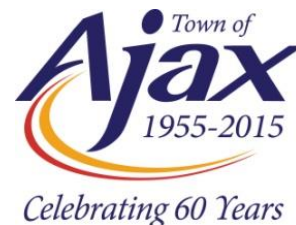


The Corporation of the Town of Ajax
GENERAL GOVERNMENT COMMITTEE



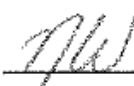
Thursday, February 19, 2015

In-Camera at 1:15 p.m.

Open Meeting at 2:00 p.m.

River Plate Room, Town Hall

65 Harwood Avenue South

Confirmed by: 

AGENDA

Alternative formats available upon request by contacting:

sarah.moore@ajax.ca or 905-619-2529 ext. 3347

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

J. Dies, Chair
P. Brown, Vice Chair

Open Meeting

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

3.1 **Special Meeting** **February 2, 2015**

3.2 **Regular Meeting** **February 5, 2015**

In-Camera

4. **Authority to Hold a Closed Meeting and Related In-Camera Session**
 - *A matter pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board [Sec. 239 (2)(e), Municipal Act, 2001, as amended]*
 - *A personal matter about an identifiable individual, including municipal or local board employees; [Sec. 239 (2)(b), Municipal Act, 2001, as amended]*
- 4.1 **Duffin Creek Water Pollution Control Plant Outfall Environmental Assessment Update**
- 4.2 **Interim CAO – Mandate/Workplan**

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

- 5.1 **Ajax Pictorial History Book Award ~ Design, Editing, and Printing**, R. Ford, Interim Chief Administrative Officer / C. McLardie, Manager of Communications 3
- 5.2 **Final Expenditure Report for Waterfront Trail, Carruthers Creek Structure**, P. Allore, Director of Planning & Development Services / A. Jackson, Landscape Architect 6
- 5.3 **Contract Award – Multi-Use Trail Construction**, P. Allore, Director of Planning & Development Services / H. Doucette, Capital Projects Technologist 9
- 5.4 **International Softball Championships Hosting Opportunity Update**, P. Allore, Director of Planning & Development Services / L. Hausz, Manager, Business Development & Marketing 20
- 5.5 **Contract Award - Local Road Resurfacing**, D. Meredith, Director of Operations & Environmental Services / R. Chalmers, Supervisor, Infrastructure and Asset Management 85
- 5.6 **2015 Council and Standing Committees Meeting Schedule Revision #2**, M. de Rond, Director of Legislative & Information Services / L. Billings, Legislative Services Associate . 91

6. Presentations / Discussion

- 6.1 **Youth Entrepreneur & Employment Pilot Program Update**, P. Allore, Director of Planning & Development Services / L. Hausz, Manager, Business Development & Marketingverbal

7. Adjournment

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Rob Ford, Interim Chief Administrative Officer

PREPARED BY: Christie McLardie, Manager of Communications

SUBJECT: Ajax Pictorial History Book Award ~ Design, Editing, and Printing

WARD(S): ALL

DATE OF MEETING: February 19, 2015

REFERENCE: Ajax Pictorial History Book Status Update GGC Report – Dec. 4, 2014
Capital Account No. 942511 Ajax Pictorial History Book

RECOMMENDATION:

That Council award the contract for the Ajax Pictorial History Book to Friesen History Books in the amount of \$54,209.

That Council approve funding of \$28,508 be allocated to Capital Account No. 942511 from Strategic Initiatives Reserve.

BACKGROUND:

In December 2014, Ajax Council endorsed a staff recommendation to cancel contract awards for the editing and design of the Ajax Pictorial History Book and issue a Request for Proposal to seek a professional publishing company.

DISCUSSION:

Request for Proposals (RFP) documents were issued to 17 prospective Proponents with Proposals being received back from six of these, prior to the closing on January 20, 2015. Listed below is a summary of the Proposals received:

NAME OF PROPONENT
AXON SPHERE
CRUX CONTENT GROUP
FRIESEN HISTORY BOOKS
PIGGY BACK DESIGN + COMMUNICATION
THE LOWE MARTIN GROUP
WEUSTHEM INC.

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

PROPOSAL EVALUATION CRITERIA FORM	
EVALUATION CRITERIA	AVAILABLE POINTS
<u>Qualifications & Experience</u> Demonstrated Experience of the Company [12.5 points] Demonstrated Experience of Key Personnel 12.5 points] Information Obtained through References [15 points]	40
<u>Submission/Quality of Proposal</u> Responsiveness/Completeness of Submission [5 points] Demonstrated Willingness to Comply with Terms of the RFP [5 points]	10
<u>Project Deliverables/Technical Response</u> Demonstrated Understanding of the Requirements [6 points] Quality/Completeness of Approach/Work Plan/Methodology [6 points] Project Management Structure [6 points] Functional Requirements [6 points] Ability to Meet Time Estimates/Deadlines [6 points]	30
<u>Pricing</u> Cost effectiveness of the Proposal	20
TOTAL POINTS	100

Interview (if applicable)	50
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Grand Total Points	150
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An Evaluation Committee, made up of Office of the CAO, Planning and Development Services and Legislative and Information Services staff, reviewed all of the Proposals received. Based on the evaluation criteria, specified in the RFP document, Friesen History Books was the highest scoring Proponent and met all of the needs of the Town.

FINANCIAL IMPLICATIONS:

Capital Account No. 942511 Ajax Pictorial History Book

Approved Capital Budget \$35,000.00

Previous Awards/Expenditures

Editing Services	\$6,080.00	
Design Services	<u>\$5,800.00</u>	<u>\$11,880.00</u>

Available Budget \$23,120.00

Current Award (net of HST rebate)	<u>\$51,628.00</u>
Over Budget	<u>(\$28,508.00)</u>

Additional funding, not to exceed \$28,508, will be allocated from the Strategic Initiatives Reserve, with no impact on other capital projects.

COMMUNICATION ISSUES:

NA

CONCLUSION:

It is the recommendation of staff that Friesen History Books be awarded the contract for the Ajax Pictorial History Book, being the lowest bidder meeting minimum specifications.

Christie McLardie, Manager of Communications

Rob Ford, Chief Administrative Officer

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Paul Allore
Director of Planning and Development Services

PREPARED BY: Andrew Jackson – Landscape Architect

SUBJECT: **Final Expenditure Report for Waterfront Trail, Carruthers Creek Structure**

WARD: 4

DATE OF MEETING: February 19, 2015

REFERENCE: Capital Account 930811, Waterfront Trail – Carruthers Bridge
SCAR Report May 2, 2013 Contract Award – Waterfront Trail, Carruthers Creek Structure
SCAR Report May 8, 2013 Contract Award – Contract Administration, Waterfront Trail, Carruthers Creek Structure

RECOMMENDATIONS:

1. That the report on the net over-expenditure of \$99,167.31 (net of HST rebate) for the construction of the Waterfront Trail, Carruthers Creek Structure, Capital Account No. 930811, previously awarded to Pine Valley Enterprises Inc., be received for information.
2. That the report on the net over-expenditure of \$17,521.74 (net of HST rebate) for the Contract Administration and Inspection of the Waterfront Trail, Carruthers Creek Structure, Capital Account No. 930811, previously awarded to AECOM Canada Ltd., be received for information.
3. That the report on the net over-expenditure of \$101.96 (net of HST rebate) for the Geotechnical Testing and Inspection of the Waterfront Trail, Carruthers Creek Structure, Capital Account No. 930811, previously awarded to Patriot Engineering Ltd., be received for information.
4. That Council approve funding of \$62,112.22 to be allocated to Capital Account No. 930811 from Development Reserve.

BACKGROUND:

The Town awarded the construction and contract administration to construct the Waterfront Trail, Carruthers Creek Structure in the spring of 2013. Construction of the project began in July 2013 and continued to the completion in June 2014. The project included the fabrication and installation

of a pedestrian bridge over the Carruthers Creek along the east side of Shoal Point Road. In addition to the bridge structure, the Waterfront Trail was extended connecting the bridge with the existing trail system from the north and to the south sides of the Carruthers Creek. The Waterfront Trail is now a complete and uninterrupted trail system from the west side of Town to Ontoro Boulevard to the east.

Under the Capital Expenditure Control Policy, staff are required to prepare a report to Council when project expenditures have exceeded the approved spending limit.

DISCUSSION:

During the course of the project, issues arose while excavating the soils at the locations of the proposed concrete abutments for the pedestrian bridge. During the excavations, it was determined that the soils and gravel materials surrounding an existing abandoned watermain were not stable enough to support the weight of the concrete abutments. The costs to remove the abandoned watermain as well as the costs for a shoring system were estimated to be a minimum of \$250,000.00 and therefore determined to be prohibitive. To avoid these prohibitive costs, staff directed the consultant to prepare a new abutment design involving helical piers. The new abutment design and resulting construction incurred additional and unavoidable expenditures which included:

- Consultant fees for the new design
- Additional contractor costs to construct the helical piers
- Additional material costs for the helical pier anchoring system
- Locates for the existing active watermain
- Additional permit fees for the Toronto and Region Conservation

FINANCIAL IMPLICATIONS:

The completion of the Waterfront Trail, Carruthers Creek Structure project included three Staff Contract Awards (SCAR) which exceeded the approved spending limits, as follows:

Vendor	Award Date	Approved Spending Limit	Actual Expenditures	Over Expenditure
Pine Valley Enterprises Inc.	May 2, 2013	\$217,147.94	\$316,315.25	(\$99,167.31)
AECOM Canada Ltd.	May 8, 2013	\$32,652.55	\$50,174.29	(\$17,521.74)
Patriot Engineering Ltd.	May 2, 2013	\$5,797.27	\$5,899.23	(\$101.96)
Totals		\$255,597.76	\$372,388.77	(\$116,791.01)

Available Budget - SCAR Report May 8, 2013

\$60,752.04

Over-Expenditures:

Pine Valley Enterprises Inc.	\$99,167.31	
AECOM Canada Ltd.	\$17,521.74	
Patriot Engineering Ltd.	\$101.96	
Other Fees:		
EBS Geotechnical	\$3,001.92	
Toronto and Region Conservation	\$2,940.57	
Total Reproductions	\$91.58	
The Print Place	<u>\$39.18</u>	<u>\$122,864.26</u>
Over Budget		<u><u>\$62,112.22</u></u>

Additional funding in the amount of \$62,112.22 will be allotted from the Development Reserve.

COMMUNICATION ISSUES:

N/A

CONCLUSION:

The original approved spending limit for the Waterfront Trail, Carruthers Creek Structure for the Pine Valley Enterprises Ltd., AECOM Canada Ltd., and Patriot Engineering Ltd. contracts have been exceeded and this report has been prepared in accordance with the Capital Expenditure Control Policy.

ATTACHMENTS:

N/A

Andrew Jackson, OALA
Landscape Architect, Engineering, Capital Projects

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

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

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Paul Allore
Director of Planning and Development Services

PREPARED BY: Heather Doucette
Capital Projects Technologist

SUBJECT: **Contract Award – Multi-Use Trail Construction**

WARD: 2 & 3

DATE OF MEETING: February 19, 2015

REFERENCE: RFT No. T14001 Sidewalk Infill & Multi-Use Trail Construction
Capital Account Nos. 957911, 958511 and 959911

RECOMMENDATIONS:

1. That Council award the contract for the Multi-Use Trail Construction, to Serve Construction Ltd. in the amount of \$443,926.15 (inclusive of all taxes).
2. That Council award the contract for Material Testing and Geotechnical Services for the Multi-Use Trail Construction, to Nasiruddin Engineering Ltd., in the amount of \$15,445.74 (inclusive of all taxes).
3. That Council approve the following funding, to be allocated to Capital Account No. 958511:

Development Reserves	\$4,347.66
2013 Development Charges	<u>\$39,128.95</u>
Total	<u>\$43,476.61</u>

BACKGROUND:

Millers Trail – Kingston to Ritchie

Millers Trail from Kingston to Ritchie will form an important link along the Millers Trail System. The connection will provide access to the trail system from the existing trail along Kingston Road and to the existing trail south of Ritchie Avenue. This link will additionally provide a safer and better access to the Ajax GO Station.

Multi-Use Trail – Taunton Road

The existing trail on Taunton Road extends approximately 4.8 kilometres from Church Street to Littler Parkette, just west of Audley Road. The trail provides an important east-west recreational and leisure trail with a connection to Millers Trail and future connections to Duffins Trail, Greenwood Conservation Area, Carruthers Trail and the Audley Recreation Complex. The complete implementation of the trail is dependant in part upon the timing of land acquisition at the southwest corner of Audley Road and Taunton Road. However, a temporary trail in front of this property is proposed in order to provide a link to Audley Recreation Centre in time for the 2015 Pan Am games and to provide a connection to the existing Durham Regional Transit bus stop located on the south side of Taunton Road just west of Audley Road.

Multi-Use Trail - Salem - Rossland Road to Canadian Pacific Railway (CPR)

A multi-use trail is recommended from Rossland Road to the CPR Bridge, in order to provide a safe method of travel for pedestrian and cyclists and to promote active forms of transportation. The trail was originally planned to be constructed with the road widening but was deferred to coincide with the development of adjacent lands.

DISCUSSION:

Contract award to Serve Construction Ltd.

Request for Tender [RFT] documents were issued to 17 prospective Bidders with Bids being received back from 13 of these, prior to the closing on December 16, 2014. Upon review of the 13 bids received, a number of arithmetical errors were discovered, resulting in a Corrected Total Tender Amount. Listed below is a summary of the bids received:

NAME OF BIDDER	TOTAL TENDER AMOUNT	CORRECTED TOTAL TENDER AMOUNT
Serve Construction Ltd.	\$443,361.15	\$443,926.15
Royalcrest Paving & Contracting Ltd.	\$488,431.88	\$488,431.88
IPAC Paving Ltd.	\$511,525.58	\$511,525.58
Peltar Paving	\$517,565.14	\$517,565.14
Hawkins Contracting Services Ltd.	\$542,386.58	\$542,386.58
Trisan Construction	\$574,748.51	\$574,748.51
Cambium Site Contracting Inc.	\$588,986.79	\$588,986.79
Coco Paving Inc.	\$643,105.59	\$643,105.59
Melfer Construction Inc.	\$661,738.17	\$661,738.17
Elirpa Construction & Materials Ltd.	\$692,538.68	\$692,538.68
Tri Son Contracting Inc.	\$752,186.99	\$752,186.99
Ore Construction Ltd.	\$784,264.07	\$784,264.07
Ashland Paving Ltd.	\$1,212,288.66	\$1,212,288.67

Contract award to Nasiruddin Engineering Ltd.

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

Contract commencement is March 23, 2015 and completion is expected by July 31, 2015

Financial Implications:**Capital Account No. 957911 - Millers Trail – Kingston Road to Ritchie Avenue**

Approved Capital Budget		\$220,000.00
Previous Awards/Expenditures		
Toronto and Region Conservation (net of HST rebate)	\$711.42	
Chisholm, Fleming and Associates (net of HST rebate)	\$14,351.41	<u>\$15,062.83</u>
Available Budget		\$204,937.17
Current Award		
Serve Construction Ltd. (net of HST rebate)	\$130,300.63	
Contingency (approximately 10%)	\$13,300.00	
Nasiruddin Engineering Ltd (net of HST rebate)	\$5,088.00	
Contingency (approximately 10%)	\$500.00	<u>\$149,188.63</u>
Available Budget		<u><u>\$55,748.54</u></u>

A 10% contingency has been identified to ensure sufficient funding is available to address site specific issues that can be encountered during the construction period. Risk factors for this project include: concerns that arise from local residents or landowners; unforeseen utilities; additional meetings with stakeholders; and Toronto and Region Conservation Authority requirements and concerns. These risks may result in revised design work or meetings to accommodate these requirements.

Capital Account No. 958511 – Multi-Use Trail – Taunton Road

Approved Capital Budget		\$125,000.00
Previous Awards/Expenditures		
Chisholm, Fleming and Associates (net of HST rebate)	\$14,351.41	<u>\$14,351.41</u>
Available Budget		\$110,648.59

Current Award		
Serve Construction Ltd. (net of HST rebate)	\$125,021.83	
Contingency (approximately 20%)	\$25,000.00	
Nasiruddin Engineering Ltd (net of HST rebate)	\$3,733.37	
Contingency (approximately 10%)	<u>\$370.00</u>	<u>\$154,125.20</u>
Over Budget		<u>(\$43,476.61)</u>

A 20% contingency has been identified for construction to ensure sufficient funding is available to address site specific issues that can be encountered during the study. Risk factors for this project include: concerns that arise from local residents or landowners; additional meetings with stakeholders; and conflicts with existing utilities. These risks can cause delays, necessitating additional material and labour associated with construction.

