


The Corporation of the Town of Ajax
INAUGURAL MEETING OF COUNCIL

Monday December 1, 2014, at 7:00 p.m.
Council Chambers, Town Hall
65 Harwood Avenue South



Confirmed by: 

AGENDA

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

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

1. **Piping in of Council** Mr. Robert Stewart
2. **Declarations of Office** Martin de Rond, Clerk

Marilyn Crawford	Councillor, Ward 1
Renrick Ashby	Councillor, Ward 2
Joanne Dies	Councillor, Ward 3
Pat Brown	Councillor, Ward 4
Shaun Collier	Regional Councillor, Wards 1 & 2
Colleen Jordan	Regional Councillor, Wards 3 & 4
Steve Parish	Mayor
3. **Presentation of Chain of Office to Mayor**

Martin de Rond, Clerk
William Parish, Former Mayor
4. **National Anthem** Young Singers
5. **Community Greeting** Cecil Ramnauth, Sankat Mochan Hanuman Mandir & Cultural Centre
6. **Inaugural Address** Steve Parish, Mayor

Colleen Jordan	Regional Councillor, Wards 3 & 4
Shaun Collier	Regional Councillor, Wards 1 & 2
Pat Brown	Councillor, Ward 4
Joanne Dies	Councillor, Ward 3
Renrick Ashby	Councillor, Ward 2
Marilyn Crawford	Councillor, Ward 1

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TOWN OF AJAX REPORT TO COUNCIL



TO: Mayor and Members of Council

FROM: M. de Rond, Clerk

DATE: December 1, 2014

SUBJECT: Items of Correspondence

The following item of correspondence is attached for Council's action

a) Veridian: Consent and Waiver Agreement - Non-elected Directors 4

That the Mayor and Clerk be authorized to execute the Veridian Consent and Waiver Agreement regarding non-elected Directors.

M. de Rond
Clerk

MdR/lb

November 12, 2014

Via E-mail Delivery to:

Mayor Dave Ryan – City of Pickering - mayor@pickering.ca

Mayor Steve Parish – Town of Ajax - steve.parish@ajax.ca

Mayor Adrian Foster – Municipality of Clarington - mayor@clarington.net

Mayor Neil R. Ellis - City of Belleville - mayor.ellis@city.belleville.on.ca

Re: Consent and Waiver Agreement – Nonelected Directors

On November 12, 2014, I wrote to the Clerks explaining the requirements for putting forth the 2015 slate of directors for each municipality (copy attached). In that letter it was explained, in some detail, the requirements of the OEB and Veridian's shareholder agreement for one third independence on the Veridian Connections Board.

In your capacity as the Shareholder Representative I am bringing forward, for your consideration, an option with respect to elected and nonelected representation should a nonelected director be selected as Chair or Vice Chair.

2015 Board Composition

Beginning in January 2015 the Veridian Corporation Board will be comprised of 7 elected and 4 nonelected directors.

The Veridian Connections Board will consist of the same 7 elected directors as on the Veridian Corporation board and 4 different nonelected directors, thereby achieving one-third independence.

Without going into specifics, Veridian's current Shareholder Agreement would require the following if a nonelected director was selected as Chair or Vice Chair of Veridian Corporation, as one-third independence on the Veridian Connections Board would no longer be achieved:

- Nonelected Chair or Vice Chair would sit on both Veridian Corporation Board, and Veridian Connections Board as per the shareholders agreement;
- The second nonelected position would be redundant;
- Due to above scenario, one third independence would not be achieved on the Veridian Connections Board as per OEB requirements and Veridian's shareholder agreement;

- In order to achieve one third independence Veridian's shareholder agreement stipulates the municipality from which the nonelected Chair or Vice Chair came from would have to convert one elected dual Board director position to two single Board positions. An additional elected director would be required. One sitting solely on Veridian Corporation Board and the other sitting solely on the Veridian Connections Board;
- Switching the elected director position from one dual Board member to two single Board members would ensure one-third independence is achieved on the Veridian Connections Board.

Request

The shareholder agreement is very specific in how independence would be achieved, through the conversion of one elected dual board director into two single board elected directors, should a nonelected be chosen as Chair or Vice Chair.

Shareholder representatives have brought forward a request that the above be altered. Specifically, should a nonelected Chair or Vice Chair be selected from their municipality, that instead of converting one elected dual board member into two elected single board members, they be allowed to add an additional nonelected director. This would also result in one-third independence being achieved on the Veridian Connections Board.

Legal counsel has reviewed the request and has informed us this would be a viable option under the following conditions:

1. A consent and waiver agreement to be signed by each of the shareholders of Veridian Corporation;
2. A consent and waiver agreement to be signed by Veridian Corporation in its capacity as shareholder of Veridian Connections Inc.; and
3. A resolution of the Board of Directors of Veridian Corporation authorizing Veridian Corporation to execute the waiver by Veridian Corporation regarding Veridian Connections Inc.

The waiver would be limited as follows;

1. that notwithstanding the waiver, the Chair of Veridian Corporation is still going to be the same person as the Chair of Veridian Connections Inc.;
2. that the substituted director otherwise complies with the requirements for directors;
3. that the waiver is limited to this one instance and does not apply to subsequent appointments; and
4. that the waiver is limited to the extent that Veridian Connections will not be off-side the Affiliate Relationship Code.

Legal counsel also indicated that the shareholder representatives of Veridian Corporation will need to consider for themselves, if they require council resolutions to permit them to sign the waiver as shareholder of Veridian Corporation.

Attached is the Consent and Waiver Agreement. I would request that you demonstrate your intention by either signing this waiver and returning it to me, or letting me know directly that you will not support the request. I would appreciate your response by no later than November 30, 2014.

A response prior to November 28, 2014 will provide the shareholder council with clarity in which way they should proceed in the selection of their slate of directors, at the inaugural meeting of their new council.

Section 12.7 of the Shareholders Agreement requires all four shareholders to sign the waiver for it to be accepted.

If approved, the requirement to convert an elected dual board position into two elected single board positions and fill it with an additional elected official would no longer be required. Instead, the municipality from which a nonelected was chosen as Chair or Vice Chair could instead opt to fill that split position with a non-elected candidate.

The Veridian Corporation waiver and the resolution described above will be presented at the December 2014 Board meeting.

If you would like to discuss or require further clarity please contact me directly.

Yours truly,

A handwritten signature in black ink that reads "M. C. Angemeer". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Michael Angemeer
President and CEO

Attachments: Appointment of Elected and Nonelected Directors- Veridian Board
Consent and Waiver Agreement

Copy: Adrienne Windsor
Tanya Laschuk
Rob Scarffe
Heather Boissain

CONSENT AND WAIVER AGREEMENT

TO: Each of the Undersigned Hereto

RE: Veridian Connections Inc. (“VCI”)

DATE: November [●], 2014

1. Reference is made to the 2014 Amended and Restated Shareholders’ Agreement among each of the undersigned in respect of Veridian Corporation (the “**Shareholders’ Agreement**”). Each of the undersigned, for good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged) for and on behalf of itself hereby confirms and acknowledges that:
 - (a) Capitalized terms used herein and not otherwise defined shall have the respective meanings ascribed thereto in the Shareholders’ Agreement;
 - (b) If a Non-Elected Member is elected as Chair or Vice Chair of the Board, section 3.2(f) of the Shareholders’ Agreement requires that the Shareholder who nominated that director must nominate, and the Board must appoint to the board of directors of VCI, an Elected Member that is not already an Elected Member of the Board (the “**Substitute Member**”) in place of an Elected Member that was appointed to the Board;
 - (c) Notwithstanding section 3.2(f) of the Shareholders’ Agreement, if a Non-Elected Member is elected as Chair or Vice Chair of the Board at the first election in respect of such offices subsequent to the date of this Consent and Waiver Agreement, the Shareholder who nominated that director may nominate, and the Board must appoint to the board of directors of VCI, a Non-Elected Member that is not already an Non-Elected Member of the Board to be the Substitute Member; and
 - (d) Other than being a Non-Elected Member, the Substitute Member complies with all of requirements for directors of VCI under the Shareholders’ Agreement.
2. The waiver of, and consent to depart from, the requirements of section 3.2(f) of the Shareholders’ Agreement set out herein is effective only in the specific instance and for the specific purpose for which it has been given. It does not preclude any of the undersigned from requiring strict compliance with the terms of section 3.2(f) of the Shareholders’ Agreement other than this specific instance.
3. This Consent and Waiver Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which taken together shall constitute one Consent and Waiver Agreement. An executed copy of this Consent and Waiver may be delivered by facsimile transmission or such other means of electronic transmission and it shall not be necessary to confirm execution by delivery of the originally executed documents.

4. This Consent and Waiver Agreement shall enure to the benefit of and be binding upon each of the parties hereto and their respective successors and permitted assigns.
5. This Consent and Waiver Agreement shall be governed by and construed and enforced in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein).

[Signature Page to Immediately Follow]

IN WITNESS WHEREOF the Parties hereto have duly executed this Agreement as of the date first above written.

THE CORPORATION OF THE TOWN OF AJAX

By: _____ c/s

By: _____ c/s

THE CORPORATION OF THE CITY OF BELLEVILLE

By: _____ c/s

By: _____ c/s

THE MUNICIPALITY OF CLARINGTON

By: _____ c/s

By: _____ c/s

THE CORPORATION OF THE CITY OF PICKERING

By: _____ c/s

By: _____ c/s

VERIDIAN CORPORATION

By: _____ c/s

By: _____ c/s

VERIDIAN CONNECTIONS INC.

By: _____ c/s

By: _____ c/s

VERIDIAN ENERGY INC.

By: _____ c/s

By: _____ c/s

TOWN OF AJAX REPORT



REPORT TO: Council

SUBMITTED BY: Brian Skinner
Chief Administrative Officer

PREPARED BY: Leona Barrington, Government Relations Advisor

SUBJECT: Various Appointments and Nominations

WARD(S): All

DATE OF MEETING: December 1, 2014

RECOMMENDATION:

That the following appointments and nominations be approved:

1. ACTING MAYOR

That the draft By-law designating Regional Councillors COLLIER and JORDAN as Acting Mayors be recommended to Council.

2. 2011 - 2014 ANNUAL BUDGET CHAIRS

2015 - Councillor DIES
2016 - Councillor CRAWFORD
2017 - Councillor BROWN
2018 - Councillor ASHBY

3. TORONTO REGION CONSERVATION AUTHORITY (TRCA)

That Regional Councillor JORDAN be nominated for appointment by the Council of the Region of Durham to the Toronto and Region Conservation Authority.

4. CENTRAL LAKE ONTARIO CONSERVATION AUTHORITY (CLOCA)

That Regional Councillor COLLIER be nominated for appointment by the Council of the Region of Durham to the Central Lake Ontario Conservation Authority.

5. **AJAX PUBLIC LIBRARY BOARD**

Councillor CRAWFORD

Citizen Members:

Ms. Natasha Hasham	Mr. Syed Jamil Ahsan	Ms. Avril Alleyne
Mr. Matthew Tapscott	Mr. Dani Goraichy	Mr. Phill White
Mr. Faizal Khan	Ms. Nicole Baker	

6. **PICKERING VILLAGE BUSINESS IMPROVEMENT AREA (BIA) BOARD OF MANAGEMENT (Council Member appointment only)**

That Councillors CRAWFORD and DIES be appointed.

7. **DOWNTOWN AJAX BUSINESS IMPROVEMENT AREA (BIA) BOARD OF MANAGEMENT (Council Member appointment only)**

That Councillor DIES be appointed.

8. **AJAX MUNICIPAL HOUSING CORPORATION (AMHC) BOARD 2014-2018 (Council Member appointment only)**

Mayor's Designate: Councillor ASHBY
Council Representative: Councillor DIES

9. **VERIDIAN CORPORATION BOARD**

Nominee

Councillor DIES (Mayor's Designate)
Councillor JORDAN (Mayor's Designate)
Councillor COLLIER
James MacPHERSON

Date of Term

January 2015 to December 2016
January 2017 to December 2018
January 2015 to December 2018
January 2015 to December 2018

10. **VERIDIAN CONNECTIONS INC.**

Nominee

David McGREGOR

Date of Term

January 2015 to December 2018

11. **ADVISORY COMMITTEES (Council Member appointment only)**

- Accessibility Advisory Committee – Councillor BROWN
- Diversity and Community Engagement Advisory Committee – Councillor ASHBY and Councillor JORDAN
- Environment Advisory Committee – Councillor DIES
- Recreation and Culture Committee – Councillor COLLIER
- Transportation Advisory Committee (formally Active Transportation and Trails) - Councillor CRAWFORD
- Heritage Advisory Committee – Councillor BROWN

12. DURHAM TRAIL COORDINATING COMMITTEE

Councillor COLLIER.

FINANCIAL IMPLICATIONS:

N/A

COMMUNICATION ISSUES:

N/A

CONCLUSION:

These appointments and nominations will be valid for 2014-2018 term, unless otherwise stated.

Leona Barrington – Government Relations Advisor

Brian Skinner – Chief Administrative Officer

TOWN OF AJAX REPORT



REPORT TO: Council

SUBMITTED BY: Director of Legislative and Information Services / Town Clerk

PREPARED BY: Sarah Moore, Committee Coordinator

SUBJECT: Proposed 2014 – 2018 Committee Structure

WARD(S): All

DATE OF MEETING: December 1, 2014

REFERENCE: Advisory Committee Framework Review – May 8, 2014 GGC Report

RECOMMENDATION:

1. That the following Advisory Committees, be re-established for the 2014-2018 term:
 - Accessibility Advisory Committee
 - Diversity and Community Engagement Advisory Committee
 - Environmental Advisory Committee
 - Heritage Advisory Committee
 - Recreation and Culture Advisory Committee
2. That the Active Transportation and Trails Advisory Committee be re-established as the Transportation Advisory Committee for the 2014-2018 term;
3. That the following quasi-judicial bodies, be re-established for the 2014-2018 term:
 - Committee of Adjustment
 - Property Standards Appeals Committee / Animal Services Appeals Committee
4. That the 2015 Committee Meeting Schedule (ATT-1) be approved
5. That the Terms of Reference for the committees (ATT-2-9) named above be approved.
6. That staff undertake the recruitment actions necessary to give effect to these recommendations.

BACKGROUND:

The Town of Ajax seeks to actively engage the advice and recommendations of Ajax residents through the establishment of advisory committees. The authority to establish such committees is

provided for through the Council Procedure By-law and supported by Policy 047 Advisory Committee Policy and Procedure. Staff are required to review the existing structure and offer recommendations on the Advisory Committee system to Council at the commencement of a new Council term.

The Advisory Committee structure was last presented by staff at the beginning of the 2010-2014 term of Council.

DISCUSSION:

A comprehensive review of the Town's Advisory Committee model was conducted in the spring of 2014 in consultation with existing committee members and staff. The review addressed administrative changes to policies and processes relating to the consolidation of recruitment, orientation, attendance management processes, staff and member conduct and roles. Since the conclusion of this review, additional discussions have taken place in relation to the terms of reference and committee mandates with outgoing Advisory Committee staff liaisons and managers.

General Structure and Administration

All committees shall be provided with a fixed mandate and draft work plan, to be developed by the committee staff liaison(s) in accordance with Council priorities, staff projects and initiatives. One to two staff liaisons whose work portfolio aligns with the mandate of the committee shall be appointed by Management to each of the advisory committees for the purpose of attending monthly meetings, providing content, information, direction and feedback on Committee recommendations. A workshop will be provided for all committee staff liaisons in advance of inaugural committee meetings, to inform them of their roles and responsibilities, and to develop preliminary work plan content.

The following summaries identify the committees and mandates proposed to be established for the 2014-2018 term; Terms of Reference are attached to this report.

Accessibility Advisory Committee (ATT-2):

The Town of Ajax Accessibility Advisory Committee is a statutory committee required to be established through the *Ontarians with Disabilities Act, 2001* and the *Accessibility for Ontarians with Disabilities Act, 2005*. This committee maintains strong community membership, representing persons with disabilities from the Town of Ajax. The committee advises Council and staff on specific initiatives to be taken by the organization to reduce and prevent barriers in order to cultivate inclusion within the Ajax community.

The proposed updated mandate of the Accessibility Advisory Committee is to:

- **Provide advice to staff and Council on the development and implementation of the Town of Ajax Multi-year Accessibility Plan;**
- **Provide feedback relative to accessibility on site plans for Town and municipal buildings/facilities, as well as significant renovations and retrofits to Town facilities;**
- **Provide guidance regarding customer feedback, Town programs, services, policy and procedure regarding accessibility;**
- **Monitor the development of legislative accessibility requirements to offer advice on the Town's compliance with various regulations contained therein; and**

- **Assist staff with accessibility-related public outreach, education and awareness initiatives.**

Diversity and Community Engagement Advisory Committee (ATT-3)

The Diversity and Community Engagement Advisory Committee continues to align with the objectives and implementation of the Town of Ajax Diversity and Community Engagement Plan. This committee will be responsible for connecting and engaging all residents of the Town of Ajax with their community and with the governance process. This will be accomplished through understanding, discussion, community building and celebration. The committee will work actively to formulate and recommend opportunities to enhance community relations and inclusiveness, while embracing our diversity. As ambassadors, committee members will nurture and promote a sense of belonging for Ajax residents.

The proposed updated mandate of the Diversity and Community Engagement Advisory Committee is to:

- **Support the goals and objectives of the Diversity and Community Engagement Plan;**
- **Provide advice on policy and practices as presented by Town staff relating to inclusiveness and community building, to ensure that the contributions, interest and needs of all sectors of Ajax's diverse population are reflected in the Town's operations and service delivery;**
- **Foster a greater understanding of matters related to diversity within the Town of Ajax through community partnerships; and**
- **Provide advice on how to engage residents, particularly those newer to the community, in a variety of civic issues and discussions.**

Environmental Advisory Committee (ATT-4)

The Environmental Advisory Committee will promote the preservation, conservation, protection and enhancement of the natural environment within the Town of Ajax in order to improve the quality of life for all residents. The committee works in conjunction with the Town to promote environmental sustainability and conservation of natural resources.

The proposed updated mandate of the Environmental Advisory Committee is to:

- **Promote the preservation, conservation, protection and enhancement of the natural environment in the Town of Ajax;**
- **Assist the Town of Ajax, the Toronto Region Conservation Authority and the Central Lake Ontario Conservation Authority with the implementation of community projects;**
- **Examine and comment on Town policies relating to environmental issues;**
- **Assist with public outreach and education regarding environmental issues (e.g. Ajax Green Living Days, Waste Reduction, etc.); and**
- **Support the implementation of the Town of Ajax Integrated Community Sustainability Plan and Partners for Climate Protection Local Action Plan.**

Heritage Advisory Committee (ATT-5)

The Town of Ajax Heritage Advisory Committee is a statutory committee required to be established through the *Ontario Heritage Act, 1990* and will serve as the Local Architectural Conservation Advisory Committee. In addition, the committee will serve to promote and

preserve the unique local history, including the natural, cultural and architectural heritage and will serve to assist the community in understanding its beginnings, development and future.

