community Connection runs majority of programs										
Arts & Culture														-			
Children/Youth Art Specialty 2 hr class	2 hr	8.14	8.50											0.36	4%	44,400	500
Children/Youth Art Specialty 1.5 hr class	1.5 hr	7.64	8.00	Youth	n/c	6.90			1.5 hr	11.12				0.36	5%		
Children/Youth Art 1.5 hr class	1.5 hr	7.25	7.25			6.70								-	0%		
Children/Youth Art 1 hr class	1 hr	6.75	6.75	1.25hrs	n/c	7.50			5.57					-	0%		
Children Art Workshop	1.5 hr		30.00														
Parent & Child Art (Discontinue)	1.5 hr	7.64	0.00										(7.64)				
Mad Science/Kinder Scientists		17.50	17.50			17.75			5.50					-	0%		
Adventures @ Greenwood	1.5hr	8.42	8.50											0.08	1%		
Young Chefs		20.00	20.00				1.5 hrs	n/c	8.00					-	0%		
Cooking Duos	1.5 hr	20.00	20.00											-	0%		
Ajax Improv Crew	1 hr	6.12	6.18											0.06	1%		
Theatre (GLEE: The Next Generation, Drama, etc)	2 hr	12.24	12.36				1.25 hrs		6.86	1.5 hrs	8.61	6.67	0.12	1%			
The Drama Club - Kinderstars (Discontinued)	45 min	8.00	0.00								9.77		(8.00)				
The Drama Club - ShowTime (Discontinued)	1.5 hr	13.00	0.00										(13.00)				
Guitar Lessons - (children & adults)							Adult		7.38								
	1 hr	8.75	8.84	Adult	n/c	8.08	youth 15+ child 7-15	n/c	7.38		9.77						
					n/c	9.00			6.14		9.77	6.67	0.09	1%			
Karate														-			
Karate Kidz	1 hr	5.10	5.15								7.33			0.05	1%	25,100	300
Karate- Traditional (children)	1.5 hr	6.43	6.50	2days @1 hr	4%	8.44								0.07	1%		
Karate- Traditional (youth & adult)	2 hr	8.24	8.32	Adult 2days @1 hr		9.96								0.08	1%		
				Y 2days @1 hr		8.44	1 hr	n/c	6.00								
Karate Black Belt	1 hr	6.00	6.06											0.06	1%		
Sports														-			
Sportball		17.25	17.25			15.80			15.80		16.25	1.48 % inc	16.75	-	0%	148,500	1,200
Fencing - (children & adult)	1.25hr	12.90	12.90											-	0%		
Children/Youth Multi Sport Programs	1.25 hr	5.48	5.59				1 hr	2.1%	6.85		16.25			0.11	2%		
Basketball (1.5hr)	1.5 hr	5.66	5.72											0.06	1%		
Basketball (2hr)	2 hr	7.55	7.63									2.0% Inc	3.86	0.08	1%		
Parent and Child Sports	1 hr	5.87	5.93											0.06	1%		
Specialty Skill Based Sport (Indoor Tennis)	1 hr	9.00	9.09	1.5 hr	n/c	6.20								0.09	1%		
Introductory Skill Based Sport (Cricket Kids, Soccer, Hockey) (1.25 hrs)	1.25 hr	5.74	5.80											0.06	1%		
Cricket Youth/Adult (1.5 hrs)	1.5 hr	6.49	6.49											-	0%		
Cricket Advanced (Discontinue)	1.5 hr	7.20	0.00											(7.20)			
Friday Night Youth - Effective September 1, 2016														-			
Friday Night Fun Centres - POS	Once per week	3.25	3.25	NEW		4.00								-	0%	10,900	0
Friday Night Youth Dances - POS	one day	7.74	7.74			8.75			8.00			n/c	9.00	-	0%	43,600	0

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RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES
NEIGHBOURHOOD PROGRAMS & ACTIVE LIVING

For comparative purposes HST is excluded

PROGRAM (effective January 1, 2016)	DURATION	2015 RATES	PROPOSED 2016 RATES	PICKERING			WHITBY			OSHAWA		CLARINGTON			% INCREASE AJAX	2016 Budget Forecast	Budget Impact (based on a 12 month period)
Programs are generally 1 hour unless otherwise noted		Per Class	Per Class	Per Class			Per Class			Per Class		Per Class					
The per class rate will be applied to the number of classes determined by Recreation and Culture. The total fee will be rounded up or down to the nearest dollar.							Community Connection runs majority of programs										
General Interest														-			
First Aid Course - Standard First Aid CPR/C	16 hr	6.79	6.86		n/c	6.50		2.0%	13.42		6.44	5.49% inc	6.00	0.07	1%	7,880	80
Principles of Healthy Child Development (High Five)	one day	65.00	72.00		5%	67.00						1.50% inc	62.81	7.00	11%	8,086	786
Camps														-			
School Break Drop In Program	2 hr	3.25	3.25											-	0%	700	0
March Break Camp	5 days	33.22	34.00		5%	35.60								0.78	2%	33,503	803
March Break Camp - One Day Options	1 day	39.00	40.00									3% inc	33.74	1.00	3%	2,952	52
Winterrific Fun Days	1 day	43.00	43.45											0.45	1%	1,314	14
Youth Camps														-			
Counsellor in Training: Level I & Level II: (incl High Five PHCD)	2 weeks	25.75	26.00			29.80					23.33	5 days	43.25	0.25	1%	9,400	100
	3 weeks	25.75	26.00				1 week	2.0%	41.72					0.25	1%		
Youth On The Move	5 days	47.62	48.57					2.0%	50.77					0.95	2%	13,600	300
Youth Adventure Camp	5 days	40.44	41.65											1.21	3%	5,600	200
Youth Art Expression & Photography	5 days	33.95	34.63											0.68	2%	6,200	100
Youth Sport Experience	5 days	33.22	33.88						41.72					0.66	2%	5,100	100
Skateboarding Camp	5 days	33.00	33.00		12%	34.00								-			(7,400)
Day Trippers Camp	5 days	47.62	49.04					2.0%	50.77		46.81	2% inc	43.25	1.42	3%	84,900	2,500
Mad Science Camp	5 days	49.00	49.00		4%	49.40				n/c	44.00			-	0%	29,400	0
Dramatic Arts Camp	Summer Camp/1 wk	35.00	35.00		7%	41.00		2.0%	40.38		30.00	decr	33.52	-	0%	10,500	0
Paulynn Park Camp - Cardinals/ Hawks	5 days	33.22	33.88					2.0%	33.92		31.80			0.66	2%	71,600	1,400
Playgrounds		No charge															
Lake to Land Exploration (Formerly Waterfront Adventure Camp)	5 days	34.14	34.82		5%	35.60						2% inc	33.52	0.68	2%	67,500	1,300
We Got Game Camp														-		44,600	400
Dodgeball Camp - children	5 days	33.22	33.88											0.66	2%		
Fencing Camp	5 days	55.00	55.00											-	0%		
Sportball Camp	5 days	36.50	36.50											-	0%		
Sports Centre (Formerly We Got Game Camp)	5 days	33.22	33.88		5%	35.60		2.0%	33.92	n/c	31.80	2% inc	31.82	0.66	2%		
Summer Blowout Camp	5 days	33.22	33.88		5%	35.60								0.66	2%	16,100	300
Kindercamp	5 days	17.15	17.49					2.0%	18.00	n/c	15.90	2% inc - Full Day	31.82	0.34	2%	20,900	400
Kids Great Minds Camp	5 days	58.00	58.00											-	0%	34,800	0
Creative Kids (ARC Camp)	5 days	35.20	35.90		5%	35.60			44.00	n/c	31.80		31.82	0.70	2%	57,800	1,100
Greenwood Camp - Robins Extreme Eco-Adventure Camp	5 days	37.60	38.35							n/c	26.00	2% inc	31.82	0.75	2%	12,700	200
Greenwood Camp - Eagles (overnight) Youth-Wilderness-Survival Camp	5 days	48.05	49.01											0.96	2%	14,700	300

RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES NEIGHBOURHOOD PROGRAMS & ACTIVE LIVING																	
For comparative purposes HST is excluded																	
PROGRAM (effective January 1, 2016)	DURATION	2015 RATES	PROPOSED 2016 RATES	PICKERING			WHITBY			OSHAWA		CLARINGTON			% INCREASE AJAX	2016 Budget Forecast	Budget Impact (based on a 12 month period)
Programs are generally 1 hour unless otherwise noted		Per Class	Per Class	Per Class			Per Class			Per Class		Per Class					
The per class rate will be applied to the number of classes determined by Recreation and Culture. The total fee will be rounded up or down to the nearest dollar.							Community Connection runs majority of programs										
Early Morning/ After Hours	5 days	6.90	7.04	before & after	4%	14.00		2.0%	6.76		4.42	n/c	8.00	0.14	2%	included in totals above	
Busing	5 days	4.50	4.59										0.09	2%			
Late pick up fee for Camps	15 minutes	20.00	20.00			20.00							-	0%			
Adult														-			
Dance														-			
Dance (Line Dance, Latin, Ballroom, Retro, Hip Hop)	1.5 hr	7.50	7.58	2 hrs	1%	9.46			10.80	1 hour	8.25	decr	12.59	0.08	1%	18,596	196
NEW * Specialized Dance (Dance Fusion, Bellydance, Bollywood)	1 hr		7.58														
Belly Dancing (discontinue)	1.25 hr	7.73	0.00	1 hr	n/c	6.49			5.57	1 hour	8.25		(7.73)				
Arts & Culture														-			
Adult Art (Oil painting, watercolour painting, drawing)	2 hr	8.75	8.84		n/c	8.32	senior	2.0%	3.76					0.09	1%	0	100
Cooking	2 hr	22.66	22.89												0%		
Cooking Workshops	2hr	30.00	30.00												0%		
Holiday Decore Workshops	2hr	20.00	20.00												0%		
Adult Acrylic	2 hr	10.00	10.20										0.20	2%			
Photography	2 hr	13.72	13.72		n/c	8.41							-	0%			
Sports														-			
Drop-in Sports (Adult) - POS	2 hr	3.32	3.32						3.84		3.75	4.31 % inc	5.09	-	0%	4,883	83
Drop-in Sports Seniors - POS	2hr	2.03	2.10						1.00		1.06		2.55	0.07	3%		
Adult Sports - (Volleyball, Badminton)	2 hr	6.64	6.94	Badminton 1.5 hrs	5%	5.97	1.5 hrs		7.29	1.25 hrs	8.02	n/c -1.5 hrs	5.51	0.30	5%	30,300	1,300
				Volleybal 1.5 hrs	n/c	5.46											
Aquatics										3.5% Increase		1.50% Increase		-			
Preschool /Swim 1 - 4/ Girls Only / (Spr/Fall 10 weeks)	30 mins	9.15	9.15		2%	9.00	Swim 1 - 9	2.0%	9.13		8.70		8.61	-	0.0%	681,400	0
Swim 5 - 10 (Spr/Fall 10 weeks)	45 mins	10.18	10.28	Swim 6-10	2%	10.00	Swim 10	2.0%	10.38		8.70		9.08	0.10	1.0%	183,200	1,800
Adult Swim Lessons /Teens/ Ladies Only	60 min	10.08	10.28	55 min	6%	10.00	1 hr	2.0%	9.86		8.40	adult	9.05	0.20	2.0%		
												teen	8.87			56,200	1,800
Adult Private	30 min	27.95	28.50			27.83			n/a		27.05			0.55	2.0%	1,500	0
Swim Patrol	60 min	9.60	9.79	Ten 1 hr	n/c	9.56	10 class	2.0%	9.83					0.19	2.0%	7,100	100
Bronze Star	60 min	9.62	10.00	Ten 1.5 hr	n/c	11.10	10 class	2.0%	9.83	10 hrs. incl award fees 20 hrs incl exam & manual excl EFA	8.89		9.61	0.38	4.0%	7,300	300
Bronze Medallion Emergency First Aid & CPR B	2hours Exam fee of \$30 included	18.09	18.27	12 classes	n/c	18.25	10 class	2.0%	18.26	30 hrs with SFA Incl award fees	16.70	22 hrs. incl exam	15.19	0.18	1.0%	20,500	200
Bronze Cross	2 hours Exam fee of \$20 included	16.70	17.03	12 classes	n/c	13.66	10 class	2.0%	17.27		23.90	22 hrs. incl manual	13.82	0.33	2.0%	20,600	400
Assistant Water Safety Instructor Course includes PHCD	10 classes	26.50	discontinued	10 classes	5%	22.60	10 class	2.0%	24.50		22.62					19,200	0
NEW Part 1 WSI (format varies greatly btwn municipalities)	2 hrs/ 10 classes		24.20	8 hrs		225 w tax								24.20			

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RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES
NEIGHBOURHOOD PROGRAMS & ACTIVE LIVING

For comparative purposes HST is excluded

PROGRAM (effective January 1, 2016)	DURATION	2015 RATES	PROPOSED 2016 RATES	PICKERING			WHITBY			OSHAWA		CLARINGTON			% INCREASE AJAX	2016 Budget Forecast	Budget Impact (based on a 12 month period)
Programs are generally 1 hour unless otherwise noted		Per Class	Per Class	Per Class			Per Class			Per Class		Per Class					
The per class rate will be applied to the number of classes determined by Recreation and Culture. The total fee will be rounded up or down to the nearest dollar.							Community Connection runs majority of programs										
NEW Part 2 WSI (format varies greatly btwn municipalities)	3 hrs/10 classes		16.00	2 hrs/10 classes		125 w tax								16.00		19,200	
NEW LSS Instructors & Emergency First Aid Instructor	2.5 hrs 10 classes		19.70	2.5 hrs/ 10 classes		200 w tax								19.70			
NLS (National Lifeguard Service Award) Standard First Aid and CPR C	40 hours - over 10 classes Exam fee of \$50 included	28.90	29.50	Fee/Day	5%	27.00	10 class	2.0%	30.07	40 hrs. incl manual & award fees. Excl SFA	25.20	40 hrs. incl manual	26.22	0.60	2.1%	29,800	600
Red Cross Water Safety Instructor Course + Lifesaving Instructor Course	10 classes	27.64	27.64	10 classes	n/c	27.00	10 class	2.0%	29.51	incl manual & award fees	26.30	No Red Cross only LLS	17.71	0.00		22,300	0
Private Lessons	30 min	27.89	28.50	30 mins	n/c	26.50	child	2.0%	30.49		26.06		26.45	0.61	2.2%	82,800	1,800
Low Ratio Lessons (was Semi Private)	30 min	16.68	17.25	30 mins	n/c	16.00	10 class	2.0%	18.62		17.64		16.55	0.57	3.4%	70,500	2,300
Special Needs	30 min	16.68	17.25						n/a					0.57	3.4%	25,100	800

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RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES PAYGO & MEMBERSHIPS													
For comparative purposes HST is excluded													
PROGRAM (effective January 1, 2016)	DURATION	2015 RATES	PROPOSED 2016 RATES	PICKERING		WHITBY		OSHAWA		CLARINGTON	% INCREASE AJAX	2016 Budget Forecast	Budget Impact (based on a 12 month period)
Programs are generally 1 hour unless otherwise noted		Per Class	Per Class										
The per class rate will be applied to the number of classes determined by Recreation and Culture. The total fee will be rounded up or down to the nearest dollar.						Community Connention runs some programs at Community Schools at lower rates		3.5% Increase		No increase			
YOUTH AND FAMILY PROGRAMS													
Family Program - additional participant		4.30	4.34		3.75						1%		
Family Program		8.00	8.08		12.25						1%	-	0.00
KickBoxing for Kids (fee includes hand wraps)	45 mins.	7.20	7.27	teen 13% inc	8.50		5.57				1%	-	0.00
Mother & Daughter Yoga		8.00	8.08						12.22		1%	6,500	100.00
Racquets & Fitness Camp (15 hrs.)	5 classes	24.00	25.00								4%	800	800.00
Teen Fitness Camp	15 hrs	23.00	24.00	30hrs	9.93	10 weeks	7.38	5 days/day	34.88		4%	1,300	100.00
Teen March Break Fitness Camp DELETE	15 hrs	23.00											0.00
Teen Weight Training (TWT) Course	5 days 2hr/day	15.45	15.60			12 wk working with weights program	10.27	Min purchase of 1 Month Level 2 Membership	then training is FREE	16.05 - can purchase any youth membership after completion	1%	2,500	0.00
Teen Weight Training & Manual	1 day	26.00	26.00										
ZUMBA for Teens/NEW Special Needs	45 mins.	7.20	7.20		8.50						0%	2,400	0.00

ATT - 2													
RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES PAYGO & MEMBERSHIPS													
For comparative purposes HST is excluded													
PROGRAM (effective January 1, 2016)	DURATION	2015 RATES	PROPOSED 2016 RATES	PICKERING		WHITBY		OSHAWA		CLARINGTON	% INCREASE AJAX	2016 Budget Forecast	Budget Impact (based on a 12 month period)
Programs are generally 1 hour unless otherwise noted		Per Class	Per Class										
The per class rate will be applied to the number of classes determined by Recreation and Culture. The total fee will be rounded up or down to the nearest dollar.						Community Connenction runs some programs at Community Schools at lower rates		3.5% Increase		No increase			
PARENT AND BABY PROGRAMS													
Parent N' Babe Yoga		8.00	8.08		8.74	2%	7.43				1%	800	0.00
Parent N' Babe Fitness		8.00	8.08								1%	2,800	0.00
Parent N' Babe AquaFit		8.00	8.08								1%	1,400	0.00
StrollerFit		8.00	8.08		8.85					5.02	1%	-	0.00
ADULT PROGRAMS													
Cycle Fit Classes	30-60 mins.	7.25	7.50		8.74	2%	7.43	45 mins	6.01	5.02	3%	17,600	600.00
Cardio Core	60 mins.	7.25	7.50			2%	7.43				3%	3,200	100.00
Group Personal Training (4-6 pple,2x/wk x 12 wks)		21.00	21.00		13.23						0%	11,300	0.00
Kickboxing DELETE	55 mins.	7.25			8.74		5.57			5.02		-	0.00
Kickboxing Bootcamp DELETE	1.25 hrs.	8.50										-	0.00
Bootcamp	1 hr.	7.50	7.50							8.91	0%	2,000	0.00
Obstacle Course Training DELETE	1 hr.	8.25										-	0.00
Older Adult Fitness	1 hr.	7.50	7.50	26% incr	5.31				6.50	2.44	0%	5,000	0.00
Older Adult Fitness - Just Starting Out	1 hr.	7.50	7.50								0%	2,300	0.00
Older Adult Yoga	1.5 hrs.	11.50	12.00	1 hr	6.02						4%	13,500	600.00
Stay Strong & Keep Fit	60 mins.	7.50	7.50		5.31				6.50		0%	4,600	0.00
Pilates	1 hr.	8.75	8.75		8.74	2%	7.43		8.01	5.02	0%	12,300	0.00
Pilates Personal Training (semi-private - 2 pple)	1 hr.	87.00	87.00	2-3 ppl	50.00						0%		0.00
Pilates Personal Training (semi-private - 2 pple) - 5 sessions	per session	78.00	78.00								0%		0.00
Pilates Reformer Training	1 hr.	37.00	37.00	5 - class	25.66						0%	11,200	0.00
Pilates/Aquatic Personal Training - One-on-One	1 hr.	60.00	60.00								0%		0.00

ATT - 2

RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES PAYGO & MEMBERSHIPS													
For comparative purposes HST is excluded													
PROGRAM (effective January 1, 2016)	DURATION	2015 RATES	PROPOSED 2016 RATES	PICKERING		WHITBY		OSHAWA		CLARINGTON	% INCREASE AJAX	2016 Budget Forecast	Budget Impact (based on a 12 month period)
Programs are generally 1 hour unless otherwise noted		Per Class	Per Class										
The per class rate will be applied to the number of classes determined by Recreation and Culture. The total fee will be rounded up or down to the nearest dollar.						Community Connention runs some programs at Community Schools at lower rates		3.5% Increase		No increase			
Pilates/Aquatic Personal Training - 5 sessions	per session	54.00	54.00	5 - class	42.50						0%		0.00
Strength Training Programs DELETE		10.00		women	10.84					4.88			0.00
Tai Chi	1.25 hrs.	8.50	8.50	50 mins	8.74			45 mins	6.01		0%	10,500	0.00
TRX Combined	1 hr.		7.50									2,700	0.00
Yoga Core	1 hr.	8.50	8.75			2%	7.43		8.01		3%	1,500	0.00
Yoga	1.5 hrs.	12.75	13.00	50 mins	8.74					5.02	2%	47,100	0.00
Squash Learn to Play	40 mins.		19.20										0.00
Squash Learn to Play Senior	40 mins.		9.60										0.00
Triathlon Training	1 hr.		8.00										0.00
ZUMBA	1 hr.	8.50	8.50			2%	7.43		8.25	5.02	0%	4,400	0.00

