

The Corporation of the Town of Ajax
GENERAL GOVERNMENT COMMITTEE
 Thursday, January 22, 2015
Open Meeting at 2:00 p.m.
 River Plate Room, Town Hall
 65 Harwood Avenue South



Confirmed by: *[Signature]*

AGENDA

Alternative formats available upon request by contacting:
sarah.moore@ajax.ca or 905-619-2529 ext. 3347

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

M Crawford, Chair
R. Ashby, Vice Chair

Open Meeting

1. **Call To Order**
2. **Disclosure of Pecuniary Interest**
3. **Adoption of In-Camera Minutes – December 4, 2014** (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 **2015 Council Member Remuneration**, B. Skinner, CAO / S. Dunn, General Manager, HR Services / J. Lumsden, Compensation & Recruiting Manager 3
 - 4.2 **Results of Pre-Qualification for Civil Engineering Consulting Services, Municipal Infrastructure Projects**, P. Allore, Director of Planning & Development Services / C. Coleman, Manager of Engineering, Capital Projects..... 8
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- 4.9 **Various Proposed 2014 – 2018 Durham Region Committee Appointments**, M. de Rond, Director of Legislative & Information Services / S. Moore, Committee Coordinator 45

5. Presentations / Discussion

- 5.1 **2014 Municipal Election: Debrief & Assessment**, M. de Rond, Director of Legislative & Information Services/Clerk / N. Wellsbury, Manager of Legislative Services / Deputy Clerk ... 47

6. Adjournment

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Brian Skinner
Chief Administrative Officer

Sharon Dunn
General Manager, HR Services

PREPARED BY: Jackie Lumsden
Compensation & Recruitment Manager

SUBJECT: **2015 Council Member Remuneration**

WARD(S): All

DATE OF MEETING: January 22, 2015

REFERENCE: By-Law 117-2013

RECOMMENDATION:

That the recommended 2015 Council Member Remuneration By-Law be approved.

BACKGROUND:

Based on the findings and recommendations of a citizen's committee, a new compensation structure for members of Council was approved in December 2007 and formally adopted by By-Law 1-2008. The report and by-law defined the following process for determining future changes to Council remuneration.

In November of each year commencing in 2008, HR Services would conduct a survey of salaries and other allowances provided to members of Council in the municipalities of Pickering, Whitby, Oshawa and Clarington. The annual compensation survey will be the basis that would form the recommendation for Council for the subsequent calendar year.

DISCUSSION:

Salary and Travel Allowance

The analysis of the survey data completed by staff is outlined below:

ANNUAL SALARY

	Pickering	Whitby	Oshawa	Clarington	Average
Mayor	\$81,056	\$85,710*	\$89,234	\$86,019	\$85,504
Council	\$33,774	\$36,875*	\$37,990	\$34,408	\$35,761

*Town of Whitby calculate remuneration for elected officials at the end of the current year, based on confirmed rates in local Durham Lakeshore municipalities and adjusts retroactively to the start of the year.

Ajax	Current	Proposed	Increase (\$)	Increase (%)
Mayor	\$83,498	\$85,505	\$2,007	2.4%
Council	\$35,361	\$35,762	\$401	1.1%

ANNUAL TRAVEL ALLOWANCE

	Pickering	Whitby	Oshawa	Clarington	Average
Mayor	\$15,000	\$13,500	Reimbursed at 0.52/km	\$12,274	\$13,591
Council	\$10,800	\$6,588	\$5,200	\$8,149	\$7,684

Ajax	Current	Proposed	Increase (\$)
Mayor	\$13,511	\$13,591	\$ 80
Council	\$7,644	\$7,684	\$ 40

FINANCIAL IMPLICATIONS:

The increased cost of the total compensation package for the 2015 budget year is \$4733, an increase of 1.8% over 2014.

CONCLUSION:

This recommended total salary and travel allowance package maintains comparable remuneration for members of Ajax Council.

Jackie Lumsden – Compensation & Recruitment Manager

Sharon Dunn, General Manager, HR Services

Brian Skinner, Chief Administrative Officer

THE CORPORATION OF THE TOWN OF AJAX

BY-LAW NUMBER XX-2015

A By-law to provide for the 2015 annual remuneration for the Mayor and Members of Council of the Town of Ajax.

WHEREAS the *Municipal Act, 2001*, as amended, allows for the payment of remuneration and expenses to members of council and local boards, including the option to provide that one-third of the taxable remuneration and expenses be deemed as expenses incident to the discharge of their duties for income tax purposes;

AND WHEREAS Section 283 (5) of *Municipal Act, 2001*, as amended, states in part that if a resolution of a municipality under subsection 255 (2) or (3) of the old Act is not revoked before January 1, 2003, the resolution shall be deemed to be a by-law of the municipality and one-third of the remuneration paid to the elected members of the council and its local boards is deemed as expenses incident to the discharge of their duties as members of council or local board;

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

1. ANNUAL SALARY

An annual salary shall be paid to each member of the Council of the Town of Ajax, effective January 1, 2015:

Mayor	\$85,504.00 per annum
Regional Councillors	\$35,761.00 per annum
Ward Councillors	\$35,761.00 per annum

2. TRAVEL ALLOWANCE

In addition to the sums identified in Section 1, each member of Council shall be provided a travel allowance, effective January 1, 2015:

Mayor	\$13,591.00 per annum
Regional Councillors	\$7,684.00 per annum
Ward Councillors	\$7,684.00 per annum

3. PAYMENT FOR EXPENSES

The Mayor and members of Council shall be paid from time to time for expenses incurred in the normal performance of their duties in accordance with Council approved policies.

4. ONE-THIRD OF REMUNERATION DEEMED AS EXPENSES

One-third of the remuneration paid to members of the Council and its Local Boards is deemed as expenses incident to the discharge of their duties as members of the Council or Local Board.

5. INSURED BENEFITS

Active (Under Age 65)

Members of council shall be provided with a Flexible Benefits Plan (FBP), based on the following:

- a) An amount equal to 12.5% (employer contribution) of a member's annual salary may be spent on the FBP until the last day of the month in which they attain the age of 65;
- b) The cost of each selection made by the member will be deducted from their allocation. Any employer contribution portion remaining will be paid to the member;
- c) Members of council may select FBP options totaling more than the value of the 12.5% employer contribution allocation to a maximum of a further 12.5% (council member contribution). Costs above the 12.5% employer contribution will be deducted from the annual salary.

- d) Newly elected members of council will be enrolled in the FBP at the beginning of January following the election and will re-enroll annually.
- e) Long Term Disability benefits cease seventeen (17) weeks prior to the council member's sixty-fifth (65) birthday, or when the employment relationship ends, whichever occurs first.

Active (Over Age 65)

Members of council remaining in office after the age of 65 will be eligible to receive Basic Health, Basic Dental benefits, reduced Life Insurance (if in place) and reduced Accidental Death and Dismemberment Insurance until the month in which they attain the age of 70.

Active (Over Age 70)

Members of Council remaining in office after the age of 70 will receive an amount equal to 10.5% of their salary, which can be used to purchase their own benefit coverage. The adjusted employer contribution reflects the removal of the premium allocated for the Long Term Disability benefit.

The employer contribution ceases upon retirement of council service.

Retirement

A member of council retiring from office with a minimum of 15 years of continuous service will be eligible for Basic Health and Basic Dental benefits. This benefit will conclude in the last day of the month in which the member attains the age of 65.

Survivor

Survivor benefits (Basic Health and Basic Dental) benefits will be paid to an eligible spouse for 24 months after death of a member of council or until the spouse of the member reaches the age of 65, whichever occurs first.

6. REGISTERED RETIRED SAVINGS PLAN (RRSP)

If eligible (up to December 31 of the year the member turns 71), members of council may participate in a voluntary, co-shared RRSP as follows:

- a) Before the end of February of each year in which a member has made an eligible RRSP contribution, the Town will provide a matching RRSP contribution to a maximum of 8% of the member's annual salary for the previous year. The Town's contribution constitutes a taxable benefit.

7. SEVERANCE

- a) A member of council leaving office for any reason is entitled to a severance payment of one months' wage for every full year of continuous service at the time of leaving office, subject to a minimum four years of continuous service eligibility requirement and a maximum payment of 12 months wages.
- b) In the event of death of a member of council while holding office, the severance payment indicated in 7a) above will be paid to the member's estate.
- c) The payment method is optional at the discretion of each member at the time of leaving office.

8. CHANGES TO ALLOWANCES AND BENEFITS – ANNUAL COMPARISON

- a) In November of each year commencing in 2008, HR Services staff shall conduct a survey of salaries and travel allowance provided to members of Council in the municipalities of Pickering, Whitby, Oshawa and Clarington;
- b) The compensation survey will be the basis for review of the annual salary allowance to be paid for service as a member of the Council of the Town of Ajax for the subsequent calendar year; and,
- c) A report shall be presented to Council recommending any impending changes to Council member compensation based on the annual survey.

9. By-law 157-2012 is hereby repealed.
10. This By-law is deemed to come into force and take effect on January 1, 2015.

READ a first and second time this day
Twenty-sixth of January, 2015

READ a third time and passed this
Twenty-sixth day of January, 2015

Mayor

D-Clerk

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

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

PREPARED BY: Carol Coleman, P.Eng.
Manager of Engineering, Capital Projects

SUBJECT: **Results of Pre-Qualification for Civil Engineering Consulting Services, Municipal Infrastructure Projects**

WARD(S): All

DATE OF MEETING: January 22, 2015

REFERENCE: RPQ No. PQ1405 - Civil Engineering Consulting Services ~ Municipal Infrastructure Projects [2015-2017]

RECOMMENDATION:

1. That Council appoint the following firms as pre-qualified Consultants for civil engineering consulting services related to municipal infrastructure projects for a period of 3 years, from February 2015 to December 31, 2017:

**AMEC Foster Wheeler
Chisholm Fleming and Associates
Dionne & C^o Consulting Engineering Ltd.
GHD Inc.
R.V. Anderson Associates Ltd.**

2. That Council authorize Staff to renew the pre-qualification for an additional one year period, pending analysis and satisfactory performance review of each of the firms at the expiration date of December 31, 2017.

BACKGROUND:

The Town of Ajax intends to retain Civil Engineering Consulting Firms to carry out Engineering Services for various municipal infrastructure projects over the next three years. In order to identify the best qualified Consultants and streamline the bidding process, Staff initiated a Request for Pre-Qualification [RPQ1405] for consulting engineering services. Projects are expected to include Design, Bid Document Preparation, Contract Administration and/or Inspection for:

- 1) Road Construction/ Reconstruction;
- 2) Bridge Construction/ Rehabilitation;

- 3) Streetlight Design;
- 4) Sidewalk/ Trail Construction;
- 5) Parking Lot Reconstruction;
- 6) Traffic Calming Initiatives;
- 7) Stormwater Management Systems; and
- 8) Asset Inventory and Condition Assessment for entry features, retaining walls, sound walls, fences, etc.

Consultants will be pre-qualified for a period of three years from February 2015 to December 31, 2017. The pre-qualification may be extended, subject to performance, for an additional one year, if agreed by both parties.

DISCUSSION:

Request for Pre-Qualification [RPQ] documents were issued to 31 prospective Consultants with Submissions being received back from 13 of these, prior to the closing on December 2, 2014. Listed below is a summary of the Submissions received:

NAME of VENDORS
AECOM Canada Ltd.
Ainley Graham & Associates Ltd.
AMEC Foster Wheeler
Chisholm Fleming and Associates
CIMA
Dionne & C ^o Consulting Engineering Ltd.
GHD Inc.
Hatch Mott MacDonald Ltd.
IBI Group
LEA Consulting Ltd.
MMM Group Ltd.
R.V. Anderson Associates Ltd.
The Greer Galloway Group Inc.

An Evaluation Committee, made up of Planning and Development Services and Operations and Environmental Services staff, reviewed all of the submissions received based on a standard set of evaluation criteria. The evaluation criteria included: qualifications and experience of the firm; qualifications and experience of key personnel; results of reference checks; and quality of the submission.

The pre-qualification notice stated that it was expected that a maximum of three firms would be pre-qualified and only these firms would be invited to submit tenders and/or proposals on selected projects. However, based on the closeness of the scores, Staff are now recommending that five firms be pre-qualified.

As a result of the evaluation, the following five firms (listed in alphabetical order) received the highest scoring:

PRE-QUALIFIED FIRMS:
AMEC Foster Wheeler
Chisholm Fleming and Associates
Dionne & C ^o Consulting Engineering Ltd.
GHD Inc.
R.V. Anderson Associates Ltd.

The next step will be to obtain competitive prices, in the form of a competitive Bid Solicitation, for each of the projects, from the five pre-qualified firms listed above. Contracts would then be awarded to the firm(s) that will provide the best value to the Town for each project.

FINANCIAL IMPLICATIONS:

There are no direct financial implications for appointing the above firms as pre-qualified consultants. Civil engineering services are required for various capital projects. The funding for these projects is provided through various departmental capital accounts.

COMMUNICATION ISSUES:

Letters will be sent to both the successful and unsuccessful firms to inform them of the results of the pre-qualification process.

CONCLUSION:

It is the recommendation of Staff that the Town proceed with issuing competitive bids for civil engineering consulting services related municipal infrastructure projects, in the form of a Request for Tender or Request for Proposal, for the above noted projects, but only to the five firms that have been pre-qualified.

ATTACHMENTS:

N/A

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

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



TOWN OF AJAX REPORT

REPORT TO: General Government Committee

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

PREPARED BY: Sean McCullough, BES
Development Planner

SUBJECT: **2014 Committee of Adjustment Update**

WARD: All

DATE OF MEETING: January 22, 2015

RECOMMENDATION:

That the report to General Government Committee entitled “2014 Committee of Adjustment Update” dated January 22, 2015, be received for information.

