

The Corporation of the Town of Ajax
GENERAL GOVERNMENT COMMITTEE



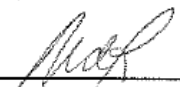
Monday, April 11, 2016

Open Meeting at 1:30 p.m.

In-Camera to follow immediately after open session

River Plate Room, Town Hall

65 Harwood Avenue South

Confirmed by: 

AGENDA

Alternative formats available upon request by contacting:
accessibility@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

M. Crawford, Chair
R. Ashby, Vice Chair

Open Meeting

1. Call To Order

2. Disclosure of Pecuniary Interest

3. Adoption of In-Camera Minutes – March 21, 2016 (circulated separately)

- *Any discussion will be held in the In-Camera Session*

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

- 4.1 **Annual Investment Report - January 1 to December 31, 2015**, S. Strain, Director of Finance/Treasurer / C. Chowdhry Senior Financial Analyst 3
- 4.2 **Development Charge Reserve Fund – Treasurer’s Annual Statement**, S. Strain, Director of Finance/Treasurer / D. Valentim, Senior Financial Analyst 6
- 4.3 **Contract Award – Concrete Sidewalk and Curb Repairs**, D. Meredith, Director of Operations & Environmental Services / M. Khawaja, Infrastructure & Asset Management Technologist..... 11
- 4.4 **Assumption of Subdivisions**
S-A-2001-02 John Boddy Ravenscroft Phase 2A
S-A-2000-01 Greenvilla Homes, P. Allore, Director of Planning & Development Services / G. Gibson, Development Engineering Coordinator 14

- 4.5 **Lakeview Boulevard Improvements Environmental Assessment – Public Consultation Process**, P. Allore, Director of Planning & Development Services / C. Coleman, Manager of Engineering – Capital Projects 20
- 4.6 **2015 Multi-Year Accessibility Plan Status Update**, M. de Rond, Director of Legislative & Information Services/Clerk / S. Moore, Committee Coordinator 28

5. Discussion

- 5.1 **Future Town Facilities/Buildings**, R. Ford, Chief Administrative Officer / D. Meredith, Director of Operations & Environmental Services / T. Vaughan-Barrett, Director of Recreation & Culture / D. Sheen, Fire Chief / D. Bright, Chief Librarian & Executive Officer..... 53

6. Presentations

- 6.1 **Contract Award ~ Detailed Design Services Audley Recreation Centre Phase Two**, D. Meredith, Director of Operations & Environmental Services / C. Bridgeman, Manager, Infrastructure & Asset Management 57
- 6.2 **2016 Waterfront Management and By-Law Enforcement Strategy**, D. Meredith, Director of Operations & Environmental Services / D. Hannan, Manager of By-law Services / H. Ng, Senior Transportation Planner..... 69
- 6.3 **2016 Parks By-law and 2016 Open Air Burning Amending By-law**, M. de Rond, Director of Legislative & Information Services / D. Hannan, Manager of By-law Services 83
- 6.4 **Green Event Policy**, D. Meredith, Director of Operations & Environmental Services / J. Schofield, Environmental Sustainability Coordinator..... 94

7. Departmental Updates

In-Camera

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

- *A personal matter about an identifiable individual, including municipal or local board employees; [Sec. 239 (2)(b), Municipal Act, 2001, as amended]*
- *A matter of advice subject to solicitor-client privilege, including communications necessary for that purpose [Sec. 239 (2)(f), Municipal Act, 2001, as amended]*

8.1 Confidential Legal Matter

9. Adjournment

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

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

PREPARED BY: Charmaine Chowdhry CPA, CGA
Senior Financial Analyst

SUBJECT: Annual Investment Report - January 1 to December 31, 2015

WARD(S): All

DATE OF MEETING: April 11th, 2016

REFERENCE: Investment Policy – Corporate Policy No. 45

RECOMMENDATION:

That the Annual Investment Report for the period January 1 to December 31, 2015 be received for information.

BACKGROUND:

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

DISCUSSION:

Eight times a year, the Bank of Canada announces its decision on the setting of the target overnight rate. Since September 2010 and throughout 2014, the Bank of Canada target overnight rate has been held at 1.00%. On January 21, 2015 the Bank of Canada lowered its target overnight rate by one-quarter of one percentage from 1.0% to 0.75% with a further reduction to 0.50% on July 15, 2015. The rate has remain unchanged to the most recent announcement date of March 9, 2016.

The 2015 reductions were in response to the impact on growth and inflation as a result of lower oil prices and weaker demand for Canadian products in China's slowing economy.

One of the goals of the Financial Sustainability Plan is to enhance the Town's short and long term financial strength and sustainability by building and strengthening reserves. In 2014, as a result of growing reserve balances along with low interest rates, three Guaranteed Investment Certificates were purchased from the Royal Bank of Canada. The rate of return on these GICs ranged from 1.55% to 2.2%. During 2015, the favorable GIC rates declined resulting in similar interest rates for both the bank accounts and short term investments.

The following summary identifies the investment source, interest earned in 2015 and rates of interest, as of December 31, 2015.

| Town of Ajax Royal Bank Summary by Fund – December 31, 2015 | | |
|--|----------------------|------------------------|
| Fund | Balance | Interest Income |
| Revenue Fund* | \$ 40,737,977 | \$ 704,852 |
| Parkland Reserve Fund | \$ 804,532 | \$ 8,659 |
| Federal Gas Tax Reserve Fund | \$ 6,892,983 | \$ 60,227 |
| Dev Chgs. (2008) Reserve Fund | \$ 3,699,845 | \$ 40,677 |
| Dev Chgs. (2013) Reserve Fund | \$ 12,726,012 | \$ 141,766 |
| Total | \$ 64,861,349 | \$ 956,181 |

*Includes Interest Income from Internal Debt (See below)

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

| Term | 1st Qtr 2015 | 2nd Qtr 2015 | 3rd Qtr 2015 | 4th Qtr 2015 |
|------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Deposit Accounts | 1.15% | 1.15% | 1.00% | 1.00% |

| Summary of Internal Debt Balances as of December 31, 2015 | | | |
|--|---------------------|------------------------|----------------------|
| | Principal | Interest Income | Interest Rate |
| Ajax ACC Twin Pads | \$ 0 | \$ 7,465 | 2.69% |
| Operations Centre | \$ 1,974,000 | \$ 64,836 | Various |
| Audley Recreation Centre | \$ 2,147,000 | \$ 74,766 | Various |
| Total | \$ 4,121,000 | \$ 147,067 | |

| Summary of Investments As of December 31, 2015 | | | |
|---|----------------------|------------------------|----------------------|
| | Principal | Interest Income | Interest Rate |
| RBC 5 Year Laddered GIC - Revenue Fund | \$ 16,440,000 | \$ 406,526 | 2.20% |
| RBC 5 Year Laddered GIC – Revenue Fund | \$ 4,000,000 | \$ 23,934 | 1.40% |
| RBC 18 months Non-Redeemable GIC – Revenue Fund | \$ 15,232,500 | \$ 234,040 | 1.55% |
| RBC 18 months Non-Redeemable GIC – DC Charges (2013) | \$ 5,077,500 | \$ 78,013 | 1.55% |
| Total | \$ 40,750,000 | \$ 742,513 | |

| Summary of Veridian Promissory Notes Held as of December 31, 2015 | | | |
|--|------------------|------------------------|----------------------|
| | Principal | Interest Income | Interest Rate |
| Veridian Connections Inc. | \$ 14,060,000 | \$ 628,482 | 4.47% |
| Veridian Corporation | \$ 5,550,000 | \$ 333,000 | 6.00% |

CONCLUSION:

All investments undertaken during the period starting January to December 31, 2015 were in accordance with the Town's investment policies and goals.

Charmaine Chowdhry CPA, CGA
Senior Financial Analyst

Sheila Strain CPA, CGA
Director of Finance/Treasurer

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

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

PREPARED BY: Dianne Valentim, CPA, CGA
Senior Financial Analyst

SUBJECT: Development Charge Reserve Fund – Treasurer’s Annual Statement

WARD(S): All

DATE OF MEETING: April 11, 2016

RECOMMENDATION:

That the report “Development Charge Reserve Fund – Treasurer’s Annual Statement” be received for information.

BACKGROUND:

The Development Charges Act, Section 43 (1) states that “The treasurer of a municipality shall each year on or before such date as the council of the municipality may direct, give the council a financial statement relating to the development charge by-laws and reserve funds established under section 33.”

DISCUSSION:

In 2015 Ontario Regulation 82/98 and Bill 73, Smart Growth for Our Communities Act, 2015, provided specific guidance with respect to the information to be included in the Treasurer’s annual statement. The only change to the Town reporting was to categorize all projects by service category.

The attached Development Charge Reserve Fund Annual Statement provides the opening and closing balances of each service category maintained by the Town of Ajax, and reports transfers to/from service categories as applicable. Attachment 2 provides information, by capital project and service category, of the development charge transfers made to capital accounts during the fiscal year, as well as other sources of financing provided to each project.

The closing balance as of December 31, 2015 is the cash balance in the development charge account. However, this balance does not consider committed funds for capital projects currently in progress. Therefore, the actual development charge funds available for future projects are less than the closing balance.

COMMUNICATION ISSUES:

Section 43 (3) of the Development Charges Act requires a copy of this report to be provided to the Minister of Municipal Affairs and Housing (MMAH), however, Bill 73 stipulates that the copy of the statement be provided to MMAH only on request.

Under Bill 73, the Town is required to ensure that the Treasurer’s Annual Statement is available to the public, as such, a copy of this report and the attachments will be posted on the Town website.

CONCLUSION:

The completion of the Development Charge Reserve Fund Annual Statement fulfills the reporting requirements of the Development Charges Act.

ATTACHMENTS:

ATT-1: Development Charge Reserve Fund Annual Statement

ATT-2: Development Related Capital Growth Reserve Fund Transfers

Dianne Valentim, CPA, CGA
Senior Financial Analyst

Sheila Strain, CPA, CGA
Director of Finance/Treasurer

ATTACHMENT 1
Development Charge Reserve Fund Annual Statement
For the Town of Ajax - Town Services
For the Year Ended December 31, 2015

| | Total | Development Related Capital Growth Studies | Fire Stations, Vehicles and Equipment | Transportation (incl Roads and related) | Operations (incl Works Yards and Equipment) | Parkland Development and Equipment | Major Indoor Recreation Facilities and Related | Libraries and Related (incl Materials) |
|---|-------------------|--|---|---|--|---|---|--|
| Balance as of January 1, 2015 | 18,684,343 | 66,629 | (1,494,818) | 2,535,285 | 21,212 | 8,793,590 | 6,300,590 | 2,461,855 |
| Plus: | | | | | | | | |
| Development Charges Collections | 5,128,446 | 69,395 | 121,329 | 2,889,217 | 123,959 | 717,716 | 1,036,237 | 170,593 |
| Accrued Interest | 260,456 | 992 | (18,856) | 46,313 | 723 | 115,210 | 84,024 | 32,050 |
| Repayment of Monies Borrowed from Fund and Associated Interest | | | | | | | | |
| Subtotal | 5,388,902 | 70,387 | 102,473 | 2,935,530 | 124,682 | 832,926 | 1,120,261 | 202,643 |
| Less: | | | | | | | | |
| Amount Transferred to Capital (or Other) Funds (ATTACHMENT 2) | 5,959,006 | 62,754 | | 4,130,512 | 237,508 | 1,238,504 | 8,104 | 281,624 |
| Amounts Loaned to Other DC Reserve Fund | | | | | | | | |
| Credit | | | | | | | | |
| Monies Borrowed from Fund for Other Municipal Purposes | | | | | | | | |
| SUBTOTAL | 5,959,006 | 62,754 | - | 4,130,512 | 237,508 | 1,238,504 | 8,104 | 281,624 |
| December 31, 2015 Closing Balance | 18,114,239 | 74,262 | (1,392,345) | 1,340,303 | (91,614) | 8,388,012 | 7,412,747 | 2,382,874 |

ATTACHMENT 2
Development Charge Reserve Fund Annual Statement
For the Town of Ajax - Town Services
For the Year Ended December 31, 2015

| DEVELOPMENT RELATED CAPITAL GROWTH RESERVE FUND TRANSFERS | | | | |
|--|----------------------------------|--------------------------------------|---|------------------|
| | DC Recoverable Cost Share | Non-DC Recoverable Cost Share | | |
| Capital Project | DC Reserve Fund Draw | Reserve Draw | Grants, Subsidies, Other Contributions | Total |
| Development Related Growth Studies | | | | |
| 960011 Comprehensive Zoning By-Law | 33,621 | 37,110 | | 70,731 |
| 960111 Development Permitting Implementation Study | 7,900 | 8,707 | | 16,607 |
| 960211 Transportation Demand Management | 21,233 | | | 21,233 |
| Sub-Total Development Related Growth Studies | 62,754 | 45,817 | - | 108,571 |
| Transportation (incl Roads and related) | | | | |
| 916311 Rossland Rd-West Limit-Church | | | | - |
| 926711 Church St-Taunton to Rossland | 23,880 | 3,647 | | 27,527 |
| 949711 Street Lighting - Taunton Road | 4,937 | 259 | | 5,196 |
| 949911 Audley Reconstruction Design - Taunton/CPR | 42,650 | 12,029 | | 54,679 |
| 958511 MUT - Taunton Road | 64,440 | 7,160 | | 71,600 |
| 959111 Church St - Stage 4 Arch. | 42,129 | 4,681 | | 46,810 |
| 959311 Audley Rd - Taunton to Rossland | 270,766 | 45,919 | | 316,685 |
| 959611 Rossland Road - West Limit to Church | 1,884,769 | 119,684 | 913,343 | 2,917,796 |
| 959811 Hunt and Finley Improvements E | 157,103 | 8,269 | | 165,372 |
| 959911 MUT - Salem - Rossland to CPR | 76,307 | 8,479 | | 84,786 |
| 964211 Williamson Bridge - Carruthers | 1,200,000 | | | 1,200,000 |
| 964011 Rossland Road Reconstruction - Phase 2 | 235,139 | 15,009 | | 250,148 |
| 964411 Riverside Drive Design | 36,717 | 8,668 | | 45,385 |
| 964611 Westney Streetlight / Intersection Improvements | 91,675 | 4,825 | | 96,500 |
| Sub-Total Transportation (incl Roads and related) | 4,130,512 | 238,629 | 913,343 | 5,282,484 |
| Operations (incl Works Yards and Equipment) | | | | |
| 962911 Bldg Mntce - Add'l Equipment - Maintenance Van | 38,250 | 6,511 | | 44,761 |
| 971911 Operations - Add'l Equipment - Snow Plow | 199,258 | 33,957 | | 233,215 |
| Sub-Total Operations (incl Works Yards and Equipment) | 237,508 | 40,468 | - | 277,976 |

ATTACHMENT 2
Development Charge Reserve Fund Annual Statement
For the Town of Ajax - Town Services
For the Year Ended December 31, 2015

| DEVELOPMENT RELATED CAPITAL GROWTH RESERVE FUND TRANSFERS | | | | |
|--|----------------------------------|--------------------------------------|---|------------------|
| | DC Recoverable Cost Share | Non-DC Recoverable Cost Share | | |
| Capital Project | DC Reserve Fund Draw | Reserve Draw | Grants, Subsidies, Other Contributions | Total |
| Parkland Development and Equipment | | | | |
| 914811 Carruthers Trail - Kingston to Rossland | 28,808 | 2,937 | | 31,745 |
| 925411 Sportsplex Outdoor Rec - Construction | 89,048 | 9,404 | | 98,452 |
| 948711 Menkes Imagination NP - Design | 12,020 | | | 12,020 |
| 948811 Duffins North (HEPC) Trail | 18,511 | 3,321 | | 21,832 |
| 957911 Millers Trail - Kingston/Ritchie | 111,214 | 11,367 | | 122,581 |
| 958411 Carruthers Trail - Rossland/Taunton | 14,233 | 1,453 | | 15,686 |
| 963411 Menkes Neighbourhood Park - Gillett | 231,129 | 23,559 | | 254,688 |
| 963511 Luvian Homes Parkette | 923 | 94 | | 1,017 |
| 963611 Carruthers Trail - Rossland / Taunton | 732,010 | 74,613 | | 806,623 |
| 967911 ARC - Future Phases Design | 608 | 678 | | 1,286 |
| Sub-Total Parkland Development and Equipment | 1,238,504 | 127,426 | - | 1,365,930 |
| Major Indoor Recreation Facilities and Related | | | | |
| 967911 ARC - Future Phases Design | 8,104 | 9,041 | | 17,145 |
| Sub-Total Major Indoor Recreation Facilities and Related | 8,104 | 9,041 | - | 17,145 |
| Libraries and Related (incl Materials) | | | | |
| 970811 Collection - Growth related - 2015 | 90,500 | 9,500 | | 100,000 |
| 967911 ARC - Future Phases Design | 636 | 710 | | 1,346 |
| 11409 Debt Repayment Reserve | 190,488 | | | 190,488 |
| Sub-Total Libraries and Related (incl Materials) | 281,624 | 10,210 | - | 291,834 |
| Totals | 5,959,006 | 471,591 | 913,343 | 7,343,940 |

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Dave Meredith
Director, Operations and Environmental Services

PREPARED BY: Mujtaba Khawaja
Infrastructure and Asset Management Technologist

SUBJECT: **Contract Award – Concrete Sidewalk and Curb Repairs**

WARD(S): All

DATE OF MEETING: April 11, 2016

REFERENCE: Tender No. T16011

RECOMMENDATION:

1. That Council award the contract for Concrete Sidewalk and Curb Repairs to Tri-Capital Construction Inc. in the amount of \$665,428.75 (inclusive of all taxes).

BACKGROUND:

As part of the 2016 Budget process, Council approved funding to undertake various concrete sidewalk, walkway and curb repairs and replace aging and obsolete catch basin grates. The following is a summary of each project to be completed in conjunction with the contract award:

- Sidewalk maintenance
- Curb and gutter repair
- Catch basin and grate repair

i) Sidewalk Maintenance:

The Town performs annual maintenance to keep the sidewalks in a state of good repair. In determining priority locations, staff utilize annual sidewalk inspections, daily infrastructure inspections and customer service calls received from Town residents, reporting issues relating to sidewalk deficiencies. Sidewalk replacements are prioritized using criteria which includes trip hazards, areas of ponding water and major cracked bays.

As part of the sidewalk maintenance program, there is also a need to allocate money for boulevard and driveway restoration. These associated costs are reflected within this contract award.

ii) Curb and Gutter Repairs:

The Town performs annual maintenance to keep the concrete curbs and gutters in a state of good repair. In determining priority locations, staff used daily infrastructure inspection reports as well as calls received from local residents. These areas of repairs are throughout the various wards based on staff assessment. While curb and gutters are being repaired, staff are recommending the replacement of catch basin frames and grates to the Town's current standard.

As part of the concrete curb and gutter repair program, there is also a need to allocate money for boulevard and driveway restoration. These associated costs are reflected within this contract award.

iii) Catch Basin and Grate Repair:

During the past eight (8) years, the Town has replaced in excess of two hundred and seventy-one (271) catchbasin frames and grates under this program to ensure they are bicycle safe. As the Town encourages the use of alternative modes of transportation such as bicycles, it is very important to ensure that catchbasin grates be replaced such that they do not pose a hazard to cyclists. Staff has inventoried 299 catchbasin frames and grates that remain to be converted to the Town's standard catchbasin frame and bicycle proof grate. Twenty (20) locations will be identified for catchbasin frame and grate replacement in 2016 with priority being given to those along bike lanes.

The Town's Pedestrian and Bicycle Master Plan (2010) recommended that the needs of pedestrians and cyclists be considered during the design of transportation projects and services. The replacement of catchbasin frames and grates to a bicycle friendly standard is consistent with the recommendations of this plan.

DISCUSSION:

Request for Tender (RFT) documents were issued to 14 prospective bidders with bids being received back from nine of these, prior to the closing on March 29, 2016. Upon review of the 14 bids received, one submission was found to be non-compliant and therefore cannot be considered in the award. Listed below is a summary of the bids considered:

Listed below is a summary of the bids received:

| NAME OF BIDDER | TOTAL TENDER AMOUNT |
|--|---------------------|
| TRI-CAPITAL CONSTRUCTION INC. | \$ 665,428.75 |
| AQUA TECH SOLUTIONS INC. | \$ 749,630.70 |
| SERVE CONSTRUCTION LTD. | \$ 768,631.65 |
| BENNINGTON CONSTRUCTION LTD. | \$ 858,196.58 |
| ALOIA BROS. CONCRETE CONTRACTORS LTD. | \$ 942,713.80 |
| ASHLAND PAVING LTD. | \$ 946,467.54 |
| AECON CONSTRUCTION & MATERIALS LIMITED | \$ 964,126.63 |
| 2274084 ONTARIO LTD. O/A GMP CONTRACTING | \$ 1,037,340.00 |

FINANCIAL IMPLICATIONS:

Funds for Concrete Curb and Sidewalk Repairs are included in the Operations and Environmental Services operating budget.

COMMUNICATION ISSUES:

Minor disruptions due to limited driveway access and localized lane closures will be experienced by residents and motorists during the construction period. 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 Tri-Capital Construction Inc. be awarded the contract for Concrete Sidewalk and Curb Repairs, being the lowest bidder meeting minimum specifications.

Mujtaba Khawaja
Infrastructure & Asset Management Technologist

Dave Meredith
Director, Operations & Environmental Services

**TOWN OF AJAX
REPORT**



REPORT TO: General Government Committee

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

PREPARED BY: Greg Gibson, C.E.T.
Development Engineering Coordinator

SUBJECT: Assumption of Subdivisions
S-A-2001-02 John Boddy Ravenscroft Phase 2A
S-A-2000-01 Greenvilla Homes

WARD(S): 1 and 2

DATE OF MEETING: April 11, 2016

REFERENCE: S-A-2001-02 and S-A-2000-01

RECOMMENDATIONS:

- (1) That the works and services within the following Plans of Subdivision be assumed by the Town:
 - a) (S-A-2001-02) – John Boddy Ravenscroft Subdivision Phase 2A
Owner: John Boddy Developments Limited
Agreement Date: September 30, 2005
Registered Plan: 40M-2284
Refer to Appendix “A”
 - b) (S-A-2000-01) – Greenvilla Homes Subdivision
Owner: 1437639 Ontario Limited
Agreement Date: March 13, 2002
Registered Plan: 40M-2084
Refer to Appendix “B”
- (2) That the corresponding Assumption By-laws be prepared for an upcoming Council meeting.

