



The Corporation of the Town of Ajax General Government Committee

Monday, September 14, 2026, 1:00 PM

Virtual Meeting

This meeting occurs virtually 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. Alternative formats of this agenda are available on request by contacting accessibility@ajax.ca.

1. Call to Order and Acknowledgement of Traditional Treaty Lands

2. Disclosure of Pecuniary Interest

3. Adoption of Minutes

3.1. Regular Meeting - June 15, 2026

[Regular Meeting - June 15, 2026](#)

3.2. Closed Meeting - June 15, 2026

4. Consent Agenda

4.1. PSA-2026-17: 2022-2026 Strategic Plan (Action26) Final Update

Christie McLardie, Director of Public and Strategic Affairs

[2022-2026 Strategic Plan \(Action26\) Final Update](#)

[Strategic Plan Year 4 Update - chart](#)

4.2. PSA-2026-18: Business Engagement and Support Strategy Biannual Report No. 2

Christie McLardie, Director of Public and Strategic Affairs

[Business Engagement and Support Strategy Biannual Report No. 2](#)

4.3. PSA-2026-19: Additional Dwelling Units Incentive Program

Christie McLardie, Director of Public and Strategic Affairs

[Additional Dwelling Units Incentive Program](#)

4.4. PSA-2026-20: Ajax Partnership Fund Update

Christie McLardie, Director of Public and Strategic Affairs

[Ajax Partnership Fund Update](#)

4.5. PSA-2026-21: 2025-2026 Grants Update

Christie McLardie, Director of Public and Strategic Affairs

[2025-2026 Grants Update](#)

4.6. PSA-2026-22: Update to Town of Ajax Land Acknowledgement and Related Policy

Christie McLardie, Director of Public and Strategic Affairs

[Update to Town of Ajax Land Acknowledgement and Related Policy](#)

4.7. PSA-2026-23: Multi-Faith Prayer Room at Town Hall

Christie McLardie, Director of Public and Strategic Affairs

[Multi-Faith Prayer Room at Town Hall](#)

4.8. PSA-2026-24: Safe Streets Act and Panhandling Along Kingston Road

Christie McLardie, Director of Public and Strategic Affairs

[Safe Streets Act and Panhandling Along Kingston Road](#)

[ATT-1-No Panhandling Signage](#)

4.9. FIN-2026-16: Insurance Renewal – July 1, 2026 to June 30, 2027

Julie Mepham, Director of Finance/Treasurer

[Insurance Renewal – July 1, 2026 to June 30, 2027](#)

4.10. FIN-2026-17: 2027 User Fees and Charges

Julie Mephram, Director of Finance/Treasurer

[2027 User Fees and Charges](#)

[ATT-1 2027 User Fees and Charges Schedule](#)

[ATT-2 By-law XX-2026 General Fees and Charges](#)

4.11. FIN-2026-19: Summer Recess of Council – 2026 Contract Award

Julie Mephram, Director of Finance/Treasurer

[Summer Recess of Council – 2026 Contract Award](#)

4.12. OES-2026-18: Streetlight LED Conversion Strategy - Phase 2

Tim Field, Acting Director of Operations and Environmental Services

[Streetlight LED Conversion Strategy - Phase 2](#)

[ATT 1 - LED Phase 1](#)

4.13. OES-2026-19: Contract Award - Rossland Road Widening from Westney Road to Lakeridge Road - Enbridge Gas Main Relocation

Tim Field, Acting Director of Operations and Environmental Services

[Contract Award - Rossland Road Widening from Westney Road to Lakeridge Road - Enbridge Gas Main Relocation](#)

4.14. CSD-2026-16: 2026-2030 Committee and Boards

Nicole Cooper, Deputy Chief Administrative Officer

[2026-2030 Committee and Boards](#)

[ATT-1 2022-2026 Committee-Board Evaluation Summary](#)

[ATT-2 CPP-047 Committees and Boards - redline](#)

[ATT-3 CSD-WI-008 Committee-Board Recruitment - redline](#)

[ATT-4 Bylaw- XX-2026 Establishment of AAC](#)

[ATT-5 By-law XX-2026 To Establish HAC](#)

[ATT-6 By-law XX-2026 Establish Committee of Adjustment](#)

[ATT-7 By-law XX-2026 To Establish PSASAC](#)

[ATT-8 Municipal Scan of Quasi-judicial Board Remuneration](#)

- 5. Discussion**
- 6. Presentations**
- 7. Closed Session**
- 8. Adjournment**



DRAFT MINUTES – SUBJECT TO APPROVAL

**Minutes of the General Government Committee Meeting
Held Virtually at 1:00 p.m. on June 15, 2026**

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

Present:	Chair – Regional Councillor	-	S. Lee
	Regional Councillors	-	M. Crawford
		-	J. Dies
	Councillors	-	R. Tyler Morin
		-	N. Henry
		-	L. Bower
	Mayor	-	S. Collier

1. Call to Order & Acknowledgement of Traditional Treaty Lands

Chair Lee 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 the Minutes

3.1. Regular Meeting

Moved by: L. Bower

That the Minutes of the regular meeting of the General Government Committee held on May 11, 2026 be adopted.

In Favour: Mayor Collier, Regional Councillor Crawford, Councillor Tyler Morin, Regional Councillor Lee, Councillor Henry, Regional Councillor Dies, Councillor Bower

Opposed: None

CARRIED

4. Consent Agenda

Committee Members separated items 4.1, 4.2, 4.3, 4.6, 4.7, 4.8, 4.9, 4.10, 4.11 and 4.12 for discussion.

With the consent of Members present, item 4.12 was advanced in the order of business.

4.12. CSD-2026-15: Expropriation of Lands and Interests in Land – Rossland Road Widening, Phases 4 and 5

Nicole Cooper, Deputy Chief Administrative Officer, reviewed the contents of the written report and recommendations contained therein. Committee Members asked questions related to the contents of the report. N. Cooper and Dave Meredith, Director of Operations & Environmental Services, responded to questions from Committee Members.

Moved by: S. Collier

Approval to Expropriate Lands

1. That Council, as the approving authority under the *Expropriations Act* (the “Act”), approve an application to expropriate interests in land for permanent easements, as well as fee simple land interests, in respect of lands required for the completion and construction of the Rossland Road widening, from Westney Road to the east of Lake Ridge Road (the “Rossland Road Widening”) in the Town of Ajax. These lands and interests in land are more particularly set out in ATT-1” attached hereto.
2. That staff be authorized to execute the Application for Approval to Expropriate Land and the Notice of Application for Approval to Expropriate Land (the “Notice”) and to serve and publish the Notice, as required under the *Act*.
3. That staff be authorized to forward to Council any requests for a Hearing of Necessity and to seek representation for the Town of Ajax, as necessary, at any Hearings of Necessity held under the *Act*.
4. Where no Hearing of Necessity is requested and/or a Hearing of Necessity is requested and subsequently withdrawn for any of the land interests in ATT-1, that Council approve the application for approval to expropriate and that staff be authorized to register expropriation plans, execute and serve notices as required under the *Act*, including the statutory offer of compensation pursuant to section 25 of the *Act*.
5. Where approval to expropriate lands and interests in land is given, that Council authorize the introduction of the necessary by-law to give effect to these recommendations.

Delegated Authority to Negotiate Acquisitions and Enter Into Agreements

6. That, in relation to the properties required for the Rossland Road Widening project, Council delegate authority to the Deputy CAO or designate to negotiate, approve the form of, and execute agreements on behalf of the Town of Ajax, in respect of the properties set out in ATT-1.

In Favour: Mayor Collier, Regional Councillor Crawford, Councillor Tyler Morin, Regional Councillor Lee, Councillor Henry, Regional Councillor Dies, Councillor Bower

Opposed: None

CARRIED

4.1. PSA-2026-14: Video Surveillance and Privacy Policy

Committee Members asked questions related to the contents of the report. Christie McLardie, Director of Public & Strategic Affairs and Robin Williams, Corporate Security Specialist, responded to questions from Committee Members.

Moved by: M. Crawford

That this report be received for information.

In Favour: Mayor Collier, Regional Councillor Crawford, Councillor Tyler Morin, Regional Councillor Lee, Councillor Henry, Regional Councillor Dies, Councillor Bower

Opposed: None

CARRIED

With the consent of Members present, item 6.1 was advanced in the order of business.

6. Presentations

6.1. 2025 Financial Statements and Audit Report

Steve Stewart, Partner, Audit & Assurance, Deloitte LLP, delivered a verbal presentation related to the 2025 Financial Statements and Audit Report.

Committee Members asked questions related to the verbal presentation. Julie Mephram, Acting Director of Finance/Treasurer, responded to questions from Committee Members.

There was no motion regarding this item.

4. Consent Agenda

4.2. FIN-2026-12: Capital Account Closing Report as of April 30, 2026

Committee Members asked questions related to the contents of the report. J. Mephram responded to questions from Committee Members.

Moved by: L. Bower

1. That Council receive the attached listing of Capital Account closings as of April 30, 2026 for information.
2. That funding transfers to/from the Reserves/Reserve Funds from the April 30, 2026 Capital Account Closing, in accordance with the Financial Sustainability Plan, be approved as follows:

Reserve / Reserve Fund	Transfers to	Transfers from	Net Transfers
Capital Contingency Reserve	19,540.84	(7,359.02)	12,181.82
Building Maintenance Reserve	35,244.81	(69,974.57)	(34,729.76)
Strategic Initiatives Reserve	6,683.20	-	6,683.20
Vehicle/Equipment Replacement Reserve	908.70	-	908.70
Stormwater Maintenance Reserve	4,301.74	-	4,301.74
Build Communities Strong Fund - Community Stream (BCSF-CS) Reserve Fund (formerly CCBF)	-	(20,366.98)	(20,366.98)
Road Maintenance Reserve	811,554.54	(788.34)	810,766.20
Total Transfers	878,233.83	(98,488.91)	779,744.92

In Favour: Mayor Collier, Regional Councillor Crawford, Councillor Tyler Morin, Regional Councillor Lee, Councillor Henry, Regional Councillor Dies, Councillor Bower

Opposed: None

CARRIED

4.3. FIN-2026-13: Town's Ethical Procurement and Investment Practices

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

Moved by: R. Tyler Morin

That Council receive for information how ethics guide the current investment and procurement practices at the Town of Ajax.

In Favour: Mayor Collier, Regional Councillor Crawford, Councillor Tyler Morin, Regional Councillor Lee, Councillor Henry, Regional Councillor Dies, Councillor Bower

Opposed: None

CARRIED

4.4. FIN-2026-14: 2026 Financial Sustainability Update - Amendment Review

Chair Lee noted that item 4.4 had been withdrawn and has been deferred to the June 22,

2026 Council meeting.

4.5. OES-2026-15: Refrigerated Outdoor Rinks

Moved by: L. Bower

That Council receive this report for information regarding the potential opportunities for four (4) refrigerated outdoor ice rinks within the Town of Ajax.

In Favour: Regional Councillor Crawford, Councillor Tyler Morin, Regional Councillor Lee, Councillor Henry, Regional Councillor Dies, Councillor Bower

Opposed: Mayor Collier

CARRIED

4.6. OES-2026-12: RFT No. DPC26040 – Supply and Delivery – Grounds Maintenance Equipment

Committee Members asked questions related to the contents of the report. D. Meredith responded to questions from Committee Members.

Moved by: L. Bower

That Council Award the Contract for Supply & Delivery – Grounds Maintenance Equipment, to Durham Kubota in the amount of \$687,589.18 (inclusive of all taxes).

In Favour: Mayor Collier, Regional Councillor Crawford, Councillor Tyler Morin, Regional Councillor Lee, Councillor Henry, Regional Councillor Dies, Councillor Bower

Opposed: None

CARRIED

4.7. OES-2026-13: T26065 – Supply and Delivery – Various Municipal Vehicles

Committee Members asked questions related to the contents of the report. D. Meredith responded to questions from Committee Members.

Moved by: L. Bower

1. That Council Award the Contract for Sport Utility Vehicles to Whitby Toyota in the amount of \$331,896.65 (inclusive of all taxes).
2. That Council Award the Contract for Light Duty Pickup Trucks, and Medium Duty Pickup Trucks to Blue Mountain Chrysler Ltd. in the amount of \$579,425.58 (inclusive of all taxes).
3. That Council Award the Contract for Medium Duty Stake Truck to Downtown Autogroup in the amount of \$108,902.62 (inclusive of all taxes).

In Favour: Mayor Collier, Regional Councillor Crawford, Councillor Tyler Morin, Regional Councillor Lee, Councillor Henry, Regional Councillor Dies, Councillor Bower

Opposed: None

CARRIED

4.9. OES-2026-14: Contract Award - Sportsfield and Grounds Maintenance Equipment

Committee Members asked questions related to the contents of the report. D. Meredith responded to questions from Committee Members.

Moved by: L. Bower

1. That Council Award the Contract for Reel Mower, Large Area Mower (Sports), Large Area Mower (Parks), Open Cab Large Area Mower (Sports), and Infield Groomer to Turf Care Products in the amount of \$1,189,517.10 (inclusive of all taxes).
2. That Council approve funding of \$27,308.48 to be allocated to Capital Account No. 25070105 from the Development Reserve.
3. That Council Award the Contract for Utility Vehicle, to Premier Equipment ULC in the amount of \$65,854.14 (inclusive of all taxes).
4. That Council Award the Contract for the purchase of parts, implements, and labour to Turf Care Products in the estimated annual amount of \$40,000.00 for the extent of the Canoe Procurement Group of Canada contract, expiring on January 31, 2029.
5. That Council Award the Contract for the purchase of parts, implements, and labour to Premier Equipment ULC in the estimated annual amount of \$66,000.00 for the extent of the Canoe Procurement Group of Canada contract, expiring on January 31, 2029.
6. That the following projects be funded through debenture financing:
 - a. 24070106 – Sportfield Mower 31025
 - b. 25002401 – Repurposed Vehicles – Sportsfield LAM
 - c. 24070101 – LAM Mower 151102
 - d. 26070102 – Large Area Mower 171101 (2017)
 - e. 25070105 – LAM Mower 151101
 - f. 25004301 – Reel Mower (ACC)

In Favour: Mayor Collier, Regional Councillor Crawford, Councillor Tyler Morin, Regional Councillor Lee, Councillor Henry, Regional Councillor Dies, Councillor Bower

Opposed: None

CARRIED

4.8. **OES-2026-16: Rotary Park Pavilion Feasibility Study**

Committee Members asked questions related to the contents of the report. D. Meredith responded to questions from Committee Members.

Moved by: L. Bower

That Council receive this report for information.

In Favour: Regional Councillor Crawford, Councillor Tyler Morin, Councillor Henry, Regional Councillor Dies, Councillor Bower

Opposed: Mayor Collier, Regional Councillor Lee

CARRIED

4.10. **OES-2026-17: Review of Town Soccer Resources**

Committee Members asked questions related to the contents of the report. D. Meredith and Chris Vida, Director of Recreation & Culture Services, responded to questions from Committee Members.

Moved by: R. Tyler Morin

That the report entitled 'Review of Town Soccer Resources' be received for information.

In Favour: Mayor Collier, Regional Councillor Crawford, Councillor Tyler Morin,
Regional Councillor Lee, Councillor Henry, Regional Councillor Dies,
Councillor Bower

Opposed: None

CARRIED

4.11. OES-2026-11: Project Update – Harwood Avenue Widening from Taunton Road to Woodcock Avenue

Committee Members asked questions related to the contents of the report. D. Meredith and Rasse Solaiman, Capital Projects Coordinator, responded to questions from Committee Members.

Point of Order

Mayor Collier raised a point of order, noting that the questions were not relevant to the motion. Chair Lee ruled the questioning out of order.

Councillor Henry appealed the decision of the Chair.

By a rising vote, the decision of the Chair was sustained.

In Favour: Mayor Collier, Regional Councillor Crawford, Councillor Tyler Morin,
Regional Councillor Lee, Regional Councillor Dies, Councillor Bower

Opposed: Councillor Henry

CARRIED

Committee Members asked further questions related to the contents of the report. D. Meredith responded to questions from Committee Members.

Moved by: L. Bower

That Council receive this report for information regarding additional scope identified through the detailed design of the Harwood Avenue Widening project from Taunton Road to Woodcock Avenue and the resulting revision to the project schedule.

In Favour: Mayor Collier, Regional Councillor Crawford, Councillor Tyler Morin,
Regional Councillor Lee, Councillor Henry, Regional Councillor Dies,
Councillor Bower

Opposed: None

CARRIED

5. Discussion

None.

Committee recessed at 2:25 p.m.

Committee resumed at 2:30 p.m.

6. Presentations

6.2. RCS-2026-04: Active Living Update

Kevin Smith, Active Living Supervisor, delivered a presentation reviewing the contents of the written report and recommendations contained therein.

Committee Members asked questions related to the presentation. K. Smith and C. Vida, responded to questions from Committee Members.

Moved by: L. Bower

That the report entitled “Active Living Update” be received as information.

In Favour: Mayor Collier, Regional Councillor Crawford, Councillor Tyler Morin, Regional Councillor Lee, Councillor Henry, Regional Councillor Dies, Councillor Bower

Opposed: None

CARRIED

6.3. RCS-2026-03: Digital Recreation Guide

Louise Soulliere, Manager of Customer Service Administration and Michelle Gillis, IT Project Manager and Business Analyst, delivered a presentation reviewing the contents of the written report and recommendations contained therein.

Moved by: M. Crawford

That this report and presentation regarding the Town’s new Digital Recreation Guide be received for information.

In Favour: Mayor Collier, Regional Councillor Crawford, Councillor Tyler Morin, Regional Councillor Lee, Councillor Henry, Regional Councillor Dies, Councillor Bower

Opposed: None

CARRIED

Closed Session (3:01 p.m.)

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

Moved by: R. Tyler Morin

That Council convene to a Closed Session pursuant to Section 239 (2) of the Municipal Act, 2001, as amended:

- To discuss a proposed or pending acquisition or disposition of land by the municipality or local board [Sec. 239(2)(c), Municipal Act, 2001, as amended]

In Favour: Mayor Collier, Regional Councillor Crawford, Councillor Tyler Morin, Regional Councillor Lee, Councillor Henry, Councillor Bower

Opposed: Regional Councillor Dies

CARRIED

7.1. Letter of Intent with Ashley Manor Housing Corporation

Open Meeting (3:47 p.m.)

7.1. PSA-2026-13: Letter of Intent with Ashley Manor Housing Corporation

Moved by: S. Collier

1. That Council direct the Mayor and Clerk to execute a non-binding Letter of Intent (LOI) with Ashley Manor Housing Corporation (AMHC) to advance an affordable housing development on a portion of Town-owned lands, as outlined in ATT-1; and
2. That staff be directed to report back to Council with a Conditional Agreement of Purchase and Sale for approval prior to any conveyance of land; and
3. That the Mayor be requested to send a letter to the members of the Board of Ashley Manor Housing Corporation expressing the Town's position that any development should be for seniors housing.

In Favour: Mayor Collier, Councillor Tyler Morin, Regional Councillor Lee, Councillor

Henry, Regional Councillor Dies, Councillor Bower

Opposed: Regional Councillor Crawford

CARRIED

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

Moved by: L. Bower

That the June 15, 2026 meeting of the General Government Committee be adjourned.

In Favour: Mayor Collier, Regional Councillor Crawford, Councillor Tyler Morin,
Councillor Henry, Regional Councillor Dies, Councillor Bower

Opposed: Regional Councillor Lee

CARRIED

DRAFT



Town of Ajax Report Open Session

Report To: General Government Committee

Prepared By: Christie McLardie, Director of Public and Strategic Affairs

Report Number: PSA-2026-17

Subject: 2022-2026 Strategic Plan (Action26) Final Update

Wards: All Wards

Date of Meeting: September 14, 2026

Reference: PSA-2026-03, PSA-2025-02, PSA-2024-06, CAO-2023-05

Recommendation:

That the 2022–2026 Strategic Plan (Action26) Final Update be received for information.

Background:

In March 2023, Ajax Council approved the Action26 Strategic Plan, establishing the Town's strategic priorities and key actions for the 2022–2026 term.

Since its adoption, Council and staff have remained focused on advancing these commitments and translating strategic priorities into tangible outcomes for the community. The following provides a summary of the progress of achievements up to this final report.

Council Approved Plan

The original plan approved in March 2023 outlined 13 Council priorities and 176 supporting actions, distributed as follows:

- 44 actions in 2023
- 48 actions in 2024
- 20 actions in 2025
- 11 actions in 2026
- 53 actions marked as ongoing

**This report does not compare the approved plan with the later completion numbers. The approve plan is reporting the original distribution/scheduling of the 176 actions, whereas Years 1–4 are reporting the status of a revised action.*

Year 1 Update

As of June 2024, the reported actions were 170, following adjustments made to accommodate competing projects, new priorities, available resources, and funding. At this time:

- 46 actions were marked complete
- 40 actions were initiated
- 53 projects were ongoing (a project without a completion date)
- 31 actions had not been initiated

Year 2 Update

As of April 2025, the reported actions were 170, following adjustments made to accommodate competing projects, new priorities, available resources, and funding. At this time:

- 74 actions were marked complete
- 41 actions were initiated
- 46 actions were ongoing (a project without a completion date)
- 9 actions had not been initiated.

Year 3 Update

As of March 2026, the plan was at 165 actions, following adjustments made to accommodate competing projects, new priorities, available resources, and funding. At this time:

- 115 actions were marked complete
- 10 actions were initiated
- 40 actions were ongoing (a project without a completion date)

Full progress reports are available at ajax.ca/action26.

Discussion:

The objective of this report is to provide a final Year 4 reporting of the Action26 Strategic Plan and highlight key results, observations and outcomes over the course of the 2022–2026 term.

Year 4 Update

Year 4 reporting typically reflects a shortened reporting period due to the timing of municipal elections every four years. The results presented below reflect work completed as of the end of September 2026, as well as actions anticipated to be completed by year-end where additional time is required to achieve full completion.

- 153 actions of 165 marked complete
- 6 anticipated to be completed by end of 2026
- 6 to be completed in future years

The six projects anticipated to be completed by the end of 2026 include:

1. Local Community Safety Action Plan
2. Corporate Security Assessment Implementation
3. TRCA Management Agreement
4. Annandale Park and Trail Design
5. Castlefields Park and Splashpad Design
6. Accommodation Mortifications

The six projects to be completed in future years include:

1. Official Plan Review and Ajax Plaza Redevelopment Block Plan
2. Harwood Avenue North Widening Detailed Design and Construction
3. Rossland Road East Detailed Design
4. Integrated Transportation Master Plan Update
5. Ajax Community Centre Renovation Design, Ajax Wall of Fame Concept and Facility Accessibility Standards Update
6. Exempt Working Conditions Review

A full report on the status of each action is provided in Appendix 1. The report provides an updated anticipated date for each of the 12 remaining actions.

Final Reporting Outcomes

- 176 actions were originally identified in March 2023.
- The plan was refined to 170 actions in Years 1 and 2, and 165 actions in Years 3 and 4, reflecting adjustments for competing projects, emerging priorities, resources and funding.
- Completed actions increased from 46 in Year 1 → 74 in Year 2 → 115 in Year 3 → 153 in Year 4, showing sustained momentum throughout the term, with completed actions increasing as the term progresses.
- The plan is currently at 93% completion, with 6 additional actions anticipated to be completed by year-end, potentially bringing the final completion rate to 96% (159 of 165).
- Only 6 actions are identified for completion in future years.

Accomplishments

Connecting our Community

- Developed an Arts and Culture Plan
- Introduced the new EngAge Arts Program for seniors
- Launched the Library Volunteer Recognition Program
- Expanded the Town Archives
- Supported the Barrett Centre Urban Farm
- Expanded Automated Speed Enforcement and Community Safety Zones
- Launched a new signature Diversity Campaign
- Installed the Ajax sign at Pat Bayly Square

- Relaunched the Town Hall School Tour Program
- Completed and reported on the E-scooter and E-bike Pilot
- Updated the Street Naming Bylaw and Commemorative Naming Policy
- Completed the Mayor and Council Community BBQ Tour
- Launched Elevate Girls girls-only programs and branding
- Celebrated the Town's 70th anniversary with a drone show
- Developed a Community Sport Affiliation Policy
- Completed work on an Indigenous Consultation Policy
- Introduced new placemaking initiatives, including the Paradise Waterfront Bar
- Updated heritage site tours and programming
- Hosted events at Pat Bayly Square and the Fairgrounds
- Completed the Seniors Busing Program Survey and Report
- Opened several leased-free parks
- Implemented the Ajax Partnership Fund
- Developed an Encampment Safety and Clearing Protocol

Growing our Community

- Completed a Residential Parking Feasibility Study
- Completed the Comprehensive Zoning By-law Review
- Finalized the Ajax GO Station Secondary Plan
- Approved the Ajax Housing Strategy
- Developed a Business Engagement Strategy
- Opened the Library Makerspace
- Updated the Seniors Snow Removal Program
- Implemented the Municipal Accommodation Tax Program
- Initiated Ajax Community Centre renovation design
- Completed the Hunt Street Environmental Assessment Addendum
- Completed the Older Adults Operating Model Analysis
- Opened the Cricket Clubhouse and Field
- Opened a library satellite location at the new Grandview Headquarters
- Launched the Planning Application Dashboard
- Partnered with the Region of Durham on a District Energy Feasibility Study
- Completed the Not-for-Profit Business Support Study
- Launched Made in Ajax: The Ultimate Culinary Guide, showcasing more than 230 restaurants in Town
- Completed the Harwood Avenue Multi-Use Path
- Completed the Rotary Park Feasibility Study

Modernizing our Community

- Introduced a Pet Waste Diversion Program in Town parks
- Developed an Urban Forest Strategy
- Launched the TOA Talks Podcast
- Expanded online facility booking options
- Completed a Customer Service Strategy
- Investigated apprentice and internship programs
- Launched the Administrative Monetary Penalty System (AMPS)
- Completed and presented the Green Fleet Strategy to Council

- Updated the Ajax Climate Risk and Resiliency Plan
- Approved the Financial Sustainability Plan
- Updated the Energy Conservation and Demand Management Plan
- Launched the Digital Recreation Guide
- Reviewed the Corporate Communications Program and tools
- Completed the Town's first Corporate Net-Zero Emissions Plan
- Developed an HR Strategy
- Launched Workday, the Town's new HR management system
- Invested in new GIS and cybersecurity capabilities
- Launched an integrated customer service platform

Process Observations

- The plan's flexibility was critical, as it was developed in the immediate post-COVID period, when municipalities were required to respond to rapidly changing circumstances and new realities, including hybrid work environments, increased digital demands, evolving service expectations, and changing community needs.
- In addition, the flexibility for opportunities to consolidate, refine or discontinue actions where priorities, available funding and resource capacity had evolved over the course of the term. This ensured the plan remained focused on achievable outcomes and aligned with current organizational priorities.
- The delivery of certain strategic actions was influenced by dependencies on external agencies, utilities, and other partners. These interdependencies, combined with finite resources and competing priorities, required flexibility in sequencing, resourcing and timelines throughout the term to support continued progress across the plan.
- The introduction of Strong Mayor Powers in March 2023 represented an evolution in the municipal governance environment, and the strategic plan was subsequently updated annually to reflect the Mayor's budget priorities.
- Evolving legislative and regulatory requirements also influenced the strategic planning environment. New provincial legislation, including changes related to development charges, and additional asset management requirements placed a greater emphasis on the importance of infrastructure planning and long-term financial sustainability. These emerging requirements caused the Town to adapt priorities and resources throughout the term.
- Changes in traditional non-tax revenue sources and development charge revenues have increased pressure on the Town's capital funding model. Reduced non-tax revenues, including Elexicon and Casino Ajax, together with lower development charge revenues resulting from the housing market slowdown, have increased reliance on the highly competitive provincial and federal grant funding process to support infrastructure investment and other capital priorities.

The next strategic plan presents an opportunity to move from a traditional reporting model to a modern, real-time dashboard that provides greater transparency and public visibility. A live dashboard could allow residents to easily track the progress of individual actions, understand their status and, most importantly, see the tangible outcomes and impact being delivered for the community.

Financial Implications:

There are no financial implications related to the recommendations in this report.

Communication Issues:

A final compilation of some of the most notable and community-focused accomplishments will be shared with the public following Council's ratification of this report on September 21, 2026.

ACTION26: THE 26 BEST

Celebrating the standout actions, achievements and progress that helped shape Ajax from 2022–2026.

Relationship to the Strategic Plan:

2022-2026 Strategic Plan (Action26)

Conclusion:

Action26 demonstrates the value of a clear, Council-approved strategic plan in translating priorities into measurable action. With 153 of 165 actions complete and a further six anticipated to be completed by year-end, the plan is on track to achieve a potential 96% completion rate. This represents a significant record of delivery over the 2022–2026 term and demonstrates the importance of strategic planning in providing a clear framework for Council, staff and the community to focus resources, maintain momentum and deliver meaningful outcomes.

Attachments:

ATT-1: 2022-2026 Strategic Plan (Action26) Status Report

Submitted by:

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Approved by:

Shane Baker – Chief Administrative Officer

ATT-1: 2022-2026 Strategic Plan (Action26) Status Report

1. Connecting our Community

1. Increase and amplify creative and innovative opportunities

1.1 Promote creativity, learning and growth in arts and culture

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Arts and Culture Plan	Complete	Complete	Complete	Complete
Ajax Sign at Pat Bayly Square	Complete	Complete	Complete	Complete
St. Francis Centre Promotional Campaign	Ongoing	Ongoing	Complete	Complete
Local Artist Recognition (Indigenous and Youth)	Ongoing	Ongoing	Ongoing	Complete
EngAge Arts Program for Seniors	Complete	Complete	Complete	Complete
Enhance Cultural Programming	Ongoing	Ongoing	Complete	Complete

2. Encourage community pride

2.1 Acknowledge and celebrate our local history and culture

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Archives Expansion and Promotion	Ongoing	Ongoing	Complete	Complete
Establish and Cultivate Cultural Group Connections	2024	Not initiated	Initiated	Complete

2.2 Recognize outstanding individuals and groups

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26@
Street Naming By-law Update	Initiated	Initiated	Complete	Complete
Commemorative Naming of Municipal Parks and Buildings Policy Update	2025	Initiated	Complete	Complete
Library Volunteer Recognition Program	Complete	Complete	Complete	Complete

2.3 Enhance community engagement opportunities

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Mayor & Council Community BBQ	Ongoing	Ongoing	Complete	Complete
Outdoor Pop-up Performances	2024	Initiated	Ongoing	Complete
Town Hall School Tours	2024	Complete	Complete	Complete

Heritage Site Tours (i.e. Doors Open Ajax & Jane's Walk)	Ongoing	Ongoing	Complete	Complete
Festival and Special Events Enhancements	2025	Initiated	Ongoing	Complete
Placemaking Opportunities and Campaigns	Ongoing	Ongoing	Ongoing	Complete
Community Gardens Education and Support (i.e. Green Living Days, SNAP, Sustainability Website)	Ongoing	Ongoing	Complete	Complete

3. Improve well-being and quality of life

3.1 Support and promote active and accessible transportation

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Seniors/Youth Busing Program Report	2024	Complete	Complete	Complete
Trail and Bike Connections	Ongoing	Ongoing	Ongoing	Complete
Sidewalk Infill Program	2024	Complete	Complete	Complete
Pedal Bike Camps Review	2025	Initiated	Complete	Complete
Transportation Demand Management Plan	Complete	Complete	Complete	Complete
Bike Repair Stations	Complete	Complete	Complete	Complete
#GetAjaxMoving Diversity Campaign	Complete	Complete	Complete	Complete
Bicycle Friendly Communities Gold Certification Feasibility Study	2025	Initiated	Complete	Complete
E-Scooters and E-Bike Pilot	Initiated	Complete	Complete	Complete
Build Relationships and Partnerships with Local Agencies (Metrolinx, Region, Durham Transit, etc.)	Ongoing	Ongoing	Complete	Complete

3.2 Provide services and resources to vulnerable and underrepresented communities

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Ajax Emergency Shelter (Respite Centre) Partnership	Complete	Complete	Complete	Complete
Community Centre Shower Program	Complete	Complete	Complete	Complete
Social Services Access at Libraries	Ongoing	Ongoing	Complete	Complete

3.3 Reimagine spaces for social and healthy interactions

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Barrett Centre Urban Farm Partnership	Complete	Complete	Complete	Complete
Farmers Market Feasibility Study	Complete	Complete	Complete	Complete
Leash Free Parks (Design Specifications Review)	Ongoing	Complete	Complete	Complete

Outdoor Skating Options Report	2024	Initiated	Initiated	Complete
Youth and Family Activities	Ongoing	Ongoing	Complete	Complete

3.4 Implement positive mental and physical health initiatives

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Support Community-Based Mental Health Initiatives	Ongoing	Ongoing	Complete	Complete
Expansion of Group Fitness Class Programs	Ongoing	Ongoing	Complete	Complete
Addition of Girls Only Programming (specifically in sport)	Ongoing	Ongoing	Complete	Complete

3.5 Invest in partnerships to advance strategic priorities

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Community Sport Affiliation Policy	Initiated	Initiated	Complete	Complete
Ajax Partnership Fund Implementation and Reporting	Ongoing	Ongoing	Ongoing	Complete
In-kind Facility and Amenity Rental Policy	Complete	Complete	Complete	Complete

4. Foster a safe and welcoming community

4.1 Increase a sense of safety and security for the community

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Local Community Safety Action Plan	2024	Not initiated	Initiated	Anticipated to be complete by end of 2026.
Corporate Security Assessment Implementation (Security Patrol Review, Sharps Management, CCTV Cameras, Park & Walkway Lighting Review)	Ongoing	Ongoing	Ongoing	Anticipated to be complete by end of 2026.
Encampment Safety and Clearing Protocols Policy	Initiated	Complete	Complete	Complete
Neighbourhood Programs	Ongoing	Ongoing	Ongoing	Complete
Support Agencies, Community Groups, Service Providers, etc	Ongoing	Ongoing	Ongoing	Complete
Crime Reporting Education	Initiated	Complete	Complete	Complete
Community Safety Staff Resource	Complete	Complete	Complete	Complete
Ajax Fire & Emergency Services Emergency Response Review & By-law Update	Initiated	Initiated	Complete	Complete

Ajax Fire & Emergency Services Apparatus	2025	Initiated	Complete	Complete
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4.2 Continue to implement traffic calming initiatives

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Automated Speed Enforcement Progress Report	Complete	Complete	Complete	Complete
Community Safety Zones Review and Implementation	Complete	Complete	Complete	Complete
Traffic and Intersection Data Collection	Ongoing	Ongoing	Ongoing	Complete
School Signage Review and Pilot	Complete	Complete	Complete	Complete

4.3 Increase beautification efforts throughout the Town

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Park Waste Collection Review	2025	Initiated	Ongoing	Complete
Waste Awareness Campaign	Initiated	Complete	Complete	Complete

5. Champion inclusion, diversity, equity and accessibility (IDEA)

5.1 Continuously improve our IDEA programs

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Anti-Racism Task Force Implementation	Complete	Complete	Complete	Complete
Signature Diversity XChange Campaign	Complete	Complete	Complete	Complete
Indigenous Consultation Policy	Initiated	Initiated	Ongoing	Complete
Abilities Centre's LEAD (Leading Equitable and Accessible Delivery) Program	Complete	Complete	Complete	Complete
Emergency Preparedness Program for Seniors and People with Disabilities	Complete	Complete	Complete	Complete
Age-Friendly/Accessibility Resources for Businesses	2025	Initiated	Ongoing	Complete
General Awareness of Emergency Preparedness	Ongoing	Ongoing	Ongoing	Complete

2. Growing our Community

1. Embrace dynamic and sustainable growth

1.1 Advance our vision for community growth

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Community Benefits Charge Strategy	Complete	Complete	Complete	Complete

Comprehensive Zoning By-law Review	Initiated	Initiated	Ongoing	Complete
Community Improvement Plans (Downtown and PV)	Complete	Complete	Complete	Complete
Official Plan Review & Ajax Plaza Redevelopment Masterplan	Initiated (HAF)	Initiated (HAF)	Initiated (HAF)	25% Complete Full completion anticipated by end of 2028.
Ajax GO Station Area Specific Study	Initiated (HAF)	Initiated (HAF)	Ongoing (HAF)	Complete
Residential Parking Permit Feasibility Study	Complete	Complete	Complete	Complete

1.2 Streamline processes and approvals for development

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Explore Online Services (i.e. Mapping Tool & Planning Portal)	Ongoing	Ongoing	Complete	Complete
Site Plan Review - Technical Guidelines	Initiated	Complete	Complete	Complete
Prioritization of Planning Applications within Strategic Areas	Ongoing	Ongoing	Ongoing	Complete
Development Review Teams Pilot Program Update	Initiated	Complete	Complete	Complete

1.3 Continue the revitalization of Downtown Ajax

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Hunt Street / Dowty Road Servicing Interim Project	Initiated	Initiated	Complete	Complete
Hunt Street Environmental Assessment Addendum	Complete	Complete	Complete	Complete
District Energy Feasibility Study	2026	Initiated	Complete	Complete

1.4 Engage the community on intensification projects

Action	Status – June '24	Status – March '25	Status – March '26	
Intensification Education Series	Ongoing	Ongoing	Complete	Complete
Communications Strategy for Planning Projects	Ongoing	Ongoing	Complete	Complete

1.5 Improve road transportation network

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Road Rationalization	Complete	Complete	Complete	Complete
Harwood Avenue North Environmental Assessment, Design & Construction	Initiated	Initiated	Ongoing	50% Complete Detailed design & construction of the Root Pond anticipated to be complete by end of 2026. Detailed design of Road anticipated to be complete by Spring 2027.
Rossland Road East Design	Initiated	Initiated	Ongoing	70% Complete Phase 5 (Salem to Westney) anticipated to be complete by end of 2026. Phase 4 (Salem to Lakeridge) anticipated to be complete by Spring 2027.
Integrated Transportation Master Plan Update	2025	Not initiated	Initiated	30% Complete Full completion

				anticipated by Fall 2027.
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1.6 Continue to monitor and respond to legislative changes

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Provincial Legislation (Bill 23 and Bill 109)	Ongoing	Complete	Complete	Complete

1.7 Encourage mixed use development with a focus on affordable, attainable and purpose-built housing

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Explore Opportunities with Developers, Not-for-Profits and Other Stakeholders	Ongoing	Ongoing	Ongoing	Complete
Ajax Housing Strategy and Action Plan	Complete	Complete	Complete	Complete
Municipal Housing Pledge	Complete	Complete	Complete	Complete

2. Advance innovation and investment

2.1 Facilitate business retention and expansion

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Business Retention & Expansion Program Initiation	Complete	Complete	Complete	Complete
Business Engagement Strategy	Complete	Complete	Complete	Complete
Business Mentor Roster Recruitment	Ongoing	Complete	Complete	Complete
Ajax Business Profile Video Series	Ongoing	Complete	Complete	Complete
Not-For-Profit Business Support Study	2025	Not initiated	Complete	Complete

2.2 Support adaptation to a changing economy

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Post Secondary Student Business Program	Initiated	Complete	Complete	Complete
Advocate for Smart Cities Initiatives & AI Initiatives	Ongoing	Ongoing	Ongoing	Complete

2.3 Promote Ajax as a tourism destination

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Tourism Webpage Update	2024	Complete	Complete	Complete
Tourism Revenue Opportunities Report	Initiated	Complete	Complete	Complete
Highlight Diversity in Tourism	Ongoing	Ongoing	Complete	Complete

3. Invest in the changing recreational needs of a growing community

3.1 Initiate designs to modernize and redevelop facilities

Action	Status – June '24	Status – March '25	Status – March '26	
Fairgrounds Feasibility and Design Study	Complete	Complete	Complete	Complete
Rotary Park Pavilion Feasibility Study & Improvements	Initiated	Initiated	Ongoing	Complete
Library Master Plan (2023-2028)	Complete	Complete	Complete	Complete
Ajax Community Centre Renovation Design, Ajax Wall of Fame Concept, & Facility Accessibility Standards Update	2024 (HAF)	Initiated	Initiated	25% Complete Full completion anticipated by Summer 2027.
Library Makerspace	Complete	Complete	Complete	Complete

3.2 Enhance facilities and programming for seniors

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
St. Andrew's Community Centre Feasibility Study & Facility Accessibility Standards Update	Initiated	Initiated	Complete	Complete
Snow Clearing Assistance Program Review and Report	Complete	Complete	Complete	Complete
Review of Operating Model for Seniors	Initiated	Complete	Complete	Complete
Pickering Village Municipal Complex Master Plan	Initiated (HAF)	Initiated (HAF)	Ongoing (HAF)	Complete

3.3 Expand amenities and programs for diverse communities

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Ajax CC Cricket Club House & Field of Play	Initiated	Complete	Complete	Complete
New North Cricket Wicket at St. Patrick Park	Complete	Complete	Complete	Complete
Library Satellite at Grandview Headquarters	2025	Complete	Complete	Complete

3.4 Construct new parks and public spaces

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Ajax CC Park Redevelopment (Basketball Courts and	Initiated	Initiated	Ongoing	Complete

Skateboard Park) Design				
Annandale Park and Trail Design	Initiated	Initiated	Ongoing	Anticipated to be complete by end of 2026.
Cedar Park Batting Cage	Complete	Complete	Complete	Complete
Park Retrofits (St. Catherine of Siena Park, Lord Elgin Park, Exeter Park, etc.)	Ongoing	Ongoing	Ongoing	Complete
Durham Meadoway Consultation	Ongoing	Ongoing	Complete	Complete
Castlefields Park & Splashpad Design	2026	Not initiated	Initiated	Anticipated to be complete by end of 2026.
Harwood Avenue Multi Use Path (MUP)	2024	Initiated	Complete	Complete

3. Modernizing our Community

1. Lead the green transition

1.1 Take meaningful climate action

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Green Advocacy	Ongoing	Ongoing	Ongoing	Complete
Green Fleet Strategy (including EV Charging Stations)	Initiated	Complete	Complete	Complete
Flood Mitigation Measures	Ongoing	Ongoing	Ongoing	Complete
Ajax Climate Risk and Resiliency Plan (5-year Update)	Initiated	Complete	Complete	Complete
Energy Conservation and Demand Management Plan (5-year Update)	Initiated	Complete	Complete	Complete

1.2 Raise awareness of environmentally friendly practices and programs

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Single-Use Plastics Education	Ongoing	Ongoing	Complete	Complete
Pet Waste Diversion in Parks Feasibility Report	Complete	Complete	Complete	Complete

1.3 Preserve and enhance green spaces and water quality

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
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Urban Forest Strategy	Complete	Complete	Complete	Complete
Ajax Waterfront Erosion Mitigation Project	Initiated	Complete	Complete	Complete
Duffin Creek Water Pollution Control Plant Expansion Advocacy	Ongoing	Ongoing	Ongoing	Completed
Greenwood Conservation Area Toronto Region Conservation Authority Management Agreement	Initiated	Initiated	Ongoing	Anticipated to be complete by end of 2026.
Naturalization and Restoration Plan	Initiated	Complete	Complete	Complete
Corporate Net Zero Emissions Plan	2024	Initiated	Complete	Complete

2. Rethink the way we communicate

2.1 Implement innovative communication technologies and tools

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Review of Traditional Communications Tools	Initiated	Complete	Complete	Complete
Digital Recreation Guide	2024	Initiated	Initiated	Complete
TOA Talks Podcast	Complete	Complete	Complete	Complete
Social Media Policy Update	Complete	Complete	Complete	Complete
Electronic Signs Report	Complete	Complete	Complete	Complete
Online Facility & Outdoor Spaces Booking and Tour	Complete	Complete	Complete	Complete
GPS Fleet Dashcam Project (relaunch of Track My Plow App)	Complete	Complete	Complete	Complete
Ajax Website Redesign	2025	Initiated	Complete	Complete

3. Equip our workforce for the future

3.1 Prioritize proactive recruitment

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Staff Investment	Ongoing	Ongoing	Complete	Complete
Investigate Apprentice and Intern Programs	Initiated	Complete	Complete	Complete
Recruitment Campaigns and Pilots	Ongoing	Ongoing	Ongoing	Complete

3.2 Continue to be an employer of choice

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
HR Strategy & Corporate Succession Strategy	2025	Initiated	Complete	Complete

Non Union Compensation Review Implementation	Complete	Complete	Complete	Complete
DEI Supports and Workforce Census Implementation	Ongoing	Ongoing	Ongoing	Complete
Human Resource Management System	2025	Initiated	Complete	Complete
Hybrid Workplace Policy	Complete	Complete	Complete	Complete
Talent Management Initiative	Ongoing	Ongoing	Ongoing	Complete
Exempt Working Conditions Review	2025	Initiated	Initiated	Anticipated to be complete in 2027 as part of the HR Strategy implementation.

4. Ready our organization for the future

4.1 Plan for and define critical corporate processes

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Records and Information Strategy and Information Security/Privacy Program	Initiated	Complete	Complete	Complete
GIS Strategy Implementation/Advancements in Data Governance and Use	Ongoing	Ongoing	Complete	Complete
Invest in Cybersecurity	Ongoing	Complete	Complete	Complete

4.2 Ensure an efficient and effective service delivery

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
Accommodation Modifications	Initiated	Initiated	Ongoing	Anticipated to be complete by end of 2026.
Explore Council Chambers Retrofit Feasibility	2025	Initiated	Complete	Complete
Customer Service Strategy	Complete	Complete	Complete	Complete
Customer Relationship Management Software	2026	Initiated	Complete	Complete
Continuous Improvement Initiatives	Ongoing	Ongoing	Ongoing	Complete

5. Demonstrate sound financial management

5.1 Manage financial resources and assets to address growing needs

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26
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Development Charge By-law Program	Ongoing	Ongoing	Ongoing	Complete
Infrastructure Management (Stormwater Management Fee, Infrastructure Levy, Asset Management Plan, etc.)	Ongoing	Ongoing	Complete	Complete
Procurement Updates (Supplier Outreach Program & Purchasing By-law Update)	Ongoing	Ongoing	Complete	Complete
Financial Systems and Processes Review	Ongoing	Ongoing	Ongoing	Complete
Financial Sustainability Plan Update	2026	Initiated	Ongoing	Complete
Online Property Tax Portal	Initiated	Initiated	Complete	Complete

5.2 Anticipate and respond to risks and opportunities

Action	Status – June '24	Status – March '25	Status – March '26	Status – Sept '26w
Bill 23 Financial Impact Review	Ongoing	Ongoing	Complete	Complete
Annual Internal Audit Program	Complete	Complete	Complete	Complete
Non-tax Revenue Opportunities (i.e. Naming Rights)	Ongoing	Ongoing	Ongoing	Complete
AMPS (Administrative Monetary Penalty System) Program	2024	Initiated	Complete	Complete



Town of Ajax Report Open Session

Report To: General Government Committee

Prepared By: Meina Lutfi. Business Engagement Advisor

Report Number: PSA-2026-18

Subject: Business Engagement & Support Strategy Biannual Report #2

Wards: All Wards

Date of Meeting: September 14, 2026

Reference: Business Engagement & Support Strategy Presentation to Council /
March 24, 2025 & Business Engagement and Support Strategy
Year 1 Biannual Update /PSA-2026-02

Recommendation:

That Council receive this report for information.

Background:

This report is a continuation of the Business Engagement & Support Strategy Year 1 Biannual Report presented to Council in March 2026. It provides an update on the implementation of the Town of Ajax's 2025-2027 Business Engagement & Support Strategy and highlights progress made across its three strategic goals.

The Business Engagement & Support Strategy was developed to reflect the changing role of municipal economic development, with an increased focus on relationship building, business supports, community connections, tourism, data collection and positioning Ajax for long-term growth.

The Strategy prioritizes three principles: practical, reflective and measurable, with a focus on quantifiable deliverables and data collection.

Since the last update, staff have continued to build relationships with the local business community while responding to emerging issues, delivering new programs and leveraging partnerships to create opportunities for businesses and the broader community. The following highlights progress across the Strategy's three strategic goals.

Discussion:

Goal 1: Improving Connections

Goal 1 focuses on strengthening relationships with local businesses, increasing direct engagement, improving communications and building stronger connections across the economic development ecosystem.

1.1 Partner with local economic development ecosystem

The Business Engagement & Support (BE&S) team continues to strengthen Ajax's connections within the broader economic development ecosystem through regular engagement with regional, provincial and industry partners.

Staff have participated in three Durham Economic Development Partnership (DEDP) meetings, three Durham Economic Executive Forum (DEEF) meetings, six Durham Region Tourism Group meetings and two Intelligent Community Consortium meetings. Staff have also participated in over 20 networking and industry events and engaged with 30 chambers of commerce, boards of trades, consulates, industry associations and business organizations, including the Spanish Chamber of Commerce, French Chamber/FCCCO, Canadian German Trade Alliance (CGTA), Canadian Manufacturers & Exporters (CME), Life Sciences Ontario (LSO) and Supply Chain Canada.

As part of the DEDP mission to Hannover Messe in Germany last year, the Mayor and Manager of Strategic Initiatives represented Ajax in a series of international business and economic development engagements. The delegation participated in 10 business-to-business meetings and 7 government-to-government meetings with prospective investors, government representatives and trade associates, as well as interacted with thousands of visitors to the Invest Durham conference booth. These engagements provided opportunities to promote Ajax as an investment destination, strengthen economic development partnerships and identify potential investment and business expansion opportunities.

Staff have also continued to curate relationships with organizations supporting local businesses, including the Ajax-Pickering Board of Trade (APBOT), Business Advisory Centre Durham (BACD), Spark Centre, BDC, Durham Workforce Authority, Central Counties Tourism, Connecting GTA and other industry and economic development organizations.

This continued presence allows staff to share information, identify opportunities and bring external resources, connections and partnerships back to the Ajax business community.

1.2 Implement AI or other advanced technology tools to improve concierge services for new and existing businesses

The Powered by Ajax program launched in April as a new platform for connecting businesses with the Town and increasing the visibility of local businesses.

As part of the program, the Ajax Business Directory underwent a substantial overhaul. Businesses can now create accounts, manage their own profiles and update their information directly. Multiple users can access the same business account, while

enhanced profiles allow businesses to provide information such as logos, hours of operation, events, business tags and additional statistics.

A new 'Claim Business' function was also introduced, allowing existing businesses to take ownership of their listing and improve the accuracy of information available to the public.

The directory now includes an interactive map that responds to user searches, making it easier to explore businesses geographically throughout Ajax. Powered by Ajax members also receive enhanced listing opportunities, including priority placement, more detailed profiles and access to additional resources and opportunities.

Since the launch, 50 businesses have registered and paid for the Powered by Ajax program. While registration to date is below the initial projection, staff continue to promote the program through direct business outreach and engagement opportunities. Staff will continue to monitor registration and identify opportunities to increase awareness and participation.

The enhanced directory represents a new digital tool that improves access to business information and services while reducing the need for staff to manually manage routine updates.

1.3 Enhance public-facing communications by leveraging tools like videography, photography and TOA talks

Staff have continued to build on the success of previous video campaigns, with a specific focus on reaching audiences and growing the Ajax Advantage following.

To promote Powered by Ajax, staff created *Ajax Wears Prada*, a parody inspired by the trending *The Devil Wears Prada* social videos. The video generated 5,884 Instagram views, with 80 per cent of the viewers being non-followers. It generated 208 interactions and accumulated 17 hours and 27 minutes of watch time.

Communications supporting the Town's FIFA World Cup™ campaign also demonstrated the reach of short-form videos. Ten videos promoting the Ajax Fan Zone generated a combined 47,769 Instagram views, supported by an additional 15 posts promoting the watch party series.

The Town also hosted a meet and greet event with Derek Cornelius, Team Canada player and Ajax resident. Supporting video content generated nearly 16,000 views, with approximately 75 per cent of viewers being non-followers.

Since the beginning of the year, the Ajax Advantage Instagram account has gained nearly 700 new followers, demonstrating continued growth of the account's digital audience.

1.4 Implement a robust business visitation and corporate calling program

BE&S staff continue to prioritize being on the ground and maintaining direct relationships with the business community. Business engagement has included routine business visits, targeted outreach, program and business recruitment, community response and relationship-building activities.

This year, staff completed more than 100 business visits through the Community Cleanup initiative. Staff have also done more than 70 business visits and touchpoints related to the Harwood Plaza fire, providing direct communication and support during a challenging period for affected businesses.

Staff have also conducted targeted outreach to local restaurants in support of the Made in Ajax Passport Program.

BE&S staff also connected with four of the five Canadian Supercluster/Global Innovation Cluster organizations, including NGen, Protein Industries Canada/Protein Supercluster, Scale AI and Digital Supercluster. Staff also participated in one Ministry of Economic Development, Job Creation and Trade (MEDJCT) Energy/Nuclear industry tour, in addition to ongoing MEDJCT outreach and event coordination.

Continued engagement with manufacturing and industrial businesses has included GEODIS, Triforest Inc., Safran Landing System and other local businesses and industry partners. This engagement helps staff better understand sector needs, identify opportunities and connect businesses with Town programs, external resources, potential partners and investment opportunities.

Since January 2026, staff have also participated in 26 business recognition celebrations, including grand openings, anniversaries and other business milestones. These celebrations provide an opportunity to connect directly with businesses, recognize their contributions to the local economy and strengthen relationships between the Town and business community.

1.5 Ideate creative concepts to build on the success of quarterly Ajax Business Network Events.

Staff continue to look for ways to evolve the Ajax Business Network (ABN) beyond traditional networking events by creating opportunities for businesses to connect in more informal and engaging settings.

The January ABN, delivered in partnership with the Ajax Public Library and employment lawyer, Tara Seosankar, provided businesses with a plain-language overview of employment law changes and practical compliance information.

The upcoming ABN will take a more active approach through a partnership with Lime. Businesses will be invited to participate in a complimentary scenic ride from Town Hall to Paradise Beach, creating an opportunity to combine networking, active transportation and local tourism.

BE&S staff also led the delivery of five Ajax Fan Zone events, creating new opportunities for residents, visitors and local businesses to gather and engage during

the World Cup™. The events created a strong sense of community and excitement throughout the tournament, with the energy extending beyond the event sites and creating a ripple effect across Town as local businesses, residents and community organizations embraced the World Cup™.

Additional business-focused programming included the Powered by Ajax launch event and a Coffee Connect business networking partnership with APBOT.

1.6 Continuous improvement of engagement tools, including the identification of business champions in different sectors and a formal business visitation program.

The continued expansion of direct business engagement has strengthened the Town's ability to identify business champions, understand emerging issues and connect businesses with appropriate support.

Staff have identified businesses in the banking, retail and restaurant sectors to serve as business champions within the local business community. These businesses provide valuable connections between the Town and businesses in their respective sectors and help support broader engagement and communication.

Staff will continue to identify and work with businesses that are well positioned to serve as champions, based on their sector knowledge, community connections and ability to support engagement with other businesses.

Goal 2: Build Potential

Goal 2 focuses on strengthening the capacity and competitiveness of Ajax's existing business community, while supporting tourism, workforce development, community integration and new opportunities for local businesses.

2.1 Reinvest film permit revenues to increase profile in film industries and support economic growth

The Town continues to maintain a responsive and efficient approach to film production, supporting production companies through permitting, site coordination, logistics and communication.

While there has been no filming activity in Ajax this year, staff continue to maintain relationships with production partners and remain prepared to facilitate future production opportunities.

2.3 Implement the Municipal Accommodation Tax and invest revenue, leveraging partnership with Durham Tourism

Municipal Accommodation Tax (MAT) revenue has provided the Town with a new funding source to support tourism development and visitor-focused initiatives.

Council-approved MAT funding was used to support the FIFA tourism campaign. The investment supported community programming, activations and visitor experiences

while creating opportunities for local restaurants, vendors and other businesses to participate.

MAT funding also supported the Town's 50th anniversary celebration of the 8th HMS Ajax visit in June. The celebrations included a series of special events and contests that provided opportunities for residents and visitors to participate in commemorative activities, connect with Ajax's naval heritage and experience the community's tourism and cultural offerings.

On July 27, the Town finalized its MAT agreement with Durham Tourism. Per provincial legislation, 50 per cent of the MAT revenue collected by Ajax, less administration costs, must be directed to an "Eligible Tourism Entity" to be reinvested in tourism initiatives in the community. At the time of program approval, Council approved the designation of Durham Tourism as the ETE for tourism marketing and destination development in Ajax.

Working with Durham Tourism allows Ajax to leverage the Region's broader tourism marketing reach, industry relationships and destination development expertise. Tourism activity extends beyond municipal boundaries. Regional collaboration helps position Ajax as part of a larger Durham Region destination and connect local tourism businesses and experiences with visitors across the province, Canada and internationally.

The agreement also requires Durham Tourism to develop a three-year strategic and tactical marketing plan for Ajax, focused on increasing visitation, promoting Ajax provincially, nationally and internationally, and supporting local tourism product and industry growth. This new plan will be presented for Council consideration in the new year.

The Town also continued to engage with local accommodation providers to support MAT compliance and awareness. Staff conducted visits with five hotels and undertook an Airbnb compliance campaign. As a result of this outreach, the number of Airbnb remitters increased slightly; however advocacy work directly with Airbnb, VRBO, and the Ministry of Tourism, Culture and Gaming will continue to identify a sustainable and reasonable compliance structure for short-term rentals and the MAT.

Together, these initiatives establish a formal structure for reinvesting MAT revenues into tourism marketing and destination development while improving the Town's understanding of the local accommodation sector.

2.5 Provide education and engagement sessions on areas of importance to local businesses

Staff have continued to respond to emerging issues affecting the business community, with tariffs and community safety among the most significant areas of focus.

In response to changing tariff and trade conditions, the Town distributed more than 4,000 tariff-related emails to the Ajax business community and maintained a dedicated tariff response webpage with current information, programs and available business supports.

Staff also conducted direct business outreach to better understand the impacts of tariffs on local businesses, developed a tariff impact survey and identified provincial and federal support programs that could assist affected businesses.

The Town has participated in regional and municipal discussions regarding tariffs, trade impacts and business supports, while continuing Business Retention and Expansion outreach focused on business challenges and trade diversification opportunities.

Community safety and homelessness have also required significant business engagement. Staff completed more than 300 business and community touchpoints related to homelessness, including meeting invitations, check-ins, responses and follow-up. A dedicated business community meeting was also hosted with businesses in Downtown Ajax invited to meet with the Town of Ajax, Durham Regional Police Service and Durham Region Housing Services to discuss community safety and recent developments related to homelessness.

This engagement has provided businesses with an opportunity to raise concerns directly while helping the Town better understand the impacts being experienced by the business community.

2.6 Partner on and develop targeted communications to support local restaurants, including a Food Guide

Staff continued to support local restaurants through the Made in Ajax culinary guide and Made in Ajax Passport Program, which was highlighted through the FIFA World Cup™ activations.

The Guide showcases Ajax's diverse restaurant sector and provides residents and visitors with a centralized resource for discovering local food businesses.