ATT - 2														
RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES PAYGO & MEMBERSHIPS														
For comparative purposes HST is excluded														
PROGRAM (effective January 1, 2016)	DURATION	2015 RATES	PROPOSED 2016 RATES	PICKERING		WHITBY		OSHAWA		CLARINGTON		% INCREASE AJAX	2016 Budget Forecast	Budget Impact (based on a 12 month period)
Programs are generally 1 hour unless otherwise noted														
SERVICES - POS										No Increase in Services			4,300	0
Fitness Appraisal	2 hrs	67.00	67.00								42.40	0%		
Fitness Appraisal + PT session		86.00	86.00								65.03	0%		
Fitness Appraisal + 2 PT sessions	2 sessions	118.00	118.00									0%		
Non-member Fitness Appraisal	1 session	77.00	77.00								50.72	0%		
Personal Training	1 session	47.00	47.00	n/c	60.00	2%	56.18	44.35			42.40	0%	80,500	0
Personal Training	5 sessions	223.00	223.00	6 sess	273.00	2%	227.85	216.93			195.08	0%		
Personal Training	10 sessions	437.00	437.00	12 sess	497.00	2%	416.16	385.64			349.85	0%		
Personal Training	20 sessions	846.00	846.00	18 sess	755.00							0%		
Personal Training	30 sessions	1,240.00	1,240.00	24 sess	965.00							0%		
Personal Training Semi-private - 2 pple	1 session	74.20	74.20	4 sess	161.50			86.77			63.98	0%		
Personal Training Low Ratio - 3 pple	1 session	98.70	98.70	4 sess	107.95							0%		
Teen/Student Personal Training	1 session	37.00	37.00									0%		
Teen/Student Personal Training	5 sessions	176.00	176.00									0%		
Teen/Student Personal Training	10 sessions	344.10	344.10									0%		
Teen/Student Personal Training Semi-private - 2 pple	1 session	59.20	59.20									0%		
Teen/Student Personal Training Group - 3 pple	1 session	77.70	77.70									0%		
Non-member Personal Training	1 session	65.00	65.00									0%		
Pilates/Aquatic Personal Training	1 session	60.00	60.00									0%		
Pilates/Aquatic Personal Training	5 sessions	285.00	285.00									0%		
Pilates/Aquatic Personal Training Semi-private	1 session	96.00	96.00									0%		
Pilates/Aquatic Personal Training Semi-private	5 sessions	432.00	432.00									0%		
Fitness Centre Pay-go Pass		9.75	10.00	n/c	11.68	2%	12.99	6.35	1.97%	9.11	3%		33,300	800
Fitness Centre Pay-go Pass (senior/student)		4.88	5.00					senior n/c	3.85/4.26	1.97%	4.64	2%		
Obstacle Course Training - DELETE	10 visits	87.75	-			2%	104.04			n/c	82.00	-100%		
Fitness Centre Pay-go TEN Pass (senior/student)	10 visits	43.92	45.00							n/c	41.00	2%		
Group fitness pay-go		9.75	10.00	non-member	12.00	2%	9.61	6.76	n/c	6.81	3%		29,700	700
				member	6.00									
Group fitness pay-go (senior/student)		4.88	5.00							n/c	3.40	2%		
Group fitness TEN pay-go	10 visits	87.75	90.00							n/c	57.22	3%		
Group fitness TEN pay-go (senior/student)	10 visits	43.92	45.00							n/c	28.61	2%		
Aqua Fit Pay-go pass		9.75	10.00	n/c	12.00			8.24		n/c	8.76	3%		
Aqua Fit Pay-go pass (senior/student)		4.88	5.00	n/c	6.00					n/c	4.40	2%		
Aqua Fit Pay-go TEN pass	10 visits	87.75	90.00		120.00							3%		
Aqua Fit Pay-go TEN pass (senior/student)	10 visits	43.92	45.00		60.00		43.96					2%		
Membership Admin Fee For Pre-authorized payment		15.00	15.00									0%		0
Security Card - replacement		9.00	9.00					5.00		5.00		0%	0	0
Memberships						2 % Increase		3.5 % Increase						
				pre expansion rates						2% increase on all rates				
Fitness Centre: Adult	Annual	425.00	429.00	4.9%	510.00		563.90	level 2	320.19		367.71	1%	700,100	7,200
				daytime	459.00	add'l family member	468.18							
	6 month	245.00	247.00						192.12		238.94	1%		
	3 month	160.00	162.00				213.28		128.06		139.74	1%		
				Post Expansion										

ATT - 2												
RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES PAYGO & MEMBERSHIPS												
For comparative purposes HST is excluded												
PROGRAM (effective January 1, 2016)	DURATION	2015 RATES	PROPOSED 2016 RATES	PICKERING		WHITBY		OSHAWA		CLARINGTON		% INCREASE AJAX
Fitness Centre: Senior/Student	Annual	212.50	215.00	NEW	250.00		305.88	level 2 SR	192.53		183.86	1%
						Youth	306.92	Youth	213.46			
	6 month	123.00	124.00					level 2 SR	115.51		119.49	1%
								Youth	128.06			
	3 month	80.00	81.00					level 2 SR	77.01		69.87	1%
								Youth	85.39			
Group Fitness: Adult	Annual	368.00	372.00	5.05%	396.00						286.76	1%
	6 month	213.00	215.00									1%
	3 month	138.00	139.00				176.87				132.02	1%
Group Fitness: Senior/Student	Annual	184.00	186.00		165.00						143.38	1%
	6 month	106.00	107.00									1%
	3 month	69.00	70.00								66.00	1%
Squash: Adult	Annual	368.00	372.00	5% daytime	630.00			ADD ON to level 1 or 2	133.41		229.69	1%
	6 month	213.00	215.00		537.00				66.71			1%
	3 month	138.00	139.00						34.17	No Increase	87.28	1%
Squash: Senior/Student	Annual	184.00	186.00	Post Expansion n/c	220.00						114.85	1%
	6 month	106.00	107.00									1%
	3 month	69.00	70.00								43.64	1%
Combo.: Adult	Annual	490.00	495.00	5.05%	635.00	fitness plus add to annual membership = \$722.04	158.14	ADD ON	34.17			1%
	6 month	284.00	287.00					per session	allows 50% disc on classes			1%
	3 month	184.00	186.00									1%
Combo.: Senior/Student	Annual	245.00	247.00			fitness plus add to annual membership	158.14					1%
	6 month	142.00	143.00									1%
	3 month	92.00	93.00									1%
Ultimate: Adult	Annual	565.00	571.00	5% daytime	1,203.00						488.04	1%
					1,029.00							
	6 month	326.00	329.00								317.02	1%
	3 month	212.00	214.00								185.15	1%
Ultimate: Senior/Student	Annual	282.50	285.00								244.01	1%
	6 month	163.00	165.00								158.61	1%
	3 month	106.00	107.00								92.73	1%
Swim/Skate: Adult	Annual	230.00	232.00	3.13%	175.22	Pool - n/c	216.64	Level 1	186.79		168.81	1%
	6 month	134.00	135.00					also gym	112.06			1%
	3 month	87.00	88.00			Pool - n/c	95.20	youth room	74.71		64.15	1%
								senior rates n/c				
Swim/Skate: Senior/Student	Annual	115.00	116.00	3.02%	116.81	SR Pool - n/c	135.03	Level 1	53.10/120.06		84.41	1%
	6 month	67.00	68.00					also gym	26.55/72.03			1%
	3 month	43.00	43.00			SR Pool - n/c	68.97	youth room	21.23/48.03		32.05	0%

ATT - 2												
RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES PAYGO & MEMBERSHIPS												
For comparative purposes HST is excluded												
PROGRAM (effective January 1, 2016)	DURATION	2015 RATES	PROPOSED 2016 RATES	PICKERING		WHITBY		OSHAWA		CLARINGTON		% INCREASE AJAX
Active Family Membership-Swim/Skate Membershipup to 3 children with purchase of any adult, non-discount, annual Membership		99.00	99.00	Annual Family for pool only - n/c	297.63	Family for pool - n/c	374.97	Annual Level 1 also gym and youth room	270.01			0%
Additional Child - to the Active Family Membership		35.00	35.00									0%
CORPORATE/GROUP ANNUAL MEMBERSHIP (20% discount on minimum 10 employees)				pre-exp	post-exp	min 10 or more emp		10 or more empl 10% disc				20,200
Fitness Centre: Adult	Annual	340.00	343.00	383.00	325.00		527.34					1%
Squash: Adult	Annual	295.00	298.00	384.00	550.00							1%
Group Fitness: Adult	Annual	295.00	298.00									1%
Combo (TC & SQ): adult	Annual	392.00	396.00	508.00	n/a							1%
Ultimate: Adult	Annual	452.00	457.00		1,260.00							1%
Swim: Adult	Annual	200.00	202.00									1%
Included in Fitness and Health Centre/Grp Fit/Squash												200

ATT - 2						
RECREATION & CULTURE - 2016 SCHEDULE OF USER FEES COMMUNITY & CULTURAL DEVELOPMENT - VENDOR FEES						
For comparative purposes HST is excluded						
PROGRAM (effective January 1, 2016)	2015 Rates	PROPOSED 2016 RATES	PICKERING	WHITBY	OSHAWA	BRAMPTON
			Canda Day \$500	\$ 100.00		
First Time Events and Events with an expected attendance of 2000 pple or less						
					103.50	
- single item food and beverage	75.00	75.00				
- multi-item food and beverage	100.00	100.00				
-Non-Food and beverage	100.00	100.00				
- Handicraft Vendor	50.00	50.00				
Established Events with an expected attendance of 2000 - 4000						
- single item food and beverage		100.00				
- multi-item food and beverage	150.00	150.00				
-Non-Food and beverage	200.00	200.00				
- Handicraft Vendor	50.00	50.00				
Established Events with an expected attendance of more than 4000						
- single item food and beverage	175.00	175.00				
- multi-item food and beverage	275.00	275.00				
-Non-Food and beverage	300.00	300.00				
- Handicraft Vendor	50.00	50.00				

Event industry standards recommend there should be one food and beverage vendor for every 1500 attendees and that vendors should be charged approximately \$40.00 per every 1000 attendees in general. Fees do not apply to not for profit organizations, community groups, including sport groups or service clubs UNLESS they are selling food or beverages.

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Martin de Rond, Director
Legislative and Information Services

PREPARED BY: Andrea St. Hill-Moore, Administrative Co-ordinator
Legislative and Information Services

SUBJECT: **2016 Corporate and Legislative and Information Services Fees**

WARD(S): All

DATE OF MEETING: October 8, 2015

REFERENCE: **Municipal Act, 2001, Section 390-400
Review of User Fees/Charge Policy**

RECOMMENDATION:

That the recommended Corporate and Legislative and Information Services fees be approved, effective January 1, 2016, and that the appropriate By-law be presented to Council.

BACKGROUND:

The Municipal Act, 2001 requires that all fees and charges be set by By-law. The Town's Annual Review of User Fees/Charge Policy requires each department to review all user fees and charges on an annual basis.

Schedule 'A' summarizes the present fee structure for specific corporate services that apply to all departments. Schedule 'B' outlines fees applied for specific services performed in the Legislative and Information Services department. These tables provide comparisons with fees for similar services in neighbouring municipalities, identify new fees (if applicable), and recommend an appropriate fee schedule for implementation effective January 1, 2016.

DISCUSSION:

Fees are generally determined by considering the amount of staff time and other costs involved in order to reflect the true value of services rendered locally. Staff has also examined the rationale for the fees applied for similar services in other municipalities. Based on this analysis, it is recommended that all existing Corporate and LIS fees remain unchanged for 2016.

FINANCIAL IMPLICATIONS:

The analysis and proposed fees reflect an expectation that most 2016 activity will be similar to 2015 volumes.

COMMUNICATION ISSUES:

Upon passing of the 2016 General Fees By-law; the fees will be posted on the Town website and individual departments may publish or display applicable fees in the appropriate manner.

CONCLUSION:

After completion of an annual review of current fees charged by the Legislative and Information Services Department, and in comparison with other neighbouring municipalities, it is recommended that the proposed 2016 fee schedules appended to this report be incorporated in to the General Fees By-Law and recommended for Council approval.

ATTACHMENTS:

Schedule A

Schedule B

A. St. Hill-Moore – Administrative Co-ordinator LIS

M. de Rond – Director

SCHEDULE 'A'

CORPORATE FEES

	AJAX 2015	AJAX 2016 recommended	PICKERING 2015 (2016 fees not set)	WHITBY 2015 (2016 fees not set)	OSHAWA 2015 (2016 fees not set)	CLARINGTON 2015 (2016 fees not set)
Photocopy*	\$0.50/page	\$0.50/page	\$0.50/page if total over 5 pages (community org. up to 2000 copies free, must apply)	\$0.65/page	1-9 pp free \$0.50/page if total over \$5.00	\$0.65/page (\$3. min)
Non-FOI Search	\$30.00/hour (one hour minimum)	\$30.00/hour (one hour minimum)	\$7.50 per 15 mins	\$5.00 + fee for time (variable)	\$5.00 + fee for time (variable)	\$5.00 + fee for time (variable)
Non-Negotiable Cheque	\$45.00	\$45.00 (see >note=)	\$45.00	\$40.00	\$30.00	\$37.66*

HST is added to all fees marked with an asterisk ()

Note:

The Town's fee for receipt and processing of Non-Negotiable Cheques is based on the following survey of similar fees currently charged by major chartered banks.

CIBC	\$45.00
TD Canada Trust	\$48.00
Scotia bank	\$48.00
Royal Bank	\$45.00

SCHEDULE 'B'
LEGISLATIVE AND INFORMATION SERVICES DEPARTMENT FEES

	AJAX 2015 (2015 revenue - estimated)	AJAX 2016 recommended (2016 revenue estimated)	PICKERING 2015 (2016 fees not set)	WHITBY 2015 (2016 fees not set)	OSHAWA 2015 (2016 fees not set)	CLARINGTON 2015 (2016 fees not set)
Burial Permit	\$25.00 (\$4000)	\$25.00 (\$4 000)	\$25.00	\$25.00	\$25.00	\$25.00
Marriage Licence (Town pays Prov \$48.00 for each licence used)	\$125.00 (\$46,900)	\$125.00 (\$45,000)	\$125.00	\$125.00	\$125.00	\$125.00
Subdivision Compliance	\$100.00 (\$100)	\$100.00 (\$500)	\$150.00 (10 days) \$250.00 (2 days)	\$105.06 157.59 (< 48 hrs)	\$100.00 (10 days) \$175.00 (2 days)	\$128.00
Commissioner of Oath	\$20.00 (\$11,100)	\$20.00 (\$12,000)	\$20.00 for up to 5 signatures \$5.00 for each signature after 5	Free for residents. \$25.00 for non- residents	\$25.00 for 3 documents (\$5.00 service fee for any additional)	\$22.60
Appeal of Animal Services Committee Decision	\$500.00 (\$0)	\$500.00 (\$0)	N/A	N/A	N/A	N/A
Patio Licence, Municipal Property	\$500.00 (\$0)	\$500.00 (\$0)	N/A	N/A	\$95.00 for non- liquor licenced \$500.00 for liquor licenced	N/A
Civil Marriage Ceremony (HST extra)	\$250.00 (\$19,000)	\$250.00 (\$18,000)	\$250.00	\$250.00	N/A	\$250.00
Application for Crossing of Parklands	\$50.00 (\$100.00)	\$50.00 (\$150.00)	N/A	N/A	N/A	N/A

*For comparative purposes, HST is excluded

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Rob Ford, CPA, CMA, AMCT
Chief Administrative Officer

PREPARED BY: Lorna McGrath-Dunsmore
Manager of HR Services

SUBJECT: Whistle Blower and Employee Code of Conduct Policies

WARD(S):

DATE OF MEETING: October 8, 2015

REFERENCE: June 4, 2015 General Government Committee

RECOMMENDATION:

That Council approve the new Whistle Blower and revised Employee Code of Conduct Policies.

BACKGROUND:

The Employee Code of Conduct and Whistle Blower policies were brought forward for approval by Council at the June 4, 2015 General Government Committee meeting.

Staff were requested to add a process to the Whistle Blower Policy that would allow for Town employees to report a wrongdoing against a member of Council.

DISCUSSION:

The Employee Code of Conduct policy was last revised in 2005. However, it was a basic policy and did not cover a number of areas where an employee may have a conflict of interest. The updated policy is more detailed and also addresses how to report a violation; how to declare a conflict of interest; and, provides a section on Freedom from Reprisal. In addition, Section 6.4 has been deleted in its entirety, as the solicitation of gifts for community events is governed by policy #022 Corporate Sponsorships.

The Manager of HR Services met with the Deputy Clerk to discuss the issue of staff reporting a wrongdoing by a member of Council and how best that could be handled, given that Council members are not considered "employees". Management staff do not have the authority to implement corrective action against a member of Council. In addition, it was felt that it would put the C.A.O. and/or Manager of HR Services in a conflict if they were required to conduct an

investigation on a member of Council. With that in mind, and in order to protect the confidentiality of an employee who reports a wrongdoing against a member of Council, it was felt the C.A.O. and/or the Manager of HR Services would refer any complaint of wrongdoing to the Clerk for discussion. The Clerk would then engage an integrity Commissioner to investigate the complaint under the Council Code of Conduct. In order to protect the privacy of the employee as provided for in the Whistle Blower policy, the C.A.O. or Manager of HR Services would be considered the complainant under the Council Code of Conduct. This is now outlined in Section 6 of the Whistle Blower Policy.

COMMUNICATIONS:

A fact sheet will be developed which will provide examples of what is considered a wrongdoing and will be given to employees during training. The fact will also be attached to the policy for online reference.

Once these policies are approved by Council, HR Services will ensure training is provided to full-time employees. Supervisors will be responsible for training part-time employees as well as students.

FINANCIAL IMPLICATIONS:

Costs would be incurred when there is a need to have a third party conduct an investigation and/or costs related to legal counsel. The total cost of a third party investigation depends on a number of issues that can only be determined at the time of an investigation. HR Services does have funds budgeted for third party investigations and legal costs should they be needed.

CONCLUSION:

That Council approve the Whistle Blower and Employee Code of Conduct Policies.

ATTACHMENTS:

ATT-1: Employee Code of Conduct Policy # 014

ATT-2: Whistle Blower Policy # 077

Lorna McGrath-Dunsmore
Manager of HR Services

Rob Ford, CPA, CMA, AMCT
Chief Administrative Officer

**SUBJECT: EMPLOYEE CODE OF CONDUCT**

ISSUED: 02 / 05 / 27	REVISED: 15 / 06 / 01	REVISION NO.: 6	Page 1 of 12	POLICY: 014
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1. PURPOSE

- 1.1 The Corporation of the Town of Ajax (referred as the “Town” herein) strives to maintain the highest level of public confidence in all aspects of the organization. The Town is proud of its heritage, values & vision, and the services it provides to its residents and to the business community. To ensure that the Town maintains the public’s confidence in our ability to provide excellent quality of service, employees are expected to demonstrate the highest standard of ethical behaviour, be above reproach, be trustworthy and able to withstand public scrutiny.
- 1.2 The Employee Code of Conduct will establish clear and reasonable standards of conduct expected of all employees and will provide guidance in the determination of appropriate conduct in the workplace.
- 1.3 This policy should be read in conjunction with other Town’s policies such as Alcohol & Drug Use in the Workplace, Collection & Use of Employee Information, Hiring Policy, Respectful Workplace, Discrimination & Harassment Policy & Prevention Program, Workplace Violence & Prevention Program, and Health & Safety and the Standard Terms and Conditions of Purchasing’s Bid Document.
- 1.4 Nothing in the Employee Code of Conduct is intended to conflict with the Town’s obligations to employees under the Collective Agreement, the Exempt Working Conditions, or the specific terms of a written employment contract. Similarly, an employee may, by virtue of his/her role at the Town, be required to comply with other professional requirements and guidelines, such as rules of conduct governing members of a professional group. Employees are encouraged to refer to their professional association for these specific requirements. If an employee believes there is an actual or perceived conflict between their professional association’s rules and the Town’s Employee Code of Conduct, they are to raise the concern with the Manager of HR Services.
- 1.5 The Employee Code of Conduct will be reviewed on an annual basis in accordance with ISO, and revisions may be made to reflect changing needs and responsibilities of the Town.
- 1.6 A person who has been found to have knowingly violated this policy, will be subject to disciplinary action up to and including termination of employment for cause.

2. APPLICATION

- 2.1 These rules of conduct shall apply to all employees of the Town.
- 2.2 The Employee Code of Conduct applies not only to the workplace, but in all locations at all times where an employee is:
 - a. Engaging in a business activity;
 - b. Representing the Town;

ISSUED: 02 / 05 / 27	REVISED: 15/06/01	REVISION NO.: 6	Page 2 of 12	POLICY: 014
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- c. When an employee's activities are otherwise linked to their duties and responsibilities;
- d. In attendance at offsite conferences, seminars, and team/office events.

3. DEFINITIONS

- 3.1 Employee: An employee shall mean and include full-time, part-time, seasonal and temporary staff (including students) employed by the Corporation of the Town of Ajax.

4. RESPONSIBILITIES

- 4.1 Employees must adhere to the highest standards of personal and professional competence, integrity, and impartiality, and must perform their duties in a manner that recognizes a fundamental commitment to the well being of the Town and its community.
- 4.2 Every employee is accountable and responsible to comply with the Employee Code of Conduct to ensure there is no conflict between their personal interests and their official duties. Although the Employee Code of Conduct cannot answer every question which may arise for each individual, it should alert you to situations that require extra concern or guidance. For additional advice in this regard, consult with your Department Head, the Manager of HR Services or the Chief Administrative Officer (referred to as C.A.O. herein).
- 4.3 It is management's responsibility to administer and re-enforce the Employee Code of Conduct and to demonstrate by example their obligations under the Code. It is also the duty of management to investigate suspected violations and apply the appropriate response. Management must treat employees in a fair and equitable manner.
- 4.4 Compliance with the Employee Code of Conduct is a condition of employment. The Employee Code of Conduct has been designed to promote compliance with laws and regulations that apply to employees working in a municipality and to ensure the highest level of public confidence is maintained.
- 4.5 Employees are to report any violation or suspected violation of the Employee Code of Conduct or other wrongdoing by another employee to their Supervisor or The Manager of HR Services.
- 4.6 Employees must cooperate with an internal review or investigation of a reported violation.

