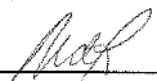


The Corporation of the Town of Ajax  
**COUNCIL**

Monday November 9, 2015 at 7:00 p.m.  
Council Chambers, Town Hall  
65 Harwood Avenue South



Confirmed by: 

## AGENDA

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

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

1. **Call To Order**
2. **Disclosure of Pecuniary Interest**
3. **Adoption of Minutes**
  - 3.1 [Regular Meeting](#) [October 26, 2015](#)..... 3
4. **Delegation and Presentations / Public Hearings**
  - 4.1 Proclamation **Unity in Diversity Week – November 8 – 14, 2015**  
~ Yalda Baghaei, Spiritual Assembly of the Baha'is of Ajax  
~ Travis Thakurdin, Spiritual Assembly of the Baha'is of Ajax
  - 4.2 Proclamation **World Diabetes Day – November 14, 2015**  
**Type 1 Diabetes Awareness Month – November, 2015**  
~ Marlene Grass, Founder of the Charles Best Diabetes Centre
  - 4.3 Delegation **Ajax Library Board Update**  
~ Donna Bright, Chief Librarian  
~ Phill White, Chair, Ajax Public Library Board  
[see report 6.5 page 15]
5. [Correspondence](#)..... 8

**6. Reports**

6.1	Community Affairs & Planning Committee Report	<b>November 2, 2015</b> .....	11
6.2	General Government Committee Report	<b>November 5, 2015</b> (circulated separately)	
6.3	Summary of Advisory Committee Decisions	<b>October 2015</b> .....	13
6.4	Departmental Reports	<b>None</b>	
6.5	Ajax Library Board Report	<b>Fall 2015</b> .....	15

**7. Regional Councillors' Reports**

7.1	Regional Councillor S. Collier.....	verbal	
7.2	Regional Councillor C. Jordan.....		17

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

None

**9. By-Laws**

85-2015	Appointment of Law Enforcement Officers – 82 Church Street South .....	20
86-2015	Council Rules of Procedure .....	21
87-2015	Council Code of Conduct.....	44
88-2015	Zoning B-law Amendment Z1/15 – Haber Homes.....	57

**10. Notice of Motion**

**11. Other Business**

**12. Question Period**

**13. New Business, Notices and Announcements**

**14. Confirming By-Law                    89-2015**

**15. Adjournment**

**Minutes of the Meeting of the  
Council of the Corporation of the Town of Ajax  
Held in the Council Chambers of the Town Hall on  
Monday, October 26, 2015 at 7:00 p.m.**

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

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

**1. Call to Order**

Acting Mayor Collier called the meeting to order at 7:00 p.m. It was noted that Mayor Parish was away on Town business.

**2. Disclosure of Pecuniary Interest**

There were no disclosures of pecuniary interests.

**3. Adoption of Minutes**

Moved by: R. Ashby  
Seconded by: P. Brown

That the Minutes of the regular meeting of Council held on October 13, 2015 be adopted.

CARRIED

**4. Delegation and Petitions/Public Hearings**

**4.1 Book Mark Contest Winners**

Sarah Dodge, Coordinator of Information Services, introduced the winners of the Bookmark Contest:

Senior Kindergarten - Fizza Syed  
Grade 1 - Tanvi Lee  
Grade 2 - Omair Shaikh  
Grade 3 - Stephanie Najib, Daniel Singh, Madison Ward  
Grade 4 - Elyza Singh

Grade 5 - Hector Jiang, Ali Umer  
Grade 6 - Sanskriti Shindad  
Grade 7 - Tonellia Bhagwandat, Tanya Najib

Acting Mayor Collier congratulated the contest winners.

#### **4.2 Durham Regional Police Service – 2017-2019 Business Plan Consultations**

Stindar Lal, DRPS Board Member, made introductory remarks, overviewing the purpose of the presentation and encouraging feedback from Council members on local policing priorities. Mr. Lal introduced Brad Carter, Acting Planning Manager, DRPS, whose presentation overviewed the environmental context of policing in Durham, priorities within the 2014-2016 Business Plan, and the current task of developing the 2017-2019 Business Plan. Mr. Carter asked Council to provide their views on how community safety can be enhanced within the Region.

Many members identified speeding as an area of primary concern, and the need for greater public education aimed at developing a social stigma around speeding. Further discussion surrounded red light cameras, highway safety and collisions on the 401 within Ajax, and the success of the local police bicycle patrols in strengthening police rapport with Ajax youth.

Members were encouraged to promote participation in the DRPS survey which can be accessed at [www.drps.ca/survey](http://www.drps.ca/survey).

#### **4.3 Snapshots of Ajax - History Book**

Martin de Rond, Director of Legislative & Information Services/Clerk, offered brief comments on the rich history of the Town, and the ways in which its history has been celebrated over the years, and continues to be studied and preserved by Town staff and various community groups. Mr. de Rond formally announced the completion and launch of the latest Town of Ajax history book, a pictorial history entitled “Snapshots of Ajax”. Several Town staff, contributors, and local project champions were recognised for their contributions.

#### **4.4 New Council Procedure By-law**

Nicole Wellsbury, Manager of Legislative Services/Deputy Clerk, overviewed various proposed changes to the Council procedure by-law. In addition to a change to Council’s meeting schedule from a bi-weekly cycle to a monthly cycle, many of the proposed changes are aimed at modernizing the by-law to reflect modern realities, and to enhance openness and transparency within the Town’s meeting management process.

Members questioned whether the 10 days notice required to appear as a delegation may present a barrier to public participation, if a person wished to speak at a meeting but could not meet the 10-day deadline. Staff identified various ways in which a resident could be accommodated in such a scenario. Discussion took place in regard to the proposal to remove “Question Period” as a standard inclusion within the Council Order of Business. Members expressed their view that Question Period provides an important opportunity for residents to participate in governance, and ask questions of their elected members.

Acting Mayor Collier declared the meeting to be a public meeting and invited comments.

Rob Tyler Morin, Ajax resident, spoke in favor of re-instating ‘Question Period’

Nancy Henry, Ajax resident, also spoke in favor of re-instating ‘Question Period’.

There being no further comments, Chair Collier closed the public meeting.

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

That the draft by-law be amended by adding “Question Period” into the Council Order of Business.

CARRIED

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

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

CARRIED

#### 4.5 Council Code of Conduct Update

Nicole Wellsbury, Manager of Legislative Services/Deputy Clerk, highlighted various proposed changes to the Council Code of Conduct, most of which were recommended by a contracted Integrity Commissioner. Several new sections were highlighted, however the bulk of the changes proposed are minor housekeeping/formatting changes.

Acting Mayor Collier declared the meeting to be a public meeting and invited comments.

Nancy Henry, Ajax resident, spoke against a staff recommendation to maintain the six week/six month limitation periods within the Council Code of Conduct.

There being no further comments, Chair Collier closed the public meeting.

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

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

CARRIED

### 5. Correspondence

Moved by: M. Crawford  
Seconded by: C. Jordan

That the report dated October 26, 2015 containing Items of Correspondence be adopted.

CARRIED

### 6. Reports

#### 6.1 Community Affairs & Planning Committee Report

None

**6.2 General Government Committee Report**

None

**6.3 Summary of Advisory Committee Decisions**

None

**6.4 Departmental Reports**

Moved by: P. Brown  
Seconded by: M. Crawford

That the Departmental Reports dated October 26, 2015, with the exception of items 6.4.1 and 6.4.2 which were dealt earlier in the presentation section, be adopted.

CARRIED

**7. Regional Councillors' Reports**

Regional Councillor Collier noted that his written report was printed in the agenda.