The proposed updated mandate of the Heritage Advisory Committee is to:

- **Promote the heritage and history of the Town of Ajax through public outreach and education regarding heritage issues;**
- **Recommend and comment on the designation of properties of cultural heritage value or interest within Ajax (under the *Ontario Heritage Act*) and properties to be added to the Heritage Register;**
- **Preserve historical information, artifacts, historical sites and architecture through the Ajax Archives;**
- **Examine and comment on Town policies relating to Ajax heritage and the Ajax Archives; and**
- **Comment on selected planning applications that may have an impact on heritage properties.**

Recreation and Culture Advisory Committee (ATT-6)

The Town of Ajax Recreation & Culture Advisory Committee will serve to strengthen and increase recreation and cultural opportunities, and seek to improve the quality of life in Ajax for all residents and visitors. Recreation is described in a broad sense that encompasses sport, arts and culture, general leisure programs, festivals and community events, as well as recreation infrastructure.

The proposed updated mandate of the Recreation and Culture Advisory Committee is to:

- **Support and assist with the goals, objectives and strategic directions, as outlined in current and proposed Recreation & Culture planning documents, with a specific focus on the Recreation, Parks and Culture Master Plan, the Integrated Community Arts and Cultural Plan (ICACP) and Sports & Physical Activity Strategy;**
- **Serve as a liaison and advise Council on matters pertaining to the effective and efficient delivery of recreation services, facilities, programs and special events;**
- **Act as a link to the department and the community through various community consultative processes in order to improve and encourage full use of recreation and arts resources available in Ajax;**
- **Identify issues, trends and gaps in service and advise on how to address these in service planning; and**
- **Provide advice on developing neighbourhood/local community programming responsive to demographics and need, that improve the quality of life for residents.**

Transportation Advisory Committee (ATT-7)

The Active Transportation and Trails Advisory Committee was established by Council for its first term in 2010-2014. The Committee was intended to advise Council on matters related to active transportation and trails, monitor the implementation of the Ajax Pedestrian and Bicycle Master Plan and encourage, promote and participate in the planning of active transportation policies, programs and facilities.

Over the course of the term, the Active Transportation and Trails Advisory Committee experienced ongoing struggle with limited content relative to active transportation-related

planning available to come forward to the Committee. This led to confusion and lack of attention on the 'active transportation' portion of the committee. Too much focus was placed on trails, and not enough on other aspects, such as pedestrian safety and cycling networks.

The Town is currently developing a Transportation Demand Management Plan, and the Region of Durham is reviewing its Transportation Master Plan. Additionally, the 2014 Town of Ajax customer polling results indicated that *"when asked top-of-mind (without prompting) about the most important issue facing Ajax, 13% of residents cited traffic (up 7 percentage points from 2010)"* (EnviroNics, 2014). Traffic concerns were noted as a recurring topic throughout the 2014 Municipal Election Candidate debates, as well.

With these expanding and increasing interests, it is proposed that the former Active Transportation and Trails Advisory Committee's mandate be broadened to reflect active transportation and transportation demand management, inclusive of cycling, motorists, pedestrians and the Ajax trail system. Such a mandate will provide increased content to be brought before the Committee and encourage its efficiency. This mandate also will provide better alignment with corporate priorities dedicated to transportation and support the committee's success for the new term.

The Town of Ajax Transportation Advisory Committee shall advise Council on matters related to active transportation and transportation demand management in the areas of traffic, parking regulations and fees; development and use of new/existing on/off-street parking and active transportation facilities; the Ajax trail system; cycling networks and cycling initiatives; pedestrian connectivity; and transportation safety.

The proposed revised mandate of the Transportation Advisory Committee is to:

- **Serve as a liaison between pedestrians, cyclists, motorists and the Town on matters pertaining to transportation and traffic (on street, cycling & trails);**
- **Assist and advise on the development and implementation of new active transportation and transportation demand management strategies, policies, programs and facilities (e.g. Transportation Master Plan, Transportation Demand Management Plan, Pedestrian Bicycle Master Plan);**
- **Promote and encourage active transportation as a feasible mode of transportation in Ajax through Town-led public outreach/education programs and events (e.g. Trailfest, Ajax Moves Three Ways);**
- **Advise on measures required to inform the public on the benefits, necessities and safety associated with active transportation; and**
- **Promote and enhance a continuous and integrated pedestrian and bicycle network (e.g. trails, sidewalks, cycling lanes) within Ajax and with its neighbouring municipalities.**

Quasi-Judicial Bodies

Committee of Adjustment

The Committee of Adjustment (**ATT-8**) is established each term of Council as provided for in Section 34, 44, and 45 of the *Planning Act*. The Committee of Adjustment considers requests to relieve a property from the requirements of the zoning by-law.

Section 45(1) of the *Planning Act* sets out four tests that a minor variance request must satisfy, which are:

- is the request minor in nature;
- is the request desirable for the appropriate development or use of the land, building or structure;
- is the general intent and purpose of the Zoning By-law being maintained; and
- is the general intent and purpose of the Official Plan being maintained.

The Committee of Adjustment can also consider requests related to legal non-conforming uses.

Section 45(2) of the *Planning Act* stipulates that a legal non-conforming use can be enlarged or extended, if the use, building or structure:

- continued until the date of an application to the committee; or
- is similar to or more compatible with the purpose for which it was used on the day the by-law was passed; or
- permitted in the by-law are defined in general terms, but conforms to the uses permitted in the by-law.

Property Standards Appeal/Animal Services Appeal Committee

The *Building Code Act 1992*, S.O. 1992, Chapter 23 provides for the establishment of a Property Standards Appeal Committee (**ATT-9**). The *Municipal Act 2001*, S.O. 2001, Chapter 25 mandates that the Council of a municipality must hold a hearing at the request of an owner of a dog that has been subject to a muzzling order. The Property Standards Appeals/Animal Services Appeals Committee functions to hear appeals from property owners and animal owners who wish to contest Property Standards Orders or Orders to Restrain.

The Committee shall be mandated to:

- Hear evidence presented by witnesses, Town By-law staff, property owners, the owner of the dog, or other individuals that may have evidence relating to the case;
- Make decisions on the status of wither the Property Standards Order or an Order to Restrain; and
- Confirm, modify, rescind or extend the time for complying with the Order.

Members from both quasi-judicial bodies receive a nominal stipend, as they make decisions *on behalf of* Council.

Recruitment & Orientation

Recruitment for the advisory committee membership is scheduled to take place from December 17, 2014 – January 12, 2015. The process will engage a wide cross-section of Ajax residents with the purpose of populating committees with individuals representative of the Ajax community. In addition to the advisory committees named above, staff will also recruit for the Town's two quasi-judicial bodies, Committee of Adjustment and the Property Standards Appeals/Animal Services Appeals Committee.

Approximately 70 nominations for appointment will be sought during the recruitment initiative. Staff liaisons and Council members will continue to take part in the application screening and interview process, with the administrative support of the Committee Coordinator. Committee appointment recommendations will be presented in a staff report scheduled for the February 5, 2015 GGC meeting.

The need to strengthen chairmanship skills across the committees is an ongoing focus. Staff will continue to offer workshops to assist committee Chair and Vice-Chairs, which will also be open to any committee member with an interest in enhancing the role of the committee. The first workshop session of the term will be offered in partnership with orientation and training for all members in mid-February 2015, in time for regular meetings to commence as of March 2015.

EXPENDITURES:

Financial implications pertaining to advisory committees (meeting supplies, orientation, education and training opportunities, etc.) are included in the 2015 operating budget.

COMMUNICATION ISSUES:

Consultation on the proposed changes to the former Active Transportation and Trails Advisory Committee to include a wider range of transportation issues has been undertaken with staff and out-going Active Transportation and Trails Advisory Committee Members. A few members emphasized the importance of complete streets and neighbourhoods and thoughtful urban design as a means of addressing traffic and congestion issues. Members also noted the importance of this committee in the role of promoting and advocating for increased use of various modes of active transportation through participation in events, campaigns, etc. However, the majority of members responding indicated support for the proposed changes.

The consensus is that the broader scope of the proposed Transportation Advisory Committee will benefit Members, staff and Council with greater opportunities for feedback, education, engagement and advocacy, and the ability to tackle these issues and challenges in the coming term.

To assist with encouraging applications for the 2014-2018 Committee Term, staff will be coordinating a Committee Open House on the evening of January 7, 2015. This session will provide prospective members with the opportunity to speak with outgoing committee members and staff liaisons in order to learn more about committee roles and mandates. The Committee Coordinator will continue to work with Corporate Communications to assist with publicizing recruitment and creating a public profile for the Advisory Committees throughout the term.

CONCLUSION:

Pending Council approval for the establishment of advisory committees and quasi-judicial bodies for the 2014-2018 term, staff will begin to undertake the recruitment and appointment process immediately.

ATTACHMENTS:

ATT- 1: 2015 Committee Meeting Schedule

ATT- 2: 2014-2018 Accessibility Advisory Committee Terms of Reference

ATT- 3: 2014-2018 Diversity & Community Engagement Advisory Committee Terms of Reference

ATT- 4: 2014-2018 Environmental Advisory Committee Terms of Reference

ATT- 5: 2014-2018 Heritage Advisory Committee Terms of Reference

ATT- 6: 2014-2018 Recreation and Culture Advisory Committee Terms of Reference

ATT- 7: 2014-2018 Transportation Advisory Committee Terms of Reference

ATT- 8: 2014-2018 Committee of Adjustment Terms of Reference

ATT- 9: 2014-2018 Property Standards Appeal/Animal Services Appeal Committee Terms of Reference

Sarah Moore – Committee Coordinator

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

2015 Advisory Committee Calendar

January						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
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Important Dates & Statutory Holidays 2015

Jan. 1st	New Year's Day	April 3rd	Good Friday	July 10-26th	Pan Am Games	Dec. 25th	Christmas Day
Jan. 7th	Committee Open House	April 5th	Easter Monday	Aug. 3rd	Simcoe Day	Dec. 26th	Boxing Day
Feb. 16th	Family Day	May 18th	Victoria Day	Sept. 7th	Labour Day		
March 16-20th	March Break	July 1st	Canada Day	Oct. 12th	Thanksgiving		
Accessibility Advisory Committee		6 - 8 p.m.	River Plate Room	Heritage Advisory Committee		6 - 8 p.m.	River Plate Room
Diversity & Community Engagement Advisory Committee		6:30-8:30 p.m.	River Plate Room	Recreation & Culture Advisory Committee		6 - 8 p.m.	River Plate Room
Environmental Advisory Committee		6 - 8 p.m.	River Plate Room	Transportation Advisory Committee		6 - 8 p.m.	River Plate Room
Committee of Adjustment		7 p.m.	Council Chambers	Property Standards Appeals / Animal Services Appeals Committee		7 p.m.	Council Chambers

**Town of Ajax Accessibility Advisory Committee
Terms of Reference**

A. Purpose

The Town of Ajax Accessibility Advisory Committee is a statutory committee required to be established through the *Ontarians with Disabilities Act, 2001* and the *Accessibility for Ontarians with Disabilities Act, 2005*. The committee advises Council and staff on specific initiatives to be taken by the organization to reduce and prevent barriers in order to cultivate inclusion within the Ajax community.

B. Mandate

- Provide advice to staff and Council on the development and implementation of the Town of Ajax Multi-year Accessibility Plan;
- Provide feedback relative to accessibility on site plans for Town and municipal buildings/facilities, as well as significant renovations and retrofits to Town facilities;
- Provide guidance regarding customer feedback, Town programs, services, policy and procedure regarding accessibility;
- Monitor the development of legislative accessibility requirements to offer advice on the Town's compliance with various regulations contained therein; and
- Assist staff with accessibility-related public outreach, education and awareness initiatives.

C. Work Plan

The committee work plan shall be developed by **Legislative & Information Services** staff and will appear as a standing item on the agenda so as to facilitate a regular review by the staff resource representative(s) and/or the committee if deemed to be necessary.

D. Lead Department

The **Legislative & Information Services Department** will be the lead for the committee. Staff from other departments and/or members of other agencies may attend meetings as required to provide expertise or report on various matters.

E. Reporting Relationship

The committee is to serve as an advisory body to Council. The committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must first be considered by staff and/or Council. Council may cause the committee to review and report on matters pertaining to the committee's mandate.

F. Committee Composition

The committee shall be comprised of 7-10 voting members who must be Ajax residents. The majority of committee membership shall be represented by persons with disabilities. Appointments will run concurrent with the term of Council. Appointments may be revoked at any time at the discretion of staff and/or Council. The committee shall also consist of up to 2 Members of Council who shall have full voting privileges. All members are to be appointed by way of Council resolution. The Mayor is an ex-officio member.

A representative from the **Legislative & Information Services Department** will serve as a staff resource liaison to the committee. The Committee Coordinator will provide organizational and procedural support to the committee.

Town of Ajax Accessibility Advisory Committee Terms of Reference

Other staff and delegates may be invited to provide input at times, however, they are not to be counted towards quorum and do not have voting privileges.

G. Chairperson

Of the voting members a Chairperson and Vice-Chair shall be elected by majority vote on an annual basis. Members of Council are not eligible to serve as a Chairperson or Vice-Chair. The chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee's mandate. If a Chair or Vice-Chair is not present, members are to select an acting Chairperson to serve in the same capacity for the duration of that meeting.

H. Subcommittees

Subcommittees *may* be formed to complete specific tasks related to the committee's mandate and work plan but must report through the committee.

I. Decision Making and Voting

Where possible, decisions will be made by way of consensus. When a vote is necessary, a motion must be moved and seconded prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. Recorded votes shall not be permitted. The committee shall not reconsider a previous motion, unless directed to so by Council.

J. Quorum

Quorum shall be a simple majority of the total number of committee members (i.e. 50% plus one). If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not to be fully ratified until supported by the majority of members. If no quorum is present and there are time constraints with respect to a particular item on the agenda, the Committee Coordinator may canvass members through alternative means in order to determine committee support for that particular item.

K. Meeting Structure and Format

Regular meetings will be held on a monthly basis. Agendas for each meeting will be distributed to members in advance along with the minutes of the previous meeting. Minutes will be received by Council and substantive recommendations will be forwarded to staff for review and action if deemed necessary. Recommendations must relate to the committee's mandate.

In consultation with the committee and Council, the **Legislative & Information Services Department** will generate content for each meeting so as to ensure progress of the committee's work plan. Relevant content from across Town departments also will be sought through circulation of an agenda forecast.

Committee meetings are open to the public and are subject to the provisions of Section 239 of the *Municipal Act, 2001*. Members of the public who are in attendance shall not interfere with the conduct of the committee.

The ***Town of Ajax Advisory Committee Corporate Policy & Procedure*** (Policy 047) shall be followed for all matters not specifically addressed within this document. These Terms of Reference are established by Council and can only be altered by Council approval.

**Town of Ajax Diversity & Community Engagement Advisory Committee
Terms of Reference**

A. Purpose

The Diversity and Community Engagement Advisory Committee (“the committee”) will be responsible for connecting and engaging all residents of the Town of Ajax with their community and with the governance process. This will be accomplished through understanding, discussion, community building and celebration. The committee will work actively to formulate and recommend opportunities to enhance community relations and inclusiveness, while embracing our diversity. As ambassadors, committee members will nurture and promote a sense of belonging for every Ajax resident.

B. Mandate

- **Support the goals and objectives of the Diversity and Community Engagement Plan;**
- **Provide advice on policy and practices as presented by Town staff relating to inclusiveness and community building, to ensure that the contributions, interest and needs of all sectors of Ajax’s diverse population are reflected in the Town’s operations and service delivery;**
- **Foster a greater understanding of matters related to diversity within the Town of Ajax through community partnerships; and**
- **Provide advice on how to engage residents, particularly those newer to the community, in a variety of civic issues and discussions.**

C. Work Plan

The committee work plan shall be developed by **Recreation & Culture** and **Office of the CAO** staff and will appear as a standing item on the agenda so as to facilitate a regular review by the staff resource representative(s) and/or the committee if deemed to be necessary.

D. Lead Department

The **Recreation & Culture Services Department** and **Office of the CAO** will be the lead departments for the committee. Staff from other departments and/or members of other agencies may attend meetings as required to provide expertise or report on various matters.

E. Reporting Relationship

The committee is to serve as an advisory body to Council. The committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must first be considered by staff and/or Council. Council may cause the committee to review and report on matters pertaining to the committee’s mandate.

F. Committee Composition

The committee shall be comprised of 7-12 voting members who must be Ajax residents. Appointments will run concurrent with the term of Council. Appointments may be revoked at any time at the discretion of staff and/or Council. The committee shall also consist of up to 2 Members of Council who shall have full voting privileges. All members are to be appointed by way of Council resolution. The Mayor is an ex-officio member.

Representatives from the **Recreation & Culture Department** and **Office of the CAO** will serve as staff resource liaisons to the committee.

Town of Ajax Diversity & Community Engagement Advisory Committee Terms of Reference

The Committee Coordinator will provide organizational and procedural support to the committee. Other staff and delegates may be invited to provide input at times, however, they are not to be counted towards quorum and do not have voting privileges.

G. Chairperson

Of the voting members a Chairperson and Vice-Chair shall be elected by majority vote on an annual basis. Members of Council are not eligible to serve as a Chairperson or Vice-Chair. The chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee's mandate. If a Chair or Vice-Chair is not present, members are to select an acting Chairperson to serve in the same capacity for the duration of that meeting.

H. Subcommittees

Subcommittees may be formed to complete specific tasks related to the committee's mandate and work plan but must report through the committee.

I. Decision Making and Voting

Where possible, decisions will be made by way of consensus. When a vote is necessary, a motion must be moved and seconded prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. Recorded votes shall not be permitted. The committee shall not reconsider a previous motion, unless directed to so by Council.

J. Quorum

Quorum shall be a simple majority of the total number of committee members (i.e. 50% plus one). If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not be fully ratified until supported by the majority of members. If no quorum is present and there are time constraints with respect to a particular item on the agenda, the Committee Coordinator may canvass members through alternative means in order to determine committee support for that particular item.

K. Meeting Structure and Format

Regular meetings will be held on a monthly basis. Agendas for each meeting will be distributed to members in advance along with the minutes of the previous meeting. Minutes will be received by Council and substantive recommendations will be forwarded to staff for review and action if deemed necessary. Recommendations must relate to the committee's mandate.

In consultation with the committee and Council, representatives from the Recreation & Culture Services Department and Office of the CAO will generate content for each meeting so as to ensure progress of the committee's work plan. Relevant content from across Town departments also will be sought through circulation of an agenda forecast.

Committee meetings are open to the public and are subject to the provisions of Section 239 of the *Municipal Act, 2001*. Members of the public who are in attendance shall not interfere with the conduct of the committee.

The ***Town of Ajax Advisory Committee Corporate Policy & Procedure*** (Policy 047) shall be followed for all matters not specifically addressed within this document. These Terms of Reference are established by Council and can only be altered by Council approval.

