



City Council Meeting AGENDA

Monday, September 29, 2025, 9:30 a.m.
Council Chamber

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Pages

Public Meeting

National Anthem

Land Acknowledgement

The City of Oshawa is situated on lands within the traditional and treaty territory of the Michi Saagiig and Chippewa Anishinaabeg and the signatories of the Williams Treaties, which include the Mississaugas of Scugog Island, Curve Lake, Hiawatha and Alderville First Nations, and the Chippewas of Georgina Island, Rama and Beausoleil First Nations.

We are grateful for the Anishinaabeg who have cared for the land and waters within this territory since time immemorial.

We recognize that Oshawa is steeped in rich Indigenous history and is now present day home to many First Nations, Inuit and Métis people. We express gratitude for this diverse group of Indigenous Peoples who continue to care for the land and shape and strengthen our community.

As a municipality, we are committed to understanding the truth of our shared history, acknowledging our role in addressing the negative impacts that colonization continues to have on Indigenous Peoples, developing reciprocal relationships, and taking meaningful action toward reconciliation.

We are all Treaty people.

Council Member Announcements

(As may be presented by Council Members)

Additional Agenda Items

(As may be presented at the meeting)

Declarations of Pecuniary Interest

(As may be presented by Council Members)

Presentations

Durham Regional Police Service Board - Annual Update

Shaun Collier, Durham Regional Police Service Board to provide an annual update

Rotary Club Walk of Fame - 2025 Inductees

The Rotary Club Walk of Fame to introduce the inductees for 2025.

Delegations

Tina McKay - Item CF-25-44

Tina McKay requesting to address City Council concerning the 2026 Fees and Charges By-law Update.

Items requiring Council Direction

CNCL-25-61 - Letter of Request from the Region of Durham to Endorse in Principle the Durham Greener Homes program Enhancements (All Wards)

27

CNCL-25-60 - Review of Advisory Committees and Alternative Methods for Community Engagement (All Wards)

29

Recommendation

That based on Report CNCL-25-60 dated September 24, 2025 concerning Advisory Committees and alternative methods for community engagement, Council select an appropriate option under section 4.7 of said Report.

Public Consent Agenda

Recommendation

That all items listed under the heading of Public Consent Agenda for the City Council Meeting dated September 29, 2025 be adopted as recommended.

Adoption of Council Minutes

89

Recommendation

That the minutes of the City Council meetings held on June 23, 2025 and June 26, 2025, be adopted.

Correspondence with recommendations

CNCL-25-65 - Oshawa Power and Utilities Corporation Succession Planning for the Board of Directors Oshawa Power and Utilities Corporation

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Recommendation

That based on Correspondence CNCL-25-65 from Oshawa Power and Utilities Corporation concerning Succession Planning for the Board of Directors Oshawa Power and Utilities Corporation:

1. That Tova White be appointed as a Director of Oshawa PUC Networks Inc. commencing on November 1, 2025 for a term of three (3) years;
2. That Charles Mongeon be appointed as a Director of Oshawa PUC Networks Inc. commencing on November 1, 2025 for a term of three (3) years;
3. That Paul Kwasnik be appointed as a Director of Oshawa PUC Networks Inc. commencing on November 1, 2025 for a term of two (2) years; and,
4. That Mika Unterman be appointed as a Director of Oshawa PUC Networks Inc. commencing on November 1, 2025 for a term of two (2) years.

CNCL-25-66 - Emily Noel Submitting Correspondence in support of Item CO-25-45 being the Request to Amend the Boulevard Bylaw (All Wards)

141

Recommendation

That Correspondence CNCL-25-66 from Emily Noel submitting correspondence concerning the request to amend the Boulevard Bylaw be referred to Item CO-25-45.

CNCL-25-67 - Jonathan Kozma Submitting Correspondence concerning Item CO-25-45 being the Request to Amend the Boulevard Bylaw (All Wards)

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Recommendation

That Correspondence CNCL-25-67 from Jonathan Kozma submitting correspondence concerning the request to amend the Boulevard Bylaw be referred to Item CO-25-45.

CNCL-25-68 - Emily Noel Submitting Correspondence in support of Item SF-25-40 being a Request to Amend the By-law Enforcement Policy (All Wards)

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Recommendation

That Correspondence CNCL-25-68 from Emily Noel submitting correspondence in support of the request to amend the By-law Enforcement Policy be referred to Item SF-25-40.

Standing Committee Reports

Report of the Community and Operations Services Committee

The Community and Operations Services Committee respectfully reports and recommends to City Council its Twenty-ninth Report

CO-25-35 Various Residents Submitting Comments Concerning a Pedestrian Crosswalk Near 394-400 Bloor Street East and Bloor Parkette (Ward 5)

Recommendation

That Correspondence CO-25-35 concerning a pedestrian crosswalk near 394-400 Bloor Street East and Bloor Parkette be referred to staff.

CO-25-36 - Community and Operations Services Committee Outstanding Item Status Report - Third Quarter 2025 (All Wards)

Recommendation

1. Whereas at its meeting of April 28, 2025, Council directed staff to collaborate with Friends of Second Marsh to draft an agreement outlining the roles and responsibilities for the construction and maintenance of a new observation deck at McLaughlin Bay Wildlife Reserve at no cost to the City, that it adheres to City standards, complies with all relevant permits and legislation and aligns with the City's Sponsorship, Advertising and Donations Policy; and,

Whereas staff have been working collaboratively with Friends of Second Marsh in discussing and negotiating the terms of an agreement outlining the roles and responsibilities for the construction and maintenance of a new observation deck at McLaughlin Bay Wildlife Reserve in accordance with City standards and previously established agreements; and,

Whereas due to the technical requirements involved in the proposed agreement and the obligations to comply with City standards through formalized technical reports, and detailed design, Friends of Second Marsh has articulated its intent to complete the detail design package by Summer 2026 and thus delaying the finalization of the proposed agreement;

Therefore, be it resolved that the Expected Response date for a report back related to Community and Operations Services Committee's Outstanding Items Status Report - Item 10 - Friends of Second Marsh Request for an Observation Deck at Oshawa Second Marsh be changed to the First Quarter 2026 as collaboration efforts are still ongoing; and,

2. That the remainder of Report CO-25-36 dated September 10, 2025, being the Community and Operations Services Committee Outstanding Items Status Report for the Third Quarter of 2025, be received for information.

CO-25-37 - Bike Lane on Mary Street and Cycling Facility North of Taunton Road East (Wards 2 and 4)

Recommendation

That in accordance with Report CO-25-37 dated September 10, 2025 concerning a Bike Lane on Mary Street and Cycling Facility North of Taunton Road East, the following be implemented:

1. The existing Bike Route and the west side of Mary Street North between Beatrice Street East and Taunton Road East be changed to a Bike Lane with No Stopping Anytime restrictions; and,

2. A Bike Route and white edge line pavement markings be implemented on both sides of the street on:
 - Mary Street North between Taunton Road East and Ormond Drive; and,
 - Ormond Drive between Mary Street North and Glovers Road; and,
 - Glovers Road between Ormond Drive and Simcoe Street North.

CO-25-39 - Improvements to the Summer Playground Program (All Wards)

Recommendation

That based on Report CO-25-39, dated September 10, 2025, concerning Improvements to the Summer Playground Program:

1. That each participant be required to complete a program registration form; and,
2. That staff transition to a vehicle service delivery model that will visit eight (8) different park locations a week, resulting in twenty-three (23) park locations visited over the summer for two (2) hours in either the morning or afternoon.

CO-25-41- Biltmore Theatre Corp. Request for Two (2) On-Street Parking Permits (Ward 4)

Recommendation

Whereas at its meeting of October 25, 2021, through Item CS-21-107, City Council authorized staff to enter into a one (1) year licence agreement with Biltmore Theatre Corp. (located at 39 King street East) for two (2) on-street parking spaces on the west side of Albert Street, west of King Street East, with the option to renew for an additional one (1) year upon giving to the City three (3) months' written notice; and,

Whereas in accordance with CNCL-24-72 dated June 24, 2024, City Council approved the renewal of the licence agreement for an additional (1) year term commencing July 1, 2024 and ending on June 30, 2025, with the option to renew for up to three (3) additional (1) year terms upon giving to the City three (3) months' written notice prior to the end of the term; and,

Whereas written notice to extend the licence agreement was not received from the Biltmore Theatre Corp. until June 11, 2025, effectively ending the current licence agreement; and,

Whereas on July 22, 2025, correspondence was received from Biltmore Theatre Corp. requesting to enter into a new licence agreement for two

(2) on-street parking spaces on Albert Street; and,

Whereas two (2) on-street parking permits would generate approximately \$146 per month; and,

Whereas licencing two (2) on-street parking spaces will increase the forecasted long-term utilization percentage for on-street parking as reported in Report CO-24-60 dated December 4, 2024, from 48% to 49%;

Therefore, be it resolved that based on Item CO-25-41 dated September 15, 2025:

1. That the request from the Biltmore Theatre Corp. dated July 22, 2025 to enter into a licence agreement for two (2) on-street parking spaces on the west side of Albert Street, west of King Street East, be approved, increasing the forecasted 2034 utilization of 48% of the 85% critical threshold to 49% of the threshold; and,
2. That the City of Oshawa enter into an agreement with Biltmore Theatre Corp. for two (2) parking spaces in the City's On-Street Parking System for the term of the agreement at the monthly rate applicable for the spaces in accordance with Fees and Charges By-law 109-2024, as amended; and,
3. That the term of the licence agreement be for a period of one (1) year, with an option to extend for up to four (4) one (1) year terms; and,
4. That the Commissioner, Community and Operations Services Department, be authorized to execute the licence agreement in a final form and content satisfactory to the Commissioner, Community and Operations Services Department, the Commissioner, Corporate and Finance Services Department and the City Solicitor.

CO-25-42 - Privacy Breach - Recreation Services (All Wards)

Recommendation

That based on Report CO-25-42 dated September 10, 2025 concerning a privacy breach in the Recreation Services Branch, the Privacy Response Policy and Procedure be amended to change future privacy breach reporting to an Information Report.

CO-25-43 All-Way Stop Request at Albert Street and Lviv Boulevard (Ward 5)

Recommendation

Whereas in accordance with Report CS-21-67 dated June 9, 2021, "All-

Way Stop Control Installation Process”, the Commissioner, Community and Operations Services Department received a formal request in writing from both Ward 5 Councillors for an all way stop to be installed at the intersection of Albert Street and Lviv Boulevard; and,

Whereas in response to the request, staff advanced a review for an all-way stop at the intersection of Albert Street and Lviv Boulevard, upon which based on a physical review and traffic data collection of the above-noted intersection, staff identified potential operational and safety-related concerns with installing an all-way stop in this location; and,

Whereas in accordance with Report CS-21-67, should staff identify operational safety related concerns during their review, it shall be the recommendation of staff that the implementation of an all-way stop control not proceed, and staff shall report back to Council seeking direction on whether to proceed with the installation,

Therefore that based on Item CS-25-43 dated September 10, 2025 concerning an all way stop request at Albert Street and Lviv Boulevard, an all-way stop control not be installed at the intersection of Albert Street and Lviv Boulevard.

**CO-25-44 Invado Volleyball (Zubair Shaikh and Hannah Amos)
Submitting Request for New Beach Volleyball Site (All Wards)**

Recommendation

That Correspondence CO-25-44 from Invado Volleyball concerning a request for new beach volleyball site be referred to staff.

CO-25-45 Emily Noel Submitting Request to Amend the Boulevard Bylaw (All Wards)

Recommendation

That Correspondence CO-25-45 from Emily Noel concerning a request to amend the Boulevard Bylaw be referred to staff.

CO-25-47 - Installation of Traffic Lights at Wilson Road North and Greenhill Avenue

Recommendation

That Item CO-25-47 concerning the installation of traffic lights at the corner of Wilson Road North and Greenhill Avenue be referred to the Mayor for consideration in the preparation of the 2026 budget.

Report of the Corporate and Finance Services Committee

The Corporate and Finance Services Committee respectfully reports and recommends to City Council its Thirty-first Report

CF-25-43 - Financial Position as of June 30, 2025 (All Wards)

Recommendation

That Report CF-25-43 dated September 3, 2025 concerning the financial

position as of June 20, 2025 be received for information.

CF-25-44 - 2026 Fees and Charges By-law Update (All Wards)

Recommendation

That based on Report CF-25-44 dated September 3, 2025, the changes to Fees and Charges By-law 109-2024, as amended be approved and the necessary by-law as set out in Attachment 1 to said Report be passed.

CF-25-45 - Customer Service Strategy 2025-2029 - Putting Customers First: Oshawa's Strategic Approach to Exceptional Service (All Wards)

Recommendation

1. That based on Report CF-25-45, dated September 3, 2025, the Customer Service Strategy "Putting Customers First: Oshawa's Strategic Approach to Exceptional Customer Service", as outlined in Attachment 1 to said Report be approved; and,
2. That any future operating and capital budget considerations requiring Council approval, be presented as part of any future budget submissions as part of the City's regular budget planning process or separate reports as appropriate; and,
3. That the two Notices of Motion as outlined in CORP2165 and SF-24-02 be received for information as they have been addressed in this Report.

CF-25-46 - Corporate and Finance Services Committee Outstanding Item Status Report - Third Quarter 2025 (All Wards)

Recommendation

That Report CF-25-46 dated September 3, 2025, being the Corporate and Finance Services Committee Outstanding Items Status Report for the Third Quarter of 2025, be received for information.

CF-25-47 - Statement in City Telephone Greeting (All Wards)

The following item was introduced and lost at the Corporate and Finances Services Committee:

' That the following statement in the City recording be removed:

"Aggressive behaviour, harassment or coarse language may result in the call being ended." '

Report of the Economic and Development Services Committee

The Economic and Development Services Committee respectfully reports and recommends to City Council its Fifty-third Report.

ED-25-85 - Correspondence from Ara Saatdjian - Grant request for front entrance replacement at 27-33 Simcoe Street South (Ward 4)

Recommendation

That Correspondence ED-25-85 from Ara Saadjian concerning a request for a front entrance replacement at 27-33 Simcoe Street South be referred to staff for a report.

**ED-25-87 - Economic and Development Services Committee
Outstanding Items List Status Report - Third Quarter 2024 (All Wards)**

Recommendation

That based on Report ED-25-87 dated September 3, 2025, being the Economic and Development Services Committee Outstanding Items List Status Report - Third Quarter be received for information.

ED-25-88 - Request by Medallion Developments Inc. to Enter into an Agreement related to Funding under the Regional Revitalization Program, 135 Bruce Street (Ward 4)

Recommendation

Whereas, on September 26, 2022, City Council considered Report DS-22-187 dated September 7, 2022 and approved, subject to conditions, an application submitted by Medallion Developments Inc. operating as Bruce Street Developments Ltd. ("Medallion") under the Urban Growth Centre Community Improvement Plan for an Increased Assessment Grant, to facilitate the development of a purpose-built rental apartment building including a 22 storey tower and a 10 storey tower connected by a 3 storey podium at 135 Bruce Street (the "Project"); and,

Whereas, as a condition of receiving an Increased Assessment Grant, Medallion has entered into an Increased Assessment Grant agreement (the "Agreement") with the City to ensure that certain performance criteria/conditions are met; and,

Whereas, on April 26, 2024, the Mayor and Chair of the Economic and Development Services Committee submitted a letter to the Region of Durham to request support for the Project under the Regional Revitalization Program (the "R.R.P."); and,

Whereas, Regional Council considered Report #2024-COW-32 dated June 12, 2024 and approved, subject to conditions, Regional financial assistance under the R.R.P. in the amount of up to \$3,900,000, or the amount of assistance provided by the City, whichever is the lesser amount (the "Funds"); and,

Whereas, the City entered into an R.R.P. agreement with the Region dated October 22, 2024 (the "R.R.P. Agreement") to ensure that certain conditions are met and to outline the schedule in which the Funds are to be transferred from the Region to the City and subsequently transferred from the City to Medallion; and,

Whereas, the R.R.P. Agreement is strictly between the City and the

Region and Medallion is not a party to the R.R.P. Agreement; and,

Whereas, the Agreement between Medallion and the City does not specifically mention the Funds, nor does it mention the schedule in which the Funds are to be transferred from the Region to the City and subsequently transferred from the City to Medallion; and,

Whereas, through email correspondence dated July 25, 2025, Medallion has advised City staff that their financial lenders require them to provide an executed agreement between the City and Medallion that confirms that the City will transfer the Funds received from the Region to Medallion during specific stages of the Project;

Therefore, be it resolved that based on Item ED-25-88 dated September 8, 2025 concerning funding under the Regional Revitalization Program at 135 Bruce Street, the Commissioner, Economic and Development Services Department be authorized to enter into an appropriate agreement with Medallion, in a form and content satisfactory to the Commissioner, Economic and Development Services Department and the City Solicitor to acknowledge that any Regional financial assistance transferred to the City by the Region for the Project will be subsequently transferred by the City to Medallion during certain construction milestone stages of the Project in accordance with the Region's Regional Revitalization Program guideline, as follows:

- Stage 1 – Full building permit issued to Medallion (50% of the Funds); and
- Stage 2 – Structural framing inspection (40% of the Funds); and,
- Stage 3 – Occupancy permit received from the area municipal building authority or passed preoccupancy inspection of those municipalities which do not issue an occupancy permit (10% of the Funds).

ED-25- 89 - Applications to Amend the Oshawa Official Plan, Pinecrest Part II Plan and Zoning By-law 60-94, KLM Planning Partners Inc. on behalf of 1619321 Ontario Limited, 1251 Taunton Road East (Ward 3)

Recommendation

1. That, pursuant to Report ED-25-89 dated September 3, 2025, the application submitted by KLM Planning Partners Inc. on behalf of 1619321 Ontario Limited to amend the Oshawa Official Plan and the Pinecrest Part II Plan (File: OPA-2024-05) to permit a 10-storey, 74-unit apartment building on the lands municipally known as 1251 Taunton Road East be approved, generally in accordance with the comments contained in said Report, and the necessary by-law be passed in a form and content

acceptable to the Commissioner, Economic and Development Services Department and the City Solicitor.

2. That, pursuant to Report ED-25-89 dated September 3, 2025, the application submitted by KLM Planning Partners Inc. on behalf of 1619321 Ontario Limited to amend Zoning By-law 60-94 (File Z-2024-07) to permit a 10-storey, 74-unit apartment building on the lands municipally known as 1251 Taunton Road East be approved, generally in accordance with the comments contained in said Report, and the necessary by-law be passed in a form and content acceptable to the Commissioner, Economic and Development Services Department and the City Solicitor.
3. That, in accordance with Section 34(17) of the Planning Act and notwithstanding that the Zoning By-law amendment proposed in Report ED-24-121 dated October 30, 2024 presented at the public meeting of November 4, 2024 differs to some degree from the proposed amendment recommended to be approved by City Council pursuant to Part 2 of this Recommendation, such differences are not substantial enough to require further notice and another public meeting.

ED-25-90 - Process for Extending Timelines under Various Sections of the Ontario Heritage Act (All Wards)

Recommendation

That, based on Report ED-25-90 dated September 3, 2025, Economic and Development Services staff be authorized to advance amendments to the Delegation of Authority By-law 29-2009, as amended, to delegate to the Commissioner, Economic and Development Services Department and the Director, Planning Services, and/or their designate(s), to enter into agreements with property owners to waive and/or extend various timelines associated with Sections 29(1.2), 29(8), 33(6), 34(4.2), and 42(4) of the Ontario Heritage Act, as generally outlined in Section 4.3 of said Report.

ED-25-93 - Delegated Authority for Special Event Related Contracts and Short-Term Occupancy of Space (All Wards)

Recommendation

Whereas, the City of Oshawa's Delegation of Authority By-law 29-2009, as amended, delegates certain powers and duties to City staff pursuant to Section 23.1 of the Municipal Act, 2001, S.O. 2001, c. 25; and,

Whereas, on November 15, 2022, Council approved CNCL-22-69 resulting in the relocation of Events and Community Engagement and Culture Development (now jointly the Events and Culture division) to the Business and Economic Development Services Branch within the

Economic and Development Services Department; and,

Whereas, subsequent staff changes have necessitated clarification of items 8 and 29 within the Delegation of Authority By-law 29-2009 Schedule “A” to ensure staff within the Events and Culture division can efficiently carry out their responsibilities;

Therefore be it resolved that pursuant to Item ED-25-93 and dated September 8, 2025:

1. That Schedule “A” Item 8 of the City’s Delegation of Authority By-Law 29-2009, as amended, be further amended to include the “Senior Manager, Special Events and Culture” and “Supervisor, Cultural Development” as delegates; and,
2. That Schedule “A” Item 29 of the City’s Delegation of Authority By-Law 29-2009, as amended, be further amended to include the “Senior Manager, Special Events and Culture” as delegate, and to specify the “Supervisor, Cultural Development” and “Supervisor, Events and Community Engagement” as delegates.

ED-25-94 - Update on Stormwater Management Study for the Central Oshawa Protected Major Transit Station Area and Thornton’s Corners Protected Major Transit Station Area (Wards 4 and 5)

Recommendation

Whereas on June 23, 2025, City Council considered Report ED-25-76 dated May 28, 2025, which contained City staff’s recommended City-initiated amendments to Zoning By-law 60-94, as amended (“Zoning By-law”), to implement the following two (2) Protected Major Transit Station Areas (“P.M.T.S.A.s”):

- The “Central Oshawa P.M.T.S.A.”, surrounding the planned Central Oshawa GO Station; and,
- The “Thornton’s Corners P.M.T.S.A.”, surrounding the planned Thornton’s Corners GO Station; and,

Whereas these P.M.T.S.A.s are intended to serve as strategic growth areas surrounding the planned Central Oshawa GO Station and the planned Thornton’s Corners GO Station, which comprise two of the four new stations proposed to be constructed along Metrolinx’s Oshawa-to-Bowmanville GO Train Extension; and,

Whereas following their consideration of Report ED-25-76 dated May 28, 2025, Council adopted the following as part of a multi-part recommendation:

That pursuant to Report ED-25-76 dated May 28, 2025, Council

endorse the draft Terms of Reference for a Stormwater Management Study for the Central Oshawa Protected Major Transit Station Area and Thornton's Corners Protected Major Transit Station Area, as generally set out in Attachment 6 to this Report, for the purpose of retaining a qualified professional consultant through the regular procurement process to undertake such a Study"; and,

Whereas on June 23, 2025, after considering Report ED-25-76, City Council passed By-law 75-2025, being a by-law to enact City-initiated amendments to Zoning By-law 60-94 to implement P.M.T.S.A.s; and,

Whereas on June 26, 2025, City staff issued Notice of the Passing of By-law 75-2025 in accordance with the requirements of the Planning Act, R.S.O. 1990, c. P.13, as amended (the "Planning Act"), and the City's Public Notice Policy; and,

Whereas on July 16, 2025, the City received one (1) appeal to the Notice of the Passing of a By-law from Ira Kagan of Kagan Shastri DeMelo Winer Park LLP, on behalf of the owners of 555 Simcoe Street South, within the 20-day legislated appeal period under Section 34(19) of the Planning Act, which period expired on July 16, 2025; and,

Whereas one of the issues highlighted within the subject appeal is a concern with respect to the timing to complete the above-noted Stormwater Management Study for the Central Oshawa P.M.T.S.A. and Thornton's Corners P.M.T.S.A., which pursuant to Subsection 4.5.3 of Report ED-25-76, is anticipated to take approximately six to nine (6 to 9) months to complete; and,

Whereas pursuant to Subsection 4.5.3 of Report ED-25-76, Council directed staff to issue a Request for Proposals for qualified consultants to complete the above-noted Stormwater Management Study, which was issued on August 1, 2025 and closes on September 12, 2025; and,

Whereas pursuant to Subsection 4.5.3 of Report ED-25-76, Council directed that once a recommended consulting team has been selected, that staff report back to the appropriate Standing Committee, and Council, to seek approval of the recommended proponent; and,

Whereas based upon a combination of the Committee and Council meeting schedule (i.e. the summer recess) as well as an extended bidding window necessitated by efforts to obtain bids during the summer months, the commencement of the six to nine (6 to 9) month timeline noted above is currently projected to be six (6) weeks later than an alternative commencement date that could be achieved by instead delegating to staff authority to award the project; and,

Whereas an earlier commencement date would assist in demonstrating the City's commitment to getting the above-noted Stormwater Management Study underway as expeditiously as possible, particularly in consideration of the fact that the above-noted appeal is based in part on a concern with respect to the timing to complete the study; and,

Whereas to allow a consulting team to be awarded the project six (6) weeks earlier than currently projected, staff are recommending that the requirement to report back to seek approval of the recommended proponent be waived, and the Manager, Procurement, or their designate, be delegated authority to award the project, subject to the approval of the Commissioner, Economic and Development Services Department, or their designate; and,

Whereas pursuant to Section 5.0 of Report ED-25-76, the Stormwater Management Study will be funded using Planning Services' Professional and Technical account for the work undertaken in 2025;

Therefore that based on Item ED-25-94 dated September 8, 2025, the Manager, Procurement, or their designate, be authorized to award a contract for R.F.P. C2025-076 Stormwater Management Study to the highest ranked proposal as determined through staff's consensus evaluation process, subject to the approval of the Commissioner, Economic and Development Services Department, or their designate.

ED-25-95 - Proposed General Actions for a Standard Defense Strategy in Support of the City's Position in the Event of an Appeal Filed Under the Ontario Planning Act or the Ontario Heritage Act (All Wards)

Recommendation

Whereas, various decisions made by municipal approval authorities such as Oshawa City Council, the City of Oshawa Committee of Adjustment, or designated City staff under the Ontario Planning Act, R.S.O. 1990, c.P.13, as amended (the "Planning Act"), can be appealed to the Ontario Land Tribunal (the "O.L.T."), including decisions to approve or not approve official plan amendments, zoning by-law amendments, proposed draft plans of subdivision, applications for site plan approval, minor variances and consents; and,

Whereas various decisions made by municipal approval authorities such as Oshawa City Council under the Ontario Heritage Act, R.S.O. 1990, c. O.18, as amended (the "Heritage Act"), can also be appealed to the O.L.T., including decisions to list or designate properties in the municipal Register of Properties of Cultural Heritage Value or Interest; and,

Whereas on occasion, such decisions made under the Planning Act or the Heritage Act are the subject of appeals to the O.L.T. filed by parties

objecting to the decision; and,

Whereas current Council policy requires that the Economic and Development Services Department prepare a report to the Economic and Development Services Committee when an appeal is filed in accordance with the Planning Act or the Heritage Act against a decision of the City, and,

Whereas as a typical component of such reports, it is staff's general practice to include a recommendation seeking Council's authorization to take appropriate action to support the City's decision, including to attend the O.L.T. hearing; and,

Whereas upon considering such reports, it is Council's general practice to direct staff to attend the O.L.T. in support of the City's decision in the event of an appeal under the Planning Act or the Heritage Act; and,

Whereas in view of the foregoing general practices, it is appropriate that a standard approach be developed for the purposes of implementing a defense strategy to streamline the processing of appeals that are before the O.L.T. and to make efficient use of Council time and staff resources and to be able to respond to O.L.T. matters in a timely manner;

Therefore be it resolved that that based on Item ED-25-95 dated September 8, 2025 concerning Proposed General Actions for a Standard Defense Strategy in Support of the City's Position in the Event of an Appeal Filed Under the Ontario Planning Act or the Ontario Heritage Act, in the event an appeal to the Ontario Land Tribunal (the "O.L.T.") regarding a decision of the City is filed on a matter under the Ontario Planning Act, R.S.O. 1990, c.P.13, as amended (the "Planning Act"), or the Ontario Heritage Act, R.S.O. 1990, c. O.18, as amended (the "Heritage Act"), the Commissioner, Economic and Development Services Department, and the City Solicitor, or their respective designates, be authorized to implement an appropriate defense strategy in support of the City's decision generally in accordance with the following actions:

1. Continue to fulfill Council's policy requiring the Economic and Development Services Department to report when an appeal is filed under the Planning Act or the Heritage Act against a decision of the City, by including within the appropriate Council Information Package a memorandum advising of the appeal; and,
2. Advise the O.L.T. that Oshawa City Council maintains the City's position with respect its decision regarding the matter at hand; and

3. Seek party status at the O.L.T. on behalf of the City; and,
4. Take appropriate action, as deemed necessary at the discretion of the Commissioner, Economic and Development Services Department, or their designates, in consultation with the City Solicitor, to support the City's decision, including to attend the O.L.T. hearing; and,
5. Consent to an offer, if one is made, by the appellant (or the appellant's counsel) to enter into mediation, to be mediated by the O.L.T., regarding the appellant's appeal of the City's decision, as a means of potentially resolving the appeal without the need for an extended hearing, should the Commissioner, Economic and Development Services Department, or their designates, in consultation with the City Solicitor, deem it appropriate to give such consent; and,
6. Participate in said mediation and report back to the Economic and Development Services Committee and Council on the results of that mediation, as appropriate; and,
7. Select, at the discretion of the Commissioner, Economic and Development Services Department, or their designates, an appropriate senior staff member of the Economic and Development Services Department to serve as the delegated City authority to represent the City in mediation, as required pursuant to Rule 18.7 of the O.L.T. Rules of Practice and Procedure; and,
8. Engage external counsel and/or a consultant(s) if deemed necessary at the discretion of the Commissioner, Economic and Development Services Department, in consultation with the City Solicitor, or their designates, to prepare for and attend the O.L.T.-led mediation and/or hearing in support of the City's decision, with associated costs to be accommodated through the Corporate Litigation Account; and,
9. Upon the conclusion of the O.L.T. hearing, report back to Council by including within the appropriate Information Package a copy of the O.L.T.'s decision.

Report of the Safety and Facilities Services Committee

The Safety and Facilities Services Committee respectfully reports and recommends to City Council its Twenty-seventh Report.

SF-25-39 - Correspondence from Sarah Jeynes Requesting an Occupancy Limit By-law for Residential Properties

Recommendation

That Correspondence SF-25-39 from Sarah Jeynes be referred to staff to investigate a new By-law concerning occupancy limits on residential dwelling units.

SF-25-40 - Correspondence from Emily Noel Requesting an Amendment to the By-law Enforcement Policy

Recommendation

That Correspondence SF-25-40 from Emily Noel requesting an amendment to the By-law Enforcement Policy be referred to staff.

SF-25-41 - Fire Prevention Week

Recommendation

That Report SF-25-41, dated September 10, 2025 concerning Fire Prevention Week, be received for information.

SF-25-42 - Parks Enhancement Program Update

Recommendation

That Report SF-25-42 dated September 10, 2025 concerning 2024 Parks Enhancement Program be received for information.

SF-25-43 - Safety and Facilities Services Committee Outstanding Items List Status Report - Third Quarter 2025 (All Wards)

Recommendation

That Report SF-25-43 dated September 15, 2025 being the Safety and Facilities Services Committee Outstanding Items Status Report for the Third Quarter of 2025 be received for information.

SF-25-44 - Jeff Wells Requesting a Review of By-laws related to Backyard Fire Pits

Recommendation

That Correspondence SF-25-44 from Jeff Wells requesting a review of by-laws related to back yard fire pits be received for information.

SF-25-45 - Naming of Downtown Urban Square

Recommendation

Whereas the new park currently under construction located at Bond Street East and Simcoe Street North is referenced as the "Downtown Urban Square"; and,

Whereas the City has established a Naming and Renaming Policy; and,

Whereas the park is scheduled to open this year.

Therefore, be it resolved that staff be directed to report back to the next Safety and Facilities Committee meeting on October 20, 2025 with naming options for the new Park located at Bond Street East and Simcoe Street North.

Other Staff Reports and Motions

CNCL-25-59 - Recommended Candidates for Municipal Appointed Hamilton-Oshawa Port Authority Board of Directors (All Wards)

Confidential Attachment 3 Closed Pursuant to Section 239 (2)(b) of the Municipal Act.

(Also see Page C1 to C7)

Recommendation

1. That, based on Report CNCL-25-59 dated September 24, 2025, City Council endorse the Hamilton-Oshawa Port Authority's recommended candidates, in order of preference, as outlined in Confidential Attachment 3 of said Report, for the municipally appointed director to the Hamilton-Oshawa Port Authority Board of Directors; and,
2. That, a copy of Council's decision on the matter of the municipal appointment to the Hamilton-Oshawa Port Authority Board of Directors be forwarded to the Hamilton-Oshawa Port Authority, the City of Hamilton and the City of Burlington.

CNCL-25-64 - Proposed Oshawa FireWolves Founding Partnership (Ward 4)

Confidential Attachment 1 Closed Pursuant to Section 239 (2)(j) of the Municipal Act.

(Also see Page C8 to C39)

Recommendation

Whereas on September 9, 2025, the Albany FireWolves, a National Lacrosse League ("N.L.L.") team, announced that they were relocating the team to the Tribute Communities Centre starting with the upcoming 2025/2026 season; and,

Whereas the new name of the team was announced as the Oshawa FireWolves to honour this heritage and embrace the identity of the Indigenous meanings of "Fire" and "Wolf" ("Fire" symbolizing strength, transformation and community, and "Wolf" representing courage, loyalty, and leadership); and,

Whereas lacrosse has a rich history in the Great Lakes region, originating with the Indigenous nations, celebrated by passionate communities and storied franchises like the Whitby Warriors, Brooklin Lacrosse Club, Peterborough Lakers and the Green Gaels Lacrosse Club (formerly the Oshawa Green Gaels); and,

Whereas the Oshawa FireWolves will become the N.L.L.'s seventh Canadian franchise, joining the Calgary Roughnecks, Halifax Thunderbirds, Ottawa Black Bears, Saskatchewan Rush, Toronto Rock, and Vancouver Warriors; and,

Whereas the Oshawa FireWolves are offering the City of Oshawa a five-year Founding Partnership opportunity as outlined in Confidential Attachment 1, in

exchange for in-kind support; and,

Whereas in exchange the City of Oshawa will receive benefits such as widespread visibility for Oshawa across Canada and the United States as well as generate local economic benefits; and,

Whereas Confidential Attachment 1 provides a detailed description of the proposed Founding Partnership;

Therefore, be it resolved:

1. That the Chief Administrative Officer and Commissioner, Corporate and Finance Services Department be authorized to execute a Founding Partnership Agreement with the Oshawa FireWolves generally in accordance with the terms and conditions as outlined in Confidential Attachment 1 of this Report CNCL-25-64, together with any and all relevant and supporting documents, and all documents to be in a form and content satisfactory to the Chief Administrative Officer, the Commissioner, Corporate and Finance Services Department and the City Solicitor;
2. That the Commissioner, Economic and Development Services Department be authorized to execute a lease agreement with the Oshawa FireWolves at 1 Mary Street North, and other such terms and conditions as required by the Commissioner, Economic and Development Services Department, together with any and all relevant and supporting documents, and all documents to be in a form and content satisfactory to the Commissioner, Economic and Development Services Department, the Commissioner, Corporate and Finance Services Department and the City Solicitor.

