



Corporation of the Town of Ajax
General Government Committee
Meeting Agenda

Monday, March 17, 2025, 1:00 p.m.

Hybrid Meeting / Council Chambers, Town Hall - 65 Harwood Avenue South, Ajax

Alternative formats are available upon request.

Please contact: accessibility@ajax.ca or 905-619-2529, extension 3347.

Hybrid Meeting: This meeting occurs in person and open portions will be live streamed for viewing at www.ajax.ca/live. Electronic participation is permitted pursuant to Council's Procedure By-law and may be arranged by e-mailing clerks@ajax.ca.

M. Crawford, Chair
R. Tyler Morin, Vice-Chair

1. Call to Order & Acknowledgement of Traditional Treaty Lands

2. Disclosure of Pecuniary Interest

3. Adoption of Minutes

- 3.1. Regular Meeting – February 10, 20253
3.2. Closed Session – February 10, 2025..... (circulated separately)
• Any discussion will be held in the Closed Session

4. Consent Agenda

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

- 4.1. FIN-2025-05: 2024 Statement of Remuneration and Expenses for Members of Council and Council Appointees
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4.5.	OES-2025-07: Contract Award: T25014 Road Resurfacing, Geotechnical Services D. Meredith, Director of Operations & Environmental Services / M. Boyle, Capital Projects Coordinator.....	24
4.6.	OES-2025-09: Contract Award – Detailed Design – Harwood Avenue Widening from Taunton Road to Woodcock Avenue D. Meredith, Director of Operations & Environmental Services / R. Solaiman, Capital Projects Coordinator.....	40
4.7.	OES-2025-10: Acceleration of Rossland Road Widening D. Meredith, Director of Operations & Environmental Services / R. Fernando, Manager of Infrastructure & Asset Management	47
4.8.	PDS-2025-08: 2024 Year End Building Permit Activity and 2025 Projection Report G. Romanowski, Director of Planning & Development Services / S. McReelis, Manager, Building Approvals & Chief Building Official	52
4.9.	PDS-2025-09: Contract Award – Architectural Control Peer Review Services G. Romanowski, Director of Planning & Development Services / B. Scopacasa, Supervisor of Development Approvals	58
4.10.	PDS-2025-10: Contract Award – Peer Review Services – General Structural & Mechanical G. Romanowski, Director of Planning & Development Services / T. Fahad, Supervisor, Building Permit Review & Compliance and Deputy Chief Building Official	61
4.11.	CS-2025-05: Procedure By-law Updates N. Cooper, Deputy Chief Administrative Officer / J. Grossi, Municipal Clerk	64
4.12.	CS-2025-06: Contract Award – Customer Relationship Management System (CRM) N. Cooper, Deputy Chief Administrative Officer / C. Walker, Chief Information Officer	95

5. Discussion

None.

6. Presentations

None.

7. Closed Session

None.

8. Adjournment

DRAFT MINUTES - Subject to Approval



**Minutes of the
General Government Committee Meeting
Held in the Council Chambers, Ajax Town Hall and Electronically
At 1:00 p.m. on February 10, 2025**

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

Present:	Chair – Councillor	L. Bower
	Regional Councillors	M. Crawford
		S. Lee
		J. Dies
	Councillors	R. Tyler Morin
		N. Henry
	Mayor	S. Collier (exited at 1:38 p.m.)

1. Call to Order & Acknowledgement of Traditional Treaty Lands

Chair Bower called the meeting to order at 1:02 p.m. and acknowledged traditional treaty lands.

2. Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

3. Adoption of Minutes

3.1 Regular Meeting

Moved by: S. Lee

That the Minutes of the regular meeting of the General Government Committee held January 13, 2025, be adopted.

CARRIED

3.2 Closed Meeting

Moved by: S. Lee

That the Minutes of the closed meeting of the General Government Committee held January 13, 2025, be adopted.

CARRIED

4. Consent Agenda

Members separated items 4.2, 4.5 and 4.7 for discussion.

4.1 FIN-2025-02: Capital Account Closing Report as of October 31, 2024

Moved by: N. Henry

1. That Council receive the attached listing of Capital Account closings as of October 31, 2024 for information.
2. That funding transfers to/from the Reserves/Reserve Funds from the October 31, 2024 Capital Account Closings, in accordance with the Financial Sustainability Plan, be approved as follows:

Reserve / Reserve Fund	Transfers to	Transfers from	Net Transfers
Capital Contingency Reserve	(222,724.91)	42,202.38	(180,522.53)
Building Maintenance Reserve	-	9,999.91	9,999.91
General Infrastructure Reserve	(5,839.19)	16,044.04	10,204.85
Strategic Initiatives Reserve	(20,000.00)	18,134.01	(1,865.99)
Vehicle/Equipment Replacement Reserve	(262,178.56)	-	(262,178.56)
Development Reserve	(1,219.68)	649.67	(570.01)
Insurance Reserve	(13,059.50)	-	(13,059.50)
Canada Community Building (CCBF) Reserve Fund	-	31,532.56	31,532.56
Development Charges 2018 Reserve Fund	-	12,337.63	12,337.63
Library Capital Reserve	-	74,685.88	74,685.88
Total Transfers	(525,021.84)	205,586.08	(319,435.76)

CARRIED

4.2 FIN-2025-03: Surety Bond Pilot Program Update

Committee Members asked questions related to the contents of the report. Dianne Valentim, Director of Finance/Treasurer, responded to questions from Committee Members.

Mayor Collier requested that the following language be struck from the staff report:

‘Any requests above the limits in the policy shall be reviewed and approved at the discretion of the Treasurer in accordance with the policy and legislation.’

Moved by: S. Collier

1. That the Pilot program for Surety Bonds be discontinued due to the enactment of O. Reg. 461/24 in December 2024 which requires municipalities to accept them as a securities option for development applications; and
2. That the details pertaining to the pilot program that ran from January 1, 2022 to December 15, 2024 contained in this report be received for information.

CARRIED

4.3 **OES-2025-01: Ajax Tennis Club Inc. – Licence Agreement**

Moved by: N. Henry

That the Mayor and Clerk be authorized to renew the Ajax Tennis Club Agreement for an additional 5 years commencing on May 1, 2025 and ending on September 30, 2029.

CARRIED

4.4 **OES-2025-04: Contract Award – Harwood Avenue Transportation Improvements (Harwood MUP Phase 2 – Clements Road to Bayly Street)**

Moved by: N. Henry

1. That Council award the contract for Phase II of the Harwood Avenue Multi-Use Trail to IPAC Paving Limited, in the amount of 1,013,142.97 (inclusive of all taxes).
2. That Council award the contract to Envision Consultants Limited in the amount of \$21,754.76 (inclusive of all taxes) for Geotechnical Consulting Services.
3. That Council award the contract to R.V. Anderson Limited in the amount of \$16,950 (Inclusive of all taxes) for engineering services during construction
4. That Council award the contract to the Region of Durham in the amount of \$13,000 (inclusive of all taxes) for the detail design, supply and installation of new Bicycle Signal Heads at Falby Court
5. That Council allocate additional funding of \$533,798.61 from the following funding sources:

23090313 - Harwood Avenue MUP – Bayly Street to Falby Court
Development Charges Reserve Fund - \$142,839.34
Development Reserve - \$11,581.57

23004601 - Harwood MUP – Falby to McRae
Development Reserve - \$379,377.70

CARRIED

4.5 OES-2025-05: Emergency Replacement Back Up Power Generator – Fire Headquarters

Committee Members asked questions related to the contents of the report. Dave Meredith, Director of Operations & Environmental Services, responded to questions from Committee Members.

Moved by: N. Henry

That Council approve funding in the amount of \$1,011,977.80 to be allocated to Capital Account No. 1038911.5820 from the Building Maintenance Reserve.

CARRIED

4.6 PDS-2025-05: Town of Ajax Committee of Adjustment – 2024 Summary

Moved by: N. Henry

That the report on the Town of Ajax Committee of Adjustment summary for 2024 be received for information.

CARRIED

4.7 Integrity Commissioner Annual Report

Committee Members asked questions related to the contents of the report. Jaclyn Grossi, Municipal Clerk, responded to questions from Committee Members.

Moved by: J. Dies

That the Integrity Commissioner Annual Report be received for information.

CARRIED

5. Discussion

None.

6. Presentations

6.1 OES-2025-06: Ajax Community Centre (ACC) North Field Community Park – Concept Plan Approval

Tan Nguyen, Landscape Architect, delivered a presentation reviewing the contents of the written report and recommendations contained therein. Committee Members asked questions related to the presentation. T. Nguyen and D. Meredith, responded to questions from Committee Members.

Moved by: S. Lee

1. That Council approve the conceptual design for the Ajax Community Centre Community Park as detailed on Appendix '1' to '3'.
2. That Staff be authorized to proceed with Detailed Design, Construction Documentation and Tender Preparation.

CARRIED

Closed Session (1:39 p.m.)

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

Moved by: R. Tyler Morin

That Committee convene to a Closed Session pursuant to Sections 239 (2) (e), (i) and (j) of the Municipal Act, 2001, as amended, to discuss litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; and a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value.

CARRIED

7.1 Ontario Land Tribunal Appeal – 727 Shoal Point Road

7.2 Ajax Soccer Club Agreement

Open Meeting (3:47 p.m.)

Ratify Actions Taken In-Camera

Moved by: M. Crawford

That all directions approved during the Closed Session be ratified.

CARRIED

8. Adjournment (3:48 p.m.)

Moved by: J. Dies

That the February 10, 2025 meeting of the General Government Committee be adjourned.

CARRIED

Town of Ajax Report



Report To: General Government Committee
Prepared By: Sarah Webster, Financial Analyst
Report #: FIN-2025-05
Subject: 2024 Statement of Remuneration and Expenses for Members of Council and Council Appointees
Ward(s): All
Date of Meeting: March 17, 2025
Reference: Section 284(1) of the *Municipal Act, 2001, S.O. 2001*

Recommendation:

That the 2024 Statement of Remuneration and Expenses for Members of Council and Council Appointees be received for information.

Background:

Section 284(1) of the *Municipal Act, 2001* states that:

“The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement of remuneration and expenses paid in the previous year to:

- a) Each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by or on which the member holds office by virtue of being a member of council;
- b) Each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- c) Each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.”

Discussion:

Information concerning the Ajax Council appointees was obtained directly from Elexicon and the Ajax Public Library Board. For the Town’s Committees, the information was available from the Finance Department’s records.

The 2024 statement of remuneration and expenses is presented in Attachment #1.

Financial Implications:

None

Communication Issues:

None

Relationship to the Strategic Plan:

N/A

Conclusion:

In accordance with the requirements of the *Municipal Act, 2001*, the attached statement has been prepared and submitted to Council by the March 31, 2025 deadline.

Attachments:

ATT-1: Statement of Remuneration & Expenses

Prepared by:

Sarah Webster – Financial Analyst

Submitted by:

Dianne Valentim, CPA, CGA – Director of Finance / Treasurer

Approved by:

Shane Baker – Chief Administrative Officer

Council Remuneration Report

Authorized under By-law 27-2023 and Policy 030 Elected Officials Compensation and Expenses

Table A - Members of Council

Member's Name	Remuneration/ Benefits	Travel Allowance	Communication/ Meeting Expenses	Education / Training	HMS Ajax & River Plate Veterans Association	AMO Board Appointment
S. Collier	\$154,093.10	\$14,897.00	\$819.91	\$0.00	\$3,763.67	
M. Crawford	66,071.29	9,438.00	1,124.26		4,218.23	3,856.16
S. Lee	70,659.62	9,438.00	3,457.35			
J. Dies	54,873.90	9,438.00	2,986.64	877.84		
R. Morin	64,755.91	9,438.00	426.38	2,214.62		
N. Henry	65,757.31	9,438.00	1,549.99	2,737.98		
L. Bower	59,916.59	9,438.00	3,563.20	2,253.10		
Total	\$536,127.72	\$71,525.00	\$13,927.73	\$8,083.54	\$7,981.90	\$3,856.16

Table B - Ajax Council Appointees - Ajax Library Board

Ajax Library Board	
Member's Name	Training / Meetings
Sepelene Deonarine	\$645.06
Voytek Bialkowski	250.00
Piyali Correya	250.00
Douglas Miller	250.00
Mallik Fernando	250.00
Deborah McDougall	326.32
Sterling Lee	478.96
Rebecca Hayes	250.00
Pia Kaukoranta	478.96
Total	\$3,179.30

Table C - Ajax Council Appointees - Committee of Adjustment

Committee of Adjustment	
Member's Name	Honorariums
Wasif Ahmed	\$825.00
Tomas Baca	975.00
Ken Elliott	975.00
Lori Roberts	684.02
Bernadette Santiago	900.00
Total	\$4,359.02

Table D - Ajax Council Appointees - Animal Services/Property Standards Committee

Animal Services / Property Standards Committee	
Member's Name	Honorariums
Jessica Black	\$225.00
Lyndsey Foster	150.00
Michelle Kinsella	150.00
Anderson Mendonca	75.00
Paul Went	225.00
Total	\$825.00

Table E - Ajax Council Appointees - Advisory Committees

Heritage Advisory Committee		Accessibility Advisory Committee	
Member's Name	Honorariums	Member's Name	Honorariums
Bruce Balsdon	520.00	Heather Azzarello	390.00
Helene Bellerose	455.00	Kailey Danks	455.00
Neil Burnett	585.00	Sepelene Deonarine	585.00
Mitchell Daniels	1,811.37	Nancy Henry	-
Paul Hebert	1,769.87	Kenneth Kwong	585.00
Kristina Kessler	325.00	Manas Khanna	390.00
Patricia Matthews	520.00	Adrian Lambert	520.00
Pam Pryjma	455.00	James Lawrence	390.00
Stephen White	585.00	Rosanne Purnwasie	130.00
John Wood	585.00	Ray Smith	455.00
Rob Tyler-Morin	-	Kathreen Smith	455.00
Total	\$7,611.24	Total	\$4,355.00

Table F - Ajax Council Appointees - Compliance (Elections) Audit Committee

Compliance (Elections) Audit Committee	
Member's Name	Honorariums
Kalli Chapman	350.00
Kelly Gravelle	350.00
Paul Jones	350.00
Total	1,050.00

Table G - Anti-Racism Taskforce

Anti-Racism Taskforce	
Member's Name	Honorariums
Malcolm Barrington	650.00
Alexia Brewing	585.00
Rabia Bhatia	455.00
Adrienne Glasgow	650.00
Naseer Khalid	650.00
Ayzha MacLean	650.00
Luke Nguyen	325.00
Sabah Rahmath	650.00
Chantelle Vernon	650.00
Total	5,265.00

Table H - Ajax Council Appointees - Elexicon Corporation

Elexicon Corporation			
Member's Name	Remuneration	Training / Meetings	Total
Shaun Collier	19,205.78	12,525.00	31,730.78
Total	\$19,205.78	\$12,525.00	\$31,730.78

Town of Ajax Report



Report To: General Government Committee
Prepared By: Susan Hewlett, Manager of Taxation
Report #: FIN-2025-06
Subject: **Tax Section Status Report**
Ward(s): All
Date of Meeting: March 17, 2025
Reference: N/A

Recommendation:

That the Tax Section Status Report be received for information.

Background:

To keep Council informed about matters affecting the Tax Section, including tax collection issues, statistics and delegated authority reporting, the Tax Section Status report is presented to the General Government Committee annually.

Discussion:

In 2024, Tax staff generated and mailed over 76,900 tax bills. This is a combination of interim, final and supplementary bills which generate the required revenue to support the annual operating budget. This translated into more than 239,000 payments being processed and balanced by Tax staff through in-person visits, electronic downloads, and pre-authorized payment files.

2024 Annual Taxes

New in 2024, tax bills for both residential and non-residential properties were combined into one bill. This provided more convenience for property owners of mixed-class properties to see the breakdown of all their taxes in one bill and saved the Town postage costs.

2024 Annual Taxes - Collection Statistics – as of December 31, 2024

Total Taxes Billed for 2024	\$308,184,155.36
Adjustments / Write-offs	\$423,694.19
Amount Collected	\$293,218,575.17
% Collected	95.01%
% Uncollected	4.99%

2023 & Prior Tax Arrears – Collection Statistics

As of December 31, 2024, approximately 97.9% of the annual 2023 taxes billed had been paid.

Formal collection processes continue with hundreds of arrears accounts being reviewed, and formal collection letters issued for accounts with 2 years of arrears or more.

While the total number of accounts in arrears did not decrease, there was substantial improvement in the reduction of “early-Covid arrears (2020-2022)” accounts. The collection tools used in 2024 continue to be successful in addressing the number of properties with multi-year arrears. The following table illustrates the reduction in the number of properties whose arrears extended beyond one year.

Year End Comparison of Tax Accounts in Arrears

Year	# of Accounts Dec. 31, 2024	# of Accounts Dec. 31, 2023	Year-Over- Year Change
2016	2	2	0
2017	6	6	0
2018	0	0	0
2019	1	9	-8
2020	8	44	-36
2021	55	290	-235
2022	343	825	-482
2023	1,020	7,145	-6,125
2024	7,210	n/a	n/a
Total	8,645	8,321	

The Town generates revenue on property tax arrears at a rate of 1.25% per month or 15% annually. The penalties and interest budget for 2024 was \$2,500,000; actual penalties amounted to \$3,922,064. This results primarily from the challenging economic situation that saw rising mortgage rates, fuel and grocery prices, etc. causing an increased cost of living for many property owners.

Properties Registered for Land Tax Sale

Staff make every effort to work with taxpayers to develop payment arrangements that are acceptable to both the taxpayer and the Town to clear any arrears in a timely fashion. Where a property is three years in arrears and all other collection efforts have been unsuccessful, the property is registered for Land Tax Sale (LTS). The LTS process occurs in various steps and, per the *Municipal Act*, takes just over 1 year to complete.

A total of 23 properties were in various stages of the tax sale process during 2024. As of December 31, 2024, only 2 properties remained; 21 had been paid for in full and the tax sale cancelled.

Pre-Authorized Payment Plans

The Town offers and promotes various pre-authorized payment (PAP) plans, which continue to be a very popular choice among taxpayers. Staff encourage property owners both on the phone and at the counter to enroll in one of these plans. In addition, a link to the PAP form is provided on the Town’s Ownership Change – Tax Information letter which is mailed to all new property owners. In addition, as more and more mortgage companies move away from collecting property taxes, there has been an increase in PAP applications. The Town currently has more than 11,400 properties enrolled in its various pre-authorized plans, representing approximately 30% of all Ajax properties; this is an increase of about 1,000 accounts since December 2023

Phone & Email Statistics

Enquiries to the Tax department are steady. In 2024, staff received over 13,280 phone calls through the phone queue system and responded to more than 11,100 emails. Despite this volume, they maintained an ‘Average Speed of Answer’ for phone calls of 18 seconds, and a ‘Service Level’ of 90.5% for all calls received.

Discussing taxes, especially tax arrears, can be very sensitive and at times distressing for property owners. Staff pride themselves on the compassion and control required to provide exceptional customer service, while still meeting the corporate service levels.

In 2025, we will launch our Online Property Tax Portal that aims to reduce the calls and emails to our office by providing 24/7 access to tax accounts online.

Tax Certificates Online (TCOL)

On October 27, 2022, the Tax Section introduced a new initiative allowing lawyers, mortgage companies, etc. to order tax certificates through a secure online portal. Requests are processed electronically, and the certificate is emailed to the client in just a few minutes.