This report and the 20% contingency has been reviewed and approved by the Chief Administrative Officer.

Additional funding, not to exceed \$43,476.61 will be allocated from:

Development Reserves	\$4,347.66
2013 Development Charges	\$39,128.95

Capital Account No. 959911 – Multi-Use Trail - Salem - Rossland to CPR

Approved Capital Budget		\$250,000.00
Previous Awards/Expenditures		
Chisholm, Fleming and Associates (net of HST rebate)	\$28,702.81	<u>\$28,702.81</u>
Available Budget		\$221,297.19
Current Award		
Serve Construction Ltd. (net of HST rebate)	\$144,446.79	
Contingency (approximately 10%)	\$14,400.00	
Nasiruddin Engineering Ltd (net of HST rebate)	\$5,088.00	
Contingency (approximately 10%)	\$500.00	<u>\$164,434.79</u>
Available Budget		<u>\$56,862.40</u>

A 10% contingency has been identified to ensure sufficient funding is available to address site specific issues that can be encountered during the construction period. Risk factors for this project include: concerns that arise from local residents or landowners; unforeseen utilities; and additional

meetings with stakeholders. These risks may result in revised design work or meetings to accommodate these requirements.

The Capital Detail Sheets are attached for information.

Communication Issues:

In 2014, notices regarding the proposed works for Millers Trail – Kingston Road to Ritchie Avenue were sent to abutting residents and local businesses. A second notice will be forwarded to all abutting property owners prior to construction dates and contact information for any concerns that may arise. As well, staff have met with the property owner adjacent to the Taunton Trail and will send him a notice prior to the start of construction.

Conclusion:

It is the recommendation of staff that Serve Construction Ltd. be awarded the contract for Multi-Use Trail - Construction, being the lowest bidder meeting minimum specifications.

ATTACHMENTS:

ATT-1: 2014 Capital Budget Detail Sheets

Heather Doucette, CTech
Capital Projects Technologist

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

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

TOWN OF AJAX
2014 CAPITAL BUDGET / 2015-2018 LONG RANGE CAPITAL FORECAST
DETAIL SHEET

Department	Planning & Development Services
Section	Engineering Services
Project Name	MUT - Taunton Road
Submitted By	Carol Coleman, Manager of Engineering - Capital Projects
Start Year	2014
Project Number	0958511

PROJECT DESCRIPTION / JUSTIFICATION

Scope: Design and construction of an off road, 3 metre wide, asphalt, multi-use trail along the south side of Taunton Road from Littler Parkette to Audley Road. The portion in front of 593 Taunton Road East (at the southwest corner of Taunton and Audley) will be adjacent to the curb and may be less than the proposed 3 m width.

Rationale: The Town has been working to construct a trail along the south side of Taunton Road for a number of years. To date the trail extends approximately 4.8 km from Church Street to Littler Parkette, just west of Audley Road. The trail provides an important east-west recreational and leisure trail with a connection to Millers Trail and future connections to Duffins Trail, Greenwood Conservation Area, Carruthers Trail and the Audley Recreation Complex. The complete implementation of the trail is dependant in part upon the timing of land acquisition at the southwest corner of Audley Road and Taunton Road. However, a temporary trail in front of this property is proposed in order to provide a link to the Audley Recreation Centre in time for the 2015 Pan Am games and to provide a connection to the existing Durham Region Transit bus stop located on the south side of Taunton Road just west of Audley Road.

Reference: 2013 DC Background Study, Ref. B-35, Item 5; *The Ajax Pedestrian and Bicycle Master Plan 2010*; 2013 *Transportation Master Plan Update*, Complete Streets Policy; and *Town of Ajax Official Plan*, Section 4.1.11 developing an interconnected system of cycling and walking routes.

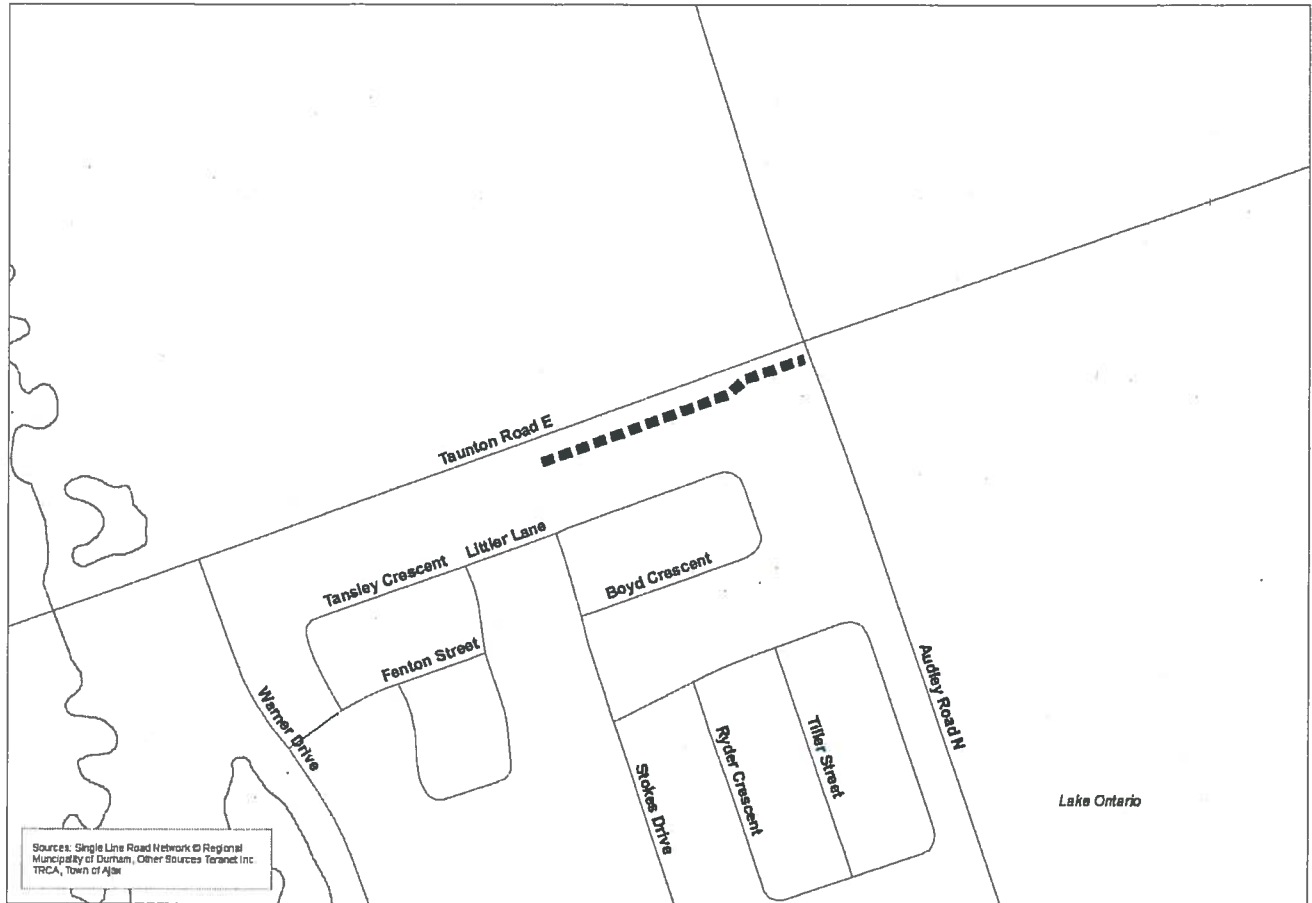
Schedule: Design and Construction: 2014.

EXPENDITURES / FUNDING

	2014	2015	2016	2017	2018	Total
Total Expenditures	125,000					125,000
Development Charges - 2013	112,500					112,500
Development Reserve	12,500					12,500
Total Funding	125,000					125,000
Annual Operating Costs	300	500	500	500	500	

TOWN OF AJAX
2014 CAPITAL BUDGET / 2015-2018 LONG RANGE CAPITAL FORECAST
DETAIL SHEET

MUT - Taunton Road



TOWN OF AJAX
2014 CAPITAL BUDGET / 2015-2018 LONG RANGE CAPITAL FORECAST
DETAIL SHEET

Department	Planning & Development Services
Section	Engineering Services
Project Name	MUT - Salem - Rossland to CPR
Submitted By	Carol Coleman, Manager of Engineering - Capital Projects
Start Year	2014
Project Number	0959911

PROJECT DESCRIPTION / JUSTIFICATION

Scope: Design and construction of a multi-use trail on the east side of Salem Road from Rossland Road to the CPR Bridge.

Rationale: A multi-use trail is recommended to provide a safe method of travel for pedestrians and cyclists and to promote active forms of transportation. The trail was originally planned to be constructed with the road widening but was deferred to coincide with the development of adjacent lands.

Reference: 2013 DC Study, Ref. B-35, Item 3; *The Ajax Pedestrian and Bicycle Master Plan 2010*; 2013 Transportation Master Plan Update, Complete Streets Policy; and *Town of Ajax Official Plan*, Section 4.1.11 developing an interconnected system of cycling and walking routes.

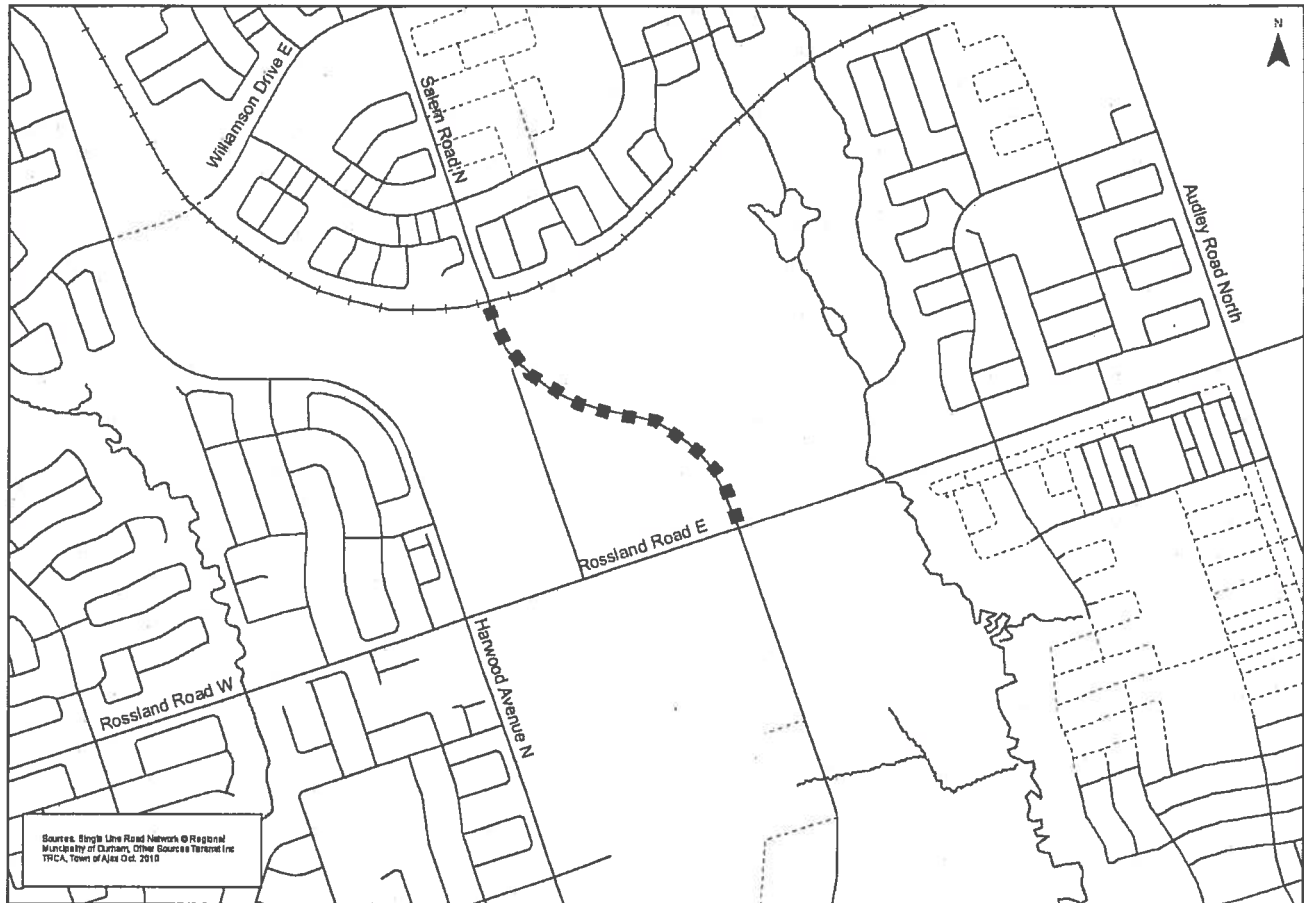
Schedule: Construction is proposed for 2014 and is intended to coincide with development on the adjoining employment lands.

EXPENDITURES / FUNDING

	2014	2015	2016	2017	2018	Total
Total Expenditures	250,000					250,000
Development Charges - 2013	225,000					225,000
Development Reserve	25,000					25,000
Total Funding	250,000					250,000
Annual Operating Costs	500	1,000	1,000	1,000	1,000	

TOWN OF AJAX
2014 CAPITAL BUDGET / 2015-2018 LONG RANGE CAPITAL FORECAST
DETAIL SHEET

MUT - Salem - Rossland to CPR



TOWN OF AJAX
2014 CAPITAL BUDGET / 2015-2018 LONG RANGE CAPITAL FORECAST
DETAIL SHEET

Department	Planning & Development Services
Section	Design Services
Project Name	Millers Trail - Kingston/Ritch
Submitted By	Andrew Jackson, Landscape Architect
Start Year	2014
Project Number	0957911

PROJECT DESCRIPTION / JUSTIFICATION

Scope: This project includes the development of a 380 metre long off-road multi-use trail along the east side of Westney Road between Kingston Road and Ritchie Avenue along the east side of the Millers Creek.

Rationale: The trail will form an important pedestrian link along the Millers Trail system. The connection will provide access to the trail system from the existing trail along Kingston Road and to the existing trail south of Ritchie Avenue. This trail link will provide safer and better access to the Ajax GO Station.

References: This project satisfies Section 2.2.6.1.e of the *Town of Ajax Official Plan* by further developing an interconnected trail and pathway system that connects people to places within and adjacent to Ajax. This project is in keeping with the policies of *The Ajax Pedestrian and Bicycle Master Plan 2010* and responds to the *Recreation, Parks and Culture Master Plan's* goal of enhancing a comprehensive trail system (Goal 7). *2013 DC Background Study*, Ref. B-13, Item 27.

Schedule: Design and Construction: 2014.

EXPENDITURES / FUNDING

	2014	2015	2016	2017	2018	Total
Total Expenditures	220,000					220,000
Development Charges - 2008	16,500					16,500
Development Charges - 2013	183,100					183,100
Development Reserve	20,400					20,400
Total Funding	220,000					220,000
Annual Operating Costs	500	1,000	1,000	1,000	1,000	

TOWN OF AJAX
2014 CAPITAL BUDGET / 2015-2018 LONG RANGE CAPITAL FORECAST
DETAIL SHEET

Millers Trail - Kingston Rd.



TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Paul Allore, Director, Planning & Development Services

PREPARED BY: Lisa Hausz, Manager of Business Development & Marketing

SUBJECT: **International Softball Championships Hosting Opportunity Update**

WARD(S): All

DATE OF MEETING: February 19, 2015

REFERENCE: n/a

RECOMMENDATION:

That the report to General Government Committee Entitled “International Softball Championships Hosting Opportunity Update” dated February 19, 2015 be received for information; and

That Staff are authorized to inform Softball Canada that the Town will not further pursue the formal bid to host the 2018 and 2019 International Softball Championships.

BACKGROUND:

In October, 2014, Council was advised that staff would be submitting a Letter of Intent (LOI) to Softball Canada to express the Town’s interest in hosting the Junior and Senior Women’s Championships at Ajax Sportsplex Park (currently referred to as the President’s Choice Pan Am Ball Park) in 2018 and 2019 respectively. At that time, staff committed to report back to Council with a full description of host requirements if Ajax was shortlisted as a potential host community.

The International Softball Championships are softball’s highest level of competition, governed by the International Softball Federation (ISF). Four event categories (Junior Men’s, Senior Men’s, Junior Women’s, Senior Women’s) take place over a two year span, every two years. Most recently, the 2014 Junior Men’s tournament was hosted in Whitehorse, Yukon; the 2014 Senior Women’s in Harleem, Netherlands; the 2015 Senior Men’s tournament in Saskatoon, Saskatchewan, and the 2015 Jr. Women’s in Oklahoma, USA.