Regional Councillor Jordan updated the Committee in regard to recent meetings of the Regional Council Composition Review Committee (RCCRC), noting that limited progress has been made to date. Concerns were cited about the Committee's focus on the matter of direct election, which may have the effect of distracting from the matter of redistributing seats to balance representation. Generally, Council members stated their opposition to the idea of direct election of members to Regional Council.

M. de Rond, Clerk, emphasized the need for the RCCRC to complete its work no later than the Spring of 2016 in order to allow sufficient time for processes that will follow including obtaining a Ministerial regulation and "triple majority" approval of the proposed changes. Local municipalities must complete any composition or ward boundary changes no later than December 31, 2017 to take effect for the 2018 election.

Moved by: J. Dies  
Seconded by: M. Crawford

That the Regional Councillor's Reports dated October 26, 2015 be received for information.

CARRIED

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

None

**9. By-laws**

Moved by: M. Crawford  
Seconded by: P. Brown

That By-law numbers 82-2015 and 83-2015 be read a first, second and third time and passed.

CARRIED

**10. Notice of Motion**

None

**11. Other Business**

None

**12. Question Period**

None

**13. New Business - Notices & Announcements**

Councillor Dies and Councillor Ashby noted various upcoming community meetings.

**14. Confirming By-Law**

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

That By-law number 84-2015 being a by-law to confirm the proceedings of the Council of the Corporation of the Town of Ajax at its regular meeting held on October 26, 2015 be read a first, second and third time and passed.

CARRIED

**15. Adjournment**

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

That the October 26, 2015 meeting of the Council of the Town of Ajax be adjourned. (9:00 p.m.)

CARRIED

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Mayor

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D-Clerk

# TOWN OF AJAX REPORT TO COUNCIL



**TO:** Mayor and Members of Council  
**FROM:** M. de Rond, Clerk  
**DATE:** November 9, 2015  
**SUBJECT:** Items of Correspondence

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

- i) **Town of Ajax:** Proclamations issued by the Mayor's Office .....9
- ii) **Ministry of Tourism, Culture and Sport:** Nominations for 2016 Premier's Awards for Excellence in the Arts ..... 10

M. de Rond  
Clerk

MdR/lb





# MEMO

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**TO:** Mayor and Members of Council  
**FROM:** Linsey Joseph  
**DEPARTMENT:** Legislative and Information Services - Legislative Services  
**SUBJECT:** PROCLAMATIONS ISSUED BY THE MAYOR'S OFFICE  
**DATE:** November 9, 2015

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The following Proclamations have been issued during the month of October 2015.

<b>Name of Person/Group(s)</b>	<b>Title of Proclamation</b>	<b>Date(s) Proclaimed</b>
Baha'i Baha'i Community of Ajax	Unity in Diversity Week	November 8-14, 2015

Linsey Joseph  
Legislative & Information Services  
/CC  
\* flag

**From:** MTCS Correspondence (MTCS) [<mailto:MtrMclCo@ontario.ca>]

**Sent:** Monday, November 02, 2015 3:52 PM

**To:** Martin deRond

**Subject:** Nominations are open – 2016 Premier's Awards for Excellence in the Arts | Ouverture des candidatures – Prix de la première ministre pour l'excellence artistique 2016

Dear CAO, Clerk or Treasurer:

I am writing to announce that nominations are open for the 2016 [Premier's Awards for Excellence in the Arts](#) and to encourage you to share this information in your municipality.

The Premier's Awards recognize artists and arts organizations for their outstanding achievements and contributions that breathe life into our communities, help drive innovation and strengthen local economies.

Finalists are selected by an [Ontario Arts Council](#) (OAC) jury from nominations submitted by Ontarians. These awards are a way for us as audiences, fans and followers of their great work to applaud these innovators, creators, producers and performers, whose talent and passion enrich our lives and help our communities become stronger and more vibrant.

Each year, two awards are presented: an artist award of \$35,000 and an arts organization award of \$50,000. Individuals and arts organizations engaged in any professional arts practice in Ontario whose artistic work or service spans a minimum of 10 years are eligible.

The 2015 laureates were announced at an awards ceremony at the Royal Ontario Museum on October 20 in Toronto.

Program details and nomination forms are available on OAC's [website](#). The OAC manages the nomination and adjudication process on behalf of the Ontario government. The nomination deadline is December 1, 2015.

Thank you for helping Ontario celebrate artists and arts organizations who share their talents with us and improve our communities.

Sincerely,

Drew Fagan  
Deputy Minister



## TOWN OF AJAX REPORT OF THE COMMUNITY AFFAIRS AND PLANNING COMMITTEE

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

For consideration by the Council of the Town of Ajax on November 9, 2015

The Community Affairs and Planning Committee met at 7:00 p.m. on November 2, 2015

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

---

### 1.     **Call to Order (7:00 p.m.)**

Chair Jordan called the meeting to order.

### 2.     **Disclosure of Pecuniary Interest**

There were no disclosures of pecuniary interest.

### 3.     **Adoption of Minutes**

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

That the Minutes of the Community Affairs and Planning Committee Meeting held on June 1, 2015 be adopted.

CARRIED

### 4.     **Public Meetings**

4.1     **2371200 Ontario Inc. (Haber Homes)  
          Zoning By-law Amendment Z1/15  
          Draft Plan of Subdivision S-A-2015-01  
          Site Plan Application SP1/15  
          484 Rossland Road West**

Moved by: M. Crawford

Seconded by: S. Collier

1. That Zoning By-law Amendment Z1/15, submitted by 2371200 Ontario Inc., be approved and that staff be authorized to prepare and forward an implementing zoning by-law to Council for its consideration at a future meeting, as provided within Attachment 1 to this report;
2. That Draft Plan of Subdivision S-A-2015-01, submitted by 2371200 Ontario Inc., be endorsed and that staff be authorized to grant draft approval of the plan of subdivision, subject to the proposed draft conditions, as provided within Attachment 2 to this report; and
3. That Site Plan SP1/14, submitted by 2371200 Ontario Inc., be endorsed, and that staff be authorized to grant final site plan approval subject to finalizing all required drawings to the satisfaction of the Town of Ajax.

CARRIED

**5. Presentations**

None

**6. Reports**

None

**7. Adjournment (7:30 p.m.)**

Moved by: S. Parish

Seconded by: R. Ashby

That the November 2, 2015 meeting of the Community Affairs and Planning Committee be adjourned.

CARRIED

C. Jordan, Chair

# SUMMARY OF ADVISORY COMMITTEE DECISIONS For October 2015



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

## ENVIRONMENTAL ADVISORY COMMITTEE

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The following resolutions were passed by the Environmental Advisory Committee at its meeting held October 8, 2015.

### 4.2 Adopt-a-Park / Road Program

Moved By: D. Hogg  
Seconded By: J. Hammond

That the Environmental Advisory Committee select a park or road location to adopt.

CARRIED.

## ACCESSIBILITY ADVISORY COMMITTEE

---

The following resolutions were passed by the Accessibility Advisory Committee at its meeting held October 21, 2015.

### 7.1 Work Plan

Moved By: B. Dowds  
Seconded By: M. Bowen

That the Accessibility Advisory Committee commence creation and posting of a monthly accessibility bulletin for staff and residents.

CARRIED.

### 8.1 Event Updates

Moved By: J. Harrison  
Seconded By: B. Dowds

That the Accessibility Advisory Committee receive formal committee nametags to be worn during attendance at public events and presentations.

CARRIED

Moved By: M. Bowen  
Seconded By: B. Dowds

That the Accessibility Advisory Committee invite staff from Community & Cultural Development section to attend a forthcoming meeting and discuss accessibility considerations for Town festivals & events.

CARRIED.

