



# General Government Committee

## Revised Agenda

**Date:** April 7, 2025  
**Time:** 9:30 a.m.  
**Location:** Council Chambers or Electronic Participation  
Municipal Administrative Centre  
40 Temperance Street, 2nd Floor  
Bowmanville, Ontario

**Inquiries and Accommodations:** For inquiries about this agenda, or to make arrangements for accessibility accommodations for persons attending, please contact: Lindsey Turcotte, Committee Coordinator, at 905-623-3379, ext. 2106 or by email at [LTurcotte@clarington.net](mailto:LTurcotte@clarington.net).

**Alternate Format:** If this information is required in an alternate format, please contact the Accessibility Coordinator, at 905-623-3379 ext. 2131.

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**Noon Recess:** Please be advised that, as per the Municipality of Clarington's Procedural By-law, this meeting will recess at 12:00 noon, for a one hour lunch break, unless otherwise determined by the Committee.

**Cell Phones:** Please ensure all cell phones, mobile and other electronic devices are turned off or placed on non-audible mode during the meeting.

**Copies of Reports** are available at [www.clarington.net/archive](http://www.clarington.net/archive)

The Revised Agenda will be published on Friday after 3:30 p.m. Late items added or a change to an item will appear with a \* beside them.

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1. Call to Order	
2. Land Acknowledgement Statement	
3. Declaration of Interest	
4. Announcements	
5. Presentations/Delegations	
5.1 Winter Warming and Homelessness	
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<a href="#"><u>Link to Blue-Ribbon Panel on Post Secondary Education Financial Sustainability</u></a>	
*5.5 Delegation by Hawa Mire, Regarding Report CAO-009-25 - IDEA and Accessibility Program Update	17

## 6. Consent Agenda

- |     |   |    |
|-----|---|----|
| 6.1 | Correspondence from the Town of Ajax, Regarding Impacts of the International Student Program Changes to Local Post Secondary Programs (Mayor Foster)<br><br>(Motion to Endorse)<br><br><u><a href="#">Link to Item 2.1 of the February 21, 2025 ECCIP</a></u> | 19 |
| 6.2 | Memo-002-25 - Civic Recognition and Dedication Policy   | 21 |
| 6.3 | LGS-012-25 - Vehicle for Hire By-Law Amendment  | 25 |
| 6.4 | LGS-014-25 - Garbage Receptacles in the Municipality of Clarington  | 36 |
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| 6.9 | CAO-007-25 - Veterans' Crosswalk  | 68 |

## 7. Items for Separate Discussion

- |        |  |     |
|--------|--|-----|
| 7.1    | LGS-006-25 - Procedural By-law<br><br>(Section 5.3 and 5.4 of the Report, and Section 3.2 o) of Attachment 1 has been updated) | 72  |
| 7.1.1  | National Anthem at Council Meetings<br><br>(Mayor Foster intends to introduce the attached motion)                             | 146 |
| *7.1.2 | Members Participating Electronically<br><br>(Councillor Zwart intends to introduce the attached motion)                        | 147 |
| 7.2    | LGS-011-25 - Appointment to the Clarington Heritage Committee  | 148 |
| 7.3    | CAO-009-25 - IDEA and Accessibility Program Update   | 151 |

**8. Unfinished Business**

**9. New Business**

9.1 Council Attendance and Training (Mayor Foster)

155

**10. Confidential Items**

**11. Adjournment**

**From:** [no-reply@clarington.net](mailto:no-reply@clarington.net)  
**To:** [ClerksExternalEmail](#)  
**Subject:** New Delegation Request from Foroutani  
**Date:** Monday, March 24, 2025 9:55:49 AM

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**EXTERNAL**

A new delegation request has been submitted online. Below are the responses provided:

- **Subject**  
Winter Warming Update
- **Action requested of Council**  
n/a
- **Date of meeting**  
4/7/2025
- **Summarize your delegation**  
Overview and partnerships developed over the winter warming season
- **Have you been in contact with staff or a member of Council regarding your matter of interest?**  
Yes
- **Name of the staff member or Councillor.**  
Melissa Westover
- **Will you be attending this meeting in person or online?**  
In person
- **First name:**  
Sahar
- **Single/Last name**  
Foroutani
- **How to pronounce your name:**  
Sahar Foroutani
- **Firm/Organization (if applicable)**

Government

- **Job title (if applicable)**  
Manger - Homeless System Management
- **Address**  
[REDACTED]
- **Town/Hamlet**  
Oshawa
- **Postal code**  
[REDACTED]
- **Email address:**  
[REDACTED]
- **Phone number**  
[REDACTED]
- **Do you plan to submit correspondence related to this matter?**  
Yes
- **Do you plan to submit an electronic presentation (i.e. PowerPoint)? If yes, the file must be submitted to the Municipal Clerk's Department by 2 p.m. on the Friday prior to the meeting date.**  
Yes
- **I acknowledge that the Procedural By-law Permits seven minutes for delegations and five minutes for Public Meeting participants.**  
Yes

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## Report Overview

Last year, Council directed staff to lease the former Tourism Office to the Region of Durham for the purpose of a Winter Warming Centre, in response to the growing issue of homelessness in our community. This report provides an update on the first year of use, and ongoing collaborations to support the unsheltered population in Clarington. Staff are recommending the continued use of the Tourism Office as a Winter Warming Centre.

### 1. Background

- 1.1 There are people in Clarington who are living without stable, permanent, appropriate housing.
- 1.2 The Regional Municipality of Durham is responsible for all social service delivery in all Durham municipalities, including Clarington, as mandated by the province.
- 1.3 In March 2024, Region of Durham Staff [presented an overview of the Regional homelessness system](#) to Council.

#### Winter Warming in Clarington

- 1.4 Warming Centres are not shelters; they operate on a temporary overnight basis during the winter months for those in need. Warming Centres provide a safe place for people to sleep when it is cold outside. Warmth and shelter are critical resources for health and safety, as people experiencing homelessness or those who are marginally housed are one of the most at-risk groups for cold-related illnesses.
- 1.5 For the winter season of 2023-2024, the Region of Durham operated a Winter Warming Centre in the basement of St. Paul's Church in downtown Bowmanville. This was the first time an overnight Winter Warming program was implemented in Clarington. While well-utilized, the location presented challenges from an accessibility perspective.
- 1.6 In October 2024, through [Report CAO-005-24](#), Council approved the lease of the former Tourism Office at 181 Liberty Street South, Bowmanville, to the Region of Durham for the purpose of an overnight Winter Warming Centre for the 2024-25 Winter season.
- 1.7 The Warming Centre, operated by Do Unto Others (DUO) accommodates up to 10 individuals. Regional staff indicated that the Warming Centre operated close to or at capacity for most of the winter season and that on some occasions, on very cold nights, unsheltered individuals were provided transportation to Oshawa warming centres due to capacity issues.



- 1.8 Regional staff have noted this location is ideal because it is decentralized while still being close to downtown Bowmanville, is fully accessible, and has a shower for users.
- 1.9 Due safety concerns with the lack of a sidewalk, the Region of Durham provided transportation (cab or Outreach Team vehicles) both to and from the Warming Centre. Although there were still some individuals that accessed the site by foot on an ad hoc basis; by and large, users of the Winter Warming Centre utilized this transportation. No issues were reported.

### **3. Local Initiatives**

- 3.1 Staff have continued to meet on an ongoing basis with the Region of Durham; Clarington Library, Museum and Archives; and ICONIC (Integrated Community Outreach Network In Clarington), to identify opportunities to proactively collaborate and respond to homelessness locally.
- 3.2 ICONIC is a grassroots, volunteer group of faith-based leaders, community organizations, the Region, CLMA, and the Municipality who meet on a monthly basis to identify opportunities to work together to create an integrated community of care for the unsheltered population in Bowmanville.
- 3.3 ICONIC came together in a coordinated fashion to offer drop-in programming to those in need every day of the week in Bowmanville. Thanks to this, when individuals left the Warming Centre each morning, there was always a destination with food, shelter, support, and a built-in sense of community to attend each day.
- 3.4 The Clarington Library, Museum and Archives, in particular the Bowmanville Library location, continued to expand social services initiatives to offer additional support to those in need. This included student social workers; drop-in outreach programs from John Howard Society of Durham Region (JHSD) caseworkers; Newcomer Settlement Services with Community Development Council Durham; access to Ontario Disability Support Program caseworkers; and the food pantry.
- 3.5 Clarington Library, Museum and Archives indicated that there was a decrease in major incidents within the Bowmanville Library from Winter 2024 to Winter 2025, thanks to these strengthened and expanded community partnerships; a policy and procedure review; enhanced training, resources, and decision-making tools for staff; and the procurement of a security guard by the Municipality of Clarington.
- 3.6 Durham Region's Street Outreach Team increased local presence throughout the winter. This team provides 24/7 homelessness support to those in need, on both a proactive and on-call basis.

- 3.7 The Municipality of Clarington developed a [website](#) with a comprehensive list of all supports and resources available locally, including food banks, drop-in programs, and all other support services. This is kept up to date on an ongoing basis based on information from community partners.
- 3.8 Regional Staff have indicated that, thanks to the coordinated community efforts in Clarington and relatively low number of unsheltered population accounted for locally, there is not an identified need for a centralized hub service at this time.

## **4. Next Steps**

- 4.1 Staff recommend that Council authorise the Deputy CAO/Solicitor to continue the lease of the former Tourism Office located at 181 Liberty Street South to The Regional Municipality of Durham, for the purposes of a Winter Warming Centre, from November to April for the 2025-26 winter season; with the lease to be reviewed at the end of the term. The Deputy CAO of Public Services has confirmed there is no municipal use for this space for the immediate future.
- 4.2 Staff will continue to meet with the Region of Durham and be a member of ICONIC to identify opportunities to support ongoing collaboration and information sharing as it relates to supporting those experiencing homelessness in our community.

## **5. Financial Considerations**

- 5.1 Staff will work with The Regional Municipality of Durham to continue the lease for use of the former Tourism Office at 181 Liberty Street South for the Winter 2025-26 season, for a nominal rent.

## **6. Strategic Plan**

C.2.5: Support the proactive management of community safety and well-being.

## **7. Climate Change**

Not Applicable.

## **8. Concurrence**

This report has been reviewed by the Deputy CAO of Legislative Services and the Deputy CAO of Public Services, who concur with the recommendations.

## 9. Conclusion

It is respectfully recommended that Council receive this report and approve the direction of the ongoing lease for the Winter Warming Centre.

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Staff Contact: Melissa Westover, Manager of Communications, [mwestover@clarington.net](mailto:mwestover@clarington.net)

Attachments:

Not Applicable

Interested Parties:

List of Interested Parties available from Department.

**From:** [no-reply@clarington.net](mailto:no-reply@clarington.net)  
**To:** [ClerksExternalEmail](#)  
**Subject:** New Delegation Request from Honeyford  
**Date:** Monday, March 10, 2025 1:05:46 PM

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**EXTERNAL**

A new delegation request has been submitted online. Below are the responses provided:

- **Subject**  
Durham Agricultural Advisory Committee (DAAC) - Community Outreach Presentation to Councillors
- **Action requested of Council**  
Receive presentation for information purposes only.
- **Date of meeting**  
4/7/2025
- **Summarize your delegation**  
The presentation will provide an introduction to DAAC, a summary of DAAC's work in 2024, a discussion of agricultural issues in the Region, and how Councillors can engage with DAAC.
- **Have you been in contact with staff or a member of Council regarding your matter of interest?**  
No
- **Will you be attending this meeting in person or online?**  
In person
- **First name:**  
Tom
- **Single/Last name**  
Barrie
- **How to pronounce your name:**
- **Firm/Organization (if applicable)**  
Region of Durham (on behalf of DAAC)

- **Job title (if applicable)**

- **Address**

[REDACTED]

- **Town/Hamlet**

Whitby

- **Postal code**

[REDACTED]

- **Email address:**

[REDACTED]

- **Phone number**

[REDACTED]

- **Do you plan to submit correspondence related to this matter?**

No

- **Do you plan to submit an electronic presentation (i.e. PowerPoint)? If yes, the file must be submitted to the Municipal Clerk's Department by 2 p.m. on the Friday prior to the meeting date.**

Yes

- **I acknowledge that the Procedural By-law Permits seven minutes for delegations and five minutes for Public Meeting participants.**

Yes

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**From:** [no-reply@clarington.net](mailto:no-reply@clarington.net)  
**To:** [ClerksExternalEmail](#)  
**Subject:** New Delegation Request from Popp  
**Date:** Friday, March 21, 2025 1:05:57 PM

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**EXTERNAL**

A new delegation request has been submitted online. Below are the responses provided:

- **Subject**  
Impacts to Durham College due to federal changes to the international student program and chronic provincial underfunding.
- **Action requested of Council**  
Pass resolution in support for Durham College and send to the Minister of Immigration, Refugees and Citizenship Canada (IRCC) - Rachel Bendayan and the Minister of Colleges, Universities, Research Excellence and Security (MCURES) - Nolan Quinn
- **Date of meeting**  
4/7/2025
- **Summarize your delegation**  
1. To call on the federal government to add the needed local labour market DC programs to the IRCC's list of post-graduate work permit eligible programs. 2. To call on the provincial government to enact the recommendation in the Blue Ribbon Panel report to provide long term, sustainable funding for the post-secondary sector.
- **Have you been in contact with staff or a member of Council regarding your matter of interest?**  
Yes
- **Name of the staff member or Councillor.**  
Mayor Adrian Foster
- **Will you be attending this meeting in person or online?**  
In person
- **First name:**  
Elaine
- **Single/Last name**

Popp

- **Firm/Organization (if applicable)**

Durham College

- **Job title (if applicable)**

President

- **Address**

[REDACTED]

- **Town/Hamlet**

Oshawa

- **Postal code**

[REDACTED]

- **Email address:**

[REDACTED]

- **Phone number**

[REDACTED]

- **Do you plan to submit correspondence related to this matter?**

Yes

- **Do you plan to submit an electronic presentation (i.e. PowerPoint)? If yes, the file must be submitted to the Municipal Clerk's Department by 2 p.m. on the Friday prior to the meeting date.**

No

- **I acknowledge that the Procedural By-law Permits seven minutes for delegations and five minutes for Public Meeting participants.**

Yes

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Of the programs/CIPs MCU requested IRCC to consider, **32 are offered by DC.**

Major Code	Program Name	Credential	CIP
OFHS	Office Administration - Health Services	Ontario College Diploma	51.0705
DAII	Dental Assisting (levels I And II)	Ontario College Certificate	51.0601
DENT	Dental Hygiene	Ontario College Advanced Diploma	51.0602
DOFA	Dental Office Administration	Ontario College Certificate	51.0705
CMGT	Culinary Management	Ontario College Diploma	12.0504
CSK	Culinary Skills	Ontario College Certificate	12.0503
EVPN	Event Planning	Ontario College Diploma	52.0907
HROM	Hospitality - Hotel and Resort Operations	Ontario College Diploma	52.0901
HSKL	Hospitality Skills	Ontario College Certificate	52.0901
TDMK	Tourism - Destination Marketing	Ontario College Diploma	52.0903
IDCR	Interior Decorating	Ontario College Diploma	19.0605
ARHY	Architectural Technology	Ontario College Advanced Diploma	04.0901
BMTY	Biomedical Engineering Technology	Ontario College Advanced Diploma	15.0401
CETC	Civil Engineering Technician	Ontario College Diploma	15.0201
CETY	Civil Engineering Technology	Ontario College Advanced Diploma	15.0201
CHEM	Chemical Engineering Technology	Ontario College Advanced Diploma	15.0615
CLBT	Chemical Laboratory Technician	Ontario College Diploma	41.0301
ELTC	Electronics Engineering Technician	Ontario College Diploma	15.0303
ELTY	Electronics Engineering Technology	Ontario College Advanced Diploma	15.0303
EMTY	Electromechanical Engineering Technology	Ontario College Advanced Diploma	15.0403
ENVT	Environmental Technology	Ontario College Advanced Diploma	15.0507
EVTN	Environmental Technician	Ontario College Diploma	15.0507
METC	Mechanical Engineering Technician	Ontario College Diploma	15.0805
METY	Mechanical Engineering Technology	Ontario College Advanced Diploma	15.0805
NDE	Mechanical Engineering Technician (non Destructive Evaluation)	Ontario College Diploma	15.0805
CYCA	Child and Youth Care	Ontario College Advanced Diploma	44.0702
FPTY	Fire Prevention and Technology	Ontario College Advanced Diploma	43.0201
CORC	Construction and Hoisting Techniques	Ontario College Certificate	49.0206
EDVT	Electric Drive Vehicle Technician	Ontario College Diploma	47.0614
EETN	Electrical Engineering Technician	Ontario College Diploma	15.0303
MPTN	Motive Power Technician - Service And Management	Ontario College Diploma	47.0604
PETN	Power Engineering Techniques - Fourth Class	Ontario College Certificate	15.1702



**From:** [no-reply@clarington.net](mailto:no-reply@clarington.net)  
**To:** [ClerksExternalEmail](#)  
**Subject:** New Delegation Request from Mire  
**Date:** Friday, April 4, 2025 12:30:41 PM

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**EXTERNAL**

A new delegation request has been submitted online. Below are the responses provided:

- **Subject**  
Response to item 7.3 CAO-009-25 IDEA and Accessibility Program Update
- **Action requested of Council**  
To request Council revisit the budget allocation re: resources to IDEA
- **Date of meeting**  
4/7/2025
- **Summarize your delegation**  
Community member concerned about resource allocation
- **Have you been in contact with staff or a member of Council regarding your matter of interest?**  
No
- **Will you be attending this meeting in person or online?**  
In person
- **First name:**  
Hawa
- **Single/Last name**  
Mire
- **How to pronounce your name:**  
Hawa Mire
- **Address**  
[REDACTED]
- **Town/Hamlet**

Bowmanville

- **Postal code**

██████

- **Email address:**

████████████████████

- **Phone number**

██████████

- **Do you plan to submit correspondence related to this matter?**

No

- **Do you plan to submit an electronic presentation (i.e. PowerPoint)? If yes, the file must be submitted to the Municipal Clerk's Department by 2 p.m. on the Friday prior to the meeting date.**

No

- **I acknowledge that the Procedural By-law Permits seven minutes for delegations and five minutes for Public Meeting participants.**

Yes

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MUNICIPALITY OF CLARINGTON  
GENERAL GOVERNMENT COMMITTEE MEETING

RESOLUTION #

DATE: April 7, 2025

MOVED BY Mayor Foster

SECONDED BY Councillor

That the following resolution from the Town of Ajax, regarding Impacts of the International Student Program Changes to Local Post Secondary Programs, be endorsed by the Municipality of Clarington:

Whereas the Town of Ajax recognizes the significant contributions of Durham College (DC) to our local economy and community through its diverse range of programs and skilled graduates;

And whereas the recent changes to the International Student Program (ISP) by Immigration, Refugees and Citizenship Canada (IRCC) have negatively impacted post-secondary institutions in Ontario, including Durham College, by reducing international student study permits and limiting eligibility for Post-Graduation Work Permits (PGWP) to programs in fields of study identified as having national labour market shortages, irrespective of local labour market needs;

And whereas the Blue Ribbon Panel report commissioned by the provincial government highlighted the need for long-term, sustainable funding for the post-secondary sector, noting that Ontario's colleges are funded at 44% of the national average, with tuition revenue first cut by 10% in 2019 and then frozen for the past six years;

And whereas the financial sustainability challenges faced by Ontario's post-secondary institutions have been exacerbated by significant wage and cost inflation, as well as the growing reliance on international enrolment;

And whereas DC has compiled a short list 34 programs not currently PGWP eligible to the IRCC list of fields of study (ATTACHMENT #1) which provide skilled graduates who are vital to growing our local economy, and in some cases, the College relies on international student enrolment in these programs to create financially viable cohorts for domestic students;

Now Therefore Be it Resolved That:

1. Ajax Council calls on the federal government to add the 34 programs listed in ATTACHMENT #1 and offered at DC to the IRCC list of fields of study; and

2. Ajax Council calls on the provincial government to enact the recommendation in the Blue Ribbon Panel report to provide long term, sustainable funding for the post-secondary sector; and
3. A copy of this resolution be sent to Immigration, Refugees and Citizenship Canada Minister Marc Miller, the Ontario Ministry of Colleges and Universities, Regional Municipality of Durham Chair John Henry, and all lower tier Durham Region municipal Councils.

If this information is required in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

**Report To:** General Government Committee

**From:** Lee-Ann Reck, Deputy CAO/Public Services

**Date:** April 7, 2025

**Memo #:** Memo-002-25

**File No.:**

**Re:** Civic Recognition and Dedication Policy

At the General Government Committee meeting of November 4, 2024, the Committee passed the following [Resolution #GG-172-24](#) approving the Civic Recognition and Dedication Policy:

That Report PUB-016-24, and any related delegations or communication items, be received.

That Council adopt the proposed draft Civic Recognition and Dedication Policy, attached as Attachment 1, to identify the programs in place by the Municipality to recognize or memorialize individuals and organizations for their outstanding achievements or contributions to the community.

That Council repeal the following policies:

- a. Flag Protocols Policy F105
- b. War Dead and War Veteran Names for Streets Policy PSD-DG010
- c. Recognition of Individuals in Memoriam Policy PSD-DG014

That Council provide Staff the authority to manage changes in funding categories to the Community Funding Program through a Management Directive, including the recommendations in this policy and future updates to align with corporate priorities.

That all interested parties listed in Report PUB-016-24, and any delegations be advised of Council's decision.

After the Committee passed Resolution # GG-172-24, Staff reviewed and updated policies to align with the new Clarington policy system. During this process, it was noted that the outdated F9, Proclamations Policy (Attachment 1) was inadvertently not listed for repeal. This policy is now covered under the new Civic Recognition and Dedication Policy, which consolidates several policies into one to providing staff with a clear understanding of the Civic Recognition and Dedication Program.

The Civic Recognition and Dedication Policy includes guidelines for Proclamations as part of Clarington's Civic Recognition Program. The Mayor can designate specific dates to raise awareness for significant events, arts, cultural celebrations, charitable fundraising, or public awareness campaigns within the community. Requests can be submitted in writing to the Mayor and will not be issued for:

- Matters of political controversy, religious beliefs, or individual convictions.
- Events or organization with no direct relationship to the Municipality of Clarington.
- Campaigns or events contrary to law, municipal policies or by-laws.
- Campaigns intended for profit-making purposes.

As a result of the oversight, staff are recommending Council repeal Policy F9, Proclamations Policy, in addition to the items repealed through PUB-016-24.

Attachments:

Attachment 1- F9, Proclamations Policy



# Corporate Policy

If this information is required in an alternate accessible format, please contact the Accessibility Coordinator at 905-623-3379, ext. 2131

<b>POLICY TYPE:</b>	<b>Operational</b>
<b>SUBSECTION:</b>	<b>Communication/Customer Service</b>
<b>POLICY TITLE:</b>	<b>Proclamations</b>
<b>POLICY #:</b>	<b>F9</b>
<b>POLICY APPROVED BY:</b>	<b>Council</b>
<b>EFFECTIVE DATE:</b>	<b>June 11, 2007</b>
<b>REVISED:</b>	<b>February 23, 2015</b>
<b>APPLICABLE TO:</b>	<b>All Employees</b>

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## 1. Purpose:

To ensure the appropriate criteria is in place when Council receives a request to issue a proclamation.

## 2. Policy:

- a) Requests for Proclamations shall be approved for:
  - Charitable fundraising campaigns
  - Public awareness campaigns
  - Arts and cultural celebrations
  - Special Honours
  
- b) Requests for Proclamations shall not be approved for:
  - Matters of political controversy, religious beliefs or individual conviction
  - Events or organizations with no direct relationship to the Municipality of Clarington
  - Campaigns or events contrary to law, Municipal policies or by-laws
  - Campaigns intended for profit-making purposes

## 3. Procedures:

Upon receipt of a request for a proclamation, the request shall be forwarded to the Mayor's Office for consideration. Council's administrative staff shall advise the requester of the decision and shall copy the response and a copy of the original



## Corporate Policy

If this information is required in an alternate accessible format, please contact the Accessibility Coordinator at 905-623-3379, ext. 2131  
correspondence to the Communications Officer and the Customer Service desk staff.

An organization does not have exclusive rights to the day, week or month of their proclamation.

This Policy does not apply to requests for tag days, which are handled administratively through the Clerk's Department.

#### **4. Appendices:**

None





## Report Overview

Municipalities across Durham Region have worked together to address the feedback from residents about a shortage of accessible taxis. Through this work, it is recommended that the municipality amend its Vehicle for Hire Bylaw to allow licensed accessible taxicabs to engage conveyances within any of the eight (8) Durham Region municipalities.

By removing barriers to accessible cross-municipal transportation, the Municipality is advancing its commitment to removing accessibility barriers and create a community where everyone is welcome.

### 1. Background

- 1.1 Municipalities across Durham Region have received feedback about a shortage of accessible taxis. This situation has made it difficult for some members of our community to travel to medical appointments, groceries/activities of daily life, to visit family/friends, and/or to participate in employment, volunteer and leisure opportunities.
- 1.2 Accessibility Coordinators' and Municipal Law Enforcement staff from across the Region have identified several reasons that have contributed to overall shortage of accessible taxis in Durham. The reasons are intertwined but the heart of the issue is municipal boundaries.
- 1.3 [Section 156 of the \*Municipal Act\*](#) permits municipally licensed taxis to operate where conveyance of a trip takes place wholly within the municipality or from any starting point within the municipality to any point outside of the municipality. However, this provision does not apply where:
  1. *The purpose of the conveyance is to transport persons with physical, emotional or mental disabilities from any point in the municipality to any point outside the municipality, and*
  2. *The conveyance is made pursuant to a **written contract** for the use of a taxicab which can legally operate in the municipality in which the conveyance begins or ends.*
- 1.4 The taxi industry operates without written contracts. Instead, charges for taxi services are determined by a metering device that calculates the fare based on the distance traveled and the waiting time, according to the tariffs set by local regulations.

## 2. Discussion

### Accessible On-Demand Taxi Service in Clarington

- 2.1 The Municipality's only taxi brokerage has two accessible vehicles that operate on a limited timetable.
- 2.2 Staff have heard feedback from Clarington residents who require an accessible taxi but are unable to receive that service from our local brokerage.
- 2.3 The current Vehicle for Hire By-law prohibits taxis, including accessible taxis licensed outside of Clarington from accepting a pickup within our Municipality. This is common practice in communities where taxis are regulated by municipal by-laws.