In the LOI (attached as Appendix A), the following tournament details were proposed:

- Tournament dates:
 - Women’s Senior Championships: July 8-22, 2018
 - Junior Women’s Championships: July 7-21, 2019
- Accommodations:

- “Athletes Village” to be housed at Durham College Residence Facility
- Hotels for officials, media and spectators to be The Ajax Hilton Garden Inn and Homewood Suites Hotels
- Organizing Committee:
 - A region-wide committee made up of key partners and stakeholders, including Durham Tourism, Central Counties Tourism, Softball Associations from across Durham Region, and Tourism Industry Stakeholders

The women’s events have historically involved between 16-24 teams in the Junior category, and 20-32 teams for the Senior Category. Based on past records, typical spectator attendance has ranged between 4,000-5,000 over the course of each week-long tournament.

Future hosting the ISF Championships would create significant opportunities for the Town, particularly in the following areas:

- *Economic Stimulus for local business*

A *Sport Tourism Economic Assessment Model Analysis* was conducted in preparation for the 2013 Junior Women’s Softball Championships that were held in Brampton, Ontario. The following Economic Impact figures were calculated:

- \$13.3 million in economic activity in the Province and \$8.5 million in the City of Brampton
- The creation of an equivalent of 76.5 jobs for Brampton and an additional 20.5 jobs for the remainder of the province, paying a total of \$3.9 million in wages and salaries for Ontario as a whole
- Total taxes supported by the event estimated at \$3 million, broken down as follows:
 - \$1.3 million allocated to federal government
 - \$1.1 million to the provincial government
 - \$458,452 to the City of Brampton

Given the similarities between Ajax and Brampton in terms of location, event and timing, these figures are a fair representation of the potential economic impact in Ajax and Durham Region.

- *Opportunity to create meaningful partnerships in the Region*

To host a successful tournament, Ajax would require the full support of partners and stakeholders from across Durham Region and upper levels of government. Positive feedback and willingness to support the event has been received from the following stakeholders. Letters of support are attached as Appendix B, and it would be the intent for staff to continue to work with these organizations in preparation of future bid opportunities.

- Durham Tourism
- Sport Durham
- Central Counties Tourism
- Whitby Eagles Softball Association

In December, Softball Canada announced that Ajax is the only Canadian community that has been selected to move forward in the bid process, which entails the development and submission of a formal bid (in partnership with Softball Canada) to the International Softball Federation.

While there is significant justification for bidding to host large-scale events, including several linkages to Town, Regional and Provincial tourism strategies, after consultation with Town Departments, it has been determined that due to a number of current constraints the Town is unable to bid at this time. The constraints include staffing, infrastructure, timing and costs, which, until addressed, preclude the Town from being prepared to host an international event awarded through this round of bidding. Ajax must formally decline its interest in proceeding in the bid process by the end of February, 2015. The next round of bidding opens in 2017 for the 2020 – 2021 games.

DISCUSSION:

The ISF Championships hosting call has provided internal staff with an opportunity to evaluate the Town's readiness to host large scale sporting events, following the completion of the Pan Am Games. With high regard for the many positive aspects of bidding on the ISF events, there are several areas to consider before the Town is best positioned to host another event of this scale, including:

Staffing Resources

As illustrated in the ISF requirements (Appendix D), and the experience gained through the Pan Am Games, the staff resources required to plan and execute an international event has the potential to be significant.

Following the completion of the Pan Am Games, staff will review the capacity of existing staff to determine the future required resources including staff from a number of departments (in particular, Recreation & Culture, Operations & Environmental Services and Planning & Development Services). All would be required to assist in the following areas:

- Venue improvements/upgrades
- Event planning (Opening/Closing Ceremonies)
- Event Marketing and Tourism promotion
- Transportation planning & management
- Field maintenance
- Volunteer management

To offset this workload, it would be the intent of staff to leverage the engagement of an external planning committee comprised of several external organizations. In that regard, as a result of the ISF Championships bid opportunity, staff have already begun developing relationships with various associations and agencies that will be vital to plan and execute a softball tournament of this size.

Required Capital Improvements

The Softball Facilities at Sportsplex Park meet the standards to host international competition. However, there are several areas where capital improvements are required to facilitate provincial, national or international competition. Following the completion of Pan Am, the following capital improvements will be reviewed and brought forward for consideration through the capital budget process.

- *Installation of permanent seating*

The baseball and softball facilities at Sportsplex Park are not currently equipped with permanent stadium seating. In preparation for the 2015 Pan Am Games, temporary seating will be installed and funded through the Municipal Services Agreement with TO2015. Upon the completion of the Games, this seating will be removed.

If tournament hosting is indeed an objective and the direction for use of the fields, the installation of permanent seating would be required.

- *Upgrade to Bullpens*

The existing softball bullpens are temporary for use during the Pan Am Games, and will require upgrading to a more permanent structure for future large event.

- *Parking*

The Tourism Attraction Plan has identified the town's limited parking facilities as an area for concern to host large scale events. In the specific case of Sportsplex Park, current parking facilities will not accommodate the anticipated spectators for the ISF Championships. Phase 2 construction at the Audley Recreation Centre will create additional parking facilities that will better accommodate larger scale tournaments. This construction timing of Phase 2 will be identified and brought forward during the capital budget process.

Impact on User Groups

Hosting national and international level softball or baseball competition will have an impact on user groups at Sportsplex Park and, given its close proximity, Audley Recreation Centre.

Softball User Groups have been made aware that post-Pan Am, the first two weeks of July, annually, are reserved for tournament hosting opportunities. This annual "black out" period complies with the Town's requirement to provide Softball Canada with two weeks of exclusive use of the fields, for 20 years, post Pan Am as per the Facility Agreement.

Impacts on user groups may be minimized, primarily due to the timing of bidding cycles of major events. Bid opportunities generally operate in annual or bi-annual cycles allowing time to plan for and communicate interruptions. Staff intend to further investigate a strategy for interruptions based on future bidding opportunities.

Financial Resources

As demonstrated by the ISF hosting requirements, host communities are fiscally responsible for the costs associated with the planning and execution of awarded events. At the present time, there are opportunities to offset these costs with external sources of funding from upper levels of government, ticket sales, sponsorship, etc. However, there are notable risks associated with the financial obligations:

- Grants and other funding cannot be guaranteed, or may or not be available in future years
- Hosting fees for international events continue to increase and may exceed available granting funds
- Ticket sales are dependent upon execution of the event and are not guaranteed to be a significant revenue source
- Sponsorship estimates are aggressive and actuals may not cover expenses.

Host Responsibilities

The selected host community is responsible for the overall planning execution of each awarded tournament. Specific host requirements are detailed in Appendix C, Agreement with Softball Canada, and Appendix D, International Softball Federation Requirements for Host Organizing Committee.

Following is a summary of financial, technical, marketing/promotion and media related responsibilities:

Financial Requirements

The ISF bid guidelines require that the successful host community be fiscally responsible for the overall planning and execution of awarded events. Following, is a summary of key considerations (budget estimates are outlined in the Financial Implications Section of the report):

- Hosting fees (payable upon completion of each event)
- Hotel Accommodation and meal costs for ISF Officials and Team Canada
- Transportation for teams, technical officials and media, over the course of the games
- Doping Control Costs
- Venue costs (including any necessary capital improvements, upgrades, and rentals)
- Costs to provide security, as per required ISF regulations
- Costs related to events over the course of the tournaments, including opening/closing ceremonies and an ISF Board of Directors dinner

Past Games have historically resulted in a net surplus of funds due to a number of opportunities to generate revenues. These opportunities offset the costs that would be incurred as the host of the event:

- Funding Partners
 - Sport Canada
 - Province of Ontario
 - Region of Durham
 - Central Counties Tourism
- Grants (i.e. Ontario Trillium Foundation, Celebrate Ontario, etc.)
- Sponsorship Revenue
- Revenues generated from ticket sales
- Revenues generated from souvenir and concession sales

Technical Requirements

Working closely with Softball Canada, the awarded host organization would be responsible for adhering to all ISF official rules, regulations and protocols, including:

- Competition site standards
- Venue requirements (i.e. Locker rooms, offices and media facilities)
- Accreditation requirements & Security
- Statistics recording

Marketing, Promotion, Sponsorship and Support

The successful host organization has the overall responsibility of marketing, promotion and branding the tournament. This includes full naming rights and logo design (subject to ISF approval).

In this area, the Town would have a unique opportunity to create a tournament that could celebrate Ajax and its unique historic softball roots. Staff envisioned a tournament name and elements centered around Ajax women in wartime history.

A number of marketing elements developed for the 2015 Pan Am Games could be leveraged and repurposed for use during the tournament:

- panamajax.ca web portal elements and content
- Pan Am Marketing collateral
- Ajax souvenirs and promotional items
- Sponsorship Package
- Community and Business engagement strategies and materials
- Tourism materials

Media and Communications

The successful host community is responsible for securing an event host broadcaster for each event with the assistance of Softball Canada. Ajax's key responsibilities in this area would be to ensure appropriate media facilities at the event venue, ensuring appropriate media accreditation, and the provision of information kits leveraging existing tourism and Pan Am materials.

Support & Volunteers

As a result of the Town's Pan Am experience, Ajax would be uniquely positioned to leverage its volunteer processes and tools including: the volunteer portal, volunteer recruitment, interviewing and training processes, scheduling and volunteer communication methods. However, currently the town does not have a dedicated staff resource for the management of volunteers. Dedicated volunteer management resources have been identified as a key next step to ensure that the town can leverage the volunteer capacity created through the Pan Am Games and ensure our success for hosting events of this magnitude that are largely dependent on volunteer resources.

Softball Association representatives that have been approached have also indicated that there are resources for volunteers in the softball realm.

FINANCIAL IMPLICATIONS:

Infrastructure Investment

Following the completion of the Pan Am Games, staff intend to conduct further analysis of the Town's event hosting capacity considerations in preparation to take advantage of future opportunities to host large-scale sporting events, including consideration of the infrastructure works needed (seating, dug outs and parking) as part of the long range capital budget process.

Hosting Fees for 2018/2019

\$100,000 (Senior) - \$5,000 due with bid submission (refundable if not selected)

\$75,000 (Junior) - \$2,500 due with bid submission (refundable if not selected)

Event Financial Responsibility

The selected host would be financially responsible for all expenses and revenue generation for the event(s). Any net gain/loss is awarded to the contracted host.

Estimated total cost for each event: \$600,000 (excluding capital improvements)

Estimated revenue for each event: \$600,000

Estimated net gain/loss: \$0

Estimated contingency for each: \$50,000

Proforma Statement

(based on 2013 Host - Brampton Women's Softball)

Revenue			Junior Games	Senior Games
Gate/Tickets	3500 @ \$20		\$ 70,000.00	\$70,000.00
Government Sponsorship				
	Federal		\$ 200,000.00	\$ 225,000.00
	Provincial		\$ 75,000.00	\$ 75,000.00
	Regional		\$ 50,000.00	\$ 50,000.00
	Town		\$ 50,000.00	\$ 50,000.00
Private Sponsorship			\$ 100,000.00	\$ 100,000.00
Souvenirs/Merchandise			\$ 10,000.00	\$ 10,000.00
Concessions			\$ 20,000.00	\$ 20,000.00
Total Revenue			\$575,000.00	\$600,000.00
Expense				
Hosting Requirements			\$175,000.00	\$200,000.00
Venue			\$ 30,000.00	\$ 30,000.00
Marketing & Communication			\$ 40,000.00	\$ 40,000.00
Sports Logistics			\$ 40,000.00	\$ 40,000.00
Ceremonies & Hosting			\$ 40,000.00	\$ 40,000.00
Accreditation/Security/Volunteers			\$ 50,000.00	\$ 50,000.00
Transportation			\$100,000.00	\$100,000.00
Athlete Services			\$ 5,000.00	\$ 5,000.00
Web Site/IT Services			\$ 25,000.00	\$ 25,000.00
Administration			\$ 20,000.00	\$ 20,000.00
Contingency			\$ 50,000.00	\$ 50,000.00
Total Expense			\$575,000.00	\$600,000.00

COMMUNICATION ISSUES:

N/A

CONCLUSION:

The Town of Ajax must advise Softball Canada of its intent to withdraw from the bid process by the end of February, 2015. Ajax's Pan Am Games legacy is a state-of-the-art baseball and softball facility, ideal for hosting local, provincial, national and international events. Although the opportunity to bid on hosting the Women's International Softball Championships in 2018 and 2019 is in line with corporate objectives, would leverage the Pan Am Games experience, and create a number of positive opportunities for the Town, due to several constraints, staff recommend that the Town decline this opportunity to bid at this time.

Following the completion of the Pan Am Games, staff intend to conduct further analysis of the Town's event hosting capacity considerations (i.e. staffing, financial, infrastructure) in preparation to take advantage of future opportunities to host large-scale sporting events, including consideration of the infrastructure works needed as part of the long range capital budget process.

Lisa Hausz, Manager of Business Development & Marketing

Paul Allore, Director of Planning & Development Services

Appendices:

A: Letter of Intent

B: Letters of Support

C: Softball Canada Agreement (draft)

D: International Softball Federation Requirements

Appendix A: Town of Ajax Letter of Intent



Economic Development Office

Tel. 905-683-3000
Fax. 905-686-0360
econdev@ajax.ca

Town of Ajax
65 Harwood Avenue South
Ajax ON L1S 2H9
www.ajax.ca

October 14, 2014

Softball Canada
223 Colonnade Rd., Ste 212
Ottawa, ON K2E 7K3
Attention: Hugh Mitchener

Dear Mr. Mitchener:

The purpose of this letter is to confirm the Town of Ajax's interest in hosting the Junior and Senior Women's Softball Events of the 2018 and 2019 International Softball Championships.

The Town of Ajax is a modern community, rich in history, arts and culture. Located in Central Ontario, just 20 minutes east of Downtown Toronto and within the Regional Municipality of Durham. It is one of the Greater Toronto Area's fastest growing communities, home to over 100,000 residents and a vibrant business community.

The sport of softball and baseball, particularly Women's softball, are deeply rooted in Ajax's culture and history. During World War II, it was the pastime of choice for thousands of women who lived in Ajax and worked filling shells for the allied forces.

This historic significance is what led the Town of Ajax to host the baseball and softball events of the 2015 Pan American Games. In July, 2015, Ajax will welcome many of the best players and teams from 41 participating countries to compete at the President's Choice Ajax Pan Am Ball Park. History will be made on Ajax fields as women's baseball makes its grand debut in an International multi-sport games event, and men's softball makes a return to the Pan Am sports program.

The combination of the Town's international event hosting experience, infrastructure and legacy components from the 2015 Pan Am Games make Ajax a well suited host for the prestigious International Softball games.

Following are the proposed details of the events in 2018 and 2019:

Event Dates

Women's Senior Championships: July 8 – July 22, 2018
Women's Junior Championships: July 7 – July 21, 2019

Event Facility

The President's Choice Pan Am Ball Park, located at 2001 Audley Road North in Ajax, Ontario is the proposed venue for the Women's Softball Events.

The facility recently underwent \$9 million in upgrades as a joint project between the Town of Ajax and Pan Am TO2015 in preparation for the 2015 Pan Am Games.

Facility highlights include:

- Four "pinwheel" fields including 1 Premier Field, 1 Competition Field, 1 Practice Field, and 1 additional field dedicated for overlay use
- All fields meet International Softball Federation Requirements
- Upgraded dugouts (covered)
- High quality turn and clay
- Softball bullpens
- Premium Lighting

Volunteer Recruitment

Ajax is home to a dedicated and engaged group of volunteers who could be called upon to provide assistance with the Games.

As a significant legacy component of hosting the 2015 Pan Am Games, Ajax has developed and implemented an extensive volunteer recruitment and engagement framework that will be applied for the Women's Softball Championship Events. This will include the engagement of a Local Host Committee, access to a volunteer database of approximately 500 to draw upon, and volunteer training materials and modules that are ready to go.

Additional support could be solicited through partner organizations including Sport Durham, and local baseball and softball clubs.

Accommodations

The Town of Ajax and surrounding Region of Durham is home to comfortable and convenient accommodations that will meet the needs of athletes, spectators, officials and media:

Hilton Garden inn and Homewood Suites

Conveniently located along Highway 401 at the Salem Road interchange in Ajax, these quality hotels offer comfortable accommodations, with a range of excellent amenities ranging from traditional hotel rooms and suites at the Hilton Garden Inn, to longer stay accommodations that include full kitchen amenities at the Homewood Suites.