**Town of Ajax Environmental Advisory Committee
Terms of Reference**

A. Purpose

The Town of Ajax Environmental Advisory Committee (“the committee”) will promote the preservation, conservation, protection and enhancement of the natural environment within the Town of Ajax in order to improve the quality of life for all residents. The committee works in conjunction with the Town to promote environmental sustainability and conservation of natural resources.

B. Mandate

- **Promote the preservation, conservation, protection and enhancement of the natural environment in the Town of Ajax;**
- **Assist the Town of Ajax, the Toronto Region Conservation Authority and the Central Lake Ontario Conservation Authority with the implementation of community projects;**
- **Examine and comment on Town policies relating to environmental issues;**
- **Assist with public outreach and education regarding environmental issues (e.g. Ajax Green Living Days, Waste Reduction, etc.); and**
- **Support the implementation of the Town of Ajax Integrated Community Sustainability Plan and Partners for Climate Protection Local Action Plan.**

C. Work Plan

The committee work plan shall be developed by **Operations & Environmental Services** staff and will appear as a standing item on the agenda so as to facilitate a regular review by the staff resource representative(s) and/or the committee if deemed to be necessary.

D. Lead Department

The **Operations & Environmental Services Department** will be the lead department for the committee. Staff from other departments and/or members of other agencies may attend meetings as required to provide expertise or report on various matters.

E. Reporting Relationship

The committee is to serve as an advisory body to Council. The committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must first be considered by staff and/or Council. Council may cause the committee to review and report on matters pertaining to the committee’s mandate.

F. Committee Composition

The committee shall be comprised of 7-10 voting members who must be Ajax residents. Appointments will run concurrent with the term of Council. Appointments may be revoked at any time at the discretion of staff and/or Council. The committee shall also consist of up to 2 Members of Council who shall have full voting privileges. All members are to be appointed by way of Council resolution. The Mayor is an ex-officio member.

Representatives from the **Operations & Environmental Services** will serve as staff resources to the committee. The Committee Coordinator will provide organizational and procedural support to the committee. Other staff and delegates may be invited to provide input at times, however, they are not to be counted towards quorum and do not have voting privileges.

Town of Ajax Environmental Advisory Committee Terms of Reference

G. Chairperson

Of the voting members a Chairperson and Vice-Chair shall be elected by majority vote on an annual basis. Members of Council are not eligible to serve as a Chairperson or Vice-Chair. The chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee's mandate. If a Chair or Vice-Chair is not present, members are to select an acting Chairperson to serve in the same capacity for the duration of that meeting.

H. Subcommittees

Subcommittees *may* be formed to complete specific tasks related to the committee's mandate and work plan but must report through the committee.

I. Decision Making and Voting

Where possible, decisions will be made by way of consensus. When a vote is necessary, a motion must be moved and seconded prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. Recorded votes shall not be permitted. The committee shall not reconsider a previous motion, unless directed to so by Council.

J. Quorum

Quorum shall be a simple majority of the total number of committee members (i.e. 50% plus one). If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not be fully ratified until supported by the majority of members. If no quorum is present and there are time constraints with respect to a particular item on the agenda, the Committee Coordinator may canvass members through alternative means in order to determine committee support for that particular item.

K. Meeting Structure and Format

Regular meetings will be held on a monthly basis. Agendas for each meeting will be distributed to members in advance along with the minutes of the previous meeting. Minutes will be received by Council and substantive recommendations will be forwarded to staff for review and action if deemed necessary. Recommendations must relate to the committee's mandate.

In consultation with the committee and Council, representatives from the Operations & Environmental Services Department will generate content for each meeting so as to ensure progress of the committee's work plan. Relevant content from across Town departments also will be sought through circulation of an agenda forecast.

Committee meetings are open to the public and are subject to the provisions of Section 239 of the *Municipal Act, 2001*. Members of the public who are in attendance shall not interfere with the conduct of the committee.

The ***Town of Ajax Advisory Committee Corporate Policy & Procedure*** (Policy 047) shall be followed for all matters not specifically addressed within this document. These Terms of Reference are established by Council and can only be altered by Council approval.

Last updated:

**Town of Ajax Heritage Advisory Committee
Terms of Reference**

A. Purpose

The Heritage Advisory Committee (“the committee”) will promote and preserve the unique local history, including the natural, cultural and architectural heritage and will serve to assist the community in understanding its beginnings, development and future. In addition, the committee will serve as the Local Architectural Conservation Advisory Committee in accordance with the *Ontario Heritage Act, 1990*.

B. Mandate

- **Promote the heritage and history of the Town of Ajax through public outreach and education regarding heritage issues;**
- **Recommend and comment on the designation of properties of cultural heritage value or interest within Ajax (under the *Ontario Heritage Act*) and properties to be added to the Heritage Register;**
- **Preserve historical information, artifacts, historical sites and architecture through the Ajax Archives;**
- **Comment on Town policies relating to Ajax heritage and the Ajax Archives; and**
- **Comment on selected planning applications that may have an impact on heritage properties.**

C. Work Plan

The committee work plan shall be developed by **Planning & Development Services** with assistance provided by **Legislative & Information Services** staff and will appear as a standing item on the agenda so as to facilitate a regular review by the staff liaison representative(s) and/or the committee if deemed to be necessary.

D. Lead Department

The **Planning & Development Services Department** will be the lead for the committee. Staff from other departments and/or members of other agencies may attend meetings as required to provide expertise or report on various matters.

E. Reporting Relationship

The committee is to serve as an advisory body to Council. The committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must first be considered by staff and/or Council. Council may cause the committee to review and report on matters pertaining to the committee’s mandate.

F. Committee Composition

The committee shall be comprised of 7-10 voting members who must be Ajax residents. Appointments will run concurrent with the term of Council. Appointments may be revoked at any time at the discretion of staff and/or Council. The committee shall also consist of up to 2 Members of Council who shall have full voting privileges. All members are to be appointed by way of Council resolution. The Mayor is an ex-officio member.

Representatives from the **Planning & Development Services Department** and the **Legislative & Information Services Department** will serve as a staff resource liaisons to the committee. The Committee Coordinator will provide organizational and procedural support to the committee. Other staff and delegates may be invited to provide input at times, however, they are not to be counted towards quorum and do not have voting privileges.

**Town of Ajax Heritage Advisory Committee
Terms of Reference**

G. Chairperson

Of the voting members a Chairperson and Vice-Chair shall be elected by majority vote on an annual basis. Members of Council are not eligible to serve as a Chairperson or Vice-Chair. The chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee's mandate. If a Chair or Vice-Chair is not present, members are to select an acting Chairperson to serve in the same capacity for the duration of that meeting.

H. Subcommittees

Subcommittees *may* be formed to complete specific tasks related to the committee's mandate and work plan but must report through the committee.

I. Decision Making and Voting

Where possible, decisions will be made by way of consensus. When a vote is necessary, a motion must be moved and seconded prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. Recorded votes shall not be permitted. The committee shall not reconsider a previous motion, unless directed to so by Council.

J. Quorum

Quorum shall be a simple majority of the total number of committee members (i.e. 50% plus one). If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not be fully ratified until supported by the majority of members. If no quorum is present and there are time constraints with respect to a particular item on the agenda, the Committee Coordinator may canvass members through alternative means in order to determine committee support for that particular item.

K. Meeting Structure and Format

Regular meetings will be scheduled on a monthly basis. Agendas for each meeting will be distributed to members in advance along with the minutes of the previous meeting. The Committee Coordinator will provide secretariat services to the committee. Minutes will be received by Council and substantive recommendations will be forwarded to staff for review and action if deemed necessary. Recommendations must relate to the committee's mandate.

In consultation with the committee and Council, representatives from the **Planning & Development Services** and **Legislative & Information Services** departments will generate content for each meeting so as to ensure progress of the committee's work plan. Relevant content from across Town departments also will be sought through circulation of an agenda forecast.

Committee meetings are open to the public and are subject to the provisions of Section 239 of the *Municipal Act, 2001*. Members of the public who are in attendance shall not interfere with the conduct of the committee.

The ***Town of Ajax Advisory Committee Corporate Policy & Procedure*** (Policy 047) shall be followed for all matters not specifically addressed within this document. These Terms of Reference are established by Council and can only be altered by Council approval.

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Town of Ajax Recreation & Culture Advisory Committee
Terms of Reference

A. Purpose

The Town of Ajax Recreation & Culture Advisory Committee (“the committee”) will serve to strengthen and increase recreation and cultural opportunities, and seek to improve the quality of life in Ajax for all residents and visitors. Recreation is described in a broad sense that encompasses sport, arts and culture, general leisure programs, festivals and community events, as well as recreation infrastructure.

B. Mandate

- **Support and assist with the goals, objectives and strategic directions, as outlined in current and proposed Recreation & Culture planning documents, with a specific focus on the Recreation, Parks and Culture Master Plan, the Integrated Community Arts and Cultural Plan (ICACP) and Sports & Physical Activity Strategy;**
- **Serve as a liaison and advise Council on matters pertaining to the effective and efficient delivery of recreation services, facilities, programs and special events;**
- **Act as a link to the department and the community through various community consultative processes in order to improve and encourage full use of recreation and arts resources available in Ajax;**
- **Identify issues, trends and gaps in service and advise on how to address these in service planning; and**
- **Provide advice on developing neighbourhood/local community programming responsive to demographics and need, that improve the quality of life for residents.**

C. Work Plan

The committee work plan shall be developed by **Recreation & Culture** staff and will appear as a standing item on the agenda so as to facilitate a regular review by the staff resource liaison representative(s) and/or the committee if deemed to be necessary.

D. Lead Department

The **Recreation & Culture Department** will be the lead for the committee. Staff from other departments and/or members of other agencies may attend meetings as required to provide expertise or report on various matters.

E. Reporting Relationship

The committee is to serve as an advisory body to Council. The committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must first be considered by staff and/or Council. Council may cause the committee to review and report on matters pertaining to the committee’s mandate.

F. Committee Composition

The committee shall be comprised of 7-10 voting members who must be Ajax residents. Appointments will run concurrent with the term of Council. Appointments may be revoked at any time at the discretion of staff and/or Council. The committee shall also consist of up to 2 Members of Council who shall have full voting privileges. All members are to be appointed by way of Council resolution. The Mayor is an ex-officio member.

A representative from the **Recreation & Culture** department will serve as a staff resource liaison to the committee. The Committee Coordinator will provide organizational and procedural support to the committee.

Town of Ajax Recreation & Culture Advisory Committee Terms of Reference

Other staff and delegates may be invited to provide input at times, however, they are not to be counted towards quorum and do not have voting privileges.

G. Chairperson

Of the voting members a Chairperson and Vice-Chair shall be elected by majority vote on an annual basis. Members of Council are not eligible to serve as a Chairperson or Vice-Chair. The chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee's mandate. If a Chair or Vice-Chair is not present, members are to select an acting Chairperson to serve in the same capacity for the duration of that meeting.

H. Subcommittees

Subcommittees *may* be formed to complete specific tasks related to the committee's mandate and work plan but must report through the committee.

I. Decision Making and Voting

Where possible, decisions will be made by way of consensus. When a vote is necessary, a motion must be moved and seconded prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. Recorded votes shall not be permitted. The committee shall not reconsider a previous motion, unless directed to so by Council.

J. Quorum

Quorum shall be a simple majority of the total number of committee members (i.e. 50% plus one). If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not be fully ratified until supported by the majority of members. If no quorum is present and there are time constraints with respect to a particular item on the agenda, the Committee Coordinator may canvass members through alternative means in order to determine committee support for that particular item.

K. Meeting Structure and Format

Regular meetings will be held on a monthly basis. Agendas for each meeting will be distributed to members in advance along with the minutes of the previous meeting. The Committee Coordinator will provide secretariat services to the committee. Minutes will be received by Council and substantive recommendations will be forwarded to staff for review and action if deemed necessary. Recommendations must relate to the committee's mandate.

In consultation with the committee and Council, representatives from the Recreation & Culture Services Department will generate content for each meeting so as to ensure progress of the committee's work plan. Relevant content from across Town departments also will be sought through circulation of an agenda forecast.

Committee meetings are open to the public and are subject to the provisions of Section 239 of the *Municipal Act, 2001*. Members of the public who are in attendance shall not interfere with the conduct of the committee.

The ***Town of Ajax Advisory Committee Corporate Policy & Procedure*** (Policy 047) shall be followed for all matters not specifically addressed within this document. These Terms of Reference are established by Council and can only be altered by Council approval.

Last updated:

**Town of Ajax Transportation Advisory Committee
Terms of Reference**

A. Purpose

The Town of Ajax Transportation Advisory Committee (“the committee”) will advise Council on matters related to active transportation and transportation demand in the areas of traffic, parking regulations and fees; development and use of new/existing on/off-street parking and active transportation facilities; the Ajax trail system; cycling networks and cycling initiatives, pedestrian connectivity; and transportation safety.

B. Mandate

- **Serve as a liaison between pedestrians, cyclists, motorists and the Town on matters pertaining to transportation and traffic (on street, cycling & trails);**
- **Assist and advise on the development and implementation of new active transportation and transportation demand management strategies, policies, programs and facilities (e.g. Transportation Master Plan, Transportation Demand Management Plan, Pedestrian Bicycle Master Plan);**
- **Promote and encourage active transportation as a feasible mode of transportation in Ajax through Town-led public outreach/education programs and events (e.g. Trailfest, Ajax Moves Three Ways);**
- **Advise on measures required to inform the public on the benefits, necessities and safety associated with active transportation; and**
- **Promote and enhance a continuous and integrated pedestrian and bicycle network (e.g. trails, sidewalks, cycling lanes) within Ajax and with its neighbouring municipalities.**

C. Work Plan

The committee work plan shall be developed by **Planning & Development Services** staff and will appear as a standing item on the agenda so as to facilitate a regular review by the staff resource representative(s) and/or the committee if deemed to be necessary.

D. Lead Department

The **Planning & Development Services Department** will be the lead for the committee. Staff from other departments and/or members of other agencies may attend meetings as required to provide expertise or report on various matters.

E. Reporting Relationship

The committee is to serve as an advisory body to Council. The committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must first be considered by staff and/or Council. Council may cause the committee to review and report on matters pertaining to the committee’s mandate.

F. Committee Composition

The committee shall be comprised of 7-10 voting members who must be Ajax residents. Appointments will run concurrent with the term of Council. Appointments may be revoked at any time at the discretion of staff and/or Council. The committee shall also consist of up to 2 Members of Council who shall have full voting privileges. All members are to be appointed by way of Council resolution. The Mayor is an ex-officio member.

A representative(s) from the **Planning & Development Services Department** will serve as a staff resource liaison to the committee.

Town of Ajax Transportation Advisory Committee Terms of Reference

The Committee Coordinator will provide organizational and procedural support to the committee. Other staff and delegates may be invited to provide input at times, however, they are not to be counted towards quorum and do not have voting privileges.

G. Chairperson

Of the voting members a Chairperson and Vice-Chair shall be elected by majority vote on an annual basis. Members of Council are not eligible to serve as a Chairperson or Vice-Chair. The chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee's mandate. If a Chair or Vice-Chair is not present, members are to select an acting Chairperson to serve in the same capacity for the duration of that meeting.

H. Subcommittees

Subcommittees *may* be formed to complete specific tasks related to the committee's mandate and work plan but must report through the committee.

I. Decision Making and Voting

Where possible, decisions will be made by way of consensus. When a vote is necessary, a motion must be moved and seconded prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. Recorded votes shall not be permitted. The committee shall not reconsider a previous motion, unless directed to so by Council.

J. Quorum

Quorum shall be a simple majority of the total number of committee members (i.e. 50% plus one). If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not be fully ratified until supported by the majority of members. If no quorum is present and there are time constraints with respect to a particular item on the agenda, the Committee Coordinator may canvass members through alternative means in order to determine committee support for that particular item.

K. Meeting Structure and Format

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In consultation with the committee and Council, representatives from the **Planning & Development Services Department** will generate content for each meeting so as to ensure progress of the committee's work plan Relevant content from across Town departments also will be sought through circulation of an agenda forecast.

Committee meetings are open to the public and are subject to the provisions of Section 239 of the *Municipal Act, 2001*. Members of the public who are in attendance shall not interfere with the conduct of the committee.

The ***Town of Ajax Advisory Committee Corporate Policy & Procedure*** (Policy 047) shall be followed for all matters not specifically addressed within this document. These Terms of Reference are established by Council and can only be altered by Council approval.

TOWN OF AJAX

Committee of Adjustment

Terms of Reference

1. Mandate

The Committee of Adjustment has five members appointed by Council. The responsibilities of the Committee are established by Sections 34, 44, and 45 of the *Planning Act* and related *Ontario Regulations*. The Committee considers matters of zoning variance which are often of the utmost importance to individual applicants, but which are not of sufficient magnitude to warrant the formal consideration of Town Council.

The Committee of Adjustment may consider requests for minor relief from the provisions of the Town of Ajax Zoning By-law to any land, building or structure, provided the requests satisfy the four tests outlined in Section 45(1) of the *Planning Act*, which are:

- the request is minor in nature;
- the request is desirable for the appropriate development of the land, building, or structure;
- the request maintains the general intent of the Zoning By-law;
- the request maintains the general intent of the Official Plan.

The Committee may also consider requests to extend or enlarge the legal non-conforming use of any land building or structure.

The Committee of Adjustment shall:

- Hear presentations from property owner(s), applicants, or authorized agent(s);
- Make a decision based on the presentation by the property owner(s), authorized agent(s), and the staff report to the Committee of Adjustment.
- Approve, refuse, table, defer, or modify the recommendations of the staff report to the Committee of Adjustment.

2. Reporting & Functional Relationships

The Senior Development Planner of Planning & Development Services will act as the Secretary-Treasurer and staff resource person for the Committee of Adjustment.

Staff will provide a report to Council on its activities and decisions annually.

3. Committee of Adjustment Membership

The Committee of Adjustment shall consist of five (5) public citizens appointed by the Council of the Town of Ajax. The Town Clerk or Designate, and a Town Councillor shall recruit, interview and recommend five individuals for appointment to the Committee.

Three (3) members shall constitute a quorum. Section 1 of "Schedule A", Rules of Procedure, shall apply if no quorum is present.

Committee Members must have the ability to understand and apply the provisions of the Town's Official Plan and Zoning By-law and should be considered impartial with respect to their ability to fulfill their responsibilities.

Remuneration (\$65.00 per meeting for Committee members and \$70.00 per meeting for the Chair) shall be provided to the members in December of each year of the Committee.

The Term of the Committee of Adjustment is four years, corresponding with the Term of Council.

A Chair will be elected by the Committee members and will serve for a one year term. A Vice-Chair will be chosen for the entire four year term to act on behalf of the Chair when he/she is not available. The Chair/Vice-Chair will ensure that decorum is maintained at each meeting and that "Schedule A", Rules of Procedure is observed at all times.

The appointment of a Committee member shall be rescinded if the member is absent from 3 consecutive meetings or absent for over 50% of the meetings in one year, unless excused by the Committee due to extenuating circumstances. Where a vacancy occurs for any reason, Council shall by resolution appoint a person qualified to be on the Committee for the remainder of the term.

