

The Corporation of the Town of Ajax

GENERAL GOVERNMENT COMMITTEE


Thursday, March 20, 2014

Open Meeting at 2:00 p.m.

River Plate Room, Town Hall

65 Harwood Avenue South



Confirmed by: 

AGENDA

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. **Consent Agenda** – *Considered to be routine, these items may be approved by one motion. Items may be separated and referred to the Discussion Agenda*

- 3.1 **Annual Investment Report – January 1 to December 31, 2013**, R. Ford, Director of Finance/Treasurer / S. Serrao, Senior Financial Analyst 3
- 3.2 **Tax Section Status Report**, R. Ford, Director of Finance/Treasurer / C. James, Manager of Taxation 6
- 3.3 **2013 Statement of Remuneration and Expenses for Members of Council and Council Appointees**, R. Ford, Director of Finance/Treasurer / S. Webster, Financial Analyst..... 9
- 3.4 **Building Permit Fee Review Status Report**, P. Allore, Director of Planning & Development Services / J. Mamo, Manager Building Services & Chief Building Official 13
- 3.5 **2013 Social Infrastructure Fund**, T. Vaughan-Barrett, Director of Recreation & Culture / C. Da Silva, Community Development Coordinator..... 34
- 3.6 **Advancing Access to Affordable Recreation in Durham**, T. Vaughan-Barrett, Director of Recreation & Culture / D. Nickerson, Manager of Administration, Recreation & Culture 39
- 3.7 **2014 Election – Advance & Special Polls, and Compliance Audit Committee**, M. de Rond, Director of Legislative & Information Services/Town Clerk / N. Wellsbury, Manager of Legislative Services/Deputy Clerk..... 69

4. Presentations / Discussion

- 4.1 **Status Update-Design of Rain Gardens on Lake Driveway**, P. Allore, Director of Planning & Development Services / R. Corby, Site Plan Coordinator, Development Approvals
- Chris Denich, Consultant, Aquafor Beech Ltd..... 83
- 4.2 **St. Andrews Park- Pollinator Garden and Community Orchard**, D. Meredith, Director of Operations & Environmental Services / J. Schofield, Sustainability Coordinator88

In-Camera

5. 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]*

5.1 **Duffins Creek WPCP EA - Legal and Consulting Costs**

6. Adjournment

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Rob Ford, CMA, AMCT
Director of Finance/Treasurer

PREPARED BY: Sandra Serrao CMA
Senior Financial Analyst

SUBJECT: Annual Investment Report – January 1 to December 31, 2013

WARD(S): All

DATE OF MEETING: March 20, 2014

REFERENCE: Investment Policy – Corporate Policy No. 45

RECOMMENDATION:

That the Annual Investment Report for the period January 1 to December 31, 2013 be received for information.

BACKGROUND:

The Investment Policy defines the goals, objectives and policies for the investment of the Town's surplus cash, reserves and reserve funds. A requirement of the policy is a report to General Government Committee on an annual basis.

DISCUSSION:

The Bank of Canada kept the overnight lending rate at 1.00% in 2013. As a result of continuing low interest rates, funds were held on deposit at the bank, since they continue to yield higher interest rates than what is currently available through short term money market investments. The most recent rate announcement was on March 5, 2014. The rate remains unchanged at 1.00% and is expected to hold steady for the rest of 2014. As a result of low interest rates, we will continue to hold funds at the bank and monitor interest rates for investment opportunities.

Below is a summary of the bank deposit accounts and interest income as at December 31, 2013:

Town of Ajax Royal Bank Summary by Fund – December 31, 2013		
Fund	Balance	Interest Income
Revenue Fund	\$61,048,845	\$983,829*
Parkland Reserve Fund	834,056	9,045
Veh/Equip. Reserve Fund	3,553,065	52,063
Dev Chgs. (2013) Reserve Fund	20,152,957	65,464
Dev Chgs. (2008) Reserve Fund	3,836,464	175,621
Dev Chgs. (2003) Reserve Fund		3,464
Federal Gas Tax Reserve Fund	5,267,398	54,604
Total	\$94,692,786	\$1,344,090

* Includes interest income from internal debt (see below)

A comparison of average rates for the last four quarters is detailed below, for the funds held on deposit at the bank:

Term	1st Qtr 2013	2nd Qtr 2013	3rd Qtr 2013	4th Qtr 2013
Bank Deposit Accounts	1.30%	1.30%	1.30%	1.30%

Summary of Internal Debt As at December 31, 2013			
Purpose	Principal Amount	Interest Income	Interest Rate
Ajax CC Twin Ice Pads	\$1,066,602	\$35,771	2.69%
Operations Centre	2,276,000	69,783	Various
Audley Recreation Centre	2,416,700	15,890	Various
Total	\$5,759,302	\$121,444	

Summary of Veridian Promissory Notes Held December 31, 2013			
Issuer	Principal Amount	Interest Income	Interest Rate
Veridian Connections Inc.	\$14,060,000	\$783,142	5.57%
Veridian Corporation	5,550,000	333,000	6.00%
Total	\$19,610,000	\$1,116,142	

CONCLUSION:

All investments undertaken during the period from January to December 31, 2013 were in accordance with the investment policies and goals adopted by the Town.

Sandra Serrao, CMA
Senior Financial Analyst

Rob Ford, CMA, AMCT
Director of Finance/Treasurer

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Rob Ford, CMA, AMCT
Director of Finance/Treasurer

PREPARED BY: Carol James, CMO, CMTP, CMM III
Manager of Taxation

SUBJECT: Tax Section Status Report

WARD(S): All

DATE OF MEETING: March 20, 2014

REFERENCE:

RECOMMENDATION:

That the Tax Section Status Report be received for information.

BACKGROUND:

To keep Council informed about matters affecting the Tax Section, including tax collection issues, statistics and delegated authority reporting, the Tax Section Status report is presented to the General Government Committee at various times throughout the year.

DISCUSSION:

2014 Taxes

The residential and non residential 2014 interim tax bills, which are based on 50% of the 2013 total taxes, were mailed out on January 28th. The instalment due dates are Friday February 28th and Friday April 25th.

Final residential bills will be mailed out in May, with due dates of Friday June 27th and Friday September 26th. The final non residential tax bills are scheduled to be mailed in June, with due dates tentatively set for Friday July 25th and Friday September 26th.

2013 Taxes - Collection Statistics

Total Amount Billed	\$ 193,144,319
Amount Collected	\$ 185,976,645
% Collected	96.3%
% Arrears	3.7%

The 96.3% of the current years taxes collected, is consistent with prior years.

2012 & Prior Tax Arrears – Collection Statistics

In 2013, the various collection tools used have continued to be successful in reducing the number of properties with multi-year arrears. The following chart illustrates the significant reduction in the number of properties whose arrears extended beyond one year.

Year	# of Accounts Dec. 31, 2012	# of Accounts Dec. 31, 2013	# of Accounts Reduced
2009	11	1	10
2010	54	6	48
2011	664	72	592
2012	2,247	775	1,472
Total	2,976	854	2,122

Properties Registered For Tax Sale

Staff make every effort to work with taxpayers to develop payment arrangements that are acceptable to both the taxpayer and the Town, in order to clear any arrears in a timely fashion. Where a property is three years in arrears and all other collection efforts have been unsuccessful, a property is registered for tax sale.

From January to October 2013, a total of 36 properties were in various stages of the tax sale process. Of the 36 properties registered, only 4 sales remain active, with the other 32 accounts paid in full and the tax sale cancelled. If the remaining 4 accounts are not paid in full, they will be advertised for tax sale in the very near future.

In November 2013, as part of the regular collection process, staff reviewed properties that were eligible for tax sale and sent final notices to 107 taxpayers. A total of 87 taxpayers either paid the taxes in full or submitted acceptable payment arrangements. The remaining 20 did not contact the Town and as a result, the properties were subsequently registered for tax sale. Of the properties, 3 accounts were paid in full and 17 are still in active tax sale.

Pre-Authorized Payment Plans

We continue to offer and promote the various pre-authorized payment plans, and they continue to grow as a very popular choice among taxpayers. In order to encourage more participation, as well as our usual encouragement to enroll both on the phone and at the counter, we continue to provide pre-authorized payment plan applications in with new owner letters. This endeavor gives new owners information on the PAP plans offered, and has resulted in an increase in enrollment.

Delegated Authority Reporting

By-law 43-2010 delegates to the Treasurer or Designate, the authority to process tax adjustments under *Municipal Act, 2001*, as amended. Included in the By-law was a requirement to report on adjustments to Council through the Tax Status.

Section 357 (1) of the Municipal Act provides for the adjustment, refund or cancellation of taxes for a number of reasons (e.g. Property became exempt). The Section 357 tax adjustments, from November 1, to December 31, 2013, excluding penalty/interest, are apportioned back to the Region and School boards as detailed below:

Share	Nov – Dec 2013	Total 2013
Town	\$ 4,033.06	\$ 385,320.90
Region	7,769.04	740,446.24
School Boards	2,359.96	594,276.06
Total	\$ 14,162.06	\$ 1,720,043.20

The Town's \$385,290.90 share of the 2013 tax adjustments, was just under the budget of \$400,000.00

CONCLUSION:

The next Tax Section Status report is scheduled to be presented to General Government Committee in December, 2014.

Carol James, CMO, CMTP, CMM III
Manager of Taxation

Rob Ford, CMA, AMCT
Director of Finance/Treasurer

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Rob Ford, CMA, AMCT
Director of Finance/Treasurer

PREPARED BY: Sarah Webster
Financial Analyst

SUBJECT: 2013 Statement of Remuneration and Expenses for
Members of Council and Council Appointees

WARD(S): All

DATE OF MEETING: March 20, 2014

REFERENCE: Section 284(1) of the *Municipal Act, 2001*, S.O. 2001

RECOMMENDATION:

That the 2013 Statement of Remuneration and Expenses for Members of Council and Council Appointees be received for information.

BACKGROUND:

Section 284(1) of the *Municipal Act, 2001* states that:

"The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement of remuneration and expenses paid in the previous year to:

- a) Each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by or on which the member holds office by virtue of being a member of council;
- b) Each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- c) Each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body."

Information concerning the Ajax Council appointees was obtained directly from Veridian Corporation, Ajax Municipal Housing Corporation and the Library Board. For the Town's Advisory Committees and two Business Improvement Areas, the information was available from the Finance Department's records.

CONCLUSION:

In accordance with the requirements of the *Municipal Act, 2001*, the attached statement has been prepared and submitted to Council by the March 31, 2014 deadline.

Sarah Webster
Financial Analyst

Rob Ford, CMA, AMCT
Director of Finance/Treasurer

AJAX COUNCIL MEMBERS

Remuneration and expenses for Mayor and Council are authorized under By-law 157-2012 and Policy 030 Elected Officials Compensation and Expenses.

Member's Name	Remuneration/ Benefits	Travel Allowance	Conferences/ Seminars	Communication/ Meeting Expenses	Total
Steve Parish	\$102,743.24	\$12,000.04	\$4,890.32	\$1,277.49	\$120,911.09
Shaun Collier	44,829.73	6,999.98	0.00	2,340.52	54,170.23
Colleen Jordan	44,753.41	6,999.98	1,705.11	2,962.76	56,421.26
Marilyn Crawford	44,882.32	6,999.98	0.00	2,293.39	54,175.69
Renrick Ashby	41,827.91	6,999.98	3,904.48	2,318.74	55,051.11
Joanne Dies	41,634.42	6,999.98	1,893.91	1,355.92	51,884.23
Pat Brown	42,380.69	6,999.98	3,222.54	2,915.50	55,518.71
Total	\$363,051.72	\$53,999.92	\$15,616.36	\$15,464.32	\$448,132.32

AJAX COUNCIL APPOINTEES

Veridian Corporation			
Member's Name	Remuneration	Training/Meetings	Total
Eldon Dixon	\$16,970.96	\$15,894.50	\$32,865.46
David McGregor	19,628.96	3,927.00	23,555.96
Joanne Dies	20,683.96	1,956.30	22,640.26
Colleen Jordan	21,743.96	0.00	21,743.96
Jim Macpherson	19,628.96	79.00	19,707.96
Total	\$98,656.80	\$21,856.80	\$120,513.60

Ajax Municipal Housing	
Member's Name	Conferences
Oliver Forbes	\$822.25
Cheryl Bage	333.35
Renrick Ashby	0.00
Jacqueline Baker	0.00
Marilyn Crawford	0.00
Michael Richards	0.00
Kristen Winter	0.00
Total	\$1,155.60

Ajax Library Board	
Member's Name	Training
Jennifer Brown	\$296.44
Mary Cunningham	222.78
Valerie Silveira	222.78
Phill White	193.75
Kate Bird	105.76
Leanne Carnio	105.76
Marilyn Crawford	105.76
Olga Lambert	105.76
Sharon Monk	105.76
Total	\$1,464.55

Committee of Adjustment	
Member's Name	Honorariums
Matthew Milligan	\$630.00
Eldon Dixon	585.00
Carolyn Molinari	585.00
Michael Briand	525.00
Lisa Marie Williams	455.00
Chris Daffern	195.00
Total	\$2,975.00

Animal Services/Property Standards Committee	
Member's Name	Honorariums
Naomi Malandrino	\$450.00
Joseph Mitschang	390.00
Peter Graham	325.00
George Hawtin	325.00
Gary Grinton	195.00
Total	\$1,685.00

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

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

PREPARED BY: Jack Mamo,
Manager of Building Approvals Section

SUBJECT: Building Permit Fee Review Status Report

WARD(S): All

DATE OF MEETING: March 20, 2014

REFERENCE:

RECOMMENDATION:

That the attached Building Permit Fee Review Study be received as information.

BACKGROUND:

The Building Code Statute Law Amendment Act, 2002; requires municipalities to establish fees under the Act, in that: "The total amount of the fees authorized under clause 7(1)(c) must not exceed the anticipated reasonable cost of the principal authority to administer and enforce this Act in its area of jurisdiction."

Staff of Building Approvals Section have been continually monitoring the permit and inspection operation as well as the sufficiency of the permit fee structure since the building permit fee increase in 2009. As a result, the Town retained Watson and Associates Economist Ltd., to undertake a fee for service analysis of the administration of the Building Code Act in Ajax.

A copy of the Building Permit Fee Review Study, prepared by Watson and Associates economist Ltd. has been attached for your reference.

DISCUSSION:

To maintain the current level of service while providing for better cost-recovery performance and greater stability of the reserve fund Watson and Associates Economic Ltd., presented the following fee recommendations:

- Increase alteration and other minor permit fees to reduce the level of under-recovery without making the fee so high that applicants will not apply and obtain a permit; and
- Increase 'new' permit fees to a level comparable with other Durham Region area municipalities to maintain economic competitiveness.

The recommended fees and fee comparison to Durham area municipalities is provided within Appendix A of the attached report.

To present the proposed fee increases, as required by the Ontario Building Code Act, a twenty one day notice would be provided to hold a public meeting for comments from stake holders.

It is important to note that through the Building Permit Fee Review study; the activity based costing model confirms that the staff complement for the period of 2014 to 2017 is adequate to carry out the Town's statutory obligation to administer and enforce the Building Code Act within its jurisdiction.

NEXT STEPS:

The following is the Open House, GGC and Council schedule leading to the passing of the revised Building Permit Fee By-Law:

- Public Open House: April 15, 2014, 2:00 pm - 5:00 pm, River Plate Room;
- Final Building Permit Fee Review Report: May 08, 2014 - GGC;
- Building Permit Fees By-Law: May 26, 2014 - Council

FINANCIAL IMPLICATIONS:

The proposed building permit fees increase will provide for a more sustainable reserve fund for future years. The change will also improve cost-recovery performance in all building permit categories and maintain economic competitiveness with the surrounding municipalities.

COMMUNICATION ISSUES:

At the public meeting to be held on April 15, 2014 any person in attendance will have the opportunity to make representations with respect to the proposed building permit fee changes.

A public notice will be communicated to every person and organization that has been involved with any development in Ajax, including but not limited to builders, designers, contractors and home owners. The notice will be sent by regular mail to the last address provided to the municipality by such persons or organizations. Notice of the public open house will be posted on the Town's website and placed in the *Ajax News Advertiser*.

CONCLUSION:

In 2009 the Town undertook a review of the *Building Code Act*, user fee provision, and has been consistently monitoring its performance annually. The activity based costing model is updated to better reflect forecast permit activities over the 2014-2017 period and processing activity reflective of the Building Code Act requirements. As a result of the review analysis, a fee increase is recommended to ensure cost recovery of expenditures associated with the building permit and inspection process and provide a sustainable reserve fund. The proposed change in fee will be presented to stakeholders at the public meeting that is scheduled for April 15, 2014.

ATTACHMENTS:

ATT-1: Building Permit Fee Review Study – prepared by Watson and Associates Ltd.

Jack Mamo, Manager of Building Approvals Section

Paul Allore, Director of Planning and Development Services

TOWN OF AJAX

BUILDING PERMIT FEES REVIEW STUDY

Draft – For Discussion Purposes

MARCH 10, 2014



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 Planning for growth

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APPENDICES

A	PROPOSED FEE STRUCTURE AND MUNICIPAL FEE COMPARISON
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1. INTRODUCTION

1. INTRODUCTION

1.1 Introduction

In 2009, the Town of Ajax (Town) held a public meeting to adjust its building permit fee structure. The fee adjustments resulted from a study of the financial impacts on the Town's administration and enforcement activities under the *Building Code Act*. The study recommended fee adjustments to address the forecast decline in building permit volumes and change in the composition of building permit activities (e.g. decline in residential building permit activity relative to other types of building permits).