### The Need for Cross-Municipal Accessible Taxicab Service

- 2.4 Individuals with disabilities often require transportation that extends beyond municipal borders. Additionally, not all accessible transportation needs can be met by Durham Region Transit (DRT), DRT Specialized Service or Go Transit.
- 2.5 This change would allow for easier travel for residents who may need to access medical services, educational programs, or other essential services located outside of their home municipality.
- 2.6 Ensuring that accessible taxicabs can operate across all eight municipalities in Durham Region would provide a seamless transportation experience for individuals with disabilities, regardless of municipal boundaries. Examples of situations where accessible taxi service would be required could include:
  - A wheelchair user is invited to go to the movies/restaurant with friends on a whim. They want to go but it's across town, so they'll need an accessible taxi to get there.
  - Someone who uses a wheelchair was released from the hospital with limited notice of their discharge. They need an accessible taxi to get home.
  - A wheelchair user has a very important medical appointment across town and does not want to risk being late or missing their appointment, so they want to call for an accessible taxi.
- 2.7 Accessible taxi services provide on-demand independent travel options; where DRT on-demand and specialized services require pre-planned booking, up to seven days in advance.

- 2.8 The recommended amendment may also encourage taxi companies to ensure they have one or more licensed accessible vehicle on the road, as they will be able to serve potential fares from people with disabilities from a wider customer base across the region. The amendment provides an opportunity for growth in the accessible taxicab sector within the Region, which could improve service availability and benefit both operators and customers.

### Community Consultation

- 2.9 A cross-municipal Accessible Taxi Survey was launched in Fall 2024. The survey received 148 responses, and the results are summarized in [Attachment 2](#) to this report. Notable highlights include:
- 58% of respondents do or would use accessible taxi service, if available.
  - 79% of respondents indicated that they were not able to access or book an accessible vehicle when needed.
  - Most respondents indicated that accessible taxi service was primarily required to access health and medical appointments, employment/volunteer opportunities, or personal errands (e.g. groceries, prescription pick-up).
  - The top challenge identified with accessible taxis was that a physically accessible vehicle was not available at the time pick up was required/too few accessible taxis were on the road.
- 2.10 In addition to the survey, feedback was sought from municipal licensing staff, individuals with disabilities, and licensed taxicab operators.
- 2.11 Clarington's Accessibility Advisory Committee discussed the proposed By-law amendment at their January 28<sup>th</sup>, 2025 meeting and were supportive of the change.

## 3. Proposed By-Law Amendment

- 3.1 Clarington's current Vehicle for Hire By-Law does not permit accessible taxicabs to cross municipal boundaries to pick up a fare.
- 3.2 Lower-tier municipalities across Durham are seeking comparable By-law amendments to ensure consistency for taxi operators and users across the Region.
- 3.3 The proposed amendment in [Attachment 1](#) provides an exemption for the Brokers or Drivers of licenced accessible taxicabs from any lower-tier Municipality within the Regional Municipality of Durham from engaging in conveyances when the purpose of the conveyance is to transport persons with a disability as defined in the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11.

- 3.4 The passenger would be required to pay the tariff rate of the municipality in which the vehicle is licensed. The tariff rates across the Region are within (.25 of one another).

#### **4. Financial Considerations**

Not Applicable.

#### **5. Strategic Plan**

C.3: This amendment supports the Connect pillar by reducing barriers within our community.

#### **6. Climate Change**

Not Applicable.

#### **7. Concurrence**

Not Applicable.

#### **8. Conclusion**

It is respectfully recommended:

That the By-law attached to Report LGS-012-2025, as attachment 1, be approved to permit accessible taxicabs licensed within the Region of Durham to operate within the Municipality of Clarington; and

That all interested parties listed in Report LGS-012-2025 and any delegation be advised of Council's decision.

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Staff Contact: Kristina Bergeron, Manager, Municipal Law Enforcement,  
kbergeron2@clarington.net and Jeannette Whynot, Accessibility Coordinator,  
[jwhynot@clarington.net](mailto:jwhynot@clarington.net)

Attachments:

Attachment 1 – Draft Vehicle for Hire Amendment

Attachment 2 – Accessible Taxi Survey Results

Interested Parties:

The following interested parties will be notified of Council's decision:

Bowmanville Taxi

By-law YYYY-NNN  
Vehicle-for-Hire-By-law

If this information is required in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

The Corporation of the Municipality of Clarington

By-law YYYY-NN

Being a By-law to amend the Vehicle-for-Hire By-law 2019-069.

Whereas, arising out of Report LLL-NNN-YY, the Council of the Municipality of Clarington has deemed it desirable to amend the Vehicle-for-Hire By-law No. 2019-069

Now, therefore, the Council of the Municipality of Clarington enacts as follows:

1. That the following words/section be added as subsection 35.1 of By-law 2019-069:

**EXEMPTIONS**

- 35.1 No provision in this By-law shall restrict, limit, or prevent a Broker or Driver of a licenced accessible taxicab from any lower-tier Municipality within the Regional Municipality of Durham from engaging in conveyances when the purpose of the conveyance is to transport persons with a disability as defined in the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11.
2. That this by-law shall come into force and effect on the date of passing.

Passed in Open Council this XX day of MMMM, YYYY.

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Adrian Foster, Mayor

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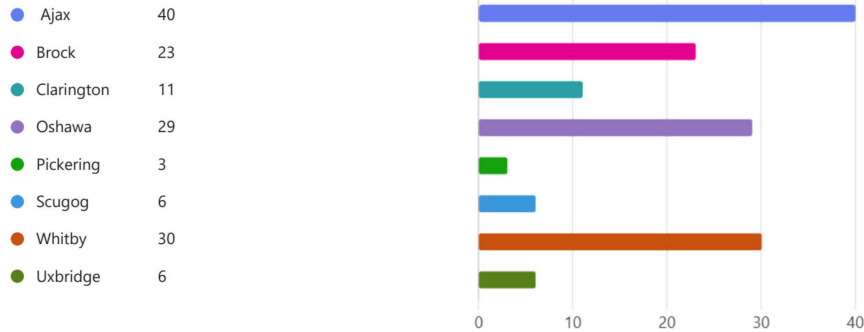
June Gallagher, Municipal Clerk

Written approval of this by-law was given by Mayoral Decision MDE-YYYY-XXX dated XXXX XX, YYYY.

Responses Overview Active

Responses <b>148</b> 	Average Time <b>03:31</b> 	Duration <b>202</b> Days 
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1. Please indicate which city, town or township you reside in.



2. Please indicate your postal code.

**148**  
Responses

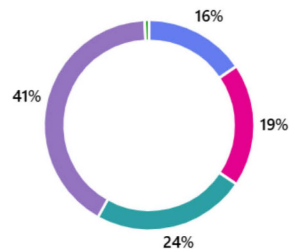
Latest Responses  
 "L1R 3R2"  
 "l1n 4n6"  
 "L1P 1A6"  
 ...

11 respondents (7%) answered L1N for this question.



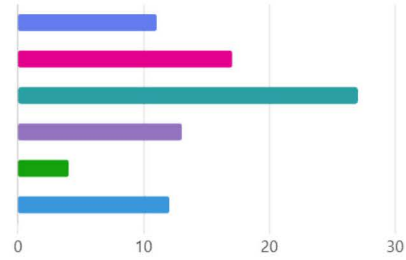
3. Do you currently use accessible taxis?

<span style="color: blue;">●</span> Yes, for myself	23
<span style="color: magenta;">●</span> Yes, as a caregiver	28
<span style="color: teal;">●</span> I would if it were available in my area	35
<span style="color: purple;">●</span> No, I do not use accessible taxis	61
<span style="color: green;">●</span> Other	1



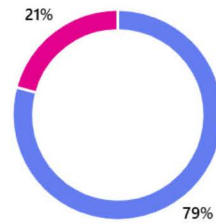
4. How often do you use accessible taxis?

Daily	11
Weekly	17
Monthly	27
Seasonally	13
Annually	4
Never	12



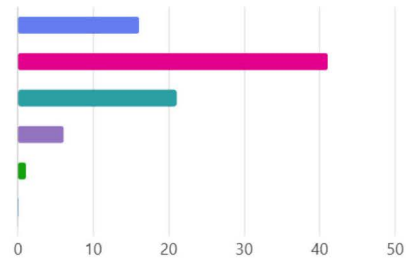
5. In the last 24 months have you needed an accessible taxi and were not able to book one?

Yes	65
No	17



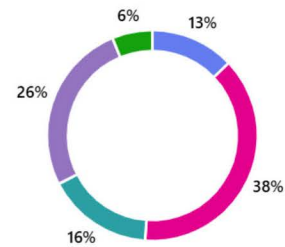
6. If an accessible taxi were available how often do you think you would use it?

Daily	16
Weekly	41
Monthly	21
Seasonal	6
Annually	1
Never	0



7. What is your primary destination when using accessible taxi services? Check all that apply.

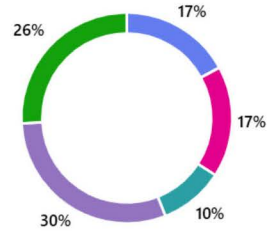
Employment/volunteering	23
Health/medical appointment	68
Leisure (casino, restaurant, movie theatre, community program)	29
Personal errands (groceries, banking, etc.)	47
Other	11





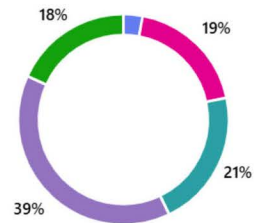
8. Which other types of transportation do you use? Select all that apply.

● Private transportation companies (e.g. Uber/Lyft)	43
● Durham Region Transit	43
● Durham Region Transit Specialized Service	25
● Personal Vehicle	76
● Vehicles belonging to friends or family	65



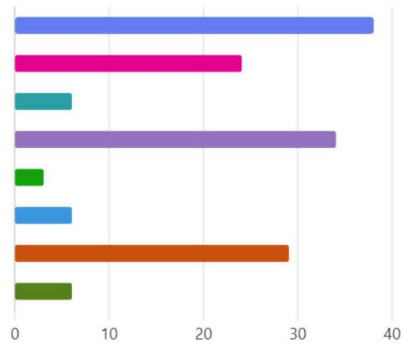
9. What challenges have you encountered when using accessible taxi services? Select all that apply.

● No challenges – Accessible Taxi Services in my municipality work well	6
● I had a need in the past but was not aware this service was available/did not know where to call for...	38
● Too costly	43
● Accessible taxi was not available for my pick-up time / too few accessible taxis available.	79
● Other	37



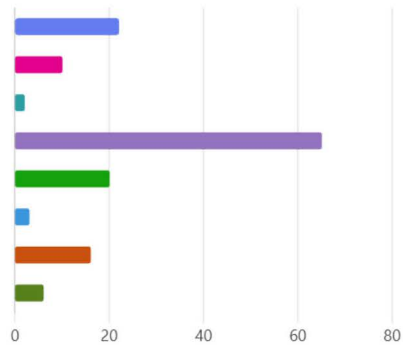
10. Which municipality are you likely to start your travel from?

● Ajax	38
● Brock	24
● Clarington	6
● Oshawa	34
● Pickering	3
● Scugog	6
● Whitby	29
● Uxbridge	6



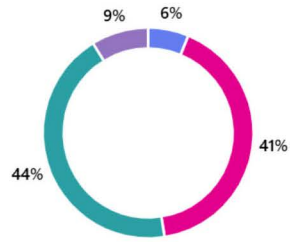
11. Which municipality are you likely to travel to?

● Ajax	22
● Brock	10
● Clarington	2
● Oshawa	65
● Pickering	20
● Scugog	3
● Whitby	16
● Uxbridge	6



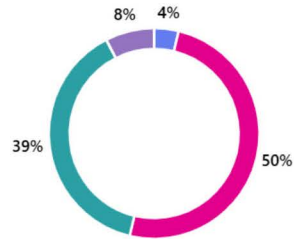
12. Condition of vehicle:

● Exceptional	5
● Good	33
● Fair	35
● Poor	7



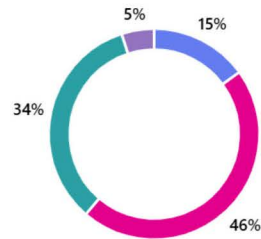
13. Cleanliness of vehicle:

● Exceptional	3
● Good	40
● Fair	31
● Poor	6



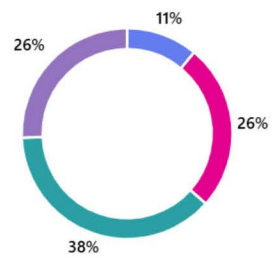
14. Driver professionalism:

● Exceptional	12
● Good	37
● Fair	27
● Poor	4



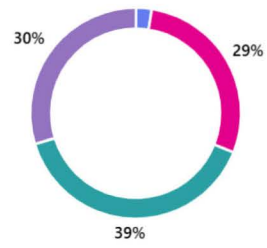
15. Timeliness of pickup

● Exceptional	9
● Good	21
● Fair	31
● Poor	21



16. Overall service with an accessible taxi in Durham Region

● Exceptional	2
● Good	24
● Fair	33
● Poor	25





## Report Overview

This report is to seek council approval to enter into a new agreement with Creative Outdoor Advertising, up to a maximum of 10 years, to continue to maintain the existing garbage receptacles throughout the Municipality, and to potentially add more units as determined by staff.

### 1. Background

- 1.1 Creative Outdoor Advertising (COA) was the successful bidder to RFP2014-1 which requested bids to supply, maintain and provide advertising on garbage and recycling units throughout the municipality.
- 1.2 Subsequently in 2014, the Municipality entered into a lease agreement with COA for the supply and installation of a minimum of 53 receptacles.
- 1.3 The 2014 agreement expired on June 30, 2024, and a new agreement is required.
- 1.4 At the October 7, 2024, General Government Committee, Resolution #GG-160-24 was passed which speaks to receptacles in the downtown core specifically:

Whereas there have been a growing number of complaints from residents and businesses concerning the amount of litter in the downtown core and the downtown core is a major driver of economic activity and current trash receptacles may be insufficient to address the growing challenge;

Therefore, be it resolved that staff be directed to study the feasibility and cost of adding receptacles – or replacing existing receptacles – to better address this challenge.

### 2. Discussion

- 2.1 The lease with COA is for the supply of garbage receptacles on local roads under the jurisdiction of Clarington. The vendor is responsible for installation, maintenance and repair of the receptacles, and the vendor earns income by selling advertising space on the outside surfaces of the receptacles.
- 2.2 The lease provides that the advertising placed by COA shall be in accordance with the regulations and standards set by the Canadian Advertising Council and the Corporation of the Municipality of Clarington. All advertising installed by COA will be of high moral standard, non-political and not contrary to public order and taste as determined by the Municipality.

- 2.3 The Municipality is paid by COA a variable per receptacle amount for each unit located on municipal property. As of February 2025, there are 82 receptacles servicing Clarington, yielding an annual profit of approximately \$1,800 to the Municipality. Of far greater value than this rental income, is that the vendor is responsible for removing and disposing of the garbage that is collected.
- 2.4 Under the terms of the lease, the garbage receptacles will be located within the boundaries of Clarington taking into account the following; a) the convenience and safety of pedestrians; b) the safety of vehicular traffic; and c) the potential exposure and visibility available for advertising on the units. In general, however, garbage receptacles will be placed near intersections, parking lots, bus stops, Community Centres, and Parks.
- 2.5 Given the previous direction by Council to increase the number of garbage collection points in downtown Bowmanville, Staff are proposing to add four locations at King St. and Silver St., King St. and Temperance St., King St. and Division St. and King St. east of Division St. at the bus stop.
- 2.6 The exact number and location of the new garbage receptacles will be finalized with the vendor and Staff will make provision for further expansion of the program during the term of the Lease Agreement if and when it is needed. COA has expressed willingness to expand the number of locations in a new lease.
- 2.7 Staff surveyed the marketplace to obtain best value. It was determined that there are no other companies that would likely bid in an open competition and that all comparison municipalities investigated used COA for this service. As a result, staff propose to negotiate a new lease directly with COA. Direct negotiation with the vendor for a lease of this type is authorized by Municipality's Procurement By-law 2024-052.

### **3. Financial Considerations**

- 3.1 The lease agreement with COA is income generating, there is no cost to the Municipality. The existing lease agreement results in annual revenue of approximately \$1,800 to the Municipality. With the addition of further locations in the next lease agreement, it is anticipated that this revenue will increase.

#### **4. Strategic Plan**

To be a leader in the delivery of efficient, effective and meaningful municipal services that maintain, protect and invest in municipal infrastructure and assets.

#### **5. Climate Change**

Not Applicable.

#### **6. Concurrence**

This report has been reviewed by the Deputy CAO/Public Services and Director of Public Works who concur with the recommendations.

#### **7. Conclusion**

It is respectfully recommended that Council approve the municipality continue their relationship with Creative Outdoor Advertising by entering into a new Lease Agreement for up to 10 years with the option to add more receptacles as determined by staff.

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Staff Contact: Cheryl Waters, Real Estate Manager, 905-623-3379 x2029 or cwaters@clarington.net.

Attachments:

Not Applicable

Interested Parties:

There are no interested parties to be notified of Council's decision.

## Staff Report

If this information is required in an alternate accessible format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

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<b>Report To:</b>	<b>General Government Committee</b>	
<b>Date of Meeting:</b>	April 7, 2025	<b>Report Number:</b> FSD-011-25
<b>Authored by:</b>	Michelle Pick, Accounting Services Manager, Deputy Treasurer	
<b>Submitted By:</b>	Trevor Pinn, Deputy CAO/Treasurer, Finance and Technology	
<b>Reviewed By:</b>	Mary-Anne Dempster, CAO	
<b>By-law Number:</b>		<b>Resolution Number:</b>
<b>File Number:</b>		
<b>Report Subject:</b>	2024 Annual Statement of Development Charges, Cash-in-Lieu - Parkland and Building Permit Reserve Funds	

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### Recommendation:

1. That Report FSD-011-25, and any related delegations or communication items, be received for information.



## Report Overview

This report is prepared to comply with the reporting requirements of the *Development Charges Act, 1997, Planning Act, 1990 and Building Code Act*.

### 1. Background

- 1.1 The Municipality is required through various acts and regulations to report annually to Council on the reserve funds established for Development Charges, Cash-in-Lieu of Parkland and Building Permits.
- 1.2 Prior to 2025, these reports were separate. As they are mainly informational, and to streamline processes starting with the 2024 annual reporting period they will be consolidated into one report.

### 2. Development Charges

#### General

- 2.1 In accordance with the *Development Charges Act, 1997*, section 43 the Treasurer is required to report to Council on financial information related to the development charges by-law and reserve funds.

#### 2024 Annual Report

- 2.2 Attachment 1 - Schedule A - attached shows the activity in the Development Charges Reserve Funds for the year ended December 31, 2024, including opening and closing balances.
- 2.3 Attachment 2 - Schedule B - attached shows capital projects which were funded for the year ended December 31, 2024, with development charges. The table shows the total expenses, development charge financing and non-development charge financing.
- 2.4 Attachment 3 - Schedule C - attached shows operating expenses which were funded for the year ended December 31, 2024, with development charges. The table shows the total expenses, development charge financing and non-development charge financing.
- 2.5 Attachment 4 - Schedule D - attached shows projects which have been previously approved by Council through resolution or prior years' budgets. The amount committed relates solely to the development charges portion.
- 2.6 This statement is compliant with subsection 59.1(1) of the *Development Charges Act, 1997*.

- 2.7 A total of 23 capital fund (2023 – 26) and 11 (2023 – 8) operating fund projects have been financed by development charges.
- 2.8 The Municipality collected \$3,720,274 in municipal development charges in 2024, this compares to \$7,052,175 in 2023.
- 2.9 On January 18, 2021, Council passed by-law [2021-010](#), approving the Municipality's Draft Development Charges Background Study, October 15, 2020 and the Addendum to the Development Charges Background Study, November 3, 2020 prepared by Watson & Associates Economists Ltd. The by-law came into force on January 19, 2021, and will expire five years after that date.

### 3. Cash-in-Lieu of Parkland

#### General

- 3.1 In accordance with Section 37 (Increased Density) and Section 42 (Cash-in-Lieu of Parkland) of the *Planning Act*, the Treasurer must provide a financial statement including opening and closing balances to Council relating to cash-in-lieu of parkland monies and increased density funding. This statement must be made available to the public.

#### Section 42 – Conveyance of Land for Park Purposes

- 3.2 Under Section 42 of the Planning Act, a municipality may require, as a condition of development, that land be conveyed to the municipality for park or other public recreational purposes. In certain circumstances, Council may require a payment in lieu of land dedication, to the value of the land otherwise required to be conveyed.
- 3.3 These funds must be held in a special account (Reserve Fund), allocated interest and spent only for the acquisition of land to be used for park or other recreational purposes, including the erection, improvement or repair of buildings and the acquisition of machinery, particular to park purposes.
- 3.4 Attachment 5 details the Statement of the Treasurer, in compliance with the *Act* and provides the expected future commitments for the reserve fund.

#### Section 37 – Increased Density

- 3.5 Clarington does not currently have a program set up for Section 37 Community Benefits; therefore, an annual statement is not required. The current Official Plan includes Community Benefits policies (Section 23.14 of the OP). Staff are developing a Community Benefits Charge Strategy and By-law in conjunction with the 2025 Development Charge Background Study update. The new Community Benefits Charge

Strategy will be brought forward for Council approval in June 2025, with an estimated implementation date of July 1, 2025.

## 4. Building Permits

### General

- 4.1 Under the *Building Code Act, 1992* and the passing of subsequent amendments and Ontario Regulation 350/06, municipalities are required to prepare an annual report that records the amount of building permit fees collected and the costs incurred during the process.
- 4.2 In accordance with the *Building Code Act, 1992* as amended, staff have prepared this report to Council with the required content on an informational basis and this report and the related attachment will be posted on the Municipality's website.

### 2024 Annual Report

- 4.3 A [Building Permit Fee Update Study](#) was completed in 2024, by Hemson Consulting Ltd. with an effective date of March 1, 2024. The reviews are to be completed every five (5) years to ensure that the building permit fees are in line with the cost of building inspections and that all appropriate direct and indirect costs are being allocated.
- 4.4 In 2024, building permits issued generated total building permit revenue of \$2,107,333 (2023 - \$2,149,337), with total direct and overhead costs of \$3,653,705 (2023 - \$3,485,770), creating a deficit of \$1,546,372 (2023 – deficit of \$1,336,433) after reducing the total revenue by the direct and indirect expenses as outlined on Attachment 6.
- 4.5 As the building permit funds are to be segregated from the general funds of the Municipality, the deficit of \$1,546,372 was transferred from the Building Division Reserve Fund leaving the surplus/deficit for December 31, 2024, as nil. As of December 31, 2024, the reserve fund was in a deficit position of \$1,030,257.

## 5. Financial Considerations

Not Applicable.

## 6. Strategic Plan

Not Applicable

## 7. Climate Change

Not Applicable.

## 8. Concurrence

Not Applicable.

## 9. Conclusion

It is respectfully recommended that the Annual Statement for the Development Charges Reserve Funds, Annual Statement for Cash-in-Lieu of Parkland and Annual Building Permit Fess report be received for information and made available to the public by posting on the Municipality's website.

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Staff Contact: Michelle Pick, Accounting Services Manager/Deputy Treasurer, 905-623-3379 x2605 or mpick@clarington.net.

Attachments:

Attachment 1 – Schedule A – Development Charges Reserve Funds Activity 2024

Attachment 2 – Schedule B - Development Charges Reserve Funds Capital Projects 2024

Attachment 3 – Schedule C - Development Charges Reserve Funds Operating Expenses 2024

Attachment 4 – Schedule D - Development Charges Reserve Funds Commitments 2024

Attachment 5 – Cash-In-Lieu of Parkland Reserve Fund 2024

Attachment 6 – Annual Building Permit Fees 2024

Interested Parties:

There are no interested parties to be notified of Council's decision.