4. Meeting Structure

The Committee will be called to order for a mandatory training session at the beginning of the term. Monthly meetings will be scheduled, however, it is understood that additional meetings may be called, if needed. Further, if no applications are received by the deadline for the scheduled meeting, the Committee of Adjustment meeting will be cancelled. The date and time of the meetings will be coordinated by the Secretary-Treasurer of the Committee of Adjustment and communicated directly to the committee members.

A Secretary-Treasurer of the Committee of Adjustment will be provided for by the Town of Ajax. An agenda shall be prepared for each Committee of Adjustment meeting and the Minutes of each meeting shall outline the general deliberations and specific actions and decisions that result. The Committee of Adjustment shall provide its decision in writing to all parties.

Regardless of whether the Committee of Adjustment decides in favour or not, of the application, the decision is not final for 20 days after the decision. During this time period anyone who does not agree with the decision of the Committee of Adjustment may appeal the decision to the Ontario Municipal Board. The appeal must be made within twenty days of the decision. The appeal must be submitted to the Secretary-Treasurer of the Committee of Adjustment in Planning & Development Services outlining the reasons for the appeal, together with a cheque in the amount of \$125.00 payable to the Minister of Finance of Ontario.

Failure to Attend by Applicant/Authorized Agent

Where an applicant or authorized agent has filed an application to the Committee of Adjustment and does not attend the meeting at the time and place appointed, the Committee of Adjustment shall determine whether or not the application can be heard or if the application is to be deferred/tabled until the next scheduled meeting with the Committee of Adjustment. If the application is deferred/tabled by the Committee of Adjustment, the applicant or authorized agent will be required to pay the requisite fee in accordance with the Town of Ajax *Planning Act Fees and Charges By-law* as may be amended from time to time, to move the application to the next scheduled meeting of the Committee of Adjustment.

Public Access

All Committee of Adjustment meeting shall be fully accessible to the general public and the agenda shall be posted to the Town's website the day the committee members receive their agendas and the minutes shall be posted on the Town's website within five (5) business days (where possible) after the Committee of Adjustment meeting. The Committee of Adjustment shall render its decision on the matter in the presence of the public, the applicant, authorized agent, staff, and other interested parties.

Confidentiality

Members of the Committee of Adjustment shall not permit any person, other than those who are legally entitled, to inspect or have access to information. If unsure, the Committee shall discuss this matter with the Town Clerk or Designate.

SCHEDULE "A"

RULES OF PROCEDURES

1. Quorum

- 1.1 A quorum of Committee shall be 3 Members.
- 1.2 If a quorum is not present within 15 minutes after the time appointed for a meeting, the Secretary-Treasurer shall record the names of the Members present and the meeting shall stand adjourned until the date of the next scheduled regular meeting.
- 1.3 Members of Committee are encouraged to notify the Secretary-Treasurer when the Member is aware that he/she will be absent from any meeting of the Committee of Adjustment.

2. Meetings Open to the Public

- 2.1 All proceedings of the Committee of Adjustment shall be open to the public.

3. Conduct of Applicants, Authorized Agents, Members of the Public, or Other Interested Parties

- 3.1 Applicants, Authorized Agents, or Members of the Public, or Other Interested Parties shall not:
 - a) Speak disrespectfully of any person;
 - b) Use offensive words;
 - c) Speak on any subject other than the subject for which they have received approval to address Committee;
 - d) Disobey the decision of the Chair or Committee;
 - e) Enter into cross debate with other persons present, Town staff, Members, or the Chair.
- 3.2 Persons desiring to make an application to the Committee of Adjustment shall submit a complete application to the Secretary-Treasurer of the Committee of Adjustment, by the prescribed deadline for the next scheduled Committee of Adjustment meeting.
- 3.3 Notwithstanding section 3.2, 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 Committee of Adjustment for which the public has been invited.
- 3.4 Individuals shall be permitted to speak on a matter only once and be limited to speak for no more than 10 minutes. A five minute extension to speak may be decided, without debate, by a majority of Committee Members present. Where there are numerous individuals taking the same position on a matter, they are encouraged not to repeat information presented by an earlier delegation.

- 3.5 The Chair can limit the number individuals speaking if he/she believes that the information being provided has already been presented to the Committee of Adjustment.
- 3.6 Members of the Committee of Adjustment shall be permitted to ask questions of applicants or authorized agents, but shall not make statements to nor enter into debate with such persons.

4. Order of Business

Agenda

- 4.1 The Secretary-Treasurer shall prepare and cause to be circulated for the use of the Members at the regular scheduled meetings of the Committee of Adjustment, an agenda listing the Order of Business, as follows:
- a) Call to Order
 - b) Adoption of Minutes from the previous Committee of Adjustment Meeting
 - c) Outline of the General Mandate of the Committee of Adjustment
 - d) Public Meeting/Hearing of Submitted Applications
 - e) Other Business/New Business
 - f) Adjournment
- 4.2 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.
- 4.3 The agenda will be delivered to each Members residence no later than the Friday prior to the regular scheduled Committee of Adjustment meeting.

Call to Order

- 4.4 As soon after the hour fixed for the holding of the meeting of the Committee of Adjustment as a quorum is present, the Chair shall call the Members to order.
- 4.5 If the Chair does not attend a meeting of the Committee of Adjustment within five minutes after the time appointed, the Secretary-Treasurer shall call the Members to order and the Vice Chair shall preside until the arrival of the Chair.
- 4.6 If the Vice Chair is not present at the time when the Secretary-Treasurer calls the Members to order, the Members present shall appoint a Presiding Member who shall preside over the meeting.
- 4.7 The Chair shall advise all persons present that any and all electronic devices shall be turned off for the duration of the meeting.

Minutes

- 4.8 The Secretary-Treasurer shall cause minutes to be taken of each meeting of the Committee of Adjustment, which shall include:
- a) the place, date, and time of the meeting;

- b) the attendance of the Members; should a member enter after the commencement of a meeting or leave prior to adjournment, the time shall be noted;
 - c) all other proceedings of the Committee of Adjustment without note or comment.
- 4.9 Minutes of the last regular meeting of the Committee of Adjustment shall be included in the agenda and may be adopted by the Committee of Adjustment without having been read at the meeting at which the question of their adoption is considered.

General Mandate

- 4.10 The Chair shall outline the general mandate of the Committee of Adjustment prior to proceeding with the first application on the agenda.

Public Meeting/Submitted Applications

- 4.11 The Chair will co-ordinate the meeting as it is outlined on the meeting Agenda. The format is outlined in Section 8 of this document. The Chair has the ability to deviate from the format as he/she deems necessary but shall always strive to have it maintained as written.

Other / New Business

- 4.12 Items of business requiring the direction of the Committee of Adjustment will appear under this section of the agenda. These matters shall generally pertain to information items only.

5. Rules of Debate and Conduct

Conduct of Members of Committee

- 5.1 No Member shall:
- a) speak disrespectfully of the Reigning Sovereign, of any Member of the Royal Family, of the Governor-General of Canada, of the Lieutenant-Governor of any Province, of any Member of Senate or of any elected assembly;
 - b) use offensive words or against the Council or against any Member, or any officer or employee of the Town of Ajax;
 - c) speak on any subject other than the subject in debate;
 - d) disobey the Rules of Procedure or a decision of the Committee of Adjustment Chair on questions of order or procedure or upon the interpretation of the Rules of Procedure; and in case a Member persists in any such disobedience after having been called to order, the Chair shall forthwith order him or her to vacate the Chamber in which the meeting is being held, but if the Member apologizes he or she may, by majority vote of the Members of Committee, be permitted to retake his or her seat;
 - e) speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, ethnic origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status, or disability.

Rules of Debate

- 5.2 The Chair shall preserve order and decorum and decide questions of order subject to an application to the Committee of Adjustment by any Member.
- 5.3 When two or more Members desire to speak, the Chair shall designate the Member who has the floor.
- 5.4 No Member shall be deemed to have precedence or seniority over any other Member.
- 5.5 Before speaking to a question or motion, a Member shall be acknowledged by the Chair and shall address the Chair.
- 5.6 When a Member is speaking, no other Member shall pass between that Member and the Chair or interrupt that Member except to raise a point of order.
- 5.7 A Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member who is speaking.
- 5.8 No Member, without leave of the Committee, shall speak to the same question, or reply, for longer than five minutes.
- 5.9 A Member may ask a question for the purpose of obtaining information relating to the matter under discussion and such question shall be stated concisely and asked only through the Chair.
- 5.10 When a Member has been recognized as the next speaker, before speaking the Member may ask a question of or through the Chair on the matter under discussion for the purpose of obtaining information, following which the Member may speak.

Points of Order

- 5.11 When a Member desires to call attention to a violation of the rules of procedure, the Member shall ask leave of the Chair to raise a point of order, and after leave is granted, shall state the point of order to the Chair succinctly and the Chair shall then decide upon the point of order and advise the Members of his/her decision.
- 5.12 Unless a Member immediately appeals the Chair's decision to the Committee, the decision of the Chair shall be final.
- 5.13 If a Member appeals to Committee on a point of order, Committee shall hear the reason for the appeal from the appellant and the reason for the decision from the Chair, and shall decide the question without debate. The decision of Committee under this section shall be final.

6. Motions

- 6.1 A motion presented to the Committee of Adjustment need not be in writing, but will require a seconder.
- 6.2 When a motion is presented and has been seconded, it shall be stated by the Chair/Member before debate.

- 6.3 After a motion is stated by the Chair/Member it shall be deemed to be in possession of the Committee of Adjustment, but may with permission of the mover, be withdrawn at any time before decision or amendment.
- 6.4 A motion in respect of a matter which is beyond the jurisdiction of the Committee of Adjustment shall not be in order.
- 6.5 A motion properly before the Committee of Adjustment for decision must receive disposition before any other motion can be received.

7 Voting

- 7.1 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.
- 7.2 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.
- 7.3 A Member not in their seat when the question is called by the Chair is not entitled to vote on that question.
- 7.4 Immediately preceding the taking of the vote, the Chair shall state the question in the form introduced.
- 7.5 The Chair shall announce the result of every vote.
- 7.6 If a Member disagrees with the announcement of the Chair that a question is carried or defeated, he/she may immediately after the declaration by the Chair, state their objection to the declaration and request that a recorded vote be taken on the question.

Recorded Vote

- 7.7 When a recorded vote is requested by a Member, or is otherwise required, the Secretary-Treasurer 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 Chair shall vote last.

Tied Vote

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

8. Hearing of Submitted Applications

- 8.1 The Chair will welcome all individuals present and call the first application on the meeting Agenda.
- 8.2 The Chair will explain the Mandate of the Committee of Adjustment and the format of the meeting.
- 8.3 The Chair will outline the submitted application and reiterate the request before the Committee of Adjustment.

- 8.4 The applicant or authorized agent will present their application to the Committee of Adjustment. The Committee of Adjustment will ask the applicant/authorized agent questions. The Committee of Adjustment will then ask if there are any other interested parties that wish to speak to the submitted application. The Committee of Adjustment can then ask questions of the any interested party. Then the Chair of the Committee of Adjustment will ask for a motion from the Committee on the submitted application and a motion will be brought forward, seconded and then voted on.
- 8.5 At any time the Committee can ask questions of staff or of any witnesses who have already spoken to get clarification on an issue.
- 8.6 Once a decision is made by the Committee of Adjustment, the Chair will explain the appeal process should an individual not agree with a decision of the Committee of Adjustment, pursuant to the ***Planning Act***.
- 8.7 The Chair will orally notify the Applicant/Authorized Agent of the Committee's decision with regard to the application. The Chair will also notify the Applicant/Authorized Agent that the Committee's decision will be provided to them in writing.
- 8.8 The above process will continue until the Committee has heard all the applications listed on the Agenda for that meeting.

TOWN OF AJAX

Property Standards Appeal Committee/Animal Services Appeal Committee

Terms of Reference

1. Mandate

The Town of Ajax Property Standards Appeal Committee & the Animal Services Appeal Committee (the “Committee”) has full delegation of the authority in the **Building Code Act and the Municipal Act** to hear appeals from both property owners and dog owners who disagree with either a Property Standards Order or an Order to Restrain.

Although both of these Committees have the same members, each Committee is a separate entity. During the Public Meeting / Appeals portion of the Agenda, one Committee shall come to Order, deal with their respective Appeals in their entirety, adjourn, and then the other Committee shall come to Order and hear the remaining Appeals.

The Committee Shall:

- Hear evidence presented by witnesses, Town By-law Staff, property owners, the owner of the dog, or other individuals that may have evidence relating to the case.
- Make decisions on the status of either the Property Standards Order or an Order to Restrain.
- Confirm, modify, rescind, or extend the time for complying with the Order.

2. Reporting & Functional Relationships

The Manager of By-law Services will act as the staff resource person for the Committee.

Staff will make a semi-annual report to Council on its activities and decisions and provide the Minutes of all meetings.

3. Committee Membership

The Committee shall consist of five (5) public citizens appointed by the Council of the Town of Ajax. The Town Clerk or Designate, and a Town Councillor shall recruit, interview and recommend five individuals for appointment to the Committee.

Three (3) members shall constitute a quorum. Section 1 of “Schedule A”, Rules of Procedure, shall apply if no quorum is present.

Committee Members must have the ability to understand and apply the provisions of the Town’s Property Standards By-law and the Town’s Dog and Cat By-law and should be considered impartial with respect to their ability to fulfill their responsibilities.

Remuneration (\$65.00 per meeting for Committee members and \$75.00 per meeting for the Chair) shall be provided to the members in December of each year of the Committee.

The Term of the Committee is four years, corresponding with the Term of Council, **plus an additional three months during the transition period.**

A Chair will be elected by the Committee members and will serve for a one year term. A Vice-Chair will be chosen for the entire four year term to act on behalf of the Chair when he/she is not available. The Chair/Vice-Chair will ensure that decorum is maintained at each meeting and that “Schedule A”, Rules of Procedure is observed at all times.

The appointment of a Committee member shall be rescinded if the member is absent from 3 consecutive meetings or absent for over 50% of the meetings in one year, unless excused by the Committee due to extenuating circumstances. Where a vacancy occurs for any reason, Council shall by resolution, appoint a person qualified to be on the Committee for the remainder of the term.

4. Meeting Structure

The Committee will be called to order for **two** mandatory training sessions at the beginning of the term. Bi-monthly meetings will be scheduled, however, it is understood that additional meetings may be called, if needed. Further, if no appeals are made in a given period, the committee meeting may be cancelled. The date and time of the meetings will be coordinated by the Secretary of the Committee and communicated directly to the committee members.

A Committee Secretary will be provided for by the Town of Ajax. An agenda shall be prepared for each Committee meeting and the Minutes of each meeting shall outline the general deliberations and specific actions and decisions that result. The Committee shall provide its decision in writing to all parties. For Animal Services appeals, the appellant can appeal the decision of the Committee to the Town's General Government Committee within 14 days of receipt of the Committee's decision, with the applicable fees attached. For Property Standards Appeals, appellants can appeal to the Superior Court of Justice within 10 days of the Committee's decision, pursuant to the Building Code Act and by notifying the Town Clerk in writing.

Appellants have to send in a written request via registered mail to begin the appeal process. Appellants have 10 days from the date of service to appeal an Order to Restrain and 14 days from the date of service to appeal a Property Standards Order. Before an Appeal date has been set, all Orders to Restrain are in full effect, pursuant to the Town's Dog and Cat By-law.

Failure to Attend by Appellant

Where an appellant is properly notified of a hearing or appeal (via registered mail) and does not attend at the time and place appointed, the Committee shall determine that the appellant has "deemed not to dispute" the Order or Order to Restrain and the Committee shall confirm the Order(s) as written, with the appellant being notified of the Committee's decision after the appeal hearing.

Public Access

All appeal hearings shall be fully accessible to the general public and the appeal agenda shall be posted to the Town's website the day the Committee members receive their agendas and the minutes shall be posted on the Town's website within five (5) business days (where possible) after the appeal meeting. The Committee shall render its decision on the matter in the presence of the public, the appellant, staff and other interested parties.

Confidentiality

Members of the Committee shall not permit any person, other than those who are legally entitled, to inspect or have access to information. If unsure, the Committee shall discuss this matter with the Town Clerk or Designate.

SCHEDULE “A”

RULES OF PROCEDURES

1. Quorum

- 1.1 A quorum of Committee shall be 3 Members.
- 1.2 If a quorum is not present within 15 minutes after the time appointed for a meeting, the Secretary shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular meeting.
- 1.3 Members of Committee are encouraged to notify the Secretary when the Member is aware that he/she will be absent from any meeting of Committee.

2. Meetings Open to the Public

- 2.1 All proceedings of Committee shall be open to the public.

3. Conduct of Witnesses, Appellants, Delegations, or Individuals making Presentations

- 3.1 Witnesses, Appellants, or Individuals making presentation shall not:
 - a) Speak disrespectfully of any person
 - b) Use offensive words
 - c) Speak on any subject other than the subject for which they have received approval to address Committee
 - d) Disobey the decision of the Chair or Committee
 - e) Enter into cross debate with other persons present, Town staff, Members or the Chair
- 3.2 Persons desiring to present an appeal to Committee shall give notice, to the Secretary of the Committee, by sending registered mail;
 - a) within 14 days after service of the Order with regard to Property Standard Orders
 - b) within 10 days after service of the Order to Restrain with regard to Animal Services
- 3.3 Notwithstanding section 3.2, 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 Committee for which the public has been invited.
- 3.4 Individuals shall be permitted to speak on a matter only once and be limited to speak for no more than 10 minutes. A five minute extension to speak may be decided, without debate, by a majority of Committee Members present. Where there are numerous individuals taking the same position on a matter, they are encouraged not to repeat information presented by an earlier delegation.
- 3.5 The Chair can limit the number of individuals speaking if he/she believes that the information being provided has already been presented to the Committee or the individual does not have firsthand knowledge of the matter or incident that is being heard by the Committee.
- 3.6 Members shall be permitted to ask questions of delegates but shall not make statements to nor enter into debate with such persons.

4. Order of Business

Agenda

- 4.1 The Secretary shall prepare and cause to be circulated for the use of the Members at the regular meetings of Committee, an agenda listing the Order of Business, as follows:
- a) Call to Order
 - b) Minutes
 - c) Public Meeting / Appeals
 - d) Verbal Update
 - e) Other / New Business
 - f) Adjournment
- 4.2 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.
- 4.3 The agenda will be delivered to each Members residence no later than the Friday preceding the regular Committee meeting.

Call to Order

- 4.4 As soon after the hour fixed for the holding of the meeting of the Committee as a quorum is present, the Chair shall call the Members to order.
- 4.5 If the Chair does not attend a meeting of Committee within five minutes after the time appointed, the Secretary shall call the Members to order and the Vice Chair shall preside until the arrival of the Chair.
- 4.6 If the Vice Chair is not present at the time when the Secretary calls the Members to order, the Members present shall appoint a Presiding Member who shall preside over the meeting.
- 4.7 The Chair shall advise all persons present that any and all electronic devices shall be turned off for the duration of the meeting.