REPORT:

The purpose of this report is to update Council on the decisions of the Committee of Adjustment with respect to Minor Variance applications. Decisions of the Committee of Adjustment can be appealed to the Ontario Municipal Board within 20 days of the decision being rendered.

A summary of the decisions made by the Committee of Adjustment over 2014 is summarized in Table 1. In 2014, staff processed 22 minor variance applications. The requests ranged from parking/drive aisle/loading space reductions, reductions to setbacks and lot requirements, increases to accessory building gross floor areas and heights, and requests for additional uses or expansions to legal non-conforming uses. These applications were supported by staff, and were subject to various conditions. In all cases, the Committee accepted staff's positive recommendations. None of the decisions were appealed to the Ontario Municipal Board.

CONCLUSION:

It is recommended that this report be received for information.

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

Gary Muller, MCIP, RPP
Manager of Planning

Sean McCullough, BES
Development Planner

Table 1: Summary of 2014 Committee of Adjustment Decisions (January 2014 through to December 2014)

APPLICATION	RELIEF REQUESTED/ BY-LAW REQUIREMENTS	STAFF COMMENT	DECISION
A1/14 Zakia Yousfi 541 Old Harwood Avenue	To permit: <ul style="list-style-type: none"> a minimum lot depth of 30.4 metres, whereas the by-law requires a minimum lot depth of 33.5 metres; a maximum lot coverage of 45%, whereas the by-law requires a maximum lot coverage of 33%; and a minimum setback from the exterior side lot line of 2.0 metres, whereas the by-law requires a setback from the exterior side lot line of 6.0 metres. 	The lot depths are of an appropriate size that would accommodate single detached dwellings that are in keeping with the surrounding neighbourhood. A lot coverage of 45% and a setback from the exterior side lot line of 2.0 metres has been established within the surrounding neighbourhood.	Approved with conditions: <ol style="list-style-type: none"> That the Owner/Applicant obtain a certificate of consent for Land Division Applications LD003/2014 and LD004/2014; and That the Owner/Applicant applicant obtain building permits for each of the three (3) dwellings as indicated in Figure 2 – Proposed Site Plan, forming part of this report.
A2/14 J D Barnes Ltd. 9 Nott Drive	To permit a minimum setback of 0.9 metres from the interior side lot line; whereas, the Zoning By-law requires a minimum setback 1.2 metres from an interior side lot line.	The proposed setback of 0.9 metres would only apply to the front porch of the dwelling and would increase towards the rear yard.	Approved with the condition: <ol style="list-style-type: none"> That the requested variance only apply to the dwelling as indicated on Figure 2 of this report.
A3/14 & A4/14 Zakia Yousfi 541 Old Harwood Avenue	To permit: <ul style="list-style-type: none"> a minimum lot depth of 30.4 metres, whereas the by-law requires a minimum lot depth of 33.5 metres; and a maximum lot coverage of 45%, whereas the by-law requires a maximum lot coverage of 33%. 	The lot depths and lot coverage are of an appropriate size that will accommodate a single detached dwellings that is in keeping with the surrounding neighbourhood.	Approved with conditions: <ol style="list-style-type: none"> That the Owner/Applicant obtain a certificate of consent for Land Division Applications LD003/2014 and LD004/2014; and That the Owner/Applicant obtains building permits for each of the three (3) dwellings as indicated in Figure 2 – Proposed Site Plan, forming part of this report.
A5/14 Matthew Weenen 2568 Salem Road	Application Withdrawn		
A6/14 Joanne Fletcher 37 Trawley Crescent	To permit a maximum driveway width of 5.4 metres; whereas, the Zoning By-law permits a maximum driveway width of 5.0 metres.	The increased width of 0.4 metres will not dominate the streetscape and would not adversely impact the front yard	Approved with conditions: <ol style="list-style-type: none"> That the Owner obtain a building

APPLICATION	RELIEF REQUESTED/ BY-LAW REQUIREMENTS	STAFF COMMENT	DECISION
		outdoor amenity space.	<p>permit for the proposed accessory apartment; and</p> <p>2. That the proposed driveway widening only occur on the subject property, and no widening shall be permitted within any portion of the Town's municipal boulevard.</p>
A7/14 Derrick and Rachel Hickey 61 Lincoln Street	To permit a maximum accessory structure height of 5.5 metres; whereas, the zoning by-law permits a maximum accessory structure height of 4.5 metres.	The proposed accessory structure would be screened by mature vegetation and would maintain larger then required setbacks from all lot lines.	<p>Approved with the condition:</p> <p>1. That the Owner/Applicant obtains a building permit for the proposed accessory structure.</p>
A8/14 Patrick Panacci 2990 Ebony Street	To permit a platform (front balcony), that is more than 1.2 metres above ground level, to be setback a minimum of 4.25 metres from the front lot line; whereas, the zoning by-law requires a minimum front yard setback of 7.62 metres.	The proposed setback would maintain a sufficient buffer from the street. Additionally, the second storey balcony would allow for two legal sized parking spaces to be accommodated in the driveway.	<p>Approved with conditions:</p> <p>1. That the Owner/Applicant receive Site Plan Approval from the Town of Ajax; and</p> <p>2. That the Owner/Applicant obtains a building permit for the proposed single detached dwelling.</p>
A9/14 No Frills 105 Bayly Street West	To permit an outdoor display and storage area (garden centre) to be located within the areas required for parking; whereas, the zoning by-law does not permit outdoor display and storage in required parking areas.	A surplus of 108 parking spaces would be maintained while the garden centre is operational. Additionally, the garden centre has operated since 2005 with no traffic circulation issues reported.	<p>Approved with conditions:</p> <p>1. That the outdoor display and sales area (garden centre) only be permitted to operate annually between the months of April and August of any calendar year;</p> <p>2. That the Owner/Applicant obtain a building permit annually for the temporary sales structure as required from the Town of Ajax Building Services;</p> <p>3. That all temporary structures, fencing, and materials be removed from the parking area between the months of September and March of any calendar year; and</p>

APPLICATION	RELIEF REQUESTED/ BY-LAW REQUIREMENTS	STAFF COMMENT	DECISION
			4. That the outdoor display and sales area be located as shown on Figure 3 forming part of this report.
A10/14 Rob and Sheri Norris 105 Rossland Road West	To permit a maximum accessory structure height of 7.7 metres; whereas, the by-law permits a maximum accessory structure height of 4.5 metres.	The purpose of the application is to facilitate the construction of a mansard roof on an existing legal non-complying accessory structure. The proposed accessory structure would not overshadow adjacent properties as large setbacks would be maintained.	Approved with the condition: 1. That the Owner/Applicant obtains a building permit for the proposed accessory structure renovation.
A11/14 2293297 Ontario Inc. 60 Blowers Crescent	To permit: <ul style="list-style-type: none"> • A minimum setback of 3.0 metres from a front lot line (Blowers Crescent); • A minimum parking rate of 1 parking space per 28 m² of gross floor area; and • No loading spaces. 	The location of the proposed building with a 3.0 metre setback was encouraged by staff and deemed appropriate for the desirable development of the lands. Staff are satisfied that a parking rate as requested is sufficient to accommodate the parking demand. A loading area would not be required as the site would be serviced by Light Single Unit Vehicles.	Approved with conditions: 1. That the Owner/Applicant obtain Site Plan Approval of Site Plan Application SP15/13 and enter into a site plan agreement with the Town; and 2. That the owner obtains a building permit for the proposed development.
A12/14 Elaine and Glen Omori 25 Harley Drive	To permit a minimum setback of 6.0 metres from a rear lot line to accommodate a proposed sunroom addition; whereas, the Zoning By-law requires a minimum rear yard setback of 7.5 metres.	There would be no infringement on the privacy of adjacent residential properties to the north, east, or south as a result of the sunroom.	Approved with the condition: 1. That the applicant obtains a building permit for the proposed sunroom addition.
A13/14 Luvian Homes 21 Keith-Wright Crescent	To permit a minimum setback of 6.9 metres from a rear lot line to a proposed dwelling; whereas, the Zoning By-law requires a minimum rear yard setback of 7.5 metres.	Due to the required road turning radius and the shape of the lots, the dwelling is unable to maintain the required setback. The proposed setback is considered appropriate and maintains sufficient outdoor amenity space.	Approved with the condition: 1. That the applicant obtains a building permit for the proposed dwelling.
A14/14 Luvian Homes 29 Keith-Wright Crescent	To permit a minimum setback of 6.3 metres from a rear lot line to a proposed dwelling; whereas, the Zoning By-law requires a minimum rear yard setback of 7.5 metres.	Due to the required road turning radius and the shape of the lots, the dwelling is unable to maintain the required setback. The proposed setback is considered appropriate and maintains sufficient outdoor amenity space.	Approved with the condition: 1. That the applicant obtains a building permit for the proposed dwelling.
A15/14 Luvian Homes 31 Keith-Wright Crescent	To permit a minimum setback of 6.8 metres from a rear lot line to a proposed dwelling; whereas, the Zoning By-law requires a minimum rear yard	Due to the required road turning radius and the shape of the lots, the dwelling is unable to maintain the required setback.	Approved with the condition: 1. That the applicant obtains a

APPLICATION	RELIEF REQUESTED/ BY-LAW REQUIREMENTS	STAFF COMMENT	DECISION
	setback of 7.5 metres.	The proposed setback is considered appropriate and maintains sufficient outdoor amenity space.	building permit for the proposed dwelling.
A16/14 Life Time Fitness 100 Beck Crescent	To permit a maximum accessory structure (pool slide and canopy) height of 8.1 metres; whereas, the Zoning By-law permits a maximum accessory structure height of 4.5 metres.	The proposed accessory structure would maintain adequate setbacks, and because of the grade difference would appear to be 5.1 metres as viewed from the street.	Approved without conditions.
A17/14 Neil Mohan 10 Hulley Crescent	To permit a minimum setback for access of 0.75 metres to an existing door from the interior (east) side lot line; whereas, the By-law requires a minimum setback of 1.0 metres.	The door is not a required entrance to an accessory apartment and would not encroach onto the adjacent property.	Approved with conditions: <ol style="list-style-type: none"> 1. That the Owner/applicant obtain a building permit for the side door, including other necessary permits to make internal modifications to stairs and landings; 2. That the owner/applicant reduce the size of the rear yard platform (deck) to bring it into compliance with Zoning By-law 95-2003, as amended; and 3. That the side door not be used as a principal access to the dwelling, or for an accessory apartment.
A18/114 Di Pietro & Galea Holding Company 510 Finley Avenue	To permit a minimum of 120 required parking spaces; whereas, the Zoning By-law requires a minimum of 138 required parking spaces.	Based on a parking utilization study completed for the subject property, sufficient parking would be available on site. Therefore the request is considered desirable for the appropriate development of the lands.	Approved with the condition: <ol style="list-style-type: none"> 1. That the Owner/Applicant submit a Site Plan Application and obtain approval from the Town of Ajax.
A19/14 Index Energy 170 Mills Road	Application Withdrawn.		
A20/14 Shaun Gallagher 2974 Ebony Street	Application Withdrawn.		
A21/14 Savitri Sankar 145 Dooley Crescent	To permit a maximum driveway width of 5.4 metres; whereas, the Zoning By-law permits a maximum driveway width of 5.0 metres.	The increased width of 0.4 metres will not dominate the streetscape and would not adversely impact the front yard	Approved with conditions: <ol style="list-style-type: none"> 1. That the Owner/Applicant obtains a

APPLICATION	RELIEF REQUESTED/ BY-LAW REQUIREMENTS	STAFF COMMENT	DECISION
		outdoor amenity space. Temporary on-street parking opportunities are preserved.	building permit for the proposed accessory apartment; and 2. That the proposed driveway widening apply only to the subject property.
A22/14 Greg and Ronda Evans 19 Pearce Drive	To permit a platform that is more than 1.2 metres above ground level to have a maximum area of 36.0 m ² ; whereas, the Zoning By-law permits a maximum area of 30.0 m ² .	The platform would essentially replace an existing platform that is well screened, with the exception of some minor modification to increase the functionality of the platform. The request is considered minor and desirable for the appropriate development of the lands.	Approved with the condition: 1. That the Owner/Applicant obtains a building permit for the proposed platform.
A23/14 O'Connor Land and Cattle Co. 750 Rossland Road East	To permit a Minimum Distance Separation (MDS II) setback of 88 metres to a Type A land use (762 Rossland Rd E), whereas, the Zoning By-law (MDS Implementation Guidelines) requires a minimum setback of 104 metres.	The proposed livestock facilities were to utilize an existing foundation and manure storage facilities of an old livestock facility. The utilization of the existing foundation would not necessitate the removal of cultivated land.	Approved with the condition: 1. That the Owner/Applicant obtain building permits for the proposed livestock facilities.
A24/14 Lifestyle Sunrooms 35 Illingworth Lane	Application Withdrawn.		
A25/14 Cheryl Boddy 128 Sharplin Drive	To permit a platform greater than 1.2 metres above ground level to have a maximum area of 44.0 m ² ; whereas, the Zoning By-law permits a maximum platform area of 30 m ² .	The proposed platform would not become the dominate feature of the yard, and would maintain a larger than required 13.0 metre setback. The proposed platform would not infringe on properties to the rear as the subject lands back onto a stormwater pond.	Approved with the condition: 1. That the Owner/Applicant obtains a building permit for the proposed platform.
A26/14 Cynthia Washbrook 126 Sharplin Drive	To permit a platform greater than 1.2 metres above ground level to have a maximum area of 38.5 m ² ; whereas, the Zoning By-law permits a maximum platform area of 30 m ² .	The proposed platform would not become the dominate feature of the yard, and would maintain a larger than required 13.0 metre setback. The proposed platform would not infringe on properties to the rear as the subject lands back onto a stormwater pond.	Approved with the condition: 1. That the Owner/Applicant obtains a building permit for the proposed platform.