Municipality of Clarington  
 Development Charges Reserve Funds Statement  
 For the 2024 Year

Attachment 1 - Report FSD-011-25  
 Schedule A

	Growth Studies	Library Services	Fire Protection Services	Parks & Recreation Services	Services Related to Highways	Total
Balance as of December 31, 2023	\$ (2,006,847)	\$ (2,058,539)	\$ (7,599,298)	\$ (7,604,437)	\$ (44,948,268)	\$ (64,217,389)
Plus:						
Development Charge Proceeds	(50,395)	(110,612)	(90,126)	(843,848)	(2,625,293)	(3,720,274)
Development Charge Incentives						-
Accrued Interest Apportionment	(168,530)	(150,103)	(634,620)	(537,989)	(4,132,455)	(5,623,697)
Transfer from Revenue Fund						-
Transfer from Capital Fund						-
Subtotal	(218,925)	(260,715)	(724,746)	(1,381,837)	(6,757,748)	(9,343,971)
Less:						
Amount Transferred to Capital Fund *		276,412	542,633	2,028,118	1,653,070	4,500,233
Amount Transferred to Operating Fund**	147,650	78,511		1,340,050	533,240	2,099,451
Amount Transferred between Reserve Funds	(34,841)		(88,443)	(1,132,413)	(1,216,768)	(2,472,465)
Subtotal	112,809	354,923	454,190	2,235,755	969,542	4,127,219
<b>Closing Balance as of December 31, 2024</b>	<b>(2,112,963)</b>	<b>(1,964,331)</b>	<b>(7,869,854)</b>	<b>(6,750,519)</b>	<b>(50,736,474)</b>	<b>(69,434,141)</b>
Committed Amounts from Prior Years ***	1,731,700	-	2,504,763	2,128,446	13,487,109	19,852,018
Available at December 31, 2024	(381,263)	(1,964,331)	(5,365,091)	(4,622,073)	(37,249,365)	(49,582,123)
Committed Amounts from 2025 Budget ****		81,244		4,056,100	799,422	4,936,766
<b>Balance Available for Future Needs</b>	<b>\$ (381,263)</b>	<b>\$ (1,883,087)</b>	<b>\$ (5,365,091)</b>	<b>\$ (565,973)</b>	<b>\$ (36,449,943)</b>	<b>\$ (44,645,357)</b>

\* See Schedule B

\*\* See Schedule C

\*\*\* See Schedule D

\*\*\*\* 2025 Budget (includes 2025 debenture payments)

Note: brackets = funds available, no brackets = shortfall

Total Development Charges collected on behalf of the Region in 2024

\$ 8,904,462

Less: amounts paid to the Region 2024

\$ 8,904,462

Total Development Charges due to the Region at December 31, 2024

-

Capital Fund Expenses	Total Expenses for 2024	D/C RF Financing	Non D/C Financing	Non-DC Funding Sources
<b><u>D/C - Library Services</u></b>				
Library Collections 2024	276,412	276,412		
	<b>\$ 276,412</b>	<b>\$ 276,412</b>	<b>\$ -</b>	
<b><u>D/C - Fire Protection Services</u></b>				
Station #1 Expansion	196,764	196,764		
Tankers 2025	1,383,476	345,869	1,037,607	Corporate Fleet Capital RF
	<b>\$ 1,580,240</b>	<b>\$ 542,633</b>	<b>\$ 1,037,607</b>	
<b><u>D/C - Parks &amp; Rec Services</u></b>				
North Bowmanville Dog Park	18,866	18,866		
Soper Creek Trail - Phase 3 & Outdoor Fitness Equipment	395,927	395,927		
Foster Creek Neighbourhood Park West	5,597	5,597		
Newtonville Estates Parkette	13,363	13,363		
Northglen East Park	1,051,127	1,051,127		
SCA Tennis Courts	543,238	543,238		
	<b>\$ 2,028,118</b>	<b>\$ 2,028,118</b>	<b>\$ -</b>	
<b><u>D/C - Service Related to Highways</u></b>				
New Operations Center	567,142	567,142		
Active Transportaion Masterplan	119,600	70,000	49,600	Infrastructure Canada Grant
RR17 Sidewalk (Mill St - CPR Eastside)	46,902	46,902		
Sidewalk - North Street (George St to Remi Court)	151	151		
Port Darlington Subdivision	148,038	148,038		
Green Rd Roundabouts (Boswell Dr/Clarington Blvd)	103,227	103,227		
Hancock Rd (Hwy2 to Nash Rd)	18,136	13,994	4,142	Municipal Capital Works
North Scugog Crt Surface Asphalt (Dan Sheehan In to W Scugog Lane)	73,594	65,665	7,929	Municipal Capital Works
Bowmanville Cemetery Expansion - Design	32,914	29,622	3,292	Municipal Capital Works
Storm Water Management Pond	186	186		
Streetscape Newcastle Improvements	516	136	380	Municipal Capital Works
New Equipment Purchase - Roads 2022	8,325	5,516	2,809	Municipal Capital Works
New Equipment Purchase - Roads 2024	37,649	37,649		
Baseline Road Reconstruction (Trulls Rd to Courtice Rd)	600,897	564,842	36,055	Municipal Capital Works
	<b>\$ 1,757,277</b>	<b>\$ 1,653,070</b>	<b>\$ 104,207</b>	
<b>Total Capital Expenses</b>	<b>\$ 3,337,517</b>	<b>\$ 4,500,233</b>	<b>\$ 1,141,814</b>	
<b>Summary of Financing:</b>				
		276,412		D/C - Library Services
		542,633		D/C - Fire Protection Services
		2,028,118		D/C - Parks and Recreation Services
		1,653,070		D/C - Service Related to Highways
			1,037,607	Corporate Fleet Capital RF
			49,600	Infrastructure Canada Grant
			54,607	Municipal Capital Works
<b>Total Financing</b>	<b>\$ 3,337,517</b>	<b>\$ 4,500,233</b>	<b>\$ 1,141,814</b>	

Operating Fund Expenses	Total Expenses for 2024	D/C R/F Financing	Non D/C Financing	Description
<b><u>D/C - Growth Studies</u></b>				
Planning Studies-Tooley Robinson Subwatershed Study	113,399	10,788	1,199 56,561 44,851	Secondary Plan Reserve Recoverable from Developer Tax Levy
Planning Studies-Bow East Town Ctre Sec Plan	24,918	2,428	270 3,145 19,075	Secondary Plan Reserve Recoverable from Developer Streamline Development Approvals Fund (SDAF)
Planning Studies - Bow West Urban Ctre Sec Plan	3,991	1,996	1,995	Secondary Plan Reserve
Planning Studies - Energy Park Sec Plan	84,527	70,177	14,350	Recoverable from Developer
Planning Studies - Courtice TOC Sec Plan	99,236	35,357	23,167 40,712	Secondary Plan Reserve Recoverable from Developer
Legislative Services - OP Appeal Legal Costs	26,904	26,904		
	<b>\$ 352,975</b>	<b>\$ 147,650</b>	<b>\$ 205,325</b>	
<b><u>D/C - Library Services</u></b>				
DC Library Services Budget commitments - Courtice Library Debenture	78,511	78,511		
	<b>\$ 78,511</b>	<b>\$ 78,511</b>		
<b><u>D/C - Parks and Recreation Services</u></b>				
DC Parks and Rec Services Budget commitment - 75% Recreation Study	174,544	130,908	43,636	25% Tax Levy
DC Parks and Rec Services Budget commitments - South Bowmanville Recreation Center	1,517,398	1,062,178	455,220	10% Tax Levy
DC Parks and Rec Services Budget commitments - BIS Debenture	163,293	146,964	16,329	10% Debt Retirement
	<b>\$ 1,855,235</b>	<b>\$ 1,340,050</b>	<b>\$ 515,185</b>	
<b><u>D/C - Service Related to Highways</u></b>				
DC Service Related to Highways Budget commitment - Green Road Debenture	533,240	533,240	-	
	<b>\$ 533,240</b>	<b>\$ 533,240</b>	<b>\$ -</b>	
<b>Total Operating Fund Expenses</b>	<b>\$ 2,819,961</b>	<b>\$ 2,099,451</b>	<b>\$ 720,510</b>	
<b>Summary of Financing:</b>		147,650 78,511 1,340,050 533,240	26,631 114,768 19,075 543,707 16,329	D/C - Growth Studies D/C Library Services D/C Parks and Recreation Services D/C Service Related to Highways Secondary Plan Reserve Recoverable from Developer Streamline Development Approvals Fund (SDAF) Tax Levy Debt Retirement
<b>Total Financing</b>	<b>\$ 2,819,961</b>	<b>\$ 2,099,451</b>	<b>\$ 720,510</b>	

**Committed Amounts From Prior Years' Budgets and Council Approvals**

Year	Project Description	Amount Committed
<b>D/C - Growth Studies</b>		
2012 Operating	Planning studies-Technology & Planning/Review project	27,686
2015 Operating	Planning studies-zoning bylaw review-90% DC [10% Prof fees Res tax levy]	108,641
2017 Council	Secondary Plan Agreement template [10% tax levy]	18,000
2017 Operating	Planning Studies-Bow West Secondary Plan	8,408
2019 Operating	DC Study	7,966
2019 Operating	OP Appeal Legal Costs	44,176
2019 Operating	Planning Studies	144,000
2020 Operating	DC GG Budget commitments - Plan Studies	1,233,000
2022 Operating	Courtice Waterfront Design Study	49,823
2023 Operating	DC GG Budget commitments - DC Study	90,000
<b>Total Commitments - Growth Studies:</b>		<b>\$ 1,731,700</b>
<b>D/C - Library Services</b>		
<b>Total Commitments - Library Services:</b>		<b>\$ -</b>
<b>D/C - Fire Protection Services</b>		
2023 Capital	2023 Rescue Truck	1,000,000
2023 Capital	2023 Fire HQ Expansion	1,504,763
<b>Total Commitments - Fire Protection:</b>		<b>\$ 2,504,763</b>
<b>D/C - Parks and Recreation Services</b>		
2020 Operating	Consulting Parks Design	13,500
2021 Capital	Newtonville Estates Parkette	236,638
2021 Capital	North Bowmanville Dog Park	194,247
FSD-047-21	Toyota Trail	118,794
2022 Capital	Brookhill Parkette	68,334
2023 Capital	Newtonville Estates Parkette	100,000
2023 Capital	Soper Creek Trail - Phase 3	90,030
2023 Capital	Farewell Creek Trail Phase 2B	100,000
2024 Council Approved	Bowmanville Zoo Lands Trails-Phase 1	1,112,500
2024 Capital	Foster Creek Neighbourhood Park West	94,403
<b>Total Commitments - Parks and Recreation Services:</b>		<b>\$ 2,128,446</b>
<b>D/C - Services Related to Highways</b>		
2014 Capital	Brookhill Blvd Oversizing	310,000
2015 Capital	Sidewalk-Rudell Rd (Sunset Blvd to Hart)	43,000
2016 Capital	Middle Rd reconstruction (Con Rd 3 to urban limit)	53,230
2018 Capital	Street lighting - RR57 (Hwy2 to 150m N of Stevens Rd)	15,792
2018 Capital	Darlington Blvd (South limit to Hwy2)	54,018
2018 Capital	Green Rd (Harvey Jones to Ross Wright)	70,890
2018 Capital	King St Cycling Facility	114,928



**Committed Amounts From Prior Years' Budgets and Council Approvals**

Year	Project Description	Amount Committed
2018 Capital	Sidewalk - RR 57 Multi-use Trail - Aspen Springs to Hwy2)	15,000
2018 Memo	Port Darlington subdivision Rd (Port Darlington to east)	1,406
2018 Operating	50% North Newc Drainage Study	11,500
2018 Operating	Eng - design	21,141
2019 Capital	Middle Rd reconstruction (Con Rd 3 to urban limit)	186,750
2019 Capital	Baseline Rd Reconstruction (Haines to Lambs Rd)	68,980
2019 Capital	Baseline Rd Reconstruction (Mearns to Haines)	63,240
2019 Capital	Baseline Rd Structure ( W of Green Rd )	22,120
2019 Capital	Hancock Rd Box Culvert (S of Nash rd)	55,450
2019 Capital	Lambs Rd Interchange @ Hwy 401 - Environmental Assessment	72,311
2019 Capital	Baseline Rd Reconstruction (Trulls Rd to Courtice Rd)	632,291
2019 Operating	Eng - design	72,500
2019 Operating	50 % North Newc Drainage Study	11,500
2020 Capital	Streetlighting - Hwy#2 to 150m N of Stevens Rd	228,000
2020 Capital	Rudell Rd Reconstruction	981,076
2020 Capital	Sidewalk - Hwy#2 ( E of Clarington Blvd to RR57) South Side	135,000
2020 Capital	Sidewalk - Bloor St (Townline Rd S to 415m Easterly) South Side	30,000
2020 Capital	Sidewalk - RR17 (Mill St to CPR) East Side	182,026
2020 Capital	Sidewalk - North Str (George St to Remi Court)	24,471
2020 Capital	Sidewalk - Trulls Rd (Avondale Rd to Hwy#2) East Side	30,000
2020 Capital	Sidewalk - RR57 Multi-use Trail - CPR Bridge to Stevens Rd	82,500
2020 Capital	SWM Pond - Technology Park	1,594,828
2020 Operating	Eng - design	75,000
2020 Capital	Bowmanville Cemetery expansion - design & construction	106,384
CL2016-17	Pavement Rehabilitation -Green Road cycling lanes [DC -project #25] - trsf UECF from Trulls Rd	12,003
PO#10021	CIMA-Clarington Ponds/Clarnew, Newc & WestSide, Bow [50% Prof fees tax levy]	5,068
PO#8394	Eng - design - CIMA/Longworth Ave W. EA [50% Prof Fees Res]	446
2021 Capital	Darlington Blvd (South limit to Hwy2)	1,183,488
2021 Capital	Green Rd (Harvey Jones to Longworth)	375,345
2021 Capital	Various Erosion Protection Works	10,042
Trsf from RR57 Multi Use Trail	King St Cycling Facility	37,500
2022 Capital	Green Rd Roundabout	52,055
2022 Capital	Hancock Rd ( Hwy#2 to Nash Rd)	47,458
2022 Capital	Nash Rd ( 50m E of Harryt Gay Dr to Hancock Rd)	63,288
2022 Capital	Bowmanville Ave MUP	454,496
2022 Capital	Bowmanville Ave Sidewalk	210,000
2022 Capital	Liberty St Sidewalk ( Longworth to Conc Rd 3)	330,000
2022 Capital	Prestonvale Sidewalk (230m N to Bloor St)	80,000
2022 Capital	Hancock Rd Sidwalk (Hwy#2 to 275 m S of Nash Rd) West Side	36,500

**Committed Amounts From Prior Years' Budgets and Council Approvals**

<b>Year</b>	<b>Project Description</b>	<b>Amount Committed</b>
2022 Capital	Streetscape - Newcastle	207,104
2022 Capital	Various Erosion Protection Works	133,340
2022 Capital	2022 Fleet New Roads	220,577
2022 Capital	2022 Fleet New Parks	16,003
Add'l Funding PSD-018-22	Bowmanville Cemetery expansion - design & construction	22,657
2023 Capital	2023 - Fleet New - Roads	905,506
2023 Capital	2023 - New Operations Centre	156,400
2023 Capital	2023 - Streetlighting - Haines St to Bennet Rd	20,000
2023 Capital	2023 - Streetlighting - Hwy 35 to Fire Hall	20,000
2023 Capital	2023 - Longworth Ave. Extension EA (Green Rd to Holt Rd)	200,000
2023 Capital	2023 - Sidewalks - Baseline Rd MUP (Spicer Sq to Bowmanville Ave)	50,000
2023 Capital	2023 - Newcastle Streetscape Improvements - Phase 1	60,000
2023 Capital	2023 - Various Erosion Protection Works	133,340
2024 Capital	2024 - Fleet New Roads	1,029,361
2024 Capital	2024 - Fleet New Parks	383,800
2024 Capital	2024 - Streetlighting Bowmanville Ave Baseline Rd to CPR Bridge	743,000
2024 Capital	2024 - Concession Rd 3 (Liberty St to 110m East)	107,000
2024 Capital	2024 - Baseline Rd Improvements (Means Ave to Lambs)	274,000
2024 Capital	2024 - Liberty St Cycle Track & Sidewalk (Longworth Ave to Conc 3)	42,000
2024 Capital	2024 - Stormwater Mgmt Facility - Clarington Tech Business Park	500,000
<b>Total Commitments - Services Related to Highways:</b>		<b>\$ 13,487,109</b>
<b>Total Commitments - Development Charges Reserve Funds:</b>		<b>\$ 19,852,018</b>

Municipality of Clarington  
 Cash-in-lieu of Parkland Reserve Fund  
 For the Year Ended December 31, 2024

<b>Balance as of December 31, 2023</b>	<b>\$8,173,177</b>
Plus:	
2024 Cash-in-lieu Collected	813,191
2024 Reserve Fund Interest	265,271
2024 Amount Transferred from Capital Fund – Land Acquisition	-
Less:	
2024 Amount Transferred to Capital Fund – Land Acquisition	-
<b>Closing Balance as of December 31, 2024</b>	<b>\$9,251,639</b>
Committed Amounts	4,903,900
<b>Available Balance as at December 31, 2024</b>	<b>\$4,347,739</b>

Municipality of Clarington  
 Cash-in-lieu of Parkland Reserve Fund – Committed Amounts  
 For the Year Ended December 31, 2024

<b>Project Description</b>	<b>Period</b>	<b>Amount Committed</b>
Ward 3 – Park development/acquisition – East Bowmanville	2025-2030	4,903,900
<b>Total Commitments</b>		<b>4,903,900</b>

Municipality of Clarington  
 Building Permit Fee Report  
 December 31, 2024

	<b>2024 Actual</b>
Building Permit Fees Revenue	\$ 2,107,333
Transfer from Reserve Fund	<u>1,546,372</u>
<b>Total Revenue</b>	<b><u>\$ 3,653,705</u></b>
Direct costs (Note 1)	
Payroll	2,750,403
Office Space	80,786
Other Operating and Capital Costs	<u>259,427</u>
Subtotal Direct Costs	\$ 3,090,616
Overhead Costs (Note 2)	<u>563,089</u>
<b>Total Costs</b>	<b><u>\$ 3,653,705</u></b>
<b>Revenue (Under) / Over Expenditures</b>	<b>-</b>

**Note 1** - Direct costs are deemed to include the costs of the Building Division for the processing of building permit applications, the review of building plans, conducting inspections and building-related enforcement duties. Direct costs also include costs from Public Works, Legislative Services, Fire and Emergency Services and Planning and Infrastructure Services which can be directly attributed to the building permit function.

**Note 2** - Overhead or Indirect costs are deemed to include the costs for support and overhead services to the Building Division.



## Report Overview

To request authorization from Council to award tender CL2025-5 Rose Parkette Construction to the lowest compliant bidder.

### 1. Background

- 1.1 Henry Kortekaas Landscape Architects (HKLA) were hired to design and prepare the tender specifications for the construction of Rose Parkette at 79 Rose Crescent, Newtonville.
- 1.2 The project scope includes the completion of the siteworks which includes earthworks, the construction of playground pod, shade structure, walkways, and associated park features.
- 1.3 The park design was reviewed by Public Works. Tender specifications were provided by Planning and Infrastructure Services.
- 1.4 Tender CL2025-5 was prepared and issued by the Procurement Division. The tender was posted electronically on the Municipality's website and closed on March 5, 2025.

### 2. Analysis

- 2.1 Thirty-eight companies registered as plan takers. Fifteen submissions were received. One submission was deemed non-compliant for failure to submit the required bid bond. Fourteen submissions were deemed compliant (see Attachment 1). The bid results were sent to the department for their review.
- 2.2 After review and analysis by the Planning and Infrastructure Services Department and the Procurement Division, it was mutually agreed that the low-compliant bidder, Royalcrest Paving and Contracting Ltd., be recommended for the award of tender CL2025-5.
- 2.3 The Municipality of Clarington has worked with Royalcrest Paving and Contracting Ltd, in the past therefore, no reference checks were completed.

### 3. Alignment with Parks, Recreation, and Culture Master Plan

- 3.1 Land for Rose Parkette was received by the Municipality prior to the approval of the PRCMP. The PRCMP evaluated the Municipality's existing park hierarchy classification and recommends that parkettes remain in the hierarchy and be required whenever the Municipality deems it necessary to augment, provide a good distribution of parks, or

adjust the park requirements of a neighbourhood. The PRCMP further recommends that parkettes are sized between 0.5 and 0.8 hectares and augment the recreation, leisure, and amenity needs of a neighbourhood but will not contain sport fields.

- 3.2 Staff evaluated the Rose Parkette design and determined that it's development will enhance distribution, covering an 800-metre service area and ensuring residents are within walking distance of a park.
- 3.3 Data gathered during the background review phase of the PRCMP, and subsequent community engagement identified playgrounds as the 7<sup>th</sup> highest of 41 categories for support for additional investment.

#### 4. Financial Considerations

- 4.1 Due to the industry pricing and timing of tender the budget is insufficient to construct the park to the planned level of service. Staff are requesting additional funding of \$63,538.45 for this work to be approved and funded from the Parks & Recreation Development Charges Reserve Fund. To bring the project closer to the approved budget provisional items 4.03 - Concrete Paving (Playpod) – Colour, 4.05 - Concrete Paving (Park Entrances) - Colour, and 4.10 - Armourstone will be removed from the contract to revise the pricing from \$300,139.03 (Net HST Rebate) to \$282,151.79 (Net HST Rebate.) The provisional items being removed are aesthetic architectural features that do not affect the parkette's overall functionality.
- 4.2 The total funding required for this project is \$413,538.45, which includes the construction costs of \$282,151.73 (Net HST Rebate) and other related costs, including playground equipment (sourced through separate RFP), materials testing, communications allowance, and contingency in the amount of \$131,386.72 (Net HST Rebate). The funds exceed the allocated budget and are being requested to be funded from the following accounts:

Description	Account Number	Amount
Newtonville Estates Parkette	110-50-325-83654-7401	\$350,000
Parks & Recreation Development Charges Reserve Fund – Additional Funds	110-50-325-83654-7401	\$63,538

- 4.3 The addition of Rose Parkette will increase operating costs by \$14,490 annually for grass cutting, maintenance, garbage collection, and upkeep of playgrounds and hard

structures. Staffing impact is 0.08 Full Time Employees. In 2025, these costs will be covered by the existing budget and staff. Future budget requests will account for any additional funds or staff required to maintain service levels. Public Works will work with the Deputy CAO/Treasurer of Finance to address any financial implications of increased operational costs.

## **5. Strategic Plan**

This project aligns with C.4 of the strategic plan that implements the Parks, Recreation, and Culture Master Plan and prioritizes recreation to cultivate a strong, thriving, and connected community where everyone is welcome.

Additionally, the project aligns with C.2.5 prioritizing initiatives to improve community safety and well-being.

## **6. Climate Change**

- 6.1 The parkette's design includes features that will help address the impacts of climate change, such as shade structures to reduce heat exposure and native plant species that require less water and support local biodiversity.

## **7. Concurrence**

This report has been reviewed by the Deputy CAO, Planning and Infrastructure Services and Deputy CAO, Public Services who concur with the recommendations.

## **8. Conclusion**

It is respectfully recommended that Royalcrest Paving and Contracting Ltd. be awarded the contract for the construction of Rose Parkette in Newtonville.

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Staff Contact: Mandy Chong, Manager of Procurement, 905-623-3379 Ext 2209 or mchong@clarington.net.

Attachments:

Attachment 1 -Bid Summary

Interested Parties:

List of Interested Parties available from Department.



# Municipality of Clarington

## CL2025-5– Rose Parkette Construction

### Bid Summary

Bidder	Total Bid (Including HST)	Total Bid (Net HST Rebate)
Royalcrest Paving & Contracting Ltd.	\$333,291.18	\$300,139.03
Buildscapes Construction Ltd.	357,301.07	321,760.68
Gray's Landscaping & Snow Removal Inc.	357,979.91	322,372.00
Real Landscaping Plus Inc.	358,639.12	322,965.64
Powcon Inc.	377,329.60	339,796.99
CMB Excavation	387,708.09	349,143.14
Landschaft Construction Ltd.	406,540.10	366,101.95
Cressman Tree Maintenance & Landscaping Ltd.	422,046.53	380,065.97
M & S Architectural Concrete Ltd.	470,947.56	424,102.86
CSL Group Ltd.	493,499.44	444,411.53
S. McPherson Lawn & Snow Service Inc.	543,966.75	489,858.91
Pro-Lawn Landscaping Ltd.	557,023.44	501,616.86
Laven Associates Limited	650,339.30	585,650.68
Whitby Shores Landscaping Ltd.	798,520.22	719,092.19
1108575 Ontario Ltd.	Non-Compliant	



## Report Overview

This report recommends that Council approve the funding needed to modernize the elevators located at the Municipal Administrative Centre and the Sarah Jane Williams Heritage Centre.

### 1. Background

- 1.1 The elevator modernization at both sites was approved in the 2022 capital budget with \$330,000.00 allocated including contingency.
- 1.2 In 2022, prior to issuing the tender for this project, the elevator at Sarah Jane Williams Heritage Centre experienced a hydraulic cylinder failure which necessitated an emergency repair that required significant funding. The emergency project was funded through the existing capital budget intended for elevator modernization.
- 1.3 The elevator modernization for both sites was deferred to 2025 due to the coordination of other capital projects, including the Veteran's Square project completed in 2024.

### 2. Modernization

- 2.1 Elevators at MAC and SJWHC have been identified during building condition assessments as requiring upgrades and improvement to extend the life and avoid increasing frequency of malfunction and repairs. Major components of each elevator are no longer manufactured and are only available as refurbished parts.
- 2.2 The scope of work will include new solid-state microprocessor control equipment, a new power unit, new hydraulic cylinder and piston, new door operator, new fixtures, new cabin interior finishes and new wiring throughout.

### 3. Financial Considerations

- 3.1 This project is included in the 2025 work plan but is underfunded due to the emergency repair of the SJWHC elevator in 2022.
- 3.2 The engineering for the modernization has been completed and the project is ready to be tendered.
- 3.3 The estimated shortfall to complete the project is between \$250,000 - \$300,000.
- 3.4 Funding for this project will come from the Municipality's Community Services Capital Reserve Fund.

## 4. Strategic Plan

- 4.1 This project relates to the Lead pillar under Clarington's strategic plan, in particular section L.2.5: Maintain, protect and invest in Municipal infrastructure and assets. This type of repair demonstrates the importance of an enhanced asset management plan and condition-based assessments to help develop a funding strategy for aging assets.

## 5. Climate Change

Not Applicable.

## 6. Concurrence

This report has been reviewed by the Deputy CAO of Public Services and the Deputy CAO of Finance who concur with the recommendations.

## 7. Conclusion

It is respectfully recommended that Council consider and approve the request of the required funds to complete the elevator modernization at MAC and SJWHC.

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Staff Contact: Jennifer Stycuk, Acting Manager of Facilities, 905-623-3379 ext. 2925 or [jstycuk@clarington.net](mailto:jstycuk@clarington.net).

Attachments:

Not Applicable

Interested Parties:

The following interested parties will be notified of Council's decision:

Clarington Library, Museum and Archives



## Report Overview

The [Integrated Accessibility Standard Regulations](#) (IASR) requires Municipalities to prepare and publish an annual status report on their AODA Multi-Year Accessibility Plan (MYAP) progress. This annual accessibility update provides a summary of the Municipality's progress and commitment to ensure compliance with all five standards and associated requirements.

### 1. Background

- 1.1 The Accessibility Coordinator oversees the Municipality's compliance with the AODA and acts as a resource for all municipal service areas. The Accessibility Coordinator collaborates with municipal departments to address accessibility concerns and ensures that Clarington continues to make strides towards becoming a barrier-free community.
- 1.2 Under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) Clarington is required to develop a Multi-Year Accessibility Plan (MYAP) that outlines how the Municipality will meet its obligations under the legislation and remove barriers for people with disabilities.
- 1.3 This Annual Accessibility Update highlights the progress of the accessibility portfolio in 2024 but is not intended to be an inventory of every accomplishment.

### 2. Clarington Accessibility Advisory Committee (CAAC)

- 2.1 The Clarington Accessibility Advisory Committee (CAAC) is a citizen committee legislated under Part VII of the *Accessibility for Ontarians with Disabilities Act* (AODA). The Committee is vibrant, engaged, and extremely passionate about their work. Meetings are either virtual, or hybrid format, in support of removing barriers and ensuring flexibility for members.
- 2.2 The CAAC welcomed two new members to the committee after their terms of reference was updated and their membership was increased from 6 to 8 citizens. As required by the AODA, at least 50% of citizen members identify as a person with a disability.
- 2.3 The CAAC nominated Canadian Tire Bowmanville for the Durham Region Accessibility Awards for their commitment to accessible customer service. Members of the CAAC along with the Accessibility Coordinator, attended the Joint AAC Forum and Accessibility Awards night at the Audley Recreation Centre in Ajax.
- 2.4 The CAAC and its Site Plan Subcommittee continue to review site plans and Municipal projects as required by the AODA (parking meter, museum). They provide invaluable

advice on key initiatives and other legislated requirements undertaken by the Municipality.

2.4.1. The CAAC reviewed the South Bowmanville Recreation Centre (SBRC) plans twice and will continue to provide feedback to the project team as the plans progress.