BACKGROUND:

The construction of works and services within the plans of subdivision have been completed in accordance with the terms and conditions of the subdivision agreements and to the satisfaction

of Planning and Development Department in conjunction with other internal commenting departments. In accordance with the conditions of the subdivision agreements, it is now appropriate that the Town assume, from the developer the responsibility for the maintenance and operation of the works and services within these plans.

The works and services include but are not limited to the roads, sidewalks, curbs and gutters, driveways, street lights, signs, storm sewers, parks, boulevard trees and the grading and sodding of lands outlined in the Residential Subdivision Agreements.

DISCUSSION:

All works and services to be assumed by the Town as outlined in the subdivision agreements for the above noted plans of subdivision have now been completed to the satisfaction of Planning and Development in conjunction with other internal commenting departments.

FINANCIAL IMPLICATIONS:

There are no financial obligations to assume the works and services within the above noted Plans of Subdivision. However, upon assumption of the subdivisions maintenance of the works and services will be the responsibility of the Town.

COMMUNICATION ISSUES:

N/A

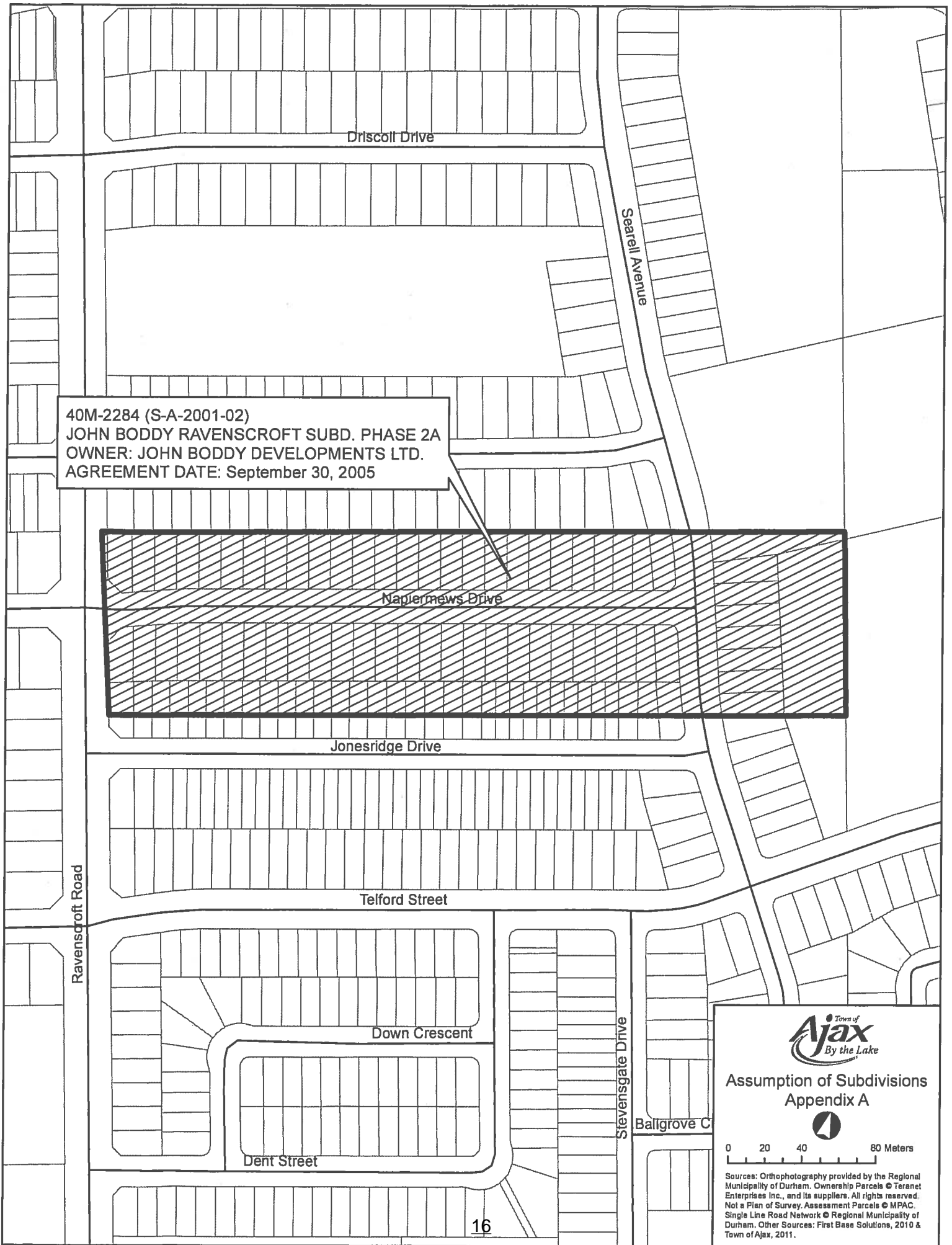
CONCLUSION:

Since the registered plans of subdivision identified in this report have complied with the terms and conditions of their subdivision agreements, it is recommended that Council pass Assumption By-laws at an upcoming Council meeting to assume the works and services for registered plans, 40M-2284 and 40M-2084.

Greg Gibson, C.E.T. - Development Engineering Coordinator

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

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

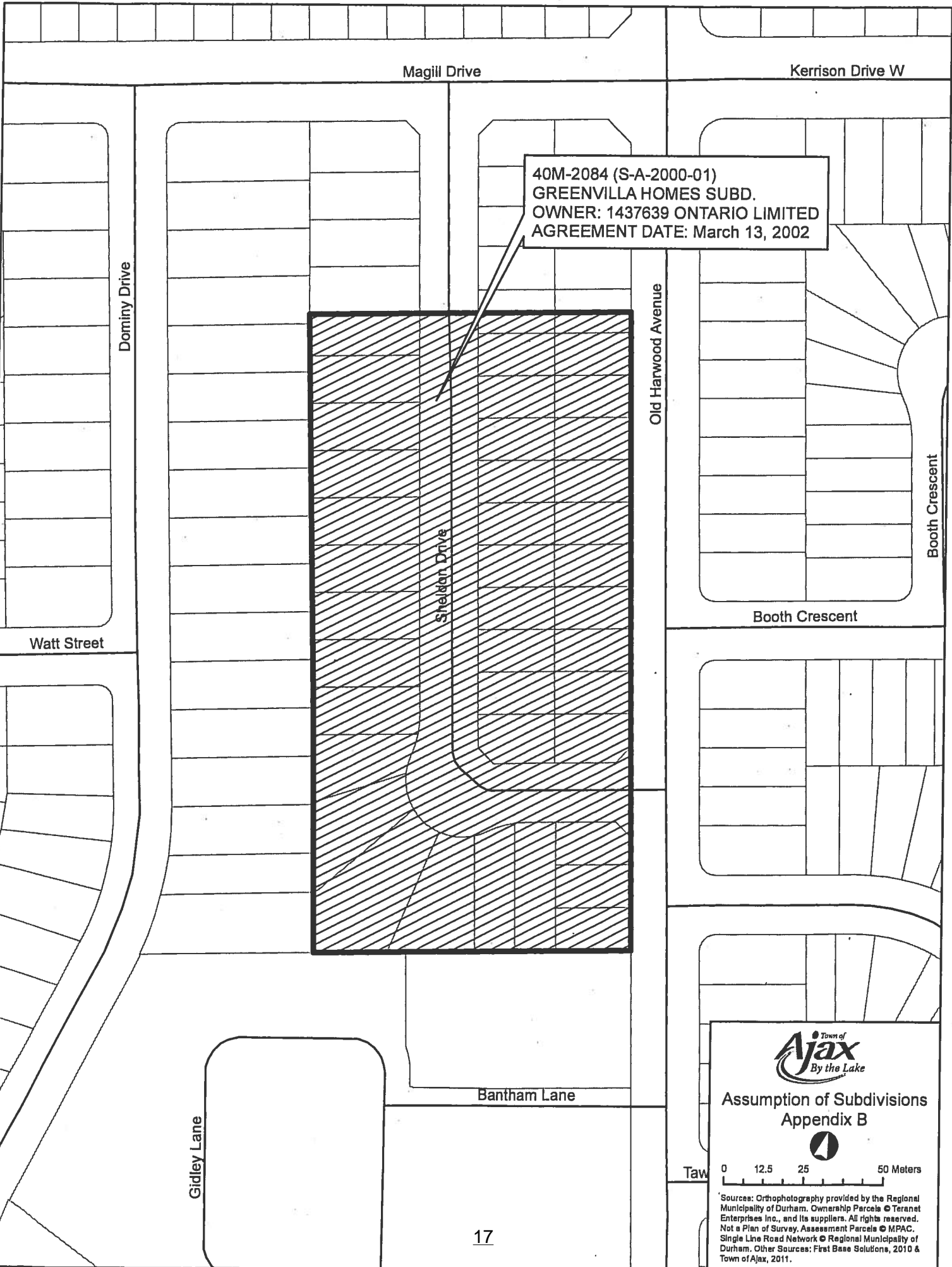


Assumption of Subdivisions
Appendix A



0 20 40 80 Meters

Sources: Orthophotography provided by the Regional Municipality of Durham. Ownership Parcels © Teranet Enterprises Inc., and its suppliers. All rights reserved. Not a Plan of Survey. Assessment Parcels © MPAC. Single Line Road Network © Regional Municipality of Durham. Other Sources: First Base Solutions, 2010 & Town of Ajax, 2011.



40M-2084 (S-A-2000-01)
GREENVILLA HOMES SUBD.
OWNER: 1437639 ONTARIO LIMITED
AGREEMENT DATE: March 13, 2002



Assumption of Subdivisions
Appendix B



0 12.5 25 50 Meters

Sources: Orthophotography provided by the Regional Municipality of Durham. Ownership Parcels © Teranet Enterprises Inc., and its suppliers. All rights reserved. Not a Plan of Survey, Assessment Parcels © MPAC. Single Line Road Network © Regional Municipality of Durham. Other Sources: First Base Solutions, 2010 & Town of Ajax, 2011.

THE CORPORATION OF THE TOWN OF AJAX

BY-LAW NUMBER xx-2016

A By-law to assume the works and services on Registered Plan 40M-2284 (S-A-2001-02).

(John Boddy Developments- Boddy Homes Ravenscroft Phase 2A Subdivision)

WHEREAS under the terms of the Subdivision Agreement dated September 30th, 2005 between the Corporation of the Town of Ajax and John Boddy Developments Limited, and upon issuance of the Town's Final Acceptance certificate, the Town shall assume the works and services referred to in the said certificate;

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

1. That the Corporation of the Town of Ajax hereby assumes the works and services in Registered Plan 40M-2284.

READ a first and second time this
Eighteenth day of April, 2016.

READ a third time and passed this
Eighteenth day of April, 2016.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF AJAX

BY-LAW NUMBER xx-2016

A By-law to assume the works and services on Registered Plan 40M-2084 (S-A-2000-01).

(1437639 Ontario Ltd.- Greenvilla Homes Subdivision)

WHEREAS under the terms of the Subdivision Agreement dated March 13th, 2002 between the Corporation of the Town of Ajax and 1437639 Ontario Limited, and upon issuance of the Town's Final Acceptance certificate, the Town shall assume the works and services referred to in the said certificate;

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

1. That the Corporation of the Town of Ajax hereby assumes the works and services in Registered Plan 40M-2084.

READ a first and second time this
Eighteenth day of April, 2016.

READ a third time and passed this
Eighteenth day of April, 2016.

Mayor

D-Clerk

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Paul Allore
Director of Planning and Development Services

PREPARED BY: Carol Coleman
Manager of Engineering, Capital Projects

SUBJECT: **Lakeview Boulevard Improvements Environmental
Assessment – Public Consultation Process**

WARD(S): 4

DATE OF MEETING: April 11, 2016

REFERENCE: Capital Account No. 976511 – Lakeview Boulevard Improvements EA

RECOMMENDATION:

That this report on the Lakeview Boulevard Improvements, Schedule 'B' Class Environmental Assessment public consultation process be received for information.

BACKGROUND:

As part of the Ajax Shoreline Improvement Strategy Master Plan (2011) and the Waterfront Management Plan (2005) a number of improvements to the Pickering Beach neighbourhood have been recommended. One of these improvements is to consider relocating Lakeview Boulevard to provide additional space along the waterfront and to incorporate traffic calming measures. As well, the need for additional parking in the area has been identified. As a result, the 2016 Capital Budget provided for a Class Environmental Assessment (EA) be undertaken to further review these alternatives.

Following a Request for Proposal process, the Schedule 'B' Class EA and preliminary design for improvements to Lakeview Boulevard and parking in the vicinity of Paradise Park was awarded by staff to Dionne Bacchus and Associates Consulting Engineering in March 2016.

DISCUSSION:

Due to the anticipated high level of interest with this project for the Pickering Beach neighbourhood and the Ajax waterfront users, staff have expanded the public consultation process beyond the requirements of a Schedule 'B' Class EA. Specifically, instead on one Public Information Centre (PIC), two PICs will be held and a presentation at the Town's Community Affairs and Planning (CAP) Committee will be made.

As well, based on previous experience by the consultant, a Community Working Group (CWG) will be established to allow for more meaningful, concentrated and productive community consultation and engagement effort.

The purpose of the CWG is to allow representatives of the community to:

- Bring a community perspective to the study,
- Become informed about the road options, study constraints, traffic flows, environmental mitigation, etc.,
- Participate in discussions regarding the study, and
- Relay information to the broader community.

The composition of the CWG will be structured to provide a balance of perspectives. The CWG is proposed to consist of up to 6 to 8 volunteers not including Town Staff, members of Council and the Consultant. The intention is to select a diverse and broad range of members of the Ajax community, to allow for a variety of perspectives. The preferred composition of the CWG will include:

- Volunteers from the Local Community (50% of members)
 - Defined as local residents living within 500 m of the study area
- Volunteers from Ajax outside of the Local Community (50% of members)
 - Defined as Ajax residents or business owners that live or own property further than 500 m from the study area

The above membership should include representatives from the existing Town of Ajax Advisory Committees as follows:

- Environmental Advisory Committee (1 member)
- Transportation Advisory Committee (1 member)
- Accessibility Advisory Committee (1 member)

All applications received prior to the deadline will be screened to see if they meet the following eligibility requirements:

- 16 years of age or older
- A resident or business owner in the Town of Ajax
- Able to attend evening meetings at Town facilities

If fewer acceptable applications are received then positions available, the submission deadline may be extended.

An evaluation team of Town staff will then review each of the applications and select the CWG members based on the preferred composition. To aid in the selection process individual or group interviews may be used.

Members will be asked to participate for the duration of the study. We anticipate that the study will start in April 2016 and be completed in December 2016.

It will be the responsibility of all CWG members to participate in discussions, provide input and ideas from their perspective and listen to other points of view. Additional responsibilities are as follows:

- Attend approximately 4 CWG weekday evening meetings at key project milestones:
 - Project initiation
 - Identification of alternative solutions
 - Preliminary design
 - Draft Project File report
- Attend two weekday evening Public Information Centres
- Review reports and materials provided by Town staff
- Prepare lists of questions, comments and suggestions in advance of meetings
- Participate in discussions
- Provide community perspective
- Help the CWG operate effectively by contributing constructively

All of the above is outlined in the CWG Terms of Reference which is attached and available on the Town's website.

FINANCIAL IMPLICATIONS:

The enhanced public consultation process is included in the scope of work for the Schedule 'B' Class EA. The members of the Community Working Group will be on a volunteer basis and will not be paid for their time.

COMMUNICATION ISSUES:

An invitation for applicants was sent as part of the Notice of Commencement for the study. The Notice of Commencement have been directly mailed to residents in the study area. As well the notice is posted on the Town's website, in the Ajax Pickering News Advertiser and sent to existing contacts from the 2016 Waterfront Initiatives PIC sign in list and existing advisory committee members. Interested persons have been asked to submit an application outlining their interest in the study and background on their areas of knowledge by the deadline. An online application form is available on the Town's website.

Notices for PICs and the CAP meeting will be advertised in the same way the Notice of Commencement was sent.

Staff will provide regular updates to Council on the progress of this project.

CONCLUSION:

Due to the anticipated high level of interest in the Schedule 'B' Class Environmental Assessment for improvements to Lakeview Boulevard the public consultation process has been enhanced to provide for increased opportunities for participation in the study, over and above the requirements of the Class EA process.

ATTACHMENTS:

- ATT-1: 2016 Capital Budget Detail Sheet 976511 – Lakeview Boulevard Improvements EA
- ATT-2: Lakeview Boulevard Schedule 'B' Class Environmental Assessment, Community Working Group Terms of Reference

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

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

TOWN OF AJAX
2016 CAPITAL BUDGET / 2017-2020 LONG RANGE CAPITAL FORECAST
DETAIL SHEET

| | |
|-----------------------|--|
| Department | Planning & Development Services |
| Section | Engineering Services |
| Project Name | Lakeview Blvd Impr. - EA |
| Submitted By | Carol Coleman, Manager of Engineering - Capital Projects |
| Start Year | 2016 |
| Project Number | 0976511 |

PROJECT DESCRIPTION / JUSTIFICATION

Scope: Schedule 'B' Class Environmental Assessment (EA) and preliminary design for improvements to Lakeview Boulevard and parking in the vicinity of Paradise Park.

Rationale: As part of the *Ajax Shoreline Improvement Strategy Master Plan (2011)* and the *Waterfront Management Plan (2005)* a number of improvements to the Pickering Beach neighbourhood have been recommended. One of these improvements is to consider relocating Lakeview Boulevard to provide additional space along the waterfront and to incorporate traffic calming measures. As well, the need for additional parking in the area has been identified. It is therefore recommended that a Class Environmental Assessment be undertaken to further review these alternatives.

Reference: *Ajax Shoreline Improvement Strategy Master Plan (2011)* and *Waterfront Management Plan (2005)*.

Schedule: Class Environmental Assessment: 2016

EXPENDITURES / FUNDING

| | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|---------------------------|----------------|------|------|------|------|----------------|
| Total Expenditures | 175,000 | | | | | 175,000 |
| Development Reserve | 175,000 | | | | | 175,000 |
| Total Funding | 175,000 | | | | | 175,000 |

TOWN OF AJAX
2016 CAPITAL BUDGET / 2017-2020 LONG RANGE CAPITAL FORECAST
DETAIL SHEET

Lakeview Blvd Improvements - Environmental Assessment



Lakeview Boulevard Improvements Schedule 'B' Class Environmental Assessment

Community Working Group Terms of Reference

Purpose

As part of the Lakeview Boulevard Improvements, Schedule 'B' Class Environmental Assessment, it is proposed to create a Community Working Group (CWG) to allow for more meaningful, concentrated and productive community consultation and engagement effort.

The purpose of the CWG is to allow representatives of the community to:

- Bring a community perspective to the study,
- Become informed about the road options, study constraints, traffic flows, environmental mitigation, etc.,
- Participate in discussions regarding the study, and
- Relay information to the broader community.

Invitation Process

An invitation for applicants will be sent as part of the Notice of Commencement for the study. Interested persons will be asked to submit an application outlining their interest in the study and background on their areas of knowledge by the deadline. An online application form will be provided on the Town's website.

Preferred CWG Composition

The composition of the Community Working Group (CWG) will be structured to provide a balance of perspectives. The CWG will consist of up to 6 to 8 volunteers not including Town Staff, members of Council and the Consultant. The intention is to select a diverse and broad range of members of the Ajax community, to allow for a variety of perspectives. The preferred composition of the CWG will include:

- Volunteers from the Local Community (50% of members)
 - Defined as local residents living within 500 m of the study area
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 - Defined as Ajax residents or business owners that live or own property further than 500 m from the study area

The above membership should include representatives from the existing Town of Ajax Advisory Committees as follows:

- Environmental Advisory Committee (1 member)
- Transportation Advisory Committee (1 member)
- Accessibility Advisory Committee (1 member)

CWG Selection Process

All applications received prior to the deadline will be screened to see if they meet the following eligibility requirements:

- 16 years of age or older
- A resident or business owner in the Town of Ajax
- Able to attend evening meetings at Town facilities

If fewer acceptable applications are received than positions available, the submission deadline may be extended.

An evaluation team of Town staff will then review each of the applications and select the CWG members based on the preferred composition. To aid in the selection process individual or group interviews may be used.

Expectations and Required Commitment of CWG

Members will be asked to participate for the duration of the study. We anticipate that the study will start in April 2016 and be completed in December 2016.

It is the responsibility of all CWG members to participate in discussions, provide input and ideas from their perspective and listen to other points of view. Additional responsibilities are as follows:

- Attend approximately 4 CWG weekday evening meetings at key project milestones:
 - Project initiation
 - Identification of alternative solutions
 - Preliminary design
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- Prepare lists of questions, comments and suggestions in advance of meetings
- Participate in discussions
- Provide community perspective
- Help the CWG operate effectively by contributing constructively

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

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

PREPARED BY: Sarah Moore, Committee Coordinator

SUBJECT: **2015 Multi-Year Accessibility Plan Status Update**

WARD(S): All

DATE OF MEETING: April 11, 2016

REFERENCE: *Ontarians with Disabilities Act, 2001*
Accessibility for Ontarians with Disabilities Act, 2005
Town of Ajax Accessibility in Action Plan 2012 -2017
Town of Ajax Diversity & Community Engagement Plan

RECOMMENDATION:

That the 2015 Accessibility in Action Plan Status Report (ATT-1) be received for information.