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

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

PREPARED BY: Robert Salewytch
Transportation Technologist

SUBJECT: **Traffic Calming – Clements Road W**

WARD: 3

DATE OF MEETING: January 22, 2015

REFERENCE: Capital Account No. 959011 – Traffic Calming Clements Road

RECOMMENDATION:

That the report to General Government Committee dated January 22, 2015 entitled “Traffic Calming – Clements Road W”, be received for information.

BACKGROUND:

In 2007, Council approved the Traffic Calming Framework and Process which details the process for evaluating and implementing Traffic Calming along Town roads. In response to concerns raised by residents of Clements Road West, previous staff conducted an evaluation using the approved process. The results indicated that Clements Road West between Monarch Avenue and Harwood Avenue South was one of the highest ranking candidates for traffic calming in 2012.

Clements Road West is a two lane, two-way east-west Collector Road with a posted speed limit of 40 km/h. Bike lanes are provided on both the north and south sides of the road. It provides access to a residential neighbourhood in south Ajax, the Rouge Valley Health System, and the Ajax Community Centre. There is minimal residential frontage as this segment is predominantly fronted by the Clements Woodlot. A traffic volume of approximately 5,300 vehicles per day and 85th percentile speeds of 58 km/h was recorded in June, 2011. Having such a high speed and large volume is not conducive to the Town’s goal of providing complete streets and livable communities as it presents additional challenges to vulnerable road users. Between July 2009 and July 2012, a total of two collisions occurred, both of which involved vehicles attempting to turn south onto Frazer Road. Therefore the design of Traffic Calming on Clements Road West was initiated in June, 2014.

DISCUSSION:

CIMA+ was retained in June, 2014 to produce a cost-effective design aimed at reducing vehicle speeds without compromising the pedestrian and cycling environment while minimizing the impact to emergency services.

Although a wide variety of Traffic Calming measures exist, most require complex designs and substantial construction within the Town's right-of-way in order to ensure effectiveness. Many of the most effective measures also increase emergency response times, and thus are not supported by emergency services. This results in high costs that inhibit the Town's ability to address the growing list of roads that meet the requirements of the Traffic Calming Warrant. Therefore, Transportation staff felt that a new design philosophy, combined with the utilization of new technologies was necessary to meet the needs of the Town.

Based on this approach, speed cushions were deemed to be the most appropriate Traffic Calming measure as they reduce the need for complex design work, decrease costs without impacting effectiveness, and minimize the impact to emergency services while effectively reducing vehicle speeds.



Figure 1: Set of Speed Cushions (Photo: Undated, Traffic Logix)

In an effort facilitate the implementation of a new technology Transportation staff initiated a collaboration with Traffic Logix Inc. to demonstrate their speed cushions. The rubber speed cushions require seasonal installation and removal to ensure they are not damaged by snow removal vehicles. The Operations staff will support this pilot project by installing and removing the devices in 2015. Affected stakeholders were invited to a field presentation at the Operations and Environmental Services Centre on August 21st, 2014 in an effort to garner support for the technology. After determining that the devices would not impact response times for emergency vehicles, the technology was universally supported by Durham EMS and Ajax Fire & Emergency Services.



Figure 2: Speed Cushion with Durham Region EMS Ambulance
(Photo: August 21, 2014, Rob Salewytch)

Upon receiving stakeholder support, it was determined that installing rubber speed cushions on Clements Road West will serve as a pilot project to test the operational effectiveness of the new speed cushion technology. In order to determine whether the pilot project is successful, a comprehensive analysis of traffic data needs to be undertaken. In anticipation of the need for current traffic data, staff collected current traffic data for this road segment in fall 2014. Installation of the new devices is estimated to occur in April or May of 2015, with additional traffic data scheduled to be collected in fall 2015. Traffic patterns are atypical after a significant change, and thus providing a buffer of four or five months ensures that traffic patterns have normalized. This assessment will compare the 2014 and 2015 traffic data in relation to three main factors:

- 85th Percentile Speed
- Percentage of High End Speeding Vehicles (>15 km/h above the posted limit)
- Vehicle Volume

The final design of the preferred alternative involves the following:

- Installation of two (2) rubber speed cushions (See ATT-2) with reflective materials per location. The selected locations maximize visibility in either direction, and do not compromise the use of on-street parking facilities for the residents of Clements Road West.
 - Location 1 - 170 m east of Monarch Avenue (See ATT-3)
 - Location 2 - 40 m west of Frazer Road (See ATT-4)
- Installation of eight (8) removable, flexible bollards per location. Six (6) will serve to enhance the demarcation of the current cycling facilities, and two (2) will help separate bidirectional vehicular traffic.

- Installation of two (2) “Speed Hump Signs” per location to provide additional visual indication of the presence of the device.

The result of the assessment will have multiple outcomes. Primarily, indicate whether the technology is suitable for further use within the Town. Secondly, it will provide Transportation staff with an understanding of whether the design is suitable for the location. Lastly, it will indicate the desirability of replacing the rubber speed cushions with a permanent installation made of concrete.

In addition to the design, CIMA+ also produced construction drawings and Request for Tender (RFT) documents to be utilized by the Town of Ajax should staff determine that permanent installation of concrete speed cushions is suitable for Clements Road West.

FINANCIAL IMPLICATIONS:

Capital Account Number 959011 – Traffic Calming Clements Road

Approved Capital Budget		\$120,000.00
Previous Awards/Expenditures		
Consulting Fees	\$29,551.10	<u>\$29,551.10</u>
Available Budget		<u>\$90,448.90</u>

The Capital Detail Sheet is attached for information.

The purchase of the speed cushions and bollards will be made through the available budget of Capital Account Number 959011 – Traffic Calming Clements Road.

Seasonal installation and removal will have ongoing operational cost implications for Operations staff.

COMMUNICATION ISSUES:

Two public consultation sessions were held during the design stage on July 23rd & September 10th, 2014 in the Admiral Room of the Ajax Community Centre. The main concern raised by residents related to the placement of the traffic calming devices to ensure effectiveness without compromising on-street parking. Comments from these sessions were incorporated into the final design.

Prior to rendering any decisions resulting from the pilot project, staff will engage with local residents in order to gauge the public’s perception and to address any additional concerns that may be raised.

CONCLUSION:

Staff will install the rubber speed cushions and flexible bollards as a pilot project in spring 2015 as per the design submitted by CIMA+. Traffic data will be collected in fall 2015 under the annual traffic data collection program in order to evaluate the effectiveness of the design, and the technology. Staff will update Council with the results of the evaluation and a decision regarding whether a permanent installation of concrete speed cushions is suitable and/or desirable.

ATTACHMENTS:

ATT-1: 2014 Capital Budget Detail Sheet

ATT-2: Preferred Alternative – Speed Cushion (Design)

ATT-3: Preferred Alternative – Speed Cushion (Midblock Location)

ATT-4: Preferred Alternative – Speed Cushion (Near Frazer Road Location)

Robert Salewytch – Transportation Technologist

Hubert Ng, P. Eng. – Senior Transportation Planner

Gary Muller, MCIP, RPP – Manager of Planning

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

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

Department	Planning & Development Services
Section	Engineering Services
Project Name	Traffic Calming - Clements Rd
Submitted By	Carol Coleman, Manager of Engineering - Capital Projects
Start Year	2014
Project Number	0959011

PROJECT DESCRIPTION / JUSTIFICATION

Scope: Design and construction of traffic calming measures to reduce vehicle speeds along Clements Road from Monarch Avenue to Harwood Avenue. The scope of the work would include the potential implementation of upgraded pavement markings, pedestrian refuge medians and streetscaping.

In the event that this project does not receive sufficient public support, as per the Traffic Calming Warrant, then design and construction will proceed with the next highest ranked project, Emperor Street from Harwood Avenue to Pickering Beach Road.

Rationale: Clements Road West is a Collector Road with a posted speed limit of 50 km/hr. Traffic volumes of approximately 5,300 vehicles per day, 85th percentile speed of 58 km/h and a 62% cut-through traffic have been observed. High volumes of cut-through traffic decrease the street's livability and compromises the pedestrian and cycling environment in this key corridor with access to the Ajax Community Centre, Clements Woodlot and Rouge Valley Health System.

Based on the Traffic Calming Warrant, Clements Road West from Monarch Avenue to Harwood Avenue is the highest ranked street that has not undergone the traffic calming process, it has a score of 60.5 for the need of traffic calming. Traffic calming measures that may be used include:

- Medians – reduce lane widths to reduce speed, provide pedestrian refuges to improve crossings, decorative features such as trees create a residential landscape.
- Pavement Markings – add definition to bike lanes and further reduce lane widths.

References: *Traffic Calming Warrant of 2007.*

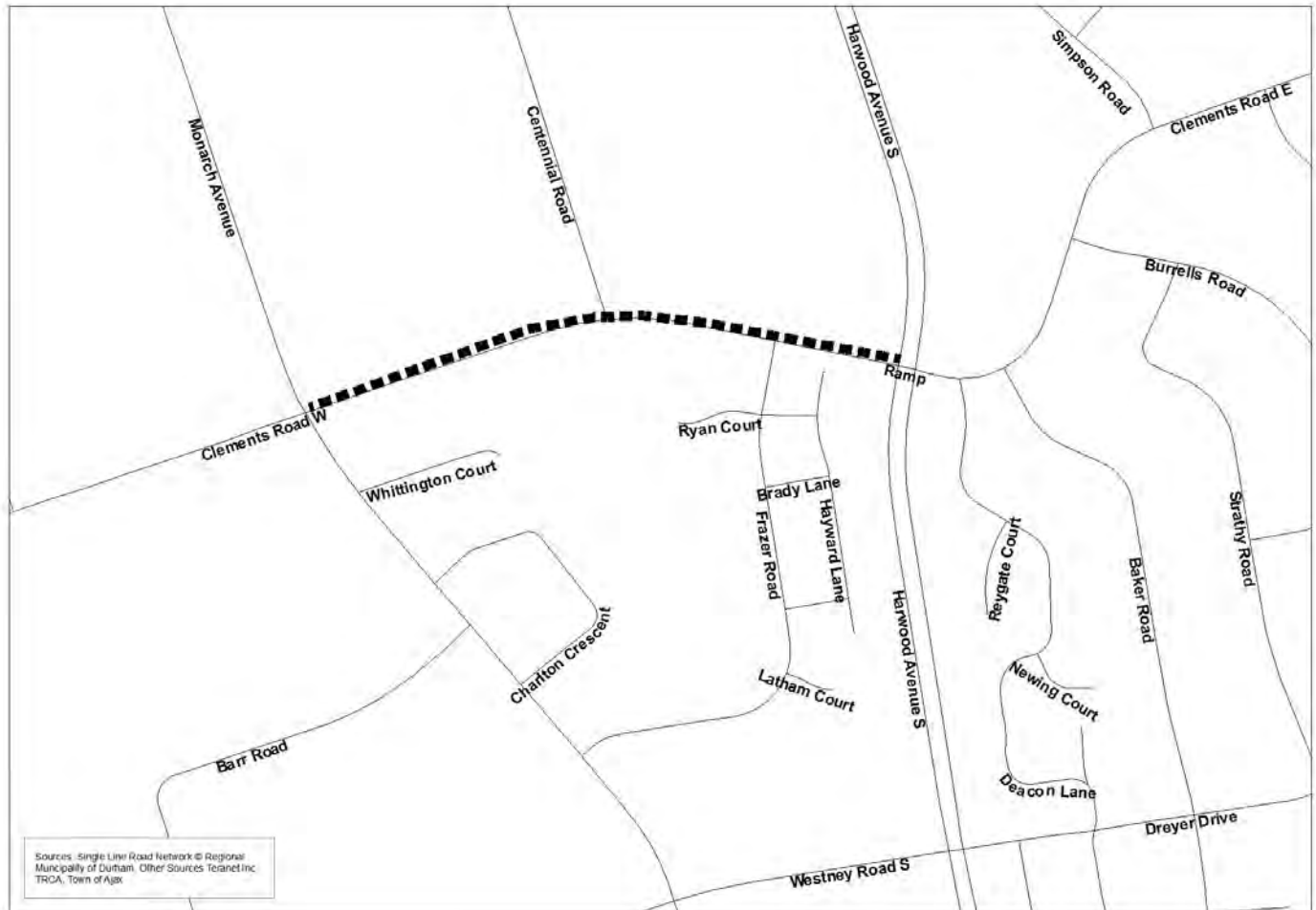
Schedule: Public consultation and detail design Spring 2014. Implementation to occur in Summer/Fall 2014.