By-Laws

103-2025 - A By-law to amend the Vacant Building and Land Registry By-Law 15-2024

(Implements direction of June 23, 2025 through Item CNCL-25-36 to refine the scope of the By-law by no longer requiring the registration of Vacant Land; and, by amending or deleting certain words and phrases.)

104-2025 - A By-law to amend Fees and Charges By-law 109-2024, as amended

(Implements direction of September 29, 2025 through Item CF-25-44 of the Thirty-first Report of the Corporate and Finance Services Committee to further amend the Fees and Charges By-law 109-2024, as amended, by replacing certain Schedules.)

106-2025 - A By-law to adopt Amendment 234 to the City of Oshawa Official Plan

(Implements direction of September 29, 2025 through Item ED-25-89 of the Fifty-third Report of the Economic and Development Services Committee to adopt

Amendment 234 to the City of Oshawa Official Plan and Pinecrest Part II Plan to add a site specific policy to permit a maximum residential density of 303 units per hectare on lands located at 1251 Taunton Road East; and, amend Pinecrest Land Use and Road Plan, of the Pinecrest Part II Plan by redesignating the lands located at 1251 Taunton Road East from Medium Density II Residential to High Density I Residential and add a site specific policy to permit a maximum residential density of 303 units per hectare.)

107-2025 - A By-law to Amend Zoning By-law 60-94, as amended

(Implements direction of September 29, 2025 through Item ED-25-89 of the Fifty-third Report of the Economic and Development Services Committee to change the zoning for the lands located at 1251 Taunton Road East from R1-A to R6-D(10) “h-108” to permit the development of a 74 unit apartment building subject to special zoning regulations related to increased density, reduced yard depths, reduced parking, increased lot coverage and to permit limited tandem parking.)

108-2025 - A By-law to further amend the City's Delegation By-law 29-2009, as amended

(Implements direction of September 29, 2025 through item ED-25-90 of the Fifty-third Report of the Economic and Development Services Committee to amend the Delegation By-law 29-2009, as amended, to delegate to the Commissioner, Economic and Development Services Department and the Director, Planning Services, and/or their designate(s), to enter into agreements with property owners to waive and/or extend various timelines associated with Sections 29(1.2), 29(8), 33(6), 34(4.2), and 42(4) of the Ontario Heritage Act.)

109-2025 - A By-law to further amend the City's Delegation By-law 29-2009, as amended

(Implements direction of September 29, 2025 through Item ED-25-93 of the Fifty-third Report of the Economic and Development Services Committee to amend the Delegation By-law 29-2009, as amended in Item 8, to include the “Senior Manager, Special Events and Culture” and “Supervisor, Cultural Development” as delegates; and, in Item 29 to include the “Senior Manager, Special Events and Culture” as delegate, and to specify the “Supervisor, Cultural Development” and “Supervisor, Events and Community Engagement” as delegates.)

Public Discussion Agenda

Matters Excluded from Consent Agenda

Items Pulled from the Information Package

Closed Consent Agenda

Recommendation

That all items listed under the heading of Closed Consent Agenda for the City Council Meeting dated September 29, 2025 be adopted as recommended.

Correspondence with recommendations

None

Standing Committee Reports

Report of the Community and Operations Services Committee

The Community and Operations Services Committee respectfully reports and recommends to City Council its Thirtieth Report.

CO-25-38 - Proposed Licence Agreement with the Durham Catholic District School Board for the Non-Exclusive use of Parking Spaces at Various City-owned Parks (All Wards)

Recommendation

1. That based on Closed Report CO-25-38 dated September 10, 2025 concerning a licence agreement with the Durham Catholic District School Board for the nonexclusive use of parking spaces at various City-owned parks, the Commissioner, Community and Operations Services Department, be authorized to enter into a licence agreement with the Durham Catholic District School Board to permit their non-exclusive use of a limited number of parking spaces at Lake Vista Park, Gulfstream Park, Grand Ridge Park and Coldstream Park and to permit the City's use of gym space at St. Anne Catholic School and St. Kateri Tekakawitha Catholic School consistent with the terms and conditions as generally set out in Section 4.6 of said Closed Report, and in a form and content satisfactory to the Commissioner, Community and Operations Services Department, the Commissioner, Economic and Development Services Department, and the City Solicitor; and,
2. That the user fees set out in the Fees and Charges By-law 109-2024 associated with the facility rental of the parking lots at Lake Vista Park, Gulfstream Park, Grand Ridge Park and Coldstream Park be waived; and,
3. That the Delegation of Authority By-law be amended to add a new section to authorize the Commissioner, Community and Operations Services, or their designate, to execute licence and/or lease agreements for City facilities or any City owned lands for up to a 5 year term.

Report of the Corporate and Finance Committee Services

None

Report of the Economic and Development Services Committee

The Economic and Development Services Committee respectfully reports and recommends to City Council its Fifty-fourth Report.

ED-25-91 - Proposed Land Exchange of Certain Lands located near Harmony Road North and Britannia Avenue East (Ward 1)

Closed Pursuant to Section 239 (2)(c) of the Municipal Act.

Recommendation

1. That based on Closed Report ED-25-91 dated September 3,

2025, certain portions of City-owned lands situated within the northeast quadrant of Harmony Road North and Britannia Avenue East, as identified on Attachments 1 and 2 of said Closed Report, be declared surplus to municipal requirements and that the requirement to declare City-owned properties first as potentially surplus be waived, together with all associated notice requirements in accordance with By-law 178-2022, given the localized nature of the matter; and,

2. That in the event City Council adopts Part 1 of the motion as outlined above and pursuant to Closed Report ED-25-91 dated September 3, 2025, staff be authorized to execute the land disposal strategy and land and easement acquisition strategy as generally outlined in Section 4.4 of said Closed Report for the subject City-owned and Region-owned lands situated within the northeast quadrant of Harmony Road North and Britannia Avenue East, as identified on Attachments 1 and 2 of said Closed Report; and,
3. That in the event City Council adopts Parts 1 and 2 of the motion as outlined above and pursuant to Closed Report ED-25-91 dated September 3, 2025, the Commissioner, Economic and Development Services Department, or their designate, be authorized to execute any related purchase and sale agreements and easement agreements for the subject City-owned and Region-owned lands situated within the northeast quadrant of Harmony Road North and Britannia Avenue East, as identified on Attachments 1 and 2 of said Closed Report, together with such documents as are required to complete the transaction in the opinion of the City Solicitor, and further that the agreements and other required documents be in a form and content satisfactory to the Commissioner, Economic and Development Services Department, or their designate, and the City Solicitor.

ED-25-92 - Request by Durham Region to Acquire Certain City-owned Lands near the Intersection of Wentworth Street East and Nelson Street for Road Widening Purposes (Ward 5)

Closed Pursuant to Section 239 (2)(c) of the Municipal Act.

Recommendation

1. That based on Closed Item ED-25-92 dated September 8, 2025, and given the localized nature of the matter, the requirements to declare City-owned property first as potentially surplus and all notice requirements in accordance with By-law 178-2022 be waived in relation to the subject City-owned lands along

Wentworth Street East; and,

2. That the subject City-owned Lands along Wentworth Street East be declared surplus to municipal needs and requirements; and,
3. That the Commissioner, Economic and Development Services Department, or their designate, be authorized to execute an Offer to Purchase Agreement for the sale of the subject City-owned Lands along Wentworth Street East to Durham Region for road improvements, in a form and content satisfactory to the Commissioner, Economic and Development Services Department, and the City Solicitor.

Report of the Safety and Facilities Services Committee

None

Other Staff Reports and Motions

CNCL-25-58 - Yearly Performance Review Evaluation of the Chief Administrative Officer (All Wards) (All Wards)

Closed Pursuant to Section 239 (2)(b) of the Municipal Act.

(Restricted Distribution)

Recommendation

That Item CNCL-25-58 concerning the Performance Review of the Chief Administrative Officer be received for information.

By-Laws

105-2025 - A By-law to further amend the Delegation By-law 29-2009, as amended

(Implements direction of September 29, 2025 through item CO-25-38 of the Thirtieth Report of the Community and Operations Services Committee to further amend the Delegation By-law 29-2009, as amended to add a new section to authorize the Commissioner, Community and Operations Services, or their designate, to execute licence and/or lease agreements for City facilities or any City owned lands for up to a 5 year term.)

Closed Discussion Agenda

Matters Excluded from Consent Agenda

Items Requiring Council Direction

Matters Tabled

None

Notices of Motion

CNCL-25-62 - Parking Restrictions near Rose Valley Community Park (Ward 2)

The following notice of motion is submitted by Councillor Marimpietri, seconded by

Councillor Lee:

Recommendation

Whereas Capital Project 50-0043, Rose Valley Community Park is now substantially complete; and

Whereas the Grand Opening of the new Rose Valley Community Park is scheduled for Saturday October 4, 2025; and

Whereas a soft opening of the new Community Park took place over the weekend of September 20 and 21; and

Whereas the popularity and public attendance of the new Community Park over the weekend of September 20 and 21 was extraordinary; and

Whereas correspondence has been received from members of the Deer Valley community highlighting concerns with excessive and illegal parking within the catchment area West of Thornton Road North, North of Rossland Road West, and South of Dryden Boulevard; and

Whereas correspondence has also been received from members of the Oshawa community at large highlighting concerns with vehicular traffic and pedestrian movements at the intersection of Thornton Road North and Deer Valley Drive, and the proximity of Durham Region Transit Bus Stops to the new Community Park; and

Whereas the intersection of Thornton Road North and Deer Valley Boulevard is under the jurisdiction of the Durham Region; and

Whereas City staff are in the process of discussing options with Durham Region staff that may mitigate the concerns noted above; and

Therefore, be it resolved that Oshawa City Council approves the following recommendations:

1. 'No Parking' restrictions be implemented on the non-pedestrianized side of each street within the catchment area West of Thornton Road North, North of Rossland Road West, and South of Dryden Boulevard, between the hours of 8am and 10pm, Saturday and Sunday; and
2. 'No Parking Any Time' restrictions be implemented from the intersection of Thornton Road North to a point approximately 30m west along Deer Valley Boulevard, subject to approval of the Durham Region; and
3. Additional Parks Operations staff be deployed on weekends to assist with parking compliance within the new dedicated 78 spaces at the Rose Valley Community Park parking lot; and
4. City staff continue to work with Durham Region staff on options that may restrict movements in and out of the new Rose Valley Community Park

parking lot to limit congestion on Thornton Road North; and

5. City staff continue to work with Durham Region staff on options that may include additional bus stops to be located within a reasonable walking distance of the new Rose Valley Community Park; and
6. Subject to Council approval of the above noted recommendations, staff conduct a public consultation exercise following one full operational season of the new Rose Valley Community Park and report back to the Community and Operations Services Committee with results.

CNCL-25-63 - Controlled Substances within the City of Oshawa (All Wards)

The following notice of motion is submitted by Councillor McConkey, seconded by Councillor Neal:

Recommendation

Whereas the possession of substances regulated under the *Controlled Drugs and Substances Act* (“*CDSA*”) is a criminal offence contrary to s 4(1) of the *CDSA*; and the open use of such substances has become flagrant in parts of the City of Oshawa and Region of Durham, reducing the quality of life for law-abiding residents;

Whereas the open-air use and availability of such substances in areas providing supports to persons attempting to recover from addiction impedes the recovery efforts of those persons and attracts drug dealers associated with greater crimes to areas where users of such substances purchase those substances;

Whereas Part V of the *Public Prosecution Service of Canada Deskbook* (“*PPSC Deskbook*”) provides that prosecutions for possession of a controlled substance contrary to s 4(1) of the *CDSA* will generally be reserved for the most serious manifestations of the offence;

Whereas the *PPSC Deskbook* provides that the most serious manifestations of the abovementioned offence justifying a criminal prosecution response include “simple possession” in areas “committed in the vicinity of places frequented by children or young persons” and “that poses a heightened risk to a community’s efforts to address consumption of controlled substances in accordance with its own community approaches”;

Whereas children and young persons frequent the municipal properties in the City of Oshawa and Region of Durham including parks, sidewalks, and other properties adjacent to such municipal properties;

Whereas the open-air and uninhibited use of drugs in areas providing supports to vulnerable persons, including persons attempting to recover from addiction and lead a life of sobriety, poses a heightened risk to the community’s efforts to address consumption of controlled substances;

Whereas open-air controlled substances offences occurring in areas of Oshawa and

the Region of Durham parks, sidewalks, and other properties adjacent to such municipal properties would be considered as a most serious manifestation of the offences and be prosecuted; and,

Whereas it appears that such offences occurring in Oshawa and Region of Durham parks, sidewalks, and other properties adjacent to such municipal properties are not being prosecuted;

1. Therefore, the Council of the City of Oshawa respectfully requests that the Minister of Justice and Attorney General of Canada take appropriate action to address this public concern; and,
2. That a copy of this resolution be sent to the Attorney General of Ontario, the Regional Municipality of Durham and it's member municipalities, all Region of Durham area MPs and MPPs, the Durham Regional Police Service and AMO.

CNCL-25-69 - Pilot Project Recreation Program for Para-Pickle Ball (All Wards)

The following notice of motion is submitted by Councillor McConkey, seconded by Councillor Kerr:

Recommendation

That the City investigate starting a pilot project recreation program for para pickleball in Oshawa. As detailed on the PickleballCanada.org website - <https://pickleballcanada.org/play-and-learn/para-pickleball/> - para pickleball is a parasport now being played in different parts of Canada.

“Players in wheelchairs can and are playing in single or doubles as in regular pickleball, or in teams made up of a wheelchair player partnered with a standing player.

A few modifications have been made for the wheelchair athlete. A double bounce is allowed for the wheelchair athlete and the front wheels of the chair can cross the non-volley line.”

Confirming By-Law

A by-law to confirm the City Council meeting of September 29, 2025.

Adjournment



**The Regional
Municipality of
Durham**

Community Growth &
Economic
Development

605 Rossland Rd. E.
Level 4
PO Box 623
Whitby, ON L1N 6A3
Canada

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August 28, 2025

Mayor and Council
City of Oshawa
50 Centre St. S. Oshawa, ON
L1H 3Z7

Dear Mayor and Members of City Council,

RE: Letter of Request for endorsement in principle of Durham Greener Homes program enhancements

Under the guidance of the City of Oshawa Clerks office, Durham Region is providing this letter to request Oshawa City Council endorsement in principle of enhancements to the Durham Greener Homes program approved by Regional Council on April 23, 2025 (Report #2025-COW-17, previously shared with Oshawa Council). This endorsement will support Oshawa staff collaboration on program design and implementation and will demonstrate local area municipal support as part of a future funding application to the Federation of Canadian Municipalities Green Municipal Fund Local Leadership for Climate Adaptation program.

As outlined in the above noted report, program enhancements include “weather-ready” home assessment services for residents to reduce the impacts and costs associated with extreme weather (i.e. flooding, heat waves, high winds); as well as a new direct municipality-to-homeowner loan financing program led by the Region with input from local area municipalities. These program improvements are designed to increase affordability and livability, and provide residents with a voluntary, affordable option to help reduce monthly energy costs and prevent potential damage that they would have otherwise had to pay for.

Regional staff have sought input from local area municipal staff throughout the program design phase. Durham Region staff are pleased to provide a presentation to Oshawa Council or the appropriate standing committee if requested. We look forward to continuing collaboration with the City of Oshawa to support resilient and affordable homes and improved quality of life for residents.

Sincerely,

A handwritten signature in cursive script that reads 'Ian McVey'.

Ian McVey
Director, Environment & Climate

To: City Council

From: Tracy Adams, Chief Administrative Officer,
Office of the C.A.O.

Report Number: CNCL-25-60

Date of Report: September 24, 2025

Date of Meeting: September 29, 2025

Subject: Review of Advisory Committees and Alternative Methods for
Community Engagement

Ward: All Wards

File: 03-05

1.0 Purpose

The purpose of this report is to respond to the following direction of City Council from its meeting of December 11, 2023 with respect to appointments to Advisory Committees:

“That staff investigate alternative methods for community engagement that would be less restrictive and more inclusive of idea sharing and brainstorming than the current Advisory Committees of Council model and report back to Council in 2024.”

Attachment 1 is the updated Advisory Committees of Council Policy and Procedure (the “Policy”).

Attachment 2 are the current Terms of Reference for each Advisory Committee.

2.0 Recommendation

It is recommended to City Council:

That based on Report CNCL-25-60 dated September 24, 2025 concerning Advisory Committees and alternative methods for community engagement, Council select an appropriate option under section 4.7 of said Report.

3.0 Input From Other Sources

- Corporate Leadership Team
- Animal Services
- Corporate Communications
- Finance Services

- Human Resource Services– Diversity Equity and Reconciliation
- Business and Economic Development Services
- Municipal Law Enforcement and Licensing Services
- Planning Services
- Office of the Ombudsman
- City of Oshawa Integrity Commissioner
- Municipalities: Ajax, Brock, Clarington, Ottawa, Pickering, Scugog, Uxbridge, Whitby

4.0 Analysis

At its meeting of December 11, 2023, Council considered Report CNCL-23-132 concerning appointments of residents to various Advisory Committees. At that time, Council directed staff to investigate alternative methods for community engagement outside of the existing Advisory Committees of Council model that are less restrictive and more inclusive of idea sharing and brainstorming.

In accordance with the Municipal Act, 2001, as amended and previous Ombudsman decisions, Advisory Committees are considered formal bodies for purposes of accountability and transparency measures; therefore, they subject to open meeting requirements, formal rules of procedure, code of conduct and conflict of interest provisions. Given these legislated requirements, it is not possible to amend Advisory Committee rules and procedures to be less restrictive in this regard.

As is the case for Council Members, members of Advisory Committees are required to adhere to very high standards of behaviour when carrying out their duties for the City and require a formalized Code of Conduct. Public service can be complex and demanding - an Advisory Committee Code of Conduct would serve as a guide to both good governance practices and proper conduct, to help members meet the standards that apply to them.

The Advisory Committee Code of Conduct would be a more simplified version of the Code that applies to Council members, its plain language making it easy to use by volunteers not familiar with complex policy language. The Code would have no application for members' activities not associated with their work for the City.

4.1 Background

Advisory Committees have long been a fixture in municipalities across Ontario, originally designed to provide recommendations, advice and/or information to municipal councils on matters that fall within their respective mandates. This model was developed as a direct way for municipal councils to engage with the community regarding various matters and was established long before digital and other community engagement tools were available or in general use. Advisory Committees in the City of Oshawa have been in existence for some time, however in 2011, Council adopted the Advisory Committees of Council Policy and Procedure (the "Policy") to ensure consistent guidelines with respect to meeting procedures, vacancies and recruitment, reporting structure and staff responsibilities. The Policy has been reviewed and updated numerous times since its implementation; the current Policy is provided as Attachment 1.

Each Advisory Committee has its own Council approved Terms of Reference document which includes their respective Mandate, Goals and Objectives, Key Success Factors, Membership Composition and Qualifications and Meeting Frequency. The current Terms of Reference for each Advisory Committee are provided in Attachment 2.

4.2 Current Structure

The City currently has four (4) Advisory Committees:

- Oshawa Accessibility Advisory Committee (O.A.A.C.)
- Oshawa Animal Care Advisory Committee (O.A.C.A.C.)
- Oshawa Environmental Advisory Committee (O.E.A.C.)
- Heritage Oshawa

Advisory Committees provide recommendations or advice to Council in the form of reports which are provided to the appropriate Standing Committee that has purview of the matter being reported. In addition, staff may solicit advice or input from Advisory Committees that may be included in future staff reports to Standing Committees and Council.

The work of the Advisory Committees is directed by an annual work plan. Each Advisory Committee determines an annual work plan and budget submission that is part of the Operating Budget. Work plans are to be based on the individual mandate for each Advisory Committee, and budget requests must be reflective of the work the Advisory Committee intends to complete during that fiscal year.

4.3 Legislative Impacts

Some of the Advisory Committees are subject to certain legislation; specifically, the Oshawa Accessibility Advisory Committee and Heritage Oshawa.

4.3.1 Oshawa Accessibility Advisory Committee

The Oshawa Accessibility Advisory Committee (“O.A.A.C.”) is the City’s legislated Municipal Accessibility Advisory Committee as set out in Section 29 of the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11 (the “A.O.D.A.”) which requires all municipalities with a population over 10,000 to establish an accessibility advisory committee that shall advise Council on the implementation of accessibility standards and the preparation of accessibility reports, as well as reviewing selected site plans and drawings.

In addition, Council must seek advice from its Accessibility Advisory Committee on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises,

- a) that Council purchases, constructs or significantly renovates;
- b) for which Council enters into a new lease; or

- c) that a person provides as municipal capital facilities under an agreement entered into with Council in accordance with Section 110 of the Municipal Act, 2001.

4.3.2 Heritage Oshawa

Heritage Oshawa is the City's Municipal Heritage Committee as set out in Section 28 of the Ontario Heritage Act, R.S.O. 1990, c. O.18 (the "Ontario Heritage Act") and is established by By-law 54-2023. It is important to note that a Municipal Heritage Committee is not mandatory under the Ontario Heritage Act, but if one exists, Council must consult with it regarding a number of matters, including but not limited to:

- Adding or removing properties from the municipal register of properties that are of a culture heritage value or interest;
- Designation of properties or the amendment or removal of a designation under Part IV;
- Demolition of or alterations to designated properties;
- Easements with owners for the conservation of property of cultural heritage value or interest,
- Matters related to a Heritage Conservation District under Part V of the Ontario Heritage Act.

4.4 Advisory Committees as Public Engagement

Advisory Committees have historically acted as a vehicle to obtain public feedback. The concept of Advisory Committees pre-dates electronic and social media tools and online channels; as such, gathering groups of interested residents to provide advice to Council regarding programs or policies was the most common, and sometimes the only way to reach the public.

However, over time there have been several innovations in communications technology, from email in the mid-1990s to today's wide range of online tools and platforms similar to the City's community engagement site, Connect Oshawa. While an ongoing committee of residents might have been the best way to reach people in the past, newer options that are less formal can be far more wide-reaching and yield increased engagement rates and participation.

City staff have also garnered successful participation from in-person opportunities that are less bureaucratic in their format, such as focus groups, public open houses or pop-up sessions that allow a larger number of individuals to provide specific feedback on programs and issues that are of interest to them without any long term commitment, and permits individuals to participate in public engagement programs when and where it is convenient to them.

4.5 Barriers to Effective Feedback from Advisory Committees

Staff have identified several barriers to success that impact the efficacy and efficiency of Advisory Committees as a key source of public engagement.

4.5.1 Time Commitment

Participating on an Advisory Committee requires significant time commitment by an individual, including:

- Completion of a recruitment application and interview;
- Attendance at formal Committee meetings, generally in person at City Hall, in the evening for several hours;
- Reading agendas and reports to be prepared for each meeting;
- Completing any additional work outside of a meeting (i.e. research work).

Many residents have other work, personal and/or family demands that do not allow them to commit to volunteering several hours a month for a four-year period on an Advisory Committee, or their personal circumstances change requiring them to resign mid-term, resulting in vacancies which can in turn affect the Committee's ability to attain quorum to conduct their business.

4.5.2 Reporting Structure

While Advisory Committees are intended to report to City Council through the Standing Committees, they sometimes provide advice to Council indirectly. For example, staff may seek Advisory Committee comments before providing a report to Standing Committee or Council, where any comments provided by the Committee are considered when developing staff recommendations.

Because of this, at times there has been a misconception that Advisory Committees are a "political body" intended to serve a representative role. City Council fulfills the role of political representative, and Advisory Committees do not have a political role independent of Council. While Advisory Committees are committed and can be passionate, they do not have Council's fundamental democratic role, jurisdiction or decision-making authority.

4.5.3 Minimal Reach

Each Advisory Committee has a set number of individuals (generally not more than 10 members of the public or stakeholders) who serve a four-year term. While this term is staggered so that all appointments do not expire in the same year, the same individuals are generally consulted repeatedly, especially when individuals are reappointed (often due to no other residents applying for vacancies), thus serving up to eight years, or longer in some instances. While this may mean some members might be well informed regarding some issues facing the City, it is not effective for reaching a wider range of new or different perspectives necessary for effective and valuable public engagement.

4.5.4 Committee Mandates

The approved mandates for all Advisory Committees establish their primary role as advisory in nature; however, enthusiastic volunteers on Advisory Committees often want to do more action-oriented activities, such as host events or programs. Though admirable and appreciated, the primary purpose of these Committees is to provide advice to Council.

On occasion, when feedback on programs or policy is sought by staff, the feedback received is not necessarily reflective of the Committee's mandate, but instead of the members' individual opinions on a matter. In some cases, the Committee has not provided any feedback on the matters presented to them by staff, instead it has investigated other matters that may or may not be included on their Council-approved work plan and sometimes are not aligned with municipal by-laws and policies.

4.5.5 Formal Structure

The Policy sets out a formal structure for Advisory Committee processes and procedures that is similar to Standing Committee and Council. Agendas are published, meetings are subject to Open Meeting Procedures, quorum must be met, duly moved motions must be put on the floor before discussions can begin and minutes and web streams of public sessions are maintained. With respect to procedures during a meeting, the rules of order set out in the Policy are generally comparable to Standing Committee, and where a situation is not provided for in the current Policy, Council's Procedure By-law is followed.

Advisory Committee Members are provided annual training regarding the Policy and rules of procedure, and Chairs and Vice-Chairs are offered specialized training with coaching as required throughout their term of office; however, the meeting structure can feel restrictive for these volunteers that just want to be engaged and provide feedback.

The Municipal Act, 2001, as amended defines Committees as "any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one or more councils or local boards." Several Ombudsman Reports have demonstrated that Advisory Committees are generally considered Committees under the Act and subject to open meeting rules despite not necessarily meeting the definition in the Municipal Act, 2001 to the letter.

In one example, the Office of the Ombudsman found that an Advisory Committee in the Township of Lucan Biddulph was a Committee under the Municipal Act, 2001. Although the composition of the Committee included nine members of the public, one staff member and the Mayor, it was given a budget by Council, permitted to make spending decisions within that budget and made recommendations to Council and thus determined to be a Committee subject to open meeting legislation. As such, Advisory Committees must continue to follow open meeting rules including allowing the public to attend meetings, publishing agendas and minutes, holding discussions in open session and only holding meetings where there is a quorum of the Committee and the Clerk, or their designate, is present as well as maintaining the formal rules of procedure.

4.5.6 Code of Conduct and Municipal Conflict of Interest Act

The City's Integrity Commissioner has advised that Advisory Committee Members are subject to a Code of Conduct and the Municipal Conflict of Interest Act, just like members of Council. While the Policy already includes provisions for Advisory Committee Members to declare any conflicts of interest and contains a brief code of conduct section, the Integrity Commissioner recommends having a more robust Code of Conduct for Advisory Committee Members that is similar to the Code for members of Council. The updated Advisory Committee Policy includes a fulsome Code of Conduct section in line with Council's Code of Conduct By-law.

As with complaints related to a Council member's behaviour may be submitted to the Integrity Commissioner for an investigation, members of the public could also apply to the Integrity Commissioner for apparent violations of the Code of Conduct or Municipal Conflict of Interest Act for an Advisory Committee Members behaviour. Not only does this increase the cost associated with this service to the City, but it may also inhibit members of the public from applying to be Advisory Committee Members so as not to face that level of scrutiny and potential investigations.

4.5.7 Other Issues

Despite expectations set out in the Policy, meeting rules of procedure, and a code of conduct for members, the Advisory Committees are not operating as effective as they could be under the current Policy. Issues over the years with Committee Members include but are not limited to:

- Disregard for rules of procedure and the Policy;
- Disrespect for staff in interactions during and outside of Committee meetings;
- Introducing items for Committee consideration that are outside of the Committee Mandate or contrary to City By-laws, policies or other legislation;
- Disregard for previous Council decisions by introducing matters on which Council already has a position and refusing to consult or collaborate with Policy Advisors prior to introducing such matters;
- Refusing to take the advice of the Council-Committee Coordinator or Policy Advisor during meetings;
- Actions which violate the Occupational Health and Safety Act.

4.6 Alternative Public Engagement Tools

There are a number of other ways for the public to engage with Council's decision-making process, most of which are currently used by the City and have resulted in meaningful input from the public. It is important to note that not one method would be recommended for all engagement circumstances. Some may lend themselves better to certain projects over others, or a combination of several may be used.

The Oshawa Strategic Plan 2024-2027 under the priority of “Lead: Governance and Service Excellence” also addresses developing a robust community engagement system as an action item for Goal L.7: “Offer community engagement activities that enhance transparency and bring diverse voices and perspectives into decision-making processes”. Specifically, Action 7.1 states the City will “Update the community engagement framework and develop a toolkit to guide City projects” to be advanced by Corporate Communications as part of the execution of this Plan.

Utilizing these other forms of engagement, either individually or in combination with each other, will help modernize the City’s approach to public engagement and become a municipal leader in outreach.

4.6.1 Online/Social Media Tools

The City has been very successful in its use of digital, online and social media tools to communicate and encourage resident engagement. As previously noted, over 600 responses were received concerning the Oshawa Strategic Plan through the online feedback form alone. Other successful engagement projects have used online tools such as Connect Oshawa including:

1. Customer Service Strategy
2. Oshawa Official Plan Review
3. Budget Engagement
4. Integrated Transportation Master Plan
5. Parks, Recreation, Library and Culture (P.R.L.C.) Facility Needs Assessment
6. Various Park Redevelopments, including Easton Park, Renaissance Park and Sunnyside Park

It is important to note that communications of these engagement projects also includes traditional tools and that the City offers alternative methods to provide feedback (e.g. paper feedback forms at Service Oshawa, pop-ups at community events, open houses, etc.).

4.6.2 Community Working Groups/Steering Committees or Ad Hoc Consultation

Where such a group is needed, individuals could be recruited based on the skill set, knowledge, experience or interest for the specific project or issue at hand. This would be different from Advisory Committees in a number of ways:

- They would have a defined purpose and/or time period with a start and end based on the specific project;
- They would report to staff directly, who in turn would report any necessary matters to Council as required;
- While a project and/or topic area may have a specific budget, the working group or steering committee would not be responsible for overseeing the project budget or spending any budget allocations;

- Staff determine how they will operate with respect to meeting frequency and process; and,
- The members would have greater input, being able to participate at all stages of the project and/ topic's progression.

Ad hoc consultations, working groups/ steering committees could be established to gain valuable input in person with a shorter-term focus. This type of engagement could take the form of a half-day meeting, a community pop-up or a short series of consultation meetings to engage people to share ideas and brainstorm while being more flexible than the traditional Advisory Committee model. This model has proven successful in engaging residents and community partners on a variety of topics.

The City has used and continues to use similar models, such as the:

- Community Centennial Committee - Served as the community table at which local leaders and organizations provided input, collaborated, planned and executed events, activities and initiatives to celebrate the City's Centennial in 2024.
- Public Art Task Force - The Task Force provides strategic direction and advice to staff to assist with the development and implementation of a Public Art Strategy, raise public awareness and importance of public art in the city, make recommendations for the striking of public art juries, reviewing and assisting with the development of Calls for Artists and providing advice and recommendations on proposed gifts, donations and bequests. In addition, the Task Force will receive and approve applications for community group driven public art projects.
- Vehicle-for-Hire, Business Licensing Working Group - Members of identified stakeholders were invited to attend a consultation session to discuss the topic at hand (e.g. brokers/owners and drivers in the taxicab industry, brokers/drivers in the designated driving industry and the general public for the Vehicle-for-Hire consultation). The consultation sessions included a brief presentation followed by a facilitated roundtable discussion. City staff were available for discussion and feedback forms were available for completion at each event.
- P.R.L.C. Update Focus Groups - Leaders of Oshawa parks, recreation, library and/or culture community partner and/or user groups were invited to attend a focus group where they could discuss core strengths, trends, challenges and opportunities as they relate to P.R.L.C. spaces in the city. Five 90-minute targeted focus groups were held: indoor recreation and sport groups; outdoor recreation and parks groups; equity, diversity and inclusion community representatives; arts and cultural community representatives; and library partners and interest groups.
- Oshawa Strategic Plan Community Conversations - During the extensive public consultation period between fall 2023 and spring 2024, staff participated in 31 events to collect feedback for the plan.

4.6.3 Public Forums and Events

Often conducted in conjunction with online engagement, a Public Forum which may be identified as a public open house, information centre, pop-up event, public summit, etc. provides an opportunity for the community to provide feedback on a specific project. Generally, a presentation is provided with an opportunity for discussion and questions on the project, and feedback can be submitted either at the session or to staff by a later date. In a three-hour open house, the presentation is often provided twice, and information is also available in the room using display boards or staff interactions to allow further review or examination by the community.

These forums or events also often have the flexibility to be held in other areas of the community outside of City Hall, which can be more effective in eliminating barriers for community attendance. For example, the City hosts Shape Oshawa annually at the Oshawa Centre. This event features staff from various branches to conduct surveys, distribute material and provide information regarding City programs and services.

Members of the public are encouraged to share ideas and provide feedback on the project without being encumbered with motions or voting on positions, or the significant time commitment necessary to participate on an Advisory Committee.

4.7 Future State of Advisory Committees

This Report seeks Council direction on the future state of Advisory Committees in Oshawa. As of the writing of this report, the O.A.A.C. has one vacancy and the O.E.A.C. has five vacancies which may place them at risk of not attaining quorum for meetings. Some of these vacancies have been in place since the annual recruitment due to lack of interest as the City simply did not receive sufficient applications to fill all vacancies.

Depending on the option selected below, staff will initiate appropriate recruitment activities and report back to the Corporate and Finance Services Committee. Recruitment requires advertising for volunteer opportunities, screening candidates, conducting interviews and evaluating applications. If recruitment begins immediately, vacancies would not be filled before December at the earliest.

4.7.1 Option 1 – Retain only the Oshawa Accessibility Advisory Committee

Council could choose to increase the use of less restrictive public engagement tools outlined in this report as opposed to formal Advisory Committees. As previously noted, the O.A.A.C. is mandatory under the A.O.D.A. and therefore must continue to operate but would do so under the updated Policy as set out in Attachment 1, reviewed in Section 4.8 of this Report.

