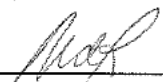


AGENDA

Confirmed by: 

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

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

1. **Call To Order**
2. **Disclosure of Pecuniary Interest**
3. **Adoption of Minutes**
 - 3.1 **Regular Meeting** **October 13, 2015**..... 4
4. **Delegation and Presentations / Public Meeting**
 - 4.1 Delegation **Book Mark Contest Winners**
~ Sarah Dodge, Coordinator of Information Services
 Senior Kindergarten - Fizza Syed
 Grade 1 - Tanvi Lee
 Grade 2 - Omair Shaikh
 Grade 3 - Stephanie Najib, Daniel Singh, Madison Ward
 Grade 4 - Elyza Singh
 Grade 5 - Hector Jiang, Ali Umer
 Grade 6 - Sanskriti Shindad
 Grade 7 - Tonellia Bhagwandat, Tanya Najib
 - 4.2 Delegation **Durham Regional Police Service – 2017-2019 Business Plan Consultations**
~ Brad Carter, Acting Planning Manager
 - 4.3 Presentation **Snapshots of Ajax - History Book**
~ Martin de Rond, Director of Legislative & Information Services/Clerk
 - 4.4 Public Meeting **New Council Procedure By-law**
~ Nicole Wellsbury, Manager of Legislative Services/Deputy Clerk
[see Departmental Report # 6.4.1]

4.5 Public Meeting **Council Code of Conduct Update**
 ~ Nicole Wellsbury, Manager of Legislative Services/Deputy Clerk
 [see Departmental Report # 6.4.2]

5. **Correspondence** 8

6. **Reports**

6.1	Community Affairs & Planning Committee Report	None	
6.2	General Government Committee Report	None	
6.3	Summary of Advisory Committee Decisions	None	
6.4	Departmental Reports	October 26, 2015	
64.1	New Council Procedure By-law , M. de Rond, Director of Legislative & Information Services/Clerk / N. Wellsbury, Manager of Legislative Services/Deputy Clerk		19
64.2	Council Code of Conduct Update , M. de Rond, Director of Legislative & Information Services/Clerk / N. Wellsbury, Manager of Legislative Services/Deputy Clerk		48
64.3	2015 Town of Ajax Advisory Committee Appointments , M. de Rond, Director of Legislative & Information Services / S. Moore, Committee Coordinator		68
64.4	New Ajax Pictorial History Book , R. Ford, Chief Administrative Officer / C. McLardie, Manager of Strategic Communications.....		70
64.5	Contract Award – Rossland Road Realignment/ Reconstruction - Phase 2 , P. Allore, Director of Planning & Development Services / C. Coleman, Manager of Engineering, Capital Projects / R. Fernando, Capital Projects Coordinator		73

7. **Regional Councillors' Reports**

7.1	Regional Councillor S. Collier	82
7.2	Regional Councillor C. Jordan.....	verbal

8. **Business Arising From Notice of Motion**

None

9. **By-Laws**

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- 10. Notice of Motion**
- 11. Other Business**
- 12. Question Period**
- 13. New Business, Notices and Announcements**
- 14. Confirming By-Law 84-2015**
- 15. Adjournment**

**Minutes of the Meeting of the
Council of the Corporation of the Town of Ajax
Held in the Council Chambers of the Town Hall on
Tuesday, October 13, 2015 at 7:00 p.m.**

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

Present:	Mayor	S. Parish
	Regional Councillors	S. Collier
	Councillors	C. Jordan
		M. Crawford
		R. Ashby
		J. Dies
		P. Brown

1. Call to Order

Mayor Parish called the meeting to order at 7:00 p.m.

2. Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

3. Adoption of Minutes

Moved by: P. Brown
Seconded by: S. Collier

That the Minutes of the regular meeting of Council held on September 28, 2015 be adopted.

CARRIED

4. Delegation and Petitions/Public Hearings

4.1 Healthy Kids Community Challenge

Kevin Smith, Active Living Coordinator, and Kate Bird, Executive Director, Community Development Council Durham, overviewed the Healthy Kids Community Challenge. Ajax was one of 45 communities selected for a three-year pilot program by the Ministry of Health and Long Term Care. The project implementation plan and the steering committee partners were overviewed. It was noted that the Ministry funding will support community events, community awareness, and advocacy for policy supports for a healthier Ajax community.

4.2 Run Ajax

Dr. Jeremy Barchman, Tortoise and the Hare Running Promotions, spoke about the success of Run Ajax 2015. Once again, participation is up overall and the event continues to be an excellent fundraiser for Grandview Kids. Plans to further grow the event in 2016 were overviewed. Members of Council thanked Mr. Barchman for his role in delivering this successful event.

5. Correspondence

Councillor Ashby congratulated the residents of Millington Crescent on their establishment of a Neighbourhood Watch.

Moved by: R. Ashby
Seconded by: J. Dies

That the report dated October 13, 2015 containing Items of Correspondence be adopted.
CARRIED

6. Reports

6.1 Community Affairs & Planning Committee Report

None

6.2 General Government Committee Report

Mayor Parish noted that this report had been circulated separately from the agenda.

Moved by: C. Jordan
Seconded by: P. Brown

That the General Government Committee Report dated October 8, 2015, be adopted.
CARRIED

6.3 Summary of Advisory Committee Decisions

Moved by: S. Collier
Seconded by: C. Jordan

That the Summary of Advisory Committee Decisions from September 2015 as attached to the meeting agenda be received for information, and that the recommendations contained therein be referred to staff where applicable.

CARRIED

6.4 Departmental Reports

Mayor Parish noted that this report had also been circulated separately from the agenda.

Rob Ford, CAO, briefly overviewed the report contained in the agenda and described the purpose behind the proposed Economic Development mission to China.

6.4.1 Economic Development and Investment Mission to Beijing, China

Moved by: P. Brown

Seconded by: J. Dies

1. That the Report to Council entitled 'Economic Development and Investment Mission to Beijing, China' dated October 13, 2015 be received for information;
2. That the Council of the Town of Ajax approve the Economic Development and Investment Mission to Beijing, China.

CARRIED

7. Regional Councillors' Reports

Regional Councillor Collier updated Council on various Regional matters including red light cameras, a Justice of the Peace shortfall affecting the POA courts, and the Region's establishment of a target tax rate increase of 1.75% for 2016.

Moved by: M. Crawford

Seconded by: P. Brown

That the Regional Councillor's Reports dated October 13, 2015 be received for information.

CARRIED

8. Business Arising from Notice of Motion

None

9. By-laws

Moved by: R. Ashby

Seconded by: S. Collier

That By-law numbers 79-2015 and 80-2015 be read a first, second and third time and passed.

CARRIED

10. Notice of Motion

None

11. Other Business

Rob Tyler Morin made several inquiries related to various construction projects within the Town.

12. Question Period

None

13. New Business - Notices & Announcements

None

14. Confirming By-Law

Moved by: J. Dies
Seconded by: P. Brown

That By-law number 81-2015 being a by-law to confirm the proceedings of the Council of the Corporation of the Town of Ajax at its regular meeting held on October 13, 2015 be read a first, second and third time and passed.

CARRIED

15. Adjournment

Moved by: R. Ashby
Seconded by: M. Crawford

That the October 13, 2015 meeting of the Council of the Town of Ajax be adjourned. (7:30 p.m.)

CARRIED

Mayor

D-Clerk

TOWN OF AJAX REPORT TO COUNCIL



TO: Mayor and Members of Council
FROM: M. de Rond, Clerk
DATE: October 26, 2015
SUBJECT: Items of Correspondence

The following items of correspondence are attached for Council's information:

- i) **Region of Durham: 2015-2020 Population and Household Forecast**9
- ii) **Region of Durham: Local Council Responses to Fire Services Study** 16

M. de Rond
Clerk

MdR/lb



October 7, 2015

RECEIVED
TOWN OF AJAX
OCT 09 2015
LEGISLATIVE AND
INFORMATION SERVICES

The Regional
Municipality
of Durham

Planning and Economic
Development Department

Planning Division

605 ROSSLAND RD. E.
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CANADA
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Email: planning@durham.ca

www.durham.ca

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

Mr. M. de Rond
Clerk
Town of Ajax
65 Harwood Avenue South
Ajax, ON L1S 2H9

**Re: Monitoring of Growth Trends, File: D01-02-01
Commissioner's Report No. 2015-P-55**

Mr. de Rond, at their meeting held on September 29, 2015, the Durham Regional Planning & Economic Development Committee considered the above matter.

Enclosed for your information is a copy of Commissioner's Report No. 2015-P-55. Should you have any questions or wish to discuss the report, please contact Mike Blake, Planner at 905-668-7711 ext. 2549.

Yours truly,

A handwritten signature in cursive script, appearing to read 'R. Saunders'.

Roger Saunders, MCIP, RPP
Director, Strategic Planning

RTS/mr

Encl.

c: See attached list

If this information is required in an accessible format, please contact
Planning Reception at 1-800-372-1102, extension 2551.



- c: R. Anderson, Chair, Durham Regional Police Services Board
M. Beckett, Director of Education, Durham District School Board
P. Pulla, Director of Education, Durham Catholic District School Board
W.R. Hick, Director of Education, Kawartha Pine Ridge District School Board
G. Hunter-Perreault, Direction de l'éducation, Conseil scolaire de district du Centre-Sud-Quest
G. Reeves, Director of Education, Peterborough-Victoria-Northumberland & Clarington Catholic District School Board
R. Sirois, Directeur de l'éducation, Conseil scolaire de district catholique Centre-Sud
D. Hammons, Chief Executive Officer, Local Health Integration Network, Central East Division
M. Blake, Planner, Strategic Planning Branch



The Regional Municipality of Durham Report

To: The Planning & Economic Development Committee
From: Commissioner of Planning and Economic Development
Report: #2015-P-55
Date: September 29, 2015

Subject:

Monitoring of Growth Trends, File: D01-02-01

Recommendation:

That Commissioner's Report #2015-P-55 be received for information.

Report:

1. Purpose

- 1.1 This report is the second biannual report monitoring growth trends in Durham. It presents historical population and household data for the Region, as well as the local municipalities for the 2010 to 2015 period. It also includes short-term forecasts for the 2015 to 2020 period.
- 1.2 The data provided is for the end of May (to correspond with the timing of the Census), as well as for December calendar year-end. The population and household information presented in this report is intended for use in various planning studies and programs as well as other Regional and agency initiatives.

2. Historical population and household estimates (2010-2015)

- 2.1 The population and household estimates, presented in Attachment 1, are based on:
 - Statistics Canada Census information for 2006 and 2011, including an estimate for net undercoverage¹, for Census years; and

¹ The census undercount refers to the number of residents that are not recorded in the Census. Despite efforts to count the entire population on Census Day, some residents are missed and some are counted more than once. Net undercoverage is calculated using population estimates that are published by Statistics Canada on a quarterly basis.

- Canada Mortgage and Housing Corporation (CMHC) monthly housing completion data for non-Census years.
- 2.2 The semi-annual population estimates presented in Attachment 1, indicate that the Region's mid-year annual population growth increased by 6,230 persons from 2014 to 2015, which represents a growth rate of 0.96 per cent. Comparatively, the average annual population growth for the five-year period from 2010-2015 was 1.00 per cent.
- 2.3 The semi-annual household estimates presented in Attachment 1, indicate that the Region's mid-year annual household growth increased by 2,790 households from 2014 to 2015, which represents a growth rate of 1.26 per cent. Comparatively, the annual household growth for the five-year period from 2010-2015 is 1.30 per cent.
- 3. Short-term growth forecasts (2015-2020)**
- 3.1 The short-term growth forecasts for population and households (refer to Attachment 2) are based on:
- housing production estimates provided by the area municipalities;
 - an analysis of past trends;
 - anticipated servicing or possible land constraints; and
 - estimates of the timing and anticipated annual housing occupancy across the Region.
- 3.2 The forecasts make no allowances for unpredictable factors such as changes in economic conditions affecting residential growth (e.g. significant increases in mortgage rates, building trade strikes, etc.).
- 3.3 The short-term forecasts indicate that Durham's current population is expected to increase from 658,175 (2015) to 734,900 in 2020 (refer to Attachment 2). This represents an average annual growth rate of 2.38 per cent between 2015 and 2020.
- 3.4 Similarly, the current number of households in Durham is expected to increase from 224,810 (2015) to approximately 252,870 in 2020 (refer to Attachment 2). This represents an average annual growth rate of 2.23 per cent between 2015 and 2020. This forecast assumes an increased rate of growth in Pickering towards the end of the period, adding nearly 9,000 units in the last 3 years of the forecast as the Seaton community develops.
- 4. Conclusion**
- 4.1 Planning & Economic Development Committee as well as Regional Council will continue to be kept apprised of emerging population and household data and

trends through regular updates of this information.

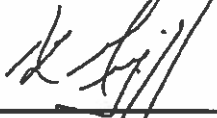
- 4.2 A copy of Commissioner's Report #2015-P-55 will be forwarded to the Area Municipalities, the Durham Regional Police Services, the Local Health Integration Network and the School Boards in Durham.

5. Attachments

Attachment #1: Semi-annual Household Estimates, 2010-2015 and Semi-annual Population Estimates, 2010-2015.

Attachment #2: Short-term Household Forecast, 2015-2020 and Short-term Population Forecast, 2015-2020.

Respectfully submitted,



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

Short-term Household Estimates, 2010-2015 (May and December)

Household Estimates									
Year	Ajax	Brock	Clarington	Oshawa	Pickering	Scugog	Uxbridge	Whitby	DURHAM
2010 (Dec)	34,675	4,335	29,695	58,610	29,310	7,995	7,335	40,805	212,760
2011 (May)	35,040	4,335	29,880	58,795	29,330	8,000	7,345	41,020	213,745
(Dec)	35,295	4,340	30,305	59,210	29,420	8,005	7,375	41,455	215,410
2012 (May)	35,530	4,345	30,490	59,390	29,665	8,005	7,390	41,765	216,580
(Dec)	36,065	4,350	31,010	59,625	30,110	8,015	7,420	42,090	218,690
2013 (May)	36,310	4,355	31,175	59,830	30,235	8,020	7,430	42,295	219,660
(Dec)	36,660	4,360	31,585	60,295	30,465	8,030	7,450	42,525	221,380
2014 (May)	36,835	4,365	31,725	60,435	30,505	8,040	7,470	42,640	222,020
(Dec)	37,245	4,370	32,165	60,865	30,710	8,055	7,505	42,890	223,805
2015 (May)	37,570	4,375	32,365	61,125	30,840	8,065	7,515	42,960	224,810

Sources: Statistics Canada (May 2006 and 2011).
CMHC monthly housing completions data.
Durham Region Planning and Economic Development Department.

Note: "May" denotes end of May; "Dec" denotes end of December (Year End).

Semi-annual Population Estimates, 2010-2015 (May and December)

Population Estimates									
Year	Ajax	Brock	Clarington	Oshawa	Pickering	Scugog	Uxbridge	Whitby	DURHAM
2010 (Dec)	113,005	11,835	87,650	155,435	92,525	22,585	21,475	126,425	630,940
2011 (May)	114,105	11,805	88,025	155,760	92,370	22,555	21,470	127,040	633,130
(Dec)	114,830	11,780	89,030	156,610	92,340	22,510	21,510	128,310	636,915
2012 (May)	115,505	11,760	89,410	156,905	92,880	22,475	21,510	129,205	639,655
(Dec)	117,120	11,730	90,680	157,290	93,955	22,445	21,545	130,145	644,910
2013 (May)	117,835	11,715	90,990	157,650	94,120	22,415	21,540	130,720	646,985
(Dec)	118,860	11,685	91,930	158,625	94,510	22,380	21,550	131,360	650,895
2014 (May)	119,330	11,665	92,150	158,815	94,400	22,365	21,570	131,650	651,945
(Dec)	120,540	11,635	93,170	159,690	94,700	22,345	21,610	132,345	656,040
2015 (May)	121,505	11,610	93,570	160,190	94,860	22,325	21,600	132,510	658,175

Sources: Statistics Canada (Including Annual Demographic Statistics - May 2006 and 2011).
CMHC monthly housing completions data.
Durham Region Planning and Economic Development Department.

Note: "May" denotes end of May; "Dec" denotes end of December (Year End).

Short-term Household Forecast, 2015-2020 (May and December)

Year	Ajax	Brock	Clarington	Oshawa	Pickering	Scugog	Uxbridge	Whitby	DURHAM
2015 (Dec)	37,740	4,400	33,070	61,500	31,250	8,080	7,610	43,290	226,920
2016 (May)	37,950	4,410	33,390	61,720	31,560	8,100	7,620	43,510	228,260
(Dec)	38,310	4,430	33,980	62,130	32,110	8,130	7,660	43,890	230,640
2017 (May)	38,520	4,440	34,320	62,350	33,140	8,200	7,670	44,210	232,860
(Dec)	38,890	4,460	34,930	62,760	34,970	8,330	7,710	44,790	236,820
2018 (May)	39,160	4,470	35,270	62,990	36,000	8,380	7,720	45,110	239,100
(Dec)	39,640	4,500	35,890	63,390	37,830	8,480	7,760	45,690	243,160
2019 (May)	39,910	4,510	36,240	63,810	39,050	8,520	7,770	46,010	245,820
(Dec)	40,390	4,530	36,860	64,560	41,240	8,580	7,810	46,590	250,560
2020 (May)	40,640	4,540	37,220	64,980	42,140	8,620	7,820	46,910	252,870

Source: Durham Region Planning Division.

- Notes:**
1. Based on estimates provided by the area municipalities, and an analysis of: past trends; anticipated servicing or land constraints; and estimates concerning the proposed Seaton community.
 2. The short-term forecasts presented herein are based on the most recently available development information and a specific methodology suited for short-term forecasts, and may vary from the longer-term forecasts presented in Regional Official Plan Amendment No. 128.
 3. Household forecasts are rounded to the nearest 10.

Short-term Population Forecast, 2015-2020 (May and December)

Year	Ajax	Brock	Clarington	Oshawa	Pickering	Scugog	Uxbridge	Whitby	DURHAM
2015 (Dec)	121,900	11,600	95,300	160,900	95,800	22,300	21,800	133,400	663,200
2016 (May)	122,500	11,600	96,100	161,300	96,500	22,300	21,800	134,100	666,200
(Dec)	123,600	11,600	97,500	162,100	97,900	22,300	21,900	135,200	672,000
2017 (May)	124,100	11,600	98,300	162,500	100,700	22,500	21,900	136,100	677,800
(Dec)	125,200	11,700	99,700	163,300	105,900	22,800	21,900	137,800	688,300
2018 (May)	126,000	11,700	100,500	163,700	108,800	22,900	21,900	138,700	694,200
(Dec)	127,500	11,700	102,300	164,800	114,300	23,200	22,000	140,500	706,200
2019 (May)	128,400	11,700	103,300	165,900	118,000	23,300	22,100	141,500	714,100
(Dec)	129,900	11,800	105,000	167,800	124,600	23,400	22,200	143,300	728,000
2020 (May)	130,800	11,800	106,100	168,900	127,300	23,500	22,200	144,300	734,900

Source: Durham Region Planning Division.

- Notes:**
1. Based on estimates provided by the area municipalities, and an analysis of: past trends; anticipated servicing or land constraints; and estimates concerning the proposed Seaton community.
 2. The short-term forecasts presented herein are based on the most recently available development information and a specific methodology suited for short-term forecasts, and may vary from the longer-term forecasts presented in Regional Official Plan Amendment No. 128.
 3. Population forecasts are rounded to the nearest 100.



THIS LETTER HAS BEEN FORWARDED
TO THE EIGHT AREA CLERKS

October 15, 2015

RECEIVED
TOWN OF AJAX
OCT 16 2015
LEGISLATIVE AND
INFORMATION SERVICES

The Regional
Municipality
of Durham

Corporate Services
Department -
Legislative Services

605 ROSSLAND RD. E.
PO BOX 623
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CANADA

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1-800-372-1102
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Matthew L. Gaskell
Commissioner of
Corporate Services

Mr. M. de Rond
Clerk
Town of Ajax
65 Harwood Avenue South
Ajax, ON L1S 2H9

**RE: FIRE SERVICES STUDY RESPONSE FROM AREA
MUNICIPALITIES
OUR FILE: A00-107**

At the Regional Council meeting held on September 23, 2015, the written responses received from the Area Municipalities with respect to a Fire Services Study was presented and received for information.

Attached for your information is a summary of the responses received and presented to Council.

A handwritten signature in blue ink, appearing to read 'Debi Wilcox'.