Durham College Residence and Conference Centre

A lower cost accommodation option is Durham College Residence. These facilities include a two-bedroom suite, each with a double bed, kitchenette with microwave and refrigerator, a private three-piece bathroom, cable TV, air conditioning, and internet access. Property amenities also include complimentary continental breakfast, parking, outdoor patio with barbeque facilities, and on-site laundry.

There is also access to additional amenities on campus including a classroom, lecture-style and meeting rooms, buffet-style restaurant called the Fresh Food Company and campus pub, called EP Taylor's.

Partnerships

The Town of Ajax has established strong relationships with Sport Tourism Organizations including Durham Tourism, Sport Durham, Central Counties Tourism (Ontario Tourism) as well as local and Regional Sport Organizations. The hosting of the Women's International Softball Championship Events in Ajax would truly become a partnership effort between these, and other groups.

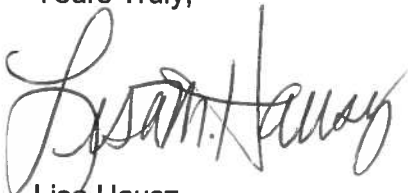
Summary

Women's softball has a distinct and deeply-rooted history in the Town of Ajax. This unique feature, combined with the anticipated hosting of the baseball and softball events of the 2015 Pan Am Games, make it an ideal location to host the 2018-2019 Junior and Senior Women's Softball Championships. Ajax is home to the facility, accommodations, attractions, volunteers and community support to make this a successful and memorable event for athletes and spectators.

Staff are interested in discussing further details, requirements and expectations for host municipalities. Upon Ajax Council's endorsement, we are prepared to partner with Softball Canada to submit a formal bid to host the Junior and Senior Women's International Championship Events to the International Softball Federation.

We look forward to hearing from you.

Yours Truly,

A handwritten signature in black ink, appearing to read 'Lisa Hausz', written in a cursive style.

Lisa Hausz
Manager, Business Development & Marketing
Town of Ajax

Appendix B: Three Letters in Support of Hosting



January 28, 2015.

To Whom it May Concern,

**The Regional
Municipality
of Durham**

Planning and Economic
Development Department

Economic Development
and Tourism Division

605 ROSSLAND RD. E.
5TH FLOOR
PO BOX 823
WHITBY ON L1N 6A3
CANADA
905-668-7711
1-800-706-9857
Fax: 905-666-6228

www.durham.ca
www.durhambusiness.ca
www.durhamtourism.ca

A.L. Georgieff, MCIP, RPP
Commissioner of Planning
and Economic Development

I am writing to extend congratulations to the Town of Ajax for their readiness to host Pan Am baseball and softball this summer. I also want to convey endorsement and support, on behalf of Durham Region, for your efforts to attract legacy events to the world-class baseball and softball facilities.

We are pleased to partner on developing the bid, and if successful, hosting the 2018 International Women's Softball and 2019 International Junior Women's Softball Championships.

Durham Region is quickly becoming recognized as a significant sporting event destination. We boast the facilities, officials, volunteers, and other amenities required for success. We expect many more baseball and softball events to come to your diamonds in the years to come.

Successful bids for these two tournaments would boost spending in our region by millions of dollars. Successful hosting of these two tournaments would result in more hosting opportunities and even more spending.

Together, we're a formidable team and I am confident that we will hit everyone else's best pitch out of the park.

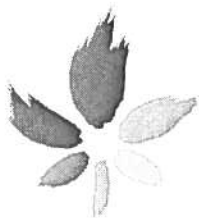
Sincerely,

Kerri King
Tourism Manager, Regional Municipality of Durham
kerri.king@durham.ca
905-668-4113 x 2606

"Service Excellence
for all opportunities"



100% Post Consumer



CENTRAL COUNTIES TOURISM

22 January 2015

Re: 2018 International Women's Softball and 2019 International Junior Women's Softball Championships

To Whom it May Concern,

Please accept this letter as Central Counties Tourism's official endorsement of and support for Ajax's bid to host the two upcoming international women's softball championships. Central Counties Tourism is the Regional Tourism Organization for York, Durham and Hills of the Headwater. We are funded by the Provincial Ministry of Tourism, Culture and Sport and work with our stakeholders to develop compelling products, destinations and experiences in order to drive tourism spending in the region.

Ajax has embraced sport tourism with vigor, agreeing to host the Pan Am baseball and softball events – two of the most popular at the games. It is at times, I am sure, a daunting task. But, it is already beginning to pay off. Pan Am is only one event. The legacy Ajax has invested in is the ability to increase the economic impact of sports tourism for years to come. The fact that Ajax has been shortlisted to host the 2018 and 2019 International Women's Softball Championships speaks volumes to the recognition you are getting as a world class venue and destination.

Hosting these two events will bring millions of dollars to Ajax and the surrounding municipalities. Central Counties is committed to assisting Ajax deliver these games – financially, operationally and promotionally. We believe that once you successfully host the first of these large tournaments, staff and volunteers will have systems, processes and protocols in place to make future hosting that much easier.

Central Counties plans on taking full advantage of the tourism draw inherent with these international tournaments. Our goal is to work with the Town of Ajax to ensure that every participant and spectator has an incredible experience visiting the municipality and region. We are here to help make it happen.

Sincerely,

Chuck Thibeault
Executive Director
Central Counties Tourism (Zone 6 Regional Tourism Organization)

7271 Warden Avenue, Markham, ON, Canada L3R 5X5 | T 289-846-3653 | F 905-752-0162
info@centralcounties.ca | www.centralcounties.ca





P O Box 63 Whitby On L1N 6P9

January 25, 2015

Re: 2018 Senior Women ISF Worlds/ 2019 Junior Women ISF Worlds

Dear Nadia:

My name is Rosemary Theriault and it is my sincere pleasure to write this letter on behalf of the Whitby Eagles Softball Association. This letter indicates my full support for hosting the Junior and Senior Women's International Softball Championship Games in Ajax.

Having travelled to numerous Towns and Cities in Ontario, Canada and International Countries promoting and coaching Softball, I can attest that there is a great number of individuals and Associations that will support this bid and will assist in the executing of a successful bid. With the Pan Am Games (Town of Ajax 2015) in our area, a great number of individuals involved with the organizing and logistics of the Softball venue are from our Region and after this is completed, they would assist and support these Championships. Local Associations, in all sports, in all Municipalities in the Region, will see the benefit of hosting this type of event and it will foster and grow sports in the Municipalities in the Region. We have a wealth of knowledge locally and regionally that could be utilized to assist this.

Travelling to the Netherlands to coach in the Indoor World Cup (Cup International) for 8 years (Schiedam Netherlands), I have contacted individuals in the Netherlands to provide your Committee with all the reports and details as they hosted the 2014 ISF World Cup in Haarlem Netherlands. Having travelled to Israel in 2013 for the Maccabi World Games as Head Coach, I have been privileged to be part of an International Event and it was fantastic.

Durham Region promotes youth sports and is a great place for families and retirees to be active. What an opportunity this would provide and very excited to assist, so please do not hesitate to contact me.

Yours truly,

Rosemary Theriault

Assistant Coach – Durham College Oshawa - 2000 to present

Coach – Whitby Eagles Senior Fastball – 2012, 2014 National Champions, 2011, 2012, 2103, 2014 Provincial Champions

Coach – Maccabi World Games – Israel 2013 – Silver Medal

Founder – Whitby Eagles Representative Fastball Association – 1995 to present

Email – theriaultfamily@symaptico.ca

Home Telephone – 905-576-2522

Appendix C: Softball Canada Host Agreement (Draft)

THIS AGREEMENT made this day of

PURSUANT TO THE INTERNATIONAL EVENT HOSTING POLICY AND
PROCEDURES OF SOFTBALL CANADA

BETWEEN:

CANADIAN AMATEUR SOFTBALL ASSOCIATION (Softball
Canada), a Society duly incorporated under the laws of the
Province of Ontario, and having an office and place of business at
223 Colonnade Road, Suite 212, Ottawa, Ontario, K2E 7K3

(hereinafter referred to as "Softball Canada")

AND **HOST**

WHEREAS:

- A. Softball Canada is the national governing body for the promotion and regulation of the sport of "softball" in Canada and as such is a member of the International Softball Federation ("I.S.F.") and;
- B. The Hosts have been selected by Softball Canada to present a bid to the I.S.F. and have subsequently been awarded that bid by the I.S.F.
- C. The International Hosting Policy of Softball Canada requires that this Agreement be entered into by the Hosts.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual terms, conditions and provisions herein contained, the parties hereto agree as follows:

1. OFFICIAL NAME OF EVENT

- 1.1 The official name of the Event shall be the I.S.F. Senior Women's World Championships or such other name as may be adopted to include the name of a sponsor and as may be approved by Softball Canada and the I.S.F.

2. GENERAL RESPONSIBILITIES OF THE HOSTS

- 2.1 The Hosts shall assume full responsibility for the cost of bidding, planning, financing, organizing and staging the Event, subject always to the provisions of this Agreement, the International Hosting Policies of Softball Canada and the requirements and regulations of the I.S.F.

3. FINANCIAL RESPONSIBILITIES

- 3.1 The Hosts shall fully pay and satisfy any and all liabilities arising out of the Event in any way and shall indemnify and save Softball Canada harmless of and from the same.
- 3.2 Any net surplus or deficit generated from all of the activities, undertaking and staging of the Event shall accrue to the Hosts except as otherwise specifically provided in this Agreement.
- 3.3 The Hosts shall pay a sanction fee to Softball Canada of \$10,000 (Senior Worlds) \$5,000 (Junior Worlds), or 5% of the gross gate receipts, whichever is higher. A \$2,500 deposit is payable within 120 days of the event being awarded by the ISF. The balance is due 60 days after the final day of the event.
- 3.4 The Host will provide 13 double hotel rooms (2 beds per room), at no cost to Softball Canada, for Softball Canada's Women's team, beginning 2 nights before the opening day of the Championship until the day after the Championship ends. The hotel selected to be reasonably agreed to by both parties.
- 3.5 The Hosts shall keep proper and adequate books, records and accounts of all financial matters pertaining to the Event and shall permit the servants and agents of Softball Canada to have access to such books and records at all times upon reasonable notice.
- 3.6 Softball Canada may withhold 25% of any and all contribution to the Event from Sport Canada until all obligations and liabilities of the Hosts in respect of the Event have been paid and satisfied and Softball Canada has received evidence, satisfactory to it, of the discharge of all such obligations of the Hosts

4. RELATIONSHIP OF THE PARTIES

- 4.1 The Hosts acknowledge that they are hosting the Event on behalf of Softball Canada and as such, they will respect to the role of Softball Canada as the host National Sport Organization and will cooperate with Softball Canada to ensure that it maintains its exceptional hosting reputation among the International sporting community.

5. OBLIGATIONS OF THE HOSTS

- 5.1 The Hosts shall:

- 5.1.1 Comply with the provisions of this Agreement and with all policy and procedures of Softball Canada and the I.S.F. as they may relate to the Event.
- 5.1.2 Comply with the provisions of the Official Languages Act of the Government of Canada and amendments thereto with such modifications as the circumstances may require and ensure that the opening and closing ceremonies, all major announcements and all results and press services at the Event are in both of the official languages of Canada. It is acknowledged by the Hosts that several participating countries are Spanish speaking and, as such, the Hosts shall use their best efforts to provide translation for these participants.
- 5.1.3 Comply with the policy of the Government of Canada regarding sporting contacts with foreign nations and observe all proper protocol pertaining to the recognition and description of competing foreign nations.
- 5.1.4 Ensure that Sport Canada is properly and adequately identified with respect to their contribution to the Event and their annual contribution to Softball Canada, and to display at the Event signs or other materials as may be provided by Sport Canada and may be agreed from time to time between Softball Canada and Sport Canada
- 5.1.5 Ensure opportunities for the participation of representatives of the Government of Canada at the appropriate functions of the Event as may be required by Sport Canada or Softball Canada.
- 5.1.6 Provide for the participation and attendance of the President of Softball Canada and all designated I.S.F. liaison officials' at all formal functions and activities of the Event.
- 5.1.7 Provide fifty (50) Championship admission passes and ten (10) VIP Championship admission passes to Softball Canada for the full duration of the event.
- 5.1.8 Provide on-site facilities for the purpose of conducting doping control tests and be financially responsible for paying for those tests, in accordance with the policies established by the I.S.F. and the Government of

Canada's doping control agency.

- 5.1.9 Ensure that any and all sub-contracts of the Hosts comply with the provisions of this Agreement.
- 5.1.10 Inform Softball Canada in advance of any and all presentations being made to federal government agencies or departments, so as to determine the appropriateness of such presentations and/or assist where possible.
- 5.1.11 Inform Softball Canada of all communications with the I.S.F. regarding the preparation and staging of the Event at all times.
- 5.1.12 Identify and recognize Softball Canada at all functions and activities of the Event as may be required by Softball Canada from time to time.
- 5.1.13 Generally provide at its expense all facilities and arrangements as may be necessary to successfully promote and stage the event.

6. MARKETING AND BROADCASTING

- 6.1 The Hosts shall honour all sponsorship agreements relating to International events to which Softball Canada may be subject at the time that this Agreement is signed, particulars of which will be provided to the Hosts by Softball Canada upon request.
- 6.2 In any event, Softball Canada's sponsors shall have a right of first refusal to participate in the Event and shall be deemed to be acceptable to the Hosts if their total sponsorship is within 5% of the value proposed by any other proposed sponsor of the Event.
- 6.3 The host shall comply with I.S.F. regulations concerning broadcast rights.
- 6.4 Any cash or revenue generated from the sponsorship of the Event which Softball Canada is directly responsible for shall be considered as revenue of the Event and shall accrue to the benefit of the Hosts save and except that a 10% commission shall be due and payable to Softball Canada from any sponsorship agreement

pertaining to the Event. In the event that, as per item 6.2, the Host accepts a sponsorship from a Softball Canada sponsor that is 5% less than another competing sponsor has offered, no commission will be payable.

7. OBLIGATIONS OF SOFTBALL CANADA

7.1 Softball Canada shall:

- 7.1.1 Make application to and negotiate with Sport Canada for a contribution for the hosting of the Event and make the proceeds thereof available to the Hosts.
- 7.1.2 Designate a person to act as liaison with the I.S.F. and to act as an intermediary between I.S.F. and Hosts for the purpose of addressing all issues, inquiries or concerns that may require attention beyond the direct issues relating to the staging of the Event.
- 7.1.3 Designate a person to represent Softball Canada during the event for the purposes of addressing all questions, issues or concerns that the Host may have in relation to the involvement of Softball Canada or the Federal Government in the event.
- 7.1.4 Provide consulting services to the Hosts as may be required to ensure the most cost effective and effective use of the Hosts resources.
- 7.1.5 Provide advice and assistance to the Hosts on anything related to sport protocol and/or international political protocol.

8. TERMINATION OF THE AGREEMENT

8.1 In the event that the Event is not held, the following shall apply, namely:

- 8.1.1 If the Event is not held because I.S.F. withdraws sanction of the Event, Softball Canada shall refund the said sum of \$2,500 to the Hosts less 10%.
- 8.1.2 If the Event is cancelled by the agreement of the contracting parties more than ninety (90) days prior to the scheduled time of the Event. Softball Canada shall refund the said sum of \$2,500 to the Hosts less 20%.

8.1.3 If the Event is cancelled by the contracting parties less than (90) days prior to the scheduled date for the holding of the Event, Softball Canada shall refund the said sum of \$2,500 less 30%.

8.1.4 If the Event is cancelled by the contracting parties less than thirty (30) days prior to the scheduled holding of the Event, Softball Canada shall refund the said sum of \$2,500 less 50%.

And all such amounts retained by Softball Canada shall become its property absolutely free and clear of all claims by the Hosts.

9. LAW OF CONTRACT

9.1 The validity and interpretation of this Agreement and of each clause and part hereof shall be governed by the laws of the Province of Ontario.

10. INDEMNITY

10.1 In addition to the provisions of paragraph 3 hereof, the Hosts shall indemnify and save harmless forever Softball Canada from and against all claims, demands, costs, losses, damages, actions, suits or proceedings by whomever made, brought, or prosecuted in any manner based upon, arising out of, occasioned by or attributable to the activities of the Hosts, its officers, servants, workmen, or agents in connection with Event; save and except only any claim, loss or damage that may be occasioned by the actions of Softball Canada or its officers, employees or agents.