Should this option be selected, staff would engage the public on matters related to environmental activities, animal care and heritage issues at least twice annually through community workshops or events on a variety of matters and will specifically invite current members of Heritage Oshawa, the O.A.C.A.C. and the O.E.A.C. to participate. Similar to working groups established for Vehicles-for-Hire or Residential Rental Housing Licences, these informal workshops or events would allow community members to provide feedback

and submit suggestions to staff without the formal structure or lengthy time commitment of an Advisory Committee. In addition, staff would hold other public engagement opportunities that would be conducted on a project-by-project basis.

If this option is selected, the following recommendation should be moved:

“That based on Report CNCL-25-60 dated September 24, 2025 concerning Advisory Committees and alternative methods for community engagement:

1. That Heritage Oshawa, the Oshawa Animal Care Advisory Committee and the Oshawa Environmental Advisory Committee be disbanded and the members be thanked for their service and encouraged to participate in other engagement activities; and,
2. That the updated Advisory Committees of Council Policy as set out in Attachment 1 of said Report be endorsed as the primary guiding document for Advisory Committees; and,
3. That staff be directed to provide mandatory training to all current and future members of the Oshawa Accessibility Advisory Committee; and,
4. That current and future appointments to the Oshawa Accessibility Advisory Committee be contingent on participation in mandatory training concerning rules of procedure and accountability and transparency measures; and,
5. That staff continue to pursue alternative forms of community engagement as outlined in said Report;”

4.7.2 Option 2 – Retain Advisory Committees with a Legislative Impact

Council may choose to retain only the Advisory Committees that have a legislative impact. As noted, the O.A.A.C. is mandatory and must be retained. Heritage Oshawa, as the Municipal Heritage Committee, is not mandatory under the Ontario Heritage Act, however if one exists, a municipality must consult with the Committee on prescribed matters.

If this option is selected, the following recommendation should be moved:

“That based on Report CNCL-25-60 dated September 24, 2025 concerning Advisory Committees and alternative methods for community engagement:

1. That the Oshawa Environmental Advisory Committee and the Oshawa Animal Care Advisory Committee be disbanded and the members be thanked for their service and encouraged to participate in other engagement activities; and,
2. That the updated Advisory Committees of Council Policy as set out in Attachment 1 of said Report be endorsed as the primary guiding document for Advisory Committees; and,

3. That staff be directed to provide mandatory training to all current and future members of the Oshawa Accessibility Advisory Committee and Heritage Oshawa; and,
4. That current and future appointments to the Oshawa Accessibility Advisory Committee and Heritage Oshawa be contingent on participation in mandatory training concerning rules of procedure and accountability and transparency measures; and,
5. That staff continue to pursue alternative forms of community engagement as outlined in said Report;”

4.7.3 Option 3 – Retain all Committees with Reduction in Meeting Frequency

In their current state, some Advisory Committees have few or no items on a monthly agenda, resulting in cancelled meetings, or meetings that only last a few minutes to less than an hour. Regardless of length, meetings result in substantial use of City resources, including staff overtime for after-hours meetings.

For all Advisory Committees except the O.A.A.C., staff are proposing each Advisory Committee maintain a quarterly regular meeting cycle. The O.A.C.A.C. is already using this calendar format, meeting in March, June, September and December. Special meetings may be called if there are urgent matters needing Advisory Committee review and input, however, quarterly meetings would ensure the Advisory Committees have fulsome agendas to engage volunteers while remaining fiscally responsible.

Due to the timing of the planning process, only the O.A.A.C. would continue to meet monthly in order to provide the mandated advice concerning development applications.

If this option is selected, the following recommendation should be moved:

“That based on Report CNCL-25-60 dated September 24, 2025 concerning Advisory Committees and alternative methods for community engagement:

1. That the Terms of Reference for Heritage Oshawa, the Oshawa Animal Care Advisory Committee and the Oshawa Environmental Advisory Committee be updated to reflect a quarterly meeting cycle; and,
2. That staff be directed to provide mandatory training to all current and future members of the Advisory Committees; and,
3. That current and future appointments to Advisory Committees be contingent on participation in mandatory training concerning rules of procedure and accountability and transparency measures; and,
4. That the updated Advisory Committees of Council Policy as set out in Attachment 1 of said Report be endorsed as the primary guiding document for Advisory Committees; and,

5. That staff continue to pursue alternative forms of community engagement as outlined in said Report;”

4.7.4 Option 4 – Maintain Status Quo for All Advisory Committee Meetings

Council may choose to retain all Advisory Committees in their current state with a monthly meeting frequency. Should this option be selected, staff recommend mandatory training for all Advisory Committee members with respect to the new Policy as well as the accountability and transparency measures to which they must adhere. This training would be delivered by both staff (for the Policy as a whole and meeting procedures) and the Integrity Commissioner (for accountability and transparency measures). Staff would recommend that members who do not participate in this training would not be eligible for continued appointments to an Advisory Committee.

If this option is selected, the following recommendation should be moved:

“That based on Report CNCL-25-60 dated September 24, 2025 concerning Advisory Committees and alternative methods for community engagement:

1. That no changes to the Advisory Committee structure be implemented at this time, and;
2. That staff be directed to provide mandatory training to all current and future members of Advisory Committees; and,
3. That current and future appointments to Advisory Committees be contingent on participation in mandatory training concerning rules of procedure and accountability and transparency measures; and,
4. That the updated Advisory Committees of Council Policy as set out in Attachment 1 of said Report be endorsed as the primary guiding document for Advisory Committees; and,
5. That staff continue to pursue alternative forms of community engagement as outlined in said Report;”

4.8 Revised Advisory Committee Policy

As noted, the Advisory Committees of Council Policy and Procedure has been in place since 2011. Although it has been updated regularly, this policy document is no longer consistent with the City’s standards for Policy development. Regardless of the option selected from Section 4.7, a policy to manage Advisory Committees would still be required.

The updated Advisory Committees of Council Management Policy, as set out in Attachment 1, provides a clear framework for the management of all Advisory Committees, including the establishment and review of Committees, the roles and responsibilities of members and staff in relation to the Committees, reporting requirements, work plan and financial management and a clear code of conduct for members to support the necessary accountability and transparency measures.

The updated Policy introduces a number of key changes including matters not included in the current policy.

4.8.1 Clarification of Council's Role

The current Policy does not provide a definition of Council's Role with respect to the Advisory Committees which has been added to the updated Policy. Specifically, Council establishes any legislated or desired Advisory Committees including the adoption of appropriate Terms of Reference and appoints the most suitable candidates to Advisory Committees based on the membership qualifications identified for each Advisory Committee. In addition, Council seeks advice from Advisory Committees as it deems appropriate by referring matters to the appropriate Advisory Committee for input. This further clarifies that it is Council, not the Advisory Committee, responsible for determining the Advisory Committee's structure, membership and terms of reference.

4.8.2 Clarification of Staff's Role

The updated Policy refines the role of staff with respect to the management of Advisory Committees. The Corporate Leadership Team would ensure that a suitable Policy Advisor is assigned as a subject matter expert to draft the Advisory Committees' annual work plans and assist the Advisory Committee in the execution of the work plan and would review the Work plan and budget prior to submission for consideration in the municipal budget process. Additional details have been added to the role of the Clerk, the Council-Committee Coordinator, Policy Advisor as well as other employees to codify some of the activities that have generally been provided by these roles.

4.8.3 Rules of Procedure

The updated Policy would direct Advisory Committees to rely on the Committee rules in Council's Procedure By-law. This is in keeping with best practices among municipalities, and the formalized, consistent structure is recommended based on open meeting rules, the Code of Conduct and the Integrity Commissioner requirements of Advisory Committees. The previous policy included significant sections around rules of procedure that in some cases differed from or even contradicted the Procedure By-law; these provisions have been removed from the updated Policy.

4.8.4 Work Plan and Budget Process

The updated Policy directs the Policy Advisor to prepare an annual work plan and Proposed Budget submission for the Advisory Committee, identifying projects or programs anticipated for the Advisory Committee over the upcoming year, using templates provided as part of the updated Policy. The work plan and budget would be presented to the Advisory Committee, which may recommend changes or additions, provided they are in keeping with the Advisory Committee's mandate, goals and objectives.

Following presentation to the Advisory Committee, the work plan and budget would be provided to the Corporate Leadership Team for review. The Corporate Leadership Team may remove items from the plan on the basis of staff capacity or other resources before the final work plan and budget are included in preparation of the annual municipal budget.

However, nothing in this section, prevents Council from assigning work to an Advisory Committee at any time.

4.8.5 Elimination of Working Groups and Subcommittees

The current policy permits Advisory Committees to create working groups or subcommittees to execute items on the approved Committee work plans. This often results in two or three members performing the actual work of an Advisory Committee. In some instances, the members of a Working Group or Subcommittee are not individuals appointed by Council, as the current policy permits members of the public to be appointed to these bodies. This results in individuals representing the City or carrying out work that have not been subject to the appointment process to be selected by Council. The updated Policy removes Working Groups and Subcommittees to ensure the Advisory Committee and the Council-appointed members are fulfilling the role as set out and directed by Council.

4.8.6 Expanded Code of Conduct

Advisory Committees are subject to similar accountability and transparency measures as that of City Council. Although the current Advisory Committee Policy includes some conduct provisions; they are not aligned with the Council Code of Conduct. As such, the updated Policy includes a new Code of Conduct section utilizing provisions recommended by the City's Integrity Commissioner as well as a formalized complaint process.

5.0 Financial Implications

The total budget allocation for each of the four current Advisory Committees (Program 120) in the 2025 Budget is set out in the table below:

Advisory Committee	2025 Budget
Oshawa Accessibility Advisory Committee	\$3,300
Oshawa Environmental Advisory Committee	\$15,800
Heritage Oshawa	\$19,800
Oshawa Animal Care Advisory Committee	\$2,200
Total Amount Allocated to Advisory Committees	\$41,100

Disbanding of any of the non-statutory Advisory Committees would generally result in an annual savings equivalent to the above noted budget grants; however budgets are submitted annually, so these figures may increase or decrease depending on the requests from the Advisory Committees and the final budget deemed adopted. It is important to note that regardless of the amount actually spent an Advisory Committee, the amount of the initial grant is included in the City's overall budget as a factor in determining the annual tax levy.

There is also significant staff time and resources associated with Advisory Committee management over and above the annual Committee grants including but not limited to:

- Recruitment – frequent advertising and public notices as well as staff time to fill vacancies. For example, from 2022 to 2024, there were six (6) recruitment campaigns to fill 25 Advisory Committee positions. Each recruitment campaign requires staff time by one staff member from Legislative Services to coordinate and book interviews with the applicants and interview panels. Panels consist of two staff from Legislative Services, the Council Member Appointee and the Advisory Committee's Policy Advisor to interview and score each applicant (normally an average of two to five applications per vacancy), followed by staff time to coordinate scores and prepare a report to Committee and/or Council.
- Policy Advisor – Each Advisory Committee requires a Policy Advisor responsible for providing advice and guidance related to the Advisory Committee's Council approved workplan, including but not limited to: assisting the volunteers with events; liaising with Corporate Communications on preparing presentations for feedback to Advisory Committees, coaching and consultation with members regarding various Advisory Committee matters, as well as attendance at evening Advisory Committee meetings (in 2023 there were 50 evening Advisory Committee meetings, in 2024 there were 34 evening Advisory Committee meetings).
- Legislative Services – Each Advisory Committee requires one Council-Committee Coordinator to be responsible for the day-to-day operations of the Advisory Committee, including but not limited to preparing agendas, minutes or reports to Standing Committee/Council, meeting setup, preparing correspondence, providing advice to Advisory Committee Members and liaising with members of the public and staff with respect to meeting processes. For each Advisory Committee meeting, two staff from Legislative Services are in attendance (in 2023 there were 50 evening Advisory Committee meetings, in 2024 there were 34 evening Advisory Committee meetings).
- Communications - the Corporate Communications' Branch provides communications support, including but not limited to recruitment communications campaigns; designing and managing the printing and reproduction of promotional materials (banner bugs, brochures, postcards, etc.); social media campaigns on topics identified by the respective Advisory Committee and Policy Advisor.

The estimated cost of the above services for the three non-statutory Advisory Committees is \$126,000. Should Council choose an option that reduces either the number of Advisory Committees or the frequency of meetings, cost savings would be realized as fewer meetings would be required.

Finally, as noted Advisory Committee Members would be required to adhere to accountability and transparency measures such as a formal Code of Conduct and the Municipal Conflict of Interest Act. As such, members would also be able to avail themselves of advice concerning such ethics matters from the City's Integrity Commissioner and be subject to potential investigations. In addition, the Integrity

Commissioner would need to be engaged to provide training to Advisory Committee Members. Accordingly, this would increase the costs associated with the City's Integrity Commissioner services which are estimated at minimum to be \$3,000 per Advisory Committee plus any costs that are incurred for requests for advice or code complaints.

6.0 Relationship to the Oshawa Strategic Plan

This report responds to the Oshawa Strategic Plan Priority Area "Lead: Governance and Service Excellence" with the goal to enhance effective communication and encourage all community members to actively participate and learn about City services, programs, and spaces.



Laura Davis, Manager, Legislative Services/Deputy City Clerk
Legislative Services



Mary Medeiros, Director, Legislative Services/City Clerk,
Legislative Services



Tracy Adams, Chief Administrative Officer,
Office of the C.A.O.

Corporate Policy

Title:	Advisory Committees of Council Policy
Number:	GOV-XX-XX
Approved By:	City Council
Administered By:	Legislative Services
Effective Date:	XX
Revision Date(s):	

1.0 Purpose/Background

Advisory Committees of Council (“Advisory Committees”) provide recommendations and advice to Council on a variety of matters that contribute to the development of policies, programs and initiatives that enhance the City.

The Advisory Committees of Council Policy (“Policy”) provides a fair and equitable approach for the overall establishment and management of Advisory Committees of Council.

2.0 Policy Statement

This Policy sets out a framework to govern the management of Advisory Committees including:

- Establishment and Review;
- Membership Management;
- Roles and Responsibilities;
- General Operating Procedures
- Reporting Requirements;
- Work Plans, Budgets and Financial Management
- A Code of Conduct for Members

3.0 Scope/Application

This Policy applies to all Advisory Committees as established by Council that may be in existence as of the Effective Date of this Policy or established by Council in future.

This Policy does not apply to Standing Committees, Committee of Adjustment, Property Standards Committee, Joint Compliance Audit Committee, staff Committees or other

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Committees/Working Groups/advisory bodies not established by Council as an Advisory Committee.

Advisory Committees will be compliant with this Policy as well as Council's Procedure By-law regarding operations and meeting processes, and other relevant City policies as may be identified from time to time by Policy Advisors, the Council-Committee Coordinator ("Coordinator") or the Clerk.

Changes or clarifications to the Policy will be reflected in updates to Council regarding the Policy, which may be supplemented by guidelines and training materials, as appropriate, by the Clerk.

4.0 Definitions

"Advisory Committee of Council" or "Advisory Committee" means a committee created by Council to provide advice and expertise on issues of municipal interest and make recommendations to Council through its Standing Committees.

"City" means the City of Oshawa.

"Chair" means the member of the Advisory Committee appointed by its members to preside at meetings and to act as spokesperson on behalf of the Advisory Committee to Council.

"Clerk" means the City Clerk of the City of Oshawa and includes persons from time to time acting on behalf of the Clerk.

"Community Partner Member" means an organization holding the position of a Member, appointed by Council and represented at the Advisory Committee by the Community Partner Representative.

"Community Partner Representative" means the individual selected by the Community Partner Member to participate on the Advisory Committee. Community Partner Representatives cannot be employees or elected officials of the City of Oshawa.

"Council" means the Council of the Corporation of the City of Oshawa.

"Council-Committee Coordinator" means the staff member designated by the City Clerk to fulfill the legislative functions of the Clerk with respect to Advisory Committees.

"Council Member Appointee" means a Member of Council appointed as a Member of an Advisory Committee. Such Members of Council are Members but will have due regard for the Council Code of Conduct, and in the event of a conflict between the interests of the Advisory Committee and Council, the City's and Council's interests will prevail.

"Delegation" means, as the context may require, a person that addresses or seeks to address a Committee, or the content of the person's address to Committee.

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“Information Package” means the package prepared and circulated as described in the Procedure By-law.

“Majority Vote” means an affirmative vote of more than one-half of the Members present and voting.

“Mandate” means the statement that describes the Advisory Committee’s purpose or responsibilities and will align with Council’s strategic directions.

“Meeting” means any meeting of an Advisory Committee where Quorum is present and at which Members discuss or otherwise deal with any matter in any way that materially advances the business or decision making of the Advisory Committee.

“Member” means a Resident Member, Council Member Appointee, and/or Community Partner Member of the Advisory Committee as the context applies.

“M.F.I.P.P.A.” means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 as may be amended from time to time or its successor legislation.

“Municipal Act 2001” means the Municipal Act, 2001, S.O. 2001, c.25 as may be amended from time to time or its successor legislation.

“Municipal Conflict of Interest Act” means the Municipal Conflict of Interest Act R.S.O. 1990, c. M.50 as may be amended from time to time or its successor legislation.

“Procedure By-law” means Council’s Procedure By-law 128-2022, as amended or such other by-law governing the calling, place and proceedings of meetings pursuant to Section 238(2) of the Municipal Act, 2001, S.O. 2001, c.25.

“Policy” means the Advisory Committees of Council Policy as adopted and approved by Council which outlines the manner in which Advisory Committees will function.

“Policy Advisor” means the staff member who assists and guides the Advisory Committee in managing their workplan.

“Quorum” means the number of Members required to be present at any Meeting in order for business to be conducted, and is a simple majority of the Members, including vacancies, of the Advisory Committee.

“Resident Member” means a Member of an Advisory Committee, recruited from the general public, and selected and appointed by Council.

“Special Meeting” means a Meeting called outside of a regular meeting schedule to consider matters related to the Advisory Committee’s Work Plan or Mandate that are, in the opinion of the Policy Advisor, time sensitive in nature.

“Standing Committee” means a Standing Committee of the Council of the Corporation of the City of Oshawa.

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“Terms of Reference” means the document approved by Council that provides a general overview of the Advisory Committee, the content of which is prescribed by the Advisory Committee of Council Policy and Procedure.

“Two-Thirds Majority Vote” means an affirmative vote of at least two-thirds of the Members present and voting.

“Vice-Chair” means the member appointed on an annual basis to assume the duties of the Chair if the Chair is absent.

5.0 Responsibilities

5.1.Council shall:

- a) Establish desired and legislated Advisory Committees as required including adopting a Terms of Reference for each Advisory Committee;
- b) Appoint the most qualified applicants to Advisory Committees based on the individual Membership Qualifications identified in each Advisory Committee’s Terms of Reference; and,
- c) Seek advice from Advisory Committees as appropriate by referring matters as necessary.

5.2.The Chair of the Advisory Committee shall:

- a) Preside over all Meetings of the Advisory Committee, ensuring a motion is on the floor prior to discussion of the item and ruling on any points of order;
- b) Facilitate the Meeting, following this Policy and the Procedure By-law;
- c) Participate as an active and voting Member, encouraging active participation by all Advisory Committee Members;
- d) Call on the Vice-Chair to take their place in order to move motions or take part in significant debate. Chairs are permitted to ask questions and provide brief comments during discussion; and,
- e) Act as the point of contact with Council unless otherwise designated by resolution of the Advisory Committee.

5.3.The Vice-Chair of the Advisory Committee shall:

- a) Assume the duties of the Chair if the Chair is not able to fulfil their position; and,

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- b) Chair the Meeting of the Advisory Committee if the Chair is not present within the first 10 minutes of the scheduled Meeting start time, provided Quorum is present.

5.4. Members of Advisory Committees (all Membership types including Chairs and Vice-Chairs) shall:

- a) Attend all scheduled and special Advisory Committee Meetings in person or by requesting to participate remotely by emailing the Council-Committee Coordinator at least 1.5 hours in advance of the meeting;
- b) Send regrets to Legislative Services if unable to attend in order to ensure Quorum will be met;
- c) Recognize their role and expectations, including understanding their relationship to Council;
- d) Follow the Meeting agenda and stay focused on the topic at hand;
- e) Follow this Policy, other relevant City Policies or By-laws and the Terms of Reference of the Advisory Committee;
- f) Understand and respect the role and expectations of all participants;
- g) Disclose any conflicts of interest with respect to items before the Committee prior to discussion of the item;
- h) If the Chair and Vice-Chair are not present within the first 10 minutes of a Meeting but Quorum is present, the Members present will appoint another Member to act as Chair by consensus, who will preside for the duration of the Meeting or until the Chair or Vice-Chair arrives;
- i) Participate as an active and voting Member, asking questions, and seeking clarification through the Chair;
- j) Undertake work necessary to implement the Council-approved work plan, or work as assigned by Council, including reading agendas, doing research, etc. between Meetings;
- k) Develop and maintain a climate where mutual support, trust, respect, courtesy and teamwork are valued;
- l) Maintain a high degree of professionalism and respect when communicating with other Members, Members of Council, staff and members of the public;
- m) Respect the individual worth and dignity of other Members utilizing the diverse knowledge, expertise and talents of all Members to optimal advantage;

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- n) Challenge ideas and not people, creating a climate where it is okay to disagree;
- o) Communicate directly and concisely, listening without interruption, and be open-minded, allowing a variety of opinions to be heard;
- p) Refrain from directing staff, recognizing that any request for advice or information that require reports or other action by staff outside the normal scope of work must be requested by motion to be considered by the appropriate Standing Committee responsible for the matter in question;
- q) Work effectively with the administration to provide excellent service to residents and customers, recognizing the professional obligations of staff as employees of the City of Oshawa and not intervening in administrative practices;
- r) Refrain from criticizing individual members of staff in a way that questions their professional competency and credibility;
- s) Respect that decisions of Council are final and accurately communicate the decisions of Council even if they disagree with the decision of the Advisory Committee;
- t) Defer to the Chair of the Advisory Committee as spokesperson to Standing Committees and Council unless otherwise designated by the Advisory Committee by resolution;
- u) Respect that resolutions made will reflect the position of the Advisory Committee as a whole. Members, whether acting as individuals or as Members of the Advisory Committee, may not provide a delegation or submit correspondence to Standing Committees or Council on a matter that was before an Advisory Committee of which they are a Member unless appointed by the Advisory Committee to do so;
- v) Disclose to the Clerk any change in circumstance that renders them ineligible to serve on the Advisory Committee based on the membership qualifications stated in the Terms of Reference and/or this Policy;
- w) Respect and protect confidential information; and,
- x) Attend any training session offered by the City.

5.5. The Corporate Leadership Team shall:

- a) Ensure a Policy Advisor is assigned to each Advisory Committee to act in a non-voting capacity as a subject-matter expert to assist the Advisory Committee in the execution of its work plan; and,

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- b) Review Advisory Committee budget and work plan submissions before inclusion in the City's budget.

5.6. The Clerk shall:

- a) Assign a Council-Committee Coordinator to provide support services for one or more Advisory Committees;
- b) Oversee the recruitment and selection processes for all appointments to Advisory Committees; and,
- c) Administer attendance management procedures reporting to Council as required.

5.7. The Policy Advisor shall:

- a) Attend all meetings of the Advisory Committee;
- b) Understand the mandate of the Advisory Committee, including its relationship to Council;
- c) Understand the role and expectations of the Chair, Advisory Committee, Council Member Appointees and staff;
- d) Approve operating expenses, adhering to the City of Oshawa Purchasing By-law and oversee the administration of funds, maintaining a full and accurate account of all receipts and disbursements and preparing year-end reports;
- e) Assist the Advisory Committee by offering policy advice in a non-voting capacity on matters before the Advisory Committee;
- f) Remain impartial during discussions of Advisory Committee matters with all members;
- g) Subject to priority workload demands as determined by management, assist with the implementation of the work plan;
- h) Develop an annual work plan and budget based on the Advisory Committee Terms of Reference and staff needs or expectations of the Advisory Committee; and,
- i) Ensure that any recommendations proposed by the Advisory Committee do not contradict existing Council decisions or the City's budget, by-laws, policies or procedures.

5.8. The Council-Committee Coordinator shall:

- a) Provide Clerk services to Advisory Committee(s) assigned to them by the Clerk;

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- b) Call to order the first regular Meeting of an Advisory Committee annually and conduct the appointment process for the Chair and Vice-Chair;
- c) Understand the role of all participants;
- d) Implement attendance management as set out in the Policy in concert with the Clerk;
- e) Report any potential breach of the Code of Conduct to the Clerk;
- f) Coordinate a training/orientation session for Advisory Committee Members at the first Meeting of each Committee annually;
- g) Coordinate Chair and Vice-Chair training following appointments annually;
- h) Prepare agendas and relevant materials in cooperation with the Committee Policy Advisor;
- i) Post notice of Advisory Committee meetings on the City's website;
- j) Arrange for or set up Meeting areas including audio-visual requirements, attendance by the public and delegations and ensuring accessibility for anyone who has identified a need;
- k) Determine if Quorum is met for Meetings;
- l) Offer procedural and process advice to the Chair and Advisory Committee Members;
- m) Prepare meeting follow up as required;
- n) Prepare minutes for distribution in the Information Package and circulation as per the Clerk's administrative practices; and,
- o) Maintain Advisory Committee minutes, item numbers, reports of the Advisory Committee and correspondence records.

5.9. Other Employees shall:

- a) Attend Meetings of Advisory Committees as necessary, relevant to their area of expertise to provide information and/or advice on a project-by-project basis as requested by the Policy Advisor.

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6.0 Practice/Procedures

6.1 Establishment and Review of Advisory Committees

6.1.1. Establishment

Advisory Committees are established by Council. The creation of a new Advisory Committee will be supported with information prepared by the relevant department in consultation with the Clerk including but not limited to:

- Inventory of previous and existing activities related to the issue;
- Statutory requirements (if any); and,
- Draft terms of reference.

The Terms of Reference for an Advisory Committee will be set out in accordance with the template provided in Appendix B to be approved by Council. Once approved by Council, Advisory Committees may not recommend changes to the Terms of Reference.

6.1.2. Review

From time to time as required, or as directed by Council, the Clerk in consultation with the relevant department(s) will provide a report to Council concerning the Advisory Committees, including but not limited to the following:

- A list of active Advisory Committees;
- All Terms of Reference documents and most recent work plans;
- Recommendations related to the Advisory Committee such as Policy updates, additional training requirements, facilitation needs, size, structure or composition of committees, etc.

6.2 Membership Management

The Clerk is responsible for overseeing the recruitment, selection, and appointment processes for members whose terms have expired and for vacancies that may arise from time to time.

For end-of-term appointments, the Clerk will prepare a report to Council in November of each year that appointments are made. For vacancies arising mid-term, the Clerk will prepare reports as needed for consideration by the appropriate Standing Committee for recommendation to Council.

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6.2.1. Recruitment and Appointments

Individuals may only sit on one Advisory Committee, regardless of membership type. For example, a person acting as a Committee Partner Representative may not participate on a different Advisory Committee as a Resident Member.

City of Oshawa employees and elected officials are not eligible to be appointed as Resident Members or Community Partner Representatives.

6.2.1.1. Resident Members

Advertisements for vacancies will include the mandate of the Advisory Committee, the term of office, meeting frequency, member qualifications, application process and contact information.

The Clerk will take measures to encourage recruitment of individuals reflective of the city's diversity including outreach and potential partnerships with relevant community organizations.

Applicants must be a resident, property owner or tenant in Oshawa and a minimum of 18 years of age unless otherwise determined by membership requirements set out in the Terms of Reference.

Applicants will be required to complete and submit to the Clerk an application form, available from Service Oshawa or the City's website.

All applications will be reviewed by Legislative Services for screening and short-listing purposes to support a diverse and appropriate membership and Council's review of applicants. Screening may include application review, telephone, in person or virtual interviews, questionnaires or drop-in sessions as appropriate. Not all applicants may be contacted for an interview.

The Clerk will prepare a report to Council that includes all interviewed applicants, recommending one or more applicants for appointment. After appointments are made by Council resolution, the Clerk will advise all applicants that were interviewed of Council's decision.

The Policy Advisor, in consultation with the Clerk, will ensure that new Advisory Committee Members are provided with appropriate orientation and training.

6.2.1.2. Community Partner Members

When a Community Partner Representative vacancy occurs, the Clerk will contact the Community Partner Member to seek a new Representative. If the Community Partner Member is unable to provide a Representative, the Community Partner Member will be deemed to have resigned from the Advisory Committee and advertising and recruitment will commence.

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Community Partner Representatives do not need to be appointed by Council; however new Community Partner Members must be approved by Council.

When a Community Partner Member vacancy occurs, the Clerk will advertise for vacancies including include the mandate of the Advisory Committee, the term of office, member qualifications, application process and contact information.

Applicants will be required to complete and submit to the Clerk an application form, available from Service Oshawa or the City's website.

The Clerk will prepare a report to Council with all applications received for Council to select a Community Partner Member. After appointments are made by Council resolution, the Clerk will advise all applicants that were interviewed of Council's decision.

The Policy Advisor in consultation with the Clerk will ensure that new Community Partner Members and Representatives are provided with appropriate orientation and training.

6.2.1.3. Council Member Appointees

Members of Council may be appointed by the Mayor to serve on an Advisory Committee as required.

6.2.2. Terms of Office

Member terms of office on each Advisory Committee will be congruent with the Term of Council.

6.2.2.1. Resident Members

Resident members will serve at the pleasure of Council for a four (4) year term. Resident Members who have served four (4) years may reapply after an absence of one year.

Members appointed to fill a vacancy mid-term with less than two years remaining may reapply for a full term at the end of their partial term. Members appointed to fill a vacancy mid-term with more than two years remaining are subject to the same term limits as if they had completed a full term.

6.2.2.2. Council Member Appointees

Council Member Appointees will serve on Advisory Committees on a one-year renewable term unless otherwise determined.

6.2.2.3. Community Partner Members

Term of office provisions will not apply to Community Partner Members or Community Partner Representatives.

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6.2.3. Attendance Management

If a Member is absent from three consecutive, regularly scheduled Meetings without notice, the Clerk will recommend to Council that the Member's seat be declared vacant.

In the case of a Community Partner Representative, the Clerk will contact the Community Partner Member following the second absence of the Representative. The Community Partner Member will have the option to confirm their representative, or to have an alternate Community Partner Representative appointed. If the Community Partner Member is unable to confirm a Representative, the Clerk will recommend to Council that the Member's seat be declared vacant.

Once Council declares a Member's seat vacant, the Clerk will initiate the recruitment and selection process.

6.2.3.1. Member Resignation

Members will provide written notice of resignation to the Clerk who will provide the notice of resignation to Council via the next available Information Package, which is distributed to Council and posted on the City's website.

As soon as written notice of resignation is received, the Clerk will commence the recruitment and selection process to fill the vacancy left by the resignation.

If, during the term of their appointment a Member becomes ineligible to serve on the Advisory Committee based on the membership qualifications stated in the Terms of Reference and/or this Policy, they are automatically deemed to have resigned as a Member and the Clerk will notify Council and commence the recruitment process.

6.3. Municipal Freedom of Information and Protection of Privacy Act

The Municipal Freedom of Information and Protection of Privacy Act (M.F.I.P.P.A.) applies to Advisory Committees, and members of the public may request access to City records under the Act by filing a Freedom of Information request. The City must follow the process outlined in the Act to release the information which may include disclosure of reports, correspondence or emails sent by Members to staff regarding committee matters.

Members have the same access rights to municipal information as any other resident of the municipality, unless the information relates specifically to a matter before the Advisory Committee. Requests for information should be referred to the Clerk.

Members may receive personal or other confidential information as part of their role on the Advisory Committee. It is expected that this information be protected, including keeping the information physically and electronically secure from unauthorized use.

During the course of their term of service, Members may receive the personal contact information for other Members on the Committee. This information must only be used by

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Members during their term of service and exclusively for matters related to the business of the Advisory Committee.

6.4. General Operating Procedures

Unless otherwise provided for in this Policy, Advisory Committees will follow the rules of procedure for Committees set out in Council's Procedure By-law to the extent applicable.

6.4.1. Meeting Scheduling

6.4.1.1. First Meetings

The first Meeting each year of an Advisory Committee (or the first meeting of a new Advisory Committee) will be called and chaired by the Clerk until a Chair and Vice-Chair are appointed.

6.4.1.2. Regular Meetings

The Clerk will establish the meeting schedule for Advisory Committees for presentation to Council for approval. All meetings will be held in the Committee Meeting Room at City Hall and will not conflict with any other Advisory Committee, Standing Committee or Council Meetings.

There will be no scheduled meetings in July and August.

In the year of a Municipal Election, no Advisory Committee Meetings will be held from September 30 until the first regular meeting of the new Council when appointments will be made to the Advisory Committees.

6.4.1.3. Special Meetings

Special Meetings of the Advisory Committee may be called by the Clerk in consultation with the Policy Advisor and will not conflict with any other Advisory Committee, Standing Committee or Council Meetings.

In the year of a Municipal Election, there will be no Special Meetings called from September 15 until after Council has made appointments to the Advisory Committees.

6.4.2. Meeting Notice

Public notice of all Regular and Special Meetings of Advisory Committees will be provided by posting the agenda or special Meeting notice to the City's website.

Agendas and Meeting notices must include the date, time, location and purpose of the meeting. Meeting notices will be posted no less than 24 hours prior to the start of the Meeting.

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6.4.3. Meeting Cancellation/Postponement

A Meeting may be cancelled or postponed by the Clerk in consultation with the Policy Advisor where Quorum cannot be achieved, when a Meeting is no longer required or in the event of an emergency.

Notice of a Meeting cancellation or postponement will be given by the Clerk as soon as possible by providing notice to Members electronically and by posting a notice on the City's website. In the event of an emergency such as extreme weather, a cancellation notice will be provided as soon as possible in a manner deemed appropriate by the Clerk.

6.4.4. Quorum

Quorum will be a simple majority of the total number of Advisory Committee Members, including any vacancies. Non-quorum Meetings are not permitted.

If there is no Quorum within 15 minutes of the established start time of a Meeting, the Council-Committee Coordinator will record the names of the Members present and the Meeting will adjourn. The business of the Advisory Committee will be considered at the next Regular Meeting unless there are time-sensitive matters requiring consideration in which case the Clerk will call a Special Meeting of the Advisory Committee.

6.4.5. Open and Closed Meetings

All Meetings of Advisory Committees will be open to the public and web streamed live and archived on the City's website. Very specific, limited provisions exist within the Municipal Act for closed Meetings. The Chairs and Policy Advisors should consult with the Clerk prior to meeting in a closed session.

If, after consultation with the Clerk it is determined that the matter to be considered by the Advisory Committee complies with the Closed Meeting provisions set out in the Municipal Act, 2001, as amended, the Advisory Committee will follow the Closed Meetings Procedure set out in the Procedure By-law.

Where a matter has been discussed in closed session and where the matter remains confidential, Members must not disclose the content of the matter discussed or the substance of the discussions.