As part of the Passport Program, staff visited more than 50 restaurants, resulting in 15 restaurants participating. The program provides another opportunity to promote local restaurants, encourage residents and visitors to explore Ajax's culinary offerings and connect tourism activity with local economic development.

2.7 Lead the attraction of unique events and offerings for the new Ajax Fairgrounds and measure local economic impact

BE&S staff participated in the review of five applicants seeking to host major festivals and events at the Ajax Fairgrounds, including assessing the feasibility of proposed events to support the overall review and approval process. The work helps facilitate economic development and tourism opportunities by identifying events that attract visitors, generate local spending and contribute to activities at the Fairgrounds.

The Ajax Fairgrounds also served as the launch location for the Town's Ajax Fan Zone series. The event welcomed around 500 attendees and brought together residents and visitors for a community celebration featuring food truck vendors, activations, local businesses and local soccer associations.

The event demonstrated the potential of the Fairgrounds to support moderate-scale community and visitor-focused programming that brings people together while creating opportunities for local businesses and vendors.

2.10 Identify opportunities for unique placemaking activations, including both temporary and permanent installations

The FIFA World Cup™ provided an opportunity to test the impact of temporary placemaking and create new community gathering spaces.

During the tournament, Pat Bayly Square became a community hub for watching Team Canada on the big screen, with four games hosted at the Square and approximately 500 guests attending each event.

The temporary renaming of Pat Bayly Square to Derek Cornelius Square, recognizing the Ajax resident and Team Canada player, and a chalk mural developed in collaboration with Medallion Corporation further transformed the space and created a stronger connection between the global tournament and the local community.

Together, these temporary placemaking elements helped transform the Square into a destination rather than simply a location for viewing a game. The strong attendance demonstrated the potential for placemaking to increase visitation, create community connections and support nearby businesses during special events.

Another example of temporary placemaking is Paradise Beach Bar, which opened at the Ajax waterfront on July 3. The seasonal destination provides residents and visitors with an outdoor place to gather, supported by local food and beverage businesses and connected directly to the waterfront trail.

Located along the waterfront and accessible by foot, bicycle and other forms of active transportation, the activation complements Ajax's existing waterfront amenities and encourages visitors to spend more time exploring the area.

Goal 3: Facilitate Growth

Goal 3 focuses on establishing the data, partnerships and priorities needed to position Ajax for long-term economic growth and evidence-based decision-making.

3.1 Research and update the Town's key employment sectors and gaps

Staff continue to develop a stronger understanding of Ajax's key employment sectors through direct engagement with local businesses, industry organizations and innovation-focused organizations.

This engagement is providing staff with additional insight into sector specific trends, opportunities and challenges. The information will help inform future sector priorities and support the planned update of the Business Retention and Expansion Strategy in 2027.

3.3 Establish corporate priorities and focus areas for tourism

Tourism continues to emerge as an important area of focus for the Town, with opportunities identified across sport tourism, culinary tourism and active transportation.

The FIFA World Cup™ provided an opportunity to showcase Ajax as a destination for residents and visitors travelling to the region for tournament activity. The Town's campaign and Ajax Fan Zone series generated significant community participation.

The campaign was supported through a strong digital communications strategy, helping extend the reach of the Town's tourism programming to residents and visitors. BE&S staff also secured \$29,000 in sponsorship support from Medallion Corporation and Ontario Power Generation for the FIFA programming. This leveraged corporate partnerships to enhance the visitor experience, support the delivery of tourism-related programming and decreasing reliance on Town funding sources.

BE&S staff also secured \$6,000 through Central Counties Tourism's Partnership Program to support the refresh of the Town's tourism webpages. The updated content will include curated itineraries, original photography that captures the character and charm of Ajax and storytelling designed to give visitors a reason to explore the community. The project will also include collaborations with influencers to promote tourism in Ajax and direct audiences to the Town's website.

Active transportation has also been incorporated into business engagement, with the upcoming ABN partnership with Lime providing an opportunity to connect business networking with Ajax's waterfront, trails and active transportation network.

To increase visibility and access to the waterfront, BE&S staff worked with Canadian TODS Limited to secure a new highway sign at the Westney Road Eastbound exit directing visitors to the Ajax Waterfront Trail, one of the community's most scenic destinations. Staff also coordinated trailblazer signage with the Region to help guide visitors to the waterfront.

Together, these initiatives demonstrate how tourism, business engagement, community amenities and private-sector partnerships can intersect to create stronger visitor experiences and support local economic activity.

3.4 Implement quantitative tracking and analysis for amenity, event and key business areas to drive future decision-making

The Town has subscribed to a GIS-based visitor tracking system through Central Counties Tourism that will provide staff with a stronger understanding of who is visiting Ajax and how visitation changes over time.

The system can geofence Town facilities and distinguish between local visitors, generally defined as visitors travelling within 40 kilometres and tourists travelling from 40 kilometres or more.

The data will provide insight into where visitors are travelling from, as well as demographic characteristics, interests and audience segments. This information can help staff assess whether tourism marketing is reaching intended audiences, and identify opportunities for more targeted promotion.

Data can be reviewed monthly and annually, allowing staff to identify seasonal trends and compare visitation year over year, including against data dating back to 2022.

This represents an important step toward establishing a stronger evidence base for future tourism, event and economic development decisions, as well as strengthening business cases for grant funding and broader corporate decision-making.

3.5 Improve public reporting on key data points to demonstrate economic growth and business wealth in Ajax

Staff have developed the Invest Ajax – Commercial Properties, Data & Business Resources webpage as a centralized investment attraction tool for site selectors, investors, foreign agencies and external organizations.

The resource brings together commercial property and site-selection information, Ajax business and demographic data, and local, provincial and federal business resources. To date, the resource has been shared with more than 20 organizations outside Durham Region to increase awareness of Ajax as a location for investment and expansion.

Staff have also responded to more than 10 site-selection requests, submitted more than 10 potential sites in response to Durham Region inquiries and investigated more than eight potential sites related to the potential relocation of the CFOC homeless shelter.

Staff also engaged with three housing and supportive housing organizations, including Habitat for Humanity, Genesis Group and 2 Step Homes, assisting with the identification of potential lands and sites for supportive housing projects.

Approximately 1.8 million square feet of completed, under-construction and proposed development space and investment activity have also been reported through annual investment metrics.

The Town supported the arrival of GEODIS at Lakeridge Logistics Centre, representing approximately 470,000 square feet of space and 100 full-time jobs.

Staff have additionally shared more than 30 sites with existing and prospective businesses seeking commercial or industrial space in Ajax.

3.7 Partner with Corporate Services on the development of a publicly owned land inventory

The Publicly-Owned Land Inventory initiative successfully delivered a Housing Accelerator Fund-funded inventory and mapping tool that catalogued publicly-owned lands across Ajax. The process screened sites for redevelopment potential and

identified 16 candidate properties totaling approximately 32 hectares. As a result, staff initiated partnership discussions with 5 major public-sector landowners, including Durham Region, Metrolinx, Lakeridge Health, Durham District School Board and the Ministry of Transportation.

The initiative was presented to General Government Committee on December 8, 2025, and subsequently transitioned into an implementation phase resulting in the proposed supportive housing development on land owned by the Region of Durham at Harwood and Achilles Roads; and is informing ongoing discussions with Ashley Manor Housing Corporation.

3.8 Examine and address policy and by-law gaps that limit growth and attraction potential, stifle community vibrancy and create red tape

The Business Friendly Departmental Review is being scoped as a cross-departmental review of Town policies, procedures and processes that affect businesses looking to open, expand or invest in Ajax. The initial work will include case studies with current and past applicants, a review of internal processes, work instructions, policies and by-laws, and direct feedback from businesses on their experience working through Town processes. It will also involve collaboration across departments to identify opportunities to streamline processes, reduce barriers/red tape, improve communication and make it easier for businesses to navigate the Town.

The review will also look at more creative opportunities, such as improving how businesses are supported through planning and permitting, clearer educational resources and better coordination among departments.

Staff aim to bring forward a package of practical recommendations and process improvements for Council consideration in the new year.

3.9 Focus attraction efforts on businesses that support intensification efforts

Staff have explored opportunities to introduce car-sharing services in Ajax through engagement with Bristol Car & Truck Rentals, Ashley Manor Housing Corporation and the Town. The work was focused on expanding transportation options that support intensification, reduce reliance on private vehicle ownership, and complement higher-density mixed-use development. Staff reviewed municipal best practices, met with Bristol representatives and developed a pilot agreement to test a car-share program within a municipally owned parking area.

The initiative was viewed as both a transportation and economic development opportunity, supporting the Town's objective of creating complete communities where residents can access services and amenities without increased dependence on personal vehicles. Engagement with Bristol also advanced broader discussions about attracting businesses that support compact, walkable neighbourhoods.

Building on this foundation, business attraction efforts in 2027 will include continued exploration of car-share services alongside targeted engagement with small-format grocery stores, daycares, health care providers, and other neighbourhood-serving

businesses that support intensification, community vibrancy, and the development of complete communities across Ajax.

Financial Implications:

NA

Communication Issues:

Biannual progress reports will continue to be presented to Council to communicate updates on each goal of the plan, as well as achieved or completed actions.

Relationship to the Strategic Plan:

The report aligns with Action26, specifically the Town's goals related to strengthening local economic growth, enhancing community engagement and modernizing service delivery.

Conclusion:

The Business Engagement & Support Strategy continues to move from foundational development into active implementation, with staff increasingly focused on measurable outcomes, direct business engagement and creating opportunities that benefit both the business community and the broader Ajax community.

Since the last update in March 2026, staff have strengthened relationships across the economic development ecosystem, expanded direct business engagement, recognized local business milestones, launched Powered by Ajax, advanced investment attraction tools, responded to emerging issues affecting businesses and delivered new tourism and placemaking initiatives.

With one year remaining in the 2025-2027 Strategy, staff will continue to build on this momentum, complete the remaining action items and use the data, partnerships and relationships developed through the Strategy to inform future priorities for the Town's business community and economy.

Attachments:

NA

Prepared by:

Meina Lutfi, Business Engagement Advisor

Submitted by:

Christie McLardie – Director of Public & Strategic Affairs

Approved by:

Shane Baker – Chief Administrative Officer



Town of Ajax Report Open Session

Report To: General Government Committee

Prepared By: Liam Nichols – Strategic Initiatives Coordinator (Grants)
Amy Seymour – Communications Coordinator, Housing Initiatives

Report Number: PSA-2026-19

Subject: Additional Dwelling Units Incentive Program

Wards: All Wards

Date of Meeting: September 14, 2026

Reference: PSA-2025-02

Recommendation:

That report PSA-2026-19 be received for information.

Background:

In late 2023, the Town of Ajax was approved to receive \$21,976,915.60 in Housing Accelerator Fund (HAF) funding from the Canada Mortgage and Housing Corporation (CMHC) over a four-year period.

As a condition of this funding, the Town committed to an Approved Action Plan comprising seven initiatives, one of which was the introduction of a Zoning By-law Amendment and Official Plan Amendment permitting up to four residential units as-of-right on eligible properties.

Through report PSA-2025-02, Council approved the use of up to \$300,000 from the HAF allocation to fund an Additional Dwelling Unit (ADU) Incentive Program, with the goal of encouraging homeowners to add new self-contained housing units, such as basement apartments, garden suites and in-law suites, to their properties and helping the Town advance its housing supply targets under the HAF agreement and its broader Municipal Housing Target Pledge of 17,000 new homes by 2031.

Staff launched the Build More, Get More Grant Program on July 2, 2025, providing a direct funding incentive to property owners who added one or more new ADUs to a property in Ajax.

The program offers tiered grants based on the number of units created on a property: \$2,000 for one unit, \$3,000 per unit (up to \$6,000) for two units, and \$4,000 per unit (up to \$12,000) for three units, with a maximum incentive of \$12,000 per property.

To be eligible, building permit applications must have been submitted on or after the July 2nd 2025, and grant funds are only issued after construction is complete, all inspections have passed, and the permit has been closed; no funds are provided in advance or during construction. Applications were approved on a first-come, first-served basis given the limited funding available.

Demand for the program was strong following its launch, supported by a coordinated marketing and promotional campaign, including a dedicated booth and Town Hall, a strategic partnership with Resimate to provide ADU overlay mapping for residents and their properties, pop-up booths at community events, such as Music in the Square and the Pickering Village Fall Street Festival, and the Town's "A Home in Your Backyard" event held in late 2025.

As applications approached the Council-approved funding envelope, staff closed the program to new intake in June 2026 to ensure fairness and predictability for those already in the queue, with remaining applicants directed to complete their enrollment and permit closure by the program's funding deadline.

Discussion:

Since intake closed in June 2026, staff continue to manage the pipeline of enrolled applicants and to field inquiries from residents still interested in the program. Interested residents continue to be directed to the Town's ADU Property Mapping Tool, so they can pursue an ADU build without the grant, as applicable.

All incentive funds must be paid out and permits closed by March 2027, in accordance with the program guidelines. To ensure enrolled applicants who are not actively progressing do not hold a spot from someone able to complete their project in time, staff will follow up with all enrollees in mid-September 2026 to confirm they are actively working toward completing their ADU with the goal of ensuring incentive funds are paid on a first-come, first-served basis as units are completed.

Staff will report back to Council with a final summary of program results, including the total number of units incented and funds disbursed, once all enrolled applicants have been resolved and the program is formally wound down.

As of this report, 159 ADU applications have been deemed eligible for the grant. Of those deemed eligible, 52 ADU permits have been fully completed and paid out, representing \$104,000 in grant dollars paid or committed to date.

The incentive program is designed to encourage completion of ADU projects, and, to that end, staff will continue to work with applicants and anticipate that all outstanding funds will be disbursed before March 2027. To ensure all funds are spent, staff have compiled and will work through a waiting-list of potentially eligible applicants who began

their ADU after program cutoff, but who may complete their ADU before the program expires.

Financial Implications:

Council approved up to \$300,000 from the HAF allocation to fund the Build More, Get More ADU Incentive Program.

A final accounting of total funds disbursed will be brought back to Council once the program is formally wound down.

Should the program expire with an unspent balance, unused funds will be re-allocated to other Housing Accelerator Fund projects and initiatives in accordance with Town financial policies and procedures.

Communication Issues:

There are no communications issues arising from this report.

Relationship to the Strategic Plan:

This report aligns with the following sections of the 2022-2026 Strategic Plan (Action26):

- Growing our Community — Priority 1: Embrace Dynamic and Sustainable Growth
- Modernizing our Community — Priority 5: Demonstrate sound financial management

Conclusion:

The Build More, Get More ADU Incentive Program has been an effective tool in advancing the Town's housing supply objectives under its Housing Accelerator Fund agreement and broader Municipal Housing Target Pledge of 17,000 new homes by 2031.

With intake closed, staff are focused on managing the remaining enrolled applicants through to completion, with all funds paid out and permits closed by March 1, 2027.

Staff will report back to Council with a final summary of program results, including total units incented and funds disbursed, once the program is formally wound down.

Attachments:

N/A

Prepared by:

Liam Nichols – Strategic Initiatives Coordinator (Grants)
Amy Seymour – Communications Coordinator, Housing Initiatives

Submitted by:

Christie McLardie – Director of Public & Strategic Affairs

Approved by:

Shane Baker – Chief Administrative Officer



Town of Ajax Report Open Session

Report To: General Government Committee

Prepared By: Liam Nichols, Strategic Initiatives Coordinator (Grants)

Report Number: PSA-2026-20

Subject: Ajax Partnership Fund Update

Wards: All Wards

Date of Meeting: September 14, 2026

Reference: CA0-2022-06: New Corporate Giving Program Proposal

Recommendation:

That report PSA-2026-20 be received for information.

Background:

The Ajax Partnership Fund ('APF') is the Town of Ajax' corporate giving program, providing financial support to a variety of organizations, including non-profits, registered charities, community groups, individual residents and for-profit corporations delivering projects and programs with a demonstrable benefit to the Ajax community.

Council established the Ajax Partnership Fund in 2022 to centralize corporate support and give the Ajax community a fair, impartial process to request Town funding without making individual delegations to Council. Funding for the APF is provided by the Ontario Lottery and Gaming Corporation as the Town is a host to a gaming facility, and we are grateful for their support. Council allocated \$250,000 per year for the first three years of the program and \$100,000 for the final year for a total allocation of \$850,000.

Each year, applications are received by staff who conduct an evaluation of the applications and score submissions. Grants are awarded based on a blend of overall scores and, within the approved funding envelope, to ensure a mixture of projects receive award funding.

Since its first intake in 2023, the fund has completed three full granting cycles with the final fourth cycle currently in progress.

Discussion:

The fund has committed \$850,000 over four years to 158 projects and bursaries. The table below summarizes allocations by cycle:

Fund Cycle	Projects Funded	Total Allocated
2023	38	\$239,000
2024	29	\$239,000
2025	35	\$239,000
2026 (cycle in progress)	19	\$100,000.00
Bursaries (over four years)	37	\$33,000.00
Four-Year Total	158	\$850,000.00

The largest single commitment made under the APF is \$50,000 for the Alzheimer Society of Durham Region's establishment of a dedicated Ajax Hub at Grandview Kid's The Jerry Coughlan Building. Each cycle, staff attempt to adequately fund as many projects as possible to a level that enables projects to advance. In doing so, the amount of funding awarded to individual projects varies widely.

Who the fund supported

The fund's recipients represent the full breadth of the Ajax community. Most grants (47) were awarded to non-profit organizations, followed by registered charities (40) and community groups (13). A small number of individual residents and for-profit organizations were awarded funding to deliver community events and programs.

Funded projects consistently reached residents who face systemic barriers. Over the four cycles, projects identified serving racialized people (57 projects), women (52), people with disabilities (52), 2SLGBTQI+ residents (39), and Indigenous peoples (33).

Reporting

Recipients are required to report against a set of mandatory performance measures. Aggregated across all reporting projects, the Fund has generated more than 167,969 community touchpoints, including over 165,000 instances of service to Ajax residents and nearly 2,000 public-facing communications that raised the profile of the Town's partnership. Because the Fund frequently supports region wide organizations based in or delivering programming in Ajax, its benefits also extend to the broader Durham community.

Mandatory Performance Measure	Achieved to Date
Ajax residents served	165,521
Ajax businesses served	450
Public-facing communications	1,998

Total	167,969
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Reporting also asked recipients to provide information on how their project went in a narrative report.

Below are excerpts from the narrative reports:

"The Town of Ajax's continued partnership has been instrumental in the success and growth of Pride Durham... thank you to the Town of Ajax for your continued trust, partnership, and investment in building a more inclusive community. We look forward to continuing this partnership in the years ahead."

- Pride Durham

"Our project was a success: we were able to reach 745 children and youth throughout Ajax with complimentary STEM programming through this grant, which was even more than originally estimated."

- Scientists in School

"We are proud to bring in-person CNIB programs and services to Durham for the first time! With your help, we are overcoming lingering reluctance to in-person programming and removing geographic barriers to participation for our community."

- CNIB

"People who are often isolated looked forward to their weekly delivery of meals. We did all of our shopping in Ajax ensuring that local businesses benefitted as well."

- Community Living Ajax Pickering and Whitby

"The 11th annual Looking Back into the Future was a success! We had 115 registrations this year, wonderful performances and the inspirational Dr. Jean Augustine as the keynote speaker."

- OyES – Oyeniran Education Support

For clarity, this report does not include the Discounted Facility Rentals Program, as that program is tracked, evaluated and reported separately.

Financial Implications:

There are no financial implications arising directly from this report.

Communication Issues:

There are no communication issues arising directly from this report.

Relationship to the Strategic Plan:

This report aligns with the strategic plan pillar Connecting our Community – Improve well-being and quality of life – Ajax Partnership Fund Implementation and Reporting.

Conclusion:

Since 2023, the Fund has committed its full \$850,000 allocation to 158 projects and bursaries, reaching a broad cross-section of non-profits, charities, community groups, residents and local organizations.

Funded projects have generated more than 167,969 community touchpoints while consistently reaching those who face systemic barriers. As the final 2026 cycle concludes, staff will continue to monitor project outcomes and reporting to ensure the Fund delivers meaningful, measurable benefits to the Ajax community.

Attachments:

N/A

Prepared by:

Liam Nichols – Strategic Initiatives Coordinator (Grants)

Submitted by:

Christie McLardie – Director of Public & Strategic Affairs

Approved by:

Shane Baker – Chief Administrative Officer



Town of Ajax Report Open Session

Report To: General Government Committee

Prepared By: Liam Nichols, Strategic Initiatives Coordinator (Grants)

Report Number: PSA-2026-21

Subject: 2025/2026 Grants Update

Wards: All Wards

Date of Meeting: September 14, 2026

Reference: PSA-2025-04: External Grants Update

Recommendation:

1. That report PSA-2026-21 be received for information.

Background:

The Town of Ajax continues to actively pursue external funding opportunities from federal, provincial, and other grant programs to support strategic priorities, enhance municipal services, accelerate capital projects, and reduce reliance on reserve funds, property tax and debt financing.

Grant applications submitted in 2025 and 2026 to date have supported a broad range of initiatives, including housing and growth management, transportation and road safety, recreation and community infrastructure, environmental sustainability, economic development, and community well-being. Grant opportunities were evaluated and coordinated in collaboration with project leads across the organization and tracked through the Town's centralized grant management process to monitor application status, funding outcomes, key milestones, reporting requirements, and financial impacts.

Since January 1, 2025, the Town has submitted **40** external grant applications representing approximately **\$161,493,000.00** in requested funding.

Of these submissions, **21** were approved, **7** were not approved, and **12** remain under review. This report provides Council with a high-level overview of the Town's 2025/26 grant activity, funding outcomes, and the status of key grant-funded projects and initiatives.

Discussion:

Below is a summary of grant activity for the period of January 1, 2025 – September 1, 2026.

Successful Applications Submitted in 2025:

Grant Program	Project Summary	Funding
Active Transportation Fund: Capital Projects	Build multi-use trail and bridge through Duffins Creek Valley.	\$1,215,000
Road Safety Initiatives Fund	Fund targeted traffic enforcement and community traffic-calming measures.	\$369,261
Seniors Active Living Centres Program 2025–26	Support three seniors' clubs and virtual programming for older adults.	\$59,420
Fire Protection Grant 2025–26	Reduce carcinogen exposure through station equipment and safety upgrades.	\$52,821
Ontario CCTV Grant with DRPS	Install CCTV cameras in Ajax with DRPS.	\$45,733
Zero Emission Vehicle Infrastructure Program: Round 4	Install eight Level 2 EV charging ports at waterfront pavilions.	\$40,000
Canada Summer Jobs 2026	Subsidize various Town summer student positions during 2026.	\$34,804
Celebrate Canada 2026	Support Ajax Canada Day celebrations in 2026.	\$25,000
Mental Health Supports for Public Safety Personnel	Subsidize specialized mental health supports for Ajax Firefighters.	\$24,600
Firehouse Subs Public Safety Foundation of Canada Grant	Purchase interactive fire prevention education equipment and media tools.	\$15,492
Invasive Phragmites Control Fund 2025	Control invasive Phragmites across four hectares in Lower Carruthers.	\$15,000
Seniors Community Grant 2025–26	Deliver six digital literacy and cybersecurity seminars for older adults.	\$13,116
Municipal Climate Action Offer	Offset EnergyCAP costs for energy and emissions monitoring.	\$10,000
OPG Community Grant	Support various Town community events.	\$10,000
Enabling Accessibility Fund: Youth 2025	Install assistive listening systems at Ajax community centres.	\$9,819
Seniors Active Living Fair Funding Program 2025–26	Support seniors' active living fairs during 2025–26.	\$2,500
ParticipACTION Community Challenge 2025	Fund staffing and promotions for free June physical activities.	\$1,000
Total Funding		\$1,943,567

Successful Applications Submitted in 2026:

Grant Program	Project Summary	Funding
Road Safety Initiatives Fund Round 2	Fund targeted traffic enforcement and community traffic-calming measures.	\$1,470,507
2026-27 Seniors Active Living Centres Program	Annual funding for seniors' active living programming.	\$57,640
Invasive Phragmites Control Fund 2026	Manage invasive Phragmites in Lower Carruthers priority areas.	\$17,000
CanExport Community Investments 2026-27	International investment attraction and export development mission.	\$10,080
Central Counties Tourism Partnership Grant	Digital tourism platform promoting Ajax.	\$6,000
Total Funding		\$1,561,227.00

Pending Applications Submitted in 2026:

Grant Name
Play Your Court Grant
Community Building Retrofit - Capital Projects Loan and Grant
Enhancing Access to Spaces for Everyone (EASE)
Build Communities Strong Fund Direct Delivery stream - Ajax Community Centre Rehabilitation
Development Charge Reduction Program
Hydro One Community Partnership Grant
Accelerating Circularity in Construction Materials
Growing Canada's Community Canopies (GCCC) - Tree Planting
Mental Health Supports for Public Safety Personnel (MHS4PSP) Grant Program 2026-2027
Build Communities Strong Fund - Local Delivery Stream
Fire Protection Grant (FY26-27)
National Anti-Racism Fund (NARF) Projects Grants

No dollar figures are associated with pending applications due to the confidentiality surrounding grant negotiation processes. Once decisions are finalized and the Town is authorized to communicate results, the Town will share award figures publicly.

In addition to the above noted grants, staff continue to prepare applications for additional recently announced funding programs such as the second intake of the Community Sport and Recreation Infrastructure Fund.

Applications to the following programs were not successful:

Grant Name
Growing Canada's Community Canopies – Tree Planting
Short Term Rental Enforcement Fund

Grant Name
Canada Water Agency Funding for Freshwater Ecosystem Initiatives supporting community-based science stream
Canada Housing Infrastructure Fund
Community Sport and Recreation Infrastructure Fund – Round 1 – Stream 2
2025-26 Enhancing Access to Spaces for Everyone Grant- Municipalities/Indigenous Governing Bodies
National Anti-Racism Fund Program

Housing Accelerator Fund

Below is a breakdown of how the Housing Accelerator Fund is being expended as the Town enters the final year of the agreement:

Initiative or Eligible Expenditures	Commitments
Habitat For Humanity Affordable Housing Partnership	\$5,028,839.65
Community Space (Ajax Fairgrounds)	\$4,338,815.16
ACC Recreation Master Plan Renovation	\$3,104,988.05
Development Partnership Model - Pickering Village	\$1,574,398.14
Staffing to Support Initiatives (3 positions)	\$863,625.84
Housing Development Incentive Programs - Region of Durham	\$500,000.00
Housing Development Incentive Programs - Ashley Manor	\$500,000.00
Additional Dwelling Units ZBA / Building Permit Package / Marketing	\$429,997.48
Ajax GO Station Secondary Plan	\$400,000.00
E-permitting Online Application Portal	\$152,697.94
Inclusionary Zoning By-law and Management Framework (PMTSA)	\$145,460.84
Publicly Owned Surplus Land Assessment Criteria and Land Inventory	\$50,000.00
Total	\$17,088,823.10

The Town has received a total of \$16,482,686.70 for the first three years of the Housing Accelerator Fund program and is using interest earned from these funds to cover the commitments listed above.

The final payment of \$5,494,228.90 has always been conditional on the Town of Ajax meeting its targets under the agreement. Initial discussions with CMHC indicate that they are actively considering the eligibility of all HAF recipients to receive final payments given the overall program outcomes.

Financial Implications:

Financial implications related to projects and grant programs are managed through the Town's approved budget policies, financial procedures, and established reporting processes. Any project-specific funding requirements or financial impacts are addressed through the annual budget process and ongoing financial monitoring.

Communication Issues:

There are no communication implications associated with this report.

Relationship to the Strategic Plan:

This report supports the Town of Ajax's Action26 Strategic Plan pillar Demonstrate Sound Financial Management.

Conclusion:

The Town continues to pursue external funding to advance strategic priorities and reduce pressure on the Town's tax base. The results outlined in this report demonstrate the value of a coordinated approach to identifying, securing, and managing grant funding, with staff continuing to monitor pending applications and pursue new opportunities as they become available.

Attachments:

N/A

Prepared by:

Liam Nichols – Strategic Initiatives Coordinator (Grants)

Submitted by:

Christie McLardie – Director of Public & Strategic Affairs

Approved by:

Shane Baker – Chief Administrative Officer



Town of Ajax Report Open Session

Report To: General Government Committee

Prepared By: Marycarmen Lara Villanueva

Report #: PSA-2026-22

Subject: Update to TOA Land Acknowledgement and Related Policy

Ward(s): All

Date of Meeting: September 14, 2026

Reference: GGC Land Acknowledgement Update Report, Nov 9, 2020

Recommendation:

That Council approve the updated Corporate Land Acknowledgement.

Background:

The Town first implemented a Corporate Land Acknowledgement in 2017 to be read at the beginning of meetings of Council. In 2020, Council approved an updated Land Acknowledgement following consultation with Indigenous representatives, including the Mississaugas of Scugog Island First Nation and other Williams Treaties First Nations.

The current Land Acknowledgement recognizes the traditional and Treaty territory of the Mississaugas of Scugog Island First Nation and refers collectively to the Williams Treaties First Nations.

More recently, during a TOA Official Plan Review - Indigenous Advisory Committee meeting, Indigenous partners identified that the Town's current Land Acknowledgement does not name all seven Williams Treaties First Nations. This feedback prompted a review of the Land Acknowledgement to ensure that the Nations and treaty relationships connected to the Lands on which Ajax is situated are more accurately recognized.

The Town subsequently engaged the Mississaugas of Scugog Island First Nation, through Minogi Corp., to support an Indigenous-led consultation process. Minogi Corp. functions as the consultation and economic development arm for the Mississaugas of Scugog Island First Nation. The proposed updated Land Acknowledgement presented in this report reflects the guidance received through that process.

In conjunction with this update, a new Corporate Land Acknowledgement Policy has been developed to establish a consistent approach to the use and delivery of the Town's Land Acknowledgement.

Indigenous Consultation:

The review of the Town's Land Acknowledgement formed part of a broader Consultation and Funding Capacity Agreement with the Mississaugas of Scugog Island First Nation (MSIFN) for 2026. The agreement was established to provide MSIFN with meaningful capacity to participate in consultation and engagement on several Town initiatives related to Truth and Reconciliation, including the EDI Strategic Framework, the Land Acknowledgement and associated policy, the Arts and Culture Master Plan, and the Commemorative naming of the Zhaagawaamikong Aazhokigan bridge (formerly Rotary Park Bridge).

The Town engaged First Nation representatives, Chiefs and Indigenous community members as part of the 2020 update to its Land Acknowledgement. Since that time, the Town's relationships and engagement with Indigenous partners have continued to develop.

Through this agreement, the Town's EDI team worked with MSIFN to undertake the review of the Land Acknowledgement. MSIFN led the Indigenous consultation process, engaging relevant Indigenous Nations and partners to provide collective guidance on the acknowledgement and its recognition of the Lands, Treaties and Nations connected to Ajax.

Key areas of guidance arising from the consultation included the explicit recognition of all seven Williams Treaties First Nations, as well as greater clarity regarding Traditional and Treaty Territories. As well, recognition of the historical and ongoing Treaty relationship of the Mississaugas of Scugog Island First Nation, and language recognizing Indigenous Peoples as Rights Holders and Caretakers of the Lands and Waters.

The proposed updated Land Acknowledgement reflects this guidance and builds upon the work undertaken through the Town's previous consultation process.

Proposed Updated Land Acknowledgement:

The Lands on which we gather are situated within the Traditional and Treaty Territory of the Michi Saagiig Anishinaabeg and is covered by the 1923 Williams Treaties and the Gunshot Treaty of 1788, with pre-existing Treaty harvesting rights recognized by the 2018 Williams Treaties Settlement Agreement. The Rights-Holding, Sovereign Nations of the re-settlement include the Mississauga's of Scugog Island, Alderville, Curve Lake, Hiawatha and the Chippewas of Beausoleil, Rama, Georgina Island First Nations. The Town acknowledges the harmful effects of colonization and commits to making meaningful change toward Truth and Reconciliation by responding to the Calls to Action

and Justice and by engaging in reciprocal relationship building with First Nations peoples. This Land is and will continue to be home to Indigenous Peoples. We honour Indigenous histories and cultures and work to uphold our shared Treaty responsibilities, fostering healthy relations with the Lands, Waters, and Air.

Corporate Land Acknowledgement Policy

In conjunction with the proposed update, staff have developed a Corporate Land Acknowledgement Policy to strengthen the Town's approach to the use and delivery of its Land Acknowledgement. As the Town continues to advance its commitment to Truth and Reconciliation, the policy provides a foundation for ensuring that the Land Acknowledgement is understood and used as part of a broader commitment to learning, relationship-building and concrete commitments.

The policy establishes the purpose and appropriate use of the Corporate Land Acknowledgement, provides guidance on its delivery, identifies roles and responsibilities, and establishes a process for ongoing review in collaboration with Indigenous partners. It also reinforces that a Land Acknowledgement is not, on its own, an act of reconciliation, but should support continued learning about the Lands, Treaties, histories and relationships being acknowledged.

The development of the policy also aligns with the Town's EDI Strategic Framework and its strengthened approach to embedding equity and reconciliation within corporate policies, practices and decision-making. Together, the updated Land Acknowledgement and Corporate Land Acknowledgement Policy establish a more consistent and accountable foundation for the Town's ongoing reconciliation work.

The policy was reviewed by MSIFN to incorporate their guidance and, once finalized, will be presented separately to the Senior Management Team for approval.

Financial Implications:

There are no direct financial implications associated with adopting the new Land Acknowledgement and Land Acknowledgement Corporate Policy.

Communication Issues:

Following Council approval, the updated Corporate Land Acknowledgement will replace the current version across applicable Town communications, meetings, events, ceremonies and other corporate uses, in accordance with the Corporate Land Acknowledgement Policy.

The updated Land Acknowledgement and accompanying policy will be communicated to staff, together with guidance regarding its appropriate use and delivery. Implementation will also include an educational component to support staff and Council understanding of the Lands, Treaties, Nations and relationships being acknowledged, and to encourage meaningful and not just procedural use of the Land Acknowledgement.

Relevant corporate materials and digital content will be reviewed and updated, as appropriate, to reflect the revised Land Acknowledgement.

Relationship to the Strategic Plan:

The updated Corporate Land Acknowledgement and accompanying policy support the Town's commitments to Truth and Reconciliation by strengthening the recognition of Indigenous Nations and Treaty relationships and supporting a consistent and accountable approach to reconciliation across the corporation.

While there is no specific Action26 item directly related to the Land Acknowledgement, this work supports the broader objectives of Action 2 - Encourage Community Pride by strengthening recognition and understanding of the Indigenous histories and Treaty relationships connected to Ajax. It also aligns with Champion Inclusion, Diversity, Equity and Accessibility Action 5 - Indigenous Consultation Policy by strengthening the Town's approach to engagement and relationship-building with Indigenous Nation.

Conclusion:

The proposed update to the Corporate Land Acknowledgement reflects the Town's continued commitment to Truth and Reconciliation and the guidance received through consultation with Indigenous partners. Together with the new Corporate Land Acknowledgement Policy, the update strengthens the Town's approach to recognizing Treaty relationships and supports continued learning, relationship-building and sustained action toward reconciliation.

Attachment(s):

N/A

Prepared by:

Marycarmen Lara Villanueva - Equity, Diversity & Inclusion Advisor

Submitted by:

Christie McLardie – Director of Public & Strategic Affairs

Approved by:

Shane Baker – Chief Administrative Officer



Town of Ajax Report Open Session

Report To: General Government Committee

Prepared By: Marycarmen Lara Villanueva

Report #: PSA-2026-23

Subject: Multi-Faith Prayer Room at Town Hall

Ward(s): All

Date of Meeting: September 14, 2026

Reference: Accommodation Renovation Phase II – GGC Report

Recommendation:

That Council receive report PSA-2026-23 for information.

Background:

The establishment of a Multi-Faith Prayer Room at Town Hall responds to Recommendation 19 of the Town's 2023 Workforce Census Report and aligns with regional and broader workplace practices that support creed accommodation through dedicated spaces for prayer and religious and spiritual observance. The initiative also advances the Town's ongoing commitment to creating a more inclusive and equitable workplace.

In December 2025, Council approved the Town Hall Accommodation Strategy Phase II renovation project. As part of the revised project scope, renovations to the Human Resources area included the creation of a new Multi-Faith Prayer Room, alongside renovations to the existing Wellness Room and Training Room.

The Multi-Faith Prayer Room has now been established on the second floor of Town Hall as a dedicated space where staff may engage in prayer, meditation, contemplation, and other faith-based or spiritual practices. The room also includes a foot bath to support ablution practices.

Discussion:

The Town of Ajax is committed to fostering an inclusive workplace culture that recognizes and responds to the diversity of its workforce. In a diverse workplace, advancing inclusion includes recognizing that employees may hold different creeds and may require time during the workday to engage in religious, spiritual, or sacred observances and practices, including prayer and meditation.

Section 5(1) of the Ontario Human Rights Code provides every person with the right to equal treatment in employment without discrimination on the basis of creed, among other protected grounds. Consistent with the Town's obligations under the Code, creed-related needs must be considered and reasonably accommodated in the workplace.

The need to support religious and creed-based inclusion was also identified through the Town's 2023 Workforce Census. The Workforce Census Report recognized the growing religious diversity of the Ajax community and workforce and identified that religious accommodation extends beyond time off for religious observance to include considerations such as prayer space, dress and scheduling.

Recommendation 19 specifically recommended that the Town continue to provide multi-faith prayer spaces and ensure that these spaces are accessible to employees who require them, with information about their location and access clearly communicated to staff. While recommendation 18 of the Workforce Census Report called for greater awareness among managers of the Town's duty to provide religious accommodation and the different forms that accommodation may take.

The establishment of the Corporate Multi-Faith Prayer Room at Town Hall advances these recommendations by providing a dedicated and accessible space for prayer, meditation, reflection, contemplation and other religious or spiritual practices during the workday.

The Multi-Faith Prayer Room also advances the commitments established through the Town's Corporate Equity, Diversity and Inclusion Policy. The EDI Policy defines equity as proactively addressing systemic barriers and creating conditions that enable fair treatment and access to opportunities, and identifies accessibility as ensuring that individuals have access to fair services, spaces and opportunities. The establishment of a dedicated Multi-Faith Prayer Room translates these commitments into a practical workplace measure that supports equitable access and inclusion for staff with diverse religious, spiritual and creed-related practices.

The Town's approach also recognizes that creed and spiritual practice are broader than formal religious affiliation. Indigenous Spirituality may include diverse spiritual beliefs, traditions, ceremonies, rituals and cultural practices and is protected under the Ontario Human Rights Code as a form of creed. This broader understanding is reflected in the

Multi-Faith Prayer Room Policy, including provisions related to Indigenous spiritual and ceremonial practices such as smudging.

The Town's approach is consistent with emerging municipal practice. Durham Region's Guide for Accommodating Creed inclusive of Indigenous Spirituality recognizes that employees may require religious or spiritual breaks during working hours for practices including prayer, meditation, smudging, contemplation and reflection. The Region also provides a dedicated Multi-Faith Reflection and Spiritual Space at Regional Headquarters and identifies the importance of ensuring that such spaces are inclusive and respectful of people with diverse beliefs and practices.

To support the opening and ongoing use of the space, a Corporate Multi-Faith Prayer Room Policy has been developed to establish expectations for the equitable, respectful, safe and shared use of the room and to provide guidance related to access, accommodation, religious and spiritual practices, and departmental responsibilities.

A complementary User Guidelines document was also developed to provide staff with clear and practical guidance for using the space. The Policy and User Guidelines were reviewed by the Town's Equity, Diversity and Inclusion Steering Committee (EDISC), Human Resources, and Ajax Fire and Emergency Services, with feedback incorporated into the final documents.

Financial Implications:

The capital costs associated with the renovation of the space were approved as part of work awarded under Capital Account #23002301 – Accommodation Strategy Phase II.

Communication Issues:

The EDI Advisor will work with the Employee Engagement Specialist to develop and implement a comprehensive internal communication strategy to support the launch of the Multi-Faith Prayer Room. This communications strategy will ensure staff are aware of the room, its purpose and availability, and the Corporate Multi-Faith Prayer Room Policy and User Guidelines.

An Open House will also be held to introduce staff to the space, provide an opportunity to learn about its intended use and amenities, and support awareness of the Town's broader commitment to religious and creed-based inclusion in the workplace.

Relationship to the Strategic Plan:

The Corporate Multi-Faith Prayer Room supports the Town's Strategic Plan by contributing to an inclusive and supportive workplace and advancing equitable access to spaces that respond to the diverse needs of Town employees.

Conclusion:

The establishment of the Multi-Faith Prayer Room responds to the Town's diverse workforce and advances recommendations from the Workforce Census and commitments under the Corporate EDI Policy. The proposed Corporate Multi-Faith Prayer Room Policy provides a clear framework for the equitable, respectful, safe, and shared use of the space, supporting religious, spiritual, and creed-based inclusion within the workplace.

Attachment(s):

N/A

Prepared by:

Marycarmen Lara Villanueva - Equity, Diversity & Inclusion Advisor

Submitted by:

Christie McLardie – Director of Public & Strategic Affairs

Approved by:

Shane Baker – Chief Administrative Officer



Town of Ajax Report Open Session

Report To: General Government Committee

Prepared By: Alex Rachiele, Strategic Initiatives Coordinator (Community Support Programs)

Report Number: PSA-2026-24

Subject: Safe Streets Act and Panhandling along Kingston Road

Wards: All Wards

Date of Meeting: September 14, 2026

Reference: N/A

Recommendation:

That Council receive Report PSA-2026-24 for information.

Background:

The Province of Ontario enacted the Protect Ontario Through Safer Streets and Stronger Communities Act, 2025 ("Safer Streets Act"), which introduced a number of legislative measures intended to enhance community safety and provide additional tools to address illegal drug activity and related concerns in public spaces.

The legislation is designed to support safer access to public spaces by addressing behaviours that may interfere with the use and enjoyment of municipal property, public infrastructure, businesses, and community amenities. The legislative framework provides enforcement mechanisms intended to promote community safety while balancing the need for continued access to services and supports for vulnerable individuals.

While the area around the Ajax Plaza has typically been the area with the most visible impacts related to homelessness, the Harwood Avenue and Kingston Road area has emerged as an area with growing challenges.

A recurring concern identified within this area is panhandling and solicitation of money from members of the public.

In particular, the intersection of Harwood Avenue and Kingston Road has experienced recurring instances of individuals positioning themselves on the roadway median for the purpose of soliciting money from motorists. Individuals are often accompanied by

personal belongings, including shopping carts and other items, which may be positioned precariously on the median or in locations that obstruct or encroach upon intersection crosswalks and adjacent pedestrian pathways.

While individuals have the right to seek assistance and engage in lawful solicitation, concerns arise when panhandling behaviour becomes aggressive, intimidating, or interferes with the safe and unobstructed use of public spaces.

The recurring nature of this activity has created increasing safety concerns for motorists, pedestrians, cyclists, users of mobility devices, and the individuals soliciting at the intersection themselves. The presence of individuals and personal belongings within or immediately adjacent to live traffic lanes and pedestrian crossing areas can create potential hazards for the safe movement of road users, and increase the risk of a collision or other incident.

These concerns have been further amplified by ongoing construction activity within the area. Temporary traffic control measures, lane restrictions, modified pedestrian routes, and construction-related activity have increased the complexity of the intersection and reduced the margin for error for all users. As a result, maintaining clear sightlines, unobstructed pedestrian access, and predictable traffic movements has become increasingly important during the construction period.

In response to these ongoing concerns and changes to provincial legislation, staff engaged with Durham Regional Police Services to understand mechanisms to improve public awareness of the new legislative framework and support DRPS' enforcement efforts where appropriate.

As a result, staff are proceeding with the installation of educational and informational signage in strategic locations within the area. The proposed signage would be intended to promote awareness of the applicable legislative requirements, reinforce expectations regarding the safe and respectful use of public spaces, and support enforcement efforts by authorized agencies where conduct meets the threshold for intervention.

Discussion:

Staff will be installing informational signage at strategic locations in the Harwood Avenue and Kingston Road area to communicate the requirements and restrictions established through provincial legislation and to provide clear notice that certain activities may be subject to enforcement action.

The proposed signage (See ATT-1-No Panhandling Signage) advises members of the public that activities prohibited under provincial legislation may be subject to enforcement action and directs individuals to contact appropriate support services where assistance is required. The signage has been designed to be clear, concise, and easily understood while supporting public awareness of the legislative framework.

Staff note that similar signage has been implemented by other Ontario municipalities, including Oshawa, Niagara, Barrie, Sudbury, and Belleville, as part of broader efforts to address community safety and accessibility concerns in public spaces. The proposed signage reflects a comparable approach focused on education, awareness, and

voluntary compliance, while supporting the work of enforcement and community service partners.

The primary objectives of the signage program are to:

- Increase public awareness of applicable provincial legislation;
- Promote voluntary compliance with legislative requirements;
- Support safe and accessible public spaces;
- Provide clear and visible notice regarding prohibited activities;
- Support consistent enforcement practices; and
- Reinforce community expectations regarding the shared use of public spaces.

The proposed signage would be installed in locations where community safety concerns have been consistently observed and where visibility to pedestrians, transit users, visitors, and nearby businesses can be maximized. Signage placement would be determined by staff in consultation with Durham Regional Police Service (DRPS), Municipal Law Enforcement, the Region of Durham's Works Department, and other relevant partners.

Enforcement Considerations

Enforcement authority associated with the Protect Ontario Through Safer Streets and Stronger Communities Act, 2025 rests primarily with police services. Durham Regional Police Service (DRPS) will exercise its discretion regarding enforcement activities in accordance with provincial legislation, operational priorities, and individual circumstances.

While responsibility for enforcement remains with DRPS, staff believe there is value in increasing public awareness of the legislation and its implications through clearly visible and strategically placed informational signage.

Staff will continue to monitor areas where recurring community safety and accessibility concerns have been identified and works collaboratively with law enforcement, social services, and community partners like the Region of Durham's Outreach teams to respond to these issues. This work is done while recognizing the complex circumstances that may contribute to an individual's presence in public spaces.

The signage does not create any new offences, restrictions, or enforcement authorities. Rather, it serves as a public awareness tool intended to inform individuals of existing provincial legislation and the potential consequences associated with prohibited activities.

The Town's Municipal Law Enforcement Division will also continue to address matters falling within the scope of municipal by-laws, property regulations, and other applicable local legislation where appropriate.

Relationship to Outreach and Support Services

The proposed signage is not intended to discourage individuals from accessing public spaces, nor is it intended to criminalize homelessness, poverty, addiction, mental health challenges, or the use of community support services.

Staff recognize that many individuals experiencing housing instability, addiction, or mental health challenges require access to supports and services rather than enforcement alone. The Town will continue to work collaboratively with Durham Region, healthcare providers, outreach organizations, and community agencies to connect individuals with available supports, including housing, mental health services, and other community resources.

The purpose of the signage initiative is to address behaviours that impact public safety and accessibility while maintaining a balanced approach that includes prevention, education, outreach, support, and enforcement where appropriate.

Monitoring and Evaluation

Staff will continue to monitor conditions within the area and maintain regular communication with enforcement, outreach, and community partners regarding emerging trends and operational impacts, and community safety concerns.

The effectiveness of the signage initiative will be assessed through ongoing observations, stakeholder feedback, and discussions with enforcement agencies to better understand its impact on awareness, compliance, and public accessibility.

Lessons learned through implementation will help inform future community safety initiatives. Should the signage prove effective, staff may consider expanding the program to other locations within the Town where similar concerns have been identified, based on demonstrated need and in consultation with enforcement and community partners.

Financial Implications:

The estimated cost for the production of the signs is under \$500, with the installation to be completed by Town staff. All costs will be accommodated within the existing Operations and Environmental Services operating budget.

Communication Issues:

Staff will work with Communications and Engagement to support public awareness and stakeholder engagement.

Communication activities may include:

- Information published on the Town's website;
- Social media communications;
- Engagement with local businesses and stakeholders;
- Coordination with community partners; and
- Information regarding the purpose and intent of the signage program.

The objective of these efforts will be to ensure residents, businesses, and visitors understand both the legislative context and the Town's broader approach to community safety.

Relationship to the Strategic Plan:

This report supports the Town's strategic plan of Connecting Our Community through actions that foster a safe and welcoming community. Specifically, the proposed signage initiative aligns with the Town's Local Community Safety Action Plan by promoting awareness, supporting accessibility and the safe use of public spaces, and complementing broader community safety efforts. The initiative also supports the objectives of the Town's Encampment Safety and Clearing Protocols Policy by contributing to a balanced approach that considers public safety, accessibility, outreach, and support for vulnerable individuals.

Conclusion:

The proposed installation of Safer Streets Act signage represents a proactive measure intended to support voluntary compliance and assist enforcement efforts where appropriate.

Staff are recommending this initiative in response to ongoing community safety concerns observed within the Harwood Avenue and Kingston Road area and as part of a broader strategy that balances enforcement, education, outreach, and access to supports.

The installation of signage would form one component of a broader, balanced response that continues to emphasize collaboration with enforcement, social service providers, businesses, and community partners. This approach recognizes the need to address legitimate community safety and accessibility concerns while maintaining a respectful and compassionate approach toward vulnerable individuals.

Attachments:

ATT-1: [No Panhandling Signage](#)

Prepared by:

Alex Rachiele, Strategic Initiatives Coordinator (Community Support Programs)

Submitted by:

Christie McLardie – Director of Public & Strategic Affairs

Approved by:

Shane Baker – Chief Administrative Officer

NOTICE

NO PANHANDLING



Soliciting from Occupants
of vehicles is unsafe and

PROHIBITED

Help Keep our Roads Safe



Provincial Legislation
May Be Enforced

Safe Streets Act, 1999



Town of Ajax Report Open Session

Report To: General Government Committee

Prepared By: Karen McGibbon, Insurance & Risk Management Coordinator

Report Number: FIN-2026-16

Subject: Insurance Renewal – July 1, 2026 to June 30, 2027

Wards: All Wards

Date of Meeting: September 14, 2026

Reference: N/A

Recommendation:

- 1. That the report on the Insurance Renewal – July 1, 2026 to June 30, 2027 be received for information;**
- 2. That the 2026-27 dividend of \$138,426 be transferred to the Insurance Reserve.**

Background:

Established in 2000, the Durham Municipal Insurance Pool (DMIP) is a collaborative insurance and risk-financing program that brings together the Region of Durham and the municipalities of Ajax, Brock, Clarington, Oshawa, Scugog, Uxbridge, and Whitby. Through a shared self-insurance model, members collectively manage risk and fund claims, helping to stabilize insurance costs and reduce reliance on the traditional insurance market.

The DMIP is governed by a Board of Directors consisting of the member municipalities' Treasurers. Under the authority granted through the *Subscribers Agreement for the Purchase of Insurance*, approved and executed by each member municipality's Council, the Board is responsible for securing insurance coverage and establishing member contributions.

Discussion:

Claims

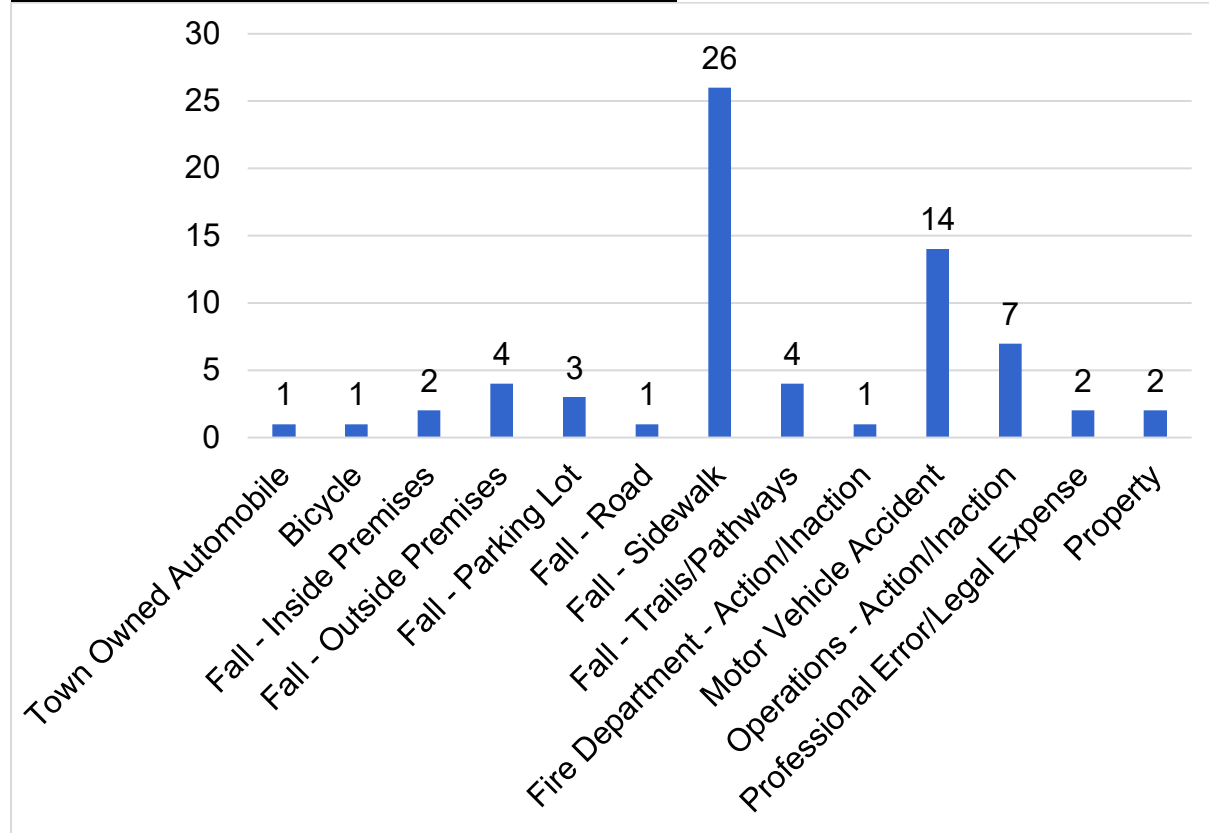
Third party claims are submitted to the Town when a member of the public alleges that the Town has been negligent in the maintenance of its roads, sidewalks, trails, parks, trees, facilities, or other municipal assets, resulting in bodily injury, property damage, or financial loss. Claims may be submitted using the Municipal Claim Form available on the Town's website.

Once a claim is received, it is automatically forwarded to the Durham Municipal Insurance Pool (DMIP), with copies provided to the Insurance & Risk Management Coordinator and the claimant. Each claim is then assigned to a DMIP Claims Examiner or an Insurance Adjuster retained by DMIP for investigation and assessment. As part of the claims process, a significant amount of staff time is dedicated to gathering and providing supporting documentation, including policies, procedures, inspection records, photographs, measurements, maintenance records, and other relevant information to assist in the defence of the claim.

DMIP administers and manages claims on behalf of all Pool members. The Town is responsible for claims costs up to its \$10,000 deductible. DMIP funds claims between \$10,000 and \$500,000 through the Pool's self-insured retention program, while Intact Public Entities (IPE) provides insurance coverage for claims exceeding \$500,000.

While annual claim volumes fluctuate from year to year, the Town's overall claims experience has remained stable, with the majority of claims continuing to be successfully defended and resolved without payment.

Over the past five years, the Town has reported 288 claims, of which 238 (83%) have been resolved. Notably, 80% of closed claims were denied, demonstrating the effectiveness of the Town's inspection, maintenance, and documentation practices in defending against liability allegations. As of June 30, 2026, the Town had 68 open claims, including several claims reported prior to the five-year review period, with the oldest outstanding claim dating back to 2017.

Number of Open Claims as of June 30, 2026

While some claims can be resolved relatively quickly, those involving litigation often take significantly longer, and in some cases may remain active for several years before a final determination is reached.

Risk Management Practices

Town staff take a proactive risk management approach to identify, mitigate, and transfer potential risks through the following measures:

1. Infrastructure Inspection and Maintenance

The Town has established policies and procedures for inspecting and maintaining infrastructure, including roads and sidewalks, in accordance with the *Municipal Act* and the *Minimum Maintenance Standards Regulation (O. Reg. 239/02)*. These standards prescribe inspection frequencies and minimum response times for addressing deficiencies once they have been identified.

2. Contract Review and Risk Transfer

In consultation with DMIP, Town staff review contracts and agreements to ensure they contain appropriate indemnification provisions and adequate insurance requirements. These measures help transfer risk to the appropriate individual, organization, or service provider.

3. Insurance Requirements for Contractors and Vendors

Contractors, vendors, and service providers working on Town property or delivering services on behalf of the Town are required to provide certificates of insurance. This requirement helps protect the Town by transferring liability to the responsible party.

4. Facility User Group Insurance Program

The Town offers a Facility User Group Insurance Program through BFL Canada. This program provides affordable insurance coverage for individuals and groups renting Town facilities, helping to protect both facility users and the Town.

5. Risk Inspections by the Town's Insurer

The Town's insurer, Intact Public Entities, regularly conducts risk inspections of Town facilities and properties. These inspections identify potential hazards and areas of concern, and recommendations are provided to support safe operations and reduce the likelihood of injury, property damage, and related losses.

6. Risk Management Educational Seminars

Throughout 2026, Town staff had access to a variety of risk management educational seminars hosted by DMIP and Intact Public Entities. The following seminars were offered:

- Certificates of Insurance 101
- Winter Risk Management for Fleet Staff
- Learning from Collisions: Effective Reporting and Investigation
- Climate Emergencies: Creating Resilience in Our Communities and Dealing with Emergencies When They Occur
- Minimum Maintenance Standards: A Guide to the Importance of MMS Compliance
- Special Events and User Groups: Occupier's Liability, Contractual Risk Transfer and Creating Best Practices for Municipal Spaces

Insurance Policy Renewals for 2026/2027

The Town has renewed its insurance program with Intact Public Entities for the period of July 1, 2026 to June 30, 2027 maintaining coverage for general liability, errors & omissions, environmental liability, property, automobile as well as equipment breakdown, crime, recreation affiliates, board members' accident and volunteers' accident.

Financial Implications:

The Town's insurance program remains stable, supported by effective claims management practices and a favourable claims history.

Property insurance premiums have decreased slightly this year. Although building replacement values have continued to rise over the past several years, resulting in higher insured values and an increase in claims reaching the Pool layer, these claims have generally been resolved efficiently and within reasonable timeframes.

Reflecting market conditions and actuarial funding requirements, the Town's annual Pool premium increased by 8.07%, from \$1,502,154 in the previous year to \$1,623,416 for the current year.

Despite this increase, the Town's deductible remains at \$10,000, unchanged since the Durham Municipal Insurance Pool was established in 2000. This stability is a significant benefit of the Pool structure, particularly as many organizations have experienced substantial deductible increases and reduced coverage availability within the broader insurance market.

The Pool premium is comprised of the following components:

1. **Premiums** – Insurance coverage for general liability, errors and omissions, environmental liability, property, and automobile exposures.
2. **Claim Funding** – Contributions to the Pool's self-insured claim fund, based on actuarial recommendations and projected claim costs.
3. **Administrative Expenses** – Costs associated with dedicated Regional insurance staff, risk management initiatives, annual audits, and actuarial services.
4. **Investment Income** – Income generated from invested claim funding reserves, which helps offset overall program costs.