EXPENDITURES / FUNDING

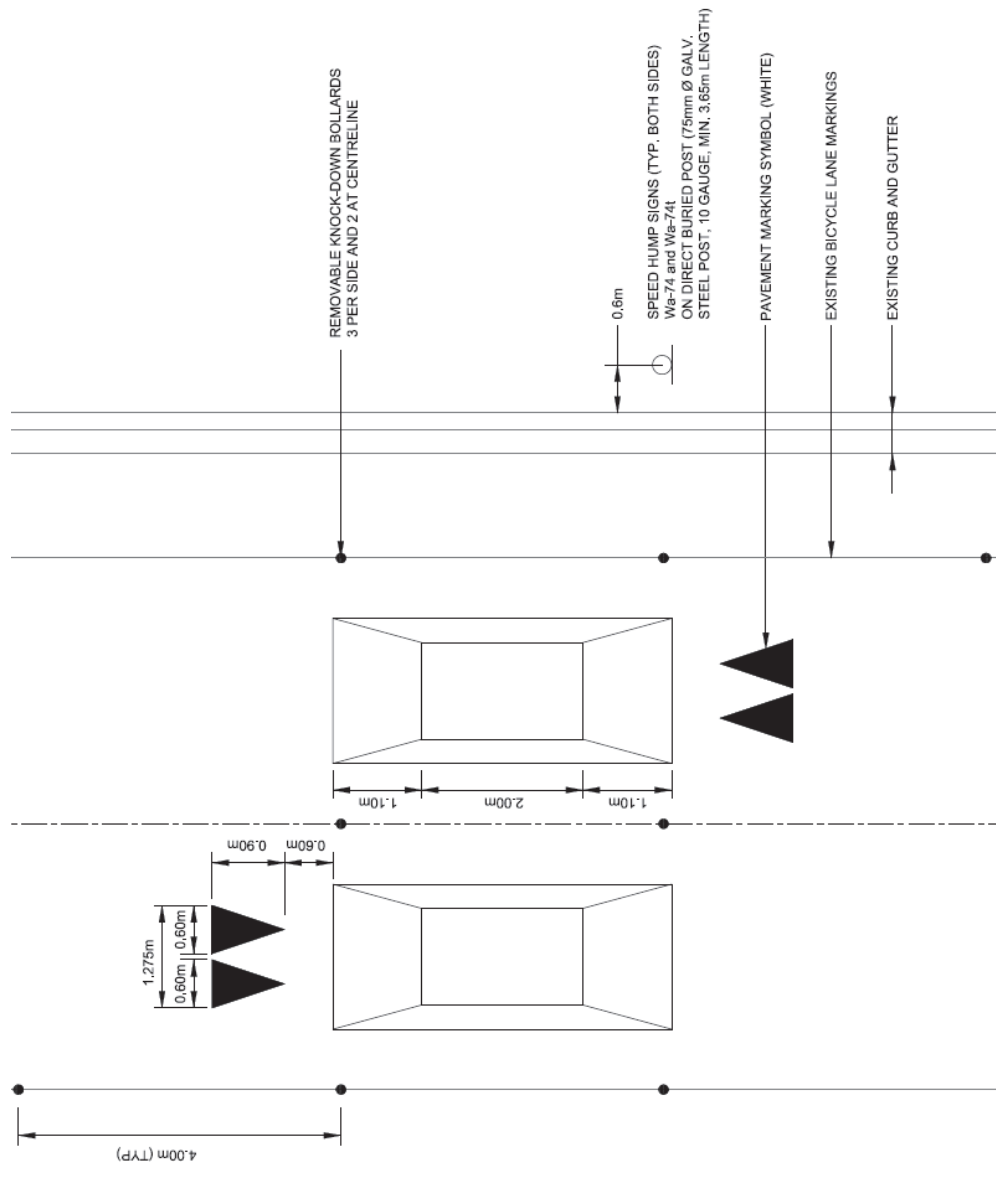
	2014	2015	2016	2017	2018	Total
Total Expenditures	120,000					120,000
Strategic Initiatives Reserve	120,000					120,000
Total Funding	120,000					120,000
Annual Operating Costs	200	400	400	400	400	

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

Traffic Calming - Clements Rd



PREFERRED ALTERNATIVE – SPEED CUSHION (DESIGN)



PREFERRED ALTERNATIVE – SPEED CUSHION (MIDBLOCK LOCATION)



PREFERRED ALTERNATIVE – SPEED CUSHION (NEAR FRAZER ROAD LOCATION)



TOWN OF AJAX REPORT



REPORT TO: General Government Committee/Council

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

PREPARED BY: Jack Mamo, C.E.T., C.B.C.O.
Manager of Building Approvals Section

SUBJECT: 2014 Year End Building Permit Activity and 2015 Projection Report

WARD(S): All

DATE OF MEETING: January 22, 2015

REFERENCE: N/A

RECOMMENDATION:

That the attached 2014 Year End Building Permit Activity Report be received as information.

BACKGROUND:

Attached is the 2014 (January 1, 2014 to December 30, 2014) Building Permit Activity Report.

DISCUSSION:

The following is a summary of the 2014 Year End Building Permit Activity Report:

- Total construction value for the year of building permit activity decreased from \$367 million in 2013 to \$238 million in 2014, representing a decrease of 35%. However, the third quarter Durham Region Building Activity report ranks Ajax second amongst the Region's municipalities in permits issued for new residential units, and third for total construction value. Construction values are calculated for issued building permits only and not for permits that are in circulation. See ATT-1.
- Total construction value for residential permits decreased by 40% from \$313 million in 2013 to \$186 million in 2014. Contextually, the residential construction values in 2013 were the highest recorded since 2006 and 75% higher than the previous five year average of \$179 million.

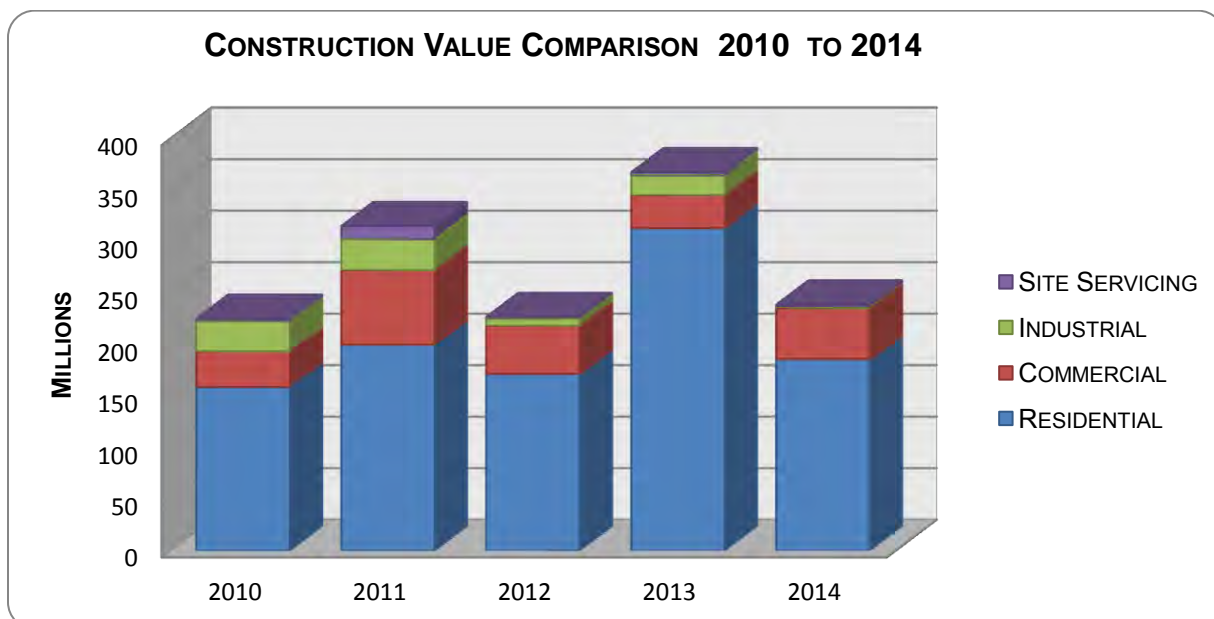
Also, the decrease in the number of residential housing permits issued in 2014 can in part be attributed to the increase in the Town's development charges in September 2013. Due to the development charge increase, the Town realized 126 more residential housing permits than anticipated for 2013; permits with a construction value in excess of

\$33 million that would have otherwise been issued in 2014. Moreover, the 25 storey Medallion Tower - 'A' accounted for \$50 million of the 2013 construction values.

- The 2014 forecast for new residential housing permits (i.e. detached, semi-detached, townhouse, apartment) was 653, the actual number of units for which permits were issued was 541 (this includes a retirement residence of 126 units) which represents 83% of the projected units.
- Total construction value for non-residential permits decreased slightly from \$54 million in 2013 to \$53 million in 2014; representing a 1.85% reduction. There were a total of 167 non-residential permits issued in 2014 compared to 223 in 2013.
- The 2014 forecast for new non-residential floor area was 30,996 m² (333,638 ft²), the actual amount of new floor area for which a permit was issued was 18,550m² (199,670 ft²), representing 60% of the projected area.

Contributing to the decrease in new non-residential floor area in 2014 were projects for Accetone Funeral Home; Volvo, Jaguar & Land Rover; and Salem Business Park, which were all anticipated in 2014 but were pushed back to 2015.

The following graph illustrates a comparison of construction values for the past five years. Note that commercial building permits include a broad range of uses permitted such as offices, restaurants, places of worship and public buildings. Buildings in the industrial category include buildings associated with assembling, fabricating, manufacturing, processing and repair or storage of goods and materials.



The following table highlights noteworthy projects approved for construction in 2014:

Company	Location	Area	Value (\$)	Type
Lifetime Fitness	100 Beck Crescent	11,635 m ² (125,238 ft ²)	\$29,000,000	New
Battlefield Equipment Rentals	400 Clements Road	740 m ² (7,965 ft ²)	\$800,000	Addition
Picov Farms – 250 KW (AC) Rooftop solar PV array	381 Kerrison Drive E.	3,716 m ² (39,999 ft ²)	\$900,000	New
Picov Farms – 250 KW (AC) Rooftop solar PV array	380 Kingston Road E.	3,716 m ² (39,999 ft ²)	\$900,000	New
Harwood Place Seniors Residence (126 unit retirement residence)	240 Old Harwood Avenue	11,570 m ² (124,538 ft ²)	\$15,600,000	New
Esso Convenience Store, Car Wash and Canopy	290 Rossland Avenue E. (NW corner of Salem/Rossland)	665 m ² (7,158 ft ²)	\$500,600	New
One Storey Multi-Unit Retail/Office Building	290 Rossland Avenue E. (NW corner of Salem/Rossland)	316 m ² (3,401 ft ²)	\$379,200	New
Kingdom Hall of Jehovah's Witnesses	877 Westney Road S.	493 m ² (5,306 ft ²)	\$750,000	New
Unnamed Imagination Elementary Public School	180 Williamson Drive E.	5,285 m ² (56,887 ft ²)	\$8,500,000	New

2015 DEVELOPMENT PROJECTIONS

Early projections indicate that there will be a slight increase in development in the residential sector for 2015. An estimated 627 new residential housing units (ie. detached, semi-detached, townhouse, apartment) will be created in 2015 compared to the 541 created in 2014.

Anticipated among the non-residential development projects that will be approved for construction in 2015 are:

- Accettone Funeral Home: one-storey reception hall and crematorium – 384 Finley Avenue
- Volvo, Jaguar & Land Rover Durham: auto dealership – 280 Achilles Road
- Salem Business Park: one-storey prestige employment building – 60 Blowers Crescent

FINANCIAL IMPLICATIONS:

None

COMMUNICATION ISSUES:

None

CONCLUSION:

Building permit activity was lower than anticipated for 2014. According to a Region of Durham report on building activity from January to September, 2014, Ajax ranked second amongst the Region's municipalities in permits issued for new residential units, and third in total construction value for that period. The development forecast for 2015 will result in the construction of higher residential units and moderate non-residential growth.

ATTACHMENTS:

ATT-1: Town of Ajax Building Report – Year-to-Date – December 2014

Jack Mamo, CBCO, CET
Chief Building Official/Manager of Building Approvals

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

TOWN OF AJAX BUILDING REPORT - YEAR - TO - DATE - DECEMBER 2014

TYPE OF PERMIT	DECEMBER 2014 (Year to Date)				DECEMBER 2013 (Year to Date)		
	# of Applications Rec'd in 2014	# of Applications in circulation	# of Permits Issued	Construction Value(\$)	# of Applications Rec'd in 2013	# of Permits Issued	Construction Value(\$)
RESIDENTIAL:							
New Residential House: i.e. detached, semi detached, condo, townhouse etc. (DC charges applicable)	387	37	414	161,734,100	854	822	257,115,300
Residential House Additions, Alterations, Demolitions i.e. detached, semi detached, condo, townhouse etc.	64	5	63	2,696,948	63	64	2,001,676
Residential Multi Storey: i.e. apartments, condo etc.	2	1	3	18,627,296	5	4	51,433,500
Minor Residential: i.e. decks, garages etc.	142	2	140	1,595,365	165	163	1,934,971
Accessory Apartment: i.e. 9.8 OFC, OBC	31	5	30	660,042	34	32	576,744
Sub-Total	626	50	650	185,313,751	1,121	1085	313,062,191
COMMERICAL:							
Assembly Permit: i.e. community facilities, Day Care etc.	32	4	28	42,018,966	25	28	18,364,447
Business & Personal Service: i.e. offices, hair salons etc.	10	3	12	1,279,200	28	28	3,199,303
Detention, Care & Treatment: i.e. hospitals, Group Homes etc.	0	0	0	0	2	3	54,720
Minor Non-Residential i.e. temp. tents, School Portables etc.	36	6	33	2,850,350	29	25	1,196,675
Mercantile: i.e. retail, Market, Shopping Mall etc.	27	5	22	2,974,613	31	30	8,143,788
Change of Use: i.e. office to private school	0	0	0	0	1	1	1000
Sign Permit	50	3	49	380,699	72	73	844,433
Sub-Total	155	21	144	49,503,828	188	188	31,804,366
INDUSTRIAL:							
Industrial Permit: i.e. Manufacturing Building, Parking Garage etc.	13	3	15	1,507,920	23	23	19,472,803
Sub-Total	13	3	15	1,507,920	23	23	19,472,803
Site Servicing i.e. underground sewer, water and drainage	9	3	8	1,812,600	12	10	2,833,305
Sub-Total	9	3	8	1,812,600	12	10	2,833,305
TOTAL	803	77	817	238,138,099	1,344	1,306	367,172,665



TOWN OF AJAX REPORT

REPORT TO: General Government Committee

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

PREPARED BY: Cayla S. Da Silva
Community Development Coordinator

SUBJECT: 2014 Social Infrastructure Fund

WARD(S): All

DATE OF MEETING: Thursday, January 22, 2015

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

RECOMMENDATION:

That Council receive the report entitled, 2014 Social Infrastructure Fund, dated Thursday, January 22, 2015 for information.

