



Office of the Mayor

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TOWN OF AJAX

65 Harwood Avenue South
Ajax ON L1S 2H9
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Town of Ajax Mayoral Decision No. 01-2026

January 9, 2026

Re: Delegation of Mayor's powers re organizational structure, employment matters

The Mayor hereby delegates to the Chief Administrative Officer in accordance with subsection 284.13 (1) of the Municipal Act, 2001 (the "Act") and section 6 of Ontario Regulation 530/22:

- the Mayor's powers under subsection 284.6 (1) of the Act to determine the organizational structure, which shall be exercised in accordance with the Chief Administrative Officer (CAO) By-law #34-2020, noting that this by-law may be repealed and replaced or amended from time to time by Council; For greater certainty, this means that the exercise of powers described under Clause 3.4 of the CAO By-law remain delegated as follows;

[The CAO shall..]

Submit recommendations to Council to create, eliminate and/or consolidate departments of the municipality as the CAO may consider necessary and proper to fulfill the obligations of the municipality. The CAO is authorized to make administrative changes, transfer key functions, re-name existing departments and divisions within them, and/or re-organize existing departments in order to improve the efficient and effective delivery of municipal services.

and,

- the Mayor's powers under subsection 284.6 (2) of the Act to hire, dismiss, or exercise any other prescribed employment powers with respect to the head of any division or the head of any other part of the organizational structure, as defined as those reporting into Department Heads at the Town of Ajax, which shall be exercised in accordance with the Chief Administrative Officer (CAO) By-law #34-2020, noting that this by-law may be repealed and replaced or amended from time to time by Council; For greater certainty, this means that the power to hire and dismiss employees below the level of "Department Head" remains delegated to the CAO.

The Mayor hereby retains their powers under subsection 284.6 (2) of the Act to hire, dismiss, or exercise any other prescribed employment powers with respect to Department Heads and the CAO at the Town of Ajax.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shaun Collier', written in a cursive style.

Shaun Collier
Mayor & CEO - Town of Ajax

Cc:
Ajax Council
Shane Baker, Chief Administrative Officer, Town of Ajax
Jaclyn Grossi, Municipal Clerk, Town of Ajax
Nicole Cooper, Deputy Chief Administrative Officer, Town of Ajax
Clerks, Town of Ajax