Minutes

- 4.8 The Secretary shall cause minutes to be taken of each meeting of Committee, which shall include:
- a) the place, date and time of the meeting;
 - b) the attendance of the Members; should a member enter after the commencement of a meeting or leave prior to adjournment, the time shall be noted;
 - c) all other proceedings of Committee without note or comment.
- 4.9 Minutes of the last regular meeting of Committee and of all Special Committee meetings held subsequent to the last regular meeting, shall be included in the agenda and may be adopted by Committee without having been read at the meeting at which the question of their adoption is considered.

Public Meeting / Appeals

- 4.10 The Chair will co-ordinate the hearing of the Appeals as they are listed on the meeting Agenda. The Appeal format is outlined in Section 8 of this document. The Chair has the ability to deviate the Order of Appeals and the format as he/she deems necessary but shall always strive to have it maintained as written.

Verbal Update

- 4.11 The Staff Resource shall give verbal updates on past Appeals heard by the Committee. This verbal update is for information purposes only and requires no action of the Committee.

Other / New Business

- 4.12 Items of business requiring the direction of Committee will appear under this section of the agenda. These matters shall generally pertain to information items only.

5. Rules of Debate and Conduct

Conduct of Members of Committee

- 5.1 No Member shall:
- a) speak disrespectfully of the Reigning Sovereign, of any Member of the Royal Family, of the Governor-General of Canada, of the Lieutenant-Governor of any Province, of any Member of Senate or of any elected assembly;
 - b) use offensive words or against the Council or against any Member, or any officer or employee of the Town of Ajax;
 - c) speak on any subject other than the subject in debate;
 - d) disobey the Rules of Procedure or a decision of the Committee Chair on questions of order or procedure or upon the interpretation of the Rules of Procedure; and in case a Member persists in any such disobedience after having been called to order, the Chair shall forthwith order him or her to vacate the Chamber in which the meeting is being held, but if the Member apologizes he or she may, by majority vote of the Members of Committee, be permitted to retake his or her seat;
 - e) speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, ethnic origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status, or disability.

Rules of Debate

- 5.2 The Chair shall preserve order and decorum and decide questions of order subject to an appeal to the Committee by any Member.
- 5.3 When two or more Members desire to speak, the Chair shall designate the Member who has the floor.
- 5.4 No Member shall be deemed to have precedence or seniority over any other Member.
- 5.5 Before speaking to a question or motion, a Member shall be acknowledged by the Chair and shall address the Chair.
- 5.6 When a Member is speaking, no other Member shall pass between that Member and the Chair or interrupt that Member except to raise a point of order.
- 5.7 A Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member who is speaking.
- 5.8 No Member, without leave of the Committee, shall speak to the same question, or reply, for longer than five minutes.
- 5.9 A Member may ask a question for the purpose of obtaining information relating to the matter under discussion and such question shall be stated concisely and asked only through the Chair.

- 5.10 When a Member has been recognized as the next speaker, before speaking the Member may ask a question of or through the Chair on the matter under discussion for the purpose of obtaining information, following which the Member may speak.

Points of Order

- 5.11 When a Member desires to call attention to a violation of the rules of procedure, the Member shall ask leave of the Chair to raise a point of order, and after leave is granted, shall state the point of order to the Chair succinctly and the Chair shall then decide upon the point of order and advise the Members of his/her decision.
- 5.12 Unless a Member immediately appeals the Chair's decision to the Committee, the decision of the Chair shall be final.
- 5.13 If a Member appeals to Committee on a point of order, Committee shall hear the reason for the appeal from the appellant and the reason for the decision from the Chair, and shall decide the question without debate. The decision of Committee under this section shall be final.

6. Motions

- 6.1 A motion presented in Committee need not be in writing nor require a seconder.
- 6.2 When a motion is presented in Committee, it shall be stated by the Chair/Member before debate.
- 6.3 After a motion is stated by the Chair/Member it shall be deemed to be in possession of Committee, but may with permission of the mover, be withdrawn at any time before decision or amendment.
- 6.4 A motion in respect of a matter which is beyond the jurisdiction of Committee shall not be in order.
- 6.5 A motion properly before Committee for decision must receive disposition before any other motion can be received.

7 Voting

- 7.1 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.
- 7.2 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.
- 7.3 A Member not in their seat when the question is called by the Chair is not entitled to vote on that question.
- 7.4 Immediately preceding the taking of the vote, the Chair shall state the question in the form introduced.
- 7.5 The Chair shall announce the result of every vote.
- 7.6 If a Member disagrees with the announcement of the Chair that a question is carried or defeated, he/she may immediately after the declaration by the Chair, state their objection to the declaration and request that a recorded vote be taken on the question.

Recorded Vote

- 7.7 When a recorded vote is requested by a Member, or is otherwise required, the Secretary 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 Chair shall vote last.

Tied Vote

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

8. Appeal Format

- 8.1 The Chair will welcome all individuals present and call the first Appeal on the meeting Agenda.
- 8.2 The Chair will explain the Role of the Committee and the format of the Appeal section of the meeting.
- 8.3 The Chair will explain the appeal process should an individual or the Town staff not agree with a decision of the Committee for both Property Standard Orders, pursuant to the Building Code Act, and Orders to Restrain, pursuant to the Town's Dog and Cat By-law.
- a) Property Standards - the municipality in which the property is situate or any owner or occupant or person affected by a decision may appeal to the Superior Court of Justice by notifying the clerk of the municipality in writing and by applying to the court within 14 days after a copy of the decision is sent.
 - b) Animal Services Appeals – the municipality in which the dog resides in or any owner of a dog may appeal to the General Government Committee of the Town, by notifying the clerk of the municipality in writing and by paying the appropriate fees as outlined in the Town's General Fees By-law within 14 days after a copy of the decision is sent.
- 8.4 Town staff will present their testimony to the Committee. The Committee will then ask the Officer questions. At the conclusion of Committee questions, the appellant will then have the option to ask questions of the Officer. This is only an opportunity for questions from the Appellant and not for providing statements to the Committee. This process will continue for each witness that will give testimony on behalf of the Town.
- 8.5 The Appellant will present their testimony to the Committee. The Committee will then ask the Appellant questions. At the conclusion of Committee questions, Town staff will then have the option to ask questions of the Appellant. This process will continue for each witness that will give testimony on behalf of the Appellant.
- 8.6 The Chair will ask each side to summarize their respective positions, starting with Town staff.
- 8.7 The Committee will now deliberate. Town staff and the Appellant will remain present in the event that any additional questions are raised by any Member that requires clarification.
- 8.8 At any time the Committee can ask questions of staff or of any witnesses who have already spoken to get clarification on an issue.
- 8.9 The Chair will orally notify the Appellant of the Committee's decision with regard to the Appeal. The Chair will also notify the Appellant that the Committee's decision will be provided to them in writing.
- 8.10 The above process will continue until the Committee has heard all the Appeals listed on the Agenda for that meeting.

TOWN OF AJAX REPORT



REPORT TO: Council

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

PREPARED BY: Lorraine Billings
Legislative Services Associate

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

WARD(S): All

DATE OF MEETING: December 1, 2014

REFERENCE: Procedure By-law

Recommendation:

That the 2014/2015 Meeting Schedule and Committee Chair and Vice-Chair appointments be approved.

Background:

Attached is a proposed 2014/2015 Meeting Schedule outlining dates and starting times for all regular meetings of Council, Community Affairs and Planning Committee and General Government Committee meetings.

Discussion:

The schedule is based on a continuation of the practice used by Town Council for many years, with the notable exception of an earlier summer recess beginning after GGC and Council meetings to be held on Thursday, June 25. This earlier recess is dictated by the Wednesday, July 1 Canada Day holiday and the start of the Pan Am Games on Friday, July 10. Changes to the schedule (to reschedule meetings, add special meetings, or cancel a meeting) may be made as the need arises.

Financial Implications:

n/a

Communication Issues:

Dates and start times of regular Council, Community Affairs and Planning Committee and General Government Committee meetings are published in the Weekly Community Page of the Ajax News Advertiser and noted on the Town website.

Conclusion:

This format allows Council members and staff an early opportunity to enter meetings in their calendars.

Lorraine Billings, Legislative Associate

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

TOWN OF AJAX

2014 / 2015 MEETING SCHEDULE



NOTE:

All "regular" 2014 and 2015 Council and Community Affairs and Planning meetings will be held in the Council Chambers, Town Hall, 65 Harwood Avenue S. "Special" Council meetings that immediately follow regular GGC meetings will be held in the River Plate Room, 65 Harwood Ave.

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

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

2014

December 1 (*Inaugural*)
 December 4 & 5 (*Thurs 9:30 a.m. & Fri 8:30 a.m. re Community Action Plan*)
 December 8

2015

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

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

April 13 & 27
 May 11 & 25
 June 8 & 25 (*Thur. Special*)

COMMUNITY AFFAIRS & PLANNING COMMITTEE (CAP)

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

January 19
 February 17 (*Tues*)
 March 2 & 23
 April 7 (*Tues*) & 20
 May 4 & 19 (*Tues*)
 June 1 & 22

CHAIR

C. Jordan
 S. Collier
 C. Jordan
 S. Collier
 C. Jordan
 S. Collier

Meetings July & August - Council Recess ***

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

September 8 (*Tues*) & 21
 October 5 & 19
 November 2 & 16
 December 7

C. Jordan
 S. Collier
 C. Jordan
 S. Collier

GENERAL GOVERNMENT COMMITTEE (GGC)

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

2014

December 4 (*8:30 a.m.*)

CHAIR

P. Brown

VICE-CHAIR

J. Dies

2015

January 12 (*Monday 7 p.m., Special re Capital Budget and LRCF*) J. Dies
 January 22 M. Crawford
 February 2 (*Monday 7 p.m., Special re Operating Budget*) J. Dies
 February 5 & 19 J. Dies
 March 5 & 26 R. Ashby

R. Ashby
 P. Brown
 M. Crawford

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

April 9 & 23
 May 7 & 21
 June 4 & 25

P. Brown
 M. Crawford
 J. Dies

J. Dies
 R. Ashby
 P. Brown

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

September 10 & 24
 October 8 & 22
 November 5 & 19
 December 10
 December 14 (*Monday 7 p.m., 2016 Capital Budget & LRCF*)

R. Ashby
 P. Brown
 M. Crawford

M. Crawford
 J. Dies
 R. Ashby

M. Crawford

THE CORPORATION OF THE TOWN OF AJAX

BY-LAW NUMBER 86-2014

A By-law to appoint Acting Mayors for the term of Council commencing December 1, 2014

WHEREAS the *Municipal Act, 2001*, S. 242, allows that a municipality may by by-law or resolution appoint a member of the council to act in the place of the head of council when the head of council is absent or refuses to act or the office is vacant and while so acting such member has all the powers and duties of the head of council;

AND WHEREAS the Mayor is the head of Council;

AND WHEREAS By-law 140-2007, as amended, being a By-law to govern the proceedings of council and its committees, requires that Council shall by 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 (hereinafter referred to as the “Acting Mayor”);

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

1. That, for the term of Council commencing December 1, 2010, the role of Acting Mayor, with all the powers and duties of the head of council as provided for in the *Municipal Act, 2001* and By-law 101-2003, shall be assigned according to the following schedule:

<u>Year/Months</u>	<u>Acting Mayor</u>
2014 December	Regional Councillor, Wards 1 and 2
2015 January, March, May, July, September November	Regional Councillor, Wards 3 and 4
2015 February, April, June, August, October December	Regional Councillor, Wards 1 and 2
2016 January, March, May, July, September November	Regional Councillor, Wards 3 and 4
2016 February, April, June, August, October December	Regional Councillor, Wards 1 and 2
2017 January, March, May, July, September November	Regional Councillor, Wards 3 and 4
2017 February, April, June, August, October December	Regional Councillor, Wards 1 and 2
2018 January, March, May, July, September November	Regional Councillor, Wards 3 and 4
2018 February, April, June, August, October	Regional Councillor, Wards 1 and 2

2. That, in the event that the Mayor and the assigned Acting Mayor are both absent or both refuse to act, then the non-assigned Regional Councillor shall be Acting Mayor and shall have all the powers and duties of the head of council.
3. That, in the event that the Mayor and both of the assigned Regional Councillors are absent or refuse to act, Council shall choose from among its members an Acting Mayor who will have all the powers and duties of the head of council.

4. By-law 126-2010 is repealed.
5. This By-law shall come into force and take effect immediately upon the final passing thereof.

READ a first and second time this
First day of December, 2014.

READ a third time and passed this
First day of December, 2014.

Mayor

D-Clerk

THE CORPORATION OF THE TOWN OF AJAX

BY-LAW NUMBER 87-2014

A By-law to appoint a Fire Chief (David Sheen)

WHEREAS the *Municipal Act, 2001* (S. 5.3), as amended, states that municipal powers shall be exercised by by-law; and,

WHEREAS the *Fire Protection and Prevention Act, 1997* (S. 6.1), as amended, states that a municipality shall appoint a fire chief; and,

WHEREAS it is deemed expedient to appoint a Fire Chief for the Corporation of the Town of Ajax;

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

- 1. That David Sheen be and is hereby appointed Fire Chief for The Corporation of the Town of Ajax.
- 2. That David Sheen shall hold the office of Fire Chief subject to the by-laws of the Council and shall perform the duties of such office, other obligations which may be conferred or imposed upon him by the Statutes of Ontario, and any other duties which may be imposed by Council or the Chief Administrative Officer.
- 3. This appointment shall remain in effect until such time as this By-law is repealed by Council.
- 4. That By-law Number 36-2014 is hereby repealed.
- 5. This By-law shall come into force immediately upon final passing.

READ a first and second time this
First day of December, 2014.

READ a third time and passed this
First day of December, 2014.

Mayor

D-Clerk

THE CORPORATION OF THE TOWN OF AJAX

BY-LAW NUMBER 88-2014

Being a By-law to establish a Recreation and Culture Advisory Committee.

WHEREAS the Town of Ajax is committed to promoting recreational opportunities (encompassing sports, arts and culture) for all Town of Ajax residents;

AND WHEREAS the Town of Ajax engages the advice and recommendations of its residents by establishing advisory committees, as provided for in the Town of Ajax Procedure By-law;

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

- 1. That the Town of Ajax “Recreation and Culture Advisory Committee” be established for the 2014 / 2018 term of Council.
- 2. The attached “terms of reference” shall guide the roles, expectations, conduct, structure and administration of the Town of Ajax’s Recreation and Culture Advisory Committee.
- 3. That By-law 7-2011 is hereby repealed.

READ a first and second time this
First day of December, 2014.

READ a third time and passed this
First day of December, 2014.

Mayor

D-Clerk

Town of Ajax Recreation & Culture Advisory Committee Terms of Reference

A. Purpose

The Town of Ajax Recreation & Culture Advisory Committee (“the committee”) will serve to strengthen and increase recreation and cultural opportunities, and seek to improve the quality of life in Ajax for all residents and visitors. Recreation is described in a broad sense that encompasses sport, arts and culture, general leisure programs, festivals and community events, as well as recreation infrastructure.

B. Mandate

- **Support and assist with the goals, objectives and strategic directions, as outlined in current and proposed Recreation & Culture planning documents, with a specific focus on the Recreation, Parks and Culture Master Plan, the Integrated Community Arts and Cultural Plan (ICACP) and Sports & Physical Activity Strategy;**
- **Serve as a liaison and advise Council on matters pertaining to the effective and efficient delivery of recreation services, facilities, programs and special events;**
- **Act as a link to the department and the community through various community consultative processes in order to improve and encourage full use of recreation and arts resources available in Ajax;**
- **Identify issues, trends and gaps in service and advise on how to address these in service planning; and**
- **Provide advice on developing neighbourhood/local community programming responsive to demographics and needs that improve the quality of life for residents.**

C. Work Plan

The committee work plan shall be developed by **Recreation & Culture** staff and will appear as a standing item on the agenda so as to facilitate a regular review by the staff resource liaison representative(s) and/or the committee if deemed to be necessary.

D. Lead Department

The **Recreation & Culture Department** will be the lead for the committee. Staff from other departments and/or members of other agencies may attend meetings as required to provide expertise or report on various matters.

E. Reporting Relationship

The committee is to serve as an advisory body to Council. The committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must first be considered by staff and/or Council. Council may cause the committee to review and report on matters pertaining to the committee’s mandate.

F. Committee Composition

The committee shall be comprised of 7-10 voting members who must be Ajax residents. Appointments will run concurrent with the term of Council. Appointments may be revoked at any time at the discretion of staff and/or Council. The committee shall also consist of up to 2 Members of Council who shall have full voting privileges. All members are to be appointed by way of Council resolution. The Mayor is an ex-officio member.

A representative from the **Recreation & Culture** department will serve as a staff resource liaison to the committee. The Committee Coordinator will provide organizational and procedural support to the committee.

**Town of Ajax Recreation & Culture Advisory Committee
Terms of Reference**

Other staff and delegates may be invited to provide input at times, however, they are not to be counted towards quorum and do not have voting privileges.

G. Chairperson

Of the voting members a Chairperson and Vice-Chair shall be elected by majority vote on an annual basis. Members of Council are not eligible to serve as a Chairperson or Vice-Chair. The chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee's mandate. If a Chair or Vice-Chair is not present, members are to select an acting Chairperson to serve in the same capacity for the duration of that meeting.

H. Subcommittees

Subcommittees *may* be formed to complete specific tasks related to the committee's mandate and work plan but must report through the committee.

I. Decision Making and Voting

Where possible, decisions will be made by way of consensus. When a vote is necessary, a motion must be moved and seconded prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. Recorded votes shall not be permitted. The committee shall not reconsider a previous motion, unless directed to so by Council.

J. Quorum

Quorum shall be a simple majority of the total number of committee members (i.e. 50% plus one). If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not be fully ratified until supported by the majority of members. If no quorum is present and there are time constraints with respect to a particular item on the agenda, the Committee Coordinator may canvass members through alternative means in order to determine committee support for that particular item.

K. Meeting Structure and Format

Regular meetings will be held on a monthly basis. Agendas for each meeting will be distributed to members in advance along with the minutes of the previous meeting. The Committee Coordinator will provide secretariat services to the committee. Minutes will be received by Council and substantive recommendations will be forwarded to staff for review and action if deemed necessary. Recommendations must relate to the committee's mandate.

In consultation with the committee and Council, representatives from the Recreation & Culture Services Department will generate content for each meeting so as to ensure progress of the committee's work plan. Relevant content from across Town departments also will be sought through circulation of an agenda forecast.

Committee meetings are open to the public and are subject to the provisions of Section 239 of the *Municipal Act, 2001*. Members of the public who are in attendance shall not interfere with the conduct of the committee.

The ***Town of Ajax Advisory Committee Corporate Policy & Procedure*** (Policy 047) shall be followed for all matters not specifically addressed within this document. These Terms of Reference are established by Council and can only be altered by Council approval.

Last updated:

THE CORPORATION OF THE TOWN OF AJAX

BY-LAW NUMBER 89-2014

Being a By-law to establish an Accessibility Advisory Committee.