2.4.2. The CAAC provided feedback on the Diane Hamre Recreation Centre (DHRC) outdoor skating rink.

2.4.3. The CAAC was consulted and provided feedback on the Parks, Recreation and Culture Master Plan.

2.4.4. The CAAC was consulted and provided feedback on the Active Transportation Master Plan.

2.5 In partnership with the Municipality, CAAC members attended Bowmanville's MapleFest and AppleFest, and the South Courtice Arena Outdoor Amenity Launch.

### **3. 2024 Staff Updates**

#### **Multi-Year Accessibility Plan (MYAP)**

3.1 The [2024-2028 MYAP](#) was approved by Council on March 25, 2024 through resolution [GG-029-24](#).

3.2 The updated MYAP reaffirms Clarington's ongoing commitment to accessibility and outlines how the Municipality will expand beyond the minimum standards of the AODA and its Standards. The MYAP is a roadmap to creating a more accessible, inclusive and equitable community for everyone, especially people with disabilities. The goals laid out in the plan translate to increased opportunities for people with disabilities in our community.

#### **New Municipal Accessibility Initiatives in 2024**

3.3 To increase the accessibility of our support person policy, [Clarington became a participating organization](#) with Easter Seals Canada's [Access2 Card Program](#). By accepting Access2 cards we have made it easier for people with disabilities to attend our programs with their support person.

3.4 The new outdoor accessible fitness area at South Courtice Arena was completed and opened to the public in September. The first of its kind in Clarington, this space features accessible rubberized surface and is suitable for people of all abilities, including

wheelchair users. This new community amenity was funded in part by the Government of Canada's Healthy Communities Initiative.

- 3.5 Staff also finalized the Clarington Accessibility Design Standards (CADS). The CADS will ensure new municipal facilities, and applicable renovation projects, are accessible, inclusive and meet the needs of our diverse community.
- 3.6 Clarington introduced a new internal IDEA and Accessibility Award, as part of the Clarington Staff Recognition and Award Program, to celebrate staff who are champions of building equitable, diverse, inclusive and accessible work environments.
- 3.7 Clarington's community engagement website, Clarington Connected, features the Userway Accessibility Widget. Clarington Connected is an AODA complaint website, however the Accessibility Widget allows users to further customize their experience. The widget was used approximately 2500 times in 2024.
- 3.8 The Municipality partnered with the Region of Durham and the lower-tier municipalities to share a survey on accessible taxi service in the region. This collaborative project resulted in excellent data that will be used to remove barriers and increase access to wheelchair accessible taxis throughout Durham.
- 3.9 Recognizing that not all disabilities are visible and that small changes can have a large impact on the community, [Clarington partnered](#) with Crohn's and Colitis Canada's GoHere washroom app to help people find public washrooms on the go. The GoHere app aims to make life easier for people living with inflammatory bowel diseases by listing washrooms that are open to the public.

### **Grant Applications**

- 3.10 Five accessibility grant applications were submitted to various funding programs throughout 2024. The Municipality is currently awaiting decisions on those applications; successful applications will be included in the 2025 update.
- 3.11 In late 2023 the Municipality received \$100,000 from the Government of Canada's Enabling Accessibility Fund to make accessibility improvements at Tyrone Community Centre. Improvements include the installation of an accessible washroom at the front of the building, a universal washroom at the back of the building and new accessible doors within the facility. This project is on track and will be completed before the end of 2025.

### **National AccessAbility Week (NAAW)**

- 3.12 National Accessibility Week is an annual education opportunity; in 2024 both internal and external communications and engagement took place. Due to the Veteran's Square



construction in 2024, there was no National AccessAbility Week (NAAW) flag raising; this will return in 2025.

- 3.13 Staff participated in Easter Seals Red Shirt Day and raised \$120 for the charity.
- 3.14 Autism Home Base hosted an open house for municipal staff to tour their facility, try different activities and learn about their programming and organization.
- 3.15 The CAAC, in partnership with Clarington Library Museums and Archives (CLMA), hosted Canadian children's author Heather O'Connor. O'Connor was invited to read her debut book, [Fast Friends](#), at the Bowmanville library branch. Approximately 100 local students from two elementary schools listened to O'Connor read her book and participate in an interactive workshop on inclusion.
- 3.16 Inclusive colouring/workbooks were distributed to four Clarington elementary schools in support of NAAW. Approximately 550 books were distributed amongst 16 Kindergarten and Grade 1 classes in Courtice, Bowmanville and Newcastle.

### **Training**

- 3.17 The Accessibility Coordinator oversees all the Municipality's legislative requirements under the AODA, including training of all new staff. This training focuses on providing accessible customer service, knowledge of municipal accessibility policies, and the Ontario Human Right Code (OHRC) as it relates to people with disabilities.
- 3.18 The Accessibility Coordinator continues to offer accessible document training to staff who require it. Additionally, the Accessibility Coordinator offers 1:1 support to staff who have accessible document questions or require additional support.
- 3.19 The Accessibility coordinator retained the Abilities Centre, to provide members of Council accessibility and disability training in support of Council's Inclusion, Diversity, Equity, Anti-Racism and Accessibility Training Plan.
- 3.20 The Accessibility Coordinator organized a hands-on training and resource development workshop facilitated by Kinark Autism Services for camp supervisors and inclusion support staff. Staff created a variety of communication tools to support campers who require inclusion support and learned practical ways to implement them.

### **Networking**

- 3.21 The Accessibility Coordinator continues to be an active member of the Ontario Network of Accessibility Professionals (ONAP). In 2024, the Accessibility Coordinator attended two ONAP Conferences and actively participated in resource and information sharing amongst accessibility colleagues.

- 3.22 The Accessibility Coordinator is an active member of the Durham College Accessibility Coordinating Committee. As a community-based representative on the committee, the Accessibility Coordinator brings valuable insight to the group and supports the College's goal of being accessible. The Accessibility Coordinator also continues to be a member of the Newcomer Accessibility Council (NAC), a partnership between the Durham Local Immigration Partnership and the Toronto Easy Quadrant Local Immigration Partnership.
- 3.23 In 2024 the Accessibility Coordinator joined the Rick Hansen Accessibility Professional Network. This professional network offers continuing education and resources, while bringing accessibility professionals from a variety of backgrounds together.
- 3.24 The Municipality of Clarington continues to be a collaborator/member of the Canadian Accessibility Network (CAN). CAN is a national collaboration to advance accessibility for persons with disabilities through Research and Innovation, Education and Training, Policy, Employment and Community Engagement.

## **4. 2025 Initiatives**

- 4.1 The Accessibility Coordinator will continue to expand support and training for staff on creating accessible documents, how to incorporate accessibility into their daily work and respond to requests for information in an alternative format.
- 4.2 The Municipality will continue to seek out partnerships with disability organizations, collaborations, and external funding opportunities through Grant Administration.
- 4.3 Staff will continue to leverage national awareness events like National Accessibility Week (NAAW) to celebrate and recognize accessibility in Clarington.
- 4.4 Adult change tables will be installed at Garnet B. Rickard Recreation Complex, Allan Strike Aquatic Centre and Courtice Community Centre. Additionally, upgrades to the universal accessible change room at Diane Hamre Recreation Centre (DHRC) will occur in 2025.
- 4.5 The Municipality will begin offering new skating aids that are inclusive and accessible to people with disabilities.
- 4.6 The Municipality will launch a new program to support neurodivergent staff members by offering tools and resources to support them in the workplace.
- 4.7 The Accessibility Coordinator, CAAC and CLMA will continue to partner to offer programming to support people with disabilities in the community. Plans are underway to host a disability tax credit workshop, children's author visit and a new NAAW event.

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- 4.8 In collaboration with all lower-tier municipalities in Durham, Clarington will review its Vehicles for Hire By-Law with a goal to increase access to accessible taxis in Clarington and across the Region.
- 4.9 As required by the AODA, the Municipality will submit an Accessibility Compliance Report to the Ministry of Seniors and Accessibility before December 31, 2025.

## **5. Financial Considerations**

Not Applicable.

## **6. Strategic Plan**

- 6.1 The 2024 Annual Status Update supports the Connect Pillar of Clarington's Strategic Plan by working to create a safe, diverse, inclusive and vibrant community.

## **7. Climate Change**

Not Applicable.

## **8. Concurrence**

Not Applicable.

## **9. Conclusion**

It is respectfully recommended that the 2024 Annual Accessibility Update Report be received for information.

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Staff Contact: Jeannette Whynot, Accessibility Coordinator, 905-623-3379 x 2131 or [jwhynt@clarington.net](mailto:jwhynt@clarington.net)

Attachments:

Not Applicable

Interested Parties:

List of Interested Parties available from Department.



## Report Overview

This report outlines the proposed cost, location and design for the installation of a Veterans' crosswalk at the King Street and Temperance Street intersection in Bowmanville. The crosswalk will serve as a permanent memorial honouring veterans while enhancing pedestrian safety.

In consultation with the Royal Canadian Legion Branch 178, staff have created a suitable design that has been endorsed by the local branch and the Royal Canadian Legion Dominion Command. Staff recommend that the crosswalk be installed on the north side of the intersection, crossing east/west, to increase the lifespan of the crosswalk. At the request of the Royal Canadian Legion Branch 178, staff also recommend hosting an opening ceremony on October 31 to coincide with the raising of the Poppy Flag.

## 1. Background

- 1.1 On December 16, 2024, Council passed [Resolution C-155-24](#), directing staff to “proceed with the painting of a Veterans’ crosswalk crossing King at Temperance, running north/south.”
- 1.2 The resolution also directs “That the Bowmanville Legion Branch 178 be consulted with respect to design and be invited to the opening ceremony of the crosswalk, scheduled for November 11, 2025.”

## 2. Crosswalk Design and Location

- 2.1 Following consultation with the Royal Canadian Legion Branch 178 and Public Works staff, the Communications Team created the following crosswalk design:



- 2.2 The crosswalk design has been reviewed and endorsed by the Royal Canadian Legion Branch 178 and Royal Canadian Legion Dominion Command.

- 2.3 At the request of the Royal Canadian Legion Branch 178, staff recommend that the crosswalk be installed on the north side of the King Street and Temperance Street intersection, crossing east/west. This orientation is expected to increase the lifespan of the crosswalk by minimizing wear from vehicular traffic. This location also connects to the sidewalk leading to the newly renovated Veterans' Square and aligns with the Bowmanville Remembrance Day parade route.
- 2.4 Staff have consulted with the Region of Durham and have notified them of Clarington's intent to install the Veterans' crosswalk. In response, Regional staff have noted that they "do not recommend implementing any alternative pedestrian crosswalk designs that are inconsistent with design guidance and best practices as established in the Ontario Traffic Manual, Transportation Association of Canada – Manual of Uniform Traffic Control Devices, and Region of Durham engineering standards. Although these guideline documents are not law and do not specifically prohibit the use of Rainbow Crosswalk markings or Veterans Crosswalk markings, staff consider any deviation from these guidelines as a potential liability risk in the event of collisions that may occur at these sites. Local intersections, private lots, etc. may be better locations for such installations given the lower speeds and volumes."
- 2.5 Although the Region of Durham does not endorse the installation of non-standard crosswalks, Clarington Public Works staff do not have concerns with the design or location because the crosswalk design is still encompassed within a standard white edge line as per Ontario Traffic Manual, and similar to the Orange and Rainbow crosswalks.

### **3. Opening Ceremony**

- 3.1 The Legion has expressed concerns about coordinating the opening ceremony on the same date as the Bowmanville Remembrance Day Parade and Service. As such, at the request of the Royal Canadian Legion Branch 178, staff will plan an opening ceremony on October 31 to coincide with the raising of the Poppy Flag at Veterans' Square.

### **4. Financial Considerations**

- 4.1 The estimated cost for the crosswalk installation is approximately \$30,000. No annual maintenance is required. However, should the crosswalk be vandalized or show signs of wear, it may need to be replaced. Due to the nature of the material used to create custom crosswalks, repairs are not possible. It is estimated that the crosswalk lifespan is approximately three to seven years, depending on location, traffic volume and the frequency of snow-clearing operations, as increased plowing can accelerate wear over time.
- 4.2 Staff are currently investigating potential grant funding opportunities to offset the installation cost; however, no grant funding has been secured at this time.

- 4.3 The Deputy CAO/Treasurer, Finance and Technology, has indicated that the cost of the 2025 crosswalk installation will be funded through the Tax Rate Stabilization Reserve Fund. When future replacement of the crosswalk is required, Public Works will consult with the Deputy CAO/Treasurer, Finance and Technology, to determine an appropriate funding source.
- 4.4 Any future roadworks in downtown Bowmanville could impact this intersection. Any cost related to the reinstallation of the Veterans' crosswalk design would be included as part of that project. Currently, there is no confirmed timeline for any road rehabilitation that would impact this installation.

## **5. Strategic Plan**

- Not applicable.

## **6. Climate Change**

Not Applicable.

## **7. Concurrence**

This report has been reviewed by the Deputy CAO/Treasurer, Finance and Technology; Deputy CAO, Public Services; and the Deputy CAO, Planning and Infrastructure, who concur with the recommendations.

## **8. Conclusion**

It is respectfully recommended that Council receive this report and approve the proposed design, location and cost of the Veterans' crosswalk.

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### Staff Contacts:

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### Attachments:

Not Applicable

### Interested Parties:

List of Interested Parties available from Department.





## Report Overview

This report provides information about Staff recommendations to make changes to the Procedural By-law to improve clarity and efficiency, resulting in repealing and replacing the current by-law.

## 1. Background

- 1.1 Clarington's current Procedural By-law 2023-033 was enacted following a comprehensive revision discussed and described in [Report LGS-017-23](#).
- 1.2 Since then, the current By-law has been amended twice, arising out of the passing of the Strong Mayors Act ([Report LGS-018-24](#) and [By-law 2024-021](#)) and the recent enactment of the [Delegation of Authority By-law 2024-042](#) ([Report LGS-026-24](#)).
- 1.3 In the intervening period, the Clerk's Division has encountered several ways in which the by-law could be amended to further improve clarity and efficiency.
- 1.4 Additionally, Staff have reviewed other municipalities' procedural by-laws and several opportunities for improvement have been recommended.

## 2. Arranging Meetings

### Special Joint Meetings

- 2.1 Special Council, GG and PD Committee meetings may be called by the Mayor or Council, but the Joint Committee meeting type is not referenced, so Special Meetings of this type cannot be called. To allow Special Joint Committee Meetings to be called, Staff recommend the following wording be added following the words "PD Committee" within subsections 4.4.1 and 4.4.2:

“, or Joint Meeting.”

### Planning Public Meetings

- 2.2 Subsection 7.10.2 states:

“Public meetings, under the Planning Act, shall be limited to two per Planning and Development Committee meeting, unless otherwise agreed between the Municipal Clerk and the Director of Planning and Infrastructure Services.”

- 2.3 Other than some minor input to the choreography of meetings, there is nothing that the Municipal Clerk can lend to the decision. Given the current “planning landscape”, the Deputy CAO, Planning and Infrastructure is recommending that the limit be changed from two to three public meetings unless otherwise determined by the Deputy CAO, Planning and Infrastructure.

### **Changing Meeting Dates, Times and Locations**

- 2.4 Subsection 4.16.1 allows that meetings may be cancelled by the Clerk in certain circumstances. However, there is no provision to move a meeting (as was the recent case of moving a budget meeting) or change the time or location. The result is that the matter has to go to Council or Committee to make these changes.
- 2.5 To make setting, and changing, meetings more streamlined, Staff are recommending that subsection 4.16.1 be changed to ensure wording that the meeting date, time, or location may be moved or changed by the Clerk in certain circumstances.
- 2.6 Other slight wording changes are being recommended in subsections 4.16.1 and 4.16.2.

## **3. Delegations**

### **Definition**

- 3.1 Clarington’s Procedural By-law defines a “delegation” as follows:

“Delegation means a person desiring to verbally present information on matters of fact, or to make a request to Council or Committee, as the case may be.”

- 3.2 Members of Council are meant to receive delegations and participate in debate, not be delegations. Staff are recommending that, for clarity to Staff when creating agendas and for clarity to Members of Council, the following wording be added to the above definition, after the word “person”:

“, excluding a Member of Council,”

### **Speaking to another Delegation**

- 3.3 The current subsection 7.5.9 prohibits a delegation from speaking to another delegation as a way of circumventing other rules. However, subsection 7.5.13 speaks about allowing a delegation to speak to an item that is listed on the agenda. Therefore, these two sections can contradict each other.

- 3.4 To provide a smoother meeting, the delegation's correspondence is added to the delegation, rather than a separate item on the agenda. There have been instances where a delegation has requested to speak to the same matter of another delegation and the question arises whether this is allowed (because it used to be a correspondence item on the agenda, and they could have spoken to the item). This takes away the public's right to speak to a matter after the original agenda is published, and that was not the intent of this section.
- 3.5 As a result, Staff are recommending that the following current subsection 7.5.9 be deleted. This will allow further delegations to be added to the agenda to speak to a matter that another delegation is speaking to. The intended benefit is varying or differing opinions.

"No further delegations may be made in respect of a delegation placed on an agenda in accordance with this Sub-section. For clarity, a delegation cannot be a delegation to another delegation as a way of circumventing other rules outlined in this by-law, but may speak to attachments and links associated with other delegations, as long as it is in accordance with other delegation rules."

### **Restricted Matters**

- 3.6 Subsection 2.6.1 lists the restrictions on agenda items where "the Municipal Clerk shall refuse, at the request of a member of the public, to place on the agenda, and in an ECCIP." However, the way it is worded means that Staff or a Member of Council can place restricted items on an agenda. To remedy this, Staff are recommending the removal of the words "at the request of a member of the public" and adding the words "unless the CAO determines it is necessary." This will allow certain items that require Council decision or discussion, such as a litigation matter, to be added to the agenda, as needed.
- 3.7 Additionally, the current subsection 7.5.10 states that "no delegation may speak to matters described in subsection 2.6." For clarity, Staff are recommending that the following wording be added to proposed subsection 7.5.9:
- "The delegation request will not be added, or noted, in the Agenda."
- 3.8 Since there is a broad approach to restrictions on agenda items, Staff are recommending removing references to subsection 2.6 in subsections 7.14.9 and 8.4.

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**Not Listed on the Agenda**

- 3.9 Current subsection 7.5.13 details what is to become of delegations for matters not listed on the agenda:

“A delegation, not listed on the agenda, shall not be heard without the consent of at least 2/3 majority of the Members present and shall be pertaining to an item listed on the Agenda. If the delegation is not pertaining to an item listed on the Agenda a suspension of the rules (3/4 vote) is required for the delegation to be heard.”

- 3.10 However, there is no clear guidance on what happens when the request is made in the above circumstance. In the past, Staff have added the name and noted that a suspension of rules will be required.
- 3.11 This puts Council in an awkward position of being obligated to add the delegation. To make it clear to the public that there is no guarantee that they will be added; and to provide clarity to Staff, Staff are recommending that the following wording be added to the end of subsection 7.5.13:

“The delegation request will not be added, or noted, in the Agenda.”

**Speaking Twice at Council**

- 3.12 Subsection 7.6.2 of the Procedural by-law prohibits delegations from persons who spoke to the same matter at a Standing Committee meeting:

“Notwithstanding Sub-section 7.6.1, Delegations shall not be permitted to speak to a matter that was considered at a Standing Committee, or is the subject of a Staff report or matter included under Unfinished Business included on the Council agenda, where the Delegation spoke to the item at a Standing Committee meeting, including a Public Meeting, which is being reported to Council.”

- 3.13 However, if a delegation spoke to a matter at a Council meeting and the matter was referred to a future Council meeting, there is no restriction on speaking a second time to the matter.
- 3.14 Therefore, to be consistent with the approach of a Standing Committee, Staff are recommending that “or Council” be added to subsection 7.6.2 following the words “Standing Committee.” This is in line with preventing a person from speaking at Standing Committee and at Council regarding the same matter.

- 3.15 It should be noted that there is no such restriction on speaking to the same matter multiple times at a Standing Committee meeting, prior to a decision of Council. Therefore, Staff recommend that Council refer matters back to a Standing Committee instead of a future Council meeting, as much as possible, if the intent is to hear delegations on the matter again.

## **4. Presentations**

- 4.1 Subsection 7.4.1 explains when presentations are allowed. However, it was using vague terms such as “matters of significance” and “deemed necessary by the Municipal Clerk”. It was also missing “requested by Staff”. To provide clarity, Staff are recommending that subsection 7.4.1 be deleted and replaced with the following and renumbered accordingly:

“Provided that the request has been submitted to the Municipal Clerk prior to the Agenda Deadline, in the form determined by the Municipal Clerk, a person, organization, corporation, or appointed officer may be permitted to be listed under the “Presentation Section”:

7.4.2 Presentations shall include only the following:

- a) Awards or recognitions;
- b) Presentations from senior levels of government;
- c) Presentations from a member of Staff, in their professional capacity;
- d) Presentations requested by a Member of Council, or Staff; and
- e) Presentations as required by legislation.

## **5. Chair**

### **Chair of Joint Meetings**

- 5.1 Subsection 5.1.1 (b) outlines who chairs the General Government Committee meetings, but there is no clear indication of who chairs the Joint Meetings (i.e. General Government Committee and Planning Committee joint meetings). Staff are recommending the addition of subsection 5.1.1(e) indicating that the Mayor chair Joint Meetings unless unavailable or has designated another Member of Council.

## Chair in Person

5.2 With more technology, comes changes in how meetings are run. Recently, in 2024, new technology was introduced called, “Request to Speak”. This allows the Chair to see, and manage, which Member of Council will speak next, regardless of whether the speaker is remote or in-person, providing a level playing field for remote speakers. As this technology is assigned to the Chair, it is installed on the computer in front of the Chair’s seat. Therefore, the Chair cannot use the “Request to Speak” function if they are remote.

5.3 The “Duties of the Chair” already includes a note that the Chair shall preside in person for public meetings. For the above reason, and to ensure good communication with the Clerk and other Staff, Staff are recommending that the Procedural By-law be changed as follows resulting in the requirement for the Chair to preside in person at all types of meetings:

Delete the following words from subsection 3.2(o):

“Where the agenda includes a public meeting,”

Add the following words to subsection 3.2(o):

“unless all Members of Council are participating electronically.”

5.4 In the event that all Members of Council are participating electronically, the “Request to Speak” function will likely not be used by the Chair.

## 6. Agendas

### Earlier Agenda Publication for Standing Committees

6.1 To allow Members of Council and the public to have a longer time to review the agenda and ask questions of Staff (or decide to be a delegation), Staff are recommending changes to the GGC and PDC agenda publication schedule, starting with the meetings in September 2025.

6.2 Council agendas are not moving, as it would mean the Council agenda would be published prior to the PDC meeting. The Council Agenda Deadline remains noon on the Wednesday prior and the Council Agenda Update Deadline remains 3:30 p.m. on the day prior to the meeting (usually Friday).

- 6.3 The Standing Committee Agenda Deadline will change to noon on the second Thursday prior to the GGC and PDC meeting (currently it is the Wednesday prior to the meeting, so, 6 days earlier). The publication of the Agenda will happen as soon after the noon deadline as possible but will be prior to “Friday at noon”. This earlier Agenda Deadline will also apply to New Business items, including ECCIP items, put forward by Members of Council.
- 6.4 The Agenda Update Deadline will change to noon on the Wednesday prior to the GGC and PDC meeting (currently it is the Friday prior to the meeting, so, 2 days earlier). This leaves time for Members of Council to ask questions of staff on any changes on the Agenda Update.
- 6.5 To correspond with the above changes, the Agenda Deadline and Agenda Update Deadline definitions have been updated.

### **Closed Meetings**

- 6.6 Subsection 4.12.4 indicates that Committee/Council shall retire to the Ante Room, and references “vacating the room.” With the changes in the way that Committee/Council handles Closed Session and technology changes, this section needs to be updated. Staff are recommending that subsections 4.12.4(a) and (b) be deleted and (c) be updated to indicate that only those permitted in the meeting room or electronic meeting be allowed to stay.

### **Headings**

- 6.7 The current Procedural By-law includes the following wording in subsection 6.4.2 for Special Meetings:
- “When preparing an agenda, the Clerk may include or exclude any headings that have no items after the Agenda Update Deadline.”
- 6.8 There is nothing that explicitly allows the Clerk to exclude any headings that have no items after the Agenda Update Deadline for Standing Committees and Meetings of Council. For example, we may not have “Business Arising from Procedural Notice of Motion” and removing the headings will make the agenda cleaner. Therefore, Staff are recommending that subsection 6.1.1 (and other sections be renumbered accordingly) be added as follows:
- “When preparing an Agenda, the Clerk may exclude any headings that have no items after the Agenda Update Deadline.”
- 6.9 Durham Region has similar wording to the above.

- 6.10 Currently, at the Council meetings, the Moment of Reflection is said immediately after Call to Order, and it is followed by the Land Acknowledgement Statement. The general norm in the industry is to have the Land Acknowledgment first. In order to show the greatest respect for the Land Acknowledgement Statement, Staff are recommending that the Land Acknowledgement be switched to be prior to the Moment of Reflection. This will only affect Council meetings, as they are the only ones with the Moment of Reflection.

### **Agenda Items on Standing Committees**

- 6.11 There are instances where a report, or matter, does not fall under the strict description of the mandate of one of the Standing Committees, but it is more appropriate to consider the matter within that Standing Committee. For instance, if there is a Planning and Infrastructure report regarding a park – it would be more appropriate for a General Government Committee meeting than a Planning and Development Committee meeting. To allow more flexibility, and clarity, about which Committee considers matters, Staff are recommending the addition of subsection 5.2.2:

“Notwithstanding the mandates of the Standing Committees, the Municipal Clerk may place a matter on either Standing Committee, where it is deemed more appropriate by the CAO.”

### **Consent Agenda – Sub-Headings**

- 6.12 The current by-law is the first Clarington Procedural By-law where we formalized a “consent agenda.” As Council works with this change, there will be “tweaks” that could assist with the consent agenda.
- 6.13 In subsections 6.2.1, 6.3.1, and 6.4.1, the headings are defined for Council and the Standing Committees. Under the “Consent Agenda” section, there are requirements for sub-headings (i.e. Minutes, Communications, Staff Reports, By-laws, etc.). By including these sub-headings, it forces the number of the agenda item to be quite lengthy. Staff are recommending that the requirement for the sub-heading be removed, and subsection 7.11.1 have words added to describe the type of items that might be in the Consent Agenda.



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**Unfinished Business**

- 6.14 Subsection 7.18 provides for an unfinished business section at Standing Committees and Council and defines unfinished business as:

“Any matters presented, considered, referred, tabled, or deferred, or any items not otherwise disposed of through the consideration of an agenda matter, shall be disposed of during this portion of the Meeting.”