6.4.6. Appointment of Chair/Vice-Chair

Each Advisory Committee must appoint a Chair and Vice-Chair to serve an annual term at the first Meeting of each year. The Chair and Vice-Chair may be re-appointed for two (2) additional consecutive years for a total of three (3) years.

If the Chair and/or Vice-Chair have reached their term limit for holding office and no other Resident Member or Community Partner Representative wishes to stand for appointment to the office, the Advisory Committee may extend the term limit for a

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Chair/Vice-Chair for one additional year for a total of four (4) consecutive terms, provided they are willing to stand for reappointment.

Council Member Appointees may not be appointed as a Chair or Vice-Chair of an Advisory Committee.

6.5. Order of Business

6.5.1. Regular Meetings

The business of each Meeting will be taken up in the order in which it stands on the agenda, unless otherwise decided by the Advisory Committee, subject to a Two-Thirds Majority Vote. Regular Meeting agendas will follow the template as generally set out in Appendix A.

6.5.2. Special Meetings

The order of business for Special Meetings will be determined by the Council-Committee Coordinator in consultation with the Policy Advisor and will be dependent on the matters to be considered at the Meeting.

6.5.3. Authority to add Heading Titles

Despite the orders of business set out in this section, the Clerk has the authority to add heading titles to a Meeting agenda as appropriate to accurately reflect the items listed.

6.6. Declarations of Pecuniary Interest

Members shall not participate in the discussion of or voting with respect to a matter at an Advisory Committee meeting, nor attempt to influence the decisions of City staff with carriage of a matter, if the member has a disqualifying interest in the matter.

For the purpose of this Policy “disqualifying interest” means a situation in which the Member’s private interests or personal relationships place, or may reasonably be perceived to place, the Member in conflict with their duties and responsibilities as a Member, and includes the pecuniary interests described by the Municipal Conflict of Interest Act.

A Member must declare any direct or indirect pecuniary interest that they may have on any matter before the Advisory Committee at the beginning of the Meeting. If the Member misses making the declaration at the beginning of the Meeting, the declaration should be made when the matter comes up for consideration but prior to any discussion on the matter. The Member must state the matter to which they have a conflict and the reason why. Each declaration made at a meeting must be provided to the Council-Committee Coordinator as a written statement.

The Council-Committee Coordinator will record declarations of pecuniary interest made by a Member in the minutes, noting the matter and general nature of the pecuniary

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interest. A registry of written statements made will be posted on the City's website in accordance with the Clerk's administrative procedures.

A Member who has made a declaration of interest on an item may not participate in debate, discussion or voting on the item.

Council Member Appointees are expected to make declarations of pecuniary interest in accordance with the processes set out in the Procedure By-law and Municipal Conflict of Interest Act.

6.7. Motions Introduced by Members

Any Member may introduce a motion to be considered by the Advisory Committee at a Regular Meeting, provided it is directly related to a specific item on the Council-approved work plan. Such motions may be introduced under Other Business.

Members may introduce a motion that does not relate to a specific matter identified on the work plan provided it is clearly associated to the Mandate, Goals and Objectives of the Committee as set out in the Terms of Reference. A copy of such motion must be provided to the Policy Advisor and Committee Coordinator at least one business day in advance of the Meeting.

6.8. Voting

Only Members appointed to the Advisory Committee are permitted to vote on matters before the Advisory Committee. When the Chair calls the vote, Members will vote by raising their hand either in the affirmative or negative. Recorded votes are not permitted. Any motion on which there is a tie vote will be deemed defeated.

6.9. Reporting

6.9.1. Reports to Standing Committee/Council

After each Meeting, the Council-Committee Coordinator will prepare a Report to the appropriate Standing Committee for consideration.

Matters are reported to the appropriate Standing Committee that deals with the subject matter and may include, but are not limited to, the following:

- Advice to Council as related to the Mandate of the Advisory Committee;
- Directions to staff;
- New matters introduced at a meeting;
- Advice, recommendations or suggestions the Advisory Committee wishes to provide to bodies other than Council, as related to the mandate of the Advisory Committee; or

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- Matters that have been referred by Council or a Standing Committee to the Advisory Committee.

Standing Committees and Council may approve, amend, refer or propose other resolutions, as the Standing Committee or Council sees appropriate. Once an Advisory Committee recommendation has been reported to Standing Committee or Council, the Advisory Committee cannot reconsider, recommend or advise further on the matter, unless directed by Council.

Advisory Committees cannot reconsider or recommend reconsideration of any existing decision of a Standing Committee or Council.

6.9.2. Minutes

Minutes will record the names of the individuals in attendance (including noting the time Members leave early or arrive late), where the Meeting took place, when the Meeting started and adjourned, who chaired the Meeting, any persons that appeared and addressed the Advisory Committee and actions taken or recommendations for each item on the agenda. Minutes will be taken by the Clerk without note or comment and will not include questions from Members or discussion on any matter.

Meeting minutes will be the official record of a Meeting, documenting the decisions of the Advisory Committee. Minutes do not require Advisory Committee approval but will be made available by posting to the City's website for information. All Advisory Committee Meeting minutes will be provided to Council in the Information Packages.

6.9.3. Annual Reports

Within the first quarter each year, Advisory Committees will submit to Council a summary of the previous year's accomplishments as well as a final year-end financial report comparing actual expenses against the approved budget. This report will be distributed to Council via the Information Package.

6.10. Work Plan, Budgets and Financial Management

6.10.1. Work Plan and Budget

The Policy Advisor will prepare an annual work plan and proposed budget for the Advisory Committee identifying anticipated projects or programs on which the Advisory Committee will provide advice to Council using the templates set out in Appendices C and D. Where education and/or outreach is a component of the Terms of Reference for the Advisory Committee, projects related to this mandate will take into account staff availability and other corporate resources necessary to execute the project.

The work plan and proposed budget will be presented to the Advisory Committee. The Advisory Committee may recommend changes or additions, provided they are clearly in keeping with the Advisory Committee Mandate, Goals and Objectives.

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The work plan and proposed budget will be presented to the Corporate Leadership Team, including any recommendations from the Advisory Committee for changes. The Corporate Leadership Team may include or not include the Advisory Committee recommendations on the basis of staff capacity or other resources before the final work plan and budget are included in the preparation of the annual municipal budget.

Once adopted, work plans and budgets cannot be modified by the Advisory Committee. Any additional work or budget request from the Advisory Committee is subject to subsequent Council approval. However, nothing in this section prevents Council as a whole from assigning work to an Advisory Committee at any time.

6.10.2. Fundraising and Sponsorship

Advisory Committees will not undertake any fundraising activities, including event or program sponsorship without prior approval from Council. All fundraising activities will be on a project-by-project basis, clearly identified in the Advisory Committee work plan and budget with financial oversight by the Policy Advisor.

6.10.3. Member Remuneration

Members of Advisory Committee are volunteers and serve without remuneration. Members may be reimbursed for official Advisory Committee attendance at special events, including any reasonable travel expenses previously approved by the Advisory Committee. Any expenses submitted without the Advisory Committee's prior approval will not be reimbursed.

6.11. Media and Communications

The actions and recommendations of Advisory Committees are subject to the policies and administrative practices of the City, including provisions pertaining to the use of the corporate logo(s), letterhead, website, information pamphlets, media advertisements. All communications must comply with relevant City Communications Policies.

6.11.1. Social Media

Advisory Committees are not authorized to launch social media accounts but may provide messaging related to their respective Advisory Committee via the City's official social media accounts by providing content to the Policy Advisor as per the City's Social Media Policy.

6.11.2. Media Materials and Media Events

All corporate media materials and media events related to the respective Advisory Committee must be approved by the Policy Advisor in consultation with the Clerk and Corporate Communications and must adhere to the City's Communications Policy.

All Advisory Committee Members shall defer to the Policy Advisor if they are contacted by media representatives regarding any matter related to the Advisory Committee.

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The City and the Advisory Committee reserve the right to publicly deny any statement or report released without proper approval.

Advisory Committee Members who communicate as individuals through the media or social media in any public form (e.g. interviews, editorials, writing of a regular column or blog post, etc.), where they are identified as a Member of a recognized Advisory Committee of the City of Oshawa, the Advisory Committee Member will be expected to include an appropriate and acceptable disclaimer stating the that the opinions reflected are their own personal comments and are not endorsed by nor representative of the Advisory Committee, the City of Oshawa or Oshawa Council.

6.12. Code of Conduct

Advisory Committees are expected to maintain principles of good conduct and ethics reasonably expected from individuals appointed by Council to ensure all municipal affairs are conducted with professionalism and integrity.

Every Member will observe and comply with all provisions of this Policy, as well as all applicable legislation (such as the Municipal Conflict of Interest Act) and law as well as other policies or procedures adopted or established by Council.

Advisory Committee positions will not be used for personal gain. Without limitation, no Member will use their appointed position to influence, or attempt to influence, the decision of any other person, for the Member's private advantage or that of a Member's family member.

6.12.1. Conduct at Meetings

Every Member will conduct themselves properly and in a respectful manner at Council, Standing Committee or Advisory Committee meetings and in accordance with the provisions of the Procedure By-Law, this Policy and other applicable policies or laws, demonstrating respect for everyone who is involved in the meeting.

Members recognize the importance of cooperation and shall endeavour to create an atmosphere that is conducive to discussing the matters before the Advisory Committee, listening to various points of view and using respectful language and behaviour in relation to all those in attendance.

Members shall adhere to and encourage public respect for the Advisory Committee, the City and its by-laws, policies and procedures. Members shall not encourage noncompliance of a policy, by-law or law in responding to a member of the public.

6.12.2. Conduct Respecting Others

Every Member has the duty and responsibility to treat Council, the public, one another and staff appropriately and without abuse, bullying or intimidation, and to ensure that the municipal work environment is free from discrimination and harassment.

Members shall not:

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- use indecent, abusive or insulting words or expressions toward any other member, any member of staff or any member of the public;
- speak in a manner that is discriminatory to any individual, based on that person's race, ancestry, place of origin, creed, gender, sexual orientation or gender identification, age, colour, marital status, or disability; and,
- engage in any harassment of any other member, any member of staff or any member of the public.

The Human Rights Code and the Occupational Health and Safety Act recognize the right to freedom from harassment. Under the Human Rights Code and the City's Harassment and Violence in the Workplace Policy, all persons are to be treated with dignity and respect in the workplace in an environment free of abuse, discrimination and of personal and/or sexual harassment.

Harassment whether it occurs inside or outside the workplace but is related to the work environment is considered to be harassment and is inappropriate behaviour for the purpose of this Policy.

6.12.3. Conduct Respecting Staff

Under the direction of the Chief Administrative Officer (C.A.O.) and Corporate Leadership Team, and in accordance with the decisions of Council, municipal employees are required to serve the municipal corporation as a whole.

All Members will be respectful of the role of employees to provide advice based on political neutrality and objectivity and without undue influence from any Member. Accordingly, no Member will maliciously or falsely impugn or injure the professional or ethical reputation or the prospects or practice of staff. Members shall show respect for the professional capacities of City staff and for their professional capacities and responsibilities. Members will not exert undue influence on staff nor attempt to influence staff to circumvent normal processes in any matter. It is also inappropriate for Members to involve themselves in matters of administration or departmental management.

No Member will ask any employee to engage in partisan political activities or subject any employee to threat or discrimination for refusing to engage in such activity.

No Member will use or attempt to further their authority or influence by intimidating, threatening, coercing, commanding or influencing improperly any employee or interfering with that person's duties, including the duty to disclose improper activity.

Members will not actively undermine the implementation of the City's decisions, shall be respectful of staff in the implementation of those decisions, and shall encourage others to treat staff respectfully while implementing the decisions of the City.

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6.12.4. Advisory Committee / Staff Working Relationships

Members are appointed by Council to provide advice to Council. Employees are ultimately accountable to the C.A.O. and are responsible for implementing the decisions of Council and ensuring the efficient and effective operation of municipal services. Members and employees will work cooperatively based on shared values of honesty, trust, mutual respect, and leadership for continuous improvement.

This Policy should not be read as restricting the ability of a Member to contact City staff requesting answers to questions, the identifications of concerns, or to request services, on matters or services normally relevant or available to any Oshawa resident which may be outside the scope of the Advisory Committee's work.

6.12.5. Gifts and Benefits

A gift or benefit shall not be accepted if it was intended to influence or could reasonably be perceived that it might influence or was intended to influence, the Member in the performance of their duties as a Member or that the Gift or Benefit was intended or could reasonably be perceived as intended as a reward for any action or impending action by the Member.

Gifts which are of nominal value (e.g. a cup of coffee, a pen, etc.) are acceptable.

6.12.6. Confidential Information

Confidential information includes any discussion that takes place between Members of the Advisory Committee when it is in a closed meeting, and documents or information in the possession of or received in confidence by the Advisory Committee, that the Advisory Committee or the City is either prohibited from disclosing or is exempt from disclosure under the Municipal Freedom of Information and Protection of Privacy Act ("M.F.I.P.P.A.").

No Member shall disclose or release by any means any confidential information acquired by virtue of their appointment, in either oral or written form, except when required by law or authorized to do so.

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

6.12.7. Municipal Resources / Uses of City Property

No Member shall use or permit the use of City land, facilities, equipment, supplies, services, staff or other resources (for example, City-owned materials, websites, mailing lists) for activities other than the business of the Advisory Committee. No Member shall obtain personal financial gain from the use or sale of City-developed information or intellectual property. All such property remains exclusively that of the City of Oshawa.

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6.12.8. Election Campaigns

In the event a Member is nominated for a position governed by the Municipal Elections Act, 1996 (M.E.A.), the Member will comply with the M.E.A. and procedures developed and approved by the Clerk and/or Council for the use of corporate resources for election purposes.

No member, while identifying themselves as a Member of an Advisory Committee, shall undertake any election campaign or election-related activities or work on, fund-raise, endorse or otherwise contribute to the election campaign of any person running in a municipal, provincial, or federal election.

For clarity, nothing prevents a Member from volunteering, working, or otherwise supporting an election campaign, either for their own election campaign or for that of another person, as a private citizen wholly separate from their appointment to an Advisory Committee, so long as the Member does not identify themselves as a Member of the Advisory Committee while engaged in such activities.

6.12.9. Acting on the Advice of the Integrity Commissioner

Any written advice given by the Integrity Commissioner to a Member binds the Integrity Commissioner in any subsequent consideration of the conduct of the Member in the same matter, as long as all the relevant facts known to the Member were disclosed to the Integrity Commissioner.

6.12.10. Complaint Protocol

The Complaint Protocol contained in Schedule A of the Council Code of Conduct (By-law 51-2015 as amended) applies with necessary modifications to complaints regarding members of Advisory Committees

Any individual, including members of the public, City employees and Members who have reasonable grounds to believe that a Member has breached a provision of the Policy may proceed with a complaint to the City's Integrity Commissioner. Formal complaints must be made in writing including an explanation as to why the conduct may be a contravention of this Policy. The complaint must be signed and dated by the complainant and shall include:

- The name of the member alleged to have breached this Policy, the specific provision allegedly contravened, the date, time and location of the alleged incident and any other relevant information as may be appropriate; and,
- Any evidence in support of the allegation; and,
- Names and contact details (if possible) of any witnesses in support of the allegation.

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6.12.11. Consequences of Failure to Adhere to the Code of Conduct

Members who are found by the Integrity Commissioner to have failed to comply with this Policy and Code of Conduct may be subject to the following sanctions:

- a reprimand; or,
- suspension of remuneration or stipend paid to the member in respect of his or her services as a member of the Advisory Committee, if any.

Members may also be subject to such other remedial actions recommended by the Integrity Commissioner that directly flow from the action or behaviour of the member of the Advisory Committee.

Further corrective actions directed by Council may include but are not limited to:

- A warning letter issued to the Member;
- The Member is asked to issue a formal apology;
- The Member is suspended from serving on the Advisory Committee for a defined period of time;
- The Member is removed from the Advisory Committee for the remainder of the term; and,
- The Member is not permitted to apply to serve on an Advisory Committee for a defined term or indefinitely.

6.12.12. Reprisals and Obstruction

Members will respect the integrity of the Policy and investigations conducted under it. Any reprisal or threat of reprisal against a complainant or anyone for providing relevant information to the Integrity Commissioner is prohibited. It is also a violation of this Policy to obstruct the Integrity Commissioner in carrying out their responsibilities.

7.0 Monitoring/Review

This Policy will be reviewed every four (4) years or as directed by City Council.

8.0 References

Appendix A – Meeting Agenda Template

Appendix B – Terms of Reference Template

Appendix C – Work Plan Template

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Appendix D - Budget Submission Template

Council's Procedure By-law 128-2022, as amended

Purchasing By-law 80-2020

Code of Conduct By-law 51-2015, as amended

Municipal Act, 2001, S.O. 2001, c.25

Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50

Municipal Freedom of Information Protection of Privacy Act, R.S.O. 1990, c. M.56

9.0 Approval

Authority	Date	Signature

Advisory Committee Meeting Agenda**Date, Time****Committee Room**

The personal information contained in your correspondence to Oshawa City Council or its committees is collected under the Municipal Act, 2001. Any personal information you choose to disclose in your correspondence will be used to receive your views on the relevant issue(s) to enable the City to make its decision on the matter. This information will become part of the public record.

If you have accessibility needs and require alternate formats or other accommodations please contact Legislative Services by telephone 905 436 3311 or by e-mail at clerks@oshawa.ca or in person.

For inquiries about this agenda please contact Legislative Services at 905-436-3311 or by email at clerks@oshawa.ca.

Public Meeting**Traditional Land Acknowledgement**

The City of Oshawa is situated on lands within the traditional and treaty territory of the Michi Saagiig and Chippewa Anishinaabeg and the signatories of the Williams Treaties, which include the Mississaugas of Scugog Island, Curve Lake, Hiawatha and Alderville First Nations, and the Chippewas of Georgina Island, Rama and Beausoleil First Nations.

We are grateful for the Anishinaabeg who have cared for the land and waters within this territory since time immemorial.

We recognize that Oshawa is steeped in rich Indigenous history and is now present day home to many First Nations, Inuit and Métis people. We express gratitude for this diverse group of Indigenous Peoples who continue to care for the land and shape and strengthen our community.

As a municipality, we are committed to understanding the truth of our shared history, acknowledging our role in addressing the negative impacts that colonization continues to have on Indigenous Peoples, developing reciprocal relationships, and taking meaningful action toward reconciliation.

We are all Treaty people.

Additional Agenda Items

(As may be presented at the meeting)

Declarations of Pecuniary Interest

(As may be presented by Members)

Presentations

Listed in order of appearance

Delegations

Listed in order of appearance

Referrals from Council and Committees

As may be referred

Correspondence

As placed on the Agenda by the Clerk

Reports

Includes Reports from Staff as placed on the agenda by the Clerk

Motions Introduced by Members

As may be presented at the meeting in accordance with the Policy

Adjournment



Advisory Committee Name

Terms of Reference

1.0 Mandate

A description of the general purpose of the Advisory Committee, including areas of responsibility taking into account any statutory requirements.

2.0 Goals and Objectives

A listing of the goals and objectives of the Advisory Committee, to be addressed in annual work plans.

3.0 Guiding Principles

Identifies the principles that will guide the work of the Advisory Committee, such as applicable legislation or other policies.

4.0 Key Success Factors

An explanation of what factors will demonstrate the Advisory Committee's success.

5.0 Number of Members

The number of Members on the Advisory Committee, including the number of each type of membership category (i.e. Council Appointee, Stakeholder, etc.), if applicable.

6.0 Member Qualifications

A list of the recommended qualifications of Members given the mandate of the Advisory Committee. These qualifications will be used to assist in recruitment processes including shortlisting for interviews, evaluation and recommendations for appointment to Council.

7.0 Frequency of Meetings

Indicate how often the Committee will meet.



Advisory Committee Name

20XX Work Plan

Mandate of the Advisory Committee to be listed at the top of the first page

Action Number	Action to be Taken	Related Goal/Objective	Timing and Status
1.	Identify the action to be performed by the Advisory Committee.	Identify which Goal(s) or Objective(s) from the Terms of Reference the Action relates to	Identify the timing for completion. This column will be updated to reflect status updates throughout the year for annual reporting to Council.
2.			
3.			

Include additional rows as necessary

Advisory Committee 20XX Budget

Account	Account Description	20XX Approved	20XX Actuals	20XX Request	Action Number from Work Plan	Comments
Enter the Corporate Account Number (i.e. 40000)	Enter the Description of the Corporate Account (i.e. Advertising)	Enter amount granted in previous Budget year	Enter amount actually spent in previous Budget year, including any projected amounts	Enter amount requested for the upcoming budget year	Identify which action(s) require this budget request	Explain any variances between previous year approved amounts and previous year actuals, as necessary. Provide additional information regarding how the request will be used to execute the identified action(s) in the current year.

*Insert Additional Lines as Required

Oshawa Accessibility Advisory Committee

Terms of Reference

1.0 Mandate

The Oshawa Accessibility Advisory Committee (“committee”) is a statutory Committee required to be established through the *Accessibility for Ontarians with Disabilities Act, 2005*. The Committee advises Council and staff on specific initiatives to be taken by the municipality to reduce and prevent barriers in order to cultivate inclusion within the community.

2.0 Goals and Objectives

The Council of every municipality, having a population of not less than 10,000, shall establish an accessibility advisory Committee.

The role of the Oshawa Accessibility Advisory Committee (OAAC) is to advise and assist Council in fulfilling its responsibilities under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). Section 29 of the AODA describes three main activities for the OAAC:

1. Advising the Council about the requirements and implementation of accessibility standards, and the preparation of accessibility reports and other matters for which the Council may seek its advice.
2. Review site plans and drawings described in section 41 of the Planning Act that the Committee selects; including all municipal projects; and,
3. Perform all other functions that are specified in the regulations including:
 - how to implement the province’s accessibility standards;
 - the preparation and implementation of accessibility plans and compliance reports; and,
 - any other matters where the Committee’s advice would be helpful.

3.0 Guiding Principles

Advisory Committees shall be compliant with the above-noted Policy and Procedure (which respects Council Procedure By-law 111-2017, as amended, regarding meeting process). The Procedure By-law may be referenced directly through City Clerk Services should further clarification on meeting process be required. Changes or clarifications to the Policy or Procedure shall be reflected in updates to the Policy and Procedure, which may be supplemented by guidelines and training materials, as appropriate, by the City Clerk.

The above referenced Policy and Procedure is very comprehensive and addresses, amongst other matters, duties and conduct of Advisory Committee members and support staff, operating procedures, conduct of meetings, and standard templates for advisory committee agendas, advisory committee reports to Council, etc.

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) also guides the work of the OAAC.

A staff team, comprised of representatives from City departments/branches, works collaboratively with the OAAC to develop an Oshawa Accessibility Plan to identify and remove barriers in the delivery of City programs, services and facilities. The staff group reports through Director, Innovation and Transformation, and is Chaired by the Accessibility Program Coordinator.

4.0 Key Success Factors

For the OAAC to be successful, the following factors need to be realized:

- vision;
- leadership;
- appropriate funding and staff resources;
- effective communication;
- partnership development;
- volunteer support and commitment;
- feasible, realistic and achievable strategies/actions tailored to the community's needs;
- diversity of complementary strategies; and,
- Committee members who adhere to the Policy and Procedure.

5.0 Number of Members

A maximum of ten (10) members consisting of:

- (a) A majority of the members [minimum of six (6)] shall be persons with disabilities. These Committee members shall be representative of gender, ethnicity and different types of visible and invisible disabilities as defined in the Accessibility for Ontarians with Disabilities Act (AODA) 2005.
- (b) A maximum of three (3) members who may not have a disability; and,
- (c) One (1) appointed voting Member of Council

Members will be appointed by Council in accordance with the selection process set out in the Advisory Committees of Council Policy and Procedures.

6.0 Member Qualifications

OAAC members will be appointed on the basis of their work and volunteer experience, availability, academic qualifications, demonstrated expertise, interest and participation in

accessibility and community matters.

Sub Committees and Working Groups may be established, as required, to carry out a specific project in the annual OAAC work plan. Committee members are expected to actively participate on Working Groups and Sub-Committees.

7.0 Frequency of Meetings

The OAAC will meet ten (10) times a year at City Hall. There will be no scheduled meetings in July and August. In the year of a Municipal Election, the OAAC will meet eight times (8). There will be no scheduled meetings in July, August, October and November.

Additional meetings may be called, as required, by the Chair.

Oshawa Animal Care Advisory Committee

Terms of Reference

1.0 Mandate

The mandate of the Oshawa Animal Care Advisory Committee (OACAC) is to assist, advise and educate City Council, staff, key stakeholders and the wider Oshawa community with respect to continually improving the efficient and compassionate care of animals within the City of Oshawa. A key part of OACAC's function will be to: find and evaluate potential initiatives; provide expert opinions and network with other subject matter experts on issues; assist and promote existing and future projects; support fundraising and grant applications; and facilitate training of stakeholders and the general public.

Fundamentally, OACAC will work with the City Council, staff, key stakeholders and the wider Oshawa community to develop a robust, efficient and effective community-driven model for improving animal welfare, with a primary focus on domestic and feral cats, dogs, birds and small animals in the City of Oshawa as well as partner driven public education for wildlife and report its findings to City Council through the Community Services Committee.

In addition, the OACAC will make an annual presentation directly to Council within the first quarter of every year highlighting achievements and improvements attributable to the OACAC efforts.

2.0 Goals and Objectives

The goals of the OACAC include:

1. Advise on opportunities to improve animal care within the City of Oshawa;
2. Assist in the education of the public regarding responsible pet ownership; including the importance of sterilization to prevent pet overpopulation and unwanted pets, as well as animal care and appropriate veterinary services;
3. Provide advice and recommendations regarding convenient, affordable spay neuter services;
4. Provide advice on maximizing adoption services in partnership with rescue organizations and off-site adoption partners;
5. Provide public education opportunities and guidance regarding the best practices for the habitat and care of sick, injured and orphaned wildlife;
6. Provide input on existing and potential future animal care programs for the City of Oshawa; and,
7. Undertake any fundraising activities as outlined in the Advisory Committees of

Council Policy and Procedure including but not limited to community engagement, animal licensing, public education and awareness, pet adoption programs and controlling pet overpopulation. Any fundraising activities require the approval of Council.

3.0 Guiding Principles

Advisory Committees shall be compliant with the Advisory Committees of Council Policy and Procedure (which respects the City's Procedural By-law 111-2017, as amended, regarding meeting process). The Procedural By-law may be referenced directly through City Clerk Services should further clarification on meeting process be required.

Changes or clarifications to the Policy or Procedure shall be reflected in updates to the Policy and Procedure, which may be supplemented by guidelines and training materials, as appropriate, by the City Clerk.

The above referenced Policy and Procedure is comprehensive and addresses, amongst other matters, duties and conduct of Oshawa Animal Care Advisory Committee members and support staff, operating procedures, conduct of meetings and standard templates for advisory committee agendas, advisory committee reports to Council, etc.

The Commissioner, Community Services Department shall assign the Supervisor, Oshawa Animal Services to act as a Policy Advisor to the OACAC.

4.0 Key Success Factors

For the Oshawa Animal Care Advisory Committee to be successful, the following factors need to be realized:

- vision;
- leadership;
- appropriate funding and staff resources;
- effective communication;
- partnership development;
- volunteer support and commitment;
- feasible, realistic and achievable strategies/actions tailored to the community's needs; and
- a strong relationship with the Community Services Committee and City Council.

5.0 Number of Members

Composition:

The Oshawa Animal Care Advisory Committee shall be comprised of the following:

- one (1) member of the public
- one (1) member of City Council
- nine (9) representatives from animal advocacy groups appointed as Stakeholder Members

6.0 Member Qualifications

Committee members will be appointed on the basis of their work and volunteer experience, availability, academic qualifications, demonstrated expertise and interest in animal matters.

7.0 Frequency of Meetings

The Oshawa Animal Care Advisory Committee will meet at City Hall on a regular schedule. There will be no scheduled meetings in July and August. In the year of a Municipal Election, there will be no scheduled meetings in July, August, October and November. Additional special meetings may be called, as required, by the Chair.

Oshawa Environmental Advisory Committee

Terms of Reference

1.0 Mandate

The mandate of the Oshawa Environmental Advisory Committee (OEAC) is to assist, advise and educate City Council, staff and the community with respect to the conservation, protection, enhancement, restoration, management and appreciation of the natural and built environments, and to advance the goals of the Oshawa Strategic Plan.

The OEAC will achieve its mandate by assisting with and carrying out Council direction and by bringing initiatives to Council that are within its mandate.

2.0 Goals and Objectives

The goals and objectives of the OEAC are to:

- Contribute to the stewardship and protection of our natural and built environments by providing assistance, citizen expertise and guidance to the City of Oshawa.
- Advise and assist Council on:
 - the protection, enhancement, restoration, management and appreciation of the natural and built environments;
 - local environmental/sustainable development concerns;
 - new environmental issues or challenges and their implications for the City;
 - existing and new environmental legislation, programs, policy and funding from the Province, other levels of government or other sources including partnership opportunities;
 - corporate environmental policies, and;
 - Terms of Reference for environmental and related studies, as appropriate.
- Provide a liaison/forum between the City and the local community on environmental issues.
- Identify new strategies, including educational strategies, regarding environmental sustainability which would lead to a better understanding or enhancement of the City's natural and built environments.
- Promote the conservation and preservation of the natural environment through public education initiatives and projects.
- Promote the restoration and rehabilitation of the built environments, including brownfields and greenfields, through public education initiatives and projects.

- Assist the City in its participation in a variety of environmental initiatives including but not limited to the tree giveaway program and film night event.
- Advise the City on climate change adaptation and mitigation initiatives, including but not limited to improving air quality and reducing greenhouse gases and other harmful emissions.
- Work in conjunction with the Durham Environmental Advisory Committee (DEAC) and other municipal environment committees, as well as other groups/agencies with similar mandates, to share ideas and expertise on current and emerging environmental issues.

3.0 Guiding Principles

Advisory Committees shall be compliant with the Advisory Committees of Council Policy and Procedure (which respects Council's Procedural By-law No. 111-2017 as amended regarding meeting process). The Procedure By-law may be referenced directly through City Clerk Services should further clarification on meeting process be required. Changes or clarifications to the Policy or Procedure shall be reflected in updates to the Policy and Procedure, which may be supplemented by guidelines and training materials, as appropriate, by the City Clerk.

The above referenced Policy and Procedure is very comprehensive and addresses, amongst other matters, duties and conduct of Advisory Committee members and support staff, operating procedures, conduct of meetings, and standard templates for advisory committee agendas, advisory committee reports to Council, etc.

4.0 Key Success Factors

For OEAC to be successful, the following factors need to be realized:

- vision;
- leadership;
- appropriate funding and staff resources;
- effective communication;
- partnership development;
- volunteer support and commitment;
- feasible, realistic and achievable strategies/actions tailored to the community's needs;
- diversity of complementary strategies; and,
- Committee members who adhere to the Policy and Procedure.

5.0 Number of Members

Eleven (11) members consisting of

- One (1) City Councillor.
- Ten (10) residents-at-large (up to two (2) students will be given preference for filling vacancies).
- Members must be residents of, or own property in the City of Oshawa.
- Public members will serve as individuals and shall not represent a specific interest group.
- Students must be at least 16 years of age and registered in an educational program at the high school, college or university level.
- The membership as a whole shall reflect a broad range of interests, including urban and rural, as well as technical and academic expertise.

6.0 Member Qualifications

OEAC members will be appointed on the basis of their work and volunteer experience, availability, academic qualifications, demonstrated expertise, and interest and participation in environmental and community matters. Expertise that will assist in carrying out the mandate of OEAC includes, but is not limited to, the following:

- Air Quality
- Biology
- Botany
- Climate Change Mitigation and Adaptation
- Ecology
- Energy Conservation and Innovation
- Environmental Education
- Environmental Health
- Environmental Planning
- Forestry
- Geography
- Geology
- Hydrology

- Invasive Species
- Landscape Architecture
- Limnology (fresh water study)
- Natural History
- Organic Gardening
- Pedology
- Pesticide Management
- Resource Management
- Species at Risk
- Sustainable Buildings and/or Construction
- Zoology

7.0 Frequency of Meetings

OEAC will meet ten (10) times a year at City Hall on a regular schedule. There will be no scheduled meetings in July and August. In the year of a Municipal Election, OEAC will meet eight times (8). There will be no scheduled meetings in July, August, October and November. Additional special meetings may be called, as required, by the Chair.

Heritage Oshawa Advisory Committee

Terms of Reference

1.0 Mandate

Heritage Oshawa (the municipal heritage advisory committee) was established in 1995. The mandate of Heritage Oshawa is to advise and assist Council on all matters relating to the preservation and promotion of cultural heritage resources within the city of Oshawa.

2.0 Goals and Objectives

In accordance with By-law 2-2011, as amended, Heritage Oshawa shall:

- Establish criteria to evaluate properties of cultural heritage value or interest;
- Prepare and maintain a list of heritage resources including buildings, structures, and other elements which are considered to be of cultural heritage value or interest including heritage conservation districts;
- Advise Council on means of conserving heritage properties and districts;
- Review development applications associated with cultural heritage resources and provide recommendations to Council;
- Advise and assist Council on current heritage conservation programs, regulations and legislations;
- Provide recommendations to the Council on properties worthy of heritage designation;
- Increase public awareness and knowledge of cultural heritage resources within the city and heritage conservation issues through programs and activities;
- Advise and assist Council on all matters relating to cultural heritage including, but not limited to, buildings and structures, cultural heritage landscapes and archaeological sites;

3.0 Guiding Principles

Advisory Committees shall be compliant with the Advisory Committees of Council Policy and Procedure (which respects Council Procedure By-law 111-2017, as amended, regarding meeting process). The Procedure By-law may be referenced directly through City Clerk Services should further clarification on meeting process be required.

Changes or clarifications to the Policy or Procedure shall be reflected in updates to the Policy and Procedure, which may be supplemented by guidelines and training materials, as appropriate, by the City Clerk.

The above referenced Policy and Procedure is comprehensive and addresses, amongst other matters, duties and conduct of Advisory Committee members and support staff, operating procedures, conduct of meetings, and standard templates for advisory committee agendas, advisory committee reports to Council, etc.

Heritage Oshawa works within the guidelines of the Ontario Heritage Act and the Oshawa Official Plan.

A staff liaison person shall be assigned to attend the monthly Heritage Oshawa meetings to provide planning and procedural advice as necessary. The staff liaison person also acts as liaison between Heritage Oshawa and the Department of Development Services in terms of advancing Heritage Oshawa matters to Council. The staff liaison person will respond to public inquiries as they relate to providing general heritage information. The staff liaison person will ensure that all directives resulting from Heritage Oshawa correspondence, comments and/or motions are implemented in a timely manner. The staff liaison person will maintain and update the Heritage Oshawa Inventory of Heritage Properties and the appropriate municipal electronic database as required.