BACKGROUND:

The *Ontarians with Disabilities Act, 2001 (ODA)* ensures that public organizations incorporate accessibility planning into their operations and facilities and document such action within an accessibility plan.

A second piece of legislation, the *Accessibility for Ontarians with Disabilities Act, (AODA)* was enacted in 2005 to further qualify the ODA and serve as framework for the establishment of accessibility standards in five focus areas: customer service, employment, transportation, information and communications, and the built environment. The standards support the principles of the AODA to ensure dignity, integration, independence and equal opportunity and each have specific timelines for implementation. Compliance with the AODA is required by public and private sector organizations.

In July 2011, the *Integrated Accessibility Standards (IASR)*, Ontario Regulation 191/11 came into force, consolidating accessibility in the areas of information and communications, employment, and transportation. The Regulation also required a shift in the development of an annual accessibility plan to a multi-year accessibility plan. In 2012, the Town of Ajax established its first multi-year plan, the Ajax Accessibility in Action Plan.

DISCUSSION:**2016 Provincial Accessibility Compliance Audit**

Amendments to the IASR came into force in early 2013 through Ontario Regulation 413/12 and included Design of Public Spaces standards and a new schedule for compliance reporting. The amendment identified the obligation of all designated public sector organizations to submit their Accessibility Compliance Report to the Accessibility Directorate of Ontario (ADO) every two years, with the Town's most recent report having been submitted before December 31, 2015.

In early January 2016, the Town of Ajax received notice from the ADO that it had been selected to take part in a File Review audit regarding compliance with the Accessibility for Ontarians with Disabilities Act, 2005. As follow-up to biennial Provincial Compliance Reporting, the ADO periodically conducts file review audits across all sectors to ensure compliance is in line with reporting. This was the first File Review audit in which the Town was asked to take part. The Review focused on the areas of:

- Multi-year accessibility planning
- Staff training
- Alternative formats and communication supports
- Employee workplace emergency response planning
- Provision of accommodations during the recruitment process

The Town submitted 15 documents, resources and policies to the Province that support and demonstrate its compliance. In response, the Town received extremely positive feedback from the ADO, acknowledging that Ajax is seen as a best-practice example in the area of compliance administration.

Town of Ajax Accessibility in Action Plan Status Summary Report 2015

The Town of Ajax Accessibility in Action Plan is a flexible and progressive document, representing a five-year implementation time frame (2012-2017), Actions and objectives identified in the Plan align with provincial compliance timelines. The Plan grows annually, and just this year includes 11 new objectives identified to be achieved in six core areas, reflective of the AODA:

- Policy & Procedure
- Customer Service
- Information & Communication
- Employment
- Transportation
- Built Environment

The Plan provides the opportunity to highlight achievements and outline the implementation framework for future priority initiatives. The Plan is developed in accordance with Town processes regarding barrier identification and removal, with content provided by staff from all departments and the Ajax Accessibility Advisory Committee.

In the past year, much progress has been made and the Town should be proud of its continued accessibility growth. The summary report of achievements provides tangible examples of ongoing accessibility considerations. Although significant measures are often difficult to capture, staff continue to qualify and quantify progress where possible. In 2017, staff will undertake a comprehensive review of the Plan. This timing will satisfy statutory obligations to undertake a

review every five years. Review will include significant public consultation and exploration of more robust evaluation measures, to ensure that the Town's accessibility priorities continue to align with the emerging needs and barrier removal in the organization and community.

FINANCIAL IMPLICATIONS:

Financial allocation for specific projects identified within the Ajax Accessibility in Action Plan will continue to be incorporated into departmental budgets. Newly-identified action items and goals are dependent on future budget approvals.

COMMUNICATION ISSUES:

Content for the Accessibility in Action Plan and Provincial Accessibility Report is developed in consultation with all organizational departments and monitored by the Committee Coordinator. The 2015 Plan Status Summary Report has been developed with review and approval from the Town of Ajax Accessibility Advisory Committee.

Once approved by Council, a copy of the 2015 Ajax Accessibility in Action Plan Status Summary Report (ATT-1) will be posted on the Town's website and circulated to the Staff Diversity & Community Engagement (DACE) Plan Implementation Committee, DACE Advisory Committee and Accessibility Advisory Committee. The Accessibility in Action Plan will undergo review in 2016/2017, which will include public consultation

Staff and the Accessibility Advisory Committee will continue to develop resource materials and review training opportunities for staff to promote accessibility awareness and assist with achieving on-going accessibility compliance.

CONCLUSION:

Accessibility remains a corporate priority, as demonstrated through the actions taken by staff over the past year. The success of the Town's provincial accessibility compliance audit is a result of the collaborative efforts of staff across the organization, who have made significant contributions to ensuring accessibility is embedded into Ajax's actions and vision. Accessibility planning is never complete, and it grows with the needs of the Ajax community. The initiatives and goals identified for the future support the Town's commitment to creating a barrier-free, inclusive community for its employees, volunteers, residents and visitors.

ATTACHMENT:

ATT-1: Town of Ajax Accessibility in Action Plan Status Summary Report 2015

Sarah Moore – Committee Coordinator

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



Plan Status Report - 2015

This document is available in alternative formats upon request by contacting: accessibility@ajax.ca or 905-619-2529 ext. 3347

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Town of Ajax Accessibility In Action Plan Status Report 2015

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INTRODUCTION

This status summary update is the fourth appendix to the Town of Ajax Accessibility in Action Plan: 2012-2017. It outlines the commitment that the Town has made towards achieving provincial accessibility compliance and creating a more accessible community through the identification, removal and prevention of barriers to persons with disabilities. In addition to providing a summary update of accomplishments over the past calendar year, this document builds on the original Town of Ajax Accessibility in Action Plan: 2012-2017 document to outline forecasted initiatives for future implementation.

Please note that items marked with * are newly identified and have not been highlighted in previous status report appendices.

Related Documents and Legislation

- [*Ontarians with Disabilities Act, 2001*](#)
- [*Accessibility for Ontarians with Disabilities Act, 2005*](#)
- [*Ontario Building Code*](#)
- [*Town of Ajax Accessibility in Action Plan, 2012-2017*](#)
- [*Town of Ajax Diversity & Community Engagement Plan*](#)

POLICY & PROCEDURE - 2015

Staff Training

In accordance with the requirements under the Accessibility for Ontarians with Disabilities Act, 2005, and Ontario Regulation 191/11, Town of Ajax staff and volunteers continue to be trained on the AODA standards and the Ontario Human Rights Code as it relates to persons with disabilities. In 2015, over 210 individuals received training.

Provincial Compliance Reporting

The Town of Ajax submits biennial compliance report to the Accessibility Directorate of Ontario. A copy of the report is made available to the public and posted online at www.ajax.ca. The most recent report was submitted in the fall of 2015.

Comprehensive Zoning By-law Review (ongoing)

Staff initiated the process of conducting a comprehensive review of the Zoning By-law, which will incorporate compliance with related accessibility standards and public consultation. The Accessibility Advisory Committee participated in the public comment period. Changes to the Zoning By-law will be updated and reflected in the Town's Site Plan Manual.

Website Content Management*

Website Content Management Policy 072 has been updated to include a more detailed Accessibility Compliance Section (6.7).

Content Management System training sessions include updated accessibility training that reviews both AODA compliance and accessible user-friendliness: proper use of headings vs. bold, links, images with no text, the purpose of image alt tags and best practices, bulleted lists, tables, graphs and descriptive link titles.

Policy Language

Language in the Ajax Community Centre Fire Plan was improved to be more inclusive: removed "provide assistance to anyone **with physical disability** and replace with "any person requiring assistance".

POLICY & PROCEDURE - FUTURE

Provincial Compliance Reporting (2016)

In early January 2016, the Town of Ajax received notice from the Accessibility Directorate of Ontario (ADO) that it had been selected to take part in File Review regarding compliance with the Accessibility for Ontarians with Disabilities Act, 2005.

Every two years, the Town is required to submit a provincial compliance report to the ADO, acknowledging compliance in specific areas of accessibility legislation. The ADO periodically conducts file review audits across all sectors to ensure compliance is in line with reporting.

This was the first File Review audit in which the Town was asked to take part. The Review focused on the following areas:

- Multi-year accessibility plan
- Staff training
- Alternative formats
- Employee workplace emergency response plans
- Provision of accommodations during the recruitment process

The Town submitted 15 documents and policies to the Province that support and demonstrate compliance. In response, the Town received extremely positive feedback from the ADO.

Staff Training (2016)

The Accessibility Advisory Committee and staff are taking part in Communication Access Canada online training to enhance customer service skills when interacting with persons who have communication disabilities.

Selected staff will be invited to take part in Mental Health First Aid training.

Seniors Services Strategy (2016)

Recreation and Culture will be embarking on a Seniors Services Strategy. Planned actions include:

- Developing a review of the Town's current pricing strategy for seniors and review best practice comparisons from other municipalities

- Developing an inventory of current Ajax programs (both Town and community delivered) for older adults, including all forms of programming such as recreational, active living, wellness, arts, cultural and leisure
- Holding key informant consultation with both seniors clubs, both PROBUS clubs, ethno-cultural groups and clubs whose membership traditionally is of an older adult nature (i.e. Ajax Creative Arts), including reviews and trending on sustainability development and fiscal stewardship
- Developing a review of occupancy rates and benchmarks in order to establish how the Town is currently delivering services to older adults, as well as surveys regarding what types and formats of programming seniors are looking for
- Developing a review of existing and emerging clubs/organizations seeking dedicated space
- Providing advice on allocation policies, partnership models and terms for future use
- Researching programming trends
- Developing a demographic trending model for Ajax in order to determine the saturation and percentage of the older adult population in the community as well as what the cultural landscape will be in future years

Service Levels & Maintenance Review (2016-2017)

Review of accessibility-related service levels, maintenance schedules and communication thereof for elements of the Town's external service provision (winter maintenance priorities, access to trails, parks, beaches and playgrounds, etc.).

Provincial Compliance Reporting (2017)

The Town of Ajax submits biennial compliance reporting to the Accessibility Directorate of Ontario and a copy of the report is made available to the public and posted online at www.ajax.ca. The next Provincial Compliance Report will be submitted by December 31, 2017.

Municipal Election Accessibility Plan (2018)

Document accessibility considerations and actions undertaken to support a fully inclusive municipal election. Focal points may include: voting place locations, communications, methodology, etc.

CUSTOMER SERVICE - 2015

Customer Service Week

Staff, in partnership with the Town of Ajax Accessibility Advisory Committee, developed enhanced accessibility customer service training in the form of the **RespectABILITY** workshop. This workshop debuted at the annual Customer Service Symposium as part of Customer Service Week and provided staff with practical hands-on resources and tips for interacting with customers of various abilities.

Training was also provided to frontline Recreation staff from the three community recreation centres.

Diversity & Inclusion Ambassadors Volunteer Program* (Ongoing)

As part of the Town's Pan Am Ajax Pan Am-Bassadors Volunteer Program during the Pan Am Games, the Diversity & Inclusion Ambassador volunteer role was identified to provide support and advocacy to residents and visitors during the Games from a Diversity & Inclusion perspective (i.e. assistance with difference languages, persons with disabilities, members of the LGBTQ community, etc.). These volunteers were positioned at all Pan Am Ajax Information Kiosks as well as Mobile Ambassadors and at all festivals and events. Give the success of the program, this volunteer role will continue to provide support as Ajax festivals and events.

Ajax Public Library

Investigate a sustainable library by engaging in leadership and advocacy for the essential role of the public library in the community:

- APL has outreached to Grandview, DREN, Windreach Farm, Kelly's Place, and CARP to promote library services, resources and programs and offered partnership opportunity. As an outcome, the library has established a relationship with CARP, Carion Fenn Foundation, Grandview and Kelly's Place to exchange resource knowledge, to work together to offer services to their clients with special needs and other inclusive services

Explore possible partnerships to offer services and programs to people of various abilities:

- "Library Room": was created at Windreach Farm to house the APL collection serving people of all abilities. At the Farm's open house, the CEO acknowledged that, "their clients love the library and for some it's the highlight of their day to visit the library."

- Inclusive toy collections have been implemented and are now available for borrowing from all branches

Expand outreach initiatives to promote the library's resources, including the DAISY collection and electronic databases:

- A list of the library's' accessible services is posted on the APL's website under the "Accessibility Services" section, which outlines all resources (including online research databases, downloadable materials, CNIB books, etc.) and programs
- The Library has fully-accessible online resources such as research databases and downloadable collections. While some offer features such as download, email or print and article, others have the option to turn on speech capability or to read/listen. Downloadable ebooks and audiobooks are great resources for those who prefer to listen or read a book in a large font size through Overdrive, Freeding and Hoopla. A collection of music and movies is also available through Freegal and Hoopla for those who have mobility restrictions to download from home.

Promote the library's accessible services and resources to the community at large:

- An annual Nation Accessibility Awareness Week Open House has been a great success in showcasing products and services available from various community organizations and offers experiential elements that highlight the nature of accessibility.

Implement the staff orientation check list of accessible services and resources:

- Staff continue to incorporate the accessible services and resources as part of the employee orientation.

Staff training:

- A few staff have attended Mental Health First Aid 11 training and Mental Health training for staff serving customers.

Accessible Programming

The Town continues to offer a variety of inclusive Recreation & Culture programming opportunities. The following new programs were added in 2015:

- Ladies only Aquafit
- Restorative Yoga
- Incorporation of chairs in Older adult fitness classes for those with mobility issues
- Grandview – Boccia Ball – a new program at Lakeside Community School to highlight the Parapan Am Games
- Sign Language – welcomed a new instructor in 2015; both spring and fall sessions ran youth and adult classes

- During May and June 2015, The Spot (youth space) hosted Youth Panamania. The celebration connected young people to the excitement of the Pan Am and Parapan Am Games through weekly showcases of sport, art and culture.
- The Inclusive Spaces program at The Spot is based on the principles of support and respect of all participants as reflected in their programming, physical surroundings and the broader environment, celebrating diversity. 2015 highlight included the Parasport Athletic Competitions, where students had the opportunity to participate in Parapan sports including wheelchair archery, sitting volleyball and table tennis.

Inclusion Support Training

Development and implementation of annual training for inclusion support staff. In 2015, as part of a partnership with the Canadian Paralympic Committee and TO2015 Parapan Am legacy project, training was delivered to Summer camp Staff on adapted sports programs. The session “Changing Minds, Changing Lives” focused on the integration of para sport into camp programs. The Summer Inclusion Director received Autism 101 training from Grandview Children’s Centre. Fifteen summer camp and inclusion staff were trained in crisis prevention and intervention through Variety Village. Inclusion staff also received training in partnership with Grandview Children’s Centre to facilitate lifts and transfers.

Community Accessibility Partnerships

Explore partnership opportunities to further development and delivery of accessible programs in Ajax. 2015 highlights include:

- Partnership with Exercise is Medicine Canada and the Cardiac Health Foundation of Canada to host a breakfast for Physicians/Healthcare providers to educate them on the benefits of exercise as medicine and familiarize them with programs offered in the community that may be of benefit to their patients.
- Cardiac Rehab partnership with Rouge Valley Health System
- Summer Camp programs participated in the Parapan Torch Relay event, learning about Parasport and the Toronto 2015 Parapan Am Games.
- Continuation of the Community Living Adult Drop-in Centre in the youth spaces
- Grandview partnership to provide seasonal programs including: martial arts, music therapy, preschool playtime and boccia. Summer camp includes four weeks of youth camp at the Ajax Community Centre and included swim and skate time.
- Town of Ajax Accessibility Advisory Committee hosted the second annual Accessibility Awareness Night in partnership with the Ajax Public Library and organizations including the Canadian Hearing Society, CNIB, Autism Ontario,

Durham Transit, Shoppers Home Health Care, Durham Mental Health, and the Abilities Centre.

- The Accessibility Advisory Committee participated in the nomination of a local recipient for the Durham Region Accessibility Award and the AODA 10th Anniversary Champion Award.
- The Accessibility Advisory Committee partnered with the Ajax Public Library and its elementary school program to host Paralympian Joel Dembe in a presentation to 4-5 graders on accessibility and the Parapan Am Games.
- Staff and the Accessibility Advisory Committee took part in the TO2015 Parapan Am Torch Relay stop at Rotary Park with an information display table.

Inclusion Support

Recreation & Culture invites people of all abilities to participate in Town programs and services. An individual is considered to have special needs if they have difficulty with physical mobility, behavioral challenges, developmental challenges, visual/hearing impairments or medical conditions which may prevent them from participating in a program/service without additional support. Every effort is made to support participants with special needs either through staff, adaptive equipment and/or the use of volunteers. In 2015, the inclusion section:

- Welcomed the introduction of a new (summer camp) Inclusion Director position and the addition of one new Town-funded inclusion support staff for the 2015 summer camp program season
- Provided 124 campers with support during seasonal summer camp programs (by 15 inclusion support staff)
- Introduced 12 enhanced staffing placements in seasonal programs (Winter, Spring, Fall inclusive)
- Introduced 5 enhanced staffing placements during March Break Camps

CUSTOMER SERVICE - FUTURE

RespectABILITY Training* (2016)

During National Access Awareness Week 2016, staff and the Accessibility Advisory Committee plan to deliver RespectABILITY customer service training to local Scouts Canada and Girl Guide Canada groups to assist with earning their disability awareness badges.

INFORMATION & COMMUNICATIONS - 2015

Town Hall Signage and Wayfinding

Installation of high-contrast signage for each department at Town Hall. This enhanced signage more clearly outlines the major functions of each department and includes colour indicator stripes to align with the electronic directory, creating enhanced wayfinding within the facility.

Ajax on the Map

Ajax on the Map is an online interactive cultural resource mapping tool that allows residents, visitors and staff to use the tool to search for various culturally related assets in Ajax. In developing the tool, staff used a broad definition of culture and therefore the tool goes beyond traditional cultural mapping and includes neighbourhood catchment areas, schools, arenas, recreation centres, parks and trails, playgrounds, other recreational opportunities, shopping areas, hotels municipal wards, etc. Upon consultation with the Accessibility Advisory Committee, it was determined that staff should develop an “Accessible Ajax” search icon in the map’s legend so that people can see all of the mapped assets that are accessible. The Accessibility Advisory Committee is currently undertaking an accessibility audit of Town facilities that will eventually also include parks and trails, in order to collect and add data about what is accessible.

Corporate Video Production*

Captioning is the process of displaying text on a television, video screen or other visual display to provide additional or interpretive information. Captioning enhances the accessibility of video. In 2015 seven professionally produced corporate videos featured captioning: IMPACT Ajax (1), Zoning Our Future (1), and Pan Am Ajax Videos (5).

Website Content Management

Web content management is the process of authoring content, be it textual, visual or aural, and posting that content to a website through a Web Content Management System. Updates to web content and design in 2015 included:

- No longer using web tables for design purposes. Tables now display created are being used to display data for one type of information. Where possible, table headings are being placed in the first cell of each row to improve accessibility
- Town websites all uses standard fonts that are available on an end user’s device
- The redesign of <http://stfranciscentre.ca/> is AODA compliant
- A new interior content template created by eSolutions is AODA compliant

- Browse Aloud has been renewed through 2017. Browse Aloud enables all of the Town's content pages to be accessible in a variety of ways including different methods of content delivery to meet accessibility needs: colour, font size, text-to-speech, record the page content and save it as an MP3 file and more

Alternative Formats and Communication Supports

At the request of Ajax residents as per the Alternative Formats and Communications Supports policy, two sign language interpreters were coordinated to provide communication supports during a meeting of Council.

INFORMATION & COMMUNICATION - FUTURE

Corporate Video Production (2016 and beyond)

All professionally-produced corporate videos will include captioning. Videos currently noted for production in 2016 include IMPACT Ajax 2016, roundabouts, trail etiquette and Defence Industries Limited 75th Anniversary.

Accessibility Newsletter* (2016)

Staff in partnership with the Accessibility Advisory Committee will explore opportunities to increase accessibility awareness and communication both internally to staff and externally to the community. Creation of a monthly Ajax Accessibility Buzz newsletter and social media messaging are identified as priorities.

Comprehensive Wayfinding Signage Strategy (2016)

Establishment of a comprehensive strategy for the design and location of information and directional signage for the Town's active transportation network.

Website Redesign (2017)

The Town's current website was launched in 2012. Best practices suggest a corporate website should be redesigned every 3-5 years to keep pace with improvements to web browsers, content management systems, updates to web technologies, programming language and accessibility requirements.

Agenda and Meeting Management Software* (2019)

The shift to an agenda meeting and management software program is expected to

automate or streamline many functions of the Council and Committee meeting management process, including meeting scheduling, report submissions, report approvals, distributions, follow-up, agenda creation and compilation, minute creation, and posting of materials to the Town's website.

EMPLOYMENT - 2015

School-to-Work Program

The School-to-Work program, a partnership of Ajax High School and Recreation & Culture, continued in 2015. This program provides training and real-life work experience to support graduating high school students with disabilities transition of graduating high school students with disabilities from school to the workforce.

Employee Accommodations

The Town of Ajax is an equal opportunity employer, committed to diversity within the workplace. As we grow, it is important that our workforce becomes more reflective of the residents we serve, to further the diversification of ideas that makes Ajax a great place to live and work. Accommodations were made to assist a Facilities staff member with a hearing impairment. A sign language interpreter for on-the-job training and ongoing in-service training was implemented. Accommodations have also been made to communications within the building, including use of a smartphone (text capability) in place of a radio for communications with Facility staff.

EMPLOYMENT - FUTURE

No new future initiatives have yet been identified.

TRANSPORTATION - 2015

Durham Region Transit Specialized Services Eligibility Appeal Panel*

The Town of Ajax continues to participate in the Durham Region Transit (DRT) Specialized Services Eligibility Appeal Panel. The Eligibility Appeal process ensures that applications are dealt with in a fair and independent manner, adhering to the process and timeframes established under the AODA. The primary responsibility of the Eligibility Appeal Process is to ensure the appropriate match of transit service delivery options with the nature of the disability, for those individuals making an appeal. In 2015, Durham Region Transit received 90 eligibility appeals and a total of 11 Panel hearings were held.