5. RULES OF EMPLOYEE CONDUCT

5.1 An employee shall:

- a. Uphold laws of all levels of government and avoid situations where they may become a party to a breach, evasion or subversion of the law;
- b. Conduct him/herself in a manner that promotes the Town's reputation and ensures continued confidence in the Town's system of government;
- c. Treat all persons respectfully, honestly and fairly with proper regard for their rights, entitlements, duties and obligations, and at all times act responsibly and professionally in the performance of his/her duties and in accordance with the Respectful Workplace

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Policy, the Ontario Human Rights Code, and any other legislation that may be applicable;

- d. Be respectful and courteous with all employees, Council members, and in accordance with the Respectful Workplace Policy and Human Rights Code, and resolve any work related disagreements in a mature and professional manner;
- e. Carry out his/her duties in a fair, impartial and transparent manner;
- f. Promote the health and safety of others and the workplace in accordance with the Health & Safety Policy, the Workplace Violence & Prevention Program, and other related legislation;
- g. Ensure he/she takes all steps to safeguard personal and confidential information obtained in the course of his/her employment or office and that the information is protected in accordance with the Municipal Freedom of Information Privacy Protection Act and any other relevant legislation.

5.2 An employee's shall not:

- a. Engage in any business transaction or have a financial or other personal interest which is incompatible with the discharge of his / her official duties;
- b. Use Town of Ajax property, equipment, supplies or services of consequence for personal gain, or activities not associated with the discharge of official duties.
- c. Place him/herself in a situation where he/she is under obligation, direct or indirect financial or otherwise, to any person who could benefit from a decision or recommendation of the employee;
- d. Place him/herself in a situation where he/she is under obligation, direct or indirect, financial or otherwise, from any contracts about which the employee can influence decisions;
- e. Benefit, directly or indirectly, financial or otherwise, from the use of information acquired during the course of official duties which is not generally available to the public;
- f. Participate in any decision, promotion or make any recommendation to his/her supervisor, a Committee or Council, in which the employee or his/her immediate family, or a person with whom he/she has a close personal relationship with, has any financial interest, except an interest in common with general community;
- g. Solicit or accept any gifts, services, privileges, favours or entertainment, the acceptance of which will place or appear to place the employee under any obligation whatsoever to the donor;
- h. Disclose any confidential information relating to the affairs of the Town or its employees.

6. GIFTS, SERVICES, PRIVILEGES, FAVOURS OR ENTERTAINMENT

- 6.1 The Town recognizes that moderate hospitality is an accepted courtesy of a business relationship. As such, incidental gifts, services, privileges, favours or entertainment or other benefits associated with an individual's official duties and responsibilities may be accepted provided that:

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- a. It does not exceed \$100;
- b. It could not be construed by an impartial observer as a bribe, pay-off or improper incentive, and also must meet criteria set out in Section 5;
- c. It could not be seen by others to have been influenced in making a business decision as a result of accepting such;
- d. It is appropriate and a common expression of courtesy within the normal standards of hospitality;
- e. The frequency and scale of such should not be greater than the Town would allow to be claimed on an expense account;
- f. It would not embarrass or compromise the integrity of the Town.
- g. Gifts, services, privileges, favours or entertainment that will exceed \$100 in value, will require prior approval by the employee's supervisor or in his/her absence, by the C.A.O. Employees are required to complete the Employee Code of Conduct Disclosure & Authorization Form (F-014) which can be found in the DMS, in the "Corporate Policies and Forms" folder under "Forms".

6.2 Examples of gifts, services, privileges, favours or entertainment are as follows:

- a. Acceptance of occasional business meals;
- b. Infrequent attendance at social or sporting events (i.e. baseball, golf, Board of Trade dinner);
- c. Acceptance of occasional gifts of a nominal value (i.e. box of chocolates, bottle of wine, movie pass).

6.3 Notwithstanding 6.1, gifts from participants in a purchasing process (i.e. tender, RFP, etc.) or recruitment process must be declined by the employee.

6.4 Town staff may solicit gifts for the benefit of community events, as well as Town sanctioned employee events (e.g. Employee Golf Tournament, and United Way Auction), provided the value of the gift meets the criteria of Section 6 and does not exceed \$1,000.

6.5 Employees acting in their professional capacity may be permitted to represent the Town at subsidized external functions at the discretion and approval of the Department Head.

7. FRAUD AND FISCAL INTEGRITY

7.1 All employees must work in accordance with internal controls, policies and procedures, and all applicable laws and regulations to prevent fraudulent misconduct. Employees shall exercise honesty, integrity and diligence and shall not knowingly be party to any fraudulent activity. This includes using the Town Purchasing Card (P-Card) for business purposes only and in accordance with the P-Card Cardholder Obligations.

7.2 Employees may only ask to be reimbursed for legitimate and reasonable expenses related to Town business. Employees are expected to spend the Town's money carefully and with due regard to the interests of the public funds. An example of a legitimate and reasonable expense is when an employee is away at a training course, and is required to buy their own lunch and/or dinner. The cost of the lunch/dinner would be moderate in

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price, not expensive. Note: Alcohol is not considered a legitimate expense and would not be eligible for reimbursement.

- 7.3 Employees must ensure that all contracts with commitments to external suppliers, vendors or customers have proper authorization and documentation, prior to making commitments on behalf of the Town. Employees may only make commitments that they are specifically authorized to make on the Town's behalf and in accordance with Town policies and By-Laws.
- 7.4 Supervisors are responsible for ensuring that adequate internal controls, policies and procedures are in place to prevent and detect fraud. Managers are accountable for monitoring employee activity and ensuring employees are aware of, and in compliance with internal controls and with policies and procedures.

8. USE OF TOWN PROPERTY / ASSETS

- 8.1 Town property should only be used by an employee to perform work related duties and responsibilities or for community activities which are supported by Council.
- 8.2 Town property/assets are to remain on Town property at all times unless it is necessary to take the item off site in order to perform the employee's job duties. Where Town property/assets are in the care of an employee, the items must be protected and kept secure at all times (i.e. If you take a laptop off site for work related activities you must ensure it is kept secured. Keeping it in your car overnight would not be considered secure).
 - Town property/assets could include but are not limited to: visual media equipment, laptops, lawn mowers, vehicles, shovels, staplers, etc.
- 8.3 Employees must not under any circumstances misuse funds, property or other Town assets, or knowingly assist another person in doing so.
- 8.4 The intellectual property rights in any work produced by an employee in the course of employment at the Town are the exclusive property of the Town.
- 8.5 Software piracy, defined as using any unlicensed copy of a software package that has not been purchased for municipal purposes, is prohibited. This includes taking a copy of a licensed software package for personal use or passing a copy on to another person for their use. Employees are to ensure they follow the Town's policy on Information Technology Use.
- 8.6 When an employee's employment ceases with the Town, all drawings, correspondence, documents and all other Town property/assets which are in the employee's possession or control, are to be returned to the Town unless otherwise purchased from the Town. Employees may retain samples of their work with written consent from their direct supervisor.

9. CONFIDENTIALITY

- 9.1 Employees may be privy to confidential information and/or personal information concerning the affairs of the Town, employees, elected officials or members of the community. Employees may also have access to confidential information and/or personal information by reason of their duties and responsibilities with the Town. Employees are entrusted with this information, and are expected to ensure it is safeguarded from unauthorized disclosure or access in accordance with the Employee

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Code of Conduct, the Town's policy on the Collection and Use of Employee Information, as well as the Municipal Freedom of Information and Protection of Privacy Act.

- 9.2 Employees must not use, divulge, diffuse, sell, transfer, give, circulate, distribute or otherwise make public any confidential and/or personal information. Confidential and/or personal information may only be used or disclosed in order to permit the employee to perform their duties and responsibilities associated with his/her position and where disclosure is necessary and proper in the discharge of the Town's functions.
- 9.3 If an employee is unsure of whether the information is confidential or personal, they are to contact their supervisor or The Manager of HR Services for direction prior to making any release.

10. MEDIA RELEASES

- 10.1 The media play an important role in providing the public with news and information about the Town, and in reporting on the public's views and opinions of the Town. Unless explicitly authorized by the Town, employees are prohibited from revealing discussing or making any comments on internal policies, procedures, activities, strategies, e-mail or other internal/external communications or any other confidential matters to the media, or on social media.
- 10.2 Media inquiries are to be referred to the Manager of Communications in the C.A.O.'s office. The Manager of Communications will assist in the preparation of a response to be shared with the media. The Manager of Communications may respond directly to the media on behalf of the Town provided approval has been given to do so, or he/she may refer the media to the appropriate departmental spokesperson.

11. POLITICAL INVOLVEMENT & MEMBERSHIP ON BOARDS/COMMITTEES

11.1 Running for Public Office

- a. Employees may exercise their civic right to run for public office, in accordance with legislative requirements.
- b. Where an employee wishes to run for Council in the Town of Ajax, he/she must first seek an unpaid leave of absence for the period between the day the employee is nominated and ending on voting day, pursuant to subsection 30(1) of the Municipal Elections Act. If the employee is elected, he/she will be understood to have resigned from their employment with the Town immediately before taking his/her elected seat on Council, pursuant to subsection 30(4) of the Municipal Elections Act.

11.2 Involvement in Political Campaigns

- a. Employees are entitled to exercise their right to support or be involved in the political campaign of a municipal, provincial or federal candidate or party, provided they do so on personal time and do not hold themselves out as a representatives of the Town. However, employees must be and appear to be politically neutral in their official duties in order to sustain public trust in local government.
- b. Employees are permitted to participate in electioneering, canvassing or actively work in support of a political candidate or party provided they do so outside of normal working hours or during an authorized leave of absence with or without pay for this

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purpose (i.e. vacation, lieu time, unpaid leave). Such activity must be as a citizen and not as, or appear to be as a representative of the Town. Examples of campaigning include telephone and e-mail solicitation, distribution of brochures, or the display of campaign signs on their personal property and the wearing of candidate buttons. Candidate buttons however, must not be worn while at work.

- c. To maintain a positive public opinion of the Town, employees are expected to avoid expressing their personal views on matters of political controversy or on Town policy or administration if the comment is likely to impair public confidence in the Town. If there is any doubt about whether a statement is appropriate, employees should contact their supervisor for further discussion.

11.3 Political Contributions

- a. Employees must not use Town funds, goods, services, or Town property/assets to make political contributions.

11.4 Membership on Boards or Committees

- a. The Town encourages employees to take part in community activities. However, it is important to bear in mind that such service may, at times, place the employee in a real or perceived conflict of interest situation. As a member of a community board or external committee, the employee must continually assess his/her involvement and expected decision making responsibilities in light of his/her employment with the Town. It may be necessary to resign from a Board or Committee if that body has a direct role with the Town.
- b. To ensure the existence and appearance of objectivity, employees should not participate in decisions or votes that would create, or be seen to create, a conflict of interest as outlined herein.

12. WORK OF A PERSONAL NATURE

- 12.1 Employees in positions of authority, or who have supervision responsibilities, shall not require other employees to perform work of a personal nature.

13. OTHER EMPLOYMENT

- 13.1 Employees work hard and are dedicated to ensuring the Town's success in meeting its goals in the community. To ensure continued commitments to service levels, employees are expected to avoid other employment, business activity or other undertakings as follows:
 - a. While on duty with the Town;
 - b. That interferes with the performance of his/her duties for the with Town;
 - c. That creates a Conflict of Interest as outlined herein;
 - d. That is in conflict with a by-law, policy, plan or objective of the Town or that is in any way contrary to the interests of the Town;

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- e. From which the employee derives some form of benefit by virtue solely of his/her employment with the Town;
 - f. That directly competes with the services offered by the Town for which there is a charge for providing such service, unless the Department Head has given permission in writing to do so. Refer to Section 17 on Disclosure.
- 13.2 Other employment means working for another employer, being self-employed, or working and/or volunteering for a charitable/volunteer organization which results in receiving or being eligible to receive profit, payment of compensation or other benefits from that employer or charity.
- 13.3 If an employee is unsure as to whether or not the carrying out of any other employment, business activity or other undertaking would create an interference, conflict or improper benefit, the employee must seek guidance from his/her supervisor, Department Head or The Manager of HR Services.
- 13.4 Example of inappropriate forms of other employment may include, but are not limited to situations similar to the following:
- An employee holds a real estate broker's license. He/she makes or receives calls from clients or escorts clients on site visits during his/her normal working hours with the Town.
 - An employee through his/her duties and responsibilities with the Town, has occasional dealings with a local contractor, and seeks to act as a subcontractor to that contractor.
 - An employee who works late into the evenings on a second job, and consistently arrives late to work with the Town and/or his/her performance is below the minimum standards acceptable.
 - An employee is absent from work on approved sick leave and engages in work for another employer (including self-employment).

14. NEPOTISM

- 14.1 An employee who is aware that a relative or person with whom they have a close personal relationship has the potential to be hired or assigned to a position that could result in a direct or indirect supervisory reporting relationship, or be in a position to influence the career or employment activities of such person, must advise HR Services that a potential conflict may exist. HR Services will meet with the employee and the hiring manager to determine the best course of action to be taken under the circumstances presented.
- a. A "close personal relationship" would be defined as a relationship wherein, you and the individual socialize on a regular basis and may be described as being "best friends" or where you consider the individual to be "family" even though you are not related.
- 14.2 The Town will manage conflicts of interest based on family and spousal relationships in a manner that is consistent with the Town's Hiring Policy and with the Ontario Human Rights Code.
- 14.3 Refer to the Hiring Policy for more information on Nepotism and conflict of interest.

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15. BUSINESS RELATIONSHIPS

- 15.1 Employees are expected to maintain a standard of integrity above challenge in all business relationships both inside and outside the Town. All business relationships, including those with suppliers, contractors and consultants, must be kept at arms length so as not to create an impression of impropriety.

16. CONFLICT OF INTEREST

- 16.1 Even the slightest impression of impropriety or conflict of interest whether direct or indirect, can have a devastating effect on the Town's business and/or reputation. Employees are encouraged to familiarize themselves with the types of situations that could give rise to a perception of a conflict of interest and to handle themselves, accordingly. The avoidance of actual and perceived conflicts of interest is essential to ensuring we fulfill our obligations to the public and each other. Employees must report any real, potential or perceived conflicts of interest to their supervisor immediately.
- 16.2 Conflicts of Interest must be reported in writing, by completing the Employee Code of Conduct Disclosure & Authorization Form (F-014) which can be found on the DMS, in "Corporate Policies and Forms" folder under "Forms".
- 16.3 A conflict of interest arises when an employee's direct or indirect personal interests interfere with, or might reasonably be seen by others to interfere with his/her ability to make decisions and otherwise fulfill his/her employment duties in the interests of the Town.
- a. A direct personal interest exists when an employee has a potential for personal gain, and an indirect personal interest exists when an employee's relative or a person with whom an employee has a close personal relationship has a potential for personal gain.
- 16.4 A conflict of interest whether direct or indirect exists where the employee could influence the decision made in the course of performing his/her job duties, and also where he/she could influence the decision through exerting personal influence over the decision-maker, which results or appears to result in:
- a. An interference with the impartial exercise of an employee's duties and responsibilities for the Town; or
- b. A gain or an advantage by virtue of an employee's position with the Town. Common examples of areas of potential conflicts of interest may include (but are not limited to) the following:
- Employees engage in private employment or render services for any person or corporation that has or may have business dealings with the Town; or
 - Using your position or knowledge to influence an approval process for direct or indirect personal gain. For example, influencing the approval process for a tender submitted by a family member or close personal friend (see Section 14.1(a) for definition of close personal friend); or not disclosing that your family member or friend has applied for a building permit that you are responsible for reviewing/approving/denying; or

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- Where an employee or their family member or close personal friend, sell goods, materials or services to the Town without prior express written approval by the C.A.O. or his/her designate. Refer to the Conflict of Interest Section in the Standardized Bid Document.
 - Using your position to influence the recruitment process to ensure a specific applicant (not covered in Section 14) is interviewed or hired; or
 - Any conduct which may interfere with the best interests of the Town or the independent exercise of judgment.
- c. Employees should consider all of the following factors when making business decisions:
- Is this legal?
 - Is this fair, ethical, moral?
 - Would the Town's reputation be negatively impacted if this situation became public knowledge?
 - Would members of the community, fellow employees or third parties perceive this situation as a conflict of interest?
 - Will I or my family/friend benefit from this decision?

If you answer yes to any of the above factors, then you are to speak to your supervisor immediately and seek direction.

17. DISCLOSURE

- 17.1 When an employee is seeking authorization to attend an event, accept a gift, service, privilege, favour or entertainment of which the value is over \$100 as set out in Section 6.1(g), they are to complete the Employee Code of Conduct Disclosure & Authorization Form (F-014) found on the DMS in "Corporate Policies and Forms" folder under "Forms". Once the form is completed, it is to be signed by the employee's Department Head, and a copy is to be sent to the C.A.O. and The Manager of HR Services.
- 17.2 When an employee has a conflict of interest then he/she shall report such to his/her supervisor and complete the Employee Code of Conduct Disclosure & Authorization Form (F-014).
- 17.3 When an employee wants to directly compete with the services offered by the Town for which there is a charge for providing such service, the employee must complete the Employee Code of Conduct Disclosure & Authorization Form (F-014) and receive approval prior to engaging in such service.
- 17.4 When an employee becomes aware of a violation or suspects a violation of the Employee Code of Conduct (including an act of reprisal), he/she shall disclose the details of the situation, within the defined limits set out in this policy, by completing the Employee Code of Conduct Violation/Reprisal Report Form (F1-014).

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18. FREEDOM FROM REPRISAL

- 18.1 All employees will be guaranteed freedom from reprisal, harassment or other discriminatory practice as a result of exercising their obligation to report a breach or suspected breach under any section of the Employee Code of Conduct, subject to Section 18.3.
- 18.2 If a retaliatory action occurs, the employee should report the action to The Manager of HR Services for investigation.
- 18.3 An employee found to have taken retaliatory action against another employee for reporting a breach or suspected breach of the Employee Code of Conduct, shall be subject to disciplinary action up to and including termination for just cause.

19. HOW TO REPORT A VIOLATION AND/OR REPRISAL

- 19.1 An employee who knows of or suspects that a violation of the Employee Code of Conduct has occurred, shall report the violation to his/her supervisor, Department Head, or The Manager of HR Services. The employee will be asked to complete the Employee Code of Conduct Violation/Reprisal Report Form (F1-014) found in the DMS, under "Corporate Policies and Forms" in the "Forms" folder.
- 19.2 When a violation or suspected violation has been brought forward, the issue will be treated seriously and in confidence. An investigation will take place as soon as practicable depending on the circumstances of the violation and the individuals involved.
- 19.3 The Manager of HR Services will work with the applicable Department Head and/or other Town Official, and guide or take the lead in the investigation, depending on the circumstances. In the case of a complaint against a member of HR Services, the C.A.O. will guide the investigation. In the case of a complaint against the C.A.O., Council will work with the Manager of HR Services to determine the process for investigation.
- 19.4 In all cases, the Manager of HR Services shall be notified immediately of actual or suspected violations.
- 19.5 Due to the seriousness of an allegation that an employee has violated or is suspected of violating the Employee Code of Conduct, it is to be clearly understood by all employees, that anonymous, unfounded and/or malicious allegations will not be tolerated, and if the initiator of such allegations is identified, appropriate disciplinary action will be taken up to and including termination of employment for just cause.
 - a. An employee who is identified on the form as the person completing the Employee Code of Conduct Violation/Reprisal Report Form, and who knowingly files an unfounded and/or malicious complaint will be subject to discipline up to and including termination of employment for cause.
 - b. No disciplinary action will be taken when an employee who in good faith, reports a violation and/or suspects a violation of the Employee Code of Conduct, and if through an investigation it is found there has not been a violation.

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20. CONTRAVENTION

- 20.1 Failure by any employee to comply with the Employee Code of Conduct may be subject to disciplinary action, up to and including termination of employment for just cause and/or action through the courts.

21. TERM

- 21.1 The Employee Code of Conduct shall be in effect from the date of passage by Council and shall continue in effect from year to year. In accordance with ISO, a review of the Employee Code of Conduct will be conducted annually.
- 21.2 Employees are responsible for reviewing the Employee Code of Conduct from time to time to ensure they are in compliance. In addition, Employees are responsible for ensuring that they review the Employee Code of Conduct when advised of any changes whether electronically, verbally, or when posted on notice boards.

This policy may be amended from time to time, and therefore, employees must ensure they check the DMS for the most current version.

APPROVED: GGC / /
(AUTHORITY) (DATE) (SIGNATURE)

Passed by Council on:

EMPLOYEE ACKNOWLEDGEMENT

I, (print name) have reviewed and clearly understand the Employee Code of Conduct and hereby agree to comply with all provisions as so stated. Furthermore, I am aware once signed (which can also be an electronic signature) a copy of the Employee Code of Conduct signature page will be retained in my employee file in HR Services.

Employee Signature: Dated:



EMPLOYEE CODE OF CONDUCT DISCLOSURE & AUTHORIZATION FORM

Request for Authorization

To: _____
C.A.O. or Department Head

Date: _____

Employee: _____ Job Title: _____

I wish to request authorization pursuant to the Employee Code of Conduct Section 6.1 (g):

- Authorization to attend an event or accept gifts, services, privileges, favours or entertainment where the value of such will exceed \$100.00. The details of such are as follows:

Provide a description of the gift, service, privilege, favour, event or entertainment for which authorization is being sought and the date received, held or to be held (s in the case of an event or entertainment):

What is the approximate value: \$ _____

Name of the business or person providing the gift, service, privilege, favour, event or entertainment:

Business Name and/or Individual: _____

Have you received a gift, service, privilege, favour, or attended an event or entertainment in the past from this business/individual? ☐ Yes ☐ No If yes, provide details below.