4.0 Key Success Factors

For the Heritage Oshawa Committee to be successful, the Committee needs to:

- develop an achievable vision;
- nurture leadership;
- ensure that appropriate funding and staff resources are provided;
- develop effective communication;
- nurture partnership development;
- widen volunteer support and commitment;
- develop feasible, realistic and achievable strategies/actions tailored to the community's needs; and,
- ensure Committee members adhere to the Advisory Committees of Council Policy and Procedure.

5.0 Number of Members

Heritage Oshawa shall consist of nine members as follows:

- one Council member;
- seven volunteer members; and,
- one Stakeholder Member representing the Oshawa Historical Society.

6.0 Member Qualifications

Committee members will be appointed on the basis of their work and volunteer experience, availability, academic qualifications, demonstrated expertise, and interest and participation in heritage and community matters.

7.0 Frequency of Meetings

Heritage Oshawa will meet monthly or otherwise as often as is deemed necessary by Heritage Oshawa. There will be no scheduled meetings in July and August. In the year of a Municipal Election, Heritage Oshawa will meet eight times (8). There will be no scheduled meetings in July, August, October and November. Additional special meetings may be called, as required, by the Chair.



Oshawa City Council - Special Meeting

Minutes

June 26, 2025, 9:00 a.m.
Council Chamber

Present: Mayor Carter
Councillor Giberson
Councillor Gray
Councillor Kerr
Councillor Lee
Councillor Marimpietri
Councillor Marks
Councillor McConkey
Councillor Neal
Councillor Nicholson

Absent: Councillor Chapman

Purpose

Mayor Carter called the meeting to order and stated that all members of Council were participating from the Chamber except Councillor Neal and McConkey who participated electronically.

Mayor Carter advised the purpose of this meeting is to allow the public an opportunity to provide their comments to City Council concerning City-initiated Amendments to Zoning By-law 60-94.

Land Acknowledgement

The City of Oshawa is situated on lands within the traditional and treaty territory of the Michi Saagiig and Chippewa Anishinaabeg and the signatories of the Williams Treaties, which include the Mississaugas of Scugog Island, Curve Lake, Hiawatha and Alderville First Nations, and the Chippewas of Georgina Island, Rama and Beausoleil First Nations.

We are grateful for the Anishinaabeg who have cared for the land and waters within this territory since time immemorial.

We recognize that Oshawa is steeped in rich Indigenous history and is now present day home to many First Nations, Inuit and Métis people. We express gratitude for this diverse group of Indigenous Peoples who continue to care for the land and shape and strengthen our community.

As a municipality, we are committed to understanding the truth of our shared history, acknowledging our role in addressing the negative impacts that colonization continues to have on Indigenous Peoples, developing reciprocal relationships, and taking meaningful action toward reconciliation.

We are all Treaty people.

Additional Agenda Items

Moved by Councillor Marimpietri
Seconded by Councillor Lee

That Correspondence CNCL-25-55 from various residents submitting comments in opposition of CNCL-25-34 regarding the City-initiated Amendments to Zoning By-law 60-94; and, Correspondence CNCL-25-56 from Mike Pettigrew, Bigleri Group, submitting comments in support of CNCL-25-34 regarding the City-initiated Amendments to Zoning By-law 60-94, be added to the agenda of the City Council Special Meeting of June 26, 2025, and referred to the respective Report.

Carried

Moved by Councillor Nicholson
Seconded by Councillor Gray

That the rules of procedure be waived to introduce a time-sensitive motion regarding Lakeview Park. **(Requires 2/3)**

CNCL-25-57 - Parking at Lakeview Park (Ward 5)

Moved by Councillor Nicholson
Seconded by Councillor Gray

Whereas at its meeting on February 24, 2025 Council considered Report CO-25-06 - Potential Management Improvements at Lakeview Park (Wards 5), and carried the following recommendation:

“That based on Report CO-25-06 dated February 5, 2025 concerning potential management improvements at Lakeview Park:

1. That staff be authorized to investigate the financial implications of installing occupancy sensor technology as outlined in Sections 4.5.3 of said Report and report back; and,

2. That the rental permit application timeline and process as outlined in Section 4.5.5 of said Report be approved by Council”; and,

Whereas there continues to be a growing concern with the overpopulation of the Park during weekends, public holidays and special events; and,

Whereas the popularity of the Park continues to accelerate the wear and tear of the Park amenities; and,

Whereas Report CO-25-06 - Potential Management Improvements at Lakeview Park (Wards 5), Section 4.5 Lakeview Park Improvement Recommendations included the following related to Introduction of Paid Parking:

“The introduction of paid parking may mitigate parking issues at the Park.

City staff recommend that paid parking shall be in effect from May 15 to October 15 on weekends and public holidays

It is recommended that the total net operating revenue earned be placed in the City Park and Recreation Infrastructure Reserve and be used for Lakeview Park operational improvements and equipment replacement.”; and,

Whereas Report CO-25-06 - Potential Management Improvements at Lakeview Park (Wards 5), Section 4.5 also identified the potential need for additional resources to provided dedicated oversight at Lakeview Park; and,

Therefore, be it resolved:

1. Staff be directed to implement a paid parking system at Lakeview Park and in the paved parking lot in Ed Broadbent Park generally as proposed in Report CO-25-06, commencing May 15, 2026; and,
2. Oshawa residents may park at no cost Monday to Friday, on weekends, public holidays and during Council endorsed special events by registering their license plate by completing an annual online application form and providing proof of address and vehicle ownership; and,
3. Non-resident paid parking be implemented on weekends, public holidays and during Council endorsed special events at a flat rate of \$20 per visit, valid on the same day, from May 15 to October 15 annually; and,
4. Parking for all visitors, including Oshawa residents be available on a first-come, first-served basis; and,
5. Staff collaborate annually with the Jubilee Pavilion on pre-planned Weddings with 50+ guests and other significant facility events that are agreed to in advance with City staff, to ensure dedicated parking is available in close proximity to the facility at no cost; and

6. Parking requirements for any major sporting event will be considered through the Parks Permit Application process, and on a case-by-case basis; and
7. The Fees and Charges By-law 109-2024 be amended to include a fee for non-resident parking at Lakeview Park in the amount of \$20 per day; and,
8. The Traffic and Parking By-law 79-99 and Schedule 05 - Parking Lots be amended as required; and,
9. That a new Park Superintendent and new Operations Coordinator be funded by revenue generated from the paid parking system at Lakeview Park to ensure dedicated on-site oversight and administration at Lakeview Park; and
10. City staff implement collaborative and cross-department planning strategies in an effort to ensure best-management practices at Lakeview Park, and report back to Council following one full season of implementation.

Carried

Delegations

Moved by Councillor Giberson
Seconded by Councillor Kerr

That the meeting recess.

Carried

The meeting recessed as 10:44 a.m. and reconvened at 10:55 a.m. with all members of Council in attendance except Councillor Chapman who was absent and Councillors McConkey and Neal who participated electronically.

Noah Edwards - Report CNCL-25-34

Noah Edwards addressed City Council concerning Report CNCL-25-34 regarding City-initiated Amendments to Zoning By-law 60-94 stating that he is supportive of the amendment near the Oshawa Centre but there is no connection to land use rationale for the downtown matter and expressed concern with the impact to social services in Oshawa and the potential concern for Human Rights access to these services.

Members of Council questioned Noah Edwards.

Paul Dobbs - Report CNCL-25-24

Paul Dobbs addressed City Council concerning Report CNCL-25-34 regarding City-initiated Amendments to Zoning By-law 60-94 concerning Item 5.17.1 expressing

concern with impact on social services in the downtown and suggested the amendments were discriminatory to individuals with disabilities or other health concerns.

Members of Council questioned Paul Dobbs.

Michael Donahue - CNCL-25-24

Michael Donahue addressed City Council concerning Report CNCL-25-34 regarding City-initiated Amendments to Zoning By-law 60-94 concerning Item 5.17.1 stating that the amendment will make policing more difficult and there is no basis for the amendment

Kristen McKinnon - CNCL-25-24

Kristin McKinnon addressed City Council concerning Report CNCL-25-34 regarding City-initiated Amendments to Zoning By-law 60-94 concerning Item 5.17.1 expressing concern with impact on social services. Kristin McKinnon stated that there is a need for more social services and this amendment will impact the ability for more to open.

Beth Whelan - CNCL-25-24

Beth Whelan addressed City Council concerning Report CNCL-25-34 regarding City-initiated Amendments to Zoning By-law 60-94 concerning Item 5.17.1 expressing concern with impact on social services. Beth Whelan stated that the proposed amendments will result in a blanket ban on new services in the area where they are much needed.

Members of Council questioned Beth Whelan.

Clare Hewitt - CNCL-25-24

Clare Hewitt of Redemption House and Recovery addressed City Council concerning Report CNCL-25-34 regarding City-initiated Amendments to Zoning By-law 60-94 concerning Item 5.17.1 expressing concern with impact on social services. Clare Hewitt stated that the additional distance between services is not going to remove issues in the downtown and Council should not make it harder for agencies to help those in need.

Members of Council questioned Clare Hewitt.

Mayor Carter left the meeting at 10:15 a.m.

Councilor Marimpietri assumed the Chair.

Harold Dekoning - CNCL-25-24

Harold Dekoning addressed City Council concerning Report CNCL-25-34 regarding City-initiated Amendments to Zoning By-law 60-94 concerning Item 5.17.1 stating the amendment opened the City to legal matters.

Mayor Carter resumed the Chair.

Carlos Castle - CNCL-25-24

Carlos Castle addressed City Council concerning Report CNCL-25-34 regarding City-initiated Amendments to Zoning By-law 60-94 concerning Item 5.17.1 expressing concern with impact on social services, suggesting the amendments will ostracize vulnerable residents and questioned the need and reason for these amendments.

Mary Krohnert - CNCL-25-24

Mary Krohnert addressed City Council concerning Report CNCL-25-34 regarding City-initiated Amendments to Zoning By-law 60-94 concerning Item 5.17.1 expressing concern with impact on social services stating that her organization would not have been able to open if this amendment was in place at the time and encouraged Council to refer the matter back for more review.

Nathan Rhodes-Tryppe - CNCL-25-24

Nathan Rhodes-Tryppe addressed City Council concerning Report CNCL-25-34 regarding City-initiated Amendments to Zoning By-law 60-94 concerning Item 5.17.1 expressing concern with impact on social services stating he has benefitted from numerous services and what made that possible was that they were all in a place that was easily accessible.

Ciara Soares - CNCL-25-24

Ciara Soares addressed City Council on behalf of AIDS Durham concerning Report CNCL-25-34 regarding City-initiated Amendments to Zoning By-law 60-94 concerning Item 5.17.1 expressing concern with impact on social services, suggesting that these services are being targeted by being grouped in with tattoo parlours or pawn shops.

Briana Dalton - CNCL-25-24

Briana Dalton addressed City Council concerning Report CNCL-25-34 regarding City-initiated Amendments to Zoning By-law 60-94 concerning Item 5.17.1 expressing concern with impact on social services noting that the Ontario Human Rights Commission has suggested that amendments such as this may be considered as "people-zoning".

Members of Council questioned Briana Dalton.

Correspondence

CNCL-25-48 - Noah Edwards submitting comments concerning Report CNCL-25-34 regarding the City-initiated Amendments to Zoning By-law 60-94 (All Wards)

Moved by Councillor Marimpietri
Seconded by Councillor Marks

That Correspondence CNCL-25-48 from Noah Edwards submitting comments concerning Report CNCL-25-34 regarding City-initiated Amendments to Zoning By-law 60-94, be referred to the respective report

Carried

Reports

CNCL-25-34 - City-initiated Amendments to Zoning By-law 60-94 (All Wards)

Moved by Councillor Kerr

Seconded by Councillor Nicholson

That the proposed amendments to Zoning By-law 60-94 as generally set out in Attachment 1 to Report CNCL-25-34 dated June 18, 2025 be adopted, and that the appropriate amending by-laws be passed in a form and content acceptable to the Commissioner, Economic and Development Services Department, and the City Solicitor.

A request was made to divide the Amendment to vote on Part 1 "Planned Commercial Centre Zones" and Part 2 "Payday Loan Establishment, Tattoo Parlour Pawn Shop, Vapour Product Shop and Adult Use Store" separately.

The vote on Part 1 of the amendment concerning Planned Commercial Centre Zones

Affirmative (10): Mayor Carter, Councillor Giberson, Councillor Gray, Councillor Kerr, Councillor Lee, Councillor Marimpietri, Councillor Marks, Councillor McConkey, Councillor Neal, and Councillor Nicholson

Absent (1): Councillor Chapman

Carried (10 to 0)

Moved by Councillor Giberson

Seconded by Councillor McConkey

That the proposed Amendment 2 "Subsection 5.17: Payday Loan Establishment, Tattoo Parlour, Pawn Shop, Vapour Product Shop and Adult Use Store" be referred back to staff to further review the proposed City-initiated amendments to Zoning By-law 60-94 contained in as generally set out in Attachment 1 to Report CNCL-25-34 dated June 18, 2025, and prepare a subsequent report and recommendation back to the Economic and Development Services Committee. This direction does not constitute or imply any form or degree of approval.

Affirmative (2): Councillor Giberson, and Councillor McConkey

Negative (8): Mayor Carter, Councillor Gray, Councillor Kerr, Councillor Lee, Councillor Marimpietri, Councillor Marks, Councillor Neal, and Councillor Nicholson

Absent (1): Councillor Chapman

Lost (2 to 8)

The vote on Part 2 of the amendment concerning Payday Loan Establishment, Tattoo Parlour Pawn Shop, Vapour Product Shop and Adult Use Store.

Affirmative (8): Mayor Carter, Councillor Gray, Councillor Kerr, Councillor Lee, Councillor Marimpietri, Councillor Marks, Councillor Neal, and Councillor Nicholson

Negative (2): Councillor Giberson, and Councillor McConkey

Absent (1): Councillor Chapman

Carried (8 to 2)

By-Laws

82-2025 - A By-law to amend Zoning By-law 60-94, as amended

Moved by Councillor Marimpietri

Seconded by Councillor Marks

That By-law 82-2025 to further amend Zoning By-law 60-94, as amended, be passed.

Confirming By-law

Moved by Councillor Marimpietri

Seconded by Councillor Gray

That the Confirming By-law be passed.

Adjournment

Moved by Councillor Kerr

Seconded by Councillor Nicholson

That the meeting adjourn at 11:37 am.

Carried

Mayor

City Clerk



Oshawa City Council Minutes

**June 23, 2025, 9:30 a.m.
Council Chamber**

Present: Mayor Carter
Councillor Chapman
Councillor Giberson
Councillor Gray
Councillor Kerr
Councillor Lee
Councillor Marimpietri
Councillor Marks
Councillor McConkey
Councillor Neal
Councillor Nicholson

Public Meeting

Mayor Carter called the meeting to order and stated that all members of Council were participating from the Chamber.

National Anthem

Land Acknowledgement

The City of Oshawa is situated on lands within the traditional and treaty territory of the Michi Saagiig and Chippewa Anishinaabeg and the signatories of the Williams Treaties, which include the Mississaugas of Scugog Island, Curve Lake, Hiawatha and Alderville First Nations, and the Chippewas of Georgina Island, Rama and Beausoleil First Nations.

We are grateful for the Anishinaabeg who have cared for the land and waters within this territory since time immemorial.

We recognize that Oshawa is steeped in rich Indigenous history and is now present day home to many First Nations, Inuit and Métis people. We express gratitude for this diverse group of Indigenous Peoples who continue to care for the land and shape and strengthen our community.

As a municipality, we are committed to understanding the truth of our shared history, acknowledging our role in addressing the negative impacts that colonization continues to have on Indigenous Peoples, developing reciprocal relationships, and taking meaningful action toward reconciliation.

We are all Treaty people.

Council Member Announcements

Various announcements were made relating to activities and events.

Additional Agenda Items

Moved by Councillor Chapman
Seconded by Councillor Giberson

That Correspondence CNCL-25-51 from various residents submitting comments in support of Notice of Motion CNCL-25-45 regarding Controlled Substances within the City of Oshawa; and,

That Correspondence CNCL-25-52 from the Building Industry and Land Development Association (BILD) submitting comments concerning ED-25-76 regarding the recommended City-initiated Amendments to the Oshawa Official Plan and Zoning By-law 60-94 to Implement Protected Major Transit Station Areas, be added to the agenda of the City Council meeting of June 23, 2025, and referred to their respective items.

Carried

Moved by Councillor Neal
Seconded by Councillor Nicholson

That the Rules of Procedure be waived to introduce a time sensitive item. **(2/3 vote required)**

Carried

CNCL-25-53 - Waiving of fees for N.A.S.C. Softball

Moved by Councillor Neal
Seconded by Councillor Nicholson

That, notwithstanding the process and requirements for the Oshawa Community Grants Program, the fees for the Not-for-Profit Youth N.A.S.C. Softball Festival be waived in the amount of \$2,500 to promote a sense of community within the park system in Oshawa.

Affirmative (11): Mayor Carter, Councillor Chapman, Councillor Giberson, Councillor Gray, Councillor Kerr, Councillor Lee, Councillor Marimpietri, Councillor Marks, Councillor McConkey, Councillor Neal, and Councillor Nicholson

Carried (11 to 0)

Moved by Councillor Marimpietri
Seconded by Councillor Marks

That the Rules of Procedure be waived to introduce a time sensitive item. **(2/3 vote required)**

Carried

CNCL-25-54 -Waiving of Fees for the Oshawa Italian Bocce Club

Councillor Neal declared a conflict on this item. (Councillor Neal declared a conflict of interest concerning Item SF-25-07 regarding an energy audit update as he sits on the Board of Directors for the Oshawa Senior Citizens Centre (OSCC55+) and did not take part in discussion or voting on the matter.)

Moved by Councillor Marimpietri
Seconded by Councillor Marks

Whereas the City received correspondence from the Oshawa Italian Recreation Club requesting waiving of fees for use of the bocce facilities located in Radio Park at 200 Grenfell Street for the 2025 season; and,

Whereas the courts have not been in use since 29 when the lease agreement with the Oshawa Bocce Club expired; and,

Whereas the Oshawa Italian Recreation Club submitted an application for use of the facility for three (3) nights per week between the hours of 7:00 p.m. and 9:00 p.m. and for an end of season tournament in September; and,

Whereas the Oshawa Italian Recreation Club would have exclusive use of the facility during the dates and time listed on the Rental Permit only; and

Whereas the City has not received any other inquiries for use for the 2025 season; and,

Whereas the City has been advertising the availability of the courts on the corporate website and in the Spring and Summer editions of the activeOshawa Recreation Guide; and,

Whereas Recreation Services will be offering three (3) free drop-in sessions throughout June to celebrate “June is Recreation and Parks Month” promote awareness of the facility and introduce the sport of bocce; and,

Whereas Recreation Services and OSCC55+ are working in collaboration to offer an introductory bocce program to members of the OSCC55+ during weekday, daytime hours that would have an associated cost to participants;

Therefore be it resolved that the facility user fees for the Oshawa Italian Recreation Club’s use of the Bocce Courts and Clubhouse from May 30 to September 15, 2025 at an estimated value of \$9,800 be waived.

Affirmative (10): Mayor Carter, Councillor Chapman, Councillor Giberson, Councillor Gray, Councillor Kerr, Councillor Lee, Councillor Marimpietri, Councillor Marks, Councillor McConkey, and Councillor Nicholson

Conflict (1): Councillor Neal

Carried (10 to 0)

Declarations of Pecuniary Interest

Councillor Chapman declared a conflict of pecuniary interest on Item CNCL-25-30 regarding the Canadian Tank Museum - Aquino Tank Weekend - Request for support (Previously INFO-25-106) from the May 26, 2025, City Council meeting as he is an Honourary Colonel of the Ontario Regiment. He did not take part in discussion or voting on the matter as he was not in attendance.

Councillor McConkey - CNCL-25-36 - Proposed Amendments to Vacant Building and Land Registry By-law 15-2024 (All Wards)

Councillor McConkey declared a conflict of pecuniary interest on item CNCL-25-36 concerning the Proposed Amendments to Vacant Building and Land Registry By-law 15-2024 as she owns land near the subject property and did not take part in discussion or voting on the matter.

CNCL-25-54 - Lina Goldsmith seeking a Waiving of Fees for the Oshawa Italian Bocce Club (Previously INFO-25-113)

Councillor Neal declared a conflict of interest concerning Item SF-25-07 regarding an energy audit update as he sits on the Board of Directors for the Oshawa Senior Citizens Centre (OSCC55+) and did not take part in discussion or voting on the matter.

Councillor Neal - CNCL-25-54 - Lina Goldsmith seeking a Waiving of Fees for the Oshawa Italian Bocce Club (Previously INFO-25-113)

Councillor Neal declared a conflict of interest concerning Item CNCL-25-54 regarding Lina Goldsmith seeking a Waiving of Fees for the Oshawa Italian Bocce Club (Previously INFO-25-113) as he sits on the Board of Directors for the Oshawa Senior Citizens Centre (OSCC55+) and did not take part in discussion or voting on the matter.

Presentations

2025 Exceptional Student Achievement Award

Mayor Carter presented the 2025 Exceptional Student Achievement Award to Olivia Gould, student at O'Neill Collegiate and Vocational Institute.

Certificate of Recognition - Durham College Men's Basketball Team

Mayor Carter presented a certificate of recognition to the Durham College Men's Basketball athletes for winning the 2025 Ontario Colleges Athletic Association Championship and placing second place at the 2025 Canadian Collegiate Athletic Association Championship

Heroism Award

Mayor Carter recognized Justin Squires, Nolan Lederman, Kelsey McEwen and Lindsay Hewitson for their quick action in an emergency situation at Babcock Field on May 8, 2025.

Moved by Councillor Nicholson
Seconded by Councillor McConkey

That the order of the agenda be altered to bring forward Notice of Motion CNCL-25-45 concerning the Controlled Substances within the City of Oshawa at this time. **(2/3 vote required)**

CNCL-25-45 - Controlled Substances within the City of Oshawa (All Wards)

Moved by Councillor McConkey

Seconded by Councillor Neal

Whereas the possession of substances regulated under the *Controlled Drugs and Substances Act* (“CDSA”) is a criminal offence contrary to s 4(1) of the CDSA;

Whereas the open use of such substances has become flagrant in parts of the City of Oshawa, particularly in downtown Oshawa and the adjacent areas, and reduces the quality of life for law-abiding residents;

Whereas the open use and availability of such substances in areas providing supports to persons attempting to recover from addiction impedes the recovery efforts of persons who are attempting to be sober;

Whereas the open use of such substances attracts drug dealers associated with greater crimes to areas where users of such substances purchase those substances;

Whereas the open use of such substances, particularly by persons with no discernible source of income, is generally funded by way of property crimes and prostitution, which further harms law-abiding residents in neighbourhoods where such offences are committed;

Whereas Part V of the *Public Prosecution Service of Canada Deskbook* (“PPSC Deskbook”) provides that prosecutions for possession of a controlled substance contrary to s 4(1) of the CDSA will generally be reserved for the most serious manifestations of the offence;

Whereas the *PPSC Deskbook* provides that the most serious manifestations of the abovementioned offence justifying a criminal prosecution response include “simple possession” in areas “committed in the vicinity of places frequented by children or young persons” and “that poses a heightened risk to a community’s efforts to address consumption of controlled substances in accordance with its own community approaches”;

Whereas children and young persons frequent the municipal properties in the City of Oshawa including parks, sidewalks, and other properties adjacent to such municipal properties;

Whereas the open and uninhibited use of drugs in areas of the City of Oshawa providing supports to vulnerable persons, including persons attempting to recover from addiction and lead a life of sobriety, poses a heightened risk to the community’s efforts to address consumption of controlled substances;

Whereas even in communities where federal prosecutors decline to prosecute simple drug possession charges, police have the power, and do exercise the power, to arrest persons committing these offences, search them incident to arrest, seize any controlled substances, and release them without charge, so as to provide a disincentive to their open and flagrant use;

Whereas the Edmonton Police Service and Peterborough Police Service are, among others, examples of police services that have begun to engage in the above arrest and seizure policy to deter flagrant drug use that harms the community;

Whereas the *Safer Municipalities Act, 2025*, S.O. 2025, c. 5, also creates a provincial offence that applies to many instances in which *CDSA* offences are committed, and such prosecutions are a matter of local, rather than federal, discretion;

And whereas the City Council may set policy and provide general direction on enforcement policies;

NOW THEREFORE, the Council of the City of Oshawa resolves:

1. That the Public Prosecution Service of Canada be formally requested to prosecute offences committed contrary to s 4(1) of the *CDSA* where such offences occur in or near Oshawa's parks, sidewalks, or on private properties;
2. That regardless of whether the Public Prosecution Service of Canada prosecutes such offences, that the Durham Regional Police Service, as a matter of policy, may exercise arrest persons found committing such offences, search them incident to arrest, and seize any controlled substances in their possession;
3. And that a copy of this resolution be sent to the Public Prosecution Service of Canada, the Attorney General of Ontario, the Regional Municipality of Durham, and the Durham Regional Police Service.

The Mayor ruled the Notice of Motion out of order as it is outside of Council's jurisdiction.

Councillor McConkey challenged the Chair's ruling.

Moved by Councillor McConkey

The vote to uphold the Chair's ruling

Affirmative (7): Mayor Carter, Councillor Chapman, Councillor Giberson, Councillor Kerr, Councillor Lee, Councillor Marimpietri, and Councillor Marks

Negative (4): Councillor Gray, Councillor McConkey, Councillor Neal, and Councillor Nicholson

Carried (7 to 4)

The ruling of the Chair is upheld.

Delegations

None

Items requiring Council Direction

None

Public Consent Agenda

Moved by Councillor Chapman

Seconded by Councillor Giberson

That all items listed under the heading of Public Consent Agenda for the City Council Meeting dated June 23, 2025, be adopted as recommended except for the following:

Items CO-25-27 and CO-25-28 from the Twenty-eighth Report of the Community and Operations Services Committee; and,

Items CF-25-38 and CF-25-42 from the Thirtieth Report of the Corporate and Finance Services Committee; and,

Item ED-25-76 with related By-laws 74-2025 & 75-2025 from the Fifty-first Report of the Economic and Development Services Committee; and,

Items SF-25-34 and SF-25-36 from the Twenty-sixth Report of the Safety and Facilities Services Committee; and

Items CNCL-25-35, CNCL-25-37 and CNCL-25-39 with related By-law 80-2025.

Carried

Adoption of Council Minutes

That the minutes of the City Council meeting held on May 26, 2025, be adopted.

Correspondence with recommendations

Standing Committee Reports

Report of the Community and Operations Services Committee

CO-25-25 - Local Enhancement and Appreciation of Forests ("L.E.A.F.") Extension of Backyard Tree Planting Program Agreement (All Wards)

Whereas pursuant to Item [CS-20-59](#) dated October 19, 2020, Council authorized City staff to enter into a joint five (5) year agreement with L.E.A.F. and with the Region of Durham, participating municipalities of the City of Oshawa, Town of Ajax, Town of Whitby, City of Pickering and the Township of Scugog ("Agreement"), for the implementation of the Backyard Tree Planting Program as described in [Report CS-20-21](#) dated March 9, 2020; and,

Whereas leveraging L.E.A.F.'s expertise and capabilities through implementation of the Backyard Tree Planting Program has significantly benefited the Oshawa community by:

- Providing 300 trees, shrubs, and native garden kits from 2020 to 2024, which exceeded the original five (5) year target goal of 268;
- Engaging with 187 applicants and participants in the Backyard Tree Planting program, increasing their understanding of proper tree/shrub planting techniques and care practices; and,

Whereas the City's partnership with L.E.A.F. via the Agreement has provided Oshawa residents and business owners an opportunity to add "more green" to their property at a discounted rate while increasing the City's tree canopy; and,

Whereas with the City's \$15,000 contribution from its Annual Operating Budget, combined with funding from the Region of Durham, Oshawa property owners saved \$330/tree, resulting in a subsidized cost of \$220 per tree to be paid by the property owner; and,

Whereas the L.E.A.F. Agreement is set to expire in June 2025; and,

Whereas the Region of Durham, alongside other partner municipalities, wish to extend their collaborative efforts with L.E.A.F. through the Backyard Tree Planting Program for an additional two (2) years or to 2027; and,

Whereas the extension of the Backyard Tree Planting Program is expected to further increase the tree canopy in Oshawa, contributing to a greener and more sustainable urban environment; and,

Whereas by subsidizing the cost of tree planting, the Backyard Tree Planting Program will provide economic benefits to residents, making it more affordable for them to contribute to the city's green initiatives; and,

Whereas this partnership supports the Oshawa Strategic Priority Area "Care: Safe & Sustainable Environment" with the goal to manage the impacts on natural assets such as wetlands and waterways and enhance tree canopy;

Therefore, be it resolved that based on Item CO-25-25 dated June 9, 2025, concerning the extension of the Backyard Tree Planting Program Agreement:

1. That the Commissioner, Community and Operations Services Department be authorized to execute an agreement with the Region of Durham, participating municipalities and Local Enhancement and Appreciation of Forests ("L.E.A.F."), in a form and content satisfactory to the Commissioner, of Community and Operations Services Department and the City Solicitor; and,
2. That \$15,000 be recommended for inclusion in Mayor's budget for the years 2026 and 2027 to continue to subsidize costs of the Backyard Tree Planting Program for Oshawa residents.

CO-25-26 - Memorials, Recognizing Unmarked Graves (Ward 4)

Whereas at the Community and Operations Services Committee meeting of April 24, 2023, Report CO-23-11 dated March 15, 2023 outlining the feasibility of memorializing unmarked graves for Social Service recipients was tabled, and;

Whereas at its meeting of May 26, 2025, Council referred Report CO-23-11 to staff for an updated report; and,

Whereas Ontario Regulation 30/11, Funeral, Burial, and Cremation Service Act, 2002, provides that a cemetery operator shall provide a lot and the interment of a Social Service recipient upon receiving written direction from a delivery agent, as defined in the Ontario Works Act, 1997; and,

Whereas the City of Oshawa receives \$1,300 from the delivery agent to provide a service that currently costs approximately \$3,275, in accordance with the Fees and Charges By-Law 109-2024, as amended; and,

Whereas Union Cemetery has provided interments for 102 Social Services recipients; and,

Whereas fifty-seven (57) of the Social Service interments have been memorialized by the families; and,

Whereas Union Cemetery has approximately 27,700 interments in total within the 32 acres; and,

Whereas of the 27,700 interments, approximately sixty (60) to seventy (70) per cent have been memorialized as identified in Report CO-23-11 dated March 15, 2023, leaving thirty (30) to forty (40) per cent unmarked; and,

Whereas the memorialization of interments is a decision made by the Interment Rights Holder(s) who may have various reasons for not memorializing; and,

Whereas to staff's knowledge, no other cemetery operator provides complimentary memorials for Social Service recipient interments; and,

Whereas to staff's knowledge, Union Cemetery is the only cemetery in the Region of Durham that offers an online interactive map, allowing users to search for and locate decedents within the cemetery,

Therefore be it resolved that based on Item CO-25-26 dated June 9, 2025, Union Cemetery continue to recognize all decedents, whether the grave is marked or not, through the online interactive map only.

CO-25-29- Veteran's Walks (Ward 4)

Whereas pursuant to Item CO-25-16 dated April 28, 2025, City Council directed staff, in consultation with the representatives from Oshawa's Veterans' organizations used to determine Veteran Street Names, to investigate and explore a suitable "Veterans Crosswalk" design to be placed in an appropriate location (or locations) adjacent to Memorial Park; and,

Whereas Memorial Park is located within an area bounded at four (4) intersections by Regional Roads; and,

Whereas the Region of Durham ("Region") denied the City's request for approval to install a Veterans Crosswalk at these intersections; and,

Whereas the Region cited concerns with maintaining consistent pavement markings and the long-term maintenance requirements; and,

Whereas as a result of the Region denying this request, City staff have explored and considered alternative solutions within Memorial Park; and,

Whereas City staff have now determined and are recommending the installation of multiple stenciled maple leaves through the north south crossing of Simcoe St and John St as well as the north south crossing of Metcalf St and Simcoe, with accompanying signage that would honour the nation's Veterans; and,

Whereas staff are waiting for the Region to approve the stenciled leaf installation proposal; and,

Whereas City staff have coordinated with the Royal Canadian Legion Branch 43 and the Region of Durham regarding the proposed design; and,

Whereas the estimated cost for the design and graphic installation can be funded by the Parks and Roads 2025 Operating Budget;

Therefore, be it resolved that based on Item CO-25-29 dated June 9, 2025, concerning the veterans sidewalk:

1. That subject to Regional approval staff be authorized to install multiple stenciled maple leaves through the north south crossing of Simcoe St and John St as well as the north south crossing of Metcalf St and Simcoe St, with the accompanying signage honouring the nation's Veterans at Memorial Park; and,
2. That if Regional approval is denied, staff be authorized to install multiple stenciled leaves on municipal sidewalk surrounding and within Memorial Park.

CO-25-30 - Community and Operations Services Committee Outstanding Items Status Report - Second Quarter 2025 (All Wards)

That Report CO-25-30, dated June 4, 2025 being the Community and Operations Services Committee's Outstanding Items List Status Report for the second quarter of 2025, be received for information.

CO-25-31 - Correspondence submitted by Stacey Duggan-Depmsey and Shawn Dempsey concerning a request for an exemption to the Winter Access By-law 92, 2009, as amended, for the property located at 1315 Macinally Court (Ward 3)

That based on Correspondence CO-25-31 submitted by Stacey Duggan-Depmsey and Shawn Dempsey concerning a request for an exemption to the Winter Access By-law 92, 2009, as amended, for the property located at 1315 Macinally Court, staff be directed to perform sidewalk snow removal for 1315 Macinally Court because of the circumstances contained in the letter submitted by the home owner.

CO-25-32 - Correspondence submitted by Noah Edwards concerning a Request to add Obstructed Number Plates as a Parking Violation (All Wards)

That the Community and Operations Services Committee recommend to City Council:

Whereas City of Oshawa's Legal team has stated there is no provision or regulation in the Highway Traffic Act that would delegate enforcement of Section 13 to lower-tier municipalities and their enforcement teams;

Therefore, be it resolved that based on Correspondence CO-25-32 submitted by Noah Edwards concerning a Request to add Obstructed Number Plates as a Parking Violation:

1. That Correspondence CO-25-32 be received for information; and,
2. That Noah Edwards be so advised.

CO-25-33 - Request to Install larger Stop Sign and Traffic Calming Bollards (Ward 1)

That the following be referred to staff for a report:

"That a larger Stop Signs be installed at the corner of Askew Court and Ormond Drive; and,

That traffic calming bollards be installed on Ormond Drive both north and south of Coldstream Drive."