Trail Etiquette Signage*

The Trail Etiquette Signage pilot project is a project that helps users of the Waterfront trail to use the trail in a manner that is safe and respectful of all trail users' abilities, ages and mode type. The signs help users understand how to navigate the trail in an appropriate way for passing, controlling speed and controlling dog leash lengths. Ten signs have been placed along the Waterfront Trail. The signs are accompanied by an online survey asking residents to give their feedback on the signs and trail etiquette tips. A trail etiquette video will also be produced to accompany the website and physical signs. Feedback from the public will continue to be monitored and trail etiquette will be incorporated into the forthcoming comprehensive wayfinding strategy to commence in 2016.

TRANSPORTATION - FUTURE

Roundabout Education Campaign* (2016)

The roundabout education campaign is aimed at helping all users of Ajax's transportation system safely and courteously navigate Ajax's roundabouts. The educational video will be accompanied by a webpage. Both community outreach tools will be aimed at informing pedestrians, cyclists and motorists how to use the roundabouts.

Fishlock Street Bicycle Facility* (2016)

Design and Implementation of on-road bicycle infrastructure along Fishlock Street that would connect cyclists from the existing bicycle facility on Old Harwood Avenue to Mother Theresa Catholic School. The project will enhance accessibility for students and pedestrians by relocating the crosswalks to align with the entrance to Mother Theresa Catholic School.

Lake Driveway Pedestrian Crossings* (2020)

Lake Driveway Improvements – Design for physical improvements to Lake Driveway between Westney Road and McClarnan Court to improve and formalize key pedestrian crossing locations, while reducing traffic speeds and improving aesthetics by enhancing the road surface while improving accessibility and usability by all modes of travel.

BUILT ENVIRONMENT - 2015

Renovations Maintenance and Retrofits

- Replacement/installation of water fountains at community recreation centres and Town Hall with accessible units
- Ajax Community Centre - HMS Room Kitchen: counters were lowered to a more accessible height.
- Accessible Automated Power Door Operators installed at Town Hall (Council Chambers washroom, River Plate Room, Mayor's Office), Village Arena, Rotary Park Washroom and Audley Ball Park washroom.
- Audley Recreation Centre – Future Phases Design

Parks and Trails

- Audley Recreation Center: a new accessible playground component was added. The component includes an accessible zip line for children of all ages.
- Carruthers Trail, Rossland Road to Taunton Road: the final design for the new multi-use trail was completed. The asphalt trail will be fully accessible with low gradients and signage. Construction began in September 2015.
- Gillett Neighbourhood Park: The final design for a new neighbourhood park was completed inclusive of a public meeting. The park will include accessible asphalt trails and walkways, accessible parking spaces, senior and junior playgrounds with accessible surfaces and components, gazebo, and basketball court. Construction began in August 2015.

Facility Audits (ongoing)

The Town of Ajax Accessibility Advisory Committee continues to conduct physical audits of Town facilities to review Ontario Building Code and Design of Public Spaces Standards compliance and identify wish list items for improvement. The project is divided into three phases:

- Phase 1: Main Town facilities (Town Hall, Community Centres, Library Branches)
- Phase 2: Pavilions, satellite facilities & outdoor pool
- Phase 3: Parks and Trails

BUILT ENVIRONMENT - FUTURE

Renovations, Maintenance and Retrofits

2016:

- Town Hall - HR Renovation: installation of an accessible reception desk that is visible and accessible from the second level corridor; security improvements including access control and a security shutter at the reception desk; electrical and mechanical alterations to accommodate the reconfiguration; and interior wall ceiling and floor finishes.
- Kinsmen Heritage Centre – accessible ramp
- Doric Pickering Masonic Lodge – Restoration
- Resurfacing of waterfront parking lots (Bartlett Drive, Love Crescent and Veterans Point)
- Main Branch Library Renovations
- McLean Community Centre
 - Parking lot reconstruction and lighting upgrades
- Pedestrian bridge repairs

2017:

- Kinsmen Heritage Centre Renovation
- Sundial Pavilion – Space Planning Design
- Ajax Community Centre
 - Pool Locker Replacement
 - Area 4 Main Entrance Door Replacement
- Hermitage Park – Parking lot resurfacing
- Pedestrian bridge repairs

2018:

- Ajax Community Centre
 - Main Entrance Redesign
 - South parking lot resurfacing & expansion
- Memorial Park Redevelopment Study
- Main Branch Library Door Replacement
- Lakeside Community Centre – Parking lot resurfacing
- St. Andrew's Centre – Parking lot resurfacing
- Pedestrian bridge repairs

2019:

- Ajax Community Centre
 - Pad 1 & 2 Maintenance
 - North parking lot resurfacing
- Greenwood Discovery Pavilion driveway resurfacing
- Fire Station #2 – Parking lot resurfacing

2020:

- Rotary Park Pavilion – Feasibility Study
- Kinsmen Heritage Centre – Parking lot resurfacing
- Town Hall – Parking lot resurfacing
- Pedestrian bridge repairs

Parks and Trails

2016:

- Luvian Parkette: the parkette will be constructed in the summer and will include accessible asphalt walkways, seating areas, lighting, a junior playground complete with accessible surface and playground components.
- Beechridge Parkette: the parkette will be constructed in the summer of 2016 and will include accessible asphalt walkways, seating areas, lighting, a junior playground complete with accessible surface and playground components. There will also be a connection to the existing accessible multi-use asphalt paved Beechridge Trail.
- Lakeside Park Retrofit: the existing park will be retrofitted to include a new playground complete with accessible surface and playground components and new seating. Construction will begin in July 2016.
- McLean Community Centre, Miller's Park Retrofit: the existing playground will be retrofitted to include a metal fence surrounding the play area. The decorative fence will be gated and will provide a safe place to play for all users. Construction will begin in May 2016.
- Carruthers Trail
 - Rossland Road to Taunton Road: Construction to be completed in summer of 2016
 - Chambers Drive to Beck Crescent construction
 - Kingston Road East to Alexander's Crossing construction
- Gillet Neighbourhood Park: Construction to be completed in summer 2016.
- Horne Parkette splash pad design (construction 2017)
- Pat Bayly Square Civic Space construction

2017:

- Porte Road Trail design (construction 2018)
- Duffins Trail 401/CNR Church Street overpass design and construction
- St. Andrews Park – Parkette design and construction
- A9 Cougs Central Park design (construction 2018)

2018:

- Boddy Parkette – Audley Road South design and construction

- Sundial Audley/Rossland Neighbourhood Park design (construction 2019)

2019:

- Beach Volley Ball Court at Paradise Park design and construction
- Meadows North Neighbourhood Park design (construction 2020)
- Duffins North Trail design (construction 2020)
- A9 East Neighbourhood Park design (construction 2020)
- Sundial Valley Parkettes design and construction
- Carruthers Trail –
 - Shoal Point Road to Mayor Crescent design (construction 2020)
 - Bayly Street to Achilles Road design (construction 2020)

2020:

- Daste North Parkette (design and construction)
- Magnum Opus Community Park design
- Carruthers Trail – Greenhalf Drive to Marjoram Drive design

FEEDBACK & CONTACTS

Members of the public are encouraged to make comments on the Town of Ajax Multi-Year Accessibility Plan and/or pass along suggestions for accessible improvements or concerns. There are a number of ways that residents can contact the Town to share accessibility-related comments:

Sarah Moore, Committee (& Accessibility Coordinator)

Email: sarah.moore@ajax.ca or accessibility@ajax.ca

Telephone: 905-619-2529 extension 3347

TextNet: 1-866-460-4489

Fax: 905-683-1061

Mail: Accessibility – 65 Harwood Avenue South, Ajax ON, L1S 2H9

Hardcopy Customer Feedback Forms are also available at all Town facilities.

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Rob Ford, CPA, CMA, AMCT, Chief Administrative Officer
Dave Meredith, Director of Operations & Environmental Services
Tracey Vaughan-Barrett, Director of Recreation and Culture
David Sheen, Fire Chief
Donna Bright, Chief Librarian and Executive Officer

SUBJECT: **Future Town Facilities/Buildings**

WARD(S): All

DATE OF MEETING: April 11, 2016

REFERENCE: Recreation, Parks & Culture Master Plan
Fire & Emergency Services Master Plan
Library Master Plan (2011)
April 11, 2016 GGC Report – ARC Future Phases

RECOMMENDATION:

That report on Future Town Facilities/Buildings be received for information.

BACKGROUND:

In conjunction with the report on future phases of the Audley Recreation Centre, Council requested a separate report on the facilities/buildings that the Town anticipates constructing or acquiring in the future. The information required to develop this future outlook comes from a variety of sources including existing master plans, current Capital Budget/Long Range Capital Forecast (LRCF), estimates of future growth both in terms of location and type, as well as staff's professional expertise. It's important to note that this analysis is based on today's information/knowledge and is subject to change based on subsequent events.

The parameters of the review can be summarized as follows:

- a) Specific to buildings/facilities only; i.e. excludes sports fields, open spaces, parks, etc.
- b) Includes major repurposing and expansion of existing buildings/facilities
- c) Excludes lifecycle maintenance, refurbishment and rehabilitation expenditures

DISCUSSION:**ARC Future Phases**

The details on the estimated timing and scope of the future phases are summarized below, with full details provided in the April 11, 2016 GGC Report titled ARC Future Phases.

| <i>Phase</i> | <i>Estimated Timing</i> | <i>Scope</i> |
|--------------|-------------------------|---|
| 2 | 2017/2019 | Library, Active Living Studio, Community Rooms, Parking Lot Expansion, Splash Pad Expansion, Off-Leash Dog Area |
| 3 | TBD | Twin Ice Pads, Indoor Walking Track, Parking Lot Expansion, Outdoor Skate Track, Outdoor Special Events Area |

Recreation & Culture***a) Sundial Sales Pavilion***

- Town will take ownership of the building in 2018
- Two story 4,800 sq. ft. building consisting of main floor and basement
- Potential use is for a multi-purpose building, focused on Recreation & Culture programming and neighbourhood uses
- Challenges for future use include that there is no elevator, very limited parking (10 existing spots) and the proximity to the Audley Recreation Centre
- Scope and need for the Space Planning Design, currently forecasted to be completed in 2017 at a cost of \$75,000, will be reviewed prior to the 2017 Capital Budget submission

b) Rotary Park Pavilion – Repurposing

- With increased inventory of rentable room space, no longer required as a dedicated permitable facility for public or Town uses
- Current permitted uses contribute to the existing waterfront parking and related problems
- Potential repurposed uses include expanded washroom facilities, tourism/information kiosk, concession/café and Town storage (equipment for programs and waterfront events)
- Feasibility Study at a cost of \$35,000 is in the current LRCF for completion in 2020; timing of study to be advanced in next year's Capital Budget/LRCF

c) Seniors' Facilities

- Seniors' Services Strategy to be undertaken this year will provide recommendations in a number of key areas, including facilities primarily for use by seniors

d) Village Complex – Repurposing

- Contingent on the closure of the Village Arena, which will occur when the new ice pads are constructed at ARC
- Redevelopment Study for \$80,000 is in the current LRCF for completion in 2018
- Study will include the feasibility of developing a future Museum/History/Heritage Centre

Fire & Emergency Services

- Existing three stations are sufficient in terms of both size and location
- Outdoor heated storage facility to be constructed at Fire Headquarters in 2020

Library

The 2011 Master Plan identifies a space deficit of 22,500-25,000 sq. ft. The new 15,000 sq. ft. ARC branch reduces the deficit to 7,500-10,000 sq. ft.

a) McLean CC Branch

- ARC branch will need to be operational for approximately 18-24 months, before determining if an expansion of McLean is needed
- Expansion would be into the adjacent meeting room

b) Village Branch

- Will definitely need to be addressed when the Village Complex is repurposed
- Opening of new ARC branch will likely accelerate a review and decision on this branch

c) Potential Storefront Location

- Master Plan recommends monitoring growth in southeast quadrant of the Town to determine if a small storefront (pickup/drop off) location is required
- Decision will also be impacted by ARC, McLean Expansion and future of Village Branch

Operations & Environmental Services***a) Operations Centre***

- Additional heated equipment storage will be required in approximately 10 years

b) Monarch Ave. Sportsfield Storage

- Unheated building on Town owned lands for sports field maintenance equipment
- Cost and timing will be included in future Capital Budget/LRCF

c) Mill Street Building (Former Firehall)

- No identified long term use by Town; currently being used for storage by Operations & Environmental Services
- Property to be sold

FINANCIAL IMPLICATIONS:

None

CONCLUSION:

Based on today's knowledge, this report provides Council with a high level overview of future facilities and building to be constructed, acquired, expanded or repurposed by the Town.

Rob Ford, CPA, CMA, AMCT
Chief Administrative Officer

Dave Meredith
Director of Operations & Env. Services

Tracey Vaughan-Barrett
Director of Recreation & Culture

David Sheen
Fire Chief

Donna Bright
Chief Librarian

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Dave Meredith,
Director - Operations and Environmental Services

PREPARED BY: Catherine Bridgeman
Manager – Infrastructure and Asset Management

SUBJECT: **Contract Award ~ Detailed Design Services Audley Recreation
Centre Phase Two**

WARD(S): 2

DATE OF MEETING: April 11, 2016

REFERENCE: Capital Account No. 967911 ~ Audley Recreation Centre Future Phases

RECOMMENDATION:

1. That Council approve the recommended Future Phases for the Audley Recreation Centre.
2. That Council award the contract for Detailed Design Services for Phase Two of the Audley Recreation Centre, to MacLennan Jaunkalns Miller Architects (“MJMA”) in the amount of \$1,538,263.00 (inclusive of all taxes).

BACKGROUND:

In April 2008, Council approved the Recreation, Parks and Culture Master Plan which identified the need for a new indoor multi-use community recreational facility to be developed in the northeast section of Ajax. The need for this new facility was in response to recent growth in the area and to address the need for additional recreation infrastructure in terms of active and passive activities, as well as indoor and outdoor facilities in Ajax.

In May of 2009 the Town retained MacLennan Jaunkalns Miller Architects (“MJMA”) to develop the overall design and layout for the new multi-use community centre and park.

On April 26, 2011 Council awarded the contract for the construction of the first phase of the new Audley Recreation Centre to Giffels Constructors Inc.

In 2011 the Library Master Plan identified the need for a new library branch at the Audley Recreation Centre and that the new branch should be between 12,000 and 20,000 square feet. The Master Plan identified that Libraries are increasingly being integrated with multi-use community facilities to improve operating efficiencies, provide added convenience to residents

and allow for the sharing of common areas, storage space, programming rooms, and facility management services.

On June 8th 2013 the Audley Recreation Centre (“ARC”) opened to the public with the following amenities;

- ☐ A six lane lap pool, a leisure pool and associated change rooms;
- ☐ A gymnasium;
- ☐ Two Multi-purpose rooms;
- ☐ A youth room;
- ☐ A pre-school room; and
- ☐ Administration areas.

In conjunction with construction of phase one of the Audley Recreation Centre, the outdoor park amenities included:

- ☐ A new skateboard park;
- ☐ Accessible playground;
- ☐ A splash pad;
- ☐ Multi-purpose courts;
- ☐ Multi-use trails;
- ☐ Passive green space, which is located to the south and to the east of the new building.

On November 5, 2015 Council awarded the contract for the consulting services to MacLennan Jaunkalns Miller Architects (“MJMA”) to develop the conceptual designs for the future phases of the Audley Recreation Centre and park.

DISCUSSION:

Over the past four months a project team consisting of representatives from Recreation & Culture, Library Services and Operations and Environmental Services have met with the consultants to develop the conceptual designs for Phase Two and the overall Master Plan.

The Town is committed to the further development of the ARC (Audley Recreation Centre) to meet the community needs. Phase Two will build upon the design principles of phase one and will be a highly functioning site designed for the enjoyment of the residents of Ajax. The Town is also committed to the development of sustainable buildings and incorporating features that will improve the quality of the spaces for the occupants, while minimizing the impact on the environment and reduce operating costs.

The recommended Phasing Strategy considers the existing site challenges and the ability of the contractor to construct the facility in a logical safe manner that recognizes the existing community center program requirements and the signification earth works and layout space required to transition the existing site into new community space. In addition the phasing strategy represents an approach that is affordable and ensures funding for each phase aligns within the principles of the financial sustainability plan.

The proposed amenities to be considered for the Phase Two Design will include the following:

- ☐ Branch Library (15,000 sq ft)
- ☐ Active Living Area (5000 sq ft)
- ☐ Change Rooms (shell and services provided in existing ARC)
- ☐ Community Rooms (capacity approx. 500 persons)

- ☐ New Maintenance Building and service access to Taunton Road
- ☐ Lobby connection to all new program areas and planning for Phase 3 program;
- ☐ Parking lot expansion
- ☐ Site landscape elements: expansion of existing splash pad, additional shade shelters.
- ☐ Dog leash free area
- ☐ Park expansion

Branch Library

Modern Library facilities are being designed to offer large, comfortable reading and working areas, private and collaborative study rooms, homework centres, and an ample supply of internet workstations, wiring for personal computer use and/or wireless internet access. In addition, libraries are moving towards flexible, multi-use library space with modular fixtures and ergonomic furniture, wide and uncluttered aisle ways with lower shelving, and a more “open” interior to accommodate changing technologies. As a result, the demand for library space is on the rise.

The proposed Branch Library has been designed as a one story 15,000 sq ft facility with the following proposed design considerations:

- ☐ Raised floor to support the technology infrastructure that has been envisioned;
- ☐ Flexibility for programming and provide for a children’s area study zone and workshop areas;
- ☐ Self-serve options for users, (RFID and self-serve check out stations). RFID, Radio Frequency Identification, and self-serve circulation are two distinct technology implementations popular with many public libraries, which are typically implemented concurrently;
- ☐ Natural light and warm finishes to support the overall design.

Active Living Area

The new active living studio is proposed to be located to the south of the existing ARC, directly connected to the change room corridor and adjacent to the newly fitted out change rooms. This space has been designed as a unique leading edge, multi-functional space that accommodates concurrent programs, supervised and non-supervised; to accommodate all age levels and abilities. Some of the proposed programming for this facility includes the following;

- ☐ Dance (zumba party);
- ☐ Family based exercise;
- ☐ Relaxation (yoga meditation);
- ☐ Cycling;
- ☐ Sports conditioning;
- ☐ Seniors balance / strength classes;
- ☐ Virtual classes.

Community Rooms

The proposed community rooms have been located on the eastern end of the existing ARC and will feature its own entrance off the expanded parking lot. The community room(s) will be connected to the Library for interior access until Phase Three is constructed. The community rooms have been designed to support the following amenities;

- ☐ Community rooms designed to support 250 /125 /125 persons each separated by an overhead partition;
- ☐ Warming kitchen;
- ☐ Coat storage;
- ☐ Audio visual;
- ☐ Washrooms.

Maintenance Yard & Road Access

The existing maintenance building and outdoor storage is required to be re-located prior to the commencement of Phase Two.

The new park maintenance yard and building is being proposed for the north east corner of the Audley Ballpark. This location will bring the facility closer to the fields it supports, while minimizing the overlap of public trails and access to the rest of the site. A new service access off Taunton Road will be required. The facility has been designed to support the following proposed amenities;

- ☐ Storage for clays, and soils for natural turf fields;
- ☐ Work bench and tool storage;
- ☐ Wash up area for cleaning equipment;
- ☐ Storage for equipment.

Additional Parking & Taunton Road Access

The Town of Ajax retained a consultant to undertake an access and parking review for the proposed expansion to the Audley Recreation Centre and proposed access to Taunton Road to accommodate a new maintenance shed. The report concluded that the proposed access to Taunton Road for the new maintenance shed compound will function with minimal disruption to traffic on Taunton Road. The Region of Durham staff have reviewed and endorsed the concept to move forward. Phase Two anticipates the installation of 243 additional parking spaces to accommodate the newly constructed amenities.

A future parking lot expansion is anticipated as part of the third phase, incorporating twin ice pads, with access to the future ice pads from the expanded parking lot.

Park Development

The existing park elements at the Audley Recreation Centre have become a destination location for Ajax residents. Building upon the success of the existing park elements staff are proposing the following amenities;

- ☐ Expansion of parkland (includes park furniture);
- ☐ Expansion of the existing splash pad;
- ☐ Additional shade structures around the existing playground and within the park space;
- ☐ Installation of an Off Leash Dog Park

There are currently no plans to facilitate the construction of any programmed sportsfield within the park associated with ARC. Consideration has been given to the need for a new competition cricket pitch, however there is currently no demand for such a facility. Capacity currently exists at the cricket pitch located in close proximity to the Ajax Community Centre. Staff agree that there may be a need for a recreational cricket pitch in the future, which can be accommodated through the re-purposing of an existing ball diamond in the northern part of the community.

Site Development

As part of the Phase One of ARC, a preloading of soils was required to consolidate the existing soils required for the Phase Two construction. The Phase Two project will require the removal and relocation of the preloaded soils to proceed with the construction of the Library and Community Rooms. Much of the pre-load will be transferred to the depressed area east of the existing parking lot, which will allow for the expansion of the existing parking lot.

Additional Consulting Services

During the detailed design and site plan approval process, it is anticipated that the Town will be required to retain additional consulting services to satisfy the requirements of CLOCA and the Region of Durham;

- ☐ Geotechnical Consulting
- ☐ Topographical & Public Utilities
- ☐ Civil Engineering, Storm Pond Review & Intersection Design
- ☐ Ecologist
- ☐ LEED Modeling and Certification
- ☐ AV & Security
- ☐ Signage

LEED Certification

Phase Two of ARC will be designed to achieve LEED Gold Certification to align with the designation of Phase One and in keeping with the standard that the facility should minimize its impact on the environment while serving as an example of sustainable construction. Staff are currently reviewing the 'green' initiatives for the design of the facility. Sustainable solutions will focus on:

- ☐ Water Conservation;
- ☐ Energy Conservation ;
- ☐ Waste Management and use of recycled content;
- ☐ Enhanced Indoor Air Quality;
- ☐ Education and Awareness.