---

Sarah Moore, Committee Coordinator

## Launch of the Inclusive Toy Library

Linkage to Town of Ajax Strategies

Sense of Community - Support Youth

Capital funding from the Town provided the support needed for the Library's October 17th launch of an Inclusive Toy Library. Only a handful of libraries in North America have one.

The Toy Library features over 100 toys and games that are fun, educational, and allow children of all abilities to develop new skills and learn as they play. The toys will be available for children to play with, and to borrow, at all three branches.



## Summer Reading Club

Sense of Community - Support Youth

As it has done for several years, the Library participated in the TD Summer Reading Club. Over 2,200 children of all ages signed up. Participants were rewarded with fun prizes as they read throughout the summer and took part in fun events each week. Two popular events were: the Tech Discovery Day with a focus on 3D Printing; and Truck Day. On Truck Day children and adults turned out to see vehicles like a road grader, back hoe, fire truck, and Durham Regional Police's newest vehicle.



Durham Region Transit supports the Summer Reading Club by allowing participants under the age of 13 to use their library card as a transit pass. This year we saw an increase of 130% in the number of children who



took advantage of this free service.

## Digital Resources Available With A Library Card

Service Delivery & Governance

The Library ran a number of initiatives this summer to promote the wide variety of digital resources we have available. In addition to eBooks available through Overdrive and Freading, the



Library has free music downloads and streaming through Freegal, as well as free streaming of movies/audio books and eBooks through Hoopla.



The Summer Breeze Readers' contest had 360 participants of all ages. Later in the summer, the Library brought in the Overdrive Digital Bookmobile. The 75 foot long tractor trailer is loaded with technology to show Library customers how to access the digital resources available at the Library.

## Quick Facts - The Past Twelve Months

Libraries continue to manage rapid growth in electronic products while looking for ways to attract new customers. This is true with the Ajax Public Library. eProduct use is soaring and while the Library is growing, it is a challenge to keep up with Ajax's rapid population growth.

- Per Capita Library use increased 5% from 2013 to 2014 based on the Ontario Government's MPMP data
- 33% increase in the circulation of eMaterials and 89% increase in wireless internet access
- In person visits are up 6%, mainly due to the extended opening hours on Fridays and Sundays
- Total circulation remains flat and while there were 1,000 net new cardholders, the rate of growth is slower than Ajax's population growth.

## Rotary Room Hearing Loop

Accessibility

The Library's 2015 budget included the installation of a Hearing Loop in the Rotary Room. The loop is a type of antenna that transmits a signal from the room's sound system. Hearing aids and cochlear implants are able to pick up this signal so the individual can better hear presenters without the need to use headphones or other devices.

## June Was Seniors' Month

Sense of Community - Support Seniors

The Library celebrated Seniors' Month with the launch of a new program called the International News Cafe. Participants use technology to browse any of the 200 newspapers from around the world available through the Library's digital resources.

This program joins a long list of seniors' programs at the Library, such as Social Talk and Tea, Armchair Travel, Wii Bowling, and Headline Hunters.

## The Library Is Going Mobile

Service Delivery & Governance

To better serve customers out in the community, the Library is implementing a tool called MobileCirc. It will initially be used as part of the Books on Wheels service for homebound individuals. With MobileCirc, materials can be checked in and out and new customers can be registered from a mobile location.

It will also allow for more community outreach activities to promote the Library and register new customers.

### Library Board Activities

## Library's Strategic Priorities

Service Delivery & Governance

Every two years the Library Board reviews the strategic priorities for the Library to ensure they reflect the needs of the community. The newly appointed Library Board recently re-affirmed the Library's strategic priorities, making only minor adjustments to the past priorities.

The Library's strategic priorities are:

1. Current customers and non-customers will increase their use of the library's services.
2. Customers of the library will be satisfied with its services.
3. The library's collections will be current and relevant to the needs of its customers.
4. The library will further increase its value to the diverse community of Ajax, including newcomers, youth (children/teen), parents, and older adults by providing services and resources that meet each group's most important needs.
5. Customers will have safe and welcoming spaces to meet and interact with others or to read or work quietly.

## Library Board Orientation

The newly appointed Library Board, which includes seven new members, underwent a series of orientation sessions in the spring. The Ajax Library invited the other libraries in Durham to participate in parts of the orientation to help build ties with the other Durham Libraries.

## Looking Forward - What's Happening Next

**Say Cheese!** - Learn about and sample artisan cheese from around the world on Nov. 5 ( in partnership with CARP's Ajax-Pickering chapter)

**Science Fair** - The Ajax Public Library will be running the 2<sup>nd</sup> annual Science Fair competition for students from Grades 3-8 in February.

**Black History Month** - In February, the library will be hosting events in partnership with the Congress of Black Women and the Welcome Centre.

**March Break 2016** - Our theme this year is *Super Heroes, Super Stories*. It'll be a week of super activities!



## **Regional Councillor Report**

**Submitted by:** Colleen Jordan, Regional Councillor Wards 3 & 4

**Date:** November 9, 2015

### **Regional Council – October 14, 2015**

Regional Council approved the 2016 Property Tax Guideline at an overall increase of 1.75 per cent after assessment growth.

### **Regional Council – Nov. 4, 2015**

#### EFW

Director of Works, Cliff Curtis, responded to delegations regarding the status of Acceptance Testing for the Durham York Energy Centre. The results of emission testing will be reviewed by the Ministry of The Environment and Climate Change (MOECC) as well as Durham and York Regions. The operation of the incinerator is subject to requirements contained within the environmental compliance approval issued by MOECC and commercial contract between Durham, York and Covanta. Initial tests indicated exceedances on some limits. Subsequent testing is being conducted. In order to meet acceptance and enter commercial operations the facility must meet the requirements of these documents.

#### Enshrining the Right to Live in a Healthy Environment

Regional Council referred back to staff a motion from the Blue Dot campaign which requests that the right of all citizens to live in an healthy environment be enshrined in appropriate federal and provincial legislation, including the Canadian Charter of Rights and the Ontario Environmental Bill of Rights. Many municipalities, including Ajax (endorsed April 2015), have endorsed similar motions.

#### National Pharmacare Program

Regional Council endorsed Ajax's motion urging the Government of Canada to work with the Provinces and Territories to develop and implement a National Pharmacare program. This motion was referred to Durham Region's Health Committee and reviewed by Durham's Medical Officer of Health who recommended endorsement of the motion. The Association of Local Public Health Agencies of Ontario also have called for a National Pharmacare program.

## Comments on Provincial Legislation Reviews

### Conservation Authorities Act

Durham endorsed comments on the Conservation Authorities Act calling on the Province to consider changes to governance, funding mechanisms and roles and responsibilities. Key recommendations included the need for predictable, sustainable provincial funding to ensure conservations authorities (CA) can implement expanding provincial policies and programs; consistent financial reporting process for all CA across the province; and clear definition of roles and responsibilities of CAs for various aspects of climate change adaptation at the watershed level.

### Municipal Act and Municipal Conflict of Interest Act

Durham Region's comments included requesting a clear and practical definition of what constitutes a meeting, elimination of the Provincial Business Protection (capping of assessment increases) and that statutory rates for hospitals, prisons, education institutions, railway hydro rights of way and nuclear generating facilities be updated. These rates haven't been updated since 1998.

Funding for social housing was also discussed in the report and a recommendation was made that given income taxes are a more appropriate revenue source to pay for social housing services that the funding responsibility for social housing be uploaded to the provincial government. Ontario is the only province in Canada that social housing is the responsibility of municipalities. The motion also called for changes to joint and several liability so municipalities are protected from the brunt of rising insurance premiums, litigation and claim costs.

Durham also requested that in developing and implementing emissions pricing mechanisms that decisions be based on sound integrated environmental and energy policies and that any changes to carbon accounting be designed with a view to harmonization to avoid administrative redundancy and with recognition of municipal actions taken to date.