Debi A. Wilcox, MPA, CMO, CMM III
Regional Clerk/Director of Legislative Services

DAW/dt

Attachment

**FIRE SERVICES STUDY
RESPONSE FROM AREA MUNICIPALITIES**

Pursuant to Regional Council's direction, Legislative Services has now received the resolutions from the majority of the Area Municipalities which are provided below. In summary, 3 municipalities replied no, 3 municipalities replied yes and 2 municipalities have no position.

a) Town of Ajax

"Whereas there currently exists effective co-operation and co-ordination among area Fire Services; and

Whereas amalgamation would lead to significantly increased costs or decreased service performance to Ajax residents;

Therefore be it resolved;

1. That the Regional Fire Services Study report be received for information; and
2. That the Corporation of the Town of Ajax respectfully declines participation in the Fire Services Amalgamation Study and that the Region of Durham and all local municipalities be so advised; and
3. That the Town of Ajax continue to investigate other shared service agreements including with respect to shared training facilities, mobile command centre, specialized rescue agreements, purchasing and recruiting services and other agreements designed to reduce costs or increase levels of service."

b) Township of Brock

"That the Township of Brock agree to participate in a fire services study by the Region of Durham."

c) Municipality of Clarington

No official position received.

d) City of Oshawa

"That Report CS-15-94 dated May 15, 2015 regarding a Regional Fire Services Study, be received for information; and further,

That the Regional Municipality of Durham be advised;

That based on the existing effective cooperation and coordination among the area Fire Services; and

That based on the existing savings by the sharing of resources and training, especially advanced specialized technical services; and

That amalgamation would lead to significantly increased costs or decreased service performance due to a standardization of staff and equipment;

Therefore be it resolved that the Corporation of the City of Oshawa respectfully declines participation in the Fire Services Amalgamation Study.”

e) City of Pickering

“The Council of the City of Pickering considered the recommendation contained in Report FIN-20-15 at a meeting held on July 13, 2015. The motion was lost on a tie vote. Therefore, no decision by Pickering Council has been made on this matter.”

f) Township of Scugog

“That Council support the fire services study initiated by the Region of Durham;

And that Council request that Regional staff provide a framework for the amalgamation as it pertains to:

1. Urban – rural services;
2. Full-Time – volunteer services;
3. Costs and tax effects on individual municipalities and the Regional portion of the tax bill; and
4. Other relevant matters

And that a member from North Durham be included on any committee tasked with studying amalgamation.”

g) Township of Uxbridge

“While not opposed to the Study, would like the opportunity to comment on the Terms of Reference prior to adoption.”

h) Town of Whitby

- “1. That Fire and Emergency Services Department Report 07-15 regarding Regional Fire Services Study be received for information;
2. That the Corporation of the Town of Whitby respectfully declines participation in the Fire Amalgamation Study and that the Town Clerk notify the Region of Durham and all local area municipalities; and
3. That the Town of Whitby Fire and Emergency Services Department continue to participate in partnership agreements with neighbouring municipalities and further explore other opportunities that will improve the level of services and/or reduce costs.”

**TOWN OF AJAX
REPORT**



REPORT TO: Council

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

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

SUBJECT: **New Council Procedure By-law**

WARD(S): N/A

DATE OF MEETING: Oct 26, 2015

REFERENCE: **Bylaw 140-2007, Council Rules of Procedure
Sept 24th GGC Report: Proposed Revisions to Council Procedure By-law
and Meeting Management Processes**

RECOMMENDATION:

That the new Council Procedure By-law be approved at the November 9, 2015 Council Meeting.

BACKGROUND:

The Town's current Council Procedure By-law underwent its last substantial review in 2007. Some minor updates were made in 2014. The municipal governance landscape has changed significantly since 2007. There is a heightened demand for transparency and openness in decision-making. As well, several internal changes in Ajax have affected the way that the Town does business. For example, meeting materials are now distributed by e-mail, and Council and senior staff review and annotate their agendas electronically. Thresholds for Contract Awards were changed in 2013, giving staff greater authority to approve certain awards, one of several factors that has contributed to smaller agendas and shorter meetings. These factors, among others necessitated a comprehensive meeting management and Council Procedure By-law Review to ensure that the Town's governance processes reflect modern realities.

On October 13th, Ajax Council approved a new meeting calendar for 2016 and forward (ATT-1). The new schedule is streamlined, predictable, and will help to ensure that all meetings of Council and its standing committees are fulsome and substantive. Beginning in January of 2016, Ajax will move from its current bi-weekly meeting schedule to a monthly schedule, where Community Affairs and Planning Committee (CAP), General Government Committee (GGC), and Council each meet only once per month on the 1st, 2nd and 3rd Mondays of the month respectively. Council & CAP meetings will continue to begin at 7:00 p.m., whereas open GGC meetings will now begin at 1:30 p.m. on the second Monday of the month, with in-camera to follow if required. Additionally, meeting agendas will now be published six days in advance of each meeting, to provide the public sufficient time to review background reports and materials.

DISCUSSION:

Below is a summary of the substantive changes being proposed:

Advancing distribution/publication date for Agendas

Historically, the Town has published agendas three days in advance of the meeting date. This was sensible in the world of paper agendas, as GGC agendas were made ready for Councillor pick-up at Town Hall as they arrived for Monday CAP, and Council agenda packages were ready for Councillors to pick up on Thursdays when they came to Town Hall to attend GGC. This pattern is no longer relevant given the move to electronic agenda distribution. Furthermore, to publish agendas three days in advance of the meeting is simply no longer in line with municipal best practices and does not adequately provide for openness and transparency.

Staff are proposing that agenda publishing schedules be advanced so that agendas are published six days in advance of meetings. (This change is recommended regardless of whether Council approves the move to a monthly meeting schedule).

Public Access to Meetings

Staff are pursuing various technology enhancements which will provide for higher quality audio and video of GGC meetings, and possibly the recording and online posting of all Council and CAP meetings.

Proposed Changes to Council Procedure Bylaw

The existing Procedure By-law has been substantially re-written, however, the format and conduct of Council and Standing Committee meetings remains largely unchanged. In most sections, language has been modernized and simplified, and provisions which no longer seem to apply in Council's day to day governance have been removed. Provisions have been added to enhance the accessibility and transparency of meetings, but such changes will have little noticeable impact on meetings. Below is a summary of the most noteworthy changes:

Section	Notes
Definitions	This section was substantially re-written and expanded for sake of clarity. Added definitions include but are not limited to: Petition, Quorum, Point of order, Substantive Reports, to adjourn, to amend, etc. main motion, majority, Mayor, Rules of Procedure, Secondary Motion, two thirds
Principles of the Procedure By-law	New section – establishes the key purposes and principles underlying the rules of procedure and the Town's governance framework. Generally, it is established that the principles of openness, transparency, and accountability to the public guide the Town's decision making process.
Duties	Expanded Sec. 4, "Duties" to better describe the duties of members and senior staff, and to add a section governing the expectations and behavior of meeting attendees.
Remote Meeting Attendance	Provisions have been added to permit members to attend meetings remotely (by video and teleconference) for reasons of disability, and in extreme circumstances when they cannot attend in person. This provision is not intended to permit remote

	attendance with any regularity, or in the case where a member has scheduled vacation or absence during a normally scheduled meeting.
Council Order of Business	<p>Two seldom used categories within the Council Order of Business, "Other Business" and "Question Period" are proposed to be removed, with an aim to further streamline agendas. Members may raise new business or business not covered in the agenda under "New Business" or through the Notice of Motion process, and guests wishing to speak at a meeting may do so through the Delegation process, or without Notice through a suspension of the rules by Council (for which Council has traditionally been very accommodating).</p> <p>The revised Order of Business is as follows:</p> <p>Call to Order Disclosure of Pecuniary Interest Minutes from previous meeting(s) Delegations/Presentations Correspondence Committee Reports Departmental Reports Regional Councillors' Reports Business Arising from Notice of Motion By-laws Notice of Motion New Business/Announcements Confirming Bylaw Adjournment</p>
In Camera items	Provisions have been added to be more transparent about matters being discussed in camera. Council is encouraged to rise and report on decisions made in camera (where possible), staff are encouraged to include a corresponding open session report for any in-camera report (where possible), and a process has been added to provide for the annual release of in-camera decisions/reports if they are no longer sensitive.
Delegations and Presentations	Clarification of the difference between 'delegations' and 'presentations'. All delegations are given five minutes to speak, but persons granted 'presentation' status by the Clerk may be permitted to speak for longer, typically for ten minutes (e.g. town staff, presenters from other governments)
Petitions	A section has been added to provide guidelines for persons wishing to submit a petition to Council
Standing Committee Reports	Committee Chairs are now asked to provide a brief verbal summary at Council of recent standing committee meetings. Currently, it is not especially evident to members of the public what Council is approving when it passes the GGC & CAP reports in quick, single motions. This will take a form similar to the way that Regional Councillors report on notable Regional matters, at Council.

<p>'Suspending the Rules', Reconsideration, and members petitioning for a special meeting now require 'two thirds' support</p>	<p>Two thirds support required to suspend the rules, to reconsider a matter, and for members to petition the Clerk for a Special Meeting (rather than the current simple majority). It is felt that a higher threshold should be required to suspend rules which exist for purposes of transparency, consistency and fairness; a greater level of consensus should be required to do so. This change brings the by-law into consistency with most other PBLs, and standard rules of procedure.</p>
<p>Agenda publication & Notice Provisions</p>	<p>Sec 8, "Agenda Distribution, Notice and Cancellation provisions" has been added to clearly define publishing timeframes for agendas, and processes for the calling and cancellation of meetings. Agendas are now proposed to be published six days in advance of a meeting rather than the current three. The revisions also clarify the authority of the Clerk to cancel meetings where it is evident that quorum will not be met, or where no agenda items are forecasted.</p>
<p>Recording of Meetings</p>	<p>Permits attendees to record meetings with the permission of the Chair, provided they are not disruptive. This has always been the practice of the Town, and is now proposed to be codified in the by-law.</p>
<p>Appendix: Public Notice Policy</p>	<p>The Public Notice Policy has been updated based on revisions to the <i>Municipal Act</i> which occurred in 2008, removing statutory notice requirements for various actions. The revised policy continues to mandate that the Town provide Notice even for actions that do not require notice under the <i>Act</i>, and provides a more consistent baseline in this regard. The policy now recognizes the website as a key tool for the provision of Notice.</p>

FINANCIAL IMPLICATIONS:

None

COMMUNICATION ISSUES:

The Town's Public Notice Policy requires that a public meeting be held in order to amend the Procedure By-law, and that notice be published in the newspaper 14 days prior to the public meeting. Notice of the October 26th public meeting was published in the newspaper on October 7th and 15th, and online from October 5th to October 26th. The Draft Procedure By-law which was presented to GGC on September 24th has also been made available on the Town website since late September, with an invitation for comments and submissions from the public. None have been received to date.

CONCLUSION:

The attached Procedure By-law and other changes proposed within this report are intended to modernize, streamline and improve the town's governance framework. Staff intend to present a final By-law, subject to any changes proposed and approved at the September 26th public meeting, to Council for its consideration on November 9, 2015, to take effect January 1, 2016.

ATTACHMENTS:

ATT-1: Approved 2016 Meeting Schedules based on Monthly Cycle

ATT-2: Proposed Procedure By-law & Public Notice Policy

Nicole Wellsbury – Manager of Legislative Services/Deputy Clerk

Martin de Rond – Director of Legislative & Information Services Clerk

TOWN OF AJAX 2016 MEETING SCHEDULE



NOTE:

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

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

COUNCIL (3rd Mondays, 7 pm)

2016

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

April 18
May 16
June 20
July 11(Special)

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

COMMUNITY AFFAIRS & PLANNING COMMITTEE (CAP)

(1st Mondays, 7p.m.)

CHAIR

January
February 8
March 7

April 4
May 2
June 6
July 4

September 6(Tues)
October 3
November 7
December 5

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

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

GENERAL GOVERNMENT COMMITTEE (GGC)

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

2016

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

April 11
May 9
June 13
July 11

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

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

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

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

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

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

THE CORPORATION OF THE TOWN OF AJAX

BY-LAW NUMBER XX-2015

Being a by-law to govern the proceedings of Council and Standing Committees of Council

WHEREAS section 238 (2) of the Municipal Act, 2001 as amended requires Council to pass a procedure by-law governing the calling, place and proceedings of meetings;

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

1. That "Appendix A" to this By-law be approved as the rules to govern the proceedings of Council & Standing Committees;
2. The short title of this By-Law is the "Procedural By-Law," "Procedure By-law" or the "Rules of Procedure";
3. By-law 47-2014 shall be repealed;
4. By-law 140-2007 shall be repealed;
5. This By-law shall come into force and take effect on January 1, 2016.

READ a first and second this
9th day of November, 2015

READ a third time and passed this
9th day of November, 2015

Mayor

D-Clerk

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1. DEFINITIONS

In this Procedure By-law,

- 1.1. "The Act" means the Municipal Act, 2001 S.O. 2001 c.25 as amended;
- 1.2. "Acting Mayor" means the member appointed to act from time to time in place and stead of the Mayor;
- 1.3. "Advisory Committee" means an ongoing Committee or task force implemented by Council by way of by-law and comprised of residents, experts, Councillors and/or Staff;
- 1.4. "Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of the Town, or his/her designate;
- 1.5. "Clerk" means the Clerk of the Town, or his/her designate;
- 1.6. "Committee" means any subcommittee of Council or similar entity; typically refers to General Government Committee or Community Affairs and Planning Committee;
- 1.7. "Committee Report" means a report of all actions taken by a Committee with respect to a particular agenda;
- 1.8. "Council" means the Council of the Town;
- 1.9. "Chair" means the Chair of a Committee or Council who presides over a meeting;
- 1.10. "Community Affairs and Planning Committee" or "CAP" means a Standing Committee of Council comprised of all members of Council;
- 1.11. "Confirming by-law" means a by-law passed for the purpose of giving general effect to a previous decision or proceeding of Council;
- 1.12. "consent agenda" means the portion of an agenda that may be approved by a single motion, without debate;
- 1.13. "day" includes any day in a calendar year, including weekends and holidays;
- 1.14. "Department Head" means a Town employee who is the head of a department of the Town;
- 1.15. "friendly amendment" means the motion under debate is amended with the consent of the mover and seconder, and without the requirement for an amending motion to be made;
- 1.16. "General Government Committee" or "GGC" means a Standing Committee of Council comprised of all members of Council;
- 1.17. "in camera" means a meeting, or portion thereof, closed to the public;
- 1.18. "main motion" means any motion which brings business before Council and/or Committee. Main motions yield to all secondary motions;
- 1.19. "majority" means more than half, or;
 - If 7 members present: 4
 - If 6 members present: 4
 - If 5 members present: 3
 - If 4 members present: 3
- 1.20. "Mayor" means the Mayor as the Head of Council, or in the absence of the Mayor, the Acting Mayor, or in the absence of both, another Member of Council appointed to preside over a Meeting;
- 1.21. "Majority vote" means an affirmative vote by the majority of members present and voting at a Meeting;

- 1.22. "Member" means a member of Council or a Standing Committee;
- 1.23. "Meeting" means any regular, special, or other legally constituted meeting of Council or a Standing Committee;
- 1.24. "pecuniary interest" has the same meaning as the term has in the *Municipal Conflict of Interest Act*, R.S.O. 1990 c. M. 50 (the MCI Act); as amended or replaced from time to time.
- 1.25. "petition" means a formal written request that appeals to Council with respect to a particular issue as set out in Sections 5.36-5.38 of this by-law;
- 1.26. "point of order" means a motion drawing attention to an infraction of this Procedure By-law;
- 1.27. "quorum" means the number of Members required for the legal conduct of the business of Council or a Committee. In the case of Meetings, quorum is five (5) members.
- 1.28. "recorded vote" means the taking of a written record of the name and the vote of each member who votes on a question;
- 1.29. "Rules of Procedure" means the rules and regulations governing the calling, place, proceedings of a Meeting as provided for in this by-law. The Rules of Procedure may also be referred to as the "Procedural By-law";
- 1.30. "secondary motion" means any privileged, incidental, or subsidiary motion concerning the manner or time of consideration of any matter before Council/Committee as opposed to the substance thereof;
- 1.31. "Standing Committee" means any subcommittee of Council or similar entity; typically refers to General Government Committee or Community Affairs and Planning Committee;
- 1.32. "substantive reports" means a report, either verbal or written whereby Staff are required to gather data/information and perform an analysis of such data/information in order to draw a conclusion and possible action based on the analysis;
- 1.33. "to adjourn" means to end a meeting;
- 1.34. "to amend" means to alter a motion in a germane manner;
- 1.35. "to call the vote" means to stop debate and immediately proceed to vote on the motion;
- 1.36. "to defer" means to postpone all discussion on a matter until a future date or time, one which is established as part of the motion;
- 1.37. "to receive" means to acknowledge the receipt of a matter before Council or a Standing Committee, with no expectation of any future action being taken;
- 1.38. "to recess" means to suspend a Meeting for a specified length of time;
- 1.39. "to refer" means to direct a matter under discussion by Council or a Standing Committee to Staff or another Committee for further consideration or review;
- 1.40. "to table" means to postpone a matter without setting a definite date for future discussion of a matter;
- 1.41. "Town" or "Municipality" means The Corporation of the Town of Ajax;
- 1.42. "Two thirds of the Members present" means two-thirds of the Members in attendance at a Meeting, and not disqualified from voting on a particular matter. Calculation of two thirds is accomplished by dividing the number of Members present by three and multiplying by two. Two thirds

in respect of seven Members shall be five
in respect of six Members shall be four

in respect of five Members shall be four, and;
in respect of four Members shall be three.

2. APPLICATION / SUSPENDING THE RULES

- 2.1. The Rules of Procedure contained in this by-law shall be observed in all proceedings of Council and Standing Committees, and shall be the rules and regulations for the order and dispatch of business;
- 2.2. The rules and regulations herein may be suspended by a two-thirds majority vote of the Members present unless otherwise provided for in any Act, and with the following exceptions:
 - 2.2.1. Provisions for quorum;
 - 2.2.2. Provisions for unanimous consent from Members in order to add an unscheduled item to a Special meeting agenda, and restriction from adding item to an Emergency Meeting agenda.
 - 2.2.3. Provisions for Open Meetings.
- 2.3. In any case for which provision is not made herein, the procedure to be followed shall be determined by a majority vote of the Members present.

3. PRINCIPLES OF THE PROCEDURE BY-LAW

- 3.1. The principles of openness, transparency, and accountability to the public guide the Town's decision making process. In the context of Council and other Committee proceedings, this is accomplished by:
 - 3.1.1. Ensuring the decision-making process is understood by the public and other stakeholders;
 - 3.1.2. Providing access to information and opportunities for input by the public and other stakeholders consistent with the requirements of this by-law and other statutory requirements;
 - 3.1.3. Exercising and respecting individual and collective roles and responsibilities provided for in this Procedure By-law and other statutory requirements;
- 3.2. The following principles govern Council and Committee meetings:
 - 3.2.1. The majority of Members have the right to decide;
 - 3.2.2. The minority of Members have the right to be heard;
 - 3.2.3. All Members have the right to information to help make decisions, unless otherwise prevented by law;
 - 3.2.4. All Members have a right to an efficient meeting;
 - 3.2.5. All Members have the right to be treated with respect and courtesy, and;
 - 3.2.6. All Members have equal rights, privileges and obligations.

4. DUTIES

Council

- 4.1. The primary objective of Council shall be to practice and demonstrate excellence in local governance. All business addressed at Council shall be acted upon by the Members as to how that business addresses or corresponds to the public interest.
- 4.2. Members shall come prepared to every Meeting by having read all the material supplied, including agendas and Staff reports, to facilitate discussion and determination of any necessary actions.
- 4.3. Members shall:
 - 4.3.1. Vote on all motions put to a vote;

- 4.3.2. Respect the Rules of Procedure in this by-law and comply with the Chair's rulings;
- 4.3.3. Comply with the Ajax Council Code of Conduct;
- 4.3.4. Respect the confidentiality of matters discussed in in camera Meetings and not disclose the subject or substance of these discussions unless authorized to do so.

Mayor/Standing Committee Chair

- 4.4. The Mayor/Chair shall serve as the presiding officer for the Meeting, announce the business before Council/Committee and its order, and rule on procedural matters.
- 4.5. The Mayor/Chair shall recognize Members who wish to speak, and determine the order in which they are allowed to speak.
- 4.6. The Mayor/Chair shall receive and submit, in the proper manner, all motions presented by the Members and to put to a vote all questions, which are duly moved, and to announce the results of all such votes.
- 4.7. The Mayor/Chair may speak and/or vote on any question, but if they wish to make a motion, they shall first leave the Chair by designating another Member to act in their stead until they resume the Chair.
- 4.8. The Mayor/Chair shall enforce, as necessary, the observance of order and decorum among Members, delegates, and visitors, and shall have the right to expel any person for improper conduct or disruption of the Meeting.

Clerk

- 4.9. The Clerk shall attend or cause a designate to attend all Meetings of Council and Standing Committees to take minutes and/or keep a record of all proceedings.
- 4.10. The Clerk shall ensure that Standing Committee Reports are put forward in such a way that the decisions contained therein can be considered by Council.
- 4.11. The Clerk shall be responsible for the management and coordination of Meeting agendas and related resolutions, by-laws, correspondence and records, and allow for public access to the same in accordance with the *Act*, the *Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 c. M. 56* and other pertinent legislation.
- 4.12. The Clerk, when requested, shall provide advice on matters of procedure.

Chief Administrative Officer (CAO)

- 4.13. The CAO shall assist Council to discharge its responsibilities, and in a non-partisan matter, aid Members in such a way that they are able to carry out their duties.
- 4.14. The CAO shall review, or cause to be reviewed, all substantive reports and recommendations prior to their submission to Council or Standing Committee, to ensure that they accurately reflect the goals and objectives of the Town.
- 4.15. The CAO shall attend all Council Meetings, and when invited or when deemed necessary to do so, shall attend or cause a designate to attend Standing Committee Meetings.

Department Heads

- 4.16. Department Heads shall assist the CAO in the discharge of his/her duties and in the development of strategies for the implementation of the policies of Council.
- 4.17. Department Heads shall review all reports and recommendations emanating from their departments to ensure accuracy and propriety.

- 4.18. Department Heads shall attend or cause a designate to attend all Council Meetings, and when invited or when deemed necessary to do so, shall attend or cause a designate to attend Standing Committee Meetings.
- 4.19. Department Heads shall be encouraged to provide Council/Standing Committee their professional opinion with respect to the effectiveness of particular Council policies or programs and to identify any possible improvements thereto but shall avoid becoming involved in Council's policymaking role.

Meeting Attendees

- 4.20. No persons, other than Council Members and Town Staff, are permitted to approach the area where Council and Staff are seated unless invited by the Chair to do so.
- 4.21. Attendees will submit all materials for Council or Standing Committees through the Clerk.
- 4.22. Attendees will maintain order and not heckle or engage in conversations, display placards or props, or engage in any behavior that may be considered disruptive.
- 4.23. Attendees shall ensure that all personal digital devices are turned off or set to a silent mode during the Meeting.
- 4.24. Attendees may use cameras, and/or recording, broadcasting or streaming devices respectfully, during any Council or Standing Committee Meeting that is open to the public, but shall cease to use the device if directed to do so by the Chair.