Since that time, the Town has continued to monitor its building operation and the sufficiency of the building permit fee structure. In addition, the Town has updated the anticipated building permit forecast to 2017 and reviewed their permit processing efforts to reflect changes in the Building Code requirements. Watson & Associates Economists Ltd. (Watson) has been retained by the Town to undertake a review of the building operations financial sustainability in light of these changes.

The process undertaken as part of the review included:

- Review and refinement of building permit costing categories to reflect anticipated permit volumes;
- Update permit processing estimates and operational capacity to address future permit activity;
- Update the Town's activity based costing model to reflect costing categories, activities and 2014 costing;
- Recommended adjustments, as necessary, to the Town's building permit fee structure, baseline costs and reserve fund strategy;
- Prepare a technical report summarizing the study findings and recommendations;
- Present findings and recommendations at a statutory public meeting of Council; and
- Provide the Town with an updated costing model manual and training.

This report summarizes the legislative context for the review, the findings from the review and recommendations.

1.2 Legislative Context

With respect to establishing fees under the *Building Code Act*, Section 7 of the Act provides municipalities with general powers to impose fees through passage of a by-law. The Act provides that:

“The council of a municipality...may pass by-laws

- (c) Requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof;
- (d) Providing for refunds of fees under such circumstances as are prescribed;”

The *Building Code Statute Law Amendment Act* imposed additional requirements on municipalities in establishing fees under the Act, in that:

“The total amount of the fees authorized under clause (1)(c) must not exceed the anticipated reasonable cost of the principal authority to administer and enforce this Act in its area of jurisdiction.”

In addition, the amendments also require municipalities to:

- Prepare and make available to the public annual reports with respect to the fees imposed under the Act and associated costs; and
- Undertake a public process, including notice and public meeting requirements, when a change in the fee is proposed.

O.Reg. 305/03 is the associated regulation arising from the *Building Code Statute Law Amendment Act, 2002*. The regulation provides further details on the contents of the annual report and the public process requirements for the imposition or change in fees. With respect to the annual report, it must contain the total amount of fees collected, the direct and indirect costs of delivering the services related to administration and enforcement of the Act, and the amount of any reserve fund established for the purposes of administration and enforcement of the Act. The regulation also requires that notice of the preparation of the annual report be given to any person or organization that has requested such notice.

Relating to the public process requirements for the imposition or change in fees, the regulations require municipalities to hold at least one public meeting and that at least 21-days notice be provided via regular mail to all interested parties. Moreover, the regulations require that such notice include, or be made available upon request to the public, an estimate of the costs of administering and enforcing the Act, the amount of the fee or change in existing fee and the rationale for imposing or changing the fee.

The Act specifically requires that fees “must not exceed the anticipated reasonable costs” of providing the service and establishes the cost justification test at the global *Building Code Act* level. As the requirements of the Act do not limit municipalities to the costs directly related to the service, these fees can include corporate management costs related to the provision of service (e.g. facility maintenance, information technology, governance, etc.). Moreover, the recognition of anticipated costs also suggests that municipalities could include costs related to future compliance requirements or fee stabilization reserve fund contributions. This is further emphasized in the annual reporting requirements noted above. As a result, *Building Code Act* fees modeled in this exercise include direct costs, capital-related costs, indirect support function costs directly consumed by the service provided, and corporate management costs related to the service provided, as well as provisions for future anticipated costs.

It is further noted, that while the legislative focus is established at the “code-level”, municipalities are undertaking more extensive costing to understand the cost/revenue relationships at the “permit-level”. By comparing costs of administration and enforcement by building permit type and with current fee structure revenues, municipalities can make better pricing decisions relative to their anticipated development, producing more sustainable financial results.

2. ACTIVITY BASED COSTING METHODOLOGY AND FINDINGS

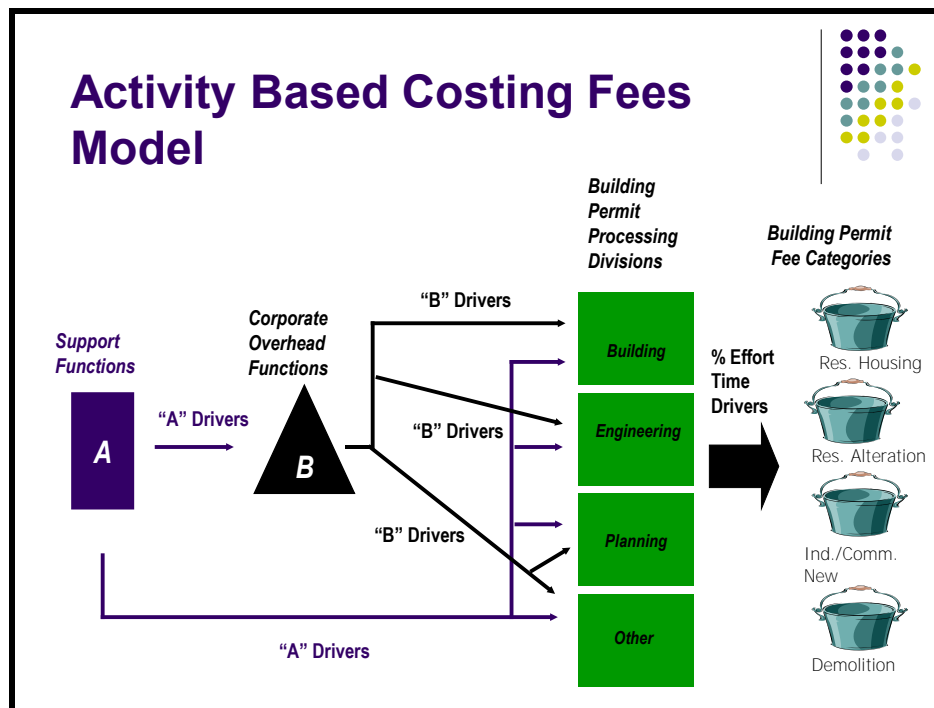
2. ACTIVITY BASED COSTING METHODOLOGY AND FINDINGS

2.1 Activity Based Costing Methodology

An activity based costing (ABC) methodology, as it pertains to municipal governments, assigns an organization's resource costs through activities to the services provided to the public. One of the service channels provided by municipalities is the building permit administration, inspection and enforcement process (i.e. building permit process). Conventional municipal accounting structures are typically not well suited to the costing challenges associated with building permit processing activities; as these accounting structures are business unit focussed and thereby inadequate for fully costing services with involvement from multiple Town business units. An activity based costing approach better identifies the costs associated with the processing activities for specific application types and thus is an ideal method for determining the full cost of building permit fees.

As illustrated in Figure 2-1, an ABC methodology attributes processing effort and associated costs from all participating Town business units to the appropriate user fee service categories. The resource costs attributed to processing activities and application categories include direct operating costs, indirect support and corporate overhead costs, and capital costs. Indirect support function and corporate overhead costs are allocated to direct business units according to operational cost drivers (e.g. information technology costs allocated based on the relative share of departmental personal computers supported). Once support costs have been allocated amongst direct business units, the accumulated costs (i.e. indirect, direct and capital costs) are then distributed across the various building permit costing categories based on the business units direct involvement in building permit processing activities. The assessment of each business unit's direct involvement in building permit processing activities is accomplished by tracking the relative shares of staff processing effort across each permit costing category's sequence of process steps. The results of employing this costing methodology provides municipalities with a better recognition of the costs utilized in delivering building permit processes, as it acknowledges not only the direct costs of resources deployed but also the operating and capital support required by those resources to provide services.

Figure 2-1
Activity Based Costing Methodology Cost Flow Diagram



2.2 Review Study Findings

As part of this fee review undertaking, the Town's activity based costing model was updated and financial projections were estimated for the next four years (i.e. 2014-2017). Based on these projections, recommendations were provided for adjustments to the Town's building permit fee structure.

2.2.1 *Activity Based Costing Model Update and Financial Projections*

An initial meeting with the Town staff resulted in the creation of a modified set of building permit categories, in order to better capture the level of effort being exerted by building department staff on the different permit types.

The Town provided updated organizational charts for its participating departments, which were used to update the staff complement included in the model. Furthermore, the Town was able to extract two sets of data from its AMANDA system, one pertaining to inspection processing times and the other to review processing times. These datasets contained a sample of processing activities over the last four years. The data were organized into subsets corresponding to the newly defined permit costing categories, and analyzed to obtain time estimates for each process and permit type. These time estimates were then used to make adjustments to the model.

Table 2-1 provides a forecast of anticipated building permit volumes by type for the four year forecast period 2014-2017. This information was provided by Town staff, and reflects the Town's most recent projections of building permit activity based on units within the development process and historical average annual activity levels. Permit types within the Town's forecast did not align perfectly with the newly defined costing categories resulting from the review process. As such, Watson reconciled the Town's forecast with the new permit costing categories, and the resulting forecast, which was used for the activity based costing analysis (Table 2-2).

The processing effort estimates were then applied to forecast permit volumes for the period 2014-2017 to establish the base-line building operations. These base-line effort estimates were confirmed with Town staff and industry sources for reasonableness. The effort estimates formed the basis for updating the activity based costing model, as well as updating the cost base to reflect 2014 Budget figures and updating the indirect cost drivers to reflect current consumption patterns.

Table 2-1
Town's Forecast Building Permit Activity by Type (2014-2017)

Building Application Category	Forecast Permit Volumes				Average Volume
	2014	2015	2016	2017	
Residential Housing (New)	653	535	505	432	545
Residential Housing (New) - CIP	-	-	-	56	
Residential Housing (Additions)	18	18	18	18	18
Residential Housing (Alterations)	19	19	19	19	19
Residential Multi-Storey (New and Additions)	-	6	2	2	4
Residential Multi-Storey (New and Additions) - CIP	-	1	2	2	
Residential Multi-Storey (Alterations)	3	3	3	3	3
Minor Residential Housing	170	170	170	170	170
Minor Non-Residential	9	9	9	13	13
Minor Non-Residential - Town	4	4	4		
Assembly - Institutional (New and Additions)	2	3	1	1	2
Assembly - Institutional (Alterations)	24	24	24	24	24
New Employment	12	5	7	8	8
New Commercial	2	3	1	5	4
New Commercial - CIP	-	2	1	1	
Non-Residential Industrial/ Commercial (Alterations)	47	47	47	47	51
Non-Residential Industrial/ Commercial (Alterations) - Town	4	4	4	4	
Demolition	11	11	11	11	15
Demolition - Town	4	4	4	4	
Change of Use	-	-	-	-	-
Site Servicing	13	13	13	13	14
Site Servicing - Town	1	1	1	1	
Sign	70	70	70	70	72
Sign - Town	2	2	2	2	
Accessory Apartment	27	27	27	27	27
Total	1,095	981	945	933	989

Table 2-2
Forecast Building Permit Activity by Model Costing Category (2014-2017)¹

Building Permit Fee Costing Category	Forecast Permit Volumes				Average Volume
	2014	2015	2016	2017	
Residential Housing (New)	653	535	505	432	545
Residential Housing (New) - CIP	-	-	-	56	
Residential Housing (Additions)	18	18	18	18	18
Residential Housing (Alterations)	19	19	19	19	19
Residential Multi-Storey (New and Additions)	-	6	2	2	4
Residential Multi-Storey (New and Additions) - CIP	-	1	2	2	
Residential Multi-Storey (Alterations)	3	3	3	3	3
Minor Residential Housing (Garages)	10	10	10	10	10
Minor Residential Housing (All Other)	160	160	160	160	160
Minor Non-Residential (Retaining Walls)	1	1	1	2	2
Minor Non-Residential (Retaining Walls) - Town	0	0	0	-	
Minor Non-Residential (all Other)	8	8	8	11	11
Minor Non-Residential (all Other) - Town	4	4	4	-	
Non-Residential Assembly - Institutional/Commercial (Shell)	4	6	2	6	6
Non-Residential Assembly - Institutional/Commercial (Shell) - CIP	-	2	1	1	
Non-Residential Assembly - Institutional (Alterations)	24	24	24	24	24
Non-Residential Industrial	12	5	7	8	8
Non-Residential Business/Personal Service Office (Alterations)	18	18	18	18	20
Non-Residential Business/Personal Service Office (Alterations) - Town	2	2	2	2	
Non-Residential Mercantile (Alterations)	29	29	29	29	31
Non-Residential Mercantile (Alterations) - Town	2	2	2	2	
Demolition	11	11	11	11	15
Demolition - Town	4	4	4	4	
Change of Use	-	-	-	-	0
Site Servicing	13	13	13	13	14
Site Servicing - Town	1	1	1	1	
Sign	70	70	70	70	72
Sign - Town	2	2	2	2	
Solar Panels					
Accessory Apartment	27	27	27	27	27
Total	1,095	981	945	933	989

Building permit volumes are anticipated to steadily decline over the forecast period of 2014-2017, from 1,095 permits in 2014 to 933 permits by 2017. Average and base-line annual permit volumes for the period are estimated at approximately 989, reflecting fixed resourcing costs over the near-term. Over the forecast period, new and addition residential building permits are expected to decline, while residential alterations and minor residential building permits remain stable. For non-residential development, industrial building permits are expected to gradually increase over the period, while other non-residential shell and alteration permit stabilize. Lastly, the Town's exemption policies for permits within Community Improvement Plan (CIP) areas and for Town permits are expected to increase from 15-18 permits annually in 2014-2016 to 70 permits in 2017.

The base-line costs of the building operation total approximately \$1.67 million annually (in 2014 dollars). This is comprised of average annual direct costs of \$1.31 million, indirect costs of \$0.31 million and capital costs of \$0.05 million.

This level of base-line costs reflects operating costs and building department resource utilization of approximately 90% on Building Code Act permit activities. At these base-line estimates, involvement from other departments are relatively minimal with 4% of fire administration and

¹ Note: Totals may not necessarily agree with individual permit volumes due to rounding.

prevention, 20% of planning administration and 3% of engineering resources and operating costs deployed to Building Code Act related activities. Moreover, capital costs included in the model reflect building replacement costs, as well as building vehicle replacement costs utilized in the delivery of services.

Utilizing these building permit volume projections, the Town's activity based costing model was employed to calculate the annual processing costs for Building Code Act operations. In years where building permit activity results in higher than base-line costs, building permit fee revenues would be expected to recover the increased costs of service. However, in years where activities fall below the base-line costs, building permit revenues and contributions from the Town's building reserve fund would be required to sustain the building operation. The results of modeling were used to quantify the impact on the Town's building reserve fund and to inform fee structure recommendations.

The initial projections, summarized in Table 2-3, illustrate the impact on the Town's building reserve fund if the current fee structure remains unchanged. As implied by the forecast permit volumes, the Town's forecast revenues during the period of 2014-2017 would be lower than annual costs of operation, thus requiring continued draws on the building reserve fund. Moreover, at current fee levels, building permit fee exemptions for CIP and Town permits would result in approximately \$510,000 of foregone revenues over the period. By 2017, the reserve fund would be significantly run down with a balance of about \$425,000. Based on these projections, the Town's existing fee structure is not producing sufficient revenue to sustain operations over the long term.

Table 2-3
Forecast Building Permit Financial Performance (2014-2017) - Existing Fee Structure
 Town of Ajax
Forecast Building Permit Financial Performance (2014-2017) - Existing Fee Structure

	2014 \$	2014	2015	2016	2017
Baseline Processing Expenditures	\$ 1,672,587				
Annual Processing Expenditures		\$ 1,802,786	\$ 1,677,605	\$ 1,579,247	\$ 1,583,435
Annual Processing Expenditures (indexed 2.5% annually) ¹		\$ 1,802,786	\$ 1,719,545	\$ 1,757,261	\$ 1,801,193
Baseline Revenues	\$ 1,556,939				
Revenues - Calculated at Existing Fees		\$ 1,520,961	\$ 1,749,325	\$ 1,462,419	\$ 1,495,051
Less: CIP and Town Project Unrecoverable Costs		\$ 14,127	\$ 102,120	\$ 149,421	\$ 244,059
Revenues - Existing Building Permit Fees		\$ 1,506,834	\$ 1,647,205	\$ 1,312,998	\$ 1,250,992
Operating Surplus/(Deficit)		\$ (295,952)	\$ (72,340)	\$ (444,263)	\$ (550,201)
Building Code Reserve Fund Balance	\$ 1,787,522	\$ 1,491,570	\$ 1,419,230	\$ 974,966	\$ 424,765

¹ The 2016 and 2017 Processing Expenditures are based on Baseline Processing Expenditures.

Reviewing the cost/revenue relationship in the updated activity based costing model at the building permit type level, it became apparent that there was still a general under-recovery of costs for alteration and other minor building permits types. Table 2-4 summarizes the full cost recovery permit fees, based on processing cost and average permit size, and the Town's

current building permit fees by type. On average, building permit fee categories such as Residential and ICI Alterations, Minor Residential and Non-Residential, and Other Permits (e.g. demolition, accessory apartment, etc.) are recovering about 35% of processing costs under the current fee structure. During the 2009 review an attempt was made to move the Town towards better cost recovery with respect to the aforementioned permit types. However, analysis of the Town's data on inspection processes has revealed that more effort is being spent on these permit types than was previously estimated. It is noted however, that market pressures and risks of non-compliance make full cost recovery difficult for these types of permits.