### Update –Potential Impacts on Solid Waste Management of Ontario's Proposed Cap and Trade Program for Greenhouse Gas Emissions

Council endorsed a motion requesting staff continue their efforts to collaborate with Association of Municipalities of Ontario, the Ontario Waste Management Assoc. and other stakeholders to ensure the broader municipal interests are represented in the design and implementation of the Province's proposed cap and trade program. Durham staff cited their concern that currently the MOECC may include EFW facilities under the proposed cap while excluding fugitive emissions of methane from landfills, which creates a contradictory incentive to increase landfilling.

Quebec, European Union Emissions and Kyoto Clean Development Mechanism all exempt the solid waste management sector. California initially included EFW under the Cap but has since exempted them.

### Nuclear Emergency Plans

Regional Council endorsed a motion requesting that the Government of Ontario provide all non-confidential data and studies used in considering changes to offsite nuclear emergency plans and requested that the Province consider expanding the feasibility of the 10 kilometre primary zone.

### Fair Representation – October 23, 2015

The Committee has met four times. During the October meeting, Mr. Ken Seiling, Regional Chair, Waterloo spoke about the current governance model in place for his regional council, which includes direct election of council members. Directly elected means the regional councillor sits only on Regional Council and not on local municipal council. It is my opinion that Mr. Seiling's assertion that this provides more effective governance is not valid based on a combined change that took place in 2000. At that time, the Province imposed both direct election and reduced the size of Waterloo Council to 16. In 1995, Waterloo had 26 Councillors and 22 in 1997. Therefore the belief that Council was more effective could very well have been due to the reduction in size of Council. It was also acknowledged that not all Waterloo councillors would agree that direct election was more effective. It was of note that in Waterloo the rural communities each had only one representative. Mr. Seiling confirmed that the rural and urban communities were looked at in separate bands and that representation based on population was used to determine the number of councillors. Each urban regional councillor represent an average of 36,623 people.

A motion that the current method of double direct election of Regional Councillors (meaning the councillor sit on both the local and regional council) be maintained was deferred to a future meeting of the Committee.

The Committee endorsed a motion that Mayors should automatically sit on Regional Council.

The Committee meets again on Nov. 6<sup>th</sup>.

**THE CORPORATION OF THE TOWN OF AJAX**

**BY-LAW NUMBER 85-2015**

Being a By-Law to appoint By-law Enforcement Officers for certain purposes  
(Parking Regulations – 82 Church Street South)

WHEREAS pursuant to the provisions of section 15 of the Police Services Act, R.S.O. 1990, chapter P.15, as amended, a municipal Council may appoint persons to enforce the By-laws of the municipality who shall be Peace Officers for the purpose of enforcing the municipal By-laws;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWN OF AJAX ENACTS AS FOLLOWS;

1. The following persons are hereby appointed as Municipal Law Enforcement Officers in and for the Town of Ajax and are hereby authorized to enter at all reasonable times upon the lands known as 82 Church Street South, in the Town of Ajax, in the Regional Municipality of Durham, in order to ascertain whether the provisions of the current Town of Ajax Traffic By-law, as amended, are obeyed and to enforce or carry into effect the said By-law;

Michael Poon  
Cheryl Kettner  
Jeane Uy  
Ellen Kai  
Alexander Poon

2. The authority granted in Section 1 hereto is specifically limited to that set out in Section 1, and shall not be deemed, at any time, to exceed the authority set out in Section 1.
3. These appointments shall expire upon those persons set out in Section 1 ceasing to be an employee of or ceasing to be an authorized agent of 82 Church Street South.

READ a first and second time this  
Ninth day of November, 2015.

READ a third time and passed this  
Ninth day of November, 2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
D-Clerk

**THE CORPORATION OF THE TOWN OF AJAX**

**BY-LAW NUMBER 86-2015**

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

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

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

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

READ a first and second this  
Ninth day of November, 2015

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

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Mayor

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D-Clerk

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## 1. DEFINITIONS

In this Procedure By-law,

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



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

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

## **2. APPLICATION / SUSPENDING THE RULES**

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

## **3. PRINCIPLES OF THE PROCEDURE BY-LAW**

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

## **4. DUTIES**

### **Council**

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

4.3. Members shall:

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

**Mayor/Standing Committee Chair**

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

**Clerk**

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

**Chief Administrative Officer (CAO)**

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

**Department Heads**

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

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

#### **Meeting Attendees**

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

### **5. GENERAL RULES**

#### **Appointment of Acting Mayor**

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

#### **Quorum**

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

#### **Remote Meeting Attendance**

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

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

**In Camera Meetings/ Openness and Transparency**

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

**Disclosure of Pecuniary Interest**

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

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

### **Delegations at Council & Standing Committees**

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

### **Presentations**

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

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

### **Conduct of Delegates & Presenters**

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

### **Petitions**

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

## **6. COUNCIL**

### **Inaugural Meeting**

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

### **Regular Meetings**

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

## **Order of Business**

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

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

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

### **Call to Order**

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

### **Minutes**

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

### **Delegations, Presentations**

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

### **Correspondence**

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



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

### **Committee Reports**

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

### **Departmental Reports**

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

### **Regional Councillors' Reports**

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

### **Business Arising from Notice of Motion**

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

### **By-laws**

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

### **Notice of Motion**

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

### **New Business/Announcements**

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

### **Question Period**

- 6.33. An opportunity will be provided for any Member of Council or any member of the public to ask the Mayor a question pertaining to any matter appearing on the Council agenda. All questions will be answered by the Mayor, unless in the Mayor's opinion the answer could be better provided by another Member of Council or a member of Town staff. In the interest of expediency, the Mayor/Chair may impose time limitations on the questions asked by members of Council and the public.

### **Special Meetings of Council**

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

### **Emergency Meetings**

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

## 7. COMMITTEES

- 7.1. The Mayor shall be an ex-officio member of all Standing, Special, and Advisory Committees of Council but is not eligible to be appointed as Chair.
- 7.2. There shall be two Standing Committees of Council, namely: The Community Affairs and Planning Committee and The General Government Committee.
  - 7.2.1. All members of Council shall be appointed to all Standing Committees;
  - 7.2.2. Standing Committees shall report to Council on all matters connected with their mandate or referred to them by the Council and shall recommend such action as they deem necessary;.
  - 7.2.3. The record of the proceedings of the Standing Committees will be in the form of a report to Council which shall contain;
    - a. The commencement time of the Meeting.
    - b. The names of the Members present; should a Member enter after the commencement of a Meeting or leave prior to adjournment, the time shall be noted.
    - c. Any disclosure of pecuniary interest by any Member.
    - d. A record of each item before the Committee for consideration.
    - e. Recommendations to Council based on the items before the Committee for consideration.

### **Community Affairs and Planning Committee (CAP)**

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

## **General Government Committee (GGC)**

- 7.10. The General Government Committee shall be chaired by one of the four Ward Councillors, alternating monthly for the term of Council. A Vice-Chair shall also be listed on each agenda to act in the absence of the Chair.
- 7.11. The GGC makes recommendations to Council on levels of service and operational policy and budgetary matters. This Committee is also responsible for establishing corporate policy, and for all personnel matters, including the grievance process.
- 7.12. The GGC shall meet in the River Plate room in Town Hall on the second Monday of each month starting at 1:30 in the afternoon unless such a day is a public or civic holiday in which case the Committee shall meet at the same hour on the next following day, which is not a holiday. A scheduled in camera session of the GGC may follow after the open meeting.
- 7.13. The Clerk or an employee of the Town designated by the Clerk shall be secretary of the GGC and they shall prepare and cause to be circulated for the use of the Members at the regular Meetings of the GGC, and agenda listing the Order of Business, as follows:
  - Call to Order
  - Disclosure of pecuniary interest
  - In camera agenda
  - Consent agenda
  - Discussion Agenda
  - Presentation Agenda
  - Adjournment
- 7.14. Any item on the consent agenda may be separated upon request of any Member, and addressed in advance of the discussion agenda.
- 7.15. Members are encouraged to provide at least two hours notice to the Clerk or designate of items intended to be separated, such that the necessary staff can be made available.
- 7.16. Persons wishing to verbally speak to a matter that is scheduled for consideration at GGC may do so as per Sections 5.22 to 5.32 of this by-law.