5. GENERAL RULES

Appointment of Acting Mayor

- 5.1. Council shall, by way of by-law, appoint a Member of the Council to act from time to time in the place of the Mayor when the Mayor is absent from the municipality or absent through illness, and while so acting, such Member has and may exercise all the rights, powers, and authority of the Mayor.
- 5.2. Council may, by way of by-law and with the consent of the Mayor, appoint a Member to act in the place of the Mayor on any board, commission, or other body of which the Mayor is a member by virtue of office under any Act.

Quorum

- 5.3. A quorum of Council or a Standing Committee shall be more than 50% of the Members of Council/the Committee.
- 5.4. If a quorum is not present within fifteen minutes after the time appointed for a Meeting, the Clerk or designate shall record the names of the Members present and the Meeting shall stand adjourned until the date of the next regular Meeting or other Meeting called in accordance with the provisions of this by-law.
- 5.5. Where there is an insufficient number of voting Members to constitute a quorum due to a provision of the *Municipal Conflict of Interest Act*, the remaining Members of Council constitute quorum provided that such number is not less than two (2).
- 5.6. Members are encouraged to notify the Clerk in advance of the Meeting when the Member is aware that he/she will be absent from any Meeting of Council or a Standing Committee.

Remote Meeting Attendance

- 5.7. A Member may be permitted by resolution of Council or Standing Committee to attend a Meeting remotely via video or audio teleconference, provided that the Clerk is able to arrange for the necessary technology, and provided that one of the following circumstances applies:

- 5.7.1. The Meeting is a special or emergency Meeting of Council or a Standing Committee, and the Member is not able to attend in person for reason of being away from the municipality; or
 - 5.7.2. The Member cannot attend the Meeting in person for reason of injury or disability.
- 5.8. Should a Member be permitted to attend a Meeting remotely, the Member shall have the same rights and responsibilities as if he or she were in physical attendance, including the right to vote.

In Camera Meetings/ Openness and Transparency

- 5.9. All proceedings of Council and Standing Committees shall be open to the public, except where a matter meets one or more of the criteria listed in Section 239(2) and 239 (3.1) of the *Act*,. In such a case, Council may choose to consider the matter in camera, but is not required to.
- 5.10. A Meeting shall be held in camera if: the subject matter being considered is a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if Council is the head of an institution for the purposes of that Act; or if the Meeting is regarding an ongoing Ombudsman investigation respecting the municipality, a local board or a municipally-controlled corporation.
- 5.11. Before holding a Meeting or part of a Meeting that is to be closed to the public, Council or the Standing Committee must state by resolution,
- 5.11.1. The fact of the holding of an in camera Meeting;
 - 5.11.2. The general nature of the matter to be considered at the in camera Meeting;
 - 5.11.3. The Municipal Act provision that permits the item to be considered in camera.
- 5.12. The Clerk shall advise the Chair, if in his/her opinion, the issue (or portion thereof) being discussed at an in camera Meeting is not appropriate in accordance with the terms of the *Act* and in accordance with the provisions of this by-law.
- 5.13. Voting shall not be permitted in camera except when the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality or persons retained under contract with the municipality.
- 5.14. Where appropriate and where it does not conflict with the best interests of the municipality, Council/Committee shall rise and report any decisions made in camera immediately upon reconvening in Open Session.
- 5.15. When appropriate, Staff shall be encouraged to prepare an “open” report to supplement the in camera report, which shall contain non-confidential information on the matter that is to be discussed in camera.
- 5.16. The Clerk shall maintain an annual log of all reports and resolutions considered in camera, and on an annual basis, shall conduct a review of the items with the CAO and Department Heads to determine which items are no longer sensitive and/or confidential. The Clerk shall prepare an Annual Report of all in camera items approved for public release, and shall post said report on the Town website. Items identified for release shall qualify for ‘routine disclosure’ under the Town’s freedom of information practices.

Disclosure of Pecuniary Interest

- 5.17. All Members shall govern themselves at any Meeting in accordance with the *MClA* and the *Ajax Council Code of Conduct* respecting any disclosure of pecuniary interest. It is the responsibility of the Member to identify and disclose any pecuniary interest. Members shall not request the Clerk or any other municipal officer, including the Town’s solicitor to provide advice or comment on whether a Member has a conflict of interest.

- 5.18. The Member shall disclose the pecuniary interest including the general nature thereof, prior to any consideration of the matter and shall not take part in the discussion of, or vote on any question in respect to the matter and shall not attempt in any way, whether before, during or after the Meeting, to influence the voting on any such question.
- 5.19. Where the Meeting is not open to the public, in addition to declaring the conflict, the Member shall immediately leave the Meeting or the part of the Meeting during which the matter is under consideration.
- 5.20. Where a Member is absent from a Meeting which includes a matter on which they have a pecuniary interest, the Member shall disclose this interest at the next Meeting they attend.
- 5.21. The disclosure of pecuniary interest shall be recorded in the minutes of the Meeting, and where the Meeting was open to the public, the general nature of such disclosure.

Delegations at Council & Standing Committees

- 5.22. Persons desiring to verbally present information on matters of fact or to make a request to Council shall give notice, including the subject of their address, to the Clerk no later than noon ten days prior to the Meeting.
- 5.23. Individuals wishing to appear as a delegation may be encouraged by a Member or a Staff person to consider resolving an issue or concern with Staff in lieu of, or prior to, submitting a request for delegation.
- 5.24. Notwithstanding Section 5.22, a person wishing to present information is not required to give written notice nor be listed on the agenda with respect to a matter before the Community Affairs and Planning Committee for which the public has been invited to make comment, or has been given notice of the Meeting under the *Planning Act* R.S.O. 1990 c. P. 13 (the "Planning Act") or any other legislation or regulation, as required.
- 5.25. Notwithstanding Section 5.22, no person shall be permitted to speak to Council requesting consideration of a matter that is before the Community Affairs and Planning Committee for a zoning by-law amendment, official plan amendment or any other matter requiring a public meeting under the *Planning Act*, or any other legislation or regulation prior to the date of the scheduled statutory public meeting. Also, no person shall be permitted to speak to Council on a matter that has been the subject of a statutory public meeting and where Council has not yet decided the matter.
- 5.26. Delegations shall be permitted to speak on a matter only once and be limited to speak for no more than five minutes for individual delegations, or ten minutes for group delegations. Where there are numerous delegates taking the same position on a matter, they are encouraged to select a spokesperson to present their views. Delegations are encouraged not to repeat information presented by an earlier delegation.
- 5.27. Members shall be permitted to ask questions of delegates but shall not enter into debate with such persons.
- 5.28. Delegations will typically be heard prior to presentations.

Presentations

- 5.29. From time to time, Town Staff and certain persons from partner organizations, other government bodies, and dignitaries, may be granted presentation status from the Clerk in order to inform Members of matters of considerable significance to the Town.
- 5.30. Persons must request and be granted presentation status from the Clerk by noon ten days prior to the Council or Committee Meeting.
- 5.31. Presenters will typically be granted ten minutes for their presentation, and may be granted additional time at the discretion of Council or the Committee.

- 5.32. Where possible, presentations from outside individuals or groups will be heard prior to presentations from Town Staff.

Conduct of Delegates & Presenters

- 5.33. Persons presenting to Council or a Standing Committee shall not:
- 5.33.1. Speak disrespectfully of any person;
 - 5.33.2. Use offensive words;
 - 5.33.3. Speak on any subject other than the subject for which they have received approval to address Council/Committee;
 - 5.33.4. Disobey the decision of the Mayor/Chair or Council/Committee;
 - 5.33.5. Enter into cross-debate with other delegates/presenters, Town Staff, Members, or the Chair.
- 5.34. The Mayor/Chair, with the assistance of the Clerk, shall determine a logical and fair speaking order for the presenter(s). The decision of the Mayor/Chair under this section is final.
- 5.35. Delegates/presenters will not be permitted to assume any unused time allocated to another delegation or presentation.

Petitions

- 5.36. All petitions presented to Council shall be provided to the Clerk by noon ten days prior to the Meeting for circulation with the Meeting agenda.
- 5.37. Petitions to be presented to Council must contain a concise, clearly worded and respectful request that Council take, or refrain from taking, some sort of action in response to an alleged grievance. Petitions without such a request (i.e. documents consisting solely of statements of opinion or statements of grievance) cannot be accepted as petitions. The action sought must fall within Council's jurisdiction. A petition pertaining to a matter falling outside of Council's authority to act — a matter under the jurisdiction of a provincial or federal government, for example — cannot be presented to Council.
- 5.38. When a petition consists of more than one sheet of signatures and addresses, each succeeding page is to contain an indication of the subject matter of the petition so that petitioners are made fully aware of the nature of the document they are supporting.

6. COUNCIL

Inaugural Meeting

- 6.1. Following a regular municipal election, the inaugural Meeting shall be held no later than 31 days after the new term of office commences, on such a date, at such time and place as chosen by the Mayor-elect in consultation with the Clerk.

Regular Meetings

- 6.2. All regular Meetings of Council shall be held at Town Hall, 65 Harwood Avenue S, in the Council Chambers, on the third Monday of each month, starting at 7:00 p.m. in the evening unless such a day is a public or civic holiday in which case the Council shall meet at the same hour on the following day. No regular Meetings of Council will be scheduled for the month of August.
- 6.3. Where the Mayor considers it necessary because of exceptional circumstances to change the date and/or time of a regularly scheduled Meeting of Council, he or she shall direct the Clerk to ascertain the views of the Members concerning the proposed change.
- 6.4. Where the Clerk ascertains that a majority of the Members have no objection to the proposed change, he or she shall notify the Mayor and give notice of the change to all Members and to the public expeditiously.

Order of Business

- 6.5. The Clerk shall prepare and cause to be circulated for the use of Members at Meetings of Council, an agenda listing the Order of Business, as follows:

- Call to Order
- Disclosure of Pecuniary Interest
- Minutes from previous meeting(s)
- Delegations/Presentations
- Correspondence
- Committee Reports
- Departmental Reports
- Regional Councillors' Reports
- Business Arising from Notice of Motion
- By-laws
- Notice of Motion
- New Business/Announcements
- Confirming Bylaw
- Adjournment

- 6.6. All business shall be taken up in the order in which it appears on the agenda unless otherwise decided by general consent of the Members present.

Call to Order

- 6.7. As soon after the hour fixed for holding the Meeting of the Council as a quorum is present, the Mayor shall take the Chair and call the Members to order.
- 6.8. If the Mayor does not attend a Meeting of Council within five minutes after the time appointed, the Clerk shall request that the Acting Mayor call the Meeting to order whom shall preside until the arrival of the Mayor.
- 6.9. The Mayor or Acting Mayor may, during a Meeting, appoint a Member as Presiding Member to preside over a Meeting.
- 6.10. While presiding over a Meeting of Council, a Member appointed as Acting Mayor or Presiding Member has and may exercise all the rights, powers, and authority of the Mayor under this by-law.

Minutes

- 6.11. The Clerk shall cause minutes to be taken of each Meeting of Council, which shall include:
- 6.11.1. The place, date and time of Meeting;
 - 6.11.2. The names of the presiding officer or officers and the record of attendance of the Members; should a Member enter after the commencement of a Meeting or leave prior to adjournment, the time shall be noted;
 - 6.11.3. All other proceedings without note or comment.
- 6.12. Minutes of the last regular Meeting of Council and of all Special Council Meetings held subsequent to the last regular Meeting, shall be included in the agenda and may be adopted by Council without having been read aloud at the Meeting at which the question of their adoption is considered.

Delegations, Presentations

- 6.13. Persons desiring to verbally present information or make a request to Council may do so as per Sections 5.22 to 5.32 of this by-law.

Correspondence

- 6.14. Every written communication intended for presentation to Council must be legibly written, typed, or printed, signed by at least one person, and delivered to the Clerk not later than noon ten days prior to the regular Meeting of Council.

- 6.15. Items of correspondence included in the agenda may include recommendations from Staff related to the matter.
- 6.16. Certain items of correspondence not requesting or requiring any action by Council may be circulated by the Clerk to Members of Council, the CAO, and applicable Staff for their information, and will form a part of the Clerk's records.
- 6.17. If in the opinion of the Clerk, the correspondence contains any obscene or improper content or language, addresses a matter that has already been decided by Council, or does not bear sufficient relevance to local governance or matters affecting or of interest to the Town, the Clerk at his/her discretion may exclude the item from the agenda.
- 6.18. A motion directing Staff to undertake certain action with respect to any item of correspondence shall be in order provided it is moved and seconded.
- 6.19. A motion to adopt or endorse the correspondence will be in order when all Members have concluded their questions on the items of correspondence.

Committee Reports

- 6.20. The following reports to Council will be listed on the agenda:
 - 6.20.1. Community Affairs and Planning Committee
 - 6.20.2. General Government Committee
 - 6.20.3. Summary of Advisory Committee Decisions
 - 6.20.4. Departmental Reports
- 6.21. Committee Reports may be dealt with by a single resolution for each report listed in the agenda; or, any Member may request that one or more recommendations contained in the report be separated and dealt with individually.
- 6.22. The Chairs of CAP and GGC Meetings for which reports are being presented shall deliver a brief verbal report to Council and the public on the respective Meeting that took place that month, and any notable recommendations contained within the report being put forward to Council for approval.

Departmental Reports

- 6.23. The 'Departmental Reports' portion of the agenda shall include any Staff report that due to timing, urgency, expediency, or public importance, must be considered by Council without first being presented to one of the Standing Committees. From time to time, it may also include a report from the Ajax Library.

Regional Councillors' Reports

- 6.24. The Regional Councillors may report to Council, either in writing or verbally, on any business at Regional Council or its committees. These reports, if in writing, shall be circulated with the agenda.

Business Arising from Notice of Motion

- 6.25. A Notice of Motion properly presented as per Sections 6.28-6.31, shall be listed and circulated in the agenda, and shall be dealt with at this time.

By-laws

- 6.26. By-laws shall be introduced upon motion by a Member, and any number of by-laws may be introduced together in one motion. Council shall, at the request of a Member, deal separately with any by-law.
- 6.27. By-laws which have been passed by the Council shall be numbered, dated and sealed with the seal of the Town and signed by the Mayor and Clerk, or their designates, and shall be retained under the control of the Clerk.

Notice of Motion

- 6.28. Motions introducing new matters, except for motions listed under Section 10.8, shall be given in writing and signed by the mover either:
- 6.28.1. at a Meeting of Council, but shall not be debated until the next regular Meeting of Council; or
 - 6.28.2. delivered to the Clerk not later than noon ten days prior to the date of the Meeting at which the motion is to be introduced and debated.
- 6.29. Where notice of motion has been given, the motion shall be printed in the agenda, under "Business Arising from Notice of Motion" for the next regular Meeting of Council and for each succeeding Meeting until the motion is considered or otherwise disposed of.
- 6.30. When a Member's notice of motion has been called from the Chair at two successive Meetings and not proceeded with, it shall be removed from the agenda unless Council decides otherwise.
- 6.31. Notwithstanding anything contained in this section, a motion introducing new matters may be introduced without notice by suspension of the rules.

New Business/Announcements

- 6.32. A period will be allowed for Members to bring matters of public interest or community interest before Council for information. Each member shall be limited to five minutes, and statements shall not be intentionally controversial in nature.

Special Meetings of Council

- 6.33. In addition to regular Meetings, the Mayor may at any time summon a special Meeting of Council by giving direction to the Clerk stating the date, time, and purpose of the special Meeting.
- 6.34. Upon receipt of the petition of two third of the Members, the Clerk shall summon a special Meeting for the purpose and at the date and time identified in the petition.
- 6.35. Notice of special Meetings shall be given as per Section 8 of this by-law.
- 6.35.1. No business other than that indicated on the written notice shall be considered at the special Meeting except with the unanimous consent of all Members present and voting at such Meeting.
 - 6.35.2. All special Meetings of Council shall be held at the location of the last regular Meeting of Council, unless an alternative is specified in the notice of the Meeting.

Emergency Meetings

- 6.36. Notwithstanding any other provision of this by-law, an emergency Meeting may be held, without written notice, to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Clerk or designate to notify the Members about the Meeting as soon as possible and in the most expedient manner available.
- 6.37. No business except business dealing directly with the emergency or extraordinary situation shall be transacted at the emergency Meeting.

7. COMMITTEES

- 7.1. The Mayor shall be an ex-officio member of all Standing, Special, and Advisory Committees of Council but is not eligible to be appointed as Chair.
- 7.2. There shall be two Standing Committees of Council, namely: The Community Affairs and Planning Committee and The General Government Committee.
- 7.2.1. All members of Council shall be appointed to all Standing Committees;

- 7.2.2. Standing Committees shall report to Council on all matters connected with their mandate or referred to them by the Council and shall recommend such action as they deem necessary;.
- 7.2.3. The record of the proceedings of the Standing Committees will be in the form of a report to Council which shall contain;
 - a. The commencement time of the Meeting.
 - b. The names of the Members present; should a Member enter after the commencement of a Meeting or leave prior to adjournment, the time shall be noted.
 - c. Any disclosure of pecuniary interest by any Member.
 - d. A record of each item before the Committee for consideration.
 - e. Recommendations to Council based on the items before the Committee for consideration.

Community Affairs and Planning Committee (CAP)

- 7.3. The Community Affairs and Planning Committee is mandated with holding statutory public meetings required under the Planning Act or other legislation or regulations , any other matter deemed to require public consultation, and such other matters as may be referred to the Committee by Council.
- 7.4. CAP shall be chaired by the two Regional Councillors on an alternating basis for the term of Council. In the absence of the designated Chair, the other Regional Councillor will Chair. In the event that both Regional Councillors are absent, the Members present shall appoint a presiding Member who shall preside over the Meeting, or until the arrival of one of the Regional Councillors.
- 7.5. CAP shall meet in the Council Chambers on the first Monday of each month starting at 7:00 in the evening unless such a day is a public or civic holiday in which case the Committee shall meet at the same hour on the next following day which is not a holiday. No regular Meeting will be scheduled for the month of August.
- 7.6. The Clerk or a designate shall be the secretary of the Committee, and shall prepare and circulate an agenda for each Meeting listing the Order of Business as follows:
 - Call to Order
 - Disclosure of Pecuniary Interest
 - Minutes from previous meeting(s)
 - Public Meetings
 - Presentations/Reports
 - Adjournment
- 7.7. All business shall be taken up in the order in which it appears on the agenda unless otherwise allowed by general consent of the Committee or decided by vote of the majority of the Members present.
- 7.8. The Clerk or a designate shall cause minutes to be taken of the Committee Meeting.
- 7.9. The “public meetings” portion of the agenda includes the holding of public meetings required under the Planning Act, or any other legislation or regulation, to obtain public comment on an application or other matter. Other matters for which Council, the Standing Committee or Staff have deemed it expedient to invite public comment may also be addressed at this time.

General Government Committee (GGC)

- 7.10. The General Government Committee shall be chaired by one of the four Ward Councillors, alternating monthly for the term of Council. A Vice-Chair shall also be listed on each agenda to act in the absence of the Chair.
- 7.11. The GGC makes recommendations to Council on levels of service and operational policy and budgetary matters. This Committee is also responsible for establishing corporate policy, and for all personnel matters, including the grievance process.

- 7.12. The GGC shall meet in the River Plate room in Town Hall on the second Monday of each month starting at 1:30 in the afternoon unless such a day is a public or civic holiday in which case the Committee shall meet at the same hour on the next following day, which is not a holiday. A scheduled in camera session of the GGC may follow after the open meeting.
- 7.13. The Clerk or an employee of the Town designated by the Clerk shall be secretary of the GGC and they shall prepare and cause to be circulated for the use of the Members at the regular Meetings of the GGC, and agenda listing the Order of Business, as follows:
 - Call to Order
 - Disclosure of pecuniary interest
 - In camera agenda
 - Consent agenda
 - Discussion Agenda
 - Presentation Agenda
 - Adjournment
- 7.14. Any item on the consent agenda may be separated upon request of any Member, and addressed in advance of the discussion agenda.
- 7.15. Members are encouraged to provide at least two hours notice to the Clerk or designate of items intended to be separated, such that the necessary staff can be made available.
- 7.16. Persons wishing to verbally speak to a matter that is scheduled for consideration at GGC may do so as per Sections 5.22 to 5.32 of this by-law.

8. AGENDA DISTRIBUTION, NOTICE, AND CANCELLATION PROVISIONS

Agendas

- 8.1. Meeting agendas will be published on the Town website and distributed to Members and Department Heads by e-mail six days in advance of the Meeting.
- 8.2. Late/separate circulations and addendum agendas are to be avoided wherever possible. However, where necessary, addendum items will be circulated to Members by electronic mail and posted on the Town website as soon as possible.
- 8.3. Lack of sufficient notice or late agenda distribution shall not affect the validity of holding a Meeting or any action taken thereat where all Members are present at the Meeting, or where any Member or Members who are absent consent to the holding of such a Meeting and so inform the Clerk.

Notice - Regular Meetings

- 8.4. The Clerk gives notice of a Regular Meeting of Council or a Standing Committee by:
 - 8.4.1. Publishing an agenda on the Town website six days in advance of the scheduled Meeting.
 - 8.4.2. Sending the Meeting agenda, and an in camera Meeting agenda if required, to Members six days in advance of the scheduled Meeting.
 - 8.4.3. When possible, including a list of upcoming Council & Standing Committee Meetings in a local newspaper.

Notice - Special Meetings

- 8.5. The Clerk gives notice of a special Meeting of Council or a Standing Committee as follows:
 - 8.5.1. The Clerk shall give all Members notice of a special Meeting of Council/Committee at least twenty-four hours before the time appointed for such Meeting, by electronic mail, and publish an agenda as soon as possible.

- 8.5.2. Notice of the Meeting shall be provided to the public on the Town website as soon as practicable, and a Notice shall be posted at the main entrance of Town Hall.
- 8.5.3. All special Meeting notices shall indicate the nature of the business to be considered at the special Meeting, and the date, time, and place of the Meeting.