Report of the Corporate and Finance Services Committee

CF-25-39 - Corporate and Finance Services Committee Outstanding Item Status Report - Second Quarter 2025 (All Wards)

That Report CF-25-39, dated May 28, 2025 concerning the Outstanding Item List - Second Quarter of 2025 be received for information.

CF-25-40 - 2024 Audited Financial Statements (All Wards)

That based on Report CF-25-40 dated May 28, 2025 concerning the 2024 Audited Financial Statements:

1. That the Financial Statements for the year ended December 31, 2024 attached to Report CF-25-40 be approved; and
2. That notice of the availability of the financial statements be provided through the City's website or upon request through Service Oshawa; and
3. That the Financial Statements be forwarded to appropriate stakeholders including the Province of Ontario and the City's banking institution.

CF-25-41 - Contract Award - C2025-018 Supply of Sodium Chloride (Rock Salt) (All Wards)

Whereas the Purchasing By-Law 80-2020 requires Council approval to award contracts greater than \$2,000,000; and,

Whereas the Regional Municipality of Durham, on behalf of the Durham Purchasing Cooperative (Cities of Oshawa and Pickering, Towns of Ajax and Whitby, Municipality of Clarington, Townships of Uxbridge and Scugog) hosted Request for Tender (R.F.T.) T-280-2025 for the supply of sodium chloride (rock salt) to the Bowmanville Dock; and,

Whereas delivery from the Bowmanville Dock to the Consolidated Operations Depot and Howden Road Depot is a separate tender and will be awarded through a Chief Administrative Officer Report in accordance with the Purchasing By-law; and,

Whereas firms were invited to submit bids for R.F.T. T-280-2025 for an initial three-year term and renewable annually in years four and five; and,

Whereas unit prices for years one, two and three of the contract are firm for each year and years four and five will be adjusted according to the Consumer Price Index; and,

Whereas the City of Oshawa has an annual requirement of approximately 18,000 tonnes; and,

Whereas two (2) bids were received (publicly posted on the Region's website at Region's Bids and Tenders) and opened by the Region of Durham on March 31, 2025; and,

Whereas the bid received from Windsor Salt Ltd. in the three-year amount of \$5,262,120 (\$5,354,733 including non-rebateable H.S.T.) for Oshawa's portion only, is the lowest compliant bidder and meets the requirements of the tender; and,

Therefore, be it resolved that pursuant to CF-25-41:

1. That the Manager, Procurement be authorized to award a three-year contract to Windsor Salt Ltd. for supply of sodium chloride (rock salt) in the estimated amount of \$5,262,120 plus H.S.T.; and
2. That the Manager, Procurement be authorized to extend the contract for an additional two, one-year terms, subject to favorable service and pricing.

Report of the Economic and Development Services Committee

ED-25-67 - Applications to Amend Zoning By-law 60-94 and for Approval of a Draft Plan of Subdivision, D.G. Biddle and Associates Ltd. on Behalf of 440 Taunton Road Ltd., 1440 Conlin Road East (Ward 1)

That based on Report ED-25-67 dated May 28, 2025 concerning applications to amend Zoning By-law 60-94 and for Approval of a Draft Plan of Subdivision at 1440 Conlin Road East:

1. That the application submitted by D.G. Biddle and Associates Ltd. on behalf of 440 Taunton Road Ltd. to amend Zoning By-law 60-94 (File: Z-2025-01) in order to implement a draft plan of subdivision (File: S-O-2025-02) for the lands municipally known as 1440 Conlin Road East be approved, generally in accordance with the comments contained in said Report, and that the necessary by-law be passed in a form and content acceptable to the Commissioner, Economic and Development Services Department, and the City Solicitor; and,
2. That the application submitted by D.G. Biddle and Associates Ltd. on behalf of 440 Taunton Road Ltd. to implement a draft plan of subdivision (File: S-O-2025-02) featuring six (6) blocks for 33 street townhouse dwellings, two (2) landscape strips, two (2) road widening blocks, and extensions of Cayenne Street and Nottaway Gate be approved, subject to the conditions as generally set out in Attachment 4 of said Report.

ED-25-69 - Revised Applications to Amend Zoning By-law 60-94 and for approval of a Draft Plan of Subdivision, 737, 741 and 745 Taunton Road East, Urban Life Development Inc. (Ward 3)

That based on Report ED-25-69 dated May 28, 2025 concerning revised applications to amend Zoning By-law 60-94 and for Approval of a Draft Plan of Subdivision at 737, 741 and 745 Taunton Road East:

1. That the revised application submitted by D.G. Biddle and Associates Limited on behalf of Urban Life Development Inc. to amend Zoning By-law 60-94 (File: Z-2022-04) to rezone 737, 741 and 745 Taunton Road East from R2/R4-A/R6-A "h-22" (Residential) to an appropriate R4 (Residential) zone to permit the development of 56 block townhouse dwellings be approved, generally in accordance with the comments contained in said Report, and the necessary by-law be passed in a form and content acceptable to the Commissioner, Economic and Development Services Department, and the City Solicitor; and,
2. That the revised application submitted by D.G. Biddle and Associates Limited on behalf of Urban Life Development Inc. for approval of a draft plan of subdivision (File: S-O-

2022-01) which proposes one (1) block for 56 block townhouse dwellings and one (1) road widening block at 737, 741 and 745 Taunton Road East be approved, and that the Commissioner, Economic and Development Services Department, or Director, Planning Services, be authorized to impose City conditions in the draft plan of subdivision approval Planning Act decision; and,

3. That, in accordance with Section 34(17) of the Planning Act and notwithstanding that the Zoning By-law amendment proposed in Report DS-22-168 dated September 7, 2022, presented at the public meeting of September 12, 2022, differs to some degree from the proposed amendment recommended to be approved by City Council pursuant to Part 1 of this Recommendation, such differences are not substantial enough to require further notice and another public meeting.

ED-25-70 - Applications to Amend Zoning By-law 60-94 and for Approval of a Draft Plan of Subdivision, 11373846 Canada Corp., 374 Farewell Street (Ward 5)

That based on Report ED-25-70 dated May 28, 2025 concerning applications to amend Zoning By-law 60-94 and for Approval of a Draft Plan of Subdivision at 374 Farewell Street:

1. That the application submitted by 11373846 Canada Corp. to amend Zoning By-law 60-94 (File: Z-2024-09) to rezone a portion of 374 Farewell Street from CIN/R2 (Community Institutional/Residential) to an appropriate R2 (Residential) Zone to permit the development of eight (8) single detached dwellings and two (2) semi-detached dwellings be approved, generally in accordance with the comments contained in said Report, and the necessary by-law be passed in a form and content acceptable to the Commissioner, Economic and Development Services Department, and the City Solicitor; and,
2. That the application submitted by 11373846 Canada Corp. for approval of a draft plan of subdivision (File: S-O-2024-01) featuring eight (8) lots for single detached dwellings and a block for two (2) semi-detached dwellings at 374 Farewell Street be approved, and that the Commissioner, Economic and Development Services Department, or Director, Planning Services, be authorized to impose City conditions in the draft plan of subdivision approval Planning Act decision.

ED-25-71 - Request to Amend Increased Assessment Grant Agreement under the Urban Growth Centre Community Improvement Plan, 39 Athol Street West (Ward 4)

Whereas on March 31, 2025, City Council considered Report ED-25-26 dated February 26, 2025 and approved, subject to conditions, an application submitted by Independent Project Managers ("I.P.M.") on behalf of Central Clear View Developments Inc. (the "Owner") under the Urban Growth Centre Community Improvement Plan for an Increased Assessment Grant, to facilitate the development of a 16-storey, 172-unit residential condominium apartment building with 139.26 square metres (1,500 sq. ft.) of retail floor space at ground level at 39 Athol Street West (the "Project"); and,

Whereas on April 10, 2025, the City of Oshawa and the Owner entered into an Increased Assessment Grant Agreement ("Agreement") for the Project whereby the City will provide an Increased Assessment Grant over a nine (9) year period, up to a maximum total of Three Million, Four Hundred and Eighteen Thousand, Six Hundred and Thirteen Dollars and Fifty Cents (\$3,418,613.50) subject to certain performance criteria/conditions being met by the Owner; and,

Whereas I.P.M. requested guidance in applying to the Region of Durham's Regional Revitalization Program ("R.R.P.") to financially aid in the development of the Project; and,

Whereas at the May 13, 2025 meeting of the Finance and Administration Committee, the Region considered the elimination of the R.R.P.; and,

Whereas the report regarding the possible elimination of the R.R.P. was referred back to Region staff until Fall 2025 and in the meantime, R.R.P. applications can continue to be submitted so that applicants remain in the queue in the event the program is not eliminated; and,

Whereas the elimination of the R.R.P. has negative financial impacts on the Project; and,

Whereas in an effort to mitigate the negative financial impact of being unable to apply for assistance under the Region's R.R.P. in the event the R.R.P. is eliminated, I.P.M., on behalf of the Owner, submitted to staff a request to amend the Agreement and increase the total grant amount to reflect a proposed change to their development proposal – from a 16-storey, 172-unit residential condominium apartment building to an 18-storey, 204-unit rental apartment building which would result in a change to their project's post development assessed value from \$115.5 million to \$123.4 million; and,

Whereas Finance Services estimates that the value of the Increased Assessed Grant is Three Million, Eight Hundred and Ninety-Nine Thousand, Four Hundred and Fifty-Seven Dollars and Fifty-Six Cents (\$3,899,457.56); and,

Whereas staff are agreeable to the Owner's request to amend the Increased Assessment Grant Agreement to include a revised grant amount reflective of the increased number of units being provided, subject to all other performance criteria/conditions remaining the same; and,

Whereas staff are also agreeable to supporting the Owner's request for support under the R.R.P. at this time in order to remain in the queue of applications in the event the R.R.P. is not eliminated;

Therefore be it resolved that based on Item ED-25-71 concerning the request to amend the Increased Assessment Grant Agreement under the Urban Growth Centre Community Improvement Plan at 39 Athol Street West:

1. That the Increased Assessment Grant Agreement between the City of Oshawa and Central Clear View Developments Inc. be amended to reflect a grant amount of Three Million, Eight Hundred and Ninety-Nine Thousand, Four Hundred and Fifty-Seven Dollars and Fifty-Six Cents (\$3,899,457.56); and,
2. That the Increased Assessment Grant Agreement be amended to reflect the updated project details of the proposed development at 39 Athol Street West, being an 18-storey, 204-unit residential rental apartment building; and,
3. That the Mayor and Chair of the Economic and Development Services Committee be authorized to write a letter to request support for Central Clear View Developments' proposed development at 39 Athol Street West under the Region of Durham's Regional Revitalization Program, and that the Mayor and Clerk be authorized to execute an agreement with the Region of Durham, as appropriate, in a form and content acceptable to the Commissioner, Economic and Development Services Department, and the City Solicitor.

ED-25-73 - 2024-2025 Plan 20Thirty Annual Update (Ward 4)

That Report ED-25-73 dated May 28, 2025 concerning the 2024-2025 Plan 20Thirty annual update and Plan 20Thirty: Action Plan for Continued Downtown Revitalization be referred back to staff to:

1. Develop reportable metrics and key performance indicators to existing action items in Plan 20Thirty where applicable; and,
2. Explore and evaluate new recommendations for inclusion in Plan 20Thirty; and,
3. Consider the proposal of items to be referred to future, as applicable, Mayor's Budget to support initiatives in the Downtown area.

ED-25-75 - Proposed Revision to Draft Approved Plan of Subdivision (S-O-2016-06, Phase 2) – Downing Street (1015 King Street) Inc. – north of Queensdale Avenue, west of Keewatin Street South (Ward 3)

Whereas pursuant to City Council's June 26, 2017 direction related to Report DS-17-129 dated June 15, 2017, on July 4, 2017, the Director, Planning Services, approved, subject to conditions, a draft plan of subdivision (File: S-O-2016-06) submitted by Downing Street (1015 King Street) Inc. ("Downing") featuring an extension of Queensdale Avenue with six (6) single detached dwelling lots on the north side of the extension and eleven (11) single detached dwelling lots on the south side of the extension [see Attachment 1 (location of Phase 2) and Attachment 2 (original draft approved plan)]; and,

Whereas on September 3, 2021, Downing submitted an application to amend Zoning By-law 60-94 (File: Z-2021-07) for the entirety of Downing's land holdings between King Street East and Queensdale Avenue, including the area of draft plan of subdivision S-O-2016-06 located on the north side of Queensdale Avenue to permit 34 block townhouse units and nine (9) street townhouse units; and,

Whereas on September 3, 2021, Downing also submitted applications for approval of a draft plan of subdivision (File: S-O-2021-02) and a common elements draft plan of subdivision (File: C-O-2021-01), and for removal of part lot control (File: PLC-2021-11) related to the proposed 34 block townhouses; and,

Whereas on September 23, 2022, Downing filed an appeal of the applications to amend Zoning By-law 60-94 (File: Z-2021-07) and for approval of the draft plan of subdivision (File: S-O-2021-02) to the Ontario Land Tribunal (the "O.L.T."), for the City's failure to make a decision within the timelines prescribed by the Planning Act; and,

Whereas through the O.L.T. appeal process, Downing's proposal was revised to reflect 32 block townhouse units and ten (10) street townhouse units (see Attachment 3); and,

Whereas on April 21, 2023, Downing registered Phase 1 of draft plan of subdivision S-O-2016-06 which included the extension of Queensdale Avenue and the eleven (11) single detached dwelling lots on the south side of Queensdale Avenue; and,

Whereas on August 18, 2023, the O.L.T. issued a decision approving the revised zoning by-law amendment and draft plan of subdivision S-O-2021-02 for the proposed block townhouses on the north side of Queensdale Avenue on the basis of a settlement reached between the City and Downing; and,

Whereas on August 25, 2023, Downing requested that the City approve a revised draft plan for Phase 2 of draft approved plan of subdivision S-O-2016-06 to convert Lots 4, 5 and 6 from three (3) lots for three (3) single detached dwellings to two (2) blocks for ten (10) street townhouse dwellings (see Attachments 2 and 4); and,

Whereas on October 2, 2023, Council approved the revised draft plan for Phase 2 of draft approved plan of subdivision S-O-2016-06; and,

Whereas Eastrose Homes ("Eastrose") has now taken over from Downing as applicant and has assumed management of both the site plan for the 32 block townhouse development and the portion of draft approved plan of subdivision S-O-2016-06 north of Queensdale Avenue; and,

Whereas Eastrose is concerned that the current state of the real estate market for block townhouses and street townhouses has compromised their ability to sell these units as common element condominium units and freehold units, and as a result, now intends to develop these 42 units as rental units in order to capitalize on Federal G.S.T. rebates and other financial mechanisms; and,

Whereas on April 7, 2025, Eastrose requested that the City approve a further revised draft plan for Phase 2 of draft approved plan of subdivision S-O-2016-06 to merge Blocks 1 and 2 for ten (10) street townhouse dwellings to just one (1) block for ten (10) street townhouse dwellings, although still in two (2) street townhouse buildings featuring five (5) units apiece (see Attachment 5); and,

Whereas the Planning Act, R.S.O. 1990, c. P.13, as amended, specifies that an approval authority is not required to give written notice of a change to the conditions of approval if, in the opinion of the approval authority, the changes are minor in nature; and,

Whereas the proposed revisions to the draft plan comply with Zoning By-law 60-94, as amended, as a result of the O.L.T. decision; and,

Whereas the proposed changes are considered to be minor in nature since the number of units remains unchanged and the changes are consistent with the development proposal previously presented to the City, the public and the O.L.T.; and,

Whereas the proposed revision to the approved draft plan is reasonable given the planning approvals process undertaken to date and the built-form will not change;

Therefore be it resolved that based on Item ED-25-75 dated June 2, 2025, the proposed revisions to Phase 2 of Draft Approved Plan of Subdivision S-O-2016-06 to accommodate one (1) block for ten (10) street townhouse dwellings in two (2) street townhouse buildings instead of two (2) blocks for two (2) street townhouse buildings featuring a combined total of ten (10) street townhouse dwelling lots be approved, with the revisions to be shown on the final 40M Plan for registration to the satisfaction of the Director, Planning Services.

ED-25-77 - Economic and Development Services Committee Outstanding Items List Status Report - Second Quarter 2025 (All Wards)

1. Whereas City staff advised Council through INFO-25-69, dated March 19, 2025, that an appeal of Council's decision to designate the existing building located at 149 Harmony Road South in accordance with Part IV of the Ontario Heritage Act, R.S.O. 1990, c. O.18 was withdrawn by the appellant, and as a result By-law 27-2024, being a by-law to designate 149 Harmony Road South as being of cultural heritage value or interest, is

now in effect and the City's Register of Properties of Cultural Heritage Value or Interest has been updated to reflect the designation; Therefore Item 9 regarding direction respecting an appeal to the Ontario Land Tribunal of a Council decision concerning the issuance of a notice of passing of a by-law to designate 149 Harmony Road South be removed from the Economic and Development Services Committee's Outstanding Items List Report; and,

2. Whereas pursuant to Report ED-24-102 dated September 4, 2024, City Council directed staff to report back and provide an update to the Economic and Development Services Committee and Council in the event the City was approved for funding under the second round of the Canada Mortgage and Housing Corporation's ("C.M.H.C.") Housing Accelerator Fund program, and on March 5, 2025 via email correspondence from the C.M.H.C. staff were informed that the City of Oshawa was not selected for funding; Therefore Item 10 regarding the second round of the Canada Mortgage and Housing Corporation's Housing Accelerator Fund be removed from the Economic and Development Services Committee's Outstanding Items List Report; and,
3. That the remainder of Report ED-25-77 dated May 28, 2025 being the Economic and Development Services Committee's Outstanding Items List Status Report for the second quarter of 2025 be received for information.

ED-25-81 - City Comments on Bill 17, the Proposed 'Protect Ontario by Building Faster and Smarter Act, 2025' (All Wards)

That based on Report ED-25-81 dated May 28, 2025 concerning City comments on Bill 17, the proposed 'Protect Ontario by Building Faster and Smarter Act, 2025':

1. That Report ED-25-81, including Attachment 3, be endorsed as the City's comments on the Province's proposed amendments to certain Acts under Bill 17, "Protect Ontario by Building Faster and Smarter Act, 2025"; and,
2. That Economic and Development Services staff be authorized to submit the comments contained in Report ED-25-81 dated May 28, 2025 related to Bill 17, "Protect Ontario by Building Faster and Smarter Act, 2025" in response to the associated proposals posted on the Environmental Registry of Ontario website, together with the related resolution of the Economic and Development Services Committee, to the Province for its consideration, and to provide a subsequent follow-up once Council has considered this matter; and,
3. That staff be authorized to forward a copy of Report ED-25-81 dated May 28, 2025 and the related Council resolution to the Region of Durham, Durham area municipalities, and Durham area M.P.P.s.

Report of the Safety and Facilities Services Committee

SF-25-33 - 2024 Fire Services Annual Report (All Wards)

That Report SF-25-33 dated June 4, 2025 being the Fire Services 2024 Annual Report be received for information.

SF-25-35 - Review of Complimentary Food Premises and Business Licensing By-law 122-2024 (All Wards)

Whereas the Business Licensing By-law 122-2024 (“Business Licensing By-law”) is a by-law to license, regulate and govern certain businesses operating within the City of Oshawa (“City”), to ensure health and safety, consumer protection and nuisance control; and,

Whereas City staff identified an opportunity to extend the benefits of municipal licensing to food-related operations which distribute complimentary food (e.g. promotional events, etc.) (“Complimentary Food Premises”) for the purposes of ensuring common health, safety and consumer protection standards for patrons and the general public as recommended in Report SF-24-44, “Business Licensing By-law and Additional Licensing Classes”; and,

Whereas at its October 28, 2024 meeting, in accordance with Report SF-24-44, City Council directed staff to review the proposed additional licensing class and to report back; and,

Whereas staff has completed its review and determined that it is appropriate to regulate Complimentary Food Premises as follows:

- complimentary licensing (i.e. no licence and application fees);
- exempting Complimentary Food Premises operating for three (3) days or less per year;
- establishing new definition(s) for Complimentary Food Premises; and,
- establishing standards consistent with existing food-related licensing classes and in a manner that does not conflict with standards in other municipal by-laws;

Therefore be it resolved that based on Item SF-25-35 concerning a review of complimentary food premises and Business Licensing By-law 122-2024, the Business Licensing By-law 122-2024 be amended in a final form and content acceptable to the Commissioner, Safety and Facilities Services Department and Legal Services to establish a licensing classification for Complimentary Food Premises.

SF-25-37 - Safety and Facilities Services Committee Outstanding Items List Status Report - Second Quarter 2025 (All Wards)

That Report SF-25-37 dated June 4, 2025 being the Safety and Facilities Services Committee's Outstanding Items List Status Report for the second quarter of 2025 be received for information.

SF-25-38 - Maryann Bandy Submitting Correspondence Requesting a Street or Park Naming to Honour Dr. Colin Carrie (All Wards)

That Correspondence SF-25-38 dated May 30, 2025 from Maryann Bandy requesting a street or park naming to honour Dr. Colin Carrie be referred to staff for a report.

Other Staff Reports and Motions

CNCL-25-38 - Appointment of an Acting Deputy City Clerk (All Wards)

Whereas the Office of the City Clerk is held by Mary Medeiros and the Office of Deputy City Clerk is held by Laura Davis, both pursuant to By-law 136-2019; and,

Whereas Section 228 (2) of the Municipal Act, 2001, S.O. 2001, c25 (“Municipal Act 2001”) permits the municipality to appoint multiple deputy clerks who have all the powers and duties of the municipal clerk under the Municipal Act 2001 and any other Act; and,

Whereas it is appropriate to appoint an Acting Deputy City Clerk in the event both the City Clerk and Deputy City Clerk are unable to carry on their duties through illness or otherwise; and,

Whereas on March 31, 2025, Council passed By-law 31-2025 which appointed Felicia Blanchet as Acting Deputy City Clerk; and,

Whereas the appointment contained in By-law 31-2025 expires on July 31, 2025;

Therefore, based on Item CNCL-25-38 date June 18, 2025:

1. That Krystal Christopher be appointed as Acting Deputy City Clerk of the Corporation of the City of Oshawa effective August 1, 2025; and,
2. That the aforementioned Acting Deputy City Clerk shall have all the powers and duties of the City Clerk under the Municipal Act, 2001 and any other act in the event both the City Clerk and the Deputy City Clerk are unable to carry on their duties through illness or otherwise; and,
3. That the necessary by-law be passed in a final form and content satisfactory to the City Clerk.

CNCL-25-40 - Appointment of Additional Livestock Valuer (All Wards)

Whereas the Ontario Wildlife Damage Compensation Program (“the Program”) provides financial assistance to eligible owners whose livestock or poultry has been killed by wildlife predation; and,

Whereas the Program requires that the municipality appoint one or more investigators who are responsible for completing an investigation after being notified of an injury or death of livestock or poultry; and,

Whereas the City’s Livestock Valuer is appointed concurrent with the term of Council for the purposes of acting as the municipal investigator under the Program; and,

Whereas the Program requires investigations to be completed within specific timeframes; and,

Whereas through By-law 17-2025, Council appointed Evan King as a Livestock Valuer for the City of Oshawa; and,

Whereas Evan King resigned from the role of Livestock Valuer; and,

Whereas Brad Found, a municipal investigator for the Municipality of Clarington has expressed interest in acting as a Livestock Valuer for the City of Oshawa;

Therefore, based on Item CNCL-25-40,

1. That Brad Found be appointed as a Livestock Valuer for the City of Oshawa effective June 1, 2025 for the remainder of the term and until a successor is appointed; and,
2. That the necessary by-law be passed in a form and content satisfactory to the City Clerk to give effect to such appointment; and,

3. That By-law 17-2025 be repealed

CNCL-25-42 - Additional Funding for Contract O25-05 Baker Park Pedestrian Bridge (Ward 3)

Whereas, the existing Baker Park Pedestrian Bridge (the “Bridge”) was closed in April 2024 due to safety concerns; and,

Whereas, Council approved the recommendations in Report ED-24-74, dated June 24, 2024, regarding detailed design and pre-engineering work for the Bridge over Oshawa Creek Pedestrian Structure MS-6-2017; and,

Whereas, \$185,000 was approved in the 2025 Mayor’s budget for the replacement of the Bridge based on a direct replacement of the existing structure; and,

Whereas, the City awarded a contract to TSI Inc. through Request for Proposal C2024- 095 for detailed design of the replacement of the Bridge; and,

Whereas, during detailed design, additional scope and costs were identified as a result of (i) the need to replace the bridge abutments in addition to the bridge superstructure, (ii) the need to expand the bridge width from 1.7 metres (5.58 ft.) to 2.4 metres (7.87 ft.) in accordance with current accessibility standards, and (iii) potential market impacts on construction materials; and,

Whereas, TSI Inc. has identified a construction cost estimate for the replacement of the Bridge, the abutments and contingencies of \$480,000; and,

Whereas, approval for additional funds are required prior to Council’s summer recess to maintain the current construction schedule and anticipated completion date of October 2025: and,

Whereas, the additional funds of \$295,000 required for the replacement of the Bridge is available from the Canada Community Building Fund Reserve;

Therefore, be it resolved that Council approve the additional funding of \$295,000 for Contract O25-05 Baker Park Pedestrian Bridge, to be funded from the Canada Community Building Fund Reserve.

CNCL-25-47 - Combined Heat and Power Plant at Delpark Homes Centre (Ward 1)

Whereas in 2018, through Report CNCL-18-11, concerning a Combined Heat and Power (“C.H.P.”) Plant at the Delpark Homes Centre, Council directed the City to proceed with the installation of a Combined Heat and Power (C.H.P.) plant at the Legends Centre, as proposed by Oshawa Power and Utilities Corporation Energy Services Inc. (O.P.U.C.E.S.); and,

Whereas the installation of the C.H.P. commenced in 2019; however, there were delays due to the COVID-19 pandemic; and,

Whereas the C.H.P. was ready for use in late 2021 but due to rising gas costs and the introduction of the carbon tax, it was not financially viable for O.P.U.C.E.S. to operate the C.H.P. unit; and,

Whereas O.P.U.C.E.S. recommended decommissioning the C.H.P. and terminating any and all agreements between the City and the O.P.U.C.E.S.; and,

Whereas at its meeting of March 25, 2024, Council adopted the following recommendation contained in Report CF-24-16 concerning the Combined Heat and Power Plant at Delpark Homes Centre:

“That in accordance with Report CF-24-16 dated February 28, 2024 concerning the Combined Heat and Power Plant at Delpark Homes Centre, staff be directed to terminate all agreements related to the Combined Heat and Power Plant at the Delpark Homes Centre”; and,

Whereas the City and O.P.U.C.E.S. have continued to collaborate and explore options related to the C.H.P. including disposition strategies; and,

Whereas O.P.U.C.E.S. has identified the Industrial Conservation Initiative (“ICI”), a Province of Ontario program, as a potential opportunity for the C.H.P. to be recommissioned and operated, and potentially allowing recovery of original installation costs and avoid dismantling costs; and,

Whereas the ICI is a long-standing program for large electricity consumers to shift their electricity consumption to off-peak hours to reduce their electricity costs; and,

Whereas based on preliminary information provided by O.P.U.C.E.S. it is anticipated that the City could avoid between \$200,000 and \$250,000 annually in estimated electricity costs through the operation of the C.H.P. under the ICI Program, commencing in mid to late 2026;

Therefore that based on Item CNCL-25-47 dated June 18, 2025 concerning the Combined Heat and Power Plant at the Delpark Homes Centre:

1. That City staff be directed to investigate potential opportunities with O.P.U.C.E.S. to activate the C.H.P. subject to:
 - Stamped recommissioning and testing certification
 - Substantiated cost savings/avoidance calculations
 - A City approved work plan and method statement clearly demonstrating no impacts to daily operations of the facility;
2. That if all items in 1. above, are completed to the satisfaction of City staff, that Council delegate authority to City staff to enter into an agreement with O.P.U.C.E.S., in a form and content satisfactory to the Chief Administrative Officer, the Commissioner, Corporate and Finance Services Department, the Commissioner, Safety and Facilities Services Department, Commissioner of Community and Operations Services and the City Solicitor.

By-Laws

69-2025 - A By-law to further amend Traffic By-law 79-99, as amended.

(Implements direction of January 27, 2025 through Item CO-25-02 of the Twenty-second Report of the Community and Operations Services Committee to reduce the the speed limits on courts and local streets not included in the 40km/h Area Program being Llyod Street, McGrigor Street and Quebec Street.)

70-2025 - A By-law to further amend Election Sign By-law 42-2014, as amended.

(Implements direction of May 26,2025, through Item CF-25-36 of the Twenty-ninth Report Corporate and Finance Services Committee to further amend Election Sign By-law 42-2014, to not permit

election signs facing exceed a maximum height of 1.2 metres or exceed a maximum width of 1.2 metres.)

71-2025 - A By-law to amend Zoning By-law 60-94, as amended.

(Implements direction of June 23, 2025 through Item ED-25-70 of the Fifty-first Report of the Economic and Development Services Committee to change the zoning for a portion of the lands located at 374 Farewell Street from R2/CIN (Residential/Community Institutional) to R2(16) "h-107" (Residential).)

72-2025 - A By-law to amend Zoning By-law 60-94, as amended.

(Implements direction of June 23, 2025 through Item ED-25-69 of the Fifty-first Report of the Economic and Development Services Committee is to change the zoning for the lands located at 737, 741 and 745 Taunton Road East from R2/R4-A/R6-A "h-22" to R2/R4 A(29)/R6-A "h-106".)

73-2025 - A By-law to amend Zoning By-law 60-94, as amended.

(Implements direction of June 23, 2025 through Item ED-25-67 of the Fifty-first Report of the Economic and Development Services Committee to change the zoning for the lands located at 1440 Conlin Road East from R3-A "h-14" (Residential) to R3-A(25) "h-14" (Residential) to add a site specific condition.)

74-2025 - A By-law to adopt Amendment 233 to the City of Oshawa Official Plan

(Implements direction of June 23, 2025 through Item ED-25-76 of the Fifty-first Report of the Economic and Development Services Committee to implement two Protected Major Transit Station Areas ("P.M.T.S.A.") being the Central Oshawa Protected Major Transit Station Area ("P.M.T.S.A.") and the Thornton's Corners P.M.T.S.A.)

75-2025 - A By-law to amend Zoning By-law 60-94, as amended.

(Implements direction of June 23, 2025 through Item ED-25-76 of the Fifty-first Report of the Economic and Development Services Committee to change the zoning for lands generally described as the Central Oshawa Protected Major Transit Station Area ("P.M.T.S.A.") and the Thornton's Corners P.M.T.S.A)

76-2025 - A By-law to appoint Krystal Christopher as Acting Deputy City Clerk of the Corporation of the City of Oshawa

(Implements Council direction of June 23, 2025, through Item CNCL-25-38 to appoint Krystal Christopher as Acting Deputy City Clerk of the Corporation of the City of Oshawa effective August 1, 2025)

77-2025 - A By-law to appoint Brad Found as a Livestock Valuer for the Corporation of the City of Oshawa (All Wards)

(Implements Council direction of June 23, 2025, through Item CNCL-25-40 to appoint Brad Found as a Livestock Valuer for the the Corporation of the City of Oshawa effective June 1, 2025 and to repeal By-law 17-2025.)

78-2025 - A By-law to amend the Lodging House Licensing By-law 94-2002, as amended.

(Implements direction of March 31, 2025, through Item SF-25-11 of the Twenty-fourth Report of the Safety and Facilities Services Committee to implement technical amendments to support the continuous improvement of municipal regulatory standards)

79-2025 - A By-law to amend the Property Standards By-law 01-2002, as amended

(Implements direction of February 24, 2025 through Item SF-25-08 of the Twenty-fourth Report of the Safety and Facilities Services Committee to revise the regulation and governance standards for the maintenance and occupancy of property within the City of Oshawa.)

80-2025 - A By-law to authorize the use of Internet Voting and the use of Optical Scan Vote Tabulators and Accessible Voting Equipment

(Implements Council direction of June 23, 2025, through Item CNCL-25-39 to authorize the use of internet voting, optical scan vote tabulators and accessible voting equipment for the purpose of counting votes for Voting Day for the Municipal and School Board Election)

Public Discussion Agenda

Matters Excluded from Consent Agenda

CO-25-27 - Snow and Ice Clearing on all Park Pathways and Park Parking Lots (All Wards)

Consent Motion:

That Report CO-25-27 dated June 4, 2025, concerning snow clearing on all park pathways and park parking lots be received for information.

The vote to adopt the recommendation contained in Item CO-25-27.

Affirmative (7): Mayor Carter, Councillor Chapman, Councillor Giberson, Councillor Gray, Councillor Kerr, Councillor Lee, and Councillor Marks

Negative (4): Councillor Marimpietri, Councillor McConkey, Councillor Neal, and Councillor Nicholson

Carried (7 to 4)

CO-25-28 - Reduction of Speed on Burk Street (Ward 4)

Consent Motion:

That based on Report CO-25-28 dated June 4, 2025, concerning the reduction of speed on Burk Street, flexible bollards be installed on Burk Street in two locations as identified in Attachment 2 to said report.

The vote to adopt the recommendation contained in Item CO-25-28.

Affirmative (10): Mayor Carter, Councillor Chapman, Councillor Giberson, Councillor Kerr, Councillor Lee, Councillor Marimpietri, Councillor Marks, Councillor McConkey, Councillor Neal, and Councillor Nicholson

Negative (1): Councillor Gray

Carried (10 to 1)

CF-25-38 - 2025 Asset Management Plan Phase III (All Wards)

Consent Motion:

That pursuant to Report CF-25-38, dated May 21, 2025, concerning the Oshawa Asset Management Plan - Phase III: Proposed Levels of Service, be endorsed.

The vote to adopt the recommendation contained in Item CF-25-38.