11. CORPORATE EXISTENCE -INSURANCE

11.1 The Hosts shall be duly incorporated and licensed to hold the Event under the laws of all appropriated Canadian jurisdictions and shall provide proof of such corporate existence to Softball Canada within thirty (30) days after the execution of this Agreement.

11.2 The Hosts shall obtain general liability insurance coverage against loss or damage to third parties arising out of the staging of the Event, which shall name the Hosts and Softball Canada as co-insureds in an amount of not less than \$5,000,000 and shall provide proof of such insurance to Softball Canada thirty (30) days prior to the holding of the Event.

12. ENTIRE AGREEMENT

- 12.1 This Agreement embodies the entire agreement of the parties hereto with regard to the matters dealt with herein and there are no understandings, warranties, representations or agreements other than as expressly provided herein.

13. TIME

- 13.1 Time shall be of the essence of this Agreement.

14. SEVERABILITY

- 14.1 If any covenant or provisions hereof shall be determined to be void or unenforceable in whole or in part, it shall be deemed to have been severable from the other covenants or provisions or parts of this Agreement and this Agreement shall be construed as if such invalid provision has been omitted.

15. ASSIGNMENT

- 15.1 This Agreement constitutes a personal agreement between the Hosts and Softball Canada and shall not be transferred by the Hosts without the consent of Softball Canada.

16. BANKRUPTCY OF THE PARTIES OF THIS AGREEMENT

- 16.1 In the Event that any of the parties to this Agreement, or the successor in interest of any thereof, shall file a petition in bankruptcy or be adjudicated bankrupt or make an assignment for the benefit of creditors or otherwise take any proceeding or enter into any agreement for compounding his debts other than by the payment of them in the full amount thereof, the agreement hereby created shall at once be terminated upon the giving of notice in writing to that effect to the said party by any other party to this Agreement, such notice to be given according to the stipulations of clause 17 of this Agreement.

17. ADDRESS FOR NOTICE

- 17.1 Any notices or notice required to be given hereunder to any party shall be effectively given if delivered personally or sent by prepaid

registered mail, or courier addressed to them at their respective address as follows:

a) **SOFTBALL CANADA**
223 Colonnade Road
Suite 212
Ottawa, Ontario
K2E 7K3

b) **HOST**

or such addresses as the party entitled to notice shall have communicated in writing to the other party. Any notice as aforesaid, if mailed, shall be deemed to have been given on the fifth business day (excluding Saturdays, Sundays, and Holidays) following the day on which it is mailed, otherwise on the date of actual receipt.

18. CURRENCY

18.1 All reference to dollars and cents herein shall mean the legal currency of Canada.

19. CANCELLATION

19.1 Should the Event be cancelled because of weather conditions, political unrest, act of God, labour unrest, insurrection or for any reason other than participants' withdrawal, where a portion of the sanction fee is withheld by Softball Canada or a fine is paid to the I.S.F., the Hosts shall have no recourse against Softball Canada for expenses, costs or damages incurred by the Hosts in consequence of any undertakings, obligations or other matters related to this Agreement. If a fine has been collected, the Hosts, the I.S.F. and Softball Canada will negotiate disbursement of this fine, if the Hosts have incurred any expense to date.

IN WITNESS WHEREOF

IN WITNESS WHEREOF Softball Canada and
have caused these presents to be executed and their
respective seals to be affixed on the day and year first above written.

SOFTBALL CANADA
BY:

WITNESSED WHEREOF:
BY:

HOST
BY:

WITNESSED WHEREOF:
BY:

Appendix D: International Softball Federation Host Requirements

International Softball Federation
World Championship Bid Documentation
Requirements for Host Organizing Committees

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SECTION 1

INTRODUCTION

1. Preamble

The International Softball Federation (ISF) is very pleased and honored that your National Federation is seriously considering hosting the _____ World Championship.

We are all interested in promoting softball globally and a successfully event in your city or town will help raise the sports profile internationally as well as in your country. In order to promote and insure the success of our international championships, ISF has established the following set of goals it will strive to achieve:

- 1) Championships that promote softball in a positive manner
- 2) Championships that are organized in an efficient and effective manner
- 3) Championships that players and officials feel were fair for all
- 4) Championships that generate excitement, fill the stands and provide fair value for fan dollars
- 5) Championships that provide organizers a positive financial outcome
- 6) Championships that once completed remain memorable in the minds of player and fans.

Those National Federation interested in bidding to host World Championship should understand that ISF works hard to promote world class events that are successful not just for those competing , but for everyone involved. ISF is looking to ensure international competitions are exciting on the field as well as memorable off the field. Underlying the creation of events that spectators find enjoyable are excited to see and is realistic an understanding of price point and it importance to the championships success. Filling stadiums and providing a memorable experience will ensure a positive image and a successful championship.

About these guidelines:

The purpose of setting goals and establishing guidelines is to ensure that federations submitting bids provide details of the technical and strategic initiatives. Standardization of submissions will enable a fair and equitable assessment by the ISF Board of Directors when considering the awarding of the Championship.

Federations initiation bids should understand that once awarded ISF will be committed to working with each host to guarantee a successful event.

2. Contact

Should you require any assistance or have any question in completing your bid, please feel free to contact Laurie Gouthro, ISF Director of Competition. We look forward to working with you.

3. Offer to Host

See Section 2, *Bid Requirements* for mandatory pre-requisites for a National Federation applying to host this event.

4. Closing Date

The closing date for a National Federation to submit a bid for the event is _____.

5. Bid Proposal Document by National Federation (Event Bid Criteria Guidelines)

Each National Federation applying to host is required to submit a written proposal containing full details in relation to the following:

5.1 Introduction

- ❖ Brief summary of your Federation's bid
- ❖ Details of previously hosted ISF and/or Continental events (if any).

5.2 The proposed host City/Town

- ❖ Location (including map showing venue, main transport links, hotels, hospitals, surrounding towns and places of interest).
- ❖ Population.
- ❖ Climate (at the proposed period of the event).
- ❖ International/local transport facilities.
- ❖ Leisure/restaurant facilities.
- ❖ Experience of the town/city hosting Softball and/or other major sporting events.

5.3 Organizing Committee

- ❖ Names and experience of those likely to be key members of the Organizing Committee, including local expertise, hired consultants (i.e. Media and Public Relations Consultants) and previous organizing experience.
- ❖ Give an indication of the intended organizational/management structure as well as the human resources (including volunteers) available in preparation for and during the event.

5.4 Proposed Event Dates

- ❖ Give your proposed tournament dates
- ❖ Please provide background information for the proposed dates.

5.5 Objectives:

- ❖ List the objectives of the National Federation both for the event and for the long term legacy for your Federation.

5.6 Event Venue

- ❖ Total capacity of the stadium (seated and standing).
- ❖ Details of facilities available at the stadium.
- ❖ Stadium layout plan (proposed, if not already in existence or if major modifications are planned).

5.7 Hotel accommodations

- ❖ Do you intend to nominate a hotel as the 'host hotel', and, if so, the details of the hotel, including anticipated accommodation/meal costs and who would be housed at this location
- ❖ Details of hotels available for teams, including anticipated accommodation/meal costs.
- ❖ Details of hotel for technical officials.
- ❖ Details of hotel(s) for media, including anticipated accommodation/ meal costs.
- ❖ Details of hotels for visiting spectators, including anticipated accommodation/meal costs.

5.8 Marketing Information

Spectators:

- ❖ What is the profile and popularity of Softball within the host country?
- ❖ Actual number of players.
- ❖ Indicate the spectator potential over the period of the event.
- ❖ Indicate plans for spectator support activities (i.e. exhibition, entertainment)
- ❖ Outline your spectator promotional plans (including details of tournament website, etc.) both nationally and internationally.

- ❖ Fall-back plan to fill the stands on identified 'potential lower attendance' days.

Commercial:

- ❖ Describe your ticket sales strategy:
 - pricing structure (tournament pass, day tickets, adults, children, students, seniors, etc.)
 - how will tickets be sold
 - what allocation, if any, will be made to member Clubs
 - sessions per day
 - group rebates
 - advanced booking benefits
 - projected pre-tournament sales per month
- ❖ Describe your potential to secure sponsorship/commercial funding.
- ❖ Indicate any sponsors already secured that you would expect/intend to have involved.
- ❖ What is your potential to secure other funding?
- ❖ What is your potential for local government/local authority/sporting organization support?
- ❖ What is your potential support for promotional activities?
- ❖ What is your proposal for merchandising?
- ❖ What is your proposal for packaged tours?
- ❖ Facilities available for sponsors.

5.9 Media and Television

- ❖ Indicate your potential to secure an event host broadcaster (see Section 7, para 2.3).
- ❖ Detail the Softball production experience (if any) of your potential broadcaster.
- ❖ What is the potential local/state/national media interest (including print and radio) in the event for which you are bidding?

5.10 Event Budget

- ❖ Include a detailed breakdown of both income and expenditure (see Attachment 2), including the current financial requirements (detailed in Section 3).

5.11 Support Documents

Please supply:

- ❖ Letters of support for your bid from appropriate sporting, government organizations, host television broadcaster and/or potential sponsors.
- ❖ Location map (see paragraph 5.2 above).
- ❖ Photos/layout of the stadium (if in existence).

5.12 Additional activities/offers

Describe any additional activities/offers you intend to undertake over and above the minimum requirements contained in this document.

6. Presentation of Bids

The Board of Directors has formed the Competition Commission that will be responsible for evaluating the bids and making a recommendation to the Board of Directors concerning whether the bids comply with the ISF Technical and Procedural code and all contractual requirements. As part of this process, the Competition Commission will evaluate the presentations of each bid given by representatives of a National Federation that has submitted a bid during the ISF Congress. Bidders will be further advised of dates and times these presentations will take place once they are determined.

Check List

It is highly recommended for a bidding National Federation to fully complete the pro forma Check List provided (see Attachment 1).

The purpose of the Check List is to ensure a bidding National Federation has addressed all aspects of the bid before submitting its written Bid Proposal to ISF. It will provide assistance to the Competition Commission when assessing the bid. The Check List covers the following:

- | | |
|--|--------------------------------------|
| ❖ Contractual Requirements | ❖ Technical Requirements |
| ❖ Host City/Organizing Committee Structure | ❖ Marketing/Sponsorship Requirements |
| ❖ Tournament dates | ❖ Media Requirements |
| ❖ Objectives for host National Federation | ❖ Television Requirements |
| ❖ Financial Requirements | ❖ Support Documents |

SECTION 2

BID REQUIREMENTS

1. Bid Proposal Documents

Each National Federation applying to host is required to deliver three (3) hard copies or one (1) electronically of the following documents:

- ❖ Detailed Bid Proposal Document (see Section 1, paragraph 5)
- ❖ Check List (see Attachment 1)
- ❖ Event Budget (see Attachment 2)

2. Proposal to Host

Each National Federation applying to host is required to deliver with its bid a signed copy of the Proposal to Host document (see Attachment 3).

This document may only be signed by the President, Secretary General and/or Executive Director of the bidding National Federation.

3. Payment of Deposit

Each National Federation applying to host is required to submit a deposit equal to 5% of the hosting fee (\$5,000USD Senior Championships/ \$2,500USD Junior Championships) when lodging its bid. The deposit will be applied as follows:

- ❖ If the offer to host is withdrawn at any time before it is accepted, the deposit shall be refunded by the ISF within 30 days of the date the withdrawal is received by the ISF.
- ❖ If the offer to host is accepted by ISF the deposit will be applied as a part payment of the hosting fee payable.
- ❖ If the offer to host is not accepted by the ISF the deposit will be fully refunded by the ISF to the National Federation within 30 days after the date of the award.
- ❖ If the National Federation withdraws after acceptance by the ISF the deposit shall be forfeited to the ISF.

SECTION 3

FINANCIAL REQUIREMENTS

1. Hosting Fee

1.1 Amount: \$100,000USD for Senior Championships

\$75,000USD for Junior Championships

1.2 Payment: Deposit of (\$5,000USD Senior Championships/ \$2,500USD Junior Championships) on submission of bid and balance not later than three months after the conclusion of the event.

2. Official Site Visit

2.1 The ISF Secretary General or designated ISF representative will visit the site of the World Championship at least six (6) months prior to the opening of the Championship and meet with the organizing commission and inspect playing facilities. The Representative will, immediately following that visit, submit a report to the Board of Directors. The organizing commission will be responsible for the Representatives travel and accommodation.

2.2 The Organizing Committee will provide the ISF Representative with a round trip travel ticket (on the basis of best available economy continental or business class inter-continental) at their choice of airline company and itinerary.

3. Hotel Accommodation

3.1 Team Delegations should be housed separately from the Technical Officials and ISF Board of Directors.

3.2 Each team delegation must be accommodated on the same floor. The Umpires' Manager and all Umpires must be accommodated on the same floor.

3.3 Double room accommodation must be provided for all ISF appointed technical officials (i.e. Umpires (20) and scorekeepers (4)). Single room accommodation must be provided for all ISF officials (i.e. the ISF BOD (8), Competition Director (1), Technical Officers (2), Medical Officer (1), Media Officer (1), Umpire in Chief (1), Assistant Umpire in Chief(1)

4. Full Board – Technical Officials

4.1 While breakfasts should be included in the accommodation, per diems (daily allowance) must also be provided to technical officials in order to cover other meals and ancillary costs. The amount of these per diems should reflect local costs and be sufficient to cover at least two meals. (Host to provide either \$50USD per day or meals.)

4.2 The responsibility of the host organizer commences:

(a) For the ISF BOD, ISF Staff, Umpire in Chief and Umpires, with dinner on the third night preceding the first day of the tournament and ends with breakfast on the day following the last day of the tournament.

5. Internal Transport

5.1 All Team Parties and Technical Officials must be provided with internal transport, free of charge, from/to airport/railway station, official tournament hotel(s) and venue.

5.2 Team Parties must be provided with internal transport, free of charge, from/to hotel and training field(s) of play during the two days preceding the start of the tournament and during their respective rest days. Any additional transport costs for training prior to the two days preceding the start of the tournament are at the account of the individual team(s).

5.3 Transport to be scheduled to enable Team Delegations playing and Technical Officials on duty to arrive at the venue not later than two hours before their game and to leave the venue not later than one hour after it. In the event of a team(s) not staying at an officially designated tournament hotel(s) any additional transport costs are at the account of the individual team(s).

5.4 Regular shuttle bus service to be provided from/to official tournament hotel(s) and venue for Team Parties and Technical Officials not on duty at intervals of not more than two hours apart.

5.5 Transport to be provided from/to hotel/venue and places of official functions for Team Parties/Technical Officials.

5.6 Private cars to be provided for ISF Representative(s) and Tournament Director.

6. Training Facilities

6.1 The practice fields similar to the official tournament field of play need to be made available, free of charge, for all teams during the six days prior to the start and during the tournament, including training times under lights if the game schedule provides for night games.

6.2 If required, an additional training field(s) of play to be made available, free of charge, for all teams during the six days prior to the start and during the tournament.

6.3 Training costs prior to the six days preceding the start of the tournament are at the account of the individual team(s).

6.4 Training times are to be allocated to all teams on a fair and equitable basis.

7. Insurance

With regard to responsibility and insurance ISF shall not be responsible for any claim for loss, injury or damage arising from the holding of the Championship.

The host National Federation/Host Organizing shall contract, at its cost, an appropriate general liability insurance covering the risk of any liability or damages arising out of the organization of the Championship and any act of the Organizing Committee, or its Board of Directors, employees or volunteers, from its constitution to dissolution. The insurance will cover without limitation, except in the case of local legal constraint, all claims for loss, injury and damage to goods and individuals. All policies taken out by the host National Federation/OC must be in the joint names of the ISF and the host National Federation covering their respective rights and interests.

The host National Federation must send a copy of the proposed insurance policy or policies to the ISF for its approval.

The participating countries must have the appropriate insurance to cover travel and participation, as they are not the responsibility of the Organizing Committee or the ISF.

SECTION 4

TECHNICAL REQUIREMENTS

1. RULES

The Official Rules of Softball 2010-2013 published by the ISF must be strictly adhered to (copy attached).

2. PROGRAMME

2.1 **Format:** 2 section single round robin, top 4 teams from each section play in a double page play-off system (12-16 teams) (4 section single round robin 17+ teams). (Please review **Article 4** of the ISF Technical and Procedural Code)

2.2 **Duration:** The Softball Event will take a maximum of 11 days.

2.2 **Schedule of games:** (TBD)

2.3 Ceremonies:

- 1 The opening and closing ceremonies shall be held in accordance with the protocol decided by the ISF.