Notice - Emergency Meetings

- 8.6. In the event of an emergency Council Meeting, notice is not required, however, the Clerk will attempt to notify Members and the public about the Meeting and publish the agenda as soon as possible and in the most expedient manner available.

Cancellation of Meetings

- 8.7. A regular, special, or emergency Meeting of Council or a Standing Committee may be cancelled in any of the following circumstances:
 - 8.7.1. If the Clerk discerns in advance that quorum will not be achieved;
 - 8.7.2. If the Meeting is cancelled by Council or Committee resolution;
 - 8.7.3. Where the Meeting is not required as deemed by the Mayor and/or Clerk due to a lack of forecasted agenda items.
- 8.8. The Clerk shall give notice of any Meeting cancellation on the Town website and through the Town's local newspaper, where practicable. A notice of cancellation shall also be posted at the main entrance of the Town Hall.

9. RULES OF DEBATE

- 9.1. The Mayor/Chair shall preserve order and decorum and decide questions of order.
- 9.2. When two or more Members desire to speak, the Mayor/Chair shall designate the Member who has the floor.
- 9.3. No Member shall be deemed to have precedence or seniority over any other Member;
- 9.4. Before speaking to a question or motion, a Member shall be acknowledged by the Mayor/Chair;
- 9.5. When a Member is speaking, no other Member shall interrupt that Member except to raise a point of order;
- 9.6. No Member shall speak more than twice to the same question, but a reply may be made by the Member who has presented the motion;
- 9.7. No Member shall speak to the same question for longer than five minutes;
- 9.8. A Member may ask a question for the purpose of obtaining information related to the matter under discussion;

Points of Order

- 9.9. A Member may call attention to a violation of the Rules of Procedure by stating the point of order to the Mayor/Chair succinctly, and the Mayor/Chair shall then decide upon the point of order and advise the Members of his/her decision.
- 9.10. A Member may immediately appeal the Mayor/Chair's decision to the Council/Committee. The Council/Committee shall hear the reason for the appeal from the appellant and the reason for the decision from the Mayor/Chair, and shall decide the question without debate. The decision of the Council/Committee is final.

Points of Privilege

- 9.11. Where the Member considers that his or her integrity or the integrity of Council as a whole has been impugned, he or she may draw attention to the matter.
- 9.12. A point of privilege shall take precedence over other matters, but the Members shall not be permitted to enter into any argument or introduce any motion related to the point of privilege.
- 9.13. When the Mayor/Chair considers that the integrity of the CAO or a member of Town Staff has been impugned or questioned, the Mayor/Chair may permit the CAO or a Department Head to make a statement to Council or the Committee.
- 9.14. A Member may immediately appeal the Mayor/Chair's decision on a point of privilege to the Council/Committee. The Council/Committee shall hear the reason for the appeal from the appellant and the reason for the decision from the Mayor/Chair, and shall decide the question without debate. The decision of the Council/Committee is final.

10. MOTIONS

- 10.1. Except as otherwise provided in this by-law, all motions must be duly moved and seconded before the Mayor/Chair can put the question or motion on the floor for consideration, and should be in writing to ensure that all Members are fully aware of the motion to be voted on;
- 10.2. Notwithstanding clause 10.1, a motion presented in General Government Committee need not be in writing nor require a seconder.
- 10.3. When a motion is presented orally, it shall be stated by the Mayor/Chair before debate.
- 10.4. A motion which is printed in the agenda as either a separate item or as part of a report, need not be read in its entirety unless requested to do so by a Member but shall be deemed as read for the purposes of introducing the motion.
- 10.5. After a motion is read or stated by the Mayor/Chair it shall be deemed to be in possession of Council/Committee, but may be withdrawn by the mover at any time before decision or amendment.
- 10.6. A motion in respect of a matter which is beyond the jurisdiction of Council shall not be in order.
- 10.7. A motion properly before Council/Committee for decision must receive disposition before any other substantive motion can be received.

Motions Without Notice

- 10.8. The following matters and motions may be introduced orally without written notice and are to be decided without debate:
 - 10.8.1. a point of order;
 - 10.8.2. a point of privilege;
 - 10.8.3. a motion to adjourn;
 - 10.8.4. a motion to refer without direction or instructions;
 - 10.8.5. a motion to defer;
 - 10.8.6. a motion to suspend the Rules of Procedure;
 - 10.8.7. a motion to table the question without direction or instructions;
 - 10.8.8. a motion to vote on the question;
 - 10.8.9. a motion to divide the question;
 - 10.8.10. a motion to recess.
- 10.9. The following motions may be introduced without notice, but shall be in writing and signed by the mover and seconder, unless otherwise stated in this by-law:
 - 10.9.1. a motion to amend;
 - 10.9.2. a motion to refer with direction or instructions.

Motion to Amend

10.10. Only one motion to amend the main motion shall be allowed at one time.

10.10.1. Only one motion to amend a motion to amend the main motion shall be allowed at one time.

10.10.2. The amendment to the amendment, if any, shall be voted on first, then if no other amendment is presented, the amendment shall be voted on next, then if no other amendment is introduced, the main motion, or if any amendment has carried, the main motion as amended, shall be put to a vote.

Reconsideration

10.11. A substantive resolution, by-law, question or matter may be reconsidered, but only if two thirds of Members present agree to such reconsideration by resolution.

10.11.1. Debate on a motion for reconsideration shall be confined to reasons for or against reconsideration;

10.11.2. If a motion to reconsider is decided in the affirmative at a Meeting, then consideration of the original matter shall become the next order of business.

10.11.3. A vote to reconsider shall not be considered, on a particular matter, more than once in a twelve-month period.

Single Motion

10.12. One or more items on an agenda may be adopted in a single motion.

11. VOTING

11.1. Every Member present at a Meeting, when a question is put, shall vote thereon unless disqualified to vote on the question. All votes shall be by show of hands except where a recorded vote is requested by any Member.

11.2. If a Member does not vote when a question is put, he or she shall be deemed to have voted in the negative, except where the Member is disqualified from voting.

11.3. A Member not in their seat when the question is called by the Mayor/Chair is not entitled to vote on that question.

11.4. Immediately preceding the taking of the vote, the Mayor/Chair shall state the question in the form introduced.

11.5. The Mayor/Chair shall announce the result of every vote.

11.6. If a Member disagrees with the announcement of the Mayor/Chair that a motion is carried or lost, he/she may immediately after the declaration by the Mayor/Chair, state their objection to the declaration and request that a recorded vote be taken on the question.

Recorded Vote

11.7. When a recorded vote is requested by a Member, or is otherwise required, the Clerk shall record the name and vote of every Member on the question, commencing with the Member who made the request and then all other Members, alphabetically, until all Members have voted. The Mayor/Chair shall vote last.

Tied Vote

11.8. Any question on which there is an equality of votes shall be deemed to have been decided in the negative.

Dividing a Question

- 11.9. A motion containing distinct proposals shall be divided upon an affirmative vote of a majority of Members present and voting, and each proposal shall be voted on separately.

12. RECORDING, BROADCASTING OR STREAMING OF MEETINGS

- 12.1 All Meetings may be audio or video recorded, broadcast, and/or streamed publically by the Town, except for in camera meetings;
- 12.2 Attendees may record Meetings, except for in camera Meetings, provided that their doing so is not disruptive to the Meeting or to other attendees.
- 12.3 Meeting attendees using their own recording, broadcasting and/or streaming devices are encouraged to inform the Clerk or Recording Secretary to ensure attendees at the Meeting are notified.

Appendix B to Procedure By-law **XX-2016**

“Town of Ajax Public Notice Policy”

Purpose & Application:

This policy is to establish public notice provisions for matters directly affecting the public that are prescribed by legislation or deemed by the Town to warrant public notice.

Where notice provisions are prescribed for by statute or in another Town by-law, those notice provisions shall prevail over this policy.

Nothing in this policy shall prevent the Town from exceeding the notice provisions as set out in this policy.

Procedure:

1. Requirement for Notice

Where a municipality is required to give public notice under a provision of the *Municipal Act, 2001*, public notice in the form, manner and at the times specified in this policy is considered adequate to give reasonable notice under the provision in the absence of specific procedures prescribed by legislation. This policy also establishes policies for the provision of public notice for certain actions not requiring notice under provincial statutes.

All public notices issued under this policy may also be posted on the Town of Ajax website for the notice periods specified in this policy, or in the absence of a specified notice period, for two weeks prior to any public meeting held with respect to a *Municipal Act, 2001* matter. In calculating the notice period, the day of giving notice is excluded, and the day of consideration by Council is included.

For the purposes of giving notice by mail, municipal assessment records shall be used unless otherwise prescribed by legislation, or unless the circumstances warrant some other means of determining who shall receive notice.

2. Content of Notice

At a minimum, unless otherwise specified in the *Municipal Act, 2001*, a notice of the intention to pass a by-law or notice of public meeting, shall include the following components:

- Identification of the authority under which the notice is being given;
- A description of the purpose of the meeting or the purpose and effect of the proposed bylaw;
- The date, time and location of the meeting at which the matter will be considered;
- A description of how and where comments and/or objections can be made;
- Contact information for the purpose of submitting written comments prior to the meeting, including any submission deadlines; and
- If applicable, a key map or description of the lands affected by the proposal.

4. Notice of Subsequent Meetings

If a decision is not made at the meeting specified in the public notice, no additional notice shall be required for subsequent meetings if a statement is made at the meeting specifying the date of the subsequent meeting, and the time and place of such meeting.

5. Emergency Notice Procedure

If a matter arises, which in the opinion of the Chief Administrative Officer, in consultation with the Mayor, is considered to be urgent or of a time sensitive nature, or which could affect the health or well-being of the citizens of the Town of Ajax, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the public notice provisions may be waived and the Clerk shall make his/her best efforts to provide as much notice as reasonable under the circumstances.

No notice shall be required under this policy, where the provision of notice will interfere with the ability of Council to conduct business with respect to a matter permitted for a closed session under Section 239 of the Municipal Act 2001.

Schedule 1: Notice Requirements Section Numbers refer to the Municipal Act, 2001.

Subject	Public Notice	Given by	Required by Statute
By-law to: <ul style="list-style-type: none"> • Permanently close a road [Sec. 34 (1)] • Permanently alter a highway that might deprive someone of access to their own land [Sec. 34 (2)] • Designating a highway as a controlled-access highway and prohibiting the construction or use of a private road, entrance, gate or other structure as a means of access to the highway [Sec. 36 (3)] • Naming a highway or changing the name of a highway.[Sec. 47] • Intending to close a private road [Sec. 37 (1)] 	<ul style="list-style-type: none"> • Notice in Newspaper at least once, at least 14 days prior to consideration of by-law, and; • Website posting for 14 consecutive days prior to consideration of by-law 	Clerk	No
Naming or changing the name of a private road. [Sec 48]	Naming a private road: <ul style="list-style-type: none"> • Website posting 14 days in advance by-law consideration. Changing the name of a private road: <ul style="list-style-type: none"> • Written notice to applicable residents/ businesses, and; • Website posting 4 weeks prior to consideration of by-law. 	Clerk	Yes
Passing a licensing by-law. [Sec 150]	<ul style="list-style-type: none"> • Publish notice once in Newspaper 14 days prior to public meeting, and; • Notice on website for 14 days prior to public meeting; and, • Written notice to current license-holders 14 days prior to public meeting. 	Clerk	No
Council votes on whether to support or oppose a restructuring proposal. [Sec 173(3)]	<ul style="list-style-type: none"> • Publish notice once in Newspaper 14 days prior to public meeting, and; • Notice on website for 14 days prior to public meeting; 	Clerk	Yes

	<p>and,</p> <ul style="list-style-type: none"> • Notice by mail to persons prescribed by Minister, 14 days prior to consideration of by-law 		
Council proposes to dissolve or make changes to a local board. [Sec 216 (1)]	<ul style="list-style-type: none"> • Written notice once or by mail to the local board 14 days prior to consideration of the by-law. 	Clerk	No
Council proposes to pass a by-law to make changes to the composition of Council. [Sec 217]	<ul style="list-style-type: none"> • Publish notice once in Newspaper 14 days prior to public meeting, and; • Notice on website for 14 days prior to public meeting; 	Clerk	No
New Procedure By-law [Sec. 238]	<ul style="list-style-type: none"> • Publish notice once in Newspaper 14 days prior to public meeting, and; • Notice on website for 14 days prior to public meeting; 	Clerk	No
Council proposes to pass a by-law dissolving or re-dividing wards. [Sec 222]	<ul style="list-style-type: none"> • Publish notice once in Newspaper 14 days prior to public meeting, and; • Notice on website for 14 days prior to public meeting; • **Within 15 days after by-law is passed, publish notice on web and in Newspaper of the passing of the by-law, specifying the last date for filing a notice of appeal 	Clerk	No <i>(**notice only required after the by-law is passed)</i>
Passing a by-law to change the name of the municipality [Sec 187]	<ul style="list-style-type: none"> • Publish notice once in Newspaper 14 days prior to public meeting, and; • Notice on website for 14 days prior to public meeting; 	Clerk	No
Tax sale of seized personal property. [Sec 351]	<ul style="list-style-type: none"> • Publish notice once in Newspaper 14 days prior to public auction. 	Treasurer	Yes

TOWN OF AJAX REPORT



REPORT TO: Council

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

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

SUBJECT: **Council Code of Conduct Update**

WARD(S): N/A

DATE OF MEETING: October 26, 2015

REFERENCE: Town of Ajax Bylaw 90-2013 - A By-law to establish a Code of Conduct for Members of Council
Sept 24, 2015 Report to GGC: Council Code of Conduct Update

RECOMMENDATION:

That the new Council Code of Conduct By-law be approved at the November 9, 2015 Council Meeting.

BACKGROUND:

In October 2013, Council passed By-law 90-2013 to establish a strengthened Code of Conduct for Members of Council. The Code of Conduct helps to ensure that members of Council share a common basis of acceptable conduct, and provides a supplement to the legislative parameters within which members must operate. A Code of Conduct helps to demonstrate a greater degree of accountable, transparent, and ethical decision making, and acts as a tool to increase public trust and clarify ethical standards.

In October of 2015, the Town received its first complaint in respect to the Council Code of Conduct, and an Integrity Commissioner was retained to investigate and report on the matter. Following his investigation, the Integrity Commissioner was requested to provide any comments he may have on necessary or desirable improvements to the Ajax Code of Conduct. The Integrity Commissioner concluded that the existing Code is "very well constructed and comprehensive", but did suggest a number of improvements aimed primarily at making the Code more succinct, clearer, and easier to enforce.

A revised Code of Conduct was presented to General Government Committee on September 24, 2015, and staff obtained approval to schedule a public meeting on the revised Code for October 26, 2015.

DISCUSSION:

The following is a summary of the material changes being proposed as a result of recommendations from the Integrity Commissioner, and desirable improvements identified by staff since the introduction of the new Code of Conduct nearly two years ago.

Formatting

The Integrity Commissioner recommended a number of formatting changes with an aim to “endow [the Code] with authority and substance.” Staff concur with the suggestions, and the minor formatting changes (e.g. adding a cover page & table of contents, presenting the different sections in simple paragraph format) have been applied in ATT-2.

Deletions

Generally, the Integrity Commissioner recommended that the Town’s Code should not re-state or include matters that are covered by Provincial Law, but should be restricted to matters of conduct not covered in other laws, regulations or policies. To limit the Code in this respect will make it clearer and easier to enforce. Other portions of the Code which do not specifically deal with the conduct of members were recommended to be separated out and re-positioned elsewhere. For these reasons, the following are proposed to be deleted or re-positioned:

- Delete certain definitions (e.g. Clerk, Pecuniary Interest, and other terms defined under Provincial Acts);
- Delete Sec. 5 – Roles and Obligations (re-stated portions of Municipal Act);
- Delete Sec. 7 – Open, Transparent Government (covered in other laws, policies);
- Delete Sec 8. – Customer Service Excellence (these matters are covered in other sections including “Disreputable Conduct” section);
- Delete Sec. 10 – Conflict of Interest/Pecuniary Interest (covered by Provincial legislation)
- Remove Complaint Procedures (this has been separated from the Code and presented as a standalone procedure)
- Remove Sections 17 e) - Records & Review, 18 - Interpretation , and 19 – Regular Review *(these sections have instead been included in the body of the covering by-law which approves the Code)*

All of the above changes are supported by staff and have been applied in ATT-2.

Amendments/Additions

The following amendments/additions were recommended by the Integrity Commissioner and are supported by staff:

- Sec. 12 – renamed from “Council/Staff Working Relationships” to “**Conduct Respecting Staff**” – the focus should be on identifying bad conduct toward staff, as opposed to describing the ideal working relationship;
- Sec. 13 – “**Use of Town Property**” – created a separation between Use of Town Property generally, and Election Campaign Work;
- Sec 15. – renamed from “General Conduct” to “**Discreditable Conduct**” – a better descriptor of the conduct to be avoided;
- *New section – “**Business Relations**” – captures a common problem at the municipal level not covered by Municipal Conflict of Interest Act (MCIA);
- *New section – “**Conduct Regarding Current & Prospective Employment**” - captures a common problem at the municipal level not covered by MCIA;

- *New section – “**Reprisals and Obstruction**” – given the nature of the Code and investigations under it, this is a helpful ‘obstruction of justice’ clause;
- New Section – “**Adherence to Town By-laws, Policies & Procedures**” – states simply that Members shall encourage public respect for, and are required to obey the spirit and intent of, all Town by-laws, policies and procedures.

Penalties

Under the Municipal Act, there are two penalties available for municipalities to impose on a member where an Integrity Commissioner has found that there was a contravention of the Code:

1. A reprimand.
2. Suspension of the remuneration paid to the member in respect of his or her services as a member of council or of the local board, as the case may be, for a period of up to 90 days.

Upon review of the Ajax Code of Conduct, the Integrity Commissioner recommended that the following section be added to the Town’s Code:

The Integrity Commissioner may also recommend that Council or a local board take the following actions:

1. *Removal from membership of a Committee or a local board;*
2. *Removal as Chair of a Committee or local board;*
3. *Repayment or reimbursement of moneys received;*
4. *Return of property or reimbursement of its value; or*
5. *A request for an apology to Council, the complainant, or both.*

The Town is not recommending that this section be added, as a previous Ontario Divisional Court Ruling (*Magder v. Ford*) called into question whether such penalties are permitted, and whether Councils have the authority to apply penalties in relation to a Code violation beyond the two specified in the Act. Although adding the above noted clause would provide Council with a larger menu of penalty options in the event of a Code violation, staff feel that to impose a penalty other than the two specified in the Act could potentially result in a legal challenge.

This is the only recommendation of the Integrity Commissioner that staff are not recommending be adopted by the Town.

Integrity Commissioner

Mid-to-large sized municipalities with Codes of Conduct tend to have an Integrity Commissioner on retainer (e.g. Newmarket, Mississauga, Brampton, Ottawa, Hamilton, Guelph). Such an arrangement typically consists of an annual retainer fee ranging anywhere from \$5,000 to \$25,000 depending on the range of services included in the retainer (which could include services such as responding to periodic inquiries or research requests from staff, providing advice to Council members, conducting Council training, etc.), plus an hourly rate for any formal investigations and written report preparation.

Notwithstanding the norm among comparable municipalities, it remains staff’s view that the hiring of an Integrity Commissioner as a part-time or on-retainer position would be difficult to justify in Ajax at this time. To date, and since the Town’s initial introduction of a Council Code of Conduct in 2004, the Town has received only one Code of Conduct complaint. There has not been a demonstrated demand from members of Council for regular advice on Code of Conduct matters

or other matters of ethics. Therefore, it is recommended that the Town continue with its practice of engaging an Integrity Commissioner on an “as-needed” basis only.

Generally, Ajax is thought to have a culture that commands a high degree of respect and congeniality in interactions amongst members of Council, and between members of Council, the public, and staff. Staff will continue to monitor costs associated with contracted or “one-off” Integrity Commissioner work and the demand for such services, and will re-evaluate the need for an on-retainer Integrity Commissioner on an annual basis during operating budget preparation.

Six week/Six month provisions

The current Code of Conduct states that, “Complaints must be submitted within six weeks of the matter becoming known to the individual and no more than six months after the alleged violation occurring. No action will be taken on a complaint received beyond these deadlines;” The purpose of this provision is to provide a degree of fairness to the accused member. It would, for example, be unreasonable for a member to defend an indiscretion or a behavior which occurred many years before, and may be even be difficult for the member to recollect in detail; memories fade, records and notes are destroyed or lost, and there should be a certain onus and duty upon the complainant to come forward with complaints as immediately as possible. This clause also limits the ability of complainants to submit complaints opportunistically (for example, leading up to a municipal election), rather than immediately or shortly after the complainant becomes aware of the alleged violation.

Following the Winter 2015 Code of Conduct Investigation, some members of the public expressed that they believe it is unreasonable for an average resident to be aware of the six week/six month time lines, and that this clause could potentially allow members to evade penalties based on what some see as a ‘technicality’. The six week/six month provision is common among comparably-sized municipalities to Ajax including for example, Richmond Hill and Barrie. Similarly, the *Municipal Conflict of Interest Act* requires complainants to apply to a judge regarding an alleged violation of the Act within 6 weeks of becoming aware of the contravention. Such a limitation is in fact quite common.

When asked to specifically address the validity and fairness of this provision, the Integrity Commissioner felt that it is an important provision that should remain within the Code as is. Staff are in agreement with this position and are recommending that this provision remain unchanged.

FINANCIAL IMPLICATIONS:

There are no financial implications directly associated with this Code of Conduct update.

COMMUNICATION ISSUES:

Notice of the October 26th public meeting was published in the newspaper on October 7th and October 15th, and online from October 5th to October 26th. The Draft Code of Conduct which was presented to GGC on September 24th has also been made available on the Town website since late September, with an invitation for comments and submissions from the public. To date, no comments have been received.

CONCLUSION:

Ajax’s strong Council Code of Conduct, and willingness to continually review and update it to remain in line with industry best practices, demonstrates the Town’s commitment to a high standard of ethical and interpersonal conduct in the public service. The changes recommended

in the proposed bylaw support the town's efforts to keep pace with the ever-growing demand for accountability, transparency and good governance.