Comparison of Manual and Electronic Tax Certificate Requests

Year	Manual Requests	TCOL Requests	% of Total Requests that are TCOL
2023	136	611	82%
2024	114	775	87%

Each one ordered electronically saves staff approximately 10 minutes of manual entry time, equating to significant time savings. In May 2024, after considerable time and effort collaborating with the hosting company, a new property search parameter was implemented which allows additional search capabilities for enquiries; this increased the use of the TCOL product even further.

Delegated Authority and Tax Adjustment Reporting

By-law 75-2017 delegates to the Treasurer or Designate, the authority to process tax adjustments under *Municipal Act, 2001*, as amended. Included in the By-law is a requirement to report on adjustments to Council through the Tax Status Report.

The Municipal Property Assessment Corporation (MPAC) provides assessment adjustments to the Tax Section throughout the year. These can be a result of:

- Minutes of Settlement (MOS) / Assessment Review Board (ARB) decisions from owner appeals

- Post Roll Notices from changes to a property after roll return (ex: updated square footage or change in legal description due to a severance)
- Tax Incentive applications for properties that were approved for the Farm classification
- Responses to S.357 applications for properties which experienced fire, demolition or a class change

In addition, tax adjustments are also processed for charity and heritage rebate programs. For 2024, Tax staff processed 82 account adjustments based on revised MPAC assessments; these are apportioned back to the Region and school boards as detailed below:

2024 Summary of Tax Adjustments

Reason for Adjustment	Town	Region	School Boards	Total
S.357's	\$47,372.43	\$79,553.98	\$4,775.71	\$131,702.12
Post Roll Notices	(\$19,498.30)	(\$32,737.99)	(\$23,821.75)	(\$76,058.04)
ARB / MOS	\$365,900.03	\$621,342.67	\$459,681.72	\$1,446,924.42
Tax Incentives	\$0	\$0	\$0	\$0
Charity Rebates	\$30,531.48	\$51,231.72	\$48,166.44	\$129,929.64
Heritage Rebates	\$727.84	\$0	\$289.48	\$1,017.32
Other	\$43.78	\$76.76	\$78.09	\$198.63
Total	\$425,077.26	\$719,467.14	\$489,169.69	\$1,633,714.09

The total Town portion of all tax adjustments was \$425,077.26. The Town budgets \$425,000 to address any in-year tax adjustments.

Update on Property Assessment Values

Every four years, MPAC is supposed to send a Property Assessment Notice to all Ontario property owners. Due to Covid-19, the province put all reassessment on hold; and in 2023, announced that they would be reviewing MPAC's processes. Most properties remain at their 2016 CVA values for 2025. The only difference in assessment will be for properties that have a "change event" occur, for example: fire, addition, renovation, new build, etc.

Financial Implications:

N/A

Communication Issues:

N/A

Relationship to the Strategic Plan:

N/A

Conclusion:

Tax Section staff continue to work collaboratively with Town residents to ensure positive collection results, in addition to actively working to protect our assessment base to mitigate tax adjustments.

Attachments:

N/A

Prepared by:

Susan Hewlett – Manager of Taxation

Submitted by:

Dianne Valentim – Director of Finance

Approved by:

Shane Baker – Chief Administrative Officer

Town of Ajax Report



Report To: General Government Committee

Prepared By: Joshua Reece CPA, CGA
Senior Financial Analyst

Report #: FIN-2025-07

Subject: **2025 Report on Non-Cash Expenses as Required by Ontario Regulation 284/09**

Ward(s): All

Date of Meeting: March 17, 2025

Reference: N/A

Recommendation:

That the report on Excluded Non-Cash Expenses, as required by Ontario Regulation 284/09, be received for information.

Background:

All Ontario municipalities are required by Section 3150 of the Public Sector Accounting Board Handbook (PSAB) to record the annual amortization expense related to tangible capital assets on their annual financial statements, along with other non-cash expenses such as the expenses for expected future payments in respect of post-employment liabilities and post-closure landfill costs.

While these expenses must be included in the financial statements, the standards do not require the Town to fund the costs from the operating budget by setting aside any specific portion of the accumulated surplus as reserves or reserve funds. Further, Ontario Regulation 284/09 allows all municipalities the option of preparing a cash-based budget and excluding the non-cash items described above. However, when this option is selected, the municipality must provide a reconciliation between the annual budget adopted by Council and the amounts that will be presented in the financial statements (which will include the value of all non-cash expenses).

Discussion:

The Town of Ajax, like most Ontario municipalities, has chosen to prepare the 2025 operating and capital budgets on a cash basis as allowed under Provincial regulation. The non-cash expenses excluded from the 2025 budget include amortization and post-employment benefits. If the Town were to include the accounting values of these expenses in the operating budget, this would cause immediate increases in property taxes.

Although the non-cash items identified above are not specifically included in the Town's operating budget, the Financial Sustainability Plan (FSP) and the 2025 infrastructure levy are

tools used by the Town to build the required annual contributions to the various reserves. This is done to ensure sufficient resources will be available to fund future obligations, infrastructure maintenance costs and vehicle & equipment replacement when needed.

The table shows the projected impact of the exclusion of non-cash expenses on the 2025 Accumulated Surplus:

<u>PSAB Additions to the 2025 Budget (Reduces Surplus)</u>	
Tangible Capital Asset Amortization	\$ 27,223,000
Post-Employment Benefits	182,400
	<u>\$27,405,400</u>
 <u>PSAB Reductions to the 2025 Budget (Increases Surplus)</u>	
Tangible Capital Asset Acquisition	\$ 22,817,800
Debt Principal Payments	1,848,000
	<u>\$24,665,800</u>
 Net Increase (Decrease) in 2025 Accumulated Surplus	 <u>\$ (2,739,600)</u>

There are no adjustments above related to the Town's obligation for closed landfill sites as these costs are included within the 2025 Budget.

Financial Implications:

There is no financial impact from the exclusion of these expenses, as the annual operating budget is prepared on a cash-flow basis

Communication Issues:

As required by the regulation, this reconciliation will be prepared and presented with the adoption of the annual budget each year.

Relationship to the Strategic Plan:

N/A

Conclusion:

The presentation of this report meets the reporting requirements set out in Ontario Regulation 284/09.

Attachments: N/A

Prepared by:

Joshua Reece, CPA, CGA – Senior Financial Analyst

Submitted by:

Dianne Valentim, CPA, CGA – Director of Finance/Treasurer

Approved by:

Shane Baker – Chief Administrative Officer

Town of Ajax Report



Report To: General Government Committee
Prepared By: Marsha McIntosh-Ricketts, CPA – Supervisor of Budgets
Report #: FIN-2025-08
Subject: **2026 Budget Timetable**
Ward(s): All
Date of Meeting: March 17, 2025
Reference: Municipal Act, Part VI.1; O. Reg. 530/22

Recommendation:

1. That Council reduce the time period as set out in subsection 7(3) of O. Reg. 530/22 to pass a resolution making an amendment to the proposed budget from 30 days to 15 days; and,
2. That Council reduce the time period as set out in subsection 7(10) of O. Reg. 530/22 to override the head of council's veto of an amendment to the proposed budget from 15 days to 6 days.

Background:

The Mayor has a duty, in accordance with Section 284.16 of the Municipal Act, 2001 (the "Act") and section 7 of Ontario Regulation 530/22, to prepare, on or before February 1 of each year, a proposed budget for the Town. In accordance with this requirement the budget timetable is prepared on an annual basis to convey the key dates and milestones that will ensure the accomplishment of this objective based on targets set by the Mayor, which may be earlier than this date.

The budget timetable has been prepared based on parameters set by Mayoral direction issued pursuant to section 284.3 of the Municipal Act, 2001 on March 3, 2025 which directed the Chief Administrative Officer and the Director of Finance/treasurer to:

1. Prepare the budget in accordance with past practices; and
2. Present the draft budget to the Mayor prior to 3 pm November 21, 2025 for distribution by the Mayor to Council prior to end of day November 24, 2025.

The Act stipulates maximum budgetary timelines; however, it also allows for shortened timelines. This report includes the proposed shortened timelines for the 2026 budget adoption process to comply with the Mayor's directive and as permitted under the Act.

Discussion:

Staff are recommending that both the 2026 operating and capital budgets be submitted for public and Council review with an intended adoption date no later than December 15, 2025. An earlier adoption of the budget has become the norm for the Town and is consistent with many other municipalities within the Region of Durham.

The proposed budget timeline accomplishes the following:

- Allows the consideration of financial impacts affecting both the operating and capital budgets on the same date in December 2025. This approach ensures operating impacts stemming from capital project decisions are coordinated.
- Creates procurement opportunities that can be advanced without the need for pre-budget approval. These opportunities often include better/early construction prices and earlier contract starts improving the Town’s levels of service and efficiency.
- Creates opportunities to streamline other departmental priorities for staff who perform time-sensitive work at the same time as finalizing budget documents.
- Provides consistency with the earlier budget approval timelines being used by other municipalities within the region.

The following key dates will guide the budget process:

2026 Budget Timetable

Date	Milestone
March 24, 2025	2026 Budget Council Amendment and Veto Periods approved by Council
June 20, 2025	Deadline for Council to submit to Director of Public and Strategic Affairs and Mayor <ul style="list-style-type: none"> • operating budget changes, and/or • initiatives in line with strategic plan, and/or • new capital projects, and/or • changes in timing/scope of existing capital projects
November 24, 2025	Distribution of 2026 Operating and Capital Budget from Mayor to Council
December 1, 2025	Budgets available to the public and posted on Town Website: <ul style="list-style-type: none"> • 2026 Capital Budget / 2027 – 2035 LRCF • 2026 Operating Budget
December 8, 2025	Public meeting – 1 pm start: <ul style="list-style-type: none"> • 2026 Capital Budget / 2027 – 2035 LRCF • 2026 Operating Budget
December 9, 2025	Mayoral Veto Period (1 day)
December 10-15, 2025	Council Veto Override Period (6 days)
December 15, 2025	Budget Deemed Adopted

For staff to achieve the milestones established in the budget timetable, it is recommended that Council shorten the legislative amendment and veto timelines established by the Municipal Act as outlined in the table below:

Proposed Mayor & Council 2026 Budget Amendment Timelines:

Period	Legislated Timeline	Shortened Timeline	Date(s)
Council Amendment period	30 days	15 days	November 24 to December 8, 2025
Mayoral Veto Period	10 days	1 days	December 9, 2025
Council Veto Override Period	15 days	6 days	December 10-15, 2025
Total days	55 days	22 days	

As permissible subsection 7(10) of O. Reg. 530/22, the Mayor has indicated his intent to shorten his veto period to by way of notice to Council and the Clerk following the approval of this report.

The budget timetable and proposed budget amendment timelines have been shared and reviewed by the Mayor and Senior Management Team and internal deadlines have been revised to achieve this earlier schedule.

Throughout the year staff receive feedback from a variety of sources (residents, Councillors, Durham Region, etc.) on both operating and capital budgets. This feedback informs the budget which is presented for Council’s consideration. Councillors are encouraged to continue discussions with the Director of Public and Strategic Affairs and the Mayor for possible modifications to levels of service or projects in the 2026 Operating Budget and 2026 Capital Budget and 2027-2035 Long Range Capital Forecast. The Mayor will convey the next steps for initiatives identified for inclusion in the budget based on these discussions with Councillors. Input from Council, up to June 20, 2025, will be considered in the preparation of 2026 budgets.

Financial Implications:

There are no financial implications associated with this report.

Communication Issues:

The date, time and location of General Government Committee public budget meetings and public engagement opportunities will be advertised on the Town’s website, social media platforms, and signboards well in advance of the meeting dates.

All budget and forecast documents, reports, etc., for both current and prior years, are available on the Town’s website.

Relationship to the Strategic Plan:

N/A

Conclusion:

The 2026 Budget Timetable allows staff to undertake the thorough and extensive work required to satisfy the budgetary requirements of the Mayor for the Town. It sets out the priorities and critical objectives that must be met to achieve the intended milestones. The shortened timelines for the 2026 budget adoption process facilitates the budget and creates opportunities to execute and streamline additional departmental opportunities with a budget that is prepared in advance

of the applicable fiscal year. These time periods affect the upcoming budget year only and need to be approved on an annual basis.

Attachments:

N/A

Prepared by:

Marsha McIntosh Ricketts, CPA – Supervisor of Budgets

Submitted by:

Dianne Valentim, CPA – Director of Finance / Treasurer

Approved by:

Shane Baker – Chief Administrative Officer

Town of Ajax Report



Report To: General Government Committee
Prepared By: Mat Boyle, Capital Projects Coordinator
Report #: OES-2025-07
Subject: **Contract Award: T25014 Road Resurfacing, Geotechnical Services**
Ward(s): 1 & 3
Date of Meeting: March 17, 2025
Reference: Bid Document T25014 Road Resurfacing
PQ2311 – Geotechnical Services
ATT 1 – Road Resurfacing – Capital Detail Sheets

Recommendation:

- 1. That Council award the contract for Road Resurfacing, to D. Crupi & Sons Limited in the amount of \$2,037,138.01 (inclusive of all taxes).**
- 2. That Council award the contract for Geotechnical Services – Road Resurfacing, to PNJ Engineering Inc. in the amount of \$66,134.66 (inclusive of all taxes).**

Background:

The resurfacing of municipal roads and associated curb, sidewalk and culvert repairs are a critical component of the Town’s infrastructure maintenance program. The roads to be resurfaced and/or reconstructed each year are prioritized based on the Town’s Pavement Management System and coordinated with the Region of Durham's construction projects.

The following roads are included within the asphalt resurfacing, concrete repairs and restoration works within the Town of Ajax:

ROAD	FROM	TO
Large Crescent	Pearce Drive	Pearce Drive
Mullen Drive	Latimer Street	Latimer Street

Dakin Drive	Large Crescent	Large Crescent
Latimer Street	Mullen Drive	Large Crescent
Burningham Crescent	Lincoln Street	Lincoln Street
Dingley Court	Lincoln Street	End
Linton Avenue	Kearney Drive	Old Kingston Road
Windsor Drive	Kearney Drive	Old Kingston Road
Sherwood Road W	Windsor Drive	Church Street N
Cameron Street	Windsor Drive	Elizabeth Street
Patching - Various Locations	26 Heatherwood Road	26 Heatherwood Road
	41 Thorncroft Crescent	51 Thorncroft Crescent
	44 Millington Crescent	48 Millington Crescent

Discussion:

Construction

The Town undertook a Request for Pre-Qualification [RPQ No. PQ2304] for Pre-Qualification Road Contractors – Road Resurfacing in January 2023 to cover road resurfacing requirements. This RPQ resulted in the appointment of 7 pre-qualified Bidders.

Request for Tender (RFT) documents were posted to the Towns' eBidding platform and the 7 pre-qualified bidders were invited to register for the opportunity. Of the invited bidders 7 registered for the opportunity with bids being received from all of these, prior to the closing on February 12, 2025.

Upon review of the 7 bids received, 1 of the submissions was found to be non-compliant and therefore cannot be considered in the award. Listed below is a summary of the bids considered:

NAME OF BIDDER	TOTAL TENDER AMOUNT
D. Crupi & Sons Limited	\$ 2,037,138.01
Viola Management Inc.	\$ 2,222,919.84
C. Valley Paving Ltd.	\$ 2,666,475.13
Pacific Paving Limited	\$ 2,813,880.74
Brennan Paving & Construction Ltd.	\$ 2,920,697.44
Dufferin Construction	\$ 3,135,171.44

Contract commencement is May 5, 2025 and completion is expected by August 29, 2025.

Geotechnical Services

In 2023, the Town undertook a Request for Pre-Qualification (RPQ) for Geotechnical Engineering Consultants to cover material testing requirements. That RPQ resulted in a registry of 10 pre-qualified Bidders [Ref: PQ2311 Geotechnical Services].

In accordance with the Pre-Qualification No. PQ2311, Multiple Year Award for Material Testing, Geotechnical & Environmental Investigation Services Request for Quotation documents for Geotechnical Services, were issued to the 10 prequalified bidders with quotations being received back from 9. Listed below is a summary of the Quotations received:

VENDOR NAME	TOTAL QUOTE PRICE (INCL HST)
PNJ Engineering Inc.	\$66,134.66
GEMTEC Consulting Engineers & Scientists Ltd.	\$70,317.64
Sirati & Partners Consultants Ltd.	\$94,494.89
Cambium Inc.	\$101,044.60
EnVision Consultants Ltd.	\$102,706.83
Terrapex Environmental Ltd.	\$109,222.41
Egis Canada Ltd.	\$129,892.26
GIP Construction Engineering	\$134,119.70
GHD Limited	\$148,214.19

Contract commencement is May 5, 2025 and completion is expected by August 29, 2025.

It is recommended that Geotechnical Services be awarded to PNJ Engineering Inc., being the lowest bidder.

Financial Implications:

Approved Capital Budget:

25030002 Large Cres Resurf – Pearce to Pearce (CCBF)	\$ 853,000.00
25030003 Mullen Dr Resurf – Latimer to Latimer (CCBF)	\$ 553,000.00
25030004 Dakin Dr Resurf – Large to Large (CCBF)	\$ 426,000.00

25030005 Burningham Cres Resurf – Lincoln to Lincoln (CCBF)	\$ 403,500.00	
25030006 Linton Ave Resurf – Kearney to Old Kingston (RMR)	\$ 394,000.00	
25030008 Windsor Dr Resurf – Kearney to Old Kingston (RMR)	\$ 290,000.00	
25030009 Sherwood Rd Resurf – Winsdor to Church (RMR)	\$ 272,500.00	
25030010 Cameron St Resurf – Elizabeth to Windsor (RMR)	\$ 222,500.00	
25030011 Dingley Ct Resurf – Lincoln to End (RMR)	\$ 131,500.00	
25030013 Latimer St Resurf – Mullen to Large (RMR)	\$ 77,000.00	
25030014 Patching-Var Locations 2025 (RMR)	\$ 50,000.00	\$ 3,673,000.00

Current Award:

D. Crupi & Sons Limited (net of HST rebate)	\$ 1,834,505.87	
Contingency (15%)	\$ 275,175.88	
PNJ Engineering Inc (net of HST rebate)	\$ 59,556.30	
Contingency (15%)	<u>\$ 8,933.45</u>	<u>\$ 2,178,171.50</u>

Under Budget \$ 1,494,828.50

A 15% contingency has been identified for the Road Resurfacing due to the possibility of poor subsurface conditions and soft spots that could be identified once the asphalt surface has been removed and/or when excavation begins. Over-runs may occur on the estimated quantities of asphalt and granular materials when repairing unforeseen deteriorated areas. Additional risk factors for this project that can cause delays, resulting in the need for additional material and labor associated with the construction include; poor weather conditions, unforeseen global supply chain shortages, contamination of soil, etc.

A 15% contingency has been identified for Geotechnical Services to ensure sufficient funding is available to address site specific issues that can be encountered during the construction. Risk factors for this project include soft subgrade conditions that may require additional testing and investigation, additional chemical testing of bulk excavated material to be removed off site in accordance with the Provincial Excess Soils Regulation, and applicable recommendations by PNJ Engineering Inc.

The Capital Detail Sheets are attached for information.

Communication Issues:

Communications will include the delivery of a construction notice to all residents adjacent to the work, including the provision of a construction schedule on the Town’s website. Construction information signs will be posted on site prior to commencement of

work. The Town's contractors will be instructed to ensure that adequate safety measures are in place to protect the public for this project.

Minor disruptions due to dust, noise, driveway access and localized lane closures will be experienced by residents and motorists. Every effort, however, will be made to keep these inconveniences to a minimum throughout the process.