Annual Premium Allocation	2025-26	2026-27
Premiums	806,844	806,035
Claim Funding	1,087,989	1,137,410
Administrative Expenses	98,841	102,371
Investment Income	(491,520)	(422,400)
Total	1,502,154	1,623,416

The cost allocation of premiums amongst pool members is calculated based on:

- The Pool Layer – based on the renewal analysis for each pool member including exposures and deductible level.
- Premium paid to Intact Public Entities – based on exposures including population, property values and the number of vehicles for each pool member.
- Administrative expenses – there is a 10% fixed amount for each member and 90% in proportion of the population.
- Investment benefits in the Pool.

DMIP Member	Annual Member Contribution Rates 2026-27
Ajax	10.71%
Brock	1.57%
Clarington	8.42%
Durham Region	50.47%
Oshawa	12.24%
Scugog	2.36%
Uxbridge	2.23%
Whitby	12.00%
Total	100%

Ajax also budgets \$135,000 for claims within our \$10,000 deductible limit. Funds for insurance coverage are included in each department's operating budget.

As a founding member of DMIP, Ajax is eligible to participate in surplus distributions when actuarial and financial conditions permit. For the 2026-27 policy year, the Town will receive a surplus distribution of \$138,426. These funds will be deposited into the Insurance Reserve to be used for projects which will help to mitigate risks to the Town.

Communication Issues:

N/A

Relationship to the Strategic Plan:

N/A

Conclusion:

Being part of the Durham Municipal Insurance Pool continues to benefit the Town by helping manage insurance costs, sharing risk among members, and providing access to claims and risk management expertise. The Pool remains financially stable and continues to help protect the Town from significant increases in insurance costs while supporting the effective management of risks.

Attachments:

N/A

Prepared by:

Karen McGibbon - Insurance & Risk Management Coordinator

Submitted by:

Julie Mephram – Director of Finance

Approved by:

Shane Baker – Chief Administrative Officer



Town of Ajax Report Open Session

Report To: General Government Committee

Prepared By: Kevin Douglas, CPA – Acting Supervisor of Accounting

Report Number: FIN-2026-17

Subject: 2027 User Fees and Charges

Wards: All Wards

Date of Meeting: September 14, 2026

Reference: Policy No. 129 – Annual Review of User Fees and Charges

Recommendation:

1. That the recommended fees schedule (ATT-1) be approved, effective January 1, 2027; and
2. That the General Fees By-law be brought forward to the September 21, 2026 Council meeting for approval.

Background:

Under the Municipal Act, 2001 and the Planning Act, 1990, the fees and charges of a municipality are to be set through a by-law. The Town's Annual Review of User Fees and Charges policy requires each department to review all user fees and charges on an annual basis.

This policy also provides a consolidated, consistent and transparent framework for all departments to follow when setting user fees and charges for the Town of Ajax. Council approved the policy in June of 2020, which provides that all fees shall be reviewed annually and generally adjusted according to a Municipal Price Index (MPI) each year. Additionally, in October of 2020 Council adopted a resolution stating that each year thereafter commencing on January 1, 2022, the recommended fees schedule for all departments shall be automatically incremented in accordance with the Municipal Price Index (MPI), unless modified by Council or a comparison with like municipalities warrants a change. This increase does not apply to any mandated or statutorily required fees that departments do not have the authority to change.

The MPI is a calculation of inflation using a 'basket of goods' used by the municipality, which differs from those used by consumers generally. Calculation of the traditional Consumer Price Index (CPI) includes items such as food, clothing, housing, insurance

and entertainment, whereas the MPI includes costs related to goods and services for developing and maintaining municipal services, infrastructure, public safety, and regulatory and legislative requirements (i.e. labour, utilities, asphalt, salt, fuel, insurance, etc.). The consistent application of the MPI on an annual basis is important to ensure that the Town's fees keep pace with the rising costs of delivering municipal services.

Per Council's direction, this report presents the fee schedules for 2027 and indicates the recommended increases.

Discussion:

The MPI applicable to the 2027 user fees has been calculated by Finance at 3.95%. The previous year was 3.8%. All fees increased by MPI are rounded up to the nearest 10 cents in accordance with the approved policy, and as a result some fees that are increased by MPI have increased by a marginal amount above 3.95% due to rounding. When reviewing annual user fees and charges, the policy also stipulates departments to take into consideration the following additional factors, where deemed necessary or useful:

- The cost of delivering the service, program or product, and any changes thereto, and whether a full or partial cost recovery is appropriate in the circumstance;
- Market-based comparisons among similar municipalities, including but not limited to Oshawa, Pickering, Whitby, Clarington, Milton, Oakville and Richmond Hill, which may include the identification of user fees charged by other municipalities that are not being charged by the Town;
- Changes to provincial legislation that may impact on any fees and/or charges;
- Existing Council policies/directions on specific fees and/or charges; and
- Departmental strategy used in setting fees and/or charges (both in general and in relation to specific individual fees and/or charges).

This departmental research informs any recommended changes to fees beyond or instead of the 'default' MPI adjustments. Explanatory notes for non-MPI fee changes and new fees are included within the chart of ATT-1. Of the 780+ fees presented for 2027 approval, 68% are proposed to be increased by the MPI rate, 18% are at legislated rates or have no change, 12% are updated based on other methods and 2% are new.

Consistent with Council's direction in 2026, the Town applies a 15% non-resident premium to recreation memberships, ARC Performance Passes, and Pay-Go passes. All other non-resident Recreation and Operations fees were increased by 5% in both 2024 and 2025, followed by a further 7.5% increase in 2026, as directed by Council. As the current non-resident fee differential remains appropriate, the proposed 2027 non-resident fees have been adjusted only by the Municipal Price Index (MPI) for Council's consideration.

In accordance with the Annual Review of User Fees and Charges Policy, all fees for 2027 are presented for approval in one consolidated schedule, representing input from

all departments within the organization. New fees approved throughout 2026 have also been consolidated within this schedule.

Financial Implications:

A preliminary analysis of fee adjustments proposed for 2027 are expected to generate an estimated additional \$490,000 in revenue from changes and new fees; if approved, expected revenue increases will be reflected in the proposed 2027 Operating Budget. This revenue will help manage inflationary increases on services provided across the organization.

Communication Issues:

The Town of Ajax User Fees and Charges By-laws will be posted on the Town of Ajax website. Additional communication strategies may be used by departments for certain fee changes where deemed warranted by staff.

Relationship to the Strategic Plan:

This report and its recommendations align with the following focus area of the Strategic Plan – “Demonstrate sound financial management”

Conclusion:

The recommendation to apply the MPI supports Council’s stated desire to identify more sustainable sources of non-tax revenue to relieve pressure from the tax base. This process provides consistency and transparency regarding annual user fees and charges. Based on the completion of the annual review of current fees, it is recommended that fees be adjusted as described within the schedule of fees included as ATT-1 in this report. Pending Committee approval, a By-law to approve the 2027 Fees and Charges will be presented to Council at its next meeting.

Attachments:

ATT-1: 2027 User Fees and Charges Schedule
ATT-2: By-law XX-2026 General Fees and Charges

Prepared by:

Kevin Douglas – Acting Supervisor of Accounting

Submitted by:

Julie Mephram – Director of Finance

Approved by:

Shane Baker – Chief Administrative Officer

ATT-1: 2027 User Fees and Charges Schedule

2027 By-law Services User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Licences					
Adult Entertainment Owner's Licence	\$3,509.70	MPI Adjustment	\$3,648.40	3.95%	
Adult Entertainment Operator's Licence	\$1,170.00	MPI Adjustment	\$1,216.30	3.96%	
Adult Entertainment Attendant's Licence	\$292.60	MPI Adjustment	\$304.20	3.96%	
Animal Licensing: Spayed/Neutered & Micro-chipped	\$23.60	MPI Adjustment	\$24.60	4.24%	
Animal Licensing: Spayed/Neutered	\$29.50	MPI Adjustment	\$30.70	4.07%	
Animal Licensing: Intact & Micro-chipped	\$47.10	MPI Adjustment	\$49.00	4.03%	
Animal Licensing: Intact	\$52.90	MPI Adjustment	\$55.00	3.97%	
Body Rub Parlour Licence	\$1,170.00	MPI Adjustment	\$1,216.30	3.96%	
Body Rub Operator's Licence	\$234.10	MPI Adjustment	\$243.40	3.97%	
Body Rub Attendant's Licence	\$117.10	MPI Adjustment	\$121.80	4.01%	
Carnival Circus Festival Licence (daily rate; amount not to exceed \$400)	\$117.10	MPI Adjustment	\$121.80	4.01%	
Crisis Care Facility Licence	\$250.00	MPI Adjustment	\$259.90	3.96%	
Entertainment Owner's Licence	\$117.10	MPI Adjustment	\$121.80	4.01%	
Entertainment Operator's Licence	\$29.50	MPI Adjustment	\$30.70	4.07%	
Entertainment Establishment - Replacement Licence	\$10.00	No Change	\$10.00	0.00%	
Group Home Annual Licence	\$88.00	MPI Adjustment	\$91.50	3.98%	
Hawkers and Peddlers Annual Licence - various locations	\$234.10	MPI Adjustment	\$243.40	3.97%	
Hawkers and Peddlers Annual Licence - single location (daily rate per day of operation, per location to a maximum of \$2,000)	\$58.60	MPI Adjustment	\$61.00	4.10%	
Ice Cream Cart Licence	\$146.40	MPI Adjustment	\$152.20	3.96%	
Ice Cream Cart Licence - Each Additional	\$0.00	New Fee/Charge	\$73.20		New Fee 2027
Kennel Licence	\$146.40	MPI Adjustment	\$152.20	3.96%	

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

2027 By-law Services User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Kennel Licence Replacement Licence	\$10.00	No Change	\$10.00	0.00%	
Lodging House - Licence	\$175.70	MPI Adjustment	\$182.70	3.98%	
Lodging House - Replacement Licence	\$10.00	No Change	\$10.00	0.00%	
Lottery Licence (% of prize value)	3.00%	Legislation	3.00%	0.00%	
Outdoor Patio Licence	\$29.50	MPI Adjustment	\$30.70	4.07%	
Outdoor Patio - Replacement Licence	\$10.00	No Change	\$10.00	0.00%	
Patio Licence Agreement (Town-owned Lands)	\$585.10	MPI Adjustment	\$608.30	3.97%	
Pet Shop Licence	\$146.40	MPI Adjustment	\$152.20	3.96%	
Pet Shop - Replacement Licence	\$10.00	No Change	\$10.00	0.00%	
Refreshment Vehicle Licence	\$292.60	MPI Adjustment	\$304.20	3.96%	
Refreshment Vehicle Licence - Each Additional	\$175.70	MPI Adjustment	\$182.70	3.98%	
Refreshment Vehicle - Operator Licence	\$29.50	MPI Adjustment	\$30.70	4.07%	
Refreshment Vehicle - Replacement Licence	\$10.00	No Change	\$10.00	0.00%	
Taxicab Broker Licence	\$250.00	MPI Adjustment	\$259.90	3.96%	
Taxicab Broker Licence Plate (accessible taxicab)	No fee	No Change	No fee	0.00%	
Taxicab Broker Licence Plate (excluding accessible taxicab)	\$200.00	MPI Adjustment	\$207.90	3.95%	
Transportation Network Licence 1-25 drivers	\$5,000.00	No Change	\$5,000.00	0.00%	Reference per trip fee adjustment
Transportation Network Licence 26-99 drivers	\$17,000.00	No Change	\$17,000.00	0.00%	Reference per trip fee adjustment
Transportation Network Licence 100 or more drivers	\$32,000.00	No Change	\$32,000.00	0.00%	Reference per trip fee adjustment

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

2027 By-law Services User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Permits and Other Fees					
Animal Licensing: Replacement Tag Fee	\$3.00	No Change	\$3.00	0.00%	
Appeal of Animal Services Committee Decision to the Town's Hearing Office	\$585.10	MPI Adjustment	\$608.30	3.97%	
Dog Impound Daily Care Fee (per day rate)*	\$29.50	MPI Adjustment	\$30.70	4.07%	
Failure to Attend a Property Standards/Animal Services Appeal Meeting	\$234.10	MPI Adjustment	\$243.40	3.97%	
Election Sign Security Deposit	\$519.00	MPI Adjustment	\$539.60	3.97%	
Election Sign Removal Cost*	\$20.80	MPI Adjustment	\$21.70	4.33%	
Event Parade Permit	\$29.50	Market-based comparis	\$50.00	69.49%	Increase to better reflect actual cost recovery of processing, and municipal comparison scan
Fireworks Portable Sales Unit	\$234.10	MPI Adjustment	\$243.40	3.97%	
Fireworks Display Permit (High Hazard)	\$234.10	MPI Adjustment	\$243.40	3.97%	
Noise Exemption Application	\$125.00	MPI Adjustment	\$130.00	4.00%	
Parking Enforcement Appointment - Individual	\$103.80	MPI Adjustment	\$108.00	4.05%	
Parking Enforcement Appointment - Private Property Owner	\$51.90	MPI Adjustment	\$54.00	4.05%	
Parking Enforcement Appointment - Service Company	\$207.60	MPI Adjustment	\$215.90	4.00%	
Pool Permit	\$175.70	MPI Adjustment	\$182.70	3.98%	
Portable Sign Permit	\$117.10	MPI Adjustment	\$121.80	4.01%	
Replacement Taxicab Tariff Card	\$15.00	Actual Cost	\$20.00	33.33%	Department strategy
Replacement Taxicab Licence Plate	\$15.00	Actual Cost	\$20.00	33.33%	Department strategy
Subsequent Inspection Fees for Non-Compliant Properties*	\$117.10	MPI Adjustment	\$121.80	4.01%	
Subsequent Inspection Fees for Non-Compliant Short-Term Rental Properties*	\$250.00	No Change	\$250.00	0.00%	New Fee approved in 2026
Sidewalk Clearing - up to 23 metres*	\$175.70	MPI Adjustment	\$182.70	3.98%	

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

2027 By-law Services User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Sidewalk Clearing - rate per additional metre beyond 23 metres*	\$8.50	MPI Adjustment	\$8.90	4.71%	
Subsequent Occasional Use Parking Permits (per licence plate, in excess of 5 plates per year / for a maximum of 12 paid permits per year)	\$12.00	No Change	\$12.00	0.00%	Per parking enforcement strategy
Taxicab Tariff of Rates and Fares	Schedule A	No Change	Schedule A	N/A	
Transportation Network Co. - Per trip licensing surcharge.	\$0.11 per transportation service	Market-based comparis	\$0.20 per transportation service	81.82%	Based on municipal benchmarking
Waterfront Paid Parking Permit - full day*	\$20.00	No Change	\$20.00	0.00%	Per parking enforcement strategy
Waterfront Paid Parking Permit - up to 3 hours*	\$10.00	No Change	\$10.00	0.00%	Per parking enforcement strategy

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

2027 Corporate Services User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Burial Permit	\$26.70	MPI Adjustment	\$27.80	4.12%	
Civil Marriage Solemnization Service*	\$372.50	MPI Adjustment	\$387.30	3.97%	
Civil Marriage Ceremony Cancellation Fee	\$56.40	No Change	\$56.40	0.00%	No change to keep in line with other municipalities
Civil Marriage Solemnization Rescheduling Fee	\$56.40	No Change	\$56.40	0.00%	No change to keep in line with other municipalities
Commissioner of Oath - residents (up to 5 documents)	\$27.50	No Change	\$27.50	0.00%	No change to keep in line with other municipalities
Commissioner of Oath - non-residents (up to 5 documents)	\$33.00	No Change	\$33.00	0.00%	No change to keep in line with other municipalities
Licence Agreement Fee* (applicable for requests for Licenses, Easements, Encroachments) - additional fees/compensation may apply as determined on a case-by-case basis	\$1,865.90	MPI Adjustment	\$1,939.70	3.96%	
Liquor Licence - Building Letter*	\$127.50	No Change	\$127.50	0.00%	In comparison to comparable municipalities who do charge a fee, Ajax fee is almost double.
Liquor Licence - Fire Letter*	\$112.80	No Change	\$112.80	0.00%	In comparison to comparable municipalities who do charge a fee, Ajax fee is almost double.
Marriage Licence	\$152.40	MPI Adjustment	\$158.50	4.00%	
Non-Negotiable Cheque	\$53.20	MPI Adjustment	\$55.40	4.14%	
Permission to Enter Agreement Fee*	\$274.50	MPI Adjustment	\$285.40	3.97%	
Routine Disclosure					
Photocopy (per page)*	\$0.50	No Change	\$0.50	0.00%	Mirrors statutory FOI fee
Large Format Print Job - B&W	\$10.00	No Change	\$10.00	0.00%	Mirrors statutory FOI fee
Large Format Print Job - Colour	\$15.00	No Change	\$15.00	0.00%	Mirrors statutory FOI fee
Records Search (per hour, minimum 1/2 hour)	\$30.00	No Change	\$30.00	0.00%	Mirrors statutory FOI fee
Computer programming (for each 15 minutes) Where a program is required to retrieve information from a machine readable database	\$15.00	No Change	\$15.00	0.00%	Mirrors statutory FOI fee
Records requested in a digital format: CD, DVD, USB drive, or other transferable storage media (each)	\$10.00	No Change	\$10.00	0.00%	Mirrors statutory FOI fee
Scanning documents into electronic format (per hour)	\$30.00	No Change	\$30.00	0.00%	Mirrors statutory FOI fee

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

2027 Corporate Services User Fees and Charges

FOI - Freedom of Information					
Application Fee	\$5.00	No Change	\$5.00	0.00%	Statutory fee
Search Time (for each 15 minutes)	\$7.50	No Change	\$7.50	0.00%	Statutory fee
Records Preparation (for each 15 minutes)	\$7.50	No Change	\$7.50	0.00%	Statutory fee
Computer Programming (for each 15 minutes)	\$15.00	No Change	\$15.00	0.00%	Statutory fee
Copy Fees (per page)	\$0.20	No Change	\$0.20	0.00%	Statutory fee
Copy Fees - Drawings (per page)	\$6.00	No Change	\$6.00	0.00%	Statutory fee
Records requested in a digital format: CD, DVD, USB drive, or other transferable storage media (each)	\$10.00	No Change	\$10.00	0.00%	Statutory fee
Scanning documents into electronic format (per hour)	\$30.00	No Change	\$30.00	0.00%	Statutory fee
Administrative Fees					
Administrative Fee - AMPS - Registered Mail	\$15.00	No Change	\$15.00	0.00%	Department strategy
Administrative Fee - AMPS - Late Notice Fee	\$15.00	No Change	\$15.00	0.00%	Department strategy
Administrative Fee - AMPS - Final Notice Fee	\$15.00	No Change	\$15.00	0.00%	Department strategy
Administrative Fee - AMPS - Plate Denial / Default Fee	\$15.00	No Change	\$15.00	0.00%	Department strategy
Administrative Fee - AMPS - Screening Non Appearance Fee	\$50.00	No Change	\$50.00	0.00%	Department strategy
Administrative Fee - AMPS - Hearing Non Appearance Fee	\$100.00	No Change	\$100.00	0.00%	Department strategy

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

2027 Finance User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Tax certificate	\$88.00	MPI Adjustment	\$91.50	3.98%	
Request for transfer of funds	\$52.90	Other	\$55.40	4.73%	To match the corporate NSF charge.
Statement of Account; Tax receipt; Residency/confirmation letter; Reprint of tax bill, PAP Letter, adjustment, apportionment notification, etc.	\$23.60	MPI Adjustment	\$24.60	4.24%	
Refund of incorrect electronic and manual payments	\$52.90	Other	\$55.40	4.73%	To match the corporate NSF charge.
Change of ownership	\$47.10	MPI Adjustment	\$49.00	4.03%	
New tax account/roll number creation	\$58.60	MPI Adjustment	\$61.00	4.10%	
Postdated cheques - removal or date change	\$35.40	MPI Adjustment	\$36.80	3.95%	
Mortgage company information (per roll)	\$16.60	MPI Adjustment	\$17.30	4.22%	
Additions to the tax roll (ex: water liens, municipal work orders, outstanding invoices)	\$47.10	MPI Adjustment	\$49.00	4.03%	
Title search administration	\$146.40	MPI Adjustment	\$152.20	3.96%	
Title search request - actual costs	Actual Costs	Actual Cost	Actual Costs		
Tax sale tender package	\$25-\$50	No Change	\$25-\$50	0.00%	In line with market rates.
Tax sale registration - actual costs	Actual Costs	Actual Cost	Actual Costs	0.00%	
Tax sale registration - administration fee when advertised	\$106.80	MPI Adjustment	\$111.10	4.03%	
Interest on Overdue Receivables (other than Property Taxes which are addressed in Bylaw 32-2025) - rate applied based on each month (or fraction thereof) overdue. Interest is not compounded.	1.25%	No Change	1.25%	0.00%	
Notice of Past Due Taxes	\$5.00	No Change	\$5.00	0.00%	This fee was new in 2026, suggest keeping it \$5 for one more year. Department strategy.
DC Refund Administration Fee	\$135.00	No Change	\$135.00	0.00%	

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

2027 Fire and Emergency Services User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
INFORMATIONAL DOCUMENTS					
101. Copy of Emergency Response Report - within past 2 years	\$169.20	Market-based comparison	\$180.90	6.91%	To make consistent, as similar fees in same cateogry. This is also consistent with other municipalities.
102. Copy of Emergency Response Report - over 2 years – Archival	\$175.70	MPI Adjustment	\$182.70	3.98%	
103. File Search for buildings 4 units or less - Additional units - \$10.00 per unit	\$169.20	Market-based comparison	\$180.90	6.91%	To make consistent, as similar fees in same cateogry. This is also consistent with other municipalities.
104. Fire Regulation Compliance Letter*	\$169.20	Market-based comparison	\$180.90	6.91%	To make consistent, as similar fees in same cateogry. This is also consistent with other municipalities.
105. (New) Fire Safety Plan Printing per copy:	\$0.00	New Fee/Charge	0-25 pages - \$16.00 26-50 pages - \$32.00 51-75 pages - \$64.00 76+ Pages - \$128.00		This new fee is to offset the cost of consumables that AFES have historically provided free of charge. AFES would be the first to charge for this within the region.
INSPECTIONS					
201. Boarding / Lodging / Rooming House - upon request*	\$229.00	MPI Adjustment	\$238.10	3.97%	
202. Educational Institutions - upon request*	\$229.00	MPI Adjustment	\$238.10	3.97%	
203. Foster Care - upon request*	\$229.00	MPI Adjustment	\$238.10	3.97%	
204. Group Home - upon request*	\$229.00	MPI Adjustment	\$238.10	3.97%	
205. Institutional - upon request*	\$229.00	MPI Adjustment	\$238.10	3.97%	
206. Licensed Day Care - upon request*	\$229.00	MPI Adjustment	\$238.10	3.97%	
207. Private Home Day Care - upon request*	\$229.00	MPI Adjustment	\$238.10	3.97%	
208. Liquor Licensing - upon request - includes occupant load calculations*	\$229.00	MPI Adjustment	\$238.10	3.97%	
209. Liquor Licensing for outdoor patios - includes full inspection*	\$229.00	MPI Adjustment	\$238.10	3.97%	
210A. Non-Residential Inspection - 1000m ² or less - upon request*	\$229.00	MPI Adjustment	\$238.10	3.97%	
210B. Non-Residential Inspection - each additional 1000m2 or each additional floor*	\$29.50	MPI Adjustment	\$30.70	4.07%	

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

2027 Fire and Emergency Services User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
211. Non-Residential Inspection - multiple unit occupancy - per tenant (strip mall)*	\$215.20	Departmental Strategy	\$215.20	0.00%	
212A. Residential Inspection - upon request - (includes apartment complex / hotel / motel)*	\$215.20	No Change	\$215.20	0.00%	Departmental Strategy
212B. Residential Inspection - each additional storey - above or below grade*	\$29.50	MPI Adjustment	\$30.70	4.07%	
213. Two Unit Residential Inspection -Retrofit - upon request or complaint*	\$215.20	No Change	\$215.20	0.00%	Departmental Strategy
214. Wood Burning Appliance - upon request	\$0.00	No Change	\$0.00	0.00%	Departmental Strategy
215. Fire Safety Plan Development (per hour)	\$88.00	MPI Adjustment	\$91.50	3.98%	
216A. Propane Plan Review (Existing 5000 USWG or less)	\$323.10	MPI Adjustment	\$335.90	3.96%	
216B. Propane Plan Review (New or modified 5000 USWG or less)	\$647.20	MPI Adjustment	\$672.80	3.96%	
216C. Propane Plan Review (Existing greater than 5000 USWG)	\$2,909.70	MPI Adjustment	\$3,024.70	3.95%	
216D. Propane Plan Review (New/modified greater than 5000 USWG)	\$3,233.70	MPI Adjustment	\$3,361.50	3.95%	
216E. Propane Plan Review (If necessary to retain 3rd party engineering or other firm)	Actual Costs	No Change	Actual Costs	0.00%	
PERMITS					
301. Open Air Burning Permit	\$93.90	MPI Adjustment	\$97.70	4.05%	
302. Fire Extinguisher Training Permit for residents, employers/employees within the municipal limits. AFES facilitates (per 20 participants) - Additional persons \$10.00 per person*.	\$200.00	No Change	\$200.00	0.00%	
303. Open Air Burning - farm waste	\$0.00	No Change	\$0.00	0.00%	

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

2027 Fire and Emergency Services User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)		Notes/Explanation of Non-MPI Changes
EMERGENCY SERVICES						
401A. Standby Requests - MTO Rates - per vehicle for the first hour or part thereof*	Maximum chargeable rate as set by MTO	Legislation	Maximum chargeable rate as set by MTO	N/A		Maximum chargeable rate as set by MTO and are subject to change where approved by MTO. MPI does not apply.
401B. Standby Requests - MTO Rates - per vehicle for each additional one-half hour*	Maximum chargeable rate as set by MTO	Legislation	Maximum chargeable rate as set by MTO	N/A		See explanation above
402A. Motor Vehicle Collisions on Hwy 401 - (cost recovery through MTO) - per vehicle for the first hour or part thereof and for consumables used i.e. All-purpose absorbent material, vermiculite, thermal insulating fire suppressant, shipping containers, firefighting foam, medical supplies etc. (plus actual costs)	Maximum chargeable rate as set by MTO	Legislation	Maximum chargeable rate as set by MTO	N/A		See explanation above
402B. Motor Vehicle Collisions on Hwy 401 - (cost recovery through MTO) - per vehicle for each additional one-half hour and for consumables used i.e. All-purpose absorbent material, vermiculite, thermal insulating fire suppressant, shipping containers, firefighting foam, medical supplies etc. (plus actual costs)	Maximum chargeable rate as set by MTO	Legislation	Maximum chargeable rate as set by MTO	N/A		See explanation above
402C. Motor Vehicle Collisions on municipal roads, non-resident and fault known per vehicle for the first hour or part thereof and for consumables used i.e. All-purpose absorbent material,vermiculite, thermal insulating fire suppressant, shipping containers, firefighting foam, medical supplies etc. (actual costs plus \$50)	Maximum chargeable rate as set by MTO	Legislation	Maximum chargeable rate as set by MTO	N/A		See explanation above
402D. Motor Vehicle Collisions on municipal roads non-resident and fault known per vehicle for each additional one-half hour and for consumables used i.e. All-purpose absorbent material, vermiculite, thermal insulating fire suppressant, shipping containers, firefighting foam, medical supplies etc. (actual costs plus \$50)	Maximum chargeable rate as set by MTO	Legislation	Maximum chargeable rate as set by MTO	N/A		See explanation above
403A. Response to Hazardous Material Incident - per vehicle for first hour or part thereof plus any additional clean-up costs or consumables used i.e. All-purpose absorbent material, vermiculite, thermal insulating fire suppressant, thermal insulating fire suppressant, shipping containers, firefighting foam, medical supplies etc. hazardous materials removal and disposal costs*	Maximum chargeable rate as set by MTO	Legislation	Maximum chargeable rate as set by MTO	N/A		See explanation above
403B. Response to Hazardous Material Incident - per vehicle for each additional one-half hour or thereof plus any additional clean-up costs or consumables used i.e. All-purpose absorbent material, vermiculite, thermal insulating fire suppressant, shipping containers, firefighting foam, medical supplies etc. hazardous materials removal and disposal costs*	Maximum chargeable rate as set by MTO	Legislation	Maximum chargeable rate as set by MTO	N/A		See explanation above

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

2027 Fire and Emergency Services User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
404A. Response to Dangerous Goods Incident - per vehicle for first hour or part thereof plus any additional clean-up costs or consumables used i.e. All-purpose absorbent material, vermiculite, thermal insulating fire suppressant, shipping containers , firefighting foam, medical supplies etc. hazardous materials removal and disposal costs*	Maximum chargeable rate as set by MTO	Legislation	Maximum chargeable rate as set by MTO	N/A	See explanation above
404B. Response to Dangerous Goods Incident - per vehicle for each additional one-half hour or thereof plus any additional clean-up costs or consumables used i.e. All-purpose absorbent material, vermiculite, thermal insulating fire suppressant, shipping containers , firefighting foam, medical supplies etc. hazardous materials removal and disposal costs*	Maximum chargeable rate as set by MTO	Legislation	Maximum chargeable rate as set by MTO	N/A	See explanation above
405A. Additional Expenses - to retain a private contractor, rent special equipment, secure or preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation and consumables used i.e. All-purpose absorbent material, vermiculite, thermal insulating fire suppressant, shipping containers , firefighting foam, medical supplies etc.*	Actual Costs	No Change	Actual Costs	0.00%	
405B. Attending Natural Gas Incident - per vehicle for first hour or part thereof*	Maximum chargeable rate as set by MTO	Legislation	Maximum chargeable rate as set by MTO	N/A	Maximum chargeable rate as set by MTO and are subject to change where approved by MTO. MPI does not apply.
406. Attending Natural Gas Incident - per vehicle for each additional one-half hour or thereof*	Maximum chargeable rate as set by MTO	Legislation	Maximum chargeable rate as set by MTO	N/A	See explanation above
407A. Attending a Non-Emergency Elevator Incident - per vehicle for first hour or part thereof*	Maximum chargeable rate as set by MTO	Legislation	Maximum chargeable rate as set by MTO	N/A	See explanation above
408 or 405B. Cleaning, Decontamination or Replacement of Equipment – as a result of service delivery where equipment i.e. personal protective equipment, vehicles, hoses or other non-consumable materials are contaminated or damaged.	Actual Costs	No Change	Actual Costs	0.00%	
409A. Response to incidents involving alternatively fueled vehicles (EV, hybrid, propane, etc.) - per vehicle for the first hour or part thereof plus any additional clean-up costs or consumables used i.e. All-purpose absorbent material, firefighting foam, medical supplies etc.*	Maximum chargeable rate as set by MTO	No Change	Maximum chargeable rate as set by MTO	N/A	Maximum chargeable rate as set by MTO and are subject to change where approved by MTO. MPI does not apply.
409B. Response to incidents involving alternatively fueled vehicles (EV, hybrid, propane, etc.) - per vehicle for each additional one-half hour or thereof plus any additional clean-up costs or consumables used i.e. All-purpose absorbent material, firefighting foam, medical supplies etc.*	Maximum chargeable rate as set by MTO	No Change	Maximum chargeable rate as set by MTO	N/A	

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2027 Fire and Emergency Services User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
PREVENTABLE FIRES AND ALARM SERVICES					
501A. Response to Unapproved Open Air Burning - following one warning - per vehicle for first hour or part thereof*	Maximum chargeable rate as set by MTO	Legislation	Maximum chargeable rate as set by MTO	N/A	Maximum chargeable rate as set by MTO and are subject to change where approved by MTO. MPI does not apply.
501B. Response to Unapproved Open Air Burning - per vehicle for each additional one- half hour or thereof*	Maximum chargeable rate as set by MTO	Legislation	Maximum chargeable rate as set by MTO	N/A	See explanation above
502. Response to fires on or beside rail lines caused by railway company*	Actual Costs	No Change	Actual Costs	0.00%	
503A. Response to Malicious and Nuisance Alarms - following a second response during a twelve month period - per vehicle for the first hour or part thereof*	Maximum chargeable rate as set by MTO	Legislation	Maximum chargeable rate as set by MTO	N/A	Maximum chargeable rate as set by MTO and are subject to change where approved by MTO. MPI does not apply.
503B. Response to Malicious and Nuisance Alarms - per vehicle for each additional one- half hour or thereof*	Maximum chargeable rate as set by MTO	Legislation	Maximum chargeable rate as set by MTO	N/A	See explanation above
504A. Response to false alarm as a result of work being performed on a fire alarm system or emergency system following one false alarm during a twelve month period - per vehicle for the first hour or part thereof*	Maximum chargeable rate as set by MTO	Legislation	Maximum chargeable rate as set by MTO	N/A	See explanation above
504B. Response to false alarm as a result of work being performed on a fire alarm system or emergency system following one false alarm during a twelve month period - per vehicle for each additional one-half hour or thereof*	Maximum chargeable rate as set by MTO	Legislation	Maximum chargeable rate as set by MTO	N/A	See explanation above
505. Response to Electrical Vehicle (EV) Incident - per vehicle for first hour or part thereof plus any additional clean-up costs or consumables used i.e. All-purpose absorbent material, vermiculite, thermal insulating fire suppressant, shipping containers, firefighting foam, medical supplies etc.*	\$0.00	New Fee/Charge	Maximum chargeable rate as set by MTO		To make consistent, as similar fees in same cateogry. This is also cosistent with other municipalities.

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

2027 Fire and Emergency Services User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
TRAINING TOWER RENTALS					
601A. Live Burn – 8 hours – Weekday – (Includes staffing costs for two AFES staff)* Rental includes use of Firefighter survival maze, roof ventilation prop, forcible entry prop. NOTE* wood for props to be supplied by customer	\$2,650.00	No Change	\$2,650.00	0.00%	No change to tower rental fees as the facilities have been utilized substantially less. This is due to increased competition with other departments having training centres as well as the schools have begun constructing their own training grounds and props.
601B. Live Burn – 8 hours – Weekends – (Includes staffing costs for two AFES staff)* Rental includes use of Firefighter survival maze, roof ventilation prop, forcible entry prop. NOTE* wood for props to be supplied by customer	\$3,000.00	No Change	\$3,000.00	0.00%	See explanation above
602A. Live Car Fire Burn – 4hours – Weekday – (Includes staffing costs for one AFES staff)	\$0.00	New Fee/Charge	\$700.00		New prop available for use.
602B. Live Car Fire Burn – 4hours – Weekend – (Includes staffing costs for one AFES staff)	\$0.00	New Fee/Charge	\$750.00		New prop available for use.
602C. Live Car Fire Burn – 8 hours – Weekday – (Includes staffing costs for one AFES staff)	\$0.00	New Fee/Charge	\$1,000.00		New prop available for use.
602D. Live Car Fire Burn – 8 hours – Weekend – (Includes staffing costs for one AFES staff)	\$0.00	New Fee/Charge	\$1,500.00		New prop available for use.
603A. Artificial Smoke Only Training (no live burning) -8 hours – Weekday – (Smoke only and Staffing Costs for One AFES Staff) Rental includes use of Firefighter survival maze, roof ventilation prop, forcible entry prop. NOTE* wood for props to be supplied by customer	\$1,500.00	No Change	\$1,500.00	0.00%	No change to tower rental fees as the facilities have been utilized substantially less. This is due to increased competition with other departments having training centres as well as the schools have begun constructing their own training grounds and props.

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2027 Fire and Emergency Services User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
603B. Artificial Smoke Only Training (no live burning) 8 hours – Weekend – (Smoke only and Staffing Costs for One AFES Staff) Rental includes use of Firefighter survival maze, roof ventilation prop, forcible entry prop. NOTE* wood for props to be supplied by customer	\$1,700.00	No Change	\$1,700.00	0.00%	See explanation above

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2027 Fire and Emergency Services User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
EQUIPMENT AND PROP RENTAL FEES					
704. Auto Extrication, Vehicle Supply	Market Rate	No Change	Market Rate	0.00%	No change to equipment and prop rental fees as these have been utilized substantially less. This is due to increased competition with other departments having training centres as well as the schools have begun constructing their own training grounds and props.
705. Self-Contained Breathing Apparatus (SCBA) Air Fills per cylinder – (AFES has the capability of filling SCOTT 4500 PSI cylinders)*	\$12.00	No Change	\$12.00	0.00%	See explanation above
706. Fire truck and Related Equipment rental per day (if available)*	\$575.00	No Change	\$575.00	0.00%	See explanation above
707. Training Grounds (Tower no smoke or fire) Rental includes use of Firefighter survival maze, roof ventilation prop, forcible entry prop. NOTE* wood for props to be supplied by customer.	\$1,000.00	No Change	\$1,000.00	0.00%	See explanation above
708. Use of the fire extinguisher prop with a training tower rental for colleges, fire departments and other non-fire service organizations. Half day rental (0800h to 1200h or 1300h to 1700h) operated by AFES trained staff.	\$300.00	No Change	\$300.00	0.00%	See explanation above
709. Use of the fire extinguisher prop with a training tower rental for colleges, fire departments and other non-fire service organizations. Full day rental (0800h to 1600h) operated by AFES trained staff.	\$600.00	No Change	\$600.00	0.00%	See explanation above
710. Off site fire extinguisher prop rental by fire departments for a full day and operated by a trained staff of the renting department (transportation of equipment is the responsibility of the renting Fire Department).	\$400.00	No Change	\$400.00	0.00%	See explanation above
711. Off site fire extinguisher prop rental by fire departments for a full week and operated by trained staff of the renting department(transportation of equipment is the responsibility of the renting Fire Department).	\$1,000.00	No Change	\$1,000.00	0.00%	See explanation above

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

2027 Operations and Environmental Services User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
BASEBALL DIAMONDS					
Baseball Diamonds - Premium - Youth Non-profit*	\$36.10	MPI Adjustment	\$37.60	4.16%	
Baseball Diamonds - Premium - Adult Non-profit*	\$56.90	MPI Adjustment	\$59.20	4.04%	
Baseball Diamonds - Premium - Non-resident (youth non-profit)*	\$41.70	MPI Adjustment	\$43.40	4.08%	
Baseball Diamonds - Premium - Non-resident (adult non-profit)*	\$65.70	MPI Adjustment	\$68.30	3.96%	
Baseball Diamonds - Premium - Commercial*	\$113.50	MPI Adjustment	\$118.00	3.96%	
Baseball Diamonds - Type 1 - Youth*	\$32.90	MPI Adjustment	\$34.20	3.95%	
Baseball Diamonds - Type 1 - Adult*	\$51.70	MPI Adjustment	\$53.80	4.06%	
Baseball Diamonds - Type 1 - Non-resident (adult)*	\$64.30	MPI Adjustment	\$66.90	4.04%	
Baseball Diamonds - Type 1 - Non-resident (youth)*	\$40.90	MPI Adjustment	\$42.60	4.16%	
Baseball Diamonds - Type 2 - Youth*	\$18.10	MPI Adjustment	\$18.90	4.42%	
Baseball Diamonds - Type 2 - Adult*	\$28.60	MPI Adjustment	\$29.80	4.20%	
Baseball Diamonds - Type 2 - Non-resident (adult)*	\$35.50	MPI Adjustment	\$37.00	4.23%	
Baseball Diamonds - Type 2 - Non-resident (youth)*	\$22.20	MPI Adjustment	\$23.10	4.05%	
Baseball Diamonds - Premium Fri. 4pm - Sun. 4pm - Tournament (resident) per field*	\$877.60	MPI Adjustment	\$912.30	3.95%	
Baseball Diamonds - Premium Fri. 4pm - Sun. 4pm - Tournament - Non-resident per field*	\$1,263.50	MPI Adjustment	\$1,313.50	3.96%	
Baseball Diamonds - Tournament (Fri. 4pm - Sun. 4pm) Premier (resident) per field*	\$877.60	MPI Adjustment	\$912.30	3.95%	
Baseball Diamonds - Tournament (Fri. 4pm - Sun. 4pm) Type 1 (resident) per field*	\$468.10	MPI Adjustment	\$486.60	3.95%	
Baseball Diamonds - Tournament (Fri. 4pm - Sun. 4pm) Premier - Non-resident per field*	\$1,263.50	MPI Adjustment	\$1,313.50	3.96%	
Baseball Diamonds - Tournament (Fri. 4pm - Sun. 4pm) Type 1- Non-resident per field*	\$758.10	MPI Adjustment	\$788.10	3.96%	

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2027 Operations and Environmental Services User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Baseball Diamonds - Sports Camp (Mon. - Fri., 8am - 4pm) - Type 1 - per field*	\$643.60	MPI Adjustment	\$669.10	3.96%	
Baseball Diamonds - Sports Camp (Mon. - Fri., 8am - 4pm) - Type 2 - per field*	\$351.10	MPI Adjustment	\$365.00	3.96%	
Baseball Diamonds - Adminsitration Fees - Permit Changes/Transfers*	\$12.00	MPI Adjustment	\$12.50	4.17%	
Baseball Diamongs - Administration Fees - Cancellation Fee*	\$47.10	MPI Adjustment	\$49.00	4.03%	

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2027 Operations and Environmental Services User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
SOCCER PITCHES					
Soccer Pitches - Type 1 - Youth*	\$28.60	MPI Adjustment	\$29.80	4.20%	
Soccer Pitches - Type 1 - Adult*	\$44.50	MPI Adjustment	\$46.30	4.04%	
Soccer Pitches - Type 1 - Non-resident (adult)*	\$55.30	MPI Adjustment	\$57.50	3.98%	
Soccer Pitches - Type 1 - Non-resident (youth)*	\$35.50	MPI Adjustment	\$37.00	4.23%	
Soccer Pitches - Type 2 - Youth*	\$14.50	MPI Adjustment	\$15.10	4.14%	
Soccer Pitches - Type 2 - Adult*	\$23.60	MPI Adjustment	\$24.60	4.24%	
Soccer Pitches - Type 2 - Non-resident (adult)*	\$29.40	MPI Adjustment	\$30.60	4.08%	
Soccer Pitches - Type 2 - Non-resident (youth)*	\$18.00	MPI Adjustment	\$18.80	4.44%	
Soccer Pitches - Tournament (Fri. 4pm - Sun. 4pm) - Artificial Turf (resident) per field*	\$1,403.90	MPI Adjustment	\$1,459.40	3.95%	
Soccer Pitches - Tournament (Fri. 4pm - Sun. 4pm) - Type 1 (resident) per field*	\$555.90	MPI Adjustment	\$577.90	3.96%	
Soccer Pitches - Tournament (Fri. 4pm - Sun. 4pm) - Type 2 (resident) per field*	\$234.10	MPI Adjustment	\$243.40	3.97%	
Soccer Pitches - Tournament (Fri. 4pm - Sun. 4pm) - Artificial Turf - Non-resident per field*	\$1,516.20	MPI Adjustment	\$1,576.10	3.95%	
Soccer Pitches - Tournament (Fri. 4pm - Sun. 4pm) - Type 1 - Non-resident per field*	\$947.70	MPI Adjustment	\$985.20	3.96%	
Soccer Pitches - Tournament (Fri. 4pm - Sun. 4pm) - Type 2 - Non-resident per field*	\$505.50	MPI Adjustment	\$525.50	3.96%	
Soccer Pitches - Non-Prime (Fri. 5pm - Sun. 4pm) Type 1 (Youth)*	\$14.50	MPI Adjustment	\$15.10	4.14%	
Soccer Pitches - Non-Prime (Fri. 5pm - Sun. 4pm) Type 2 (Youth)*	\$7.40	MPI Adjustment	\$7.70	4.05%	
Soccer Pitches - Non-Prime (Fri. 5pm - Sun. 4pm) Type 1 (Adult)*	\$22.50	MPI Adjustment	\$23.40	4.00%	
Soccer Pitches - Non-Prime (Fri. 5pm - Sun. 4pm) Type 2 (Adult)*	\$12.00	MPI Adjustment	\$12.50	4.17%	
Soccer Pitches - Sports Camp (Mon. - Fri., 8am - 4pm) - Type 1, per field*	\$526.60	MPI Adjustment	\$547.50	3.97%	
Soccer Pitches - Sports Camp (Mon. - Fri., 8am - 4pm) - Type 2, per field*	\$234.10	MPI Adjustment	\$243.40	3.97%	

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2027 Operations and Environmental Services User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Soccer Pitches - Administration Fees - Permit Changes/Transfers*	\$12.00	MPI Adjustment	\$12.50	4.17%	
Soccer Pitches - Administration Fees - Cancellation Fee*	\$47.10	MPI Adjustment	\$49.00	4.03%	
ARTIFICIAL TURF FIELDS					
Artificial Turf Fields - Youth*	\$99.70	MPI Adjustment	\$103.70	4.01%	
Artificial Turf Fields - Adult*	\$140.70	MPI Adjustment	\$146.30	3.98%	
Artificial Turf Fields - Commercial*	\$175.70	MPI Adjustment	\$182.70	3.98%	
Artificial Turf Fields - Non-Prime (Mar 1 - Apr 30, and Oct 1 - Dec 15)*	\$76.20	MPI Adjustment	\$79.30	4.07%	
Artificial Turf Administration Fees - Permit Changes/Transfers*	\$12.00	MPI Adjustment	\$12.50	4.17%	
Artificial Turf Administration Fees - Cancellation Fee*	\$47.10	MPI Adjustment	\$49.00	4.03%	
CRICKET PITCH: MONARCH PARK					
Cricket Pitch - Youth (resident)*	\$36.10	MPI Adjustment	\$37.60	4.16%	
Cricket Pitch - Adult (resident)*	\$56.90	MPI Adjustment	\$59.20	4.04%	
Cricket Pitch - Non-resident*	\$122.60	MPI Adjustment	\$127.50	4.00%	
SOFT CRICKET BALL: APPLECROFT PARK					
Cricket Pitch - Youth (resident)*	\$14.50	MPI Adjustment	\$15.10	4.14%	
Cricket Pitch - Adult (resident)*	\$23.60	MPI Adjustment	\$24.60	4.24%	
Cricket Pitch - Non-resident (youth)*	\$18.00	MPI Adjustment	\$18.80	4.44%	
Cricket Pitch - Non-resident (adult)*	\$29.40	MPI Adjustment	\$30.60	4.08%	

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2027 Operations and Environmental Services User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
OTHER FEES					
Culvert Installation - standard installation (7 metres)*	\$1,807.50	MPI Adjustment	\$1,878.90	3.95%	
Picnic Tables - Resident (8 tables)*	\$120.80	MPI Adjustment	\$125.60	3.97%	
Picnic Tables - Non-resident (8 tables)*	\$260.50	MPI Adjustment	\$270.80	3.95%	
Special Events Permit - plus any other direct costs (i.e. staff time, portable toilets, hand washing stations, tents, security, etc.)*	\$425.60	Market-based comparison	\$500.00	17.48%	To bring in line with market rates.
Road Occupancies	\$210.90	MPI Adjustment	\$219.30	3.98%	
Tent/Canopy Rental - Resident (10 x 10 Canopy)*	\$60.60	MPI Adjustment	\$63.00	3.96%	
Tent/Canopy Rental - Non-resident (10 x 10 Canopy)*	\$130.30	MPI Adjustment	\$135.50	3.99%	
Portable Washroom - Resident rate for each washroom*	\$301.50	MPI Adjustment	\$313.50	3.98%	
Portable Washroom - Non-resident rate for each washroom*	\$390.50	MPI Adjustment	\$406.00	3.97%	
Tree Dedication*	\$361.60	MPI Adjustment	\$375.90	3.95%	
Bench Dedication*	\$3,509.70	MPI Adjustment	\$3,648.40	3.95%	
Film Permits - per day (set-up/tear-down/filming)*	\$1,205.20	MPI Adjustment	\$1,252.90	3.96%	
Special Event Photography Permit (1.5 hrs)	\$123.20	MPI Adjustment	\$128.10	3.98%	
EV Charging Station - per hour, first hour*	\$1.50	MPI Adjustment	\$1.60	6.67%	
EV Charging Station - per hour, after first hour*	\$2.50	MPI Adjustment	\$2.60	4.00%	
Municipal Consents - per application, per street up to 300 metres	\$482.30	Market-based comparison	\$550.00	14.04%	To bring in line with market rates.
Municipal Consents - additional fee, per metre, per street beyond 300 metres	\$1.00	MPI Adjustment	\$1.10	10.00%	
Pavement Cuts*	\$3,114.00	MPI Adjustment	\$3,237.10	3.95%	
Curb Cut and Application Fee (0-4 metres)	\$337.40	Actual Cost	\$400.00	18.55%	To bring in line with actual costs.
Curb Cut (per additional metre, beyond first 4 metres)	\$34.30	Actual Cost	\$40.00	16.62%	To bring in line with actual costs.
School Board Permit Processing Fee	\$25.00	No Change	\$25.00	0.00%	Based on the agreement with DDSB
Application for Crossing of Parklands*	\$58.60	MPI Adjustment	\$61.00	4.10%	Fee moved from Corporate Services to Operations

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2027 Operations and Environmental Services User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
FAIRGROUNDS RENTAL PER DAY					
< 5000 People*	\$5,000.00	MPI Adjustment	\$5,197.50	3.95%	Fairgrounds rentals were new in 2026
5,001 to 9,999 People*	\$7,500.00	MPI Adjustment	\$7,796.30	3.95%	Fairgrounds rentals were new in 2026
10,000 to 20,000 People*	\$13,500.00	MPI Adjustment	\$14,033.30	3.95%	Fairgrounds rentals were new in 2026
GREENWOOD CONSERVATION AREA					
Greenwood Conservation Area (9am - 6pm, May 15 - September 30 inclusive) - Education Student Rate (per person)*	\$1.50	MPI Adjustment	\$1.60	6.67%	
Greenwood Conservation Area (9am - 6pm, May 15 - September 30 inclusive) Resident Group Rate (0-99 people) with one picnic shelter*	\$271.30	MPI Adjustment	\$282.10	3.98%	
Greenwood Conservation Area (9am - 6pm, May 15 - September 30 inclusive) Non-resident Group Rate (0-99 people) with one picnic shelter*	\$455.70	MPI Adjustment	\$473.80	3.97%	
PAULYNN PARK					
Paulynn Park (9am - 6pm, May 15 - September 30 inclusive) - Education Student Rate (per person)*	\$1.50	MPI Adjustment	\$1.60	6.67%	
Paulynn Park (9am - 6pm, May 15 - September 30 inclusive) - Resident Group Fees (0-30 people) with one Picnic Shelter*	\$151.00	MPI Adjustment	\$157.00	3.97%	
Paulynn Park (9am - 6pm, May 15 - September 30 inclusive) - Non-resident Group Fees (0-30 people) with one Picnic Shelter*	\$260.50	MPI Adjustment	\$270.80	3.95%	
WATERFRONT					
Waterfront (9am - 6pm, May 15 - September 30 inclusive) - Resident Group Fees (0-30 people) with Lion's Point Picnic Shelter*	\$151.00	MPI Adjustment	\$157.00	3.97%	
Waterfront (9am - 6pm, May 15 - September 30 inclusive) - Non-resident Group Fees (0-30 people) with Lion's Point Picnic Shelterfront*	\$260.50	MPI Adjustment	\$270.80	3.95%	
Waterfront (9am - 6pm, May 15 - September 30 inclusive) - Resident Group Fees (0-30 people) without picnic shelter (with 4 picnic tables)*	\$72.60	MPI Adjustment	\$75.50	3.99%	
Waterfront (9am - 6pm, May 15 - September 30 inclusive) - Non-resident Group Fees (0-30 people) without picnic shelter (with one picnic shelter)*	\$130.30	MPI Adjustment	\$135.50	3.99%	
Waterfront (9am - 6pm, May 15 - September 30 inclusive) - Education Student Rate (per person)*	\$1.50	MPI Adjustment	\$1.60	6.67%	
Note: Waterfront - groups 100+ people require Special Event Permit and directed to such rate*					

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2027 Operations and Environmental Services User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
WATERFRONT TRAIL PERMIT					
Waterfront Trail Permit - all groups over 300, regardless of status (responsible for any additional direct costs i.e. portable toilets, handwashing stations, additional tents, security, etc.) [*]	\$241.30	MPI Adjustment	\$250.90	3.98%	
SENIOR SNOW REMOVAL					
Senior Snow Removal Program - includes the plowing of the windrow, the driveway, the walkway to the front door, the driveway apron, and the municipal sidewalk. [*]	\$319.20	MPI Adjustment	\$331.90	3.98%	
Senior Snow Removal Program - includes service municipal sidewalk and windrow service [*]	\$36.40	MPI Adjustment	\$37.90	4.12%	

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2027 Planning and Development User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
ENGINEERING:					
Engineering Review Inspection and Administration of Subdivision Agreements, Development Agreements, Lot Grading Agreements and Infill Lots - Value of securities for work <\$500,000	6.10%	No Change	6.10%	0.00%	Fee is based off percentage cost of works so no MPI increase is needed.
Engineering Review Inspection and Administration of Subdivision Agreements, Development Agreements, Lot Grading Agreements and Infill Lots - Value of securities for work \$500,000 - \$1 million	5.00%	No Change	5.00%	0.00%	Fee is based off percentage cost of works so no MPI increase is needed.
Engineering Review Inspection and Administration of Subdivision Agreements, Development Agreements, Lot Grading Agreements and Infill Lots - Value of securities for work >\$1 million	4.40%	No Change	4.40%	0.00%	Fee is based off percentage cost of works so no MPI increase is needed.
Engineering Review Inspection and Administration of Subdivision Agreements, Development Agreements, Lot Grading Agreements and Infill Lots - Fee per lot, where value of work or securities are less than \$13,000	\$1,164.60	MPI Adjustment	\$1,210.70	3.96%	
Minimum fee for Infill lots	\$1,164.60	MPI Adjustment	\$1,210.70	3.96%	
Landscape Architectural and Environmental Services Review and Inspection for Subdivision Agreements, Development Agreements and Site Plan Applications - Percentage of the value of securities for landscape work	2.10%	No Change	2.10%	0.00%	Fee is based off percentage cost of works so no MPI increase is needed.
Landscape Architectural and Environmental Services Review and Inspection for Subdivision Agreements, Development Agreements and Site Plan Applications - Minimum fee (per lot) where the value of works or securities is less than \$13,000	\$362.30	MPI Adjustment	\$376.70	3.97%	
Engineering Review Inspection and Administration of Site Plan Agreements - Value of securities for work <\$500,000	6.30%	No Change	6.30%	0.00%	Fee is based off percentage cost of works so no MPI increase is needed.
Engineering Review Inspection and Administration of Site Plan Agreements - Value of securities for work >\$500,000	5.60%	No Change	5.60%	0.00%	Fee is based off percentage cost of works so no MPI increase is needed.
Engineering Review Inspection and Administration of Site Plan Agreements - Minimum fee where the value of work or securities are less than \$13,000	\$1,080.00	MPI Adjustment	\$1,122.70	3.95%	
Peer Reviews	Actual Costs	No Change	Actual Costs	N/A	Costs are fully recovered.

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

2027 Planning and Development User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Engineering Review and Inspection for Street Lights in Subdivisions	Actual Costs of Third Party Review	No Change	Actual Costs of Third Party Review	N/A	Costs are fully recovered.
Pre-Servicing Agreement - per application	\$2,118.20	MPI Adjustment	\$2,201.90	3.95%	
Benchmarks - per lot	\$17.10	MPI Adjustment	\$17.80	4.09%	
Digital Drawing Management Fee - Value of Works <\$100,000	\$351.10	MPI Adjustment	\$365.00	3.96%	
Digital Drawing Management Fee - Value of Works \$100,000 - \$500,000	\$585.10	MPI Adjustment	\$608.30	3.97%	
Digital Drawing Management Fee - Value of Works >\$500,000	\$1,170.00	MPI Adjustment	\$1,216.30	3.96%	
Stormwater Maintenance Fee - per hectare	\$2,807.70	MPI Adjustment	\$2,918.70	3.95%	
Design Criteria* - CD Only	\$29.50	MPI Adjustment	\$30.70	4.07%	
Design Criteria* - Book and CD	\$93.90	MPI Adjustment	\$97.70	4.05%	
Site Inspections for Development Sites - fee for first, third, and any subsequent inspection	\$251.90	MPI Adjustment	\$261.90	3.97%	
Review of Development Applications (After 3rd submission) - plus hourly rate for review of any submissions greater than the 3rd submission and for any subsequent submission	\$251.90	MPI Adjustment	\$261.90	3.97%	
Continuous Linear Infrastructure-Environmental Compliance Approval (CLI-ECA) review and approval	\$532.00	MPI Adjustment	\$553.10	3.97%	
Sediment and Erosion Permit Fee - major initial permit fee	\$2,153.40	MPI Adjustment	\$2,238.50	3.95%	
Sediment and Erosion Permit Fee - major per hectare	\$964.80	MPI Adjustment	\$1,003.00	3.96%	
Sediment and Erosion Permit Fee - renewal of permit	\$1,076.80	MPI Adjustment	\$1,119.40	3.96%	
Sediment and Erosion Permit Fee - minor initial permit fee	\$2,088.60	MPI Adjustment	\$2,171.10	3.95%	

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2027 Planning and Development User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Traffic Data and Turning Movement Counts - Traffic Data	\$255.90	MPI Adjustment	\$266.10	3.99%	
Traffic Data and Turning Movement Counts - Turning Movement Counts	\$255.90	MPI Adjustment	\$266.10	3.99%	
Hourly Rates - Engineer/Coordinator (per hour)	\$126.60	MPI Adjustment	\$131.70	4.03%	
Hourly Rates - Engineering Technologist (per hour)	\$109.00	MPI Adjustment	\$113.40	4.04%	
Hourly Rates - Landscape Architect (per hour)	\$123.20	MPI Adjustment	\$128.10	3.98%	
Hourly Rates - Engineering Associate (per hour)	\$70.50	MPI Adjustment	\$73.30	3.97%	
STORMWATER					
Residential Annual Stormwater Fee	\$52.90	MPI Adjustment	\$55.00	3.97%	
Non-Residential Annual Stormwater Fee per 192m ² impervious area (may be subject to credits under stormwater fee credit program)	\$52.90	MPI Adjustment	\$55.00	3.97%	

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2027 Planning and Development User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
SUSTAINABILITY					
Sustainability review and Inspection of development application. Total Gross Floor Area 0-750 m ² .	\$266.10	MPI Adjustment	\$276.70	3.98%	
Sustainability review and Inspection of development application. Total Gross Floor Area >750-2,500 m ² .	\$2,451.40	MPI Adjustment	\$2,548.30	3.95%	
Sustainability review and Inspection of development application. Total Gross Floor Area >2,500-25,000 m ² .	\$4,167.40	MPI Adjustment	\$4,332.10	3.95%	
Sustainability review and Inspection of development application. Total Gross Floor Area >25,000-100,000 m ² .	\$6,128.40	MPI Adjustment	\$6,370.50	3.95%	
Sustainability review and Inspection of development application. Total Gross Floor Area >100,000-150,000 m ² .	\$7,844.40	MPI Adjustment	\$8,154.30	3.95%	
Sustainability review and Inspection of development application. Total Gross Floor Area >150,000 m ² .	\$10,051.00	MPI Adjustment	\$10,448.10	3.95%	

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

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2027 Planning Act User Fees and Charges

	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	
PLANNING SECTION					
OFFICIAL PLAN AMENDMENT (OPA)					
Local Official Plan Amendment: Simple - Application Processing	\$57,413.10	MPI Adjustment	\$59,681.00	3.95%	
Local Official Plan Amendment: Complex - Application Processing	\$123,153.40	MPI Adjustment	\$128,018.00	3.95%	
Local Official Plan Amendment: Simple or Complex - Town-led Open House (Only if requested by applicant)	\$2,605.50	MPI Adjustment	\$2,708.50	3.95%	
Regional Official Plan Amendment:Application Processing	\$20,182.50	MPI Adjustment	\$20,979.80	3.95%	
ZONING BY-LAW AMENDMENT (ZBA)					
Zoning By-law Amendment: Simple - Application Processing	\$52,507.40	MPI Adjustment	\$54,581.50	3.95%	
Zoning By-law Amendment: Complex - Application Processing	\$54,720.90	MPI Adjustment	\$56,882.40	3.95%	
Zoning By-law Amendment: Simple or Complex - Town-led Open House (Only if requested by Applicant)	\$2,605.50	MPI Adjustment	\$2,708.50	3.95%	
Removal of a Holding (H) Provision	\$9,813.60	MPI Adjustment	\$10,201.30	3.95%	
Temporary Use By-law	\$50,505.60	MPI Adjustment	\$52,500.60	3.95%	
Temporary Use By-law Extension	\$6,001.10	MPI Adjustment	\$6,238.20	3.95%	
JOINT OFFICIAL PLAN AMENDMENT AND ZONING BY-LAW AMENDMENT					
Joint Official Plan Amendment & Zoning By-law Amendment: Simple - Application Processing	\$79,509.40	MPI Adjustment	\$82,650.10	3.95%	
Joint Official Plan Amendment & Zoning By-law Amendment: Complex - Application Processing	\$132,818.70	MPI Adjustment	\$138,065.10	3.95%	
Joint Official Plan Amendment & Zoning By-law Amendment: Simple or Complex - Town-led Open House (Only if requested by Applicant)	\$2,605.50	MPI Adjustment	\$2,708.50	3.95%	
NOTE: Complex Applications refers to: The introduction of a new use that has not been contemplated by the Town's Official Plan and/or Zoning By-law, and/or is tied to an application for a Regional Official Plan Amendment, and/or is an application(s) deemed to propose a significant change to the Town's Official Plan, subject to the Town's discretion.					