ATTACHMENTS:

ATT-1: By-law xx-2015 - New Council Code of Conduct (Covering By-law)

ATT-2: REVISED Council Code of Conduct

ATT-3: Code of Conduct Complaint Procedure

ATT-4: Code of Conduct Complaint Form

Nicole Wellsbury – Manager of Legislative Services/Deputy Clerk

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

THE CORPORATION OF THE TOWN OF AJAX

BY-LAW NUMBER xx-2015

Being a By-law to establish a Code of Conduct for Members of Council

WHEREAS the *Municipal Act, 2001* authorizes municipalities to establish a Code of Conduct for Members of Council;

AND WHEREAS the establishment of a Code of Conduct for Members of Council is consistent with the principles of transparent and accountable local government;

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

1. That the attached Appendices to Bylaw xx-2015 form part of this by-law;
2. That the attached Appendices to Bylaw xx-2015 be commonly referred to as the "Council Member Code of Conduct";
3. That the Council Code of Conduct be reviewed at least every five years, with such review to include a written report providing a review of best practices among Ontario municipalities and recommending any changes, if necessary, to the Ajax Council Code of Conduct. Should substantive changes be recommended, a public meeting will be scheduled to invite comment on the entire Code of Conduct prior to passing thereof.
4. That the Clerk maintain a comprehensive record of all formal complaints submitted with respect to the Council Code of Conduct, and the details and decisions associated with each complaint.
 - a. In rendering any judgment or decision with respect to a Code of Conduct complaint or violation, the Clerk, Council and the Integrity Commissioner (where applicable) shall consult the comprehensive record of formal complaints and decisions rendered with a view to maintaining consistency in the application of the Code.
5. That By-law 90-2013 be rescinded; and
6. That this by-law come into force and take effect immediately upon the final passing thereof.

READ a first and second time **this xx day of xx, 2015**

READ a third and time and passed **this xx day of xx, 2015.**

Mayor

D-Clerk



**CODE OF CONDUCT
FOR MEMBERS OF COUNCIL
TOWN OF AJAX**

**CODE OF CONDUCT
FOR MEMBERS OF COUNCIL
TOWN OF AJAX**

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I. PREAMBLE

The *Code of Conduct* for Council serves as a guide to Members of Council in the individual conduct of their official duties, helping to ensure that the Members share a common basis for acceptable conduct. It also serves to protect the public interest and encourage high ethical standards among the Members. The Code represents general standards; it supplements, but does not replace Members' roles, responsibilities, actions, and behaviors required by various statutes, by-laws and policies. The Code does not replace personal values or ethics held by individual Members.

The *Code of Conduct* identifies the public's expectations of the Members and establishes guidelines for appropriate behavior. The key principles that underlie the *Code of Conduct* are as follows:

1. Members shall serve and be seen to serve their constituents in a conscientious and diligent manner;
2. Members shall perform their functions with integrity, accountability, and transparency, avoiding the improper use of the influence of their office, and conflicts of interest, both real and apparent;
3. Members shall perform their duties of office in a manner that promotes public confidence and will bear close public scrutiny; and
4. Members shall seek to serve the public interest by upholding both the letter and the spirit of the laws and policies established by the Federal Parliament, Ontario Legislature, Town Council, or other regulatory authorities.

II. STATUTORY PROVISIONS REGARDING CONDUCT

The *Code of Conduct* is supplemental to the existing statutes governing the conduct of Members, including, but not limited to, the following:

1. *Municipal Act, 2001*, S.O. 2001, c.25, as amended;
2. *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended;
3. *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended;
4. *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended; and
5. The *Criminal Code of Canada*, R.S.C., 1985, c. C-46, as amended.

III. DEFINITIONS

In the *Code of Conduct*:

“confidential” means:

- (a) Information in the possession of, or received in confidence by the Town, that the Town is prohibited from disclosing, or has decided to refuse to disclose, under the *Municipal Freedom of Information and Protection of Privacy Act*;

- (b) A matter that has been debated or discussed at a meeting of council closed to the public, unless the matter is subsequently discussed in Open Council, or it is authorized to be released by Council;
- (c) Reports of consultants, draft documents and internal communications, which, if disclosed may prejudice the reputation of the Town, its officers and employees, or its effective operation; and
- (d) Information concerning litigation, negotiation, or personnel matters.

“**employee**” means a person employed by the Town of Ajax, including those on a personal services contract and volunteers, but does not include Members.

“**family member**” means:

- (a) spouse, including but not limited to common-law spouse and same-sex partner;
- (b) child, mother, father, sibling, grandchild, grandparent, aunt, uncle, niece or nephew;
- (c) parent-in-law or sibling-in-law;
- (d) step-parent, step-sibling, or step-child;
- (e) parent or child in a relationship where the role of the parent has been assumed; or
- (f) any person who lives with the Member on a permanent basis.

The terms “**child**”, “**parent**”, and “**spouse**” shall have the same meanings as in the *Municipal Conflict of Interest Act*.

IV. APPLICATION

This *Code of Conduct* applies to all members of Council, including the Mayor.

V. COMMUNICATIONS AND MEDIA RELATIONS

Members will show respect for Council’s decision-making process, accurately communicate the decisions of Council, even if they disagree with the decision of Council, and acknowledge that information related to decisions and resolutions of Council will normally be communicated to the community by the Council as a whole, or the Mayor as Head of Council, or his or her designate.

VI. CONFIDENTIAL INFORMATION

Members have access to confidential information by virtue of their position with the Town of Ajax.

No Member shall disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except when required by law, or authorized by Council to do so;

No Member shall use confidential information for personal or private gain, or for the gain of relatives or any person or corporation.

No Member shall disclose the content of a matter that has been discussed at or the substance of deliberations of an in-camera meeting, except for content that has been authorized by Council to be released to the public;

The obligation to keep information confidential is a continuing obligation even if the Member ceases to be a Member.

VII. GIFTS AND BENEFITS

In order to preserve the image and integrity of the Town of Ajax, business gifts to Members are discouraged. The Town recognizes that moderate hospitality is an accepted courtesy of a business relationship. However, Members should not accept any gift, benefit, service, entertainment or hospitality which could be seen to compromise their decision on a matter or create any obligation or special consideration by an individual, group or organization.

There will be no solicitation of gifts, benefits, services or hospitality in recognition of the fulfillment of the Member's official duties.

If the refusal of any gift or act of hospitality will strain the Town's business relationship, the Mayor or Chief Administrative Officer may accept it on behalf of the municipality with the appropriate acknowledgment.

Generally, the Mayor or Chief Administrative Officer will be the official recipient of those gifts afforded to the Town for ceremonial, symbolic, protocol or official business purposes. Members will turn over such a gift to the Mayor or Chief Administrative Officer. Wherever possible, ceremonial, symbolic, protocol or official business gifts should be presented at a meeting of Council.

This section does not preclude Members from accepting:

- (a) Token gifts, souvenirs, mementos, or hospitality received in recognition for service on a committee, for speaking at an event, or for representing the Town at an event;
- (b) Political contributions that are otherwise offered, accepted, and reported in accordance with the *Municipal Elections Act* or other applicable law;
- (c) Food and beverages at meetings, banquets, receptions, ceremonies, or similar events;
- (d) Food, lodging, transportation, entertainment provided by other levels of government, by other local governments, or by local government boards or commissions;
- (e) A stipend from a board or commission that the Councillor serves on as a result of an appointment by Council;
- (f) Reimbursement of reasonable expenses incurred in the performance of their office, and the performance of activities connected with municipal associations;
- (g) Gifts of a nominal value that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of the office; or
- (h) Services provided without compensation by persons volunteering their time for an election campaign.

Members will be required to exercise their personal judgment of the provisions within this section.

VIII. CONDUCT RESPECTING STAFF

Members are elected legislators and representatives of their constituents. Staff are ultimately accountable to the Chief Administrative Officer, and are responsible for implementing the decisions of Council, and ensuring the efficient and effective operation of municipal services;

Members are expected at all times to treat staff with respect, professionalism and courtesy. Members who contact staff shall ensure that their request is within the employee's realm of responsibility, approved work plan, or available resources.

Members and staff will work cooperatively based on shared values of honesty, trust, mutual respect, and leadership for continuous improvement;

Members shall be respectful of the fact that staff are charged with making recommendations that reflect their professional expertise and corporate perspective without undue influence from any individual Member or group of Members.

IX. USE OF MUNICIPAL PROPERTY, SERVICES AND OTHER RESOURCES

No Member shall use for personal purposes, or permit the use of, Town property, facilities, equipment, supplies, services, staff or other resources (for example, Town-owned materials, websites, Council transportation delivery services and Members of Council expense budgets) for activities other than the business of the Town.

Nor should any Member obtain financial gain from the use or sale of Town-developed intellectual property, computer programs, technical innovations, or other items capable of being patented. All such property remains the exclusive property of the Town.

No Member shall use information gained in the execution of his or her duties that is not available to the general public for any purpose other than his or her official duties.

X. ELECTION CAMPAIGN WORK

Town property and resources, including facilities, purchasing provisions, equipment, supplies, and services will not be used for any election campaign activities.

No Member shall use the services of persons for campaign related activities during hours in which those persons receive any compensation from the Town.

All Members are expected to comply with the *Municipal Elections Act*, 1996, and the Town of Ajax Corporate Operating Procedure 076, "Use of Corporate Resources for Election Purposes".

XI. IMPROPER USE OF INFLUENCE

No Member shall use the influence of her or his office for any purpose other than for the exercise of her or his official duties.

Examples of prohibited conduct include the use of one's status as a Member to improperly influence the decision of another person to the private advantage of oneself, a family member, or associate (business or otherwise). This would include attempts to secure preferential treatment beyond activities in which Members normally engage on behalf of their constituents as part of their official duties. Also prohibited is the holding out of the prospect or promise of future advantage through a Member's supposed influence within Council in return for present actions or inaction.

For the purposes of this section, "private advantage" does not include a matter:

- (a) That is of general application;
- (b) That affects a Member or her/his family member or associate as one of a broad class of persons; or
- (c) That concerns the remuneration or benefits of a Member as authorized by Council.

XII. DISCREDITABLE CONDUCT

As a representative of the Town, every Member has the duty and responsibility to treat members of the public, one another and staff, appropriately and without abuse, bullying, or intimidation, and to ensure that the municipal work environment is free from discrimination and harassment.

A Member shall not use indecent, abusive, or insulting words or expressions toward any other Member, any member of staff, or any member of the public. A Member shall not speak in a manner that is discriminatory to any individual based on that person's race, ancestry, place of origin, creed, gender, sexual orientation, age, colour, marital status, or disability.

During Council and Standing Committee meetings, Members shall conduct themselves with decorum and in accordance with the Town's Procedural By-law.

XIII. BUSINESS RELATIONS

No Member shall act as a paid agent before Council, its committees, or any agency, board or commission of the Town, except in compliance with the terms of the *Municipal Conflict of Interest Act*.

A Member shall not refer a third party to a person, partnership, or corporation in exchange for payment or other personal benefit.

XIV. CONDUCT REGARDING CURRENT & PROSPECTIVE EMPLOYMENT

No Member shall allow the prospect of his or her future employment by a person or entity to influence the performance of his or her duties to the Town.

XV. REPRISALS AND OBSTRUCTION

Members should respect the integrity of the *Code of Conduct* and investigations conducted under it. Any reprisal or threat of reprisal against a complainant or anyone providing information to the Integrity Commissioner is prohibited.

No Member shall obstruct the Integrity Commissioner in the carrying out of his or her responsibilities by, for example, destroying documents or erasing electronic communications.

XVI. FAILURE TO ADHERE TO TOWN BY-LAWS, POLICIES AND PROCEDURES

Members shall encourage public respect for, and are required to obey the spirit and intent of, all Town by-laws, policies and procedures.

XVII. COMPLIANCE, ENFORCEMENT AND PENALTIES

All Members shall be aware of and comply with this Code.

Members are accountable to the public through the election process. Between elections, they may become disqualified and lose their seat if convicted of an offence under the *Criminal Code of Canada*, or for failing to declare a conflict of personal interest under the *Municipal Conflict of Interest Act*, or if convicted of a corrupt practice under the *Municipal Elections Act*.

In addition, subsection 223.4 (5) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes Council to impose either of two penalties on a member of Council following a report by the Integrity Commissioner that, in his or her opinion, the Member has contravened the Code of Conduct:

1. A reprimand; or
2. Suspension of the remuneration paid to the Member in respect of his or her services as a member of council for a period up to 90 days.

XVIII. COMPLAINT TIMING AND PROTOCOL

Any individual, including members of the public, town employees, and Members who has reasonable grounds to believe that a Member has breached a provision of the Code, may proceed with a complaint.

Complaints must be submitted within six weeks of the matter becoming known to the individual and no more than six months after the alleged violation occurring.

The *Code of Conduct Complaint Protocol for Members of Council* is available at the Town's offices and on its website.



**TOWN OF AJAX COUNCIL CODE OF CONDUCT:
COMPLAINT PROCEDURE**

1. Preamble

Any individual, including members of the public, Town employees, and Members who has reasonable grounds to believe that a Member has breached a provision of the Code, may proceed with a complaint. Complaints must be submitted within six weeks of the matter becoming known to the individual and no more than six months after the alleged violation occurring. No action will be taken on a complaint received beyond these deadlines.

Complainants are strongly encouraged to initially pursue the informal complaint process set out in the section below as a means of stopping and remedying a behavior or activity that is prohibited by the Code of Conduct. However, a complainant does not have to pursue the informal complaint process section prior to pursuing the formal complaint process.

2. Procedure – Informal Complaint

Any individual who has identified or witnessed behavior or activity by a Member that appears to be in contravention of the Code may address their concerns in the following manner:

- i. Advise the Member that their behavior or activity appears to contravene the Code;
- ii. Encourage the Member to stop the prohibited behavior or activity;
- iii. If applicable, confirm to the Member your satisfaction or dissatisfaction with the response received to the concern identified;
- iv. Keep a written record of the incidents including dates, times, locations, other persons present, and any other relevant information including steps taken to resolve the matter;
- v. If not satisfied with the response received through the informal process, an individual may proceed with a formal complaint through the Town Clerk as outlined in the following section.

3. Procedure – Formal Complaint

Any individual who has identified or witnessed behavior or activity by a Member that appears to be in contravention of the Code may address their concerns through the following formal complaint procedure:

- i. All formal complaints must be made using the Town's Complaints Form and shall be dated and signed by the complainant, and filed with the Town Clerk;
- ii. The complainant must include an explanation as to why the issue raised may be a contravention of the Code and any evidence in support of the allegation must be included with the Complaints Form. Any witnesses in support of the allegation must be identified on the Form;
- iii. The Complaint Form must identify the name of the Member alleged to have breached the Code, the section(s) of the Code allegedly contravened, the date,

- time, and location of the alleged contravention and any other information as required on the Form;
- iv. Upon receipt of a formal complaint, the Clerk shall assess the complaint to determine whether (a) it can be resolved without the engagement of an integrity commissioner, and/or (b) whether the complaint violates another piece of legislation and should be dealt with outside of the Code; if neither applies, the Clerk shall arrange for the engagement of an integrity commissioner to handle the complaint;
 - v. If upon review, the Clerk is of the opinion that the complaint is frivolous, vexatious or not made in good faith, the Clerk will not proceed with engaging an Integrity Commissioner, and shall communicate this position in writing to the complainant and the Member identified on the Complaint Form.

4. Response to Complaints outside of jurisdiction

If the complaint received by the Clerk is deemed not to be a complaint with respect to non-compliance with the Code, the Clerk shall advise the complainant in writing as follows:

- i. Criminal Matter – if the complaint is an allegation of a criminal nature consistent with the Criminal Code of Canada, the complainant shall be advised that pursuit of such an allegation must be made through the appropriate police service;
- ii. Municipal Conflict of Interest – If the complaint is an allegation with respect to matters under the *Municipal Conflict of Interest Act*, the complainant shall be advised to review the matter with their own legal counsel;
- iii. Municipal Freedom of Information and Protection of Privacy – if the complaint is more appropriately addressed under the *Municipal Freedom of Information and Protection of Privacy Act*, the Clerk shall have the matter reviewed under that Act;
- iv. Other – if the matter is covered by other policies or legislation, the complainant will be advised and directed to proceed in a manner as considered appropriate by the Clerk.

5. Procedure – Complaints to be handled by Integrity Commissioner

Should the Clerk determine that a complaint requires engagement of an Integrity Commissioner, the following process shall be followed:

- i. The Clerk shall engage a qualified and reputable integrity commissioner of his/her choosing, and refer the matter to him/her;
- ii. If upon review of the complaint, the Integrity Commissioner is of the opinion that the complaint is frivolous, vexatious, or not made in good faith, or that there are insufficient grounds for an investigation, the Integrity Commissioner will not

conduct an investigation and shall communicate this position in writing to the complainant and the member identified in the formal complaint.

- iii. If at any time, following the receipt of a formal complaint or during the investigation process, the Integrity Commissioner believes that an opportunity to resolve the matter may be successfully pursued without a formal investigation, and both the complainant and the member agree, efforts may be made to achieve an informal resolution.
- iv. If the Integrity Commissioner determines that a formal investigation is required, he/she shall proceed with an investigation, subject to the Integrity Commissioner's ability to elect to exercise the powers of a commissioner under the *Public Inquiries Act*.
- v. The Integrity Commissioner will provide a copy of the complaint to the member who is the subject of the complaint, with a request that a written response to the allegation be provided to the Integrity Commissioner.
- vi. During an investigation, the Integrity Commissioner may review any submitted materials, speak to anyone, enter any Town work location relevant to the complaint, and access and examine any other documents or electronic materials necessary to complete the investigation.

6. Report and Findings

- i. The Integrity Commissioner may make interim reports to the General Government Committee if necessary. Upon completion of the investigation, the Integrity Commissioner shall present a Final report to the General Government Committee outlining the findings of the investigation, the terms of any resolution, and any recommended action including but not limited to the imposition of penalties. At this time, any member of Council, including the member who is the subject of the complaint, shall have an opportunity to address and speak to the report submitted by the Integrity Commissioner.
- ii. In the event of a violation, an Integrity Commissioner may recommend that Council impose either or both of the following two penalties specified under Sec. 223.4 (5) of the *Municipal Act*: a reprimand, and the suspension of remuneration paid for his/her services for a period up to 90 days.
- iii. Council shall have the sole authority to impose or not impose the penalties recommended by an Integrity Commissioner.

TOWN OF AJAX REPORT



REPORT TO: Council

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

PREPARED BY: Sarah Moore, Committee Coordinator

SUBJECT: 2015 Town of Ajax Advisory Committee Appointments

WARD(S): All

DATE OF MEETING: October 26, 2015

REFERENCE: **Policy 047 – Advisory Committees**
LIS-WI-008 – Advisory Committee Recruitment and Appointment Process

RECOMMENDATIONS:

That the following individual be appointed to the Heritage Advisory Committee with a term to expire February 28, 2019:

- **Gina Collymore**

That the following individuals be appointed to the Transportation Advisory Committee with a term to expire February 28, 2019:

- **Dev Ramkallie**
- **Mohammed Akthar**

BACKGROUND/DISCUSSION:

In order to ensure that a suitable membership for each of the advisory committees is maintained, staff conducts a periodic review of the membership of all advisory committees. Due to recent resignation from one member moving out of Ajax, and interest in elevating youth participation, several appointment opportunities were identified for the Heritage and Transportation Advisory Committees.

DISCUSSION:

The following is a summary of recruitment details for the Fall 2015 interim advisory committee appointments:

Heritage Advisory Committee (HAC)

One vacancy was identified for the HAC. Being that new-term recruitment was conducted within the past six months, staff reviewed the applications and interview notes of the next highest scoring applicant. The proposed appointee was agreed upon as the candidate for recommendation.

Transportation Advisory Committee (ATTAC)

The Transportation Advisory Committee began the term with two vacancies and staff proposed that such appointments be filled by youth (ages 16 – 22) members in order to promote a composition and perspective reflective of the Ajax community. Staff coordinated a two week recruitment initiative ending September 18, 2015. Public notification of the youth appointment opportunities for the Transportation Advisory Committee included advertisement through the standard communication channels (website, Community Pages, e-blast, etc.), as well as targeted outreach to Ajax high schools and local post-secondary institutions.

Three applications were received, one being ineligible as the applicant was younger than 16 years of age. All of the applications were reviewed by Councillor Crawford, Hubert Ng and Elysia Leung. Follow-up telephone interviews were conducted with both eligible applicants and they were both agreed upon as candidates for appointment recommendation.

EXPENDITURES:

None.

COMMUNICATION ISSUES:

All applicants will be notified of their direction in the appointment process, following Council's approval. Staff will continue to share information on upcoming engagement, consultation and/or volunteer opportunities with applicants throughout the year.

CONCLUSION:

Following approval of appointments, general orientation will be conducted for the three newly appointed committee members. Committee-specific training will be coordinated on an as-needed basis through staff liaisons. Legislative Services will continue to monitor the composition of each advisory committee and make recommendations for interim appointments as necessary.

Sarah Moore – Committee Coordinator

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

TOWN OF AJAX REPORT



REPORT TO: Council

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

PREPARED BY: Christie McLardie
Manager of Strategic Communications

SUBJECT: New Ajax Pictorial History Book

WARD(S): ALL

DATE OF MEETING: October 26, 2015

REFERENCE: Ajax Pictorial History Book Award ~ Design, Editing, and Printing GGC Report – Feb. 19, 2015
Ajax Pictorial History Book Status Update GGC Report – Dec. 4, 2014
Capital Account No. 942511 Ajax Pictorial History Book

RECOMMENDATION:

That Council receive the New Ajax History Book report for information.