Signage and notices will be circulated and posted a minimum of 10 days in advance of construction and arranged through the Town's Road Occupancy/Road Closure By-Law. As per the By-Law, notices will be sent to residents, emergency services and transit prior to the construction. All efforts will be made to complete the construction work as quickly and efficiently as possible to minimize the impact on the public.

Relationship to the Strategic Plan:

This report aligns with the following section of the 2022-2026 Strategic Plan (Action 26):

Pillar 2: Growing our Community
Priority 1.5: Improve Road Transportation Network

Conclusion:

1. D. Crupi & Sons Limited be awarded the contract for T25014 - Road Resurfacing being the lowest bidder meeting minimum specifications.
2. PNJ Engineering Inc. be awarded the contract for Geotechnical Services, being the lowest bidder meeting minimum specifications.

Attachments:

ATT-1: Road Resurfacing – 2025 Capital Detail Sheets

Prepared by:

Mat Boyle – Capital Projects Coordinator

Submitted by:

Dave Meredith - Director of Operations & Environmental Services

Approved by:

Shane Baker – Chief Administrative Officer

TOWN OF AJAX
2025 CAPITAL BUDGET / 2026-2034 LONG RANGE CAPITAL FORECAST
DETAIL SHEET

Project Name	Large Cres Resurf - Pearce Dr to Pearce Dr	
Project	25030002	Initially budgeted in 2021
Submitted By	Ranil Fernando, Manager of Infrastructure & Asset Management	Department Operations & Environmental Services
Start Year	2025	Section Infrastructure Engineering

PROJECT DESCRIPTION / JUSTIFICATION

Scope: The scope of work for Large Crescent from Pearce Drive to Pearce Drive includes the asphalt resurfacing and replacement of various sections of concrete curb and sidewalk. Large Crescent is a two lane local roadway, and 1.1km in length.

Rationale: The resurfacing of municipal roads and associated repairs are a critical component of the Town's Infrastructure Maintenance Program. The roads to be resurfaced and/or reconstructed each year are prioritized based on the Town's Pavement Management System and coordinated with the Region of Durham's construction projects. The impact of not following the recommended schedule may result in accelerated deterioration and additional expenditures.

Reference: Pavement Management System, 2022-2026 Strategic Plan, Pillar 2: Growing Our Community, Priority 1.5: Improve road transportation network, 2024 Corporate Asset Management Plan.

Schedule: Construction: 2025

EXPENDITURES / FUNDING

	Previously Approved	2025	2026	2027	2028-2034	Total
Total Expenditures	-	853,000	-	-	-	853,000
Canada Community-Building Fund	-	853,000	-	-	-	853,000
Total Funding	-	853,000	-	-	-	853,000

TOWN OF AJAX
2025 CAPITAL BUDGET / 2026-2034 LONG RANGE CAPITAL FORECAST
DETAIL SHEET

Project Name	Mullen Dr Resurf - Latimer St to Latimer St		
Project	25030003	Initially budgeted in	2021
Submitted By	Ranil Fernando, Manager of Infrastructure & Asset Management		Department Operations & Environmental Services
Start Year	2025	Section	Infrastructure Engineering

PROJECT DESCRIPTION / JUSTIFICATION

Scope: The scope of work for Mullen Drive from Latimer Street to Latimer Steet includes the asphalt resurfacing and replacement of various sections of concrete curb and sidewalk. Mullen Drive is a two lane local roadway, and 600m in length.

Rationale: The resurfacing of municipal roads and associated repairs are a critical component of the Town’s Infrastructure Maintenance Program. The roads to be resurfaced and/or reconstructed each year are prioritized based on the Town’s Pavement Management System and coordinated with the Region of Durham’s construction projects. The impact of not following the recommended schedule may result in accelerated deterioration and additional expenditures.

Reference: Pavement Management System, 2022-2026 Strategic Plan, Pillar 2: Growing Our Community, Priority 1.5: Improve road transportation network, 2024 Corporate Asset Management Plan.

Schedule: Construction: 2025

EXPENDITURES / FUNDING

	Previously Approved	2025	2026	2027	2028-2034	Total
Total Expenditures	-	553,000	-	-	-	553,000
Canada Community-Building Fund	-	553,000	-	-	-	553,000
Total Funding	-	553,000	-	-	-	553,000

TOWN OF AJAX
2025 CAPITAL BUDGET / 2026-2034 LONG RANGE CAPITAL FORECAST
DETAIL SHEET

Project Name	Dakin Dr Resurf - Large Cres to Large Cres	
Project	25030004	Initially budgeted in 2021
Submitted By	Ranil Fernando, Manager of Infrastructure & Asset Management	Department Operations & Environmental Services
Start Year	2025	Section Infrastructure Engineering

PROJECT DESCRIPTION / JUSTIFICATION

Scope: The scope of work for Dakin Drive from Large Crescent to Large Crescent includes the asphalt resurfacing and replacement of various sections of concrete curb and sidewalk. Dakin Drive is a two lane local roadway, and 500m in length.

Rationale: The resurfacing of municipal roads and associated repairs are a critical component of the Town's Infrastructure Maintenance Program. The roads to be resurfaced and/or reconstructed each year are prioritized based on the Town's Pavement Management System and coordinated with the Region of Durham's construction projects. The impact of not following the recommended schedule may result in accelerated deterioration and additional expenditures.

Reference: Pavement Management System, 2022-2026 Strategic Plan, Pillar 2: Growing Our Community, Priority 1.5: Improve road transportation network, 2024 Corporate Asset Management Plan.

Schedule: Construction: 2025

EXPENDITURES / FUNDING

	Previously Approved	2025	2026	2027	2028-2034	Total
Total Expenditures	-	426,000	-	-	-	426,000
Canada Community-Building Fund	-	426,000	-	-	-	426,000
Total Funding	-	426,000	-	-	-	426,000

TOWN OF AJAX
2025 CAPITAL BUDGET / 2026-2034 LONG RANGE CAPITAL FORECAST
DETAIL SHEET

Project Name	Burningham Cres Resurf - Lincoln to Lincoln		
Project	25030005	Initially budgeted in	2021
Submitted By	Ranil Fernando, Manager of Infrastructure & Asset Management		Department Operations & Environmental Services
Start Year	2025	Section	Infrastructure Engineering

PROJECT DESCRIPTION / JUSTIFICATION

Scope: The scope of work for Burningham Crescent from Lincoln Street to Lincoln Street includes the asphalt resurfacing and replacement of various sections of concrete curb and sidewalk. Burningham Crescent is a two lane local roadway, and 430m in length.

Rationale: The resurfacing of municipal roads and associated repairs are a critical component of the Town's Infrastructure Maintenance Program. The roads to be resurfaced and/or reconstructed each year are prioritized based on the Town's Pavement Management System and coordinated with the Region of Durham's construction projects. The impact of not following the recommended schedule may result in accelerated deterioration and additional expenditures.

Reference: Pavement Management System, 2022-2026 Strategic Plan, Pillar 2: Growing Our Community, Priority 1.5: Improve road transportation network, 2024 Corporate Asset Management Plan.

Schedule: Construction: 2025

EXPENDITURES / FUNDING

	Previously Approved	2025	2026	2027	2028-2034	Total
Total Expenditures	-	403,500	-	-	-	403,500
Canada Community-Building Fund	-	403,500	-	-	-	403,500
Total Funding	-	403,500	-	-	-	403,500

TOWN OF AJAX
2025 CAPITAL BUDGET / 2026-2034 LONG RANGE CAPITAL FORECAST
DETAIL SHEET

Project Name	Linton Ave Resurf-Kearney to Old Kingston	
Project	25030006	Initially budgeted in 2021
Submitted By	Ranil Fernando, Manager of Infrastructure & Asset Management	Department Operations & Environmental Services
Start Year	2025	Section Infrastructure Engineering

PROJECT DESCRIPTION / JUSTIFICATION

Scope: The scope of work for Linton Avenue from Kearney Drive to Old Kingston Road includes the asphalt resurfacing and replacement of various sections of concrete curb and sidewalk. Linton Avenue is a two lane local roadway, and 400m in length.

Rationale: The resurfacing of municipal roads and associated repairs are a critical component of the Town's Infrastructure Maintenance Program. The roads to be resurfaced and/or reconstructed each year are prioritized based on the Town's Pavement Management System and coordinated with the Region of Durham's construction projects. The impact of not following the recommended schedule may result in accelerated deterioration and additional expenditures.

Reference: Pavement Management System, 2022-2026 Strategic Plan, Pillar 2: Growing Our Community, Priority 1.5: Improve road transportation network, 2024 Corporate Asset Management Plan.

Schedule: Construction: 2025

EXPENDITURES / FUNDING

	Previously Approved	2025	2026	2027	2028-2034	Total
Total Expenditures	-	394,000	-	-	-	394,000
Road Maintenance Reserve	-	394,000	-	-	-	394,000
Total Funding	-	394,000	-	-	-	394,000

TOWN OF AJAX
2025 CAPITAL BUDGET / 2026-2034 LONG RANGE CAPITAL FORECAST
DETAIL SHEET

Project Name	Windsor Dr Resurf-Old Kingston to Kearney	
Project	25030008	Initially budgeted in 2021
Submitted By	Ranil Fernando, Manager of Infrastructure & Asset Management	Department Operations & Environmental Services
Start Year	2025	Section Infrastructure Engineering

PROJECT DESCRIPTION / JUSTIFICATION

Scope: The scope of work for Windsor Drive from Old Kingston Road to Kearney Drive includes the asphalt resurfacing and replacement of various sections of concrete curb and sidewalk. Windsor Drive is a two lane local roadway, and 330m in length.

Rationale: The resurfacing of municipal roads and associated repairs are a critical component of the Town's Infrastructure Maintenance Program. The roads to be resurfaced and/or reconstructed each year are prioritized based on the Town's Pavement Management System and coordinated with the Region of Durham's construction projects. The impact of not following the recommended schedule may result in accelerated deterioration and additional expenditures.

Reference: Pavement Management System, 2022-2026 Strategic Plan, Pillar 2: Growing Our Community, Priority 1.5: Improve road transportation network, 2024 Corporate Asset Management Plan.

Schedule: Construction: 2025

EXPENDITURES / FUNDING

	Previously Approved	2025	2026	2027	2028-2034	Total
Total Expenditures	-	290,000	-	-	-	290,000
Road Maintenance Reserve	-	290,000	-	-	-	290,000
Total Funding	-	290,000	-	-	-	290,000

TOWN OF AJAX
2025 CAPITAL BUDGET / 2026-2034 LONG RANGE CAPITAL FORECAST
DETAIL SHEET

Project Name	Sherwood Rd Resurf-Windsor to Church	
Project	25030009	Initially budgeted in 2021
Submitted By	Ranil Fernando, Manager of Infrastructure & Asset Management	Department Operations & Environmental Services
Start Year	2025	Section Infrastructure Engineering

PROJECT DESCRIPTION / JUSTIFICATION

Scope: The scope of work for Sherwood Road from Windsor Drive to Church Street includes the asphalt resurfacing and replacement of various sections of concrete curb and sidewalk. Sherwood Road is a two lane local roadway, and 300m in length.

Rationale: The resurfacing of municipal roads and associated repairs are a critical component of the Town’s Infrastructure Maintenance Program. The roads to be resurfaced and/or reconstructed each year are prioritized based on the Town’s Pavement Management System and coordinated with the Region of Durham’s construction projects. The impact of not following the recommended schedule may result in accelerated deterioration and additional expenditures.

Reference: Pavement Management System, 2022-2026 Strategic Plan, Pillar 2: Growing Our Community, Priority 1.5: Improve road transportation network, 2024 Corporate Asset Management Plan.

Schedule: Construction: 2025

EXPENDITURES / FUNDING

	Previously Approved	2025	2026	2027	2028-2034	Total
Total Expenditures	-	272,500	-	-	-	272,500
Road Maintenance Reserve	-	272,500	-	-	-	272,500
Total Funding	-	272,500	-	-	-	272,500

TOWN OF AJAX
2025 CAPITAL BUDGET / 2026-2034 LONG RANGE CAPITAL FORECAST
DETAIL SHEET

Project Name	Cameron St Resurf - Elizabeth to Windsor	
Project	25030010	Initially budgeted in 2021
Submitted By	Ranil Fernando, Manager of Infrastructure & Asset Management	Department Operations & Environmental Services
Start Year	2025	Section Infrastructure Engineering

PROJECT DESCRIPTION / JUSTIFICATION

Scope: The scope of work for Cameron Street from Elizabeth Street to Windsor Drive includes the asphalt resurfacing and replacement of various sections of concrete curb and sidewalk. Cameron Street is a two lane local roadway, and 300m in length.

Rationale: The resurfacing of municipal roads and associated repairs are a critical component of the Town's Infrastructure Maintenance Program. The roads to be resurfaced and/or reconstructed each year are prioritized based on the Town's Pavement Management System and coordinated with the Region of Durham's construction projects. The impact of not following the recommended schedule may result in accelerated deterioration and additional expenditures.

Reference: Pavement Management System, 2022-2026 Strategic Plan, Pillar 2: Growing Our Community, Priority 1.5: Improve road transportation network, 2024 Corporate Asset Management Plan.

Schedule: Construction: 2025

EXPENDITURES / FUNDING

	Previously Approved	2025	2026	2027	2028-2034	Total
Total Expenditures	-	222,500	-	-	-	222,500
Road Maintenance Reserve	-	222,500	-	-	-	222,500
Total Funding	-	222,500	-	-	-	222,500

TOWN OF AJAX
2025 CAPITAL BUDGET / 2026-2034 LONG RANGE CAPITAL FORECAST
DETAIL SHEET

Project Name	Dingley Ct Resurf - Lincoln St to End	
Project	25030011	Initially budgeted in 2021
Submitted By	Ranil Fernando, Manager of Infrastructure & Asset Management	Department Operations & Environmental Services
Start Year	2025	Section Infrastructure Engineering

PROJECT DESCRIPTION / JUSTIFICATION

Scope: The scope of work for Dingley Court from Lincoln Street to End includes the asphalt resurfacing and replacement of various sections of concrete curb and sidewalk. Dingley Court is a two lane local roadway, and 90m in length.

Rationale: The resurfacing of municipal roads and associated repairs are a critical component of the Town's Infrastructure Maintenance Program. The roads to be resurfaced and/or reconstructed each year are prioritized based on the Town's Pavement Management System and coordinated with the Region of Durham's construction projects. The impact of not following the recommended schedule may result in accelerated deterioration and additional expenditures.

Reference: Pavement Management System, 2022-2026 Strategic Plan, Pillar 2: Growing Our Community, Priority 1.5: Improve road transportation network, 2024 Corporate Asset Management Plan.

Schedule: Construction: 2025

EXPENDITURES / FUNDING

	Previously Approved	2025	2026	2027	2028-2034	Total
Total Expenditures	-	131,500	-	-	-	131,500
Road Maintenance Reserve	-	131,500	-	-	-	131,500
Total Funding	-	131,500	-	-	-	131,500
<i>Annual Operating Costs</i>		-	-	-	-	-

TOWN OF AJAX
2025 CAPITAL BUDGET / 2026-2034 LONG RANGE CAPITAL FORECAST
DETAIL SHEET

Project Name	Latimer St Resurf - Mullen Dr to Large Cres	
Project	25030013	Initially budgeted in 2021
Submitted By	Ranil Fernando, Manager of Infrastructure & Asset Management	Department Operations & Environmental Services
Start Year	2025	Section Infrastructure Engineering

PROJECT DESCRIPTION / JUSTIFICATION

Scope: The scope of work for Latimer Street from Mullen Drive to Large Crescent includes the asphalt resurfacing and replacement of various sections of concrete curb and sidewalk. Latimer Street is a two lane local roadway, and 80m in length.

Rationale: The resurfacing of municipal roads and associated repairs are a critical component of the Town’s Infrastructure Maintenance Program. The roads to be resurfaced and/or reconstructed each year are prioritized based on the Town’s Pavement Management System and coordinated with the Region of Durham’s construction projects. The impact of not following the recommended schedule may result in accelerated deterioration and additional expenditures.

Reference: Pavement Management System, 2022-2026 Strategic Plan, Pillar 2: Growing Our Community, Priority 1.5: Improve road transportation network, 2024 Corporate Asset Management Plan.

Schedule: Construction: 2025

EXPENDITURES / FUNDING

	Previously Approved	2025	2026	2027	2028-2034	Total
Total Expenditures	-	77,000	-	-	-	77,000
Road Maintenance Reserve	-	77,000	-	-	-	77,000
Total Funding	-	77,000	-	-	-	77,000

TOWN OF AJAX
2025 CAPITAL BUDGET / 2026-2034 LONG RANGE CAPITAL FORECAST
DETAIL SHEET

Project Name	Patching-Var Locations 2025		
Project	25030014		Initially budgeted in 2025
Submitted By	Ranil Fernando, Manager of Infrastructure & Asset Management		Department Operations & Environmental Services
Start Year	2025		Section Infrastructure Engineering

PROJECT DESCRIPTION / JUSTIFICATION

Scope: The scope of work includes the resurfacing of various minor segments of roadways within the Town of Ajax road network.

Rationale: The resurfacing of municipal roads and associated repairs are a critical component of the Town’s Infrastructure Maintenance Program. The roads to be resurfaced and/or reconstructed each year are prioritized based on the Town’s Pavement Management System and coordinated with the Region of Durham’s construction projects. The impact of not following the recommended schedule may result in accelerated deterioration and additional expenditures.

Reference: Pavement Management System, 2022-2026 Strategic Plan, Pillar 2: Growing Our Community, Priority 1.5: Improve road transportation network, 2024 Corporate Asset Management Plan.

Schedule: 2025

EXPENDITURES / FUNDING

	Previously Approved	2025	2026	2027	2028-2034	Total
Total Expenditures	-	50,000	-	-	-	50,000
Road Maintenance Reserve	-	50,000	-	-	-	50,000
Total Funding	-	50,000	-	-	-	50,000

Town of Ajax Report



Report To: General Government Committee

Prepared By: Rassel Solaiman, Capital Projects Coordinator

Report #: OES-2025-09

Subject: **Contract Award – Detailed Design - Harwood Avenue Widening from Taunton Road to Woodcock Avenue**

Ward(s): 2

Date of Meeting: March 17, 2025

Reference: RFP No. P25002 - Design & Contract Administration - Harwood Avenue Widening

Capital Account No. 1028711 – Harwood Avenue Widening from Taunton Road to Woodcock Avenue

Schedule “C” Class Environmental Assessment – Harwood Avenue Improvements Study from Taunton Road to Woodcock Avenue

Recommendation:

1. That Council award the Contract for Detailed Design - Harwood Avenue Widening from Taunton Road to Woodcock Avenue, to R.V. Anderson Associates Limited in the amount of \$971,477.95 (inclusive of all taxes).
2. That Council approve the following funding, to be allocated to Capital Account No. 1028711:

Development Charges	\$37,879.24
Development Reserve	<u>\$1,993.64</u>

Total \$39,872.88

Background:

The Harwood Avenue corridor, extending from Taunton Road to Woodcock Avenue, has been earmarked for widening from two to four lanes, with additional auxiliary lanes. This decision was outlined in both the Town of Ajax's 2018 Development Charges Background Study and the 2019 Ajax Integrated Transportation Master Plan (ITMP) in response to increasing development, higher traffic volumes, congestion issues, and concerns regarding pedestrian and cyclist safety along the corridor. Planned enhancements include intersection upgrades, installation of new storm sewers, and the construction of a multi-use path (MUP) within the project area. These factors and anticipated future growth necessitated a Municipal Class Environmental Assessment (EA) to explore potential road network improvements.