Table 2-4
Comparison of Full Cost Recovery and Existing Building Permit Fees
by Costing Category

Permit Type	Average Cost per Permit	Average Floor Area (m ²)	Charging Parameter	Full Cost Recovery Fee	Existing Fee
Residential Housing (New)	\$ 1,809.10	189.17	m2	\$ 9.56	\$ 9.00
Residential Housing (Additions)	\$ 1,632.34	47.96	m2	\$ 34.03	\$ 9.00
Residential Housing (Alterations)	\$ 993.38	79.21	m2	\$ 12.54	\$ 5.00
Residential Multi-Storey (New and Additions)	\$ 8,106.76	6,762.78	m2	\$ 1.20	\$ 9.00
Residential Multi-Storey (Alterations)	\$ 6,934.48	760.20	m2	\$ 9.12	\$ 5.00
Minor Residential Housing (Garages)	\$ 740.24	38.13	Each	\$ 740.24	\$ 80.00
Minor Residential Housing (All Other)	\$ 798.50	37.36	Each	\$ 798.50	\$ 80.00
Minor Non-Residential (Retaining Walls)	\$ 1,770.70	n/a	m	\$ 1,770.70	\$ 10.00
Minor Non-Residential (all Other)	\$ 1,760.84	168.99	Each	\$ 1,760.84	\$ 200.00
Non Residential Assembly - Institutional/Commercial (Shell)	\$ 6,945.26	1,181.53	m2	\$ 5.88	\$ 11.48
Non-Residential Assembly - Institutional (Alterations)	\$ 3,589.92	273.93	m2	\$ 13.11	\$ 5.00
Non-Residential Industrial	\$ 6,720.93	1,104.95	m2	\$ 6.08	\$ 6.60
Non-Residential Business/Personal Service Office (Complete)	\$ -	-	m2	\$ 12.85	\$ 13.50
Non-Residential Business/Personal Service Office (Alterations)	\$ 2,584.90	382.01	m2	\$ 6.77	\$ 5.00
Non-Residential Mercantile (Complete)	\$ -	-	m2	\$ 12.98	\$ 11.00
Non-Residential Mercantile (Alterations)	\$ 2,636.09	382.01	m2	\$ 6.90	\$ 5.00
Demolition	\$ 597.49	426.40	m2	\$ 1.40	\$ 0.20
Change of Use	\$ 1,218.38	-	Each	\$ 1,218.38	\$ 200.00
Site Servicing	\$ 1,967.28	\$ 214,240.00	% Const.\$	0.92%	2.40%
Sign	\$ 525.38	-	Each	\$ 525.38	\$ 150.00
Solar Panels	\$ 1,241.46	30.61	Each	\$ 1,241.46	\$ -
Accessory Apartment	\$ 1,584.58	77.81	m2	\$ 20.36	\$ 5.00

Declining new residential permit forecast, signal less reliance on these building permit types to stabilize the Town's building permit financial performance. As such, improving cost recovery performance on these categories and others will be required to stabilize future operations. Comparing the full cost results with surveyed results in neighbouring municipalities has allowed us to propose a rate structure that is designed to move the Town towards better cost recovery performance with consideration for market competitiveness and potential risks of non-compliance.

2.2.2 Fee Structure Recommendations

To produce better cost-recovery performance and greater operational stability the following fee recommendations are provided for Council's consideration. Appendix A to this report includes the specific fee structure recommendations and a comparison of building permit fees in

surrounding area municipalities (i.e. Pickering, Whitby, Oshawa, Clarington, Markham, and Richmond Hill).

- Increase alteration and other minor permit fees to current top market rates to reduce the level of under-recovery without producing avoidance of permit approvals; and
- Increase 'new' permit fees to levels comparable with other Durham Region area municipalities to maintain economic competitiveness.

Table 2-5 provides the financial performance results of the fee structure recommendations for the four year forecast period. With the adoption of the fee structure recommendations for 2014, annual revenues will increase by approximately 25% (or \$355,000 annually) on average over the forecast period, as compared to forecast revenues under the current fee structure. This will provide for a more sustainable reserve fund position as the Town approaches buildout, with a 2017 forecast reserve fund balance of 1.28 times annual direct costs compared with a significantly run down reserve fund under the existing fee structure. This will be produced, in part, by improved cost-recovery performance for alteration and other minor building permit types, where existing cost recovery levels of 35% will increase to 51% cost recovery. New permit fees will maintain competitiveness with surrounding area municipalities.

It is interesting to note the effect that Town and CIP permits have on the financial position of the building reserve fund. With the fee structure adjustments, the foregone revenue for these exemptions over the period would total \$637,859. If these revenues were recoverable, the 2017 reserve fund balance would be \$2.5 million or 1.72 times annual direct cost.

Table 2-5
Forecast Building Permit Financial Performance (2014-2017) - Proposed Fee Structure

	2014 \$	2014	2015	2016	2017
Baseline Processing Expenditures	\$ 1,672,587				
Annual Processing Expenditures		\$ 1,802,786	\$ 1,677,605	\$ 1,579,247	\$ 1,583,435
Annual Processing Expenditures (indexed 2.5% annually) ¹		\$ 1,802,786	\$ 1,719,545	\$ 1,757,261	\$ 1,801,193
Baseline Revenues	\$ 1,944,055				
Revenues - Calculated at Proposed Building Permit Fees		\$ 1,890,104	\$ 2,191,496	\$ 1,820,938	\$ 1,873,680
Less: CIP and Town Project Unrecoverable Costs		\$ 17,434	\$ 131,997	\$ 186,302	\$ 302,127
Revenues - Proposed Building Permit Fees		\$ 1,872,670	\$ 2,059,500	\$ 1,634,636	\$ 1,571,554
Operating Surplus/(Deficit)		\$ 69,884	\$ 339,955	\$ (122,625)	\$ (229,639)
Building Code Reserve Fund Balance (\$)	\$ 1,787,522	\$ 1,857,406	\$ 2,197,360	\$ 2,074,735	\$ 1,845,096
Building Code Reserve Fund Balance (% of Direct Cost)		1.29	1.60	1.48	1.28

¹ The 2016 and 2017 Processing Expenditures are based on Baseline Processing Expenditures.

3. CONCLUSIONS

3. CONCLUSIONS

3.1 Conclusions

The Town undertook a review of *Building Code Act* user fees in 2009 and consistently monitor performance annually. The Town retained Watson to update the activity based costing model to better reflect forecast permit activities over the 2014-2017 period and updated processing activity reflective of Building Code Act requirements.

Discussions with Town staff produced forecast building permit categorization reflective of effort, which was supported by historic processing data from the Town's AMANDA system to guide the update of time estimates used in calculating processing costs. Forecast permit volumes identified the extent of reduction in new residential permit activity and stabilization of alteration and minor permit activity. Overall stabilizing 90% of building operations over the forecast period would result in a significantly run down reserve fund by 2017 and an unsustainable building operation.

Targeted fee increases are being recommended to improve the cost recovery performance in alteration and other minor permits from 35% to 51% cost recovery, while maintaining market limits. Moreover, to achieve sustainable funding of building permit operations in light of updated development forecasts, it is further recommended that fees for new building permit types should be increased to levels comparable with other municipalities within Durham Region.

In conclusion, the recommended building permit fees would provide for a sustainable reserve fund position by 2017 of 1.28 multiple of annual direct costs. The recommended fees would remain competitive with the surrounding area and mitigate risks on non-compliance with alteration and minor permit fee types. It is recommended that the fee recommendations included in Appendix A to this report be provided to Council for their consideration.

APPENDIX A

**PROPOSED FEE STRUCTURE AND MUNICIPAL FEE
COMPARISON**

Town of Ajax
Comparison of Classes of Permits and Building Permit Fees

Permit Type	Basis	Existing Rates	Proposed Rates	Whitby	Pickering	na	Clarington	Markham	Richmond Hill
Residential Housing (New)	m ²	\$ 9.00	\$ 11.00	\$ 7.64	\$ 11.00		\$ 11.63	\$ 12.34	\$ 13.50
Residential Housing (Additions)	m ²	\$ 9.00	\$ 11.00	\$ 7.64	\$ 11.00		\$ 11.63	\$ 12.34	\$ 13.50
Residential Housing (Alterations)	m ²	\$ 5.00	\$ 6.00	\$ 2.80	\$ 2.15		\$ 3.48	\$ 4.71	\$ 5.00
Residential Multi-Storey (New and Additions)	m ²	\$ 9.00	\$ 11.00	\$ 8.18	\$ 11.00		\$ 17.18	\$ 13.06	\$ 19.30
Residential Multi-Storey (Alterations)	m ²	\$ 5.00	\$ 5.00	\$ 2.80	\$ 2.15		\$ 3.48	\$ 4.71	\$ 5.00
Minor Residential Housing (Garages)	Each	\$ 80.00	\$ 133.00	\$ 81.98	\$ 100.00		\$ 142.61	\$ 300.00	\$ 225.00
Minor Residential Housing (All Other)	Each	\$ 80.00	\$ 115.00	\$ 75.00	\$ 100.00		\$ 105.00	\$ 100.00	\$ 115.00
Minor Non-Residential (Retaining Walls)	m	\$ 10.00	\$ 11.00				\$ 8.64	\$ 14.58	
Minor Non-Residential (all Other)	Each	\$ 200.00	\$ 200.00	\$ 50.00	\$ 200.00				
Non Residential Assembly - Institutional/Commercial (Shell)	m ²	\$ 11.48	\$ 17.00	\$ 12.88	\$ 12.00		\$ 15.09	\$ 11.68	\$ 15.04
Non-Residential Assembly - Institutional (Alterations)	m ²	\$ 5.00	\$ 10.00	\$ 3.29	\$ 2.15		\$ 3.93	\$ 5.76	\$ 5.55
Non-Residential Industrial	m ²	\$ 6.60	\$ 7.00	\$ 5.33	\$ 6.50		\$ 10.32	\$ 8.63	\$ 10.13
Non-Residential Business/Personal Service Office (Complete)	m ²	\$ 13.50	\$ 14.00	\$ 11.73	\$ 9.75		\$ 17.08	\$ 13.58	\$ 18.30
Non-Residential Business/Personal Service Office (Alterations)	m ²	\$ 5.00	\$ 7.00	\$ 2.80	\$ 2.15		\$ 3.93	\$ 4.70	\$ 4.40
Non-Residential Mercantile (Complete)	m ²	\$ 11.00	\$ 13.00	\$ 10.01	\$ 9.75		\$ 14.63	\$ 11.58	\$ 14.30
Non-Residential Mercantile (Alterations)	m ²	\$ 5.00	\$ 7.00	\$ 2.58	\$ 2.15		\$ 3.48	\$ 5.60	\$ 3.30
Demolition	m ²	\$ 0.20	\$ 0.23	\$ 0.11	\$ 0.10		\$ 0.22	\$ 0.99	\$ 0.63
Change of Use	Each	\$ 200.00	\$ 200.00	\$ 100.00	\$ 200.00		\$86.44 / 100m2		
Site Servicing	% Const.\$	2.40%	2.40%						
Sign	Each	\$ 150.00	\$ 250.00	\$ 105.00	\$ 250.00		\$ 174.00	\$ 292.00	
Solar Panels	Each	\$ -	\$ 430.00		\$ 400.00		\$105 per 10 panels	\$100 - dwelling \$500 - all other	
Accessory Apartment	m ²	\$ 5.00	\$ 6.00	\$ 5.49	\$ 2.15		\$ 3.48	\$ 8.92	\$ 5.00



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

SUBJECT: 2013 Social Infrastructure Fund

WARD(S): All

DATE OF MEETING: March 20, 2014

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

RECOMMENDATION:

That Council receive the report entitled, 2013 Social Infrastructure Fund, dated March 20, 2014 for information.

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 building and 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, an entire funding management model was developed to ensure a fair and equitable process governed the distribution of funds. Due to the short turnaround time given the approval of the Strong Neighbourhood Strategy, agencies with pre-existing relationships and/or partnerships were invited to submit a project proposal application to the Community

Organizations Social Infrastructure Fund and residents were invited to submit a neighbourhood activity/event application to the Connecting Neighbours Social Infrastructure Fund. Applications were reviewed by a corporate Internal Review Committee and adjudicated based on eligibility criteria, alignment with the priority areas, level of innovation and impact, sustainability, budget, and organization's and/or resident's capacity to achieve the project and/or activity/event deliverables within the given time frame. After careful review and consideration, four (4) agency-based projects and two (2) neighbourhood-based events were successful in receiving funding. Following approval and agreed upon project adjustments, successful applicants entered into agreement with the Town, and were required to complete and submit a final project and expense report, and all promotional materials associated with the project and/or activity/event.

DISCUSSION:

The 2013 Social Infrastructure Fund provided community organizations and neighbourhoods with an opportunity to create impactful programs, services, and events that would otherwise not have been accomplished due to financial constraints. The Fund became a novel community development approach that incubated progressive, innovative, and sustainable solutions by community organizations and neighbourhoods. Through the development and implementation of these projects/initiatives and activities/events, the Town has been able to build capacity within its not-for-profit sector and within our neighbourhoods. The Social Infrastructure Fund investments have cultivated collaboration amongst community organizations and neighbours, have begun to identify, address, and bridge current gaps in programs/services, and provide the Town with tools that foster sustainable project legacies.

The following information provides a summary of the projects that were funded in 2013.

Community Organizations

Organization: Community Development Council Durham

Name of Project: Ajax Immigration Engagement Summit

Amount Funded: \$13,293.87

Summary of Project: This project developed a place-based model that helped identify the gaps and struggles of those people landing in Ajax, compared to the broader Canadian community. Newcomers living in Ajax were given a platform to share their stories about specific experiences immigrating to Canada and within the Ajax community. Participants were engaged in this process through the utilization of multiple mediums to digitally document and publish local experiences of diversity and immigrations. Experiences of newcomers were highlighted through video, written stories, short quotes, poems, social media, and dialogue. These experiences were then showcased at a one-day summit, whereby social service agencies, community leaders, and the public were invited to learn about and develop ideas surrounding how to improve cross-cultural dialogue within Ajax. Digital materials created throughout this project will be added to the Town's Connecting Neighbours Web Portal as a means to continually increase our resident's knowledge, awareness, and engagement of our newcomers. The videos created by this project may be used for training purposes, specifically to the Diversity and Community Engagement Committees, for a real life context of immigration to and living in Ajax. This project also served to build more partnership opportunities between the Ajax Welcome Centre and Durham Catholic District School Board Continuing Education.

Organization: Durham Regional Police Service

Name of Project: Community Safety Day

Amount Funded: \$2,998.08

Summary of Project: This project was comprised of a one-day seminar with two information sessions on community safety. These sessions provided training and education to Ajax seniors, homeowners, and businesses on how to proactively avoid being a victim of crime. These sessions connected residents with multiple partnering agencies including: Victim Services (VCARS, Durham Elder Abuse Network (DEAN), Safe Communities of Pickering & Ajax (SCOPA), and Neighbourhood Watch. To sustain the momentum of this project and to reach the broader Ajax community, DRPS videotaped all sessions, which will be posted on their web page and will be available to the Town to post on the Connecting Neighbours Web Portal or main Ajax website for residents to view at their convenience.

Organization: PFLAG Durham Region

Name of Project: Community Open House

Amount Funded: \$7,880.00

Summary of Project: This project included the development of a marketing strategy and creation of a one-day open house with two information sessions. These sessions were aimed at increasing awareness of PFLAG's programs and services as well as providing information regarding LGBTQ awareness, support, and education available in Ajax. This project also had the Aids Committee of Durham Region as a strong partner. The first session was open to local organizations, businesses, and community-based groups and provided an opportunity for service providers to discuss the challenges and best practices they have experienced in working with LGBTQ communities. The second session was open to the Ajax community and included a key note speech regarding LGBTQ misperceptions and an "LGBTQ 101" information session. PFLAG had identified that there was a need for training materials for both service providers and for staff/volunteers working with the LGBTQ community, and through this fund, they were able to create a DVD comprised of an "LGBTQ 101" awareness and educational seminar for service providers to utilize for training purposes.

Organization: Girls Inc. of Durham Region

Name of Project: Girls Inc. Mind+Body Leadership Initiative

Amount Funded: \$7,190.00

Summary of Project: This was a six week initiative designed to help newcomer girls, girls from visible minorities, girls from low-income and single-parent households, and other diverse groups ages 6 to 18 across Durham Region build self-confidence and connectedness while developing the knowledge, skills, and attitudes to make healthy lifestyle choices in the areas of nutrition, physical activity, body image, and stress management. As advancements to this program, social media, online research capabilities, and film presentations were added into the curriculum to create a more holistic approach to educational components. This project created a partnership opportunity with Balanced Life Yoga, Cross Fit Pickering, and the Durham District School Board.

Neighbourhoods

Neighbourhood: Hermitage Park

Name of Project: Rebuilding the Hermitage Neighbourhood Watch

Amount Funded: \$1,269.25

Summary of Project: This was a social networking and Neighbourhood Watch building event that celebrated the four years of community-building in Hermitage Park – park improvements, crime prevention, and community events. The event included a free concert and presentations by Durham Regional Police Service Neighbourhood Watch.

Neighbourhood: Audley

Name of Project: Audley Community Social & Neighbourhood Watch Training

Amount Funded: \$1,500

Summary of Project: This was a social networking and Neighbourhood Watch training event that was aimed at building relationships amongst the Audley community and further developing the interest and support for their Neighbourhood Watch. The event provided an opportunity for Audley-based businesses to connect and deliver information to the residents, for members of the community to get to know each other, to meet local Ajax musicians and artists, and to provide an opportunity for residents to try some of the programs that are delivered at the Audley Recreation Centre.

FINANCIAL IMPLICATIONS:

The Social Infrastructure Fund allocation for 2013 was \$40,600; a total of \$34,174.20 was utilized to support community organizations and neighbourhood projects. The Social Infrastructure Fund allocation for 2014 is \$40,500.

In closing the 2013 Social Infrastructure Fund finances, a remainder of funds existed. This occurred as one of the projects, following committee approval and budget allocation, was unable to be implemented. To maintain a fair and equitable process and due to the short turnaround time, we were unable to offer a second round of applications. Some of the remaining funds were redistributed to the successful applicants to further build upon the sustainable components of the delivered projects.