BACKGROUND:

In September 2012, Council endorsed a staff recommendation to produce a new Ajax Pictorial History Book. An internal steering committee was formed to lead the production of the new book and a staff subcommittee was established to assist with content. In addition, staff reached out to various community champions and long-time Ajax residents to assist with the editing and fact checking of the book. In February 2015, Friesen History Books was subsequently retained to complete the design and printing of the new 300-page book. Named, *Snapshots of Ajax – A pictorial History: 1971 – 2015*, the new book looks back at the Town's history and offers an updated record of Ajax's people and our progress through more than 700 timeless and historically significant photographs.

DISCUSSION:

Four-thousand books were ordered and delivered to the Town in early July, 2015. To take advantage of the 2015 Pan Am Games, staff set a sale price of \$15 per book, and immediately put the new book into circulation. Since the books have been available, more than 150 copies have been sold. The books are proving to be very popular, and most recently, the Town was invited to the PROBUS Club to unveil and sell the new book.

Over the next year, staff will be undertaking the following initiatives to promote, sell and distribute the new book:

Council Presentation – October 26, 2015

- Official Launch of new Book
- Staff & Champions will be recognized with a book

Complimentary Distribution

Organization	Quantity
Ajax Schools (Libraries)	35
Ajax Libraries	3
Main Branch Pickering Library	1
Riverplate Association	1
Rouge Valley Health System	1
Hotels/BBs	5
Ajax Senior Centres	2
Ajax Welcome Centre	1
Town Facilities	10
Local Host Businesses	50
TOTAL	109

Sales Strategy

- Ajax Town Hall
- Ajax Libraries
- History Events/Heritage Week
- 2016 Doors Open Event
- Various Town Events
- Service Clubs (ie. PROBUS)
- Select Hotels & Businesses

Promotions Strategy

- Dedicated Webpage
- Facility Signage
- News Article (Ajax News Advertiser)
- Community Page Banner
- Ajax Today Article
- Facility Signage
- Community/Service Organization Outreach
- Social Media Posts

FINANCIAL IMPLICATIONS:

NA

COMMUNICATION ISSUES:

See above promotions strategy.

CONCLUSION:

The History Book Steering Committee would like to thank Council for their leadership and support on this book, Town staff for the countless hours spent researching and gathering content, and our community champions for their expertise and support.

The new book marks our past and leaves a well-documented story for future generations to look back on as they cement their place in Ajax history.

Christie McLardie
Manager of Strategic Communications

Rob Ford, CPA, CMA, AMCT
Chief Administrative Officer

**TOWN OF AJAX
REPORT**



REPORT TO: Council

SUBMITTED BY: Paul Allore
Director of Planning and Development Services

PREPARED BY: Ranil Fernando
Capital Projects Coordinator

Carol Coleman
Manager of Engineering, Capital Projects

SUBJECT: **Contract Award – Rossland Road Realignment/ Reconstruction - Phase 2**

WARD(S): 1

DATE OF MEETING: October 26, 2015

REFERENCE: RFT No. T15038 Rossland Road ~ Phase 2 Realignment/ Reconstruction
Capital Account No. 964011 – Rossland Road Reconstruction – Phase 2

RECOMMENDATIONS:

1. That Council award the contract for Phase 2 of the Rossland Road realignment/ reconstruction, to Dufferin Construction Company a division of CRH Canada Group Inc. (Dufferin Construction) in the amount of \$19,767,908.13 (inclusive of all taxes).
2. That Council award the contract for contract administration, inspection services and material testing for Phase 2 of the Rossland Road realignment/ reconstruction, to R.V. Anderson Associates Limited in the amount of \$979,594.74 (inclusive of all taxes).
3. That Council authorize the Mayor and Clerk to execute the Agreement for Professional Consulting Services, between the Town of Ajax and R.V. Anderson Associates Limited for contract administration and inspection services for Phase 2 of the Rossland Road realignment/ reconstruction.
4. That Council provide pre-budget approval for the completion of Phase 2 of the Rossland Road realignment/reconstruction in the amount of \$9,000,000.
5. That Council approve the temporary closure of Rossland Road from Bunting Court to east of Stannardville Drive, from approximately July 2016 to July 2017 arranged through the Road Occupancy/ Road Closure By-Law #59-2013.

BACKGROUND:

The Town of Ajax Transportation Master Plan Update, December 2007 identified the need to widen Rossland Road from the Town's west limits to Westney Road from a 2-lane rural cross section to a 4-lane urban cross-section, eliminate the 100 m offset at the intersection of Rossland Road and Church Street, and reconstruct the bridge structure at East Duffins Creek to accommodate the new 4-lane road cross-section.

Subsequently, a Schedule 'C' Class Environmental Assessment (EA) was undertaken in 2009 to facilitate the widening and reconstruction of Rossland Road between the Town's west municipal boundary and Westney Road. The realignment and widening of Rossland Road within these limits will not only improve local traffic flow but enhance safety by improving site lines, adding dedicated turning lanes, providing for transit operations and improving storm water management. In addition, pedestrian and cycling facilities will be added that include sidewalks, multi-use trails and on-road bike lanes.

The first phase of the realignment and reconstruction of Rossland Road from the west Town limit to Church Street was completed in August 2015 and included:

- Realignment of Rossland Road from east of Riverside Drive to Church Street to eliminate the 100 m offset at Church Street,
- Constructing a new 3-span, 4-lane, bridge structure over East Duffins Creek,
- Reconstructing the intersection at Rossland Road and Church Street,
- Constructing new watermains at Rossland Road and Church Street, and
- Relocating a tributary stream at Urfe Creek.

The second phase of this project will include:

- Construction of 400 mm and 1050 mm diameter CPP watermains (approximately 1.3 km in length, each),
- Construction of two 2400 mm diameter tunnels in rock to accommodate a 400 mm and 1050 mm diameter CPP watermain to cross two watercourses,
- Construction of 300 mm PVC watermain,
- Removal of existing structures at East Duffins Creek and Urfe Creek,
- Construction of a new 4-lane bridge structure over Urfe Creek. The structure will be a 32 m, single span, continuous concrete deck slab on concrete precast girders, abutment walls will be on sheet piles driven into bed rock,
- Preloading of fill areas adjacent to bridge,
- Reconstruction and widening of Rossland Road from approximately Southcott Road to 500 m east of Riverside Drive (approximately 1,000 m),
- Construction of stormwater management infrastructure,
- Landscaping and tree compensation along Rossland Road,
- Installation of new LED street lights, and
- Construction of on road bike lanes, 3.0m wide off-road multi-use trail and a 1.8m concrete sidewalk.

Region of Durham Projects

In addition to the realignment and reconstruction project being undertaken by the Town of Ajax, the Region of Durham has commenced a project to widen Brock Road from 2 to 5 lanes, from south of Rossland Road to the CPR tracks. This project will include reconstructing and widening Rossland Road from Brock Road to Southcott Road in Pickering. To accommodate the construction on Rossland Road, the Region has closed Rossland Road from Brock Road to

Southcott Road. The closure is required to pre-load soft soils in the area to achieve required levels of compaction and to bring the elevation of the road up to provide a gentler slope along Rossland Road, east of the intersection.

As well, the Region of Durham has a project to install 200 mm, 400 mm and 1050 mm diameter watermains along Rossland Road. The Town of Ajax and the Region of Durham are working together to coordinate the construction of the projects by including the watermain works with the Town of Ajax tender to reduce the cost of construction for both the Town and the Region, to reduce the length of time for construction and to reduce the amount of road closures and impacts from construction required. The Region will be responsible to reimburse the Town for the cost of the watermain construction, including the cost for contract administration and inspection services.

Schedule:

The proposed schedule for the Rossland Road realignment/ reconstruction and the Region of Durham works is summarized below:

Brock Road and Rossland Road Widening, City of Pickering (by Region)

- Started in July 2015
- Rossland Road widening completed in Fall 2016
- Schedule includes closure of Rossland Road from Brock Road to Southcott Road for preloading of soft soils and road widening (approximately October 2015 to July 2016)
- Brock Road to remain open during construction

Rossland Road Realignment/ Reconstruction – Phase 2

- Start in November 2015 with trunk watermain tunneling at Duffins Creek in November 2015 (road to remain open)
- Trunk watermain tunneling at Urfe Creek in December 2015 (road to remain open)
- Start bridge and road work in July 2016
- Roadway preloading west of Urfe creek to Riverside Drive from August 2016 to February 2017
- Schedule includes closure of Rossland Road from Bunting Court to east of Stannardville Drive for bridge and road construction (approximately July 2016 to June 2017)

It should be noted that the timing of the Phase 2 bridge work is contingent upon the Region reopening Rossland Road by the July 2016. The Regional closure and the Town closure at Urfe Creek cannot occur at the same time or there would be no access to Bunting Court and Southcott Road.

DISCUSSION:

Contract Award to Dufferin Construction

The Town undertook a Request for Pre-Qualification [RPQ] for Tunnel Contractors in August 2015 and General Contractors in September 2015 to cover Phase 2 of the Rossland Road - Realignment/Reconstruction. These RPQs resulted in the appointment of five pre-qualified Tunnel Contractors and nine pre-qualified General Contractors. The pre-qualified Tunnel Contractors were eligible to be a sub-contractor to the General Contractor.

Request for Tender (RFT) documents were issued to nine pre-qualified bidders with bids being received back from seven of these, prior to the closing on October 13, 2015. Upon review of the seven bids received, one of the submissions was found to be non-compliant and therefore

cannot be considered in the award. During the analysis of the compliant bids, a number of arithmetical errors were discovered, resulting in a Corrected Total Tender Amount. Listed below is a summary of the bids considered:

NAME OF BIDDER	TOTAL TENDER AMOUNT	CORRECTED TOTAL TENDER AMOUNT
Dufferin Construction Company a division of CRH Canada Group Inc.	\$ 19,767,173.63	\$ 19,767,908.13
Grascan Construction Ltd.	\$ 23,922,100.00	\$ 23,922,100.00
Dagmar Construction Inc.	\$ 24, 704,981.06	\$ 24, 704,981.05
Aecon Construction & Materials Ltd.	\$ 24,825,541.08	\$ 24,825,541.08
Graham Bros. Construction Ltd.	\$ 25,621,861.21	\$25,621,854.42
Toronto Zenith Contracting Ltd.	\$ 31,422,930.50	\$ 31,422,931.41

Contract Award to R.V. Anderson Associates Limited

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

It is recommended that the contract administration, inspection and material testing services be awarded to R.V. Anderson Associates Limited as a single source contract to ensure that the works are completed in a cost effective and timely manner. R.V. Anderson Associates Limited is best suited for this project as they have significant knowledge of the project because they prepared the detailed design for both Phase 1 and Phase 2 of the Rossland Road realignment/reconstruction as well as the trunk watermain on behalf of the Region of Durham.

Pre-Budget Approval

During the detailed design phase for this project, it was identified that the project would require two years to construct. As such, the approved 2015 Capital Budget includes \$12,000,000 in funding for the work in 2015 and the 2016-2019 Long Range Forecast estimated that an additional \$8,100,000 funding would be needed in 2016 to complete the work. Due to delays in the starting work on Brock Road the project will now span from 2015 to 2017. Staff recommend that Council provide pre-budget of the 2016 Capital Budget in the amount of \$9,000,000 so that the entire contract can be awarded at this time.

The total project is \$900,000 greater (5%) than the estimate prepared for the 2015 Capital Budget. This is as a result of changes made during the finalization of the design and current market conditions. It is noted that the majority of the increase is related to the Region of Durham’s watermain construction.

Road Closures

Rossland Road Phase 2 realignment/ reconstruction project will require temporary road closures during various stages of construction. The Town will coordinate the timing of works to ensure that access will be maintained to all residences.

All road closure signage will be posted a minimum of 10 days in advance of the closure and be arranged through the Town's Road Occupancy/ Road Closure By-Law #59-2013. As per the By-Law, notices will be sent to nearby residents, emergency services and transit providers prior to all road closures. All efforts will be made to complete the construction work as quickly and efficiently as possible to minimize the duration of the road closures.

FINANCIAL IMPLICATIONS:

Capital Account No. 964011 – Rossland Road Reconstruction – Phase 2

Approved Capital Budget		\$12,000,000.00
2016 Pre-Budget Approval		<u>\$9,000,000.00</u>
Total Budget		\$21,000,000.00

Previous Awards/Expenditures		
Veridian Phase 2 (OP 101465)	\$266,099.98	
Veridian Phase 3 (OP 101715)	\$75,171.53	<u>\$341,271.51</u>
Available Budget		\$20,658,728.49

Current Award		
Dufferin Construction (net of HST rebate)	\$17,808,492.53	
Contingency (10%)	\$1,780,800.00	
R.V Anderson (net of HST rebate)	\$882,155.40	
Contingency (10%)	<u>\$88,000.00</u>	<u>\$20,559,447.93</u>
Available Budget		<u>\$99,280.56</u>

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

- Unusual soil or base conditions, site conditions different than those anticipated,
- Unanticipated utilities encountered during the construction,
- Additional environmental management required due to proximity to creeks,
- Dewatering requirements,
- Contamination of soil, and/or
- Poor weather conditions.

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

Pre-budget approval, not to exceed \$9,000,000, will be allocated from Development Charges –

2013, Development Reserve and Recoveries from both the Region of Durham and City of Pickering.

At the time of this report, Regional Council has approved the majority of Regional funding for this contract. A request for a further increase is scheduled to be brought forward to the Regional Council meeting on November 25, 2015. In the event that the additional funding is not approved, then a change order will be issued to reduce the scope of watermain work in this contract to match the level of funding available from the Region.

The Capital Detail Sheet is attached for information.

COMMUNICATION ISSUES:

On Thursday February 20, 2014 the Town hosted a Public Open House to provide information on the upcoming construction on Rossland Road and to seek input from the public prior to finalizing the design. Approximately 25 people attended the meeting. Comments received during the meeting have been addressed in the final design for the project.

A communication strategy has been developed to keep residents, business owners and Council up to date on the progress of these construction projects. The plan includes:

- Mailing notices to residents and business owners in the immediate area,
- Providing information on the Town's website,
- Posting information signs at the construction site,
- Issuing a news release, and
- Issuing regular newsletters on the project schedule and progress.

CONCLUSION:

It is the recommendation of staff that:

- Dufferin Construction be awarded the contract for Phase 2 of the Rossland Road realignment/ reconstruction, being the lowest bidder meeting minimum specifications,
- R.V. Anderson Associates Limited be awarded the contract for contract administration, inspection and material testing services related to for Phase 2 of the Rossland Road realignment/ reconstruction, as a single source purchase, and
- Council approve the necessary road closures to facilitate the construction.

ATTACHMENTS:

ATT-1: 2015 Capital Budget Detail Sheet 964011 – Rossland Road Reconstruction – Phase 2

Ranil Fernando, P. Eng
Capital Projects Coordinator

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

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

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

Department	Planning & Development Services
Section	Engineering Services
Project Name	Rossland Rd Recon - Phase 2
Submitted By	Carol Coleman, Manager of Engineering - Capital Projects
Start Year	2015
Project Number	0964011

PROJECT DESCRIPTION / JUSTIFICATION

Scope: The project includes widening and urbanization of Rossland Road from Southcott Road to west of Church Street including street lighting, on road bike lanes, multi-use trail on the south side and sidewalk on the north side. As well, the existing culvert at Urfe Creek is to be replaced with a 21 m single span bridge. The project will also include construction of 200 mm, 400 mm and 1050 mm diameter watermains including tunneling under Urfe and East Duffins Creek on behalf of the Region of Durham. The costs for the watermain construction will be fully recoverable from the Region of Durham.

Rationale: The Environmental Assessment to facilitate the widening and reconstruction of Rossland Road to a 5-lane urban standard between the Town's west municipal boundary to Westney Road was completed in 2009. The construction for this project began in 2014 with a new bridge over East Duffins Creek, realignment of the road west of Church Street and reconstruction of the intersection of Rossland Road and Church Street. This phase will be completed in 2015. The realignment and widening of Rossland Road within these limits will not only improve local traffic flow but enhance safety by improving site lines, adding dedicated turning lanes, providing for transit operations and improving storm water management.

Reference: *2013 DC Background Study*, Ref. B-34, Items 3, 4 and 26; *2013 Transportation Master Plan Update*; and *2009 Rossland Road Improvements Environmental Study Report*.

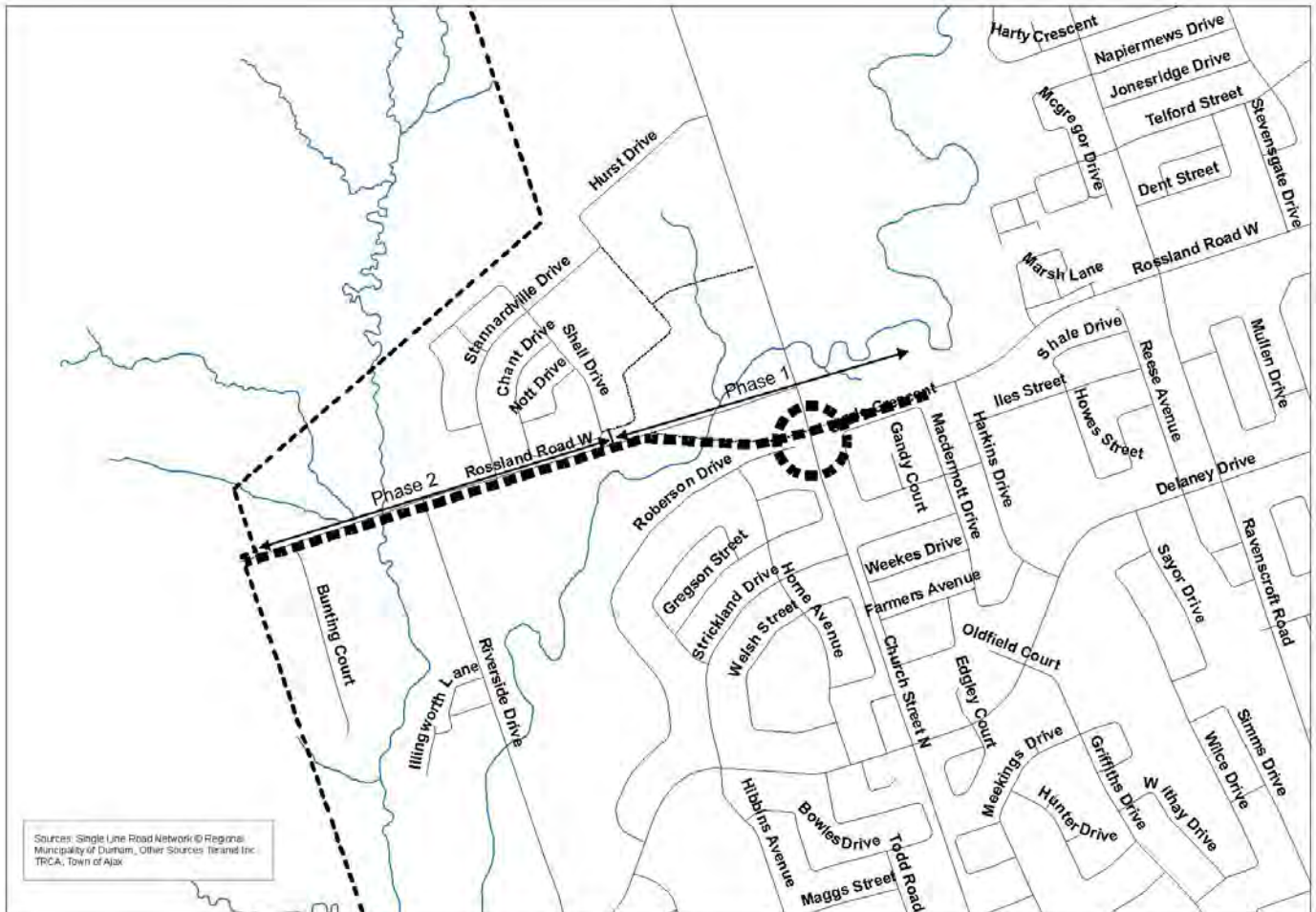
Schedule: Construction of the watermain is schedule to begin in February 2015. Road and bridge construction is to begin late summer 2015 and all work is scheduled to be completed by the end of 2016.

EXPENDITURES / FUNDING

	2015	2016	2017	2018	2019	Total
Total Expenditures	12,000,000	8,100,000				20,100,000
Development Reserve	282,000	306,000				588,000
Development Charges - 2013	4,418,000	4,794,000				9,212,000
Recoveries - Municipalities	7,300,000	3,000,000				10,300,000
Total Funding	12,000,000	8,100,000				20,100,000

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

Rossland Rd Reconstruction - Phase 2



Regional Councillor Report

Submitted by: Shaun Collier, Regional Councillor Wards 1 & 2

Date: October 26, 2015

Transit Executive Committee – October 21, 2015

Tri Finance, Planning and Works Committee – October 22, 2015

Joint Finance and Planning Committee – October 22, 2015

Joint Finance and Works Committee – October 22, 2015

Joint Finance and Health and Social Services Committee – October 22, 2015

Transit Executive

One of the items on the agenda was to increase the Upass from \$120 per semester to \$150 per semester over the next three years. I have a family member that attends UOIT and uses the Upass so I declared a pecuniary interest and did not participate in the debate. Delegations were heard from the Presidents of Durham College/UOIT and Trent Durham student associations. The committee referred the report to the Transit Advisory Committee for comment.

Several changes have been made to the highest demand routes. On September 8, 10 additional AM bus trips were added to the 915 Taunton route doubling the capacity and the Pulse service along Hwy 2 was changed from every 15 minutes to every 10 minutes. On November 3 an additional evening trip will be added to the 915 westbound and another on January 5.

Upcoming items include a Service Strategy including how to service north Durham, a fare and transfer policy and proposed policy options regarding litter pickup at bus stops. Currently litter pickup is performed by the maintenance staff but the contract expires at the end of this year. DRT is looking at other options to deal with the garbage issues.

Tri Finance, Planning and Works Committee

On July 21, 2015, the Ontario Minister of Natural Resources and Forestry posted the Conservation Authorities Act Discussion Paper on the Environmental Bill of Rights Registry and is currently seeking feedback from all stakeholders.