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2027 Planning Act User Fees and Charges

	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	
DRAFT PLAN OF SUBDIVISION AND DRAFT PLAN OF CONDOMINIUM					
Draft Plan of Subdivision: Residential - Base Fee (plus applicable Fee Per Unit)	\$39,184.10	MPI Adjustment	\$40,731.90	3.95%	
Draft Plan of Subdivision: Residential - Fee Per Unit (1-200)	\$705.80	MPI Adjustment	\$733.70	3.95%	
Draft Plan of Subdivision: Residential - Fee Per Unit (201+)	\$353.20	MPI Adjustment	\$367.20	3.96%	
Draft Plan of Subdivision: Non-residential	\$85,857.10	MPI Adjustment	\$89,248.50	3.95%	
Draft Plan of Subdivision: Development Block (associated with a condominium / or required for a site plan)	\$30,278.10	MPI Adjustment	\$31,474.10	3.95%	
Revisions to a Draft Plan of Subdivision or Draft Plan of Condominium (i.e. not draft approved, but requiring full recirculation)	\$4,495.40	MPI Adjustment	\$4,673.00	3.95%	
Revisions to a Draft Approved Plan of Subdivision or Condominium (i.e. red-line revision): Major (where substantial changes are proposed and recirculation is required) - Base Fee (plus applicable Fee Per Unit)	\$23,111.60	MPI Adjustment	\$24,024.60	3.95%	
Revisions to a Draft Approved Plan of Subdivision or Condominium (i.e. red-line revision): Major - Fee Per Unit (1-200)	\$542.30	MPI Adjustment	\$563.80	3.96%	
Revisions to a Draft Approved Plan of Subdivision or Condominium (i.e. red-line revision): Major - Fee Per Unit (201+)	\$271.40	MPI Adjustment	\$282.20	3.98%	
Revisions to a Draft Approved Plan of Subdivision or Condominium (i.e. red-line revision): Minor (change to condition and/or minor plan change)	\$6,216.20	MPI Adjustment	\$6,461.80	3.95%	
Request to Extend Draft Approval	\$5,194.40	MPI Adjustment	\$5,399.60	3.95%	
Final Approval, Subdivision Clearance Fee	\$4,170.40	MPI Adjustment	\$4,335.20	3.95%	
Draft Plan of Condominium - Application Processing	\$30,621.70	MPI Adjustment	\$31,831.30	3.95%	
Final Approval, Condominium Clearance Fee	\$3,292.50	MPI Adjustment	\$3,422.60	3.95%	
Lift Part-Lot Control - Base Fee (Base Fee + Fee Per Unit Total Maximum = \$6,107.20) or Deeming By-law (Base Fee only)	\$5,349.20	MPI Adjustment	\$5,560.50	3.95%	

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2027 Planning Act User Fees and Charges

	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	
Lift Part-Lot Control - Fee Per Unit (Base Fee + Fee Per Unit Total Maximum = \$6,107.20)	\$37.90	MPI Adjustment	\$39.40	3.96%	
Extension of Part Lot Control Exemption	\$2,679.10	MPI Adjustment	\$2,785.00	3.95%	
SITE PLAN					
Site Plan: Major - Base Fee (plus Fee Per Unit and/or Non-residential GFA)	\$42,084.80	MPI Adjustment	\$43,747.20	3.95%	
Site Plan: Major - Residential Fee Per Unit (1-25)	\$484.10	MPI Adjustment	\$503.30	3.97%	
Site Plan: Major - Residential Fee Per Unit (26-100)	\$375.50	MPI Adjustment	\$390.40	3.97%	
Site Plan: Major - Residential per unit (101-200 units)	\$183.50	MPI Adjustment	\$190.80	3.98%	
Site Plan: Major - Residential Fee Per Unit (201+)	\$97.80	MPI Adjustment	\$101.70	3.99%	
Site Plan: Major - Non-residential per 100m ² of GFA	\$52.90	MPI Adjustment	\$55.00	3.97%	
Site Plan: Minor (Conversion of residential to non-residential / Model Home/ Sales Trailer) - Application Processing	\$21,081.50	MPI Adjustment	\$21,914.30	3.95%	
Telecommunication Facility	\$21,936.30	MPI Adjustment	\$22,802.80	3.95%	

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2027 Planning Act User Fees and Charges

	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	
SITE PLAN AMENDMENT					
Site Plan Amendment: Major (Applies: i) Where an additional building is proposed; ii) Where an expansion to an existing building is greater than or equal to 50% of the total gross floor area of the existing building, or greater than or equal to 5,000 m ²) - Application Processing	Site Plan Application Fee applies	No Change	Site Plan Application Fee applies		
Site Plan Amendment: Minor A (Minor site works including, but not limited to, site access modifications and fencing) - Application Processing	\$1,536.70	MPI Adjustment	\$1,597.40	3.95%	
Site Plan Amendment: Minor B (Community Gardens) - Application Processing	\$2,359.70	MPI Adjustment	\$2,453.00	3.95%	
Site Plan Amendment: Minor C (Minor building additions as determined by the Town, patios, accessory buildings / structures, outdoor play areas, and/or parking lot modifications) - Application Processing	\$3,566.90	MPI Adjustment	\$3,707.80	3.95%	
Site Plan Amendment: Minor D (Applies: i) Where an expansion to an existing building is less than 50% of the total gross floor area of the building and is less than 5,000 m ² ; ii) Where there is an expansion to a parking area) - Application Processing	\$27,717.80	MPI Adjustment	\$28,812.70	3.95%	

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2027 Planning Act User Fees and Charges

	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	
AGREEMENTS					
Preparation of a Subdivision, Condominium, Site Plan, Development Agreements, or Amending Agreements (The Applicant is required to reimburse the Town for its legal costs associated with the preparation and registration of an agreement)*	Actual Costs	No Change	Actual Costs	0.00%	
COMMITTEE OF ADJUSTMENT: MINOR VARIANCE AND CONSENT					
Minor Variance: Accessory buildings, structures and platforms, driveway widenings, below grade entrances	\$878.10	MPI Adjustment	\$912.80	3.95%	
Minor Variance: Residential Minor (single or semi-detached dwellings, duplex, triplex, townhouse dwellings, or detached accessory dwelling unit) - Single Variance	\$1,701.20	MPI Adjustment	\$1,768.40	3.95%	
Minor Variance: Residential Minor (single or semi-detached dwellings, duplex, triplex, townhouse dwellings, or detached accessory dwelling unit) - Multiple Variances	\$2,127.00	MPI Adjustment	\$2,211.10	3.95%	
Minor Variance: Residential/Mixed-Use Major (condominium, apartment, or mixed-use buildings) - Single Variance	\$3,615.20	MPI Adjustment	\$3,758.10	3.95%	
Minor Variance: Residential/Mixed Use Major (condominium, apartment, or mixed-use buildings) - Multiple Variances (2-5 variance requests)	\$4,252.80	MPI Adjustment	\$4,420.80	3.95%	
Minor Variance: Residential/Mixed Use Major (condominium, apartment, or mixed-use buildings) - Multiple Variances (each additional variance request beyond 5)	\$637.80	MPI Adjustment	\$663.00	3.95%	
Minor Variance: Non-Residential - Single Variance	\$4,252.80	MPI Adjustment	\$4,420.80	3.95%	
Minor Variance: Non-Residential - Multiple Variances (2-5 variance requests)	\$4,828.90	MPI Adjustment	\$5,019.70	3.95%	

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2027 Planning Act User Fees and Charges

	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	
Minor Variance: Non-Residential - Multiple Variances (each additional variance request beyond 5)	\$637.80	MPI Adjustment	\$663.00	3.95%	
Minor Variance: Enlargement, expansion, or conversion of a legal non-conforming use/ uses defined in general terms	\$4,828.90	MPI Adjustment	\$5,019.70	3.95%	
Minor Variance: Post-development variance	Double the applicable application fee	No Change	Double the applicable application fee	0.00%	
Committee of Adjustment: Tabling Fee - (Collected if the applicant requests that the application be tabled, or if the applicant has not met the legislated requirements, or if the applicant is not present at the meeting and the Committee decides to table the application)	\$380.50	MPI Adjustment	\$395.60	3.97%	
Committee of Adjustment: Special Hearing - (Plus applicable application fee)	\$9,729.20	MPI Adjustment	\$10,113.60	3.95%	
Consent - Application Processing	\$3,605.30	MPI Adjustment	\$3,747.80	3.95%	
Consent - Development Agreement (where applicable)	\$3,049.00	MPI Adjustment	\$3,169.50	3.95%	
Consent - Stamping Fee	\$1,064.00	MPI Adjustment	\$1,106.10	3.96%	
Consent - Re-Stamping Fee	\$266.10	MPI Adjustment	\$276.70	3.98%	
NOTE: Applicants are encouraged to Pre-consult with Staff, prior to application submission. Exception: if a minor variance is requested as a result of going through a site plan approval process.					
NOTE: 50% Discount from the requisite fee when applying for a minor variance application associated with the installation of an accessibility device, ramp or driveway widening for the purposes of providing barrier free access to single/semi-detached/link or townhouse dwelling units					

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2027 Planning Act User Fees and Charges

	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	
PRE-CONSULTATION					
Pre-consultation: Minor Variance and Consent Applications	\$713.50	MPI Adjustment	\$741.70	3.95%	
Pre-Consultation: Site Plan: Minor; Site Plan Amendments: Minor A, B and C; and Telecommunication Facility ⁽¹⁾	\$713.50	MPI Adjustment	\$741.70	3.95%	
Pre-consultation: All other applications ⁽¹⁾	\$3,617.40	MPI Adjustment	\$3,760.30	3.95%	
⁽¹⁾ As per the Pre-consultation By-law, the Pre-consutlation application fee may be credited against one subsequent planning application fee.					
NOTE: Fees for additional Pre-consultation meetings will be charged as per the Pre-Consultation By-law					

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2027 Planning Act User Fees and Charges

	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	
OTHER					
Property Information Request - Zoning Information	\$359.10	MPI Adjustment	\$373.30	3.95%	
Property Information Request - Building Information	\$164.80	MPI Adjustment	\$171.40	4.00%	
Property Information Request - By-law Information	\$164.80	MPI Adjustment	\$171.40	4.00%	
Property Information Request - Ontario Heritage Act	\$164.80	MPI Adjustment	\$171.40	4.00%	
Property Information Request - Legal Inquiries (If information for more than 1 agreement is required, the fee will be charged per agreement)	\$267.90	MPI Adjustment	\$278.50	3.96%	
Property Information Request - Release of Agreements	\$552.20	MPI Adjustment	\$574.10	3.97%	
Sign By-law Amendment	\$3,036.00	MPI Adjustment	\$3,156.00	3.95%	
Sign By-law Variance	\$1,170.00	MPI Adjustment	\$1,216.30	3.96%	
Tree Cutting Permit	\$1,547.60	MPI Adjustment	\$1,608.80	3.95%	
Tree Cutting Permit - Appeal to Town of Ajax General Government Committee	\$4,625.90	MPI Adjustment	\$4,808.70	3.95%	
Additional Public Meeting - Where more than one public open house, or Community Affairs and Planning Committee meeting is required (per additional open house or meeting)	\$1,240.30	MPI Adjustment	\$1,289.30	3.95%	
Public Notification: Applicant Organized Public Meeting (Town to mail a notice prepared by an applicant)	\$200 plus applicable mailing and printing costs	No Change	\$200 plus applicable mailing and printing costs		
Advertising (Where it is not possible for a notice to be placed in the Ajax News-Advertiser's Community Page, the applicant shall pay the Town's advertising costs in respect of the matter.)*	Actual Costs	No Change	Actual Costs	0.00%	
Street Addressing - Base Fee (plus Fee Per Municipal Address)	\$375.50	MPI Adjustment	\$390.40	3.97%	
Street Addressing - Fee Per Municipal Address	\$20.90	MPI Adjustment	\$21.80	4.31%	
Street and Private Road Naming Request	\$728.90	MPI Adjustment	\$757.70	3.95%	

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2027 Planning Act User Fees and Charges

	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	
Peer Reviews and Architectural Control Review(The applicant shall be responsible for the Town's full costs of undertaking the peer review.)*	Actual Costs	No Change	Actual Costs	0.00%	
Ontario Land Tribunal (OLT) Appeals - Committee of Adjustment	\$400.00	Legislation	\$400.00	0.00%	
Ontario Land Tribunal (OLT) Appeals - All other Appeals	\$1,100.00	Legislation	\$1,100.00	0.00%	
<i>NOTE: Ontario Land Tribunal (OLT) Appeals - Where the Town becomes involved in an appeal to the OLT, and where the Town is in support of the application, the applicant shall pay Town staff costs in terms of time and expenses for preparation for and attendance at hearings, mediation or arbitration.</i>					
Preparation of Stand-Alone Official Plan Amendment and/or Zoning By-law Amendment	\$10,653.60	MPI Adjustment	\$11,074.50	3.95%	
Preparation of a Zoning Order	\$18,363.60	MPI Adjustment	\$19,089.00	3.95%	
Commissioning Planning Applications (for up to 5 signatures)	\$29.50	MPI Adjustment	\$30.70	4.07%	
Digital Application Submission Administration Fee - Compliance Letter	\$26.70	MPI Adjustment	\$27.80	4.12%	
Digital Application Submission Administration Fee - Pre-Consultation	\$32.00	MPI Adjustment	\$33.30	4.06%	
Digital Application Submission Administration Fee - Site Plan: Minor	\$26.70	MPI Adjustment	\$27.80	4.12%	
Digital Application Submission Administration Fee - Site Plan: Major	\$106.40	MPI Adjustment	\$110.70	4.04%	
Digital Application Submission Administration Fee - Site Plan Amendment: Major	\$106.40	MPI Adjustment	\$110.70	4.04%	
Digital Application Submission Administration Fee - Site Plan Amendment: Minor A, B and C	\$26.70	MPI Adjustment	\$27.80	4.12%	
Digital Application Submission Administration Fee - Site Plan Amendment: Minor D	\$79.90	MPI Adjustment	\$83.10	4.01%	

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2027 Planning Act User Fees and Charges

	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	
APPLICATION REFUND, RECIRCULATION AND REACTIVATION					
Refund: Where any application is withdrawn after a file has been opened, but before it has been circulated	90%	No Change	90%	0.00%	
Refund: Where a Zoning By-Law Amendment or Combined Official Plan and Zoning By-law Amendment applications are withdrawn within 45 days from date of submission of a complete application	50%	No Change	50%	0.00%	
Refund: Where a Site Plan or a Site Plan Amendment are withdrawn within 30 days of submission of a complete application	50%	No Change	50%	0.00%	
Refund: Where a standalone Official Plan Amendment or a Subdivision application is withdrawn after 1st submission comments have been provided to the applicant, but before a 2nd submission has been submitted	50%	No Change	50%	0.00%	
Refund: Where a Minor Variance application is withdrawn after a file has been circulated, but before it has been considered at a public meeting	50%	No Change	50%	0.00%	
Refund: Where an application is withdrawn any time after the 2nd submission has been submitted	0%	No Change	0%	0.00%	
Refund: Where a Minor Variance application is withdrawn after the public meeting	0%	No Change	0%	0.00%	
Recirculation - Required on the 4th submission and any subsequent submission of an application requiring circulation to internal departments and/or external agencies	\$1,170.00	MPI Adjustment	\$1,216.30	3.96%	
Refunds will also be issued in accordance with the <i>Planning Act</i>					
<i>NOTE: For an Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium, Site Plan and/or Site Plan Amendment application that has been deemed to be dormant, refunds shall be in accordance with the Dormant File Policy.</i>					

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2027 Planning Act User Fees and Charges

	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	
BOULEVARD ENCROACHMENTS					
Complex Boulevard Encroachment Application Fee (Proposed modifications)	\$343.50	MPI Adjustment	\$357.10	3.96%	
Complex Boulevard Encroachment Application Fee (Prior modifications)	\$687.00	MPI Adjustment	\$714.20	3.96%	
Complex Boulevard Encroachment Agreement Fee (Collected only if a Complex Boulevard Encroachment Application is approved) *	\$1,000.00	No Change	\$1,000.00	0.00%	
OTHER FEES					
Municipal Council Support for Roof-top Solar Photovoltaic Projects	\$561.70	MPI Adjustment	\$583.90	3.95%	
Temporary Patio Permit	\$0.00	MPI Adjustment	\$0.00	0.00%	
Heritage Permit	\$0.00	No Change	\$0.00	0.00%	
Hourly Rates - for any work done outside of an application	\$117.10	MPI Adjustment	\$121.80	4.01%	
Printing - Plan of Roads	\$14.90	MPI Adjustment	\$15.50	4.03%	
Printing - Subdivision Summary (11x17) w/Chart	\$12.00	MPI Adjustment	\$12.50	4.17%	
Printing - Official Plan Schedules (24x36) – per schedule	\$17.90	MPI Adjustment	\$18.70	4.47%	
Printing - Official Plan Schedules (11x17) – per schedule	\$12.00	MPI Adjustment	\$12.50	4.17%	

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2027 Public and Strategic Affairs User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Film Permit Fee* (security deposits will be requested when deemed necessary)	\$548.80	MPI Adjustment	\$570.50	3.95%	
Film Permit Fee - student	\$0.00	No Change	\$0.00	0.00%	
Powered by Ajax Registration Fee*	\$25.00	No Change	\$25.00	0.00%	New fee approved in 2026.

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

2027 Recreation - Admin. User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Brochure Advertising Rates					
Commercial - Business Card*	\$303.00	MPI Adjustment	\$315.00	3.96%	
Commercial - Quarter Page*	\$448.80	MPI Adjustment	\$466.60	3.97%	
Commercial - Half Page*	\$740.50	MPI Adjustment	\$769.80	3.96%	
Commercial - Full Page*	\$1,189.20	MPI Adjustment	\$1,236.20	3.95%	
Commercial - Half Page - inside glossy full colour (front or back cover or centre)*	\$1,054.50	MPI Adjustment	\$1,096.20	3.95%	
Commercial - Inside cover (full page)*	\$2,142.50	MPI Adjustment	\$2,227.20	3.95%	
Commercial - Back cover (full colour glossy)*	\$2,187.20	MPI Adjustment	\$2,273.60	3.95%	
Community Groups - Incorporated 2 yrs. or less (Business Card = one annually - max 1 ad)*	\$0.00	No Change	\$0.00	0.00%	
Community Groups - Incorporated 3-5 yrs. (Business Card & Quarter page size ads only = one annually max 3 business card sized ads or 1 quarter page sized ad) - Business Card*	\$56.30	MPI Adjustment	\$58.60	4.09%	
Community Groups - Incorporated 3-5 yrs. (Business Card & Quarter page size ads only = one annually max 3 business card sized ads or 1 quarter page sized ad) - Quarter Page*	\$129.30	MPI Adjustment	\$134.50	4.02%	
Community Groups - Business Card*	\$112.40	MPI Adjustment	\$116.90	4.00%	
Community Groups - Quarter Page*	\$258.20	MPI Adjustment	\$268.40	3.95%	
Community Groups - Half Page*	\$504.80	MPI Adjustment	\$524.80	3.96%	
Community Groups - Half Page - inside glossy full colour (front or back cover)*	\$549.80	MPI Adjustment	\$571.60	3.97%	
Community Groups - Full Page*	\$875.10	MPI Adjustment	\$909.70	3.95%	

All fee increases are effective January 1, 2027 with the exception of Arena Ice/Floor which is effected seasonally.

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

2027 Recreation - Facilities User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Recreational Skating					
Public Skating - Single Admission - Youth*	\$3.10	Market-based comparison	\$3.32	7.10%	Nominal increase for entrance fees, rates continue to be on low end vs. comparators. (Rounded to nearest \$0.25)
Public Skating - Single Admission - Senior*	\$3.10	Market-based comparison	\$3.32	7.10%	Nominal increase for entrance fees, rates continue to be on low end vs. comparators. (Rounded to nearest \$0.25)
Public Skating - Single Admission - Adult*	\$4.65	Market-based comparison	\$5.09	9.46%	Nominal increase for entrance fees, rates continue to be on low end vs. comparators. (Rounded to nearest \$0.25)
Public Skating - Single Admission - Preschool (3 & under)	\$0.00	No Change	\$0.00	0.00%	
Public Skating - Group Admission (min 1 adult and 4 children, or max 2 adults and 3 children)*	\$14.25	No Change	\$14.25	0.00%	No change recommend based on market comparison
Public Skating - 10 Pass - Youth*	\$27.30	Market-based comparison	\$29.87	9.41%	Nominal increase for entrance fees, rates continue to be on low end vs. comparators. (Rounded to nearest \$0.25)
Public Skating - 10 Pass - Senior*	\$27.30	Market-based comparison	\$29.87	9.41%	Nominal increase for entrance fees, rates continue to be on low end vs. comparators. (Rounded to nearest \$0.25)
Public Skating - 10 Pass - Adult*	\$42.85	Market-based comparison	\$51.77	20.82%	Nominal increase for entrance fees, rates continue to be on low end vs. comparators. (Rounded to nearest \$0.25)
Shinny / Sledge Hockey - Youth/Senior*	\$5.00	MPI Adjustment	\$5.20	4.00%	
Shinny / Sledge Hockey - Adult*	\$7.00	MPI Adjustment	\$7.30	4.29%	
Shinny / Sledge Hockey - 5 Pass Youth/Senior*	\$22.20	MPI Adjustment	\$23.10	4.05%	
Shinny / Sledge Hockey - 5 Pass Adult*	\$31.50	MPI Adjustment	\$32.80	4.13%	
Figure Skating - Ticket Ice*	\$10.50	MPI Adjustment	\$11.00	4.76%	
Recreational Swimming					
Public Swimming - ACC/MCC/ARC/Outdoor Pool - Single Admission - Youth*	\$3.10	Market-based comparison	\$3.32	7.10%	Fee tied to Skate fees, see above
Public Swimming - ACC/MCC/ARC/Outdoor Pool - Single Admission - Senior*	\$3.10	Market-based comparison	\$3.32	7.10%	Fee tied to Skate fees, see above
Public Swimming - ACC/MCC/ARC/Outdoor Pool - Single Admission - Adult*	\$4.65	Market-based comparison	\$5.09	9.46%	Fee tied to Skate fees, see above
Public Swimming - ACC/MCC/ARC/Outdoor Pool - Single Admission - Preschool (3 & under)	\$0.00	No Change	\$0.00	0.00%	Fee tied to Skate fees, see above
Public Swimming - ACC/MCC/ARC/Outdoor Pool - Group Admission (min 1 adult and 4 children, or max 2 adults and 3 children)*	\$14.25	No Change	\$14.25	0.00%	Fee tied to Skate fees, see above
Public Swimming - ACC/MCC/ARC/Outdoor Pool - 10 Pass - Youth*	\$27.30	Market-based comparison	\$29.87	9.41%	Fee tied to Skate fees, see above
Public Swimming - ACC/MCC/ARC/Outdoor Pool - 10 Pass - Senior*	\$27.30	Market-based comparison	\$29.87	9.41%	Fee tied to Skate fees, see above
Public Swimming - ACC/MCC/ARC/Outdoor Pool - 10 Pass - Adult*	\$42.85	Market-based comparison	\$51.77	20.82%	Fee tied to Skate fees, see above

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

2027 Recreation - Facilities User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Arenas					
Ice Rental Fee: Fall/Winter Season Fees (September 2027 - March 2028 - dates finalized at January 2027 Spring Ice Users Meeting)					
Winter Prime-Time (Community Groups)*	\$216.35	MPI Adjustment	\$224.90	3.95%	
Winter Prime-Time (General Public & Commercial Organizations)*	\$276.05	MPI Adjustment	\$287.00	3.97%	
Winter Prime-Time Promotional Rate - Standard/International	\$150.00	No Change	\$150.00	0.00%	Catchcorner software has helped provide solution for unused ice slots and the promotional rate has not been utilized. Staff will keep the rate available in the event that conditions warrant a 'sale' promotion of ice.
Winter Non-Prime-Time (Community Groups)*	\$140.25	MPI Adjustment	\$145.80	3.96%	
Winter Non-Prime-Time (General Public & Commercial Organizations)*	\$189.70	Market-based comparison	\$199.30	5.06%	
Ice Rental Fee: Summer Season (March - September 2027 - dates finalized at January 2027 SP/SU Ice Users Meeting)					
Summer Prime-Time (Community Groups)*	\$240.00	No Change	\$240.00	0.00%	No change based on market comparators.
Summer Prime-Time (General Public & Commercial Organizations, Tournaments)*	\$275.10	MPI Adjustment	\$286.00	3.96%	
Summer Prime-Time Promotional Rate	\$175.00	No Change	\$175.00	0.00%	Catchcorner software has helped provide solution for unused ice slots and the promotional rate has not been utilized. Staff will keep the rate available in the event that conditions warrant a 'sale' promotion of ice.
Summer Non-Prime-Time (Community Groups)*	\$134.80	Other	\$148.30	10.01%	Higher summer operating costs.
Summer Non-Prime-Time (General Public & Commercial Organizations, Tournaments)*	\$187.50	Other	\$202.50	8.00%	Higher summer operating costs.
Floor Rental Fee: ACC and Village Arena Summer Season (March - September 2027 - dates finalized at January 2027 SP/SU Ice Users Meeting)					
Youth - Hourly*	\$97.30	MPI Adjustment	\$101.20	4.01%	
Adult - Hourly*	\$107.90	MPI Adjustment	\$112.20	3.99%	
Floor Rental Fee: Village Arena Fall/Winter Season (September 2027 - March 2028)					
Youth - Hourly*	\$121.80	Actual Cost	\$126.30	3.69%	Winter price added for heat and winter control in 2026
Adult - Hourly*	\$132.40	Actual Cost	\$136.90	3.40%	Winter price added for heat and winter control in 2026
Promotional Rate - Hourly	\$75.00	No Change	\$75.00	0.00%	Catchcorner software has helped provide solution for unused ice slots and the promotional rate has not been utilized. Staff will keep the rate available in the event that conditions warrant a 'sale' promotion of ice.
Ice/Floor Set-up/Take-down (per hour)*	\$99.70	MPI Adjustment	\$103.70	4.01%	

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

2027 Recreation - Facilities User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
COMMUNITY HALLS / COMMUNITY ROOMS / PAVILIONS					
ACC - HMS Community Hall - Full Hall (1 hr.) - minimum 4-hour rental*	\$139.90	MPI Adjustment	\$145.50	4.00%	
ACC - HMS Community Hall - Half Hall (1 hr.) - minimum 4-hour rental*	\$92.80	MPI Adjustment	\$96.50	3.99%	
ACC - Commodores Room - (1 hr.) - minimum 4-hour rental*	\$60.30	MPI Adjustment	\$62.70	3.98%	
ACC - Admirals Room, Captain's Room - (1 hr.) - minimum 4-hour rental*	\$35.30	MPI Adjustment	\$36.70	3.97%	
ACC - Duffins Room, Carruthers Room - (1 hr.) - minimum 4-hour rental*	\$23.60	MPI Adjustment	\$24.60	4.24%	
Audley Recreation Centre (ARC) - Community Hall (Room A + Room B + Room C) (500 Capacity) - Full Hall (1 hr.) - minimum 4-hour rental*	\$266.80	Actual Cost	\$288.20	8.02%	Additional increase above MPI to support increased operational costs realized (repairs and maintenance, staffing, supplies, equipment, facility viewings etc.)
Audley Recreation Centre (ARC) - Kitchen Rental Fee (only available to rent with Full Hall and Room A and not available to rent on its' own – fee also includes projected staff time, maintenance and janitorial costs)*	\$503.50	Actual Cost	\$543.80	8.00%	Additional increase above MPI to support increased operational costs realized (repairs and maintenance, staffing, supplies, equipment, facility viewings etc.)
Audley Recreation Centre (ARC) - Community Hall (Room A) (200 Capacity) (1 hr.) - minimum 4-hour rental - kitchen can be rented with Room A*	\$121.00	Actual Cost	\$130.70	8.02%	Additional increase above MPI to support increased operational costs realized (repairs and maintenance, staffing, supplies, equipment, facility viewings etc.)
Audley Recreation Centre (ARC) - Community Hall (Room B, Room C) (150 Capacity each) (1 hr.) - minimum 4-hour rental - kitchen cannot be rented with Room B or Room C*	\$100.30	Actual Cost	\$108.40	8.08%	Additional increase above MPI to support increased operational costs realized (repairs and maintenance, staffing, supplies, equipment, facility viewings etc.)
MCC - Community Hall - Full Hall (1 hr.) - minimum 4-hour rental*	\$92.80	MPI Adjustment	\$96.50	3.99%	
MCC Community Hall - Half Hall, MCC Community Room 3, ARC - Community Room - (1 hr.) - minimum 4-hour rental*	\$49.80	MPI Adjustment	\$51.80	4.02%	
MCC Community Room 2, ARC - Studio - (1 hr.) - minimum 4-hour rental*	\$35.30	MPI Adjustment	\$36.70	3.97%	
Carruthers Marsh Pavilion, Greenwood Discovery Pavilion - (1 hr.) - minimum 6 hour rental*	\$55.00	MPI Adjustment	\$57.20	4.00%	
Rotary Park Pavilion - (1 hr.) - minimum 6 hour rental*	\$39.00	MPI Adjustment	\$40.60	4.10%	
Quaker Meeting House - (1 hr.) - minimum 6 hour rental*	\$91.50	MPI Adjustment	\$95.20	4.04%	
Village Community Centre - Community Groups only *	\$51.70	MPI Adjustment	\$53.80	4.06%	
Meeting Rooms - Duffins and Carruthers Room - Exclusive 1 hr. Fee. (Mon-Fri – 8am-4pm) *	\$39.40	MPI Adjustment	\$41.00	4.06%	
Meeting Rooms - Duffins and Carruthers Room - Exclusive 1 hr. Fee. (Mon-Fri – 4-10pm - 1-2 hour rental max - can only be booked inside 45 days for one-off meeting-type events only (not parties, not contracts) based on facility availability.) *	\$39.40	MPI Adjustment	\$41.00	4.06%	
Meeting Rooms - Admirals and Captains Room - Exclusive 1 hr. Fee. (Mon-Fri – 4-10pm - 1-2 hour rental max - can only be booked inside 45 days for one-off meeting-type events only (not parties, not contracts) based on facility availability.) *	\$51.10	MPI Adjustment	\$53.20	4.11%	

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

2027 Recreation - Facilities User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Non Resident Permit Fee: Applied to Arena Ice & Floor Pads, ACC HMS, ACC Commodores Room, MCC Community Hall, MCC Community Room 3, ARC Community Room, Quaker Meeting House, Carruthers Marsh Pavilion, Greenwood Discovery Pavilion and Ajax Centre for the Arts. *	\$25.50	MPI Adjustment	\$26.60	4.31%	
Non Resident Permit Fee: Applied to Gymnasiums, Pools, ACC Admirals Room, Captains Room, Carruthers Room, Duffins Rooms, MCC Community Room 2, ARC Studio and Rotary Park Pavilion. *	\$12.90	MPI Adjustment	\$13.50	4.65%	
Non Resident Permit Fee: ARC Community Hall – Full Hall. *	\$126.50	MPI Adjustment	\$131.50	3.95%	
Non Resident Permit Fee: ARC Community Hall – Room A, Room B, Room C. *	\$63.30	MPI Adjustment	\$65.90	4.11%	
Permanent Rental Space - Annual fee for occupancy agreements with community groups for the use of office space, storage space and dressing rooms, charged on a per square foot basis. *	\$4.30	MPI Adjustment	\$4.50	4.65%	
Parking Lot Fee - per spot. *	\$0.00	New Fee/Charge	\$20.00		This is a new fee being introduced in response to increased parking lot rental requests – mirrored off the parking rate charged at Lakefront.
Birthday Parties with Facility Rental (1 hour fee, minimun 4 hour rental) - (MCC CR2, ARC Studio, ACC Admirals, Duffins, Captains and Carruthers) - Applies to Pool, Ice, Floor or Gym Facility & Room Party Rentals*	\$23.50	MPI Adjustment	\$24.50	4.26%	The fee has been restructured from a 4-hour booking rate to an hourly rate, with a minimum 4 hour booking requirement maintained. The change results in a comparable overall fee, improves consistency with other hourly booking fee structures and includes the MPI increase per hour.
Birthday Parties with Facility Rental (1 hour fee, minimum 4 hour rental) - (MCC CH-Half, MCC CR3, ARC CR) - Applies to Pool, Ice, Floor or Gym Facility & Room Party Rentals*	\$31.35	MPI Adjustment	\$32.60	3.99%	The fee has been restructured from a 4-hour booking rate to an hourly rate, with a minimum 4 hour booking requirement maintained. The change results in a comparable overall fee, improves consistency with other hourly booking fee structures and includes the MPI increase per hour.
Birthday Parties with Facility Rental (1 hour fee, minimum 4 hour rental) - (MCC CH - Full, ACC Commodores Room) - Applies to Pool, Ice, Floor or Gym Facility & Room Party Rentals*	\$45.70	MPI Adjustment	\$47.60	4.16%	The fee has been restructured from a 4-hour booking rate to an hourly rate, with a minimum 4 hour booking requirement maintained. The change results in a comparable overall fee, improves consistency with other hourly booking fee structures and includes the MPI increase per hour.
Lobby Table Rental Fee - (3 hrs)*	\$30.00	No Change	\$30.00	0.00%	

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2027 Recreation - Facilities User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Pool Rentals					
Prime – Commercial Organizations* (per hour for 6 lanes)	\$88.00	MPI Adjustment	\$91.50	3.98%	
Prime – General Public, Community Groups* (per hour for 6 lanes)	\$74.00	MPI Adjustment	\$77.00	4.05%	
Non-Prime – Commercial Organizations* (per hour for 6 lanes)	\$75.20	MPI Adjustment	\$78.20	3.99%	
Non-Prime – General Public, Community Groups* (per hour for 6 lanes)	\$63.40	MPI Adjustment	\$66.00	4.10%	
Birthday Party - Pool (1-50 people) - MCC or ARC (Fee is calculated from pool rental fee plus guards; includes 1 Head Guard and 3 Guards) - per hour*					
Birthday Party - Pool (51-100 people) - MCC or ARC (Fee is calculated from pool rental fee plus guards; includes 1 Head Guard and 4 Guards) - per hour*					
Pool Rental - both Large & Small pool at MCC or ARC Pool (per hour)*	\$148.70	MPI Adjustment	\$154.60	3.97%	
Head Guard - 1 hr. (per hour) *	\$30.60	Actual Cost	\$32.78	7.12%	In line with actual staffing costs
Guard - 1 hr. (per hour) *	\$25.50	Actual Cost	\$27.23	6.78%	In line with actual staffing costs

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2027 Recreation - Facilities User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Gymnasiums					
MCC, ARC, Lakeside, Westney Heights, Lincoln Alexander - Full Gym - Youth (per hour) *	\$45.90	MPI Adjustment	\$47.80	4.14%	
MCC, ARC, Lakeside, Westney Heights, Lincoln Alexander - Full Gym - Adult (per hour) *	\$60.00	MPI Adjustment	\$62.40	4.00%	
Ajax Centre for the Arts (formerly the St. Francis Centre)					
General Public & Businesses / Commercial - Mon.-Thur. (1 hour) - minimum 4 hour rental * Community Groups / Not-for-Profit Organizations - 50% discount *	\$96.10	MPI Adjustment	\$99.90	3.95%	The fee has been restructured from a 4-hour or 8-hour booking rate to an hourly rate, with a minimum 4 hour booking requirement maintained. The change results in a comparable overall fee, improves consistency with other hourly booking fee structures, creates staff and customer efficiencies and includes the MPI increase per hour. Fee was calculated by doubling the Mon.-Thurs. Community Group/Not-for-Profit hourly rate.
General Public & Businesses / Commercial - Fri.-Sun. (1 hour) - minimum 4 hour rental * Community Groups / Not-for-Profit Organizations - 50% discount *	\$142.80	MPI Adjustment	\$148.50	3.99%	The fee has been restructured from a 4-hour or 8-hour booking rate to an hourly rate, with a minimum 4 hour booking requirement maintained. The change results in a comparable overall fee, improves consistency with other hourly booking fee structures, creates staff and customer efficiencies and includes the MPI increase per hour. Fee was calculated by doubling the Fri.-Sun. Community Group/Not-for-Profit hourly rate.
Seasonal Fees for Regular Users - Community Groups / Not-for-Profit Organizations - Effective September 1 of the current year to June 30 of the following year (Hourly rate - must be a minimum of one 4 hour weekday rental/week for the entire season to receive this fee. If a weekend time is requested, it must accompany a regular weekday rental as well in order to receive this fee. Excludes prime times - Fridays, Saturdays, and Sundays after 12 p.m.) *	\$19.40	MPI Adjustment	\$20.20	4.12%	The fee has been restructured from a 4-hour booking rate to an hourly rate, with a minimum 4 hour booking requirement maintained. The change results in a comparable overall fee, improves consistency with other hourly booking fee structures, creates staff and customer efficiencies and includes the MPI increase per hour.
Sound & Light Technician Hourly Fee*	\$36.00	Other	\$38.00	5.56%	In line with current expenses.
Piano Rental – per occurrence (includes \$40 rental and \$155 tuning fee)*	\$185.00	Actual Cost	\$195.00	5.41%	\$40 for rental and \$155 for tuning fee. Reflects actual costing for piano tuning fee. Rental cost remains the same.

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2027 Recreation - Facilities User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Other Fees					
Program Transfer/Cancellation Fee*	\$12.00	MPI Adjustment	\$12.50	4.17%	
Membership Cancellation Fee (term option only)*	\$22.90	MPI Adjustment	\$23.90	4.37%	
Facility Booking permit processing fee - School Board*	\$25.00	No Change	\$25.00	0.00%	Based on agreement with DDSB
Facility Booking permit modification/transfer fee*	\$20.00	Other	\$25.00	25.00%	\$5.00 increase. Did not increase for 2026
Facility Booking cancellation fee*	\$60.00	Other	\$65.00	8.33%	\$5.00 increase. Did not increase for 2026
Facility Booking cancellation fee - Contract Permits (fee used when individual booked dates within a contract permit are cancelled - fee charged per booked date cancelled. Applies to Rooms, Ice/Floor, Gyms, Pools) *	\$20.00	Other	\$25.00	25.00%	\$5.00 increase. Did not increase for 2026
Facility/Room Rental Damage Deposit - Refundable deposit collected for select facilities at time of booking and held to cover rental-related facility or equipment damage and/or additional cleaning costs resulting from excessive cleanup or use of prohibited materials. The deposit is returned, in whole or in part, following post-event facility inspection, provided no damage or additional cleaning requirements were identified. *	\$0.00	New Fee/Charge	\$500.00		New charge.
Facility/Room Rental Damage Cost Recovery - Costs charged retroactively to permit holder for rental-related facility/equipment damage, repairs, replacement, and/or additional cleaning due to excessive clean-up from use of confetti, glue, tape and any other non-permitted items. *	Fee will vary	Actual Cost	Fee will vary	N/A	
Special Occasion Permit (SOP) Staff Wage Cost Recovery - Switching to a flat fee model from per hour rate to cover Staff Supervisor wages for SOP bookings at the Quaker Meeting House and Ajax Centre for the Arts. *	\$52.05	Departmental Strategy	\$500.00		Replaces per hour model currently in place.
Vendor Market Surcharge - Additional flat fee applied to vendor market bookings to support the additional permit administration, event planning, operational oversight, and permit holder accountability required for Vendor Market. *	\$0.00	New Fee/Charge	\$250.00		New charge.
Facility Booking Portable Stage rental fee (ACC HMS and MCC Community Hall) Fee is applied to all rental lengths and for the full stage or any parts of the stage. *	\$75.00	MPI Adjustment	\$78.00	4.00%	
Facility Booking Microphone rental fee *	\$12.00	MPI Adjustment	\$12.50	4.17%	

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2027 Recreation - Partnerships User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Vendor Fees:					
First Time Events and Events with expected attendance of 4,000 people or less					
Single item food and beverage*	\$110.70	MPI Adjustment	\$115.10	3.97%	
Multi-item food and beverage*	\$110.70	MPI Adjustment	\$115.10	3.97%	
Non-food and beverage*	\$110.70	MPI Adjustment	\$115.10	3.97%	
Arts & Handcrafted Products (i.e. art, handicrafts, homemade soaps, etc.)*	\$55.40	MPI Adjustment	\$57.60	3.97%	
Food Concessions & Prepared Packaged Foods (i.e. sauces, preserves, candies, etc.)*	\$55.40	MPI Adjustment	\$57.60	3.97%	
Alcohol Vendor (includes 1 - 10' X 10' location)*	\$0.00	New Fee/Charge	\$133.00		Provides a consistant vendor type across all levels
Special Occasion Permit (SOP) Fee	\$150.00	No Change	\$150.00	0.00%	This is the cost of an SOP issued by the AGCO
Established Events with an expected attendance of 4,000 - 10,000 people					
Single item food and beverage*	\$166.00	MPI Adjustment	\$172.60	3.98%	
Multi-item food and beverage*	\$221.40	MPI Adjustment	\$230.20	3.97%	
Non-food and beverage*	\$166.00	MPI Adjustment	\$172.60	3.98%	
Arts & Handcrafted Products (i.e. art, handicrafts, homemade soaps, etc.)*	\$83.10	Other	\$70.00	-15.76%	New fee aligns better with the progression of levels and event attendance
Food Concessions & Prepared Packaged Foods (i.e. sauces, preserves, candies, etc.)*	\$83.10	Other	\$70.00	-15.76%	New fee aligns better with the progression of levels and event attendance
Alcohol Vendor (includes 1 - 10' X 10' location)*	\$0.00	New Fee/Charge	\$200.00		Provides a consistant vendor type across all levels
Special Occasion Permit (SOP) Fee	\$150.00	No Change	\$150.00	0.00%	This is the cost of an SOP issued by the AGCO
Established Events with an expected attendance of more than 10,000 people					
Single item food and beverage*	\$243.60	MPI Adjustment	\$253.30	3.98%	
Multi-item food and beverage*	\$332.00	MPI Adjustment	\$345.20	3.98%	
Non-food and beverage*	\$243.60	MPI Adjustment	\$253.30	3.98%	
Arts & Handcrafted Products (i.e. art, handicrafts, homemade soaps, etc.)*	\$83.10	MPI Adjustment	\$86.40	3.97%	

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2027 Recreation - Partnerships User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Food Concessions & Prepared Packaged Foods (i.e. sauces, preserves, candies, etc.)*	\$83.10	MPI Adjustment	\$86.40	3.97%	
Alcohol Vendor* (Canada Day / Pumpkinville - includes 1 - 10' X 10' location)	\$664.00	MPI Adjustment	\$690.30	3.96%	
Special Occasion Permit (SOP) Fee	\$150.00	No Change	\$150.00	0.00%	This is the cost of an SOP issued by the AGCO
Ajax Santa Claus Parade Floats					
Early Bird – Commercial/Business*	\$85.20	MPI Adjustment	\$88.60	3.99%	
Early Bird – Not for Profit/Place of Worship/Community Groups*	\$0.00	No Change	\$0.00	0.00%	
Commercial/Business*	\$113.50	MPI Adjustment	\$118.00	3.96%	
Not for Profit/Place of Worship/Community Groups*	\$28.60	MPI Adjustment	\$29.80	4.20%	
Sponsored Skate / Sponsored Swim - For more information, sponsor benefits, and recognition, please see the Festivals and Events Sponsorship Levels as part of the Town of Ajax Corporate Sponsorship Policy.	\$1,000.00	No Change	\$1,000.00	0.00%	

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2027 Recreation - RPAL User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Children, Youth, Adult, 55+ and Family registered programs (per class). Pre-registered programs are generally 1 hour unless otherwise stated. The rate per class will be applied to the number of classes determined by Recreation & Culture. The total fee will be rounded up or down to the nearest dollar.					
Group Fitness					
Family Program - additional participant	\$6.20	MPI Adjustment	\$6.50	4.84%	
Family Zumba®, Family Yoga (45 mins)	\$10.40	MPI Adjustment	\$10.90	4.81%	
Fitness Kickboxing for Kids (45 mins. Fee includes hand wraps)	\$10.10	MPI Adjustment	\$10.50	3.96%	
Kids & Youth Yoga, Kids Zumba® (45 mins.)	\$10.10	MPI Adjustment	\$10.50	3.96%	
Teen Fitness Camp, Racquets & Fitness Camps (3 hrs. x 5 days)* rate per hour	\$10.10	MPI Adjustment	\$10.50	3.96%	
Teen Weight Training (TWT) (2 hrs. x 2 days)*	\$23.90	MPI Adjustment	\$24.90	4.18%	
Girls Fit Blast	\$10.10	MPI Adjustment	\$10.50	3.96%	
Dance Fitness for Teens/Special Needs (45 mins.)	\$7.60	MPI Adjustment	\$8.00	5.26%	
Team Sport Conditioning	\$6.50	MPI Adjustment	\$6.80	4.62%	
Parent and Baby Programs (per class)					
Parent 'n Babe Yoga*, Parent 'n Tot Yoga*	\$10.70	MPI Adjustment	\$11.20	4.67%	
Parent 'n Babe Fitness*, Aquafit*, StrollerFit*	\$10.70	MPI Adjustment	\$11.20	4.67%	
Adult Programs (per class)					
Cycle Fit Classes*, TRX®, Therapeutic Aquatic Conditioning* (45 mins.)	\$8.10	MPI Adjustment	\$8.50	4.94%	
Fitness Conditioning*, Outdoor Bootcamp*, Arthritis Fitness*, Stay Strong & Keep Fit*, NIA Dance Fitness*, Nordic Pole Walking* (1hr)	\$10.70	MPI Adjustment	\$11.20	4.67%	
Group Personal Training (4-6 people 2x/wk. x 12 wks.) - Fee is per person per class.*	\$14.90	MPI Adjustment	\$15.50	4.03%	
Pilates* (1hr)	\$12.00	MPI Adjustment	\$12.50	4.17%	
Tai Chi (1.25 hrs.)*	\$13.40	MPI Adjustment	\$14.00	4.48%	
Yoga (1 hr.)*	\$12.00	MPI Adjustment	\$12.50	4.17%	
Yoga (1.25 hr.)*	\$15.00	MPI Adjustment	\$15.60	4.00%	
Yoga (1.5 hr.)*	\$18.00	MPI Adjustment	\$18.80	4.44%	

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2027 Recreation - RPAL User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Aerial Yoga (45 mins.)*	\$12.00	MPI Adjustment	\$12.50	4.17%	
Squash Learn to Play (40 mins.)*	\$24.90	MPI Adjustment	\$25.90	4.02%	
Zumba®* (1hr)	\$12.00	MPI Adjustment	\$12.50	4.17%	
55+ (per class)					
Total Body Balance* (1 hr.)	\$6.10	MPI Adjustment	\$6.40	4.92%	
Nordic Pole Walking*, Fitness*, Tai Chi* (1 hr.)	\$5.40	MPI Adjustment	\$5.70	5.56%	
Yoga (1.5 hr.)*	\$9.10	MPI Adjustment	\$9.50	4.40%	
Yoga (1 hr.)*	\$6.10	MPI Adjustment	\$6.40	4.92%	
Yoga* (1.25 hrs.)	\$7.50	MPI Adjustment	\$7.80	4.00%	
Cycle Fit* (45 mins.)	\$5.40	MPI Adjustment	\$5.70	5.56%	
Group Personal Training (55+ & 65+) (6 people 2x/wk. x 12 wks.) - Fee is per person, per class.*	\$9.20	Departmental Strategy	\$10.40	13.04%	Increased to align with staff wages

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

2027 Recreation - RPAL User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Fitness Services					
Fitness Appraisal (2 hrs.)*	\$78.60	MPI Adjustment	\$81.80	4.07%	
Fitness Appraisal + Personal Training session (3 hrs.)*	\$113.00	Departmental Strategy	\$129.00	14.16%	Increased to align with staff wages
Fitness Appraisal + 2 Personal Training sessions*	\$150.60	Departmental Strategy	\$164.60	9.30%	Increased to align with staff wages
Non-Member Fitness Appraisal*	\$90.40	MPI Adjustment	\$94.00	3.98%	
Personal Training (1 session)*	\$56.50	MPI Adjustment	\$58.80	4.07%	
Personal Training (5 sessions)*	\$268.70	MPI Adjustment	\$279.40	3.98%	
Personal Training (10 sessions)*	\$524.70	MPI Adjustment	\$545.50	3.96%	
Personal Training (20 sessions)*	\$1,017.30	MPI Adjustment	\$1,057.50	3.95%	
Personal Training (30 sessions)*	\$1,489.60	MPI Adjustment	\$1,548.50	3.95%	
Personal Training (2 people) (1 session)*	\$90.50	MPI Adjustment	\$94.10	3.98%	
BOGO Personal Training Promotion Week - (1 full-price, 2 nd 50% off)*	\$84.80	MPI Adjustment	\$88.20	4.01%	
Personal Training (3 people) (1 session)*	\$117.10	MPI Adjustment	\$121.80	4.01%	
Teen/Student Personal Training (1 session)*	\$47.20	MPI Adjustment	\$49.10	4.03%	
Teen/Student Personal Training (5 sessions)*	\$224.50	MPI Adjustment	\$233.40	3.96%	
Teen/Student Personal Training (10 sessions)*	\$438.50	MPI Adjustment	\$455.90	3.97%	
Teen/Student Personal Training (2 people) (1 session)*	\$75.50	MPI Adjustment	\$78.50	3.97%	
Teen/Student Personal Training (3 people) (1 session)*	\$97.60	MPI Adjustment	\$101.50	4.00%	
Non-Member Personal Training (1 session)*	\$76.20	MPI Adjustment	\$79.30	4.07%	
Non-Member Personal Training (5 sessions)*	\$362.90	MPI Adjustment	\$377.30	3.97%	
Squash Lesson (1 session)*	\$41.20	MPI Adjustment	\$42.90	4.13%	
Squash Lesson Semi-Private (2 people) (1 session)*	\$65.90	MPI Adjustment	\$68.60	4.10%	
Squash Lesson (5 sessions)*	\$195.80	MPI Adjustment	\$203.60	3.98%	
Pilates Personal Training (1 session)*	\$70.50	MPI Adjustment	\$73.30	3.97%	
Pilates Personal Training (5 sessions)*	\$335.70	MPI Adjustment	\$349.00	3.96%	
Pilates Personal Training Semi-Private (2 people) (1 session)*	\$112.90	MPI Adjustment	\$117.40	3.99%	
Pilates Personal Training Semi-Private (2 people) (5 sessions)*	\$537.40	MPI Adjustment	\$558.70	3.96%	

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2027 Recreation - RPAL User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Access Cards Replacement - Both Active and Keyscan cards*	\$10.70	MPI Adjustment	\$11.20	4.67%	
Access Card - Keyscan card only Replacement*	\$10.70	MPI Adjustment	\$11.20	4.67%	
Membership Card - Active card only Replacement Fee*	\$5.70	MPI Adjustment	\$6.00	5.26%	
Swim Test Pass Card	\$5.70	MPI Adjustment	\$6.00	5.26%	
Fitness Passes Additional markup of 15% on all passes listed below for non-residents					
Pay-Go Universal Pass Adult*	\$12.60	MPI Adjustment	\$13.10	3.97%	
Pay-Go Universal Pass Senior/Student*	\$6.30	Actual Cost	\$6.55	3.97%	50% of adult rate
Universal 10 Pass Adult*	\$112.40	MPI Adjustment	\$116.90	4.00%	
Universal 10 Pass Senior/Student*	\$56.20	Actual Cost	\$58.45	4.00%	50% of adult rate
ARC Performance Pass*	\$32.00	MPI Adjustment	\$33.30	4.06%	

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2027 Recreation - RPAL User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Memberships					
Additional markup of 15% on all memberships listed below for non-residents					
Fitness Centre - Adult - Annual*	\$514.90	MPI Adjustment	\$535.30	3.96%	
Fitness Centre - Adult - one month*	\$45.90	MPI Adjustment	\$47.80	4.14%	
Fitness Centre - Spousal/Partner - same household (18yrs+, non-student) 10% discount - annual membership (new members only)*	\$468.10	MPI Adjustment	\$486.60	3.95%	
Fitness Centre - Senior/Teen/Student- Annual*	\$257.60	MPI Adjustment	\$267.80	3.96%	
Fitness Centre - Senior/Teen/Student - one month*	\$23.10	MPI Adjustment	\$24.10	4.33%	
Group Fitness - Adult - Annual*	\$453.20	MPI Adjustment	\$471.20	3.97%	
Group Fitness - Adult - one month*	\$40.50	MPI Adjustment	\$42.10	3.95%	
Group Fitness - Senior/Teen/Student - Annual*	\$226.70	MPI Adjustment	\$235.70	3.97%	
Group Fitness - Senior/Teen/Student - one month*	\$20.30	MPI Adjustment	\$21.20	4.43%	
Squash - Adult - Annual*	\$444.20	MPI Adjustment	\$461.80	3.96%	
Squash - Adult - one month*	\$39.70	MPI Adjustment	\$41.30	4.03%	
Squash - Spousal/Partner - same household (18yrs+, non-student) 10% discount - annual membership (new members only)*	\$403.70	MPI Adjustment	\$419.70	3.96%	
Squash - Senior/Teen/Student - Annual*	\$222.20	MPI Adjustment	\$231.00	3.96%	
Squash - Senior/Teen/Student - one month*	\$19.90	MPI Adjustment	\$20.70	4.02%	
Combo (FHC, Group Fitness & Squash) - Adult - Annual*	\$585.10	MPI Adjustment	\$608.30	3.97%	
Combo (FHC, Group Fitness & Squash) - Adult - one month*	\$52.20	MPI Adjustment	\$54.30	4.02%	
Combo - Spousal/Partner - same household (18yrs+, non-student) 10% discount - annual membership (new members only)*	\$531.80	MPI Adjustment	\$552.90	3.97%	
Combo - Senior/Teen/Student - Annual*	\$292.60	MPI Adjustment	\$304.20	3.96%	
Combo - Senior/Teen/Student - one month*	\$26.10	MPI Adjustment	\$27.20	4.21%	
Free Summer Combo Membership - 13-17yrs, Jul 2 to Aug 31.	\$0.00	MPI Adjustment	\$0.00	0.00%	
Swim/Skate - Adult - Annual*	\$287.60	MPI Adjustment	\$299.00	3.96%	
Swim/Skate - Adult - one month*	\$25.70	MPI Adjustment	\$26.80	4.28%	
Swim/Skate - Senior/Teen/Student - Annual*	\$143.80	MPI Adjustment	\$149.50	3.96%	

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2027 Recreation - RPAL User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Swim/Skate - Senior/Teen/Student - one month*	\$12.90	MPI Adjustment	\$13.50	4.65%	
Family Swim & Skate - (up to 5 people, max 2 adults) - Annual	\$399.30	MPI Adjustment	\$415.10	3.96%	
Additional Child - to the Family Swim & Skate Annual Membership*	\$41.20	MPI Adjustment	\$42.90	4.13%	
Family Active - Combo Annual Membership (Up to 4 people - 12 and under get swim & skate membership)*	\$1,319.90	MPI Adjustment	\$1,372.10	3.95%	
Additional Child - to the Family Active Annual Membership*	\$41.20	MPI Adjustment	\$42.90	4.13%	
Corporate/Group Memberships 20% discount on minimum 10 employees					
Fitness Centre – Adult - Annual*	\$429.01	MPI Adjustment	\$445.95	3.95%	
Squash – Adult - Annual*	\$370.15	MPI Adjustment	\$384.77	3.95%	
Group Fitness – Adult - Annual*	\$377.62	MPI Adjustment	\$392.54	3.95%	
Combo (FHC, Group Fitness & Squash) – Adult - Annual*	\$487.55	MPI Adjustment	\$506.81	3.95%	
Swim – Adult - Annual*	\$239.67	MPI Adjustment	\$249.14	3.95%	
PRESCHOOL					
Preschool Program 30 mins. class	\$7.70	MPI Adjustment	\$8.00	3.95%	
Preschool Program 45 mins. class	\$8.90	MPI Adjustment	\$9.30	4.49%	
Preschool Program 1 hrs. class	\$9.40	MPI Adjustment	\$9.80	4.26%	
Preschool Program 1.25 hrs. class	\$10.00	MPI Adjustment	\$10.40	4.00%	
Preschool Program 1.5 hrs. class	\$10.50	MPI Adjustment	\$11.00	4.76%	
Preschool Program 2 hrs. class	\$11.90	MPI Adjustment	\$12.40	4.20%	
Preschool Program Specialized (Kinderstart / Ready Set School Program 2 hrs. x 2 days per week)	\$13.40	MPI Adjustment	\$14.00	4.48%	
Preschool Workshop	\$18.50	MPI Adjustment	\$19.30	4.32%	
Cooking Program 1.25 hrs.	\$15.00	MPI Adjustment	\$15.60	4.00%	
Family Fun Time 1.5 hrs. (Fee per child)	\$8.30	MPI Adjustment	\$8.70	4.82%	
Friday Fun Club 2 hrs.	\$5.75	Departmental Strategy	\$6.00	4.35%	MPI - Rounded for cash handling