Employee Signature

Date:

Approved: ☐ Yes ☐ No Comments from Department Head / C.A.O.

Department Head Signature / C.A.O.

Date:

Original to be sent to HR Services



To: _____
C.A.O. or Department Head

Date: _____

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DEPARTMENT HEAD AND/OR C.A.O. COMMENTS

RESOLVE THAT HAS BEEN AGREED TO BY THE PARTIES:

Department Head Signature

Date:

C.A.O.'s Signature

Date:

ACKNOWLEDGMENT AND UNDERSTANDING

I, _____ (Print Name), acknowledge that the resolve to this Conflict of Interest has been discussed with me, and further, that I understand the resolve and agree to abide by such.

Employee Signature

Date:

Original to be sent to HR Services



Date: _____

❑ Reprisal

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

Besides yourself, are there any other employees who are aware of the alleged violation? If so, please provide the names, job position and department.

Have you made your Supervisor/Department Head aware of this alleged violation?

☐ Yes ☐ No

Have you made any other staff member of management aware of this alleged violation?

☐ Yes ☐ No If yes, whom did you make aware and when:

By signing this form, I acknowledge that I have accurately detailed what I believe to be true.

Employee Signature

Date:

Upon completion, please provide the original form to Human Resources
and keep a copy for your records.

This Section to Be Completed By Human Resources or the C.A.O.

Date Received by Human Resources _____

Date Received by Department Head _____

Date Received by C.A.O. _____

Investigation to be undertaken by:

☐ Human Resources

☐ Chief Administrative Officer

☐ Council

Start date of Investigation: _____

Investigation Completed on: _____

Name of Individual Completing this Section: _____

Results of investigation will be detailed in a separate report.

**SUBJECT: Whistle Blower Policy**

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1. POLICY OBJECTIVE

- 1.1. The Town of Ajax is committed to maintaining the public's confidence in our ability to provide excellent service by providing an open, accountable and transparent local government and ensuring and promoting integrity and ethical behavior in the workplace.
- 1.2. Employees of the Town of Ajax are expected to act with integrity as they apply judgment and discretion while serving the public and Council. They are expected to use Town resources, assets, and services responsibly in the execution of their duties. The Town's Code of Conduct Policy identifies the standards that are to be applied when carrying out their duties.
- 1.3. The purpose of this policy is to provide a process for employees to report any wrongdoings in the workplace and provide protection from reprisal to those who in good faith report a wrongdoing.
- 1.4. This policy is intended to assist employees who believe that there is a wrongdoing. The policy is not designed to question financial or business decisions, nor can it be used to reconsider matters which have already been addressed under another process (i.e. harassment policy, grievance process, etc.).
- 1.5. This policy is not intended to circumvent other policies in place where a complaint process has been identified (i.e. harassment policy, violence policy, grievance process, etc.).

2. SCOPE

- 2.1. This policy applies to all Town of Ajax employees.

3. DEFINITIONS

Whistle-Blower - An employee who in good faith reports wrongdoing to the appropriate authority in an attempt to have the activity brought to an end.

Wrongdoing – A wrong doing is:

- Any act or workplace practice that constitutes an illegal or unethical act; accounting irregularity or circumvention of an internal control;
- Knowingly directing or counselling an individual to commit a wrongdoing;

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- Any action that is inconsistent with the Town's values or that would otherwise impair or potentially disparage or impair the reputation or goodwill of the Town. This may include but is not limited to auditing or accounting practices, discrimination, violence, theft, fraud, illegal employment actions, unsafe activities, unsafe work environments, violation of laws and regulations, violations of Town policies, unethical behavior or practices, endangerment or potential endangerment to public health or safety, negligence of duty, bullying or threatening.

Reprisal – Any adverse employment action taken against an employee who seeks advice on making a disclosure, makes a disclosure, or co-operates in an investigation of wrongdoing, or declines to participate in a wrongdoing.

4. PROCEDURE

- 4.1. If an employee is aware of a wrongdoing, or believes a wrongdoing has been committed, should report the incident immediately to their Supervisor and/or the Manager of HR Services. If the wrongdoing involves the employee's supervisor, or if the employee is uncomfortable bringing the wrongdoing to the attention of his/her supervisor, then the employee can report the concern directly to the Manager of HR Services.
- 4.2. If the employee has not provided details of the wrongdoing in writing, then they must do so ensuring that the following information is documented, if known:
 - a) A detailed description of the wrongdoing and the date it occurred;
 - b) The name of the individual or individuals alleged to have committed the wrongdoing, or are about to commit the wrongdoing;
 - c) The names of others who have knowledge of the wrongdoing;
 - d) Any additional information the employee feels will assist in the investigation of the wrongdoing.
 - e) The employee providing the information must sign and date the documentation which certifies that the information contained in the documentation is true in all respects to the best of his/her knowledge.
- 4.3. A Supervisor who is informed of a wrongdoing by the employee is to contact the Manager of HR Services immediately, while ensuring they do not discuss the matter with anyone to ensure confidentiality is maintained.
- 4.4. Upon receiving the information, the Manager of HR Services will review the details provided and shall advise the Chief Administrative Officer that a report of Wrongdoing has been received. Based on the information provided, the Manager of HR Services and Chief Administrative Officer will determine if an investigation will be done internally by the Manager of HR Services and/or designate, or if an external investigator will be required.

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- a) If the complaint of Wrongdoing involves the Chief Administrative Officer, then the Manager of HR Services shall advise the Mayor to determine if an external investigator should conduct the investigation.
 - b) If the complaint of wrongdoing involves employees in HR Services, then the employee/supervisor shall advise the Chief Administrative Officer. If an investigation is warranted, then an external investigator shall be brought in to conduct the investigation.
- 4.5. Where a complaint has been brought to the direct attention of Council or a Council member, Council or the Council member shall consult with the Chief Administrative Officer and/or the Manager of HR Services.
- a) Where the complaint involves both the Chief Administrative Officer and the Manager of HR Services then the Council member will bring the issue to the attention of the Mayor who will seek a third party to conduct an investigation. The investigation process outlined in this policy will be followed.

5. INVESTIGATION

- 5.1. The Town will seek to resolve claims of wrongdoings as expeditiously as possible.
- 5.2. When appropriate, the individual that has been alleged to have committed the wrongdoing will be notified of the investigation and will have an opportunity to address the complaint and/or the findings.
- 5.3. All employees will be required to cooperate during an investigation, which includes keeping the investigation and/or their statements confidential.
- 5.4. A written report will be prepared and shall include a statement of factual findings and a determination of whether a wrongdoing has occurred or would have occurred had the investigation not interrupted the wrongdoing.
- 5.5. The employee(s) who brought the wrongdoing forward, and the employee(s) alleged to have committed the wrong doing, will receive a summary of the findings.
- 5.6. Where the investigation concludes that the wrongdoing occurred but was not the result of misconduct on the employee's part, corrective action will be taken to ensure the wrongdoing does not occur again and a review of the applicable policies and procedures will be undertaken. (Corrective action could be but is not limited to training, a review and/or amendment of process, etc.)
- 5.7. Where the investigation concludes that the wrongdoing was the result of the employee(s) misconducting themselves, then appropriate disciplinary action may be taken up to and including termination of employment for just cause.
- 5.8. Nothing in this policy prevents a member of a bargaining unit from filing a grievance where discipline has been issued.

6. REPORT OF A WRONGDOING AGAINST A MEMBER OF COUNCIL

- 6.1. If a complaint of wrongdoing involves a member of Council, then the employee may follow the Procedure Section of this Policy for reporting the wrongdoing. The C.A.O. or the Manager of HR Services will refer the matter to the Clerk for discussion. The Clerk will

ISSUED: 15 / 06 / 01	REVISED:	REVISION NO.:	Page 5 of 5	POLICY: 077
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Passed by Council on: _____

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Dave Meredith
Director, Operations & Environmental Services

PREPARED BY: Ryan Cole
Capital Project Technologist, Operations & Environmental Services

Catherine Bridgeman
Manager, Infrastructure & Asset Management,
Operations & Environmental Services

SUBJECT: **Doric Pickering Masonic Lodge ~ Restoration**

WARD(S): All

DATE OF MEETING: October 8th, 2015

REFERENCE: June 4th GGC Report: Canada 150 Community Infrastructure Program -
Doric – Masonic Lodge

April 23rd GGC Report: Property Acquisition: Doric Masonic Lodge
(Quaker Meeting House) 457 Kingston Road West

RECOMMENDATION:

That the report on the Doric Pickering Masonic Lodge ~ Restoration be received for information.

BACKGROUND:

The Doric Pickering Masonic Lodge (Appendix 1) was originally erected in 1867 by the Society of Friends (Quaker) Congregation. On June 24th 1908 a fire, caused by a lightning strike, destroyed all but the exterior walls of the facility. The Quakers restored the building by retaining an Oshawa contractor.

In 1943 the facility was purchased, and renovated, for use as the Doric Pickering Masonic Lodge.

In June 2013, staff was approached by representatives of Doric Pickering Masonic Hall Corporation to discuss options for the long term use and disposition of the building. Discussions ensued over July and August of 2014 with the view of establishing guiding principles leading to an eventual agreement for the acquisition of the Doric Pickering Masonic Lodge.

On September 18th, 2014, Council agreed to the guiding principles and authorized staff to obtain additional information to further assess the proposed acquisition, including:

- On November 20th, 2014 Real Estate Appraisers & Consultants conducted a property appraisal
- On December 2nd, 2014 Staff retained EXP Services Inc. to develop a Designated Substance Survey.

- On February 27th, 2015 Staff retained the services of MTBA Mark Thompson Brandt Architect & Associates Inc., with CDW Engineering and Jiri Tichy Engineering to complete a Building Condition Assessment and provide a class C budget estimate.

At the April 23rd, 2015 General Government Committee meeting, Council authorized staff to execute an agreement of Purchase and Sale and Occupancy Agreement for the Doric Pickering Masonic Lodge. Council also authorized staff to proceed with immediate repairs as identified in the MTBA Building Condition Assessment budgeted at \$60,000.

On May 15th 2015, the Federal Government announced the Canada 150 Community Infrastructure Program to celebrate Canada's 150th anniversary in 2017. The program provides funding for rehabilitation, renovation and expansion of existing community infrastructure assets that are non-commercial.

At the June 4th, 2015 General Government Committee meeting, as a result of the Canada 150 Infrastructure program funding announcement, staff identified a broader renovation budget of \$1,739,200.00 which included parking lot enhancements, new paving and storm water management, an increased scope of the kitchen and washroom addition, incorporation of a full height foundation replacement, accessibility upgrades and associated contract administration and design consulting.

Council authorized staff to proceed with the submission of the funding application to the Canada 150 Community Infrastructure Program for 50% of the project funding at \$869,600.

On June 4th, 2015 the Town executed the Agreement of Purchase and Sale with the Doric Pickering Masonic Hall Corporation.

On July 29th, 2015 the Town received confirmation from Minister Alexander's office that the Federal Government would provide \$434,800 of funding towards the project.

On August 17th, 2015 the Town executed the Occupancy Agreement with the Doric Pickering Masonic Hall Corporation.

On September 14th, 2015 Staff issued a Request for Quotation for the immediate repairs identified in the MTBA building condition assessment, which council endorsed at the April 23rd 2014 General Government Meeting. The RFQ closed on September 28th, 2015.

DISCUSSION:

Staff are currently moving forward with the immediate repair, as endorsed by Council at the April 23rd 2015 General Government Committee meeting. These repairs include:

- Structural reinforcement to the roof truss system;
- Concrete reinforcement to the crawlspace retaining walls; and
- Ventilation upgrades to the kitchen and washroom.

Staff are recommending a restoration scope of work that incorporates improvements to achieve building code compliance, increased functionality, security and accessibility upgrades.

The scope of work and construction budget estimate was developed by extracting information from the MTBA building condition assessment class C budget estimate as well as Town historical projects.

The restoration scope of work and construction cost estimate is outlined below;

Construction Type	Description of Work	Estimate
Accessibility Upgrades	Accessible concrete ramps at emergency exits, AODA auto door operators, update washroom accessories.	\$ 81,500.00
New Foundation and Structural Upgrades	Excavate basement to full clearance height, underpin existing stone foundation, install footings, add moisture barrier on floor, provide access for excavators, install waterproofing and weeping tile system, fire separation	\$ 631,000.00
Electrical Upgrades	Install wiring, general maintenance	\$ 2,500.00
HVAC Upgrades	Replace condenser and furnace vents, duct cleaning, etc.	\$ 16,500.00
Plumbing Upgrades	Install DCVA backflow device, shutoff water main at street, replace sump pump, replace domestic water heater.	\$ 14,300.00
Masonry Repair	Re-point brick and replace where needed, replace window sills where needed.	\$ 52,000.00
Soffit Repair	Repair and refinish wood soffits.	\$ 11,000.00
Windows	Repair and restore wood windows.	\$ 100,000.00
Doors	Repair doors and replace if required.	\$ 13,500.00
Flooring	Refinish original hardwood floors in banquet room, replace flooring in hallway	\$ 13,500.00
Painting	Painting of interior walls, ceilings and doors.	\$ 25,000.00
Kitchen & AODA Washroom Addition / Redevelopment	Installation of exterior addition to the South of the facility.	\$ 512,500.00
Hazardous Material	Removal of VCT asbestos tiles, mold remediation, installation of alarm system.	\$ 27,500.00
Eaves Trough	Remove and replacement of eaves trough and downspouts.	\$ 6,000.00
Parking Lot Rehabilitation	Paving and stormwater management.	\$ 232,400.00
Total		\$ 1,739,200.00

At the June 4th General Government Committee meeting Council endorsed staff to submit a funding application to the Canada 150 Community Infrastructure Program on the basis that the Town and Federal Government would be equal contributors of \$869,600.00 for the total project cost estimate of \$1,739,200.00.

The Town was successful in obtaining federal funding in the amount of \$434,800.00, however this increases the Town's funding contribution from \$869,600.00 to \$1,304,400.00.

With the federal government funding announcement, staff reviewed the restoration scope of work to determine if a potential reduction strategy could be achieved to align with the total funding commitment identified in the June 4th General Government Committee report. Staff concluded that the following scope of work could be removed and addressed as a future capital project.

Construction Type	Description of Work	Estimate
Windows	Repair and restore wood windows.	\$ 100,000.00
Parking Lot Rehabilitation	Paving and stormwater management.	\$ 232,400.00
Total		\$ 332,400.00

The reduction strategy reduces the Town's funding contribution from \$1,304,400.00 to \$972,000.00

The project schedule proposes a contract award to a consultant in April 2016. The development of the detailed construction drawings would be completed and construction is anticipated to start in November 2016. The facility would be out of service during the renovations and it's estimated that the project would be completed in the fall of 2017.

The proposed project aligns with the Heritage Advisory Committee's mandate to preserve historical sites, architecture and promote cultural history of the Town of Ajax.

The restoration of the Doric Pickering Masonic Lodge will not only preserve the unique local history and architectural heritage of the community, but it will allow the Town to showcase a renovated 1867 building during Canada's 150th year.

The renovated facility will also provide the Town with additional meeting space, neighborhood programs and rental accommodations.

FINANCIAL IMPLICATIONS:

The proposed Doric Pickering Masonic Lodge renovation will be funded as follows:

Funding Resource	Contribution Percentage	
Canada 150 Community Infrastructure Program	31%	\$ 434,800
Town of Ajax	69%	\$ 972,000
TOTAL	100%	\$1,406,800

A capital detail sheet will be completed as part of the 2016 Capital Budget/2017 to 2020 Long Range Capital Budget, with funding currently identified as follows:

Funding Source	Amount
Capital Contingency Reserve	\$434,800
Building Maintenance Reserve	\$537,200
TOTAL	\$972,000

COMMUNICATION ISSUES:

Staff will work with corporate communications and Doric Pickering Masonic Lodge to announce the purchase and renovation plans. In addition, a communication strategy will be developed to ensure that the public is informed of the project progress and timelines.

The General Contractor will be responsible to install a construction fence surrounding the property and post signage which will include a brief description of the scope of work and provide the public with contact information for general inquiries.

CONCLUSION:

That the report on the Doric Pickering Masonic Lodge ~ Restoration be received for information.

ATTACHMENTS:

Appendix 1 – North Elevation & Satellite Site Image

Ryan Cole
Capital Project Technologist, Operations & Environmental Services

Catherine Bridgeman
Manager, Infrastructure & Asset Management, Operations & Environmental Services

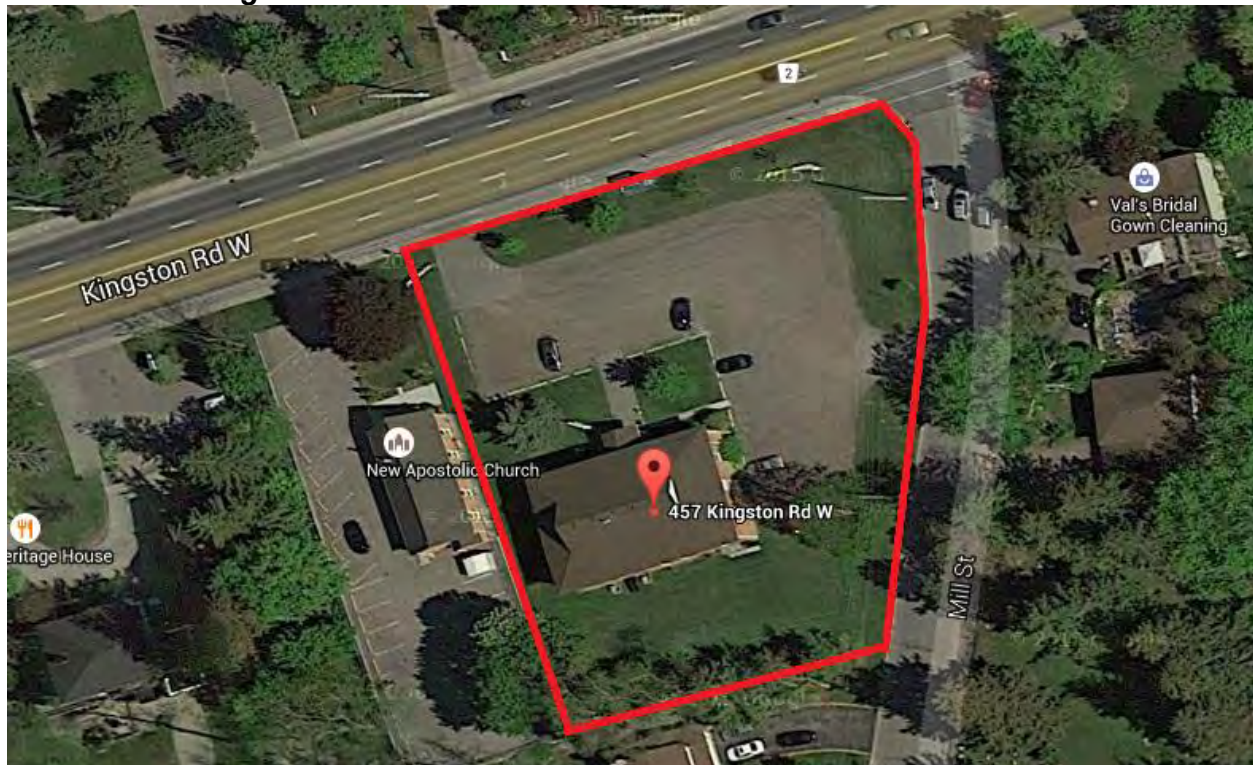
Dave Meredith
Director, Operations & Environmental Services

APPENDIX 1:

North Elevation



Site Satellite Image



TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Dave Meredith
Director, Operations & Environmental Services

PREPARED BY: Ryan Cole
Capital Project Technologist, Operations & Environmental Services

SUBJECT: **Contract Award: Roof & Skylight Condition Assessment**

WARD(S): All

DATE OF MEETING: October 8th, 2015

REFERENCE: RFP No. P15013 – Roof & Skylight Condition Assessment
Capital Account No. 962811.4108

RECOMMENDATION:

That Council award the contract for the Roof & Skylight Condition Assessment, to Englobe Corp. in the amount of \$95,146.00 (inclusive of all taxes)

BACKGROUND:

In June 2011, the Provincial Government of Ontario released the Building Together: Municipal Infrastructure Strategy which requires Ontario municipalities to develop a detailed asset management plan [AMP] to accompany any request for provincial infrastructure funding.

The AMP is essential to making the best possible decisions regarding the building, operating, maintaining, renewing, replacing and disposing of infrastructure assets. The objective of the AMP is to maximize the benefits, manage risk, and provide satisfactory levels of service to the public in a sustainable manner.

The Association of Municipalities Ontario [AMO] requires municipalities to complete an Asset Management Plan by December 31st, 2016. AMO requires municipalities to include the information and analysis as described in the Provincial Government of Ontario's Building Together: Municipal Infrastructure Strategy.

Through the Federal Gas Tax Fund, municipalities must also demonstrate that projects are prioritized based on AMP practices.

DISCUSSION:

Recognizing AMO's asset management plan requirements, staff developed a roof and skylight condition assessment Request for Proposal. The RFP will retain the services of a roofing consultant to conduct field investigations in order to develop a comprehensive condition assessment report. The report will include recommendations for immediate repairs, maintenance items and capital replacement. Each recommendation will include budgetary estimates, priorities and define action years which will support the Town's Long Range Capital Forecast.