COMMUNICATION ISSUES:

Due to short turnaround time, given the approval of the Strong Neighbourhood Strategy, only agencies with pre-existing partnerships and/or relationships with the Town and resident(s) representing neighbourhoods were eligible to apply for funding in 2013. For 2014, a tactical communications strategy has been developed to inform community organizations and neighbourhoods of the availability of and call for applications for the Community Organizations Social Infrastructure Fund and for the Connecting Neighbours Social Infrastructure Fund for 2014 projects.

The strategy includes, but is not limited to:

- Promotion and dissemination of information to Advisory Committees, community partners, and recreational/social/sports/arts/cultural groups and clubs whose programs and services benefit Ajax residents
- Increased presence of information on the “Connecting Neighbours” web portal
- Dissemination of information through community festivals and events
- Social media

CONCLUSION:

The 2013 Social Infrastructure Fund was incredibly successful as it provided a significant advancement in the field of community development within Ajax. The fund solidified the Town’s position to dedicate substantial resources to progressive and proactive activities that support all residents and cultivated a process of equitable, collaborative, needs-based allocation of support. This fund will continue to support the ongoing development and enrichment of our not-for profit sector and the empowerment of our Ajax neighbourhoods. The Town will consider all applications that focus on the development and delivery of innovative, sustainable, and essential opportunities for our residents to become educated and engaged on an extensive collection of community-based initiatives that are designed to enhance the quality of life for all of our residents.

Cayla S. Da Silva, Community Development Coordinator

Tracey Vaughan-Barrett, Director of Recreation & Culture

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

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

PREPARED BY: Debbie Nickerson
Manager of Administration, Recreation & Culture

SUBJECT: **Advancing Access to Affordable Recreation in Durham**

WARD(S): All

DATE OF MEETING: March 20, 2014

REFERENCE: N/A

RECOMMENDATION:

1. That the report on **Advancing Access to Affordable Recreation in Durham** be received for information.
2. That Council endorse the signing of the **Advancing Access to Affordable Recreation in Durham Charter** related to improving affordable access to recreation services in Durham Region.

BACKGROUND:

In November 2011, a presentation was made to the Region of Durham Council on the status of access to affordable recreation by low income residents in the Durham Region. Region staff were directed to partner with municipal recreation providers and organizations to develop a workshop and planning meeting to discuss the current state and make recommendations to advance affordable access to recreation.

In early 2012, Community Development Council of Durham (CDCD) hosted focus groups with residents from low income backgrounds to determine the strengths and weaknesses of the current systems and recommendations that would assist in greater access to recreation programs.

A workshop was held in June of 2012, funded through a Trillium grant that included representatives from all related and allied agencies that could lend their expertise to discuss the issue of affordable access to recreation. Representatives from the school boards, public health, social services, non-profit agencies, municipal recreation providers and academics attended. The workshop served to share recent research, best practises and discuss the strengths and challenges within the current delivery system in order to increase affordable access to recreation.

As a result of this workshop, a region-wide committee entitled Advancing Access to Affordable Recreation in Durham (AAARD), comprised of recreation, education, health and social service practitioners was formed to further the work of increasing the number of low income Durham residents who are able to access recreation services. Members include all recreation departments from local municipalities, Region representatives, a number of not-for-profit organizations, and the school boards.

Since the initial call for Regional Staff to further investigate the issue of affordable recreation in Durham, the Region's Health and Social Services committee has received two reports on the progress of the AAARD committee. The Health and Social Services committee reports, received on January 26, 2012 and February 14, 2013, included updates on the committee's development of guiding principles, municipal efforts, vision statement, and recommended next steps. This document is attached to this report. (ATT-1)

DISCUSSION:

The AAARD Committee has been meeting on a monthly basis and has undertaken the completion of two surveys by municipalities and partner agencies to determine the number of residents that are participating, barriers clients are experiencing, and any current policies that exist to reduce barriers to participation.

Respondents to the AAARD survey also identified possible strategies to help address gaps and barriers identified. Some strategies include:

- A consistent region wide policy/standard/procedure on subsidy programs
- Regional cooperation/leadership/communication on developing funding formulas and providing region wide research and pilot programs
- Expanded funding for subsidy programs
- Program fees for low income residents might be based on income or adjusted on a sliding scale
- Training programs for staff who work in recreation programs to help them better serve low income clients
- Centralized information source for recreation programming
- Cross-promotion between municipalities and organizations offering programming for low income residents

The survey also highlighted promising practices that exist within established programs, including:

- Partnerships with Canadian Tire Jumpstart and Regional Social Services for program delivery and access
- Quick subsidy approval process and third party billing administration
- Service providers are making an effort to foster social inclusion
- Partnerships for fundraising
- Good quality outdoor facilities are available at no cost

Currently the AAARD committee is working to move forward with recommendations to help further access to affordable recreation. Community consultation was conducted through an online survey and the results were reviewed and summarized by the Community Development Council of Durham.

The next steps for the committee are as follows:

- Regional Partners to sign a Charter to Advance Affordable Access to Recreation in Durham Region
- A communications plan to promote awareness of the opportunities within each municipality
- Review opportunities to reduce transportation barriers
- Training sessions to be coordinated with social service providers, educators and service clubs to provide a tool kit that can be given to at risk and low income clients
- Research to build the business case for recreation subsidization and other supports in reducing reliance on social assistance and health care
- Research, train and pilot an integrated approach in an at risk area within the region
- Develop a centralized tracking tool to compare successes year over year

FINANCIAL IMPLICATIONS:

Recreation & Culture currently offers a variety of both financial assistance and community capacity building resources for residents to participate in recreation services. Throughout the consultation process it is evident that Ajax has promising practices and is a good model for other municipalities.

The Town has strong, well established partnerships with the Region and Canadian Tire Jump Start that enhances opportunities for Ajax residents to gain access to our programs.

Each year, Council has approved funds to assist low income residents to access programs where household or individual income support is a barrier. The following are statistics of assistance and services provided to Ajax residents and families in 2013:

- Town budget in 2013 was \$53,000, with actual incurred costs of \$ 60,300; the Town committed funds of \$60,000 for our 2014 budget
- 226 residents gained access to Recreation programs using our 50/50 (ODSP/ OW/ Bookmark) partnership with the Region of Durham
- 183 residents gained access to Recreation programs using the Town's 34/66 assistance program.
- 213 children received a further 25% discount off the cost of our Recreation programs as a result of our Canadian Tire Jumpstart partnership funding.
- 40 children were able to attend camp using our 100% funded partnership with the Durham Region Childcare Fee Assistance program.

COMMUNICATION ISSUES:

The Region, municipalities, and not-for-profit organizations have been asked to participate in a program launch and charter signing at Durham Region Headquarters in the second quarter of 2014.

CONCLUSION:

A Charter to Advance Affordable Access to Recreation in Durham Region would serve to demonstrate the commitment that program and service agencies have in including more residents in recreation. The charter would serve to solidify one vision for the region and indicate that each organization is willing to play its part in a coordinated fashion.

AAARD is proposing an event at Regional Headquarters in the second quarter of 2014 in which Region of Durham, Municipal Councils and not-for-profit Boards sign the proposed Charter to Advance Affordable Access to Recreation in Durham Region (see attached – ATT 1 / 2). Council and Board members would be invited to attend this event and the Mayor/Chair, or designate would be asked to sign the charter on behalf of their organization.

Agreeing to the charter would indicate that the partner organizations would be willing to support the following vision to further accessible recreation in Durham:

“All residents of Durham Region have the right to access affordable recreation, culture and sport within their communities due to the economic, social, mental, physical and spiritual benefits that participation brings to individuals and to the community.”

ATTACHMENTS:

ATT 1 - Advancing Access to Affordable Recreation in Durham – A Report
ATT 2 – The AAARD Charter

Debbie Nickerson, Manager of Administration

Tracey Vaughan-Barrett, Director of Recreation & Culture



Advancing Access to Affordable Recreation in Durham

December 2013

The Advancing Access to Affordable Recreation in Durham Committee wishes to extend its appreciation to the Trillium Foundation and the Region of Durham for providing funding and support in order to complete research and develop recommendations on this worthwhile initiative. Thanks are also extended to our local partners and stakeholders.

Our Partners

Abilities Centre
Boys and Girls Club of Durham
Brock Community Health Centre
Brock Physical Activity Network
Canadian Tire Jumpstart
City of Oshawa
City of Pickering
Municipality of Clarington
Community Development Council Durham
Durham District School Board
Girls Inc. Durham
Grandview Children's Centre
Region of Durham - Social Services
Region of Durham - Health Department
Their Opportunity
Town of Ajax
Town of Whitby
Township of Scugog
Township of Uxbridge
Tucker-Reid & Associates
YMCA - Oshawa

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Section One: What Exists - Current State Of Affordable Access To Recreation In Durham Region

1.0 Introduction

Recreation opportunities in Durham Region are provided by the municipalities, not for profit sector and the private sector. The Region of Durham does not have direct responsibility for the provision of recreation services but provides funding to assist with recreation and sport opportunities for persons from low income backgrounds. There is broad range of recreational and sport opportunities within Durham and great efforts are made to ensure that barriers are removed to achieve affordable access. Both levels of government as well as non-profit and private sectors support full access due to the benefits that participation in recreational pursuits brings to both the individual and communities alike.

The 2006 Canada Census data indicates that 27% or 146,000 residents in Durham live at or below the Low Income Measure. Reports from the local municipalities and not for profit agencies that provide recreational opportunities have shown that a small percentage of residents from low income backgrounds are actively engaged in recreational pursuits due to the barriers that they experience (knowledge of opportunities, costs, transportation, equipment etc.) A collective of these regional agencies and recreational departments have engaged in research and a planning exercise to determine how many low income residents are engaged in recreational pursuits, what barriers they are experiencing, what initiatives could reduce these barriers and strategies to increase participation by these residents.

1.1 Study Process

The process to date has included:

- A report was presented to the Region of Durham Council in November of 2011 on the status of access to affordable recreation by low income residents in the region. The Region of Durham directed regional staff to assist recreation agencies and departments to develop a workshop and a planning meeting to discuss the current state, issues involved with affordable access to recreation and a request to report back on the findings.
- Two surveys were sent to municipal recreation departments and agencies providing recreational opportunities to determine the number of residents that are participating, barriers that clients are experiencing, and any current policies that are in place to reduce barriers to participation.
- Focus groups were held with residents from low income backgrounds to determine what was helpful in getting them involved in recreational experiences and further the barriers that they were experiencing as well as any recommendations for greater access that they might suggest.

- A facilitated workshop was conducted in June of 2012, funded through a Trillium grant that included representatives from all related and allied agencies to lend their expertise to discussing the issue of affordable access to recreation. Representatives from the school board, public health, social services, recreation departments, the Y, non-profit agencies, municipal recreation practitioners and academics participated in this workshop. The workshop served to share recent research, best practises and discuss the strengths and challenges within the current delivery system in increasing affordable access.
- One of the positive results of the workshop on advancing affordable access to recreation was the formation of a region wide committee of recreation, health and social service practitioners to further the work of increasing the number of Durham residents who are able to access recreational pursuits. The Committee is called Advancing Access to Affordable to Recreation in Durham (AAARD).
- Surveys were conducted with low income residents to ensure that the objectives of the AAARD Committee were supported by low income residents.

1.2 Report Organization

The summary report on the status of access to affordable recreation for low income residents will set about to provide a summary of what exists currently to support access and what could exist in the future to strengthen access.

The first section will provide background information, define the issue and a look to what is provided in other jurisdictions.

- A description of the study to better understand the number of residents from low income backgrounds and the numbers that are participating in recreational programs in Durham
- A summary of relevant demographics and socio-economics in Durham Region
- A description of what municipal and non-profit providers of recreation have in place to decrease barriers to participation
- A description of the barriers that low income residents are facing
- An understanding of the policies that exist to remove barriers to participation
- A summary of the research that supports investing in recreation for residents from low income backgrounds
- A summary of best practices that are in place in other jurisdictions

The second section speaks to what can be done collectively to advance affordable access and concludes with some go forward recommendations.

- An analysis (strengths, challenges and opportunities) with respect to affordable access to recreation in Durham
- A vision for the future access and guiding principles

- Suggested standardized provision targets for access
- A charter to advance affordable access to recreation in Durham for all allied parties to sign
- A framework to advance affordable recreation
- A summary of recommendations and next steps

1.3 Critical Research – Making the Case for Affordable Access to Recreation

At the June 2012 workshop, Dr. Gina Browne, who is the Founder and Director of the Health and Social Services Utilization Research at McMaster University, gave an overview of her research with respect to interventions for persons and families receiving social assistance. Essentially Dr. Browne's research included providing supports (counselling, medical interventions and recreational pursuits) to families. Her systems-linked research is captured in a document entitled "When the Bough Breaks" which concludes that there is a business case to be made for investing in recreation and other interventions (social, health and recreational supports) in order to reduce the number of clients receiving Ontario Works.

Dr. Gina Brown's prominent research found the following statistics regarding social assistance clients across Ontario:

- 50% are sole support parents
- 45% of sole support parents are depressed
- 60.4% have 2 or more mental health problems
- 33.3% of children have behavior disorders
- 29.3% live with pain which limits activities
- 38.8% have 2 or 3 health problems
- 61.0% have children over 7 years



Dr. Browne's research demonstrated that there a positive cost/benefit effect by subsidizing recreation services pays for itself from an overall social services perspective as the provision of recreational services results in a significant reduction of other services such as specialists, Children's Aid Services, occupational therapists, physiotherapists, psychologists, social workers, probation officers, chiropractors and emergency services required by families on social assistance. Beyond the economic advantages, regular participation in recreation services benefits children by increasing their academic, social and interpersonal competence and benefits parents by decreasing their nervousness, anxiety, sleep problems and use of food banks.

1.4 Demographics and Socio-Economics in Durham

Recent data from the 2011 Census, released by Statistics Canada in early 2012, indicates that the population in the Region of Durham continues to grow at steady rate.

Between 2006 and 2011 the population of Durham increased by 8.4% to 608,124; since 2001 the population in Durham has increased by 101,223 or 20%; in the 20 year period between 1991 and 2011 the population in Durham has increased by nearly 50%.

Below is a breakdown of the 2011 demographics of Durham pertinent to the affordable access to recreation issue:

- In 2011, there were 113,030 children under 15 years in Durham, there were an additional 47,025 youth between the ages of 15 and 19 years in Durham in 2011; children and youth represent 26% of the population.
- In 2011, there were 87,810 couple families (married and common-law) with children in Durham; of these families 35.7% had one child, 45.4% had 2 children, and 18.9% had 3 or more children.
- In 2011, there were 30,830 lone-parent families in Durham, of which 79.5% were lone-female parent families. Of these lone female parents, 55.1% had 1 child, 32.2% had 2 children, and 12.6% had 3 or more children.

Based on the 2006 Census Data, in Durham, 149,315 individuals (26.6% of the population) reported income below the Low Income Measure. The Low Income Measure (LIM) was set as the official measure of poverty in Ontario in the 2009 Poverty Reduction Act. Of these individuals 63.4% (or 94,750 individuals) were women.

- 18.6% of lone female parent families in Durham live in poverty (LIM), compared to 5.7% of couple families
- 25% of recent immigrants in Durham live in poverty (LIM)
- 15% of children in Durham live in poverty (LIM)
- As of December 2012, there were total of 21,445 individuals in Durham receiving Ontario Works (OW) and 22,500 on the Ontario Disability Support Program (ODSP). The Ontario Works Caseload has almost doubled in the past five years.
- The February 2013 unemployment rate for the Oshawa CMA is 9.6%.

The information on residents living on lower incomes in Durham Region serves to develop the case to increase the call to action to include these residents in gaining access to recreational pursuits.

1.5 How Service Providers are Reducing Barriers to Access to Affordable Recreation

The role of local non-profit organizations in the promotion and delivery of affordable recreation programming in Durham - Prepared by: B. Earle, CDCD

In assessing local infrastructure that supports access to affordable recreation, we need to consider the role of local not-for-profit organizations. These organizations provide a variety of programs and services that provide affordable sport and recreation options for all members of our community. This section provides a snapshot of these services in Durham, identifying local assets as well as the gaps that exist in local programming.

There are several local not-for-profit organizations (see Table 1 for examples) that provide sports and recreation programming to the community. Each of these organizations have various programs that promote affordable access to recreation for children, youth, adults and seniors. These organizations are generally taking a mixed approach, providing both free programming as well as subsidy or fee-reduction programs for members of the community who demonstrate financial need. They also work closely with existing programs, such as Canadian Tire Jumpstart, to promote affordable access to all those who wish to participate in their programs and services.

Affordable recreation is also promoted by local sports clubs and leagues. Although a comprehensive survey of these organizations and their approach to affordable access is difficult, many do provide or support financial aid programs for their participants. Further, many local sports leagues promote and support equipment exchange programs, helping parents to access affordable options for their children's equipment.

Finally, the local faith community promotes multiple youth, adult and seniors recreation programs, ranging from sports leagues and tournaments, to camps, and other recreation programs. These programs are often organized within a single faith institution or between a few partnering institutions, and provide free or low-cost recreation options for members of the community.

In dialogue with local non-profit organizations, it was identified that a comprehensive and coordinated affordable access strategy should include programming offered by local community organizations. Often these organizations have developed detailed and goal oriented programming and have many years of experience in the delivery of accessible programming for local residents. However, they often struggle to resource these programs and therefore their ability to promote affordable access is reduced.

The following chart shows select local non-profit organizations that provide recreation programs and their subsidy programs.