In July 2024, the Schedule 'C' Class EA and preliminary designs for the Harwood Avenue improvements were completed. The current 1.4-kilometre two-lane arterial road has been approved for expansion to a four-lane road with auxiliary turning lanes, aimed at improving safety and connectivity for all users and all forms of transportation, as well as meeting present and future traffic requirements.

The EA was completed to address transportation challenges related to service, capacity for future growth, infrastructure needs, safety, and operational efficiency. It re-evaluated the requirements, justifications, and alternative solutions set forth in the Ajax ITMP and reaffirmed the recommendations of the 2018 Development Charges Background Study to expand Harwood Avenue to four lanes.

This segment of Harwood Avenue, depicted in Figure 1, serves as a north-south Type "C" arterial road within the Town of Ajax. The speed limit is set at 60 km/h north of Williamson Drive, temporarily reduced to 40 km/h to the south of this point during construction, but it will resume to 50 km/h upon completion. Additionally, a 1.8-meter-wide sidewalk exists on the east side. The segment provides access to residential areas on the west and commercial facilities, places of worship, and a private school on the east, with construction boundaries detailed in Figure 1.

The proposed improvements to Harwood Avenue will alleviate traffic congestion by accommodating the traffic demands from both current and new developments, and by enhancing the pedestrian, bicycle, and transit networks along the corridor.



Figure 1: Project location

The detailed design for the proposed road improvements will include the following:

- Reconstruction of Harwood Avenue from Taunton Road to Woodcock Avenue,
- Four general purpose lanes - two in each direction,
- Auxiliary turning lanes,
- Signalized intersections,
- Accessibility for Ontarians with Disabilities (AODA) compliant intersections,
- 3.0 metre Multi-Use Path (MUP) on the west side,
- Cross rides at intersection to serve both pedestrians and cyclists,
- Culvert extension or replacement at Millers Creek crossing,
- Improved drainage and storm water management,
- Utility relocation,
- Enhanced illumination along the corridor,
- Streetscaping opportunities.

The preferred cross-section for Harwood Avenue is shown in Figure 2, as detailed in the Schedule 'C' Class EA.



Figure 2: Preferred Design Cross Section

Schedule of Events

Task	Date
Anticipated Design Award:	Week of March 31, 2025
Project Commencement:	April 7, 2025
Contract Award for Utility Relocation	September 8, 2025
Final Design Drawings & Tender Package for Construction	December 5, 2025
Construction Award subject to Council Approval:	Week of May 4, 2026

Discussion:

The Town undertook a Request for Pre-Qualification (RPQ No. PQ2310) for Multi-Discipline Engineering Firms in November 2023 to cover various consulting engineering requirements. This RPQ resulted in the appointment of 7 pre-qualified Consultants.

Request for Proposal (RFP) documents were posted to the Town’s eBidding platform and 7 pre-qualified bidders were invited to register for the opportunity. Of the 3 registered bidders, bids were received from 2 prior to the closing on January 22, 2025. Listed below is a summary of the Proposals received:

NAME OF PROPONENTS
Chisholm Fleming & Associates
R.V. Anderson Associates Limited

The following is the Proposal Evaluation Criteria used for this RFP:

EVALUATION CRITERIA	WEIGHTED POINTS	TOTAL AVAILABLE POINTS
CRITERIA 1 - QUALIFICATIONS & EXPERIENCE		
Evidence of Insurance & WSIB	2	10
Company Background & Qualifications	2	
Project Manager/Team Qualifications – Detailed Design	3	
Project Manager/Team Qualifications – Contract Administration & Inspection	3	
CRITERIA 2 - PROJECT REFERENCES		
Project References – Detailed Design	15	30
Project References – Contract Administration & Inspection	15	
CRITERIA 3 - APPROACH & METHODOLOGY		
Demonstrated Understanding of the Requirements	5	20
Quality & Completeness of Approach/Work Plan/Methodology	5	
Project Management Structure	5	
Ability to Meet Time Estimates/Deadlines	5	
PRICING CRITERIA		
Cost Effectiveness of Proposal & Schedule – Detailed Design		20
Cost Effectiveness/Time Task Matrix – Contract Administration & Inspection		20
	TOTAL POINTS	100
	INTERVIEW (if applicable)	50
	GRAND TOTAL	150

An Evaluation Committee, made up of Infrastructure & Asset Management staff, reviewed all of the Proposals received. Based on the evaluation criteria, specified in the RFP document, R.V. Anderson Associates Limited was the highest scoring Proponent and met all of the needs of the Town.

Financial Implications:

Capital Account No. 1028711.4108 – Harwood Avenue Widening from Taunton Road to Woodcock Avenue

Approved Capital Budget		\$966,200.00
Contract (net of HST rebate)	\$874,845.98	
Contingency (15%)	<u>\$131,226.90</u>	<u>\$1,006,072.88</u>
Over Budget		<u>\$39,872.88</u>

A 15% contingency has been allocated to this award to ensure sufficient funding is available to address site specific issues that can be encountered during the design process. Risk factor for this project will include:

- Concerns that arise from residents or landowners,
- Site conditions are different than those anticipated,
- Additional work requested by stakeholders,
- Additional land requirements, and
- Additional coordination work with various stakeholders including utility companies, conservation authorities, Region of Durham and Indigenous Communities.

Additional funding, not to exceed \$39,872.88, will be allocated from Development Charges and Development Reserve.

The Capital Detail Sheet is attached for information.

Communication Issues:

Extensive public consultation was held throughout the Class Environmental Assessment which was completed in July 2024. Previous comments from stakeholders will be incorporated into the design for the widening of Harwood Avenue from Taunton Road to Woodcock Avenue.

The Town and its consulting team will be meeting with property owners and other stakeholders as required. As part of the engagement process, two Public Information Centre (PIC) will also be held to offer stakeholders an opportunity to comment and provide input on the design.

Relationship to the Strategic Plan:

This report aligns with the following section of the 2023-2026 Strategic Plan – Action 26:

Pillar 2: Growing Our Community

Priority 1: Embrace dynamic and sustainable growth

1.5: Improve road transportation network

Conclusion:

It is the recommendation of staff that R.V. Anderson Associates Limited be awarded the contract for Detailed Design – Harwood Avenue Widening from Taunton Road to Woodcock Avenue being the highest scoring Proponent.

Attachments:

ATT-1: 2025 Capital Detail Sheet 1028711 – Harwood Avenue Widening Taunton Road to Woodcock Avenue

Prepared by:

Rassle Solaiman – Capital Projects Coordinator

Submitted by:

Dave Meredith – Director of Operations & Environmental Services

Approved by:

Shane Baker – Chief Administrative Officer

TOWN OF AJAX
2025 CAPITAL BUDGET / 2026-2034 LONG RANGE CAPITAL FORECAST
DETAIL SHEET

Project Name	Harwood Wid.Taunton-Woodcock	
Project	1028711	Initially budgeted in 2021
Submitted By	Ranil Fernando, Manager of Infrastructure & Asset Management	Department Operations & Environmental Services
Start Year	2022	Section Infrastructure Engineering

PROJECT DESCRIPTION / JUSTIFICATION

Scope: The project includes widening and urbanization of Harwood Avenue from Taunton Road to Woodcock including street lighting, a multi-use trail, new traffic signals at Harwood and Haskell Ave, drainage improvements, and new LED street lights.

Rationale: Population growth has resulted in higher traffic volumes prompting the need for road improvements to accommodate the traffic demand. The growth areas contributing to higher traffic volumes include the Grandview development, a Long Term Care facility, Tribute Development, Ledim Plazas, a future school block at Williamson Road and Harwood Avenue and the Mosque. An Environmental Assessment to facilitate the widening and reconstruction of Harwood Avenue from Taunton Road to Woodcock Avenue to a 4 lane urban standard was completed in 2024. The proposed road improvements will result in an improved pedestrian and bicycle network and an improved transit route to accommodate the population growth. The impact of not following the recommended schedule will result in the Town not meeting expected service levels.

Reference: 2018 DC Background Study, Item T19; 2019 Integrated Transportation Master Plan; and 2021 Harwood Avenue Improvements Environmental Assessment; 2022-2026 Strategic Plan, Pillar 2: Growing Our Community, Priority 1.5: Improve road transportation network.

Schedule: Detailed Design: Approved in 2022, Utility Relocation: Approved in 2024, Construction: 2026.

EXPENDITURES / FUNDING

	Previously Approved	2025	2026	2027	2028-2034	Total
Total Expenditures	966,200	-	14,088,400	-	-	15,054,600
Development Reserve	48,300	-	698,300	-	-	746,600
Development Charges - 2018	917,900	-	13,268,200	-	-	14,186,100
Recoveries - External	-	-	121,900	-	-	121,900
Total Funding	966,200	-	14,088,400	-	-	15,054,600
Annual Operating Costs		-	1,000	-	-	1,000

Town of Ajax Report



Report To: General Government Committee
Prepared By: Ranil Fernando, Manager, Infrastructure and Asset Management
Report #: OES-2025-10
Subject: **Acceleration of Rossland Road Widening**
Ward(s): 1,2
Date of Meeting: March 17, 2025
Reference: Motion to Refer – 9.6 Acceleration of the Rossland Road Widening

Recommendation:

- 1. That the subject report be received for information.**

Background:

On February 1, 2025, Council introduced the following motion:

1. The scope of Phase 1, including land acquisition and utility relocation work planned for 2025 and road works planned for 2026, be expanded to include all works associated with Phase 2 (Westney Road to Salem Road); and
2. That Council request that the Mayor identify all works as a single project in the 2026 Capital Budget; and
3. The design and construction include the necessary underground works to accommodate future traffic signals at Spitty Drive.

Subsequently, Council referred the Motion to staff with the following:

That staff report back to Council at the March Council meeting on the cost implications of a Phase 1 approach vs. Phase 2 approach and impacts to the Development Charges schedule.

Rossland Road is an east-west arterial road that connects the City of Pickering with the City of Oshawa, extending thru Ajax. Rossland Road is classified as a Type 'B' arterial road with a posted speed limit of 60 km/h.

The total length of roadway from Westney Road to Lake Ridge Road is approximately 4.0 km. This segment of roadway is scheduled to be widened to four (4) lanes. The limits of construction is outlined in Figure 1.



Figure 1.

The project is currently in the detailed design stage and is expected to be completed by the end of 2025. Due to the overall length of the project, the construction of Rossland Road initially adopted a Two-Phased approach.

The Phases and timing are as follows:

Phase	Land Acquisition	Utility Relocation work	Construction
Phase 1 – Lake Ridge Road to Salem Road	2024/2025	2025/2026	2026/2027
Phase 2 – Salem Road to Westney Road	2025/2026	2026/2027	2028/2029

Discussion:

Construction of Rossland Road (Lake Ridge Road to Westney Road) Commencing 2026:

Staff have reviewed the benefits of awarding the contract for the construction of Rossland Road from Lake Ridge Road to Westney Road, commencing construction in 2026.

The following Table outlines the advantages of awarding this project under one contract:

Advantage	Description
Cost Efficiencies	<p>Economies of Scale: Bulk procurement and continuous utilization of resources lead to cost savings. The project would be bid in 2026 dollars, with cost escalation built-into the contract.</p> <p>Reduced Mobilization/Demobilization: lower costs as equipment and workforce mobilize only once considering the provision of a staging area.</p>
Compressed Timelines	<p>Time Saved: Potentially overall completion in 3 years as opposed to staggered execution leading to a prolonged project lifecycle.</p> <p>Project would be funded in its entirety as part of the 2026 budget and would not be subject to subsequent budget approvals.</p> <p>Seasonal Optimizations: Leveraging ideal construction periods more effectively to avoid weather-related delays under one General Contractor</p>
Warranties under One Contractor	<p>Singular Warranty Coverage: Ensures a unified warranty period across the entire roadway, simplifying maintenance.</p> <p>Quality Consistency: Enhanced quality control due to one contractor handling the entire stretch.</p>
Benefits to Community	<p>Reduced Disruption: Limited period of inconvenience to residents and businesses with a shorter, consolidated construction timeline.</p> <p>Improved Public Communication: Easier to manage and communicate with a single-phase schedule.</p>
Construction Phasing	<p>Prioritize road segments based on complexity and timing requirements to meet external commitments (land acquisition, intersection improvements at Lake Ridge Road etc). Provides opportunities to be flexible due to unforeseen circumstances.</p>

The following Table outlines the risks associated with this approach:

Risk	Description
Operational Complexity	Managing a larger scope can lead to challenges in coordination and logistics.
Contractor Capacity	Potential risk of limited contractors who have capacity to commit the necessary resources to complete this project as planned. This risk will be offset by pre-qualifying contractors who have the demonstrated experience to complete the work.
Contractor Performance	Potential risk of a poor performing contractor, whereby the Town has executed an agreement for the construction of the total length of road.
Impact on Other Capital Projects	Committing this amount of funding may limit the Town's ability to fund or advance other capital projects in 2026 and future years.

Next Steps

- Complete the detailed design in 2026, with an up-to-date cost estimate to be presented as part of the 2026 budget
- Present a detailed phasing plan to Council in late 2025, to convey the recommended sequencing of events, with the goal to complete construction in the most timely and cost-efficient manner.
- Initiate a competitive tendering process for contractor selection including the pre-qualification of experienced General Contractors

Financial Implications:

The Town has traditionally allocated funding for capital projects based on the anticipated timing of when it would be needed. If both phases of the Rossland Road widening are included in one capital project, the Town has a couple of funding options:

Option 1: Fully commit the estimated \$8 million in Town funding and \$29 million in DC funding in 2026, to be cash-flowed over three (3) years. This approach would commit funding for the entirety of Rossland Road in the 2026 budget.

Option 2: Although roads are typically not funded through debentures, an option would be to consider fully or partially debenturing this capital project to apportion the cost over several years. Utilizing debentures will require careful consideration, as debt requirements have been identified for other Town priorities in the near future, potentially limiting the amount of future debt issuance

As of the date of this report, the Town has approximately \$22 million in uncommitted DC funding after 2025 budgeted DC projects are taken into account. The advancement of the Rossland Road project will require approximately \$29 million in funding. DC collections will be monitored

and debt financing may be recommend as part of the 2026 capital budget if DC reserve balances are insufficient to cover anticipated costs. Any DC eligible debentures would be repaid by DC reserve funds collected over time.

Communication Issues:

The Town will be providing opportunities for property owners and other stakeholders to participate in two (2) Public Information Centre (PIC) to be scheduled later in 2025. Details of the design, as well as the proposed phasing and timing will be part of these presentations.

During the construction phase, a communication strategy will be developed to keep residents, business owners and Council up to date on the progress of the construction project. The plan includes:

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

Relationship to the Strategic Plan:

Pillar 2: Growing Our Community

Priority 1: Embrace dynamic and sustainable growth

1.5: Improve road transportation network

Conclusion:

This construction approach offers significant benefits in terms of cost, community impact, and project efficiency, which out-weights the risks associated with contractor performance and the potential impacts on other capital projects.

It is recommended that Rossland Road, between Westney Road and Lake Ridge Road, proceed as one project as part of the 2026 budget process, which will ensure the Town has the flexibility to widen Rossland Road in the most cost-effective manner while minimizing community disruption.

Prepared by: Ranil Fernando – Manager of Infrastructure and Asset Management

Submitted by: Dave Meredith – Director of Operations and Environmental Services

Approved by: Shane Baker – Chief Administrative Officer

Town of Ajax Report



Report To: General Government Committee
Prepared By: Steven McReelis, Manager, Building Approvals & Chief Building Official
Report #: PDS-2025-08
Subject: **2024 Year End Building Permit Activity and 2025 Projection Report**
Ward(s): All
Date of Meeting: March 17, 2025
Reference: N/A

Recommendation:

That the report entitled “2024 Year End Building Permit Activity and 2025 Projection Report”, be received for information.

1. Background:

Annually, Planning and Development Services prepare a report summarizing building permit activity. This report highlights activity occurring between January 1st through December 31st, 2024, and provides an outlook on activity anticipated in 2025.

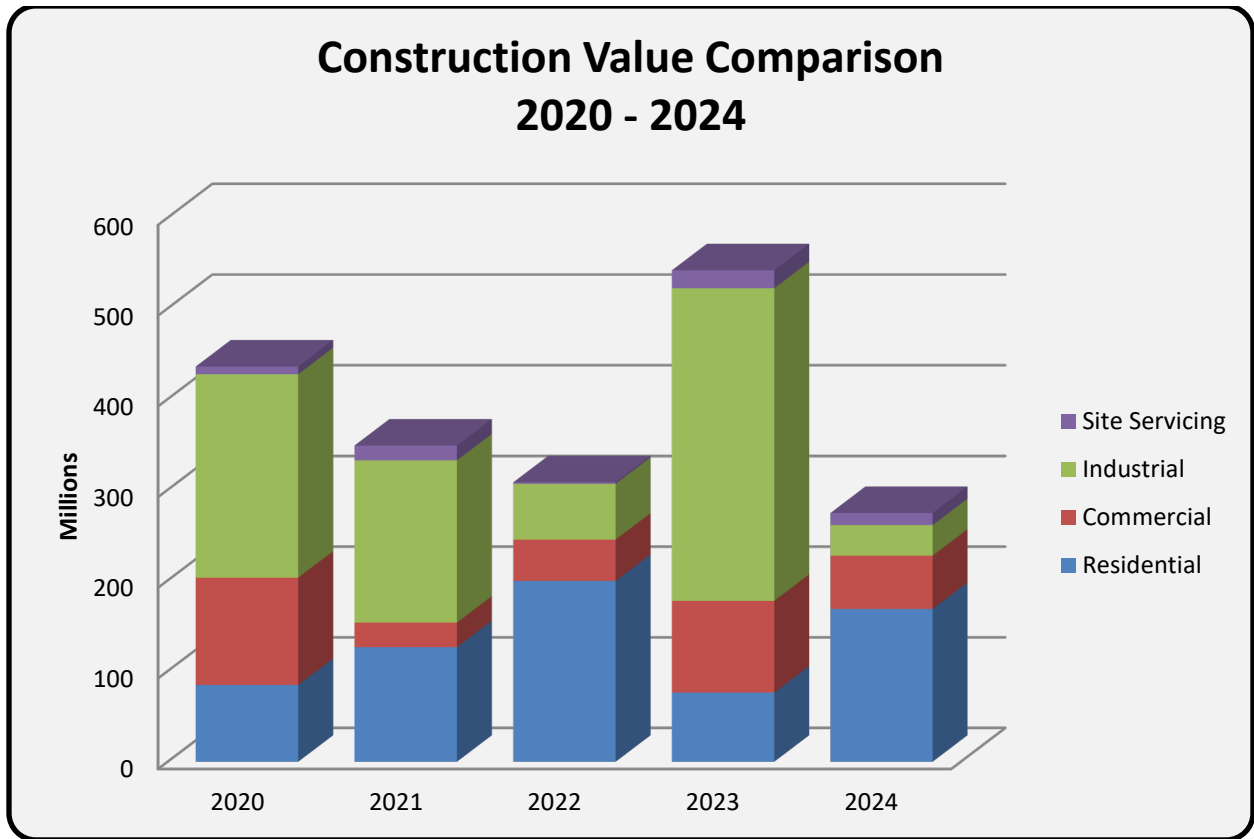
2. Discussion:

The following is a summary of the 2024 Year End Building Permit Activity:

- A total of 788 building permit applications were received in 2024, 7.7% (66) fewer than the 854 applications received in 2023.
- The total estimated construction value of building permit activity for 2024 was \$274.4 million, which was down 49.4% (\$267.5 million) from \$541.9 million in 2023. Construction values are calculated for issued building permits only and not for permit applications that are in circulation.
- The total estimated construction value for residential building permits experienced a 121.3% (\$92.4 million) increase, from \$76.2 million in 2023 to \$168.6 million in 2024.
- The 2024 forecast for new residential housing units (i.e. detached, semi-detached, townhouse, apartment) was 1,391, the actual number of units for which permits were issued was 405, representing 29.1% of the projected units.
- Building permits issued for additional dwelling units (basement apartments, garden suites) decreased by 5.5% (11), from 199 permits in 2023 to 188 permits (189 units) in 2024.