- 6.15 Now that we have a Consent Agenda and “Items for Separate Discussion”, there is no need for unfinished business (as the items will be coming back as a report/memo to be placed on the Consent Agenda or under “Items for Separate Discussion” for resolutions that are tabled to the meeting). Therefore, Staff are recommending the removal of the “Unfinished Business” agenda item.

**Time Specific Items**

- 6.16 Currently, the only type of item that the Municipal Clerk can specify a start time for is a presentation, in subsection 7.4.4. There may be instances when a specific non-presentation item needs to be at a set time in order to let the public know when it will be discussed.
- 6.17 Staff are recommending that this ability to specify a time be broadened and are recommending the addition of subsections 6.1.2 and 6.1.3 and the deletion of subsections 7.4.4 and 7.4.5 to allow for this ability.

**ECCIP Pulled Items**

- 6.18 Regarding Members of Council requesting that an item on the Electronic Council Communication Information Package (ECCIP) be added to the agenda, subsection 7.14.9 states:

“The pulled item will be included on the agenda of the appropriate Standing Committee if submitted to the Clerk prior to the Agenda deadline and if it is not restricted under section 2.5. For clarity, this will not be the meeting three calendar days from when the ECCIP was published, but rather a future meeting.”

- 6.19 Staff are recommending removing the reference to the restricted items (as it is taken care of in a broader manner and this is redundant).
- 6.20 There is very little detail about what Staff is to do with “pulled ECCIP items” if they come in after the Agenda Deadline. Therefore, Staff are recommending adding three sections, following subsection 7.14.9, that mirror the rules for New Business (because a pulled ECCIP item is effectively a New Business item.)

- 6.21 Clarity has also been added within section 7.14.7 that a seconder is required at the time of submitting a request to add an ECCIP item with a motion to the agenda.

## **7. Motions**

### **“No Secunder” Motions**

- 7.1 Upon review of the Region of Durham Procedural By-law, and some of the area municipalities’ procedural by-laws, Staff recommend removing all options to add a motion to the agenda without a seconder (with some exceptions). This will also be applied to any new sections of the Procedural By-law that involves adding motions to an agenda (see s. 7.4 below). This provides efficiency of the meeting and ensures that there are at least two Members willing to discuss the motion, which is consistent with the rules for moving a motion at the meeting. Motions are not on the floor for consideration and are not recorded in the minutes if no Member seconds the motion (s. 9.12.5 of the Procedural By-law). It also provides consistency within the procedures.
- 7.2 Accordingly, Staff have changed the following subsections from “no seconder” to “a seconder shall be required”:
- Subsection 7.14.7 (a request by a Member to place an ECCIP item on the agenda)
  - Subsection 7.16.7 (New Business item)
- 7.3 Staff are not recommending the requirement for a seconder on the Strong Mayors Powers subsection (9.12.4(b) and 9.12.4(c)) as they are covered under the Municipal Act.

### **Motion from Members Before Agenda Update Deadline**

- 7.4 Staff are recommending that the following new subsections 9.12.13 to 9.12.16 be added to clarify how to handle motions that are submitted by Members for inclusion on the Agenda:

“If the Clerk receives, prior to the Agenda Update Deadline, a motion from a Member of Council regarding an item on the agenda, the Clerk shall place the submitted motion on the Agenda under the section, “Items for Separate Discussion”.

A seconder shall be required at the time of submission to the Clerk.

If the Member who submitted the motion is not present at the meeting, and no other Member moves the submitted motion, the submitted motion shall not be considered.

If multiple motions are received regarding the same item:

- a) Duplicates of a recommended or existing motion will not be accepted or added to the agenda.
- b) Motions will be placed on the Agenda in the order received and considered at the Meeting in that order.”

- 7.5 The above requirement for a seconder provides consistency with the recommendation in the previous section.
- 7.6 This does not prohibit Members from moving a different motion at the time of the meeting. However, it encourages Members to submit their motions ahead of time which increases transparency and notice to other Members, Staff, and the public. It also provides clarity on how Staff are to handle multiple motions that might be received for the same item.

### **Motions to Refer and Defer**

- 7.7 Currently, the Procedural By-law indicates that a motion to refer can be debated but is not specific on what can be debated. It was always intended to limit the debate to the procedural matter, not the substance. To provide clarity, Staff are recommending that the following words be added to proposed subsection 9.12.19(d): “time/place/instructions only”.
- 7.8 Similarly, Staff are recommending that the following words be added to subsection 9.12.22(d): “time/place only”.

## **8. Decorum and Conduct**

### **Recess without Motion – Due to Threat**

- 8.1 Although, fortunately, the Municipality of Clarington has not experienced too many instances of disruptions, Staff are recommending that the following subsection 3.2(m) [and subsequent sections be renumbered accordingly] be added to the duties of the Chair, to provide a quick response in the event that the situation occurs:

“To recess the Meeting, without Motion, for a specified time if there is a threat or imminent threat to the health or safety of any person, or if there is a possibility of public disorder;”

## Political Forum

8.2 Although subsection 2.6.1(i) under “Agenda Restrictions” states “involves candidates, political parties, or nominees for a political party”, there is a concern that speakers may stray to other topics once they have been added to the agenda and the meeting starts. Subsection 7.9.1 (c) under Conduct of Delegations and Presentations” section helps this to a certain extent: “delegations and presenters shall not speak on any subject other than the subject for which they have given notice to address Council/Committee.” In order to strengthen these sections, Staff are recommending the addition of the following words as subsection 7.9.1 (i) “use a meeting as a forum to speak on, or address, any matter relating to a campaign”. The same wording has been added as subsection 9.1.1 (f) under “Conduct of Members of Council or Members of Committees”. A definition of “campaign” has also been added. The intent of these changes is not to restrict advocacy related to other levels of government outside of election periods.

## If a Member Refuses to Leave

8.3 Subsection 9.1.1(d) states that:

“No member shall disobey the Rules of Procedure or a decision of the Chair, on questions of Points of Order or procedure or upon the interpretation of the Rules of Procedure except where the ruling of the Chair is reversed by Council pursuant to Sub-section 10.6.2. If a Member persists in any such disobedience after having been called to order by the Chair, the Chair shall forthwith order the Member to vacate the Council Chambers or room in which the Meeting is being held, or remove the Member from an electronic meeting but if the Member apologizes they may, by a majority vote of the Members, be permitted to retake their seat.”

8.4 There is also subsection 3.2(j), the responsibilities of the Chair:

“To call by name, any Member refusing to comply with this Procedural By-law and to order the Member to vacate the Council Chamber, or the place of Meeting, as the case may be,”

8.5 The question has been raised “What if the Member doesn’t leave?” Ultimately, the Chair is responsible for enforcing “on all occasions, the observance of order and decorum among the Members.” To assist, and guide the Chair, Staff are recommending the addition of options available to the Chair in subsection 3.2(j), “in the event that the Member does not vacate:

- If the Member is present in person, the Chair may:
  - stop recognizing them to speak,

- turn off their microphone,
- ask for a recess,
- call Security to remove the Member, or
- direct the Municipal Clerk to seek the appropriate assistance from the Durham Regional Police.
- If the Member is present electronically, the Chair may
  - stop recognizing them to speak,
  - turn off their microphone,
  - ask for a recess, or
  - cause them to be removed from the electronic meeting.”

8.6 To acknowledge electronic meetings, Staff are recommending that 3.2(j) be changed to “vacate the meeting room or electronic meeting”.

## 9. Housekeeping Items

9.1 There are several grammatical and spelling changes, errors with section references, and other minor changes (shown in the attached redline version) that Staff are recommending. The following are some examples:

- Change the title of “Director of Planning and Infrastructure Services” to “Deputy CAO, Planning and Infrastructure”
- Removing unnecessary references to specific sections of the by-law (to improve ease of reading and to make future updates easier).
- Subsection 3.4.3 was recently added to acknowledge that the Mayor does not need to leave the Chair if they were introducing a “motion” using Strong Mayor powers. However, it should have been broader because it can be any of the Strong Mayor powers (i.e. introducing a by-law or a budget). Therefore, Staff are recommending that 3.4.3 be changed to replace “introducing a motion under the” with “exercising any”.
- Creation of a new subsection 6.1 (General Agenda Matters) and moving sections that were duplicated on each of the Committee and Council agenda sections up into the new general subsection.

## 10. Financial Considerations

Not Applicable.

## 11. Strategic Plan

L.1.3: Empower staff to identify opportunities to improve efficiency and effectiveness.

## 12. Climate Change

Not Applicable.

## 13. Concurrence

Not Applicable.

## 14. Conclusion

It is respectfully recommended that Committee approve the changes recommended by Staff to Clarington's Procedural By-law, including the repeal of the current by-law. If approved, these changes will come into effect following the passing of the by-law, except for the changes to the agenda publication dates, which will begin with the September 2025 meetings.

---

Staff Contact: June Gallagher, Municipal Clerk, [jgallagher@clarington.net](mailto:jgallagher@clarington.net) and John Paul Newman, Deputy Clerk, [jnewman@clarington.net](mailto:jnewman@clarington.net)

Attachments:

Attachment 1 – Draft Procedural By-law (redlined version for illustrative purposes)

Interested Parties:

There are no interested parties to be notified of Council's decision.

If this information is required in an alternate format, please contact the Accessibility  
Coordinator at 905-623-3379 ext. 2131

# **Municipality of Clarington**

## **Procedural By-law 2025-xxx**

**As of April XX, 2025**

The Corporation of the Municipality of Clarington  
Procedural By-law 2025-0xx

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By-law 2025-0xx

Being a by-law to govern the proceedings of the Council of the Municipality of Clarington, its General Government Committee, its Planning and Development Committee, and Advisory Committees and Boards, and to repeal By-law 2023-033.

Whereas Section 238 of the *Municipal Act, 2001*, as amended, requires Council to adopt a procedure by-law for governing the calling, place, proceedings of meetings and for public notice of meetings;

The Corporation of the Municipality of Clarington hereby enacts as follows:

**Section 1 – Definitions and Interpretation**

- 1.1 SHORT TITLE: This By-law may be cited as the “Procedural By-law”.
- 1.2 Unless the context otherwise requires, in this Procedural By-law the words used in the singular includes the plural, and vice versa.
- 1.3 For the purposes of this By-law, unless stated otherwise or the context requires a different meaning:

**Agenda Deadline** means 12:00 noon on the Wednesday preceding the meeting until August, 2025. ~~Effective s~~Starting with the September, 2025 meetings, means 12:00 noon on the second Thursday prior to the GG and PD Committee meetings, and 12:00 noon on the Wednesday preceding the Council meeting, unless determined differently by the Municipal Clerk for the purposes of a Special meeting, etc.

**Agenda Update Deadline** means one hour prior to the close of business on the business day prior to the meeting until August, 2025. ~~Effective s~~Starting with the September, September, 2025 meetings, means 12:00 noon on the Wednesday preceding the GG and PD Committee meetings, and one hour prior to the close of business on the business day prior to the meeting for Council meetings, unless determined differently by the Municipal Clerk for the purposes of a Special meeting, etc.

**Campaign** means any activity by, or on behalf of a Candidate, political party, constituency association, Registered Third Party, or question on a ballot that has the purpose of supporting, promoting, or opposing.

**Candidate** shall have the same meaning as in the Canada Elections Act, S.C. 2000, the Election Act, R.S.O. 1990, or the Municipal Elections Act, 1996, as applicable, and shall be deemed to include a person or an agent for a registered person seeking to influence another person to vote for or against any candidate, question, or by-law submitted to the electors.

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**Chair:**

Council Chair means the Mayor, Deputy Mayor, or the Member of Council appointed to act as Chair during the absence of the Mayor and Deputy Mayor for a Meeting or a portion of a Meeting. While acting as Chair the Member shall exercise all the powers and responsibilities of the Mayor under this Procedural By-law, [except for any Strong Mayor powers](#).

In the case of the GG Committee, Chair means the Council member appointed as the Chair for that timeframe, as provided for in this Procedural By-law.

In the case of the PD Committee, Chair means the member appointed as the Chair of the [Planning and Infrastructure Services Department PD Committee](#), as provided for in this Procedural By-law.

**Committee** means a Committee of Council and includes Standing Committees, or sub-committees of the Standing Committees.

**Consent Agenda** means the portion of the agenda where items are approved in a single motion without debate, subject to the agreement of all Members.

**Consent Resolution** means two or more items that are approved in a single motion without debate.

**Council** means the Council of the Municipality of Clarington.

**Councillor** means a person elected, or appointed, as a Member of Clarington Council but does not include the Mayor.

**Debate** means the discussion between two or more persons, on the merits of the Motion under consideration.

**Delegation** means a person, [excluding a Member of Council](#), desiring to verbally present information on matters of fact, or to make a request to Council or Committee, as the case may be.

**Deputy Mayor** means the Member of Council who is appointed to this position and, in the absence of the Mayor, shall exercise all of the powers and responsibilities of the Mayor as provided for in this By-law or any other by-law or statute.

**Electronic Council Communications Information Package (ECCIP)** means an electronic package containing correspondence received by Staff for Council's information and consideration.

**Electronic Participation** means that a Member may participate in the Council or Committee meeting, remotely by electronic means. The electronic means must enable the Member to hear and to be heard by the other meeting participants. Acceptable

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formats may include teleconference, videoconference or webinar, or other interactive communications.

**Emergency** means any period during which an Emergency has been declared to exist in all or part of a municipality by the Head of Council or the Province of Ontario under sections 4 or 7.0.1 of the Emergency Management and Civil Protection Act, as amended.

**Emergency Special Meeting** means a meeting called by the Mayor, without advance notice being given, to consider and deal with urgent and extraordinary matters, including issues that may urgently affect the health or safety of residents.

**GG** means the General Government Committee of Council.

**Group** means more than one person speaking on the same topic registered as a single delegation.

**Holiday** means a holiday as defined by the Legislation Act, S.O. 2006, Chapter 21, Schedule F.

**Joint Meeting** means a meeting that deals with matters that would normally be dealt with at a GG meeting ~~or~~ and PD meeting.

**Mayor** means the Head of Council.

**Meeting** has the same meaning as Section 238 of the Municipal Act, and means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where (a) a quorum of members is present, and (b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

**Member** means a Member of Council or Committee.

**Motion** means a proposal moved by a Member and seconded by another Member, for the consideration of Council or Committee.

**Municipal Act, 2001** means the Municipal Act, 2001, S.O. 2001, c.25, as amended or replaced from time to time.

**Municipal Clerk or Clerk** means the Clerk of the Municipality of Clarington and includes the Deputy Clerk and any official of the Municipality appointed by Council to exercise the power(s) of the Municipal Clerk in the absence of the Municipal Clerk and Deputy Clerk or their designate.

**Municipal Conflict of Interest Act** means the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50, as amended or replaced from time to time.

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**Municipal Elections Act, 1996** means the Municipal Elections Act, 1996, S.O. 1996, c.32, as amended or replaced from time to time.

**Municipal Freedom of Information and Protection of Privacy Act** means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended or replaced from time to time.

**Municipal Service Board** means a board established by Council under section 196 of the Municipal Act, 2001.

**Municipality** means the Municipality of Clarington.

**PD** means the Planning and Development Committee of Council.

**Pecuniary Interest** has the same meaning as the term has in the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50, as amended or replaced from time to time.

**Petition** means a legibly written / typed document requesting Committee's / Council's consideration of a matter that contains more than ten signatures.

**Planning Act** means the Planning Act, R.S.O. 1990, c.P.13, as amended or replaced from time to time.

**Point of Order** means a statement made by a Member during a Meeting drawing to the attention of the Chair a breach of the Rules of Procedure.

**Point of Privilege** means the raising of a question that concerns a Member, or all of the Members, when a Member believes that their rights, immunities or integrity or the rights, immunities or integrity of Council or Committee as a whole have been challenged. A breach of privilege is a willful disregard by a Member or any other person of the dignity and lawful authority of Council.

**Political Party** means a political party registered with Elections Ontario or Elections Canada if it succeeds in endorsing one, or more confirmed candidates, in a general election or a by-election after it has become eligible for registration.

**Present** means that a Member is in attendance at a meeting either in person or by electronic participation.

**Procedural Motion** means any motion concerning the manner or time of consideration of any matter before the Council as opposed to the substance thereof and includes, without limitation, the following:

- a) To extend the time of the Meeting;
- b) To refer;
- c) To amend;

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- d) To recess;
- e) To table indefinitely;
- f) To defer;
- g) To lift from the table;
- h) To adjourn;
- i) To divide;
- j) To Call the Vote; or
- k) To suspend the Rules of Procedure.

**Procedural Notice of Motion** means a written notice, including the names of the mover and seconder, advising Council that the motion described therein to amend something previously adopted by Council, to rescind a previous decision of Council, to lift a matter from the table, or to reconsider a previous decision of Council, will be brought forward.

**Public Meeting** means a public meeting in accordance with the Planning Act, R.S.O. 1990 c. P.13 or any other Act, for which notice has been given and during which any person in attendance shall be provided an opportunity to make representation in respect of the matter for which the Public Meeting is held.

**Reconsideration** means a motion that has the effect of allowing a motion to proceed as though it had never been previously voted on.

**Recorded Vote** means the written record of the name and vote of every Member present when the vote is called on any matter or question.

**Rescind** means a motion that undoes the action taken by the motion, provided it has not been acted upon.

**Rules of Procedure** means the rules and requirements of this Procedural By-law.

**Special Meeting** means a meeting of Council that was not a part of the regular meeting schedule. A special meeting may be called for Council, GG or PD.

**Standing Committee** means either the General Government (GG) Committee or the Planning and Development (PD) Committee of Council.

**Simple Majority** means 50% + 1 of the Members present and voting:

- a) For 7 Members: 4
- b) For 6 Members: 4
- c) For 5 Members: 3
- d) For 4 Members: 3



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**Three-Quarters Majority (3/4)** of the Members present and voting means:

- a) 3/4 of 7 Members: 6
- b) 3/4 of 6 Members: 5
- c) 3/4 of 5 Members: 4
- d) 3/4 of 4 Members: 3

**Two-Thirds Majority (2/3)** of the Members present and voting means:

- a) 2/3 of 7 Members: 5
- b) 2/3 of 6 Members: 4
- c) 2/3 of 5 Members: 4
- d) 2/3 of 4 Members: 3

**Website** means the Municipality's website address at [www.clarington.net](http://www.clarington.net).

**Section 2 – General Provisions**

**2.1 Applicability**

- 2.1.1 Without derogating from the other provisions of this Procedural By-law, the rules and requirements contained in it shall be observed in all proceedings of Council or Standing Committees and shall be the rules and requirements which govern the order of their business, unless specifically overridden by sections of the Municipal Act (i.e. Strong Mayor powers).
- 2.1.2 The rules governing the procedures and conduct of Members shall be observed in Advisory Committee and Local Board meetings with necessary modifications, except as otherwise provided in the Advisory Committee's or Local Board's Terms of Reference or by-laws.
- 2.1.3 Nothing in this by-law affects any delegation of authority to staff.

**2.2 Suspension of Rules and Policies**

- 2.2.1 Despite Sub-section 2.1.1, the rules and requirements contained in this Procedural By-law may be suspended by a vote of three-quarters (3/4) of the Members present and voting, with the exception of any rule which is required to be followed by law.
- 2.2.2 Suspension of Council policies or by-laws requires a vote of three-quarters (3/4) of the Members present and voting, with the exception of any rule which is required to be followed by law.

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**2.3 Issue not Addressed**

- 2.3.1 If an issue is raised that is not expressly addressed in this By-law, the issue shall be decided by the Chair, subject to an appeal to the Council or Committee, in session. A vote of the majority of the Members will decide the matter.

**2.4 General Principles**

- 2.4.1 The following general principles shall be observed by all Members participating in a meeting, and may be used by a meeting Chair for guidance in determining the appropriate course of action for any matter not addressed in these ~~procedures~~[rules of procedure](#):

- a) The majority of Members have the right to decide unless specifically noted elsewhere in this Procedural By-law, or by Statute. All Members have the right to be heard;
- b) All Members have the right to information to help make decisions;
- c) All Members have a right to an efficient meeting;
- d) All Members have the right to be treated with respect and courtesy; and
- e) All Members have equal rights, privileges, and obligations.

**2.5 Electronic Participation**

- 2.5.1 A member of Council, of a local board or of a committee of either of them is permitted to participate electronically in a meeting and may be counted in determining whether, or not, a quorum of members is present at any point in time.
- 2.5.2 For clarity, a Member of Council, of a local board, or of a committee of either of them, can participate electronically in a meeting that is closed to the public.
- 2.5.3 The protocol for participating electronically shall be set out by the Municipal Clerk and may be amended from time to time.
- 2.5.4 The Member shall have the same rights and responsibilities as if they were in physical attendance, including the right to vote, unless otherwise prohibited by law or in other subsections of this by-law.
- 2.5.5 Electronic participation is permitted for all Staff.
- 2.5.6 Delegates may participate electronically on request if the Clerk is of the opinion that the delegation can be facilitated electronically. All regular rules for delegations shall apply to delegates participating electronically.

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**2.6 Agenda Restrictions**

2.6.1 The Municipal Clerk shall refuse, ~~at the request of a member of the public,~~ to place on the agenda, and in an ECCIP, unless the CAO determines it is necessary, an item where the subject matter:

- a) Involves current or pending litigation;
- b) Involves insurance claims;
- c) Involves personnel matters;
- d) Involves labour relations;
- e) Involves administrative complaints;
- f) Is beyond the jurisdiction of Council;
- g) Is contrary to the provisions of the Municipal Freedom of Information and Protection of Privacy Act or other relevant legislation;
- h) Involves solicitation of business;
- i) Involves candidates, political parties, or nominees for a political party;
- j) Is Solely for the purpose of generating publicity for an event;
- k) Involves an active by-law investigation or prosecution;
- l) Involves other administrative, or operational matters, including but not limited to contract awards and billing discrepancies/issues; or
- m) Is Oo otherwise not suitable for discussion.

2.6.2 Delegations and communication items may also be restricted. See the delegation and communication sections within this Procedural By-law.

**Section 3 – Duties of the Mayor and Council**

**3.1 Duties of the Mayor**

3.1.1 It shall be the duty of the Mayor to carry out the responsibilities set forth in the Municipal Act, 2001, Section 225.

3.1.2 To authenticate, by signature, all by-laws.

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3.1.3 The Mayor shall, by virtue of their office, be a member of all Committees with the same rights and privileges as all other members, including the right to vote and participate in debate, but shall not be eligible to be the Chair or Vice-Chair. The Mayor's absence from the meeting shall not be counted when determining quorum but the Mayor's presence at a meeting shall be counted towards quorum.

**3.2 Duties of the Chair**

- a) To open the Meeting of Council or Committee by taking the Chair and calling the Members to order;
- b) To announce the business before Council in the order in which it is to be acted upon;
- c) To receive and submit, in the manner prescribed by this Procedural By-law, all motions presented by the Members of Council;
- d) To recognize any Member who wishes to speak and to determine the order of the speakers;
- e) To put to a vote all questions, which are regularly moved and seconded, or necessarily arise during the proceedings and to announce the results;
- f) To vote on all motions, which are moved and seconded, or necessarily arise during the proceedings;
- g) To decline to put to vote, motions which contravene the provisions of this Procedural By-law;
- h) To enforce the provisions of this Procedural By-law;
- i) To enforce on all occasions, the observance of order and decorum among the Members;
- j) To call by name, any Member refusing to comply with this Procedural By-law and to order the Member to vacate the meeting room or electronic meeting Council Chamber, or the place of Meeting, as the case may be. In the event that the Member does not vacate:

• If the Member is present in person, the Chair may:

- stop recognizing them to speak,
- turn off their microphone,
- ask for a recess,
- call Security to remove the Member; or

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- direct the Municipal Clerk to seek the appropriate assistance from the Durham Regional Police;
  - If the Member is present electronically, the Chair may
    - stop recognizing them to speak,
    - turn off their microphone,
    - ask for a recess, or
    - cause them to be removed from the electronic meeting.
- k) To cause to be expelled and excluded any member of the public who creates any disturbance or acts improperly during a Meeting and, if necessary, to direct the Municipal Clerk to seek the appropriate assistance from the Durham Regional Police;
- l) To rule on any Points of Order and Points of Privilege raised by Members of Council;
- m) To recess the Meeting, without a motion, for a specified time if there is a threat or imminent threat to the health or safety of any person, or if there is a possibility of public disorder;
- n) \_\_\_\_\_ To adjourn the Meeting when the business is concluded, or if considered necessary because of grave disorder, to adjourn the sitting without putting to the vote any question or suspend the sitting for a time to be named; and
- ~~on)~~ Where the agenda includes a public meeting, the Chair shall preside in person, unless all Members of Council are participating electronically. If the Member is not in person, another Member who is in person shall Chair that meeting.

**3.3 Appointment of Deputy Mayor**

- 3.3.1 Council shall appoint a Member to act as a Deputy Mayor in the absence of the Mayor. During any such absence of the Mayor, the Deputy Mayor shall exercise all of the powers and responsibilities of the Mayor under this By-law or any other by-law or statute, except the Strong Mayors powers as defined in Part VI.1 of the Municipal Act.

**3.4 Participation of Chair in Debate**

- 3.4.1 The Chair may state relevant facts and the Chair's position on any matter before the Council, or a Committee without leaving the chair, which may take place immediately prior to the vote, but it shall not be permissible for the Chair to move a motion or debate a question without first leaving the chair.

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- 3.4.2 If the Chair desires to leave the chair, to leave the meeting, to move a motion, or to take part in the debate, the Mayor shall preside until the Chair resumes the chair. If the Mayor is chairing the Committee meeting, the Deputy Mayor shall preside until the Mayor resumes the Chair. If the designated person is not present, the Chair may call upon any other Member to chair the meeting.
- 3.4.3 Notwithstanding any requirement for the Mayor to leave the Chair to introduce a motion, this does not apply when the Mayor is ~~introducing a motion under the~~exercising any Strong Mayor powers within Part VI.1 of the Municipal Act.
- 3.5 Duties of a Member of Council**
- 3.5.1 A Member of Council shall have the following duties:
- a) to deliberate on the business submitted to Council or Committees of Council, as the case may be;
  - b) to vote when a motion is put to a vote;
  - c) to Chair the GG Committee or PD Committee Meeting in accordance with this Procedural By-law; and
  - d) to apply and respect the Rules of Procedure.

## Section 4 – Meetings

### 4.1 Place of Regular Meetings

- 4.1.1 Unless otherwise directed by Council, the regular Meetings of Council, GG Committee and PD Committee shall be held in the Council Chambers, Municipal Administrative Centre, 40 Temperance Street, Bowmanville, ON or electronically, as determined by the Municipal Clerk, and at the dates and times determined by Council resolution.