- 2 The Opening Ceremony shall take place not earlier than one day before ISF competitions begin. The Closing Ceremony shall take place on the last day of ISF competitions.

Opening Ceremonies (protocol)

- ISF World Championships and Sanctioned Competitions shall be proclaimed open by the Chair of the Organizing Committee (OC) or Pertinent Government Official designated by the Chair of the OC.
- The Chair of the OC is received at the entrance of the stadium by the President of the ISF (or President Designee). Welcome speeches to follow teams marshaling into the stadium.
- All teams should attend in full dress (game uniforms or team gear)
- A staging area should be designated at the main stadium
- Teams should be instructed to parade onto the field in alphabetical order of the language of the organizing country, with the exception of the host team, which will close the march. Each delegation proceeds with a sign bearing the name of its country, accompanied by its flag.
- The flags of the participating delegations as well as the signs will be provided by the (O C) and will be of the same dimensions.
- Teams will stand in formation around the infields for several speeches of welcome. The welcome speeches lasting a maximum of three (3) minutes each.
- Teams should be given instructions and order prior to Opening Ceremonies

Closing Ceremonies (protocol)

- The closing ceremony must take place in the stadium after the end of all the events.
- The flags are displayed in the form of a semi-circle behind the rostrum. (Flag bearers can be used)
- Athletes should be on rostrums with the gold medal team in the middle (facing the crowd, silver medal to the right of the gold and bronze medal to the left. (Every effort should be made to place the teams on a rostrum.... if rostrum for three places is not available, then one platform should be used for distribution of the medals.
- The mayor of the host city (or designee) joins the President of the ISF on the rostrum and returns to him the ISF flag. The president of the ISF then entrusts it to the mayor of the host city of the following World Championship. This flag must be displayed in the latter city's main municipal building.
- After an address by the Chair of the OC, the President of the ISF gives the closing speech of the World Championship, which he ends with these words: "I declare these Games of the ... World Championship (or sanctioned competition) closed ..."

Player Introductions

All players will be introduced prior to their first game. This will occur after the manager's meeting with the umpires. As their name is called, the player should line up at the first or third base facing the crowd and other team members will follow along shoulder to shoulder to pitchers mound edge of the plate (See attached Diagram)

Exchange of Gifts

Exchange of gifts between players will follow immediately after the managers' meeting with the game umpires. Once the umpires are introduced, upon a signal by the chief umpire, all players will line up facing each other by forming two lines between pitching plate and home plate. Gifts are exchanged and teams move back to their dugouts (diagram follows). There will be no gift exchange during the championship games (Page System), but teams will be introduced.

First Pitch Ceremonies

If there is a ceremonial first pitch, it will follow immediately after the gift exchange (see - Exchange of Gifts, below). The teams will remain on the field and move along the first and third base lines for the ceremonial first pitch. The home team catcher will be at home plate in full gear to catch the ceremonial first pitch. The catcher will then return the ball to the person who threw the ceremonial first pitch.

If there is no gift exchange; the ceremonial first pitch will take place immediately following the player introductions. The players will remain in place lined up from first or third to the outer edge of the pitching circle. The home team catcher will go to home plate in full gear to catch the ceremonial first pitch. The catcher will then return the ball to the person

3. COMPETITION SITES

- 3.1 Number of Competition Sites:** Two (2)-competition sites are required to host two-section pool play up to 16 teams. Additional fields will be required based on team entry of 17+ teams (Fields should be in close proximity) (Two (2) practice fields close to playing facilities should be made available to participating teams)

Balls: The official ball will be designated by the ISF at least 6 month prior to the Championship and will be provided by the ISF, at no cost to the O.C.

3.2 Venue:

Facilities to be housed in the main stadium complex include:

- i) Player locker rooms (to include physios and managers area)
- ii) Drug testing suite
- iii) Training or Medical area
- iv) Umpire's office & changing facility
- v) ISF secretariat office
- vi) Technical Delegates office
- vii) Media working room
- viii) Interview rooms
- ix) VIP designated seating area (ISF Officials, Hall of Fame Members, Federation Presidents & any person designated by the ISF)
- x) Organizing Committee Administration office

In order to allow future use of the Softball facilities and enable it to host major Softball events post games it is vital that the above is adhered to.

Seats on all Fields should be set aside for VIPs, athletes and media with or without desks. Numbers and position of seats to be agreed between the ISF and Organizing Committee.

The number of seats with desks, which should be made available for the media, will be determined by the list of officially credentialed media.

3.3 **Services Required:**

Players' Changing/Locker Rooms:

One changing room per team is recommended with easy access to player areas. The following is recommended for each changing room:

- 17 Lockers or area that is of good size for players clothing etc.
- High security
- Towels
- Mirrors
- Hanging Pegs
- Benches/Chairs
- Water, cooler, paper cups
- Ice supply
- Rubbish bins
- Area for physiotherapy and managers with appropriate tables, etc.

Drug Testing Suite: Doping control must be arranged and carried out during the competition minimum 22 test should be conducted in-competition.

- Waiting area
- Consultation area
- Two toilets
- Internal telephone

Media Centre (detailed in Section 6)

A working media area is required on site, which should include:

- working desks with ability to connect to the internet.
- Central information desk
- Stationery supplies: pens, pencils, scissors, scotch and masking tape, push pins, memo pads, envelopes, staplers, staples, marker pens, pencil sharpeners, paperclips etc.
- Minimum of one (1) facsimile machine with paper supply.
- Minimum of one (1) high speed photocopying machines with paper supply
- Notice boards with draw sheets and order of play

- Cooler with water and paper cups etc.
- Clock
- Rubbish bins
- Good security

Interview Rooms

An interview room is required on site with the facility to be divided into two rooms during the first week so interviews can be conducted simultaneously. Professional translators should be available during the interviews. The interview room should have adequate theatre layout seating, light for photographers and TV. Platform at rear for photographers and TV podium with microphones, plants. Drinks cooler and drinks for players.

3.4 OFFICES

ISF Secretariat Office

- Two (2) Desks (with lockable drawers) and chairs
- One (1) International telephone line (one (1) facsimile)
- One (1) Internal phone
- Two (2) Computers w/ internet access, one (1) laser printer,
- One (1) high-speed photocopier
- Notice boards
- Air conditioning
- Clock
- Extra chairs for visitors

Umpire(s) (need access to the following):

- Two (2) to Four (4) Telephones (contact with each field)
- One (1) photocopier

President's Office

- Desk with lockable drawers
- Door to be fitted with lock
- One (1) International telephone lines
- One (1) internal phone
- One (1) Computer w/ internet access, one (1) laser printer
- Air conditioning
- Sofas or extra chairs for visitors

Technical Delegate's meeting room

- Table with three (3) –five (5) chairs
- One (1) Computer w/ internet access, one (1) laser printer

4. OFFICIALS

4.1 Championship Tribunal:

3

4.2	Technical Delegates:	3-5
4.3	International Umpires/Judges:	
	Chief of Umpires	1
	Assistant UIC	1 to 2 (as needed)
	Umpires	up to 22 (as needed)
	Others:	
	ISF Secretariat	4
	Press Chief and staff	1
	ISF Medical Representative	1
	Ball chasers	(2 per Field per game)

5. **SPORTS EQUIPMENT**

Balls: It is anticipated that ____ dozen will be required. (TBD upon team entry and schedule is set)

20 Second Clocks: Official Playing Fields should be equipped with 20 Second clocks according to the ISF Technical Code

Water: An adequate supply of water, cups and ice should be available to the players during each game and practice sessions.

6. **ACCOMMODATION**

Accommodations are to be provided to the following: (As noted in **Article 17** of the ISF Code)

President

Secretary General

ISF Board of Directors (8)

1st Class Hotel accommodations (4 star or higher) for the Softball Family (ISF staff and guests) must be within close proximity to the Softball stadium and easily accessible by public transport.

7. **TRANSPORTATION**

1 shuttle bus or van dedicated to Softball for use of staff that does not have access to official transportation.

Parking facilities on site.

8. **MEETING OR LUNCHEON**

A one day Board of Directors meeting or luncheon for 25-30 people may be held during the Games.

9. **ACCREDITATION**

The ISF will submit guidelines for accreditation

Categories for accreditation to be determined by the ISF

10. **MISCELLANEOUS**

Access to VIP Area: A system should be set up to allow ISF National Federation guests a daily pass to access the VIP Area.

Information Systems: Staff should be assigned for relaying the updated games statistics from each Field to Umpire, media, teams and ISF Office.

Media Information System: The ISF requires an on-site computer, which contains all statistical information on players' international careers for the media. The ISF will need a computer and will require a media accreditation for the ISF staff member who will operate the system.

Public Address System: to cover:

- i) The entire site (in case of emergencies)
- ii) Stadium Field only
- iii) No. 2 Field only
- iv) Media Centre

Walkie Talkies: Five (5) are needed for the successful running of a Softball Event and should be distributed to: Technical Delegates, Umpire in Chief, Assistant Umpire in Chief, the Media area, the ISF secretariat.

Cell Phone (local communication): Six (6) are needed for the successful running of a Softball Event and should be distributed to: ISF President (1), Secretary General (1), Technical Delegates (2), UIC (1) and ISF Secretariat (1).

First Aid: First Aid and Medical Assistance to be organized by Organizing Committee for the World Championship.

Laundry Service: A laundry service must be available to the teams upon arrival. Information on procedure, cost and location should be provided to all teams. It must be situated close to the team's accommodations for convenience. Complementary Laundry Service shall be provided for umpire uniforms.

12. Media Facilities

12.1 See Sections 6 and 7.

13. Security Control

13.1 A Security Plan is to be developed by the Organizing Committee to ensure maximum security for all possible eventualities that may arise in respect of the event. The Organizing Committee must ensure that the ISF, through its nominated representative, is provided at all reasonable times on a strictly confidential basis with access to such plan and all law enforcement agencies responsible for security within the country of the Organizer.

13.2 The Organizing Committee must take all necessary steps in order to keep total security control in the stands including print journalists' seats, camera crews and photographers, entrances, changing rooms, field of play, secretariat, offices, press center and medical center accesses, as well in every other part of the venue.

14. Statistics

16.1 The statistics to be recorded throughout the event will be as agreed to by the ISF and the Organizing Committee.

16.2 The Organizing Committee must arrange for an adequate number of local personnel (Minimum 2 per game) for the recording of the statistics.

15. Inspection

15.1 General

- ❖ Six (6) months prior to the tournament, the Organizing Committee must have satisfied the ISF that full compliance with the Technical Requirements can be guaranteed.
- ❖ In case of doubt the ISF will inspect the facilities/arrangements in terms of the contractual conditions and agree upon a remedial plan and timing thereof, where and when required.

SECTION 5

MARKETING, SPONSORSHIP AND ADVERTISING

1. Introduction

In the long-term interests of Softball, it is still the aim of the ISF to obtain a multi-year, global sponsor(s) for future world level events, including this particular tournament. By obtaining substantial sponsorships, future event organizers will benefit from the certainty of guaranteed support in advance, thus making tournament hosting more practicable.

The ISF is actively pursuing global sponsorships. If successful, the ISF will consult with the National Federation whose bid is accepted to conclude an agreement in relation to the event – see paragraph 3.1.

2. Host National Federation Commercial Rights and Obligations

Subject to paragraph 3 below, the following commercial rights and obligations belong to the host National Federation:

2.1 Official title of the event

The host National Federation retains all official naming rights for the event. The official title of the event must be used on:

- ❖ program cover;
- ❖ event web site;
- ❖ posters;
- ❖ results board;
- ❖ all printed materials (tickets, passes, press accreditation, press releases etc.); and in the Media Centre.

The host National Federation may not sign away the title sponsorship of the event without the prior written approval of the ISF, which approval will not be unreasonably withheld.

2.2 Advertising

Subject to paragraph 3 below, the host National Federation retains all rights to advertising on:

- ❖ Field of play advertising
- ❖ Title arch at the main entrance to the venue
- ❖ Press conference and interview backdrops
- ❖ Directional sign advertising
- ❖ Scoreboard advertising (if applicable)
- ❖ Results board
- ❖ Big video screen (if applicable) advertising
- ❖ Advertising throughout the venue

- ❖ Merchandising
- ❖ Hospitality areas
- ❖ Ticket sales
- ❖ Catering
- ❖ Tournament website
- ❖ Official program, posters, accreditations, tickets, posters, leaflets
- ❖ Volunteers outfit
- ❖ Such other activities as mutually agreed between host organizers and the ISF

2.3 Any sponsorship or advertising for tobacco and tobacco-related products is not permitted for ISF events.

2.4 Event logo:

The event logo must first be approved by the ISF.

3. ISF Commercial Rights and Obligations

3.1 The ISF is entitled to secure commercial rights for the Event including title sponsorship (see paragraph 1 above). The ISF will advise the host National Federation of the rights that are in existence at the time when the contract has to be signed by it. All subsequent rights may only be obtained by the ISF in consultation with the Organizer.

3.2 Advertising Rights

The ISF shall be entitled to advertise at no cost on:

- ❖ Umpires' uniforms
- ❖ Batboys/girls
- ❖ Field of play advertising
- ❖ Press conference and interview backdrops
- ❖ Results board
- ❖ Big video screen (if applicable) advertising
- ❖ Tournament website

- ❖ Official program, posters, accreditations, tickets, posters, leaflets
- ❖ Such other activities as mutually agreed between host organizers and the ISF

4. ISF Options

Subject to consultation with the host National Federation, the ISF may exercise the following options:

4.1 To have display and/or sales area(s) at the venue. Suitable areas should be provided free of charge by the host National Federation but the cost of construction shall be borne by the ISF.

4.2 To have a hospitality area (s) at the venue.

4.3 To buy VIP tickets/parking tickets and general admission tickets at face value.

4.4 To buy additional advertising at face value.

5. ISF Image and Presentation

5.1 ISF flags and logos, to be supplied by ISF, must be clearly present and displayed in a prominent position, including;

- ❖ Within the rest areas for players, guests and officials
- ❖ Within the venue (display screens)
- ❖ Within the lobby of main hotel(s)
- ❖ In the opening and closing ceremony
- ❖ Within the press center
- ❖ Within the press conference and interview rooms
- ❖ On promotional/printed materials (press releases, programs, informational updates, posters etc.)
- ❖ The ISF flag must be displayed in a prominent position in the stadium

(Note: The ISF logo was redesigned in 2007. The current ISF logo is available from the ISF Secretariat.)

5.2 ISF logo cannot be modified in any way.

SECTION 6

MEDIA REQUIREMENTS

The number of journalists accredited for an event will ultimately dictate the required facilities, and this of course will be a function of the level of the event and the country in which it is played. The following are considered the minimum requirements for a world level event. However, adjustments may be made for this event if prior ISF consent is given.

Close co-ordination must take place between the host National Federation's Media Centre Manager and the ISF Marketing and Communications Director and/or the appointed ISF Media Officer for the tournament.

1. ISF Media Officer

The ISF Media Officer's responsibilities are as follows:

1.1 The ISF Media Officer is an important member of the ISF team of officials and should work in close co-operation with the Tournament Director.

1.2 The ISF Media Officer's main responsibility is to ensure that the tournament media operation and facilities are in accordance with ISF guidelines and that all elements are being managed effectively by the host Media Centre Manager.

1.3 The ISF Media Officer should also act as liaison between the media and the ISF tournament representatives and, where appropriate, provide the necessary communications / PR advice.

The day to day running of the Media Centre is the responsibility of the host National Federation's Media Centre Manager including routine press conferences following games.

2. Media Centre

A spacious, well lit area, in close proximity to the competition field of play and with easy access to the viewing area, should be identified (or constructed) to serve as the event Media Centre.

2.1 Hours of Operation

An event Media Centre should be operational at least two days prior to the start of a world level event. The Media Centre should be open at least one hour before the start of the first game of the day and should remain open at least two hours after the final game of the day, or until all members of the Media have completed their work. The Media Centre should be open a minimum of four hours on rest days.

2.2 Facilities/Equipment

The Media Centre should be equipped with the following for use by both the media and Media Centre personnel:

A mobile phone for the host Media Centre Manager is highly recommended.