Organization	Organization Description	Promoting Affordable Access
Abilities Centre	Abilities Centre is a charitable organization that delivers enriching sports, arts, music, and life skills opportunities for all ages and abilities within a 125,000 square foot, state-of-the-art facility.	The Abilities Centre has a Membership Assistance Program for those who demonstrate a financial need. The program assesses individuals on a per-case basis through an application process.
Boys and Girls Club of Durham	The Boys and Girls Club of Durham provides safe and accessible programming for children and youth in the community. In addition to providing recreation programming, the Boys and Girls Club offers various workshops, clinics and programs focusing on issues that are present concerns of children and youth in our community.	The Boys and Girls Club offers many programs that are free of charge, promoting access for low-income children and youth in the community. The organization will also consider waiving membership fees on a case-by-case basis based on family need.
Girls Inc.	Girls Inc. inspires all girls to be strong, smart, and bold through life-changing programs and experiences that help girls navigate gender, economic, and social barriers.	Girls Inc. maintains an application based subsidy program. Depending on need, the organization will waive part or all of a program fee to promote access. The organization will work with other subsidy programs to reduce fees for eligible participants.
Grandview Children's Centre	Grandview Children's Centre is a fully accredited Children's Treatment Centre. Grandview provides a range of specialized paediatric habilitation and rehabilitation services and supports for children and youth living in Durham Region who have special needs.	Therapeutic Recreation programs are offered for children and youth living in Durham Region with special needs. Programs are offered at a nominal cost due to support from the Grandview Children's Foundation and government grants.

Organization	Organization Description	Promoting Affordable Access
YMCA Greater Toronto	The YMCA focuses on programming that promotes community support and development. YMCA health, fitness and recreation programs helps all members of the community to live active, meaningful lives.	The YMCA provides a combination of free programming and subsidized fee programs to support affordable access to their programs and services. Subsidy programs are available based on financial need.

1.6 Municipal, Canadian Tire Jumpstart (CTJS) and Region of Durham Affordable Access Programs and Results

The municipalities within Durham have worked collectively with the Region of Durham and Canadian Tire Jumpstart to coordinate affordable access to recreation and sport.

1.6.1 Regional Programs

The Region of Durham provides subsidy to low income residents through their Social Services Certificate Program and their Day Care Fee Assistance Program. Municipalities are provided funds from the Social Services Department to offset the costs of providing recreation opportunities to Ontario Works clients. Some municipalities also have a Day Care Fee Assistance Program agreement where the Region provides funding for children to attend municipal camp programs through subsidized child care funds.

In 2012, 613 children across Durham Region for a value of \$110,200 (funding rounded to 100) received funding for recreation programs through the Region of Durham's Social Services Certificate Program.

1.6.2 Municipal Programs

Many Durham municipalities have a municipal subsidization policy to provide funding to low income residents to access recreation programs.

In 2012, 1,608 individuals across Durham were able to access recreation programs as a result of municipal subsidization programs. This equated to a value of \$211,200 in subsidized programs.

1.6.3 Canadian Tire Jumpstart

The Canadian Tire Jumpstart program subsidizes the cost of recreation programs for children 4 to 18 years of age. Canadian Tire Jumpstart allocates their total budget to “Chapters” across the country. In each municipality, a Chapter Member is established to ensure the funds are distributed effectively to children residing in their municipality.

Each municipality is given an allotted amount of funds to use for municipal and local recreation and sports for qualifying children. In some municipalities, the Municipal Recreation Department serves as the Chapter Member to approve and request funds for the community at large. In other municipalities, not for profit organizations serve as the Chapter Member and fulfill this role.

In 2012, Canadian Tire Jumpstart provided funds to 1,371 children who live in the Durham Region for a total value of \$172,600.

The municipalities have access policies in place or seek out local funders that can assist with fees or equipment. Canadian Tire Jumpstart provides funding for residents from low income backgrounds in order for them to participate in recreation or sport opportunities. The Region of Durham does not provide any direct programming but provides funding in order for agencies and municipalities to offer programs and camps. This approach has worked effectively and recent discussions by all of the parties is beginning to target programs and funding where they are most critically needed.

1.6.4 Number of Participants with Lower Incomes Funded Through Municipalities, CTJS and the Region of Durham – 2011 and 2012

This table demonstrates that efforts to reduce barriers and increase funding to ensure greater access to affordable recreation has proven a successful tactic. Each organization has increased the number of residents that can now participate with an overall increase from 2011 to 2012 of 19%.

Recipients (all ages)	2011	2012	Percentage Increase
Municipal Funding	1158	1608	38%
Canadian Tire Jumpstart	1330	1371	3%
Region Of Durham	649	767	18%
Total	3137	3746	19%

1.7 Barriers and Gaps

Barriers faced by low income residents were investigated through research and consultation conducted at the provincial and national level over the past several years. In a recent consultation with local Durham Region clients and service providers, similar barriers were identified. The five main barriers identified by low income clients and recreation providers include programs, facilities, affordability, capacity and accountability.

1.7.1 Program Knowledge

There is a lack of awareness of the programs and services available to low income residents and especially how to access programs at a reduced and affordable rate. There may be a lack of parental distrust of gaining access for their children and there is a perceived lack of structured, culturally sensitive and accessible programs.

1.7.2 Facilities

Transportation provides another barrier to low income residents as taking public transit add costs and time to attend a program. There is a perceived lack of places for informal and structured programs.

1.7.3 Affordability

The cost of programs prohibits low income residents from trying to register while equipment and transportation costs add to the difficulty. There is also a stigma attached to applying for a subsidy as proof of income is often a requirement.

1.7.4 Capacity

Low income residents feel that they do not have a voice in order to change access policies and address affordability issues.

1.7.5 Accountability

There is no central coordinating body where residents can access recreation programs; there are many points of entry which leaves navigating an often complex system a challenge for low income residents.

Source: Adapted from the Every One Plays: Affordable Access to Recreation for Ontarians

AAARD conducted a survey in November 2012 with eight local municipalities as well as six local and not-for profit recreation service providers. One of the questions asked about the primary barriers faced by individuals and families in accessing local recreation programming. The three most common barriers included cost, knowledge of existing programs and transportation. The following chart lists all the identified barriers:



While low income residents were identified as experiencing many of these barriers to accessing recreation programs and services, additional barriers may also be present for newcomers, individuals with special needs, children, youth and seniors.

When Durham Region low income families were asked about the gaps in accessible recreation opportunities through focus groups, they identified the following areas:

- Program and subsidy availability awareness
- Lack of collaboration/connection and similarities in approach across municipalities and with community organizations
- Some areas are well-served by subsidies; others lacking
- Subsidies based on previous year's income, not current year data
- Assistance is needed for equipment costs as well as program access

Recreation service providers identified the following gaps in accessible recreation opportunities for individuals and families through the AAARD survey:

- Lack of awareness about subsidy programs for sport and recreation
- Lack of long term sustainable funding for programs
- Lack of funding for subsidy for non-municipal programming
- Lack of accessible recreation programming overall
- As subsidy programs tend to be municipally managed, there is a lack of equitable access across the Region (Jumpstart helps fill this gap)
- Lack of activities that are of interest to diverse cultural communities

Respondents identified several strategies that could be pursued in Durham to help address the gaps and/or barriers identified above, including:

- A consistent region wide policy/standard/procedure on subsidy programs
- Regional cooperation/leadership in developing a consistent funding formula and providing region wide research and pilot programs
- Expanded funding for subsidy programs
- Program fees for low income residents might be based on income or adjusted on a sliding scale
- Training programs for staff who work in recreation programs to help them better serve clients with disabilities
- Centralized information source for recreation programming
- Cross-promotion between municipalities and organizations offering programming for low income residents

1.8 Client Input

The Community Development Council of Durham (CDCD) conducted a survey in the spring of 2012 seeking low income resident's input regarding subsidized recreation programming. The results of this survey have been included within the barriers, gaps and promising practices sections of this report.

Overall, the feedback from the clients was to continue what is working well and strive to eliminate barriers to access, improve awareness of what exists and how to access and enhance collaboration across municipalities and sectors. Some of the specific recommendations included:

- The provision of transportation subsidies
- A link to recreation programs on the Immigration Portal
- Changes to application forms – simplify
- Raise awareness of what already exists by improving promotion and outreach efforts
- List benefits of each program and subsidies available, in all marketing material
- Seek business/corporate sponsors
- Host information sessions at Welcome Centres – include tours of recreation centres, sign-up process, free passes to increase comfort level
- Investigate the potential of developing a Newcomer Action Pass



Clients also indicated that improvements to reduce the administrative approval process and the potential stigma associated with the approval process would be beneficial. Some recommended actions included:

- Providing opportunities for online registration
- Determine criteria for people with special needs (currently only based on financial)
- Entrust subsidy approval and set-up process to more staff members
- Continuous updating of staff training
- Use of Community Leader reference letters in place of some forms – faster and more respectful
- Collaboration with community organizations that serve similar clientele – avoid taking same information from client (internal confirmation between orgs, on client's behalf when they sign up)
- Making vouchers the same everywhere to avoid stigma

1.9 Promising Practises

Low income residents across the Region of Durham have indicated that there are a number of programs and services that provide affordable and accessible recreation opportunities. Some of the most common promising practices include:

- Partnerships with Canadian Tire Jumpstart and Regional Social Services for program delivery and access
- Quick subsidy approval process, third-party billing
- Programs making efforts to foster social inclusion
- Partnerships for fundraising
- Outdoor facilities popular (no cost and good quality)

In summary the recreation program and service providers within Region of Durham are experiencing:

- A growing demand for no cost/low cost programs and services for residents from low income backgrounds
- A need to gain long term commitment for funding from all levels of government
- A need to work collectively with agencies serving low income clients to better promote access to affordable recreation
- A continued need to reduce the barriers to affordable access to recreation in Durham Region
- Increased promotion of activities and opportunities
- An opportunity to set targets and measure the effectiveness of improved communications, funding and outreach.

Section Two: “What Could Exist” A Framework To Advance Access To Affordable Recreation

2.1 Strengths, Challenges and Opportunities

The baseline data articulated in section one of this report demonstrates that there has been recognition of this issue, policy development and action taken at the regional level of government, within the municipalities and agencies involved with direct service provision. Determining the strengths, challenges, opportunities and threats will serve to identify where future efforts and resources could be directed.

Strengths In Addressing Affordable Access	Challenges In Addressing Affordable Access
<ul style="list-style-type: none"> ○ There is a strong belief that recreation provides all residents with a better quality of life ○ A strong desires exists to coordinate efforts with regional, municipal and not for profit organizations are underway to better include persons with low incomes ○ There is a recognition that costs are not the only barriers and that efforts need address multiple barriers ○ There are policies and funding mechanisms in place in most municipalities ○ The Canadian Tire Jumpstart Program has filled a large gap in the region and provides for a private partner to assist 	<ul style="list-style-type: none"> ○ Costs, transportation and knowing about opportunities are the greatest barriers to participation in Durham ○ Lack of data regarding the percentage of low income residents taking advantage of subsidy and access programs ○ Awareness of subsidy programs Inconsistent approach across the region to provide recreation opportunities to low income residents ○ process is cumbersome and sometimes humiliating ○ A business case is needed to demonstrate that Ontario Works clients reliance can be reduced through coordinated and consistent supports



Future Opportunities	Possible Threats
<ul style="list-style-type: none"> ○ Demonstrate the collective commitment by asking all governments and agencies to sign a Charter that commits to advancing access to affordable recreation in Durham Region ○ Inventory all available opportunities within a municipalities and increase awareness opportunities such as training social service and health workers to provide guidance to clients about recreation opportunities and subsidies ○ Communication and promotion in predominant languages ○ Provide vouchers or a credit on a family's personal identification number (computerized registration systems) ○ Providing localized no cost and low cost opportunities ○ Include information on related websites such as the Immigration Portal, Library websites etc. ○ Work with the Board of Education to provide information to potential participants. ○ Completing research that will provide a business case for consistent funding (decrease reliance on OW funding) ○ Pilot efforts to provide coordinated supports in an at risk area ○ Track the percentage of engaged participants year over year 	<ul style="list-style-type: none"> ○ Inconsistent funding for subsidy programs ○ Competing priorities for funding and resources ○ Capping of tax funded programs and services

2.2 A Regional Vision and Guiding Principles

It is clear that greater efforts need to centre on further research, better communication of opportunities, working more effectively together to reduce duplication and tracking participation. The following vision has been created to offer a picture of a brighter future that we can all work toward.

“All residents have the right to participate recreation, culture and sport in Durham Region due to physical, social, mental, economic, and spiritual benefits that participation brings to individuals and to the community.”

2.3 Guiding Principles

The following guiding principles will guide our work as we develop tools and mechanisms to advance affordable access to recreation in Durham Region.

1. All strategies to provide equitable access to affordable recreation, sport and culture will be **client focussed and respect the dignity of participants**.
2. All residents **feel included** within their communities regardless of their background; access to recreation is barrier free.
3. Related practitioners and agencies will **work collectively** under one framework to ensure equitable access to recreation, culture and sport.
4. A simple and seamless approach to **approving clients** for access is paramount to the success of the program.
5. Identifying and **addressing barriers** to accessing programs and services will assist in achieving our vision of full and equitable access to recreation culture and sport.
6. The **business case** (the savings generated by the number of participants exiting Ontario Works) will be developed and results reported out to partners and stakeholders.
7. **Building capacity** and developing partnerships will ensure that there is a sustainable program over time.
8. Equitable access to recreation, sport and culture is a **shared responsibility** in Durham Region between government, related agencies, for profit and not for profit organizations.

2.4 Targets

It is important to quantify what our common participation targets are in order to better coordinate programs and opportunities with like partners. Setting regional targets with localized coordinated service delivery will provide opportunities where people live and will provide local contacts and support.

Our target is to provide:

1. Daily recreation opportunities to all residents through the provision of open spaces, trails and other unstructured, non-fee based recreation opportunities.
2. The opportunity for low income residents to participate on a regular basis in an organized recreation program that may include, but is not limited to camps, learn to swim or leadership training opportunities.

2.5 A Charter to Advance Affordable Access to Recreation in Durham Region

The development of a Charter to Advance Affordable Access to Recreation in Durham Region will serve to demonstrate the commitment that program and service agencies have in providing recreation opportunities to all residents. The charter will serve to solidify one vision for the region and indicate that each organization is willing to play its part in a coordinated fashion.

Charter To Advance Access To Affordable Recreation In Durham Region

The Rights of all Durham Region Residents in Accessing Parks and Recreation Services.

Durham Region, Durham Municipalities and allied organizations are committed to providing **each** and every citizen with safe and enjoyable recreational experiences and believe that each citizen has the right in accessing recreation services. This Charter to Advance Access to Affordable Recreation in Durham Region describes these basic rights and the collective responsibility in working to ensure equitable access for all residents regardless of their status and background.

We believe that every citizen in Durham Region should have access to:

- Participation: Participate in quality, safe, affordable recreation and culture programs that are in harmony with the diversity of the community.
- Equity: Be encouraged to join in regardless of one's background and ability to pay.
- Active Living: Be physically active through participation in both organized and informal sports, recreational, and cultural activities.
- Access to Nature & the Outdoors: Experience nature and to access open spaces within their communities.
- Enriching Experiences: Experience the arts, culture, heritage, sports and recreation.
- A Welcoming & Inclusive Community: Be included in activities that build strong communities, engaged citizens and healthy family life.
- Engagement: Be engaged in the planning of recreation, parks, and culture in their communities and to participate in volunteer activities.

We will work together with all of our community partners to:

- Understand the barriers to participation in recreation and address them through policies, programs and our inclusive actions
- Educate residents as to the importance of participating in recreation and the benefits to the individual, families and communities
- Provide a balance of fee based and no cost/low cost opportunities that are accessible to all residents
- Subsidize residents who are in need to assist them in participating in the activities of their choice
- Measure our success and report out to the community and partners

Source: Adapted from the Charter for Recreation and Parks in Ontario

We commit to working together because the benefits to individual and communities are positive and worth our joint efforts. Research dictates that the provision of parks, recreation and cultural opportunities is an essential service that enhances individuals and the community alike. Recreation is:

- ✓ Essential to Personal Health
- ✓ Key to Human Development

- ✓ Essential to the Quality of Life
- ✓ Reduces Anti-Social Behaviours
- ✓ Builds Families and Communities
- ✓ An Investment in Community's Future

Source – CPRA – The Benefits of Parks and Recreation

We, the undersigned strive to work better together to include all residents facing barriers to participation in recreational pursuits.

2.6 A Framework to Increase Access to Affordable Recreation

It will take coordinated and continued efforts to increase access to affordable recreation in Durham Region. Collectively, we can move the bar if everyone is committed to a vision, can offer some resources, is kept informed and can play their part. The following framework demonstrates that many agencies and organizations do provide recreational opportunities and also provide residents with greater access; but coordinated efforts will use community resources more effectively and reduce duplication.

Regional Coordination

A Regional Coordinating Team made up of all agencies and municipalities will meet regularly to coordinate research, communications, and advocate, track participation, form new partnerships, increase opportunities, and provide an annual forum with new and existing partners at a minimum.