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2027 Recreation - RPAL User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
CHILDREN / YOUTH					
Drop-in Sports – 10 pass card (cost of 9 single visits – times range from 1-3 hrs. in duration)*	\$25.88	Departmental Strategy	\$27.90	7.81%	MPI - Rounded for ninth visit free
Drop-in Sports – POS (cost per visit – times range from 1-3 hrs. in duration)* \$3.50 with tax	\$2.88	Departmental Strategy	\$3.10	7.64%	MPI - Rounded for cash handling
Kids Great Minds – Children / Youth – 45 min. (\$19.50 / class - 8 classes)*	\$149.00	Other	\$156.00	4.70%	Contracted Service Provider sets the fee
Kids Great Minds – Children / Youth – 1 hr. (\$26.13 / class - 8 classes)*	\$199.00	Other	\$209.00	5.03%	Contracted Service Provider sets the fee
Kids Great Minds – Children / Youth – 1.25 hr. (\$32.63 / class - 8 classes)*	\$249.00	Other	\$261.00	4.82%	Contracted Service Provider sets the fee
Kids Great Minds – Children / Youth – 1.5 hr. (\$39.25 / class-8 classes)*	\$301.00	Other	\$314.00	4.32%	Contracted Service Provider sets the fee
Kids Great Minds – Workshop 2 hrs.*	\$50.00	Other	\$52.00	4.00%	Contracted Service Provider sets the fee
Kids Great Minds – Workshop 3 hrs.*	\$67.00	Other	\$71.00	5.97%	Contracted Service Provider sets the fee
Preschool Dance 45 mins.	\$9.10	MPI Adjustment	\$9.50	4.40%	
Preschool / Children Dance 1 hr.	\$9.80	MPI Adjustment	\$10.20	4.08%	
Youth Dance 1.25 hrs.	\$10.20	MPI Adjustment	\$10.60	3.92%	
Children Specialty Programs (Acrylic / Oil Painting / Chess)	\$10.50	MPI Adjustment	\$11.00	4.76%	
Children / Youth Art 1.5 hrs.	\$9.50	MPI Adjustment	\$9.90	4.21%	
Children Art 1 hr.	\$9.00	MPI Adjustment	\$9.40	4.44%	
Children Art Workshop 2 hrs.	\$37.60	MPI Adjustment	\$39.10	3.99%	
Mad Science – 1 hr. (\$27.50 / class - 8 weeks)*	\$214.00	Other	\$220.00	2.80%	Contracted Service Provider sets the fee
Adventures at Greenwood 1.5 hrs.	\$11.30	MPI Adjustment	\$11.80	4.42%	
Theatre 1 hrs.	\$8.40	No Change	\$8.40	0.00%	Aligning hourly structure for Theatre Programs
Theatre 1.5 hrs.	\$12.00	Departmental Strategy	\$12.60	5.00%	Aligning hourly structure for Theatre Programs
Theatre 2 hrs.	\$13.90	Departmental Strategy	\$15.00	7.91%	Aligning hourly structure for Theatre Programs
Guitar Lessons (Children & Adults)*	\$11.50	MPI Adjustment	\$12.00	4.35%	

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2027 Recreation - RPAL User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Leadership 1.5 hrs.	\$10.70	MPI Adjustment	\$11.20	4.67%	
Karate Kidz	\$7.20	MPI Adjustment	\$7.50	4.17%	
Karate Traditional (Children) 1.5 hrs.	\$9.00	MPI Adjustment	\$9.40	4.44%	
Karate Traditional (Youth / Adult) 2 hrs.*	\$11.10	MPI Adjustment	\$11.60	4.50%	
Karate Black Belt	\$8.00	MPI Adjustment	\$8.40	5.00%	
Sportball (Preschool)*	\$25.38	Other	\$26.50	4.41%	Contracted Service Provider sets the fee
Ajax Fencing Club (Children / Adults) 1.25 hrs*	\$23.25	Other	\$23.75	2.15%	Contracted Service Provider sets the fee
Parent and Child Sports 1 hr.	\$8.00	MPI Adjustment	\$8.40	5.00%	
Introductory Skill Based Sport 1.25 hrs. (Cricket, Soccer, Hockey, Dodgeball, Girls Sport, Volleyball, Pickleball, Basketball, Skateboarding, Multi-Sport)	\$7.70	MPI Adjustment	\$8.10	5.19%	
Introductory Skill Based Sport 1.5 hrs. (Cricket, Soccer, Hockey, Dodgeball, Girls Sport, Volleyball, Pickleball, Basketball, Skateboarding, Multi-Sport)	\$9.24	MPI Adjustment	\$9.70	4.98%	
Introductory Skill Based Sport 2 hrs. (Cricket, Soccer, Hockey, Dodgeball, Girls Sport, Volleyball, Pickleball, Basketball, Skateboarding, Multi-Sport)	\$12.32	MPI Adjustment	\$12.90	4.71%	
Friday Night Fun Centers - POS	\$4.00	Departmental Strategy	\$4.25	6.25%	MPI - Rounded for cash handling
SOS 4 Kids - Home Alone Safety Programs 7 hr. workshop*	\$97.00	No Change	\$97.00	0.00%	Contracted Service Provider sets the fee
Durham Netball Association (Youth) (\$12.42 / class)*	\$12.42	No Change	\$12.42	0.00%	Contracted Service Provider sets the fee
Tennis Club of Canada (Children / Youth) - 8 wks. (\$23.00 / class)*	\$176.00	Other	\$184.00	4.55%	Contracted Service Provider sets the fee

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2027 Recreation - RPAL User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
CAMPS Run 5 days unless otherwise stated (per day)					
One Day Options 7 hrs.	\$49.90	MPI Adjustment	\$51.90	4.01%	
One Day Options 9 hrs.	\$54.20	MPI Adjustment	\$56.40	4.06%	
Arts Camps (Dance, Theatre, Yoga, Circus, Creative Kids, Youth)	\$47.20	MPI Adjustment	\$49.10	4.03%	
Counsellor in Training (Level I & II, incl. HIGH FIVE PHCD & SFA/CPR – 2 or 3 weeks) / Leadership	\$36.20	MPI Adjustment	\$37.70	4.14%	
Day Trippers / Youth on the Move / Youth Adventure	\$65.00	MPI Adjustment	\$67.60	4.00%	
Greenwood Camps (Mtigwaki / Youth)	\$49.70	MPI Adjustment	\$51.70	4.02%	
Greenwood Camps (Saplings)	\$45.00	MPI Adjustment	\$46.80	4.00%	
Kindercamp	\$45.00	MPI Adjustment	\$46.80	4.00%	
Paulynn Park Camps (TAPARAC Jr. & Sr.)	\$45.00	MPI Adjustment	\$46.80	4.00%	
Playgrounds	\$0.00	No Change	\$0.00	0.00%	
Rotary Park Camps (Lake to Land Exploration)	\$46.20	MPI Adjustment	\$48.10	4.11%	
Rotary Park Camps (Mini Treasure Hunters)	\$45.00	MPI Adjustment	\$46.80	4.00%	
Sports Camps (Dodgeball, Elevate GirlSport Camp, Youth)	\$45.00	MPI Adjustment	\$46.80	4.00%	
Sunrise / Sunset Camp	\$45.00	MPI Adjustment	\$46.80	4.00%	
Tiny Trekkers	\$57.00	MPI Adjustment	\$59.30	4.04%	
Mad Science Camp 4 days (\$81.50 / day)*	\$318.00	Other	\$326.00	2.52%	Contracted Service Provider sets the fee
Mad Science Camp 5 days (\$78.80 / day)*	\$384.00	Other	\$394.00	2.60%	Contracted Service Provider sets the fee
Sportball 4 days Camp (\$42.75 / day)*	\$162.00	Other	\$171.00	5.56%	Contracted Service Provider sets the fee
Sportball 5 days Camp (\$42.80 / day)*	\$202.00	Other	\$214.00	5.94%	Contracted Service Provider sets the fee
Kids Great Minds 1 day Camp (7 hrs.)*	\$105.00	Other	\$110.00	4.76%	Contracted Service Provider sets the fee
Kids Great Minds 4 days Camp (\$84.50 / day)*	\$322.00	Other	\$338.00	4.97%	Contracted Service Provider sets the fee

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2027 Recreation - RPAL User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
Kids Great Minds 5 days Camp (\$79.00 / day)*	\$387.00	Other	\$395.00	2.07%	Contracted Service Provider sets the fee
Film Camp in a Box 1 day workshop*	\$103.00	No Change	\$103.00	0.00%	Contracted Service Provider sets the fee
Film Camp in a Box 4 day Camp (\$81.00 / day)*	\$315.00	Other	\$324.00	2.86%	Contracted Service Provider sets the fee
Film Camp in a Box 5 day Camp (\$81.20 / day)*	\$394.00	Other	\$406.00	3.05%	Contracted Service Provider sets the fee
Before/After Hours Care	\$9.40	MPI Adjustment	\$9.80	4.26%	
Busing*	\$6.60	MPI Adjustment	\$6.90	4.55%	
Late pick up (per 15 mins.)	\$20.00	No Change	\$20.00	0.00%	

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2027 Recreation - RPAL User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
ADULTS					
Adult Dance (Dance Fusion, Bellydance, Bollywood, Hip Hop) – 1 hr.*	\$9.50	MPI Adjustment	\$9.90	4.21%	
Adult Art (Oil Painting, Watercolour Painting, Drawing & Photography)*	\$11.10	MPI Adjustment	\$11.60	4.50%	
Adult Cooking*	\$28.50	MPI Adjustment	\$29.70	4.21%	
Adult Sports (Volleyball/Badminton/Picklebal, Cricket) - 2 hrs.*	\$8.80	Departmental Strategy	\$11.50	30.68%	Increased to align with Children Sports program fees.
Adult Workshops*	\$36.50	MPI Adjustment	\$38.00	4.11%	
Drop-in Sports Adult – POS* - various durations (\$5.00 with tax)	\$4.20	Departmental Strategy	\$4.43	5.48%	MPI - Rounded for cash handling
Drop-in-Sports 10 pass* (cost of 9 single visits – times range from 1-3 hrs. in duration)	\$37.80	Departmental Strategy	\$39.87	5.48%	MPI - Rounded for ninth visit free
Drop-in Sports Senior* - POS (cost per visit – times range from 1-3 hrs. in duration) (\$3.50 with tax)	\$2.88	Departmental Strategy	\$3.10	7.64%	MPI - Rounded for cash handling
Drop-in Sports 10 pass Senior* (cost of 9 single visits – times range from 1-3 hrs. in duration)	\$25.88	Departmental Strategy	\$27.90	7.81%	
Tennis Clubs of Canada 8 wks. (\$30.25 / class)*	\$232.00	Other	\$242.00	4.31%	Contracted Service Provider sets the fee
Durham Netball Association - Adult (\$14.00 / class)*	\$14.00	No Change	\$14.00		Contracted Service Provider sets the fee
Budokan Judo Club - Self Defense Course - 8wks (15.63 / class)*	\$125.00	No Change	\$125.00		Contracted Service Provider sets the fee
55+					
55+ Dance 1.5 hrs.*	\$5.00	MPI Adjustment	\$5.20	4.00%	
55+ Art 2 hrs.*	\$5.80	MPI Adjustment	\$6.10	5.17%	
55+ Art 2.5 hrs.*	\$7.25	MPI Adjustment	\$7.60	4.83%	
55+ Cooking 1.5 hrs.*	\$17.90	MPI Adjustment	\$18.70	4.47%	
55+ Sports 2 hrs.*	\$4.60	MPI Adjustment	\$4.80	4.35%	
55+ Language 1.5 hrs.*	\$6.20	MPI Adjustment	\$6.50	4.84%	
55+ Art Workshops 3 hrs.*	\$26.20	MPI Adjustment	\$27.30	4.20%	

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2027 Recreation - RPAL User Fees and Charges

Fee/Charge	Current Rate	Change Rationale	2027 Rate (before tax)	% Change (base rate)	Notes/Explanation of Non-MPI Changes
AQUATICS					
Pre-school and Swim 1-4 (Spring/Fall 10 weeks - 30 mins.	\$11.70	MPI Adjustment	\$12.20	4.27%	
Swim 5 -6 (Spring/Fall 10 weeks - 45 mins.)	\$12.80	MPI Adjustment	\$13.40	4.69%	
Swim Patrol & Bronze Star (Spring/Fall 10 weeks - 1hr) *	\$12.80	MPI Adjustment	\$13.40	4.69%	
Adults Swim Lessons/Teen Lessons/Ladies Only*	\$13.00	MPI Adjustment	\$13.60	4.62%	
Adults – private 30 mins.*	\$35.50	MPI Adjustment	\$37.00	4.23%	
Bronze Medallion (2 hrs. Exam fee of \$27.50 included)*	\$24.50	MPI Adjustment	\$25.50	4.08%	
Bronze Medallion (2hrs. Exam fee of \$27.50 included)* One time discount repeat fee	\$12.30	Actual Cost	\$12.75	3.66%	50% Discounted repeat fee. If a participant fails any aspect of the course they are required to repeat the entire program
Bronze Cross (2 hrs. Exam fee of \$27.50 included)*	\$23.50	MPI Adjustment	\$24.50	4.26%	
Bronze Cross (2hrs. Exam fee of \$27.50 included)* One time course repeat fee	\$11.80	Actual Cost	\$12.25	3.81%	50% Discounted repeat fee. If a participant fails any aspect of the course they are required to repeat the entire program
Swim & Lifesaving Instructor (40hrs) *	\$45.50	MPI Adjustment	\$47.30	3.96%	
Swim & Lifesaving Instructor (40hrs)* One time course repeat fee	\$22.80	Actual Cost	\$23.65	3.73%	50% Discounted repeat fee. If a participant fails any aspect of the course they are required to repeat the entire program
NLS (National Lifeguard Service Award) (40 hrs. over 10 classes)*	\$36.20	MPI Adjustment	\$37.70	4.14%	
NLS (National Lifeguard Service Award) (40 hrs. over 10 classes)* One time course repeat fee	\$18.10	Actual Cost	\$18.85	4.14%	50% Discounted repeat fee. If a participant fails any aspect of the course they are required to repeat the entire program
Intermediate First Aid, CPR C & Leadership Prep Course*	\$17.80	MPI Adjustment	\$18.60	4.49%	Program title changed to reflect First Aid guidelines
Private Lessons – 30 mins.*	\$35.50	MPI Adjustment	\$37.00	4.23%	
Low Ratio & Adapted Lessons – 30 mins.*	\$21.80	MPI Adjustment	\$22.70	4.13%	
Swim to Survive (per participant)	Varies	Departmental Strategy	Varies	0.00%	

All fee increases are effective January 1, 2027 with the exception of Arena Ice/Floor which is effected seasonally.

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

The Corporation of The Town of Ajax By-Law XX-2026

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

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

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

Whereas, by-laws establishing a tariff of fees for the processing of applications made in respect of planning matters are authorized by Section 69(1) of the Planning Act, R.S.O.:

Therefore, it is enacted as a By-law of the Corporation of the Town of Ajax as follows:

1. In this by-law:
 - (a) “Town” means The Corporation of the Town of Ajax in the Regional Municipality of Durham;
 - (b) “Chief Administrative Officer” means Chief Administrative Officer for the Town or their designate;
 - (c) “Director” means any of the Directors, or their designate, of Operations and Environmental Services, Planning and Development Services, Recreation, Culture & Community Development, Finance, and Legislative and Information Services;
 - (d) “Fire Chief” means the person appointed by Council to act as Fire Chief for the Town;
 - (e) “Fire Department” means the Town of Ajax Fire & Emergency Services;
 - (f) “Administrative charge” means a 20% fee in addition to the total of any invoice for the administration costs where the Town has had to do work that the owner of property has been found to be in default of doing and costs have had to be added to the tax rolls for any Property Standards Order, Municipal Work Order or Notice issued pursuant to any of the Town’s By-laws.
 - (g) “Owner” means a person, firm or corporation who owns or has control over any portion of a property in respect of which services and activities were provided or done.
2. Council hereby establishes the fees and charges as set out in the schedules attached to this By-law, and such schedules shall be deemed to be an integral part of this by-law.
3. No request by any person for any information, services, activity or use of Town property described in the attached Schedules will be processed or provided by the Chief Administrative Officer, Director, or Fire Chief or their designate unless and until the person requesting the information, service, activity or use of Town property has paid the applicable fee in the prescribed amount as set out in the attached schedules to this by-law.
4. Notwithstanding section 3 of this by-law, with respect to services set out in the schedules provided or done by the Fire Department:
 - a. The Owner of a property to which services set out in the fee schedules were provided or done by the Fire Department, regardless of whether requested

by the Owner or an agent of the Owner or not, shall pay the fee imposed for such service within ten (10) days of the mailing of an invoice.

- b. If a property Owner who is charged a fee under this by-law fails to pay the fee within the prescribed time, the Corporation may add the fee, including interest, to the tax roll for any real property registered in the name of the owner and collect the fee, including interest, in the same manner as municipal taxes.
 - c. Where there is more than one Owner, their liability for payment shall be joint and several.
5. Council hereby delegates to the Chief Administrative Officer, Directors, Fire Chief or their designate(s), the authority to waive or reduce any of the fees or charges specified within this by-law, provided that one or more of the following conditions apply:
 - a. The party subject to the fee or charge is the Federal Government, Provincial Government, Regional Municipality, any other municipality or public agency, board or commission, or public corporation formed by any of them;
 - b. The fee or charge is in relation to an application, process or action initiated at the request of the Town;
 - c. In accordance with practices established by Department Heads for the regular conduct of their business;
 - d. In the opinion of the Chief Administrative Officer, Director, Fire Chief or their designate as the case may be, extenuating or compassionate circumstances warrant the waiver or reduction of the fee.
6. The fees as listed in the schedules attached to this By-law will be subject to Harmonized Sales Tax (H.S.T.) where applicable.
7. The Town may add an administrative charge to invoices when work has been completed by the Town or its' agents.
8. Should any part of this by-law, including any part of the schedules, be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the By-law shall be severable and that the remainder of this by-law including the remainder of the schedules, as applicable, shall continue to operate and to be in force and effect.
9. In any instance where a fee established in this by-law conflicts with another Town by-law which establishes a different fee for the same item, this by-law shall prevail.
10. This by-law shall be known as the "Fees and Charges By-law".
11. By-law 67-2025 is hereby repealed.
12. This By-law shall come into force and effect on January 1, 2027, and all fees shall take effect at that time unless otherwise stated in the attached schedules.

By-law passed this September 21, 2026

Mayor and CEO

Clerk

2027 By-law Services User Fees and Charges

Fee/Charge	2027 Rate (before tax)
Licences	
Adult Entertainment Owner's Licence	\$3,648.40
Adult Entertainment Operator's Licence	\$1,216.30
Adult Entertainment Attendant's Licence	\$304.20
Animal Licensing: Spayed/Neutered & Micro-chipped	\$24.60
Animal Licensing: Spayed/Neutered	\$30.70
Animal Licensing: Intact & Micro-chipped	\$49.00
Animal Licensing: Intact	\$55.00
Body Rub Parlour Licence	\$1,216.30
Body Rub Operator's Licence	\$243.40
Body Rub Attendant's Licence	\$121.80
Carnival Circus Festival Licence (daily rate; amount not to exceed \$400)	\$121.80
Crisis Care Facility Licence	\$259.90
Entertainment Owner's Licence	\$121.80
Entertainment Operator's Licence	\$30.70
Entertainment Establishment - Replacement Licence	\$10.00
Group Home Annual Licence	\$91.50
Hawkers and Peddlers Annual Licence - various locations	\$243.40
Hawkers and Peddlers Annual Licence - single location (daily rate per day of operation, per location to a maximum of \$2,000)	\$61.00
Ice Cream Cart Licence	\$152.20
Ice Cream Cart Licence - Each Additional	\$73.20
Kennel Licence	\$152.20
Kennel Licence Replacement Licence	\$10.00
Lodging House - Licence	\$182.70
Lodging House - Replacement Licence	\$10.00
Lottery Licence (% of prize value)	3.00%
Outdoor Patio Licence	\$30.70
Outdoor Patio - Replacement Licence	\$10.00
Patio Licence Agreement (Town-owned Lands)	\$608.30
Pet Shop Licence	\$152.20
Pet Shop - Replacement Licence	\$10.00
Refreshment Vehicle Licence	\$304.20
Refreshment Vehicle Licence - Each Additional	\$182.70
Refreshment Vehicle - Operator Licence	\$30.70
Refreshment Vehicle - Replacement Licence	\$10.00
Taxicab Broker Licence	\$259.90
Taxicab Broker Licence Plate (accessible taxicab)	No fee
Taxicab Broker Licence Plate (excluding accessible taxicab)	\$207.90
Transportation Network Licence 1-25 drivers	\$5,000.00
Transportation Network Licence 26-99 drivers	\$17,000.00
Transportation Network Licence 100 or more drivers	\$32,000.00

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

2027 By-law Services User Fees and Charges

Fee/Charge	2027 Rate (before tax)
Permits and Other Fees	
Animal Licensing: Replacement Tag Fee	\$3.00
Appeal of Animal Services Committee Decision to the Town's Hearing Office	\$608.30
Dog Impound Daily Care Fee (per day rate)*	\$30.70
Failure to Attend a Property Standards/Animal Services Appeal Meeting	\$243.40
Election Sign Security Deposit	\$539.60
Election Sign Removal Cost*	\$21.70
Event Parade Permit	\$50.00
Fireworks Portable Sales Unit	\$243.40
Fireworks Display Permit (High Hazard)	\$243.40
Noise Exemption Application	\$130.00
Parking Enforcement Appointment - Individual	\$108.00
Parking Enforcement Appointment - Private Property Owner	\$54.00
Parking Enforcement Appointment - Service Company	\$215.90
Pool Permit	\$182.70
Portable Sign Permit	\$121.80
Replacement Taxicab Tariff Card	\$20.00
Replacement Taxicab Licence Plate	\$20.00
Subsequent Inspection Fees for Non-Compliant Properties*	\$121.80
Subsequent Inspection Fees for Non-Compliant Short-Term Rental Properties*	\$250.00
Sidewalk Clearing - up to 23 metres*	\$182.70
Sidewalk Clearing - rate per additional metre beyond 23 metres*	\$8.90
Subsequent Occasional Use Parking Permits (per licence plate, in excess of 5 plates per year / for a maximum of 12 paid permits per year)	\$12.00
Taxicab Tariff of Rates and Fares	Schedule A
Transportation Network Co. - Per trip licensing surcharge.	\$0.20 per transportation service
Waterfront Paid Parking Permit - full day*	\$20.00
Waterfront Paid Parking Permit - up to 3 hours*	\$10.00

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

**SCHEDULE “A”
To the Charges and Fees By-law**

**TAXICAB
TARIFF OF RATES AND FARES**

By Distance

Initial Start of Trip Cost	\$3.20 (includes H.S.T)
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For each one-tenth (1/10 th) of a kilometre or part thereof (includes H.S.T)	\$0.25
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By Time

For waiting time while under engagement for each sixty (60) seconds (includes H.S.T)	\$0.50
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No additional charge is permitted for any mobility or assistive device, and/or service animal accompanying a passenger.

IT IS AN OFFENCE TO CHARGE MORE THAN THE ABOVE TARIFF

**IF YOU HAVE ANY QUESTION OR CONCERNS,
PLEASE CONTACT AJAX BY-LAW SERVICES AT
905-619-2529 EXT. 3370, OR BY EMAIL AT
bylawservices@ajax.ca**

2027 Corporate Services User Fees and Charges

Fee/Charge	2027 Rate (before tax)
Burial Permit	\$27.80
Civil Marriage Solemnization Service*	\$387.30
Civil Marriage Ceremony Cancellation Fee	\$56.40
Civil Marriage Solemnization Rescheduling Fee	\$56.40
Commissioner of Oath - residents (up to 5 documents)	\$27.50
Commissioner of Oath - non-residents (up to 5 documents)	\$33.00
Licence Agreement Fee* (applicable for requests for Licenses, Easements, Encroachments) - additional fees/compensation may apply as determined on a case-by-case basis	\$1,939.70
Liquor Licence - Building Letter*	\$127.50
Liquor Licence - Fire Letter*	\$112.80
Marriage Licence	\$158.50
Non-Negotiable Cheque	\$55.40
Permission to Enter Agreement Fee*	\$285.40
Routine Disclosure	
Photocopy (per page)*	\$0.50
Large Format Print Job - B&W	\$10.00
Large Format Print Job - Colour	\$15.00
Records Search (per hour, minimum 1/2 hour)	\$30.00
Computer programming (for each 15 minutes) Where a program is required to retrieve information from a machine readable database	\$15.00
Records requested in a digital format: CD, DVD, USB drive, or other transferable storage media (each)	\$10.00
Scanning documents into electronic format (per hour)	\$30.00
FOI - Freedom of Information	
Application Fee	\$5.00
Search Time (for each 15 minutes)	\$7.50
Records Preparation (for each 15 minutes)	\$7.50
Computer Programming (for each 15 minutes)	\$15.00
Copy Fees (per page)	\$0.20
Copy Fees - Drawings (per page)	\$6.00
Records requested in a digital format: CD, DVD, USB drive, or other transferable storage media (each)	\$10.00
Scanning documents into electronic format (per hour)	\$30.00
Administrative Fees	
Administrative Fee - AMPS - Registered Mail	\$15.00
Administrative Fee - AMPS - Late Notice Fee	\$15.00
Administrative Fee - AMPS - Final Notice Fee	\$15.00
Administrative Fee - AMPS - Plate Denial / Default Fee	\$15.00
Administrative Fee - AMPS - Screening Non Appearance Fee	\$50.00
Administrative Fee - AMPS - Hearing Non Appearance Fee	\$100.00

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

2027 Finance User Fees and Charges

Fee/Charge	2027 Rate (before tax)
Tax certificate	\$91.50
Request for transfer of funds	\$55.40
Statement of Account; Tax receipt; Residency/confirmation letter; Reprint of tax bill, PAP Letter, adjustment, apportionment notification, etc.	\$24.60
Refund of incorrect electronic and manual payments	\$55.40
Change of ownership	\$49.00
New tax account/roll number creation	\$61.00
Postdated cheques - removal or date change	\$36.80
Mortgage company information (per roll)	\$17.30
Additions to the tax roll (ex: water liens, municipal work orders, outstanding invoices)	\$49.00
Title search administration	\$152.20
Title search request - actual costs	Actual Costs
Tax sale tender package	\$25-\$50
Tax sale registration - actual costs	Actual Costs
Tax sale registration - administration fee when advertised	\$111.10
Interest on Overdue Receivables (other than Property Taxes which are addressed in Bylaw 32-2025) - rate applied based on each month (or fraction thereof) overdue. Interest is not compounded.	1.25%
Notice of Past Due Taxes	\$5.00
DC Refund Administration Fee	\$135.00

2027 Fire and Emergency Services User Fees and Charges

Fee/Charge		2027 Rate (before tax)
INFORMATIONAL DOCUMENTS		
101. Copy of Emergency Response Report - within past 2 years		\$180.90
102. Copy of Emergency Response Report - over 2 years – Archival		\$182.70
103. File Search for buildings 4 units or less - Additional units - \$10.00 per unit		\$180.90
104. Fire Regulation Compliance Letter*		\$180.90
105. (New) Fire Safety Plan Printing per copy:	0-25 pages - \$16.00	
	26-50 pages - \$32.00	
	51-75 pages - \$64.00	
	76+ Pages - \$128.00	
INSPECTIONS		
201. Boarding / Lodging / Rooming House - upon request*		\$238.10
202. Educational Institutions - upon request*		\$238.10
203. Foster Care - upon request*		\$238.10
204. Group Home - upon request*		\$238.10
205. Institutional - upon request*		\$238.10
206. Licensed Day Care - upon request*		\$238.10
207. Private Home Day Care - upon request*		\$238.10
208. Liquor Licensing - upon request - includes occupant load calculations*		\$238.10
209. Liquor Licensing for outdoor patios - includes full inspection*		\$238.10
210A. Non-Residential Inspection - 1000m ² or less - upon request*		\$238.10
210B. Non-Residential Inspection - each additional 1000m ² or each additional floor*		\$30.70

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

2027 Fire and Emergency Services User Fees and Charges

2027 Fire and Emergency Services User Fees and Charges	
Fee/Charge	2027 Rate (before tax)
211. Non-Residential Inspection - multiple unit occupancy - per tenant (strip mall)*	\$215.20
212A. Residential Inspection - upon request - (includes apartment complex / hotel / motel)*	\$215.20
212B. Residential Inspection - each additional storey - above or below grade*	\$30.70
213. Two Unit Residential Inspection -Retrofit - upon request or complaint*	\$215.20
214. Wood Burning Appliance - upon request	\$0.00
215. Fire Safety Plan Development (per hour)	\$91.50
216A. Propane Plan Review (Existing 5000 USWG or less)	\$335.90
216B. Propane Plan Review (New or modified 5000 USWG or less)	\$672.80
216C. Propane Plan Review (Existing greater than 5000 USWG)	\$3,024.70
216D. Propane Plan Review (New/modified greater than 5000 USWG)	\$3,361.50
216E. Propane Plan Review (If necessary to retain 3rd party engineering or other firm)	Actual Costs
PERMITS	
301. Open Air Burning Permit	\$97.70
302. Fire Extinguisher Training Permit for residents, employers/employees within the municipal limits. AFES facilitates (per 20 participants) - Additional persons \$10.00 per person*.	\$200.00
303. Open Air Burning - farm waste	\$0.00

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

2027 Fire and Emergency Services User Fees and Charges

Fee/Charge	2027 Rate (before tax)
EMERGENCY SERVICES	
401A. Standby Requests - MTO Rates - per vehicle for the first hour or part thereof*	Maximum chargeable rate as set by MTO
401B. Standby Requests - MTO Rates - per vehicle for each additional one-half hour*	Maximum chargeable rate as set by MTO
402A. Motor Vehicle Collisions on Hwy 401 - (cost recovery through MTO) - per vehicle for the first hour or part thereof and for consumables used i.e. All-purpose absorbent material, vermiculite, thermal insulating fire suppressant, shipping containers, firefighting foam, medical supplies etc. (plus actual costs)	Maximum chargeable rate as set by MTO
402B. Motor Vehicle Collisions on Hwy 401 - (cost recovery through MTO) - per vehicle for each additional one-half hour and for consumables used i.e. All-purpose absorbent material, vermiculite, thermal insulating fire suppressant, shipping containers, firefighting foam, medical supplies etc. (plus actual costs)	Maximum chargeable rate as set by MTO
402C. Motor Vehicle Collisions on municipal roads, non-resident and fault known per vehicle for the first hour or part thereof and for consumables used i.e. All-purpose absorbent material, vermiculite, thermal insulating fire suppressant, shipping containers, firefighting foam, medical supplies etc. (actual costs plus \$50)	Maximum chargeable rate as set by MTO
402D. Motor Vehicle Collisions on municipal roads non-resident and fault known per vehicle for each additional one-half hour and for consumables used i.e. All-purpose absorbent material, vermiculite, thermal insulating fire suppressant, shipping containers, firefighting foam, medical supplies etc. (actual costs plus \$50)	Maximum chargeable rate as set by MTO
403A. Response to Hazardous Material Incident - per vehicle for first hour or part thereof plus any additional clean-up costs or consumables used i.e. All-purpose absorbent material, vermiculite, thermal insulating fire suppressant, shipping containers, firefighting foam, medical supplies etc. hazardous materials removal and disposal costs*	Maximum chargeable rate as set by MTO
403B. Response to Hazardous Material Incident - per vehicle for each additional one-half hour or thereof plus any additional clean-up costs or consumables used i.e. All-purpose absorbent material, vermiculite, thermal insulating fire suppressant, shipping containers, firefighting foam, medical supplies etc. hazardous materials removal and disposal costs*	Maximum chargeable rate as set by MTO

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

2027 Fire and Emergency Services User Fees and Charges

Fee/Charge	2027 Rate (before tax)
404A. Response to Dangerous Goods Incident - per vehicle for first hour or part thereof plus any additional clean-up costs or consumables used i.e. All-purpose absorbent material, vermiculite, thermal insulating fire suppressant, shipping containers, firefighting foam, medical supplies etc. hazardous materials removal and disposal costs*	Maximum chargeable rate as set by MTO
404B. Response to Dangerous Goods Incident - per vehicle for each additional one-half hour or thereof plus any additional clean-up costs or consumables used i.e. All-purpose absorbent material, vermiculite, thermal insulating fire suppressant, shipping containers, firefighting foam, medical supplies etc. hazardous materials removal and disposal costs*	Maximum chargeable rate as set by MTO
405A. Additional Expenses - to retain a private contractor, rent special equipment, secure or preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation and consumables used i.e. All-purpose absorbent material, vermiculite, thermal insulating fire suppressant, shipping containers, firefighting foam, medical supplies etc.*	Actual Costs
405B. Attending Natural Gas Incident - per vehicle for first hour or part thereof*	Maximum chargeable rate as set by MTO
406. Attending Natural Gas Incident - per vehicle for each additional one-half hour or thereof*	Maximum chargeable rate as set by MTO
407A. Attending a Non-Emergency Elevator Incident - per vehicle for first hour or part thereof*	Maximum chargeable rate as set by MTO
408 or 405B. Cleaning, Decontamination or Replacement of Equipment – as a result of service delivery where equipment i.e. personal protective equipment, vehicles, hoses or other non-consumable materials are contaminated or damaged.	Actual Costs
409A. Response to incidents involving alternatively fueled vehicles (EV, hybrid, propane, etc.) - per vehicle for the first hour or part thereof plus any additional clean-up costs or consumables used i.e. All-purpose absorbent material, firefighting foam, medical supplies etc.*	Maximum chargeable rate as set by MTO
409B. Response to incidents involving alternatively fueled vehicles (EV, hybrid, propane, etc.) - per vehicle for each additional one-half hour or thereof plus any additional clean-up costs or consumables used i.e. All-purpose absorbent material, firefighting foam, medical supplies etc.*	Maximum chargeable rate as set by MTO

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

2027 Fire and Emergency Services User Fees and Charges

Fee/Charge	2027 Rate (before tax)
PREVENTABLE FIRES AND ALARM SERVICES	
501A. Response to Unapproved Open Air Burning - following one warning - per vehicle for first hour or part thereof*	Maximum chargeable rate as set by MTO
501B. Response to Unapproved Open Air Burning - per vehicle for each additional one- half hour or thereof*	Maximum chargeable rate as set by MTO
502. Response to fires on or beside rail lines caused by railway company*	Actual Costs
503A. Response to Malicious and Nuisance Alarms - following a second response during a twelve month period - per vehicle for the first hour or part thereof*	Maximum chargeable rate as set by MTO
503B. Response to Malicious and Nuisance Alarms - per vehicle for each additional one- half hour or thereof*	Maximum chargeable rate as set by MTO
504A. Response to false alarm as a result of work being performed on a fire alarm system or emergency system following one false alarm during a twelve month period - per vehicle for the first hour or part thereof*	Maximum chargeable rate as set by MTO
504B. Response to false alarm as a result of work being performed on a fire alarm system or emergency system following one false alarm during a twelve month period - per vehicle for each additional one-half hour or thereof*	Maximum chargeable rate as set by MTO
505. Response to Electrical Vehicle (EV) Incident - per vehicle for first hour or part thereof plus any additional clean-up costs or consumables used i.e. All-purpose absorbent material, vermiculite, thermal insulating fire suppressant, shipping containers, firefighting foam, medical supplies etc.*	Maximum chargeable rate as set by MTO

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

2027 Fire and Emergency Services User Fees and Charges

Fee/Charge	2027 Rate (before tax)
TRAINING TOWER RENTALS	
601A. Live Burn – 8 hours – Weekday – (Includes staffing costs for two AFES staff)* Rental includes use of Firefighter survival maze, roof ventilation prop, forcible entry prop. NOTE* wood for props to be supplied by customer	\$2,650.00
601B. Live Burn – 8 hours – Weekends – (Includes staffing costs for two AFES staff)* Rental includes use of Firefighter survival maze, roof ventilation prop, forcible entry prop. NOTE* wood for props to be supplied by customer	\$3,000.00
602A. Live Car Fire Burn – 4hours – Weekday – (Includes staffing costs for one AFES staff)	\$700.00
602B. Live Car Fire Burn – 4hours – Weekend – (Includes staffing costs for one AFES staff)	\$750.00
602C. Live Car Fire Burn – 8 hours – Weekday – (Includes staffing costs for one AFES staff)	\$1,000.00
602D. Live Car Fire Burn – 8 hours – Weekend – (Includes staffing costs for one AFES staff)	\$1,500.00
603A. Artificial Smoke Only Training (no live burning) -8 hours – Weekday – (Smoke only and Staffing Costs for One AFES Staff) Rental includes use of Firefighter survival maze, roof ventilation prop, forcible entry prop. NOTE* wood for props to be supplied by customer	\$1,500.00
603B. Artificial Smoke Only Training (no live burning) 8 hours – Weekend – (Smoke only and Staffing Costs for One AFES Staff) Rental includes use of Firefighter survival maze, roof ventilation prop, forcible entry prop. NOTE* wood for props to be supplied by customer	\$1,700.00

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

2027 Fire and Emergency Services User Fees and Charges

Fee/Charge		2027 Rate (before tax)
EQUIPMENT AND PROP RENTAL FEES		
704. Auto Extrication, Vehicle Supply		Market Rate
705. Self-Contained Breathing Apparatus (SCBA) Air Fills per cylinder – (AFES has the capability of filling SCOTT 4500 PSI cylinders)*		\$12.00
706. Fire truck and Related Equipment rental per day (if available)*		\$575.00
707. Training Grounds (Tower no smoke or fire) Rental includes use of Firefighter survival maze, roof ventilation prop, forcible entry prop. NOTE* wood for props to be supplied by customer.		\$1,000.00
708. Use of the fire extinguisher prop with a training tower rental for colleges, fire departments and other non-fire service organizations. Half day rental (0800h to 1200h or 1300h to 1700h) operated by AFES trained staff.		\$300.00
709. Use of the fire extinguisher prop with a training tower rental for colleges, fire departments and other non-fire service organizations. Full day rental (0800h to 1600h) operated by AFES trained staff.		\$600.00
710. Off site fire extinguisher prop rental by fire departments for a full day and operated by a trained staff of the renting department (transportation of equipment is the responsibility of the renting Fire Department).		\$400.00
711. Off site fire extinguisher prop rental by fire departments for a full week and operated by trained staff of the renting department(transportation of equipment is the responsibility of the renting Fire Department).		\$1,000.00

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

2027 Operations and Environmental Services User Fees and Charges

Fee/Charge	2027 Rate (before tax)
BASEBALL DIAMONDS	
Baseball Diamonds - Premium - Youth Non-profit*	\$37.60
Baseball Diamonds - Premium - Adult Non-profit*	\$59.20
Baseball Diamonds - Premium - Non-resident (youth non-profit)*	\$43.40
Baseball Diamonds - Premium - Non-resident (adult non-profit)*	\$68.30
Baseball Diamonds - Premium - Commercial*	\$118.00
Baseball Diamonds - Type 1 - Youth*	\$34.20
Baseball Diamonds - Type 1 - Adult*	\$53.80
Baseball Diamonds - Type 1 - Non-resident (adult)*	\$66.90
Baseball Diamonds - Type 1 - Non-resident (youth)*	\$42.60
Baseball Diamonds - Type 2 - Youth*	\$18.90
Baseball Diamonds - Type 2 - Adult*	\$29.80
Baseball Diamonds - Type 2 - Non-resident (adult)*	\$37.00
Baseball Diamonds - Type 2 - Non-resident (youth)*	\$23.10
Baseball Diamonds - Premium Fri. 4pm - Sun. 4pm - Tournament (resident) per field*	\$912.30
Baseball Diamonds - Premium Fri. 4pm - Sun. 4pm - Tournament - Non-resident per field*	\$1,313.50
Baseball Diamonds - Tournament (Fri. 4pm - Sun. 4pm) Premier (resident) per field*	\$912.30
Baseball Diamonds - Tournament (Fri. 4pm - Sun. 4pm) Type 1 (resident) per field*	\$486.60
Baseball Diamonds - Tournament (Fri. 4pm - Sun. 4pm) Premier - Non-resident per field*	\$1,313.50
Baseball Diamonds - Tournament (Fri. 4pm - Sun. 4pm) Type 1- Non-resident per field*	\$788.10
Baseball Diamonds - Sports Camp (Mon. - Fri., 8am - 4pm) - Type 1 - per field*	\$669.10
Baseball Diamonds - Sports Camp (Mon. - Fri., 8am - 4pm) - Type 2 - per field*	\$365.00
Baseball Diamonds - Adminsitration Fees - Permit Changes/Transfers*	\$12.50
Baseball Diamongs - Administration Fees - Cancellation Fee*	\$49.00

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

2027 Operations and Environmental Services User Fees and Charges

Fee/Charge	2027 Rate (before tax)
SOCCER PITCHES	
Soccer Pitches - Type 1 - Youth*	\$29.80
Soccer Pitches - Type 1 - Adult*	\$46.30
Soccer Pitches - Type 1 - Non-resident (adult)*	\$57.50
Soccer Pitches - Type 1 - Non-resident (youth)*	\$37.00
Soccer Pitches - Type 2 - Youth*	\$15.10
Soccer Pitches - Type 2 - Adult*	\$24.60
Soccer Pitches - Type 2 - Non-resident (adult)*	\$30.60
Soccer Pitches - Type 2 - Non-resident (youth)*	\$18.80
Soccer Pitches - Tournament (Fri. 4pm - Sun. 4pm) - Artificial Turf (resident) per field*	\$1,459.40
Soccer Pitches - Tournament (Fri. 4pm - Sun. 4pm) - Type 1 (resident) per field*	\$577.90
Soccer Pitches - Tournament (Fri. 4pm - Sun. 4pm) - Type 2 (resident) per field*	\$243.40
Soccer Pitches - Tournament (Fri. 4pm - Sun. 4pm) - Artificial Turf - Non-resident per field*	\$1,576.10
Soccer Pitches - Tournament (Fri. 4pm - Sun. 4pm) - Type 1 - Non-resident per field*	\$985.20
Soccer Pitches - Tournament (Fri. 4pm - Sun. 4pm) - Type 2 - Non-resident per field*	\$525.50
Soccer Pitches - Non-Prime (Fri. 5pm - Sun. 4pm) Type 1 (Youth)*	\$15.10
Soccer Pitches - Non-Prime (Fri. 5pm - Sun. 4pm) Type 2 (Youth)*	\$7.70
Soccer Pitches - Non-Prime (Fri. 5pm - Sun. 4pm) Type 1 (Adult)*	\$23.40
Soccer Pitches - Non-Prime (Fri. 5pm - Sun. 4pm) Type 2 (Adult)*	\$12.50
Soccer Pitches - Sports Camp (Mon. - Fri., 8am - 4pm) - Type 1, per field*	\$547.50
Soccer Pitches - Sports Camp (Mon. - Fri., 8am - 4pm) - Type 2, per field*	\$243.40
Soccer Pitches - Administration Fees - Permit Changes/Transfers*	\$12.50
Soccer Pitches - Administration Fees - Cancellation Fee*	\$49.00
ARTIFICIAL TURF FIELDS	
Artificial Turf Fields - Youth*	\$103.70
Artificial Turf Fields - Adult*	\$146.30
Artificial Turf Fields - Commercial*	\$182.70
Artificial Turf Fields - Non-Prime (Mar 1 - Apr 30, and Oct 1 - Dec 15)*	\$79.30
Artificial Turf Administration Fees - Permit Changes/Transfers*	\$12.50
Artificial Turf Administration Fees - Cancellation Fee*	\$49.00
CRICKET PITCH: MONARCH PARK	
Cricket Pitch - Youth (resident)*	\$37.60
Cricket Pitch - Adult (resident)*	\$59.20
Cricket Pitch - Non-resident*	\$127.50
SOFT CRICKET BALL: APPLECROFT PARK	
Cricket Pitch - Youth (resident)*	\$15.10
Cricket Pitch - Adult (resident)*	\$24.60
Cricket Pitch - Non-resident (youth)*	\$18.80
Cricket Pitch - Non-resident (adult)*	\$30.60

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

2027 Operations and Environmental Services User Fees and Charges

Fee/Charge	2027 Rate (before tax)
OTHER FEES	
Culvert Installation - standard installation (7 metres)*	\$1,878.90
Picnic Tables - Resident (8 tables)*	\$125.60
Picnic Tables - Non-resident (8 tables)*	\$270.80
Special Events Permit - plus any other direct costs (i.e. staff time, portable toilets, hand washing stations, tents, security, etc.)*	\$500.00
Road Occupancies	\$219.30
Tent/Canopy Rental - Resident (10 x 10 Canopy)*	\$63.00
Tent/Canopy Rental - Non-resident (10 x 10 Canopy)*	\$135.50
Portable Washroom - Resident rate for each washroom*	\$313.50
Portable Washroom - Non-resident rate for each washroom*	\$406.00
Tree Dedication*	\$375.90
Bench Dedication*	\$3,648.40
Film Permits - per day (set-up/tear-down/filming)*	\$1,252.90
Special Event Photography Permit (1.5 hrs)	\$128.10
EV Charging Station - per hour, first hour*	\$1.60
EV Charging Station - per hour, after first hour*	\$2.60
Municipal Consents - per application, per street up to 300 metres	\$550.00
Municipal Consents - additional fee, per metre, per street beyond 300 metres	\$1.10
Pavement Cuts*	\$3,237.10
Curb Cut and Application Fee (0-4 metres)	\$400.00
Curb Cut (per additional metre, beyond first 4 metres)	\$40.00
School Board Permit Processing Fee	\$25.00
Application for Crossing of Parklands*	\$61.00
FAIRGROUNDS RENTAL PER DAY	
< 5000 People*	\$5,197.50
5,001 to 9,999 People*	\$7,796.30
10,000 to 20,000 People*	\$14,033.30
GREENWOOD CONSERVATION AREA	
Greenwood Conservation Area (9am - 6pm, May 15 - September 30 inclusive) - Education Student Rate (per person)*	\$1.60
Greenwood Conservation Area (9am - 6pm, May 15 - September 30 inclusive) Resident Group Rate (0-99 people) with one picnic shelter*	\$282.10
Greenwood Conservation Area (9am - 6pm, May 15 - September 30 inclusive) Non-resident Group Rate (0-99 people) with one picnic shelter*	\$473.80
PAULYNN PARK	
Paulynn Park (9am - 6pm, May 15 - September 30 inclusive) - Education Student Rate (per person)*	\$1.60
Paulynn Park (9am - 6pm, May 15 - September 30 inclusive) - Resident Group Fees (0-30 people) with one Picnic Shelter*	\$157.00
Paulynn Park (9am - 6pm, May 15 - September 30 inclusive) - Non-resident Group Fees (0-30 people) with one Picnic Shelter*	\$270.80

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

2027 Operations and Environmental Services User Fees and Charges

Fee/Charge	2027 Rate (before tax)
WATERFRONT	
Waterfront (9am - 6pm, May 15 - September 30 inclusive) - Resident Group Fees (0-30 people) with Lion's Point Picnic Shelter*	\$157.00
Waterfront (9am - 6pm, May 15 - September 30 inclusive) - Non-resident Group Fees (0-30 people) with Lion's Point Picnic Shelterfront*	\$270.80
Waterfront (9am - 6pm, May 15 - September 30 inclusive) - Resident Group Fees (0-30 people) without picnic shelter (with 4 picnic tables)*	\$75.50
Waterfront (9am - 6pm, May 15 - September 30 inclusive) - Non-resident Group Fees (0-30 people) without picnic shelter (with one picnic shelter)*	\$135.50
Waterfront (9am - 6pm, May 15 - September 30 inclusive) - Education Student Rate (per person)*	\$1.60
Note: Waterfront - groups 100+ people require Special Event Permit and directed to such rate*	
WATERFRONT TRAIL PERMIT	
Waterfront Trail Permit - all groups over 300, regardless of status (responsible for any additional direct costs i.e. portable toilets, handwashing stations, additional tents, security, etc.)*	\$250.90
SENIOR SNOW REMOVAL	
Senior Snow Removal Program - includes the plowing of the windrow, the driveway, the walkway to the front door, the driveway apron, and the municipal sidewalk.*	\$331.90
Senior Snow Removal Program - includes service municipal sidewalk and windrow service*	\$37.90

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

2027 Planning and Development User Fees and Charges

Fee/Charge	2027 Rate (before tax)
ENGINEERING:	
Engineering Review Inspection and Administration of Subdivision Agreements, Development Agreements, Lot Grading Agreements and Infill Lots - Value of securities for work <\$500,000	6.10%
Engineering Review Inspection and Administration of Subdivision Agreements, Development Agreements, Lot Grading Agreements and Infill Lots - Value of securities for work \$500,000 - \$1 million	5.00%
Engineering Review Inspection and Administration of Subdivision Agreements, Development Agreements, Lot Grading Agreements and Infill Lots - Value of securities for work >\$1 million	4.40%
Engineering Review Inspection and Administration of Subdivision Agreements, Development Agreements, Lot Grading Agreements and Infill Lots - Fee per lot, where value of work or securities are less than \$13,000	\$1,210.70
Minimum fee for Infill lots	\$1,210.70
Landscape Architectural and Environmental Services Review and Inspection for Subdivision Agreements, Development Agreements and Site Plan Applications - Percentage of the value of securities for landscape work	2.10%
Landscape Architectural and Environmental Services Review and Inspection for Subdivision Agreements, Development Agreements and Site Plan Applications - Minimum fee (per lot) where the value of works or securities is less than \$13,000	\$376.70
Engineering Review Inspection and Administration of Site Plan Agreements - Value of securities for work <\$500,000	6.30%
Engineering Review Inspection and Administration of Site Plan Agreements - Value of securities for work >\$500,000	5.60%
Engineering Review Inspection and Administration of Site Plan Agreements - Minimum fee where the value of work or securities are less than \$13,000	\$1,122.70
Peer Reviews	Actual Costs
Engineering Review and Inspection for Street Lights in Subdivisions	Actual Costs of Third Party Review
Pre-Servicing Agreement - per application	\$2,201.90
Benchmarks - per lot	\$17.80
Digital Drawing Management Fee - Value of Works <\$100,000	\$365.00
Digital Drawing Management Fee - Value of Works \$100,000 - \$500,000	\$608.30
Digital Drawing Management Fee - Value of Works >\$500,000	\$1,216.30
Stormwater Maintenance Fee - per hectare	\$2,918.70
Design Criteria* - CD Only	\$30.70
Design Criteria* - Book and CD	\$97.70
Site Inspections for Development Sites - fee for first, third, and any subsequent inspection	\$261.90
Review of Development Applications (After 3rd submission) - plus hourly rate for review of any submissions greater than the 3rd submission and for any subsequent submission	\$261.90
Continuous Linear Infrastructure-Environmental Compliance Approval (CLI-ECA) review and approval	\$553.10
Sediment and Erosion Permit Fee - major initial permit fee	\$2,238.50
Sediment and Erosion Permit Fee - major per hectare	\$1,003.00
Sediment and Erosion Permit Fee - renewal of permit	\$1,119.40
Sediment and Erosion Permit Fee - minor initial permit fee	\$2,171.10

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

2027 Planning and Development User Fees and Charges

Fee/Charge	2027 Rate (before tax)
Traffic Data and Turning Movement Counts - Traffic Data	\$266.10
Traffic Data and Turning Movement Counts - Turning Movement Counts	\$266.10
Hourly Rates - Engineer/Coordinator (per hour)	\$131.70
Hourly Rates - Engineering Technologist (per hour)	\$113.40
Hourly Rates - Landscape Architect (per hour)	\$128.10
Hourly Rates - Engineering Associate (per hour)	\$73.30
STORMWATER	
Residential Annual Stormwater Fee	\$55.00
Non-Residential Annual Stormwater Fee per 192m ² impervious area (may be subject to credits under stormwater fee credit program)	\$55.00
SUSTAINABILITY	
Sustainability review and Inspection of development application. Total Gross Floor Area 0-750 m ² .	\$276.70
Sustainability review and Inspection of development application. Total Gross Floor Area >750-2,500 m ² .	\$2,548.30
Sustainability review and Inspection of development application. Total Gross Floor Area >2,500-25,000 m ² .	\$4,332.10
Sustainability review and Inspection of development application. Total Gross Floor Area >25,000-100,000 m ² .	\$6,370.50
Sustainability review and Inspection of development application. Total Gross Floor Area >100,000-150,000 m ² .	\$8,154.30
Sustainability review and Inspection of development application. Total Gross Floor Area >150,000 m ² .	\$10,448.10

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

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

2027 Planning Act User Fees and Charges

	2027 Rate (before tax)
PLANNING SECTION	
OFFICIAL PLAN AMENDMENT (OPA)	
Local Official Plan Amendment: Simple - Application Processing	\$59,681.00
Local Official Plan Amendment: Complex - Application Processing	\$128,018.00
Local Official Plan Amendment: Simple or Complex - Town-led Open House (Only if requested by applicant)	\$2,708.50
Regional Official Plan Amendment:Application Processing	\$20,979.80
ZONING BY-LAW AMENDMENT (ZBA)	
Zoning By-law Amendment: Simple - Application Processing	\$54,581.50
Zoning By-law Amendment: Complex - Application Processing	\$56,882.40
Zoning By-law Amendment: Simple or Complex - Town-led Open House (Only if requested by Applicant)	\$2,708.50
Removal of a Holding (H) Provision	\$10,201.30
Temporary Use By-law	\$52,500.60
Temporary Use By-law Extension	\$6,238.20
JOINT OFFICIAL PLAN AMENDMENT AND ZONING BY-LAW AMENDMENT	
Joint Official Plan Amendment & Zoning By-law Amendment: Simple - Application Processing	\$82,650.10
Joint Official Plan Amendment & Zoning By-law Amendment: Complex - Application Processing	\$138,065.10
Joint Official Plan Amendment & Zoning By-law Amendment: Simple or Complex - Town-led Open House (Only if requested by Applicant)	\$2,708.50
NOTE: Complex Applications refers to: The introduction of a new use that has not been contemplated by the Town's Official Plan and/or Zoning By-law, and/or is tied to an application for a Regional Official Plan Amendment, and/or is an application(s) deemed to propose a significant change to the Town's Official Plan, subject to the Town's discretion.	