## **8. AGENDA DISTRIBUTION, NOTICE, AND CANCELLATION PROVISIONS**

### **Agendas**

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

### **Notice - Regular Meetings**

- 8.4. The Clerk gives notice of a Regular Meeting of Council or a Standing Committee by:
  - 8.4.1. Publishing an agenda on the Town website six days in advance of the scheduled Meeting.
  - 8.4.2. Sending the Meeting agenda, and an in camera Meeting agenda if required, to Members six days in advance of the scheduled Meeting.

- 8.4.3. When possible, including a list of upcoming Council & Standing Committee Meetings in a local newspaper.

#### **Notice - Special Meetings**

- 8.5. The Clerk gives notice of a special Meeting of Council or a Standing Committee as follows:
  - 8.5.1. The Clerk shall give all Members notice of a special Meeting of Council/Committee at least twenty-four hours before the time appointed for such Meeting, by electronic mail, and publish an agenda as soon as possible.
  - 8.5.2. Notice of the Meeting shall be provided to the public on the Town website as soon as practicable, and a Notice shall be posted at the main entrance of Town Hall.
  - 8.5.3. All special Meeting notices shall indicate the nature of the business to be considered at the special Meeting, and the date, time, and place of the Meeting.

#### **Notice - Emergency Meetings**

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

#### **Cancellation of Meetings**

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

### **9. RULES OF DEBATE**

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

### **Points of Order**

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

### **Points of Privilege**

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

## **10. MOTIONS**

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

### **Motions Without Notice**

- 10.8. The following matters and motions may be introduced orally without written notice and are to be decided without debate:
  - 10.8.1. a point of order;
  - 10.8.2. a point of privilege;
  - 10.8.3. a motion to adjourn;

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

### **Motion to Amend**

- 10.10. Only one motion to amend the main motion shall be allowed at one time.
- 10.10.1. Only one motion to amend a motion to amend the main motion shall be allowed at one time.
  - 10.10.2. The amendment to the amendment, if any, shall be voted on first, then if no other amendment is presented, the amendment shall be voted on next, then if no other amendment is introduced, the main motion, or if any amendment has carried, the main motion as amended, shall be put to a vote.

### **Reconsideration**

- 10.11. A substantive resolution, by-law, question or matter may be reconsidered, but only if two thirds of Members present agree to such reconsideration by resolution.
- 10.11.1. Debate on a motion for reconsideration shall be confined to reasons for or against reconsideration;
  - 10.11.2. If a motion to reconsider is decided in the affirmative at a Meeting, then consideration of the original matter shall become the next order of business.
  - 10.11.3. A vote to reconsider shall not be considered, on a particular matter, more than once in a twelve-month period.

### **Single Motion**

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

## **11. VOTING**

- 11.1. Every Member present at a Meeting, when a question is put, shall vote thereon unless disqualified to vote on the question. All votes shall be by show of hands except where a recorded vote is requested by any Member.
- 11.2. If a Member does not vote when a question is put, he or she shall be deemed to have voted in the negative, except where the Member is disqualified from voting.
- 11.3. A Member not in their seat when the question is called by the Mayor/Chair is not entitled to vote on that question.
- 11.4. Immediately preceding the taking of the vote, the Mayor/Chair shall state the question in the form introduced.
- 11.5. The Mayor/Chair shall announce the result of every vote.
- 11.6. If a Member disagrees with the announcement of the Mayor/Chair that a motion is carried or lost, he/she may immediately after the declaration by the Mayor/Chair, state their objection to the declaration and request that a recorded vote be taken on the question.

### **Recorded Vote**

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

### **Tied Vote**

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

### **Dividing a Question**

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

## **12. RECORDING, BROADCASTING OR STREAMING OF MEETINGS**

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



## Appendix B to Procedure By-law 86-2015

### “Town of Ajax Public Notice Policy”

#### **Purpose & Application:**

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

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

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

#### **Procedure:**

#### **1. Requirement for Notice**

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

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

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

#### **2. Content of Notice**

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

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

#### **4. Notice of Subsequent Meetings**

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

## 5. Emergency Notice Procedure

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

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

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

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

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

**THE CORPORATION OF THE TOWN OF AJAX**

**BY-LAW NUMBER 87-2015**

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

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

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

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

1. That the attached Appendices to Bylaw 87-2015 form part of this by-law;
2. That the attached Appendices to Bylaw 87-2015 be commonly referred to as the "Council Member Code of Conduct";
3. That the Council Code of Conduct be reviewed at least every five years, with such review to include a written report providing a review of best practices among Ontario municipalities and recommending any changes, if necessary, to the Ajax Council Code of Conduct. Should substantive changes be recommended, a public meeting will be scheduled to invite comment on the entire Code of Conduct prior to passing thereof.
4. That the Clerk maintain a comprehensive record of all formal complaints submitted with respect to the Council Code of Conduct, and the details and decisions associated with each complaint.
  - a. In rendering any judgment or decision with respect to a Code of Conduct complaint or violation, the Clerk, Council and the Integrity Commissioner (where applicable) shall consult the comprehensive record of formal complaints and decisions rendered with a view to maintaining consistency in the application of the Code.
5. That By-law 90-2013 be rescinded; and
6. That this by-law come into force and take effect immediately upon the final passing thereof.

READ a first and second time this  
Ninth day of November, 2015.

READ a third and time and passed this  
Ninth day of November, 2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
D-Clerk



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

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

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## I. PREAMBLE

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

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

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

## II. STATUTORY PROVISIONS REGARDING CONDUCT

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

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

## III. DEFINITIONS

In the *Code of Conduct*:

**“confidential”** means:

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

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

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

“**family member**” means:

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

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

#### IV. APPLICATION

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

#### V. COMMUNICATIONS AND MEDIA RELATIONS

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

#### VI. CONFIDENTIAL INFORMATION

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

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

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



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

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

## VII. GIFTS AND BENEFITS

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

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

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

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

This section does not preclude Members from accepting:

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

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

#### VIII. CONDUCT RESPECTING STAFF

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

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

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

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

#### IX. USE OF MUNICIPAL PROPERTY, SERVICES AND OTHER RESOURCES

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

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

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

#### X. ELECTION CAMPAIGN WORK

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

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

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

#### XI. IMPROPER USE OF INFLUENCE

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

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

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

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

## XII. DISCREDITABLE CONDUCT

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

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

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

## XIII. BUSINESS RELATIONS

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

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

## XIV. CONDUCT REGARDING CURRENT & PROSPECTIVE EMPLOYMENT

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

## XV. REPRISALS AND OBSTRUCTION

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

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

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

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

#### XVII. COMPLIANCE, ENFORCEMENT AND PENALTIES

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

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

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

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

#### XVIII. COMPLAINT TIMING AND PROTOCOL

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

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

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



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

## **1. Preamble**

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

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

## **2. Procedure – Informal Complaint**

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

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

## **3. Procedure – Formal Complaint**

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

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

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

#### **4. Response to Complaints outside of jurisdiction**

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

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

#### **5. Procedure – Complaints to be handled by Integrity Commissioner**

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

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

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

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

## **6. Report and Findings**

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



**THE CORPORATION OF THE TOWN OF AJAX**

**BY-LAW NUMBER 88-2015**

Being a By-law passed pursuant to the provisions of Section 34 of the Planning Act, R.S.O 1990, c.P.13, as amended, to amend Zoning By-law No. 95-2003, as amended, of the Corporation of the Town of Ajax.