- Total estimated construction value for non-residential permits in 2024 was \$105.9 million, this represents a decrease of 77.3% (\$359.8 million) in comparison to the 2023 value of \$465.7 million. The number of non-residential permits issued in 2024 was 215, compared to 206 in 2023.
- The 2024 forecast for new non-residential floor area was 108,869 m² (1,171,856 ft²), the actual amount of new floor area for which permits were issued was 11,613 m² (125,001 ft²). At the close of 2024 there was approximately 17,114 m² (184,214 ft²) of new non-residential floor area in active circulation undergoing review or awaiting final approval.
- A total of 147 building permit applications overall were in circulation at the conclusion of 2024.

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



2025 Development Projections

Development in the residential sector is expected to recover from the lower permit volumes experienced over recent years, initial projections used to inform the budget estimated the construction of 1,178 new residential housing units (i.e. detached, semi-detached, townhouse, apartment) for 2025. However, the addition of a significant development, and modifications to another since that estimation has resulted in an additional 1,884 apartment units, bringing the total projection of residential housing units for 2025 to 3,062.

The following are notable residential development projects anticipated to be approved for construction in 2025 (* indicates projects where applications have been received):

- Garden Series on Monarch – Buildings A & B, Four 33-Storey Towers, 1,827 Apartment Units – 212 Bayly Street West & 282 Monarch Avenue*
- Medallion Central East Ajax –8-Storey, 336 Apartment and 21 Townhouse Units – 460 Rossland Road East*
- Matrix Development Group – 12-Storey, 255 Apartment and 4 Townhouse Units – 235 Bayly Street East*
- Lake Pointe at Discovery Bay (Phase 1) – 8-Storey, 163 Apartment Units – 255 Lake Driveway
- Time by Marshall Homes – 82 Townhome Units – Rossland Road West at Harkins Drive
- Soccia Professional Engineers – 78 Apartment Units – 1350 Church Street North
- Tribute Communities – 67 Townhome Units – 1401 Harwood Avenue North
- Orioncap Ajax Urban Towns – 60 Stacked Townhome Units – 105 Rossland Road West
- Coughlan/Haber Homes – 43 Single Detached and Townhouse Units – 1192 & 1260 Church Street North
- Firmland (Cedar) Inc. – 20 Townhome Units – Cedar Street at Knapton Avenue

Although non-residential development in 2025 will once again occur predominantly in the industrial sector, there are a few other projects slated to commence construction. The following are notable non-residential development projects that are anticipated to be approved for construction in 2025 (* indicates projects where applications have been received):

- Picov Industrial – 26,872 m², Industrial Building – 320 Audley Road North
- Legacy HMD Inc – 20,214 m², Industrial Building – N/E Corner of Salem Road North and Kerrison Drive East
- Volkswagen Group Canada– 10,726 m² Industrial Addition – 777 Bayly Street West
- Triovest Inc. – 8,099 m² Industrial Building – 2 Keensford Court
- Sun City Business Park – Buildings E & F – 745 m² – 1140 & 1150 Salem Road North*
- Durham District School Board – 3,543 m² 2-Storey French Elementary School – 28 Turnerbury Avenue
- Canaweld Inc. Phase 1 – 2056 m² Industrial Building – Westney Road South north of Shaw Court

2024 Housing Pledge Target

In 2024, the Town only achieved 19% of the assigned Housing Pledge target with 274 new dwelling units, including accessory dwelling units. This is based on the numbers reported by CMHC and in alignment with Provincial methodology. Staff note that the CMHC website identifies 409 housing starts, excluding accessory dwelling units; however, this includes 324 apartment units that were missed in 2023. These units were counted towards the Town’s 2023 Housing Pledge target, and therefore staff have omitted these units from the 2024 target calculation.

There are several reasons for the Town only achieving 19% of the assigned target; these include:

- High-interest rates have had a severe impact on the housing market, making it more difficult for people to qualify for a mortgage. This has had a negative impact on the new housing construction market with many builders waiting for the market to rebound before releasing new inventory.
- The Town’s target increased from 1,247 units in 2023 to 1,417 units in 2024. The target will increase to 1,700 units in 2025 and remain at that level until 2031. In 2023, Planning staff acknowledged that the 1,700-unit target is aspirational and will continue to be challenging to meet.
- Provincial and CMHC methodology count finished foundations as a housing ‘start’. As a result, there is a lag between the issuance of a building permit and the year in which a unit is counted towards the target. The Town’s progress towards the housing target often differs significantly from building permit data as a result of the lag. For example, at the end of 2024, the Town issued a building permit for a 380-unit apartment building. Depending on the timing of completion of the foundation, the units are likely to be counted towards the Town’s 2025 Housing Pledge Target.

While the projections discussed earlier in the report identify potential for 3,062 units in 2025, this will largely depend on favourable market conditions. The 2025 Housing Market Outlook Report prepared by CMHC also identifies that housing starts are expected to slow from 2025 to 2027 mainly due to fewer condominium apartments being built. While the Town continues to promote and create a favourable planning framework for accessory dwelling units, a slowdown in condominium apartment units will severely impede the Town’s ability to meet the housing target in upcoming years as much of the Town’s projected growth is expected through intensification, largely driven by apartments. Staff will continue to monitor housing starts and progress towards the housing pledge target.

3. Financial Implications:

There are no financial implications as a result of this report.

4. Communication Issues:

None

5. Relationship to the Strategic Plan:

N/A

6. Conclusion:

Overall, in comparison to 2023, the Town realized an overall decline in the number of applications received, permits issued, and the total construction value for 2024. While there was a decline in issued residential building permits, there was a significant increase in residential construction value. Non-residential building activity reported an increase in commercial permit types, while activity decreased in the industrial sector.

The development forecast for 2025 expects the number of new residential units approved for construction to increase significantly, and that a recovery is also projected in non-residential building activity predominantly in the industrial sector. However, new housing starts will largely depend on favourable market conditions.

Attachments:

ATT-1: Town of Ajax Building Report – Year-To-Date – December 2024

Prepared by:

Steven McReelis MAATO, CBCO
Manager, Building Approvals & Chief Building Official

Submitted by:

Geoff Romanowski MCIP, RPP, CPT
Director, Planning & Development Services

Approved by:

Shane Baker
Chief Administrative Officer

ATT-1

TOWN OF AJAX BUILDING REPORT - YEAR - TO - DATE - DECEMBER 2024

TYPE OF PERMIT	DECEMBER 2024 (Year to Date)						DECEMBER 2023 (Year to Date)		
	Applications		Applications in Circulation (#)	Permits		Construction Value (\$)	Applications Received (#)	Permits Issued (#)	Construction Value (\$)
	Rec'd (#)	Change		Issued (#)	Change				
RESIDENTIAL									
New Residential House: i.e. detached, semi detached, condo, townhouse etc. (DC charges applicable)	33	-18%	15	25	-85%	20,084,964	40	166	51,660,499
Residential House Additions, Alterations, Demolitions: i.e. detached, semi detached, condo, townhouse etc.	249	113%	31	228	88%	10,560,571	117	121	4,858,443
Residential Multi Storey: i.e. apartments, condo etc.	16	220%	10	8	0%	122,404,761	5	0	0
Minor Residential: i.e. decks, sheds, garages etc.	87	-68%	18	114	-59%	2,619,545	273	277	7,571,061
Additional Dwelling Units i.e. accessory apartments, detached garden suites	189	-12%	40	188	-6%	12,901,127	214	199	12,193,614
Sub-Total	574	-12%	114	563	-26%	168,570,968	649	763	76,283,617
COMMERCIAL									
Assembly Permit: i.e. community buildings, large restaurants etc.	20	-9%	4	24	14%	31,487,470	22	21	18,899,854
Business & Personal Service: i.e. offices, hair salons etc.	30	25%	8	30	67%	7,720,639	24	18	6,694,314
Detention, Care & Treatment: i.e. hospitals, nursing homes etc.	1	0%	1	0	-100%	0	1	1	56,000,000
Minor Non-Residential: i.e. portable classrooms, temporary tents etc.	42	-13%	0	44	-14%	7,025,650	48	51	2,611,400
Mercantile: i.e. retail, market, shopping mall etc.	26	-10%	4	28	12%	11,719,890	29	25	16,341,631
Change of Use: i.e. office to private school	0	0%	0	0	0%	0	0	0	0
Sign Permit	58	12%	6	55	12%	802,450	52	49	649,372
Sub-Total	177	1%	23	181	10%	58,756,099	176	165	101,196,571
INDUSTRIAL									
Industrial Permit: i.e. manufacturing building, parking garage etc.	26	13%	5	23	-26%	33,761,857	23	31	344,744,337
Sub-Total	26	13%	5	23	-26%	33,761,857	23	31	344,744,337
SITE SERVICING									
Site Servicing: i.e. underground sewer, water and drainage	11	83%	5	11	10%	13,287,490	6	10	19,731,107
Sub-Total	11	83%	5	11	10%	13,287,490	6	10	19,731,107
TOTAL	788	-8%	147	778	-20%	274,376,414	854	969	541,955,632

Town of Ajax Report



Report To: General Government Committee
Prepared By: Bruno Scopacasa, MES, MCIP, RPP
Supervisor of Planning Approvals
Report #: PDS-2025-09
Subject: Contract Award – Architectural Control Peer Review Services
Ward(s): All
Date of Meeting: March 17, 2025
Reference: RFP No. P24018

Recommendations:

1. That Council award the Contract for P24018, to Williams & Stewart Associates Limited in the estimated amount of \$603,928.50 (inclusive of all taxes), for a period of three (3) years; and
2. That Council authorize Staff to renew the Contract for an additional four (4), 1-year periods, pending an analysis and satisfactory performance review at the anniversary date of the Contract, in the estimated amount of \$903,135.55 (inclusive of all taxes).

1. Background:

The Town engages an architectural control peer reviewer to offer expert and balanced design advice and guidance to Planning and Development Services on architectural plans submitted in support of development applications such as plans of subdivision. This collaboration aims to enhance both the physical and aesthetic aspects of design in architectural plans, thereby positively impacting the Town's built environment. With the current contract ending on March 31, 2025, the Town issued a Request for Proposal (RFP) to continue these services.

2. Discussion:

Request for Proposal (RFP) documents were posted to the Town's eBidding platform and 11 prospective Proponents registered for the opportunity to review the RFP. Only one (1) of these prospective Proponents submitted a proposal prior to the closing on December 12, 2024.

NAME OF PROPONENT
Williams & Stewart Associates Limited

The following is the Proposal Evaluation Criteria used for this RFP:

EVALUATION CRITERIA	WEIGHTED POINTS	TOTAL AVAILABLE POINTS
QUALIFICATIONS & EXPERIENCE		
Evidence of Insurance & WSIB	5	35
Demonstrated Experience of the Company	15	
Demonstrated Experience of Key Personnel	15	
QUALITY OF PROPOSAL SUBMISSION		
Responsiveness/Completeness of Submission	5	5
APPROACH & METHODOLOGY		
Demonstrated Understanding of the Requirements	15	40
Quality & Completeness of Approach/Work Plan/Methodology	10	
Project Management Structure and Ability to Meet Time Estimates/Deadlines	15	
Weighted Criteria Points		80
PRICING		
Cost Effectiveness of the Proposal	20	20
TOTAL WEIGHTED SCORE		100
GRAND TOTAL		100

An Evaluation Committee, made up of Planning and Development Services staff, reviewed the Proposal received. Based on the evaluation criteria, specified in the RFP document, Williams & Stewart Associates Limited met all the Town’s needs.

The contract commencement is April 1, 2025 for a period of three (3) years with the possibility of renewal for an additional four (4), 1-year periods, pending an analysis and satisfactory performance review at the anniversary date of the contract.

3. Financial Implications:

Funds for the Architectural Control Peer Review Services are included in the Planning and Development Services Operating budget. All Architectural Control Peer Review Service expenditures are recovered from developers.

4. Communication Issues: n/a

5. Relationship to the Strategic Plan: n/a

6. Conclusion:

It is the recommendation of staff that Williams & Stewart Associates Limited be awarded the contract for Architectural Control Peer Review Services, having met all of the needs of the Town and being the only Proponent to submit a proposal.

Attachments: n/a

Prepared by:

Bruno Scopacasa, MES, MCIP, RPP – Supervisor of Planning Approvals

Submitted by:

Geoff Romanowski, MCIP, RPP, CPT – Director of Planning & Development Services

Approved by:

Shane Baker – Chief Administrative Officer

Town of Ajax Report



Report To: General Government Committee

Prepared By: Terri Fahad, Supervisor, Building Permit Review & Compliance

Report #: PDS-2025-10

Subject: **Contract Award – Peer Review Services – General Structural & Mechanical**

Ward(s): All

Date of Meeting: March 17, 2025

Reference: N/A

Recommendation:

1. That Council award the Contract for Peer Review Services – General Structural & Mechanical, to Gerrits Engineering Limited in the estimated amount of \$375,000.00 (inclusive of all taxes), for a period of 3 years.
2. That Council authorize Staff to renew the Contract for an additional two (2), 1-year periods, pending annual budget approval and an analysis and satisfactory performance review at the anniversary date of the Contract, in the estimated amount of \$250,000.00 (inclusive of all taxes).

Background:

The Town requires the services of a qualified professional engineering consulting firm to provide objective and professional advice to the Town on matters relating to the structural and mechanical design of complex building systems and structures submitted for building permits. The Town does not currently have the expertise in-house to perform the required review.

The consultant will provide structural and/or mechanical peer review services on an “as and when needed” basis to certify compliance with the Ontario Building Code.

In addition to reviewing documents submitted for building permits, the consultant will also be called upon to undertake emergency on-call structural field reviews to evaluate unsafe conditions and/or determine tenability of buildings.

Discussion:

Request for Proposal (RFP) documents were posted to the Town’s eBidding platform and nineteen (19) prospective Proponents registered for the opportunity with Proposals being received from five (5) of these, prior to the closing on December 17, 2025. Listed below is a summary of the Proposals received:

NAME OF PROPONENTS
Engineering Link Incorporated
Gerrits Engineering Limited
HDR Corporation
OCI Group Canada Inc.
Sense Engineering Ltd.

The following is the Proposal Evaluation Criteria used for this RFP:

EVALUATION CRITERIA	WEIGHTED POINTS	TOTAL AVAILABLE POINTS
CRITERIA 1 - QUALIFICATIONS & EXPERIENCE		
Evidence of Insurance & WSIB	5	25
Experience of the Company	10	
Experience of Key Personnel	10	
CRITERIA 2 - QUALITY OF PROPOSAL SUBMISSION		
Responsiveness/Completeness of Submission	5	5
CRITERIA 3 - APPROACH & METHODOLOGY		
Demonstrated Understanding of the Requirements	10	40
Quality & Completeness of Approach/Work Plan/Methodology	10	
Project Management Structure	10	
Ability to Meet Time Estimates/Deadlines	10	
PRICING CRITERIA		
Cost Effectiveness of the Proposal		30
TOTAL POINTS		100
INTERVIEW (if required)		50
GRAND TOTAL		150

An Evaluation Committee, made up of Planning & Development staff, reviewed all of the Proposals received. Based on the evaluation criteria, specified in the RFP document, Gerrits Engineering Limited was the highest scoring Proponent and met all of the needs of the Town.

Financial Implications:

Funds for the structural and mechanical peer review of building permit applications are included annually in the Building Approvals operating budget.

Communication Issues:

None

Relationship to the Strategic Plan:

N/A

Conclusion:

It is the recommendation of staff that Gerrits Engineering Limited be awarded the contract for Consulting Services ~ Structural & Mechanical Peer Review, being the highest scoring Proponent.

Attachments:

N/A

Prepared by:

Terri Fahad, CBCO, B.Sc. (Arch)
Supervisor, Building Permit Review & Compliance

Submitted by:

Geoff Romanowski MCIP, RPP, CPT
Director, Planning & Development Services

Approved by:

Shane Baker
Chief Administrative Officer

Town of Ajax Report



Report To: General Government Committee
Prepared By: Jaclyn Grossi, Municipal Clerk
Report #: CS-2025-05
Subject: **Procedure By-law Updates**
Ward(s): N/A
Date of Meeting: March 17, 2025
Reference: N/A

Recommendation:

That the revised Procedure By-law, included as ATT-1 to this report, be forwarded to a future Council meeting for approval.

Background:

The Town's Procedure By-law governs how business is conducted during meetings of Council and its Standing Committees. Occasionally, amendments to the Procedure By-law are required to reflect updates to the practices of the Town and to continue to ensure that the rules governing meetings of Council are modernized and in line with comparable Ontario municipalities and emerging best practices.

This report recommends approval of a revised Procedure By-law that incorporates updates in response to streamlining the sharing of correspondence with Members of Council and the public, finding efficiencies in current practices, and a number of administrative updates, as proposed.

Discussion:

Council Information Package

In an effort to streamline meetings of Council and ensure that the information presented as part of an agenda package is pertinent and requires Council action, it is a municipal best practice to consolidate items that are for informational purposes in a Council Information Package (CIP). A CIP would help to de-clutter agendas by removing non-essential information that does not require discussion or decision-making. This practice would reduce the amount of reading material for Members prior to their meetings, allowing them to focus on key issues that directly impact Ajax business. By doing so, it would help Members prioritize urgent and important matters that they would like Council to discuss and provides an opportunity for Members to exercise agency identifying which items they would like to pull for further discussion. Overall, Members would have better control over their agendas and ensure that the focus is on matters of interest and importance to Council.

The CIP would also serve as an effective tool for staff to provide Council and the public with relevant information received by the Clerk from other municipalities, organizations, and corporations. These items of correspondence would still provide insight for Members on successful initiatives or emerging issues in other municipalities, influence their priorities, and inform their decision-making and strategy development in Ajax. Additionally, the CIP would include updates on administrative processes such as approved proclamation and flag requests, and a summary of Advisory Committee activities. These updates would help keep Council informed about their ongoing without adding to the agenda packages and meetings. This process would be continuously monitored to ensure effectiveness, and additional pieces of correspondence that can be distributed via the CIP would be included, as deemed appropriate to maintain comprehensive communication.

The CIP would be posted on the Town's website and circulated monthly by e-mail and would not form part of the formal agenda package for the meeting. This publishing schedule would follow the cadence which Members receive correspondence currently and would not delay any correspondence from being distributed to Members. Members of Council would have the opportunity to request that any item from the CIP be pulled to a future, regular Meeting of Council. This would ensure that any item a Member wishes to formally endorse or request Council to vote on can still be included in a regular Council agenda for discussion.