- ❖ The facility must have WIFI access for use of laptop computers for transmission (locally, nationally and internationally) of press reports.
- ❖ Facsimile machine (1 minimum) for use by Media Centre staff.
- ❖ Contemporary computer system, for generation of event statistics, and word processing duties, and internet access for use by media and media centre staff
- ❖ Photocopier for media and staff use (1 minimum).
- ❖ Sufficient electrical outlets distributed evenly throughout the Media Centre in both the Media and Media Centre staff work areas. (Keep in mind additional requirements due to fax machines, photocopiers.)
- ❖ A spacious tabled work area with chairs for the Media (seats as needed). Tables should be approximately 70 cm or 28 inches high.
- ❖ A spacious, tabled work area with chairs for Media Centre staff located in a central spot for easy Media access and constructed so as to serve as information desk.
- ❖ In addition to phones and equipment previously mentioned (fax machines, computers, photocopier), Media Centre staff work area must be stocked with all necessary office stationary and supplies (i.e. folders, paper, pens, staplers, etc.) for their own use and in anticipation of Media requests.
- ❖ Pigeon hole system for dissemination of information (or similar system to serve the same purpose).
- ❖ Notice board for display of event information and messages.
- ❖ Newspapers - local, national and (if possible) international - provided on a daily basis.
- ❖ Facilities for on-the-spot accreditation.
- ❖ Easy and quick access to other equipment as may be needed (extension cords, phone adapters, power converters, etc.).
- ❖ Media staff speaking English fluently.
- ❖ Technical personnel on call to handle problems with office equipment, phones, etc.
- ❖ Bar/refrigerator with provision for refreshments (coffee, tea, and water). (Local climate and custom may dictate what is provided.)

2.3 Photographers Facilities

- ❖ Additional work area in Media Centre for photographers (i.e. to review, organize photos, slide, etc.).
- ❖ Photographers bibs.

2.4 Press Information Kit

A comprehensive Press Information Kit should be compiled and distributed to each member of the Media upon accreditation.

The pack should contain:

- ❖ A letter of introduction with names and contact numbers of Media Centre personnel.
- ❖ Days and hours of operation, and detailed information on all Media Centre facilities (including phone, fax, etc.).
- ❖ Official tournament Program.
- ❖ Team listings for all participating countries and available background information.
- ❖ Photographers' guidelines.
- ❖ Transportation information.
- ❖ Tourist information.

3. Press Conference Room

A separate area in close proximity to the Media Centre and with convenient access for players and team representatives should be identified to serve as the event Press Conference Room.

The Press Conference Room must be equipped with the following:

- ❖ A head table, preferably on a raised platform, for those being interviewed. (An appealing backdrop or the ISF logo and table cover should be provided and such may be done in conjunction with a sponsor.)
- ❖ Adequate sound system for size of the room.
- ❖ Microphones (2 minimum) in conjunction with the sound system – including a wireless for questions.
- ❖ Adequate seating for the Media (seats as needed).
- ❖ Separate area appropriate for conducting individual television and radio interviews.

4. Viewing area - Field of Play

A separate field-of-play viewing area, whenever possible with a "press only" entrance, should be provided for print and radio journalists and should have the following:

- ❖ Unobstructed tabled seating with cover to sufficiently accommodate accredited journalists and Media Staff.
- ❖ Electrical outlets, approximately 1 for every 4 seats, evenly distributed in viewing area.
- ❖ Phones with same capabilities as in Media Centre (3 minimum).
- ❖ Dedicated telephone facilities for those making special requests (i.e. radio journalists), handled on a case-by-case basis with costs being covered by individual making request.
- ❖ Dedicated ISDN line with IDD capability for ISF use. Calls to be billed to ISF at standard rates.

5. Media Accreditation

The Host National Federation is responsible for the management of the media accreditation process, subject to ISF approval where there is doubt over an applicant's qualification. The ISF is eager to assist with verification of status of international media representatives, upon request from the Host National Federation.

The ISF has published guidelines to assist National Federations with accreditation of internet media representatives available from the ISF office.

The host National Federation is to provide the ISF with a list of accredited media at regular intervals in the run up to the event, with the final list of accreditations submitted within 14 days of the event.

6. Media Accommodation and Transportation

The Host National Federation should reserve sufficient space for the Media in a choice of two hotels offering safe, comfortable and affordable accommodation. The hotels should be equipped with standard facilities found in a business center (phones, facsimile machines, photocopiers, etc.) to allow journalists to continue their work from the hotels.

Accommodation must be well priced to encourage media attendance, and should be located in close proximity to the event venue.

Regularly scheduled local transport for Media should be provided between the Media hotel(s) and the event venue at no cost. Transport scheduling must take into account media working requirements and service should extend to two hours after the finish of the last game each day. - Optional

7. Television

Sufficient technical facilities must be provided on request for television broadcasters, other than the host broadcaster, intending to do live broadcast and commentary. Television will be negotiated separately and the specific details are provided in a separate document "ISF Television Broadcast and Policy requirements".

SECTION 7

PROTOCOL REQUIREMENTS

1. Representation of the Federation

The ISF President or Secretary General shall be the representative of the ISF for world championships. In his/her absence, one official formally designated by the President will represent the ISF.

The ISF Representative will meet with other representatives, agencies and sponsors as required.

2. ISF Flag

2.1 Size of the flag: 150 cms high and 225 cms wide. (59"x 88.5")

2.2 The flag will have a white background with the ISF Logo centered in the middle of the flag. (Blue: Pantone 306 C) (Red: Pantone 032 C) (Black: Pantone black C) (Yellow: Pantone yellow 012 C) (Grey: Pantone black C at 60%) (Green: Pantone 347 C)

2.3 The host National Federation will provide an appropriate location for flying the ISF flag at the venue, no less prominent than any other.

2.4 The ISF flag (or other identifying object, for example an ISF logo panel/poster) will be provided by the ISF and shall be prominently displayed in the venue as well as the conference and interview areas.

4. Opening and Closing Ceremonies

These Ceremonies are organized by the host National Federation. They shall be conducted in an appropriate way according to the importance of the event ensuring at all times it provides added value to the importance of the event. All arrangements are subject to prior approval by the ISF Representative, or in their absence by the Tournament Director.

4.1 Opening Ceremony

This should include:

- A parade/march pass of the participating teams (preferably at the stadium).
- A welcome address by an official of the host country and by the ISF Representative.
- Raising of the ISF flag

- Declaration of the Opening of the Games
- The duration of the ceremony should be, whenever possible, limited to 45 minutes. Great care should be given to the timing and scheduling of the ceremony. The maximum time players should be expected to participate (including waiting time) should be no longer than 60 minutes. If applicable, at least 30 minutes warm up time should be given to teams participating in the game immediately following the ceremony.

4.2 Closing Ceremony

(a) In the following order, this ceremony should include:

- Presentation of the Medals and Trophy
- Presentation of the Plaques of Appreciation from ISF
- Lowering of the ISF flag and presentation to next host city (if present)
- Hoisting of the flags of the Medal Winners with the playing of the Gold Medal Teams National Anthem.
- Closing of the Games

(b) The presentation area must be securely roped off and stewarded.

(c) Appropriate photographers' access must be given and should be coordinated with the ISF Media Officer. On field photo area must be securely roped off and stewarded.

(d) Procedure:

(i) Bronze medals are presented first, followed by the silver medals and finally the Gold Medals. *The ISF Representative shall decide, after consultation with the Chair of the Organizing Committee, at his/her discretion who will present the Medals.* The National Anthem of the winning country is played at the conclusion of the presentation of medals, while the flags of the three first teams are being raised.

(ii) Each Trophy is presented to the Team Captain at the conclusion of the presentation of the medals by the ISF Representative who, at his/her discretion, may invite a dignitary (e.g. Head of State) to make the presentation.

(iii) The Plaques of Appreciation are presented. *The ISF Representative shall present the plaques to a representative of the Host organizing Committee and to a representative of the Host National Federation.*

(iv) Any other awards (if any) for which prior approval has been secured from the ISF, are then presented.

(v) ISF Flag is lowered.

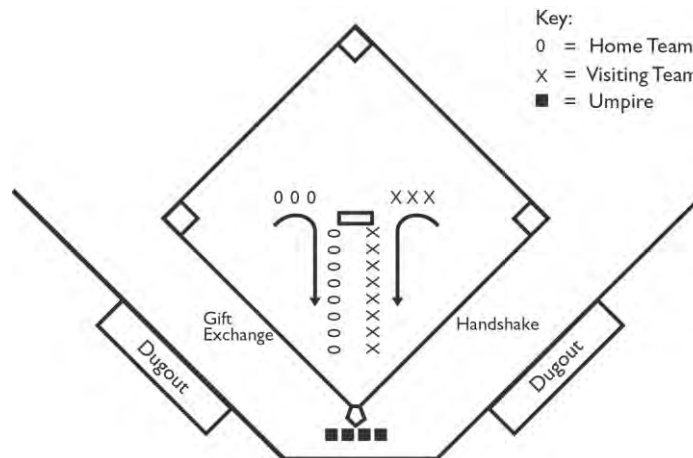
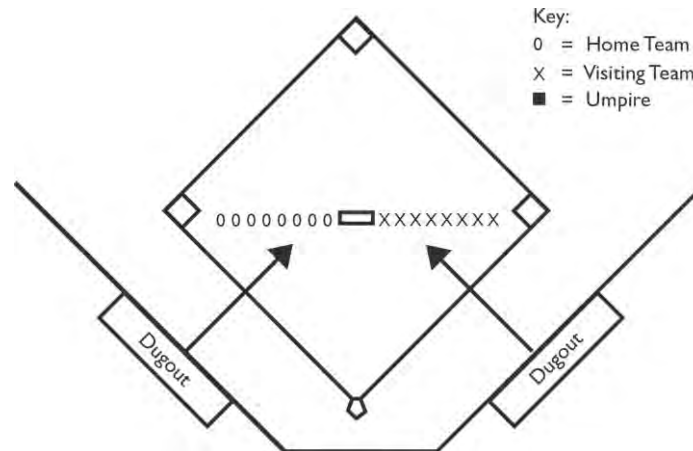
5. Presentation of the Teams

Prior to the start of each game, Athlete introductions will begin with the visiting team (1st base dugout) 7 minutes prior to game start. The home team (3rd base dugout) will immediately follow.

Each team will line up beginning at the base closest to their dugout and form a line towards the pitcher's plate.

The Team will be introduced as listed by offensive position on the Team Line-Up Card. The Head Coach then will be introduced followed by a general team official introduction for the remaining staff members.

Pre-Game Introductions and Gift exchange and handshake diagram are shown below:



6. Accreditation

6.1 Official ISF Tournaments

Accreditation cards to be issued to:

- ❖ ISF Representatives (8)
- ❖ Technical Commission (3)
- ❖ Umpire in Chief/Assistant UIC (2)
- ❖ Umpires (20)
- ❖ ISF Medical Officer (1)
- ❖ ISF Media Officer (1)
- ❖ ISF Staff (as nominated by ISF)
- ❖ Local Officials as determined by the Organizing Committee

6.2 Team Delegations

Participant cards to be issued to:

- ❖ Head of Delegation (1)
- ❖ Players (17)
- ❖ Team Manager (1)
- ❖ Team Coaches (4)
- ❖ Team Doctor (1)
- ❖ Team Physiotherapists (1)
- ❖ Team Video operators (1)

6.3 ISF Members of the Hall of Fame, non-officiating ISF Board of Directors Members, ISF Committee Members, Members of Continental Federations, Council Members of National Federations.

These members to request accreditation from the host National Federation at least two months prior to the event. Their accreditation only entitles access to the venue and hospitality area.

6.4 Media

- ❖ See Section 6 – Media Requirements.

7. Access

7.1 To Official Functions

Access to Official Functions is open to the persons mentioned under paragraph 6.1 (above) and also for ISF guests and VIPs.

Participating delegations must be represented; the number of invitations being at the discretion of the host National Federation.

7.2 To Stands (in addition to the main official block)

See Section 4 – Technical Requirements (paragraph 6.1).

8. Tickets

8.1 ISF Guests

The ISF will receive up to 15 passes per day, free of charge, for the VIP stand, including access to hospitality and parking areas. The ISF will provide details of named guests. Additional passes should be made available at cost.

Bid Requirement Checklist

Requirements	
<input type="checkbox"/>	Signed Bid Proposal
<input type="checkbox"/>	Payment of Deposit
Comments (especially if checklist items are not fulfilled)	
Proposed Host City/Community or Town	
<input type="checkbox"/>	Location
<input type="checkbox"/>	Population
<input type="checkbox"/>	Climate
<input type="checkbox"/>	Transport (International and Local)
<input type="checkbox"/>	Area Amenities (Restaurants, Attractions, Leisure)
Comments (especially if checklist items are not fulfilled)	
Host Organizing Committee	
<input type="checkbox"/>	Structure
<input type="checkbox"/>	Experience
Comments (especially if checklist items are not fulfilled)	

Dates and Objectives	
<input type="checkbox"/>	Proposed Dates
<input type="checkbox"/>	National Federation Event Goals
<input type="checkbox"/>	National Federation Legacy Goals for Event
Comments (especially if checklist items are not fulfilled)	
Budget	
<input type="checkbox"/>	Host Fee
<input type="checkbox"/>	Local Transportation
<input type="checkbox"/>	Insurance
<input type="checkbox"/>	Accommodations/Meals (Technical Official, ISF Representatives, ISF Staff)
<input type="checkbox"/>	Doping Control
Comments (especially if checklist items are not fulfilled)	

Technical Requirements	
<input type="checkbox"/>	Field of Play (Stadium Layout, Practice/Warm Up Facilities, Venue Requirements)
<input type="checkbox"/>	Change Rooms (Umpires - Compulsory, Teams – recommended)
<input type="checkbox"/>	Medical Facilities (First Aide, Dope Testing Room)
<input type="checkbox"/>	Offices/Meeting rooms
<input type="checkbox"/>	Security Plan
<input type="checkbox"/>	Tournament Statistic (compilation and distribution)
<input type="checkbox"/>	Marketing/Sponsorship and Advertising
<input type="checkbox"/>	Media requirements (Press Center, Equipment, Press Conference Room, Staff etc.)
Comments (especially if checklist items are not fulfilled)	
Bid Supporting Documentation	
<input type="checkbox"/>	Photos/Video Stadium
<input type="checkbox"/>	Letters of support (government, TV, Sponsorship etc.)
<input type="checkbox"/>	Additional Offers
<input type="checkbox"/>	Additional Activities
Comments	

Proposed Event Budget:

I. EXPENSES		
a.	HOST FEE	\$ _____
b.	VENUE	
i.	Rental/Lease (if applicable).....	\$ _____
ii.	Additional Seating (if applicable).....	\$ _____
iii.	Practice Facilities (if applicable).....	\$ _____
iv.	Equipment and Supplies (List).....	\$ _____
v.	MISC. (port-a-potties, signage, materials, cleaning)	\$ _____
TOTAL VENUE EXPENSE.....		\$ _____
c.	Transportation	
i.	Teams	\$ _____
ii.	Technical Officials	\$ _____
iii.	ISF President/Secretary General.....	\$ _____
iv.	ISF Staff.....	\$ _____
v.	VIP (if applicable).....	\$ _____
TOTAL TRANSPORTATION EXPENSE.....		\$ _____
d.	Accommodations/and or Meals	
vi.	Teams	\$ _____
vii.	Technical Officials	\$ _____
viii.	ISF President/Secretary General.....	\$ _____
ix.	ISF Staff.....	\$ _____
x.	VIP (if applicable).....	\$ _____
TOTAL ACCOMODATIONS/MEALS EXPENSE		\$ _____
e.	PERSONNEL	
i.	Administrative Staff.....	\$ _____
j.	Media Staff.....	\$ _____
k.	Scorekeepers.....	\$ _____
ii.	Grounds Crew.....	\$ _____
iii.	Announcer.....	\$ _____
iv.	Photographer.....	\$ _____
vi.	Other (List).....	\$ _____
	\$ _____
	\$ _____

_____		\$ _____
TOTAL PERSONNEL RECEIPTS.....		\$ _____
f. TELEVISION		
i.	Production Cost.....	\$ _____
ii.	International Signal Production (if applicable).....	\$ _____
iii.	Domestic Broadcast Production (if applicable).....	\$ _____
iv.	_____	\$ _____
v.	_____	\$ _____
TOTAL TELEVISION EXPENSE.....		\$ _____
g. MEETINGS/FUNCTIONS		
i.	Opening/Closing Ceremonies.....	\$ _____
ii.	Technical Meeting.....	\$ _____
iii.	Umpires Meeting.....	\$ _____
iv.	Official Receptions (if applicable).....	\$ _____
v.	Hospitality (if applicable).....	\$ _____
TOTAL MEETING/FUNCTION EXPENSE		\$ _____
h. ADVERTISING / PUBLICITY		
i.	Press Conferences.....	\$ _____
ii.	Press Facilities.....	\$ _____
iii.	Website.....	\$ _____
iv.	Promotion (Video, PR Activities, Posters).....	\$ _____
v.	Advertising.....	\$ _____
vi.	Materials.....	\$ _____
vii.	Technical Costs.....	\$ _____
TOTAL ADVERTISING / PUBLICITY EXPENSE.....		\$ _____
i. MISCELLANEOUS/CONTINGENCY		
i.	Insurance.....	\$ _____
ii.	Office Equipment.....	\$ _____
iii.	Printing & Postage.....	\$ _____

iv.	Telecom/Communication equipment.....	\$ _____
v.	Trophies, Medals Gifts.....	\$ _____
vi.	Ticketing.....	\$ _____
vii.	Medical and Doping Services.....	\$ _____
viii.	_____	\$ _____
ix.	_____	\$ _____
x.	_____	\$ _____

TOTAL MISCELLANEOUS EXPENSES..... \$ _____

GRAND TOTAL EXPENSES..... \$ _____

II. INCOME

a. TICKET SALES

i.	Tournament Passes – Adult.....	\$ _____ each.....	\$ _____
ii.	Tournament Passes – Youth....	\$ _____ each.....	\$ _____
iii.	General Admission – Adult.....	\$ _____ each.....	\$ _____
iv.	General Admission – Youth....	\$ _____ each.....	\$ _____
v.	Other tickets	\$ _____ each.....	\$ _____

TOTAL GATE RECEIPTS..... \$ _____

b. SPONSORSHIPS (list)

i.	_____	\$ _____
ii.	_____	\$ _____
iii.	_____	\$ _____

c. SOUVENIRS

i.	_____	\$ _____
----	-------	----------

d. ADVERTISING

i.	_____	\$ _____
ii.	_____	\$ _____
iii.	_____	\$ _____

e. TOURNAMENT ENTRY FEES..... \$ _____ each..... \$ _____
(Include Assessment Fee forms)

f.	CONCESSIONS SALES.....	\$ _____
g.	OTHER INCOME (list)	
i.	_____	\$ _____
ii.	_____	\$ _____
iii.	_____	\$ _____
	TOTAL OTHER.....	\$ _____
	GRAND TOTAL INCOME.....	\$ _____
III.	SUMMARY	
a.	TOTAL INCOME.....	\$ _____
b.	TOTAL EXPENSES.....	\$ _____
c.	PROFIT / LOSS (+/-).....	\$ _____

ISF _____ FAST PITCH WORLD CHAMPIONSHIP (20__)

OFFICIAL BID

The _____ submits the following formal bid to
(National Federation)
host and conduct the _____ Fast Pitch World Championship.