Request for Proposals (RFP) documents were issued to 20 prospective Proponents with Proposals being received back from nine of these, prior to the closing on August 11, 2015. Listed below is a summary of the Proposals received:

NAME OF PROPONENT
Thermaco Engineering Services (1986) Ltd.
Roofchek Inspection & Design Services Inc.
T. J. Allen Partners Inc.
IRC Building Sciences Group
Remy Consulting Engineers Ltd.
Englobe Corp.
OH Environmental, O/A OHE Consultants
WSP Canada Inc.
Cion Corp.

The following is the Proposal Evaluation Criteria used for this RFP:

PROPOSAL EVALUATION CRITERIA FORM	
EVALUATION CRITERIA	AVAILABLE POINTS
<u>Qualifications & Experience</u> Demonstrated Experience of the Company [10 points] Demonstrated Experience of Key Personnel [5 points] Information Obtained through References [5 points]	20
<u>Submission/Quality of Proposal</u> Responsiveness/Completeness of Submission [10 points] Demonstrated Willingness to Comply with Terms of the RFP [5 points]	15
<u>Project Deliverables/Technical Response</u> Demonstrated Understanding of the Requirements [10 points] Quality/Completeness of Approach/Work Plan/Methodology [15 points] Quality/Completeness of Sample Report [15 points] Ability to Meet Time Estimates/Deadlines [5 points]	45
<u>Pricing</u> Cost effectiveness of the Proposal	20
TOTAL POINTS	100
Interview (if applicable)	50
Grand Total Points	150

An Evaluation Committee, made up of Operations & Environmental staff, reviewed all of the Proposals received. Based on the evaluation criteria, specified in the RFP document, Englobe Corp. was the highest scoring Proponent and met all of the needs of the Town.

Through the evaluation process, staff identified an opportunity to expand the scope of work to include additional facilities.

RFP Facilities

- Ajax Community Centre
- Ajax Main Branch Library
- Ajax Municipal Building
- Fire Station No.1
- St. Andrews Gym
- Village Arena

Additional Facilities

- Ajax Memorial Pool Change Room
- Carruthers Marsh Pavilion
- Greenwood Discovery Pavilion
- Fire Station No.2
- Fire Headquarters
- Kinsmen Heritage Centre
- Mill Street Community Centre
- Operations Centre
- Paulynn Park Pavilion
- Rotary Park Pavilion
- St. Andrews Senior Centre
- St. Francis Centre
- Village Community Centre
- Village Library
- Doric Pickering Masonic Lodge

The Request for Proposal, instruction to Proponents item 16. Negotiations, provides the Town the ability to reserve the right to enter into discussion/negotiation with the selected Proponent.

On September 2nd, 2015 Staff opened discussions with Englobe Corp. which eventually lead to a negotiation meeting on September 16th, 2015. Staff requested a fee proposal for additional facilities to be included in the roof & skylight condition assessment.

On September 17th, 2015 Englobe submitted their fee proposal for the additional facilities as negotiated with staff.

FINANCIAL IMPLICATIONS:

Capital Account No. 962811 – Roof & Skylight Condition Assessment

Approved Capital Budget		\$110,000.00
Contract (net of HST rebate)	\$ 85,681.92	
Contingency	\$ 8,568.19	<u>\$ 94,250.11</u>
Under Budget		<u>\$ 15,749.89</u>

A 10% project contingency has been allocated to this award to ensure sufficient funding is available to address potential risk factors that may be encountered during the roof and skylight condition assessment. Risk factors include:

- Site conditions different than those anticipated; and
- Poor weather conditions.

The Capital Detail Sheet is attached for information.

COMMUNICATION ISSUES:

Staff will work with corporate communications to develop a communication plan to ensure that the public is informed of the project progress and timelines.

CONCLUSION:

It is the recommendation of staff that Englobe Corp. be awarded the contract for the Roof & Skylight Condition Assessment, being the highest scoring Proponent.

Ryan Cole
Capital Project Technologist of Operations & Environmental Services

Dave Meredith
Director of Operations & Environmental Services

Sheila Strain
Director of Finance/Treasurer

Rob Ford
Chief Administrative Officer

TOWN OF AJAX
2015 CAPITAL BUDGET / 2016-2019 LONG RANGE CAPITAL FORECAST
DETAIL SHEET

Department	Operations & Environmental Services
Section	Building Maintenance
Project Name	Roof and Skylight Cond.Assess
Submitted By	Catherine Bridgeman, Manager of Infrastructure & Capital Projects
Start Year	2015
Project Number	0962811

PROJECT DESCRIPTION / JUSTIFICATION	
<p>Many of the Town's existing roof and skylight systems are over 20 years old and in the next 5 years will require replacement. In an effort to determine the state of repair, staff are recommending that a roof and skylight condition assessment be undertaken to identify the existing condition and provide recommendations for repair. The consultant will be required to provide recommendations that align with the Town of Ajax's Energy Management Plan that outlines a plan to reduce energy and improve building envelope performance through sustainable design and construction. The rooftop and skylight condition assessment will include the following facilities:</p> <ul style="list-style-type: none"> - Ajax Community Centre - Municipal Building - Main Branch Library - St. Andrew's Gym - Fire Station #1 - Village Arena 	

EXPENDITURES / FUNDING						
	2015	2016	2017	2018	2019	Total
Total Expenditures	110,000					110,000
Building Maintenance Reserve	110,000					110,000
Total Funding	110,000					110,000

**TOWN OF AJAX
REPORT**



REPORT TO: General Government Committee

SUBMITTED BY: Dave Meredith, Director, Operations & Environmental Services

PREPARED BY: Jade Schofield, MSc, Environmental Sustainability Coordinator

SUBJECT: Clean Air Council 2015 Intergovernmental Declaration

WARDS: All

DATE OF MEETING: October 8th 2015

REFERENCE: Integrated Community Sustainability Plan

RECOMMENDATIONS:

1. That Council support:

- a) **the Clean Air Council's activities by continuing to take actions locally to improve air quality and plan for climate change;**
- b) **the Clean Air Council by attending the October 23, 2015 'Clean Air Council Summit' and signing the 2015 Clean Air Council Inter-governmental Declaration.**

1.0 BACKGROUND:

The Clean Air Council (CAC) is a network of municipalities, health units and federal and provincial governments from across the Greater Toronto, Hamilton and South western Ontario Area. For the first ten years the CAC, hosted an annual summit to bring together political representatives from the Greater Toronto and Hamilton Area. The initial focus of these summits was to showcase and promote initiatives that were aimed at improving air quality in the Greater Golden Horseshoe.

Over the past couple of years, the summit focus has expanded to encompass other emerging issues such as green development, climate change, and green economic development as well as providing a forum for municipalities to adopt and sign the Inter-Governmental Declaration on Clean Air & Climate Change. The upcoming declaration will help to guide the CAC's work from 2015 to 2018.

The 2015 summit is scheduled to be held on October 23rd from 9.00 a.m. - 3.00p.m. at the City of Toronto, Council Chambers (100 Queen Street West, Toronto).

2.0 DISCUSSION:

Town staff attend regular Clean Air Council meetings hosted by the Clean Air Partnership to:

- Learn from the experiences of other participants to better implement solutions to air quality and climate change challenges;
- Contribute a local voice to the benefits of addressing air pollution and climate change issues;
- Access informative workshops, reports, and initiatives, and to share best practices;
- Identify funding sources and improve our ability to address air quality and climate change issues in an economically effective way; and,
- Access opportunities for collaborative and coordinated research with other municipalities across the region and across Canada.

2.1 Inter-Governmental Declaration on Clean Air & Climate Change

The Clean Air Council along with its member municipalities have developed an Inter-Governmental Declaration on Clean Air & Climate Change to guide their work from 2015 to 2018. This declaration covers the following themes:

1. *Continuous improvement related to implementation of corporate energy conservation, green procurement and green fleets plans.*
2. *Incorporation of future climate and extreme weather conditions into municipal decision making and identification of opportunities to increase community resilience.*
3. *Development and implementation of active transportation and transportation demand management into transportation planning, policy and decision making.*
4. *Identification and integration of health evidence into transportation, land use, climate change, and natural spaces planning decisions.*
5. *Increase and strengthen recognition of municipal authority to implement community green development standards based on performance metrics that are monitored, reviewed and updated on an ongoing basis.*
6. *Continuous efforts towards encouraging public engagement and facilitation of community actions on municipal environmental, climate change, clean air and sustainability priorities and efforts.*
7. *Identification and prioritization of opportunities to better manage green infrastructure to meet community infrastructure, health and ecosystem service needs.*
8. *Development of a community objective for energy use and planning that recognizes the role energy plays in local economic development, energy security and resilience, addressing air pollution and climate change, and building healthier and more resilient, livable and competitive communities.*
9. *Integration of sustainability considerations and opportunities into all municipal strategies, plans, departments and council reports.*
10. *Work with the Province of Ontario and the Government of Canada on the implementation of an Air Quality Management System to ensure continuous improvements in air quality by incorporating interventions and policies that address*

emission reduction opportunities and reduce air pollution exposure in order to protect the health of residents.

2.2 Clean Air Council Summit 2015

This year's summit will be held on Friday October 23, 2015 from 9.00 a.m. to 3:00 p.m. at the City of Toronto Council Chambers. An invitation from the Clean Air Partnership was sent to each member of Council on July 7 2015 via email.

The Clean Air Partnership and City of Toronto have invited political representatives, change agents, decision makers and sustainability leaders to a Clean Air Council Summit on Friday October 23rd, 2015 at Toronto City Hall Council Chambers.

*The October 23rd **Clean Air Council Summit** will bring Mayors and Councillors from across the GTHA and Southwestern Ontario together with the provincial Minister of Environment and Climate Change Glen Murray to share the message that municipalities play a key role in advancing air pollution and climate change solutions. In addition, the 2015 Clean Air Council Inter-governmental Declaration on Clean Air and Climate Change will be launched at the CAC Summit. The CAC Declaration will highlight the top 10 priority action areas that CAC members will work together on to advance sustainable, livable communities by: reducing energy use, saving money and limiting emissions; making the movement of people and goods more efficient; and making our communities healthier and more competitive and resilient.*

The event is free for Clean Air Council member organizations (of which Ajax is one).

Town of Ajax Councillors wishing to attend this event will be provided the opportunity to sign the declaration.

The Town's Integrated Community Sustainability Plan (2013) illustrates its commitment to environmentally responsible practices that promote energy and water conservation; provide sustainable transportation options; promote and invest in green infrastructure; take action to improve local air quality; and, plan for mixed use communities that offer active transportation options. All these actions indicate that the Town is moving towards developing a local green economy.

3.0 FINANCIAL IMPLICATIONS:

The Town's 2015-2016 Clean Air Council annual membership fee is \$2,000.00.

4.0 COMMUNICATION ISSUES:

On July 7, 2015, members of Council were sent invitations to attend the 2015 Clean Air Council Summit in Toronto and have been asked to confirm their attendance with Gabriella Kalapos at gkalapos@cleanairpartnership.org or 416-338-1288.

5.0 CONCLUSION:

Ajax's membership in the CAC offers a great opportunity to liaise with municipalities across the region and the country, and to share best practices for improving air quality and addressing the impacts of climate change. Through the CAC, the Town has also benefited from senior government initiatives, pilot projects and interaction with experts in various fields who provide informative presentations on research and development as well as new technologies and studies.

Ajax's membership in the Clean Air Council has offered the Town tremendous opportunities to capitalize on air quality and climate change initiatives that have benefited the community and our local environment.

Staff encourage all members of Council to attend the 2015 Clean Air Council Summit to show support for the Clean Air Council.

Jade Schofield, MSc
Environmental Sustainability Coordinator

Dave Meredith
Director, Operations & Environmental Services

ATTACHMENT:

ATT-1: Invitation to the 2015 Clean Air Council Summit

ATT-2: 2015-2018 Clean Air Council Inter-Governmental Declaration on Clean Air & Climate Change

ATT-1: Invitation to the 2015 Clean Air Council Summit



Dear Councillor:

The Clean Air Partnership and City of Toronto are pleased to invite you to join other municipal leaders from the Greater Toronto, Hamilton (GTHA) and Southwestern Ontario area and provincial ministers at the:

Clean Air Council Summit
Friday October 23rd, 2015
9:00 am until 3:00 pm
Toronto City Hall Council Chambers

The Clean Air Council (CAC) is a network of 26 municipalities and health units who work collaboratively on the development and implementation of clean air and climate change mitigation and adaptation actions.

The October 23rd **Clean Air Council Summit** will have presentations and discussions with speakers such as Mel Cappe from Canada's Ecofiscal Commission and Karen Clark Whistler from TD Bank who will speak to opportunities to better align economic and environmental policies and practices.

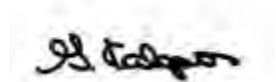
The Summit will also bring Mayors and Councillors from across the GTHA and Southwestern Ontario together with political leaders such as the Minister of Environment and Climate Change Glen Murray to share the message that municipalities play a key role in advancing air pollution and climate change solutions. In addition, the 2015 Clean Air Council Inter-governmental Declaration on Clean Air and Climate Change will be launched via a Declaration signing ceremony at the CAC Summit. The CAC Declaration will highlight the top 10 priority action areas that CAC members will work together on to advance sustainable, livable communities by: reducing energy use, saving money and limiting emissions; making the movement of people and goods more efficient; and making our communities healthier and more competitive and resilient.

Town of Ajax's continued support and participation in the CAC has helped to make CAC member municipalities national leaders on the collaboration and implementation of clean air and climate change actions. I hope you will be able to participate in this important invitation-only event which is free for CAC member municipalities.

If you have any questions please contact me at gkalapos@cleanairpartnership.org or 416-338-1288, or your jurisdiction's representative on the Clean Air Council, Jade Schofield at jade.schofield@ajax.ca.

Please see below for more information on the Clean Air Council and the Summit's preliminary agenda and kindly confirm your attendance by registering [here](#).
I look forward to seeing you at the Summit on October 23rd.

Sincerely,



Gabriella Kalapos
Executive Director, Clean Air Partnership
Co-Chair of Clean Air Council

October 23rd Clean Air Council Summit

9:00 – 9:30 am	Welcome
9:30 – 10:10	Mel Cappe , Professor of Public Policy and Governance and Commissioner of Canada's Ecofiscal Commission: Options for Greater Economic and Environmental Prosperity via Smart, Practical and Attainable Ecofiscal Policy Solutions.
10:10 – 10:40	David Thompson , Director for Sustainable Communities, Sustainable Prosperity: Environmental Pricing Reform and Pricing Development Right (tbc)
10:40 – 11:10	Karen Clarke Whistler , Chief Environmental Officer at TD Bank: Identifying and Quantifying Links between Environmental Quality and Economic Progress
11:10 – 11:40	Minister Glen Murray , Ontario Minister of the Environment and Climate Change
11:40 – 12:00	Signing of 2015 Clean Air Council Inter-governmental Declaration on Clean Air and Climate Change
12:00 – 12:20	CAC Political Representatives Media Scrum
12:20 – 1:30	Private Lunch for CAC Member Ministers, Mayors and Councillors
1:30 – 2:00	Clean Air Council Member's Actions and Outcomes
2:00 – 2:45	Municipal Ecofiscal Realignment Case Studies
2:45 – 3:00	Closing Remarks & Next Steps

About the Clean Air Council

The Clean Air Council (CAC) promotes the reduction of air pollution and greenhouse gas emissions and increased awareness of regional air quality and climate change issues through the collective efforts of all levels of government. The Clean Air Council identifies and promotes effective initiatives to reduce the occurrence of air pollution and greenhouse gas emissions in the Greater Toronto Area and Southwestern Ontario, and their associated health risks. The Clean Air Council works on the very simple premise that if one jurisdiction undertakes a clean air and climate change action, it makes sense to share their experience and lessons learned with other jurisdictions. In this way it helps to promote and raise the bar for the implementation of actions that will lead us to lower carbon and more healthy and livable communities.

About Clean Air Partnership

Clean Air Partnership (CAP) is a registered charity whose mission is to transform communities into sustainable, vibrant, resilient places where resources are used efficiently, the air is clean to breathe and greenhouse gas emissions are minimized. Clean Air Partnership serves as the secretariat and co-chair of the Clean Air Council.

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CLEAN AIR COUNCIL 2015 – 2018 INTER-GOVERNMENTAL DECLARATION ON CLEAN AIR & CLIMATE CHANGE

PREAMBLE

In 2001, the Clean Air Council (a network of municipalities and health units from across the Greater Toronto, Hamilton and more recently Southwestern Ontario Area) was established to work collaboratively on the development and implementation of air pollution and climate change mitigation and adaptation actions. The Clean Air Council is based on the premise that municipalities benefit from actions to reduce energy use in order to save money and limit emissions; make the movement of people and goods more efficient; and make communities more healthy, livable, competitive and resilient.

The Clean Air Council was created in response to strong scientific evidence linking air pollutants to various illnesses and breathing problems when in 2000 the Ontario Medical Association declared air pollution "a public health crisis". More recently the World Health Organization has classified air pollution as a carcinogen and the Intergovernmental Panel on Climate Change (IPCC) stated that the warming of the climate system is unequivocal and that human influence on the system is clear. In addition, the central findings of a 2015 report by the Lancet Commission on Health and Climate Change highlights the many health and social benefits of action on climate change, stating that action to address climate change could be "the greatest health opportunity of the 21st Century".

Synergistic actions that address air pollution and climate change enable communities to address the two problems with common solutions. The creation of lower carbon communities that are more efficient, sustainable and resilient are one of the main tools that will enable us to tackle the joint challenge of air pollution and climate change and foster our communities' competitiveness and livability.

Clean Air Council members work collaboratively to tackle air pollution and climate change through agreed upon priorities; tracking, analyzing and determining the outcomes of actions; and bringing experts and practitioners in the various activity areas together to share experiences and lessons learned.

There are many benefits to a collaborative approach to addressing air quality and climate change issues. Having multiple jurisdictions and multiple disciplines at the same table enhances networking and the exchange of resources and information. It ensures that no one group is working in isolation, and that efforts are not unnecessarily duplicated. Inter-governmental and inter-regional cooperation also provides an opportunity to leverage scarce resources for research, outreach and other air quality and climate change

mitigation and adaptation initiatives. Working together, the Clean Air Council enables members to achieve far more with fewer resources and reduced risk.

THE GOALS OF THE CLEAN AIR COUNCIL ARE TO:

- Address air quality and climate change challenges through a dynamic network that expands knowledge and encourages practical and successful policies and actions;
- Promote a better understanding of air quality and climate change problems and opportunities among municipalities, public health and policy makers to improve their ability to address these problems in an economically effective way;
- Explore opportunities for joint initiatives to reduce air pollution and greenhouse gas emissions and increase climate change adaptation and resilience actions;
- Develop and report on progress of Inter-governmental Declarations of Clean Air and Climate Change;
- Track and monitor the implementation and transfer of clean air and climate change actions across the jurisdictions; and
- Liaise with municipalities in Ontario, Canada and internationally, and with organizations that have compatible mandates to share best practices for reducing air pollution and greenhouse gas emissions and increasing community livability and resilience.

ACKNOWLEDGING AND THANKING the City of Toronto, Clean Air Council member jurisdictions, provincial, federal and other partners for providing financial and in-kind support for the Clean Air Council work program and assistance in developing, implementing and reporting on progress on actions listed in the various Clean Air Council Inter-governmental Declarations on Clean Air and Climate Change.

ARTICLE 1 – STATEMENT OF COMMON UNDERSTANDING & COMMITMENT

1. Evidence based research has linked air pollution levels commonly experienced in southern Ontario to premature deaths, hospitalizations, increases in chronic heart and lung diseases including lung cancer, and acute respiratory and cardiovascular diseases. Even a small increase in air pollution elevates the risk of health impacts, particularly among those who are most vulnerable and sensitive to air pollution such as young children, older adults and those with pre-existing respiratory and cardiovascular illnesses.
2. Climate change scenarios project an increased risk from extreme weather and other climate-related events in Canada such as floods, drought, forest fires, increased air pollution and heat waves – all of which increase health risks to Canadians.
3. Research has also indicated that air pollution has a detrimental impact on terrestrial and aquatic ecosystems.
4. Air pollution, through health effects, environmental degradation, building and property damage, adversely impacts the economy and quality of life.
5. Land use and transportation planning decisions that encourage sustainable urban development can have multiple benefits on air quality and human health.

6. Transportation is the most significant source of emissions that contribute to both air pollution and climate change. Building energy use is also a major contributor.
7. Air pollution and climate change are two atmospheric problems sharing common sources. For example, fossil-fuel combustion is a key contributor to air pollution and climate change, producing smog precursors and greenhouse gas emissions.
8. Municipalities are fundamental to achieving local, community based emission reductions since they have significant influence on development, land use and transportation decisions that shape the pattern of energy use within communities. Municipalities are also the order of government closest to citizens and can most easily engage households and businesses to implement local projects to reduce emissions. Municipal contributions to Ontario and Canada's air pollution and greenhouse gas reduction targets must be considered an essential element to achieving long-term and cost effective emission reductions.
9. Increased recognition and authority from provincial ministries and federal departments regarding the municipal role in influencing community air pollution and greenhouse gas emissions is needed to enable municipalities to meet air pollution and climate change opportunities and goals and create the livable, healthy, resilient and competitive communities Ontarians desire.
10. Public health units, which operate either within a municipal governance structure or report to a stand-alone board of health, have a mandate under the Ontario Public Health Standards to increase awareness of the health impacts of air quality and climate change; and to use a health equity lens to address impacts to our most vulnerable populations.
11. Addressing reductions of major air pollutants and greenhouse gas emissions requires collaboration between all orders of government, sectors and jurisdictions. By sharing the best practices from jurisdictions across the GTHA, southwestern Ontario and beyond, we can support one another in achieving improvements in air quality and climate change at a local and regional level for the benefit of all.
12. Understanding the value of ecosystem services to human health, CAC members aim to improve the health of their residents and their communities via their collective efforts and an ecohealth¹ approach, to reduce pollution and greenhouse gas emissions, manage invasive species, and protect urban forests, green space, natural heritage systems, watersheds and biodiversity.
13. CAC members recognize that they are making decisions that will impact their communities for decades to come and that it is of vital importance to factor in how future climate conditions may affect their community and identify and act on opportunities to build resilience into decision making.
14. CAC members' commitment to undertaking actions to make their communities more efficient and livable will reduce air pollution and greenhouse gas emissions and reduce their contribution to smog and climate change and its associated health, economic and ecosystem effects.
15. CAC members commit to monitoring and reporting on their progress and outcomes achieved related to present and past CAC declaration actions.