### 4.2 Regular Meetings Schedule

- 4.2.1 The meeting schedule shall generally be based on a three-week rotation per month, ~~beginning in September 2023~~, as determined by the Municipal Clerk.
- 4.2.2 Regular meetings shall not be scheduled during the week that the Monday is a public holiday. No regular meetings shall be held during the month of July, the month of August, or during any Spring Break scheduled for the public elementary and secondary schools in Clarington, or during the annual Association of Municipal Clerks and Treasurers of Ontario (AMCTO) conference or between Christmas and New Year's.

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- 4.2.3 Council meetings shall be held at 6:30 p.m., PD Committee meetings shall be held at 5 p.m. and GG Committee meetings shall be held at 9:30 a.m.
- 4.2.4 No regular meetings of Council or Standing Committees shall be scheduled in the months of September, October, or November of the year of a regular municipal election.
- 4.3 Notice of Regular Meetings**
- 4.3.1 Pursuant to Section 238 of the Municipal Act, 2001 public notice of each regularly scheduled Meeting shall be deemed to be given by making the agenda available in the Municipal Clerk's Office [and on the Clarington website](#) by end of the business day of the Friday preceding the regularly scheduled Meeting ~~and on the Clarington website~~.
- 4.3.2 Notice of amendment to the Schedule of regular Meetings shall be posted on the website at least one week prior to the amended Meeting date where practical to do so.
- 4.3.3 Notice which is substantively given but is irregular or not otherwise in strict compliance with these procedures shall not invalidate the holding of a meeting or any of the proceedings at a meeting.
- 4.4 Special Meetings**
- 4.4.1 The Mayor may, at any time, call a special Meeting of Council, GG Committee or PD Committee [or Joint Meeting](#), by writing to the Municipal Clerk stating the date, time, location, and purpose of the special meeting.
- 4.4.2 The Municipal Clerk shall call a special Meeting of Council, GG Committee or PD Committee [or Joint Meeting](#) when requested to do so in writing by a majority of the Members, at the date, time, location, and purpose mentioned in the request.
- 4.4.3 No business other than that indicated in the written notice shall be considered at the special meeting except with the unanimous consent of all Members present and voting at such meeting.
- 4.5 Notice of Special Meetings**
- 4.5.1 Notice of special Meetings shall be posted on the website not less than 24 hours before the time appointed for the special Meeting.
- 4.5.2 The written notice referred to in this Procedural By-law shall indicate the nature of the business to be considered at the special Meeting of Council or Committee, whether delegations will be heard, and the date, time, and place of the Meeting.

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**4.6 Joint Meeting**

4.6.1 Joint Meetings may be called at the dates and times determined by Council resolution.

**4.7 Emergency Special Meeting**

4.7.1 Notwithstanding Sub-section 4.2.1, on urgent and extraordinary occasions, an emergency special Meeting of the Council may be called by the Mayor, without advance notice being given by the Municipal Clerk pursuant to this by-law, to consider and deal with such urgent and extraordinary matters, including issues that may urgently affect the health or safety of residents.

4.7.2 In the case of an emergency, Council may hold meetings at any convenient location within or outside the municipality, as determined by the Clerk in consultation with the Mayor and Chief Administrative Officer.

4.7.3 No business other than the business dealing directly or indirectly with the emergency shall be transacted at the meeting.

**Notice of Emergency Special Meetings**

4.7.4 Where an Emergency special Meeting of Council is held in accordance with this Procedural By-law, notice of the Emergency special Meeting shall be posted on the website as soon as practical following the Emergency special Meeting and shall, subject to this Procedural By-law, indicate the nature of the business considered at the Emergency special Meeting.

**4.8 First/Inaugural Meeting of Council**

4.8.1 The first Meeting of Council shall be held within 31 days of taking office, pursuant to the Municipal Elections Act, 1996, at the time and location determined by the Clerk and Mayor.

**4.9 Seating in Council Chambers**

4.9.1 Seating at the Council table shall be in alphabetical order of the Members' surname, beginning in the most north/east position and proceeding clockwise.

4.9.2 Only Members of Council and the Municipal Staff shall be permitted to enter the Council floor during the sitting of Council or Committee without the permission of the Mayor or Committee Chair.

4.9.3 No person, other than a Member of Council or the Municipal Staff, shall, before or during a Meeting, place on the desks of Members or otherwise distribute any material whatsoever unless such person is so acting with the approval of the Mayor or Committee Chair.



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4.9.4 Members of Council leaving their places prior to the adjournment shall endeavour to do so in a manner so as not to disrupt the proceedings of Council or Committee.

**4.10 Quorum**

4.10.1 A quorum of Council or Committee shall be four (4) Members, except as otherwise stated. A concurring vote of a majority of Members present and voting is necessary to carry a resolution.

4.10.2 If a quorum is not present within thirty (30) minutes after the time appointed for a Meeting, the Municipal Clerk, shall record the names of the Members present and the Meeting shall stand adjourned until the date of the next regular Meeting or other Meeting called in accordance with this Procedural By-law.

4.10.3 If during a meeting, a quorum is lost, the Chair shall declare that the meeting shall stand recessed temporarily or be adjourned until the date of the next regular meeting or other meeting called in accordance with the provisions of this Procedural By-law. Any unfinished business will be placed on the agenda of the next regular meeting or other meeting called for that purpose.

**4.11 Meetings Open to the Public**

4.11.1 Subject to Sub-section 4.912, Meetings shall be open to the public and no person shall be excluded, except for improper conduct or required by statute.

**4.12 Closed Meetings**

4.12.1 Notwithstanding the previous section regarding "Meetings Open to the Public", Council or Committee may, by resolution, close a Meeting or part of a Meeting to members of the public if the subject matter deals with any of the matters in Sub-section 239 (2) or 239 (3) of the Municipal Act, 2001.

4.12.2 Council or Committee may hold a Meeting closed to the public where the Meeting is held for the purpose of educating or training the Members and at the Meeting no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council or Committee.

4.12.3 A motion to close a Meeting or part of a Meeting to the public shall state:

- a) the fact of the holding of the closed Meeting; and
- b) the general nature of the matter to be considered at the closed Meeting.

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- 4.12.4 Where a Meeting, or part of a Meeting, is closed to the public, Council or Committee shall:
- a) ~~retire to the Council Ante Room or other such room as deemed appropriate by Council or Committee remain in the same room as Open Session and only those persons specifically invited to attend the closed Meeting shall be permitted to attend; or~~
  - b) ~~request those persons not specifically invited to the closed Meeting to vacate the Council Chambers, or such room in which the Meeting is being held room or leave the electronic meeting, as the case may be; or~~
  - e) only permit access to the meeting room or electronic meeting to those persons specifically invited to attend the closed Meeting. All other persons will be required to vacate the meeting.
- 4.12.5 A Meeting shall not be closed to the public during a vote except where the meeting is a closed Meeting permitted or required by statute, and where the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Municipality or persons retained under contract with the Municipality.
- 4.12.6 Notwithstanding Sub-section 4.12.5, the vote on a resolution approving a contract for the acquisition or disposal of land, including the sale of road allowances, shall be conducted in open session.
- 4.12.7 At the conclusion of a closed meeting, a motion to rise from the closed meeting and proceed into an open meeting shall be adopted.
- 4.13 Length of Meetings and Scheduled Break**
- 4.13.1 Meetings scheduled to commence at or before 9:30 a.m., and which are in session at 4:31 p.m., will be adjourned unless the rules are suspended to continue the meeting.
- 4.13.2 Meetings which are scheduled to commence at or after 5:00 p.m., and which are in session at 10:31 p.m., will be adjourned unless the rules are suspended to continue the meeting.
- 4.13.3 Where a meeting is scheduled to commence at or before 9:30 a.m., there shall be a scheduled 1-hour break at 12:00 noon unless otherwise determined by a vote of 2/3 of the Members present.
- 4.13.4 If a meeting is adjourned in accordance with section 4.13.1 or 4.13.2, prior to all agenda items being considered, all remaining items, except procedural items, shall be placed on the next regular committee meeting that the item would otherwise have been added to.

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**4.14 Portable Electronic Devices**

- 4.14.1 The use of portable electronic devices by Members of Council and Committee during Council and Committee meetings shall be permitted provided the Member is not using the portable electronic device to phone; email, or text each other or members of the public while the meeting is in session.
- 4.14.2 Despite Subsection 4.14.1, the use of any portable electronic device may be prohibited by the Chair, if, in the Chair's opinion, the device is interfering with any video or audio broadcast of the meeting or is otherwise causing a disturbance.
- 4.14.3 The use of portable electronic devices may be used as an interface to participate electronically in the meeting.

**4.15 Video Recording of Council and Committee Meetings**

- 4.15.1 Meetings may be audio or video recorded, broadcast and / or livestreamed publicly by the municipality, except for Closed Meetings.
- 4.15.2 Meeting attendees may record all, or portions of, open meetings, provided that doing so is not disruptive to the meeting or other attendees.

**4.16 Cancellation or Changes to Meetings**

- 4.16.1 A meeting may be cancelled or the date, time, or location changed by the Clerk in any of the following circumstances:
- a) If the Clerk determines in advance that quorum will not be achieved;
  - b) ~~if the meeting is cancelled b~~By Council or Committee resolution;
  - c) ~~Where the meeting is not required as determined by the Clerk, in consultation with the Mayor and CAO, d~~Due to a lack of forecasted agenda items, in consultation with the Mayor and CAO; or
  - d) ~~i~~n the event of exceptional circumstances, including inclement weather, at the discretion of the Chair or Clerk.
- 4.16.2 The Clerk shall ensure that notice of the cancellation or change is provided to all Members of Council as soon as possible after the cancellation or change.

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**Section 5 – Committees**

**5.1 General**

5.1.1 There shall be two Standing Committees of Council, namely the General Government (GG) Committee of Council and the Planning and Development (PD) Committee of Council, which shall be organized as follows:

- a) GG and PD Committees shall be comprised of all Members of Council.
- b) Unless the Strong Mayors Powers are invoked where the Mayor may appoint the Chair and Vice-Chair of Committees wholly consisting of Members of Council, each Member shall Chair the GG Committee meetings in accordance with the following schedule:
  - Ward 1 Councillor – January and February
  - Ward 2 Councillor – March and April
  - Ward 3 Councillor – May and June
  - Ward 4 Councillor – September and October
  - Regional Councillor (who is not appointed as the Chair of the PD Committee meetings) – November and December
- c) A Regional Councillor shall be appointed to Chair the PD Committee meetings by Council.
- d) In the absence of the Chair or during July and August, the Mayor shall Chair the meeting, and in the absence of the Mayor the Deputy Mayor.
- e) Joint meetings shall be chaired by the Mayor unless:
  - unavailable, in which case, the Deputy Mayor shall chair; or
  - the Mayor has designated another Member of Council.

**5.2 Exceptions**

5.2.1 Notwithstanding the Committee mandate outlined in this Procedural By-law, Council may consider any matter without referring it to GG Committee or PD Committee and may withdraw a matter from the GG Committee or the PD Committee at any time.

5.2.2 Notwithstanding the mandates of the Standing Committees, the Municipal Clerk may place a matter on either Standing Committee, where it is deemed more appropriate by the CAO.

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**5.3 GG Committee Mandate**

5.3.1 The GG Committee shall make recommendations to Council on all matters not mandated by the PD Committee, including, without limitation, levels of service and operational policy and budgetary matters.

**5.4 GG Committee Reporting to Council**

5.4.1 The GG Committee shall forward recommendations to Council via the committees minutes, for consideration at Council.

**5.5 PD Committee Mandate**

5.5.1 The PD Committee shall be mandated with holding public meetings, and any other planning and development matter or matter deemed to require public consultation and such other matters as may be referred to the PD Committee by Council.

**5.6 PD Committee Reporting to Council**

5.6.1 The PD Committee shall forward recommendations to Council via the committee minutes, for consideration at Council.

**Section 6 – Agendas and Minutes**

**6.1 General**

6.1.1 When preparing an Agenda, the Clerk may exclude any headings that have no items after the Agenda Update Deadline.

6.1.2 The Municipal Clerk may schedule an item for a specified time during the meeting. When exercising this option, the Municipal Clerk shall include the scheduled time on the meeting Agenda.

6.1.3 Where the Municipal Clerk, has scheduled an item for a specified time, when that specified time arrives during the meeting, the Council/Committee shall set aside the matter currently before it, to allow the item to be heard as scheduled. The scheduled item becomes the next order of business.

6.1.4 The Agenda shall be provided to each Member by noon on the day following the Agenda Deadline.

6.1.5 The Agenda items shall be considered in the order they appear on the agenda unless otherwise decided by a majority vote of the Members present and voting.

6.1.6 Notwithstanding sub-sections 6.2.1, 6.3.1, and 6.4.1, the Municipal Clerk may group items regarding the same matter together on the agenda, in the order that the Municipal Clerk deems appropriate.

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**6.2 Council Agenda**

6.2.1 The Municipal Clerk shall cause to be prepared an agenda under the following headings for the use of the Members at the regular Meetings of Council:

- Call to Order
- Land Acknowledgement Statement
- Moment of Reflection
- ~~Land Acknowledgement Statement~~
- Disclosure of Pecuniary Interest
- Announcements
- Presentations / Delegations
- Consent Agenda
  - ~~• Council and Standing Committee Minutes~~
  - ~~• Advisory Committee and Local Board Minutes~~
  - ~~• Communications~~
  - ~~• Staff Reports and Staff Memos~~
  - ~~• By-laws~~
- Items for Separate Discussion
- Business Arising from Procedural Notice of Motion (to be included on agenda only if there is business to be considered under this Section)
- ~~Unfinished Business~~
- Confidential Items
- Confirming By-law
- Adjournment

~~6.1.2 The agenda shall be provided to each member no later than end of day on the Thursday preceding the commencement of the regular Council Meeting in question.~~

~~6.1.3 The business of Council shall be considered in the order as it appears on the agenda, unless otherwise decided by a majority vote of the Members present and voting.~~

~~6.1.4 Notwithstanding sub-section 6.1.1, the Municipal Clerk may group items regarding the same matter together on the agenda, in the order that the Municipal Clerk deems appropriate.~~

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**6.32 General Government Committee Agenda**

6.32.1 The Municipal Clerk shall cause to be prepared an agenda under the following headings for the use of the Members at the regular meetings of the GG Committee:

Call to Order  
Land Acknowledgement Statement  
Disclosure of Pecuniary Interest  
Announcements  
Presentations / Delegations  
Consent Agenda

- ~~Communications~~
- ~~Staff Reports and Staff Memos~~

Items for Separate Discussion  
~~Unfinished Business~~  
New Business  
Confidential Items  
Adjournment

~~6.2.2 The Municipal Clerk shall ensure that the GG Committee agenda is provided to each member no later than the end of day Thursday preceding the commencement of the regular GG Committee Meeting.~~

~~6.2.3 The business of GG Committee shall be considered in the order as it appears on the agenda for its Meeting, unless otherwise decided by a majority vote of the Members present and voting.~~

~~6.2.4 Notwithstanding Sub-section 6.2.1, the Municipal Clerk may group items regarding the same matter together on the agenda, in the order that the Municipal Clerk deems appropriate.~~

**6.43 Planning and Development Committee**

6.43.1 The Municipal Clerk shall cause to be prepared an agenda under the following headings for the use of the Members at the regular meetings of PD Committee:

Call to Order  
Land Acknowledgement Statement  
Disclosure of Pecuniary Interest  
Announcements  
Presentations / Delegations  
Consent Agenda

- ~~Communications~~
- ~~Staff Reports and Staff Memos~~

~~Unfinished Business~~

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New Business  
Public Meetings (6:30 p.m.)  
Confidential Items  
Adjournment

~~6.3.2 The Municipal Clerk shall ensure that the PD Committee agenda is provided to each member no later than the end of day Thursday preceding the commencement of the regular PD Committee Meeting.~~

~~6.3.3 The business of PD Committee shall be considered in the order as it appears on the agenda for its Meeting, unless otherwise decided by a majority vote of the Members present and voting.~~

~~6.3.4 Notwithstanding sub-section 6.3.1, the Municipal Clerk may group items regarding the same matter together on the agenda, in the order that the Municipal Clerk deems appropriate.~~

**6.54 Special Meeting Agendas**

6.54.1 The Municipal Clerk shall cause to be prepared a printed agenda under the following headings for the use of the Members at Special Meetings:

Call to Order  
Land Acknowledgement Statement  
Disclosure of Pecuniary Interest  
Matters of Business  
Adjournment

6.54.2 When preparing an agenda for a special meeting, the Clerk may include or exclude any headings appropriate for the special meeting.

6.54.3 The business of Special Meetings shall be considered in the order as it appears on the agenda for its Meeting, unless otherwise decided by a majority vote of the Members present and voting.

**6.65 Addendum**

6.65.1 The Clerk may amend the agenda for a scheduled Council or Standing Committee meeting by way of an addendum.

6.65.2 The addendum shall only include additional items related to matters already on the agenda, or new items that in the opinion of the Clerk, in consultation with the Chief Administrative Officer, are time-sensitive ~~in nature~~.

6.65.3 Items to be included on the Addendum shall be received by the Agenda Update Deadline and will be published after that deadline.



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6.65.4 Notice shall be deemed to have been given for all matters added to an agenda via an addendum.

**6.76 Meeting Minutes**

6.76.1 The Municipal Clerk, shall cause minutes to be taken of each Meeting of Council or Committee, whether it is closed to the public or not. These minutes shall include:

- a) the place, date and time of Meeting;
- b) the names of the Chair or Chairs and a record of 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) if requested, correction of the minutes of prior Meetings;
- d) declarations of pecuniary interest; and
- e) all resolutions, decisions and all other proceedings of Council or Committee, without note or comment.

**Section 7 – Agenda Item Description**

**7.1 Call to Order**

7.1.1 As soon as a quorum is present after the hour set for the Meeting, the Chair shall call the Members present to order.

7.1.2 If the Chair does not attend within fifteen minutes after the time set for the Meeting and a quorum is present, the Mayor shall preside over the Meeting until the Chair is present at the Meeting and is able to perform the responsibilities of the chair.

7.1.3 If the Mayor is also not present within fifteen minutes after the time set for the Meeting and a quorum is present, the Deputy Mayor shall preside over the Meeting until the Chair or Mayor is present at the Meeting and is able to perform the responsibilities of the chair.

7.1.4 If the Deputy Mayor is also not present within fifteen minutes after the time set for the Meeting and a quorum is present, the Municipal Clerk, shall call the meeting to order, and the Members present shall appoint a Member who shall act as Chair of the Meeting until the arrival of the Mayor or Deputy Mayor, whoever is the first to arrive and is able to assume the chair.

7.1.5 A moment of reflection is called at the beginning of a Council meeting to allow Members to consider past and future actions that may be taken.

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- 7.1.6 In recognition of a necessary first step towards honouring the original occupants of a place, and as a way to recognize the traditional First Nations, Metis and / or Inuit territories of a place, and to commemorate Indigenous peoples' principal kinship to the land, a Land Acknowledgement Statement shall be read in accordance with the Land Acknowledgement Guidelines.
- 7.2 Disclosure of Pecuniary Interest**
- 7.2.1 All Members shall govern themselves at any Meeting in accordance with the current legislation respecting any disclosure of pecuniary interest and participation in the Meeting.
- 7.2.2 Where the meeting is not open to the public, in addition to declaring the conflict, the Member shall leave the meeting, or the part of the meeting, during which the matter is under consideration.
- 7.2.3 Where a Member is absent from a meeting which includes a matter on which they have a pecuniary interest, the Member shall disclose the interest at the next meeting attended by the Member.
- 7.2.4 The Clerk shall record any declarations of interest made by a Member in the meeting minutes, noting the matter and the general nature of the declaration.
- 7.2.5 Notwithstanding Sub-section 7.2.1, if the matter under consideration at a meeting, or a part of a meeting, is to consider whether to suspend the remuneration paid to the member under subsection 223.4 (5) or (6) of the Municipal Act, 2001, the member may take part in the discussion of the matter, including making submissions to council or the local board, as the case may be, and may attempt to influence the voting on any question in respect of the matter, whether before, during or after the meeting. However, the member is not permitted to move, second, or vote on any motion in respect of the matter. Additionally, in the case of a meeting that is not open to the public, the member may attend the meeting, or part of the meeting, during which the matter is under consideration.
- 7.2.6 Notwithstanding Sub-section 7.2.1, when a Member declares on a matter(s) at a Council meeting, later in the meeting when the confirming by-law is on the floor, the Member's declaration is understood, and the Member may remain in the room in which the meeting is taking place and participate in the vote on the confirming by-law. Further, if the Member declares on a matter at a meeting and at a subsequent meeting the minutes of the entire meeting are on the floor for adoption, the Member's declaration is understood and the Member may participate in the vote on adopting the minutes and is not required to submit another declaration of interest form, provided that the matter the Member declared on is not further discussed or amended in any way.

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- 7.2.7 At a meeting at which a member declares an interest, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the Municipal Clerk, in the form determined by the Municipal Clerk.
- 7.2.8 The Municipal Clerk shall establish and maintain a Registry of Declarations of Interest containing,
- a) A copy of each statement filed ~~under section 7.2.4~~; and
  - b) A copy of each declaration recorded in the minutes.
- 7.2.9 The Municipal Clerk shall provide access to the Registry of Declarations of Interest through the Municipal website or through an alternative means, as requested from time to time.

**7.3 Announcements**

- 7.3.1 During this portion of the Meeting, when recognized by the Chair, Members shall be afforded a maximum of five minutes during which time they may announce or comment on community events and activities.

**7.4 Presentations**

- 7.4.1 ~~At the request of a Member of Council or the Municipality's Staff, any person(s), organization(s), corporations(s), or appointed official(s) may be permitted to address the Members to inform them of matters of significance to the Municipality provided that the request has been submitted to the Municipal Clerk by the Agenda Deadline.~~

~~Presentations shall include only the following:~~

~~Presentations requested by Council; or~~

~~Civic recognition / awards; or~~

~~Presentations by Municipal Staff or consultants retained by the Municipality; or~~

~~Presentations from senior levels of government; or~~

~~Presentations deemed necessary by the Municipal Clerk, or as required by law.~~

- 7.4.1 Provided that the request has been submitted to the Municipal Clerk prior to the Agenda Deadline, in the form determined by the Municipal Clerk, a person, organization, corporation, or appointed officer may be permitted to be listed under the "Presentation Section":

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7.4.2 Presentations shall include only the following:

- a) Awards or recognitions;
- b) Presentations from senior levels of government;
- c) Presentations from a member of Staff, in their professional capacity;
- d) Presentations requested by a Member of Council, or Staff; and
- e) Presentations as required by legislation.

7.4.~~32~~ Municipal audio-visual equipment may be used to assist in presentations, provided that permission has been obtained for use of such equipment from the Municipal Clerk, at the time the presenter(s) contact the Municipal Clerk's Division to register for the Meeting. Presentations must be provided to the Municipal Clerk's Division no later than 2:00 p.m. on the business day preceding the commencement of the Meeting. Presentations will not be installed once the meeting has begun.

**Presentations to Committee**

7.4.~~34~~ Presentations scheduled to be made to Committee will be assigned to the appropriate Committee based on the presentation topic and the Committee mandate.

~~7.4.4 Upon receipt of the request for a presentation as detailed in Sub-section 7.4.1, the Municipal Clerk, may schedule the presentation for a specified time during the Committee meeting. When exercising this option, the Municipal Clerk, shall include the scheduled presentation time on the meeting Agenda and shall notify the presenter of the scheduled presentation time.~~

~~7.4.5 Where the Municipal Clerk, has scheduled a presentation for a specified time, as per Sub-section 7.4.4, when that specified time arrives during the Committee meeting, the Committee shall set aside the matter currently before it, to allow the presentation to be heard as scheduled. Should there be a motion on the floor at the scheduled presentation time, that motion shall be considered immediately after the Presentation has concluded.~~

7.4.~~56~~ The time limit for Staff and Consultant presentations at Public Meetings shall be 20 minutes.

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**7.5 Delegations**

- 7.5.1 All requests for delegations shall be accompanied by a written summary, to be included in the Agenda, outlining their subject, their name and address, their reason for delegating, their desired action requested of Council, and any supporting documentation. Delegations will not be allowed if the Municipal Clerk, in consultation with the CAO, deems that the written summary is not sufficient to convey the topic and position of the delegation.
- 7.5.2 All Delegations shall be directed to, and heard by, the Committee except as otherwise provided for in this Procedural By-law.
- 7.5.3 Notwithstanding Sub-section 7.5.2, unless otherwise determined by the Municipal Clerk, Delegations shall not be added to the agenda or permitted to:
- a) Speak to PD Committee regarding a matter that is the subject of a Public Meeting which is included on the PD Committee agenda.
  - b) Speak to PD Committee regarding a matter which is within the mandate of the GG Committee meeting.
  - c) Speak to GG Committee regarding a matter which is within the mandate of the PD Committee meeting.
  - d) Speak to a previous decision of Council, that is within the same term of Council that the decision was made, unless a motion to reconsider or re-introduce the matter is presented to Council by a Member, or a report on the matter is included on the agenda.
  - e) Speak to an Integrity Commissioner's report regarding a Member of Council.
  - f) Speak to matters which have been referred to Staff for a report which is not yet on a published agenda or matters which are within the responsibility of Staff. For these inquiries, the Clerk shall notify the proposed delegate that the delegation shall not be listed on the agenda and shall direct the proposed delegate to the appropriate Department. The delegation shall not be listed on an agenda until Staff has had the opportunity to address the matter.
- 7.5.4 Delegations shall be limited to a maximum of 15 per meeting.