WHEREAS The Town of Ajax is committed to improving access to its citizens, through the requirements and in the spirit of the *Ontarians with Disabilities Act, 2001* and the *Accessibility for Ontarians with Disabilities Act, 2005*, by identifying and mitigating barriers for persons with disabilities;

AND WHEREAS the Town of Ajax engages the advice and recommendations of its residents by establishing advisory committees, as provided for in the Town of Ajax Procedure By-law;

AND WHEREAS the Town of Ajax is required to establish an accessibility advisory committee under Section 12 of the *Ontarians with Disabilities Act, 2001*.

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

- 1. That the Town of Ajax “Accessibility Advisory Committee” be established for the 2014 / 2018 term of Council.
- 2. The attached “terms of reference” shall guide the roles, expectations, conduct, structure and administration of the Town of Ajax’s Accessibility Advisory Committee.
- 3. Where the *Ontarians with Disabilities Act, 2001* or the *Accessibility for Ontarians with Disabilities Act, 2005* and any other relevant legislation is silent, relevant by-laws, resolutions, policies and practices of the Town of Ajax shall govern the roles, expectations, conduct, structure and administration of the Accessibility Advisory Committee.
- 4. That By-law 2-2011 is hereby repealed.

READ a first and second time this
First day of December, 2014.

READ a third time and passed this
First day of December, 2014.

Mayor

D-Clerk

Town of Ajax Accessibility Advisory Committee Terms of Reference

A. Purpose

The Town of Ajax Accessibility Advisory Committee is a statutory committee required to be established through the *Ontarians with Disabilities Act, 2001* and the *Accessibility for Ontarians with Disabilities Act, 2005*. The committee advises Council and staff on specific initiatives to be taken by the organization to reduce and prevent barriers in order to cultivate inclusion within the Ajax community.

B. Mandate

- Provide advice to staff and Council on the development and implementation of the Town of Ajax Multi-year Accessibility Plan;
- Provide feedback relative to accessibility on site plans for Town and municipal buildings/facilities, as well as significant renovations and retrofits to Town facilities;
- Provide guidance regarding customer feedback, Town programs, services, policy and procedure regarding accessibility;
- Monitor the development of legislative accessibility requirements to offer advice on the Town's compliance with various regulations contained therein; and
- Assist staff with accessibility-related public outreach, education and awareness initiatives.

C. Work Plan

The committee work plan shall be developed by **Legislative & Information Services** staff and will appear as a standing item on the agenda so as to facilitate a regular review by the staff resource representative(s) and/or the committee if deemed to be necessary.

D. Lead Department

The **Legislative & Information Services Department** will be the lead for the committee. Staff from other departments and/or members of other agencies may attend meetings as required to provide expertise or report on various matters.

E. Reporting Relationship

The committee is to serve as an advisory body to Council. The committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must first be considered by staff and/or Council. Council may cause the committee to review and report on matters pertaining to the committee's mandate.

F. Committee Composition

The committee shall be comprised of 7-10 voting members who must be Ajax residents. The majority of committee membership shall be represented by persons with disabilities. Appointments will run concurrent with the term of Council. Appointments may be revoked at any time at the discretion of staff and/or Council. The committee shall also consist of up to 2 Members of Council who shall have full voting privileges. All members are to be appointed by way of Council resolution. The Mayor is an ex-officio member.

A representative from the **Legislative & Information Services Department** will serve as a staff resource liaison to the committee. The Committee Coordinator will provide organizational and procedural support to the committee.

Town of Ajax Accessibility Advisory Committee Terms of Reference

Other staff and delegates may be invited to provide input at times, however, they are not to be counted towards quorum and do not have voting privileges.

G. Chairperson

Of the voting members a Chairperson and Vice-Chair shall be elected by majority vote on an annual basis. Members of Council are not eligible to serve as a Chairperson or Vice-Chair. The chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee's mandate. If a Chair or Vice-Chair is not present, members are to select an acting Chairperson to serve in the same capacity for the duration of that meeting.

H. Subcommittees

Subcommittees *may* be formed to complete specific tasks related to the committee's mandate and work plan but must report through the committee.

I. Decision Making and Voting

Where possible, decisions will be made by way of consensus. When a vote is necessary, a motion must be moved and seconded prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. Recorded votes shall not be permitted. The committee shall not reconsider a previous motion, unless directed to so by Council.

J. Quorum

Quorum shall be a simple majority of the total number of committee members (i.e. 50% plus one). If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not to be fully ratified until supported by the majority of members. If no quorum is present and there are time constraints with respect to a particular item on the agenda, the Committee Coordinator may canvass members through alternative means in order to determine committee support for that particular item.

K. Meeting Structure and Format

Regular meetings will be held on a monthly basis. Agendas for each meeting will be distributed to members in advance along with the minutes of the previous meeting. Minutes will be received by Council and substantive recommendations will be forwarded to staff for review and action if deemed necessary. Recommendations must relate to the committee's mandate.

In consultation with the committee and Council, the **Legislative & Information Services Department** will generate content for each meeting so as to ensure progress of the committee's work plan. Relevant content from across Town departments also will be sought through circulation of an agenda forecast.

Committee meetings are open to the public and are subject to the provisions of Section 239 of the *Municipal Act, 2001*. Members of the public who are in attendance shall not interfere with the conduct of the committee.

The ***Town of Ajax Advisory Committee Corporate Policy & Procedure*** (Policy 047) shall be followed for all matters not specifically addressed within this document. These Terms of Reference are established by Council and can only be altered by Council approval.

THE CORPORATION OF THE TOWN OF AJAX

BY-LAW NUMBER 90-2014

Being a By-law to establish a Transportation Advisory Committee

WHEREAS the Town of Ajax is committed to encouraging, promoting and participating in the planning of active transportation policies, programs and facilities for all residents;

AND WHEREAS the Town of Ajax engages the advice and recommendations of its residents by establishing advisory committees as provided for in the Town of Ajax Procedure By-law;

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

- 1. That the Town of Ajax “Transportation Advisory Committee” be established for the 2014 / 2018 term of Council.
- 2. The attached “terms of reference” shall guide the roles, expectations, conduct, structure and administration of the Town of Ajax’s Transportation Advisory Committee.
- 3. That By-law 3-2011 is hereby repealed.

READ a first and second time this
First day of December, 2014.

READ a third time and passed this
First day of December, 2014.

Mayor

D-Clerk

Town of Ajax Transportation Advisory Committee Terms of Reference

A. Purpose

The Town of Ajax Transportation Advisory Committee (“the committee”) will advise Council on matters related to active transportation and transportation demand in the areas of traffic, parking regulations and fees; development and use of new/existing on/off-street parking and active transportation facilities; the Ajax trail system; cycling networks and cycling initiatives, pedestrian connectivity; and transportation safety.

B. Mandate

- **Serve as a liaison between pedestrians, cyclists, motorists and the Town on matters pertaining to transportation and traffic (on street, cycling & trails);**
- **Assist and advise on the development and implementation of new active transportation and transportation demand management strategies, policies, programs and facilities (e.g. Transportation Master Plan, Transportation Demand Management Plan, Pedestrian Bicycle Master Plan);**
- **Promote and encourage active transportation as a feasible mode of transportation in Ajax through Town-led public outreach/education programs and events (e.g. Trailfest, Ajax Moves Three Ways);**
- **Advise on measures required to inform the public on the benefits, necessities and safety associated with active transportation; and**
- **Promote and enhance a continuous and integrated pedestrian and bicycle network (e.g. trails, sidewalks, cycling lanes) within Ajax and with its neighbouring municipalities.**

C. Work Plan

The committee work plan shall be developed by **Planning & Development Services** staff and will appear as a standing item on the agenda so as to facilitate a regular review by the staff resource representative(s) and/or the committee if deemed to be necessary.

D. Lead Department

The **Planning & Development Services Department** will be the lead for the committee. Staff from other departments and/or members of other agencies may attend meetings as required to provide expertise or report on various matters.

E. Reporting Relationship

The committee is to serve as an advisory body to Council. The committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must first be considered by staff and/or Council. Council may cause the committee to review and report on matters pertaining to the committee’s mandate.

F. Committee Composition

The committee shall be comprised of 7-10 voting members who must be Ajax residents. Appointments will run concurrent with the term of Council. Appointments may be revoked at any time at the discretion of staff and/or Council. The committee shall also consist of up to 2 Members of Council who shall have full voting privileges. All members are to be appointed by way of Council resolution. The Mayor is an ex-officio member.

A representative(s) from the **Planning & Development Services Department** will serve as a staff resource liaison to the committee.

Town of Ajax Transportation Advisory Committee Terms of Reference

The Committee Coordinator will provide organizational and procedural support to the committee. Other staff and delegates may be invited to provide input at times, however, they are not to be counted towards quorum and do not have voting privileges.

G. Chairperson

Of the voting members a Chairperson and Vice-Chair shall be elected by majority vote on an annual basis. Members of Council are not eligible to serve as a Chairperson or Vice-Chair. The chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee's mandate. If a Chair or Vice-Chair is not present, members are to select an acting Chairperson to serve in the same capacity for the duration of that meeting.

H. Subcommittees

Subcommittees *may* be formed to complete specific tasks related to the committee's mandate and work plan but must report through the committee.

I. Decision Making and Voting

Where possible, decisions will be made by way of consensus. When a vote is necessary, a motion must be moved and seconded prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. Recorded votes shall not be permitted. The committee shall not reconsider a previous motion, unless directed to so by Council.

J. Quorum

Quorum shall be a simple majority of the total number of committee members (i.e. 50% plus one). If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not be fully ratified until supported by the majority of members. If no quorum is present and there are time constraints with respect to a particular item on the agenda, the Committee Coordinator may canvass members through alternative means in order to determine committee support for that particular item.

K. Meeting Structure and Format

Regular meetings will be held on a monthly basis. Agendas for each meeting will be distributed to members in advance along with the minutes of the previous meeting. Minutes will be received by Council and substantive recommendations will be forwarded to staff for review and action if deemed necessary. Recommendations must relate to the committee's mandate.

In consultation with the committee and Council, representatives from the **Planning & Development Services Department** will generate content for each meeting so as to ensure progress of the committee's work plan Relevant content from across Town departments also will be sought through circulation of an agenda forecast.

Committee meetings are open to the public and are subject to the provisions of Section 239 of the *Municipal Act, 2001*. Members of the public who are in attendance shall not interfere with the conduct of the committee.

The ***Town of Ajax Advisory Committee Corporate Policy & Procedure*** (Policy 047) shall be followed for all matters not specifically addressed within this document. These Terms of Reference are established by Council and can only be altered by Council approval.

THE CORPORATION OF THE TOWN OF AJAX

BY-LAW NUMBER 91-2014

Being a By-law to establish a Committee of Adjustment

WHEREAS *Section 44 and 45 of the Planning Act, R.S.O. 1990*, Chapter 13, as amended, provides that Council may, by by-law, establish a Committee of Adjustment, if the municipality has passed a by-law under section 34 of the said Planning Act;

AND WHEREAS the Council of the Corporation of the Town of Ajax deems it advisable and expedient to establish a Committee of Adjustment;

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

1. That the Town of Ajax "Committee of Adjustment" be established for the 2014 / 2018 term of Council.
2. The attached "terms of reference and rules of procedure" shall guide the roles, expectations, conduct, structure and administration of the Town of Ajax's Committee of Adjustment.
3. Where the *Section 44 and 45 of the Planning Act, R. S. O. 1990*, Chapter 13, as amended is silent, relevant by-laws, resolutions and practices of the Town of Ajax shall govern the roles, expectations,, conduct, structure and administration of the Committee of Adjustment.
4. That By-law 29-2011 is hereby repealed.

READ a first and second time this
First day of December, 2014.

READ a third time and passed this
First day of December, 2014.

Mayor

D-Clerk

TOWN OF AJAX
Committee of Adjustment
Terms of Reference

1. Mandate

The Committee of Adjustment has five members appointed by Council. The responsibilities of the Committee are established by Sections 34, 44, and 45 of the *Planning Act* and related *Ontario Regulations*. The Committee considers matters of zoning variance which are often of the utmost importance to individual applicants, but which are not of sufficient magnitude to warrant the formal consideration of Town Council.

The Committee of Adjustment may consider requests for minor relief from the provisions of the Town of Ajax Zoning By-law to any land, building or structure, provided the requests satisfy the four tests outlined in Section 45(1) of the *Planning Act*, which are:

- the request is minor in nature;
- the request is desirable for the appropriate development of the land, building, or structure;
- the request maintains the general intent of the Zoning By-law;
- the request maintains the general intent of the Official Plan.

The Committee may also consider requests to extend or enlarge the legal non-conforming use of any land building or structure.

The Committee of Adjustment shall:

- Hear presentations from property owner(s), applicants, or authorized agent(s);
- Make a decision based on the presentation by the property owner(s), authorized agent(s), and the staff report to the Committee of Adjustment.
- Approve, refuse, table, defer, or modify the recommendations of the staff report to the Committee of Adjustment.

2. Reporting & Functional Relationships

The Senior Development Planner of Planning & Development Services will act as the Secretary-Treasurer and staff resource person for the Committee of Adjustment.

Staff will provide a report to Council on its activities and decisions annually.

3. Committee of Adjustment Membership

The Committee of Adjustment shall consist of five (5) public citizens appointed by the Council of the Town of Ajax. The Town Clerk or Designate, and a Town Councillor shall recruit, interview and recommend five individuals for appointment to the Committee.

Three (3) members shall constitute a quorum. Section 1 of "Schedule A", Rules of Procedure, shall apply if no quorum is present.

Committee Members must have the ability to understand and apply the provisions of the Town's Official Plan and Zoning By-law and should be considered impartial with respect to their ability to fulfill their responsibilities.

Remuneration (\$65.00 per meeting for Committee members and \$70.00 per meeting for the Chair) shall be provided to the members in December of each year of the Committee.

The Term of the Committee of Adjustment is four years, corresponding with the Term of Council.

A Chair will be elected by the Committee members and will serve for a one year term. A Vice-Chair will be chosen for the entire four year term to act on behalf of the Chair when he/she is not available. The Chair/Vice-Chair will ensure that decorum is maintained at each meeting and that "Schedule A", Rules of Procedure is observed at all times.

The appointment of a Committee member shall be rescinded if the member is absent from 3 consecutive meetings or absent for over 50% of the meetings in one year, unless excused by the Committee due to extenuating circumstances. Where a vacancy occurs for any reason, Council shall by resolution appoint a person qualified to be on the Committee for the remainder of the term.

4. Meeting Structure

The Committee will be called to order for a mandatory training session at the beginning of the term. Monthly meetings will be scheduled, however, it is understood that additional meetings may be called, if needed. Further, if no applications are received by the deadline for the scheduled meeting, the Committee of Adjustment meeting will be cancelled. The date and time of the meetings will be coordinated by the Secretary-Treasurer of the Committee of Adjustment and communicated directly to the committee members.

A Secretary-Treasurer of the Committee of Adjustment will be provided for by the Town of Ajax. An agenda shall be prepared for each Committee of Adjustment meeting and the Minutes of each meeting shall outline the general deliberations and specific actions and decisions that result. The Committee of Adjustment shall provide its decision in writing to all parties.

Regardless of whether the Committee of Adjustment decides in favour or not, of the application, the decision is not final for 20 days after the decision. During this time period anyone who does not agree with the decision of the Committee of Adjustment may appeal the decision to the Ontario Municipal Board. The appeal must be made within twenty days of the decision. The appeal must be submitted to the Secretary-Treasurer of the Committee of Adjustment in Planning & Development Services outlining the reasons for the appeal, together with a cheque in the amount of \$125.00 payable to the Minister of Finance of Ontario.

Failure to Attend by Applicant/Authorized Agent

Where an applicant or authorized agent has filed an application to the Committee of Adjustment and does not attend the meeting at the time and place appointed, the Committee of Adjustment shall determine whether or not the application can be heard or if the application is to be deferred/tabled until the next scheduled meeting with the Committee of Adjustment. If the application is deferred/tabled by the Committee of Adjustment, the applicant or authorized agent will be required to pay the requisite fee in accordance with the Town of Ajax *Planning Act Fees and Charges By-law* as may be amended from time to time, to move the application to the next scheduled meeting of the Committee of Adjustment.

Public Access

All Committee of Adjustment meeting shall be fully accessible to the general public and the agenda shall be posted to the Town's website the day the committee members receive their agendas and the minutes shall be posted on the Town's website within five (5) business days (where possible) after the Committee of Adjustment meeting. The Committee of Adjustment shall render its decision on the matter in the presence of the public, the applicant, authorized agent, staff, and other interested parties.

Confidentiality

Members of the Committee of Adjustment shall not permit any person, other than those who are legally entitled, to inspect or have access to information. If unsure, the Committee shall discuss this matter with the Town Clerk or Designate.

SCHEDULE "A"

RULES OF PROCEDURES

1. Quorum

- 1.1 A quorum of Committee shall be 3 Members.
- 1.2 If a quorum is not present within 15 minutes after the time appointed for a meeting, the Secretary-Treasurer shall record the names of the Members present and the meeting shall stand adjourned until the date of the next scheduled regular meeting.
- 1.3 Members of Committee are encouraged to notify the Secretary-Treasurer when the Member is aware that he/she will be absent from any meeting of the Committee of Adjustment.

2. Meetings Open to the Public

- 2.1 All proceedings of the Committee of Adjustment shall be open to the public.

3. Conduct of Applicants, Authorized Agents, Members of the Public, or Other Interested Parties

- 3.1 Applicants, Authorized Agents, or Members of the Public, or Other Interested Parties shall not:
 - a) Speak disrespectfully of any person;
 - b) Use offensive words;
 - c) Speak on any subject other than the subject for which they have received approval to address Committee;
 - d) Disobey the decision of the Chair or Committee;
 - e) Enter into cross debate with other persons present, Town staff, Members, or the Chair.
- 3.2 Persons desiring to make an application to the Committee of Adjustment shall submit a complete application to the Secretary-Treasurer of the Committee of Adjustment, by the prescribed deadline for the next scheduled Committee of Adjustment meeting.
- 3.3 Notwithstanding section 3.2, 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 Committee of Adjustment for which the public has been invited.
- 3.4 Individuals shall be permitted to speak on a matter only once and be limited to speak for no more than 10 minutes. A five minute extension to speak may be decided, without debate, by a majority of Committee Members present. Where there are numerous individuals taking the same position on a matter, they are encouraged not to repeat information presented by an earlier delegation.

- 3.5 The Chair can limit the number individuals speaking if he/she believes that the information being provided has already been presented to the Committee of Adjustment.
- 3.6 Members of the Committee of Adjustment shall be permitted to ask questions of applicants or authorized agents, but shall not make statements to nor enter into debate with such persons.

4. Order of Business

Agenda

- 4.1 The Secretary-Treasurer shall prepare and cause to be circulated for the use of the Members at the regular scheduled meetings of the Committee of Adjustment, an agenda listing the Order of Business, as follows:
- a) Call to Order
 - b) Adoption of Minutes from the previous Committee of Adjustment Meeting
 - c) Outline of the General Mandate of the Committee of Adjustment
 - d) Public Meeting/Hearing of Submitted Applications
 - e) Other Business/New Business
 - f) Adjournment
- 4.2 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.
- 4.3 The agenda will be delivered to each Members residence no later than the Friday prior to the regular scheduled Committee of Adjustment meeting.