2027 Planning Act User Fees and Charges

	2027 Rate (before tax)
DRAFT PLAN OF SUBDIVISION AND DRAFT PLAN OF CONDOMINIUM	
Draft Plan of Subdivision: Residential - Base Fee (plus applicable Fee Per Unit)	\$40,731.90
Draft Plan of Subdivision: Residential - Fee Per Unit (1-200)	\$733.70
Draft Plan of Subdivision: Residential - Fee Per Unit (201+)	\$367.20
Draft Plan of Subdivision: Non-residential	\$89,248.50
Draft Plan of Subdivision: Development Block (associated with a condominium / or required for a site plan)	\$31,474.10
Revisions to a Draft Plan of Subdivision or Draft Plan of Condominium (i.e. not draft approved, but requiring full recirculation)	\$4,673.00
Revisions to a Draft Approved Plan of Subdivision or Condominium (i.e. red-line revision): Major (where substantial changes are proposed and recirculation is required) - Base Fee (plus applicable Fee Per Unit)	\$24,024.60
Revisions to a Draft Approved Plan of Subdivision or Condominium (i.e. red-line revision): Major - Fee Per Unit (1-200)	\$563.80
Revisions to a Draft Approved Plan of Subdivision or Condominium (i.e. red-line revision): Major - Fee Per Unit (201+)	\$282.20
Revisions to a Draft Approved Plan of Subdivision or Condominium (i.e. red-line revision): Minor (change to condition and/or minor plan change)	\$6,461.80
Request to Extend Draft Approval	\$5,399.60
Final Approval, Subdivision Clearance Fee	\$4,335.20
Draft Plan of Condominium - Application Processing	\$31,831.30
Final Approval, Condominium Clearance Fee	\$3,422.60
Lift Part-Lot Control - Base Fee (Base Fee + Fee Per Unit Total Maximum = \$6,107.20) or Deeming By-law (Base Fee only)	\$5,560.50
Lift Part-Lot Control - Fee Per Unit (Base Fee + Fee Per Unit Total Maximum = \$6,107.20)	\$39.40
Extension of Part Lot Control Exemption	\$2,785.00
SITE PLAN	
Site Plan: Major - Base Fee (plus Fee Per Unit and/or Non-residential GFA)	\$43,747.20
Site Plan: Major - Residential Fee Per Unit (1-25)	\$503.30
Site Plan: Major - Residential Fee Per Unit (26-100)	\$390.40
Site Plan: Major - Residential per unit (101-200 units)	\$190.80
Site Plan: Major - Residential Fee Per Unit (201+)	\$101.70
Site Plan: Major - Non-residential per 100m ² of GFA	\$55.00
Site Plan: Minor (Conversion of residential to non-residential / Model Home/ Sales Trailer) - Application Processing	\$21,914.30
Telecommunication Facility	\$22,802.80

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

2027 Planning Act User Fees and Charges

	2027 Rate (before tax)
SITE PLAN AMENDMENT	
Site Plan Amendment: Major (Applies: i) Where an additional building is proposed; ii) Where an expansion to an existing building is greater than or equal to 50% of the total gross floor area of the existing building, or greater than or equal to 5,000 m ²) - Application Processing	Site Plan Application Fee applies
Site Plan Amendment: Minor A (Minor site works including, but not limited to, site access modifications and fencing) - Application Processing	\$1,597.40
Site Plan Amendment: Minor B (Community Gardens) - Application Processing	\$2,453.00
Site Plan Amendment: Minor C (Minor building additions as determined by the Town, patios, accessory buildings / structures, outdoor play areas, and/or parking lot modifications) - Application Processing	\$3,707.80
Site Plan Amendment: Minor D (Applies: i) Where an expansion to an existing building is less than 50% of the total gross floor area of the building and is less than 5,000 m ² ; ii) Where there is an expansion to a parking area) - Application Processing	\$28,812.70
AGREEMENTS	
Preparation of a Subdivision, Condominium, Site Plan, Development Agreements, or Amending Agreements (The Applicant is required to reimburse the Town for its legal costs associated with the preparation and registration of an agreement)*	Actual Costs

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

2027 Planning Act User Fees and Charges

	2027 Rate (before tax)
COMMITTEE OF ADJUSTMENT: MINOR VARIANCE AND CONSENT	
Minor Variance: Accessory buildings, structures and platforms, driveway widenings, below grade entrances	\$912.80
Minor Variance: Residential Minor (single or semi-detached dwellings, duplex, triplex, townhouse dwellings, or detached accessory dwelling unit) - Single Variance	\$1,768.40
Minor Variance: Residential Minor (single or semi-detached dwellings, duplex, triplex, townhouse dwellings, or detached accessory dwelling unit) - Multiple Variances	\$2,211.10
Minor Variance: Residential/Mixed-Use Major (condominium, apartment, or mixed-use buildings) - Single Variance	\$3,758.10
Minor Variance: Residential/Mixed Use Major (condominium, apartment, or mixed-use buildings) - Multiple Variances (2-5 variance requests)	\$4,420.80
Minor Variance: Residential/Mixed Use Major (condominium, apartment, or mixed-use buildings) - Multiple Variances (each additional variance request beyond 5)	\$663.00
Minor Variance: Non-Residential - Single Variance	\$4,420.80
Minor Variance: Non-Residential - Multiple Variances (2-5 variance requests)	\$5,019.70
Minor Variance: Non-Residential - Multiple Variances (each additional variance request beyond 5)	\$663.00
Minor Variance: Enlargement, expansion, or conversion of a legal non-conforming use/ uses defined in general terms	\$5,019.70
Minor Variance: Post-development variance	Double the applicable application fee
Committee of Adjustment: Tabling Fee - (Collected if the applicant requests that the application be tabled, or if the applicant has not met the legislated requirements, or if the applicant is not present at the meeting and the Committee decides to table the application)	\$395.60
Committee of Adjustment: Special Hearing - (Plus applicable application fee)	\$10,113.60
Consent - Application Processing	\$3,747.80
Consent - Development Agreement (where applicable)	\$3,169.50
Consent - Stamping Fee	\$1,106.10
Consent - Re-Stamping Fee	\$276.70
NOTE: Applicants are encouraged to Pre-consult with Staff, prior to application submission. Exception: if a minor variance is requested as a result of going through a site plan approval process.	
NOTE: 50% Discount from the requisite fee when applying for a minor variance application associated with the installation of an accessibility device, ramp or driveway widening for the purposes of providing barrier free access to single/semi-detached/link or townhouse dwelling units	
PRE-CONSULTATION	
Pre-consultation: Minor Variance and Consent Applications	\$741.70
Pre-Consultation: Site Plan: Minor; Site Plan Amendments: Minor A, B and C; and Telecommunication Facility ⁽¹⁾	\$741.70
Pre-consultation: All other applications ⁽¹⁾	\$3,760.30
⁽¹⁾ As per the Pre-consultation By-law, the Pre-consutlation application fee may be credited against one subsequent planning application fee.	
NOTE: Fees for additional Pre-consultation meetings will be charged as per the Pre-Consultation By-law	

2027 Planning Act User Fees and Charges

	2027 Rate (before tax)
OTHER	
Property Information Request - Zoning Information	\$373.30
Property Information Request - Building Information	\$171.40
Property Information Request - By-law Information	\$171.40
Property Information Request - Ontario Heritage Act	\$171.40
Property Information Request - Legal Inquiries (If information for more than 1 agreement is required, the fee will be charged per agreement)	\$278.50
Property Information Request - Release of Agreements	\$574.10
Sign By-law Amendment	\$3,156.00
Sign By-law Variance	\$1,216.30
Tree Cutting Permit	\$1,608.80
Tree Cutting Permit - Appeal to Town of Ajax General Government Committee	\$4,808.70
Additional Public Meeting - Where more than one public open house, or Community Affairs and Planning Committee meeting is required (per additional open house or meeting)	\$1,289.30
Public Notification: Applicant Organized Public Meeting (Town to mail a notice prepared by an applicant)	\$200 plus applicable mailing and printing costs
Advertising (Where it is not possible for a notice to be placed in the Ajax News-Advertiser's Community Page, the applicant shall pay the Town's advertising costs in respect of the matter.)*	Actual Costs
Street Addressing - Base Fee (plus Fee Per Municipal Address)	\$390.40
Street Addressing - Fee Per Municipal Address	\$21.80
Street and Private Road Naming Request	\$757.70
Peer Reviews and Architectural Control Review(The applicant shall be responsible for the Town's full costs of undertaking the peer review.)*	Actual Costs
Ontario Land Tribunal (OLT) Appeals - Committee of Adjustment	\$400.00
Ontario Land Tribunal (OLT) Appeals - All other Appeals	\$1,100.00
NOTE: Ontario Land Tribunal (OLT) Appeals - Where the Town becomes involved in an appeal to the OLT, and where the Town is in support of the application, the applicant shall pay Town staff costs in terms of time and expenses for preparation for and attendance at hearings, mediation or arbitration.	
Preparation of Stand-Alone Official Plan Amendment and/or Zoning By-law Amendment	\$11,074.50
Preparation of a Zoning Order	\$19,089.00
Commissioning Planning Applications (for up to 5 signatures)	\$30.70
Digital Application Submission Administration Fee - Compliance Letter	\$27.80
Digital Application Submission Administration Fee - Pre-Consultation	\$33.30
Digital Application Submission Administration Fee - Site Plan: Minor	\$27.80
Digital Application Submission Administration Fee - Site Plan: Major	\$110.70
Digital Application Submission Administration Fee - Site Plan Amendment: Major	\$110.70
Digital Application Submission Administration Fee - Site Plan Amendment: Minor A, B and C	\$27.80
Digital Application Submission Administration Fee - Site Plan Amendment: Minor D	\$83.10

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

2027 Planning Act User Fees and Charges

	2027 Rate (before tax)
APPLICATION REFUND, RECIRCULATION AND REACTIVATION	
Refund: Where any application is withdrawn after a file has been opened, but before it has been circulated	90%
Refund: Where a Zoning By-Law Amendment or Combined Official Plan and Zoning By-law Amendment applications are withdrawn within 45 days from date of submission of a complete application	50%
Refund: Where a Site Plan or a Site Plan Amendment are withdrawn within 30 days of submission of a complete application	50%
Refund: Where a standalone Official Plan Amendment or a Subdivision application is withdrawn after 1st submission comments have been provided to the applicant, but before a 2nd submission has been submitted	50%
Refund: Where a Minor Variance application is withdrawn after a file has been circulated, but before it has been considered at a public meeting	50%
Refund: Where an application is withdrawn any time after the 2nd submission has been submitted	0%
Refund: Where a Minor Variance application is withdrawn after the public meeting	0%
Recirculation - Required on the 4th submission and any subsequent submission of an application requiring circulation to internal departments and/or external agencies	\$1,216.30
Refunds will also be issued in accordance with the <i>Planning Act</i>	
<i>NOTE: For an Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium, Site Plan and/or Site Plan Amendment application that has been deemed to be dormant, refunds shall be in accordance with the Dormant File Policy.</i>	
BOULEVARD ENCROACHMENTS	
Complex Boulevard Encroachment Application Fee (Proposed modifications)	\$357.10
Complex Boulevard Encroachment Application Fee (Prior modifications)	\$714.20
Complex Boulevard Encroachment Agreement Fee (Collected only if a Complex Boulevard Encroachment Application is approved) *	\$1,000.00
OTHER FEES	
Municipal Council Support for Roof-top Solar Photovoltaic Projects	\$583.90
Temporary Patio Permit	\$0.00
Heritage Permit	\$0.00
Hourly Rates - for any work done outside of an application	\$121.80
Printing - Plan of Roads	\$15.50
Printing - Subdivision Summary (11x17) w/Chart	\$12.50
Printing - Official Plan Schedules (24x36) – per schedule	\$18.70
Printing - Official Plan Schedules (11x17) – per schedule	\$12.50

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

2027 Public and Strategic Affairs User Fees and Charges

Fee/Charge	2027 Rate (before tax)
Film Permit Fee* (security deposits will be requested when deemed necessary)	\$570.50
Film Permit Fee - student	\$0.00
Powered by Ajax Registration Fee*	\$25.00

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

2027 Recreation - Admin. User Fees and Charges

Fee/Charge	2027 Rate (before tax)
Brochure Advertising Rates	
Commercial - Business Card*	\$315.00
Commercial - Quarter Page*	\$466.60
Commercial - Half Page*	\$769.80
Commercial - Full Page*	\$1,236.20
Commercial - Half Page - inside glossy full colour (front or back cover or centre)*	\$1,096.20
Commercial - Inside cover (full page)*	\$2,227.20
Commercial - Back cover (full colour glossy)*	\$2,273.60
Community Groups - Incorporated 2 yrs. or less (Business Card = one annually - max 1 ad)*	\$0.00
Community Groups - Incorporated 3-5 yrs. (Business Card & Quarter page size ads only = one annually max 3 business card sized ads or 1 quarter page sized ad) - Business Card*	\$58.60
Community Groups - Incorporated 3-5 yrs. (Business Card & Quarter page size ads only = one annually max 3 business card sized ads or 1 quarter page sized ad) - Quarter Page*	\$134.50
Community Groups - Business Card*	\$116.90
Community Groups - Quarter Page*	\$268.40
Community Groups - Half Page*	\$524.80
Community Groups - Half Page - inside glossy full colour (front or back cover)*	\$571.60
Community Groups - Full Page*	\$909.70

All fee increases are effective January 1, 2027 with the exception of Arena Ice/Floor which is effected seasonally.

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

2027 Recreation - Facilities User Fees and Charges

Fee/Charge	2027 Rate (before tax)
Recreational Skating	
Public Skating - Single Admission - Youth*	\$3.32
Public Skating - Single Admission - Senior*	\$3.32
Public Skating - Single Admission - Adult*	\$5.09
Public Skating - Single Admission - Preschool (3 & under)	\$0.00
Public Skating - Group Admission (min 1 adult and 4 children, or max 2 adults and 3 children)*	\$14.25
Public Skating - 10 Pass - Youth*	\$29.87
Public Skating - 10 Pass - Senior*	\$29.87
Public Skating - 10 Pass - Adult*	\$51.77
Shinny / Sledge Hockey - Youth/Senior*	\$5.20
Shinny / Sledge Hockey - Adult*	\$7.30
Shinny / Sledge Hockey - 5 Pass Youth/Senior*	\$23.10
Shinny / Sledge Hockey - 5 Pass Adult*	\$32.80
Figure Skating - Ticket Ice*	\$11.00
Recreational Swimming	
Public Swimming - ACC/MCC/ARC/Outdoor Pool - Single Admission - Youth*	\$3.32
Public Swimming - ACC/MCC/ARC/Outdoor Pool - Single Admission - Senior*	\$3.32
Public Swimming - ACC/MCC/ARC/Outdoor Pool - Single Admission - Adult*	\$5.09
Public Swimming - ACC/MCC/ARC/Outdoor Pool - Single Admission - Preschool (3 & under)	\$0.00
Public Swimming - ACC/MCC/ARC/Outdoor Pool - Group Admission (min 1 adult and 4 children, or max 2 adults and 3 children)*	\$14.25
Public Swimming - ACC/MCC/ARC/Outdoor Pool - 10 Pass - Youth*	\$29.87
Public Swimming - ACC/MCC/ARC/Outdoor Pool - 10 Pass - Senior*	\$29.87
Public Swimming - ACC/MCC/ARC/Outdoor Pool - 10 Pass - Adult*	\$51.77

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

2027 Recreation - Facilities User Fees and Charges

Fee/Charge	2027 Rate (before tax)
Arenas	
Ice Rental Fee: Fall/Winter Season Fees (September 2027 - March 2028 - dates finalized at January 2027 Spring Ice Users Meeting)	
Winter Prime-Time (Community Groups)*	\$224.90
Winter Prime-Time (General Public & Commercial Organizations)*	\$287.00
Winter Prime-Time Promotional Rate - Standard/International	\$150.00
Winter Non-Prime-Time (Community Groups)*	\$145.80
Winter Non-Prime-Time (General Public & Commercial Organizations)*	\$199.30
Ice Rental Fee: Summer Season (March - September 2027 - dates finalized at January 2027 SP/SU Ice Users Meeting)	
Summer Prime-Time (Community Groups)*	\$240.00
Summer Prime-Time (General Public & Commercial Organizations, Tournaments)*	\$286.00
Summer Prime-Time Promotional Rate	\$175.00
Summer Non-Prime-Time (Community Groups)*	\$148.30
Summer Non-Prime-Time (General Public & Commercial Organizations, Tournaments)*	\$202.50
Floor Rental Fee: ACC and Village Arena Summer Season (March - September 2027 - dates finalized at January 2027 SP/SU Ice Users Meeting)	
Youth - Hourly*	\$101.20
Adult - Hourly*	\$112.20
Floor Rental Fee: Village Arena Fall/Winter Season (September 2027 - March 2028)	
Youth - Hourly*	\$126.30
Adult - Hourly*	\$136.90
Promotional Rate - Hourly	\$75.00
Ice/Floor Set-up/Take-down (per hour)*	\$103.70

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

2027 Recreation - Facilities User Fees and Charges

Fee/Charge	2027 Rate (before tax)
COMMUNITY HALLS / COMMUNITY ROOMS / PAVILIONS	
ACC - HMS Community Hall - Full Hall (1 hr.) - minimum 4-hour rental*	\$145.50
ACC - HMS Community Hall - Half Hall (1 hr.) - minimum 4-hour rental*	\$96.50
ACC - Commodores Room - (1 hr.) - minimum 4-hour rental*	\$62.70
ACC - Admirals Room, Captain's Room - (1 hr.) - minimum 4-hour rental*	\$36.70
ACC - Duffins Room, Carruthers Room - (1 hr.) - minimum 4-hour rental*	\$24.60
Audley Recreation Centre (ARC) - Community Hall (Room A + Room B + Room C) (500 Capacity) - Full Hall (1 hr.) - minimum 4-hour rental*	\$288.20
Audley Recreation Centre (ARC) - Kitchen Rental Fee (only available to rent with Full Hall and Room A and not available to rent on its' own – fee also includes projected staff time, maintenance and janitorial costs)*	\$543.80
Audley Recreation Centre (ARC) - Community Hall (Room A) (200 Capacity) (1 hr.) - minimum 4-hour rental - kitchen can be rented with Room A*	\$130.70
Audley Recreation Centre (ARC) - Community Hall (Room B, Room C) (150 Capacity each) (1 hr.) - minimum 4-hour rental - kitchen cannot be rented with Room B or Room C*	\$108.40
MCC - Community Hall - Full Hall (1 hr.) - minimum 4-hour rental*	\$96.50
MCC Community Hall - Half Hall, MCC Community Room 3, ARC - Community Room - (1 hr.) - minimum 4-hour rental*	\$51.80
MCC Community Room 2, ARC - Studio - (1 hr.) - minimum 4-hour rental*	\$36.70
Carruthers Marsh Pavilion, Greenwood Discovery Pavilion - (1 hr.) - minimum 6 hour rental*	\$57.20
Rotary Park Pavilion - (1 hr.) - minimum 6 hour rental*	\$40.60
Quaker Meeting House - (1 hr.) - minimum 6 hour rental*	\$95.20
Village Community Centre - Community Groups only *	\$53.80
Meeting Rooms - Duffins and Carruthers Room - Exclusive 1 hr. Fee. (Mon-Fri – 8am-4pm) *	\$41.00
Meeting Rooms - Duffins and Carruthers Room - Exclusive 1 hr. Fee. (Mon-Fri – 4-10pm - 1-2 hour rental max - can only be booked inside 45 days for one-off meeting-type events only (not parties, not contracts) based on facility availability.) *	\$41.00
Meeting Rooms - Admirals and Captains Room - Exclusive 1 hr. Fee. (Mon-Fri – 4-10pm - 1-2 hour rental max - can only be booked inside 45 days for one-off meeting-type events only (not parties, not contracts) based on facility availability.) *	\$53.20
Non Resident Permit Fee: Applied to Arena Ice & Floor Pads, ACC HMS, ACC Commodores Room, MCC Community Hall, MCC Community Room 3, ARC Community Room, Quaker Meeting House, Carruthers Marsh Pavilion, Greenwood Discovery Pavilion and Ajax Centre for the Arts. *	\$26.60
Non Resident Permit Fee: Applied to Gymnasiums, Pools, ACC Admirals Room, Captains Room, Carruthers Room, Duffins Rooms, MCC Community Room 2, ARC Studio and Rotary Park Pavilion. *	\$13.50
Non Resident Permit Fee: ARC Community Hall – Full Hall. *	\$131.50
Non Resident Permit Fee: ARC Community Hall – Room A, Room B, Room C. *	\$65.90
Permanent Rental Space - Annual fee for occupancy agreements with community groups for the use of office space, storage space and dressing rooms, charged on a per square foot basis. *	\$4.50
Parking Lot Fee - per spot. *	\$20.00
Birthday Parties with Facility Rental (1 hour fee, minimun 4 hour rental) - (MCC CR2, ARC Studio, ACC Admirals, Duffins, Captains and Carruthers) - Applies to Pool, Ice, Floor or Gym Facility & Room Party Rentals*	\$24.50

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

2027 Recreation - Facilities User Fees and Charges

Fee/Charge	2027 Rate (before tax)
Birthday Parties with Facility Rental (1 hour fee, minimum 4 hour rental) - (MCC CH-Half, MCC CR3, ARC CR) - Applies to Pool, Ice, Floor or Gym Facility & Room Party Rentals*	\$32.60
Birthday Parties with Facility Rental (1 hour fee, minimum 4 hour rental) - (MCC CH - Full, ACC Commodores Room) - Applies to Pool, Ice, Floor or Gym Facility & Room Party Rentals*	\$47.60
Lobby Table Rental Fee - (3 hrs)*	\$30.00
Pool Rentals	
Prime – Commercial Organizations* (per hour for 6 lanes)	\$91.50
Prime – General Public, Community Groups* (per hour for 6 lanes)	\$77.00
Non-Prime – Commercial Organizations* (per hour for 6 lanes)	\$78.20
Non-Prime – General Public, Community Groups* (per hour for 6 lanes)	\$66.00
Birthday Party - Pool (1-50 people) - MCC or ARC (Fee is calculated from pool rental fee plus guards; includes 1 Head Guard and 3 Guards) - per hour*	
Birthday Party - Pool (51-100 people) - MCC or ARC (Fee is calculated from pool rental fee plus guards; includes 1 Head Guard and 4 Guards) - per hour*	
Pool Rental - both Large & Small pool at MCC or ARC Pool (per hour)*	\$154.60
Head Guard - 1 hr. (per hour) *	\$32.78
Guard - 1 hr. (per hour) *	\$27.23
Gymnasiums	
MCC, ARC, Lakeside, Westney Heights, Lincoln Alexander - Full Gym - Youth (per hour) *	\$47.80
MCC, ARC, Lakeside, Westney Heights, Lincoln Alexander - Full Gym - Adult (per hour) *	\$62.40
Ajax Centre for the Arts (formerly the St. Francis Centre)	
General Public & Businesses / Commercial - Mon.-Thur. (1 hour) - minimum 4 hour rental *	\$99.90
Community Groups / Not-for-Profit Organizations - 50% discount *	
General Public & Businesses / Commercial - Fri.-Sun. (1 hour) - minimum 4 hour rental *	\$148.50
Community Groups / Not-for-Profit Organizations - 50% discount *	
Seasonal Fees for Regular Users - Community Groups / Not-for-Profit Organizations - Effective September 1 of the current year to June 30 of the following year (Hourly rate - must be a minimum of one 4 hour weekday rental/week for the entire season to receive this fee. If a weekend time is requested, it must accompany a regular weekday rental as well in order to receive this fee. Excludes prime times - Fridays, Saturdays, and Sundays after 12 p.m.) *	\$20.20
Sound & Light Technician Hourly Fee*	\$38.00
Piano Rental – per occurrence (includes \$40 rental and \$145 tuning fee)*	\$195.00

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

2027 Recreation - Facilities User Fees and Charges

Fee/Charge	2027 Rate (before tax)
Other Fees	
Program Transfer/Cancellation Fee*	\$12.50
Membership Cancellation Fee (term option only)*	\$23.90
Facility Booking permit processing fee - School Board*	\$25.00
Facility Booking permit modification/transfer fee*	\$25.00
Facility Booking cancellation fee*	\$65.00
Facility Booking cancellation fee - Contract Permits (fee used when individual booked dates within a contract permit are cancelled - fee charged per booked date cancelled. Applies to Rooms, Ice/Floor, Gyms, Pools) *	\$25.00
Facility/Room Rental Damage Deposit - Refundable deposit collected for select facilities at time of booking and held to cover rental-related facility or equipment damage and/or additional cleaning costs resulting from excessive cleanup or use of prohibited materials. The deposit is returned, in whole or in part, following post-event facility inspection, provided no damage or additional cleaning requirements were identified. *	\$500.00
Facility/Room Rental Damage Cost Recovery - Costs charged retroactively to permit holder for rental-related facility/equipment damage, repairs, replacement, and/or additional cleaning due to excessive clean-up from use of confetti, glue, tape and any other non-permitted items. *	Fee will vary
Special Occasion Permit (SOP) Staff Wage Cost Recovery - Switching to a flat fee model from per hour rate to cover Staff Supervisor wages for SOP bookings at the Quaker Meeting House and Ajax Centre for the Arts. *	\$500.00
Vendor Market Surcharge - Additional flat fee applied to vendor market bookings to support the additional permit administration, event planning, operational oversight, and permit holder accountability required for Vendor Market. *	\$250.00
Facility Booking Portable Stage rental fee (ACC HMS and MCC Community Hall) Fee is applied to all rental lengths and for the full stage or any parts of the stage. *	\$78.00
Facility Booking Microphone rental fee *	\$12.50

All fee increases are effective January 1, 2027 with the exception of Arena Ice/Floor which is effected seasonally.

RENTAL OF PERMANENT SPACE

Specific spaces in Town recreation facilities are permanently rented to user groups through rental letters of agreement. Examples are dressing rooms, APMHA office, Ajax Skating Club storage and Aquatic Club storage. These users are charged \$4.30/sq. ft. to offset the cost of utilities and will increase by MPI moving forward.

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

2027 Recreation - Partnerships User Fees and Charges

Fee/Charge	2027 Rate (before tax)
Vendor Fees:	
First Time Events and Events with expected attendance of 4,000 people or less	
Single item food and beverage*	\$115.10
Multi-item food and beverage*	\$115.10
Non-food and beverage*	\$115.10
Arts & Handcrafted Products (i.e. art, handicrafts, homemade soaps, etc.)*	\$57.60
Food Concessions & Prepared Packaged Foods (i.e. sauces, preserves, candies, etc.)*	\$57.60
Alcohol Vendor (includes 1 - 10' X 10' location)*	\$133.00
Special Occasion Permit (SOP) Fee	\$150.00
Established Events with an expected attendance of 4,000 - 10,000 people	
Single item food and beverage*	\$172.60
Multi-item food and beverage*	\$230.20
Non-food and beverage*	\$172.60
Arts & Handcrafted Products (i.e. art, handicrafts, homemade soaps, etc.)*	\$70.00
Food Concessions & Prepared Packaged Foods (i.e. sauces, preserves, candies, etc.)*	\$70.00
Alcohol Vendor (includes 1 - 10' X 10' location)*	\$200.00
Special Occasion Permit (SOP) Fee	\$150.00
Established Events with an expected attendance of more than 10,000 people	
Single item food and beverage*	\$253.30
Multi-item food and beverage*	\$345.20
Non-food and beverage*	\$253.30
Arts & Handcrafted Products (i.e. art, handicrafts, homemade soaps, etc.)*	\$86.40
Food Concessions & Prepared Packaged Foods (i.e. sauces, preserves, candies, etc.)*	\$86.40
Alcohol Vendor* (Canada Day / Pumpkinville - includes 1 - 10' X 10' location)	\$690.30
Special Occasion Permit (SOP) Fee	\$150.00
Ajax Santa Claus Parade Floats	
Early Bird – Commercial/Business*	\$88.60
Early Bird – Not for Profit/Place of Worship/Community Groups*	\$0.00
Commercial/Business*	\$118.00
Not for Profit/Place of Worship/Community Groups*	\$29.80
Sponsored Skate / Sponsored Swim - For more information, sponsor benefits, and recognition, please see the Festivals and Events Sponsorship Levels as part of the Town of Ajax Corporate Sponsorship Policy.	\$1,000.00

All fee increases are effective January 1, 2027 with the exception of Arena Ice/ Floor which is effected seasonally.

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

2027 Recreation - RPAL User Fees and Charges

Fee/Charge	2027 Rate (before tax)
Children, Youth, Adult, 55+ and Family registered programs (per class). Pre-registered programs are generally 1 hour unless otherwise stated. The rate per class will be applied to the number of classes determined by Recreation & Culture. The total fee will be rounded up or down to the nearest dollar.	
Group Fitness	
Family Program - additional participant	\$6.50
Family Zumba®, Family Yoga (45 mins)	\$10.90
Fitness Kickboxing for Kids (45 mins. Fee includes hand wraps)	\$10.50
Kids & Youth Yoga, Kids Zumba® (45 mins.)	\$10.50
Teen Fitness Camp, Racquets & Fitness Camps (3 hrs. x 5 days)* rate per hour	\$10.50
Teen Weight Training (TWT) (2 hrs. x 2 days)*	\$24.90
Girls Fit Blast	\$10.50
Dance Fitness for Teens/Special Needs (45 mins.)	\$8.00
Team Sport Conditioning	\$6.80
Parent and Baby Programs (per class)	
Parent 'n Babe Yoga*, Parent 'n Tot Yoga*	\$11.20
Parent 'n Babe Fitness*, Aquafit*, StrollerFit*	\$11.20
Adult Programs (per class)	
Cycle Fit Classes*, TRX®, Therapeutic Aquatic Conditioning* (45 mins.)	\$8.50
Fitness Conditioning*, Outdoor Bootcamp*, Arthritis Fitness*, Stay Strong & Keep Fit*, NIA Dance Fitness*, Nordic Pole Walking* (1hr)	\$11.20
Group Personal Training (4-6 people 2x/wk. x 12 wks.) - Fee is per person per class.*	\$15.50
Pilates* (1hr)	\$12.50
Tai Chi (1.25 hrs.)*	\$14.00
Yoga (1 hr.)*	\$12.50
Yoga (1.25 hr.)*	\$15.60
Yoga (1.5 hr.)*	\$18.80
Aerial Yoga (45 mins.)*	\$12.50
Squash Learn to Play (40 mins.)*	\$25.90
Zumba®* (1hr)	\$12.50
55+ (per class)	
Total Body Balance* (1 hr.)	\$6.40
Nordic Pole Walking*, Fitness*, Tai Chi* (1 hr.)	\$5.70
Yoga (1.5 hr.)*	\$9.50
Yoga (1 hr.)*	\$6.40
Yoga* (1.25 hrs.)	\$7.80
Cycle Fit* (45 mins.)	\$5.70
Group Personal Training (55+ & 65+) (6 people 2x/wk. x 12 wks.) - Fee is per person, per class.*	\$10.40

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

2027 Recreation - RPAL User Fees and Charges

Fee/Charge	2027 Rate (before tax)
Fitness Services	
Fitness Appraisal (2 hrs.)*	\$81.80
Fitness Appraisal + Personal Training session (3 hrs.)*	\$129.00
Fitness Appraisal + 2 Personal Training sessions*	\$164.60
Non-Member Fitness Appraisal*	\$94.00
Personal Training (1 session)*	\$58.80
Personal Training (5 sessions)*	\$279.40
Personal Training (10 sessions)*	\$545.50
Personal Training (20 sessions)*	\$1,057.50
Personal Training (30 sessions)*	\$1,548.50
Personal Training (2 people) (1 session)*	\$94.10
BOGO Personal Training Promotion Week - (1 full-price, 2 nd 50% off)*	\$88.20
Personal Training (3 people) (1 session)*	\$121.80
Teen/Student Personal Training (1 session)*	\$49.10
Teen/Student Personal Training (5 sessions)*	\$233.40
Teen/Student Personal Training (10 sessions)*	\$455.90
Teen/Student Personal Training (2 people) (1 session)*	\$78.50
Teen/Student Personal Training (3 people) (1 session)*	\$101.50
Non-Member Personal Training (1 session)*	\$79.30
Non-Member Personal Training (5 sessions)*	\$377.30
Squash Lesson (1 session)*	\$42.90
Squash Lesson Semi-Private (2 people) (1 session)*	\$68.60
Squash Lesson (5 sessions)*	\$203.60
Pilates Personal Training (1 session)*	\$73.30
Pilates Personal Training (5 sessions)*	\$349.00
Pilates Personal Training Semi-Private (2 people) (1 session)*	\$117.40
Pilates Personal Training Semi-Private (2 people) (5 sessions)*	\$558.70
Access Cards Replacement - Both Active and Keyscan cards*	\$11.20
Access Card - Keyscan card only Replacement*	\$11.20
Membership Card - Active card only Replacement Fee*	\$6.00
Swim Test Pass Card	\$6.00
Fitness Passes	
Additional markup of 15% on all passes listed below for non-residents	
Pay-Go Universal Pass Adult*	\$13.10
Pay-Go Universal Pass Senior/Student*	\$6.55
Universal 10 Pass Adult*	\$116.90
Universal 10 Pass Senior/Student*	\$58.45
ARC Performance Pass*	\$33.30

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

2027 Recreation - RPAL User Fees and Charges

Fee/Charge	2027 Rate (before tax)
Memberships	
Additional markup of 15% on all memberships listed below for non-residents	
Fitness Centre - Adult - Annual*	\$535.30
Fitness Centre - Adult - one month*	\$47.80
Fitness Centre - Spousal/Partner - same household (18yrs+, non-student) 10% discount - annual membership (new members only)*	\$486.60
Fitness Centre - Senior/Teen/Student- Annual*	\$267.80
Fitness Centre - Senior/Teen/Student - one month*	\$24.10
Group Fitness - Adult - Annual*	\$471.20
Group Fitness - Adult - one month*	\$42.10
Group Fitness - Senior/Teen/Student - Annual*	\$235.70
Group Fitness - Senior/Teen/Student - one month*	\$21.20
Squash - Adult - Annual*	\$461.80
Squash - Adult - one month*	\$41.30
Squash - Spousal/Partner - same household (18yrs+, non-student) 10% discount - annual membership (new members only)*	\$419.70
Squash - Senior/Teen/Student - Annual*	\$231.00
Squash - Senior/Teen/Student - one month*	\$20.70
Combo (FHC, Group Fitness & Squash) - Adult - Annual*	\$608.30
Combo (FHC, Group Fitness & Squash) - Adult - one month*	\$54.30
Combo - Spousal/Partner - same household (18yrs+, non-student) 10% discount - annual membership (new members only)*	\$552.90
Combo - Senior/Teen/Student - Annual*	\$304.20
Combo - Senior/Teen/Student - one month*	\$27.20
Free Summer Combo Membership - 13-17yrs, Jul 2 to Aug 31.	\$0.00
Swim/Skate - Adult - Annual*	\$299.00
Swim/Skate - Adult - one month*	\$26.80
Swim/Skate - Senior/Teen/Student - Annual*	\$149.50
Swim/Skate - Senior/Teen/Student - one month*	\$13.50
Family Swim & Skate - (up to 5 people, max 2 adults) - Annual	\$415.10
Additional Child - to the Family Swim & Skate Annual Membership*	\$42.90
Family Active - Combo Annual Membership (Up to 4 people - 12 and under get swim & skate membership)*	\$1,372.10
Additional Child - to the Family Active Annual Membership*	\$42.90
Corporate/Group Memberships	
20% discount on minimum 10 employees	
Fitness Centre – Adult - Annual*	\$445.95
Squash – Adult - Annual*	\$384.77
Group Fitness – Adult - Annual*	\$392.54
Combo (FHC, Group Fitness & Squash) – Adult - Annual*	\$506.81
Swim – Adult - Annual*	\$249.14

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

2027 Recreation - RPAL User Fees and Charges

Fee/Charge	2027 Rate (before tax)
PRESCHOOL	
Preschool Program 30 mins. class	\$8.00
Preschool Program 45 mins. class	\$9.30
Preschool Program 1 hrs. class	\$9.80
Preschool Program 1.25 hrs. class	\$10.40
Preschool Program 1.5 hrs. class	\$11.00
Preschool Program 2 hrs. class	\$12.40
Preschool Program Specialized (Kinderstart / Ready Set School Program 2 hrs. x 2 days per week)	\$14.00
Preschool Workshop	\$19.30
Cooking Program 1.25 hrs.	\$15.60
Family Fun Time 1.5 hrs. (Fee per child)	\$8.70
Friday Fun Club 2 hrs.	\$6.00

2027 Recreation - RPAL User Fees and Charges

Fee/Charge	2027 Rate (before tax)
CHILDREN / YOUTH	
Drop-in Sports – 10 pass card (cost of 9 single visits – times range from 1-3 hrs. in duration)*	\$27.90
Drop-in Sports – POS (cost per visit – times range from 1-3 hrs. in duration)* \$3.50 with tax	\$3.10
Kids Great Minds – Children / Youth – 45 min. (\$19.50 / class - 8 classes)*	\$156.00
Kids Great Minds – Children / Youth – 1 hr. (\$26.13 / class - 8 classes)*	\$209.00
Kids Great Minds – Children / Youth – 1.25 hr. (\$32.63 / class - 8 classes)*	\$261.00
Kids Great Minds – Children / Youth – 1.5 hr. (\$39.25 / class-8 classes)*	\$314.00
Kids Great Minds – Workshop 2 hrs.*	\$52.00
Kids Great Minds – Workshop 3 hrs.*	\$71.00
Preschool Dance 45 mins.	\$9.50
Preschool / Children Dance 1 hr.	\$10.20
Youth Dance 1.25 hrs.	\$10.60
Children Specialty Programs (Acrylic / Oil Painting / Chess)	\$11.00
Children / Youth Art 1.5 hrs.	\$9.90
Children Art 1 hr.	\$9.40
Children Art Workshop 2 hrs.	\$39.10
Mad Science – 1 hr. (\$27.50 / class - 8 weeks)*	\$220.00
Adventures at Greenwood 1.5 hrs.	\$11.80
Theatre 1 hrs.	\$8.40
Theatre 1.5 hrs.	\$12.60
Theatre 2 hrs.	\$15.00
Guitar Lessons (Children & Adults)*	\$12.00
Leadership 1.5 hrs.	\$11.20
Karate Kidz	\$7.50
Karate Traditional (Children) 1.5 hrs.	\$9.40
Karate Traditional (Youth / Adult) 2 hrs.*	\$11.60
Karate Black Belt	\$8.40
Sportball (Preschool)*	\$26.50
Ajax Fencing Club (Children / Adults) 1.25 hrs*	\$23.75
Parent and Child Sports 1 hr.	\$8.40
Introductory Skill Based Sport 1.25 hrs. (Cricket, Soccer, Hockey, Dodgeball, Girls Sport, Volleyball, Pickleball, Basketball, Skateboarding, Multi-Sport)	\$8.10
Introductory Skill Based Sport 1.5 hrs. (Cricket, Soccer, Hockey, Dodgeball, Girls Sport, Volleyball, Pickleball, Basketball, Skateboarding, Multi-Sport)	\$9.70

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

2027 Recreation - RPAL User Fees and Charges

Fee/Charge	2027 Rate (before tax)
Introductory Skill Based Sport 2 hrs. (Cricket, Soccer, Hockey, Dodgeball, Girls Sport, Volleyball, Pickleball, Basketball, Skateboarding, Multi-Sport)	\$12.90
Friday Night Fun Centers - POS	\$4.25
SOS 4 Kids - Home Alone Safety Programs 7 hr. workshop*	\$97.00
Durham Netball Association (Youth) (\$12.42 / class)*	\$12.42
Tennis Club of Canada (Children / Youth) - 8 wks. (\$23.00 / class)*	\$184.00
CAMPS Run 5 days unless otherwise stated (per day)	
One Day Options 7 hrs.	\$51.90
One Day Options 9 hrs.	\$56.40
Arts Camps (Dance, Theatre, Yoga, Circus, Creative Kids, Youth)	\$49.10
Counsellor in Training (Level I & II, incl. HIGH FIVE PHCD & SFA/CPR – 2 or 3 weeks) / Leadership	\$37.70
Day Trippers / Youth on the Move / Youth Adventure	\$67.60
Greenwood Camps (Mtigwaki / Youth)	\$51.70
Greenwood Camps (Saplings)	\$46.80
Kindercamp	\$46.80
Paulynn Park Camps (TAPARAC Jr. & Sr.)	\$46.80
Playgrounds	\$0.00
Rotary Park Camps (Lake to Land Exploration)	\$48.10
Rotary Park Camps (Mini Treasure Hunters)	\$46.80
Sports Camps (Dodgeball, Elevate GirlSport Camp, Youth)	\$46.80
Sunrise / Sunset Camp	\$46.80
Tiny Trekkers	\$59.30
Mad Science Camp 4 days (\$81.50 / day)*	\$326.00
Mad Science Camp 5 days (\$78.80 / day)*	\$394.00
Sportball 4 days Camp (\$42.75 / day)*	\$171.00
Sportball 5 days Camp (\$42.80 / day)*	\$214.00
Kids Great Minds 1 day Camp (7 hrs.)*	\$110.00
Kids Great Minds 4 days Camp (\$84.50 / day)*	\$338.00
Kids Great Minds 5 days Camp (\$79.00 / day)*	\$395.00
Film Camp in a Box 1 day workshop*	\$103.00
Film Camp in a Box 4 day Camp (\$81.00 / day)*	\$324.00
Film Camp in a Box 5 day Camp (\$81.20 / day)*	\$406.00
Before/After Hours Care	\$9.80
Busing*	\$6.90
Late pick up (per 15 mins.)	\$20.00

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2027 Recreation - RPAL User Fees and Charges

Fee/Charge	2027 Rate (before tax)
ADULTS	
Adult Dance (Dance Fusion, Bellydance, Bollywood, Hip Hop) – 1 hr.*	\$9.90
Adult Art (Oil Painting, Watercolour Painting, Drawing & Photography)*	\$11.60
Adult Cooking*	\$29.70
Adult Sports (Volleyball/Badminton/Picklebal, Cricket) - 2 hrs.*	\$11.50
Adult Workshops*	\$38.00
Drop-in Sports Adult – POS* - various durations (\$5.00 with tax)	\$4.43
Drop-in-Sports 10 pass* (cost of 9 single visits – times range from 1-3 hrs. in duration)	\$39.87
Drop-in Sports Senior* - POS (cost per visit – times range from 1-3 hrs. in duration) (\$3.50 with tax)	\$3.10
Drop-in Sports 10 pass Senior* (cost of 9 single visits – times range from 1-3 hrs. in duration)	\$27.90
Tennis Clubs of Canada 8 wks. (\$30.25 / class)*	\$242.00
Durham Netball Association - Adult (\$14.00 / class)*	\$14.00
Budokan Judo Club - Self Defense Course - 8wks (15.63 / class)*	\$125.00
55+	
55+ Dance 1.5 hrs.*	\$5.20
55+ Art 2 hrs.*	\$6.10
55+ Art 2.5 hrs.*	\$7.60
55+ Cooking 1.5 hrs.*	\$18.70
55+ Sports 2 hrs.*	\$4.80
55+ Language 1.5 hrs.*	\$6.50
55+ Art Workshops 3 hrs.*	\$27.30

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

2027 Recreation - RPAL User Fees and Charges

Fee/Charge	2027 Rate (before tax)
AQUATICS	
Pre-school and Swim 1-4 (Spring/Fall 10 weeks - 30 mins.	\$12.20
Swim 5 -6 (Spring/Fall 10 weeks - 45 mins.)	\$13.40
Swim Patrol & Bronze Star (Spring/Fall 10 weeks - 1hr) *	\$13.40
Adults Swim Lessons/Teen Lessons/Ladies Only*	\$13.60
Adults – private 30 mins.*	\$37.00
Bronze Medallion (2 hrs. Exam fee of \$27.50 included)*	\$25.50
Bronze Medallion (2hrs. Exam fee of \$27.50 included)* One time discount repeat fee	\$12.75
Bronze Cross (2 hrs. Exam fee of \$27.50 included)*	\$24.50
Bronze Cross (2hrs. Exam fee of \$27.50 included)* One time course repeat fee	\$12.25
Swim & Lifesaving Instructor (40hrs) *	\$47.30
Swim & Lifesaving Instructor (40hrs)* One time course repeat fee	\$23.65
NLS (National Lifeguard Service Award) (40 hrs. over 10 classes)*	\$37.70
NLS (National Lifeguard Service Award) (40 hrs. over 10 classes)* One time course repeat fee	\$18.85
Intermediate First Aid, CPR C & Leadership Prep Course*	\$18.60
Private Lessons – 30 mins.*	\$37.00
Low Ratio & Adapted Lessons – 30 mins.*	\$22.70
Swim to Survive (per participant)	Varies

All fee increases are effective January 1, 2027 with the exception of Arena Ice/ Floor which is effected seasonally.

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



Town of Ajax Report Open Session

Report To: General Government Committee

Prepared By: Michelle Trudel, Manager of Procurement

Report Number: FIN-2026-19

Subject: Summer Recess of Council – 2026 Contract Award

Wards: All Wards

Date of Meeting: September 14, 2026

Reference: Procurement By-Law (68-2023)

Recommendation:

That the report on the 2026 Contract Award over \$500,000 made during the summer recess of Council be received for information.

Background:

Pursuant to section 4.10 of the Procurement By-Law (68-2023) contract awards exceeding \$500,000 or more are to be presented to the General Government Committee at its first meeting following a Council recess period.

Discussion:

The following contract was awarded by the CAO, Director of Finance / Treasurer and Mayor, during Council's summer recess period.

Table 1:

Project Name and Capital #	Bid Project #	Award Value (inclusive of HST) and Financial Implications	Vendor	Approval Date
Replacement Street Sweeper (#25030201)	GPO26112	\$508,500.00 \$7,920 over budget funded by debenture financing	Joe Johnson Equipment Inc.	July 29, 2026

This project was approved under the delegated authority granted by the Procurement By-law for the summer recess of Council. Procurement gathered the required approvals during this period to report back to Council in one concise summary.

Financial Implications:

The financial implications have been summarized in Table 1 and are documented within the Town's internal award processes.

Communication Issues:

N/A

Relationship to the Strategic Plan:

Pillar: Modernizing our Community 5. Demonstrate sound financial management

Conclusion:

Staff complied with the requirement to report on awards exceeding \$500,000 approved during Council's summer recess period.

Attachments:

N/A

Prepared by:

Michelle Trudel – Manager of Procurement

Submitted by:

Julie Mephram – Director of Finance

Approved by:

Shane Baker – Chief Administrative Officer



Town of Ajax Report Open Session

Report To: General Government Committee

Prepared By: Graeme Williamson, Supervisor of Asset Management, OES

Report Number: OES-2026-18

Subject: Streetlight LED Conversion Strategy – Phase 2

Wards: All Wards

Date of Meeting: September 14, 2026

Reference: Streetlight LED Conversion Strategy – Phase 1

Recommendation:

1. That Council endorse the strategy, as outlined within report OES-2026-18, to replace the remaining high-pressure sodium (HPS) luminaires with light emitting diodes (LED).

Background:

In 2015, the Federal Government of Canada adopted the Products Containing Mercury Regulations.

In March 2016, Staff brought a report to GGC highlighting the plan to replace the High-Pressure Sodium (HPS) cobra head streetlights that existed throughout the Town. This replacement occurred between 2017 and 2021. There are currently 4225 HPS streetlights, the majority of which are decorative, that still exist in the Town. Phase 2 of this conversion project addresses 4083 of these. The other 142 are part of the Midtown streetlight pole and luminaire capital projects scheduled for 2027/2028 completion.

In June 2025, the Federal Government of Canada published its final Regulations Amending the Products Containing Mercury Regulations. Under this regulation, the Federal government prohibits the import and manufacture of the most common lamps containing mercury for streetlighting purposes as of January 1, 2029. The Federal government has made allowances to this regulation as municipalities can continue to purchase high-pressure sodium and metal halide lamps for these luminaires. The expiry date for this allowance has not been announced.

Table 1 – Compliance Dates for Lamps for General Purpose Lighting

Lamps	Start of the prohibition for import and manufacture of lamps	Exemption period for the import and manufacture of replacement lamps*	Start date for the prohibition on selling lamps
High-pressure sodium vapour lamp	January 1, 2029	Starting on January 1, 2029	None
Metal halide lamp	January 1, 2029	Starting on January 1, 2029	None

These regulations support Canada's commitment to the Minamata Convention on Mercury by reducing the use of mercury-containing lamps. Mercury can accumulate in the environment and food chain, posing risks to wildlife, ecosystems, and human health. Climate change may further increase these impacts as previously trapped mercury is released from melting ice and permafrost.

The transition from HPS to LED streetlighting will help reduce mercury pollution, lower energy consumption, and decrease greenhouse gas emissions. By 2035, the federal government estimates these regulations will reduce mercury releases from lamps by 91% and avoid approximately 4.6 million tonnes of greenhouse gas emissions.

Discussion:

Advantages of LED streetlights compared to HPS streetlights are as follows:

- Increase vehicular, cyclists, and pedestrian safety through superior light quality. The “white light” of LED luminaires increases visibility and colour recognition.
- Reduce energy consumption by 40-60%.
- Reduce greenhouse gas emissions by 62.9 metric tonnes (CO₂ equivalent).
- Reduce maintenance costs by an estimated 60-80%.
- Increase in “dark-sky” compliance as zero light is emitted upwards.

Standardizing all decorative luminaires to a single style would require the replacement of existing arms and/or poles to accommodate compatible mounting configurations. This approach would increase project costs, extend implementation timelines, and result in additional impacts to the landscaped portions of the road allowance. To reduce costs while also limiting the number of decorative luminaire styles maintained by the Town of Ajax, it is recommended that ornate fixtures such as the Acorn Lantern be replaced with the Coach Lantern (Bottom Mount), and that the Hexagonal Lantern be replaced with the Coach Lantern (Side Mount).

Table 2 – Streetlight Types, Quantities and Locations

Luminaire Type	Quantity	Typical Location	Image of Streetlight Style
Coach Lantern – Side Mount	2,887	Collector and local roads	
Coach Lantern – Bottom Mount	70	Laneways	
Nautical Lantern – Top Mount	263	Collector and local roads	
Shoebox Lantern – Side Mount	8	Laneways	
Acorn Lantern – Bottom Mount	289	Collector and local roads	

Luminaire Type	Quantity	Typical Location	Image of Streetlight Style
Hexagonal Lantern – Side Mount	524	Collector and local roads	
Cobra Head Lantern – Side Mount	40 (does not include currently identified in conversion projects at Commercial Avenue and the subdivision Harwood Avenue north of Highway 401.	Arterial, collector and local roads	

Figure 1 – HPS to LED Streetlight Conversion – Phase 2

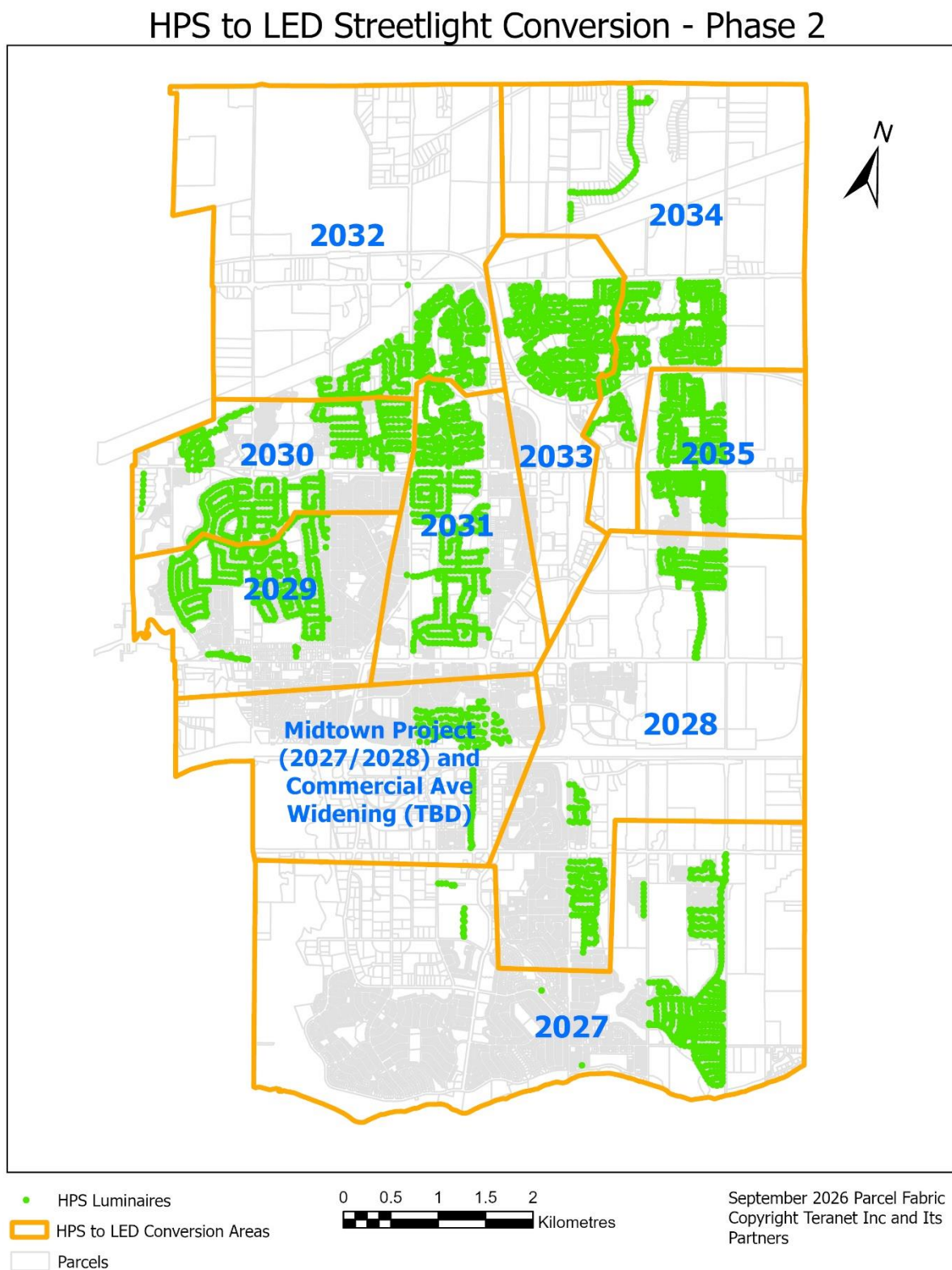


Figure 1 shows the proposed years that the various luminaires will be converted from High-Pressure Sodium (HPS) to Light Emitting Diodes (LED).

Financial Implications:

Table 3 – Proposed Schedule, Estimated Costs and Savings

Year	Number of Streetlights	Cost to Convert (\$3,000/Fixture)	Annual Maintenance Cost Savings*	Annual Electricity Savings**
2027	405	\$1,215,000	\$14,528	\$22,100
2028	281	\$843,000	\$24,608	\$38,898
2029	429	\$1,287,000	\$39,997	\$62,248
2030	496	\$1,488,000	\$57,789	\$89,205
2031	547	\$1,641,000	\$77,411	\$119,080
2032	444	\$1,332,000	\$93,338	\$143,171
2033	546	\$1,638,000	\$112,924	\$171,235
2034	446	\$1,338,000	\$129,923	\$194,779
2035	489	\$1,467,000	\$146,464	\$219,409

*Annual Maintenance costs – maintenance costs are estimated to be decreased by 60-80%; a conservative 60% has been assumed for this assessment. Maintenance is the repair of ground faults, replacement of luminaires and photocells, and labour.

**Annual Electricity Savings – energy costs are estimated to be decreased by 50% for converted streetlighting.

The estimated costs to convert the 4,083 decorative HPS streetlights to a decorative LED replacement is \$12,249,000 over the nine-year conversion period. At the end of the 9-year conversion period the Town of Ajax is estimated to have avoided costs of \$1,757,107 (\$696,982 in maintenance and \$1,060,125 in electricity). From the tenth year onward, the estimated annual savings is \$365,873.

For reference, to convert the remaining decorative HPS luminaires to Cobrahead LED would cost approximately \$26,539,500 (4,083 x \$6,500) as the pole and luminaire would need to be converted. This option is \$14,290,500 more expensive than converting the decorative luminaires to LED.

Following Council's endorsement of the strategy, capital projects for streetlight conversions will be included in the annual capital budget and long-range forecast. Cost reductions will be phased into the operating budget over time as the lighting replacements occur.

Communication Issues:

The project to convert its streetlights from High-Pressure Sodium (HPS) to Light Emitting Diodes (LED) will be outlined on the Town's website. This post will highlight why the Town of Ajax needs to convert these streetlights, the planned years of replacement, the benefits of converting the remaining HPS streetlights to LED, and how the Town is mandated to dispose of these assets.

Relationship to the Strategic Plan:

Converting the remaining High-Pressure Sodium (HPS) to Light Emitting Diodes (LED) streetlights supports the Town of Ajax Strategic Plan under the following areas:

Pillar: Connecting our Community
Goal: 4 Foster a safe and welcoming community
Priority: 4.1 Increase a sense of safety and security for the community

Pillar: Modernizing our Community
Goal: 1 Lead the green transition
Priority: 1.1 Take meaningful climate action

Pillar: Modernizing our Community
Goal: 5 Demonstrate sound financial management
Priority: 5.1 Manage financial resources and assets to address growing needs
Action: Infrastructure Management

Conclusion:

The Streetlight LED Conversion Strategy – Phase 2 supports the Integrated Community Sustainability Plan (ICSP) and the International Dark Sky Association (IDA) mission.

Staff recommend proceeding with the conversion of the Town's remaining HPS streetlights to LED technology as it will improve roadway and pedestrian safety, reduce energy consumption and greenhouse gas emissions, lower annual maintenance costs, and support environmental sustainability objectives. The conversion will also eliminate uplight by using fully shielded fixtures, helping to reduce light pollution while ensuring compliance with evolving federal regulations governing mercury-containing lamps.

Attachments:

ATT-1: [Streetlight LED Conversion Strategy – Phase 1](#)

Prepared by:

Graeme Williamson – Supervisor of Asset Management

Submitted by:

Tim Field – Acting Director of Operations & Environmental Services

Approved by:

Shane Baker – Chief Administrative Officer

TOWN OF AJAX REPORT



REPORT TO: General Government Committee

SUBMITTED BY: Dave Meredith
Director, Operations and Environmental Services

PREPARED BY: Rick Chalmers
Supervisor, Infrastructure and Asset Management

SUBJECT: **Streetlight LED Conversion Strategy - Phase 1**

WARD(S): All

DATE OF MEETING: March 21, 2016

REFERENCE:

RECOMMENDATION:

That Council endorse the Town's Streetlight LED Conversion Strategy - Phase 1, detailing the Town's conversion of existing high pressure sodium cobra head luminaires to LED luminaires.

BACKGROUND:

More and more municipalities and private sector companies are making the move to LED streetlight technology. Over the last several years there have been a number of pilot projects across Canada aimed at evaluating the illuminance, longevity, maintenance and energy savings of LED streetlights. These pilots ranged from a single streetlight/parking lot light to over 1000 streetlights with positive results expressed from all pilots. The unanimous result was energy savings across the board.

In May 2013, the Operations and Environmental Services Department received approval to undertake a Streetlight Inventory and Assessment of all Town owned streetlights. The key components of the project included:

- Accurate count of the number of streetlights maintained
- Condition of streetlight fixtures
- Condition of poles
- Type of poles
- Type of fixtures
- Mapping of streetlights in GIS
- Maintenance Recommendations
- LED Conversion Strategy based on current infrastructure

EXISTING STREETLIGHT INFRASTRUCTURE

Cobra head Style	5,541 Fixtures	57.3%
Decorative	4,090 Fixtures	42.3%
LED	33 Fixtures	0.4%
TOTAL	9,664 Fixtures	100%

Advancements in LED roadway lighting have been significant in recent years with a number of energy efficient cobra style LED fixtures available on the market.

The availability of decorative LED fixtures on the market is progressing; however the assortment of fixtures that match the Town's existing inventory of decorative fixtures is very limited and costly at this time. As a result, staff are not recommending the conversion of decorative streetlights to LED at this time.

In addition, the Streetlight Design Criteria for new developments was revised to include the use of LED technology in all new subdivision developments going forward and all new roadway lighting installations. LED lighting on roadways is underway with new installations on Kitney Drive, Taunton Road, Rossland Road and on Audley Road North. The use of energy efficient lighting has been a requirement on site plans in the past, however LED lighting has not been a specific requirement. An update to the site plan manual is being considered by Planning & Development Services to address new commercial and industrial development on private property.

Staff from Operations and Environmental Services met with representatives from Local Authority Services (LAS) who in partnership with RealTerm Energy provided a presentation on their Turn-Key Streetlight Upgrade Program. The program is geared toward municipalities with limited funding sources who are looking to convert their entire cobra head streetlight inventory to LED. Municipalities such as Ajax, which have a significant inventory of decorative streetlights, will not benefit from this program.

DISCUSSION:

In order to begin the conversion of all streetlight fixtures from High Pressure Sodium (HPS) to Light Emitting Diode (LED) staff have developed an implementation strategy that will fund the conversion of cobra head fixtures over six (6) years. A total of 5,541 fixtures are expected to be converted between 2017 and 2021. Conversions will be prioritized based on the classification of road (see Appendix 'A').