¹ **EcoHealth** is an emerging inter-disciplinary field of study researching how changes in the earth's ecosystems affect human health. EcoHealth examines changes in the biological, physical, social and economic environments and relates these changes to human health.

ARTICLE 2 – SIGNATORIES TO THE CLEAN AIR COUNCIL INTER-GOVERNMENTAL DECLARATION ON CLEAN AIR AND CLIMATE CHANGE

Ajax, Town of
Aurora, Town of
Brampton, City of
Burlington, City of
Caledon, Town of
Clarington, Municipality of
Durham, Regional Municipality of
East Gwillimbury, Town of
Halton, Regional Municipality of
Halton Hills, Town of
Hamilton, City of
King, Township of
London, City of
Markham, City of

Mississauga, City of
Newmarket, Town of
Oakville, Town of
Peel, Regional Municipality of
Pickering, City of
Richmond Hill, Town of
Toronto, City of
Vaughan, City of
Whitby, Town of
Windsor, City of
York, Regional Municipality of
Government of Ontario
Government of Canada

ARTICLE 3 – CALL FOR FUTURE CLEAN AIR COUNCIL ACTION

While greenhouse gas emissions have been reduced and air pollution has improved in Ontario over the past decade, the Clean Air Council ensures that commitments made under this and past Inter-governmental Declarations supports continuous improvements on air pollution and climate change issues.

The Clean Air Council members commit to advancing the development of a long-term collaborative process between municipal members and province of Ontario ministries and federal government departments to advance the actions and policies listed below in order to: help further reductions in air pollution and greenhouse gas emissions, better prepare for climate change, share information, and where possible, to share resources and undertake appropriate research and actions.

The members of the Clean Air Council commit to work collaboratively to develop healthy, lower carbon and sustainable communities in accordance with the following priority action areas²:

1. Continuous improvement related to implementation of corporate energy conservation, green procurement and green fleets plans.
2. Incorporation of future climate and extreme weather conditions into municipal decision making and identification of opportunities to increase community resilience.
3. Development and implementation of active transportation and transportation demand management into transportation planning, policy and decision making.
4. Identification and integration of health evidence into transportation, land use, climate change, and natural spaces planning decisions.

² The numbering sequence does not correlate to a prioritization of Declaration Actions.

5. Increase and strengthen recognition of municipal authority to implement community green development standards based on performance metrics that are monitored, reviewed and updated on an ongoing basis.
6. Continuous efforts towards encouraging public engagement and facilitation of community actions on municipal environmental, climate change, clean air and sustainability priorities and efforts.
7. Identification and prioritization of opportunities to better manage green infrastructure to meet community infrastructure, health and ecosystem service needs.
8. Development of a community objective for energy use and planning that recognizes the role energy plays in local economic development, energy security and resilience, addressing air pollution and climate change, and building healthier and more resilient, livable and competitive communities.
9. Integration of sustainability considerations and opportunities into all municipal strategies, plans, departments and council reports.
10. Work with the Province of Ontario and the Government of Canada on the implementation of an Air Quality Management System to ensure continuous improvements in air quality by incorporating interventions and policies that address emission reduction opportunities and reduce air pollution exposure in order to protect the health of residents.

ARTICLE 4 - PROGRESS REPORT ON PAST CLEAN AIR COUNCIL DECLARATION ACTIONS

- 1. Monitor progress on the implementation of community Active Transportation and/or Complete Streets Plans and Policies to create a modal shift from single occupancy vehicle use to active transportation.**
 - Approved Active Transportation Plans: Ajax, Aurora, Brampton, Burlington, East Gwillimbury, Halton Hills, Hamilton, Markham, Mississauga, Newmarket, Oakville, Region of Peel, Richmond Hill, Toronto, Vaughan, Whitby, York Region
 - Active Transportation Plans in Progress: Clarington, Halton Region, London, Oshawa, Pickering

- 2. Monitor progress on the implementation of corporate and community green development policies and practices and identify results and best practices.**
 - Approved corporate green development policies/standards: Ajax, Burlington, Caledon, East Gwillimbury, Halton Region, Halton Hills, Hamilton, London, Markham, Mississauga, Newmarket, Oakville, Pickering, Richmond Hill, Toronto, Vaughan, York Region
 - Corporate Green Development Policies/Standards in Progress: Aurora, Brampton, King, Region of Peel
 - Approved community green development policies/standards/incentives: Brampton, Caledon, East Gwillimbury, Halton Hills, Hamilton, Markham, Mississauga, Pickering, Richmond Hill, Toronto, Vaughan, York Region
 - Community Green Development Policies/Standards/Incentives in Progress: Ajax, Aurora, Burlington, Clarington, London, King, Oakville, Oshawa, Region of Peel

- 3. Community Energy Inventories, Plans and Reduction Targets.**
 - Community Energy Inventories undertaken: Ajax, Brampton; Burlington, Caledon, East Gwillimbury, Halton Hills, Hamilton, London, Markham, Mississauga, Oakville, Oshawa, Region of Peel, Richmond Hill, Pickering, Toronto, Vaughan, Windsor
 - Approved Community Greenhouse Gas Reduction Targets: Ajax, Burlington, Caledon, Halton Hills, Hamilton, London, Markham, Mississauga, Oakville, Oshawa, Region of Peel, Pickering, Richmond Hill, Toronto, Vaughan
 - Community Greenhouse Gas Reduction Target in Progress: Brampton, Windsor, York Region,
 - Approved Community Energy Plans: Burlington, East Gwillimbury, Halton Hills, London, Oakville (update planned for 2016), Toronto
 - Community Energy Plans in Progress: Markham, Vaughan, Newmarket, Windsor

- 4. Increase the implementation of renewable energy purchasing or production.**
 - Green Energy Purchasing: Aurora (2008-12), Caledon, Hamilton, Mississauga (2008 -2013), Oakville, Region of Peel, Toronto, Vaughan, York Region
 - Green Energy Production: Ajax, Aurora, Brampton, Burlington, Caledon, Halton Region, Halton Hills, Hamilton, London, King, Markham, Mississauga, Newmarket, Oakville, Region of Peel, Pickering, Richmond Hill, Toronto, Vaughan, Whitby, Windsor, York Region

5. **Develop and implement Community Action Plans outlining actions aimed at reducing energy use and mitigating air pollution and climate change.**
 - Approved Community Action Plans: Ajax, Brampton, Burlington, Caledon, Durham Region, East Gwillimbury, Halton Hills, London, Markham, Mississauga, Oakville, Region of Peel, Pickering, Richmond Hill, Toronto, Vaughan, York Region
 - Community Action Plans in Progress: Clarington, Hamilton, King Township, Markham (Bayview Glen Neighbourhood Action Plan), Whitby, Windsor
6. **Monitor and Report on progress related to the implementation of Community Action Plans.**
 - Approved Community Action Plan Implementation Progress Reports: Ajax, Burlington, Halton Hills, London, Mississauga, Oakville, Region of Peel, Toronto, Vaughan
7. **Develop and implement corporate Green Procurement Policies that increase the implementation of environmental, energy efficiency zero-waste and sustainable criteria in purchasing, lease and contract decisions.**
 - Approved Green Procurement Policies/Procedures: Ajax, Brampton (Energy Star and EcoChoice label criteria), Burlington; Caledon, Halton Hills (sustainable procurement procedure), Halton Region, Hamilton (life cycle costing policy), London (built into purchasing policy), Pickering (built into purchasing policy), Oakville (green procurement procedure), Toronto (green procurement procedure), Windsor, York Region
 - Green Procurement Policies in Progress: Aurora, Brampton, Clarington, Markham, Mississauga, Region of Peel, Oshawa, Richmond Hill, Vaughan, Whitby
8. **Develop Urban Forestry Plans that identify actions aimed at increasing, protecting and maintaining the urban forest.**
 - i-Tree/Urban Forest Studies undertaken: Ajax, Burlington (street trees), London, Markham, Oakville, Region of Peel (in partnership with Brampton, Caledon and Mississauga), Pickering, Richmond Hill, Toronto, Vaughan, Whitby, York Region (including financial support for York municipalities)
 - i-Tree/Urban Forest Studies in Progress: Aurora
 - Approved Urban Forestry Plans: Ajax, Burlington, London, Mississauga, Oakville, Oshawa, Region of Peel, Toronto, Vaughan
 - Urban Forestry Plans in Progress: Richmond Hill, York Region
 - Approved Infestation Plans: Ajax, Aurora, Burlington, Hamilton, London, King Township, Markham, Mississauga, Oakville, Oshawa, Pickering, Richmond Hill, Toronto, York Region
 - Infestation Plans in Progress: Region of Peel
9. **Develop municipal urban agriculture strategies that minimize barriers and actively promote and support increased urban food production.**
 - Approved Community Gardening Policies: Brampton, Burlington, Clarington, Hamilton, London, Markham, Mississauga, Oshawa, Toronto, Vaughan, Windsor
 - Community Gardening Policies in Progress: Richmond Hill
 - Approved Urban Agriculture Plans: Toronto
 - Urban Agriculture Plans in Progress: Hamilton

- 10. Develop Local Food Procurement actions and policies that set local food targets for day cares, long term care centres and/or municipal cafeterias and food services.**
 - Local Food Procurement Policies in Place: Halton Region, Markham, Toronto
- 11. Develop Climate Change Adaptation Plans and integrate climate change adaptation into existing and future municipal plans, in order to identify potential climate change risks and incorporate short term and long term opportunities for increasing community resilience into decision making.**
 - Approved Climate Change Adaptation Plans: Ajax, Durham Region (corporate), Oakville, Region of Peel (in partnership with Brampton, Caledon and Mississauga), Toronto, Windsor (corporate)
 - Climate Change Adaptation Plans in Progress: Ajax (Implementation Plan), Durham Region (community plan and working collectively with local area municipalities), Hamilton, London, Vaughan, York Region.
- 12. Develop a Green Fleets Action Plan that identifies actions aimed at reducing emissions through municipal vehicle purchases, operations and behaviours and to support the transfer of lessons learned and actions.**
 - Green Fleets Plans Approved: Ajax, Brampton, Burlington, Halton Region, Hamilton, London, Markham, Mississauga, Oakville, Toronto, Vaughan, Windsor
 - Green Fleets Plans in Progress: Clarington, Halton Hills, Richmond Hill, Whitby, York Region
 - Green Fleets Progress Reports Approved: Brampton, Hamilton, Mississauga, Oakville, Toronto
 - Green Fleets Progress Report being developed: Ajax, London
- 13. Build collaboration with community partners to engage them in supporting the development and implementation of Actions Plans and share lessons learned with Clean Air Council members on how to develop and foster community partnerships.**
 - Community Climate Action Funds in Place: Ajax, Caledon, Halton Hills, London (Active & Green Communities – pilot program), Markham, Oakville, Pickering, Toronto
 - Community Climate Change Action Funds in development: Vaughan

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Paul Allore,
Director of Planning and Development Services

PREPARED BY: Andrew Jackson, Landscape Architect

SUBJECT: **Contract Award – Gillett Neighbourhood Park Construction**

WARD: 2

DATE OF MEETING: October 8, 2015

REFERENCE: Capital Account 963411 – Menkes NP - Gillett
RFT No. T15036 – Gillett Neighbourhood Park Construction

RECOMMENDATIONS:

1. That Council award the contract for the Gillett Neighbourhood Park, to Melfer Construction Inc. in the amount of \$965,000.00 (inclusive of all taxes).
2. That Council award the contract administration and inspection services to NAK Design Strategies in the amount of \$31,640.00 (inclusive of all taxes).
3. That Council award the contract for geotechnical services to Nasiruddin Engineering Limited, in the amount of \$10,000.00 (inclusive of all taxes).
4. That Council approve the funding, to be allocated to Capital Account No. 963411:

Development Reserve	\$ 17,890.47
Development Charge 2008	\$ 14,505.78
Development Charge 2013	<u>\$161,014.25</u>
Total	\$193,410.50

BACKGROUND:

The approved 2015 Capital budget includes a provision for the construction of a 2.6 ha neighbourhood park located on the west side of Gillett Drive, at the western terminus of Elston Avenue. The Gillett Neighbourhood Park will consist of a senior and junior playground, an irrigated soccer field, a basketball court, a parking lot, a gazebo, benches, waste receptacles, bicycle rings, asphalt walkways, pedestrian lighting, shade trees, armourstone walls and rails, and sod.

This park has been designed with input from the Parks Design Review Team. Construction of the park is planned to begin in the autumn of 2015 and is expected to be completed by early summer of 2016.

DISCUSSION:

1. Contract award to Melfer Construction Inc. for the Gillett Neighbourhood Park:

Request for Tender (RFT) documents were issued to 16 prospective bidders, with bids being received back from seven of these, prior to the closing on September 29, 2015. Upon review of the seven bids received, one of the submissions was found to be non-compliant and therefore cannot be considered in the award. During the analysis of the compliant bids, some arithmetic errors were discovered, resulting in a Corrected Total Tender Amount. Listed below is a summary of the bids considered:

NAME OF BIDDER	TOTAL TENDER AMOUNT	CORRECTED TOTAL TENDER AMOUNT
Melfer Construction Inc.	\$965,000.00	\$965,000.00
Latitude 67 Ltd.	\$1,025,943.11	\$1,025,999.61
Gateman Milloy Inc.	\$1,130,606.40	\$1,130,606.40
Hard-Co Construction Ltd.	\$1,192,082.95	\$1,192,082.95
Hawkins Contracting Services Ltd.	\$1,300,693.91	\$1,298,220.35
CSL Group Ltd.	\$1,365,773.81	\$1,365,773.81

2. Contract award to NAK Design Strategies for Contract Administration and Inspection services:

The current Purchasing By-Law allows for purchases through negotiations, under certain conditions, more specifically, "where, at the discretion of the Department Head, in consultation with the Manager of Purchasing, it is deemed to be in the best interest of the municipality to negotiate with vendors."

It is recommended that the Contract Administration and Inspection services be awarded to NAK Design Strategies as a single source contract to ensure that the works are completed in a cost effective and timely manner. NAK Design Strategies are best suited to provide this service due to their involvement as the consultant responsible for the design, specifications, and tender drawings for this project. This firm also conducted the public information centre and public open house meetings.

3. Contract award to Nasiruddin Engineering Ltd. for Material Testing and Geotechnical Services:

In accordance with Blanket Purchase order No. F1713124 and Tender No. T13016, Multiple Year Award for Material Testing, Geotechnical & Environmental Investigation Services, it is recommended that the material testing and geotechnical investigation services be awarded to Nasiruddin Engineering Limited at the approved unit rates.

FINANCIAL IMPLICATIONS:

Capital Account No. 963411 – Menkes NP - Gillett

Approved Capital Budget		\$800,000.00
Contract (net of HST rebate)	\$869,012.39	
Contingency (10%)	\$86,900.00	
Contract Administration and Inspection services (net of HST rebate)	\$28,492.80	
Geotechnical Services (net of HST rebate)	<u>\$9,005.31</u>	<u>\$993,410.5</u>
Over Budget		<u>(\$193,410.50)</u>

Additional funding, not to exceed \$193,410.50, will be allocated from Development Reserve, Development Charge 2008, and Development Charge 2013.

During the budgeting of projects, staff make every effort to anticipate the needs of the community and to incorporate those needs into the future costs for the projects. During the public meeting process, additional concerns or issues may arise from local residents that staff assess and evaluate. In response to public comments and concerns that were emphasized during the two public meetings and follow-up correspondence for this project, staff evaluated resident concerns and responded with appropriate and modest design improvements. Some of these improvements resulted in an increase to the budget. These improvements include additional asphalt paving required for the multi-use asphalt trail within the park, additional playground equipment and playground curbs and surfacing, and additional trees throughout the park and at buffer planting areas (ie. adjacent to parking lot).

Other items that caused this project to be over budget include higher than expected costs for civil engineering works, and additional costs for the armourstone retaining wall.

Sufficient funding is available within the reserves and the increase will not impact funding for future Capital Projects in the Long Range Capital Forecast.

A 10% contingency has been identified to ensure sufficient funding is available to address site specific issues that can be encountered during the design process. Risk factors for this project include:

- Unusual soil or base conditions,
- Site conditions different than those anticipated,
- Grading issues,
- Unanticipated utilities encountered during the construction,

- Contamination of soil,
- Poor weather conditions.

These risks can cause delays, necessitating additional material and labour associated with construction.

The Capital Detail Sheet is attached for information.

COMMUNICATION ISSUES:

A public information centre was held in December 2013 to receive feed-back and comments from residents. A second public open house meeting was held May 21, 2015 to review the revisions to the park design and to receive comments from the residents. Issues raised during these meetings were resolved and the plans were revised to address comments from the community. The plans were posted on the Town's webpage for public viewing. A construction schedule will be posted on the Town's webpage upon contract award.

CONCLUSION:

It is the recommendation of staff that:

- Melfer Construction Inc. be awarded the contract for the construction of the Gillett Neighbourhood Park, being the lowest bidder meeting minimum specifications;
- NAK Design Strategies be awarded the contract for Contract Administration and Inspection related to the construction of the Gillett Neighbourhood Park as a single source purchase;
- Nasiruddin Engineering Limited be awarded the contract for Materials Testing and Geotechnical Services, as per the Blanket Purchase Order No. F1713124.

ATTACHMENTS:

ATT-1: Capital Detail Sheet

Andrew Jackson, OALA
Landscape Architect

Carol Coleman, P. Eng.
Manager of Engineering, Capital Projects

Paul Allore, MCIP, RPP
Director of Planning and Development Services

TOWN OF AJAX
2015 CAPITAL BUDGET / 2016-2019 LONG RANGE CAPITAL FORECAST
DETAIL SHEET

Department	Planning & Development Services
Section	Design Services
Project Name	Menkes NP - Gillett
Submitted By	Andrew Jackson, Landscape Architect
Start Year	2015
Project Number	0963411

PROJECT DESCRIPTION / JUSTIFICATION

Scope: This park currently encompasses 2.6 hectares of land in the Menkes Imagination neighbourhood fronting onto Gillett Drive (north of Gillett, east of Salem). This park will include the construction of asphalt parking, lighting, soccer field, senior and junior playgrounds, and a basketball half court.

Rationale: This park is planned to be a central recreational greenspace for the enjoyment of residents within the Menkes Imagination community.

References: This project is consistent with Section 2.2.6.1 of the *Town of Ajax Official Plan* which states that the Town of Ajax shall establish open space and parks with amenities that encourage physical activity, wellness, and informal use opportunities for a wide range of users. This project responds to the *Recreation, Parks and Culture Master's* goal of assuming a leadership role in providing and facilitating recreation, parks, arts, and cultural services (Goal 2). *2013 DC Background Study*, Ref. B-13 Item 4.