Meeting Schedule

As the Procedure By-law currently outlines the specific dates, times, and exceptions to the meeting schedule of Council and its Standing Committees, section 5.64 has been added to clarify that the Clerk shall prepare an annual meeting calendar that would comply with these requirements and be distributed to Members of Council, staff, and the public. The redundancy of having Council approve a meeting schedule that is in accordance with their approved Procedure By-law is removed through this process. Staff would continue to distribute this information on an annual basis and ensure that it is easily accessible on the Town's website.

Question Period

The Procedure By-law allows for various avenues for members of the public to interact with Council when they have comments or questions related to an item on the agenda which Council would be rendering a decision on. The Question Period is proposed to be removed from the proposed Procedure By-law as it is an outdated inclusion in the 'order of business' that many municipalities across the province have removed from their agendas as access to Members of Council and staff has evolved. It is particularly uncommon in municipalities the size and maturity of Ajax. Of note, Brock Township is the only local municipality in Durham Region and York Region that includes an open forum item requiring no pre-registration in their Council orders of business. The reliance on various communication methods such as social media, e-mail and telephone provide a variety of avenues that allow members of the public to have their questions answered in a much quicker manner than utilizing a monthly meeting of Council. This is not expected to have any material impact on the public's opportunity to provide input on items listed on a Council agenda for decision-making.

Administrative Updates

- Removed gendered language.
- Location of Meetings sections have been consolidated under section 5 (General Rules) to clarify applicability to both Council and Standing Committee meetings, and to reduce repetition.

- Regular Schedule of Meetings sections have been consolidated under section 5 (General Rules) to reduce repetition and enhance readability.
- Updated various clauses to reflect applicable legislation, specifically in response to the Special Powers and Duties of the Head of Council prescribed in Part VI.1 of the *Municipal Act*.
- Minor updates in various sections to match current practices and processes to ensure compliance with the by-law and continue efficient processes.
- Removed clauses related to internal practices for staff in relation to preparation of open session and closed session reports, as the function of the Procedure By-law is to address the proceedings of Council and their meetings. These changes would not influence the internal practices relating to drafting staff reports.
- Simplified language relating to petitions to ensure that all forms received, whether hard copy or electronic, follow the same guidelines.
- Provided the Clerk with discretion to ensure that delegations on the agenda are within the business of the Town of Ajax, and within the decision-making authority of Council. This discretion would also enhance the experience of potential delegates as staff can ensure they are provided with the most appropriate avenue to share their information, comments, or concerns.
- Expanded the clauses related to Points of Privilege to create a complete process with definitive resolutions, as these sections were previously identified as being incomplete after the Mayor/Chair requested a manner of recourse.
- Removed ambiguous language and made minor corrections for accuracy and clarity.

Financial Implications:

There are no financial implications arising from the recommendations of this report.

Communication Issues:

Once enacted, Staff will post the revised Procedure By-law on the Town's website and update any related documentation to ensure that Council, staff, and the public can continue to participate in meetings in a transparent and productive manner.

Relationship to the Strategic Plan:

The Procedure By-law provides a framework for decision-making processes at the Town and impacts numerous initiatives in the Town's 2022-2026 Action 26 Strategic Plan, namely readying our organization for the future and ensuring efficient and effective service delivery.

Conclusion:

The proposed amendments to Council's Procedure By-law include changes that aim to maintain transparency of Council proceedings and opportunities for information sharing between Council, staff, and the public, while addressing housekeeping updates and municipal sector best practices.

Attachments:

ATT-1: Draft Procedure By-law

Prepared by:

Jaclyn Grossi – Municipal Clerk

Submitted by:

Nicole Cooper – Deputy Chief Administrative Officer

Approved by:

Shane Baker – Chief Administrative Officer

Appendix 'A' – Rules & Procedures Governing Council & Standing Committee Meetings

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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. "Advisory Committee" means an ongoing Committee implemented by Council by way of by-law and comprised of residents, experts, Councillors and/or Staff;
- 1.3. "Alternate Member" means a Member appointed by Council to temporarily serve on the Upper Tier Council as set out in Section 5.18 of this by-law;
- 1.4. "Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of the Town of Ajax, or their designate;
- 1.5. "Clerk" means the Clerk of the Town of Ajax, or their designate;
- 1.6. "Committee Report" means a report of all actions taken by a Committee with respect to a particular agenda;
- 1.7. "Council" means the Council of the Town of Ajax;
- 1.8. "Chair" means the Chair of a **Standing** Committee or Council who presides over a meeting;
- 1.9. "Closed Session" means a meeting, or portion thereof, closed to the public, and has the same meaning as "In-Camera";
- 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. "Deputy Mayor" means the member appointed to act from time to time in place and stead of the Mayor;
- 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, and has the same meaning as "Closed Session";
- 1.18. "Integrity Commissioner" means the individual appointed by the municipality who reports to Council and who is responsible for performing in an independent manner the functions assigned by the municipality with respect to the Codes of Conduct, the *Municipal Conflict of Interest Act* (the "MCIA"), and the application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards;
- 1.19. "Main Motion" means any motion which brings business before Council and/or Committee. Main motions yield to all secondary motions;
- 1.20. "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
- 1.21. "Mayor" means the head of Council, as defined in the Act;

- 1.22. "Majority vote" means an affirmative vote by the majority of members present and voting at a Meeting;
- 1.23. "Member" means a member of Council or a Standing Committee;
- 1.24. "Meeting" means any regular, special, or other meeting of Council or a Standing Committee where a quorum of members is present and members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council or Standing Committee, as defined in the Act;
- 1.25. "One Third Vote" means a vote conducted in accordance with Section 284.11.1 of the Act requiring a total of 3 votes cast in favour.
- 1.26. "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 "MCIA"), as amended or replaced from time to time;
- 1.27. "Petition" means a formal written request that appeals to Council with respect to a particular issue as set out in Sections 5.55 to 5.58 of this by-law;
- 1.28. "Point of Order" means drawing attention to a question or an infraction of this Procedure By-law;
- 1.29. "Provincial Priority" means the priorities prescribed by Ontario Regulation 580/22 for the purposes of Sections 284.10, 284.11 and 284.11.1 of the Act.
- 1.30. "Quorum" means the number of Members required for the legal conduct of the business of Council or a Standing Committee;
- 1.31. "Recorded Vote" means the taking of a written record of the name and the vote of each member who votes on a question;
- 1.32. "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";
- 1.33. "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;
- 1.34. "Standing Committee" means any subcommittee of Council or similar entity; typically refers to General Government Committee or Community Affairs and Planning Committee;
- 1.35. "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;
- 1.36. "To Adjourn" means to end a meeting;
- 1.37. "To Amend" means to alter a motion in a germane manner;
- 1.38. "To Call the Vote" means to stop debate and immediately proceed to vote on the motion;
- 1.39. "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;
- 1.40. "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;
- 1.41. "To Recess" means to suspend a Meeting for a specified length of time;
- 1.42. "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;

- 1.43. "To Table" means to postpone a matter without setting a definite date for future discussion of a matter;
- 1.44. "Town" or "Municipality" means The Corporation of the Town of Ajax;
- 1.45. "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.
- 1.46. "Upper Tier Council" means the Council of the Regional Municipality of Durham.
- 1.47. "Veto" means the use of powers granted to the head of Council under Section 284.11 or 284.16 of the Act.
- 1.48. "Veto Override" means a vote of two-thirds of the members of Council conducted in accordance with Section 284.11 paragraph (g) or Section 284.16 paragraph (5) of the Act, requiring a total of 5 votes cast in favour.

2. Application / Suspending the Rules

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.

- 2.1. 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:
 - 2.1.1. Provisions for quorum;
 - 2.1.2. Provisions for unanimous consent from Members in order to add an unscheduled item to a Special meeting agenda, and restriction from adding items to an Emergency Meeting agenda; and
 - 2.1.3. Provisions for Open Meetings.
- 2.2. In any case for which provision is not made herein, the procedure to be followed shall be determined by the Chair of the meeting.

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 **Standing** 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; and
 - 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. Each Member has the right to be heard;
 - 3.2.2. All Members have the right to information to help make decisions, unless otherwise prevented by law;
 - 3.2.3. All Members have a right to an efficient meeting; and,
 - 3.2.4. All Members have the right to be treated with respect and courtesy.

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; and
 - 4.3.4. Respect the confidentiality of matters discussed in Closed Session 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, call the meeting to order, address the business before Council/Committee, and rule on procedural matters.
- 4.5. If the Mayor/Chair does not attend a meeting within five minutes of the scheduled starting time of the meeting, the Deputy Mayor/Vice-Chair shall call the meeting to order and preside over the meeting until the arrival of the Mayor/Chair.
- 4.6. The Mayor/Chair or Deputy Mayor/Vice-Chair may, during a meeting, appoint another Member to preside over a meeting if required. While presiding over a meeting, the Member has and may exercise all the rights, powers, and authority of the Mayor/Chair under this by-law **with the exception of the Special Powers and Duties of the Head of Council prescribed in Part VI.1 of the Act.**
- 4.7. The Mayor/Chair shall recognize Members who wish to speak, and determine the order in which they are allowed to speak.
- 4.8. 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.
- 4.9. The Mayor/Chair may permit questions to be asked through the Mayor/Chair of any staff members, delegates or presenters at a Meeting, in order to provide Members with information to assist in any deliberations, and may afford delegates and presenters the opportunity to respond to answers provided by staff, provided that doing so does not interfere with the conduct of the meeting and delegates do not enter into debate with staff or Members of Council.
- 4.10. The Chair may, perform any of the following actions with respect to a meeting:
 - 4.10.1. Recess a Meeting for a period of time defined by the Chair;
 - 4.10.2. Advance or delay an item in the order of business on any Council or Standing Committee agenda;
- 4.11. The Mayor/Chair may speak and/or vote on any question.
- 4.12. 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

- 4.13. 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.

- 4.14. 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.
- 4.15. 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.
- 4.16. The Clerk, when requested, shall provide advice on matters of procedure.
- 4.17. Subject to the rights afforded to others under this by-law or any statute, the Clerk shall be responsible for providing advice internally to ensure that recommendations made to Council or Standing Committee are within Council's jurisdiction to enact and that statutory and procedural requirements have been met prior to the addition of an item to an agenda.

Chief Administrative Officer (CAO)

- 4.18. The CAO shall assist Council in discharging its responsibilities and, in an objective manner, aid Members in such a way that they are able to carry out their duties.
- 4.19. 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.
- 4.20. 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 and shall be responsible for recommending reports for submission to Council or Standing Committees.

Department Heads

- 4.21. Department Heads shall assist the CAO in the discharge of their duties and in the development of strategies for the implementation of the policies of Council.
- 4.22. Department Heads shall review all reports and recommendations originating from their departments to ensure accuracy and propriety.
- 4.23. 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.
- 4.24. 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

- 4.25. 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 Mayor/Chair to do so.
- 4.26. Attendees shall submit all materials for Council or Standing Committees through the Clerk.
- 4.27. Attendees shall maintain order and not heckle or engage in conversations, display placards or props, or engage in any behavior that may be considered disruptive.
- 4.28. Attendees shall ensure that all personal digital devices are turned off or set to a silent mode during a Meeting.
- 4.29. Attendees participating remotely shall not activate their camera or microphone unless invited by the Mayor/Chair to do so.

5. General Rules

Appointment of Deputy Mayor

- 5.1. Council shall, by way of by-law or resolution, 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. For greater certainty, the rights, powers and authority provided to the Deputy Mayor in the absence of the Mayor do not include powers assigned to the head of Council pursuant to Part VI.1 of the Act.
- 5.2. Council may, by way of resolution or 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, where applicable.
- 5.3. Notwithstanding Sections 5.1 and 5.2, Council may delegate to the Mayor the authority to appoint another Member as Deputy Mayor.

Quorum

- 5.4. A quorum of Council or a Standing Committee shall be more than 50% of the Members of Council/the Committee.
- 5.5. 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.
- 5.6. Where there is an insufficient number of voting Members to constitute a quorum due to a provision of the *MCIA*, the remaining Members of Council constitute quorum provided that such number is not less than two (2).
- 5.7. Members are encouraged to notify the Clerk in advance of the Meeting when the Member is aware that they will be absent from any Meeting of Council or a Standing Committee.

Remote Participation at Meetings

- 5.8. Council Members, staff, and members of the public are permitted to participate in meetings remotely via electronic means (e.g. video or audio teleconference).
- 5.9. Council Members participating remotely shall have all the same rights and responsibilities as if they were in physical attendance. A Council Member who is remotely participating in a meeting shall be counted in determining whether or not a quorum of members is present at any point in time, and may participate electronically in any portion of a meeting that is closed to the public. Where a Member of Council encounters technical difficulties or is otherwise unable to participate remotely in a meeting, such circumstances shall not affect the validity of the meeting or any action taken at the meeting, provided that quorum is not lost during the meeting.
- 5.10. Where a member of the public requests to participate remotely in a meeting, the Clerk shall take such steps as are necessary to enable the individual to participate remotely in the meeting. Where a member of the public encounters technical difficulties or is otherwise unable to participate remotely in a meeting, such circumstances shall not affect the validity of the meeting, or any action taken at the meeting. For greater clarity, remote participation is a convenience offered to the public and statutory rights under applicable legislation are best preserved by participating in meetings in person.
- 5.11. Members of the public participating remotely are expected to follow all rules of decorum as described Section 5.52 in these procedures.
- 5.12. A meeting of Council or any of its Standing Committees may be held in a fully electronic/remote format if deemed necessary by the Mayor in consultation with the Clerk. Where a decision to hold a meeting in a fully electronic/remote format

is made, the Clerk or their designate shall notify all participants and the public as soon as possible in advance of the meeting.

- 5.13. Members of the public wishing to participate remotely shall register with the Clerk as follows:
 - 5.13.1. For meetings scheduled to start at 7:00 p.m. or later, registration requests shall be received on or before 12:00 p.m. on the day of the meeting;
 - 5.13.2. For all other meetings, registration requests shall be received by 12:00 p.m. (noon) on the last business day immediately preceding the day of the meeting; and,
 - 5.13.3. The date and timestamp of the email as displayed by the Town's email system shall determine whether these requirements have been met.

Recording and Broadcasting Meetings

- 5.14. All meetings of Council and its Standing Committees may be audio and/or video recorded and may be broadcast publicly by the Town. Closed Session portions of all meetings shall not be recorded or broadcast.
- 5.15. Where the Town records and/or broadcasts all or a portion of a meeting of Council or its Standing Committees, the recording and/or broadcast of the meeting shall be considered a record created for convenience only. For greater clarity, the Minutes are the official record of all meetings.
- 5.16. Members of the public in attendance at a meeting may record or broadcast meetings from their personal devices, provided that doing so is not disruptive to the Meeting or to other attendees. Attendees invited to participate in a Closed Session portion of a meeting shall not record or broadcast any portion of a meeting held in Closed Session.
- 5.17. Where a meeting is broadcast publicly by the Town, failure of the broadcast and/or recording for any reason shall not invalidate the meeting, or any action taken at the meeting.

Appointment of Alternate Member to Upper Tier Council

- 5.18. Council may appoint one of its Members as an Alternate Member of the Upper Tier Council to act in place of any Regional Councillor when they are unable to attend a meeting of the Upper Tier Council for any reason, subject to the following limitations:
 - 5.18.1. No more than one Alternate Member may be appointed during the term of Council;
 - 5.18.2. Notwithstanding Section 5.18.1, if the seat of the appointed Alternate Member becomes vacant, Council may appoint another of its members as an Alternate Member for the remainder of the term of Council;
 - 5.18.3. Council may not appoint an alternate for the Alternate Member; and
 - 5.18.4. When acting in their capacity as an Alternate Member on the Upper Tier Council, the Alternate Member shall adhere to all policies, procedures, practices, and codes of conduct established by the Upper Tier Council.

Closed Session Meetings / Openness and Transparency

- 5.19. 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 or the Standing Committee may choose to consider the matter in a Closed Session meeting, but is not required to do so.
- 5.20. A Meeting shall be closed if the subject matter being considered is a request under the *Municipal Freedom of Information and Protection of Privacy Act* and Council is the head of the 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.
- 5.21. 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 the fact of the

holding of a Closed Session, the general nature of the matter to be considered at the Closed Session, and the legislative provision that permits the item to be considered in Closed Session.

- 5.22. The Clerk shall advise the Chair if, in their opinion, the issue (or portion thereof) being discussed at a Closed Session is not appropriate in accordance with the terms of the Act and in accordance with the provisions of this by-law.
- 5.23. Voting shall not be permitted in a Closed Session 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.
- 5.24. 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 a Closed Session under Section 5.23, immediately upon reconvening in Open Session.

~~When appropriate, Staff shall be encouraged to prepare an "open" report to supplement the Closed Session report, which shall contain non-confidential information on the matter that is to be discussed in the Closed Session.~~

Disclosures of Pecuniary Interest

- 5.25. All Members shall govern themselves at any Meeting in accordance with the *MCI*A respecting any disclosure of pecuniary interest. It is the responsibility of the Member to identify and disclose any pecuniary interest.
- 5.26. Prior to any consideration of a matter in which a member has a pecuniary interest, the Member shall disclose the pecuniary interest including the general nature thereof, 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.
- 5.27. 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.
- 5.28. 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.
- 5.29. 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.
- 5.30. At a meeting at which a member discloses a pecuniary interest or as soon as possible afterwards, the Member shall file a written statement of the interest and its general nature with the Clerk.
- 5.31. The Clerk shall establish and maintain a registry in which shall be kept a copy of each statement of pecuniary interest filed and a copy of each declaration recorded in the minutes of a meeting, and the registry shall be made available for public inspection.
- 5.32. Should the Mayor encounter a direct, or indirect, pecuniary interest in any matter associated with the exercise of any power under Part VI.1 of the Act, they shall:
 - 5.32.1. Disclose the interest and its general nature in writing with the Clerk;
 - 5.32.2. Refrain from exercising any power or duty with respect to the matter; and,
 - 5.32.3. Shall not influence any decision or recommendation of the municipality that results from consideration of the matter.
- 5.33. Should the Mayor encounter a direct, or indirect, pecuniary interest in any budgetary matter under Subsection 284.16(2) of the Act:
 - 5.33.1. Council may pass a resolution to amend the proposed budget with respect to the matter; and,

5.33.2. The Mayor may not Veto the resolution.

Minutes

5.34. The Clerk shall cause minutes to be taken of all meetings of Council and its Standing Committees, which shall include:

5.34.1. The place, date and time of the meeting;

5.34.2. 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; and

5.34.3. All other proceedings without note or comment.

Delegations at Council & Standing Committees

5.35. 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.

5.36. The Clerk may decline to grant a request for delegation if the subject matter pertains to personnel matters, labour relations, ongoing legal proceedings, solicitation of business, political parties, or if it is otherwise apparent that the proposed delegation is not suitable for a meeting of Council. 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.

5.37. Notwithstanding Section 5.35, a person wishing to make a delegation in-person 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, is not required to give written notice nor be listed on the agenda.

5.37.1. Notwithstanding Section 5.37, a person wishing to make a delegation remotely via electronic means 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, is required to give written notice to the Clerk as described in Section 5.13.

5.38. Notwithstanding Section 5.35, 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 public meeting at a Standing Committee and where Council has not yet decided the matter.

5.39. Notwithstanding Section 5.35, delegations shall not be permitted at General Government Committee (GGC) and requesters shall be directed to the appropriate meeting of Council to make their delegation. Persons wishing to speak to a matter that is scheduled for consideration at GGC may request that the rules of procedure be suspended to hear an unscheduled delegation, in accordance with Section 2.1 of these procedures. Delegates at GGC are expected to follow all rules of conduct for delegates specified in Sections 5.52 to 5.54 of these procedures.