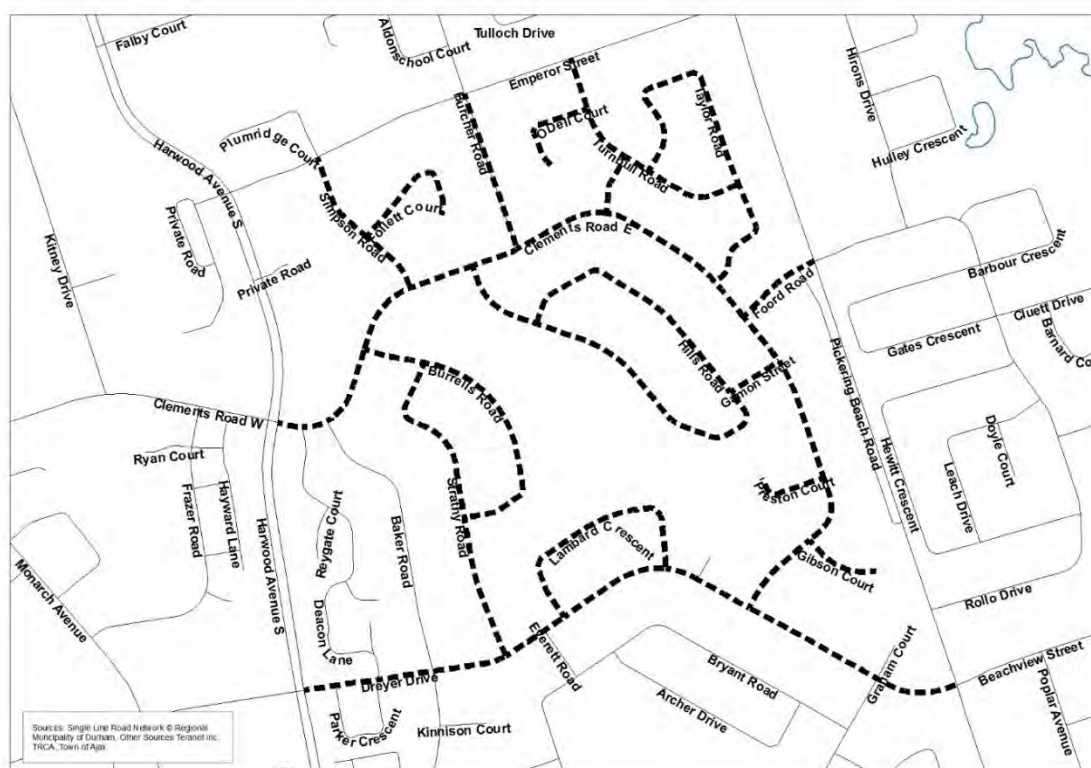
i) Cobra Head Conversion

YEAR	# OF FIXTURES	COST	ROAD CLASS
2017	1,552	\$1,300,000	Arterial – Class 2
2018	841	\$650,000	Collector – Class 3
2019	1,028	\$700,000	Local – Class 4
2020	1,060	\$700,000	Local – Class 5
2021	1,060	\$700,000	Local – Class 5
	5,541	\$4,050,000	

In addition to the conversion of high pressure sodium fixtures to LED over the next six (6) years, two existing neighbourhoods will also require the replacement of poles and underground wiring. While all 5,541 fixtures will be converted to LED, the replacement of poles and underground wiring will be considered through the Capital Budget and Long Range Capital Forecast. All LED fixtures will be re-used as part of the pole replacement initiative.

The two neighbourhoods identified for pole replacements and underground wiring replacements are as follows:

Southwood Neighbourhood



Midtown Neighbourhood



ii) – Decorative Streetlight Fixtures (4,090 fixtures)

The conversion of decorative streetlights to LED are not part of this phase.

A minimum of three (3) pre-approved decorative fixtures for each style must be available in order to proceed with the conversion. Staff will continue to monitor the advancement of LED technology for decorative streetlights and will bring a subsequent report for Council's consideration at the appropriate time.

iii) – Additional Benefits and Procedural Requirements

Alignment with Corporate Priorities

The Streetlight LED Conversion Strategy supports the Integrated Community Sustainability Plan Guiding Principle to “Reduce the amount of energy that the Town, businesses and institutions use in their operations”. Additionally, this initiative aims to reduce maintenance, reduce light pollution, contribute to the International Dark Sky Association (IDA) mission by eliminating up-light and continues to demonstrate the Town's leadership in sustainability.

Light Control

The current HPS fixtures have bulbs that emit 360 degrees of light that is reflected in the desired direction. These fixtures produce significant glare and up-light, which is a major contributor to sky glow as identified by IDA. LED fixtures are designed to be full cut off meaning that no light passes upward into the sky. Fixtures used for typical roadway applications have highly engineered optics designed to distribute light uniformly onto the roadway.

Sustainability Plan's Guiding Principle to "Reduce the amount of energy that the Town, businesses and institutions use in their operations".

The proposed Streetlight LED Conversion Strategy – Phase 1 supports the ICSP and International Dark Sky Association (IDA) mission by providing the following benefits:

- Increase in vehicular and pedestrian safety through better visibility, colour performance and object recognition.
- Reduce energy consumption by up to 26%.
- Reduce GHG emissions by up to 156 metric tons.
- Reduce maintenance costs by up to an estimated \$100,000.
- Eliminate up-light through full cut off fixtures, meeting the requirements of IDA.

Rick Chalmers
Supervisor, Infrastructure and Asset Management

Dave Meredith
Director, Operations & Environmental Services

Phase 1 Cobra Head Conversion Sequence			
Class 2 Roadways			
Roadway	# of Lights	Roadway	# of Lights
Taunton Road	198	Salem Road	254
Harwood Avenue	321	Westney Road	261
Kingston Road	174	Bayly Street	176
Rossland Road	168		
Total Class 2 Roadway Streetlights = 1552 (\$1,295,920 @ \$835 each)			
Class 3 Roadways			
Roadway	# of Lights	Roadway	# of Lights
Church Street North	50	Fairall Street	19
Delaney Drive	27	Hunt Street	16
Elizabeth Street	6	Monarch Avenue	38
Riverside Drive	9	Station Street	25
Notion Road	17	Finley Avenue	28
Ravenscroft Road	99	Lake Driveway West	62
Rotherglen Road North	8	Pickering Beach Road (East Side)	41
Audley Road North	41	Pickering Beach Road (West Side)	35
Kerrison Drive West (N Side)	33	Range Line Road	19
Kerrison Drive West (S Side)	45	Shoal Point Road	40
Ringer Road	13	Chambers Drive	12
Achilles Road	26	Mandrake Street	23
Church Street South	20	Notion Road	17
Clements Road West	35	Ritchie Avenue	24
Dowty Road	13		
Total Class 3 Roadway Streetlights = 841 (\$630,750 @ \$750 each)			
Total Class 4 Roadway Streetlights = 1028 (\$663,060 @ \$645 each)			
Total Class 5 Roadway Streetlights = 2120 (\$1,367,400 @ \$645 each)			

Light Quality and Colour

HPS bulbs produce the familiar yellowish orange glow that we have become accustomed to. LED lights have improved light quality because they have a whiter light which is more pleasing to the eye. LED lights render colours more accurately providing benefits to pedestrians, cyclists and motorists.

Energy Savings

The Town currently uses 7.4 million kwh of energy annually to light the Town's streets. After the proposed Phase 1 conversion to LED streetlights, it is projected that the Town will use 5.4 million kwh of energy annually. This equates to a saving of 2 million kwh which is equivalent to an annual reduction of 156 metric tons of CO₂ greenhouse gas emissions which represents a 26% reduction. The annual reduction in greenhouse gas emissions is a key performance measure that supports the Town's Local Action Plan (Partners for Climate Protection), targeting a 20% greenhouse gas reduction by 2020.

Additional LED Applications

The use of LED fixtures extends outside of the road allowance. Walkway and trail lighting replacements have already started using LED technology and some parking lot light replacements have also been completed with LED. Sportsfield lighting is the next major public infrastructure to see the use of LED but to this point the light output has not reached acceptable levels.

ESA

During the conversion to LED the wiring within the poles must be brought up to current ESA standards which may include the installation of fuse kits for each fixture.

Regional Roads

Photometric designs are required to be submitted to the Region of Durham for approval to ensure that the minimum lighting levels are being achieved at all signalized intersections along Regional roads.

FINANCIAL IMPLICATIONS:

Converting a portion of the HPS streetlights to LED technology will significantly reduce the Town's hydro consumption by an estimated 26%. In addition to significantly reducing energy consumption, the LED streetlight conversion initiative will result in immediate cost savings as well as future cost avoidance.

	2016 Estimated Costs (Existing HPS Streetlights)	Full Conversion to LED (5,541 Fixtures in 2016 Dollars)	Estimated Savings
Hydro Costs	\$1,185,000	\$871,600	\$313,400
Maintenance Costs	\$255,600	\$156,200	\$99,400
Total	\$1,440,600	\$1,027,800	\$412,800

The above table estimates annual cost savings based on a full conversion in 2016. As this report details, staff are proposing a phased approach over the next six (6) years. As a result, annual savings referenced above will be offset by increases in hydro rates, as well as other fee increases imposed by Veridian Connections such as Global Adjustment Fees.

Funding for the Phase 1 conversion initiative is identified to be through Federal Gas Tax. In cooperation with Veridian Connections, an application has been completed and approved through the Independent Electricity System Operator's SaveONEnergy Retrofit incentive program for a potential rebate of \$563,507 based on the program currently offered and the conversion of cobrahead style streetlights only (proposed phasing will result in estimated rebate of \$470,000). Conversions under this incentive must be completed by December 31, 2020 and are summarized below:

YEAR	COST	INCENTIVE	FGT RESERVE FUND (Net of SaveONEnergy Rebate)	ROAD CLASS
2017	\$1,300,000	\$195,000	\$1,105,000	Arterial – Class 2
2018	\$650,000	\$90,000	\$560,000	Collector – Class 3
2019	\$700,000	\$90,000	\$610,000	Local – Class 4
2020	\$700,000	\$95,000	\$605,000	Local – Class 5
2021	\$700,000	N/A	\$700,000	Local – Class 5
	\$4,050,000	\$470,000	\$3,580,000	

Upon achieving conversion milestones, the Town of Ajax will submit progress reports on the completed conversions to;

- The Independent Electricity System Operator's SaveONEnergy Retrofit incentive program and;
- Veridian Connections

This process will initiate an adjustment in the monthly streetlight hydro bill for the completed conversions and the issuance of the incentive rebate.

CONCLUSION:

The Town of Ajax has demonstrated its leadership and support for sustainability. The proposed Streetlight LED Conversion Strategy – Phase 1 advances the Integrated Community

Sustainability Plan's Guiding Principle to "Reduce the amount of energy that the Town, businesses and institutions use in their operations".

The proposed Streetlight LED Conversion Strategy – Phase 1 supports the ICSP and International Dark Sky Association (IDA) mission by providing the following benefits:

- Increase in vehicular and pedestrian safety through better visibility, colour performance and object recognition.
- Reduce energy consumption by up to 26%.
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Town of Ajax Report Open Session

Report To: General Government Committee

Prepared By: Ranil Fernando

Report Number: OES-2026-19

Subject: **Contract Award Rossland Road widening from Westney Road to Lake Ridge Road – Enbridge Gas Main Relocation**

Wards: Wards 1 and 2

Date of Meeting: September 14, 2026

Reference: Capital Account No. 1029011.5870 Rossland Road Widening Westney Road to Lake Ridge Road

Recommendation:

That Staff award the contract for the phased relocation of the Enbridge Gas main on Rossland Road between Westney Road and Salem Road to Enbridge Gas, in the amount of \$2,002,421.02 (inclusive of all taxes).

Background:

Rossland Road is an east-west arterial roadway within Durham Region that serves as a key transportation corridor connecting the City of Pickering, Town of Ajax, and Town of Whitby. Within Ajax, Rossland Road is classified as a Type 'B' arterial road with a posted speed limit of 60 km/h. The corridor currently consists of a two-lane urban roadway from Westney Road to Salem Road and a two-lane rural roadway from Salem Road to Lake Ridge Road.

The Rossland Road Reconstruction project will widen and urbanize the corridor between Westney Road and Lake Ridge Road to address current and future transportation demands, improve operational efficiency, and enhance active transportation and municipal infrastructure within the corridor. To facilitate project delivery, the work has been divided into the following three segments:

- **Segment A:** Westney Road to Salem Road
- **Segment B:** Salem Road to Audley Road
- **Segment C:** Audley Road to Lake Ridge Road

Utility relocations represent a critical early component of the project and are required before major road construction can commence. The utility relocation program is being completed in a coordinated sequence, beginning with Elexicon Energy's hydro pole

relocations, followed by the relocation of Enbridge Gas, Rogers Communications, and Bell Canada infrastructure.

Ellexicon's pole relocation work within Segment A is nearing completion, establishing the final utility corridor and enabling Enbridge Gas to proceed with the relocation of its existing gas distribution infrastructure.

Enbridge Gas has identified conflicts between its existing facilities and the proposed road reconstruction works within Segment A (Westney Road to Salem Road). To avoid impacts to the overall project schedule, Enbridge Gas is targeting commencement of relocation activities on October 1, 2026, with substantial completion anticipated by December 31, 2026. Completion of this work is essential to allow subsequent utility relocations and planned road construction activities to proceed in accordance with the overall project schedule.

Discussion:

The Rossland Road Reconstruction project, extending from Westney Road to Lake Ridge Road, requires the relocation of existing utility infrastructure to accommodate the planned road widening and associated municipal improvements. To address the infrastructure conflicts, Enbridge Gas will undertake the relocation, abandonment, removal, and installation of gas mains, as well as the reconnection of affected gas services. The scope includes the removal and abandonment of existing gas mains and the installation of approximately 1.3 kilometres of new gas infrastructure, together with nine gas service relays/reconnections.

Timely completion of the gas relocation work is critical to maintaining the overall Rossland Road Reconstruction schedule. The relocation of Enbridge Gas infrastructure must be coordinated with the ongoing utility relocation program, including hydro, telecommunications, and other municipal infrastructure works. Delays in completing the gas relocation could impact subsequent construction activities, increase project costs, and affect the overall delivery timeline for the road widening project.

Under Section 12 of the Franchise Agreement between the Town of Ajax and Enbridge Gas, the Town is responsible for 35 percent of the costs associated with relocating gas infrastructure that conflicts with municipal road improvement projects. The cost provided by Enbridge Gas represents the Town's share of the relocation work required for this phase of the project. The estimate is based on a defined scope of work and assumes continuous construction operations without significant delays, demobilization, or unforeseen utility conflicts.

The current Procurement By-law allows for Single/Sole Source purchases through negotiations under certain conditions, specifically where, at the discretion of the Department Head, in consultation with the Manager of Procurement, it is deemed to be in the best interest of the municipality to negotiate directly with a vendor.

This award is exempt from a competitive bid process as defined in the Procurement By-law under Section 9.8 – Government to Government Procurement. Enbridge Gas is the owner and operator of the affected gas distribution system and is the only entity

authorized to perform relocation work on its infrastructure. As a result, a competitive procurement process is neither practical nor feasible.

Upon issuance of a Purchase Order and receipt of all required approvals, permits, and utility locates, Enbridge Gas will proceed with the relocation work. The work is required to support the broader Rossland Road Reconstruction project and ensure that construction activities can advance in accordance with the approved project schedule.

Financial Implications:

1029011.5870 Rossland Widening – Westney to Lakeridge

Approved Capital Budget - 2026 (Design, Property Acquisition, Utility Relocates, Bridge Work)	\$26,689,448.00
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Previous Awards/Expenditures

R.V. Anderson (Design)	\$772,878.06	
KAPP Infrastructure Inc.	\$3,326,204.20	
R.V. Anderson (CA)	\$360,043.34	
Synergy Land Services Ltd.	\$104,800.08	
Aird & Berlis LLP	\$120,331.20	
Elexicon Energy – Westney to Salem (net of HST rebate)	\$926,813.03	
R.V. Anderson - Test Pits (net of HST rebate)	\$232,282.46	
JD Barnes (net of HST rebate)	\$40,800.67	
Westmore Poleline & Electric Inc. (net of HST rebate)	\$15,002.57	
Other Expenses	\$4,055.14	
		<u>\$5,903,210.75</u>
Available Budget		\$20,786,237.25

Current Award(s)

Enbridge Gas Inc. - Westney To Salem (net of HST rebate)	\$1,803,242.15	
Contingency (15%)	\$270,486.32	\$2,073,728.47
		<u>\$18,712,508.78</u>

Available Budget

The Available Budget will be used towards the construction of Rossland Road.

A 15% Contingency has been identified to ensure sufficient funding is available to address issues that can be encountered during the relocation. Risks factors include:

- Underground utility conflicts,
- Additional private utility locates,
- Unanticipated utility plant relocations,
- Additional excavation and filling operations, and
- Site conditions are different than those anticipated.

Communication Issues:

A comprehensive communication strategy will be implemented to support residents and businesses throughout the multi-year construction program in coordination with Corporate Communications.

Relationship to the Strategic Plan:

Pillar 2: Growing Our Community

Priority 1: Embrace dynamic and sustainable growth

1.5: Improve road transportation network

Conclusion:

The relocation of Enbridge Gas infrastructure within Segment A (Westney Road to Salem Road) is a necessary and critical component of the Rossland Road Reconstruction project. The work will address existing utility conflicts, facilitate the planned road widening, and support the coordinated relocation of other utilities within the corridor. Timely completion of the gas relocation is essential to maintaining the overall project schedule and minimizing the risk of construction delays and associated cost impacts.

It is recommended that Enbridge Gas infrastructure relocation work for the Rossland Road Reconstruction Project (Segment A: Westney Road to Salem Road) be awarded to Enbridge Gas Inc.

Attachments:

ATT-1: N/A

Prepared by:

Ranil Fernando – Manager of Infrastructure and Asset Management

Submitted by:

Tim Field – Acting Director of Operations & Environmental Services

Approved by:

Shane Baker – Chief Administrative Officer



Town of Ajax Report Open Session

Report To: General Government Committee

Prepared By: Sarah Moore, Legislative Specialist

Report Number: CSD-2026-16

Subject: 2026-2030 Committees & Boards

Wards: All Wards

Date of Meeting: September 14, 2026

Reference: N/A

Recommendations:

1. That the following Advisory Committees, be re-established for the 2026-2030 term:
 - Accessibility Advisory Committee
 - Heritage Advisory Committee
2. That the following quasi-judicial boards, be re-established for the 2026-2030 term:
 - Committee of Adjustment
 - Property Standards Appeals Committee / Animal Services Appeals Committee
3. That the updated CPP Policy 047 Committee & Boards (ATT-2) be approved and applicable Work Instructions be updated to reflect the amendments;
4. That the Terms of Reference for the committees and boards (ATT-4-7) named above be approved; and
5. That staff be instructed to undertake the recruitment actions necessary to give effect to these recommendations.

Background:

The Town of Ajax seeks to actively engage the advice and participation of Ajax residents through the establishment of advisory committees and boards. The establishment of these bodies is grounded in various provincial statutes and regulations and supported by Town of Ajax Corporate Policy and Procedure 047 - Committee & Boards. As a municipal best practice, Staff regularly conduct a review of the existing structure and Terms of Reference, and offer recommendations on the Committee & Board program to Council to prepare for the new Council term.

The Committee and Board structure was last presented by staff at the beginning of the 2022-2026 term of Council. This review is being presented to provide staff with the opportunity to begin recruitment for the statutory committees and boards in a timelier manner, immediately following the Municipal Election, ensuring that Boards and Committees can hit the ground running early in the new term.

Discussion:

Committee Member Experience and Satisfaction Survey

Staff prepared an end-of-term Committee & Board Evaluation Survey to collect feedback from Members relating to their experience, as well as suggestions for improvement in the new term with a 97% response rate (of 32 members). A summary of responses (ATT-1) is attached to this report.

Of those respondents, 71% express interest in re-applying, which is based on the complement of thirty available appointments. This approximate return rate allows for continued legacy leadership, which is vital to the effectiveness of the Committee or Board, while providing the opportunity to introduce new membership perspectives and participation. However, per the recruitment and appointment process, current members interested in returning must reapply to the Committee to be considered along with all other new applicants.

Respondents expressed support for the continued opportunity for hybrid meeting participation, and for the annual rotation of Committee and Board Chairs. While respondents strongly agree that the Town Committee and Board composition is reflective of the Ajax community, it is suggested to engage a wider age group of members.

Overall, Committee and Board Members shared very positive comments on the current structure of the Town's Committees and Boards framework and their experience this term, noting that they have made meaningful contributions and maintained positive relationships with staff.

General Structure and Administration

The Legislative Services Division is responsible for the overall management and administration of the Town's Committee and Board structure. All Committees and Boards are provided with a fixed mandate (and draft work plan in the case of advisory committees, to be developed by the committee staff liaison(s) in accordance with Council priorities, staff projects and initiatives, and the annual budget process). One to

two staff liaisons whose work portfolio aligns with the mandate of the committee are appointed to each of the advisory committees for the purpose of attending monthly meetings, providing content, information, direction, and feedback on Committee recommendations.

The following Committees and Boards are statutory in nature and requested to be re-established for the 2026-2030 term:

- Accessibility Advisory Committee
- Heritage Advisory Committee*
- Committee of Adjustment
- Property Standards Appeals Committee/Animal Services Appeals Committee

**The Ontario Heritage Act gives municipal councils the ability to appoint a Municipal Heritage Committee (heritage advisory committee) to advise and assist it on all matters relating to the conservation of property of cultural heritage value or interest.*

Terms of reference for each body will be included as part of each establishment bylaw (ATT-4-7).

Updates to Policy & Governance Documents

Staff conducted a comprehensive review of the Town's Committees and Boards in consultation with existing Members and relevant staff. The review and proposed updates address changes to Corporate Policy and Procedure 047 (ATT-2) and CSD-WI-008 Committee and Board Recruitment and Appointment (ATT-3), summaries of which are provided below.

Staff recommend the following amendments to standardize and enhance the experience of all appointed members to the Town's statutory Committees and Boards.

Ajax Public Library Board Integration

Staff recommend that the recruitment and appointment of citizen members to the Ajax Public Library Board be incorporated into the Town's Committee and Board Recruitment and Appointment Work Instruction. Through their review, staff have identified that the Library Board is the only body appointed by Council that was not aligned with the Town's broader Committees and Boards program and was the only recruitment conducted outside of Legislative Services. Incorporating the Library Board into the existing policy ensures that all Members are recruited, evaluated, and recommended to Council in a manner that will promote consistency, transparency, and equity in the appointment experience. This proposed change would consolidate and standardize all Advisory Committee and Statutory Board recruitment, providing for a streamlined administrative process across the Corporation.

Section 11.1 of the policy (and accompanying Recruitment Work Instruction) is proposed to be amended to clarify that it applies to the Ajax Public Library Board. The restriction limiting members to serving on only one Town Committee or Board at a time also applies to the Library Board.

The Town's established recruitment framework includes standardized application procedures, public advertising, objective screening and interview practices, and a Council-approved appointment process, all designed to ensure fair and inclusive opportunities for residents to serve the community. Applying the same formalized process to the Ajax Public Library Board will strengthen governance practices, enhance public confidence in appointments, and support the recruitment of diverse and qualified candidates.

Honoraria (Corporate Policy and Procedure 047- Appendix A)

- The end-of-term Committee & Board Evaluation Survey highlights the volunteer spirit of current Members, while balancing the appreciation of honoraria to respect their time commitments. Staff recommend a nominal increase to honoraria for Advisory Committee and Quasi-Judicial Board members to support member recruitment and retention, account for minimum wage and cost of living increases, and recognize the value of volunteer contributions.
- A municipal scan of Committee of Adjustment compensation (ATT-8) identifies that Ajax's honorarium remains lower than that of most comparator municipalities. Staff are not recommending that a substantial increase be approved to match municipal comparators as the Town does not currently experience any issues with retention or recruitment efforts, and the survey data highlights overall satisfaction with current honoraria. Council may, at its discretion, request a greater increase to the Quasi-judicial Board honorarium which would be subject to approval as part of the budget process.

Administrative Amendments

The remaining amendments are largely administrative in nature and are intended to modernize the Town's Committee and Board governance framework. Key changes include:

Term of Appointment

Wording updated to clarify that no term limit is in place for members of quasi-judicial boards, allowing experienced members to seek reappointment through the standard recruitment process. Staff will continue to seek a balance of new and returning members.

Council Member Appointment to Advisory Committees

Encourages the mid-term rotation of Council-appointed representatives, while maintaining Council's discretion to determine self-appointments. This update supports knowledge sharing, broader participation, and continuity between Council and Committees.

Chair and Vice-Chair Roles

Clarifies the process for selecting Chair and Vice-Chair positions, including the use of rotation, election, or appointment, as outlined in each Committee or Board's Terms of Reference.

Open Meeting Clarification

Adds a provision confirming that attendance by a quorum of members at social, community, ceremonial, training, or other informal gatherings does not constitute an official meeting, provided committee or board business is not discussed or materially advanced, as defined in the *Municipal Act, 2001*.

Recruitment & Orientation

Recruitment for the eight members of the Ajax Public Library Board will commence upon Council approval of the enclosed recommended policy changes to align with the timeline of their recruitment in previous terms. Recruitment for the remaining committee and board membership is scheduled to take place following the 2026 Municipal Election. The process will engage a wide cross-section of Ajax residents with the purpose of populating committees with individuals who represent the Ajax community. A public information session/open house will also be coordinated as part of recruitment efforts.

Thirty-eight board/committee members will be sought during the recruitment initiative. Staff liaisons will continue to participate in the application screening and interview process, coordinated by Legislative Services, and outgoing board/committee members may continue to be engaged to provide input in the screening and interview process, as required. Member appointment recommendations will be presented to Council in a staff report scheduled for early 2027.

General and committee/board-specific orientation and training sessions will be held in March 2027, following Council's appointment of members for the 2026-2030 term.

Financial Implications:

Costs pertaining to committees and boards (meeting supplies, orientation, education and training opportunities, honoraria etc.) will be included in the 2027 operating budget.

Communication Issues:

To assist with encouraging applications for the 2026-2030 Term and promoting a broader understanding of the Town's Committees and Boards, staff will be coordinating a public information session in late November/early December. This session will provide prospective applicants with the opportunity to speak with outgoing committee members and staff liaisons and learn more about roles, responsibilities, and mandates. The Legislative Specialist will continue to work with Communications and Engagement staff to assist with publicizing recruitment and creating a public profile for the Town's Committees and Boards throughout the forthcoming term.

Relationship to the Strategic Plan:

1. Connecting our community: Creating a more engaged community; and
2. Leading in our community: Strengthening corporate governance and innovation.

Conclusion:

Pending Council approval for the establishment of the 2026-2030 Committee and Board structure and associated policies, staff will begin to undertake the necessary actions to facilitate the recruitment and appointment process.

Attachments:

- ATT-1: 2022-2026 Committee & Board Evaluation Survey Results Summary Overview
- ATT-2: CPP Policy 047 – Committees and Boards (redline)
- ATT-3: CSD-WI-008 – Committee and Board Recruitment and Appointment (redline)
- ATT-4: By-law XX-2026 To Establish Accessibility Advisory Committee
- ATT-5: By-law XX-2026 To Establish Heritage Advisory Committee
- ATT-6: By-law XX-2026 To Establish Committee of Adjustment
- ATT-7: By-law XX-2026 To Establish Property Standards Appeal Committee/Animal Services Appeal Committee
- ATT-8: Municipal Scan of Quasi-judicial Board Remuneration (Durham and York Region)

Prepared by:

Sarah Moore – Legislative Specialist

Submitted by:

Nicole Cooper – Deputy Chief Administrative Officer

Approved by:

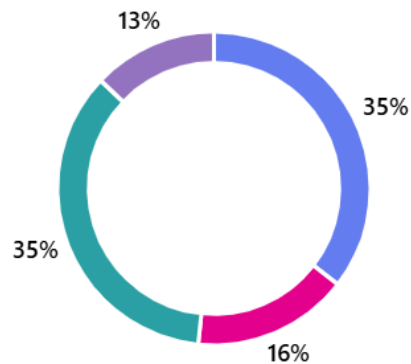
Shane Baker – Chief Administrative Officer

ATT-1

2022-2026 Committee and Board Evaluation - Responses Overview

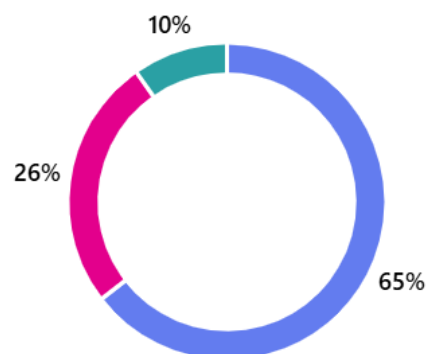
1. Which Committee are you appointed to?

●	Accessibility Advisory Committee	11
●	Committee of Adjustment	5
●	Heritage Advisory Committee	11
●	Property Standards/Animal Services Appeals Committee	4



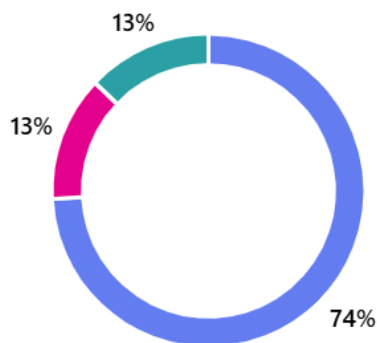
2. How many years have you been a committee/board member?

●	1-4 years	20
●	5-9 years	8
●	10+ years	3



3.Do you plan to apply to return next term?

●	Yes	23
●	No	4
●	Undecided	4

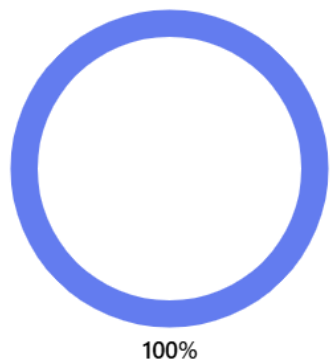


4.If no, please share the reason, if comfortable.

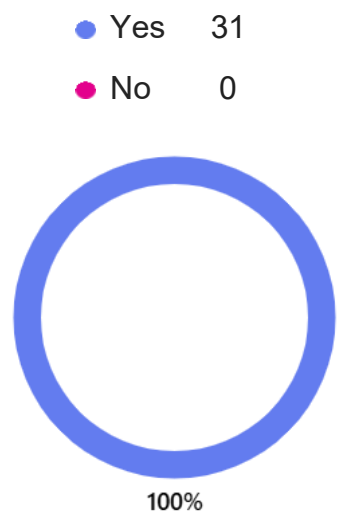
Comments
I am not eligible
Firm believer in 2 terms and out.
My professional role has changed to something more demanding than at the start of this term, and I am returning to school for a masters. I fear I won't have the appropriate time to commit fully to the committee.

5.Is the mandate of the Committee/Board clear?

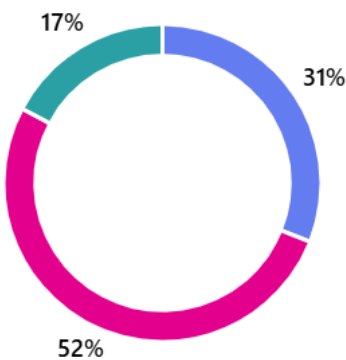
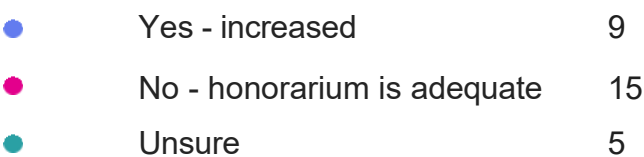
●	Yes	31
●	No	0



6.Do Committee/Board Members receive adequate orientation on their role and responsibilities?



7.Do you think the current honorarium amount should be adjusted in the future?



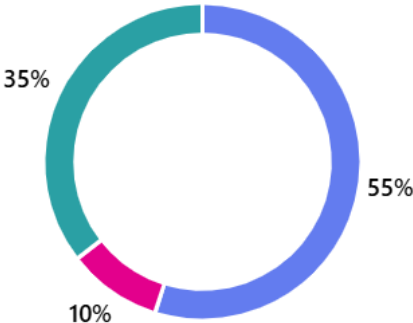
8.Please share any comments or considerations that should be taken into account when reviewing honoraria.

Comments
Members are actively involved in other events outside the meeting time of two hours

Comments
I do think the honorarium should be reviewed and increased. While the time spent at the actual meeting or event is important, there is often a significant amount of preparation that happens in advance — including reading materials, reviewing documents, and coming prepared to contribute thoughtfully and meaningfully. That preparation time can be quite substantial and is an important part of the role. A review of the honorarium should take into account not only attendance, but also the time, care, and commitment required beforehand. An increase would be a meaningful way to recognize the full contribution being made.
I am satisfied
appreciated - but absolutely not required for my participation. And certainly do not require an increase.
Prospective committee members should be made aware of the honoraria
Sarah Moore should get recognized for her brilliant work heading up the AAC
Experience and time served
Accessible members often have a more difficult time when arranging transportation.
It's a nice perk but not the reason for doing the task.
Additional review required as a result of land division - consent applications downloaded from the Region, and longer more complex reports to review than just the previous mandate of minor variance applications.
It is great, ideally auto deposit would be nice too
It will depend upon any extra work or time required outside of normal committee responsibilities
Really not needed. It is not a motivation for serving on the committee.
It would nice if the honoraria be paid on official events outside of office hours.
This term has been a very exciting term on the Heritage Committee. As much of our work is off-site conducting tours, attending plaque unveilings and attending Town events, it would be great if we could have a small allowance for mileage.
I believe that the compensation is fair
I am good with the Honorarium.
Number of meetings that have been cancelled
I didn't expect an honorarium. I'm a volunteer.
Those who also attend subcommittees.

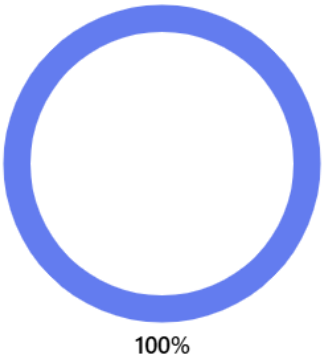
9. How do you prefer to participate in Committee/Board meetings?

● In-person	17
● Virtually	3
● I like having a hybrid option	11



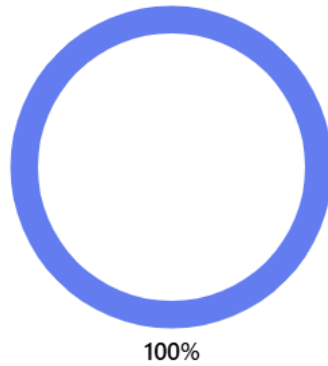
10. Do you feel Committee/Board meetings run effectively, with adequate time to cover all agenda items, including discussion and questions?

● Yes	31
● No	0



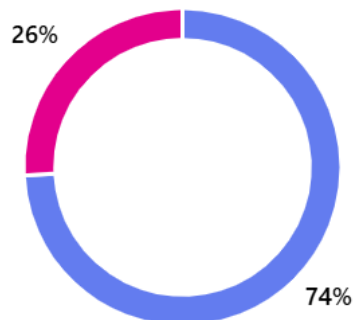
11. Do the Committee/Board meetings support respectful, open, and engaging opportunities to participate?

● Yes	31
● No	0



12. Should the Role of Committee/Board Chair/Co-Chair rotate amongst members?

● Yes 23
● No 8

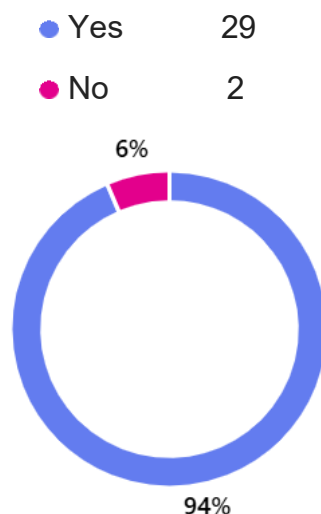


13. Comments on the role of Chair/Co-Chairs:

Comments
I like it
It's a good experience and provides good leadership
Our committee has taken the road of rotating Chairs and Co-Chairs. Works for our committee
It is a great opportunity for members to have this opportunity
Chair/Co-Chairs need training on their roles and responsibilities.
Rotation is good, and I enjoy that two members are able to co-chair for the duration.
I'd prefer to have one elected chair/co-chair.
Ours was very effective and experienced

Comments
It's a great opportunity for all board members to learn how to chair a meeting.
It's great practice and opportunity for leadership
No feedback at this time
It may rotate amongst the members who wish to take on the extra responsibilities of the meeting chairperson.
I think its important that all members have a chance to Chair during the term - excellent life experience!
I prefer that the committee nominate the chair for a one year term. This would provide consistency and a "point person" for committee members to communicate with as needed.
It was great to co-chair a few of the meetings during the term. It might be good to have the previous, and incoming chairs meet to ensure that they are made aware of any updates before taking on the chair position.
Perhaps give an opportunity for those who wish to lead on a longer term basis
It is good.. The changes have been good.
I wonder if these roles should be elected.
IF members on a particular committee are inclined to hold the Chair position on a rotational base, then they should be given the opportunity. There can be a benefit in consistency of roles, but the flexibility of rotation (perhaps at an annual basis) should be an option. Rotation will also promote individual growth across committee members.

14. Do you feel that the membership composition of your Committee/Board is reflective of the Ajax Community? (ex. varying skill sets, experiences, socio-demographics, etc.)

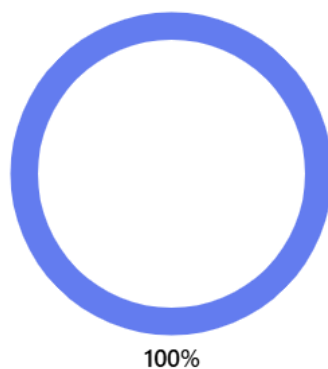


15. Comments on Membership composition:

Comments
We need an architect on the committee.
This committee definitely skews older - such may be the nature of the topic 😊

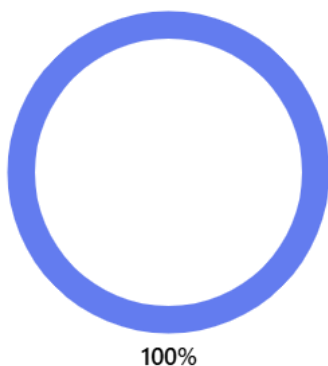
16. Is the quality and content of presentations made to the Committee/Board sufficient?

● Yes 31
● No 0



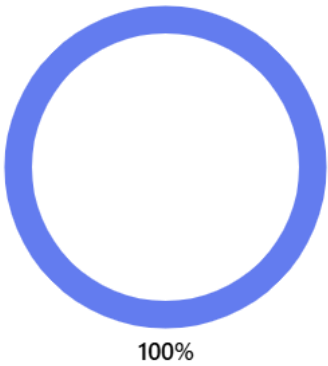
17. Does the Committee/Board maintain good working relationship with staff and/or Council?

● Yes 31
● No 0



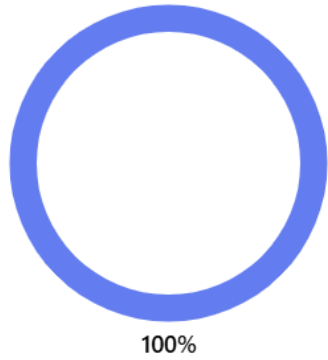
18. Does the Committee/Board bring forward appropriate recommendations and fulfill its mandate?

● Yes 31
● No 0



19. Do you feel that you are able to meaningfully contribute to the Committee/Board?

● Yes 31
● No 0



20. For Advisory Committee Members, please share any feedback on the rotation of Councillor representation mid-way through the term.

Comments
I like how they do it
This is adequate a two year tenureship on the committee

Comments
This is committee is such a positive opportunity and I am so grateful to have the opportunity to work with amazing members and Sarah! The work we do is so important and meaningful and makes a difference in our community
appreciated, as a way to build broader relationship with council as a whole.
Councillor rotation is useful for fresh voices.
I like this idea of sharing the duties. It gives other Councillors an idea of issues/barriers. They are always very receptive and much appreciated.
I'm in favour of this
No feedback at this time
This did not happen this term for a number of very good reasons but I believe it is essential to give the council representative the opportunity to grow and learn through membership in all committees
Should be mandatory - good to see new council faces
it would be helpful if the Councillor served on the committee for at least one year.
It has been a pleasure to serve alongside Councillor Tyler-Morin over the term. He is an amazing advocate for Ajax and it's heritage. He is also extremely knowledgeable about the various properties discussed during the meetings. I think, it would be great if more representatives from council could also attend the meetings as this would allow both committee members and councillors to exchange more specific questions, more regularly regarding various matters as they pertain to the heritage committee.
It's nice to experience differing perspectives from the rotation
The rotation seems to work well.
I think it would work well
It is beneficial for Councillors to have wider knowledge so I support the rotation.

21. **Please share any comments you may have regarding the frequency and scheduling (start time, day vs. evening, day of the week, etc.) of Committee/Board meetings. Is the current schedule appropriate or do you have suggestions for improvement?**

Comments
Nothing so far
The current schedule works
I think it is a good time, I personally prefer Monday at 6pm
Our town Legislative Specialist for our committee is very efficient, engaging, knowledgeable, a keen listener and overall excellent staff for our committee
The current schedule/timing is appropriate.

Comments
No problems but virtual meetings often work best for me
The current schedule works well
The current start time is adequate.
The schedule is appropriate
I think the times and duration of the meetings are perfect for me. They are kept on time which is much appreciated. I would like to see some more sub-committee work
Adequate
appropriate
Appropriate.
Once a month is fine
Appropriate.
No feedback at this time
Needs to remain constant throughout the term
Evening - good. First Wednesday of the month - good. Start time - good.
Current schedule appropriate.
Times are fine.
At this time, I think the current schedule works well.
The current schedule is appropriate. However, there have been a number of cancellations over the last couple of years due to no appeals. It might be worthwhile considering scheduling meetings on an as needed basis.
current schedule works.
Like current schedule
It's appropriate
Yes it is good.
Works well
The current scheduling is fine.
Current schedule is well advertised and consistent.
No changes needed

22. Overall, what do you feel works well with your Committee/Board?

Comments
Everything
Yes - new relationships and learning about each other
It is very inclusive where anyone can share any idea no matter how good or bad it is

Comments
The commitment of members, respect for each other and members participation in many events outside the committee meetings
The support given to the Committee by staff has been instrumental in the over success/work of the Committee members.
Well organized Excellent opportunity to learn from others and different organizations in the community I really enjoy the opportunity to take part in different events and represent the committee
I think the current Board performs well, is representative and respectful, encouraging all members' voices. I appreciate the support of staff, who are well organized and highly collaborative.
The board is well led, and well staffed. Also informative.
It provides an opportunity to be involved in the local community, meet other like-minded individuals and work on special projects.
I would like to see more collaboration with other committees in Ajax and Durham Region
Our staff support and Committee members support
Patient, supportive representation.
We all take time to review material in advance
Preserving historic sites in our town
Great relationship between committee members and staff.
No feedback at this time
The inclusiveness
All members have different backgrounds, perspectives and opinions and that works well as each member looks at issues from a different viewpoint and it is good to see the other side of the coin
Good mix of ages, experience etc - works well.
Opportunity to discuss and disagree constructively.
Participants having opinions
I have found this this committee works very well together. They are a very supportive team, who are passionate about heritage, and in particular the promotion of the Towns heritage. The current committee also has an amazing wealth of knowledge from which to draw from which is very beneficial in any decisions that need to be made.
The committee works well together and has strong staff leadership
We are a great balance of thoughts and ideas working together to better the community. The committee is very passionate and Sarah does and amazing job keeping this committee going. Very productive group.
Available to answer questions before and after the meetings

Comments
- Extremely knowledgeable & professional Staff Liaison - Great open discussions - Wonderful guest speakers - Great communication with Town - Very well focused committee
The way it is works very well.
Active and engaged group of passionate, knowledgeable members and staff
There is great communication from the TOA Accessibility Coordinator. She is very clear and adequately frequent with her correspondence.
Staff produces very thorough recommendation reports, which makes the job of committee members much easier. This has only gotten better as time has passed. Hats off to staff! The committee members act professionally and seem to genuinely like and respect each other. Pretty much all members ask astute questions which lends itself well for the application being reviewed from different angles.
Well organized, staff provides excellent support.

23. Do you have any suggested improvements to the Committee/Board you participated in?

Comments
Suggestions usually evolve collaboratively through our monthly meetings especially around Accessibility Week
I wish I did - no suggestions at this time. I enjoy my time with the Committee and appreciate all I am learning
Better remote participation technology would help.
I'm happy with the current
Chair must draw out comments/discussion from all participants on issues. Some members v quiet and sometimes don't participate at all.
In-service on architectural styles and features.
Perhaps a little more direct collaboration with members of council and town staff on heritage related projects, and in particular, the opportunity to contribute more to the decisions and discussions around street names as many of them in the town are named after sailors from the HMS Ajax, Achilles, and Exeter.
None at this time. the committee is well setup for success.
Not at this time. They have been accommodating.
Delivery/issuance of staff reports on a more timely and consistent basis to the Committee members. The staff reports can be very detailed (which is a good thing), but require time to review. Currently, some reports get issued only two days before the meeting. Would be ideal if all reports were issued at least 3 business days prior to the meeting.
Recommendations could be supplied earlier.

24. Do you have any suggested projects/new directions that you feel the Committee/Board should explore during the next term?

Comments
Yes post-Ajax there are a number of stories of people who have contributed to this Town from 40-70 years and these stories are never told and it would be great to share with the community. Future recognition program
I like the idea of all the town committees having a meeting annually to share Our Accessibility Advisory does so annually with Accessibility committees in the Region, but with other committees might be a great idea
More movie/ discussion events
Happy to discuss ideas in the committee itself
There should be more contact with neighboring heritage boards/organizations/etc.
Partnering with other agencies in Ajax, more collaboration with other committees in Ajax and Durham. I feel there is a disconnect
More active events in summer ? Usually the business times maybe we can accommodate base on season, (example is less activity participation in winter)
Not at this time. Legislation and ideas change from time to time and the committee needs to be able to respond to those changes
Continue effort to build public awareness of local heritage.
I think it would be great to create more marketing materials to promote the heritage and history of the Town, and provide more resources for owners of heritage properties.
Partner with accessibility advocacy groups and experts in Ajax and build a online community \. Explore accessibility in emerging tech (AI, AR/VR, automation tools) Explore community engagements ideas what can reach larger community set.
Perhaps discuss more local collaboration

25. Please share any additional comments and feedback not captured in the responses provided above.

Comments
So happy to be involved
A regional heritage authority could be useful. One voice reporting to regional council !
The committee is exceptionally well-run. Staff are supportive, kind and knowledgeable.
I am very proud and honoured to be a committee member of AAC and other comittees in Ajax and I hope continue to make a difference
Thank you for the honour and privilege of serving
Our committee was lovely and everyone got along well.

Comments
It has been a pleasure to serve in this committee
In-service on research would be helpful
It has been an honour to serve on the committee this term and, if I am chosen, I look forward to continuing my work on this committee in the following term!
Looking froward to the next term.
The committee is very well organized, and meets the needs of the town.
I enjoyed my time on this committee more that I thought I would. A wonderful experience
More information out to the community about what the committees are doing.
Not sure if this already happens, but perhaps the Town would want to advertise the CoA meetings to Urban/Civil Planning students (in local colleges/universities). Perhaps the Town would consider doing a "Home ownership and local by-laws" outreach seminar for its local residents. Could cover many topics, including driveway widening, basement finishing, setbacks, etc, which are usually pretty common MVA reasons. Creating awareness that by-laws are what they are, but if there is a formal way to get accredited leniency depending on the situation.

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1. Policy Objective

- 1.1. Committees and Boards are established by Council, in some cases pursuant to prescribed legislative requirements. Such bodies play an important role by providing a means for Council and staff to receive the views and advice from Ajax residents on a variety of matters and make decisions on matters delegated to Statutory Committees and Boards by Council.

2. Scope & Application

- 2.1. This Policy outlines a fair, equitable and transparent approach and process for the establishment and operation of Committees of Council and Boards. It is intended to address:
- The process for establishing and reviewing Committees and Boards
 - Recruitment, selection, appointment and resignation processes
 - Duties and conduct of Members
 - Meeting management
 - Reporting requirements
 - Media relations
 - Financial requirements
- 2.2. This Policy applies to Committees and Boards established by Town of Ajax Council.
- 2.2.1. Section 11.1 only, applies to the Ajax Public Library Board.
- 2.3. This Policy does not apply to Council's Standing Committees (General Government Committee and Community Affairs & Planning Committee), the Election Campaign Finance Compliance Audit Committee, nor to any informal committees, groups, or taskforces established by staff or Council for the purposes of public consultation and engagement, with the exception of Appendix A – Honoraria Schedule, where applicable.
- 2.4. Changes or clarifications of policy or procedure shall be reflected in updates to the Policy, which may be supplemented by guidelines and training materials, as deemed appropriate by the Clerk.

3. Definitions

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- 3.1. **Committee (statutory):** a committee established by Council of the Town of Ajax whose mandate and duties are prescribed by provincial law. Establishment of such committees may be either mandatory or optional, based on governing legislation (e.g. Accessibility Advisory Committee, Heritage Advisory Committee)
- 3.2. **Committee (discretionary)** – a committee established by Council of the Town of Ajax to perform functions and duties not prescribed by legislation.
- 3.3. **Board (statutory):** a board established by Council of the Town of Ajax to perform quasi-judicial functions that are prescribed by provincial law. Establishment of such boards may be either mandatory or optional, based on governing legislation (e.g. Committee of Adjustment, Compliance Audit Committee, and Property Standards/Animal Services Appeals Panel).
- 3.4. **Committee/Board Member:** an individual who is appointed by Ajax Council to a statutory committee or board.
- 3.5. **Chair:** the individual designated as the head of the committee/board who assists with planning and coordinating the committee's work and conducting its meetings and business.
- 3.6. **Council:** the Council of the Corporation of the Town of Ajax.
- 3.7. **Mandate:** the statement that describes the Committee or Board's purpose or responsibilities. The mandate for any committee/board shall align with any relevant legislative requirements and Council's strategic direction.
- 3.8. **Quorum:** the number of Members required to be present at any meeting in order for business to be conducted.
- 3.9. **Terms of Reference:** the guiding document that provides a general overview of the scope of limitations, structure, objectives, and responsibilities for a committee/board.

4. Establishment of a Committee or Board

- 4.1. Committees and Boards are established by Council by-law, and in some cases, are prescribed by provincial legislation.
- 4.2. Before the end of a current term, or as early as possible in a new term of Council, Council shall establish all Committees and Boards required by statute

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and may establish any optional Committees and Boards as it deems necessary.

4.3. All Committees and Boards shall dissolve at the end of each term of Council.

5. Terms of Reference

- 5.1. Committee and Board Terms of Reference shall be included as an appendix to each establishment by-law.
- 5.2. The Terms of Reference for each Committee or Board shall include, but need not be limited to, the Committee or Board's mandate, membership, meeting structure and schedule, and rules of procedure.

6. Orientation and Training

- 6.1. Every committee/board member shall participate in member orientation and training. Orientation may take place in advance of the first meeting of the Committee/Board, or during the first meeting.
- 6.2. Committee/Board member orientation and training content shall include:
 - an overview of Committee/Board member rights, responsibilities, conduct, policies and procedures;
 - *Mandatory Accessibility for Ontarians with Disabilities Act, Ontario Human Rights Code, and Occupational Health & Safety Act* training; and
 - Any additional Committee/Board-specific content required for the role.
- 6.3. Committee/Board members shall be provided with copies of all relevant Town policies and resource materials for reference.

7. Accessibility & Inclusion

- 7.1. While serving on any Town of Ajax Committee or Board, all members shall comply with all Town of Ajax accessibility-related policies, practices, and procedures.

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7.2. Notification of accommodation availability throughout the Committee/Board membership shall be provided (from recruitment to end of appointment).

7.3. To encourage maximum participation, the Town of Ajax shall ensure that consideration is taken to provide accessibility in relation to meeting places, agenda and minute formats, communications, and conduct of meetings.

8. Municipal Freedom of Information and Protection of Privacy Act

8.1. Town of Ajax Advisory Committees are accountable for complying with the *Municipal Freedom of Information and Protection of Privacy Act*, and related Town of Ajax policies and practices regarding privacy and access to information.

9. Health and Safety

9.1. While serving on any Town of Ajax Committee or Board, all members shall comply with all Town of Ajax health and safety-related policies, practices, and procedures.

10. General Eligibility Requirements

10.1. Committee and Board members shall be:

- 18 years of age or older (16 years of age or older for advisory committees only);
- Legally entitled to work in Canada;
- A resident, business owner, or property owner in the Town of Ajax; and
- Available to attend monthly evening meetings at Town facilities (up to 10 per year, with no more than 3 absences).

10.2. Employees of the Town of Ajax are prohibited from appointment to Committees and Boards.

10.3. Any Committee/Board member who becomes employed by the Town shall be required to resign from their appointment effective immediately.

11. Membership Administration

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- 11.1. The process for acquisition, selection, appointment and dismissal from Town of Ajax Advisory Committees is detailed within the **Town of Ajax Committee and Board Recruitment and Appointment Process (CSD-WI-008)**.
- 11.2. A Committee and Board information session may be held as part of the recruitment process at the onset of the new term of Council. The session shall provide the public and potential applicants with information regarding the Town's Committee and Board structure, mandates, and responsibilities.
- 11.3. Principles of equity and accommodation for all candidates shall be adopted and implemented by enforcing application deadlines, selection criteria and consistent screening/interviewing procedures.
- 11.4. Membership, as much as possible, shall be representative of the Ajax community, and achieve balance between socio-demographic factors including diversity and inclusion, a variety of technical expertise, and other related skills and experiences.

12. Term of Appointment

- 12.1. Members are appointed by resolution of Council and shall serve for a term concurrent to the term of Council. Appointments shall commence, as close as possible, to March 1 of the first year of a Council term, and end on February 28 or 29 of the first year following a Council term, to ensure active membership during the transition period.
- 12.2. Members may only serve on one Town of Ajax Committee or Board of Council at a time including the Ajax Public Library Board. However, members may serve on administratively-established committees (i.e. project steering committees) at the same time as serving on a Committee or Board of Council.
- 12.3. Committee/board Members may seek reappointment upon reapplication for a consecutive term. Completion of a new/updated application shall be required. A balance of new and returning Members shall be sought by staff during the selection process.
- 12.4. Members may hold appointments on Regional Committees/Boards concurrently, as well as committees and boards for other public and private organizations.

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12.5. Appointed members may independently participate in the Town's online Public Engagement Platform in addition to their Committee/Board involvement.

12.6. The mid-term rotation of Members of Council appointed to Advisory Committees is encouraged but shall be at the discretion of Council.

13. Attendance Management & Resignation of Members

13.1. Wherever possible, Members shall inform Staff in advance of any planned absence.

13.2. Prior to appointment, members shall commit to not being absent for more than three (3) meetings within a calendar year (unless documented because of extenuating circumstances – e.g. illness, parental leave, compassionate grounds, etc.).

13.3. After two (2) absences by any Member at regularly scheduled meetings, the following process shall be followed:

- a) Staff shall contact the absent Member by e-mail to review the attendance requirements and identify any extenuating circumstances preventing the member's attendance.
- b) If no extenuating circumstances are provided, staff shall inform the absent member that if they are absent from a third meeting, their appointment may be revoked by resolution of Council.

13.4. To address the conflicting commitments to attend meetings, statutory authorities and other Council business, the attendance management section of this policy shall not apply to members of Council.

13.5. Committee Members wishing to resign their appointment shall submit their resignation in writing to the Legislative Services Division of the Corporate Services Department.

14. Relationship Between Committees/Boards and Council

14.1. The nature of Advisory Committee recommendations to Council is purely advisory, and Council may or may not approve, amend, refer or propose other resolutions, as Council sees appropriate.

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14.2. Quasi-judicial boards are delegated authority to make decisions on behalf of Council relating only to matters within the Board's jurisdiction as defined by legislation and the Terms of Reference.

14.3. Committees and Boards shall not reconsider, recommend or advise on a matter that has been decided by Council, unless otherwise directed by Council.

15. Conduct & Conflict Resolution

15.1. All members shall be required to review, sign, and adhere to the **Town of Ajax Code of Conduct for Local Boards**.

15.2. When controversial, inappropriate, unconstructive, or offensive conduct becomes ongoing, intervention with an appropriate conflict resolution mechanism shall be implemented. This process may be initiated confidentially by a Member or staff.

16. Chairs and Vice-Chairs

16.1. Committees and Boards shall assign Chair and Vice-Chair roles as identified within respective Terms of Reference.

16.2. At the first meeting of the new term, the staff shall seek the names of those members interested in the role of Chair and Vice-Chair. Selection may be made via rotation of members (Advisory Committees) or election/appointment (Boards). Where possible, annual rotation of the role is encouraged to allow for fair and inclusive participation of all members interested in a leadership role.

16.1.3 If a Chair is not present within the first 10 minutes of a meeting, one of the Vice-Chairs shall preside.

16.3. Quasi-Judicial Boards

16.2.1 At the first meeting of the new term, Members shall designate a Chair for the year. The position of Chair shall rotate on an annual basis amongst 4 members. The fifth member shall be designated the Vice-Chair for the entire term, in the event the Chair is not present for a meeting.

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16.4. Responsibilities & Expectations of Chairs and Vice-Chairs

16.3.1 The Chair is expected to:

- Preside over all meetings and be responsible for the overall administration of the business of the Committee/Board, ruling on any points of order;
- Provide assistance to staff with the preparation of meeting agendas;
- Facilitate meetings;
- Participate as an active member, encouraging participation by all Committee/Board members;
- Generally refrain from discussion until all Committee/Board members have had an opportunity to speak on a matter;
- Refrain from voting unless a tie is present;
- Undertake any necessary work, including special projects and research, between meetings;
- Be the point of contact for the Committee/Board;
- Assist with the preparation of the annual report/presentation to Council; and
- Review the mandate, goals and objectives of the Committee.

16.3.2 The Vice-Chair is expected to:

- Assume the duties of the Chair if the Chair is not present within the first ten (10) minutes of a meeting.

17. Responsibilities & Expectations of All Members

17.1. Committee/Board members (inclusive of the Chair, Vice-Chair and Council Member Appointees) are expected to:

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- Attend all scheduled and special Committee/Board meetings, sending regrets in advance where possible;
- Understand their role and expectations, including relevant Town policies;
- Follow the agenda and stay focused on the topic at hand;
- Understand and adhere to the mandate of the Committee/Board, including its relationship to Council;
- Participate as an active member, asking questions and seeking clarification through the Chair;
- Undertake work necessary to contribute meaningfully – i.e. reading agendas, conducting research between meetings, etc.;
- Adhere to the Town of Ajax Code of Conduct for Local Boards;
- In a public forum, clearly identify that they are speaking as an independent resident, unless otherwise designated to speak on behalf of their Committee/Board;
- Respect confidential information;
- Comply with the Statutory Committees and Boards Policy & Procedure; and
- Attend any training or personal/professional development sessions offered by the Town of Ajax.

18. Responsibilities & Expectations of Council Member Appointees

18.1. Council Member Appointees are voting members who are expected to:

- Liaise between Council and the Committee/Board during Council meetings;
- Ensure that Committee/Board members are aware of Council issues that may affect the goals and objectives of the Committee/Board; and

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- Assist the Chair in reviewing the goals and objectives of the Committee/Board.

19. Responsibilities & Expectations of Committee/Board Support Staff

19.1. Staff have two principal functions in regard to Committees/Boards: **administrative coordination role** and **staff liaison role**, providing content support and policy advice.

19.2. Legislative Specialist

19.2.1 The Legislative Specialist shall provide administrative coordination support to Advisory Committees (i.e. recruitment, training, on-boarding, member relations, and attendance management).

19.2.2 The Legislative Specialist may facilitate a Committee/Board 'open house' in conjunction with recruitment efforts.

19.2.3 The Legislative Specialist may coordinate an annual professional development/skill-building workshop for members.

19.3. Staff Liaison

19.3.1 Staff liaisons shall attend each Committee/Board meeting or arrange for a designate to be present in their absence.