Construction Staging and Timing

| Stage of Construction | Timeframe | Activities |
|-----------------------|----------------------------|---|
| 1 | June 2016 – November 2016 | Site Plan Approval and Building Permit approval process |
| 2 | April 2017 – November 2017 | Remove/Reuse existing stock pile of soil to accommodate new Maintenance Building and Yard at the North East Corner of the site. |

| | | |
|---|------------------------|---|
| | | <p>Construct new Maintenance Building, Yard and access off Taunton Road and extend services.</p> <p>Demolish existing maintenance building and re-locate existing materials and equipment to new location.</p> <p>Transfer suitable soil from pre-load to establish the sub-grade for the expanded parking lot.</p> |
| 3 | April 2018 – June 2019 | <p>Commence construction of ARC – Phase II, including the following:</p> <p>Library Branch Active Living Area Community Room (s) Parking Lot Expansion Splash pad Expansion Establish Off-Leash Area for dogs Expand existing park</p> |

Phase Three

As part of Phase Three a Twin Pad arena has been conceptually designed to be located south of the library and community rooms. Its location will define the exterior courtyard spaces for the library and community rooms and will delineate a protected area around the existing accessible playground. An entrance off the new eastern parking lot will provide arena users convenient access to the facility. The new lobby and corridor will connect the arena to the rest of the facility and provide warm arena viewing and an indoor skate change area for the new skate trail to the south that is proposed. Phase Three uses may include:

- ☐ Twin Pad Arena (with lobby connections)
- ☐ Site work includes the following;
 - Parking lot expansion
 - Skate track
 - Area for outdoor events
 - Generator

The timing and proposed uses to be accommodated within Phase Three will be reviewed upon the completion of Phase Two. Based on future cash flows, the timing will ultimately be based on the Town's ability to fund Phase Three, understanding the long term operating budget implications.

Next Steps

Upon approval by Council, the project team anticipates the submission of detailed drawings for Site Plan approval in June 2016 with the review taking approximately 20 weeks (including building permit) with an approval scheduled for November 2016.

It is proposed that the initial public meeting will take place in July 2016 at the Audley Recreation Centre to provide residents an opportunity to review and comment on the preliminary site plan submission.

FINANCIAL IMPLICATIONS:

Capital Account No. 967911-4108 ~ Audley Recreation Centre Future Phases

| | | |
|--------------------------------|-------------------|--------------------|
| Approved Capital Budget | | \$2,565,700 |
| Previous Awards/Expenditures | | |
| Consulting Fees MJMA PO 102572 | <u>\$ 79,810</u> | |
| Available Budget | | \$2,485,890 |
| Current Award | | |
| Contract (net of HST rebate) | \$1,385,254 | |
| Contingency (15%) | <u>\$ 207,800</u> | <u>\$1,593,054</u> |
| Available Budget | | <u>\$ 892,836</u> |

The Available Budget will be used to award the additional consulting requirements during the detailed design process.

The Capital Detail Sheet is attached for information.

Estimated Capital Costs for Audley Recreation Centre, Phase Two

| Description | Phase Two |
|--|---------------------|
| Building – Recreation Facilities | \$9,500,000 |
| Building – Library | 6,200,000 |
| Park Maintenance Building and Yard | 960,000 |
| Site Work | 6,400,000 |
| Park Features | 180,000 |
| Furniture, Fixtures, Equipment | 1,373,000 |
| Consulting and Contract Administration | 2,700,000 |
| Total | \$27,313,000 |

Phase Two of ARC will be included in the 2017 Capital Budget/2018 to 2021 Long Range Capital Budget. The ability to fund Phase Two assumes the continued operation of Ajax Downs under the current revenue agreement and issuance of debenture of approximately \$5,000,000, or 20% of construction costs.

Estimated Annual Operating Costs for Phase Two – based on 2016 dollars

ARC Phase Two and Three will require significant additional full and part time staff resources. As a result, there will be limited budget capacity available to fund new staff positions in other departments in the affected budget years.

Strategies to manage the operating budget impact associated with the opening the new facility will be included in the upcoming report to Council on future annual tax rate increase.

| Description | Staffing | Net Operating Costs | Total |
|--|-----------|---------------------|--------------------|
| Recreation | \$327,500 | \$170,600 | \$498,100 |
| Library | \$553,200 | \$495,200 | \$1,048,400 |
| Debenture | | | 452,800 |
| Total Annual Operating Costs | | | \$1,999,300 |
| Tax Rate Increase (based on 2016 tax rates) | | | 3.47% |

Estimated Capital Costs for Audley Recreation Centre, Phase Three

| Description | Phase Three |
|--|---------------------|
| Building – Twin Pad Arena | \$23,650,000 |
| Site Work | 1,450,000 |
| Park Features | 830,000 |
| Furniture, Fixtures, Equipment | 1,590,000 |
| Consulting and Contract Administration | 3,200,000 |
| Total | \$30,720,000 |

Based on the December 31, 2020 projected reserve balances, together with an issuance of maximum debt of \$8.9 million, Phase Three of ARC has a funding shortfall of approximately \$5.1 million dollars. Changes in future reserve revenues from the upcoming 2018 Development Charge Study and other sources will be monitored and reviewed to enable funding and inclusion of Phase Three in future capital budgets.

Additionally, the opening of Phase Three will result in a net operating budget impact that will need to be quantified and administered.

COMMUNICATION ISSUES:

The Town of Ajax Project Team will be facilitating public information meetings through the design process to ensure the new amenities are developed in collaboration with the surrounding community. These public consultations will be led by Town staff.

- Initial public meeting will provide residents with an opportunity to comment on a preliminary design in July 2016.
- Installation of project information boards onsite at the Audley Recreation Centre to direct residents to the Town's website where the schematic designs will be posted for review and feedback.

CONCLUSION:

It is the recommendation of staff that contract for the Detailed Design Services for the Phase Two of the Audley Recreation Centre to MacLennan Jaunkalns Miller Architects ("MJMA") be awarded.

That Council approve the recommended Future Phases for the Audley Recreation Centre.

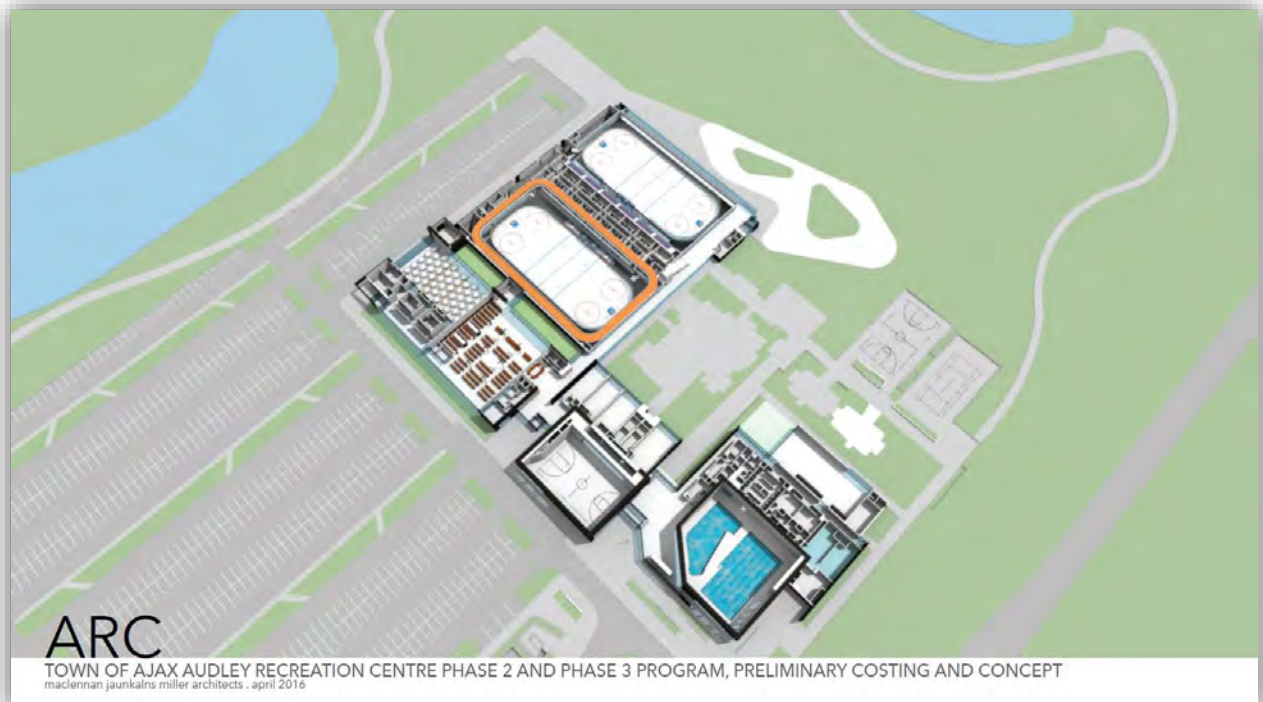
ATTACHMENTS:

ATT-1: Appendix A – Master Site Plan

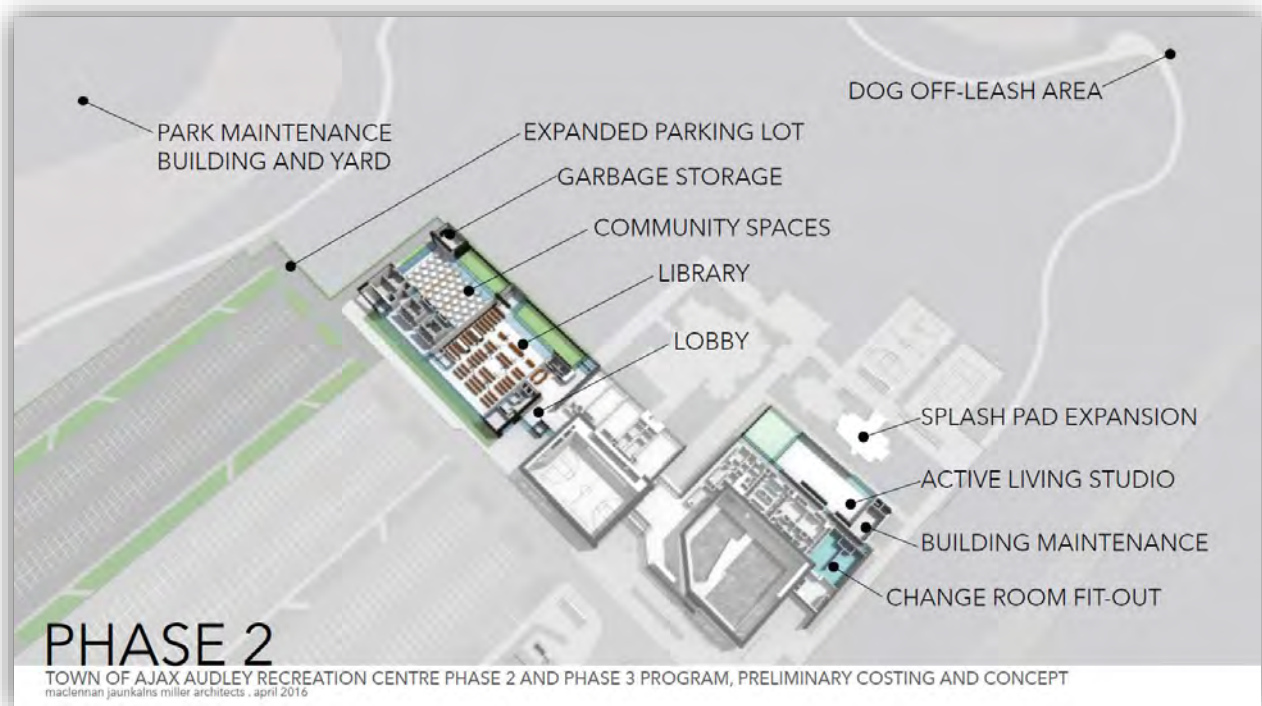
ATT-2: Appendix B – Phase 2 Site Plan

ATT-3: Appendix C – Maintenance Building/Yard and Proposed Access Road

ATT-4: Capital Detail Sheet



Appendix A



Appendix B



Appendix C

Catherine Bridgeman
Manager, Infrastructure and Asset Management

Dave Meredith
Director, Operations and Environmental Services

TOWN OF AJAX
2016 CAPITAL BUDGET / 2017-2020 LONG RANGE CAPITAL FORECAST
DETAIL SHEET

| | |
|-----------------------|---|
| Department | Operations & Environmental Services |
| Section | Infrastructure |
| Project Name | ARC - Future Phases Design |
| Submitted By | Catherine Bridgeman, Manager of Infrastructure & Capital Projects |
| Start Year | 2016 |
| Project Number | 0967911 |

PROJECT DESCRIPTION / JUSTIFICATION

Staff are recommending that the Lead Architectural Design Consultant be retained in 2015 to being the detailed design for future phases. The scope of the work to be captured includes the following;

- Branch Library
- Lobby
- Parking Lot Expansion
- Dog Leash Free Area
- Twin Pad Arenas
- Active Living Areas
- Indoor Walking Track
- Outdoor Skate Trail
- Maintenance area to support building and sportsfields

EXPENDITURES / FUNDING

| | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|--------------------------------|------------------|------|------|------|------|------------------|
| Total Expenditures | 2,000,000 | | | | | 2,000,000 |
| Federal Gas Tax Reserve Fund | 150,000 | | | | | 150,000 |
| Development Charges - 2013 | 874,900 | | | | | 874,900 |
| Debt Reduction Reserve (Slots) | 975,100 | | | | | 975,100 |
| Total Funding | 2,000,000 | | | | | 2,000,000 |

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Dave Meredith
Director of Operations and Environmental Services

PREPARED BY: Dave Meredith
Director of Operations and Environmental Services

Derek Hannan
Manager, By-Law Services

Hubert Ng
Senior Transportation Planner

SUBJECT: **2016 Waterfront Management and By-Law Enforcement Strategy**

WARD(S): 3 & 4

DATE OF MEETING: April 11, 2016

REFERENCE: April 11, 2016 GGC Report - Parks By-Law and Open Air Burning By-Law

RECOMMENDATION:

That Council endorse the 2016 Waterfront Management and By-Law Enforcement Strategy.

BACKGROUND:

The Town of Ajax has one of the largest stretches of uninterrupted, publicly owned waterfronts on the north shore of Lake Ontario. The tremendous environmental and recreational opportunities along the Ajax Waterfront, and the interconnected creek valleys, have been highly valued by Town Councils and local residents for decades.

Since Council's approval of the Waterfront Management Plan, a number of investments have been made by Ajax Council, to enhance the recreational opportunities along the Ajax waterfront.

With the development of the Duffins Creek pedestrian bridge, allowing for the completion of the waterfront trail, a number of additional improvements have taken place in the vicinity of Rotary Park, including the construction of the Rotary pavilion, washrooms/concession, community space, accessible playground, splash pad, picnic areas, canoe/kayak launch area.

Along with these capital improvements, the Town has seen an increasing rise in the volume of residents, and non-residents, visiting the Ajax waterfront, along with an increase in the volume of special events hosted in the vicinity of Rotary Park (Town event, walk-a-thons, private permits).

With the increase in the number of visitors along the waterfront in recent years, a range of issues have evolved which require the attention of the Town. It is the Town's intent to allow visitors the opportunity to continue their enjoyment of the waterfront, while at the same time respecting the local residents within the surrounding neighbourhood, and recognizing the limitations that the existing infrastructure provides.

In recent years, the principle issues that have developed include the following:

- On-street parking in the surrounding neighbourhood
- Non-permitted gatherings of large groups of people
- Increase in the number of special events and permits
- Management and oversight of Rotary Park
- Waste management and litter
- Conflicts with permit holders
- Damaged infrastructure

This report is intended to present management and enforcement strategies to respond to the above-noted issues and ensure the experience of those residents living around, and visiting, the Ajax waterfront can be enhanced.

DISCUSSION:

In response to the many issues identified by staff, residents and Council, the following is a summary of a multi-faceted approach to respond and manage activities along the waterfront:

- i) Update the Town's Parks By-law
- ii) Identification and Enforcement of On-Street Parking Restrictions
- iii) Management and Oversight of Rotary Park
- iv) Waterfront Transportation Demand Management

Update the Town's Parks By-law

A number of discussions have taken place regarding issues that routinely present themselves along the waterfront. A number of amendments to the Town's Parks By-law are being proposed, which will provide staff the ability to manage the waterfront in a more effective manner. While amendments are Town-wide and pertain to all municipal parkland, a few key amendments that will enhance residents experience along the waterfront include:

- Amended section 4.1 (b) to include drones, rockets or any similar device as this issue has become a concern to staff over the past two summers.
- Added 4.1 (j) to create an offence for consuming, serving, or selling alcoholic beverages in a park.
- Added Section 4.1 (r) to prohibit the parking of a vehicle other than in a designated parking spot. This allows staff the ability to issue Part I tickets for any vehicle found driving or parking on a path or grass area.

- Changed the wording in Section 9 - Rental Permits and Parks Special Events Permits to make it an Offence for using the parkland without obtaining a permit.
- Added provisions to make it an offence for operating any type of business in a parkland. This issue is becoming a large concern for staff as private businesses are operating on Town lands, such as, independent fitness classes, yoga classes, dog training, dog behaviourists, general solicitation, etc. Currently, the Town is assuming all liability for these groups that are operating on Town lands.
- Added an exemption section that excludes all Town events from the provisions in the By-law.
- No charcoal Bar-B-Q's will be permitted on parkland. BBQ's are prohibited in all parklands unless a Rental Permit or a Park Special Event Permit has been issued and includes provisions for a BBQ (propane fuelled only).
- A permitted BBQ is only allowed to use propane to a maximum tank size of 9kg (20 lbs)

Furthermore, it has become a frequent occurrence to find large groups assembling along the waterfront in recent years. The Town's existing Parks By-law does not allow individuals to encroach onto or make exclusive use of any portion of a park unless a Rental Permit has been issued for such exclusive use.

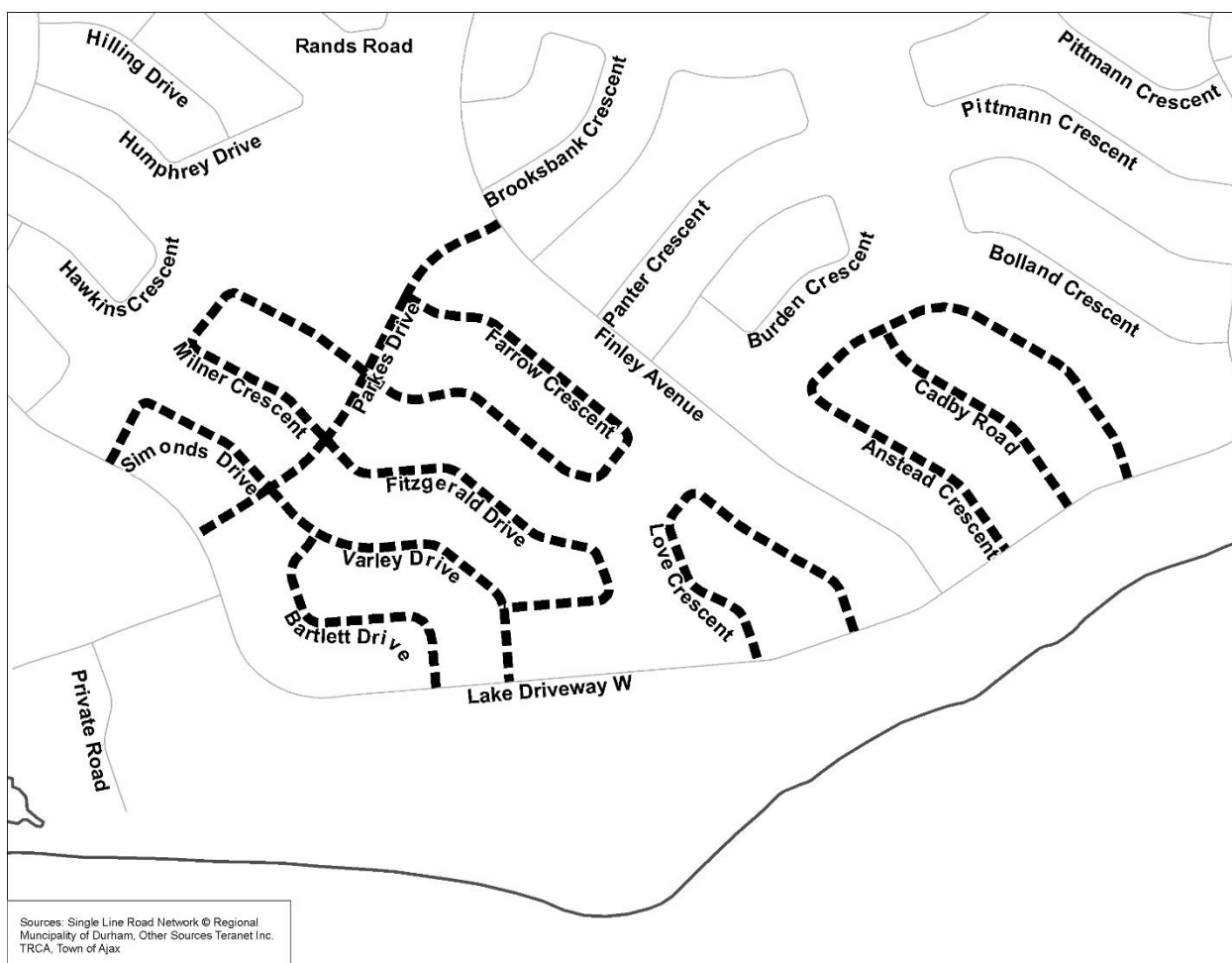
In addition, any groups that organize, arrange, or participate in a public gathering, meeting, or a picnic of more than fifteen (15) persons is not allowed.