5.40. 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. Where a delegate's allocated time is interrupted by a point

of order or privilege, the Chair may, at their discretion, extend the time allocation accordingly.

- 5.41. The Clerk shall operate a speech timer that is visible to the Chair, Members, delegate(s), and the public. At the conclusion of the allotted time, the Chair shall either ask the delegate to conclude their remarks or entertain motions to extend the time allocation.
- 5.42. Members may request an extension of the allotted time for a maximum of up to five additional minutes, which may be approved by resolution of Council.
- 5.43. Members shall be permitted to ask questions of delegates but shall not enter into debate with such persons.
- 5.44. Delegations will typically be heard prior to presentations.
- 5.45. Notwithstanding Section 5.35, delegations respecting a matter which Council will be rendering a decision on, appearing on a regular Council agenda shall be permitted to register following agenda publication, provided the request is received by the Clerk no later than 12:00 p.m. (noon) on the last business day immediately preceding the day of the meeting.

Presentations

- 5.46. 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.
- 5.47. Persons must request and be granted presentation status from the Clerk by noon ten days prior to the Council or Committee Meeting.
- 5.48. Presenters will be granted ten minutes to speak for their presentation. Where a presenter's allocated time is interrupted by a point of order or privilege, the Chair may, at their discretion, extend the time allocation accordingly.
- 5.49. The Clerk shall operate a speech timer that is visible to the Chair, Members, presenter(s), and the public. At the conclusion of the allotted time, the Chair shall either ask the presenter to conclude their remarks or entertain motions to extend the time allocation.
- 5.50. Members may request an extension of the allotted time for a maximum of five additional minutes, which may be approved by resolution of Council.
- 5.51. Where possible, presentations from outside individuals or groups will be heard prior to presentations from Town Staff.

Conduct of Delegates & Presenters

- 5.52. Persons delegating or presenting to Council or a Standing Committee shall not:
 - 5.52.1. Speak disrespectfully of any person;
 - 5.52.2. Use offensive words;
 - 5.52.3. Speak on any subject other than the subject for which they have received approval to address Council/Committee;
 - 5.52.4. Disobey the decision of the Mayor/Chair or Council/Committee;
 - 5.52.5. Enter into cross-debate with other delegates/presenters, Town Staff, Members, or the Chair.
- 5.53. 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.
- 5.54. Delegates/presenters will not be permitted to assume any unused time allocated to another delegation or presentation.

Petitions

- 5.55. Petitions submitted to Council must contain a concise, clearly worded and respectful request that Council take, or refrain from taking, some action in response to an alleged grievance, issue, or matter of Town policy. 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 and cannot pertain to the jurisdiction of the Upper Tier Council or the provincial or federal government.
- 5.56. **All petitions shall include at minimum, a statement of the subject matter of the petition and the full name and physical address of all signatories.**
- 5.57. The Clerk shall determine whether a petition submitted to Council is valid. A petition shall be deemed to be valid if it substantially complies with Sections 5.55 and 5.56 of this by-law, and if in the opinion of the Clerk any deficiencies noted do not substantially detract from the integrity of the petition. A petition not deemed valid by the Clerk shall be referred back to the submitter with an explanation as to why the petition is not valid. Petitioners may re-submit petitions in a valid form if they so choose.
- 5.58. When a submitted petition is deemed valid, the Clerk shall circulate the petition in its entirety to Council, the Chief Administrative Officer, and relevant Department Head(s). As soon as practicable, valid petitions shall be included on the Council Agenda as an item of Correspondence with a recommendation either to receive for information or a referral back to staff for further review and recommendations. The Clerk shall notify the petitioner(s) when the petition will be included on a Council Meeting agenda. Staff may submit accompanying correspondence to Council regarding the petition and the recommendation as needed.

Administrative Corrections to Official Records

- 5.59. The Clerk is authorized to make administrative corrections to official records of Council business, including agendas, minutes, and by-laws, and in such cases the Clerk shall document any corrections made to ensure their conformity with the direction provided by Council and any relevant governing legislation, as the case may be.

Location of Meetings

- 5.60. **Regular Meetings of Council and its Standing Committees shall be held at Town Hall, 65 Harwood Avenue S, in the Council Chambers.**
- 5.61. **Special and Emergency Meetings may be held at an alternate location within the municipality or in an adjacent municipality as determined by the Mayor in consultation with the Clerk when appropriate.**

Regular Schedule of Meetings

- 5.62. **All regular meetings of Council and its Standing Committees shall be held on the following schedule, unless such a day is a public or civic holiday in which case they shall meet at the same hour on the next following day which is not a holiday:**
 - 5.62.1. **Community Affairs and Public Planning Committee (CAP) shall be held on the first Monday of each month starting at 1:00 p.m.**
 - 5.62.2. **General Government Committee (GGC) shall be held on the second Monday of each month starting at 1:00 p.m. A scheduled Closed Session of the GGC may follow after the open meeting.**
 - 5.62.3. **Council shall be held on the third Monday of each month, starting at 1:00 p.m.**
- 5.63. **No regular meetings will be scheduled for the months of July and August.**
- 5.64. **The Clerk shall prepare a schedule of regular Meetings of Council and its Standing Committees annually by October 1 of the previous year, and provide it to Council and the public for their information.**

6. Council

Inaugural Meeting of Council

- 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 coordinated by the Clerk.

Order of Business at Regular Meetings

- 6.2. 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, which shall contain the following general headings:

Call to Order & Acknowledgement of Traditional Treaty Lands
Disclosure of Pecuniary Interest
Adoption of Minutes
~~Question Period~~
Delegations, Presentations, and Public Meetings
Correspondence
Reports
Regional Councillors' Reports
Business Arising from Notice of Motion
By-laws
Notice of Motion
New Business/Announcements
Confirming Bylaw
Adjournment

- 6.3. All business shall be taken up in the order in which it appears on the agenda unless otherwise decided by the Mayor/Chair.

Call to Order & Acknowledgement of Traditional Treaty Lands

- 6.4. As soon after the hour fixed for holding the Meeting of the Council as a quorum is present, the Mayor shall take the Chair, call the Members to order, and read the acknowledgement of traditional treaty lands.

Disclosure of Pecuniary Interest

- 6.5. Members shall disclose any pecuniary interests with respect to matters on the meeting's agenda in accordance with Sections 5.25 to 5.33 of these procedures.

Adoption of Minutes

- 6.6. Draft minutes of the last regular Meeting of Council and of Special Council Meetings held subsequent to the last regular Meeting shall be included in the agenda where such minutes are ready for adoption and may be adopted by Council without having been read aloud at the Meeting at which the question of their adoption is considered.

~~Question Period~~

~~An opportunity will be provided for 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.~~

Delegations, Presentations, and Public Meetings

- 6.7. Persons desiring to verbally present information or make a request to Council may do so as per Sections 5.35 to 5.45 of this by-law.

Correspondence

- 6.8. Every written communication intended for presentation to Council must be legibly written, typed, or printed, and delivered to the Clerk.
- 6.9. **Items of correspondence intended for Council pertaining to an item on an agenda**, shall be received not later than noon ten days prior to the regular Meeting of Council.
- 6.10. Items of correspondence included in the agenda may include recommendations from Staff related to the matter.
- 6.11. 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 **or be included in the Council Information Package in accordance with section 7.**
- 6.12. If in the opinion of the Clerk, the correspondence contains obscene or improper content or language, is anonymous, addresses a matter that has already been decided by Council, is related to personnel matters, labour relations, ongoing legal proceedings, political parties, or solicitation of business, or does not bear sufficient relevance to local governance or matters affecting or of interest to the Town, the Clerk may exclude the item from the agenda.
- 6.13. A Motion with respect to any item of correspondence shall be in order provided it is moved and seconded, with the exception that a Motion to endorse an item of correspondence shall be out of order if the correspondence was sent by a Member to an external party.

Reports

- 6.14. The following reports to Council will be listed on the agenda:
 - 6.14.1. Community Affairs and Planning Committee
 - 6.14.2. General Government Committee
Summary of Advisory Committee Activities
 - 6.14.3. Departmental Reports
- 6.15. 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.

~~The Chairs of CAP and GGC Meetings for which reports are being presented may 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.~~
- 6.16. 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. Department Reports may be dealt with by a single resolution to adopt the recommendations within all reports.

Regional Councillors' Reports

- 6.17. 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 and received by the Clerk in time for publication, shall be circulated with the agenda.

Business Arising from Notice of Motion

- 6.18. A Notice of Motion properly presented as per Sections 6.23 to 6.26, shall be listed and circulated in the agenda, and shall be dealt with at this time.

By-laws

- 6.19. 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.
- 6.20. 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.
- 6.21. By-laws imposed by order of the Ontario Land Tribunal, the Minister of Municipal Affairs and Housing, or any other applicable person or body having jurisdiction, shall be numbered, added to an agenda for transparency and recordkeeping purposes, and shall be retained under the control of the Clerk.

~~By laws shall come into force and effect on the later of:~~

- ~~6.21.1. The date on which it was adopted by Council;~~
- ~~6.21.2. The date on which the Mayor gives approval of the by-law;~~
- ~~6.21.3. The date on which the notice period established by Subsection 284.11(3) of the Act expires; or,~~
- ~~6.21.4. The date on which Council passes a Veto Override.~~

- 6.22. The Clerk is authorized to amend by-laws to identify the date on which by-laws come into effect, ~~when necessary, as described in Section 0 above.~~

Notice of Motion

- 6.23. Motions introducing new matters, except for motions listed under Sections 14.13.8, 14.13.9 and 14.13.10, shall be given in writing by the mover:
 - 6.23.1. at a Meeting of Council, but shall not be debated until the next regular Meeting of Council; or
 - 6.23.2. delivered to the Clerk and distributed to Council not later than noon ten days prior to the date of the Meeting at which time the motion is to be introduced and debated.
- 6.24. Where notice of motion has been given, the motion shall be included 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.
- 6.25. 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.
- 6.26. Notwithstanding anything contained in this section, a motion introducing new matters may be introduced without notice by suspension of the rules.

New Business/Announcements

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

Confirming By-law

- 6.28. A by-law to confirm the proceedings and resolutions of Council at the meeting shall be included for adoption at the meeting.

Adjournment

- 6.29. If all matters in the order of business have concluded on the meeting's agenda, the Mayor/Chair may adjourn the meeting.
- 6.30. Notwithstanding Section 6.29 members may vote to adjourn a meeting at any time, except when considering a by-law described in Section 14.

7. Council Information Package

- 7.1. The Clerk shall prepare a Council Information Package, listing items received by the Clerk for information of Council, to be delivered electronically monthly, or as frequently as may be required, and posted on the Town's Website.
- 7.2. The Council Information Package shall include:
 - 7.2.1. Items of Correspondence not pertaining to a subject matter or item on a Council or Committee meeting agenda;
 - 7.2.2. Items of Correspondence and Memoranda prepared by staff that are addressed to all Members;
 - 7.2.3. Summary of Advisory Committees Activities;
 - 7.2.4. Summary of proclamations issued; and
 - 7.2.5. Any other items of correspondence deemed appropriate by the Clerk.
- 7.3. Correspondence excluded from an agenda in accordance with section 6.12, may also be excluded from the Council Information Package.
- 7.4. Where the Clerk receives multiple copies of correspondence containing the same or similar information (such as a form letter or templates), the Clerk may include one copy of the correspondence and provide a summary of the remainder received.
- 7.5. The Clerk may summarize any communications and any Member of Council or the public shall be granted access to the originally submitted communication upon request.
- 7.6. A Member of Council may request in writing to the Clerk that any item from the Council Information Package be included on the agenda of the next regularly scheduled Meeting of Council. All requests shall be submitted to the Clerk not later than noon ten days prior to the Meeting of Council.

8. Standing Committees

- 8.1. There shall be two Standing Committees of Council, being the Community Affairs and Planning Committee (CAP) and the General Government Committee (GGC).
- 8.2. All members of Council shall be appointed to all Standing Committees.
- 8.3. Standing Committees shall report to Council on all matters connected with their mandate or referred to them by Council, and shall recommend to Council such actions as they deem necessary.
- 8.4. The record of the proceedings of the Standing Committees, as presented to Council, shall be in the form of a report to Council which shall contain:
 - 9.4.1. The commencement time of the Meeting;
 - 9.4.2. 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;
 - 9.4.3. Any disclosure of pecuniary interest by any Member;
 - 9.4.4. A record of each item before the Committee for consideration; and
 - 9.4.5. All substantive resolutions recommended to Council based on the items before the Committee for consideration.

9. Community Affairs and Planning Committee (CAP)

Mandate

- 9.1. 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.

Chair

- 9.2. CAP shall be chaired by both Local and Regional Councillors on a rotating basis, in order of ascending ward number. The Vice-Chair shall be the Local or

Regional Councillor representing the same ward as the Chair, and shall also be listed on each agenda to act in the absence of the Chair. Local and Regional Councillors shall alternate roles between Chair and Vice-Chair every three months. The rotation of Chairs shall be established annually within the schedule of meetings for the subsequent year. In the absence of both the designated Chair and Vice-Chair, the Members present shall appoint a Member who shall preside over the Meeting, or until the arrival of the Chair or Vice-Chair.

Order of Business at Regular Meetings

- 9.3. The Clerk or their designate shall be the secretary of the Committee, and shall prepare and circulate an agenda for each Meeting listing the Order of Business, which shall contain the following matters:

Call to Order & Acknowledgement of Traditional Treaty Lands
Disclosure of Pecuniary Interest
Adoption of Minutes
Public Meetings
Presentations/Reports
Adjournment

- 9.4. All business shall be taken up in the order in which it appears on the agenda unless otherwise decided by the Chair.

Call to Order & Acknowledgement of Traditional Treaty Lands

- 9.5. As soon after the hour fixed for holding the CAP meeting as a quorum is present, the Chair shall call the Members to order and read the acknowledgement of traditional treaty lands.

Disclosure of Pecuniary Interest

- 9.6. Members shall disclose any pecuniary interests with respect to matters on the meeting's agenda in accordance with Sections 5.25 to 5.33 of these procedures.

Adoption of Minutes

- 9.7. Minutes of the last regular CAP meeting and of all Special CAP meetings held subsequent to the last regular meeting shall be included in the agenda and may be adopted by the Committee without having been read aloud at the meeting at which the question of their adoption is considered.

Public Meetings

- 9.8. Public Meetings required under the *Planning Act* or any other legislation or regulation shall be held to obtain public comment on an application or other matter during this portion of the meeting. 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.
- 9.9. Delegations received during a Public Meeting shall be heard first from any member of the public attending the meeting in-person, followed by any members of the public registered to participate remotely via electronic means. The Chair, in consultation with the Clerk, may accommodate a different order of speakers where deemed possible and appropriate.

Presentations/Reports

- 9.10. Other presentations and reports pertaining to the mandate of the Community Affairs and Planning Committee which do not require a public meeting may be considered during this portion of the meeting.

Adjournment

- 9.11. If all matters in the order of business have concluded on the meeting's agenda, the Chair may adjourn the meeting.

- 9.12. Notwithstanding Section 9.11, members may vote to adjourn a meeting at any time.

10. General Government Committee (GGC)

Mandate

- 10.1. The General Government Committee makes recommendations to Council on levels of service, corporate and operational policies, personnel matters, budgetary matters, and such other matters that may be referred to the Committee.

Chair

- 10.2. GGC shall be chaired by both Local and Regional Councillors on a rotating basis, in order of ascending ward number. The Vice-Chair shall be the Local or Regional Councillor representing the same ward as the Chair, and shall also be listed on each agenda to act in the absence of the Chair. Local and Regional Councillors shall alternate roles between Chair and Vice-Chair every three months. The rotation of Chairs shall be established annually within the schedule of meetings for the subsequent year. In the absence of both the designated Chair and Vice-Chair, the Members present shall appoint a Member who shall preside over the Meeting, or until the arrival of the Chair or Vice-Chair.

Order of Business at Regular Meetings

- 10.3. 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, an agenda listing the Order of Business, which shall contain the following matters:

Call to Order & Acknowledgement of Traditional Treaty Lands
Disclosure of Pecuniary Interest
Adoption of Minutes
Consent Agenda
Discussion & Presentations
Closed Session
Adjournment

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

Call to Order & Acknowledgement of Traditional Treaty Lands

- 10.5. As soon after the hour fixed for holding the GGC meeting as a quorum is present, the Chair shall call the Members to order and read the acknowledgement of traditional treaty lands.

Disclosure of Pecuniary Interest

- 10.6. Members shall disclose any pecuniary interests with respect to matters on the meeting's agenda in accordance with Sections 5.25 to 5.33 of these procedures.

Adoption of Minutes

- 10.7. Minutes of the last regular GGC meeting and of all Special GGC meetings held subsequent to the last regular meeting shall be included in the agenda and may be adopted by the Committee without having been read aloud at the meeting at which the question of their adoption is considered.

Consent Agenda

- 10.8. Consent Agenda items are considered to be routine, and all items on the Consent Agenda may be approved by one motion. Any item on the Consent Agenda may be separated upon request of any Member and addressed by the Committee. Members are encouraged to provide notice to the Clerk or their

designate of items intended to be separated for discussion by 10:00 a.m. on the day of the meeting, such that the necessary staff can be made available.

Discussion & Presentations

- 10.9. Discussion & Presentation items include all matters that, in the opinion of staff, require a formal presentation or discussion of a matter in detail. Discussion & Presentation items may include a formal report and recommendations from staff, or may be verbal only.

Closed Session

- 10.10. If necessary, a Closed Session of GGC may be scheduled to be held following the conclusion of all other matters on the meeting agenda, and shall be conducted in accordance with Sections 5.19 to 0 of these procedures.
- 10.11. Notwithstanding Section 10.10, the Committee may convene into a Closed Session at any time in accordance with Sections 5.19 to 0 of these procedures.

Adjournment

- 10.12. If all matters in the order of business have concluded on the meeting's agenda, the Chair may adjourn the meeting.
- 10.13. Notwithstanding Section 10.12, members may vote to adjourn a meeting at any time.

11. Scheduling and Notice of Meetings

Agendas

- 11.1. Meeting agendas shall be published on the Town website a minimum of six days in advance of the Meeting.
- 11.2. Late/separate circulations and addendum/revised agendas are to be avoided wherever possible. However, where necessary, addendum or revised agenda items will be circulated to Members electronically and posted on the Town website as soon as possible.
- 11.3. Lack of sufficient notice or late agenda distribution shall not affect the validity of holding a Meeting or any action taken thereat.

Statutory Notice Requirements

- 11.4. Notice of Public Meetings shall be provided in accordance with the Town's Public Notice Policy and the requirements of the Act, or any other statute that establishes requirements to provide public notice of a meeting or an item to be considered.

Notice - Regular Meetings

- 11.5. The Clerk shall give notice of a Regular Meeting of Council or a Standing Committee by:
- 12.5.1. Publishing an agenda on the Town website six days in advance of the scheduled Meeting;
 - 12.5.2. If required, sending a Closed Session agenda to Members six days in advance of the scheduled Meeting;
 - 12.5.3. When possible, including a list of upcoming Council & Standing Committee Meetings in a local newspaper.

Special Meetings

- 11.6. In addition to regular meetings, the Mayor may at any time call a special Meeting of Council or one of its Standing Committees by giving direction to the Clerk stating the date, time, and purpose of the special meeting.