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- 7.5.5 Without leave of Council, members shall have one opportunity to ask questions of Delegations for the purpose of seeking clarification or additional information, and not to expand the scope of the delegation's remarks or for adding the Member's own statement through the delegation. Questions such as "are you aware" and "did you know" will be considered out of order, subject to the discretion of the Chair.
- 7.5.6 Members shall not enter into debate with the delegate.
- 7.5.7 Where a Delegation wishes to provide Members with written communication supporting the Delegation's comments, the communication shall be provided to the Municipal Clerk prior to the meeting. The written communication may be distributed to the Members at the discretion of the Municipal Clerk or designate.
- 7.5.8 Municipal audio-visual equipment may be used to assist in delegations, if permission has been obtained for use of such equipment from the Municipal Clerk, at the time the delegates(s) contacted the Municipal Clerk's Division to register for the Meeting. The delegate's electronic presentation must be provided to the Municipal Clerk's Division no later than 2:00 p.m. the business day preceding the commencement of the Meeting. Electronic presentations will not be installed once the meeting has begun.
- ~~7.5.9 No further delegations may be made in respect of a delegation placed on an agenda in accordance with this Sub-section. For clarity, a delegation cannot be a delegation to another delegation as a way of circumventing other rules outlined in this by-law but may speak to attachments and links associated with other delegations, as long as it is in accordance with other delegation rules.~~
- 7.5.9 No delegation may speak to matters described in section 2.6. The delegation request will not be added, or noted, in the Agenda.
- 7.5.140 No delegation may speak to the same matter twice within the same meeting.
- 7.5.112 Where a delegation request is received after the Agenda Deadline and the matter is included on an agenda for a meeting, the request will be added to the addendum for the applicable meeting if written notice to the Clerk is received, by the Agenda Update Deadline.
- 7.5.123 A delegation, not listed on the agenda, shall not be heard without the consent of at least 2/3 majority of the Members present and shall be pertaining to an item listed on the Agenda. If the delegation is not pertaining to an item listed on the Agenda a suspension of the rules (3/4 vote) is required for the delegation to be heard. The delegation request will not be added, or noted, in the Agenda.

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- 7.5.1~~34~~ Each Delegation in respect of a particular matter shall be limited to seven minutes in addition to the time taken by Council to ask questions of the delegate and to receive answers to such questions.
- 7.5.1~~45~~ Should there be more than one individual who registers to speak as a group on the same matter, the group shall be allotted up to ten minutes to delegate.
- 7.5.1~~56~~ A single extension, of up to three minutes, may be provided to a delegation by passing a motion with a simple majority vote. All other extensions require the suspension of the rules of procedure.

**7.6 Delegations - To Council**

- 7.6.1 Delegations shall be restricted to speaking to matters included on the Council agenda for the Meeting in question.
- 7.6.2 Notwithstanding Sub-section 7.6.1, Delegations shall not be permitted to speak to a matter that was considered at a Standing Committee, ~~or is the subject of a Staff report or matter included under Unfinished Business included on the Council agenda,~~ where the Delegation spoke to the item at a Standing Committee or Council meeting, including a Public Meeting, which is being reported to Council.
- 7.6.3 Notwithstanding Sub-section 7.6.1, where the Municipal Clerk determines that the matter is of an urgent nature and there is insufficient time for a Delegation to be heard by a Standing Committee, subject to this Procedural By-law, the Delegation may be permitted to speak to Council on the matter.

**7.7 Disposition of Items**

- 7.7.1 When a delegate is addressing a matter that is not otherwise included on the agenda, a motion to deal with the delegation shall be in order immediately following the conclusion of the delegation.
- 7.7.2 When considering the disposition of items related to:
- a) Provincial legislation, Council's position shall be forwarded to the Association of Municipalities of Ontario (AMO) for review and consideration.
  - b) Federal legislation, Council's position shall be forwarded to the Federation of Canadian Municipalities (FCM) for review and consideration.
  - c) Forwarding Council's decision to all Ontario Municipalities, Staff shall forward to the Association of Municipalities of Ontario (AMO) for review and consideration and not to all municipalities.

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- 7.7.3 When Council only receives a correspondence item for information, no correspondence shall be sent to the submitter.
- 7.7.4 A person wishing to make representation at a Planning Public Meeting, is not required to give written notice, unless it is required as part of electronic meeting participation procedures as set out by the Municipal Clerk and is not required to be listed on the PD Committee agenda for the Meeting in question.
- 7.8 Special Meetings**
- 7.8.1 No Delegation will be heard at a Special Meeting of Council or Committee meeting unless otherwise directed in the call of the special meeting.
- 7.9 Conduct of Delegations and Presenters**
- 7.9.1 Delegations and presenters shall not:
- a) speak disrespectfully of any person, or make detrimental comments, or speak ill of, or malign the integrity of staff, the public or Council and Committee;
  - b) use offensive words;
  - c) speak on any subject other than the subject for which they have given notice to address Council/Committee;
  - d) disobey the decision of the Chair;
  - e) enter into debate with Members;
  - f) appropriate any unused time allocated to another Delegation or Presenter;
  - g) deviate from answering directly when answering a question; or
  - h) display placards or props.
  - i) use a meeting as a forum to speak on, or address, any matter relating to a campaign.



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**7.10 Public Meetings**

- 7.10.1 Shall follow the format developed by the Municipal Clerk and Deputy CAO, /Director of Planning and Infrastructure, Services.
- 7.10.2 Public meetings, under the Planning Act, shall be limited to ~~two-three~~ per Planning and Development Committee meeting, unless otherwise ~~agreed between the Municipal Clerk and~~ agreed by the Deputy CAO, /Director of Planning and Infrastructure Services.
- 7.10.3 Members of the Public speaking at a Public Meeting shall be limited to five minutes, in addition to the time taken by Council to ask questions of the person and to receive answers to such questions.

**7.11 Consent Agenda**

- 7.11.1 Items that do not require discussion, which may include minutes, communications, Staff Reports/Memos, and by-laws, may be added under this section, however, any single Member may, at the beginning of this section, request that an item be removed from the consent agenda to change the recommended motion and to vote on separately.
- 7.11.2 Should a Member have a pecuniary interest in an item on a consent resolution, the item shall be removed from the consent resolution and voted on separately.
- 7.11.3 Should a Member wish to simply discuss an item on a consent resolution/agenda, but not change the recommended motion, the Member may do so without “removing” the item from the consent resolution.

**7.12 Items for Separate Discussion**

- 7.12.1 Items that require, or may need, discussion, may be listed here and not within the consent agenda. This may include items pulled from the ECCIP.

**7.13 Consideration of Minutes**

- 7.13.1 Minutes of Standing Committees, Advisory Committees, Boards, and municipal service boards shall be listed under this Section of the Council agenda and may be disposed of through a single resolution.
- 7.13.2 Minutes from previous Standing Committees and Council meeting(s) shall be adopted and all other minutes shall be received for information.

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- 7.13.3 Any Member may request that one, or more, recommendations contained in the Standing Committees minutes be extracted and voted on separately only for the purposes of changing the motion or holding a recorded vote. If the motion was lost at Standing Committee, a motion to consider the lost motion shall require a 2/3 majority vote, before discussion on the lost motion begins.
- 7.13.4 To approve a recommendation from a board or advisory committee, a Member of Council shall remove it from the consent agenda and put forward a motion to approve the recommendation within the minutes of the board or advisory committee.
- 7.13.5 Minutes of previous meetings may be adopted without having been read at the meeting at which their adoption is considered.
- 7.13.6 Minutes of Standing Committees approved at Council are not required to be added to the agenda or approved by a future Standing Committee meeting.
- 7.14 Communications**
- 7.14.1 Where an item of correspondence is received and the subject matter pertains to an item on an agenda for a Council or Committee meeting, the correspondence shall be added to the agenda if received by the Clerk by the Agenda Update Deadline.
- 7.14.2 Communications which relate to a matter which has been referred to Staff for a report which is not yet on a published agenda or matters which are within the responsibility of Staff, shall not be placed on an agenda or the ECCIP and will be forwarded to the appropriate staff member for response to the author.
- 7.14.3 Where the Clerk received multiple copies of correspondence containing the same or similar information (such as a form letter), and the matter is on the agenda the Clerk may include one copy of the correspondence in the agenda and provide a summary of the remainder received.
- 7.14.4 The Municipal Clerk shall prepare an Electronic Council Communication Information Package (ECCIP) containing correspondence received by Staff for Council's information. This includes minutes of the Business Improvement Areas (BIAs).
- 7.14.5 The deadline for information to be included in the ECCIP is end of day Thursday, unless Friday is a holiday, then this deadline will move back a day.
- 7.14.6 The ECCIP shall be delivered electronically every Friday, unless Friday is a holiday, then this deadline will move back a day.

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- 7.14.7 A Member of Council may request, in writing to the Clerk, including the Member's motion for the disposition of the item, that an item from the ECCIP be included on the next agenda of the appropriate Standing Committee, as determined by the Clerk. A seconder shall be required.
- 7.14.8 A member of the public can speak to an ECCIP item if they follow the delegation process, then the ECCIP item will be linked in the agenda.
- 7.14.9 The pulled item will be included on the agenda of the appropriate Standing Committee if submitted to the Clerk prior to the Agenda deadline ~~and if it is not restricted under section 2.5~~. For clarity, this will not be the meeting three calendar days from when the ECCIP was published, but rather a future meeting.
- 7.14.10 If a Member submits a request to pull an ECCIP item to the Municipal Clerk after the Committee Agenda Deadline and prior to the Committee Agenda Update Deadline, it will be included in the Committee Agenda Update under the "Items for Separate Discussion" of the agenda, and it will require a 2/3 vote of the Members present, and voting at the meeting, to be added to the agenda for discussion. A note for the "required 2/3 vote to be discussed" will be added to the agenda.
- 7.14.11 If a Member submits an ECCIP item, that is not included in the agenda (i.e. after the Agenda Update Deadline), it shall not be considered until the next appropriate Regular Committee meeting.
- 7.14.12 If the mover is not present at the meeting, and no other Member wishes to move the item, the item shall not be considered and will need to follow the notice provisions for the next applicable meeting.
- 7.14.1~~30~~ Communications which, in the opinion of the Clerk require action by Council shall be included on a Council or Committee agenda under Communications and shall include a recommendation for disposal.
- 7.14.1~~44~~ Every communication to be presented to Council or Committee, shall be legibly written or printed, shall not contain any impertinent or improper matter or language, shall identify the author(s) including their name and address, and shall be filed with the Municipal Clerk.
- 7.14.1~~52~~ Communications to be posted to the website may be abridged as determined by the Municipal Clerk to facilitate posting.
- 7.14.1~~63~~ Communications related to a previous decision of Council shall not be considered by Council or a Committee within the same term of Council following the decision, unless a motion to reconsider or re-introduce the matter is presented to Council by a Member, or a report on the matter is included on the agenda.

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**7.15 Staff Reports and Staff Memos**

- 7.15.1 The Staff Reports and Staff Memos Section of the Council agenda may include Removal of a Holding Symbol report upon urgent circumstances as determined by the ~~Deputy CAO, Director of~~ Planning and Infrastructure ~~Services~~ and any Staff report that, due to timing, urgency, the important nature of the report and/or expediency, the Chief Administrative Officer determines should be considered by Council without first being presented to Committee for consideration.
- 7.15.2 The Staff Reports and Staff Memos sections of the Standing Committees agendas, shall be pertaining to the Committee mandate, or other such matter as may be referred to the Committee by Council.

**7.16 New Business**

- 7.16.1 New Business items shall not be added to the Council agenda. New Business items may be added to a Standing Committee agenda and shall be regarding the mandate of the appropriate Standing Committee.
- 7.16.1.1 Notwithstanding subsection 7.16.1, Members of Council are permitted to add an agenda item to the "Items for Separate Discussion" section of the Council agenda (not a Standing Committee) to override a Strong Mayors' Mayoral veto by providing notice to the Clerk prior to the meeting, in accordance with the Council override provisions of the Strong Mayor powers within Part VI.1 of the Municipal Act.
- 7.16.1.2 Despite any provision in this Procedural By-law and subject to any prescribed requirements, if the Mayor is of the opinion that a particular matter could potentially advance a prescribed provincial priority, the Mayor may require the Council to consider the matter at either a Standing Committee or Council meeting, without notice, in accordance with the Strong Mayor powers within Part VI.1 of the Municipal Act.
- 7.16.2 Members may only introduce a motion on New Business provided that the matter was introduced in accordance with the notice provisions.
- 7.16.3 Notice of New Business items will be satisfied if a Member submits a New Business item, in writing, to the Municipal Clerk prior to the Committee Agenda deadline.
- 7.16.4 Any changes in wording to a New Business item after publication of the Agenda, shall require an amendment of the motion at the meeting.

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- 7.16.5 If a Member submits a New Business item to the Municipal Clerk after the Committee Agenda Deadline and prior to the Committee Agenda Update Deadline, it will be included in the Committee Agenda Update under the appropriate section of the agenda, and it will require a 2/3 vote of the Members present, and voting at the meeting, to be added to the agenda for discussion. A note for the “required 2/3 vote to be discussed” will be added to the agenda.
- 7.16.6 If a Member submits a New Business Item, that is not included in the agenda, it shall be in writing, and shall not be considered until the next appropriate Regular Committee meeting.
- 7.16.7 ~~No~~A seconder ~~will~~ shall be required at the time of providing notice of the New Business item.
- 7.16.8 If a New Business Item is on the agenda, but the mover is not present at the meeting, and no other Member wishes to move the item, the item shall not be considered and will need to follow the notice provisions for the next applicable meeting.
- 7.17 Business Arising from Procedural Notices of Motion**
- 7.17.1 A Procedural Notice of Motion introducing a motion to amend something previously adopted by Council, to lift a matter from the table, to rescind a previous decision of Council, or to reconsider a previous decision of Council, shall [only be considered at a Council meeting and shall](#) be given to the Municipal Clerk including the date when it will be considered in writing, from the mover and seconder, prior to the Agenda Deadline. Procedural Notices of Motion received after the Agenda Deadline shall be placed on the next regular Council agenda.
- 7.17.2 Where a Procedural Notice of Motion has been given under subsection 7.17.1, for a “motion to amend something previously adopted by Council” or a “reconsideration”, the details of the amendment and proposed new resolution for a reconsideration respectively shall be included in the Procedural Notice of Motion.
- 7.17.3 Where a Procedural Notice of Motion has been given under Sub-section 7.17.1, the Procedural Notice of Motion shall be printed in full in the Agenda for that meeting of Council and each succeeding meeting until the motion is considered or otherwise disposed of.
- 7.17.4 When a Member’s Procedural Notice of Motion has been called by the Chair at two successive meetings and not proceeded with, it shall be removed from the agenda for all subsequent Meetings, unless Council otherwise decided.

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- 7.17.5 The Member who moved, or seconded, the procedural notice of motion is not required to be present when the related procedural notice of motion is considered. However, a new mover or seconder will be required for the notice of motion to be in order.

#### ~~7.18~~ **Unfinished Business**

- ~~7.18.1 Any matters presented, considered, referred, tabled, or deferred, or any items not otherwise disposed of through the consideration of an agenda matter, shall be disposed of during this portion of the Meeting.~~

#### ~~7.1849~~ **Confidential Items**

- ~~7.1849.1~~ The Confidential Items Section of the Agenda shall include any confidential items that, due to the nature of the item should be considered in a closed meeting in accordance with ~~of~~ this Procedural By-law.

#### ~~7.1920~~ **By-laws**

- ~~7.1920.1~~ No by-law, except:

- a by-law to confirm the proceedings of Council;
- a by-law granting authority to borrow under the authority of the *Municipal Act, 2001*;
- any by-law arising as the result of an order or decision of any judicial or quasi-judicial body; or
- a part lot control by-law;
- removal of holding symbol;

shall be presented to Council unless the subject matter thereof has been considered and approved by Council or by Committee.

- ~~7.1920.1.1~~ Despite any provision in this Procedural By-law and subject to any prescribed requirements, if the Mayor is of the opinion that a by-law could potentially advance a prescribed provincial priority, the Mayor may propose the by-law to the Council and require the Council to consider and vote on the proposed by-law at either a Standing Committee or a Council meeting, without notice, other than notice prescribed in Statutes, in accordance with the Strong Mayor powers within Part VI.1 of the Municipal Act.

- ~~7.1920.2~~ All by-laws shall be passed in a single motion, unless a Member wishes to discuss the contents of the by-law, at which time the subject by-law shall be divided from the motion and dealt with separately.

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- 7.1920.3 Every by-law, when introduced, shall be in typewritten form, and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with the provision of any Statute, and shall be complete with the exception of the number and date of the by-law.
- 7.1920.4 Every by-law shall be numbered and dated, signed by the Mayor and the Municipal Clerk, sealed with the seal of the Municipality, and retained under the control of the Municipal Clerk.

**Section 8 – Petitions**

- 8.1 An organizer of a public petition may submit the petition for inclusion on the appropriate Committee agenda. The organizer shall provide their name, address, email, and telephone number with the petition. No petition shall be considered valid and accepted by the Municipal Clerk without the name and contact information of the organizer.
- 8.2 Any communication with respect to the petition will be with the organizer of the petition only.
- 8.3 Petitions shall contain the printed name, signature, and municipal address of the individuals signing it. Signatures without contact information, or who are not Clarington residents, shall be redacted by the individual or group submitting the Petition or it will not be accepted by the Municipal Clerk nor placed on an agenda.
- 8.4 The Municipal Clerk shall refuse to place a petition on the agenda where the subject matter does not meet the Communications criteria as outlined elsewhere in this By-law;
- ~~Involves matters listed in section 2.5.~~
- 8.5 Signatories to a petition are deemed to have waived any expectation of privacy as a result of the record being created for review by the general public.
- 8.6 Petitions may be placed on agendas at the discretion of the Municipal Clerk, or the petition may be summarized with a total number of signatories included.

**Section 9 – Rules of Debate and Conduct**

- 9.1 Conduct of Members of Council or Members of Committees**
- 9.1.1 No Member shall:
- a) speak disrespectfully of any elected assembly;

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- b) use offensive words or unparliamentary language or speak disrespectfully against the Council, against any Member, or against any officer or employee of the Municipality, past or present;
- c) speak on any subject other than the subject in debate;
- d) disobey the Rules of Procedure or a decision of the Chair, on questions of Points of Order or procedure or upon the interpretation of the Rules of Procedure except where the ruling of the Chair is reversed by Council, ~~pursuant to Sub-section 10.6.2~~. If a Member persists in any such disobedience after having been called to order by the Chair, the ~~Chair shall forthwith order the Member to shall~~ abide by the ruling to vacate the Council Chambers or meeting room in which the Meeting is being held or electronic meeting, or remove the Member from an electronic meeting but if the Member apologizes they may, by majority vote of the Members, be permitted to retake their seat; or
- e) where a matter has been discussed in a closed Meeting, and where the matter remains confidential, disclose the content of the matter or the substance of the deliberations of the closed Meeting to any person.
- f) use a meeting as a forum to speak on, or address, any matter relating to a campaign.

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**9.2 Address the Chair**

- 9.2.1 Any Member desiring to speak shall signify their desire to speak in such a manner as the Chair may direct, and upon being recognized by them, shall address the Chair.

**9.3 Order of Speaking**

- 9.3.1 When two, or more, Members signify a desire to speak, the Chair shall recognize the Member who, in the opinion of the Chair, so signified first and next recognize in order the other Members.
- 9.3.2 Members may ask questions of Staff, with the Chair's permission, during any portion of a Council or Committee meeting if it pertains to a matter on the Agenda.



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**9.4 Point of Privilege**

- 9.4.1 Where a Member considers that their rights or integrity or the rights or integrity of the Council or Committee as a whole have been challenged, as a matter of Privilege, the Member may rise on a Point of Privilege at any time, with the consent of the Chair, for the purpose of drawing the attention of Council or Committee to the matter.
- 9.4.2 A Member who desires to address Council or Committee, as the case may be, on a matter which concerns the rights or privileges of the Council collectively, or as an individual Member, will be permitted to raise such Point of Privilege. A Point of Privilege will take precedence over other matters. When a Member raises a Point of Privilege, the Chair may use the words "Councillor...state your Point of Privilege". While the Chair is ruling on the Point of Privilege, no one will be considered to be in possession of the floor, but thereafter the Member in possession of the floor when the Point of Privilege was raised, has the right to the floor when debate resumes.
- 9.4.3 Points of Privilege will only be recorded in the minutes if there is an appeal of the ruling of the Chair.

**9.5 Point of Order**

- 9.5.1 The Chair shall preserve order and decide on Points of Order.
- 9.5.2 A Member who desires to call attention to a violation of the Rules of Procedure will ask leave of the Chair to raise a Point of Order. When leave is granted, the Chair may use the words "Councillor...state your Point of Order." The Member will state the Point of Order with a concise explanation and will comply with the decision of the Chair. The Member in possession of the floor when the Point of Order was raised has the right to the floor when debate resumes.
- 9.5.3 Points of Order will only be recorded in the minutes if there is an appeal of the ruling of the Chair.

**9.6 Appeal of Ruling of Chair**

- 9.6.1 With respect to a ruling on either a Point of Privilege or Point of Order, if the Member does not appeal immediately thereafter to Council or Committee, as the case may be, the decision of the Chair shall be final.
- 9.6.2 If the decision is appealed, the Chair will give concise reasons for their ruling, and will call a vote by Council or Committee, as the case may be, without debate on the following question: "Will the ruling be sustained?", and the decision of Council or Committee is final. The Chair may vote on this question. In the event of a tie vote, the ruling of the Chair shall be deemed to be sustained.

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9.6.3 A Member may request a recorded vote for an appeal of the ruling of the Chair.

**9.7 Members Speaking**

9.7.1 When a Member is speaking, no other Member shall pass between the Member and the Chair or interrupt the Member except to raise a Point of Order [or Privilege](#).

**9.8 Motion Read**

9.8.1 Any Member may request the motion under discussion to be read at any time during the debate but not so as to interrupt a Member while they are speaking.

**9.9 Speak Once - Reply**

9.9.1 No Member shall speak more than once to the same motion without leave of Council or Committee, by a simple majority vote, except that a reply shall be allowed to be made by [a](#) Member if they are asked a question.

9.9.2 Notwithstanding section 9.9.1, Members may ask questions of each Member of the Public speaking at a Planning Public Meeting.

**9.10 Time Limit**

9.10.1 No Member, without leave of Council or Committee, as the case may be, shall speak to the same motion or in reply for longer than five (5) minutes.

**9.11 Questions**

9.11.1 A Member may ask a question for the purpose of obtaining information relating only to the matter under discussion and such questions must be stated concisely and asked only through the Chair.

9.11.2 Notwithstanding Sub-section 9.11.1, when a Member has been recognized as the next speaker, such Member may ask a question through the Chair to any Member, the Chief Administrative Officer, or [Department Head/Deputy CAO](#), or designate, but only for the purpose of obtaining information on matters contained on the Agenda, following which the Member may speak.

**9.12 Motions**

**Reading**

9.12.1 When a motion is presented in a Meeting, it shall be read by the Member, or, if it is a motion which may be presented orally as provided in this Procedural By-law it shall be stated by the Chair before debate.

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- 9.12.2 Notwithstanding Sub-section 9.12.1, a motion, the wording of which is printed in the agenda as either a separate item or as part of a report, need not be read in its entirety unless requested to do so by a Member, but shall be deemed to have been read for the purposes of introducing the motion.

**Withdrawn**

- 9.12.3 After a motion is properly moved and seconded, it shall be deemed to be in possession of Council or Committee but may be withdrawn by the mover or seconder at any time before the motion is put to a vote. If a mover or seconder wishes to withdraw the motion, the Chair ~~shall~~ may ask if another Member wishes to move or second the motion before it is considered withdrawn.

**Seconding**

- 9.12.4(a) No Member shall speak to any motion until it is properly moved and seconded, and the mover is entitled to speak first if the Member so elects. If debated, the motion may be read before being put.
- 9.12.4(b) Notwithstanding subsection 9.12.4(a), if the Mayor is invoking Strong Mayor powers within Part VI.1 of the Municipal Act for Council to consider and vote on a particular by-law, the Mayor shall be the mover and no seconder shall be required.
- 9.12.4(c) Notwithstanding subsection 9.12.4(a), if the Mayor is invoking Strong Mayor powers within Part VI.1 of the Municipal Act for Council to consider a matter, the matter may be dealt with as the Committee or Council sees fit through the normal course of a mover, seconder, and voting on a motion.
- 9.12.5 If no Member seconds the motion, the motion shall not be on the floor for consideration and therefore it shall not be recorded in the minutes unless it was in the agenda.

**Motion Ruled Out of Order**

- 9.12.6 Whenever the Chair is of the opinion that a motion is contrary to these Rules of Procedure, the Chair shall rule the motion out of order.

**Not within jurisdiction of Council**

- 9.12.7 A motion in respect of a matter which, in the opinion of the Municipal Solicitor, requires the exercise of a legislative power by Council which is not within its jurisdiction, shall not be in order at a Meeting of Council or Committee unless it is for purposes of requesting a higher level of government to make changes to policy or legislation.

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**Motions Without Notice and Without Leave**

- 9.12.8 The following motions may be introduced orally by a Member without notice and without leave, except as otherwise provided by this Procedural By-law, and may be debated:
- a) To adopt the Minutes;
  - b) To approve/receive the Standing Committee or Advisory Committee Minutes;
  - c) To pass By-laws; and
  - d) To dispense with Consent Agendas.

**Motion in Writing**

- 9.12.9 Except as provided in this Procedural By-law, all motions introduced at a Meeting shall be in writing.

**Priority of Disposition**

- 9.12.10 A motion properly before Council or Committee for decision must be disposed of before any other motion can be received except a motion that may be introduced orally in accordance with this Procedural By-law.

**Motion to Receive for Information or With Thanks**

- 9.12.11 A motion to receive a matter for information or with thanks:
- a) May be moved or seconded by any Member;
  - b) Shall not require notice to be introduced;
  - c) May be submitted orally;
  - d) May be debated;
  - e) May be amended;
  - f) May include additional instructions, and such instructions shall be submitted in writing;
  - g) Shall require a majority vote to be adopted;
  - h) If adopted, shall require that debate on the matter cease and the meeting proceed to the next item of business.

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- 9.12.12 Where Council or Committee has adopted a resolution to receive a matter for information, further motions pertaining to that matter may be introduced at a later time without requiring a motion to reconsider.

**Motions from Members Before Agenda Update Deadline**

9.12.13 If the Clerk receives, prior to the Agenda Update Deadline, a motion from a Member of Council regarding an item on the agenda, the Clerk shall place the submitted motion on the Agenda under the section, "Items for Separate Discussion".

9.12.14 A seconder shall be required at the time of submission to the Clerk.

9.12.15 If the Member who submitted the motion is not present at the meeting, and no other Member moves the submitted motion, the submitted motion shall not be considered.

9.12.16 If multiple motions are received regarding the same item:

- a) Duplicates of a recommended or existing motion will not be accepted or added to the agenda.
- b) Motions will be placed on the Agenda in the order received and considered at the Meeting in that order.

**Motion to Alter the Agenda**

9.12.173 A motion to alter the agenda:

- a) May be moved or seconded by any Member;
- b) Shall not require notice to be introduced;
- c) May be introduced orally;
- d) Shall not be debated;
- e) May be amended, and such amendments shall not be debated;
- f) Shall not include additional instructions;
- g) Shall require a Majority Vote to be adopted; and
- h) If adopted, shall require that the Chair of the meeting address matters on the agenda in accordance with the amended order of business.