BACKGROUND:

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

In 2013, an entire funding management model was developed to ensure a fair and equitable process governed the distribution of funds. After careful review and consideration, five (5)

agency-based projects and eight (8) neighbourhood-based events were successful in receiving funding. Following approval and agreed upon project adjustments, successful applicants entered into agreement with the Town, and were required to complete and submit a final project and expense report, and all promotional materials associated with the project and/or activity/event.

DISCUSSION:

The 2014 Social Infrastructure Fund provided community organizations and neighbourhoods with an opportunity to create impactful programs, services, and events that would otherwise not have been accomplished due to financial constraints. The Fund has become a novel community development approach that has incubated progressive, innovative, and sustainable solutions by community organizations and neighbourhoods. As such, it has been recognized as a best practice and we have been asked to share our model with our municipal partners. Through the development and implementation of these projects/initiatives and activities/events, the Town has been able to build capacity within its not-for-profit sector and within our neighbourhoods. The Social Infrastructure Fund investments have cultivated collaboration amongst community organizations and neighbours, have begun to identify, address, and bridge current gaps in programs/services, and provide the Town with tools that foster sustainable project legacies.

The following information provides a summary of the projects that were funded in 2014.

Community Organizations Funded: Five (5)

Total Cash: \$27,132

Total In-kind: \$747.51

Community Organizations Summary:

Organization: Community Justice Alternatives of Durham Region

Name of Project: C.A.L.M: Conflict, Anger, Learning Communication and Mediation

Amount Funded: \$9,080

Summary of Project: This project developed a mediation program that helped youth and their families in Ajax. Referred youth were experiencing some form and degree of mental illness as well as risk factors for youth violence. The program helped participants recognize unhealthy behaviors and communication methods and work to remedy these issues in a way that is cognizant of social and mental health issues. C.A.L.M. ran four (4) sessions at 5 weeks/session, 1.5 hours of duration per week.

Organization: Girls Incorporated of Durham

Name of Project: Girls Inc. Mind+Body Active Families and Nutrition Workshops

Amount Funded: \$7,500

Summary of Project: This project was comprised of three (3) comprehensive one-day programs (6 hours of curriculum each), which provided help to families of newcomer girls, girls from visible minorities, girls from low-income and single-parent households, and other diverse groups, aged 8-14 years in Ajax. Sessions were designed to build self-confidence and connectedness while developing the knowledge, skills, and attitudes to make healthy lifestyle choices in the areas of nutrition, physical activity, body image, and stress management.

Organization: Pak Canadian Society of Durham

Name of Project: Sufi Tunes – The Music of Peace

Amount Funded: \$2,000

Summary of Project: This project was designed to connect all communities through the tranquility of Muslim Sufi (mystic) music. The performance took place within an event that was aimed at reaching the general public and included an educational introduction that increased awareness regarding the content and purpose of the culture and performance.

Organization: Pickering Community Concert Band

Name of Project: Pickering Community Concert Band: Building Cultural Musical Capacity

Amount Funded: \$5,000

Summary of Project: This project was developed to diversify the Band's identity and ability to engage the diverse population of Ajax and Durham Region through musical and cultural entertainment. The band purchased both diverse musical sheet music as well as instruments and reached out to and performed in cultural celebrations, while also preparing musical selections for the 2015 Pan Am Games and beyond.

Organization: Boys and Girls Club of Durham

Name of Project: Boys and Girls Club of Durham's Community Recreational Excursion

Amount Funded: \$3,552

Summary of Project: This project offered quality and engaging recreation excursion opportunities to approximately 200 children and youth from Ajax. Each participant was given the opportunity to attend 1-2 additional recreational activities within the year, including rock climbing, bowling and swimming.

Neighbourhoods Funded: Eight (8)

Total Cash: \$11,817.13 (Cash & Rental of Portable Washrooms/Handwash Stations)

Total In-kind: \$4,241.74 (Facility Rental + Picnic Tables)

The neighbourhoods that received funding in 2014 were Applecroft, Audley North, Lakeside, Westney Heights, and Salem Heights. Neighbourhood gatherings included an assortment of activities including meet and greets, community kitchen cooking lessons, community BBQ's and picnics, arts and crafts, story sharing, fire and police meetings, neighbourhood watch training and celebrations, entertainment, recreation and sport try-its, and children's games, to name a few.

FINANCIAL IMPLICATIONS:

The Social Infrastructure Fund allocation for 2014 was \$40,500, of which \$40,366.26 was utilized to support the aforementioned organizations and neighbourhood leaders. These community organizations and neighbourhoods also received assistance through both Recreation & Culture as well as Operations & Environmental Services in terms of fee waivers for facility rentals, picnic tables, and garbage/recycling receptacles. The total 2014 in-kind donation from the Town of Ajax was \$4,989.25.

The Social Infrastructure Fund allocation for 2015 is \$63,100.

COMMUNICATION ISSUES:

After receiving positive feedback on the delivery of the fund in 2014, Recreation & Culture staff will work with Corporate Communications to develop a promotional campaign in 2015 to encourage more residents and community organizations serving Ajax to submit applications for funding.

Tactics of the campaign include, but are not limited to:

- Re-branding the Social Infrastructure Fund to the “IMPACT Ajax Fund”
- Creation of an identifier for the Fund
- Creation of a testimonial video of previously funded community organizations and neighbourhoods
- In-person and online information sessions
- Online resources to assist in neighbourhood planning
- Promotion and dissemination of information to Advisory Committees, community partners, and recreational/social/sports/arts/cultural groups and clubs whose programs and services benefit Ajax residents
- Dissemination of information through community festivals and events
- Social media

CONCLUSION:

The 2014 Social Infrastructure Fund was incredibly successful as it provided a significant advancement in the field of community development within Ajax. The fund solidified the Town’s position to dedicate substantial resources to progressive and proactive activities that support all residents and cultivated a process of equitable, collaborative, needs-based allocation of support. This fund will continue to support the ongoing development and enrichment of our not-for-profit sector and the empowerment of our Ajax neighbourhoods. The Town will consider all applications that focus on the development and delivery of innovative, sustainable, and essential opportunities for our residents to become educated and engaged on an extensive collection of community-based initiatives that are designed to enhance the quality of life for all of our residents.

Cayla S. Da Silva, Community Development Coordinator

Tracey Vaughan-Barrett, Director of Recreation & Culture



TOWN OF AJAX REPORT

REPORT TO: General Government Committee

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

PREPARED BY: Cayla S. Da Silva
Community Development Coordinator

SUBJECT: Age-Friendly Community Planning

WARD(S): All

DATE OF MEETING: Thursday, January 22, 2015

REFERENCE:

RECOMMENDATIONS:

1. That Council support the Town's participation in the development of an Age-Friendly Community Strategy.
2. That Council endorse staff to execute documents and take other actions necessary to have the Town of Ajax declared as Age Friendly.

BACKGROUND:

As per the 2011 Statistics Canada census, the Town's older adult and senior population (i.e., 55+ years of age) accounts for approximately 20% (21,095) of the Town's overall population. As our Baby Boomers age through their older adult years to become seniors in our community, it is becoming of increasing importance that the Town develop an Age-Friendly Community Strategy. This strategy would exist to ensure that Town policies, programs, services, and environments both support and enable these residents to continue to or become actively engaged with the Town.

DISCUSSION:

In the 2019-2019 Long Range Capital Budget process, Town staff identified that a Seniors Strategy would be developed in 2016. Town staff will be seeking funding through the "Age-Friendly Community Planning" grant through the Ontario Seniors' Secretariat to support the hiring of a third-party consultant to lead the development of an Age-Friendly Community Strategy. The consultant, in collaboration with Town staff, will conduct a comprehensive inventory and needs assessment of the Town's current landscape of programs, services and facilities that target older adults and seniors by engaging with key stakeholders and examine demographic, trending and best practices for the development and sustainability of an Age-Friendly Community.

FINANCIAL IMPLICATIONS:

The grant applied for will be in amount of \$50,000, which will cover the full cost of the project. Should the Town be successful in receiving this funding, the \$35,000 currently identified in the 2016-2019 Long Range Capital Forecast will not be required.

COMMUNICATION ISSUES:

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

The strategy for communication may include, but is not limited to:

- Promotion and dissemination of information to Advisory Committees, community partners, and recreational/social/sports/arts/cultural groups and clubs whose programs and services benefit Ajax's older adult and seniors population
- Door hangers and public information sessions in target neighbourhoods
- Dissemination of information through community festivals and events
- Social media
- Print media

CONCLUSION:

With the Town's older adult and seniors population on the rise, it is imperative that the Town take steps toward developing a comprehensive Age-Friendly Community Strategy that supports inclusive, accessible, and innovative ways for these residents to interact with and engage in Town opportunities.

Cayla S. Da Silva, Community Development Coordinator

Tracey Vaughan-Barrett, Director of Recreation & Culture

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

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

PREPARED BY: Sarah Moore, Committee Coordinator

SUBJECT: **2014 Post-Election Accessibility Report**

WARD(S): All

DATE OF MEETING: January 22, 2015

REFERENCE: **2014 Municipal Election Accessibility Plan**

RECOMMENDATION:

That the 2014 Post-Election Accessibility Report be received for information.

BACKGROUND:

On December 17, 2009, the province introduced Bill 212 to amend various provisions within the *Municipal Elections Act, 1996*. These amendments came into force and effect on January 1, 2010 and resulted in the following provisions:

- | | |
|-----------|--|
| Sec. 12.1 | (1) <i>A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.</i> |
| | (2) <i>Within 90 days after voting day in a regular election, the clerk shall submit a report to council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.</i> |
| Sec. 41 | (3) <i>The clerk shall make such changes to some or all of the ballots as he or she considers necessary or desirable to allow electors with visual impairments to vote without the assistance referred to in paragraph 4 of subsection 52 (1).</i> |
| Sec. 45 | (2) <i>In establishing the locations of voting places, the clerk shall ensure that each voting place is accessible to electors with disabilities.</i> |

DISCUSSION:

The Town of Ajax continues to make great efforts in promoting accessible practices in the community. This commitment is supported by the *Accessibility for Ontarians with Disabilities Act, 2001*, and several Town policy and procedural documents including the multi-year

accessibility plan and corporate operating procedures (COR-OP-008 Corporate Customer Service Standards and COR-OP-015 Integrated Accessibility Standards). In order to ensure that accessibility remained a priority through planning and administration of the 2014 Municipal Election, staff, in consultation with the Accessibility Advisory Committee, developed a 2014 Municipal Election Accessibility Plan (approved by Council May 12, 2014). The plan outlined key objectives and commitments with respect to equal and equitable election considerations for electors, candidates and election staff.

As required by the Municipal Elections Act, 1996, the 2014 Post-Election Accessibility Report (ATT- 1) provides an overview of the actions and initiatives taken to identify, remove and prevent barriers throughout the administration of the 2014 Municipal Election.

FINANCIAL EXPENDITURES:

All expenditures related to goods and services used to enhance accessibility of the election process were included in the 2014 Election operating budget.

COMMUNICATION ISSUES:

Consultation and collaboration with the Accessibility Advisory Committee remains a valuable asset with large projects such as Municipal Election planning. Members provide essential insight to staff on barrier identification and prevention. The Committee additionally took part in a de-brief analysis of election practices in November 2014. A copy of the 2014 Post-Election Accessibility report will be made available on the Town's website and in alternative formats on request.

CONCLUSION:

Staff look forward to building upon a strong foundation of accessibility considerations for the 2018 Municipal Election and will plan to incorporate identified improvements. Continued support and communication from the AAC remains an essential component require to assist in developing practices and procedures that uphold the provision of accessible service in future elections. During forthcoming election planning, staff will evaluate best practices implemented by other organization leaders and increase consultation efforts with these groups to ensure that barriers for voters and candidates with disabilities are identified and removed.

ATTACHMENTS:

ATT-1: 2014 Post-Election Accessibility Report

Sarah Moore, Committee Coordinator

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



2014 Post-Election Accessibility Report

Objectives

The 2014 Town of Ajax Municipal Election Accessibility Plan was developed with the intention to highlight measures that the Town would be implementing to ensure equal and equitable election practices for electors and candidates. Accessible Election objectives included consideration:

- That all voting place locations be accessible;
- That persons with disabilities be able to independently cast their vote and verify their selection;
- That persons with disabilities have full and equal access to all information on where and when to vote and on eligible candidates;
- That persons with disabilities have the opportunity to fully participate in the 2014 Town of Ajax Municipal Election as an elector, candidate and/or election official; and
- That efforts be made to ensure that electors with disabilities be made aware of the accessibility measures available via channels such as the newspaper, media launches, the Town's website and social media.

The following report identifies the actions and initiatives taken during administration of the 2014 Town of Ajax Municipal Election to identify, prevent and remove accessibility barriers.

General Accessibility Considerations

The 2014 Town of Ajax Municipal Election was conducted over an eight-day voting period (October 20 – 27, 2014) as a vote-anywhere, vote-anytime, paperless election. Voters were not required to attend a specific voting place location based on their eligibility to vote, and instead could vote at any of the provided voting place locations during hours of operation or remotely by telephone or online 24 hours a day from anywhere in the world. Such provisions supported increased accessibility, convenience and sustainability throughout the voting process.