The world championship would be organized and hosted in the City of

(City)

Inclusive dates of competition: Start _____ Finish _____, 200__

Our federation understands and agrees to comply with the provisions of Article 1 of the ISF Competition and Technical Code. (Open Championship)

Be sure to include with your official bid, the documentation as detailed in Section 1 of the "Official ISF Bid Document", and any other information that would be pertinent to the ability of your federation to conduct a successful world championship.

It is understood that the bidder agrees to pay all the provisions outlined in Article 1 of the ISF Competition and Technical Code. It is further understood that a deposit equal to 5% of the hosting fee (\$5,000USD Senior Championships/ \$2,500USD Junior Championships) must accompany this bid for it to be considered.

Signed _____ Date: _____
(President)

Signed _____ Date: _____
(Host Organizing Committee)

THIS FORM MUST BE RECEIVED BY THE ISF SECRETARIAT
NO LATER THAN _____

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Dave Meredith
Director, Operations and Environmental Services

PREPARED BY: Rick Chalmers
Supervisor, Infrastructure and Asset Management

SUBJECT: **Contract Award – Local Road Resurfacing**

WARD(S): All

DATE OF MEETING: February 19, 2015

REFERENCE: Capital Account No. 969211 – Road Resurfacing - FGT 2015
Capital Account No. 969311 – Road Resurfacing - 2015
Tender No. T15006

RECOMMENDATION:

1. That Council award the contract for Local Road Resurfacing, to Four Seasons Site Development Ltd. in the amount of \$1,214,654.63 (inclusive of all taxes).
2. That Council approve funding of \$132,287.41 to be allocated to Capital Account No. 969311 from Roads Maintenance Reserve.

BACKGROUND:

As part of the 2015 Capital Budget process, Council approved various road resurfacing projects. These projects included asphalt resurfacing works on Monarch Avenue (Bayly to Westney), Parkes Drive, Milner Crescent and Simonds Drive.

Other miscellaneous locations that have been identified and form part of this award included:

- improvements to a localized pavement condition on Rossland Road west of Lakeridge Road; and
- improvements to a localized pavement condition on Hunt Street at Harwood Avenue S

Staff utilize a pavement management system to assess pavement conditions on all roads within the Town of Ajax and provide various strategies to determine maintenance, re-surfacing or re-construction activities. Industry studies have concluded that it is far more affordable to maintain a road in good condition than it is to begin the costly exercise of reconstructing the road once it has deteriorated. The Town's pavement management system sets priorities focused on the preventative maintenance of roads in average to good condition, instead of reconstructing roads

that have rated a poor condition. Overall, the lifecycle of the roads will be extended resulting in a less expensive road network over the long term. The restoration of roads in poor condition also forms part of the overall capital forecast for road maintenance. However, the maintenance of roads before they deteriorate into a poor condition is more efficient and economical.

Recommendations from the pavement management system also include crack sealing roads at approximately five to seven years into their life cycle and applying slurry sealing at approximately ten to twelve years into their life cycle. Staff has included crack sealing of roads in a previous multi-year tender.

Resurfacing roads on a twenty to twenty five year cycle lengthens the life cycle of the road and saves money by avoiding full road reconstruction. Smooth roads improve fuel economy and reduce vehicle emissions. A one percent (1%) improvement in surface roughness (International Roughness Index) will improve fuel economy by one and a half percent (1.5%). Resurfacing roads also utilizes reclaimed asphalt pavement which is incorporated into the asphalt hot mix base course at a rate of twenty percent (20%). The project reduces GHG emissions due to decreased production energy to mine and process new aggregates for all resurfacing materials and a decreased requirement for asphalt cement.

The type of work proposed varies for each street identified in the road resurfacing program. Depending on the need the works could include the milling of the existing asphalt surface, concrete sidewalk and curb repairs and the re-paving of the entire roadways. These specific repairs are expected to extend the life of the roadway by a minimum of an additional 15 years before reconstruction would be required.

DISCUSSION:

Request for Tender (RFT) documents were issued to ten prospective bidders with bids being received back from six of these, prior to the closing on January 27, 2015. During the analysis of the six bids received, some arithmetic errors were discovered and a number of provisional items listed in the Bid Document were removed from the award, resulting in a Corrected/Adjusted Total Tender Amount. Listed below is a summary of the bids considered:

NAME OF BIDDER	TOTAL TENDER AMOUNT	CORRECTED/ADJUSTED TOTAL TENDER AMOUNT
Four Seasons Site Development Ltd	\$1,291,149.98	\$1,214,654.63
Furfari Paving Co. Ltd.	\$1,287,104.96	\$1,217,839.13
D. Crupi & Sons Ltd.	\$1,453,541.97	\$1,328,331.08
Ashland Paving Ltd.	\$1,859,391.84	\$1,701,213.61
Coco Paving Ltd.	\$1,889,450.09	\$1,771,616.12
Brennan Paving & Construction Ltd.	\$1,890,612.00	\$1,780,360.15

FINANCIAL IMPLICATIONS:

Approved Capital Account No. 969311 – Road Resurfacing 2015

Approved Capital Budget		\$811,800.00
Previous Awards/Expenditures		
Crack Sealing Contract	\$28,832.99	
Pavement Management Services	\$36,800.00	<u>\$65,632.99</u>
Available Budget		\$754,086.50
Contract (net of HST rebate)	\$785,867.65	
Material Testing	\$2,000.00	
Region of Durham - Traffic	\$12,000.00	
Contingency	\$78,586.77	<u>\$878,454.42</u>
Over Budget		<u>(\$132,287.41)</u>

Approved Capital Account No. 969211 – Road Resurfacing – Federal Gas Tax 2015

Approved Capital Budget		\$875,000.00
Contract (net of HST rebate)	\$307,966.46	
Material Testing	\$2,000.00	
Contingency	\$30,796.65	<u>\$340,763.11</u>
Available Budget		<u>\$534,236.89</u>

A contingency amount has been allocated for this project. The specific amount for Local Road Resurfacing has been set at 10% of the net contract price due to the possibility of poor base asphalt conditions and soft spots that could develop once the asphalt surface has been removed. Over-runs may occur on the estimated quantities of asphalt paving to be replaced and additionally an amount must exist for the excavation, replacement and compaction of suitable granulars if soil conditions are such that it is deemed necessary to perform these works.

Additional funding, not to exceed \$132,287.41 will be allocated from Road Maintenance Reserve.

The available budget is allocated for the Town's portion of the Monarch Avenue Watermain and Road Reconstruction project being cost shared with the Region of Durham.

The 2015 Capital Detail Sheets are attached for information.

COMMUNICATION ISSUES:

Minor disruptions due to dust, noise, driveway access and localized lane closures will be experienced by local residents and motorists. In an attempt to avoid major disruptions to traffic and industry on Monarch Avenue, paving operations will be performed during a night time full road closure with police presence. Every effort, however, will be made to keep these inconveniences to a minimum throughout the process.

Communications will include the delivery of a construction notice to all affected residents, the provision of a construction outline and schedule on the Town's website and where appropriate construction notice signs will be posted. The Town's contractors will be instructed to ensure that adequate safety measures are in place to protect the public for each of the projects

CONCLUSION:

It is the recommendation of staff that Four Seasons Site Development Ltd. be awarded the contract for Local Road Resurfacing, being the lowest bidder meeting minimum specifications.

ATTACHMENTS:

ATT-1: Capital Justification No. 0969311 - Road Resurfacing 2015

ATT-2: Capital Justification No. 0969211 - Road Resurfacing – FGT 2015

Rick Chalmers
Supervisor, Infrastructure and Asset Management

Dave Meredith
Director, Operations and Environmental Services

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

Department	Operations & Environmental Services
Section	Infrastructure
Project Name	Road Resurfacing - 2015
Submitted By	Tim Murphy, Supervisor, Infrastructure & Capital Projects
Start Year	2015
Project Number	0969311

PROJECT DESCRIPTION / JUSTIFICATION

The resurfacing of municipal roads and associated curbs and sidewalks is a critical component of the Town's infrastructure maintenance program. The roads to be resurfaced and/or reconstructed each year are prioritized based on the Town's Pavement Management System and coordinated with the Region of Durham construction projects. The Town's road resurfacing requirements are funded annually through the Roads Maintenance Reserve and Federal Gas Tax Reserve Fund.

Roads Maintenance Reserve:

Monarch - Bayly to Westney (Mill and Overlay, Bike Lanes Line Painting)	\$500,000
Parkes - Finley to Lake Driveway (Resurface)	175,000
Crack Sealing and Slurry Sealing - Various locations	100,000
Pavement Management System Update	36,800
Total	\$811,800

EXPENDITURES / FUNDING

	2015	2016	2017	2018	2019	Total
Total Expenditures	811,800					811,800
Roads Maintenance Reserve	811,800					811,800
Total Funding	811,800					811,800

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

Department	Operations & Environmental Services
Section	Infrastructure
Project Name	Road Resurfacing - FGT - 2015
Submitted By	Tim Murphy, Supervisor, Infrastructure & Capital Projects
Start Year	2015
Project Number	0969211

PROJECT DESCRIPTION / JUSTIFICATION

The resurfacing of municipal roads and associated curbs and sidewalks is a critical component of the Town's infrastructure maintenance program. The roads to be resurfaced and/or reconstructed each year are prioritized based on the Town's Pavement Management System and coordinated with The Region of Durham Construction Projects. The Town's road resurfacing requirements are funded annually through the Roads Maintenance Reserve and Federal Gas Tax Reserve Fund.

Federal Gas Tax Reserve:

Monarch - Hunt to Bayly (Reconstruction with Region of Durham)	\$400,000
Milner Crescent - Parkes Drive to Lake Driveway (Mill and Overlay)	225,000
Simonds Drive - Parkes to Lake Driveway (Mill and Overlay)	150,000
Rideout Street - Exeter to Kings Crescent (Resurface)	100,000
Total	\$875,000

The reconstruction of Monarch from Hunt to Bayly Street will be performed in conjunction with the Region of Durham's watermain replacement on this section of road. It is anticipated that this work will be tendered in the Spring of 2015 and will be constructed in the Summer of 2015.

EXPENDITURES / FUNDING

	2015	2016	2017	2018	2019	Total
Total Expenditures	875,000					875,000
Federal Gas Tax Reserve Fund	875,000					875,000
Total Funding	875,000					875,000

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

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

PREPARED BY: Lorraine Billings, Legislative Services Associate
Legislative and Information Services Department

SUBJECT: **2015 Council and Standing Committees Meeting Schedule
Revision #2**

WARD(S): n/a

DATE OF MEETING: February 19, 2015

REFERENCE: 2014/2015 Meeting Schedule and Committee Chair and Vice-Chair
Appointments

RECOMMENDATION:

That Revision #2 to the 2015 Council and Standing Committee Meeting schedule be approved.

BACKGROUND:

The 2015 Council and Standing Committee (CAP & GGC) Meeting Schedule was approved in December 2014.

Due to attendance at the Federation of Canadian Municipalities Conference being held in Edmonton, on June 5 – 8, 2015, quorum at the June 8, 2015 Council meeting may be doubtful.

DISCUSSION:

It has been proposed that Council consider cancelling the Monday June 8, 2015 Council meeting and scheduling a Special Council Meeting immediately following the June 4, 2015 GGC meeting. A similar approach has been taken in previous years.

FINANCIAL IMPLICATIONS:

n/a

COMMUNICATION ISSUES:

If approved, changes to the meeting schedule will be published in the Weekly Community Page of the Ajax News Advertiser and noted on the Town website.

A revised 2015 meeting schedule incorporating the proposed change is attached.

CONCLUSION:

n/a

ATTACHMENTS:

ATT-1: 2015 Council and Standing Committees Meeting Schedule - Revision #2

L. Billings, Legislative Services Associate

M. de Rond, Director

TOWN OF AJAX

2015 MEETING SCHEDULE

Revision 2



NOTE:

All "regular" 2015 Council and Community Affairs and Planning meetings will be held in the Council Chambers, Town Hall, 65 Harwood Avenue S. "Special" Council meetings that immediately follow regular GGC meetings will be held in the River Plate Room, 65 Harwood Ave.

All General Government Committee Meetings will be held in the River Plate Room, 65 Harwood Ave.

COUNCIL (2nd and 4th Mondays, 7 pm)

2015

January 12 (following 2015 Capital and LRCF) & 26
February 9 & 23
March 9 & 30

*** No meetings March 16-20 - March Break ***

April 13 & 27
May 11 & 25
June 4 (Thur. Special) & 25 (Thur. Special)

*** No Meetings July & August - Council Recess ***

September 14 & 28
October 13 (Tues) & 26
November 9 & 23
December 14 (2016 Capital Budget & LRCF)

COMMUNITY AFFAIRS & PLANNING COMMITTEE (CAP)

(1st and 3rd Mondays, 7p.m.)

CHAIR

January C. Jordan
February 17 (Tues) S. Collier
March 2 & 23 C. Jordan

April 7 (Tues) & 20 S. Collier
May 4 & 19 (Tues) C. Jordan
June 1 & 22 S. Collier

September 8 (Tues) & 21 C. Jordan
October 5 & 19 S. Collier
November 2 & 16 C. Jordan
December 7 S. Collier

GENERAL GOVERNMENT COMMITTEE (GGC)

(Thursdays following the 1st and 3rd Mondays, 1 p.m. In-Camera, 2 p.m. Open Meeting)

2015

January 12 (Monday 7 p.m., Special re Capital Budget and LRCF) J. Dies

January 22 M. Crawford R. Ashby

February 2 (Monday 7 p.m., Special re Operating Budget) J. Dies

February 5 & 19 J. Dies P. Brown

March 5 & 26 R. Ashby M. Crawford

*** No meetings March 16-20 - March Break ***

April 9 & 23 P. Brown J. Dies

May 7 & 21 M. Crawford R. Ashby

June 4 & 25 J. Dies P. Brown

*** No Meetings July & August - Council Recess ***

September 10 & 24 R. Ashby M. Crawford

October 8 & 22 P. Brown J. Dies

November 5 & 19 M. Crawford R. Ashby

December 10 J. Dies P. Brown

December 14 (Monday 7 p.m., 2016 Capital Budget & LRCF) M. Crawford