Staff will be pro-actively patrolling and managing the waterfront in alignment with these By-law provisions, to ensure large groups are not unlawfully making exclusive use of lands along the waterfront.

Identification and Enforcement of On-Street Parking Restrictions

In 2004, at the request of Council, staff presented a report to improve efficiencies in managing waterfront events with respect to parking. This report identified the need to place certain parking restrictions on specific streets surrounding Rotary Park during a two week window from the middle of June to the beginning of July. This time frame incorporated both Homeweeek and Canada Day Events. Temporary "No Parking" signs were installed on one side of Parkes Drive, Barlett Drive, Varley Drive, Farrow Crescent, Fitzgerald Drive and Love Crescent. These temporary signs prohibited parking 24 hours a day, 7 days week, however enforcement only took place during events at Rotary Park.

During the last decade, as the use of Rotary Park, and the entire waterfront, has grown in both size and frequency, so have the temporary no parking restrictions. What used to be a two week duration for the signs, has now be expanded to a 3 month window. What use to be only six (6) surrounding streets has now expanded to include Simonds Drive, Milner Cres., Anstead Cres., and Cadby Road.



Staff are recommending that on-street parking restrictions be put in place for Parkes Drive, Bartlett Drive, Varley Drive, Farrow Crescent, Fitzgerald Drive, Love Crescent, Simonds Drive, Milner Cres, Anstead Cres and Cadby Road, and that permanent “No Parking” signs be placed on one side of each street, restricting on-street parking between May 15th and Sept 30th on Saturdays, Sundays, and Holidays, between the hours of 8am and 7pm.

Staff will analyze each street and place the “No Parking” signs on the street with the least number of on-street parking spaces, while taking into account specific limitations such as fire hydrants, intersections, blind bends, etc. that may exist currently.

Staff are proposing the hiring of two (2) additional Part-Time Municipal Law Enforcement Officers to be specifically dedicated to enforcing the on-street parking restrictions as well as the Park’s By-law along the waterfront. The enforcement of this area will be in addition to existing By-law staff that already work within the identified days and times. The two (2) additional officers will be scheduled to work 24 hours/week on weekends and statutory holidays from May 15 – October 15 annually.

CUSTOMER NAME:

DATE:

Town of Ajax

March 30, 2016



Font: Highway Gothic Series C

Colours: ☒ Black ☒ Red ☐ White

Radius Corner: 3.81cm / 1.5"

CREATED

March 30, 2016

REVISED



TRAFFIC & INFRASTRUCTURE SOLUTIONS

905-669-2360 stinson.ca

Management and Oversight of Rotary Park

Rotary Park is the central hub of activity for waterfront activity during the spring and summer months. Activities around Rotary Park include:

- general usage of the splash pad, playground and waterfront trail;
- access to the canoe/kayak launch;
- privately permitted picnics;
- private functions permitted within the Rotary Pavilion; and
- permitted outdoor special events such as walk-a-thons.

The following is a brief overview of permitted activities along the waterfront:

| Location | Type of Event | Frequency | Average # of People |
|---|---|----------------------------|----------------------------|
| Rotary Park Pavilion | Birthday Parties Showers Family Gatherings Meetings Headquarters for Special Events | Weekends (99% Capacity) | 40 people |
| Picnic Areas (Oak, Maples, Pinery) | Family Gatherings Birthday Parties | Weekends (50% capacity) | 25-30 people per location. |
| Town Event | Taste of Ajax TrailFest | Monthly | Varies |
| Outdoor Private Events | Walk-a-thons (7 annually) Run Ajax Home Week Lulu Lemon on the Beach | Weekly | Varies |
| Lion's Point Shelter | Family Gatherings Anniversaries Birthday Parties | Weekends (80% capacity) | 30 people |

Currently, there are ninety eight (98) parking spaces provided at Rotary Park, including eight (8) accessible parking spaces. It is not uncommon for this parking lot to be at capacity by noon on a given weekend. Based on data accumulated by the Town last summer, between 150 and 300 vehicles were denied access to Rotary Park on Saturday's during the month of August, because the parking lot was at capacity. As a result, impacts to the existing residential neighbourhood to the north have become a regular occurrence on weekends as well as vehicles travelling and parking on waterfront lands.

In order to enhance the experience of the general public, as well as special event permit holders, staff are recommending a number of operational changes in the vicinity of Rotary Park. These improvements can be summarized as follows:

- i) develop a communication strategy that promotes the use of active transportation options (cycling, walking, transit etc)
- ii) ensure staff from Operations and Environmental Services maintain a permanent presence along the waterfront to assist By-law Services as required, and respond to operational concerns relating to litter, graffiti and damaged infrastructure (park benches, picnic tables, signage etc). Staff from Operations and Environmental Services will be dedicated along the waterfront each weekend throughout the summer. Hours of work will be extended into the later evening on Saturdays and Sundays to ensure the waterfront is maintained.

Additionally, the Town will be updating its waste infrastructure to ensure opportunities for recycling are provided across the waterfront (see attached map detailing waste/recycling locations). These areas will be serviced by staff from Operations and Environmental Services throughout the weekend.

- iii) ensure that Rotary Park is effectively resourced to manage the parking lot, resolve permit conflicts, deal with large, informal group gatherings, ensure access and parking is available for individuals with canoes and kayaks. This will involve staff from Operations and Environmental Services, as well as having the Town retaining two (2) contracted security guards from May 15 – October 15 to work Saturdays and Sundays at Rotary Park
- iv) for individuals that have been issued a permit for one of the designated picnic areas or the Rotary Pavilion, designated parking spaces will be identified (see attached). Three (3) spaces will be designated for each of the permitted picnic areas, and six (6) spaces will be designated for permits associated with the Rotary Pavilion. Should there be no permits issued for any, or all, of these facilities, the signs will be “bagged” so they are available for the general public
- v) new signage will be developed for each of the permitted picnic areas. Individuals who are issued a permit for these areas will be required to take more ownership in the maintenance of these spaces. Requirements will include:
 - no use of charcoal. As detailed in the updated Parks By-law, only propane Bar-B-Q’s will be permitted and must be located on their own stand. Bar-B-Q’s will not be permitted on picnic tables
 - permit holders are required to clean-up and dispose of their own waste/garbage (not in Town garbage/recycling stations)
 - permit holders are encouraged to use table cloths
 - permit holders will receive three (3) Parking Permit Rear View Window Hangers
 - permit holders will receive a copy of the Town’s “Green Event” policy when they are issued their permit
- vi) Staff are not recommending the introduction of Paid Parking at this time. Staff will be collecting data and will monitor the impacts of all recommendations detailed within this report, for the 2016 season, and report back to Council in the Winter of 2016/2017.



Sources: Single Line Road Network © Regional Municipality of Durham, Other Sources Teranet Inc. TRCA, Town of Ajax

Parking and Transportation Demand Management

The Town of Ajax Waterfront, especially at Rotary Park, is a key destination during the summer season. The demand for parking has outgrown the limited supply and is impacting the surrounding neighbourhood. In order to determine the appropriate short, medium and long term improvements to enhance the waterfront area, a Parking and Transportation Demand Management (TDM) Study is required.

i) Study Area

The Parking and Transportation Demand Management Study ("TDM") should include the Rotary Park and Paradise Park waterfront areas as well as the adjacent neighbourhoods (see Figures 1 and 2). This study area illustrates the area that includes the parking lots located by the waterfront as well as the surrounding neighbourhoods.

ii) Dates for Parking Data Collection

Parking survey data will be collected during key dates that would provide a range of parking demands that is representative of the peak summer season. These dates include the following:

- Typical Weekday: 6:00am to 8:00pm
- Typical Weekend (Friday, Saturday and Sunday): 6:00am to 8:00pm
- Long Weekend (Friday, Saturday and Sunday): 6:00am to 8:00pm
- Town Event (time and date to be determined)
- Private Event (time and date to be determined)

iii) Scope of Work

Staff have developed a scope of work required for the Waterfront Parking and TDM Study that would maximize the use of Town resources and minimize the role of a data collection firm. Key tasks include:

- Complete site visits to establish on and off-street parking inventory as outlined in the study area. Confirm parking access points, designated parking spaces, parking prohibitions
- Identification of needs and opportunities along the waterfront as it relates to parking, transportation demand management and traffic management
- Accumulate parking survey data within the Study Areas detailed on Figures 1 and 2 during July and August
- Develop appropriate short, medium and long term recommendations to meet and/or manage the parking/transportation/traffic demands along the waterfront



FINANCIAL IMPLICATIONS:

The following chart summarizes the unbudgeted expenditures that will be incurred in 2016. The impact on the 2017 budget is dependent upon evolution of the 2016 Strategy and any further recommendations identified by staff resulting in further changes.

As indicated at the February 1, 2016 Operating Budget meeting, the development of this initiative was in progress and was not included in the 2016 operating budget.

| Initiative | Resources | Operating Budget |
|---|-------------------------------------|------------------|
| Install Signage for Designated Picnic Areas and Canoe/Kayak Launch Area | Operations & Environmental Services | \$1,500 |
| No Parking By-law Signs | Operations & Environmental Services | \$2,500 |
| Parking Permit Rear View Window Hangers | Recreation Services | \$600 |
| Additional Part-Time By-law Staff | By-law Services | \$32,500 |
| Management of Rotary Park Parking Lot and permitted spaces | Contracted Security Guards (2) | \$20,000 |
| Data Collection – Parking and Transportation Demand Management | Planning and Development Services | \$10,000 |
| Total | | \$67,100 |

The waste and recycling containers to be placed across the waterfront are estimated to cost \$25,000 and will be funded from a Developer's Deposit, whereby funds have been collected through the site plan approval process, to respond to anti-litter and waste diversion initiatives.

COMMUNICATION ISSUES:

A comprehensive Communication Strategy is being developed that will feature enhanced communication of the Town's website and within the local newspaper. Additional information will also be provided to permit holders upon the issuance of permits, detailing etiquette and operational requirements.

Staff also understand that some of these changes must be effectively communicated in-person, to residents and visitors along the waterfront.

CONCLUSION:

Staff will be implementing a number of initiatives in 2016, and will be closely monitoring and collecting data throughout the year. Based on data collected and observations made, further operational improvements and future capital projects may be identified to ensure residents continue their enjoyment of the waterfront in Ajax.

Derek Hannan
Manager of By-law Services – Legislative and Information Services

Hubert Ng
Senior Transportation Planner – Planning and Development Services

Dave Meredith
Director of Operations and Environmental Services

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

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

PREPARED BY: Derek Hannan
Manager, By-law Services

SUBJECT: 2016 Parks By-law and 2016 Open Air Burning Amending By-law

WARD(S): All

DATE OF MEETING: April 11th, 2016

REFERENCE:

RECOMMENDATION:

That the proposed Parks By-law and the proposed Open Air Burning Amending By-law be recommended to Council.

BACKGROUND:

By-Law #32-2008, a By-Law to regulate and control the use of Parks and Park Buildings, was passed in 2008. In order to protect and enhance the enjoyment of the Town's considerable parklands, staff are recommending changes to the Parks By-law and the Open Air Burning By-law. The revised By-laws are attached to this report.

DISCUSSION:

The proposed new Parks By-law was drafted by By-law Services with the assistance of several staff from the Recreation & Culture and Operations & Environmental Services departments.

The following changes in the proposed By-law are basic housekeeping or clarification points that do not change the general intent or purpose of the existing By-law:

- Added a definition of "busking" to the By-law and added busking as an activity someone could participate in a parkland providing they have been issued a permit.
- Added definitions for both person and property.
- Amended section 4.1 (b) to include drones, rockets or any similar device as this issue has become a concern to staff over the past two summers.

- Added 4.1 (j) to create an offence for consuming, serving, or selling alcoholic beverages in a park.
- Added 4.1 (n) to make it an offence to politically campaign or broadcast in a park.
- Added Section 4.1 (r) to prohibit the parking of a vehicle other than in a designated parking spot. It will allow staff to issue Part I tickets for any vehicle found driving or parking on a path or grass area.
- Added “motorized snow vehicle” to section 4.1 (s).
- Removed sections with regard to “leash free areas” as this is already covered in the Town’s Dog and Cat By-law.
- Added an exception to section 6.1 (a) to allow individuals to complete certain plantings and / or work on Town flowerbeds as approved by the Manager of Environmental Services for the Town’s “Adopt a Park Program”.
- Added section 7.1 to make it an Offence for “Crossing a Parkland” without a permit and also added the definition.
- Changed the wording in Section 9 Rental Permits and Parks Special Events Permits to make it an Offence for using the parkland without obtaining a permit.
- Added provisions to make it an offence for operating any type of business in a parkland. This issue is becoming a large concern for staff as private businesses are operating on Town lands, such as, independent fitness classes, yoga classes, dog training, dog behaviorists, general solicitation, etc. Currently the Town is assuming all liability for these groups that are operating on Town lands. Furthermore many of the programs that are being run are in direct competition with similar programs offered by the Town.
- Added an exception section that excludes all Town events and or permitted events from the provisions in the By-law.

In addition, Section 8 has been changed with regard to campfires. After review and inspections of the Town’s parklands by Fire, Recreation, Operations and By-law staff, it was determined that the only safe and reasonable location to allow a campfire pit in the entire Town is at Greenwood Conservation Area, in the green space between Glenview 1 and Glenview 2. This is the only location that has access to water for emergencies or to extinguish the fire at the end of the event. The Town’s Open Air Burning By-law is also being amended to identify this location for a campfire.

The Open Air Burning By-law is also being changed with regard to barbeques being held on Town property. At present, both propane and charcoal briquettes are permitted fuels for a barbeque in a Town parkland. The By-law is now being amended to prohibit charcoal briquettes due to instances where hot coals have been dumped in inappropriate areas such as public use areas, garbage cans and in high grass areas. Damage to Town property has also resulted from the dumping of hot coals on picnic tables that has caused burn marks and even fires that have required attendance by Ajax Fire and Emergency Services.

The maximum propane tank size permitted in a parkland for a barbeques is now restricted to a 9kg (20lbs) tank.

Lastly, the use of barbeques on Town parklands now will only be permitted for groups that have been issued one of the many rental permits by Recreation and Culture. This provision will discourage and prevent large groups from “squatting” on the waterfront. Groups or gatherings that do not have a proper Town-issued permit will not be allowed to cook or prepare hot food and will be restricted to having prepared foods only. This provision will force these groups to obtain the appropriate permits and allow staff to make the proper arrangements for their functions. The Town’s Open Air Burning By-law is also being amended to permit propane as the only barbeque fuel that may be used on Town owned lands.

FINANCIAL IMPLICATIONS:

N/A

COMMUNICATION ISSUES:

The Town’s Solicitor has reviewed this By-law and his comments have been incorporated.

CONCLUSION:

The proposed changes in the two By-laws will assist staff in dealing with several recurring issues in many Town parklands.

Derek Hannan – Manager, By-law Services

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

THE CORPORATION OF THE TOWN OF AJAX

BY-LAW NUMBER XX-2015

A By-law to regulate and control the use of Parks and Park buildings.

WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, as amended (the “Act”) allows a Municipality to pass a by-law to regulate matters not specifically provided for by the Act for purposes related to health, safety, and well being of the inhabitants of the municipality;

AND WHEREAS, the Act provides the Town with broad authority to pass By-laws within various spheres of jurisdiction, including a By-law respecting Culture, parks, recreation and heritage;

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

1. SHORT TITLE

1.1 This By-law may be cited as the Parks By-Law.

2. DEFINITIONS

2.1 In this By-law,

- (a) “busking” means the practice of performing in public places for gratuities;
- (b) “change facility” is a room or area designated by the Town for changing one’s clothes and may serve to separate persons of different genders while they are not clothed and includes, but is not limited to, washrooms and satellite washrooms;
- (c) “Crossing of Parkland Permit” means a permit issued by the Town to authorize the crossing of a park for the purpose of accessing property for construction, repair, or improvement of such property;
- (d) “damage” means break, injure, deface, move or remove;
- (e) “firearm” means any barreled weapon from which any shot, bullet or other projectile can be discharged and includes any frame or receiver of such a barreled weapon and anything that can be adapted for use as a firearm;
- (f) “fireworks” means devices containing combustible chemicals that cause explosions or spectacular effects;
- (g) “game” means any activity which involves an object being thrown, hurled or propelled and includes, without limiting the generality of the foregoing; baseball, softball, fastball, cricket, golf, archery, football, soccer, rugby, field hockey, javelin, discus, caber or hammer throwing, racquet games, hockey and lacrosse;
- (h) “hazardous material” includes but is not limited to bio-medical waste, whether solid or liquid, including but not limited to, any animal or human organ or part thereof; bone, muscle or other animal or human tissue or part thereof; used bandages, poultices, dressings, medicines, vitamins, drugs, vaccines, needles, syringes, vials or any other similar material or substance which contains or may contain pathogenic micro-organisms or which may be hazardous or dangerous and any household hazardous waste product, material or item labelled as “corrosive”, “toxic”, “reactive”, “explosive”, “oxidizing”, “poisonous infectious” or “flammable”;
- (i) “hunt” means chase, pursue, follow after or on the trail of, search for, shoot at, stalk or lie in wait for, worry, molest, take or destroy any animal or bird, whether or not the animal or bird be then or subsequently captured, injured or killed;

- (j) "litter" means dumping, throwing, placing, depositing or leaving, or causing to be dumped, thrown, placed, deposited or left any refuse, garbage or debris of any kind or any object or substance which tends to pollute, mark or deface;
- (k) "motor vehicle" means an automobile, motorcycle, motor assisted bicycle or any other vehicle propelled or driven other than by muscular power;
- (l) "motorized recreational vehicle" includes, but is not limited to, a go-cart, trail bike, mini bike, all terrain vehicle, or similar vehicle powered by an engine or other mechanical or electrical device and includes a self-propelled implement of husbandry;
- (m) "motorized snow vehicle" means a self propelled vehicle designed to be driven primarily on snow;
- (n) "Officer" means a Municipal Law Enforcement Officer appointed by the Council of the Town to enforce the Town's By-laws;
- (o) "park" includes any land or premises within the Town used for park or recreational purposes including but not limited to green spaces, trails, walkways, sports fields, water features, swimming pools, wooded areas and land covered by water and all portions thereof owned by, under the control of, or made available by lease, agreement, or otherwise to the Town, that is or hereafter may be established, dedicated, set apart or made available for use by the public including any park buildings, buildings, structures, facilities, erections and improvements located in or on such lands;
- (p) "park buildings" includes, but not limited to, any recreation centers, change facilities, arenas, indoor swimming pools and any other buildings used for active or passive recreational purposes or for any purpose ancillary thereto;
- (q) "Park Special Event Permit" means a permit issued by the Town for the temporary use of any park for the purposes of conducting certain short term events including but not limited to art displays, musical events, fund-raising events, community events, weddings, religious gatherings, walkathons, marathon runs, 10k's, exhibitions or related activities.
- (r) "person" means a natural individual, and their heirs, executors, administrators or other legal representatives, a corporation, partnership or other form of business association or a receiver or mortgagee in possession;
- (s) "pollute" means to make foul, or unclean;
- (t) "posted area" means an area where permissive, warning or prohibition signs are erected;
- (u) "power boat" means any device that is capable of floating and to which is affixed or enclosed a motor as a means of propulsion and includes, but not limited to, personal water crafts, sea doos, motor boats, remote controlled boats and any other motorized watercraft;
- (v) "property" means a building or structure or part of a building or structure and includes the lands and premises appurtenant thereto and all mobile structures, outbuildings, fences and erections thereon, whether heretofore or hereafter erected and includes vacant property;
- (w) "Rental Permit" means any permit issued under this By-law with regard to facilities and/or playing fields;
- (x) "residential waste" means waste generated in a residential dwelling, and includes but is not limited to, newspapers, clothing, disposable tableware, food packaging, cans, bottles, food scraps, and yard trimmings;
- (y) "structure" means anything that is erected, built or constructed of parts joined together or any such erection fixed to or supported by the soil or any other structure and includes but not limited to a wading pool, monument fountain, bridge, fence, wall, gate, pavement, sidewalk, seat, bench, shelter, barbecue, sign, or recreational equipment;

- (z) "Town" means The Corporation of the Town of Ajax;
- (aa) "vehicle" means a motor vehicle, trailer, traction engine, farm tractor, road building machine, bicycle and any vehicle drawn, propelled or driven by any kind of power including muscular power, but does not include a motorized snow vehicle, motorized wheelchair, or streetcar;
- (bb) "weapon" means anything used, designed to be used or intended for use in causing death or injury to any person, or anything used, designed to be used or intended for use for the purpose of threatening or intimidating any person and, without restricting the generality of the foregoing, includes any firearm.

3. HOURS OF OPERATION

- 3.1 No person shall, except as otherwise expressly provided in this By-law;
- (a) enter into or remain in a park between the hours of 11:00 p.m. and 6:00 a.m.
 - (b) enter into or remain in a park building when the park building is closed to the public; or
 - (c) allow a vehicle to remain in a park during any period when a park is closed or between the hours of 11:00 p.m. and 6:00 a.m.