Voting Place Locations

Staff conducted site reviews of all 17 different locations where voting opportunities were to be provided (Town facilities, schools, Long-Term Care and retirement facilities), in relation to accessible routes, entrance, egress and parking criteria. Trial voting place location set up was facilitated to assist with determining appropriate spatial and technology arrangements and site set-up diagrams were created for each location to ensure consistent set-up. Throughout the voting period, rest area seating was provided for, doors were maintained unobstructed and all technology cords were taped down to prevent tripping hazards.

Opportunities for Improvement:

- *Set up voting place location with greater space between voting stations and privacy screens. Separate tables to allow for access to behind the voting screen from either side, avoiding voters having to pass behind voting screens. Such congestion was caused by last minute additional technology requirements to increase the number of voting stations.*

Accessible Routes

All voting place locations were accessible via Durham Region Transit. Supplementary large print signage on the exterior/interior routes and access points was used to identify the voting place location.

Entrance & Egress

Entrance routes to all voting place locations were unobstructed and provided appropriate width for mobility device entry. All but one voting place location was equipped with an automated power door opener, and all voting place locations were provided with multiple wooden door stops to prop open doors to the voting place location and access/egress routes. During peak voting times, election staff and by-law officers triaged line-ups and helped maintain order and access to and from the location.

Opportunities for Improvement:

- *Conduct voting place location site audits multiple times throughout the year/season to ensure infrastructure is maintained in good repair – minor pathway repair was required at the Kinsmen Heritage Centre in fall 2014 to remove potential tripping hazards.*

Parking

Designated accessible parking spaces were provided at all voting place locations. Parking volume issues were identified during peak voting periods at high-traffic voting place locations that may have impeded accessible parking/access.

Opportunities for Improvement:

- *Ensure required accessible parking signage is provided for in compliance with legislation – accessible parking sign missing at Kinsmen Heritage Centre on Election Day.*
- *Review opportunities to designate additional temporary accessible parking spaces at high-traffic voting place locations and/or designate fewer, but larger, voting place locations and investigate parking alternatives.*

Voting Methods

The 2014 Town of Ajax Municipal Election contracted Intelivote Systems to provide eVoting services. Such methods created increased convenience, accessibility and independence of voting from anywhere in the world via telephone and internet.

Telephone Voting

Persons with disabilities and those who did not wish to use internet voting options, were able to access eVoting over the telephone. Intelivote Systems Inc. created a telephone voting service that was offered on all types of touchtone phones and wireless devices. The service used clear, English language and menu options were presented in an organized and easy-to-follow order, advising voters when to select options and provide confirmation of one's selections. Standard volume levels were used to allow for adjustments depending on the user and device. Telephone voting could also be used via TTY (Teletypewriter) Services. Bell Relay service operators are required by law to maintain confidentiality and not disclose any information from conversations, nor keep any records of such.

Opportunities for Improvement:

- *A few voters who called in on the Voter Helpline and members of the Accessibility Advisory Committee identified minor confusion relative to the format in which to enter one's qualifying date of birth (i.e. 01/01/2015 vs. 01/01/15).*

Internet Voting

Eligible voters were provided with the opportunity to vote online using a number of personal devices, including but not limited to tablets, computers, smart phones and gaming systems, alongside any accompanying assistive devices or software required. Such methods supported independent, private and convenient voting anytime throughout the eight-day voting period and eliminated the need to visit a voting place location in person to vote. This is an added benefit to those with mobility impairments.

Intelivote System Inc. provided a service compliant with World Wide Web Consortium website principles (organization, functionality, readability and alternative ways of representing information). The system was also created to meet the Web Content Accessibility Guidelines (WCAG 2.0 Level A) so that persons with disabilities could perceive, understand, navigate and interact with the online voting system.

Opportunities for Improvement:

- *Members of the Accessibility Advisory Committee noted that there were too many confirmation screens before moving on to vote for the next contest; fewer screens could be less confusing. A completion screen was also requested for future, to know when one's online voting session is complete.*

In-Person Voting Options

For those voters without means to access telephone or online voting opportunities, or those who sought assistance from trained election officials, 10 election day voting place locations and 7 locations available during the advance voting period were open to provide access to laptops, internet connectivity and election staff. Each location was also equipped with one 23" touch screen monitor kiosk which provided larger screen imaging, and required lesser keyboard dexterity to complete an online ballot. All voting place locations were provided with magnifying sheets, and laptop screen content could be enlarged by the user depending on visual requirements.

Opportunities for Improvement:

- *Utilize more touch screen kiosks for future elections; they were very well received by older adults and those who were not comfortable using laptop computers, as they are similar to bank machines.*
- *Eliminate the date of birth year drop down list and allow for manual entry; too much scrolling was required.*

Special Voting Provisions

Staff visited a total of five Long-Term Care facilities and retirement homes to provide onsite access to online voting via laptops and a touch screen kiosk. This eliminated the need for those residents to attend a voting place location if they did not have access to a telephone or internet. Bedside voting was available upon request.

Opportunities for Improvement:

- *Seek opportunities to include additional retirement facilities/municipal housing locations where voters may benefit from additional assistance (ex. Hubbard Station, Post Hill etc.).*

Voting Assistance

For those voters who visited a voting place location in person during the eight-day voting period, several

methods of assistance were provided on request. Voters were permitted to be accompanied by service animals at all locations pursuant to provincial legislation and the Town of Ajax Corporate Customer Service Standards. Voters were permitted to be accompanied by a support person (other than a candidate or scrutineer) who could be administered the "Friend of the Voter Oath" by an election official in order to grant them authority to accompany and assist a voter behind the privacy screen. Election Officials were authorized to provide assistance to any voter on request, with casting their online ballot.

Opportunities for Improvement:

- *Election Officials recommended having a more visible identifier (other than button) for election staff; perhaps t-shirts or lanyards.*
- *Ensure that Election Officials, specifically Revision Officers, have sufficient space to provide assistance at their table (i.e. perhaps provide an accordion folder for all relevant forms for each officer) leaving more table space clear.*
- *Place a copy of the ward map at each Revision Officer's location so that those with mobility impairments do not need to repeatedly get up to check the large wall map.*

Election Officials

Over 100 election staff were involved in the 2014 Town of Ajax Municipal Election, representing the diverse Ajax community through their language skills, cultures and abilities.

Recruitment

Recruitment for the E-Vote Officer and Revision Officer positions was managed through an accessible online application form through the Town's election website. Applicants took part in group interviews and accommodation requests were encouraged throughout the recruitment process (application form, communication, interview, training, election day).

Training

Election staff received training on health and safety, the Ontario Human Rights Code and the provision of accessible customer service to persons with disabilities in the context of the municipal election and voting place locations. Training was delivered in multiple formats including online and in-person, large group and low-ratio sessions.

Communications

Promotional Materials

A notation relative to "availability of alternative formats on request" was included on print publications. Web content on www.ajaxvotes2014.ca was compliant with WCAG 2.0 Level A requirements. A variety of communications formats were used (print, social media, online, signage and video).

An election infographic was designed using limited text, to break down communication barriers and visually explain the voting process and relevant information.

Opportunities for Improvement:

- While staff manually captioned many election videos, greater commitment shall be taken to ensure that captioning is provided for **ALL** election-related video posted publically online (promotional/instructional); captioning should be included in the specifications of contracted video service.
- Include notation relative to “availability of alternative formats on request” on Voter Information Letter.

Election Helpline

An Election telephone Helpline (905-619-2529 ext. 8683 VOTE) was set up from spring 2014 up to Election Day, providing recorded information relative to a variety of election topics. Live assistance from Election staff was provided during office hours. This provided another means of information for those who did not access the election website.

Outreach

Staff hosted a multi-cultural media night, delivered presentations to the Ajax Welcome Centre, and met with the St. Andrews Seniors Centre and Town Advisory Committees to promote increased accessibility and convenience of the new online and telephone voting methods.

Staff liaised with the Ajax Public Library Board during preparation for the Candidate Debate Series, providing information on how to set up accessible meeting space, provide communication supports on request, and the need for video captioning.

Notice of Service Disruption

Notice of Service Disruption posters were provided to all voting place locations to be posted in the event of temporary disruptions to service onsite (power failure, elevator out of service, etc.). The posters provided information on alternative voting services and contact information.

Feedback

Additional feedback regarding the accessibility of the Town of Ajax Municipal Election can be submitted through regular mail, email, telephone, facsimile, or by using the Town’s Customer Feedback Form, which is available to all staff at all service counters in Town facilities and via the Town’s website.

Phone: 905-683-4550
TextNet: 1-866-460-4489
Fax: 905-683-1061
Mail: Elections - Town of Ajax, 65 Harwood Ave. S., Ajax, ON L1S 2H9
Email: accessibility@ajax.ca

BRING ON THE VOTE



TOWN OF AJAX REPORT



REPORT TO: General Government Committee

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

PREPARED BY: Sarah Moore, Committee Coordinator

SUBJECT: **Various Proposed 2014 – 2018 Durham Region Committee
Appointments**

WARD(S): All

DATE OF MEETING: January 22, 2015

REFERENCE:

RECOMMENDATION:

1. That Kim Sellers be recommended for appointment to the Durham Environmental Advisory Committee for the 2014-2018 term; and
2. That Buck Winter be recommended for appointment to the Durham Agricultural Advisory Committee for the 2014-2018 term.

BACKGROUND/DISCUSSION:

Durham Environmental Advisory Committee (DEAC)

The Durham Environmental Advisory Committee is a volunteer Regional advisory committee. The Council of the Region of Durham established DEAC to provide advice on environmental planning matters affecting Durham Region.

Durham Agricultural Advisory Committee (DAAC)

The Durham Agricultural Advisory Committee is a volunteer Regional advisory committee. The Council of the Region of Durham established DAAC to provide advice on agricultural and related rural matters affecting Durham Region.

This Committee is comprised of members representing a diversity of agricultural expertise and experience who have knowledge of agriculture and related rural issues. Rural residents, who are non-farmers provide balanced viewpoints on rural issues.

Recruitment

The Durham Region Planning and Economic Development department conducted recruitment and vetted the proposed applicants to both the Durham Environmental Advisory Committee and Durham Agricultural Advisory Committee. Two letters from the Region were received by the Director of Legislative and Information Services requesting that the Council of the Town of Ajax nominate Ms. Kim Sellers and Mr. Buck Winter for respective appointments. Legislative Services staff requested copies of résumés and contact information from the Region in order to confirm the applicants' suitability for nomination. Both Ms. Sellers and Mr. Winter are experienced committee members and knowledgeable in their respective portfolios.

EXPENDITURES:

None.

COMMUNICATION ISSUES:

The Town of Ajax has an established committee recruitment process identified in LIS-WI-008 (Advisory Committee Recruitment and Appointment Process). Being that the Town was not invited to take part in the recruitment of Ajax representatives for appointment to the two aforementioned Regional Committees, staff at Durham Region have been requested to inform the Town of Ajax when such future recruitment measures are required, in order for the Town of Ajax to engage its recruitment and outreach tactics to ensure that the applicant pool is representative of all those interested and qualified Ajax residents.

CONCLUSION:

Staff shall continue to assist the Region with recruitment for and recommendation of municipal appointments as required.

Sarah Moore – Committee Coordinator

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

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

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

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

SUBJECT: **2014 Municipal Election: Debrief & Assessment**

WARD(S): All

DATE OF MEETING: January 22, 2014

REFERENCE: GGC Report May 23, 2013 – Voting Methods for 2014 Election
GGC Report Nov 21, 2014 – 2014 Election Update
GGC Report March 20, 2014 – 2014 Election Update

RECOMMENDATION:

That the Debrief & Assessment report on the 2014 Municipal election be received for information.

BACKGROUND:

In May of 2013, Ajax Council approved internet and telephone voting as the sole methods of voting for the 2014 Municipal Election, putting the Town on track to deliver the most progressive municipal election in Canada. The Town retained Intelivote Systems Inc. to provide internet and telephone voting services, which were offered for a continuous 8-day period from October 20 to October 27. In person polling opportunities were offered at 10 locations using laptops or “e-voting kiosks” rather than paper ballots.

Thorough post-election debrief sessions were conducted with the following groups:

- Core LIS Election Team
- Voting Place Managers
- Information Technology team
- Intelivote Systems Inc.

In addition, the following resources have assisted with the Town's post-election assessment:

- Professionally conducted survey of voters, Centre for e-Democracy: Munk School of Global Affairs, University of Toronto (*19% Response Rate*)
- Election Workers Post-training/Pre-election survey (*54% Response Rate*)
- Feedback forms from Election Workers
- Various letters and emails from Ajax voters and candidates

The above resources have provided a clear picture of which aspects of the 2014 election worked well, and which need to be improved for the 2018 election.

DISCUSSION:**Overall Election Assessment**

The 2014 Ajax Election was a considerable success and is now regarded as the most progressive election ever delivered by an Ontario municipality. The substantial contributions of the Information Technology team, the Communications team, and staff in many areas of the corporation enabled the Clerk's office to move to a more innovative election model that sought to improve the convenience and accessibility of voting for Ajax electors, and reduce election-related paper consumption.

The overall Voter Turnout increased from 25.4% in the 2010 election to 30.4% in the 2014 election. Significant and noteworthy increases occurred in north Ajax, where turnout has traditionally been much lower than in the older and more established south Ajax. For example, turnout in Ward 2 increased substantially from 20.65% in 2010 to 30.61% in 2014. Staff view this as a very positive indication that new Ajacians are becoming more interested and engaged in local democracy.

A professionally conducted post-election survey of Ajax voters indicated overwhelming support for the move to electronic voting, with a voter satisfaction rate of 97.8% (ATT-1, Q5).