Affirmative (11): Mayor Carter, Councillor Chapman, Councillor Giberson, Councillor Gray, Councillor Kerr, Councillor Lee, Councillor Marimpietri, Councillor Marks, Councillor McConkey, Councillor Neal, and Councillor Nicholson

Carried (11 to 0)

CF-25-42 - Response to Council Direction Regarding the request from the Living Room Community Art Studio to lease units at 1 Mary Street as in-kind Services (Ward 4)

Consent Motion:

Whereas at its meeting of May 26, 2025 Council adopted the Corporate and Finance Services Committee recommendation to refer Correspondence [CF-25-35](#) from the Living Room Community Art Studio requesting to lease units F and G at 1 Mary Street for a period of two to three years through an in-kind arrangement; and,

Whereas the subject property at 1 Mary Street is currently comprised of seven different leasehold areas on the ground floor level and four of these units are vacant with no planned future uses; and,

Whereas units F and G at 1 Mary Street total a combined square footage of approximately 1,510 square feet and have been toured by multiple prospective tenants who are unable to activate the space due to a variety of factors, including but not limited to, the current unit configuration; and

Whereas units F and G have not been occupied since 2021 following use by Atria Development Company as a model unit for the residential project at 80 Bond Street East; and,

Whereas Correspondence [CF-25-35](#) indicates that the Living Room Community Art Studio provides inclusive, arts-based programming that enables individuals and families of all ages, abilities, and backgrounds to realize their potential as creators and cultural stakeholders which directly supports Action 5.A.2 of the Oshawa Economic Development Strategy, Pillar 4 Initiative 6 and 10 of Plan 20Thirty and Strategies 2.1, 2.2 and 4.3 of the Culture Counts: Oshawa Arts, Culture and Heritage Plan; sections 4.5 and 6.2 of the Parks, Recreation, Library and Culture Facility Needs Assessment (P.R.L.C); and,

Whereas the Living Room Community Art Studio also operates the Mobile Art Studio which is a converted bus that allows for the delivery of outreach arts programming across the City which has been part of activations at numerous City events, pop up programming at the Ontario Tech and Durham College campus and other initiatives; and,

Whereas in the context of Correspondence [CF-25-35](#), Section 13.1 of By-Law 178-2022 is met where the proposal aligns with intended priority users of available real property; and,

Whereas Section 13.4 of By-Law 178-2022 also applies as it states “leases and limited interest agreements are generally entered into at market rent. A nominal rent (\$2.00) or a reduced rent may be applied when: The agreement is with a not-for-profit organization that actively provides services which supplement City services, as determined by the Commissioner, Economic and Development Services in consultation with the Commissioner, Community and Operations Services, and the Commissioner, Corporate and Finance Services.”; and,

Whereas the proposed scope of the usage by the Living Room Community Art Studio will activate a vacant space at 1 Mary Street and extend arts programming to additional community groups in a way that will not require any leasehold improvements to occupy the space; and,

Whereas the City will hold no responsibility for funding or executing leasehold improvements and any alterations desired for the space will require approval by the City of Oshawa and will be completely funded by the Living Room Community Art Studio; and,

Whereas while Section 13.4 of By-Law 178-2022 applies, the Living Room Community Art Studio will be responsible for monthly payments of Taxes, Maintenance and Insurance (T.M.I.) which will be established throughout the lease negotiations; and,

Whereas City staff received a Letter of Value (L.O.V.) for other units located on the ground level of 1 Mary Street in 2022 which estimated the per square foot cost for the main floor commercial space at \$27.00, not including T.M.I.;

Therefore be it resolved that based on Item CF-25-42 dated May 28, 2025 concerning the request from the Living Room Community Art Studio to lease units at 1 Mary Street as in-kind services, staff be directed to begin negotiations and enter into a two year lease agreement at a base rental rate of \$2.00, exclusive of taxes, maintenance and insurance costs, for the term of the lease between the City of Oshawa and the Living Room Community Art Studio in a form and content satisfactory to the Commissioners, Economic and Development Services Department and Corporate and Finance Services Department, and the City Solicitor.

The vote on the recommendation contained in Item CF-25-42.

Affirmative (10): Mayor Carter, Councillor Chapman, Councillor Giberson, Councillor Gray, Councillor Kerr, Councillor Lee, Councillor Marimpietri, Councillor Marks, Councillor Neal, and Councillor Nicholson

Negative (1): Councillor McConkey

Carried (10 to 1)

Moved by Councillor Chapman
Seconded by Councillor Kerr

That the meeting recess for 10 minutes.

Carried

The meeting recessed at 11:00 a.m. and reconvened at 11:10 a.m. with all members of Council in attendance except Councillors Giberson, McConkey and Neal who was absent.

ED-25-76 - Recommended City-initiated Amendments to the Oshawa Official Plan and Zoning By-law 60-94 to Implement Protected Major Transit Station Areas (Ward 5)

Councillor Giberson entered the meeting at 11:12 a.m.

Councillor McConkey entered the meeting at 11:13 a.m.

Consent Motion:

That based on Report ED-25-76 dated May 28, 2025 concerning recommended City-initiated amendments to the Oshawa Official Plan and Zoning By-law 60-94 to implement Protected Major Transit Station Areas:

1. That Part 1 of the draft recommended City-initiated Amendment to the Oshawa Official Plan to implement Protected Major Transit Station Areas, as generally set out in Part 1 of Attachment 1 of said Report, be adopted, and the appropriate amending by-law be passed in a form and content acceptable to the Commissioner, Economic and Development Services Department, and the City Solicitor; and,
2. That in the event City Council adopts Part 1 of the recommended Official Plan Amendment pursuant to Part 1 of this Recommendation, Council authorize staff to forward Part 1 of the Official Plan Amendment to the Province of Ontario for final approval; and,
3. That Part 2 of the draft recommended City-initiated Amendment to the Oshawa Official Plan to implement Protected Major Transit Station Areas, as generally set out in Part 2 of Attachment 1 of said Report, be approved, and the appropriate amending by-law be passed in a form and content acceptable to the Commissioner, Economic and Development Services Department, and the City Solicitor; and,
4. That, notwithstanding that the draft Official Plan Amendment proposed in Report ED-25-30 dated February 26, 2025 presented at the public meeting of March 3, 2025 differs to some degree from the proposed Official Plan Amendment recommended to be adopted/approved by City Council pursuant to Parts 1 and 3 of this Recommendation, such differences are not substantial enough to require further notice and another public meeting; and,
5. That the draft recommended City-initiated Amendments to Zoning By-law 60-94, as amended, to implement Protected Major Transit Station Areas, as generally set out in Attachment 2 of said Report, be approved, and the necessary by-law be passed in a form and content acceptable to the Commissioner, Economic and Development Services Department, and the City Solicitor; and,
6. That, in accordance with Section 34(17) of the Planning Act and notwithstanding that the draft Zoning By-law Amendment proposed in Report ED-25-30 dated February 26,

2025 presented at the public meeting of March 3, 2025 differs to some degree from the proposed Zoning By-law Amendment recommended to be approved by City Council pursuant to Part 5 of this Recommendation, such differences are not substantial enough to require further notice and another public meeting; and,

7. That the Economic and Development Services Department be authorized to initiate the public process under the Planning Act for Council to consider a proposed Central Oshawa Community Improvement Plan for the Central Oshawa Protected Major Transit Station Area, including new shared programs with the Urban Growth Centre Community Improvement Plan, together with appropriate related amendments to the Oshawa Official Plan; and,
8. That Council direct the Economic and Development Services Committee and Corporate and Finance Services Committee to jointly hold a public meeting under the Planning Act on the proposed Central Oshawa Community Improvement Plan noted under Part 7 of this Recommendation and to jointly make a recommendation to Council regarding the implementation of the same; and,
9. That Council endorse the draft Terms of Reference for a Stormwater Management Study for the Central Oshawa Protected Major Transit Station Area and Thornton's Corners Protected Major Transit Station Area, as generally set out in Attachment 6 to this Report, for the purpose of retaining a qualified professional consultant through the regular procurement process to undertake such a Study.

Moved by Councillor Chapman

Seconded by Councillor Marimpietri

That Part 1 of the motion be amended to substitute the Roman numeral "II" in lieu of the second instance of the number "1"

Carried

Moved by Councillor Chapman

Seconded by Councillor Marimpietri

That Part 2 be amended to add the words "and 2" after the words "Part 1" in the first and third instances.

Carried

Moved by Councillor Chapman

Seconded by Councillor Marimpietri

That Part 2 be amended to add the words "and 3" after the words "Part 1" in the second instance.

Carried

Moved by Councillor Chapman

Seconded by Councillor Marimpietri

That Part 3 be amended to substitute roman numeral “III” in lieu of the second instance of the number “2”.

Carried

The vote to adopt the recommendation contained in Report ED-25-76, as amended, and related By-laws 74-2025 & 75-2025

Affirmative (10): Mayor Carter, Councillor Chapman, Councillor Giberson, Councillor Gray, Councillor Kerr, Councillor Lee, Councillor Marimpietri, Councillor Marks, Councillor McConkey, and Councillor Nicholson

Absent (1): Councillor Neal

Carried (10 to 0)

SF-25-34 - Implementation of Safe Havens at Oshawa Fire Stations (All Wards)

Consent Motion:

That based on Report SF-25-34 dated June 4, 2025, staff be directed to undertake minor vestibule retrofitting as set out in said Report to implement Safe Havens at Fire Stations 1, 3, 5 and 6.

The vote to adopt the recommendation contained in Item SF-25-34.

Affirmative (10): Mayor Carter, Councillor Chapman, Councillor Giberson, Councillor Gray, Councillor Kerr, Councillor Lee, Councillor Marimpietri, Councillor Marks, Councillor McConkey, and Councillor Nicholson

Absent (1): Councillor Neal

Carried (10 to 0)

SF-25-36 - Potential Renaming of the Harmony Valley Off-Leash Dog Park (Ward 3)

Consent Motion:

That based on Report SF-25-36 dated June 9, 2025, staff initiate the process as set out in the City Facility Naming/Re-naming Policy to rename the Harmony Valley Off-Leash Dog Park to the Clare Ford Off-Leash Dog Park.

Amendment:

Moved by Councillor Kerr

Seconded by Councillor Marks

That the motion be amended to add the following: “and that a QR code be added to the new sign(s) entitled, "Clare Ford's History with the park" or words to that effect by City staff denoting what the QR code is for.”

Carried

The vote to adopt the recommendation contained in Item SF-25-36, as amended.

Carried

CNCL-25-35 - Letter of Interest - Northwood Community Centre Project (Ward 2)

Consent Motion:

Whereas on March 24, 2024, City Council considered Report CNCL-24-24, dated March 20, 2024, concerning the New Community Centre in the Northwood Business Park – Alternative Design Concept and directed that staff report back to Council prior to tender on total funds required to complete the facility and recommendations on a funding strategy; and

Whereas in 2024, the future Northwood Community Centre (“the Site”) was included in the Development Charge Background Study in the Parks and Recreation section in the amount of approximately \$144 million and the library component at approximately \$15 million as a forecasted collectable amount over many years if development continued at current rate; and

Whereas to date, approximately \$16 million has been collected and \$8.5 million has been allocated to the facility design,

Whereas the current total cost of construction for the future Northwood Community Centre is approximately \$169 million (\$149 million for the building/ site and \$20 million for soft costs); and

Whereas representatives from Broccolini Real Estate Group (Ontario) Inc. (“Broccolini”) contacted the City enquiring about the possible acquisition of the Site for future development as they have already completed other major projects within the Northwood Business Park and are currently engaged in property dealings directly south of the Site; and

Whereas Broccolini became aware of the Northwood Community Centre Project and were directed to Report CNCL-24-24 for further information and current Council direction; and

Whereas on June 9, 2025, Broccolini submitted correspondence, Letter of Interest – Northwood Community Centre Project (refer to Attachment 1), highlighting alternative partnership delivery solutions that may align with the long-term financial strategy of the City;

Therefore be it resolved that based on Item CNCL-25-35 concerning the Letter of Interest - Northwood Community Centre Project, dated June 9, 2025 from Broccolini, and in consideration of Council direction related to Report CNCL-24-24 dated March 20, 2024, staff be directed to:

1. Advance discussions with Broccolini on alternative partnership delivery solutions and include a framework for potential delivery and financing options as part of the staff response to Report CNCL-24-24 in the fall of 2025;
2. That staff provide requested documents regarding the proposed design, land composition, and project delivery schedule, subject to the execution of a non-disclosure confidentiality agreement, in a form and content satisfactory to the Chief Administrative Officer, the Commissioner, Safety and Facilities Department, and the City Solicitor.

The vote to adopt the recommendation contained in Report CNCL-25-35.

Carried

CNCL-25-37 - Oshawa Executive Airport Aerodrome Reconfiguration (Ward 2)

Consent Motion:

Whereas Council has taken significant steps to address and improve the Oshawa Executive Airport by endorsing the 2024 Airport Action Plan and advancing capital investments focused on noise mitigation and safety; and,

Whereas the City's strategic direction as outlined in the 2024 Oshawa Executive Airport Action Plan (Report SF-24-24) which was endorsed by Council at its meeting of May 27, 2024, supports transitioning the Oshawa Executive Airport into an executive and emergency response hub, with a focus on reducing training-based operations and optimizing the airport's role in emergency response, business and executive operations and national security; and,

Whereas the approved 2024 Oshawa Executive Airport Action Plan ("Airport Action Plan") establishes a clear mandate to reduce community noise impacts, modernize operations, and reinforce aviation safety at the Oshawa Executive Airport; and,

Whereas the Airport Action Plan prioritizes operational improvements, aircraft noise mitigation, and public safety alignment as part of the City's commitment to being a good community neighbour and steward of responsible airport operations; and,

Whereas the Federal and Provincial governments have signaled an increased investment in public safety infrastructure, which will position the Oshawa Executive Airport to proactively support evolving federal public safety priorities through secure aviation capability, operational flexibility, and strategic location within the eastern Greater Toronto Area; and,

Whereas the 2015-2019 Airport Business Plan, endorsed by Council at its June 29, 2015 meeting through Report DS-15-132, did not fully materialize as intended by maintaining a balance which would allow it to be a "good neighbour" to the surrounding community, resulting in an imbalance of noise impacts, underscoring the need for updated operational strategies that provide better compatibility with neighbouring communities and align with reasonable community expectations which resulted in the establishment of the Airport Action Plan; and,

Whereas operational reconfiguration would enable aircraft to initiate takeoff farther from residential zones, resulting in increased altitude on takeoff by the time they pass over adjacent communities reducing noise intensity at ground level; and,

Whereas operational reconfiguration will deliver meaningful benefits to Oshawa residents by directing more departures to Runway 30 and landings to Runway 12, Oshawa's optimal departure and landings corridors, thus enabling quieter, higher altitude takeoffs farther from homes and reducing the overall noise footprint over residential neighbourhoods; and,

Whereas an operational reconfiguration at the Oshawa Executive Airport will also rebalance the economic viability by enabling the infrastructure needed to attract high value business aviation, support on site job growth, and further strengthen the City's business parks as a hub for advanced manufacturing, global industrial tenants, further capital investment, and executive connectivity; and,

Whereas emerging aviation technologies in advanced air mobility, such as electric aircraft, offer promising tools to reduce source noise at its origin, and the airport must remain adaptable to incorporate such advancements in support of long-term noise mitigation; and,

Whereas the Oshawa Economic Development Strategy which was endorsed by Council at its meeting dated December 11, 2023, through Report ED-23-213 recommends that the City explore ways of supporting diversification opportunities aimed at augmenting both the capacity and array of commodities for both inbound and outbound activities at the Oshawa Executive Airport, which could be supported by strategic reconfiguration and operational modernization; and,

Whereas the anticipated benefits of the initial operational reconfigurations are expected to take effect in Q2 2026, following necessary technical adjustments to airport infrastructure and the City's confirmation of compliance with applicable Transport Canada requirements; and,

Whereas an operational reconfiguration at the Oshawa Executive Airport will enhance the opportunity to optimize City holdings for highest and best use;

Therefore, be it resolved that based on Item CNCL-25-37 dated June 18, 2025 concerning the Oshawa Executive Airport Aerodrome Reconfiguration:

1. That Council reconsider the following Part 2 of DS-12-241:
 - "2. That Council resolves:
 - a. That it does not support any proposed runway extension from 4,000 feet to 5,000 feet at the Oshawa Municipal Airport; and,
 - b. That no further work be done on the runway extension." and,
2. That staff be directed to advance operational reconfigurations aimed at reducing community noise impacts, balancing aerodrome utilization, and enhancing safety and efficiency, and report back to Council with an implementation update and next steps in Q2 2026; and,
3. That staff be directed to pursue strategic partnerships and enhancements that strengthen the Oshawa Executive Airport's role in supporting national aviation safety, emergency medical response, and Canadian border integrity, in alignment with federal public safety priorities and aviation security best practices; and,
4. That staff be directed to explore opportunities that may exist and are related to existing City holdings subject to the City receiving Transport Canada approval, pursuant to the 1997 Operating and Options Agreement between the City and the Government of Canada, wherever required.

The vote to adopt Part 1 to reconsider Part 2 of DS-12-241.

Affirmative (10): Mayor Carter, Councillor Chapman, Councillor Giberson, Councillor Gray, Councillor Kerr, Councillor Lee, Councillor Marimpietri, Councillor Marks, Councillor McConkey, and Councillor Nicholson

Absent (1): Councillor Neal

Carried (10 to 0)

The vote on Part 2 of DS-12-241:

That Council resolves:

That it does not support any proposed runway extension from 4,000 feet to 5,000 feet at the Oshawa Municipal Airport; and,

That no further work be done on the runway extension.

Negative (10): Mayor Carter, Councillor Chapman, Councillor Giberson, Councillor Gray, Councillor Kerr, Councillor Lee, Councillor Marimpietri, Councillor Marks, Councillor McConkey, and Councillor Nicholson

Absent (1): Councillor Neal

Lost (0 to 10)

Parts 2, 3 and 4 of Item CNCL-25-37 were now before Council.

The vote to adopt Parts 2, 3 and 4 of the recommendation contained in Item CNCL-25-37.

Affirmative (10): Mayor Carter, Councillor Chapman, Councillor Giberson, Councillor Gray, Councillor Kerr, Councillor Lee, Councillor Marimpietri, Councillor Marks, Councillor McConkey, and Councillor Nicholson

Absent (1): Councillor Neal

Carried (10 to 0)

CNCL-25-39 - Method of Election for the 2026 Municipal and School Board Elections (All Wards)

Consent Motion:

That based on Report CNCL-25-39 dated June 18, 2025 concerning the method of election for the 2026 Municipal and School Board Elections:

1. That internet voting for Advance Voting and internet voting and paper ballots with vote tabulators on Voting Day be used as the methods of voting for the 2026 Municipal and School Board Elections; and,
2. That the necessary by-law be passed to authorize the use of an alternative method of voting as well as the use of vote counting equipment in a form and content satisfactory to the Director, Legislative Services/City Clerk and City Solicitor generally as set out in Attachment 1.

Moved by Councillor Nicholson

Seconded by Councillor Marimpietri

That Report CNCL-25-39 be deferred to the September City Council Meeting.

Moved by Councillor Nicholson
Seconded by Councillor Marimpietri

That the motion to defer Report CNCL-25-39 to the September City Council meeting be withdrawn.

Councillor Giberson left the meeting at 12:00 p.m.

The vote to adopt the recommendation contained in Item CNCL-25-39 and related By-law 50-2025.

Affirmative (8): Mayor Carter, Councillor Chapman, Councillor Gray, Councillor Kerr, Councillor Lee, Councillor Marks, Councillor McConkey, and Councillor Nicholson

Negative (1): Councillor Marimpietri

Absent (2): Councillor Giberson, and Councillor Neal

Carried (8 to 1)

Items Pulled from the Information Package

CNCL-25-49 - Various Residents - Bill 5: Protect Ontario by Unleashing the Economy Act, 2025 (Formerly INFO-25-119) (All Wards)

Moved by Councillor Chapman
Seconded by Councillor Gray

That Item CNCL-25-49 from Various Residents submitting comments concerning Bill 5: Protect Ontario by Unleashing the Economy Act, 2025, be referred to Item CNCL-25-50.

Carried

CNCL-25-50 - Region of Durham - Bill 5: Protect Ontario by Unleashing the Economy Act, 2025 (Formerly INFO-25-118) (All Wards)

Moved by Councillor Gray
Seconded by Councillor Kerr

That Item CNCL-25-50 from the Region of Durham concerning Bill 5: Protect Ontario by Unleashing the Economy Act, 2025, be received for information.

Carried

Closed Consent Agenda

Moved by Councillor Chapman
Seconded by Councillor Kerr

That all items listed under the heading of Closed Consent Agenda for the City Council Meeting dated June 23, 2025 be adopted as recommended.

Carried

Correspondence with recommendations

None

Standing Committee Reports

Report of the Community and Operations Services Committee

None

Report of the Corporate and Finance Committee Services

None

Report of the Economic and Development Services Committee

ED-25-68 - Update on Disposition of Surplus City-owned Lands: 1170 Keith Ross Drive (Ward 2)

That based on Closed Report ED-25-68 dated May 28, 2025 concerning an update on disposition of surplus City-owned lands located at 1170 Keith Ross Drive, the Commissioner, Economic and Development Services Department, in coordination with the Commissioner, Safety and Facilities Services Department, be authorized to advance the approach as generally set out in Section 4.5 of said Closed Report.

ED-25-72 - Potential Acquisition of Land on Olive Avenue (Ward 4)

That based on Report ED-25-72 dated May 28, 2025 concerning the potential acquisition of land on Olive Avenue, staff be directed to advance Option 1 as set out in Section 4.5.1 of said Report.

ED-25-74 - Proposed Storm Water Easement in Favour of UMMAH Foundation of Durham Over Certain City-owned Lands located southeast of 1423 Thornton Road North (Ward 2)

That based on Closed Report ED-25-74 dated June 2, 2025 concerning the proposed storm water easement in favour of UMMAH Foundation of Durham over certain City-owned lands located southeast of 1423 Thornton Road North:

1. That the request for a storm water outfall easement over a portion of the City-owned open space lands located southeast of 1423 Thornton Road North be approved; and,
2. That the Commissioner, Economic and Development Services Department, be authorized to execute any required documents to give effect to Part 1 above, including any required easement agreement, to be in a form and content acceptable to the Commissioner, Economic and Development Services Department, and the City Solicitor; and,
3. That the Applicant be solely responsible for bearing the cost to register the easement and any related agreements.

ED-25-79 - Sixth Update on Matters Related to the Oshawa-to-Bowmanville GO Rail Extension (All Wards)

That based on Closed Report ED-25-79 dated May 28, 2025 concerning a sixth update on matters related to the Oshawa-to-Bowmanville GO Rail Extension, Council adopt the recommendation as set

out in Section 2.0 of said Report and that staff be directed to proceed as generally outlined under Section 4.0 of said Report.

Report of the Safety and Facilities Services Committee

None

Other Staff Reports and Motions

CNCL-25-33 - Litigation Matter (All Wards)

That staff be authorized to proceed as directed in the recommendation contained in Section 4.4 of Report CNCL-25-33, dated June 18, 2025, concerning a litigation matter.

CNCL-25-43 - Proposed Lease Agreement between the City of Oshawa and the Ministry of Transportation for Lands Generally Southwest of Simcoe Street South and Bloor Street West (Ward 5)

It is recommended that City Council direct the Commissioner, Economic and Development Services Department, to execute a lease agreement for lands generally located on the south side of Bloor Street West, west of Simcoe Street South, generally consistent with the key terms identified in Attachment 3 of this Closed Item.

Closed Discussion Agenda

Matters Excluded from Consent Agenda

None

Items Requiring Council Direction

None

Matters Tabled

None

Notices of Motion

CNCL-25-36 - Proposed Amendments to Vacant Building and Land Registry By-law 15-2024 (All Wards)

Councillor McConkey declared a conflict on this item. (Councillor McConkey declared a conflict of pecuniary interest on item CNCL-25-36 concerning the Proposed Amendments to Vacant Building and Land Registry By-law 15-2024 as she is owns land near the subject property and did not take part in discussion or voting on the matter.)

Moved by Councillor Kerr

Seconded by Councillor Nicholson

Whereas the Vacant Building and Land Registry By-law 15-2024 ("Vacant Building and Land Registry By-law") is a by-law to establish the permitting and regulation of vacant buildings and land within the City of Oshawa ("City"); and,

Whereas the Vacant Building and Land Registry By-law defines Vacant Land as lands, other than greenspace or a legally authorized parking lot, with no buildings and not devoted to the practice of farming; and,

Whereas the City has remedial tools to address non-compliance of property-related standards for Vacant Land which include but are not limited to the issuance of Work Orders and causing the remedial work to be done at each Owner's expense;

Therefore be it resolved:

1. That Council approve a by-law in a final form and content acceptable to Legal Services and the Commissioner, Safety and Facilities Services Department to amend the Vacant Building and Land Registry By-law 15-2024 to refine the scope of the By-law by no longer requiring the registration of Vacant Land as issues of non-compliance with property-related standards can be managed using the remedial tools established in the City's other property-related by-laws; and,
2. That staff reimburse previously-paid registration fees associated with the registration of vacant land in accordance with Vacant Building and Land Registry By-law 15-2024.

Affirmative (7): Mayor Carter, Councillor Chapman, Councillor Gray, Councillor Kerr, Councillor Lee, Councillor Marks, and Councillor Nicholson

Conflict (2): Councillor Marimpietri, and Councillor McConkey

Absent (2): Councillor Giberson, and Councillor Neal

Carried (7 to 0)

Councillor Gray temporarily left the meeting at 12:09 p.m.

CNCL-25-44 - Rotary Park Pool (Ward 4)

Moved by Councillor Nicholson

Seconded by Councillor Marimpietri

Whereas Rotary Park located at 254 Centre St. S. has a history dating back nearly 100 years with families and visitors enjoying the park and outdoor pool for decades; and,

Whereas the redevelopment of Rotary Park was selected as the Legacy Project for the City of Oshawa's centennial celebrations; and,

Whereas the Rotary Park Redevelopment will include a new outdoor pool with four lanes, a zero-entry pool area and toddler pool area; a destination playground; and a splash pad; and,

Whereas it is expected that Rotary Park and Pool will be an outdoor destination attracting residents from throughout Durham Region; and,

Whereas the redevelopment of Rotary Park is currently ongoing and expected to be complete in the second half of 2025; and,

Whereas the City of Oshawa wishes to acknowledge the significance of Rotary Park and Pool to Oshawa residents by offering limited programming at no cost; and,

Therefore, be it resolved:

That during the first full season of operation, drop-in swimming and registered swimming lessons will be provided at no cost to Oshawa residents on a first-come, first-served basis, subject to capacity limitations and other operational considerations; and,

That the Commissioner, Community and Operations Services Department and the Director, Recreation Services be authorized to establish eligibility criteria for Oshawa residents to participate in free drop-in swimming and registered swimming lessons, that will ensure fair and equitable access.

Affirmative (9): Mayor Carter, Councillor Chapman, Councillor Gray, Councillor Kerr, Councillor Lee, Councillor Marimpietri, Councillor Marks, Councillor McConkey, and Councillor Nicholson

Absent (2): Councillor Giberson, and Councillor Neal

Carried (9 to 0)

CNCL-25-46 - Erect sign to Alert Drivers of the Turtle Crossing Area (All Wards)

Moved by Councillor McConkey

Seconded by Councillor Kerr

Whereas each year mid June a large snapping turtle crosses Columbus Rd W from the pond on the south side to lay her eggs on the north side and then returns to the pond. About 2 months later mid August the baby turtles crosses Columbus Rd to get to the pond;

Where as often the are killed by vehicles;

And other municipalities erect sign to alert drivers of the turtle crossing area

Now therefore the City of Oshawa install signs for this turtle crossing area

Moved by Councillor Chapman

Seconded by Councillor Marimpietri

That Item CNCL-25-46 concerning an erect sign to alert drivers of the Turtle Crossing Area be referred to staff to consult with CLOCA (Central Lake Ontario Conservation) on the best way to address this issue.

Carried

Confirming By-Law

Moved by Councillor Chapman

Seconded by Councillor Gray

That the Confirming By-law be passed.

Carried

Adjournment

Moved by Councillor Kerr

Seconded by Councillor Gray

That the meeting adjourn at 12:23 p.m.

Carried

Mayor

City Clerk



100 Simcoe Street South, Oshawa, Ontario L1H 7M7 | Tel. (905) 723-4623 | Fax (905) 743-5222 | contactus@oshawapower.ca

September 15, 2025

Mayor and Members of Council
The Corporation of the City of Oshawa
50 Centre Street South Oshawa, ON
L1H 3Z7

Dear Mayor Carter and Members of Council:

Re: Succession Planning for the Board of Directors Oshawa Power and Utilities Corporation

The Board of Directors for Oshawa Power and Utilities Corporation has completed a comprehensive search for new Directors to serve on the Board. This search was undertaken to facilitate a need to replace the following Board Members and the skills and expertise that they bring to the Board:

Denise Carpenter, Board Chair – Term ending December 2025
Donna Kingelin, Chair HR/Governance Committee – Term ending December 2025
Grant Buchanan – Term ending December 2025
Terry Caputo – Term ending December 2025

The search was conducted to recruit new Board members who possess the skills and experience that the Board needs while understanding the increasing complexity of the industry. The Board was looking to replace the skills it was losing while continuing to grow experience and expertise to ensure effective oversight of the organization.

Over the years, as a Board we have built a diverse group of well qualified men and women; it is a team made up of people with distinguished backgrounds in diverse and complementary areas. For this recruitment, the focus was on replacing Human Resource, Governance and industry knowledge while bringing diversity of thought to enable the business to grow and succeed.

The search was advertised on the Institute of Corporate Directors' website, Get Women on Boards website, and LinkedIn. In total, one hundred and seventy applications were received, with fifteen chosen for interviews with the selection committee, and from those four have been chosen by the Board for recommendation to the Shareholder.

In the interest of succession planning to balance the necessary skills and ensure that the Board is not losing critical experience all at one time, the Board is proposing that Tova White and Charles Mongeon be approved for 3-year terms, while Paul Kwasnik and Mika Unterman be approved for 2-year terms.

Tova White, MSc, C. Dir

Appointment in November 2025 for a 3- year Term is recommended to fill the spot of HR/Governance Committee Chair, vacated by Donna Kingelin.

Tova has extensive Human Resources and Governance experience and risk management experience at the Executive level as well as Board experience.

Charles Mongeon

Appointment in November 2025 for a 3 - year Term is recommended. Charles brings a wealth of experience in the field of IT, Cyber Security and Business Modernization that will be an asset as the organization undergoes transformation and modernization. Charles also brings Board, risk management and finance experience as well.

Paul Kwasnik, MBA, BA

Appointment in November 2025 for a 2 - year Term is recommended by the Board. Paul has extensive industry at the executive level as well as Risk Management and Board experience. Paul will be replacing some of the industry knowledge lost when Grant Buchanan and Denise Carpenter transition off of the Board.

Mika Unterman

Appointment in November 2025 for a 2 - year Term is recommended. Mika brings an ESG approach with extensive knowledge in the areas of sustainability, ESG and risk management with prior Board experience. Mika's diversity of thought will be an asset to the Board.

This report is respectfully submitted on behalf of the Board of Directors and recommends to City Council:

- 1) That Tova White be appointed as a Director of Oshawa PUC Networks Inc. commencing on November 1, 2025 for a term of three (3) years.
- 2) That Charles Mongeon be appointed as a Director of Oshawa PUC Networks Inc. commencing on November 1, 2025 for a term of three (3) years.
- 3) That Paul Kwasnik be appointed as a Director of Oshawa PUC Networks Inc. commencing on November 1, 2025 for a term of two (2) years.
- 4) That Mika Unterman be appointed as a Director of Oshawa PUC Networks Inc. commencing on November 1, 2025 for a term of two (2) years.

Yours truly,



Denise Carpenter, ICD.D, GCB.D
Chair of the Board

cc: Tracy Adams, City of Oshawa, City CAO, Mary Medeiros, City Clerk

Emily Noel
M.F.I.P.P.A 14(1)

Request to Update the Boulevard Bylaw for Accessibility, Equity, Biodiversity, and Resident Wellbeing

Supporting Rationale:

1. Alignment with City-Endorsed Values and Programs

- The **information package presented at the June Special Council Meeting**, distributed to the Mayor, Council, and senior City staff, outlined clear benefits of boulevard gardens—**many of which the City acknowledges** in its own **Garden Exemption Form**.
- The bylaw should be updated to reflect the City's own initiatives encouraging biodiversity, such as:
 - The **Bee City** application and renewals.
 - City's website that **encourage pollinator habitat and native planting**.

2. Legal Precedents Supporting Biodiverse and Expressive Landscaping

- **Sandy Bell v. Toronto (1993)**: The Ontario Court of Justice found that the Toronto bylaws were void for vagueness and therefore invalid and unenforceable, and violated the freedom of expression guaranteed by the Charter and that the subsequent bylaw of a 20 cm height restriction would lead to the same decision.
- **Douglas Counter v. Etobicoke**: Ontario Superior Court determined that Etobicoke was only able to restrict planting to “the extent that the City determines driver and pedestrian safety to be at risk”. Etobicoke did not present any evidence of a safety risk.
- **Sinclair Case & Others**: Confirm growing legal recognition of residents' rights to use their property—including boulevards—for **environmental expression** and **sustainable practices**.

3. Shifting Societal Norms and Municipal Trends

- Cities across Ontario and Canada are modernizing their bylaws to support **urban biodiversity, climate resilience**, and **resident-led sustainability efforts** – examples include Toronto and Ottawa (that have a higher pedestrian and vehicle traffic) and do not require a boulevard setback.

- The Mayor has received letters from **at least 43 Oshawa residents** urging an update to bylaws in support of biodiversity (as well as the corresponding city councillor).

4. Inconsistencies With Oshawa's Current Practices

- The **Boulevard Bylaw is not aligned** with the **Property Standards Bylaw**, **Lot Maintenance Bylaw**, and current **City of Oshawa terminology** (Bylaws that also need updating)
- The City's own landscaping practices—such as the installation of tall decorative structures and pollinator plantings—contradict the enforcement of restrictions on residents.
- Inconsistent enforcement (typically only after complaints) suggests these plantings are not real safety concerns, but instead reflect a **bylaw in need of modernization**.

Benefits of Modernizing the Boulevard Bylaw (and other related bylaws):

- Improves **environmental outcomes** through increased pollinator habitat and stormwater absorption.
- Promotes **mental and physical health**, community pride, and neighbourhood beautification.
- Encourages **climate resilience** at no cost to the City.
- Demonstrates **leadership and innovation**—positioning Oshawa as a forward-thinking municipality.
- Reduces resident conflict and improves relations with the City through **clearer, fairer, and more empowering regulations**.

Clarifying Naturalization vs. Neglect through Terminology and Education

Concerns about distinguishing between **gardening**, **intentional naturalization**, and **neglected, uncut grass** can be effectively addressed through:

- **Clear, updated terminology** within the bylaw that defines naturalized gardens as purposeful plantings that use native species and clearly defining turf grass as non-native species.
- **Training for enforcement officers** to recognize the difference between ecological stewardship and property neglect.
- **Public education campaigns** to inform residents about the benefits of naturalization and the standards required for compliance.