The Region is asking that the Province commit to predictable, sustainable provincial funding for conservation authorities to implement expanding provincial policies and programs. They also want the Province to work with the conservation authority representatives and municipalities to establish a consistent financial reporting process.

We discussed the Municipal Act and Municipal Conflict of Interest Review. The Region has put forward a long list of recommended changes to the Act.

Joint Finance and Works Committee

We received an update from Staff on Ontario's proposed Cap and Trade Program for Greenhouse Gas Emissions and potential impacts on the solid waste management sector.

Cap and trade programs impose a mandatory cap on greenhouse gas emissions that regulated sectors and industries are permitted to produce within a defined compliance period. The intent of the program is to provide an economic incentive for emitters to invest in lower carbon technologies.

Joint Finance and Health and Social Services Committee

Committee received a delegation from the Durham Nuclear Awareness Coordinator about nuclear emergency planning. Under the Emergency Management and Civil Protection Act, the Region is required to have a Nuclear Emergency Response Plan which conforms with the Provincial plan. This plan prescribes a 10km primary zone around each of the nuclear generating stations.

THE CORPORATION OF THE TOWN OF AJAX

BY-LAW NUMBER 82-2015

A By-law to establish and require payment of various general fees and charges.

WHEREAS the Council of The Corporation of the Town of Ajax (the "Town") may pass by-laws establishing and requiring the payment of fees for information, services, activities and use of Town property:

AND WHEREAS by-laws imposing such fees and charges are authorized by section 391 of the *Municipal Act 2001*, S.O. 2001, c 25, as amended:

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

1. In this by-law,
 - (a) "Town" means The Corporation of the Town of Ajax in the Regional Municipality of Durham;
 - (b) "Chief Administrative Officer" means Chief Administrative Officer for the Town or his or her designate;
 - (c) "Director" means any of the Directors, or his or her designate, of Operations and Environmental Services, Planning and Development Services, Recreation Services, Finance, Legislative and Information Services and Human Resources Services;
 - (d) "administrative charge" means a 10% fee in addition to the total of any invoice for the administration costs where the Town has had to do work that the owner of property has been found to be in default of doing and costs have had to be added to the tax rolls for any Property Standards Order, Municipal Work Order or Notice issued pursuant to any of the Town's By-laws.
2. Council hereby establishes the fees and charges as set out in the Schedules attached to this By-law.
3. No request by any person for any information, services, activity or use of Town property described in the attached Schedules will be processed or provided by the Chief Administrative Officer or Director, unless and until the person requesting the information, service, activity or use of Town property has paid the applicable fee in the prescribed amount as set out in the attached Schedules to this By-law.
4. Council hereby delegates to the Chief Administrative Officer or Director, as applicable, and/or his or her designate, the authority, in his or her discretion, to waive, reduce or otherwise vary the fee or charge for the item concerned, in accordance with the general criteria for any such waiver, reduction or variation.
5. The fees as listed in the Schedules attached to this By-law will be subject to Harmonized Sales Tax (H.S.T.) where applicable.
6. The Schedule shall be deemed to be an integral part of this By-law.
7. The Town may add an administrative charges to invoices when work has been completed by the Town or its' agents.
8. Should any part of this By-law, including any part of the Schedules, be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of the Schedules, as applicable, shall continue to operate and to be in force and effect.
9. This By-law shall be known as the "General Fees and Charges By-law".

10. By-law 98-2014 is hereby repealed.
11. This By-law shall come into force and take effect January 1, 2016.

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

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

Acting Mayor

D-Clerk

SCHEDULE A to By-law 82-2015

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

CORPORATE	FEES
Photocopy	\$.50/page*
Non-FOI/Archival Search	1Hr min \$30.00/hr
Non-Negotiable Cheque	\$45.00

LEGISLATIVE & INFORMATION SERVICES	FEES
Burial Permit	\$25.00
Marriage Licence	\$125.00
Subdivision Compliance	\$100.00
Commissioner of Oath	\$20.00
Appeal of Animal Services Committee Decision to G.G.C.	\$500.00
Patio Licence, Municipal Property	\$500.00
Civil Marriage Solemnization Service	\$250.00*
Application for Crossing of Parklands	\$50.00

FINANCE DEPARTMENT	FEES
Tax Certificates	\$65.00
Tax Receipt/Letter	\$10.00
Statement of Account	\$10.00
Refund of incorrect electronic and manual payments	\$45.00
Re-print or duplication of items that have been previously provided	\$10.00
Change of Ownership Fee	\$30.00
New Tax Account Set-up Fee	\$50.00
Research/Archival Fee	1Hr min \$30.00/hr
Post-Dated Cheques - Removal or Date Change	\$25.00
Mortgage Company Information	\$10.00
Addition of Water/Sewer Lien to Roll (per roll number)	\$25.00
Construction Bid Document (Non Refundable)	\$25.00 to \$400.00*

RECREATION & CULTURE	FEEES
FACILITIES	
RECREATIONAL SKATING	
Public Skating	Single Admission Youth \$2.08* Seniors \$2.08* Adult \$3.76* Preschool (3 & under) Free Group Admission \$10.71* 10 Passes Youth \$17.08* Seniors \$17.08* Adult \$32.08*
Shinny Skating	Youth/Seniors \$3.27* Adult \$5.84*
Figure Skating	Ticket Ice \$9.71*
RECREATIONAL SWIM	
Public Swimming - ACC/MCC/ARC/ Outdoor Pool	Single Admission Youth \$2.08* Seniors \$2.08* Adult \$3.76* Preschool (3 & under) Free Group Admission \$10.71* 10 Passes Youth \$17.08* Senior \$17.08* Adult \$32.08*
Halloween & Holiday passes - Youth offered twice annually	Youth book of 10 \$10.00*
CHILD SUPERVISION	
On-site	Per hour \$3.71 5 hour pass \$18.55 10 hour pass \$33.39
Off -site	Per hour \$4.55 5 hour pass \$22.75
ARENAS	
Regular Season Sep. 12/16 - Mar. 30/17 *	Prime-time Minor Standard Pad \$167.00 International Pad \$177.00 Prime-time Adult, Commercial Standard Pad \$216.00 International Pad \$225.00 Non-Prime Minor Standard Pad \$105.00 International Pad \$114.00 Non-Prime Adult, Commercial Standard Pad \$147.00 International Pad \$147.00 Professional Development days \$64.00/hr.
Summer Season Mar. 29/16 - Sep. 11/16 *	Prime-time Minor \$187.00 Prime-time Adult \$217.00 Non-prime Minor \$107.00 Non-prime Adult \$147.00

Arena Floors – Mar. 23/16 – Sep. 6/16* Note: Event rates are charged for day of event, plus set up /takedown day(s)	Minor - Hourly	\$75.00
	Adult - Hourly	\$82.00
	Shows/Events (12 hrs.) -Commercial	\$1,308.00
	Shows/Events -Community Groups (12 hrs.)	\$983.00
	Set-up/take down (per hour)	\$77.00
BANQUET HALLS		
HMS Banquet Hall*	Full Hall (4 hrs.)	\$380.00
	(8 hrs.)	\$760.00
Commodores Room*	Half Hall (4 hrs.)	\$250.00
	(8 hrs.)	\$504.00
Captain's Room*	(4 hrs.)	\$ 97.00
	(8 hrs.)	\$193.00
MCC - Banquet Hall*	Full Hall (4 hrs.)	\$250.00
	(8 hrs.)	\$504.00
MCC Community Room 3, ARC Studio*	Half Hall (4 hrs.)	\$136.00
	(8 hrs.)	\$270.00
St Andrew's C.C.*	(4 hrs.)	\$250.00
	(8 hrs.)	\$504.00
Heritage Centre *	(4 hrs.)	\$268.00
	(8 hrs.)	\$504.00
Set-up/rehearsal fee (booked a maximum of 14 days in advance of rental) *	(4 hrs. - 6:00 - 10:00 p.m.)	\$99.00
Site Supervisor*		\$27.00/hr
MEETING ROOMS		
Admiral's Room, Youth Rooms (ACC/MCC)*	(4 hrs.)	\$37.00/hr
	(8 hrs.)	\$97.00 \$193.00
ACC - Meeting Rooms* (Mtg. Room 1, Duffin's, Carruther's, Mgrs. Meeting Room)	(4 hrs.)	\$26.00/hr
	(8 hrs.)	\$ 64.00 \$127.00
MCC Community Room 1, ARC Meeting Room *	(4 hrs.)	\$ 97.00
	(8 hrs.)	\$193.00
Carruther's Marsh Pavilion/Greenwood Discovery Pavilion *	(4 hrs.)	\$136.00
	(8 hrs.)	\$270.00
Rotary Park Pavilion *	(4 hrs.)	\$ 97.00
	(8 hrs.)	\$193.00
Village CC Hall 1 or 2*	(4 hrs.)	\$24.00/hr
	(8 hrs.)	\$ 97.00 \$193.00
Community Groups*	(4 hrs.)	\$40.00

<u>Daytime Fees* - Mon - Fri/ 8am - 4pm (does not apply to for Profit Groups)</u>		
Small Meeting Rooms* - Duffin's, Carruther's, Meeting Room 1		\$23.00/hr.
Medium - Large Rooms *- Admirals, Captains, Commodores, HMS, Community Room 1, Community Room 3, MCC Banquet Hall, Rotary Park Pavilion, Carruther's Marsh Pavilion, Greenwood Discovery Pavilion		\$35.00/hr.
Birthday Parties & Facility Rental* (Comm. Room 1, Duffin's, Captain's, Carruther's) - fee based on 20% discount on Type "E" rentals	(4 hrs.)	\$72.00
Birthday Parties & Facility Rental* (Community Room 3) - fee based on 20% discount on Type "F" rentals Applies to Pool, Ice, Floor, Gym Rentals	(4 hrs.)	\$96.00
ST. FRANCIS		
Not-for-Profit/Community Group*		
4 hrs – M – Thur.		\$156.00
4 hrs – Fri – Sun		\$234.00
8 hrs – M – Thur.		\$312.00
8 hrs – Fri – Sun		\$470.00
Additional Hourly Fee M – Sun		\$52.00
Regular Seasonal Fees for Not-for-Profit/Community Groups: Effective September 1, 2016 - June 30, 2017 (minimum of one 4 hour rental/week) *		
4 hrs – M – Thur.		\$62.00
Individual/Commercial*		
4 hrs – M – Thur.		\$319.00
4 hrs – Fri – Sun		\$474.00
8 hrs – M – Thur.		\$628.00
8 hrs – Fri – Sun		\$937.00
Additional Hourly* Fee M – Sun		\$96.00
Sound & Light Technician Hourly Fee*		\$25.00
Piano Rental (includes \$30 rental and \$140 tuning fee) *		\$170.00
POOL RENTALS		
Prime – for Profit/Commercial ^ *		\$72.00/hr.
Prime – Non-Profit ^ *		\$60.00/hr.
Non Prime – for Profit/Commercial ^ *		\$61.00/hr.
Non Prime – Non-Profit ^ *		\$51.00/hr.
<i>^ Rates Effective September 1, 2016</i>		
Ajax CC & Outdoor Pool*		\$110.00/hr. (2 guards)
McLean C.C, ARC Pool*		\$134.00/hr. (2 guards)
NEW Swim to Survive Instructor*		\$18.60/hr.
Extra instructors*		\$24.00/hr.
Extra guards*		\$20.00/hr.

GYMNASIUMS									
McLean CC Gym*,ARC Gym*, Lakeside CC*, Westney Heights*, Lincoln Alexander*, Dennis O=Connor* - Sport/Activity rentals only	<table> <tr> <td>Full Gym - Youth</td> <td>\$35.00/hr.</td> </tr> <tr> <td>Half Gym – Youth</td> <td>\$25.00/hr.</td> </tr> <tr> <td>Full Gym – Adult</td> <td>\$46.00/hr.</td> </tr> <tr> <td>Half Gym – Adult</td> <td>\$35.00/hr.</td> </tr> </table>	Full Gym - Youth	\$35.00/hr.	Half Gym – Youth	\$25.00/hr.	Full Gym – Adult	\$46.00/hr.	Half Gym – Adult	\$35.00/hr.
Full Gym - Youth	\$35.00/hr.								
Half Gym – Youth	\$25.00/hr.								
Full Gym – Adult	\$46.00/hr.								
Half Gym – Adult	\$35.00/hr.								
Community Rooms (Lakeside, Lincoln Alexander)*	<table> <tr> <td>With gymnasium rental - 1hr min.</td> <td>\$20.00/hr.</td> </tr> <tr> <td>Room only - 2hr min</td> <td>\$30.00/hr.</td> </tr> </table>	With gymnasium rental - 1hr min.	\$20.00/hr.	Room only - 2hr min	\$30.00/hr.				
With gymnasium rental - 1hr min.	\$20.00/hr.								
Room only - 2hr min	\$30.00/hr.								
COMMUNITY GROUP AFFILIATE									
Does not apply to For Profit Groups									
<u>Groups incorporated for less than 2 years: *</u>									
Meeting room for Executive meetings max capacity 40 pple - max 12 bookings/yr.	\$0.00								
Meeting room for Members meetings max capacity 64 pple- max 12 bookings/yr	\$0.00								
Meeting room for AGM max 1/yr	\$0.00								
Meeting room for Program Registrations - max 3 bookings/yr.	\$0.00								
<u>Groups incorporated for 3 - 5 years: *</u>									
Meeting room for Executive meetings max capacity 40 pple - max 12 bookings/yr.	\$0.00								
Meeting room for Members meetings max capacity 64 pple- max 12 bookings/yr	60% reduction in regular room rental fees								
Meeting room for AGM max 1/yr	60% reduction in regular room rental fees								
Meeting room for Program Registrations - max 3 bookings/yr	60% reduction in regular room rental fees								
<u>Groups incorporated for 5 years+: *</u>									
Meeting room for Executive meetings max capacity 40 pple - max 12 bookings/yr.	40% reduction in regular room rental fees								
Meeting room for Members meetings max capacity 64 pple- max 12 bookings/yr	40% reduction in regular room rental fees								
Meeting room for AGM max 1/yr	40% reduction in regular room rental fees								
Meeting room for Program Registrations - max 3 bookings/yr	40% reduction in regular room rental fees								
NEIGHBOURHOOD ASSOCIATIONS									
Endorsed by Town designate * - Meeting room maximum capacity 32 pple – Max 10 bookings/yr	\$25.00/booking								
Other Administrative Fees:									
- program transfer/cancellation	\$10.00*								
- permit processing fee	\$25.00*								
- facility transfer fee	\$10.00*								
- facility cancellation fee	\$40.00*								
- NSF fee	\$45.00								

EFFECTIVE DATE FOR FACILITY RENTAL INCREASES

Banquet Halls	January 1, 2016
Meeting Rooms	January 1, 2016
Gymnasiums	January 1, 2016
Swimming Pools	January 1, 2016
Swimming Pool Contracts– (Profit, Commercial & Non-Profit Organizations only)	September 1, 2016
Arenas	March 29, 2016 - summer ice September 12, 2016 - fall/winter ice
Floors	March 23, 2016

STATUTORY AND CIVIC HOLIDAYS

Town of Ajax recreation facilities are available for rental on statutory and civic holidays with the following conditions:

- all facility rates are subject to a \$50.00 per hour (plus HST) staffing surcharge at Ajax Community Centre (Note: multiple bookings in the community centre on a stat or civic holiday may result in a reduced rate)
- rental must be a minimum of 3 hours
- rental rates will be applied at 1.5 times the hourly rate at Village Arena
- New Year's Eve rentals are double the standard rate

RENTAL OF PERMANENT SPACE

Certain areas in Town recreation facilities are permanently allocated to user groups. Examples are the dressing rooms, AMHA office, Ajax Skating Club storage and Aquatic Club storage. These users are charged \$3.63/sq. ft. to offset the cost of utilities.

FITNESS / MEMBERSHIPS	
CHILDREN/YOUTH/FAMILY PROGRAMS	Per Class
<i>The per class rate will be applied to the number of classes determined by Recreation and Culture. The total fee will be rounded up or down to the nearest dollar</i>	
Family Program - additional participant*	\$4.34
Family Program*	\$8.08
Kickboxing for Kids (fee includes hand wraps)	\$7.27
Mother & Daughter Yoga*	\$8.08
NEW Racquets & Fitness Camp (15hrs)	\$25.00
Teen Fitness Camp*	\$24.00
Teen March Break Fitness Camp *	No longer offering
Teen Weight Training (TWT) Course *	\$15.60
Teen Weight Training Exam*	\$26.00
Zumba for Teens/Special Needs*	\$7.20
PARENT AND BABY PROGRAMS	Per Class
Parent 'n Babe Yoga*	\$8.08
Parent 'n Babe Fitness*	\$8.08
Parent 'n Babe AquaFit*	\$8.08
Stroller Fit	\$8.08
ADULT PROGRAMS	Per Class
CycleFit Classes*	\$7.50
Cardio Core	\$7.50
Group Circuit Training (4-6 pple 2x/wk) *	\$21.00
Kickboxing*	No longer offering
Kickboxing Bootcamp*	No longer offering
Bootcamp	\$7.50
Obstacle Course Training	No longer offering
Older Adult Fitness*	\$7.50
Older Adult Fitness – Just Starting Out *	\$7.50
Older Adult Yoga (1.5 hrs. class) *	\$12.00
Stay Strong & Keep Fit*	\$7.50
Pilates*	\$8.75
Pilates Personal Training (semi-private) *	\$87.00
Pilates Personal Training (semi-private) (5wks) *	\$78.00
Pilates Reformer Training *	\$37.00
Pilates/Aquatic Personal Training (one on one) *	\$60.00
Pilates/Aquatic Personal Training (5wks)*	\$54.00
Strength Training Programs*	No longer offering
Tai Chi*	\$8.50
NEW TRX Combined	\$7.50
Yoga Core (1 hr. class) *	\$8.75
Yoga (1.5 hr. class) *	\$13.00
Yoga & Meditation (2 hr. class) *	No longer offering
NEW Squash Learn to Play	\$19.20

NEW Squash Learn to Play (Senior)	\$9.60
NEW Triathlon Training	\$8.00
Zumba *	\$8.50
SERVICES	
Fitness Appraisal*	\$67.00
Fitness Appraisal + Personal Training session*	\$86.00
Fitness Appraisal + 2 Personal Training sessions*	\$118.00
Non-Member Fitness Appraisal *	\$77.00
Personal Training*	\$47.00
Personal Training (5 sessions) *	\$223.00
Personal Training (10 sessions) *	\$437.00
Personal Training (20 sessions)	\$846.00
Personal Training (30 sessions)	\$1,240.00
Personal Training Semi-private (2 people) *	\$74.20
Personal Training Group (3 people) *	\$98.70
Teen/Student Personal Training *	\$37.00
Teen/Student Personal Training (5 sessions) *	\$176.00
Teen/Student Personal Training (10 sessions) *	\$344.10
Teen/Student Personal Training (2 people) *	\$59.20
Teen/Student Personal Training (3 people) *	\$77.70
Non-Member Personal Training*	\$65.00
Pilates/Aquatic Personal Training	\$60.00
Pilates/Aquatic Personal Training (5 sessions)	\$285.00
Pilates/Aquatic Personal Training (2 people)	\$96.00
Pilates/Aquatic Personal Training (2 people 5 sessions)	\$432.00
Fitness Centre Pay-go Pass*	\$10.00
Fitness Centre Pay-go Pass (senior/student)*	\$5.00
Fitness Centre Pay-go TEN Pass*	\$90.00
Fitness Centre Pay-go TEN Pass (senior/student) *	\$45.00
Group fitness pay-go*	\$10.00
Group fitness pay-go (senior/student) *	\$5.00
Group fitness TEN pay-go*	\$90.00
Group fitness TEN pay-go (senior/student*)	\$45.00
AquaFit Pay-go pass *	\$10.00
AquaFit Pay-go pass (senior/student) *	\$5.00
AquaFit Pay-go TEN pass*	\$90.00
AquaFit Pay-go TEN pass (senior/student) *	\$45.00
Membership Admin Fee For Pre-authorized payment*	\$15.00
Security Card*	\$9.00

MEMBERSHIPS		
Fitness Centre - Adult*	Annual	\$429.00
	6 month	\$247.00
	3 month	\$162.00
Fitness Centre - Senior/Teen/Student*	Annual	\$215.00
	6 month	\$124.00
	3 month	\$81.00
Group Fitness - Adult*	Annual	\$372.00
	6 month	\$215.00
	3 month	\$139.00
Group Fitness - Senior/Teen/Student*	Annual	\$186.00
	6 month	\$107.00
	3 month	\$70.00
Squash - Adult*	Annual	\$372.00
	6 month	\$215.00
	3 month	\$139.00
Squash - Senior/Teen/Student*	Annual	\$186.00
	6 month	\$107.00
	3 month	\$70.00
Combo - Adult*	Annual	\$495.00
	6 month	\$287.00
	3 month	\$186.00
Combo. - Senior/Teen/Student*	Annual	\$247.00
	6 month	\$143.00
	3 month	\$93.00
Ultimate - Adult*	Annual	\$571.00
	6 month	\$329.00
	3 month	\$214.00
Ultimate - Senior/Teen/Student*	Annual	\$285.00
	6 month	\$165.00
	3 month	\$107.00
Swim/Skate - Adult*	Annual	\$232.00
	6 month	\$135.00
	3 month	\$88.00
Swim/Skate - Senior/Teen/Student*	Annual	\$116.00
	6 month	\$68.00
	3 month	\$43.00
Active Family Membership* - Swim/Skate Membership up to 3 children with the purchase of any adult, non-discounted, annual membership	Annual	\$99.00
Additional Child - to the Active Family Membership*	Annual	\$35.00
CORPORATE / GROUP MEMBERSHIPS - 20% discount on minimum 10 employees		
Fitness Centre -Adult*	Annual	\$343.00
Squash - Adult*	Annual	\$298.00
Group Fitness - Adult*	Annual	\$298.00
Combo (TC & SQ) - Adult*	Annual	\$396.00
Ultimate - Adult*	Annual	\$457.00
Swim - Adult*	Annual	\$202.00