4. GENERAL CONDUCT

- 4.1 No person shall:
- (a) play, organize, encourage, or otherwise take part in any game or activity which involves thrown, hurled, or propelled objects in areas of a park not designated for that type of game or activity and/or that may cause an element of danger to any person not involved in the same game or activity;
 - (b) fly or operate any engine powered airplane, drone, rocket, or any similar type device in a park;
 - (c) skate, walk, or engage in any activities or access through or on any snow/ice-covered ponds, lakes, streams, rivers, or any other snow/ice-covered bodies of water;
 - (d) use, ride, train or race a horse in a park;
 - (e) carry a weapon in a park;
 - (f) swim, bathe or wade in a fountain or ornamental pond in a park except those designated for such purposes;
 - (g) pollute any stream, river, lake, pond, swimming pool, wading pool in a park;
 - (h) dress or undress in a park or park building except in a change facility;
 - (i) be nude in a park or park building except when dressing or undressing in a change facility;
 - (j) possess, consume, serve, or sell alcoholic beverages in a park;
 - (k) litter in a park;
 - (l) encroach onto or make exclusive use of any portion of a park unless a Rental Permit has been issued for such exclusive use;
 - (m) conduct oneself in such a manner as to be obnoxious, boisterous or objectionable to any other person or use profane, indecent or abusive language in a park;
 - (n) actively or passively engage in political campaigning or broadcasting in a park;
 - (o) damage or disturb the nest or den of any bird or animal in a park;

- (p) clean, polish, maintain or repair any motor vehicle in a park;
- (q) ride or drive any motor vehicle in a park except upon the roadway therein designated for public vehicular use within a park;
- (r) park any motor vehicle in a park except within a designated parking space;
- (s) ride or drive any motorized recreational vehicle or motorized snow vehicle within any park;
- (t) ride a bicycle on, over, or across any bridge in any park;
- (u) beg or solicit in a park for any purpose;
- (v) affix any advertisement, notice, bill, or paper to any vegetation, structure or building in a park or park building;
- (w) distribute or display any advertisement, notice, bill or paper in any park or park building;
- (x) dive or jump from any bridge in a park;
- (y) hunt, maim, injure, trap, or disturb any animal, bird, waterfowl, worms, or other wildlife; or
- (z) throw, place or deposit residential and/or hazardous waste in any park, or park receptacle.

5. CHANGE FACILITY

- 5.1 No person shall enter into any change facility designated for the opposite sex of such person, unless it is a child accompanied by a parent or guardian.
- 5.2 Every person shall turn off any photographic devices, including but not limited to, cameras, video equipment, and cellular phones with video or photographic functions, prior to entering any change facility, and shall keep such devices turned off while in the change facility.

6. DAMAGE TO PROPERTY

- 6.1 While in a park, no person shall:
 - (a) plant, prune, remove or damage any plant, shrub, flower, flowerbed, tree, bush, sod, grass, or any other vegetation without written permission from the Manager Environmental Services or designate;
 - (b) climb, remove, damage, or deface any property owned by or under the control of the Town including, but not limited to, any fence, bench, seat, table, monument, fountain, or sign;
 - (c) climb onto any park building, structure or equipment not intended for that purpose;
 - (d) climb any bridge in a park;
 - (e) damage or deface any park building, structure or equipment;
 - (f) damage or disturb in any manner grounds prepared for planting; or
 - (g) remove any soil, sand, gravel, stone, rocks, wood, or any other material located in the park.

7. CROSSING OF PARKLAND

- 7.1 No person shall cross or conduct any works under, over, along, across or upon any park for the purpose of construction, demolition, repair, alteration, works, and/or improvement of private property of any kind without first applying for and receiving a Crossing of Parkland Permit.

8. CAMPFIRES

- 8.1 While in a park, no person shall light, build, or maintain a campfire except in the designated fire pit, between Glenview 1 and Glenview 2 at Greenwood Park, without first applying for and receiving, a Rental Permit, a Park Special Events Permit, or a Group Camping Permit, with the approved provisions of the campfire being listed on the issued permit.
- 8.2 While in a park, no person shall leave a campfire without extinguishing the fire and ensuring that the embers are cold
- 8.3 While in a park, no person shall violate any provisions of the Town's Open Air Burning By-Law.

9. RENTAL PERMITS AND PARK SPECIAL EVENT PERMITS

- 9.1 No person shall organize, arrange, or participate in any of the following activities in a park;
 - (a) offer goods for sale, lease, rent or barter;
 - (b) use any apparatus, mechanism, or device for the amplification of the human voice, music or other sound;
 - (c) possess, consume, serve, or sell alcoholic beverages after having complied with all of the requirements of the Liquor License Act, R.S.O. 1990 c. L19;
 - (d) erect or leave any tent, shelter, or structure of any kind;
 - (e) operate an amusement ride, hot air balloon, inflatable amusement structure, or game of chance;
 - (f) participate in the act of busking;
 - (g) organize, arrange, or participate in a public gathering, meeting, or a picnic of more than fifteen (15) persons;
 - (h) operate a business of any kind, whether for profit or not;
 - (i) use any area of a park or any sports field for exclusive use, play, or practice for an organized team, group, club, or private business;
 - (j) distribute or display any advertisement;
 - (k) obstruct a roadway, path, or parking area;
 - (l) launch any power boat;
 - (m) set off fireworks; or
 - (n) a film or commercial shoot,
 - (o) use any type B.B.Q.without first applying for and receiving a Rental Permit or Park Special Event Permit.
- 9.2 Where a Rental Permit or a Park Special Event Permit has been issued and includes the use of a BBQ, no person shall use any fuel other than propane with a maximum tank size of 9kg (20lbs)
- 9.3 Every applicant shall complete the required application form provided by the Town, as may be changed from time to time, in accordance with the requirements of this By-law and shall provide all information requested thereon.
- 9.4 The Town may impose any conditions deemed appropriate to a permit to increase public safety or to minimize public nuisances including, but not limited to:

- (a) the permit holder reimbursing the Town for any costs incurred by the Town for retaining the services of paid duty Police Officers or private security and any equipment, including vehicles, for the purposes of increasing public safety and preventing public nuisances that may result;
 - (b) setting the maximum volume levels for music and the Town requiring a complete description of all music or sound producing equipment being used;
 - (c) limiting the size of the gathering/group size;
 - (d) establishing the times of and/or limiting the hours and duration for gatherings;
 - (e) the applicant must file with the Town Clerk, or his designate, a Liability Insurance Certificate for a minimum amount of \$2,000,000.00 in a form approved by the Town Treasurer, naming the Town of Ajax as an additional insured;
 - (f) requiring an applicant to submit to the Town a Parking Control Plan; and/or
 - (g) a security deposit of not less than \$1,000.00 for repairs and clean up.
- 9.5 Every applicant for a Park Special Event Permit shall apply for the permit at least 30 days prior to the event.
- 9.6 Every applicant shall provide to the Town a copy of the Liability Insurance Certificate 21 days prior to the event or any permit issued for such event will be revoked by the Town.
- 9.7 Every person shall comply with any and all conditions imposed by the Town contained in any permit issued by the Town.
- 9.8 Failure to comply with any provision or condition of a Rental Permit or Park Special Event Permit or this By-Law may result in the revocation of the permit by the Town, in addition to any other enforcement proceedings against the permit holder as permitted by law.
- 9.9 The applicant applying for a Rental Permit or a Park Special Event Permit shall restore the park to the same condition or better as existed prior to the holding of the said permitted event or Park Special Event.
- 9.10 The issuance of a permit under this By-Law does not relieve any person from the necessity of acquiring any other license or permit required for carrying on an activity in a park under any other applicable laws, by-laws, regulations, and requirements of other governmental authority.
- 9.11 A permit is the property of the Town and is not transferable.
- 9.12 Every applicant for a Rental Permit or Park Special Event Permit shall have the Rental Permit or Park Special Event Permit available at all times and provide the permit to any Town employee, Police Officer, or Municipal Law Enforcement Officer upon request.

10. EXCEPTIONS

- 10.1 The provisions contained within this By-law shall not apply to activities and/or events in a park which are hosted, sanctioned, and/or authorized by the Town.

11. OFFENCE, PENALTY & ENFORCEMENT

- 11.1 Any Town employee is authorized to inform any person of the provisions of this By-law and to request compliance therewith.
- 11.2 Any Town employee is authorized to order any person believed by such employee to be contravening or who has contravened any provision of this By-law, to cease from the activity constituting or contributing to such contravention and/or to leave the park or park building.
- 11.3 Any Police Officer or Municipal Law Enforcement Officer appointed by the Town for such purpose may enforce the provisions of this By-law.

- 11.4 No person shall obstruct or hinder, or attempt to obstruct or hinder, any person exercising a power or performing a duty under this By-Law.
- 11.5 Where any person contravenes any of the provisions of this by-law, or fails to comply with any order referred to in Section 11.2 of this By-law, the permission and/or permit of such person to remain in the park is revoked.
- 11.6 Any person who contravenes any of the provisions of this By-law is guilty of an offence and upon conviction is liable to a fine or penalty for each offence, exclusive of costs, as prescribed by the Act.

12. VALIDITY

- 12.1 The provisions of this By-law shall apply to all lands and premises within the Town.
- 12.2 Should any section of this By-law be declared invalid by a court of competent jurisdiction, such section shall be construed as being severed here from and the remainder of this By-law shall continue in full force and effect.

13. REPEAL

- 13.1 That By-law number 32-2008 is hereby repealed.

READ a first time and second time this
Eighteenth day of April, 2016.

READ a third time and passed this
Eighteenth day of April, 2016.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF AJAX
BY-LAW NUMBER XX-2016

Being a By-law to amend By-law #49-2004, a By-law to regulate the setting of open air fires.

WHEREAS Council of the Corporation of the Town of Ajax is empowered under the Fire Protection and Prevention Act, 1997, S.O.1997, c. 4, as amended, to pass by-laws regulating fire prevention, including the prevention of the spreading of fires; and

AND WHEREAS Council is empowered under the Fire Protection and Prevention Act to pass by-laws regulating the setting of open air fires, including establishing the times during which open air fires may be set; and

AND WHEREAS Council is empowered under the Municipal Act, 2001, S.O. 2001, c. 25., as amended, to pass by-laws to prohibit and regulate public nuisances, including matters that, in the opinion of Council, are, or could become or cause public nuisances; and

AND WHEREAS Council considers excessive smoke, smell, airborne sparks or embers to be or could become or cause public nuisances by creating negative health effects on neighbouring residents, increasing fire exposure hazards, infringing the enjoyment of the use of neighbouring properties and generating false fire alarms.

NOW THEREFORE, THE CORPORATION OF THE TOWN OF AJAX HEREBY ENACTS AS FOLLOWS:

1.1 That By-law #49-2004, be amended by deleting Section 4.7 and 4.8 and replacing them with:

4.7 Exceptions

4.7.1 Despite Section 4.1, permission is not required from the Fire Chief for the use of a Barbeque, using approved fuels to cook food. Barbeques being used to cook food shall be attended, controlled, supervised at all times and the fire extinguished immediately upon completion of the cooking process.

4.7.2 The only approved fuels for use in Barbeques are commercially produced charcoal, briquettes or other commercial fuels such as natural gas and propane gas that are produced specifically for the purpose of cooking.

4.7.2.1 Despite Section 4.7.2, the only approved fuel for a Barbeque on any lands owned or under the management of the Town of Ajax is propane.

4.7.3 Despite Section 4.1, permission is not required from the Fire Chief for the use of the designated fire pit, at the green space between Glenview 1 and Glenview 2 at Greenwood Park where a Rental Permit, a Park's Special Events Permit, or a Group Camping Permit, has been issued by Recreation and Culture with the approved provisions of the campfire being listed on the issued permit.

READ a first and second time this
Eighteenth day of April, 2016.

READ a third time and passed this
Eiixteenth day of April, 2016.

Mayor

Clerk

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Dave Meredith, Director
Operations and Environmental Service

PREPARED BY: Jade Schofield, Environmental Sustainability Coordinator
Environmental Services

SUBJECT: Green Event Policy

WARD(S): All

DATE OF MEETING: April 11th, 2016

REFERENCE: Integrated Community Sustainability Plan, 2013 (ICSP)

RECOMMENDATION:

1. That the proposed Green Events Policy be endorsed by Council.
2. That Green Events Policy Guidelines be received for information.

BACKGROUND:

Many initiatives have been put in place by the Town of Ajax to encourage waste reduction, active transportation and water conservation throughout the community. These initiatives include:

- Provision of organic waste receptacles in Town facilities
- Provision of recycling receptacles at community parks
- Implementation of the “Tap Into It” campaign
- Sustainable transportation programs

The Town of Ajax and the community host many events within the Town ranging from corporate meetings to street festivals. These events often incur greater waste production, reduced waste diversion and elevated vehicle use resulting in parking and idling issues on Town property.

The creation of the Green Events Policy has been identified as an action under the Integrated Community Sustainability Plan (ICSP), adopted by Council in June 2013. A Green Events Policy will act as a standard for the Town of Ajax to ensure that the best practices at events and meetings are implemented helping to:

- Decrease waste production
- Increase waste diversion
- Create greater awareness of the “Tap into It” campaign
- Reduce reliance on motorized vehicles
- Inspire behavior change within the home and the community
- Promote the Town of Ajax as a leader in sustainability

In order to ensure that the components of the Green Event Policy can be implemented at all types of events, multiple departments were engaged for comment including:

- Corporate Green Team
- Recreation & Culture
- Planning & Development
- Communications
- Environmental Services

DISCUSSION:

Implementing the Green Event policy (Attachment 1) is supported through the use of the Green Event Guidelines (Attachment 2). These guidelines allow event hosts to determine what best practices need to be implemented depending on the type of event, and the number of expected participants.

Resources set out within the guidelines include:

- Introduction page defining the different types of events
- Guidelines for Indoor Meetings (staff, partnership and private meetings)
- Guidelines for Indoor Events (sports events, special occasions, banquets and corporate events)
- Guidelines for Small Outdoor Events (less than 500 patrons)
- Guidelines for Large Outdoor Events (greater than 500 patrons)
- Waste Sorting Rules
- Acceptable Vendor Materials
- A list of suppliers & resources
- Vendor Green Policy Commitment
- Green Event Debrief

For events taking place in the Town's permitted facilities, a checklist has been added. This checklist will be inserted into the Facilities booking form along with a hyperlink to the specific event guidelines to ensure that the permit holder has read and understands their responsibility in ensuring the implementation of the “Green Events Policy”.

The booking of equipment for outdoor events will run through the current permit system operated by Recreation and Culture and the setup and take down of equipment will be completed by Operations and Environmental Services.

Corporate waste audits will help to determine the success of the Green Events Policy as this will monitor the waste diversion rate. However, in order to determine the success of the Green Events policy for Large Outdoor Events, an evaluation form has been included in the Green Event Guidelines. This tool will allow the Town of Ajax to measure the performance at these types of events, allowing for continuous improvement.

In order to fulfill the requirements of the Green Event Policy staff recommend the acquisition of the following item for outdoor special events:

| Item | Use | Anticipated Cost |
|--------------------------------|---|------------------|
| Tents x 3 | To stage waste stations at outdoor events | \$2,000 |
| Waste receptacles x 20 sets | To allow for waste diversion to take place | \$15,000 |
| Bicycle coral fencing | To secure bicycles at large events | \$ 1,800 |
| Perimeter bicycle rack fencing | To secure bicycles corals at medium sized events | \$ 3,000 |
| Signage | To promote and educate residents of waste diversion methods | \$ 5,000 |
| Communication branding | To create a standard form of green facilities at events | \$ 1,500 |
| | Total | \$28,300 |

A funding source has been identified within the Developer Deposit fund for Litter & Waste. For the last several years, the Town has been receiving contributions through the site plan approval process, to be invested in waste/litter reduction initiatives.

FINANCIAL IMPLICATIONS:

Funds for the Green Event Policy are included in the operating budget Developer Deposit fund for Litter & Waste Control.

COMMUNICATION ISSUES:

Upon approval by Council, the policy will be added to the corporate Document Management System (DMS) and staff will be notified accordingly.

Website links and a signature of commitment will be added to the existing facility rental permit forms.

The Green Event Guidelines will be added to the Town's website and a reference print version will be made available at each indoor rental facility.

The corporate Green Team will help to oversee the education of the guidelines to all staff.

Branding of the "Green Event Policy" will be encouraged on all event promotional material distributed by the Town of Ajax.

CONCLUSION:

It is the recommendation of staff that the proposed Green Event Policy be approved and that the Green Events Policy Guidelines be received for information.

ATTACHMENTS:

ATT-1 Green Event Policy

ATT- 2 Green Event Guidelines

Dave Meredith, Director
Operations and Environmental Service

Jade Schofield, Environmental Sustainability Coordinator
Operations & Environmental Services

**SUBJECT: Green Event Policy**

| | | | | |
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| ISSUED: \ | REVISED: | REVISION NO.: 1 | Page 1 of 2 | POLICY: |
|-----------|----------|-----------------|-------------|---------|

1. PURPOSE

In alignment with the Town of Ajax's Integrated Community Sustainability Plan the purpose of this "Green Event Policy" is to ensure that all events and meetings held on Town Property are sustainable, with specific emphasis on waste reduction, waste diversion and active transportation.

2. OBJECTIVE

- 2.1. To reduce the amount of waste generated and increase waste diversion at meetings and events.
- 2.2. To encourage event participants to travel using active modes of transportation at events hosted on Town property.
- 2.3. To encourage the consumption of municipal water over bottled water at meetings and events.

3. SCOPE

- 3.1. The Green Event Policy applies to all Town employees and community members hosting meetings & events on Town property or within Town facilities, including those who hold a facility or public space permit.

4. PROCEDURE

- 4.1. Anyone facilitating meetings and events held on Town property or within Town facilities are encouraged to follow the instructions laid out within the Green Event Guidelines respective to the type of event that they are hosting, to the best of their ability.
- 4.2. Anyone facilitating meetings and events held on Town property or within Town facilities should ensure that the correct types and quantities of waste and recycling containers at the event are available for use to encourage waste diversion to take place. This includes green bins for organic waste and blue bins for recyclables.
- 4.3. Anyone hosting events or meetings on Town Property or within Town Facilities should encourage event attendees to correctly sort their waste and recyclables into the correct waste streams.

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- 4.4. Anyone hosting events or meetings must ensure that vendors and catering providers only use and provide catering materials that can be accepted in either the green or blue waste streams.
- 4.5. Staff facilitating meetings and events must support the corporate ban on bottled water by not allowing the sale or distribution of bottled water, by providing water, and encouraging patrons to bring a reusable drinking container.
- 4.6. Staff facilitating or partnering with external parties for large events should promote the use of active transportation by providing additional bicycle parking, or promoting the existing facilities during the event.

5. DEFINITIONS

Active Transportation- Human powered transport through methods such as walking and cycling.

Event- Includes all functions, festivals, celebrations, open houses and conferences hosted by Town Staff, residents or external groups.

Meeting- A gathering of people for discussion or entertainment purposes such as a committee, council, departmental or stakeholder consultation meetings.

Town Property- Property owned by the Town of Ajax including parks, picnic shelters, trails, roads, community centers, recreation centres, libraries, Ajax Town Hall, Fire Halls, and the Ajax Operations Centre,

Vendor- Any person or company that provides goods / service to an event hosted on Town Property or within a Town facility.

Waste Container- A receptacle for disposing of waste, recycling or compostable materials.

Waste Diversion- To remove items from the waste stream by disposing of them through recycling or composting streams.

APPROVED: GGC 11 / 04 / 16
(AUTHORITY) (DATE)

(SIGNATURE)



GREEN EVENT GUIDELINES



Operations & Environmental Services

TOWN OF AJAX

GREEN EVENT GUIDELINES

These guidelines are intended to be used by all Council, committees, staff, public and external agencies that hold meetings / events on Town owned or managed property, in addition to the necessary required Special Event or Facility Rental Permit. By following these Green Event Guidelines, it is possible to ensure corporate-wide implementation and consistency.

USING THESE GUIDELINES

The purpose of these guidelines is to provide the event host with the information required to follow the Town of Ajax's Green Event Policy, and ensure that consistent service levels are provided at community events hosted by the Town of Ajax or held on Town of Ajax property. These guidelines are separated by event category for ease of use:

STAFF MEETING GUIDELINES

- Staff facilitated meetings and events
- Public meetings

INDOOR EVENT GUIDELINES

This type of event would include all functions that are held inside town facilities including:

- Private rentals
- Sporting events
- Weddings and other celebrations
- Banquets & fund raising events
- Corporate events

SMALL OUTDOOR EVENT GUIDELINES

These guidelines are designed for any event that requires a Town of Ajax issued permit and expects less than 500 people attending the event. This includes:

- Picnic shelter rentals
- Parks and open space
- Sportsfields

LARGE OUTDOOR EVENT GUIDELINES

This includes events held on Town of Ajax property and expect greater than 500 participants. This includes:

- Town of Ajax events (i.e. Trailfest & Pumpkinville)
- Privately Operated events

STAFF MEETING GUIDELINES

In order to minimise the impact that a meeting has on the environment, the following criteria should be carefully considered.

LOCATION

PHONE CALL/ TELECONFERENCE / WEBINAR

Determining whether an in-person meeting is necessary can help reduce the environmental impact, especially if participants are required to commute. Alternatives may include teleconferencing or hosting a webinar.

DISTANCE

If a meeting is necessary, try to set up the meeting at a location where commuting can be minimised. Setting up a meeting at the beginning or the end of the day can help attendees to incorporate the meeting within their daily commute, which can reduce greenhouse gas emissions associated with additional trips made using a motorized vehicle.

TRANSPORTATION

CAR POOL

Encouraging event/meeting attendees to carpool can help reduce the number of single occupancy vehicles on the road, which in turn reduces gas consumption and greenhouse gas emissions.

WALK/ CYCLE

If feasible, encourage participants to walk or cycle to the meeting. This not only helps to reduce the number of vehicles on the road, but also provides your attendees with an opportunity to get some fresh air and exercise. Studies have shown that exercise often creates better productivity.

AWARENESS

When setting up your meeting, inform your participants of the Green Events policy. This helps to raise awareness and allow participants to consider their environmental impact before the meeting commences.

MEETING MATERIALS

When distributing meeting materials, whether it is before, during or after the event takes place, try to do so electronically. This reduces the amount of paper resources consumed. Methods for doing this can include:

- Emailed agendas and minutes,
- PowerPoint presentations vs. flip charts

If paper copies of materials are necessary, only print double sided and minimize the amount of coloured ink used.

FOOD AND BEVERAGES

When purchasing food and beverages to serve at a meeting or event, there are many things that need to be considered, such as:

QUANTITY

Ordering food only once you have a clear indication of how many people are going to attend your meeting /event helps to reduce leftovers and therefore reduce the amount of waste produced.