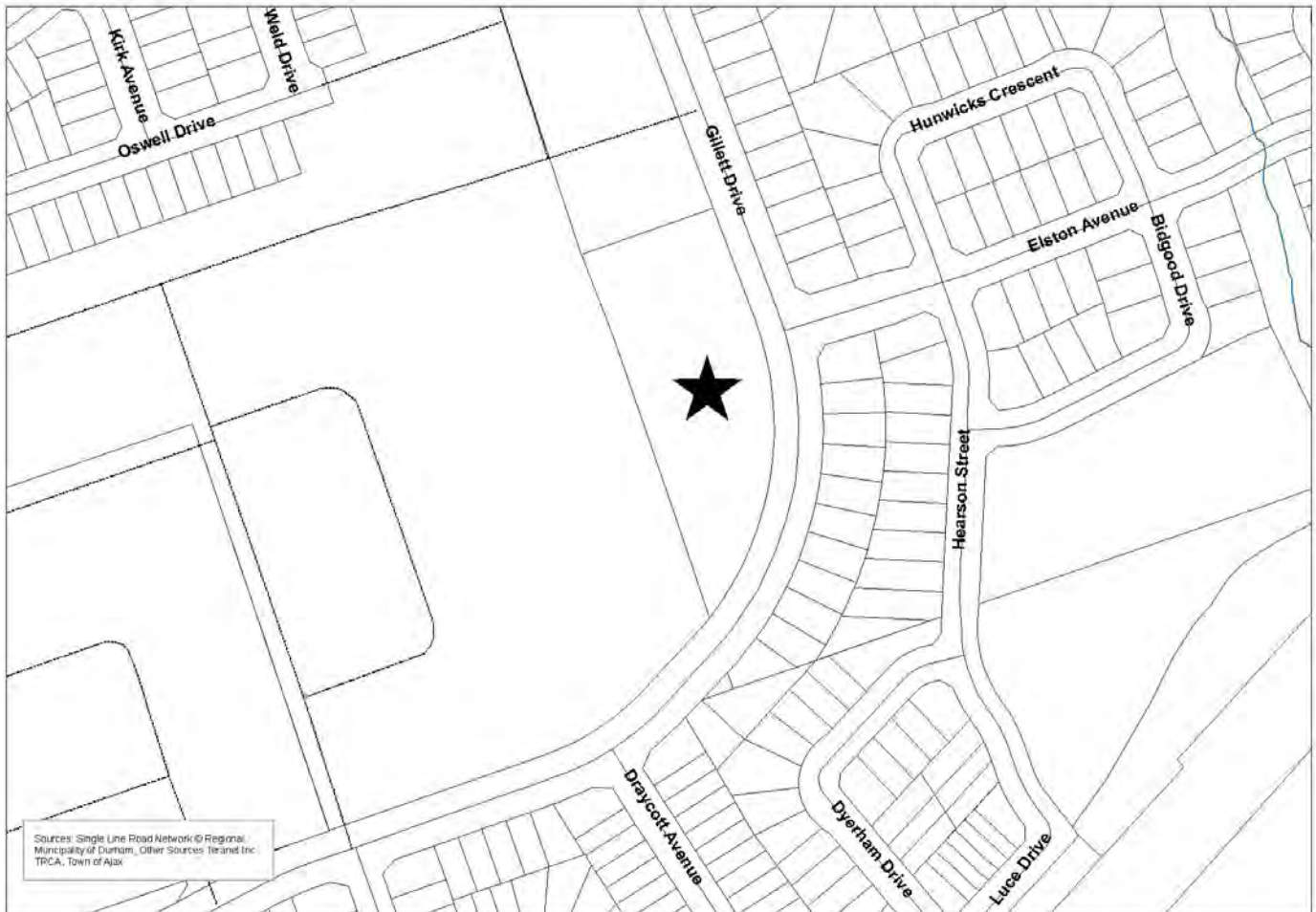
Schedule: Construction: 2015

EXPENDITURES / FUNDING

	2015	2016	2017	2018	2019	Total
Total Expenditures	800,000					800,000
Development Reserve	74,000					74,000
Development Charges - 2013	666,000					666,000
Development Charges - 2008	60,000					60,000
Total Funding	800,000					800,000
Annual Operating Costs	2,500	5,000	5,000	5,000	5,000	

TOWN OF AJAX
2015 CAPITAL BUDGET / 2016-2019 LONG RANGE CAPITAL FORECAST
DETAIL SHEET

Menkes NP - Gillett



TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Martin de Rond
Director, Legislative & Information Services/Clerk

PREPARED BY: Nicole Wellsbury
Manager of Legislative Services/Deputy Clerk

SUBJECT: **Town of Ajax Submission to Province of Ontario RE: Municipal Legislation Review**

WARD(S): N/A

DATE OF MEETING: October 8, 2015

REFERENCE: Community Action Plan: Strategic Objective - Excellence in Service Delivery and Governance

RECOMMENDATION:

1. That the report titled “Town of Ajax Submission to Province of Ontario RE: Municipal Legislation Review” be received for information, and;
2. That staff be directed to submit ATT-1 to the Ministry of Municipal Affairs and Housing as the Town’s comments on the Municipal Legislation Review.

BACKGROUND:

The Government of Ontario is currently reviewing the major elements of Ontario’s municipal legislative framework, including the *Municipal Act*, the *Municipal Elections Act*, and the *Municipal Conflict of Interest Act*.

The Ministry of Municipal Affairs and Housing (MMAH) has invited comments from municipalities and other interested parties. MMAH has identified three focus areas for the review:

1. Accountability and Transparency
2. Municipal Financial Sustainability
3. Responsive and Flexible Municipal Government

The deadline for submissions in regard to the *Municipal Elections Act* (MEA) expired in July. Legislative Services staff contributed heavily to various MEA-related submissions to MMAH including [a submission from the Association of Municipal Managers, Clerks and Treasurers of Ontario \(AMCTO\)](#), and another from the Clerks of Durham Region (included as ATT-2). For these reasons, comments in regard to the MEA are outside the scope of this report but included/linked for Council's information only. The comments contained in ATT-1 are in respect to the *Municipal Act* (MA) and *Municipal Conflict of Interest Act* (MCIA) only. The deadline for this submission is October 31, 2015.

DISCUSSION:

A draft submission to MMAH is included as ATT-1 to this report. The key priority areas for the Town of Ajax are as follows:

- The deficiency of the MA in protecting fair representation of local municipalities in Regional government, and the barrier presented by the triple majority process
- Various deficiencies within the MCIA (e.g. penalties section)
- Municipal finance and the lack of adequate taxation and revenue tools
- The need to strengthen the ability of municipalities to address climate change

Where possible, staff have included a recommendation to accompany any concerns that have been identified within the existing Acts.

FINANCIAL IMPLICATIONS:

None

COMMUNICATION ISSUES:

The attached submission was developed in consultation with the following areas:

- Finance Department
- Bylaw Services Section
- Legislative Services section
- Office of the CAO: Government Relations & Communications
- Planning & Development Department
- Town Solicitor

CONCLUSION:

The Town is grateful for the opportunity to submit comments in regard to MMAH's municipal legislation review, and is hopeful that the revised legislation will address and correct some of the deficiencies that currently exist within these Acts.

ATTACHMENTS:

- ATT-1** – Draft submission to MMAH regarding *Municipal Act* and *Municipal Conflict of Interest Act*
ATT-2 – Durham Clerks Submission to MMAH Regarding *Municipal Elections Act* (already submitted in July 2015)

Nicole Wellsbury – Manager of Legislative Services/Deputy Clerk

Martin de Rond – Director of Legislative & Information Services/Clerk

Focus Area 1 – Accountability & Transparency

Municipal Act

- **Sec 1: Add definition of “meeting”:**
In the absence of a proper definition of what does and does not constitute a meeting of Council, municipalities are left with the highly contentious and questionable definition established by the former Ontario Ombudsman. The Act must define this term such that municipalities can be clear on how to uphold the Open Meeting and Notice provisions within the Act.
- **Sec 223.4 (5): Increase menu of penalties available to Council for Code of Conduct violations:** *A broader suite of penalties should be available to Councils beyond the two currently within the Act, for example, removal of the member from a local Board or Committee.*

Municipal Conflict of Interest Act

- **The Act must contemplate non-pecuniary conflicts of interest:**
The Act needs to provide for conflicts of interest that are not strictly pecuniary. There are very real and significant conflicts of interest which arise that are not financial in nature but nonetheless ought to be declared, and Council/committee/board members are unsure if/how to declare them under the current legislation.
- **Sec 10 (1): Expand/revise penalties section:**
There should be a broader suite of penalties available to the Courts under this Act (for example, suspension of remuneration, a fine, etc.). The penalties currently listed in the Act, especially the penalty of removal from office, should be applicable at the Court’s discretion rather than mandatory. Generally, penalties should be better suited to the nature of the offense: serious enough to act as a deterrent but not so heavy-handed as to result in an absurd outcome that could overturn the will of the electorate for something that may only be a minor infraction.
- **Sec 10 (2): Remove Saving provision for “Error in Judgment”:**
This saving provision should be removed. ‘Inadvertence’ can reasonably be excused from time to time, but even the most deliberate and calculated failure to properly declare a conflict could be deemed an ‘error in judgment’, and it shouldn’t be sufficient to excuse violation of the Act.

Focus Area 2 – Municipal Financial Sustainability

Municipal Act

- **Access to new revenue tools:** *The revenue tools afforded to the City of Toronto in the City of Toronto Act should be available to all municipalities under the Municipal Act.*

The revenue tools available to municipalities have not kept pace with the changing/increasing service needs of the community. The limitations of the Municipal Act and other legislation related to revenues keeps property tax as the main source of revenue for all municipalities which is insufficient. The growing needs of

communities, expanded services, and legislated and reporting requirements increase the service needs and deliverables to communities and other stakeholders. Through the City of Toronto Act, the ability to impose taxes and other user fees beyond the property tax came into effect for the City of Toronto in 2007. Access to a mix of taxes and user fees would give municipalities the flexibility to respond to changes in the economy, demographics, expenditure needs, etc. allowing municipalities to choose those that best fit their community.

- **Enhance Development Charges:**

The current legislation restricts the use of development charges and often requires a statutory deduction of any development charge related project to be funded by the municipalities own revenues. Currently, a review of the legislation indicates there may be some relief in the area of transit, but other statutory deductions will likely remain in place. Ineligible services and current service level calculations are also impediments to funding growth. The following recommendations in regard to development charges were recently submitted by the Town of Ajax in response to Bill 73, “The Smart Growth for our Communities Act”.

- *Eliminate all ineligible services (i.e. hospitals, administrative buildings, lands for parks, tourism facilities) so that all services are eligible for development charges.*
- *All services should be fully recoverable and eliminate the mandatory 10 per cent reduction in eligible capital costs*
- *Municipalities should be able to adopt forward looking service levels, define the basis for service levels and broad service categories.*

- **Sales Tax: Municipalities should be both exempt from collection of HST and payment of HST.**

The waiving of HST for municipal governments would reduce both direct costs and administrative costs.

- **Grants: Fiscally responsible municipalities should not be disadvantaged in their ability to obtain government grants**

Limitations associated with infrastructure grants can create a disadvantage to fiscally sustainable municipalities and urban municipalities. Grant programs in general are often related to incremental services that put further pressures on municipalities to fund their portion and may delay other projects. Application deadlines and requirements with quick turn-arounds can also be a disadvantage.

Focus Area 3 – Responsible and Flexible Municipal Government

Municipal Act – Representation Reviews and Regional Government

OMB Appeals vs Triple Majority

Section 223 of the Municipal Act, 2001, provides electors in lower-tier and single-tier municipalities with the opportunity to petition their council to change the make-up of their wards. If the council does not pass a by-law in accordance with the petition within 90 days, electors who signed the petition may apply to the Ontario Municipal Board. The Board then hears the application and can make an order to change the composition of the council.

However, this remedy is not available to electors in respect to upper-tier councils. Instead, a “triple majority” must be achieved, meaning a majority of Regional Council and a majority of the lower-tier councils (who represent a majority of the total electors) must support a proposal to change the composition of an upper-tier council in order for it to be permitted by Ministerial regulation.

The inconsistency between how council composition is dealt with at a lower/single-tier municipality compared to an upper-tier municipality cannot continue. The “triple majority” provision does not provide a fair, accessible or accountable solution for impacted municipalities or their electors. The current process has resulted in situations throughout Ontario where over-represented municipalities are able to impede changes that would provide fair representation across the upper-tier municipality.

Mandatory Composition Reviews

Currently there is no requirement within the Municipal Act for when a municipality must undertake a review of its composition. Unlike the federal or provincial governments who undertake reviews every ten years, regional politicians (who have a clear vested interest in the outcome) are to use their own discretion as to when a review should take place. Creating a standard review period would create a process that would be transparent and dependable.

Proposed Changes

The Municipal Act must be strengthened to ensure all electors are afforded the same right to fair representation, and have mechanisms in place to hold their governments accountable in this respect. In order to do this, the “triple majority” process in the Municipal Act should not be a requirement to change the composition of a Regional Council, and the Act must require mandatory reviews for all municipalities on a regular basis.

It is recommended that S. 218 and 219 of the *Municipal Act, 2001* be amended with the following:

- 1. That municipalities undertake substantive and fully public representation reviews at least once in every three terms of Council (12 years) and implement the changes required to maintain fair and effective representation; and,*
- 2. This review period shall be deemed to commence on the date of the last regular election for which the composition of the upper-tier council was changed. For example, any upper-tier Council with a composition that is unchanged from the 2006 regular election must complete a representation review in time for any required changes to be implemented for the 2018 regular elections; and,*
- 3. That these reviews and any proposals to either change or maintain the existing council composition may be appealed by any lower-tier municipality or elector of the municipality to the OMB and the Board may make an order to change the composition of the upper-tier Council as it deems appropriate; and*
- 4. That the rights of electors under Sec. 223 (1) of the Municipal Act to petition a municipality to conduct a ward boundary review be extended to also apply to electors in a Regional municipality wishing to request an upper-tier Council composition review.*

Municipal Act – Climate Change and the Environment

- **Advancing the mandate for local governments to act on climate change:**

Municipal action on climate change would be strengthened if the General Principles section of the Act would expand on the current purpose by adding “improve the environmental well-being of residents through actions to mitigate and adapt to climate change”.

- **Authority to adopt Green Development Standards:**

Greater clarity within the Act is required to acknowledge the authority of municipal governments to adopt and implement mandatory green development standards.

- **Increasing recognition within the Municipal Act of Natural Assets as a community service that provides significant ecological, health and economic services and value:**

Through recognizing the ecological, economical and health services and cost benefits provided by the terrestrial and aquatic environments (i.e. forests, wetlands, waterways, prairie meadow), municipalities would be able to better protect and enhance these assets leading to improved stormwater management and increased resilience and protection from extreme weather impacts.

- **Increased recognition within the Municipal Act of the municipal role in advancing community energy planning:**

Community Energy Planning is a comprehensive, long-term plan that helps to define community priorities around energy with a view to explore how energy is and could be used, generated, and delivered in the community now and into the future. Such a plan would better enable municipalities to identify and act on local energy generation opportunities. This increased recognition would enable increased momentum for the creation of holistic and integrated community energy plans that identify opportunities to better meet local energy needs in the most efficient, cost-effective and resilient way possible.

- **Enable municipal ability to identify and enact fees that municipalities determine will enable them to meet their financial sustainability goals as well as their sustainability and environmental priority goals.**

For example this could include but not be limited to parking related, fuel efficiency related, licensing of delivery in zones fees.



July 24, 2015

Municipal Elections Act Review
Ministry of Municipal Affairs and Housing
Local Government Policy Branch
777 Bay Street, 13th Floor, Toronto, ON M5G 2E5

mea.info@ontario.ca

Dear Minister McMeekin,

RE: Provincial Review of *Municipal Elections Act*, 1996

This letter is submitted on behalf of the Municipal Clerks representing the 8 local municipalities that comprise Durham Region, as well as the Regional Clerk of Durham. We are pleased to present the attached submission, which outlines our recommendations for improvements to the *Act*.

As you know, Municipal Clerks have a great interest in the legislation and regulations, which guide the conduct of Municipal elections in Ontario, and have a thorough and highly technical understanding of the current *Municipal Elections Act* and how it applies in the day-to-day delivery of elections. Municipal Clerks are arguably better equipped than most to identify the limitations and shortcomings of the current legislation, and how the *Act* can at times be obstructive to the efficient, effective and transparent delivery of local elections. Our recommendations are intended to address some longstanding deficiencies contained within the *Act*, and to advise on how the *Act* can be modernized to address new realities and innovations such as electronic voting and ranked voting in the most effective way possible.

We appreciate your serious consideration of our recommendations and look forward to hearing back in a timely manner. Should you have any questions or require clarification regarding any of the recommendations contained in our submission, please contact the undersigned at jmcwilliam@oshawa.ca.

Sincerely,

Jason McWilliam
Manager, Records Information Systems

Encl.

Copy to:

Clerk, Town of Ajax
Clerk, Town of Whitby
Clerk, City of Pickering
Clerk, Municipality of Clarington
Clerk, City of Oshawa
Clerk, Region of Durham
Clerk, Township of Uxbridge
Clerk, Township of Scugog
Clerk, Township of Brock

Input from the Clerks in Durham Region

Input on Ranked Voting Proposal

- Need clear prescriptive rules and regulations pertaining to ranked voting to ensure that the implementation is consistent throughout the Province.
- Need rules governing the approval process (triple majority) for use of ranked voting in all two-tier municipalities where the head of the upper tier Council (Regional Chair) and/or Regional Councillors are directly elected by electors in the lower tier municipalities. This may require amendments to the Municipal Act.
- Provincial government must support municipalities who choose to implement ranked voting by providing educational materials that can be leveraged by councils, election staff and voters to understand the ranked voting process.
- Rules must ensure that the voting process is practical for voters of all abilities.
- The vote distribution methods used in multi-member ranked voting races must ensure that there is always a winning candidate(s).
- Consideration must be given to provide additional time between nomination day and voting day to ensure that Clerks and election staff have sufficient time to test the logic and accuracy of voting equipment needed to successfully deliver an election that includes ranked voting.
- Any process to approve the use of ranked voting should include public input and consultation.
- Include provision to revert to first past the post when there are only two candidates running for one position.
- Amend Section 60(3) so that a judge cannot order that a manual recount be conducted if ranked ballots were used in the original count. We believe that it would be impractical to conduct a manual count of ranked ballots.

Amendments to the Municipal Elections Act

Campaign Finance

- Province to develop, or encourage the Accountant Association to develop, guidelines and standards as resources for accountants who are called upon by candidates to prepare/audit financial statements, similar to those used for Provincial and Federal Elections.
- Include a completed and annotated sample financial statement in the Ministry's Municipal Election Guide to provide candidates with a better understanding of the form, what expenses should be recorded in which lines and how it ought to be completed generally.
- Eliminate ambiguity in the MEA by providing expressed authority for the Clerk to accept revised Financial Statements from any candidate until the filing deadline and dictate what happens to prior versions – are they kept in accordance with Section 88?
- Amend the penalties in Section 80(2) to allow for penalties that are less extreme, for example, rather than the forfeiture of office for late submission of financial forms, the imposition of a fine or similar penalty. We feel that a judge is unlikely to uphold the

forfeiture of office penalty if appealed by the candidate; however they may be more willing to uphold a less strict penalty.

Requirement for Original Signatures

- Provide authority to the Clerk to determine what forms must bear original signatures.

Enforcement of the Act

- The MEA should be amended to make it clear that compliance and enforcement are not the responsibility of the Clerk.
- The MEA should be amended to clarify that electors may initiate the prosecution of an offense under the Act.
- The Ministry should review the current compliance and enforcement provisions of the Act to develop options for electors to pursue complaints in lieu of or prior to taking legal action in courts.

Compliance Audits

- The Compliance Audit section of the act should be reviewed in its entirety and consideration should be given to appointing an independent third party or provincial body to conduct audits.

Candidate Access to Gated Communities

- Legislative changes are necessary to ensure that candidates have the right to access electors in Gated Communities (in addition to the changes made which ensure candidate access to condominiums and apartments). Similar to Section 81(1) of the Canada Elections Act.

Nominations

- Move the opening of the nomination period from January 1st to June 1st in the year of an election.
- Modify the Nomination Form to include a list of the eligibility requirements for municipal and school board candidates.
- Consider a marginal increase to the filing fee, and remove any requirement for the municipality to refund the filing fee.
- Amend Section 30(7) to state that a volunteer firefighter is an employee of the municipality for the purposes of Section 30.

Proxies

- Clarify Section 44(2) of the Act to direct that a power of attorney may not be used to appoint any individual as a voting proxy for an elector.
- That Section 44 of the MEA be amended to clarify that individuals holding a Power of Attorney are not eligible to act as a voting proxy for an individual unless they satisfy the requirements as set out in Section 44 of the MEA.

Voters' List

- The quality of the Voters List continues to be the largest problem for election administrators. MPAC needs to take greater accountability for the quality of the PLE.

- Expand the Clerk's discretion to delete an elector from the Voters' List, provided the Clerk is satisfied that the individual is no longer an eligible elector (eliminate the need for a hearing).

Third Party Advertising

- Instead of permitting and attempting to regulate third party advertising, the legislation should prohibit third party advertising altogether.

Special Polls

- Make it clear that Special Polls/Special Voting Places can be administered during the advance voting period and voting need not be held specifically on Election Day.

Voting

- Clarify the rules governing the voting rights of non-resident owners and tenants (and spouses) to either permit or prohibit multiple votes in elections for school trustees and regional chairs, and that failing such clarification, section 83 of the Act be amended to provide that an election shall not be deemed invalid because of the Clerk's inability to enforce these rules.

Campaign Finance & Financial Reporting

- Amend Sec. 76 (5) of the Act to include the costs of holding fundraising functions and of holding parties and making other expressions of appreciation after the close of voting in the definition of expenses, and subject to the campaign spending limited imposed by Sec. 76 (4). We believe that bringing these types of expenses under the limits would promote accountability and transparency and avoid actual or perceived misuse of funds.
- Amend Sec. 80 of the Act to remove the option for candidates to file a request for an extension of the supplementary reporting period to the Ontario Court of Justice.

Mail

- Remove requirements to deliver certain documents/notices by registered mail.

Ballot Question Registrants

- In lieu of the very confusing sections Sec 82.1 which requires the reader to cross-reference the various clauses with dozens of candidate-related provisions within the Act, and then sort out where exceptions apply, create a dedicated section laying out the rules that govern Registrants that stands separate and apart from the candidate provisions.
- Provide clarity RE: in what circumstances a registered candidate for elected office needs to also register as a Registrant. If a candidate has, for example, a platform position on their candidate website that is related to the subject of a ballot question, need they register a separate campaign as a Registrant?
- Provide clarity in two-tier municipalities when a ballot question pertains to an upper-tier municipality and several lower-tier municipalities have the same ballot question. Direct elect regional chair candidates should not have to register in all of the municipalities having the same ballot question.
- Define an easier and more immediate mechanism by which the Clerk or some other body can address persons spending money toward a ballot question outcome without formally registering as a Registrant.

Recounts

- Clarify the wording in Section 61(5) to note that recounts shall be conducted in the same manner as the original count. That is, where candidates and scrutineers were not permitted to view the ballots or dispute the validity of the counting of votes in a ballot on Voting Day, the same prohibition shall remain in effect during any recount conducted in accordance with Sections 56, 57 or 58.