This approach avoids penalizing residents who are actively contributing to environmental goals, while still maintaining community standards and aesthetics.

There is currently inconsistency between city practices and enforcement standards. The City's own landscaping and decorating choices—such as placing large concrete planters over 3 feet tall on boulevards and planting vegetation alongside pathways—**demonstrate that such features are not inherently viewed as safety risks.** Additionally, enforcement patterns show that **boulevard gardens lacking required setbacks are not consistently treated as violations**, as orders are typically issued **only after a complaint** is made.

This inconsistency reveals two key issues:

1. **The City does not apply the same standards to itself as it does to residents.**
2. **The selective enforcement of boulevard garden bylaws indicates these regulations are not always considered necessary for public safety.**

Implication:

If these conditions **do not trigger proactive enforcement or pose a safety concern when implemented by the City**, then residents should be afforded the same leniency and flexibility. Enforcement practices must align with the City's demonstrated standards—or the bylaws themselves should be updated to reflect what is actually enforced and necessary for public safety.

Conclusion:

Updating the Boulevard Bylaw is not only **legally and ethically necessary**, but also a **powerful opportunity** for Oshawa to lead by example. This change would align our policies with court rulings, resident values, the City's own recommendations, and a growing national movement toward biodiversity, equity, and sustainability.

Imagine the **positive national attention** and **community goodwill** Oshawa could receive by taking this progressive step—**transforming boulevards into spaces of life, expression, and the city reaping all the benefits they provide.**

Offer to Support the Review and Modernization of the Boulevard Bylaw

I have submitted a detailed list of **proposed changes to the Boulevard Bylaw**, along with recommended updates to the **Lot Maintenance** and **Property Standards Bylaws**, in the information packages that were provided to Council, the Mayor, and senior staff during the **June Special Council Meeting**.

To ensure that these bylaws are updated effectively and in alignment with best practices, I would be willing to **participate in an advisory or consulting group**, similar to the collaborative model used by the City of Toronto when updating its own bylaws.

As referenced in the June information packages, the **Ecodesign Lab** has also produced a valuable guidance document outlining how municipal bylaws can be modernized to support **urban biodiversity and sustainable landscaping**. This resource could serve as a useful foundation for Oshawa's bylaw reform efforts.

Proposed Changes to the Boulevard Bylaw:

- Main version should be a readily accessible version for a lower reading level (ie. similar to how Toronto and Clarington's bylaws are presented).
- Should have a beginning paragraph stating - "Oshawa encourages citizens to create a garden on the boulevard abutting their property. Native Ontario plants are encouraged as they provide the greatest benefit to our native pollinators."
- Issue with the definition in 1.6.2 related to "health and safety of the public and to maintain clean and tidy conditions". Ontario Superior Court rulings have shown that this is unenforceable.
- To increase accessibility - attach a diagram to the bylaw showing which portion of property is "city property" (current image is difficult to find and does not clearly show a situation with a sidewalk).
- Definition issues with "Landscaping" and "Maintenance" – should clearly state that leaves/twigs/stems used as mulch or in a natural garden are permitted.
- Reference to another document of prohibited plants (This list should contain known invasives such as lily of the valley, goutweed, periwinkle., etc and include latin names).
- 3.0 Boulevard Standards
 - 3.1.1 i) a/b) This is too large of a setback and makes it difficult for the average resident to establish a garden on their boulevard (and their front yard). Other municipalities have a setback of 0 feet (Toronto and Ottawa (which has a higher vehicle and foot traffic) and Clarington) or 1 foot of setback (Barrie). Current sentence in the bylaw is difficult to read and with the use of "or" can make it seem like there is a choice of which measurement from an object is required to be followed. There should be no setback requirement as the Ontario Superior Court ruling was that

cities can only restrict gardening in relation to safety concerns. The city has demonstrated in their own landscaping and decorating that they do not see a safety issue with objects on boulevards (including over 3 feet in height) and plants on either side of pathways. As well, the city has demonstrated in their own enforcement policies and procedures that gardens on boulevards without the current setback are not a safety issue due to enforcement not issuing violations to all gardens that are in violation without a complaint.

- 4.0 Boulevard and Fixture Maintenance Standards
 - 4.1.2 i) issue with not defining “debris” and “waste” (definition exists for “waste” in a different bylaw). This definition needs to clearly state that leaves/twigs/stems used in a maintained garden are permitted.
 - iii) Difficult to understand this whole paragraph. Should be changed to state “non-native” grasses and or state “turf”.
 - 4.1.4 – Should have a point regarding boulevard gardens (ie. viii) Residents from improving their abutting boulevards by adding a garden.
- 6.0 Exemptions
 - Make it clear what exemptions might be considered and associated fees. Previously a resident needed an exemption for a boulevard garden (although very difficult to find), however it appears this is now not required (although the Lot Maintenance Bylaw still references a Boulevard Garden Program).
 - Make it clear how to contact this person for an exemption – ie. call Service Oshawa for questions regarding an exemption.
 - Issue that no exemption is able to be appealed or subject to review by any court.

From: Jon Kozma M.F.I.P.P.A 14(1)
Sent: Tuesday, September 23, 2025 2:50 PM
To: clerks <clerks@oshawa.ca>
Subject: Boulevard Bylaws

Jonathan Kozma
M.F.I.P.P.A 14(1)

City Clerk's Office
City of Oshawa
50 Centre Street South
Oshawa, ON L1H 3Z7

Subject: Support for Boulevard Gardens in Oshawa

I am writing to express my support for the use and expansion of boulevard gardens within the City of Oshawa. Boulevard gardens provide a wide range of environmental, social, and economic benefits that contribute directly to the health and livability of our community.

First, boulevard gardens enhance environmental sustainability. By replacing turf grass with native plants, pollinator-friendly species, or drought-resistant vegetation, we can reduce water consumption, improve soil health, and increase urban biodiversity. These gardens also play a role in mitigating climate change by absorbing rainwater, reducing stormwater runoff, and helping to cool local microclimates.

Second, boulevard gardens bring significant community and social benefits. They create more attractive streetscapes, foster civic pride, and encourage residents to actively care for and beautify their neighborhoods. They also provide opportunities for neighbors to connect, share resources, and collectively build a stronger sense of community.

Third, boulevard gardens can help reduce municipal maintenance costs over time. Less mowing, watering, and fertilizer use means fewer resources are required to maintain these spaces, aligning with both fiscal responsibility and sustainability goals.

Encouraging boulevard gardens is consistent with Oshawa's long-term environmental and urban design objectives. With proper guidelines, boulevard gardens can be safe, low-maintenance, and a valuable addition to the city's green infrastructure.

I urge Council to continue supporting policies that enable residents to create and maintain boulevard gardens and to consider expanding educational programs and resources to promote this practice citywide.

Thank you for your time and your commitment to making Oshawa a greener, more resilient, and more welcoming city.

Respectfully,

Jonathan Kozma

Sent from my Bell Samsung device over Canada's largest network.

CORR_CNCL-25-67

Emily Noel
M.F.I.P.P.A. 14(1)

I am requesting a review and reform of Municipal Bylaw Enforcement policies, along with the establishment of an independent oversight committee—similar to those in place for police services.

This would help reduce neighbour disputes, prevent the misuse of bylaws, improve accessibility and equity, lower financial burdens, and ensure fairer treatment for future residents by addressing issues proactively.

1) Currently, Freedom of Information (FOI) requests come with cost-prohibitive fees for the average resident—including a \$5 minimum, \$7.50 per 15 minutes of staff time, and \$0.20 per page for photocopying.

Recommendations:

- Introduce a flat-rate FOI fee per bylaw complaint file (e.g., \$15 per complaint).
- Detail that the City will provide a cost estimate before proceeding any other requests.
- Mandate that bylaw officers disclose the full details of the complaint to the accused homeowner—without requiring an FOI request.
(Personal information of the complainant would still be withheld, as per privacy laws.)

This would reduce resident stress, increase transparency, and make accessing information more equitable.

2) Lack of Oversight in Municipal Bylaw Enforcement

Currently, bylaw enforcement operates as a fully self-contained department, with no external accountability—not even from the departmental commissioner. As a result, residents are left with no meaningful way to resolve concerns except through costly legal action or appealing to the provincial ombudsman. This lack of oversight is out of step with other systems: police departments have civilian oversight, and some municipalities have their own ombudsman.

This creates a system that lacks transparency, flexibility, and resident input and expertise.

Recommendations:

- **Establish an Independent Oversight Review Committee**

Create a resident-led committee to review bylaw enforcement practices, complaint statistics, and complex or non-standard orders.

The committee would:

- Identify recurring issues across the city.
- Recommend alternative enforcement or public education strategies.
- Suggest bylaw updates to improve accessibility, fairness, and outcomes.

Why This Matters:

Residents should not endure unnecessary stress or unfair treatment due to outdated or rigid procedures. Independent oversight would allow for proactive improvements that benefit residents, city staff, and overall public trust.

Examples:

- **City Animal Welfare:**

A committee could have flagged the concerning practice of the city automatically euthanizing injured wildlife that bylaw collects, identifying the need for partnerships with rescue organizations and Service Oshawa advising residents who they can contact to assist the injured animal. Residents deserve humane alternatives, not ultimatums.

- **Garden Exemption Process:**

Repeated confusion among bylaw officers about the garden exemption form could have been resolved earlier through oversight. Clearer application instructions and streamlined procedures would reduce resident stress and promote compliance.

In summary, an oversight committee would close existing gaps, provide resident-driven insight, and ensure accountability—bringing bylaw enforcement in line with other public-facing departments.

3) Issue of Complaint-Driven Bylaw Enforcement Leading to Inconsistency and Misuse

Municipal Bylaw Enforcement currently operates largely through a **complaint-driven model**, rather than a proactive or needs-based approach. This system creates significant inequities, allows for personal disputes to escalate through misuse of bylaw complaints, and can neglect serious issues that go unreported. Currently, the city

enforces the same standard on a street with regard to sidewalk clearing and parking enforcement in certain city areas.

Problems with Complaint-Driven Enforcement:

- **Inconsistency:** Enforcement depends on who gets reported—not on the severity or validity of violations.
- **Weaponization:** Residents may use bylaw complaints to harass or retaliate against neighbours in personal disputes.
- **Neglect of Safety Issues:** Serious or hazardous violations may persist if no one complains.
- **Erosion of Trust:** Residents lose faith in bylaw fairness when enforcement feels arbitrary or selective (as one resident is issued a violation order while neighbours with the same violation are not).
- **Negative Impact on Marginalized Groups:** Studies show that complaint-driven models can disproportionately harm vulnerable or minority communities.

Real-World Examples:

- A resident is forced to remove a boulevard garden due to a complaint, while identical gardens nearby are not required to be removed. Or a resident is required to pay \$125.00 to apply for an exemption when neighbours do not have this financial burden.
- A neighbour reports a parking issue but has their own boulevard parking violation ignored due to no complaint being filed.
- A personal dispute results in a complaint about hardscaping—then later is attempted to be withdrawn when the relationship improves, exposing the baselessness of the concern.
- Bylaw officers ignore visible safety/accessibility hazards on neighbouring properties during a complaint visit because those issues weren't reported.

Recommendation:

Implement a Proactive Enforcement Pilot Program

Launch a **pilot program** that shifts from individual targeting to **street-wide enforcement** of front-facing property issues complaints (e.g. boulevard gardens, parking, landscaping):

- **Uniform Enforcement:** When a complaint is made, all similar violations on the street are reviewed and addressed—not just the targeted property.
- **Discourage Harassment:** Complainants are less likely to file petty or personal complaints if they know all similar violations will be enforced. A resident may think twice about trying to target a neighbour when all neighbours on the street will be subjected to the same scrutiny.

- **Promote Equity:** No resident is held to a different standard than their neighbours.
- **Support Data-Driven Reform:** Broad enforcement can highlight outdated or overly strict bylaws, revealing when education or reform is needed.
- **Enhance Safety and Compliance:** Visible hazards or violations are addressed even if not formally reported.
- **Reduce Neighbour Conflict:** Residents feel less targeted, decreasing tension between neighbours and with the City.

Residents will be thoroughly educated about this changing policy and pilot program.

Why This Matters:

If a bylaw truly serves the public good, it should be applied **consistently**.

If a law feels unfair when applied broadly, it may signal the need for **policy reform**.

This pilot would be most effective when paired with an **Independent Oversight Review Committee** to analyze outcomes, recommend changes, and ensure accountability.

4) Issue of Improper Restriction of Residents' Rights to Submit Bylaw Complaints

Currently, Municipal Bylaw Enforcement has, in some cases, **discouraged or dismissed valid complaints from residents** on the grounds that the complainant themselves has a bylaw order issued against them for a similar issue. Residents are sometimes told that any complaints they file will be deemed “frivolous” and ignored.

This practice is deeply problematic. It effectively **removes a resident's right to equal treatment under the law**, punishing them for the mere fact that they were previously the subject of a complaint or currently have an order issued against them. This creates a chilling effect where residents may feel compelled to file complaints first—as a form of self-protection—rather than in good faith, further fuelling neighbour conflict.

Recommendation: Uphold Residents' Equal Right to Submit Complaints

- **Protect the Right to Report:**
Municipal Bylaw Enforcement must not restrict any resident's ability to submit valid bylaw complaints—regardless of their personal enforcement history.
- **Impartial Enforcement:**
If a complaint aligns with existing bylaws (pending any changes via an oversight review), it should be reviewed and acted on fairly and consistently.

Why This Matters:

No resident should be penalized or dismissed based on their identity, history, or past bylaw interactions. All residents deserve **equal protection, access, and voice** under municipal regulations. Ensuring this not only upholds fairness—it also reduces retaliatory behavior and restores trust in enforcement systems.

5) Lack of Transparency Around Exemption Fees in Municipal Bylaws

Currently, Municipal Bylaw Enforcement does not inform residents that certain bylaw exemptions require a fee, nor is this information clearly stated in the bylaws themselves. This lack of transparency creates confusion and unfairly burdens residents who are unaware of additional costs until late in the process.

Recommendations:

- **Staff Transparency:**
Require all City staff to clearly inform residents when an exemption includes a fee, and provide clear, step-by-step guidance on how to apply.
 - **Bylaw Clarity:**
Update all relevant bylaws to include a standard clause such as:
“Exemptions may require a fee; refer to the City’s Fee Schedule for details.”
-

6) Lack of Transparency and Accessibility in the Bylaw Appeal Process

Currently, the appeal process for Municipal Bylaw Orders is not clearly communicated to residents, and the associated fee—approximately \$250—is cost-prohibitive for many. This creates a barrier to fair and equitable resolution, effectively discouraging legitimate appeals.

Recommendations:

- **Clear Communication:**
Require Bylaw Enforcement to provide written information outlining the appeal process, including timelines, steps, and costs.
- **Fee Reduction or Alternatives:**
Reduce the appeal fee to ensure accessibility for all residents, regardless of income.
Alternatively, offer a secondary review pathway—such as through an independent Oversight Committee—for cases where cost is a barrier.

A fair system must be transparent and accessible. The ability to appeal should not depend on one’s ability to pay.

7) Premature Resident Contact and Poor Enforcement Practices

Currently, Bylaw Enforcement officers often contact residents immediately after receiving a complaint—**before** fully investigating whether a violation exists. This causes unnecessary stress and can damage relationships between residents and the City. Strong bylaws require fair, informed, and respectful enforcement to be effective.

For example, while Toronto has progressive bylaws supporting biodiversity, poor enforcement and lack of public education have led to ongoing conflict and confusion.

Recommendations:

- **Specialized Training:**
Designate officers with specific expertise (e.g., plant identification, ecological landscaping, gardening methods) to investigate relevant complaints thoroughly.
- **Investigate First, Then Notify:**
Residents should only be contacted **after** an initial investigation confirms a potential bylaw violation. The resident would then be contacted to discuss the issue before an order is issued.
- **Educate Complainants:**
When no violation is found, send a response letter to the complainant explaining why the case is compliant. In appropriate cases, provide resources or steps for them to achieve similar outcomes (e.g., how to start their own compliant garden).

Better enforcement practices reduce unnecessary conflict, improve public trust, and support the intent behind the bylaws themselves.

To: City Council

From: Anthony Ambra, P.Eng., Commissioner,
Economic and Development Services Department

Report Number: CNCL-25-59

Date of Report: September 24, 2025

Date of Meeting: September 29, 2025

Subject: Recommended Candidates for Municipally Appointed Hamilton-Oshawa Port Authority Board of Directors

Ward: Ward 5

File: 12-03-3532

1.0 Purpose

The purpose of this Report is to seek Council's endorsement of the Hamilton-Oshawa Port Authority's ("H.O.P.A.") recommended candidates for the municipally appointed director to the H.O.P.A. Board of Directors, to be jointly appointed by the cities of Oshawa and Hamilton.

Attachment 1 is a copy of the H.O.P.A. Letters Patent, issued by the Department of Transport on June 8, 2019 in the Canada Gazette, Vol. 153, No. 23. Owing to the size of the document, it is not attached to this Report, but it can be viewed at the following link: <https://gazette.gc.ca/rp-pr/p1/2019/2019-06-08/html/sup2-eng.html>.

Attachment 2 is a copy of the notice issued by H.O.P.A. on April 16, 2025, advertising the opportunity to apply for the vacant, municipally appointed director position on the H.O.P.A. Board of Directors.

Confidential Attachment 3 is a copy of a letter dated June 24, 2025 from H.O.P.A. staff recommending three (3) highly qualified candidates for the municipally appointed director to the H.O.P.A. Board of Directors, in order of preference, for the City of Oshawa's consideration. A copy of each candidate's Curriculum Vitae and Biography is enclosed.

2.0 Recommendation

It is recommended to City Council:

1. That, based on Report CNCL-25-59 dated September 24, 2025, City Council endorse the Hamilton-Oshawa Port Authority's recommended candidates, in order of

preference, as outlined in Confidential Attachment 3 of said Report, for the municipally appointed director to the Hamilton-Oshawa Port Authority Board of Directors; and,

2. That, a copy of Council's decision on the matter of the municipal appointment to the Hamilton-Oshawa Port Authority Board of Directors be forwarded to the Hamilton-Oshawa Port Authority, the City of Hamilton and the City of Burlington.

3.0 Input From Other Sources

The following have been consulted in the preparation of this Report:

- Chief Administrative Officer
- City Solicitor
- H.O.P.A.

4.0 Analysis

4.1 Hamilton-Oshawa Port Authority – Letters Patent

On February 9, 2019, based on a recommendation from the federal Minister of Transport, the Governor General in Council issued notice of a Certificate of Intent to amalgamate the Oshawa and Hamilton Port Authorities. The objective of the proposal was to strengthen the Canadian supply chain in Ontario by providing a coordinated approach to port development, land use and marketing.

On March 4, 2019, City Council endorsed City Comments on the Government of Canada's proposal to amalgamate the Oshawa and Hamilton Port Authorities, as contained in Report DS-19-34 dated February 22, 2019, a copy of which can be viewed at the following link: https://app.oshawa.ca/agendas/development_services/2019/02-25/ds-19-34.pdf.

One of the City's comments, as contained in Report DS-19-34, was that each host municipality (Hamilton and Oshawa) should be given a seat on the new H.O.P.A. Board of Directors to ensure a fair decision-making process. The City's recommendation in this regard was not accepted by the Department of Transport.

On June 8, 2019, the Department of Transport issued a Certificate of Amalgamation of port authorities to create the new H.O.P.A. The Certificate of Amalgamation included the Letters Patent of the H.O.P.A. (see Attachment 1). According to the H.O.P.A. Letters Patent, as issued by the Department of Transport on June 8, 2019, the H.O.P.A. Board of Directors shall be composed of seven (7) directors appointed to hold office as follows:

- (a) the Governor in Council appoints one (1) individual nominated by the Minister of Transport;
- (b) the City of Hamilton and the City of Oshawa, in consultation with the City of Burlington, appoint one (1) individual;
- (c) the Province of Ontario appoints one (1) individual; and,

- (d) the Governor General in Council appoints four (4) remaining individuals nominated by the Minister of Transport in consultation with the users selected by the Minister or with the classes of users.

The H.O.P.A. Letters Patent does not provide direction on how Hamilton and Oshawa are to collectively appoint their one (1) director. The Letters Patent does, however, identify a list of individuals who may not be selected as a director. This list is as follows:

- (a) an individual who is a mayor, councillor, officer or employee of one of the municipalities described in subsection 4.4(b) below;
- (b) an individual who is a member of the legislature of the Province of Ontario, or an officer or employee of the public service or of a Crown corporation of the Province of Ontario;
- (c) a Senator or a member of the House of Commons;
- (d) an Officer or employee of the federal public administration, a federal Crown corporation or a port authority;
- (e) an individual who is not a resident Canadian, as defined in subsection 2(1) of the Canada Business Corporations Act;
- (f) an individual who is a director, officer or employee of a person who is a user of the port;
- (g) an individual who is under 18 years of age;
- (h) an individual who has been declared mentally incompetent by a court in Canada or elsewhere; or,
- (i) an undischarged bankrupt.

4.2 Hamilton-Oshawa Port Authority Board of Directors

As previously noted, the H.O.P.A. Board of Directors is comprised of seven (7) appointed directors, one (1) of whom is to be jointly appointed by the City of Hamilton and the City of Oshawa, in consultation with the City of Burlington.

The H.O.P.A. Board of Directors meets regularly throughout the year, with one (1) of the meetings being an annual strategic planning session, and one (1) being the Annual General Meeting. Occasionally the H.O.P.A. Board of Directors will hold special-purpose meetings to address specific items. Directors also participate in port tours as part of onboarding. All regularly scheduled board meetings are in-person, with the majority of meetings held in Hamilton and a lesser amount held in Oshawa. Special purpose meetings are usually virtual. Per-meeting compensation is the same whether the meetings are in-person or virtual.

Each individual who is appointed to the H.O.P.A. Board of Directors is required to serve a three (3) year term.

4.3 Joint Hamilton-Oshawa Working Group Meeting

On February 27, 2023, pursuant to Report ED-23-28 dated February 1, 2023, City Council adopted the recommendation of the Economic and Development Services Committee to form a joint working group made up of four (4) City of Oshawa elected officials and four (4) City of Hamilton elected officials, whose sole purpose was to determine a process for jointly appointing the municipally appointed director to the H.O.P.A. Board of Directors.

A Joint Hamilton-Oshawa Working Group meeting was held on February 2, 2024, where H.O.P.A. staff provided an overview of the H.O.P.A. Board of Directors including its function, the roles and responsibilities of Board members and their fiduciary duties. City of Oshawa and City of Hamilton staff also provided a joint presentation concerning a process and options for jointly appointing a director to the H.O.P.A. Board of Directors.

After questions, discussion and debate, the resulting recommendation of the Joint Hamilton-Oshawa Working Group was as follows:

“Whereas on February 9, 2019, the federal Ministry of Transport issued a Certificate of Intent to amalgamate the Hamilton and Oshawa Port Authorities;

Whereas on June 8, 2019, the federal Ministry of Transport issued the certificate of Amalgamation and Letters Patent creating the amalgamated Hamilton Oshawa Port Authority (H.O.P.A.);

Whereas the Hamilton Oshawa Port Authority Board of Directors is composed of seven directors;

Whereas the Letters Patent states that only one director be appointed by the City of Hamilton and the City of Oshawa, in consultation with the City of Burlington;

Whereas prior to the amalgamation of the Port Authorities, the City of Hamilton and the City of Oshawa each had municipally-appointed representatives on their respective Port Authorities;

Whereas both the City of Oshawa and the City of Hamilton have expressed to the federal government that a shared representative is not an effective means of governance, and that both municipalities should be allocated a municipally-appointed representative on the Hamilton Oshawa Port Authority Board of Directors;

Whereas the federal government, to date, has not indicated a willingness to amend the Letters Patent of the Hamilton Oshawa Port Authority to permit both municipalities to have a municipally-appointed representative on the Board, and therefore the municipalities are required to appoint a shared representative;

Whereas the City of Oshawa and the City of Hamilton established a working group to establish a process for appointing a shared municipal appointee to the Hamilton Oshawa Port Authority Board of Directors;

Therefore be it resolved:

- a. That the Mayors of the City of Oshawa and City of Hamilton provide a joint letter to the federal Ministry of Transport requesting the Letters Patent be immediately amended to allow for two municipal appointees, one from each municipality, on the H.O.P.A Board of Directors ("H.O.P.A. Board"); and
- b. That the H.O.P.A. Board be requested to provide a letter to the federal Ministry of Transport requesting the Letters Patent be amended to allow for two municipal appointees, one from each municipality, on the H.O.P.A. Board; and,
- c. That the members of the Joint Hamilton-Oshawa Working Group recommend to their respective Councils the following:
 - i. That each municipality determine their own process for selecting the appointee when it is their municipality's term, but that the non-selecting municipality be offered the opportunity to participate as a non-voting member or observer of any selection committee;
 - ii. That each municipality ensure that notice of the opportunity to apply to be the municipal appointee be provided in both Hamilton and Oshawa;
 - iii. That the City Manager of Hamilton and the C.A.O of Oshawa be directed and authorized to develop a common set of core skills and requirements for the municipal appointee."

Having made the above noted recommendation to each respective City Council, the Joint Hamilton-Oshawa Working Group served the purpose for which it was established and therefore no further meetings are required.

4.4 Council-adopted Process to Jointly Appoint a Director

On February 26, 2024, Oshawa City Council considered the recommendation of the Joint Hamilton-Oshawa Working Group but ultimately adopted its own recommended four-part process for jointly appointing a director to the H.O.P.A. Board of Directors, which was forwarded to Hamilton City Council for its consideration, as follows:

"Whereas, in accordance with the Letters Patent of the Hamilton-Oshawa Port Authority, both the City of Hamilton and the City of Oshawa, in consultation with the City of Burlington, shall appoint one (1) individual to the Hamilton-Oshawa Port Authority Board of Directors; and,

Whereas, although jointly appointed by the City of Hamilton and the City of Oshawa, the municipally appointed director has a fiduciary duty to act solely in the best interest of the Hamilton-Oshawa Port Authority, and as such, has no role to advance the interests of one or both of the host municipalities who appointed said individual; and,

Whereas, the Letters Patent of the Hamilton-Oshawa Port Authority is silent on the process by which the City of Hamilton and the City of Oshawa are to jointly appoint one (1) individual to the Hamilton-Oshawa Port Authority Board of Directors,

Therefore be it resolved that the Council of the City of Oshawa recommend to the Council of the City of Hamilton, that the following process be adopted for jointly appointing a new director to the Hamilton-Oshawa Port Authority Board of Directors:

- a. Coinciding with the municipal election cycle and council term, the Hamilton-Oshawa Port Authority releases, on behalf of the City of Hamilton and the City of Oshawa, an open call for interested individuals who wish to serve on the Hamilton-Oshawa Port Authority Board of Directors as the municipally appointed director.
- b. The Hamilton-Oshawa Port Authority evaluates all applications received for the municipally appointed director, and provides a recommended candidate based on qualifications and eligibility criteria, for the City of Hamilton and City of Oshawa's consideration and endorsement.
- c. The municipally appointed director shall serve a four (4) year term, coinciding with the municipal election cycle and council term, understanding that the first director so appointed will serve a truncated term so as to synchronize with the current council term.
- d. City of Hamilton and City of Oshawa staff shall work with Hamilton-Oshawa Port Authority staff to develop a recruitment package to ensure consistency and fairness in the recruitment process, with such recruitment package to include, but not necessarily be limited to, a role description, eligibility criteria and minimum qualifications."

On October 9, 2024, Hamilton City Council adopted the City of Oshawa's recommended four-part process, together with a proposed fifth part. Oshawa City Council, at its November 25, 2024 meeting, ultimately accepted Hamilton's proposed fifth part, resulting in the following jointly adopted process to be followed moving forward:

- i) Coinciding with the municipal election cycle and council term, the H.O.P.A. releases, on behalf of the City of Hamilton and the City of Oshawa, an open call for interested individuals who wish to serve on the H.O.P.A. Board of Directors as the municipally appointed director.
- ii) The H.O.P.A. evaluates all applications received for the municipally appointed director, and provides a recommended candidate based on qualifications and eligibility criteria, for the City of Hamilton and City of Oshawa's consideration and endorsement.
- iii) The municipally appointed director shall serve a four (4) year term, coinciding with the municipal election cycle and council term, understanding that the first director so

appointed will serve a truncated term so as to synchronize with the current council term.

- iv) City of Hamilton and City of Oshawa staff shall work with H.O.P.A. staff to develop a recruitment package to ensure consistency and fairness in the recruitment process, with such recruitment package to include, but not necessarily be limited to, a role description, eligibility criteria and minimum qualifications.
- v) If either the City of Hamilton or the City of Oshawa does not endorse the H.O.P.A.'s candidate, the Board shall put forth the next highest-ranking candidate for endorsement, until such time that both Councils endorse the same candidate.

4.5 Recruitment Process

Pursuant to the above-noted process, H.O.P.A. staff developed a recruitment package in consultation with Oshawa and Hamilton staff. The notice advertising the vacant director position was posted by H.O.P.A. on April 16, 2025 to the H.O.P.A. Ports website and was promoted across all of their online/social media channels (see Attachment 2).

Corporate Communications staff posted the notice on the City's website (under the Public Notice newsfeed which is emailed to subscribers), reshared H.O.P.A.'s social media posting on LinkedIn and shared the notice with all City Councillors and the Corporate Leadership Team, as information.

By letter dated June 24, 2025, H.O.P.A. staff advised City of Oshawa and City of Hamilton staff of the results of the recruitment process, and provided their recommended short list of qualified candidates, in order of preference, for consideration by each respective City Council (see Confidential Attachment 3).

4.6 Next Steps

Now that H.O.P.A. staff have undertaken the recruitment process and selected their top three recommended candidates, it is up to each respective City Council to either endorse, or not endorse, the recommended candidates. It is recommended that City Council endorse the H.O.P.A.'s recommended candidates, in order of preference as identified within their letter. In doing so, Oshawa City Council would be endorsing candidate Number 1 in Confidential Attachment 3 as the jointly appointed director to the H.O.P.A. Board of Directors. In the event that Hamilton City Council does not concur with the selection of candidate Number 1, it would be the position of Oshawa City Council to endorse candidate Number 2 as the jointly appointed director to the H.O.P.A. Board of Directors, and so on.

In the event Oshawa City Council adopts the recommendation contained in Section 2.0 of this Report, City of Oshawa staff would notify H.O.P.A, the City of Hamilton and the City of Burlington of its decision. Provided that Hamilton City Council also endorses the H.O.P.A.'s recommended candidates, in order of preference as listed in H.O.P.A.'s letter, then the candidate listed as Number 1 in Confidential Attachment 3 would be jointly appointed by the City of Oshawa and the City of Hamilton as director to the H.O.P.A. Board of Directors.

If Hamilton City Council does not endorse candidate Number 1 as the jointly appointed director and instead endorses candidate Number 2, and if Oshawa City Council adopts the recommendation contained in Section 2.0 of this Report [thereby endorsing all three (3) candidates in order of preference identified within Confidential Attachment 3], then candidate Number 2 would be jointly appointed. Likewise, if Hamilton City Council chooses not to endorse either candidate Number 1 or candidate Number 2 but instead endorses candidate Number 3, then candidate Number 3 would be jointly appointed.

5.0 Financial Implications

There are no financial implications associated with the recommendation contained in this Report.

6.0 Relationship to the Oshawa Strategic Plan

This Report responds to the Oshawa Strategic Plan Priority Area:

“Lead: Governance and Service Excellence” with the goal to provide transparent, efficient, and responsible fiscal stewardship and use of resources.



Tom Goodeve, M.Sc.Pl., MCIP, RPP, Director,
Planning Services



Anthony Ambra, P.Eng., Commissioner,
Economic and Development Services Department



HOPA Notice: Hamilton-Oshawa Port Authority seeks nominees for municipal Board appointment

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Notice

On behalf of the City of Oshawa and the City of Hamilton, The Hamilton-Oshawa Port Authority is currently recruiting potential nominees for the municipal appointment to its Board of Directors (one Director).

It is the responsibility of the Hamilton-Oshawa Port Authority's Board of Directors to exercise oversight of the activities of HOPA, acting honestly and in good faith in the best interests of the port authority. Directors shall possess relevant business, transportation sector and/or community experience, and extensive knowledge/experience related to one or more of the following skills:

- Transportation / marine industry
- Real estate / property development
- Industry sectors relevant to port business
- Finance & accounting
- Board / governance

- Engineering / project management
- Government relations
- Communications / marketing
- Legal
- First Nations engagement
- Human resources
- Land use / community planning
- Knowledge of HOPA's communities of operation

This is a paid, part-time role, primarily based in Hamilton, with occasional travel to our facilities in Niagara and Oshawa. Directors are expected to attend approximately 12 in-person meetings per year. This position is concurrent with the Ontario municipal election cycle, with the opportunity for renewal.

About HOPA

As an integrated port network, HOPA manages port and marine assets in Hamilton, Oshawa and Niagara. An efficient, multimodal network on the Great Lakes, HOPA supports Ontario industries and facilitates trade. By investing in high-quality infrastructure and prioritizing sustainability, HOPA helps build prosperous working waterfronts in Ontario communities. Overseeing more than 1,400 acres and more than 140 tenant companies, 40,000 Ontario jobs are connected to the cargo that passes through HOPA's integrated ports.

Who is Not Eligible

The following persons are not eligible to be directors of a port authority (per Canada Marine Act, Section 16):

- An individual who is a mayor, councillor, officer or employee of a municipality mentioned in the Port's Letters Patent (Hamilton, Oshawa, Burlington);
- An individual who is a member of the Legislature of a Province, or an officer or employee of the Public Service or of a Crown corporation of a Province (Ontario);
- A Senator or a member of Parliament or an officer or employee of the federal public service or of a federal Crown corporation;
- An individual who is not a resident Canadian, as defined in Subsection 2(1) of the Canada Business Corporations Act;
- An individual who is a director, officer or employee of a person who is a user of the Port;
- An individual who is under eighteen years of age;

- An individual who has been declared mentally incompetent by a court in Canada or elsewhere, or;
- An individual who is an undischarged bankrupt

As part of our commitment to inclusivity, diversity, equity and accessibility, our goal is a workforce and Board that reflect the communities we serve. We welcome all qualified applicants to apply including individuals with disabilities, those who identify as Black, Indigenous or persons of colour, members of the LGBTQ2S+ community and others. We are happy to honour accommodations at any part of the recruitment process and invite you to let us know how we can help.

Apply today with your resume and cover letter: jobs@hopaports.ca

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