- 11.7. Upon receipt of the petition of two thirds of the Members, the Clerk shall summon a special meeting of Council or one of its Standing Committees for the purpose and at the date and time identified in the petition.
- 11.8. When considering a special Meeting of Council or one of its Standing Committees to deal with a public planning matter, the Mayor or Members will consult the availability of all the Councillors for the affected ward(s).
- 11.9. Notice of special meetings shall be given in accordance with Section 11 of this by-law.
- 11.10. 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.
- 11.11. Special meetings of Council or its Standing Committees are not required to follow the Order of Business for such meetings described in these procedures, and the business of a special meeting may be organized in a manner deemed appropriate by the Clerk.
- 11.12. All meetings pertaining to the consideration of proposed amendments to annual capital and operating budgets shall be conducted as Council meetings.
- 11.13. The Order of Business for budget meetings shall be determined by the Mayor in consultation with the Clerk and the Director of Finance/Treasurer.
- 11.14. The Clerk shall give notice of a special Meeting of Council or a Standing Committee as follows:
 - 12.14.1. 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.
 - 12.14.2. Notice of the Meeting shall be provided to the public on the Town website as soon as practicable, and may be posted at the main entrance of Town Hall.
 - 12.14.3. 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.

Emergency Meetings

- 11.15. Notwithstanding any other provision of this by-law, the Mayor may at any time call an emergency Meeting of Council, 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.
- 11.16. No business except business dealing directly with the emergency or extraordinary situation shall be transacted at the emergency Meeting.
- 11.17. 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.

Rescheduling of Meetings

- 11.18. Where the Mayor considers it necessary to change the date and/or time of a regularly scheduled Meeting of Council or Standing Committee, the Mayor shall direct the Clerk to ascertain the views of the Members concerning the proposed change.
- 11.19. Where the Clerk ascertains that a majority of the Members have no objection to the proposed change, the Clerk shall confirm the scheduling change and give notice on the Town's website. Notice of the scheduling change may also be posted at Town Hall.

Cancellation of Meetings

11.20. A regular, special, or emergency Meeting of Council or a Standing Committee may be cancelled in any of the following circumstances:

- 12.20.1. If the Clerk determines in advance that quorum will not be achieved;
- 12.20.2. If the Meeting is cancelled by Council or Committee resolution;
- 12.20.3. Where the Meeting is not required as determined by the Mayor or Clerk.

11.21. The Clerk shall give notice of any Meeting cancellation on the Town website. Notice of cancellation may also be posted at Town Hall.

12. Rules of Debate

General Rules of Debate

- 12.1. The Mayor/Chair shall preserve order and decorum and decide questions of order.
- 12.2. When two or more Members desire to speak, the Mayor/Chair shall designate the Member who has the floor.
- 12.3. No Member shall be deemed to have precedence or seniority over any other Member.
- 12.4. Before speaking to a question or motion, a Member shall be acknowledged by the Mayor/Chair.
- 12.5. When a Member is speaking, no other Member shall interrupt that Member except to raise a point of order or point of privilege.
- 12.6. Each Member shall be allowed to speak to each item twice, for a maximum of five minutes each, inclusive of responses to questions from staff or other parties. Where a member's allocated time is interrupted by a point of order or privilege, the Chair may, at their discretion, extend the time allocation accordingly.
- 12.7. The Clerk shall operate a speech timer that is visible to the Chair, Members, and the public. At the conclusion of the allotted time, the Chair may ask the Member to conclude their remarks, or where the Chair determines there are compelling reasons to extend the time, they may increase the Member's allocated time.

Points of Order

- 12.8. 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 the decision.
- 12.9. 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

- 12.10. Where the Member considers that their integrity, or the integrity of Council as a whole, has been impugned, they may draw attention to the matter **and request a manner of recourse.**
- 12.11. 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.

- 12.12. 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 to make a statement to Council or the Committee.
- 12.13. 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. **If the Member fails to provide the recourse required by the Mayor/Chair, the Member shall vacate their seat for the remainder of the meeting.**

13. Motions

- 13.1. 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.
- 13.2. Notwithstanding Section 4, a motion presented in General Government Committee need not be in writing nor require a seconder.
- 13.3. When a motion is presented orally, it shall be stated by the Mayor/Chair before debate.
- 13.4. 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.
- 13.5. 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.
- 13.6. A motion in respect of a matter which is beyond the jurisdiction of Council shall not be in order.
- 13.7. A motion properly before Council/Committee for decision must receive disposition before any other substantive motion can be received.

Motions without Notice

- 13.8. The following matters and motions may be introduced orally without written notice and are to be decided without debate:
 - 14.8.1. a point of order;
 - 14.8.2. a point of privilege;
 - 14.8.3. a motion to adjourn;
 - 14.8.4. a motion to refer without direction or instructions;
 - 14.8.5. a motion to defer;
 - 14.8.6. a motion to suspend the Rules of Procedure;
 - 14.8.7. a motion to table the question without direction or instructions;
 - 14.8.8. a motion to call the vote on a question; and
 - 14.8.9. a motion to recess.
- 13.9. The following motions may be introduced without notice, but shall be put forward in writing, unless otherwise stated in this by-law, and may be debated by Members before being decided:
 - 14.9.1. a motion to amend; and
 - 14.9.2. a motion to refer with direction or instructions.
- 13.10. Notwithstanding the requirements of this by-law, a motion introduced by the Mayor, pursuant to Section 284.10 of the Act which, in the opinion of the Mayor, may advance a Provincial Priority, shall be permitted at any time and shall be considered by Council. To assist Council in the decision-making process, it is recommended, but not required, that the motion be submitted in writing.

Motions to Amend

- 13.11. Only one motion to amend the main motion shall be allowed at one time.
 - 14.11.1. Only one motion to amend a motion to amend the main motion shall be allowed at one time.
 - 14.11.2. 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.

Motions to Reconsider

- 13.12. A motion to reconsider may be considered in respect of a resolution that was adopted at Council or at a Standing Committee during the current term of office for Council.
- 13.13. A motion to reconsider shall require a two-thirds majority vote to be adopted.
- 13.14. The Chair may require a motion to reconsider if, in the opinion of the Chair in consultation with the Clerk, a resolution moved by a Member is substantially the same as a resolution that has already been adopted during the current term of Council, or contradicts, alters, or overrides a resolution previously adopted during the current term of Council.
- 13.15. A motion to reconsider is debatable, and debate on a motion to reconsider shall be confined to reasons for or against the motion to reconsider. Debate on the resolution that is the subject of the motion to reconsider shall be out of order unless and until the motion to reconsider is adopted.
- 13.16. If a motion to reconsider is decided in the affirmative at a Meeting, then consideration of the original resolution shall become the next order of business.
- 13.17. If a motion to reconsider is decided in the affirmative at a Meeting, the previously adopted resolution of Council remains in force unless and until Council adopts a new resolution.
- 13.18. Motions to reconsider shall only be in order if they pertain to a final resolution adopted by Council. Secondary Motions and amendments cannot be the subject of a motion to reconsider, and any motion so put shall be out of order.

Single Motion

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

14. Voting

- 14.1. Every Member present at a Meeting, when a question is put, shall vote thereon unless disqualified to vote on the question.
- 14.2. If a Member does not vote when a question is put, they shall be deemed to have voted in the negative, except where the Member is disqualified from voting.
- 14.3. A Member not in their seat when the question is called by the Mayor/Chair is not entitled to vote on that question.
- 14.4. The Mayor/Chair shall announce the result of every vote.
- 14.5. If a Member disagrees with the announcement of the Mayor/Chair that a motion is carried or lost, they 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.
- 14.6. Every vote shall be conducted using the electronic voting system. Should Council meet in a location where there is no electronic voting system, or should

the electronic voting system be inoperable, the vote may be conducted by show of hands.

Recorded Vote

- 14.7. Recorded votes shall be permitted at any Meeting of Council or Standing Committee of Council.
- 14.8. 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.
- 14.9. The Clerk shall conduct the recorded vote using the electronic voting system by enabling a 20-second time period for all Members to cast their vote on the question. At the conclusion of the allotted time period or once all Members have voted, the Clerk shall cause the result of the vote to be displayed and the manner in which each Member voted to all participants at the meeting, and the Mayor/Chair shall declare the result of the vote.
- 14.10. Where a meeting space does not support the technical ability to hold a recorded vote in accordance with the requirements of Section 14.9 of these procedures, the Clerk shall conduct the recorded vote by roll call of all Members present, 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, even if they are the requester of the recorded vote. Once all Members have voted, the Mayor/Chair shall declare the result of the vote.

Tied Vote

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

Dividing a Question

- 14.12. A Member may request that any substantive motion containing multiple proposals be divided, such that one or more proposals within the motion are voted on separately. Where such a request from a Member is received at a meeting, all proposals within the motion shall be voted on in accordance with the request to divide the question, and the Mayor/Chair shall conduct the votes accordingly.

One Third Vote

- 14.13. Notwithstanding the requirements of this by-law, in accordance with Subsection 284.11.1 of the Act, where, in the opinion of the Mayor, a by-law will advance a Provincial Priority, the Mayor may submit and require Council to consider and vote on the by-law, which may be subject to a One Third Vote.
- 14.14. Where a by-law is required to be considered and voted on by Council, the following motions are not permitted:
 - 15.14.1. A motion to adjourn;
 - 15.14.2. A motion to refer without direction or instructions;
 - 15.14.3. A motion to defer;
 - 15.14.4. A motion to suspend the Rules of Procedure;
 - 15.14.5. A motion to table the question without direction or instructions; and,
 - 15.14.6. A motion to amend.

15. Vetoes

- 15.1. Notwithstanding the requirements of this by-law, the Mayor may Veto a by-law in accordance with Subsection 284.11 of the Act.
- 15.2. If the Mayor believes that a by-law may potentially interfere with a Provincial Priority, he may consider Vetoing the by-law by providing notice to Council of his intent to Veto the by-law within two days of Council voting in favour of the by-law, or the expiry of any prescribed deadline.

- 15.3. After giving notice of his decision to consider Vetoing a by-law, the Mayor shall deliver to the Clerk, within 14 days of Council voting in favour of the by-law, written notice of the Veto and the reasons.
- 15.4. Within one business day of receiving written notice of the Veto, the Clerk shall forward the notice and reasons to all members of Council and make a copy of the Veto and reasons available to the public.
- 15.5. Within 21 days of receiving notice of the Veto, or any other prescribed period, Council may override (Veto Override) the Veto if two-thirds of the members of Council vote to override the Veto.

Town of Ajax Report



Report To: General Government Committee
Prepared By: Chris Walker
Report #: CS-2025-06
Subject: Contract Award - Customer Relationship Management System (CRM)
Ward(s): All
Date of Meeting: March 17, 2025
Reference: Customer Relationship Management (CRM)
24001101.4108/5830 (NRFP2402)

Recommendation:

- 1. That Council award the contract for CRM implementation services, to KPMG, in the estimated amount of \$937,900.00 (inclusive of all taxes). (4108)**
- 2. That Council award the contract for Microsoft Dynamics 365 (D365) licences to the Region of Durham in the amount of \$97,330.69 (net of the HST rebate), for a period of one year (5830)**

Background:

This project was approved by council as part of the 2025 Capital Budget submission. The Town of Ajax has recognized a need for a robust Customer Resource Management (CRM) system to enhance its case management capabilities for public inquiries. This need has been identified in multiple strategic plans including: The Corporate Strategic Plan (Action 26), the Customer Service Strategic Plan (2024), and the Information Technology Strategic Plan (ITSP).

Currently, the Town relies on a fragmented array of systems to manage customer interactions, leading to inefficiencies, inconsistent service delivery, and difficulties in tracking and resolving issues.

Discussion:

The implementation of the CRM will involve the Town of Ajax's Project team and staff working closely with KPMG to implement a Microsoft Dynamics (D365) CRM solution. Microsoft Dynamics allows the Town to take advantage of a flexible system that can be tailored to the Town of Ajax's needs while maintaining a secure, efficient and integrated solution. D365 licences are available to the Town at a volume discount rate via the current Microsoft Agreement with the Region of Durham.

After implementation, the Town will realize specific improvements to its customer service offerings which are identified in the Corporate Strategic Plan (Action 26) the Information Technology Strategic Plan (ITSP) and the Customer Service Strategy:

- Improved case management and tracking of public inquiries
- Enhanced customer service through a unified view of interactions
- Integration of multiple communication channels
- Reduction of redundancy and minimization of errors
- Advanced reporting and insights into customer needs
- Increased efficiency by automating routine tasks
- Scalable and flexible to accommodate growth and change
- Robust security features to protect sensitive data
- Seamless integration with other Microsoft products

By implementing Microsoft Dynamics CRM, the Town will significantly improve how it manages public interactions, leading to higher resident satisfaction and better overall service delivery. Of note, other Durham Region Municipalities are in the process of implementing or have already implemented Microsoft Dynamics CRM solutions.

CRM Procurement Process

The Town issued a Negotiated Request for Proposal (Negotiated RFP) process for this project.

Negotiated RFP documents were posted to the Town’s eBidding platform and 31 prospective proponents registered for the opportunity with proposals being received from 6 of these, prior to the closing on 24 September 2024. Listed below is a summary of the proposals received:

NAME OF PROPONENTS
ADGTECH SOLUTIONS INC.
AUGUST DIGITAL INC.
CGI
GESTISOFT INC.
KPMG LLC
THOUGHT STORM INC.

The following is the Proposal Evaluation Criteria used for this NRFP:

EVALUATION CRITERIA	WEIGHTED POINTS	TOTAL AVAILABLE POINTS
CRITERIA 1 - QUALIFICATIONS & EXPERIENCE		
Evidence of Insurance & WSIB	5	15
Experience of the Company, History, Financial Background & Qualifications	5	

Experience of Key Personnel, Resource Qualifications, Experience & Ability to Meet Deadlines & Budgets	5	
CRITERIA 2 - QUALITY OF PROPOSAL SUBMISSION		
Quality, Responsiveness & Completeness of Entire Submission	5	
Quality, Completeness & Clarity of Price Structure, Alignment of Pricing Submission with Bid Documents	5	10
CRITERIA 3 - APPROACH & METHODOLOGY		
Demonstrated Understanding of the Requirements, Alignment to the proposal's Business, Technical and AODA Requirements	20	
Proposed Project Plan, the approach and methodology for the project and plan for technical and human resources	15	55
Project Management Structure, Security, Privacy and Data Management	10	
Warranty, Support and Maintenance	10	
PRICING CRITERIA		
Cost Effectiveness of the Proposal		20
TOTAL POINTS		100
INTERVIEW/DEMONSTRATION (if applicable)		50
GRAND TOTAL		150

An Evaluation Committee, made up of staff from various town departments, reviewed all the proposals received. Based on the evaluation criteria, specified in the NRFP document, KPMG was the highest scoring proponent and the Town and KPMG entered into negotiations to arrive at an agreeable project scope, timeline and cost to implement the solution and negotiated the annual cost of the solution going forward.

The town used a Negotiated RFP to agree to terms with KPMG. This gave the Town more flexibility and control over the procurement process, and the ability to make minor adjustments to fit its needs and deliver the project in close alignment with the estimated time and budget. A Negotiated RFP also enables the Town to foster a collaborative and transparent relationship with the vendor, as they can discuss and resolve any issues or concerns that may have otherwise arisen during the implementation and maintenance of the solution. By using a Negotiated RFP, the Town secured a more suitable and beneficial contract with KPMG for the CRM project.

Contract commencement for the implementation of the CRM is March 31, 2025 and completion is expected by December 31, 2025

Financial Implications:

Capital Account No. 24001101.4108/5830 – Customer Relationship Management (CRM)

Approved Capital Budget	\$1,000,000.00
Previous Awards/Expenditures	
Info Tech Research Group (PO132996)	<u>\$38,826.15</u>
Available Budget	\$961,173.85

Current Award:

Implementation (net of HST rebate) (4108)	844,608.00	
Contingency	18,000.00	
Microsoft Dynamic 365 licenses (5830)	<u>97,330.69</u>	<u>\$959,938.69</u>

Under Budget \$1,235.16

Microsoft Dynamics 365 licence costs will be included in future annual operating budgets beginning in 2026.

The Capital Detail Sheet is attached for information.

Communication Issues:

None.

Relationship to the Strategic Plan:

This project was identified specifically in the Action 26 Strategic plan:

Modernizing our community

- Customer Relationship Management Software

The deliverables of this project were also identified in the 2024 Customer Service Strategy as well as the Information Technology Strategic Plan (ITSP)

This project will also support several other initiatives identified in the 2022-2026 Action 26 Strategic plan:

- Rethink the way we communicate
- Ready our organization for the future
- Explore Online Services

Conclusion:

It is the recommendation of staff that KPMG be awarded the contract for the implementation of the Customer Relationship Management (CRM) system being the highest scoring Proponent, and that the Microsoft Dynamics 365 (D365) licences be awarded to the Region of Durham.

Attachments:

ATT1: 24001101 Customer Relationship Management (CRM)

Prepared by:

Chris Walker – Chief Information Officer

Submitted by:

Nicole Cooper – Deputy Chief Administrative Officer

Approved by:

Shane Baker – Chief Administrative Officer

TOWN OF AJAX
2025 CAPITAL BUDGET / 2026-2034 LONG RANGE CAPITAL FORECAST
DETAIL SHEET

Project Name	Customer Relationship Mngmt	
Project	24001101	Initially budgeted in 2022
Submitted By	Chris Walker, Chief Information Officer	Department Corporate Services
Start Year	2024	Section Technology & Innovation

PROJECT DESCRIPTION / JUSTIFICATION

Scope: Customer relationship management (CRM) system aims to enhance citizen engagement and operational efficiency within the Town. By centralizing and automating interactions with citizens, businesses, and other stakeholders, the CRM system will streamline processes, improve service delivery, and facilitate data-driven decision-making. Compiling data from a range of communication channels, including website, telephone, email, live chat and social media, and better manage customer inputs (complaints, compliments, requests, work orders, etc.). Currently, all our customer feedback is managed in individual software programs in each department (e.g. AMANDA, Excel, Word, CityWorks, etc.) This request specifically captures the second half of the CRM project as it is already underway with the use of InfoTech to identify the Town’s needs through staff workshops and NRFP document creation. Thus far the Town has identified a project team, and a Customer Experience Team (CET) to facilitate implementation. Staff continue to develop current state process maps and identify systems, customer service methods, and information captured in systems through a customer service lens. The scope of work will include technology infrastructure and licencing, required contract staff, training, knowledge base development, and communications and departmental implementation and customer service channel integration.

Rationale: A CRM system was identified as the main recommendation of the Council-approved Customer Service Strategy in December 2023. The system will enable the Town to:

- Leverage the analytical capabilities to create metrics and trends (currently non-existent or clumsy)
- Identify problematic or high-needs areas using GIS integration
- Integrate with other corporate software to enhance the customer experience
- Increase transparency by providing customers a response in real time and enabling them to track their own inquiries
- Implement the software across all departments for cohesive customer experience
- Create a knowledge base of scripted answers to commonly asked questions

Reference: 2020 Corporate IT Strategic Plan, 2022-2026 Strategic Plan - Action 26, 2023 Customer Service Strategy

Schedule: June 2024 – November 2025

EXPENDITURES / FUNDING

	Previously Approved	2025	2026	2027	2028-2034	Total
Total Expenditures	300,000	700,000	-	-	-	1,000,000
Strategic Initiatives Reserve	300,000	700,000	-	-	-	1,000,000
Total Funding	300,000	700,000	-	-	-	1,000,000
Annual Operating Costs		150,000	-	-	-	150,000