Principles of the Act

- Amend the Act to specifically incorporate the principles of the Act as annunciated in *Di Biase v. Vaughan (City)* (2007).

Housekeeping/General

- Modernize the Act to reflect alternate methods of voting, for example, references to paper ballots may need to be updated to reflect the use of other methods.

Amendments to Other Legislation

Professional Development Day on Voting Day

- Amend the Education Act to provide for a professional development (PA) day across the province on Voting Day. School staff and parents routinely express concern about the safety of students when municipalities use schools as voting places. Providing a statutorily guaranteed PA day would alleviate these concerns.

Requirement for Original Signatures

- Amend the Electronic Commerce Act to repeal Section 30 prohibiting the application of the Act to the MEA.

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Martin de Rond
Director of Legislative & Information Services/Town Clerk

PREPARED BY: Lorraine Billings
Legislative Services Associate

SUBJECT: **2016 Meeting Schedule and Committee Chair and Vice-Chair Appointments**

WARD(S): All

DATE OF MEETING: October 8, 2015

REFERENCE: Sept 24, 2015 GGC Report: Proposed Revisions to Council Procedure By-law and Meeting Management Processes

RECOMMENDATION:

That the 2016 Meeting Schedule and Committee Chair and Vice-Chair appointments be approved.

BACKGROUND:

Staff presented a report at the September 24, 2015 meeting of General Government Committee (GGC) which proposed that Ajax move from a bi-weekly meeting schedule to a monthly meeting schedule, where Community Affairs and Planning Committee (CAP), GGC, and Council each meet only once per month on the 1st, 2nd and 3rd Mondays of the month respectively. It was also proposed that Open GGC Meetings be scheduled for 1:30 p.m. (a fixed and unchanging start time), with the In-Camera meeting to follow. Committee members appeared generally supportive of the proposed changes.

DISCUSSION:

Attached is the proposed 2016 Meeting Schedule outlining dates and start times for all meetings of Council, CAP and GGC. Where Monday is a holiday, the meeting will be held on Tuesday or the next day that is not a holiday. Meeting locations will remain the same, however GGC will move to Monday at 1:30 p.m., with an In-Camera meeting to follow if required. Meeting agendas will now be published 6 days in advance of each meeting.

FINANCIAL IMPLICATIONS:

N/A

COMMUNICATION ISSUES:

Pending Council approval, the 2016 meeting schedule will be communicated to town staff, the public, and local media.

Dates, locations and start times of Council, CAP and GGC meetings are published in the Weekly Community Page of the Ajax News Advertiser and on the Town website.

CONCLUSION:

The move to a monthly meeting schedule will be reflected in the Town's proposed updated Council Procedure By-law, which will be the subject of a public meeting in late October. Changes to the Council meeting calendar are but one of numerous changes that are being proposed as part of the new Procedure By-law. Approval of the 2016 Meeting Schedule is being sought in advance of the new Procedure By-law being presented and approved, as it will allow staff to proceed with some necessary preparations for 2016 (room bookings, forecasting agenda items, etc.), and will also allow Council members to begin forecasting their 2016 calendars.

ATTACHMENTS:

Att 1 - Town of Ajax 2016 Meeting Schedule
Att 2 – 2016 Meeting Schedule at a Glance

Lorraine Billings, Legislative Services Associate

Martin de Rond, Director of Legislative & Information Services/Town Clerk

TOWN OF AJAX

2016 MEETING SCHEDULE



NOTE:

All "regular" 2016 Council and Community Affairs and Planning meetings will be held in the Council Chambers, Town Hall, 65 Harwood Avenue S. "Special" Council meetings that immediately follow regular GGC meetings will be held in the River Plate Room, 65 Harwood Ave.

All General Government Committee Meetings will be held in the River Plate Room, 65 Harwood Ave., except for Budget Meetings which are held in the Council Chambers

COUNCIL (3rd Mondays, 7 pm)

2016

January 18
February 16(Tue)
March 21(Special)

***** No meetings March 14-18 - March Break *****

April 18
May 16
June 20
July 11(Special)

***** No meetings August - Council Recess *****

September 19
October 17
November 21
December 12 (2017 Capital Budget & LRCF)

COMMUNITY AFFAIRS & PLANNING COMMITTEE (CAP)

(1st Mondays, 7p.m.)

CHAIR

January
February 8
March 7

S. Collier
C. Jordan

April 4
May 2
June 6
July 4

S. Collier
C. Jordan
S. Collier
C. Jordan

September 6(Tues)
October 3
November 7
December 5

C. Jordan
S. Collier
C. Jordan
S. Collier

GENERAL GOVERNMENT COMMITTEE (GGC)

(2nd Mondays, 1:30 p.m., In Camera to follow)

2016

January
February 1 (7 p.m., Operating Budget)
February 8
March 21

***** No meetings March 14-18 - March Break *****

April 11
May 9
June 13
July 11

***** No meetings August - Council Recess *****

September 12
October 11(Tue)
November 14
December 12(7 p.m., 2017 Capital Budget & LRCF)

M. Crawford
R. Ashby
P. Brown

M. Crawford
J. Dies

M. Crawford
J. Dies
R. Ashby
P. Brown

R. Ashby
P. Brown
M. Crawford
J. Dies

M. Crawford
J. Dies
R. Ashby
P. Brown

R. Ashby
P. Brown
M. Crawford

2016 Meeting Schedule at a Glance

January						
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August						
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Holidays 2016

Jan 1	New Year's Day	May 23	Victoria Day	Oct 10	Thanksgiving Day
Feb 8	Family Day	Jul 1	Canada Day	Dec 25	Christmas Day
Mar 25	Good Friday	Aug 1	Civic Holiday	Dec 26	Boxing Day (observed)
Mar 28	Easter Monday	Sept 5	Labour Day	March Break March 14 to 18	

	Budget
	CAP
	GGC
	Council
	Statutory Holidays

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Tracey Vaughan-Barrett
Director, Recreation & Culture

PREPARED BY: Cayla S. Da Silva, Community Development Coordinator
Shane Joseph, Diversity & Community Engagement Coordinator

SUBJECT: **IMPACT Ajax Community Conversation Series**

WARD(S): All

DATE OF MEETING: Thursday, October 8, 2015

REFERENCE: General Government Committee Report, "United Way Annual Grant", December 8, 2011
General Government Committee Report; "Reallocation of United Way Grant", April 19, 2012
Strong Neighbourhood Strategy – Neighbourhood Capacity Building
General Government Committee Report, "2013 Social Infrastructure Fund"
General Government Committee Report, "2014 Social Infrastructure Fund"

RECOMMENDATION:

That Council endorse the execution of an IMPACT Ajax Community Conversation Series.

BACKGROUND:

On April 19, 2012, Council approved staff's recommendations regarding the introduction of the Social Infrastructure Fund as a mechanism to reallocate the United Way funds back into the Ajax community. As per the report, in 2013, the Social Infrastructure Funds were to be used to purchase services from agencies where existing relationships and/or partnerships already existed, and project proposals were to be received for consideration through a transparent method of distributing funds. Projects/initiatives which addressed community priorities were to be given consideration, with these priority areas defined as: child and youth engagement and development; neighbourhood development and capacity building; and the engagement of the communities of interest as defined by the Town's Diversity and Community Engagement Plan. With Council's approval of the Strong Neighbourhood Strategy in June 2013, the decision was made to allocate a portion of the Social Infrastructure Funds to neighbourhood-based activities/events. In 2013, a comprehensive funding management model was developed to ensure a fair and equitable process governed the distribution of funds and this has continued to be the process to

date. In 2015, with the rebranding to the IMPACT Ajax Fund, there was a significant increase in number of applications, funded activities, and interest from the community to engage with the Town. General feedback from community organizations applying for or receiving financial support through the fund related to the notion that, outside of financial support, the not-for-profit and social service sector require additional capacity development support and education regarding the Town's current programs and supports.

This feedback demonstrated that consultation with this sector has not been conducted in some years and that it is time to perform a general needs assessment to critically analyze our current services. This analysis will be integral in strategically planning how best to build capacity, offer support, and address gaps/needs facing the Ajax community in real time.

DISCUSSION:

Town staff have developed a mechanism for the collection of this information through a series of community organization consultations. Given that the new IMPACT Ajax branding has increased the interest related to community development initiatives, Town staff will run all future consultations, workshops and initiatives under the IMPACT Ajax title and will utilize its tagline of **"Connect – Support – Innovate"** as a clear channel for feedback and development.

The first step in the consultation series will be entitled **"CONNECT"**. It will consist of an online and print survey focusing on topics related to access and improvement of specific areas related to the community organization being surveyed. This will include the organization's mission, mandate, current programs/services, perceived priority social issues within Ajax, ability to address these issues, strengths of the organization, current challenges facing the organization, and areas where the organization could use assistance as it relates to capacity building and development.

The second step in the series will be entitled **"SUPPORT"**. It will consist of an online and print survey focusing on topics related to the access and improvement of Town support programs. These include IMPACT Ajax Fund, Community Group Affiliation Program, Partnerships, Sponsorship, and other staff liaison supports. Through this survey, Town staff will collect important data regarding the community's awareness and utilization of each support mechanism as well as offer an opportunity for feedback regarding improvements to these programs.

The final step in the series will be entitled **"INNOVATE"**. It will consist of a Town facilitated roundtable discussion with two members from each community organization (one "decision-maker" and one "front-line worker"). This roundtable will bring together the results of the first two surveys as well as offer collaborative opportunities to:

- 1) create solutions to address priority social issues facing Ajax;
- 2) learn about each area of support currently offered by the Town;
- 3) provide feedback regarding potential program improvements and/or identification of support gaps;
- 4) create consensus regarding the format and types of capacity building workshops that could be provided to community organizations;
- 5) develop a communication strategy for ongoing feedback and real time enhancements of each program.

FINANCIAL IMPLICATIONS:

Funds to deliver community consultations are included in the Community & Cultural Development operating budget.

COMMUNICATION ISSUES:

Community & Cultural Development staff will work with Corporate Communications to develop inclusive and accessible marketing materials and a full communications and promotional campaign, as well as ensure that all key stakeholder segments of the population are invited to participate in this process.

The promotional strategy may include, but is not limited to:

- Promotion and dissemination of information to Advisory Committees, community partners, and recreational, social, sports, arts, and cultural groups/clubs;
- Online and print surveys;
- Facilitated roundtable discussions;
- Dissemination of information through community festivals and events;
- Social media;
- Print media

CONCLUSION:

The vibrant and diverse population of Ajax has provided a unique opportunity for the Town's community organizations to engage with and serve a wide-range of residential needs. To ensure that these organizations are able to serve residents with excellence, the Town will embark upon a Community Conversation Series to collect feedback and innovative solutions on how the Town can best capitalize, support, and work in collaboration with its community organizations to increase the social capital and quality of life for Ajax residents.

Cayla S. Da Silva, Community Development Coordinator

Shane Joseph, Diversity & Community Engagement Coordinator

Tracey Vaughan-Barrett, Director of Recreation & Culture

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Paul Allore
Director, Planning & Development Services

PREPARED BY: Lisa Hausz
Manager, Business Development & Marketing

SUBJECT: Youth Entrepreneur & Employment Program (upNextAjax)

WARD(S): All

DATE OF MEETING: October 8, 2015

REFERENCE: Economic Development & Tourism Strategy
Community Action Plan (2015-2018)
Presentation to Council Feb. 19, 2015

RECOMMENDATION:

That the report entitled Youth Entrepreneur & Employment Program (upNextAjax) be received for information.

BACKGROUND:

Ajax has been one of Ontario's top three fastest growing municipalities for the past several years, and the fastest growing in Durham Region. This explosion of population brings a variety of opportunities and challenges including youth unemployment. 2014 data suggested that youth unemployment in Ajax is the highest among the Durham municipalities at approximately 20%, or 1 in 5 youth (15-29).

Countries all over the world are struggling to deal with chronic youth unemployment and are searching for a solution. Drastic labour market improvement are called for, and some governments are taking action in at least two areas of youth unemployment: entrepreneurship and employment skills development. These concepts are not mutually exclusive, and the best programs incorporate benchmarking and best practices from a variety of programs.

The Town's 10-year Economic Development & Tourism Strategy (2010) outlined two specific strategies within its objective of strengthening the local business community: develop and implement a young professionals networking program, and provide support to small business and start-up enterprises. A combined, youth employment and entrepreneur program was designed to address both mandates while providing a framework to address youth unemployment regionally. With a strong focus on both business and investment, Ajax was uniquely qualified to bring forward a pilot program with the potential to expand regionally.

The approach taken by the Town of Ajax was a collaborative program with a combination of workshops for young adults and opportunities to attain hands-on experience. Additionally, the program encouraged and provided networking and collaboration opportunities between participants

and business leaders intended to provide Ajax young adults with an extra advantage when applying for work in their field of choice.

The Town's Community Action Plan (2015-2018) identifies two strategies that specifically relate to the Youth Entrepreneur & Employment program:

- Strategic Development & Economic Prosperity: *Facilitate job creation and retention to ensure a variety of employment opportunities.*
- Strong Sense of Community: *Expand on youth career programming and services.*

The expected outcomes for the pilot program were to:

- Provide a 'one-stop' resource to help young adults navigate programs and opportunities to become more employable and/or entrepreneurs;
- Create a dedicated space with access to skills, knowledge and experience to help young adults become and stay employed;
- Provide mentorship and connection to local business leaders that may encourage youth employability and/or entrepreneurship;
- Become a collaborative resource for small business owners to access employment programs and future employees;
- Become a model that can be scaled and replicated in other municipalities and regions.

DISCUSSION:

upNextAjax launched in April 2015 with the recruitment of young adults to serve as a catalyst to engage businesses. The results from the pilot program in Ajax will be used to evaluate, analyze and confirm the need, trends and statistics in Durham Region. This pilot program was designed to provide the framework for potential implementation by other municipalities within Durham Region and the Greater Toronto Area. In order to be successful, there were several elements to consider when developing the program including:

Project management (program organization and implementation): The organization of the project was led by municipal staff from the Town's Economic Development office, with strong volunteers from the private sector, non-profit organizations and public entities. The pilot budget of \$30,000 was approved by the Town of Ajax Council and allocated through the Economic Development operating budget. The funds were used to create the space and environment for training and networking; develop marketing which included a website (www.upnextajax.ca); materials to recruit participants and businesses; and provide support and recognition materials for the participants during the program. Extensive in-kind support came from the many community partners, along with sponsorship for networking events coming from the Region of Durham and a private company.

Public engagement/consultation (partner development and youth engagement): In the context of public engagement, the Ajax program was supported by Ajax Council. The direction from Council included the opportunity to engage the public through update reports, opportunities to share the project details, and participate in events.

Public relations (media and marketing): In consultation with the Town's Corporate Communications office, Public Relations strategies were developed and executed by internal staff, expert external partners, and paid consultants. Several meetings and online collaboration resulted in a media and marketing plan that included traditional (print, signage) and social media for all three stages of the program: launch and recruitment, implementation, and post-pilot results. (*See Attachment – 1: upNextAjax Media*)

Performance measurement (success metrics and best practice reporting): To evaluate the program, several meaningful performance indicators were established. While the program organizers were hopeful in reaching the target goals, the response exceeded expectations.

Initial Goals:

20 – 25 young adult participants
 50 businesses participating
 1-3 young adults hired immediately following the program
 1-3 young adults hired within 6 months following the program
 1-3 young adults start their own business (individually or combined)
 Development of a local young professionals' network (on-going communication and networking opportunities)

Actuals:

100+ Applicants
55+ Confirmed for the group interview session
8 Declined the interview (vacation, job, not interested, etc.)
40 Candidates participated in the interview session (all invited to participate)
32 Accepted the invitation to participate in the program
28 Participants started the program
24 Completed the program (3 decided it was not for them; 1 accepted a job)
100+ Businesses registered to participate in the program
70 Businesses confirmed participation
50+ Businesses actively engaged throughout the program

Preliminary Program Results Overview:

75 Hours of connections and experience
35 Group Training Sessions
15 Days of programming
15 Partner Organizations
2 participants started their own business (Social Media Support and Web Support)
2 participants are in discussions with potential companies for employment
1 participant was offered a volunteer Board of Directors position for a local non-profit
3 participants accepted full-time positions (2 just prior to starting the program)



There were several daily opportunities for feedback during the program. In addition to direct verbal feedback, Staff conducted a volunteer survey of the participants to gauge the level of expectations, needs and satisfaction with the upNextAjax pilot program. Below are a few responses when asked if they would like to see the program continued:

"Yes I would like the program to continue because it helps young people gain knowledge on entrepreneurship, communication (dressing up, networking), etc.), and build their resume and interview skills based on presenters who shared their experiences."

"I would absolutely like to see this program continued. At the start I was dropped right into it and wasn't really sure what to do, but it developed into an amazing experience that provided me with many connections. Future graduates will need more programs like this, just as I did."

“Yes. This is going to encourage young adults to stay in Ajax and Durham. Also, as we are constantly turned down from jobs - this was a great boost in confidence to keep going. Not all of us like being unemployed and doing nothing.”

“Yes! I think this was a great initiative. It really helps youth to bridge the gap to becoming a professional from a student. It also provided us with a variety of different connections to different people from their respected industries.”

“Yes I would. I think it is important for young professionals to meet and know that there are others. In this way, they can also be supportive of each other and help each other out.”

“Definitely keep marketing it as a program for people who are under/unemployed and an opportunity to gain skills no matter what your field is.”

“I would love to be a part of it again! I learned a lot and know there is still more to learn.”

Options for upNextAjax:

The success of the pilot program encouraged a review of the options available to continue the program in 2016. Below are three options that have been identified:

1. Town funds and implements the upNextAjax program for a 2nd year
2. Community Partner continues the program in partnership with the Town
3. Discontinue the program

Option 1 provides the Town with a 2nd year program offering several advantages including:

- control over program structure, timing, budget and brand;
- exclusivity to run program specific to Ajax young adults;
- maintain ownership of program rights and intellectual property;
- provide program organizers the opportunity to implement enhancements and suggestions;
- provide time to solicit and evaluate partners and external funding opportunities for a permanent ongoing program.

The risk with option 1, and the Town funding a 2nd year program, includes the cost of the program, the ineligibility to leverage Town funds (municipalities generally ineligible for funding programs as lead applicant), and consideration for internal capacity of staff should the program continue to grow in both interest and time requirements.

Option 2 provides an opportunity to allow a community partner to add the upNextAjax format to their existing strategy and program offering. In addition, community partners are eligible to leverage funding opportunities and possibly offer staff assistance and capacity to help grow the program. This approach will allow for further feedback and best practices for the program, and offers the Town the ability to evaluate the best collaboration structure for future years of the program.

Option 3 discontinues the program and documents the best practices and success of the program for future consideration and provides the ground work for others to move forward with a similar initiative. This option, may negatively impact the quantified and qualified need of young adults in Ajax, and forgoes branding and collateral developed for the pilot program. Option 3 may also challenge the Town's ability to leverage the relationships and partnership development with leading organizations, as well as build upon the connections made between the business community and young adults.

FINANCIAL IMPLICATIONS:

The \$30,000.00 approved in 2015 was one time funding for a pilot project. Staff are currently evaluating options identified on page 4 of this report.

COMMUNICATION ISSUES:

N/A

CONCLUSION:

The preliminary success of upNextAjax suggests that the pilot program addressed the needs of both the young adult and business communities. The connections, education, training and experience inherent in the program design ultimately engaged 24 young adults and 70 businesses. Feedback and best practices have been received and documented for further consideration.

Lisa Hausz, Manager, Business Development & Marketing

Paul Allore, Director, Planning & Development Services


ATT-1: upNextAjax Media

NEWS

Aug 02, 2015

UpNext Ajax employment program for young people deemed a success

AJAX -- Everyone associated with the program agrees -- it was a great success. UpNext Ajax was an employment program...

Ajax News Advertiser |  2 Comments | by [Keith Gilligan](#)




NEWS

Jul 07, 2015

Ajax kicks off youth employment program

AJAX -- Kristin Iorio has a degree in chemical engineering from Queen's University and for more than a year, she's been...


Ajax News Advertiser |  Add Comment | by [Keith Gilligan](#)

COMMUNITY

Jul 05, 2015

Ajax program designed to help young adults find jobs, start businesses

AJAX -- One in five Ajax youths is looking for work. To help make a small dent in that number, the Town is offering a...

Ajax News Advertiser |  Add Comment | by [Keith Gilligan](#)




NEWS

Apr 29, 2015

Ajax program to match jobless young people with employers

AJAX -- A new program is aiming to help the approximately 20 per cent of Ajacians between 18 and 24 who are unemployed....

Ajax News Advertiser |  1 Comment



Community iLab @Co_ilab - Jul 21

@allysonhewitt @tonyasurman @ashokacanada Who the heck are #socent?
#UpNextAjax youth happening now w/@Pramilla9



  2  3



Peter Garrett favorited



Don Terry @4DonTerry - Jul 21

Enjoyed golfing with Kristin & Peter of #upNextAjax & OPG's @atkinsca supporting food bank. @townofajax @cocotheoreo





TUCU tech mates @tucutech · Jul 9
Welcome @upnextajax team! We are very excited to work on social & digital media strategies with them! @townofajax

4 2

upnext+ AJAX

Home For Participants For Businesses Contact

Grow your own future

Discover the link between business and the next generation of digital talent

Emerging Talent Business Owners

What is upNext?

Think of upNext as a turbo boost for your digital career. By linking businesses with the next generation of talent, this program is designed to assist young adults in gaining experience, finding employment opportunities, create jobs in Ajax, and to provide support for those that are considering becoming an entrepreneur.

A pilot program initiated by Ajax Council to create employment opportunities for youth.