WHEREAS, authority is granted under Section 34 of the *Planning Act*, R.S.O., 1990, c. P.13, for Council to pass this By-law;

AND WHEREAS, a Public Open House was held on September 15, 2015 for the purpose of presenting the Draft Zoning By-law Amendment for public consultation;

AND WHEREAS a Statutory Public Meeting was held in accordance with Section 34 of the Planning Act, R.S.O. 1990, c.P.13, as amended, on November 2, 2015 for the purposes of presenting the Draft Zoning By-law Amendment (Z1/15).

AND WHEREAS, the Council of the Town of Ajax deems it appropriate to pass an implementing Zoning By-law pursuant to application Z1/15 to regulate the future development of the subject lands;

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

1. THAT the Zoning Schedule, specifically Map 15, attached to and forming part of By-law No. 95-2003, as amended, is hereby amended by rezoning those lands located on the north side of Rossland Road West, west of Marsh Lane from Agricultural (A) Zone, Open Space (OS) Zone, and Environmental Protection (EP) Zone to Residential Multiple Six (RM6) Zone and Environmental Protection (EP) Zone, for the lands outlined on Schedule “B” attached hereto.
2. THAT the Exception Schedule, specifically Map 15, attached to and forming part of By-law No. 95-2003, as amended, is hereby amended to delineate the boundaries of Exception 181, for the lands shown outlined on Schedule “C” attached hereto.
3. THAT Section 7.1.1, List of Exceptions, of By-law No. 95-2003, as amended, is amended to include the following Exception:

Exception	Zoning	Map	By-law	File Reference
181	RM6, EP	15	88-2015	S-A-2015-01 SP1/15 Z1/15
<p>i) Location: 484 Rossland Road West</p> <p>ii) Legal Description: PCL 244-3 SEC 40M-1677; PT BLK 244 PL 40M-1677 PT 1 40R-13932 ; AND PT LT 13 CON 3 PICKERING PT 1, 40R-7002; AND PT RDAL BTN 2 &amp; 3 PICKERING PTS 5-8, 40R-16707; PT LT 13 CON 2 PICKERING; PT LT 14 CON 2 PICKERING BEING A TRAVELLED RD LYING BTN CHURCH ST AND PTS 3 &amp; 4, 40R - 16707 AND OTS 1 – 4, 40R-16707; AJAX (PIN 26408-0161 (LT))</p> <p>iii) Interpretation:</p> <p>a) Section 4.9 of Zoning By-law 95-2003, as amended, shall not apply to the development of the subject lands for 41 multiple attached townhouse dwellings.</p> <p>iv) Development Standards</p> <p>In the event that Block A is developed for 41 multiple attached townhouse dwellings pursuant to SP1/15, the following development standards shall apply:</p> <p>a) Maximum Number of Multiple Attached Townhouse Dwellings: 41</p> <p>b) Units fronting/facing Rossland Road West shall be considered double fronting units, and shall be deemed to have two front yards.</p>				

Exception	Zoning	Map	By-law	File Reference																																	
181	RM6, EP	15	88-2015	S-A-2015-01 SP1/15 Z1/15																																	
<p>c) Zone Standards for each parcel of land associated with a multiple attached townhouse dwelling:</p> <p>i) <i>Front Yard</i> (Rossland Road Units)</p> <table> <tr> <td>- To Rossland Road:</td> <td>Minimum:</td> <td>2.5 m</td> </tr> <tr> <td></td> <td>Maximum:</td> <td>3.5 m</td> </tr> <tr> <td>- Minimum <i>Front Yard</i> to private internal road:</td> <td></td> <td></td> </tr> <tr> <td>- To dwelling unit:</td> <td></td> <td>4.7 m</td> </tr> <tr> <td>- To porch:</td> <td></td> <td>2.7 m</td> </tr> <tr> <td>- To attached garage:</td> <td></td> <td>6.0 m</td> </tr> </table> <p>ii) Minimum <i>Front Yard</i> (Internal Units)</p> <table> <tr> <td>- To dwelling unit:</td> <td></td> <td>4.3 m</td> </tr> <tr> <td>- To porch:</td> <td></td> <td>2.7 m</td> </tr> <tr> <td>- To attached garage:</td> <td></td> <td>6.0 m</td> </tr> </table> <p>iii) Minimum <i>Interior Side Yard</i>:</p> <table> <tr> <td>- Between blocks:</td> <td></td> <td>2.4 m</td> </tr> <tr> <td>- Between attached dwellings:</td> <td></td> <td>0.0 m</td> </tr> </table> <p>iv) Minimum <i>Exterior Side Yard</i>: 1.2 m</p> <p>v) Minimum <i>Rear Yard</i>: 7.5 m</p> <p>vi) Minimum <i>Lot Frontage</i>: 5.1 m</p> <p>vii) Maximum <i>Building Height</i>: 12.0 m</p> <p>viii) Maximum Lot Coverage (for individual Parcels of Tied Land (POTL)): 55%</p> <p>ix) Setback to daylighting triangles along the private road: 0.0 m</p> <p>d) Other Development Standards Within the RM6 Zone:</p> <p>i) No accessory <i>structures</i> or fences (other than decorative metal fences) are permitted within the <i>front yard</i> adjacent to Rossland Road West or any <i>front yard</i> adjacent to the private internal roadway.</p> <p>ii) Platforms of any height above finished grade shall maintain a minimum setback of 4.5 metres from the rear lot line.</p> <p>Except as amended herein, all other provisions of this By-law, as amended, shall apply.</p>					- To Rossland Road:	Minimum:	2.5 m		Maximum:	3.5 m	- Minimum <i>Front Yard</i> to private internal road:			- To dwelling unit:		4.7 m	- To porch:		2.7 m	- To attached garage:		6.0 m	- To dwelling unit:		4.3 m	- To porch:		2.7 m	- To attached garage:		6.0 m	- Between blocks:		2.4 m	- Between attached dwellings:		0.0 m
- To Rossland Road:	Minimum:	2.5 m																																			
	Maximum:	3.5 m																																			
- Minimum <i>Front Yard</i> to private internal road:																																					
- To dwelling unit:		4.7 m																																			
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- To attached garage:		6.0 m																																			
- Between blocks:		2.4 m																																			
- Between attached dwellings:		0.0 m																																			

5. By-law No. 95-2003, as amended, is hereby further amended only to the extent necessary to give effect to the provisions of this By-law.