Approximately 70% of voters cast a ballot independently/remotely without attending a polling station, whereas approximately 30% of voters visited an advance or election day poll. While the great majority of persons visiting a polling station were accepting of the electronic voting and left satisfied, most of the negative feedback received did come from voters who opted to vote from a polling station rather than remotely. The in-person voting experience is the area requiring the greatest amount of improvement for 2018. Based on constructive feedback from voters and election workers, the major problem areas included a lack of privacy (e.g. voting kiosks too close together, overly helpful election workers), slow network connections, hardware and software deficiencies, and logistical deficiencies (e.g. polling stations that were too small to handle evening volumes).

Voting session data (ATT-2) demonstrates that 55% of those who voted did so on October 27th, the final day of the 8-day voting period. An important focus in the 2018 election will be to persuade voters to vote early, and remotely, unless they truly require assistance, with an aim to alleviate pressures on the polls.

Voting electronically was a much quicker experience than traditional voting, for most. On average, it took voters 2 minutes 49 seconds to vote by internet, and 4 minutes 14 seconds to vote by telephone. Persons travelling outside of Ajax during the voting period were also able to vote easily and independently without the need for a proxy; votes for the Ajax election were cast from 16 different countries, 26 U.S. states, and 6 Canadian provinces (see ATT-2).

Data from the U of T survey indicates that Ajax voters are largely comfortable using the internet and computers, and found e-voting to be simple, easy, and convenient. The following survey figures support this conclusion:

- 90% of respondents agreed or strongly agreed with the statement, "I feel I have a pretty good knowledge of computers and the internet." (ATT-1, Q16J)
- When asked how often they accessed the internet, 68% of respondents said "Several times per day", 25% said "Every Day", and 5% said "Several times a week". In total, this means that 98% of Ajax respondents access the internet with great regularity. (ATT-1, Q14)
- 97% of respondents said that they would recommend online voting to others (ATT 1 – Q7).

Voters List

The poor quality of the Ajax Voters List was a primary cause of challenges during the Voting Period. There were an inordinate number of long-time residents and property owners missing from the list, as well as persons who had long moved away from Ajax but remained on the list. Incorrect information such as wrong dates of birth and addresses created further challenges. These issues are particularly problematic for municipalities using forms of unsupervised voting, such as internet voting or mail-in voting.

The Town received the Preliminary List of Electors (PLE) from the Municipal Property Assessment Corporation (MPAC) in August. Following its receipt, staff invested a great deal of time cleaning the data to remove duplicate entries, remove persons who were deceased as per our death registry information, and correct invalid mailing addresses. However, without conducting our own enumeration activities, it is not possible to verify who is missing from the list or who ought to be removed. Staff have submitted a letter of complaint to MPAC, alongside other Durham municipalities, regarding the poor quality of the PLE and are awaiting a response.

Potential Improvements for 2018:

- It is evident that the Town can no longer rely on MPAC for an accurate Voters List, and may have to dedicate resources to undertake its own enumeration and list-scrubbing activities in the future in order to ensure a higher quality list. Staff will endeavor to utilize information from existing databases (e.g. V-tax, death registry, AMANDA) to improve data accuracy.

Advance Polls, Special Polls, and Election Day Polls

As indicated above, in-person Voting Locations are the area requiring the greatest amount of improvement for 2018. Early voting opportunities included seven in-person advance polls which were offered leading up to October 27th at the Town's Community Centres and at Town Hall, offering daytime, evening, and weekend in-person voting opportunities. In addition, special polls were operated at three Seniors buildings and two long-term care facilities. There were small line-ups at certain advance polls while others were not busy. The special polls (seniors buildings and long-term care) ran smoothly, were well-attended, and extremely worthwhile.

On October 27th, the Town operated 10 polling locations (7 town facilities, 3 schools) with a view to closely mirroring the quantity and location of polls offered in previous elections. The polls operated extremely smoothly throughout the day, however, large volumes of last-minute voters and persons needing to be enumerated from approximately 6:00 p.m. to 8:00 p.m. created some challenges. Three polling locations had line-ups at 8:00 p.m. which caused a delay in the tabulation and announcement of the results. Staff have conducted a thorough post-election review of each location and documented any issues related to network speed, parking sufficiency, space limitations, etc.

Potential Improvements for 2018:

- Staff need to be better prepared for line-ups when polls open on the first day; Generally, Advance Polls require more resources in order to better handle busy periods;
- In 2018, staff hope for greater cooperation from Long Term Care facilities to better enable the Town to continue to provide on-site voting services to their residents.
- Avoid use of schools in future elections due to difficulty in securing reliable internet connection and challenges in working with the school board administration; opt for Town-owned facilities wherever possible;

- Have fewer (but much larger) voting locations (e.g. 1 per ward) on Voting Day, and potentially during the advance voting period; Each location will need many more resources (e.g. 25-30 voting kiosks instead of 7-10) to ensure they are better adept to handle high volumes of voters at peak times;
- Improve voter privacy by placing each kiosk on its own table; consider proper laptop privacy screens;
- For logistical simplicity, do not distinguish between advance and election-day polls. Set up and operate all polls on each day throughout the voting period. This would remove the need for cumbersome setup/teardown activities, as well as serving as an opportunity to train most election day staff in advance of the final day of voting.

Voting Website

Feedback on the voting website was very positive. It was intentionally designed to be very simple so that it would load quickly and render properly on a wide range of devices. The simple black-and-white theme provided high-contrast for persons with vision challenges, and all text was written at a grade 6 level for ease of understanding. Following a series of internal debrief sessions, a fulsome debrief was conducted with Intelivote systems to offer suggestions on how their voting system could be improved for future elections. Some of the suggestions were as follows:

- Some felt there were too many confirmation screens for each race and that the voting process could be streamlined in this respect.
- Voters felt the final confirmation screen needed to more clearly state, “You are Finished Voting”.
- Some suggested that the online voting experience could be made to feel more like the paper ballot experience, for example by having a composite ballot (all races on one screen)
- When a person chose to Decline a race, he/she would receive a message indicating that all selections from the previous page would be void; many voters took this to mean that votes cast for previous races would be null and void if they declined a particular race. This was a common misunderstanding which indicates that a wording change is required.

Accessibility & Diversity

Accessibility was a key priority in the 2014 Ajax Election and a key driver for the introduction of e-voting technology, a move which was strongly supported by the Ajax Accessibility Advisory Committee. In the Ajax Voter Survey, 82% of voters agreed with the statement, “Being able to vote online made the process more accessible for me” (ATT-1, Q25). E-voting technology enables persons with mobility challenges and other challenges which may make it difficult to leave home, to vote easily and privately without the need to attend a polling station. The option to vote from home also enabled persons with assistive devices to utilize them for the purpose of voting. Telephone voting greatly improved the accessibility of voting for persons with visual impairments or those unable to use a computer. As required by legislation, staff have prepared a post-Election accessibility report for submission to the Province which details the efforts made toward ensuring the election was accessible to persons with disabilities.

All aspects of the election were also planned with diversity in mind. Efforts were made within the worker recruitment process to ensure a wide range of languages were spoken by workers at voting locations in the interests of customer service. A large part of the worker training focused on providing quality customer service to a diverse community.

Many aspects of communications plan were focused on reaching diverse groups within the community. For the first time, a 'Multicultural Media Night' was held where various groups and community leaders were invited to attend a series of presentations by town staff on the 2014 election, and how diverse communities could become involved. Town staff also worked closely with CDCD and the Welcome Centre to ensure that new residents were informed about the election, and Communications assisted certain community groups to translate election materials into different languages.

Election Staff

The 2014 Election required approximately 120 temporary workers. Advance and special polls were largely operated by Town staff, and each Election Day polling location was managed by a town staffperson. The remainder of the positions were comprised of casual or part-time town staff, advisory committee members and town volunteers, and persons retained through general recruitment. Town staff piloted a new and extremely effective group interview format to select election workers. Workers were required to complete an online webinar training session, as well as an in-person training session. The quality of workers retained by the Town for this election was exceptionally high, with all persons demonstrating strong work ethic and excellent customer service skills, a factor which was central to the success of the event; the town received a great number of accolades for the quality of customer service provided at the polls by election workers.

Potential Improvements for 2018:

- It was noted that employees should be cross-trained on all positions in order to fill in for each other/allow for breaks.
- Election workers responsible for using software requested the ability to access the software from home in order to practice prior to election day.

Use of Corporate Resources for Elections Policy

Candidates were provided with a copy of the Use of Corporate Resources for Election Purposes Policy and were largely compliant. As is typical, most issues that arose involved use of the Town's digital content such as logos and images. There were also a number of reported instances of candidates undertaking campaign activities on Town property.

Potential Improvements for 2018:

- As per the request of several candidates and incumbents, consideration will be given to permitting campaign material (literature, etc.) on town property during candidate debate events, should such events be held at town facilities;
- Portions of the policy may be expanded to clarify rules around the use of town-owned digital content and linking to online resources owned by the town.

Election Signs

Bylaw Services Staff report that compliance with the Town's election sign rules was high in 2014, with fewer violations than in previous elections. Candidates made notable efforts to understand and comply with established rules, and most contraventions were inadvertent.

Potential Improvements for 2018:

- Staff have identified a need to further clarify rules around car wraps and stickers within the Sign By-law prior to the next election.
- Staff wish to explore options to reduce the permitted time for election signs from 6 weeks to 4 weeks, and to introduce set-back requirements for areas where signs have been already placed by other candidates.

Candidate Contribution Rebate Program

Contribution Rebate receipts will be accepted until December 1, 2015, and will be processed in monthly batches for candidates who have filed their Form 4 Financial Statement. LIS staff continue to audit the program closely to ensure that only eligible persons are issued a rebate.

Potential Improvements for 2018:

- In 2012, Council approved a modification to the program which put a 'check' in place to require that Council review and reconsider the program prior to each municipal election, to ensure that it continues to be effective in meeting its objectives. An analysis similar to the one conducted in 2012 will be done well in advance of the 2018 election to determine whether the program is indeed meeting its objectives of increasing citizen participation in elections, removing financial barriers to running, and reducing the dependency of financial contributions from corporations by registered candidates.

Election Communications

The Communications Plan for the 2014 Election was more extensive than in previous elections and was very well-planned and executed by the Town's Communications team. Components included a website, social media plan, advertisements in all Town facilities, infographics and brochures, GO Station ads and mobile signs, promotional videos, and an 'Inside Internet Voting' workshop for residents featuring several internet voting experts and hands-on voting demos.

Staff also undertook extensive outreach initiatives to target particular groups within the community with information about the upcoming election. Information booths, presentations and poster campaigns were arranged for seniors' clubs and residences, the Welcome Centre, and long-term care facilities. Election information booths and revision centres were set up at community centres and at town events such as Doors Open, Pumpkinville, and Music in the Square. In the final week leading up to the election, a large-scale campaign was enacted to encourage residents to avoid the polls and opt for the convenience of voting remotely. These efforts went a long way in lessening the capacity and volume issues that staff were anticipating on October 27th.

The Ajax election also garnered a great deal of positive media attention from major GTA newspapers, radio stations, and television networks, and helped to put Ajax on the map in terms of embracing the evolution of election delivery.

Potential Improvements for 2018:

- Messaging encouraging residents to 'vote remotely' and 'avoid the polls' should be central to the communications campaign from the beginning.
- The Voter Information Letter can be improved to be clearer, more concise, and further encourage remote voting.

Results Tabulation & Release

The results tabulation process with e-voting is very quick. However, it is necessary to wait until all voting locations are closed before the results are tabulated and released publically, for the reason that released results could potentially influence voters who have not yet cast a ballot but are entitled to by virtue of having entered the voting station prior to the doors closing at 8:00 p.m. The final voting station to close on Election Night was J. Clarke Richardson at 9:00 p.m. The final results were tabulated moments later.

While it was intended that the results would be posted on the Town's election website (ajaxvotes2014.ca), the hosting company for that website encountered server complications which resulted in the site being shut down unexpectedly and without notice. Communications staff responded diligently by distributing results via other channels (Ajax.ca, social media, hardcopies, etc.) The site was eventually restored approximately 16 hours later.

Potential Improvements for 2018:

- In the future, addressing the issue of late-evening line-ups at polling stations will ensure that results are available much sooner.
- A formal plan will be established for the release and distribution of results, and staff will ensure that the results webpage is housed locally, or by a reliable and reputable hosting service.

FINANCIAL IMPLICATIONS:

The cost of the 2014 Election was \$210,000, which is within the allocated budget of \$227,000. These figures do not include costs attributed to the Contribution Rebate Program, which are expensed in the 2015 fiscal year and are expected to cost approximately \$15,000 based on historical use of the program.

COMMUNICATION ISSUES:

This report will be posted on the Town's website, and shared with other area clerks who have indicated an interest in utilizing e-voting in future elections. The Ajax election model will likely be shared with other municipalities through presentations at AMCTO events and in other similar settings.

CONCLUSION:

As indicated throughout this report, there are a number of policies, by-laws and programs that will need to be reviewed prior to the 2018 Election. The approximate timing of those items is as follows:

February 2015 – Use of Corporate Resources for Election Purposes Policy
Spring/Summer 2015 – Temporary Sign By-law
Spring 2016 – Candidate Contribution Rebate program
Spring 2017 – Voting Methods for the 2018 Municipal Election
TBD – Ward Boundary Review (pending Regional Council composition review)

Ajax has long been a leader in progressive and innovative election delivery, being among the first municipalities to employ digital scan vote tabulators, and the 'vote-anywhere' model using live-list management. Ajax should be very proud of its continued leadership in improving and evolving the delivery of elections to reflect changing lifestyles and technologies, while still maintaining the integrity of the election process and working within the confines of provincial legislation. With the support of Council, staff look forward to the continued evolution and improvement of elections in Ajax.