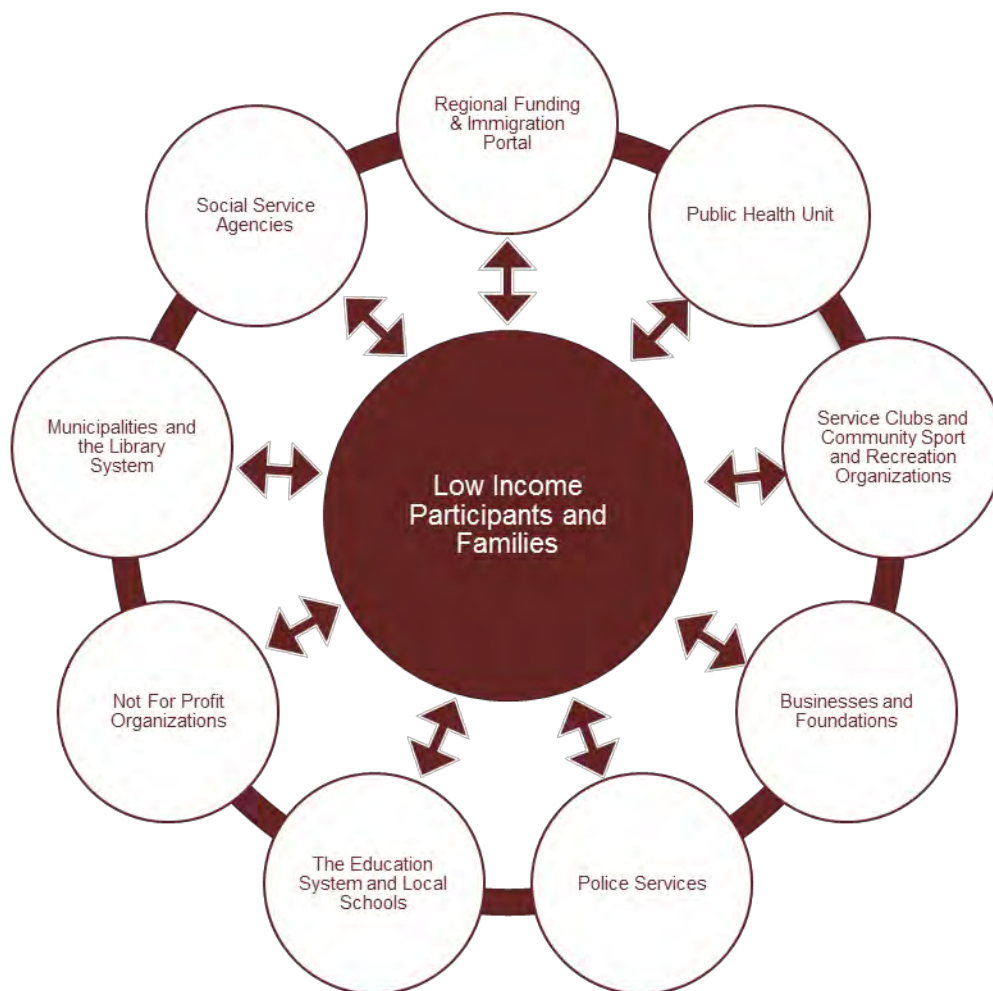


Municipal Delivery

Delivery at the municipal level will provide low income residents with local contacts and support. Communications at the local level will be the key to providing easy navigation through the service delivery system. Local providers will need to understand local issues and develop programs and initiatives that use resources wisely and maximize participation.

2.7 Our Partners

The following diagram demonstrates that there are a significant number of agencies and organizations that have an interest in contributing resources and time to increase participation in recreational pursuits. It also demonstrates how difficult the system might be to navigate for a resident or family from a low income family. A seamless “one stop shopping” approach would serve to ease entry into recreation opportunities.



2.8 Recommendations

The recommendations build on the research and actions that have been obtained through local research and a comparison to best practices in other jurisdictions.

It is recommended that a presentation be made to both levels of government (regional and municipal) and the boards of like-minded agencies and organizations on the findings housed in this report and recommendations to advance access to affordable recreation in Durham Region;

1. A launch is proposed that garners signatures of commitment of all regional partners on a Charter to Advance Affordable Access to Recreation in Durham Region;
2. A communications plan be developed to promote awareness of the opportunities within each municipality, while agencies and organizations to work to get the right information in the right hands (translation in predominant languages);
3. Attempts be made to bring opportunities to neighbourhoods to reduce transportation barriers;

4. Training sessions be coordinated with social service providers, educators, service clubs, to provide a tool kit that can be given to at risk and low income clients;
5. Research be conducted to build the business case for recreation and other supports in reducing reliance on social assistance and health care putting the investment where it belongs (reliant on funding);
6. Research, train and pilot an integrated approach in an at risk area within the region;
7. Develop a centralized tracking tool to compare successes year over year; and,
8. The Regional Coordinating Team be directed to provide information on multi-year funding requirements and options to see the work plan through.



Attachment 2

Charter To Advance Access To Affordable Recreation In Durham Region

The Rights of all Durham Region Residents in Accessing Parks and Recreation Services.

Durham Region, Durham Municipalities and allied organizations are committed to providing **each** and every citizen with safe and enjoyable recreational experiences and believe that each citizen has the right in accessing recreation services. This Charter to Advance Access to Affordable Recreation in Durham Region describes these basic rights and the collective responsibility in working to ensure equitable access for all residents regardless of their status and background.

We believe that every citizen in Durham Region should have access to:

- Participation: Participate in quality, safe, affordable recreation and culture programs that are in harmony with the diversity of the community.
- Equity: Be encouraged to join in regardless of one's background and ability to pay.
- Active Living: Be physically active through participation in both organized and informal sports, recreational, and cultural activities.
- Access to Nature & the Outdoors: Experience nature and to access open spaces within their communities.
- Enriching Experiences: Experience the arts, culture, heritage, sports and recreation.
- A Welcoming & Inclusive Community: Be included in activities that build strong communities, engaged citizens and healthy family life.
- Engagement: Be engaged in the planning of recreation, parks, and culture in their communities and to participate in volunteer activities.

We will work together with all of our community partners to:

- Understand the barriers to participation in recreation and address them through policies, programs and our inclusive actions
- Educate residents as to the importance of participating in recreation and the benefits to the individual, families and communities

- Provide a balance of fee based and no cost/low cost opportunities that are accessible to all residents
- Subsidize residents who are in need to assist them in participating in the activities of their choice
- Measure our success and report out to the community and partners

Source: Adapted from the Charter for Recreation and Parks in Ontario

We commit to working together because the benefits to individual and communities are positive and worth our joint efforts. Research dictates that the provision of parks, recreation and cultural opportunities is an essential service that enhances individuals and the community alike. Recreation is:

- ✓ Essential to Personal Health
- ✓ Key to Human Development
- ✓ Essential to the Quality of Life
- ✓ Reduces Anti-Social Behaviours
- ✓ Builds Families and Communities
- ✓ An Investment in Community's Future

Source – Charter for Parks and Recreation in Ontario – The Benefits of Parks and Recreation

We, the undersigned strive to work better together to include all residents facing barriers to participation in recreational pursuits.

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

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

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

SUBJECT: **2014 Election – Advance & Special Polls, and Compliance Audit Committee**

WARD(S): All

DATE OF MEETING: March 20, 2014

REFERENCE: GGC Report – May 23, 2013 – “2014 Municipal Election – General Information”
GGC Report – November 21, 2013 – “2014 Municipal Election – Update”

RECOMMENDATION:

1. That the report dated March 20, 2014, titled “2014 Election – Advance & Special Polls, and Compliance Audit Committee” be received for information; and,
2. That a by-law to establish the advance voting period and special voting provisions for the 2014 Municipal Election in Ajax (Attachment 1 to this report), be endorsed and included on the March 24, 2014 Council agenda for approval; and,
3. That a bylaw to establish a Compliance Audit Committee for the 2014 Municipal Election in Ajax, (Attachment 2 to this report) be endorsed and included on the March 24, 2014 Council agenda for approval; and,
4. That the Clerk be directed to commence the recruitment process for the 2014 Election Compliance Audit Committee;

BACKGROUND:

The *Municipal Elections Act* gives the Clerk broad discretionary authority over many aspects of planning and executing a municipal election. However, under the Act, Council has the express authority to consider and approve by-laws dealing with certain matters including the establishment of advance polls [Sec 43(1)] reduced hours of voting for voting places in institutions and retirement homes [Sec 46(3)], and the establishment of a Compliance Audit Committee [Sec 81(1)].

DISCUSSION:**Advance Polls**

To further extend the convenience of voting and to ensure that there is ample opportunity for persons wishing to vote in-person, advance polls will be offered pursuant to Section 43 of the *Municipal Elections Act*. A schedule has been developed which provides for daytime, evening, and weekend voting opportunities. As set out in the proposed by-law (Attachment 1) the following times and locations have been selected:

Date	Town Hall Council Chambers	ACC HMS Room	MCC Banquet Hall
Monday October 20	10 a.m. - 4 p.m.		
Tuesday October 21	10 a.m. - 4 p.m.		
Wednesday October 22	10 a.m. - 4 p.m.	4 p.m. - 8 p.m.	
Thursday October 23			4 p.m. - 8 p.m.
Friday October 24			
Saturday October 25			10 a.m. - 4 p.m.
Sunday October 26		10 a.m. - 4 p.m.	

Special Polls

Pursuant to Sections 45(7) and 46(3) of the *Municipal Elections Act*, special voting provisions during the voting period will be established for Winbourne Park Long-Term Care Centre and Ballycliffe Lodge Long-Term Care Residence. Though not required under the *Municipal Elections Act*, special polling opportunities will also be provided at Ashley Manor, Harwood Manor, and Westwood Manor for exclusive use by residents of those facilities. Election staff have been in communication with facility coordinators to determine specific times to open a voting place onsite.

All special polls will include an established stationary poll (likely a large, accessible touch-screen computer) to be set up in a common area. Election officials will also be enabled to provide bedside voting at long-term care facilities upon request utilizing touch-screen tablet devices. The following dates and times are proposed as part of the By-law (Attachment 1):

Date	Location	Time
Thursday October 23	Winbourne Park Long-Term Care Centre 1020 Westney Road North	10 a.m. - Noon
	Ballycliffe Lodge Long-Term Care Residence 70 Station Street	2 p.m. - 4 p.m.
Friday October 24	Westwood Manor 960 Westney Road South	10 a.m. - Noon
	Harwood Manor 655 Harwood Avenue South	2 p.m. - 4 p.m.
	Ashley Manor 40 Kitney Drive	6 p.m. - 8 p.m.

Following endorsement by the General Government Committee, the by-law presented in Attachment 1 will be included on the March 24, 2014 Council agenda for approval.

Compliance Audit Committee:

Municipal Councils are required to establish a Compliance Audit Committee by October 1 of an Election year for the purposes of considering applications to request a compliance audit of a candidate's election campaign finances. A proposed by-law to establish such a committee, as well as the Terms of Reference for the committee, have been included as Attachment 2.

The Clerk of the municipality is required to establish administrative practices and procedures for the Compliance Audit Committee. These procedures have been established and are included as Attachment 3, for the committee's information.

There have been no applications received with respect to a candidates' financial submission in the Town of Ajax elections of 2006, 2008 (by-election), or 2010; however, there have been significant and lengthy legal challenges in other municipalities. Staff are hopeful that candidates will comply with the requirements of the *Municipal Elections Act*; nonetheless, it is important that the Town retain qualified individuals with the competency and experience necessary to consider an application should one come forward in respect to the 2014 Election.

Upon receipt of the committee's direction, the Clerk will undertake a targeted recruitment process in an effort to find three individuals well suited for the Committee.

FINANCIAL IMPLICATIONS:

All municipal election expenses will be funded from the 2014 Elections Operating budget, which is funded by the Election Reserve. As reported to GGC in May of 2013, the expected total cost of the 2014 Election is approximately \$230,000 (including costs associated with the Contribution Rebate Program, which will be expensed in 2015).

COMMUNICATION ISSUES:

Communication of the information contained in this report will be made available on the Town's website as well as conveyed through various other communication vehicles. The Town's Official Election Website (www.ajaxvotes2014.ca) will be launched in tandem with our larger "Bring on the Vote" communications strategy in April of this year. Planned initiatives include: an Internet Voting Workshop, targeted communications (older adults and ethnic community), advertisements and displays, educational and viral videos, promotional items and a folded infographic brochure.

CONCLUSION:

Staff have made significant progress to date in planning for the 2014 Election. Information on the following matters will be provided in the coming months:

- Election Accessibility Plan (Presentation to GGC in June, 2014)
- Policies & Procedures for the use of Internet & Telephone Voting (to be provided online, and to registered candidates, by June 1, 2014)
- Appointments to the Compliance Audit Committee (Report to GGC in June 2014)

ATTACHMENTS:

ATT-1: Proposed By-law to establish the advance voting period and special voting provisions for the 2014 Municipal Election

ATT-2: Proposed By-law to establish a Compliance Audit Committee for the 2014 Municipal Election in Ajax

ATT-3: Administrative practices and procedures for the Compliance Audit Committee

Nicole Wellsbury – Manager of Legislative Services/Deputy Clerk

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

THE CORPORATION OF THE TOWN OF AJAX

BY-LAW NUMBER ~~xx~~-2014

Being a By-law to establish the advance voting period and special voting provisions for the 2014 Municipal Election in accordance to the *Municipal Elections Act, 1996*, as amended

WHEREAS Section 43 of the *Municipal Elections Act, 1996*, as amended, (The Act) requires that Council enact a by-law establishing one or more dates for an advance vote and the hours during which voting places shall be open;

AND WHEREAS Sections 45(7) and 46(3) of the Act requires that voting places be provided on the premises of institutions and retirement homes for the use of its residents and that reduced hours of voting may be provided in such voting locations through the passage of a by-law;

NOW THEREFORE, the Council of the Corporation of the Town of Ajax enacts as follows:

1. That the following advance voting period and special voting provisions be established for the 2014 Municipal Election:

Advance Voting Period		
Date/Time	Location	Wards
Monday, October 20, 2014 10:00 a.m. to 4:00 p.m.	Council Chambers, Town Hall (65 Harwood Ave)	All
Tuesday, October 21, 2014 10:00 a.m. to 4:00 p.m.	Council Chambers, Town Hall (65 Harwood Ave)	All
Wednesday, October 22, 2014 10:00 a.m. to 4:00 p.m.	Council Chambers, Town Hall (65 Harwood Ave)	All
Wednesday, October 22, 2014 4:00 p.m. to 8:00 p.m.	HMS Room Ajax Community Centre (75 Centennial Road)	All
Thursday, October 23, 2014 4:00 p.m. to 8:00 p.m.	Banquet Hall McLean Community Centre (95 Magill Drive)	All
Saturday, October 25, 2014, 10:00 a.m. to 4:00 p.m.	Banquet Hall McLean Community Centre (95 Magill Drive)	All
Sunday, October 26, 2014 10:00 a.m. to 4:00 p.m.	HMS Room Ajax Community Centre (75 Centennial Road)	All

Special Voting Provisions: Seniors' Residences		
Date/Time	Location	Wards
Friday, October 24, 2014 10:00 a.m. to 12:00 p.m.	Westwood Manor (960 Westney Road South)	Residents Only
Friday, October 24, 2014 2:00 p.m. to 4:00 p.m.	Harwood Manor (655 Harwood Avenue South)	Residents Only
Friday, October 24, 2014 6:00 p.m. to 8:00 p.m.	Ashley Manor (40 Kitney Drive)	Residents Only

Special Voting Provisions: Nursing Homes/Long Term Care Facilities		
Date/Time	Location	Wards
Thursday, October 23, 2014 10:00 a.m. to 12:00 p.m.	Winbourne Park Long-Term Care Centre (1020 Westney Road North)	Residents Only
Thursday, October 23, 2014 2:00 p.m. to 4:00 p.m.	Ballycliffe Lodge Long-Term Care Residence (70 Station Street)	Residents Only

ATT - 1

2. This by-law shall come into force and take effect immediately upon passing.

READ a first and second time this
Twenty-fourth day March, 2014.

READ a third time and passed this
Twenty-fourth day of March, 2014.

Mayor

D-Clerk

THE CORPORATION OF THE TOWN OF AJAX

BY-LAW NUMBER XX - 2014

Being a By-law to establish a 2014 Election Compliance Audit Committee

WHEREAS section 81.1(1) of the *Municipal Elections Act, 2006*, as amended, requires Council to establish a Compliance Audit Committee to address applications requesting a review of a candidate's campaign finances; and

NOW THEREFORE, the Council of the Corporation of the Town of Ajax enacts as follows:

1. That a 2014 Election Compliance Audit Committee be established under the provisions of the *Municipal Elections Act, 1996*, as amended;
2. That the attached Terms of Reference shall guide the structure and responsibilities of the 2014 Election Compliance Audit Committee; and
3. That 2014 Election Compliance Audit Committee authority shall extend only to applications made with respect to candidate campaign finances related to the 2014 Town of Ajax election.

READ a first and second time this 24th
day of March, 2014.

READ a third time and passed this
24th day of March, 2014.

Mayor

D - Clerk

Appendix A to By-law xx-2014
2014 COMPLIANCE AUDIT COMMITTEE FOR THE TOWN OF AJAX

Terms of Reference

1. Mandate

The 2014 Municipal Election Compliance Audit Committee (the “Committee”) has the full authority provided by Section 81 of the *Municipal Elections MEA, 1996* (the “MEA”), to address applications requesting an audit of a candidate’s election campaign finances. As per the Act, this authority includes, but is not limited to the following:

- review applications and grant or reject audit requests within thirty (30) days of receipt
- where an audit is granted, appoint an auditor and review the audit report
- decide whether legal proceedings shall be commenced
 - if auditor’s report indicates that there was no contravention, determine whether there was reasonable grounds for the application

2. Reporting and Functional Relationships

The Town Clerk will act as the main contact between the Committee and Council and will report on Committee activity as required to the appropriate individuals, Council and the public.

3. Committee Membership

The Committee shall consist of three (3) Members appointed by the Council of the Town of Ajax. The Town Clerk will recruit and recommend three (3) qualified individuals for appointment to the Committee.

Committee Members must have the ability to understand and apply the election campaign finance provisions of the *MEA* and should be considered impartial with respect to their ability to fulfill their responsibilities. Preference shall be given to candidates that have applicable experience in accounting, law, law enforcement and academics from related fields.

Under the *MEA*, members of Council or Town staff are prohibited from being appointed to the Committee.