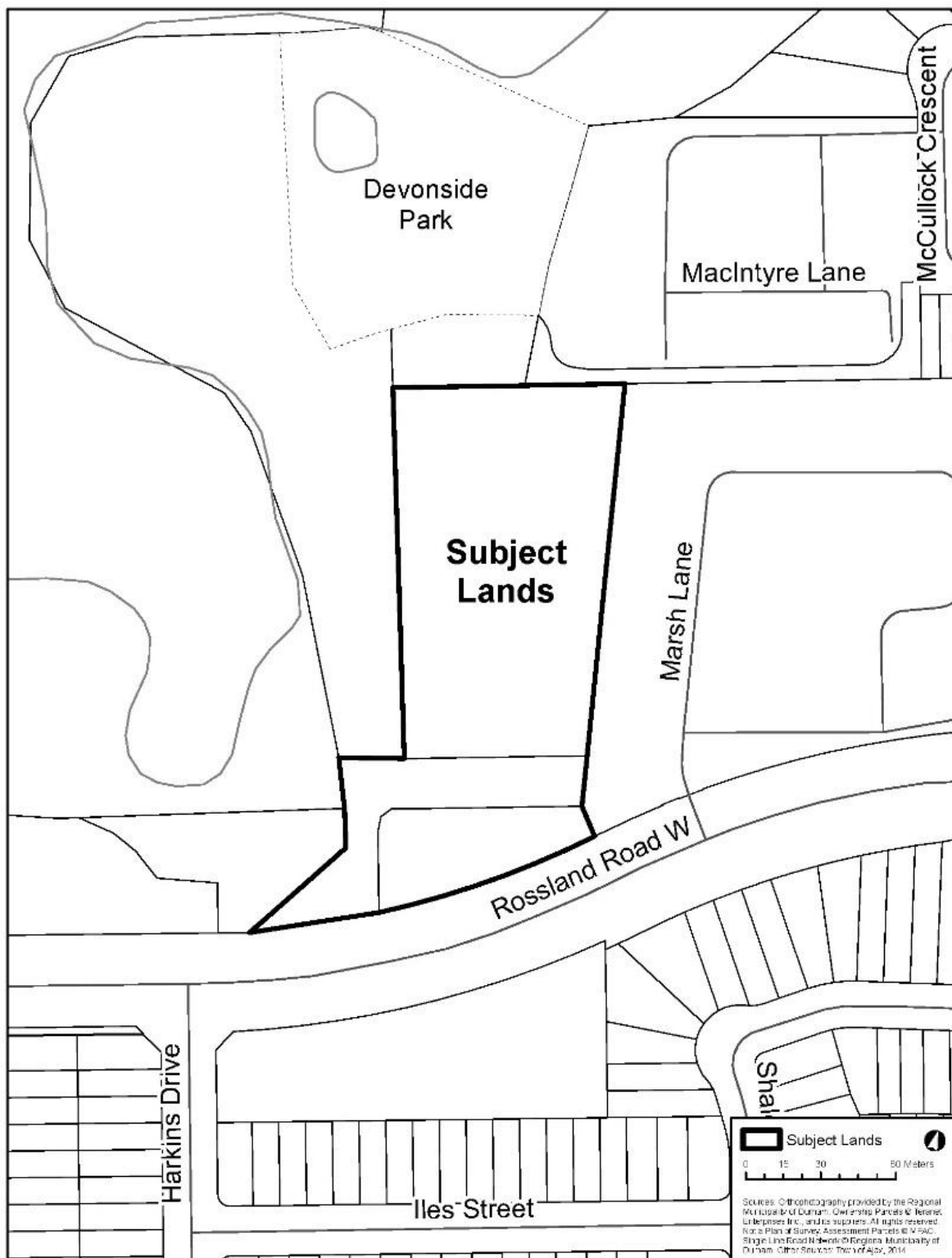
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NINTH day of November, 2015

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

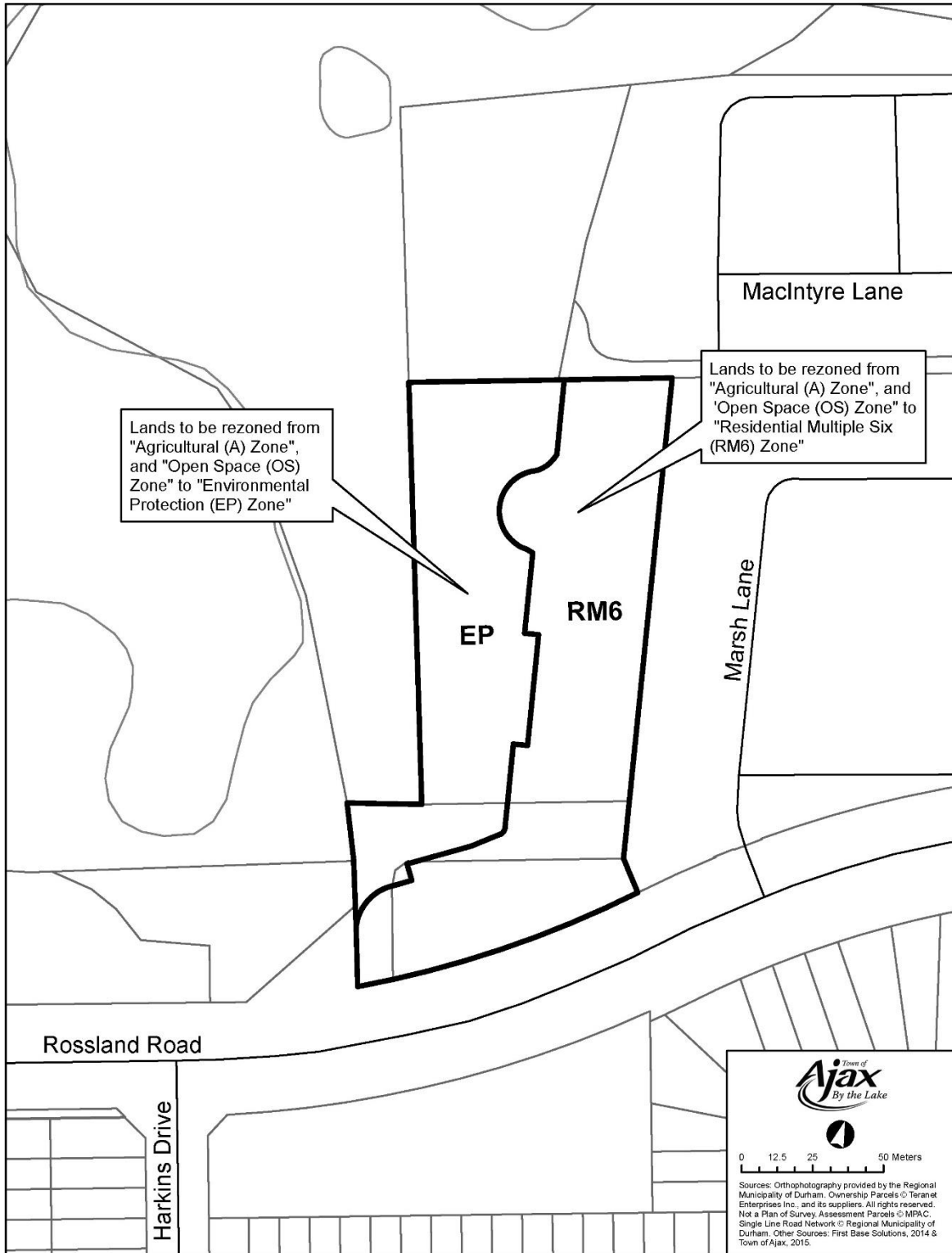
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Mayor