PACKAGING

Avoiding individually wrapped or pre-packaged food reduces the amount of waste created. When ordering food and beverages, ask if it is possible to have the food delivered in reusable containers (i.e. chaffing dishes, platters etc.), and offer to return the item at the end of the meeting or event. If this isn't feasible then request that food is served in recyclable/compostable containers.

The Town of Ajax readily enforces a bottled water ban at all of its facilities. Providing jugs of tap water not only reduces the amount of disposable packaging, but also helps to conserve water. Reusable glasses are also preferred, or even better, ask your event attendees to bring their own bottle or mug.

FOOD MILES

Food that is locally sourced and prepared has a much lower impact on the environment. This is because it hasn't been transported as far. By reducing transportation you are reducing the amount of greenhouse gases released into the atmosphere. Local food can support local farmers and it is also often a healthier option!

SERVICE WARE

Avoiding disposable serviceware for food and beverages lowers energy consumption, and waste production.

China plates and metal cutlery are always preferable. When an event is over, running a full dishwasher lowers water and energy consumption than washing by hand. Please remember it is your responsibility to clean up after your event.

When serving hot beverages, replace disposable with metal spoons, and avoid serving individually wrapped condiment packages. This limits the amount of waste produced.

If reusable service ware is not feasible, then only use items that are accepted in the Town's recycling and/or compost waste systems. **Do not use polystyrene**, and try to avoid the use of plastic cutlery. Instead opt for paper, wood or cornstarch based materials. For more information please review [Attachment B-Vendor Acceptable Materials](#).

WASTE DISPOSAL

When hosting any meeting or event it is important to ensure that the correct waste, recycling and compost receptacles are available for event/meeting attendees.

Each of these containers should be clearly labelled with the types of materials that they accept.

It is also beneficial to let your event attendees know how common waste materials can be diverted at the meeting. E.g. “the cutlery being served today is made from potato starch and can be accepted in the green bin” or “disposable coffee cups can be accepted in the recycling container providing the lids are separated.”

By notifying event attendees of the best waste practices, contamination of the waste streams can be drastically reduced and an increase in waste diversion will be achieved.

ENERGY CONSERVATION

Reducing the amount of energy consumed when hosting an event or meeting can be achieved through a number of ways:

- By turning off any unnecessary lighting during the meeting.
- By ensuring lights are turned off when the room is no longer in use.
- By turning off any equipment such as projectors, sound equipment and computers when not in use.

INDOOR EVENT GUIDELINES

In order to minimize the impact that a meeting has on the environment, the following criteria should be carefully considered:

BEFORE THE EVENT

Familiarize yourself with the venue to determine the location of:

- Bicycle racks, so that you can encourage event attendees to travel by bicycle
- Transit stops for easy access by bus or train
- Drinking water facilities
- Kitchen facilities for cleaning up reusable kitchenware and cutlery
- Recycling and compost containers for sorting and diverting your waste
- Waste diversion rules so that you know what materials can be recycled or composted at the facility.

FOOD AND BEVERAGES

- Avoid purchasing disposable items such as tablecloths, cutlery and kitchenware. Instead select reusable items that can be reused many times.
- Vendor and Catering Companies shall make every responsible attempt to provide a service at the event that will only bring acceptable vendor materials listed in [Attachment B](#) of these guidelines for the purpose of serving their products.

It is always preferable to use reusable kitchenware, flatware and dinnerware for events as this eliminates waste production.

If it is not practical to serve reusable kitchenware due to a lack of cleaning facilities or a large number of guests (greater than 100), then single use kitchenware may be used. If possible products should be acceptable in either the recycling or organic waste stream ([Attachment A](#)). A list of vendors that serve acceptable compostable products are listed in [Attachment C](#)

Paper plates are preferred over plastic or Styrofoam as they can be disposed of in the green compost bin.

Any compostable beverage container or cutlery should bear the official Biodegradable Products Institute (BPI) logo below. Please note that products that state “biodegradable” are not accepted in the Green bin unless accompanied by the BPI logo. If compostable materials are being used but look very similar to plastic (i.e. clear water cups), it is highly recommended that signs are posted informing event attendees where to dispose of the materials.



Figure 1 Biodegradable Products Institute Logo

WASTE SORTING

It is the responsibility of the event host to promote guests to dispose of their waste in the correct green, blue and waste receptacles. A list of materials accepted in the Town of Ajax waste containers can be found in [Attachment A](#).

Tip

Advise your event patrons at the beginning of the event of the correct sorting roles (i.e. the single use cutlery is made of corn starch and can be placed in the green bin for composting. This can significantly increase the correct sorting techniques!

TOWN PROVIDED SERVICES

BICYCLE PARKING

The Town of Ajax has bicycle racks located at all of its facilities and it is encouraged to promote patrons to attend your event via active modes of transport (i.e. walking and cycling).

WASTE CONTAINERS

In all indoor facilities, a three stream waste system is available. This includes a blue bin for recycling (co-mingled plastic and paper), a green bin for organics and a waste container. For waste sorting rules, please see [Attachment A](#).

GARBAGE COLLECTION & DISPOSAL

Town of Ajax staff will collect and ensure the proper disposal of garbage, recyclables and organics acceptable in the waste containers provided.

TAP WATER

The Town of Ajax readily enforces a bottled water ban at all of its facilities. Water fountains are found throughout most facilities and it is strongly encouraged that patrons bring their own bottle.

SMALL OUTDOOR EVENT GUIDELINES

In order to minimize the impact that a meeting has on the environment, the following criteria should be carefully considered:

BEFORE THE EVENT

Familiarize yourself with the venue, to determine the location of:

- Bicycle racks, so that you can encourage event attendees to travel by bicycle
- Transit stops for easy access by bus or train
- Drinking water facilities
- Presence of waste, recycling and organic containers for sorting and diverting your waste
- Waste diversion rules so that you know what materials can be recycled or composted at the facility.

EVENT MATERIALS

- Avoid purchasing disposable items such as tablecloths, cutlery and kitchenware. Instead select reusable items that can be used many times.
- Any Vendor/ Catering Company shall attempt to provide a service at the event that will only bring [Acceptable Vendor Materials \(Attachment B\)](#) of these guidelines for the purpose of serving their products.

It is always preferable to use reusable kitchenware, flatware and dinnerware for events as this eliminates waste production.

If it is not practical to serve reusable kitchenware due to lack of cleaning facilities or a large number of guests (greater than 100) then single use kitchenware may be used. If possible, these products should be acceptable in either the recycling or organic waste stream ([Attachment A](#)). A list of vendors that serve acceptable compostable products are listed in [Attachment C](#)

Paper plates are preferred over plastic as they can be disposed of in the green compost bin, polystyrene is not accepted in either the recycling/compost program.

Any compostable beverage container or cutlery should bear the official Biodegradable Products Institute (BPI) logo below. Please note that products that state “biodegradable” are not accepted in the Green bin unless accompanied by the BPI logo.

Tip: If compostable materials are being used but look very similar to plastic (i.e. clear water cups) it is highly recommended that signs are posted informing event attendees where to dispose of the materials



Figure 2 Biodegradable Products Institute Logo

TAP WATER

The Town of Ajax readily enforces a bottled water ban at all of its facilities. It is strongly encouraged that patrons supply a refillable water container and they encourage their event patrons to bring their own water bottle. For Town-operated events the bottled water ban is mandatory.

WASTE SORTING

The event host shall promote the disposal of waste to ensure that waste is disposed of in the correct green, blue, or waste receptacles. A list of materials accepted in the Town of Ajax waste containers can be found in [Attachment A](#).

Tip

Advise your event patrons at the beginning of the event of the correct sorting rules (i.e. the single use cutlery is made of corn starch and can be placed in the green bin for composting.) This can significantly increase the correct sorting techniques!

TOWN PROVIDED SERVICES

WASTE CONTAINERS

In most outdoor facilities a two stream waste system is available. This includes a blue bin for recycling (co-mingled plastics and papers) and a waste container. If a recycling station is not available to you or you are serving food at your event, then you may request the use of a temporary recycling bin & green bin at the time of booking. For waste sorting rules please see [Attachment A](#).

GARBAGE COLLECTION & DISPOSAL

Town of Ajax staff will collect and ensure the proper disposal of garbage, recyclables and acceptable organics in the waste containers provided.

LARGE OUTDOOR EVENT GUIDELINES

These event guidelines pertain to events held on Town of Ajax property where greater than 500 patrons are anticipated to attend.

In order to reduce the overall impact that an event has on the environment, the following guidelines should be followed:

Tip:

The marketing and communications of an event can have a significant impact on the environment; you can minimize your impact by:

Reducing paper consumption by:

- Setting up online registration
- Distributing promotional material primarily via email, online and via social media
- Limiting paper handouts such as flyers, maps, brochures & posters
- Using only post-consumer paper for printed marketing materials (mandatory for Town of Ajax hosted events).
- Limit the use of glossy paper products which are difficult to recycle

Choosing sustainable marketing resources

- Aim to reuse printed signage & banners (i.e. non date/event specific).
- Only purchase promotional giveaways that are eco conscious, have limited packaging and do not generate waste (mandatory for Town of Ajax hosted events).
- Include in the advertising information on the transit and cycling transportation opportunities to the event.

FOOD AND BEVERAGES

Vendor/Catering Companies at the event will make every reasonable effort to use and distribute acceptable vendor materials ([Attachment B](#)). Prior to their arrival, the event host should have each Vendor/Catering Company complete the [Vendor Green Events Policy Commitment listed in Attachment D](#)

The vendor policy commitment will document that the Vendor has read and understands their requirements to reduce the amount of waste at events. This includes a list of acceptable packaging materials & waste disposal instructions.

For vendors that conduct their business on multiple occasions, one signed copy of the commitment will suffice annually. The Town of Ajax's Recreation and Culture Department will hold a master list of the vendors that have committed to this policy for Town of Ajax hosted events.

RECYCLABLE & COMPOSTABLE CUTLERY & OTHER KITCHENWARE

Any single use kitchenware, cutlery and/or packaging materials must be acceptable in either the recycling or organic waste stream ([Attachment A](#)).

Paper plates are preferred over plastic as they can be disposed of in the green bin, which lowers the amount of food contamination in the recycling stream.

Compostable beverage container or cutlery must bear the official Biodegradable Products Institute (BPI) logo below. (Please note that products that state “biodegradable” are not accepted in the Green bin unless accompanied by the BPI logo).

If compostable materials are being used but look very similar to plastic (i.e. clear water cups) it is highly recommended that signs are put up telling event attendees where to dispose of the materials.



Figure 3 Biodegradable Products Institute Logo

LARGE OUTDOOR EVENT WASTE MANAGEMENT

WASTE CONTAINERS

At events where only beverages are being consumed, a blue container must be placed next to each waste receptacle to allow for the proper separation of recyclable materials. This container must be lined with a clear bag.

At events where food and beverages are being consumed only waste receptacles that allow sorting for the full three stream waste system (organics, recyclables and waste) should be present. Green compost containers are for the separation and disposal of organic/ compostable materials. This container must be lined with a certified compostable bag.

For information regarding the correct sorting of waste materials, please see [Attachment A: Waste Sorting Rules](#).

QUANTITY OF WASTE CONTAINERS

The number of waste containers required for an event is based on the expected number of attendees and the size of the event location. Best practices recommend placing sets of containers between 3-14 meters depending on the crowd density. In order to ensure maximum waste diversion, blue bins, green bins and waste containers must be placed together. A single stream waste container should not be located separately for public use. Existing parks containers may have recycling or compost bins placed beside them for the duration of the event.

The Town of Ajax is able to provide the necessary containers for public events with an attendance of up to 1,000 people at any given time. If the event expects to have more than 1,000 attendees then extra containers will need to be permitted from the Town at a cost to the event host.

VENDOR RECYCLING CONTAINERS

Vendors that serve food and beverages will need to be provided with a three stream container (one blue, one green and one waste). These containers are to be emptied by the event host or designated waste

personnel of the event and be included in the calculation of the total volume of waste produced when completing a [Green Event Debrief \(Attachment E\)](#). Vendors should not put out their own waste containers for public use unless they allow for the correct sorting & diversion of waste to take place.

WASTE STATIONS

If an event anticipates greater than 1,000 patrons, three waste stations are required to be present at the site of the event.

“Waste Stations” are a three stream set of containers (one blue, one green and one waste) inside a tent, with event specific sample boards of the packaging materials distributed at the event.

Each tent should be staffed by two people, and is the responsibility of the event host to assign (volunteer or paid).

The main responsibility of the waste station personnel is to setup sample boards, help event patrons sort their waste and conduct litter picks on site, thus allowing for maximum waste diversion and litter minimization.

The waste stations are provided by the Town of Ajax and will be set up and taken down by the Operations and Environmental Services on the day of the event.

GREEN EVENT DEBRIEF

Large events (over 501 patrons) are required to complete a [Green Event Debrief \(Attachment E\)](#). This is a report form designed to help the Town of Ajax determine the success of the Green Waste Policy and make amendments as required. The Green Event Debrief will record the number of event attendees, the amount of waste generated at the event, the approximate number of cyclists at the event, and provide a space for the event host to provide comments. This debrief will be required within **14 days** following the event. This responsibility will fall to Ajax Operations & Environmental Services Special Events staff.

SUSTAINABLE TRANSPORTION

TEMPORARY BICYCLE RACK

For outdoor events where less than 500 patrons are expected, a temporary bicycle rack will be loaned by the Town of Ajax. These temporary racks will be set up and removed by Operations & Environmental Services. Each rack will hold approximately 8 bicycles. It is highly recommended that these bicycle racks are advertised with the promotion of the event, and their location is clearly posted.

BICYCLE CORRAL

For large outdoor events where over 500 patrons are expected, a Bicycle Corral will be required. This is a fenced off area for bicycle parking for up to 25 bicycles per rack, and will be provided by the Town of Ajax. The set up and tear down will be conducted by Operations & Environmental Services. If a Bicycle Corral is required it must be advertised in the event promotional material.

The Bicycle Corral will be free of charge to all users.

The event host will be responsible for the Corral and will ensure that it is never left unattended. Members of the public will not be permitted to enter the bicycle corral to ensure security is maintained.

LARGE OUTDOOR EVENT CHECKLIST

For large outdoor events Operations and Environmental Services staff shall meet with the event host (including Town Staff) to complete the following checklist:

| Food and Beverages | |
|--|--|
| Vendor or catered food is served using only recyclable and compostable materials | |
| Vendor Green Events Policy Commitment Form has been completed | |
| | |
| Waste Management | |
| Blue bins required | |
| Green bins required | |
| Waste stations required | |
| Host has distributed waste sorting rules to all event staff and vendors | |
| Host has established waste station personnel (If required) | |
| | |
| Sustainable Transport | |
| Event requires a temporary bicycle rack | |
| Event requires a Bicycle Corral | |
| Event host will provide Bicycle Corral personnel | |
| | |
| After the event | |
| Green Event Debrief completed | |
| | |

ATT- A WASTE SORTING RULES FOR THE TOWN OF AJAX

| BLUE BOX* <i>Rinse open bottles & break down boxes</i> | | ORGANICS <i>Line your container with a compostable bag</i> | | GARBAGE | |
|---|----------------------------|---|------------------------|-----------------------|-----------------------|
| Aluminum Foil | Index Cards | Bread | House Plants | Balloons | Pill Bottles |
| Books | Junk Mail | Bones | Kleenex | Bandages | Plastic Bags |
| Boxboard | Magazines | Butcher Paper | Meat | Binders | Plastic Cutlery |
| Bristol Board | Newspaper/flyers | Butter | Microwave Popcorn Bags | Blister Packaging | Plastic Lids |
| Calendars | Packaging Paper | Cakes | Napkins | Bubble Wrap | Plastic Wrap |
| Cardboard | Paper Coffee Cups | Candy | Noodles | Candy Wrappers (Foil) | Receipt Plastic Rolls |
| Catalogues | Pizza Boxes | Cereal | Nuts/Shells | Cereal/Cracker Bags | Rubber Bands |
| Clear Glass | Plastic Trays | Coffee Filters | Oatmeal | Chip Bags | Rubber Gloves |
| Coffee Cups | Plastic Containers: (#1-7) | Coffee Grounds | Paper Towel | Cookie Bags | Sponges |
| Drink Boxes | Plastic Water Bottles | Corncobs | Paper Plates | Florist Foam | Straws |
| Envelopes | Pop Cans | Cornhusks | Paper Cups | Gauze | String |
| Fax Paper | Posters | Drink Trays | Pasta | Latex Gloves | Styrofoam |
| File Folders | Sticky Notes | Eggs | Peanut Butter | Lysol Wipes | Tape |
| Frozen Food Boxes | Telephone Books | Eggs Shells | Pizza | Pencils | Toothpicks |
| Glossy Flyers | Yogurt Tubes/Lids | Fish Parts | Pumpkins | Pens | Waxed Paper |
| | | Flowers | Salad | | Wrappers |

*No need to separate paper & plastic in the blue box

THE 3 "R's OF WASTE MANAGEMENT

Reduce the amount of waste produced.

Buy products in bulk. Avoid over-packaged products. Make two-sided copies. Use electronic mail.

Recycle used materials and processes.

Purchase recyclable materials. Ask manufacturers about recycling. Use recyclable paper products.

Reuse products in different ways.

Save plastic bags. Use old fleet parts. Use a ceramic coffee mug. Use plastic containers.

ATT-B ACCEPTABLE VENDOR MATERIALS

| | Accepted Recycling Materials | Accepted Compost Materials |
|------------------------------|---|---|
| Cutlery | None | Wooden Plant Starch Based (bearing compostable logo) |
| Plates | PET Plastic 1-7 | Paper/boxboard |
| Napkins | | Paper |
| Cold Drink Containers | PET Plastic 1-7 Glass Aluminum | Plant Starch based |
| Straws | | Paper Straws |
| Hot Drink Containers | | Containers bearing compostable logo |
| | | |
| Clam containers | Plastic clam shell 1-7 Boxboard clam container Aluminum Foil Cardboard (pizza box) Paper | Waxed paper Boxboard clam container Paper Compostable bags |
| Bags | Paper | Paper |

All Packaging Products (paper fibre excluded) must bear the Biodegradable Products Institute (BPI) logo for compostable certification.



VENDOR MATERIALS NOT CURRENTLY ACCEPTED THROUGH AJAX'S RECYCLING PROGRAMS

- Polystyrene/ Styrofoam (cups, plates, clamshells & packaging)
- Plastic cutlery
- Plastic straws
- Plastic bags

ATT- C LIST OF RESOURCES

COMPOSTABLE KITCHENWARE

Aspenware- www.aspenware.ca

Bare by Solo- <http://www.barebysolo.com>

Biodegradable Store- www.biodegradablestore.com

Canada Green- www.cagreen.ca

Eco Packaging- www.ecopackaging.ca

Staples Sustainable Earth- www.staples.ca

COMPOST BAGS

Bio Bag- www.biobag.com

Biosak- www.biosak.com

Glad 100% Compostable- www.glad.com

Indaco Bag to Nature- www.indaco.ca/

WASTE CONTAINER RENTAL COMPANIES

BFI- www.BFIcanada.com

GFL- www.gflenv.com

Millerwaste - www.millergroup.ca/waste_management

Waste Management- www.wm.com

ADDITIONAL GREEN WASTE TOOLS

Zero Waste Events- www.zerowasteevents.ca

Recycling Council of Ontario- www.rco.on.ca

Sustainable Communities - www.sustainable.org

ATT-D VENDOR GREEN POLICY COMMITMENT

As a vendor participating in an event held on Town of Ajax property, I agree to distribute my products in a sustainable manner abiding by the policies and guidelines posted.

I am aware of the resources available to me while incorporating compliant operations and will take advantage of them prior, during and after the event as required. By signing below I am confirming my intention to operate in accordance with the stated Policy and guidelines.

I agree to provide the event host or designated staff or volunteer personnel with a list and packaging samples (if necessary) in order to educate the event attendees of the best waste sorting techniques.

I will not bring in any unacceptable packaging materials as highlighted in the Green Event Policy Guidelines.

I will ensure that all waste produced will be sorted into the correct waste containers.

Please list all items you will be distributing and the packaging products materials associated with these items:

| Product | Packaging |
|-----------------------|-------------------------------|
| <i>Example: Fries</i> | <i>Example: Boxboard tray</i> |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Business Name: _____

Contact Name: _____

Contact Email: _____ Contact Phone: _____

Signature: _____ Date: __ / __ / ____

Please send completed form to Jade Schofield Environmental Sustainability Coordinator,
800 Salem Rd N, Ajax, L1S 2H9 or by email jade.schofield@ajax.ca

ATT-E GREEN WASTE DEBRIEF

| | |
|-----------------------|--------------------------------|
| Name: | Address: |
| Email: | |
| Telephone | |
| Event: | Event Location: |
| Date of event: | Approximate attendance: |

| | | | |
|---|--------------------|------------------------|----------------|
| Number of vendors (if applicable): | | | |
| Did Vendors sign the Green Event Policy Commitment? | Yes | No | Unsure |
| Were vendors compliant with packaging materials? | Yes | No | Unsure |
| Were beverages served at your event? | Yes | No | |
| Was food served at your event? | Yes | No | |
| What Types of Waste Receptacles were provided? | Waste | Comingled Recycling | Organics |
| Please state the approximate amount of waste collected at the event? | | | |
| Please state the approximate amount of recycling collected at the event? | | | |
| Please state the approximate amount of organics collected at your event? | | | |
| Any other types of waste/ recyclables collected at your event (e.g. electronics, hazardous materials)? | | | |
| Was a bicycle rack available for event attendees? | Fixed bicycle rack | Mobile bicycle rack | Bicycle Corral |
| Approximately how many people arrived by bicycle at your event? | | | |
| Were any volunteers used to help with waste diversion or active transportation? | Waste Diversion: | Active Transportation: | |
| Please provide any comments or suggestions that will help to Green Future Events: | | | |