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**Motion to Refer**

9.12.1~~94~~ A Motion to Refer a matter:

- a) May be moved or seconded by any Member;
- b) Shall not require notice to be introduced;
- c) May be submitted orally;
- d) May be debated (time/place/instructions only);
- e) May be amended;
- f) May include additional instructions, and such instructions shall include, to whom the matter is to be referred, which may be Council, Committee, a Department or a person, and the terms for referring the matter and the time period, if any, on or within which the matter is to be returned;
- g) Shall be considered before all amendments to the main motion are considered;
- h) Shall require a Majority Vote to be adopted; and
- i) If resolved in the affirmative, shall require that consideration of the motion immediately cease and the meeting proceed to the next item of business.

9.12.1~~95~~ A motion to refer a matter where an amendment is currently under consideration, shall be considered a motion to refer the original matter and any amendments.

9.12.2~~046~~ If communication items, or delegations, are referred to another Agenda item which is subsequently referred to a future meeting, there is no need to include the communication items, or delegations, in the Agenda of the subsequent meeting.

9.12.2~~147~~ To allow for transparency for the public, if a Standing Committee refers an item to a future meeting, Council shall not consider the item without a  $\frac{3}{4}$  majority vote prior to the future meeting to which it was referred.

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**Motion to Defer**

9.12.~~2218~~ A motion to Defer a matter:

- a) May be moved or seconded by any Member;
- b) Shall not require notice to be introduced;
- c) May be submitted orally;
- d) May be debated (time/place only);
- e) May be amended;
- f) Shall include the time and place to which the matter is proposed to be deferred;
- g) Shall not include additional instructions;
- h) Shall require a Majority Vote to be adopted; and
- i) If resolved in the affirmative, shall require that consideration of the motion immediately cease and the meeting proceed to the next item of business, and the matter shall be added to the agenda of the future meeting to which it was deferred.

9.12.~~2319~~ To allow for transparency for the public, if a Standing Committee defers an item to a future meeting, Council shall not consider the item without a  $\frac{3}{4}$  majority vote prior to the future meeting to which it was deferred.

**Motion to Amend**

9.12.~~2420~~ A motion to amend another motion at a meeting:

- a) May be moved or seconded by any Member;
- b) Shall not require notice to be introduced;
- c) Shall be presented in writing if requested by the Chair;
- d) Shall relate to the subject matter of the main motion;
- e) Shall not be received proposing a direct negative to the motion it seeks to amend;
- f) May be debated;
- g) May itself be amended, however only one amendment to an amendment may be considered at a time;

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- h) Shall require a majority vote to be adopted;
- i) Shall be put to a vote in reverse order to the order in which the amendments are made; and
- j) If resolved in the affirmative, shall require that consideration of the motion continue as amended.

**Motion to Amend Something Previously Adopted**

9.12.~~2524~~ A motion to amend something previously adopted:

- a) May be moved or seconded by any Member;
- b) Shall require notice to be given in accordance with this Procedural By-law;
- c) Shall be submitted in writing;
- d) May be debated, however debate shall be confined to reasons for or against the subject of the amendment;
- e) May be amended;
- f) May seek to amend all or only a portion of a motion;
- g) Shall only be considered by Council;
- h) Shall require a 2/3 Majority Vote to be adopted if the motion was adopted in the current term of Council or a simple majority vote if the motion was adopted by a previous term of Council; and
- i) If decided in the affirmative, shall require that amendment of the matter become the next item of business, unless the motion calls for a future date, and debate on the amended motion may proceed as though it previously had never been voted on.

9.12.~~2622~~ No “motion to amend something previously adopted” shall be in order when the original motion has been implemented resulting in a legally binding commitment that is in place on the date that a motion to amend, is to be debated.



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**Motion to Call the Vote**

9.12.~~2723~~ A motion that a vote on the matter be now taken:

- a) May be moved or seconded by any Member who has not already spoken on the matter;
- b) May be made only by a Member who is recognized by the Chair and is on the Chair's list of Members wishing to speak to the motion;
- c) Shall not require notice to be introduced;
- d) May be submitted orally;
- e) Shall not be debated;
- f) Shall not be amended;
- g) Shall not include additional instructions;
- h) May be proposed with respect to any motion currently under consideration;
- i) Shall require a 2/3 Majority Vote to be adopted; and
- j) If resolved in the affirmative, shall require that the motion be put to a vote immediately without further debate.

**Motion to Table**

9.12.~~2824~~ A motion to Table a matter:

- a) May be moved or seconded by any Member;
- b) Shall not require notice to be introduced;
- c) May be submitted orally;
- d) Shall not be debated;
- e) Shall not be amended;
- f) Shall not include additional instructions;
- g) Shall require a Majority Vote to be adopted; and
- h) If resolved in the affirmative, shall require that consideration of the motion immediately cease and the meeting proceed to the next item of business.

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- 9.12.~~28256~~ The matter tabled shall not be considered again by the Council or Committee until a motion has been made to lift from the table the tabled matter at the same or a subsequent Meeting.
- 9.12.~~3026~~ A matter tabled at a Meeting of Committee may be lifted from the table by Council.
- 9.12.~~3127~~ A matter tabled at Council may not be lifted from the table at a Meeting of Committee.
- 9.12.~~3228~~ A motion to table shall only be used to table a matter indefinitely. For clarity, if Council/Committee wishes to consider a matter at a future meeting, a motion to refer or defer would be in order.
- 9.12.~~3329~~ A motion that has been tabled at a previous Meeting cannot be lifted from the table unless notice thereof is given in accordance with Sub-section 7.14.

**Motion to Divide**

- 9.12.~~3430~~ A motion to divide a motion:
- a) May be moved or seconded by any Member;
  - b) Shall not require notice to be introduced;
  - c) May be submitted orally;
  - d) Shall not be debated;
  - e) Shall not be amended;
  - f) Shall not include additional instructions;
  - g) May propose that one or more clauses in a motion be voted upon separately; if they are distinct proposals;
  - h) Shall require a Majority Vote to be adopted; and
  - i) If resolved in the affirmative, shall allow for debate and voting on each clause of the motion separately, starting with the balance of the motion, then the clauses that have been divided.
- 9.12.35 The divided clauses shall have the same mover and seconder as the original motion.

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**Motion to Rescind**

9.12.~~3632~~ A motion to rescind a previous resolution of Council:

- a) May be moved or seconded by any Member;
- b) Shall require notice to be given in accordance with this Procedural By-law;
- c) Shall be submitted in writing;
- d) May be debated;
- e) May be amended;
- f) Shall not include additional instructions;
- g) May seek to rescind all, or only a portion, of a motion;
- h) Shall only be considered by Council;
- i) Shall require a 2/3 Majority Vote to be adopted if the resolution to be rescinded was adopted within the current term of Council or a simple majority vote if the motion was adopted by a previous term of Council; and
- j) If decided in the affirmative, requires that the rescinded resolution previously adopted by Council is immediately of no further force or effect.

9.12.~~37334~~ A motion to rescind is not in order when action has been taken on the order of Council which it is impossible to reverse. The part of an order of Council which has not been acted upon, however, may be rescinded.

**Motion to Reconsider**

9.12.~~3834~~ A Motion to reconsider a previous resolution of Council:

- a) May be moved or seconded by any Member;
- b) Shall require notice to be given in accordance with this Procedural By-law;
- c) Shall be submitted in writing;
- d) May be debated, however debate shall be confined to reasons for or against the subject of the reconsideration;
- e) May be amended;

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- f) May seek to reconsider all or only a portion of a motion;
- g) Shall only be considered by Council;
- h) Shall require a 2/3 Majority Vote to be adopted if the motion was adopted in the current term of Council or a simple majority vote if the motion was adopted by a previous term of Council; and
- i) If decided in the affirmative, shall require that reconsideration of the matter become the next item of business, unless the motion calls for a future date, and debate on the reconsidered motion may proceed as though it previously had never been voted on.

9.12.~~3935~~ No discussion of the main motion shall be allowed until the motion to reconsider is adopted.

9.12.~~4036~~ If a motion to reconsider is decided in the affirmative at a Meeting, the previously adopted resolution of Council remains in force unless and until Council adopts a new resolution.

9.12.~~4137~~ A vote to reconsider a particular matter, or decision, will not be considered more than once during the term of Council.

9.12.~~4238~~ Where a written decision of the Ontario Land Tribunal (OLT) identifies findings with regard to an appeal and delivers those findings to Council to make a new decision, the matter shall be placed as soon as practicable on the PD Committee meeting agenda by way of a staff report, following receipt of the written decision from OLT. The matter shall be deemed not to be a "reconsideration" under this By-law.

9.12.~~4339~~ No motion to reconsider a decided matter of Council shall be in order when the original motion has been implemented resulting in a legally binding commitment that is in place on the date that a motion to reconsider is to be debated.

**Motion to Suspend the Rules of Procedure**

9.12.~~4440~~ A motion to suspend the rules of procedure:

- a) May be moved or seconded by any Member;
- b) Shall not require notice to be introduced;
- c) May be introduced orally;
- d) Shall not be debated;
- e) Shall not be amended;

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- f) Shall not include additional instructions;
- g) Shall require a Three-Quarters Vote to be adopted; and
- h) If adopted, shall require the Chair of the meeting to observe and enforce the rules of procedure as altered by the resolution.

**Motion to Recess**

9.12.4544 A motion to recess a meeting:

- a) May be moved or seconded by any Member;
- b) Shall not require notice to be introduced;
- c) May be introduced orally;
- d) Shall not be debated;
- e) May be amended, and such amendments shall not be debated;
- f) Shall specify the amount of time the meeting shall stand recessed;
- g) Shall not include additional instructions;
- h) Shall require a Majority Vote to be adopted; and
- i) If resolved in the affirmative, requires that the Chair declare a recess and state the time that the meeting is scheduled to resume, which shall neither end the Meeting nor destroy its continuity and after which, proceedings shall immediately resume at the point where they were interrupted.

**Motion to Adjourn**

9.12.4642 A motion to adjourn a meeting:

- a) May be moved or seconded by any Member;
- b) Shall not require notice to be introduced;
- c) May be introduced orally;
- d) Shall not be debated;
- e) Shall not be amended;
- f) Shall not include additional instructions;

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- g) Shall be in order except:
  - i. When a Member is speaking or during the taking of a vote;
  - ii. immediately following the affirmative resolution of a motion that a vote on the matter be now taken; and
  - iii. When a Member has already indicated to the Chair that they wish to speak on the matter.
- h) Shall require a Majority Vote to be adopted;
- i) If resolved in the negative, shall not be made again until Council has conducted further proceedings; and
- j) If resolved in the affirmative, shall require that the meeting be adjourned immediately.

9.12.4743 A motion to proceed beyond the scheduled adjournment time:

- a) May be moved or seconded by any Member;
- b) Shall not require notice to be introduced;
- c) may be introduced orally;
- d) Shall not be debated;
- e) Shall not be amended;
- f) Shall not include additional instructions;
- g) Shall be in order except when a Member is speaking or the Members are voting;
- h) Shall require a 3/4 Vote to be adopted;
- i) If resolved in the negative, the meeting shall be adjourned unless an alternative extension is proposed by a Member; and
- j) If resolved in the affirmative, shall require the Chair to continue the meeting until all matters are dealt with or until the new scheduled adjournment time.

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**9.13 Voting on Motions**

- 9.13.1 Immediately preceding the taking of the vote on a motion, the Chair may state the question in the form introduced and shall do so if required by a Member.
- 9.13.2 After a question is finally put by the Chair no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
- 9.13.3 If, during the call of the vote, there is ambiguity by a Member on what is being voted on, the Member may be afforded the clarity, the call for vote may start again, and a Member is entitled to change their vote.
- 9.13.4 Every Member present at a Meeting, when a question is put, shall vote thereon unless disqualified under the Municipal Conflict of Interest *Act* to vote on the question.
- 9.13.5 Except where the Member is disqualified under the Municipal Conflict of Interest Act from voting, if a Member does not vote when a question is put, the member shall be deemed to have voted in the negative.
- 9.13.6 A Member not in their seat when the question is called by the Chair is not entitled to vote on that question.
- 9.13.7 Each Member has only one vote.
- 9.13.8 The vote required to pass a motion shall be a simple majority except as otherwise provided by this Procedural By-law or by Statute.
- 9.13.9 Where a vote is taken and a tie results, the motion shall be deemed to have been decided in the negative.
- 9.13.10 Except for a Recorded Vote, the Chair shall announce the result of every vote.

**Unrecorded Vote**

- 9.13.11 The manner of determining the decision of the Council or Committee on a motion shall be at the discretion of the Chair and may be by voice, show of hands, or otherwise.

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**Recorded Vote**

- 9.13.12 A Recorded Vote shall be in order at Council, Committee and Local Board meetings, and may be requested immediately before or after the taking of the vote.
- 9.13.13 When a Recorded Vote is requested by a Member during a Meeting, or is otherwise required, the Municipal Clerk shall record the name and vote of every Member.
- 9.13.14 The order in which Members vote on recorded votes shall be in alphabetical order of the Members present and voting, commencing with the Member who made the request and continuing through the alphabet and then back to the beginning of the alphabet, if necessary, until all Members have voted. The Chair shall vote last.
- 9.13.15 If a request for a recorded vote is made by the Chair, the order in which Member's vote shall be in alphabetical order of the Members present and voting. The Chair shall vote first.
- 9.13.16 The Municipal Clerk, shall announce the results of the Recorded Vote.

**9.14 Conduct of the Audience**

- 9.14.1 Members of the public who constitute the audience in the Council Chamber or adjacent to the Meeting room, or in an electronic meeting, or other such place where the Meeting is held ~~in accordance with Sub-section 4.1 of this Procedural By-law~~, during a Meeting, shall maintain order and quiet and may not:
- a) Address Council or Committee without permission;
  - b) Interrupt any speaker or action of the Members or any other person addressing Council or Committee;
  - c) Speak out and shall refrain from public outbursts, heckling, shouting, making comments, or behaviour intended to disrupt the debate, discussion and/or general proceedings;
  - d) Clap, except following award presentations;
  - e) Behave in a disorderly manner or be disrespectful of Council, Staff, delegations, or any member of the audience;
  - f) Engage in conversations or make any other noise, or sound, that proves disruptive to the conduct of the meeting; or
  - g) Display placards or props.



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**Section 10 - Implementation**

- 10.1 Any omissions, or failure to strictly comply, with this By-law or any other municipal legislation (including any notice which is substantively given but is irregular) will not invalidate the holding of a meeting or any proceeding or decision taken at the meeting.
- 10.2 If a court or tribunal of competent jurisdiction declares any portion of this By-law to be illegal or unenforceable, that portion of this By-law shall be considered to be severed from the balance of the By-law, which shall continue to operate in full force and effect.
- 10.3 By-law 2023-033, and all amendments thereto, are hereby repealed.
- 10.4 This Procedural By-law shall come into full force and effect on the date of passing.

Passed in Open Council this XX day of MMMM, YYYY.

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Adrian Foster, Mayor

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June Gallagher, Municipal Clerk

Written approval of this by-law was given by Mayoral Decision **MDE-YYYY-XXX** dated **XXXX XX, YYYY**.

MUNICIPALITY OF CLARINGTON  
GENERAL GOVERNMENT COMMITTEE MEETING

RESOLUTION #

DATE: April 7, 2025

MOVED BY Mayor Foster

SECONDED BY Councillor

Whereas the Municipality of Clarington is proudly Canadian;

And whereas the Municipality of Clarington recognizes the importance of national pride and unity;

And whereas Clarington wants to make it clear that we support Canadian values, sovereignty, residents, business, goods, and services;

And whereas the playing of the Canadian National Anthem, "O Canada," at the beginning of Council meetings will foster a greater sense of community and patriotism;

Now therefore be it resolved:

1. That the Procedural By-law be amended to add the Canadian National Anthem to regular meetings of Council agenda's order of business following the Land Acknowledgement and before the Moment of Silence.
2. That Staff be directed to ensure that a version of "O Canada" is available and played at each regular Council meeting, where technically feasible.
3. That this resolution be implemented as soon as possible.

MUNICIPALITY OF CLARINGTON  
GENERAL GOVERNMENT COMMITTEE MEETING

RESOLUTION #

DATE: April 7, 2025

MOVED BY Councillor Zwart

SECONDED BY Councillor

That the Procedural By-law be amended to add a section 2.5.7 as follows:

“Members of Council participating in a meeting electronically shall have their cameras always turned on during the meeting.”

That Staff be directed to update the definition of Electronic Participation to reflect the above change.

## Staff Report

If this information is required in an alternate accessible format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

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<b>Report To:</b>	<b>General Government Committee</b>		
<b>Date of Meeting:</b>	April 7, 2025	<b>Report Number:</b>	LGS-011-25
<b>Authored By:</b>	Lindsey Turcotte, Committee Coordinator		
<b>Submitted By:</b>	Rob Maciver, Deputy CAO/Solicitor, Legislative Services		
<b>Reviewed By:</b>	Mary-Anne Dempster, CAO	<b>Resolution#:</b>	
<b>File Number:</b>		<b>By-law Number:</b>	
<b>Report Subject:</b>	Appointment to the Clarington Heritage Committee		

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### Recommendations:

1. That Report LGS-011-25, and any related delegations or communication items, be received;
2. That the resignation of Colin Maitland be received with thanks;
3. That the Committee consider the applications for appointments to the Clarington Heritage Committee, and that the vote be conducted to appoint the citizen representatives, in accordance with the Board/Committee Management Policy; and
4. That all interested parties listed in Report LGS-011-25 and any delegations be advised of Council's decision.

## Report Overview

This report is intended to provide background information, regarding the vacancies on the Clarington Heritage Committee to assist in the appointment process.

### 1. Clarington Heritage Committee

- 1.1 The Clarington Heritage Committee (CHC) is a volunteer advisory committee established by Council following the provisions of the Ontario Heritage Act. The CHC assists the Municipality to identify, review, discuss and make recommendations to Council on properties and issues of cultural heritage, value and interest.
- 1.2 The committee is comprised of 14 voting members:
  - a) 10 citizen members, appointed by Council;
  - b) 1 Member of Council;
  - c) A representative from the Newcastle Village and District Historical Society (not appointed by Council);
  - d) A representative from the Clarington Library, Museum and Archives; if Staff, an ex-officio member (not appointed by Council); and
  - e) A representative from Architectural Conservancy Ontario – Clarington Branch (not appointed by Council).
- 1.3 The Committee shall seek to obtain the following as voting members:
  - a) Clarington residents from each of the four municipal wards that are experienced in heritage conservation matters;
  - b) Building and design specialist; and
  - c) An architectural historian.
- 1.4 Members shall possess knowledge of cultural heritage issues within Clarington, relevant heritage conservation experience, technical training in a heritage planning field, and/or have current involvement in cultural heritage community activities.
- 1.5 Colin Maitland was appointed to the Committee in January 2023, for a term ending December 31, 2026, or until a successor is appointed. In February 2025, the Clerk's Division received notification of their resignation.

1.6 Committee may appoint 1 citizen for a term ending December 31, 2026, or until a successor is appointed. The following have put forward an application for consideration:

- Carl Fischer
- Tom White
- Dennis Jeffery
- Olivia Mar

## 2. Advertising and Applications

2.1 The Municipal Clerk's Division placed an advertisement in local papers and on the Municipality's website, [www.clarington.net/Committees](http://www.clarington.net/Committees), to fill the vacancy on the Clarington Heritage Committee.

2.2 In an effort to extend the reach of our advertisements for vacancies, the Clerk's Division has created a profile on the [www.claringtonvolunteers.ca](http://www.claringtonvolunteers.ca) website. Vacancies on the Clarington Heritage Committee were listed on the Clarington Volunteers website.

2.3 In accordance with the "Board/Committee Management Policy", a confidential application package has been provided separately, as Attachment 1.

## 3. Financial Considerations

Not Applicable.

## 4. Strategic Plan

L.4.1: Increase opportunities for civic engagement and public participation.

## 5. Concurrence

Not Applicable.

## 6. Conclusion

It is respectfully recommended that Committee consider the vote to make the appointments to the Clarington Heritage Committee for a term ending December 31, 2026, or until a successor is appointed.

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Staff Contact: Lindsey Turcotte, Committee Coordinator, 905-623-3379 ext. 2106 or [LTurcotte@clarington.net](mailto:LTurcotte@clarington.net).

Attachments:

Attachment 1 – Confidential Application Package (Distributed Under Separate Cover)

Interested Parties:

The following interested parties will be notified of Council's decision:

All applicants

Clarington Heritage Committee c/o Jane Wang



## Report Overview

This report provides an update about recent changes to improve the impact of the Inclusion, Diversity, Equity, Anti-Racism and Accessibility program. It also identifies that following a review of the function, the new full-time position is not required at this time due to identified operational efficiencies and seeks direction on how to reallocate the funds.

## 1. Background

- 1.1 As Clarington grows, our population is diversifying. Clarington's Inclusion, Diversity, Equity, Anti-Racism and Accessibility programs play a critical role in supporting a safe, diverse, inclusive and vibrant community. The goal of the Connect Pillar in the [2024-27 Clarington Strategic Plan](#) is to cultivate a strong, thriving and connected community where everyone is welcome. Clarington is committed to advancing this priority through policy, community initiatives, training, public education and a continuous commitment to creating meaningful and lasting change.
- 1.2 In 2024, Council approved Clarington's first [IDEA Strategy](#) as well as the [2024-28 Multi-Year Accessibility Plan](#). These plans detail the strategic objectives that IDEA and Accessibility Staff will work to achieve over the next four years.
- 1.3 IDEA and Accessibility initiatives are also informed by three Committees of Council, made up of dedicated volunteers who ensure a diversity of voices are contributing to Clarington's IDEA&A work and to contribute to a greater impact in the community:
  - Clarington Accessibility Advisory Committee (CAAC)
  - Diversity Advisory Committee (DAC)
  - Anti-Black Racism Advisory Committee (ABRAC)
- 1.4 Through the [2025 Budget Update](#), Council approved an additional staff resource for the IDEA portfolio (Grade 6 – non-affiliated), \$100,800, to support workload pressures.
- 1.5 In January 2025, the IDEA and Accessibility portfolio moved to the Office of the CAO, with an aim to reaffirm Clarington's commitment to the importance of these functions and underline their priority at the most senior level of the organization.

## 2. Indigenous Engagement

- 2.1 There is an identified need for Clarington to formalize its strategy and approach to building and maintaining respectful relationships with Indigenous peoples and communities.



- 2.2 An Indigenous Engagement Framework would help ensure the Municipality engages meaningfully to inform decision-making and project development, including meeting obligations from other levels of government. It will also support the Municipality of Clarington's Reconciliation efforts, with the aim to repair and build relationships with Indigenous Peoples and create a more just and inclusive community.
- 2.3 As Indigenous Relations is a specialized expertise not currently available in-house, Staff will retain outside expertise to help develop an Indigenous Engagement Framework and Toolkit for Municipal staff. This will be funded from the existing program budget.
- 2.4 As Indigenous Relations is a government-to-government/nation-to-nation relationship, the Indigenous Relations function will be elevated to a responsibility of the Strategic Initiatives – Government Relations portfolio. The IDEA&A portfolio will continue to provide support, and lead education and inclusion initiatives as related to Truth and Reconciliation and Indigenous Peoples and culture.

### **3. Program Review**

- 3.1 Following the transition of IDEA and Accessibility to the Office of the CAO, a program review was undertaken as part of the merge to understand opportunities to leverage economies of scale.
- 3.2 Following a review of workplans, strategies and deliverables, several synergies were identified. For example, in addition to the Indigenous Relations work identified above, grant facilitation work for diversity and accessibility initiatives was historically undertaken by IDEA&A staff but is now led by the centralized Grant Administration program. In addition, Communications will take on additional public education and promotion activities to support IDEA&A initiatives.
- 3.3 As such, the additional staff resource for the IDEA portfolio originally approved through the 2025 Budget Update is not required at this time. As a growing and diversifying Municipality, Staff will continue to build and develop the IDEA&A program to ensure it is effectively contributing to fostering a more diverse, equitable and inclusive community and workforce. Should an additional resource be required in the future as the program grows, Staff will bring a Business Case to Council through the budget process.

### **4. Financial Considerations**

- 4.1 The additional staff resource for the IDEA portfolio (Grade 6 – non-affiliated), \$100,800 originally approved as part of the 2025 Budget Update, is not required at this time. As such, Staff seek Council's direction to reallocate the funding through one of the following two options:

- a) The funds be moved to the Future Staffing Reserve Fund to help offset future impacts to the tax levy.
- b) The funds may be reallocated to fund the newly approved Grant and Project Coordinator position. This role was approved in the 2025 Budget Update, with a financing strategy to recover salary costs against grants earned by the position. This option would provide for the grant funding earned to support programs solely and reduce tax support required to offset the cost.

## **5. Strategic Plan**

- 5.1 The Inclusion, Diversity, Equity, Anti-Racism and Accessibility program is critical to supporting the 2024-27 Strategic Plan Connect Pillar's objective to cultivate a strong, thriving, and connected community where everyone is welcome.

## **6. Climate Change**

Not Applicable.

## **7. Concurrence**

Not Applicable.

## **8. Conclusion**

It is respectfully recommended that Council receive this report for information and provide direction to staff on the identified salary redundancy.

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Staff Contact: Melissa Westover, Manager of Communications, [mwestover@clarington.net](mailto:mwestover@clarington.net)

Attachments:

Not Applicable

Interested Parties:

There are no interested parties to be notified of Council's decision.

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# Municipality Of Clarington

## General Government Committee Meeting Resolution

DATE: April 7, 2025

MOVED BY Mayor Foster

SECONDED BY Councillor

Whereas the Procedural by-law states that a Member of Council has a duty “to deliberate on the business submitted to Council or Committees of Council, as the case may be”;

And whereas it is the role of a Member of Council to be a representative, a policy-maker, and a steward;

And whereas attendance at meetings facilitates Members’ roles;

And whereas Council has made a policy commitment to attend certain training (Policy CP-006, Inclusion, Diversity, Equity, Anti-Racism and Accessibility Training Plan for Council Policy) and should endeavour to attend other municipally-organized training offered to Members of Council;

And whereas other municipalities such as Brantford, Collingwood, and Guelph have attendance reporting;

And whereas Clarington does not have a reporting mechanism to hold Members of Council accountable for meeting attendance and training;

Now therefore be it resolved:

That Staff be directed to provide Council with an annual report on the attendance record of each member of Council for the previous calendar year that documents:

- 1) Attendance at regular and special Council and Standing Committee meetings to indicate whether the member was:
  - a. In attendance In-Person
  - b. In attendance online
  - c. Absent with regrets
  - d. Absent without regrets
- 2) Attendance at training or education sessions deemed by any Council policy or resolution to be a requirement.