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D-Clerk

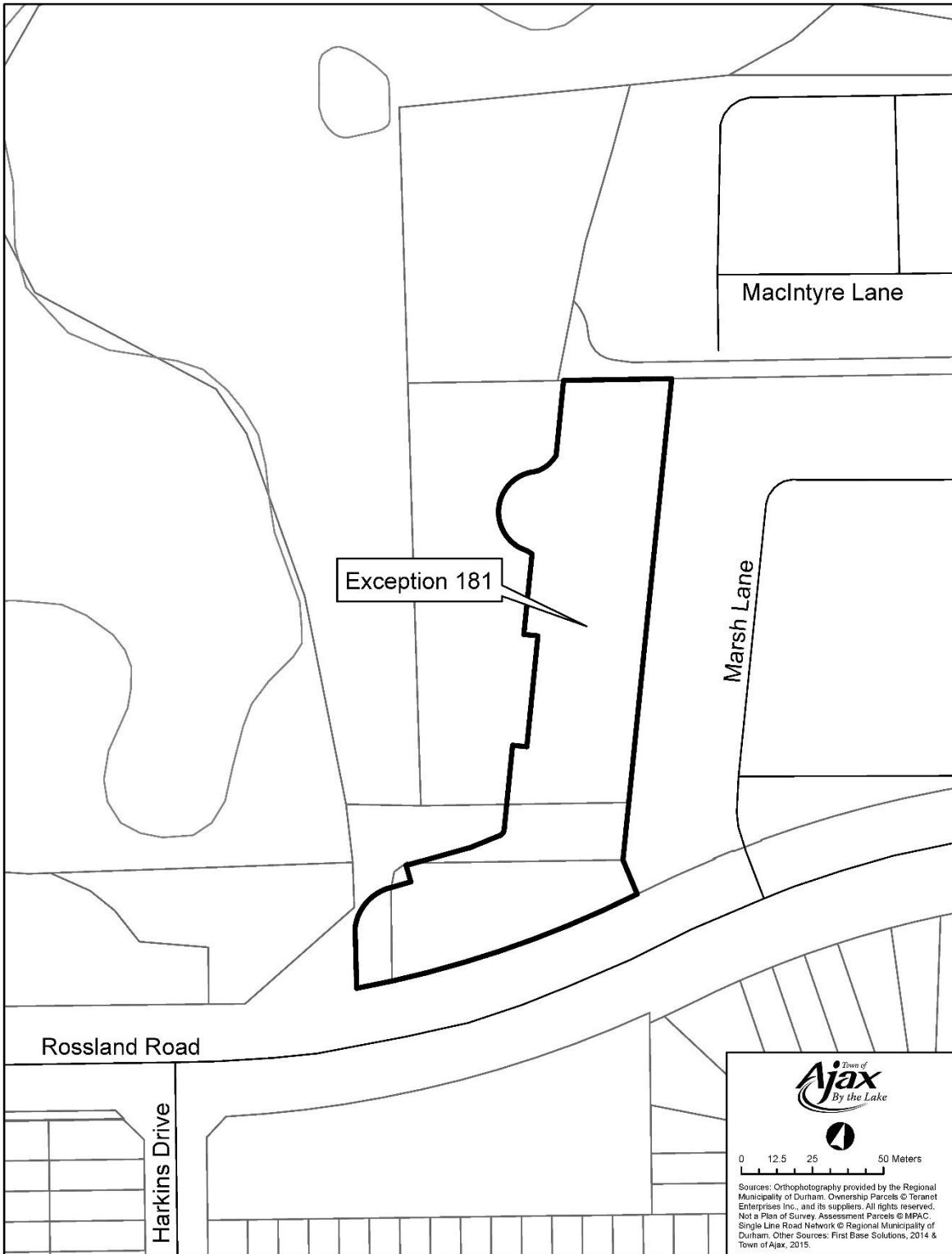
Schedule "A" to By-Law Number 88-2015



Schedule "B" to By-Law Number 88-2015



Schedule "C" to By-Law Number 88-2015



## **Explanatory Note to By-Law Number 88-2015**

The purpose of this by-law is to regulate the development of 41, 3-storey townhouse units on parcels of titled land, private roads and visitor parking in a common elements condominium form under Site Plan Application SP1/15 on a parcel of land located at the north side of Rossland Road West, east of the Duffins Creek, west of Marsh Lane, and South of Devonside Park.

## TOWN OF AJAX REPORT OF THE GENERAL GOVERNMENT COMMITTEE

**Alternative formats available upon request by contacting:**

[accessibility@ajax.ca](mailto:accessibility@ajax.ca) or 905-619-2529 ext. 3347

For consideration by the Council of the Town of Ajax on November 9, 2015

The General Government Committee met at 2:00 p.m. on November 5, 2015

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

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### 1. Call to Order (2:00 p.m.)

Chair Crawford called the meeting to order.

D. Meredith, Director of Operations and Environmental Services, introduced new staff member Julian Perez, Supervisor of Operations.

### 2. Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interests.

The General Government Committee recommends as follows:

### 3. Adoption of In-Camera Minutes

Moved by: P. Brown

That the Minutes of the In-Camera meeting of the General Government Committee held on October 8, 2015 be adopted.

CARRIED

### 4. Consent Agenda

*Members separated items 4.1, 4.2 and 4.3 for discussion.*

#### 4.1 Insurance Renewal – July 1, 2015 to June 30, 2016

Moved by: C. Jordan

That the report on the Insurance Renewal – July 1, 2015 to June 30, 2016 be received for information.

CARRIED

**4.2 2015 Operating Budget Surplus**

Moved by: S. Collier

That the report on the 2015 Operating Budget Surplus be received for information.

CARRIED

**4.3 Contract Award – Consulting Services Paradise Park Site Improvements**

Moved by: C. Jordan

1. That Council award the contract for the Park and Trail Design ~ Paradise Park Site Improvements to AECOM Canada Architects in the amount of \$33,369.00 (inclusive of all taxes).
2. That Council award the contract for the Designated Substance Survey ~ Paradise Park Site Improvements to Golders Associates in the amount of \$9,040.00 (inclusive of all taxes).
3. That Council award the contract for the Detailed Archaeological Study ~ Paradise Park Site Improvements to TRCA in the amount of \$9,605.00 (inclusive of all taxes).
4. That Council approve funding of \$49,952.45 to be allocated to Capital Account No. 966311 from Development Reserve.

CARRIED

**4.4 North Ajax Rehab Lease Agreement**

Moved by: C. Jordan

1. That the report on the North Ajax Rehab Lease Agreement be received for information.
2. That the Mayor and the Clerk, or their designates, be authorized to execute the attached Agreement to authorize Lee Boss (North Ajax Rehab) to operate physiotherapy and rehabilitation services at the McLean Community Centre.
3. That Staff be delegated the authority to renew the Agreement for an additional three year period, pending an analysis, satisfactory performance review, and successful negotiation on terms and conditions at the anniversary date of the Agreement.

CARRIED

**5. Discussion**

**5.1 2016-2019 Staffing Forecast**

Moved by: C. Jordan

That Council approve the 2016-2019 Staffing Forecast.

CARRIED



**5.2 2016 On-Line Budget Builder Survey Results**

Moved by: J. Dies

That the report on the 2016 On-Line Budget Builder Survey Results be received for information.

CARRIED

**5.3 Contract Award – Consulting Services for Audley Recreation Centre Future Phases**

Moved by: S. Collier

That Council award the contract for Consulting Services, to MacLennan Jaunkalns Miller Architects (“MJMA”) in the amount of \$80,569.00 (inclusive of all taxes).

CARRIED

**6. Presentations**

**6.1 2016-2019 General Levy Forecast**

Amendment

Moved by: S. Parish

That the following clause be added to the recommendation:

“3. *That staff develop a strategy to set an annual target tax rate increase of 1.75% for 2017 and beyond.*”

CARRIED

Motion as Amended

Moved by: J. Dies

1. That the report on the 2016-2019 General Levy Forecast (“GLF”) be received for information.
2. That Council approve a 2016 tax rate increase of 2.75% for the Town’s portion of the property tax bill.
3. **That staff develop a strategy to set an annual target tax rate increase of 1.75% for 2017 and beyond.**

CARRIED

**7. Departmental Updates**

C. Bridgeman, Manager of Infrastructure and Capital Projects, provided an update on the roof repairs at the McLean Community Centre.

P. Allore, Director of Planning and Development Services, provided updates on the Lemine and Steam Plant projects.

**8. Adjournment (4:00 p.m.)**

Moved by: C. Jordan

That the November 5, 2015 meeting of the General Government Committee be adjourned.  
CARRIED

M. Crawford, Chair