Call to Order

- 4.4 As soon after the hour fixed for the holding of the meeting of the Committee of Adjustment as a quorum is present, the Chair shall call the Members to order.
- 4.5 If the Chair does not attend a meeting of the Committee of Adjustment within five minutes after the time appointed, the Secretary-Treasurer shall call the Members to order and the Vice Chair shall preside until the arrival of the Chair.
- 4.6 If the Vice Chair is not present at the time when the Secretary-Treasurer calls the Members to order, the Members present shall appoint a Presiding Member who shall preside over the meeting.
- 4.7 The Chair shall advise all persons present that any and all electronic devices shall be turned off for the duration of the meeting.

Minutes

- 4.8 The Secretary-Treasurer shall cause minutes to be taken of each meeting of the Committee of Adjustment, which shall include:
- a) the place, date, and time of the meeting;

- b) the attendance of the Members; should a member enter after the commencement of a meeting or leave prior to adjournment, the time shall be noted;
 - c) all other proceedings of the Committee of Adjustment without note or comment.
- 4.9 Minutes of the last regular meeting of the Committee of Adjustment shall be included in the agenda and may be adopted by the Committee of Adjustment without having been read at the meeting at which the question of their adoption is considered.

General Mandate

- 4.10 The Chair shall outline the general mandate of the Committee of Adjustment prior to proceeding with the first application on the agenda.

Public Meeting/Submitted Applications

- 4.11 The Chair will co-ordinate the meeting as it is outlined on the meeting Agenda. The format is outlined in Section 8 of this document. The Chair has the ability to deviate from the format as he/she deems necessary but shall always strive to have it maintained as written.

Other / New Business

- 4.12 Items of business requiring the direction of the Committee of Adjustment will appear under this section of the agenda. These matters shall generally pertain to information items only.

5. Rules of Debate and Conduct

Conduct of Members of Committee

- 5.1 No Member shall:
- a) speak disrespectfully of the Reigning Sovereign, of any Member of the Royal Family, of the Governor-General of Canada, of the Lieutenant-Governor of any Province, of any Member of Senate or of any elected assembly;
 - b) use offensive words or against the Council or against any Member, or any officer or employee of the Town of Ajax;
 - c) speak on any subject other than the subject in debate;
 - d) disobey the Rules of Procedure or a decision of the Committee of Adjustment Chair on questions of order or procedure or upon the interpretation of the Rules of Procedure; and in case a Member persists in any such disobedience after having been called to order, the Chair shall forthwith order him or her to vacate the Chamber in which the meeting is being held, but if the Member apologizes he or she may, by majority vote of the Members of Committee, be permitted to retake his or her seat;
 - e) speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, ethnic origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status, or disability.

Rules of Debate

- 5.2 The Chair shall preserve order and decorum and decide questions of order subject to an application to the Committee of Adjustment by any Member.
- 5.3 When two or more Members desire to speak, the Chair shall designate the Member who has the floor.
- 5.4 No Member shall be deemed to have precedence or seniority over any other Member.
- 5.5 Before speaking to a question or motion, a Member shall be acknowledged by the Chair and shall address the Chair.
- 5.6 When a Member is speaking, no other Member shall pass between that Member and the Chair or interrupt that Member except to raise a point of order.
- 5.7 A Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member who is speaking.
- 5.8 No Member, without leave of the Committee, shall speak to the same question, or reply, for longer than five minutes.
- 5.9 A Member may ask a question for the purpose of obtaining information relating to the matter under discussion and such question shall be stated concisely and asked only through the Chair.
- 5.10 When a Member has been recognized as the next speaker, before speaking the Member may ask a question of or through the Chair on the matter under discussion for the purpose of obtaining information, following which the Member may speak.

Points of Order

- 5.11 When a Member desires to call attention to a violation of the rules of procedure, the Member shall ask leave of the Chair to raise a point of order, and after leave is granted, shall state the point of order to the Chair succinctly and the Chair shall then decide upon the point of order and advise the Members of his/her decision.
- 5.12 Unless a Member immediately appeals the Chair's decision to the Committee, the decision of the Chair shall be final.
- 5.13 If a Member appeals to Committee on a point of order, Committee shall hear the reason for the appeal from the appellant and the reason for the decision from the Chair, and shall decide the question without debate. The decision of Committee under this section shall be final.

6. Motions

- 6.1 A motion presented to the Committee of Adjustment need not be in writing, but will require a seconder.
- 6.2 When a motion is presented and has been seconded, it shall be stated by the Chair/Member before debate.

- 6.3 After a motion is stated by the Chair/Member it shall be deemed to be in possession of the Committee of Adjustment, but may with permission of the mover, be withdrawn at any time before decision or amendment.
- 6.4 A motion in respect of a matter which is beyond the jurisdiction of the Committee of Adjustment shall not be in order.
- 6.5 A motion properly before the Committee of Adjustment for decision must receive disposition before any other motion can be received.

7 Voting

- 7.1 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.
- 7.2 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.
- 7.3 A Member not in their seat when the question is called by the Chair is not entitled to vote on that question.
- 7.4 Immediately preceding the taking of the vote, the Chair shall state the question in the form introduced.
- 7.5 The Chair shall announce the result of every vote.
- 7.6 If a Member disagrees with the announcement of the Chair that a question is carried or defeated, he/she may immediately after the declaration by the Chair, state their objection to the declaration and request that a recorded vote be taken on the question.

Recorded Vote

- 7.7 When a recorded vote is requested by a Member, or is otherwise required, the Secretary-Treasurer 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 Chair shall vote last.

Tied Vote

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

8. Hearing of Submitted Applications

- 8.1 The Chair will welcome all individuals present and call the first application on the meeting Agenda.
- 8.2 The Chair will explain the Mandate of the Committee of Adjustment and the format of the meeting.
- 8.3 The Chair will outline the submitted application and reiterate the request before the Committee of Adjustment.

- 8.4 The applicant or authorized agent will present their application to the Committee of Adjustment. The Committee of Adjustment will ask the applicant/authorized agent questions. The Committee of Adjustment will then ask if there are any other interested parties that wish to speak to the submitted application. The Committee of Adjustment can then ask questions of the any interested party. Then the Chair of the Committee of Adjustment will ask for a motion from the Committee on the submitted application and a motion will be brought forward, seconded and then voted on.
- 8.5 At any time the Committee can ask questions of staff or of any witnesses who have already spoken to get clarification on an issue.
- 8.6 Once a decision is made by the Committee of Adjustment, the Chair will explain the appeal process should an individual not agree with a decision of the Committee of Adjustment, pursuant to the ***Planning Act***.
- 8.7 The Chair will orally notify the Applicant/Authorized Agent of the Committee's decision with regard to the application. The Chair will also notify the Applicant/Authorized Agent that the Committee's decision will be provided to them in writing.
- 8.8 The above process will continue until the Committee has heard all the applications listed on the Agenda for that meeting.

THE CORPORATION OF THE TOWN OF AJAX

BY-LAW NUMBER 92-2014

Being a By-law to establish a Diversity and Community Engagement Advisory Committee.

WHEREAS the Town of Ajax is committed to connecting and engaging all Town of Ajax residents with their community to engage community relations and inclusiveness while embracing our diversity;

AND WHEREAS the Town of Ajax engages the advice and recommendations of its residents by establishing advisory committees, as provided for in the Town of Ajax Procedure By-law;

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

- 1. That the Town of Ajax “Diversity and Community Engagement Advisory Committee” be established for the 2014 / 2018 term of Council.
- 2. The attached “terms of reference” shall guide the roles, expectations, conduct, structure and administration of the Town of Ajax’s Diversity and Community Engagement Advisory Committee.
- 3. That By-law 4-2011 is hereby repealed.

READ a first and second time this
First day of December, 2014.

READ a third time and passed this
First day of December, 2014.

Mayor

D-Clerk

Town of Ajax Diversity & Community Engagement Advisory Committee Terms of Reference

A. Purpose

The Diversity and Community Engagement Advisory Committee (“the committee”) will be responsible for connecting and engaging all residents of the Town of Ajax with their community and with the governance process. This will be accomplished through understanding, discussion, community building and celebration. The committee will work actively to formulate and recommend opportunities to enhance community relations and inclusiveness, while embracing our diversity. As ambassadors, committee members will nurture and promote a sense of belonging for every Ajax resident.

B. Mandate

- **Support the goals and objectives of the Diversity and Community Engagement Plan;**
- **Provide advice on policy and practices as presented by Town staff relating to inclusiveness and community building, to ensure that the contributions, interest and needs of all sectors of Ajax’s diverse population are reflected in the Town’s operations and service delivery;**
- **Foster a greater understanding of matters related to diversity within the Town of Ajax through community partnerships; and**
- **Provide advice on how to engage residents, particularly those newer to the community, in a variety of civic issues and discussions.**

C. Work Plan

The committee work plan shall be developed by **Recreation & Culture** and **Office of the CAO** staff and will appear as a standing item on the agenda so as to facilitate a regular review by the staff resource representative(s) and/or the committee if deemed to be necessary.

D. Lead Department

The **Recreation & Culture Services Department** and **Office of the CAO** will be the lead departments for the committee. Staff from other departments and/or members of other agencies may attend meetings as required to provide expertise or report on various matters.

E. Reporting Relationship

The committee is to serve as an advisory body to Council. The committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must first be considered by staff and/or Council. Council may cause the committee to review and report on matters pertaining to the committee’s mandate.

F. Committee Composition

The committee shall be comprised of 7-12 voting members who must be Ajax residents. Appointments will run concurrent with the term of Council. Appointments may be revoked at any time at the discretion of staff and/or Council. The committee shall also consist of up to 2 Members of Council who shall have full voting privileges. All members are to be appointed by way of Council resolution. The Mayor is an ex-officio member.

Representatives from the **Recreation & Culture Department** and **Office of the CAO** will serve as staff resource liaisons to the committee.

Town of Ajax Diversity & Community Engagement Advisory Committee Terms of Reference

The Committee Coordinator will provide organizational and procedural support to the committee. Other staff and delegates may be invited to provide input at times, however, they are not to be counted towards quorum and do not have voting privileges.

G. Chairperson

Of the voting members a Chairperson and Vice-Chair shall be elected by majority vote on an annual basis. Members of Council are not eligible to serve as a Chairperson or Vice-Chair. The chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee's mandate. If a Chair or Vice-Chair is not present, members are to select an acting Chairperson to serve in the same capacity for the duration of that meeting.

H. Subcommittees

Subcommittees may be formed to complete specific tasks related to the committee's mandate and work plan but must report through the committee.

I. Decision Making and Voting

Where possible, decisions will be made by way of consensus. When a vote is necessary, a motion must be moved and seconded prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. Recorded votes shall not be permitted. The committee shall not reconsider a previous motion, unless directed to so by Council.

J. Quorum

Quorum shall be a simple majority of the total number of committee members (i.e. 50% plus one). If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not be fully ratified until supported by the majority of members. If no quorum is present and there are time constraints with respect to a particular item on the agenda, the Committee Coordinator may canvass members through alternative means in order to determine committee support for that particular item.

K. Meeting Structure and Format

Regular meetings will be held on a monthly basis. Agendas for each meeting will be distributed to members in advance along with the minutes of the previous meeting. Minutes will be received by Council and substantive recommendations will be forwarded to staff for review and action if deemed necessary. Recommendations must relate to the committee's mandate.

In consultation with the committee and Council, representatives from the Recreation & Culture Services Department and Office of the CAO will generate content for each meeting so as to ensure progress of the committee's work plan. Relevant content from across Town departments also will be sought through circulation of an agenda forecast.

Committee meetings are open to the public and are subject to the provisions of Section 239 of the *Municipal Act, 2001*. Members of the public who are in attendance shall not interfere with the conduct of the committee.

The ***Town of Ajax Advisory Committee Corporate Policy & Procedure*** (Policy 047) shall be followed for all matters not specifically addressed within this document. These Terms of Reference are established by Council and can only be altered by Council approval.

THE CORPORATION OF THE TOWN OF AJAX

BY-LAW NUMBER 93-2014

Being a By-law to establish an Environmental Advisory Committee.

WHEREAS the Town of Ajax is committed to promoting, preserving, conserving, protecting and enhancing Ajax’s natural environment through its available means;

AND WHEREAS the Environmental Advisory Committee will work to promote environmental sustainability and conservation of natural resources;

AND WHEREAS the Town of Ajax engages the advice and recommendations of its residents by establishing advisory committees, as provided for in the Town of Ajax Procedure By-law;

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

- 1. That the Town of Ajax “Environmental Advisory Committee” be established for the 2014 / 2018 term of Council.
- 2. The attached “terms of reference” shall guide the roles, expectations, conduct, structure and administration of the Town of Ajax’s Environmental Advisory Committee.
- 3. That By-law 2-2011 is hereby repealed.

READ a first and second time this
First day of December, 2014.

READ a third time and passed this
First day of December, 2014.

Mayor

D-Clerk

Town of Ajax Environmental Advisory Committee Terms of Reference

A. Purpose

The Town of Ajax Environmental Advisory Committee (“the committee”) will promote the preservation, conservation, protection and enhancement of the natural environment within the Town of Ajax in order to improve the quality of life for all residents. The committee works in conjunction with the Town to promote environmental sustainability and conservation of natural resources.

B. Mandate

- **Promote the preservation, conservation, protection and enhancement of the natural environment in the Town of Ajax;**
- **Assist the Town of Ajax, the Toronto Region Conservation Authority and the Central Lake Ontario Conservation Authority with the implementation of community projects;**
- **Examine and comment on Town policies relating to environmental issues;**
- **Assist with public outreach and education regarding environmental issues (e.g. Ajax Green Living Days, Waste Reduction, etc.); and**
- **Support the implementation of the Town of Ajax Integrated Community Sustainability Plan and Partners for Climate Protection Local Action Plan.**

C. Work Plan

The committee work plan shall be developed by **Operations & Environmental Services** staff and will appear as a standing item on the agenda so as to facilitate a regular review by the staff resource representative(s) and/or the committee if deemed to be necessary.

D. Lead Department

The **Operations & Environmental Services Department** will be the lead department for the committee. Staff from other departments and/or members of other agencies may attend meetings as required to provide expertise or report on various matters.

E. Reporting Relationship

The committee is to serve as an advisory body to Council. The committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must first be considered by staff and/or Council. Council may cause the committee to review and report on matters pertaining to the committee’s mandate.

F. Committee Composition

The committee shall be comprised of 7-10 voting members who must be Ajax residents. Appointments will run concurrent with the term of Council. Appointments may be revoked at any time at the discretion of staff and/or Council. The committee shall also consist of up to 2 Members of Council who shall have full voting privileges. All members are to be appointed by way of Council resolution. The Mayor is an ex-officio member.

Representatives from the **Operations & Environmental Services** will serve as staff resources to the committee. The Committee Coordinator will provide organizational and procedural support to the committee. Other staff and delegates may be invited to provide input at times, however, they are not to be counted towards quorum and do not have voting privileges.

Town of Ajax Environmental Advisory Committee Terms of Reference

G. Chairperson

Of the voting members a Chairperson and Vice-Chair shall be elected by majority vote on an annual basis. Members of Council are not eligible to serve as a Chairperson or Vice-Chair. The chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee's mandate. If a Chair or Vice-Chair is not present, members are to select an acting Chairperson to serve in the same capacity for the duration of that meeting.

H. Subcommittees

Subcommittees *may* be formed to complete specific tasks related to the committee's mandate and work plan but must report through the committee.

I. Decision Making and Voting

Where possible, decisions will be made by way of consensus. When a vote is necessary, a motion must be moved and seconded prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. Recorded votes shall not be permitted. The committee shall not reconsider a previous motion, unless directed to so by Council.

J. Quorum

Quorum shall be a simple majority of the total number of committee members (i.e. 50% plus one). If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not be fully ratified until supported by the majority of members. If no quorum is present and there are time constraints with respect to a particular item on the agenda, the Committee Coordinator may canvass members through alternative means in order to determine committee support for that particular item.

K. Meeting Structure and Format

Regular meetings will be held on a monthly basis. Agendas for each meeting will be distributed to members in advance along with the minutes of the previous meeting. Minutes will be received by Council and substantive recommendations will be forwarded to staff for review and action if deemed necessary. Recommendations must relate to the committee's mandate.

In consultation with the committee and Council, representatives from the Operations & Environmental Services Department will generate content for each meeting so as to ensure progress of the committee's work plan. Relevant content from across Town departments also will be sought through circulation of an agenda forecast.

Committee meetings are open to the public and are subject to the provisions of Section 239 of the *Municipal Act, 2001*. Members of the public who are in attendance shall not interfere with the conduct of the committee.

The ***Town of Ajax Advisory Committee Corporate Policy & Procedure*** (Policy 047) shall be followed for all matters not specifically addressed within this document. These Terms of Reference are established by Council and can only be altered by Council approval.

Last updated:

THE CORPORATION OF THE TOWN OF AJAX

BY-LAW NUMBER 94-2014

Being a By-law to establish a Heritage and Local Architecture Conservation Advisory Committee.

WHEREAS the Town of Ajax is committed to preserving and providing access to its collective local natural, cultural, architectural and historical heritage;

AND WHEREAS Section 28 (1) of the *Ontario Heritage Act, R.S.O. 1990* allows for the council of a municipality to establish a committee to advise and assist council on various heritage-related matters by by-law;

AND WHEREAS the Town of Ajax engages the advice and recommendations of its residents by establishing advisory committees, as provided for in the Town of Ajax Procedure By-law;

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

- 1. That the Town of Ajax establish a Heritage and Local Architectural Conservation Advisory Committee for the 2014 / 2018.
- 2. That the committee be called the “Heritage Advisory Committee”.
- 3. The attached “terms of reference” shall guide the roles, expectations, conduct, structure and administration of the Town of Ajax’s Heritage Advisory Committee.
- 4. That By-law 6-2011 is hereby repealed.

READ a first and second time this
First day of December, 2014.

READ a third time and passed this
First day of December, 2014.

Mayor

D-Clerk

Town of Ajax Heritage Advisory Committee Terms of Reference

A. Purpose

The Heritage Advisory Committee (“the committee”) will promote and preserve the unique local history, including the natural, cultural and architectural heritage and will serve to assist the community in understanding its beginnings, development and future. In addition, the committee will serve as the Local Architectural Conservation Advisory Committee in accordance with the *Ontario Heritage Act, 1990*.

B. Mandate

- **Promote the heritage and history of the Town of Ajax through public outreach and education regarding heritage issues;**
- **Recommend and comment on the designation of properties of cultural heritage value or interest within Ajax (under the *Ontario Heritage Act*) and properties to be added to the Heritage Register;**
- **Preserve historical information, artifacts, historical sites and architecture through the Ajax Archives;**
- **Comment on Town policies relating to Ajax heritage and the Ajax Archives; and**
- **Comment on selected planning applications that may have an impact on heritage properties.**

C. Work Plan

The committee work plan shall be developed by **Planning & Development Services** with assistance provided by **Legislative & Information Services** staff and will appear as a standing item on the agenda so as to facilitate a regular review by the staff liaison representative(s) and/or the committee if deemed to be necessary.