NEIGHBOURHOOD PROGRAMS & ACTIVE LIVING Programs are generally 1 hour unless otherwise noted	
PRE-SCHOOL	Per Class
<i>The per class rate will be applied to the number of classes determined by Recreation and Culture. The total fee will be rounded up or down to the nearest dollar</i>	
All sessions	45 minute class \$6.63 1 hour class \$7.15 1.25 hour class \$7.66 1.5 hour class \$8.18 2 hour class \$9.21 2.25 hour class \$10.27
Holiday Workshops – 2 hrs per workshop	\$15.15
Summer Fun For Preschoolers – 3 hrs/2 days per week	\$11.81
Friday Fun Club	\$5.25
Ready Set School Program: 2 hr./2 days per week	\$9.56
Wee Wigglers	\$8.16
Family Fun Time - 2 hrs.	\$6.47 child
NEW Family Fun Time – 1.5 hrs.	\$6.07 child
Cooking Monsters – 1.25hrs	\$8.52
CHILDREN / YOUTH / TEEN	Per Class
Skateboard – 1.25 hrs	\$12.00
Dance Crew – 1.5hrs	\$8.00
Leadership Camp - March Break*	\$19.65
Youth on The Move March Break	\$48.57
ARC Cooking Classes	\$20.00
Sign Language Workshop- (Youth & Adult*)	\$100.00
Self Defense 1.5hrs	No longer offering
Drop-in Sports (Basketball & Badminton) - 2 hrs *	\$2.10/ visit
Computer Programming (Kids Great Minds)	\$17.00
Computer Programming (Kids Great Minds) – 1.5hrs	\$24.50
Dance	45 minutes \$6.86 1 hr. \$7.35
Children/Youth Art Specialty – 2hrs	\$8.50
Children/Youth Art Specialty – 1.5hrs	\$8.00
Children/Youth Art – 1.5hrs	\$7.25
Children/Youth Art	\$6.75
NEW Children Art Workshop	\$30.00
Parent & Child Art – 1.5hrs	No longer offering
Mad Science / Kinder Scientists	\$17.50
Adventures@ Greenwood	\$8.50
Young Chefs	\$20.00
Cooking Duos – 1.5hrs	\$20.00
Ajax Improv Crew	\$6.18

GLEE: The Next Generation	\$12.36
The Drama Club – Kinderstars	No longer offering
The Drama Club – Show Tyme	No longer offering
Guitar Lessons – (Children & Adults*)	\$8.84
Puppets Cool!	No longer offering
Karate Kidz	\$5.15
Karate Traditional - 1.5 hrs	\$6.50
Karate Traditional Youth & Adult* - 2 hrs	\$8.32
Karate Black Belt	\$6.06
Sportball Pre-school/Youth.	\$17.25
Fencing – (Children & Adults*) - 1.25hrs	\$12.90
Children/Youth Multi Sport Programs 1.25 hrs	\$5.59
Basketball 1.5 hrs.	\$5.72
Basketball - 2 hrs	\$7.63
Parent and Child Sports	\$5.93
Specialty Skill Based Sport - Indoor Tennis	\$9.09
Introductory Skill Based Sport (Cricket Kids, Soccer Hockey)-1.25 hr.	\$5.80
Cricket (Youth/Adult) – 1.5 hrs.(Level 1)	\$6.49
Cricket Advanced	No longer offering
Totally Glad Its Friday Fun Centres	\$3.25 (Effective Sept 2016)
Friday Night Youth Dances *	\$7.74 (Effective Sept 2016)
First Aid Course – Standard First Aid CPR C	\$6.86
First Aid Course (Youth/Adult*)	
Principles of Healthy Child Development (High Five) – 1 day	\$72.00
CAMPS – are generally 1 week unless otherwise stated	Per Class
School Break Drop In Program - 2hrs*	\$3.25
March Break	Camp \$34.00 Early Morning / After hours \$7.04
March Break Camp – One Day Options	\$40.00
Winterrific Fun Days – One Day	\$43.45
Counsellor in Training – Level I & Level II (including High Five PHCD)	2 wks \$26.00 3 wks \$26.00
Youth on The Move Camp	\$48.57
Youth Adventure Camp	\$41.65
Youth Art Expression & Photography	\$34.63
Youth Sport Experience	\$33.88
Skateboarding Camp	\$33.00
Day Trippers Camp	\$49.04
Mad Science Camp	\$49.00
Dramatic Arts Camp	\$35.00
Paulyn Park Camps – Cardinals/Hawks	\$33.88
Playgrounds	No Charge
Lake to Land Exploration	\$34.82

Dodgeball Camp - children	\$33.88
Fencing Camp	\$55.00
Sportball Camp	\$36.50
Sports Centre	\$33.88
Summer Blowout Camp	\$33.88
Kindercamp	\$17.49
Directors Cut Camp	No longer offering
Kids Great Minds Camp	\$58.00
Creative Kids	\$35.90
Greenwood Camp - Robins (formerly Extreme Eco Adventure Camp)	\$38.35
Greenwood Camp – Eagles (formerly Youth Wilderness Survival Camp)	\$49.01
Early Morning/After Hours	\$7.04
Busing -1 wk *	\$4.59
Late pick up fee - camps	\$20.00/15 min
ADULTS	Per Class
Dance (Line, Latin, Ballroom, Retro, Hip Hop) – 1.5 hrs *	\$7.58
NEW Specialized Dance (Dance Fusion, Bellydance, Bollywood)*	\$7.58
Belly Dance – 1.25hr *	No longer offering
Adult Art (Oil Painting, Watercolour painting, drawing) - 2 hrs*	\$8.84
Cooking – 2hrs	\$22.89
Cooking Workshops	\$30.00
Holiday Décor Workshops	\$20.00
Adult Acrylic - 2hrs	\$10.20
Photography – 2 hrs *	\$13.72
Drop-in Sports Adult	\$3.32/visit
Drop-in Sports Senior	\$2.10/visit
Adult Sports (Volleyball/Badminton) - 2 hrs *	\$6.94
AQUATICS	Per Class
Pre-school and Swim 1-4 (Spr/Fall 10 weeks - 30 minutes)/Girls Only	\$9.15
Swim 5 -10 (Spr/Fall 10 weeks - 45 minutes)	\$10.28
Adults Swim Lessons /Teen Lessons / Ladies Only*	\$10.28
Adults - private*	\$28.50
Swim Patrol*	\$9.79
Bronze Star*	\$10.00
Bronze Medallion & Emergency First Aid/CPR B* (includes exam fee of \$30)	\$18.27
Bronze Cross* (includes exam fee of \$20)	\$17.03
Assistant Water Safety Instructors includes PHCD * ^	No longer offering
NEW Part 1 Water Safety Instructor (2hrs/10 classes)	\$24.20
NEW Part 2 Water Safety Instructor (3hrs/10 classes)	\$16.00
NEW LSS Instructors & Emergency First Aid Instructor (2.5hrs/10 classes)	\$19.70
NLS (National Lifeguard Service Award) Standard First Aid and CPR C* (includes exam fee of \$50)	\$29.50
Red Cross Water Safety Instructors + Lifesaving Instructor Course *	\$27.64
Private Lessons -10 Lessons*	\$28.50
Low Ratio Lessons - 10 Lessons*	\$17.25
Special Needs - 10 Lessons*	\$17.25

ADMINISTRATION	
BROCHURE ADVERTISING RATES	
Commercial*	
Business Card	\$260.00
Quarter Page	\$390.00
Half Page	\$640.00
Full Page	\$1,030.00
Full Page - inside covers (front & back & center; full colour glossy)	\$1,910.00
Half Page – inside glossy (front & back & center full colour)	\$940.00
Back cover (full colour glossy)	\$1,950.00
Community Groups*	
Business Card	Free
Community Group Affiliate incorporated less than 2yrs	deleted
Community Group Affiliate incorporated over 2yrs	
Affiliate incorporated 3-5 yrs (Business Card & Quarter page size ads only = one annually maximum 3 ads)	50% reduction in Community Group Rates
Business Card	\$100.00
Quarter Page	\$220.00
Half Page	\$440.00
Half Page – inside back cover (full colour glossy)	\$490.00
Full Page	\$760.00
PARTNERSHIPS, COMMUNITY & POLICY DEVELOPMNET	
VENDOR FEES *	
First Time Events and Events with an expected attendance of 2000 people or less*	
single item food and beverage	\$75.00
multi-item food and beverage	\$100.00
Non-Food and beverage	\$100.00
Handicraft Vendor	\$50.00
Established Events with an expected attendance of 2000 - 4000*	
single item food and beverage	\$100.00
multi-item food and beverage	\$150.00
Non-Food and beverage	\$200.00
Handicraft Vendor	\$50.00
Established Events with an expected attendance of more than 4000*	
single item food and beverage	\$175.00
multi-item food and beverage	\$275.00
Non-Food and beverage	\$300.00
Handicraft Vendor	\$50.00

OPERATIONS & ENVIRONMENTAL SERVICES	FEES		
Ball Diamonds*	Premium	Youth Adult Commercial	\$30.55 \$48.40 \$96.80
	Type 1	Youth Adult	\$27.78 \$44.00
	Type 2	Youth Adult	\$21.78 \$35.09
	Type 3	Youth Adult	\$15.13 \$24.20
Soccer Pitches*	Type 1	Youth Adult	\$24.20 \$37.78
	Type 2	Youth Adult	\$19.97 \$29.28
	Type 3	Youth Adult	\$12.10 \$19.97
Artificial Turf Fields	Youth - \$85.00 Adult - \$120.00 Commercial - \$150.00 Non Prime - \$65.00		
Culvert Installation	Standard installation Seven (7) metres - \$1,500.00		
Picnic Tables*	For every 8 tables (based on availability) \$100.00 Groups/Organizations identified under the Community Group Affiliation Policy" Exempt		
Special Events	For groups greater than 100 \$200.00 (*plus any other direct costs included by the Town based on the nature of the event) Groups/Organizations identified under the "Community Group Affiliation Policy" Exempt		
Road Occupancies	\$50.00		
Tent/Canopy Rental	20 X 20 Canopy \$100.00 10 X 10 Canopy \$50.00		
Mobile Stage	Flat fee rate of \$300.00 for non-profit organizations, \$750.00 for private organizations (maximum 8 hour rental)		
Newspaper Pads & Hitching Posts*	Application Pre Inspection \$25.00 Installation of Concrete pad & Hitching Post \$400.00		

	Annual Inspection	\$25.00
Tree/Bench/Picnic Table Dedication*	Tree Dedication	\$300.00
	Bench Dedication	\$1000.00
	Picnic Table Dedication	\$500.00
Film Permits	Set up/tear down/filming	\$1000.00/day
Municipal Consents	\$400.00 per application (per street up to 300 metres) An additional fee of \$0.50/metre for each metre beyond 300)	
Greenwood Conservation Area	<p>General admission - free Education (student rate) - \$1.00 per person</p> <p><u>Group Rates With Picnic Shelter*</u> 0-30 people = \$125.00 (with one picnic shelter) 31-99 people = \$225.00 (with one picnic shelter) 100-500 people = \$450.00 (with two picnic shelters) 501-1000 people = \$1000.00 (with three picnic shelters and parking)</p> <p><u>Group Rates Without Picnic Shelter*</u> 0-30 = \$60.00 (with 4 picnic tables) 31-99= \$120.00 (with 8 picnic tables) Camping rates - \$3.50 per person, per night, minimum of \$50.00</p>	
Portable Washrooms and Handwash Stations	For each washroom	\$250.00
	For each handwash station	\$175.00
Paulynn Park	<p>General admission - free Education (student rate) - \$1.00 per person</p> <p><u>Group Fees With Picnic Shelter*</u> 0-30 people = \$125.00 (with one picnic shelter) 31-60 people = \$225.00 (with two picnic shelters) (30 people maximum per shelter and two shelters maximum per group)</p> <p><u>Group Fees Without Picnic Shelter*</u> 0-30 = \$60.00 (with 4 picnic tables) 31-60= \$120.00 (with 8 picnic tables) Groups exceeding 60 people or requiring a fire permit are re-directed to Greenwood Conservation Area</p>	
Waterfront Picnic Areas	<p>General admission - free Education (student rate) - \$1.00 per person</p> <p><u>Group Fees With Picnic Shelter*</u> 0-30 people = \$125.00 (with one picnic shelter) 31-99 people = \$225</p> <p><u>Group Fees Without Picnic Shelter*</u> 0-30 = \$60.00 (with 4 picnic tables) 31-99 people = \$120 (with 8 tables) It is recommended that groups exceeding 100 people, or requiring a fire permit be directed to Greenwood Conservation Area or may require a special event permit</p>	

Senior Snow Removal Program*	<p>\$160.00 includes service to municipal sidewalk, pathway to a door, complete driveway as well as windrow service</p> <p>\$30.00 includes service to municipal sidewalk and windrow service</p>

PLANNING AND DEVELOPMENT SERVICES	FEES
ENGINEERING SECTION	
Engineering Review Inspection and Administration of Subdivision Agreements, Development Agreements, Lot Grading Agreements and Infill Lots	Value of Municipal Work (Town of Ajax and Region of Durham) <\$500,000 - 6.5% \$500,000 - \$1 million - 5.25% >\$1 million - 4.75% Where the value of work or securities are less than \$14,000, \$900 per lot is required. Minimum fee of \$900 for Infill lots.
Landscape Architectural and Environmental Services Review and Inspection for Subdivision Agreements, Development Agreements and Site Plan Applications	5.5% of value of Landscape Work Where the value of works or securities are less than \$14,000. Minimum fee of \$750 per site.
Engineering Review Inspection and Administration of Site Plan Agreements	Value of Work <\$500,000 - 5.5% \$500,000 - \$1 million - 5.0% >\$1 million - 4.5% Where the value of work or securities are less than \$16,500. Minimum fee of \$900 per site.
Peer Reviews	Actual Costs
Engineering Review and Inspection for Street Lights in Subdivisions	Actual Costs 3 rd party consultant
Pre-Servicing Agreement	\$1,500 each application
Benchmarks	\$750 per 200 lots, minimum \$750
Digital Drawing Management Fee	Value of Works <\$100,000 - \$300 \$100,000 - \$500,000 - \$500 > \$500,000 - \$1,000
Stormwater Maintenance Fee	\$2,000 per hectare
Design Criteria*	CD only \$25.00 Book and CD \$80.00
Site Inspections for Site Plan Applications	\$200 per inspection for 3 rd inspection or more
Apron Widening	\$125.00 per application
Curb Cuts	< 4m \$175 Each additional metre \$40
Sediment and Erosion Permit Fee	\$500 plus \$100 per hectare plus \$500 per renewal
Hourly Rates	Engineer/Coordinator \$100.00/hr Engineering Technologist \$85.00/hr Landscape Architect \$100.00/hr

If there are unusual engineering and/or construction circumstances, poor construction techniques and/or inadequate inspection by the consultants; upon notification, the applicant will be charged the applicable hourly rates in addition to the initial percentage fee. This Schedule is for routine (typical) transactions, based on three design submissions per application. Additional hourly fees may be charged at the discretion of the Director of Planning and Development or Director of Operations and Environmental Services, as applicable.

THE CORPORATION OF THE TOWN OF AJAX

BY-LAW NUMBER 83-2015

A By-law to establish and require payment of fees authorized under the Planning Act and similar charges and repeal By-law 95-2013

WHEREAS the Council of The Corporation of the Town of Ajax (“The Town”) may pass by-laws establishing and requiring the payment of fees and charges for information, services, activities and use of Town property;

AND WHEREAS by-laws establishing a tariff of fees for the processing of applications made in respect of planning matters are authorized by Section 69(1) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended;

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

1. Council hereby establishes the fees and charges as set out in Schedule “A” to this By-law.
2. No request by any person for any information, service or activity described in Schedule “A” will be processed or provided by the Town, unless and until the person requesting the information, service or activity has paid the applicable fee in the prescribed amount as set out in Schedule “A” to this By-law.
3. The Fees as listed in Schedule ‘A’ to this By-law will be subject to Harmonized Sales Tax (HST) where applicable.
4. No discounts apply for early payment of any fee set out in Schedule “A” to this By-law.
5. Payment of all fees is due at the time the expense is incurred, unless otherwise stated.
6. This By-law shall be known as the “Planning Act Fees and Charges By-law”.
7. Schedule “A” shall be deemed to be an integral part of this By-law.
8. Should any part of this By-law, including any part of Schedule “A”, be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of Schedule “A” as applicable, shall continue to operate and to be in force and effect.
9. By-law 99-2014 is hereby repealed.
10. This By-law shall come into force and take effect January 1, 2016.

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

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

Acting Mayor

D-Clerk

PLANNING AND DEVELOPMENT SERVICES	FEES
PLANNING SECTION	
OFFICIAL PLAN	
Simple Local Official Plan Amendment Application	\$17,200
Complex Local Official Plan Amendment Application	\$39,700
Regional OPA Review Fee	\$5,750
ZONING BY-LAW	
Simple Zoning By-law Amendment and Application for a Temporary Use By-law	\$10,400
Complex Zoning By-law Amendment Application	\$22,000
Removal of a Holding Symbol	\$2,875
Temporary Use By-law Extension	\$2,300
SUBDIVISIONS AND CONDOMINIUMS	
Subdivision Application	<u>Residential:</u> \$15,500 plus per unit fee as follows: First 200: \$370 per unit (\$110 - apts) Over 200: \$185 per unit (\$55 - apts) <u>Non-Residential:</u> \$15,000
Revisions to a Subdivision Application (i.e. not draft approved, but requiring full recirculation)	\$7,600
Revisions to a Draft Approved Plan of Subdivision (i.e. red-line revision)	Major: \$7,775 (where substantial changes are proposed and recirculation is required) Minor: \$1,575 (change to condition or minor plan change)
Request to Extend Draft Approval	\$1,150
Final Approval, Subdivision Clearance Fee	\$2,325
Condominium Application	\$10,250
Final Approval, Condominium Clearance Fee	\$1,900
Reactivation of Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision or Condominium, Site Plan or Site Plan Amendment	\$1,675 after 3 years where plans have significant changes
Lift Part-Lot Control	\$2,300 plus \$250 per unit (max \$6,000)
Extension of Part Lot Control Exemption	\$2,050
SITE PLAN APPROVAL	
Site Plan Approval	\$7,725 plus a per unit fee as follows: <u>Residential</u> First 25: \$750 per unit 26-100: \$565 per unit 101-200: \$285 per unit Over 200: \$145 per unit <u>Non-residential:</u> \$78 per 100m ² of gfa

Site Plan Amendment	<p>Minor A: Patios, outdoor play areas, and/or changes to building facades: \$2,150</p> <p>Minor B: Where the expansion to the building is less than 50% of total floor space or 5,000 m² (whichever is less), or an expansion to a parking area: \$7,500</p> <p>Major: Where a new building is proposed, or an expansion to the building is greater than 50% or 5,000 m² (whichever is less): \$17,000</p> <p>Model Homes and Sales Trailers: \$2,900</p>
Pickering Beach	\$1,050
Telecommunication Facility	\$8,500
AGREEMENTS	
Preparation of a Subdivision, Condominium, Site Plan, Development Agreements, or Amending Agreements	The Applicant is required to reimburse the Town for its legal costs associated with preparing the agreement
MINOR VARIANCE AND LAND DIVISION	
<p>Minor Variance</p> <p>* Minor Variance Applications for the construction or placement of an accessibility device to provide access to a detached/semi-detached/link or townhouse dwelling shall receive a discount of 50% from the requisite fee. An "accessibility device" shall include a ramp or driveway widening to provide barrier free access to the dwelling unit.</p>	<p>Accessory buildings, structures and platforms, driveway widenings, below grade entrances: \$550</p> <p>Residential Minor (single or semi-detached dwellings, duplex, triplex, townhouse dwelling): \$800</p> <p>Residential Major (condominium, apartment, mixed use building): \$1,050</p> <p>Non-Residential: \$2,400 for first 3 variance requests (\$550 per additional variance request)</p> <p>Enlargement, expansion or, conversion of a legal non-conforming use/ uses defined in general terms: \$2,400</p> <p>Tabling Fee: \$200</p> <p>Special Hearing: \$3,875 (Plus applicable application fee)</p> <p>Post-development minor variance: Double the applicable application fee</p>
Land Division Administration Fee	\$2,250

OTHER	
Property Information Request	Zoning Information: \$110 Building Information: \$50 By-law Information: \$50 Ontario Heritage Act: \$50 Legal Inquiries: \$75 Release of Agreements: \$250
Sign By-law	Amendment \$2,300 Variance \$1,150
Tree Cutting Permit	\$775 Appeal to Town of Ajax General Government Committee \$650
Additional Public Meeting	Where more than one public open house, and Community Affairs and Planning Committee meeting is required: \$1,000 per meeting
Advertising*	Where it is not possible for a notice to be placed in the Ajax News-Advertiser's Community Page, the applicant shall pay the Town's advertising costs in respect of the matter.
Street Addressing	\$375 plus \$50 per municipal address (to a maximum of \$1,500)
Street Naming Request	\$150
Traffic Data	Collision Data \$57.00 Turning Movement Count \$52.50 Automated Traffic Recorder \$51.00
Peer Reviews	The applicant shall be responsible for the Town's full costs of undertaking the peer review.
Ontario Municipal Board Appeals	Where the Town becomes involved in an appeal to the Ontario Municipal Board, and where the Town is in support of the application, the applicant shall pay Town staff costs in terms of time and expenses for attendance at hearings, mediation or arbitration.
Refund Policy	Where an application is withdrawn after a file has been opened, but before it has been circulated: 90% Where an application is withdrawn after a file has been circulated, but before it has been considered at a public meeting: 50% Where an application is withdrawn after the file has been considered at a public meeting: 0%
Municipal Council Support for Roof-top Solar Photovoltaic Projects	\$450
Hourly Rates	\$100/hr