19.3.2 Staff liaisons shall oversee and determine operating budget availability for Committee/Board-related expenses in alignment with departmental work plan items and projects.

19.3.3 Staff liaisons shall offer policy advice, provide presentation and discussion content for meetings, assist with special events/projects (including reports to Council), and follow-up with appropriate staff.

20. Responsibilities & Expectations of Departments

20.1. The department role shall be fulfilled by managers/supervisors of staff involved with Committees/Boards and shall include:

- Understanding the role and expectations of the Committee/Board Members, Chairs and staff;

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- Ensure staff receive appropriate training and coaching to serve Committees/Boards;
- Track and approve staff workload in regard to Committees/Boards and ensure the nature and amount of work performed by staff is appropriate;
- Contact Committee/Board Chairs and Legislative & Information Services department if issues/concerns related to staff arise; and
- Encourage staff to bring forward content related to departmental work plans to relevant Advisory Committees for consultation.

21. Meeting Management

Detailed rules of procedure for each committee shall be incorporated into its respective Terms of Reference.

21.1. Agendas

- 22.1.1 Agenda content shall be submitted for agenda preparation by no later than noon one week prior to the scheduled meeting date.
- 22.1.2 Agendas shall be prepared, circulated and posted on the Town's website no later than one week prior to the meeting date.
- 22.1.3 If no substantive agenda content is received, the meeting shall be cancelled at the discretion of the Chair.

21.2. Minutes

- 22.2.1 Minutes shall briefly outline the substance of each of the items listed on the agenda, including actions taken and recommendations.
- 22.2.2 Minutes shall require the approval of the Committee/Board and be posted on the Town's web site.

21.3. Work Plan

At the beginning of each new term, and annually thereafter, staff liaisons to Advisory Committees shall draft a committee work plan in alignment with the Committee's mandate and individual or departmental work plan projects and

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initiatives. The work plan will be reviewed with the Committee and act as a guide for presentation and discussion items, projects and initiatives.

21.4. Open and Closed Meetings

21.4.1. All meetings shall be open to the public to ensure accountability and transparency.

21.4.2. Attendance by a quorum or greater number of Committee or Board Members at an informal gathering (social event, community event, Town event, training session, conference, ceremonial function, or other gathering that is not convened for the purpose of exercising the Committee or Board's authority, discussing Committee or Board business, or advancing the work of the Committee or Board), shall not be deemed to constitute an official meeting.

Members shall refrain from discussing matters that would materially advance the business or decision-making of the Committee or Board when attending such gatherings.

21.5. Meeting Frequency

21.5.1 Meetings shall be scheduled as needed, on a monthly/bi-monthly basis.

21.5.2 Committees/boards may determine that meetings shall not be held during the summer months, and possibly December, to recognize holiday schedules as they relate to member attendance.

21.5.3 During a municipal election year, meetings will be scheduled in the last half of the calendar year (September–December), only if necessary.

21.6 Quorum

21.6.1 Quorum for advisory committees shall be 6 members.

21.6.2 Quorum for quasi-judicial boards shall be 3 members.

22. Annual Reporting Requirements

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22.1. Each Advisory Committee shall present an annual report and/or presentation to Council, with the assistance of staff.

23. Media Relations

23.1. Committee/Board members shall not speak to the media on Town of Ajax matters, unless authorized by Town of Ajax Communications and Engagement staff. When attending public meetings/events, members shall not represent the Town and/or Committee/Board unless they have received consent from staff to act as a delegate.

24. Financial Matters

24.1. Budget

Committees and Boards may make requests for budget allocations through their lead department, in advance of the Town's annual budget process. Requests shall relate to specific activities approved in the Committee/Board's mandate and work plan.

24.2. Fundraising Activities

Committees and Boards shall not undertake any fundraising activities without prior approval from Council.

24.3. Member Remuneration

Committee and Board Members shall receive honoraria in accordance with the Council-approved honoraria schedule, attached in this policy as Appendix A.

24.3.1 On request, members may be reimbursed for official Committee/Board attendance at conferences and special events, including reasonable travel expenses approved and allocated in the Town's operating budget (Business Unit 1347).

25. Remote Meeting Participation

25.1. Committee Members, staff, and members of the public are permitted to participate in meetings remotely via electronic means (e.g. video or audio teleconference). Committee Members participating remotely shall have all the same rights and responsibilities as if they were in physical attendance. A

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Committee 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.

25.2. Where a Committee Member 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.

26. Recording and Broadcasting of Meetings

26.1. Meetings of the Committee 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.

27. Acknowledgement of Traditional Treaty Lands

27.1. Acknowledgement of Traditional Treaty Lands shall be read by the Chair, or designate, at the call to order of all Committee and Board meetings.

28. Administration of Policy & Procedure

28.1. The Committees and Boards Policy shall be administered by the Corporate Services Department.

Approved: Council 26 / 09 / 21 _____
(Authority) (Date) (Signature)

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Appendix A - Committee & Board Honoraria Schedule

Type	Function	Membership	Honoraria/ meeting	Example of Eligible Bodies
A	Established by staff and is advisory to staff. May be temporary in nature with a project-specific mandate; participation supports departmental goals and objectives; has no defined statutory role; may be comprised of staff and community stakeholders	determined by staff	no honorarium	Age-Friendly Ajax Steering Committee; Youth Engagement Advisory Committee
B	Established by Council, strictly advisory in nature and has no decision-making authority. Role is to provide feedback based on lived-experience and/or subject matter expertise, may make recommendations to staff/Council; may or may not have a defined statutory role	appointed by Council	\$70 per meeting	Advisory Committees (statutory/non-statutory): Accessibility Advisory Committee, Heritage Advisory Committee
C	Established by Council and required through other legislation, generally for statutory functions. Adjudicative Committee or Local Board granted independent decision-making authority, may exercise an operational management or control role; greater degree of meeting preparation is required of Members (reviewing reports, evidence, financial statements, etc.)	appointed by Council	\$80 per meeting	Local Boards and Committees: Committee of Adjustment, Property Standards/Animal Services Appeals Committee, Ajax Public Library Board

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Type	Function	Membership	Honoraria/ meeting	Example of Eligible Bodies
D	Joint Adjudicative Committee established by legislation, granted independent decision-making authority with specific mandate that may extend beyond term of Council and be outside the scope of a Type A, B, or C body.	appointed by Council	\$400 retainer* \$350 per meeting	Joint Municipal Election Compliance Audit Committee
E	Task force established by Council for the provision of policy advice and recommendations on a specific issue or topic, with input from Town staff as necessary, (functions outside of the Committee & Board policy).	self-appointed members	\$65.00	Ajax Anti-Racism Taskforce

**costs will be shared equally by the participating municipalities*

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Authored by:	Sarah Moore	Issue / Rev. #:	13
Approved by:	Thomas Street	Issue Date: (YYYY-MM-DD)	2026/09/21

1 Purpose

- 1.1 The purpose of the Committee and Board Recruitment and Appointment process is to outline the steps to be taken when appointments are required to the Town's various committees and boards, including the Ajax Public Library Board. It ensures a fair and equitable appointment process is followed that represents the diversity and inclusivity of the Town of Ajax community.

2 Inputs

- 2.1 Interested committee and/or board candidates complete an application for appointment (CSD-032 or CSD-038).

3 Outputs

- 3.1 At the conclusion of the recruitment process, a list of candidates are submitted to Council for formal appointment approval.

4 Definitions

- 4.1 Advisory Committee: any advisory committee or board established by a resolution of Council or enabling legislation to provide advice, make recommendations, fulfill a statutory role, organize events or provide program support, among other functions.
- 4.2 Clerk: the Town of Ajax Clerk or designate.
- 4.3 Legislative Specialist: staff member responsible for the administrative and procedural organization and support for statutory committees and boards.
- 4.4 Council: the Council of the Corporation of the Town of Ajax.
- 4.5 Member: a person appointed by Council to serve on a Committee.
- 4.6 Orientation Session: a training session for new Members, to introduce the committee structure, member roles and responsibilities.
- 4.7 Quasi-judicial Board: an entity obligated to objectively determine facts and draw conclusions from them to provide the basis of official action on behalf of Council (i.e. Committee of Adjustment, Property Standards / Animal Services Appeals Committee).

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Approved by:	Thomas Street	Issue Date: (YYYY-MM-DD)	2026/09/21

- 4.8 Recruitment Information Session: a public open house where interested applicants can inquire about Committee membership opportunities and application requirements.
- 4.9 Screening Panel: the group responsible for reviewing applications, interviewing applicants and developing a short list of applicants for recommendation to Council. The screening panel will be comprised of the Legislative Specialist and staff liaisons supporting the committee or board. Board/Committee Members who are not seeking re-appointment may be engaged to provide input in the screening and interview process, as required. Members of Council may observe activities of the screening panel, however they are not to be directly involved with the evaluation, screening or shortlisting of recommended candidates for appointment.
- 4.10 Term of Council: the period of time for which Council is elected to serve, as governed by applicable legislation, usually 4 years.
- 4.11 Terms of Reference: a document outlining the mandate and Committee operational details, including composition, meeting structure, quorum, member roles, etc. Terms of Reference documents and any amendments are approved by Council.

5 Responsibilities

- 5.1 The Legislative Specialist works with committee staff liaisons to coordinate the recruitment and appointment of members.
- 5.2 The Corporate Services Department is responsible for arrangement of the placement of recruitment advertisements in the Town's News Advertiser Community Page, on the Town's website, social media channels, and other methods as identified.
- 5.3 The Legislative Specialist shall coordinate receipt of applications, distribution of application packages (to all members of the screening panel), scheduling of applicant interviews, the recommendation report to Council, and appropriate follow-up.
- 5.4 It is the responsibility of the Legislative Specialist to maintain an updated listing of Committee appointments and contacts.

6 Interested Parties (Customers)

- 6.1 Public
- 6.2 Staff
- 6.3 Council

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6.4 Committees and Boards established by Council and/or required by legislation

7 Level of Service

7.1 Notification of recruitment opportunities at the start of a new term of Council shall be publicized for a minimum of three weeks, whenever possible.

7.2 All applicants will be sent notification of appointment confirmation or regret within one week of Council's ratification of appointments.

8 Quality Records

8.1 Town of Ajax Advisory Committee Application Form (CSD-032)

8.2 Quasi-judicial Board Application Form (CSD-038)

8.3 By-laws (enacting Committees/Boards, including Terms of Reference)

8.4 Ajax Public Library Board recruitment documents (e.g. application form, skills matrix)

9 Risk-Based Thinking

9.1 It shall be the goal of the Town to ensure that it conducts a fair and transparent committee and board recruitment and appointment process that represents the diversity and inclusivity of the Town of Ajax. A number of risks have been identified that may potentially arise as a result of this process not being adequately followed:

- Limited applicants apply for the available appointments.
- Applicants who are not successful may question why they were not recommended, or may feel that the process is biased.
- Applicants that feel the process was unfair and non-transparent may file a complaint with the Ontario Human Rights Commission or Ombudsman's Office.

9.2 The Town will mitigate the risks noted in section 9.1 in the following ways:

- Establishing a screening panel for objective review of applicants, ensuring that the decision-making role is not left to one individual.
- Creation of a publicly transparent recruitment process (details of which are communicated as part of recruitment posting).
- Outreach to a wide variety of contacts to ensure recruitment opportunity is shared with as many people as possible (e.g. Constant Contact, community and cultural groups, current/outgoing members, social media, etc.)

10 Resources

This document is valid only on the day of printing. Please refer to the DMS for the most current version.
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- 10.1 Recruitment notice
- 10.2 Completed applications
- 10.3 Interview Questions and score sheet

11 Instructions

11.1 Eligibility

11.1.1 Applicants shall be:

- 18 years of age or older (16 years of age or older for advisory committees only);
- Legally entitled to work in Canada;
- A Canadian Citizen (for Ajax Public Library Board)
- A resident, business owner, or property owner in the Town of Ajax; and
- Available to attend monthly evening meetings at Town facilities (up to 10 per year, with no more than 3 absences).

11.1.2 Employees of the Town of Ajax are prohibited from appointment to Committees and Boards.

11.1.3 Any Committee/Board member who becomes employed by the Town/Ajax Public Library shall be required to resign from their appointment effective immediately.

11.2 Composition

11.2.1 Reasonable efforts shall be made toward ensuring that membership reflects the diversity and demographics of the Ajax community, and as much as possible strive to achieve a balance between a variety of technical expertise and other related skills and experiences in support of the committee mandate, details of which shall be included within the committee or board terms of reference. Composition of the committee or board shall not exceed 50% business owner membership.

11.3 Term of Appointment

11.3.1 Members are appointed by resolution of Council. Members shall serve for a term concurrent to the term of Council (4 years) with appointments as close as possible, commencing March 1 of the first year of a Council term and ending on

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February 28/29 of the first year following a Council term.

11.3.2 Members may only serve on one Town of Ajax statutory committee or board at a time, including the Ajax Public Library Board.

11.3.3 Members may seek reappointment to an advisory committee upon reapplication for a consecutive term.

11.3.4 New memberships shall be prioritized; however balance between new and reappointed members will be sought during the recruitment and selection process.

11.4 Recruitment Process

11.4.1 A Committee may be deemed to have insufficient membership as a result of lack of applicants due to resignation and/or removal of appointed members. In these instances, the Legislative Specialist, along with the assistance of staff, will determine whether recruitment and/or appointment of new members should occur.

11.4.2 If recruitment is deemed necessary, the number of vacancies for each committee or board will be determined, according to the Terms of Reference.

11.4.3 At the onset of a new term, recruitment of members will begin as soon as practicable and after Council has established the committees or boards for the new term.

11.4.4 If a vacancy occurs within three (3) months of a previous recruitment process, unsuccessful applicants may be reviewed by Council and staff in consideration for appointment recommendation.

11.4.5 Available appointments will be advertised in the online News Advertiser Community Pages, on the Town's website and by other means deemed appropriate. Creativity and innovation will be employed to advertise notice of committee vacancies. Notification of member vacancies may contain the following information:

- Member eligibility
- Meeting frequency

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- The date, time and location of the Recruitment Information Session
- Details of the application process, deadline, and submission of the completed application
- Notation that personal information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S. O. 1990*
- Notice of accommodation and inclusion
- Summary of the Committee/Board's mandate
- Contact information for the Legislative Specialist

11.4.6 Whenever practicable, at the onset of a new term, a Recruitment Information Session may be held to provide an opportunity for prospective applicants to speak with staff and former committee members regarding membership opportunities.

11.5 Application & Screening Process

11.5.1 All applicants will submit the appropriate application form to the Legislative Services Division, along with any additional supporting documentation (resume, references, etc.)

11.5.1.1 Applicants may be invited to participate in supplementary screening (interviews may be conducted by phone, online or in-person).

11.5.2 Only those applications submitted before the prescribed deadline will be considered for appointment. If fewer applications are received than appointments available, the submission deadline may be extended.

11.5.3 Applicants applying to more than one committee or board will be requested to prioritize their preference.

11.5.4 Once the deadline for receiving applications has passed, the Legislative Specialist will provide a copy of all application forms that have met general eligibility requirements to the staff liaison(s) participating in the screening panel.

11.5.5 Upon review, the screening panel will provide the Legislative Specialist with a short list of applicants selected to be invited to an interview.

11.5.5.1 Members of Council may sit in on the interviews as observers only.

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11.5.5.2 All applicants interviewed for a particular committee/board shall be asked the same questions in order to ensure a fair and equitable appointment process.

11.5.6 Applicant interviews will be scheduled by the Legislative Specialist and will be conducted by the screening panel.

11.6 Appointment Process

11.6.1 After interviews have occurred, a list of applicants selected for appointment recommendation to Council will be provided to the Legislative Specialist to fill in the identified member vacancies.

11.6.1.1 A short-list of applicants will be maintained in the event vacancies arise within three months of recruitment.

11.6.2 Recommendations for appointments will be identified in a report to the General Government Committee. The report will also contain information related to the recruitment process, applications received, applicants interviewed and term of appointment.

11.6.3 Once appointments have been ratified by Council, the Legislative Specialist shall send notification to all successful applicants. Notice shall also be sent to all unsuccessful applicants thanking them for their interest.

11.7 Orientation

11.7.1 The Legislative Specialist, in consultation with Committee staff liaisons, will provide new Members with an orientation package at the first committee meeting, which will generally include:

- Previous meeting minutes
- Member contact information
- Meeting dates schedule
- Terms of reference
- Town of Ajax policy/training materials
- Other relevant reference documentation

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11.7.2 At the onset of each new Council term and following mid-term recruitment, an Orientation Session for newly appointment members may be facilitated by the Legislative Specialist. This session may take place during or before the inaugural Committee meeting.

11.8 Vacancies

11.8.1 Council may deem a Member's position be declared vacant when a Member has been absent without notice for three (3) meetings in any calendar year (Section 13 Attendance Management of Policy 047 Advisory Committee Policy & Procedure).

11.8.2 A Member who chooses to resign from their appointment position will submit a written notice of resignation to the Legislative Specialist.

11.8.3 Wherever possible, vacancies will be filled from the short-listed applicants. Otherwise, vacancies will be filled as specified in Sections 11.1 – 11.3.

12 Related Documentation

- 12.1 Policy-047 Advisory Committee Policy & Procedure
- 12.2 Resolutions of the General Government Committee and/or Council
- 12.3 Exit Interview Notes/Comments/Questionnaire
- 12.4 By-laws (enacting Advisory Committee and Committee of Council Terms of Reference)
- 12.5 Advisory Committee Application Form (CSD-032)
- 12.6 Quasi-Judicial Board Application Form (CSD-038)

The Corporation of The Town of Ajax
By-Law XX-2026

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

Whereas the Town of Ajax is committed to improving access for members of the community, through the requirements and in the spirit of the Ontarians with Disabilities Act, 2001 and the Accessibility for Ontarians with Disabilities Act, 2005, by identifying and mitigating barriers for persons with disabilities;

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

Therefore, it is enacted as a By-law of The Corporation of The Town of Ajax as follows:

1. That the Town of Ajax “Accessibility Advisory Committee” be established for the 2026 to 2030 term of Council.
2. The attached “terms of reference” shall guide the roles, expectations, conduct, structure and administration of the Town of Ajax’s Accessibility Advisory Committee.
3. Where the Ontarians with Disabilities Act, 2001 or the Accessibility for Ontarians with Disabilities Act, 2005 and any other relevant legislation is silent, relevant by-laws, resolutions, policies and practices of the Town of Ajax shall govern the roles, expectations, conduct, structure and administration of the Accessibility Advisory Committee.
4. That By-law 04-2025 is hereby repealed.

By-law passed this September 21, 2026.

Mayor and CEO

Clerk

Town of Ajax Accessibility Advisory Committee

Terms of Reference

A. Purpose

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

B. Mandate

- **Make recommendations to staff and Council on the development and implementation of the Town of Ajax Multi-year Accessibility Plan;**
- **Review and provide feedback relative to accessibility on site plans for Town and municipal buildings/facilities, as well as priority applications identified by the Committee (e.g. seniors residences, schools, etc.);**
- **Make recommendations to staff and Council on issues relating to customer feedback, Town programs, services, policies and procedures from an accessibility and inclusion lens;**
- **Monitor the development of accessibility-related legislation and offer feedback on the Town's compliance with provincial accessibility regulations;**
- **Promote accessibility and inclusion in the Town of Ajax through public outreach, education and special events.**

C. Lead Departments

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

D. Reporting Relationship

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

E. Committee Membership

The committee shall be comprised of 7-11 voting members who must be Ajax residents. An honorarium of \$70.00 for each meeting shall be provided to all members.

Appointments will run concurrent with the term of Council, plus an addition three months during the transition period. Appointments may be revoked at anytime at the discretion of Council.

The committee shall also consist of 1 Member of Council who shall have full voting privileges. The Council Member appointee may rotate mid-term. All members are to be appointed by way of Council resolution. The Mayor is an ex-officio member of the Committee.

A representative from the Legislative & Information Services Department will serve as a staff resource liaison to the committee as well as provide organizational and procedural support. Other staff and delegates may be invited to provide input at times; however, they are not to be counted towards quorum and do not have voting privileges.

F. Chairperson

Town of Ajax Accessibility Advisory Committee

Terms of Reference

The Chair is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee's mandate. If a Chair or Vice-Chair is not present, members will select an acting Chair to serve in the same capacity for the duration of that meeting. The rotation process for the Chair and Vice Chair is outlined in the **Committees and Boards Policy 047**.

G. Subcommittees

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

H. Decision Making and Voting

Where possible, decisions and recommendations will be made by way of consensus. When a formal vote is necessary, a motion must be moved and seconded prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. Recorded votes shall not be permitted. The committee shall only reconsider a previous decision if new information affecting that decision has become available or if directed to so by Council.

I. Work Plan

The committee work plan shall be developed by Committee Staff Liaisons and reviewed with the Committee. The work plan will appear as a standing item on the agenda to facilitate regular review by the staff liaison representative(s) and/or the committee, if deemed to be necessary.

J. Meeting Structure and Format

Meetings will generally be scheduled on a monthly basis, with the exception of July and August. Heritage Advisory Committee Meetings shall be scheduled the first Wednesday of the month, at 6:00 p.m. The Committee shall meet a minimum of four times annually.

An agenda package, including meeting materials and previous meeting minutes, will be posted on the Town's website one week in advance of the meeting date. Staff shall be responsible for forwarding substantive action items and recommendations to the appropriate staff for review and action as necessary. Staff presenting to a committee or soliciting feedback shall be responsible for following up on any queries/feedback received. An update shall be provided to Members at a future meeting. All recommendations must relate to the committee's mandate.

In consultation with the Chair, Staff Liaisons will generate content for each meeting agenda to ensure progress of the committee's work plan.

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

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

K. Meeting Procedures

1. Attendance

A minimum of 6 voting members shall be required for a meeting to be held. In the absence of a meeting, the Staff Liaisons may circulate content to members

Town of Ajax Accessibility Advisory Committee

Terms of Reference

through alternative means (email) to obtain informal feedback for that item, especially for items that are time-sensitive in nature.

2. Agenda

Meeting structure, agenda and minute formats should meet the needs of individual Advisory Committees, while ensuring consistency, completeness and accountability. The following components shall be included in Heritage Advisory Committee agendas:

- a) Call to Order & Acknowledgement of Traditional Treaty Lands
- b) Conflict of Interest
- c) Approval of Minutes
- d) Presentations/Discussion Items
- e) Council Update
- f) Correspondence
- g) Other Business
- h) Next Meeting
- i) Adjournment

Staff liaisons and/or those staff with a forecasted agenda item shall submit agenda content no later than noon, one week prior to the scheduled meeting date. If no substantive agenda content is received by the content deadline, the meeting will be cancelled at the discretion of the Chair.

The business of each meeting shall be taken up in the order in which it is listed on the agenda, unless otherwise agreed to by members present.

3. Minutes

Minutes shall briefly outline the substance of each item listed on the agenda, including action items and recommendations. Draft minutes of each meeting shall be posted on the Town's website once available and shall be presented to the Committee at its next meeting for approval.

4. Presentations to Committee

Individuals interested in presenting as a delegation to the Accessibility Advisory Committee must submit their request to staff liaisons in writing, before the agenda content submission deadline of noon one week before the meeting date.

Only one spokesperson per group/organization shall be permitted to speak on a matter. Individuals shall be limited to speaking for no more than 10 minutes. A five-minute extension to speak, may be decided, without debate, by a majority of Committee Members present.

Individuals making a presentation to the Heritage Advisory Committee shall not:

- a) Speak disrespectfully of any person
- b) Use offensive words
- c) Speak on any subject other than the subject for which they have received approval to address Committee
- d) Disobey the decision of the Chair or Committee
- e) Enter into cross debate with other persons present, Town staff, Members or the Chair

Members shall be permitted to ask questions of delegate(s) but shall not make statements to enter into debate with delegates.

Town of Ajax Accessibility Advisory Committee

Terms of Reference

5. Rules of Order

Members are encouraged to ask questions, engage in discussion and share feedback following presentations and delegations. The committee Chair shall maintain order and decorum during the meeting and decide the order of questions.

Members shall indicate to the Chair their desire to speak and wait to be acknowledged by the Chair before speaking. Only one member shall speak at a time. All members are equal and no member has seniority over another member. No member shall interrupt another member while speaking.

6. Conflict of Interest

Members shall adhere to the Town of Ajax Code of Conduct for Local Boards. It is the responsibility of Members to identify and disclose any conflict of interest as defined under the *Municipal Conflict of Interest Act*.

Members shall disclose any conflicts at the opening of a meeting, prior to any discussion on the matter, and shall not take part in discussion or vote on such matter. Members shall not in any way attempt to influence the voting on a matter before, during or after the meeting. Where a member is absent from a Meeting which included a matter on which they have a conflict of interest, the member shall disclose the conflict at the next meeting they attend. All disclosed conflicts of interest shall be recorded in the meeting minutes and in the Town's Conflict of Interest Declaration Registry.

7. Remote Meeting Participation

Committee Members, staff, and members of the public are permitted to participate in meetings remotely via electronic means (e.g. video or audio teleconference). Committee Members participating remotely shall have all the same rights and responsibilities as if they were in physical attendance. A Committee Member who is participating remotely in a meeting shall be counted towards quorum of members present at any point in time and may participate electronically in any portion of a meeting that is closed to the public.

Where a Committee Member 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, if quorum is not lost during the meeting.

8. Recording and Broadcasting Meetings

Meetings of the Committee 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.

Last Updated: September 2026

The Corporation of The Town of Ajax
By-Law XX-2026

Being a By-law to establish a Heritage Advisory Committee.

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

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

Therefore, it is enacted as a By-law of The Corporation of The Town of Ajax as follows:

- 1. That the Town of Ajax establish a Municipal Heritage Committee for the 2026 to 2030 term of Council.
- 2. That the committee be called the “Heritage Advisory Committee”.
- 3. The attached “terms of reference” shall guide the roles, expectations, conduct, structure and administration of the Town of Ajax’s Heritage Advisory Committee.
- 4. That By-law 05-2025 is hereby repealed.

By-law passed this September 21, 2026.

Mayor and CEO

Clerk

Town of Ajax Heritage Advisory Committee

Terms of Reference

A. Purpose

The Heritage Advisory Committee (“the committee”) will promote the conservation and celebration of the Town of Ajax’s unique local history, including its natural, cultural and architectural heritage. It will serve to assist local residents in developing an understanding and appreciation of the community’s beginnings, development and future.

The committee will also serve as the Town’s Municipal Heritage Committee to advise and assist Council on heritage matters as outlined in Section 28 of the *Ontario Heritage Act*.

B. Mandate

- **Promote the history and heritage of the Town of Ajax through public outreach, education and special events;**
- **Identify and evaluate properties of cultural heritage value or interest for designation under the *Ontario Heritage Act* or addition to the Town’s Heritage Inventory;**
- **Make recommendations to staff and Council on issues relating to the conservation and stewardship of heritage properties;**
- **Review and comment on planning applications that may have an impact on heritage properties.**
- **Make recommendations on items suitable for inclusion in the Ajax Public Library Archives.**
- **Comment on Federal, Provincial and Town policies and initiatives relating to heritage matters; and**
- **Recognize and celebrate the achievements of past and present residents through interpretive displays and recognition programs.**

C. Lead Departments

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

D. Reporting Relationship

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

E. Committee Membership

The committee shall be comprised of 7-11 voting members who must be Ajax residents. An honorarium of \$70.00 for each meeting shall be provided to all members.

Appointments will run concurrent with the term of Council, plus an addition three months during the transition period. Appointments may be revoked at anytime at the discretion of Council.

The committee shall also consist of 1 Member of Council who shall have full voting privileges. The Council Member appointee may rotate mid-term. All members are to be appointed by way of Council resolution. The Mayor is an ex-officio member of the Committee.

Representatives from the **Planning & Development Services Department** and the

Town of Ajax Heritage Advisory Committee

Terms of Reference

Ajax Public Library will serve as staff liaisons to the committee.

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

F. Chairperson

The Chair is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee's mandate. If a Chair or Vice-Chair is not present, members will select an acting Chair to serve in the same capacity for the duration of that meeting. The rotation process for the Chair and Vice Chair is outlined in the **Committees and Boards Policy 047**.

G. Subcommittees

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

H. Decision Making and Voting

Where possible, decisions and recommendations will be made by way of consensus. When a formal vote is necessary, a motion must be moved and seconded prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. Recorded votes shall not be permitted. The committee shall only reconsider a previous decision if new information affecting that decision has become available or if directed to so by Council.

I. Work Plan

The committee work plan shall be developed by Committee Staff Liaisons and reviewed with the Committee. The work plan will appear as a standing item on the agenda to facilitate regular review by the staff liaison representative(s) and/or the committee, if deemed to be necessary.

J. Meeting Structure and Format

Meetings will generally be scheduled on a monthly basis, with the exception of July and August. Heritage Advisory Committee Meetings shall be scheduled the first Wednesday of the month, at 6:30 p.m. The Committee shall meet a minimum of four times annually.

An agenda package, including meeting materials and previous meeting minutes, will be posted on the Town's website one week in advance of the meeting date. Staff shall be responsible for forwarding substantive action items and recommendations to the appropriate staff for review and action as necessary. Staff presenting to a committee or soliciting feedback shall be responsible for following up on any queries/feedback received. An update shall be provided to Members at a future meeting. All recommendations must relate to the committee's mandate.

In consultation with the Chair, Staff Liaisons will generate content for each meeting agenda to ensure progress of the committee's work plan.

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

The ***Town of Ajax Committee/Board Policy & Procedure*** (Policy 047) shall be followed for all matters not specifically addressed within this document. These

Town of Ajax Heritage Advisory Committee

Terms of Reference

Terms of Reference are established by Council and can only be altered by Council approval.

K. Meeting Procedures

1. Attendance

A minimum of 6 voting members shall be required for a meeting to be held. In the absence of a meeting, the Staff Liaisons may circulate content to members through alternative means (email) to obtain informal feedback for that item, especially for items that are time-sensitive in nature.

2. Agenda

Meeting structure, agenda and minute formats should meet the needs of individual Advisory Committees, while ensuring consistency, completeness and accountability. The following components shall be included in Heritage Advisory Committee agendas:

- a) Call to Order & Acknowledgement of Traditional Treaty Lands
- b) Conflict of Interest
- c) Approval of Minutes
- d) Presentations/Discussion Items
- e) Library/Archives Update
- f) Council Update
- g) Correspondence
- h) Other Business
- i) Adjournment

Staff liaisons and/or those staff with a forecasted agenda item shall submit agenda content no later than noon, one week prior to the scheduled meeting date. If no substantive agenda content is received by the content deadline, the meeting will be cancelled at the discretion of the Chair.

The business of each meeting shall be taken up in the order in which it is listed on the agenda, unless otherwise agreed to by members present.

3. Minutes

Minutes shall briefly outline the substance of each item listed on the agenda, including action items and recommendations. Draft minutes of each meeting shall be posted on the Town's website once available and shall be presented to the Committee at its next meeting for approval.

4. Presentations to Committee

Individuals interested in presenting as a delegation to the Heritage Advisory Committee must submit their request to staff liaisons in writing, before the agenda content submission deadline of noon one week before the meeting date.

Only one spokesperson per group/organization shall be permitted to speak on a matter. Individuals shall be limited to speaking for no more than 10 minutes. A five-minute extension to speak, may be decided, without debate, by a majority of Committee Members present.

Individuals making a presentation to the Heritage Advisory Committee shall not:

- a) Speak disrespectfully of any person
- b) Use offensive words

Town of Ajax Heritage Advisory Committee

Terms of Reference

- c) Speak on any subject other than the subject for which they have received approval to address Committee
- d) Disobey the decision of the Chair or Committee
- e) Enter into cross debate with other persons present, Town staff, Members or the Chair

Members shall be permitted to ask questions of delegate(s) but shall not make statements to enter into debate with delegates.

5. Rules of Order

Members are encouraged to ask questions, engage in discussion and share feedback following presentations and delegations. The committee Chair shall maintain order and decorum during the meeting and decide the order of questions.

Members shall indicate to the Chair their desire to speak and wait to be acknowledged by the Chair before speaking. Only one member shall speak at a time. All members are equal and no member has seniority over another member. No member shall interrupt another member while speaking.

6. Conflict of Interest

Members shall adhere to the Town of Ajax Code of Conduct for Local Boards. It is the responsibility of Members to identify and disclose any conflict of interest as defined under the *Municipal Conflict of Interest Act*.

Members shall disclose any conflicts at the opening of a meeting, prior to any discussion on the matter, and shall not take part in discussion or vote on such matter. Members shall not in any way attempt to influence the voting on a matter before, during or after the meeting. Where a member is absent from a Meeting which included a matter on which they have a conflict of interest, the member shall disclose the conflict at the next meeting they attend. All disclosed conflicts of interest shall be recorded in the meeting minutes and in the Town's Conflict of Interest Declaration Registry.

7. Remote Meeting Participation

Committee Members, staff, and members of the public are permitted to participate in meetings remotely via electronic means (e.g. video or audio teleconference). Committee Members participating remotely shall have all the same rights and responsibilities as if they were in physical attendance. A Committee Member who is participating remotely in a meeting shall be counted towards quorum of members present at any point in time and may participate electronically in any portion of a meeting that is closed to the public.

Where a Committee Member 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, if quorum is not lost during the meeting.

8. Recording and Broadcasting Meetings

Meetings of the Committee 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.

Last Updated: September 2026

The Corporation of The Town of Ajax By-Law XX-2026

Being a By-law to establish a Committee of Adjustment.

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

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

Therefore, it is enacted as a By-law of The Corporation of The Town of Ajax as follows:

1. That the Town of Ajax “Committee of Adjustment” be established for the 2026 to 2030 term of Council.
2. The attached “terms of reference and rules of procedure” shall guide the roles, expectations, conduct, structure and administration of the Town of Ajax’s Committee of Adjustment.
3. Where the *Section 44 and 45 of the Planning Act, R. S. O. 1990*, Chapter 13, as amended, and the *Statutory Powers and Procedures Act R.S.O. 1990, c. S.22* are silent, relevant by-laws, resolutions and practices of the Town of Ajax shall govern the roles, expectations, conduct, structure and administration of the Committee of Adjustment.
4. That By-law 73-2023 is hereby repealed.

By-law passed this September 21, 2026.

Mayor and CEO

Clerk

Town of Ajax Committee of Adjustment Terms of Reference

A. Background

The Town of Ajax Committee of Adjustment has five (5) members appointed by the Council of the Town of Ajax. The Committee of Adjustment derives its jurisdiction and authority from the Planning Act, R.S.O. 1990, c. P.13, as amended (the “Planning Act”).

Enabling Legislation: The Planning Act

Section 44 of the *Planning Act* (Minor Variances): The Council of a municipality may, by by-law, constitute and appoint a Committee of Adjustment.

Section 54 of the *Planning Act* (Consents): The Council of an upper-tier municipality (i.e. Region of Durham) may, by by-law, delegate to the Council of a lower-tier municipality (i.e. Town of Ajax), the authority for the giving of consents under Section 53 of the *Planning Act* in respect of land located in the lower-tier municipality. Where authority is delegated to a Council of a lower-tier municipality, such Council may, by by-law, delegate the authority or any part of such authority to a Committee of Adjustment.

The Region of Durham has delegated to the Council of the Town of Ajax the authority for the giving of consents under Section 53 of the *Planning Act* and in turn, Council has delegated the authority for the giving of consents to the Committee of Adjustment.

B. Mandate

The Committee of Adjustment (the “Committee”) is responsible for considering applications which seek to authorize the following:

- **minor variances from the provisions of the Town of Ajax Zoning By-law 95-2003, as amended, (the “Zoning By-law”) to any land, building or structure;**
- **extensions, enlargements or variations of the legal non-conforming use of any land, building or structure;**
- **permit the use of any land, building or structure for any purpose that, in the opinion of the Committee, conforms with the provisions of the Zoning By-law, where the uses of land, buildings or structures permitted in the Zoning By-law are defined in general terms;**
- **consent to sever land (i.e. severing a new lot from an existing lot);**
- **consent to alter the existing boundaries of a property (i.e. add land to an existing lot/lot line adjustments);**
- **consent to register rights-of-way and easements over land;**
- **consent to sell, mortgage, charge or enter into any agreement for more than 21 years for a portion of a property; and**
- **validation of land title when there has been an error in the description of land.**

Town of Ajax Committee of Adjustment Terms of Reference

When considering minor variances, the Committee must ensure that the general intent and purpose of both the Town of Ajax Official Plan and Zoning By-law are maintained, and that a proposal is desirable for the appropriate development and/or use of the subject land, building or structure. In addition, it must be demonstrated that the variance is minor in nature.

When considering consents, the Committee must ensure proposals conform to the Region of Durham and Town of Ajax Official Plans and have regard to the matters outlined under Section 51(24) of the *Planning Act*.

In all scenarios, the Committee must ensure consistency with the in-effect provincial policy statements, conformity with the in-effect provincial plans, and be aware of corporate initiatives and priorities (i.e. Council's strategic plan).

The Committee shall:

- hear presentations from property owner(s), applicants or authorized agent(s) and consider correspondence from the public (e.g. oral and written comments);
- make a decision based on the presentation by the property owner(s), applicant or authorized agent(s), comments received from the public, and the staff recommendation report to the Committee; and
- approve, refuse, defer, or modify the recommendations of the staff report to the Committee.

All decisions of the Committee are subject to appeal to the Ontario Land Tribunal, or any other Tribunal, as amended by the Province, in accordance with the *Planning Act*.

C. Reporting & Functional Relationships

A Planner of the Planning and Development Services Department will act as the Secretary-Treasurer and staff resource person for the Committee, unless as directed otherwise by the Director of Planning and Development Services.

Staff will provide an annual report to Council on the Committee's activities and decisions.

D. Committee Membership

The Committee shall consist of five (5) members of the public appointed by the Council of the Town of Ajax. Town staff shall recruit, interview, and recommend five (5) individuals for appointment to the Committee.

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

Committee members must have the ability to understand and apply the policies and provisions of the Town's Official Plan and Zoning By-law and should be considered

Town of Ajax Committee of Adjustment

Terms of Reference

impartial with respect to their ability to fulfill their responsibilities.

Remuneration (\$80.00 for all members of the Committee for each meeting attended) shall be provided to the members in December of each year.

The term of the Committee is four (4) years, corresponding with the term of Council, plus an additional three (3) months during the transition period.

A Chair and Vice-Chair may be elected by the Committee members throughout the duration of the four (4) year term with such titles/duties rotating amongst the different members. The Vice-Chair will act on behalf of the Chair when they are not available. The Chair/Vice-Chair will ensure that decorum is maintained at each meeting and that [Schedule "A" – Rules of Procedure](#) is observed at all times.

The appointment of a Committee member shall be rescinded if the member is absent from three (3) consecutive meetings or absent for over 50% of the meetings in one (1) year, unless excused due to extenuating circumstances.

E. Meeting Structure

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

An agenda shall be prepared for each Committee meeting and the minutes of each meeting shall outline the general deliberations and specific actions and decisions that result. The Committee shall provide its decision to all applicable parties and persons, in accordance with Town procedures and the *Planning Act*.

The decision of the Committee may be appealed to the Ontario Land Tribunal (OLT), or any other Tribunal, as amended by the Province. The appeal is to be filed via the OLT e-file portal (first-time users will need to register for a My Ontario Account) at olt.gov.on.ca/e-file-service, by selecting "Ajax, Town of" as the Approval Authority. If the e-file portal is unavailable, appeals are to be sent via e-mail to clerks@ajax.ca. The appeal must be made within twenty (20) days of the decision. The appeal must include the Tribunal's fee made payable to the Minister of Finance and the Town's fee made payable to the Town of Ajax. Please refer to the Tribunal website and Town of Ajax Fees and Charges By-law, as amended for updated fees.

Failure to Attend by Applicant/Authorized Agent

Where a property owner, applicant or authorized agent has filed an application to the Committee and does not attend the meeting at the time and place appointed, the Committee shall determine whether or not the application can be heard or if the application is to be deferred until the next scheduled meeting with the Committee. If

Town of Ajax Committee of Adjustment Terms of Reference

the application is deferred by the Committee, the property owner, applicant, or authorized agent may be required to pay the requisite tabling fee in accordance with the Town of Ajax Fees and Charges By-law, as may be amended from time to time, to move the application to the next scheduled Committee meeting.

Public Access

All Committee meetings shall be fully accessible to the general public. The agenda shall be posted on the Town's website within five (5) business days (where possible) before the Meeting date, and the minutes shall be posted on the Town's website within five (5) business days (where possible) after the Committee meeting. The Committee shall render its decision on the matter in the presence of the public, applicants/authorized agents, staff, and other interested parties.

Confidentiality

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

F. Remote Meeting Participation

Committee members, staff, and members of the public are permitted to participate in meetings remotely via electronic means (e.g. video or audio teleconference). Committee Members participating remotely shall have all the same rights and responsibilities as if they were in physical attendance. A Committee 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 Committee member 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.

G. Recording and Broadcasting Meetings

Meetings of the Committee 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.

Schedule "A"

Rules of Procedure

1. Quorum

A quorum of Committee shall be three (3) members.

If a quorum is not present within fifteen (15) minutes after the time appointed for a meeting, the Secretary-Treasurer shall record the names of the members present and the meeting shall stand adjourned until the date of the next scheduled regular meeting.

Members of the Committee are encouraged to notify the Secretary-Treasurer when the member is aware that he/she will be absent from any meeting of the Committee of Adjustment.

2. Meetings Open to the Public

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

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

Applicants, authorized agents, or members of the public, or other interested parties shall not:

- a) speak disrespectfully of any person;
- b) use offensive words;
- c) speak on any subject other than the subject for which they have received approval to address Committee;
- d) disobey the decision of the Chair or Committee; and
- e) enter into cross debate with other persons present, Town staff, members, or the Chair.

Persons desiring to make an application to the Committee of Adjustment shall submit a complete application to the Secretary-Treasurer of the Committee of Adjustment, by the prescribed deadline for the next scheduled Committee of Adjustment meeting.

Notwithstanding Section 3.2, a person wishing to present information is not required to give written notice nor be listed on the agenda with respect to a matter before the Committee of Adjustment for which the public has been invited.

Individuals shall be permitted to speak on a matter only once and be limited to speak for no more than five (5) minutes. A five (5) minute extension to speak may be decided, without debate, by a majority of Committee members present. Where there

Town of Ajax Committee of Adjustment Terms of Reference

are numerous individuals taking the same position on a matter, they are encouraged not to repeat information presented by an earlier delegation.

The Chair can limit the number of individuals speaking if he/she believes that the information being provided has already been presented to the Committee of Adjustment.

Members of the Committee of Adjustment shall be permitted to ask questions of applicants or authorized agents but shall not make statements to nor enter into debate with such persons.

4. Order of Business

4.1 Agenda

The Secretary-Treasurer shall prepare and cause to be circulated for the use of the Members at the regular scheduled meetings of the Committee of Adjustment, an agenda listing the order of business, as follows:

- a) Call to Order & Acknowledgement of Traditional Treaty Lands
- b) Conflict of Interest
- c) Adoption of Minutes from the previous Committee of Adjustment Meeting
- d) Outline of the General Mandate of the Committee of Adjustment
- e) Public Meeting/Hearing of Submitted Applications
- f) Other Business/New Business
- g) Adjournment

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

The agenda will be provided to each Committee member no later than the Friday prior to the regular scheduled Committee of Adjustment meeting.

4.2 Call to Order & Acknowledgement of Traditional Treaty Lands

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

If the Chair does not attend a meeting of the Committee of Adjustment within ten (10) minutes after the time appointed, the Secretary-Treasurer shall call the members to order, and the Vice-Chair shall preside until the arrival of the Chair.

If the Vice-Chair is not present at the time when the Secretary-Treasurer calls the members to order, the members present shall appoint a presiding member

Town of Ajax Committee of Adjustment Terms of Reference

who shall preside over the meeting.

The Chair shall advise all persons present that any and all electronic devices shall be turned off for the duration of the meeting.

4.3 Conflict of Interest

Members shall adhere to the [Town of Ajax Code of Conduct for Local Boards](#). It is the responsibility of members to identify and disclose any conflict of interest as defined under the *Municipal Conflict of Interest Act*.

Members shall disclose any conflicts at the opening of a meeting, prior to any discussion on the matter, and shall not take part in discussion or vote on such matter. Members shall not in any way attempt to influence the voting on a matter before, during, or after the meeting. Where a member is absent from a meeting which included a matter on which they have a conflict of interest, the member shall disclose the conflict at the next meeting they attend. All disclosed conflicts of interest shall be recorded in the meeting minutes and in the Town's Conflict of Interest Declaration Registry.

4.4 Minutes

The Secretary-Treasurer shall cause minutes to be taken of each meeting of the Committee of Adjustment, which shall include:

- a) the place, date, and time of the meeting;
- b) the attendance of the members; should a member enter after the commencement of a meeting or leave prior to adjournment, the time shall be noted; and
- c) all other proceedings of the Committee of Adjustment without note or comment.

Minutes of the last regular meeting of the Committee of Adjustment shall be included in the agenda and may be adopted by the Committee of Adjustment without having been read at the meeting at which the question of their adoption is considered.

4.5 General Mandate

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

4.6 Public Meeting/Submitted Applications

The Chair will co-ordinate the meeting as it is outlined on the meeting agenda. The format is outlined in [Section 8](#) of this document. The Chair has the ability to deviate from the format as he/she deems necessary but shall always strive to

Town of Ajax Committee of Adjustment Terms of Reference

have it maintained as written.

4.7 Other / New Business

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

5. Rules of Debate and Conduct

5.1 Conduct of Members of Committee

No member shall:

- a) speak disrespectfully of the Reigning Sovereign, of any Member of the Royal Family, of the Governor-General of Canada, of the Lieutenant-Governor of any Province, of any Member of Senate, or of any elected assembly;
- b) use offensive words or against the Committee, Council, or any member, or any officer or employee of the Town of Ajax;
- c) speak on any subject other than the subject in debate;
- d) disobey the Rules of Procedure or a decision of the Committee of Adjustment Chair on questions of order or procedure or upon the interpretation of the Rules of Procedure; and in case a member persists in any such disobedience after having been called to order, the Chair shall forthwith order him or her to leave the meeting, but if the member apologizes he or she may, by majority vote of the members of Committee, be permitted to retake his or her seat; and
- e) speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, ethnic origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status, or disability.

5.2 Rules of Debate

The Chair shall preserve order and decorum and decide questions of order subject to an application to the Committee of Adjustment by any member.

When two (2) or more members desire to speak, the Chair shall designate the member who has the floor.

No member shall be deemed to have precedence or seniority over any other member.

Before speaking to a question or motion, a member shall be acknowledged by the Chair and shall address the Chair.

Town of Ajax Committee of Adjustment Terms of Reference

When a member is speaking, no other member shall pass between that member and the Chair or interrupt that member except to raise a point of order.

A member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a member who is speaking.

No member, without leave of the Committee, shall speak to the same question, or reply, for longer than five (5) minutes.

A member may ask a question for the purpose of obtaining information relating to the matter under discussion and such question shall be stated concisely and asked only through the Chair.

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

6. Points of Order

When a member desires to call attention to a violation of the Rules of Procedure, the member shall ask leave of the Chair to raise a point of order, and after leave is granted, shall state the point of order to the Chair succinctly and the Chair shall then decide upon the point of order and advise the members of his/her decision.

Unless a member immediately appeals the Chair's decision to the Committee, the decision of the Chair shall be final.

If a member appeals to the Committee on a point of order, the Committee shall hear the reason for the appeal from the appellant and the reason for the decision from the Chair, and shall decide the question without debate. The decision of the Committee under this section shall be final.

7. Motions

A motion presented to the Committee of Adjustment need not be in writing but will require a seconder.

When a motion is presented and has been seconded, it shall be stated by the Chair/member before debate.

After a motion is stated by the Chair/member it shall be deemed to be in possession of the Committee of Adjustment, but with permission of the mover, may be withdrawn at any time before decision or amendment.

A motion in respect of a matter which is beyond the jurisdiction of the Committee of Adjustment shall not be in order.

Town of Ajax Committee of Adjustment Terms of Reference

A motion properly before the Committee of Adjustment for decision must receive disposition before any other motion can be received.

8. Voting

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

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

A member not in their seat when the question is called by the Chair is not entitled to vote on that question.

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

The Chair shall announce the result of every vote.

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

8.1 Recorded Vote

When a recorded vote is requested by a member, or is otherwise required, the Secretary-Treasurer shall record the name and vote of every member, on the question commencing with the member who made the request and then all other members, alphabetically, until all members have voted. The Chair shall vote last.

8.2 Tied Vote

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

9. Hearing of Submitted Applications

The Chair will welcome all individuals present and call the first application on the meeting agenda.

The Chair will explain the mandate of the Committee of Adjustment and the format of the meeting.

The Chair will outline the submitted applications and reiterate the requests before the Committee of Adjustment.

The applicant/authorized agent will present their application to the Committee of

Town of Ajax Committee of Adjustment Terms of Reference

Adjustment. The Committee of Adjustment will ask the applicant/authorized agent questions. The Committee of Adjustment will then ask if there are any other interested parties that wish to speak to the submitted application. The Committee of Adjustment can then ask questions of any interested party. Lastly, the Chair of the Committee of Adjustment will ask for a motion from the Committee on the submitted application and a motion will be brought forward, seconded, and then voted on. At any time, the Committee can ask questions of staff or of any witnesses who have already spoken to get clarification on an issue.

Once a decision is made by the Committee of Adjustment, the Chair will explain the appeal process pursuant to the *Planning Act*.

The Chair will orally notify the applicant/authorized agent of the Committee's decision with regard to the application. The Chair will also notify the applicant/authorized agent that the Committee's decision will be provided to them in writing.

The above process will continue until the Committee has heard all applications listed on the agenda for that meeting.

Last Updated: September 2026

The Corporation of The Town of Ajax By-Law XX-2026

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

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

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

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

Therefore, it is enacted as a By-law of The Corporation of The Town of Ajax as follows:

1. That the Town of Ajax “Property Standards Appeal Committee/Animal Services Appeal Committee” be established for the 2022 to 2026 term of Council.
2. The attached “terms of reference and rules of procedure” shall guide the roles, expectations, conduct, structure and administration of the Town of Ajax’s Property Standards Appeal Committee/Animal Services Appeal Committee.
3. Where the Building Code Act, 1992, S.O. 1992, CHAPTER 23 or the Municipal Act 2001, S.O. 2001, CHAPTER 25 or the Statutory Powers and Procedures Act R.S.O. 1990, c. S.22 is silent, relevant by-laws, resolutions and practices of the Town of Ajax shall govern the roles, expectations, conduct, structure and administration of the Property Standards Appeal Committee/Animal Services Appeal Committee.
4. That By-law 76-2022 is hereby repealed.

By-law passed this September 21, 2026.

Mayor and CEO

Clerk

Town of Ajax Property Standards Appeal/Animal Services Appeal Committee Terms of Reference

A. Mandate

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

The Committee Shall:

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

B. Reporting & Functional Relationships

The Manager of By-law Services, or designate, will act as the staff resource person for the Committee, as well as provide organizational and procedural support

All Committee Agendas, Minutes, and Videos (if available) will be uploaded to the Town’s website.

C. Committee Membership

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

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

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

Remuneration (\$80.00 for all members of the Committee for each meeting attended) shall be provided to the members in December of each year of the Committee.

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

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

There is no provision that precludes the Committee from electing the same individual as the Chair/Vice-Chair for consecutive years.

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

Town of Ajax Property Standards Appeal/Animal Services Appeal Committee Terms of Reference

D. Meeting Structure

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

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

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

Failure to Attend by Appellant

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

Public Access

All appeal hearings shall be fully accessible to the general public, either in person, electronically or both. The appeal agenda shall be posted to the Town's website the day the Committee members receive their agendas. The meeting minutes shall be posted on the Town's website as soon as practical after the appeal meeting. The Committee shall render its decision on the matter in the presence of the public, the appellant, staff and other interested parties.

Confidentiality

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

E. Remote Meeting Participation

Committee Members, staff, and members of the public are permitted to participate in meetings remotely via electronic means (e.g. video or audio teleconference). Committee Members participating remotely shall have all the same rights and responsibilities as if they were in physical attendance. A Committee 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

Town of Ajax Property Standards Appeal/Animal Services Appeal Committee Terms of Reference

that is closed to the public.

Where a Committee Member 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.

F. Recording and Broadcasting Meetings

Meetings of the Committee 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.

Town of Ajax Property Standards Appeal/Animal Services Appeal Committee Terms of Reference

Schedule “A” Rules of Procedure

1. Quorum

- 1.1 A quorum of Committee shall be 3 Members.
- 1.2 If a quorum is not present within 10 minutes after the time appointed for a meeting, the Secretary shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular meeting.
- 1.3 Members of Committee are encouraged to notify the Secretary when the Member is aware that they will be absent from any meeting of Committee.

2. Meetings Open to the Public

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

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

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

4. Order of Business

Agenda

- 4.1 The Secretary shall prepare and cause to be circulated for the use of the Members at the regular meetings of Committee, an agenda listing the

Town of Ajax Property Standards Appeal/Animal Services Appeal Committee Terms of Reference

Order of Business, as follows:

- a) Call to Order & Acknowledgement of Traditional Treaty Lands
 - b) Conflict of Interest
 - c) Minutes
 - d) Public Meeting / Appeals
 - e) Verbal Update
 - f) Other / New Business
 - g) Adjournment
- 4.2 All business shall be taken up in the order in which it appears on the agenda unless otherwise decided by general consent of the Members present.
- 4.3 The agenda will be sent electronically to each Member no later than the Friday preceding the regular Committee meeting.

Call to Order & Acknowledgement of Traditional Treaty Lands

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

Conflict of Interest

- 4.8 Members shall adhere to the Town of Ajax Code of Conduct for Local Boards. It is the responsibility of Members to identify and disclose any conflict of interest as defined under the *Municipal Conflict of Interest Act*.
- 4.9 Members shall disclose any conflicts at the opening of a meeting, prior to any discussion on the matter, and shall not take part in discussion or vote on such matter. Members shall not in any way attempt to influence the voting on a matter before, during or after the meeting. Where a member is absent from a Meeting which included a matter on which they have a conflict of interest, the member shall disclose the conflict at the next meeting they attend. All disclosed conflicts of interest shall be recorded in the meeting minutes and in the Town's Conflict of Interest Declaration Registry.

Minutes

- 4.10 The Secretary shall cause minutes to be taken of each meeting of Committee, which shall include:
- a) the place, date and time of the meeting;
 - b) the attendance of the Members; should a member enter after the commencement of a meeting or leave prior to adjournment, the time shall be noted;
 - c) all other proceedings of Committee without note or comment.

Town of Ajax Property Standards Appeal/Animal Services Appeal Committee Terms of Reference

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

Public Meeting / Appeals

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

Verbal Update

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

Other / New Business

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

5. Rules of Debate and Conduct

Conduct of Members of Committee

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

Rules of Debate

- 5.2 The Chair shall preserve order and decorum and decide questions of order subject to an appeal to the Committee by any Member.
- 5.3 When two or more Members desire to speak, the Chair shall designate the Member who has the floor.

Town of Ajax Property Standards Appeal/Animal Services Appeal Committee Terms of Reference

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

Points of Order

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

6. Motions

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

7. Voting

- 7.1 Every Member present at a meeting when a question is put shall vote thereon unless disqualified to vote on the question. All votes shall be by show of hands except where a recorded vote is requested by any Member.
- 7.2 If a Member does not vote when a question is put, they shall be deemed to have voted in the negative, except where the Member is disqualified from voting.

Town of Ajax Property Standards Appeal/Animal Services Appeal Committee Terms of Reference

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

Recorded Vote

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

Tied Vote

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

8. Appeal Format

- 8.1 The Chair will welcome all individuals present and call the first Appeal on the meeting Agenda.
- 8.2 The Chair will explain the Role of the Committee and the format of the Appeal section of the meeting.
- 8.3 The Chair will explain the appeal process should an individual or the Town staff not agree with a decision of the Committee for both Property Standards Orders, pursuant to the Building Code Act, and Orders to Restrain, pursuant to the Town's Dog and Cat By-law.
 - a) Property Standards - the municipality in which the property is situated or any owner or occupant or person affected by a decision may appeal to the Superior Court of Justice by notifying the clerk of the municipality in writing and by applying to the court within 14 days of the Committee's decision being sent.
 - b) Animal Services Appeals – the municipality in which the dog resides in or any owner of a dog may appeal to the General Government Committee of the Town, by notifying the clerk of the municipality in writing and by paying the appropriate fees as outlined in the Town's Fees & Charges By-law within 14 days of the Committee's decision being sent.
- 8.4 Town staff will present their testimony to the Committee. The Committee will then ask the Officer questions. At the conclusion of Committee questions, the appellant will then have the option to ask questions of the Officer. This is only an opportunity for questions from the Appellant and not for providing statements to the Committee. This process will continue for each witness that will give testimony on behalf of the Town.
- 8.5 The Appellant will present their testimony to the Committee. The Committee will then ask the Appellant questions. At the conclusion of Committee questions, Town staff will then have the option to ask questions of the Appellant. This process will continue for each witness that will give testimony on behalf of the Appellant.

Town of Ajax Property Standards Appeal/Animal Services Appeal Committee Terms of Reference

- 8.6 The Chair will ask each side to summarize their respective positions, starting with Town staff.
- 8.7 The Committee will deliberate. Town staff and the Appellant will remain present in the event that any additional questions are raised by any Member that requires clarification.
- 8.8 At any time the Committee can ask questions of staff or of any witnesses who have already spoken to get clarification on an issue.
- 8.9 The Chair will orally notify the Appellant of the Committee's decision with regard to the Appeal. The Chair will also notify the Appellant that the Committee's decision will be provided to them in writing.
- 8.10 The above process will continue until the Committee has heard all the Appeals listed on the Agenda for that meeting.

Last Updated: September 2026

**ATT-8 Municipal Scan of Remuneration for Quasi-Judicial Boards
for 2022-2026 term (Durham and York Region)**

Municipality	Property Standards	Committee of Adjustment
Ajax	\$75.00	\$75.00
Brock	~	\$60.00
Clarington	\$55.15	\$100.00
Oshawa	\$75.00	\$125.00
Pickering	\$50.00 per attended hearing or appeal	\$150.00 (chair); \$140.00 (member)
Scugog	\$65.00	~
Uxbridge	~	\$25.00/application (Member) Additional \$50.00/mtg for the Chair
Whitby	\$100	\$150.00 (Chair) \$125.00 (Members)
Aurora	\$80.00	\$125.00 (Chair) \$100 (Members)
East Gwillimbury	\$80.00	\$80.00
Georgina	\$40.00	\$81.00
King	~	\$80.00
Markham	~	\$3000 retainer \$100.00 (Members)
Richmond Hill	~	\$175.00(Chair) \$150.00 (Members)
Vaughan	~	\$234.00 (Chair) \$200.00 (Members)
Whitchurch -Stouffville	\$80.00	\$80.00
Average:	\$69.46	\$140.00