D. Lead Department

The **Planning & Development Services Department** will be the lead for the committee. Staff from other departments and/or members of other agencies may attend meetings as required to provide expertise or report on various matters.

E. Reporting Relationship

The committee is to serve as an advisory body to Council. The committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must first be considered by staff and/or Council. Council may cause the committee to review and report on matters pertaining to the committee’s mandate.

F. Committee Composition

The committee shall be comprised of 7-10 voting members who must be Ajax residents. Appointments will run concurrent with the term of Council. Appointments may be revoked at any time at the discretion of staff and/or Council. The committee shall also consist of up to 2 Members of Council who shall have full voting privileges. All members are to be appointed by way of Council resolution. The Mayor is an ex-officio member.

Representatives from the **Planning & Development Services Department** and the **Legislative & Information Services Department** will serve as staff resource liaisons to the committee. The Committee Coordinator will provide organizational and procedural support to the committee. Other staff and delegates may be invited to provide input at times, however, they are not to be counted towards quorum and do not have voting privileges.

**Town of Ajax Heritage Advisory Committee
Terms of Reference**

G. Chairperson

Of the voting members a Chairperson and Vice-Chair shall be elected by majority vote on an annual basis. Members of Council are not eligible to serve as a Chairperson or Vice-Chair. The chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee's mandate. If a Chair or Vice-Chair is not present, members are to select an acting Chairperson to serve in the same capacity for the duration of that meeting.

H. Subcommittees

Subcommittees *may* be formed to complete specific tasks related to the committee's mandate and work plan but must report through the committee.

I. Decision Making and Voting

Where possible, decisions will be made by way of consensus. When a vote is necessary, a motion must be moved and seconded prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. Recorded votes shall not be permitted. The committee shall not reconsider a previous motion, unless directed to so by Council.

J. Quorum

Quorum shall be a simple majority of the total number of committee members (i.e. 50% plus one). If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not be fully ratified until supported by the majority of members. If no quorum is present and there are time constraints with respect to a particular item on the agenda, the Committee Coordinator may canvass members through alternative means in order to determine committee support for that particular item.

K. Meeting Structure and Format

Regular meetings will be scheduled on a monthly basis. Agendas for each meeting will be distributed to members in advance along with the minutes of the previous meeting. The Committee Coordinator will provide secretariat services to the committee. Minutes will be received by Council and substantive recommendations will be forwarded to staff for review and action if deemed necessary. Recommendations must relate to the committee's mandate.

In consultation with the committee and Council, representatives from the **Planning & Development Services** and **Legislative & Information Services** departments will generate content for each meeting so as to ensure progress of the committee's work plan. Relevant content from across Town departments also will be sought through circulation of an agenda forecast.

Committee meetings are open to the public and are subject to the provisions of Section 239 of the *Municipal Act, 2001*. Members of the public who are in attendance shall not interfere with the conduct of the committee.

The ***Town of Ajax Advisory Committee Corporate Policy & Procedure*** (Policy 047) shall be followed for all matters not specifically addressed within this document. These Terms of Reference are established by Council and can only be altered by Council approval.

THE CORPORATION OF THE TOWN OF AJAX

BY-LAW NUMBER 95-2014

Being a By-law to establish a Property Standards Appeal
Committee/Animal Services Appeal Committee.

WHEREAS the Building Code Act 1992, S.O. 1992, CHAPTER 23 provides for the establishment of a Property Standards Appeal Committee;

AND WHEREAS the Municipal Act, 2001, S.O. 2001, CHAPTER 25, mandates that the council of a municipality must hold a hearing at the request of an owner of a dog that has been subject to a muzzling order;

AND WHEREAS the Municipal Act 2001, S.O. 2001, CHAPTER 25, authorize a municipality to delegate its powers and duties under this or any other Act to a person or body;

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

1. That the Town of Ajax “Property Standards Appeal Committee/Animal Services Appeal Committee” be established for the 2014 / 2018 term of Council.
2. The attached “terms of reference and rules of procedure” shall guide the roles, expectations, conduct, structure and administration of the Town of Ajax’s Property Standards Appeal Committee/Animal Services Appeal Committee.
3. Where the Building Code Act, 1992, S.O. 1992, CHAPTER 23 or the Municipal Act 2001, S.O. 2001, CHAPTER 25 is silent, relevant by-laws, resolutions and practices of the Town of Ajax shall govern the roles, expectations, conduct, structure and administration of the Property Standards Appeal Committee/Animal Services Appeal Committee.
4. That By-law #9-2011 is hereby repealed.

READ a first and second time this
First day of December, 2014.

READ a third time and passed this
First day of December, 2014.

Mayor

D-Clerk

TOWN OF AJAX

Property Standards Appeal Committee/Animal Services Appeal Committee

Terms of Reference

1. Mandate

The Town of Ajax Property Standards Appeal Committee & the Animal Services Appeal Committee (the “Committee”) has full delegation of the authority in the **Building Code Act and the Municipal Act** to hear appeals from both property owners and dog owners who disagree with either a Property Standards Order or an Order to Restrain.

Although both of these Committees have the same members, each Committee is a separate entity. During the Public Meeting / Appeals portion of the Agenda, one Committee shall come to Order, deal with their respective Appeals in their entirety, adjourn, and then the other Committee shall come to Order and hear the remaining Appeals.

The Committee Shall:

- Hear evidence presented by witnesses, Town By-law Staff, property owners, the owner of the dog, or other individuals that may have evidence relating to the case.
- Make decisions on the status of either the Property Standards Order or an Order to Restrain.
- Confirm, modify, rescind, or extend the time for complying with the Order.

2. Reporting & Functional Relationships

The Manager of By-law Services will act as the staff resource person for the Committee.

Staff will make a semi-annual report to Council on its activities and decisions and provide the Minutes of all meetings.

3. Committee Membership

The Committee shall consist of five (5) public citizens appointed by the Council of the Town of Ajax. The Town Clerk or Designate, and a Town Councillor shall recruit, interview and recommend five individuals for appointment to the Committee.

Three (3) members shall constitute a quorum. Section 1 of “Schedule A”, Rules of Procedure, shall apply if no quorum is present.

Committee Members must have the ability to understand and apply the provisions of the Town’s Property Standards By-law and the Town’s Dog and Cat By-law and should be considered impartial with respect to their ability to fulfill their responsibilities.

Remuneration (\$65.00 per meeting for Committee members and \$75.00 per meeting for the Chair) shall be provided to the members in December of each year of the Committee.

The Term of the Committee is four years, corresponding with the Term of Council, **plus an additional three months during the transition period.**

A Chair will be elected by the Committee members and will serve for a one year term. A Vice-Chair will be chosen for the entire four year term to act on behalf of the Chair when he/she is not available. The Chair/Vice-Chair will ensure that decorum is maintained at each meeting and that “Schedule A”, Rules of Procedure is observed at all times.

The appointment of a Committee member shall be rescinded if the member is absent from 3 consecutive meetings or absent for over 50% of the meetings in one year, unless excused by the Committee due to extenuating circumstances. Where a vacancy occurs for any reason, Council shall by resolution, appoint a person qualified to be on the Committee for the remainder of the term.

4. Meeting Structure

The Committee will be called to order for **two** mandatory training sessions at the beginning of the term. Bi-monthly meetings will be scheduled, however, it is understood that additional meetings may be called, if needed. Further, if no appeals are made in a given period, the committee meeting may be cancelled. The date and time of the meetings will be coordinated by the Secretary of the Committee and communicated directly to the committee members.

A Committee Secretary will be provided for by the Town of Ajax. An agenda shall be prepared for each Committee meeting and the Minutes of each meeting shall outline the general deliberations and specific actions and decisions that result. The Committee shall provide its decision in writing to all parties. For Animal Services appeals, the appellant can appeal the decision of the Committee to the Town's General Government Committee within 14 days of receipt of the Committee's decision, with the applicable fees attached. For Property Standards Appeals, appellants can appeal to the Superior Court of Justice within 10 days of the Committee's decision, pursuant to the Building Code Act and by notifying the Town Clerk in writing.

Appellants have to send in a written request via registered mail to begin the appeal process. Appellants have 10 days from the date of service to appeal an Order to Restrain and 14 days from the date of service to appeal a Property Standards Order. Before an Appeal date has been set, all Orders to Restrain are in full effect, pursuant to the Town's Dog and Cat By-law.

Failure to Attend by Appellant

Where an appellant is properly notified of a hearing or appeal (via registered mail) and does not attend at the time and place appointed, the Committee shall determine that the appellant has "deemed not to dispute" the Order or Order to Restrain and the Committee shall confirm the Order(s) as written, with the appellant being notified of the Committee's decision after the appeal hearing.

Public Access

All appeal hearings shall be fully accessible to the general public and the appeal agenda shall be posted to the Town's website the day the Committee members receive their agendas and the minutes shall be posted on the Town's website within five (5) business days (where possible) after the appeal meeting. The Committee shall render its decision on the matter in the presence of the public, the appellant, staff and other interested parties.

Confidentiality

Members of the Committee shall not permit any person, other than those who are legally entitled, to inspect or have access to information. If unsure, the Committee shall discuss this matter with the Town Clerk or Designate.

SCHEDULE “A”

RULES OF PROCEDURES

1. Quorum

- 1.1 A quorum of Committee shall be 3 Members.
- 1.2 If a quorum is not present within 15 minutes after the time appointed for a meeting, the Secretary shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular meeting.
- 1.3 Members of Committee are encouraged to notify the Secretary when the Member is aware that he/she will be absent from any meeting of Committee.

2. Meetings Open to the Public

- 2.1 All proceedings of Committee shall be open to the public.

3. Conduct of Witnesses, Appellants, Delegations, or Individuals making Presentations

- 3.1 Witnesses, Appellants, or Individuals making presentation shall not:
 - a) Speak disrespectfully of any person
 - b) Use offensive words
 - c) Speak on any subject other than the subject for which they have received approval to address Committee
 - d) Disobey the decision of the Chair or Committee
 - e) Enter into cross debate with other persons present, Town staff, Members or the Chair
- 3.2 Persons desiring to present an appeal to Committee shall give notice, to the Secretary of the Committee, by sending registered mail;
 - a) within 14 days after service of the Order with regard to Property Standard Orders
 - b) within 10 days after service of the Order to Restrain with regard to Animal Services
- 3.3 Notwithstanding section 3.2, 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 Committee for which the public has been invited.
- 3.4 Individuals shall be permitted to speak on a matter only once and be limited to speak for no more than 10 minutes. A five minute extension to speak may be decided, without debate, by a majority of Committee Members present. Where there are numerous individuals taking the same position on a matter, they are encouraged not to repeat information presented by an earlier delegation.
- 3.5 The Chair can limit the number of individuals speaking if he/she believes that the information being provided has already been presented to the Committee or the individual does not have firsthand knowledge of the matter or incident that is being heard by the Committee.
- 3.6 Members shall be permitted to ask questions of delegates but shall not make statements to nor enter into debate with such persons.

4. Order of Business

Agenda

- 4.1 The Secretary shall prepare and cause to be circulated for the use of the Members at the regular meetings of Committee, an agenda listing the Order of Business, as follows:
- a) Call to Order
 - b) Minutes
 - c) Public Meeting / Appeals
 - d) Verbal Update
 - e) Other / New Business
 - f) Adjournment
- 4.2 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.
- 4.3 The agenda will be delivered to each Members residence no later than the Friday preceding the regular Committee meeting.

Call to Order

- 4.4 As soon after the hour fixed for the holding of the meeting of the Committee as a quorum is present, the Chair shall call the Members to order.
- 4.5 If the Chair does not attend a meeting of Committee within five minutes after the time appointed, the Secretary shall call the Members to order and the Vice Chair shall preside until the arrival of the Chair.
- 4.6 If the Vice Chair is not present at the time when the Secretary calls the Members to order, the Members present shall appoint a Presiding Member who shall preside over the meeting.
- 4.7 The Chair shall advise all persons present that any and all electronic devices shall be turned off for the duration of the meeting.

Minutes

- 4.8 The Secretary shall cause minutes to be taken of each meeting of Committee, which shall include:
- a) the place, date and time of the meeting;
 - b) the attendance of the Members; should a member enter after the commencement of a meeting or leave prior to adjournment, the time shall be noted;
 - c) all other proceedings of Committee without note or comment.
- 4.9 Minutes of the last regular meeting of Committee and of all Special Committee meetings held subsequent to the last regular meeting, shall be included in the agenda and may be adopted by Committee without having been read at the meeting at which the question of their adoption is considered.

Public Meeting / Appeals

- 4.10 The Chair will co-ordinate the hearing of the Appeals as they are listed on the meeting Agenda. The Appeal format is outlined in Section 8 of this document. The Chair has the ability to deviate the Order of Appeals and the format as he/she deems necessary but shall always strive to have it maintained as written.

Verbal Update

- 4.11 The Staff Resource shall give verbal updates on past Appeals heard by the Committee. This verbal update is for information purposes only and requires no action of the Committee.

Other / New Business

- 4.12 Items of business requiring the direction of Committee will appear under this section of the agenda. These matters shall generally pertain to information items only.

5. Rules of Debate and Conduct

Conduct of Members of Committee

- 5.1 No Member shall:
- a) speak disrespectfully of the Reigning Sovereign, of any Member of the Royal Family, of the Governor-General of Canada, of the Lieutenant-Governor of any Province, of any Member of Senate or of any elected assembly;
 - b) use offensive words or against the Council or against any Member, or any officer or employee of the Town of Ajax;
 - c) speak on any subject other than the subject in debate;
 - d) disobey the Rules of Procedure or a decision of the Committee Chair on questions of order or procedure or upon the interpretation of the Rules of Procedure; and in case a Member persists in any such disobedience after having been called to order, the Chair shall forthwith order him or her to vacate the Chamber in which the meeting is being held, but if the Member apologizes he or she may, by majority vote of the Members of Committee, be permitted to retake his or her seat;
 - e) speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, ethnic origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status, or disability.

Rules of Debate

- 5.2 The Chair shall preserve order and decorum and decide questions of order subject to an appeal to the Committee by any Member.
- 5.3 When two or more Members desire to speak, the Chair shall designate the Member who has the floor.
- 5.4 No Member shall be deemed to have precedence or seniority over any other Member.
- 5.5 Before speaking to a question or motion, a Member shall be acknowledged by the Chair and shall address the Chair.
- 5.6 When a Member is speaking, no other Member shall pass between that Member and the Chair or interrupt that Member except to raise a point of order.
- 5.7 A Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member who is speaking.
- 5.8 No Member, without leave of the Committee, shall speak to the same question, or reply, for longer than five minutes.
- 5.9 A Member may ask a question for the purpose of obtaining information relating to the matter under discussion and such question shall be stated concisely and asked only through the Chair.

- 5.10 When a Member has been recognized as the next speaker, before speaking the Member may ask a question of or through the Chair on the matter under discussion for the purpose of obtaining information, following which the Member may speak.

Points of Order

- 5.11 When a Member desires to call attention to a violation of the rules of procedure, the Member shall ask leave of the Chair to raise a point of order, and after leave is granted, shall state the point of order to the Chair succinctly and the Chair shall then decide upon the point of order and advise the Members of his/her decision.
- 5.12 Unless a Member immediately appeals the Chair's decision to the Committee, the decision of the Chair shall be final.
- 5.13 If a Member appeals to Committee on a point of order, Committee shall hear the reason for the appeal from the appellant and the reason for the decision from the Chair, and shall decide the question without debate. The decision of Committee under this section shall be final.

6. Motions

- 6.1 A motion presented in Committee need not be in writing nor require a seconder.
- 6.2 When a motion is presented in Committee, it shall be stated by the Chair/Member before debate.
- 6.3 After a motion is stated by the Chair/Member it shall be deemed to be in possession of Committee, but may with permission of the mover, be withdrawn at any time before decision or amendment.
- 6.4 A motion in respect of a matter which is beyond the jurisdiction of Committee shall not be in order.
- 6.5 A motion properly before Committee for decision must receive disposition before any other motion can be received.

7 Voting

- 7.1 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.
- 7.2 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.
- 7.3 A Member not in their seat when the question is called by the Chair is not entitled to vote on that question.
- 7.4 Immediately preceding the taking of the vote, the Chair shall state the question in the form introduced.
- 7.5 The Chair shall announce the result of every vote.
- 7.6 If a Member disagrees with the announcement of the Chair that a question is carried or defeated, he/she may immediately after the declaration by the Chair, state their objection to the declaration and request that a recorded vote be taken on the question.

Recorded Vote

- 7.7 When a recorded vote is requested by a Member, or is otherwise required, the Secretary 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 Chair shall vote last.

Tied Vote

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

8. Appeal Format

- 8.1 The Chair will welcome all individuals present and call the first Appeal on the meeting Agenda.
- 8.2 The Chair will explain the Role of the Committee and the format of the Appeal section of the meeting.
- 8.3 The Chair will explain the appeal process should an individual or the Town staff not agree with a decision of the Committee for both Property Standard Orders, pursuant to the Building Code Act, and Orders to Restrain, pursuant to the Town's Dog and Cat By-law.
- a) Property Standards - the municipality in which the property is situate or any owner or occupant or person affected by a decision may appeal to the Superior Court of Justice by notifying the clerk of the municipality in writing and by applying to the court within 14 days after a copy of the decision is sent.
 - b) Animal Services Appeals – the municipality in which the dog resides in or any owner of a dog may appeal to the General Government Committee of the Town, by notifying the clerk of the municipality in writing and by paying the appropriate fees as outlined in the Town's General Fees By-law within 14 days after a copy of the decision is sent.
- 8.4 Town staff will present their testimony to the Committee. The Committee will then ask the Officer questions. At the conclusion of Committee questions, the appellant will then have the option to ask questions of the Officer. This is only an opportunity for questions from the Appellant and not for providing statements to the Committee. This process will continue for each witness that will give testimony on behalf of the Town.
- 8.5 The Appellant will present their testimony to the Committee. The Committee will then ask the Appellant questions. At the conclusion of Committee questions, Town staff will then have the option to ask questions of the Appellant. This process will continue for each witness that will give testimony on behalf of the Appellant.
- 8.6 The Chair will ask each side to summarize their respective positions, starting with Town staff.
- 8.7 The Committee will now deliberate. Town staff and the Appellant will remain present in the event that any additional questions are raised by any Member that requires clarification.
- 8.8 At any time the Committee can ask questions of staff or of any witnesses who have already spoken to get clarification on an issue.
- 8.9 The Chair will orally notify the Appellant of the Committee's decision with regard to the Appeal. The Chair will also notify the Appellant that the Committee's decision will be provided to them in writing.
- 8.10 The above process will continue until the Committee has heard all the Appeals listed on the Agenda for that meeting.