Members of Council, staff or candidates running for office in the 2014 municipal election are not eligible for appointment. A Committee Member may not be a provider of accounting or auditing services to any candidate running in the 2014 Municipal Election.

Remuneration to appointed members will be as follows:

- \$200 following appointment as a retainer, and for ongoing review of background material
- \$100 for each Committee meeting lasting four hours or less
- \$200 for each Committee meeting lasting greater than four hours

4. Term

The Committee shall be appointed co-terminus to the 2014-2018 term of Council. The Committee will only consider applications alleging contraventions to the 2014 Municipal Election.

Appendix A to By-law xx-2014
2014 COMPLIANCE AUDIT COMMITTEE FOR THE TOWN OF AJAX

Terms of Reference

5. Chair

A Chair will be determined by way of majority vote at the Committee's first meeting.

6. Meeting Structure

A meeting of the Committee shall be called when an application for a compliance audit has been received. The date and time of the meeting will be determined by the Town Clerk and communicated directly to the Committee members. All time frames outlined in the *MEA* and regulations will be adhered to.

Committee activity will be determined primarily by the number and complexity of applications for compliance audits that may be received. The frequency and duration of Committee meetings will be determined by the Committee in consultation with the Town Clerk.

Administrative support including the preparation/distribution of an agenda shall be provided by the Clerk or a designate. Minutes of each meeting shall outline the general deliberations and specific actions and recommendations that result.

Meetings shall be held in accordance with the open meeting requirements of the provisions in the *Municipal Act*, 2001 and the Town's notice policies as provided for in the procedural by-law. Notices and agendas will normally be published on the Town website and made available in alternate formats upon request.

2014 COMPLIANCE AUDIT COMMITTEE FOR THE TOWN OF AJAX

Administrative Practices and Procedures

1. Background

Section 81.1(1) of the *Municipal Elections Act, 1996* indicates that before October 1 of an election year, Council must establish a committee for the purposes of considering applications to request a compliance audit of a candidate's election campaign finances. The Clerk of the municipality is required to establish administrative practices and procedures for the Committee.

2. Definitions

As used within this procedure, the following terms shall have the following meanings:

- a. Applicant - an elector as defined under Section 81(1) of the MEA who applies for a compliance audit of a candidate's election campaign finances;
- b. Application - an application for a compliance audit accepted by the Clerk pursuant to Section 81(2) of the Municipal Elections Act, 1996;
- c. Auditor – a qualified individual licensed under the *Public Accounting Act, 2004* appointed by resolution of the Committee for the purpose of conducting a compliance audit of the Candidate's election campaign finances;
- d. Candidate - the Candidate whose election campaign finances are the subject of an application for a compliance audit;
- e. Chair - the Compliance Audit Committee Chair selected pursuant to the provisions contained in this procedure;
- f. Clerk - the Clerk for the Town of Ajax or the Clerk's designate;
- g. Committee - the Compliance Audit Committee of the Town of Ajax;
- h. Council - the Council of the Town of Ajax;
- i. MEA - the *Municipal Elections Act, 1996*, as amended;
- j. Member - a member of the Town of Ajax Compliance Audit Committee

3. Rules

The rules in this procedure shall be observed in all meetings of the committee.

4. Matters not contained within these Procedures

If these rules do not provide for a matter of procedure that arises during a meeting, the practice shall be determined by the Chair and the Chair may do whatever is necessary and permitted by law to enable the Committee to effectively and completely adjudicate the matter before it.

5. Meetings

- a. The Committee shall meet at the request of the Clerk;
- b. The Clerk shall summon a meeting of the Committee when requested to do so by majority of the Committee members;
- c. Meetings of the Committee shall be held at the Town of Ajax Town Hall or such other location as the Clerk deems appropriate;
- d. Committee meetings shall commence at a time and date to be set by the Clerk, and be adjourned on a majority vote of the Committee;
- e. The Clerk shall record decisions of the Committee in the meeting minutes and shall carry out any other duties required under the MEA to implement the decision;
- f. Two (2) Committee members constitutes a quorum at meetings of the Committee;
- g. Meetings of the Committee shall be conducted in public, subject to a resolution passed by the Committee to meet in closed session for a purpose authorized by Section 239 of the Municipal Act, 2001;
- h. The applicant, the Candidate, and where applicable, the auditor, shall be given opportunity to address the Committee at a meeting;
- i. Addresses to the committee shall be no more than five (5) minutes in length.

6. Committee Chair

- a. At its first meeting the Committee shall elect one of its members as Chair for the term of the Council that appointed the member or until a successor is appointed. When the Chair of the Committee is absent through illness or otherwise, the Committee may appoint another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair;
- b. If the Chair of the Committee resigns as a member of the Committee or resigns as the Chair of the Committee, the Committee shall appoint another member as Chair for the balance of the term of Council and until a successor is appointed. The Clerk will determine whether an appointment to replace the outgoing member for the remainder of the term is necessary;
- c. The Chair is the liaison between the Committee and the Clerk on matters of procedure and process;
- d. The Chair shall enforce the observance of order, decorum and the rules of debate among the Committee members and those in attendance.

7. Agenda

- a. Before each meeting the Clerk shall provide an agenda to each member of the Committee;
- b. The agenda shall include a copy of any written submissions made by the applicant or the Candidate;
- c. The Applicant and Candidate shall have the opportunity to submit any and all documentation to the Clerk at least 7 days prior to the meeting for distribution to all parties and inclusion in the agenda. The Candidate may respond to the Application in writing and same shall be submitted to the Clerk at least 4 days prior to the meeting for circulation with the agenda.

8. Lack of Quorum

If no quorum is present thirty (30) minutes after the time fixed for a meeting of the Committee, or the resumption of a meeting after an adjournment, or should a quorum at a meeting be lost for a period of thirty (30) consecutive minutes, the Clerk shall record the names of the Members present and the meeting shall stand adjourned until the next meeting scheduled by the Clerk.

9. Committee Procedure/Order of Business

The Committee may waive any rule of procedure contained herein, as it considers appropriate, to ensure that the real matters at issue are determined in a just manner. The Chair will lead the Committee through the agenda until the consideration of all matters has been completed.

- a. Opening Statement - Where the agenda includes consideration of an Application, the Chair will read an opening statement outlining the procedure and format of the Committee meeting.
- b. Conflict of Interest - A Member may declare a conflict of interest with respect to a matter contained in the meeting agenda.
- c. Committee Business - Prior to consideration of an item on the Committee agenda, the Chair will identify the agenda item(s) to be considered.
- d. Delegates - If delegates are in attendance, prior to consideration of an Application, the Chair shall request that the applicant and Candidate identify themselves, and provide their name and contact information to the Clerk.
- e. Presentation of Application (if present)
 - i. The applicant or the applicant's agent may address the Committee.
 - ii. The Committee may, through the Committee Chair, ask questions of the applicant.
 - iii. The Candidate will be permitted to view any documents submitted by the applicant.
- f. Presentation by Candidate (if present)
 - i. The Candidate or the Candidate's agent may address the Committee;
 - ii. The Candidate may respond to the content of the applicant's address to the Committee.
 - iii. The Committee may, through the Committee Chair, ask questions of the Candidate.
 - iv. The applicant will be permitted to view any documents submitted by the Candidate.
- g. Discussion/Debate - The Committee will consider an application and render a decision pursuant to the authority provided by the relevant sections of the *MEA*.

10. Rules of Debate, Motions and Voting

- a. The Chair shall preserve order and decorum and decide questions of order;
- b. When two or more Members wish to speak, the Chair shall designate the Member who has the floor;
- c. A Member may ask a question only for the purpose of obtaining information relating to the matter then under discussion;
- d. Any Member may propose a motion on the matter then under consideration which the Clerk shall record in writing;
- e. A seconder is not required for the moving of a motion;
- f. Every Committee member present at a meeting of the Committee when a question is put shall vote on the question, unless prohibited by statute, in which case the fact of the prohibition shall be recorded in the minutes of the meeting;
- g. In the event of a tie, the motion shall be deemed to have been lost.

11. Notice

- a. The Clerk shall publish notice of a Committee meeting on the Town's website. Committee meetings will be conducted in accordance with the open meeting requirements of the *Municipal Act*, 2001;
- b. Where an Application will be considered at a meeting, the Clerk shall give reasonable notice to the applicant and candidate of the time, place and purpose of a meeting and of the fact that if either party fails to attend the meeting the Committee may proceed in the party's absence and the party will not be entitled to further notice in relation to the meeting. The notice shall include the content of the Application and any written response submitted by the Candidate. A written response shall be submitted to the Clerk a minimum of 4 days prior to the Committee meeting at which the Application will be considered in order that it can be circulated with the agenda;
- c. The Clerk will forward notice of the Committee's decision to the applicant and the Candidate at the mailing address provided to the Clerk.

12. Committee Decisions

- a. In accordance with Section 81(3) of the *MEA*, within thirty (30) days of receipt of the Application, the Committee will decide whether to grant or reject the Application. The Committee shall provide reasons for the decision;
- b. If the Committee decides to grant the Application it shall, by resolution, appoint an auditor licensed under the *Public Accounting Act*, 2004 to conduct a compliance audit of the Candidate's election campaign finances.

13. Auditor

- a. The auditor shall promptly conduct an audit of the Candidate's election campaign finances to determine whether he or she has complied with the provision of the *MEA* relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate;

- b. The auditor shall submit the report to the Clerk, who shall distribute the report to the Candidate, to Council, to the Compliance Audit Committee and to the Applicant;
- c. The auditor shall have all the powers as set out in section 81(12) of the MEA.

14. Auditor's Report & Committee's Consideration

- a. In accordance with Section 81(10) of the *MEA*, within thirty (30) days of receipt of an auditor's report, the Committee will consider the report;
- b. If the report concludes that the Candidate appears to have contravened the provisions of the MEA relating to campaign finances, the committee may commence a legal proceeding against the candidate;
- c. If the report concludes that the Candidate does not appear to have contravened the provisions of the MEA relating to campaign finances, the committee may make a finding as to whether there were reasonable grounds for the application;
- d. If the report concludes that there was no apparent contravention and the Committee finds that there were no reasonable grounds for the application, then the Committee shall submit its findings to Council, and Council is entitled to recover the auditor's costs from the applicant.

15. Minutes

The Clerk shall prepare minutes of each meeting of the Committee and shall provide Members with a copy of the minutes, as soon as they are available. The Committee Members shall each review and sign the minutes, to confirm that the minutes reflect the Committee's actions.

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Paul Allore, M.C.I.P., R.P.P.
Director of Planning & Development Services

PREPARED BY: Russ Corby, C.E.T.
Site Plan Coordinator

SUBJECT: **Status Update-Design of Rain Gardens on Lake Driveway**

WARD(S): 3

DATE OF MEETING: March 20, 2014

REFERENCE: September 16, 2013 Staff Contract Award Report
Capital Account No. 949411

RECOMMENDATION:

That the report entitled “Status Update-Design of Rain Gardens on Lake Driveway”, dated March 20, 2014 be received for information.

BACKGROUND:

In 2011, the Town completed a Master Plan Environmental Assessment (EA) for Stormwater Retrofit Study to investigate stormwater management retrofit opportunities and new stormwater management practices. The EA established a list of recommended water quality improvements for sewer sheds in the Town. These recommendations provide a long term strategy, ensuring the Town continues to be an innovative leader committed to introducing new technologies while updating infrastructure and policies to enhance the environment.

The Rain Garden project is a recommendation from the EA Master Plan. The project is divided into two phases:

- First phase from Harwood Avenue to Finely Avenue with construction scheduled for 2014.
- Second phase from Finely Avenue to Rotary Park entrance with construction proposed for 2016 (subject to budget approval).

On September 16, 2013, staff awarded the contract for the Design Services of the Rain Garden to Aquafor Beech Ltd.

DISCUSSION:

This pilot project will design and construct two Rain Gardens within the Town’s road allowance and one in the parking area south of Lake Driveway that services the washroom facility. The Three Rain Gardens will provide effective water quality and quantity stormwater management. The design will integrate a portion of the existing boulevard road allowance into an aesthetic functional stormwater management facility. The design will be sensitive to the Waterfront Master

Plan and local resident concerns. This Low Impact Development (LID) application will complement the waterfront while incorporating existing elements of the waterfront such as open views, road layout, street lighting, pedestrian connections, street trees and catch basins. The design components include leading edge technology for phosphorus removal, education signage and an operational maintenance manual. The locations and design concepts are shown on attached Appendix A and B.

A geotechnical assessment has been undertaken. It provides details of the existing soil conditions for soil texture(s), particle size distribution, moisture content and estimated infiltration rates. As part of the geotechnical assessment a ground water analysis was commenced last fall that will detail a three season water table elevations. The ground water monitoring will determine the infiltration capacity of the local soils, assist in appropriately sizing each facility, determine if sub drains are required and appropriately locate any drains to municipal storm sewers.

Aquafor Beech has prepared a draft design for the Public Meeting. Staff from the Toronto and Region Conservation Authority, Operations & Environmental Services and Planning & Development Services have actively participated in providing comments on the draft design.

FINANCIAL IMPLICATIONS:

None

COMMUNICATION ISSUES:

A presentation was provided to the Environmental Advisory Committee on March 6, 2014. A Public Meeting has been scheduled for March 25, 2014 at Town Council Chambers. The meeting will be advertised on the Town of Ajax community page in the News Advertiser, Town website and adjacent residents will be notified by mail. Information pamphlets, questionnaires, presentations and poster boards will be available at the meeting.

CONCLUSION:

Next steps involve receiving stakeholder feedback from committees and the public and refining the design in preparation of a fall 2014 construction.

In summary, this LID initiative satisfies one of the Town's Community Action Plan items of being a Leader in Environmental Sustainability. The actions we are taking will improve water quality and introduce new technologies to enhance the environment.

ATTACHMENTS:

ATT – Appendix A:

ATT – Appendix B:

Russ Corby, C.E.T.
Site Plan Coordinator

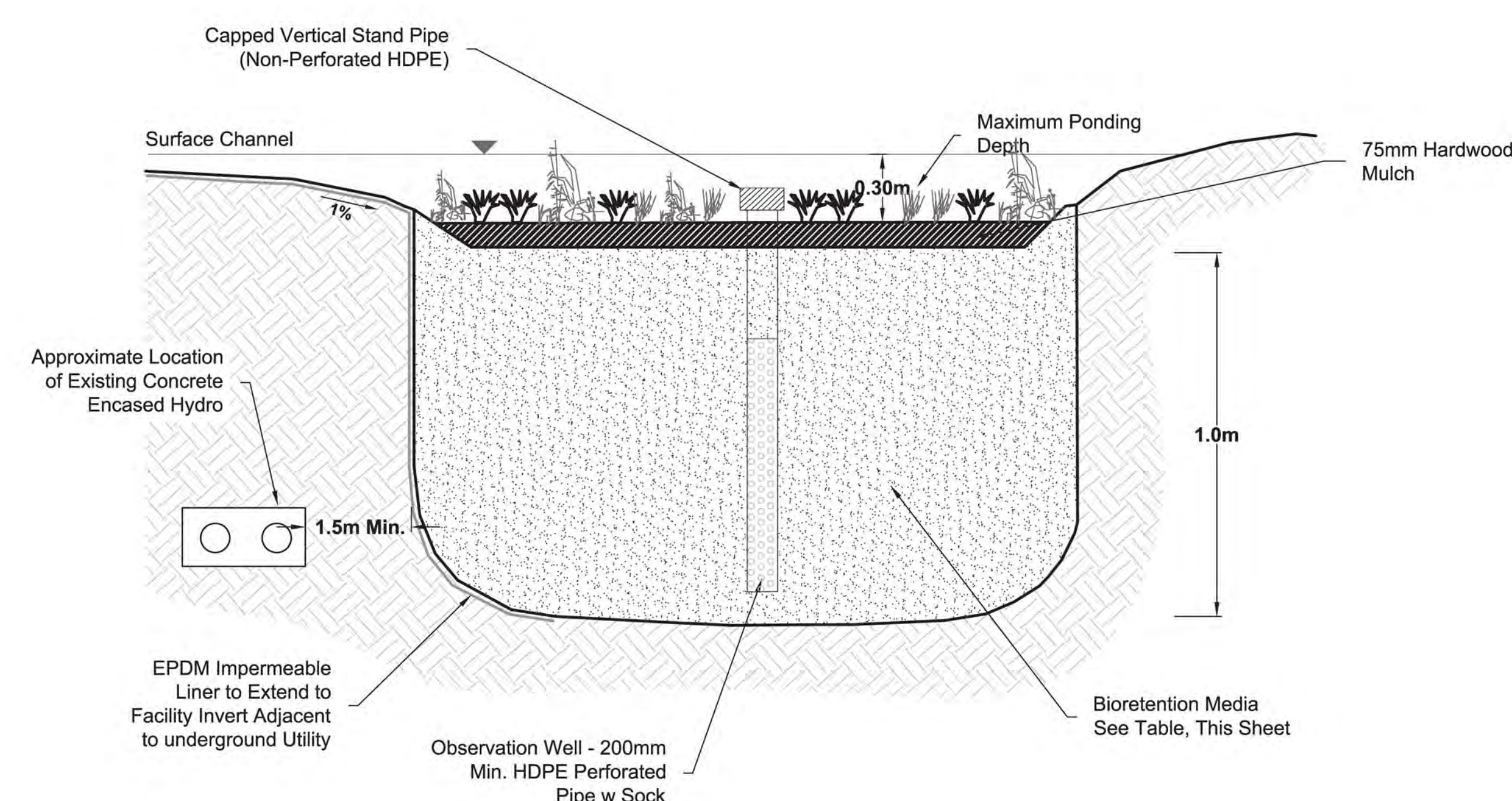
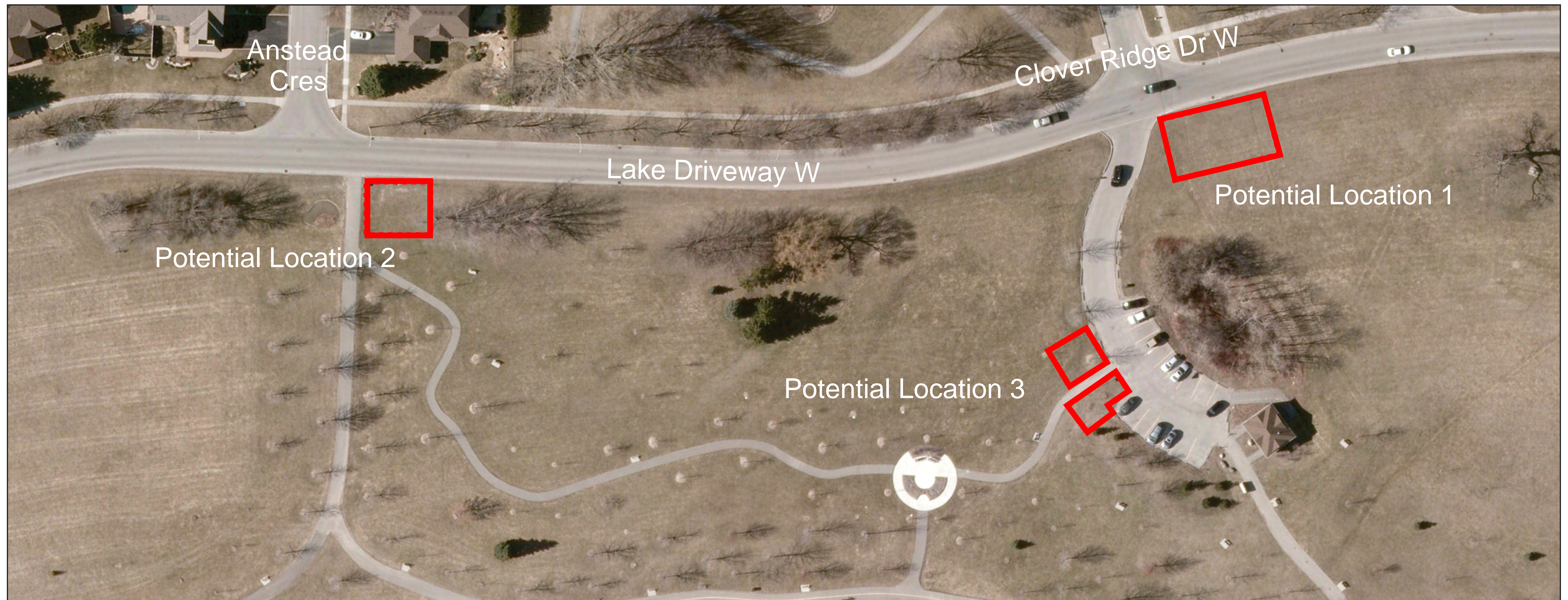
Kevin Tryon, C.E.T.
Manager of Engineering, Development Services