ATTACHMENTS:

ATT-1: Excerpts from Ajax Voter Survey, Centre for e-Democracy: Munk School of Global Affairs, University of Toronto
ATT-2: Election Statistics (General)
ATT-3: Voting by Age, Gender, and Device

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ATT-1: Excerpts from Ajax Voter Survey, Centre for e-Democracy: Munk School of Global Affairs, University of Toronto

Q5 - How satisfied were you with the online voting process?

Not satisfied at all	35	1.05%
Not very satisfied	39	1.17%
Fairly satisfied	454	13.60%
Very satisfied	2810	84.18%
Total	3338	100.00%

Q7 - Would you recommend Internet voting to others?

Definitely no	38	1.13%
Probably no	21	0.62%
Probably yes	390	11.59%
Definitely yes	2876	85.44%
Dont know	41	1.22%
Total	3366	100.00%

Q14 - How often do you access the Internet?

Several times a day	2254	67.79%
Every day	834	25.08%
Several times a week	164	4.93%
About once a week	22	0.66%
Several times a month	10	0.30%
About once a month	5	0.15%
None/never	11	0.33%
Other (please specify)	25	0.75%
Total	3325	100.00%

Q3 - What is the main reason you chose to vote online in the 2014 Municipal Election?

Convenience	2639	77.98%
Accessibility	197	5.82%
Wanted to try something new/ Interest	284	8.39%
Suggestion from a Friend(s) or Family member(s)	32	0.95%
Suggestion from a Candidate	12	0.35%
Positive past experience with voting online	7	0.21%
Privacy	18	0.53%
Internet and telephone voting were my only choices	57	1.68%
Other (please specify) :	92	2.72%
It was the only method of voting offered in my municipality	46	1.36%
Total	3384	100.00%

Q16j - I feel I have a pretty good knowledge of computers and the Internet.

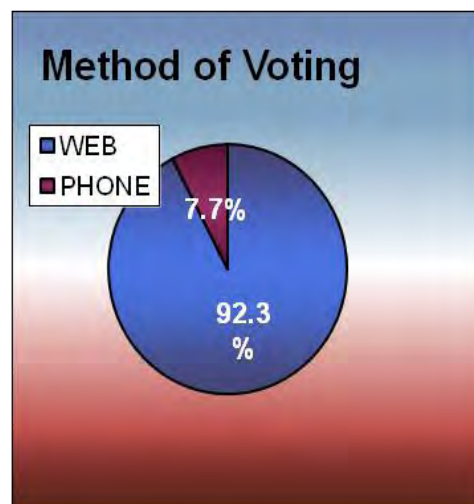
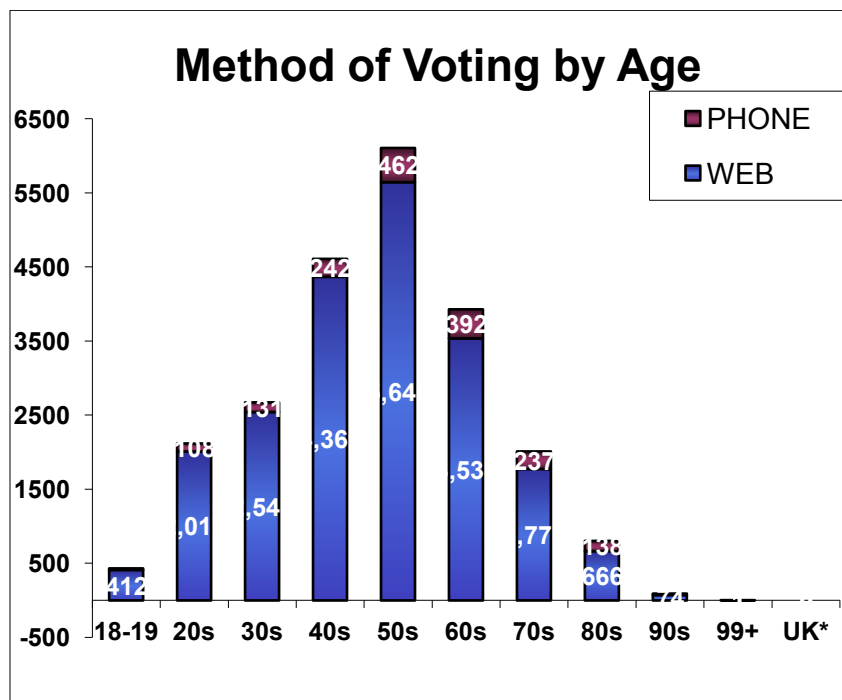
Strongly Disagree	20	0.70%
Disagree	65	2.28%
Neither Agree nor Disagree	204	7.15%
Agree	1424	49.88%
Strongly Agree	1142	40.00%
Total	2855	100.00%

Q25 - Being able to vote online made the voting process more accessible for me.

Strongly Disagree	85	2.63%
Disagree	135	4.17%
Neither agree nor disagree	370	11.44%
Agree	1250	38.65%
Strongly Agree	1394	43.10%
Total	3234	100.00%

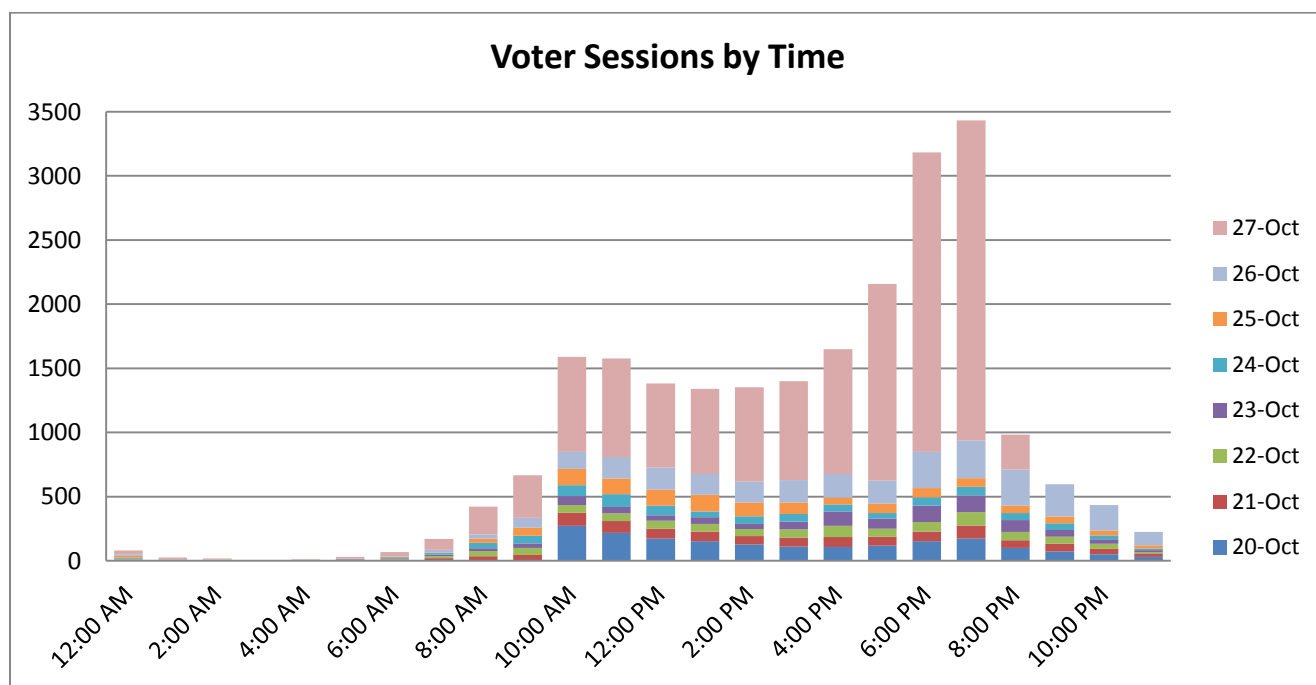
ATT 2 – Election Statistics (General)

Information Base		Number	%
Number of eligible electors setup in system.		74,891	
Number of electors who cast a vote for at least one contest.		22,785	
Participation rate.		30.4%	
Voters who used the Internet to vote.		21,035	92.3%
Voters who used the phone to vote.		1,750	7.7%
Voters casting ballots with “Resident” status.		22,276	97.8%
Voters casting ballots with “Non-Resident” status.		114	0.5%
Voters casting ballots with unknown residency status.		395	1.7%
Average amount of time a voter spent voting using the Internet.		2 min. 49 sec.	
Average amount of time a voter spent voting using the telephone.		4 min. 14 sec.	
Number of voters on the elector list with age listed.		73,583	98%
Number of voters with no age listed.		1,308	2%
Other Canadian Provinces votes - Total phone and Internet votes from 6 provinces. (AB, BC, MB, NS, QC, SK)		258	1%
United States votes - Total phone and Internet votes from 26 US states. (AZ, CA, CO, CT, FL, GA, IA, IL, IN, MA, MD, MI, MN, MO, NC, NE, NJ, NV, NY, OH, OR, TN, TX, VA, WA, WI).		292	1%
Total Internet votes from outside North America. (Australia, Barbados, Finland, France, Germany, Hong Kong, Italy, New Zealand, Seychelles, Sweden, Spain, Trinidad and Tobago, United Arab Emirates, United Kingdom)		36	0%



ATT-2 – Voting Time Breakdown

Date & Time	20-Oct	21-Oct	22-Oct	23-Oct	24-Oct	25-Oct	26-Oct	27-Oct	Grand Total	%/Hr.
12:00 AM		7	6	4	8	12	12	31	80	0.4%
1:00 AM		2	1	3	2	1	1	15	25	0.1%
2:00 AM		2	2			3	2	8	17	0.1%
3:00 AM					1				1	0.0%
4:00 AM		3				1		5	9	0.0%
5:00 AM		4	2	3	4		2	14	29	0.1%
6:00 AM		9	5	6	7	6		35	68	0.3%
7:00 AM		21	14	13	11	7	19	85	170	0.7%
8:00 AM		35	39	24	42	33	31	217	421	1.8%
9:00 AM		44	55	35	60	62	79	330	665	2.9%
10:00 AM	273	102	60	69	84	129	132	741	1,590	7.0%
11:00 AM	218	92	58	50	101	121	167	770	1,577	6.9%
12:00 PM	171	78	62	42	76	125	171	658	1,383	6.1%
1:00 PM	152	76	59	52	44	131	163	663	1,340	5.9%
2:00 PM	128	64	54	41	59	107	163	735	1,351	5.9%
3:00 PM	110	70	64	60	60	89	176	771	1,400	6.1%
4:00 PM	108	77	88	110	57	52	183	974	1,649	7.2%
5:00 PM	117	69	64	79	42	74	181	1532	2,158	9.5%
6:00 PM	153	75	75	127	63	73	282	2335	3,183	14.0%
7:00 PM	172	103	103	130	69	66	295	2494	3,432	15.1%
8:00 PM	100	59	65	92	55	57	282	274	984	4.3%
9:00 PM	72	61	53	53	52	52	252		595	2.6%
10:00 PM	49	44	40	35	29	38	199		434	1.9%
11:00 PM	30	23	11	19	12	25	104		224	1.0%
Grand Total	1,853	1,120	980	1,047	938	1,264	2,896	12,687	22,785	
%/Day	8.1%	4.9%	4.3%	4.6%	4.1%	5.5%	12.7%	55.7%		



ATT-3: Voting by Age, Gender, and Device

Age Breakdown of Who Voted							
Age		ELIG.	VOTED	WEB	PHONE	% Part.	Total Part.
18-19	F	1,040	205	194	11	20%	20%
	M	1,168	226	216	10	19%	
	UK	3	2	2	0	67%	
20s	F	6,054	1,132	1,084	48	19%	18%
	M	5,991	979	919	60	16%	
	UK	8	8	8	0	100%	
30s	F	7,250	1,529	1,447	82	21%	20%
	M	6,281	1,139	1,090	49	18%	
	UK	6	6	6	0	100%	
40s	F	7,986	2,464	2,316	148	31%	31%
	M	7,064	2,138	2,045	93	30%	
	UK	11	9	8	1	82%	
50s	F	8,147	3,183	2,898	285	39%	38%
	M	7,787	2,916	2,739	177	37%	
	UK	10	9	9	0	90%	
60s	F	4,414	2,000	1,762	238	45%	45%
	M	4,320	1,922	1,768	154	44%	
	UK	8	8	8	0	100%	
70s	F	2,042	1,034	893	141	51%	52%
	M	1,852	970	874	96	52%	
	UK	8	8	8	0	100%	
80s	F	1,061	451	354	97	43%	44%
	M	744	351	310	41	47%	
	UK	2	2	2	0	100%	
90s	F	214	60	45	15	28%	30%
	M	93	32	28	4	34%	
	UK	1	1	1	0	100%	
99+	F	12	1	1	0	8%	6%
	M	6	0	0	0	0%	
UK*	F	650	0	0	0	0%	0%
	M	658	0	0	0	0%	
Total		74,891	22,785	21,035	1,750	30%	

Device	Operating System	Voter Sessions
Computer	Linux	88
	Macintosh	1,716
	Windows 7	12,734
	Windows 98	1
	Windows NT	2,395
	Windows Vista	739
	Windows XP	1,441
Smart Phone	Android	614
	Blackberry	49
	iPhone	330
	Windows	6
Tablet	Blackberry Playbook	16
	HP	5
	iPad	1,829
Other	iPod	4

Gender	Total Eligible	Total Voted	Participation
Female	38,870	12,059	31%
Male	35,964	10,673	30%
Unknown	57	53	93%
Total	74,891	22,785	30%

Gender	WEB	PHONE
F	10,994	1,065
M	9,989	684
UK	52	1