Paul Allore, M.C.I.P., R.P.P.
Director of Planning & Development

Town of Ajax

Lake Driveway Rain Garden Stormwater Retrofit

- Potential Rain Garden Locations -



Rain Garden Design Concept

Town of Ajax

Lake Driveway Rain Garden Stormwater Retrofit

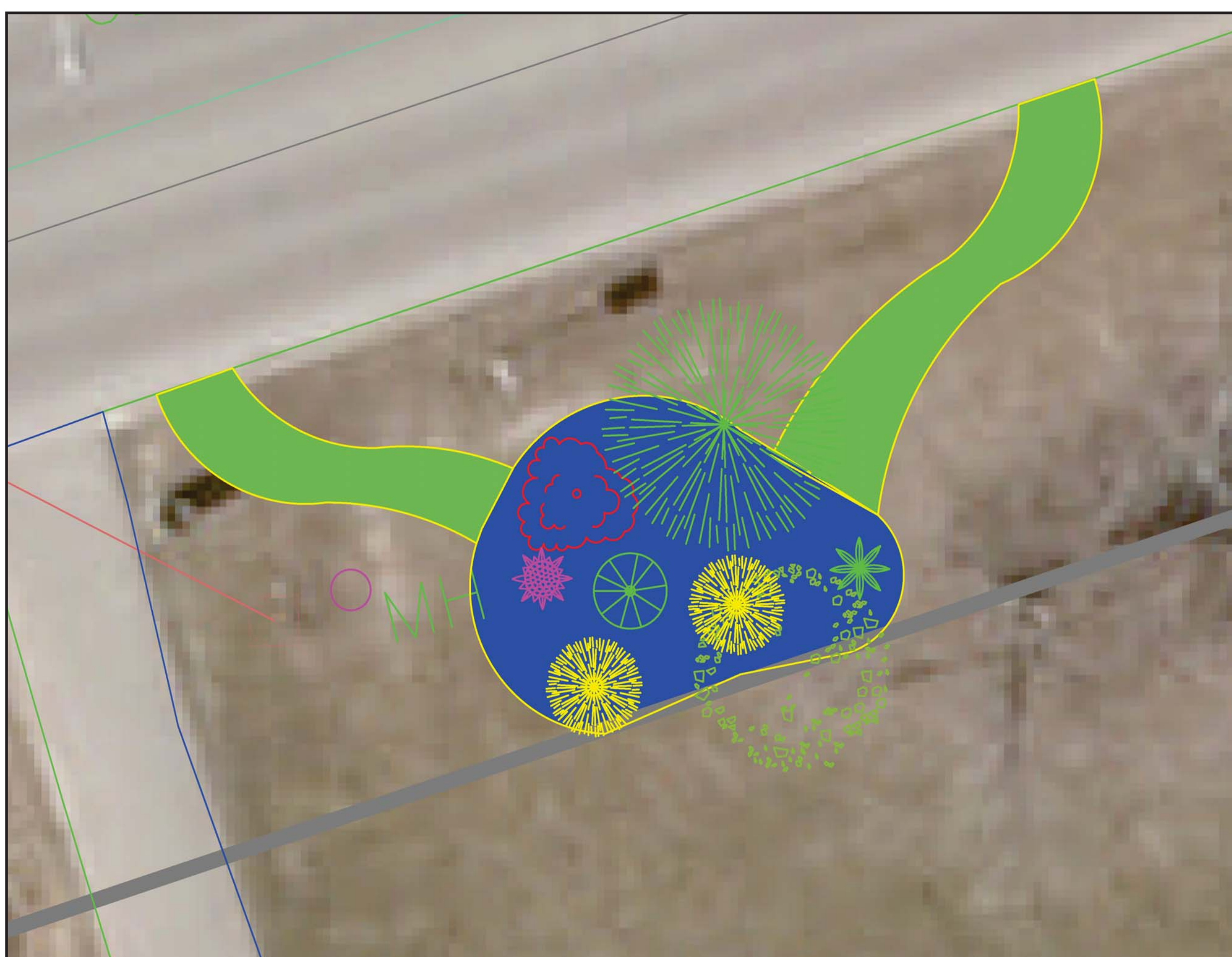
- Design Concepts -



Potential Location 1



Prairie Planting



Potential Location 2



Ornamental Pollinator Planting



Potential Location 3



Native & Perennial Mix Planting

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Dave Meredith, Director
Operations and Environmental Service

PREPARED BY: Jade Schofield, Environmental Sustainability Coordinator
Environmental Services

SUBJECT: St. Andrews Park- Pollinator Garden and Community Orchard

WARD(S): All

DATE OF MEETING: Thursday March 20th 2014

REFERENCE: **Integrated Community Sustainability Plan, Workplan 2014**

RECOMMENDATION:

That the design for the design for the St Andrews Park- Pollinator Garden and Community Orchard be received for information.

BACKGROUND:

In 2011, the Town of Ajax partnered with members of the community to develop a 71 plot community garden at St. Andrews Park. Since that time, the Community Garden Committee has requested additional garden plots.

Through the development of the Integrated Community Sustainability Plan (ICSP), approved by Council on June 26th 2013, the expansion of the community garden, along with the creation of a pollinator garden and community orchard were identified as opportunities at St. Andrews Park.

By implementing a pollinator garden, community orchard, and expanding the number of community garden plots in St. Andrews Park, Ajax is able to further support the following:

- A robust regional food system
- Good ecological health with linkages between natural features and their functions
- A community that is living a healthy and pro active lifestyle
- Strong communities, where people feel they belong, are able to contribute to overall wellbeing, and are committed to meeting their needs together.
- Preserving Ajax's unique history to provide continuity between the past and the present.

DISCUSSION:

St. Andrews Park continues to evolve as a community hub of activity which started in 2011 with the creation of a community garden expanding the park to accommodate the following elements, and will be further enhanced by:

- i. A Pollinator garden
- ii. A Community orchard
- iii. 10 additional community garden plots

Pollinator Garden

In spring 2013, the Toronto and Region Conservation Authority (TRCA) invited the Town of Ajax to collaborate in the Pollinator Meadowscape Project, a project designed to protect and restore habitat to important pollinator species, engage the public to have a better understanding of the importance of native plants, and initiate a hands-on environmental stewardship programs. The project is being funded by the Ontario Trillium Foundation (OTF) for a three year period.

Other collaborative partners include:

- Durham Conservation Centre's (Durham Sustain Ability)
- Native Plants in Claremont
- The Community Development Council Durham

The Town of Ajax has committed to install a pollinator garden which will be comprised of a native shrub and flower garden & pollinator nesting habitat. The Town has also agreed to host public workshops themed around pollinators and native plants at Town facilities, one of which took place in February 2014, additional workshops are scheduled for May 2014 and September 2014.

Community Orchard

A community orchard is a group of fruit bearing trees & shrubs planted and maintained by the Community Garden Committee and members of the community. A community orchard is open to the public and provides residents with access to learn about growing, maintaining and consuming local food.

A community orchard will need to be comprised of disease resistant trees. These trees will need to be cared for naturally without the use of pesticides. This is due to the provincial ban on pesticide use on Public Lands, Pesticides Act O. reg. 63/09.

The community orchard will celebrate heritage fruit varieties. Heritage apple trees are varieties that were either bought from other parts of the world when settlers first arrived in Canada, or bred here in Ontario. Ajax is fortunate to have heritage apple trees growing on public land, which will be grafted onto a tree and planted within the orchard.

Staff met with a local fruit tree farm owner to gather design criteria for orchard fruit tree placement and species selection. A mixture of apple and pear trees have been selected, and a range of shrubs for the fruit bearing shrub border including black current, red current and raspberry.

Community Garden Plot Expansion

There are currently 71 garden plots at the St Andrews Community Garden all of which are rented by members of the community. The St Andrews Garden committee and two volunteer coordinators maintain the garden and registration. Town staff was made aware that the waiting list for a plot is increasing each year, therefore supporting the need for ten additional plots at the St Andrews Community Garden.

In November 2013, the Town of Ajax approached the Community Garden Committee with the proposed initiative. Support was shown, and suggestions for design criteria alongside requirements for operational support were put forward to Town Staff and the Landscape Architect.

Design Criteria:

- Install a fence or shrub border around the perimeter of the community garden.
- Provide a community information board to highlight upcoming programs and to communicate with garden users.
- Provide sitting areas within the orchard and pollinator garden

Operating Criteria:

- Operations staff will be required to support the Community Garden Committee in maintaining the community orchard
- The Town has been requested to provide more water for watering the additional garden plots & community orchard

A design charette was also held in December with the St Andrews Community Garden Committee, three design concepts for St Andrews Park were developed. Town Staff, the Community Garden Committee, and the Environmental Advisory Committee were provided the opportunity to review the designs based on best operating practices and aesthetics. The preferred design was then showcased at a public Open House held on February 6th 2014.

The Public Open House included a talk on pollinators and native plants, hands on pollinator crafts and showcased the St Andrews Park design concept. The event was attended by over 90 residents. Support for the expansion was very strong; however a few design comments were brought forward. These can be summarized as follows:

i. Shading of existing plots on the South side of the garden may result due to the southern shrub border.

To prevent this Town staff will only select shorter shrubs. The list of species will be arranged through our partner, Native Plants in Claremont.

ii. The design concept currently shows the south shrub border blocking the pathways, which are heavily used by the gardeners who own their own tools.

An adjustment was subsequently made to the design to ensure access remains.

iii. The orchard design reduces the ability to see children playing whilst gardening.

The proposed apple and pear trees are being planted with the intention of harvesting fruit, with this in mind, pruning will keep the trees small and spacing between the trees is fairly substantial, therefore the orchard shouldn't dramatically reduce the visibility.

iv. The proposed playground area should be brought closer to the community garden

The location of the proposed playground will be re evaluated by Operations & Environmental Services prior to construction.

Copies of the final design are attached to this report.

It is anticipated that the garden plot expansion will take place in spring 2014 with the planting of the pollinator garden and community orchard taking place in the fall.

FINANCIAL IMPLICATIONS:

Funding for the pollinator garden will be provided by the TRCA as part of the Pollinator Meadowscape Project funded by the Ontario Trillium Foundation.

The community orchard and community plot expansion has been identified in the 2014 operating budget.

COMMUNICATION ISSUES:

A design charette took place in December 2013 with the St Andrews Community Garden Committee. The Environmental Advisory Committee and St Andrews Community Garden Committee evaluated the final designs in January 2014. Public consultation took place on February 6th 2014. The TRCA and project partners were consulted during all phases of the pollinator garden design.

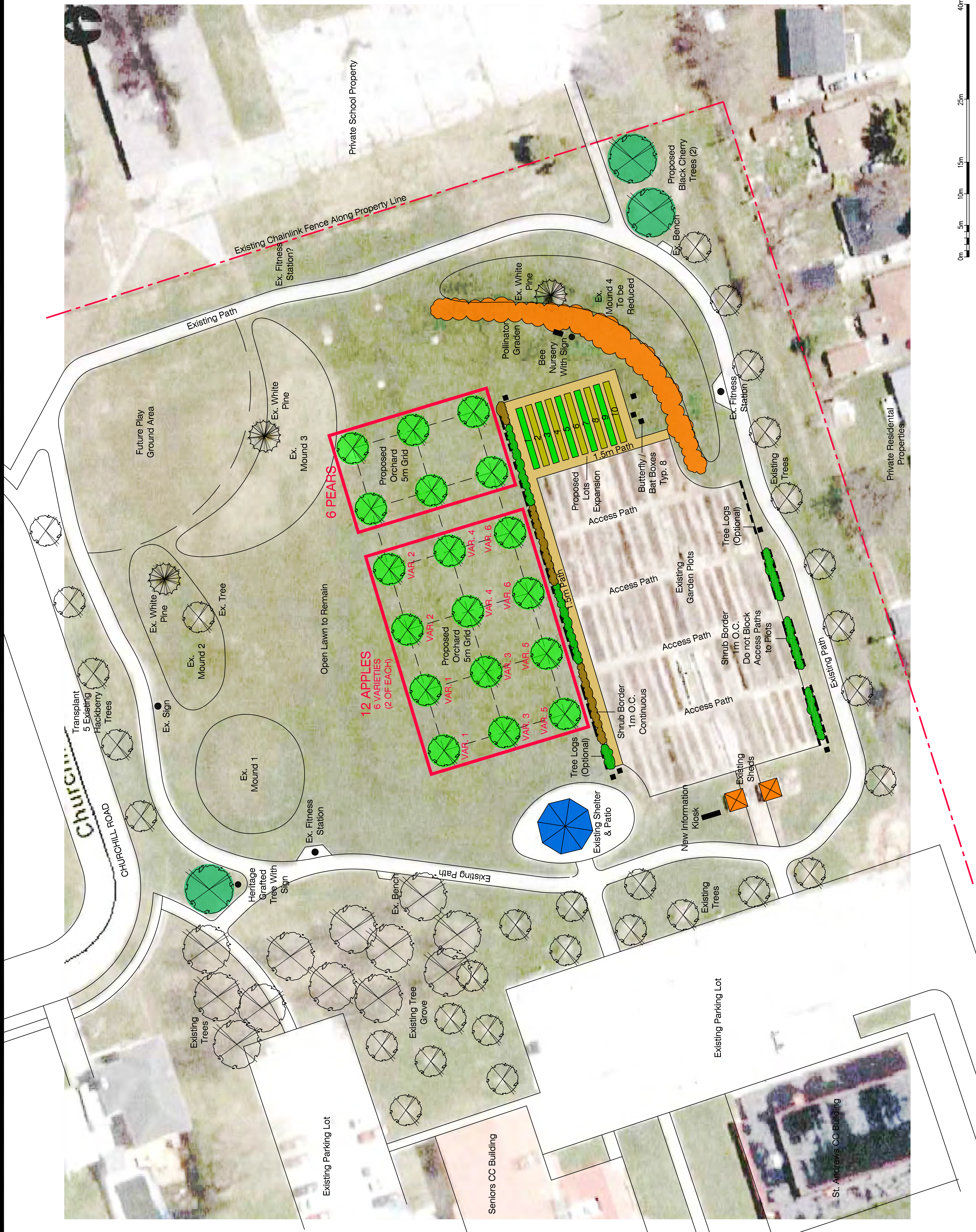
CONCLUSION:

It is the recommendation of staff that Council Receive the design for the St Andrews Park- Pollinator Garden and Community Orchard be received for information.

ATTACHMENTS: St. Andrews Park- Pollinator Garden and Community Orchard Recommended Design

Dave Meredith, Director
Operations and Environmental Services

Jade Schofield, Environmental Sustainability Coordinator
Environmental Services



ST. ANDREWS PARK COMMUNITY GARDEN PROPOSED EXPANSION PROPOSED LAYOUT